



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 by 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

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2.4 User Manual Reference

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

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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.

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.

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- 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.
- 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.

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- 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.



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

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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.

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

Tuesday, April 23, 2019EVERY LEARNER COUNTS.....

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Official
Username

Password:

[Forgot Password?](#)
[Register \(if new\)](#)

School Managers and Head of Institution should consult CDE / SCDE for Access Rights to NEMIS. DO NOT REGISTER ON THIS Portal.

Parents are advised to check with their Schools for Children NEMIS Information Update.

Introduction
The National Education Management Information System (NEMIS) is web based data management solution which collects data and information from education institutions; processes and reports the status of designed indicators; and provides the sector a solid ground for effective management to ensure that every Learner counts. The Online Platform tracks performance mobility of learners and teaching staff to ensure efficiency and effective utilization of education resources.

Objectives
The Objective of NEMIS is to help streamline the data management for informed decision-making and planning of the education sector by hosting student / pupil data. linked to a Unique Identifier that is randomly generated using a verifiable algorithm. Specific objectives include:
(1). Online platform for capture of education data at school level (school and learner information);
(2). Platform that allows all education agencies to share data collected to ease and facilitate administrative and decision-making processes;
(3). Provide an integrated Business Intelligence (BI) that provide statistics used to report national and international indicators in education and training sub-sectors;
(4). Provide flexibility of handling of resources (including infrastructure support, textbooks and facilitation of school feeding programmes) that go to education institutions;
(5). Help in tracking of costing parameters in education and training;
(6). With inclusion of GIS components, Online Platform will help in geographical analysis of education indicators (including production of various maps much needed in the education sector).

Upcoming Events/Notification
[NHIF Cover \(Secondary\)](#)

Important Notice

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INSTITUTIONS | LEARNER | LEARNER REPORTS | STAFF | STAFF REPORTS | Utilities

Form 1 Selection List

Form 1 Admission / Reported List (Capture Bio-Data and get UPIs for Form Ones)

Upload Capitation Receipts (Capitation Acknowledgement)

NHIF Numbers: To Generate NHIF, Capture Learner Contact Details
KPLC:

Electricity Status

URGENT!!!

NEMIS Datasheet

Year	Description	Captured
2017	Datasheet for Year 2017 Second Term	NO
2018	Datasheet for Year 2018 Second Term	NO

NB: Ensure your Learners (Under Menu LEARNER - My Learners) Are all Captured.
 Check Also Pending Registration Records (under Menu LEARNER-Pending Registration) and Capture Learners / Staff accordingly.
 PHOTOS: Ensure you upload the Learners Photos as they will be used in Sports Verification / NHIF Verification!!
 NB: 1). Ensure the KNEC Code captured for your school is one used in KNEC Results.
 2). Ensure Your Learners (in both Public/Private Schools) are Captured as this will be used in Education Planning and Reporting.
 The National Education Management Information System (NEMIS) is web based data management solution, which aims at integrating all School Information/Data Needs used in Planning and Resource Allocation in the Education Sector. Ensure that your Institution's Information is Accurate and up-to-date.

Enrollment Per Grade by Gender

#	Grade	Male	Female	Unknown	Total
1	Baby Class	12	21	0	33
2	Class 7	18	31	1	50
3	Class 8	11	10	0	21
4	Nursery	36	21	1	58
5	A level - Year 12	5	0	0	5
6	Class 2	22	22	1	45
7	Class 3	19	17	0	36
8	Class 4	27	22	0	49
9	Class 5	20	19	2	41
10	Class 6	17	28	0	45

Upcoming Events/Notification

NEMIS USER MANUAL

Frequently Asked Questions (FAQs)

Form One Admission Guidelines

Selection Excel Template

Institution Info

NEMIS CODE: BH6T

School Level: Secondary

School Type: Private

UPDATE YOUR INSTITUTIONS CONTACTS DETAILS: TELEPHONE, EMAIL, MOBILE/CELLPHONE

Partners/Agencies



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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.

