

Technical Colleges Online Student Registration

Semester II

2010/2011

Below is the URL for Online Registration System

<http://www.ctshinas.edu.om>

(1) Type the above address to display the following screen



The screenshot shows a web browser window titled "Login Screen - Microsoft Internet Explorer provided by Ministry of Manpower". The address bar displays "http://www.manpower.gov.om/college_system/Default.aspx". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The address bar also shows "http--www.nationalexpres...". The main content area features a blue header with the text "Ministry Of Manpower" and a navigation bar with "Home" and "Sign Out" buttons. Below the header is a central "Login Screen" box with the following fields and elements:

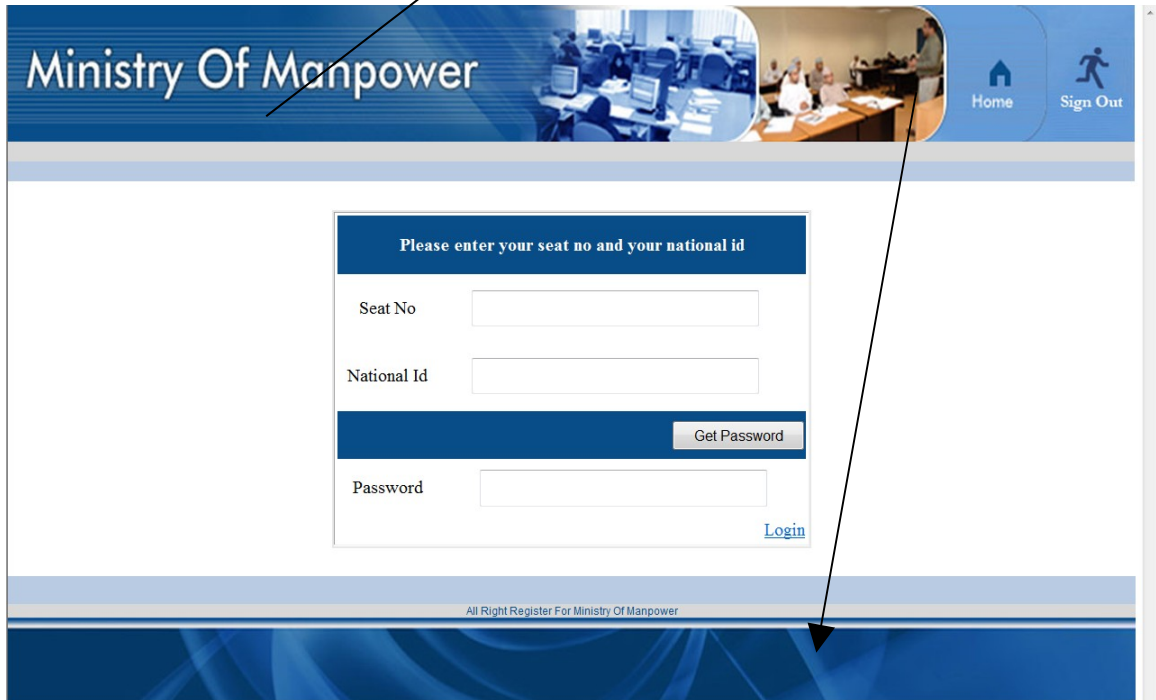
- Seat No :
- Password :
- [I Forgot my password](#)
-

At the bottom of the page, there is a footer that reads "All Right Register For Ministry Of Manpower". An arrow points to the "Log In" button.

(2) Enter your User Name as well as your Password, and then click on **Login** button

Tip: - Use your College ID for the User Name and the Password.

If the student forgot his / her password they have to click on **I Forgot my Password** and the following page will be displayed



The screenshot shows the Ministry Of Manpower website interface. At the top, there is a blue header with the text "Ministry Of Manpower" on the left, a home icon labeled "Home" in the center, and a sign out icon labeled "Sign Out" on the right. Below the header, there is a central form titled "Please enter your seat no and your national id". The form contains three input fields: "Seat No", "National Id", and "Password". A "Get Password" button is located to the right of the "National Id" field. Below the "Password" field, there is a "Login" link. At the bottom of the page, there is a footer that reads "All Right Register For Ministry Of Manpower".

