

## **AMU-SMIS User Manual** **The Basics**

*This handbook is prepared for the best use of Arba Minch University Student Management Information System (AMU-SMIS) and this “The Basics” manual should be read and well understood by all users of the system before using any functionality of the system.*

Target User: All Users

**[ Handbook for Arba Minch University Student Management Information System ]**

## **1. Introduction**

As you are in higher education industry, you've probably heard for years about the revolution the computerization of systems would bring to work process in managing students' files. As with so many promises of revolution, the changes haven't been materialized in your University context yet. However, a new suite of tools, called Arba Minch University Student Management Information System, can be used to enhance your manual student information system by taking advantage of the computerization of systems with complete replacement of your labor-intensive system.

## **2. What is Arba Minch University Student Management Information System?**

Arba Minch University Student Management Information System (AMU-SMIS) is a web based application, meaning it runs on a web server and is accessed by using a web browser. The web server which hosts AMU-SMIS is located in the main campus of the University, but it is accessible from anywhere in one of the three campuses: Ababya, Chamo or Nech Sar. You and your students can access the system from anywhere with a local area net work connection in the campuses.

At its most basic, (AMU-SMIS) gives the registrar tools to place students to their respective departments and generate students Id number and generally automate the admission process of students into the University system. Aside from admission, AMU-SMIS offers a wide variety of tools that can make your students file record system more effective. It provides an easy way to manage curriculum, course offering, students' registration, attendance, grade, class & exam schedule, dormitory, meal & heath service, cost sharing, withdrawal, readmission and transfer processes. Let's take a quick look at basic features and interfaces of the system and you will find a manual for each of these features from your either System Administrator or Help Desk.

### 3. AMU-SMIS Basics

In this section, we'll cover the basics of the AMU-SMIS interface and some of the options you have in your account. As I mentioned earlier, AMU-SMIS is a web-based application which can be accessed through a web browser. This means that in order to use AMU-SMIS you need a computer with a web browser installed and a local area network connection. You also need to have the web address (called a Uniform Resource Locator, or URL) of a server running AMU-SMIS which is <http://smis.amu.edu.et>.

To access the SMIS application, open your web browser and type the SMIS server address (<http://smis.amu.edu.et>) in the address bar. You'll then be taken to the sign page.

### 4. The AMU-SMIS Interface

When you first visit your AMU-SMIS site, you'll see the sign page which presents you with the form to enter your username and password, as shown in Figure 4-I. You need to contact either AMU-SMIS system administrator or your office main account holder to get an account that will enables you to access the system with the assigned privileges.



Figure 4-I: AMU-SMIS Sign in Page

Take a moment and familiarize yourself with the interface. AMU-SMIS uses a number of interface conventions throughout the system. The sign in form is presented in the middle of the page. Just above the sign in form on the right side you'll see the University logo with name of the system.

## 5. Having an Account

Right in the middle of the page, you'll find a sign in form that says "Sign In." as shown in Figure 4-1. As I indicated above your username and password will depend on how your system administrator set up for you in the system. AMU-SMIS has a number of roles: Registrar, College/Institute, Instructor and Student, other roles. In AMU-SMIS all users can not create their own accounts with a specific role. Accounts will be created by either the system administrator or your office main account holder and a specific role and/or specific privilege will be assigned. You'll need to find out from your system administrator how to enroll your account as one of the roles available in the system.

Once your account is created, you will receive your username and password either from main account holder or the system administrator.

**Important Note:** The student account for system access will be created if the student has eligibly admitted or accepted by the university registrar. The department or college will be responsible for issuing or reset password. College will issue/reset password for those students who are not assigned to department, and department will issue/reset their own students password.

## 6. First Look after you logged in to AMU-SMIS

Once you have successfully received your username & password and sign in, you will find a welcome message as shown below.

