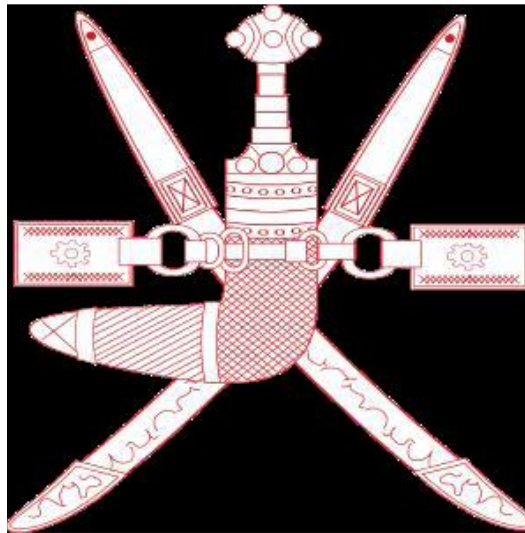


User Manual

Self-Advising & Self-Registration

Colleges Information Management System (CIMS)



This manual represents the help guide of the [Colleges Information Management System \(CIMS\)](#)
It helps students to access the application easily and implement the [self-advising & self-registration](#).

1. Use the college website www.hct.edu.om to access the [Colleges Information Management System \(CIMS\)](#)

The screenshot displays the website for the Higher College of Technology (HCT) in Muscat, Oman. The header includes the college's name in Arabic and English, along with a search bar. The main navigation menu contains links for Home, About, Academic Departments, Centers, Student Portal, Staff Portal, and Quality Assurance Unit. A large banner for CIMS is visible. Below the banner, there are three links for self-advising and self-registration using CIMS, with the third link, 'COLLEGES INFORMATION MANAGEMENT SYSTEM (CIMS)', highlighted by a red arrow. To the right, there is a section titled 'THE COLLEGE' with links for College History, College Vision and Mission, College Goals and Values, and Organizational Structure.

OR

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

The following Login screen will be displayed

Login screen

SULTANATE OF OMAN
MINISTRY OF MANPOWER
DIRECTORATE GENERAL OF TECHNOLOGICAL EDUCATION

Sign up Need Help?

نظام إدارة معلومات الكليات
Colleges Information Management System

Login

Civil No
Enter Civil No

Password
Enter Password

Language
English ▾

Login Clear Forgot Password ?

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).



<h3>Quick Tasks</h3> <ul style="list-style-type: none">Course AdvisingRegistrationMy Profile	<h3>Advising Report</h3> <ul style="list-style-type: none">Current SemNext Sem	<h3>Timetable Report</h3> <ul style="list-style-type: none">Current SemNext Sem	<h3>Attendance Report</h3> <ul style="list-style-type: none">College TimetableAttendance								
<h3>Quick Links</h3> <ul style="list-style-type: none">E-LearningStudent emailCollege Portal	<h3>Transcript Report</h3> <ul style="list-style-type: none">Post FoundationFoundation	<h3>Student Level Report</h3> <ul style="list-style-type: none">Student Level	<h3>Quick Info</h3> <table><tr><td>Status</td><td>Studying</td></tr><tr><td colspan="2">CENTRAL ADMISSION</td></tr><tr><td>Level</td><td>Diploma First Year</td></tr><tr><td>Department</td><td>Engineering</td></tr></table>	Status	Studying	CENTRAL ADMISSION		Level	Diploma First Year	Department	Engineering
Status	Studying										
CENTRAL ADMISSION											
Level	Diploma First Year										
Department	Engineering										