In the above page the student should enter his / her student ID and the National ID and then click on **Get Password** button to display the password and click on the **Login** to display the previous login page.



The screenshot shows the Ministry Of Manpower website interface. At the top, there is a blue header with the text "Ministry Of Manpower" on the left, a home icon labeled "Home" in the center, and a sign out icon labeled "Sign Out" on the right. Below the header, there is a central form titled "Login Screen". The form contains two input fields: "Seat No :" and "Password :". A "Log In" button is located to the right of the "Password :" field. Below the "Log In" button, there is a link that reads "I Forgot my password". At the bottom of the page, there is a footer that reads "All Right Register For Ministry Of Manpower".



After login, the following **Main Page (Main Menu)** will appear:

This page shows student id, name, college name and login date. It also has a menu that contains Timetable Registration, Change Password and Reports. Student can navigate through this menu to display the required page.

(3) Change Password

Each student must change his/her password. Make sure that you remember your password.

To change your login password please follow these steps:

1. Click on **Change Password** in the **Menu** to display the screen below.



1. Type the Old Password, Your New Password and then confirm the New Password (by retying the New Password) as shown in the screen.
2. Click **Change Password** button.
3. Click **Home** to go back to the **Main Page** or navigate through the menu.

(4) View Student Advising Course (TC1) Report

The student's **Main Page** contains an option, **Report** click on it and select **Student Advising Course (TC1) Report** which enables the student to view the courses to be registered (before registration time).



Seat No	80523	Department	Engineering
Student Name	Malik Said Nasser Al Azri	Section	
Advisor Name	Dr.Elangovan	Specialization	
Probation Level		Level	Certificate
		Semester	2010 - 2011 (Semester I)

Course No	Course Name	Credit Hrs
MATH1100	College Algebra	3
ITSE1100	Information System Multimedia	3
ENTW1100	Technical Writing I	3
CECE1100	Engineering Graphics	3
CHEM1100	Fundamentals Of Chemistry (Engineering)	3

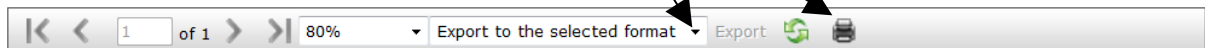
30/10/2010 10:10:40 ص

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1. If these courses are appropriate, you start registration process. If not, refer to your advisor to seek help for a new plan, who should approve it.
2. Click **Home** to go back to the **Main Page** or navigate through the menu.

Tip: - To print this **Report**, click on “**Printer**” icon on the right top of your transcript page.

Or to save this report, click on “**Export to the selected format**” and select any format from the list provided



