



Shortwood Teachers' College  
Information and Communications Technology Department (ICT)  
Telephone number: 1-876-924-1095-7  
Email address: support@stcoll.edu.jm

## Steps to activate iSIMS account

1. From your web browser, go to: <https://isims.stcoll.edu.jm>
2. Select **Activate Account** on the left of your screen.

The screenshot shows the iSIMS website interface. The browser address bar displays <https://isims.stcoll.edu.jm>. The page header includes the iSIMS logo and the Shortwood Teachers' College name. A left-hand navigation menu lists several options: Home, Apply, Accept Offer, Acceptance Documents, **Activate Account** (highlighted with a blue arrow), Library Catalogue, and Contact. The main content area features the college's name and logo, followed by instructions for new students and staff, and existing students and staff. A right-hand sidebar contains a login form with fields for Username (ID # or Username) and Password, a Login button, and a Forget Password link. Below the login form is a section for Browser Recommendations.



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3. Type in the information requested and click NEXT at the bottom of the screen.

iSIMS Shortwood Teachers' College

Activate My Account Activate my student portal account

If you are unable to activate your account, please visit the Student Services Department to verify that your information on the system is accurate.

### Validate your Identity

Complete the form below to validate your identity and click Next

ID Number  TRN

Date of Birth  Last Name

Programme

Enter the Characters in red in the textbox below it

Enter Characters

**N.B. Select the programme you applied to where you are required to select a programme.**



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4. Create a password. Your password must have at least one capital letter and a number. Please pay close attention to password requirements.

**iSIMS** Shortwood Teachers' College

MAIN NAVIGATION

- Home
- Apply
- Accept Offer
- Acceptance Documents
- Activate Account
- Library Catalogue
- Contact

### Complete Activation

- Create a password, select a secret question and answer and click [Activate Account](#) to complete activation
- Password must be at least 7 characters long and contain at least one of each of the following:
  - Uppercase letter
  - Lowercase letter
  - Special character or number
- Your secret question and answer should be use to reset your password if you forget it
- Your username is your Student ID number

Name: Olga Morgan  
Username: **SW19173312**  
Email Address: olga15morgan@yahoo.com  
New Password:   
Confirm Password:   
Secret Question: Select Question  
Answer:

[Activate Account](#)

5. Click activate account.

Having successfully completed this, you are now able to login into the system from the login page.



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Your username is your college ID number.

The screenshot shows the iSIMS login interface. The main content area includes the following text:

**Shortwood Teachers' College**  
Committed to "Growth and Enlightenment"

Welcome to our online environment

**For New Student And Staff**  
**Student:** Click Activate Account from the menu on the left and follow the instructions. Your username will be your student ID number.  
**Staff:** Enter the username and password that was sent to your email. You will be asked to reset your password when you first access the system

**For Existing Students And Staff**  
Enter your username and password and click login. If you are having problems logging in, please contact ISIMS Tech Support. You can also email our support team at [support@stcoll.edu.jm](mailto:support@stcoll.edu.jm)

**Help & Support**  
**Support Center:** (876) 924-1095-7  
**Email Address:** [support@stcoll.edu.jm](mailto:support@stcoll.edu.jm)

The login form on the right side of the page includes:

- Username: ID # or Username
- Password: Password
- Login button
- Forgot Password link

Browser Recommendations:

- Chrome 18+, Firefox 11+, Opera 9+, Safari 5+, IE 9+
- Screen Resolution: 1366x768
- Javascript and Cookies MUST be Enabled
- Your browser met all the requirements for [iSIMS](#)



## Steps to select a Payment Plan

1. From the home screen, select **Financial Data**

Shortwood Teachers' College

Alerts Bio Data **Financial Data** Registration

### 2020-2021 Academic Year Tuition Billing

B.Ed. in Primary Education Full Time (Main Campus) - Aug 2020

Please ensure that you read and select the options that best suits you before clicking the Save button.

How will you be paying your tuition fee?  For the Academic Year  Per Semester

Will you be paying per credit?  Yes  No

Are you expecting funding from an institution/person?  Yes

Please choose your preferred payment plan: Non-Residential Students -Option 3

The Misc/Admin Fee is due before or on your first payment date.

Per Year Billing		Per Semester Billing	
Tuition Fee	N/A	Tuition Fee	\$138,199.00
Misc/Admin Fee	N/A	Misc/Admin Fee	\$40,400.00
Per Credit Rate	N/A	Per Credit Rate	\$0.00
Payment Plan Fee/Interest		Payment Plan Fee/Interest	\$0.00

Payment Plan Description: Students are required to pay on a three-month basis. An initial payment must be paid on entry.