3. Print College Time table (Before the registration day)

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

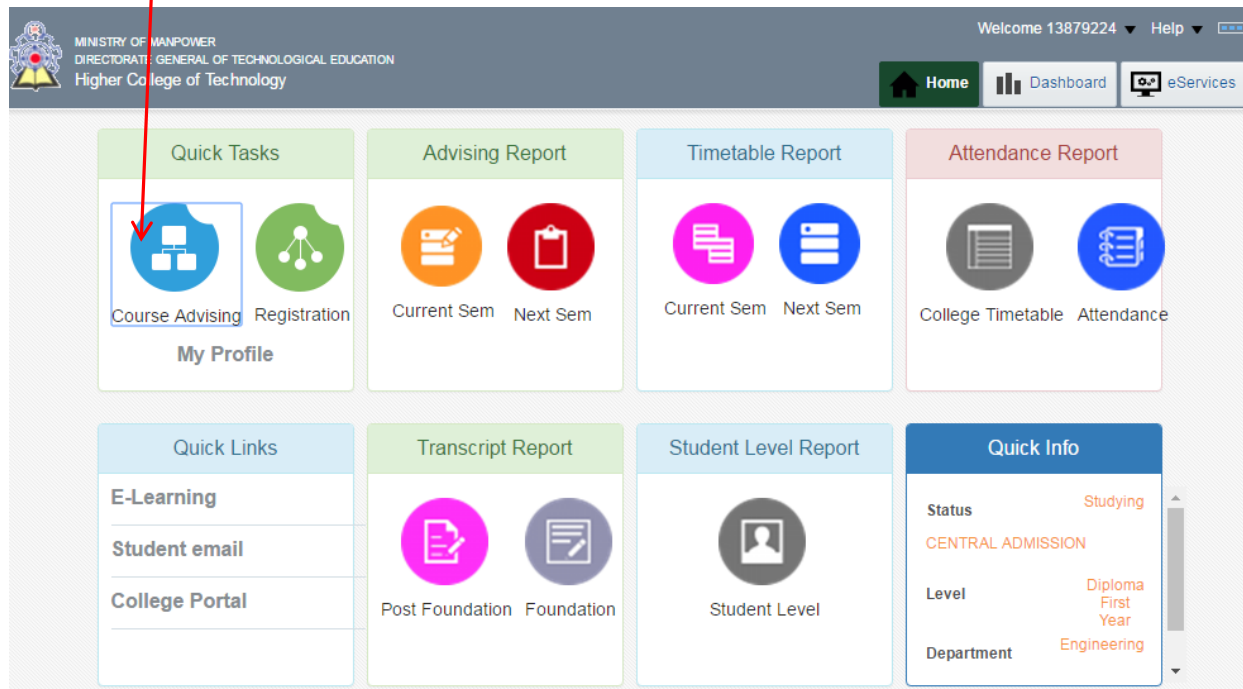
All students are requested to view or print the College / Department's Timetable to select the appropriate sections before the registration time

Click on College Time table Icon to print the College Time table

The screenshot shows a student dashboard for the Higher College of Technology. The header includes the ministry name, user ID (13879224), and navigation links for Home, Dashboard, and eServices. The main content area is divided into several sections: 'Quick Tasks' (Course Advising, Registration), 'Advising Report' (Current Sem, Next Sem), 'Timetables Report' (Current Sem, Next Sem), 'Attendance Report' (College Timetable, Attendance), 'Quick Links' (E-Learning, Student email, College Portal), 'Transcript Report' (Post Foundation, Foundation), 'Student Level Report' (Student Level), and 'Quick Info' (Status: Studying, CENTRAL ADMISSION, Level: Diploma First Year, Department: Engineering). A red arrow points from the text above to the 'College Timetable' icon in the 'Attendance Report' section.

4. Self-Advising

1. Click on **Course-Advising** in the Quick Task.



The screenshot shows a web dashboard for the Ministry of Manpower, Directorate General of Technological Education, Higher College of Technology. The user is logged in as '13879224'. The dashboard features several sections:

- Quick Tasks:** Contains icons for 'Course Advising' (highlighted with a red arrow), 'Registration', 'My Profile', 'Advising Report' (Current Sem, Next Sem), 'Timetable Report' (Current Sem, Next Sem), and 'Attendance Report' (College Timetable, Attendance).
- Quick Links:** Includes 'E-Learning', 'Student email', and 'College Portal'.
- Transcript Report:** Includes 'Post Foundation' and 'Foundation'.
- Student Level Report:** Includes 'Student Level'.
- Quick Info:** Displays student details: Status (Studying), CENTRAL ADMISSION, Level (Diploma, First Year), and Department (Engineering).

