



MEDPRIME TRAINING COLLEGE

INTELLIMIS MANUAL

PREPARED BY IT DEPARTMENT

HOW TO LOG IN INTO STUDENT PORTAL.

Introduction

This guide will help you log in and navigate the Intellimis Student Portal. The portal allows students to access important academic and financial information such as fee balances, assignments, exam reports, and more.

Requirements

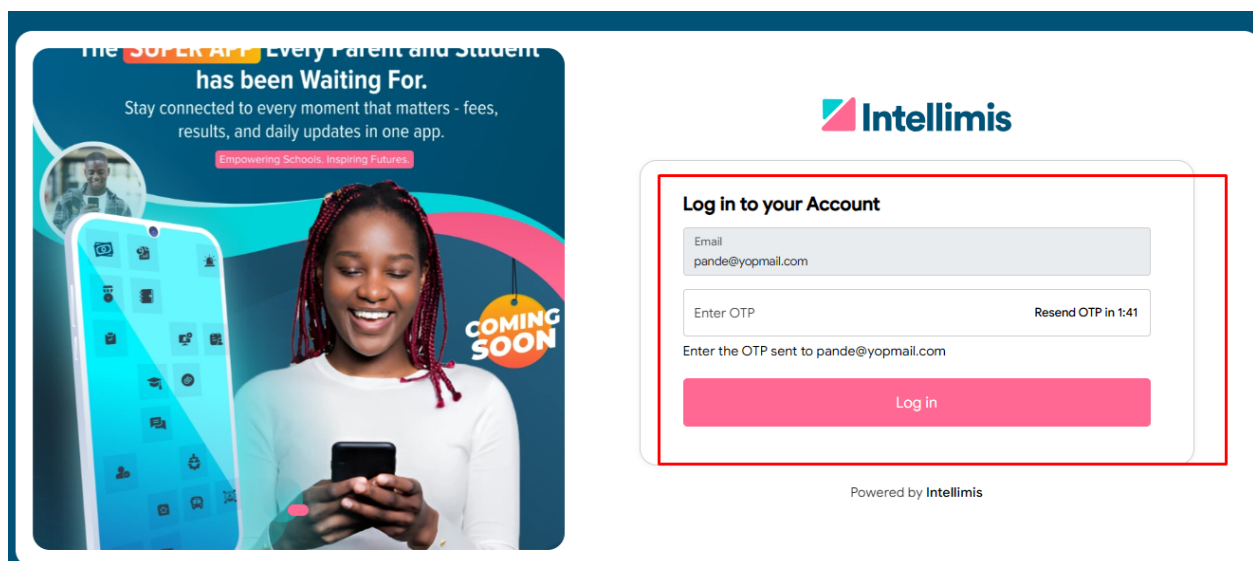
Before you begin, ensure you have:

- A stable internet connection
- A device such as a smartphone, laptop, or desktop
- Access to your registered email address

Step 1:

Step 1: Access the Portal

1. Open your preferred web browser (e.g., **Google Chrome**, **Opera Mini**, or any other browser).
2. In the address bar, type: **intellimis.com**
3. You will be directed to the **login page**.
4. Enter your **email address**.
5. An **OTP (One-Time Password)** will be sent to your registered email.
6. Retrieve the OTP and enter it in the required field to log in.



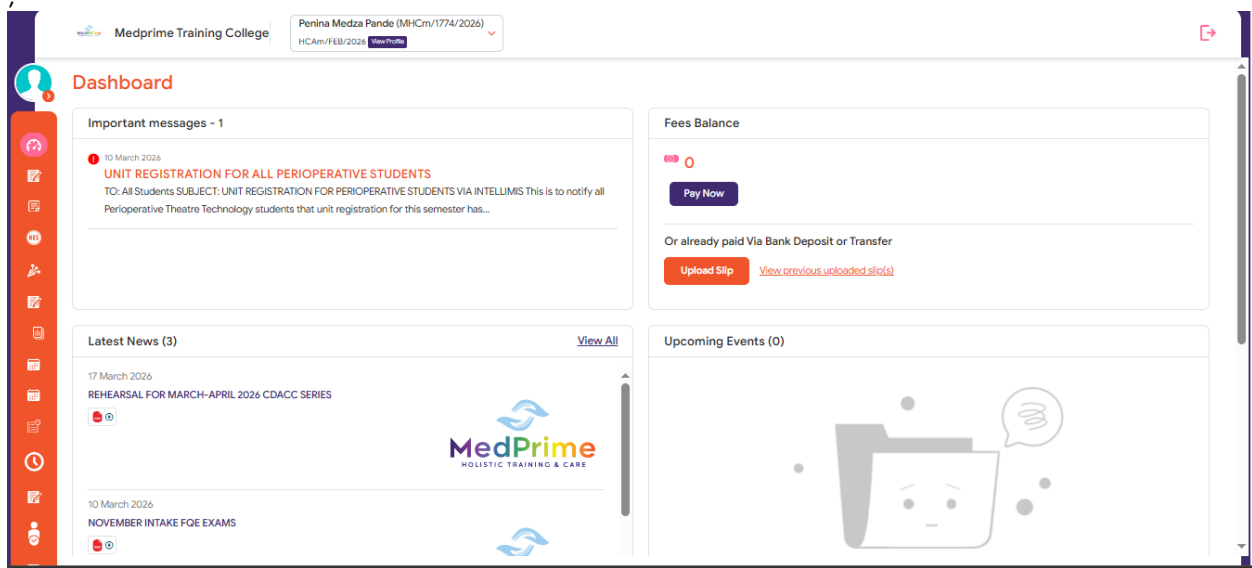
The image shows a promotional banner for the Intellimis app on the left and a login form on the right. The banner features a woman using a smartphone and text: "The SUPER APP Every Parent and Student has been Waiting For. Stay connected to every moment that matters - fees, results, and daily updates in one app. Empowering Schools. Inspiring Futures. COMING SOON". The login form is titled "Log in to your Account" and includes an email field with "pande@yopmail.com", an OTP field, a "Resend OTP in 1:41" link, and a "Log in" button. Below the form, it says "Powered by Intellimis".

Step 2:

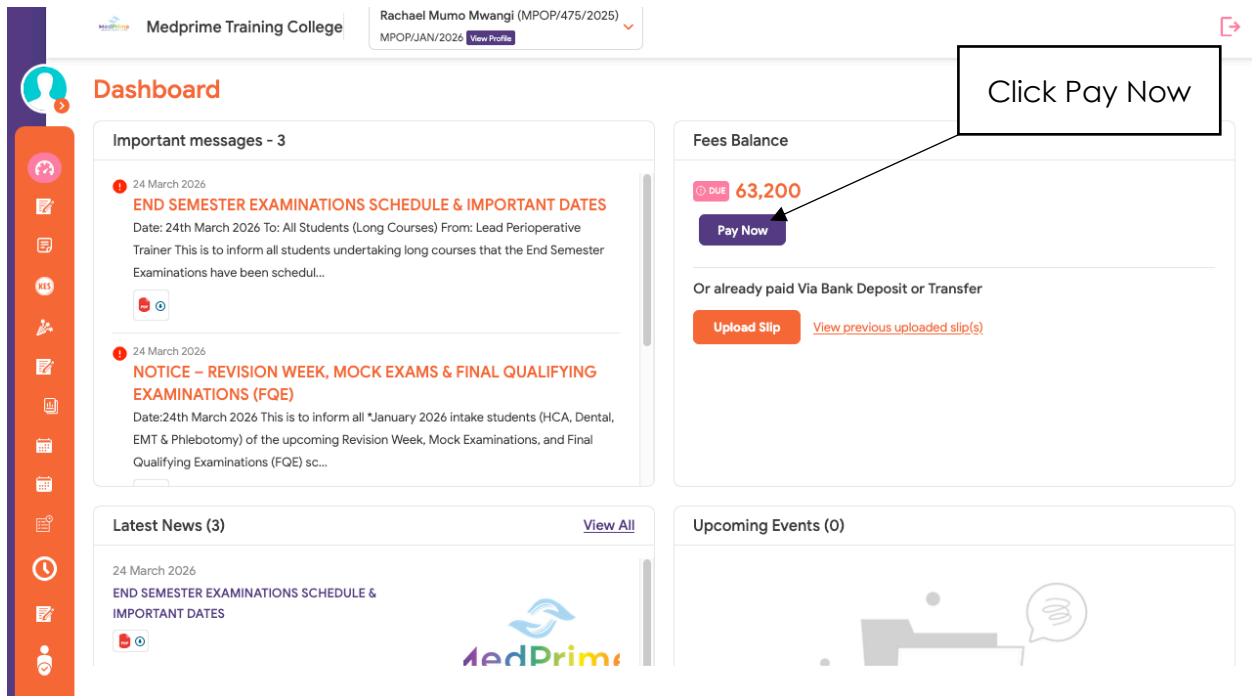
Once logged in, you will arrive at the **Dashboard**.

