



The Republic of Uganda  
**Ministry of Education and Sports**

# EMIS

## User Manual

(Certificate Awarding Institutions Version)





# USER MANUAL FOR CERTIFICATE AWARDING INSTITUTIONS

## Education Management Information System (EMIS)

EMIS CONSULTANT:

SMS ONE (U) LTD – [WWW.SMSONE.CO.UG](http://WWW.SMSONE.CO.UG)



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## Acronyms / Abbreviations

Acronym	Term
AO	Accounting Officer
API	Application Programming Interface
BTVET	Business, Technical and Vocational Education and Training
CEMIS	Central Education Management Information System
DEMIS	District Education Management Information System
DEO	District Education Officer
DES	Directorate of Education Standards
DHI	District Health Inspector
DIS	District Inspectorate of Schools
EIA	Education Institution Administrator
EISU	Education Institution Sub User
EMIS	Education Management Information System
ER	EMIS Requirement
ES	EMIS Assistant
GU	Guest User
GUI	Graphical User Interface
ICT	Information and Communication Technology
LG	Local Government
LGU	Local Government User
MEO	Municipal Education Officer
MIS	Municipal Inspectorate of Schools
MoES	Ministry of Education and Sports
MOESS	Ministry of Education and Sports Staff
MoICT-NG	Ministry of ICT and National Guidance
NCDC	National Curriculum Development Center
NIN	National Identification Number
NIRA	National Identification and Registration Authority
NITA-U	National Information and Technology Authority of Uganda
PS	Permanent Secretary
SSA	Super System Administrator
UAT	User Acceptance Test
UBOS	Uganda Bureau of Statistics
UBTEB	Uganda Business and Technical Examinations Board
UNEB	Uganda National Examinations Board

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# 01

## GENERAL INFORMATION

EMIS User Manual for Certificate Awarding Institutions

Overview

Naming Conventions

Getting Started

Platform Access Requirements

# 1.1 EMIS User Manual for Certificate Awarding Institutions

## Overview

The purpose of this document is intended for Certificate Awarding Institution Users as a guide on how to use the Education Management Information System (EMIS), a web-based application accessed from <https://emis.go.ug/>. The document is organized in sections of user scenarios based on the possible user service needs. You are advised to review the table of contents to jump directly to the area of your interest.

## 1.2 Naming Conventions



The warning sign is used to provide additional Useful information to a user.

**Bold:** means emphasis

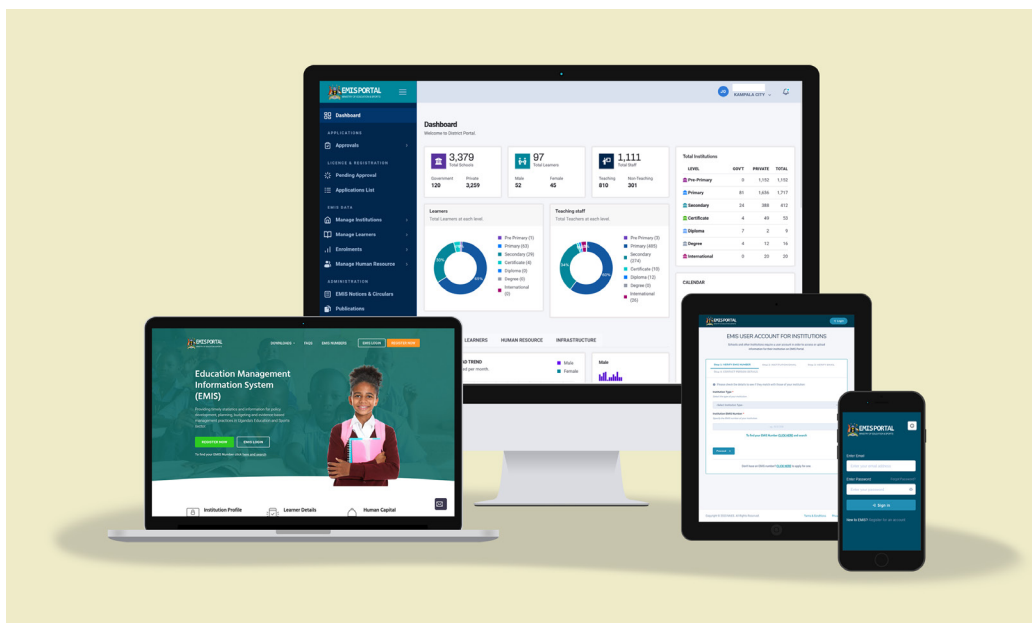
“Text in quotes” is an object on the screen – e.g. “Next” or “Cancel”

## 1.3 Getting Started

### Platform Access Requirements

To access the system, you must have:

- a) A functional desktop computer or laptop. A tablet or smartphone can also be used.
- b) Access to a good internet connection.
- c) Valid credentials from the Ministry of Education & Sports (MoES) to log into EMIS portal.





# 02

## EDUCATION INSTITUTION USERS

This includes instructions on:

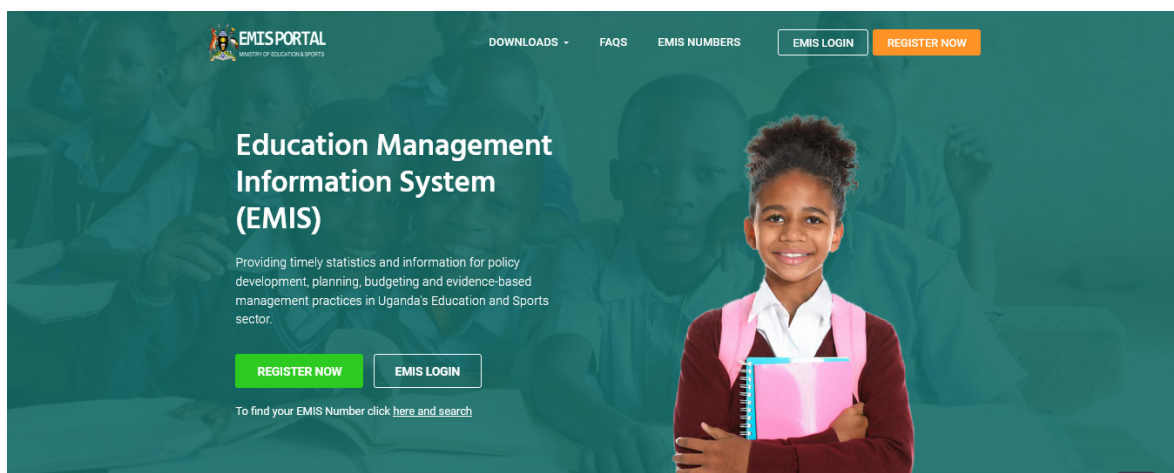
- User Account Creation
- EMIS Number Application
- Student Summary Form
- User Login and Logout
- Institution Identification & Particulars
- Student Management
- Human Resource
- Infrastructure Management
- Facilities Management
- P.E & Sports
- Finance
- GPS Location
- EMIS DATA UPLOAD Status
- Publications
- EMIS Notices & Circulars
- User Manager
- EMIS Support

## 2.1 User Account Creation

To create a user account for an institution on the EMIS portal:

- a. Go and open your browser from an internet connected computer.
- b. Type <https://emis.go.ug/> in the browser's address bar.
- c. Click **"Register Now"** to create your user account.
- d. This opens a form where you choose the **"Institution Type"** from a dropdown list.
- e. Enter the **"Institution EMIS number"** of your institution and click the **"Proceed"** button.
- f. Confirm Institution details retrieved by the system.
- g. Click the **"Proceed"** button to continue or the **"Back"** button to start afresh.
- h. Select the **"Type of institution"** e.g., Technical Institution and then input the official **"Institution Email"** and **"Institution Mobile Phone"** and click the **"Proceed"** button.
- i. Enter the received **"OTP/Verification Code"** in the displayed form to validate the email or mobile phone number supplied.
- j. Click the **"Proceed"** button to continue.
- k. Enter the key **"Contact Person details"** of the institution using NIN validation.
- l. After the NIN for the contact person has been verified, the system displays the **"Surname, Given Name, Sex and Date of Birth"** from the NIN.
- m. Enter the **"Email address"** and **"Phone number"** of the contact person.
- n. Read and accept the **"Terms of Conditions and Privacy Policy"**.
- o. Confirm that all personal information entered is correct by ticking the check box.
- p. Then, click the **"Complete Registration"** button to complete the details of the contact person.

Figure 2.1 EMIS User Portal Home/Landing page



### NOTE:

- The system sends an **"Acknowledgement Email"** to the user explaining the next steps which include approval of the created account by the CEO/DEO/MEO.
- Once the CEO/DEO/MEO approves the your user account, an email with a temporary password will be sent to your official email.

## 2.2 Search EMIS Number

If you (institution) do not know their EMIS number, click below Institution EMIS Number which states “To find your EMIS Number, **CLICK HERE** and search.”

The user is required to enter the following details:

- a. Select the “**Education level**” of the institution from the drop down.
- b. Select the “**District**” of the institution from the drop down.
- c. Select the “**County**” of the institution from the drop down.
- d. Select the “**Sub County**” of the institution from the drop down.
- e. Select the “**Parish**” of the institution from the drop down.
- f. Select the “**Ownership**” of the institution from the drop down.
- g. Click the “**Search**” button to find the EMIS number of your institution or click the “**Reset**” button to start filling in details again.

Figure 2.2 EMIS Number Search Form

The screenshot shows the EMIS Portal interface. At the top left is the EMIS Portal logo with the text 'EMISPORTAL' and 'MINISTRY OF EDUCATION AND SPORTS'. At the top right is a 'Login' button. The main heading is 'EMIS NUMBER SEARCH FORM'. Below the heading is a paragraph of instructions: 'Please use the search form below to retrieve the EMIS Number for your institution. For those whose administrative units changed e.g County or Sub-county, try to search with previous County or Sub-county'. The search form consists of six dropdown menus arranged in two columns: 'Institution Type', 'Sub County', 'District', 'Parish', 'County', and 'Ownership'. Each dropdown menu has a '-SELECT-' option. Below the dropdowns are two buttons: a blue 'Search' button and a white 'Reset' button. At the bottom of the form, it says 'No school records' and provides contact information: 'If you cannot find your school in the list above, please contact your respective District/Municipal/City Education Officer for assistance or send email request to support@emis.go.ug'.

## 2.3 EMIS Number Application

Apply for an EMIS number for your institution through the EMIS Web portal by following the steps below:

- a) Type <https://emis.go.ug/> in the browser’s address bar.
- b) Click the “**Register Now**” button.
- c) There is an option below that reads, “Don’t have an EMIS number? **CLICK HERE**” to apply for one.”
- a) Select the “**Institution type**” from the drop-down options.
- b) Enter the registered “**Institution Name**” of your school.

- c) Select the **“Institution District”** from the drop-down options.
- d) Select the **“Institution County”** from the drop-down options.
- e) Select the **“Institution Sub-County”** from the drop-down options.
- f) Select the **“Institution Parish”** from the drop-down options.
- g) Click the **“Next”** button.
- h) Select the **“Ownership Status”** of your institution from the drop-down options.
- i) Select the **“Year Founded”** of your institution from the drop-down options.
- j) Select the **“Founding Body”** of your institution from the drop-down options.
- k) Select the **“Sex Composition”** of your institution from the drop-down options.
- l) Select the **“Boarding Status”** of your institution from the drop-down options.
- m) Click the **“Next”** button.
- n) Select the **“Type of institution”** e.g., Technical Institution
- o) Input the official **“Institution Email”** and **“Institution Mobile Phone”**.
- p) Click the **“Proceed”** button.
- q) Enter the received **“OTP/Verification Code”** in the displayed form to validate the email or mobile phone number supplied.
- r) Click the **“Proceed”** button to continue.
- s) Enter the NIN of the contact person and click the **“Verify Contact Person NIN”** button.
- t) After the NIN for the contact person has been verified, the system displays the **“Surname, Given Name, Sex and Date of Birth”** from the NIN.
- u) Enter the **“Email address”** and **“Phone number”** of the contact person.
- v) Read and accept the **“Terms of Conditions and Privacy Policy”**.
- w) Confirm that all personal information entered is correct by ticking the check box.
- x) Then, click the **“Complete Registration”** button to complete registration.

Figure 2.3 EMIS Number Application Location details

The screenshot shows the EMIS Portal interface for creating a user account for institutions. The page title is "EMIS USER ACCOUNT FOR INSTITUTIONS". Below the title, a message states: "Schools and other Institutions require a user account in order to access or upload information for their institution on EMIS Portal." The form is divided into four steps: Step 1: LOCATION, Step 2: OWNERSHIP, Step 3: INSTITUTION CONTACTS, and Step 4: CONTACT PERSON DETAILS. Step 1 is currently active. It contains a heading "Please check the details to see if they match with those of your institution" and several input fields:

- Institution Type \***: A dropdown menu with "-SELECT-" selected. Below it is the instruction: "Select the type of your institution."
- Institution Name \***: A text input field with the placeholder "ENTER INSTITUTION NAME". Below it is the instruction: "Enter the registered name of your school."
- Institution District \***: A dropdown menu with "-SELECT-" selected. Below it is the instruction: "Select the District of your application."
- Institution County \***: A dropdown menu with "-SELECT-" selected. Below it is the instruction: "Select the County of your application."
- Institution Sub County \***: A dropdown menu with "-SELECT-" selected. Below it is the instruction: "Select the Sub County of your application."
- Institution Parish \***: A dropdown menu with "-SELECT-" selected. Below it is the instruction: "Select the Parish of your application."

At the bottom of the form, there is a blue "Next →" button.

## NOTE:

The system sends an **“Acknowledgement Email”** to the user explaining the next steps which include:

- a) Recommendation of the EMIS Number Application by the CEO/DEO/MEO.
- b) Approval of the EMIS Number Application by the Ministry staff official

Once the CEO/DEO/MEO recommends the EMIS Number Application, it is then forwarded to the Ministry staff official who then approves the institution EMIS Number Application. After the approval, the institution receives two emails from Ministry of Education and Sports.

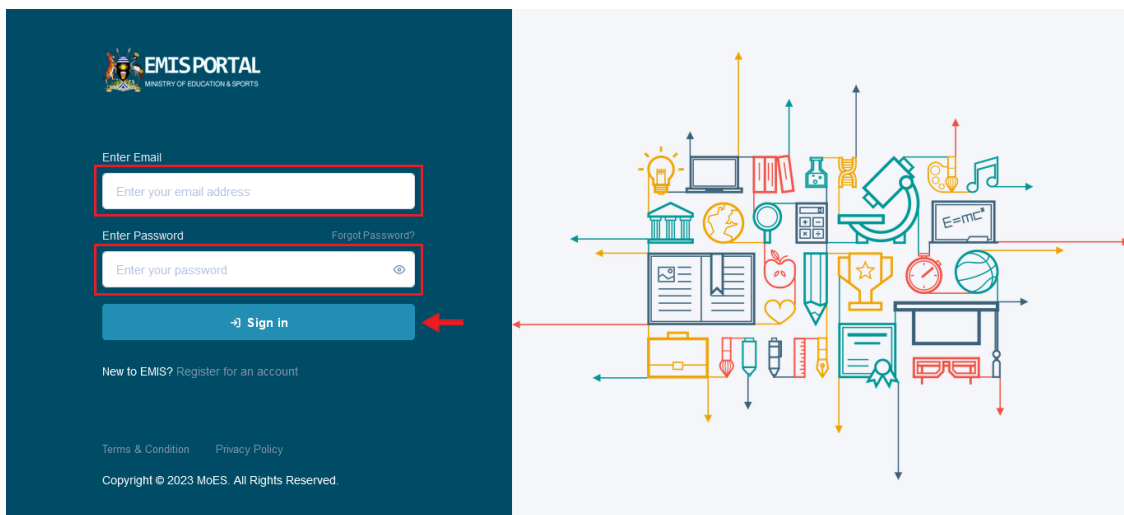
- a) The first email has the EMIS number assigned to the institution plus a pdf attachment of the EMIS number certificate for the institution from Ministry of Education and Sports.
- b) The second email has log in credentials to the EMIS Web Portal which include a username and temporary password which the institution will use to sign in. Please note that the temporary password is automatically generated by the EMIS system, and the user will be prompted to change the password on first time login.

## 2.4 User Login

To login as an institution on the EMIS portal:

- a. Open your browser from an internet connected computer.
- b. Type <https://emis.go.ug/> in the browser’s address bar.
- c. Click the **“Login”** button to log on to your user account.
- d. Enter your **“Username”** and **“Password”** and click the **“Login”** button.

Figure 2.4.0 EMIS Number Application Location details

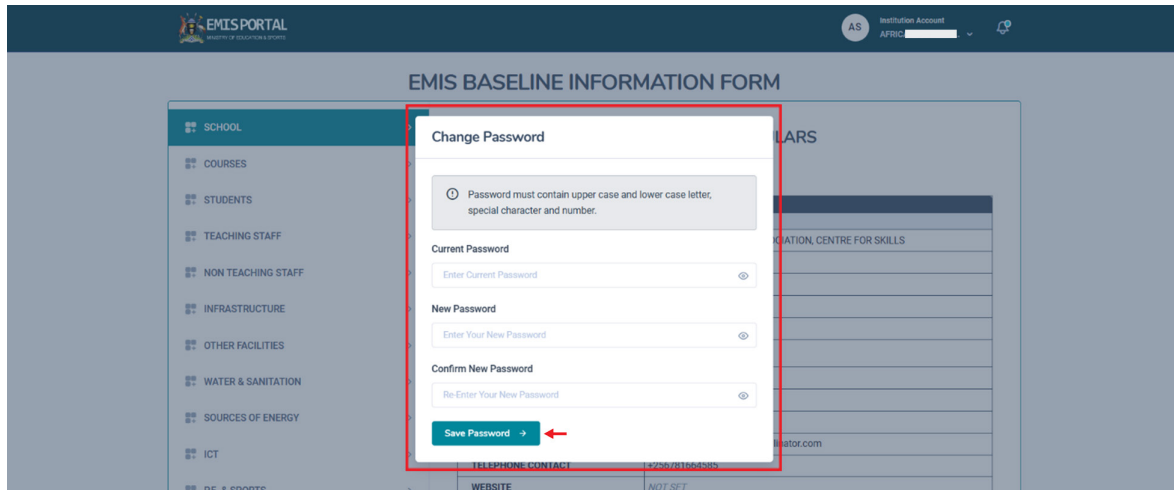


**Remember:** If the Username/Email or Password are wrong, the user is shown an error message. This prompts the user to re-input the correct login details.

On successful login, the system prompts you to change the password.

- a. Insert the “Current Password”
- b. Insert the “New Password”
- c. Insert the “Confirm New Password”
- d. Click the “Save Password” button to have the user password changed.

Figure 2.4.1 Change Password



The screenshot shows the EMIS PORTAL interface with a 'Change Password' modal form. The form contains a password strength indicator, three input fields for 'Current Password', 'New Password', and 'Confirm New Password', and a 'Save Password' button. A red box highlights the form, and a red arrow points to the 'Save Password' button.