The screenshot displays the NEMIS web application interface. At the top, there is a blue header with the text "....EVERY LEARNER COUNTS...." on the left and "Welcome: BISHOP NJUGUNA" on the right. Below this is a light blue banner with "REPUBLIC OF KENYA" and "MINISTRY OF EDUCATION" in the center, and the "NEMIS" logo on the right. The main navigation menu is located below the banner, with "INSTITUTIONS" highlighted in green. A dropdown menu is open under "INSTITUTIONS", listing "My Institution", "Bank Accounts", "Upload Capitation Receipts", and "My Institution". To the right of the dropdown, there are several lines of text providing instructions and notices, including "NB: Ensure your Learners (Under Men...)", "Check Also Pending Registration Reco...", "PHOTOS: Ensure you upload the Learn...", "NB: 1). Ensure the KNEC Code capture...", and "2). Ensure Your Learners (in both Public/Private Schools) are Captured as this will be used in Education Planning and Reporting." Below this text is a search box. On the far right, there are two boxes: "Upcoming Events/Notification" and "NEMIS USER MANUAL Frequently Asked Questions (FAQs)".

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below.



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

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

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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](#)

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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

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

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

[Click here to save data](#)

The screenshot shows the NEMIS web application interface. At the top, it displays 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 "NEMIS NATIONAL EDUCATION MANAGEMENT INFORMATION SYSTEM". A navigation menu contains links for HOME, INSTITUTIONS, LEARNER, STAFF, FINANCE, SETUP, REPORTS, and LOGOUT. The main content area is titled "Teaching and Learning Materials" and contains a form with the following fields: "Institution Code" (text input with value "M315"), "Class" (dropdown menu with value "-Select Class-"), "Subject Name" (dropdown menu with value "-Select Subject Name-"), "Core Books" (text input with placeholder "Enter the number of Core Books"), "Supplementary Books" (text input with placeholder "Enter the number of Other Books"), and "Other Reference Books" (text input with placeholder "Enter the number of Other Reference Books"). A "Click here to save data" button is located at the bottom of the form. The footer contains the copyright notice "© 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

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

Sunday, September 3, 2017 Welcome Guest Logout

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NEMIS
NATIONAL EDUCATION MANAGEMENT INFORMATION SYSTEM

HOME INSTITUTIONS LEARNER STAFF FINANCE SETUP REPORTS LOGOUT

Utility

Institution Code Utility Name

Description Details Installation Date

[Click here to Save Data](#)

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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.

Sunday, September 3, 2017 Welcome Guest Logout

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HOME INSTITUTIONS LEARNER STAFF FINANCE SETUP REPORTS LOGOUT

Co-curricula

Institution Code Activity Name

Year Period/term

Highest Level Attained

[Click here to save data](#)

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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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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>Other Names: <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		

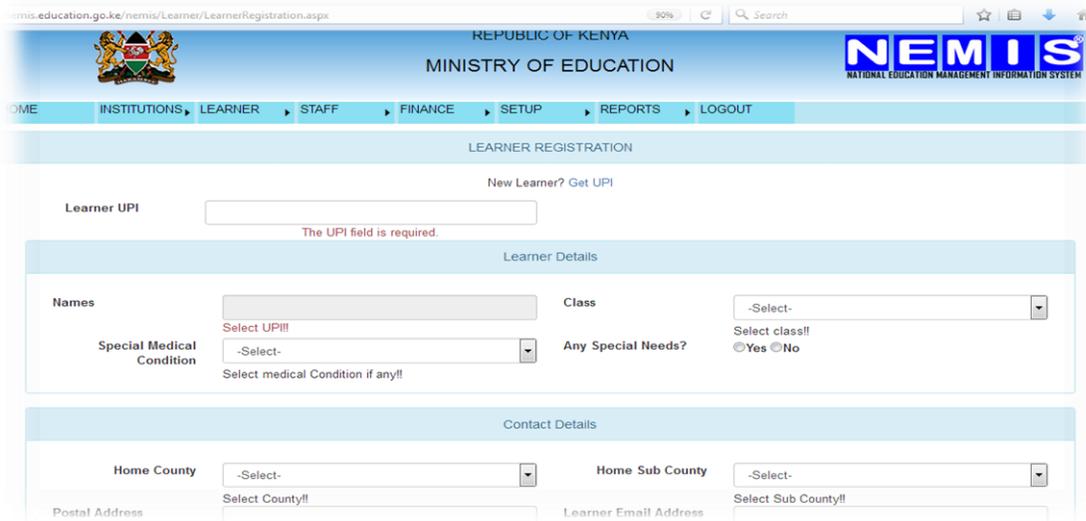
Step 3: Key in details in the fields provided

