Asheville Medical Training College

ASHEVILLE MEDICAL TRAINING COLLEGE

INTELLIMIS MANUAL

PREPARED BY IT DEPARTMENT

HOW TO LOG IN INTO STUDENT PORTAL.

Introduction

This guide will help you log in and navigate the Intellimis Student Portal. The portal allows students to access important academic and financial information such as fee balances, assignments, exam reports, and more.

Requirements

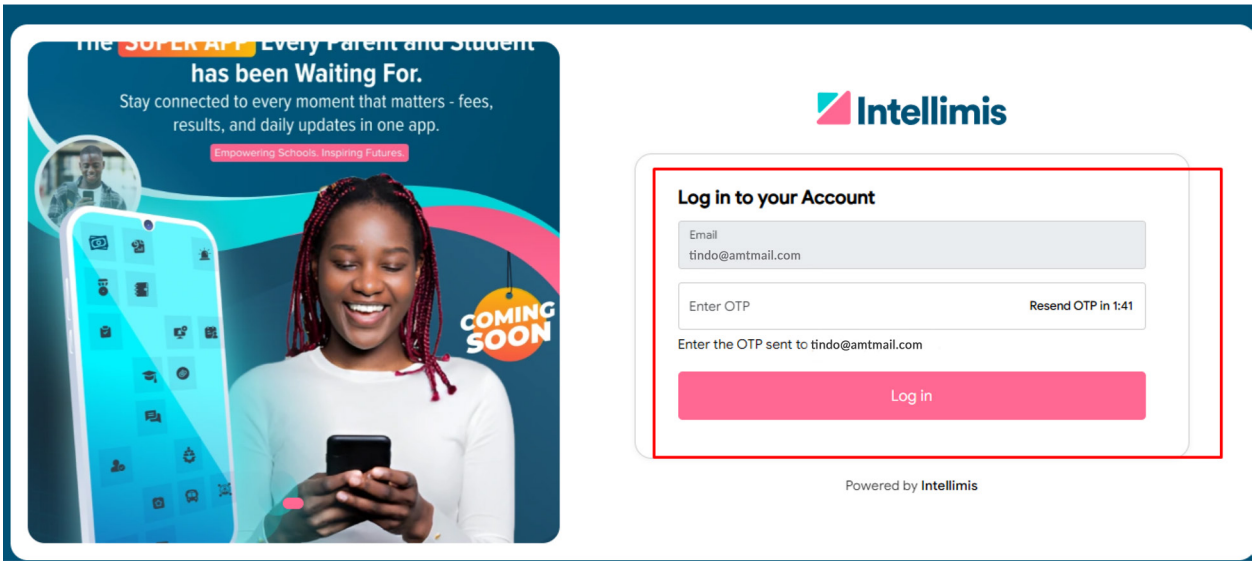
Before you begin, ensure you have:

- A stable internet connection
- A device such as a smartphone, laptop, or desktop
- Access to your registered email address

Step 1:

Step 1: Access the Portal

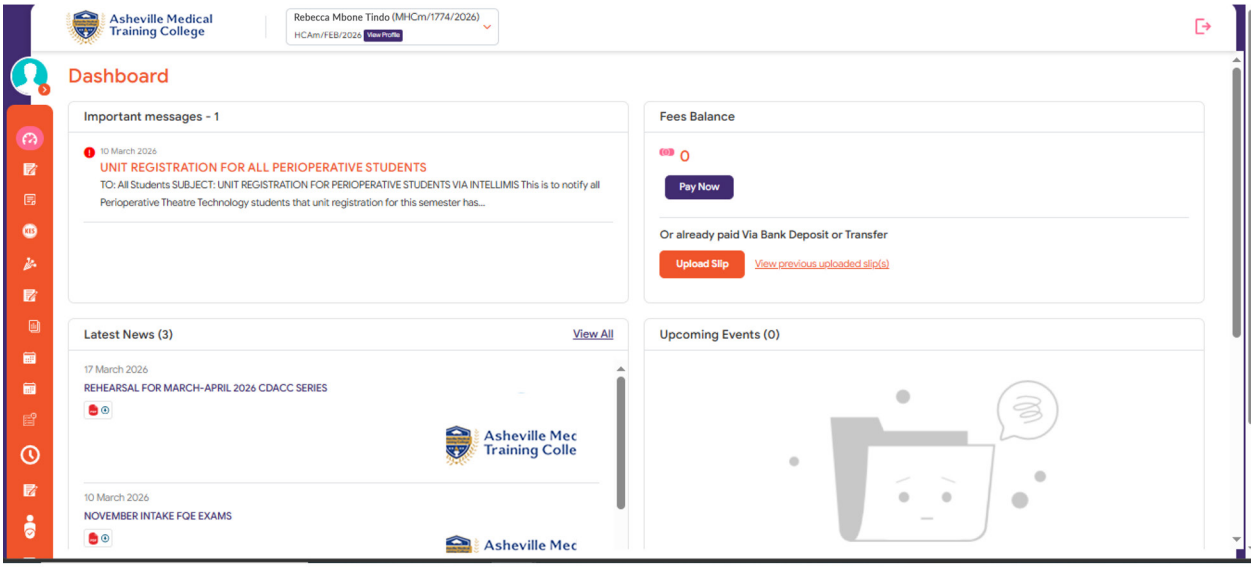
1. Open your preferred web browser (e.g., **Google Chrome**, **Opera Mini**, or any other browser).
2. In the address bar, type: **intellimis.com**
3. You will be directed to the **login page**.
4. Enter your **email address**.
5. An **OTP (One-Time Password)** will be sent to your registered email.
6. Retrieve the OTP and enter it in the required field to log in.



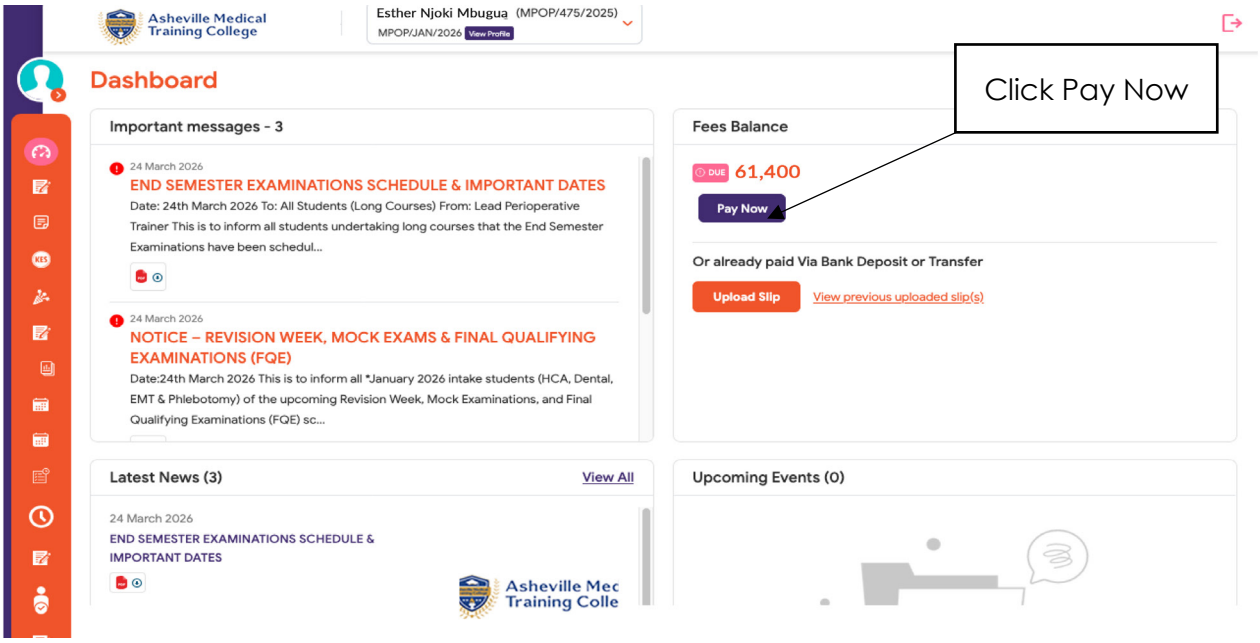
Step 2:
Once logged in, you will arrive at the **Dashboard**.
The Dashboard provides an overview of:

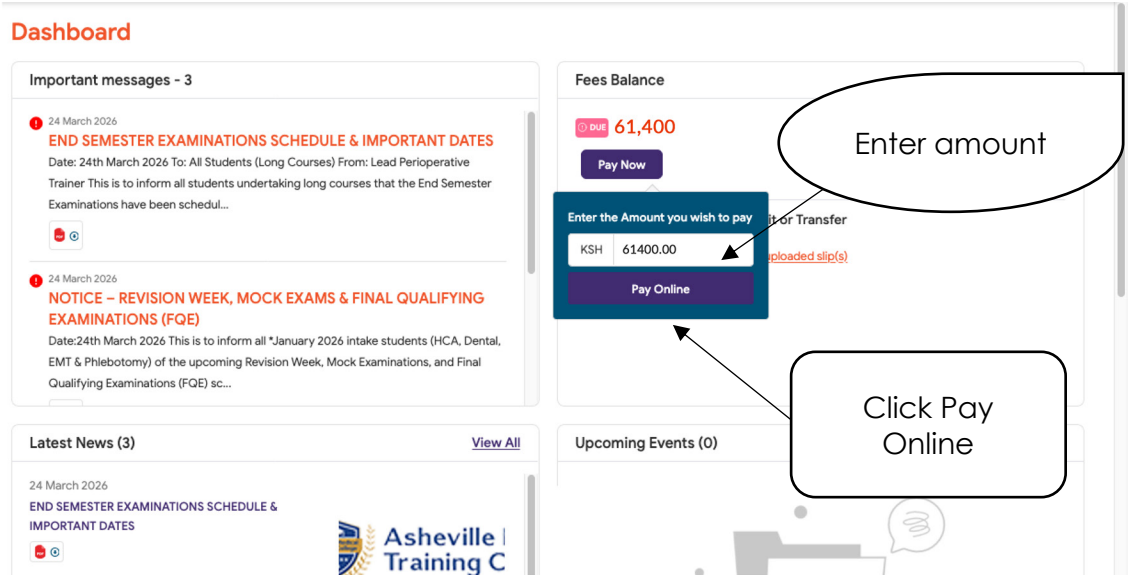
- **Important messages**
- **Fee balance**
- **Latest news**
- **Upcoming events**

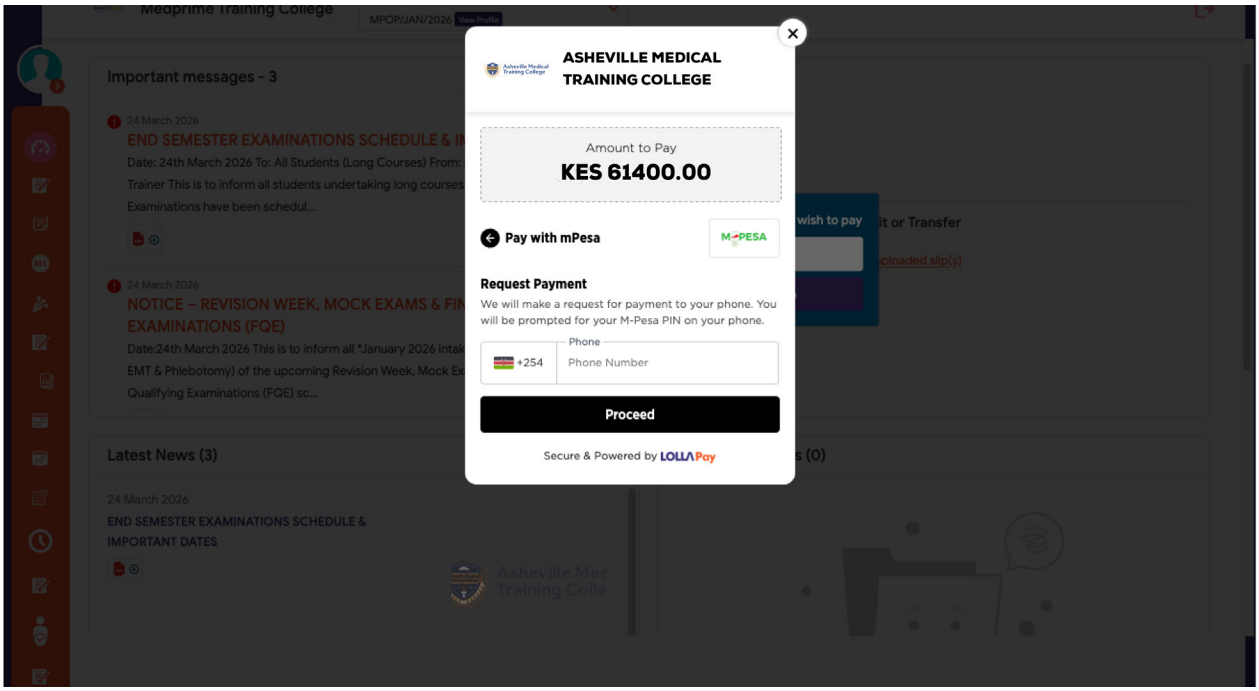
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FEE PAYMENT





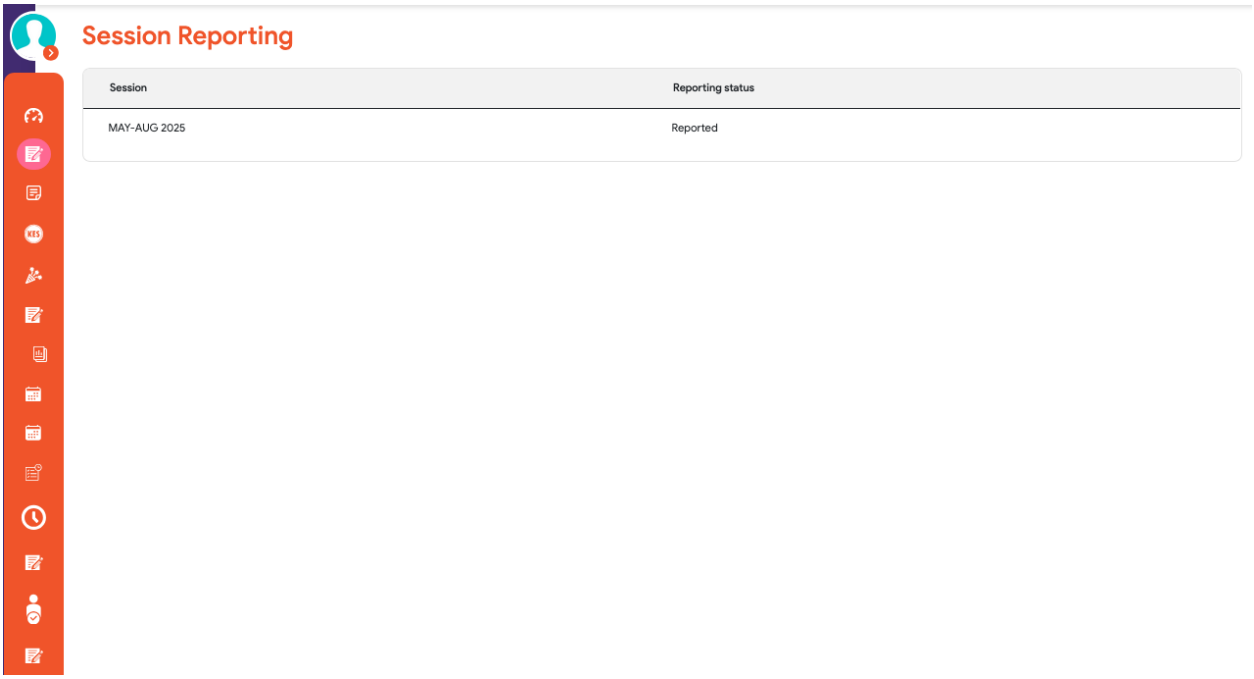


- A prompt will be sent to enter M-Pesa Pin.
- Automatic - your Payments will reflect.

