



**TVETS User Manual**  
**Project: Strengthening of the Education Management System**  
**(EMIS) in The Gambia**  
**Prepared by: InSIST Global**  
**Date: 24<sup>th</sup> August 2020**

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## Registration

1. On your browser url type <https://emis.moherstportal.gm>
2. Click on **Register**

3. Fill in the sign-up form and submit

**Registration Page**

1 ————— 2

Learning Center Information Administrator Information

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**Enter LearningCenter Information**

Learning Center Name *	Learning Center Email *	Phone *	Website
Region * Region 1 ▾	Local Government Area * Banjul ▾	Address *	Sector * Public ▾
	Financial Source Public ▾	Classification Higher Education ▾	

**NEXT**

## Sign In

1. On your browser url type <https://emis.moherstportal.gm>
2. Click on **sign-in**
3. Write email and password
4. Click on sign in

  
**Sign in**

Username \*

Password \*

Remember me

**SIGN IN**

[Forgot password?](#)

## Adding Institution Data

1. Log in as a **School Administrator**
2. Click on the **Settings** menu on the

side bar

- Click on any of the top menu depending on what data you want to add. The following data can be added in this module **1. Institution Details, 2. Grading system, 3. Charges, 4. Infrastructure, 5. Curricular 6. Laboratories**

**Institution Details**

Name \*  Address \*  Email

Local Government Area \*

Number of staff  Number of Lecture Rooms

Enrollment Capacity

Sector \*  Region \*  Classification

## Adding a Department

- Log in as a **School Administrator**
- Click on the **Department** menu on the side bar
- Click on the **Add Department** button
- Fill the form and click on save

Departments		Search
Name	Location	
Arts	Banjul	<input type="button" value="SUSPEND"/>
Language	Banjul	<input type="button" value="DELETE"/>
Mathematics	Banjul	<input type="button" value="SUSPEND"/>
Physical Education	Banjul	<input type="button" value="DELETE"/>











## Adding a Program

1. Log in as a **School Administrator**
2. Click on the **Programs** menu on the side bar
3. Click on the **Add Program** button
4. Fill the form and click on save

Name	Award	Isced Level	Tuition (GMD)	Department	Accreditation	
Bsc Development Studies	Bachelor	4	40000	Science	Accredited	SUSPEND
Bsc English Language	Bachelor	4	36000	Arts	Accredited	SUSPEND

## Adding a Course

1. Log in as a **School Administrator**
2. Click on the **Course** menu on the side bar
3. Click on the **Add Course** button
4. Fill the form and click on save

-  Dashboard
-  Students
-  Courses
-  Staff
-  Departments
-  Terms
-  Programs
-  Scholarships
-  Reports
-  Settings

ADD COURSE










Courses
Q Search x ↻

Drag headers here to group by

Course	Code	Department	Duration (Months)	Contact Hours	
≡	≡	≡	≡	≡	
Basic Maths	MH101	Mathematics	3	36	<span style="background-color: #ccc; padding: 2px 5px; border: 1px solid #ccc;">SUSPEND</span>
English	101	Language	3	50	<span style="background-color: #ccc; padding: 2px 5px; border: 1px solid #ccc;">SUSPEND</span>
Java Programming	101	Mathematics	3	36	<span style="background-color: #ccc; padding: 2px 5px; border: 1px solid #ccc;">SUSPEND</span>

## Adding a Staff

1. Log in as a **School Administrator**
2. Click on the **Staff** menu on the side bar
3. Click on the **Add Staff** button
4. Fill the form and click on save

-  Dashboard
-  Students
-  Courses
-  Staff
-  Departments
-  Terms
-  Programs
-  Scholarships
-  Reports

