

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:

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SUPPORTED BY:



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

Table of Contents

1. GENERAL INFORMATION

1.1	EMIS User Manual for Certificate Awarding Institutions	5
1.2	Naming Conventions	5
1.3	Getting Started	5

2. EDUCATION INSTITUTION USERS

2.1	Use	r Account Creation	7					
2.2	Sea	rch EMIS Number	8					
2.3	EM	S Number Application	8					
2.4	Use	er Login	10					
2.5	Pas	sword Recovery	11					
2.6	Stu	dent Summary Form	12					
2.7	Use	r Logout	12					
2.8	User Dashboard							
2.9	Inst	itution Identification & Particulars	14					
2	2.9.1	Update institution identification	15					
2	2.9.2	Update institution particulars	16					
2	.9.3	Add Branches/Campuses	17					
2	.9.4	Add National Level courses and Institution Level courses	17					
2	.9.5	View My Institution details	19					
2.10) St	udent Management Module	19					
2	.10.1	Baseline Student Registration	20					
2	.10.2	Add Single Student Using Web Form	20					
2	.10.3	Add Students Using Excel Workbook Upload	22					
2	.10.4	Generating a Learner Identification Number (LIN)	23					
2	.10.5	View Student Profile	23					
2	.10.6	View Students by academic year	24					
2	.10.7	Sorting of Students' list	25					
2	.10.8	Filtering of Students' list	25					
2	.10.9	View and Manage Student Transfers	26					
2	.10.10	D View and Manage Leaner Promotions	27					

	2.10.11	Search for Student LIN (Learner Identification Number)	28
	2.10.12	2 View and Manage Expected Enrollments	28
	2.10.13	3 Manage Bulk Image Uploads	29
2.12	1 Hui	nan Resource Module	30
	2.11.1	Add Teaching Staff	30
	2.11.2	Add Teacher Using Web Form	
	2.11.3	Add Tutor/Instructor Using Excel Workbook Upload	32
	2.11.4	View Tutor/Instructor Profile on EMIS Web Portal	33
	2.11.5	Add Non-Teaching Staff	34
	2.11.6	Add Non-Teaching Staff Using Web Form	35
	2.11.7	Add Non-Teaching Staff Using Excel Workbook Upload	36
	2.11.8	Tutor/Instructor transfers	36
	2.11.9	Teacher Postings	37
	2.11.10) Non-teaching staff transfers	38
	2.11.11	Non-teaching staff Postings	
2.12	2 Infr	astructure Management Module	40
	2.12.1	View Infrastructure from EMIS Dashboard	42
2.13	8 Faci	lities Management Module	42
	2.13.1	View Facilities from EMIS Dashboard	44
2.14	P.E	& Sports Module	44
	2.14.1	Manage Student's Extra Curricular Activities	45
	2.14.2	View P.E & Sports from EMIS Dashboard	46
2.15	5 Fina	ance Module	46
	2.15.1	Update Finance Records	47
	2.15.2	View finance reports information	47
2.16	GPS	S Location Module	48
2.17	EM	IS DATA UPLOAD Status Module	48
2.18	B Pub	lications Module	49
2.19	P EM	S Notices & Circulars Module	50
2.20) Use	r Manager Module	50
2.21	EM	S Support Module	51



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.





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 EMIS Support

- Facilities Management
- P.E & Sports
- Finance
- GPS Location
- EMIS DATA UPLOAD Status
- Publications
- EMIS Notices & Circulars
- User Manager

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.
- I. 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.

TAL			e) Login
	EMIS NUMBER Please use the search form below to retri For those whose administrative units of search with previous	eve the EMIS Number for your institution. aanged e.g County or Sub-country, try to	
Institution Type *	~	Sub County *	
District *		Parish *	
-SELECT-	×	-SELECT Y	
County *		Ownership *	
SELECT	v	SELECT V	
٩	Search	Reset	
If you cannot find your school in request to support@emis.go.ug		of records ive District/Municipal/City Education Officer for assistance or send e	mail

Figure 2.2 EMIS Number Search Form

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.
- I) 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.

		-) Login
INS ⁻ Schools and other Institutions r	R ACCOUNT FOR TITUTIONS require a user account in order to access or upload or their institution on EMIS Portal.	
Step 1: LOCATION Step 2: OWNERSHIP Ste	p 3: INSTITUTION CONTACTS Step 4: CONTACT PERSON DETAILS	
Please check the details to see if they match with those of	your institution	
Institution Type * Select the type of your institution.	-SELECT-	
Institution Name * Enter the registered name of your school	ENTER INSTITUTION NAME	
Institution District * Select the District of year application.	-SELECT- v	
Institution County * Select the County of your application.	-SELECT- *	
Institution Sub County * Select the Sub County of your application.	-SELECT- v	
Institution Parish * Select the Parish of your application.	-SELECT- v	
Next →		

Figure 2.3 EMIS Number Application Location details

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

EMIS PORTAL		AS institution Account
	EMIS BASELINE INFORMATION F	FORM
SCHOOL	Change Password	LARS
COURSES	>	
STUDENTS	Password must contain upper case and lower case letter, special character and number.	
TEACHING STAFF	Current Password	CATION, CENTRE FOR SKILLS
NON TEACHING STAFF	Enter Current Password	
ST INFRASTRUCTURE	New Password	
ST OTHER FACILITIES	Enter Your New Password	O O
WATER & SANITATION	Confirm New Password Re-Enter Your New Password	
SOURCES OF ENERGY		
ICT	Save Password	ator.com
P.E. & SPORTS	> WEBSITE NOT SET	

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

	-+) Login
Forgot Password	
Email Address * Provide the email address you used to register this platform. Enter Your Email Address Submit	
If you have any further questions, please contact our support team info@emis.go.ug	

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.

	≡					acad	EMIC YEAR 2023 >	AC Institution Account
EMIS Dashboard		Expe		nary Form rm and provide a summary of ss and gender in your school		X SEMESTER 1 V	TOTAL	ACTION
ి My Institution		29 1	Class	Male	Female	Total	100	Update
Students			YEAR	75 0	0 0	75		
Overview View Students			YEAR 2	80 0	0 0	80		
Expected Enrolment Promotions			YEAR 3	65 0	0 0	65		
Transfers Search Lin			Total	220	0	220		
Bulk Image Uploads					Reset	Submit		

Figure 2.5 Student Summary Form

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

	≡						ACADEMIC YEAR 2022	> AC Institution Account	-
EMIS Dashboard		Welcome!						AC	
♠ EMIS DATA UPLOAD	>	A quick summary of your institution!							
MANAGE EMIS DATA			3 0	0 MALE	₿ 0	0 MALE	EMIS Action Center	View Profile	
My Institution		0 STUDENTS FEMALE	TEACHING STAFF	0 FEMALE	NON TEACHING STAFF	0 FEMALE		Account Setting Account Setting	
Students	>	STOCKTO	TEXCHING STAT				No Actions Fe	Ar Login Activity	
🖹 Human Resource	>	Enrollment By Year & Sex		Male	Later I			2 Dark Mode	
間 Infrastructure		5		Female	lill.ulilu		Student Nationality	[→ Sign out	₊
Facilities	>				0 Learners With NINS		No student	s found for the academic year	-
鼎 P.E & Sports	>								

2.8 User Dashboard

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

EMISPORTAL	≡								ACADEMIC YEAR 2022 >	AC Institution Account
EMIS Dashboard		Welcome!								🔕 Go To EMIS DATA UPLOAD
🙃 EMIS DATA UPLOAD	>	A quick summary of your institution!								
		a 0		0	0 MALE 0	8	0	0 MALE 0	EMIS Action Center	View All Actions
My Institution		STUDENTS	FEMALE	TEACHING STAFF	FEMALE	NO	I TEACHING STAFF	FEMALE	O No Actions Found	
Students	>	Enrollment By Year & Sex			Male	1				
Human Resource	>	Entoiment by real a Sex			Female	l bl a				
f Infrastructure		5				0			Student Nationality	
Facilities	>					Learners W	ith NINS		No students found for the academic	year
提 P.E & Sports	>									
Finance	>					հմ	սև		Activity	View All
		0				0				
Publications	>	YEAR 1	YEAR2	YEAR 3		Learners W	ithout NINS		No Activity Found	
EMIS Notices										
තී User Manager		Recently Added Students							L	
		STUDENT	UN	YEAR OF STUDY			NATIONALITY			
EMIS Support	>									

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

- <u>Projects</u>: 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
- <u>Help Desk</u>: Interface through which the institution user can request EMIS support.
- EMIS Notices: Contains different MOES communication to the Education Institutions.
- <u>Publications</u>: 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.

- a. Go to the menu on your Dashboard
- b. Select "EMIS DATA UPLOAD"
- c. Select "Upload Data"

Figure 2.9.0 EMIS Dashboard – Update EMIS DATA UPLOAD

	≡		ACADEMIC YEAR 2023 >	AC Institution Account
EMIS Dashboard	~	EMIS DATA UPLOAD		
Upload Data Data Upload Status		Note: Please click UPDATE button below to begin adding your EMIS Data before the deadline.		
MANAGE EMIS DATA	>	EMIS RETURN BASELINE EDUCATION CENSUS - CERTIFICATE AWARDING INSTITUTION	TIME REMAINING	ACTIONS Update
Human Resource	>			

MENIS PORTAL ACADEMIC YEAR 2023 > EMIS Dashboard **EMIS BASELINE INFORMATION FORM** 🙃 EMIS DATA UPLOAD Upload Data INSTITUTION IDENTIFICATION & PARTICULARS Data Upload Status COURSES STUDENTS SECTION A: INSTITUTION IDENTIFICATION IDENTIFIER NAME/DETAI My Institution TEACHING STAFF NAME OF THE INSTITUTION Students EMI S NUMBER R NON TEACHING STAFF REGION BUGANDA 省 Human Resource # INFRASTRUCTURE DISTRICT KAMPALA CIT f Infrastructure COUNTY/MUNICIPALITY THER FACILITIES Facilities SUB-COUNTY/DIVISION/TOWN COUNCIL 류 P.E & Sports T WATER & SANITATION PARISH KAWEMPE I PHY SICAL ADDRESS Finance SOURCES OF ENERGY POSTAL ADDRESS VOT SET EMAIL ADDRESS ST ICT TEL EPHONE CONTACT Publications # P.E. & SPORTS WEBSITE EMI S Notices AREA (ACRES) SPS LOCATION 🖧 User Manage UPDATE INSTITUTION IDENTIFICATION FINANCE

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.