PORTAL SECTIONS OVERVIEW

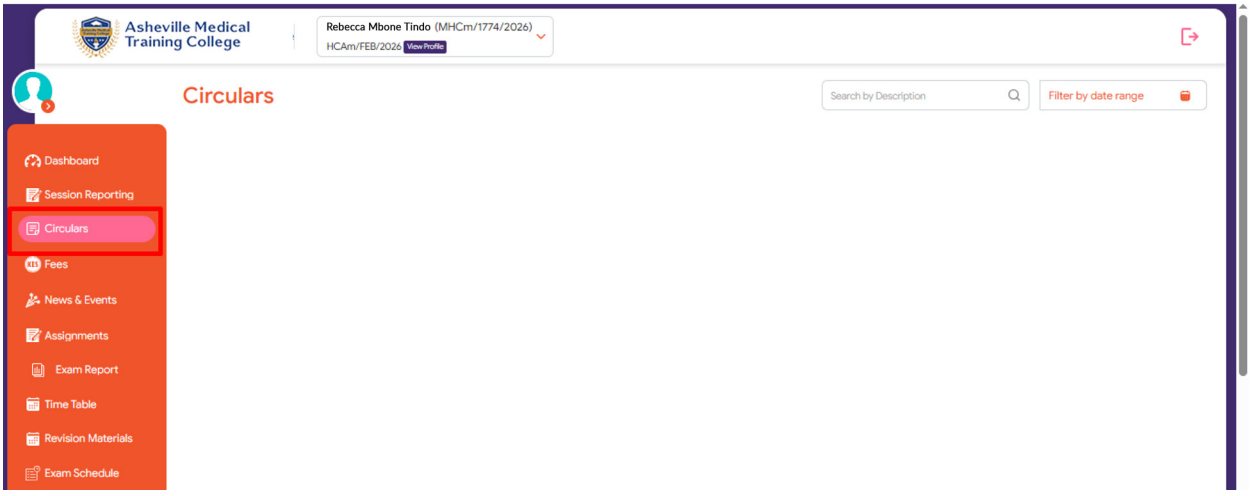
1. Session Reporting

- Displays your session details and reporting status (Reported / Not Reported).



2.Circulars

- View official circulars and announcements from the institution.

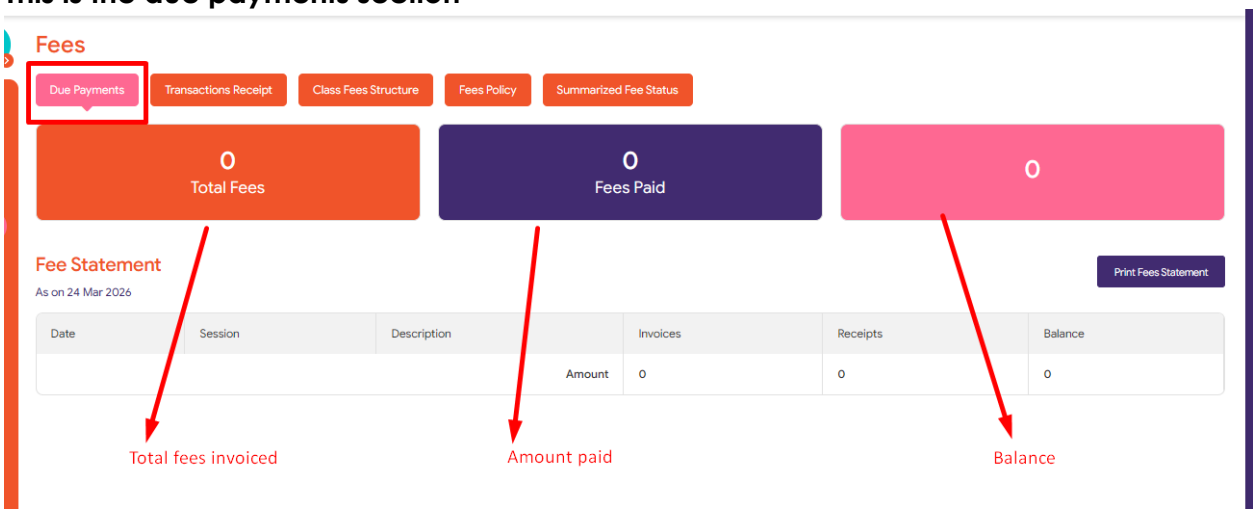


3. Fees

This section includes several subsections:

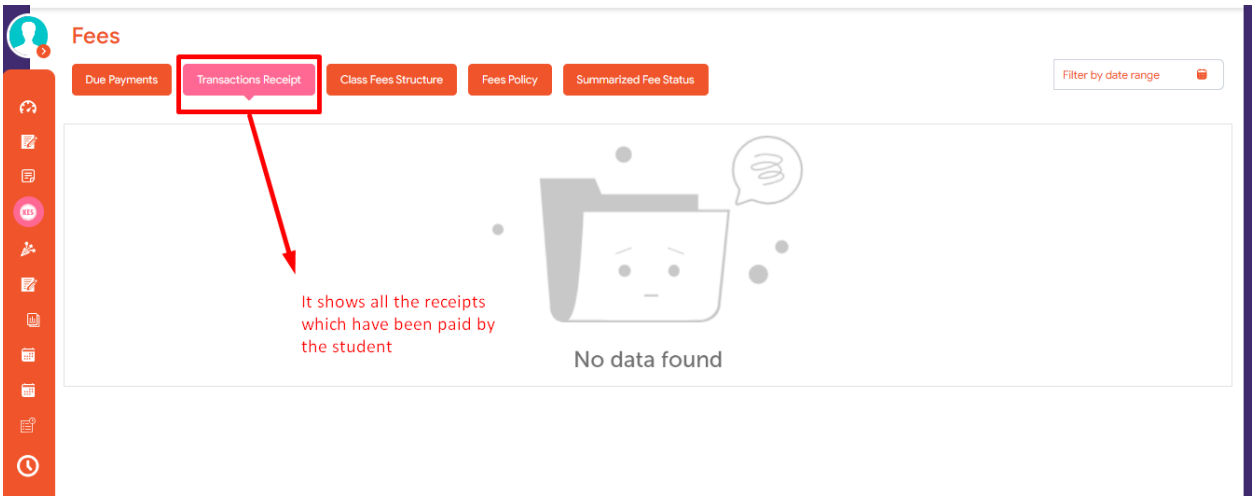
- **Due Payments:** View outstanding payments.
- **Transaction Receipts:** Access receipts generated after payments.
- **Class Fee Structure:** Review the breakdown of fees per session.
- **Fee Policy:** Read the institution's fee policies.
- **Summarized Fee Status:** Check your arrears, prepaid amounts, and expected fees.

