



The Republic of Uganda  
Ministry of Education and Sports

# EMIS

## User Manual

(International Schools Version)





# USER MANUAL FOR INTERNATIONAL INSTITUTIONS

## Education Management Information System (EMIS)

EMIS CONSULTANT:

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



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## Acronyms / Abbreviations

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

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# 01

## GENERAL INFORMATION

EMIS User Manual for International Institutions

Overview

Naming Conventions

Getting Started

Platform Access Requirements

# 1.1 EMIS User Manual for International Institutions

## Overview

The purpose of this document is intended for International 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 of 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

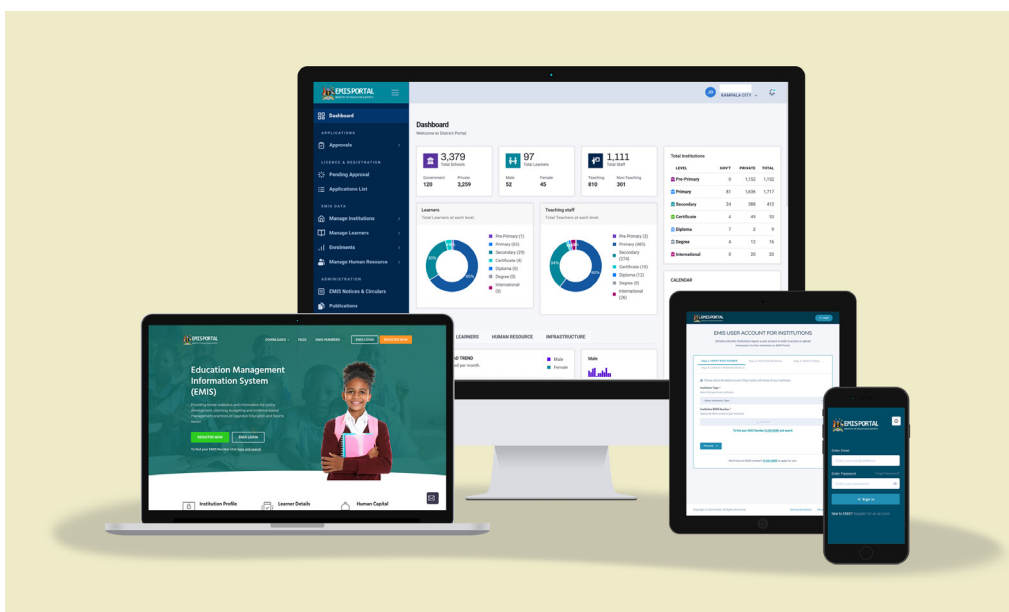
“Text in quotes” is an object on the screen – e.g. “Next” or “Cancel”

## 1.3 Getting Started

### Platform Access Requirements

To access the system, a user 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 module includes instructions on;

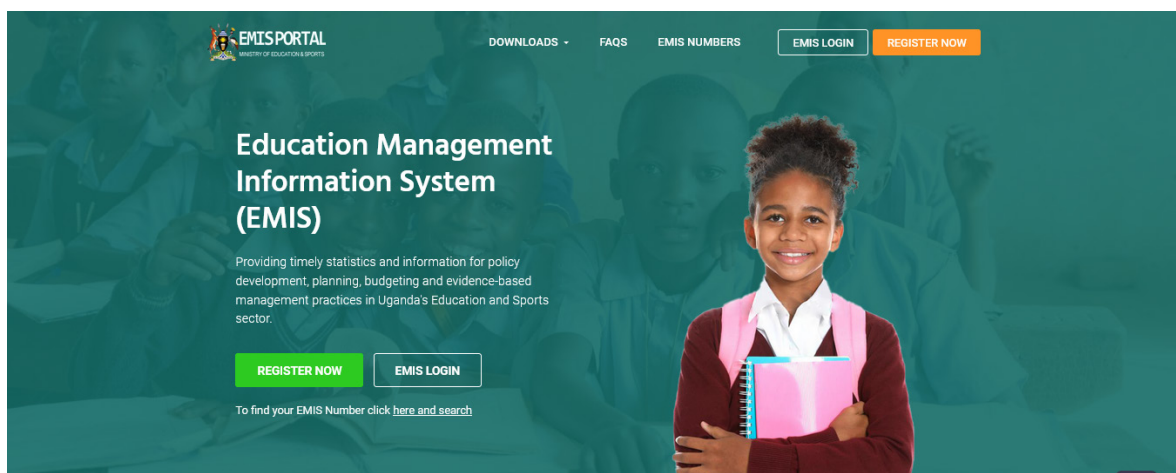
- User Account Creation
- Search EMIS Number
- EMIS Number Application
- User Login and Logout
- Password Recovery
- User Dashboard
- Institution details
- Learner Management
- Human Resource
- Infrastructure Management
- Facilities Management
- P.E & Sports
- GPS Location
- EMIS DATA UPLOAD Status
- 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 user will 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. Input the official **“Institution Email”** and **“Institution Mobile Phone”** and click the **“Proceed”** button.
- i. Enter the received **“OTP/Verification Code”** in the displayed form to validate the email or mobile phone number supplied.
- j. Click the **“Proceed”** button to continue.
- k. Enter the key **“Contact Person details”** of the institution using NIN validation.
- l. After the NIN for the contact person has been verified, the system displays the **“Surname, Given Name, Sex and Date of Birth”** from the NIN.
- m. Enter the **“Email address”** and **“Phone number”** of the contact person.
- n. Read and accept the **“Terms of Conditions and Privacy Policy”**.
- o. Confirm that all personal information entered is correct by ticking the check box.
- p. Then, click the **“Complete Registration”** button to complete the details of the contact person.

Figure 2.1 EMIS User Portal Home/Landing page



### NOTE:

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

## 2.2 Search EMIS Number

If you (institution) 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

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Login

### EMIS NUMBER SEARCH FORM

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-country, try to search with previous County or Sub-country

Institution Type \*  
--SELECT--

Sub County \*  
--SELECT--

District \*  
--SELECT--

Parish \*  
--SELECT--

County \*  
--SELECT--

Ownership \*  
--SELECT--

Search Reset

No school records

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) By default, the “Ownership Status” of your institution will be “Private”.
- 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) Input the official “Institution Email” and “Institution Mobile Phone”.
- o) Click the “Proceed” button.
- p) Enter the received “OTP/Verification Code” in the displayed form to validate the email or mobile phone number supplied.
- q) Click the “Proceed” button to continue.
- r) Enter the NIN of the contact person and click the “Verify Contact Person NIN” button.
- s) After the NIN for the contact person has been verified, the system displays for the user the “Surname, Given Name, Sex and Date of Birth” from the NIN.
- t) Enter the “Email address” and “Phone number” of the contact person.
- u) Read and accept the “Terms of Conditions and Privacy Policy”.
- v) Confirm that all personal information entered is correct by ticking the check box.
- w) Then, click the “Complete Registration” button to complete registration.

Figure 2.3 EMIS Number Application Location details

The screenshot shows the EMIS Portal interface for creating a user account for institutions. The page title is "EMIS USER ACCOUNT FOR INSTITUTIONS". Below the title, a 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. The current step is Step 1: LOCATION. A message at the top of the form says: "Please check the details to see if they match with those of your institution". The form contains the following fields:

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

At the bottom of the form, there is a blue "Next" button with a right-pointing arrow.

## NOTE:

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

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

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

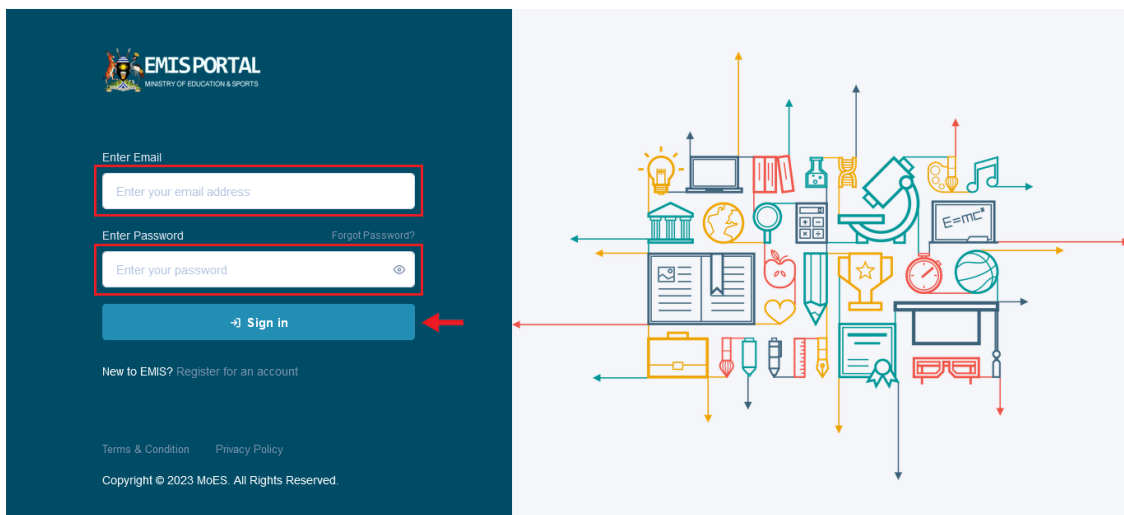
- a) The first email has the EMIS number assigned to the institution plus a pdf attachment of the EMIS number certificate for the institution from Ministry of Education and Sports.
- b) The second email has log in credentials to the EMIS Web Portal which include a username and temporary password which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

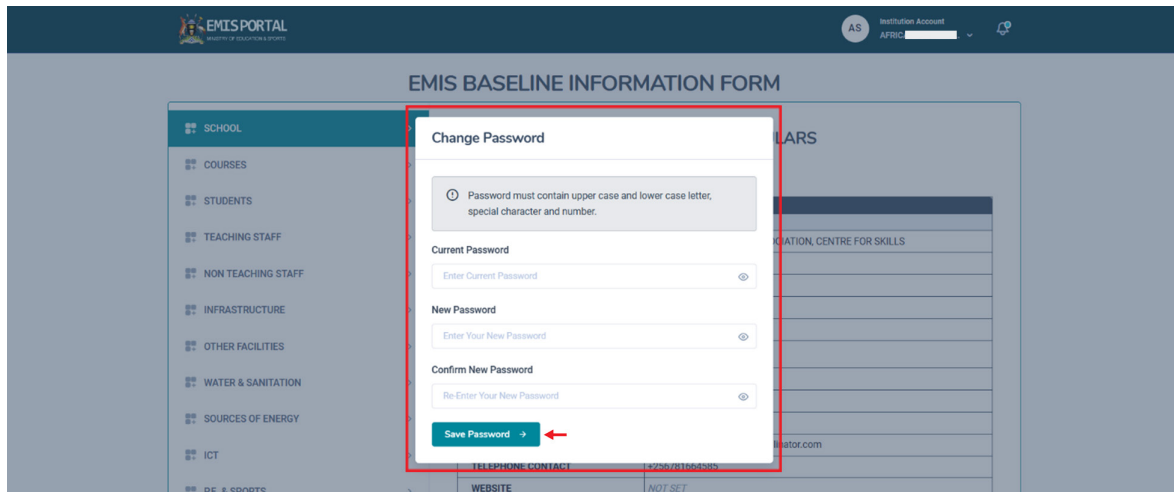


**Remember:** If the Username/Email or Password are wrong, the user is shown an error message. This prompts the user to re-input the correct login details.

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

- 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.

## 2.6 Password Recovery

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

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

Figure 2.6 Email address to send recovery details

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## Forgot Password

Follow the instructions below to reset your password.

**Email Address \***  
Provide the email address you used to register this platform.

Enter Your Email Address

Submit

If you have any further questions, please contact our support team [info@emis.go.ug](mailto:info@emis.go.ug)

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

An email with a “Reset Password” link is sent to the institution registered email which re-directs 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

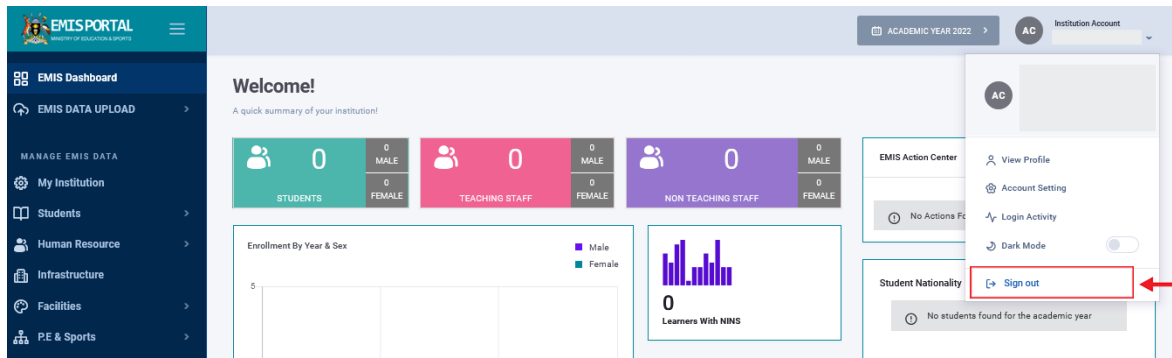
The reset password shall:

- 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.

