

HOW TO CREATE TUITION FEE INVOICE

- i. Login into your JUCO SIMS account (www.sims.juco.ac.tz)

Academic Year : 2023/2024

January 24, 2024

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

Logged Out Successfully

Username

Admission no/Reg no.

Password

Your Password

☐ Remember me

[Forgot your password?](#)

[HELP](#)

Login

© 2018 - 2024 JORDAN UNIVERSITY COLLEGE

Designed and Developed by : ICT SOLUTIONS DESIGN

Note

For first year Students, ***Username: Admission number and Password: Capitalize Surname***

- ii. Click on **Create invoice** from the Payment Menn

Home / Payments / Manage Invoices

Mr. Shetiel

Log out

Active Academic Year : 2024/2025 - Semester I

Action Menu

Name : Shetiel, Shetiel
Reg# : BScS/0251/2023

Quick Notification

Fee Structure

Carry Invoice

Other Payments

Invoice Details

Dash Board

© 2024 JORDAN UNIVERSITY COLLEGE [JUCO]

Design and Developed by ICT SOLUTIONS DESIGN.

- iii. On the displayed page, click on “**Fee structure**” link. Verify displayed information and click on “**Loan invoice items**”

JORDAN UNIVERSITY COLLEGE [JUCO]
STUDENT INFORMATION MANAGEMENT SYSTEM { SIMS }

Home / Payments / Create Invoices

Welcome : Ms. Happyness YOTHAM

Password will expire on : 22-10-2025

Active Academic Year : 2024/2025 - Semester II

Add/Edit Invoice

ACTION MENU

- ✓ Tuition Fee
- ✓ Carry Fee
- ✓ Other Fee
- ✓ Loss of ID Card

Tuition Fee

Student Name : BLRIM/0281/2023 - YOTHA STUDENT Academic Year : 2024/2025

Programme : BACHELOR OF ARTS IN LIBRARY, RECORDS AND INFORMATION MANAGEMENT

Class : Second Year Currency : TZS

Make sure displayed programme and Class is correct before generating Invoice.

Load Invoice Items

- iv. Invoice items will appear, then click on the button “**Create invoice**” to create invoice/control number

JORDAN UNIVERSITY COLLEGE [JUCO]
STUDENT INFORMATION MANAGEMENT SYSTEM { SIMS }

Home / Payments / Create Invoices

Welcome : Ms. Happyness YOTHAM

Password will expire on : 22-10-2025

Active Academic Year : 2024/2025 - Semester II

Add/Edit Invoice

ACTION MENU

- ✓ Tuition Fee
- ✓ Carry Fee
- ✓ Other Fee
- ✓ Loss of ID Card

Tuition Fee

Student Name : BLRIM/0281/2023 - YOTHAM, Hap STUDENT Academic Year : 2024/2025

Programme : BACHELOR OF ARTS IN LIBRARY, RECORDS AND INFORMATION MANAGEMENT

Class : Second Year Currency : TZS

Expire Date : 27-08-2026

Item Lists

S/No	Item Code	Item Name	Amount in TZS
1.	400000000027	Tuition Fee	1,580,000.00
2.	400000000005	Emergency Fee	20,000.00
3.	200000000004	JUCSO Fee	20,000.00
4.	200000000003	TCU QA Fee	20,000.00
Total Amount			1,640,000.00

Create Invoice

- v. The invoice number will be generated, and the **control number** will appear. Use this **control number** to pay your Tuition fee for the whole academic year. You can pay through NMB Bank, CRDB Bank, NMB Argent, CRDB Argent, and Mobile networks (MIXX BY YAS, M-PESA or Airtel money),

Home / Payments / Invoice List

Mr. Shetiel Log out

Active Academic Year : 2024/2025 - Semester I

Invoice created successfully

Student Invoice List

Invoice for Academic Year : 2023/2024

S/No	Invoice No	Semester	Description	Invoice Amount	Paid Amount	Balance	Statement
1	SAS11357JC4097		Tuition and Administrative Fee	1,710,000.00	1,710,000.00	0.00	View

Invoice for Academic Year : 2024/2025

S/No	Invoice No	Semester	Description	Invoice Amount	Paid Amount	Balance	Statement
1	SAS11358JC3		Tuition and Administrative Fee	1,640,000.00	0.00	1,640,000.00	

Payment Method/Channel

Tigo Pesa	M-Pesa
1. Dial *150*01# 2. Choose Option 4 --- "Pay Bills" ("Lipia Bill") 3. Choose Option 3 --- "Enter Business Number" ("Ingiza Namba ya Kampuni")	1. Dial *150*00# 2. Choose Option 4 --- "Pay by M-Pesa" ("Lipa kwa M-Pesa") 3. Choose Option 4 --- "Enter Business Number" ("Weka namba ya kampuni")