EMISPORTAL	≡					ACADEMIC YEAR 2023 >	AC
			EMIS	BASELINE INFO		FORM	
	<u>×:</u>		-				
		SCHOOL	· I	NSTITUTION IDENTIF	FICATION & PA	RTICULARS	
		COUR <mark>se</mark>		ndate all details that are marked M		7	
			IDENTIFI	CATION	×		
		TEACHIN Physical Address					
	>	Specify the physical address of the Institut	50.0			DEVELOPMENT AND TRAINING CENTRE	
	,	NON TEA Postal Address Specify the postal address of the Institution	,				
Infrastructure		INFRAST Phone Contact		eg. 0712 34567			
		Specity the phone number of the Institution					
	2	Specify website of the Institution		Enter Website			
	>	WATEF & Area (Acres) Specify the land area of the institution					
Finance	>	SOURCE					
						ai nator.com	
		ICT	× Car	ncel Update →			
	>	P.E. & PURIS	2	WEBSITE	NOT SET		
		GPS LOCATION		AREA (ACRES)	NOTSET		
		. OFS LOCATION	, .		UPDATE INSTITUTIO	N IDEN TIFICATION	
		FINANCE	>				

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

	SEC	TION B: INSTITUTION PARTICULARS &	PROGRAMS	
	1951	TITIER HAM	HOSTAL	NS SCHOOL
Update	Institution Particulars		\times	IN SUITORE
Legal Owne Specify Institu	ship Status Ion's legal ownership status.	-Select	~	^
Founding B Specify Institu	ody Ion's founding body:	-Select	÷	C TIONAL EDUCATION AND TRAINING
Main Fundir Specify Institu	g Source	-Select-	•	INTENANCE
Year Found Specify the ye	ed ir this institution was founded.	-Select-	÷	
Registration Specify //th/s	Status nstitution is registered or licensed.	Select	v	
	ter Number titution's UBTEB Center number			
Sex Compo Specity this In	sition utuation's sex composition.	-Select	~	
	Or Non-Residential Ir this institution is Residential, Non-Residential	-Select-	*	24 TICULARS
Capital For	Establishment			
	× Cancel	Update →		YES 💿 NO

2.9.3 Add Branches/Campuses

To add branches or campuses to an institution:

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

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

EMIS PORTAL	≡					6 4	CADEMIC YEAR 2023	
			REGISTRATION STATUS	NUT SET				
			UBTEB CENTER NUMBER	NOTSET				
			SEX COMPOSITION	NOTSET				
			RESIDENTIAL OR NON- RESIDENTIAL	NOT SET				
			HIGHEST MARD	CERTIFICATE				
		Add Branches/Campuses		×				
		Campus Name Specify Branch Name			PA RTICULAR			
		Campus Telephone Contact	- eg. 0712 34567					
		Specify Branch Phone Number	• eg. 0/12 34567		res 🔿	NO		
		District	Select	*				
		Specify institution's district. County/Municipality						
		Specify institution's county/nunicipality:	Select	~				
		Sub County/Division Specify institution's sub county/shiri sion.	Select	*	OJNTY	SUB COUNTY	PARISH	
Finance		Parish/Ward	-Select	~				
		Specify institution's parishitown council.	-Jeeu-					
					at the mome	nt.		
		× c	ancel Save →					
							NEXT >	

2.9.4 Add National Level courses and Institution Level courses

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

- a. Go to **"Courses"** tab under EMIS Baseline Information Form menu.
- b. Select either "National Level Courses or Institution Level Courses".
- c. 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

EMISPORTAL	≡				ACADEMIC YEAR 2023 >
		SCHOOL	COURSEIN	FORMATION	
		St COURSE	A summary of all o	urses offered at your institution	
		STUDE V	Update Institution Courses	×	
			opuale institution courses	3E (INSTITUTION SPECIFIC)	
		TEACH N	EXAMINABLE COURSES OFFERED IN YOUR INSTITUTION		
		ST NON TEA	AEM - AGRICULTURAL ENGINEERING MECHANICS		
🚯 My Institution		a. NON TEA	AGRICULTURAL ENGINEERING MECHANICS II	AT ON	
Students		ST INFRAST	BLOCK LAYING AND CONCRETE PRACTICE BLOCK LAYING & CONCRETE PRACTICE PART II		
📩 Human Resource		THEF F			
 Human Resource 		B. OTHER P	ALL AVAILABLE EXAMINABLE COURSES	a the moment.	
nfrastructure		ST WATER 8	ALE AVAILABLE EXAMINABLE COURSES	<u>^</u>	
💬 Facilities			AGRICULTURAL ENGINEERING MECHANICS II		
- A P.E & Sports		SOURCE	BLOCK LAYING AND CONCRETE PRACTICE BLOCK LAYING & CONCRETE PRACTICE PART II		
		ICT	BUSINESS STUDIES (ACCOUNTING)	← BA0	CK NEXT →
Finance			BUSINESS STUDIES (COMPUTER STUDIES) BUSINESS STUDIES (SECRETARIAL STUDIES)		
		87 P.E. & 97	BUSINESS STUDIES (STORE KEEPING)		
		ST GPS LOC	CARPENTRY AND JOINERY	~	
Publications		a. Gratie			
		TINAN CE	× Cancel Updat	•	

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.

	Ξ			C ACADEMIC YEAR 303 > (AC	titution Ar
EMIS Dashboard		SCHOOL		COURSE INFORMATION	
		St COURSE		A summary of all courses offered at your institution	
Upload Data Data Upload Status		TEACHIN		NATIONAL LEVEL COURSES INSTITUTION LEVEL COURSES (INSTITUTION SPECIFIC)	
			Update Institution Courses	UPDATE COURLES	
		10 INFRAS	opdate institution courses		
🕌 Human Resource		OTHER	Course Name Specify Course Name	ENTER COURSE NAME	
		T WATER	Duration Specify Course Duration.	-select duration-	
		ICT		X Canel Update +	
UTILITIES		17 P.E. 6.5			
99 Publications	333	SPS LOC	ATION >		

2.9.5 View My Institution details

To view the details of your institution:

- a. Go to the menu of the EMIS Dashboard
- b. Select "My institution" from the menu.
- c. You can view the following institution identification details, ownership details, GPS details, operational details, and health information.

	≡					EAR 2
EMIS Dashboard						
\Lambda EMIS DATA UPLOAD	>	MULAGO	COLLEGE,	Institution Identification		
MANAGE EMIS DATA		LOCO NAME				
🚱 My Institution				Name Of Institution		
1 Students	>	Institution Identification	>	EMIS Number	5A	
🖁 Human Resource	>	Ownership	>	Postal Address	Not Set	
nfrastructure		. Location Details	>	Institution Email Address		
Facilities	>	Cocation Details	()	Institution Telephone Contact		
와 P.E & Sports	>	Operational Details	>	Website	Not Set	
Finance	>	Health information	>	Land Area	Not Set	
Publications	>					
EMIS Notices						

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.

				ACADEMIC YEAR 2023	AC Instit
EMIS Dashboard		EN	IS BASELINE INFORMATION	FORM	
😙 EMIS DATA UPLOAD 🛛 🗸					
Upload Data	SCHOOL	>	STUDENTS INFORMATION		
Data Upload Status	COURSES	>	A summary of your students		
IANAGE EMIS DATA	STUDENTS	>	SECTION C: STUDENTS' INFORMATION		
My Institution	TEACHING STAFF	>	DURATION OF COURSE STUDY	MALE	FEMALE
] Students >	NON TEACHING STAFF	>	TOTAL	0	0
Human Resource >			RECENTLY ADDED STUDENTS		
Infrastructure	INFRASTRUCTURE	>	STUDENT SEX	COURSE	
Facilities >	OTHER FACILITIES	>	UPDATE STUDE	ENTS' INFORMATION	
P.E & Sports >	WATER & SANITATION	>			
Finance >	SOURCES OF ENERGY	>		÷	BACK
ITILITIES	ICT	>			
Publications >	P.E. & SPORTS	>			
EMIS Notices					

Figure 2.10.1 Student management – EMIS Baseline Form – Update Students

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"

	≡	С АСАДЕМІС	YEAR 2023 > AC Institution A
EMIS Dashboard		UPDATE STUDENTS' INFORMATION ×	
🙃 EMIS DATA UPLOAD		Add Single Students	
Upload Data		Add Device STUDENT DETAILS	
Data Upload Status		Add Photo STUDENT DETAILS Does this student have a NN?	
		Student NN	
MANAGE EMIS DATA		EG. CM001122334455 Verify Student NIN	
👸 My Institution			FEMALE
☐ Students			U
省 Human Resource			
🗐 Infrastructure		Choose Photo	SE
Facilities			
品 P.E & Sports			
Finance			← BACK NEXT →
		· · · · · · · · · · · · · · · · · · ·	
UTILITIES		X Cancel Save Student →	
Publications			
EMIS Notices			

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.