## 2.7 User Logout

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

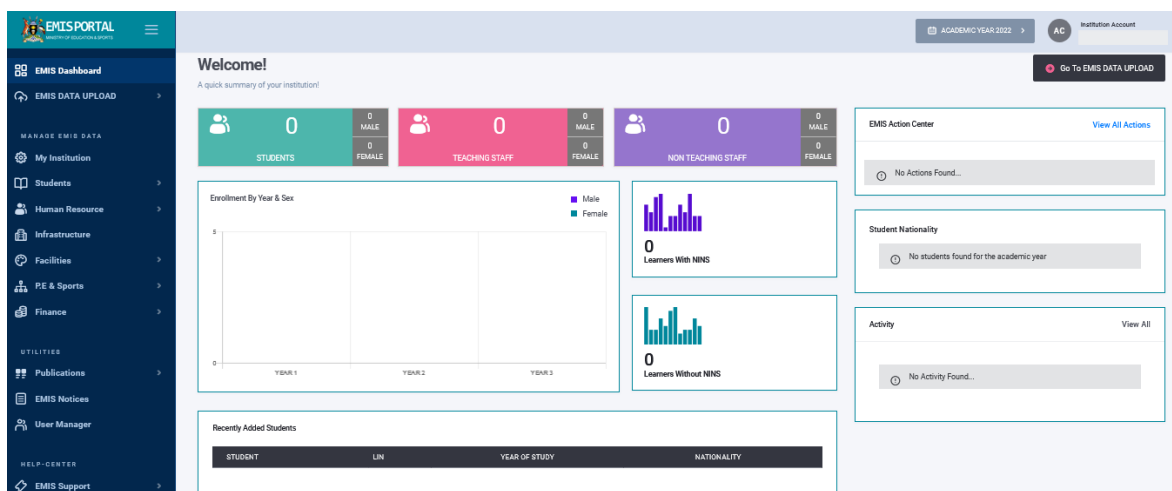
Figure 2.7 Log out/Sign out of EMIS portal



## 2.8 User Dashboard

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

Figure 2.8 EMIS Portal User Dashboard



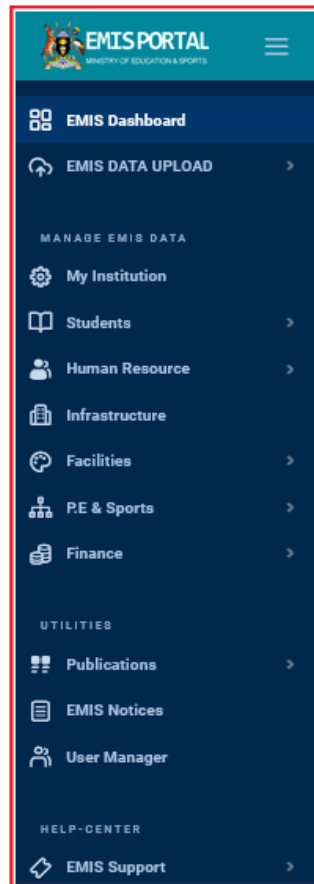
The dashboard has the user menu that contains the following items:

- Dashboard: Has link that displays the user dashboard.
- My Institution: Where you can view and manage institution's profile information.
- Learners: Has sub-menu to manage Learners' information and other processes such as Learner 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.
- 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 are able to download published documents i.e., reports, manuals etc. by the MOES.

Figure 2.9 EMIS Portal User Menu



## 2.9 Institution Identification & Particulars

Update their institution’s basic information like institution identification, ownership, GPS details, operational details, health information, branches or campuses and addition of both school curriculum and calendars.

To update the institution identification particulars and branches/campuses:

- Go to the 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

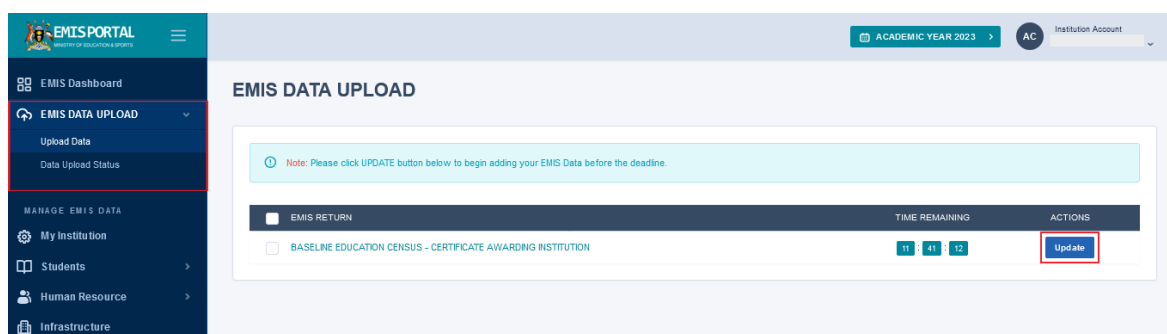
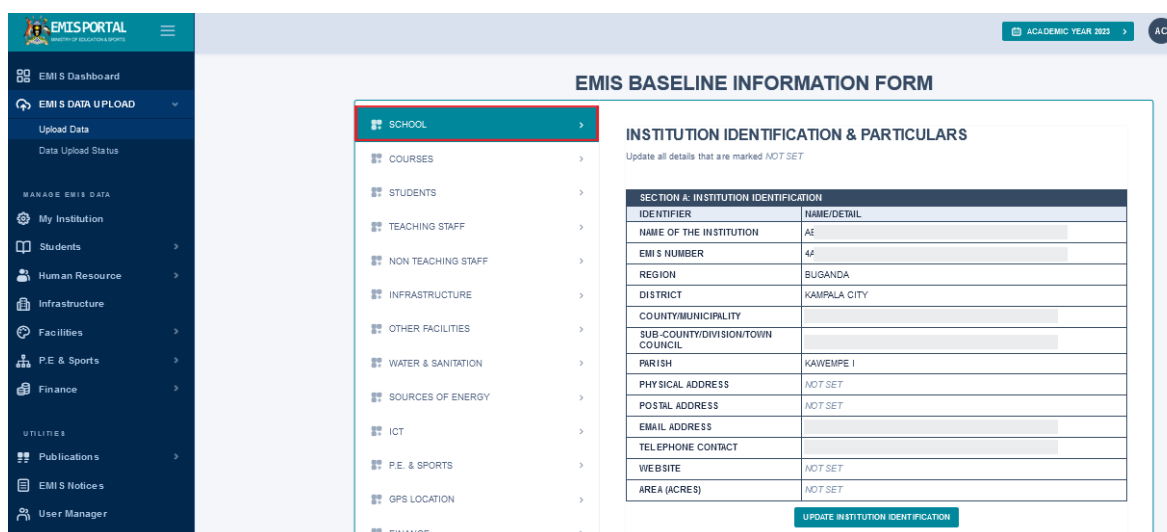


Figure 2.9.0.1 EMIS DATA UPLOAD – Update school information

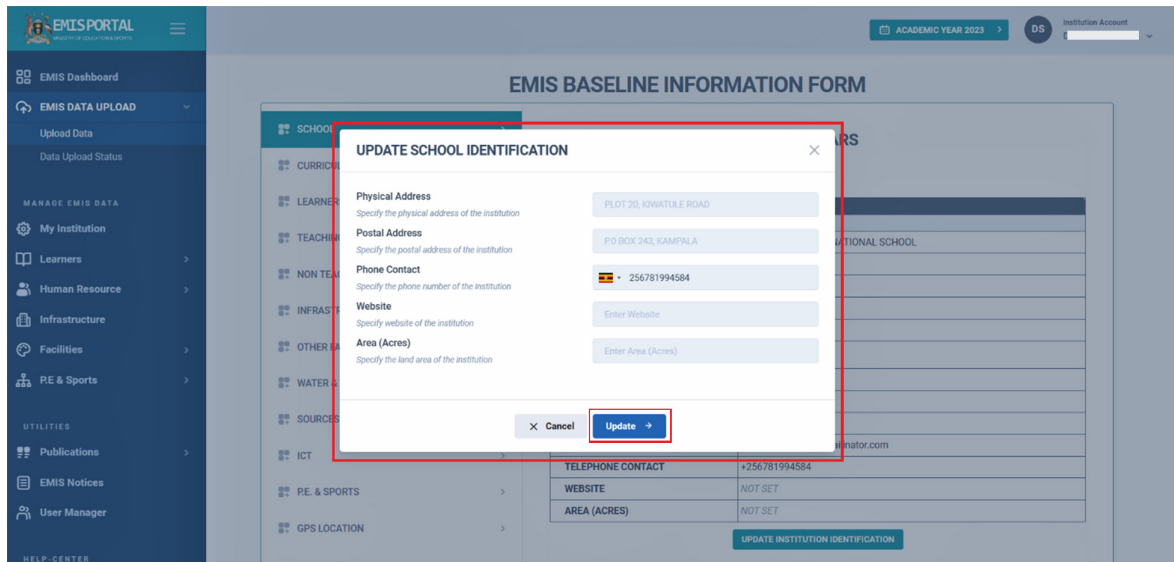


## 2.9.1 Update Institution Identification

To update the institution identification details:

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

Figure 2.9.1 Update EMIS DATA UPLOAD – Institution Identification

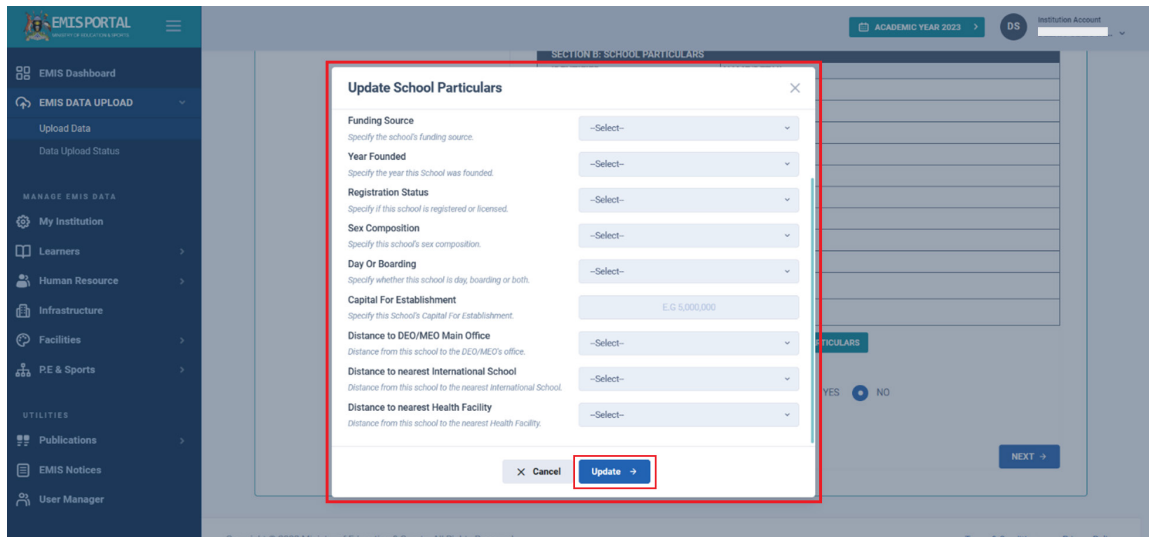


## 2.9.2 Update Institution Particulars

To update the institution particulars details:

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

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

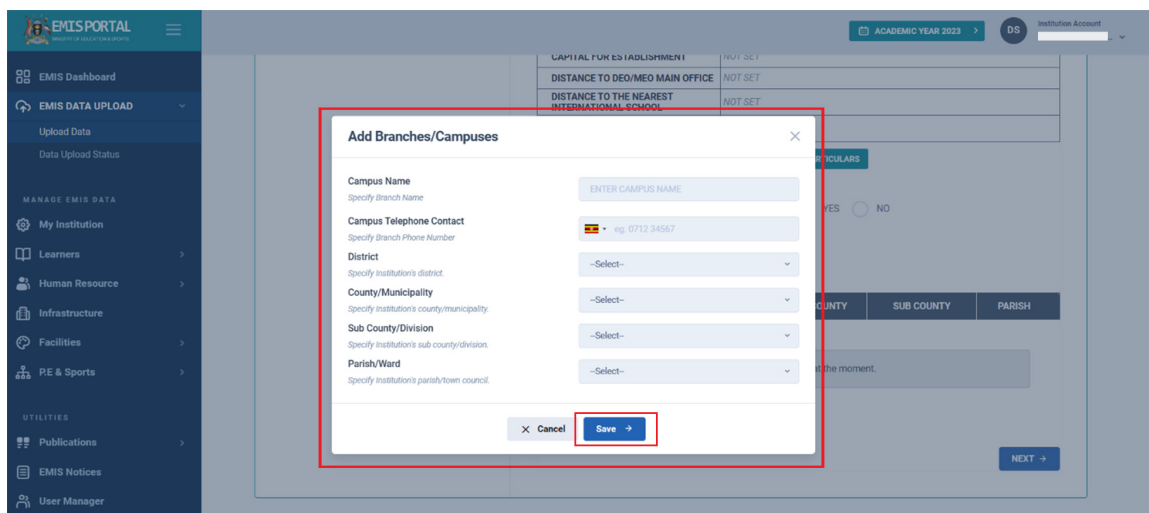


### 2.9.3 Add Branches/Campuses

To add branches or campuses to an institution:

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

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



### 2.9.4 Add Institution Curriculums and Calendars

Add institution curriculums and calendars by following the steps below:

- Go to “Curriculum” tab under EMIS Baseline Information Form menu.
- Select either to update “Curriculum” or “Calendars.”

- c. Click “Update Curriculum” or “Update Calendars” button.
- d. Each option has multiple select where the user can select more than one of the options.

