

HOW TO USE THE AEORION STUDENT MANAGEMENT SYSTEM (SMS)

Activation & Registration



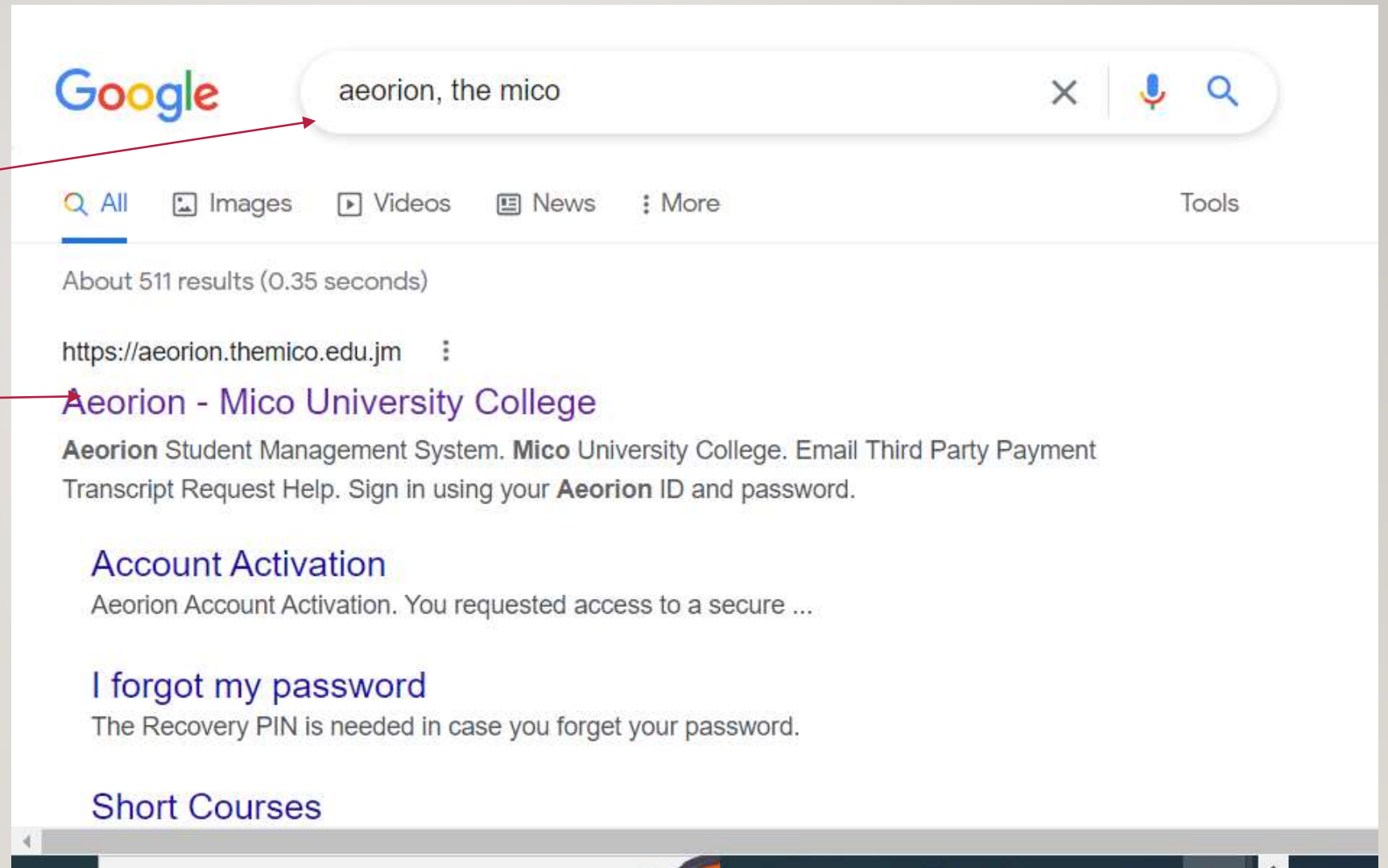
Undergraduate Version



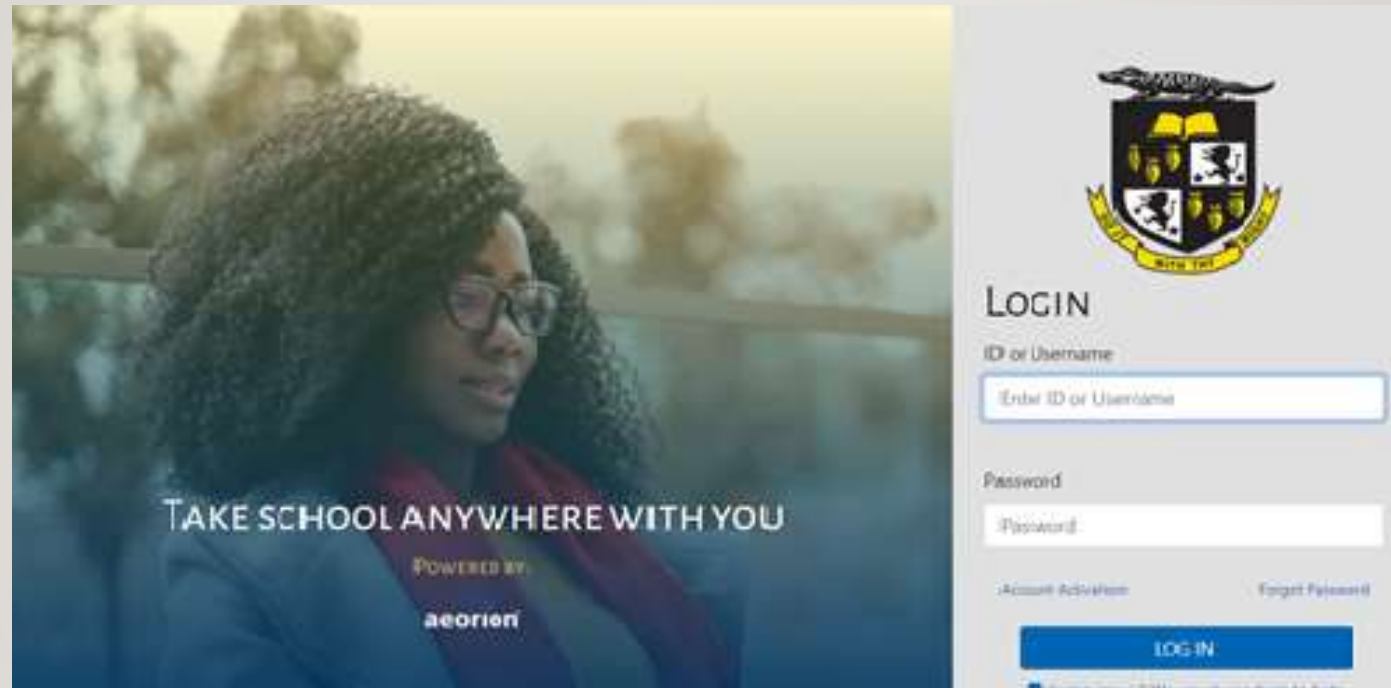
Accessing the Aeorion SMS

Use your search engine

Select this result

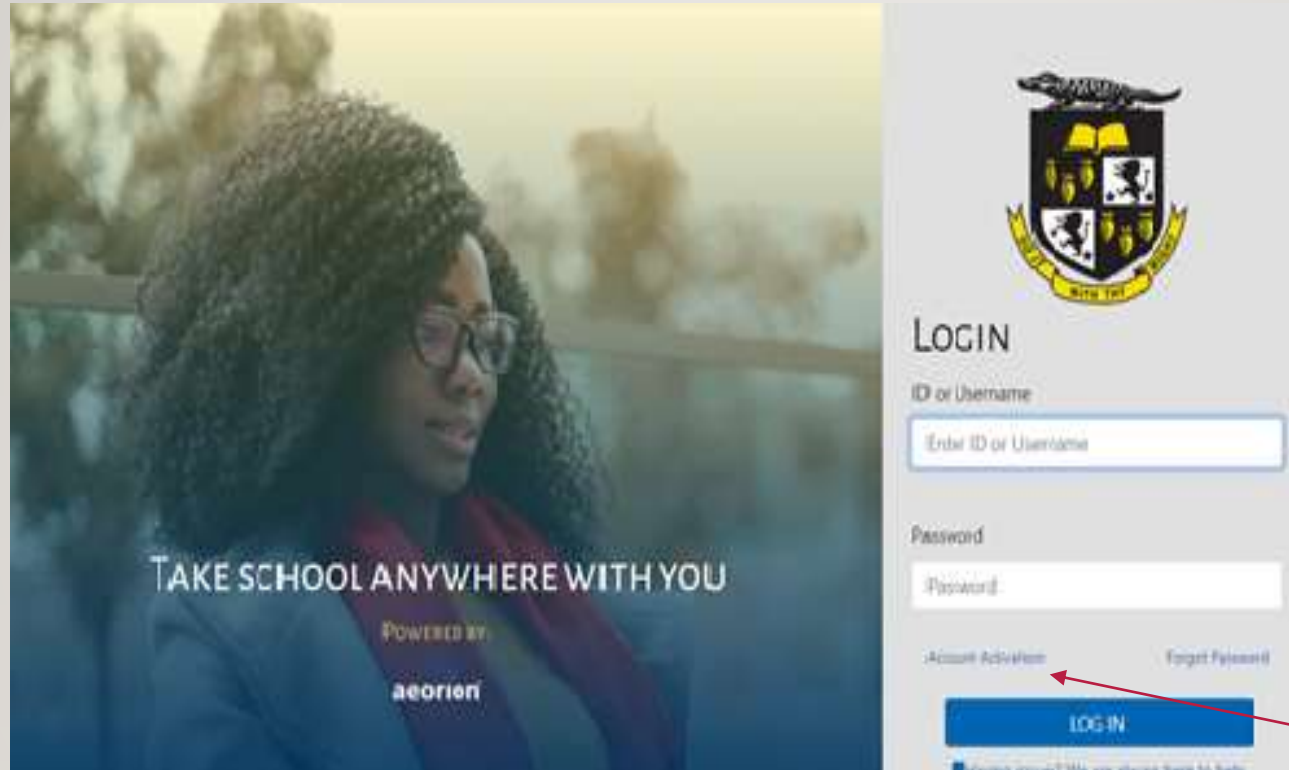


URL: <https://aeorion.themico.edu.jm/>



The image is a composite of two parts. On the left, a young woman with dark curly hair and glasses, wearing a blue graduation gown and a maroon sash, is shown in profile against a soft, golden background. Overlaid on this image is the text "TAKE SCHOOL ANYWHERE WITH YOU" in white, with "POWERED BY" in smaller yellow text above the "aeorion" logo in white. On the right, a white login form is displayed. At the top of the form is the Themico University crest, which features a shield with a book, a bird, and other symbols, topped with a crocodile. Below the crest is the word "LOGIN" in bold black letters. The form includes two input fields: "ID or Username" with a placeholder "Enter ID or Username" and "Password" with a placeholder "Password". Below these fields are two links: "Account Activation" and "Forgot Password". A blue "LOG IN" button is positioned at the bottom of the form. A small blue checkbox with the text "Remember me" is located at the very bottom of the form.