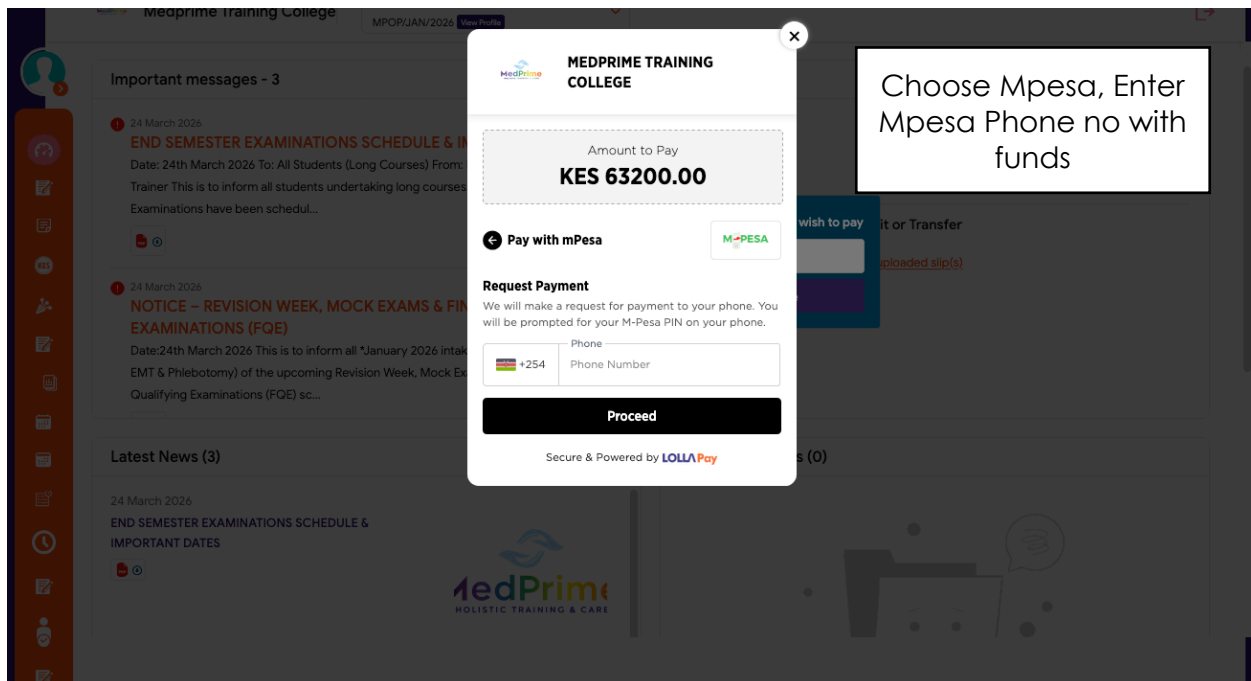
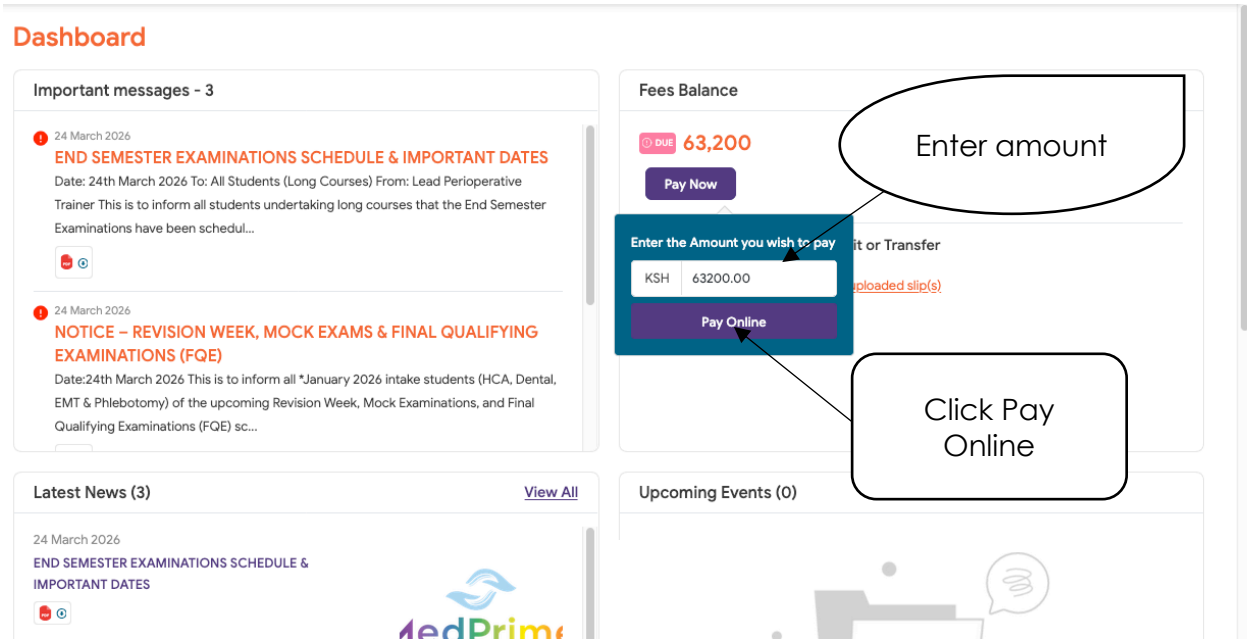
The Dashboard provides an overview of:

- **Important messages**
- **Fee balance**
- **Latest news**
- **Upcoming events**



FEE PAYMENT



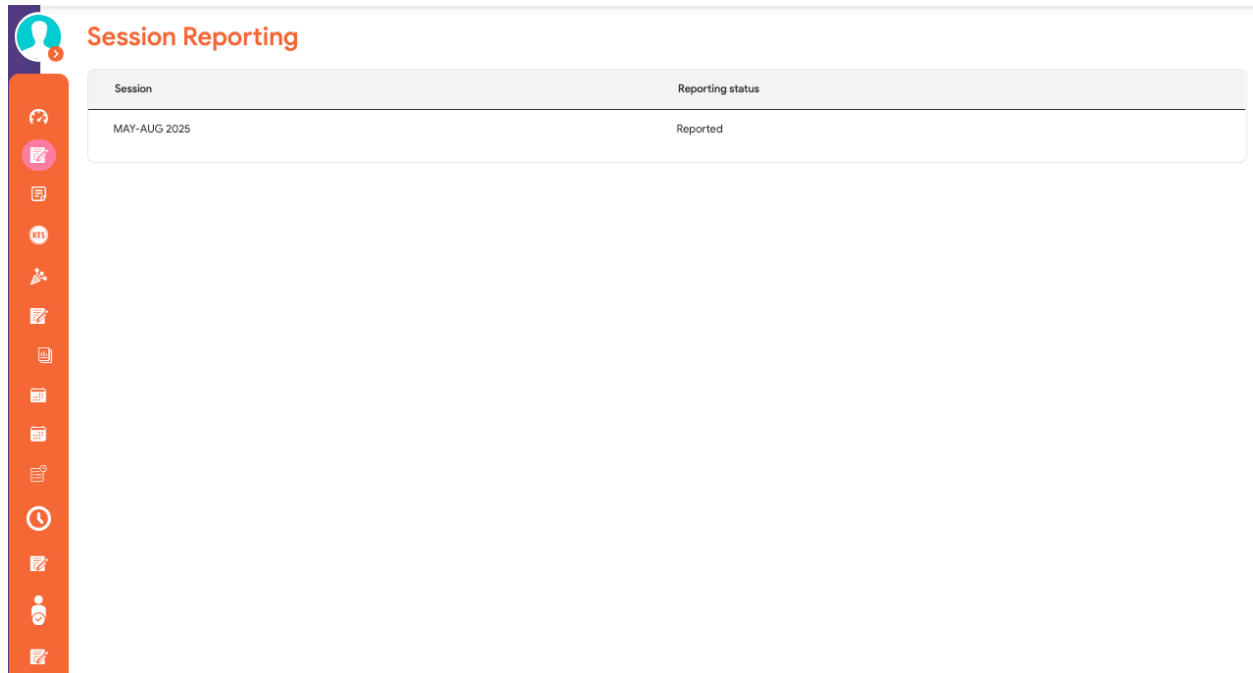


- A prompt will be sent to enter M-Pesa Pin.
- Automatic - your Payments will reflect.

PORTAL SECTIONS OVERVIEW

1. Session Reporting

- Displays your session details and reporting status (Reported / Not Reported).

