



The Republic of Uganda
Ministry of Education and Sports

EMIS

User Manual

(Diploma Awarding Institutions Version)



USER MANUAL FOR DIPLOMA 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

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01

GENERAL INFORMATION

EMIS User Manual for Diploma Awarding Institutions

Overview

Naming Conventions

Getting Started

Platform Access Requirements

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

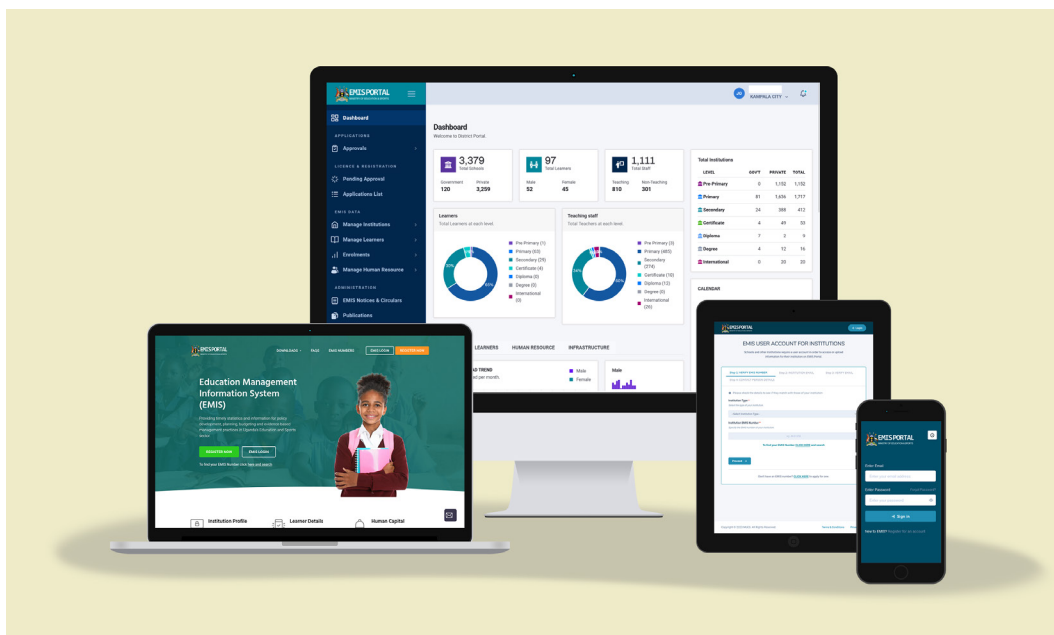
“Text in quotes” is an object on the screen – e.g. “Next” or “Cancel”

1.3 Getting Started

Platform Access Requirements

To access the system, you must have:

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



02

EDUCATION INSTITUTION USERS

This includes instructions on:

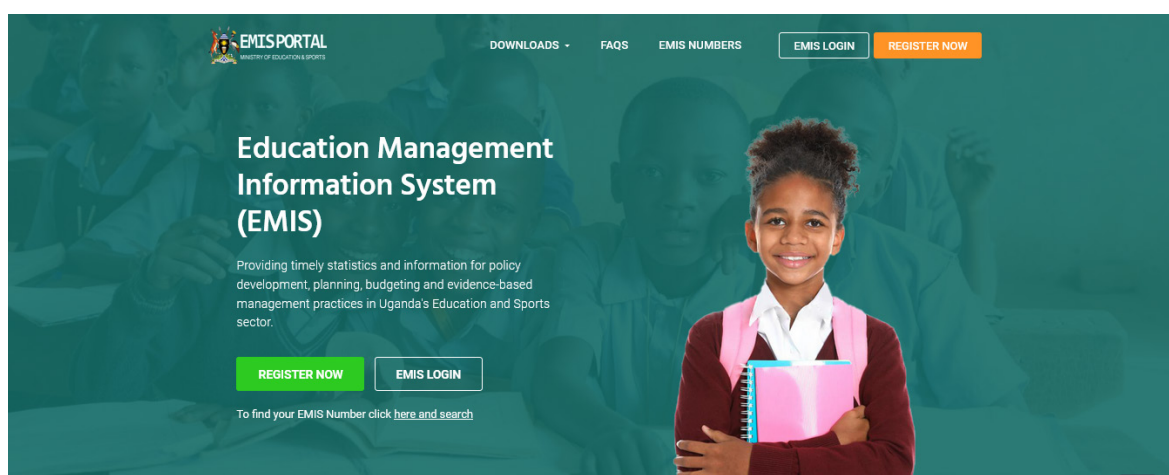
- User Account Creation
- EMIS Number Application
- Student Summary Form
- User Login and Logout
- Institution Identification & Particulars
- Student Management
- Human Resource
- Infrastructure Management
- Facilities Management
- P.E & Sports
- Finance
- GPS Location
- EMIS DATA UPLOAD Status
- Publications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

2.1 User Account Creation

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

- a. Go and open your browser from an internet connected computer.
- b. Type <https://emis.go.ug/> in the browser's address bar.
- c. Click **"Register Now"** to create your user account.
- d. This 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:

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

Figure 2.2 EMIS Number Search Form

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

2.3 EMIS Number Application

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

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

The screenshot shows the EMIS Portal User Account Registration page for institutions. The page has a dark blue header with the EMIS Portal logo and a 'Login' button. The main heading is 'EMIS USER ACCOUNT FOR INSTITUTIONS'. Below this, a note states: 'Schools and other Institutions require a user account in order to access or upload information for their institution on EMIS Portal.' The registration process is divided into four steps: Step 1: LOCATION, Step 2: OWNERSHIP, Step 3: INSTITUTION CONTACTS, and Step 4: CONTACT PERSON DETAILS. Step 1 is currently active. It contains a message: 'Please check the details to see if they match with those of your institution'. The form fields for Step 1 are: Institution Type (dropdown menu), Institution Name (text input), Institution District (dropdown menu), Institution County (dropdown menu), Institution Sub County (dropdown menu), and Institution Parish (dropdown menu). Each dropdown menu has a '~SELECT~' option. At the bottom of the form is a 'Next' button with a right arrow.

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.

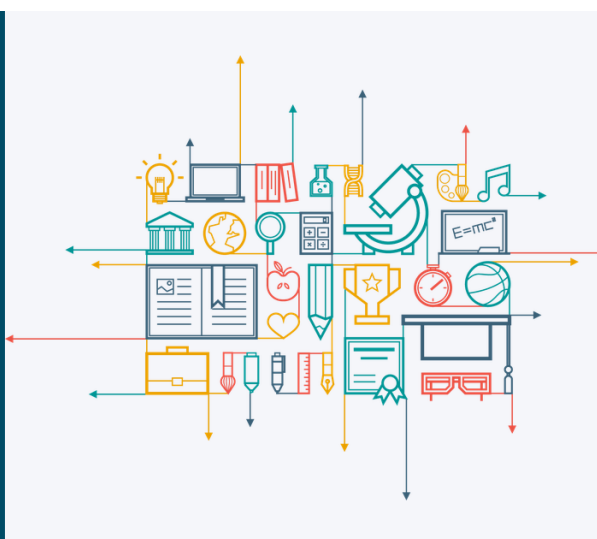
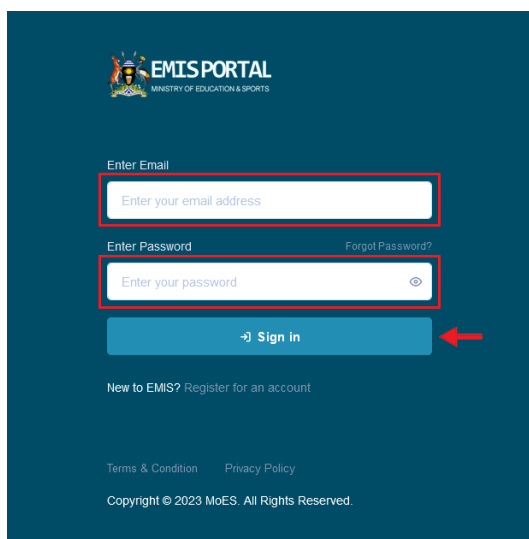
- a) The first email has the EMIS number assigned to the institution plus a pdf attachment of the EMIS number certificate for the institution from Ministry of Education and Sports.
- b) The second email has log in credentials to the EMIS Web Portal which include a username and temporary password which 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



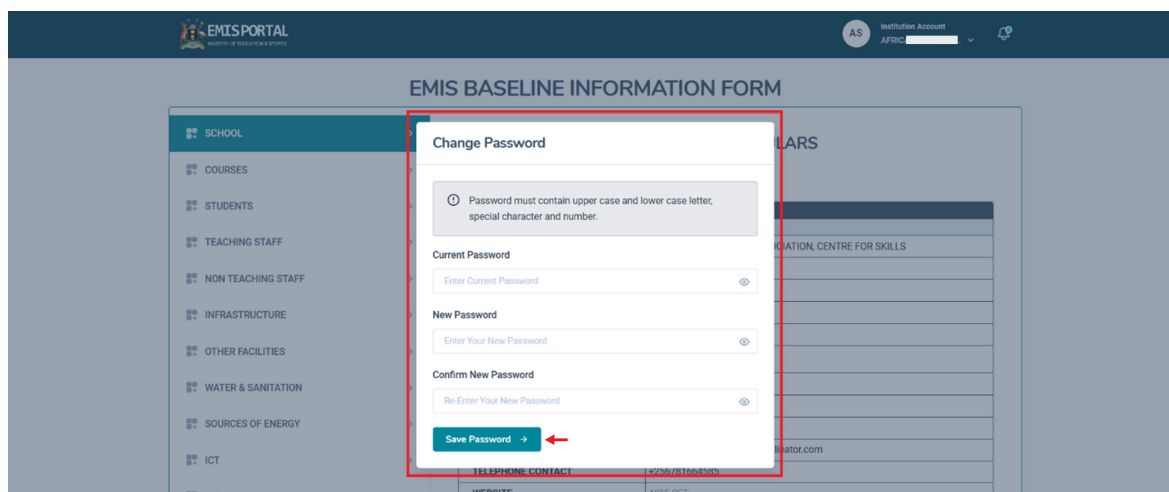
Remember: If the Username/Email or Password are wrong, the user is shown an error message. This prompts the user to re-input the correct login details. On successful login, the system prompts you to change the password.