Figure 2.9.4.0 EMIS Baseline Information Form –Curriculum Information

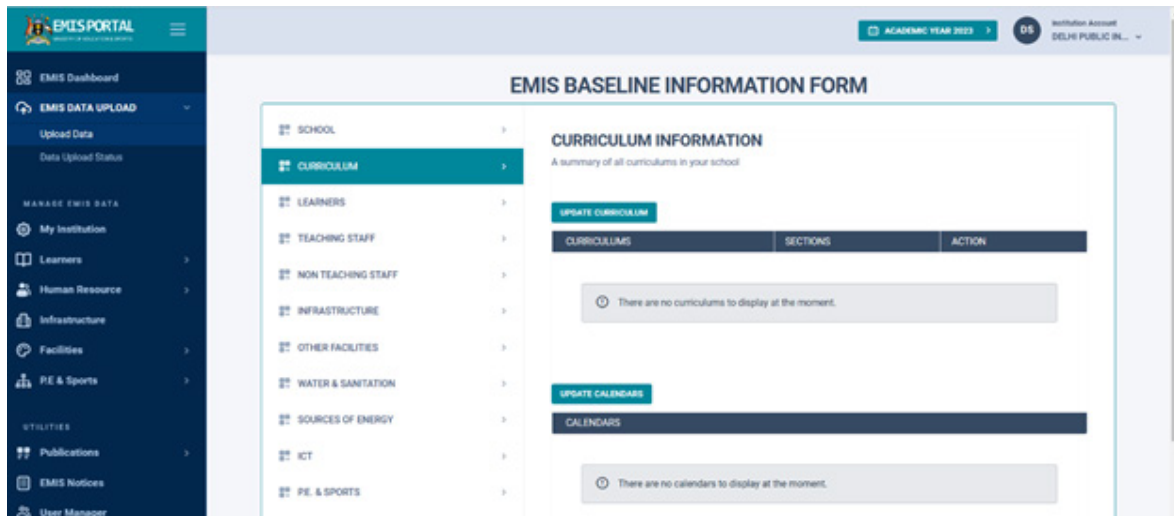


Figure 2.9.4.1 EMIS Baseline Information Form – Update Curriculum

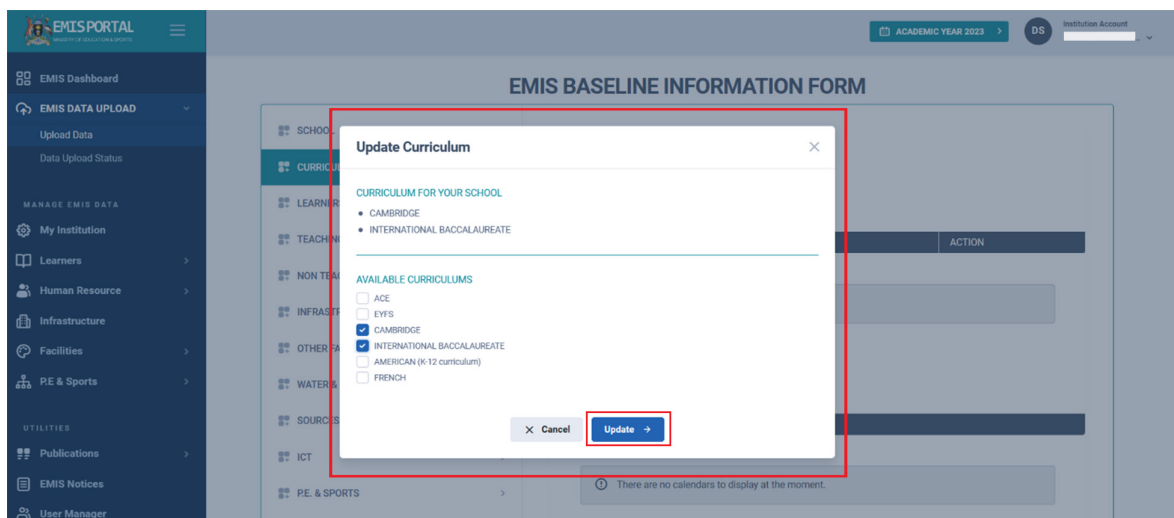
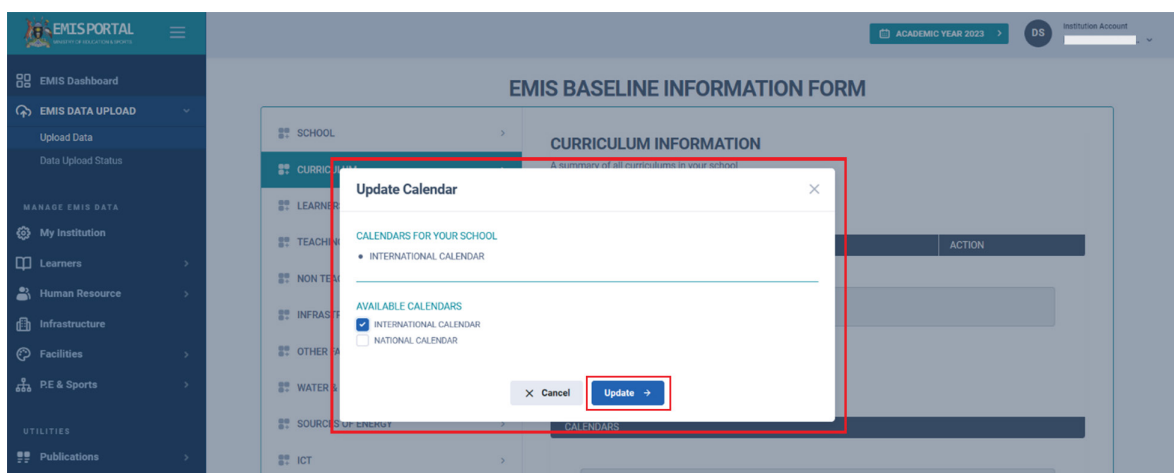
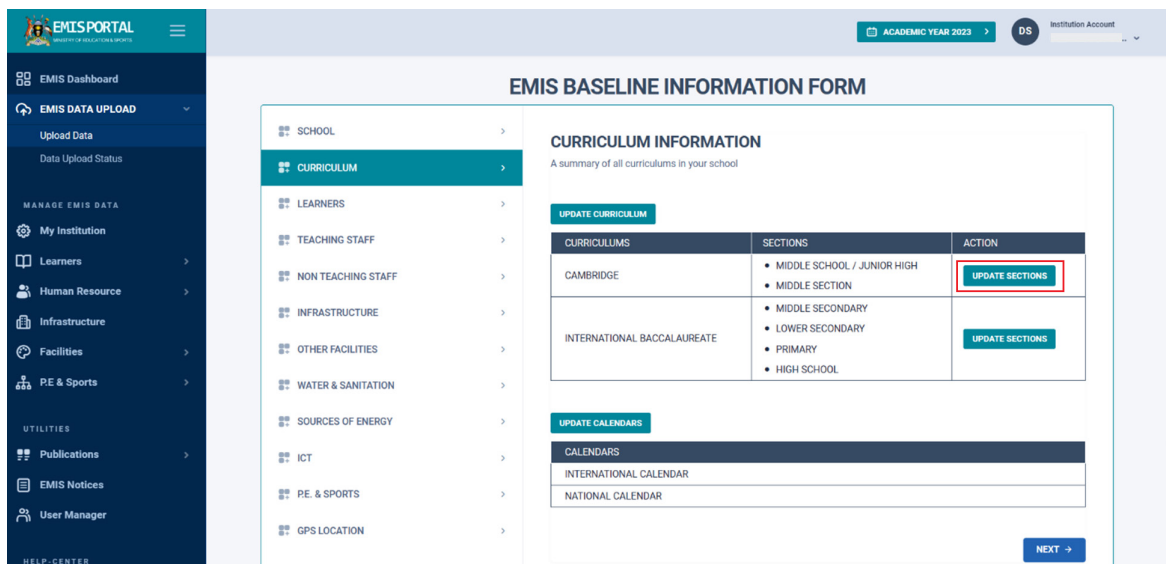


Figure 2.9.4.2 EMIS Baseline Information Form – Update Calendar



After adding the curriculums, update the sections under each curriculum by clicking the “**Update Sections**” button. Some of the sections include middle school / junior high, elementary school / primary, pre-primary, elementary school, kindergarten, diploma programme, middle years programme and primary years programme.

Figure 2.9.4.2 EMIS Baseline Information Form – Update Sections

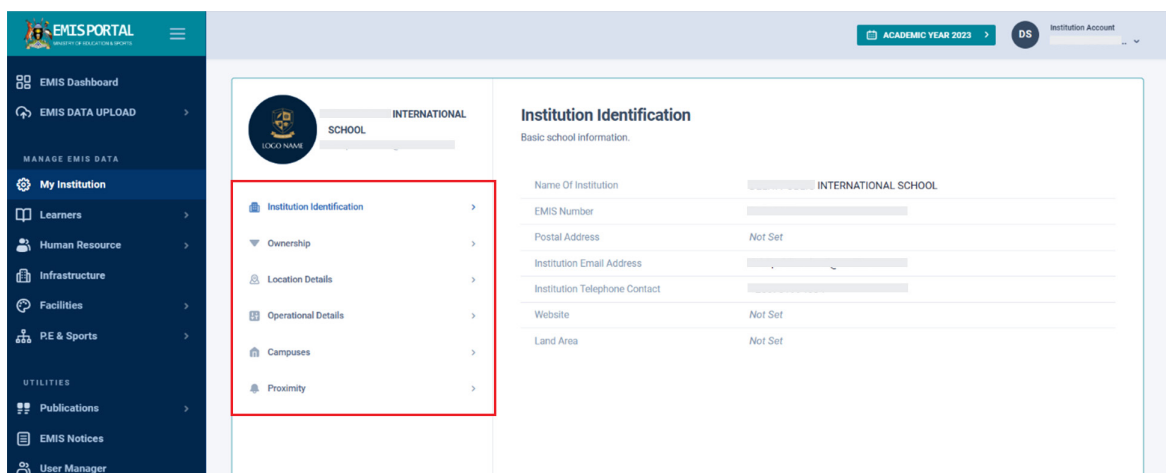


## 2.9.5 View My Institution Details

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, Location details, operational details, campuses, and proximity information.

Figure 2.9.5 EMIS Dashboard – My institution



## 2.10 Learner Management

Under this user's functionality, add and update Learner information. The user is able to register Learners into EMIS, edit and update their information, transfer Learners and upload bulk images of Learners.

### 2.10.1 Baseline Learner Registration

The baseline Learner registration encompasses the initial process of registering all Learners across all education institution categories into EMIS. The registered Learners are assigned a Learner Identification Number (LIN) which works alongside the NIN.

To add a single Learner:

- 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 can find other functionalities.
- f. Select the "Learners" functionality from the form.
- g. First register curriculums and calendars to update the learner's section.
- h. Click the "Update Learner's Information" button.

Figure 2.10.1 Learner management - EMIS Baseline Form - Update Learners

The screenshot displays the EMIS Baseline Information Form interface. On the left is a dark blue sidebar menu with options like 'EMIS Dashboard', 'EMIS DATA UPLOAD', and 'LEARNERS'. The main content area is titled 'EMIS BASELINE INFORMATION FORM' and contains a 'LEARNERS INFORMATION' section. This section includes a table for 'SECTION C: LEARNERS' INFORMATION' and a 'RECENTLY ADDED LEARNERS' table. A red box highlights the 'UPDATE LEARNERS' INFORMATION' button located below the 'RECENTLY ADDED LEARNERS' table.

SECTION C: LEARNERS' INFORMATION		
CURRICULUM	SEX	TOTAL
TOTAL	MALE	0
	FEMALE	0

RECENTLY ADDED LEARNERS			
LEARNER	SEX	AGE	CLASS

[UPDATE LEARNERS' INFORMATION](#)

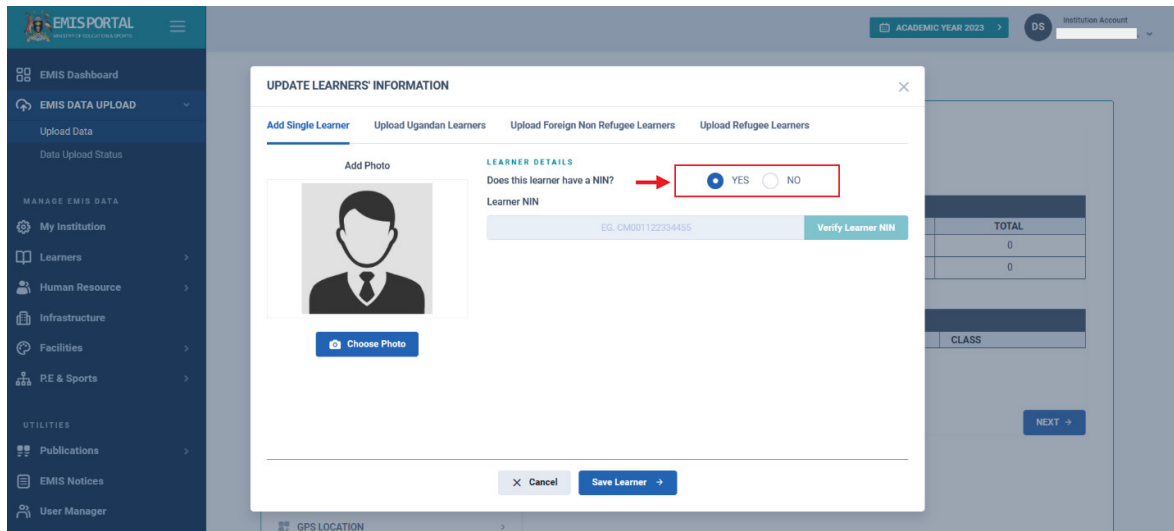
[NEXT →](#)

### 2.10.2 Add Single Learner Using Web Form

When you select this method, two further options will be presented for adding a Learner:

- a. Adding a Learner "With a NIN" and
- b. Adding a Learner "Without a NIN".

Figure 2.10.2.0 Learner management – EMIS Baseline Form - Add learner



In case of a “Learner with NIN”:

- a. Select the “Yes” option button and then enter the “Learner NIN”.
- b. Click the “Verify Learner NIN” button to proceed.
- c. Once verified, enter the following details:
  - i. Calendar year of study for the learner. Either International or National calendar depending on the institution.
  - ii. Curriculum of study depending on the curriculums that are being offered by the institution.
  - iii. Class of the learner
  - iv. District of birth of the learner
  - v. Type of orphan if learner is an orphan. Either only father dead, only mother dead or both parents are dead.
  - vi. Health issues of the learner if any
  - vii. Special needs of the learner if any
  - viii. Talents of the learner if any
  - ix. Learner’s Parent/Guardian details. If Ugandan, learner must enter their NIN. Otherwise, they are required to enter the Passport number or Refugee ID number details if Parent/Guardian is a Foreigner or Refugee respectively.

