The East African University

STUDENT USER MANUAL



SCHOOL MANAGEMENT SYSTEM

SchoolTry

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The East African University

STUDENT USER MANUAL

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1. Introduction

Welcome to the School Management System. SchoolTry is a comprehensive school management software designed to transform higher education by automating and digitizing academic, administrative, and information management processes.

The system will allow you to:
- View personal details
- Access timetable
- Download assignments and check results
- Manage fees and invoices
- Participate in SIWES (Student Industrial Work Experience Scheme)

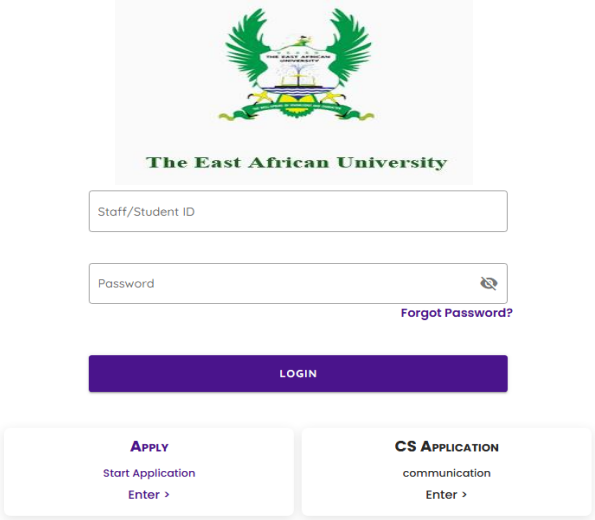
2. Getting Started

Logging In

1. Open your web browser and go to the school Portal

2. Enter your Student ID and Password.

3. Click Login.



Resetting Password

1. On the login page, click Forgot Password.

2. Enter your registered Username.

3. Follow instructions sent to your email.

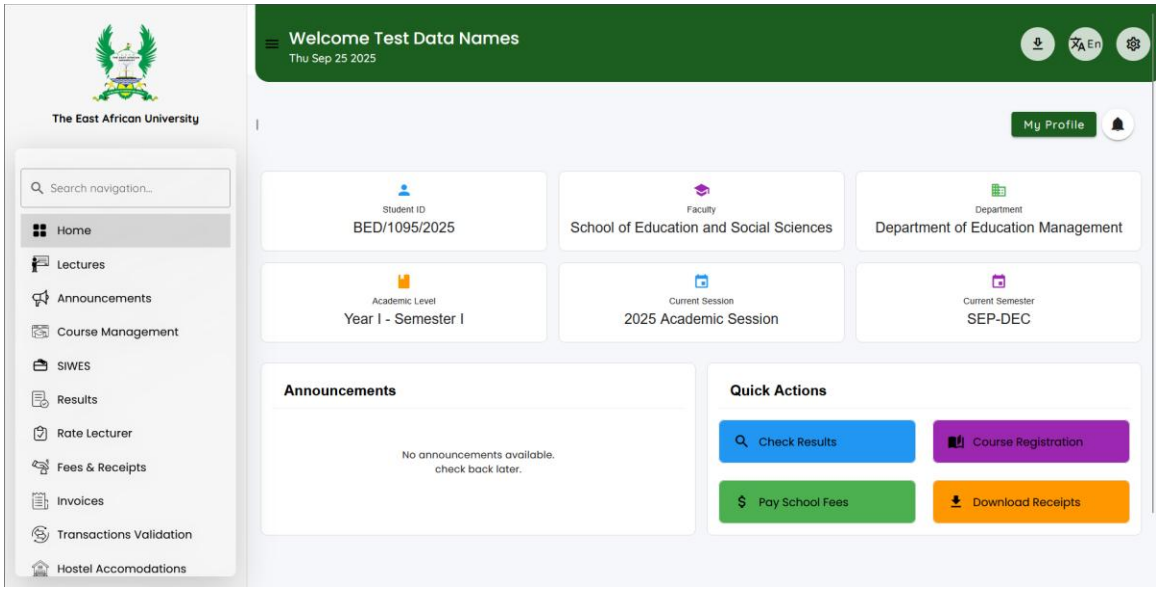
Navigating the Dashboard

After login, the dashboard shows quick links to Lectures, Announcements, Courses, Results, and Fees.