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

- Insert the **“Current Password”**
- Insert the **“New Password”**
- Insert the **“Confirm New Password”**
- Click the **“Save Password”** button to have the user password changed.

Figure 2.4.1 Change Password



NOTE: The new password shall:

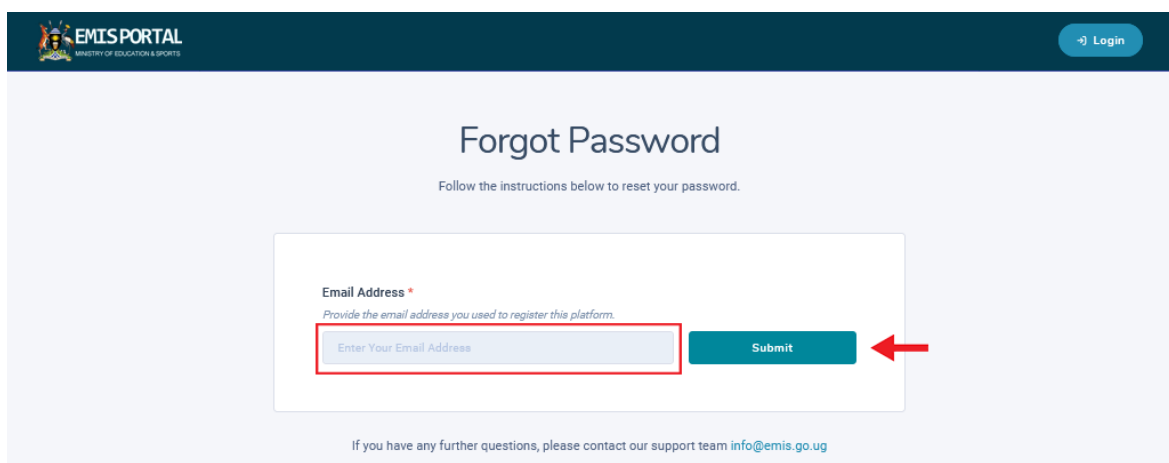
- Be a minimum length of six characters.
- Contain at least one uppercase character, lowercase character and numeric character.
- Contain at least one special character such as: “%”, “&”, “#”, “@” etc.

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:

- Go to the EMIS portal <https://emis.go.ug/> and navigate to the **“Login”** section.
- Click the **“Forgot Password”** button and enter the **“Email Address”** of the institution.
- 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

The screenshot displays the EMIS Portal interface with a sidebar menu on the left containing options like 'EMIS Dashboard', 'EMIS DATA UPLOAD', 'MANAGE EMIS DATA', 'My Institution', 'Students', 'Overview', 'View Students', 'Expected Enrolment', 'Promotions', 'Transfers', 'Search Lin', 'Bulk Image Uploads', and 'Human Resource'. The main content area shows the 'Learner Summary Form' modal. The modal has a title bar with a close button. Below the title, there is a text prompt: 'Please select the term and provide a summary of total learners by class and gender in your school'. To the right of this prompt is a dropdown menu currently set to 'SEMESTER 1'. Below the prompt is a table with the following structure:

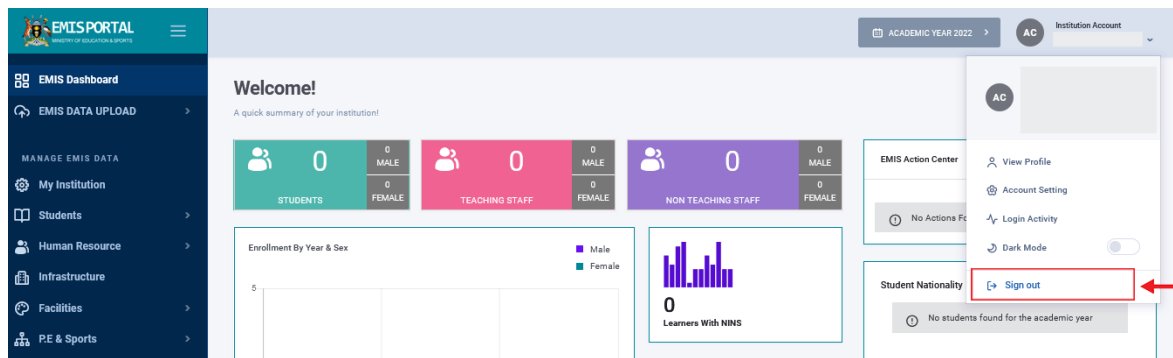
Class	Male	Female	Total
YEAR 1	75	0	75
YEAR 2	80	0	80
YEAR 3	65	0	65
Total	220	0	220

At the bottom of the table are two buttons: 'Reset' (yellow) and 'Submit' (blue). To the right of the table, there is a summary section with a 'TOTAL' of 100 and an 'ACTION' button labeled 'Update'.

2.7 User Logout

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

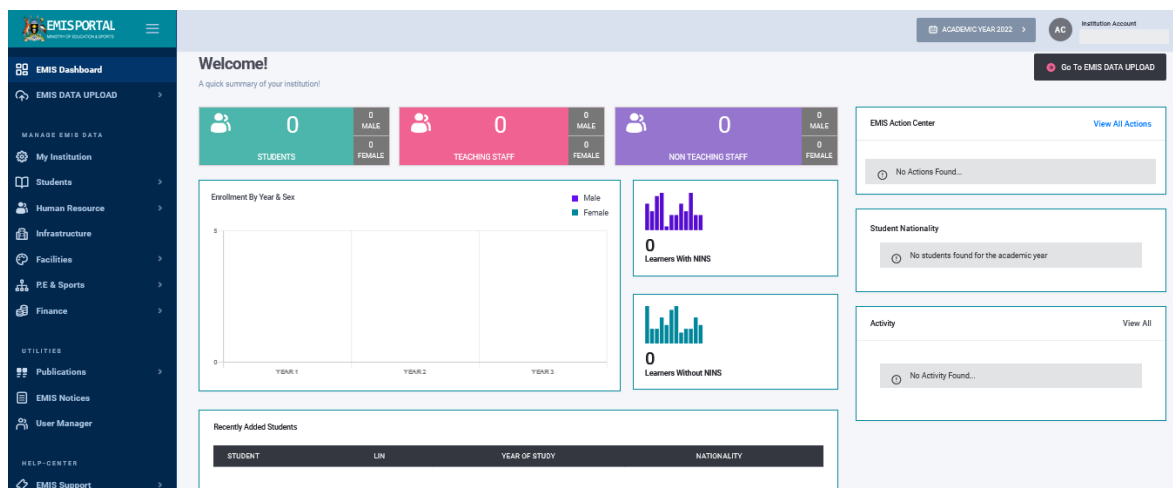
Figure 2.7 Log out/Sign out of EMIS portal



2.8 User 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

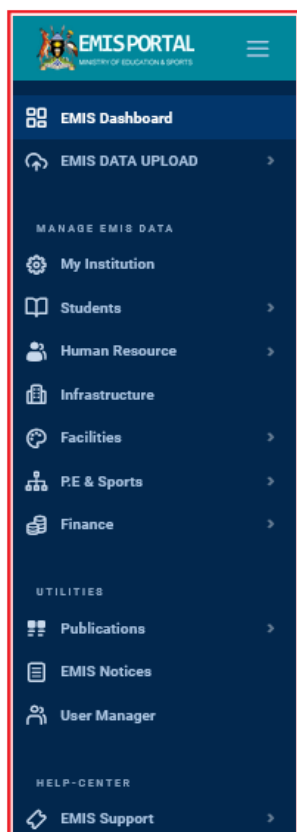


The dashboard has the user menu that contains the following items:

- Dashboard: Has link that displays the user dashboard.
- My Institution: Where you can view and manage institution's profile information.
- Students: Has sub-menu to manage students' information and other processes such as student transfers.
- Human Resource: Through this menu, you can manage human resources information regarding teaching and non-teaching staff in the institution.
- Infrastructure: For managing data about the institution's infrastructure.
- Finance: TheFunctionality through which you can add and manage the income and finance information of an institution.
- Projects: You can add project monitoring details about ongoing projects but also view past projects implemented by government in their institution.