The first step in using the Aeorion SMS is to activate your account



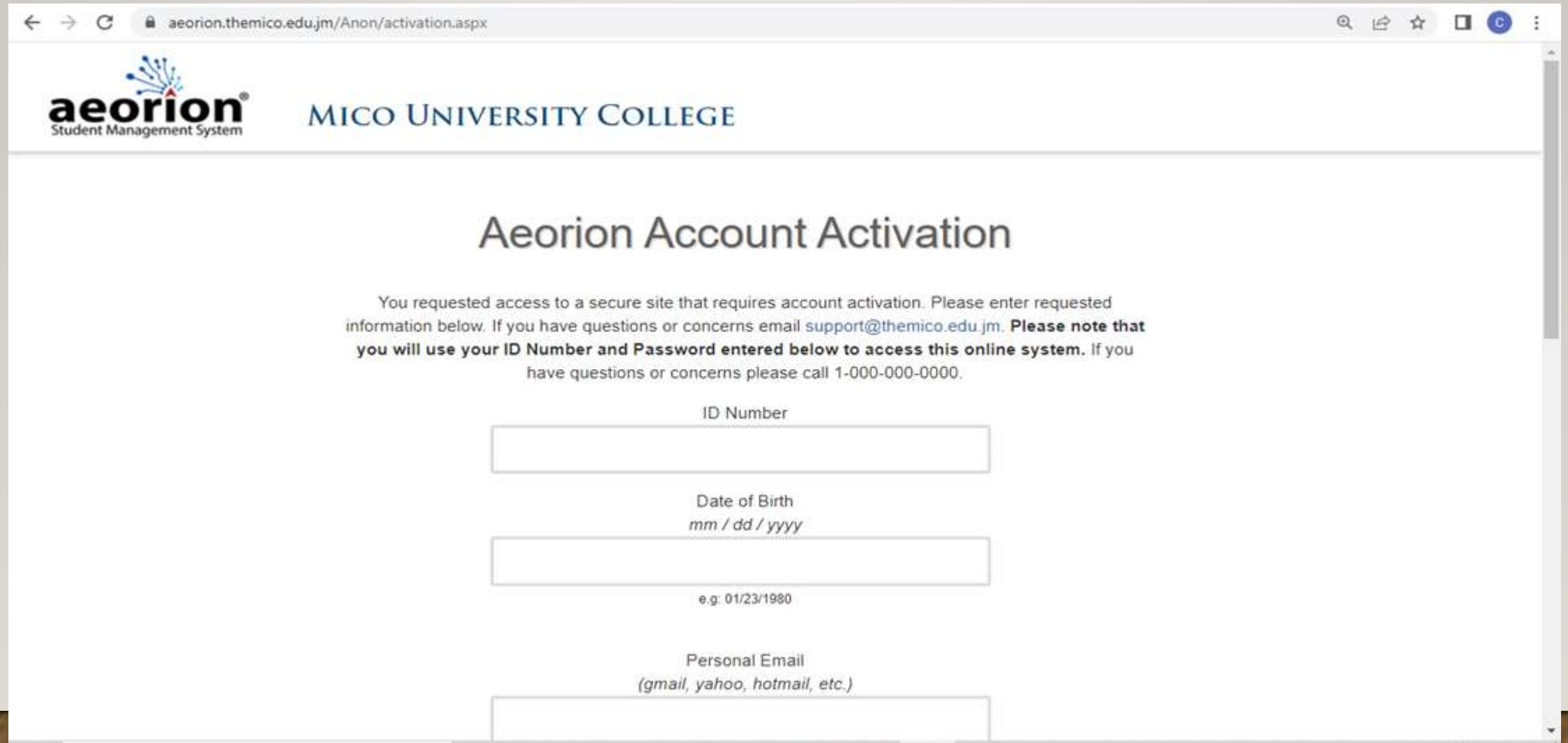
Select “Account Activation”

(Not “LOG IN”)

Account Activation
Button

Complete the form following the instructions carefully and submit it.

(If you have challenges then send an email to support@themico.edu.jm)



The screenshot shows a web browser window with the URL aeorion.themico.edu.jm/Anon/activation.aspx. The page header includes the Aeorion Student Management System logo and the MICO University College name. The main heading is "Aeorion Account Activation". Below the heading is a paragraph of instructions: "You requested access to a secure site that requires account activation. Please enter requested information below. If you have questions or concerns email support@themico.edu.jm. Please note that you will use your ID Number and Password entered below to access this online system. If you have questions or concerns please call 1-000-000-0000." There are three input fields: "ID Number", "Date of Birth" (with a sub-label "mm / dd / yyyy" and an example "e.g: 01/23/1980"), and "Personal Email" (with a sub-label "(gmail, yahoo, hotmail, etc.)").

aeorion®
Student Management System

MICO UNIVERSITY COLLEGE

Aeorion Account Activation

You requested access to a secure site that requires account activation. Please enter requested information below. If you have questions or concerns email support@themico.edu.jm. **Please note that you will use your ID Number and Password entered below to access this online system.** If you have questions or concerns please call 1-000-000-0000.

