Future – Gateway

Integrated Management Information System (IMIS) -2

Program Accreditation – Expert Review User Manual

FUTURE™ technologies

Login and Product Access

To access the system, open your preferred web browser (Google chrome, Mozilla Firefox etc.) and type in the URL e.g. https://imis.unche.or.ug:81/. The following page will be displayed.

Figure 1.1a - IMIS Administrator Portal Login Page

To log in the system you must select the **Financial Year** from the drop down, Enter your Username and Password provided by the administrator. Click on **[Login]** button to login the system as shown in *Figure 1.1a - IMIS Administrator Portal Login Page*

Using the forgot password link

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

Sign up

Program Expert Registration

To create New Accounts, go to system Login Interface, navigate through, and look for Program Expert Registration link below then click to open. The following page will be typically displayed.

Figure 1.1b: Signup Page

Full Name: Enter your full name in this field.

Email ID: Enter your email id in this field.

Phone Number: Enter your phone number in this field.

Areas of Expertise: Capture your areas of expertise

Username: Enter your username in this field.

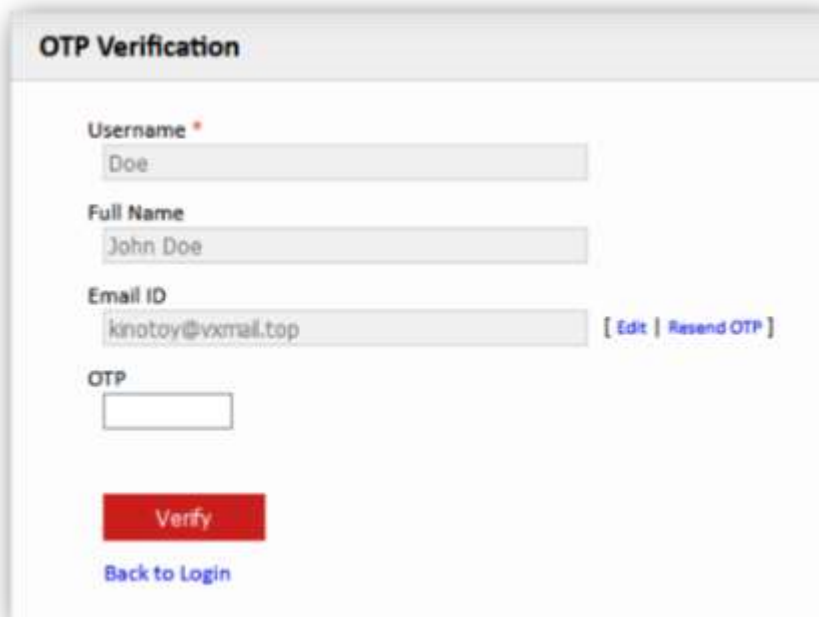*Note:* You will use your username during system login.

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.

