The Republic of Uganda
Ministry of Education and Sports

EMIS
User Manual
(Primary Schools Version)

EMIS
Education Management
Information System

APRIL
2023

USER MANUAL FOR PRIMARY INSTITUTIONS

Education Management Information System (EMIS)

EMIS CONSULTANT:

SMS ONE (U) LTD – WWW.SMSONE.CO.UG

SUPPORTED BY:

MINISTRY OF ICT & NATIONAL GUIDANCE

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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 Primary Institutions

Overview

Naming Conventions

Getting Started

Platform Access Requirements

1.1 EMIS User Manual for Primary Institutions

Overview

The purpose of this document is intended for Primary 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 ser-vice 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

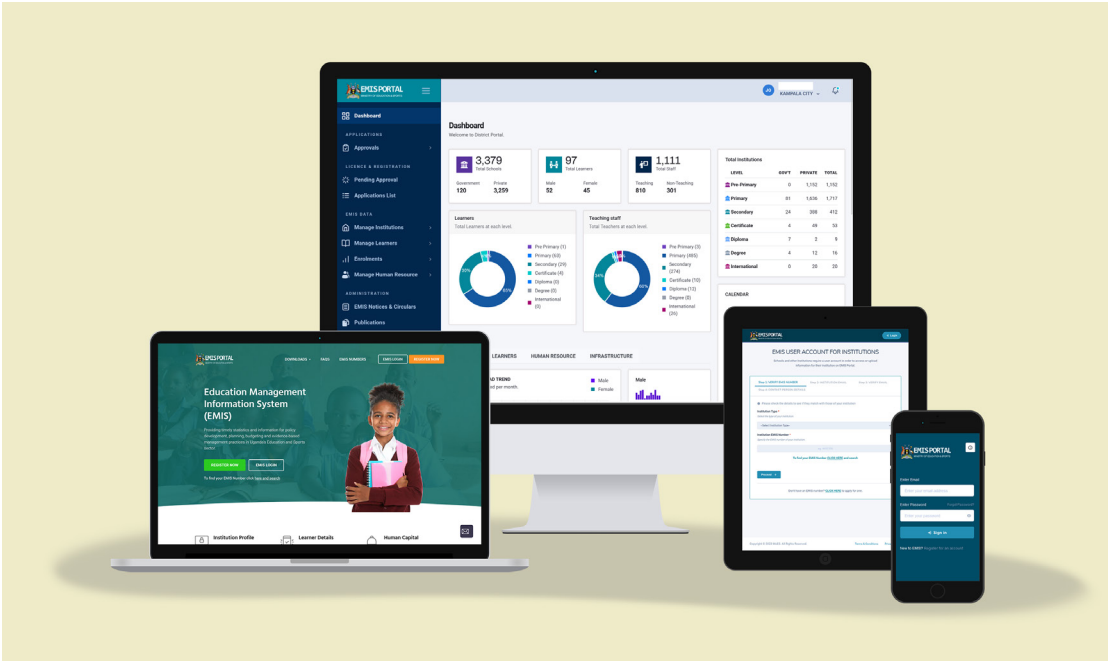
"Text in quotes" is an object on the screen – e.g. "Next" or "Cancel"

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;

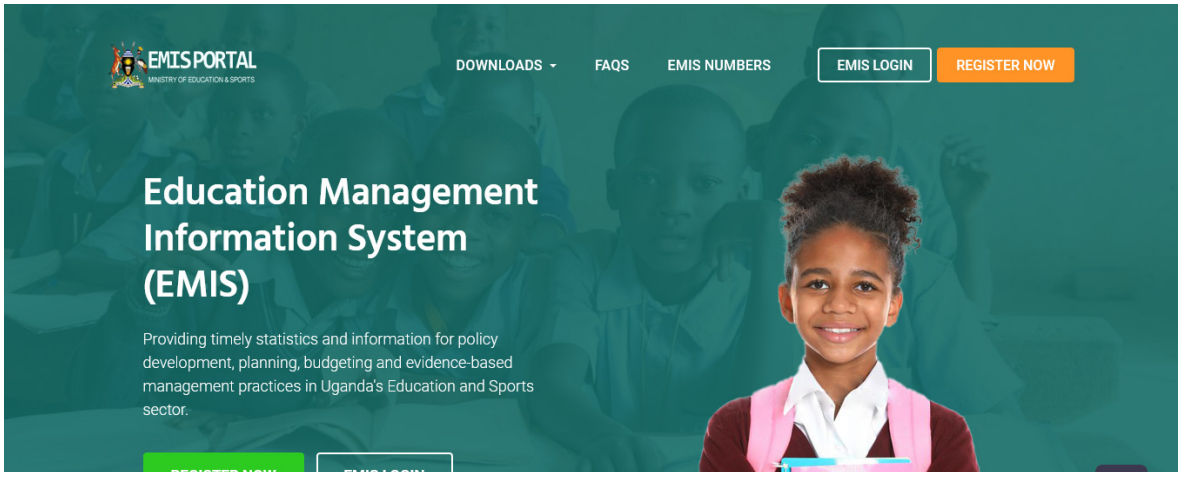
- User Account Creation
- EMIS Number Application
- Learner Summary Form
- User Login and Logout
- User Password Recovery
- User Dashboard
- Institution details
- Learner Management
- Human Resource
- Infrastructure Management
- Facilities Management
- Instructional Materials
- Health and Meals
- P.E & Sports
- Finance
- GPS Location
- EMIS DATA UPLOAD Status
- Publications Module
- EMIS Notices & Circulars
- User Manager
- EMIS Support Module

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 drop down 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 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 "**Acknowledgment 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 both the institution official email and contact person email.

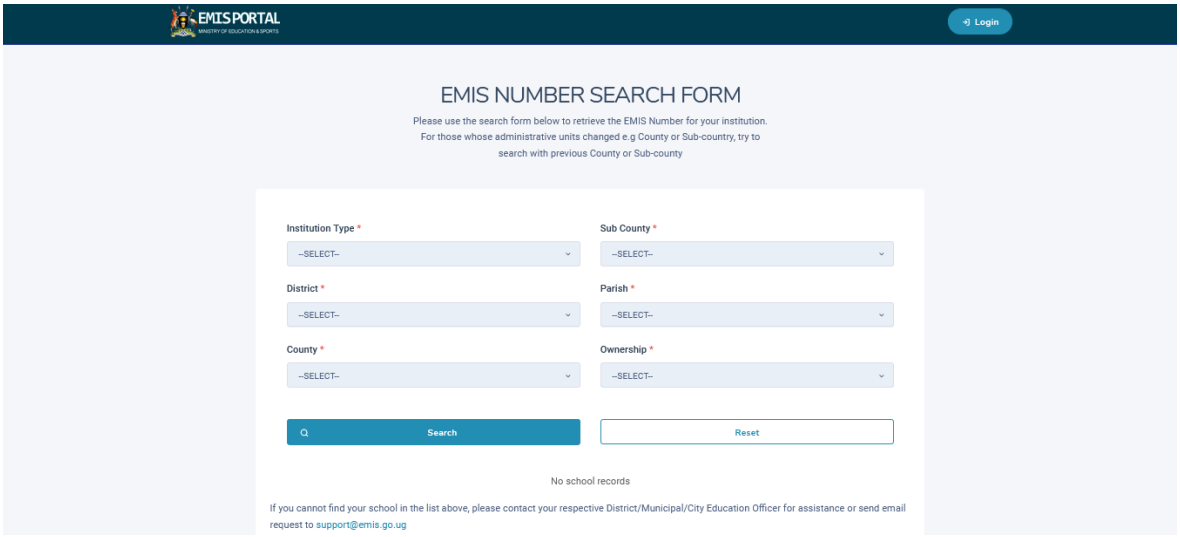
2.2 Search EMIS Number

To search for an EMIS number, click the **EMIS NUMBER tab** on the landing/home page on the EMIS portal.

The user is required to enter the following details:

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

Figure 2.2 EMIS Number Search Form



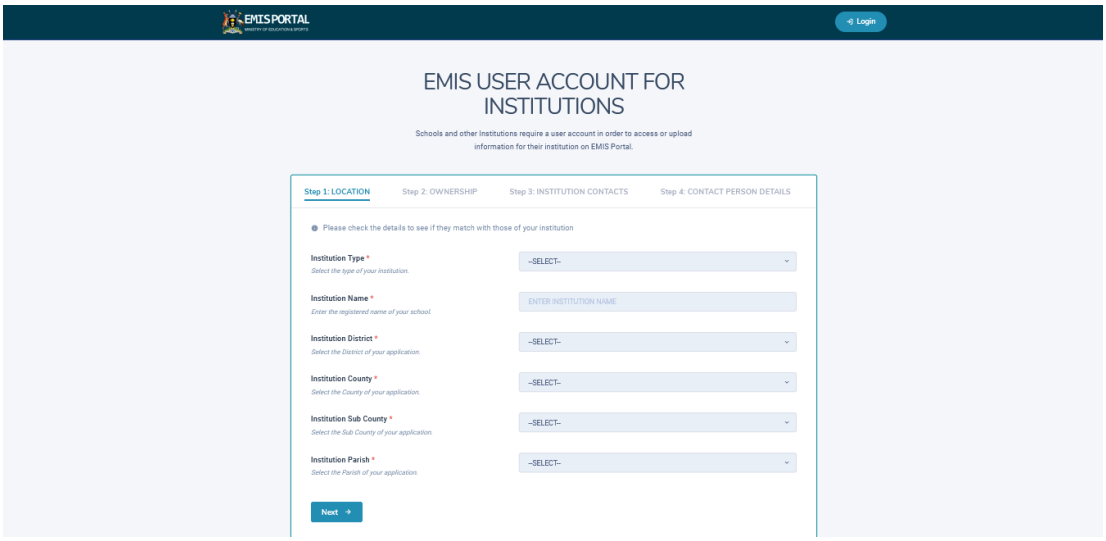
2.3 EMIS Number Application

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

a) Type https://emis.go.ug/ in the browser's address bar.
b) Click the "**Register Now**" button.
c) There is an option below that reads, "**Don't have an EMIS number? "CLICK HERE" to apply for one.**"

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

Figure 2.3 EMIS Number Application Location details



NOTE:
The system then sends an "**Acknowledgment Email**" to the user explaining the next steps which include:

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

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

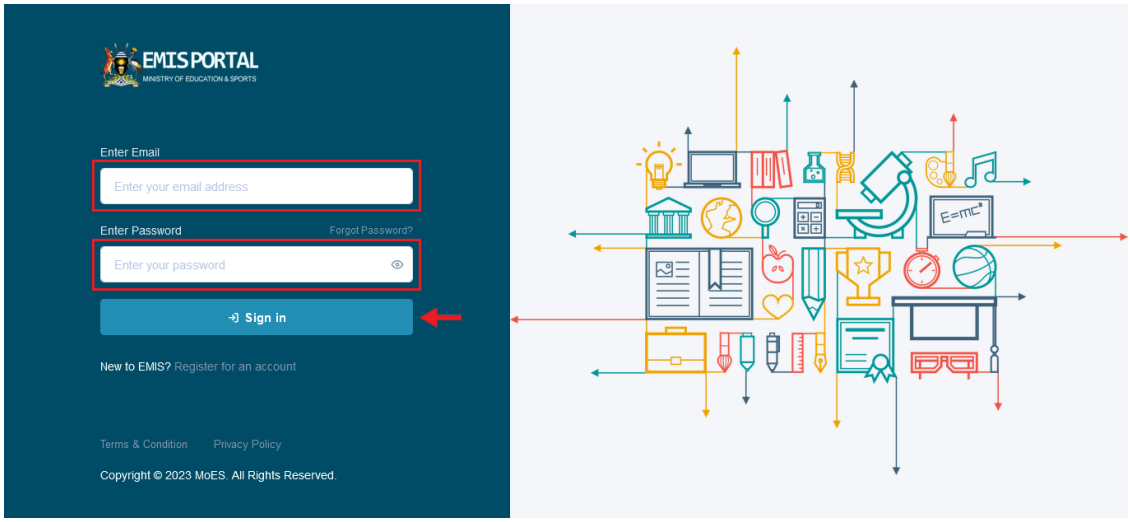
a) The first email has the EMIS number assigned to the institution plus a pdf attachment of the EMIS number certificate for the institution from Ministry of Education and Sports.
b) The second email has log in credentials to the EMIS Web Portal which include a username and temporary password which the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

2.4 User Login

To logon 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

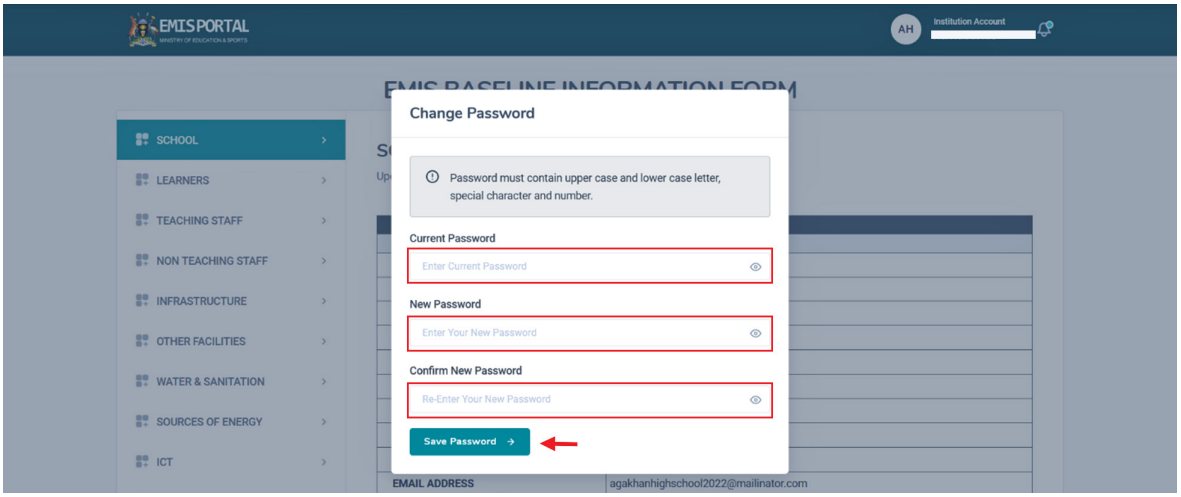


Remember: If the Username/Email or Password are wrong, the user will be shown an error message. The system then prompts the user to enter correct login details in order to access the EMIS portal.

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

a. Insert the **"Current Password"**
b. Insert the **"New Password"**
c. Insert the **"Confirm New Password"**
d. Click the **"Save Password"** button to have the user password changed.

Figure 2.4.1 Change Password



NOTE: The new password shall:

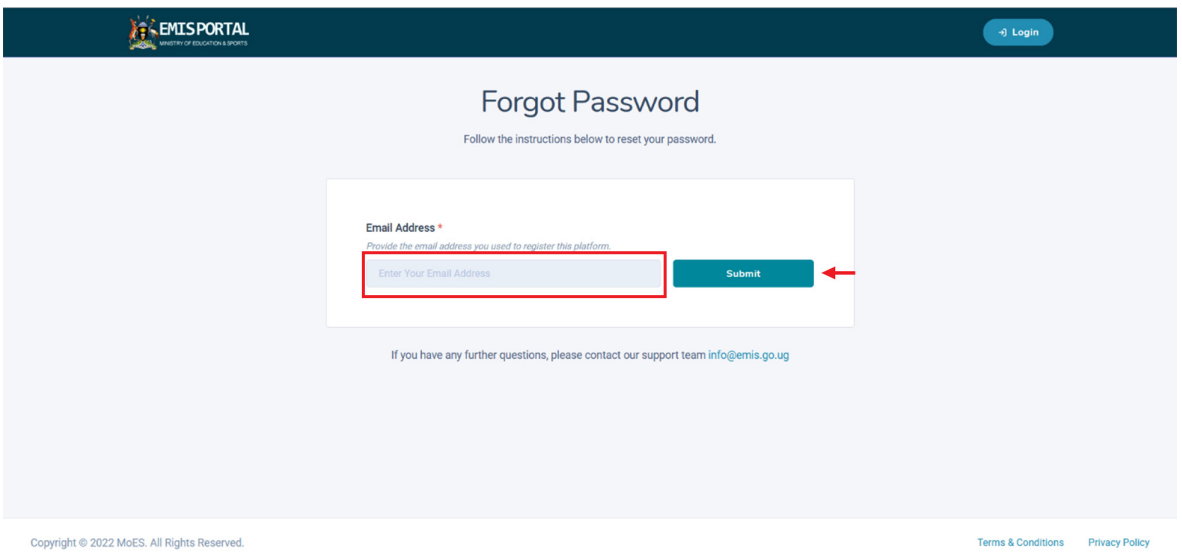
- Be a minimum length of six characters.
- Contain at least one uppercase character, lowercase character and numeric character.
- Contain at least one special character such as: "%", "&", "#", "@" etc.

2.5 Password Recovery

The "Forgot Password" functionality is designed 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 email address.

Figure 2.6 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 institution registered email which will re-direct them to a page where they create a new password. This opens a web page where the user is prompted to provide the new password information:

- New password
- Password confirmation

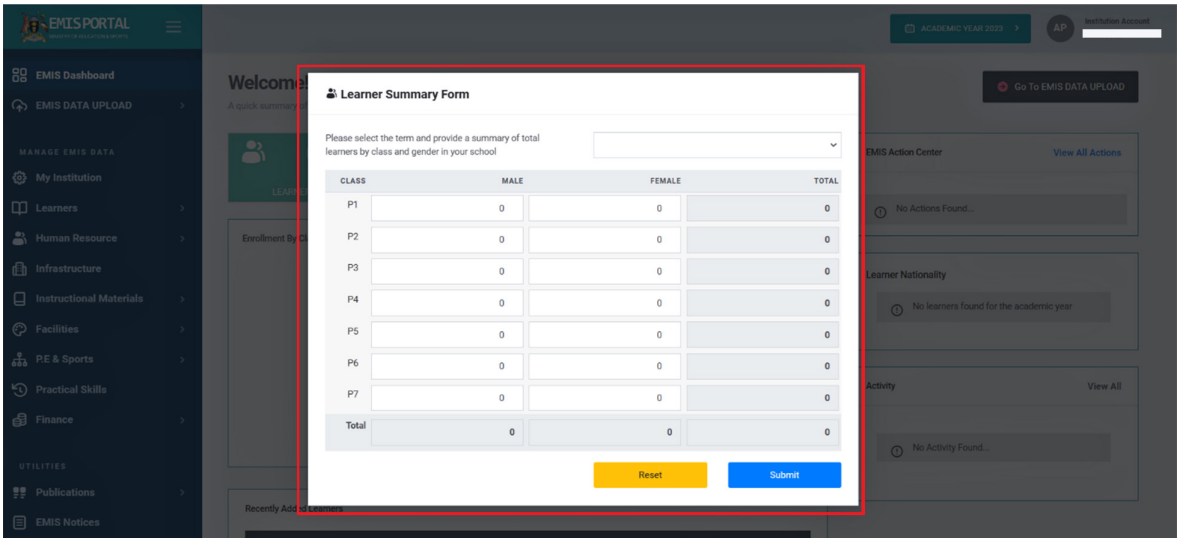
The reset password shall:

- 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 Learner Summary Form

Enter the summary information of the learners within the institution by selecting the **"Academic year"**, then select the **"Term"** and provide a summary of total learners by class and gender in your school/institution. Thereafter, click the **"Submit"** button to save.

