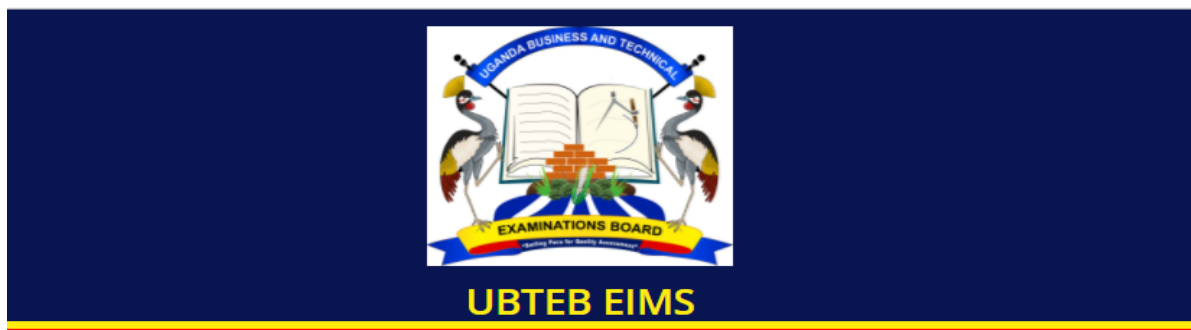


Online Registration

Approval of Candidates who have applied

- ✓ Open your internet browser e.g.(Mozilla Firefox or Google Chrome) and type in the address bar <http://emis.ubteb.go.ug:8080> and press the enter key on the keyboard

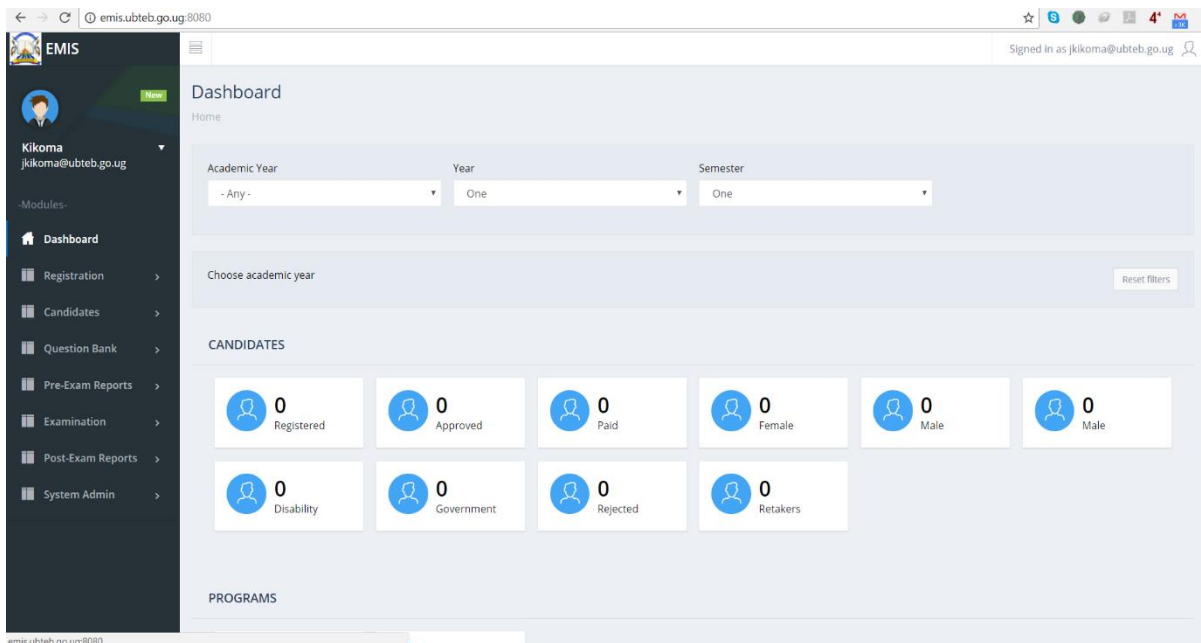
- ✓ This loads the UBTEB Examination Management Information System Login in Form as shown below;