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

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

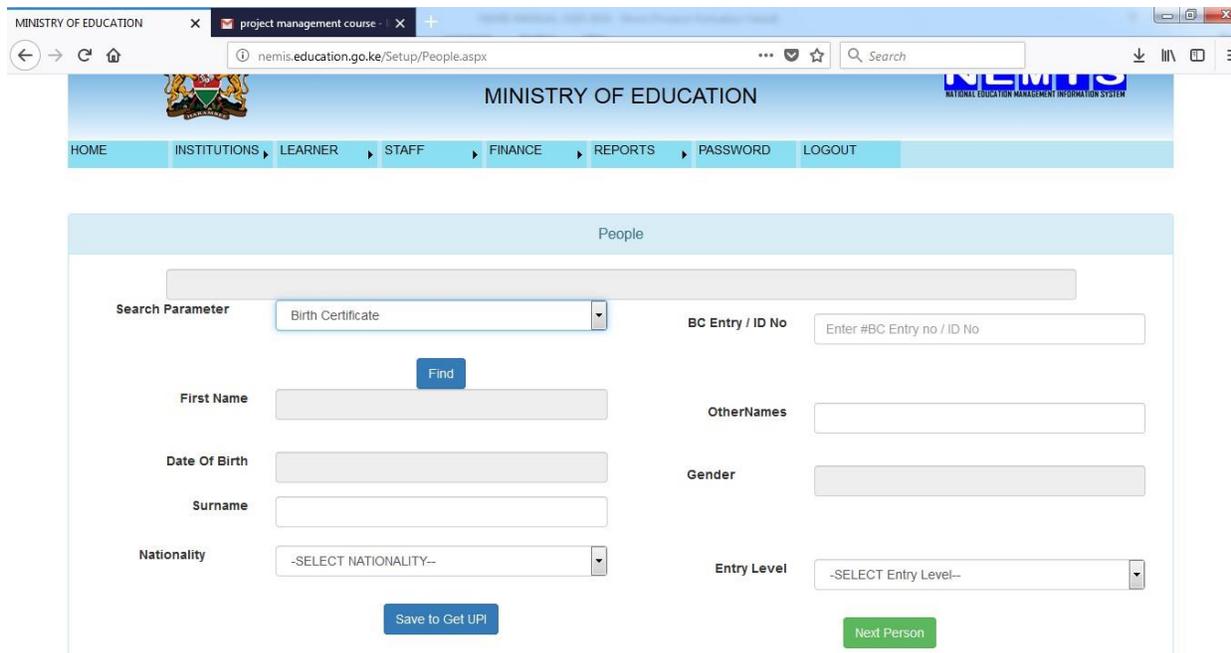
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SUBMITTING INFORMATION CAPTURED



The screenshot shows the 'LEARNER REGISTRATION' page in the NEMIS system. At the top, there is a navigation menu with 'HOME', 'INSTITUTIONS', 'LEARNER', 'STAFF', 'FINANCE', 'SETUP', 'REPORTS', and 'LOGOUT'. The main content area is titled 'LEARNER REGISTRATION' and includes a 'New Learner? Get UPI' link. Below this is a 'Learner UPI' field with a red error message: 'The UPI field is required.' The 'Learner Details' section contains fields for 'Names', 'Class', 'Special Medical Condition', and 'Any Special Needs?'. The 'Contact Details' section includes 'Home County', 'Home Sub County', 'Postal Address', and 'Learner Email Address'.

HOW TO GENERATE TEMPORARY UPI



The screenshot shows the 'People' page in the NEMIS system. It features a search interface with a 'Search Parameter' dropdown set to 'Birth Certificate'. There is a 'Find' button and a 'BC Entry / ID No' input field. Other fields include 'First Name', 'Date Of Birth', 'Surname', 'Nationality', 'OtherNames', 'Gender', and 'Entry Level'. At the bottom, there are 'Save to Get UPI' and 'Next Person' buttons.

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

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

Step 3: The window below appears.

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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,

Screenshot of the NEMIS web application interface showing the 'LEARNER PROGRESSION' section. The page header includes the Republic of Kenya Ministry of Education logo and the NEMIS logo. A navigation menu is visible at the top. The main content area shows a 'PROMOTE TO NEXT CLASS' section with two dropdown menus for 'Select Class' and 'Select Class to promote to', both currently set to 'Baby Class'. An 'Exit' button is located below the second dropdown. The footer contains copyright information for 2017.