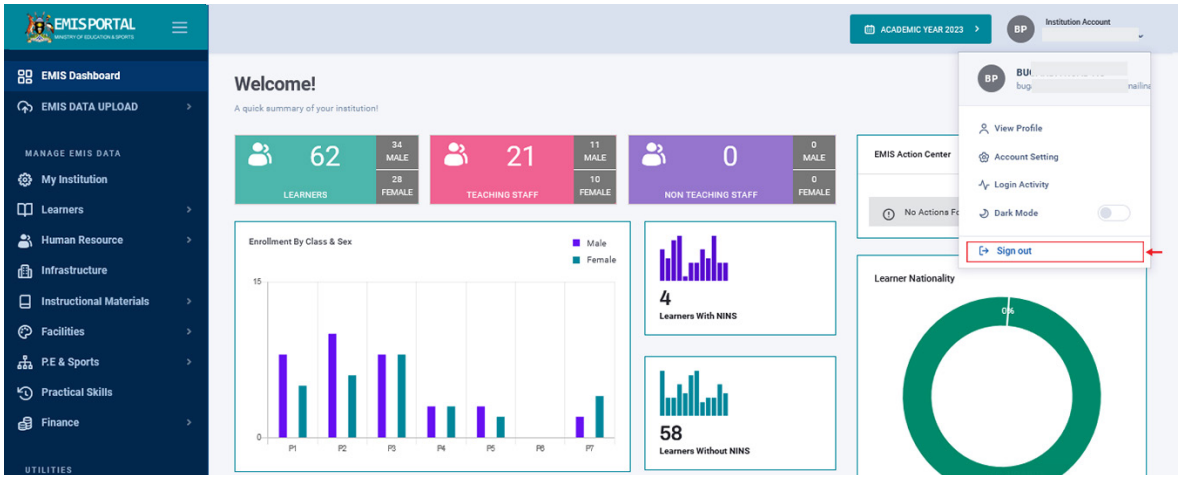
Figure 2.5 Learner Summary Form



2.7 User Logout

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

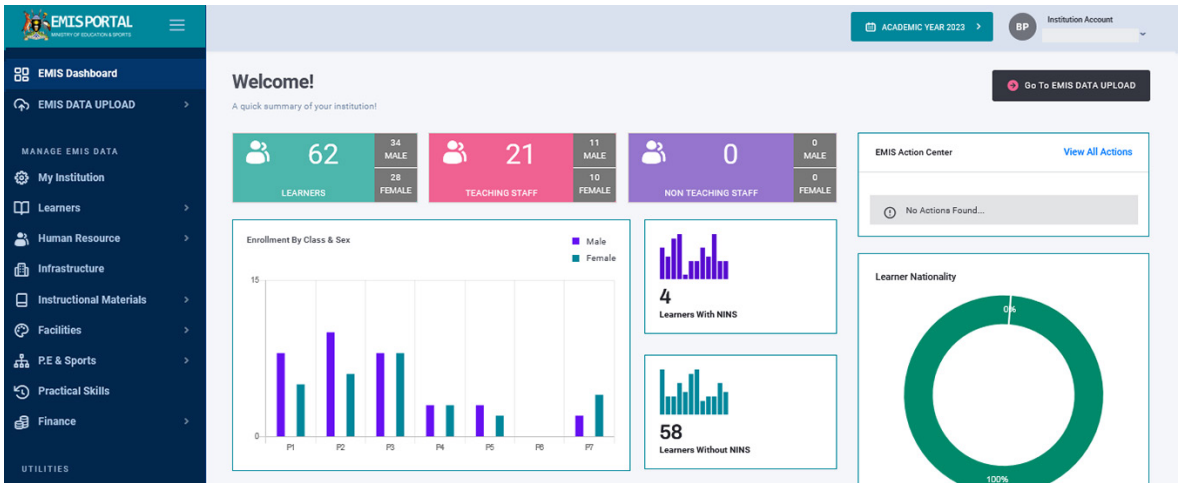
Figure 2.7 Log out/Sign out of EMIS portal



2.8 User Dashboard

Once the user logs into their account on EMIS portal, they are redirected to their respective dashboard.

Figure 2.8 EMIS Portal User Dashboard

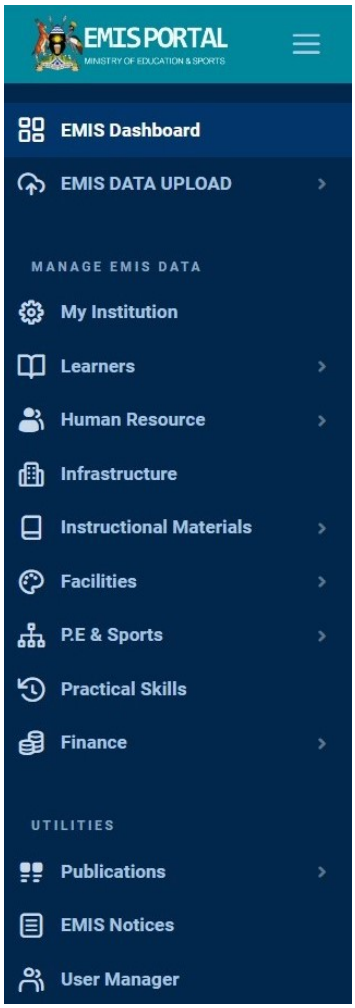


The dashboard has the user menu that contains the following items:

- Dashboard: Displays the statistical summaries of the data under your institution
- EMIS Data Upload: Enter data about your institution into the EMIS portal.
- My Institution: View and manage an institution's profile information.
- Licensing and Registration: Apply for a license and registration for the institution.
- Learners: Manage learners' information and other processes such as learner transfers.
- Human Resource: Manage human resources information regarding teaching and non-teaching staff in the institution plus teacher transfers.
- Infrastructure: Manage data about the institution's infrastructure.
- Facilities: Manage the facilities of the institution.

- P.E & Sports: Manage the sports equipment and facilities of the institution.
- Finance: Manage the income, expenses, and budget information of the institution.
- EMIS Support: Interface through which the institution user can raise a support ticket.
- EMIS Notices: Contains different MoES communication to the Education Institutions.
- Publications: User can download published documents i.e., reports, manuals issued by the MOES.
- User Manager: Manage users who can access the institution user account.

Figure 2.8 EMIS Portal User Menu



2.9 Institution Identification & Particulars

Update institution's basic information like institution identification, ownership, GPS details, operational details, health information, proximities and governance.

To update the institution identification and particulars:

a. Go to the menu on your Dashboard.
a. Select "**EMIS DATA UPLOAD**"
b. Select "**Upload Data**"
c. Click "**Update**" button in the Actions column.
d. The EMIS Baseline Information Form will open.
e. Select the "**School**" tab.

Figure 2.9.0 EMIS Dashboard – Update EMIS DATA UPLOAD

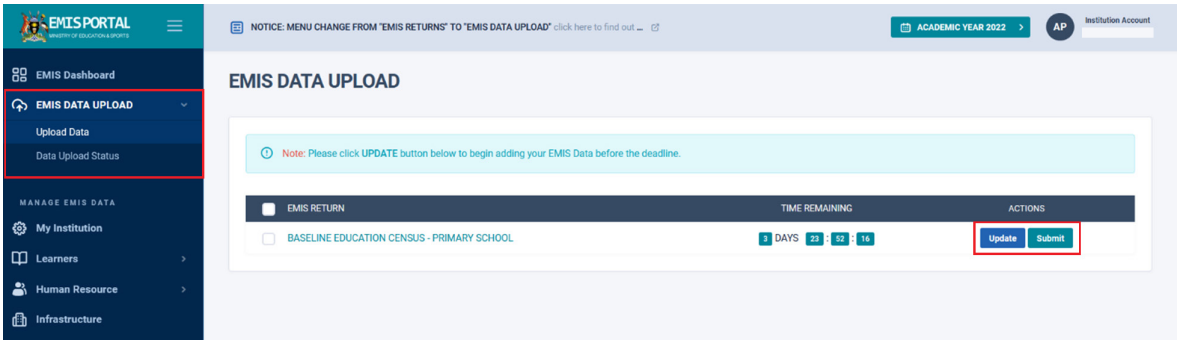
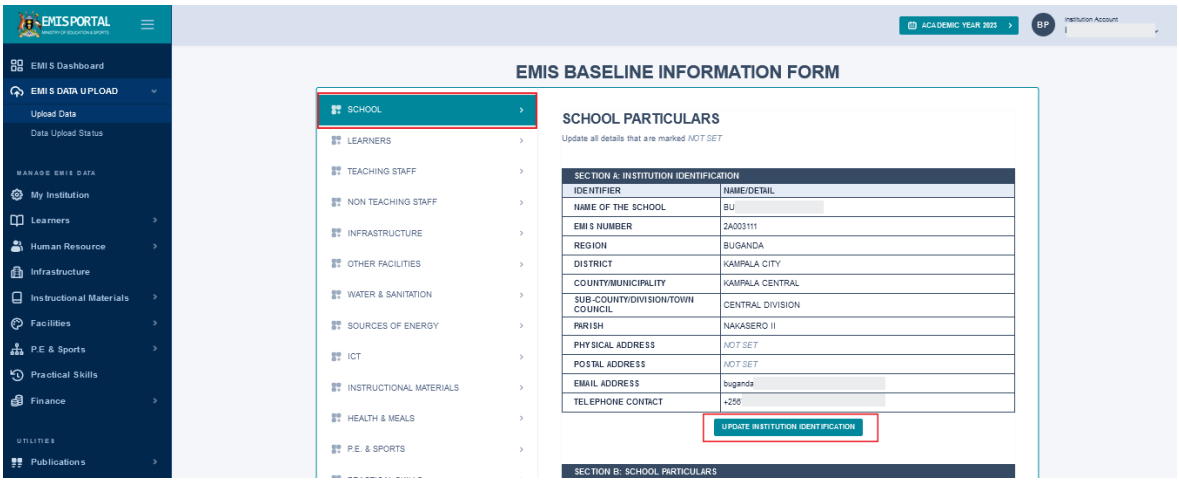


Figure 2.9.0.1 EMIS DATA UPLOAD – Update school information

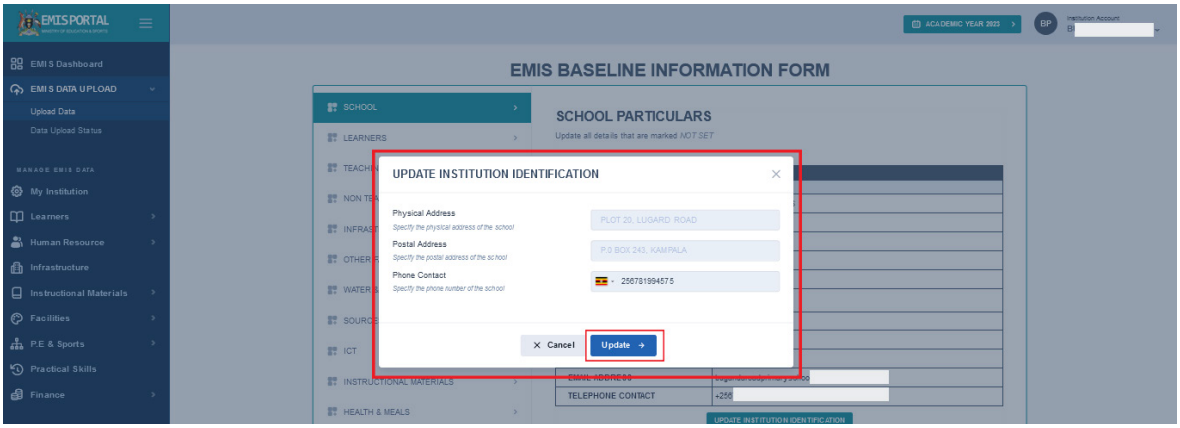


2.9.1 Update Institution Identification

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 including Physical Address, Postal Address and Phone Contact.
d. Click the "**Update**" button after filling in the required information.

Figure 2.9.1 Update EMIS DATA UPLOAD – Institution Identification

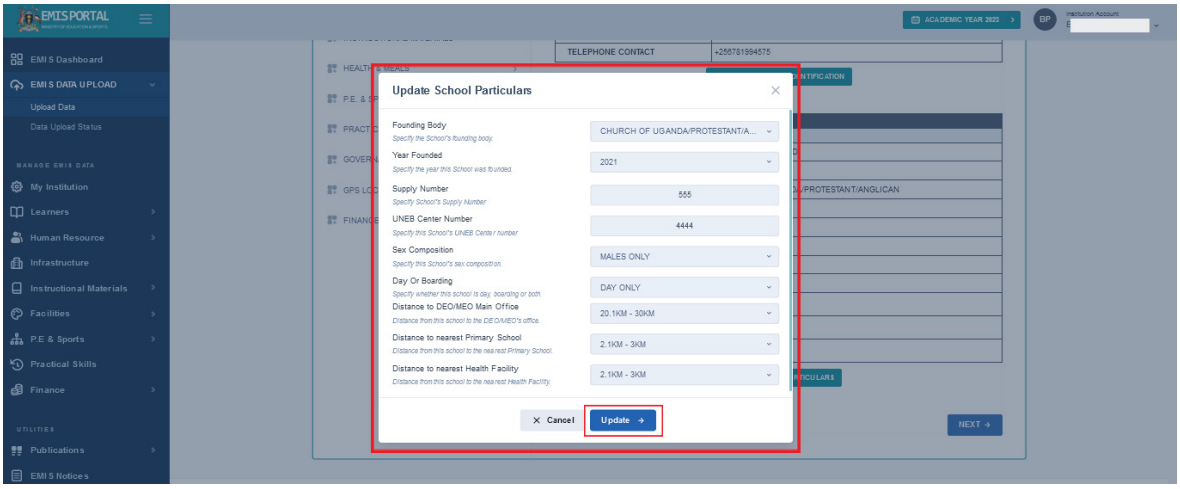


2.9.2 Update institution particulars

To update the institution particulars details of your institution:

a. Go to the "**School**" tab under EMIS Baseline Information Form menu.
b. Click the "**Update institution particulars**" button.
c. Then update all details that are market NOT SET:
i. If Private, update Legal Ownership Status
ii. Founding Body and Year Founded
iii. If Government Aided, enter Supply Number
iv. Registration Status. If registered or licensed, enter Registration/License Number
v. UNEB Centre Number
vi. Sex Composition and if school is Day or Boarding
vii. If Private, enter Capital for Establishment
viii. Distance to DEO/MEO Main Office, nearest Primary School and distance to nearest Health Facility
d. Click the "**Update**" button after filling in the required information.

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

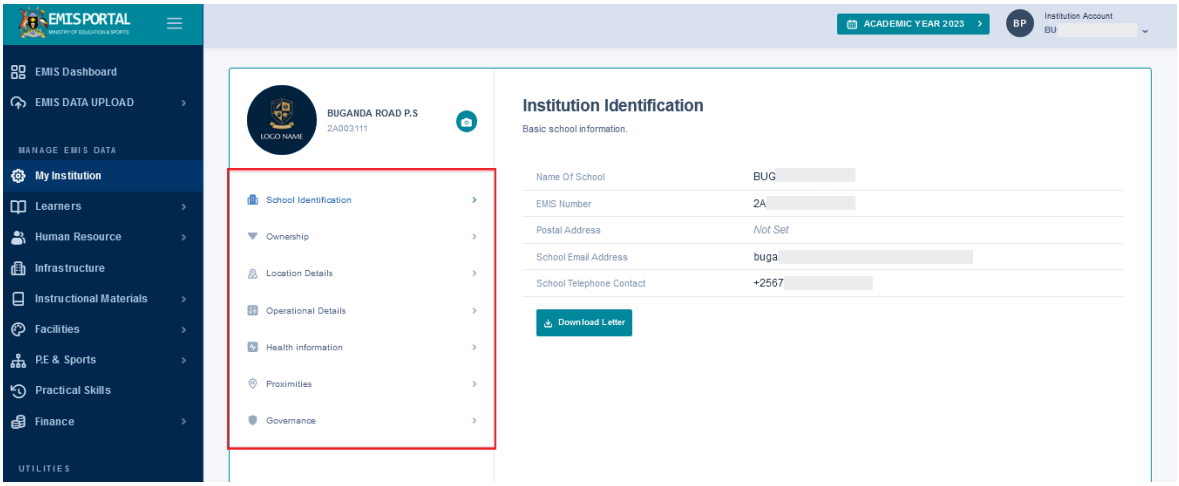


2.9.3 View My Institution details

To view the details of your institution:

a. Go to the left of the EMIS Dashboard, and select the "**My institution**" tab.
b. The user will view the following institution identification details, ownership details, GPS details, operational details, and health information.

Figure 2.9.3 EMIS Dashboard – My institution



2.10 Learner Management

Under learner management, the user adds and updates learner information. The user registers learners, edits and update their information, transfers transitions and promotes learners and uploads bulk images of learners.

2.10.1 Baseline Learner Registration

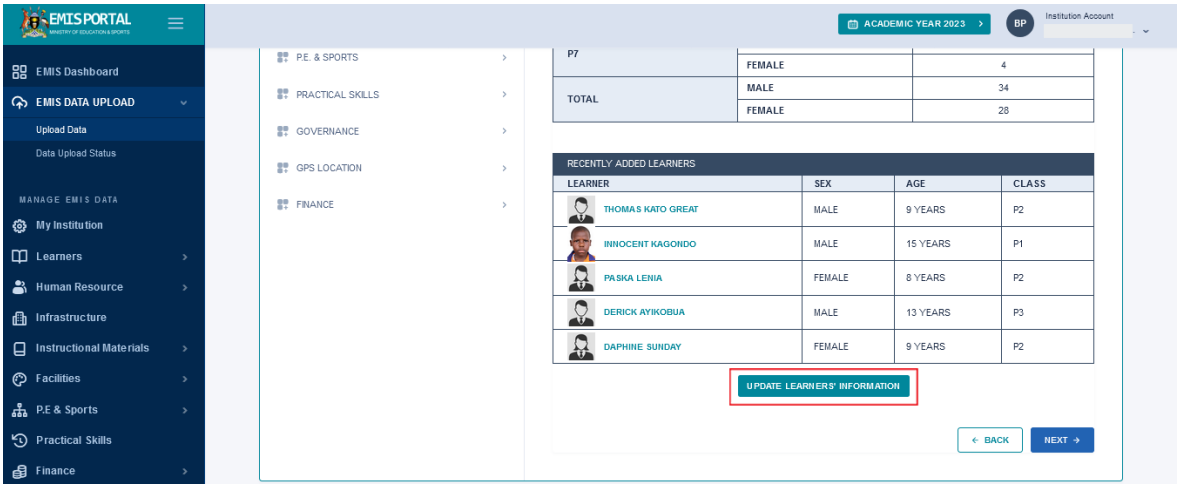
The baseline learner registration encompasses the initial process of registering all learners across all education institution categories into EMIS. The registered learners are assigned a Learner Identification Number (LIN) which works alongside the NIN.

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. The user is redirected to the "**EMIS Baseline Information Form**" where they find the learners functionality.
f. Select "**Learners**" from the form.

g. Click the **"Update Learner's Information"** button.

Figure 2.10.1 Learner management – EMIS Baseline Form – Update Learners

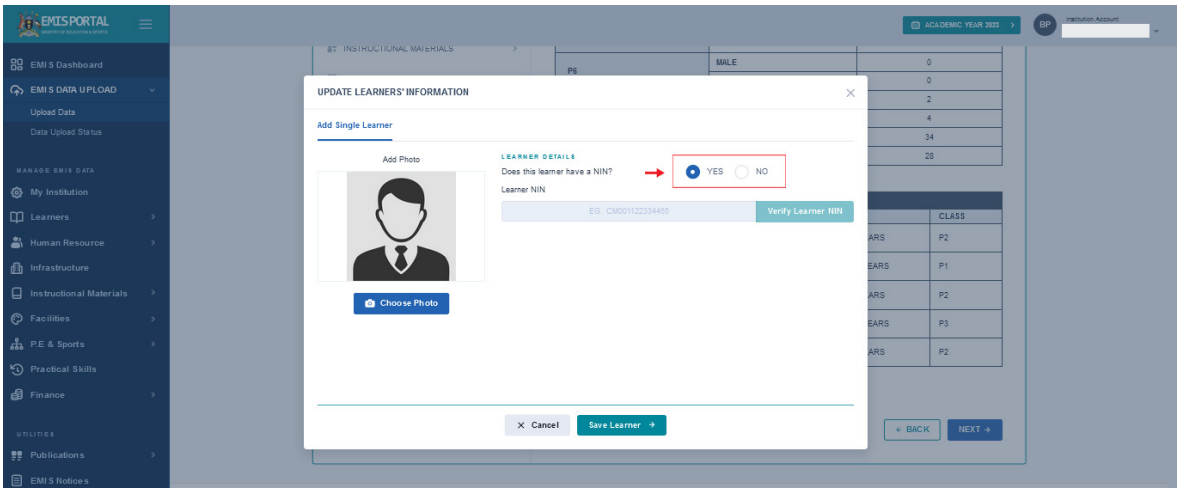


2.10.2 Add Single Learner Using Web Form

When you select this method, two further options are 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



In case of a **“Learner with NIN”**, the user shall:

a. Select the **“Yes”** option button and then enter the **“Learner NIN”**.
b. Click the **“Verify Learner NIN”** button to proceed.
c. Once verified, the user will enter the following details:

i. Learner Orphanage status
ii. Learner Class
iii. Learner Familiar language
iv. District of birth of the learner
v. Learner Health issues and special needs if any,
vi. Learner Talents
vii. Learner’s Parents/guardian details including their NIN if Ugandan, Passport is Foreign and Refugee ID number if Refugees.