**NOTE:** The new password shall:

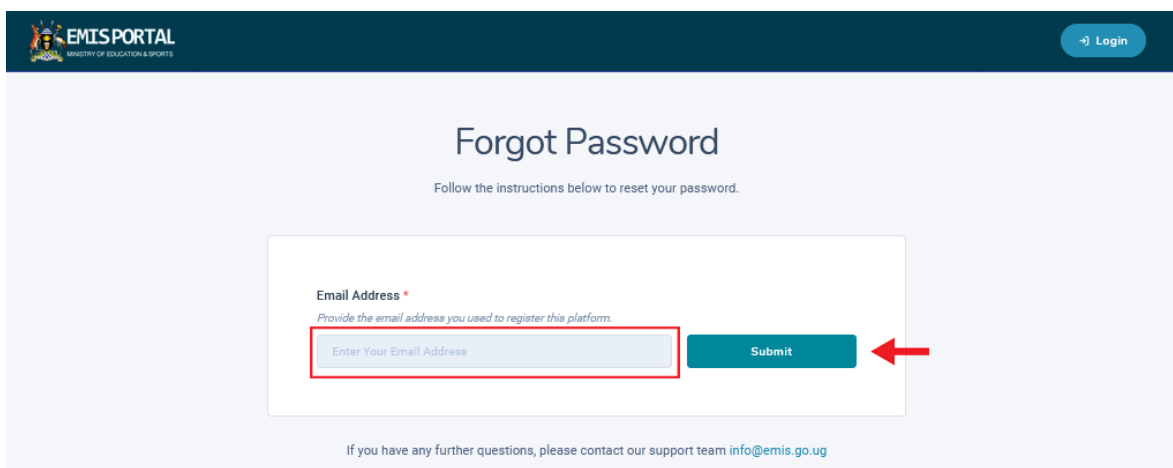
- Be a minimum length of six characters.
- Contain at least one uppercase character, lowercase character and numeric character.
- Contain at least one special character such as: “%”, “&”, “#”, “@” etc.

## 2.6 Password Recovery

The “Forgot Password” functionality is designed so that a registered user can retrieve a lost or forgotten password on their own. To access the “Forgot Password” functionality.

- a. Go to the EMIS portal <https://emis.go.ug/> and navigate to the “Login” section.
- b. Click the “Forgot Password” button and enter the “Email Address” of the institution.
- c. Click the “Submit” button after inputting email address.

Figure 2.6 Email address to send recovery details



The screenshot shows the EMIS PORTAL interface with a 'Forgot Password' form. The form is titled 'Forgot Password' and includes a 'Submit' button. A red box highlights the 'Email Address' input field, and a red arrow points to the 'Submit' button.

**NOTE:** Entering a wrong email address displays an error message to the user. The error message requests the user to re-input the email address that requires the recovery details.

An email with a **“Reset Password”** link is sent to the institution registered email which redirects you to a page where you are able to create a new password. This opens a web page where the EIA is prompted to provide the new password information:

- New password
- Password confirmation

The reset password shall:

- Be a minimum of length of six characters.
- Contain at least one uppercase character and at least one numeric character.
- Contain at least one special character such as “!”, “#”, “@”, “&”, “%” etc.

## 2.5 Student Summary Form

Enter the summary information of the Students within the institution by selecting the term and providing a summary of total Students by class and gender in the school/institution.

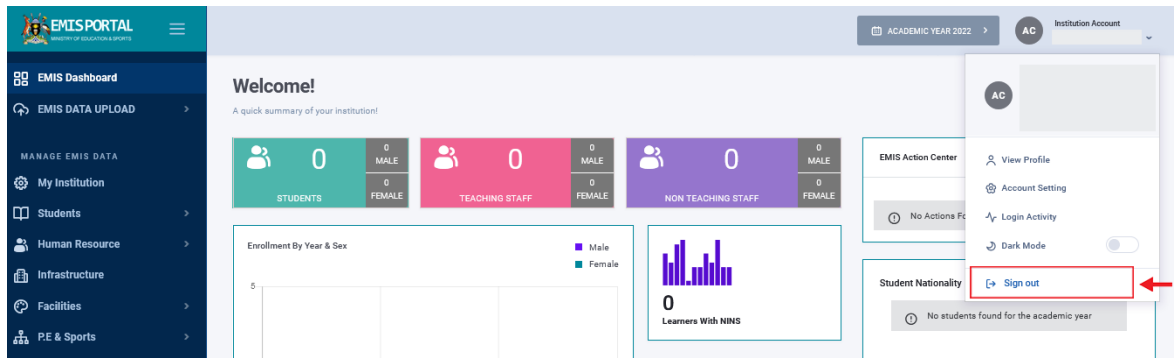
Figure 2.5 Student Summary Form

Class	Male	Female	Total
YEAR 1	75	0	75
YEAR 2	80	0	80
YEAR 3	65	0	65
Total	220	0	220

## 2.7 User Logout

To logout, navigate to the log out button beneath the username on the top right corner.

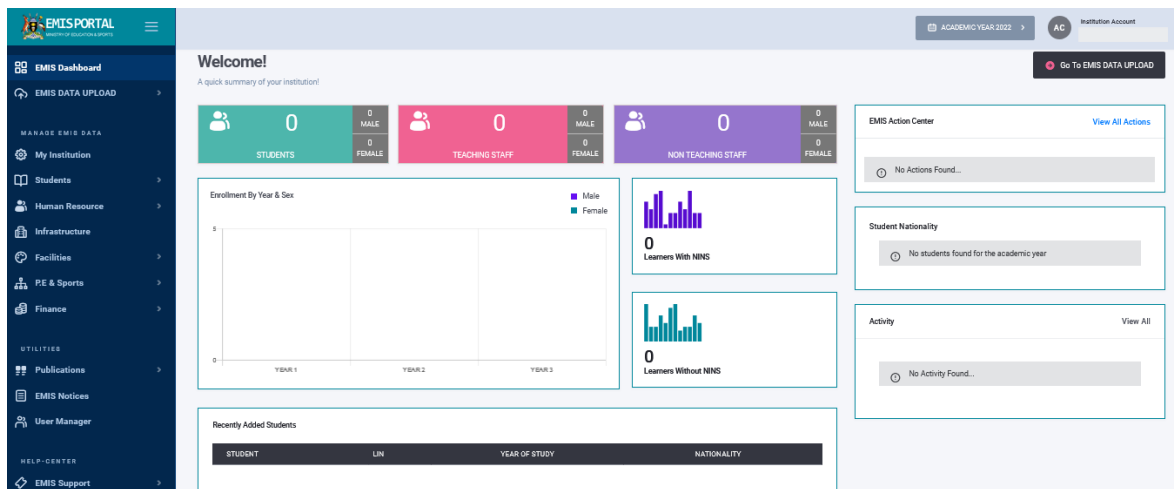
Figure 2.7 Log out/Sign out of EMIS portal



## 2.8 User Dashboard

Once you log into your account on the EMIS portal, you are redirected to your respective dashboard.

Figure 2.8.0 EMIS Portal User Dashboard



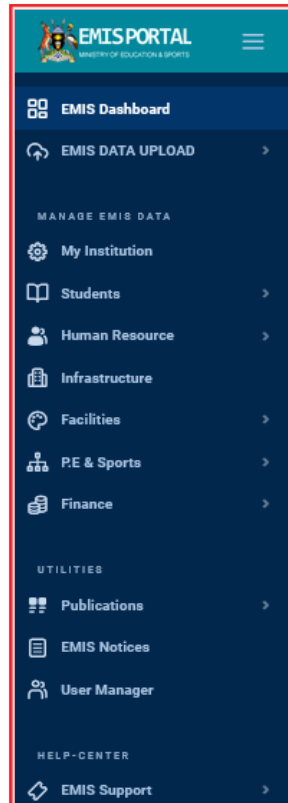
The dashboard has the user menu that contains the following items:

- **Dashboard:** Has link that displays the user dashboard.
- **My Institution:** Where you can view and manage institution's profile information.
- **Students:** This functionality has a sub-menu to manage students' information and other processes such as student transfers.
- **Human Resource:** Through this functionality, you can manage human resources information regarding teaching and non-teaching staff in the institution.
- **Infrastructure:** For managing data about the institution's infrastructure.
- **Finance:** Through this functionality, you can add and manage the income and finance information of an institution.



- **Projects:** You can add project monitoring details about ongoing projects but also view past projects implemented by government in their institution.
- **Messaging:** This functionality enables you to send and view emails and notices sent by MoES
- **Help Desk:** Interface through which the institution user can request EMIS support.
- **EMIS Notices:** Contains different MOES communication to the Education Institutions.
- **Publications:** Through this functionality, you are able to download published documents i.e., reports, manuals etc. by the MOES.

Figure 2.8.1 EMIS Portal User Menu



## 2.9 Institution Identification & Particulars

Update your institution’s basic information like institution identification, ownership, GPS details, operational details, health information, branches or campuses and addition of both examinable and non-examinable courses.

To update the institution identification particulars and branches/campuses.

- Go to the menu on your Dashboard
- Select **“EMIS DATA UPLOAD”**
- Select **“Upload Data”**

Figure 2.9.0 EMIS Dashboard – Update EMIS DATA UPLOAD

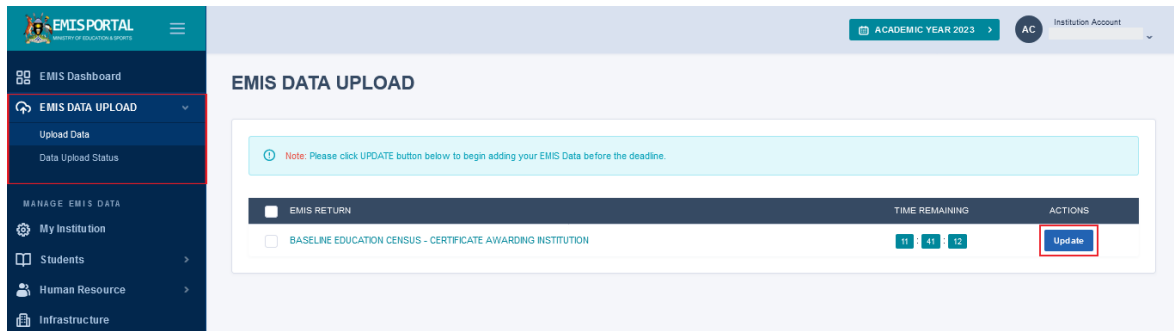
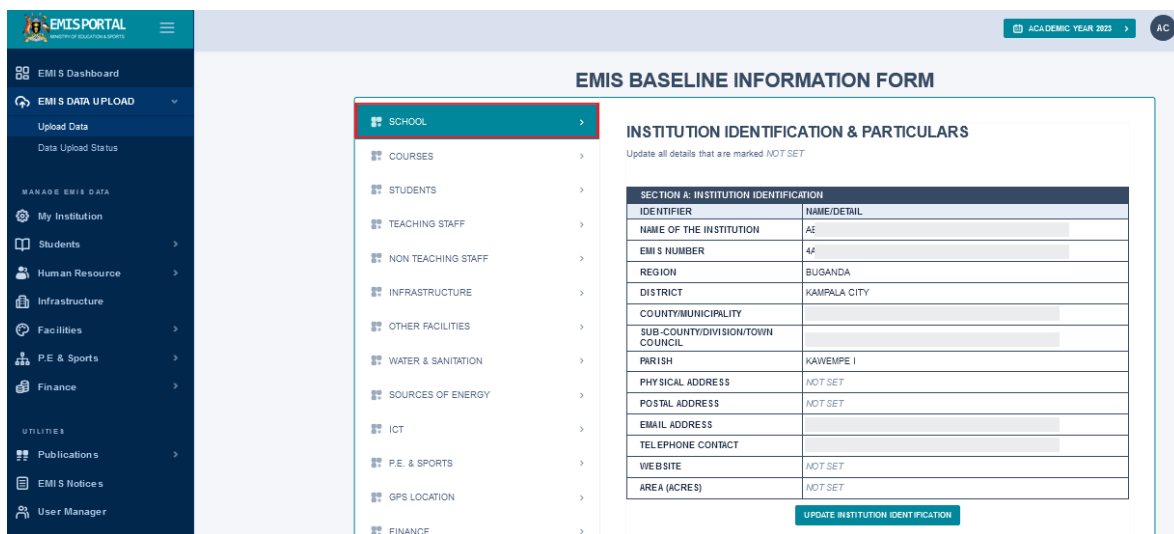


Figure 2.9.0.1 EMIS DATA UPLOAD – Update school information



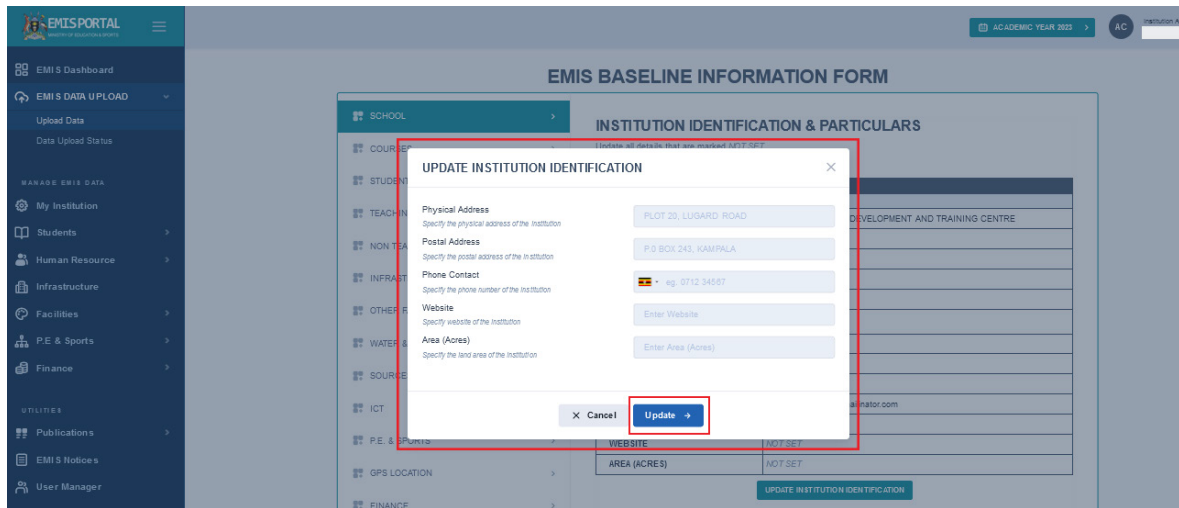
- d. Click “Update” button in the Actions column.
- e. The EMIS Baseline Information Form will open and then select the “School” tab.

## 2.9.1 Update Institution Identification

To update the institution identification details:

- a. Go to the “School” tab under EMIS Baseline Information Form menu.
- b. Click the “Update institution identification” button.
- c. Then update all details that are marked NOT SET:
  - i. Physical Address
  - ii. Postal Address
  - iii. Phone Contact
  - iv. Website
  - v. Acres
- d. Click “Update” button after filling in the required information.

Figure 2.9.1 Update EMIS DATA UPLOAD – Institution Identification

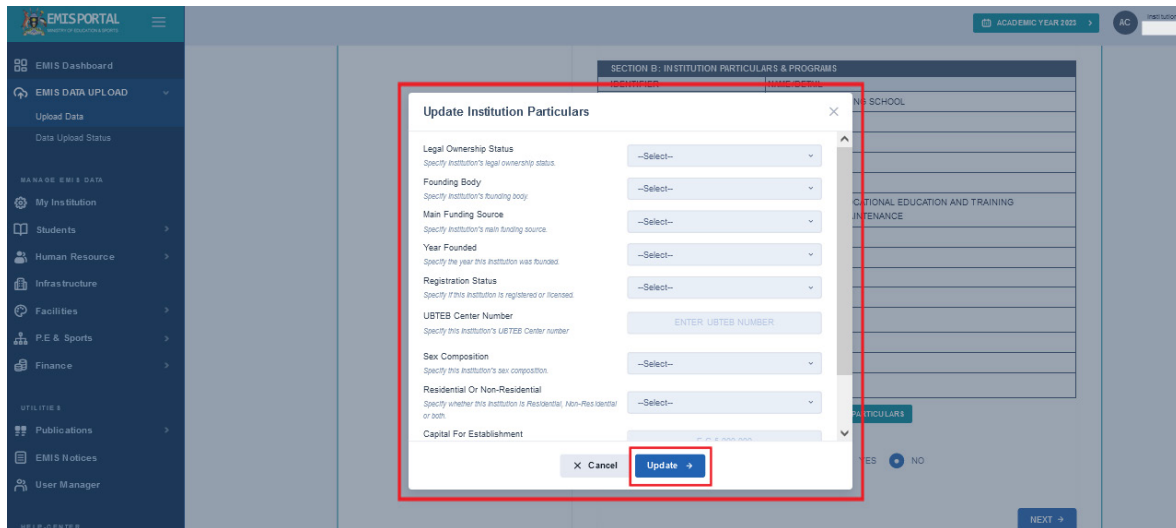


## 2.9.2 Update institution particulars

To update the institution particulars details:

- a. Go to the “**School**” tab under EMIS Baseline Information Form menu.
- b. Click the “**Update institution particulars**” button.
- c. Then update all details that are market NOT SET:
  - i. Legal Ownership Status
  - ii. Founding Body
  - iii. Main Funding Source
  - iv. Year Founded
  - v. Registration Status
  - vi. If registered or licensed, enter Registration Number
  - vii. UBTEB Center Number
  - viii. Sex Composition
  - ix. Residential Or Non-Residential
  - x. Capital For Establishment
  - xi. Distance to nearest Health Facility
- d. Click “**Update**” button after filling in the required information.

Figure 2.9.2 EMIS Dashboard – Update EMIS DATA UPLOAD – Update Institution Particulars

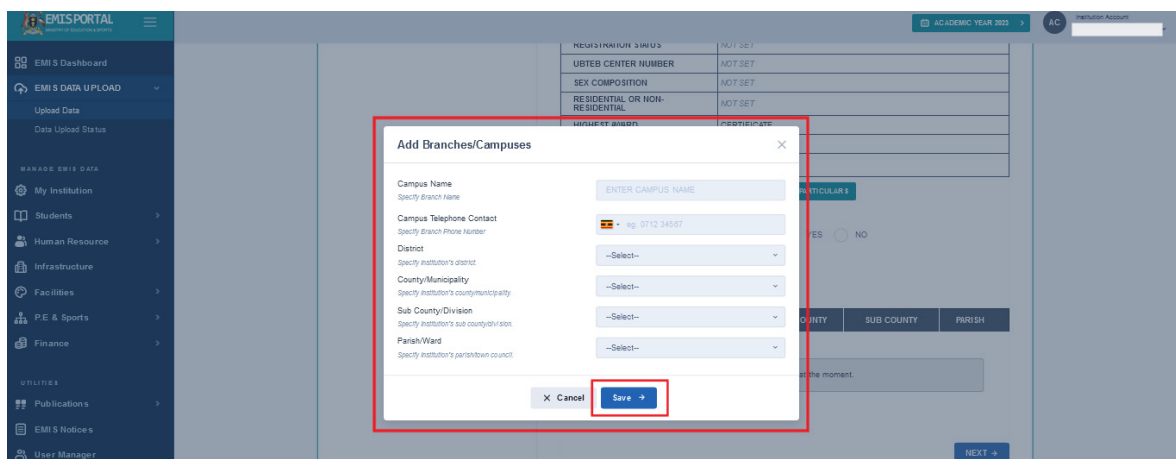


### 2.9.3 Add Branches/Campuses

To add branches or campuses to an institution:

- Go to **"School"** tab under EMIS Baseline Information Form menu.
- Select **"Yes or No"** if the institution has branches/campuses.
- If **"Yes"** click **"Add Branches/Campuses"** button.
- Click **"Save"** button after filling in the required information.

