

**THE OPEN UNIVERSITY OF TANZANIA**  
**DIRECTORATE OF EXAMINATIONS SYNDICATE**

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**INTERNAL MEMO**

**TO: ALL STUDENTS (non-degree, degree and postgraduate)**

**FROM: DES**

**DATE: 04<sup>th</sup> DECEMBER 2016**

**RE: PROCEDURES FOR ONLINE MOODLE REGISTRATION**

**Step 1** – Perform the online course registration in SARIS as per simplified course registration procedures steps released on 4<sup>th</sup> November 2016.

**Step 2** – Carry out **BANK Payment** as per **SARIS INVOICE PRINTOUT (SIP)** obtained upon completing online course registration. Do not pay anything extra not indicated in your invoice.

**Step 3** – Submit your **BANK SLIP** and a **signed copy of your SIP** to the respective DRC, **Sign a Register Book** and waits a **maximum of 2 days** to receive **OUT receipt**.

**Step 4** – Keep well your **OUT receipt** as well as the **SARIS INVOICE PRINTOUT (SIP)**, the **SIP code** in your **invoice** will be used to generate a **PIN code** that will be used for accessing **E-learning System ( Moodle)**.

**Step 5** – After 2 days of verification and confirmation of your payments, you can login into SARIS to obtain your username and **PID for Moodle**.

**How to get a PID Code for Moodle:**

- You must login into SARIS using your username and password
- Click **Course registration** Menu

- The sub menu will appear, Click **Create Moodle Password** menu
- The new page will be opened asking you to enter **SIP Code**, Please enter the correct **SIP Code** as indicated in your **latest** invoice then click **Create Moodle Password** button.
- If all the three conditions (steps 1-3) above are met, you will get a message with your username and password for Moodle Login. Please copy you PID code and wait for a maximum of six hours for your password to be activated.
- Then you can use your **Username** and **Password** obtained from your SARIS to login into **OUT E-learning system (Moodle)**

**NB: Creating a PID code, three processes without exception must be completed:**

1. Registered for the course for this academic year through SARIS.
2. Paid the 1<sup>st</sup> installment of the fees as indicated in the student invoice
3. DRC must record all your payments into SARIS

While in the moodle platform, you will be able to interact with your colleague and course instructors for all courses that you have registered in this academic year as provided by IEMT during orientation, among other activities, you must participate in **online discussions** and carry out **online assignments** for each of the six knowledge areas. These two activities will be **marked** for all first year's students.

**Warning:** Make sure that you don't engage a third party in any activity in the Moodle, as if established you may loose some or all points that you may have gained; your participation in Moodle will be validated during oral presentation in F2F session. Furthermore, it is also expected that, your contribution in online discussions and assignments will correlate with your Annual exam marks as it will be determined by the respective faculty's examiner's body.

**NB:** Participation in the Moodle activities is **compulsory** to all students (new and continuing). Failure to comply, the Registration System (ERIS) will automatically **reject** such students to register for **Annual Examination**.

**Dr. Lawi Yohana**

**DIRECTOR OF EXAMINATIONS SYNDICATE- DAR ES SALAAM**