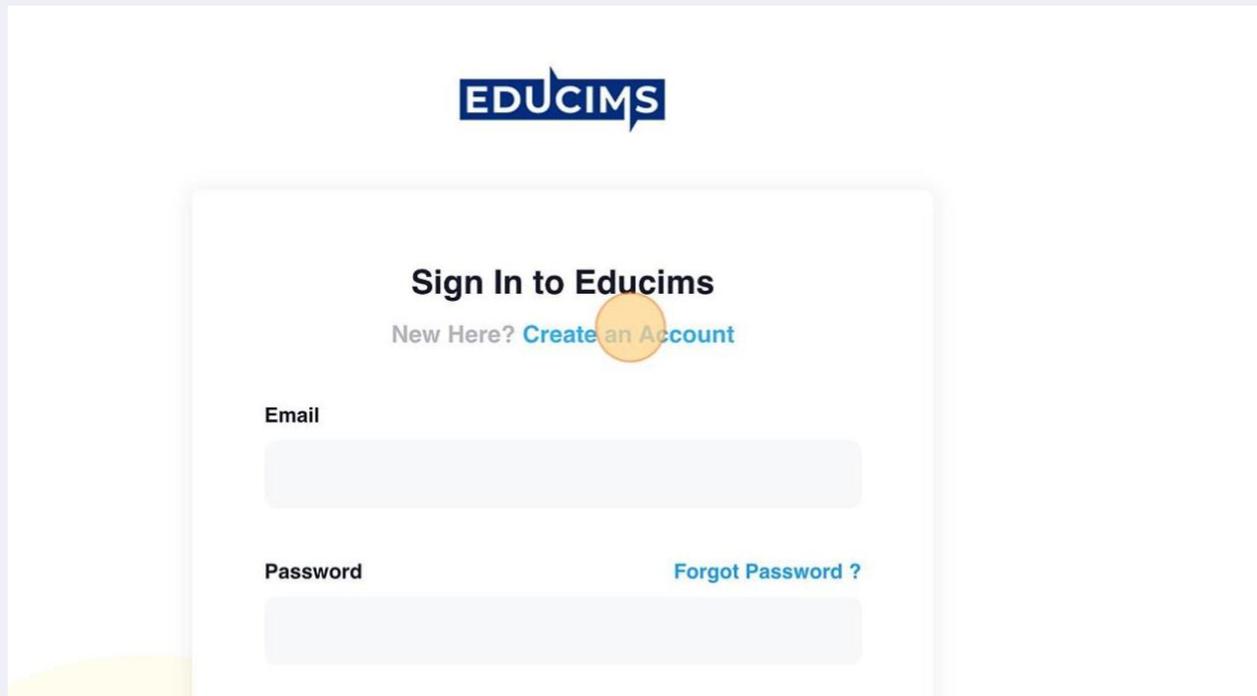


## HOW TO APPLY ONLINE

**1** Navigate to the portal URL address as provided.

**2** Click "Create an Account"



The screenshot shows the EDUCIMS login interface. At the top center is the EDUCIMS logo. Below it is the heading "Sign In to Educims" and a link "New Here? Create an Account". The "Create an Account" link is highlighted with a yellow circle. Below the heading are two input fields: "Email" and "Password". To the right of the "Password" field is a link "Forgot Password?".

**3** Fill out the form as per fields indicated. *(Use a valid email address you have access to).*

**Create an Account**  
Already have an account? [Sign in here](#)

OR

**First Name**  **Last Name**

**Email**

**Password**

**4** Click the "I Agree & Terms and conditions." field.

**Password**

Use 8 or more characters with a mix of letters, numbers & symbols.