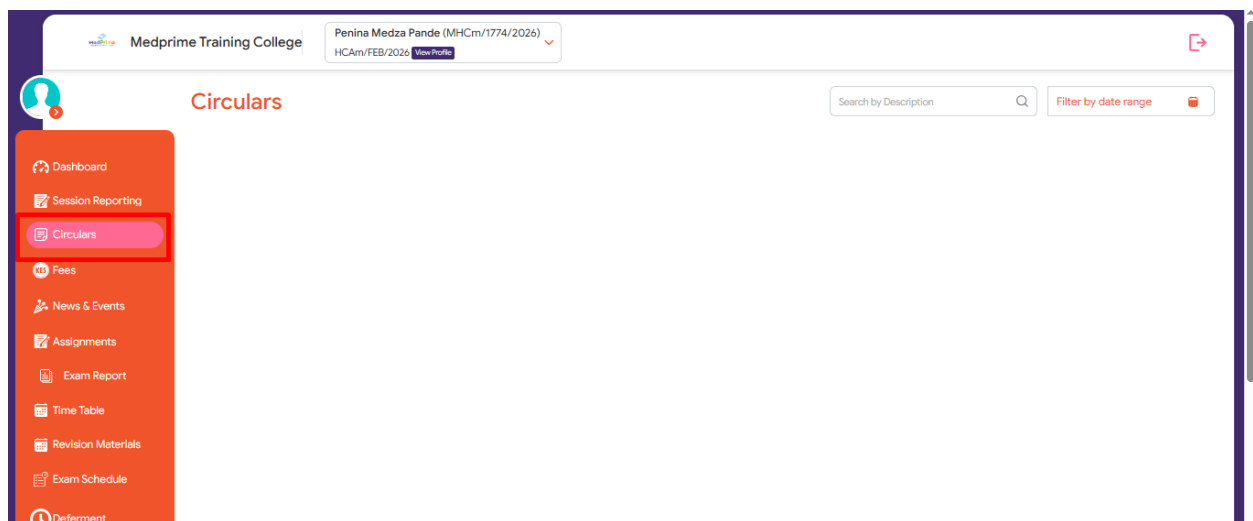


The screenshot shows the 'Session Reporting' page. On the left is a vertical orange sidebar with various icons. The main content area has a header 'Session Reporting' with a user profile icon. Below the header is a table with two columns: 'Session' and 'Reporting status'. The table contains one row with the session 'MAY-AUG 2025' and a status of 'Reported'.

Session	Reporting status
MAY-AUG 2025	Reported

2. Circulars

- View official circulars and announcements from the institution.



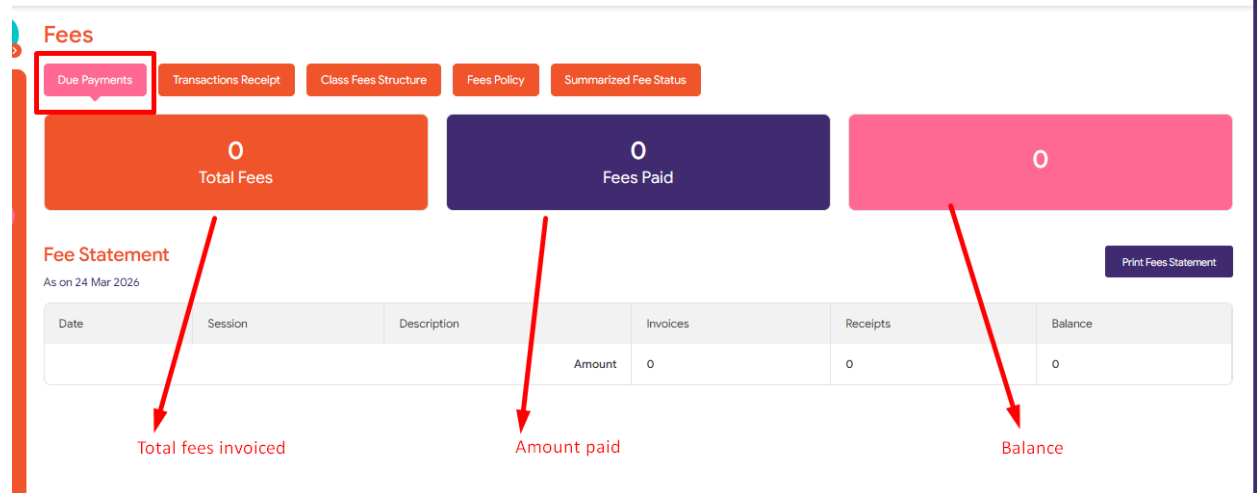
The screenshot shows the 'Circulars' page. At the top, it displays 'Medprime Training College' and a user profile for 'Penina Medza Pande (MHCm/1774/2026)'. Below this is a search bar with the text 'Search by Description' and a 'Filter by date range' button. On the left is a vertical orange sidebar with a list of menu items: Dashboard, Session Reporting, Circulars (highlighted in pink), Fees, News & Events, Assignments, Exam Report, Time Table, Revision Materials, Exam Schedule, and Deferment.

3. Fees

This section includes several subsections:

- **Due Payments:** View outstanding payments.
- **Transaction Receipts:** Access receipts generated after payments.
- **Class Fee Structure:** Review the breakdown of fees per session.
- **Fee Policy:** Read the institution's fee policies.
- **Summarized Fee Status:** Check your arrears, prepaid amounts, and expected fees.

This is the due payments section



Fees

Due Payments | Transactions Receipt | Class Fees Structure | Fees Policy | Summarized Fee Status

0 Total Fees | 0 Fees Paid | 0 Balance

Fee Statement
As on 24 Mar 2026

Date	Session	Description	Invoices	Receipts	Balance
			Amount	0	0

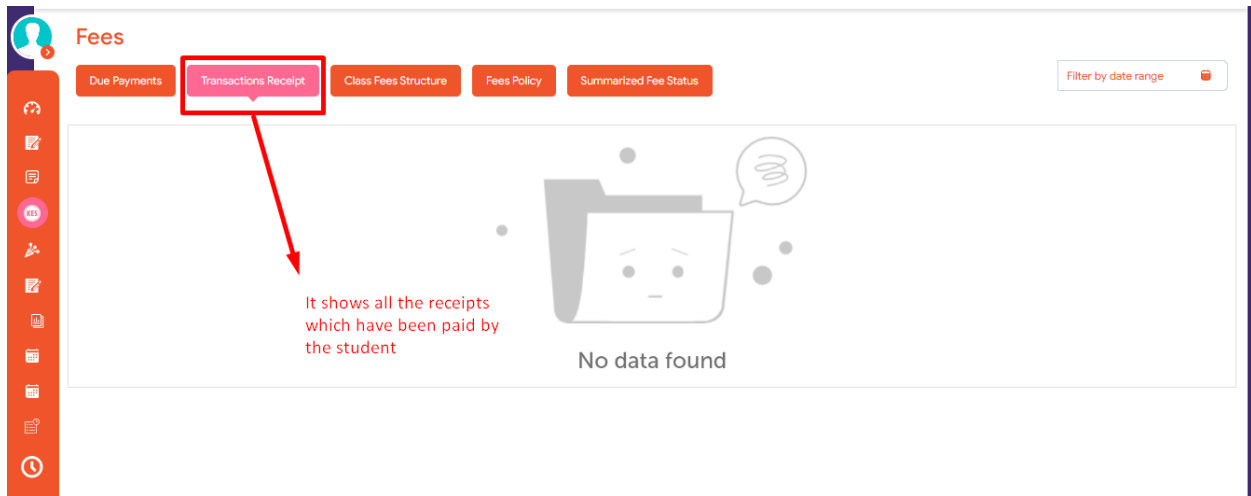
Print Fees Statement

Total fees invoiced | Amount paid | Balance

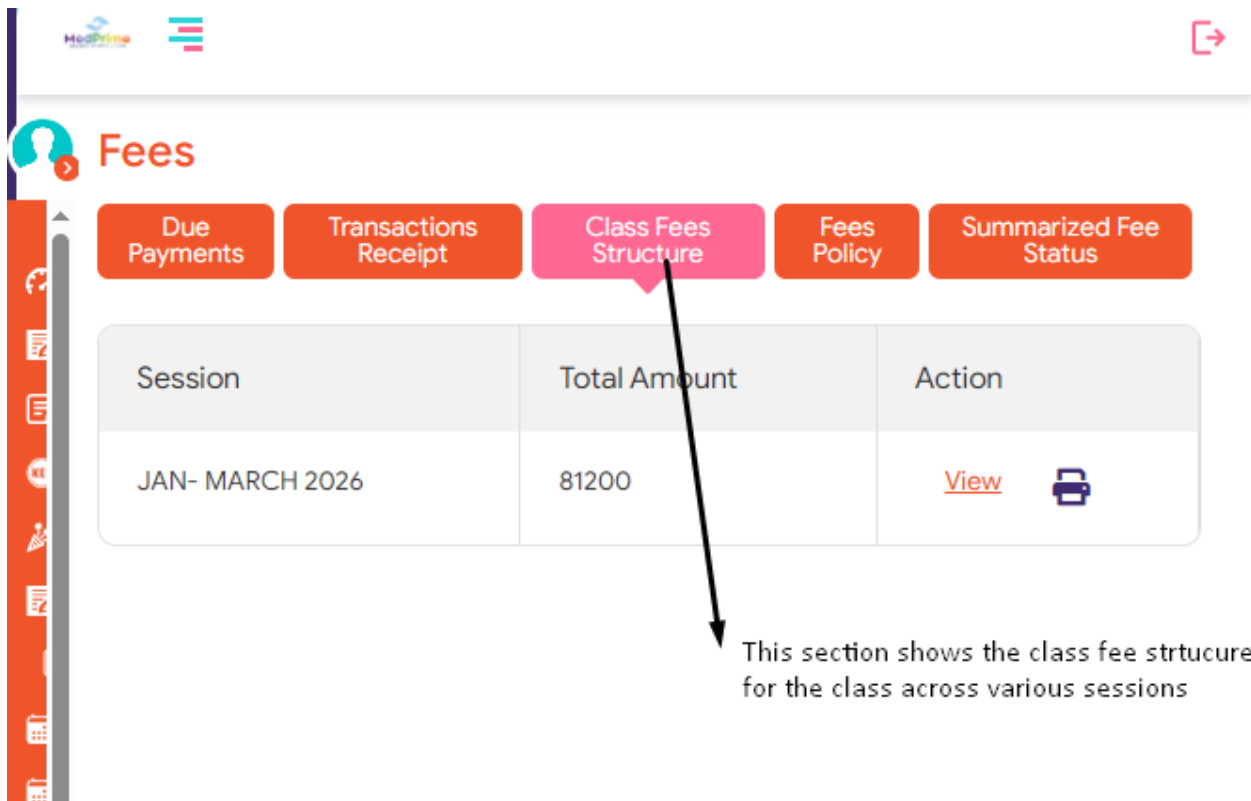
Transactions Receipts section

This is the transactions receipt section which shows the Receipts generated by the system

