



Future Gateway

INTEGRATED MANAGEMENT INFORMATION SYSTEM (IMIS)

Quality Assurance - Institution Portal

User Guide
VERSION: 2.0

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Preface

This manual is intended for new users with little or no experience using the Future Gateway **Integrated Management Information System** Web based Technology. The goal of this document is to give a broad overview of the main functions of **Future Gateway Integrated Management Information System** Web based Technology and some basic instructions on how to set up and administer a list. This document will concentrate on demonstrating interaction with **Future Gateway Integrated Management Information System** using the Web based Technology.

Every effort has been made to ensure that this document is an accurate representation of the functionality of **Future Gateway Integrated Management Information System**. As with every software application, development continues after the documentation has gone to press so small inconsistencies may occur. The following documentation conventions have been used in this manual:

- Menus, options, icons, fields, and text boxes on the screen will be bold (e.g., the **Search** icon).
- Clickable buttons will be bold and within brackets (e.g., the **[OK]** button).
- Clickable links will be bold and underlined (e.g., the **Edit** link).
- Some screen captures have been cropped and/or edited for emphasis or descriptive purposes.

Usage:

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Pre-requisites:

You need to have a valid E-mail ID before doing the registration.

Please enter your mail ID carefully because an OTP (One-time Password) will be sent to that particular ID.

While registration if you experience any error, please take the screen shot of the same by pressing the “Print Screen” button from the keyboard. Please attach the screenshot and mail it to your IT administrator.

In case of problems during profile creation or application, log your problem and mail it to your IT administrator. Attached is the screenshot as described in point no 3.

This application is supported by Microsoft Edge, Mozilla Firefox, and Chrome. Please ensure that you are using the above-mentioned browsers only.

Please keep a scanned copy of your photograph and highest relevant qualification ready as these are to be submitted along with the application.

The scanned copies should only be in Pdf format only. No other file formats will be accepted by the system.

The confirmation mail will be received within 30 minutes of initial registration. So, kindly wait to receive the confirmation mail.

NB: In case some of the screen shots are not legible, you are requested to zoom the document.

Send Your Comments

If you find any errors or have any other suggestions for improvement, then please contact your support representative and provide your name, the name of the company who has license to our products, the title and part number of the documentation and the chapter, section, and page number (if available). Note: Before sending your comments, you might like to check that you have the latest version of the document and if any concerns are already addressed. To do this, contact your support team to verify. If you need assistance with Future Technologies software, then please contact your support representative.

Getting Started

1 Product Launching

The system shall be installed and configured on the computer server hence clients shall be able to access the system through the local area network.

1.1 Login and Product Access

To access the system, open your preferred web browser (Google chrome, Mozilla Firefox etc.) and type nche, open the national council for higher Education website. After opening, click on the Services page, then click on the e-Services option after therefore select from the list the program you want to log into by clicking on that program for example License Accreditation, Program Accreditation or Equation of Qualifications. The following page will be displayed.

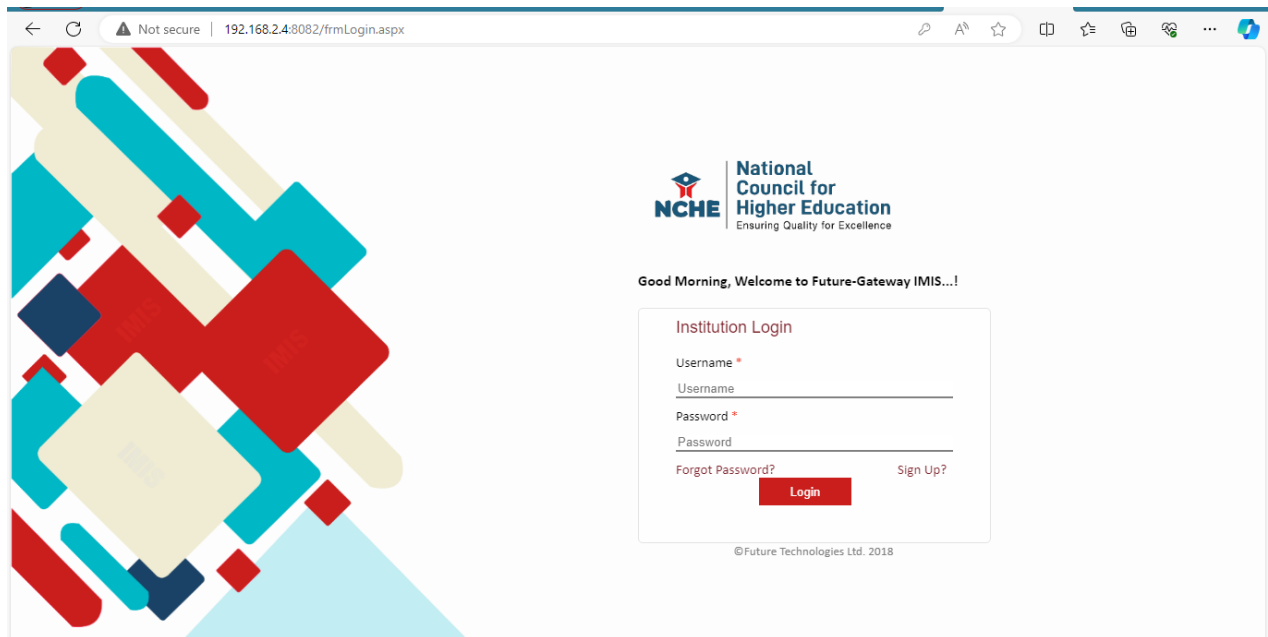


Figure 1.1a: IMIS Institution Portal Login Page

To log in the system, you must enter your Username and Password created by the Institution and has been approved by nche administrators. Click on **[Login]** button to login the system as shown in **Figure 1.1a - IMIS Institution Portal Login Page**

Using the forgot password link

Once you have forgotten your password, provide your username and click the **Forgot your password?** Link.

You will receive a message containing further instructions. Only the email used during signing up will receive this message.

Sign up

To create New Accounts, click on the **Sign-Up** Link, the following page will be typically displayed. Please complete the Registration Form. The fields marked with an asterisk (*) are mandatory. Please note that once you have registered, you will use a username to access this site in future.



Figure 1.1b: Signup Page

Username: Enter your Institution username in this field.

Institution Name: Enter Institution full name in this field.

District: Enter the District Name where the Institution is located.

Institution Type: Specify the Institution Type whether its Public or Private by selecting from the dropdown menu.

Primary Email ID: Enter Your Institution Primary Email ID in this field.

Alternative Email ID: Enter your Institution Alternative Email ID in this field.

Phone Number (Mobile): Enter the phone number in this field.

Phone Number (Landline): Enter the phone number in this field.

Contact Person: Enter the contact person name in this field.

Phone Number (Contact Person): Enter the phone number in this field.

Alternative Contact Person: Enter the Alternative Contact Person name in this field.

Phone Number (Alternative Contact Person): Enter the Alternative Contact Person Phone Number in this field.

Note: You will use your username created during system login.

Password: Enter a password you would like to set.

Confirm Password: Re-type your password in this field to ensure that you have not made any typographical errors.

Logo: Attach the Institution Logo by clicking on the choose file button then after click upload.

Note: Below are the guidelines to create a valid password:

- Password should contain more than 7 characters.
- Password should contain at least one uppercase letter.
- Password should contain at least one special character i.e., %, \$, #, @ etc.

Once you have clicked **[Submit]**, you will be advised whether your registration has been successful. If it is not, please check the information you have submitted and rectify any errors/omissions. If successfully registered, you will be sent an OTP (One-time Password) to the email address you specified in the form. Open the email message and you will find a code. *Copy and paste the code contained in the email into the OTP field (shown below).*



The screenshot shows a web form titled "OTP Verification". It contains the following fields and elements:

- Username**: A text input field containing "Doe".
- Full Name**: A text input field containing "John Doe".
- Email ID**: A text input field containing "knotoy@vxmail.top". To the right of this field are two links: "[Edit]" and "[Resend OTP]".
- OTP**: An empty text input field.
- Verify**: A red button with white text.
- Back to Login**: A blue text link.

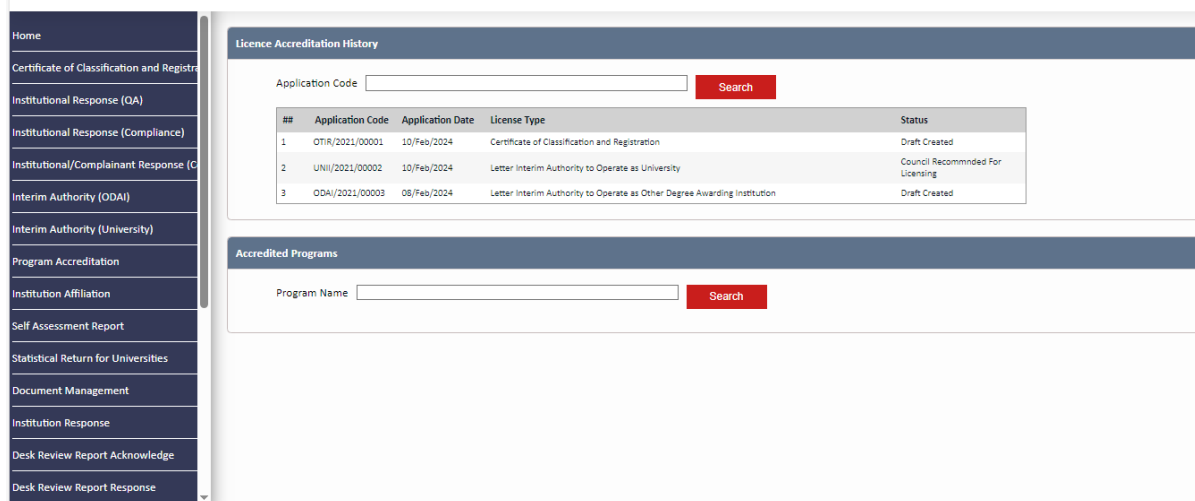
Figure 1.1c: OTP Verification

The message "OTP verified successfully." will be displayed on screen once the OTP is verified.

Once you have registered and verified your OTP, you can use your login details (Username and password) to log into the NCHE IMIS Institution site.

1.2 Institution Dashboard

Once you have successfully logged in, your Institution dashboard will be displayed. The dashboard consists of a sidebar menu and your license accreditation history and Accredited Programs presented in a tabular format.



#	Application Code	Application Date	License Type	Status
1	OTR/2021/00001	10/Feb/2024	Certificate of Classification and Registration	Draft Created
2	UNII/2021/00002	10/Feb/2024	Letter Interim Authority to Operate as University	Council Recommended For Licensing
3	ODA/2021/00003	08/Feb/2024	Letter Interim Authority to Operate as Other Degree Awarding Institution	Draft Created

Figure 1.2a: IMIS Institution Portal Home page

In the Application Code field, you can input your application code and click the “SEARCH” button to filter the list and the same applies for Accredited programs. You can enter program Name and then click the “SEARCH” button to filter the list.

Starting an application

To apply for any license, you need to select any desired application from the sidebar menu. For this example, we shall be applying for the Certificate of Classification and Registration. Click the “CERTIFICATE OF CLASSIFICATION AND REGISTRATION” tab.

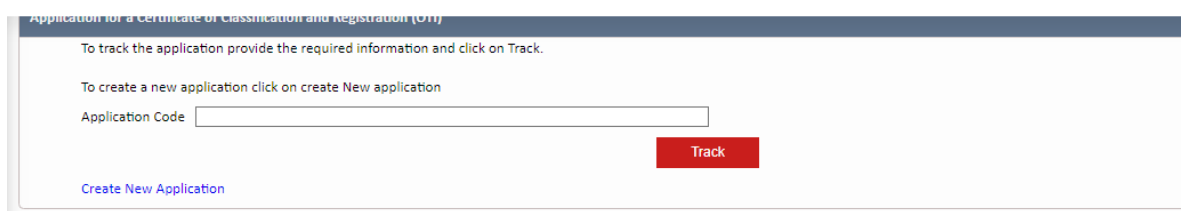
Note: This procedure applies to all the applications in the sidebar menu that is;

- Certificate of Classification and Registration
- Institutional Response (Compliance)
- Interim Authority (ODAI)
- Interim Authority (University)
- Program Accreditation
- Institution Affiliation
- Self-Assessment Report
- Statistical Return for Universities
- Document Management
- Institution Response
- Desk Review Report Acknowledge
- Desk Review Report Response
- Vetting Meeting Acknowledge

- Vetting Meeting Response
- Verification Invoice Payment
- Verification Report Acknowledge
- Verification/Inspection Schedule
- Verification Report Response
- Administrative Visit Report Acknowledge
- Administrative Visit Report Response
- Program Invoice Payment
- URA Payment

2.0 Certificate of Classification and Registration

By default, the track application page will be displayed. Click the “CREATE NEW APPLICATION” link to begin the application process.

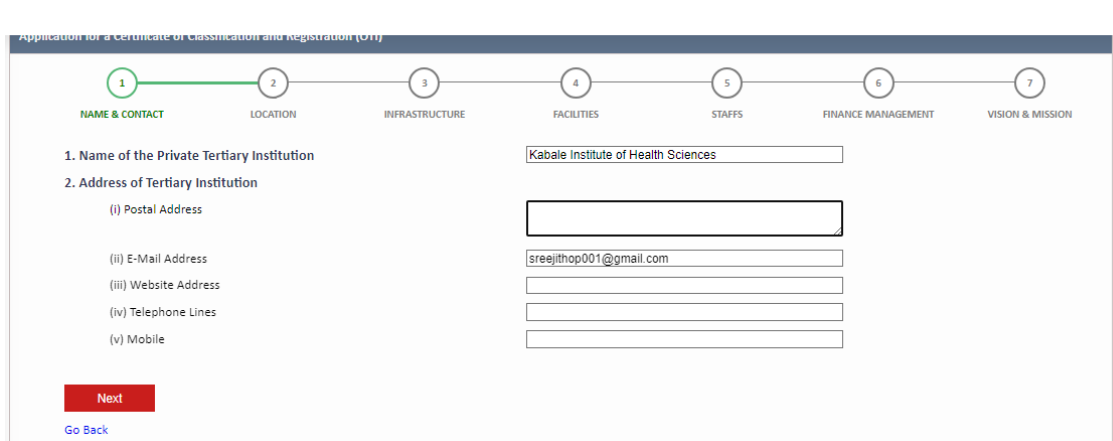


The screenshot shows a web interface titled "Application for a Certificate of Classification and Registration (C1)". It contains instructions: "To track the application provide the required information and click on Track." and "To create a new application click on create New application". There is an input field for "Application Code" and a red "Track" button. A blue link "Create New Application" is located at the bottom left.

Once you have clicked the link as shown above, the application form will be displayed, and you can begin capturing different information. The form is divided according to the category of information you will be providing. Let us go through the different form sections to complete our application.

2.1 Name & Contact Section:

This section allows you to add your basic Institution related Information i.e., Name of the Private Tertiary Institution, Email Address, Telephone lines etc. You can also update this information if it has changed. Fill in the form and click the “NEXT” button. The fields marked with an asterisk (*) are mandatory and are necessary for us to identify and contact you. You need not re-enter the information you already entered while registering.



