

Getting Started with Pamoja Online Courses





Registering for Pamoja Online Courses



These guidelines are to be used only by schools that do not have a ManageBac subscription

1

Following your communications with your School's Pamoja Business Development Consultant, please click on the link you received to register your students.

The screenshot shows the Pamoja website header with navigation links: Learning, Admissions, School-to-Home, Online Courses (highlighted in red), Study, More (dropdown), Get Started (green button), and Login (blue button). The main heading is 'Submit Pamoja Online Course Enrollments'. Below this, a note states: 'This form is to be used only by schools that do not have a ManageBac subscription.' Another note says: 'Please provide information about your school, Site-based Coordinator (SBC), students and course requests. Pamoja Admissions will process the course requests within 3 working days of receiving the form.' The 'School Information' section contains two input fields: 'School Name' with a red asterisk and a placeholder 'Type in your school to search this list', and 'School IB Code' with a red asterisk.

If you have not been in touch with Pamoja yet, please contact us [here](#).





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2

Complete the registration form, providing the required information including your School's Pamoja Site-based Coordinator (SBC).

3

Download the **Student Import Template** and complete the mandatory fields in the spreadsheet.

These will include: Student Name, Student Email Address, Date of Birth, Gender, Primary Language, Level of written/spoken English and any assessment access requirements that require specific academic support.

Student Details

When registering groups of students, please save your IBDP or IBCP student information as CSV, XLS, or Numbers file - this will allow the Pamoja Team to process the course requests.

[>Download Student Import Template Here<](#)



Upload Student Information Spreadsheet *

Choose file No file chosen





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4

Upload the completed Student Information Spreadsheet by clicking on **Choose File**.

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Upload Student Information Spreadsheet *

Choose file No file chosen



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If you have any questions at all please reach out to your Business Development Consultant or email **admissions@pamojaeducation.com**.