Figure 2.10.2.1 Learner NIN details verification form view

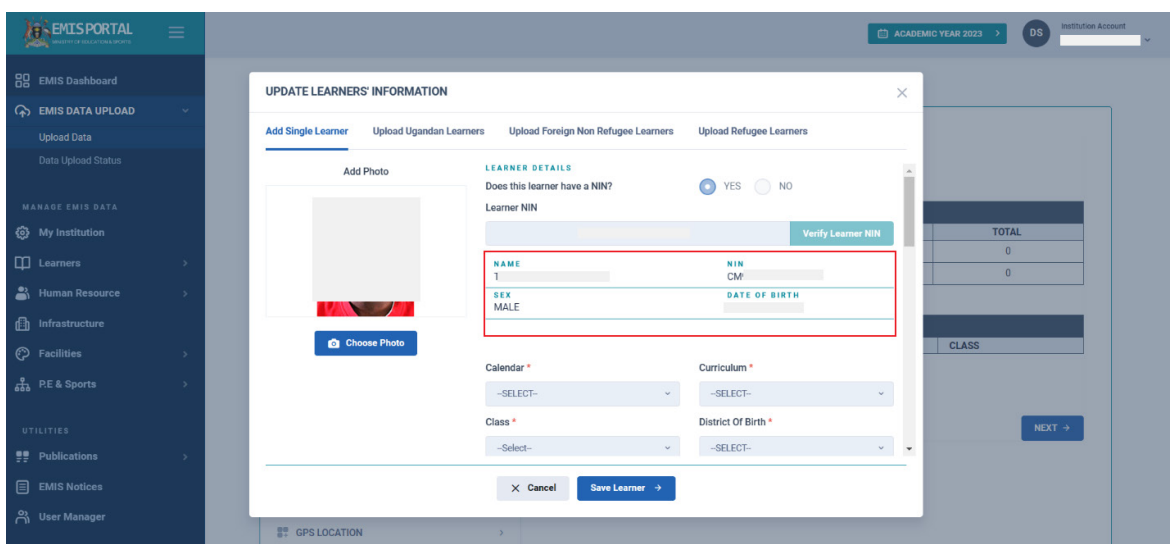




Figure 2.10.2.2 Learner other details on web form

The screenshot shows the 'UPDATE LEARNERS' INFORMATION' modal window. The 'Add Single Learner' tab is selected. The form includes a photo upload area, a list of sports, and a 'PARENT DETAILS' section with a 'Parent NIN' field and a 'Verify Parent NIN' button. The background shows a dashboard with a sidebar and a table with 'TOTAL' and 'CLASS' rows.

#### NOTE:

To “Add a Learner without a NIN”, choose option “No”. The user is then prompted to choose if the Learner is a refugee.

In the case the Learner is not a refugee, choose the Nationality and then enter the “Learner Pass” of the Learner i.e., ST1234567. The user is 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 Learner.

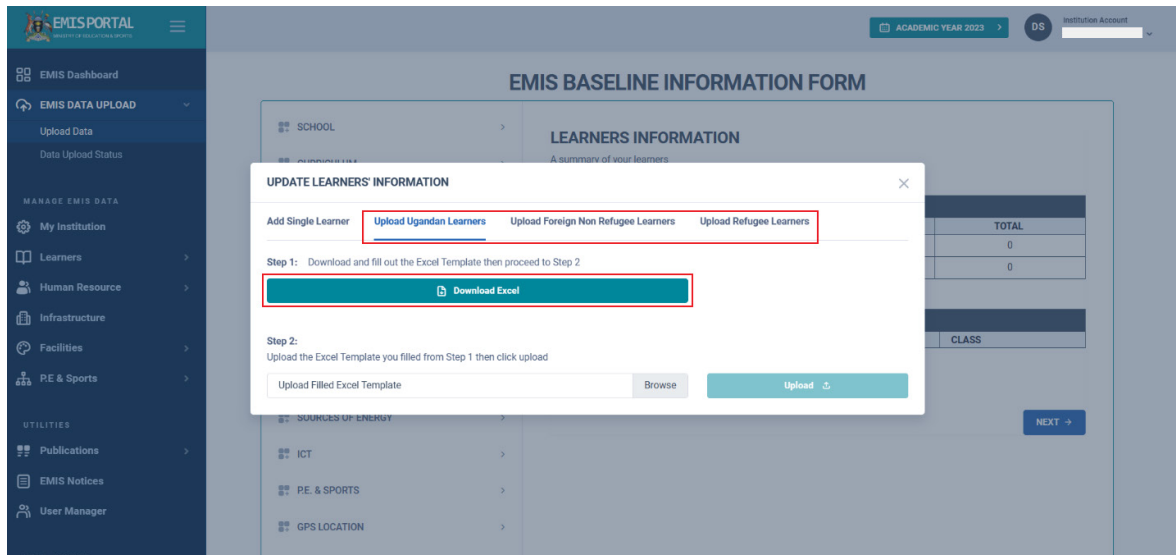
In the case the Learner is a refugee, choose option “Yes,” and proceed to choose the Nationality and then enter the “Refugee ID Number” of the Learner i.e., RM1-23456789. The user is also required to enter the Parent/Guardian details where you are required to enter a “Refugee ID Number” of the parent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

### 2.10.3 Add Learners Using Excel Workbook Upload

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

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

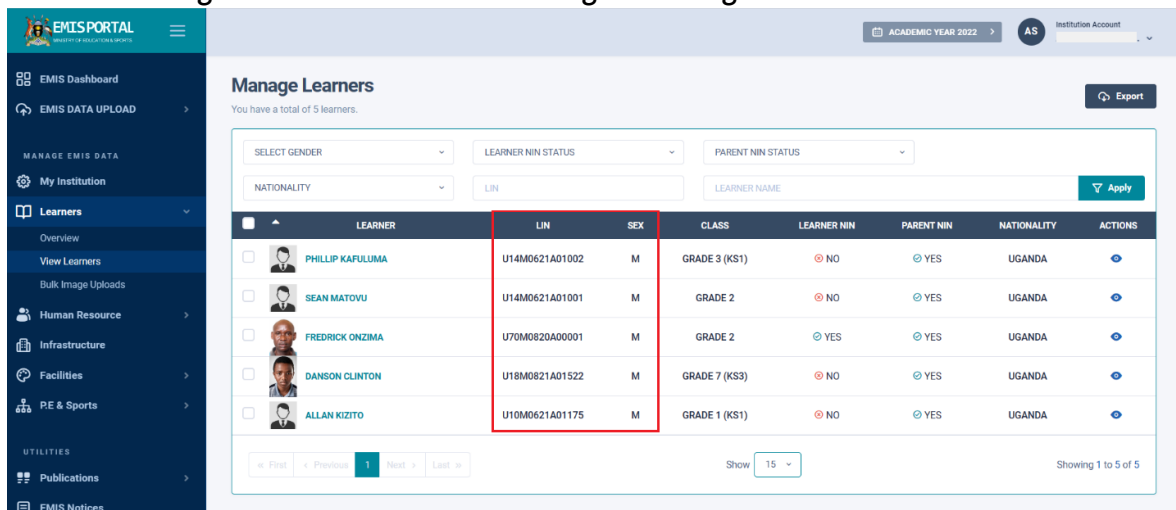
Figure 2.10.3 Learner management – EMIS Baseline Form - Add Ugandan Learners



## 2.10.4 Generating a Learner Identification Number (LIN)

The system auto-generates LINs for all the Learners that are uploaded or added in the EMIS system.

Figure 2.10.4 View Learner Page – Auto-generated LINs.



## 2.10.5 View Learner Profile

Select each Learner to view their profile information by following the steps below:

- Select the “Learners” tab on the EMIS Portal Menu.
- Select the “View Learners” to view the Learners within the institution.
- Click the “View details icon” under the Actions column of every Learner.
- Then, the user is able to view all details of the selected Learner.

Figure 2.10.5.0 Learner Profile – View Learners

**Manage Learners**  
You have a total of 5 learners.

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

LEARNER	LIN	SEX	CLASS	LEARNER NIN	PARENT NIN	NATIONALITY	ACTIONS
PHILLIP KAFULUMA	U14M0621A01002	M	GRADE 3 (KS1)	NO	YES	UGANDA	
SEAN MATOVU	U14M0621A01001	M	GRADE 2	NO	YES	UGANDA	
FREDRICK ONZIMA	U70M0820A00001	M	GRADE 2	YES	YES	UGANDA	
DANSON CLINTON	U18M0821A01522	M	GRADE 7 (KS3)	NO	YES	UGANDA	
ALLAN KIZITO	U10M0621A01175	M	GRADE 1 (KS1)	NO	YES	UGANDA	

Showing 1 to 5 of 5

Figure 2.10.5.1 Learner Profile – Learner Basic Information

**Learner Profile**  
PHILLIP KAFULUMA (U14M0621A01002) Details.

PHILLIP KAFULUMA  
Age: 8YRS  
Gender: MALE

- Basic Info**
- Parents/Guardian
- Special Needs
- Health Issues
- Talents

**Personal Information**  
Basic details. **Edit Learner**

FULL NAME: [v]  
DATE OF BIRTH: [v]  
NATIONALITY: UGANDA  
DISTRICT OF BIRTH: GULU CITY  
LIN: [v]  
NIN: [v]  
CALENDAR: INTERNATIONAL CALENDAR  
CLASS: GRADE 3 (KS1)

**Education Information**

- INTERNATIONAL SCHOOL (7A012004)  
CURRICULUM - CAMBRIDGE  
GRADE 3 (KS1) - (14 October, 2022 - Now)

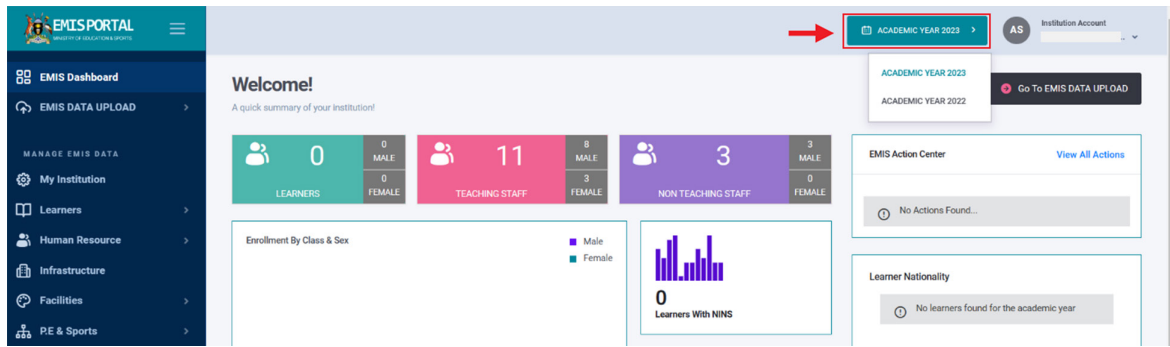


*Remember: The user can edit/update the Learner profile information by clicking the “Edit Learner” button found under Basic information on the top right-hand corner of the screen.*

## 2.10.6 View Learners by academic year

The user is able to view registered Learners by selecting academic year once they have logged into EMIS on the dashboard. Click the “Academic Year” button.

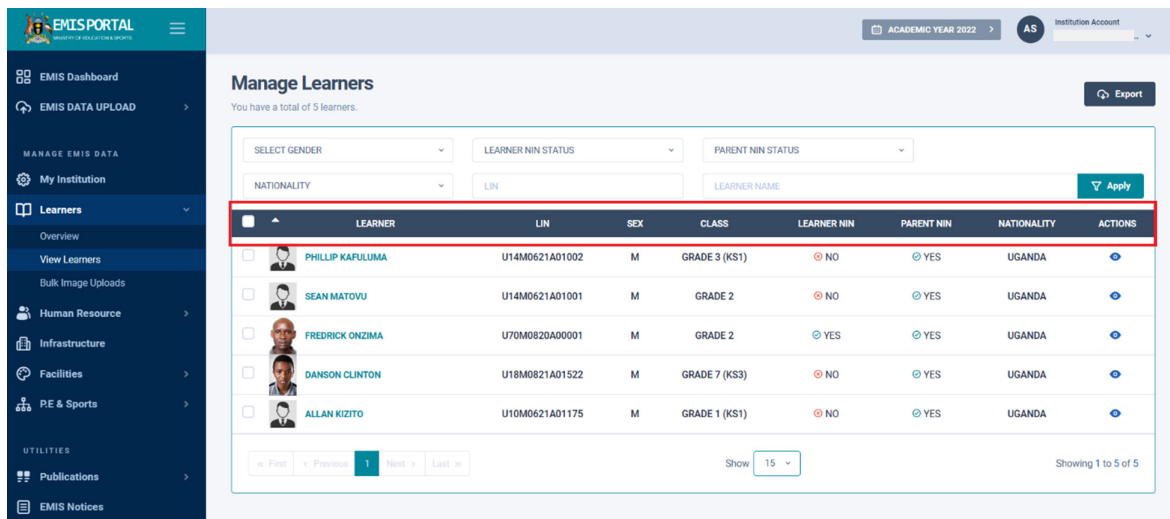
Figure 2.10.6 Registered Learners by Academic Year



## 2.10.7 Sorting of Learners' list

Sort the Learners' list by Name, LIN, Sex, Class, Learner 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 Learner information is sorted according to your choice.*

## 2.10.8 Filtering of Learners' list

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

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



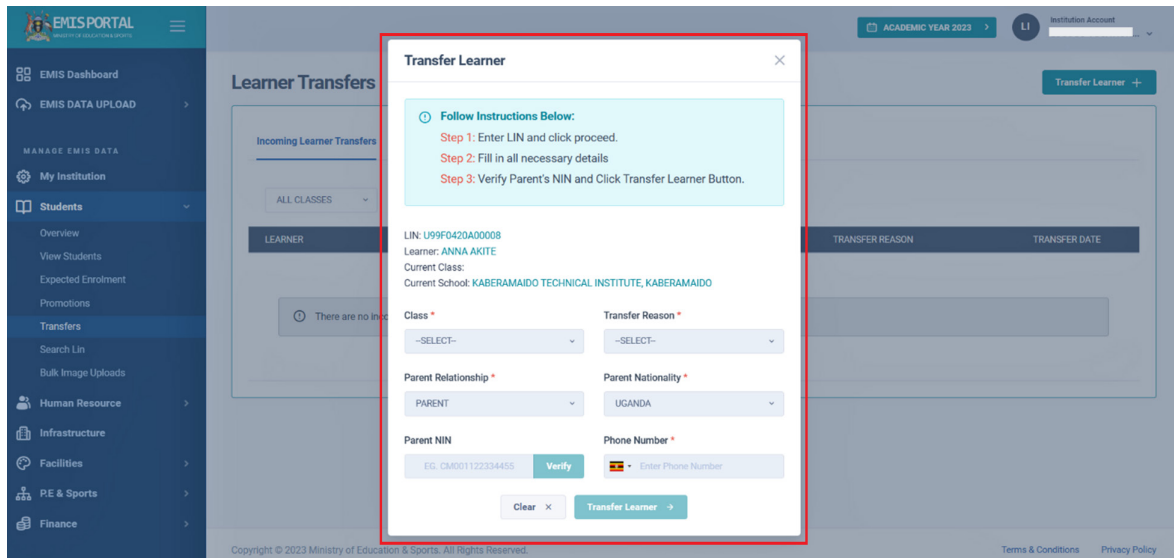
*Remember: To filter, the user can choose any of the filters present. When clicked, the filters have a dropdown list of other options the user can choose from.*

## 2.10.9 View and Manage Learner Transfers

Initiate a Learner transfer request by following the steps below:

- a) Go to the EMIS Dashboard on the left.
- b) Select the “Learners” module and select “Transfers” to transfer Learners.
- c) View either “Incoming transfers” or “Outgoing transfers”.
- d) Click the “Transfer Learner” button and enter the “LIN” or “NIN” of the Learner.
- a) Click the “Proceed” button.
- b) Details of the Learner’s LIN, Names, Class, and Current School will appear in a window.
- c) Enter the following Learner details to transfer the Learner:
  - i. Enter the “Class” of the Learner.
  - 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 Learner” button to complete the Learner transfer process.