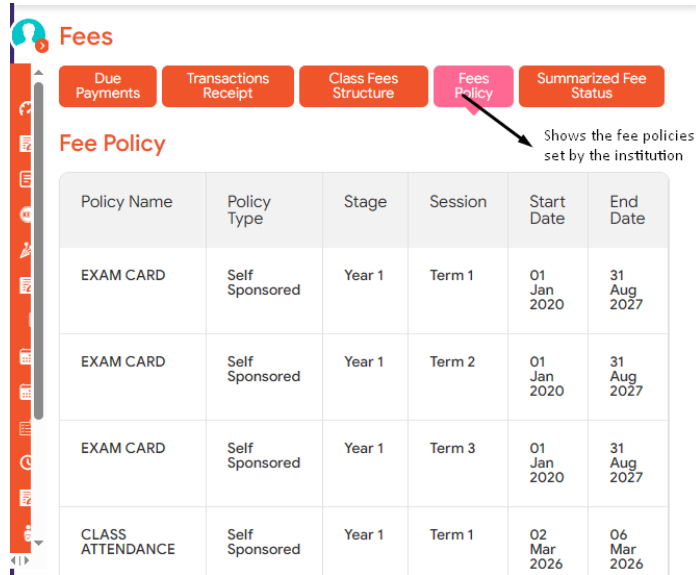
After the student has made payments



This section shows the Fees structure which the student has been attached across various sessions



Fees policy section shows the fee policies which have been set by the institution



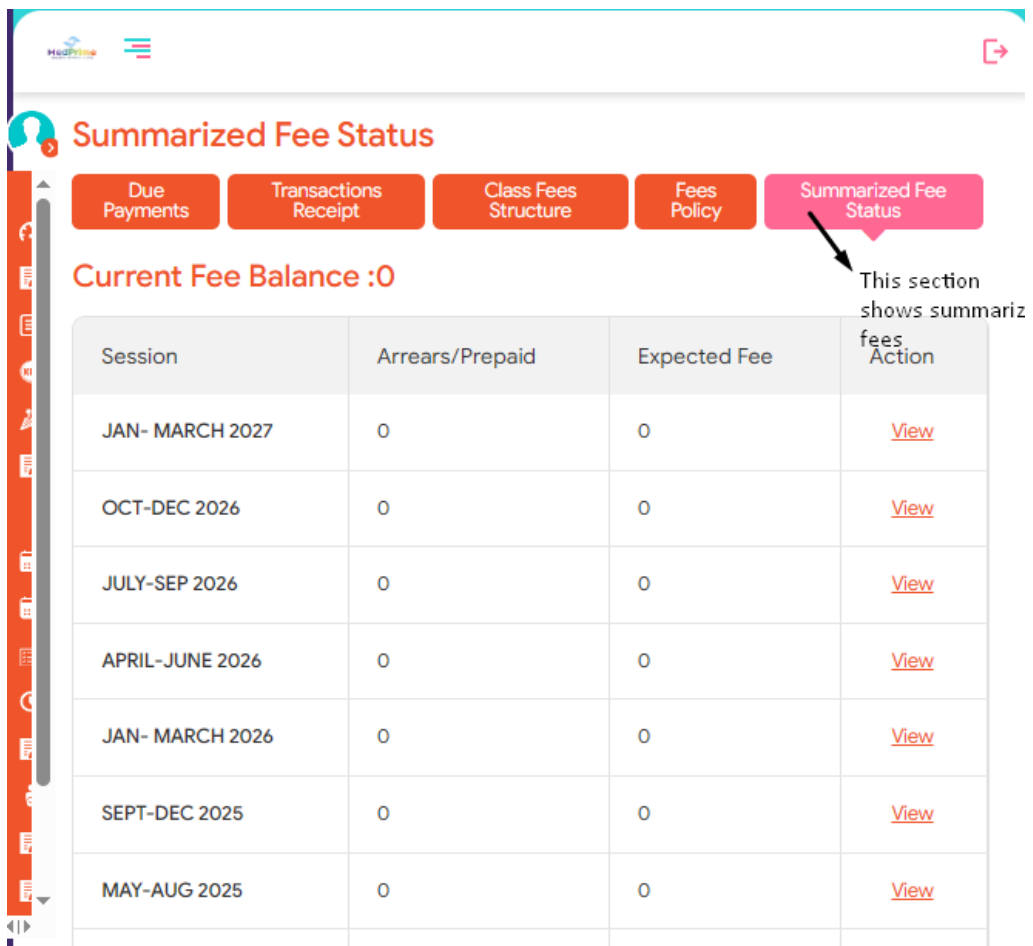
Fees

Due Payments | Transactions Receipt | Class Fees Structure | **Fees Policy** | Summarized Fee Status

Fee Policy Shows the fee policies set by the institution

Policy Name	Policy Type	Stage	Session	Start Date	End Date
EXAM CARD	Self Sponsored	Year 1	Term 1	01 Jan 2020	31 Aug 2027
EXAM CARD	Self Sponsored	Year 1	Term 2	01 Jan 2020	31 Aug 2027
EXAM CARD	Self Sponsored	Year 1	Term 3	01 Jan 2020	31 Aug 2027
CLASS ATTENDANCE	Self Sponsored	Year 1	Term 1	02 Mar 2026	06 Mar 2026

Summarized fee status section shows the arrears /prepaid and expected fees



Summarized Fee Status

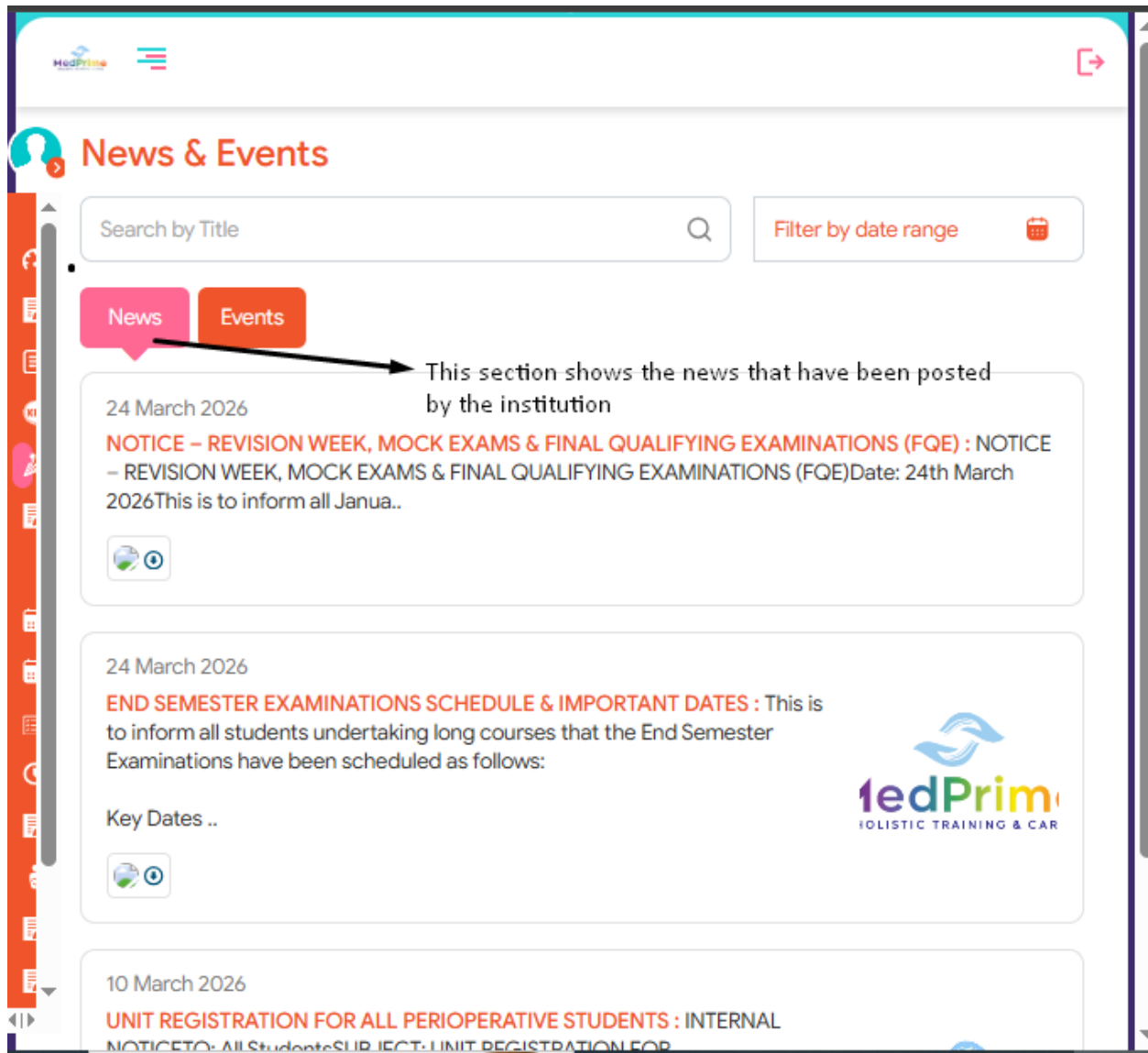
Due Payments | Transactions Receipt | Class Fees Structure | Fees Policy | **Summarized Fee Status** This section shows summarized fees

