# HOW TO USE THE

# AEORION

# STUDENT MANAGEMENT SYSTEM (SMS)

## Activation & Registration
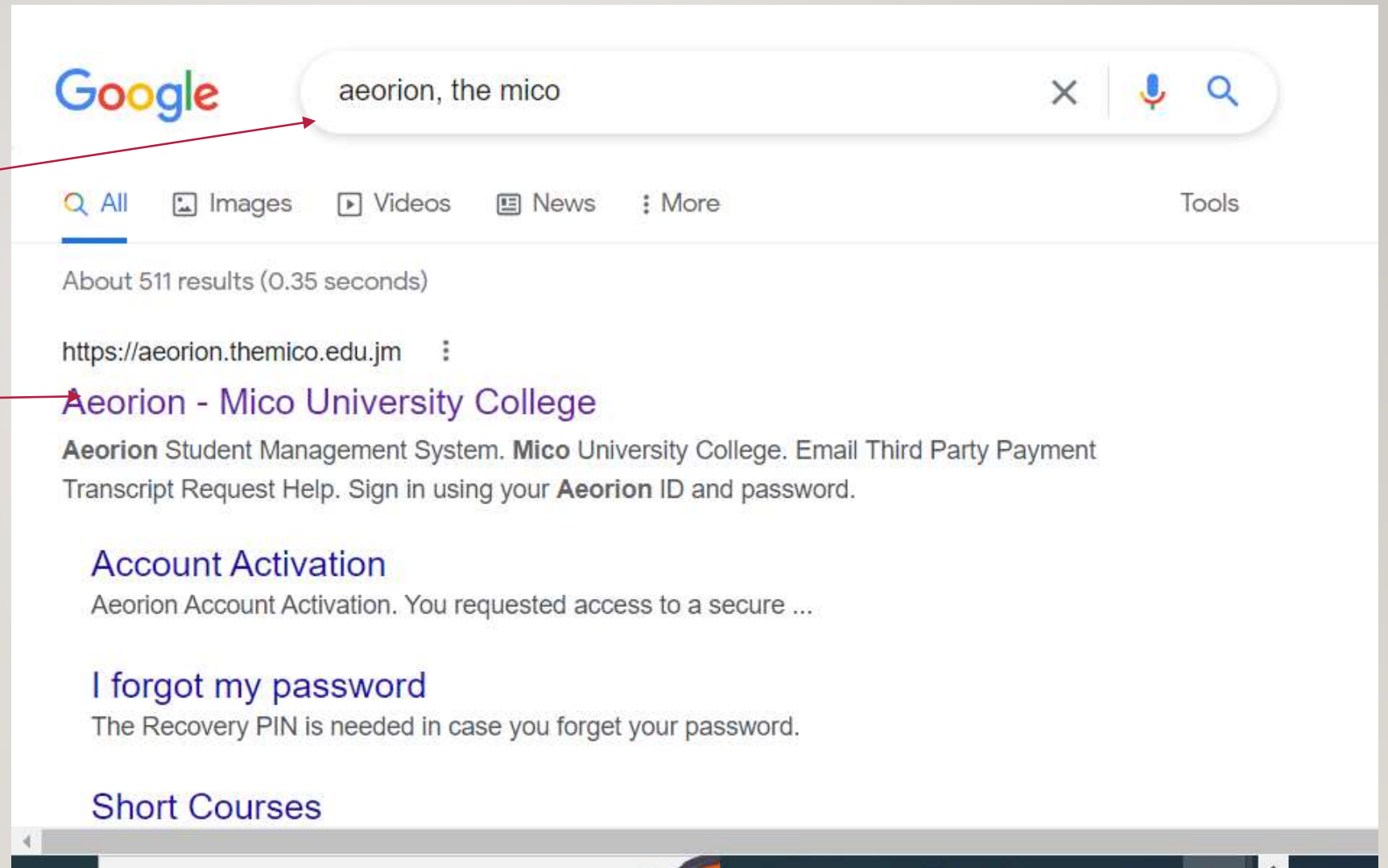
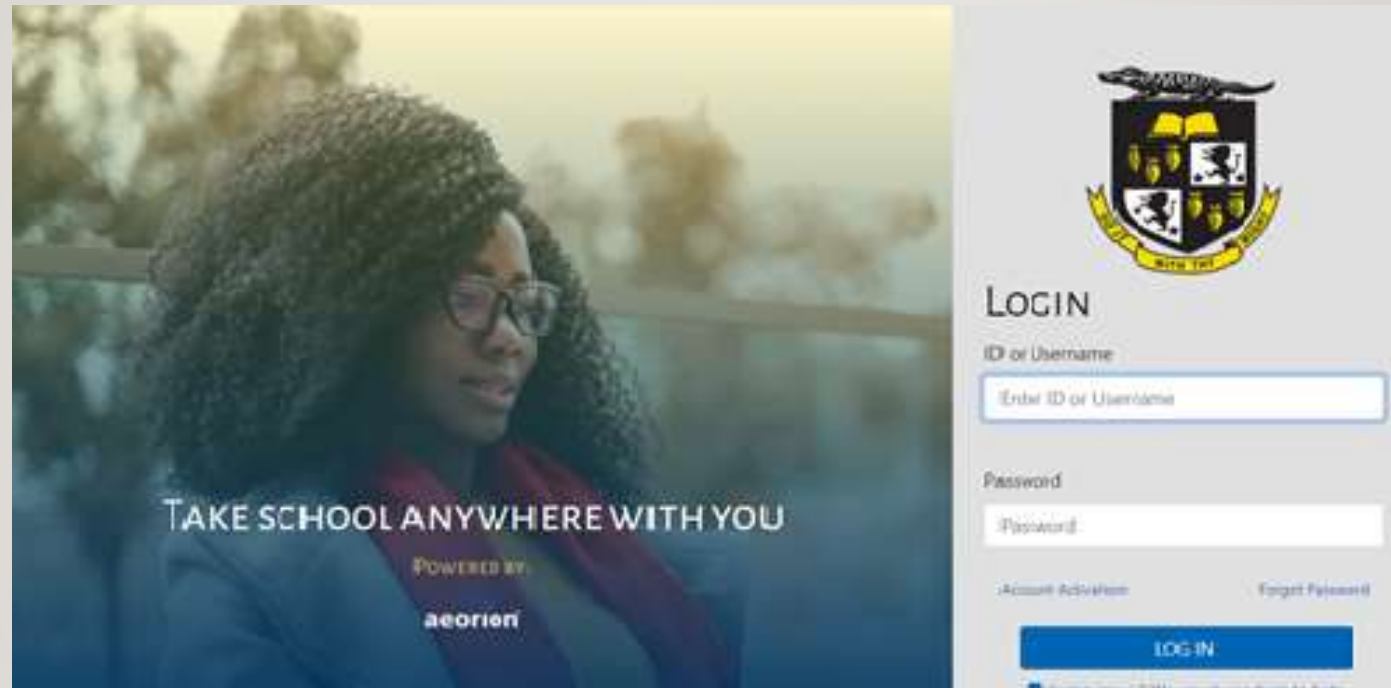Undergraduate Version