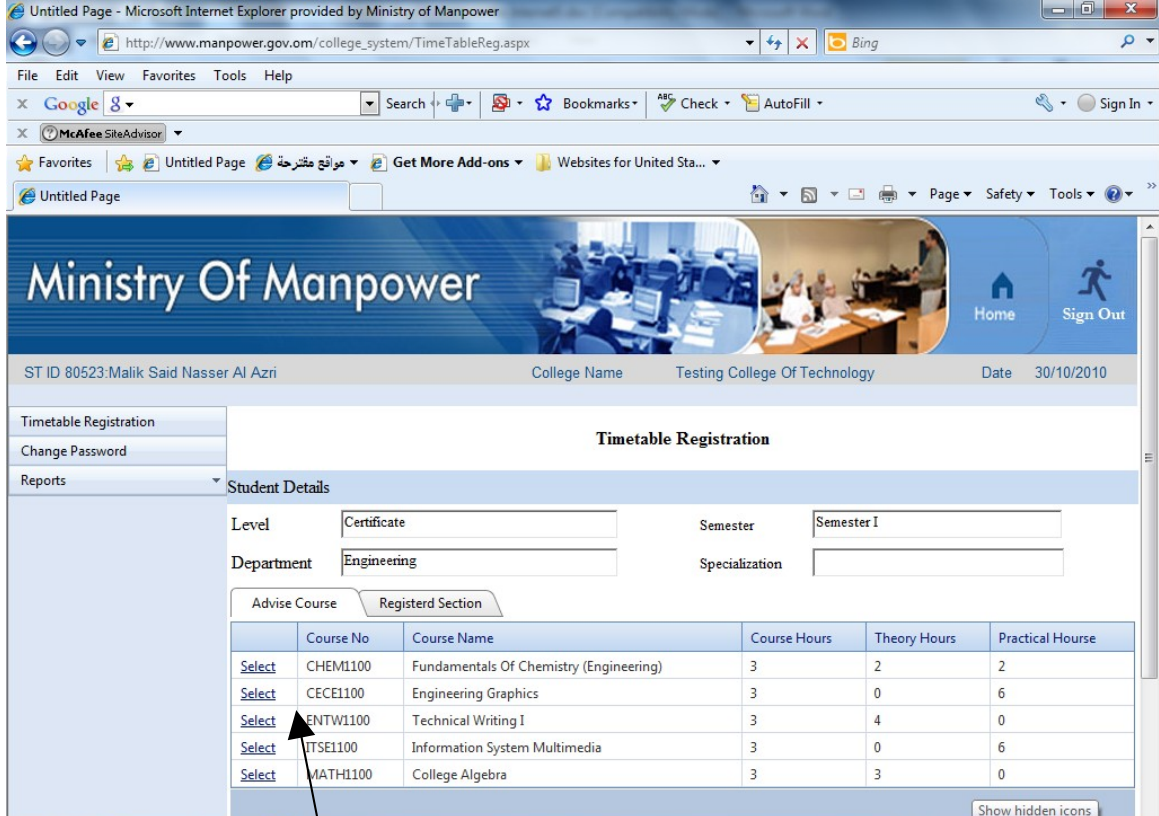
(5) College Timetable

The student’s **Main Page** contains an option “**College Timetable**” which allows the student to determine the right section for each course (before registration time).

(6) Timetable Registration

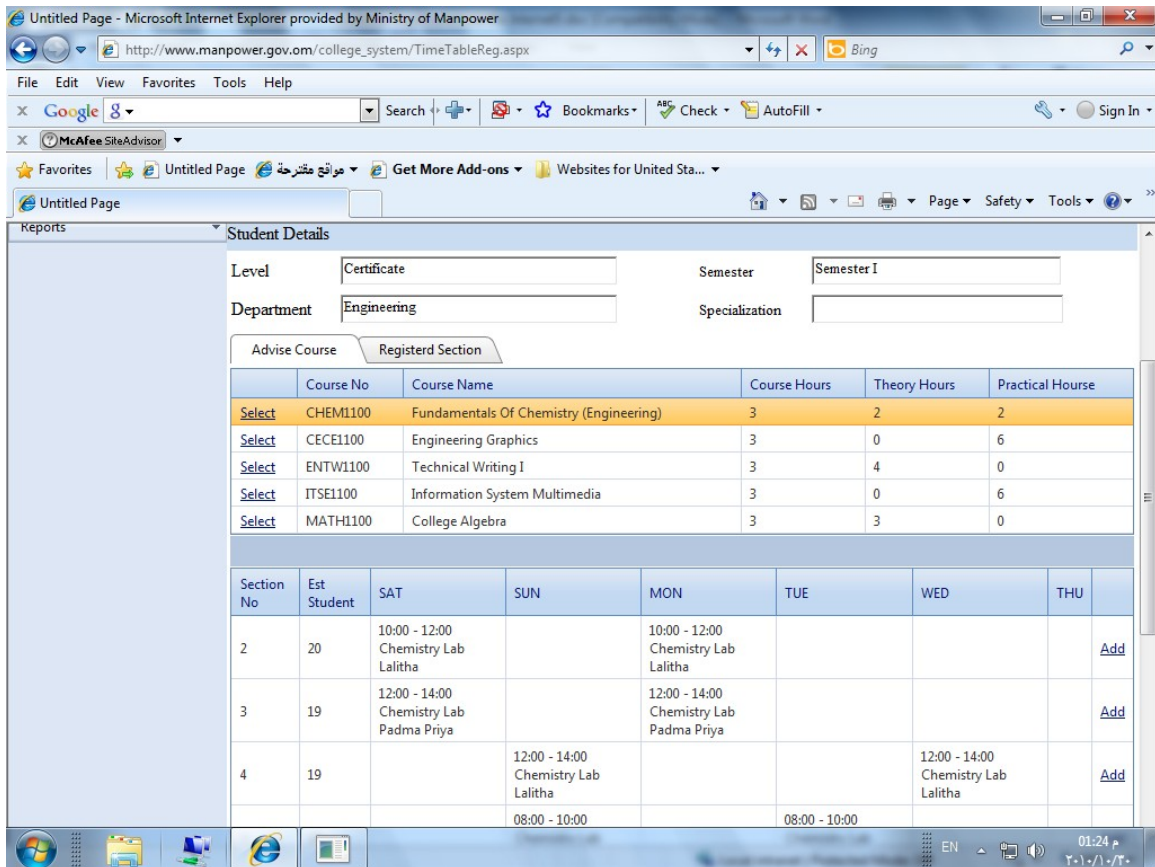
The student’s **Main Page** contains an option “**Timetable Registration**” which allows the student to register the courses (During the registration time).