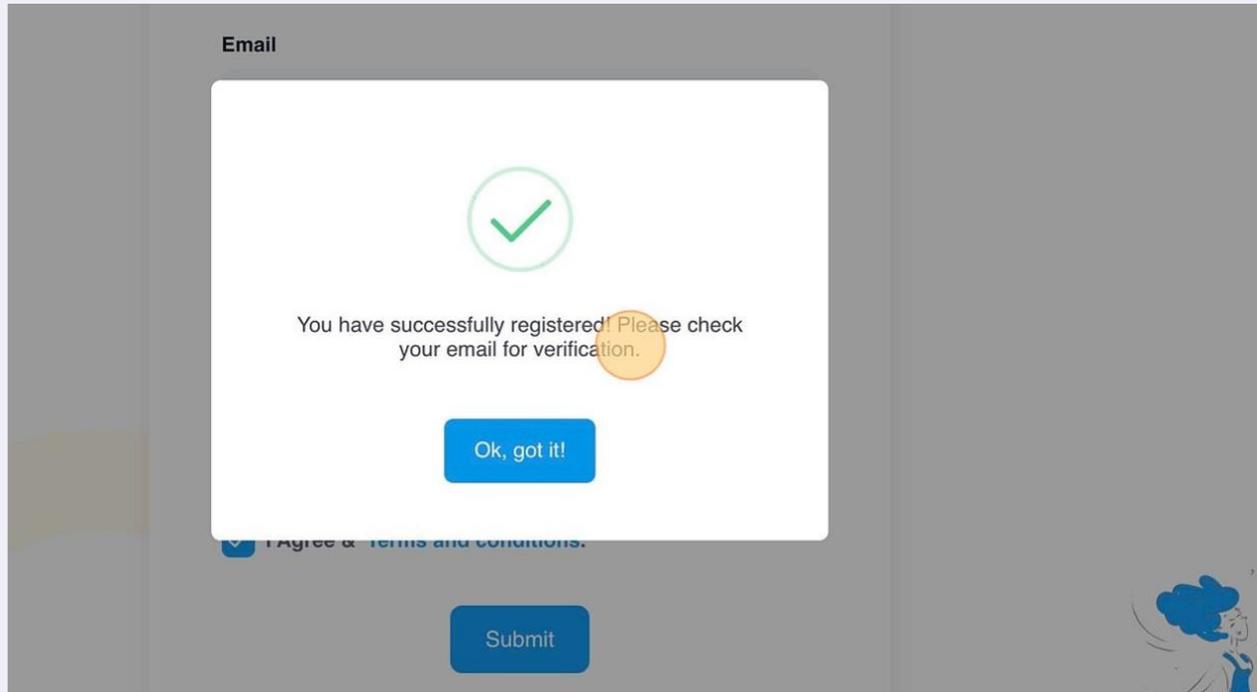
**Confirm Password**

**I Agree & [Terms and conditions.](#)**

**Submit**

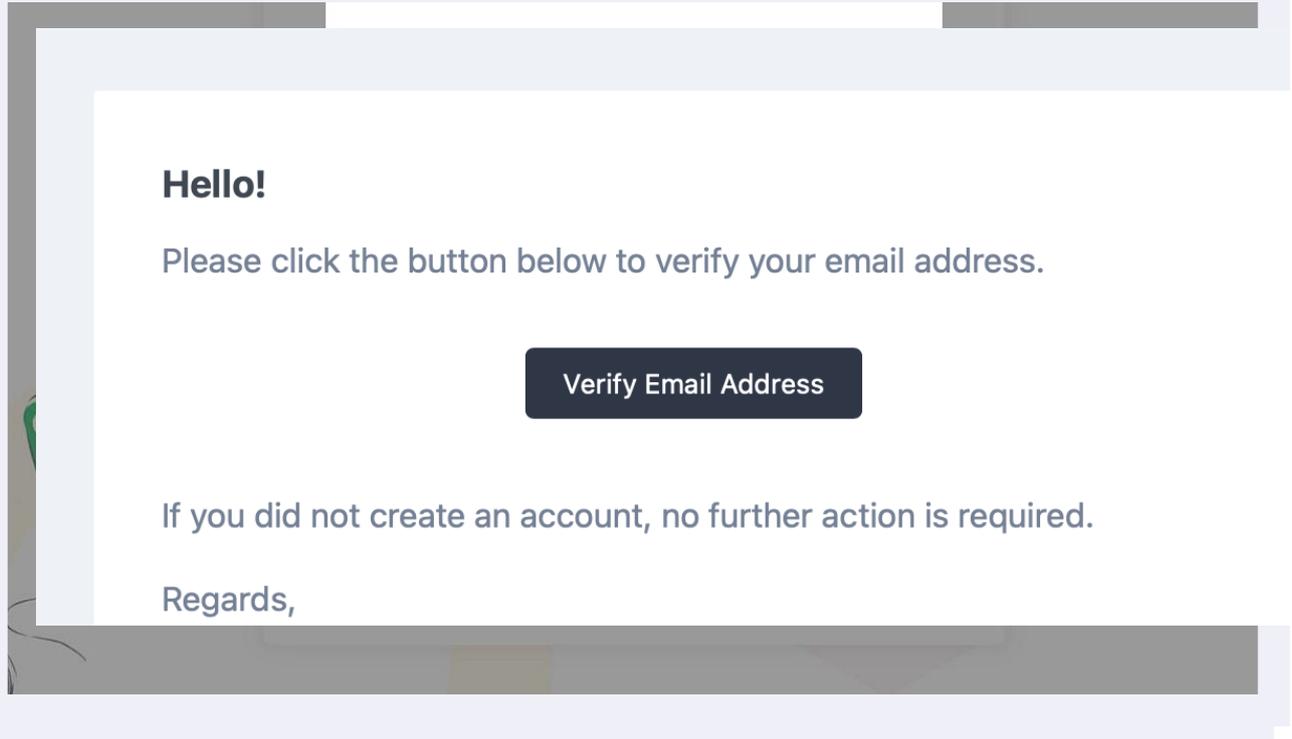
5 Click the "Submit" button.

6 You have successfully completed your account creation. Please check your email for the verification link to continue with the application process.



