The Republic of Uganda
Ministry of Education and Sports

EMIS
User Manual
(Diploma Awarding Institutions Version)

EMIS
Education Management
Information System

USER MANUAL FOR DIPLOMA AWARDING INSTITUTIONS

Education Management Information System (EMIS)

Acronyms / Abbreviations

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

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1.1 EMIS User Manual for Diploma Awarding Institutions

Overview

The purpose of this document is intended for Diploma 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. The user is advised to review the table to contents to jump directly to the area of their interest.

1.2 Naming Conventions

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

Bold: means emphasis
"Text in quotes" is an object on the screen – e.g. "Next" or "Cancel"

1.3 Getting Started

Platform Access Requirements

To access the system, you must have:

a) A functional desktop computer or laptop. A tablet or smartphone can also be used.
b) Access to a good internet connection.
c) Valid credentials from the Ministry of Education & Sports (MoES) to log into EMIS portal.
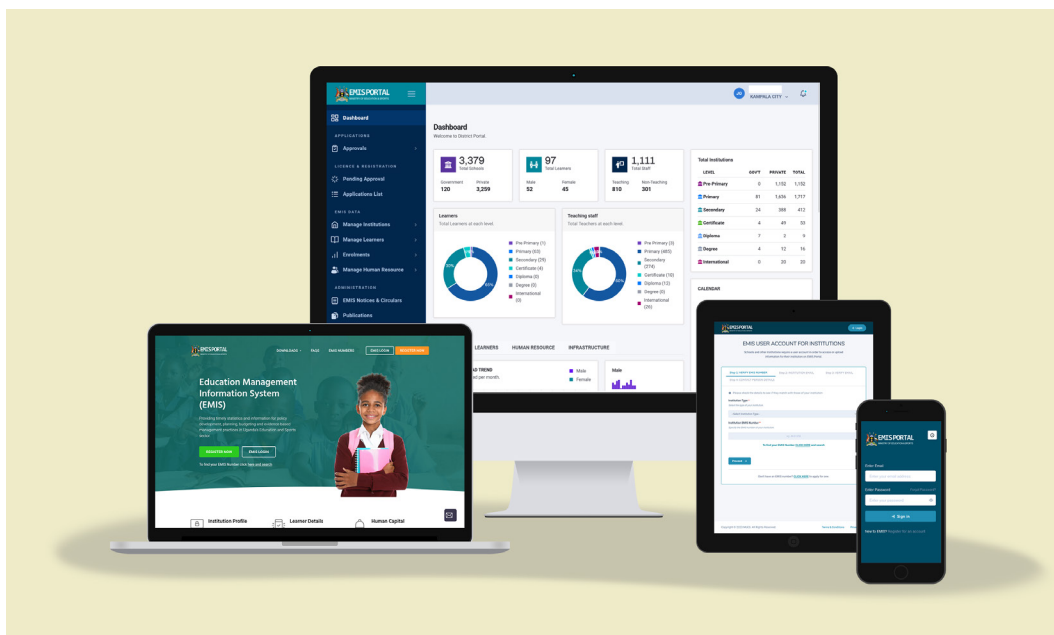
02

EDUCATION INSTITUTION USERS

This includes instructions on:

- **User Account Creation**
- **EMIS Number Application**
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- **User Login and Logout**
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- **EMIS Support**

2.1 User Account Creation

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

a. Go and open your browser from an internet connected computer.
b. Type https://emis.go.ug/ in the browser's address bar.
c. Click **"Register Now"** to create your user account.
d. This will open a form where you choose the **"Institution Type"** from a dropdown list.
e. Enter the **"Institution EMIS number"** of your institution and click the **"Proceed"** button.
f. Confirm Institution details retrieved by the system.
g. Click the **"Proceed"** button to continue or the **"Back"** button to start afresh.
h. Select the **"Type of institution"** e.g., Technical Institution and then input the official **"Institution Email"** and **"Institution Mobile Phone"** and click the **"Proceed"** button.
i. Enter the received **"OTP/Verification Code"** in the displayed form to validate the email or mobile phone number supplied.
j. Click the **"Proceed"** button to continue.
k. Enter the key **"Contact Person details"** of the institution using NIN validation.
l. After the NIN for the contact person has been verified, the system will display 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
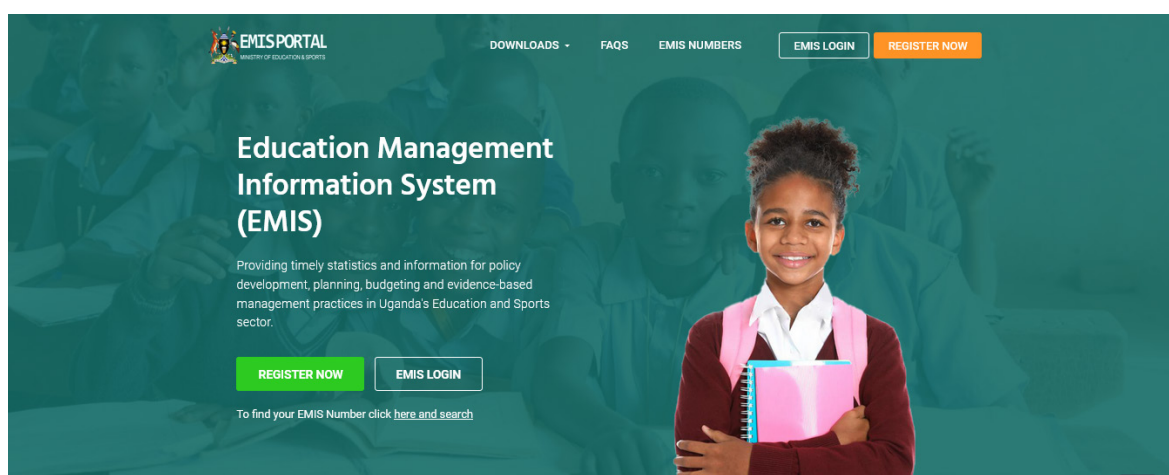
NOTE:
- The system then sends an "Acknowledgement Email" to the user explaining the next steps which include approval of the created account by the CEO/DEO/MEO.
- Once the CEO/DEO/MEO approves the user account, an email with a temporary password is sent to your official email.

2.2 Search EMIS Number

If you do not know your EMIS number, click below Institution EMIS Number which states "To find your EMIS Number, **CLICK HERE** and search."

You are required to enter the following details:
a. Select the **"Education level"** of the institution from the drop down.
b. Select the **"District"** of the institution from the drop down.
c. Select the **"County"** of the institution from the drop down.
d. Select the **"Sub County"** of the institution from the drop down.
e. Select the **"Parish"** of the institution from the drop down.
f. Select the **"Ownership"** of the institution from the drop down.
g. Click the **"Search"** button to find the EMIS number of your institution or click the **"Reset"** button to start filling in details again.

Figure 2.2 EMIS Number Search Form

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."
d) Select the **"Institution type"** from the drop-down options.
e) Enter the registered **"Institution Name"** of your school.