Instructions:



1. Click the **Timetable Registration** from the menu in the Main Page to display the form below.

2. Click on the **Advised Courses** tab to view the advised courses and then click on Select to display the sections offered as shown below.



- To register the course section, click on the **Add** against each course and a message “**Timetable Registered Successfully**” will be displayed confirming the course registration.

	Course No	Course Name	Course Hours	Theory Hours	Practical Hour
Select	CHEM1100	Fundamentals Of Chemistry (Engineering)	3	2	2
Select	CECE1100	Engineering Graphics	3	0	6
Select	ENTW1100	Technical Writing I	3	4	0
Select	ITSE1100	Information System Multimedia	3	0	6
Select	MATH1100	College Algebra	3	3	0

Timetable Register Successfully

Section No	Est Student	SAT	SUN	MON	TUE	WED	THU	
1	38	08:00 - 10:00 Siju	11:00 - 12:00 Siju					Add
2	36	08:00 - 10:00 AD308 Dr. Musheer Ahmed	11:00 - 12:00 AD308 Dr. Musheer Ahmed					Add
3	36			10:00 - 12:00 Siju		11:00 - 12:00 Siju		Add
4	36			10:00 - 12:00 AD308 Sudeer Kumar		11:00 - 12:00 AD308 Sudeer Kumar		Add
5	36		15:00 - 16:00 Mohammed Raziuddin		12:00 - 14:00 Mohammed Raziuddin			Add
6	36		15:00 - 16:00 AD308 SreeKumar		12:00 - 14:00 AD308 SreeKumar			Add

- Repeat instructions (**No 2 & No 3**) to register the other courses.
- In case of changing the section another message will be displayed “**Timetable Updated Successfully**”
- If there is a conflict with other course timetable a message will be displayed. For example “**Conflict With Day And Time Pls Check [ENTW1100/SAT/10:00-12:00]**”
- If the section has been registered the following message will be displayed “**Section Already registered**”
- Click **Home** to go back to the **Main Page**.

Tip: - To see the entire registered course with related sections, click on **Registered Section** tab above.

(7) Printing the Student Timetable

- Click the “**Student Timetable**” under Reports in the **Main Page**.