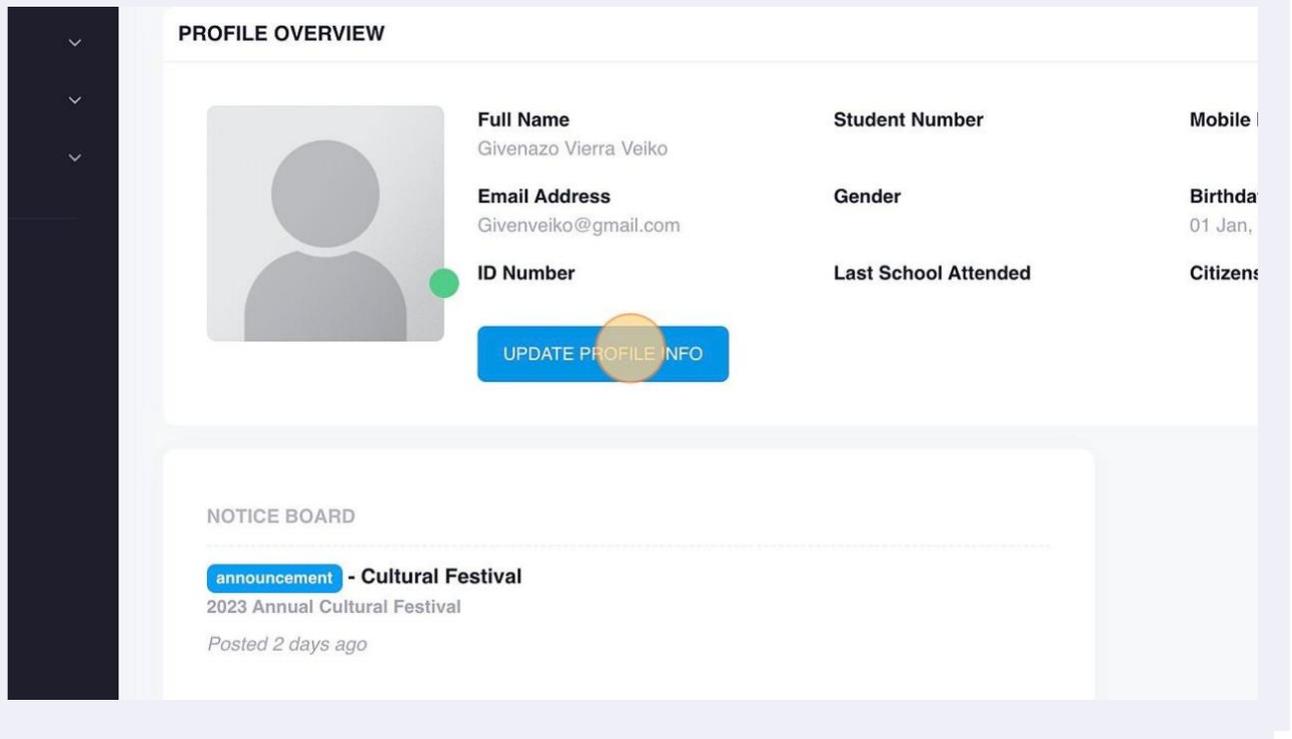
7

Open your E-mail account and click on the verification link that was sent to you.



8

Click "UPDATE PROFILE INFO" to continue once you've verified your email address.



9

Complete all the fields on the form *(Kindly upload your photo too)*

your Grade 12 subject  
n

### Qualifications

your previous tertiary

### Employment Details

your employment  
n

### Questionnaire

about your health

Title \*

Select your Title.. ▾

Full name \*

Veiko

Givenazo Vierra

Maiden Name

Maiden name

Gender & Date of Birth \*

Select your Gender ▾

Format: YYYY-MM-D

ID / Passport Number \* ⓘ

ID Number

NTA / HCN Candidate No. ⓘ

NTA / HCN Candidate No.

Mobile Number \* ⓘ

Mobile number

10

Click "Next"

Residential Address \* ⓘ

Windhoek, Namibia

123 Gusten Street

Pioneers Park

Windhoek, Namibia

Student Type \* ⓘ

Namibian ▾

Next >

**11** Click "Add Next of Kin" button.

The screenshot shows the 'Update Student Biographical' page. At the top, there is a navigation bar with 'Dashboard', 'Resources', 'Profile', and 'System'. Below this is a search bar and several utility icons. The main content area is titled 'Update Student Biographical' and contains a vertical progress bar on the left with three steps: 1. Profile Details (Completed), 2. Guardian Information (Current step), and 3. Secondary School Information. The 'Guardian / Next of Kin Information' section is highlighted with a white background and contains a blue button with a white plus sign and the text '+ Add Next of Kin'. Below the button is a '< Previous' link.

**12** Fill out all the fields.

The screenshot shows the 'Update Student Biographical' page with the 'Guardian / Next of Kin Information' form expanded. The form contains several fields: 'Relationship \*' with a dropdown menu showing 'Select Next of k'; 'Full name and contact \*' with two input fields for 'Next of Kin Full nan' and 'Next of Kin Contact'; 'ID Number' with an input field for 'Next of Kin ID number'; 'Location and Address \*' with an input field for 'ERF Number / Street Name / House'; and 'Closest Town \*' with an input field for 'Next of Kin closest town'. The progress bar on the left shows the 'Guardian Information' step is active.