3. Using the System

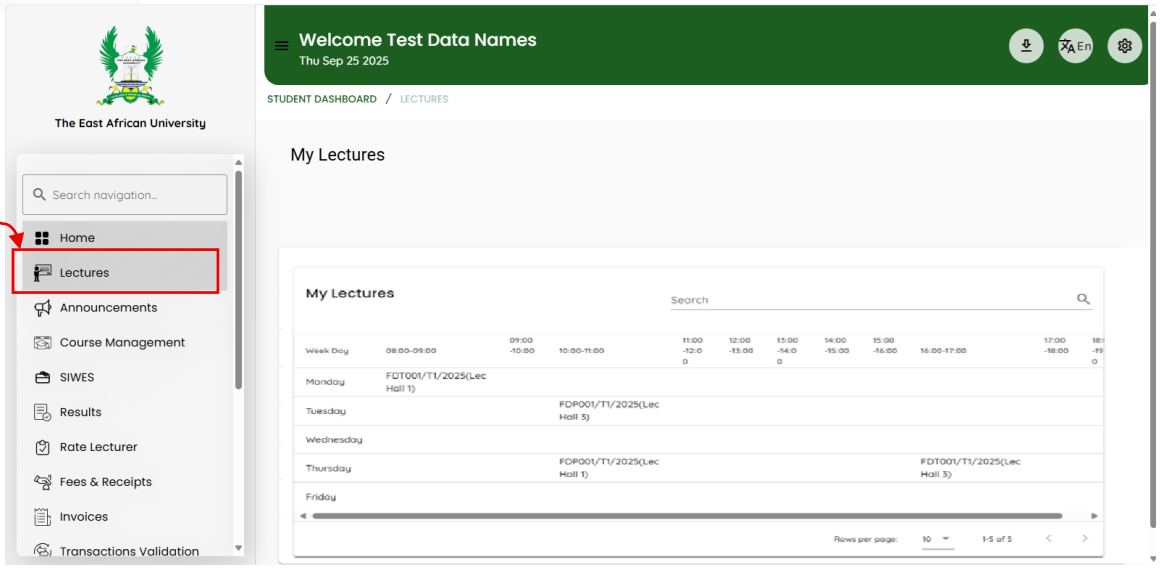
Home

Quick overview of announcements, upcoming lectures, and recent activities.



Lectures

View lecture schedules.

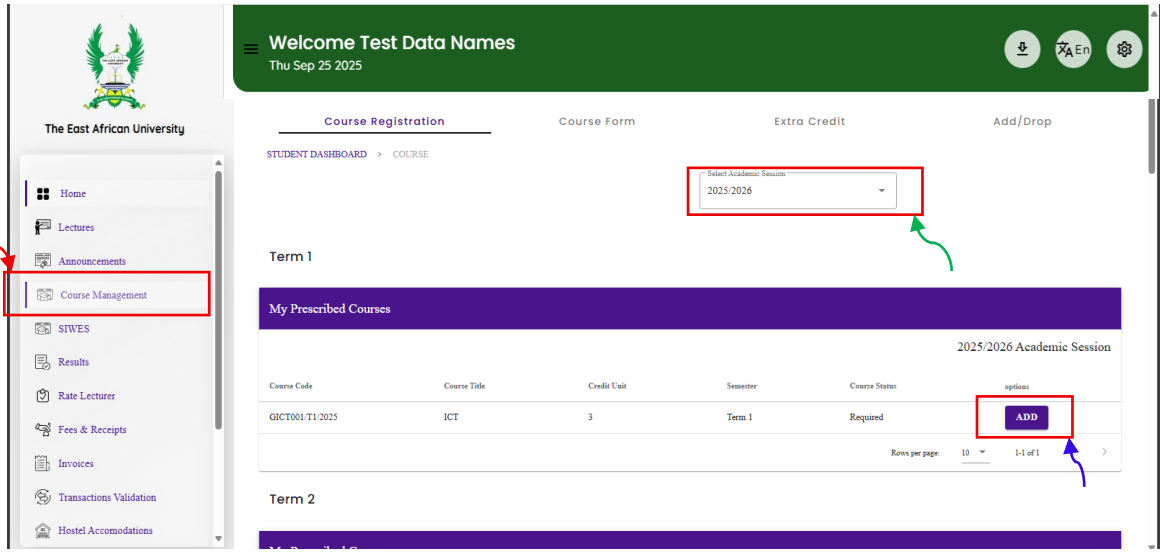


Course Management

Check registered courses, add or drop courses if permitted, and download course outlines.