# Accessing the Aeorion SMS

Use your
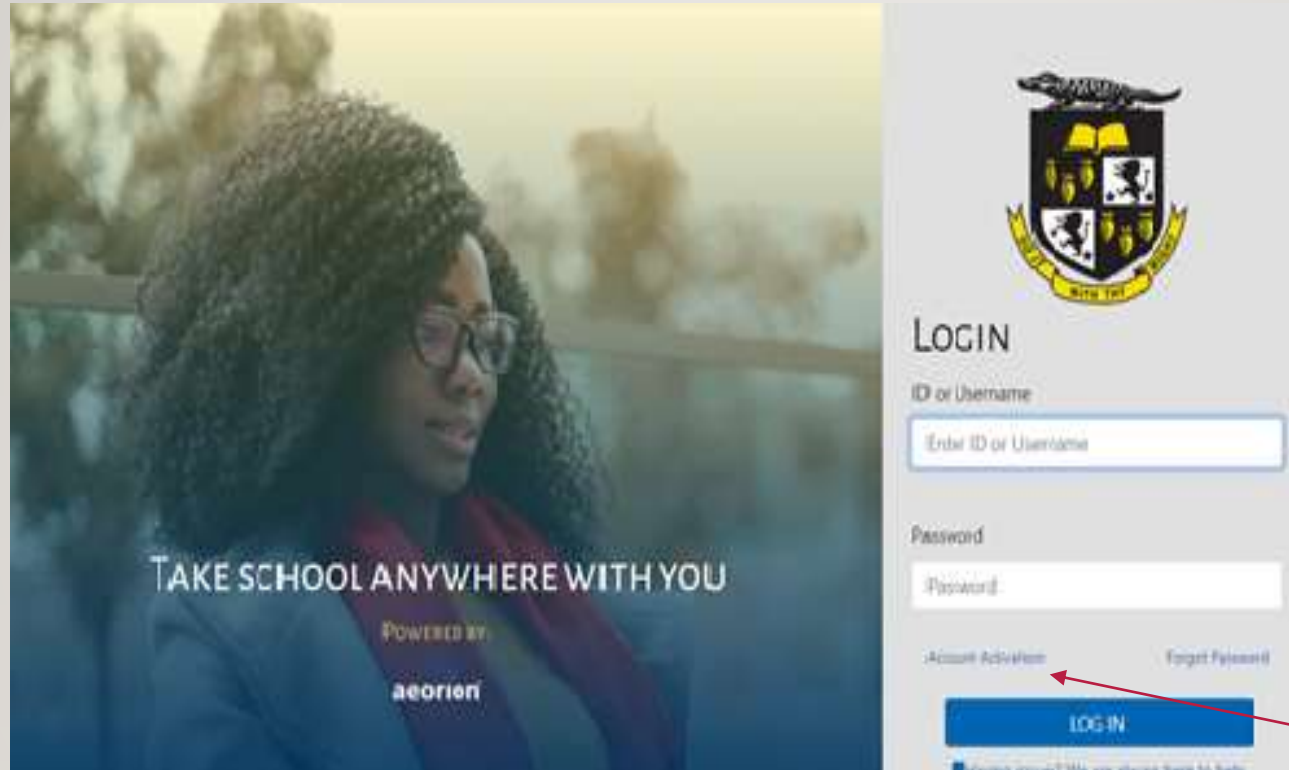search engine

Select this result

URL: **https://aeorion.themico.edu.jm/**

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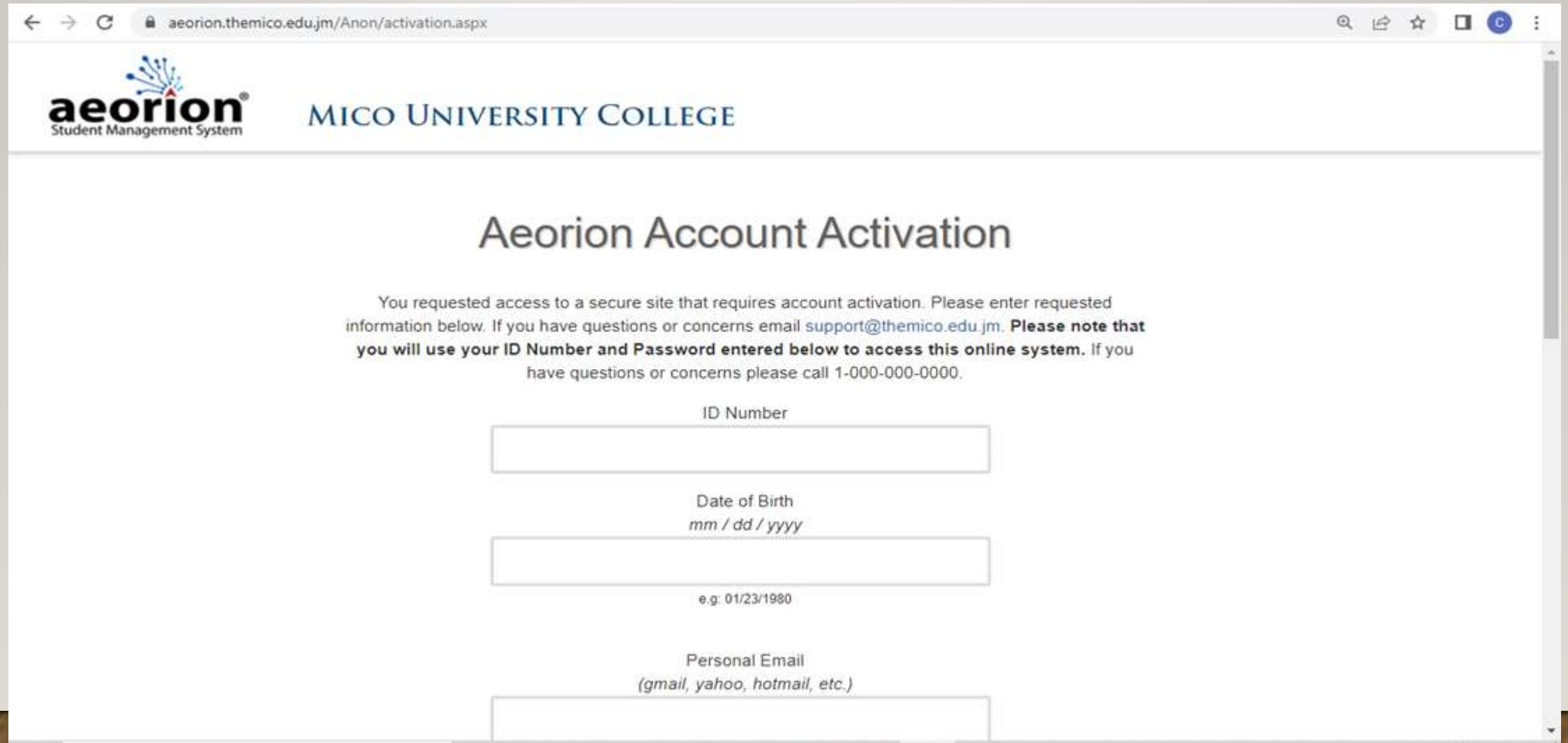


Select "Account Activation"

(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)**