The screenshot shows a multi-step application form titled "Application for a Certificate of Classification and Registration (C1)". A progress bar at the top indicates seven steps: 1. NAME & CONTACT (highlighted in green), 2. LOCATION, 3. INFRASTRUCTURE, 4. FACILITIES, 5. STAFFS, 6. FINANCE MANAGEMENT, and 7. VISION & MISSION. The form fields are as follows:

- 1. Name of the Private Tertiary Institution:
- 2. Address of Tertiary Institution
 - (i) Postal Address:
 - (ii) E-Mail Address:
 - (iii) Website Address:
 - (iv) Telephone Lines:
 - (v) Mobile:

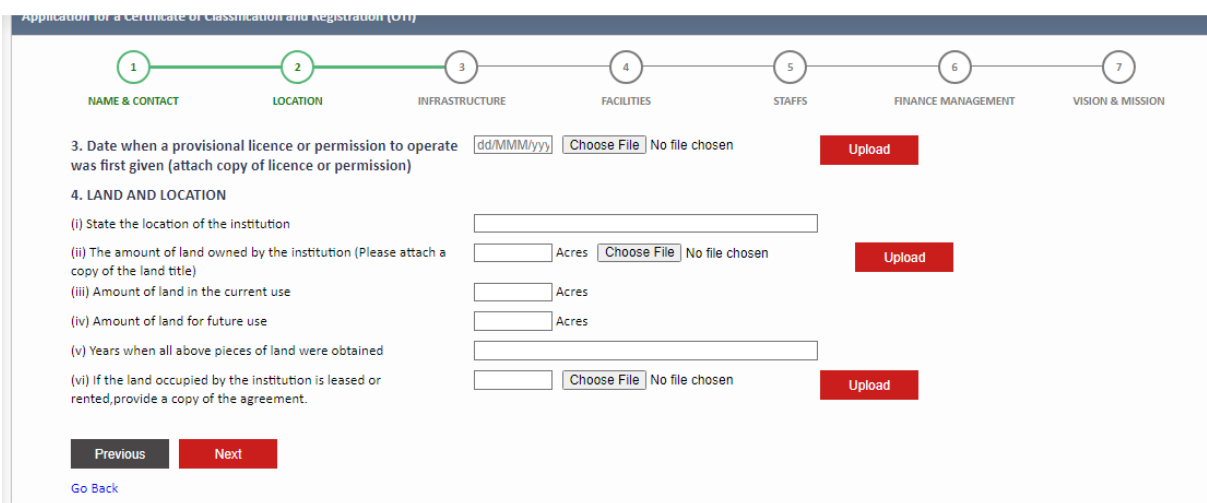
At the bottom, there is a red "Next" button and a blue "Go Back" link.

Once you have provided all relative information in the fields, click the next button to proceed. On completion of this section the form is saved automatically, and a unique Application Code is sent to your Institution email ID. Use this Application Code to review and track your application.

2.2 Location Section:

This section allows you to add your Institution’s location information. Fill in the form and click "NEXT." To return to the previous section, click the “PREVIOUS” button.

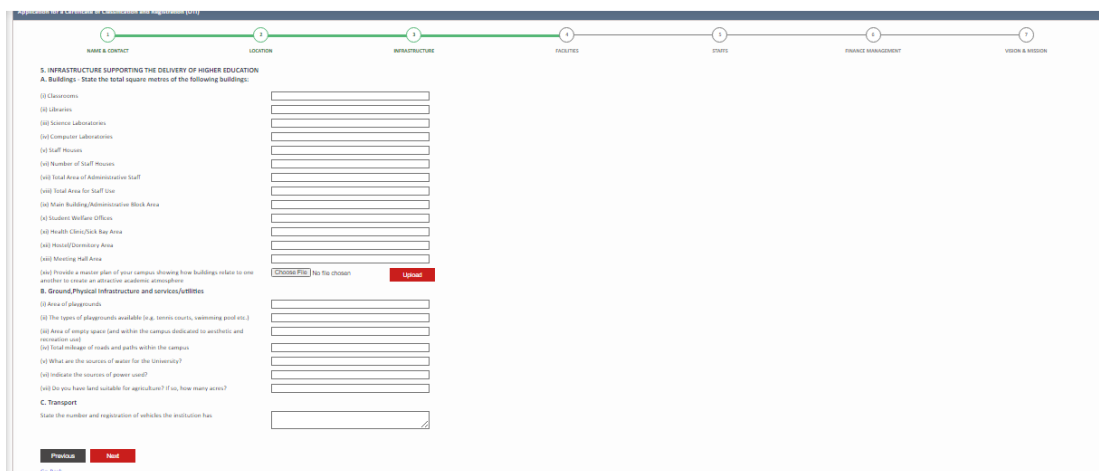
To upload a file, click the “BROWSE” button to select any file from your computer. Click the “UPLOAD” button to upload the file.



2.3 Infrastructure Section:

This section allows you to add your Institution’s infrastructural information. Fill in the form and click "NEXT." To return to the previous section, click the “PREVIOUS” button.

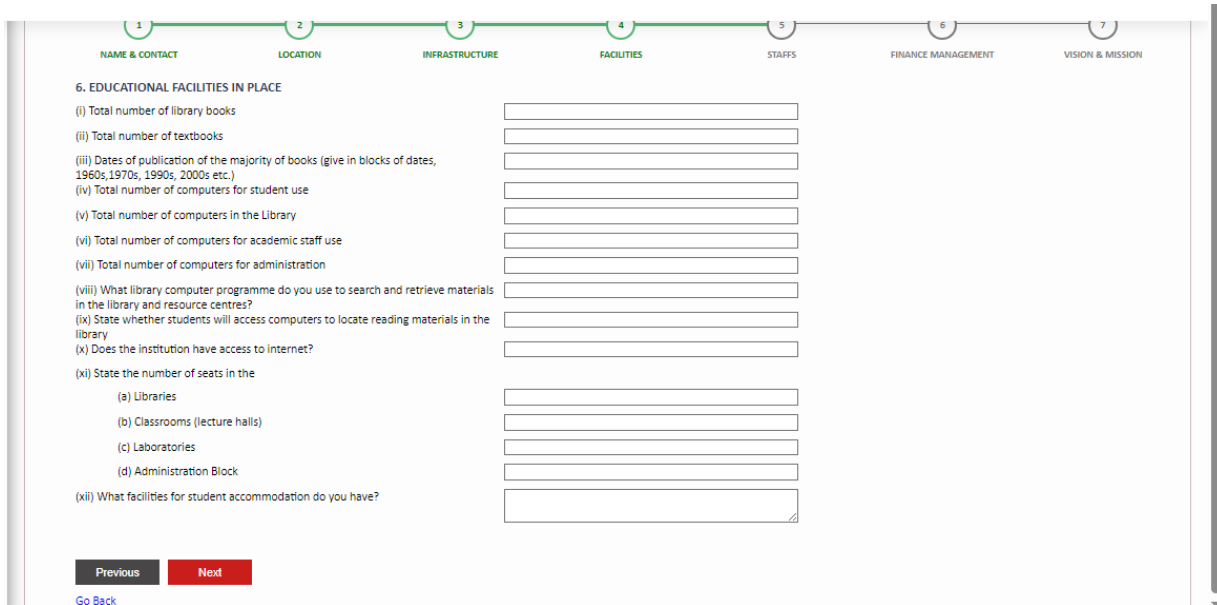
To upload a file, click the “BROWSE” button to select any file from your computer. Click the “UPLOAD” button to upload the file.



2.4 Facilities Section:

This section allows you to add your Institution’s facilities’ information. Fill in the form and click

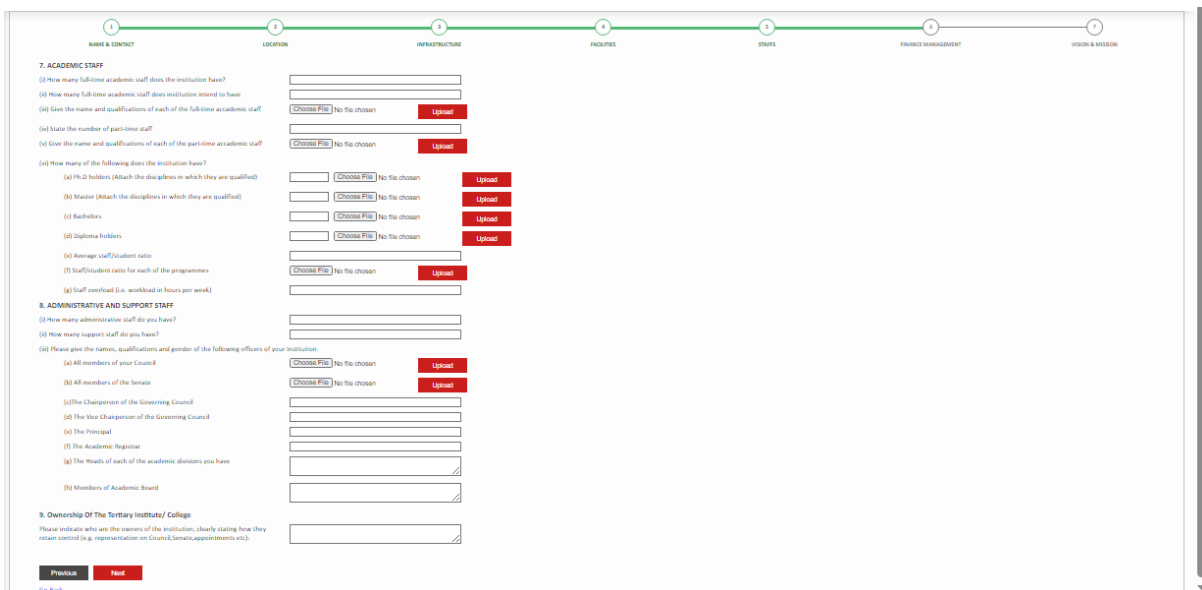
“NEXT.” To return to the previous section, click the “PREVIOUS” button.



2.5 Staff Section:

This section allows you to add your Institution’s staff information. Fill in the form and click “NEXT.” To return to the previous section, click the “PREVIOUS” button.

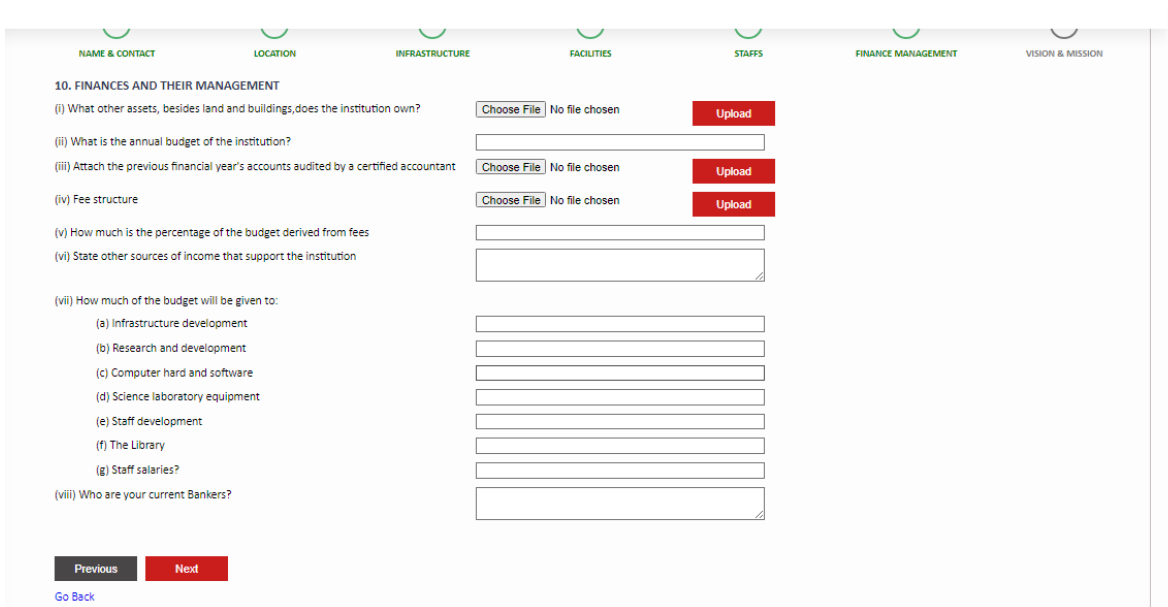
To upload a file, click the “BROWSE” button to select any file from your computer. Click the “UPLOAD” button to upload the file.



2.6 Finance Management Section:

This section allows you to add your Institution’s finance management information. Fill in the form and click “NEXT.” To return to the previous section, click the “PREVIOUS” button.

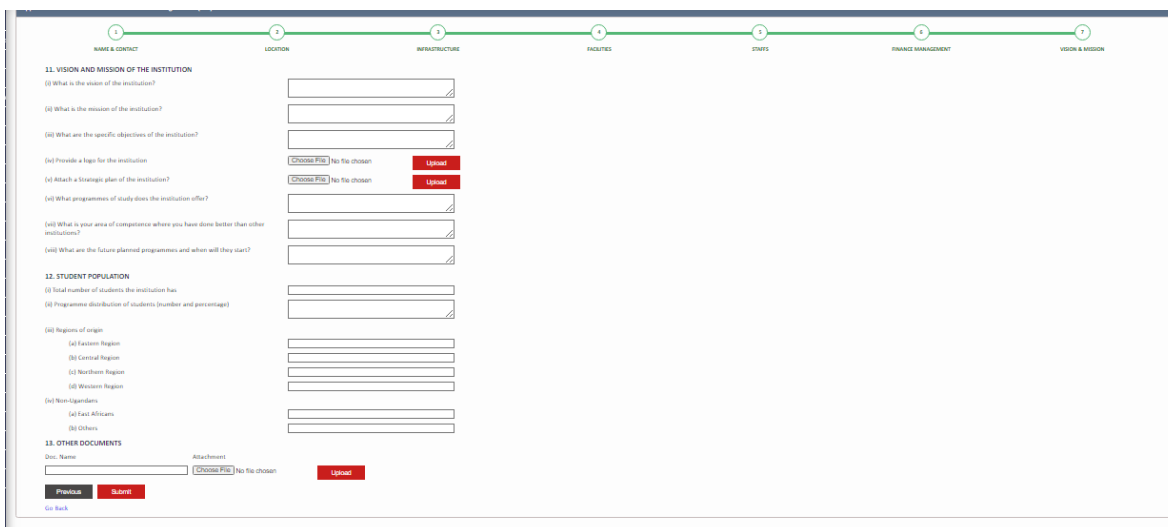
To upload a file, click the “BROWSE” button to select any file from your computer. Click the “UPLOAD” button to upload the file.



2.7 Vision & Mission:

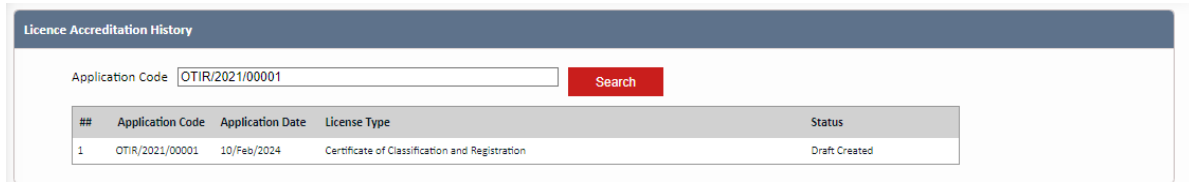
This section allows you to add your Institution’s vision & mission information. Fill in the form and click “SUBMIT” to finish the application process. To return to the previous section, click the “PREVIOUS” button.