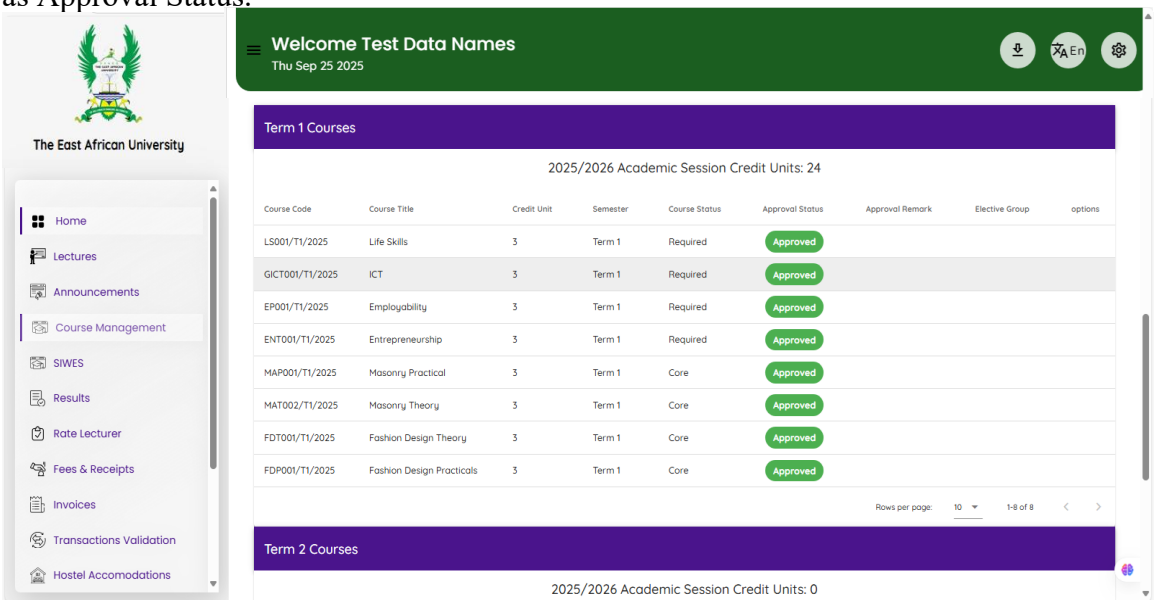
How to View Registered Courses

1. On the main menu, click **Course Management**.
2. Select the **Academic Session** (e.g., *2025/2026*).
3. Scroll to the current the **Term/Semester** (e.g., *Term 1/Semester 1*).
4. Your prescribed courses will appear in a table (e.g., *GICT001 – ICT – 3 Units – Required*).



How to Add a Course (if allowed)