The page below will be displayed

MINISTRY OF MANPOWER
DIRECTORATE GENERAL OF TECHNOLOGICAL EDUCATION
Higher College of Technology

Welcome 13879224 Help

Home Dashboard eServices

Student Level Detail

Level Name
Diploma First Year

Department
Engineering

Specialization

Student Current Semester
42

SemType
N

MIX Level Details

Mix Level Name

Mix Department Name

Mix Specialization Name

Course Advising 2016 - 2017 (Semester 2)

Guidelines CGPA Calculator Save Cancel Back

▲ MUHANNA HAMED KHAMIS AL MAHRUQI

Student No National Id

Advisor Name Ms.Amelita Abriol TOEFL Internal Mark 0

Probation Level TOEFL External Mark 0

Remaining Courses 5 IELTS Mark

Admission Type CENTRAL ADMISSION Audit Type New

▲ مهنا بن حمد بن خميس المحروقي

2.85 Sem GPA **2.21** Acu GPA **2.21** Overall GPA

View ▼ **Add Course** Delete Delete All **Need Help?** Detach

SI No	Course No	Course Name	Credit Hrs	Theory Hrs	Practical Hrs
No data to display.					

Columns Hidden 5

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

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

MINISTRY OF MANPOWER
DIRECTORATE GENERAL OF TECHNOLOGICAL EDUCATION
Higher College of Technology

Welcome 13879224 Help

Home Dashboard eServices

Student Level Detail

Level Name
Diploma First Year
Department
Engineering
Specialization

Student Current Semester
42
SemType
N

MIX Level Details

Mix Level Name
Mix Department Name
Mix Specialization Name

Course Advising 2016 - 2017 (Semester 2)

Guidelines CGPA Calculator Save Cancel Back

▲ MUHANNA HAMED KHAMIS AL MAHRUQI

Student No [] National Id []

Advisor Name Ms.Amelita Abriol TOEFL Internal Mark 0

Probation Level TOEFL External Mark 0

Remaining Courses 5 IELTS Mark

Admission Type CENTRAL ADMISSION Audit Type New

▲ مهنا بن حمد بن خميس المحروقي

2.85 Sem GPA 2.21 Acu GPA 2.21 Overall GPA

View Add Course Delete Delete All Need Help? Detach

SI No	Course No	Course Name	Credit Hrs	Theory Hrs	Practical Hrs
1	CHEM1100	Fundamentals Of Chemistry (Engineering)	3		
2	ENTW1100	Technical Writing I	3		
3	ENTW1200	Technical Writing II	3		

Select courses of your choice

SI No	LevelName	Requirement Type	Course No	Course Name	Credit Hrs	Result
1	Diploma First Year	Department Requirement	CHEM1100	Fundamentals Of Chemistry (Engineering)	3	Pass
2	Diploma First Year	College Requirement	ENTW1100	Technical Writing I	3	Pass
3	Diploma First Year	College Requirement	ENTW1200	Technical Writing II	3	Pass

Hint : Use Ctrl + Left Mouse Click for Multiple selection

OK Cancel

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.

Note:

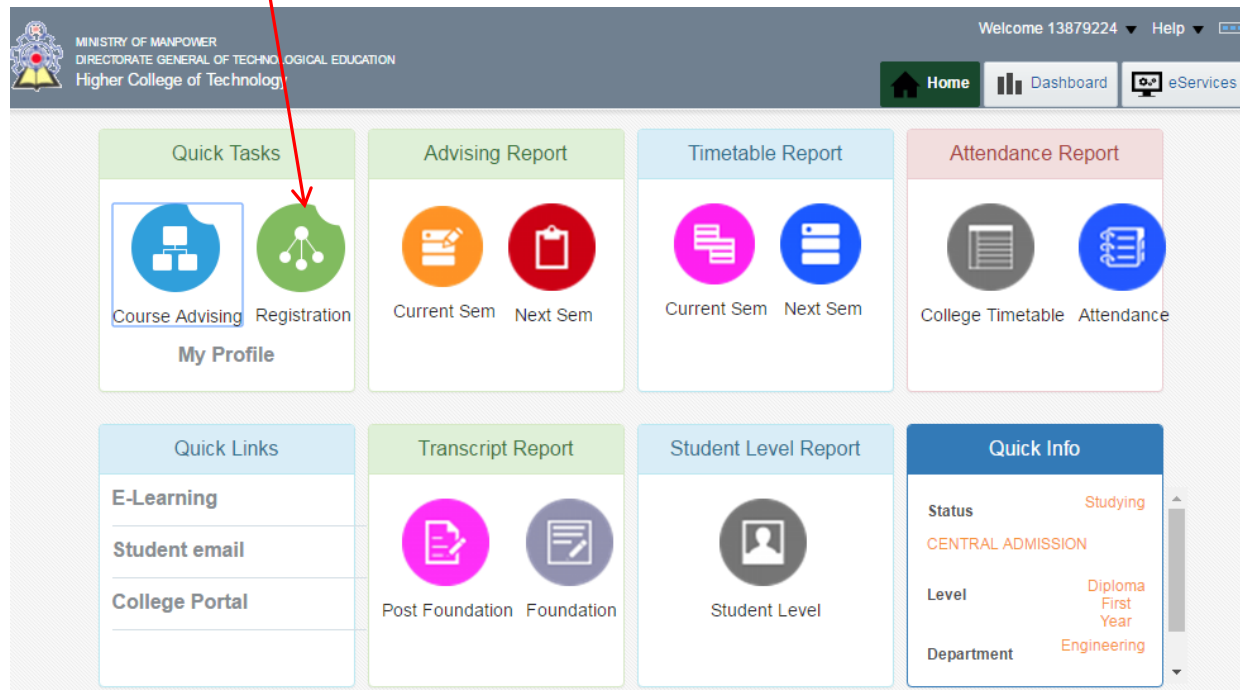
To Delete a Course from your selection:

1. Select the course to be deleted from the list
2. Click **Delete** button

5. Self-Registration

Steps:

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



The screenshot shows a student portal dashboard for the Ministry of Manpower, Directorate General of Technological Education, Higher College of Technology. The user is logged in as '13879224'. The dashboard is divided into several sections:

- Quick Tasks:** Contains icons for 'Course Advising' and 'Registration'. A red arrow points to the 'Registration' icon.
- Advising Report:** Contains icons for 'Current Sem' and 'Next Sem'.
- Timetable Report:** Contains icons for 'Current Sem' and 'Next Sem'.
- Attendance Report:** Contains icons for 'College Timetable' and 'Attendance'.
- Quick Links:** Contains links for 'E-Learning', 'Student email', and 'College Portal'.
- Transcript Report:** Contains icons for 'Post Foundation' and 'Foundation'.
- Student Level Report:** Contains an icon for 'Student Level'.
- Quick Info:** Displays student information: Status: Studying, CENTRAL ADMISSION, Level: Diploma First Year, Department: Engineering.

Advised courses will be listed with course number, name, credit hours, theory hours and practical hours as shown below.

MINISTRY OF MANPOWER
DIRECTORATE GENERAL OF TECHNOLOGICAL EDUCATION
Higher College of Technology

Welcome 13879224 Help

Home Dashboard eServices

Student Details

StudentNo
Student Full Name En
Student Full Name Arabic
Cert Name
Diploma First Year
Dept Name
Engineering
Spec Name
Student Current Semester
42

Timetable Registration 2016 - 2017 (Semester 2)

Print Save Cancel Back

Registered courses

SI No	Section No	Course No	Course Name English	Credit Hrs	Theory Hrs	Practi Hrs
1	Select Sectic	MATH1102	Pure Math	3	4	0
2	Select Sectic	CECE1100	Engineering Graphics	3	0	6
3	Select Sectic	BAMG2111	Entrepreneurship	3	2	2
4	Select Sectic	PHIL3108	Business Ethics	3	2	2
5	Select Sectic	ENGL2100	Technical Communication	3	4	0

Section Details

SI No	Day	Time	Location	Instructor	Assistant
No data to display.					

2. Click on the search facility to register the required section.

A pop-up window of available sections of the selected course will be displayed as shown below.

MINISTRY OF MANPOWER
DIRECTORATE GENERAL OF TECHNOLOGICAL EDUCATION
Higher College of Technology

welcome 13879224 Help

Home Dashboard eServices

Student Details

StudentNo
[Redacted]

Student Full Name En
[Redacted]

Student Full Name Arabic
[Redacted]

Cert Name
Diploma First Year

Dept Name
Engineering

Spec Name

Student Current Semester
42

Timetable Registration 2016 - 2017 (Semester 2)

Print Save Cancel Back

Registered courses

SI No	Section No	Course No	Course Name English	Credit Hrs	Theory Hrs	Practi Hrs
1	Select Sectic	MATH1102	Pure Math	3	4	0
2	Select Sectic	CECE1100	Engineering Graphics	3	0	6
3	Select Sectic	BAM22111	Entrepreneurship	2	2	2