Figure 2.10.2.1 Learner NIN details verification form view

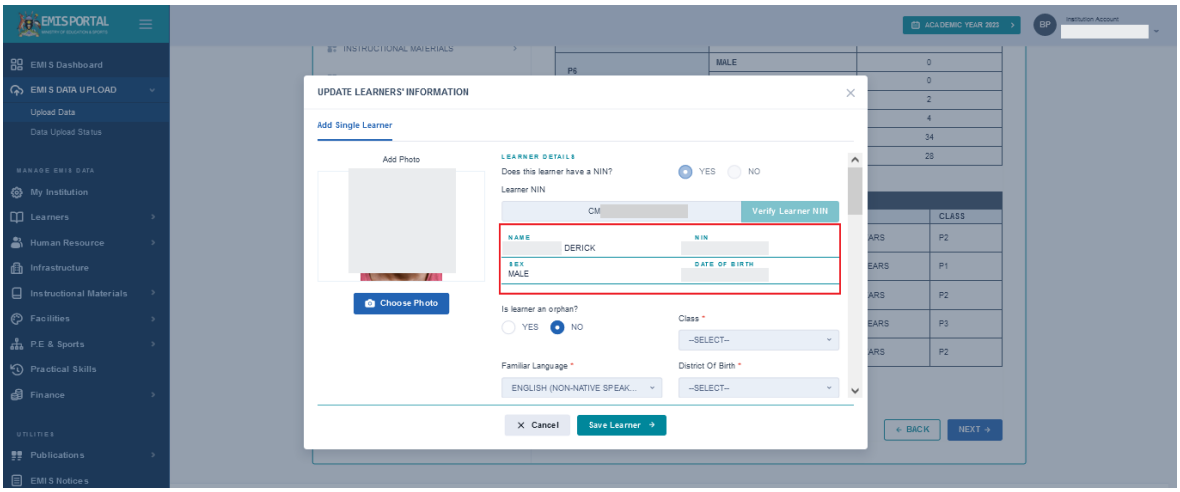
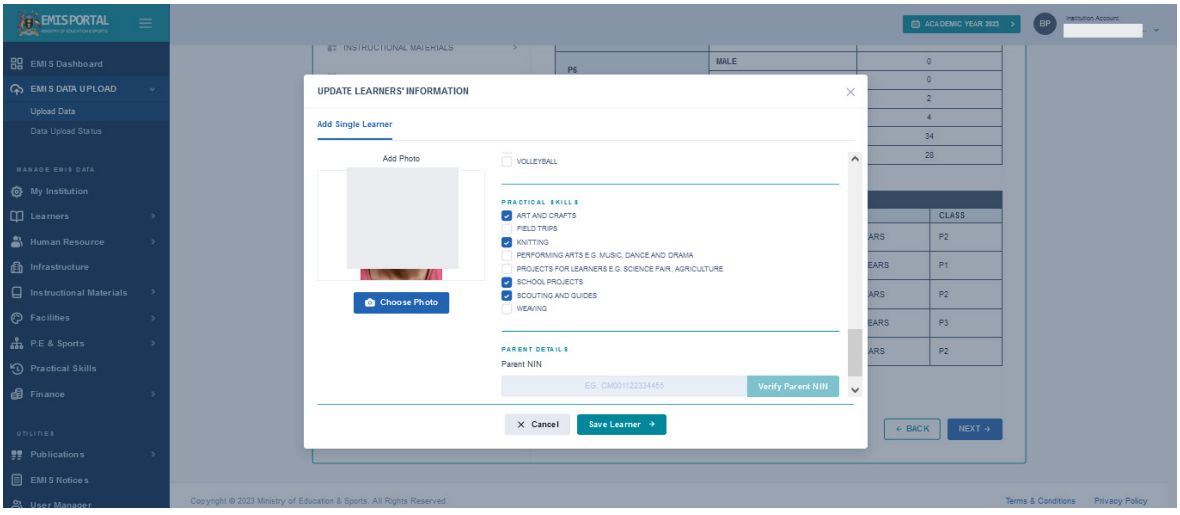


Figure 2.10.2.2 Other Learner details on web form



NOTE:
To **“Add a Learner without a NIN”**, choose option **“No”** and refer to the steps 2.10.2 from (c). The user is then prompted to choose if the learner is a refugee and select either "**Yes**" or "**No**".

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

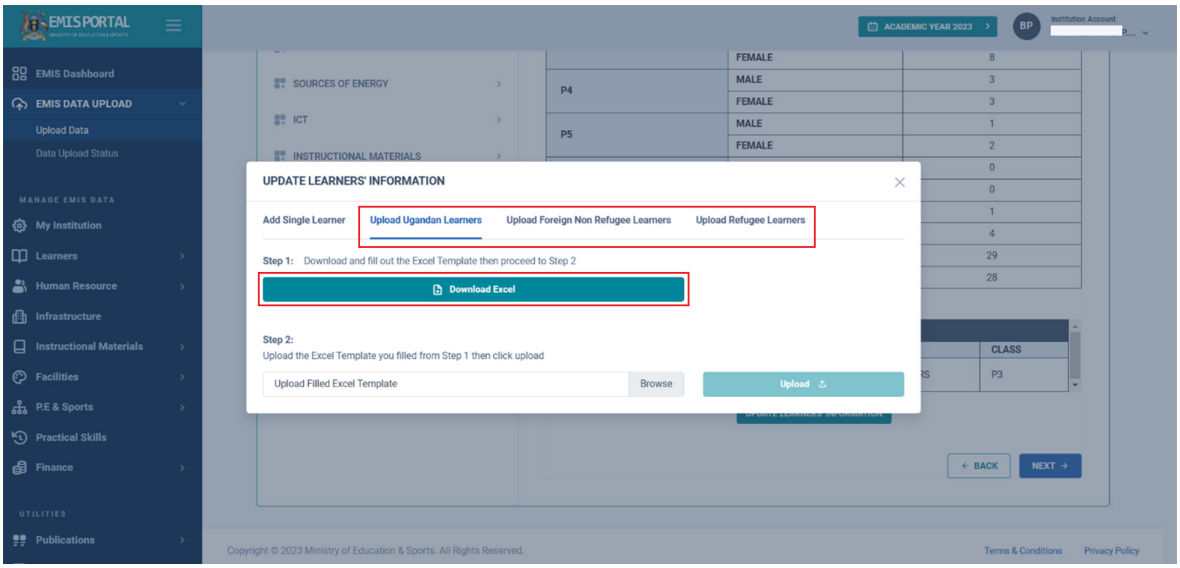
In the case the learner is a refugee, choose option **“Yes,”** and proceed to choose the Nationality and then enter the “Refugee ID Number” of the learner i.e., **RM1-23456789**. The user is required to enter the Parent/Guardian details where they are required to enter a **“Refugee ID Number”** of the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

2.10.3 Add Learners Using Excel Workbook Upload (Currently disabled)

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

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

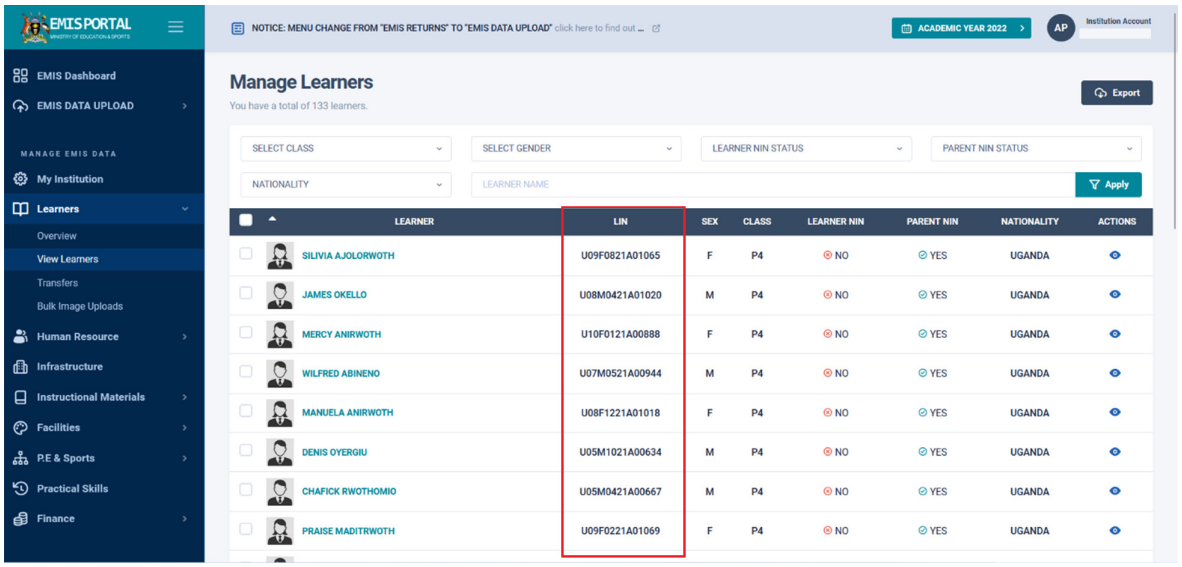
Figure 2.10.3 Learner management – EMIS Baseline Form - Add Ugandan Learners



2.10.4 Generating a Learner Identification Number (LIN)

The system auto generate LIN's for all the learners 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:

a) Select the "**Learners**" tab on the EMIS Portal Menu.
b) Select the "**View Learners**" to view the learners within the institution.
c) Click the "**View details icon**" under the Actions column of every learner.
d) Then, the user will be able to view all details of the selected learner.

Figure 2.10.5.0 Learner Profile – View Learners

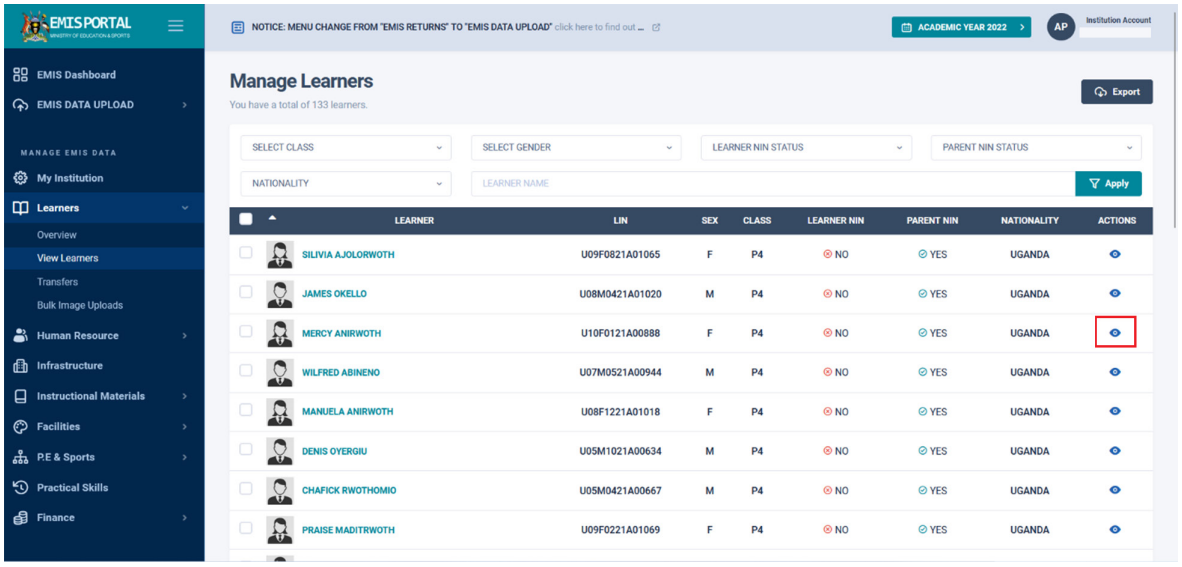
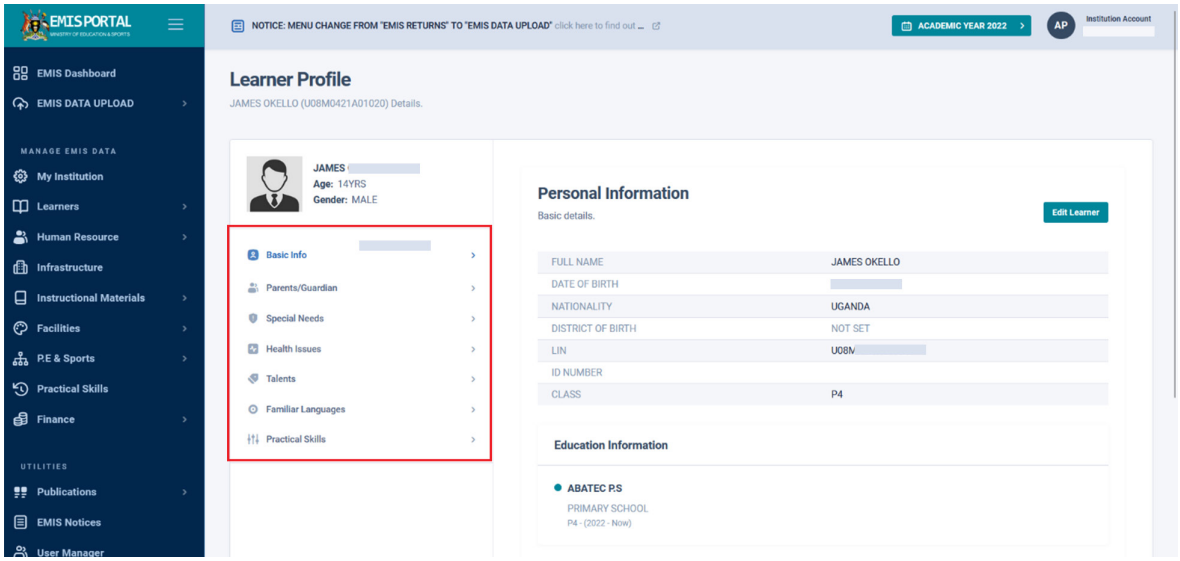


Figure 2.10.5.1 Learner Profile – Learner Basic Information

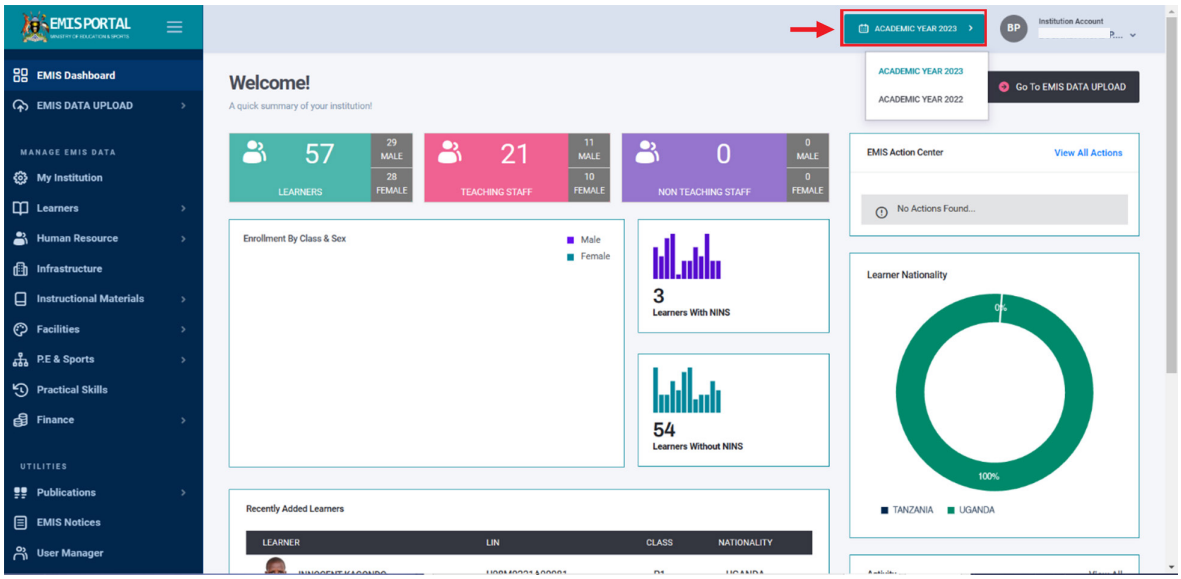


Remember: Edit/update the learner profile information by clicking the "Edit Learner" button found under Basic information on the top right-hand corner of the screen.

2.10.6 View Learners by academic year

View registered learners by selecting academic year once logged into EMIS on the dashboard. Click the "Academic Year" button.

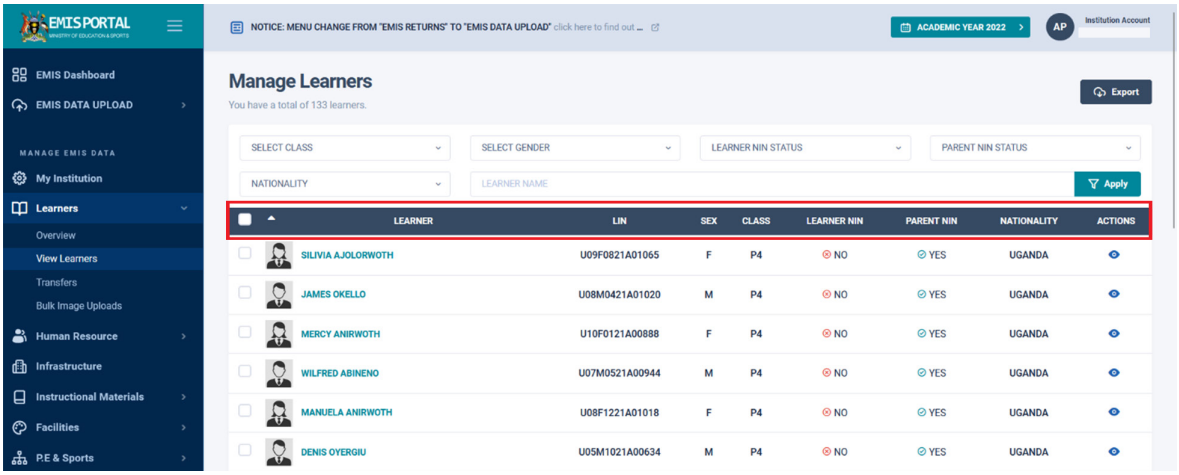
Figure 2.10.6 Registered learners by Academic Year



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

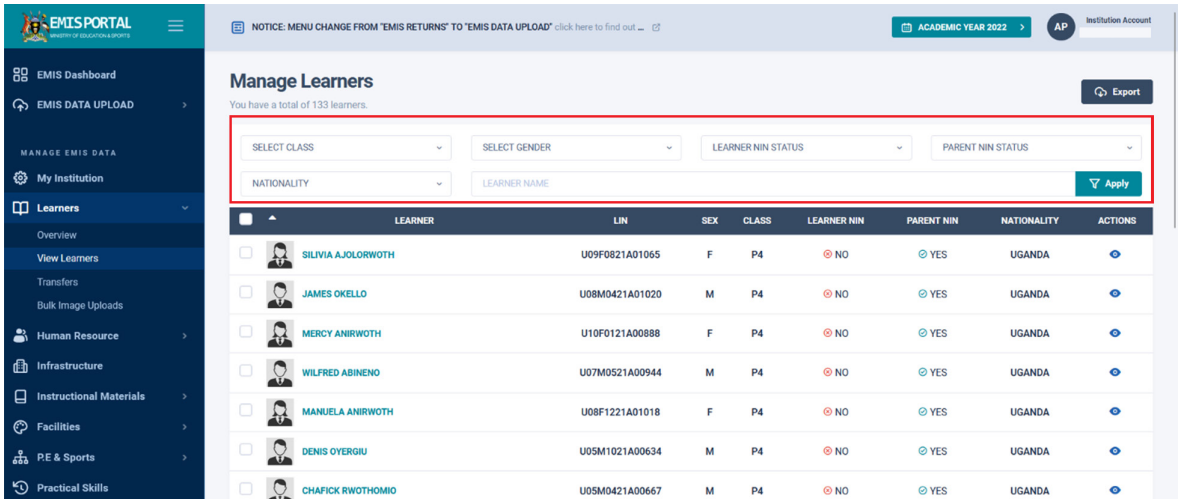


Remember: To sort, the user must click on any of the headers and the learner information will be sorted.

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



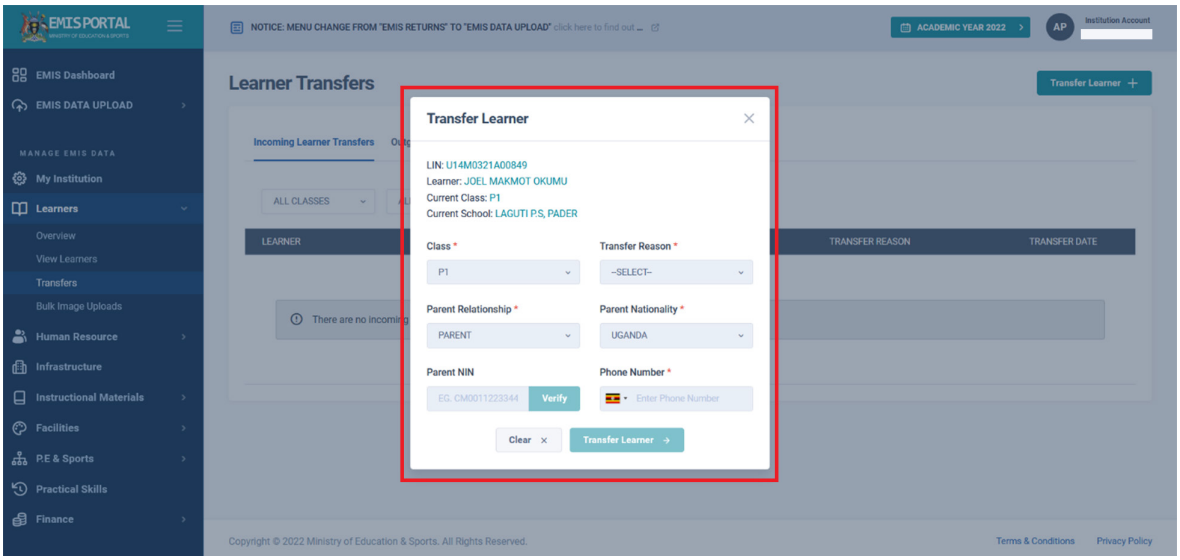
Remember: To filter, the user can choose any of the filters present. When clicked, the filters have a dropdown list of other options the user can choose from.