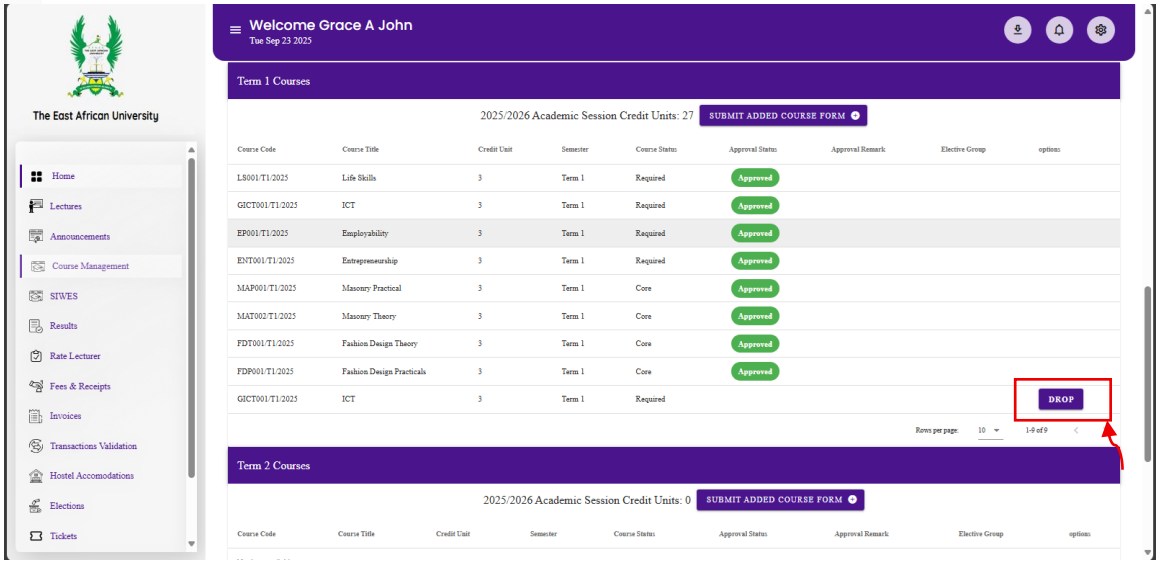
1. In **Course Management**, click **Add Course**.
2. Select the course from the available list.
3. Confirm selection by clicking SUBMIT ADDED COURSE FORM button.
4. The new course will now appear in your registered courses list having Approved as Approval Status.



How to Drop a Course (if allowed)

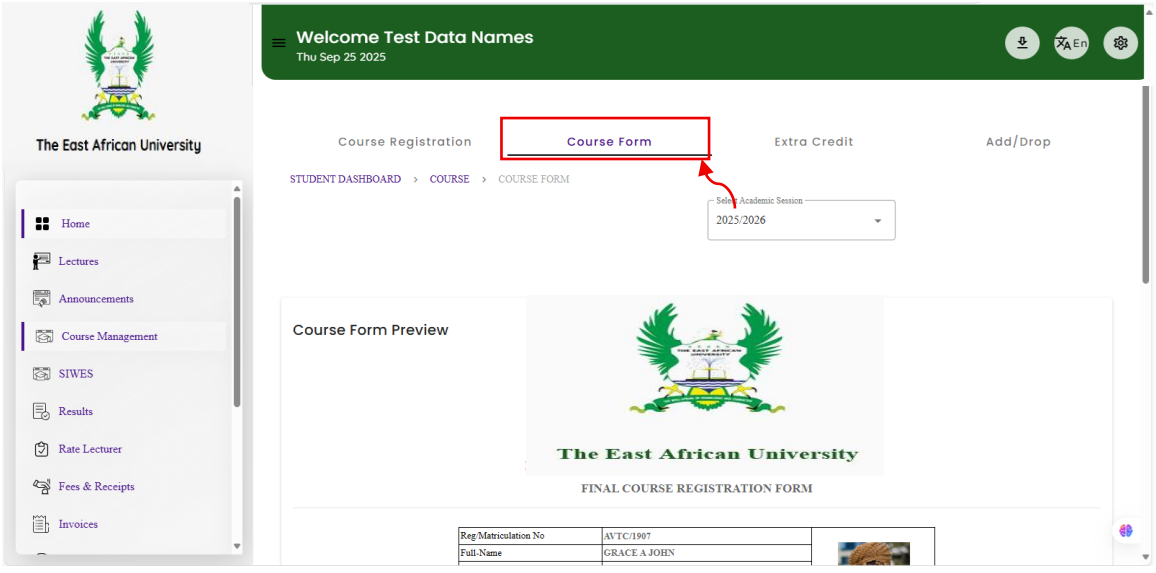
1. Go to **Course Management**.
2. Select the course you wish to remove (e.g., *GICT001*).
3. Click **DROP button**.