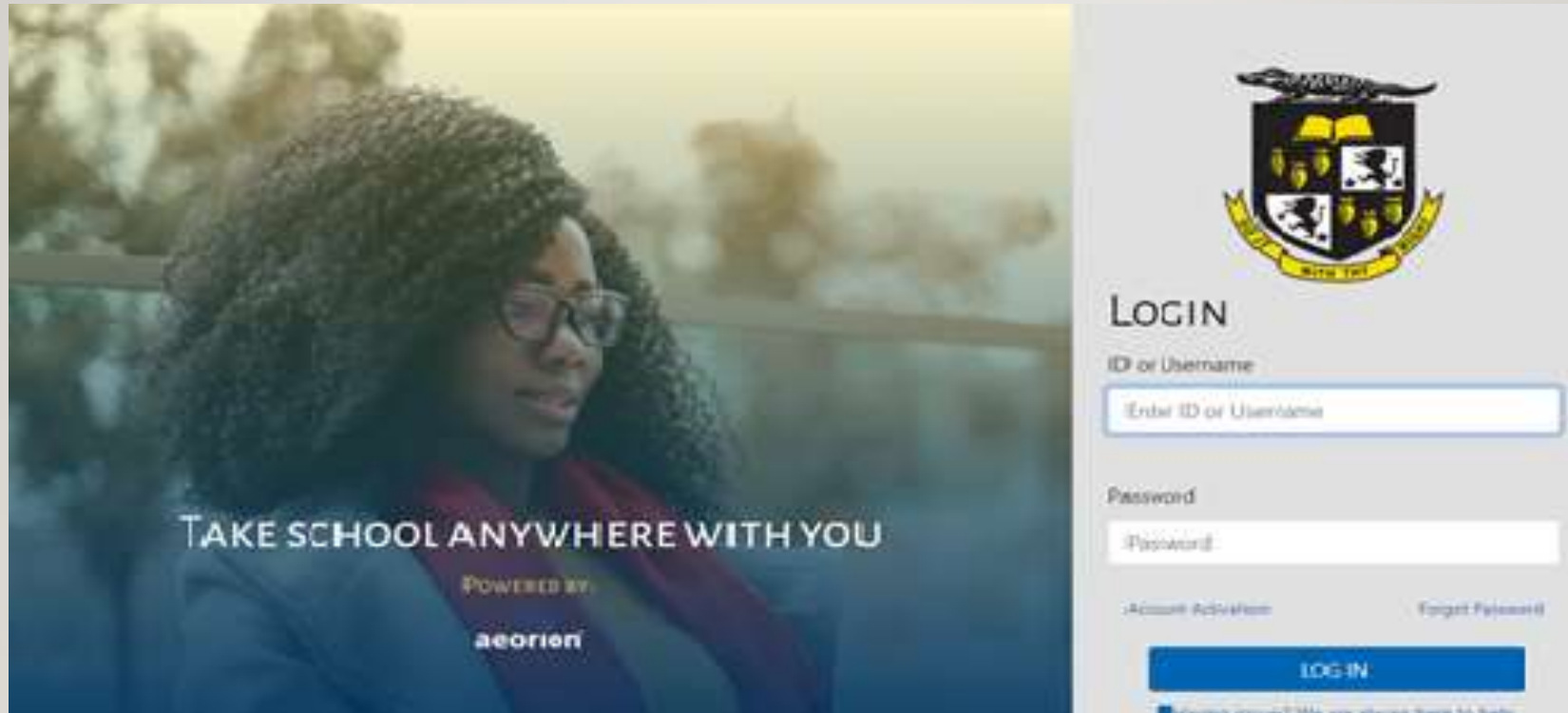
ID Number

Date of Birth
mm / dd / yyyy

e.g: 01/23/1980

Personal Email
(gmail, yahoo, hotmail, etc.)


Once your account has been activated, you can now log in using your Student ID # and the password you selected




The image is a composite of two parts. On the left, a young woman with dark curly hair and glasses, wearing a blue graduation gown and a maroon stole, is shown in profile. The text "TAKE SCHOOL ANYWHERE WITH YOU" is overlaid in white, with "POWERED BY" in yellow and "aeon" in white below it. On the right, a login form is displayed against a light blue background. At the top is the University of North Carolina at Charlotte crest. Below it is the word "LOGIN" in bold. The form includes a label "ID or Username" above a white input field with the placeholder "Enter ID or Username". Below that is a label "Password" above another white input field with the placeholder "Password". At the bottom of the form are two links: "Account Activation" and "Forgot Password". A blue button with the text "LOG IN" is positioned below the password field.

Your Aeorion SMS Home Page

← → ↻ aeorion.themico.edu.jm/aeHome.aspx 🔍 📄 ☆ 🏠

aeorion Student Management System  Home LMS Academics Finance Resources [Logout](#)


[Edit Profile](#)


Name: Test Student
ID: 20161966
Email: test@stu.themico.edu.jm
Programme: (BEd.) Mathematics - Mico

Your contact information needs updating. [Update now](#)

Degree Progress

All Grades >

- Completed
- Attempted
- Remaining



Graduation Readiness Check

Check Complete! No programmes eligible for graduation currently

Student Status

Campus: | Status:

GPA: 0 .00

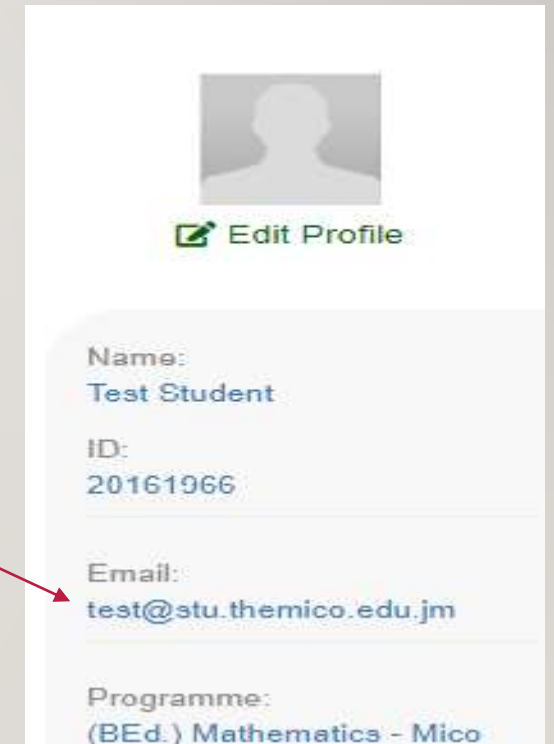
Sports House: |

Activate Your Mico E-mail



(Very Important)

Your assigned email can be found on your Aeorion home page after you have logged in with your Student ID # and your password. Using your personal email send the following information to helpdesk@themico.edu.jm :

- Your Full Name, Student Id # and your assigned email address.
- Your Mico email will be activated and instructions sent to you on how to access it.




Academics Module



Home LMS **Academics** Finance Resources

[Logout](#)



[Edit Profile](#)

Name:
Test Student

ID:
20161966

Email:
test@stu.themico.edu.jm

Programme:
(BEd.) Mathematics - Mico
Catalog 2014 - 2018 | Active

Ongoing Classes

[Access All Courses](#)

Important Dates

[Term Dates](#)

Registration

[Check Registration Status](#)

[Register for Classes](#)