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, enter the "**National Identification Number**". If the parent is foreign, enter the "**Passport Number**" and if the parent is a refugee, enter the **"Refugee ID Number".**
   v. Click the "**Verify**" button to verify either Parent NIN or Passport Number or Refugee ID 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

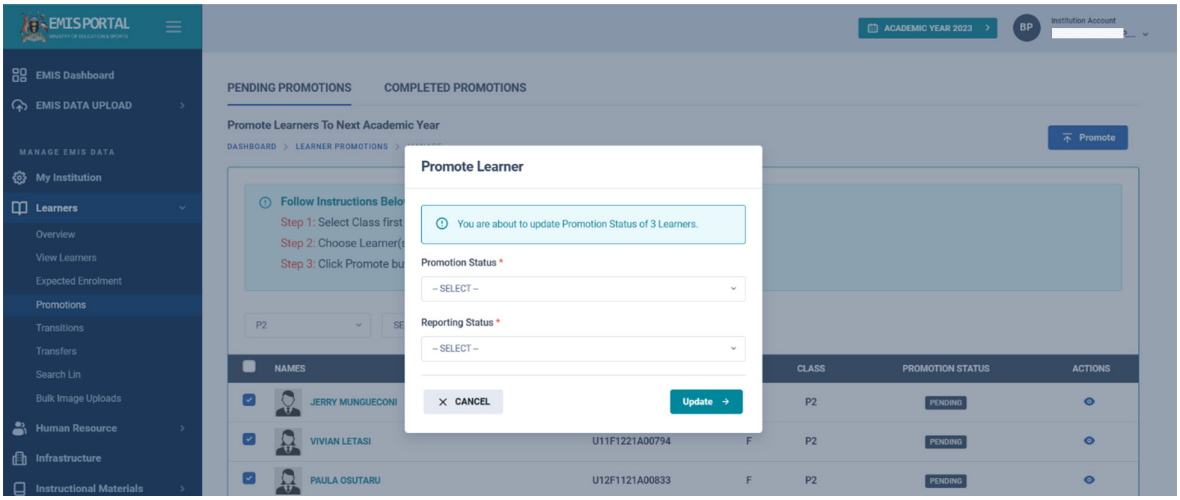


2.10.10 View and Manage Leaner Promotions

Promote learners from the previous academic year by following the steps below:

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

Figure 2.10.10 EMIS Dashboard Menu – Learners – Promotions



NOTE:

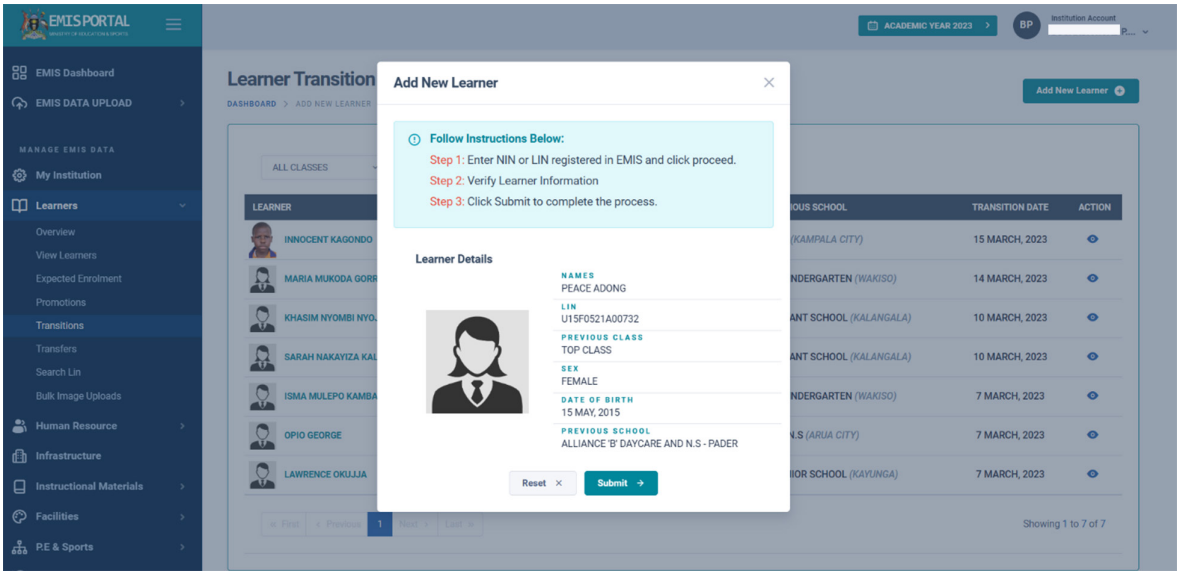
- Pending Promotions: List of learners who have not yet been promoted to the next academic year.
- Completed Promotions: List of learners whose promotion status has been updated according to the current academic year.
- Promotion Status: Either **"Promote"** or **"Repeat"** a Learner
- Reporting Status: 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 View and Manage Leaner Transitions

Transition learners from one education level to another. Learner Transition function is for capturing details of learners who are moving from one Education Level to another. For example, those moving from Top Class to P1, P7 to S1, S4 to S5 etc. This menu will only work for those already uploaded in EMIS and therefore you need to know the LIN or NIN of the learner.

a) Go to the menu on the dashboard and select **"Learners"**.
b) Click **"Transitions"**. This will open a page showing list of learners who you have admitted to your institution.
c) Click **"Add New Learner"** button.
d) Enter learner's **"NIN"** or **"LIN"** registered in EMIS.
e) Click the **"Proceed"** button.
f) Verify learner information and click **"Submit"** button to complete the process.

Figure 2.10.11 EMIS Dashboard Menu – Learners – Search LIN

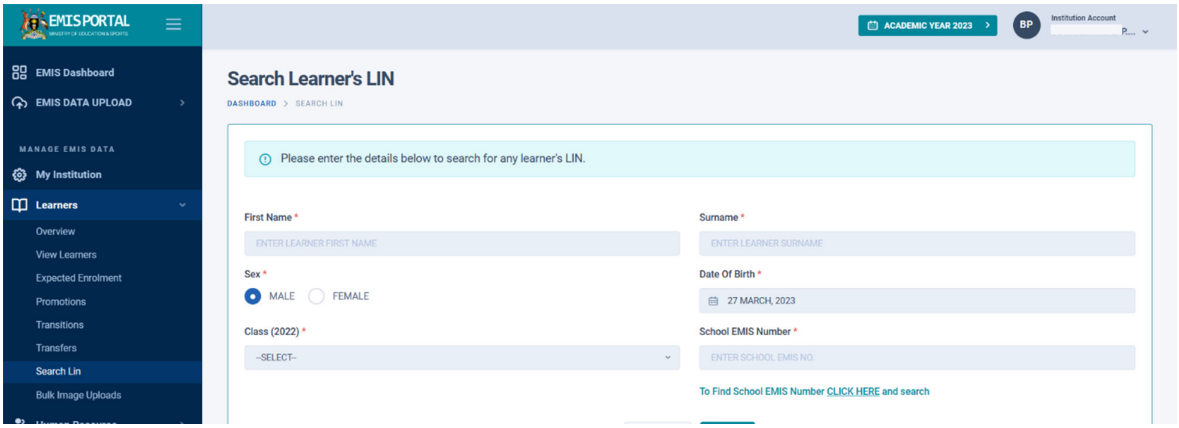


2.10.12 Search for Learner LIN (Learner Identification Number)

Search for LIN of learners by following the steps below:

a) Go to the menu on the dashboard and select **"Learners"**.
b) Click **"Search LIN"** and enter Learner **"First Name"** and **"Surname."**
c) Select learner **"Gender"** either Male or Female.
d) Select learner **"Date of Birth"** and **"Class (2022)"**.
e) Enter **"School EMIS Number"** of learner and click the **"Search"** button to search for the learner or click the **"Reset"** button to clear details. View the learner's LIN and other details.

Figure 2.10.12 EMIS Dashboard Menu – Learners – Search LIN

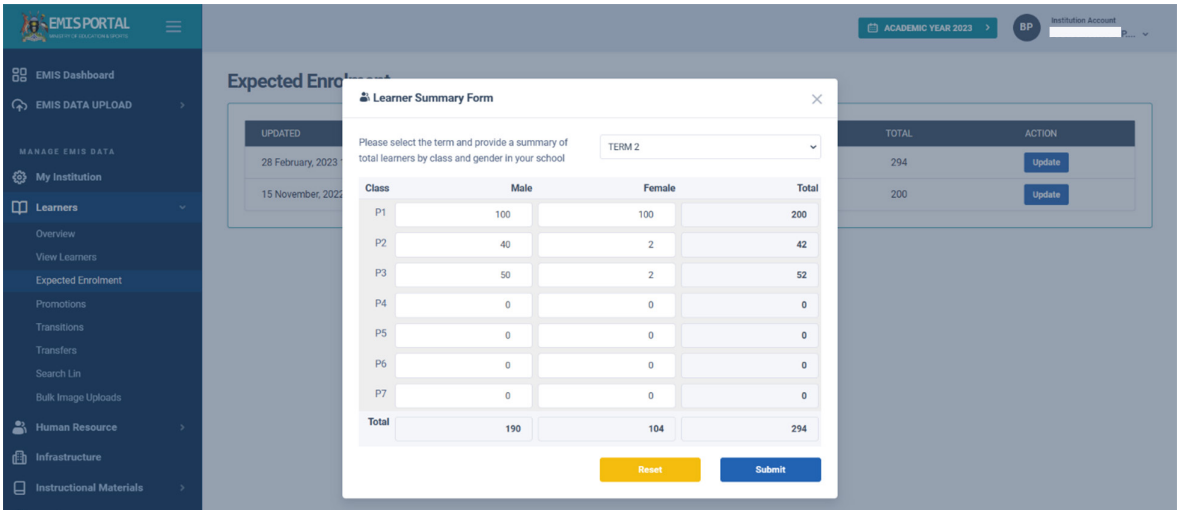


2.10.13 View and Manage Expected Enrollments

Update learner expected enrollments by following the steps below:

a) Go to the menu on the dashboard and select "**Learners**".
b) Select **"Expected Enrollments"** tab.
c) Click the "**Update**" button to update the expected enrollments.

Figure 2.10.13 EMIS Dashboard Menu – Learners – Expected Enrolments



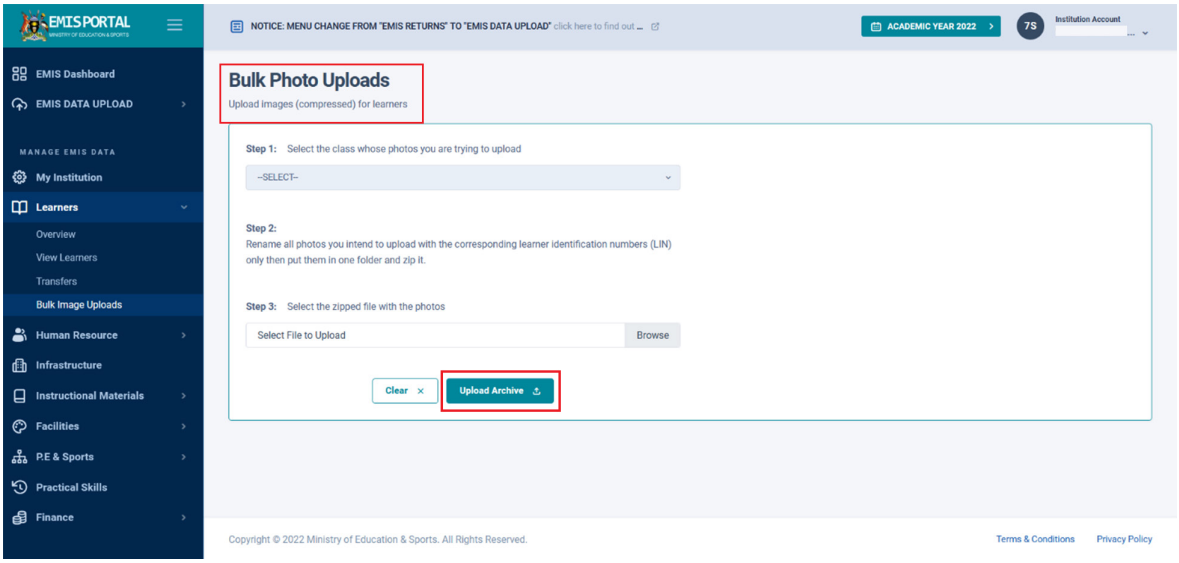
2.10.14 Manage Bulk Image Uploads

Upload bulk images of learners by following the steps below:

a) Go to the menu on the dashboard.
b) Select the "**Learners**" module.
c) Select "**Bulk Image Uploads**" to upload bulk images of the learners.
d) Thereafter follow the steps to upload your photos:
   i. Select the "**Class**" whose photos you are trying to upload from the drop-down list.

ii. Rename all photos you intend to upload with the corresponding "**Learner identification numbers (LIN)**" only then put them in one folder and zip it.
iii. Select the zipped file with the photos by clicking the "**Browser**" button to search for it from your computer device.
iv. Click the "**Upload Archive**" button to upload the photographs of the learners.

Figure 2.10.14 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 EMIS system as a unique identifier for that learner.

2.11 Human Resource Management

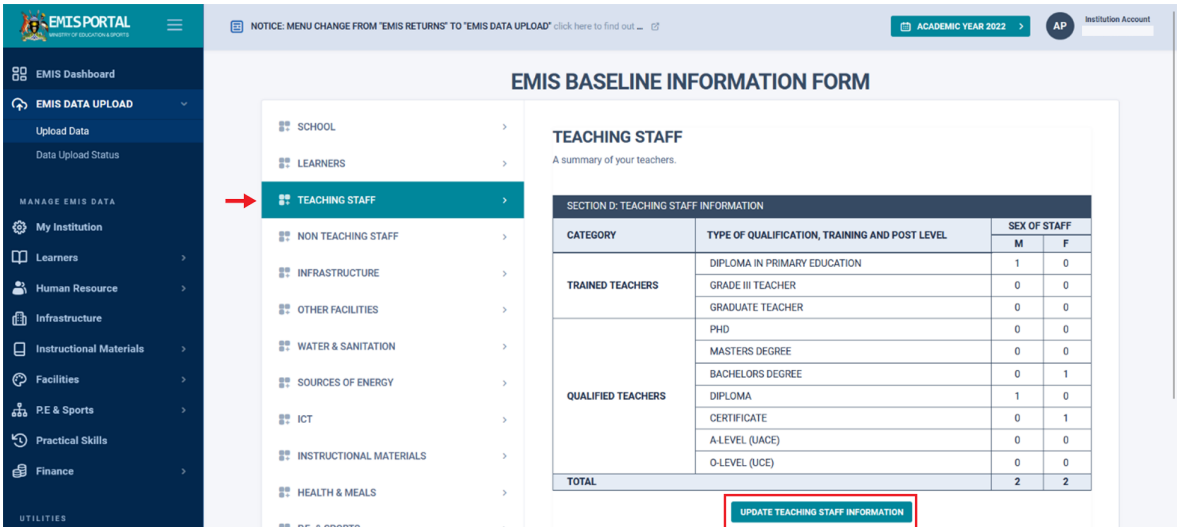
Manage and view details of your institution teaching and non-teaching staff.

2.11.1 Add Teaching Staff

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

a. Select "**EMIS DATA UPLOAD**" from the menu on the dashboard.
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

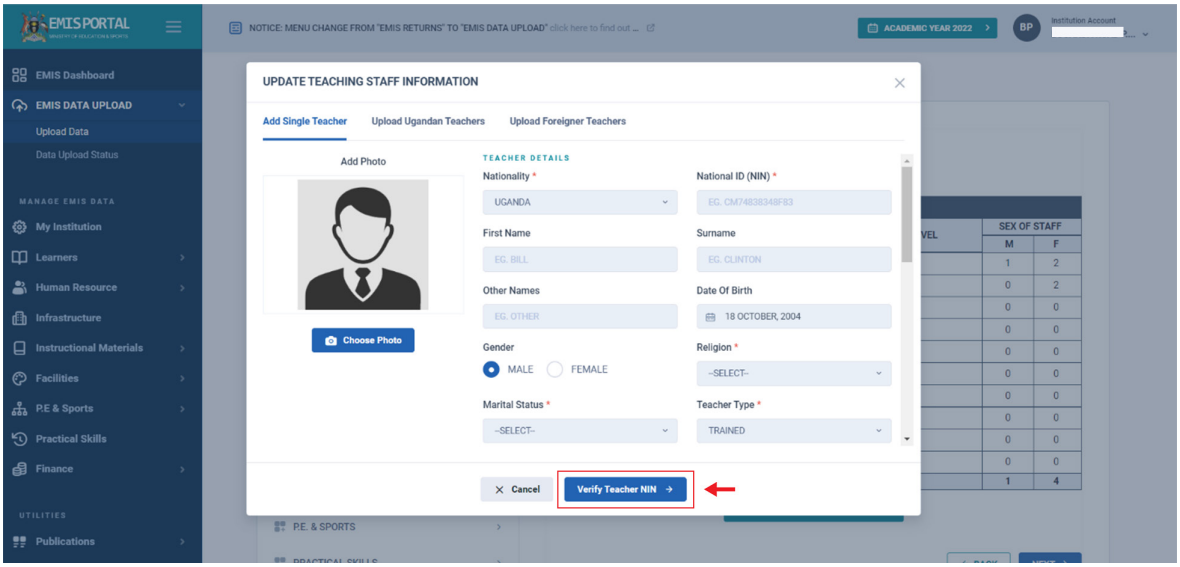
This displays a form where the user inputs details according to the Teacher type category and Ownership Status of the school/institution.

Add a "**Trained Ugandan teacher**" in a government school using the 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). 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.
c. Select the "**Religion**" of the teacher from the drop down.
d. Select the "**Martial Status**" of the teacher from the drop down.
e. Select the "**Teacher Type**" from the drop down as Trained.
f. Select if the teacher is on Government Payroll 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 dropdown.
u. Then click the “**Verify Teacher NIN**” button to verify the NIN of the teacher.
v. On successful verification, the user will click the “**Save**” button to add the teacher.

Figure 2.11.2.0 Add trained Ugandan teacher by Web form

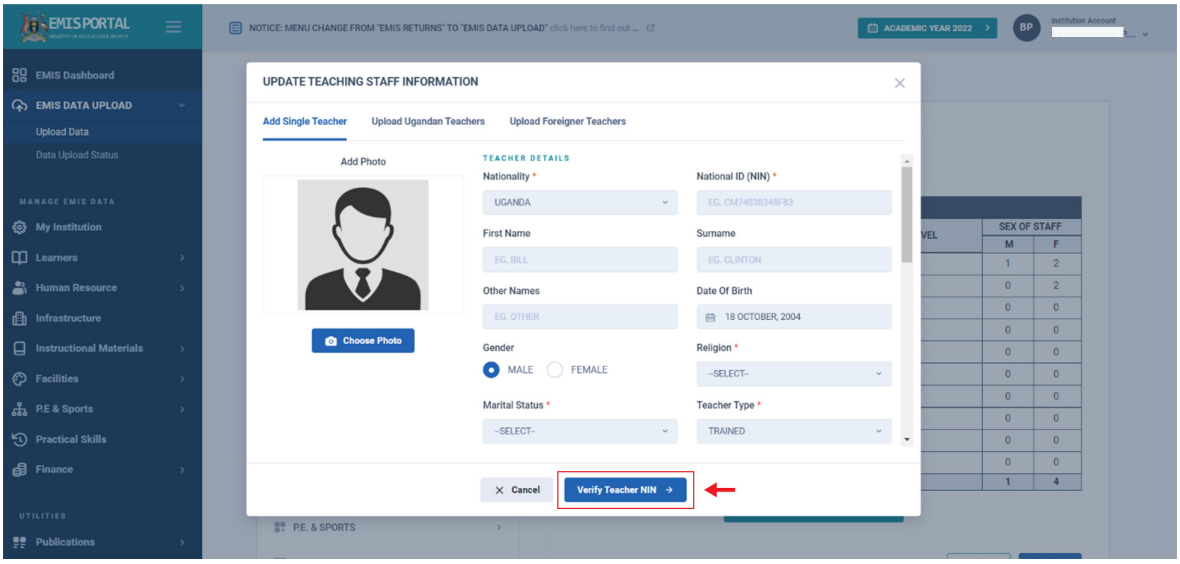


Remember: If the NIN entered is invalid, the system will return to the user an error message. This will prompt the user to re input the NIN number.

Adding a “**Qualified Ugandan teacher**” in a government school using the 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). 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.
c. Select the “**Religion**” of the teacher from the drop down.
d. Select the “**Martial Status**” of the teacher from the drop down.
e. Select the “**Teacher Type**” from the drop down as Qualified.
f. Select the “**Highest Education Level**” of the teacher from the drop down.
g. Select the “**Employment Status**” of the teacher from the drop down.
h. After the user has filled the details, the user will click the “**Verify Teacher NIN**” button to verify the Teacher NIN.
i. On successful verification, the user will 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 will return to the user an error message. This will prompt the user to re input the NIN number.