MATH1102 - Pure Math

Section	Sunday	Monday	Tuesday	Wednesday
1	12:00 - 14:00 Sheikha ...		12:00 - 14:00 Sheikha ...	
2	08:00 - 10:00 IMAN RA...		08:00 - 10:00 IMAN RA...	
3	14:00 - 16:00 Dr. Cheria...		14:00 - 16:00 Dr. Cheria...	
4		12:00 - 14:00 Xavier Ra...		12:00 - 14:00 Xavier Ra...
5	08:00 - 10:00 Peelame...			
6	12:00 - 14:00 Dr. Cheria...			
7			08:00 - 10:00 JOHN JA...	
8			12:00 - 14:00 JOHN JA...	
9			14:00 - 16:00 Peelame...	
10		14:00 - 16:00 JOHN JA...		14:00 - 16:00 JOHN JA...
11		12:00 - 14:00 Peelame...		12:00 - 14:00 Peelame...
12			10:00 - 12:00 Abraham ...	
13		14:00 - 16:00 Zulfiqar Z...		14:00 - 16:00 Zulfiqar Z...
15		08:00 - 10:00 Dr. Cheria...		08:00 - 10:00 Dr. Cheria...
16	10:00 - 12:00 MANISHA...		10:00 - 12:00 MANISHA...	

OK Cancel

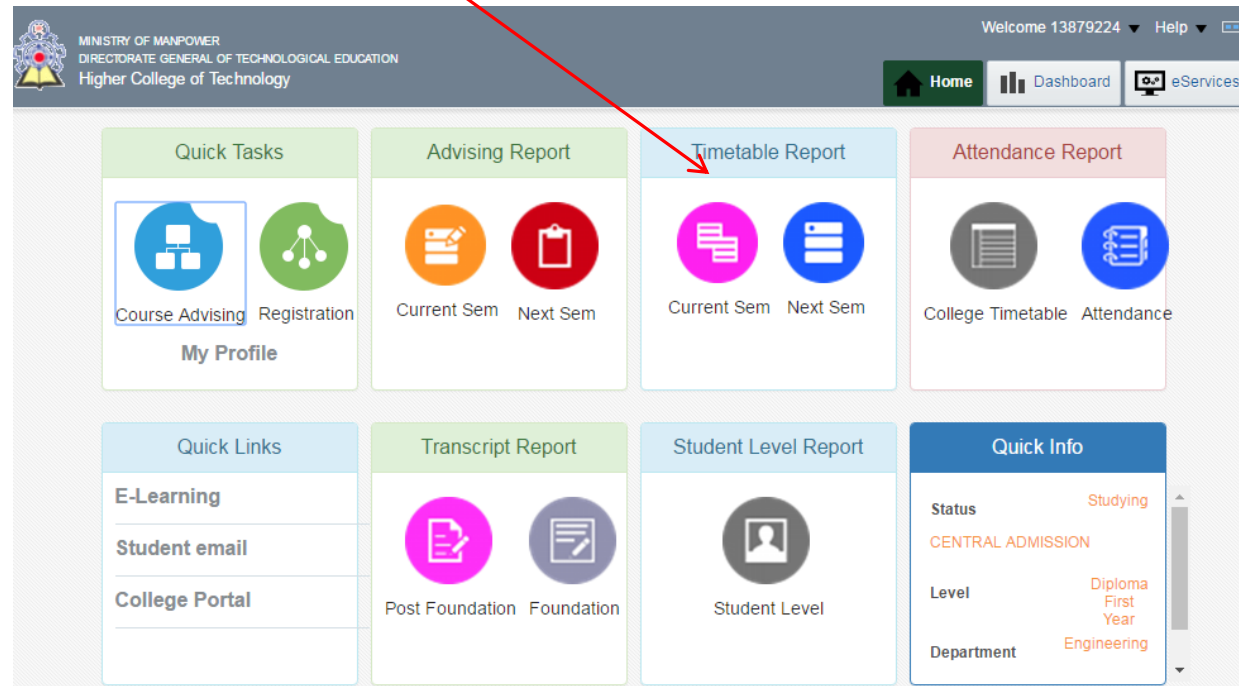
3.

4. Click on the section you want. And then click on **OK** button.
5. Repeat instructions (2&3) to register the other courses
6. After you register all courses Click on **Save**.