Current Fee Balance :0

Session	Arrears/Prepaid	Expected Fee	Action
JAN- MARCH 2027	0	0	View
OCT-DEC 2026	0	0	View
JULY-SEP 2026	0	0	View
APRIL-JUNE 2026	0	0	View
JAN- MARCH 2026	0	0	View
SEPT-DEC 2025	0	0	View
MAY-AUG 2025	0	0	View

4. News

- Displays **news updates** posted by the institution.



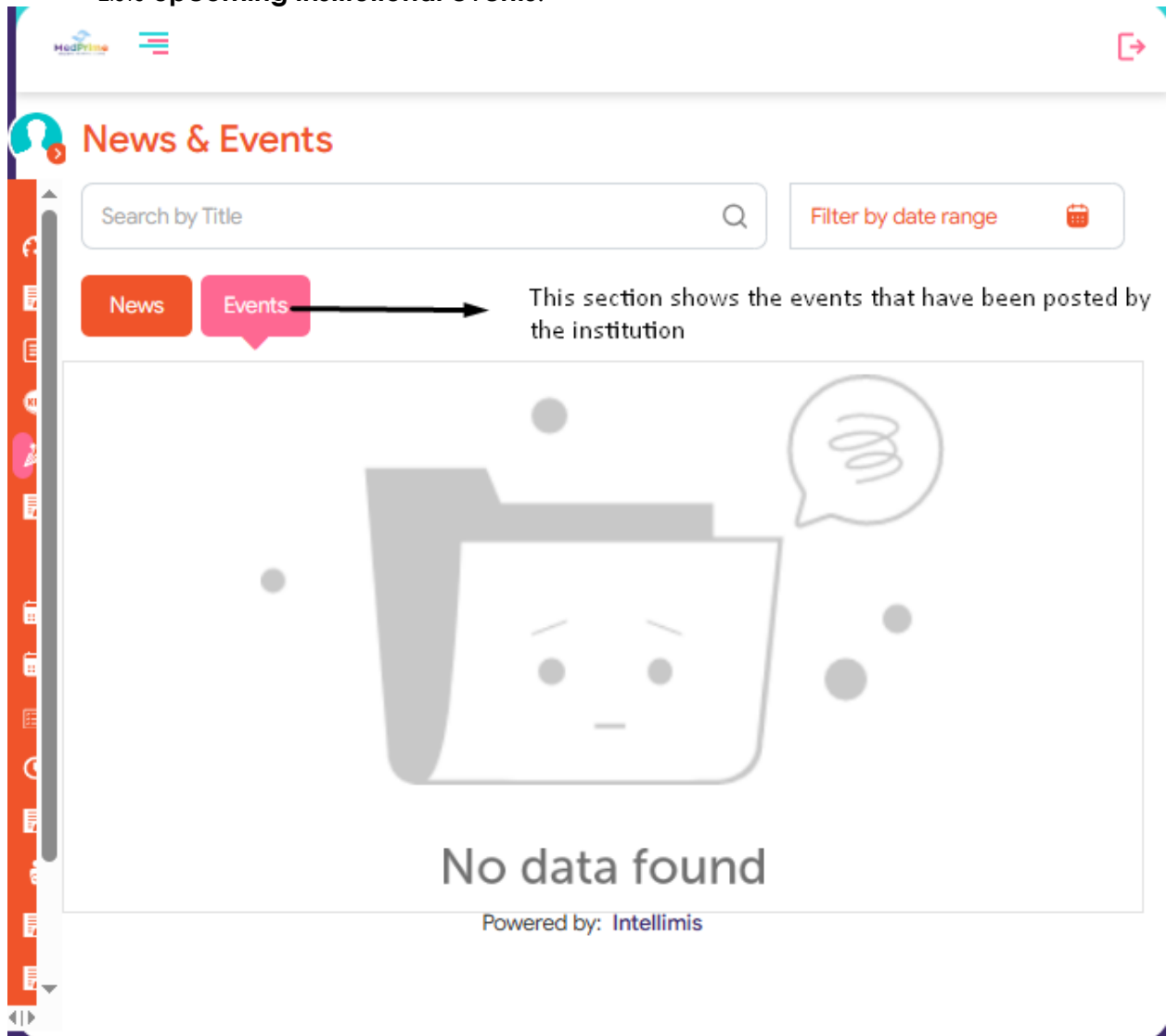
The screenshot shows the 'News & Events' section of the MedPrime student portal. At the top, there is a search bar labeled 'Search by Title' and a 'Filter by date range' button. Below these are two tabs: 'News' (selected) and 'Events'. A callout box with an arrow points to the 'News' tab, stating: 'This section shows the news that have been posted by the institution'. The news feed displays three items:

- 24 March 2026**
NOTICE – REVISION WEEK, MOCK EXAMS & FINAL QUALIFYING EXAMINATIONS (FQE) : NOTICE – REVISION WEEK, MOCK EXAMS & FINAL QUALIFYING EXAMINATIONS (FQE)Date: 24th March 2026This is to inform all Janua..
- 24 March 2026**
END SEMESTER EXAMINATIONS SCHEDULE & IMPORTANT DATES : This is to inform all students undertaking long courses that the End Semester Examinations have been scheduled as follows:
Key Dates ..
- 10 March 2026**
UNIT REGISTRATION FOR ALL PERIOPERATIVE STUDENTS : INTERNAL
NOTICE TO: All Students SUBJECT: UNIT REGISTRATION FOR

The MedPrime logo is visible in the bottom right corner of the news items.

5. Events

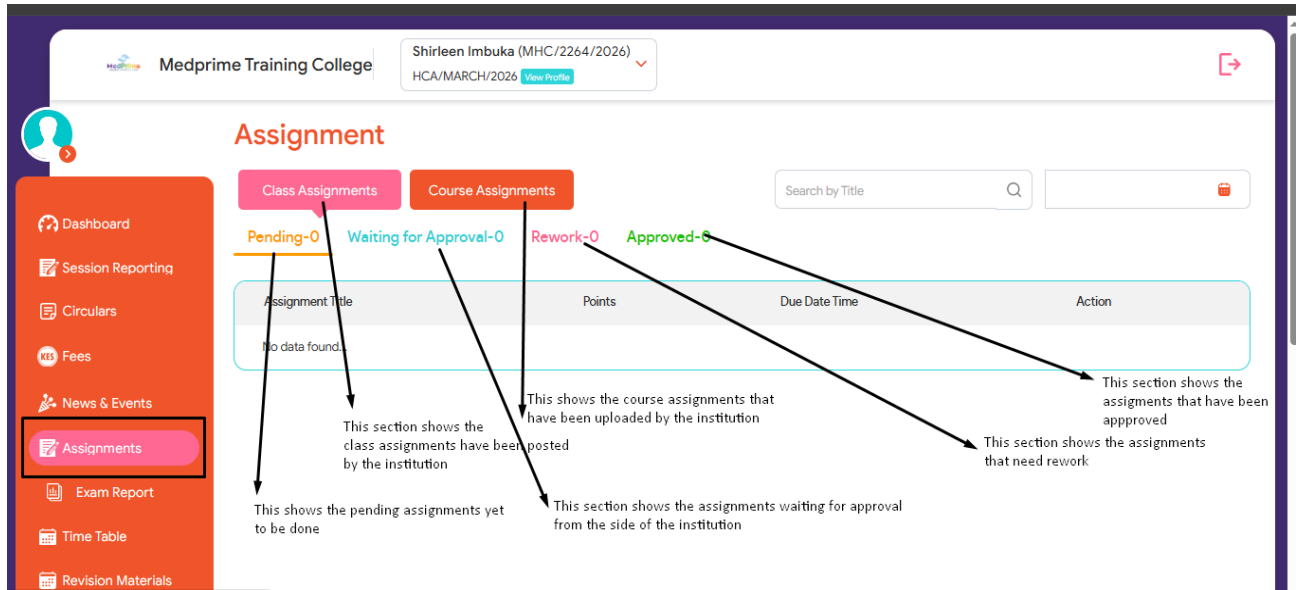
- Lists **upcoming institutional events**.