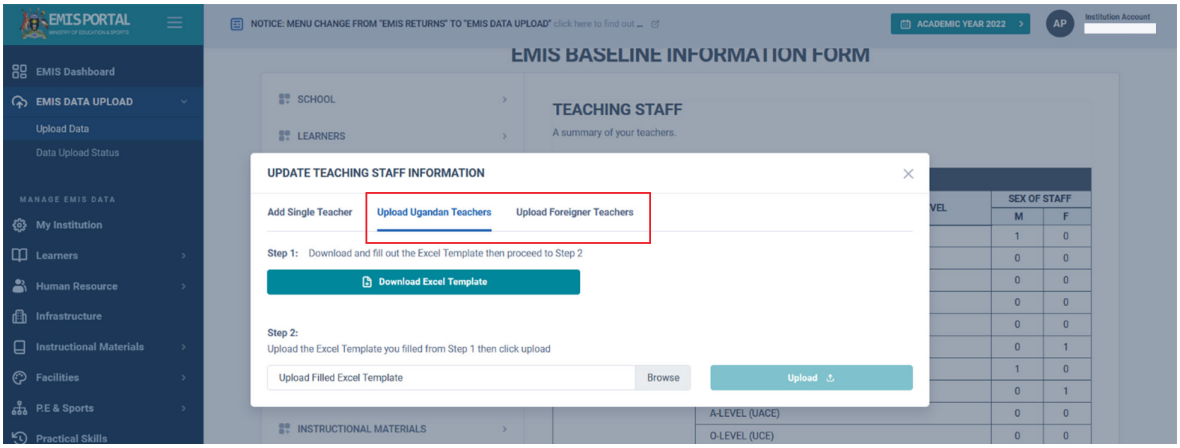
NOTE: "**Trained**" and "**Qualified**" Foreign teachers require the user to enter a "**Work Permit**" number i.e., EP1234567 as an identifier that is acquired from immigration at Ministry of internal affairs.

2.11.3 Add Teacher Using Excel Workbook Upload

To upload teachers with excel, the user will select either Upload Ugandan teachers or Upload Foreigner teachers and follow the steps below:

a. Select the "**Upload Ugandan Teachers**" or "**Upload Foreigner Teachers**" tab from the Update Teaching Staff information screen.
b. Click the "**Download excel template**" button to download the excel template and add batch Teaching staff.
c. 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.
d. Then click the "**Upload**" button to import Ugandan Teaching 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 EMIS system. The user then reviews the information and clicks the "**Submit for Verification by NIRA**" button to submit.

2.11.4 View Teacher Profile on EMIS Web Portal

View the profile of the teacher by following the steps below:

a. Select the "**Human resource**" tab on the menu on the dashboard
b. Select "**Teachers**" to view the teachers within the institution.
c. Click the "**View details icon**" under the Actions column of every teacher and view the personal information, contact address, qualifications, and responsibilities of the teacher.
d. To edit the profile of the teacher, click the "**Edit**" button.

Figure 2.11.4.0 Teacher Profile – View Teaching staff

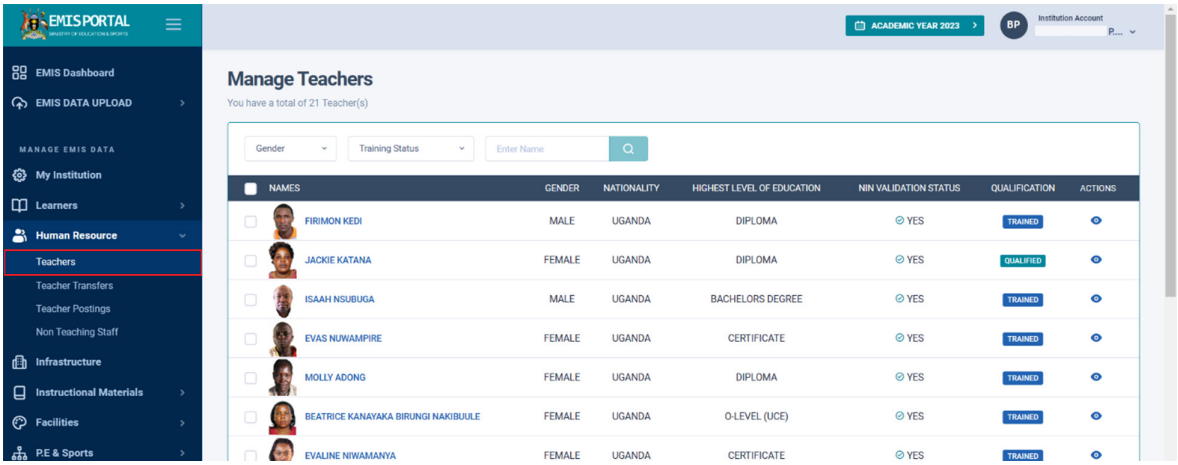
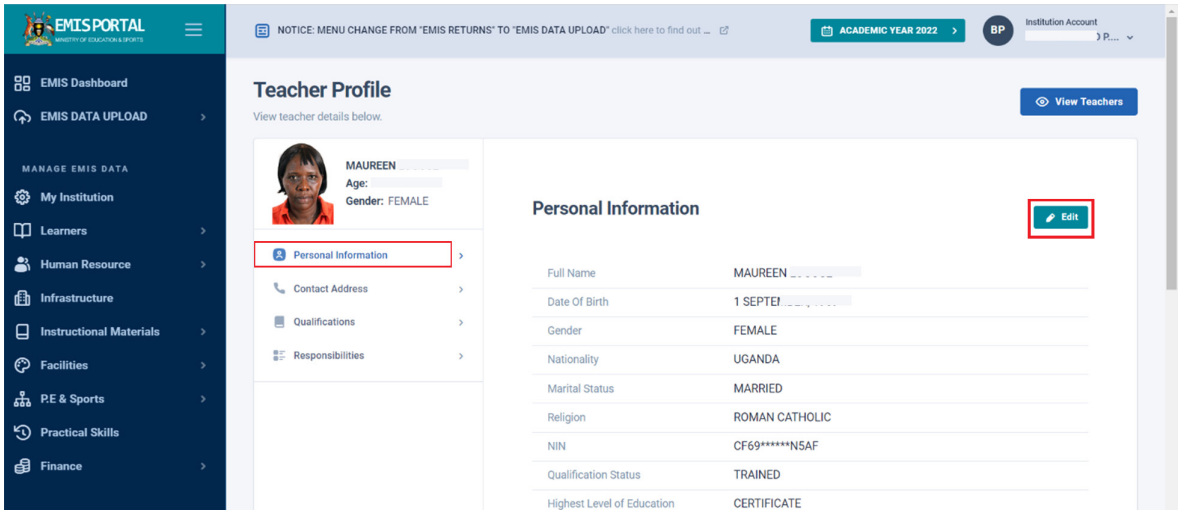


Figure 2.11.4.1 Teacher Profile – Teacher's Personal Information

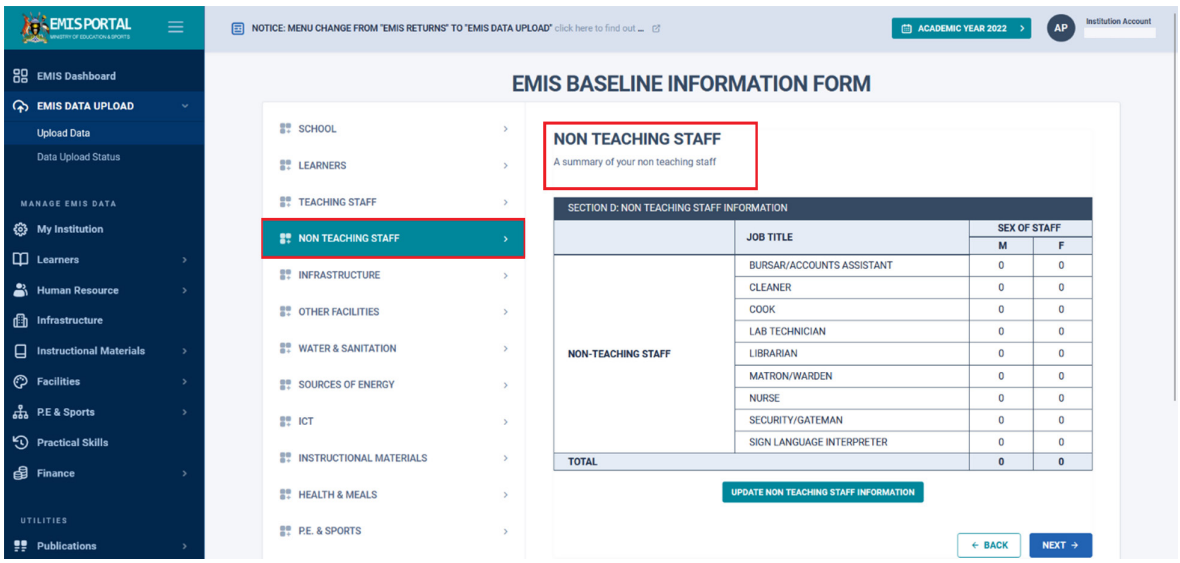


2.11.5 Add Non-Teaching Staff

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

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

Figure 2.11.5 EMIS DATA UPLOAD – Non-Teaching Staff



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

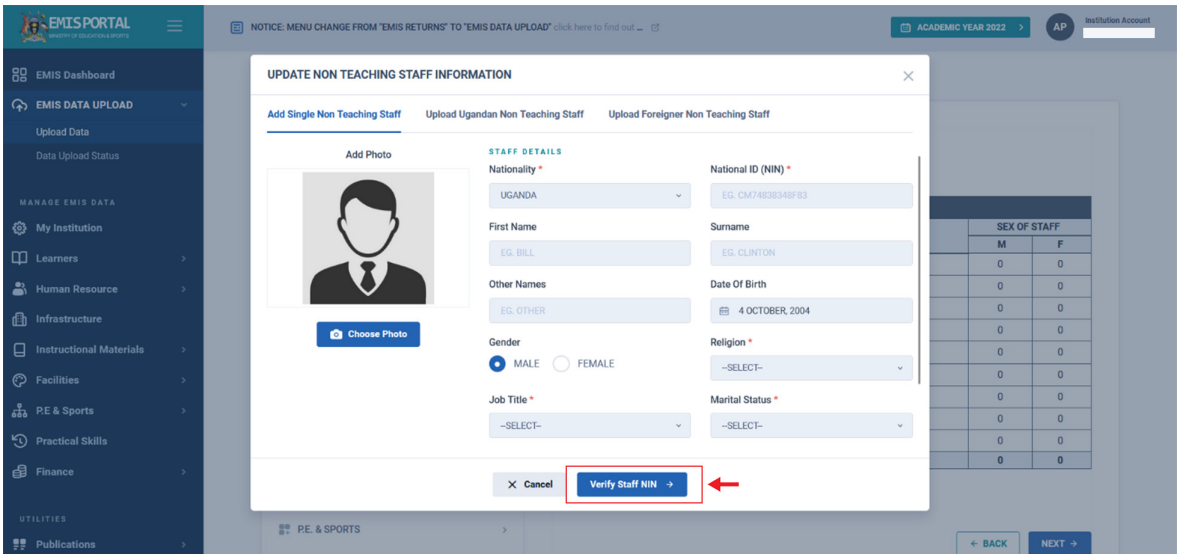
a. To use a web form where a single teacher's details can be entered by selecting the **"Add Single Non-Teaching Staff"** tab.
b. To add details of multiple or batch number of Ugandan Non-teaching staff at once using an Excel file import method by selecting the **"Upload Ugandan Non-Teaching Staff"**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

2.11.6 Add Non-Teaching Staff Using Web Form

Add a **"Ugandan Non-teaching staff"** using the 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 will be auto filled from the NIRA database after verification of the Teacher NIN.
c. Select the **"Religion"** of the non-teaching staff from the drop down.
d. Select the **"Job Title"** of the non-teaching staff from the drop down.
e. Select the **"Martial Status"** of the non-teaching staff from the drop down.
f. Select the **"Employment Status"** of the non-teaching staff from the drop down.
g. Select the **"Highest Education Level"** of the non-teaching staff from the drop down.
h. After filling 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



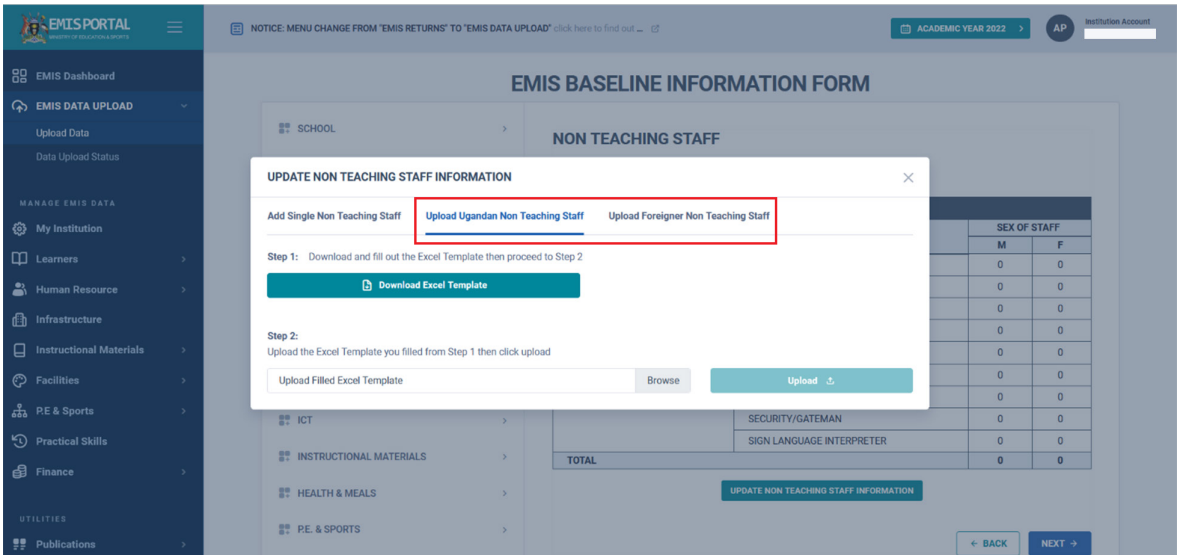
NOTE: Foreign non-teaching teachers require the user to enter a **"Work Permit"** number i.e., EP1234567 as an identifier that is acquired from immigration at Ministry of internal affairs.

2.11.7 Add Non-Teaching Staff Using Excel Workbook Upload

To upload Non-Teaching Staff with excel, follow the steps below:

a. Select the **"Upload Ugandan Non-Teaching Staff"** or **"Upload Foreign Non-Teaching Staff"** from the Update Non-Teaching Staff information screen.
b. Click the **"Download Excel Template"** to add batch number of Ugandan or Foreign Non-Teaching staff.
c. Once all non-teaching staff information has been captured in the Excel, click the **"Browse"** button and select the excel file to upload from the user's file directory.
d. Then click the **"Upload"** button to import Non-Teaching Staff from the Excel workbook.

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



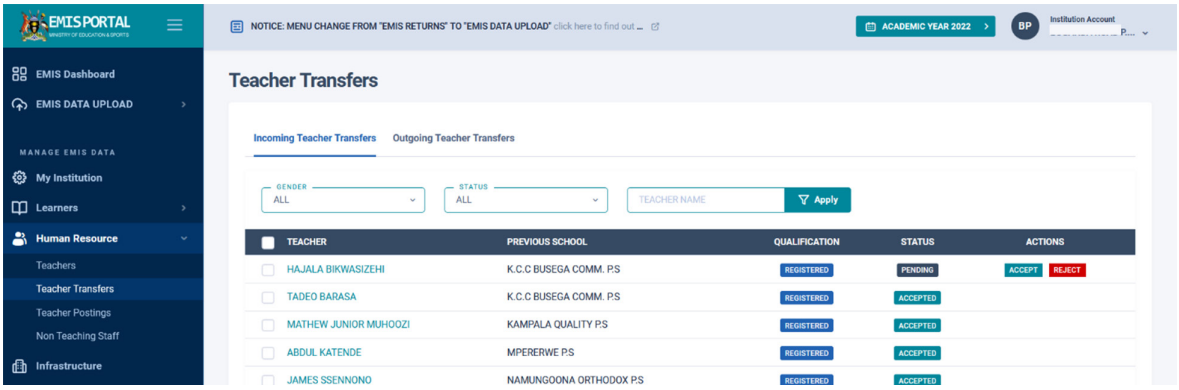
NOTE: If successful, the system validates the details in the Excel and provides a preview of the uploaded information before final submission into the system. The user reviews the information and clicks the **"Submit for Verification by NIRA"** button to submit.

2.11.8 Teacher transfers

The institution receives teachers that have been transferred from another school/institution by the District Human Resource or District Education Officer.

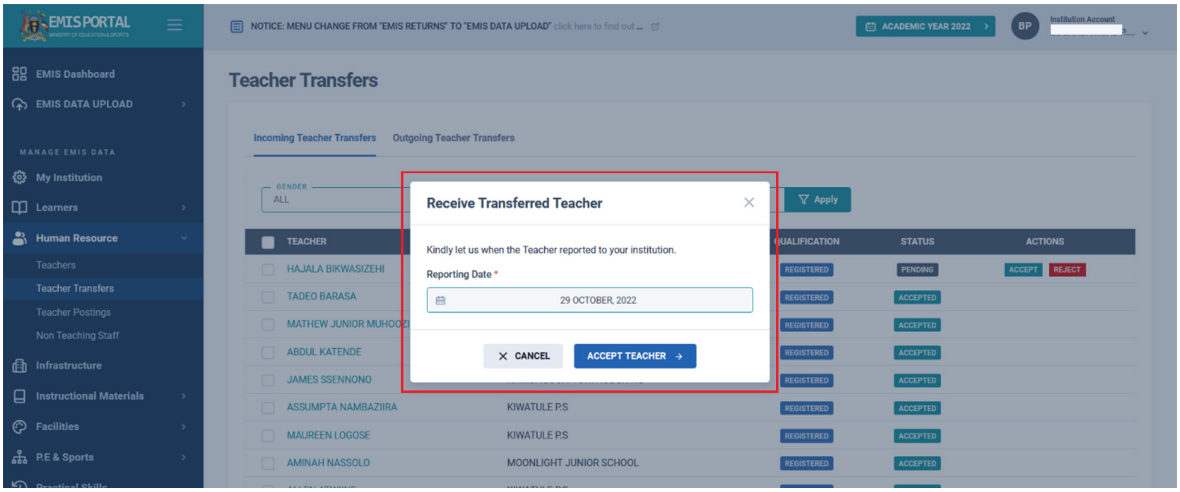
To accept or reject transferred teachers, log into the EMIS portal as described earlier, and then click **"Teachers Transfers"** tab under Human Resource on the dashboard menu as shown below:

Figure 2.11.8.0 Human Resource Module – Transfer teachers



Click **"Accept"** or **"Reject"** to either accept or reject a teacher who has been transferred to your institution. In the case the user accepts the teacher, select the **"Date of Reporting"** of this teacher. If the user decides to reject, choose a category option from a drop down with categories and enter or input a reason for rejection of that teacher who has been transferred to your institution.

Figure 2.11.8.1 Accept teacher transfer – Enter Reporting date

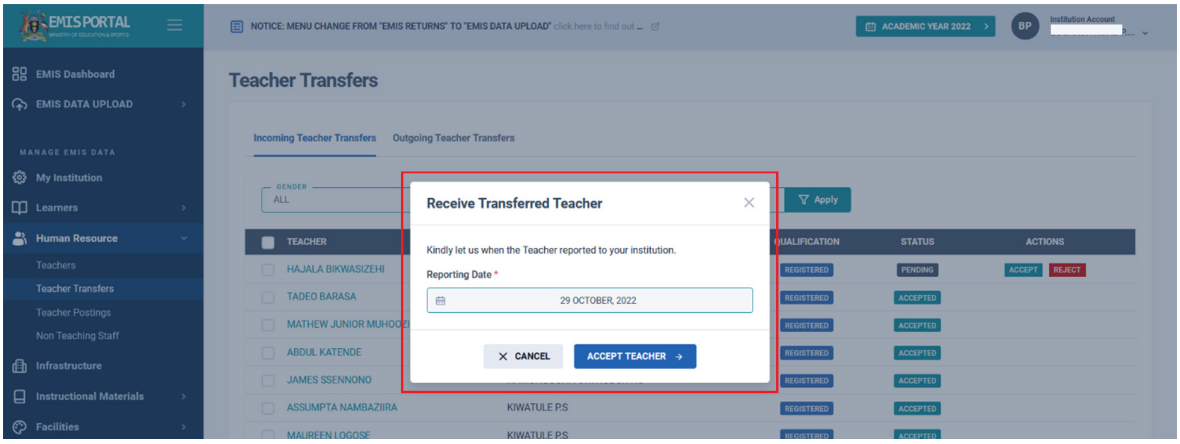


2.11.9 Teacher Postings

The institution receives teachers that have been posted to the institution by the District Human Resource or District Education Officer.