**13** Click "Add Next of Kin" button **again if you want to** add another next of Kin.

**14** Click "Next" to continue.

your previous tertiary

**ment Details**  
your employment  
n

**Questionnaire**  
out your health

**Suburb / Village Name \*** Windhoek, Namibia

**Country \*** Namibia

Delete

+ Add Next of Kin

< Previous

Next >

Educational Institutions Management System

About Support

**15** Complete your last attended school information as per form fields.

Resources Profile System

Search Bar

### Personal Biographical

**Details**  
your profile basic information

**Contact Information**  
your emergency & personal contact information for payment

**Secondary School Information**  
your Grade 12 subject information

**Secondary School Information**

**Last School Attended \***

**Education System \***

**Highest Grade \***

**Year Completed (YYYY-MM)**

**16** Click "Add School Subject"

4 **Previous Qualifications**  
Complete your previous tertiary education

5 **Employment Details**  
Complete your employment information

6 **Health Questionnaire**  
Tell us about your health

**School Subjects \***

| SUBJECT             | LEVEL    | FINAL RESULT |
|---------------------|----------|--------------|
|                     |          |              |
| <b>Total Points</b> | <b>0</b> | <b>0</b>     |

[+ Add School Subject](#)

[< Previous](#)

EDUCIMS 2023© Educational Institutions Management System

**17** Click this dropdown to select the subject name.

**Previous Qualifications**  
Complete your previous tertiary education

**Employment Details**  
Complete your employment information

**Health Questionnaire**  
Tell us about your health

Year Completed (YYYY-MM) \* ⓘ 2021-11

School Subjects \* ⓘ

| SUBJECT                  | LEVEL            | FINAL RESULT |
|--------------------------|------------------|--------------|
| Select your subject... ▾ | Select your le ▾ | Selec ▾      |
| Total Points             | 0                | 0            |

+ Add School Subject

**18** Click this dropdown to select the chosen subject level.

**s Qualifications**  
your previous tertiary

**ment Details**  
your employment  
n

**Questionnaire**  
out your health

Year Completed (YYYY-MM) \* ⓘ 2021-11

School Subjects \* ⓘ

| SUBJECT      | LEVEL            | FINAL RESULT |
|--------------|------------------|--------------|
| Accounting ▾ | Select your le ▾ | Selec ▾      |
| Total Points | 0                | 0            |

+ Add School Subject

Delete

**19** Click this dropdown to select the chosen subject results as per last exam.

**Previous Qualifications**  
Complete your previous tertiary education

**Employment Details**  
Complete your employment information

**Health Questionnaire**  
Tell us about your health

**Year Completed (YYYY-MM) \*** 2021-11

**School Subjects \***

| SUBJECT             | LEVEL | FINAL RESULT |        |
|---------------------|-------|--------------|--------|
| Accounting          | NSSCH | Please       | Delete |
| <b>Total Points</b> | 0     | 0            |        |

[+ Add School Subject](#)

**20** Click the "Add School Subject" button again to add another subject. Repeat the process for as many subjects completed.

**Previous Qualifications**  
Complete your previous tertiary education

**Employment Details**  
Complete your employment information

**Health Questionnaire**  
Tell us about your health

**School Subjects \***

| SUBJECT             | LEVEL | FINAL RESULT |        |
|---------------------|-------|--------------|--------|
| Accounting          | NSSCH | 3            | Delete |
| <b>Total Points</b> | 0     | 8            |        |

[+ Add School Subject](#)

[< Previous](#)

**21** Once done with all the subjects, click "Next" to continue.

English NSSCO C Delete

Biology NSSCO D Delete

Total Points 0 17

+ Add School Subject

< Previous Next >

Educational Institutions Management System About Support

**22** If you have a previous qualification, click on the "Add previous qualification" button else Click "Next" to continue.

Please give your full education history with the qualifications awarded.

You must provide proof (certified copies) of all qualifications with your application.

No previous qualifications has been recorded. To add new, please click on the button below.

+ Add Previous Qualification

< Previous Next >

Educational Institutions Management System About Support

23

If you have any previous employment details, fill out the form, else Click "Next" to continue.

your Grade 12 subject  
n

### Qualifications

your previous tertiary

### Employment Details

your employment  
n

Department

Department

Company Address

Company Address

Work contact number

Work contact number

Work Email Address

Work email

### Questionnaire

out your health

< Previous

Next >

Educational Institutions Management System

About Support

24

Complete the health questionnaire and Click "Save Changes" to continue.

### Questionnaire

your Grade 12 subject  
n

### Qualifications

your previous tertiary

### Employment Details

your employment  
n

Do you have any  
disability? (YES / NO) \*

No



If yes, specify:

Please describe any disabilities you have. Also  
indicate the kind of assistance you will need while  
studying with us.