Figure 2.9.3 DEMIS Dashboard – Update EMIS Returns – Add Branches/Campuses



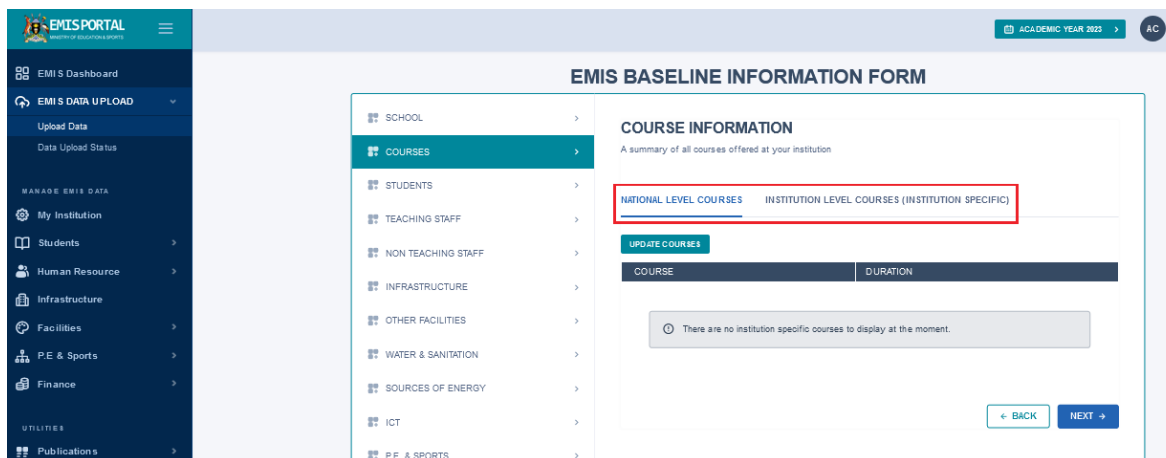
### 2.9.4 Add National Level courses and Institution Level courses

To add examinable and non-examinable courses to an institution:

- Go to **"Courses"** tab under EMIS Baseline Information Form menu.
- Select either **"National Level Courses or Institution Level Courses"**.
- Click **"Update Courses"** button.

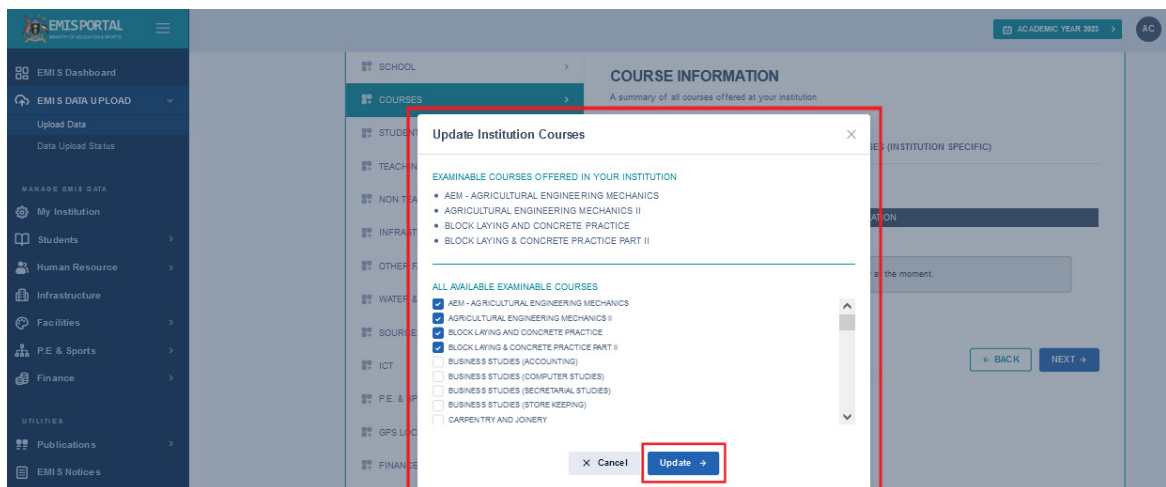
- d. Under National level Courses courses, multiple select option is active where you can select more than one course that is examinable in the institution.

Figure 2.9.4.0 EMIS Baseline Information Form – Courses Information



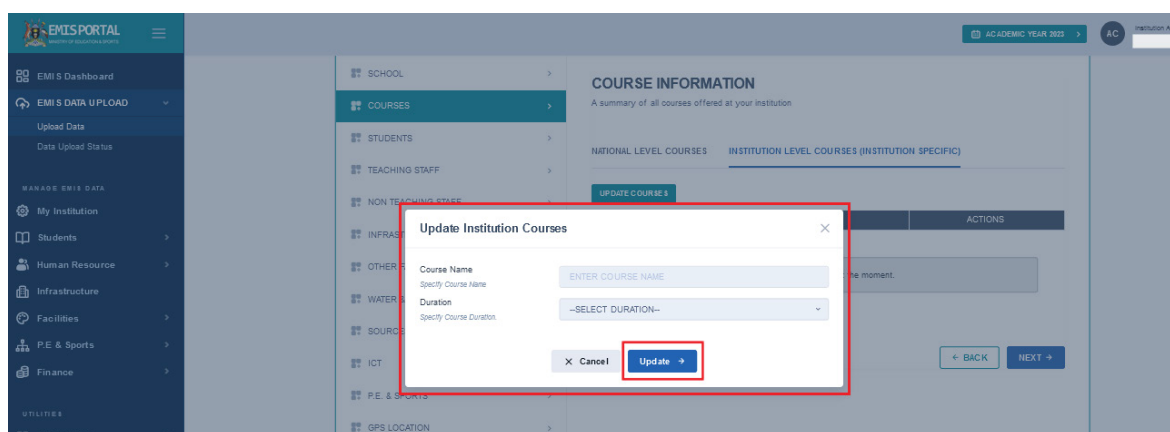
Update the National Level Courses in their institution by clicking the “**Update Courses**” button under “**National Level Courses**” tab then click “**Update**” button to add them.

Figure 2.9.4.1 EMIS Baseline Information Form – Update National Level Courses



Update non-examinable courses in their institution by clicking the “**Update Courses**” button under “**Institution Level Courses**” tab. Insert “**Course Name**” and select the “**Course Duration**”, then click “**Update**” button to add them.

Figure 2.9.4.2 EMIS Baseline Information Form – Institution Level Courses

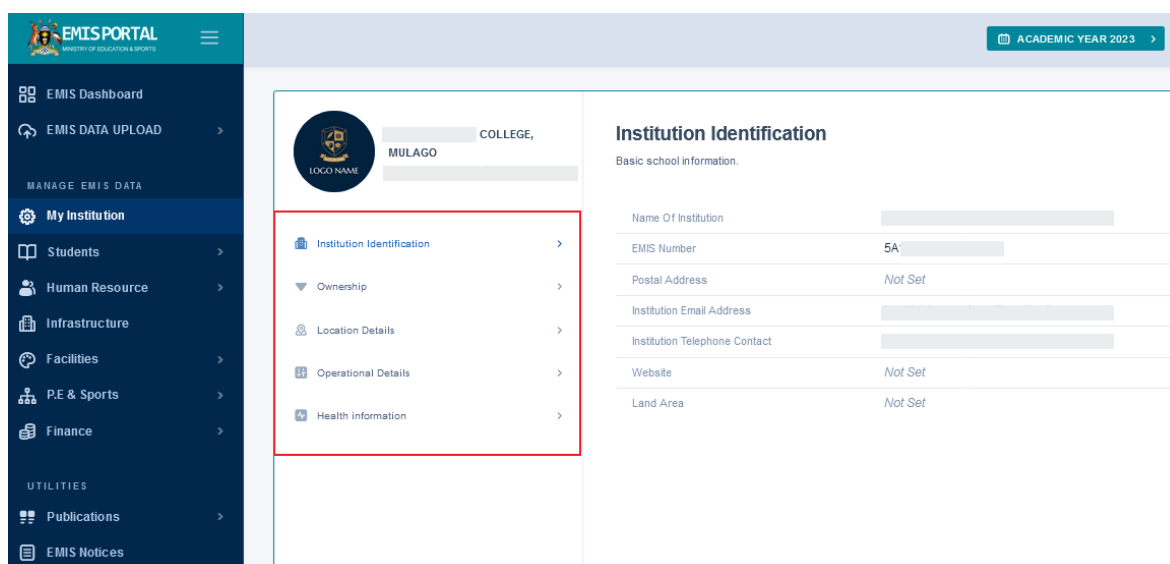


## 2.9.5 View My Institution details

To view the details of your institution:

- Go to the menu of the EMIS Dashboard
- Select **“My institution”** from the menu.
- You can view the following institution identification details, ownership details, GPS details, operational details, and health information.

Figure 2.9.5 EMIS Dashboard – My institution



## 2.10 Student Management

Under this functionality, register Students into EMIS, edit and update their information, transfer Students and upload bulk images of Students.

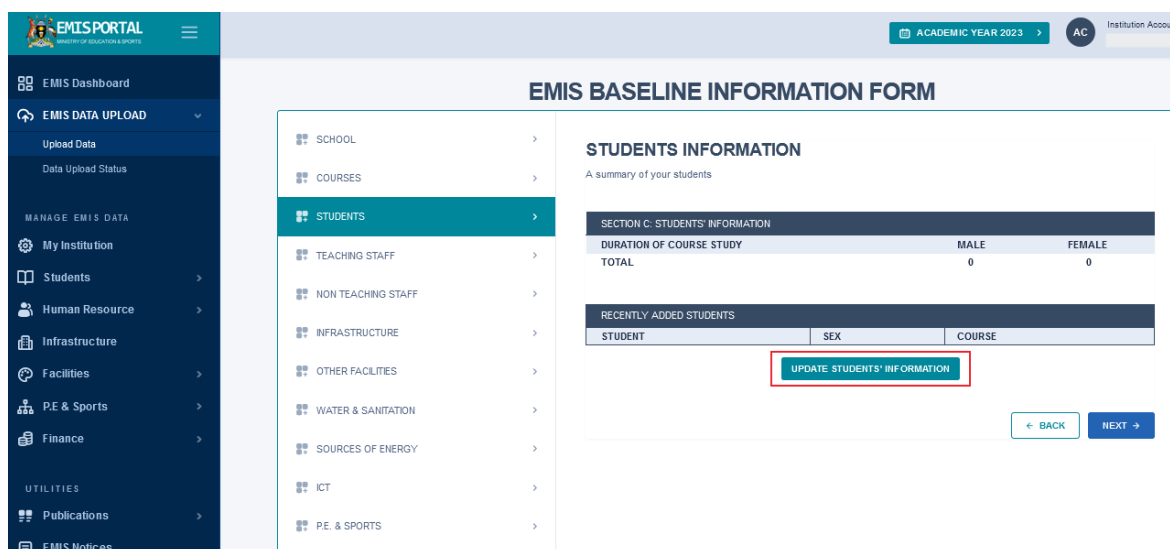
## 2.10.1 Baseline Student Registration

The baseline Student registration encompasses the initial process of registering all Students across all education institution levels into EMIS. The registered Students are assigned a Learner Identification Number (LIN) which will work alongside the NIN.

To add a single Student:

- a. Go to the left menu on your Dashboard.
- b. Select the **“EMIS DATA UPLOAD”** tab.
- c. Click **“Upload Data”**
- d. Then click the **“Update”** button in the Actions column.
- e. You are redirected to the **“EMIS Baseline Information Form”** where they will find other functionalities.
- f. Select the **“Students”** functionality from the form.
- g. Click the **“Update Student’s Information”** button.

Figure 2.10.1 Student management – EMIS Baseline Form – Update Students



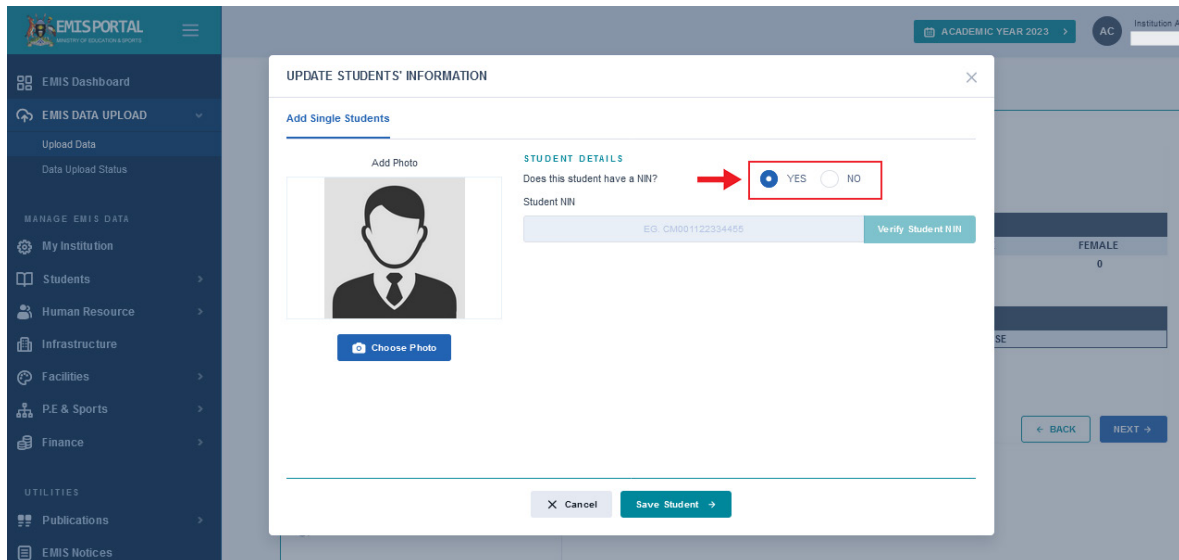
The screenshot displays the EMIS Baseline Information Form interface. On the left is a dark blue navigation menu with options like 'EMIS Dashboard', 'EMIS DATA UPLOAD', and 'MANAGE EMIS DATA'. The main content area is titled 'EMIS BASELINE INFORMATION FORM' and contains a sidebar with categories such as 'SCHOOL', 'COURSES', 'STUDENTS', 'TEACHING STAFF', etc. The 'STUDENTS' category is selected. The main content area shows 'STUDENTS INFORMATION' with a sub-section 'SECTION C: STUDENTS' INFORMATION' containing a table for 'DURATION OF COURSE STUDY' with columns for 'MALE' and 'FEMALE', both showing '0'. Below this is a 'RECENTLY ADDED STUDENTS' table with columns for 'STUDENT', 'SEX', and 'COURSE'. A red box highlights the 'UPDATE STUDENTS' INFORMATION' button located below the table. At the bottom right of the form are '← BACK' and 'NEXT →' buttons.

## 2.10.2 Add Single Student Using Web Form

When you select this method, two further options are presented for adding a student:

- a. Adding a student **“With a NIN”** and
- b. Adding a student **“Without a NIN”**

Figure 2.10.2.0 Student management – EMIS Baseline Form



In case of a “Student with NIN”.

- a. Select the “Yes” option button and then enter the “Student NIN”.
- b. Click the “Verify Student NIN” button to proceed.
- c. Once verified, enter the following details:
  - i. If student is offering an examinable or non-examinable course
  - ii. Student district of birth
  - iii. Student health issues
  - iv. Student special needs if any
  - v. Student Talents
  - vi. Student’s Next of KIN details including their NIN if Ugandan, Passport if Foreign and Refugee ID number if Refugees.

Figure 2.10.2.1 Student NIN details verification form view

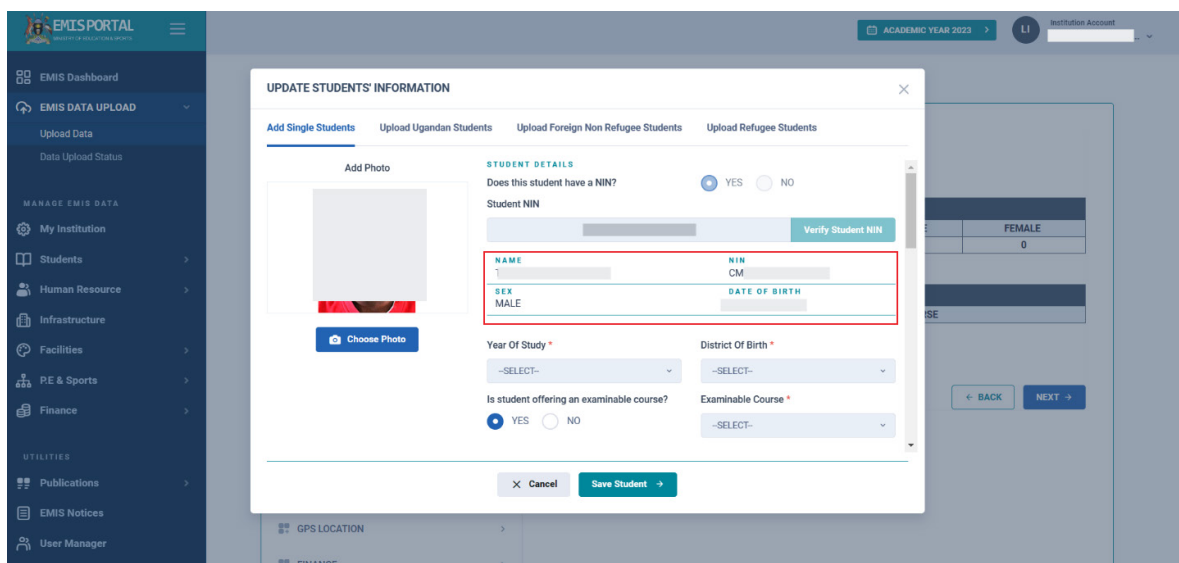




Figure 2.10.2.2 Student other details on web form

**NOTE:**

To “Add a Student without a NIN”, choose option “No”. You are then prompted to choose if the student is a refugee.

In the case the student is not a refugee, You proceed to choose the Nationality and then enter the “Student Pass” of the Student i.e., **ST1234567**. You are required to enter the Parent/Guardian details where you are required to enter a “Passport Number” of the parent which is as well verified before proceeding to save the student.

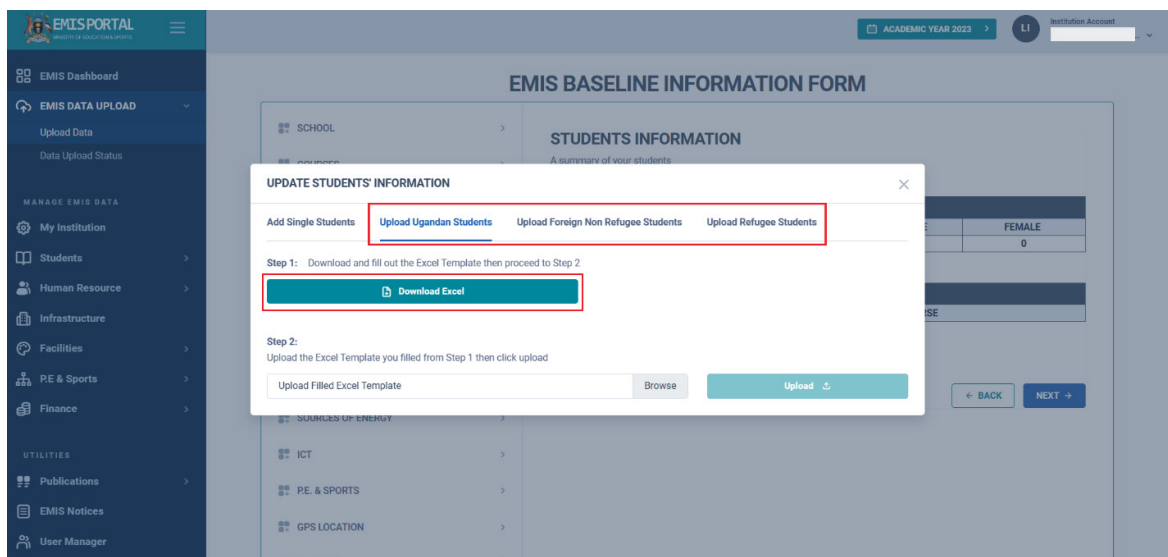
In the case the student is a refugee, choose option “Yes,” and proceed to choose the Nationality and then enter the “Refugee ID Number” of the Student i.e., **RM1-23456789**. You are also required to enter the Parent/Guardian details where you are required to enter a “Refugee ID Number” of the parent which is as well verified before proceeding to save the student.

