



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF COMMUNITY DEVELOPMENT,
GENDER, WOMEN AND SPECIAL GROUPS

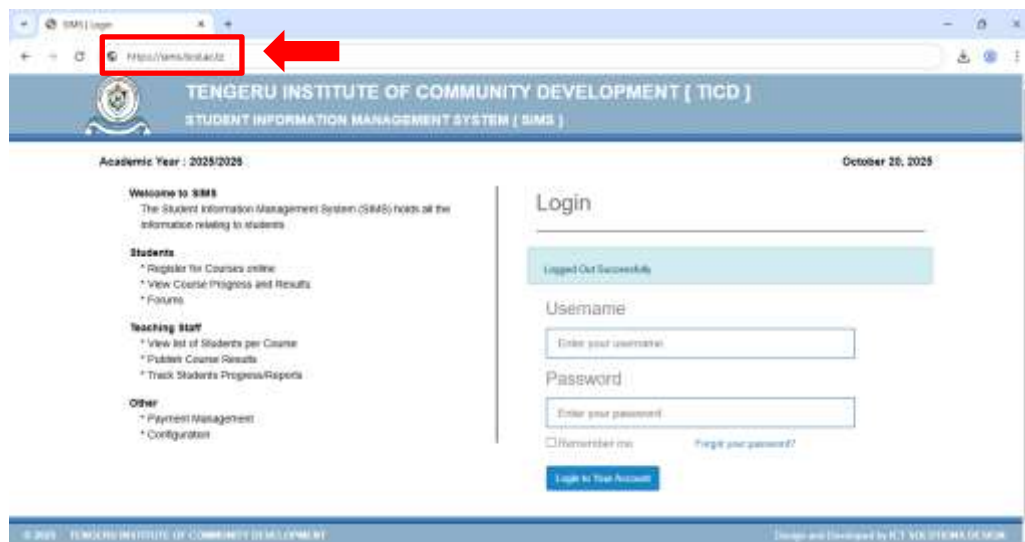


TENGERU INSTITUTE OF COMMUNITY DEVELOPMENT

ONLINE REGISTRATION MANUAL

STEP 1: OPEN BROWSER

1. Open your browser (Google Chrome, Microsoft edge etc).
2. Go to:  <https://sims.ticd.ac.tz>



STEP 2: LOGIN

1. Enter your **username** and **password** provided by TICD.
 - Use your **admission number** as your username (e.g., **TICD/MN/2025/059**).
 - Use your **last name/surname** in capital letter as your password (e.g, Agape Godwin Mollel **password** shall be **MOLLEL**)
2. Click **Login** to access your account.

Academic Year : 2025/2026

Welcome to SIMS
The Student Information Management System (SIMS) holds all the information relating to students.

Students

- Register for Courses online
- View Course Progress and Results
- Forums

Teaching Staff

- View list of Students per Course
- Publish Course Results
- Track Students Progress/Reports

Other

- Payment Management
- Configuration

Login

Please Login to continue

Username
TICDIN025589

Password
M0211

Login to Your Account

STEP 3: CHANGE PASSWORD

1. Create your **new password** (New password must contain at least 1 Upper Case, 1 lower case, 1 special character with at least 6 length) e.g. **Ticd@2020**
2. Enter **password** and **confirm password** then click **Change password**

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Change Password

New Password must contain at least 1 Upper case, 1 lower case, 1 special character with at least 6 length

Password
Enter New Password

Confirm Password
Confirm New Password

Change Password

STEP 4: UPDATE PROFILE

1. When you reach the **Dashboard**, click **“Update profile.”**

Academic Year : 2025/2026

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Update Profile

Basic Information

CONTACT ADMISSION OFFICER TO GET THIS SECTION

Entry Academic Year : 2025/2026

Entry Semester : Semester 1

Entry Class : First Year

Entry Program : Basic Technician Certificate in Accounting and Finance

Admission No : TICDIN025589

Regist : TICDIN025589

2. Then go to **profile menu** and update each profile menu information (**1. Basic Information, 2. Contact Information, 3. Next of Kin Information**).

NB: Make sure you fill all the required information's and enter **active mobile number** by using this format (e.g., 255XXXXXXXX).