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

Figure 2.3 EMIS Number Application Location details

NOTE:

The system sends an **"Acknowledgement Email"** to you 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.
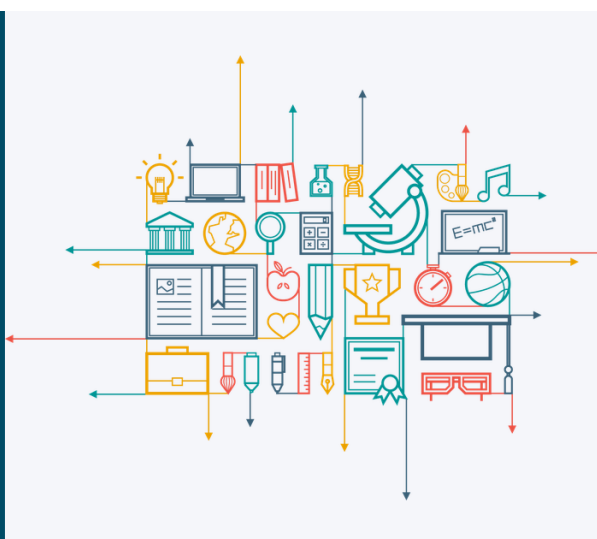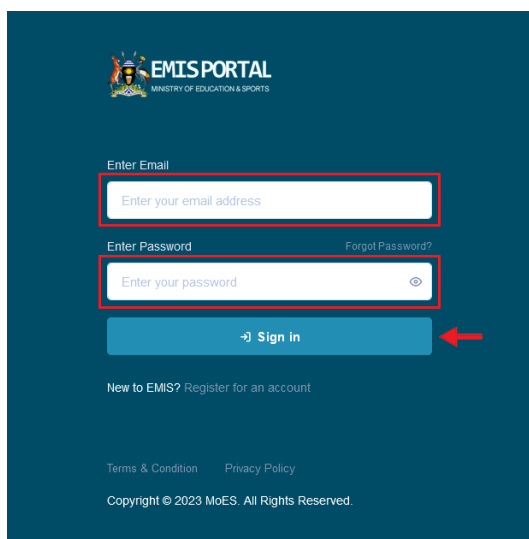
a) The first email has the EMIS number assigned to the institution plus a pdf attachment of the EMIS number certificate for the institution from Ministry of Education and Sports.
b) The second email has log in credentials to the EMIS Web Portal which include a username and temporary password which the institution uses to sign in. Please note that the temporary password is automatically generated by the EMIS system, and the user is 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.
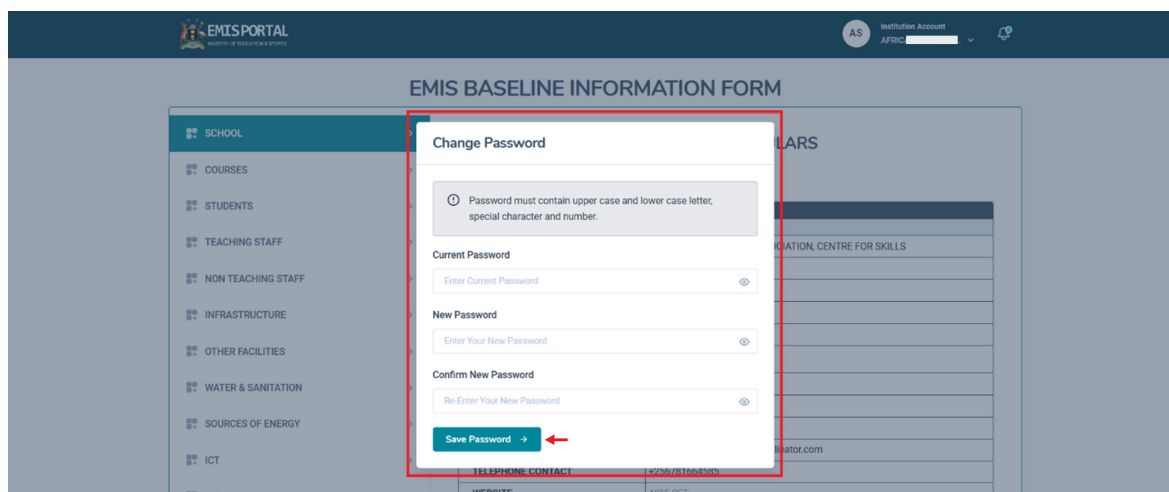
Figure 2.4.0 EMIS Portal User Login page

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.

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.

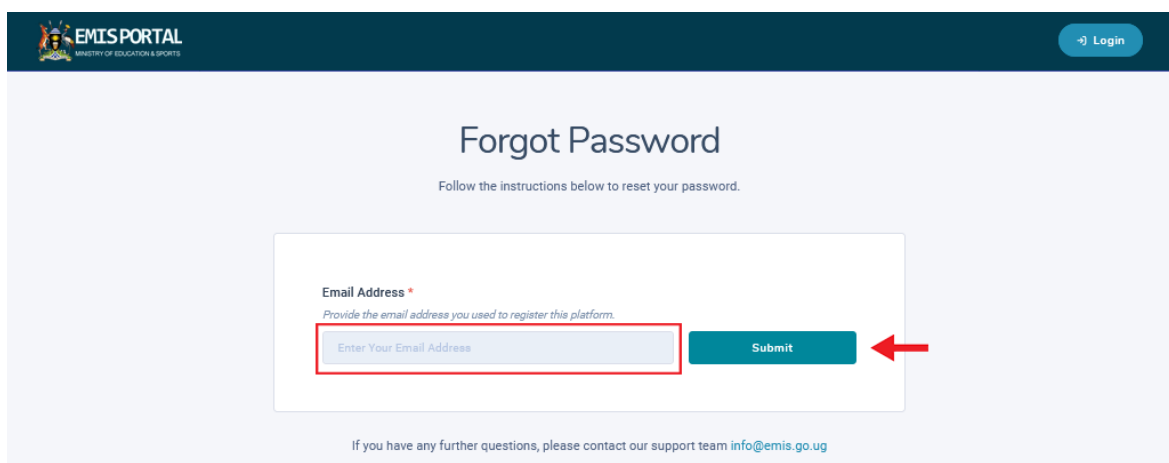*Figure 2.4.1 Change Password*

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.

2.5 Password Recovery

The **"Forgot Password"** functionality is designed for the user to retrieve a lost or forgotten password on your 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 2.5 Email address to send recovery details

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 your 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.