© 2024 JORDAN UNIVERSITY COLLEGE [JUCO]

Design and Developed by ICT SOLUTIONS DESIGN.

vi. **Procedures to pay** via mobile networks and SIM Banking are specified below:

PAYMENT METHOD/CHANNEL - NMB BANK

Tigo Pesa	M-Pesa
<ol style="list-style-type: none"> 1. Dial *150*01# 2. Choose Option 4 --- "Pay Bills"("Lipia Bili") 3. Choose Option 3 --- "Enter Business Number" ("Ingiza Namba ya Kampuni") 4. Enter Business Number (Ingiza namba ya kampuni) --- 888999 5. Enter Reference Number (Weka Kumbu kumbu namba) -- Control Number 6. Enter Amount (Ingiza kiasi) 7. Enter pin to confirm (Ingiza namba ya siri kuhakiki) 	<ol style="list-style-type: none"> 1. Dial *150*00# 2. Choose Option 4 --- "Pay by M-Pesa"("Lipa kwa M-Pesa") 3. Choose Option 4 --- "Enter Business Number" ("Weka namba ya kampuni") 4. Enter Business Number (Weka Namba ya Kampuni) --- 888999 5. Enter Reference Number (Weka Kumbu kumbu ya Malipo) -- Control Number 6. Enter your pin (Weka namba yako ya siri) 7. Confirm payment (Thibitisha malipo)
Airtel Money	NMB Branch/NMB Agency/SIM BANKING
<ol style="list-style-type: none"> 1. Dial *150*60# 2. Choose Option 5 --- "Pay Bills"("Lipia Bili") 3. Choose Option 4 --- "Enter Business Number" ("Ingiza Namba ya Kampuni") 4. Enter Business Number (Namba ya kampuni) --- 888999 5. Enter Reference Number (Kumbu kumbu ya malipo) -- Control Number 6. Enter your pin (Weka namba yako ya siri) 	<ol style="list-style-type: none"> 1. Go to any NMB Branch or Wakala 2. Fill in Online Payments Bill Form 3. Use Control Number as Reference for payment

PAYMENT METHOD/CHANNEL - CRDB BANK

Tigo Pesa	M-Pesa
<ol style="list-style-type: none"> 1. Dial(Piga) *150*01# 2. Enter 7 " [Financial Services / Huduma za kifedha] " 3. Enter 1 " [Tigo Pesa to Bank / Tigo Pesa kwenda Bank] " 4. Enter 1 " [CRDB] " 5. Enter 1 " [Enter reference number / Ingiza Control Number] " 6. Enter amount 7. Enter Password 	<ol style="list-style-type: none"> 1. Dial(Piga) *150*00# 2. Enter 1 " [Send money / Tuma pesa] " 3. Enter 4 " [To Bank / Kwenda Bank] " 4. Enter 1 " [CRDB] " 5. Enter 1 " [Enter reference number / Ingiza Control Number] " 6. Enter amount 7. Enter Password 8. Enter 1 " [To confirm / Kukubali] "
Airtel Money	ANY CRDB BRANCH/AGENCY/WAKALA
<ol style="list-style-type: none"> 1. Dial (Piga) *150*60# 2. Enter 1 " [Send money / Tuma pesa] " 3. Enter 4 " [To Bank / Kwenda Bank] " 4. Enter 2 " [CRDB] " 5. Enter reference/Control Number 6. Enter amount 7. Enter Password 	<ol style="list-style-type: none"> 1.Go to any CRDB Branch/AGENCY/WAKALA 2.Fill Online Payment Form 3.Reference/Control Number 4.Pay required Amount
CRDB SIM-BANKING USSD	CRDB MOBILE APP
<ol style="list-style-type: none"> 1. Dial (Piga) *150*03# 2. Enter Password " [PIN / Password] " 3. Enter 4 " [Bills payments / Malipo ya ankara] " 4. Enter 6 " [Institutional payments / Malipo ya taasisi] " 5. Enter 2 " [Make payments / Fanya Malipo] " 6. Enter Reference/Control Number 7. Finalize Payment 	<ol style="list-style-type: none"> 1. Open CRDB Mobile APP / Fungua CRDB Mobile APP 2. Select Services / Chagua Huduma 3. Scroll down to Institutional payments / Shuka Chini kwenye Malipo ya taasisi 4. Click Schools / Chagua Shule 5. Select(Chagua) SCHOOL FEES -SAS 6. Enter Reference/Control Number 7. Finalize Payment

HOW TO CREATE ACCOMMODATION INVOICE

Note

- i. You must have Tuition fee invoice for the current Academic year
- ii. Accommodation invoice/Control number expires after 7 days from the date created

How to create invoice/Control number

- i. Login into your JUCO SIMS account (www.sims.juco.ac.tz)

Academic Year : 2023/2024

January 24, 2024

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

Logged Out Successfully

Username

Password

☐ Remember me [Forgot your password?](#) [HELP](#)

Login

Registration no.