- Messaging: 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:

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

Figure 2.9.0 EMIS Dashboard – Update EMIS DATA UPLOAD

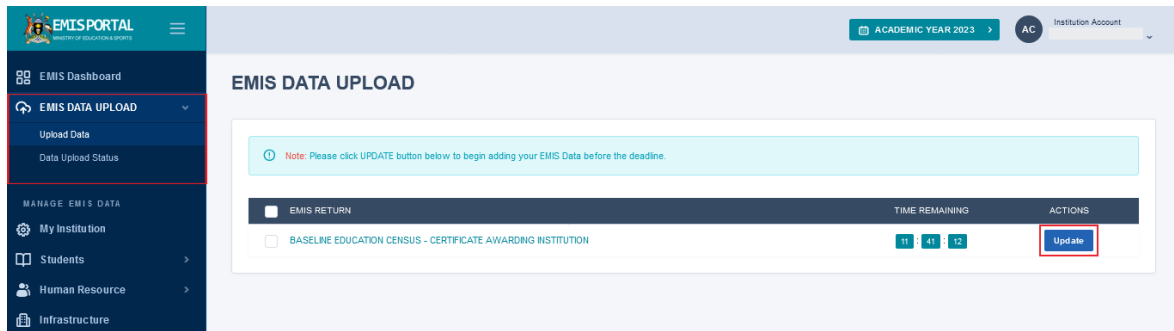


Figure 2.9.0.1 EMIS DATA UPLOAD – Update school information



2.9.1 Update Institution Identification

To update the institution identification details of your institution:

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

Figure 2.9.1 Update EMIS DATA UPLOAD – Institution Identification

The screenshot displays the EMIS Portal interface. On the left is a dark blue sidebar with navigation options: EMIS Dashboard, EMIS DATA UPLOAD (selected), Data Upload Status, MANAGE EMIS DATA, My Institution, Students, Human Resource, Infrastructure, Facilities, P.E & Sports, Finance, UTILITIES, Publications, EMIS Notices, and User Manager. The main content area is titled 'EMIS BASELINE INFORMATION FORM' and has a 'SCHOOL' tab selected. A modal window titled 'UPDATE INSTITUTION IDENTIFICATION' is open, containing the following fields: Physical Address (PLOT 20, LUGARD ROAD), Postal Address (P.O BOX 243, KAMPALA), Phone Contact (0712 34567), Website (Enter Website), and Area (Acres) (Enter Area (Acres)). At the bottom of the modal are 'Cancel' and 'Update' buttons. The background form shows various institutional details, some marked as 'NOT SET'.

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

The screenshot shows the EMIS Portal interface. On the left is a sidebar menu with options like 'EMIS Dashboard', 'EMIS DATA UPLOAD', 'MANAGE EMIS DATA', 'My Institution', 'Students', 'Human Resource', 'Infrastructure', 'Facilities', 'P.E & Sports', 'Finance', 'UTILITIES', 'Publications', 'EMIS Notices', and 'User Manager'. The main content area is titled 'SECTION B: INSTITUTION PARTICULARS & PROGRAMS'. A modal window titled 'Update Institution Particulars' is open, containing the following fields:

- Legal Ownership Status: Specify institution's legal ownership status. (Dropdown menu: --Select--)
- Founding Body: Specify institution's founding body. (Dropdown menu: --Select--)
- Main Funding Source: Specify institution's main funding source. (Dropdown menu: --Select--)
- Year Founded: Specify the year this institution was founded. (Dropdown menu: --Select--)
- Registration Status: Specify if this institution is registered or licensed. (Dropdown menu: --Select--)
- UBTEB Center Number: Specify this institution's UBTEB Center number. (Text input field with placeholder 'ENTER UBTEB NUMBER')
- Sex Composition: Specify this institution's sex composition. (Dropdown menu: --Select--)
- Residential Or Non-Residential: Specify whether this institution is Residential, Non-Residential or both. (Dropdown menu: --Select--)
- Capital For Establishment: Specify institution's capital for establishment. (Text input field)

At the bottom of the modal are 'Cancel' and 'Update' buttons. The 'Update' button is highlighted with a red box.

2.9.3 Add Branches/Campuses

To add branches or campuses to an institution:

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

Figure 2.9.3 DEMIS Dashboard – Update EMIS Data Upload – Add Branches/Campuses

The screenshot shows the EMIS Portal interface. On the left is a sidebar menu with options like 'EMI S Dashboard', 'EMI S DATA UPLOAD', 'MANAGE EMIS DATA', 'My Institution', 'Students', 'Human Resource', 'Infrastructure', 'Facilities', 'P.E & Sports', 'Finance', 'UTILITIES', 'Publications', and 'EMI S Notices'. The main content area is titled 'SECTION B: INSTITUTION PARTICULARS & PROGRAMS'. A modal window titled 'Add Branches/Campuses' is open, containing the following fields:

- Campus Name: Specify Branch Name. (Text input field with placeholder 'ENTER CAMPUS NAME')
- Campus Telephone Contact: Specify Branch Phone Number. (Text input field with placeholder 'eg. 0712 34567')
- District: Specify institution's district. (Dropdown menu: --Select--)
- County/Municipality: Specify institution's county/municipality. (Dropdown menu: --Select--)
- Sub County/Division: Specify institution's sub county/division. (Dropdown menu: --Select--)
- Parish/Ward: Specify institution's parish/town council. (Dropdown menu: --Select--)

At the bottom of the modal are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted with a red box.

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

EMIS BASELINE INFORMATION FORM

COURSE INFORMATION
A summary of all courses offered at your institution

EXAMINABLE COURSES **NON EXAMINABLE COURSES**

UPDATE COURSES

COURSE	DURATION
DIPLOMA IN COMPREHENSIVE NURSING DIRECT	2 YEARS
DIPLOMA IN CRITICAL CARE NURSING	2 YEARS
CERTIFICATE IN COMPREHENSIVE NURSING	2 YEARS
CERTIFICATE IN MENTAL HEALTH NURSING	2 YEARS
CERTIFICATE IN NURSING	2 YEARS
CERTIFICATE IN MIDWIFERY	2 YEARS

← BACK **NEXT →**

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

Update Institution Courses

EXAMINABLE COURSES OFFERED IN YOUR INSTITUTION

- CERTIFICATE IN MENTAL HEALTH NURSING
- DIPLOMA IN COMPREHENSIVE NURSING EXTENSION
- DIPLOMA IN CRITICAL CARE NURSING
- DIPLOMA IN MENTAL HEALTH NURSING EXTENSION

ALL AVAILABLE EXAMINABLE COURSES

- ☐ CERTIFICATE IN COMPREHENSIVE NURSING
- ☒ CERTIFICATE IN MENTAL HEALTH NURSING
- ☐ CERTIFICATE IN MIDWIFERY
- ☐ CERTIFICATE IN NURSING
- ☒ DIPLOMA IN COMPREHENSIVE NURSING DIRECT
- ☒ DIPLOMA IN COMPREHENSIVE NURSING EXTENSION
- ☒ DIPLOMA IN CRITICAL CARE NURSING
- ☐ DIPLOMA IN MENTAL HEALTH NURSING DIRECT
- ☒ DIPLOMA IN MENTAL HEALTH NURSING EXTENSION

× Cancel **Update →**

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:

- Go to the menu on the EMIS Dashboard
- Select **“My institution”** from the menu.
- 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:

- Go to the menu on your Dashboard.
- Select the “EMIS DATA UPLOAD” tab.
- Click “Upload Data”
- Then click the “Update” button in the Actions column.
- You are redirected to the “EMIS Baseline Information Form” where you find other functionalities.
- Select the “Students” functionality from the form.
- Click the “Update Student’s Information” button.

Figure 2.10.1 Student management – EMIS Baseline Form – Update Students

The screenshot displays the EMIS Baseline Information Form. On the left is a dark blue sidebar with the EMIS Portal logo and a menu including: EMIS Dashboard, EMIS DATA UPLOAD (with sub-items Upload Data and Data Upload Status), MANAGE EMIS DATA, My Institution, Students, Human Resource, Infrastructure, Facilities, P.E & Sports, Finance, UTILITIES, Publications, and EMIS Notices. The main content area is titled 'EMIS BASELINE INFORMATION FORM' and features a left-hand navigation menu with categories like SCHOOL, COURSES, STUDENTS (highlighted), TEACHING STAFF, NON TEACHING STAFF, INFRASTRUCTURE, OTHER FACILITIES, WATER & SANITATION, SOURCES OF ENERGY, ICT, and P.E. & SPORTS. The 'STUDENTS INFORMATION' section, subtitled 'A summary of your students', contains a table for 'SECTION C: STUDENTS' INFORMATION' with columns for 'DURATION OF COURSE STUDY', 'MALE', and 'FEMALE'. The 'TOTAL' row shows 0 for both genders. Below this is a 'RECENTLY ADDED STUDENTS' table with columns for 'STUDENT', 'SEX', and 'COURSE'. A red box highlights the 'UPDATE STUDENTS' INFORMATION' button. At the bottom right of the form are 'BACK' and 'NEXT' buttons.

SECTION C: STUDENTS' INFORMATION		
DURATION OF COURSE STUDY	MALE	FEMALE
TOTAL	0	0

RECENTLY ADDED STUDENTS		
STUDENT	SEX	COURSE

UPDATE STUDENTS' INFORMATION

← BACK NEXT →

2.10.2 Add Single Student Using Web Form

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

- Adding a student **“With a NIN”** and
- 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.

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

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

2.10.4 Generating a Learner Identification Number (LIN)

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

Figure 2.10.4 View Student Page – Auto-generated LINs.

STUDENT	LIN	SEX	YEAR OF STUDY	STUDENT NIN	PARENT NIN	NATIONALITY	ACTIONS
ANNA AKITE	U99F0420A00008	F	YEAR 2	YES	YES	UGANDA	

2.10.5 View Student Profile

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

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

Figure 2.10.5.0 Student Profile – View Students

Manage Students
You have a total of 1 students.

SELECT YEAR OF STUDY: [v] SELECT GENDER: [v] LEARNER NIN STATUS: [v] PARENT NIN STATUS: [v]
NATIONALITY: [v] LIN: [v] LEARNER NAME: [v] **Apply**

	STUDENT	LIN	SEX	YEAR OF STUDY	STUDENT NIN	PARENT NIN	NATIONALITY	ACTIONS
<input type="checkbox"/>	ANNA AKITE	U99F0420A00008	F	YEAR 2	YES	YES	UGANDA	

« First < Previous 1 Next > Last » Show 15 Showing 1 to 1 of 1

Figure 2.10.5.1 Student Profile – Student Basic Information

Student Profile
ANNA AKITE (U99F0420A00008) Details.