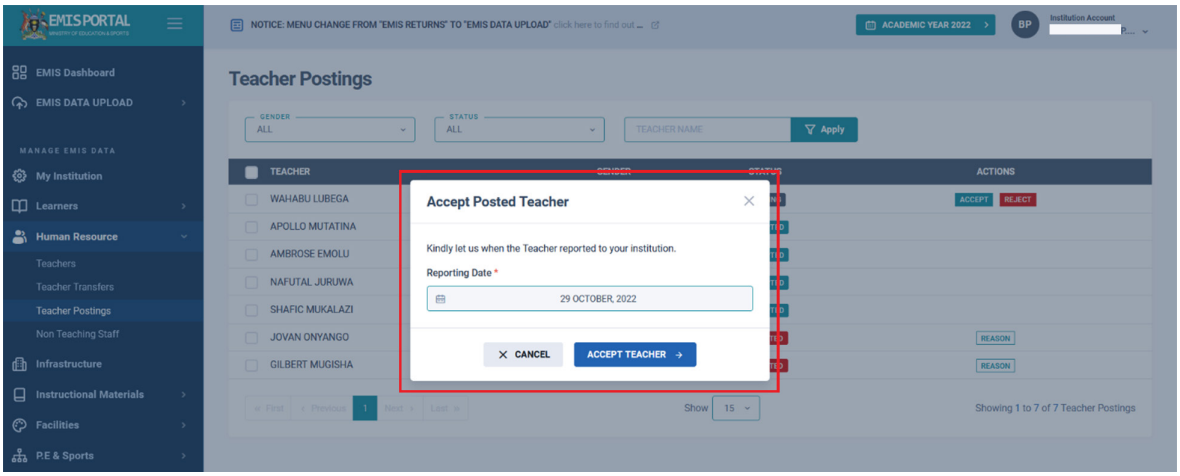
To accept or reject posted teachers, log into the EMIS portal as described earlier, and then click **"Teachers Postings"** tab under Human Resource on the dashboard menu as shown below:

Figure 2.11.9.0 Human Resource Module – Transfer postings



Click **"Accept"** or **"Reject"** to either accept or reject a teacher who has been posted to your institution. In the case the user accepts the teacher, select the **"Date of Reporting"** of this teacher. If the user decides to reject, choose a category option from a drop down with categories and enter or input a reason for rejection of that teacher who has been posted to your institution.

Figure 2.11.9.1 Accept teacher posted– Enter Reporting date



2.12 Infrastructure Management

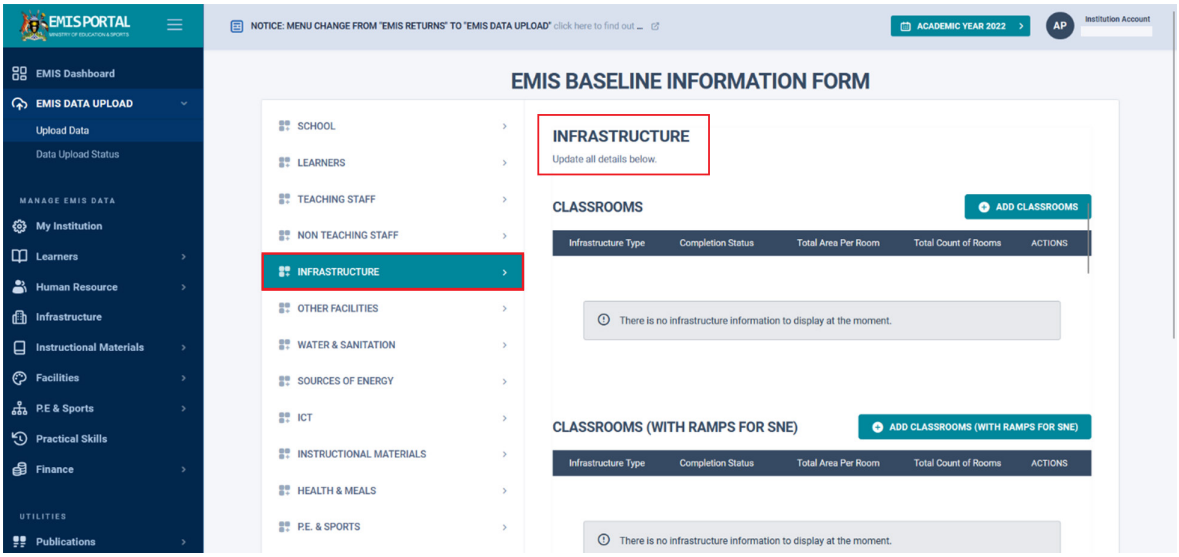
Record and manage information on the different types of infrastructure including their status. The user updates the infrastructure information as follows:

Once logged in the EMIS portal:

a. Go to the menu on your Dashboard.
b. Select the "EMIS DATA UPLOAD"

c. Click “**Upload Data**”
d. Click the “**Update**” button in the actions column.
e. Select the “**Infrastructure**” tab from the EMIS Baseline Information Form menu.
f. Click the “**+Add**” button in the right-hand corner of every infrastructure for example “**+Add Classrooms**”. Infrastructure to update includes classrooms, classrooms (with ramps for SNE), kitchen, latrine stances, waterborne toilets, library/bookstores, administration block/office, staff rooms, resting rooms, sick bays/medical centres, storerooms, washing/changing rooms, urinals, multipurpose hall/main hall, counseling/guidance rooms, incinerators, teacher houses and computer labs.

Figure 2.12.0 EMIS Baseline Information Form – Infrastructure



View and update “**Classrooms, Classrooms (with ramps for SNE), Kitchen, Latrine stances, Waterborne toilets, Library/bookstores, Administration block/office, Staff rooms, resting rooms, Sick bays/medical centres, Storerooms, Washing/changing rooms, Urinals, Multipur-pose Hall/ main hall, Counselling/guidance rooms, Incinerators, Teacher houses and Computer labs**” registered in the institution.

Figure 2.12.0.1 Infrastructure Management – Add Classroom Facilities

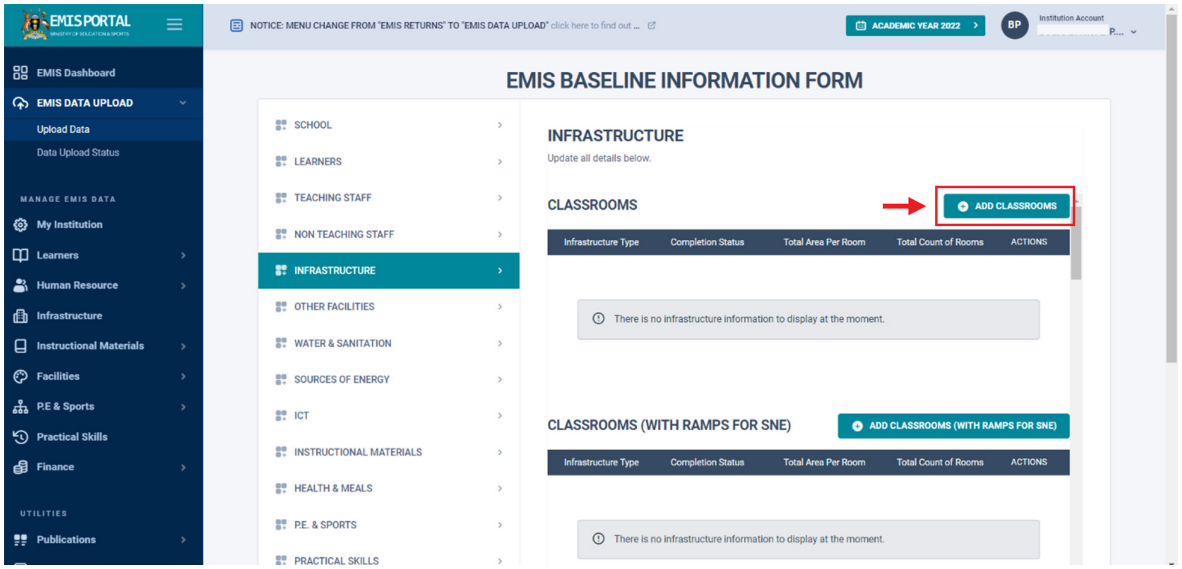
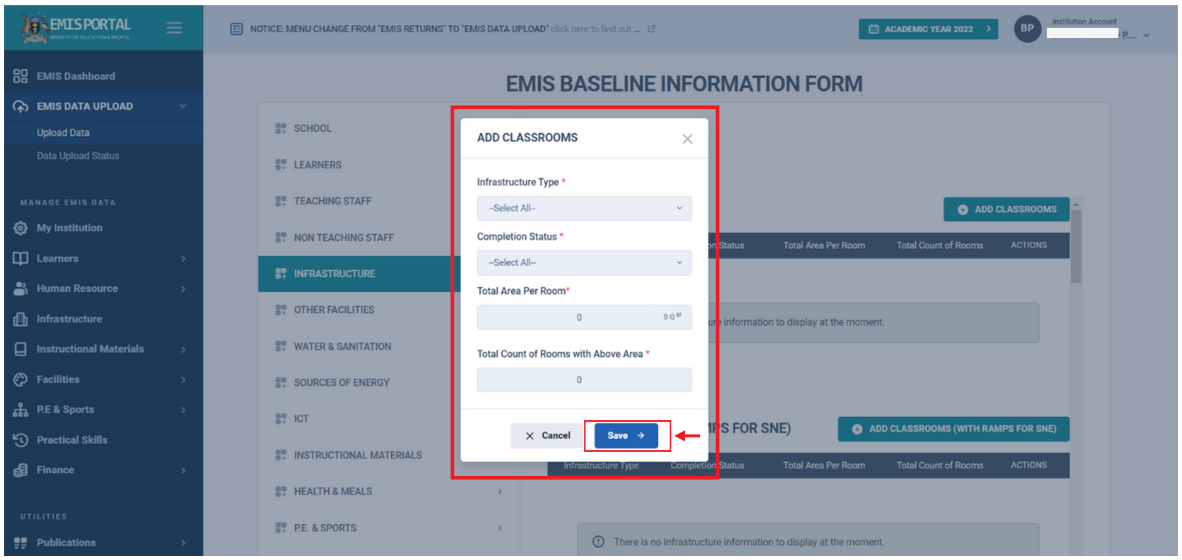


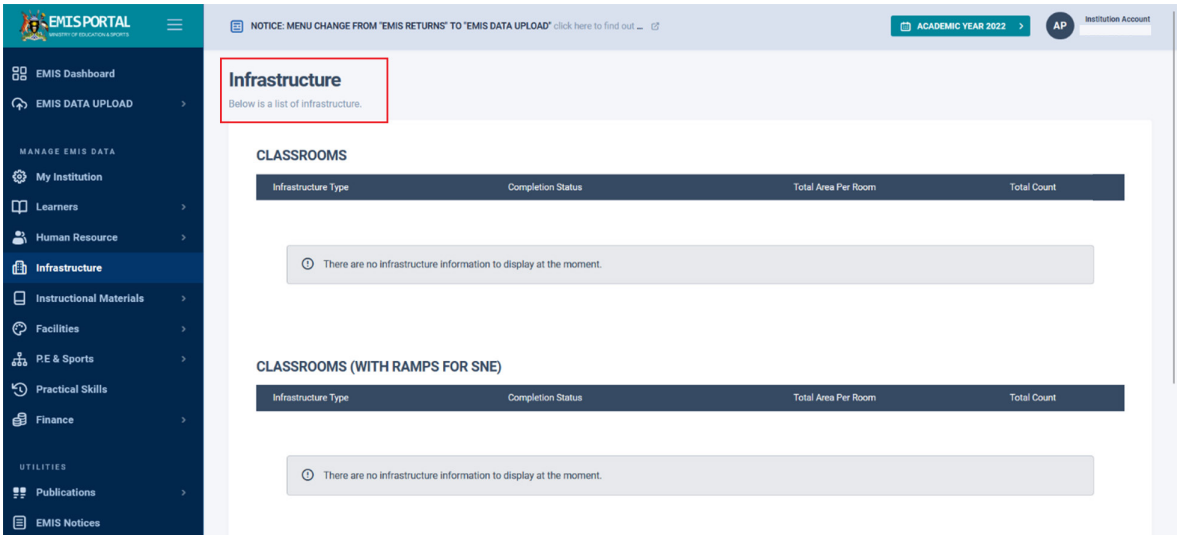
Figure 2.12.0.2 Infrastructure Management – Update Classroom Facilities



2.12.1 View Infrastructure from EMIS Dashboard

To view infrastructure added by the institution, select the **"Infrastructure"** tab on the dashboard. This will display all infrastructure that the institution has added.

Figure 2.12.1 EMIS Dashboard Menu – Infrastructure Module - View Screen



2.13 Facilities Management

Record and manage information on the different facilities including their status by following the steps below:

Once logged in the EMIS portal:

a. Go to the menu on the Dashboard.
b. Select "**EMIS DATA UPLOAD**"
c. Click "**Upload Data**" and click the **"Update"** button in the actions column.
d. Select "**Other Facilities, Water & Sanitation, Sources of Energy and ICT**" from the EMIS Baseline Information Form menu.
e. Click the "**Update**" button on any of the facilities to update the information.

Figure 2.13.0 EMIS Baseline Information Form – Other Facilities

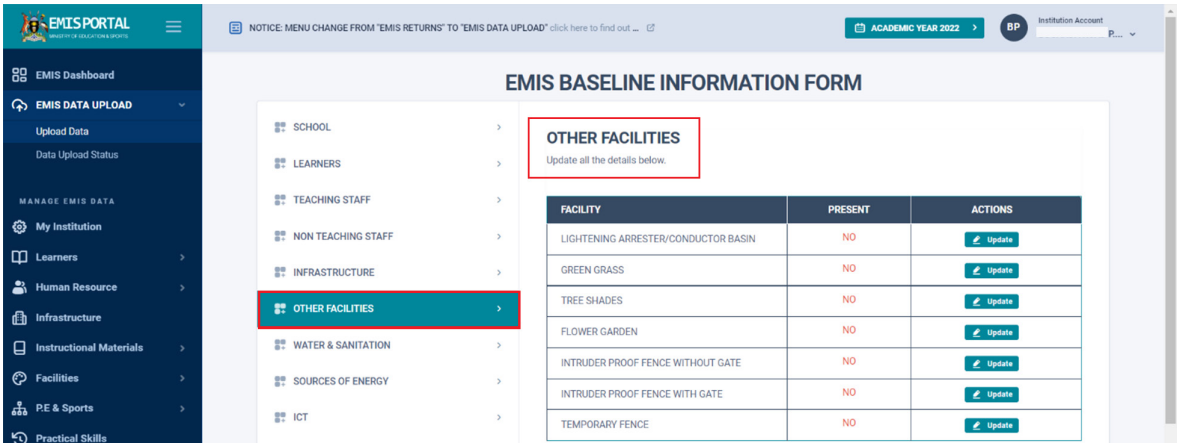


Figure 12.13.0.1 EMIS Baseline Information Form – Water & Sanitation

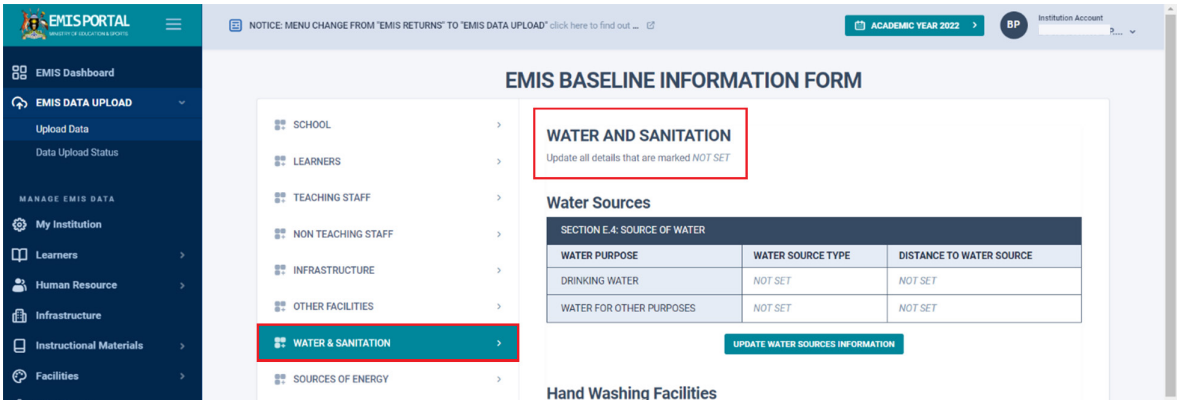


Figure 12.13.0.2 EMIS Baseline Information Form – Sources of Energy

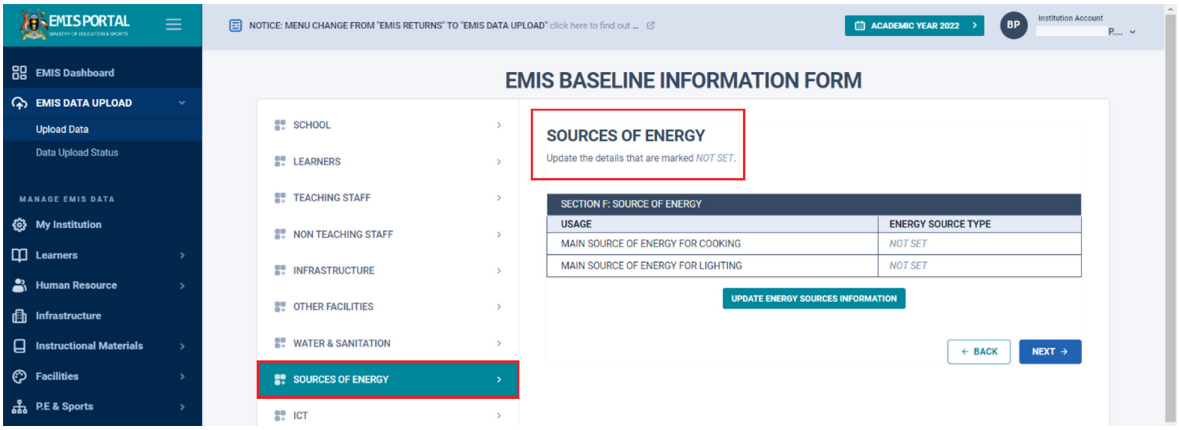
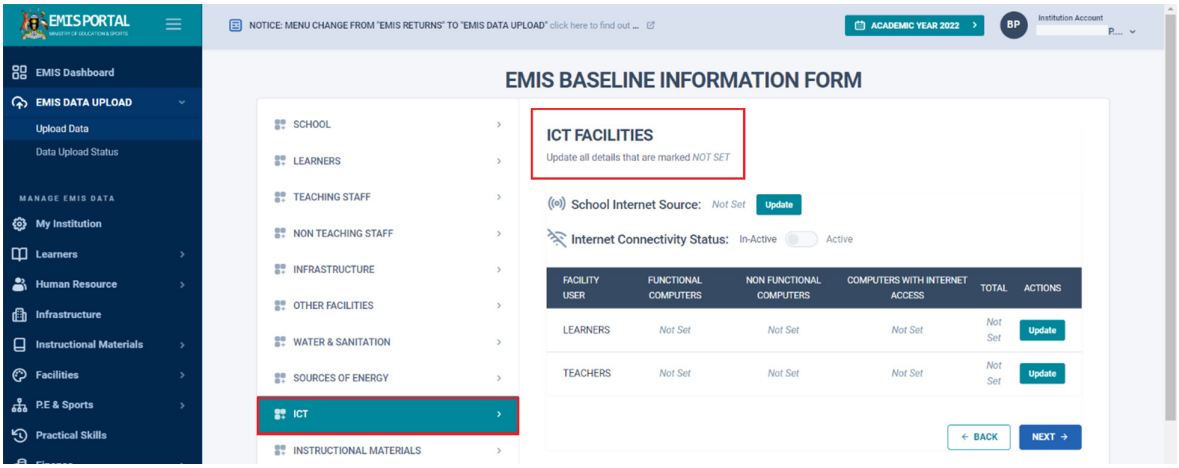


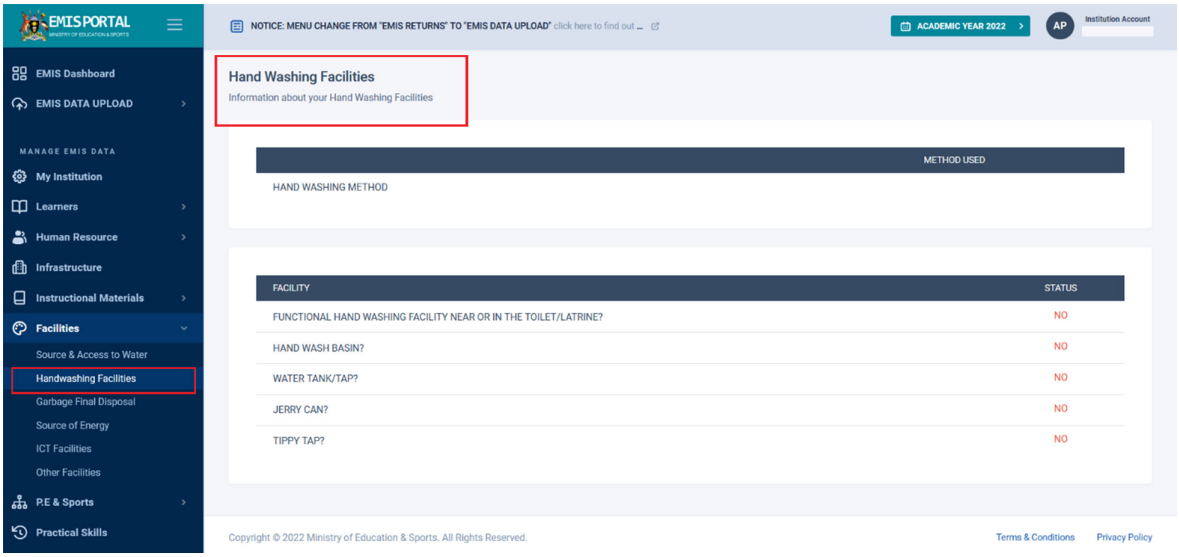
Figure 12.13.0.3 EMIS Baseline Information Form – ICT



2.13.1 View Facilities from EMIS D ashboard

To view facilities added by the institution, select the **"Facilities"** tab on the dashboard. This will display all the updated information regarding the different facilities that are present within the institution.

