FREQUENTLY ASKED QUESTIONS

S/No	Question	Answer
1.	What is NEMIS?	A tool that automates aids in the efficient management in the education System
		It is an online solution
		it is a repository of education data
2	How do I access NEMIS?	• Double click on browser accessible in your device e.g. Internet Explorer, Mozilla Firefox, Opera, Google Chrome, Safari, or any other. • Type http://nemis.education.go.ke/nemis on the address bar and press enter button.
3	How do I connect to NEMIS?	NEMIS can be accessed from any device with Internet connectivity; For Broadband connectivity at least 3G or 2 Megabytes per second (mbps) speed on dedicated links.
4	Who is authorized to access NEMIS?	Any person assigned registered by the system
5.	Who are the users of NEMIS?	Ministry of Education, National Treasury Development partners and other interested party in Education Statistics.
6	How do I get HELP on NEMIS Access, connectivity and Navigation	
7	Who are the developers of NEMIS	The system is a homegrown solution developed by a team of Inter agency drawn from the Government.
8	How do I register an Institution using NEMIS?	Login NEMIS using the following URL http://nemis.education.go.ke/nemis Login using the credentials Go to Institutions Menu, Under the institution Menu fill in information in the Fields provided and submit.
9	How do I reset my password to access NEMIS?	Contact the Ministry of Education using the following address
10	What is a UPI?	It is a unique Personal code given to staff/learner for identification purpose throughout the education system
11	How do I generate learners UPI	A learner UPI will be issued when a learner details are registered into the system

S/No	Question	Answer
12	Who is a learner?	A learner is any Kenyan citizen or foreigner enrolled in the Kenya Education system
13	When should a learner get a UPI?	A learner UPI will be issued when a learner details are registered into the system
14	How is a learner promoted in the system?	Select the current class of the learner, then select learners to be promoted click post button
15	What do I require to assign a UPI to a learner	A valid birth certificate
16	What do I require to register staff (Teaching and Non-teaching staff)?	A valid ID Number/Alien Number
17	What is the difference between the personal Number issued by TSC and the UPI number issued through NEMIS?	A personal number is given by TSC who has graduated from a recognized teacher training college or a recognized university