The screenshot displays the MedPrime interface for the 'News & Events' section. At the top left, there is a MedPrime logo and a hamburger menu icon. A user profile icon is visible next to the 'News & Events' title. Below the title, there is a search bar labeled 'Search by Title' and a 'Filter by date range' button with a calendar icon. Two tabs are present: 'News' (highlighted in orange) and 'Events' (highlighted in pink). An arrow points from the 'Events' tab to the text: 'This section shows the events that have been posted by the institution'. The main content area is empty, displaying a large, stylized illustration of a folder with a sad face, a speech bubble, and the text 'No data found'. At the bottom of this area, it says 'Powered by: Intellimis'.

6. Assignments

- Access **Class Assignments** and **Course Assignments** uploaded by lecturers.



Assignment

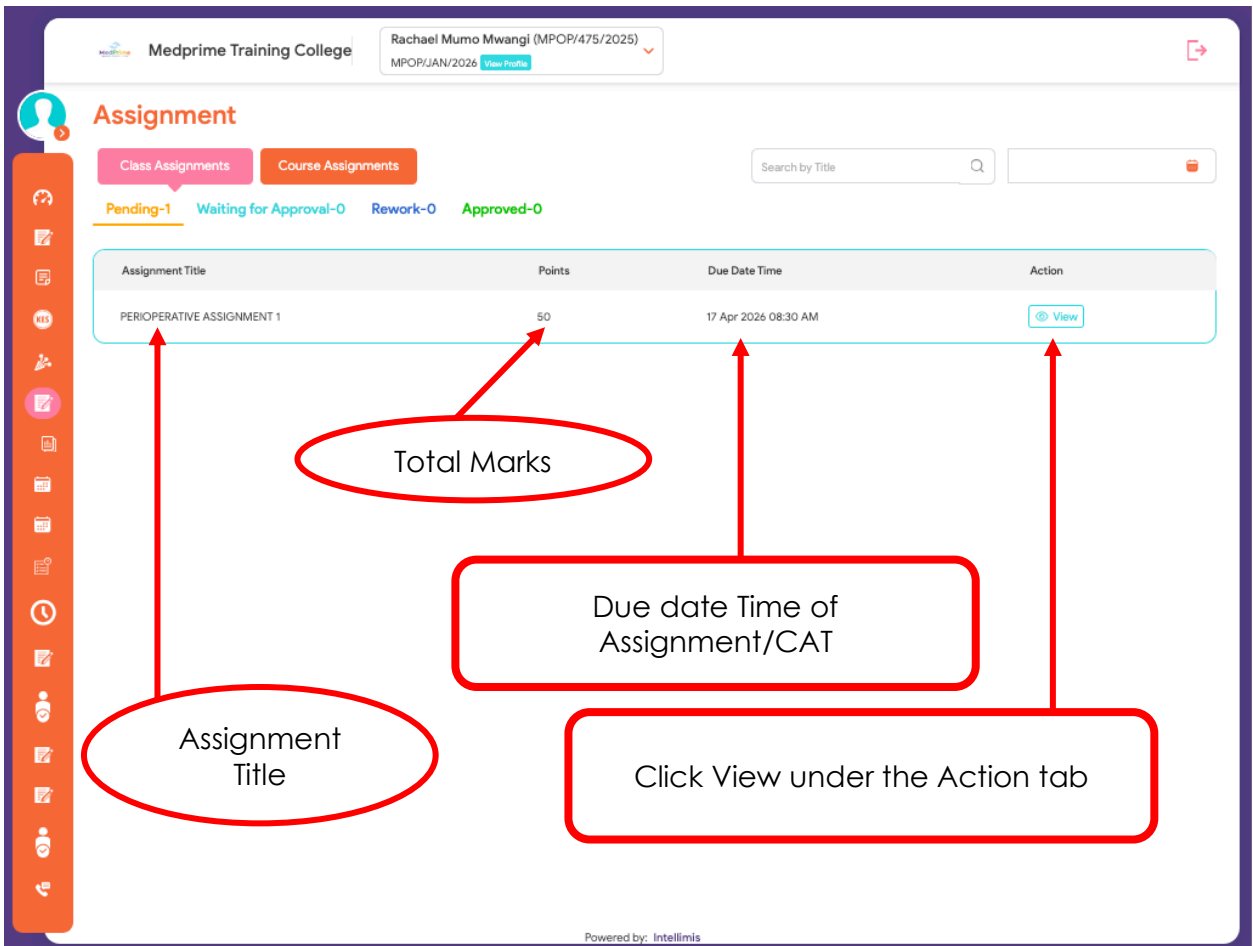
Class Assignments | Course Assignments

Pending-0 | Waiting for Approval-0 | Rework-0 | Approved-0

Assignment Title	Points	Due Date Time	Action
No data found.			

Annotations:

- This shows the pending assignments yet to be done
- This section shows the class assignments that have been posted by the institution
- This shows the course assignments that have been uploaded by the institution
- This section shows the assignments waiting for approval from the side of the institution
- This section shows the assignments that need rework
- This section shows the assignments that have been approved



Assignment

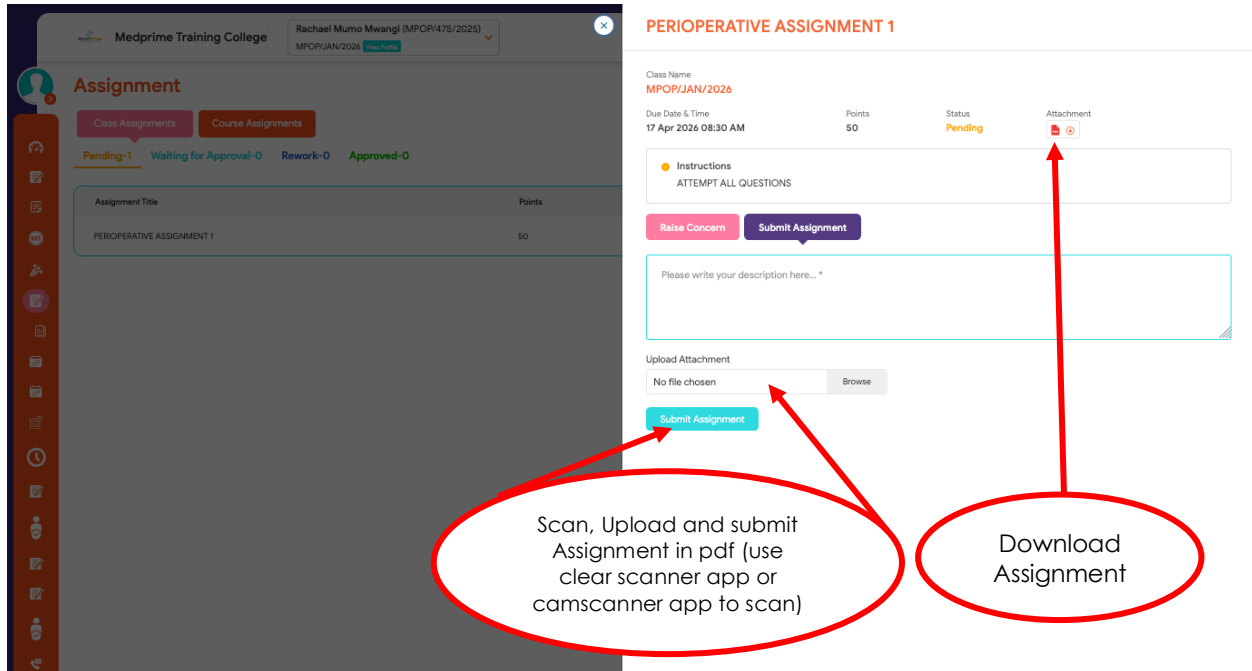
Class Assignments | Course Assignments

Pending-1 | Waiting for Approval-0 | Rework-0 | Approved-0

Assignment Title	Points	Due Date Time	Action
PERIOPERATIVE ASSIGNMENT 1	50	17 Apr 2026 08:30 AM	View

Annotations:

- Assignment Title
- Total Marks
- Due date Time of Assignment/CAT
- Click View under the Action tab



The screenshot shows the 'Assignment' page for 'PERIOPERATIVE ASSIGNMENT 1'. The interface includes a sidebar with navigation icons, a top header with user information, and a main content area. The main content area has a table listing assignments and a detailed submission form. Red circles and arrows highlight specific features: one circle around the 'Submit Assignment' button in the submission form, and another circle around the 'Attachment' column header in the table, with an arrow pointing to a download icon.