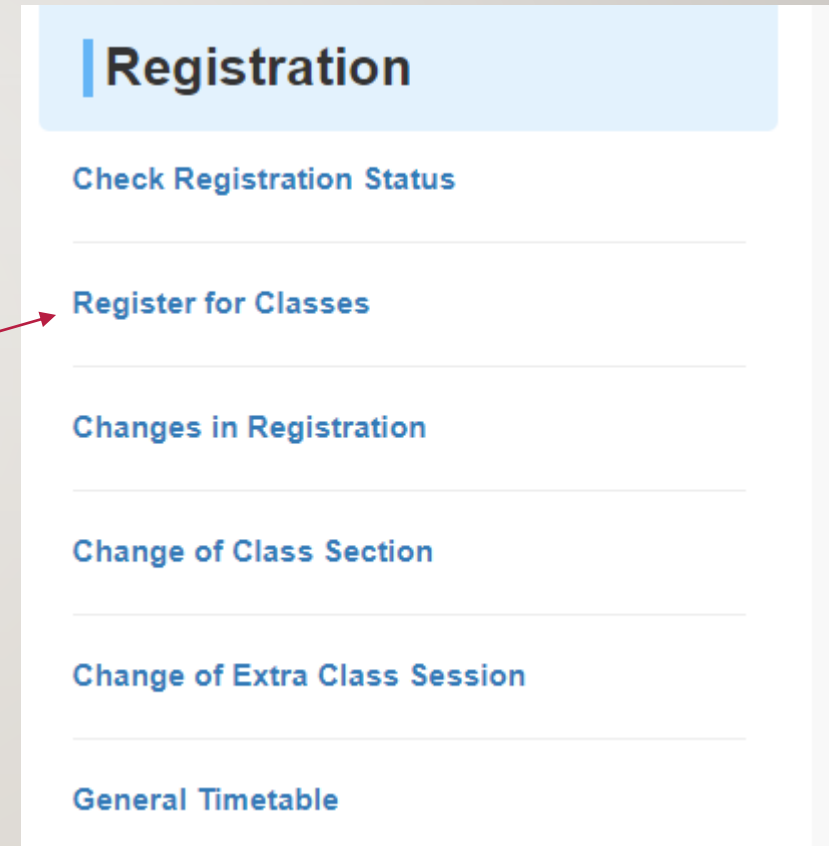
[Changes in Registration](#)

[Change of Class Section](#)

[Change of Extra Class Session](#)

Course Selection and Completion of Registration

Once you are logged in to the system, from the Registration Section click “*Register for Classes*”



Course Selection and Completion of Registration

From “Open Registration Periods” Select the year, semester, schedule and campus [2023, Semester 1, Student Timetable Under Grad, Main Campus]

Register for classes [Watch video tutorial](#)

Select the correct registration period below. If you require technical assistance please contact support@themico.edu.jm.


Student Advisory

Please contact your advisor if you need assistance with your course selection...


Programme Name	MainProgram	Bulletin	Advisor First Name	Advisor Last Name	Advisor Email	Advisor Phone
Early Childhood Education (4-year evening)	<input checked="" type="checkbox"/>	Mico Catalog 2014 - 2018				

Term Selection

Open Registration Periods (Filtered by your active program course level)

Semester 1 | 2023 | Student Timetable Under Grad | Main 

Open Add/Drop Periods (Filtered by your active program course level)



[Begin/Continue Registration](#) [Change In Registration \(Add/Drop\)](#)

Drop Down Menu for Open Registration Periods

Course Selection and Completion of Registration

Select the tab
“Begin Registration”

Register for classes [Watch video tutorial](#)

Select the correct registration period below. If you require technical assistance please contact support@themico.edu.jm.

Student Advisory

Please contact your advisor if you need assistance with your course selection...

Programme Name	MainProgram	Bulletin	Advisor First Name	Advisor Last Name	Advisor Email	Advisor Phone
Early Childhood Education (4-year evening)	<input checked="" type="checkbox"/>	Mico Catalog 2014 - 2018				

Term Selection

Open Registration Periods (Filtered by your active program course level)

Semester 1 | 2023 | Student Timetable Under Grad | Main

Open Add/Drop Periods (Filtered by your active program course level)

Course Selection and Completion of Registration

Register for classes | Course Selection

Term Selected: Semester 1 | 2023 | Student Timetable Under Grad | Main Campus

You are at:
Step 1
Course Selection

Step 2
Calculate Charges

Step 3
Pay Fees

Step 4
Registration Completed

Selected Courses

No courses selected. Select courses from timetable below. Click 'Continue to Next Step' when you are finished selecting.

Your Credit Status

Academic Credit Limit: 0	Programme Credit Limit: 0	Finance Credit Limit: 0	Total Credits: 0
Group Credit Limit: 30	Term Credit Limit: 24	Pre-req Credits: 0	
Group Credits Remaining: 30	Term Credits Remaining: 24	Total Term Credits: 0	

Options: [View Full Load](#) | [Prereq. Override Requests](#) | [Extra Classes](#) | [Failed Course Petitions](#) | [View/Modify Waiting List](#)

[Continue to Next Step](#)

Course Code | Title | Section

[Search](#) Show courses with available seats only

You are now at
Step 1 on the SMS



Course Selection and Completion of Registration

Use the search feature to locate the classes that you need to select (Please check the Course Selection Guide or use information provided to you by your Academic Department)

Register for classes | Course Selection

Term Selected: Semester 1 | 2023 | Student Timetable Under Grad | Main Campus

You are at: **Step 1** Course Selection | Step 2 Calculate Charges | Step 3 Pay Fees | Step 4 Registration Completed

Selected Courses

No courses selected. Select courses from timetable below. Click 'Continue to Next Step' when you are finished selecting.

Your Credit Status

Academic Credit Limit: 0	Programme Credit Limit: 0	Finance Credit Limit: 0	Total Credits: 0
Group Credit Limit: 30	Term Credit Limit: 24	Pre-req Credits: 0	
Group Credits Remaining: 30	Term Credits Remaining: 24	Total Term Credits: 0	

Options: [View Full Load](#) | [Prereq. Override Requests](#) | [Extra Classes](#) | [Failed Course Petitions](#) | [View/Modify Waiting List](#)

Foundation English

Show courses with available seats only

Course Selection and Completion of Registration

Hit the Search tab and scroll down to see the results

Reserve the section of your choice unless otherwise advised by your Academic Department

[Continue to Next Step](#)

Foundation English

[Search](#) Show courses with available seats only

Leave the search field empty to display the entire timetable.

Timetabled Courses [Advisor's Recommended Courses](#) [Advisor's Alternate Recommendation](#)

All courses are displayed... **Filter:** Foundation English Time Page Size:

Code	Course Title	Sec.	Cr.	Days	Starts	Ends	Room	Instructor	Seats	Reserve
LFEN1101	Foundation English	A	0	M	8:00AM	11:00AM	Youth Counselling Centre First Floor Room 1	Leonie Chambers	12	Reserve
LFEN1101	Foundation English	B	0	M	5:00PM	8:00PM	Youth Counselling Centre First Floor Room 8	Denver Holt	15	Reserve
LFEN1101	Foundation English	C	0	Tu	1:00PM	4:00PM	To be announced	Keneesha Lamb	23	Reserve
LFEN1101	Foundation English	D	0	W	1:00PM	4:00PM	Youth Counselling Centre First Floor Room 4	Desmine Edwards	9	Reserve
LFEN1101	Foundation English	F	0	W	1:00PM	4:00PM	Youth Counselling Centre First Floor Room 5	Lois Blair	20	Reserve
LFEN1101	Foundation English	N	0	F	1:00PM	4:00PM	Clifford Campbell First Floor Room 3	Keneesha Lamb	20	Reserve

Course Selection and Completion of Registration

If you scroll up then you will see the selected course(s)

Even if you log out while at step 1 your courses remain reserved.