### 2.10.3 Add Students Using Excel Workbook Upload

To upload batch Ugandan, Foreign Non-Refugee and Refugee Students with excel, select either of the remaining tabs.

- Select the “Upload Ugandan Students” or “Upload Foreign Non-Refugee” or “Refugee Students” tab from the Update Student’s information screen.
- Click the “Download excel template” button to download the excel template and add batch Students.
- Click the “Browse” button and select the excel file to upload from your file directory.
- Then click the “Upload” button to import students from the Excel workbook.

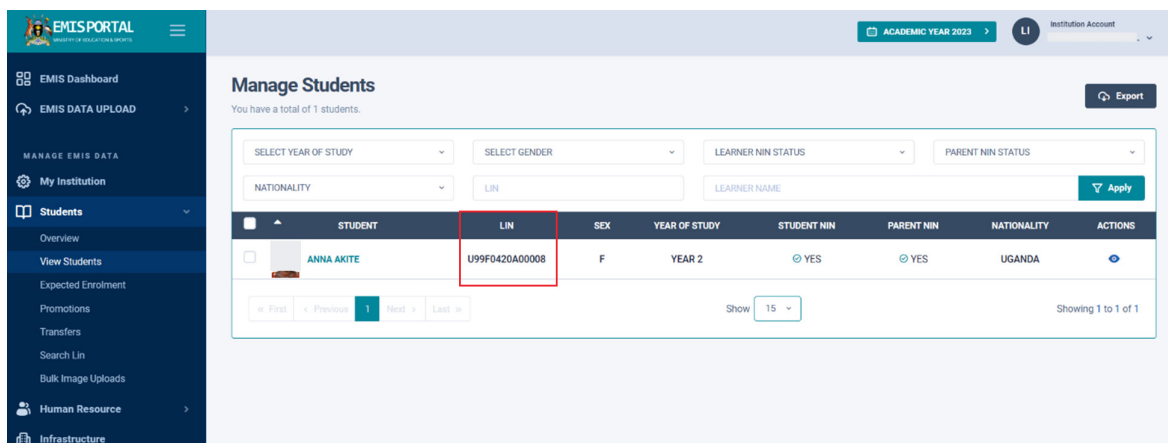
Figure 2.10.3 Student management – EMIS Baseline Form - Add Ugandan Students



## 2.10.4 Generating a Learner Identification Number (LIN)

The system auto generates LINs for all the Students uploaded or added in the EMIS system.

Figure 2.10.4 View Student Page – Auto-generated LINs.



## 2.10.5 View Student Profile

You can select each Student to view their profile information:

- Select the “**Students**” tab on the EMIS Portal Menu.
- Select the “**View Students**” to view the **Students within the institution.**
- Click the “**View details icon**” under the **Actions** column of every Student.
- You are able to view all details of the selected Student.

Figure 2.10.5.0 Student Profile – View Students

The screenshot displays the 'Manage Students' section of the EMIS Portal. At the top, there are filters for 'SELECT YEAR OF STUDY', 'SELECT GENDER', 'LEARNER NIN STATUS', and 'PARENT NIN STATUS'. Below these is a table with the following columns: STUDENT, LIN, SEX, YEAR OF STUDY, STUDENT NIN, PARENT NIN, NATIONALITY, and ACTIONS. The table contains one entry for ANNA AKITE with LIN U99F0420A00008, SEX F, YEAR OF STUDY YEAR 2, STUDENT NIN YES, PARENT NIN YES, and NATIONALITY UGANDA. A red box highlights the 'ACTIONS' column for this student, which contains an eye icon. The page also features a sidebar on the left with navigation options and a top navigation bar with 'ACADEMIC YEAR 2023' and 'Institution Account'.

Figure 2.10.5.1 Student Profile – Student Basic Information

The screenshot displays the 'Student Profile' for ANNA AKITE (U99F0420A00008). The page is divided into two main sections: 'Personal Information' and 'Education Information'. The 'Personal Information' section includes fields for Full Name (ANNA), Date of Birth (9 APRIL 1999), Nationality (UGANDA), District of Birth (NOT SET), LIN (U99F0420A00008), NIN (CF99\*\*\*\*\*PK6H), Year of Study (YEAR 2), and Course (NCFD - NATIONAL CERTIFICATE IN FASHION AND GARMENT DESIGN). The 'Education Information' section lists two institutions: KABERAMAIDO TECHNICAL INSTITUTE (4A558000) and LUGOGO VOCATIONAL TRAINING INSTITUTE (4A138002). A red box highlights the 'Basic Info' tab in the left sidebar. The 'Edit Learner' button is located in the top right corner of the 'Personal Information' section.

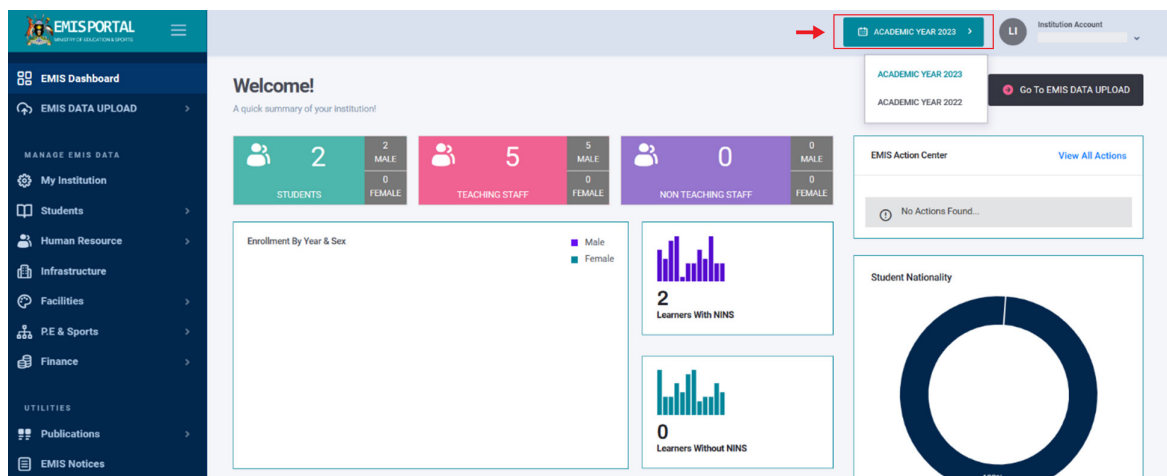


Remember: You can edit/update the student profile information by clicking the “Edit Student” button found under Basic information on the top right-hand corner of the screen.

## 2.10.6 View Students by academic year

View registered Students by selecting academic year once you have logged into EMIS on the dashboard. Click the “Academic Year” button.

Figure 2.10.6 Registered Students by Academic Year



## 2.10.7 Sorting of Students' list

Sort the students' list by Name, LIN, Sex, Class, Student NIN status, Parent NIN status and Nationality.

Figure 2.10.7 Sort by Name, LIN, Sex, Class, NIN Validation Status and Nationality

STUDENT	LIN	SEX	YEAR OF STUDY	STUDENT NIN	PARENT NIN	NATIONALITY	ACTIONS
DER	U88M0820A00001	M	YEAR 1	YES	YES	UGANDA	
ANN	U99F0420A00008	F	YEAR 2	YES	YES	UGANDA	



*Remember: To sort, you must click on any of the headers and the student information will be sorted according to your choice*

## 2.10.8 Filtering of Students' list

Filter the student's list by Class, Gender, Student NIN status, Parent's NIN status, Nationality and Student Names.

Figure 2.10.8 Filter by Class, Gender, NIN Status, Nationality and Names



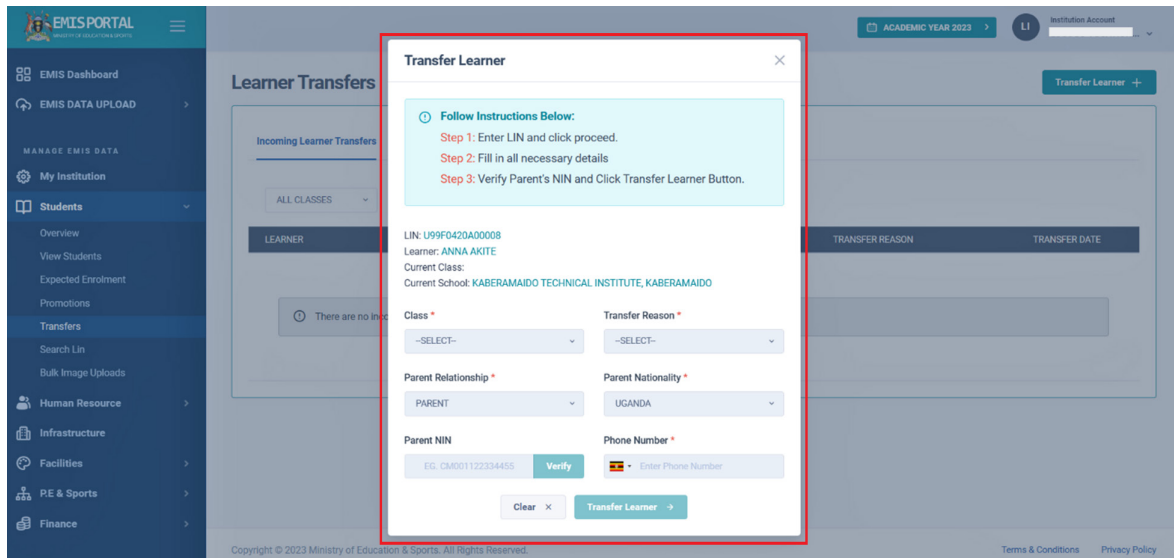
*Remember: To filter, you can choose any of the filters present. When clicked, the filters have a dropdown list of other options you can choose from.*

## 2.10.9 View and Manage Student Transfers

Initiate a student transfer request by following the steps below:

- a) Go to the EMIS Dashboard on the left.
- b) Select the “**Students**” module and select “**Transfers**” to transfer Students.
- c) View either “**Incoming transfers**” or “**Outgoing transfers**”.
- d) Click the “**Transfer Student**” button and enter the “**LIN**” or “**NIN**” of the student.
  - a) Click the “**Proceed**” button.
  - b) Details of the Student’s LIN, Names, Class, and Current School appear in a window.
  - c) Enter the following Student details to transfer the student:
    - i. Enter the “**Class**” of the student.
    - ii. Select the “**Transfer Reason**” from a drop down of options.
    - iii. Enter the “**Parent Relationship**” either Parent or Guardian
    - iv. Enter the “**Parent Nationality**”. If the parent is Ugandan, you are required to enter their “**National Identification Number**”. If the parent is foreign, you are required to enter their “**Passport Number**”.
    - v. Click the “**Verify**” button to verify either Parent NIN or Parent Passport Number
    - vi. Enter the Parent/Guardian “**Phone Number**”
    - vii. Click the “**Transfer Student**” button to complete the student transfer process.

Figure 2.10.9 Student Transfers – Transfer Student – Enter details of the student

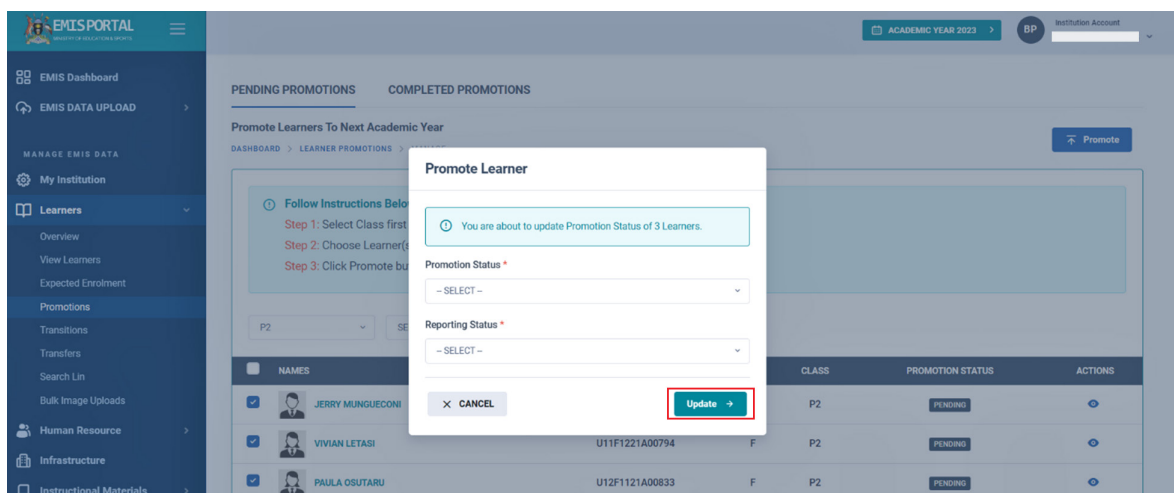


## 2.10.10 View and Manage Learner Promotions

Promote your students from the previous academic year by following the steps below:

- Go to the dashboard menu on your left and select **“Students”**.
- Click **“Promotions”**. This will open a page with **“Pending”** and **“Completed”** promotions.
- Ensure that the current **“Academic Year”** is active/selected to do promotions.
- Select **“Class”** first and click the **“Apply”** button to load Students' information.
- Choose Student(s) you want to promote using checkbox in the table.
- Click the **“Promote”** button to proceed.
- Select the **“Promotion Status”** from the drop down.
- Select the **“Reporting Status”** from the drop down.
- Complete by clicking the **“Update”** button.

Figure 2.10.10 EMIS Dashboard Menu – Students – Promotions



## NOTE:

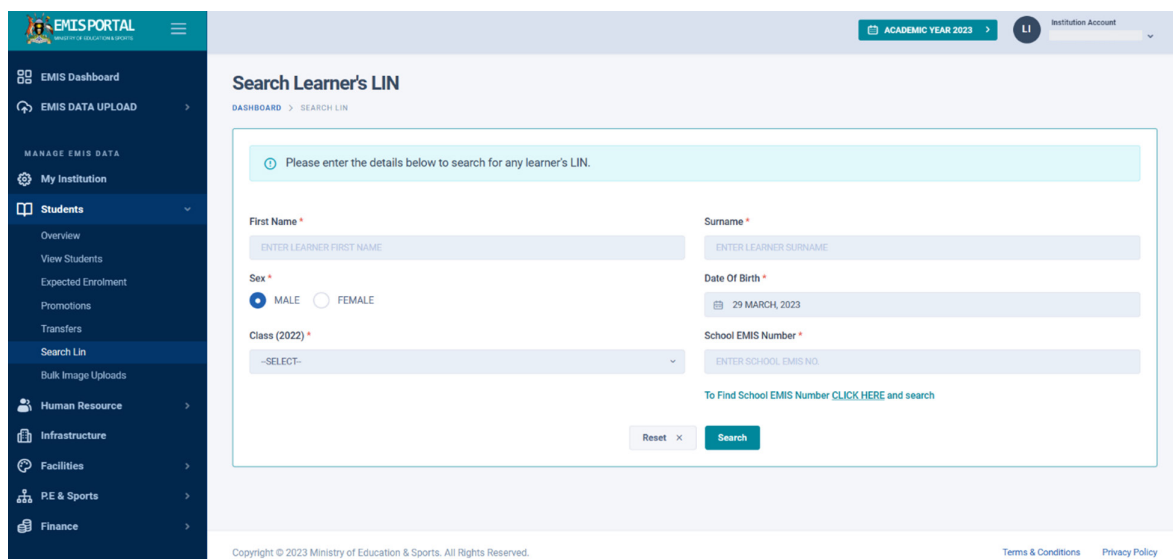
- **Pending Promotions:** List of Students who have not yet been promoted to the next academic year.
- **Completed Promotions:** List of Students whose promotion status has been updated according to the current academic year.
- **Promotion Status:** Either “Promote” or “Repeat” a student.
- **Reporting Status:** Either Student has “Reported” or “Not Reported”
- **Switch Academic Year:** This can be done on your dashboard by selecting the academic year whose details you want to display.

### 2.10.11 Search for Student LIN (Learner Identification Number)

Search for student LIN by following the steps below:

- Go to the dashboard menu on your left and select “**Students**”.
- Click “**Search LIN**” and enter Student “**First Name**” and “**Surname.**”
- Select Student “**Gender**” either Male or Female.
- Select Student “**Date of Birth**” and “**Class (2022)**”.
- Enter “**School EMIS Number**” of Student and click the “**Search**” button to search for the student or click the “**Reset**” button to clear details. You are able to view the student’s LIN and other details.

Figure 2.10.11 EMIS Dashboard Menu – Students – Search LIN



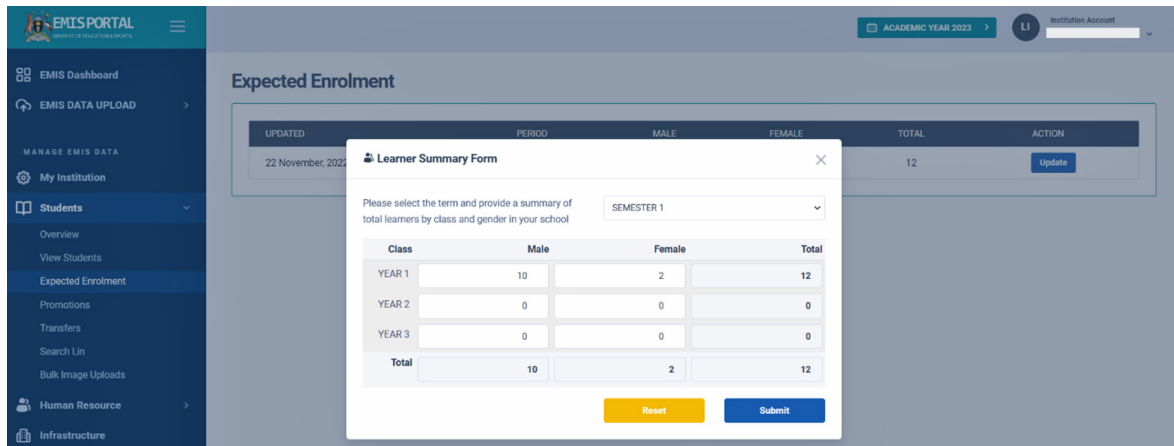
The screenshot shows the EMIS Portal interface. On the left is a dark blue sidebar menu with options like 'EMIS Dashboard', 'EMIS DATA UPLOAD', 'MANAGE EMIS DATA', 'My Institution', 'Students' (expanded to show Overview, View Students, Expected Enrolment, Promotions, Transfers, Search Lin, Bulk Image Uploads), 'Human Resource', 'Infrastructure', 'Facilities', 'P.E & Sports', and 'Finance'. The main content area is titled 'Search Learner's LIN' and contains a form with the following fields: 'First Name \*' (text input), 'Surname \*' (text input), 'Sex \*' (radio buttons for MALE and FEMALE), 'Date Of Birth \*' (calendar input showing 29 MARCH, 2023), 'Class (2022) \*' (dropdown menu with --SELECT--), and 'School EMIS Number \*' (text input). Below the form are 'Reset' and 'Search' buttons. A message at the top of the form says 'Please enter the details below to search for any learner's LIN.' The footer includes 'Copyright © 2023 Ministry of Education & Sports. All Rights Reserved.' and links for 'Terms & Conditions' and 'Privacy Policy'.

