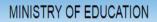


## REPUBLIC OF KENYA





## NEMIS FREQUENTLY ASKED QUESTIONS

| S/No | Question                           | Answer  |
|------|------------------------------------|---|
| 1.   | What is NEMIS?                     | A tool that automates 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?             | <ul> <li>Double click on browser accessible in your device e.g. Internet Explorer, Mozilla Firefox, Opera, Google Chrome, Safari, or any other.</li> <li>Type <a href="http://nemis.education.go.ke">http://nemis.education.go.ke</a> on the address bar and press enter button.</li> </ul> |
| 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<br>Development partners and other interested<br>party in Education Statistics.   |
| 6    | How do I get HELP on NEMIS Access, |   |

| S/No | Question                                      | Answer   |
|------|---|--|
|      | 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 <a href="http://nemis.education.go.ke/">http://nemis.education.go.ke/</a> 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   |
| 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   |

| S/No | Question  | Answer   |
|------|---|--|
| 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 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<br>Nemis  | Through registration on the system, by uploading registration documents from the moe.  |
| 21   | How do I get help in NEMIS system   | CALL, WRITE, OR EMAIL FOR SUPPORT TODAY  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 0800722962 Email: nemissupport@education.go.ke, nemis@education.go.ke |