

INSTRUCTIONS ON HOW TO FILL OPRAS ONLINE

1. Visit www.duce.ac.tz
2. Click on *OPRAS* down at the right corner on *Quick Links* or type OPRAS.duce.ac.tz
3. Login: use your login credentials (**Username** and **password** provided). Remember to Change the Initial Password Given by clicking on the **Change Password** Icon on Menu Bar.
4. Read the notes how to fill the form (instructions) 1-5
5. Click on **OPRAS Form** on your top menu; you will get information as seen below

[Inbox Outbox Report](#)

Inbox ([Get Form](#))

Formid	Initiator Name	Date Initiated	Open Delete
995	Maua Samwel	2020-07-01 14:20:26	 
count 1			

Click on “[Get Form](#)”, then open the form on the red box labeled **Open Form**, so that you can see the entire form, then fill the form as instructed.

6. On *Vote Code* fill **T|R|7|8** *Vote Description* fill **DAR ES SALAAM UNIVERSITY COLLEGE OF EDUCATION** then fill your *Check Number* **X|X|X|X|X|X|X**. Sub Vote fill **1|0|0|1| ACADEMIC STAFF** or **1|0|0|2| ADMINISTRATIVE STAFF**. On the *Present Station* fill **D|A|0|3|TEMEKE** and fill in the whole of **Section One** as correct as possible.
7. Click the button **Save** at the bottom of your page after completing **Section One** or **Save** after **any** data entry.
8. Click the button written “**Add New Row**”, IF you have more than **5 objectives**, but it is advised that you add all the rows you need before starting to fill the

information. Unused rows should be deleted by clicking the button “**Delete**” on your right hand side of the rows.

9. After filling section 1 & 2 submit to your Supervisor by clicking the button “**Forward**”. Then **if approved** your OPRAS will be activated for **Section 3** whereby you will fill the second and the third columns for all of your objectives. You then need to **Save and Forward** to your supervisor. (**Note: Section 3 is filled on Mid-Year Review-December**)
10. If **Rejected** the Supervisor may ‘**add comments**’ to inform you as to why the form is rejected and if there **any** changes he may document on the ‘**comment box**’
11. **Section 4:** The Supervisor is supposed to click on the **Revised Objectives** to make Section 4 of the OPRAS form active. It will then be active for adding rows as per the Revised Objectives if any. After filling then forward the Form back to the Supervisor. Then proceed as per the instructions.
12. After filling Section 4 and following the approval by the Supervisor, **Section 5** and **Section 6** will appear automatically with all the information.
13. If there are **no any revised the objective** the Supervisor will approve the form for the next sections.
14. **Section 5 and 6** will appear automatically with all the information. The appraiser is supposed to rate him/herself by putting a mark for each of the **Performance Targets** and then forwarding the form to the Supervisor who must rate (put his/her marks) the Appraiser and send the form back to the Appraiser for **Agreeing or Rejecting the Marks**. The rating process is completed by agreeing on the **Agreed Mark**.

15. After Approving the Agreed Mark the form is forwarded back to the Appraisee for his/her comments on Appraisal Process **if any** on **Section 7** then forward the Form to the Supervisor for his/her comments.

16. **Section 8** : When OPRAS form is forwarded to the Supervisor for comments, he/she will fill in his/her comments regarding **Employee Rewards and Sanctions** if any, else he/she will have to type something like NONE or NIL to indicate that it was attended. The form is then forwarded to the Head of Department for **Recommendation (promotion, salary increment etc)**.

NB: For such offices where the Supervisor is the same as Head of Department (Principal, Deputy Principal, Dean, Director or Manager) the form will be returning back to the same person to write down various comments depending on the level of which the form has been returned for.

17. After the **Head of Department** comments the form will be forwarded to the Deputy Principal (**Administration**) for All **1/0/0/2 Administrative Staff** and **1/0/0/1 Academic Staff** will be directed to Deputy Principal (**Academic**). Remember to properly indicate your **Sub-Vote** code in **Section 1** so that your form can be properly directed (rerouted).

18. The final stage where **ALL Forms** end is at the **Principal's level**. After putting in his comments the Principal will forward the OPRAS form back to the Member of Staff indicating that the **Appraisal Process** has been **completed**.

TIPS TO REMEMBER

- i. **All forms must be clearly filled in All Sections appropriately.**
- ii. **Every Staff must have only one account and one form per specific financial year.**
- iii. **In case of any query you should first consult the WEB Based OPRAS Team leader for Human Resources Matters and for Technical Matters Consult the ICT Administrators for assistance.**