This is the due payments section

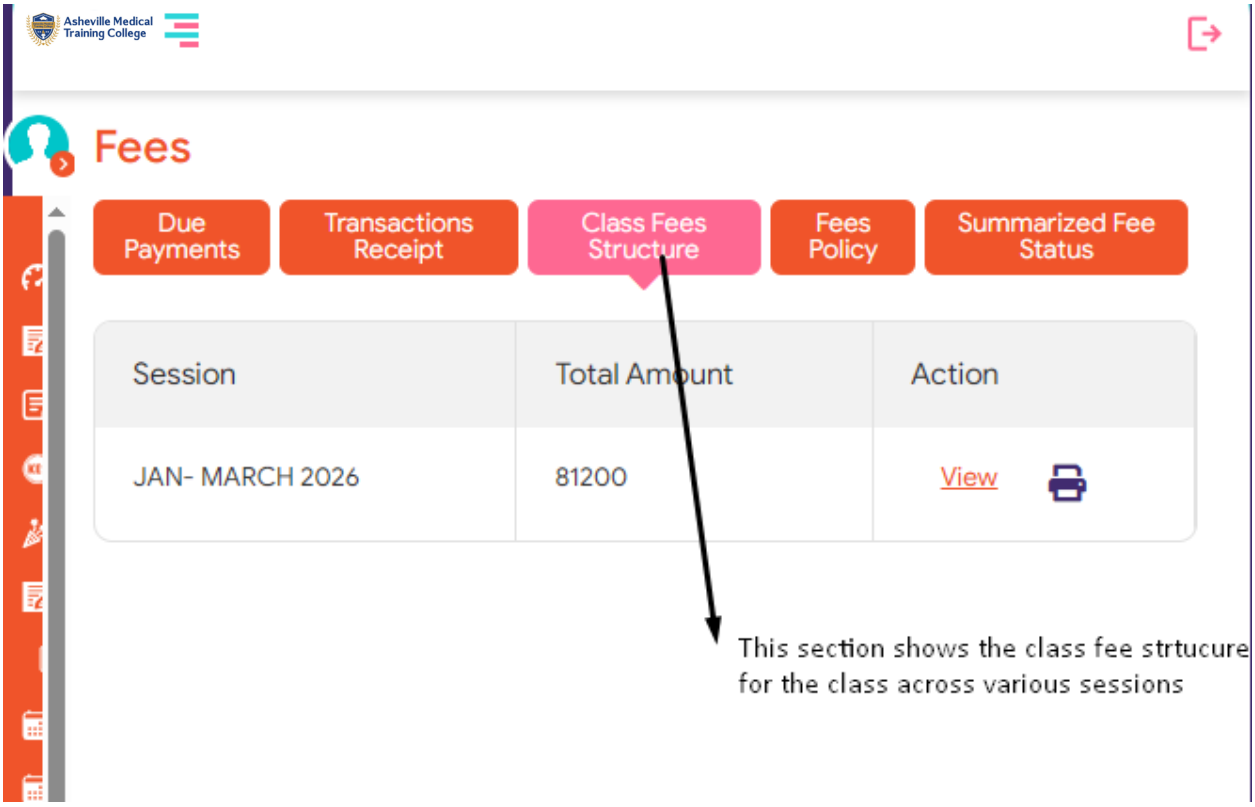


Transactions Receipts section

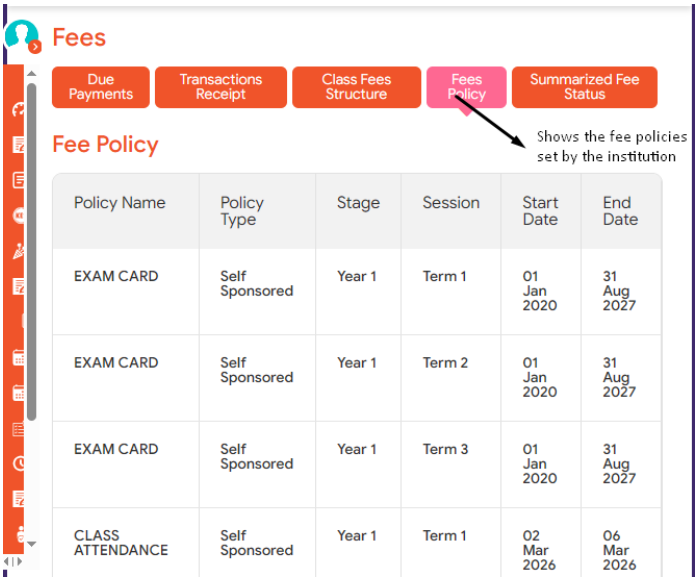
This is the transactions receipt section which shows the Receipts generated by the system
After the student has made payments



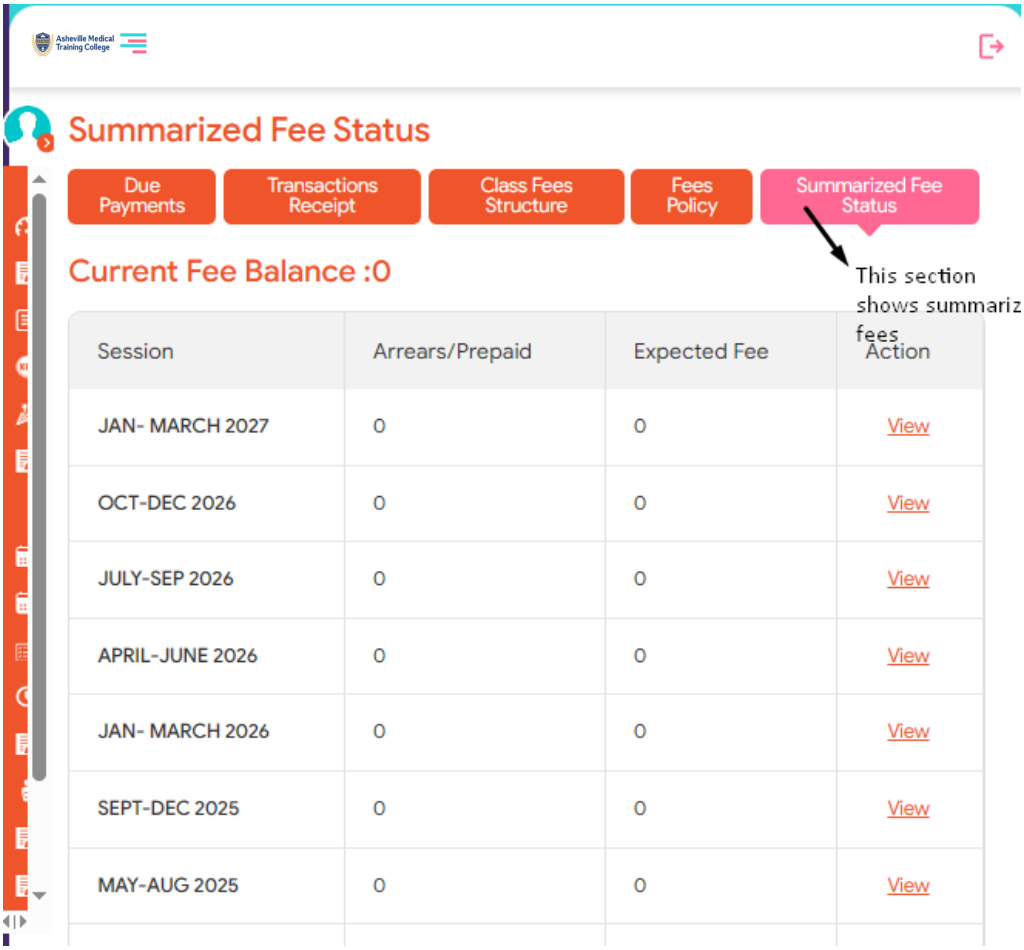
This section shows the Fees structure which the student has been attached across various sessions



Fees policy section shows the fee policies which have been set by the institution