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

# Your Aeorion SMS Home Page

# Activate Your Mico E-mail
j
# (Very Important)

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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.
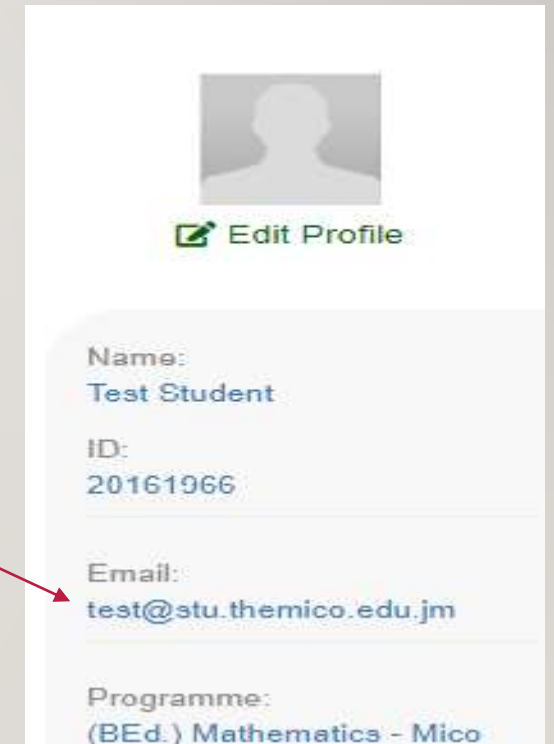


