



REPUBLIC OF KENYA
MINISTRY OF EDUCATION



NEMIS USER GUIDE

EVERY LEARNER COUNTS.....



NEMIS @2017 MINISTRY OF EDUCATION

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Abbreviation and Acronyms

NEMIS	National Education Management Information System
SQL	Structured Query Language
ICT	Information Communication Technology
OS	Operating System
RAM	Random Access Memory
IFMIS	Integrated Financial Management Information System
UPS	Uninterruptible Power Supply

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Foreword

The quest to turn Kenya into a globally competitive and a prosperous nation is hinged on performance of the education sector. Under the Vision 2030 development blue print, the government recognizes that Kenya's main potential is in its people; their creativity, education, and entrepreneurial skills. To harness this potential, the government recognizes that it has to have a sector managed with critical precision to have no one left behind. The education sector therefore has a responsibility of imparting into learners, knowledge, skills and attitudes necessary for catapulting Kenya to the vision it so desires.

In managing the sector, data and information becomes critical in presenting issues of the sector. The issues range from access and participation of learners; quality and equity of education; internal efficiency and many others. From these external efficiencies may be deduced to justify the investments made my education sector unto its population. It is therefore important that the education sector facilitates the production of timely, accurate and reliable data from institutions of learning. Ideally, this is the foundation upon which the sector should stand as it will provide requisite information for the Education Management Information System (EMIS). A functional EMIS will facilitate the adjustment of various inputs with a view to addressing areas of weaknesses or consolidating gains made in the sector. With a working EMIS whose information is widely shared with relevant stakeholders, sector players have an increased chance of working on the same goals and objectives.

The sector has developed a home grown solution, the National Education Management Information System (NEMIS) to provide quality, reliable and timely education statistics to enrich its planning processes. The hallmark features of the system include the issuance of unique identification to schools, learners and all members of staff in our institutions of learning. These features will go a long way in sanitizing the management of resources in the sector and allow all effort to be directed at achieving quality education for sustainable development. Through this system education sector players will get to know the status of education in regard to access, quality, equity, relevance, efficiency as well as institutional development.

The Constitution of Kenya 2010 and enabling laws call for high standards of professional ethics; efficient and prudent use of resources; impartial and equitable delivery of service; transparency and accountability for administrative decisions; and above all access to quality information. These provisions are the pillars upon which NEMIS is built for the education sector. NEMIS is an effort that must be supported by all stakeholders who love to see education mean something.

Dr. Fred O. Matiang'i

Cabinet Secretary for Education

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1. Introduction

1.1 Vision Statement

A globally competitive education, training, research and innovation system for sustainable development.

1.2 Mission Statement

To provide, promote and coordinate quality education, training and research; and enhance integration of Science, Technology and Innovation into national production systems for sustainable development.

1.3 Core values

The operational environment is governed by a desired set of core values, which constitute the desired organizational culture. The core values of the Ministry include:

Integrity – Committed to acting in an honest, accountable and transparent manner in all our undertakings.

Professionalism – Committed to the highest levels of achievement obtainable through competencies and critical skills.

Teamwork - Embrace teamwork and collaboration both within the Ministry and with all partners in the provision of education services.

Excellence - Committed to world class benchmarking of standards

Efficiency- Strive to achieve the highest value of benefit from the deployment of resources, particularly to the learner.

Innovativeness and creativity – Committed to setting and maintaining high standards of education and training through continuous improvement of service delivery.

Upholding cultural diversity – Education seeks to create a cohesive society where all people live together harmoniously regardless of race, tribe, creed, or geographic area of origin.

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2. The NEMIS

2.1 System Overview

The Ministry of Education (MOE) has developed a comprehensive Education Data Management Information System - National Education Management Information System (NEMIS). NEMIS will henceforth be the single source of truth for information for the Kenyan education system (schools, learners and facilities). It is designed to provide quality data that is reliable, relevant, and easily accessible.

Over the years, Kenyan education data has been and is collected by multiple entities within and outside the Ministry of Education, with each agency or state agency developing and maintaining its own unique data set. This approach created fragmented data sets that gave differing information on the Kenyan education system which created a hotbed of resource leakages in the sector.

The Ministry has developed NEMIS which is a critical agent in the ongoing reforms and is a critical pillar for full implementation of education reforms in Kenya on effective monitoring and evaluation; quality assurance; budgeting and allocation of resources; and policy and planning. NEMIS is expected to enhance:

- i) **Governance and Accountability:** NEMIS will enable the Ministry to efficiently and transparently allocate resources to learners with a view to enhancing maximum efficiency and value for the Kenyan tax payer. Disaggregated learner-level data on educational expenditures will help policy makers establish the equity and efficiency in resource allocation for instance book ratios; pupil teacher ratios etc. It will also help purge ghost children and ensure that capitation allocation is used for intended purposes.
- ii) **Unique Personal Identifier:** This is one of the hallmark features of the NEMIS. That every learner in Kenya will have a globally unique 6-character Unique Personal Identifier (UPI) of the form AAA-BBB used in their entire life time. This UPI will be used at every stage of the learner's education.
- iii) **School Code:** Another hallmark feature of NEMIS is the unique school code. Through NEMIS, each institution of learning will be issued a mandatory unique identifier of the form AAAA. Any school that will have no unique code shall be deemed not to be existing.
- iv) **Evidenced Based Decision making and planning:** EMIS data will be utilized for evidence based decision making at all levels of education. Data-driven planning is known to be more effective for an education system as resources are allocated effectively. Likewise, Governments design and implement data-driven policies that are based on facts and reality.
- v) **Monitoring and Evaluation:** Monitoring and Evaluation through an enhanced quality and assurance framework. NEMIS will generate education statistics on institutions, enrolment, human resources and physical facilities to facilitate this role.

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2.2 Specification for Accessing NEMIS

To effectively access the NEMIS, the following specifications have been identified as the minimum requirements.

- i) **Hardware:** 2.4 GHz processor; 1 Gigabyte of Random Access Memory (RAM) for Windows Vista and higher Operating System (OS); 120 Gigabyte available hard disk space.
- ii) **Software:** The system is compatible with all Operating Systems e.g. Windows7, Windows 10, iOS (Apple), Android among others. Internet browsers including internet explorer, Safari, Opera Mini, Mozilla Firefox, Google Chrome, among others can be used in accessing the system. You will need applications such as Microsoft Office, Open office among others available in the market to access outputs of the system.
- iii) **Network Connectivity:** Broadband connectivity at least 3G with 2 Megabytes per second (mbps) speed on dedicated links.
- iv) **Other Devices:** To ensure full interaction with the system and specifically the data capture, users are advised to have a digital camera for capturing the images of learners. Other complimentary and support devices will include a LaserJet printer, laptops, desktop computers, tablets or smartphones, or phablets.

2.3 Target Group

This manual is designed for use by education stakeholders, key among them the following groups:

- a) Ministry of Education
- b) Ministries, Departments, and Agencies
- c) Teachers
- d) ICT professionals
- e) Learners
- f) Parents/Guardians
- g) Development Partners
- h) Kenya Primary School Heads Association
- i) Kenya Secondary School Heads Association
- j) National Secondary School Association
- k) Kenya Private School Association

2.4 User Manual Reference

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The system development and its output is guided by Vision 2030, the Basic Education Act 2013, Sessional Paper governing education and training, Medium Term Plan 2013-2017 and the National Education Sector Plan 2013-2017.

