NEMIS USER GUIDE

EVERY LEARNER COUNTS..............

NATIONAL EDUCATION MANAGEMENT INFORMATION SYSTEM

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# Table of Contents

ABBREVIATION AND ACRONYMS ........................................................................................................... 3  
FOREWORD ............................................................................................................................................... 4  
1. INTRODUCTION ...................................................................................................................................... 5  
   1.1 VISION STATEMENT ......................................................................................................................... 5  
   1.2 MISSION STATEMENT ........................................................................................................................ 5  
   1.3 CORE VALUES ..................................................................................................................................... 5  
2. THE NEMIS ................................................................................................................................................ 7  
   2.1 SYSTEM OVERVIEW .......................................................................................................................... 7  
   2.2 SPECIFICATION FOR ACCESSING NEMIS .......................................................................................... 8  
   2.3 TARGET GROUP ............................................................................................................................... 8  
   2.4 USER MANUAL REFERENCE ............................................................................................................ 8  
   2.5 AUTHORIZATION USE PERMISSION ............................................................................................... 9  
   2.6 POINTS OF CONTACTS ...................................................................................................................... 9  
3. NEMIS MODULES ....................................................................................................................................... 10  
4. NAVIGATING THROUGH NEMIS ............................................................................................................ 12  
   4.1 GETTING STARTED ............................................................................................................................ 12  
   4.2 NAVIGATING THE MENUS OF NEMIS ........................................................................................... 14  
5. FREQUENTLY ASKED QUESTIONS .......................................................................................................... 34  

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**Abbreviation and Acronyms**

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEMIS</td>
<td>National Education Management Information System</td>
</tr>
<tr>
<td>SQL</td>
<td>Structured Query Language</td>
</tr>
<tr>
<td>ICT</td>
<td>Information Communication Technology</td>
</tr>
<tr>
<td>OS</td>
<td>Operating System</td>
</tr>
<tr>
<td>RAM</td>
<td>Random Access Memory</td>
</tr>
<tr>
<td>IFMIS</td>
<td>Integrated Financial Management Information System</td>
</tr>
<tr>
<td>UPS</td>
<td>Uninterruptible Power Supply</td>
</tr>
</tbody>
</table>

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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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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.

The authors hereby grant permission to use, copy, modify, distribute, and license this software and its documentation for any purpose, provided that existing copyright notices are retained in all copies and that this notice is included verbatim in any distributions. No written agreement, license, or royalty fee is required for any of the authorized uses.

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.

![Image showing a desktop with browser icons](image)

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

![Image showing a web browser with the URL](image)

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

![INSTITUTIONS Window](image1)

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

![Register Institution Window](image2)

⚠️ 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.

![NEMIS Interface](image)

⚠️ 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

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

**HOW TO CAPTURE INFRASTRUCTURE DETAILS**

Step 1: Key in the Institution Assets and Equipment

Step 2: Upon completion click the Save data Button

**HOW TO CAPTURE TEACHING AND LEARNING MATERIALS**

Disclaimer: You are liable for any false, inaccurate, inappropriate or incomplete information submitted on NEMIS.
Step 1: Key in the details of teaching and learning materials in the fields provided

Step 2: Upon completion click **button.

HOW TO CAPTURE INSTITUTION UTILITY DETAILS

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

Step 2: Upon completion click **button.

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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 button.

HOW TO CAPTURE INSTITUTION Emergency Reporting DETAILS

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

Step 2: Upon completion click button.

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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

Step 3: Key in details in the fields provided

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

Disclaimer: You are liable for any false, inaccurate, inappropriate or incomplete information submitted on NEMIS.
Step 5: Click to save learner details

SUBMITTING INFORMATION CAPTURED

HOW TO GENERATE TEMPORARY UPI

Step 1: Click Get UPI link to generate the UPI for a learner

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

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

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

Disclaimer: You are liable for any false, inaccurate, incorrect information submitted on NEMIS.
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

HOW TO CAPTURE LEARNERS PERFORMANCE DETAILS

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

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

HOW TO CAPTURE STAFF REGISTRATION DETAILS

Disclaimer: You are liable for any false, inaccurate, inappropriate or incomplete information submitted on NEMIS.
HOW TO GENERATE STAFF UPI

Step 1: Click 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 to search for the details.