	Ξ	CALANAMIC VEAR 2023 -> UI heritation Account
EMIS Dashboard		UPDATE STUDENTS' INFORMATION
🝙 EMIS DATA UPLOAD	× 1	
Upload Data		Add Single Students Upload Ugandan Students Upload Foreign Non Refugee Students Upload Refugee Students
Data Upload Status		Add Photo STUDENT DETAILS . Does this student have a NIN? YES NO
MANAGE EMIS DATA		Student NIN Control of
💮 My Institution		Verify Student NIN FEMALE
Students	•	NAME NIN 1 CM
省 Human Resource	•	SEX DATE OF BIRTH MALE
f Infrastructure		MALE
		Choose Photo Year Of Study * District Of Birth *
		-SELECT- V -SELECT- V
Finance		Is student offering an examinable course? Examinable Course *
		VYES NO -SELECT- V
UTILITIES		· · · · · · · · · · · · · · · · · · ·
Publications	× 1	X Cancel Save Student →
EMIS Notices		
്സ് User Manager		CONTRACTOR CONTRA
		FINANCE >

Figure 2.10.2.1 Student NIN details verification form view

	≡		ADEMI	CYEAR 2023 > AC Institution At
EMIS Dashboard		UPDATE STUDENTS' INFORMATION	×	
🙃 EMIS DATA UPLOAD		Add Single Students		
Upbad Data Data Upload Status MAHAGE EMIS DATA My Institution Students Human Resource Infrastructure		Add Photo CRICKET DRAWING FOOTBALL POETRY RUGBY SINING SWIMMINS SWIMMINS TENNS YOLLEYBALL	^	FEMALE 0 SE
တြ Facilities နို့ P.E & Sports မြာ Finance UTILITIES		NEXT OF KIN DETAILS Next Of Kin NN EG: CM001122334455 Verity Next Of Kin NN X Cancel Save Student 1	v	K BACK HEXT 9
Publications	>			

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.

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

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

EMIS Dashboard	EMIS BASELINE INFORMATION FORM
🝙 EMIS DATA UPLOAD	
Upload Data	STUDENTS INFORMATION
Data Upload Status	BE on more A summary of your students
	UPDATE STUDENTS' INFORMATION ×
MANAGE EMIS DATA	
🚱 My Institution	Add Single Students Upload Ugandan Students Upload Foreign Non Refugee Students Upload Refugee Students EFEMALE
Students	Step 1: Download and fill out the Excel Template then proceed to Step 2
🖹 Human Resource	[] Download Excel
Infrastructure	SE SE
	Step 2:
Facilities	arep z: Upload the Excel Template you filled from Step 1 then click upload
유 P.E & Sports	Upload Filled Excel Template Browse Upload 2
Finance	← BACK NEXT →
	T SUDKLES OF ENERGY
UTILITIES	BR HOT >
Publications	E PE & SPORTS >
EMIS Notices	g, taladrond /
🖒 User Manager	See GPSLOCATION >
	1º FINANCE >

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.

	≡						ACADEMIC YEAR 20	23 > U Institu	ition Account
EMIS Dashboard 슈 EMIS DATA UPLOAD		Manage Students You have a total of 1 students.							🗘 Export
MANAGE EMIS DATA		SELECT YEAR OF STUDY ~	SELECT GENDER			IER NIN STATUS	~ PAR	ENT NIN STATUS	¥ Apply
Students Overview View Students		STUDENT	LIN U99F0420A00008	SEX	YEAR OF STUDY	STUDENT NIN	PARENT NIN	NATIONALITY	ACTIONS
Expected Enrolment Promotions		<pre>«. First < Previous 1 Next > Last :</pre>			Sho		0.100		owing 1 to 1 of 1
Transfers Search Lin Bulls Image Unloade									
Bulk Image Uploads									
f									

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:

- a) Select the "Students" tab on the EMIS Portal Menu.
- b) Select the "View Students" to view the Students within the institution.
- c) **Click the "View details icon"** under the Actions column of every Student.
- d) You are able to view all details of the selected Student.

Figure 2.10.5.0 Student Profile - View Students

EMISPORTAL	≡						I	ACADEMIC YEAR 202	23 > U Institu	ion Account
문 EMIS Dashboard 슈 EMIS DATA UPLOAD	>	Manage Stur You have a total of 1 stu								C Expo
MANAGE EMIS DATA		SELECT YEAR OF S	TUDY	SELECT GENDER			ER NIN STATUS	~ PAR	ENT NIN STATUS	~ ∵ Apply
Coverview	~	•	STUDENT	LIN	SEX	YEAR OF STUDY	STUDENT NIN	PARENT NIN	NATIONALITY	ACTIONS
View Students Expected Enrolment			AKITE	U99F0420A00008	F	YEAR 2	⊘ YES	⊘ YES	UGANDA	٥
Promotions Transfers Search Lin		« First « Prev	rious 1 Next >	Last »		Shor	w 15 ~		Sho	wing 1 to 1 of 1
Bulk Image Uploads	>									
nfrastructure										
Facilities	>									
쁆 P.E & Sports	>									

Figure 2.10.5.1 Student Profile – Student Basic Information

	≡				C ACADEMIC YEAR 2023 →	LI Institution Account
B EMIS Dashboard		Student Profile				
🚓 EMIS DATA UPLOAD	>	ANNA AKITE (U99F0420A00008) Details.				
🚱 My Institution		ANNA				
Cudents	>	Age: 23YRS Gender: FEMALE		Personal Informa Basic details.	ition	Edit Learner
🖹 Human Resource	>			baow werdlis.		
nfrastructure		Basic Info	,	FULL NAME	ANNA	
→ P Facilities	12	Basicinto	,	DATE OF BIRTH	9 APRIL, 1999	
racinues	<i>`</i>	🎒 Next Of Kin	>	NATIONALITY	UGANDA	
P.E & Sports	>	Special Needs	>	DISTRICT OF BIRTH	NOT SET	
Finance	>			LIN	U99F0420A00008	
		Health Issues	>	NIN	CF99*****PK6H	
		Talents	>	YEAR OF STUDY	YEAR 2	
Publications	>			COURSE	NCFD - NATIONAL CERTIFICATE IN FASHION AND GARMENT DESIGN	
				Education Information	on	
്റ്റ് User Manager						
					HNICAL INSTITUTE (4A558000) IFICATE IN FASHION AND GARMENT DESIGN - (20 August, 2022 - 29 March, 2023)	
A				LUGOGO VOCATION	IAL TRAINING INSTITUTE (4A138002)	



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

	≡							AC/	ADEMIC YEAR 2023	> U Institutio	n Account
EMIS Dashboard 슈 EMIS DATA UPLOAD	>	Manage You have a tota	Students								C Export
MANAGE EMIS DATA		SELECT Y	EAR OF STUDY	~	SELECT GENDER	~			* PARENT	I NIN STATUS	Ÿ Apply
Overview	~	•	STUDE	ENT	LIN	SEX	YEAR OF STUDY	STUDENT NIN	PARENT NIN	NATIONALITY	ACTIONS
View Students			DER		U88M0820A00001	М	YEAR 1	⊘ YES	⊘ YES	UGANDA	ø
Expected Enrolment Promotions			ANN		U99F0420A00008	F	YEAR 2	Ø YES	⊘ YES	UGANDA	٥
Transfers Search Lin Bulk Image Uploads		« First	< Previous 1	Next > Last »			Show 1	5 ×		Sho	ving 1 to 2 of 2
🐣 Human Resource	>										
f Infrastructure											
P Facilities	>										



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

	≡						ACA	ADEMIC YEAR 2023	> LI Institutio	n Account
EMIS Dashboard 슈 EMIS DATA UPLOAD	>	Manage Stude								(C) Export
MANAGE EMIS DATA		SELECT YEAR OF STU	DY ~	SELECT GENDER	v	LEARNER NIN S		~ PARENT	T NIN STATUS	° ▼ Apply
Students	~		STUDENT	LIN	SEX	YEAR OF STUDY	STUDENT NIN	PARENT NIN	NATIONALITY	ACTIONS
Overview View Students		DER		U88M0820A00001	м	YEAR 1	⊘ YES	⊘ YES	UGANDA	٥
Expected Enrolment Promotions		ANN		U99F0420A00008	F	YEAR 2	Ø YES	Ø YES	UGANDA	٥
Transfers Search Lin Bulk Image Uploads		« First « Previous	1 Next > Last >]		Show 15	v		Shor	ving 1 to 2 of 2
省 Human Resource	>									
💼 Infrastructure										
Facilities	>									



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

	≡					ACADEMIC YEAR 2023	Institution Account
EMIS Dashboard		Learner Transfers	Transfer Learner		×		Transfer Learner +
EMIS DATA UPLOAD		Incoming Learner Transfers	Follow Instructions Below: Step 1: Enter LIN and click proceed.				
My Institution			Step 2: Fill in all necessary details Step 3: Verify Parent's NIN and Click Tr	ansfer Learner Button			
Students		ALL CLASSES ~		anorer Loarner Dattom			
Overview View Students Expected Enrolment		LEARNER	LIN: U99F0420A00008 Learner: ANNA AKITE Current Class: Current School: KABERAMAIDO TECHNICAL INSTITUT	TE KABERAMAIDO		TRANSFER REASON	TRANSFER DATE
Promotions		① There are no inc	Class * Transfe	er Reason *			
Transfers Search Lin			-SELECT- ~	.ECT v			
Bulk Image Uploads			Parent Relationship * Parent	Nationality *			
🕌 Human Resource			PARENT ~ UGA	NDA ~			
(Infrastructure			Parent NIN Phone	Number *			
P Facilities			EG. CM001122334455 Verify				
P.E & Sports			Clear × Transfer Lo	arner →			
Finance							
		Copyright © 2023 Ministry of Educat	ion & Sports. All Rights Reserved.			Те	rms & Conditions Privacy Policy

2.10.10 View and Manage Leaner Promotions

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

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

	≡				ACADEMIC YEAR 2023	Institution Account
문 EMIS Dashboard 슈 EMIS DATA UPLOAD		Promote Learners To Next Acader	MPLETED PROMOTIONS			T Promote
MANAGE EMIS DATA		DASHBOARD > LEARNER PROMOTIONS >	Promote Learner			
Cverview		Follow Instructions Bell Step 1: Select Class firs Step 2: Choose Learner	You are about to update Promotion Status of 3 Learners.			
View Learners Expected Enrolment		Step 3: Click Promote b				
Promotions Transitions Transfers		P2 ~ S	Reporting Status *			
Search Lin Bulk Image Uploads		NAMES	× CANCEL Update →	CLASS P2	PROMOTION STATUS	ACTIONS
Human Resource			U11F1221A00794 F	P2 P2	PENDING	0
Infrastructure Instructional Materials	,	PAULA OSUTARU	U12F1121A00833 F	P2	PENDING	ø

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:

- a) Go to the dashboard menu on your left and select "Students".
- b) Click "Search LIN" and enter Student "First Name" and "Surname."
- c) Select Student "Gender" either Male or Female.
- d) Select Student "Date of Birth" and "Class (2022)".

e) 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.