2.5 Authorization Use Permission

This software is copyrighted by Government of Kenya, The National Treasury on behalf of the Ministry of Education. The following terms apply to all files associated with the software unless explicitly disclaimed in individual files.

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2.6 Points of Contacts

The system will have two critical points of contact where issues or challenges about NEMIS can be lodged.

Coordination: The system is domicile in the Ministry of Education headquarters under the following contact.

Ministry of Education
P.O Box 30040-00100
Nairobi, Kenya
Jogoo House B, Harambee Avenue
Tel: +254-020-3318581
Email: cs@education.go.ke

Helpdesk: For any quick support, the system's technical team will be available through the following contact:

Tel: +254-020-3318581, Toll-free.....mobile tel. +254700000000
Email: nemissupport@education.go.ke, nemis@education.go.ke.

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3. NEMIS Modules

The NEMIS comprises four key modules, each of them having sub modules within them. The functions and details of the modules are as captured below.

- a) **Institutions Module:** This module captures registration and physical aspects of an institution. It achieves this through its six sub modules as presented below.
 - i) **Institutions Registration:** The purpose of this sub module is to register institution with the Ministry; this will be used by both Existing schools and news schools.
 - ii) **School infrastructure:** It captures equipment and fixed assets in terms of quantity and acquisition date
 - iii) **School Utility:** Captures the utility name and brief description on the utility type.
 - iv) **Co- Curricula:** Captures the co-curricular activities that takes place in institutions, year and the highest level achieved.
 - v) **Teaching and learning material:** Captures specific quantity of learning materials both the course books and the supplementary books
 - vi) **Emergency reporting:** Enables the school administration to capture any disaster that affects institution.
- b) **Learners Module:** This module captures every detail necessary from learners beginning from their registration; their performance and progression in the education system; and their transition from one level to another. The learner module has five sub modules as follows:
 - i) **Unique Personal Identifier:** This module enables the learner to input birth certificate, ID number or Alien number whereupon the system will auto generate a UPI.
 - ii) **Learner Registration:** Captures contact details of the learner
 - iii) **Student mobility:** Captures details of the learner, mobility type, discharging institution and the new institution.
 - iv) **Performance Progression:** Captures performance details of each learner after completion of specific level e.g. Primary, Secondary etc.
 - v) **Learner Talent:** Captures details on learner's talents.
- c) **Staff Module:** This module captures every detail necessary from members of staff (teaching and non-teaching) beginning from their appointment and mobility within the education sector. The module has five sub modules as follows:
 - i) **Teachers and Non-teaching staff registration Module:** This interface captures teachers and non-teaching staff personal details in an institution.
 - ii) **Teacher Mobility:** This interface captures transfers of teachers from one institution to the other. It also displays the transfer history of a teacher.
 - iii) **Teaching areas:** This Interface captures subjects/units a teacher is teaching in an institution.
 - iv) **Study Areas:** This interface captures areas a teacher is trained on.
 - v) **Teachers' responsibilities:** This interface captures responsibilities assigned to a teacher within an institution.

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- d) **Finance Module:** The finance module helps track income and expenditure in all institutions through its five sub modules.
 - i) **Fees:** This interface captures the fee amount of an institution with all the approved fee items.
 - ii) **Capitation:** This interface is for setting up the capitation to be disbursed to public Primary and Secondary school in a given term within a calendar year.
 - iii) **Income Returns:** This interface captures all amount received by the Institution within a given in a year.
 - iv) **Development Fund:** It interface captures projects funded in an institution within a given financial year.
 - v) **Expenditure Returns:** This interface captures the actual amount spent, milestones achieved and the percentage completed in a project.
- e) **Password:** This interface enables the user to change password.
- f) **Reports Module:** The reports interface allows the user to generate routine and adhoc reports specific to their mandate. This interface will allow export of data for advanced analysis based on prescribed formats (Excel).

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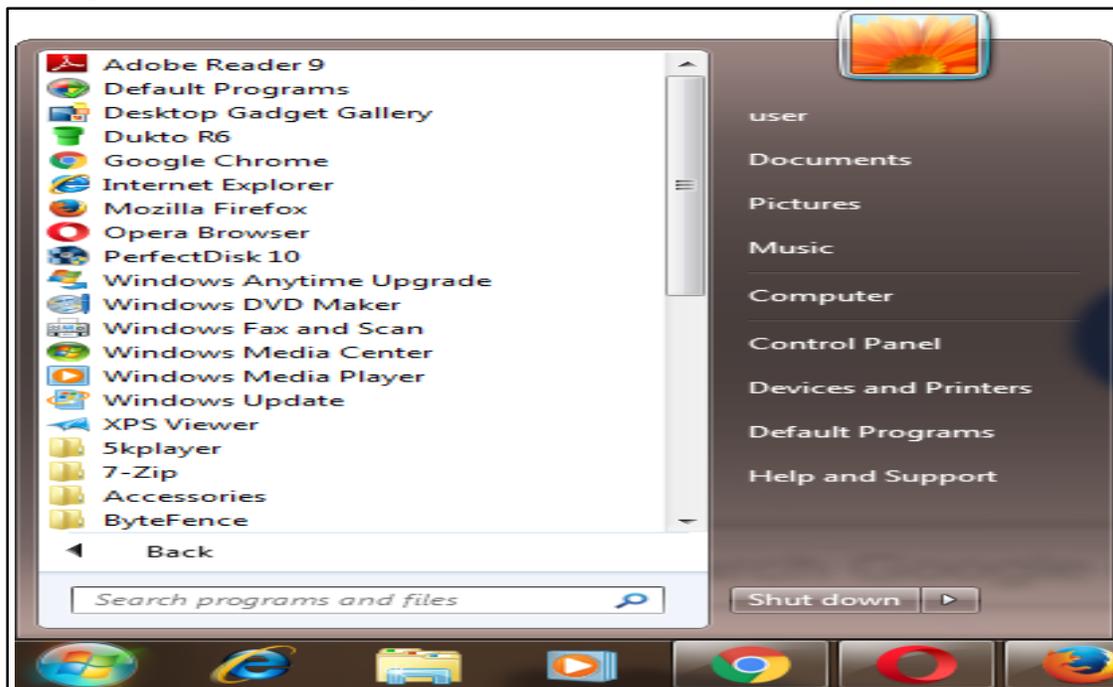
4. Navigating through NEMIS

4.1 Getting Started



Security alert! For security purposes, the system will automatically log you out when not in use meaning the session will have expired.

Step 1: Double click on browser accessible in your device e.g. Internet Explorer, Mozilla Firefox, Opera, Google Chrome, Safari, or any other.



Step 2: Type <http://nemis.education.go.ke> on the address bar and press enter button.



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Step 3: The actions of step 2 will introduce you to the window below.



You must be assigned a user name and password by the System Administrator (Ministry of Education).

Step 4: Type your Username and Password to log on to the system.

Step 5: Click login.