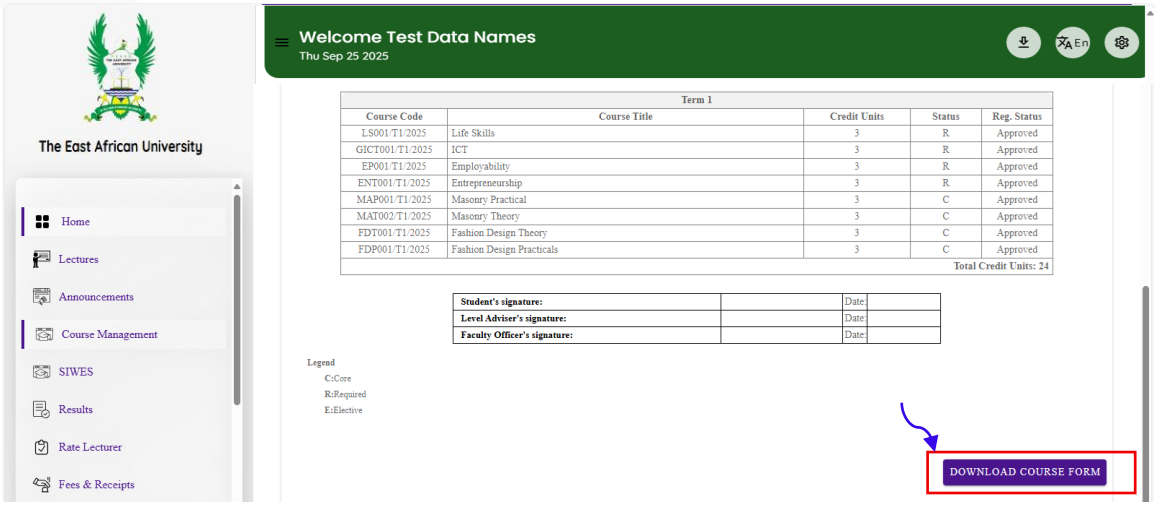


4. 

How to Download a Course Form

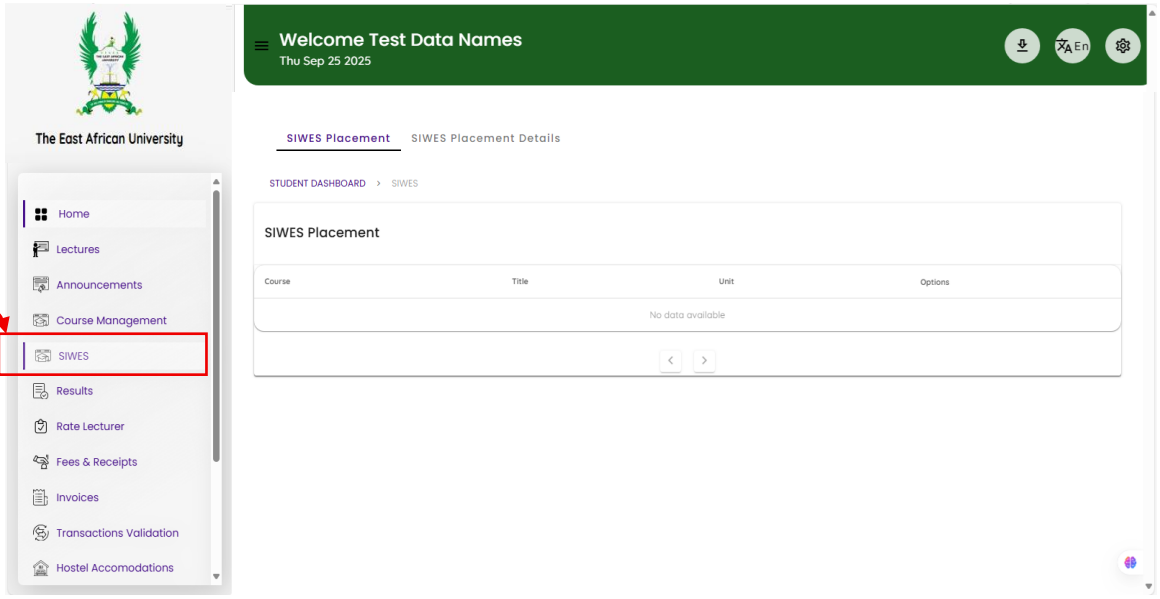
1. On the **Course Management** page, locate the course form.
2. If available, click the **Download Course Form** button at the bottom of the page.
3. This will download as a PDF file.





