



ST. FRANCIS UNIVERSITY COLLEGE OF HEALTH AND ALLIED SCIENCES



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REGISTRATION AND PAYMENT PROCESSES FOR THE FIRST YEAR STUDENTS IN ACADEMIC YEAR 2026/2027

A. INITIAL REGISTRATION

FOLLOW THE STEPS BELOW

Step 1. To login into the system use the link: <https://sims.sfuchas.ac.R>

Step 2. Username: **YOUR ADMISSION NUMBER**

Password: **YOUR LAST NAME/SURNAME IN CAPITAL LETTER**

For example: Username: **SFUCHAS/BD/2020/159**

Password: **KIMBUSU**

NOTE: FOR DIPLOMA SELECTED APPLICANTS, PLEASE CONTACT TECHNICAL SUPPORT TO OBTAIN ADMISSION NUMBER

Step 3. To update your profile

✚ Go on the left side of dashboard, and *click option number 1 (Update profile)*

❖ **Update all Basic information**

- ✓ Entry Category
- ✓ Gender
- ✓ Birth Date
- ✓ Nationality
- ✓ Disability
- ✓ Marital Status.

❖ **Update:** Insurance: PRIVATE/NHIF

❖ **Update** Bank Account

❖ **Finally submit your information**

B. PAYMENT PROCESS

✚ *Payment process through mobile phone*

- Step 1.**
- ❖ Go to the top corner of your SIMS account and find a three bar
 - ❖ Click the bar and select **VISA option**
 - ❖ Select create invoice
 - ❖ Click load invoice items
 - ❖ Use the control numbers generated for payment(s)



Payment process through Computer

- Step 1.**
- ❖ Go on the left side of your SIMS account
 - ❖ Click the left panel and select Payment option
 - ❖ Select create invoice
 - ❖ Click load invoice items
 - ❖ Use the control numbers generated for payment(s)

Additional information:

- *For any Technical Problems please contact our IT Staff through: +255 755 533 626 / +255 685 272 876 / +255 675 284 239/ +255 710 159 942.*
- *Payment should be made through CRDB BANK BRANCH/AGENT and CRDB MOBILE APP.*

NOTE: *The control numbers are not the same. Use appropriate control number for the corresponding description of the payment starting with **SAS105....***