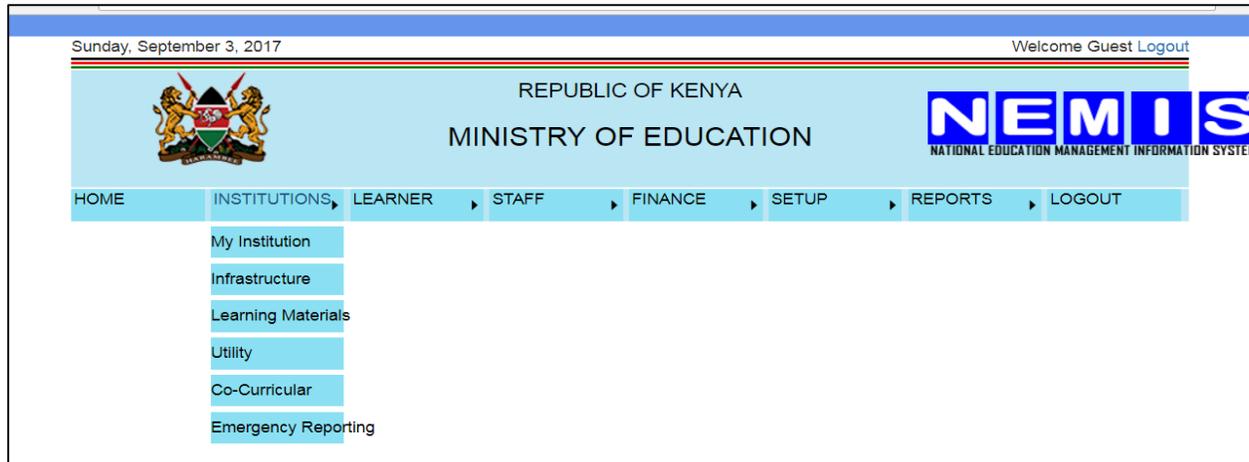
Step 5: The page below will appear upon successful login.

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4.2 Navigating the Menus of NEMIS

4.2.1 Institution Module

Step 1: To access the Institution module place your cursor on the [INSTITUTIONS](#) as shown in the window below appears.



Step 2: To register your Institution click on [My Institution](#). This action will display the window below.



Please note that every institution has a unique code that identifies the institution uniquely.

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Step 3: This window will prompt for key information on Institution Bio Data.

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NEMIS
NATIONAL EDUCATION MANAGEMENT INFORMATION SYSTEM

HOME INSTITUTIONS LEARNER STAFF FINANCE SETUP REPORTS LOGOUT

Institution Registration [Go back](#)

Institution Bio Data **Step 1** Ownership Details **Step 2** Institution Contacts **Step 3** Institution Documents **Step 4**

Institution Documents

Upload Ownership Document No file chosen

Upload Institution Certificate No file chosen

Upload Incorporation document No file chosen

Institution RegDocument	Incorporation document	Incorporation document
View	View	View

[Complete Submission](#) [View Map](#)



The Longitude and the Latitude information will be captured from a smart device e.g. smartphone, tablets.

Step 2: Key in the Ownership details of the school.

Step 3: Key in the Institution contacts

Step 4: Attach ownership documents

Step 5: Click the complete submission button

[Complete Submission](#)

Step 6: Click View Map to see the Global Positioning of the Institution.

[View Map](#)

HOW TO CAPTURE INFRASTRUCTURE DETAILS

Step 1: Key in the Institution Assets and Equipment

Step 2: Upon completion click the Save data Button

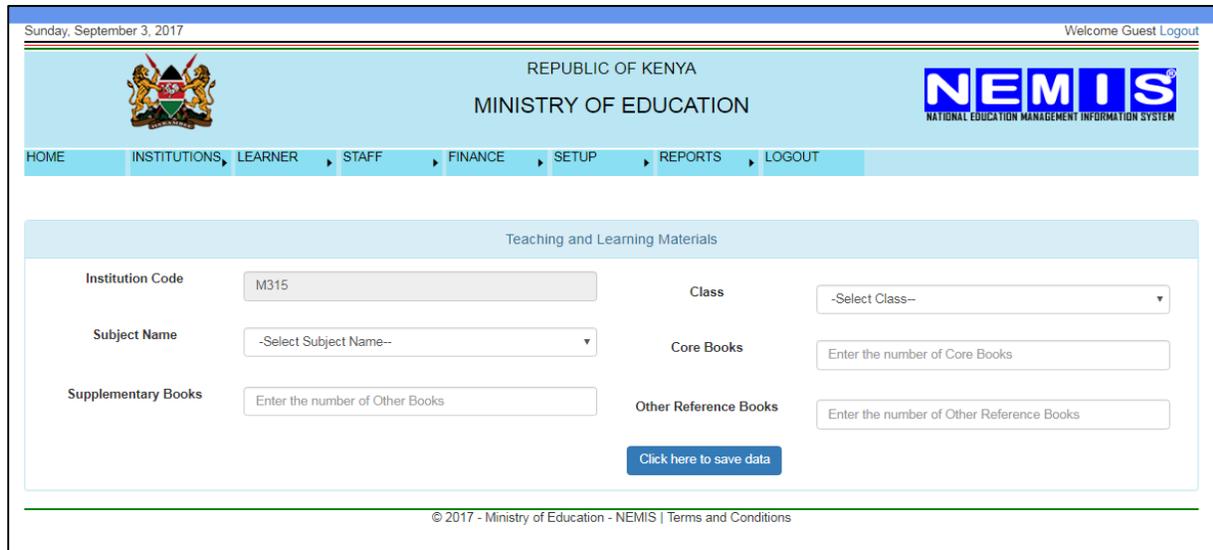
[Click here to save data](#)

HOW TO CAPTURE TEACHING AND LEARNING MATERIALS

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Step 1: Key in the details of teaching and learning materials in the fields provided

Step 2: Upon completion click  button.



The screenshot shows the NEMIS web interface for the Ministry of Education, Republic of Kenya. The page title is "Teaching and Learning Materials". The form contains the following fields:

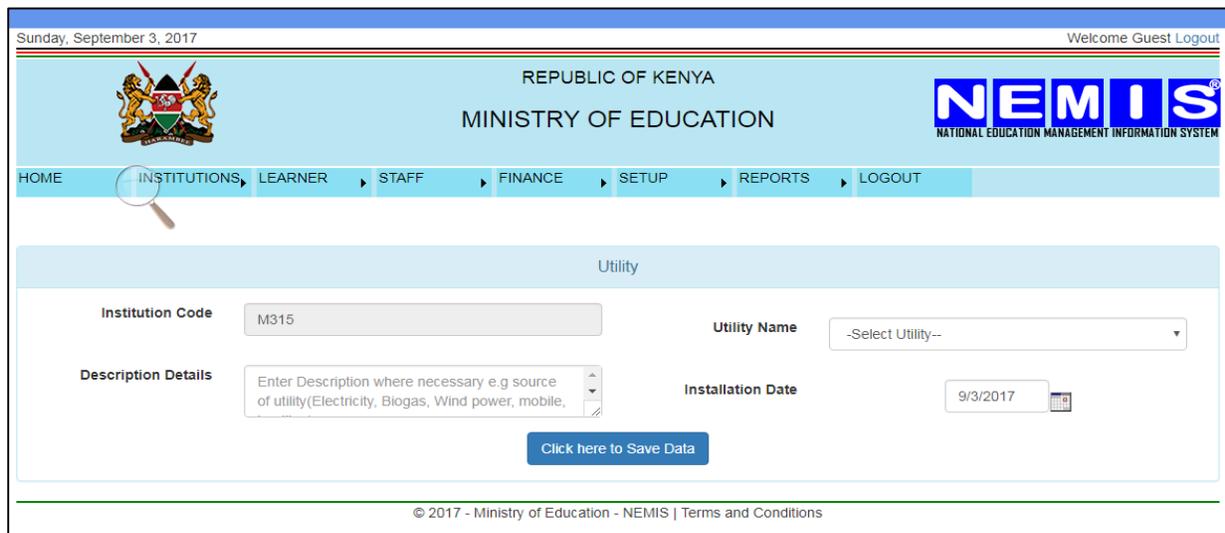
- Institution Code:** Text input field with "M315" entered.
- Class:** Dropdown menu with "-Select Class--" selected.
- Subject Name:** Dropdown menu with "-Select Subject Name--" selected.
- Core Books:** Text input field with the placeholder "Enter the number of Core Books".
- Supplementary Books:** Text input field with the placeholder "Enter the number of Other Books".
- Other Reference Books:** Text input field with the placeholder "Enter the number of Other Reference Books".

A blue button labeled "Click here to save data" is located at the bottom right of the form. The footer of the page reads "© 2017 - Ministry of Education - NEMIS | Terms and Conditions".

HOW TO CAPTURE INSTITUTION UTILITY DETAILS

Step 1: Key in the Utility details of in the fields provided

Step 2: Upon completion click  button.



The screenshot shows the NEMIS web interface for the Ministry of Education, Republic of Kenya. The page title is "Utility". The form contains the following fields:

- Institution Code:** Text input field with "M315" entered.
- Utility Name:** Dropdown menu with "-Select Utility--" selected.
- Description Details:** Text input field with the placeholder "Enter Description where necessary e.g source of utility(Electricity, Biogas, Wind power, mobile, ...)".
- Installation Date:** Date input field with "9/3/2017" entered.

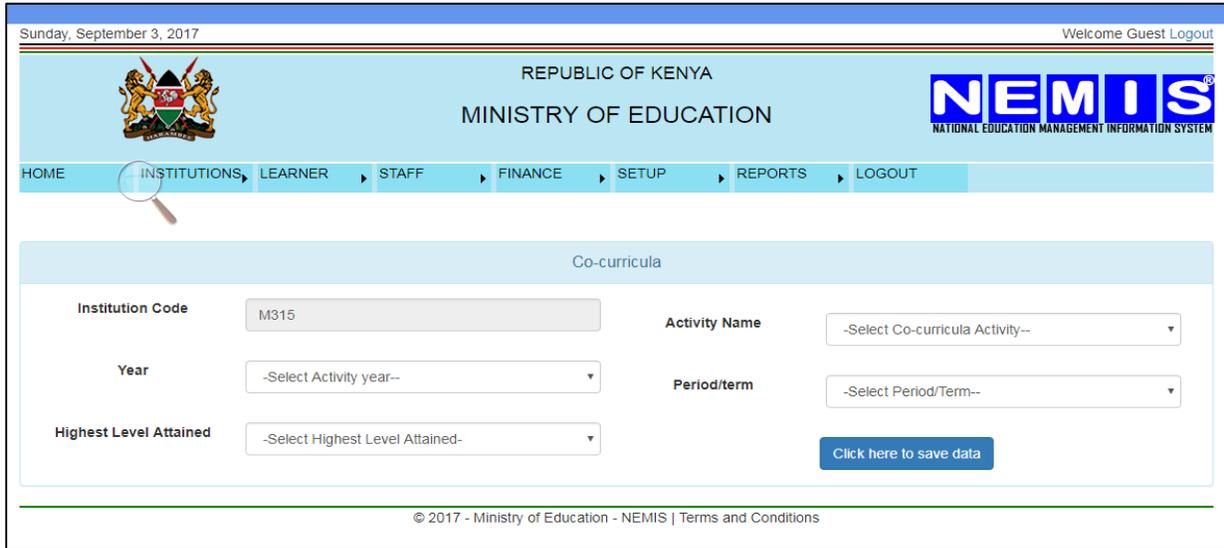
A blue button labeled "Click here to Save Data" is located at the bottom center of the form. The footer of the page reads "© 2017 - Ministry of Education - NEMIS | Terms and Conditions".

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HOW TO CAPTURE CO-CURRICULAR DETAILS

Step 1: Key in the Co-Curricular details in the fields provided

Step 2: Upon completion click [Click here to save data](#) button.



The screenshot displays the NEMIS web application interface. At the top, it shows the date "Sunday, September 3, 2017" and the user status "Welcome Guest Logout". The header includes the Republic of Kenya coat of arms, the text "REPUBLIC OF KENYA MINISTRY OF EDUCATION", and the NEMIS logo. A navigation menu contains links for HOME, INSTITUTIONS, LEARNER, STAFF, FINANCE, SETUP, REPORTS, and LOGOUT. The main content area is titled "Co-curricula" and contains a form with the following fields: "Institution Code" (text input with value "M315"), "Year" (dropdown menu with value "-Select Activity year--"), "Highest Level Attained" (dropdown menu with value "-Select Highest Level Attained-"), "Activity Name" (dropdown menu with value "-Select Co-curricula Activity--"), and "Period/term" (dropdown menu with value "-Select Period/Term--"). A blue button labeled "Click here to save data" is positioned at the bottom right of the form. The footer contains the copyright notice "© 2017 - Ministry of Education - NEMIS | Terms and Conditions".

HOW TO CAPTURE INSTITUTION Emergency Reporting DETAILS

Step 1: Key in the Emergency Reporting details in the fields provided

Step 2: Upon completion click [Click here to save data](#) button.

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Sunday, September 3, 2017 Welcome Guest Logout



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MINISTRY OF EDUCATION



HOME INSTITUTIONS LEARNER STAFF FINANCE SETUP REPORTS LOGOUT

Emergency Reporting

<p>Institution Code <input type="text" value="M315"/></p> <p>Reporting Date <input type="text" value="9/3/2017"/></p> <p>Response Details <input type="text" value="Enter Response Details"/></p>	<p>Calamity Name <input type="text" value="-SELECT Calamity Name--"/></p> <p>Calamity Date <input type="text" value="9/3/2017"/></p> <p>Calamity Description Details <input type="text" value="Enter Calamity Description Details"/></p> <p>Calamity Status <input type="text" value="-SELECT Calamity Status--"/></p> <p>Nature of Calamity <input type="text" value="--Select Nature of Calamity --"/></p>
---	--

[Click here to Save Data](#)