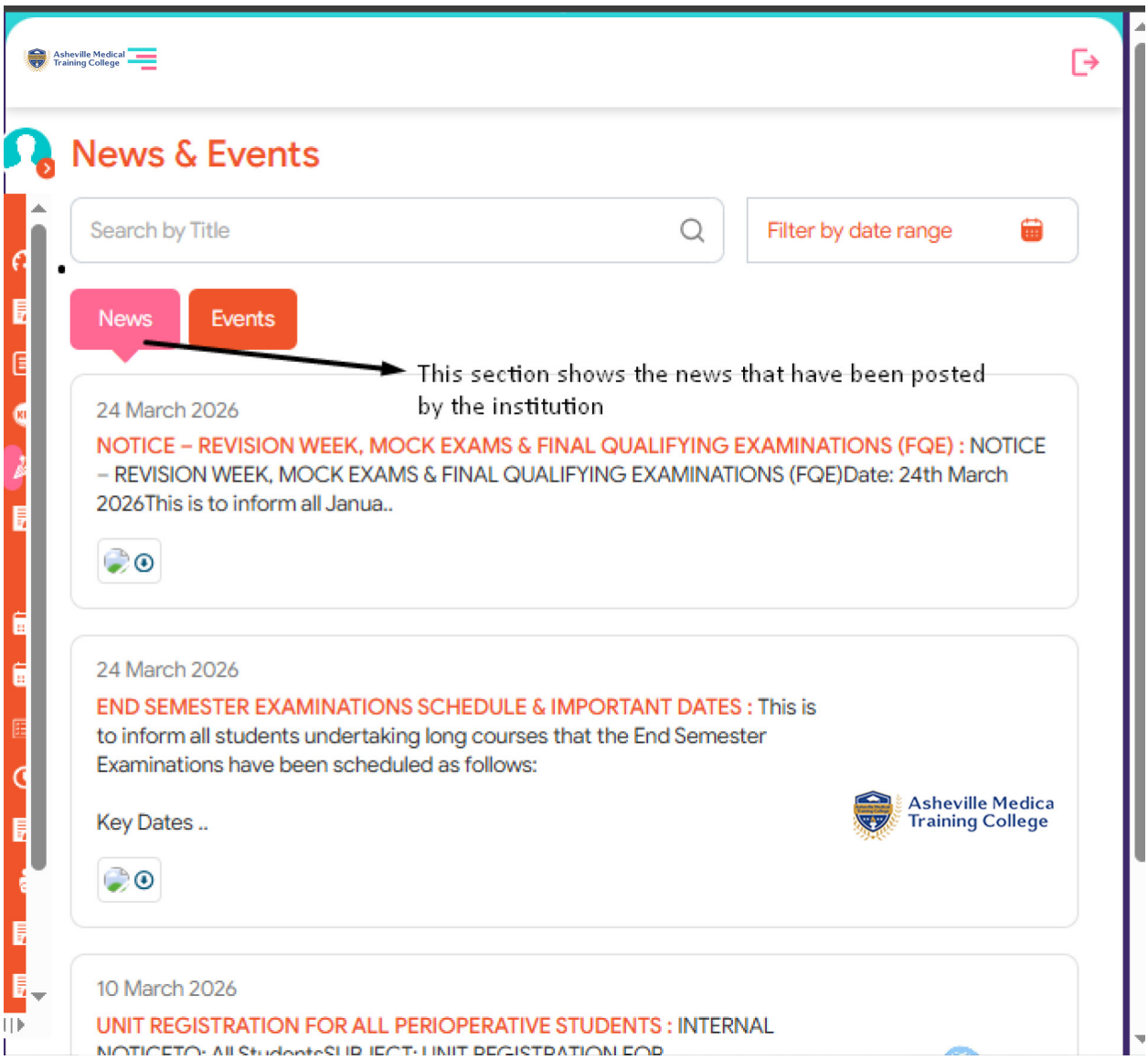


Summarized fee status section shows the arrears /prepaid and expected fees



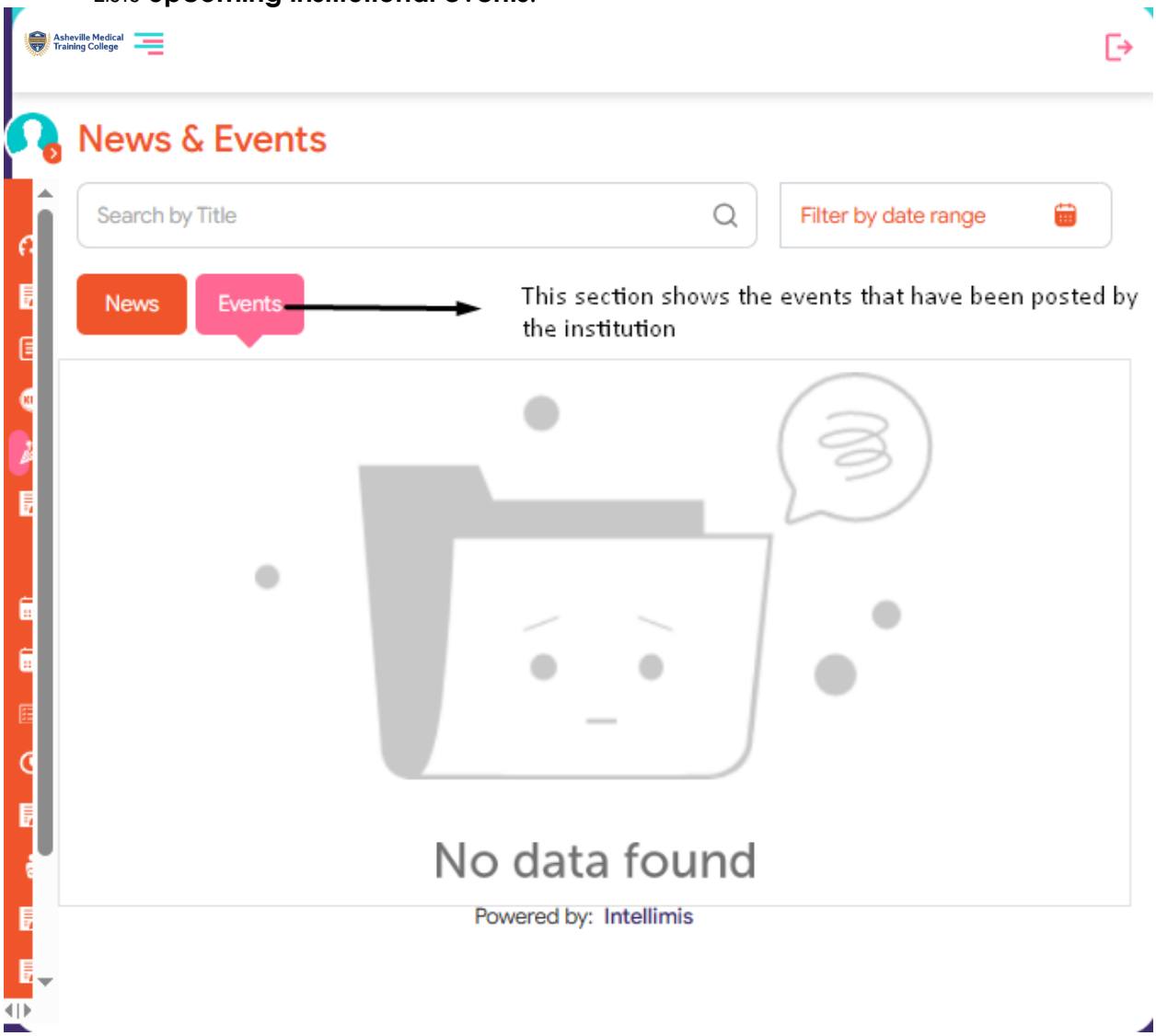
4.News

- Displays **news updates** posted by the institution.