To upload a file, click the “BROWSE” button to select any file from your computer. Click the “UPLOAD” button to upload the file.



Tracking Your Application

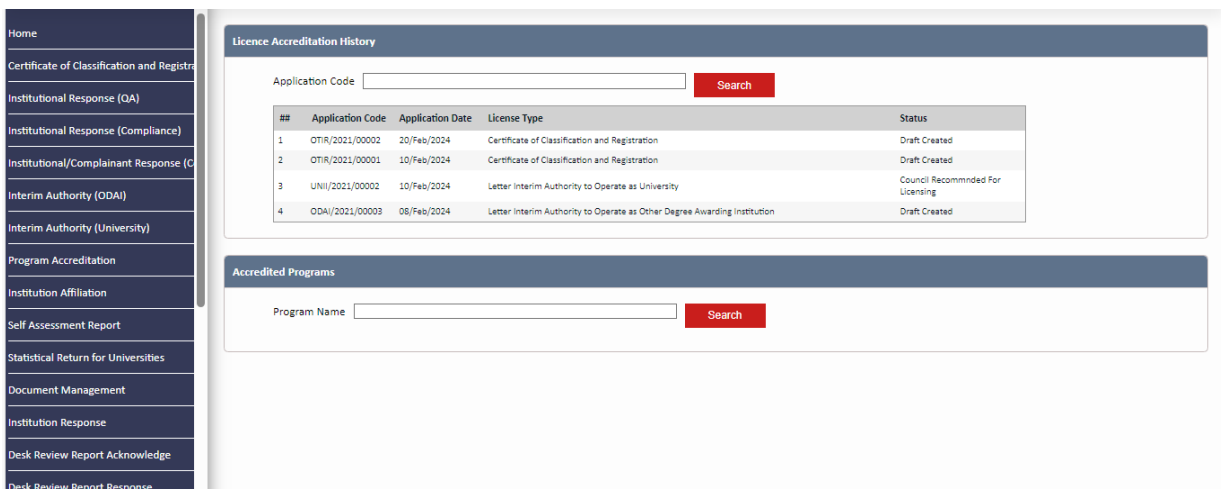
To view the progress of your application, click the “HOME” tab. The license accreditation dashboard will be typically displayed. Provide your application code in the Application Code field and click the “SEARCH” button to filter the list.



In the table displayed, locate the “STATUS” column to see your applications progress.

Reviewing Your Application

To review your application, click any application from the sidebar menu.



The applications page will be typically displayed. Provide your Application Code and click the “TRACK” button to view your application.



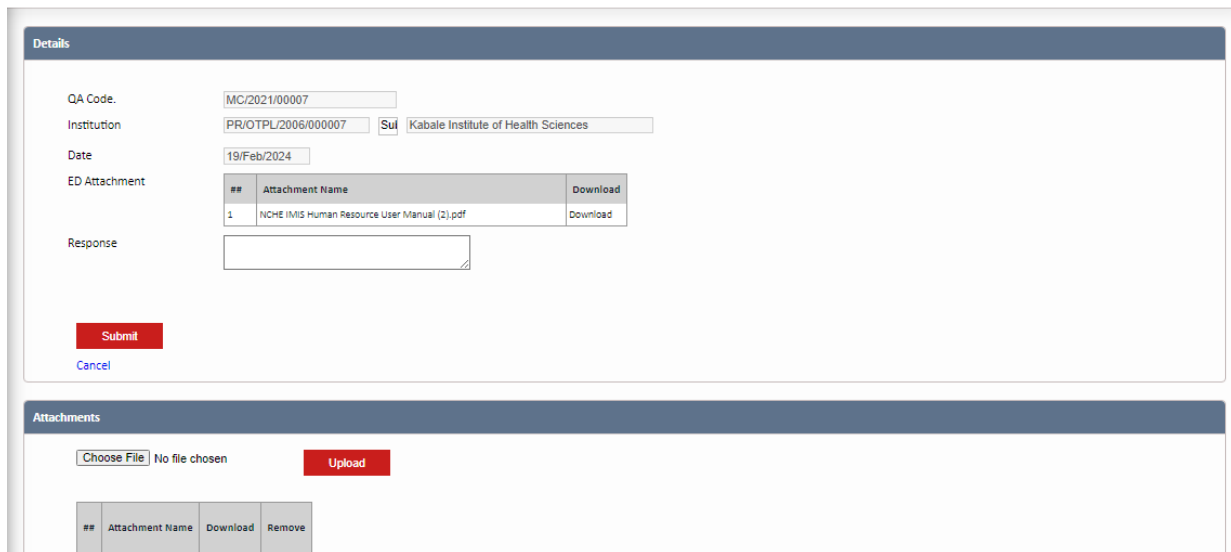
The details of your application will be displayed. You can navigate through the different sections by clicking the “PREVIOUS” or “NEXT” button.

3. Institutional Response (Compliance)

This section enables the Institutions to give responses online to complaints that have been raised against them and are being reviewed by the National Council for higher Education.

On the side menu bar, click on Institutional Response section to open, a list of pending applications for response will be available. Double click to open an application, capture your response, attach a file/document by clicking the “Choose File” button to select any file from

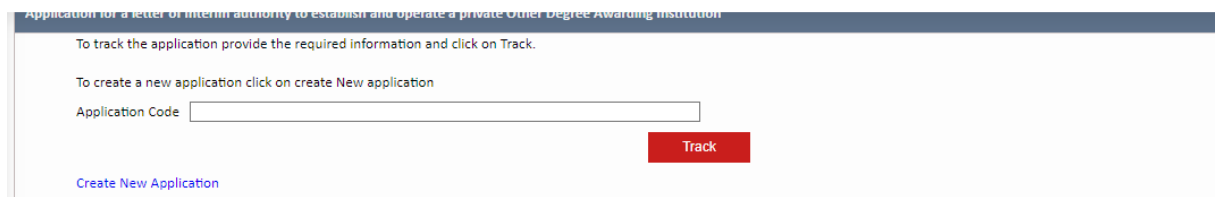
your computer. Click the “UPLOAD” button to upload the file. Click on the [Submit] button to proceed with the application.



The screenshot shows two sections of a web form. The top section, titled 'Details', contains the following fields: 'QA Code' (MC/2021/00007), 'Institution' (PR/OTPL/2006/000007, Sul, Kabale Institute of Health Sciences), 'Date' (19/Feb/2024), and 'ED Attachment'. The 'ED Attachment' section is a table with columns for '#', 'Attachment Name', and 'Download'. It contains one row with the attachment 'NCHS IMIS Human Resource User Manual (2).pdf'. Below this is a 'Response' text area. At the bottom of the 'Details' section are 'Submit' and 'Cancel' buttons. The bottom section, titled 'Attachments', has a 'Choose File' button, 'No file chosen' text, and an 'Upload' button. Below this is a table with columns for '#', 'Attachment Name', 'Download', and 'Remove'.

4.0 Interim Authority (ODAI)

By default, the track application page will be displayed. Click the “CREATE NEW APPLICATION” link to begin the application process

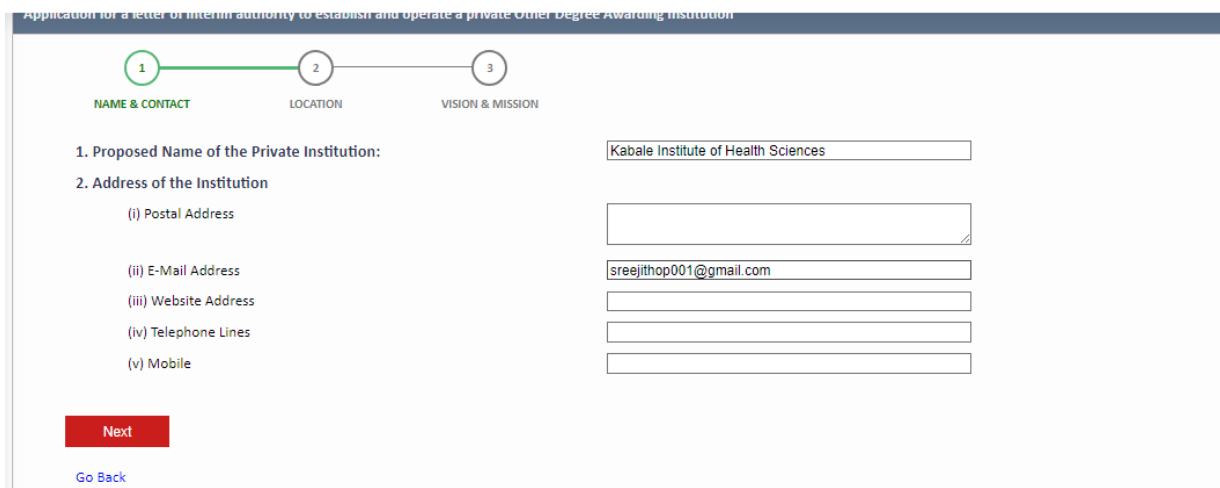


The screenshot shows a page titled 'Application for a letter of interim authority to establish and operate a private Other Degree Awarding Institution'. It contains the following text: 'To track the application provide the required information and click on Track.', 'To create a new application click on create New application', and 'Application Code' followed by a text input field. Below the input field is a 'Track' button. At the bottom left is a 'Create New Application' link.

Once you have clicked the link as shown above, the application form will be displayed, and you can begin capturing different information. The form is divided according to the category of information you will be providing. Let us go through the different form sections to complete our application.

4.1 Name & Contact Section:

This section allows you to add your basic Institution related Information i.e., Name of the Private Tertiary Institution, Email Address, Telephone lines etc. You can also update this information if it has changed. Fill in the form and click the “NEXT” button. The fields marked with an asterisk (*) are mandatory and are necessary for us to identify and contact you. You need not re-enter the information you already entered while registering.

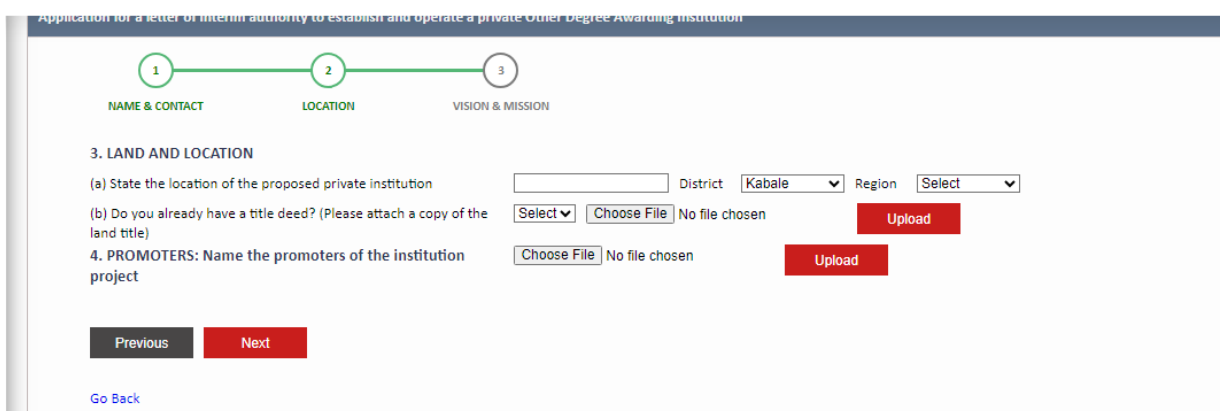


Once you have provided all relative information in the fields, click the next button to proceed. On completion of this section the form is saved automatically, and a unique Application Code is sent to your Institution email ID. Use this Application Code to review and track your application.

4.2 Land Location Section:

This section allows you to add your Institution’s Land and location information. Fill in the form and click "NEXT." To return to the previous section, click the "PREVIOUS" button.

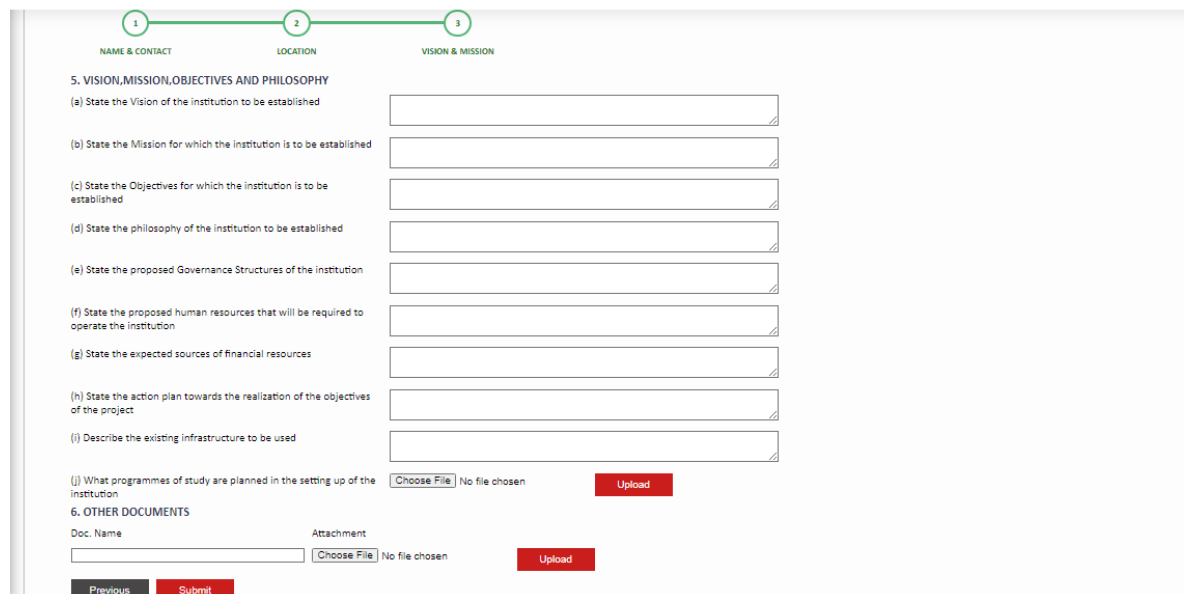
To upload a file, click the "Choose File" button to select any file from your computer. Click the "UPLOAD" button to upload the file.



4.3 Vision & Mission:

This section allows you to add your Institution’s vision & mission information. Fill in the form and click "SUBMIT" to finish the application process. To return to the previous section, click the "PREVIOUS" button.

To upload a file, click the "Choose File" button to select any file from your computer. Click the "UPLOAD" button to upload the file.



1 NAME & CONTACT 2 LOCATION 3 VISION & MISSION

5. VISION, MISSION, OBJECTIVES AND PHILOSOPHY

(a) State the Vision of the institution to be established

(b) State the Mission for which the institution is to be established

(c) State the Objectives for which the institution is to be established

(d) State the philosophy of the institution to be established

(e) State the proposed Governance Structures of the institution

(f) State the proposed human resources that will be required to operate the institution

(g) State the expected sources of financial resources

(h) State the action plan towards the realization of the objectives of the project

(i) Describe the existing infrastructure to be used

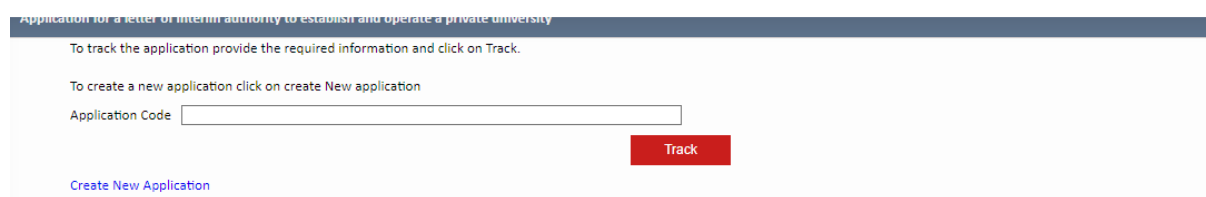
(j) What programmes of study are planned in the setting up of the institution No file chosen

6. OTHER DOCUMENTS

Doc. Name	Attachment
<input type="text"/>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>

5.0 Interim Authority (University)

By default, the track application page will be displayed. Click the “CREATE NEW APPLICATION” link to begin the application process



Application for a letter of interim authority to establish and operate a private university

To track the application provide the required information and click on Track.