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HOW TO GENERATE LEARNERS UPI AND CAPTURE LEARNER DETAILS

Step 1: Click Get UPI [Get UPI](#) link to generate the UPI for a learner

Step 2: The window below appears

Sunday, September 3, 2017 Welcome Guest Logout



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HOME INSTITUTIONS LEARNER STAFF FINANCE SETUP REPORTS LOGOUT

People

<p>UPI <input type="text" value="775LPH"/></p> <p>OtherNames <input type="text" value="Enter Other Names"/></p> <p>Birth Cert No <input type="text" value="Enter Other Name"/></p> <p>Date Of Birth <input type="text" value="9/3/2017"/></p> <p>Nationality <input type="text" value="-SELECT NATIONALITY--"/></p>	<p>Surname <input type="text" value="Enter Surname"/></p> <p>First Name <input type="text" value="Enter First Name"/></p> <p>ID No <input type="text" value="Enter ID No"/></p> <p>Gender <input type="text" value="--Select gender--"/></p> <p>Entry Level <input type="text" value="-SELECT Entry Level--"/></p>
---	--

[Click here to Save Data](#)

[Next Person](#)

UPI	Surname	Other Name	Birth Certificate No	ID No	DATE of Birth	Gender	Nationality		

Step 3: Key in details in the fields provided

Step 4: Key in the learner details in the fields provided

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Step 5: Click to save learner details [Click here to save data](#)

SUBMITTING INFORMATION CAPTURED

The screenshot shows the 'LEARNER REGISTRATION' page in the NEMIS system. At the top, there is a navigation menu with options: HOME, INSTITUTIONS, LEARNER, STAFF, FINANCE, SETUP, REPORTS, and LOGOUT. Below the menu, the page title is 'LEARNER REGISTRATION'. A 'New Learner? Get UPI' link is visible. The main form is divided into two sections: 'Learner Details' and 'Contact Details'. The 'Learner Details' section includes fields for 'Names', 'Class', 'Special Medical Condition', and 'Any Special Needs?'. The 'Contact Details' section includes fields for 'Home County', 'Home Sub County', 'Postal Address', and 'Learner Email Address'. A red error message 'The UPI field is required.' is displayed below the 'Learner UPI' input field.

HOW TO GENERATE TEMPORARY UPI

The screenshot shows the 'People' page in the NEMIS system. The navigation menu includes: HOME, INSTITUTIONS, LEARNER, STAFF, FINANCE, REPORTS, PASSWORD, and LOGOUT. The page title is 'People'. Below the title, there is a search bar and a 'Find' button. The search criteria are: 'Search Parameter' (Birth Certificate), 'BC Entry / ID No' (Enter #BC Entry no / ID No), 'First Name', 'Date Of Birth', 'Surname', 'Nationality' (-SELECT NATIONALITY--), 'OtherNames', 'Gender', and 'Entry Level' (-SELECT Entry Level--). There is a 'Save to Get UPI' button and a 'Next Person' button.

Step 1: Click Get UPI [Get UPI](#) link to generate the UPI for a learner

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Step 2: Key in the birth certificate number (Entry Number)

Step 3: The window below appears.

Step 4: Click “Assign a temporary UPI” link.

Step 5: The system generates a temporary UPI that is valid for 30 days

Step 6: Key in the details of the learner in the subsequent fields.



The school head teacher is required to liaise with the parent for correct birth certificate registration within 30 days.

HOW TO CAPTURE LEARNER PROGRESSION

Step 1: Select learner progression from the Menu Staff. The window below appears,

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Step 2: Select the class of a learner to be promoted

Step 3: Tick the selected learners to be promoted in the fields provided

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UPI	Names	Class	Tick to Select
732GVE	Ninkiso Julius Tirape	Class 2	<input checked="" type="checkbox"/>
754ZZY	Evaline Rose -	Class 2	<input type="checkbox"/>

Post

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Step 4: Select the class learners are to be promoted to

Step 5: Click to Post.

Step 6: Click on the EXIT button

HOW TO CAPTURE LEARNERS MOBILITY DETAILS

Step 1: Key in the learner mobility details in the fields as provided

Step 2: Click the  button to save learner mobility details

Sunday, September 3, 2017 Welcome Guest Logout

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HOME INSTITUTIONS LEARNER STAFF FINANCE SETUP REPORTS LOGOUT

LEARNER MOBILITY

UPI <input type="text"/>	Names <input type="text"/>
Mobility Type <input type="text" value="Transfer"/>	Discharging Institution <input type="text"/>
New Institution <input type="text" value="Moi University"/>	Effective Date <input type="text" value="9/3/2017"/>
Reason/Remark: <input style="height: 20px;" type="text"/>	

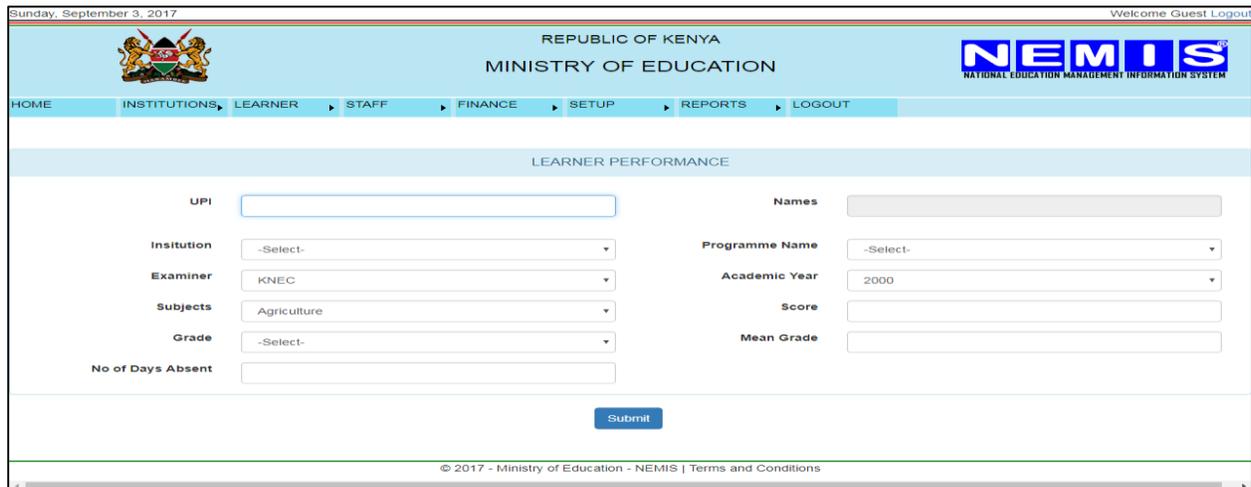
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HOW TO CAPTURE LEARNERS PERFORMANCE DETAILS

Step 1: Key in learners performance details in the fields provided

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Step 2: Click to Submit  button to save learner details



The screenshot shows the NEMIS interface for capturing learner performance details. The page header includes the date 'Sunday, September 3, 2017', the Ministry of Education logo, and the NEMIS logo. A navigation menu contains 'HOME', 'INSTITUTIONS', 'LEARNER', 'STAFF', 'FINANCE', 'SETUP', 'REPORTS', and 'LOGOUT'. The main content area is titled 'LEARNER PERFORMANCE' and contains the following fields:

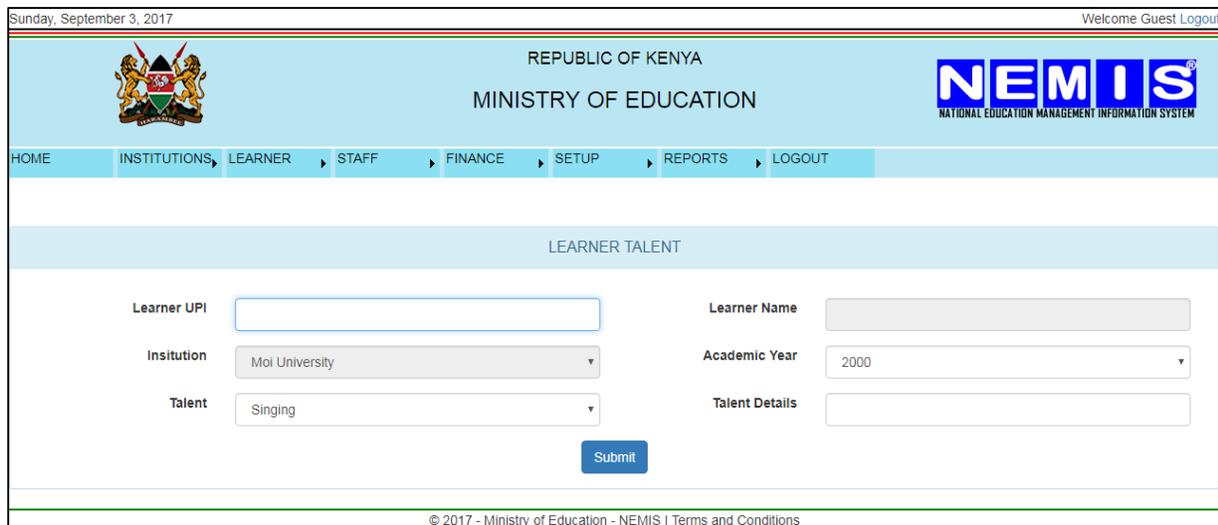
UPI	<input type="text"/>	Names	<input type="text"/>
Institution	<input type="text" value="-Select-"/>	Programme Name	<input type="text" value="-Select-"/>
Examiner	<input type="text" value="KNEC"/>	Academic Year	<input type="text" value="2000"/>
Subjects	<input type="text" value="Agriculture"/>	Score	<input type="text"/>
Grade	<input type="text" value="-Select-"/>	Mean Grade	<input type="text"/>
No of Days Absent	<input type="text"/>		

A 'Submit' button is located at the bottom center of the form. The footer contains the text '© 2017 - Ministry of Education - NEMIS | Terms and Conditions'.

HOW TO CAPTURE LEARNER TALENT DETAILS

Step 1: Key in learner's talent details in the fields provided

Step 2: Click to Submit  button to save learner details



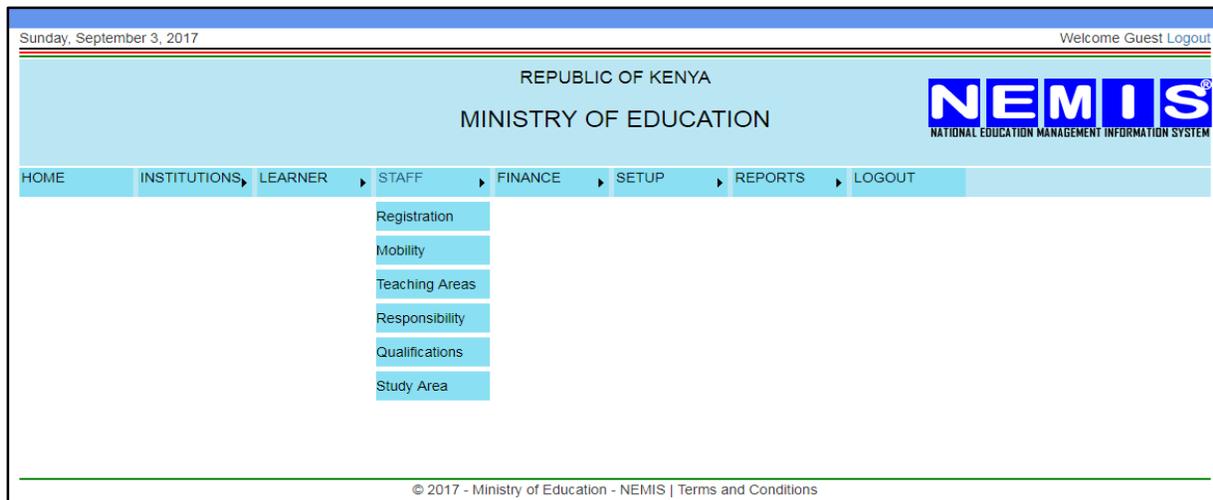
The screenshot shows the NEMIS interface for capturing learner talent details. The page header includes the date 'Sunday, September 3, 2017', the Ministry of Education logo, and the NEMIS logo. A navigation menu contains 'HOME', 'INSTITUTIONS', 'LEARNER', 'STAFF', 'FINANCE', 'SETUP', 'REPORTS', and 'LOGOUT'. The main content area is titled 'LEARNER TALENT' and contains the following fields:

Learner UPI	<input type="text"/>	Learner Name	<input type="text"/>
Institution	<input type="text" value="Moi University"/>	Academic Year	<input type="text" value="2000"/>
Talent	<input type="text" value="Singing"/>	Talent Details	<input type="text"/>

A 'Submit' button is located at the bottom center of the form. The footer contains the text '© 2017 - Ministry of Education - NEMIS | Terms and Conditions'.

HOW TO CAPTURE STAFF REGISTRATION DETAILS

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HOW TO GENERATE STAFF UPI

Step 1: Click Get UPI [Get UPI](#) link to generate the UPI for a staff

Step 2: The window below appears

HOW TO CAPTURE STAFF REGISTRATION DETAILS

Step 1: Key in the staff registration details in the provided fields

Step 2: Upon completion click Submit button [Find](#) to search for the details.

Disclaimer: You are liable for any false, inaccurate, inappropriate or incomplete information submitted on NEMIS.

Step 3: if the record exist the system will display the details as show below.

