User Manual

New College Management System (CMS)

Online

Pre Self Advising & Pre Self Registration

This document represents the help guide of the College Management System. It helps students to access the application easily and implement the pre online self-advising & pre online self-registration.
(1) Access the following website to start using CMS:

http://www.manpower.gov.om/tcms/faces/login.jsf

The following Login screen will be displayed

(2) Enter your **Civil ID** and then **Your ID** for the Password , and then click on **log In** button to display the following page (Main Page).
(3) Print College Time table (Before the registration day)

College Time table allows the student to view the Department Time table (Courses and sections).

Steps:

1. Click on Reports

2. Click on College Time table Icon

3. Click on the down arrow to print the College Time table
(4) Self Advising

Steps:
1. Click on Course-Advising in the Quick Task.
The page below will be displayed

2. Click on the Add Course button to add a new course

Note:
To Delete a Course from your selection:
1. Select the course to be deleted from the list
2. Click **Delete** button

The page below & pop-up window will be displayed with course list.

3. Select multiple courses of your choice with the help of **shift & control keys**.
4. After selection click **Ok** button then the selected courses will be displayed in a list.
5. Click **Save** button to add those courses to your list.
(5) Self Registration

Steps:

1. Click on **Registration** in the Quick Task

Registered courses will be listed with course number, name, credit hours, theory hours and practical hours as shown below.
2. Click on the **Course Number Icon** to add section.

A pop-up window of **available sections** of the selected course will be displayed as shown below.
3. Click on the **arrow** in the first column to select the section you want. And then click on **OK** button.

4. Click **Save** button

5. After you register all courses Click **Save and close**

Repeat instructions (2 & 3) to register the other courses.
(6) Print Student Timetable (After registration)

Student Time table allows the student to view Courses and sections he/she registered.

Steps:

1. Click on Reports
2. Click on Student Time table Icon
3. Click on the down arrow to print Student Time table
To print your transcript:

1. Click on **Student transcript Icon**
2. Click on the **down arrow** to print the Student Transcript

(7) Exit the system by logging off.

*Note:*

*If the student wants to take mixing courses, the system will not allow him to do this unless he sends a request to his advisor to approve the mixing situation and then the student will be able to continue the self-advising as online.*