2.6 Student Summary Form

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

Figure 2.6 Student Summary Form

2.7 User Logout

To log out, navigate to the log out button beneath the username on the top right corner.
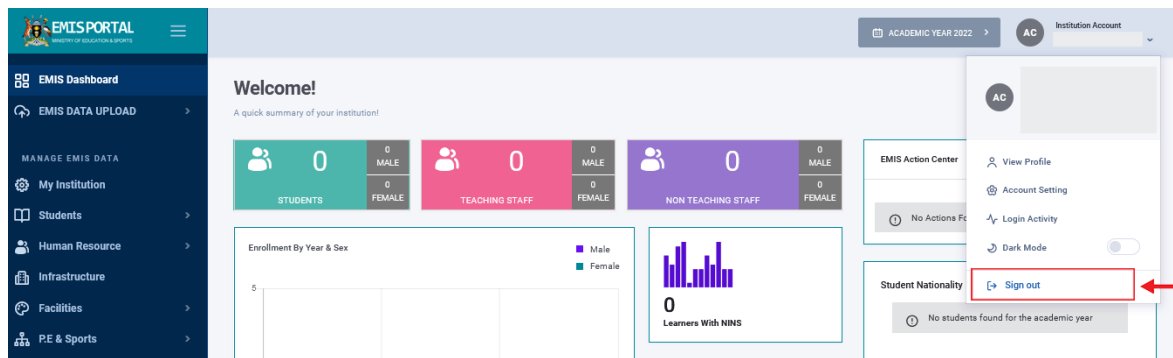
2.8 User Dashboa

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

*Figure 2.8.0 EMIS Portal User Dashboard*
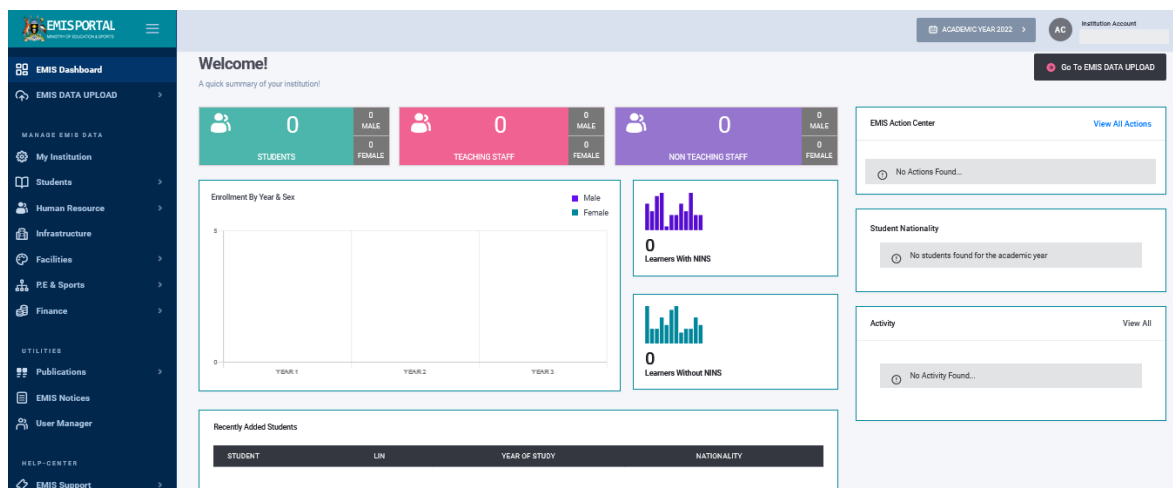
The dashboard has the user menu that contains the following items:

- <u>Dashboard:</u> Has link that displays the user dashboard.
- <u>My Institution:</u> Where you can view and manage institution's profile information.
- <u>Students:</u> Has sub-menu to manage students' information and other processes such as student transfers.
- <u>Human Resource:</u> Through this menu, 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> TheFunctionality through which 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: Enables you to send and view emails and notices sent by MoES
- Help Desk: Interface through which the institution user can request EMIS support.
- EMIS Notices: Contains different MoES communication to the Education Institutions.
- Publications: Through this menu, you will be able to download published documents i.e., reports, manuals etc. by the MOES.

Figure 2.8.1 EMIS Portal User Menu
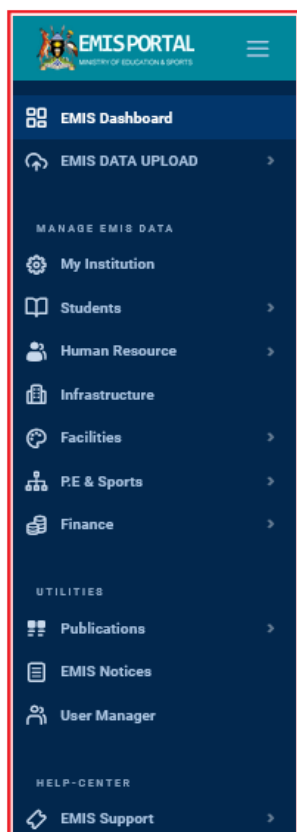
2.9 Institution Identification & Particulars

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 left menu on your Dashboard.
a. Select **"EMIS DATA UPLOAD"**
b. Select **"Upload Data"**
c. Click "**Update**" button in the Actions column.
d. The EMIS Baseline Information Form opens and then select the **"School"** tab.

Figure 2.9.0 EMIS Dashboard – Update EMIS DATA UPLOAD
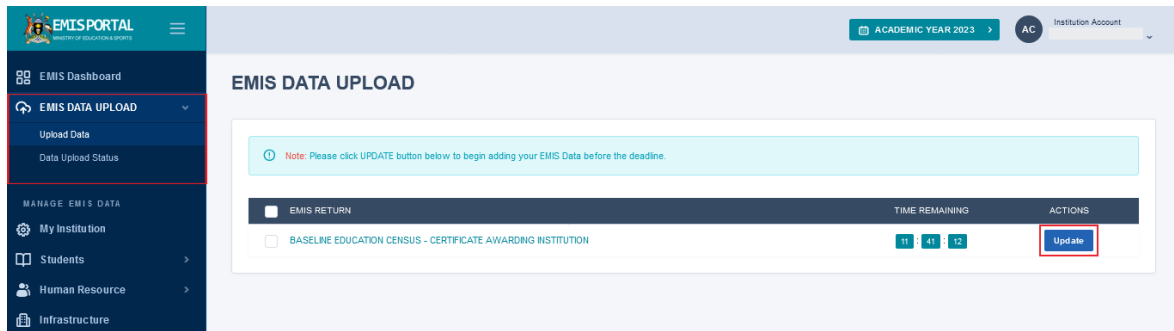
Figure 2.9.0.1 EMIS DATA UPLOAD – Update school information

2.9.1 Update Institution Identification

To update the institution identification details of your institution:

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

Figure 2.9.1 Update EMIS DATA UPLOAD – Institution Identification

2.9.2 Update institution particulars

To update the institution particulars details of your institution:

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

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

2.9.3 Add Branches/Campuses

To add branches or campuses to an institution:

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 Data Upload – Add Branches/Campuses

2.9.4 Add Examinable courses and Non-Examinable 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 **"Examinable Courses or Non-Examinable Courses".**
c. Click **"Update Courses"** button.
d. Under Examinable Courses, multiple select option is active where the user can select more than one course that is examinable in the institution.

Figure 2.9.4.0 EMIS Baseline Information Form – Courses Information

You can update examinable courses in your institution by clicking the **"Update Courses"** button under **"Examinable Courses"** tab then click **"Update"** button to add them.