6. Print Student Timetable (After registration)

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

Click on Timetable Icon

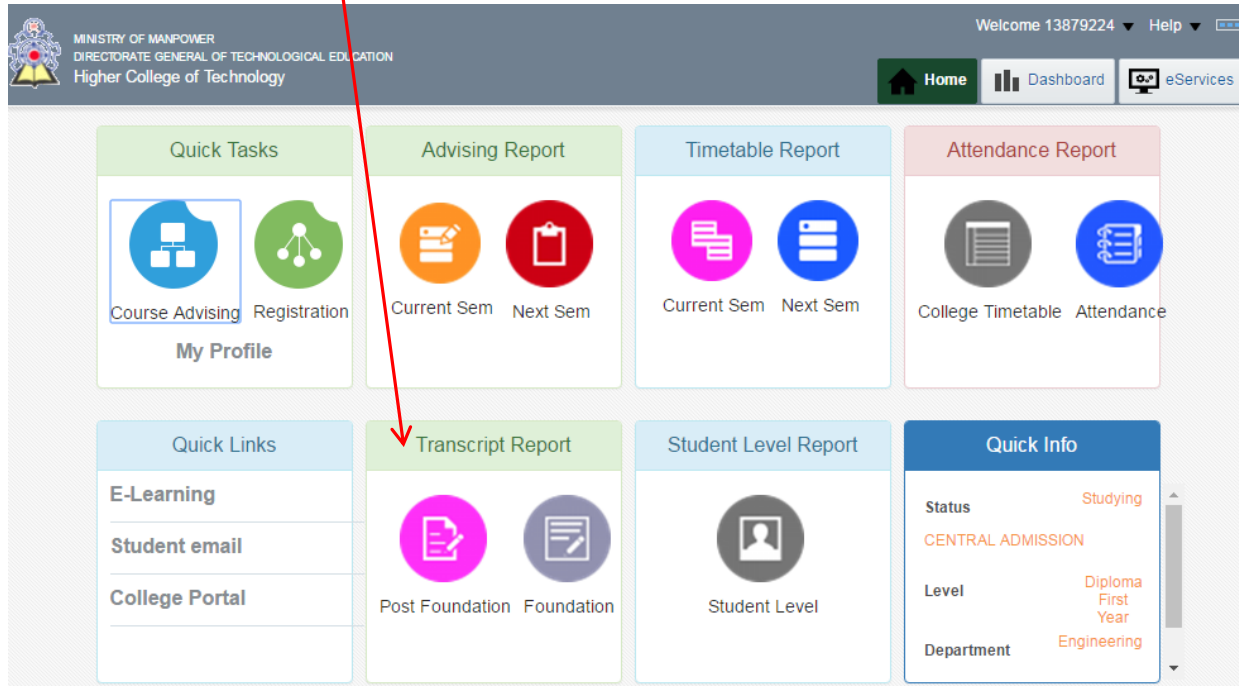


The screenshot shows a student dashboard for the Ministry of Manpower, Directorate General of Technological Education, Higher College of Technology. The user is logged in as 'Welcome 13879224'. The dashboard features several widgets: 'Quick Tasks' (Course Advising, Registration), 'Advising Report' (Current Sem, Next Sem), 'Timetable Report' (Current Sem, Next Sem), 'Attendance Report' (College Timetable, Attendance), 'Quick Links' (E-Learning, Student email, College Portal), 'Transcript Report' (Post Foundation, Foundation), 'Student Level Report' (Student Level), and 'Quick Info' (Status: Studying, CENTRAL ADMISSION, Level: Diploma First Year, Department: Engineering). A red arrow points to the 'Timetable Report' widget.

Category	Item	Value
Quick Info	Status	Studying
	Level	Diploma First Year
	Department	Engineering

To print your transcript:

Click on Timetable Icon



The screenshot shows a student dashboard for the Ministry of Manpower, Directorate General of Technological Education, Higher College of Technology. The user is logged in as '13879224'. The dashboard features several widgets: 'Quick Tasks' (Course Advising, Registration), 'Advising Report' (Current Sem, Next Sem), 'Timetable Report' (Current Sem, Next Sem), 'Attendance Report' (College Timetable, Attendance), 'Quick Links' (E-Learning, Student email, College Portal), 'Transcript Report' (Post Foundation, Foundation), 'Student Level Report' (Student Level), and 'Quick Info' (Status: Studying, CENTRAL ADMISSION, Level: Diploma First Year, Department: Engineering). A red arrow points from the text 'Click on Timetable Icon' to the 'Transcript Report' widget.

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.