Figure 2.10.9 Learner Transfers – Transfer Learner – Enter details of the Learner.

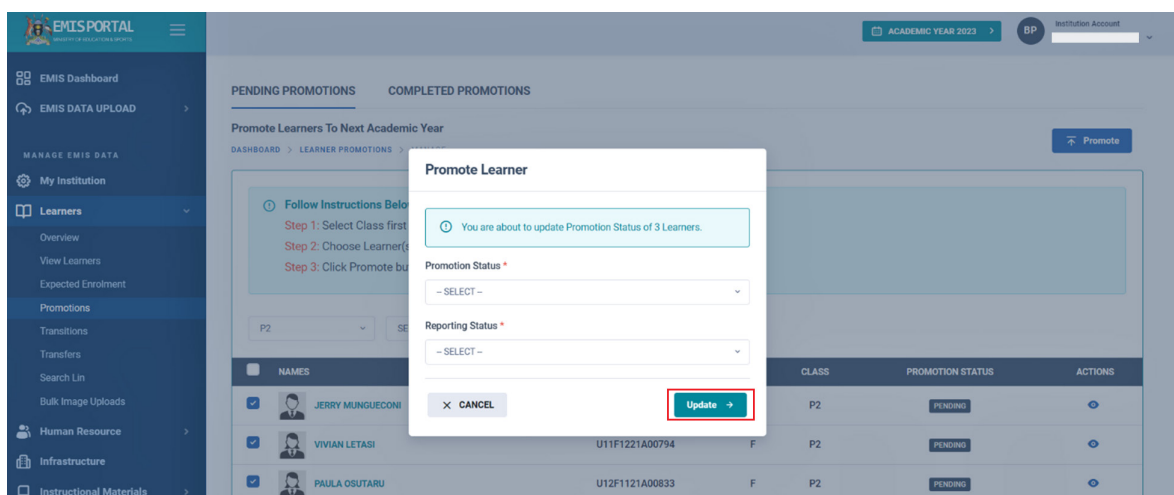


## 2.10.10 View and Manage Learner Promotions

Promote their Learners from the previous academic year by following the steps below:

- Go to the dashboard menu on your left and select “**Learners**”.
- 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 Learners’ information.
- Choose Learner(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 – Learners – Promotions



## NOTE:

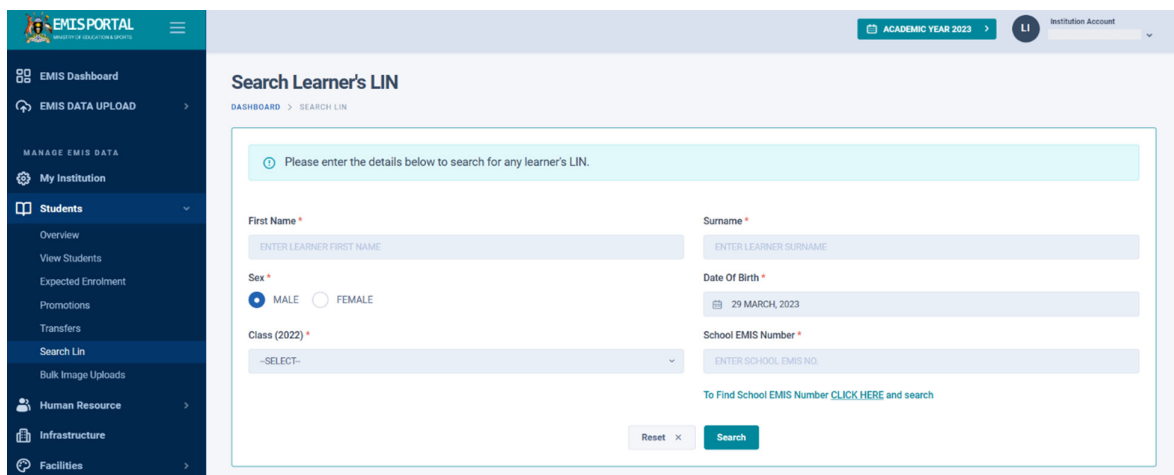
- **Pending Promotions:** List of Learners who have not yet been promoted to the next academic year.
- **Completed Promotions:** List of Learners whose promotion status has been updated according to the current academic year.
- **Promotion Status:** Either “Promote” or “Repeat” a Learner.
- **Reporting Status:** Either Learner 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 Learner LIN (Learner Identification Number)

Search for learner LIN by following the steps below:

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

Figure 2.10.11 EMIS Dashboard Menu – Learners – Search LIN



The screenshot shows the EMIS Portal interface. On the left is a dark blue sidebar menu with the following items: EMIS Dashboard, EMIS DATA UPLOAD, MANAGE EMIS DATA, My Institution, Students (with a dropdown arrow), Overview, View Students, Expected Enrolment, Promotions, Transfers, Search Lin (highlighted in blue), Bulk Image Uploads, Human Resource, Infrastructure, and Facilities. The main content area is titled 'Search Learner's LIN' and contains a form with the following fields: First Name (text input), Surname (text input), Sex (radio buttons for MALE and FEMALE), Date Of Birth (calendar icon and text input showing 29 MARCH, 2023), Class (2022) (dropdown menu showing -SELECT-), and School EMIS Number (text input). Below the form are 'Reset' and 'Search' buttons. A message at the top of the form says 'Please enter the details below to search for any learner's LIN.' and a note at the bottom says 'To Find School EMIS Number CLICK HERE and search'.

### 2.10.12 Manage Bulk Image Uploads

- Go to the menu on the EMIS Dashboard.
- Select the “Learners” module.
- Select “Bulk Image Uploads” to upload bulk images of the Learners.
- Thereafter follow the steps to upload your photos:
  - 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 Learners.

Figure 2.10.12 EMIS Dashboard Menu – Learners – Bulk Image Uploads



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

## 2.11 Human Resource

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

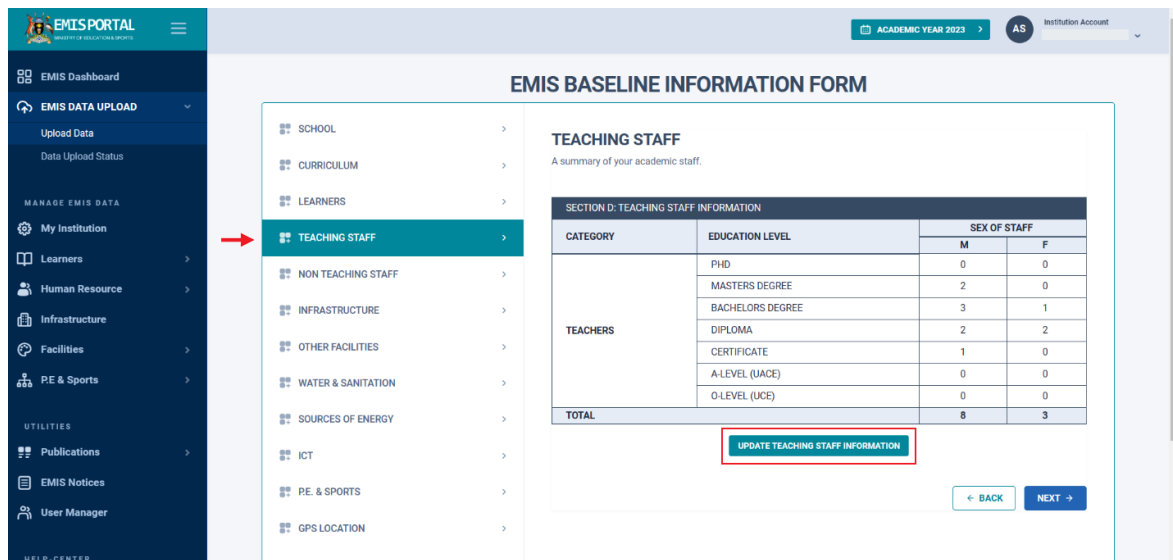
### 2.11.1 Add Teaching Staff

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

- 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 can put details according to the Teacher type category and Ownership Status of the school/institution.

Adding a “**Trained Ugandan Teacher**” in an institution using web form by following the steps below:

- Choose either “**Yes**” or “**No**” if the staff member is a refugee, and then proceed to enter the next steps.
- Enter the “**Nationality**” of the Teacher.
- Enter the “**NIN**” – National Identification Number of the Teacher (The format is e.g., CM748383480F83). This is if they select option “**No**” on step 1.
- The “**First Name, Surname, Other Names, Date of Birth and Gender**” of the Teacher will be 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.
- Select the “**Highest Education Level**” of the teacher from the drop down.
- Select the “**Employment Status**” of the teacher from the drop down.
- Select the “**Highest Teaching Qualification**” of the teacher from the drop down.
- Select the “**Designation**” of the teacher from the drop down.
- Enter the teacher “**Phone Number 1.**”
- Enter the teacher “**Phone Number 2**” (optional).
- Enter the teacher “**Email Address**” (optional).
- Then click the “**Verify Teacher NIN**” button to verify the NIN of the teacher.
- On successful verification, the user can click the “**Save**” button to add the teacher.

Figure 2.11.2.0 Add trained Ugandan teacher by Web form.

SEX OF STAFF	
M	F
0	0
2	0
3	1
2	2
1	0
0	0
0	0
8	3



*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 Teacher”** in an institution using web form by following the steps below:

- Choose either **“Yes”** or **“No”** if the staff member is a refugee, and then proceed to enter the next steps.
- Enter the **“Nationality”** of the Teacher
- Enter the **“NIN”** – National Identification Number of the Teacher (The format is e.g., CM748383480F83). This is if they select option **“No”** on step 1.
- 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”** of the teacher from the drop down.
- Select the **“Marital Status”** of the teacher from the drop down.
- Select the **“Teacher Type”** from the drop down as Qualified.
- Select the **“Highest Education Level”** of the teacher from the drop down.
- Select the **“Employment Status”** of the teacher from the drop down.
- After the user has filled the details, click the **“Verify Teacher NIN”** button to verify the Teacher NIN
- On successful verification, click the **“Save”** button to add the teacher to the institution.

Figure 2.11.2.1 Add qualified Ugandan teacher by webform



*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.

While “Trained” and “Qualified” Refugee teachers require the user to enter a “Refugee ID Number” i.e., RM1-23456789 as an identifier that is acquired from UNHCR at Office of the Prime Minister.

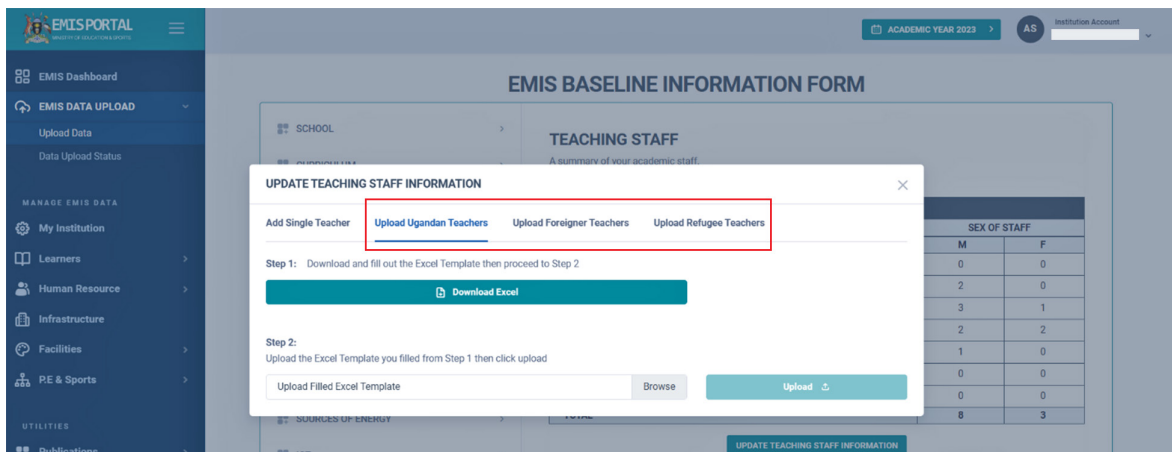
### 2.11.3 Add Teacher Using Excel Workbook Upload

Upload Ugandan teachers or Upload Foreigner teachers or Upload Refugee teachers with excel.