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

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 to save details

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

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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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

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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HOW TO CAPTURE FINANCE DETAILS

HOW TO CAPTURE FEE DETAILS

Step 1: Key in the details in the field provided

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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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**HOW TO CAPTURE INCOME RETURN DETAILS**

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

**Step 2:** Upon completion click **Submit** button to save

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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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HOW TO CAPTURE PROJECT EXPENDITURE DETAILS

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

**Step 2:** Upon completion click **Submit** button to save

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HOW TO CHANGE PASSWORD

Step 1: Click **button to change password**

The following window appears

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Disclaimer: You are liable for any false, inaccurate, inappropriate or incomplete information submitted on NEMIS.
Step 2: Key in the fields as required

Step 3: Click button to change your password

HOW TO LOGOUT OF THE NEMIS SYSTEM

Step 1: Click on button to exit the system

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

5. FREQUENTLY ASKED QUESTIONS

<table>
<thead>
<tr>
<th>S/No</th>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>What is NEMIS?</td>
<td>A tool that automates aids in the efficient management in the education System</td>
</tr>
<tr>
<td></td>
<td></td>
<td>It is an online solution</td>
</tr>
<tr>
<td></td>
<td></td>
<td>it is a repository of education data</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>S/No</th>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>How do I access NEMIS?</td>
<td>• Double click on browser accessible in your device e.g. Internet Explorer, Mozilla Firefox, Opera, Google Chrome, Safari, or any other.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Type <a href="http://nemis.education.go.ke">http://nemis.education.go.ke</a> on the address bar and press enter button.</td>
</tr>
<tr>
<td>3</td>
<td>How do I connect to NEMIS?</td>
<td>NEMIS can be accessed from any device with Internet connectivity;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>For Broadband connectivity at least 3G or 2 Megabytes per second (mbps) speed on dedicated links.</td>
</tr>
<tr>
<td>4</td>
<td>Who is authorized to access NEMIS?</td>
<td>Any person assigned registered by the System</td>
</tr>
<tr>
<td>5</td>
<td>Who are the users of NEMIS?</td>
<td>Ministry of Education, National Treasury Development partners and other interested party in Education Statistics.</td>
</tr>
<tr>
<td>6</td>
<td>How do I get HELP on NEMIS Access, connectivity and Navigation</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Who are the developers of NEMIS</td>
<td>The system is a homegrown solution developed by a team of Inter agency drawn from the Government.</td>
</tr>
<tr>
<td>8</td>
<td>How do I register an Institution using NEMIS?</td>
<td>Login NEMIS using the following URL <a href="http://nemis.education.go.ke/">http://nemis.education.go.ke/</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Login using the credentials</td>
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</table>

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<tr>
<th>S/No</th>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Go to Institutions Menu, Under the institution Menu fill in information in the Fields provided and submit.</td>
</tr>
<tr>
<td>9</td>
<td>How do I reset my password to access NEMIS?</td>
<td>Contact the Ministry of Education using the following address</td>
</tr>
<tr>
<td>10</td>
<td>What is a UPI?</td>
<td>It is a unique Personal code given to staff/learner for identification purpose throughout the education system</td>
</tr>
<tr>
<td>11</td>
<td>How do I generate learners UPI</td>
<td>A learner UPI will be issued when a learner details are registered into the system</td>
</tr>
<tr>
<td>12</td>
<td>Who is a learner?</td>
<td>A learner is any Kenyan citizen or foreigner enrolled in the Kenya Education system</td>
</tr>
<tr>
<td>13</td>
<td>When should a learner get a UPI?</td>
<td>A learner UPI will be issued when a learner details are registered into the system</td>
</tr>
<tr>
<td>14</td>
<td>How is a learner promoted in the system?</td>
<td>Select the current class of the learner, then select learners to be promoted click post button</td>
</tr>
<tr>
<td>15</td>
<td>What do I require to assign a UPI to a learner</td>
<td>A valid birth certificate/Alien Certificate</td>
</tr>
<tr>
<td>16</td>
<td>What do I require to register staff (Teaching and Non-teaching staff)?</td>
<td>A valid ID Number/Alien Number</td>
</tr>
<tr>
<td>17</td>
<td>What is the difference between the personal Number issued by TSC and the UPI number issued through NEMIS?</td>
<td>A personal number is given by TSC who has graduated from a recognized teacher</td>
</tr>
</tbody>
</table>

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<th>S/No</th>
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<th>Answer</th>
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<tbody>
<tr>
<td></td>
<td>training college or a recognized university</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>What is a teaching area?</td>
<td>This is the teaching subjects assigned to a teacher in a learning institution.</td>
</tr>
<tr>
<td>19</td>
<td>What is a study area?</td>
<td>This is the area(s) which the teacher is trained on</td>
</tr>
<tr>
<td>20</td>
<td>How do institutions become members of Nemis</td>
<td>Through registration on the system, by uploading registration documents from the MOE.</td>
</tr>
<tr>
<td>S/No.</td>
<td>Name</td>
<td>ORGANIZATION</td>
</tr>
<tr>
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<td>--------------</td>
</tr>
<tr>
<td>1)</td>
<td>LYNNE NYONGESA</td>
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