ķ		≡			Calibrian Control	LI Institution	Account
	EMIS Dashboard EMIS DATA UPLOAD		Search Learner's LIN				
	My Institution		Please enter the details below to search for any learner's LIN.				
Φ	Students		First Name *		Sumame *		
	Overview View Students		ENTER LEARNER FIRST NAME		ENTER LEARNER SURNAME		
	Expected Enrolment		Sex *		Date Of Birth *		
	Promotions		MALE FEMALE		📋 29 MARCH, 2023		
	Transfers		Class (2022) *		School EMIS Number *		
	Search Lin		-SELECT-	~			
*	Bulk Image Uploads Human Resource				To Find School EMIS Number CLICK HERE and search		
₫	Infrastructure			Reset ×	Search		
Ø	Facilities						
ሔ	P.E & Sports						
ß	Finance						
			Copyright © 2023 Ministry of Education & Sports. All Rights Reserved.			Terms & Conditions	Privacy Policy

Figure 2.10.11 EMIS Dashboard Menu – Students – Search LIN

2.10.12 View and Manage Expected Enrollments

Update your expected enrollments by following the steps below:

- a) Go to the menu on the dashboard and select "Students".
- b) Click "Expected Enrollments"
- c) Click the "Update" button to update the expected enrollments

Figure 2.10.12 EMIS Dashboard Menu - Students - Expected Enrolments

	≡						ACADEMIC YEAR 2023	LU Institution Account	~
EMIS Dashboard		Expected Enrol	ment						
\Lambda EMIS DATA UPLOAD		UPDATED		PERIOD	MALE	FEMALE	TOTAL	ACTION	
MANAGE EMIS DATA		22 November, 2022	🛎 Learner Summ	ary Form		×	12	Update	
Students				m and provide a summary of s and gender in your school	SEMESTER 1	~			
Overview View Students			Class	Male	Female	Total			
Expected Enrolment			YEAR 1	10	2	12			
Promotions Transfers			YEAR 2	0	0	0			
Search Lin			YEAR 3	0	0	0			
Bulk Image Uploads				10	2	12			
Human Resource	2				Reset	Submit			

2.10.13 Manage Bulk Image Uploads

To upload bulk images of Students within the institution:

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

	CALE ACADEMIC YEAR 2023 > AC Institution Account
음 EMIS Dashboard 슈 EMIS DATA UPLOAD >	Bulk Photo Uploads Upload images (compressed) for learners
MANAGE EMIS DATA	Step 1: Select the class whose photos you are trying to upload
🚯 My Institution	-SELECT- *
🛱 Students 🗸	
Overview	Step 2: Rename all photos you intend to upload with the corresponding learner
View Students	identification numbers (LIN) only then put them in one folder and zip it.
Expected Enrolment	
Promotions	Step 3: Select the zipped file with the photos
Transfers	Select File to Upload Browse
Search Lin	
Bulk Image Uploads	
💾 Human Resource >	Clear × Upload Archive &

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.

- a. Select "EMIS DATA UPLOAD" from the EMIS User menu.
- b. Select "Upload Data"
- c. Click the "Update" button on the action's column of the EMIS Return.
- d. Then, select "Teaching Staff" from the EMIS Baseline Information form menu.

Figure 2 11 1 FNAIS DATA	IDLOAD Undate ENVIS DAT	ALIDIOAD Teaching Staff Madula
FIGURE 2.11.1 EMIS DATA	JPLOAD - Opuale Emis DAT	A UPLOAD – Teaching Staff Module

	≡				ACADEMIC YEAR 2023 >	•			
B EMIS Dashboard			FM	IIS BASELINE INFORM	ATION FORM				
EMIS DATA UPLOAD	~								
Upload Data		SCHOOL	>	TEACHING STAFF					
Data Upload Status		COURSES	>	A summary of your academic staff.					
MANAGE EMIS DATA		STUDENTS	>	SECTION D: TEACHING STAFF INFORM	ATION				
3 My Institution		TEACHING STAFF	>	CATEGORY	TYPE OF QUALIFICATION, TRAINING AND POST LEVEL	SEX ST/	SEX OF STAFF		
Students	>			CATEGORT	TTPE OF QUALIFICATION, TRAINING AND FOST LEVEL	м	F		
Human Resource	>	NON TEACHING STAFF	>		CAREER AND TECHNICAL TEACHER EDUCATION (CTTE)	1	0		
] Infrastructure		INFRASTRUCTURE	>	TRAINED TUTORS & INSTRUCTORS	GRADE V TUTOR (DTTE)	2	0		
		OTHER FACILITIES	,		GRADUATE TEACHER	2	0		
Facilities	>	OTHER FACILITIES	,		PHD	0	0		
P.E & Sports	>	WATER & SANITATION	>		MASTERS DEGREE	0	0		
Finance	,				BACHELORS DEGREE	0	0		
		SOURCES OF ENERGY	>	QUALIFIED TUTORS & INSTRUCTORS	DIPLOMA	0	0		
		E ICT	,		CERTIFICATE	0	0		
		e+ 101	,		A-LEVEL (UACE)	0	0		
Publications	>	P.E. & SPORTS	>		0-LEVEL (UCE)	0	0		
EMIS Notices				TOTAL		5	0		
ے اُل User Manager		SP GPS LOCATION	>		UPDATE TEACHING STAFF INFORMATION				
		FINANCE	>						

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:

- a. Enter the "Nationality" of the Teacher
- b. Enter the **"NIN"** National Identification Number of the Teacher (The format is e.g., CM748383480F83)
- c. 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 "Martial 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.
- I. 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.

	≡	1. Commence			ACADEMIC YEAR 2023		Account ION ~
EMIS Dashboard		UPDATE TEACHING STAFF I	NFORMATION		×		
🝙 EMIS DATA UPLOAD							
Upload Data		Add Single Tutor / Instructor	Upload Ugandan Tutors & Instructors Upload For	eigner Tutors & Instructors			
Data Upload Status		Add Photo	TEACHER DETAILS Nationality *	National ID (NIN) *	1		
			UGANDA	← EG. CM74838348F83			
🛞 My Institution			First Name	Surname	D POST LEVEL	SEX OF STAFF	
Students			EG. BILL	EG. CLINTON		M F	
🖹 Human Resource			Other Names	Date Of Birth	ICATION	1 0	
Infrastructure			EG. OTHER	🛱 29 MARCH, 2005		2 0	
P Facilities		O Choose Photo	Gender	Religion *		2 0	
子 P.E & Sports			• MALE FEMALE	-SELECT-	· ·	0 0	
			Marital Status *	Type *		0 0	
Finance			-SELECT-	 TRAINED 	·	0 0	
			orrest-		•	0 0	
Publications						0 0	
			× Cancel Verify Teacher I			0 0 5 0	
		GPS LOCATION	,	UPDATE TEACHING STAF	FINFORMATION		



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 **"Martial 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.

EMISPORTAL	≡				ACADEMIC YEAR 2023	
B EMIS Dashboard		UPDATE TEACHING STAFF INFORMATIO	DN		×	
💫 EMIS DATA UPLOAD						
Upload Data		Add Single Tutor / Instructor Upload Ugan	dan Tutors & Instructors Upload Foreigner	Tutors & Instructors		
		Add Photo	TEACHER DETAILS	National ID (NIN) *	÷	
			UGANDA ~	EG. CM74838348F83		
😚 My Institution			First Name	Surname	D POST LEVEL	SEX OF STAFF
D Students			EG. BILL	EG. CLINTON		M F
Human Resource			Other Names	Date Of Birth	ICATION	1 0
Infrastructure			EG. OTHER	🖽 29 MARCH, 2005		2 0
Facilities		Choose Photo	Gender	Religion *		2 0
P.E & Sports			• MALE FEMALE	-SELECT-	~	0 0
			Marital Status *	Type *		0 0
Finance			-SELECT-	TRAINED	·	0 0
			"GELEVI"	TRAINED	•	0 0
						0 0
Publications			X Cancel Verify Teacher NIN →			0 0
EMIS Notices						5 0
ා User Manager		GPS LOCATION	,	UPDATE TEACHING STAFF	INFORMATION	

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.