Edit Profile

Name:
Test Student

ID:
20161966

Email:
test@stu.themico.edu.jm

Programme:
(BEd.) Mathematics - Mico

# Academics  Module

# Course Selection and Completion of Registration

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



| Registration |
| --- |
| Check Registration Status |
| Register for Classes |
| Changes in Registration |
| Change of Class Section |
| Change of Extra Class Session |
| General Timetable |
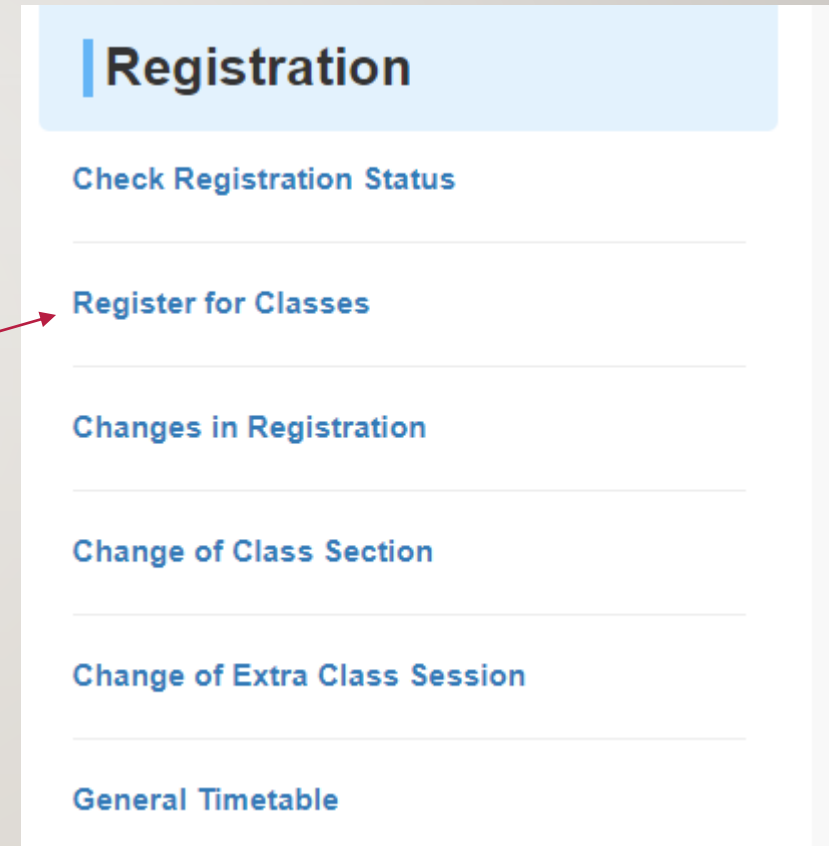
# Course Selection and Completion of Registration

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



Drop Down Menu for Open Registration Periods

# Course Selection and Completion of Registration

Select the tab
"*Begin Registration*"

# Course Selection and Completion of Registration

**You are now at Step 1 on the SMS**

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 |
| Group Credit Limit: 30 | Term Credit Limit: 24 | Pre-req Credits: 0    Total 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

# 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 |
| Group Credit Limit: 30 | Term Credit Limit: 24 | Pre-req Credits: 0     Total 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

Foundation English

Search   ☐ 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

# 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:<br>**Step 1**<br>**Course Selection** | Step 2<br>Calculate Charges | Step 3<br>Pay Fees | Step 4<br>Registration<br>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 |
| Group Credit Limit: 30 | Term Credit Limit: 24 | Pre-req Credits: 0 |
| Group Credits Remaining: 27 | Term Credits Remaining: 21 | Total Term Credits: 3 |

Total 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)

