



Phase 4: User Manual
Project: Strengthening of the Education Management System
(EMIS) in The Gambia
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Registration

1. On your browser type the URL: <https://emis.lecket.gm>
2. Click on **Register**
3. Fill in the sign-up form and submit

Registration Page

1

organization Information

2

User Information

Enter Organization Information

Name *	Email	Address *	Website
Number of Staff *	Sector * Public	Region * Banjul	Field
Offer Internships	Type * Ministry/Stakeholder		

SAVE

Sign In

1. On your browser type the URL: <https://emis.lecket.gm>
2. Fill in email and password details
3. Click on sign in



Sign in

Username *

Password *

Remember me

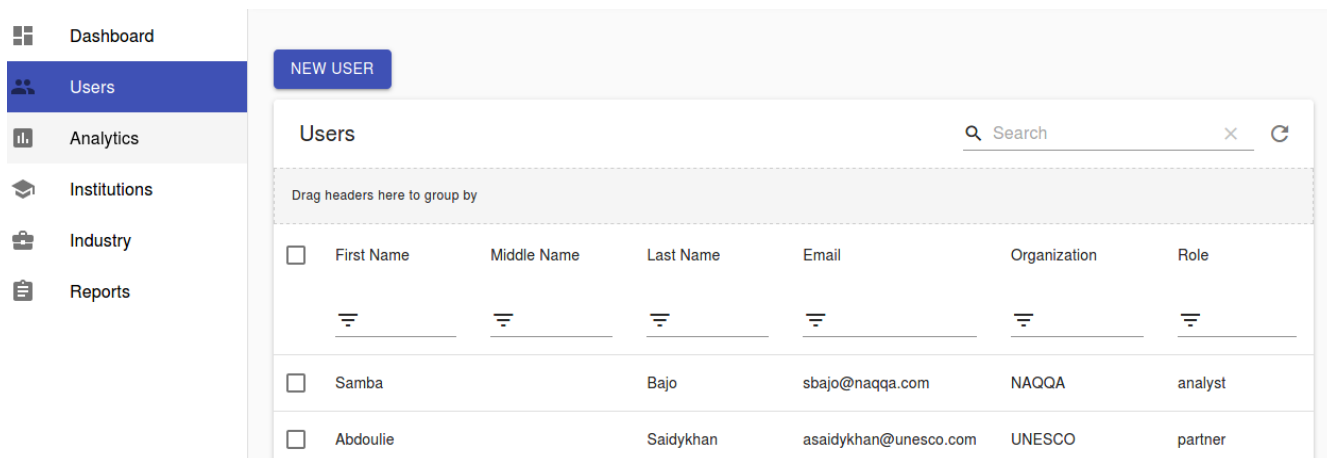
SIGN IN

OR

REGISTER

Adding New User

1. Log into the system as an **admin**
2. Click on the **User Module** on the side bar
3. Click on **New User**
4. Fill in user form and click save



The screenshot displays a web application interface for user management. On the left is a sidebar with navigation options: Dashboard, Users (highlighted), Analytics, Institutions, Industry, and Reports. The main content area features a 'NEW USER' button at the top left. Below it is a table titled 'Users' with a search bar and a refresh icon. The table has a header row with columns: First Name, Middle Name, Last Name, Email, Organization, and Role. Below the header is a row with sorting icons for each column. The table contains two data rows:

<input type="checkbox"/>	First Name	Middle Name	Last Name	Email	Organization	Role
<input type="checkbox"/>	Samba		Bajo	sbajo@naqqa.com	NAQQA	analyst
<input type="checkbox"/>	Abdoulie		Saidykhan	asaidykhan@unesco.com	UNESCO	partner

Deactivating or Activating User Accounts

1. Log into the system as an admin
2. Click on the **User Module** on the side bar
3. Click on a user to view
4. Click on **Lock** to Deactivate and **Unlock** to Activate

Institution Data Review

1. Log into the system as admin
2. Click on the Institution Module on the side bar
3. Click on an institution to view

The screenshot displays a web application interface for reviewing institution data. On the left is a sidebar with navigation options: Dashboard, Users, Analytics, Institutions (highlighted), Industry, and Reports. The main content area features a blue header with tabs for 'HIGHER EDUCATION', 'TERTIARY', and 'NON TERTIARY'. Below the header is a search bar and a table titled 'Higher Education Institutions'. The table has a header row with columns: Name, Ownership, Region, and LGA. Below the header is a section for grouping headers, followed by two data rows. The first row shows 'Al Bayn' with 'Private' ownership, 'Region 1', and 'KMC'. The second row shows 'Nolan and Sons' with 'Private' ownership, 'Region 4', and 'KMC'.

<input type="checkbox"/>	Name	Ownership	Region	LGA
<input type="checkbox"/>	Al Bayn	Private	Region 1	KMC
<input type="checkbox"/>	Nolan and Sons	Private	Region 4	KMC

General Analysis

1. Log into the system as an **Admin**
2. Click on the **Analysis** or **Dashboard** Module
3. Select data tables or graphs to analyze