Save Changes

### Questionnaire

out your health

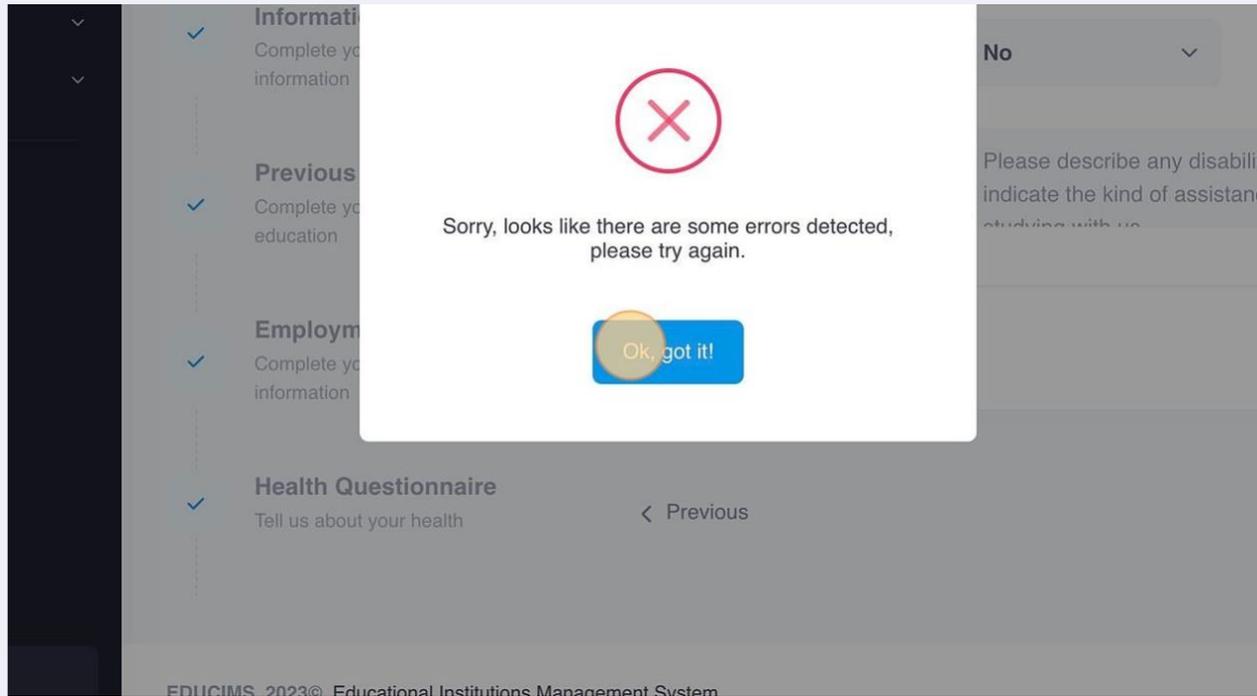
< Previous

Educational Institutions Management System

About Support

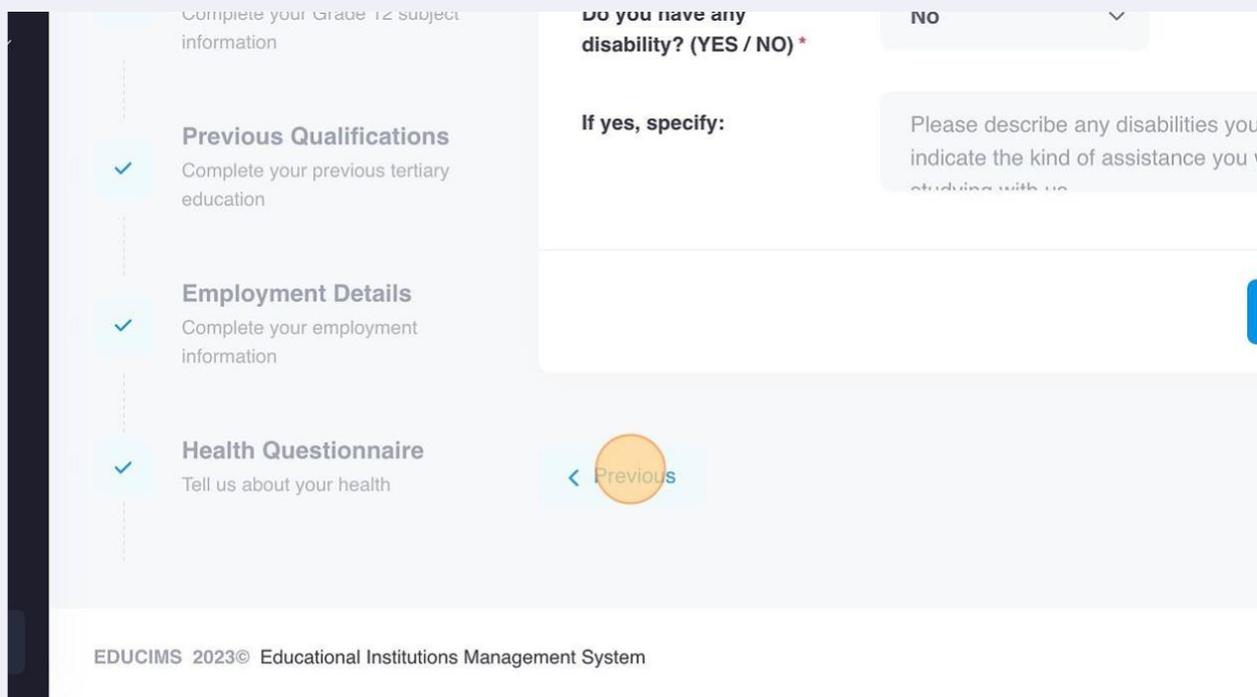
25

If you omitted a mandatory field, you'll get such an error below. Please click on the Previous button to fill out such mandatory field(s).



26

Click "Previous" to go back until the section with omitted fields.



27

Once you find and complete the incomplete fields, Click "Next" until the end of the form to save all changes.