Figure 2.9.4.1 EMIS Baseline Information Form – Update Examinable Courses

You can update non-examinable courses in your institution by clicking the **"Update Courses"** button under **"Non-Examinable Courses"** tab. Insert "Course Name" and select the **"Course Duration"**, then click **"Update"** button to add them.

Figure 2.9.4.2 EMIS Baseline Information Form – Non-Examinable Courses

2.9.5 View My Institution details

To view the details of your institution:

a. Go to the menu on the EMIS Dashboard
b. Select **"My institution"** from the menu.
c. View the following institution identification details, ownership details, GPS details, operational details, and health information.

Figure.19. EMIS Dashboard – My institution

2.10 Student Management Module

Under this functionality, add and update Student information. The user is able to 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 categories into EMIS. The registered Students are assigned a Learner Identification Number (LIN) which works alongside the NIN.

To add a single Student:
a. Go to the 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 you find other functionalities.
f. Select the "Students" functionality from the form.
g. Click the "Update Student's Information" button.

Figure 2.10.1 Student management – EMIS Baseline Form – Update Students

2.10.2 Add Single Student Using Web Form

When you select this method, two further options are presented for adding a student:
a. Adding a student **"With a NIN"** and
b. Adding a student **"Without a NIN"**

Figure 2.10.2.0 Student management – EMIS Baseline Form

In case of a "Student with NIN",:

a. Select the **"Yes"** option button and then enter the **"Student NIN".**

b. Click the **"Verify Student NIN"** button to proceed.

c. Once verified, enter the following details:

    i. If student is offering an examinable or non-examinable course

    ii. Student district of birth

    iii.Student health issues

    iv.   Student special needs if any

    v. Student Talents

    vi.   Student's Next of KIN details including their NIN if Ugandan, Passport if Foreign and Refugee ID number of Refugees.

Figure 2.10.2.1 Student NIN details verification form view

Figure 2.10.2.2 Student other details on web form

NOTE:

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

In the case the student is not a refugee, choose the Nationality and then enter the **"Student Pass"** of the Student i.e., **ST1234567**. You are also 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 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 the user's 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

2.10.4 Generating a Learner Identification Number (LIN)

The system auto generates LIN's for all the Students uploaded or added in the EMIS system.

Figure 2.10.4 View Student Page – Auto-generated LINs.

2.10.5 View Student Pro ile

The user can select each Student to view their profile information:

a) Select the **"Students" t**ab 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) Then, the user will be able to view all details of the selected Student.

Figure 2.10.5.0 Student Profile – View Students

*Figure 2.10.5.1 Student Profile – Student Basic Information*

Remember: The user 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
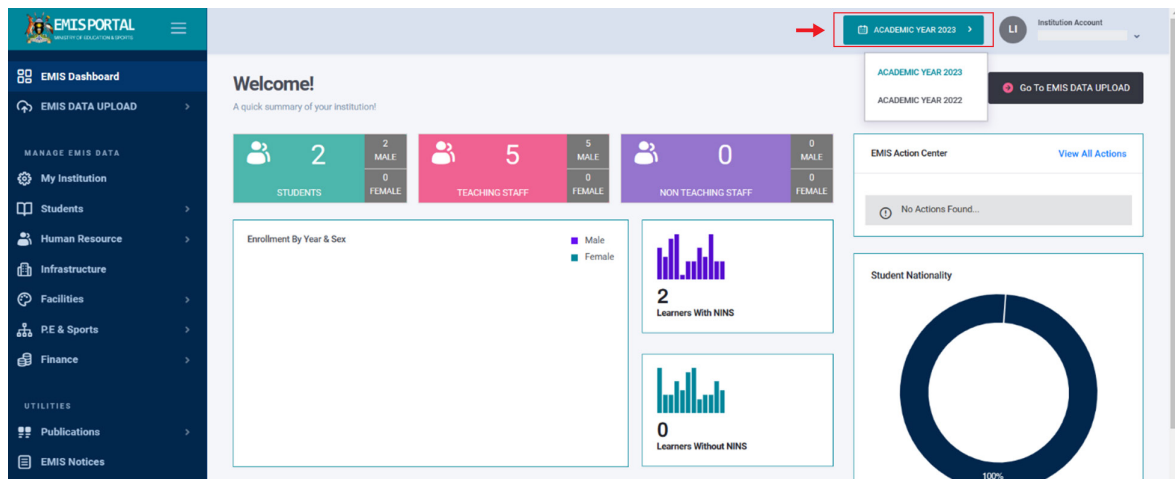
2.10.7 Sorting of Students' list

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

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

2.10.8 Filtering of Students' list

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

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

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

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 appears 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 Identi ication 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.

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 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.

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)

You are able to 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.

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 dashboard menu on your and select **"Students"**.
b) Click the **"Update"** button to update the expected enrollments.

Figure 2.10.12 EMIS Dashboard Menu – Students – Expected Enrollments

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.

Figure 2.10.13 EMIS Dashboard Menu – Students – Bulk Image Uploads

> *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 Functionality

This 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 EMIS DATA UPLOAD – Update EMIS DATA UPLOAD – Teaching Staff Module

2.11.2 Add Teacher Using Web Form

The system displays a form where the user inputs 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 user selects option **"Yes"**, the user must provide the **"IPPS Number"** of the Teacher.

g. Enter the **"Weekly Teaching Periods"** of the teacher.

h. Enter the **"TMIS Number"** of the teacher.

i. Enter the **"Old Registration Number"** of the teacher. This is optional.

j. Select the **"Date of First Appointment"** of the teacher.

k. Enter **the "First Appointment Minute Number"** of the teacher.

l. Select the **"Date of Current Appointment"** of the teacher.

m. Enter the **"Current Appointment Minute Number"** of the teacher.

n. Select the **"Date of Posting"** of the teacher.

o. Enter the **"ESC Minute Number"** and **"UTS File Number"** of the teacher.

p. Select the **"Teacher Category"** of the teacher from the drop down.

q. Select the **"Highest Education Level"** of the teacher from the drop down.

r. Select the **"Employment Status"** of the teacher from the drop down.

s. Select the **"Highest Teaching Qualification"** of the teacher from the drop down.

t. Select the **"Designation"** of the teacher from the drop down.

u. Then click the **"Verify Teacher NIN"** button to verify the NIN of the teacher.

v. On successful verification, click the **"Save"** button to add the teacher.

Figure 2.11.2.0 Add trained Ugandan teacher by Web form

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

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

a. Enter the **"Nationality"** of the Teacher.

b. Enter 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"** of the teacher from the drop down.

e. Select the **"Martial Status"** of the teacher from the dropdown.
f. Select the **"Teacher Type"** from the dropdown as Qualified.
g. Select the **"Highest Education Level"** of the teacher from the dropdown.
h. Select the **"Employment Status"** of the teacher from the dropdown.
i. After the user has filled the details, click the **"Verify Teacher NIN"** button to verify the Teacher NIN
j. On successful verification, click the **"Save"** button to add the teacher to the institution.