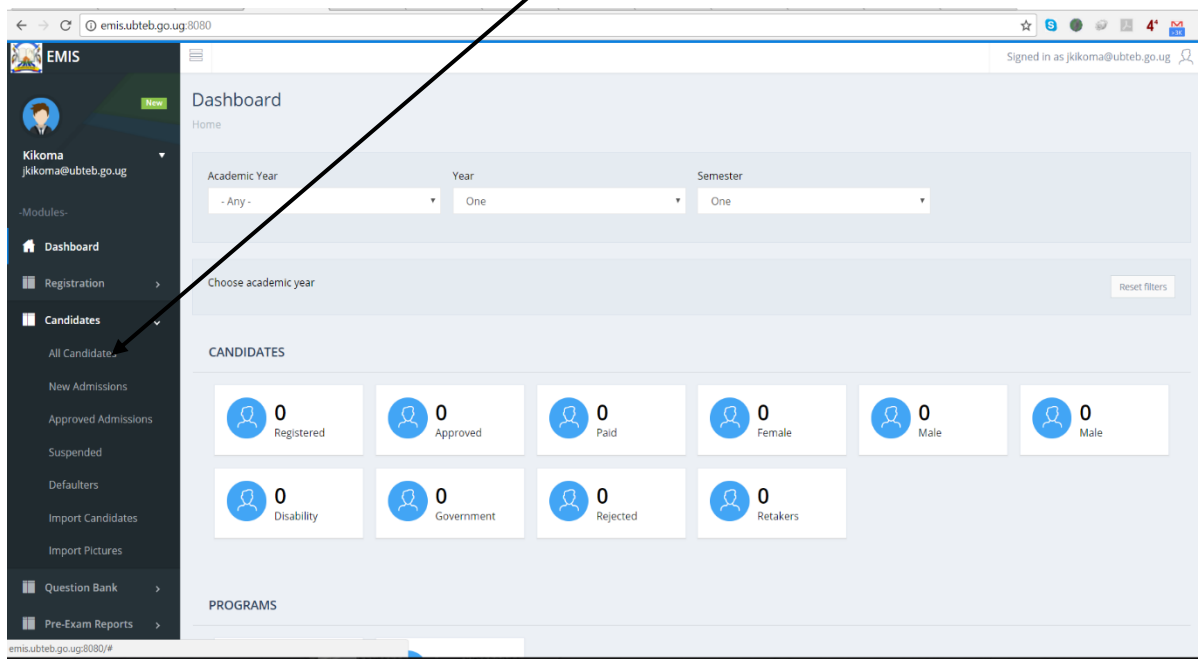
Type here the Username Provided by the Board

Type here the password provided by the Board

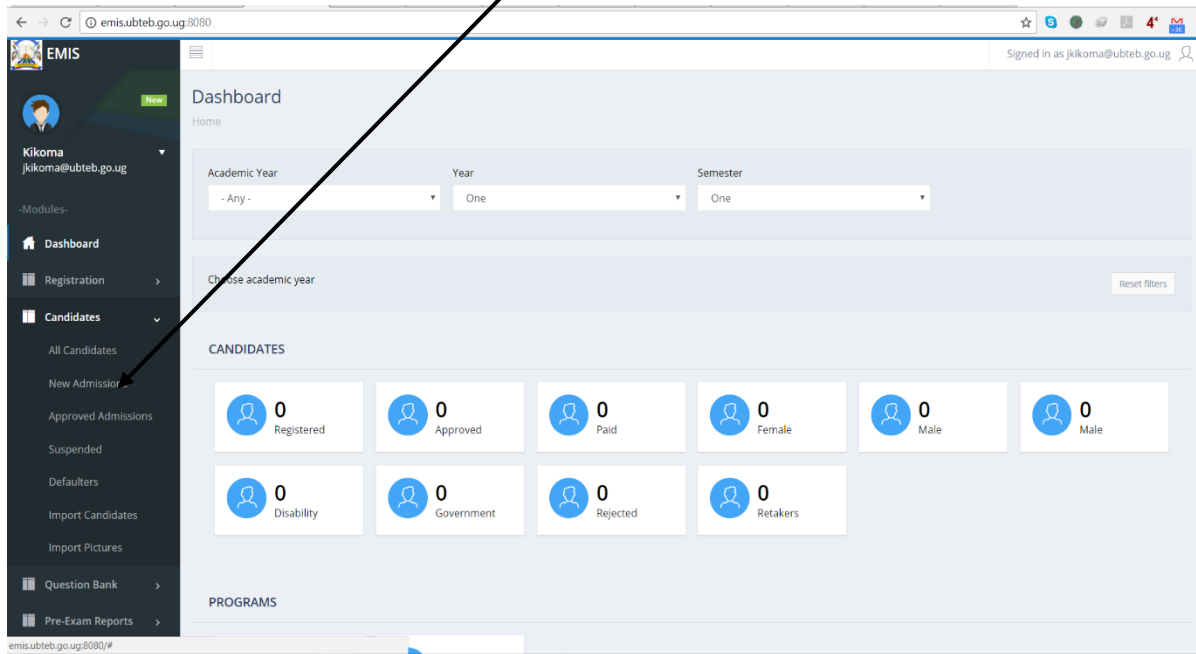
✓ Successful login loads EMIS Main Interface