Figure 6-1: AMU-SMIS Welcome Page

If you didn't get the above **"Welcome to your SMIS Account"** page when you sign in for the first time, it means your account has been accessed before and maybe something bad has been done in the name of you. To make sure that there is nothing has been done using your account, you need to contact your help desk as soon as possible so that they will audit your account and give you a confirmation if nothing has been done or they will take a measure if something has been done using your account.

Please read the welcome message carefully and create your own password by entering the given password on the first field and a new password on the second field. Make sure that either “Strong” or “Strongest” message is displayed on the right side while you enter your new password. You need also to confirm your new password on the third field to make sure that you didn’t forget the new password.

After you correctly entered the required password information, click on the “Change Password” button. The system will replace the given old password with the new password that you entered and give you a success message as shown below.

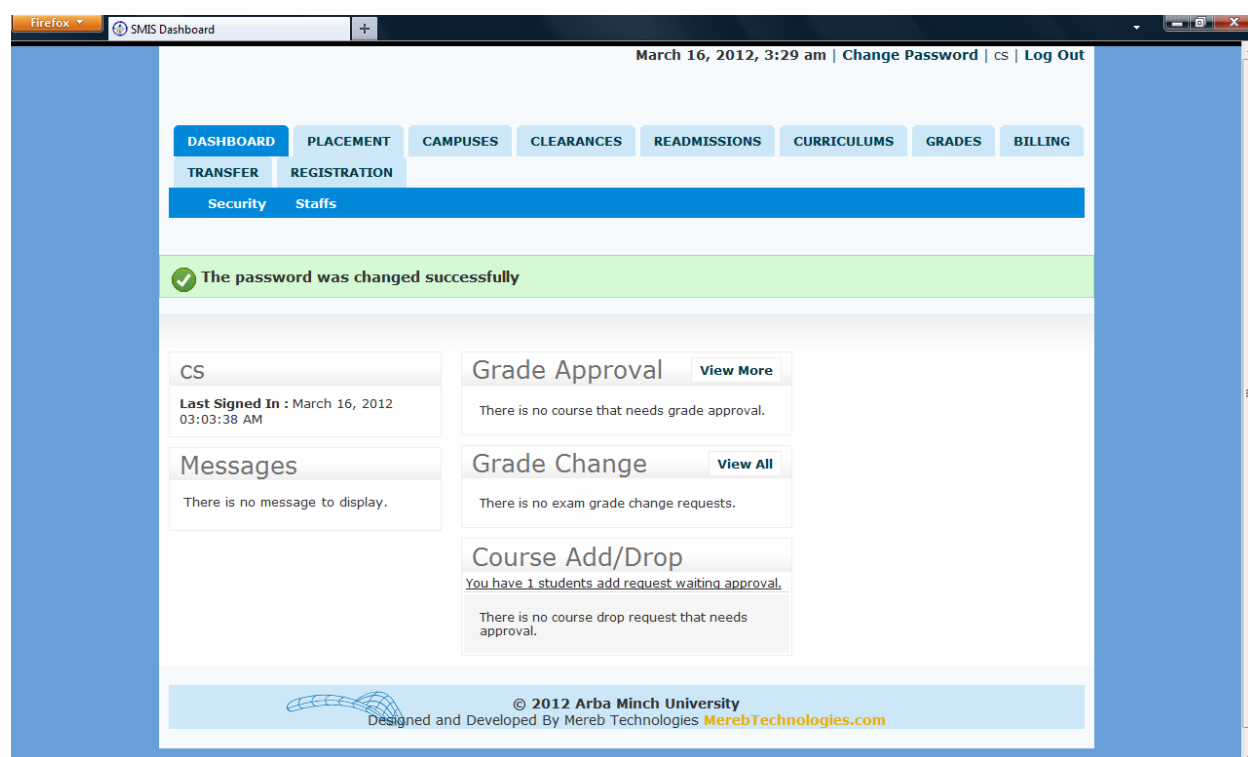


Figure 6-2: Main screens after sign in and password change with department user account.

Let's start with the upper right-hand corner of your account after sign in, as shown in Figure 6-2.