ADD STAFF

Staff
Q Search x ↻

Drag headers here to group by

Staff ID	First Name	Middle Name	Last Name	Gender	Nationality	Phone	Email	
≡	≡	≡	≡	≡	≡	≡	≡	
12121	Isatou	Jobarteh	Jaiteh	Female	Gambia	1111111	admin1@alfurqan.com	<span style="background-color: #e91e63; color: white; padding: 2px 5px; border: 1px solid #ccc;">Delete</span>
0021	Jainaba		Faal	Female	Gambia	222222	jfaal1@insistglobal.com	<span style="background-color: #e91e63; color: white; padding: 2px 5px; border: 1px solid #ccc;">Delete</span>

## Assigning a Course/Subject Teacher

1. Log in as a **School Administrator**
2. Click on the **Staff** menu on the side bar
3. Search and click on the staff you want to assign
4. Click on **Assign Course**
5. Search for the course you want to assign and the set(group) and select

## 6. Click on Save

Dashboard

Students

Courses

Staff

Departments

Terms

Programs

Scholarships

Reports

Settings

EDIT REMOVE AS HOD BACK

### Staff Details

Staff ID	12121
First Name	Isatou
Middle Name	Jobarteh
Last Name	Jaiteh
Department	
DOB	
Phone Number	1111111
Email	admin1@alfurqan.com
Role	Administrative
Rank	
License	
HOD For	Mathematics

ASSIGN COURSE

ASSIGN HOD

TERMINATE EMPLOYMENT

## Assigning a Head Of Department

1. Log in as a **School Administrator**
2. Click on the **Staff** menu on the side bar
3. Search and click on the staff you want to assign
4. Click on **Assign HOD**
5. Search for the department you want to assign and select it
6. Click on Save

### Assign HOD

Department

Computer Science

CANCEL SAVE

## Un-Assigning a Head Of Department

1. Log in as a **School Administrator**
2. Click on the **Staff** menu on the side bar

3. Search and click on the staff you want to assign
4. Click on **Remove As HOD**

The screenshot shows a staff management interface. At the top, there are three buttons: 'EDIT' (blue), 'REMOVE AS HOD' (grey), and 'BACK' (red). Below these is a 'Staff Details' section with the following information:

Staff ID	12121
First Name	Isatou
Middle Name	Jobarteh
Last Name	Jaiteh
Department	
DOB	
Phone Number	1111111
Email	admin1@alfurqan.com
Role	Administrative
Rank	
License	
HOD For	Mathematics

To the right of the details is a panel with three buttons: 'ASSIGN COURSE' (grey), 'ASSIGN HOD' (blue), and 'TERMINATE EMPLOYMENT' (grey). The 'REMOVE AS HOD' button in the top navigation bar is highlighted.

## Terminating a Staff Employment

1. Log in as a **School Administrator**
2. Click on the **Staff** menu on the side bar
3. Search and click on the staff you want to assign
4. Click on **Terminate Employment**
5. Accept **Warning Alert**
6. Click on **Save**

This screenshot is identical to the one above, showing the same staff details and action buttons. In this version, the 'TERMINATE EMPLOYMENT' button in the right-hand panel is highlighted.

## Adding a student

1. Log in as a **School Administrator**
2. Click on the **Students** menu on the side bar



3. Click on **Add Student**
4. Fill the form and click in save

**ADD STUDENT**

Students Search × ↻

Drag headers here to group by

Student ID	First Name	Middle Name	Last Name	Gender	
004	Gg		Ggg	Female	Delete
003	Jean	Lamin	Marenah	Male	Delete
002	Jorjoh		Ndure	Female	Delete

## Admitting a student

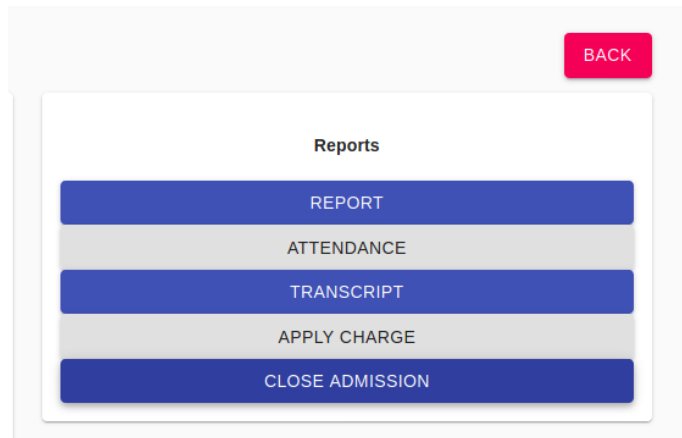
1. Log in as a **School Administrator**
2. Click on the **Students** menu on the side bar
3. Search and click on the student you want to admit
4. Click on **Add Admission** on the top
5. Fill the form and click in save