	=		DEMIC YEAR 2023 >	0	Institution A	ccount
EMIS Dashboard		EMIS BASELINE INFORMATION FORM				
🕞 EMIS DATA UPLOAD	~ 1					
		TEACHING STAFF				
		A summary of your academic staff.				
		UPDATE TEACHING STAFF INFORMATION	<			
හා Institution		Add Single Tutor / Instructor Upload Ugandan Tutors & Instructors Upload Foreigner Tutors & Instructors	D POST LEVEL	SEX	OF	
D Students		Step 1: Download and fill out the Excel Template then proceed to Step 2	J POST LEVEL	M	F	
Human Resource		Commode and mill derive backs response and proceed and one pic	CATION	1	0	
nfrastructure				2	0	
		Step 2:		2	0	
Facilities		Upload the Excel Template you filled from Step 1 then click upload		0	0	
	2.1	Upload Filled Excel Template Browse Upload &		0	0	
물 Finance				0	0	

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.

	≡					ACADEMIC YEAR 202	a > Ul Institu	tion Account
음 EMIS Dashboard 슈 EMIS DATA UPLOAD	,	Manage Tutors / Instructor You have a total of 5 Tutors / Instructor(s)	ors					
MANAGE EMIS DATA		Gender	• Enter Na	me	Q			
T Students	>		GENDER	NATIONALITY	HIGHEST LEVEL OF EDUCATION	NIN VALIDATION STATUS	QUALIFICATION	ACTIONS
Human Resource	~	ABEL MUSEVENI	MALE	UGANDA	BACHELORS DEGREE	⊘ YES	TRAINED	•
Tutors / Instructors Tutor Transfers		DANIEL AHIMBISIBWE	MALE	UGANDA	CERTIFICATE	@ YES	TRAINED	0
Tutor Postings Non Teaching Staff		BENS TURYASINGURA	MALE	UGANDA	PHD	@ YES	TRAINED	ø
Non Teaching Staff Transfer Non Teaching Staff Posting		PETER PAUL ANICAN	MALE	UGANDA	CERTIFICATE	⊘ YES	TRAINED	٥
Infrastructure								

Figure 2.11.4.0 Teacher Profile - View Teaching staff
EMISPORTAL	≡				🖨 ACADEM	IC YEAR 2023 > UI Institution Account
EMIS Dashboard	>	Teacher Profile View teacher details below.				View Teacher
MANAGE EMIS DATA	\$	ABEL Age: 42YRS Gender: MALE		Personal Information		Edit Teacher Delete Teacher
Human Resource	>	Personal Information	>	Full Name	ABEL	
Infrastructure		📞 Contact Address	>	Date Of Birth		
P Facilities	>	Qualifications	>	Gender	MALE	
P.E & Sports	>	≣≓ Responsibilities	>	Nationality	UGANDA	
Finance	>			NIN	CM80*****HE7E	
				Marital Status		
				Religion		
Publications	>			Qualification Status	TRAINED	
EMIS Notices				Highest Level of Education	BACHELORS DEGREE	
— දී, User Manager				Registration Number	NOT REGISTERED	
li contrationa de la contratio				TMIS Number	NOT SET	
				IPPS Number	NOT SET	
A FMIS Support	,			Designation	LECTURER	

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:

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

EMISPORTAL				ACADEMIC YEAR 20	× U	Institution
EMIS Dashboard			EN	S BASELINE INFORMATION FORM		
EMIS DATA UPLOAD	~					
Upload Data		SCHOOL	>	NON TEACHING STAFF		
Data Upload Status		COURSES	>	A summary of your non teaching staff		
		STUDENTS	>	SECTION D: NON TEACHING STAFF INFORMATION		
My Institution		ST TEACHING STAFF	>	JOB TITLE		STAFF
Students	>	St TEACHING STAFF			M	F
		NON TEACHING STAFF	>	ACADEMIC REGISTRAR ACCOUNTANT	0	0
Human Resource	>	INFRASTRUCTURE	,	ACCOUNTANT	0	0
Infrastructure		INFRASTRUCTORE	,	ASSISTANT ACADEMIC REGISTRAR	0	0
> Facilities	>	CTHER FACILITIES	>	ASSISTANT INVENTORY MANAGEMENT OFFICER	0	0
P.E & Sports				ASSISTANT RECORDS OFFICER	0	0
	<i>.</i>	WATER & SANITATION	>	ASSISTANT SYSTEMS ADMINISTRATOR	0	0
Finance		SOURCES OF ENERGY	>	ASSISTANT WARDEN	0	0
				CARPENTER	0	0
		ET ICT	>	CATERING OFFICER	0	0
Publications	>	PE. & SPORTS	,	CLEANER	0	0
EMIS Notices		E+ THE GOPORTS	<i>´</i>	CLINICAL OFFICER	0	0
		SPS LOCATION	>	COMPOUND ATTENDANT	0	0
ວິງ User Manager		ST FINANCE	,	COMPUTER LAB ATTENDANT	0	0

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.

- a. To use a web form where a single teacher's details can be entered by selecting the **"Add Single Non-Teaching Staff"** tab.
- b. 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.
- c. 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:

- a. Enter the "Nationality" of the non-teaching staff
- b. 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.
- c. Select the **"Religion"** of the non-teaching staff from the drop down.
- d. Select the **"Job Title"** of the non-teaching staff from the drop down.
- e. Select the "Martial Status" of the non-teaching staff from the drop down.
- f. Select the "Employment Status" of the non-teaching staff from the drop down.
- g. Select the "Highest Education Level" of the non-teaching staff from the drop down.
- h. After you have filled the details, click the **"Verify Staff NIN"** button to verify the non-teaching staff' NIN.
- i. On successful verification, click the "Save" button to add the non-teaching staff to the institution.

	=					2023 >	Institution Account
		-		RECORDS OFFICER	_	0	0
EMIS Dashboard		UPDATE NON TEACHING STA	AFF INFORMATION		×	0	0
🕞 EMIS DATA UPLOAD	~					0	0
Upload Data		Add Single Non Teaching Staff	Upload Ugandan Non Teaching Staff Upload Foreig	ner Non Teaching Staff		0	0
		Add Photo	STAFF DETAILS			0	0
			Nationality *	National ID (NIN) *		0	0
			UGANDA	← EG. CM74838348F83		0	0
တ္သိ My Institution		63	First Name	Surname		0	0
Cudents			EG. BILL	EG. CLINTON		0	0
🗳 Human Resource			Other Names	Date Of Birth		0	0
Infrastructure		~	EG. OTHER	m 29 MARCH, 2005		0	0
P Facilities		Choose Photo	Gender	Religion *		0	0
			MALE FEMALE	-SELECT-		0	0
유 P.E & Sports	2			-SELECI-	· ·	0	0
Finance			Job Title *	Marital Status *			
			-SELECT	-SELECT	· .		
						← BACK	NEXT →
Publications			× Cancel Verify Staff NIN	→ ←	l		
EMIS Notices							
兴 User Manager		Copyright © 2023 Ministry of Education & S				Terms & Co	

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

2.11.7 Add Non-Teaching Staff Using Excel Workbook Upload

Either upload Ugandan or Foreigner Non -teaching Staff with excel.

To upload batch Ugandan Non-Teaching Staff with excel, select either of the remaining tabs and follow the steps below:

- a. Select the **"Upload Ugandan Non-Teaching Staff"** or **"Upload Foreign Non-Teaching Staff"** from the Update Non-Teaching Staff information screen.
- b. Click the **"Download Excel Template"** to add batch number of Ugandan or Foreign Non-Teaching staff.
- c. Once all non-teaching 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 Non-Teaching Staff from the Excel workbook.



Figure 2.11.7 EMIS Baseline Form - Upload Ugandan Non-Teaching Staff

NOTE: If successful, the system validates the details in the Excel and provides 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.

2.11.8 Tutor/Instructor transfers

The institution receives tutors/instructors that have been transferred from another school by the Ministry of Education & Sports.

To accept or reject transferred teachers, t log into EMIS as described earlier, and then click **"Tutor Transfers"** under Human Resource on the Menu as shown below:

	■			ACADE	MIC YEAR 2023 >	u Institution Account
B EMIS Dashboard		Tutor Transfers				
🕞 EMIS DATA UPLOAD	.>					
		Incoming Tutor Transfers Outgoing Tutor Transfers				
My Institution		GENDER		_		
D Students		ALL ~ ALL	- TUTOR NAME			
Human Resource		TUTOR PREVI	DUS SCHOOL	QUALIFICATION	STATUS	ACTIONS
Tutors / Instructors		FRED WATEYA ORA T	ECHNICAL INSTITUTE	REGISTERED	PENDING	ACCEPT REJECT
Tutor Transfers		FRANCIS ONANYANG ORA T	ECHNICAL INSTITUTE	REGISTERED	PENDING	ACCEPT REJECT
Tutor Postings Non Teaching Staff		FRANK KHAMALI MOSES ORA T	ECHNICAL INSTITUTE	REGISTERED	PENDING	ACCEPT REJECT
Non Teaching Staff Transfers		DANIEL AHIMBISIBWE NAKA	WA VOCATIONAL TRAINING INSTITUTE	REGISTERED	ACCEPTED	
Non Teaching Staff Postings		PETER PAUL ANICAN ORA T	ECHNICAL INSTITUTE	REGISTERED	ACCEPTED	
f Infrastructure		RICHARD OTYEKA ORA T	ECHNICAL INSTITUTE	REGISTERED	ACCEPTED	
Facilities	12	RICHARD OTYEKA NAKA	WA VOCATIONAL TRAINING INSTITUTE	REGISTERED	REJECTED	REASON

Figure 2.11.8.0 Human Resource Module – Transfer teachers

"Accept" or "Reject" a tutor/instructor who has been transferred to your insti-tution. 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.