Figure 2.11.2.1 Add qualified Ugandan teacher by web form

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

NOTE: "Trained" and **"Qualified"** Foreign teachers require the user 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, the user selects either of the remaining tabs. These include:

a. Select the **"Upload Ugandan Tutors/Instructors"** or **"Upload Foreigner Tutors/Instructors"** tab from the Update Teaching Staff information screen.
b. Click the **"Download excel template"** button to download the excel template and add batch tutors/instructor's staff.
c. Once all tutor/instructor staff information has been captured in the Excel, click the **"Browse"** button and select the excel file to upload from the user's file directory.

d. Then click the **"Upload"** button to import Ugandan tutors/instructors staff from the Excel workbook.

Figure 2.11.3 Teaching staff management – Upload Ugandan Teachers
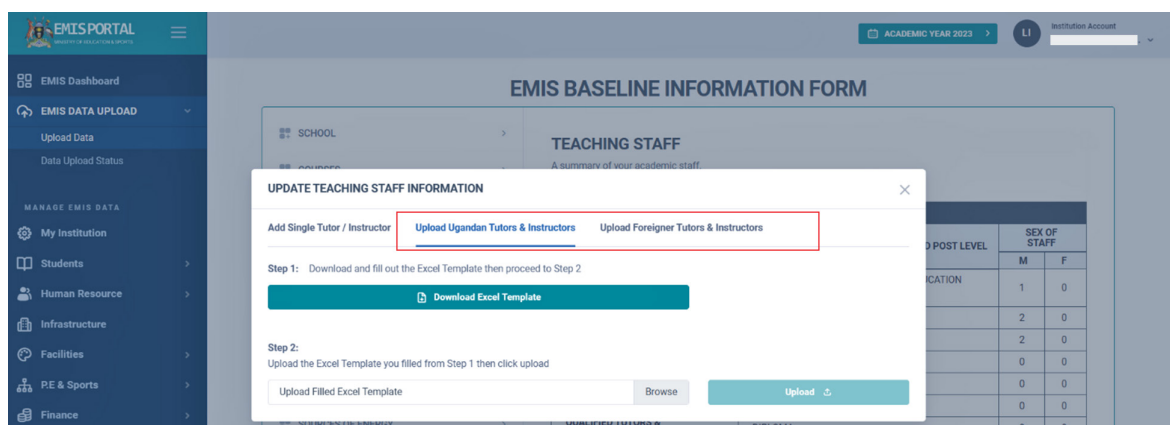
NOTE: If successful, the system validates the details in the Excel and provides a preview of the uploaded information before final submission into the system. The user can review the information and click the **"Submit for Verification by NIRA"** button to submit.

2.11.4 View Tutor/Instructor Profile on EMIS Web Portal

Follow the steps below to select each teacher to view their 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. View the personal information, contact address, qualifications, and responsibilities of the teacher.
e. Edit the profile of the teacher by clicking the **"Edit"** button.

Figure 2.11.4.0 Teacher Profile – View Teaching staff
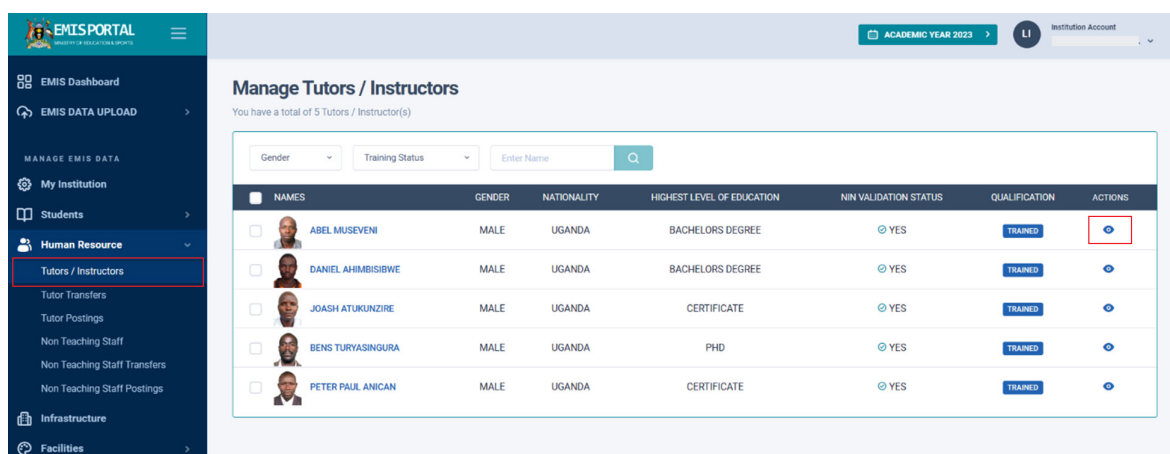
Figure 2.11.4.0 Teacher Profile – Teacher's Personal Information

2.11.5 Add Non-Teaching Staff

The system has the provision where the User adds records of non-teaching staff.

Log into EMIS as an authorised 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 web form from the available tabs.

Figure 2.11.5 EMIS DATA UPLOAD – Non-Teaching Staff

The user has 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 are 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 the user has 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.

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

NOTE: Foreign non-teaching teachers require the user 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

The user can either upload Ugandan or Foreigner Non -teaching Staff with excel.

To upload batch Ugandan Non-Teaching Staff with excel, the user selects either of the remaining tabs. These include:

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 provide a preview of the uploaded information before final submission into the system. The user reviews 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, log into EMIS as described earlier, and then click **"Tutor Transfers"** under Human Resource on the Menu as shown below:

Figure 2.11.8.0 Human Resource Module – Transfer teachers

"Accept" or "Reject" a tutor/instructor who has been transferred to their institution. In the case, the user accepts the tutor/instructor, select the **"Date of Reporting"** of this tutor/instructor. If the user decides to reject, choose from a drop down with categories and enter a reason why they have rejected that tutor/instructor who has been transferred to their institution.