### Add Admission

Start Date 08 / 28 / 2020 <span>×</span>	Expected End Date 08 / 28 / 2020 <span>×</span>	Qualification * Pre Entry <span>▼</span>	Award * Bachelor <span>▼</span>
Isced Level 4 <span>▼</span>	Program * <span>▼</span>	Status *	

## Changing a Student's Admission Status

1. Log in as a **School Administrator**
2. **Administrator**
3. Click on the **Students** menu on the side bar
4. Search and click on the student who's status you want to change
5. Click on **Close Admission** on the menu on the right
6. Select any option on the **Status** drop-down depending on the student's current status



## Enrolling a student

**School Administrator**  
**Students** menu on the side

1. Log in as a
2. Click on the bar
3. Search and click on the student you want to enroll
4. Click on **Enroll** on the top menu to enroll the student

## Adding a student into a Course

1. Log in as a **School Administrator**
2. Click on the **Students** menu on the side bar
3. Search and click on the student you want to add to a course
4. Click on **Add Course** on the top menu
5. Select the courses and click on save

## Adding Scholarship Details for a Student

1. Log in as a **School Administrator**
2. Click on the **Students** menu on the side bar
3. Search and click on the student you want to add to add scholarship data for
4. Click on **Add Scholarship** on the top menu
5. Fill the form and click on save

## Add Scholarship

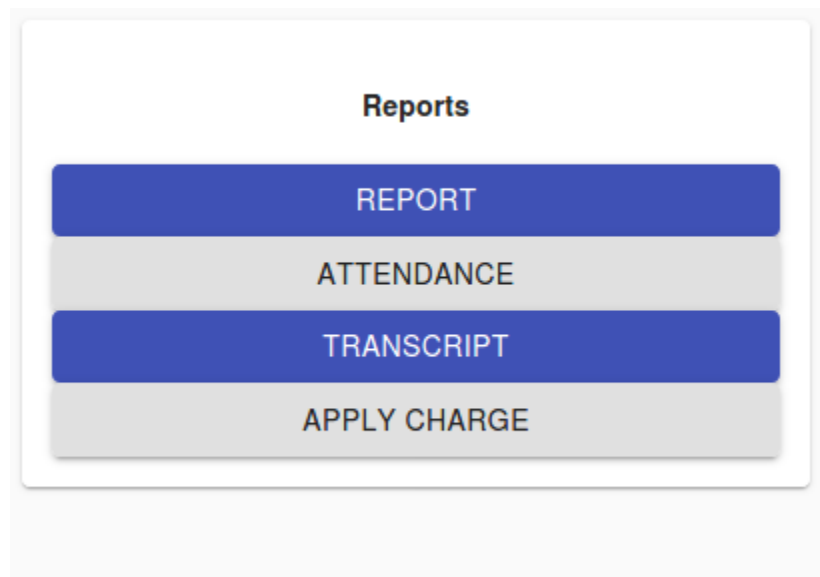
Awarding Body *	Awarded Year 08 / 28 / 2020	Awarded For *
Status *	Type *	

CANCEL

SAVE

## Generating Reports For a Student

1. Log in as a **School Administrator**
2. Click on the **Students** menu on the side bar
3. Search and click on the student you want to generate a report for
4. The student reports are on the left side of the student view
5. Click on any report to generate