	C .444	DEMIC YEAR 2023 > U Institution Account
EMIS Dashboard 슈 EMIS DATA UPLOAD >	Tutor Transfers	
MANAGE EMIS DATA	Incoming Tutor Transfers Outgoing Tutor Transfers	
Students	ALL Receive Transferred Tutor × ▼ Apply	
🗳 Human Resource 🗸 🗸	QUALIFICATION	STATUS ACTIONS
Tutors / Instructors	FRED WATEYA FRED WATEYA FRED WATEYA	PENDING ACCEPT REJECT
Tutor Transfers	Reporting Date *	PENDING ACCEPT REJECT
Tutor Postings Non Teaching Staff	FRANK KHAMALI MOSES	PENDING ACCEPT REJECT
Non Teaching Staff Transfers	DANIEL AHIMBISIBWE X CANCEL ACCEPT TUTOR →	ACCEPTED
Non Teaching Staff Postings	PETER PAUL ANICAN	ACCEPTED
f Infrastructure	RICHARD OTYEKA ORA TECHNICAL INSTITUTE REGISTERED	ACCEPTED
Pracilities	RICHARD OTYEKA NAKAWA VOCATIONAL TRAINING INSTITUTE REGISTIOND	REJECTED

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:

				(1) AC	ADEMIC YEAR 2023 > UI Institution Account
B EMIS Dashboard		Tutor Postings			
♠ EMIS DATA UPLOAD	>	ALL	TUTOR NAME	∑ Apply	
MANAGE EMIS DATA			GENDER	STATUS	ACTIONS
D Students	>	SPERIANO BYAMUKAMA	MALE	PENDING	ACCEPT REJECT
Human Resource	~	JULIUS TURYATUNGA	MALE	PENDING	ACCEPT REJECT
Tutors / Instructors		ABEL MUSEVENI	MALE	ACCEPTED	
Tutor Transfers		e First e Previous 1 Next > Last >>		15 ~	
Tutor Postings		« Pirst < Previous 1 Next > Last >>	Show	15 ~	Showing 1 to 3 of 3 Tutor Posting:
Non Teaching Staff					
Non Teaching Staff Transfe	rs				
Non Teaching Staff Posting	js				
Infrastructure					

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.

	=	in the second second			ACADEMIC YEAR 2023 Institution Account
EMIS Dashboard		Tutor Postings			
A EMIS DATA UPLOAD		GENDER	STATUS TUTOR NAME	∵ Apply	1
My Institution			CENDER	TATUS	ACTIONS
Students		SPERIANO BYAMUKAMA	Accept Posted Tutor ×		ACCEPT
🖹 Human Resource		JULIUS TURYATUNGA ABEL MUSEVENI	Kindly let us when the Tutor SPERIANO BYAMUKAMA reported to your		ACCEPT
		a First a Previous 1 Next	institution. Reporting Date *		Showing 1 to 3 of 3 Tutor Postings
			29 MARCH, 2023		
			× CANCEL ACCEPT TUTOR →		

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
--	---------------------------------------

	🗂 жаларыне чили	2023 > UI Institution Account
器 EMIS Dashboard 余 EMIS DATA UPLOAD >	Non Teaching Staff Transfers	
MANAGE EMIS DATA	Incoming Non Teaching Staff Transfers Outgoing Non Teaching Staff Transfers	
Students Human Resource Tutors / Instructors	NON TEACHING STAFF PREVIOUS SCHOOL STATUS	ACTIONS
Tutor Transfers Tutor Postings Non Teaching Staff	No transfers to display at the moment	
Non Teaching Staff Postings	Show 15 ~	
nfrastructure		

"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:

21/2					•
	=			ACADEMIC YEAR 2023 >	Institution Account
B EMIS Dashboard		Non Teaching Staff Postings			
MANAGE EMIS DATA	>	ALL × ALL	* STAFF NAME	∑ Apply	
My Institution		NON TEACHING STAFF	GENDER DESIGNATION	STATUS	ACTIONS
☐ Students					
🖹 Human Resource	~	O No postings to display at the moment			
Tutors / Instructors					
Tutor Transfers					
Tutor Postings		Show 15 ~			
Non Teaching Staff Non Teaching Staff Transfers					
Non Teaching Staff Postings					
Infrastructure					
Facilities	>				
류 P.E & Sports	>				
Finance	>				
UTILITIES		Copyright © 2023 Ministry of Education & Sports. All Rights Rese	rved.		Terms & Conditions Privacy Policy

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:

- a. Go to the menu on your Dashboard.
- b. Select the "EMIS DATA UPLOAD" from the EMIS menu.
- c. Click "Upload Data"
- d. Click the "Update" button in the Actions column.
- e. Select the **"Infrastructure"** tab from the EMIS Baseline Information Form menu.
- f. 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.

EMISPORTAL	≡		
EMIS Dashboard			EMIS BASELINE INFORMATION FORM
🕞 EMIS DATA UPLOAD	~		
Upload Data		SCHOOL	INFRASTRUCTURE
Data Upload Status		COURSES	> Update all details below.
		STUDENTS	CLASSROOMS
My Institution		TEACHING STAFF) Infrastructure Type Completion Status Total Area Per Room Total Count of Rooms ACTIONS
Students	>	R NON TEACHING STAFF	Infrastructure Type Completion Status Total Area Per Room Total Count of Rooms ACTIONS
省 Human Resource	>	NON TEACHING STAFF	5
			There is no infrastructure information to display at the moment.
P Facilities	>	ST OTHER FACILITIES	,
류 P.E & Sports	•	WATER & SANITATION	>
Finance	>	SOURCES OF ENERGY	CLASSROOMS (WITH RAMPS FOR SNE)
		ST ICT	Infrastructure Type Completion Status Total Area Per Room Total Count of Rooms ACTIONS
Publications	>	P.E. & SPORTS	
EMIS Notices		SPS LOCATION	> O There is no infrastructure information to display at the moment.
ന്ന User Manager		# FINANCE	There is no infrastructure information to display at the moment.

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.

	≡		C ACADEMIC YEAR 2023 >
EMIS Dashboard			EMIS BASELINE INFORMATION FORM
🕞 EMIS DATA UPLOAD	~		
Upload Data		SCHOOL	INFRASTRUCTURE
Data Upload Status		COURSES	> Update all details below.
		STUDENTS	CLASSROOMS
🚱 My Institution		TEACHING STAFF	> Infrastructure Type Completion Status Total Area Per Room Total Count of Rooms ACTIONS
Students	*	NON TEACHING STAFF	Intrastructure type completion status total Area Per Noom total Count or Nooms ACTIONS
省 Human Resource	>		
Infrastructure		INFRASTRUCTURE	There is no infrastructure information to display at the moment.
Facilities	>	ST OTHER FACILITIES	>
유 P.E & Sports	>	WATER & SANITATION	>
Finance	>	SOURCES OF ENERGY	CLASSROOMS (WITH RAMPS FOR SNE)
		ET ICT	> Infrastructure Type Completion Status Total Area Per Room Total Count of Rooms ACTIONS
Publications	>	P.E. & SPORTS	>
EMIS Notices User Manager		GPS LOCATION	O There is no infrastructure information to display at the moment.
		DE ENVANCE	There is no miniaduouse minimadoli to display at the moment.

Figure 2.12 Infrastructure Management – Add Classroom Facilities

Figure 2.12 Infrastructure Management – Update Classroom Facilities

	≡		ACADEMIC VIAR 2023 > U Restrution Account
EMIS Dashboard			EMIS BASELINE INFORMATION FORM
A EMIS DATA UPLOAD			
Upload Data		SCHOOL	ADD CLASSROOMS ×
Data Upload Status		ST COURSES	Infrastructure Type *
MANAGE EMIS DATA		STUDENTS	-Select All-
🛞 My Institution		TEACHING STAFF	Completion Status * rotal Area Per Room Total Court of Rooma ACTIONS
Students		ST NON TEACHING STAFF	-Select All-
🖹 Human Resource			Total Area Per Room*
Infrastructure		INFRASTRUCTURE	0 s o ^w ure information to display at the moment.
P Facilities		CTHER FACILITIES	Total Count of Rooms with Above Area *
유료 & Sports		ST WATER & SANITATION	0
Finance		SOURCES OF ENERGY	× Cancel Save → IPS FOR SNE) ADD CLASSROOMS (WITH RAMPS FOR SNE)
UTILITIES		ST ICT	Intracting type Porrplate Status Total Area Per Room Total Court of Rooms ACTIONS
Publications		P.E. & SPORTS	
EMIS Notices		ST GPS LOCATION	
് User Manager			There is no infrastructure information to display at the moment.

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

	≡				2023 > LI Institution Account	. ~
문 EMIS Dashboard 슈 EMIS DATA UPLOAD	>	Infrastructure Below is a list of infrastructure.				
		CLASSROOMS			<u>×</u>	
My Institution		Infrastructure Type	Completion Status	Total Area Per Room	Total Count	
Students	>					
省 Human Resource	>					
f Infrastructure		① There are no infrastrue	cture information to display at the moment.			
Pacilities	>					
유 P.E & Sports	>					
Finance	>	CLASSROOMS (WITH RAM	IPS FOR SNE)			
		Infrastructure Type	Completion Status	Total Area Per Room	Total Count	
Publications	>					
EMIS Notices		There are no infrastru	cture information to display at the moment.			
പ്പ് User Manager		U There are no intrastru	aure information to uspray at the moment.			
CMIS Support	>					

2.13 Facilities Management Functionality

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

- 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.