### 2.10.12 View and Manage Expected Enrollments

Update your expected enrollments by following the steps below:

- Go to the menu on the dashboard and select “**Students**”.
- Click “**Expected Enrollments**”
- Click the “**Update**” button to update the expected enrollments

Figure 2.10.12 EMIS Dashboard Menu – Students – Expected Enrolments

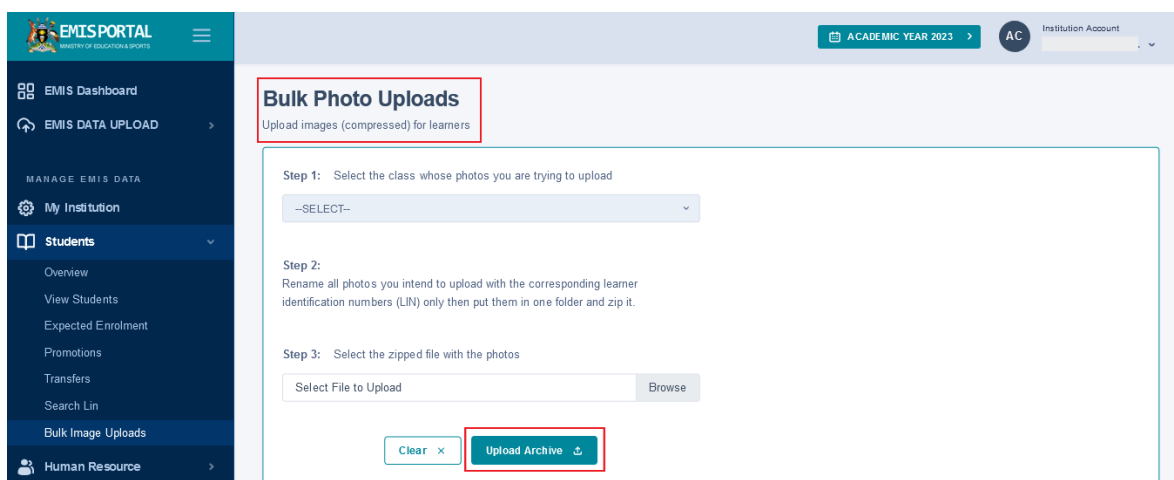


## 2.10.13 Manage Bulk Image Uploads

To upload bulk images of Students within the institution:

- Go to the side menu on the EMIS Dashboard.
- Select the **“Students”** module.
- Select **“Bulk Image Uploads”** to upload bulk images of the students.
- Thereafter follow the steps to upload your photos:
  - Select the **“Class”** whose photos you are trying to upload from the drop-down list.
  - Rename all photos you intend to upload with the corresponding **“Learner Identification Numbers (LIN)”** only then put them in one folder and zip it.
  - Select the zipped file with the photos by clicking the **“Browser”** button to search for it from your computer device.
  - Click the **“Upload Archive”** button to upload the photographs of the students.

Figure 2.10.13 EMIS Dashboard Menu – Students – Expected Enrolments



*Remember: The LIN –Learner Identification Number is an auto-generated number that is assigned to every Student that is added to the system as a unique identifier for that Student.*



## 2.11 Human Resource

This functionality is used by the Education Institution to manage details of their teaching and non-teaching staff.

### 2.11.1 Add Teaching Staff

Log into EMIS as an authorised user to create and save teacher records into EMIS. Once logged in.

- Select “EMIS DATA UPLOAD” from the EMIS User menu.
- Select “Upload Data”
- Click the “Update” button on the action’s column of the EMIS Return.
- Then, select “Teaching Staff” from the EMIS Baseline Information form menu.

Figure 2.11.1 EMIS DATA UPLOAD – Update EMIS DATA UPLOAD – Teaching Staff Module

The screenshot shows the EMIS Portal interface. The left sidebar contains a menu with 'EMIS DATA UPLOAD' selected. The main content area is titled 'EMIS BASELINE INFORMATION FORM' and shows a list of modules on the left, with 'TEACHING STAFF' highlighted. A red arrow points to this module. The right side displays the 'TEACHING STAFF' form, which includes a table for 'SECTION D: TEACHING STAFF INFORMATION'. The table has columns for 'CATEGORY', 'TYPE OF QUALIFICATION, TRAINING AND POST LEVEL', and 'SEX OF STAFF' (M and F). The data is as follows:

CATEGORY	TYPE OF QUALIFICATION, TRAINING AND POST LEVEL	SEX OF STAFF	
		M	F
TRAINED TUTORS & INSTRUCTORS	CAREER AND TECHNICAL TEACHER EDUCATION (CTTE)	1	0
	GRADE V TUTOR (DTTE)	2	0
	GRADUATE TEACHER	2	0
QUALIFIED TUTORS & INSTRUCTORS	PHD	0	0
	MASTERS DEGREE	0	0
	BACHELORS DEGREE	0	0
	DIPLOMA	0	0
	CERTIFICATE	0	0
	A-LEVEL (UACE)	0	0
O-LEVEL (UCE)	0	0	
TOTAL		5	0

A red box highlights the 'UPDATE TEACHING STAFF INFORMATION' button at the bottom right of the table.

### 2.11.2 Add Teacher Using Web Form

The system displays a form where you can input details according to the Teacher type category and Ownership Status of the school/institution.

Adding a “Trained Ugandan Tutor/Instructor” in a government school using web form by following the steps below:

- Enter the “Nationality” of the Teacher
- Enter the “NIN” – National Identification Number of the Teacher (The format is e.g., CM748383480F83)
- The “First Name, Surname, Other Names, Date of Birth and Gender” of the Teacher is auto filled from the NIRA database after verification of the Teacher NIN.

- d. Select the **“Religion”** and **“Marital Status”** of the teacher from the drop down.
- e. Select the **“Teacher Type”** from the drop down as Trained.
- f. Select if the teacher is on Government Payment by choosing either **“Yes”** or **“No”**. If you select option **“Yes”**, you must provide the **“IPPS Number”** of the Teacher.
- g. Enter the **“Weekly Teaching Periods”** of the teacher.
- h. Enter the **“TMIS Number”** of the teacher.
- i. Enter the **“Old Registration Number”** of the teacher. This is optional.
- j. Select the **“Date of First Appointment”** of the teacher.
- k. Enter the **“First Appointment Minute Number”** of the teacher.
- l. Select the **“Date of Current Appointment”** of the teacher.
- m. Enter the **“Current Appointment Minute Number”** of the teacher.
- n. Select the **“Date of Posting”** of the teacher.
- o. Enter the **“ESC Minute Number”** and **“UTS File Number”** of the teacher.
- p. Select the **“Teacher Category”** of the teacher from the drop down.
- q. Select the **“Highest Education Level”** of the teacher from the drop down.
- r. Select the **“Employment Status”** of the teacher from the drop down.
- s. Select the **“Highest Teaching Qualification”** of the teacher from the drop down.
- t. Select the **“Designation”** of the teacher from the drop down.
- u. Then click the **“Verify Teacher NIN”** button to verify the NIN of the teacher.
- v. On successful verification, click the **“Save”** button to add the teacher.

Figure 2.11.2.0 Add trained Ugandan teacher by Web form



*Remember: If the NIN entered is invalid, the system returns to the user an error message. This prompts the user to re input the NIN number.*

Adding a **“Qualified Ugandan Tutor/instructor”** in a government school using web form by following the steps below:

- a. Enter the **“Nationality”** of the Teacher

- b. Enter “NIN” – National Identification Number of the Teacher (The format is e.g., CM748383480F83). The “First Name, Surname, Other Names, Date of Birth and Gender” of the Teacher is auto filled from the NIRA database after verification of the Teacher NIN.
- c. Select the “Religion” of the teacher from the drop down.
- d. Select the “Marital Status” of the teacher from the drop down.
- e. Select the “Teacher Type” from the drop down as Qualified.
- f. Select the “Highest Education Level” of the teacher from the drop down.
- g. Select the “Employment Status” of the teacher from the drop down.
- h. After you have filled the details, click the “Verify Teacher NIN” button to verify the Teacher NIN
- i. On successful verification, click the “Save” button to add the teacher to the institution.

Figure 2.11.2.1 Add qualified Ugandan teacher by web form



*Remember: If the NIN entered is invalid, the system returns to the user an error message. This prompts the user to re input the NIN number.*

**NOTE:** “Trained” and “Qualified” Foreign teachers require you to enter a “Work Permit” i.e., EP1234567 as an identifier that is acquired from immigration at Ministry of internal affairs

### 2.11.3 Add Tutor/Instructor Using Excel Workbook Upload

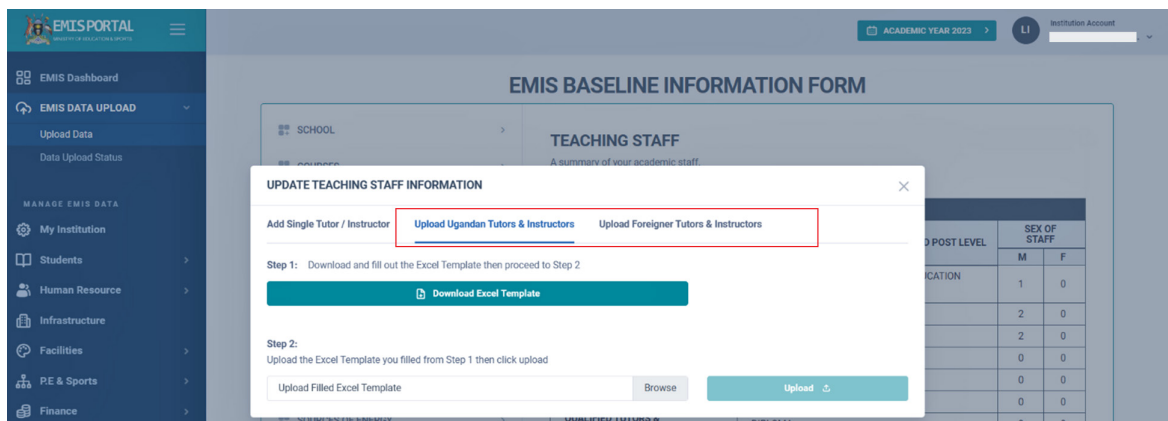
Either upload Ugandan tutors/instructors with excel or Upload Foreigner tutors/instructors with excel.

To upload batch tutors/instructors with excel, select either of the remaining tabs. These include:

- a. Select the “Upload Ugandan Tutors/Instructors” or “Upload Foreigner Tutors/Instructors” tab from the Update Teaching Staff information screen.
- b. Click the “Download excel template” button to download the excel template and add batch tutors/instructor’s staff.

- c. Once all tutor/instructor staff information has been captured in the Excel, click the **“Browse”** button and select the excel file to upload from the user’s file directory.
- d. Then click the **“Upload”** button to import Ugandan tutors/instructors staff from the Excel workbook.

Figure 2.11.3 Teaching staff management – Upload Ugandan Teachers



**NOTE:** If successful, the system shall validate the details in the Excel and provide a preview of the uploaded information before final submission into the system. You can review the information and click the **“Submit for Verification by NIRA”** button to submit.

## 2.11.4 View Tutor/Instructor Profile on EMIS Web Portal

Follow the steps below to view the tutor/instructor profile information:

- a. Select the **“Human resource”** tab on the EMIS Portal Menu
- b. Select **“Tutor/Instructor”** to view the teachers within the institution.
- c. Click the **“View details icon”** under the Actions column of every teacher.
- d. Then, view the personal information, contact address, qualifications, and responsibilities of the teacher.
- e. Edit the profile of the teacher by clicking the **“Edit”** button.

Figure 2.11.4.0 Teacher Profile – View Teaching staff

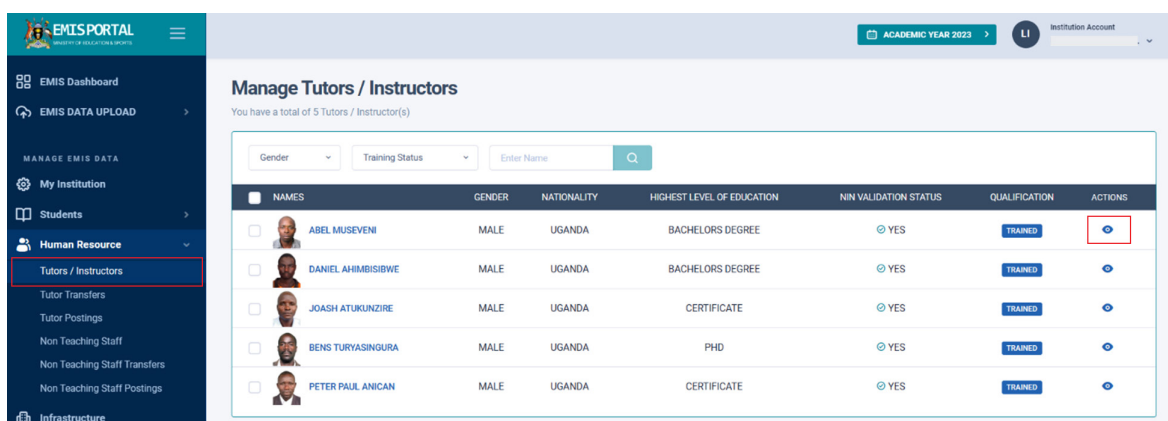
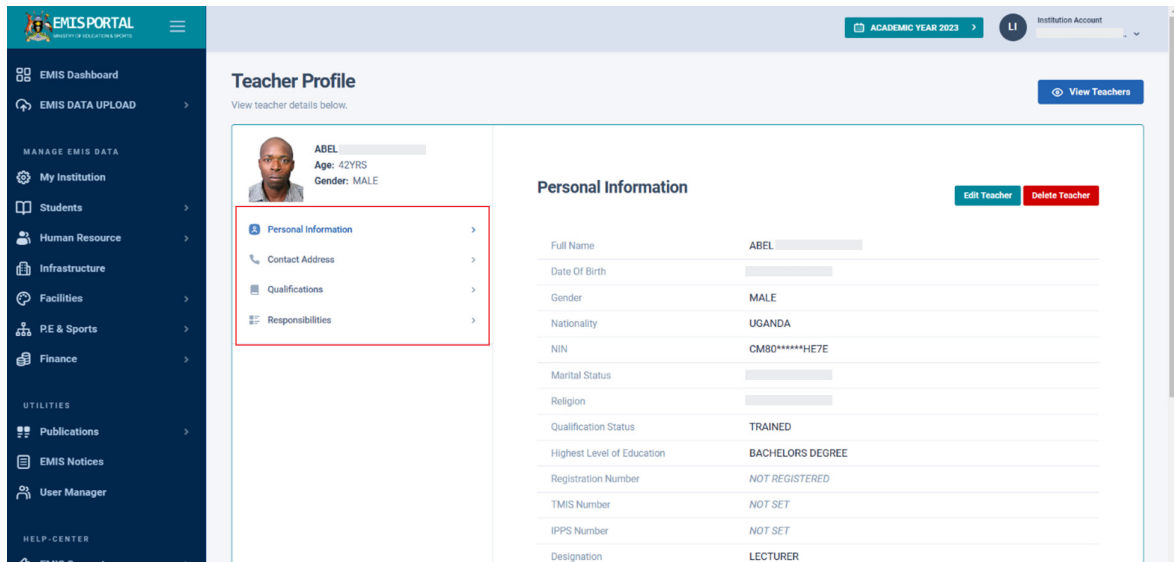


Figure 2.11.4.1 Teacher Profile – Teacher’s Personal Information



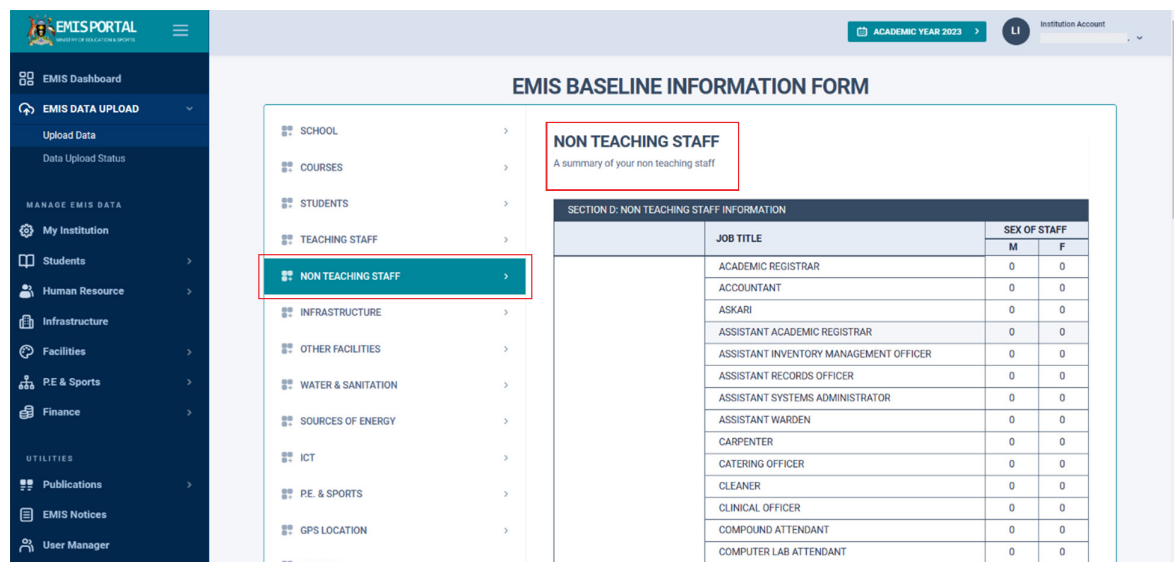
## 2.11.5 Add Non-Teaching Staff

The system has the provision where you can add records of non-teaching staff.

Log into EMIS as an authorized user to create and save non-teaching staff records into EMIS. Once logged in:

- Select the “EMIS DATA UPLOAD” from the EMIS Portal menu.
- Click “Upload Data”
- Then click the “Update” button.
- Select “Non-teaching staff” from the EMIS DATA UPLOAD menu.
- Click the “Update Non-teaching staff information” button to add a Non-Teaching Staff
- Select the “Add Single Non-teaching staff” tab using webform from the available tabs.

Figure 2.11.5 EMIS DATA UPLOAD – Non-Teaching Staff



You have three options to choose from to create non-teaching staff records into EMIS.

- To use a web form where a single teacher's details can be entered by selecting the **"Add Single Non-Teaching Staff"** tab.
- To add details of multiple or batch number of Ugandan Non-teaching staff at once using an Excel file import method by selecting the **"Upload Ugandan Non-Teaching Staff"** tab.
- To add details of multiple or batch number of Foreigner Non-Teaching Staff at once using an Excel file import method by selecting the **"Upload Foreigner Non-Teaching Staff"** tab.

## 2.11.6 Add Non-Teaching Staff Using Web Form

Adding a **"Ugandan Non-teaching staff"** using web form by following the steps below:

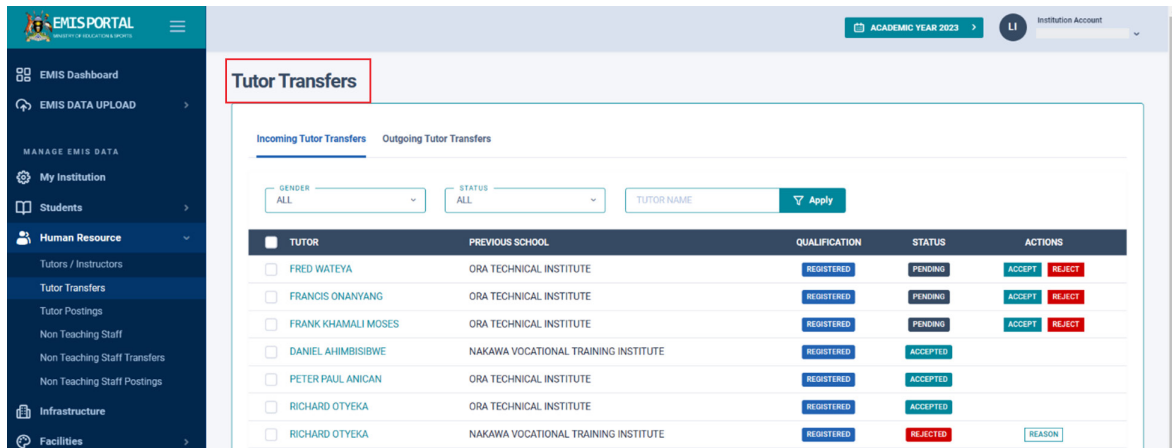
- Enter the **"Nationality"** of the non-teaching staff
- Enter the **"NIN"** – National Identification Number of the non-teaching staff (The format is e.g. CM748383480F83). The **"First Name, Surname, Other Names, Date of Birth and Gender"** of the non-teaching staff be is auto filled from the NIRA database after verification of the Teacher NIN.
- Select the **"Religion"** of the non-teaching staff from the drop down.
- Select the **"Job Title"** of the non-teaching staff from the drop down.
- Select the **"Marital Status"** of the non-teaching staff from the drop down.
- Select the **"Employment Status"** of the non-teaching staff from the drop down.
- Select the **"Highest Education Level"** of the non-teaching staff from the drop down.
- After you have filled the details, click the **"Verify Staff NIN"** button to verify the non-teaching staff' NIN.
- On successful verification, click the **"Save"** button to add the non-teaching staff to the institution.