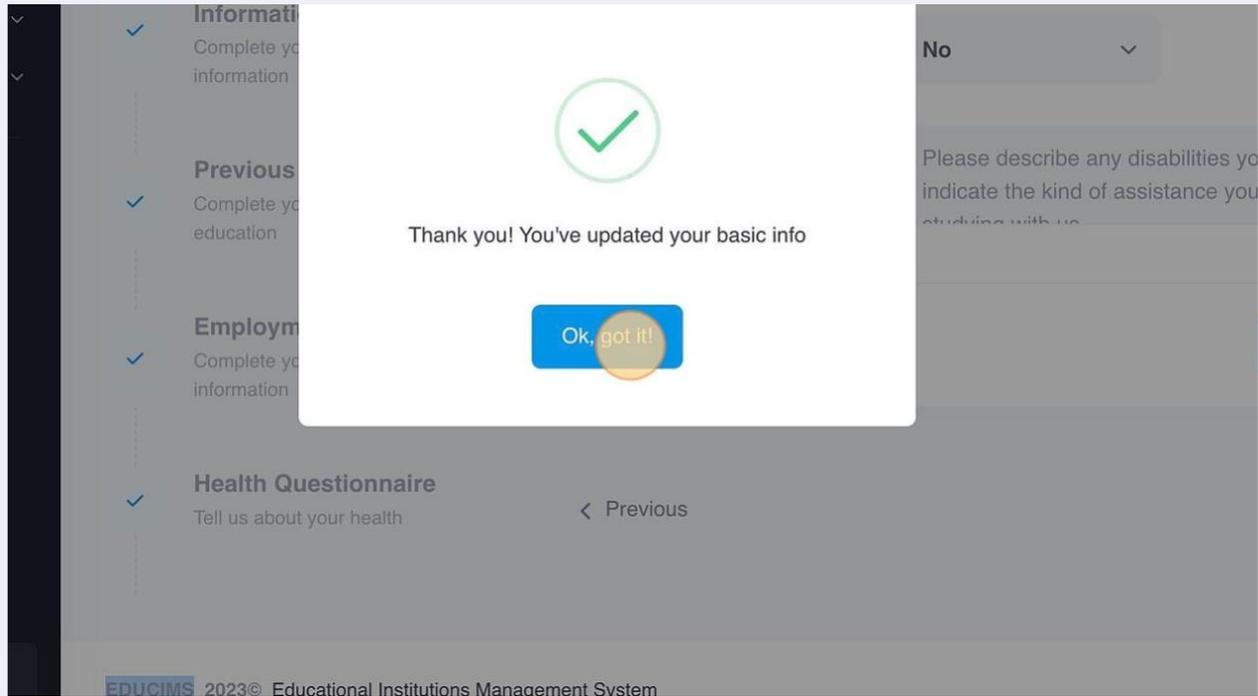
The screenshot shows a form section with two main fields. The first field is labeled "Residential Address \* ⓘ" and contains three stacked text input boxes with the following text: "123 Gusten Street", "Pioneers Park", and "Windhoek, Namibia". The second field is labeled "Student Type \* ⓘ" and is a dropdown menu with "Namibian" selected and a downward arrow icon. At the bottom right of the form area is a blue button with a gold circle and the text "Next >". Below the form, the footer contains "Educational Institutions Management System" on the left and "About Support" with an upward arrow icon on the right.

28

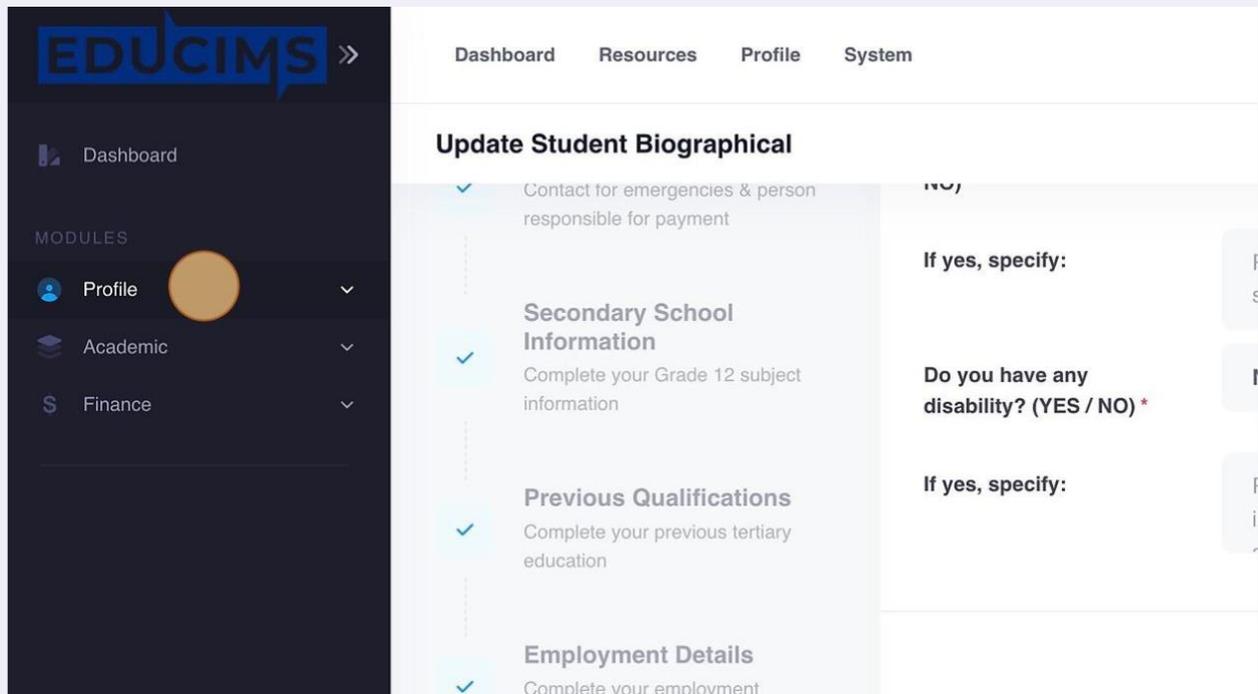
Click "Save Changes" to complete the first part of the application.