To upload batch teachers with excel, the user can select either of the remaining tabs. These include:

- Select the “**Upload Ugandan Teachers**” or “**Upload Foreigner Teachers**” tab from the Update Teaching Staff information screen.
- Click the “**Download excel template**” button to download the excel template and add batch teacher’s staff.
- Once all 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 teachers 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. Review the information and click the **“Submit for Verification by NIRA”** button to submit.

## 2.11.4 View Teacher Profile on EMIS Web Portal

Select each teacher to view their profile information by following the steps below:

- Select the **“Human resource”** tab on the EMIS Portal Menu
- Select **“Teacher”** to view the teachers within the institution.
- Click the **“View details icon”** under the Actions column of every teacher.
- Then, user can view the personal information, contact address, qualifications, and responsibilities of the teacher.
- The user is able to edit the profile of the teacher by clicking the **“Edit”** button.

Figure 2.11.4.0 Teacher Profile – View Teaching staff

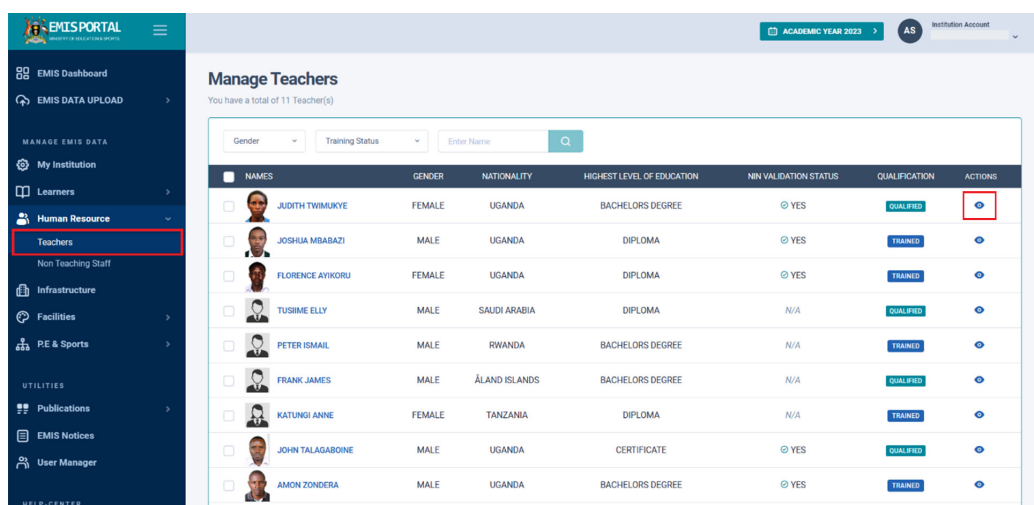
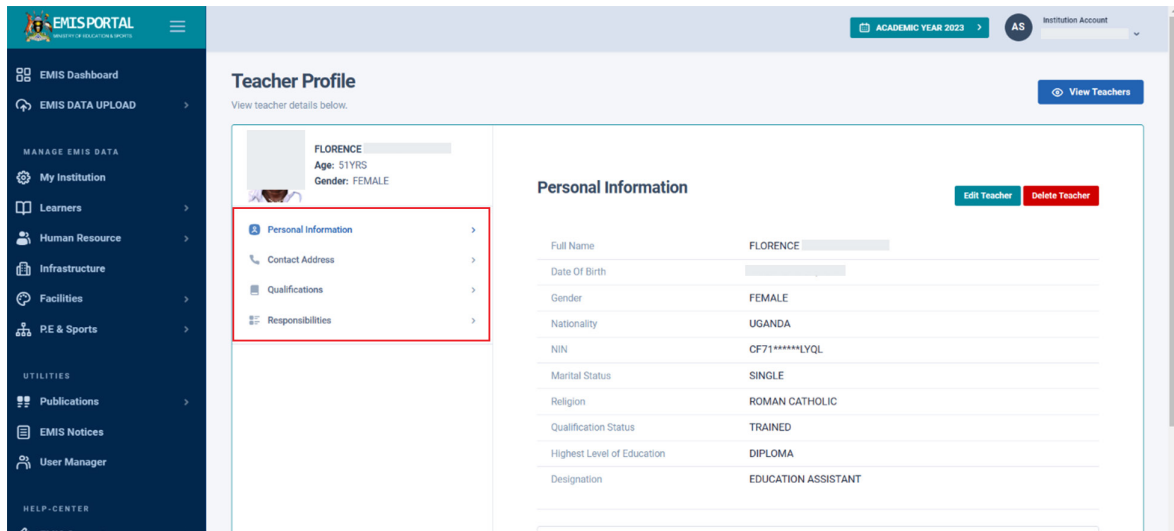


Figure 2.11.4.1 Teacher Profile – Teacher’s Personal Information



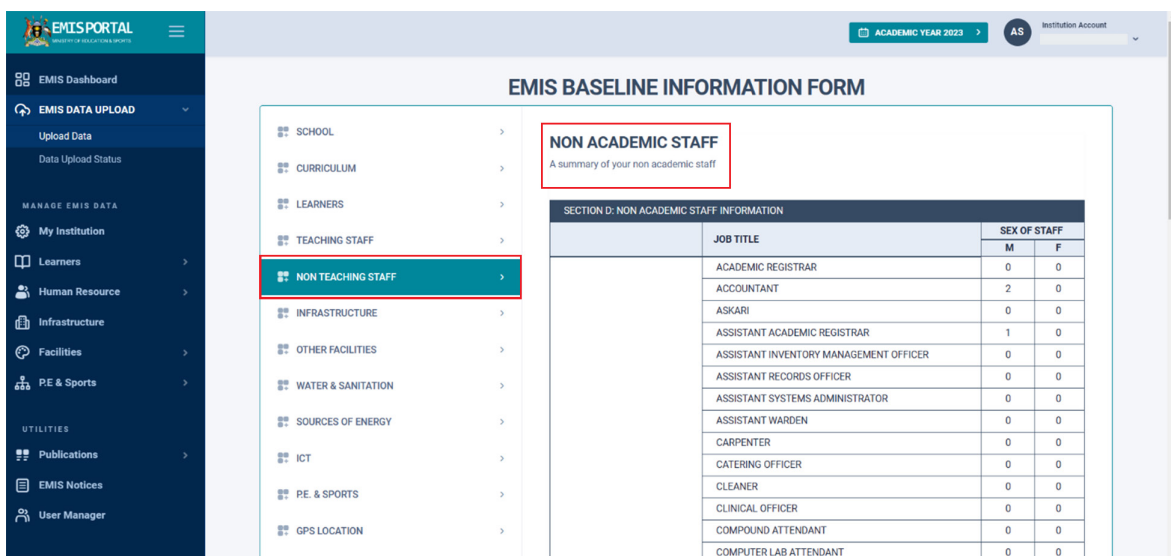
## 2.11.5 Add Non-Teaching Staff

The system has the provision to add records of non-teaching staff.

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

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

Figure 2.11.5 EMIS DATA UPLOAD – Non-Teaching Staff



The user has three options to choose from to create non-teaching staff records into EMIS.

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

- Choose either **"Yes"** or **"No"** if the staff member is a refugee, and then proceed to enter the next steps.
- Enter the **"Nationality"** of the Teacher
- Enter the **"NIN"** – National Identification Number of the Teacher (The format is e.g., CM748383480F83). This is if they select option **"No"** on step 1.
- The **"First Name, Surname, Other Names, Date of Birth and Gender"** of the non-teaching staff will be auto filled from the NIRA database after verification of the Teacher NIN.
- Select the **"Religion"** of the non-teaching staff from the drop down.
- Select the **"Job Title"** of the non-teaching staff from the drop down.
- Select the **"Marital Status"** of the non-teaching staff from the drop down.
- Select the **"Employment Status"** of the non-teaching staff from the drop down.
- Select the **"Highest Education Level"** of the non-teaching staff from the drop down.
- After the user has filled the details, click the **"Verify Staff NIN"** button to verify the non-teaching staff' NIN.
- On successful verification, click the **"Save"** button to add the non-teaching staff to the institution.

Figure 2.16.6 Add Ugandan Non-teaching staff by Web form.

The screenshot displays the EMIS Portal interface for adding non-academic staff. The main window is titled "UPDATE NON ACADEMIC STAFF INFORMATION" and features three tabs: "Add Single Non Academic Staff", "Upload Ugandan Non Academic Staff", and "Upload Foreigner Non Academic Staff". The "Add Single Non Academic Staff" tab is selected. Below the tabs, there is a section for "Add Photo" with a placeholder image and a "Choose Photo" button. The "STAFF DETAILS" section includes a question "Is this staff member a refugee?" with "YES" and "NO" radio buttons, where "NO" is selected. Fields include "Nationality" (UGANDA), "National ID (NIN)" (EG. CM748383480F83), "First Name" (EG. BILL), "Surname" (EG. CLINTON), "Other Names" (EG. OTHER), "Date Of Birth" (30 MARCH, 2005), "Gender" (MALE), "Religion" (dropdown), and "Marital Status" (-SELECT-). At the bottom, there are "Cancel" and "Verify Staff NIN" buttons, with a red box and arrow pointing to the "Verify Staff NIN" button. The background shows a sidebar menu and a table with columns of zeros.

**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.

Whereas “Refugee Non-teaching teachers” require the user to enter a “Refugee ID Number” i.e., RM1-23456789 as an identifier that is acquired from UNHCR at Office of the Prime Minister.

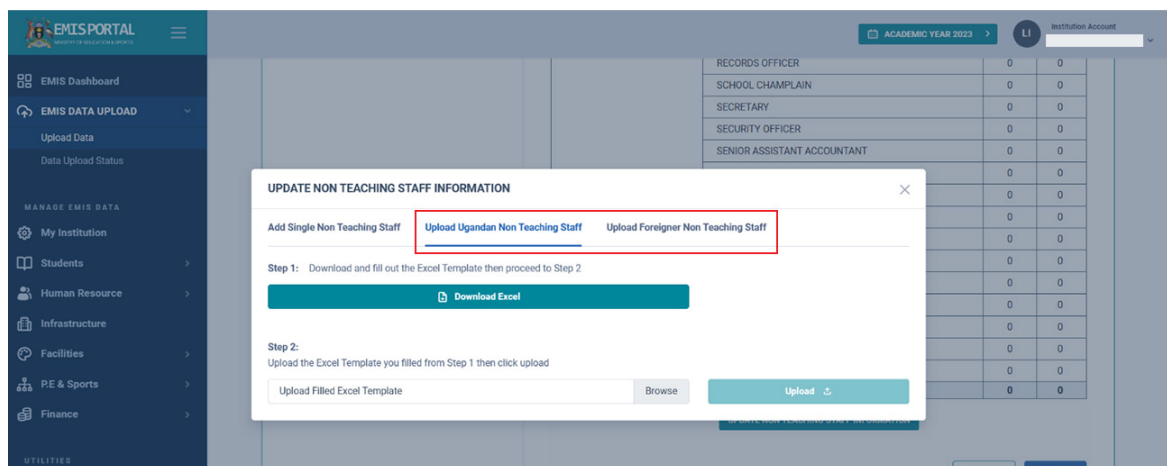
### 2.11.7 Add Non-Teaching Staff Using Excel Workbook Upload

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

To upload batch Ugandan Non-teaching Staff with excel, select either of the remaining tabs. These include:

- Select the “**Upload Ugandan Non-Teaching Staff**” or “**Upload Foreign Non-Teaching Staff**” or “**Upload Refugee 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



**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. Review the information and click the “**Submit for Verification by NIRA**” button to submit.

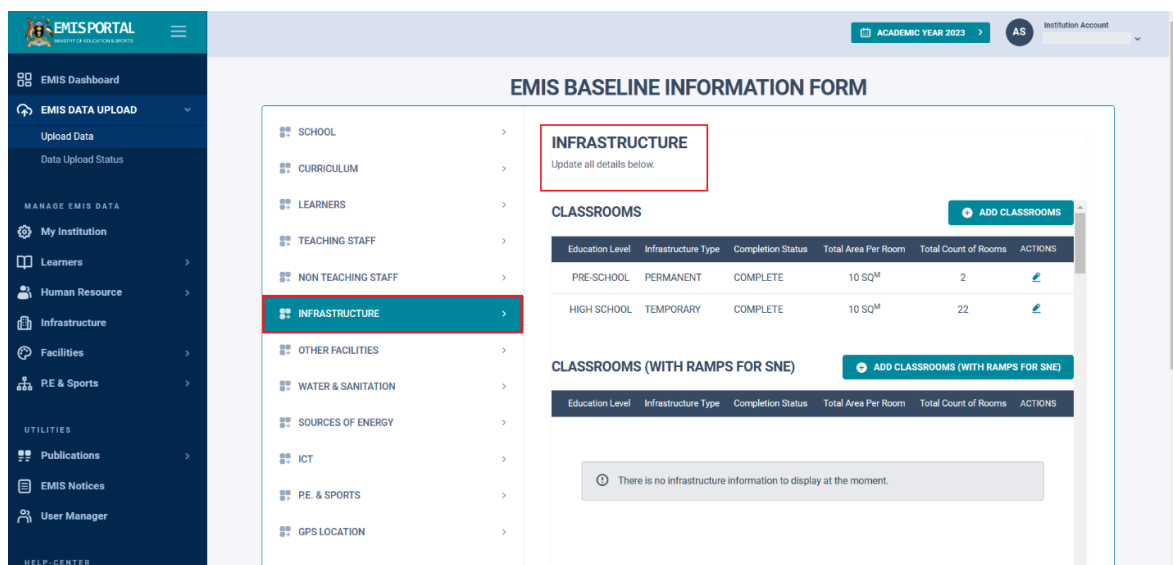
## 2.12 Infrastructure Management Module

Through this functionality, record and manage information on the different types of infrastructure including their status. Update the infrastructure information as follows:

Once logged in EMIS:

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

Figure 2.12.0 EMIS Baseline Information Form – Infrastructure



The screenshot shows the EMIS Baseline Information Form for Infrastructure. The sidebar menu on the left has 'INFRASTRUCTURE' highlighted. The main content area is titled 'EMIS BASELINE INFORMATION FORM' and contains a section for 'INFRASTRUCTURE' with a sub-section for 'CLASSROOMS'. The 'CLASSROOMS' section includes a table with the following data:

Education Level	Infrastructure Type	Completion Status	Total Area Per Room	Total Count of Rooms	ACTIONS
PRE-SCHOOL	PERMANENT	COMPLETE	10 SQ <sup>M</sup>	2	<a href="#">+</a>
HIGH SCHOOL	TEMPORARY	COMPLETE	10 SQ <sup>M</sup>	22	<a href="#">+</a>

Below the table, there is a section for 'CLASSROOMS (WITH RAMPS FOR SNE)' with an 'ADD CLASSROOMS (WITH RAMPS FOR SNE)' button. At the bottom, there is a message: 'There is no infrastructure information to display at the moment.'

