User Guide for NEMIS ASC v2 Portal

- Launch the browser to be used, e.g., Google chrome, Fire fox, Safari, Edge etc.



- In the address bar, enter the url: <u>www.nemiserp.com/cas/</u>



- When the page is displayed, enter the school code in the **sign in** box then click on the login tab. A login success message will display



- When successfully logged in, a home page will display the school code entered and the school's name.
- Proceed to the **-Select Census Year-** and select, then click on the start census button



- The **School Identification** page will display, enter all the required information and click the save button below the page.

**NOTE**: Failure to enter all required information will prevent the page from saving and proceeding to the next section. **Click on the get location button to auto generate Latitude and Longitude (Make sure to generate this school in your school)** 

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	SCHOOL IDENTIFICATION							
5	School Code:*	Census Year : *	X Coordinate (Latitude) : "	Y Coordinate (Longitude): *				
II Home	10999	2024/2025	10	8				
A School Identification								
🗸 School Characteristic	- \		Click to get location					
() Enrolment	School Name: "		$\wedge$					
D sof	Demo School		· \					
₩ Сазахола	Full Address (Number, Street nor	ne and any landmarks) : *	Name of Village/Town: *	Name of Village/Town : *				
Facilities	Plot 245, Samuel Adesoji Cresce	nt.	Central Area					
🛛 Pupil/Teacher Book	Ward:*	State :	LGA:					
D Teachers	¢	FCT	454	AC				
* School Health and Wet-being	Crhool Talanhone 1		School Small Address -					
Unavtaking	school respirate.		autori sii tur Autorisa .	authori si tipit Adoricaa .				
В Перок Фине	+2348098483626		wholespichoggmal.com					
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8 10			<u>A</u>					
NEMIS ( 2004	9		/ \					

- After Saving the Identification page, proceed to the next tab which is the School Characteristics. Fill in all the required information, click on the save button at the bottom of the page and proceed to the next tab which is Enrolment.
- Apply the same procedure to all the other tabs:
  - Staff
  - Classrooms
  - Facilities
  - Subjects
  - Student/Teacher Book
  - Teachers
  - School Health and Well-being
  - Undertaking

by ensuring that all the required information is filled in for all the sections then Click save. - At the completion of the form, a successful screen will load like the image below.

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ENUCATION =	School Code: 10999		
	School Name: Demo School		
E tione	Schon Hame, Demo Schoor		
R School identification	Congratulations!		
School Characteristics	You have completed the Annual Softon Census for the year 2004/2025		
G Evolowert			
D Raf			
V Classrooms	(1) State /MMM Supervised Supervised States / 1987		
Ø Facilities			
Pupil/Teacher Book			
D leachers	<u>)</u>		
<ul> <li>School Health and Well-being</li> </ul>			
undertaking			
Veport Sheet			
togost Heles ( 2004	Trogant		

- The **report sheet section** will display a summary of all the information filled. Click download as PDF to save a copy of the report sheet.

MARCH WHOTEV ST PROJECTION =											
88 Home	ASC: REPORT SHEET										
A School Identification											
🕫 School Characteristics	Download as PDF										
@ Enrolment	Census Year : 2024/2025 School : Demo School	Census Year : 2024/2025 School Code : 10999 School : Demo School									
🗅 staff	Street : Plot 245, Samuel Adesoji Crescent Town : Central Area										
₩ Classrooms	LGA: AMAC State: FCT										
🌣 Facilities	Phone : +2348098483826 Email : whalesplaho@gmail.com										
Pupil/Teacher Book	Percentage of Femal	Percentage of Female Teachers		0 Learner Teacher Ratio 18		Learner Classroom Ratio	18				
1 Teachers	Latitude	Longitude		Established	Locatio	n	Level				
* School Health and Well-being	10.000000	8.000000		1816	Urban		Pre-Primary and Primary				
Be Undertaking	Туре	Runs Shift		Shared Facilities	Male Boarders		Female Boarders				
Report Sheet	Regular	Yes		Yes	0		0				
	Distance from LGA	SDP		SBMC	PTA		Conditional Cash Transfe	r			
	1	Yes		Yes	Yos		0				
Logout 🕤	School Grants	Last Inspection	9	Inspection By	Security G	uard	Ownership				

- Then Click on the **log out** icon to exit the portal

**NOTE**: Corrections can be made on the previous pages by simply navigating to the sections.