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).*
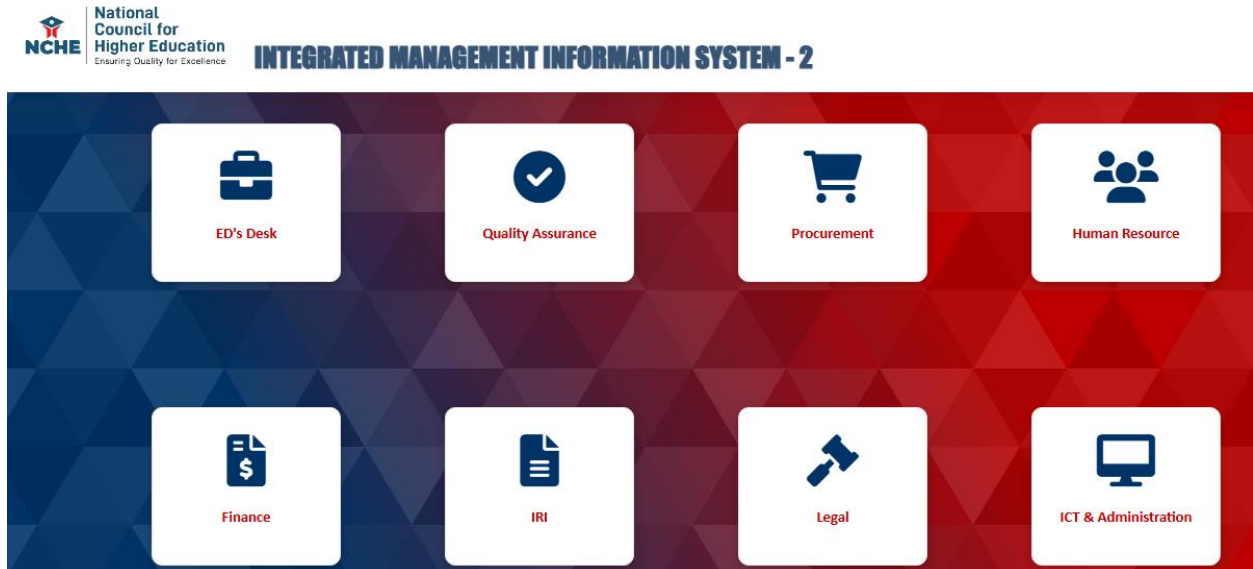

Figure 1.1c: OTP Verification

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 (Email ID and password) to log into the NCHE IMIS Administrator site.

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

IMIS Administrator Portal Home Page

> After successfully signing in, the IMIS Administrator Portal homepage will be displayed.

Figure 1.2a – IMIS Administrator Portal Home page

Click the **[Quality Assurance]** button to get started.

Quality Assurance Module

Program Accreditation:
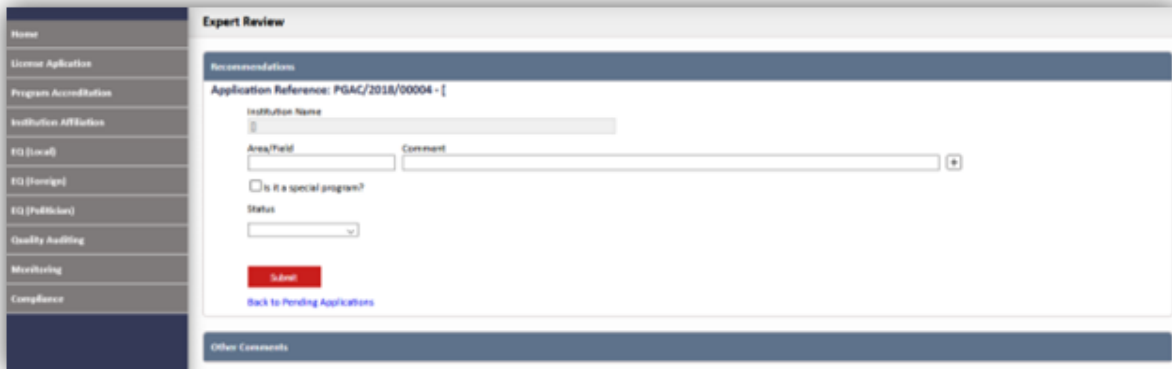
Expert Review:

Navigation: **Program Accreditation > Expert Review**

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

On this page, pending applications will be displayed. Click any application to proceed.

Figure 2.2.4a: Pending Applications list

Figure 2.2.4b: Expert Review

Application:

Under this section you can review details of the application.

Status & Comments:

- **Area/Field:** Specify any area in the application you would like to comment on in this field.
- **Comment:** Capture your comments in this area and click the **[+]** button to add the comment.

  *Note***:**
  - Several comments can be added.
  - To delete any comment click the "Delete" link in the last column of the comment table.
- **Special Program:** Check the checkbox to specify if the program is special.

- **Status:** Select the status from the dropdown list and click the **[Submit]** button save your changes.

Note:

-   *To go back to the pending applications list click the **"Back to Pending Applications"** link.*