Figure 2.13.1 EMIS Dashboard Menu – Facilities Module – Hand washing Facilities view



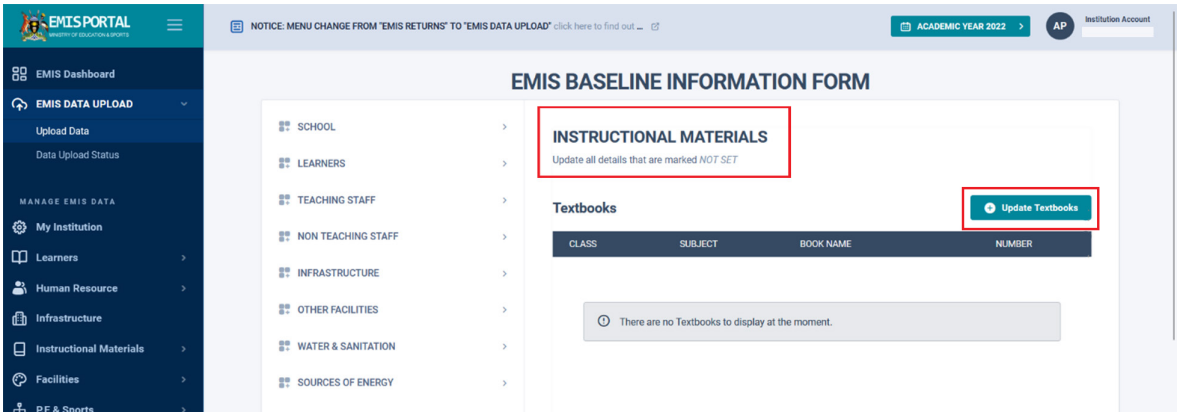
2.14 Instructional Materials

Record and manage information on the different instructional materials including their status by following the steps below:

Once logged in the EMIS portal:

a. Go to the menu on the Dashboard.
b. Select the “**EMIS DATA UPLOAD**” tab
c. Click “**Upload Data**” and click the “**Update**” button in the actions column.
d. Select the “**Instructional Materials**” module from the EMIS Baseline Information Form menu.
e. Click the **"Update"** button to update “**Textbooks, Reference Books, SNE Kits, Wall Charts & Work Cards**”

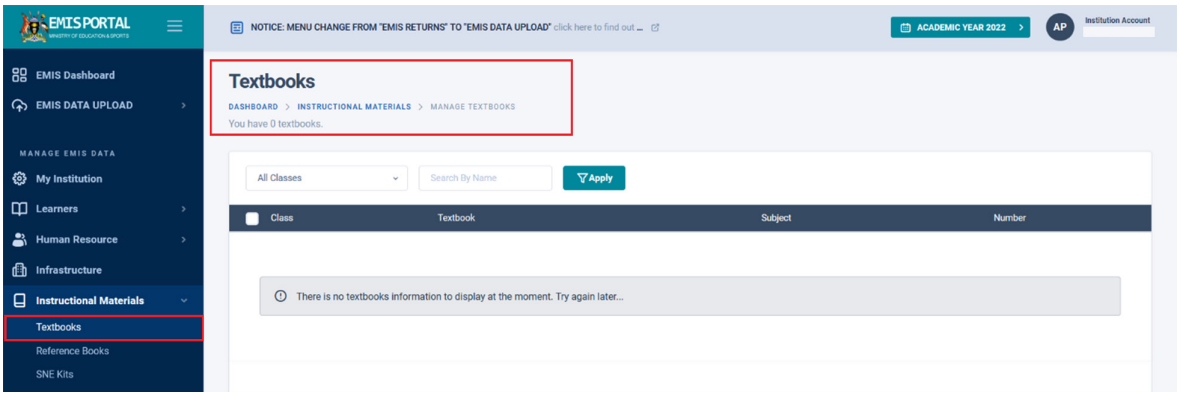
Figure 2.14 EMIS Baseline Information Form – Instructional Materials



2.14.1 View Instructional Materials from EMIS Dashboard

To view facilities added by the institution, select the **"Instructional Materials"** tab on the dashboard. This will display all the updated information regarding the different instructional materials that are present within the institution.

Figure.56. EMIS Dashboard Menu – Instructional Materials Module – Textbooks view



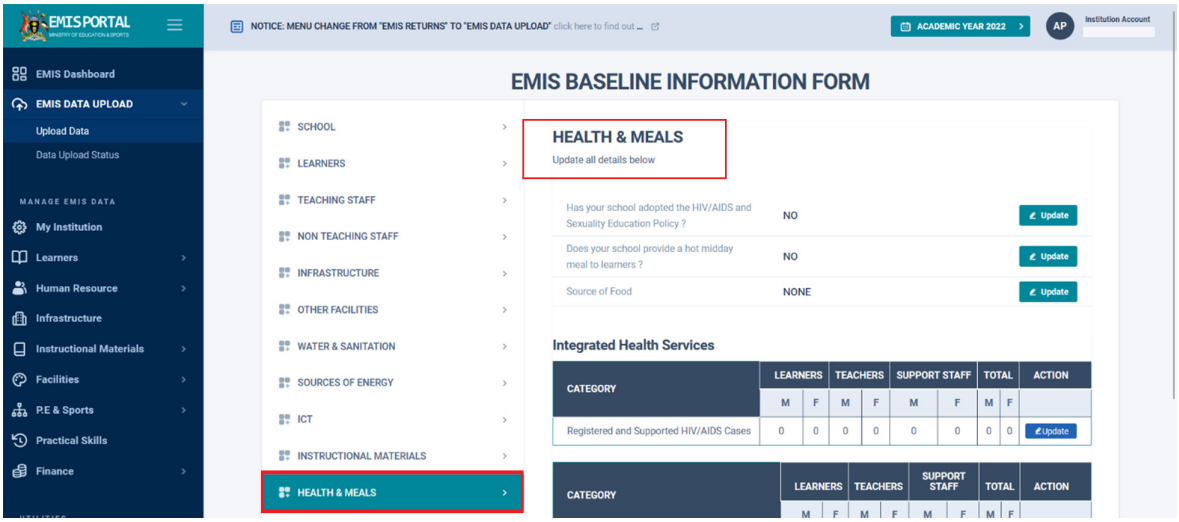
2.15 Health & Meals

Record and manage information on the different health and meals including their status by following the steps below:

Once logged in the EMIS portal:

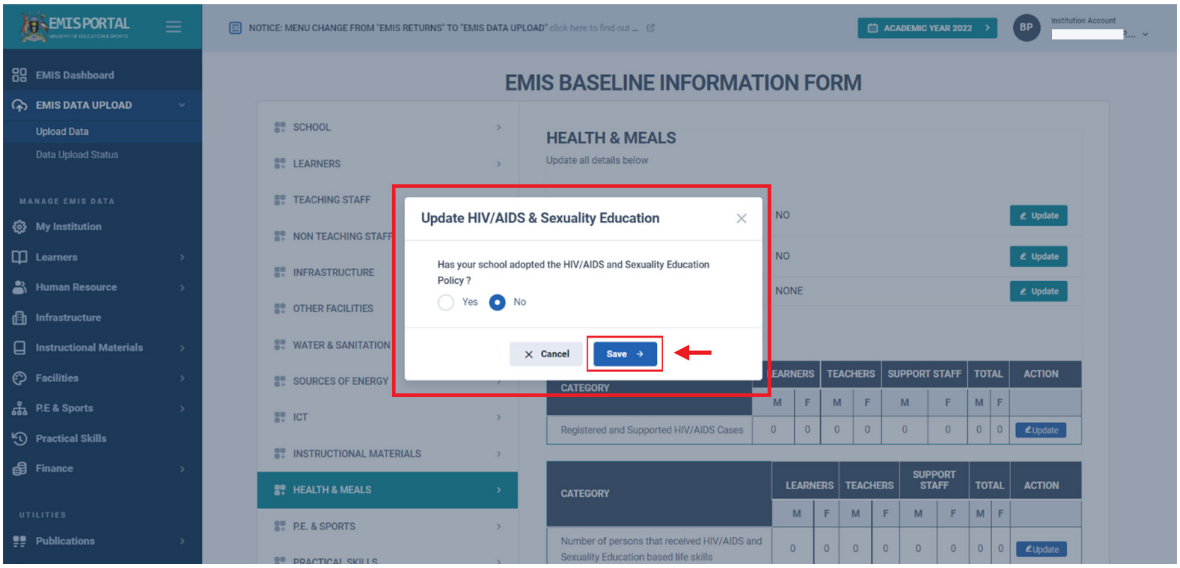
a. Go to the menu on the Dashboard.
b. Select the "**EMIS DATA UPLOAD**" tab
c. Click "**Upload Data**" and click the "**Update**" button in the actions column
d. Select the "**Health & Meals**" tab from the EMIS Baseline Information Form menu.
e. Click the **"Update"** button to update any Health & Meals information.

Figure 2.15.0 EMIS Baseline Information Form – Health & Meals



View and update **"HIV/AIDS and Sexuality Education Policy, Hot Midday Meal and Source of Food"** registered in the institution by clicking the **"Update"** button and then clicking the **"Save"** button after selecting and entering information.

Figure 2.15.1 Health & Meals – Update HIV/AIDS and Sexuality Education Policy



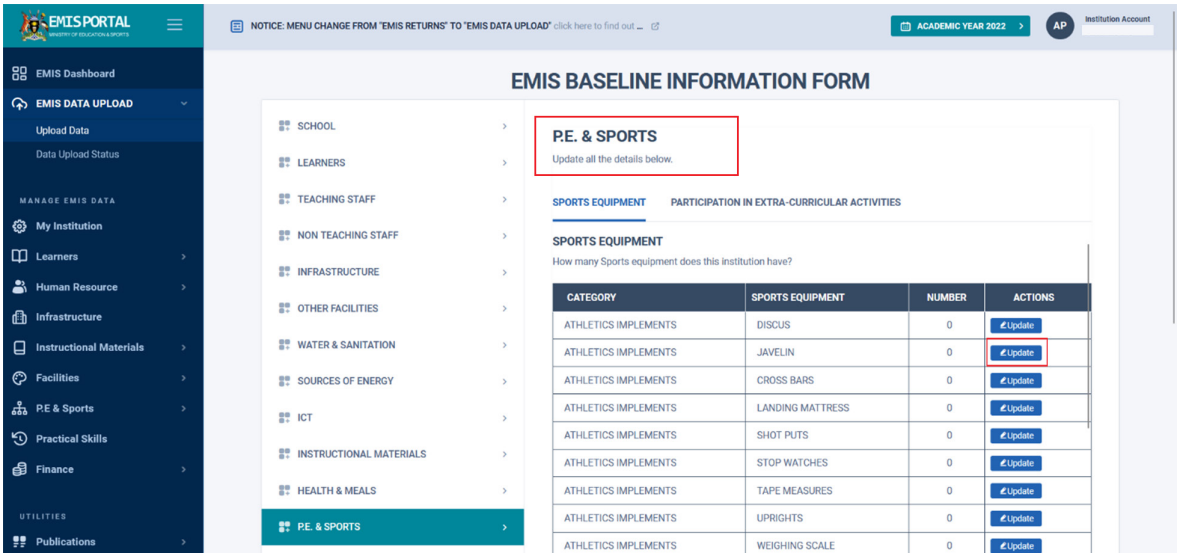
2.16 P.E & Sports

Record and manage information on the different P.E & Sports including their status by following the steps below:

Once logged in the EMIS portal:

a. Go to the menu on the Dashboard.
b. Select the “**EMIS DATA UPLOAD**” tab
c. Click “**Upload Data**” and click the “**Update**” button in the actions column.
d. Select the “**P.E & Sports**” tab from the EMIS Baseline Information Form menu.
e. Click **"Update"** to update **“Sports Equipment and Sports Facilities"** information

Figure 2.16.0 EMIS Baseline Information Form – P.E & Sports



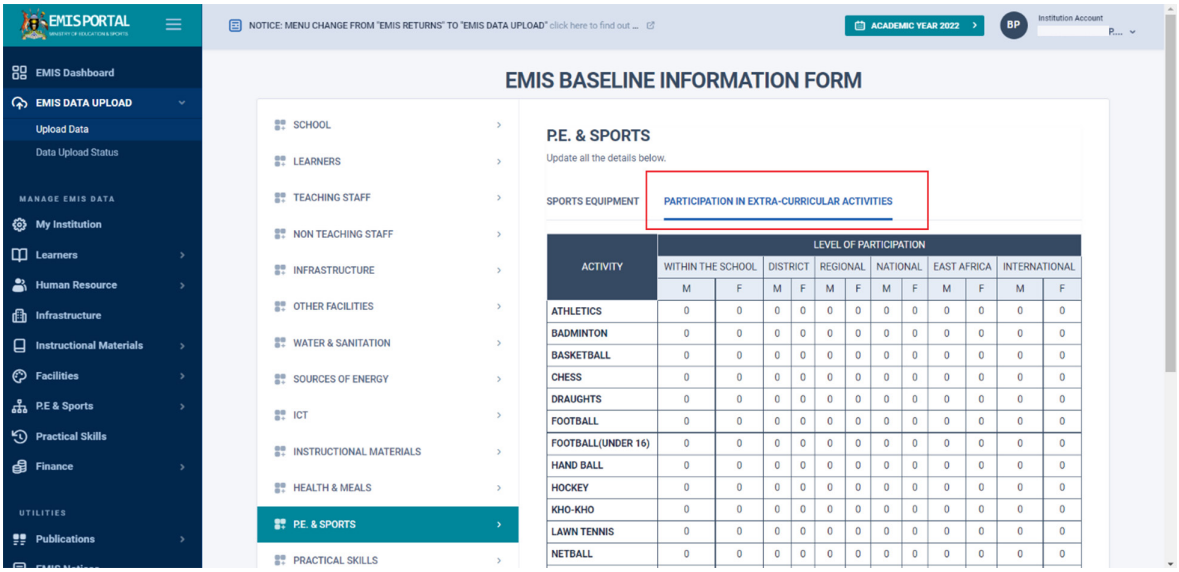
2.16.1 Manage Learner’s Extra Curricular Activities

Manage and update extra-curricular activities carried out by the learners by following the steps below:

a. Go to the left menu on your Dashboard.
b. Select the “**EMIS DATA UPLOAD**” tab.
c. Click “**Upload Data**”
d. Click the “**Update**” button to update the EMIS Baseline Information Form
e. Select the “**P.E & Sports**” tab.
f. Click the “**Participation in Extra -Curricular Activities**” tab.
g. Click the “**Update Learner’s Participation Information**” button.
h. Then click the “**Download Excel**” button to download the excel template that is used to update the extra-curricular activities.
i. After updating the excel, click “**Browse**” to search for the excel template you have filled.
j. Click the “**Upload**” button to upload the file.

NOTE: To update information regarding extra curricular sports activities, the institution should have learners added first.

Figure 2.16.1 P.E & Sports – Participation in Extra-Curricular Sports Activities



2.16.2 View P.E & S ports from EMIS Dashboard

To view P.E & Sports added by the institution, select the **"P.E & Sports"** tab on the dashboard. This will display all the updated information regarding the different P.E & Sports that are present within the institution.

Figure 2.16.2 P.E & Sports Module – Participation in Extra Curricular Sports Activities view

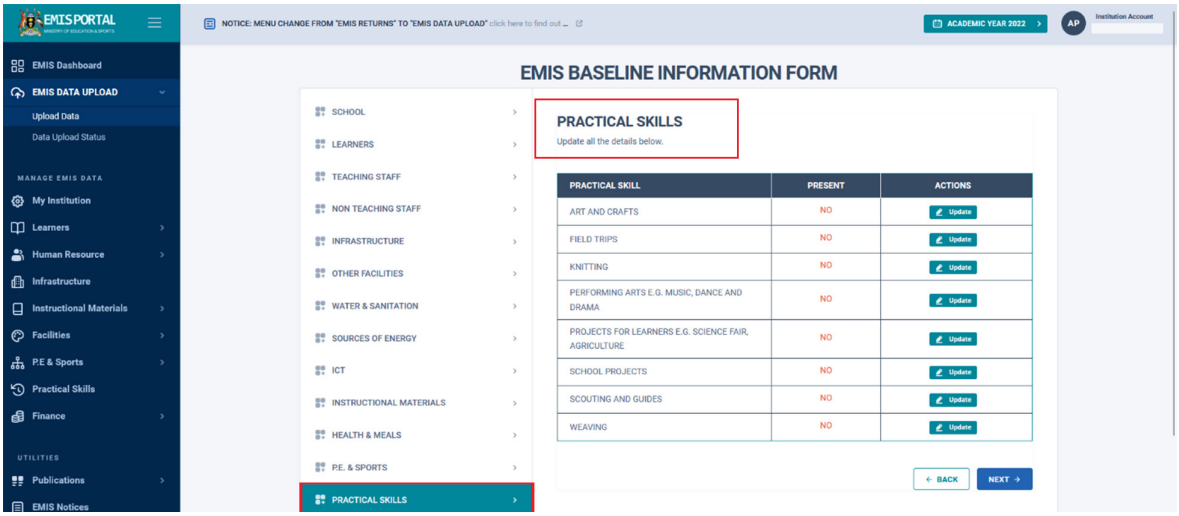
2.17 Extra-curricular Activities

Record and manage information on the different Extra curricular activities including their status by following the steps below:

Once logged in the EMIS portal:

a. Go to the menu on the Dashboard.
b. Select the “**EMIS DATA UPLOAD**” tab.
c. Click “**Upload Data**”
d. Click the “**Update**” button in the action’s column.
e. Select the “**Practical Skills**” module from the EMIS Baseline Information Form menu.
f. Click the **"Update"** button to update Extra curricular activities information.

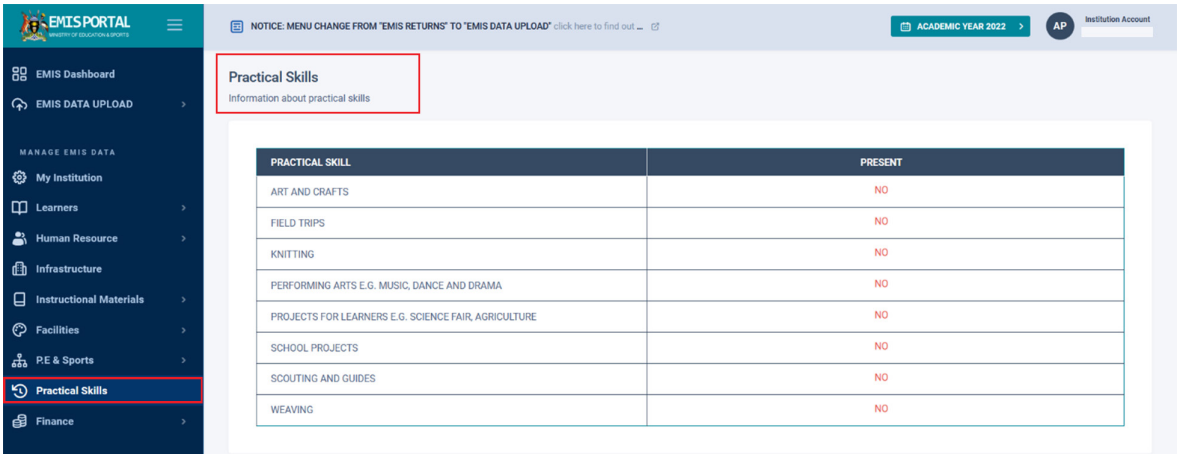
Figure 2.17.0 EMIS Baseline Information Form – Extra-curricular activities



2.17.1 View Extra-curricular Activities

To view Extra-curricular activities added by the institution, select the **"Extra-curricular activities"** tab on the dashboard. This will display all the updated information regarding the different Extra-curricular activities that are present within the institution.

Figure 2.17.1 EMIS Dashboard Menu – View Practical Skills



2.18 Finance

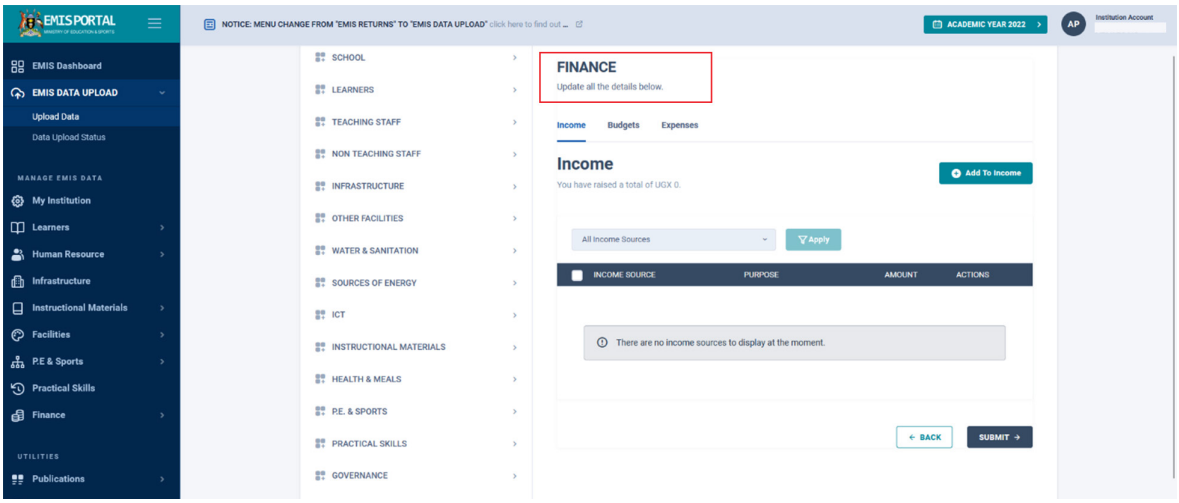
View and update the institution's revenue or income, cost centers or expense, budgets, and view finance summary reports.