SIWES

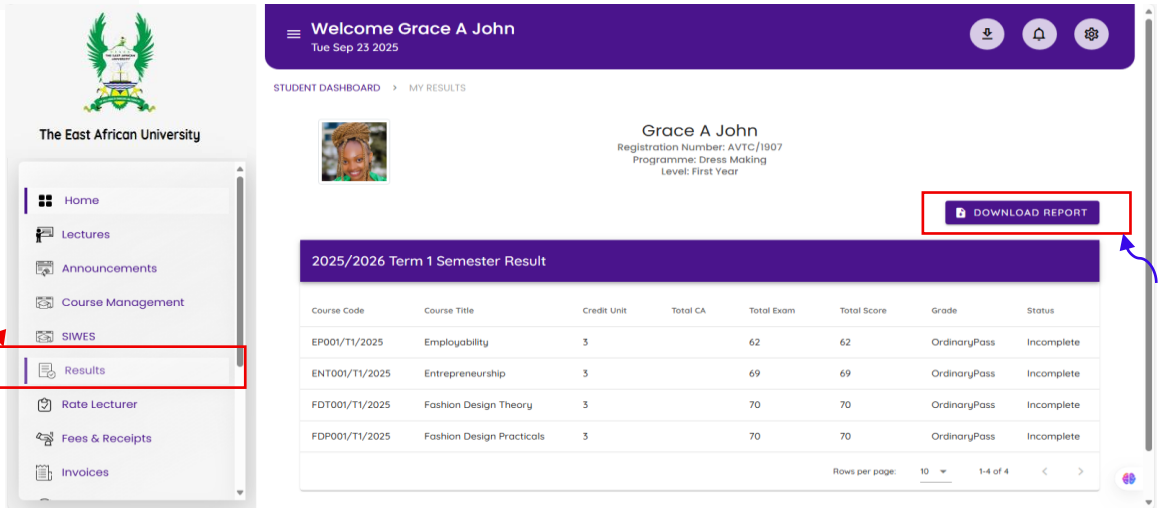
Register for Student Industrial Work Experience Scheme, upload logbook/report, and view supervisor feedback.



Results

View semester exam results and download transcripts (if available).