To create a new application click on create New application

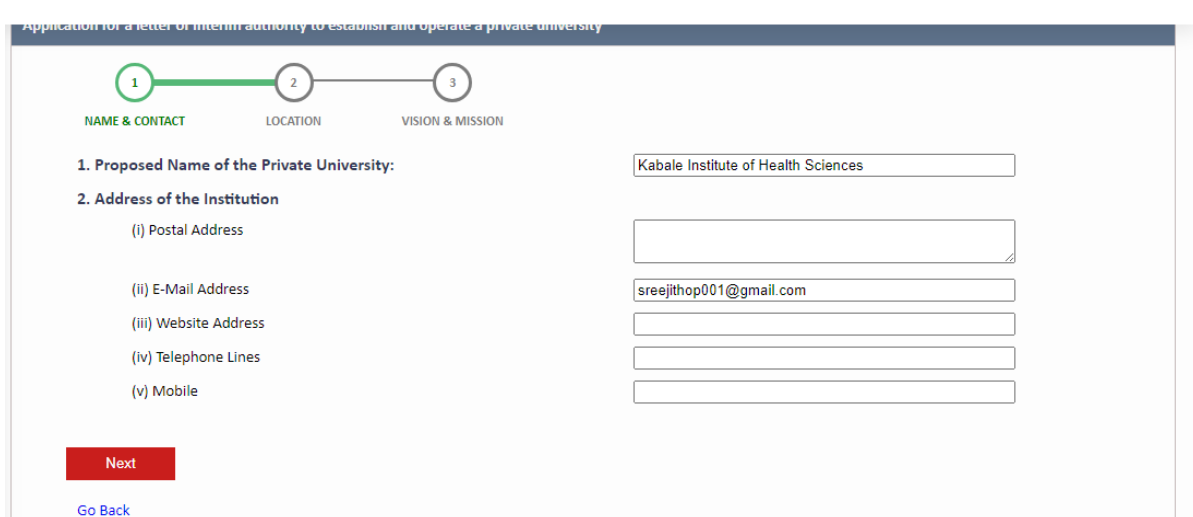
Application Code

[Create New Application](#)

Once you have clicked the link as shown above, the application form will be displayed, and you can begin capturing different information. The form is divided according to the category of information you will be providing. Let us go through the different form sections to complete our application.

5.1 Name & Contact Section:

This section allows you to add your basic Institution related Information i.e., Name of the Private Tertiary Institution, Email Address, Telephone lines etc. You can also update this information if it has changed. Fill in the form and click the “NEXT” button. The fields marked with an asterisk (*) are mandatory and are necessary for us to identify and contact you. You need not re-enter the information you already entered while registering.

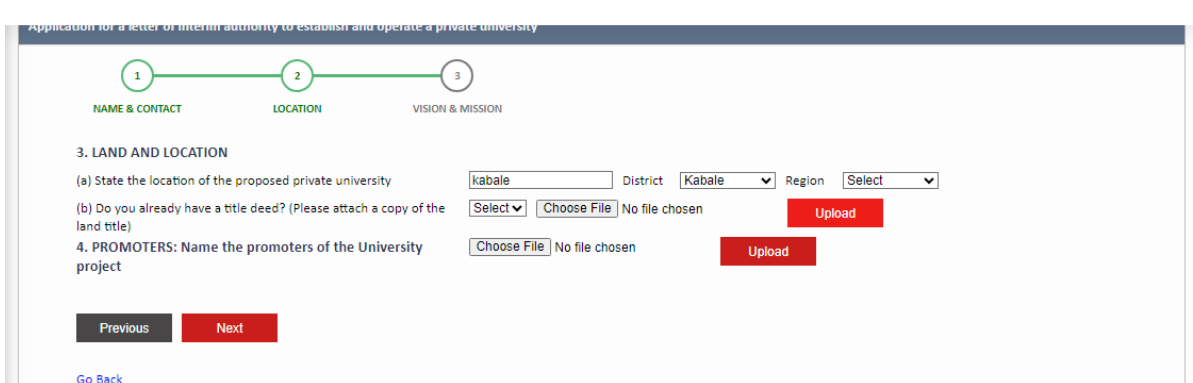


Once you have provided all relative information in the fields, click the next button to proceed. On completion of this section the form is saved automatically, and a unique Application Code is sent to your Institution email ID. Use this Application Code to review and track your application.

5.2 Land Location Section:

This section allows you to add your Institution’s Land and location information. Fill in the form and click "NEXT." To return to the previous section, click the “PREVIOUS” button.

To upload a file, click the “Choose File” button to select any file from your computer. Click the “UPLOAD ”button to upload the file.



5.3 Vision & Mission:

This section allows you to add your Institution’s vision & mission information. Fill in the form and click “SUBMIT” to finish the application process. To return to the previous section, click the “PREVIOUS” button.

To upload a file, click the “Choose File” button to select any file from your computer. Click the “UPLOAD” button to upload the file.

Application for Affiliation to External Authority to Establish and Operate a Private University

1 NAME & CONTACT 2 LOCATION 3 VISION & MISSION

5. VISION, MISSION, OBJECTIVES AND PHILOSOPHY

(a) State the Vision of the University to be established

(b) State the Mission for which the University is to be established

(c) State the Objectives for which the University is to be established

(d) State the philosophy of the University to be established

(e) State the proposed Governance Structures of the University

(f) State the proposed human resources that will be required to operate the University

(g) State the expected sources of financial resources

(h) State the action plan towards the realization of the objectives of the project

(i) Describe the existing infrastructure to be used

(j) What programmes of study are planned in the setting up of the University No file chosen

6. OTHER DOCUMENTS

Doc. Name Attachment No file chosen

[Go Back](#)

6. Program Accreditation

By default, the track application page will be displayed. Click the “CREATE NEW APPLICATION” link to begin the application process.

Application for Programme Accreditation of an Institution

To track the application provide the required information and click on Track.

To create a new application click on create New application

Application Code

[Create New Application](#)

6.1 Name

Navigation: Program Accreditation > Name

The page below will be typically displayed once you follow the navigation provided above.

Application for Programme Accreditation of an Institution

1 NAME 2 DOCUMENTS

Institution Name:

Application Type:

Program Type:

Programme Name:

Duration of the Programme: (No: of Semesters)

[Go Back](#)

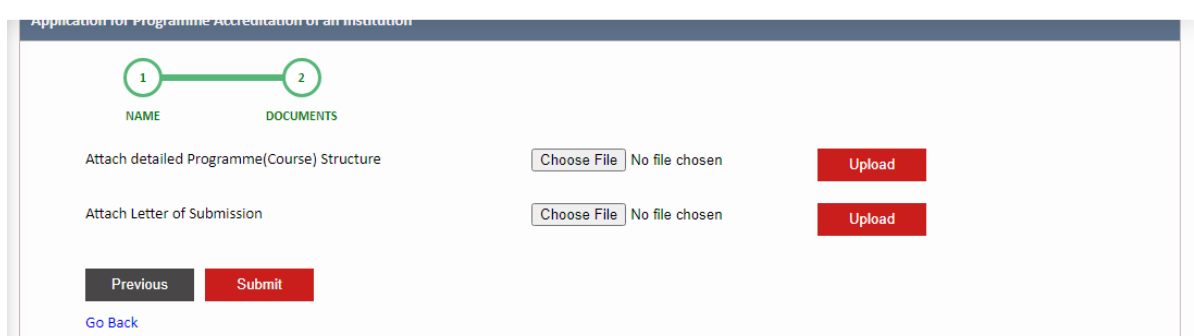
Fill in the application form by capturing details such as Application Type, Program Type Programme Name and Duration of the Programme and click the “NEXT” button to proceed.

On completion of this section the form is saved automatically, and a unique Application Code is sent to your Institution email ID. Use this Application Code to review and track your application.

6.2 Documents

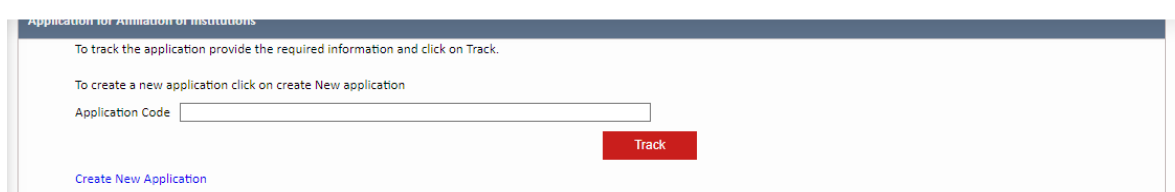
This section allows you to add your programmes necessary documents details. To return to the previous section, click the “PREVIOUS” button.

To upload a file, click the “Choose File” button to select any file from your computer. Click the “UPLOAD” button to upload the file. click “SUBMIT” to finish the application process



7. Institution Affiliation

By default, the track application page will be displayed. Click the “CREATE NEW APPLICATION” link to begin the application process.



7.1 Name and Location

This section allows you to add your basic Institution related Information i.e., Name of the Tertiary Institution, Address, Location, Telephone lines etc. You can also update this information if it has changed. Fill in the form and click the “NEXT” button. You need not re-enter the information you already entered while registering.

Application for Admission of Institutions

1 NAME & LOCATION 2 AFFILIATION DETAILS

1. Name,Address and location of the University

(i) Name

(ii) Postal Address

(iii) Location

(iv) E-Mail Address

(v) Website Address

(vi) Telephone Lines

2. Name,Address and location of the Tertiary Institution

(i) Name

(ii) Postal Address

(iii) Location

(iv) Fax Number

(v) E-Mail Address

(vi) Website Address

(vii) Telephone Lines

[Next](#)

[Go Back](#)

7.2 Affiliation Details

This section allows you to add your Institution’s Affiliation details. Fill in the form and click “SUBMIT” to finish the application process. To return to the previous section, click the “PREVIOUS” button.

To upload a file, click the “Choose File” button to select any file from your computer. Click the “UPLOAD” button to upload the file.

1 NAME & LOCATION 2 AFFILIATION DETAILS

3. Purpose of Affiliation No file chosen

4. Rights and Obligations of both Institution No file chosen

5. Areas of Affiliation (courses/programmes) No file chosen

6. Awards (in whose name shall the awards be?)

7. Please attach the following

(i) Current legal Status of the institution No file chosen

(ii) Definitions No file chosen

(iii) List of Staff and Qualifications No file chosen

(iv) Sharing of Resources No file chosen

(v) Courses/Programmes and Awards No file chosen

(vi) Amendment of Affiliation No file chosen

(vii) Liability and indemnity No file chosen

(viii) Governing law No file chosen

(ix) Termination and its effects No file chosen

(x) Dispute Resolution No file chosen

(xi) Relationship between the institutions No file chosen

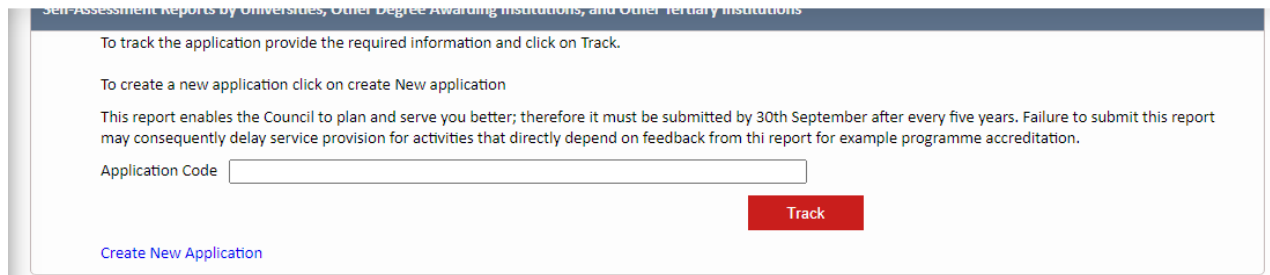
(xii) Miscellaneous No file chosen

(xiii) Signatures and stamps of the institutions No file chosen

[Previous](#)

8. Self-Assessment Report

By default, the track application page will be displayed. Click the “CREATE NEW APPLICATION” link to begin the application process



Self-Assessment reports by Universities, Other Degree Awarding Institutions, and Other Tertiary Institutions

To track the application provide the required information and click on Track.

To create a new application click on create New application

This report enables the Council to plan and serve you better; therefore it must be submitted by 30th September after every five years. Failure to submit this report may consequently delay service provision for activities that directly depend on feedback from thi report for example programme accreditation.

Application Code

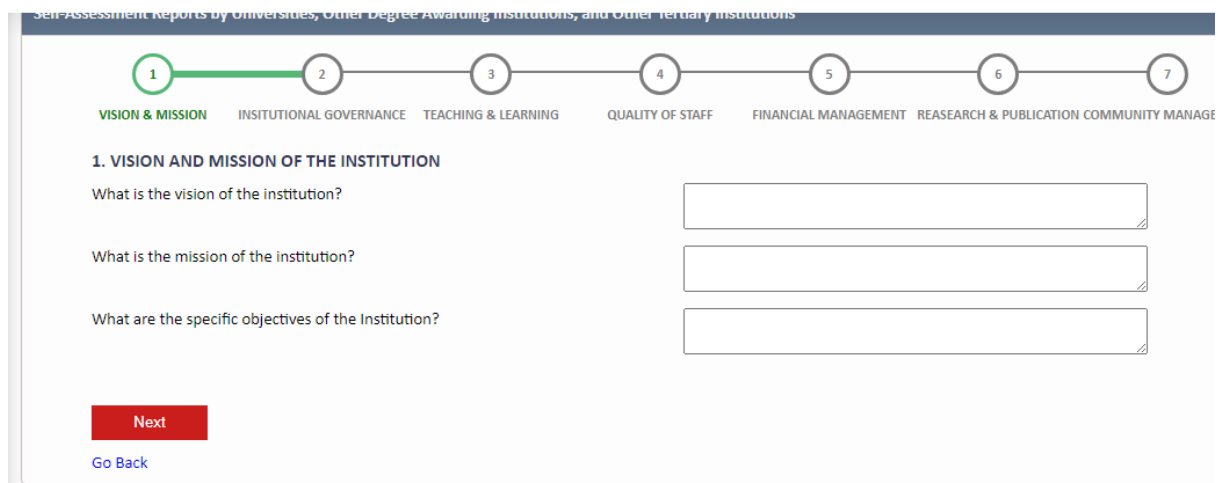
[Track](#)

[Create New Application](#)

Once you have clicked the link as shown above, the application form will be displayed, and you can begin capturing different information. The form is divided according to the category of information you will be providing. Let us go through the different form sections to complete our application.

8.1 Vision and Mission:

This section allows you to add Institution’s vision and mission Information. Fill in the form and click "NEXT." To return to the previous section, click the “PREVIOUS” button.