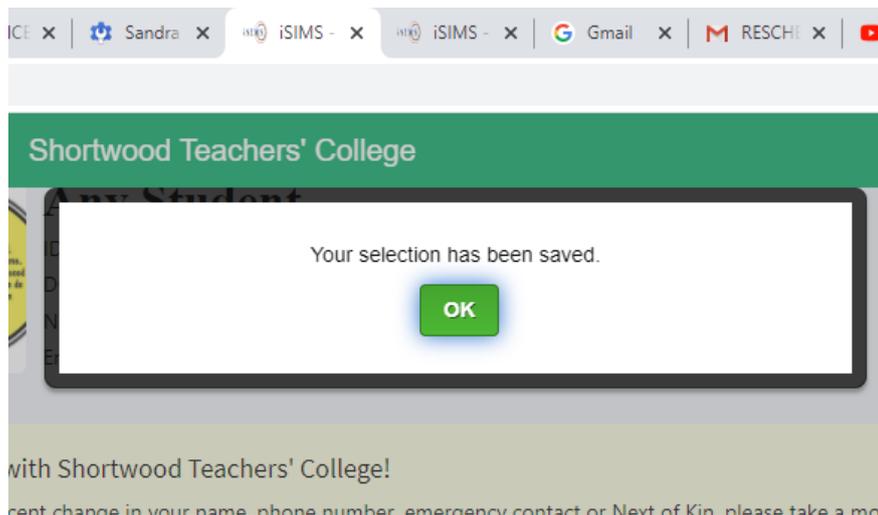
Payment Dates and Amounts: Payment Date

2. The first and second questions are locked according to your programme therefore you do not have the option make any changes.  
If you are expecting funding from a Financial Institution, check the box, if not are not expecting funding, ignore that question.  
To select your preferred payment plan, click the down arrow and browse the payment plan options available in the Payment Plan Description area.
3. After deciding on your payment plan of choice, scroll to the bottom of the page and click the SAVE tab. If you are expecting funding from one of the funding institutions listed, type in the amount and the expected date in the specified area before clicking the save tab. If you are expecting funding but you are not sure of the amount or date, uncheck the box. The Accounts Department will do this for you. This does not apply to students expecting funding from the Student Loan Bureau.



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After successfully selecting a Payment Plan, you will see the message below. Click OK.



Refresh your page screen and click back on Financial Data.

You should now be able to see your tuition and miscellaneous fees for the semester.

**N.B. If your programme requires you to pay per credit, you will see only the miscellaneous fee. As soon as you find out the amount of credits you are doing for the semester, you can calculate the cost of your tuition accordingly.**

The Account Department will now have to enter your payment onto the system so that you can register for your course.



## Steps to register for courses

1. Select the Registration Tab

**Alerts** | **Bio Data** | **Financial Data** | **Registration**

**Instructions**  
Check the checkbox to the left of the course(s) you want to register for and/or uncheck the checkbox for the course(s) you want to drop then click the **Register/Update Registration** button below.

**N.B.** If you are not seeing the checkbox beside the course(s) or the **Register/Update Registration** button below, please review the **Alert** tab to verify if you have nothing outstanding that is preventing you from registering.

**You are only allowed to register for 28 credits per semester**

Site/Campus: Main Campus ▾

	Course Code	Course	Credits	Start Date	End Date	Day	Start Time	End Time	Room	Lecturer	Group
<input type="checkbox"/>	ED301PCB	Assessment In Education	3	Oct 5, 2020	Dec 4, 2020	Tuesday	08:00 AM	10:00 AM	To be announced	. To be announced	35

**Register**

2. Check the boxes beside each course.  
Select Register at the bottom of the page.

This is your timetable, you can see the day, time and lecturer for each course.

N. B. If you are not seeing the Register tab at the bottom of the page, it therefore means you are unable to register for your courses. Click on the Alert Tab and read what it says in **Bold Red**. If it states that you are not up to date with your financial arrangement, it therefore means you will have to contact the accounts department.

If it states that your Medical is not up to date, you will need to contact the Registry if you have already done your Medical Examination, to have the information updated on the system.

If you are seeing both messages, you will need to contact both departments.



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## Steps to Request Accommodation

1. From your home screen, select Accommodation

The screenshot shows the student portal interface. On the left, a navigation menu includes 'Home', 'Academic Status', 'Gradebook', 'Library', 'Accommodation', 'My Request', and 'Resources'. A blue arrow points to the 'Accommodation' link. The main content area is titled 'Accommodation' with a subtitle 'View and make accommodation request'. It shows the current programme as 'B.Ed. in Primary Educa' and states that the request period is open from August 1, 2020, to September 30, 2020. The form includes radio buttons for 'Semester' (selected) and 'Academic Year: 2020-2021', a dropdown menu for 'Semester' set to '2020-2021 - Semester 1', a 'Comments' text area, and a blue 'Request' button.

2. Type the reason you want to request accommodation in the comments area.
3. Click **Request**

N.B. Even if you have already requested accommodation, you still need to do so on the system before it can be approved.