Your Password

© 2018 - 2024 JORDAN UNIVERSITY COLLEGE. Designed and Developed by : ICT SOLUTIONS DESIGN

- ii. Click on “Accommodation”, the click on “Apply room”. Verify displayed details.

Home / Accommodation / Apply for Room

Welcome : Ms. Happyness YOTHAM - Log out

Password will expire on : 22-10-2025 Active Academic Year : 2024/2025 - Semester II

Room Application

ROOM APPLICATION FOR ACADEMIC YEAR : 2024/2025

Reg Number	BLRIM/0281/2023	Admission Number	JUCO/BD/2023/22659
Student Name	YOTHAM, Happyness YOTHAM		
		Sex	F

[Select Room to Apply]

Send Application

Dashboard

Update Profile

Payments

Insurance (NHIF)

Accommodation

- Apply Room
- Application List

Course Registration

Examination Results

Programme Transfer

Postponement

Special Examination

- iii. Select “**Room number**” that you prefer from the list of rooms displayed the box

JORDAN UNIVERSITY COLLEGE [JUCO]
STUDENT INFORMATION MANAGEMENT SYSTEM { SIMS }

Home / Accommodation / Apply for Room

Welcome : Ms. Happyness YOTHAM - Log out

Password will expire on : 22-10-2025 Active Academic Year : 2024/2025 - Semester II

Room Application

ROOM APPLICATION FOR ACADEMIC YEAR : 2024/2025

Reg Number	BLRIM/0281/2023	Admission Number	JUCO/BD/2023/22659
Student Name	YOTHAM, Happyness YOTHAM		Sex : F

[Select Room to Apply]

Hostel Name : In Campus	Block Name :H- NUNS	Gender : F	Public : Yes
Room Number : H-17	Available Space : 1	Fee : 500000.00	
Hostel Name : In Campus	Block Name :H- NUNS	Gender : F	Public : Yes
Room Number : H-2	Available Space : 1	Fee : 500000.00	
Hostel Name : In Campus	Block Name :H- NUNS	Gender : F	Public : Yes
Room Number : H-35	Available Space : 1	Fee : 500000.00	

- iv. Click on “**Send Application**” to submit your application, and button to create a control number for payment.

JORDAN UNIVERSITY COLLEGE [JUCO]
STUDENT INFORMATION MANAGEMENT SYSTEM { SIMS }

Home / Accommodation / Apply for Room

Welcome : Ms. Happyness YOTHAM - Log out

Password will expire on : 22-10-2025 Active Academic Year : 2024/2025 - Semester II

Room Application

ROOM APPLICATION FOR ACADEMIC YEAR : 2024/2025

Reg Number	BLRIM/0281/2023	Admission Number	JUCO/BD/2023/22659
Student Name	YOTHAM, Happyness YOTHAM		Sex : F

In Campus - H- NUNS :: RoomNo : H-2 (Available Spance : 1) Fee : 500000.00

Send Application

- v. The invoice will be generated, and the **control number** will appear (**Starts with SAS...**). Use this control number to pay your accommodation fee for the whole academic year. **The Accommodation invoice/Control number expires after 7 days from the date created if there is no payment made on it.** You can pay through NMB Bank, CRDB Bank, NMB Argent, CRDB Argent, and Mobile networks (MIXX BY YAS, M-PESA or Airtel money).

JORDAN UNIVERSITY COLLEGE [JUCO]
STUDENT INFORMATION MANAGEMENT SYSTEM { SIMS }

Home / Accommodation / Application list

Mr. Shetiel | Log out

Active Academic Year : 2024/2025 - Semester I

Room reserved with invoice No :: SAS11358JC4

Application List

AYear : 2024/2025	RegNo : BScCS/0251/2023	First Name : Shetiel	Middle Name : Emanuel	Last Name : Shetiel
Gender : M	Hostel : In Campus	Block : Block S	Room Number : S-10	Apply Date : 19-09-2024
InvoiceNo : SAS11358JC4	Amount: 400,000.00	Paid: 0.00	Balance: 400,000.00	

© 2024 JORDAN UNIVERSITY COLLEGE [JUCO]

Design and Developed by ICT SOLUTIONS DESIGN.