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MINISTRY OF EDUCATION

HOME INSTITUTIONS LEARNER STAFF FINANCE SETUP REPORTS LOGOUT

People

The UPI for MWANGI ELIZABETH NYAGUTHII already exists as 2GP1HX

Item ID Number No

Find

First Name ELIZABETH OtherNames NYAGUTHII

Date Of Birth 1/24/1979 Gender F

Surname MWANGI

Nationality Kenya Entry Level Primary

Save to Get UPI Next Person

HOW TO CAPTURE STAFF REGISTRATION DETAILS

Step 1: Key in the staff registration details in the provided fields

Step 2: Upon completion click the button [Click here to save data](#) to save details

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People

<p>UPI <input type="text" value="775LPH"/></p> <p>OtherNames <input type="text" value="Enter Other Names"/></p> <p>Birth Cert No <input type="text" value="Enter Other Name"/></p> <p>Date Of Birth <input type="text" value="9/3/2017"/></p> <p>Nationality <input type="text" value="-SELECT NATIONALITY-"/></p>	<p>Surname <input type="text" value="Enter Surname"/></p> <p>First Name <input type="text" value="Enter First Name"/></p> <p>ID No <input type="text" value="Enter ID No"/></p> <p>Gender <input type="text" value="--Select gender--"/></p> <p>Entry Level <input type="text" value="--SELECT Entry Level--"/></p>
--	---

[Click here to Save Data](#)
[Next Person](#)

UPI	Surname	Other Name	Birth Certificate No	ID No	DATE of Birth	Gender	Nationality		
-----	---------	------------	----------------------	-------	---------------	--------	-------------	--	--

HOW TO CAPTURE STAFF MOBILITY

Step 1: Key in the staff mobility details in the provided fields

Step 2: Upon completion click Submit button  to save details

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STAFF MOBILITY

<p>UPI <input type="text"/></p> <p>Mobility Type <input type="text" value="-- Select --"/></p> <p>Effective Date <input type="text" value="9/3/2017"/></p>	<p>Names <input type="text"/></p> <p>New Institution <input type="text" value="--Select--"/></p> <p>Reason/Remark <input type="text"/></p>
--	--

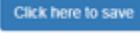
[Submit](#)

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HOW TO CAPTURE TEACHING AREAS DETAILS

Step 1: Key in the Teaching Areas details in the provided fields

Step 2: Upon completion click here to save button 

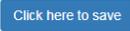
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Teaching Areas

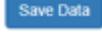
UPI	<input type="text" value="Enter UPI"/>	Programme Name	<input type="text" value="Diploma"/>
Teaching level	<input type="text" value="-SELECT Teaching Level--"/>	Subject Name	<input type="text" value="Agriculture"/>



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HOW TO CAPTURE STAFF RESPONSIBILITY DETAILS

Step 1: Key in the responsibility details in the provided fields

Step 2: Upon completion click here to Save Data button 

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HOME INSTITUTIONS LEARNER STAFF FINANCE SETUP REPORTS LOGOUT

Teacher Responsibility

UP	<input type="text"/>	Teacher Name	<input type="text"/>
Institution Name	<input type="text" value="-SELECT INSTITUTION--"/>	Responsibility	<input type="text" value="-SELECT RESPONSIBILITY--"/>
Start Date	<input type="text" value="9/3/2017"/>	End Date	<input type="text" value="9/3/2017"/>
Status	<input type="text" value="-Select Status--"/>		

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HOW TO CAPTURE STAFF QUALIFICATION DETAILS

Step 1: Key in the Staff Qualification details in the provided fields

Step 2: Upon completion click here to Submit  button



The screenshot displays the NEMIS web application interface. At the top, it shows the date "Sunday, September 3, 2017" and "Welcome Guest Logout". The header includes the Republic of Kenya coat of arms, the text "REPUBLIC OF KENYA MINISTRY OF EDUCATION", and the NEMIS logo. A navigation menu contains links for HOME, INSTITUTIONS, LEARNER, STAFF, FINANCE, SETUP, REPORTS, and LOGOUT. The main content area is titled "STAFF QUALIFICATIONS" and contains a form with the following fields:

- UPI: Text input field
- Names: Text input field
- Courses/Programmes: Dropdown menu with "--Select--"
- Institution: Dropdown menu with "--Select--"
- Start Date: Date picker showing "9/3/2017"
- Training Mode: Dropdown menu with "--Select--"
- Award: Dropdown menu with "--Select--"
- End Date: Date picker showing "9/3/2017"

A "Submit" button is located below the form fields. At the bottom of the page, there is a copyright notice: "© 2017 - Ministry of Education - NEMIS | Terms and Conditions".

HOW TO CAPTURE STAFF STUDY AREAS DETAILS

Step 1: Key in the study details in the field provided

Step 2: Upon completion click here to save  button

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Study Areas

UPI

Programme Name

Subject Name

[Click here to save](#)

UPI	Subject Name	Programme Name		
LAVENTER	Chemistry	ECDE	Edit	Delete
LAVENTER	Kiswahili	ECDE	Edit	Delete
Charles	Kiswahili	ECDE	Edit	Delete
OKETCH	Kiswahili	ECDE	Edit	Delete
OKETCH	Biology	ECDE	Edit	Delete
	Kiswahili	Diploma	Edit	Delete
IRENE	Religious Studies	KCPE	Edit	Delete

HOW TO CAPTURE FINANCE DETAILS



- Fees
- Capitation
- Income Return
- Development Fund
- Expenditure

HOW TO CAPTURE FEE DETAILS

Step 1: Key in the details in the field provided

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Step 2: Upon completion click  button to save

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MINISTRY OF EDUCATION



NEMIS[®]
NATIONAL EDUCATION MANAGEMENT INFORMATION SYSTEM

HOME | INSTITUTIONS | LEARNER | STAFF | FINANCE | SETUP | REPORTS | LOGOUT

FEES

Academic Year Term

Class Fee Item

Fee Amount

Institution Code	Academic Year	Term	Fee Item	Class	Amount	Trans-ID		
M315	2017	Term 3	Tuition	Class 8		30	Edit	Delete
M315	2017	Term 3	tractor	Class 3	1234	32	Edit	Delete

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HOW TO CAPTURE CAPITATION DETAILS

Step 1: Key in the details in the field provided

Step 2: Upon completion click  button to save

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CAPITATION

Learner Level	<input type="text" value="Select Level"/>	Financial Year	<input type="text" value="Select Year"/>
Academic Year	<input type="text" value="Select Academic Year"/>	Term	<input type="text" value="Select Term"/>
Simba Account	<input type="text"/>	GPA Account	<input type="text"/>

Phase ID	Learner Level	Financial Year	Academic Year	Term	Simba Account Amount	GPA Account Amount	Transaction id		
1	Secondary	2013/2014	2000	Term 3	20001	409	2053	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
2	Secondary	2013/2014	2000	Term 2	20001	409	2052	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

HOW TO CAPTURE INCOME RETURN DETAILS

Step 1: Key in the details in the field provided

Step 2: Upon completion click button to save

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NATIONAL EDUCATION MANAGEMENT INFORMATION SYSTEM

HOME INSTITUTIONS LEARNER STAFF FINANCE SETUP REPORTS LOGOUT

INCOME RETURN

Financial Year Academic Year

Term Income Source

Amount Date Received

Financial year	Academic Year	Term	Income Source	Amount	Date Received	TransID		
2013/2014	2001	2	GOK-Capitation	3345.00	3/6/2017	4	Edit	Delete
2014/2015	2002	3	Donor	7777.00	6/7/2017	3	Edit	Delete
2013/2014	2001	2	IGA	100.00	6/17/2017	5	Edit	Delete

HOW TO CAPTURE DEVELOPMENT FUND DETAILS

Step 1: Key in the details in the field provided

Step 2: Upon completion click button to save

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DEVELOPMENT FUND

Financial Year	Select Year	Academic Year	Select Academic Year
Project Name	Select Project	Project Description	
Project Cost		Funding Source	GOK-Capitation
Allocated Amount		Disbursed Amount	
Start Date	9/3/2017	Expected Completion Date	9/3/2017
Project Status	Select Status	Key Milestones	
Percentage Completion			