Basic Info (highlighted in red box)
Next Of Kin
Special Needs
Health Issues
Talents

Personal Information
Basic details. **Edit Learner**

FULL NAME	ANNA
DATE OF BIRTH	9 APRIL, 1999
NATIONALITY	UGANDA
DISTRICT OF BIRTH	NOT SET
LIN	U99F0420A00008
NIN	CF99*****PK6H
YEAR OF STUDY	YEAR 2
COURSE	NCFD - NATIONAL CERTIFICATE IN FASHION AND GARMENT DESIGN

Education Information

- KABERAMAIIDO TECHNICAL INSTITUTE (4A558000)
NCFD - NATIONAL CERTIFICATE IN FASHION AND GARMENT DESIGN - (20 August, 2022 - 29 March, 2023)
- LUGOGO VOCATIONAL TRAINING INSTITUTE (4A138002)

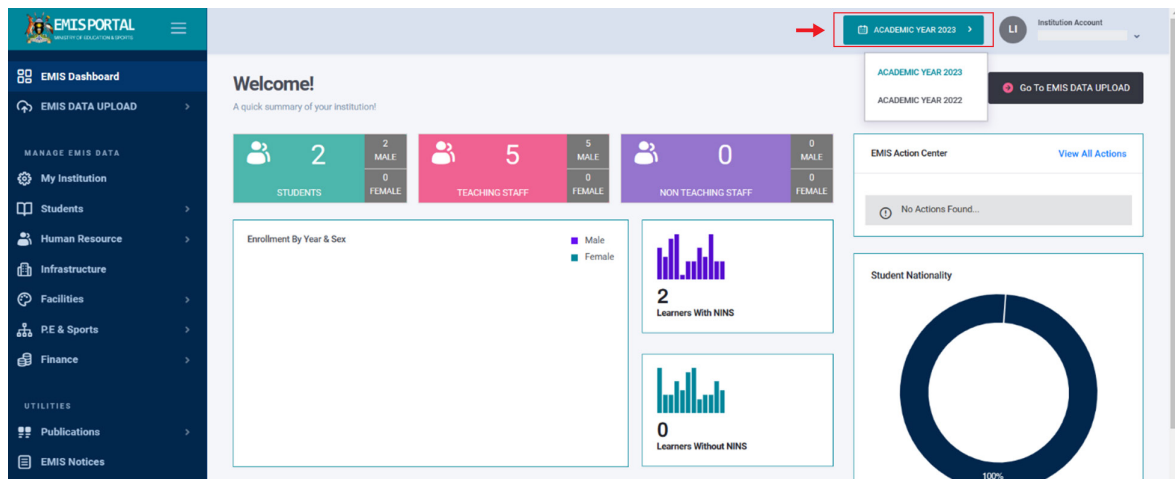


Remember: The user can edit/update the student profile information by clicking the “Edit Student” button found under Basic information on the top right-hand corner of the screen.

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

The screenshot shows the 'Manage Students' page. It includes a table of students with the following columns: STUDENT, LIN, SEX, YEAR OF STUDY, STUDENT NIN, PARENT NIN, NATIONALITY, and ACTIONS. The table is sorted by Name. A red box highlights the 'ACADEMIC YEAR 2023' dropdown menu.

STUDENT	LIN	SEX	YEAR OF STUDY	STUDENT NIN	PARENT NIN	NATIONALITY	ACTIONS
<input checked="" type="checkbox"/> DER	U88M0820A00001	M	YEAR 1	YES	YES	UGANDA	View
<input checked="" type="checkbox"/> ANN	U99F0420A00008	F	YEAR 2	YES	YES	UGANDA	View



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 Identification Number**”. If the parent is foreign, you are required to enter their “**Passport Number**”.
 - v. Click the “**Verify**” button to verify either Parent NIN or Parent Passport Number
 - vi. Enter the Parent/Guardian “**Phone Number**”
 - vii. Click the “**Transfer Student**” button to complete the student transfer process.

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

2.10.10 View and Manage Learner Promotions

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

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

Figure 2.10.10 EMIS Dashboard Menu – Students – Promotions

NOTE:

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

2.10.11 Search for Student LIN (Learner Identification Number)

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

The screenshot shows the EMIS Portal interface. On the left is a dark blue sidebar menu with options: EMIS Dashboard, EMIS DATA UPLOAD, MANAGE EMIS DATA, My Institution, Students (selected), Overview, View Students, Expected Enrollment, Promotions, Transfers, Search Lin, Bulk Image Uploads, Human Resource, Infrastructure, Facilities, PE & Sports, and Finance. The main content area is titled 'Search Learner's LIN' and contains a form with the following fields: First Name (with a hint 'ENTER LEARNER FIRST NAME'), Surname (with a hint 'ENTER LEARNER SURNAME'), Sex (radio buttons for MALE and FEMALE), Date Of Birth (with a hint '29 MARCH, 2023'), Class (2022) (a dropdown menu showing '-SELECT-'), and School EMIS Number (with a hint 'ENTER SCHOOL EMIS NO.'). Below the form are 'Reset' and 'Search' buttons. A message at the top of the form says 'Please enter the details below to search for any learner's LIN.' At the bottom of the form, it says 'To Find School EMIS Number CLICK HERE and search'. The footer of the page includes 'Copyright © 2023 Ministry of Education & Sports. All Rights Reserved.', 'Terms & Conditions', and 'Privacy Policy'.

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

Class	Male	Female	Total
YEAR 1	10	2	12
YEAR 2	0	0	0
YEAR 3	0	0	0
Total	10	2	12

2.10.13 Manage Bulk Image Uploads

To upload bulk images of Students within the institution.

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

Figure 2.10.13 EMIS Dashboard Menu – Students – Bulk Image Uploads

Bulk Photo Uploads
Upload images (compressed) for learners

Step 1: Select the class whose photos you are trying to upload
--SELECT--

Step 2: Rename all photos you intend to upload with the corresponding learner identification numbers (LIN) only then put them in one folder and zip it.

Step 3: Select the zipped file with the photos
Select File to Upload



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:

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

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

The screenshot shows the EMIS PORTAL interface. On the left is a sidebar menu with options like 'EMIS Dashboard', 'EMIS DATA UPLOAD', 'MANAGE EMIS DATA', 'My Institution', 'Students', 'Human Resource', 'Infrastructure', 'Facilities', 'PE & Sports', 'Finance', 'UTILITIES', 'Publications', 'EMIS Notices', and 'User Manager'. The 'EMIS DATA UPLOAD' section is expanded, showing 'Upload Data' and 'Data Upload Status'. The 'MANAGE EMIS DATA' section is also expanded, showing 'My Institution', 'Students', 'Human Resource', 'Infrastructure', 'Facilities', 'PE & Sports', and 'Finance'. The 'Human Resource' section is highlighted with a red arrow. The main content area is titled 'EMIS BASELINE INFORMATION FORM' and contains a 'TEACHING STAFF' section. This section includes a table with columns for 'CATEGORY', 'TYPE OF QUALIFICATION, TRAINING AND POST LEVEL', and 'SEX OF STAFF' (M, F). The table lists various staff categories and their qualifications, with a total of 5 staff members. A red box highlights the 'UPDATE TEACHING STAFF INFORMATION' button at the bottom right of the table.

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

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:

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

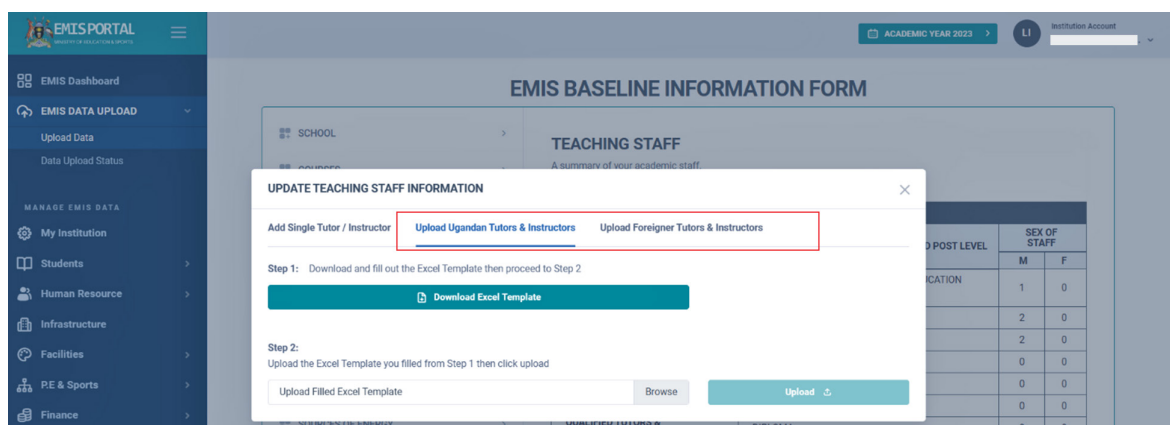
Either upload Ugandan tutors/instructors with excel or Upload Foreigner tutors/instructors with excel.