Select your other courses using the search feature

Register for classes | Course Selection

Term Selected: Semester 1 | 2023 | Student Timetable Under Grad | Main Campus

You are at: **Step 1** Course Selection | Step 2 Calculate Charges | Step 3 Pay Fees | Step 4 Registration Completed

The course **LFEN1101** was successfully added.

Selected Courses

Code	Course Title	Sec.	Cr.	Days	Starts	Ends	Room	Instructor	Extra Class	Remove
LFEN1101	Foundation English	A	0	M	8:00AM	11:00AM	Youth Counselling Centre First Floor Room 1	Leonie Chambers- -		Remove

Course Selection and Completion of Registration

You are advised to remain at this stage until you have done all your reservations (or removals) but not past the registration deadline.

When you are ready to proceed select **“Continue to Next Step”**

Term Selected: Semester 1 | 2023 | Student Timetable Under Grad | Main Campus

You are at: **Step 1 Course Selection** | Step 2 Calculate Charges | Step 3 Pay Fees | Step 4 Registration Completed

Selected Courses

Code	Course Title	Sec.	Cr.	Days	Starts	Ends	Room	Instructor	Extra Class	Remove
LFEN1101	Foundation English	F	0	W	1:00PM	4:00PM	Youth Counselling Centre First Floor Room 5	Lois Blair	--	Remove
LCSP1102	Conversational Spanish	BE	3	F	5:00PM	8:00PM	Clifford Campbell First Floor Room 1	Meliset Rodriguez	--	Remove

Your Credit Status

Academic Credit Limit: 0	Programme Credit Limit: 24	Finance Credit Limit: 0	Total Credits: 3
Group Credit Limit: 30	Term Credit Limit: 24	Pre-req Credits: 0	
Group Credits Remaining: 27	Term Credits Remaining: 21	Total Term Credits: 3	

Options: [View Full Load](#) | [Prereq. Override Requests](#) | [Extra Classes](#) | [Failed Course Petitions](#) | [View/Modify Waiting List](#)

[Continue to Next Step](#)

Course Selection and Completion of Registration

You are now at step 2

Please ignore the financial information seen here.

Once you have paid your fees and applied for financial clearance then select “Continue to Next Step”

(You should apply for financial clearance using a form available on The Mico web site)

Register for classes | Calculate Charges

Term Selected: Semester 1 | 2023 | Student Timetable Under Grad | Main Campus

Step 1 Course Selection | **You are at: Step 2 Calculate Charges** | Step 3 Pay Fees | Step 4 Registration Completed

Selected Courses - [View/Modify](#)

Code	Course Title	Sec.	Cr.	Extra Class	Course Cost	Extra Class Charge	Other Charges	Total
LFEN1101	Foundation English	F	0	No				
LCSP1102	Conversational Spanish	BE	3	No				

Semester Charges:

No Charges

Total Charges: \$0.00
Account Balance: \$0.00

[View/Modify Previous Step](#) [Continue to Next Step](#)

Course Selection and Completion of Registration

You are now at step 3

Ignore the financial information seen here as well.

If you are unable to move beyond Step 3 then it means your account is awaiting financial clearance. If the situation remains after a few days then email a query to studentfinance@themico.edu.jm

Register for classes | Pay Fees

Term Selected: Semester 1 | 2023 | Student Timetable Under Grad | Main Campus

Step 1 Course Selection	Step 2 Calculate Charges	You are at: Step 3 Pay Fees	Step 4 Registration Completed
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Current Charges

Fee	Amount
No records to display.	

Oh No!

We have detected that your course charge is 0..

Please contact student finance at 1-876-000-0000 or email: to resolve this issue.

Course Selection and Completion of Registration

Term Selected: Semester 1 | 2023 | Student Timetable Under Grad | Main Campus

Step 1 Course Selection Step 2 Calculate Charges **You are at: Step 3 Pay Fees** Step 4 Registration Completed

Current Charges

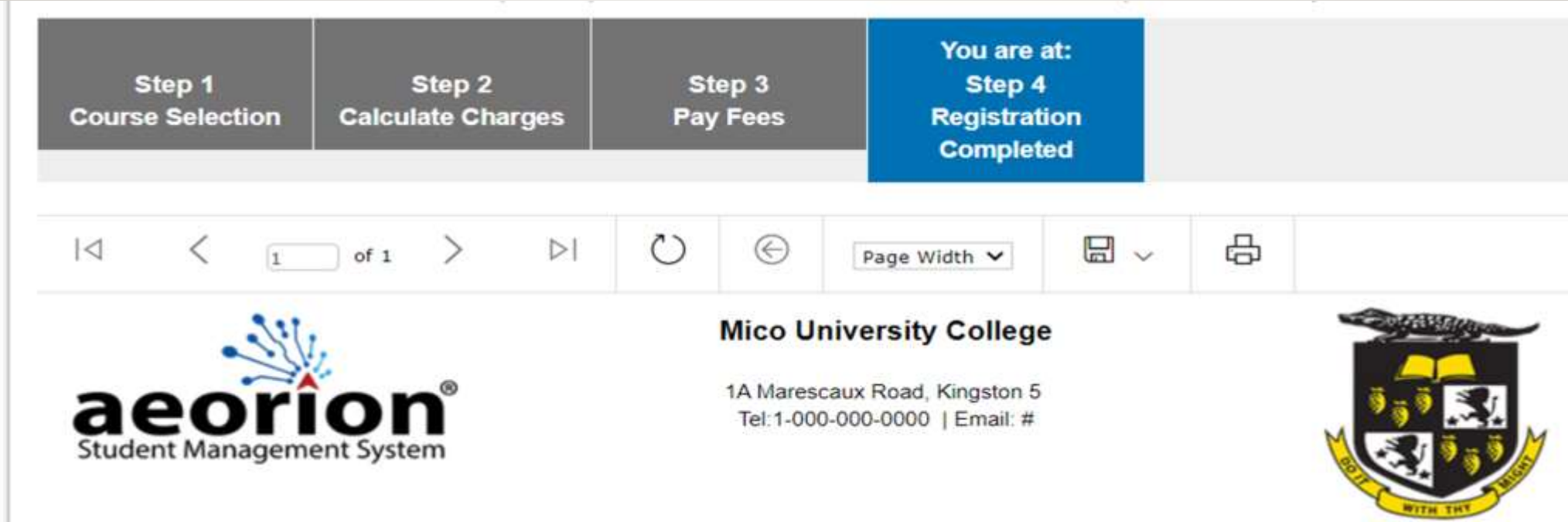
Fee	Amount
No records to display.	