Figure 2.11.6 Add Ugandan Non-teaching staff by Web form 1

**NOTE:** Foreign non-teaching teachers require you to enter a Work Permit i.e., EP1234567 as an identifier that is acquired from immigration at Ministry of internal affairs

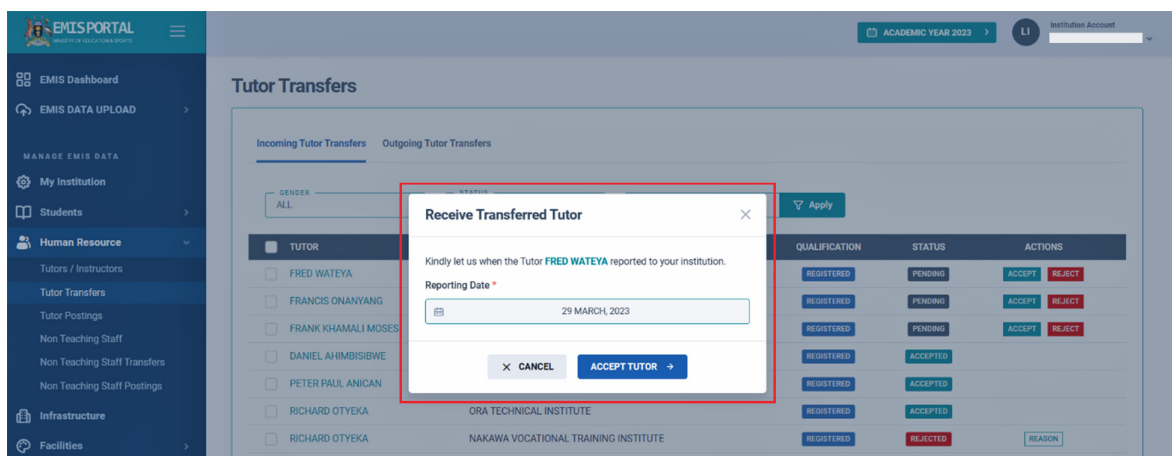


Figure 2.11.8.0 Human Resource Module – Transfer teachers



“Accept” or “Reject” a tutor/instructor who has been transferred to your institution. In the case, you accept the tutor/instructor, you must select the “Date of Reporting” of this tutor/instructor. If you decide to reject, choose from a drop down with categories and enter a reason why you have rejected that tutor/instructor who has been transferred to your institution.

Figure 2.11.8.1 Accept teacher transfer – Enter Reporting date.



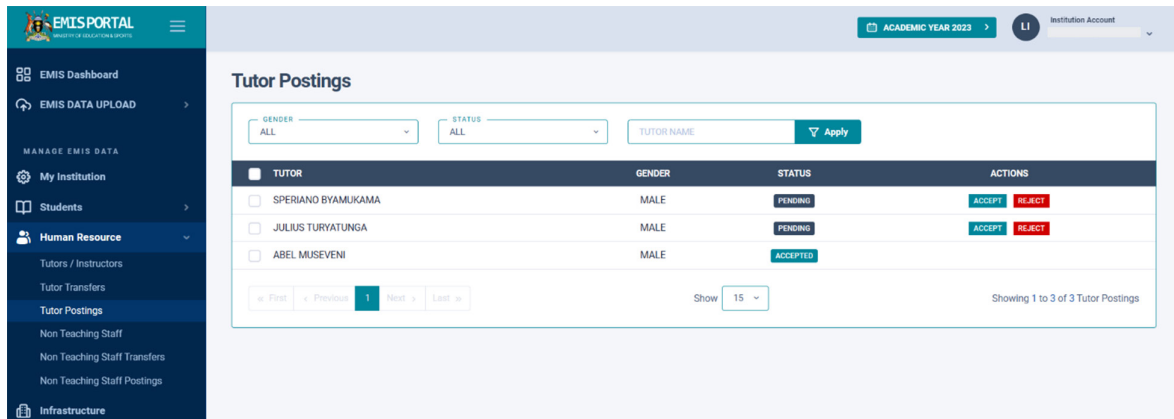
## 2.11.9 Teacher Postings

The institution receives teachers that have been posted to their institution by the Ministry of Education and Sports.

To accept or reject posted teachers, log into EMIS as described earlier, and then click “Teacher Postings” under Human Resource on the Menu as shown in below:

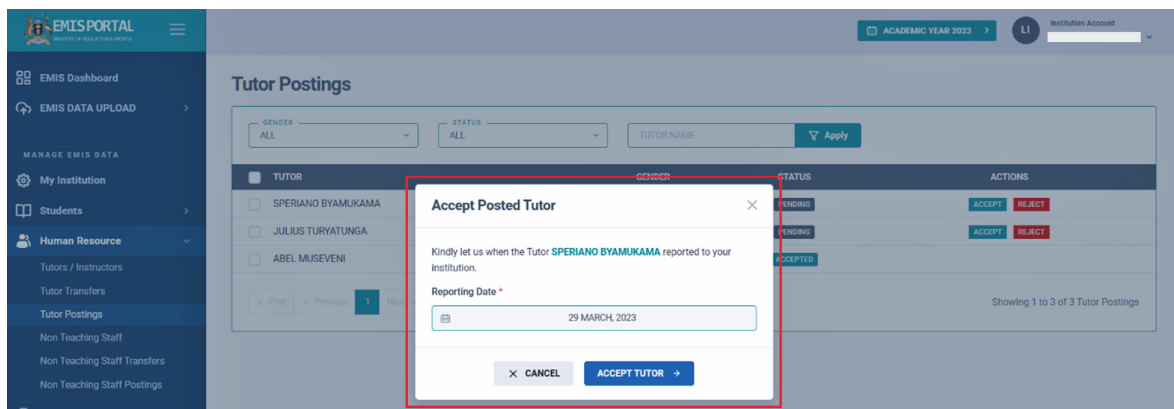


Figure 2.11.9.0 Human Resource Module – Transfer postings



“Accept” or “Reject” a teacher who has been posted to your institution. In the case, you accept the teacher, you must select the “Date of Reporting” of this teacher. If you decides to reject, choose from a drop down with categories and enter a reason why you have rejected that teacher who has been posted to your institution.

Figure 2.11.9.1 Accept teacher posted– Enter Reporting date.

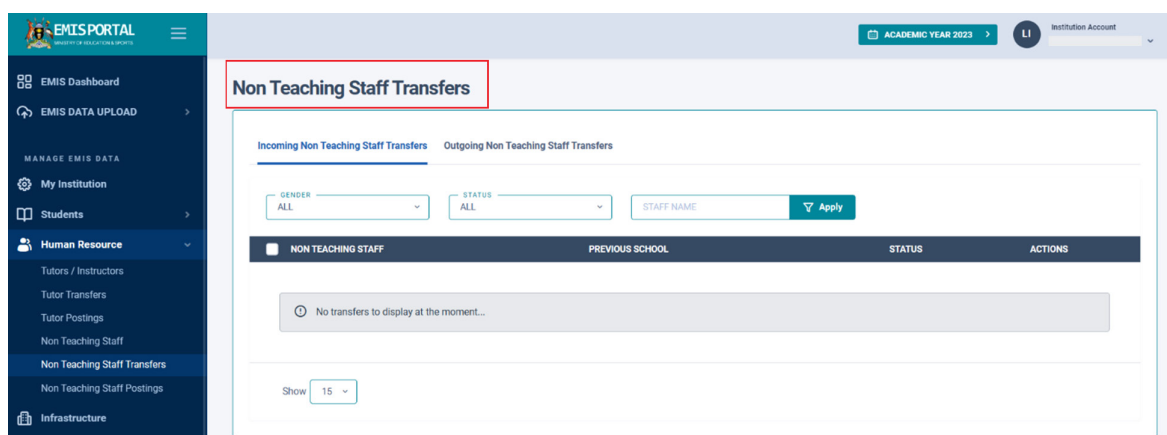


## 2.11.10 Non-teaching staff transfers

The institution receives non-teaching staff that have been transferred from another school by the Ministry of Education & Sports.

To accept or reject transferred non-teaching staff, log into EMIS as described earlier, and then click “Non-teaching Staff Transfers” under Human Resource on the Menu as shown below:

Figure 2.11.10 Human Resource Module – Transfer teachers



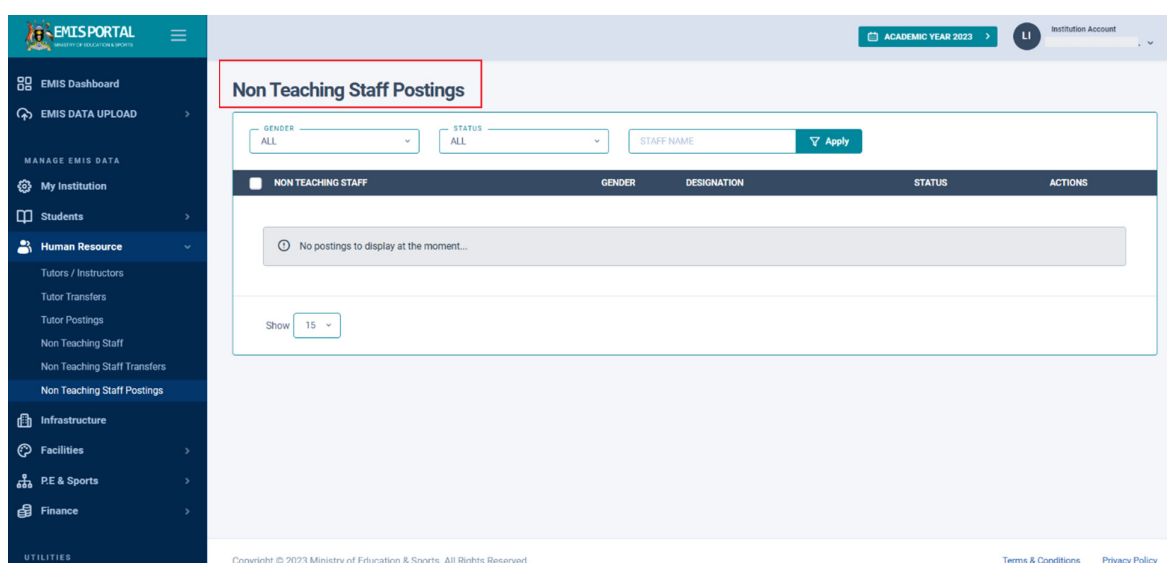
“Accept” or “Reject” a non-teaching staff who has been transferred to your institution. In the case, you accept the non-teaching staff, you must select the “Date of Reporting” of this non-teaching staff. If you decide to reject, choose from a drop down with categories and enter a reason why you have rejected that non-teaching staff who has been transferred to your institution.

### 2.11.11 Non-teaching staff Postings

The institution receives non-teaching staff that have been posted to their institution by the Ministry of Education and Sports.

To accept or reject posted non-teaching staff, log into EMIS as described earlier, and then click “Non-Teaching staff Postings” under Human Resource on the Menu as shown below:

Figure 2.11.11 Human Resource Module – Transfer postings



“Accept” or “Reject” a non-teaching staff who has been posted to your institution. In the case, you accept the non-teaching staff, you must select the “Date of Reporting” of this non-teaching staff. If you decide to reject, you must choose from a drop down with categories and enter a reason why you have rejected that non-teaching staff who has been posted to your institution.

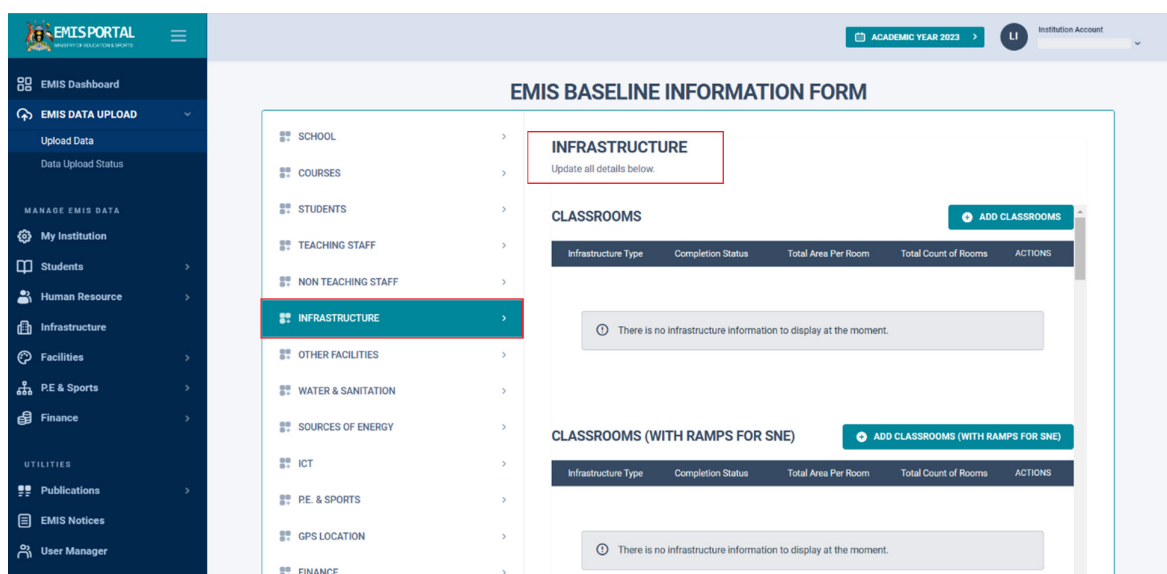
## 2.12 Infrastructure Management Functionality

Record and manage information on the different types of infrastructure including their status by following the steps below:

Once logged in EMIS:

- Go to the menu on your Dashboard.
- Select the “EMIS DATA UPLOAD” from the EMIS menu.
- Click “Upload Data”
- Click the “Update” button in the Actions column.
- Select the “Infrastructure” tab from the EMIS Baseline Information Form menu.
- Add/update any infrastructure information by clicking the “+Add” button in the right-hand corner of every infrastructure for example “+Add Classrooms”. These include classrooms, classrooms (with ramps for SNE), instructor houses, waterborne toilets, library/book stores, administration block/office, staff rooms, sick bays/medical centres, storerooms, washing/ changing rooms, urinals, multipurpose hall/main hall, counseling/guidance rooms, incinerators, computer labs, science lab, skills lab, workshops, catering lab, hostels and SNE latrines with ramps.

Figure 2.12 EMIS Baseline Information Form – Infrastructure



View and update “Classrooms, classrooms (with ramps for SNE), instructor houses, waterborne toilets, library/bookstores, administration block/office, staff rooms, sick bays/medical centers, storerooms, washing/changing rooms, urinals, multipurpose hall/main hall, counseling/guidance rooms, incinerators, computer labs, science lab, skills lab, workshops, catering lab, hostels and SNE latrines with ramps” registered in the institution.

Figure 2.12 Infrastructure Management – Add Classroom Facilities

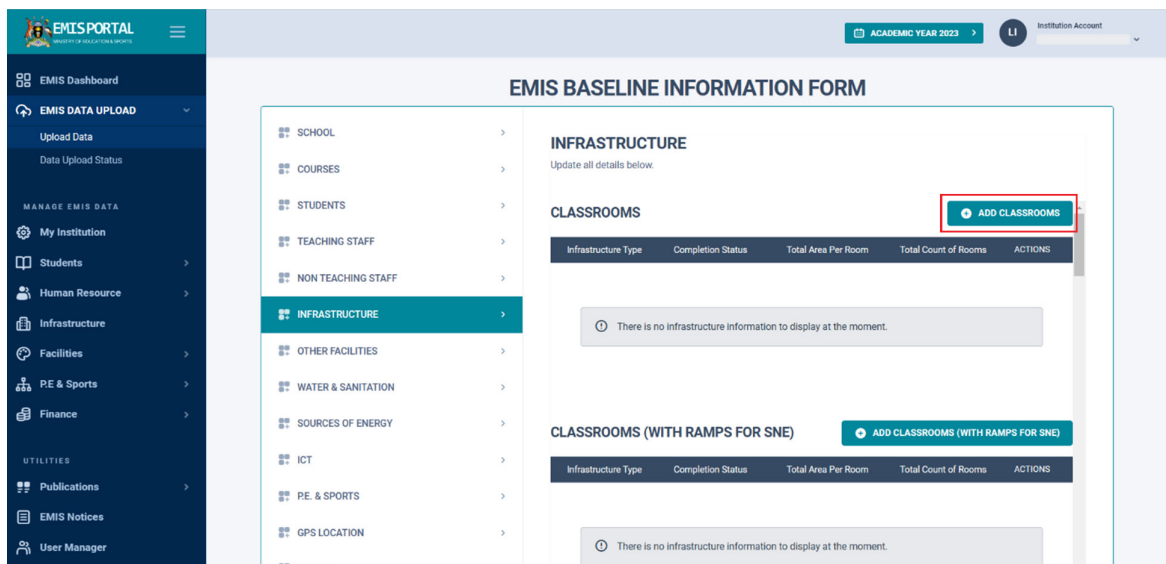
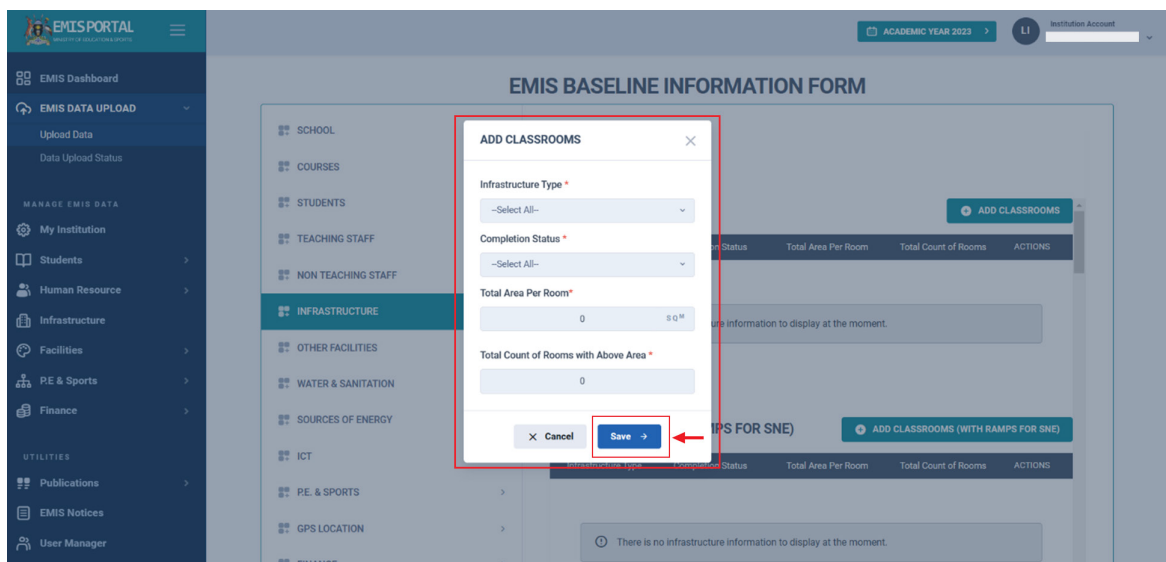


Figure 2.12 Infrastructure Management – Update Classroom Facilities

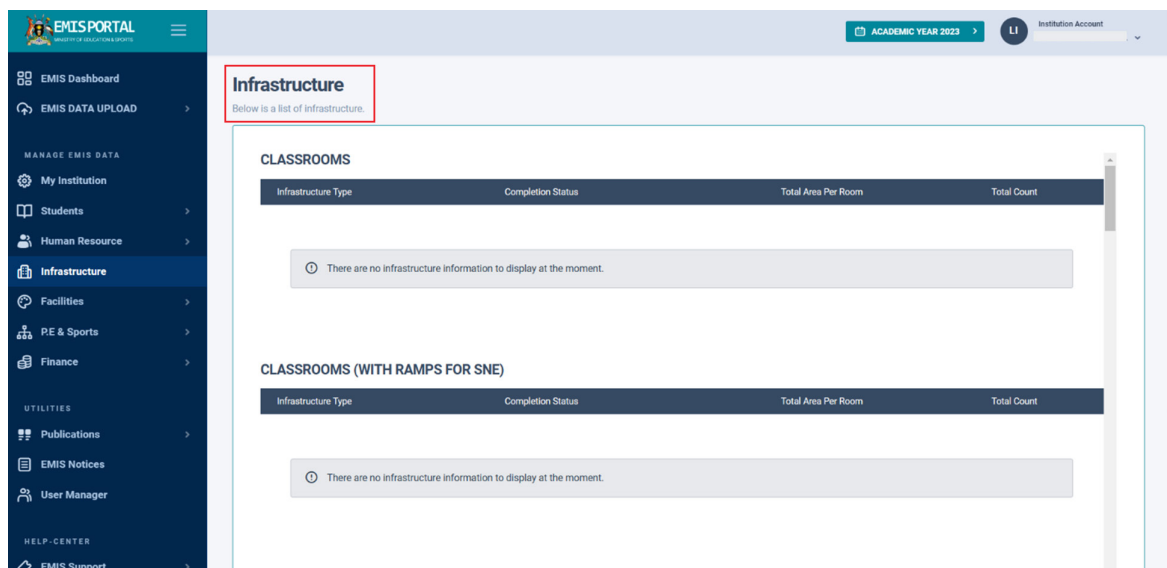


## 2.12.1 View Infrastructure from EMIS Dashboard

View infrastructure added from the EMIS Dashboard Menu.