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

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

Screenshot of the NEMIS web application interface showing the 'LEARNER PROGRESSION' section. The page header includes the Republic of Kenya Ministry of Education logo and the NEMIS logo. A navigation menu is visible at the top. The main content area shows a 'PROMOTE TO NEXT CLASS' section with two dropdown menus for 'Select Class' and 'Select Class to promote to', both currently set to 'Class 2'. An 'Exit' button is located below the second dropdown. Below the dropdowns is a table with columns for UPI, Names, Class, and Tick to Select. The table contains two rows of data: one for UPI 732GVE (Ntiniso Julius Tipape) and one for UPI 754ZFY (Eveline Rose). The 'Tick to Select' column has checkboxes, with the first one checked. A 'Post' button is located at the bottom right of the table.

UPI	Names	Class	Tick to Select
732GVE	Ntiniso Julius Tipape	Class 2	<input checked="" type="checkbox"/>
754ZFY	Eveline Rose -	Class 2	<input type="checkbox"/>

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

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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

REPUBLIC OF KENYA
MINISTRY OF EDUCATION
NATIONAL EDUCATION MANAGEMENT INFORMATION SYSTEM

LEARNER MOBILITY

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

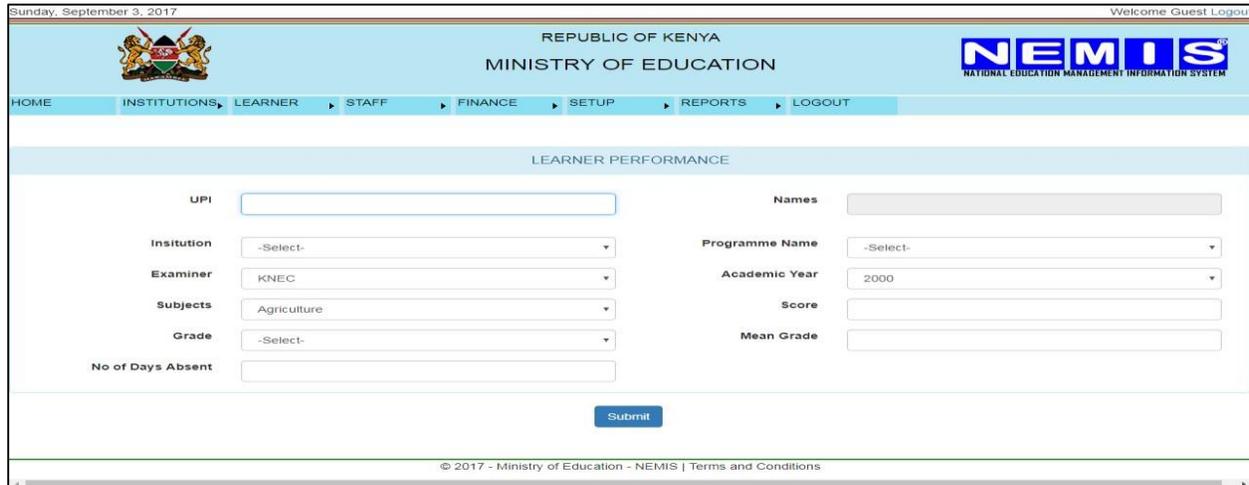
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HOW TO CAPTURE LEARNERS PERFORMANCE DETAILS

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



Screenshot of the NEMIS (National Education Management Information System) interface for the Ministry of Education, Republic of Kenya. The page is titled "LEARNER PERFORMANCE". It features a navigation menu with options: HOME, INSTITUTIONS, LEARNER, STAFF, FINANCE, SETUP, REPORTS, and LOGOUT. The form contains the following fields:

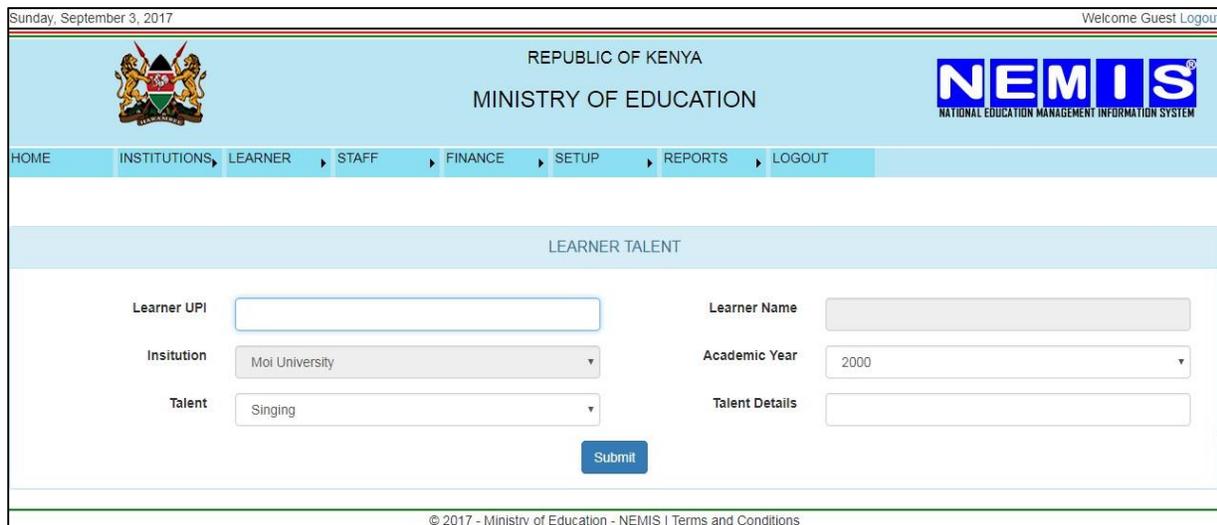
UPI	<input type="text"/>	Names	<input type="text"/>
Institution	<input type="text" value="-Select-"/>	Programme Name	<input type="text" value="-Select-"/>
Examiner	<input type="text" value="KNEC"/>	Academic Year	<input type="text" value="2000"/>
Subjects	<input type="text" value="Agriculture"/>	Score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

At the bottom of the form is a blue "Submit" button. The footer of the page reads: © 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



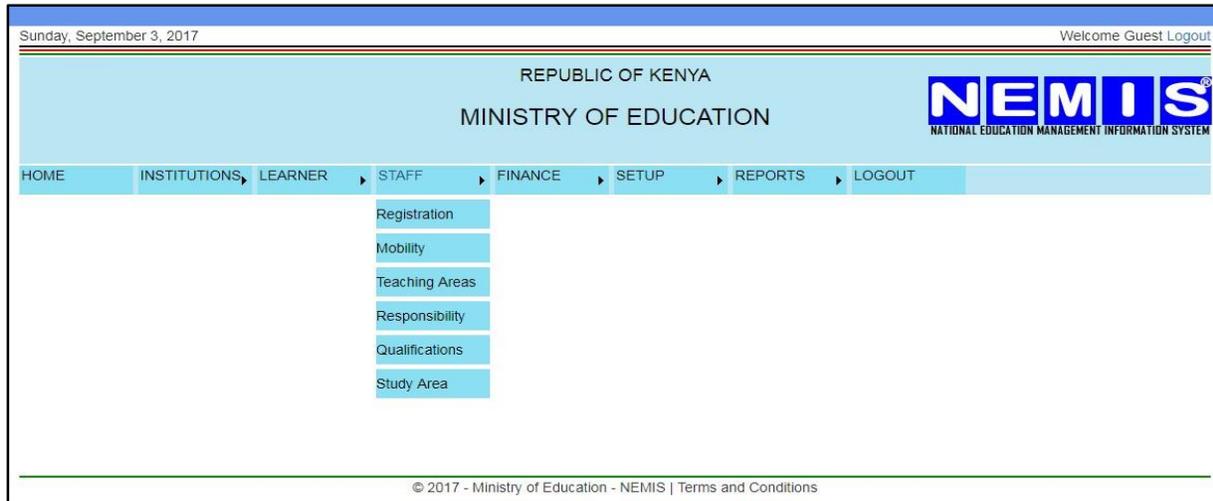
Screenshot of the NEMIS (National Education Management Information System) interface for the Ministry of Education, Republic of Kenya. The page is titled "LEARNER TALENT". It features a navigation menu with options: HOME, INSTITUTIONS, LEARNER, STAFF, FINANCE, SETUP, REPORTS, and LOGOUT. The form contains 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"/>

At the bottom of the form is a blue "Submit" button. The footer of the page reads: © 2017 - Ministry of Education - NEMIS | Terms and Conditions

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HOW TO CAPTURE STAFF REGISTRATION DETAILS



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

The screenshot shows the 'People' registration form in the NEMIS system. The form is titled 'People' and contains several input fields and dropdown menus. The fields are: Item (dropdown menu with '-Select-' selected), No (text input), First Name (text input), Date Of Birth (text input), Surname (text input), Nationality (dropdown menu with '-SELECT NATIONALITY--' selected), OtherNames (text input), Gender (text input), and Entry Level (dropdown menu with '-SELECT Entry Level--' selected). A 'Find' button is located above the First Name field. At the bottom of the form, there are two buttons: 'Save to Get UPI' and '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 Submit button [Find](#) to search for the details.