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:

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

Figure 2.11.4.0 Teacher Profile – View Teaching staff

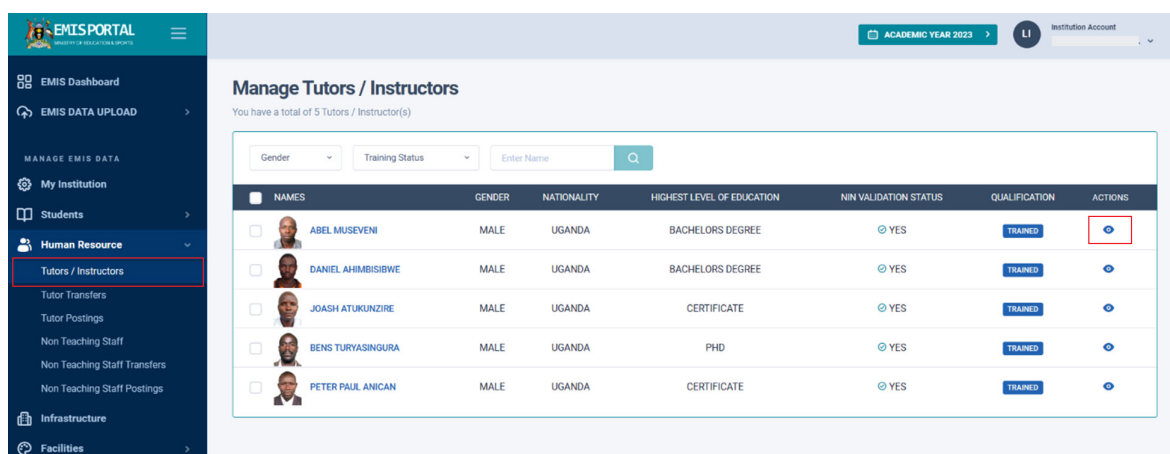


Figure 2.11.4.0 Teacher Profile – Teacher’s Personal Information

The screenshot shows the EMIS Portal interface. On the left is a dark blue sidebar with navigation links: EMIS Dashboard, EMIS DATA UPLOAD, MANAGE EMIS DATA (My Institution, Students, Human Resource, Infrastructure, Facilities, PE & Sports, Finance), UTILITIES (Publications, EMIS Notices, User Manager), and HELP-CENTER (EMIS Support). The main content area is titled 'Teacher Profile' and shows details for a teacher named ABEL (Age: 42YRS, Gender: MALE). A red box highlights the 'Personal Information' tab in the left sidebar. The 'Personal Information' section on the right includes fields for Full Name, Date Of Birth, Gender, Nationality, NIN, Marital Status, Religion, Qualification Status, Highest Level of Education, Registration Number, TMS Number, IPPS Number, and Designation. The 'Edit Teacher' and 'Delete Teacher' buttons are visible.

Personal Information	
Full Name	ABEL
Date Of Birth	
Gender	MALE
Nationality	UGANDA
NIN	CM80*****HE7E
Marital Status	
Religion	
Qualification Status	TRAINED
Highest Level of Education	BACHELORS DEGREE
Registration Number	NOT REGISTERED
TMS Number	NOT SET
IPPS Number	NOT SET
Designation	LECTURER

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:

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

Figure 2.11.5 EMIS DATA UPLOAD – Non-Teaching Staff

The screenshot shows the EMIS Portal interface with the 'EMIS DATA UPLOAD' menu selected. The 'Upload Data' sub-menu is active, and the 'NON TEACHING STAFF' tab is highlighted with a red box. The main content area is titled 'EMIS BASELINE INFORMATION FORM' and shows a summary of non-teaching staff. A table titled 'SECTION D: NON TEACHING STAFF INFORMATION' lists various job titles and their corresponding counts for Male (M) and Female (F) staff.

JOB TITLE	SEX OF STAFF	
	M	F
ACADEMIC REGISTRAR	0	0
ACCOUNTANT	0	0
ASKARI	0	0
ASSISTANT ACADEMIC REGISTRAR	0	0
ASSISTANT INVENTORY MANAGEMENT OFFICER	0	0
ASSISTANT RECORDS OFFICER	0	0
ASSISTANT SYSTEMS ADMINISTRATOR	0	0
ASSISTANT WARDEN	0	0
CARPENTER	0	0
CATERING OFFICER	0	0
CLEANER	0	0
CLINICAL OFFICER	0	0
COMPOUND ATTENDANT	0	0
COMPUTER LAB ATTENDANT	0	0

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 **"Marital 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

EMIS PORTAL

ACADEMIC YEAR 2023

LI Institution Account

RECORDS OFFICER

UPDATE NON TEACHING STAFF INFORMATION

Add Single Non Teaching Staff Upload Ugandan Non Teaching Staff Upload Foreigner Non Teaching Staff

Add Photo

STAFF DETAILS

Nationality * UGANDA

National ID (NIN) * EG: CM748383480F83

First Name EG: BILL

Surname EG: CLINTON

Other Names EG: OTHER

Date Of Birth 29 MARCH, 2005

Gender ☒ MALE ☐ FEMALE

Religion * ~SELECT~

Job Title * ~SELECT~

Marital Status * ~SELECT~

Choose Photo

Cancel Verify Staff NIN

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Terms & Conditions Privacy Policy

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:

- Select the **“Upload Ugandan Non-Teaching Staff”** or **“Upload Foreign Non-Teaching Staff”** from the Update Non-Teaching Staff information screen.
- Click the **“Download Excel Template”** to add batch number of Ugandan or Foreign Non-Teaching staff.
- 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.
- 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

[illegible]

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.

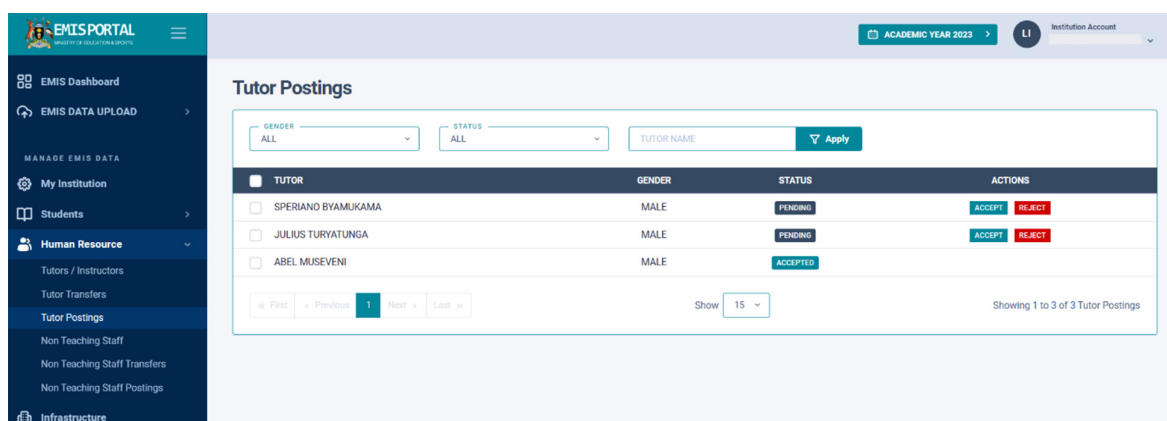
Figure 2.11.8.1 Accept teacher transfer – Enter Reporting date

2.11.9 Teacher Postings

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

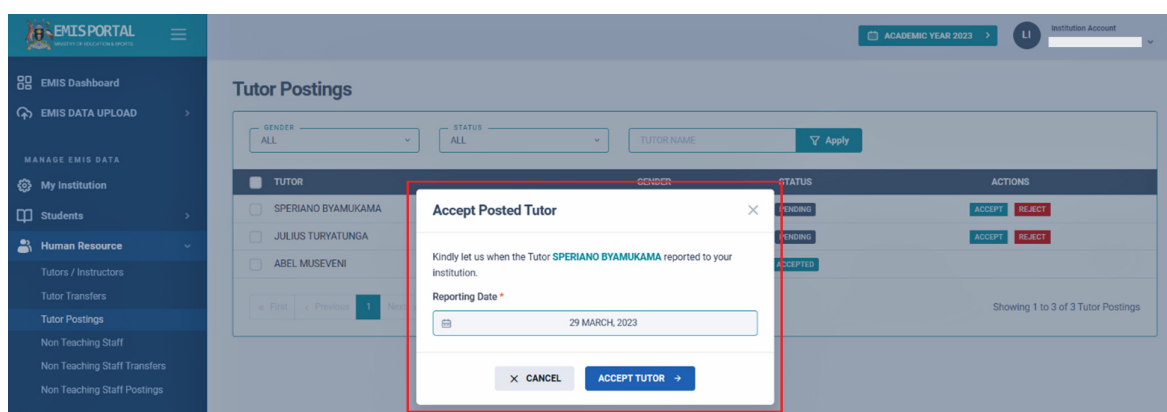
To accept or reject posted teachers, log into EMIS as described earlier, and then click “Teacher Postings” under Human Resource on the Menu as shown in below:

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:

Figure 2.11.10 Human Resource Module – Transfer teachers

The screenshot displays the 'Non Teaching Staff Transfers' interface within the EMIS Portal. The left sidebar contains the 'Human Resource' menu with 'Non Teaching Staff Transfers' selected. The main content area features a header 'Non Teaching Staff Transfers' and two tabs: 'Incoming Non Teaching Staff Transfers' (active) and 'Outgoing Non Teaching Staff Transfers'. Below the tabs are filters for 'GENDER' (set to ALL), 'STATUS' (set to ALL), and a 'STAFF NAME' search field with an 'Apply' button. A table with the following columns is shown: 'NON TEACHING STAFF', 'PREVIOUS SCHOOL', 'STATUS', and 'ACTIONS'. A message box indicates 'No transfers to display at the moment...'. At the bottom, there is a 'Show 15' dropdown menu.

“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

The screenshot displays the 'Non Teaching Staff Postings' interface within the EMIS Portal. The left sidebar contains the 'Human Resource' menu with 'Non Teaching Staff Postings' selected. The main content area features a header 'Non Teaching Staff Postings' and filters for 'GENDER' (set to ALL), 'STATUS' (set to ALL), and a 'STAFF NAME' search field with an 'Apply' button. A table with the following columns is shown: 'NON TEACHING STAFF', 'GENDER', 'DESIGNATION', 'STATUS', and 'ACTIONS'. A message box indicates 'No postings to display at the moment...'. At the bottom, there is a 'Show 15' dropdown menu. The footer includes copyright information and links to Terms & Conditions and Privacy Policy.