Figure 2.11.8.1 Accept teacher transfer – Enter Reporting date

2.11.9 Teacher Postings

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

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

Figure 2.11.9.0 Human Resource Module – Transfer postings
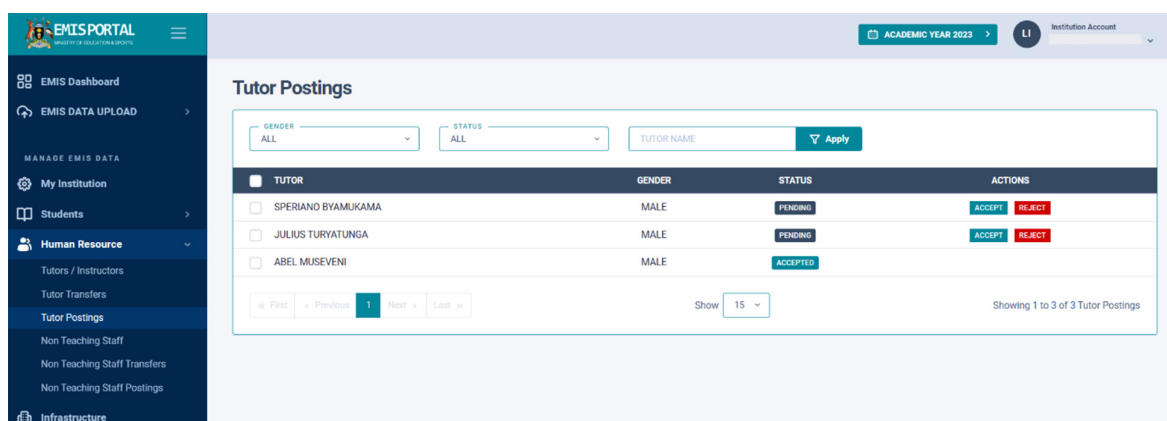
"Accept" or **"Reject"** a teacher who has been posted to their institution. In the case, the user accepts the teacher, select the **"Date of Reporting"** of this teacher. If the user decides to reject, choose from a drop down with categories and enter a reason why they have rejected that teacher who has been posted to their institution.

Figure 2.11.9.1 Accept teacher posted– Enter Reporting date
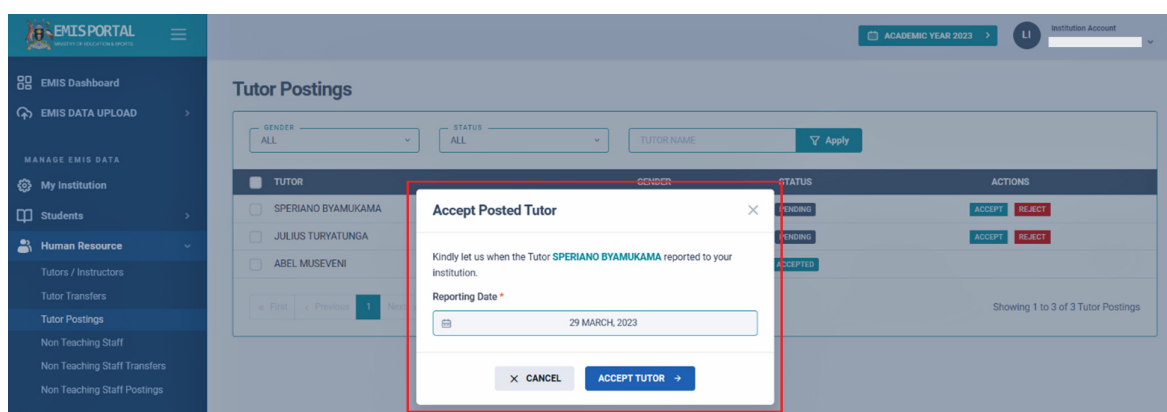
2.11.10 Non-teaching staff transfers

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

4.12.22 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:

"Accept" or **"Reject"** a non-teaching staff who has been transferred to their institution. In the case, the user accepts the non-teaching staff, select the **"Date of Reporting"** of this non-teaching staff. If the user decides to reject, choose from a drop down with categories and enter a reason why they have rejected that non-teaching staff who has been transferred to their institution.

2.11.11 Non-teaching staff Postings

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

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

Figure 2.11.11 Human Resource Module – Transfer postings

"Accept" or **"Reject"** a non-teaching staff who has been posted to their insti-tution. In the case, the user accepts the non-teaching staff, select the **"Date of Report-ing"** of this non-teaching staff. If the user decides to reject, choose from a drop down with categories and enter a reason why they have rejected that non-teaching staff who has been posted to their institution.

2.12 Infrastructure Management

Through this functionality, the user is able to record and manage information on the different types of infrastructure including their status by following the steps below:

Once logged in EMIS, the user will:

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 lecture rooms, lecture rooms (with ramps for SNE), lecturer houses, waterborne toilets, library/bookstores, administration block/office, staff rooms, sick bays/medical centres, storerooms, washing/changing rooms, urinals, multipurpose hall/main hall, counseling/guidance rooms, incinerators, computer lab, science lab, skills lab, workshops, catering lab, hostels and SNE latrines with ramps.

Figure 2.12.0.1 EMIS Baseline Information Form – Infrastructure

View and update **"Lecture rooms, lecture rooms (with ramps for SNE), lecturer houses, waterborne toilets, library/bookstores, administration block/office, staff rooms, sick bays/ medical centres, storerooms, washing/changing rooms, urinals, multipurpose hall/main hall, counseling/guidance rooms, incinerators, computer lab, science lab, skills lab, workshops, catering lab, hostels and SNE latrines with ramps"** registered in the institution.

Figure 2.12.0.1 Infrastructure Management – Add Classroom Facilities

Figure2.12.0.2 Infrastructure Management – Update Classroom Facilities

2.12.1 View Infrastructure from EMIS Dashboard

To view infrastructure added from the EMIS Dashboard Menu.
a. Select the **"Infrastructure"** module from the EMIS Menu on your left.
b. View of all the infrastructure that has been added/updated in the institution.

Figure 2.12.1 EMIS Dashboard Menu – Infrastructure Module - View Screen
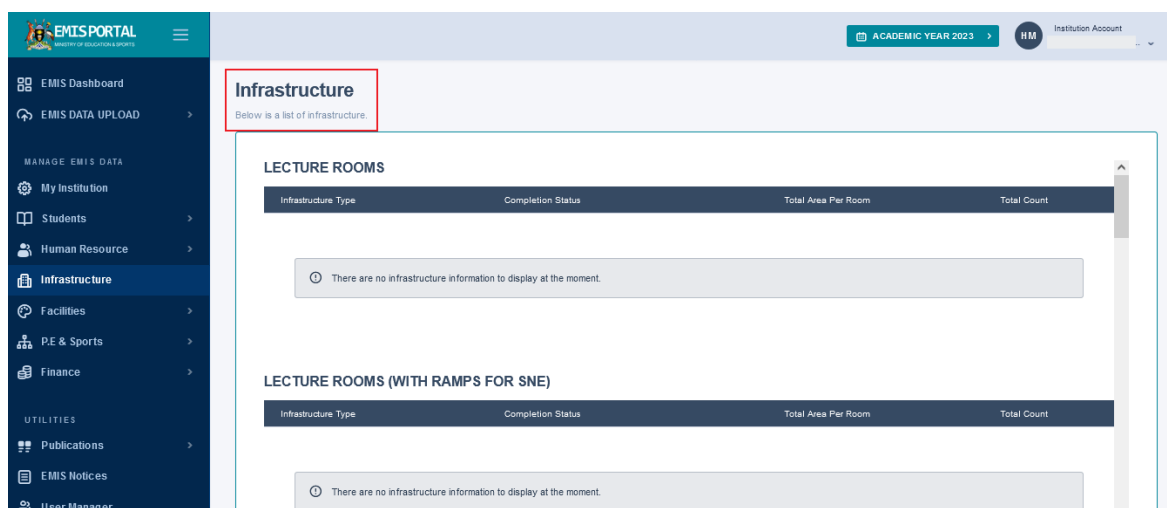
2.13 Facilities Management

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

Once logged in EMIS:
a. Go to the left 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 modules.

