

MARIAN UNIVERSITY COLLEGE
ONLINE PAYMENT INFORMATION AND GUIDELINES: 2023/2024

Dear esteemed student (new and continuing), kindly note that all payments are done online following the steps indicated below in the Students Information Management System (SIMS) sims.simsmaruco.ac.tz

STEP NO. 1: LOG IN TO THE SYSTEM

1. FOR NEW STUDENTS:

- **USER NAME: 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.



A. M. J. 25'
30/8/2023