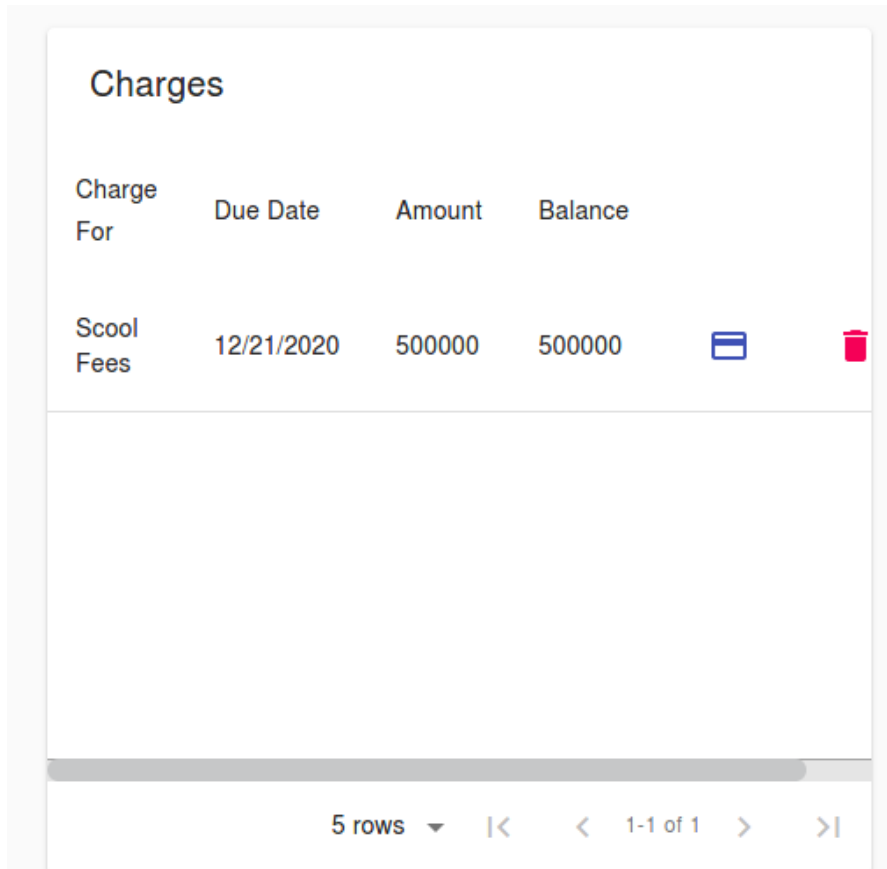




## Adding Charges a Student

1. Log in as a **School Administrator**
2. Click on the **Students** menu on the side bar
3. Search and click on the student you want to add a payment or charge for
4. Click on **Apply Charge**
5. Select charge and save

## Adding Payments for a Student

1. Log in as a **School Administrator**
2. Click on the **Students** menu on the side bar
3. Search and click on the student you want to add a payment for
4. Go down to the charges table
5. Select a charge and enter the amount you want to pay




Charge For	Due Date	Amount	Balance		
Scool Fees	12/21/2020	500000	500000		

5 rows ▾ |< < 1-1 of 1 > >|

## Adding a Scholarship Body

1. Log in as a **School Administrator**
2. Click on the **Scholarship** module on the side bar
3. Click on **Add Scholarship** and click on save

## Add Scholarship

Awarding Body *	Awarded Year 08 / 28 / 2020 	Awarded For *
Status *	Type *	

CANCEL

SAVE

## Syncing Data to the Global EMIS

1. Log in as a **School Administrator**
2. Click on the **Sync** module on the side bar
3. Click on the **sync** button on any data you want to submit

### LearningCenter (1)

You have **1** change that have not been uploaded to the Global EMIS.

SYNC

### Program (3)

You have **3** changes that have not been uploaded to the Global EMIS.

SYNC

### Student (4)

You have **4** changes that have not been uploaded to the Global EMIS.

SYNC

### User (2)

You have **2** changes that have not been uploaded to the Global EMIS.

SYNC

### Laboratory (2)

You have **2** changes that have not been uploaded to the Global EMIS.

SYNC