Figure 2.13.0 EMIS Baseline Information Form – Other Facilities

Figure 2.13.0.1 EMIS Baseline Information Form – Water & Sanitation

Figure 2.13.0.2 EMIS Baseline Information Form – Sources of Energy

Figure2.13.0.3 EMIS Baseline Information Form – ICT

2.13.1 View Facilities from EMIS Dashboard

To view facilities added from the EMIS Dashboard Menu.

a. Select the **"Facilities"** module from the EMIS Menu on your left.
b. The user will be able to have a view of all the facilities that has been added/updated.

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

2.14 P.E & Sports

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

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.

Figure 2.14.0 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 by following the steps below:

a. Go to the left 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 -Curricular Activities"** tab.
g. Click the **"Update Student's Participation Information"** button.
h. Then click the **"Download Excel"** button to download the excel template that will 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

2.14.2 View P.E & Sports from EMIS Dashboard

View facilities added from the EMIS Dashboard Menu.

a. Select the **"P.E & Sports"** 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 Curricular Activities view

2.15 Finance

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

2.15.1 Update Finance Records

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

a) Go to the left side 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.

Figure 2.15.1 EMIS DATA UPLOAD – Finance Module

2.15.2 View Finance Reports Information

View finance reports for the institution by following the steps below:

a) Go to the menu on your Dashboard.
b) Select the **"Finance"** module from the EMIS menu.
c) View income, budgets and expenses information added by the user of the institution.

*Figure 2.15.2 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 in the EMIS portal:

a. Go to the left 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 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 2.16.0 EMIS Baseline Information Form – GPS Location
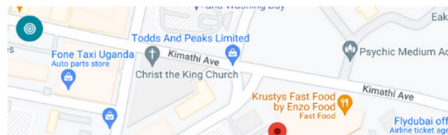
NOTE: The user is able to scroll or navigate to their desired institution location on the Online map to get their GPS coordinates.

2.17 EMIS DATA UPLOAD Status

Through this functionality, manage information on the Excel files uploaded by the institution by following the steps below:

Once logged in EMIS:

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.
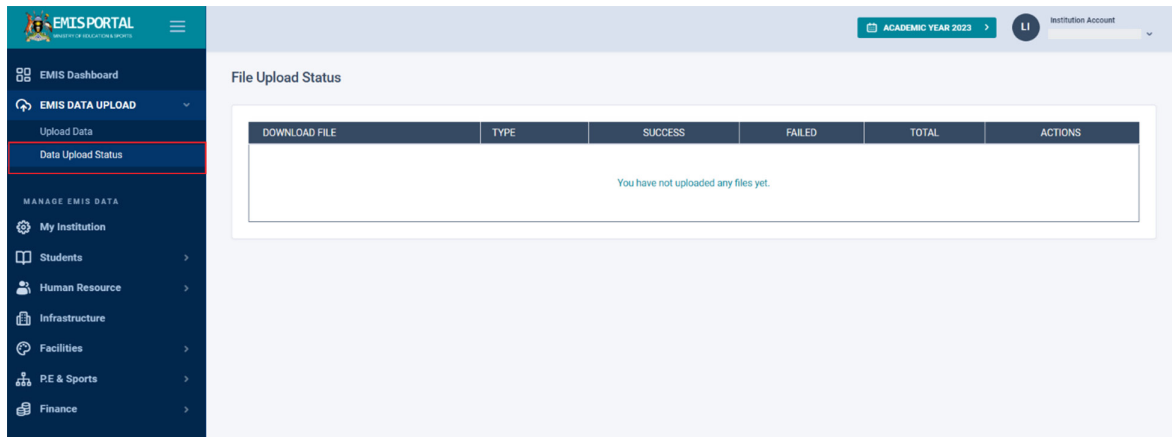e. The user is able to view excel files that were uploaded.

2.18 Publications

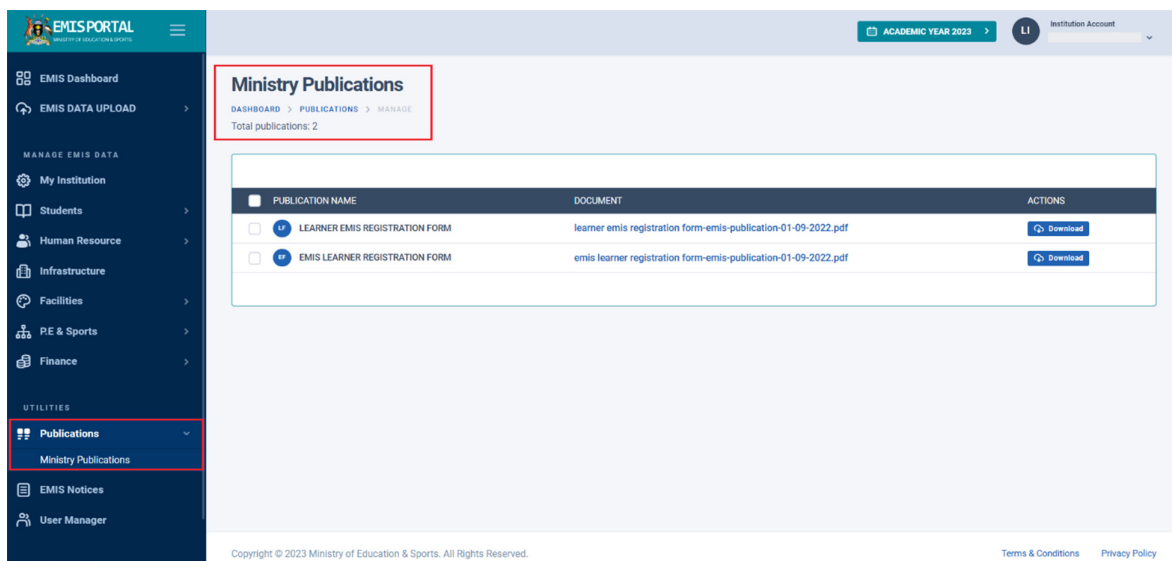Through this functionality, view and download Publications issued by Ministry of Education and Sports by following the steps below:

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

*Figure 2.18 EMIS Menu page view – Ministry Publications*

2.19 EMIS Notices & Circulars

Through this module, view and download EMIS Notices & Circulars issued by Ministry of Education and Sports. The user can view the EMIS Notices & Circulars as follows:

Once logged in EMIS:

a. Go to the menu on your Dashboard.
b. Select the **"EMIS Notices"** functionality from the EMIS menu under Utilities.
c. Click the **"View Details"** icon in the action's column to view the EMIS Notices & Circulars.
d. Download the EMIS Notices & Circulars by clicking the **"Download PDF"** button.