There you'll see the date and the time and your username that you are using to sign in to the system. It reads “**March 16, 2012, 3:29 am** | [Change Password](#) | [cs](#) | [Log Out](#)” and your username is, displayed as an unclickable word since it is assigned to you by the system administrator and not to be changed by your own. From this screen you cannot edit your user name but you can change your password. Click on “Log Out” if you want get out of the system. Let's take a moment and change your password for your any security reason.

Start by clicking the “Change Password” link on the upper right hand side of the screen. Your password change form will look like Figure 6-3.

March 16, 2012, 3:44 am | Change Password | meal | Log Out

**DASHBOARD** **MEAL SERVICE**

**Security**

### Change Password

In order to make your account secure, you are required to follow the following password policy:

1. Your password length should be a minimum of 5 and a maximum of 7 characters. The longer the password is, the harder to crack it using brute force attack.
2. Your password should contain Uppercase Letters, Lowercase Letters, Numbers and Symbols (e.g. @\$%\*&\*()\_+!~=:\'{}[]";<>/ etc).
3. Always use different password for this account from other access including email, LDAP, Active Directory, etc.
4. Do not hint at the format of a password (e.g., "my family name")

In addition to the above password creation guideline, you should note the following points:

1. NEVER tell/share your password to any body even to your close friend, system administrator, administrative assistants, secretaries or boss.
2. If someone demands a password, direct them to the help desk.
3. Passwords should NEVER be written down or stored on-line without encryption.
4. Do not reveal a password in email, chat, or other electronic communication.
5. Do not speak about a password in front of others.
6. Do not reveal a password on questionnaires or security forms.
7. When you are asked to save your password by your browser, select NEVER REMEMBER option. You should also NEVER save your password on your browser or computer as it can be known at any time by the person who has access to your computer for any reason including to temporarily use your computer, to maintain your computer or for some other reason.
8. Make sure that the computer that you are using to access this application has good and updated anti virus to protect your computer against malware and other pesky attacks. If there is no antivirus installed on your computer or if you get "out of date" or similar warning from your anti virus software, please contact your help desk to get good anti virus and/or updates.
9. If an account or password compromise is suspected, please report the incident to your help desk as soon as possible.

Please use the following form to change your password.

Your Current Password:

New Password:  Password strength: Enter the password till you get "Strong" or "Strongest" result.

Confirm The New Password:

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Figure 6-3: Password change form

From the above password change form, you are required to enter your current password to confirm that you are the actual user of this account and to enter you new password with confirmation. After you make an entry click the “Submit” button. If all the entered data are correct then, the system will change your old password with the newly entered one and you will get a success message.



## 7. Do you forget your password?

If you forget your password, you need to contact your account administrator and s/he will reset the password for you. The administrator will give you a new password after s/he resets your account password for you.

When you sign in with your new password after reset, you should get the following **“Your Account Password Is Reset”** message.

Firefox SMIS Users March 16, 2012, 3:56 am | Change Password | cs | Log Out

### Your Account Password Is Reset

Hello Lema Hailu Mekurya,

**PLEASE READ THE FOLLOWING MESSAGE CAREFULLY**

**Based on your request**, your account password is reset and you are login into this account for the first time after password reset is done. As a result, you are required to change the password that you are given from your system administrator to your own.

If you are getting this message without any request to reset your account password. Then it means your account password is changed and something has been done with your account illegally. If this is the case, please click on the "Log Out" button which is found on the upper right corner WITHOUT CHANGING THE GIVEN PASSWORD and contact your help desk so that your account will be investigated for any abuse which is done in the name of you. If you change the given password, it means you acknowledge the password reset and you can not make a complain after you make a change.