Self-Assessment reports by Universities, Other Degree Awarding Institutions, and Other Tertiary Institutions

1 2 3 4 5 6 7

VISION & MISSION INSTITUTIONAL GOVERNANCE TEACHING & LEARNING QUALITY OF STAFF FINANCIAL MANAGEMENT REASEARCH & PUBLICATION COMMUNITY MANAGE

1. VISION AND MISSION OF THE INSTITUTION

What is the vision of the institution?

What is the mission of the institution?

What are the specific objectives of the Institution?

[Next](#)

[Go Back](#)

8.2 Institutional Governance

This section allows you to add Institutional Governance Information. Fill in the form and click "NEXT." To return to the previous section, click the “PREVIOUS” button

To upload a file, click the “Choose File” button to select any file from your computer. Click the “UPLOAD” button to upload the file.

Self-Assessment reports by Universities, Other Degree Awarding Institutions, and Other Tertiary Institutions

1 VISION & MISSION 2 INSITUIONAL GOVERNANCE 3 TEACHING & LEARNING 4 QUALITY OF STAFF 5 FINANCIAL MANAGEMENT 6 REASEARCH & PUBLICATION 7 COMMUNITY MANAGEMENT

2. STRATEGIC PLAN

Attach a Strategic plan of the Institution? No file chosen

3. INSTITUIONAL GOVERNANCE

Governing Council /Institution Council No file chosen

Academic Board/Senate No file chosen

Faculties/Department No file chosen

Staff Unions/Associations No file chosen

Student Guild/Union No file chosen

[Go Back](#)

8.3 Teaching and Learning

This section allows you to add the Institution’s Teaching and Learning Information. Fill in the form and click "NEXT." To return to the previous section, click the “PREVIOUS” button

To upload a file, click the “Choose File” button to select any file from your computer. Click the “UPLOAD” button to upload the file.

Self-Assessment reports by Universities, Other Degree Awarding Institutions, and Other Tertiary Institutions

1 VISION & MISSION 2 INSITUIONAL GOVERNANCE 3 TEACHING & LEARNING 4 QUALITY OF STAFF 5 FINANCIAL MANAGEMENT 6 REASEARCH & PUBLICATION 7 COMMUNITY MANAGEMENT

4. TEACHING AND LEARNING

Student enrollment per programme No file chosen

Institutional arrangements such as policies, strategies and procedures in place to support and ensure quality teaching and learning No file chosen

Educational Facilities in place:

Lecture Rooms No file chosen

Workshops No file chosen

Library and learning materials No file chosen

Computer support services No file chosen

Counselling and student affair offices No file chosen

Institutional arrangements in place for the quality management of short courses, exported and partnership programmes, and programmes offered at tuition and stellite campuses No file chosen

Existing institutional arrangements to ensure the integrity of learner records and certification process No file chosen

Systems and procedures for programme development, review, approval and management No file chosen

[Go Back](#)

8.4 Quality of Staff

This section allows you to add the Institution’s Quality of Staff Information. Fill in the form and click "NEXT." To return to the previous section, click the “PREVIOUS” button

To upload a file, click the “Choose File” button to select any file from your computer. Click the “UPLOAD” button to upload the file.

Self-Assessment Reports by Universities, Other Degree-Awarding Institutions, and Other Tertiary Institutions

1 VISION & MISSION 2 INSTITUTIONAL GOVERNANCE 3 TEACHING & LEARNING 4 QUALITY OF STAFF 5 FINANCIAL MANAGEMENT 6 RESEARCH & PUBLICATION 7 COMMUNITY MANAGEMENT

5. QUALITY OF STAFF

Recruitment, selection and appointment procedures of staff;	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
Staff/student ratios per programme	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
Student assessment of academic staff	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
Student development	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
Opportunities in place for scholarly and professional development of staff	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>

[Go Back](#)

8.5 Financial Management

This section allows you to add the Institution’s Financial Management Information. Fill in the form and click "NEXT." To return to the previous section, click the “PREVIOUS” button

To upload a file, click the “Choose File” button to select any file from your computer. Click the “UPLOAD” button to upload the file

Self-Assessment Reports by Universities, Other Degree-Awarding Institutions, and Other Tertiary Institutions

1 VISION & MISSION 2 INSTITUTIONAL GOVERNANCE 3 TEACHING & LEARNING 4 QUALITY OF STAFF 5 FINANCIAL MANAGEMENT 6 RESEARCH & PUBLICATION 7 COMMUNITY MANAGEMENT

6. FINANCIAL MANAGEMENT

Budgeting Process	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
Source of funding and amount from each source	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
Budget allocation to academic staff salaries, academic inputs, library, computer and ICT installations, welfare of students etc.	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>

[Go Back](#)

8.6 Research and Publication

This section allows you to add the Institution’s Research and Publication Information. Fill in the form and click "NEXT." To return to the previous section, click the “PREVIOUS” button

To upload a file, click the “Choose File” button to select any file from your computer. Click the “UPLOAD” button to upload the file

Self-Assessment reports by Universities, Other Degree Awarding Institutions, and Other Tertiary Institutions

1 VISION & MISSION 2 INSTITUTIONAL GOVERNANCE 3 TEACHING & LEARNING 4 QUALITY OF STAFF 5 FINANCIAL MANAGEMENT 6 RESEARCH & PUBLICATION 7 COMMUNITY MANAGEMENT

7. RESEARCH & PUBLICATION

Policies and regulations at the institution	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
Strategies which evaluate, monitor and track outcomes and impact of research	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
Research funding by the institution	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
Number of articles published in local or international journals or repute	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
Number of patents registered by the staff or institution	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
Number of books with ISBN published by staff	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
Research management at the institution	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>

[Go Back](#)

8.7 Community Management

This section allows you to add Community Management Information. Fill in the form and click "NEXT." To return to the previous section, click the "PREVIOUS" button

To upload a file, click the "Choose File" button to select any file from your computer. Click the "UPLOAD" button to upload the file

Self-Assessment reports by Universities, Other Degree Awarding Institutions, and Other Tertiary Institutions

1 VISION & MISSION 2 INSTITUTIONAL GOVERNANCE 3 TEACHING & LEARNING 4 QUALITY OF STAFF 5 FINANCIAL MANAGEMENT 6 RESEARCH & PUBLICATION 7 COMMUNITY MANAGEMENT

8. COMMUNITY ENGAGEMENT

Policies and procedures in place for the quality management of community engagement	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
Funding allocated to facilitate quality delivering in community management	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
Programmes and projects focusing on the community needs and aspirations	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
Number and effectiveness of intership programmes	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
Community participation in Institution activities	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
Regional Collaborations	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>

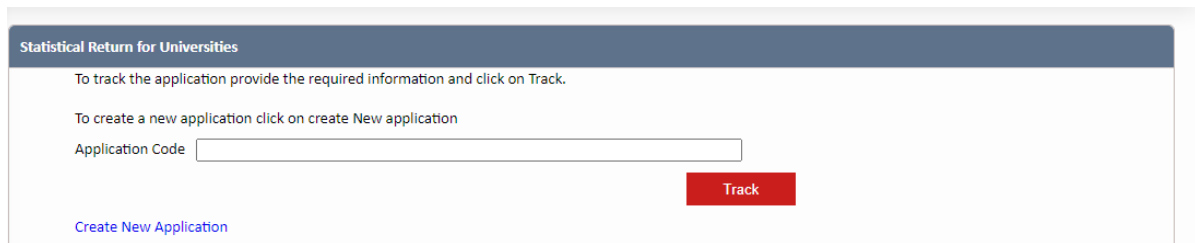
9. ANY OTHER RELEVANT INFORMATION

No file chosen

[Go Back](#)

9. Statistical Return for Universities

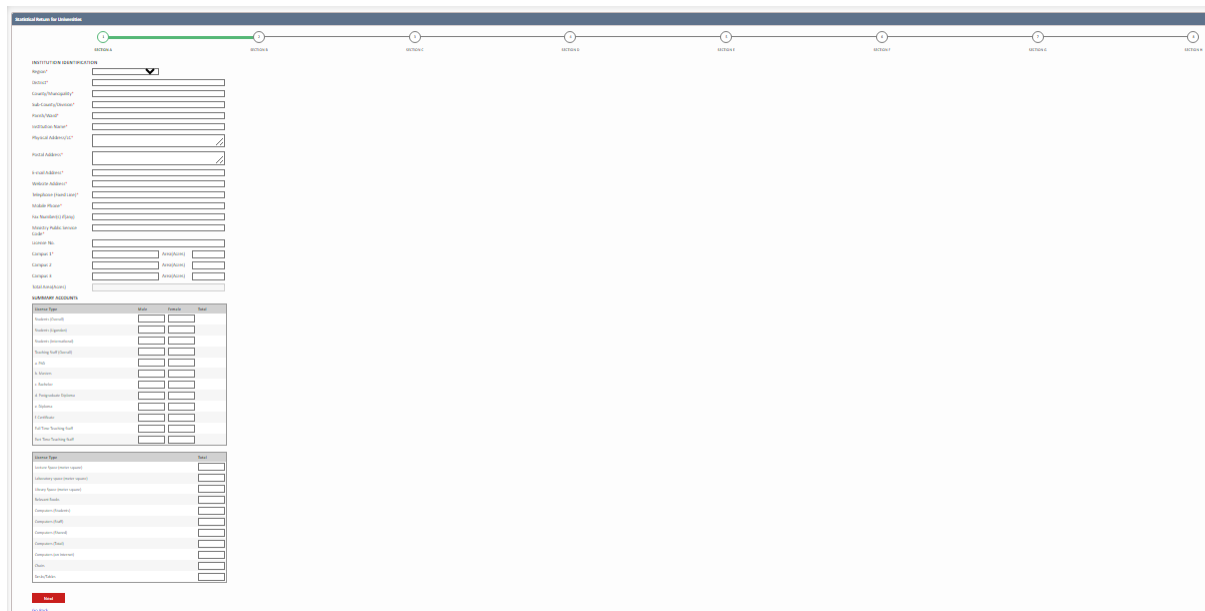
By default, the track application page will be displayed. Click the "CREATE NEW APPLICATION" link to begin the application process



Once you have clicked the link as shown above, the application form will be displayed, and you can begin capturing different information. The form is divided according to the category of information you will be providing. Let us go through the different form sections to complete our application.

Section A: INSTITUTION IDENTIFICATION

This section allows you to add Institution Identification Information. Fill in the form and click "NEXT." To return to the previous section, click the "PREVIOUS" button.



Section B: INSTITUTION PARTICULARS AND PROGRAMS

This section allows you to add Institution Identification Information. Fill in the form and click "NEXT." To return to the previous section, click the "PREVIOUS" button.

SECTION A SECTION B SECTION C SECTION D SECTION E SECTION F SECTION G SECTION H

INSTITUTION PARTICULARS AND PROGRAMS

Status of Operation of University/College/Institution:

Urban/Rural:

Founding Year:

Founding Body:

Funding Source:

University/College/Institution Type:

Day/Boarding Type of University/College/Institution:

Registration Status:

Distance to nearest Post-Secondary/ Tertiary Institution:

PROGRAMS

Programs Offered at Postgraduate

Unit:Institute /Faculty /School/ Centre:

Program:

Duration:

Period (month, year):

Award (Bachelor,Diploma etc.):

Program Schedule (Tick for all programs applicable)

Research Course Work Day Evening Long Distance Weekend

Undergraduate Degree Programs Offered

Unit:Institute /Faculty /School/ Centre:

Program:

Duration:

Period (month, year):

Award (Bachelor,Diploma etc.):

Program Schedule (Tick for all programs applicable)

Course Work Day Evening Long Distance Weekend

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Section C: STUDENT INFORMATION

This section allows you to add Institution Identification Information. Fill in the form and click "NEXT." To return to the previous section, click the "PREVIOUS" button.

SECTION C: STUDENT INFORMATION

UNIVERSITY IDENTIFICATION
 Institution Name:
 Institution Address:
 City: State: Zip:
 Country:

Number of Students by Sex and Year of Study

Year	Male	Female	Total
1st Year	<input type="text"/>	<input type="text"/>	<input type="text"/>
2nd Year	<input type="text"/>	<input type="text"/>	<input type="text"/>
3rd Year	<input type="text"/>	<input type="text"/>	<input type="text"/>
4th Year	<input type="text"/>	<input type="text"/>	<input type="text"/>

Number of Students by Age Group, Sex and Year of Study

Year	Age Group	Male	Female	Total
1st Year	18-24	<input type="text"/>	<input type="text"/>	<input type="text"/>
	25-30	<input type="text"/>	<input type="text"/>	<input type="text"/>
2nd Year	18-24	<input type="text"/>	<input type="text"/>	<input type="text"/>
	25-30	<input type="text"/>	<input type="text"/>	<input type="text"/>
3rd Year	18-24	<input type="text"/>	<input type="text"/>	<input type="text"/>
	25-30	<input type="text"/>	<input type="text"/>	<input type="text"/>
4th Year	18-24	<input type="text"/>	<input type="text"/>	<input type="text"/>
	25-30	<input type="text"/>	<input type="text"/>	<input type="text"/>

Summary of Student Metrics/Status for the Year 2023/2024

For the 1 year academic programme:

2023/2024 Enrollment: Male: Female: Total:

Withdrawals on Year 2023/2024: Male: Female: Total:

For the 2 year academic programme:

2023/2024 Enrollment: Male: Female: Total:

Withdrawals on Year 2023/2024: Male: Female: Total:

For the 3 year academic programme:

2023/2024 Enrollment: Male: Female: Total:

Withdrawals on Year 2023/2024: Male: Female: Total:

For the 4 year academic programme:

2023/2024 Enrollment: Male: Female: Total:

Withdrawals on Year 2023/2024: Male: Female: Total:

Number of Students from the Institution by Gender 2023/2024

Gender	Enrollment	Withdrawals	Total
Male	<input type="text"/>	<input type="text"/>	<input type="text"/>
Female	<input type="text"/>	<input type="text"/>	<input type="text"/>

Number of Students from the Institution by Course 2023/2024

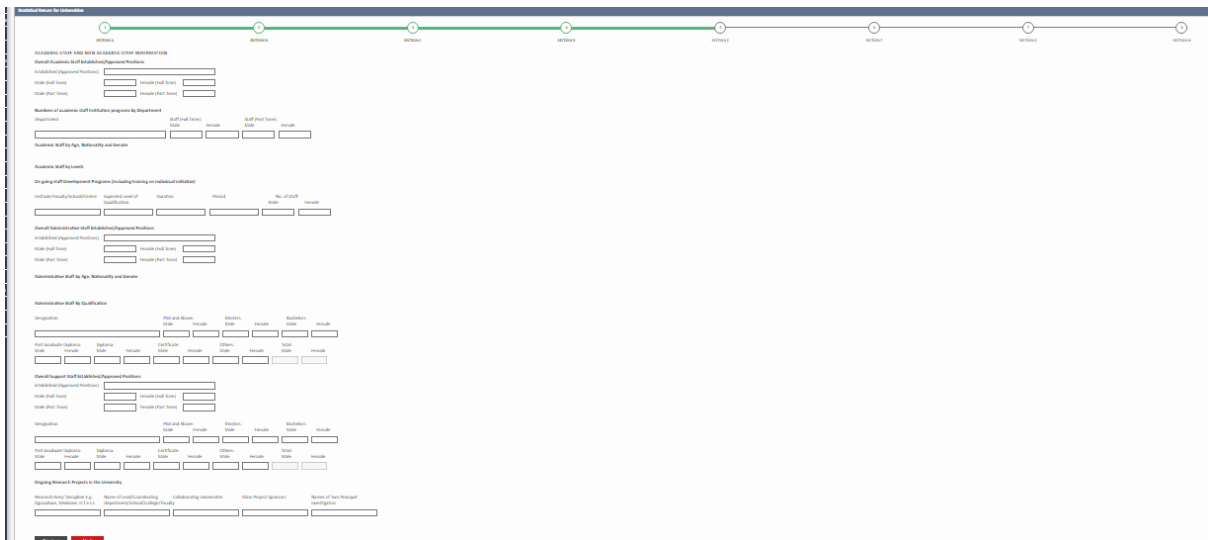
Course	Enrollment	Withdrawals	Total
Course 1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Course 2	<input type="text"/>	<input type="text"/>	<input type="text"/>
Course 3	<input type="text"/>	<input type="text"/>	<input type="text"/>