- a. Select the “**Infrastructure**” functionality from the EMIS Menu on your left.
- b. View of all the infrastructure that has been added/updated in the institution.

Figure 2.12.1 EMIS Dashboard Menu – Infrastructure Module - View Screen



## 2.13 Facilities Management Functionality

Through this functionality, record and manage information on the different facilities including their status by following the steps below:

Once logged in EMIS:

- a. Go to the menu on your Dashboard.
- b. Select “**EMIS DATA UPLOAD**” from the EMIS menu.
- c. Click “**Upload Data**” and click the “**Update**” button in the Actions column.
- d. Select “**Other Facilities, Water & Sanitation, Sources of Energy and ICT**” from the EMIS Baseline Information Form menu.
- e. Update any facilities information by clicking the “**Update**” button on any of the functionalities.

Figure 2.13.0 EMIS Baseline Information Form – Other Facilities

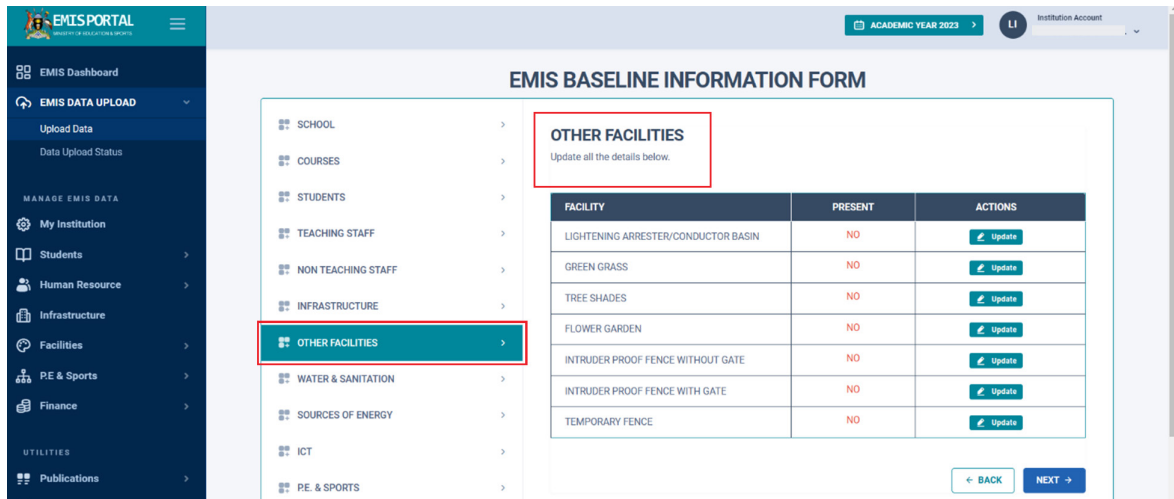


Figure 2.13.1 EMIS Baseline Information Form – Water & Sanitation

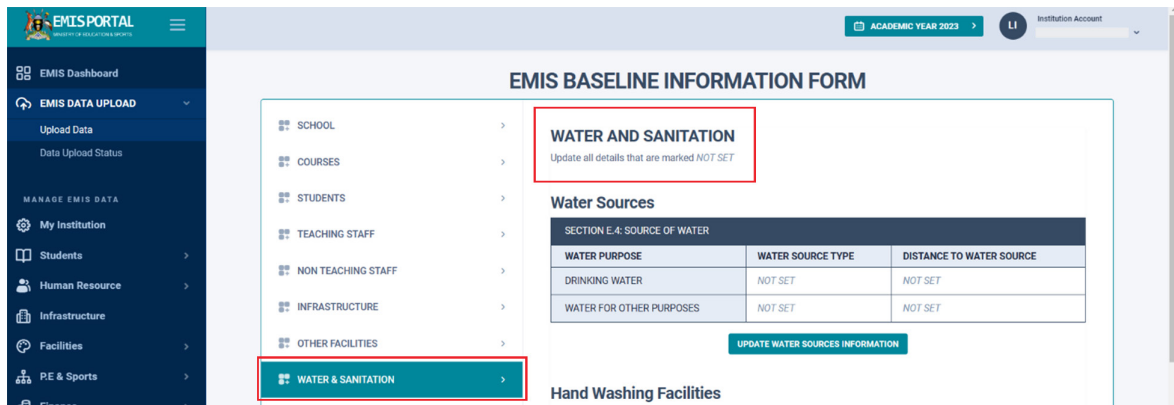


Figure 2.13.2 EMIS Baseline Information Form – Sources of Energy

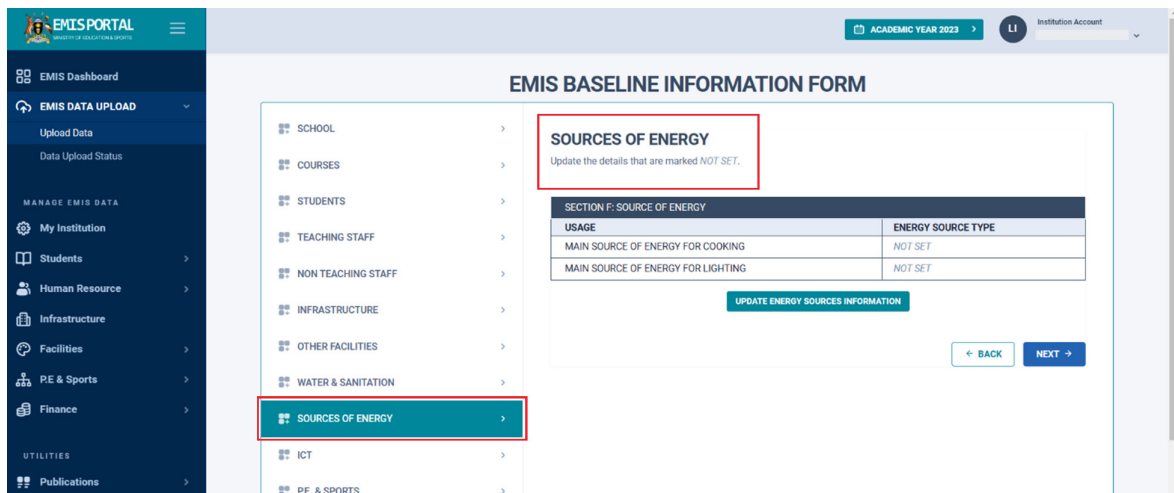
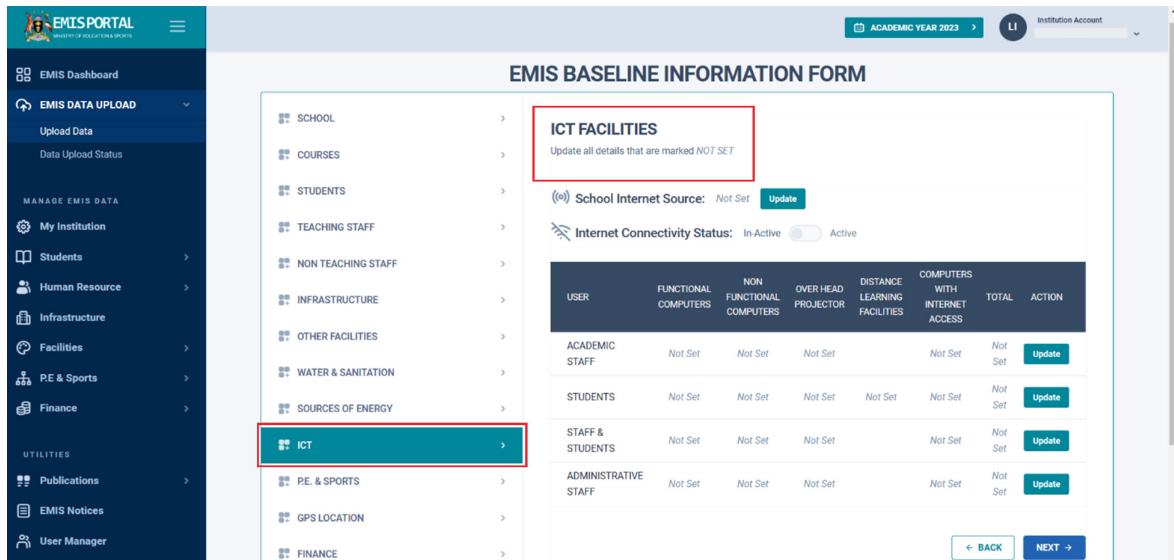


Figure 2.13.3 EMIS Baseline Information Form – ICT

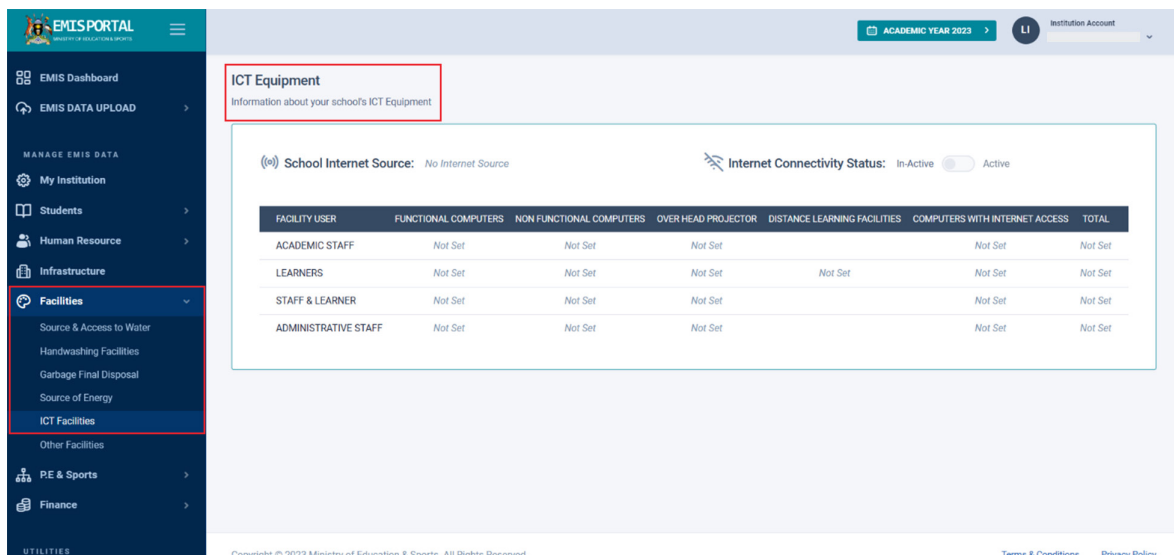


## 2.13.1 View Facilities from EMIS Dashboard

View facilities added from the EMIS Dashboard Menu.

- Select the “Facilities” module from the EMIS Menu on your left.
- You are able to have a view of all the facilities that has been added/updated.

Figure 2.13.1 EMIS Dashboard Menu – Facilities Module – Handwashing Facilities view.



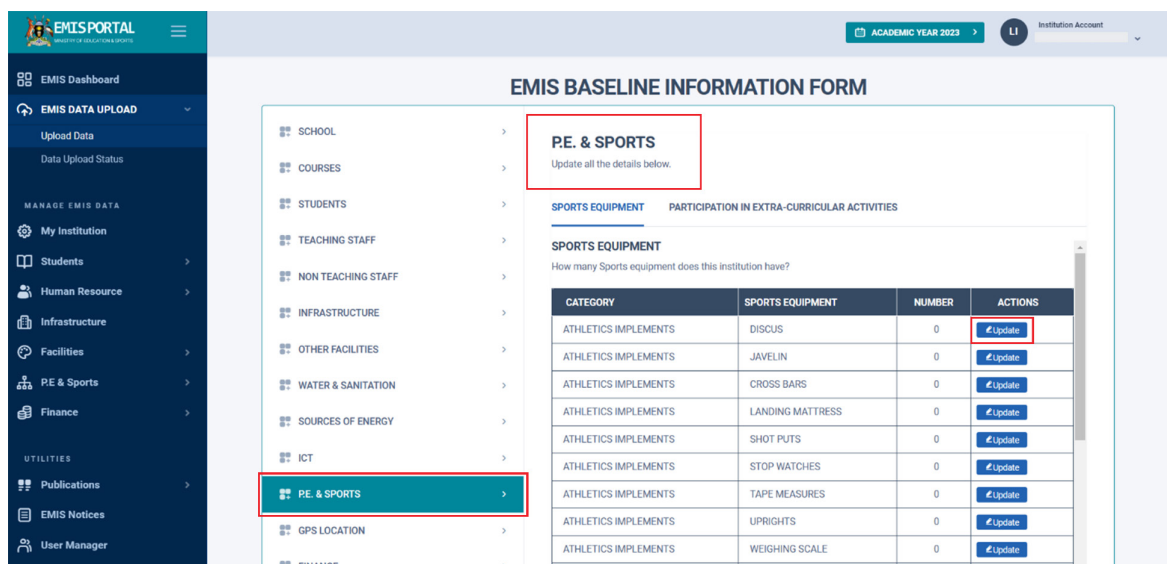
## 2.14 P.E & Sports Functionality

Through this functionality, record and manage information on the different P.E & Sports including their status by following the steps attached:

Once logged in EMIS:

- Go to the menu on your Dashboard.
- Select the **“EMIS DATA UPLOAD”** module from the EMIS menu.
- Click **“Upload Data”** and click the **“Update”** button in the Actions column.
- Select the **“P.E & Sports”** functionality from the EMIS Baseline Information Form menu.
- Update **“Sports Equipment, Sports Facilities and Sports Equipment** information by clicking the **“Update”** button.

Figure 2.14 EMIS Baseline Information Form – P.E & Sports



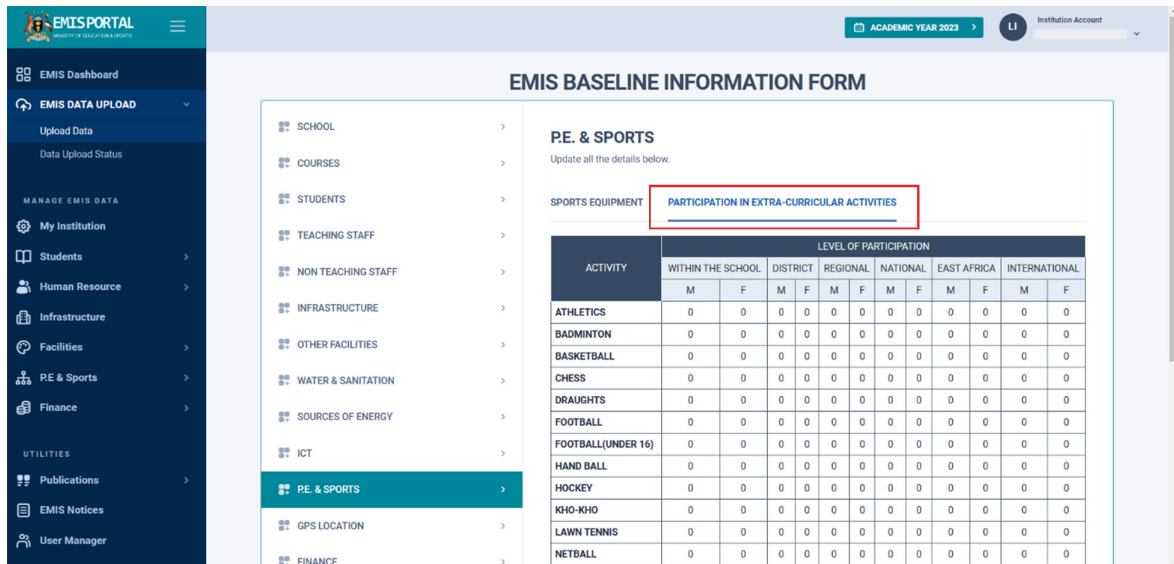
## 2.14.1 Manage Student’s Extra Curricular Activities

The system provides a screen to view extra-curricular activities carried out by the students.

- Go to the menu on your Dashboard.
- Select the **“EMIS DATA UPLOAD”** tab.
- Click **“Upload Data”**
- Click the **“Update”** button to update the EMIS Baseline Information Form
- Select the **“P.E & Sports”** tab.
- Click the **“Participation in Extra -CurricularActivities”** tab.
- Click the **“Update Student’s Participation Information”** button.
- Then click the **“Download Excel”** button to download the excel template that can be used to update the extra-curricular activities.
- Click **“Browse”** to search for the excel template you have filled and click the **“Upload”** button to upload the file.



Figure 2.14.1 P.E & Sports – Participation in Extra-Curricular Activities



## 2.14.2 View P.E & Sports from EMIS Dashboard

View facilities added from the EMIS Dashboard Menu.

- Select the “P.E & Sports” Functionality from the EMIS Menu.
- View of all the P.E & Sports that has been added/updated.