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

The screenshot shows the NEMIS (National Education Management Information System) interface for the Ministry of Education, Republic of Kenya. The page title is "People". A red warning message at the top states: "The UPI for MWANGI ELIZABETH NYAGUTHII already exists as 2GP1HX". Below the message is a form with the following fields:

Item	ID Number	No	
	<input type="button" value="Find"/>		
First Name	ELIZABETH	OtherNames	NYAGUTHII
Date Of Birth	1/24/1979	Gender	F
Surname	MWANGI		
Nationality	Kenya	Entry Level	Primary

At the bottom of the form, there are two buttons: "Save to Get UPI" and "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  to save details

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MINISTRY OF EDUCATION

NEMIS
NATIONAL EDUCATION MANAGEMENT INFORMATION SYSTEM

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People

UPI:

OtherNames:

Birth Cert No:

Date Of Birth:

Nationality:

Surname:

First Name:

ID No:

Gender:

Entry Level:

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

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

UPI:

Mobility Type:

Effective Date:

Names:

New Institution:

Reason/Remark:

[Submit](#)

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HOW TO CAPTURE TEACHING AREAS DETAILS

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

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Step 2: Upon completion click here to save button

Click here to save

The screenshot shows the NEMIS web application interface. At the top, it displays the date 'Sunday, September 3, 2017' and the user '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 'Teaching Areas' and contains a form with the following fields: 'UPI' (text input with placeholder 'Enter UPI'), 'Teaching level' (dropdown menu with '-SELECT Teaching Level--'), 'Programme Name' (dropdown menu with 'Diploma'), and 'Subject Name' (dropdown menu with 'Agriculture'). A blue 'Click here to save' button is located at the bottom right of the form. The footer contains the copyright notice '© 2017 - Ministry of Education - NEMIS | Terms and Conditions'.

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

Save Data

The screenshot shows the NEMIS web application interface for 'Teacher Responsibility'. The header and navigation menu are identical to the previous screenshot. The main content area is titled 'Teacher Responsibility' and contains a form with the following fields: 'UP' (text input), 'Institution Name' (dropdown menu with '-SELECT INSTITUTION--'), 'Start Date' (calendar input with '9/3/2017'), 'Status' (dropdown menu with '-Select Status--'), 'Teacher Name' (text input), 'Responsibility' (dropdown menu with '-SELECT RESPONSIBILITY--'), and 'End Date' (calendar input with '9/3/2017'). A blue 'Save Data' button is located at the bottom right of the form. The footer contains the copyright notice '© 2017 - Ministry of Education - NEMIS | Terms and Conditions'.

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

Submit

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STAFF QUALIFICATIONS

UPI Names

Courses/Programmes Training Mode

Institution Award

Start Date End Date

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



Study Areas

UPI Programme Name

Subject Name

UPI	Subject Name	Programme Name		
LAVENTER	Chemistry	ECDE	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
LAVENTER	Kiswahili	ECDE	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Charles	Kiswahili	ECDE	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
OKETCH	Kiswahili	ECDE	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
OKETCH	Biology	ECDE	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
	Kiswahili	Diploma	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
IRENE	Religious Studies	KCPE	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

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HOW TO CAPTURE FINANCE DETAILS

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

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

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HOW TO CAPTURE FEE 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 

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

FEES

Academic Year <input type="text" value="Select Academic Year"/>	Term <input type="text" value="Select Term"/>
Class <input type="text" value="Select Class"/>	Fee Item <input type="text" value="Select Item"/>
Fee Amount <input type="text"/>	

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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HOME INSTITUTIONS LEARNER STAFF FINANCE SETUP REPORTS LOGOUT

CAPITATION

Learner Level Financial Year
Academic Year Term
Simba Account GPA Account

Phase ID	Learner Level	Financial Year	Academic Year	Term	Simba Account Amount	GPA Account Amount	Transaction id	Edit	Delete
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"/>

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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  button to save

