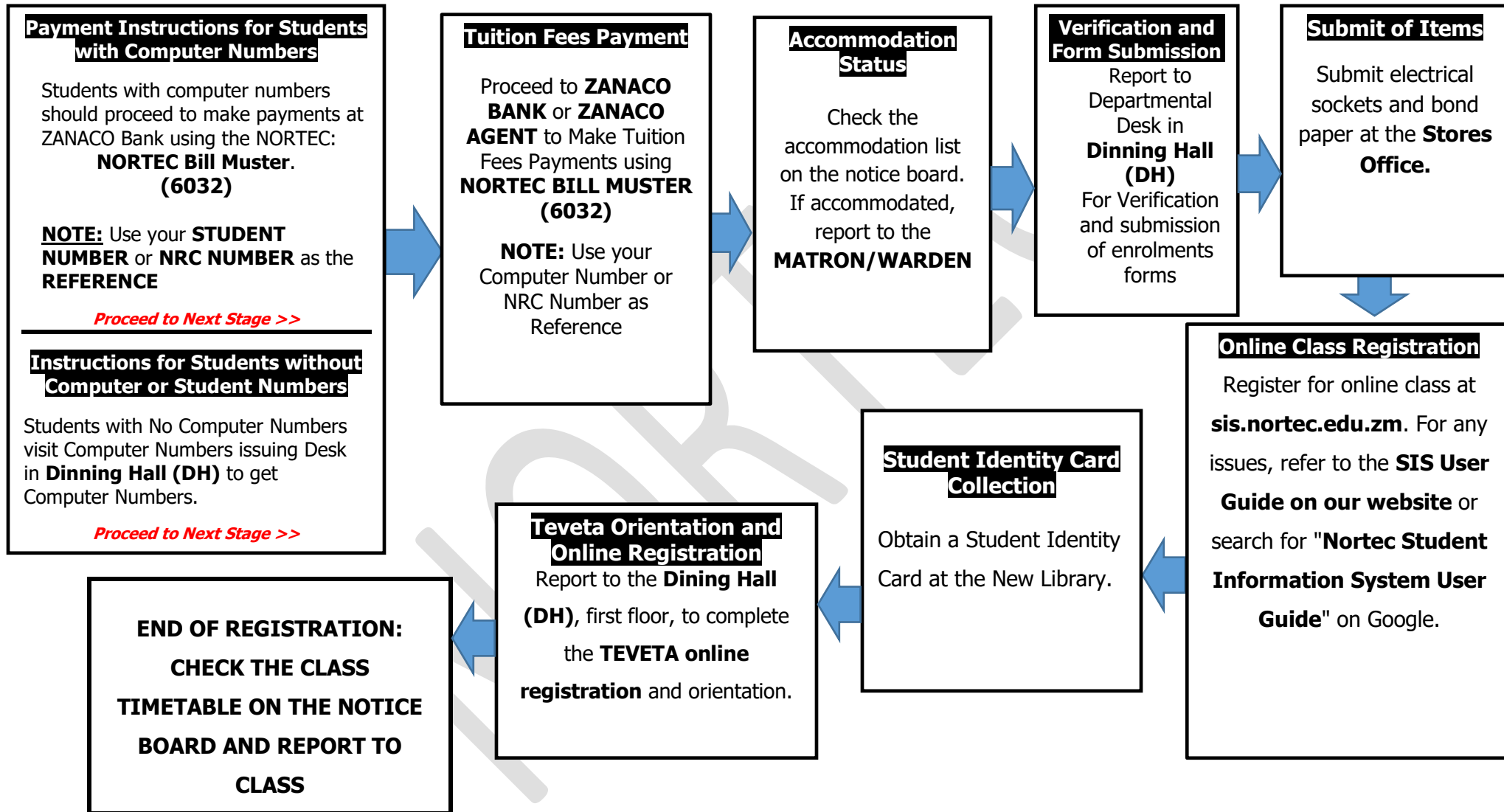# NORTHERN TECHNICAL COLLEGE

First-Year Self-Sponsored Students Registration Flowchart

Term 1, May Intake 2025

Payment Instructions for Students with Computer Numbers

Students with computer numbers should proceed to make payments at ZANACO Bank using the NORTEC: **NORTEC Bill Muster**. **(6032)**

NOTE: Use your **STUDENT NUMBER** or **NRC NUMBER** as the **REFERENCE**

Proceed to Next Stage >>

Instructions for Students without Computer or Student Numbers

Students with No Computer Numbers visit Computer Numbers issuing Desk in **Dinning Hall (DH)** to get Computer Numbers.

Proceed to Next Stage >>

Tuition Fees Payment

Proceed to **ZANACO BANK** or **ZANACO AGENT** to Make Tuition Fees Payments using **NORTEC BILL MUSTER (6032)**

NOTE: Use your Computer Number or NRC Number as Reference

Accommodation Status

Check the accommodation list on the notice board. If accommodated, report to the **MATRON/WARDEN**

Verification and Form Submission

Report to Departmental Desk in **Dinning Hall (DH)** For Verification and submission of enrolments forms

Submit of Items

Submit electrical sockets and bond paper at the **Stores Office.**

Online Class Registration

Register for online class at **sis.nortec.edu.zm**. For any issues, refer to the **SIS User Guide on our website** or search for "**Nortec Student Information System User Guide**" on Google.

Student Identity Card Collection

Obtain a Student Identity Card at the New Library.

Teveta Orientation and Online Registration

Report to the **Dining Hall (DH)**, first floor, to complete the **TEVETA online registration** and orientation.

END OF REGISTRATION: CHECK THE CLASS TIMETABLE ON THE NOTICE BOARD AND REPORT TO CLASS

NOTE: ONLINE CLASS REGISTRATION IS FROM 12 MAY 2025 TO 31 MAY 2025.