

NORTEC STUDENT INFORMATION SYSTEM – ONLINE REGISTRATION GUIDE

1. Open your internet Web Browser eg. Google Chrome
 2. Open the page sis.nortec.edu.zm
 3. To Login:
User name is your **Student Number without a dash** eg. 2201004123
Password is **PASSWORD** (in Capital Letters)
 4. Choose your **Program / Course** from the List that will come up eg. **Diploma in Biomedical Engineering**
Note that for **Full Time Students**, where there are two (2) options with similar name **choose the one ending with FT** eg. Diploma in Electrical Engineering –**FT** and **NOT** Diploma in Electrical Engineering –**DE** which is for Distance students
 5. **Pick your Term** from the List. Note that the Terms are incremental (the term number increases. On the System **there is nothing like Level II or Second Year Term 1 becomes Term 4** and so forth.
 6. **Choose a Class**. Classes have size limits. Once a particular class is Full, then the Option of that Class is no longer available. If you are continuing on a particular Level, then choose the same Class as in the previous term. However, after an Exam or change of Level then selection of Class should be according to first in order of availability.
 7. Once the above processes are done correctly, the system will send feedback “**Registration Successful:**
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