View and update “Classrooms, classrooms (with ramps for SNE), kitchen, caregiver houses, latrine stances, waterborne toilets, library/bookstores, administration block/of-ice, staff rooms, resting rooms, sick bays/medical centers, storerooms, washing/changing rooms, urinals, multipurpose hall/main hall, counselling/guidance rooms, incinerators, teacher houses, computer lab, science lab, skills lab and SNE latrines with ramps.” registered in the institution.



Figure 2.12.0.1 Infrastructure Management – Add Classroom Facilities

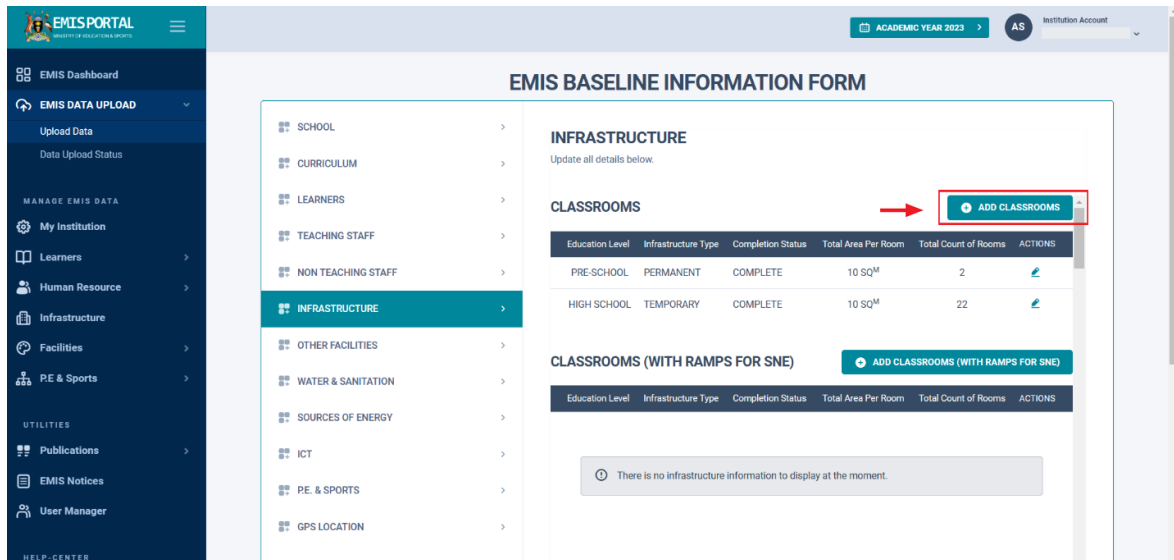
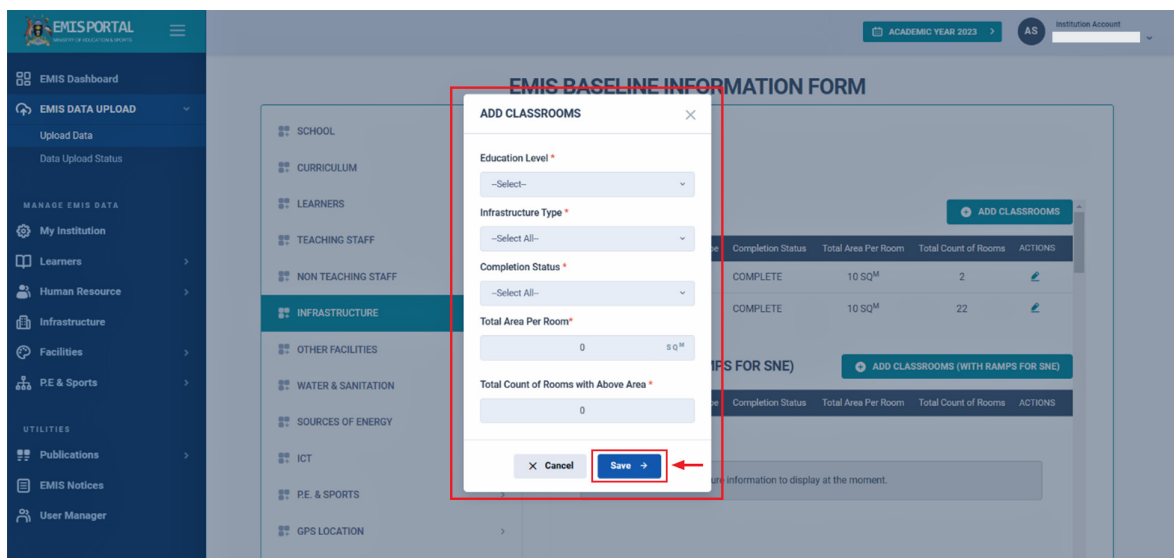


Figure 2.12.0.2 Infrastructure Management – Update Classroom Facilities

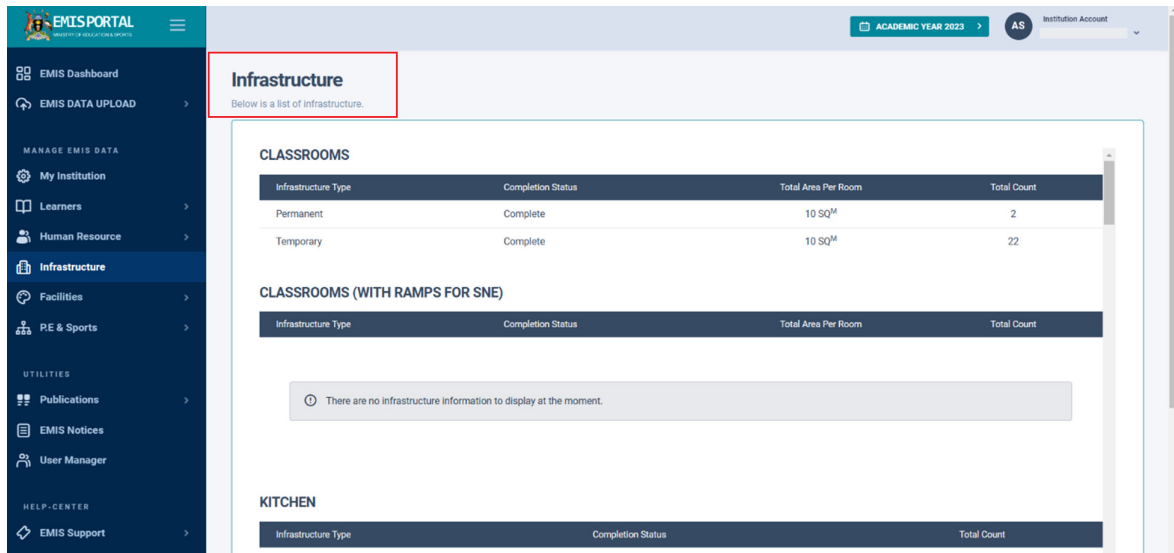


## 2.12.1 View Infrastructure from EMIS Dashboard

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 functionality, record and manage information on the different facilities including their status. The user can update the facilities information as follows:

Once logged in EMIS:

- Go to the 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 functionalities.

Figure 2.13.0 EMIS Baseline Information Form – Other Facilities

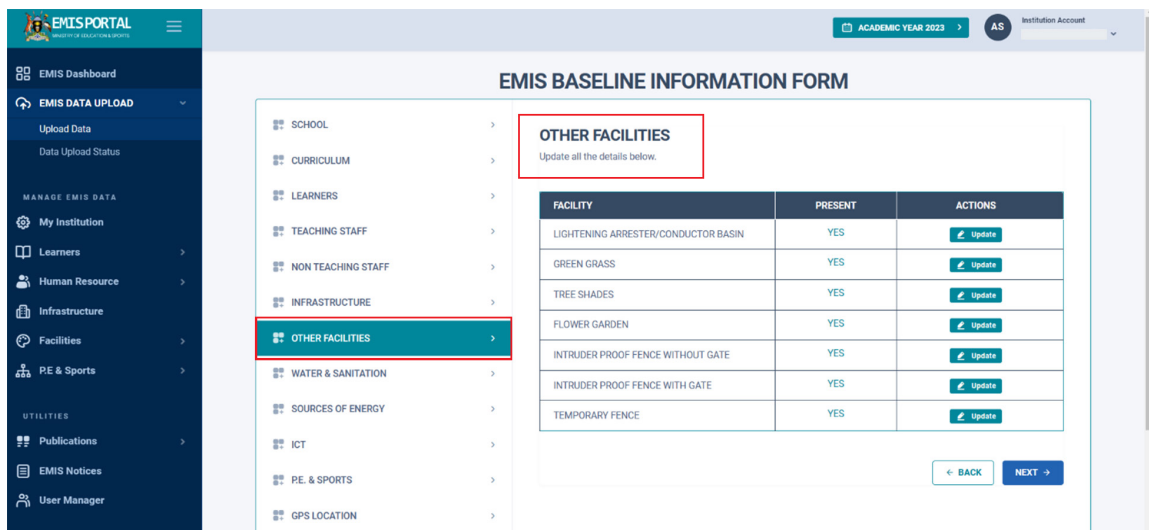


Figure 2.13.0.1 EMIS Baseline Information Form – Water & Sanitation

**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**

Functional hand washing facility near or in the toilet/latrine  Yes With Water And Soap  [Update](#)

FACILITY	PRESENT	ACTIONS
FUNCTIONAL HAND WASHING FACILITY NEAR OR IN THE TOILET/LATRINE?	YES	<a href="#">Update</a>

Figure 2.13.0.2 EMIS Baseline Information Form – Sources of Energy

**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	ELECTRICITY-COMMERCIAL GENERATOR
MAIN SOURCE OF ENERGY FOR LIGHTING	CANDLE

UPDATE ENERGY SOURCES INFORMATION

[← BACK](#) [NEXT →](#)

Figure 2.13.0.3 EMIS Baseline Information Form – ICT

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

School Internet Source: WIRELESS CONNECTION [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	100	10	1	50	111	<a href="#">Update</a>	
LEARNERS	20	10	2	10	42	<a href="#">Update</a>	
STAFF & LEARNER	15	10	2	12	27	<a href="#">Update</a>	
ADMINISTRATIVE STAFF	22	44	5	4	71	<a href="#">Update</a>	

[← BACK](#) [NEXT →](#)

## 2.13.1 View Facilities from EMIS Dashboard

View facilities added from the EMIS Dashboard Menu:

- Select the “**Facilities**” module from the EMIS Menu on your left.
- View of all the facilities that has been added/updated

Figure ~ EMIS Dashboard Menu – Facilities Module – Handwashing Facilities view

The screenshot displays the EMIS Portal interface. On the left, a dark blue sidebar menu contains various navigation options. The 'Facilities' option is highlighted with a red box, and its sub-menu is expanded, showing 'Source & Access to Water', 'Handwashing Facilities', 'Garbage Final Disposal', 'Source of Energy', 'ICT Facilities', and 'Other Facilities'. The main content area shows the 'ICT Equipment' view, which includes a table of ICT equipment data and a toggle for 'Internet Connectivity Status'.

FACILITY USER	FUNCTIONAL COMPUTERS	NON FUNCTIONAL COMPUTERS	OVER HEAD PROJECTOR	DISTANCE LEARNING FACILITIES	COMPUTERS WITH INTERNET ACCESS	TOTAL
ACADEMIC STAFF	100	10	1		50	111
LEARNERS	20	10	2	10	4	42
STAFF & LEARNER	15	10	2		12	27
ADMINISTRATIVE STAFF	22	44	5		4	71

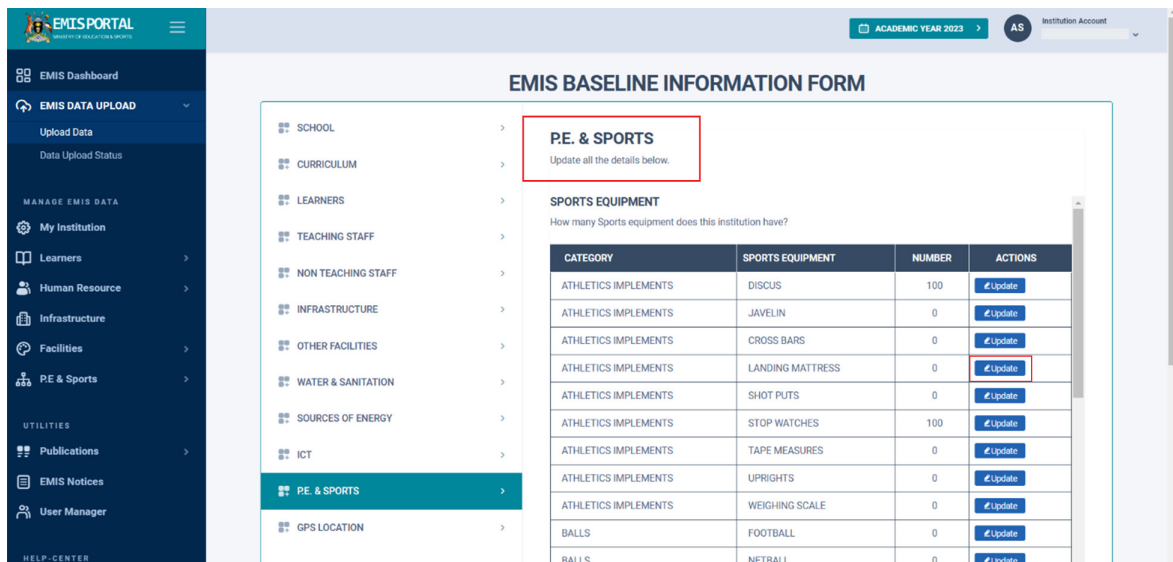
## 2.14 P.E & Sports

Through this functionality, record and manage information on the different P.E & Sports including their status. Update the P.E & Sports information as follows:

Once logged in EMIS:

- 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 Actions column.
- Select the “**P.E & Sports**” module 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

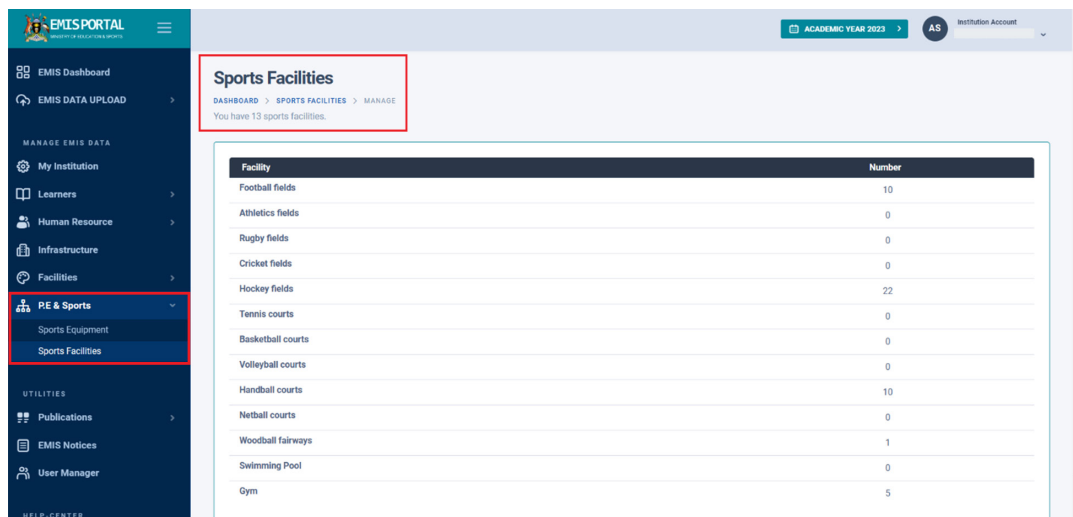


## 2.14.1 View P.E & Sports from EMIS Dashboard

To view facilities added from the EMIS Dashboard Menu:

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

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



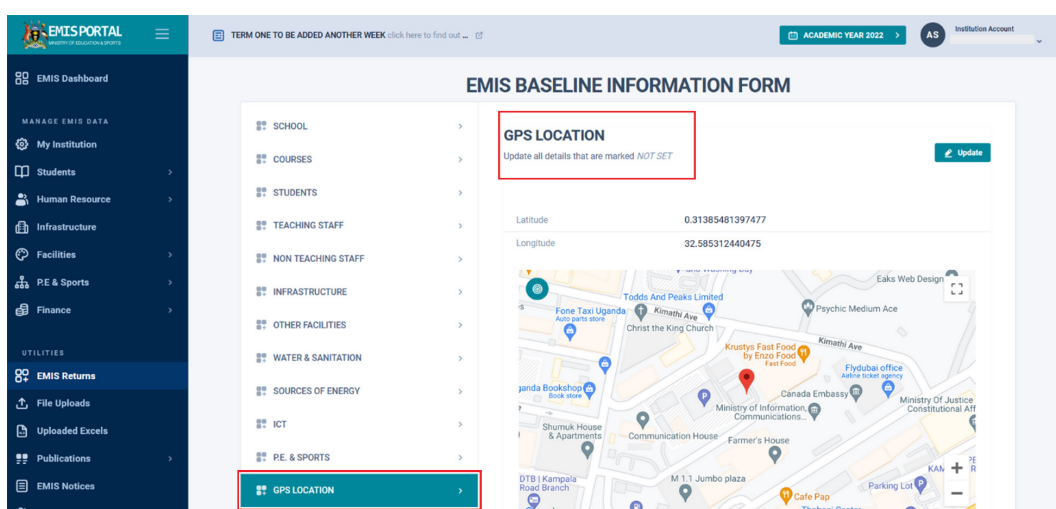
## 2.15 GPS Location

Through this functionality, record and manage information on the GPS coordinates of the institution. Update the GPS Location information as follows:

Once logged in EMIS, the user will:

- 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 2.15.0 EMIS Baseline Information Form – GPS Location



**NOTE:** The user is able to scroll to their desired location on an online map to get the GPS coordinates.

## 2.16 EMIS DATA UPLOAD Status

Through this functionality, view information on the Excel files uploaded by the institution. View the File Uploads information as follows:

Once logged in EMIS:

- Go to the left menu on your Dashboard.
- Select **"EMIS DATA UPLOAD"** from the EMIS menu.
- Click the **"Data Upload Status"** tab.
- Click the **"View Details"** button in the Actions column.
- Download and view excel files that have been uploaded.

Figure 2.16.0 EMIS Menu page view – Manage File Uploads

**File Upload Status**

DOWNLOAD FILE	TYPE	SUCCESS	FAILED	TOTAL	ACTIONS
7a012004_ylutsxrf_1663833920.xlsx	FOREIGN TEACHERS	2	0	2	<a href="#">VIEW DETAILS</a>
7a012004_ydaj34ry_1663833494.xlsx	UGANDAN TEACHERS	2	0	2	<a href="#">VIEW DETAILS</a>
7a012004_czlo18ud_1663832982.xlsx	UGANDAN TEACHERS	1	0	1	<a href="#">VIEW DETAILS</a>
7a012004_yofjqzq8_1663738841.xlsx	FOREIGN NON TEACHING STAFF	1	0	1	<a href="#">VIEW DETAILS</a>
7a012004_vvcgwpp_1663738759.xlsx	UGANDAN NON TEACHING STAFF	1	0	1	<a href="#">VIEW DETAILS</a>
7a012004_n9u2thc4_1663738545.xlsx	FOREIGN TEACHERS	2	0	2	<a href="#">VIEW DETAILS</a>
7a012004_okcsx8e_1663738244.xlsx	UGANDAN TEACHERS	2	0	2	<a href="#">VIEW DETAILS</a>

## 2.17 Publications

Through this functionality, view and download Publications issued by Ministry of Education and Sports. The user can view the uploaded Publications as follows:

Once logged in EMIS:

- Go to the 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 2.17.0 EMIS Menu page view – Ministry Publications

**Ministry Publications**

DASHBOARD > PUBLICATIONS > MANAGE  
Total publications: 2

PUBLICATION NAME	DOCUMENT	ACTIONS
<input type="checkbox"/> LEARNER EMIS REGISTRATION FORM	learner emis registration form-emis-publication-01-09-2022.pdf	<a href="#">Download</a>
<input type="checkbox"/> EMIS LEARNER REGISTRATION FORM	emis learner registration form-emis-publication-01-09-2022.pdf	<a href="#">Download</a>

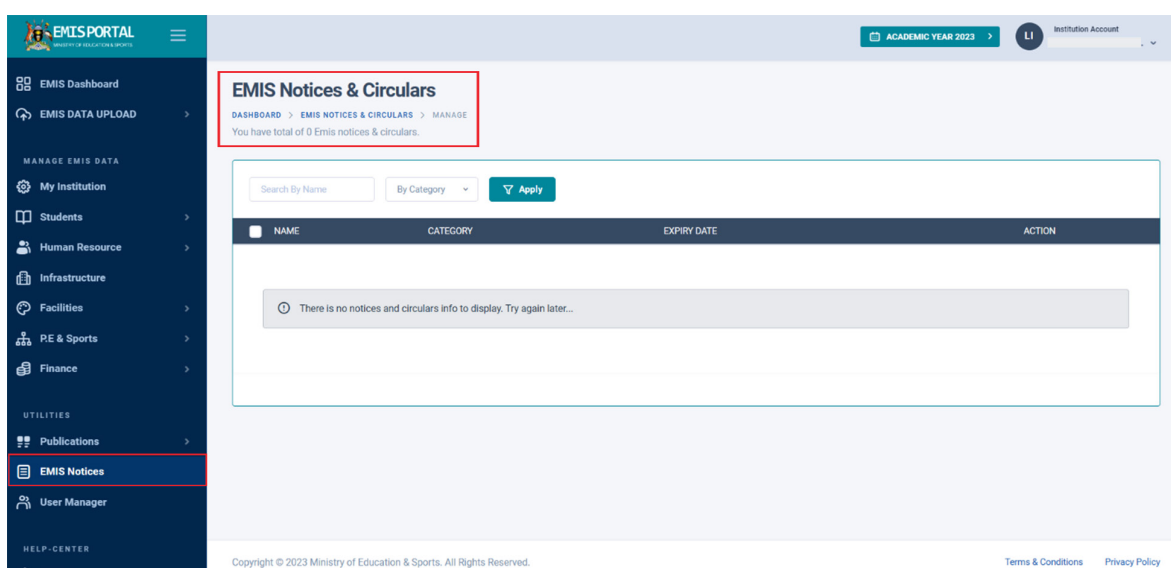
## 2.18 EMIS Notices & Circulars

Through this functionality, view and download EMIS Notices & Circulars issued by Ministry of Education and Sports. View the EMIS Notices & Circulars as follows:

Once logged in EMIS:

- Go to the left menu on your Dashboard.
- Select the “**EMIS Notices**” module 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 2.18.0 EMIS Menu page view – EMIS Notices & Circulars



## 2.19 User Manager

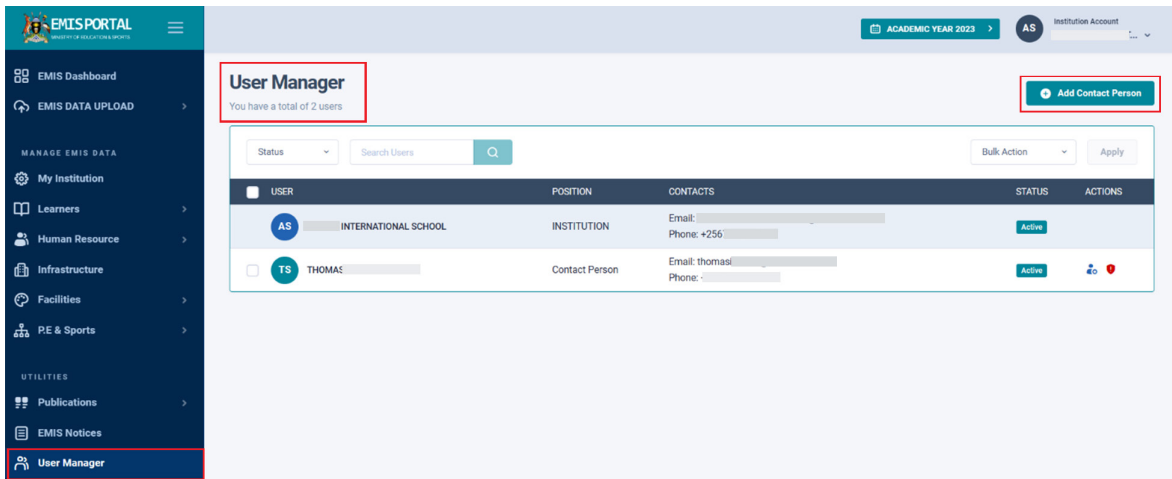
Through this functionality, view and add User Managers for the institution. View and add a User Manager as follows:

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 2.19.0 EMIS Menu page view – User Manager screen



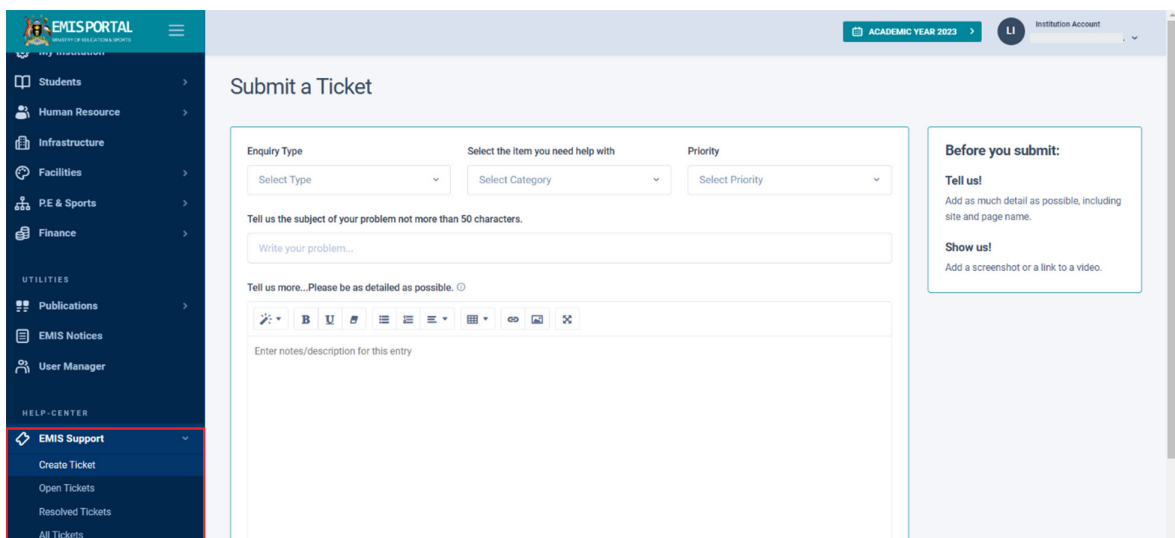
## 2.20 EMIS Support

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 Center
- 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 2.20.0 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](mailto:emis.support@education.go.ug) or alternatively contact the chairperson DEO's association for further information.





The Republic of Uganda  
Ministry of Education and Sports



## MINISTRY OF ICT & NATIONAL GUIDANCE

A Knowledge and Productive Society driven by ICT & National Ideology

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