The screenshot shows the 'Update Profile' page. On the left, a sidebar lists 'Profile Menu' items: 'Basic Information', 'Contact Information', 'Next of Kin Information', 'Education Background [Optional]', 'Insurance [Optional]', 'Bank Account [Optional]', 'Profile Picture [Optional]', and 'Attachments [Optional]'. The 'Next of Kin Information' item is highlighted with a red box and a red arrow. The main content area shows the 'Next of Kin Information' form, which includes fields for 'Name', 'Mobile Number 1', 'Mobile Number 2', 'Email', 'Postal Address', 'Relation', and 'Name' for 'NEXT OF KIN 1 (Primary)' and 'NEXT OF KIN 2'.

3. Scroll down and Click **“Update Information.”** on each profile menu information

The screenshot shows the 'Update Profile' page with the 'Update Information' button highlighted by a red box and a red arrow. The form fields are filled with example data: First Name: Apple, Last Name: Apple, Other Names: Apple, Email Category: Apple, Gender: Female, Birth Date: 01-10-2020, Nationality: Pakistani, Disability: None, Marital Status: Single. The 'Update Information' button is located at the bottom right of the form.

STEP 5: SUBMISSION

1. After update all the required information's go to **“Submission”** in the profile menus and Click it.

The screenshot shows the 'SIMS | Student Profile' page. On the left is a 'Profile Menu' with options: Basic Information, Contact Information, Next of Kin Information, Education Background [Optional], Insurance [Optional], Bank Account [Optional], Profile Picture [Optional], Attachment [Optional], and **Submit Information** (highlighted with a red box and an arrow). The main area displays 'Preview Information' with two sections: 'UNIVERSITY INFORMATION' and 'PERSON BASIC INFORMATION'. The university information includes Campus Name (Main Campus), RegNo No. (TICDMN/2025/009), Admission No. (TICDMN/2025/009), Entry Year (2025/2026 - Semester I), Intake (September), Entry Programme (Basic Technician Certificate in Accounting and Finance - [BTCAF]), Entry Class (First Year), Entry Category (O-Level Certificate), and Sponsor. The person basic information includes First Name (Agape), Middle Name (Gedum), Last Name (Muhel), Gender (F), Birth Date (01-10-2025), Nationality (Tanzanian), Disability (None), Mobile No. (255772998224), Email (malichama@gmail.com), and Postal Address (P O BOX 1005 ARUSHA).

2. Confirm the provided information's by clicking “Submit Information”

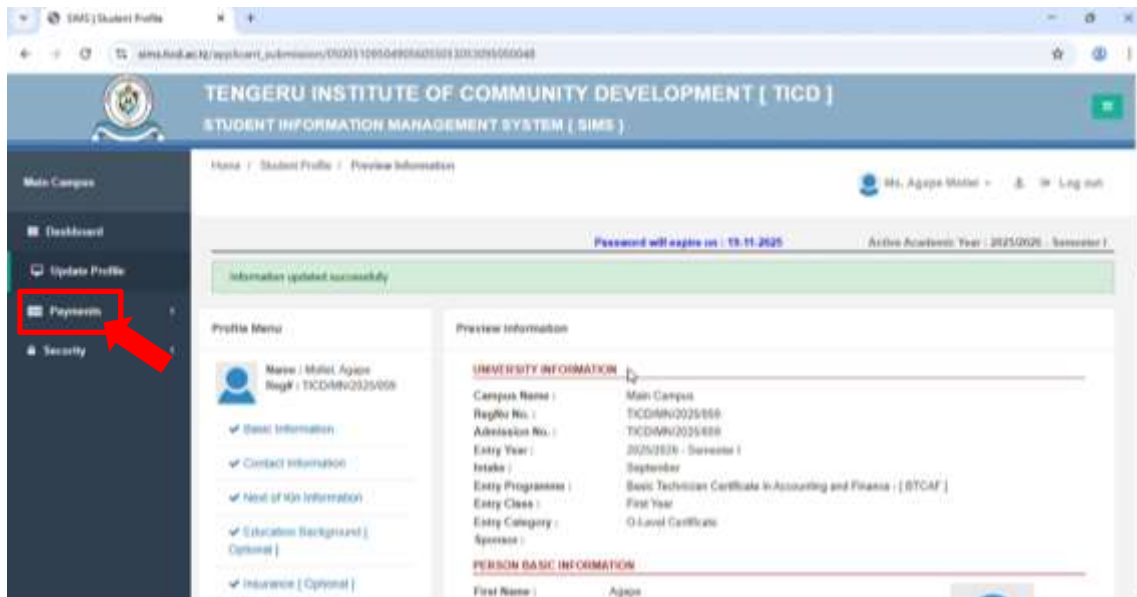
The screenshot shows the 'SIMS | Student Profile' page with the 'Submit Information' button highlighted. The main area displays 'Preview Information' with sections for 'INSURANCE INFORMATION', 'BANK ACCOUNT INFORMATION', 'EDUCATION BACKGROUND', 'ATTACHMENT', and 'DECLARATION'. Each of these sections has a red box indicating 'This section has no data'. The 'DECLARATION' section contains a text box with the statement: 'I, Agape Muhel hereby declare that the information given in this form is true to the best of my knowledge.' Below this is a red note: 'NOTE : Please confirm all information is correct before click button below'. The 'Submit Information' button is highlighted with a red box and an arrow.