B EMIS Dashboard			EN	IIS BASELINE INFORMATIO	N FORM	
🕞 EMIS DATA UPLOAD	~					
Upload Data		SCHOOL	>	OTHER FACILITIES		
Data Upload Status		COURSES	>	Update all the details below.		
		STUDENTS	>	FACILITY	PRESENT	ACTIONS
My Institution		TEACHING STAFF	>	LIGHTENING ARRESTER/CONDUCTOR BASIN	NO	🖉 Update
C Students	>	NON TEACHING STAFF	>	GREEN GRASS	NO	🖉 Update
Human Resource	>	INFRASTRUCTURE	>	TREE SHADES	NO	🖉 Update
Infrastructure				FLOWER GARDEN	NO	🖉 Update
Facilities	>	CTHER FACILITIES	>	INTRUDER PROOF FENCE WITHOUT GATE	NO	🖉 Update
윢 P.E & Sports	>	ST WATER & SANITATION	>		NO	
Finance	>			INTRUDER PROOF FENCE WITH GATE		🖉 Update
		SOURCES OF ENERGY	>	TEMPORARY FENCE	NO	🖉 Update
		ST ICT	>			
Publications	>	P.E. & SPORTS	,			← BACK NEXT →

Figure 2.13.0 EMIS Baseline Information Form – Other Facilities

Figure 2.13.1 EMIS Baseline Information Form – Water & Sanitation

	≡					CADEMIC YEAR 2023 > UI Instituti
EMIS Dashboard			EM	IIS BASELINE INFORM	ATION FORM	
🕞 EMIS DATA UPLOAD	~				_	
Upload Data		SCHOOL	>	WATER AND SANITATION		
Data Upload Status		COURSES	>	Update all details that are marked NOT SET		
		STUDENTS	>	Water Sources	_	
🚱 My Institution		TEACHING STAFF	>	SECTION E.4: SOURCE OF WATER		
CT Students	>			WATER PURPOSE	WATER SOURCE TYPE	DISTANCE TO WATER SOURCE
🔐 Human Resource	>	NON TEACHING STAFF	>	DRINKING WATER	NOT SET	NOT SET
Infrastructure		INFRASTRUCTURE	>	WATER FOR OTHER PURPOSES	NOT SET	NOT SET
P Facilities	>	CTHER FACILITIES	>		UPDATE WATER SOURCES INFORM	NTION
异 P.E & Sports	>	WATER & SANITATION	>	the data data and a state		
Einance				Hand Washing Facilities		

Figure 2.13.2 EMIS Baseline Information Form – Sources of Energy



	≡							CACADEMIC	YEAR 2023 >	0	Institution
EMIS Dashboard			EM	IS BASELINE			N FORI	N			
C EMIS DATA UPLOAD	~	SCHOOL	,	ICT FACILITIES							
Data Upload Status		COURSES	>	Update all details that an		SET					
		STUDENTS	> L	((o)) School Interne	t Source:	lot Set Upda	ste				
🚱 My Institution		TEACHING STAFF	>	Internet Conne	ectivity Statu	IS: In-Active	Activ	e			
C Students	>	NON TEACHING STAFF	>								
Human Resource	>	S. INFRASTRUCTURE	>	USER	FUNCTIONAL COMPUTERS	NON FUNCTIONAL COMPUTERS	OVER HEAD PROJECTOR	DISTANCE LEARNING FACILITIES	Computers With Internet	TOTAL	ACTION
Infrastructure Facilities	>	ST OTHER FACILITIES	>	ACADEMIC	Not Set	Not Set	Not Set	PAGIEITIES	ACCESS Not Set	Not	Update
子 品。P.E & Sports	>	B WATER & SANITATION	>	STAFF	Not Set	Not Set	NOT Set		Not Set	Set	Update
Finance	>	SOURCES OF ENERGY	>	STUDENTS	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set	Update
		8 1 іст	>	STAFF & STUDENTS	Not Set	Not Set	Not Set		Not Set	Not Set	Update
Publications	>	P.E. & SPORTS	>	ADMINISTRATIVE STAFF	Not Set	Not Set	Not Set		Not Set	Not Set	Update
EMIS Notices		GPS LOCATION	>								
പ്പ് User Manager		ST FINANCE	>						÷	BACK	NEXT \rightarrow

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.

- a. Select the "Facilities" module from the EMIS Menu on your left.
- b. 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.

Infrastructure LEARNERS Not Set Not Set		≡						EMIC YEAR 2023 > U Institu	tion Account
ARAGE EMIS DATA MARAGE EMIS DATA My Institution Students Muman Resource Mana Resource <th>EMIS Dashboard</th> <th></th> <th>ICT Equipment</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th>	EMIS Dashboard		ICT Equipment						
My Institution Internet Source Not Institution Infrastructure Infrastructure Infrastructure Source & Access to Water Hambarshing Facilities Garbage Final Disposal Source of Energy ICT Facilities Other Facilities At Sectors	\Lambda EMIS DATA UPLOAD	>	Information about your school's ICT E	quipment					
My institution I students I human Resource I human Resource I infrastructure I infrastructure Source A Access to Water Handan Disposal Source of Energy ICT Facilities Other Facilities PE & Sports			(a) School Internet Sec	IFOO! No Internet Courses		Intern	at Connectivity Status: In	Antiun Antiun	
Human Resource Full INdex Full INdex LOUMPOIES Not Set	🚱 My Institution		(School Internet So	ICE. No internet Source		A milem	et connectivity status.	Active	
Infrastructure Industria Industria	1) Students	>	FACILITY USER	FUNCTIONAL COMPUTERS	NON FUNCTIONAL COMPUTERS	OVER HEAD PROJECTOR	DISTANCE LEARNING FACILITIES	COMPUTERS WITH INTERNET ACCESS	TOTAL
Source & Access to Water Not Set Not Set Not Set Not Set Not Set Source & Access to Water Handwashing Facilities Garbage Final Disposal Source of Energy V	Human Resource	>	ACADEMIC STAFF	Not Set	Not Set	Not Set		Not Set	Not Set
Source & Access to Water Handwashing Facilities Garbage Final Disposal Source of Energy ICT Facilities Other Facilities B PE & Sports	Infrastructure		LEARNERS	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set
Handwashing Facilities Garbage Final Disposal Source of Energy ICF Facilities Other Facilities * PE & Sports >	P Facilities	~	STAFF & LEARNER	Not Set	Not Set	Not Set		Not Set	Not Set
Garbage Final Disposal Source of Energy ICT Facilities Other Facilities ♣	Source & Access to Water		ADMINISTRATIVE STAFF	Not Set	Not Set	Not Set		Not Set	Not Set
Source of Energy ICT Facilities Other Facilities Facilities >	Handwashing Facilities								
ICT Facilities Other Facilities ### PE& Sports	Garbage Final Disposal								
Other Facilities	Source of Energy								
g ££6 Sports →									
	Other Facilities								
g Finance →	류 P.E & Sports	>							
	Finance	>							

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:

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

EMIS PORTAL CACADEMIC YEAR 2023 > 8 EMIS Dashboard EMIS BASELINE INFORMATION FORM EMIS DATA UPLOAD SCHOOL Upload Data P.E. & SPORTS COURSES **STUDENTS** SPORTS EQUIPMENT PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES My Institution TEACHING STAFF SPORTS EQUIPMENT Students of door this institution have? RON TEACHING STAFE CATEGORY SPORTS EQUIPME INFRASTRUCTURE THLETICS IMPLEMENTS DISCUS €Up e **OTHER FACILITIES** ATHI FTICS IMPLEMENTS JAVELIN **WATER & SANITATION** ATHLETICS IMPLEMENTS CROSS BARS 0 211 ATHLETICS IMPLEMENTS LANDING MATTRESS 0 🔓 Fin SOURCES OF ENERGY ATHLETICS IMPLEMENTS SHOT PUTS 0 ST ICT ATHLETICS IMPLEMENTS STOP WATCHES 0 P.E. & SPORTS ATHLETICS IMPLEMENTS TAPE MEASURES EMIS Notice ATHLETICS IMPLEMENTS UPRIGHTS 0 SPS LOCATION ATHLETICS IMPLEMENTS 0 WEIGHING SCALE ₫u ST FINANCE

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.

- a. Go to the menu on your Dashboard.
- b. Select the "EMIS DATA UPLOAD" tab.
- c. Click "Upload Data"
- d. Click the "Update" button to update the EMIS Baseline Information Form
- e. Select the "P.E & Sports" tab.
- f. Click the "Participation in Extra -CurricularActivities" tab.
- g. Click the "Update Student's Participation Information" button.

h. Then click the **"Download Excel"** button to download the excel template that can be used to update the extra-curricular activities.

i. 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

	≡									ë,	ACADEM	IIC YEA	R 2023	>	U	ititution Ac
B EMIS Dashboard			EN	IIS BASELINE	INFOR	RMAT	101	N F	OR	м						
🖒 EMIS DATA UPLOAD																
Upload Data		SCHOOL	>	P.E. & SPORTS												
Data Upload Status		COURSES	>	Update all the details belo	w.											
		STUDENTS	>	SPORTS EQUIPMENT	PARTICIPAT	TION IN EXT	RA-CI	JRRIC	ULAR	ACTIV	ITIES	٦				
3 My Institution		TEACHING STAFF	>									_				
1 Students				ACTIVITY	WITHIN TH	SCHOOL	DIST		REGIO		NATIO	_	EAST A	FRICA	INTERNA	TIONAL
Human Resource		NON TEACHING STAFF	>	ACTIVITY	M	F	M	F	M	F	M	F	M	F	M	F
Infrastructure		INFRASTRUCTURE	>	ATHLETICS	0	0	0	0	0	0	0	0	0	0	0	0
		CTHER FACILITIES	>	BADMINTON	0	0	0	0	0	0	0	0	0	0	0	0
P Facilities		e+ OTHER PACIEITIES	· · ·	BASKETBALL	0	0	0	0	0	0	0	0	0	0	0	0
		ST WATER & SANITATION	>	CHESS	0	0	0	0	0	0	0	0	0	0	0	0
Finance		SOURCES OF ENERGY	,	DRAUGHTS	0	0	0	0	0	0	0	0	0	0	0	0
		SUURCES OF ENERGY	,	FOOTBALL	0	0	0	0	0	0	0	0	0	0	0	0
		ST ICT	>	FOOTBALL(UNDER 16)	0	0	0	0	0	0	0	0	0	0	0	0
Publications				HAND BALL	0	0	0	0	0	0	0	0	0	0	0	0
		P.E. & SPORTS	>	HOCKEY	0	0	0	0	0	0	0	0	0	0	0	0
EMIS Notices		GPS LOCATION	,	КНО-КНО	0	0	0	0	0	0	0	0	0	0	0	0
ර User Manager		Et OF DEDURTION	· · ·	LAWN TENNIS	0	0	0	0	0	0	0	0	0	0	0	0
		FINANCE	>	NETBALL	0	0	0	0	0	0	0	0	0	0	0	0

2.14.2 View P.E & Sports from EMIS Dashboard

View facilities added from the EMIS Dashboard Menu.