ST ID 80523:Malik Said Nasser Al Azri College Name Testing College Of Technology Date 30/10/2010

Student Time Table
Testing College of Technology
Engineering
2010 / 2011

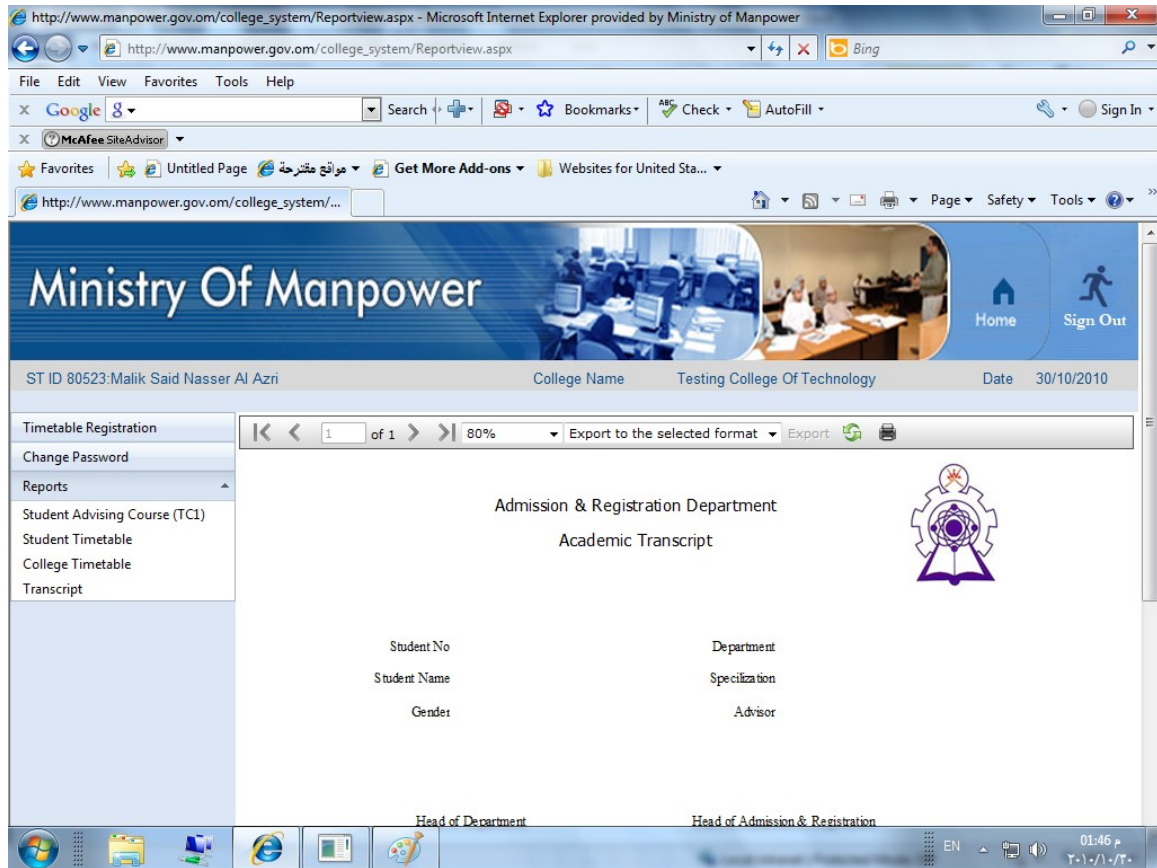
Seat No	80523
Name	Malik Said Nasser Al Azri
Sections	
Specialization	
Level	Certificate

Time	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday
11:00 08:00		CECE1100 / 11Issa ECAD1 DRAW		CECE1100 / 11Issa ECAD1		

2. And then click on **Printer** icon on the left top of your timetable page.

To see your transcript:

1. Click the **Transcript** under Reports in the Main Page.



1. Click on **Log Off** to exit the page.



Note:

If the student wants to take mixing courses, the system will allow him to register the remaining courses only. The advisor should contact the student and give the approval for the new courses and then the student will be able to register the new courses online