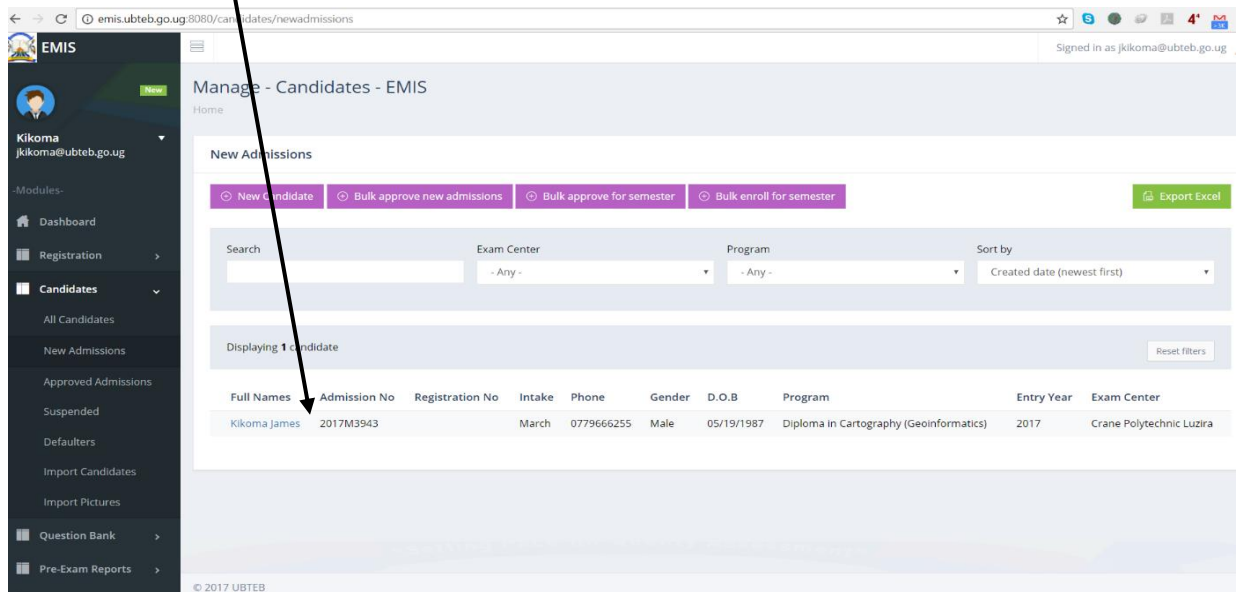
✓ Click on Candidates to expand the candidates Menu



Click on New admission, to display a list of new applicants



✓ A list of new Admissions will be displayed



Approving a Candidate

The screenshot shows the EMIS 'Manage - Candidates' interface. The left sidebar contains a navigation menu with options like 'Dashboard', 'Registration', 'Candidates', 'Approved Admissions', 'Suspended', 'Defaulters', 'Import Candidates', 'Import Pictures', 'Question Bank', and 'Pre-Exam Reports'. The main content area is titled 'Manage - Candidates - EMIS' and includes a 'New Admissions' section with buttons for 'New Candidate', 'Bulk approve new admissions', 'Bulk approve for semester', and 'Bulk enroll for semester'. Below this is a search and filter section with dropdown menus for 'Exam Center', 'Program', and 'Sort by'. A table displays one candidate:

Full Names	Admission No	Registration No	Intake	Phone	Gender	D.O.B	Program	Entry Year	Exam Center
Kikoma James	2017M3943		March	0779666255	Male	05/19/1987	Diploma in Cartography (Geoinformatics)	2017	Crane Polytechnic Luzira

An arrow points from the candidate's name 'Kikoma James' to a text box below.

To approve a candidate, click on a Candidate Name, and a new window will appear as shown on the next page

The Approval Process

Manage - Candidate - EMIS

Home

Kikoma James Candidate

Manage Elective Subjects Refresh Subjects New Candidate Edit Candidate Delete Candidate

General Details Registration certificates Academic years Academic Results

1

Approve admission

Reject admission

First Name Kikoma	Program Diploma in Cartography (Geoinformatics)
Last Name James	Registration Number
Phone Number 0779666255	Academic year 2017/2018
Gender Male	Admission Number 2017M3943
Is Disabled?	Year Of Entry 2017

Click on General Details to get back to the approval screen as shown on the next page

Click on Registration Certificates to View Candidate Academic documents and verify that they are correct

Click to approve a candidate if he/she meets the minimum requirements

Manage - Candidate - EMIS

Home

Kikoma James Candidate

Manage Elective Subjects Refresh Subjects New Candidate Edit Candidate Delete Candidate

General Details Registration certificates Academic years Academic Results

First Name
Kikoma

Last Name
James

Phone Number
0779666255

Gender
Male

Is Disabled?