- a. Select the **"P.E & Sports"** Functionality from the EMIS Menu.
- b. View of all the P.E & Sports that has been added/updated.

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

88	EMIS Dashboard		Participation In Extra-	curricular Act	ivities										
ፍ	EMIS DATA UPLOAD	>	Learners Participation In Extra-curricular												
								LEV	VEL OF PA	RTICIPATION	ł				
M			ACTIVITY	WITHIN THE	SCHOOL	DIST	RICT	REGIO	INAL	NATIO	NAL	EAST A	RICA	INTERNAT	TIONAL
٢	My Institution			м	F	м	F	М	F	М	F	м	F	М	F
ф	Students	>	ATHLETICS	0	0	0	0	0	0	0	0	0	0	0	0
•	Human Resource	\$	BADMINTON	0	0	0	0	0	0	0	0	0	0	0	0
	Human Resource	2	BASKETBALL	0	0	0	0	0	0	0	0	0	0	0	0
₽	Infrastructure		CHESS	0	0	0	0	0	0	0	0	0	0	0	0
Ø	Facilities	>	DRAUGHTS	0	0	0	0	0	0	0	0	0	0	0	0
			FOOTBALL	0	0	0	0	0	0	0	0	0	0	0	0
ሔ	P.E & Sports	ř	FOOTBALL(UNDER 16)	0	0	0	0	0	0	0	0	0	0	0	0
	Sports Equipment		HAND BALL	0	0	0	0	0	0	0	0	0	0	0	0
	Sports Facilities		HOCKEY	0	0	0	0	0	0	0	0	0	0	0	0
	Sports Activities		КНО-КНО	0	0	0	0	0	0	0	0	0	0	0	0
	Participation In Extra-Curricular		LAWN TENNIS	0	0	0	0	0	0	0	0	0	0	0	0
	Activities		NETBALL	0	0	0	0	0	0	0	0	0	0	0	0
8	Finance	>	ROCKET	0	0	0	0	0	0	0	0	0	0	0	0
			RUGBY	0	0	0	0	0	0	0	0	0	0	0	0
			SCRABBLE	0	0	0	0	0	0	0	0	0	0	0	0
			SWIMMING	0	0	0	0	0	0	0	0	0	0	0	0

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:

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

EMISPORTAL	≡			C ACADEMIC YEAR 2023 >
BB EMIS Dashboard			E	MIS BASELINE INFORMATION FORM
🕞 EMIS DATA UPLOAD	~			
Upload Data		SCHOOL	>	FINANCE
Data Upload Status		COURSES	>	Update all the details below.
		STUDENTS	>	Income Budgets Expenses
My Institution		TEACHING STAFF	>	la serie de la constante de la const
Students	>	ST NON TEACHING STAFF		Income You have raised a total of UGX 0.
Human Resource	>	ST NON TEACHING STAFF	,	
Infrastructure		INFRASTRUCTURE	>	
Facilities	>	OTHER FACILITIES	>	All income Sources V Apply
P.E & Sports	>	WATER & SANITATION	>	INCOME SOURCE PURPOSE AMOUNT ACTIONS
Finance	>	SOURCES OF ENERGY	>	
		E ICT	>	① There are no income sources to display at the moment.
Publications	>	P.E. & SPORTS	>	
EMIS Notices		GPS LOCATION	>	
දී User Manager		FINANCE	>	← BACK SUBMIT →

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.

	≡	C) ACADGING YEAR 2023 >	LU Institution Ac	count
문 EMIS Dashboard		Income You have raised a total of UGX 0.		
MANAGE EMIS DATA		All Income Sources ~ \textsf{VApply}		
Students		INCOME SOURCE PURPOSE	AMOUNT	
省 Human Resource				
Infrastructure				
P Facilities		O There are no income sources to display at the moment.		
윩 P.E & Sports				
Finance	~			
Income				
Budgets				
Expenses				
Publications				
EMIS Notices				
O: User Manager		Copyright © 2023 Ministry of Education & Sports, All Rights Reserved.	Terms & Conditions	Privacy Policy

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:

- a. Go to the menu on your Dashboard.
- b. Select the "EMIS DATA UPLOAD" functionality from the EMIS menu.
- c. Click "Upload Data" and click the "Update" button in the action's column.
- d. Select the "GPS Location" module from the EMIS Baseline Information Form menu.
- e. Click the "Update" button to update any GPS Location information.

Figure 2.16 EMIS Baseline Informa ion 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:

- a. Go to the left menu on your Dashboard.
- b. Select "EMIS DATA UPLOAD" from the EMIS menu.
- c. Click the "Data Upload Status" tab.
- d. Click the "View Details" button in the Actions column.
- e. You are able to view excel files that were uploaded.

Figure 2.17 EMIS Menu page view - Manage File Uploads

	≡					ACADEMIC YEAR 2023 >	Institution Account	
EMIS Dashboard		File Upload Status						
🔿 EMIS DATA UPLOAD	~							
Upload Data		DOWNLOAD FILE	TYPE	SUCCESS	FAILED	TOTAL	ACTIONS	
Data Upload Status								
				You have not uploaded any f	iles yet.			
My Institution								
Students	>							
🖹 Human Resource	>							
ff Infrastructure								
Facilities	>							
류 P.E & Sports	>							
Finance	>							

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

- a. Go to the left menu on your Dashboard.
- b. Select the "Publications" module from the EMIS menu under Utilities.
- c. Click the "Download" button in the action's column to download the publication.

		ACADEMIC YEAR 2023	Institution Account
문 EMIS Dashboard 슈 EMIS DATA UPLOAD	Ministry Publications DASHBOARD > PUBLICATIONS > MARAGE Total publications: 2		
MANAGE EMIS DATA		DOCIMENT	ACTIONS
Students	LEARNER EMIS REGISTRATION FORM O EMIS LEARNER REGISTRATION FORM	learner emis registration form-emis-publication-01-09-2022.pdf emis learner registration form-emis-publication-01-09-2022.pdf	C Download
自 Infrastructure ⑦ Facilities 錄 P.E & Sports			
Finance			
UTILITIES			
Ministry Publications			
දී User Manager	Copyright © 2023 Ministry of Education & Sports. All Rights Reserved.		Terms & Conditions Privacy Policy

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.

1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1				-
			ACADEMIC YEAR 2023	Institution Account
EMIS Dashboard	EMIS Notices & Circulars			
A EMIS DATA UPLOAD	DASHBOARD > EMIS NOTICES & CIRCULARS > MANAGE			
	You have total of 0 Emis notices & circulars.			
My Institution	Search By Name By Category 👻 🔽 Apply			
Students	NAME CATEGORY	EXPIRY DATE		ACTION
Human Resource	NAME CATEGORY	EXPIRT DATE		ACTION
Infrastructure				
Facilities	① There is no notices and circulars info to display. Try again later			
유 P.E & Sports				
Finance				
Publications				
EMIS Notices				
റ്റ് User Manager				
C) osci mallagei				

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.

EMISPORTAL	≡				EMIC YEAR 2023 > UI Institution Account
器 EMIS Dashboard み EMIS DATA UPLOAD	,	User Manager Vou have a total of 2 users			Add Contact Person
MANAGE EMIS DATA		Status - Search Users Q			Bulk Action ~ Apply
My Institution		USER	POSITION	CONTACTS	STATUS ACTIONS
☐ Students	•		INSTITUTION	Email:com Phone: +256781994575	Active
Human Resource	>			Email: mwe	
Infrastructure			Contact Person	Phone: +25	Active 🐍 🔍
Facilities	>				
Finance	>				
Publications	>				
EMIS Notices					
ິງ User Manager					
		Develop & 2020 Michael & Country & Develop & Develop			Terris D. Occultures - Deterris D
3 EMIS Support	>	Copyright © 2023 Ministry of Education & Sports. All Rights Reserved.			Terms & Conditions Privacy Po

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:

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

	≡				ACADEMIC YEAR 2023 > III Institution Account
Students	>	Submit a Ticket			
🖹 Human Resource	>				
f Infrastructure		Enquiry Type	Select the item you need help with	Priority	Before you submit:
G Facilities	>	Select Type 🗸	Select Category ~	Select Priority	Tell us!
유 P.E & Sports	>				Add as much detail as possible, includ site and page name.
Finance	>	Tell us the subject of your problem not more than 50 characters. Write your problem			Show us!
		Tell us morePlease be as detailed as possible.	0		Add a screenshot or a link to a video.
Publications	>	ו BUS≡≡=• ⊞• ∞ ⊠ X			
EMIS Notices		Enter notes/description for this entry			
ന്ന User Manager					
EMIS Support	~				
Create Ticket					
Open Tickets					
Resolved Tickets All Tickets					
Par Horices					

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 or alternatively contact the chairperson DEO's association for further information.





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