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INCOME RETURN

Financial Year	<input type="text" value="Select Year"/>	Academic Year	<input type="text" value="Select Academic Year"/>
Term	<input type="text" value="Term 1"/>	Income Source	<input type="text" value="GOK-Capitation"/>
Amount	<input type="text"/>	Date Received	<input type="text" value="9/3/2017"/>

Financial year	Academic Year	Term	Income Source	Amount	Date Received	TransID		
2013/2014	2001	2	GOK-Capitation	3345.00	5/6/2017	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

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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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NATIONAL EDUCATION MANAGEMENT INFORMATION SYSTEM

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DEVELOPMENT FUND

Financial Year <input type="text" value="Select Year"/>	Academic Year <input type="text" value="Select Academic Year"/>
Project Name <input type="text" value="Select Project"/>	Project Description <input type="text"/>
Project Cost <input type="text"/>	Funding Source <input type="text" value="GOK-Capitation"/>
Allocated Amount <input type="text"/>	Disbursed Amount <input type="text"/>
Start Date <input type="text" value="9/3/2017"/>	Expected Completion Date <input type="text" value="9/3/2017"/>
Project Status <input type="text" value="Select Status"/>	Key Milestones <input type="text"/>
Percentage Completion <input type="text"/>	

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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HOME INSTITUTIONS LEARNER STAFF FINANCE SETUP REPORTS LOGOUT

PROJECT EXPENDITURE

Project Name: Academic Year:

Estimated Cost: Funding Source:

Disbursed Amount: Percentage Completion:

Expected Completion Date: 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 EDUCATIONEVE Welcome: Compuera Academy : Logout



REPUBLIC OF KENYA
MINISTRY OF EDUCATION



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

Change Password

Old Password: New Password:

Confirm New Password:

[Click here to change password](#)

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EVERY LEARNER COUNT

Step 2: Key in the fields as required

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

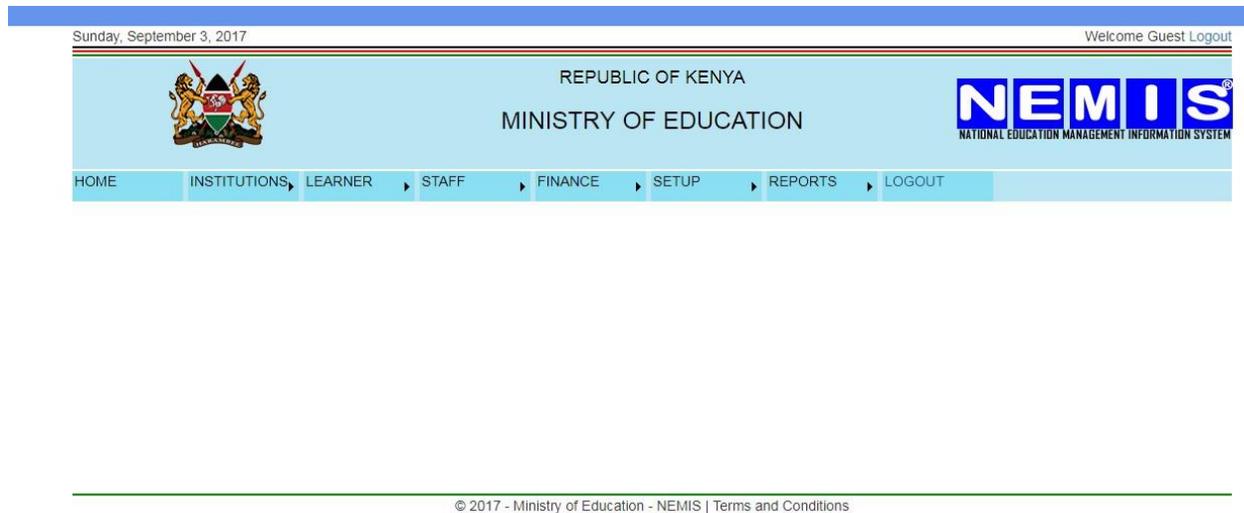
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HOW TO LOGOUT OF THE NEMIS STSYEM

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

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

S/No	Question	Answer
------	----------	--------

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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>

S/No	Question	Answer
------	----------	--------

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		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
S/No	Question	Answer

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		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 PROCESS OWNER
20)	IBRAHIM KIARIE	MOE	DRIVER
21)	MICHAEL KAHITI	MOE	BUSINESS PROCESS OWNER
22)	POLYCAP OTIENO	MOE	EDUCATION STATISTICIAN

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