HOW TO CAPTURE PROJECT EXPENDITURE DETAILS

Step 1: Key in the details in the field provided

Step 2: Upon completion click  button to save

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MINISTRY OF EDUCATION



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PROJECT EXPENDITURE

Project Name

Estimated Cost

Disbursed Amount

Expected Completion Date

Academic Year

Funding Source

Percentage Completion

Project Status

[Submit](#)

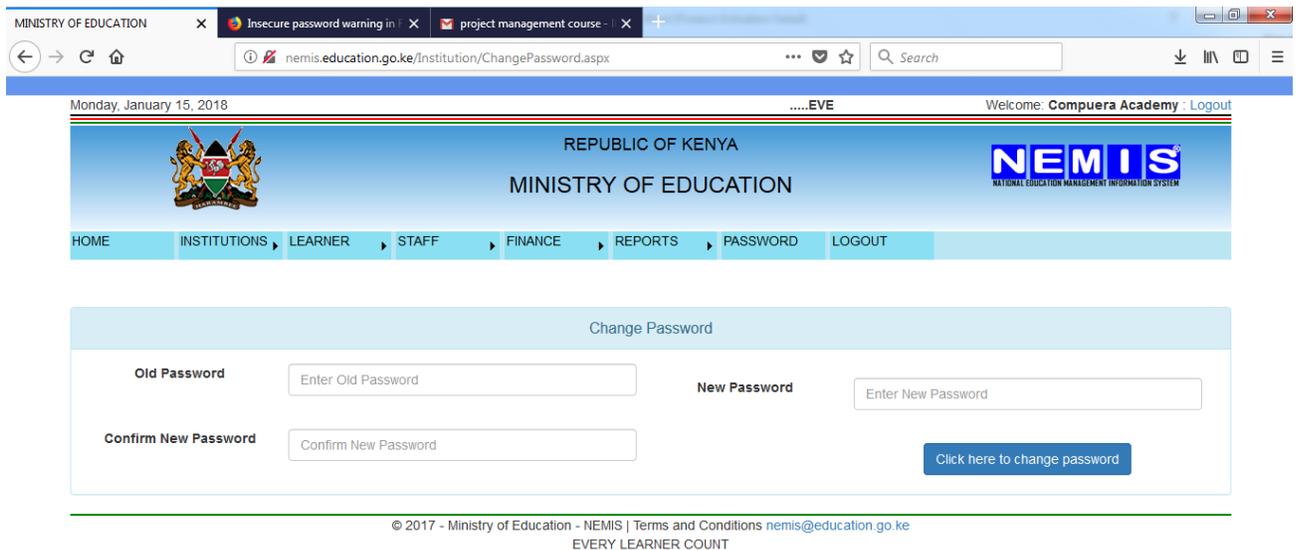
Project Code	Academic Year	Estimated Cost	Funding Source	Disbursed Amount	Percentage Completed	Expected Complete Date	Status	Trans ID		
2	2015	400000	CDF-National	7000	90	5/14/2017	Not Started	3	Edit	Delete

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HOW TO CHANGE PASSWORD

Step 1: Click [PASSWORD](#) button to change password

The following window appears



MINISTRY OF EDUCATION x Insecure password warning in x project management course - x

nemis.education.go.ke/Institution/ChangePassword.aspx

Monday, January 15, 2018EVE Welcome: Compuera Academy : Logout



REPUBLIC OF KENYA
MINISTRY OF EDUCATION



HOME INSTITUTIONS LEARNER STAFF FINANCE REPORTS **PASSWORD** LOGOUT

Change Password

Old Password

Confirm New Password

New Password

[Click here to change password](#)

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EVERY LEARNER COUNT

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Step 2: Key in the fields as required

Step 3: Click [Click here to change password](#) button to change your password

HOW TO LOGOUT OF THE NEMIS STSYEM

Step 1: Click on [LOGOUT](#) button to exit the system



Security alert! You are advised to logout of the system if you are not entering any data.

Screenshot of the NEMIS system header. The top bar shows the date "Sunday, September 3, 2017" and "Welcome Guest Logout". Below this is the Kenyan coat of arms, the text "REPUBLIC OF KENYA" and "MINISTRY OF EDUCATION", and the NEMIS logo "NEMIS NATIONAL EDUCATION MANAGEMENT INFORMATION SYSTEM". A navigation menu includes: HOME, INSTITUTIONS, LEARNER, STAFF, FINANCE, SETUP, REPORTS, and LOGOUT.

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5. 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

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S/No	Question	Answer
2	How do I access NEMIS?	<ul style="list-style-type: none"> • 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 on the address bar and press enter button.
3	How do I connect to NEMIS?	<p>NEMIS can be accessed from any device with Internet connectivity;</p> <p>For Broadband connectivity at least 3G or 2 Megabytes per second (mbps) speed on dedicated links.</p>
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?	<p>Login NEMIS using the following URL</p> <p>http://nemis.education.go.ke/</p> <p>Login using the credentials</p>

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S/No	Question	Answer
		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
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/Alien 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

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S/No	Question	Answer
		training college or a recognized university
18	What is a teaching area?	This is the teaching subjects assigned to a teacher in a learning institution.
19	What is a study area?	This is the area(s) which the teacher is trained on
20	How do institutions become members of Nemis	Through registration on the system, by uploading registration documents from the MOE.

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DEVELOPMENT TEAM

S/No.	Name	ORGANIZATION	ROLES & RESPONSIBILITY
1)	LYNNE NYONGESA	MOE	TEAM LEADER
2)	KENNEDY ABUJE	KNEC	APPLICATION DEVELOPER
3)	MAURICE WAMBUA	PSCK	WEB DEVELOPER
4)	TIMOTHY KIMATHI	ICTA	DATABASE DEVELOPER
5)	SAMUEL MWENDA	TSC	DOCUMENTATION
6)	LAURYN KIYENG	MOE	SYSTEM INTEGRATION
7)	JACKSON MURIUGI	FINANCE	APPLICATION DEVELOPER
8)	MARY KEREMA	ICTA	DOCUMENTATION
9)	RUFUS CHEGE	MOE	SYSTEM DEVELOPER
10)	PATRICK NJOROGE	ICTA	GIS DEVELOPER
11)	BERNARD ROTICH	KICD	INFRASTRUCTURE
12)	MARTHA EKIRAPA	MOE	BUSINESS PROCESS OWNER
13)	KENNETH ANGIR	IPRS	SYSTEMS INTEGRATION
14)	ROBERT MANYALA	JKUAT	APPLICATION DEVELOPER
15)	SEBASTIAN OWANGA	MOE	BUSINESS PROCESS OWNER
16)	MARY KITTI	MOE	SECRETARIATE
17)	RUTH MOMANYI	MOE	SECRETARIATE

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18)	PAULINE KATILE	MOE	SECRETARIATE
19)	ELIAS ABDI	MOE	BUSINESS OWNER PROCESS OWNER
20)	IBRAHIM KIARIE	MOE	DRIVER
21)	MICHAEL KAHITI	MOE	BUSINESS OWNER PROCESS OWNER
22)	POLYCAP OTIENO	MOE	EDUCATION STATISTICIAN

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