*Figure 2.19.0 EMIS Menu page view – EMIS Notices & Circulars*
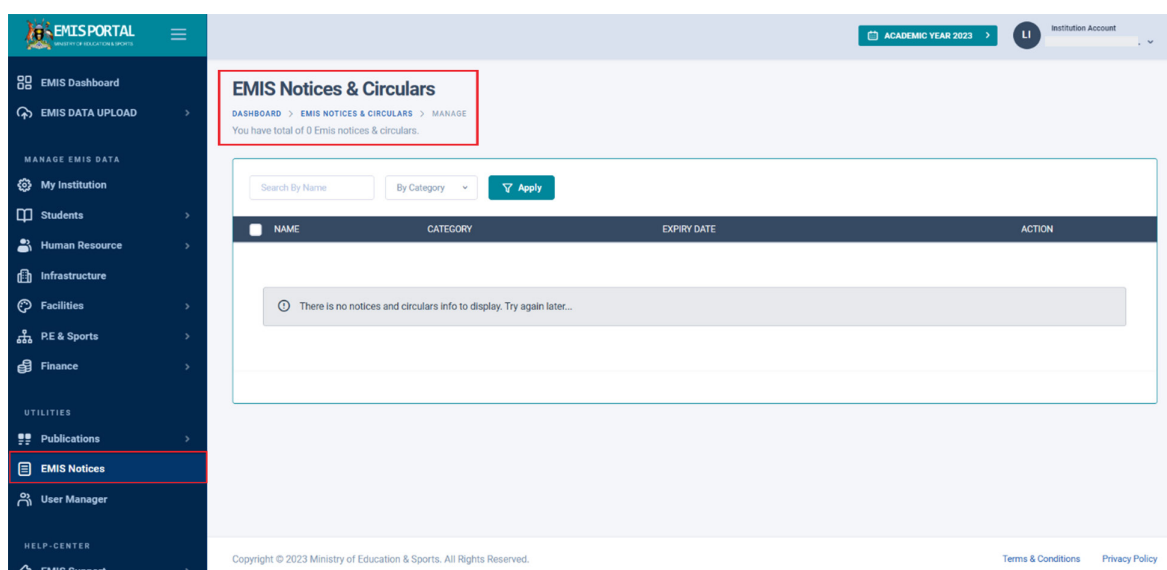
2.20 User Manager

Through this Functionality, the user is able to view and add User Managers for the institution. The user can view and add User Managers as follows:

Once logged in EMIS:
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.

Figure 2.20.0 EMIS Menu page view – User Manager screen
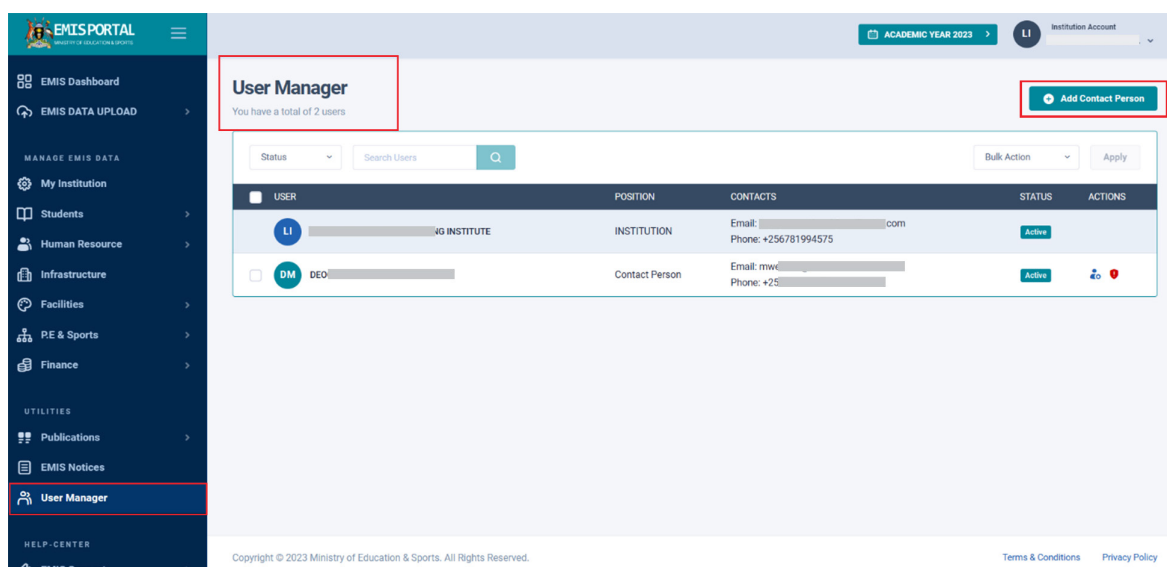
2.21 EMIS Support

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

Once logged in EMIS:

a. Go to the left menu on your Dashboard.
b. Select the **"EMIS Support"** module from the EMIS menu under Help Centre
c. Choose from either option under the EMIS Support module. These include **"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.

Figure 2.21.0 EMIS Support – Create Ticket
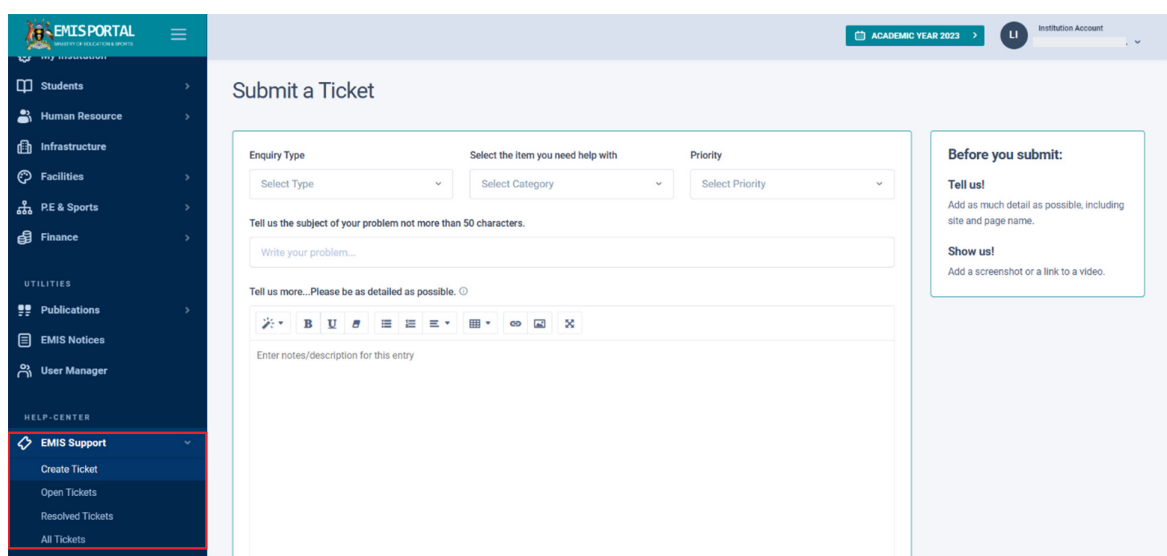
Get Help/Assistance

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.