In order to make your account secure, you are required to follow the following password policy:

1. Your password length should be a minimum of 8 and a maximum of 30 characters. The longer the password is, the harder to crack it using brute force attack.
2. Your password should contain Uppercase Letters, Lowercase Letters, Numbers and Symbols (e.g. @\$%&'()\*\_+!~=-\`{}[]";'<>/ etc).
3. Always use different password for this account from other access including email, LDAP, Active Directory, etc.
4. Do not hint at the format of a password (e.g., "my family name")

**In addition to the above password creation guideline, you should note the following points:**

1. NEVER tell/share your password to any body even to your close friend, system administrator, administrative assistants, secretaries or boss.
2. If someone demands a password, direct them to the help desk.
3. Passwords should NEVER be written down or stored on-line without encryption.
4. Do not reveal a password in email, chat, or other electronic communication.
5. Do not speak about a password in front of others.
6. Do not reveal a password on questionnaires or security forms.
7. When you are asked to save your password by your browser, select NEVER REMEMBER option. You should also NEVER save your password on your browser or computer as it can be known at any time by the person who has access to your computer for any reason including to temporarily use your computer, to maintain your computer or for some other reason.
8. Make sure that the computer that you are using to access this application has good and updated anti virus to protect your computer against malware and other pesky attacks. If there is no antivirus installed on your computer or if you get "out of date" or similar warning from your anti virus software, please contact your help desk to get good anti virus and/or updates.
9. If an account or password compromise is suspected, please report the incident to your help desk as soon as possible.

**Please use the following form to change the given password to your own.**

Your Current Password:

New Password:  Password strength: Enter the password till you get "Strong" or "Strongest" result.

Confirm The New Password:  Password not entered

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If you didn't get the above **"Your Account Password Is Reset"** page when you sign in after password reset, it means your account has been accessed after password reset and maybe something bad has been done in the name of you. To make sure that there is nothing has been done using your account, you need to contact your help desk as soon as possible you can so that they will audit your account and give you a confirmation if nothing has been done or they will take a measure if something has been done using you account.

Please read the message carefully and create your own password by entering the given password on the first field and a new password on the second field. Make sure that either "Strong" or "Strongest" message is displayed on the right side while you enter your new password. You need also to confirm your new password on the third field to make sure that you didn't forget the new password.

After you correctly entered the required password information, click on the "Change Password" button. The system will replace the given password with the new password that you entered and give you a success message.

### **8. Are you unable to access your account?**

If you unable to access your account even if you entered correct username and password, please report the case to your system administrator as soon as possible you can as your account may be hacked. You should not request password reset when you face such kind of problem. Rather your account will be temporarily closed and audited before you get a new password and continue your work.

## 9. Do you see unusual things?

If you see unusual things for example some data has been changed or the shown “Last Signed In” date and time is different than the date and time you actually sign in or any other unusual thing, please do not be a negligent person and report the case to your help desk as soon as possible you can so that your account will be audited to check if your account is hacked.

## 10. Other AMU-SMIS Manuals

If you are unable to get what you are looking from this manual, please check also the following AMU-SMIS manuals.

No	AMU-SMIS Manual	Target Users
1.	The Basics	All Users
2.	Administering Student Admission	Registrar
3.	Administering Student Department Placement	College/Institute, Department
4.	Managing Accepted Students	Department
5.	Section Management	Department, College/Institute
6.	Curriculum Management	Department
7.	Semester Course Publication Management	Department, College/Institute
8.	Student Course Add, Drop, Substitution and Exemption Request Management	Department, College/Institute
9.	Registrar Course Registration/Add/Drop Management	Registrar
10.	Exam and Grade Management	Department, College
11.	Registrar Grade Management	Registrar
12.	Student Billing Management	Registrar
13.	Student Clearance/Withdraw Management	Registrar, Department, College, Offices which gives clearance
14.	Student Readmission Management	Registrar, College

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15.	Course Schedule Management	College
16.	Exam Schedule Management	College
17.	Student Dormitory Management	Dormitory Service
18.	Student Meal Management	Meal Service
19.	Student Medical History Management	University Clinic
20.	System Administration	System Administrator

Please find the above manuals from your either System Administrator of AMU-SMIS or help desk for AMU-SMIS

If you are looking for further assistance, please do not hesitate to contact the help desk for AMU-SMIS.