Number of Students from the Institution by Program 2023/2024

Program	Enrollment	Withdrawals	Total
Program 1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Program 2	<input type="text"/>	<input type="text"/>	<input type="text"/>
Program 3	<input type="text"/>	<input type="text"/>	<input type="text"/>

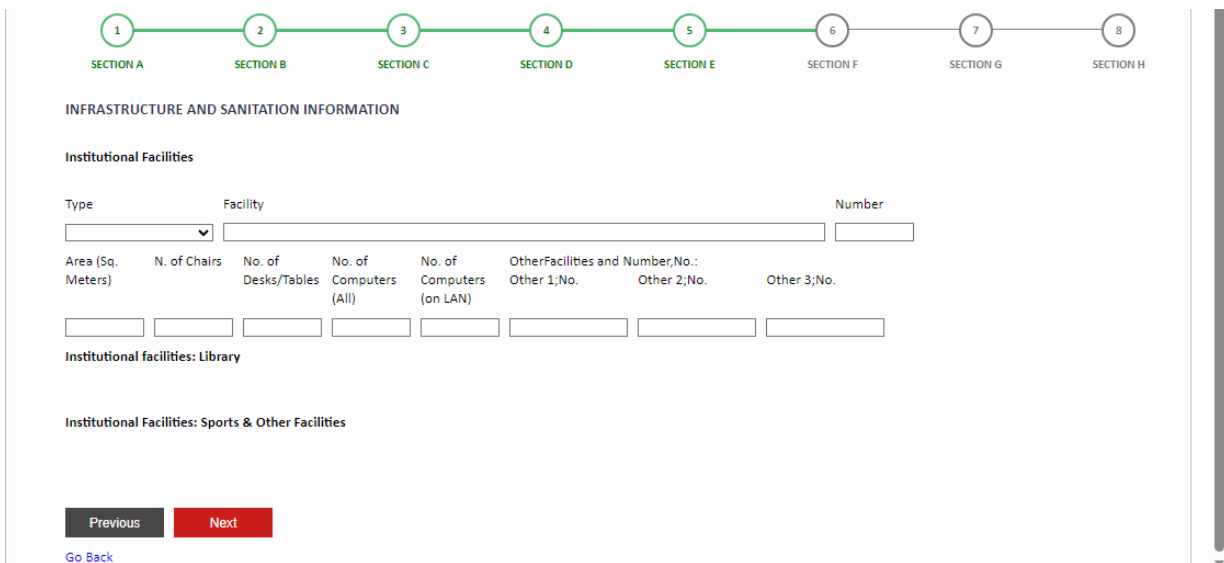
Section D: ACADEMIC STAFF AND NON-ACADEMIC STAFF INFORMATION

This section allows you to add Institution Identification Information. Fill in the form and click "NEXT." To return to the previous section, click the "PREVIOUS" button.



Section E: INFRASTRUCTURE AND SANITATION INFORMATION

This section allows you to add Institution’s Infrastructure and Sanitation Information. Fill in the form and click "NEXT." To return to the previous section, click the “PREVIOUS” button.



Section F: UTILITIES

This section allows you to add Institution’s Utilities Information. Fill in the form and click "NEXT." To return to the previous section, click the “PREVIOUS” button.

Statistical Return for Universities

1 2 3 4 5 6 7 8
SECTION A SECTION B SECTION C SECTION D SECTION E SECTION F SECTION G SECTION H

UTILITIES

Main Water Source Piped Water Borehole Protected Well/Spring Rain Water Tanks Lake/River Others (Specify)

Distance to Nearest Water Source

Energy Sources Electricity Generator Solar Cow Dung Fire Wood Charcoals Others (Specify)

Communication Landline Telephone Mobilephones Radio Others (Specify)

[Previous](#) [Next](#)

[Go Back](#)

Section G: ICT FACILITIES AND CONNECTIVITY

This section allows you to add Institution’s ICT Facilities and Connectivity Information. Fill in the form and click "NEXT." To return to the previous section, click the “PREVIOUS” button.

SECTION A SECTION B SECTION C SECTION D SECTION E SECTION F SECTION G SECTION H

ICT FACILITIES AND CONNECTIVITY

ICT Resources

ICT Equipments

Type	No. used by Academic Staff	No. used by Students	No. shared by Staff & Students	No. used by Administrative Staff	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

HOSPITAL WARDS (Teaching Hospitals)

Name of Ward	Total Area	No. of Rooms	No. of Beds	No. of Toilets	No. of Bathrooms	No. of Pantries
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Student’s accommodation/hostel (Institution owned and affiliated)

Name of Hall Hostel	Total Area	No. of Students	No. of Rooms	No. of Toilets	No. of Bathrooms	No. of Pantries	Dining (Numbers)	Dining (Sitting Capacity)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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[Go Back](#)

Section H: Total Income

This section allows you to add Institution’s Total Income Information. Fill in the form and click "SUBMIT." To return to the previous section, click the “PREVIOUS” button.

Total Income

Institutional Budget

Summary of Desired Institutional Costs (Million)

Expenditure Items	Recurrent Budget Estimate (Academic)	Recurrent Budget Estimate (Admin)	Development Budget Estimate (Academic)	Development Budget Estimate (Admin)	Amount By Source (Gov't)	Amount By Source (Pvt)	Amount By Source (Donor)	Amount By Source (Others)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Summary of Actual Institutional Costs (Million)

Expenditure Items	Recurrent Budget Estimate (Academic)	Recurrent Budget Estimate (Admin)	Development Budget Estimate (Academic)	Development Budget Estimate (Admin)	Amount By Source (Gov't)	Amount By Source (Pvt)	Amount By Source (Donor)	Amount By Source (Others)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Go Back](#)

10. Document Management

This section allows the Institutions to manage both documents uploaded by Institutions and NCHE. Capture the Document Name, click on the "choose file" to upload a file and capture the remarks. Click on the **[Save]** button to save the document.

Documents

Doc. Code Document Date

Doc. Name

Upload Attachment No file chosen

Remarks

Documents Uploaded by Institution

Documents Uploaded by NCHE

11.Desk Review Report Acknowledge (License Application)

This section allows the Institutions to acknowledge the Desk Review Report for any License Application they have submitted to nche.

Once you click on this section, by default there will be pending Desk Review Reports for acknowledgement as below.

Desk Review Report Acknowledge

* Denotes required

Pending Applications

UNII/2021/00004 - Kabale Institute of Health Sciences
Application Date 21/Feb/2024
Application Type Interim (University)

Click on any pending record to open, then check the box by clicking on it to confirm receipt of Desk Review Report as shown below. Click on the **[Submit]** button to proceed with the application.

Desk Review Report Acknowledge

Application

Application Reference: UNII/2021/00004 - Kabale Institute of Health Sciences

Desk Review

Desk Review Report	NCHE IMIS QA User Guide (Institution).docx
Letter	NCHE IMIS QA User Guide (Institution).docx

I here by confirm receipt of Desk Review Report

Submit

[Back](#)

12. Desk Review Report Response (License Application)

This section allows the Institutions to capture the Desk Review Report Response for any License Application submitted by nche.

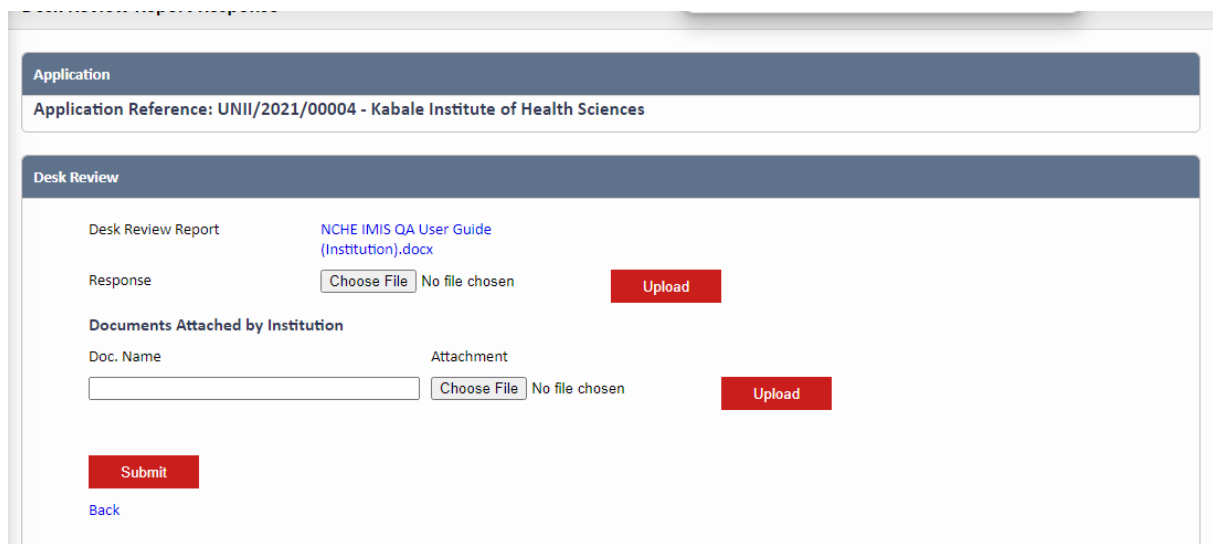
Desk review report response

* Denotes required

Pending Applications

UNII/2021/00004 - Kabale Institute of Health Sciences
Application Date 21/Feb/2024
Application Type Interim (University)

Click on any pending record to open.



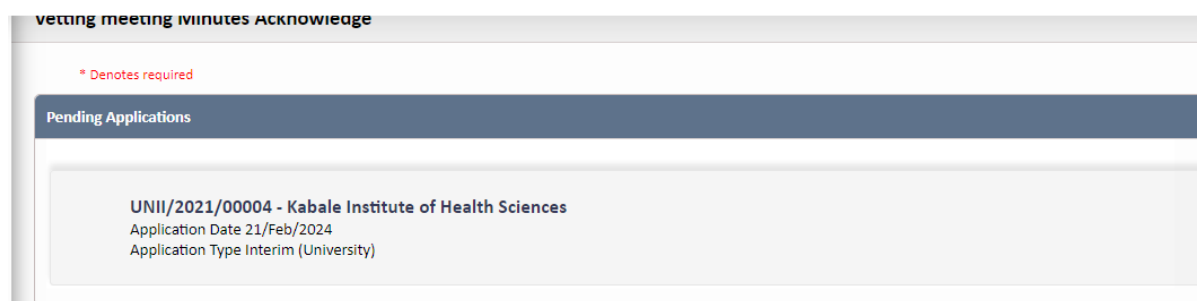
The screenshot shows a web form titled "Desk Review" within an "Application" context. The application reference is "UNII/2021/00004 - Kabale Institute of Health Sciences". The form includes a "Desk Review Report" section with a link to "NCHE IMIS QA User Guide (Institution).docx". Below this is a "Response" section with a "Choose File" button, the text "No file chosen", and an "Upload" button. A section titled "Documents Attached by Institution" contains a table with columns for "Doc. Name" and "Attachment". The "Attachment" column has a "Choose File" button, the text "No file chosen", and an "Upload" button. At the bottom of the form are "Submit" and "Back" buttons.

To upload a file, click the “Choose File” button to select any file from your computer. Click the “UPLOAD” button to upload the file. Capture Doc.Name and then click on the “SUBMIT” button to submit the response.

13. Vetting Meeting Acknowledge

This section allows the Institutions to acknowledge the Vetting Meetings Minutes for any License Application they had submitted to nche.

Once you click on this section, by default there will be pending Applications for acknowledgement as below.



The screenshot shows the "Vetting Meeting Acknowledge" section. It features a red asterisk icon and the text "Denotes required". Below this is a "Pending Applications" section with a table containing one entry:

Application Reference
UNII/2021/00004 - Kabale Institute of Health Sciences

Additional details for the application are shown below the table:

- Application Date 21/Feb/2024
- Application Type Interim (University)

Click on any pending record to open, then check the box by clicking on it to confirm receipt of Vetting Meeting Minutes as shown below. Click on the [Submit] button to proceed with the application.

vetting meeting minutes Acknowledge

Application
Application Reference: UNII/2021/00004 - Kabale Institute of Health Sciences

Desk Review

Meeting Minutes [NCHE IMIS QA User Guide \(Institution\).docx](#)

I here by confirm receipt of Vetting Meeting Minutes

Submit

[Back](#)

14. Vetting Meeting Response

This section allows the Institutions to capture the Vetting Meeting Minutes Response for any License Application submitted by nche.

vetting meeting minutes response

* Denotes required

Pending Applications

UNII/2021/00004 - Kabale Institute of Health Sciences
Application Date 21/Feb/2024
Application Type Interim (University)

Click on any pending record to open.

vetting meeting minutes response

Application
Application Reference: UNII/2021/00004 - Kabale Institute of Health Sciences

Desk Review

Meeting Minutes [NCHE IMIS QA User Guide \(Institution\).docx](#)

Response No file chosen **Upload**

Documents Attached by Institution

Doc. Name	Attachment
<input type="text"/>	<input type="button" value="Choose File"/> No file chosen Upload

Submit

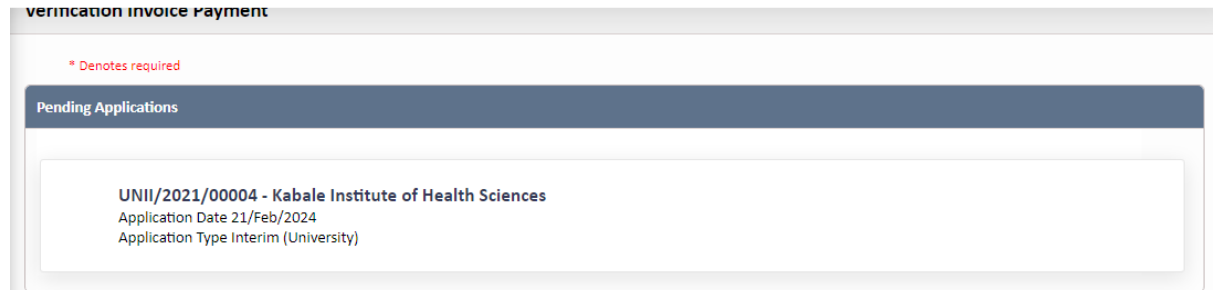
[Back](#)

To upload a file, click the “Choose File” button to select any file from your computer. Click the “UPLOAD” button to upload the file. Capture Doc.Name and then click on the “SUBMIT” button to submit the response.