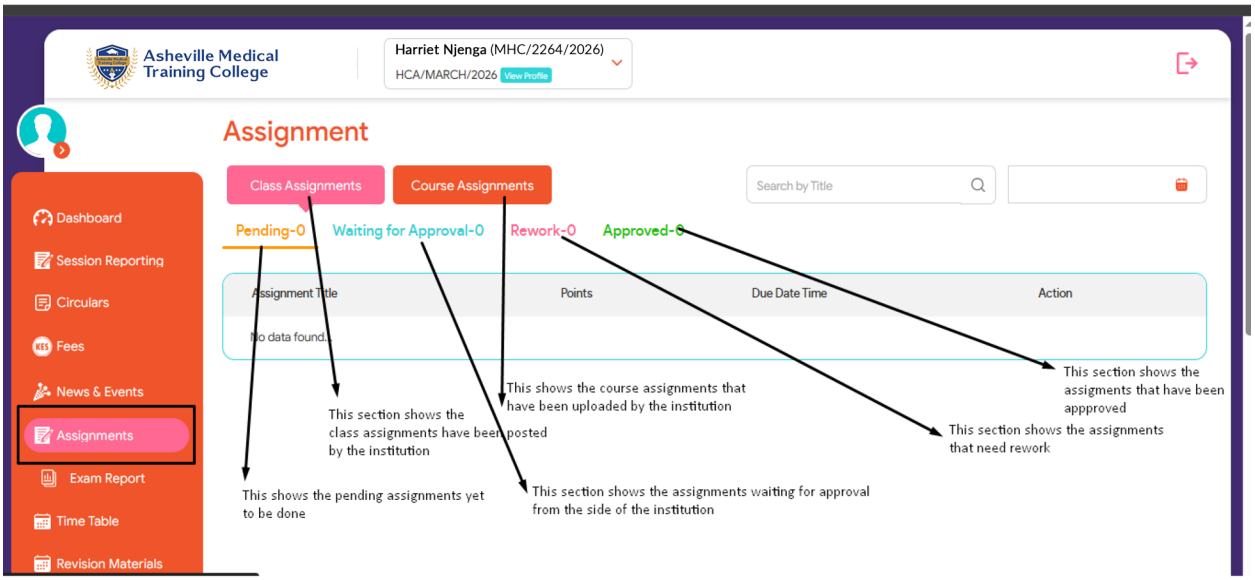
5. Events

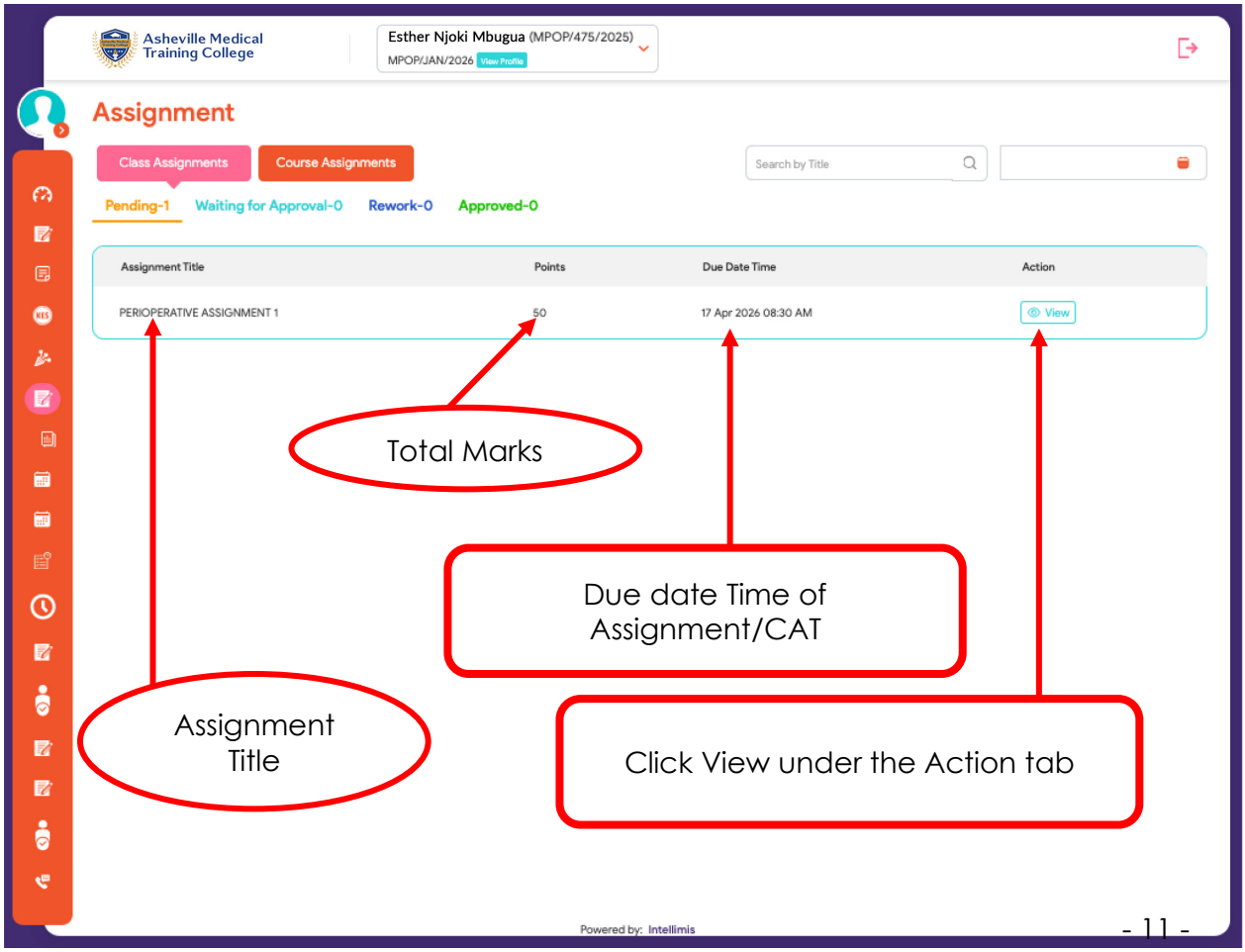
- Lists **upcoming institutional events**.

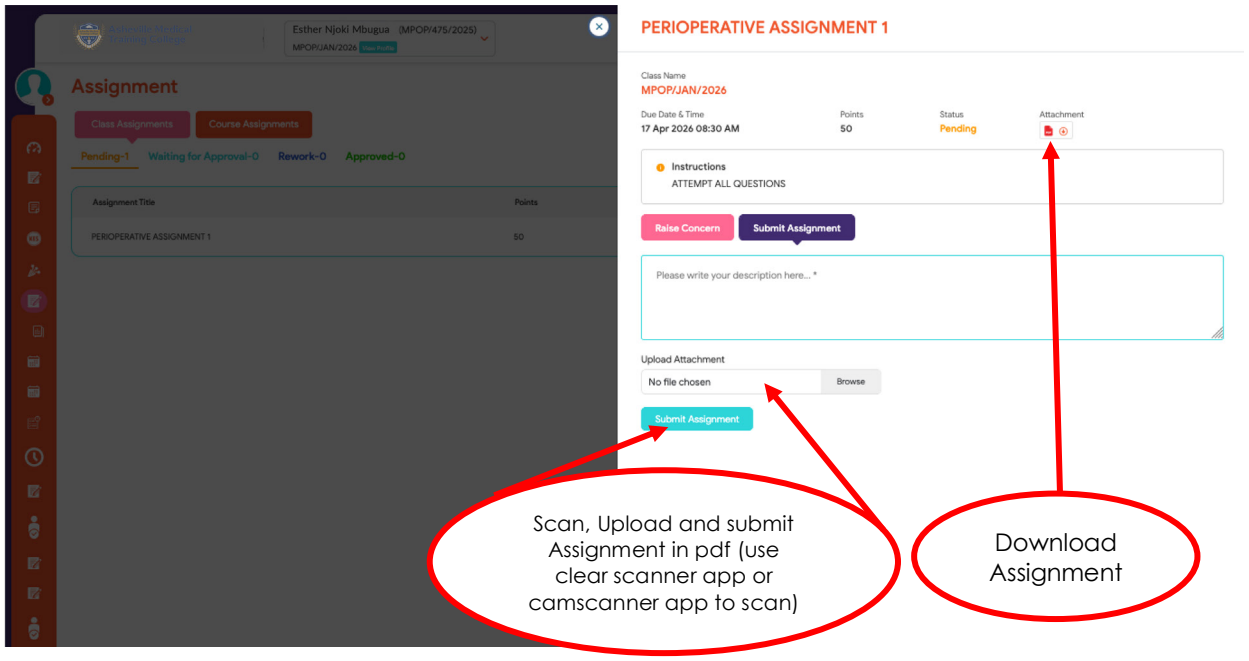


6.Assignments

- Access **Class Assignments** and **Course Assignments** uploaded by lecturers.