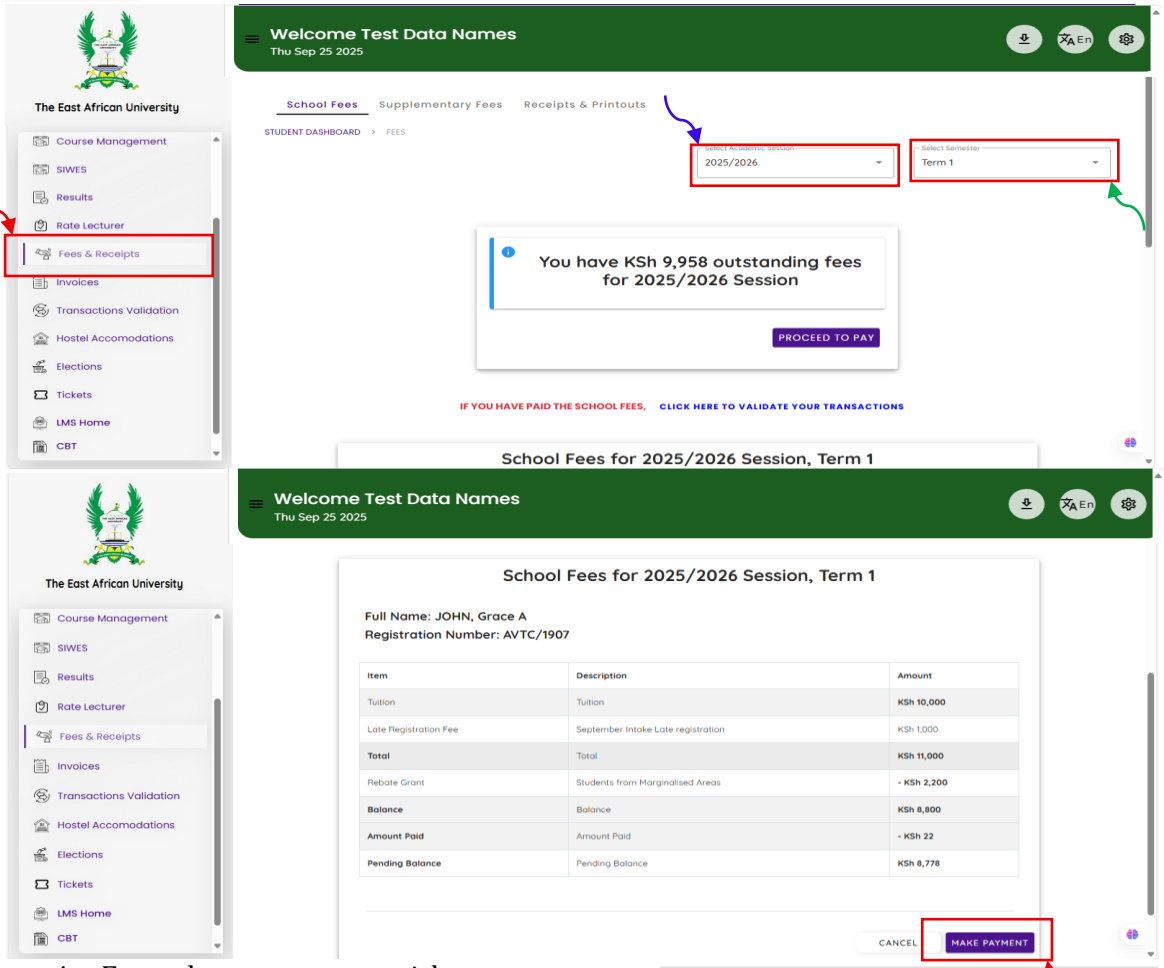


Fees & Receipts

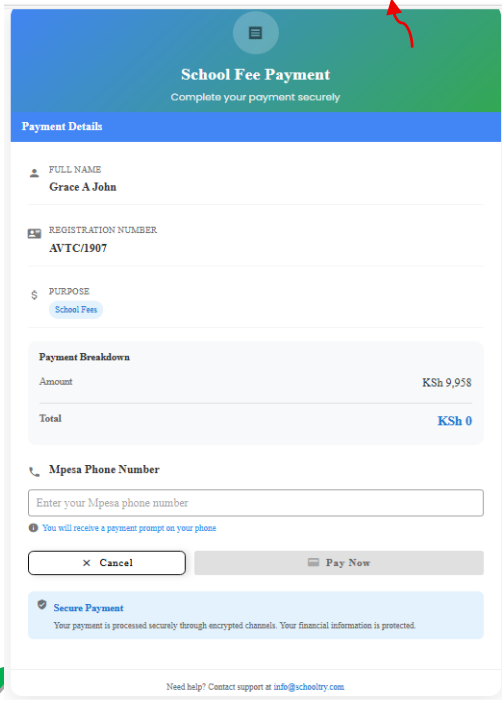
This section allows you to view your balances, download receipts, and make payments.

How to Pay Fees

1. On the main menu, go to **Fees & Receipts**.
2. Select the **Academic Year** and **Semester** you wish to pay fees for.
3. Click **Proceed to Pay**.