# 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

# Course Selection and Completion of Registration

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

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

## Current Charges
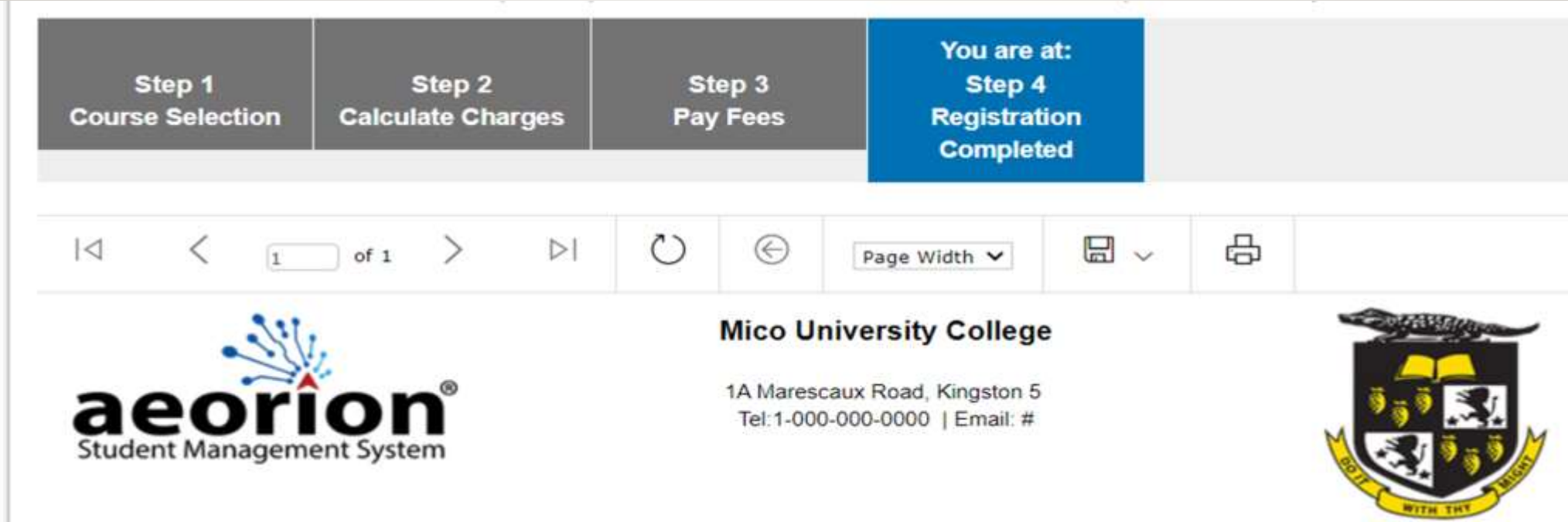
| Fee | Amount |
|---|---|
| No records to display. | |

**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



# 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*"

**Registration**

Check Registration Status

Register for Classes

Changes in Registration

Change of Class Section

Change of Extra Class Session

General Timetable

| Year: | Term: | Schedule: | Campus: |
|---|---|---|---|
| 2023 | Semester 1 | Student Timetable Under Grad | Main Campus |