3. Then Click “YES” to confirm and save your information's

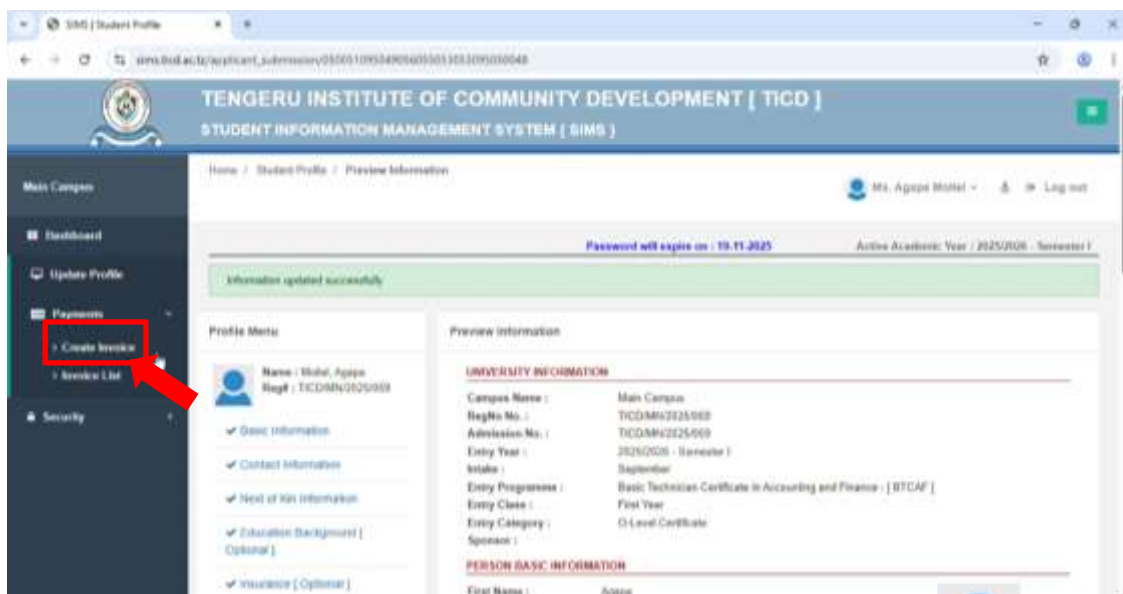
The screenshot shows the 'SIMS | Student Profile' page with a 'Confirm' dialog box overlaid. The dialog box asks: 'Are you sure you want to submit updated information?'. It has two buttons: 'YES' (highlighted with a red box and an arrow) and 'CLOSE'. The background shows the 'Submit Information' button and the 'DECLARATION' section.