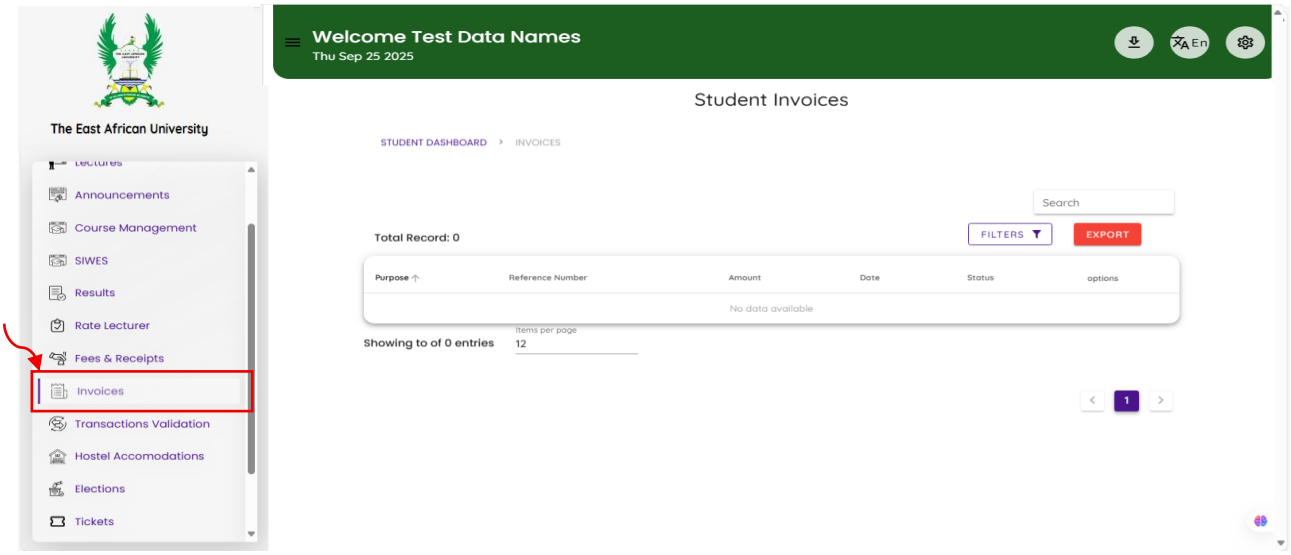


4. Enter the **amount** you wish to pay.
5. Enter the **phone number** you want to make payment from (start with **+254**).
6. Click **Pay**.
7. Enter your **M-Pesa PIN** when prompted.
8. Once payment is complete, click **Validate Payment** to confirm.



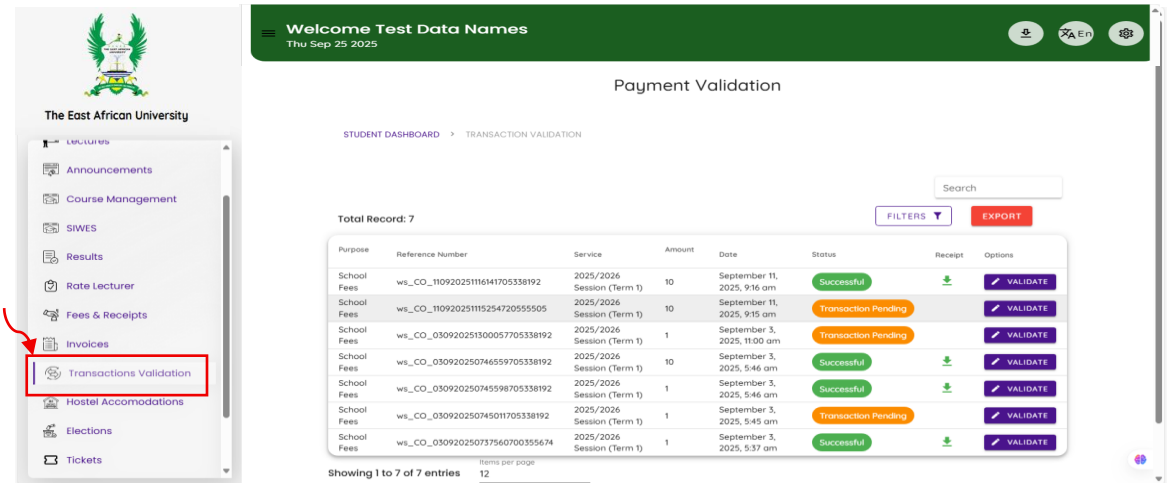
Invoices

Access invoices for payments and track pending invoices.



Transactions Validation

Verify if submitted payments have been received. Troubleshoot failed transactions. You can also opt to download the receipt.



4. FAQs & Troubleshooting

Q: I cannot see my results.

A: Contact the examinations office.

Q: My payment is not showing.
A: Wait 24 hours and then use Transactions Validation.

Q: I forgot my password.
A: Use the Forgot Password option on the login page.