

NORTEC STUDENT INFORMATION SYSTEM ONLINE REGISTRATION STEPS

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. 220100123
Password is **PASSWORD** (in Capital Letters)
 4. Choose your **Program / Course** from the List that will come up.
Note that for **Full Time Students**, where there are two (2) Course 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. Choose sponsorship Type eg. **Bursary CDF, Bursary TEVET or Self**
 6. **Pick your Term** from the List. Note that the Terms are incremental (the term number increases. **There is nothing like Level II or Second Year Term 1, that becomes Term 4** and so forth.
 7. **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.
 8. Once the above processes are done correctly, the system will send feedback **“Registration Successful:**
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