“Accept” or **“Reject”** a non-teaching staff who has been posted 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 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:

- Go to the menu on your Dashboard.
- Select the **“EMIS DATA UPLOAD”** from the EMIS menu.
- Click **“Upload Data”**
- Click the **“Update”** button in the Actions column.
- Select the **“Infrastructure”** tab from the EMIS Baseline Information Form menu.
- Add/update any infrastructure information by clicking the **“+Add”** button in the right-hand corner of every infrastructure for example **“+Add Classrooms”**. These include 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

The screenshot displays the EMIS Baseline Information Form for Infrastructure. The left sidebar menu includes options like EMIS Dashboard, EMIS DATA UPLOAD, and various data management tools. The main content area is titled 'EMIS BASELINE INFORMATION FORM' and features a list of infrastructure categories on the left, with 'INFRASTRUCTURE' selected and highlighted. The main content area shows two sections: 'LECTURE ROOMS' and 'LECTURE ROOMS (WITH RAMPS FOR SNE)'. Each section has a table with columns: Infrastructure Type, Completion Status, Total Area Per Room, Total Count of Rooms, and ACTIONS. The 'LECTURE ROOMS' section has a red box around the 'ADD LECTURE ROOMS' button. The 'LECTURE ROOMS (WITH RAMPS FOR SNE)' section has a red box around the 'ADD LECTURE ROOMS (WITH RAMPS FOR SNE)' button. A message box states: 'There is no infrastructure information to display at the moment.'

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

The screenshot shows the EMIS PORTAL interface. On the left is a sidebar with navigation options: EMIS Dashboard, EMIS DATA UPLOAD, Upload Data, Data Upload Status, MANAGE EMIS DATA, My Institution, Students, Human Resource, Infrastructure, Facilities, P.E & Sports, Finance, UTILITIES, and Publications. The main area is titled 'EMIS BASELINE INFORMATION FORM'. Under the 'INFRASTRUCTURE' section, there is a list of categories: SCHOOL, COURSES, STUDENTS, TEACHING STAFF, NON TEACHING STAFF, INFRASTRUCTURE (highlighted), LIBRARY FACILITIES, OTHER FACILITIES, WATER & SANITATION, SOURCES OF ENERGY, and ICT. The 'INFRASTRUCTURE' section is further divided into 'LECTURE ROOMS' and 'LECTURE ROOMS (WITH RAMPS FOR SNE)'. Both sections have a table with columns: Infrastructure Type, Completion Status, Total Area Per Room, Total Count of Rooms, and ACTIONS. In the 'LECTURE ROOMS' section, the 'ADD LECTURE ROOMS' button is highlighted with a red box. In the 'LECTURE ROOMS (WITH RAMPS FOR SNE)' section, the 'ADD LECTURE ROOMS (WITH RAMPS FOR SNE)' button is highlighted with a red box. A message box states: 'There is no infrastructure information to display at the moment.'

Figure2.12.0.2 Infrastructure Management – Update Classroom Facilities

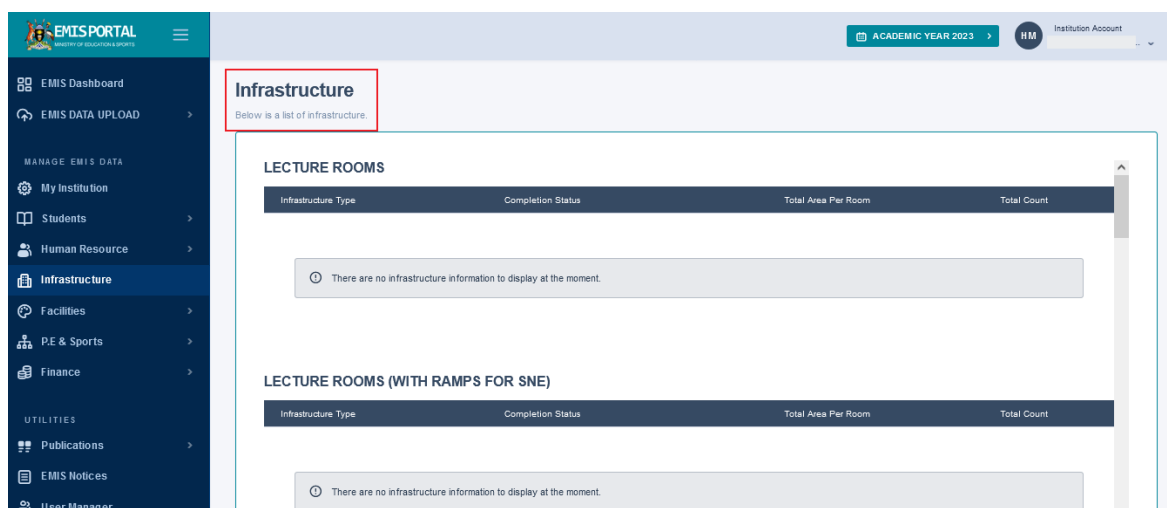
The screenshot shows the EMIS PORTAL interface with the 'ADD LECTURE ROOMS' modal form open. The modal form has a title bar with a close button (X). It contains the following fields: 'Infrastructure Type' (dropdown menu with '--Select All--'), 'Completion Status' (dropdown menu with '--Select All--'), 'Total Area Per Room*' (input field with '0' and 'sq m' unit), and 'Total Count of Rooms with Above Area*' (input field with '0' and a refresh icon). At the bottom of the modal form are two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with a red box and a red arrow points to it. The background shows the same 'EMIS BASELINE INFORMATION FORM' interface as in Figure 2.12.0.1, with the 'INFRASTRUCTURE' section highlighted in the sidebar.

2.12.1 View Infrastructure from EMIS Dashboard

To view infrastructure added from the EMIS Dashboard Menu.

- Select the **“Infrastructure”** module from the EMIS Menu on your left.
- 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:

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

Figure 2.13.0 EMIS Baseline Information Form – Other Facilities

EMIS BASELINE INFORMATION FORM

OTHER FACILITIES
Update all the details below.

FACILITY	PRESENT	ACTIONS
LIGHTENING ARRESTER/CONDUCTOR BASIN	NO	Update
GREEN GRASS	NO	Update
TREE SHADES	NO	Update
FLOWER GARDEN	NO	Update
INTRUDER PROOF FENCE WITHOUT GATE	NO	Update
INTRUDER PROOF FENCE WITH GATE	NO	Update
TEMPORARY FENCE	NO	Update

[← BACK](#) [NEXT →](#)

Figure 2.13.0.1 EMIS Baseline Information Form – Water & Sanitation

EMIS BASELINE INFORMATION FORM

WATER AND SANITATION
Update all details that are marked *NOT SET*.

Water Sources

SECTION E.4: SOURCE OF WATER

WATER PURPOSE	WATER SOURCE TYPE	DISTANCE TO WATER SOURCE
DRINKING WATER	NOT SET	NOT SET
WATER FOR OTHER PURPOSES	NOT SET	NOT SET

[UPDATE WATER SOURCES INFORMATION](#)

Hand Washing Facilities

Figure 2.13.0.2 EMIS Baseline Information Form – Sources of Energy

EMIS BASELINE INFORMATION FORM

SOURCES OF ENERGY
Update the details that are marked *NOT SET*.

SECTION F: SOURCE OF ENERGY

USAGE	ENERGY SOURCE TYPE
MAIN SOURCE OF ENERGY FOR COOKING	NOT SET
MAIN SOURCE OF ENERGY FOR LIGHTING	NOT SET

[UPDATE ENERGY SOURCES INFORMATION](#)

[← BACK](#) [NEXT →](#)

Figure2.13.0.3 EMIS Baseline Information Form – ICT

EMIS BASELINE INFORMATION FORM

ICT FACILITIES
Update all details that are marked *NOT SET*

School Internet Source: *Not Set* [Update](#)

Internet Connectivity Status: ☐ In Active ☒ Active

USER	FUNCTIONAL COMPUTERS	NON FUNCTIONAL COMPUTERS	OVER HEAD PROJECTOR	DISTANCE LEARNING FACILITIES	COMPUTERS WITH INTERNET ACCESS	TOTAL	ACTION
ACADEMIC STAFF	<i>Not Set</i>	<i>Not Set</i>	<i>Not Set</i>		<i>Not Set</i>	<i>Not Set</i>	Update
STUDENTS	<i>Not Set</i>	<i>Not Set</i>	<i>Not Set</i>	<i>Not Set</i>	<i>Not Set</i>	<i>Not Set</i>	Update
STAFF & STUDENTS	<i>Not Set</i>	<i>Not Set</i>	<i>Not Set</i>		<i>Not Set</i>	<i>Not Set</i>	Update
ADMINISTRATIVE STAFF	<i>Not Set</i>	<i>Not Set</i>	<i>Not Set</i>		<i>Not Set</i>	<i>Not Set</i>	Update

[← BACK](#) [NEXT →](#)

2.13.1 View Facilities from EMIS Dashboard

To view facilities added from the EMIS Dashboard Menu.

- Select the “**Facilities**” module from the EMIS Menu on your left.
- 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.