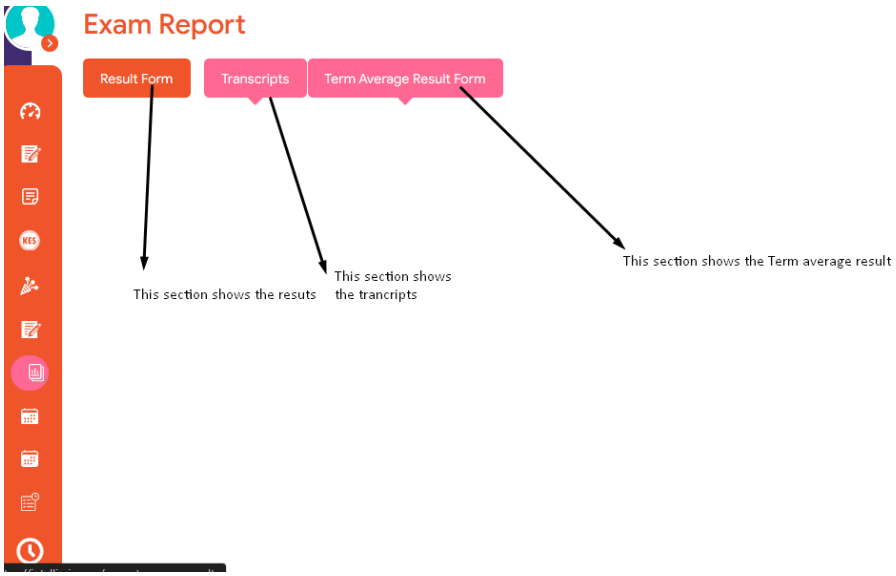


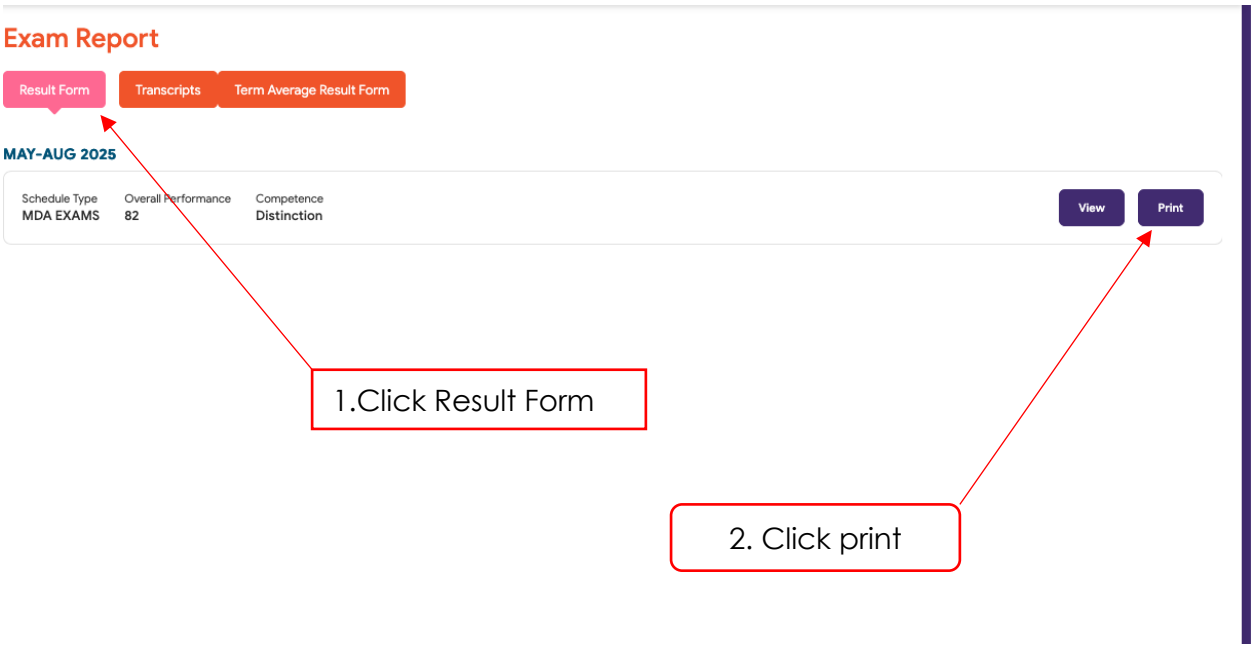




7. Exam Reports

- View your **Result Form**, **Transcript**, and **Term Average Results**.

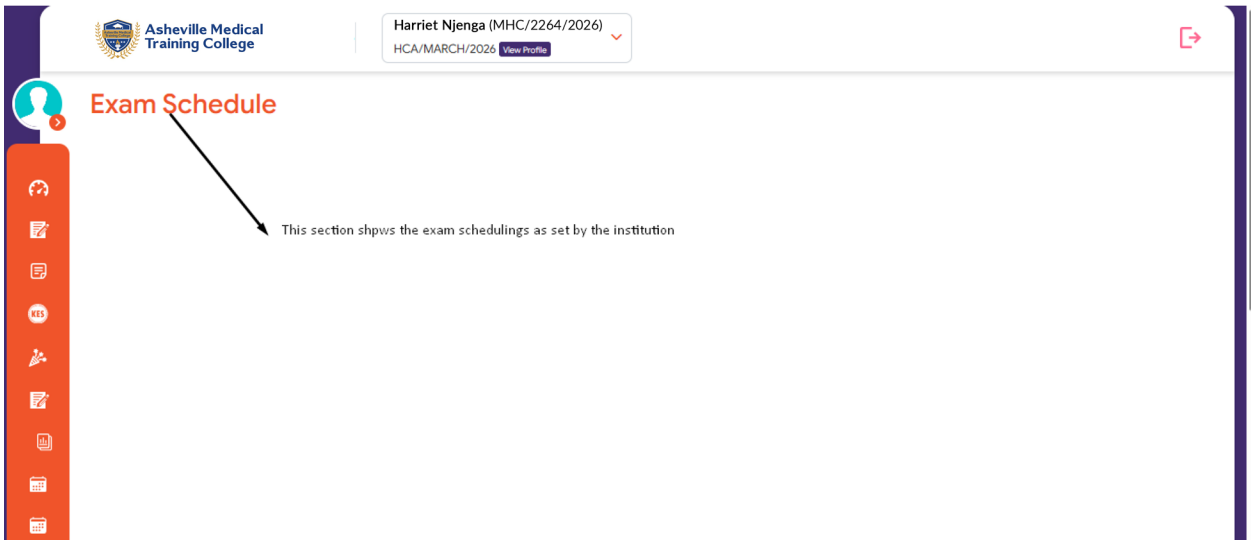






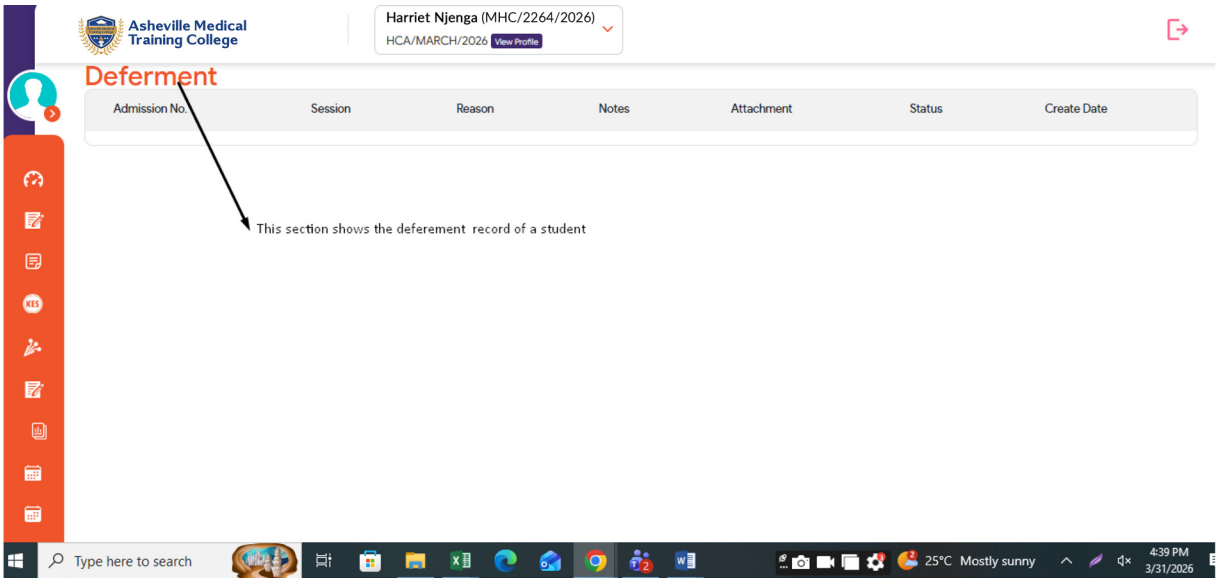
10. Exam Periods

- View the **scheduled exam dates**.



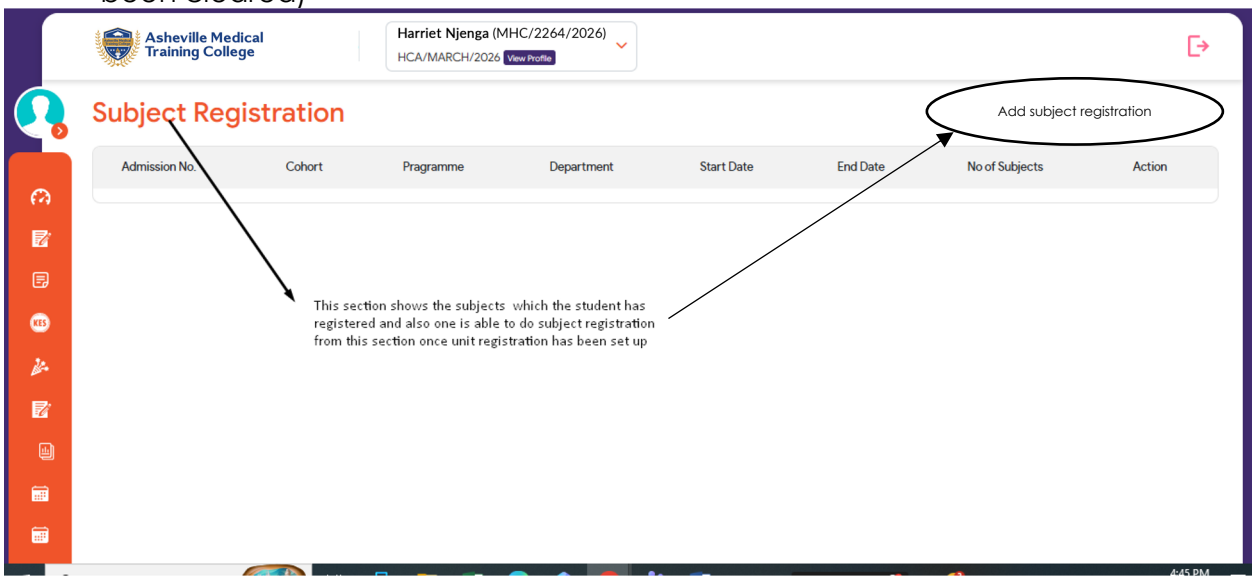
11.Deferment Records

- Check your **deferment history** and related details.