Oh No! We have detected that your course charge is 0.. Please contact student finance at 1-876-000-0000 or email: to resolve this issue.

[View/Modify Previous Step](#)

When you log in again the system will require you to **go back to step 1** to check your selections and then continue to steps 2, 3 and 4

Course Selection and Completion of Registration



The screenshot shows a progress bar with four steps: Step 1 Course Selection, Step 2 Calculate Charges, Step 3 Pay Fees, and Step 4 Registration Completed. Step 4 is highlighted in blue. Below the progress bar is a navigation toolbar with icons for back, forward, refresh, and print, along with a page width dropdown and a save icon. The footer contains the aeorion logo, Mico University College contact information, and the college crest.

Step 1
Course Selection

Step 2
Calculate Charges

Step 3
Pay Fees


You are at:
Step 4
Registration Completed

1 of 1

Page Width

aeorion
Student Management System

Mico University College
1A Marescaux Road, Kingston 5
Tel: 1-000-000-0000 | Email: #

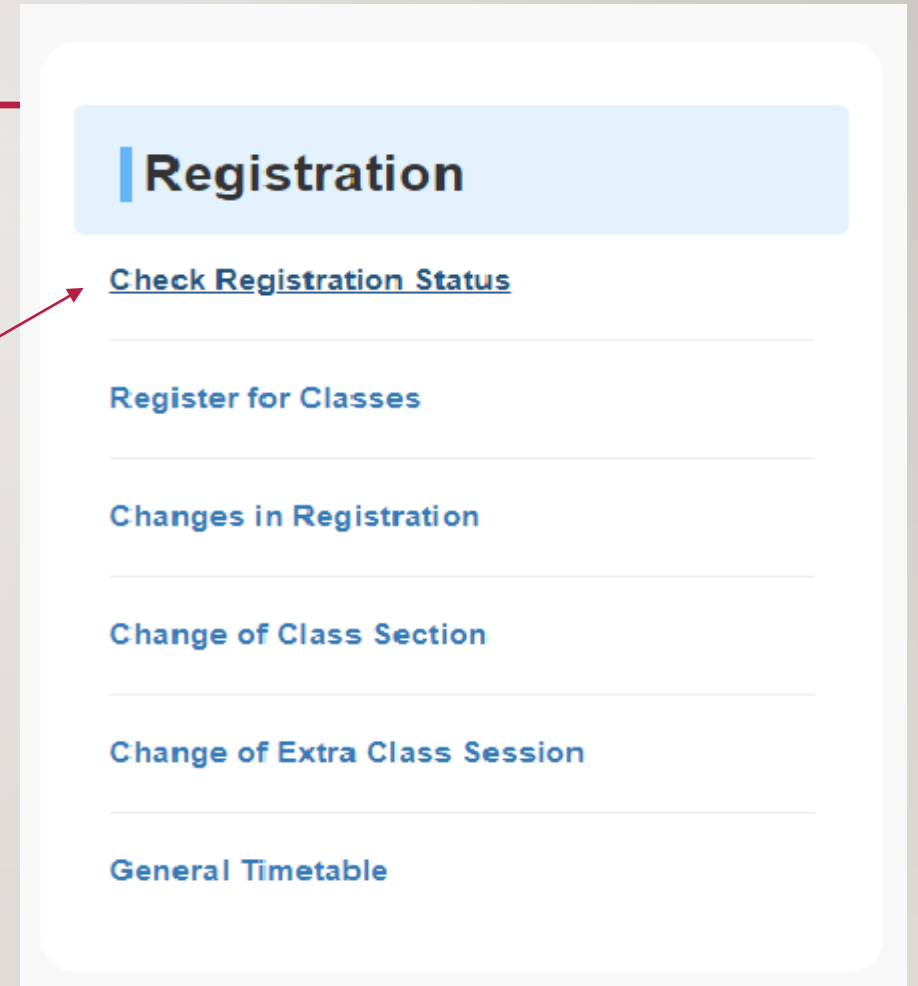


YOU ARE NOW REGISTERED

[SCROLL DOWN ON THE PAGE FOR YOUR TIMETABLE](#)

Check Registration Status

To view your registration status for the semester or to view the course(s) you have selected click “*Check Registration Status*”



The image shows a screenshot of a registration menu. At the top, there is a light blue header with the word "Registration" in bold black text. Below the header, there are several menu items, each separated by a horizontal line. The first item is "Check Registration Status", which is underlined and has a red arrow pointing to it from the left. The other items are "Register for Classes", "Changes in Registration", "Change of Class Section", "Change of Extra Class Session", and "General Timetable".