PERIOPERATIVE ASSIGNMENT 1

Class Name: MPOP/JAN/2026
 Due Date & Time: 17 Apr 2026 08:30 AM
 Points: 50
 Status: Pending
 Attachment: [Download Icon]

Instructions: ATTEMPT ALL QUESTIONS

Buttons: Raise Concern, Submit Assignment

Text: Please write your description here... *

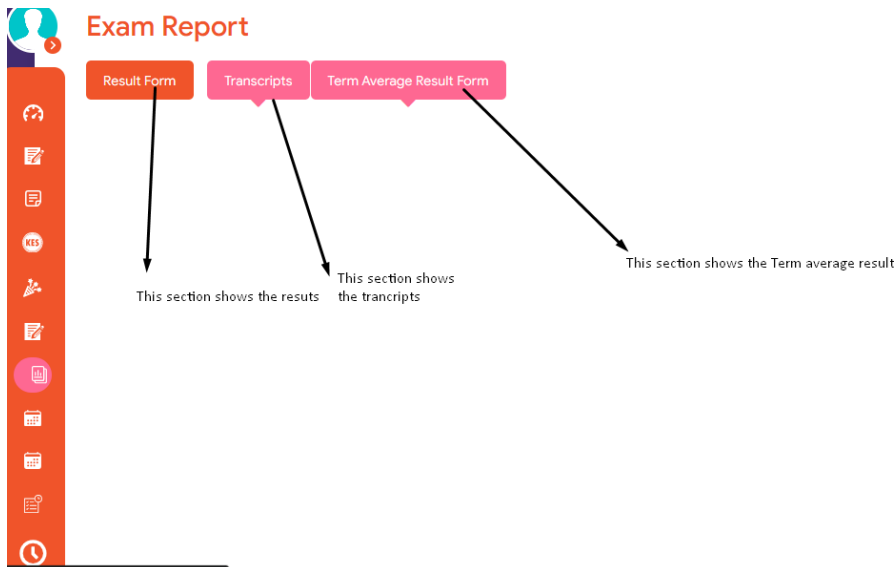
Upload Attachment: No file chosen, Browse, Submit Assignment

Annotations:

- Scan, Upload and submit Assignment in pdf (use clear scanner app or camscanner app to scan)
- Download Assignment

7. Exam Reports

- View your **Result Form**, **Transcript**, and **Term Average Results**.



The screenshot shows the 'Exam Report' page. It features a sidebar with navigation icons and a main content area with three tabs: 'Result Form', 'Transcripts', and 'Term Average Result Form'. Arrows point from each tab to a descriptive text box below it.

Exam Report

Result Form: This section shows the results

Transcripts: This section shows the transcripts

Term Average Result Form: This section shows the Term average result

Exam Report

Result Form Transcripts Term Average Result Form

MAY-AUG 2025

Schedule Type	Overall Performance	Competence	View	Print
MDA EXAMS	82	Distinction		

1. Click Result Form

2. Click print

Revision Materials

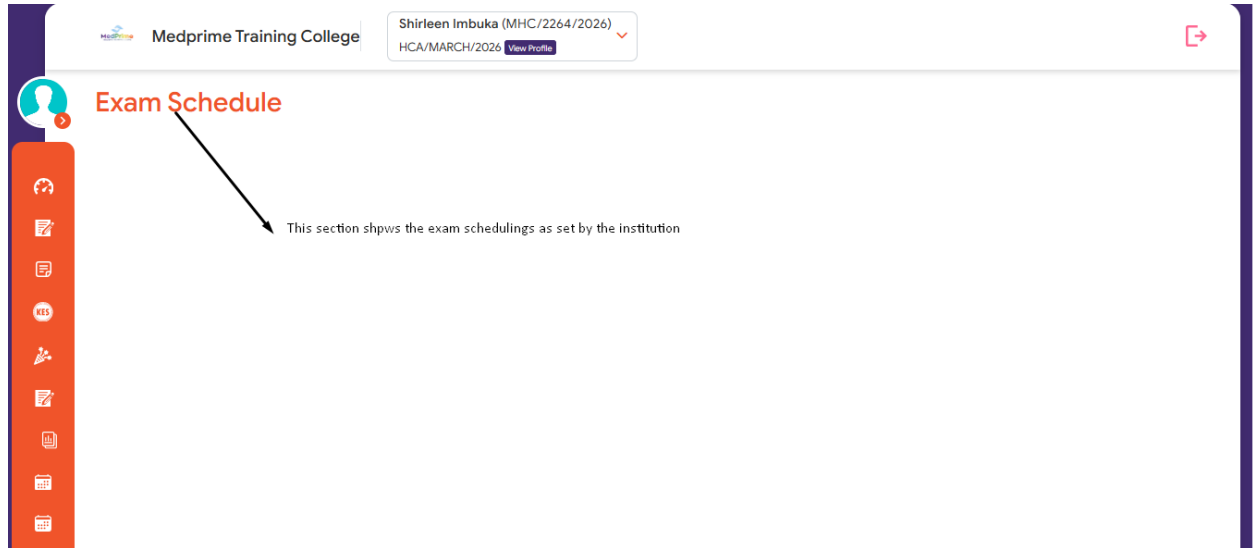
Search by Title

Category	Action
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This section shows the revision materials which have been uploaded by the institution

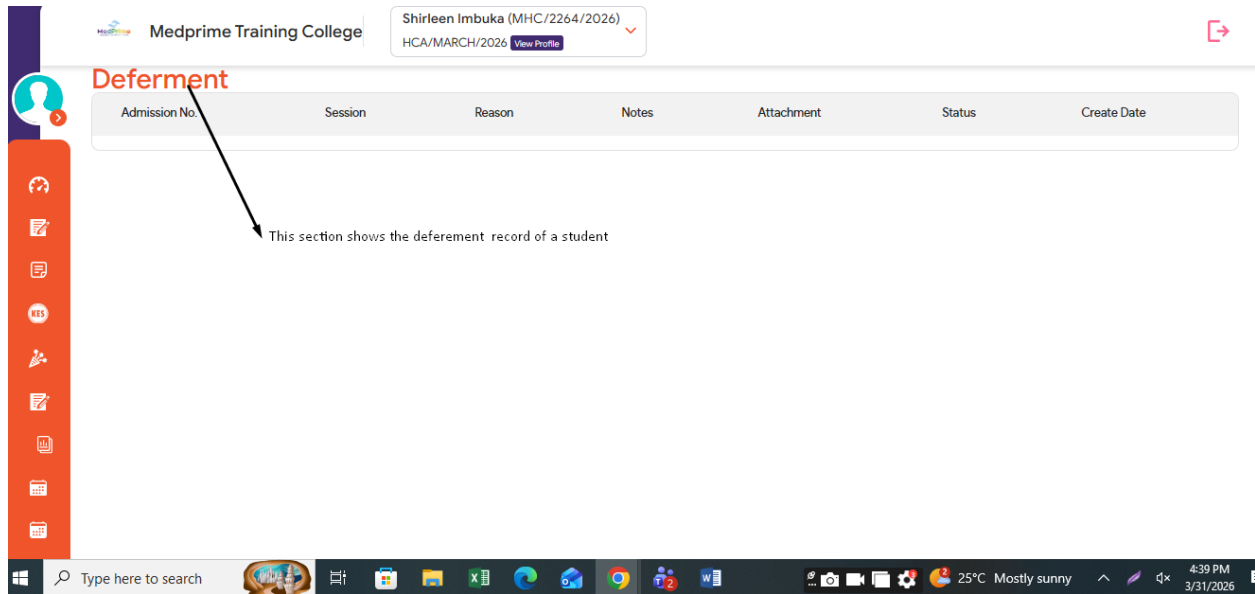
10. Exam Periods

- View the **scheduled exam dates**.



11. Deferment Records

- Check your **deferment history** and related details.



Medprime Training College | Shirleen Imbuka (MHC/2264/2026) | HCA/MARCH/2026 | View Profile

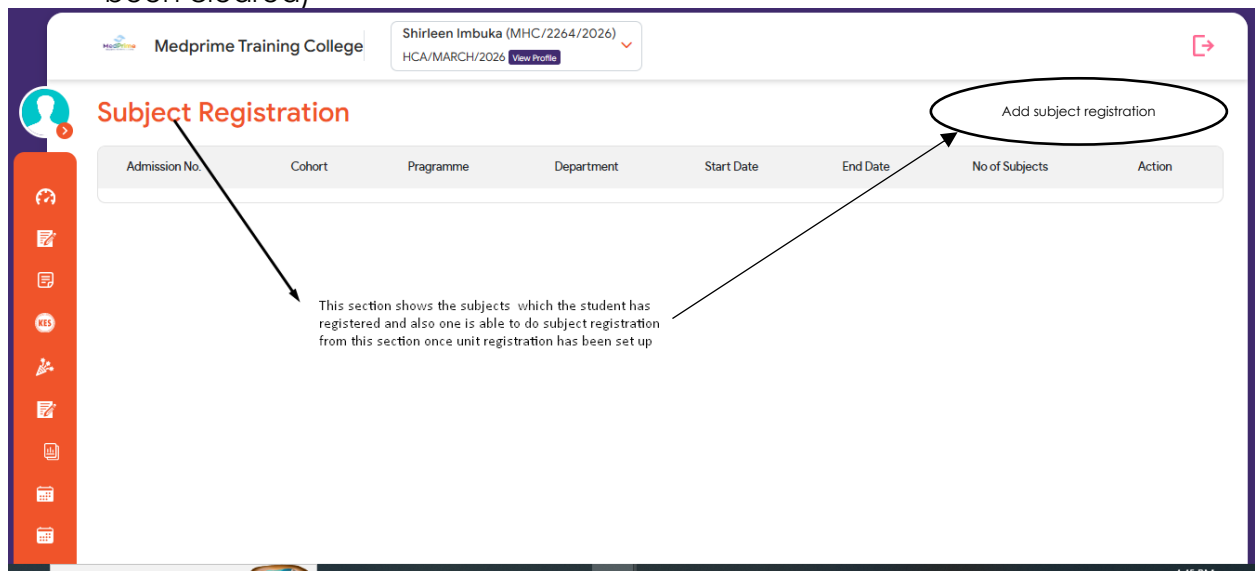
Deferment

Admission No.	Session	Reason	Notes	Attachment	Status	Create Date
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This section shows the deferment record of a student