The screenshot shows a form section with a dropdown menu and a text area. The dropdown menu is labeled "Do you have any disability? (YES / NO) \*" and has "No" selected with a downward arrow icon. Below it is a text area labeled "If yes, specify:" with the placeholder text "Please describe any disabilities you have. Also indicate the kind of assistance you will need while studying with us". At the bottom right of the form area is a blue button with a gold circle and the text "Save Changes". On the left side, there are four vertical menu items: "Education" (with subtext "your Grade 12 subject"), "Qualifications" (with subtext "your previous tertiary"), "Employment Details" (with subtext "your employment"), and "Questionnaire" (with subtext "about your health"). A "< Previous" link is located below the "Questionnaire" item. The footer contains "Educational Institutions Management System" on the left and "About Support" on the right.

29 Click "Ok, got it!"



30 Click "Profile"



**31** Click "My Documents"

The screenshot shows the Student Portal interface. On the left is a dark sidebar with a 'Dashboard' icon and a 'MODULES' section containing 'Profile', 'My Documents', 'My Applications', 'Academic', and 'Finance'. The 'My Documents' item is highlighted with a yellow circle. The main content area is titled 'Student Portal' and 'Home - Dashboard'. Below this is a 'PROFILE OVERVIEW' section with a placeholder for a profile picture and a list of fields: Full Name (Mr. Givenazo Vierra Veiko), Student Number, Email Address (Givenveiko@gmail.com), Gender (Male), and ID Number (1995121510925). A blue 'UPDATE PROFILE INFO' button is located below the ID number. At the bottom of the profile overview is a 'NOTICE BOARD' section.

**32** Click "Upload" to upload all required documents as per field name.

The screenshot shows the 'My Documents' page. At the top left, there is a breadcrumb trail: 'My Documents'. Below this is a table with the following data:

| DOCUMENT                         | REQUIRED (YES/NO) | STATUS   |
|----------------------------------|-------------------|----------|
| Certified ID Copy                | Yes               | ✘ Upload |
| Proof of Payment                 | Yes               | ✘ Upload |
| School Leaving Certificates      | Yes               | ✘ Upload |
| Certified Copy of Testimonials   | No                | ✘ Upload |
| Certified Conv of Qualifications | No                | ✘ Upload |

The 'STATUS' column contains a red '✘' icon and an 'Upload' button for each row. The 'Upload' button for 'Certified ID Copy' is highlighted with a yellow circle.

**33** Click this file field.

The screenshot shows the 'Upload document' form in the EDUCIMS system. The form has a title 'Upload document' and two main sections. The first section is 'Document Name \*' with a text input field containing 'Certified ID Copy'. The second section is 'Upload Document \*' with a file selection field. This field contains a 'Choose file' button, which is highlighted with a yellow circle, and the text 'No file chosen'. At the bottom right of the form are two buttons: 'Close' and 'Upload'. The background shows a sidebar with 'Profile' expanded and a table with rows for 'School Leaving Certificates' and 'Certified Copy of Testimonials'.

**34** Click this file field to choose your file on the computer.

This screenshot is identical to the one above, showing the 'Upload document' form. The 'Choose file' button in the 'Upload Document \*' section is highlighted with a yellow circle. The form fields and buttons are the same as in the previous image.

