

**MARIAN UNIVERSITY COLLEGE**  
**ONLINE PAYMENT INFORMATION AND GUIDELINES**

We would like to inform all students (both new and continuing) that all payments are done online following the steps indicated below in the Students Information Management System (SIMS) [sims.simsmaruco.ac.tz](http://sims.simsmaruco.ac.tz)

**STEP NO. 1: LOG IN TO THE SYSTEM**

**1. FOR NEW STUDENTS:**

- **USERNAME: YOUR FORM IV INDEX NUMBER (The one used during application – EXAMPLE: S1234/0000/2020);**
- **PASSWORD: YOUR LAST NAME/SURNAME in CAPITAL LETTERS**

**2. FOR CONTINUING STUDENTS:**

- **USER NAME & PASSWORD are those currently used to access your profile account.**

**Note:** You are advised to change your password once you have logged in for security purposes.

**STEP NO. 2: UPDATE PROFILE**

Update Profile by clicking the **Update Profile** menu on the left hand side of the screen.

- Fill in correct **Basic information** then Click **Update**;
- Select your Health **Insurance (Private, NHIF, AAR, etc)**, then Click **Update**;
- Fill in your correct **bank account** information, then Click **Update**, and finally
- Click **Submission**

After you have submitted, you will see **Payments** Menu on the left hand side of your screen

**STEP NO. 3: CREATE AN INVOICE UNDER PAYMENT MENU TO GET A CONTROL NUMBER**

- Click **Payments**, then
- Click **Create Invoice**, then
- Click the type of fee of your choice, e.g. **Tuition Fee**, and fill in the information required, then
- Click **Preview Invoice** to see what you are going to pay, finally click **create invoice** button.

**STEP NO. 4: MAKE PAYMENT FOLLOWING INSTRUCTIONS GIVEN ON THE INVOICE.** Use the **CONTROL NUMBER** to make payments through Simbanking, CRDB bank and its agents, or through your telephone line, most preferably, Vodacom.

**For any information regarding payments or any support you may call during working hours (7:30 Hrs to 15:30 Hrs): 0763538861 or 0716980086 or 0684442413.**