Program
Diploma in Cartography (Geoinformatics)

Registration Number

Academic year
2017/2018

Admission Number
2017M3943

Year Of Entry
2017

Approve admission

Reject admission

2

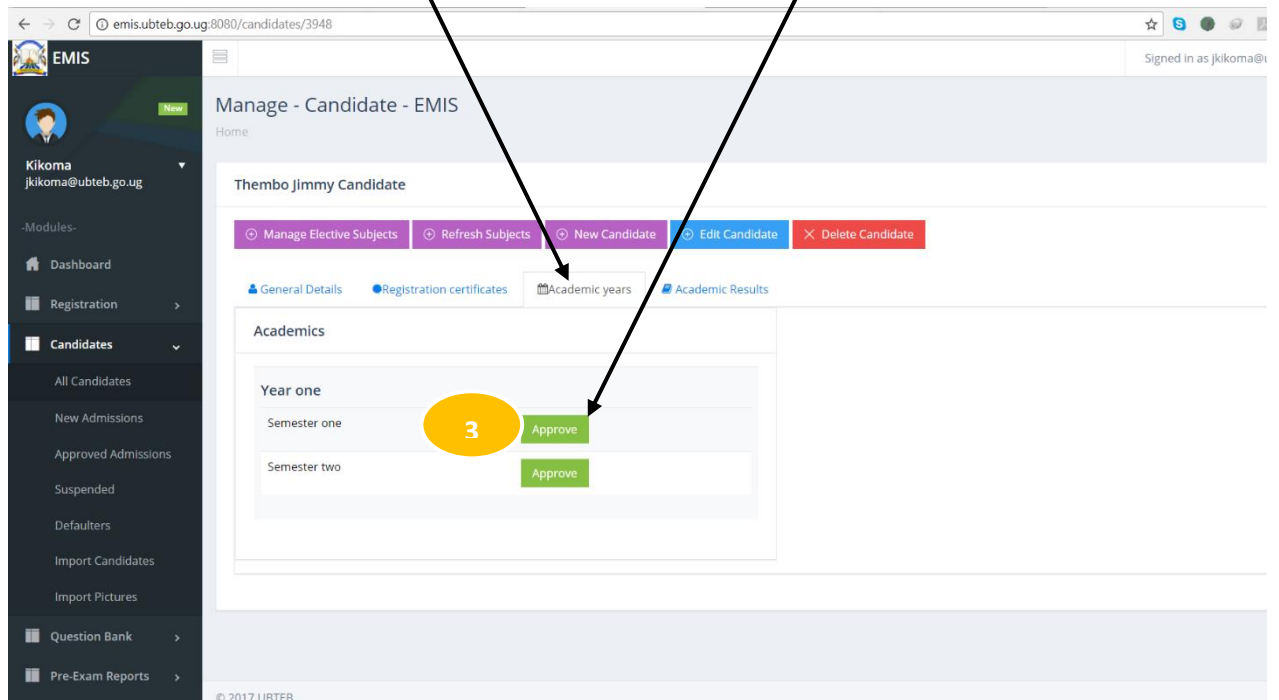
Click to reject a candidate **if he/she does not meet the minimum requirements or has not paid examination registration fees**

3

Approve Candidate for a particular **semester**

✓ Click on academic Years

Click on Approve (**only against semester one**)



- ✓ Once a candidate has been approved successfully a **registration number is assigned to him or her**, and moved to a list of Approved admissions awaiting enrolment by **UBTEB** Upon verification of fees and entry requirements
- ✓ From this stage the Registrar can print a list of approved candidates as shown on the next page

- ✓ Click on Pre-Exam Report,
- ✓ Click on Approved Admissions

EMIS

Report - Registration List - EMIS

Home

Approved admission candidates report

Examination center

Program

Academic year

Intake

Report option

Search

Kikoma
jkikoma@ubteb.go.ug

-Modules-

- Dashboard
- Registration
- Candidates
- Question Bank
- Pre-Exam Reports
 - Approved Admissions
 - Registration List
 - Approved List
 - Finance List
 - Supervisors
 - Exam Cards
 - Other Reports

Fill in the required Details here and click search

The system generates a list of approved admissions in PDF format

- ✓ Depending on your browser the pdf file will pop up either at bottom left corner or top right corner of your screen

Note: Ensure that your browser allows pop ups from <http://emis.ubteb.go.ug:8080/>

- ✓ Open the downloaded pdf file and print a hardcopy
- ✓ Provide the assigned registration numbers on the list to the respective candidates for picture editing

- ✓ Compute the total registration fees for each candidate and submit the summary sheet with the list of **approved candidates** and proof of payment to UBTEB
- ✓ Remember to submit **photocopies of candidate entry level requirements to UBTEB for verification**