**35** Click "Upload"

**Document Name \***

Certified ID Copy

**Upload Document \***

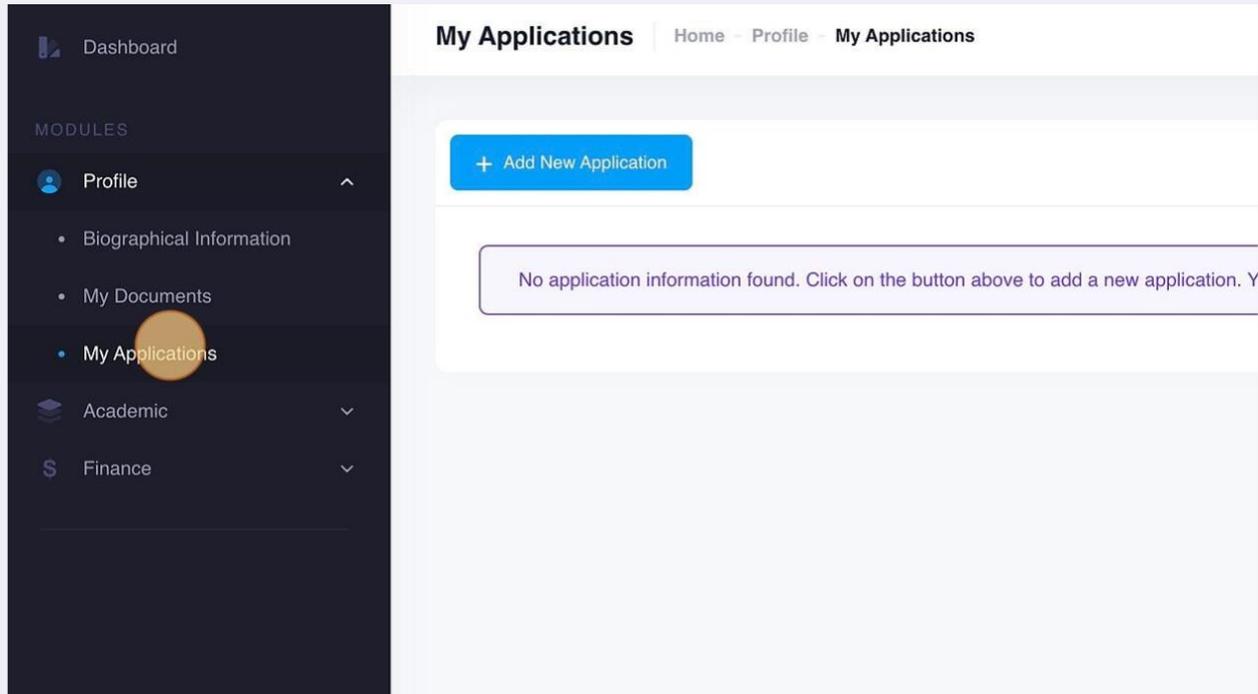
Choose file | ID.pdf

Close | Upload

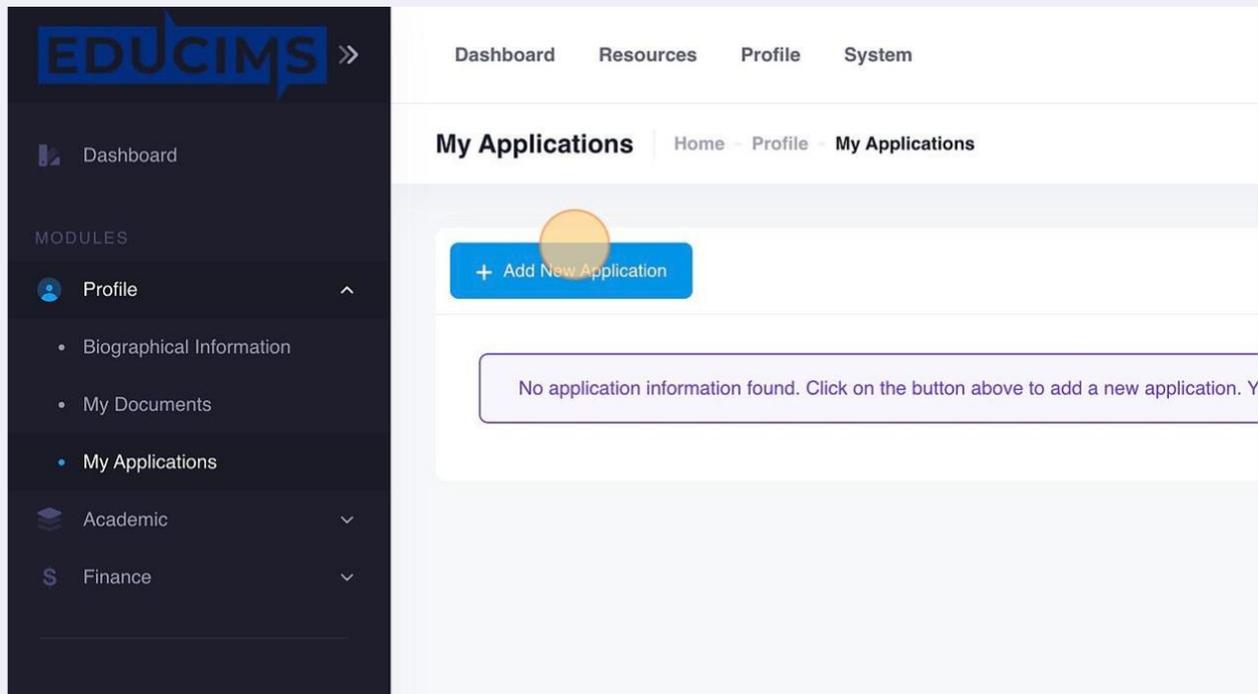
| Document Name                    | Status | Action |
|----------------------------------|--------|--------|
| School Leaving Certificates      | Yes    | Upload |
| Certified Copy of Testimonials   | No     | Upload |
| Certified Copy of Qualifications | No     | Upload |

**36** Repeat the process for all other required documents.

**37** Click "My Applications"



**38** Click "Add New Application"



**39** Complete the form as per your choice of application (Fill out the form)

**Create new application**

|                                  |                |
|----------------------------------|----------------|
| Choice Number:                   | 1              |
| Please select the academic year: | 2023           |
| When would you like to start?    | January Intake |
| Qualification *                  | Select...      |
| How would you like to study? *   | Select         |
| Where would you like to study? * | Select         |

**40** Click "Save Changes" to complete your application.

|                      |                                  |   |
|----------------------|----------------------------------|---|
| the academic year:   | 2023                             | ▼ |
| you like to start?   | January Intake                   | ▼ |
| *                    | Certificate in Auxiliary Nursing | ▼ |
| ou like to study? *  | Full Time                        | ▼ |
| you like to study? * | Windhoek Main Campus             | ▼ |

Cancel **Save Changes**

Educational Institutions Management System [About](#) [Support](#)

- The End -