12. Subject Registration

- View **registered subjects** and perform **new subject registrations**.
- Add Subject Registrations for that Session (Applies once fees per semester have been cleared)



Medprime Training College | Shirleen Imbuka (MHC/2264/2026) | HCA/MARCH/2026 | View Profile

Subject Registration

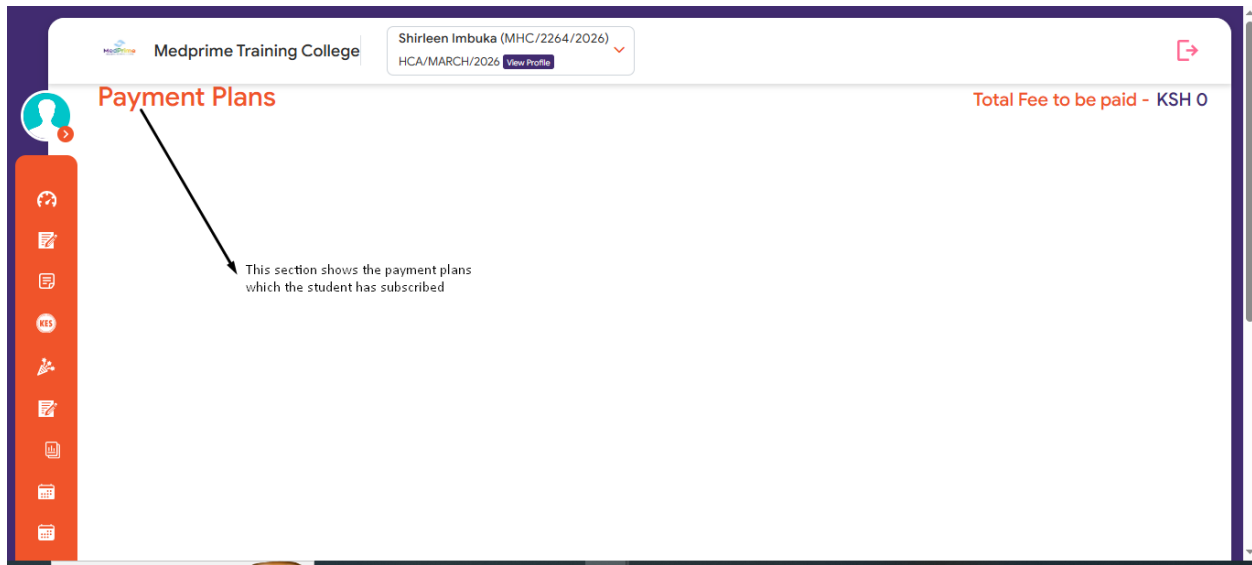
Admission No.	Cohort	Programme	Department	Start Date	End Date	No of Subjects	Action
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This section shows the subjects which the student has registered and also one is able to do subject registration from this section once unit registration has been set up

Add subject registration

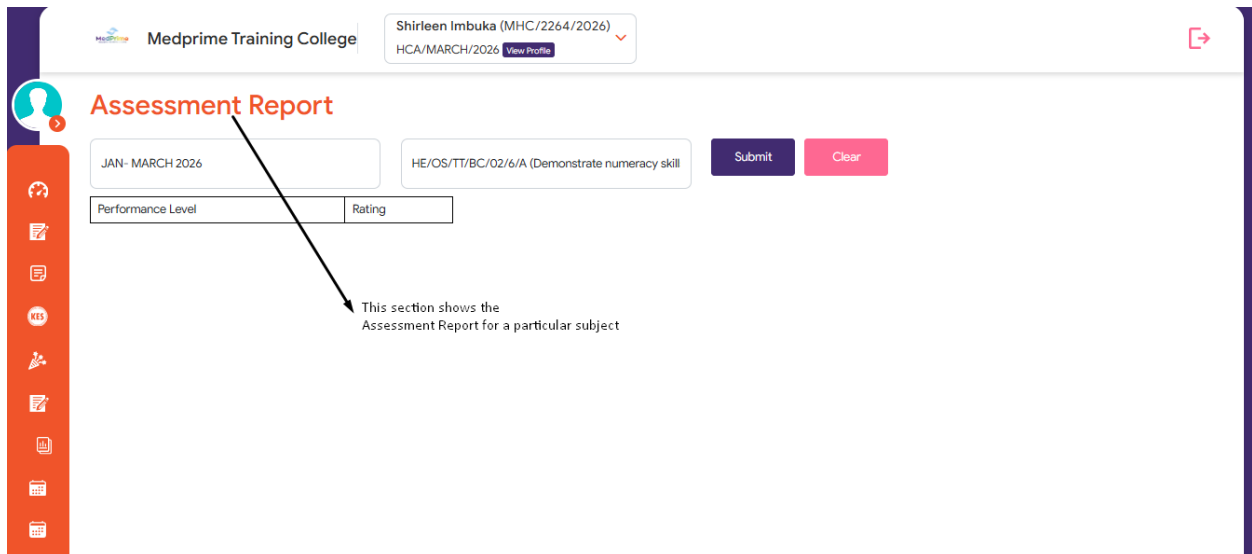
13. Payment Plans

- Review **payment plans** set by the institution.



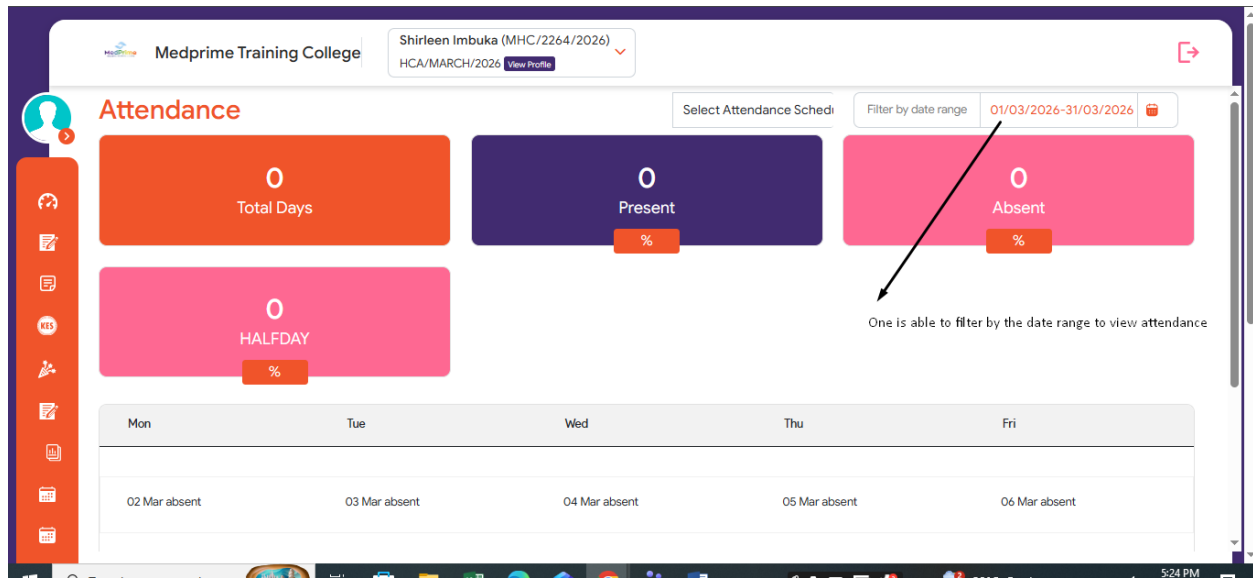
14. Assessment Reports

- View **assessment results** for each subject



15. Attendance

- Track your **attendance records**.



16. Contacts

- Access **contact details** of key personnel within the institution.
 - College Administrator: +254 796 060 913
 - Registrar Academics: +254 768 842 189
 - IT Manager: +254 768 842 612
 - Procurement Manager: +254 724 769 331
 - Principal: +254 727 355 626
 - Dean of Students: +254 740 068 918
 - Finance Manager: +254 110 926 912