2.18.1 Update Finance Records

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

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

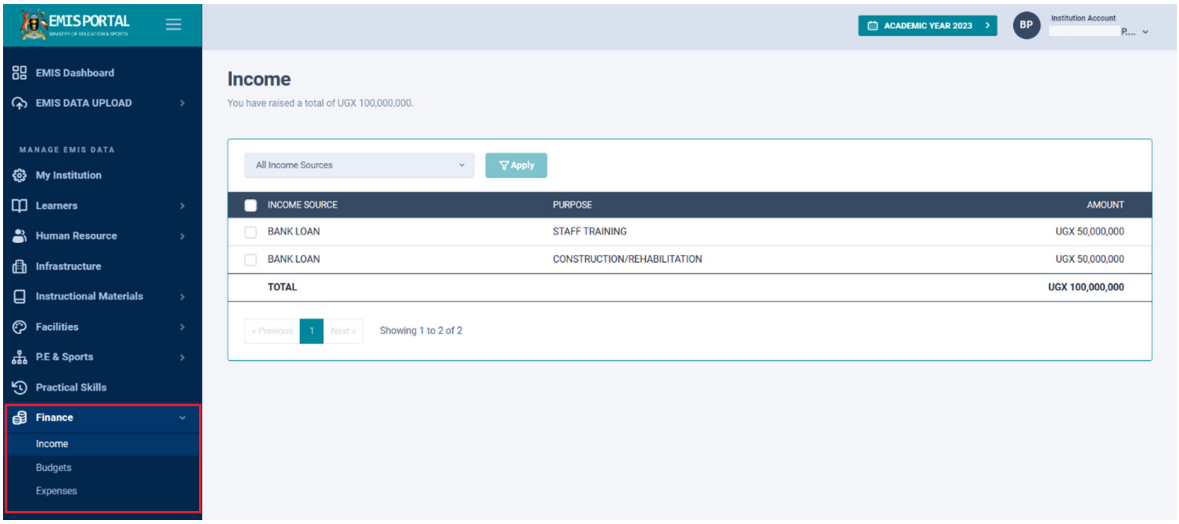
Figure 2.18.1 EMIS DATA UPLOAD – Finance Module



2.18.2 View finance reports information

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

Figure 2.18.2 Finance Module: Incomes



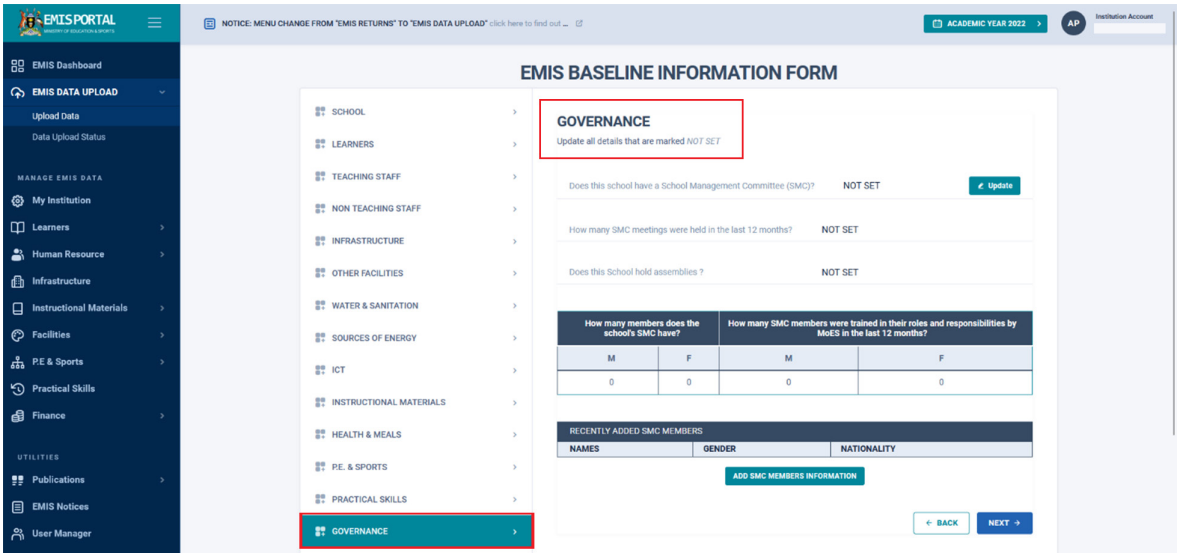
2.19 Governance

Record and manage information on the different Governance including their status by following the steps below:

Once logged in the EMIS portal:

a. Go to the menu on the dashboard.
b. Select the "**EMIS DATA UPLOAD**" tab.
c. Click "**Upload Data**" and click the "**Update**" button in the action's column.
d. Select the "**Governance**" tab from the EMIS Baseline Information Form menu.
e. Click the **"Update"** button to update any Governance information.

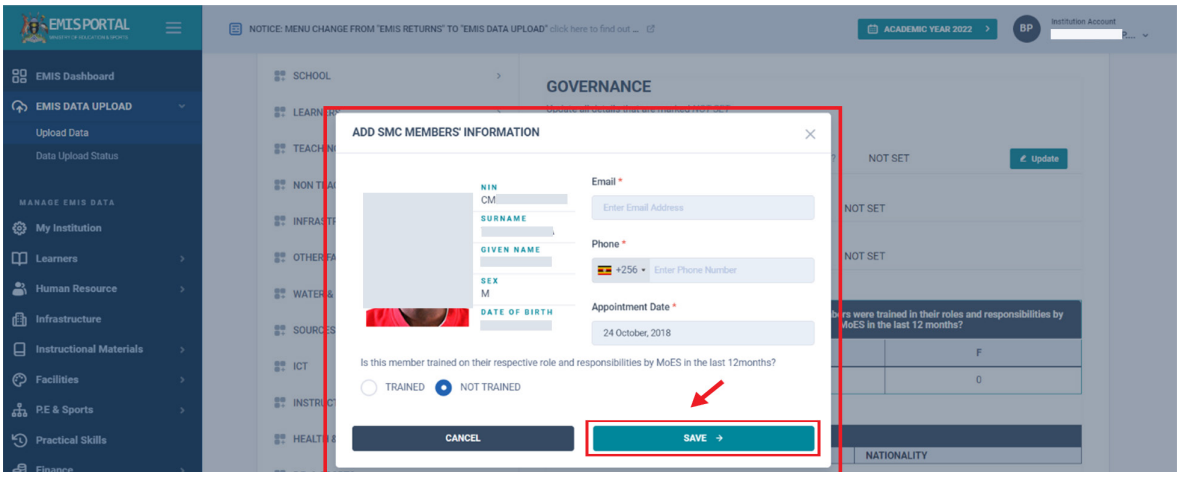
Figure 2.19.0 EMIS Baseline Information Form – Governance



View and update **"School Governance members"** registered in the institution by following the steps below:

a. Click the "**Add SMC member Information**" button.
b. Enter the "**NIN – National Identification Number**" details of SMC member.
c. Verify and confirm the "**NIN**" details that are displayed from the system.
d. Enter the "**Email address**" of the SMC member. This is optional.
e. Enter the "**Phone number**" of the SMC member.
f. Set the "**Appointment Date**" when the SMC member was appointed.
g. Select either "**Yes**" or "**No**" if the SMC member has been trained in their respective roles and responsibilities by MoES in the last 12 months.
h. Click the "**Save**" button to save the SMC member.

Figure 2.19.1 EMIS Baseline Information Form – Governance – Add SMC Member details



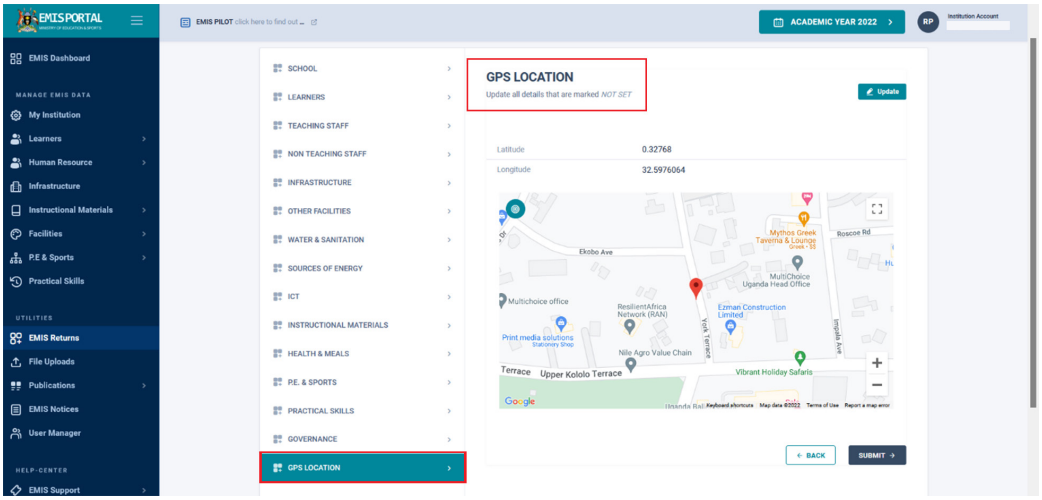
2.20 GPS Location

Record and manage information on the GPS coordinates of the institution by following the steps below:

Once logged in the EMIS portal:

a. Go to the left menu on your dashboard.
b. Select the “**EMIS DATA UPLOAD**” module from the EMIS menu.
c. Click “**Upload Data**” and click the “**Update**” button in the action’s column.
d. Select the “**GPS Location**” module from the EMIS Baseline Information Form menu.
e. Click the **"Update"** button to update any GPS Location information.

Figure 2.20 EMIS Baseline Informa ion Form – GPS Loca ion



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

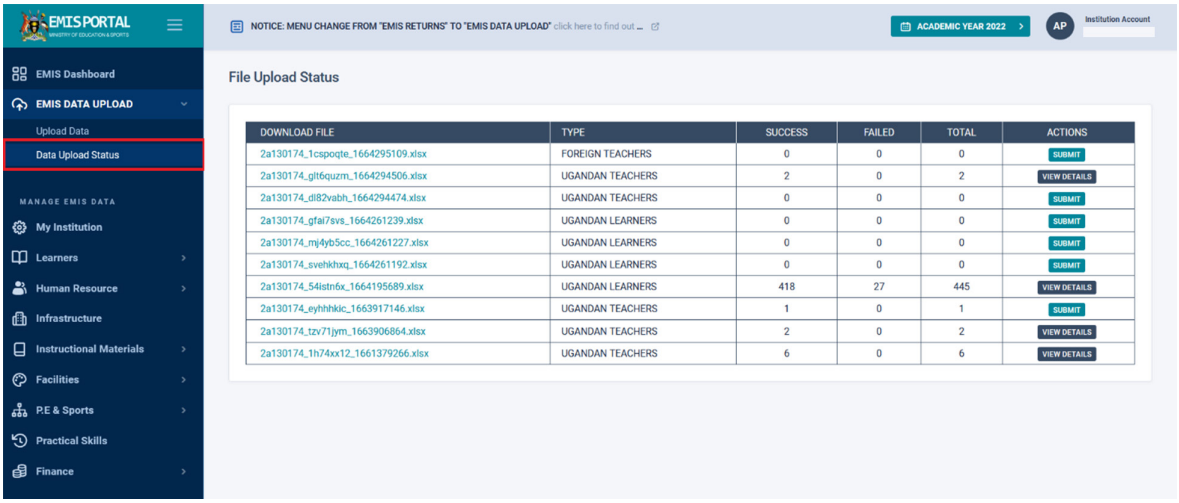
2.21 EMIS DATA UPLOAD Status

View file upload status information on the Excel files uploaded by the institution by following the steps below:

Once logged in the EMIS portal:

a. Go to the menu on the dashboard.
b. Select “**EMIS DATA UPLOAD**” tab
c. Click the “**Data Upload Status**” tab.
d. Click the “**View Details**” button in the actions column.
e. View the total number of successful and failed excel file uploads.

Figure 2.21 EMIS Dashboard menu – Manage File Uploads



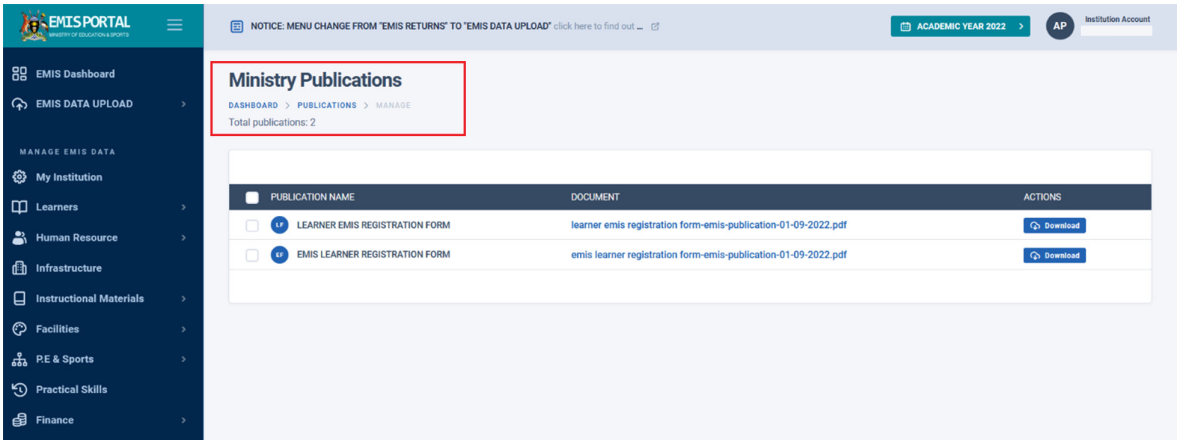
2.22 Publications

View and download Publications issued by Ministry of Education and Sports by following the steps below:

Once logged in the EMIS portal:

a. Go to the menu on the Dashboard.
b. Select the "**Publications**" tab under Utilities.
c. Click the "**Download**" button in the action's column to download the publication.

Figure 2.22 EMIS Dashboard menu – Ministry Publications



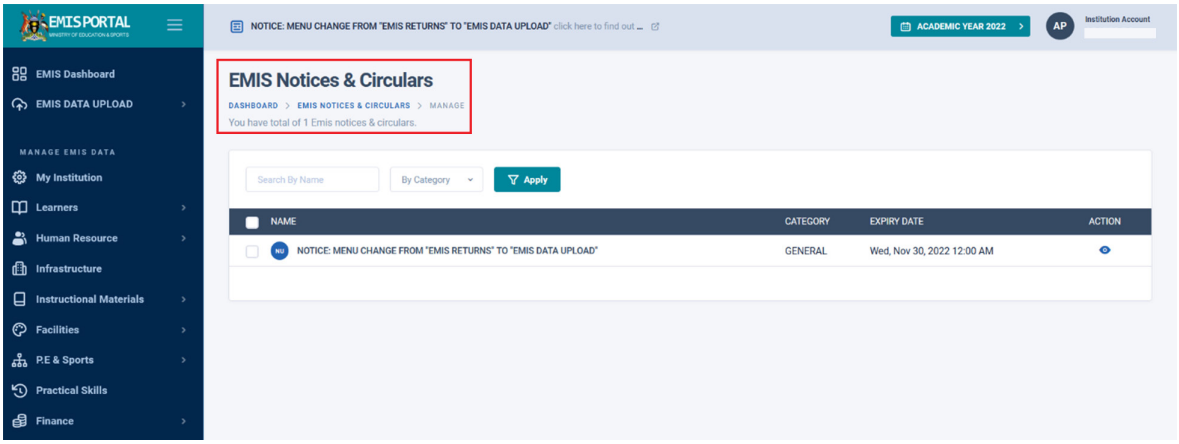
2.23 EMIS Notices & Circulars

View and download EMIS Notices & Circulars issued by Ministry of Education and Sports by following the steps below:

Once logged in EMIS, the user will:

a. Go to the menu on the dashboard.
b. Select the “**EMIS Notices**” tab under Utilities.
c. Click the “**View Details**” icon in the action’s column to view the EMIS Notices & Circulars.
d. Click the **"Download PDF"** button to download the EMIS Notices & Circulars.

Figure 2.23 EMIS Dashboard menu view – EMIS Notices & Circulars



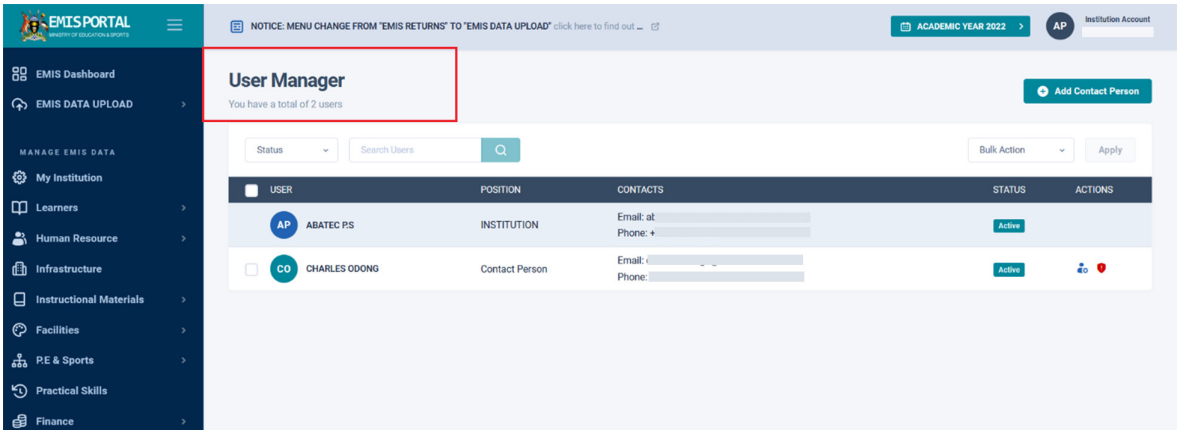
2.24 User Manager

View and add user managers for the institution by following the steps below:

Once logged in the EMIS portal:

a. Go to the menu on the dashboard.
b. Select the “**User Manager**” tab under Utilities.
c. Click the “**Add Contact Person**” button in the actions column to add a new User to the institution.
d. Enter the “**NIN**” of new contact person.
e. Click the “**Verify NIN**” of new contact person.
f. Enter the “**Email**” of new contact person.
g. Enter the “**Phone Contact**” of new contact person.
h. Click the “**Save**” button to add the new user.

Figure 2.24 EMIS Menu page view – User Manager screen



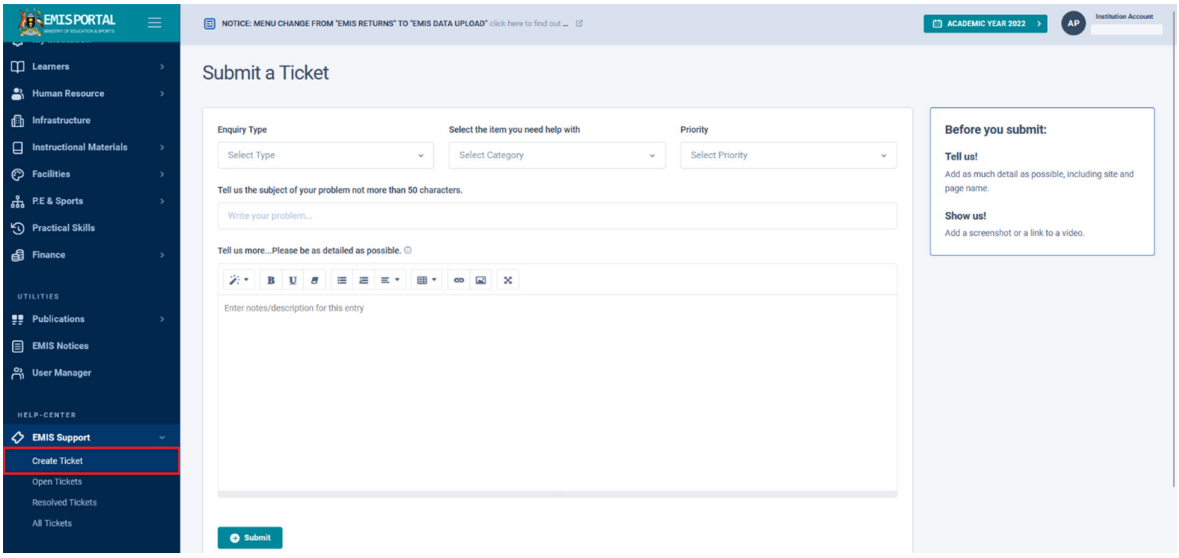
2.25 EMIS Support

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 the EMIS portal:

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

Figure 2.25 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 your CEO/MEO/DEO for further information.

The Republic of Uganda
Ministry of Education and Sports

MINISTRY OF ICT & NATIONAL GUIDANCE

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