15. Verification Invoice Payment

This section allows Institutions to verify Invoice Payment by Uploading Pay slip.

Once you click on this section, by default there will be pending Applications as below



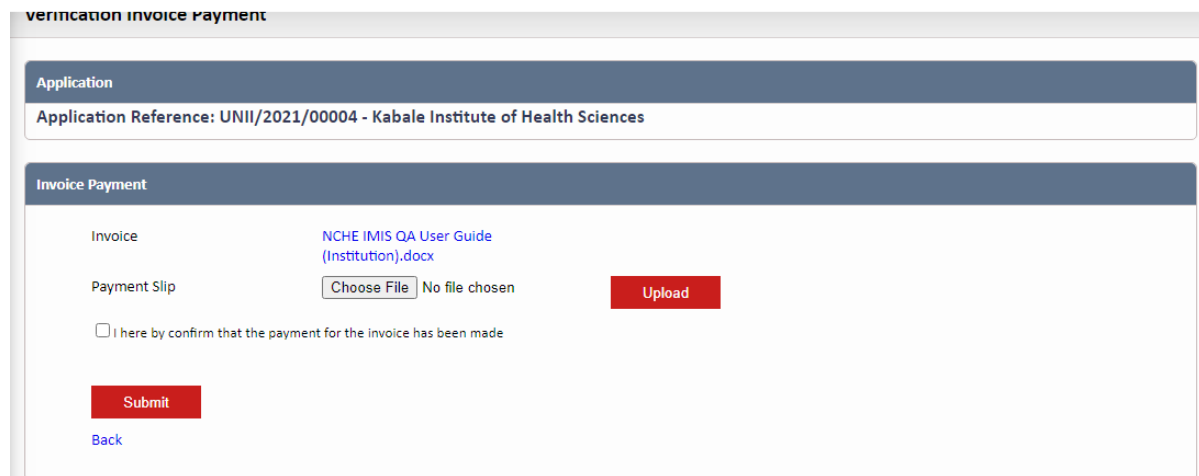
verification invoice payment

* Denotes required

Pending Applications

UNII/2021/00004 - Kabale Institute of Health Sciences
Application Date 21/Feb/2024
Application Type Interim (University)

Click on any pending record to open.



verification invoice payment

Application

Application Reference: UNII/2021/00004 - Kabale Institute of Health Sciences

Invoice Payment

Invoice [NCHE IMIS QA User Guide \(Institution\).docx](#)

Payment Slip No file chosen

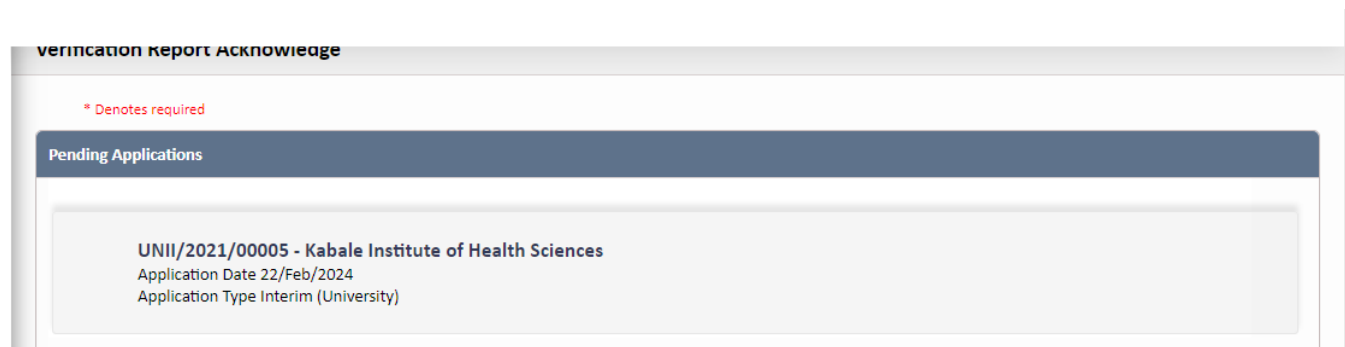
I hereby confirm that the payment for the invoice has been made

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To upload a file, click the “Choose File” button to select any file from your computer. Click the “UPLOAD” button to upload the file and then check the box by clicking on to confirm the payment of the Invoice. click on the “SUBMIT’ button to submit the Invoice Payment.

16. Verification Report Acknowledge

This section allows Institution to acknowledge the verification report. Once you click on this section, by default there will be pending Applications as below. Click on the checkbox to confirm receipt of verification report.



verification report Acknowledge

* Denotes required

Pending Applications

UNII/2021/00005 - Kabale Institute of Health Sciences
Application Date 22/Feb/2024
Application Type Interim (University)

verification report Acknowledge

Application
Application Reference: UNII/2021/00005 - Kabale Institute of Health Sciences

Desk Review

Meeting Minutes [NCHE IMIS QA User Guide \(Institution\).docx](#)

I hereby confirm receipt of Verification Report

Submit

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17. Verification/Inspection Schedule

This section allows Institutions to access verification/Inspection schedule details. You can click on the letter itself to enable you to download it and view details.

verification/inspection schedule

* Denotes required

Pending Applications

UNII/2021/00005 - Kabale Institute of Health Sciences
Application Date 22/Feb/2024
Application Type Interim (University)

verification/inspection schedule

Application
Application Reference: UNII/2021/00005 - Kabale Institute of Health Sciences

Verification/Inspection

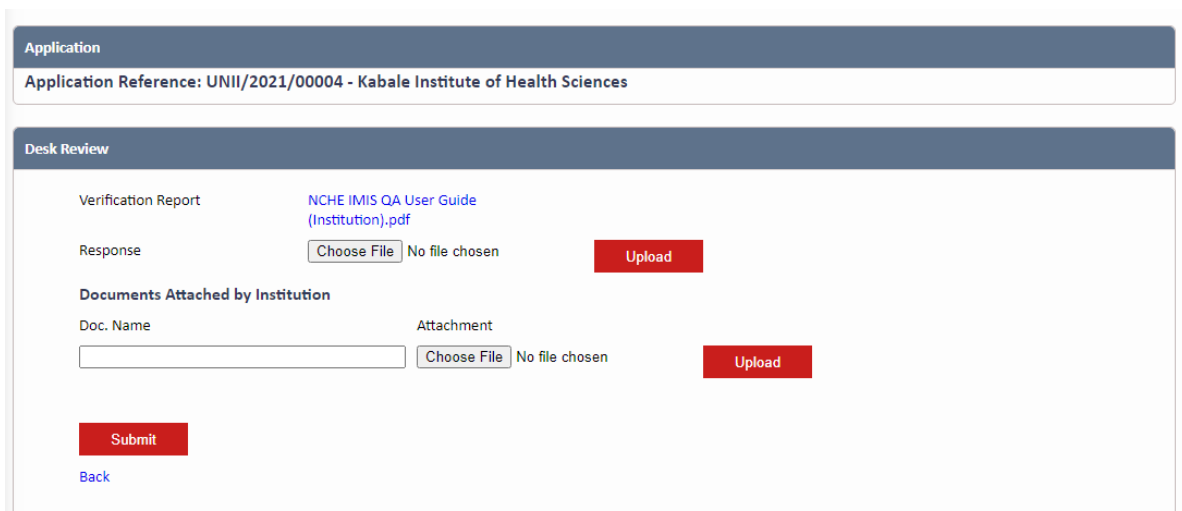
Letter [IMIS Project Plan - 12 12 2018.pdf](#)

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18. Verification Report Response

This section allows Institutions to Upload Verification Report response through the system.

To upload a file, click the “Choose File” button to select any file from your computer. Click the “UPLOAD” button to upload the file and then click on the “SUBMIT” button to submit the Response.



Application Reference: UNII/2021/00004 - Kabale Institute of Health Sciences

Desk Review

Verification Report [NCHE IMIS QA User Guide \(Institution\).pdf](#)

Response No file chosen

Documents Attached by Institution

Doc. Name

Attachment No file chosen

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19. Administrative Visit Report Acknowledgement

This section allows Institutions to Acknowledge/confirm the Administrative Visit Report.

Click on the checkbox to confirm receipt of the Administrative Report and then submit it by clicking on the **[Submit]** button.



Administrative Report Acknowledge

Application Reference: UNII/2021/00004 - Kabale Institute of Health Sciences

Desk Review

Meeting Minutes [IMIS Project Plan - 12 12 2018.pdf](#)

I here by confirm receipt of Administrative Report

[Back](#)

20. Administrative Visit Report Response

This section allows Institutions to Upload Administrative Visit Report response through the system.

To upload a file, click the "Choose File" button to select any file from your computer. Click the "UPLOAD" button to upload the file and then click on the "SUBMIT" button to submit the Response.

Administrative report response

Application
Application Reference: UNII/2021/00004 - Kabale Institute of Health Sciences

Desk Review

Administrative Report [IMIS Project Plan - 12 12 2018.pdf](#)

Response No file chosen

Documents Attached by Institution

Doc. Name	Attachment
<input type="text"/>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>

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21. Program Invoice Payment (Program Accreditation)

This section allows Institutions to upload the Payment Slip for a particular Program Invoice.

To upload a Payment Slip, click the “Choose File” button to select any file from your computer. Click the “UPLOAD” button to upload the file and then click on the “SUBMIT” button to submit the Payment Slip.

Program Invoice Payment

Application
Application Reference: PGAC/2021/00059 - Artificial Intelligence and Machine Learning

Payment Slip

Payment Slip No file chosen

[Back](#)

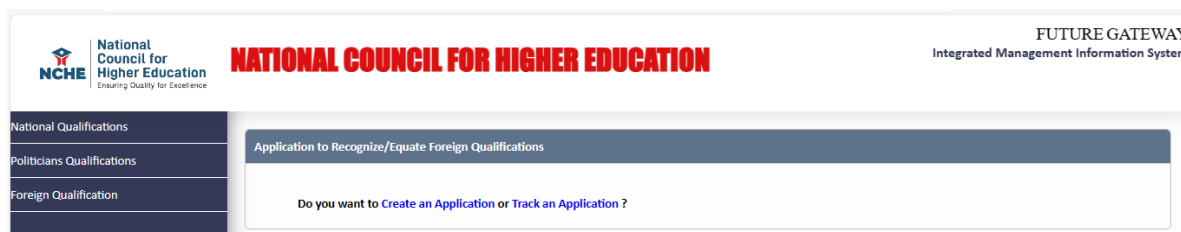
22. Equating & Recognition of Qualifications.

To submit your qualifications for equating & recognition, you need to select any desired category from the sidebar menu. For this example, we shall be applying for the Equation of Foreign Qualification. Click the “FOREIGN QUALIFICATIONS” tab

Note: This procedure applies to all the applications in the sidebar menu that is;

- Foreign Qualifications
- Politician Qualifications
- Qualification

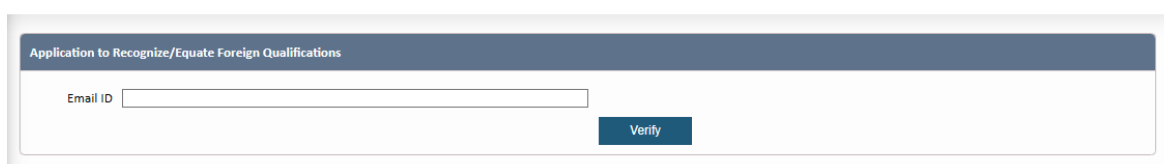
22.1 Foreign Qualifications



By default, the page displayed has two links. the “Create an Application and Track an Application link.” Click “Create an application” link to begin the application process.



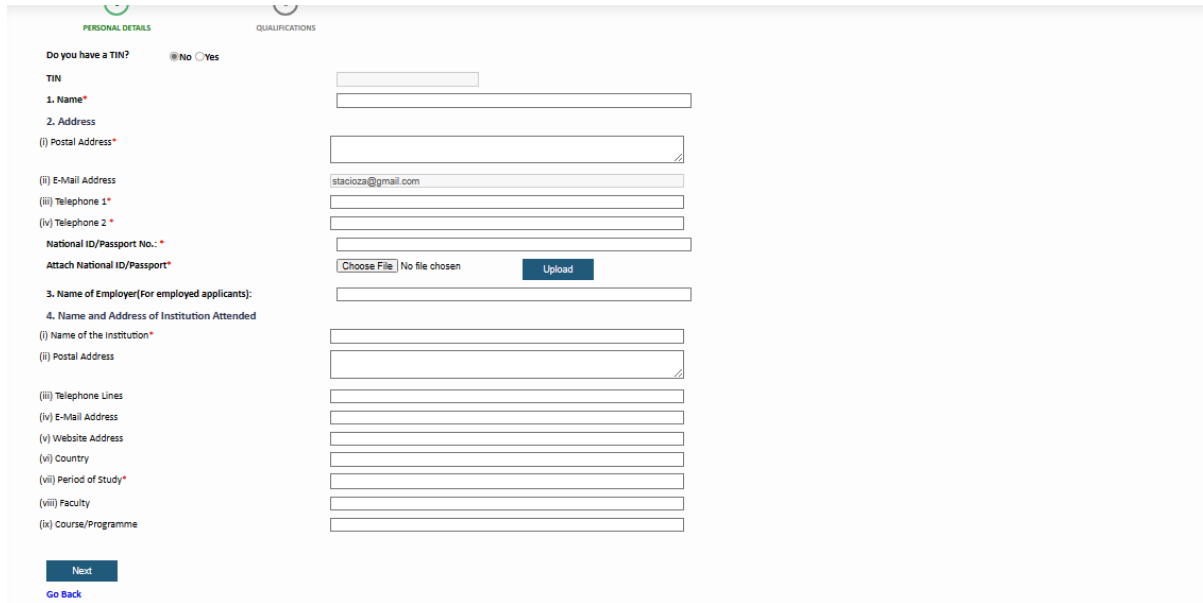
Once you have clicked the link as shown above, you will have to provide your Email ID to receive a unique application code to start your application process.



Copy the code received and paste it in the Application Code field and click the “Verify” button. The application form will be displayed, and you can begin capturing different information. The form is divided according to the category of information you will be providing. Let us go through the different form sections to complete our application.