- Registration**
- [Check Registration Status](#)
- [Register for Classes](#)
- [Changes in Registration](#)
- [Change of Class Section](#)
- [Change of Extra Class Session](#)
- [General Timetable](#)

Year:

2023

Term:

Semester 1

Schedule:

Student Timetable Under Grad

Campus:

Main Campus

[Show Course & Registration Information](#)

Selected Term: (2023 - Semester 1 - Student Timetable Under Grad - Main Campus) Registered ✕

Selected Courses

Code	Course Title	Sec.	Cr.	Days	Starts	Ends	Room	Instructor	Extra Class
MTPM1102	Theories and Perspectives in Mathematics Education	A	3	M	5:00PM	8:00PM	To be announced	Staff Faculty	--
MTNC1101	Number Concepts Principles for Secondary Educators	A	3	W	5:00PM	8:00PM	To be announced	Cheryl Lue-Simpson	--
MMSR1101	Measurement	A	3	Tu	5:00PM	8:00PM	To be announced	Cheryl Lue-Simpson	--
YTET1101	The Emerging Teacher	W	3	Th	5:00PM	8:00PM	Buxton Ground Floor Room 8	Gillian Campbell	--
LCSP1102	Conversational Spanish	BE	3	F	5:00PM	8:00PM	Clifford Campbell First Floor Room 1	Meliset Rodriguez	--

Year:

2023

Term:

Semester 1

Schedule:

Student Timetable Under Grad

Campus:

Main Campus

[Show Course & Registration Information](#)

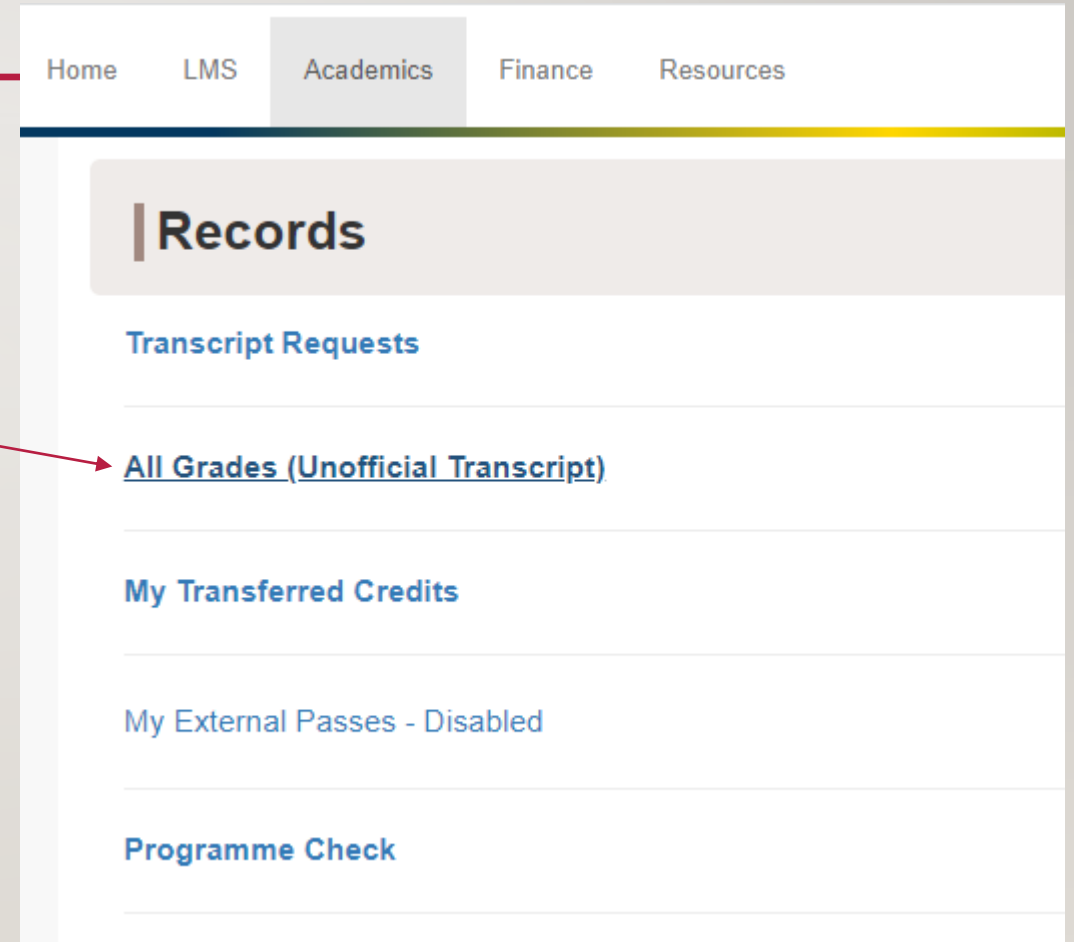
Selected Term: (2023 - Semester 1 - Student Timetable Under Grad - Main Campus) Not Registered ✕

Selected Courses

Code	Course Title	Sec.	Cr.	Days	Starts	Ends	Room	Instructor	Extra Class
LFEN1101	Foundation English	A	0	M	8:00AM	11:00AM	Youth Counselling Centre First Floor Room 1	Leonie Chambers	--
YTET1101	The Emerging Teacher	B	3	W	1:00PM	4:00PM	Buxton First Floor Room 8-2	Danielle Blackwood	--
LICA1101	Literacy Instruction in Content Areas	C	3	Tu	1:00PM	4:00PM	Clifford Campbell First Floor Room 6	Vashtina Brown	--
PBEC1101	Becoming an Effective Counsellor	A	3	M	1:00PM	4:00PM	Youth Counselling Centre First Floor Room 9	Winsome Heron- Fearon	--
PPSY1101	Introduction to Psychology	A	3	W	9:00AM	12:00PM	Youth Counselling Centre First Floor Room 9	Courtney Thomas	--
PHSX1101	Human Sexuality	A	3	Th	9:00AM	12:00PM	Youth Counselling Centre First Floor Room 9	Courtney Thomas	--

All Grades (Unofficial Transcript)

To view grades
click “*All Grades
(Unofficial
Transcripts)*”



The screenshot shows a web application interface with a navigation bar at the top containing links for Home, LMS, Academics, Finance, and Resources. The Academics link is highlighted with a grey background. Below the navigation bar is a section titled 'Records' with a vertical bar to its left. Underneath the 'Records' section, there is a list of links: 'Transcript Requests', 'All Grades (Unofficial Transcript)', 'My Transferred Credits', 'My External Passes - Disabled', and 'Programme Check'. A red arrow points from the text on the left to the 'All Grades (Unofficial Transcript)' link.

Home LMS Academics Finance Resources

Records

[Transcript Requests](#)

[All Grades \(Unofficial Transcript\)](#)

[My Transferred Credits](#)

[My External Passes - Disabled](#)

[Programme Check](#)

The End