ICT Equipment
Information about your school's ICT Equipment

School Internet Source: *No Internet Source*

Internet Connectivity Status: ☐ In-Active ☒ Active

FACILITY USER	FUNCTIONAL COMPUTERS	NON FUNCTIONAL COMPUTERS	OVER HEAD PROJECTOR	DISTANCE LEARNING FACILITIES	COMPUTERS WITH INTERNET ACCESS	TOTAL
ACADEMIC STAFF	<i>Not Set</i>	<i>Not Set</i>	<i>Not Set</i>		<i>Not Set</i>	<i>Not Set</i>
LEARNERS	<i>Not Set</i>	<i>Not Set</i>	<i>Not Set</i>	<i>Not Set</i>	<i>Not Set</i>	<i>Not Set</i>
STAFF & LEARNER	<i>Not Set</i>	<i>Not Set</i>	<i>Not Set</i>		<i>Not Set</i>	<i>Not Set</i>
ADMINISTRATIVE STAFF	<i>Not Set</i>	<i>Not Set</i>	<i>Not Set</i>		<i>Not Set</i>	<i>Not Set</i>

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:

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

Figure 2.14.0 EMIS Baseline Information Form – P.E & Sports

The screenshot displays the EMIS Baseline Information Form for P.E & Sports. The left sidebar contains a navigation menu with the following items: EMIS Dashboard, EMIS DATA UPLOAD (with sub-items Upload Data and Data Upload Status), MANAGE EMIS DATA, My Institution, Students, Human Resource, Infrastructure, Facilities, PE & Sports (highlighted), Finance, UTILITIES, Publications, EMIS Notices, and User Manager. The main content area is titled 'EMIS BASELINE INFORMATION FORM' and features a 'PE. & SPORTS' section with the instruction 'Update all the details below.' Below this, there are two tabs: 'SPORTS EQUIPMENT' and 'PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES'. The 'SPORTS EQUIPMENT' tab is active, showing a table with the following data:

CATEGORY	SPORTS EQUIPMENT	NUMBER	ACTIONS
ATHLETICS IMPLEMENTS	DISCUS	0	Update
ATHLETICS IMPLEMENTS	JAVELIN	0	Update
ATHLETICS IMPLEMENTS	CROSS BARS	0	Update
ATHLETICS IMPLEMENTS	LANDING MATTRESS	0	Update
ATHLETICS IMPLEMENTS	SHOT PUTS	0	Update
ATHLETICS IMPLEMENTS	STOP WATCHES	0	Update
ATHLETICS IMPLEMENTS	TAPE MEASURES	0	Update
ATHLETICS IMPLEMENTS	UPRIGHTS	0	Update
ATHLETICS IMPLEMENTS	WEIGHING SCALE	0	Update

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:

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

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

EMIS BASELINE INFORMATION FORM

PE. & SPORTS
Update all the details below.

SPORTS EQUIPMENT [PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES](#)

ACTIVITY	LEVEL OF PARTICIPATION											
	WITHIN THE SCHOOL		DISTRICT		REGIONAL		NATIONAL		EAST AFRICA		INTERNATIONAL	
	M	F	M	F	M	F	M	F	M	F	M	F
ATHLETICS	0	0	0	0	0	0	0	0	0	0	0	0
BADMINTON	0	0	0	0	0	0	0	0	0	0	0	0
BASKETBALL	0	0	0	0	0	0	0	0	0	0	0	0
CHESS	0	0	0	0	0	0	0	0	0	0	0	0
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
FOOTBALL(UNDER 16)	0	0	0	0	0	0	0	0	0	0	0	0
HAND BALL	0	0	0	0	0	0	0	0	0	0	0	0
HOCKEY	0	0	0	0	0	0	0	0	0	0	0	0
KHO-KHO	0	0	0	0	0	0	0	0	0	0	0	0
LAWN TENNIS	0	0	0	0	0	0	0	0	0	0	0	0
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.

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

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

Participation In Extra-curricular Activities
Learners Participation In Extra-curricular Activities Report

ACTIVITY	LEVEL OF PARTICIPATION											
	WITHIN THE SCHOOL		DISTRICT		REGIONAL		NATIONAL		EAST AFRICA		INTERNATIONAL	
	M	F	M	F	M	F	M	F	M	F	M	F
ATHLETICS	0	0	0	0	0	0	0	0	0	0	0	0
BADMINTON	0	0	0	0	0	0	0	0	0	0	0	0
BASKETBALL	0	0	0	0	0	0	0	0	0	0	0	0
CHESS	0	0	0	0	0	0	0	0	0	0	0	0
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
FOOTBALL(UNDER 16)	0	0	0	0	0	0	0	0	0	0	0	0
HAND BALL	0	0	0	0	0	0	0	0	0	0	0	0
HOCKEY	0	0	0	0	0	0	0	0	0	0	0	0
KHO-KHO	0	0	0	0	0	0	0	0	0	0	0	0
LAWN TENNIS	0	0	0	0	0	0	0	0	0	0	0	0
NETBALL	0	0	0	0	0	0	0	0	0	0	0	0
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:

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

Figure 2.15.1 EMIS DATA UPLOAD – Finance Module

The screenshot displays the EMIS Portal interface. On the left is a dark blue sidebar menu with options like 'EMIS Dashboard', 'EMIS DATA UPLOAD', and 'MANAGE EMIS DATA'. The 'EMIS DATA UPLOAD' option is expanded, showing 'Upload Data' and 'Data Upload Status'. The 'MANAGE EMIS DATA' section includes 'My Institution', 'Students', 'Human Resource', 'Infrastructure', 'Facilities', 'PE & Sports', 'Finance', 'Publications', 'EMIS Notices', and 'User Manager'. The 'Finance' option is highlighted. The main content area is titled 'EMIS BASELINE INFORMATION FORM'. It has a sidebar with various categories: SCHOOL, COURSES, STUDENTS, TEACHING STAFF, NON TEACHING STAFF, INFRASTRUCTURE, OTHER FACILITIES, WATER & SANITATION, SOURCES OF ENERGY, ICT, PE & SPORTS, and GPS LOCATION. The 'FINANCE' category is selected and highlighted with a red box. The 'FINANCE' section is further divided into 'Income', 'Budgets', and 'Expenses' tabs. The 'Income' tab is active, showing a message 'You have raised a total of UGX 0.' and an 'Add To Income' button. Below this is a table with columns 'INCOME SOURCE', 'PURPOSE', 'AMOUNT', and 'ACTIONS'. A message states 'There are no income sources to display at the moment.' The top right of the page shows 'ACADEMIC YEAR 2023' and 'LI Institution Account'.

2.15.2 View Finance Reports Information

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

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

Figure 2.15.2 Finance Module: Incomes

This screenshot shows the 'Income' section of the Finance Module. The left sidebar is the same as in Figure 2.15.1, but the 'Finance' option is expanded, showing 'Income', 'Budgets', and 'Expenses'. The 'Income' option is highlighted with a red box. The main content area is titled 'Income' and shows 'You have raised a total of UGX 0.'. Below this is a table with columns 'INCOME SOURCE', 'PURPOSE', and 'AMOUNT'. A message states 'There are no income sources to display at the moment.' The top right of the page shows 'ACADEMIC YEAR 2023' and 'LI Institution Account'.


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:

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

Figure 2.16.0 EMIS Baseline Information Form – GPS Location



EMIS PORTAL
Ministry of Education & Sports - Uganda

[TERM ONE TO BE ADDED ANOTHER WEEK](#) click here to find out ...

ACADEMIC YEAR 2022

AS

EMIS Dashboard

MANAGE EMIS DATA

- [My Institution](#)
- [Students](#)
- [Human Resource](#)
- [Infrastructure](#)
- [Facilities](#)
- [P.E & Sports](#)
- [Finance](#)

UTILITIES

- [EMIS Returns](#)
- [File Uploads](#)
- [Uploaded Excls](#)
- [Publications](#)
- [EMIS Notices](#)

EMIS BASELINE INFORMATION FORM

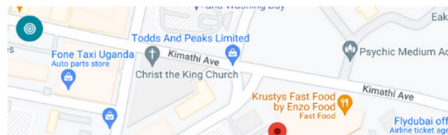
SCHOOL	>
COURSES	>
STUDENTS	>
TEACHING STAFF	>
NON TEACHING STAFF	>
INFRASTRUCTURE	>
OTHER FACILITIES	>
WATER & SANITATION	>
SOURCES OF ENERGY	>
ICT	>
P.E. & SPORTS	>
GPS LOCATION	>

GPS LOCATION

Update all details that are marked *NOT SET*

Latitude: 0.31385481397477

Longitude: 32.585312440475



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

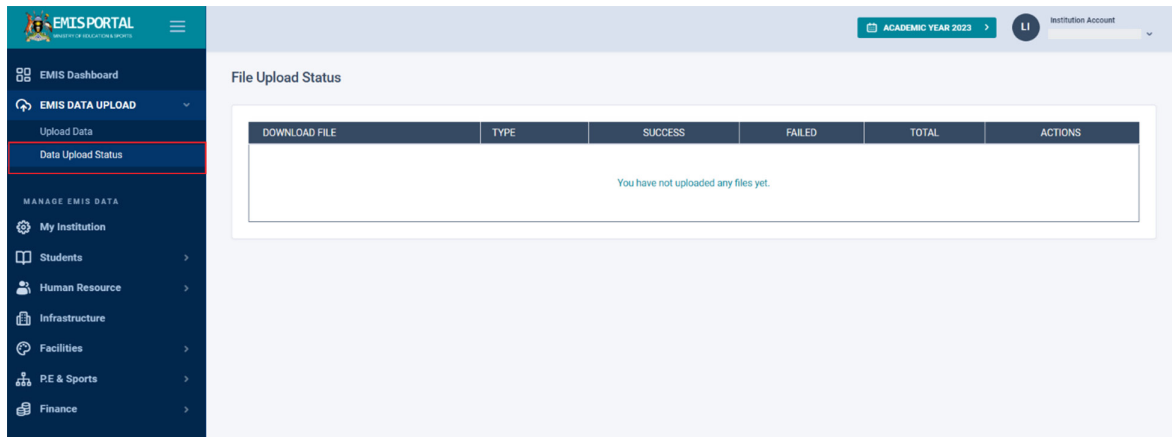
2.17 EMIS DATA UPLOAD Status

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

Once logged in EMIS:

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

Figure 2.17.0 EMIS Menu page view – Manage File Uploads



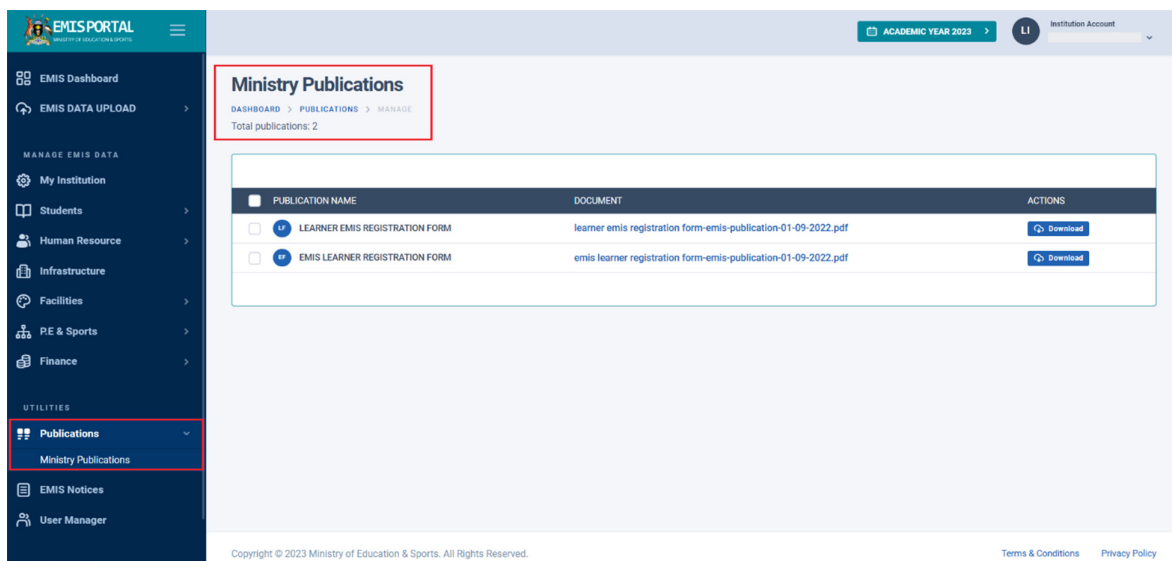
2.18 Publications

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

Once logged in EMIS:

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

Figure 2.18 EMIS Menu page view – Ministry Publications



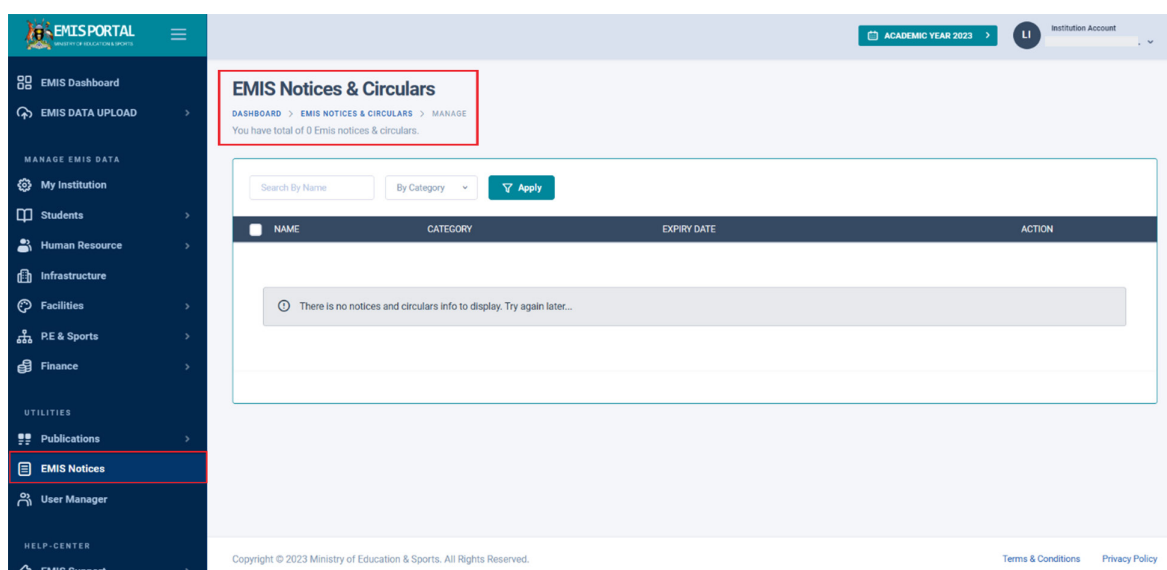
2.19 EMIS Notices & Circulars

Through this 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:

- Go to the menu on your Dashboard.
- Select the **“EMIS Notices”** functionality from the EMIS menu under Utilities.
- Click the **“View Details”** icon in the action’s column to view the EMIS Notices & Circulars.
- Download the EMIS Notices & Circulars by clicking the **“Download PDF”** button.

Figure 2.19.0 EMIS Menu page view – EMIS Notices & Circulars



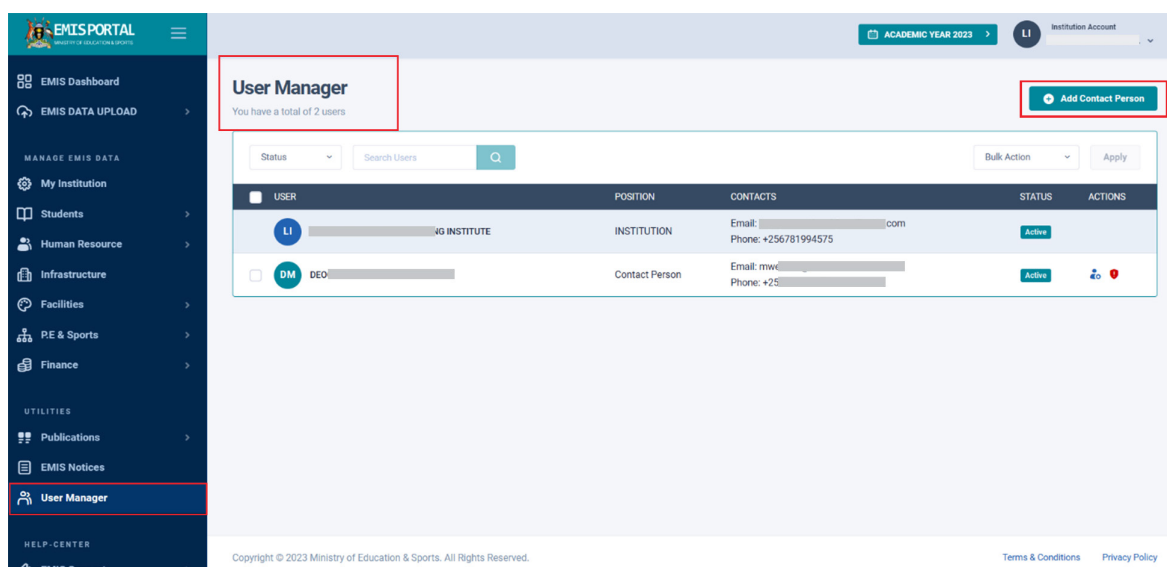
2.20 User Manager

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:

- Go to the left menu on your Dashboard.
- Select the **“User Manager”** module from the EMIS menu under Utilities.
- Click the **“Add Contact Person”** button in the Actions column to add a new User to the institution.
- Enter the **“NIN”** of new contact person.
- Click the **“Verify NIN”** of new contact person.
- Enter the **“Email”** of new contact person.
- Enter the **“Phone Contact”** of new contact person.
- Click the **“Save”** button to add the new user.

Figure 2.20.0 EMIS Menu page view – User Manager screen



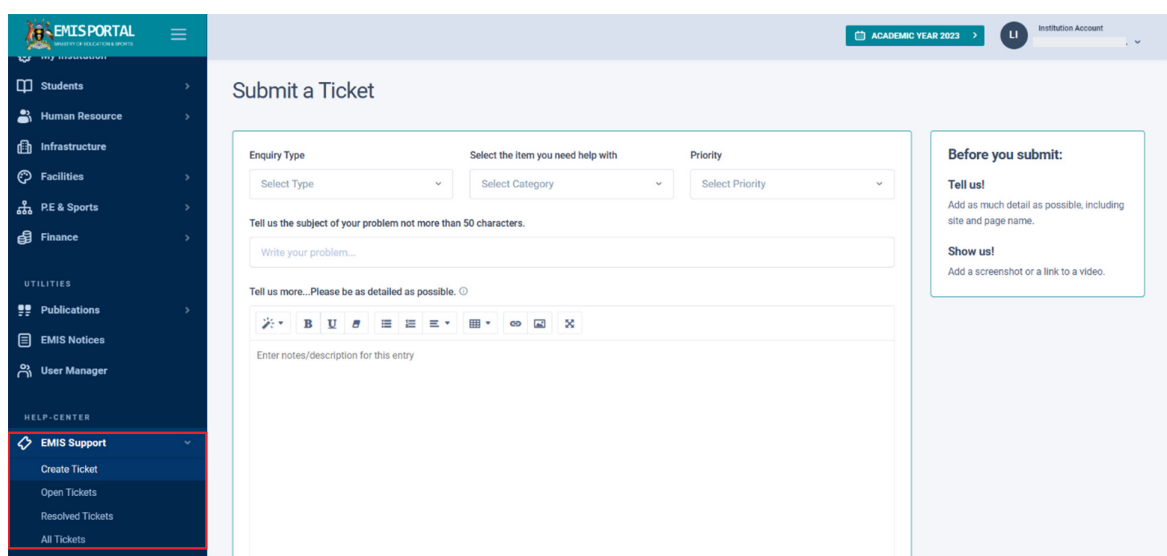
2.21 EMIS Support

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:

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

Figure 2.21.0 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.