HOW TO CREATE NHIF CONTROL NUMBER

Note

You must have Tuition fee invoice for the current Academic year

How to create Control number

- i. Login into your JUCO SIMS account (www.sims.juco.ac.tz)

Academic Year : 2023/2024

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

Logged Out Successfully

Username

Password

☐ Remember me [Forgot your password?](#) [HELP](#)

Login

Registration no.

Your Password

© 2018 - 2024 JORDAN UNIVERSITY COLLEGE

Designed and Developed by : ICT SOLUTIONS DESIGN

- ii. Click/tap on Insurance (NHIF) -> Card application link from the left side of the screen

Home / Insurance (NHIF) / Card Application

Image Mr. Shetiel 15 Log out

Active Academic Year : 2024/2025 - Semester

Card Application

Apply for NHIF Card

ApplicationNo : 4001254/2023/2024/02128

AYear : 2023/2024	RegNo : BScCS/0251/2023	First Name : Shetiel	Middle Name : Emanuel	Last Name : Shetiel
Gender : M	Form4 Index : S0386/0418/2019	CardNo : 101702420117	Category : Renew Card	Class : First Year
Mobile : 255748362944	NHIF Submission Response : : Application Received Successfully			Submission Time : 2023-11-28 11:47:53
Control Number : 994001968539	IdentificationNo : 702420117	Amount: 50,400.00	Status : Paid	

© 2024 JORDAN UNIVERSITY COLLEGE [JUCO]

Design and Developed by ICT SOLUTIONS DESIGN

iii. Click/tap on “Apply for NHIF Card”

JORDAN UNIVERSITY COLLEGE [JUCO]
STUDENT INFORMATION MANAGEMENT SYSTEM { SIMS }

Home / Insurance (NHIF) / Card Application

Mr. Shetiel 15 Log out

Active Academic Year : 2024/2025 - Semester

Card Application

ApplicationNo : 4001254/2023/2024/02128

AYear : 2023/2024	RegNo : BScCS/0251/2023	First Name : Shetiel	Middle Name : Emanuel	Last Name : Shetiel
Gender : M	Form4 Index : S0386/0418/2019	CardNo : 101702420117	Category : Renew Card	Class : First Year
Mobile : 255748362944	NHIF Submission Response : Application Received Successfully			Submission Time : 2023-11-28 11:47:53
Control Number : 994001968539	IdentificationNo : 702420117	Amount : 50,400.00	Status : Paid	

© 2024 JORDAN UNIVERSITY COLLEGE [JUCO]

Design and Developed by ICT SOLUTIONS DESIGN

iv. Verify all information displayed including **Card number** and **Mobile no.** If the Card number and Mobile no fields are empty, fill them with the valid information then Click/tap on the “**Send Application**” button.

JORDAN UNIVERSITY COLLEGE [JUCO]
STUDENT INFORMATION MANAGEMENT SYSTEM { SIMS }

Home / Insurance (NHIF) / Card Application

Mr. Shetiel 15 Log out

Active Academic Year : 2024/2025 - Semester I

Card Application

First Name : Shetiel	Middle Name : Emanuel	Last Name : Shetiel
Gender : M	RegNo : BScCS/0251/2023	Form4 Index : S0386/0418/2019
AYear : 2024/2025	Class : Second Year	MobileNo : 255748362944
CardNo :		

Note: Make sure all information is correct before click button below

Send Application

© 2024 JORDAN UNIVERSITY COLLEGE [JUCO]

Design and Developed by ICT SOLUTIONS DESIGN

- v. The **Control number** will be generated. Use this Control number to pay your NHIF insurance. You can pay through any Bank, Banks Argents, and Mobile networks. After payment, the Status will change to **“Paid”**.

JORDAN UNIVERSITY COLLEGE [JUCO]
STUDENT INFORMATION MANAGEMENT SYSTEM { SIMS }

Home / Insurance (NHIF) / Card Application

Active Academic Year : 2024/2025 - Semester I

Card Application

ApplicationNo : 4001254/2024/2025/00115

AYear : 2024/2025	RegNo : BScCS/0251/2023	First Name : Shetiel	Middle Name : Emanuel	Last Name : Shetiel
Gender : M	Form4 Index : S0386/0418/2019	CardNo : 101702420117	Category : Renew Card	Class : Second Year
Mobile : 255748362944	NHIF Submission Response : : Application Received Successfully			Submission Time : 2024-10-17 17:05:24
Control Number : 994002283071	IdentificationNo : 702420117	Amount: 50,400.00	Status : Not Paid	

© 2024 JORDAN UNIVERSITY COLLEGE [JUCO]

Design and Developed by ICT SOLUTIONS DESIGN.