**Show Course & Registration Information**

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

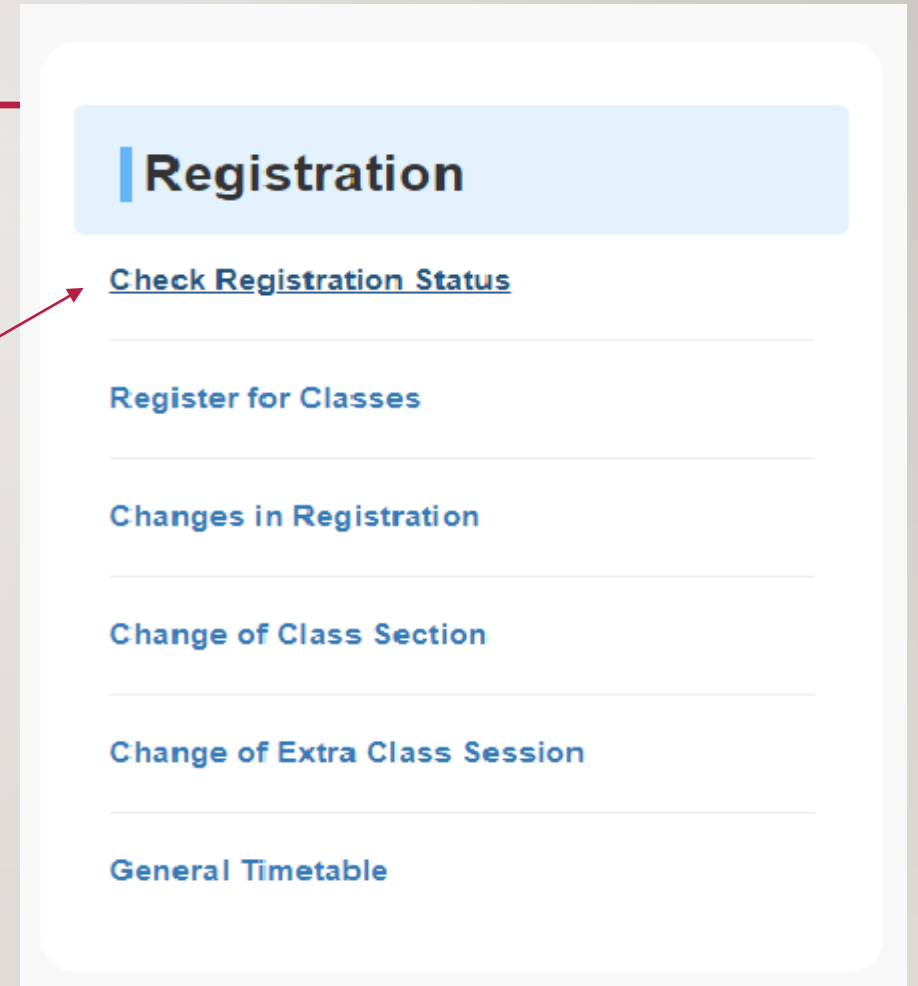## Selected Courses

| 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**

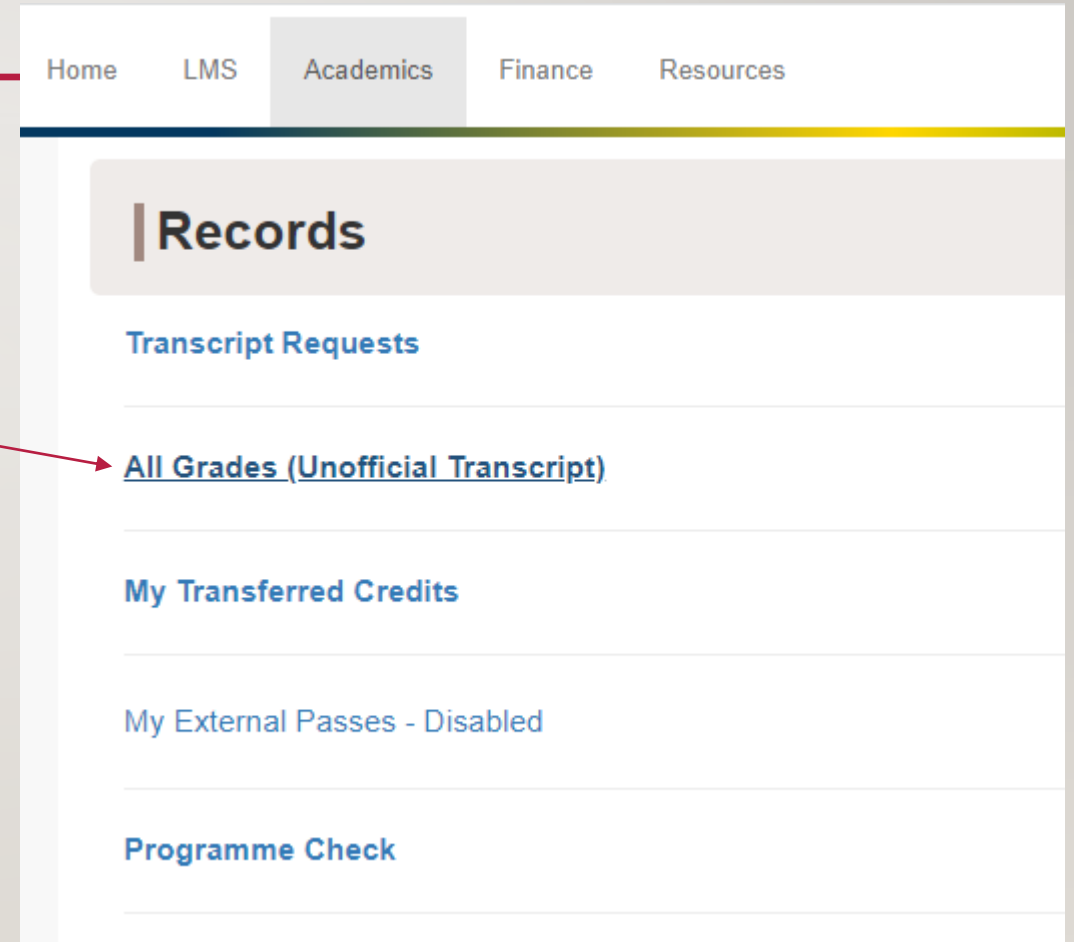**Show Course & Registration Information**

## Selected 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 End