Figure 2.14.2 P.E & Sports Module – Participation in Extra Curricular Activities view



## 2.15 Finance

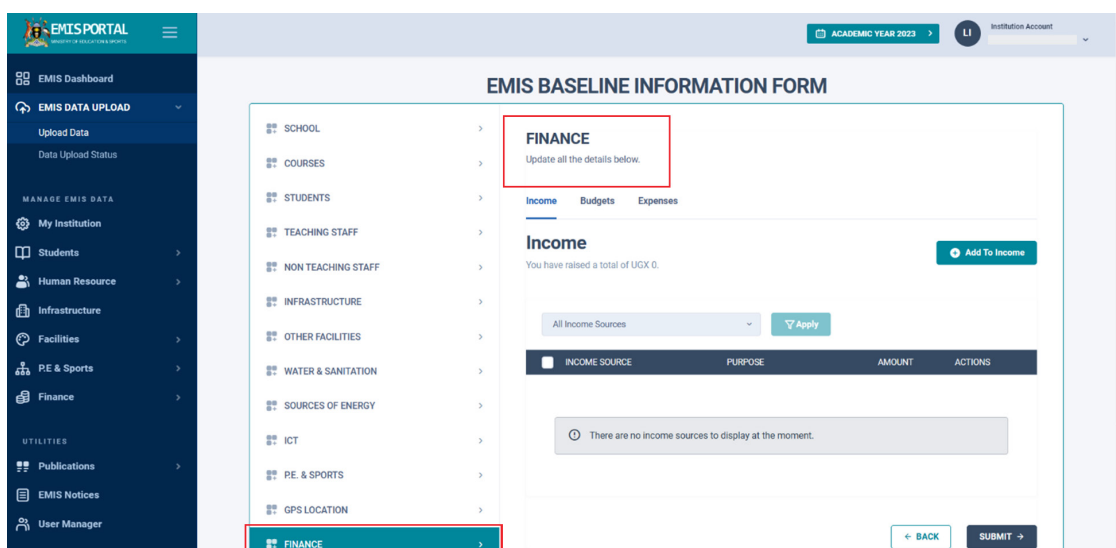
Under this functionality, view and update the institution’s revenue or income, cost centers or expense, budgets, and view finance summary reports.

## 2.15.1 Update Finance Records

Edit or amend the submitted finance records. Note that budget is for the upcoming financial year, while income and expenses are a record of the previous financial year. To update finance records:

- Go to the menu on your Dashboard.
- Select **"EMIS DATA UPLOAD"** from the menu.
- Click **"Upload Data"** and click the **"Update"** button in the action's column.
- Select the **"Finance"** tab on the EMIS Baseline Information Form menu
- Click the **"Add To"** button on either incomes, expenses or budgets.

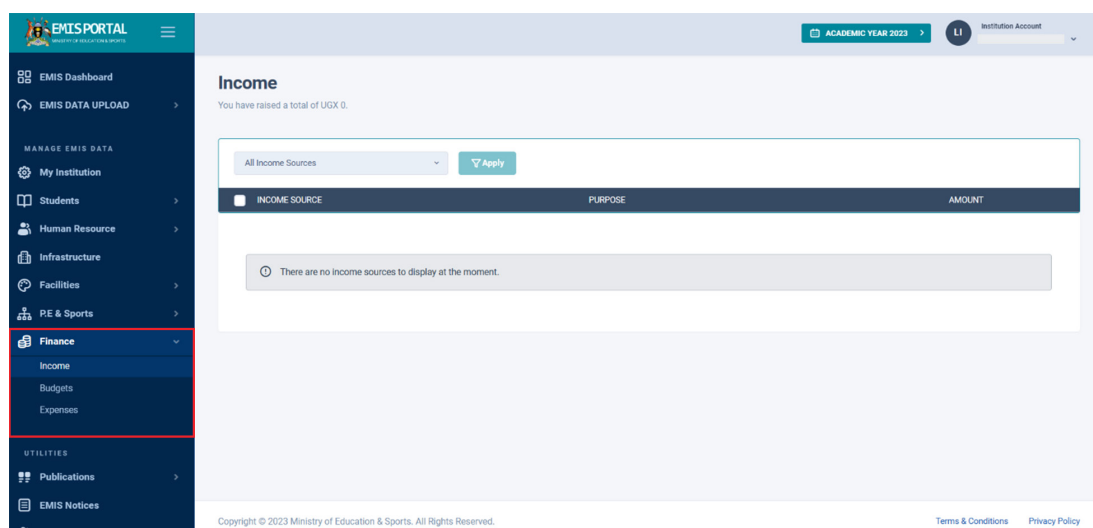
Figure 2.15.1 EMIS DATA UPLOAD – Finance Module



## 2.14.2 View Finance Reports Information

To view finance reports added by the institution, select the **"Finance"** tab on the dashboard. This will display all the updated information regarding the different Finance reports on incomes, budgets and expenses within the institution.

Figure 2.14.2 Finance Module: Incomes



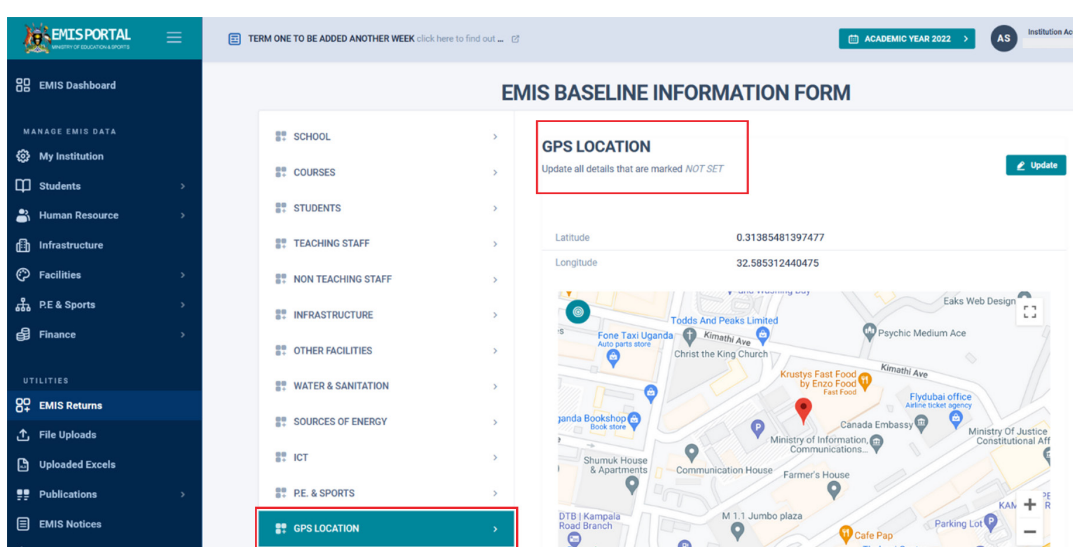
## 2.16 GPS Location

Through this functionality, record and manage information on the GPS coordinates of the institution by following the steps below:

Once logged into the EMIS portal:

- Go to the menu on your Dashboard.
- Select the “**EMIS DATA UPLOAD**” functionality from the EMIS menu.
- Click “**Upload Data**” and click the “**Update**” button in the action’s column.
- Select the “**GPS Location**” module from the EMIS Baseline Information Form menu.
- Click the “**Update**” button to update any GPS Location information.

Figure 2.16 EMIS Baseline Information Form – GPS Location



**NOTE:** The user is able to scroll or navigate to their desired institution location on the Online map to get their GPS coordinates.

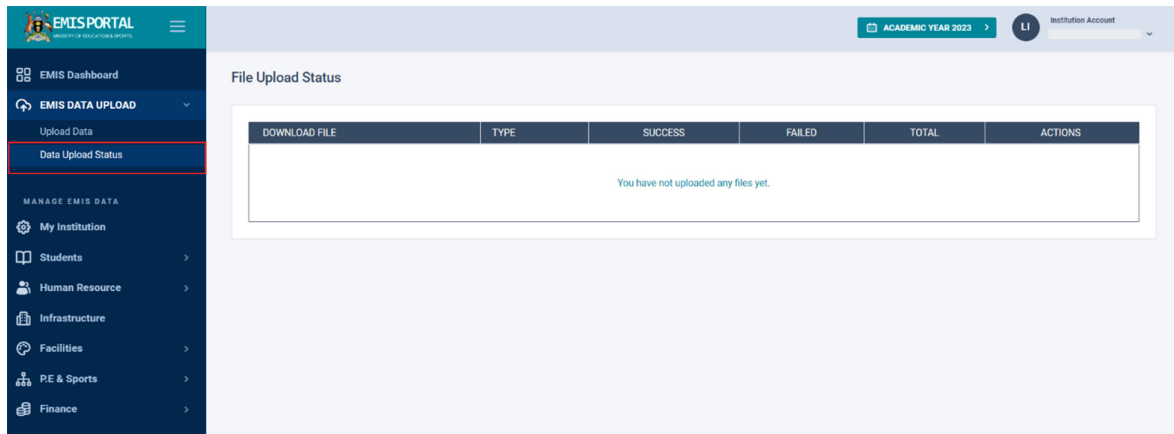
## 2.17 EMIS DATA UPLOAD Status

Through this functionality, you are be able to manage information on the Excel files uploaded by the institution. You can view the File Uploads information as follows:

Once logged in EMIS:

- Go to the left menu on your Dashboard.
- Select “**EMIS DATA UPLOAD**” from the EMIS menu.
- Click the “**Data Upload Status**” tab.
- Click the “**View Details**” button in the Actions column.
- You are able to view excel files that were uploaded.

Figure 2.17 EMIS Menu page view – Manage File Uploads

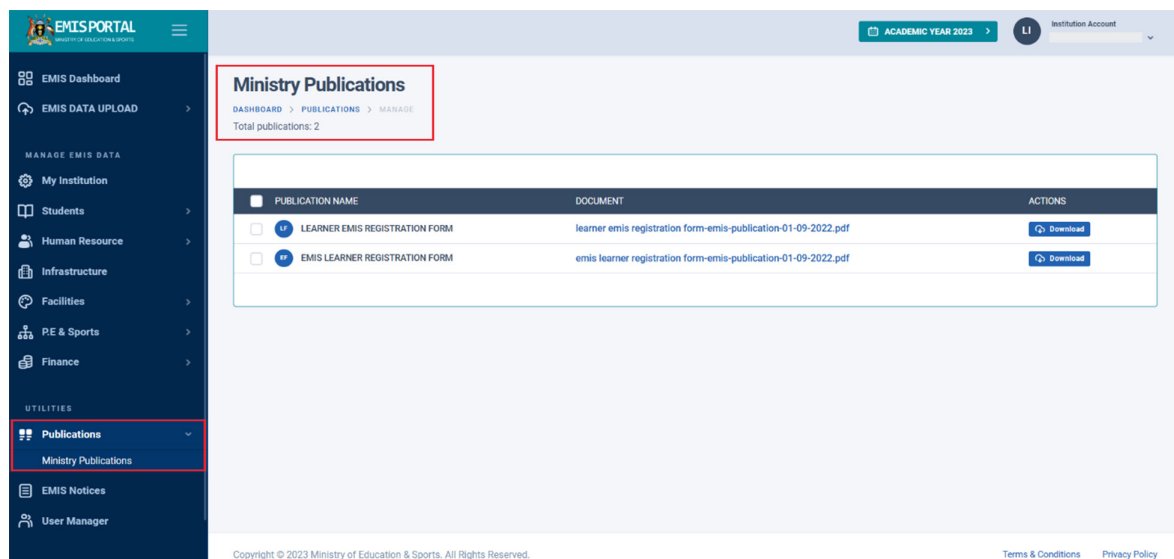


Through this functionality, view and download Publications issued by Ministry of Education and Sport by following the steps below:

Once logged in EMIS:

- Go to the left menu on your Dashboard.
- Select the **“Publications”** module from the EMIS menu under Utilities.
- Click the **“Download”** button in the action’s column to download the publication.

Figure 2.18 EMIS Menu page view – Ministry Publications



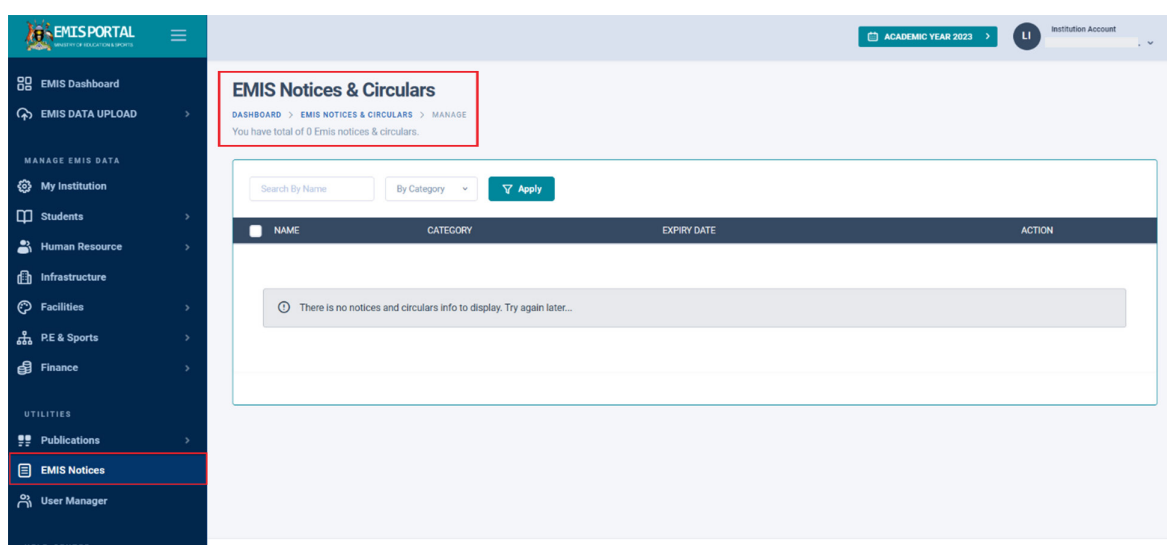
## 2.19 EMIS Notices & Circulars

Through this functionality, view and download EMIS Notices & Circulars issued by Ministry of Education and Sports by following the steps below:

Once logged in EMIS:

- a. Go to the left menu on your Dashboard.
- b. Select the “**EMIS Notices**” module from the EMIS menu under Utilities.
- c. Click the “**View Details**” icon in the action’s column to view the EMIS Notices & Circulars.
- d. You are able to download the EMIS Notices & Circulars by clicking the “**Download PDF**” button.

Figure 2.19 EMIS Menu page view – EMIS Notices & Circulars



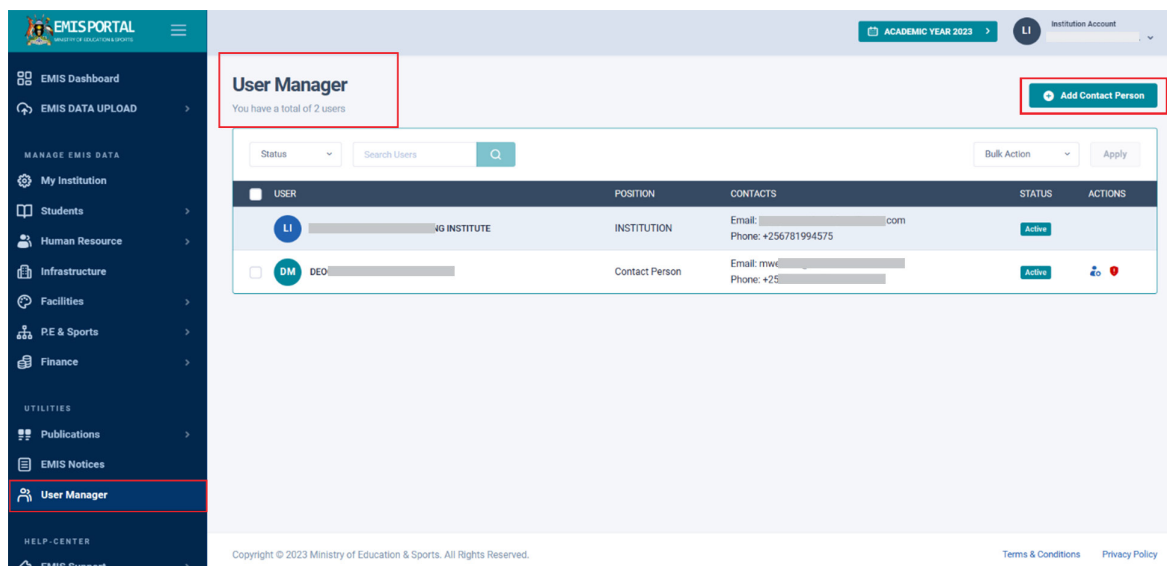
## 2.20 User Manager

Through this module, view and add User Managers for the institution by following the steps below:

Once logged in EMIS, the user will:

- a. Go to the left menu on your Dashboard.
- b. Select the “**User Manager**” module from the EMIS menu under Utilities.
- c. Click the “**Add Contact Person**” button in the Actions column to add a new User to the institution.
- d. Enter the “**NIN**” of new contact person.
- e. Click the “**Verify NIN**” of new contact person.
- f. Enter the “**Email**” of new contact person.
- g. Enter the “**Phone Contact**” of new contact person.
- h. Click the “**Save**” button to add the new user.
- i. You are able to add new users to their institution.

Figure2.20 EMIS Menu page view – User Manager screen



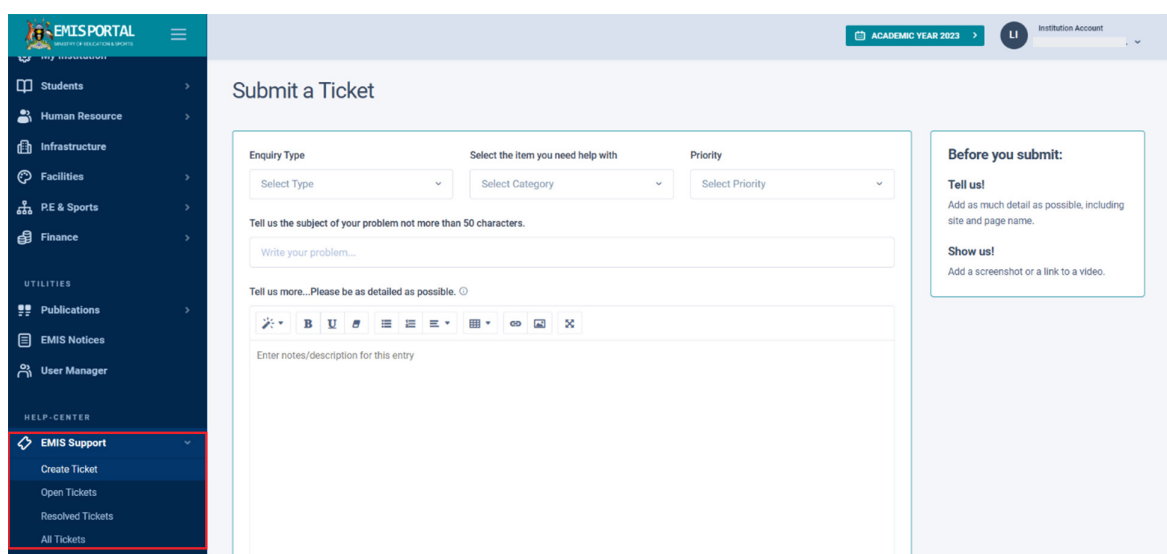
## 2.21 EMIS Support

EMIS Support is used by institution to create tickets also known as queries or requests in order to get assistance or help on the EMIS portal. Follow the steps below to create a ticket:

Once logged in EMIS:

- Go to the menu on the dashboard
- Select the “EMIS Support” tab under Help Centre
- Choose either option under the EMIS Support module “Create Ticket, Open Tickets, Resolved Tickets and All Tickets”.
- Click "Create Ticket" to create a create or submit a new ticket or request or query.

Figure 2.21 EMIS Support – Create Ticket



## Get Help/Assistance

To get help or any assistance from EMIS Technical team, please send email to: [emis.support@education.go.ug](mailto:emis.support@education.go.ug) or alternatively contact the chairperson DEO's association for further information.



The Republic of Uganda  
Ministry of Education and Sports



## MINISTRY OF ICT & NATIONAL GUIDANCE

A Knowledge and Productive Society driven by ICT & National Ideology

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