STEP 6: PAYMENT (How to create Control Number)

1. Go to **Dashboard** Menu on the left and Click **“Payment”**



2. Click **“Create invoice”** to load invoice Items



3. Go to **“Load Invoice Items”** in the Tuition fee menu

4. Scroll down and Click “Create Invoice” to generate “Control Number”

ID	Description	Category	Amount	Mandatory
6. 14220101214	Cashier Money Fee	Administrative fee	15,000.00	Mandatory
6. 14220101000	Registration Fee	Administrative fee	25,000.00	Mandatory
7. 142202120000	Tuition fee	Tuition fee	600,000.00	Mandatory
8. 142202100000	Graduation Green Fee	Administrative fee	40,000.00	Mandatory
9. 14220101313	Internet Facilities	Administrative fee	10,000.00	Mandatory
10. 14220101027	Apprenticeship	Administrative fee	30,000.00	Mandatory
11. 142202020000	Library Services	Administrative fee	10,000.00	Mandatory
12. 142202110022	TICD-SO	Administrative fee	20,000.00	Mandatory
Total:			845,000.00	

Note: To complete the registration process, all students are required to secure on-campus hostel accommodation arranged by the Institute through the **Office of the Dean of Students**.

1. The annual on-campus hostel accommodation fee for first-year undergraduate and non-degree students is TZS 330,000, payable in two installments.
 - 1st Installment (Semester One): **TZS 165,000/=**
 - 2nd Installment (Second Semester): **TZS 165,000/=**
2. The annual on-campus hostel accommodation fee for postgraduate students is **TZS 450,000**, also payable in two installments.
 - 1st Installment (Semester One) **TZS 225,000/=**
 - 2nd Installment (Second Semester) **TZS 225,000/=**

For an **Accommodation Control Number**, please contact the **Office of the Dean of Students** using any of the following numbers:

- **0755 926 291, 0715 281 212, 0625 871 494 and 0745 992 099**

5. The system will display your “**Control Numbers**” for both “**Administrative fee**”, “**Tuition fee**” and Accommodation fee in the **Invoice list** section on the dashboard

Tengeru Institute of Community Development [TICD]
STUDENT INFORMATION MANAGEMENT SYSTEM (SIMS)

Home / Payments

Ms. Agape Mwalimu | Log out

Student Invoice List

NOTE: PLEASE USE CONTROL NUMBER TO MAKE PAYMENT
Invoice for Academic Year : 2025/2026

S/N	Roll	Invoice No	Control Number	Description	Payment Mode	Currency	Invoice Amount	Paid Amount	Balance	Statement
1	TD180225836	99473000728	99473000728	Administrative fee	EXACT	TZS	245,000.00	0.00	245,000.00	
2	TD180225842	99473000729	99473000729	Tuition fee	PARTIAL	TZS	600,000.00	0.00	600,000.00	
3	TD180225843	99473000730	99473000730	Accommodation fee	PARTIAL	TZS	350,000.00	0.00	350,000.00	

IMPORTANT: MAKE SURE YOU PAY ADMINISTRATIVE FEE FIRST BEFORE TUITION FEE.

STEP: 7 PAYMENT METHODS

Payment Method/Channel

Tigo Pesa

1. Dial *150*01#
2. Choose Option 4 — “Pay Bills”(Lipa Bill)
3. Choose Option 5 — “Government Payment” (“Malipo ya Serikali”)
4. Enter Reference Number (Weka Kumbu kumbu namba) — Control Number
5. Enter Amount (Ingiza kiasi)
6. Enter pin to confirm (Ingiza namba ya siri kuhakiki)

Airtel Money

1. Dial *150*60#
2. Choose Option 5 — “Pay Bills”(Lipa Bill)
3. Choose Option 5 — “Government Payment” (“Malipo ya Serikali”)
5. Enter Reference Number (Kumbu kumbu ya malipo) — Control Number
6. Enter your pin (Weka namba yako ya siri)

M-Pesa

1. Dial *150*00#
2. Choose Option 4 — “Pay by M-Pesa”(Lipa kwa M-Pesa)
3. Choose Option 5 — “Government Payment” (“Malipo ya Serikali”)
4. Enter Reference Number (Weka Kumbu kumbu ya Malipo) — Control Number
5. Enter your pin (Weka namba yako ya siri)
6. Confirm payment (Thibitisha malipo)

ANY BRANCH/AGENCY/WAKALA

1. Go to any Branch/AGENCY/WAKALA
2. Use Control Number to pay

ISSUED BY:

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P.O. Box 1006,
Arusha, Tanzania
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Office Hours: Monday to Friday, 7:30 a.m. – 3:30 p.m.