1. Personal Details Section:

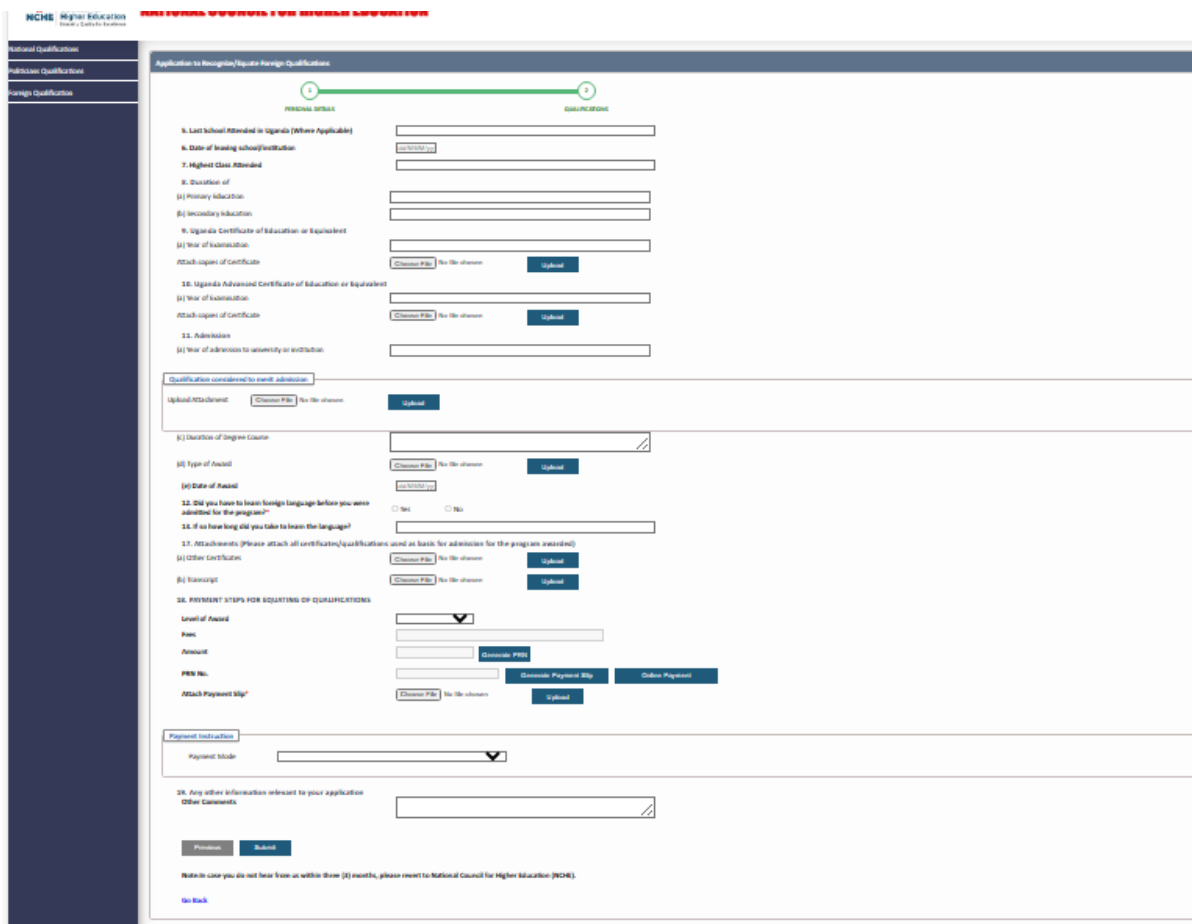
This section allows you to add your basic Personal related Information i.e., Name, Telephone lines, E-mail, Address of Institution attended etc. You can also update this information if it has changed. Fill in the form and click the “NEXT” button. The fields marked with an asterisk (*) are mandatory and are necessary for us to identify and contact you. You need not re-enter the information you already entered while registering i.e., E-mail address.



2. Qualifications Section:

This section allows you to add your qualifications related information. Fill in the form and click “SUBMIT” to finish the application process. To return to the previous section, click the “PREVIOUS” button.

To upload a file, click the “BROWSE” button to select any file from your computer. Click the “UPLOAD” button to upload the file.



The same procedure applies for Other Application Forms such as National and Politician Qualifications.

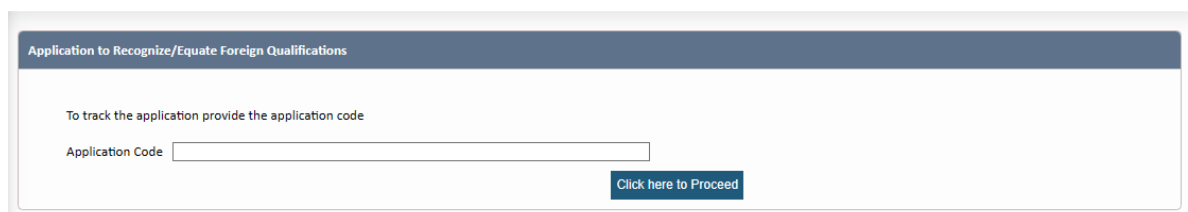
Tracking Your Application

Notifications will be sent to the email you used during registration for every stage your application reaches.

Reviewing Your Application

To review your application, click any application from the sidebar menu.

The applications page will be typically displayed. Provide your Application Code and click the "Click here to Proceed" button to view your application.



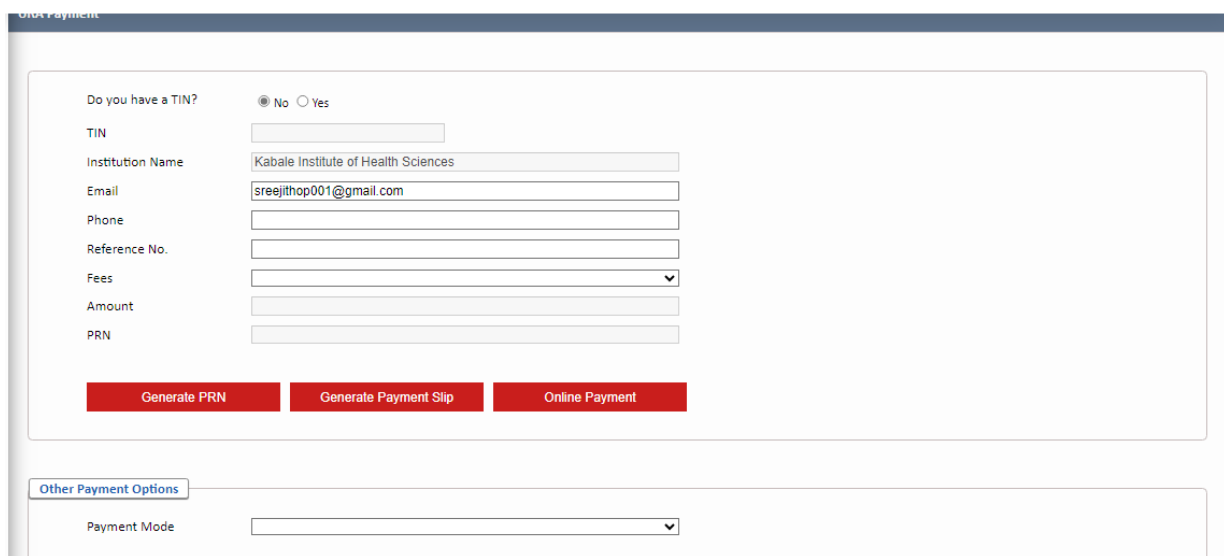
The details of your application will be displayed. You can navigate through the different sections by clicking the "PREVIOUS" or "NEXT" buttons.

23. URA Payment

This section allows Institutions to make URA Payment through the system.

Fill in the form by capturing the form details such as TIN Number if you have, phone number, Reference number. Select Fees from the dropdown menu and the Amount will be automatically displayed once the application fee type is selected. Choose from three categories of payment mode either to Generate PRN or Generate Payment Slip or Online Payment.

You can also select other Payment mode from the dropdown menu i.e., USSD/Mobile, and Online (Visa/Mastercard)



The screenshot shows a web form titled "URA Payment". It contains the following fields and controls:

- Do you have a TIN?** with radio buttons for "No" (selected) and "Yes".
- TIN**: A text input field.
- Institution Name**: A text input field containing "Kabale Institute of Health Sciences".
- Email**: A text input field containing "sreejithop001@gmail.com".
- Phone**: A text input field.
- Reference No.**: A text input field.
- Fees**: A dropdown menu.
- Amount**: A text input field.
- PRN**: A text input field.

Below the form are three red buttons: "Generate PRN", "Generate Payment Slip", and "Online Payment".

Below the buttons is a section titled "Other Payment Options" with a "Payment Mode" dropdown menu.

ICT Support Request:

Navigation: Institution portal > ICT Support Request

The page below will be typically displayed once you follow the navigation provided above.

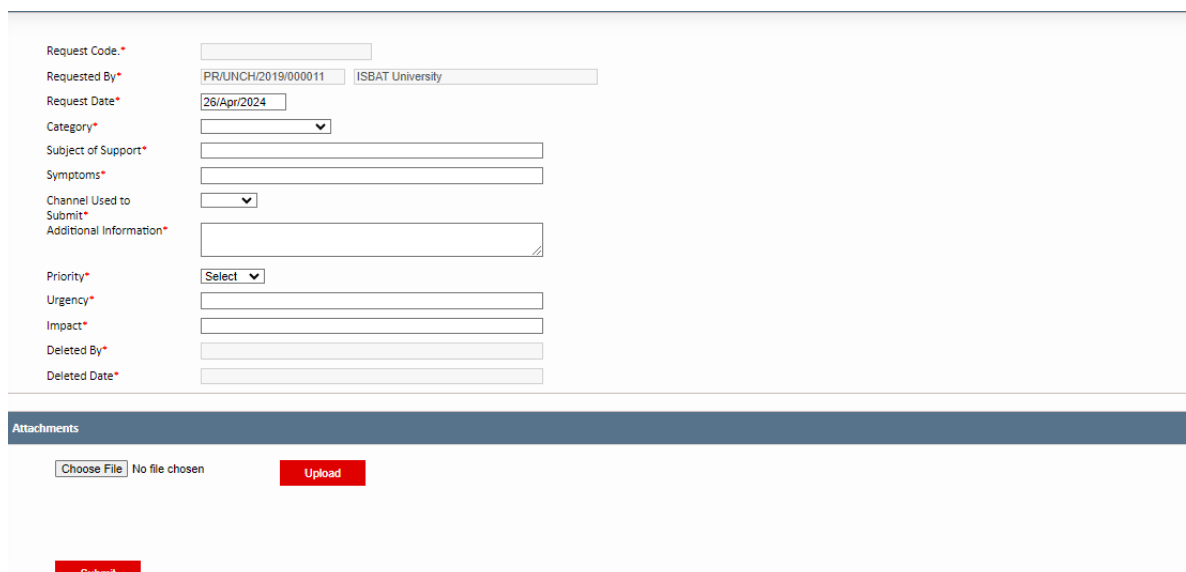



Figure 2.3.1: Support Request

Support Request: To create a new support request, complete fields indicated as required below:

- **Request code:** This field is automatically generated when the form is saved. Use the magnifying glass  button to search for saved records.
- **Requested By:** Institution username is automatically displayed in this region. This field is not editable.
- **Request Date:** Capture the request date
- **Category:** Select the category of the request from the dropdown list
- **Subject of Support:** Specify the subject of the request in this field.
- **Symptoms:** Capture the symptoms of the request support
- **Channel used to submit:** Select the channel for used to submit the request
- **Additional Information:** Capture any additional information
- **Priority:** Select the priority of the request from the dropdown list
- **Urgency:** Capture the urgency of the request
- **Impact:** Capture the impact of the issue
- **Upload Attachment:** Click the **[Browse]** button to select any file from your computer. To upload the file selected, click the **[Upload]** button.

Click the **[Submit]** button to save your changes or the **“Cancel”** link to cancel your changes.

Note:

- *Several files can be uploaded to form a list.*
- *To delete any record, click the **“Delete”** link found in the delete column of the table.*

ICT Request Re-opening:

Navigation: License Application > ICT Request Re-opening

The page below will be typically displayed once you follow the navigation provided above.

On this page, all completed/processed Support requests will be displayed for you to reopen.

Re-open ICT Support Request: In order to re-open an ICT Request, Double click the Support Request to open, click the **[Re-Open]** link below to re-open the support.

Search for a support request: To search for an application, use the search field at the top of the table.

Request Details

Request Code.	<input type="text" value="SUP/2022-2023/00017"/>
Requested By	<input type="text" value="PR/UNCH/2019"/> [ISBAT University]
Document Date	<input type="text" value="10/Apr/2024"/>
Category	<input type="text" value="Office Suite Support"/>
Subject of Support	<input type="text" value="sds"/>
Symptoms	<input type="text" value="dldf"/>
Channel Used to Submit	<input type="text" value="Online"/>
Additional Information	<input type="text" value="Other Comments"/>
Priority	<input type="text" value="Medium"/>
Urgency	<input type="text" value="f0fd"/>
Impact	<input type="text" value="fffd"/>

Attachments:

#	Attachment Name	Download
1	Screenshot (74).png	Download

Recommendations & Status

History:

#	Agent Name	Group Name	Status	Start Date	End Date	Comment
No History Found..!!						

Re-Open

24. Institution Profile Management

To access this menu, click the Institution name at the top right corner of the page.

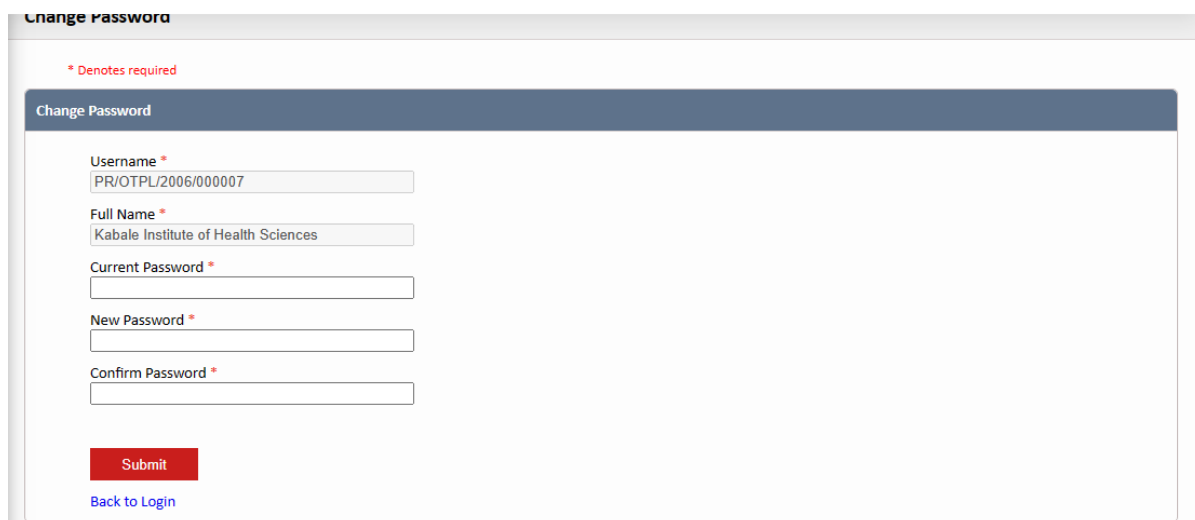
1. Profile

In this section you can change the Institutions information i.e., Institution Name, Contact information and logo. Once you have made changes click the “SUBMIT” button to save them.

At the bottom of this page, your Institutions license accreditation history will be typically displayed.

2. Change Password

In this section you can change the Institutions password. To change your password, your current password will have to be provided first. Input your new password twice and click the “SUBMIT” button to save it.



The screenshot shows a 'Change Password' form with the following fields and elements:

- Username ***: PR/OTPL/2006/000007
- Full Name ***: Kabale Institute of Health Sciences
- Current Password ***: (empty field)
- New Password ***: (empty field)
- Confirm Password ***: (empty field)
- Submit**: A red button.
- Back to Login**: A blue link.

3. Logout

To logout of the application, hover over your username in the top right corner and click the “LOGOUT” link.

Support

1. IMIS Institution Portal Unavailable - Unplanned

If Future Gateway IMIS Institution Portal is unavailable, log a call with your IT support representative. An email will be issued to all affected users as soon as possible to notify them of the issue and provide an update. There may be planned maintenance related occasions when Future Gateway IMIS Institution Portal will be unavailable. These will be kept to a minimum and you will be notified in advance

2. Error Messages

Log a ticket with your IT support representative. You will receive an email with further instructions.