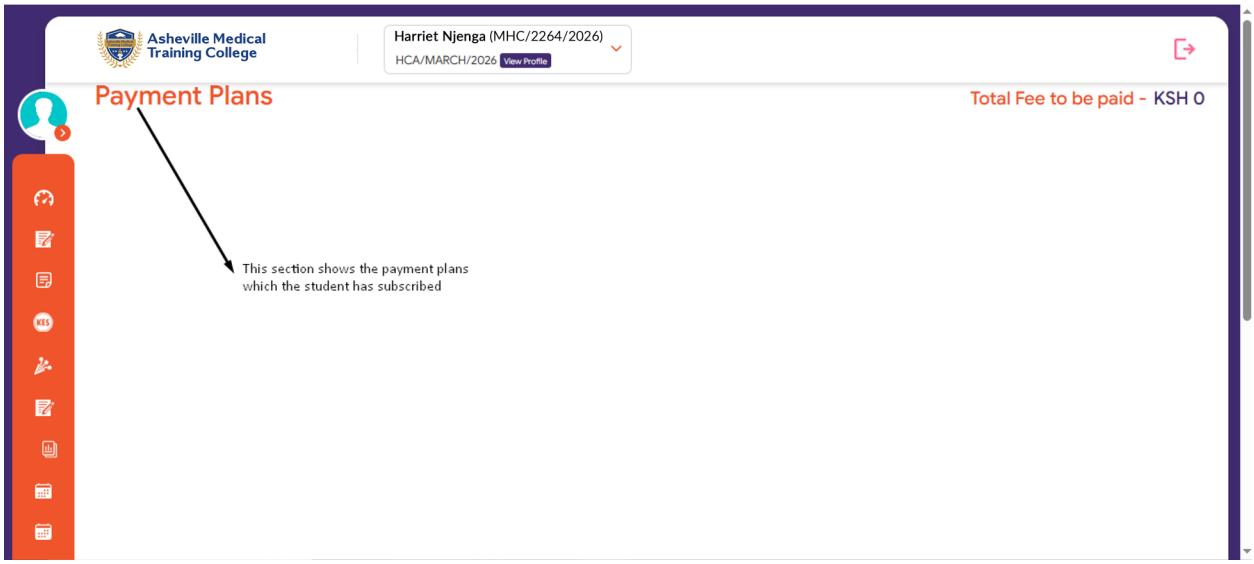
12. Subject Registration

- View **registered subjects** and perform **new subject registrations**.
- Add Subject Registrations for that Session (Applies once fees per semester have been cleared)



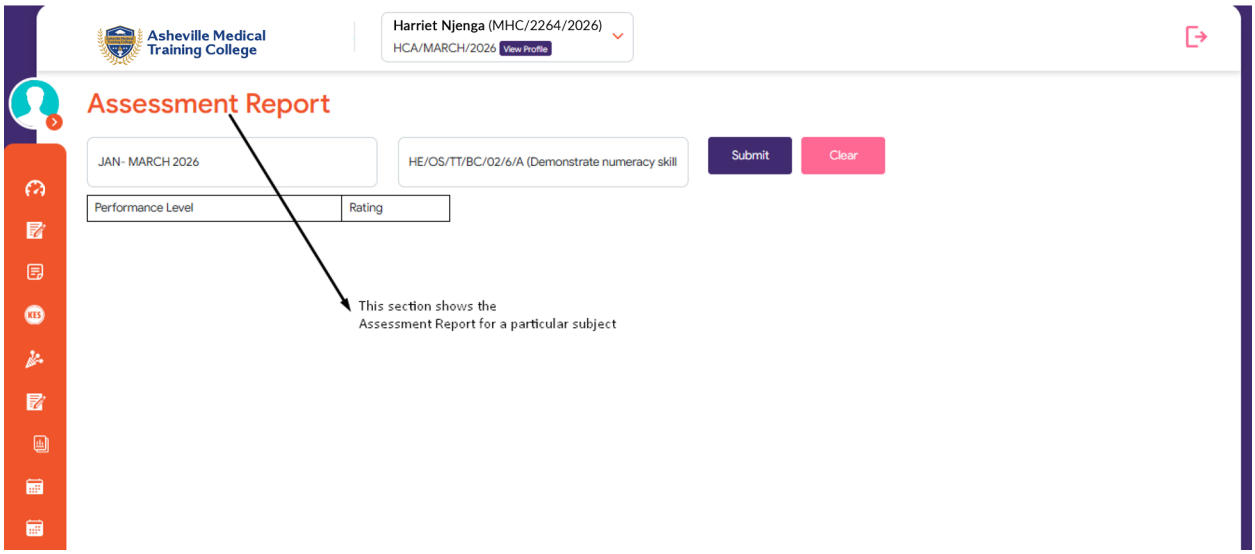
13. Payment Plans

- Review **payment plans** set by the institution.



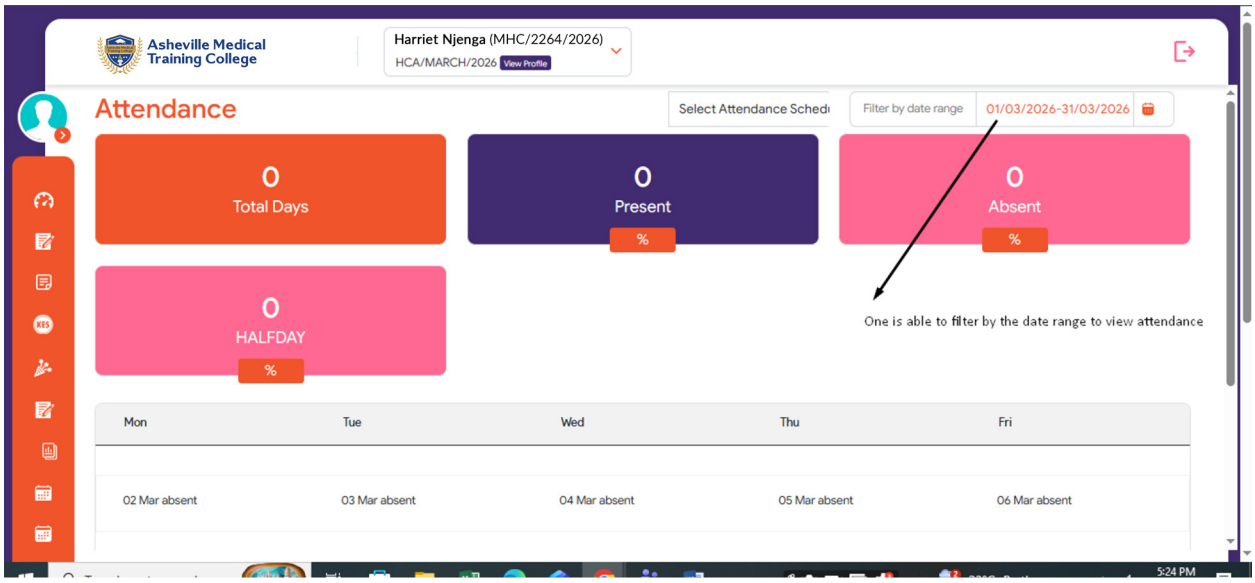
14. Assessment Reports

- View **assessment results** for each subject



15.Attendance

- Track your **attendance records**.



16. Contacts

- Access **contact details** of key personnel within the institution.

- College Administrator:
- Registrar Academics:
- IT Manager: +254 703898056
- Procurement Manager:
- Principal:
- Dean of Students:
- Finance Manager: +254 722105773