

UGANDA BUSINESS AND TECHNICAL EXAMINATIONS BOARD
(UBTEB)

**USER GUIDE FOR HEAD OF CENTERS TO GRANT PERMISSION TO A STUDENT
TO VIEW EXAMINATIONS RESULTS ONLINE**

BY

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EXECUTIVE SECRETARY

FRIDAY 6TH OCTOBER, 2021

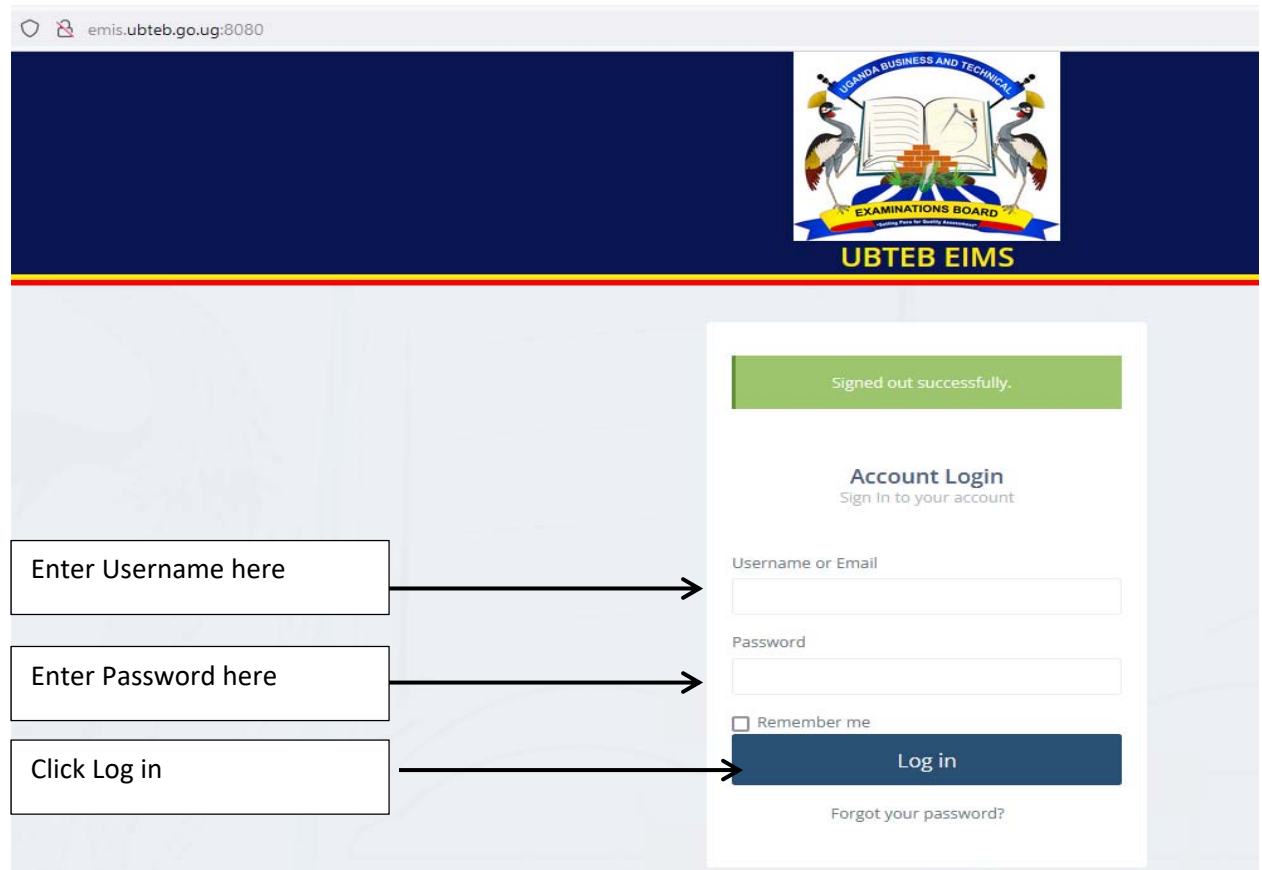
PLEASE FOLLOW THE FOLLOWING STEPS CAREFULLY AND PRACTICE IT ON A COMPUTER WHICH IS CONNECTED TO THE INTERNET.

INTRODUCTION:

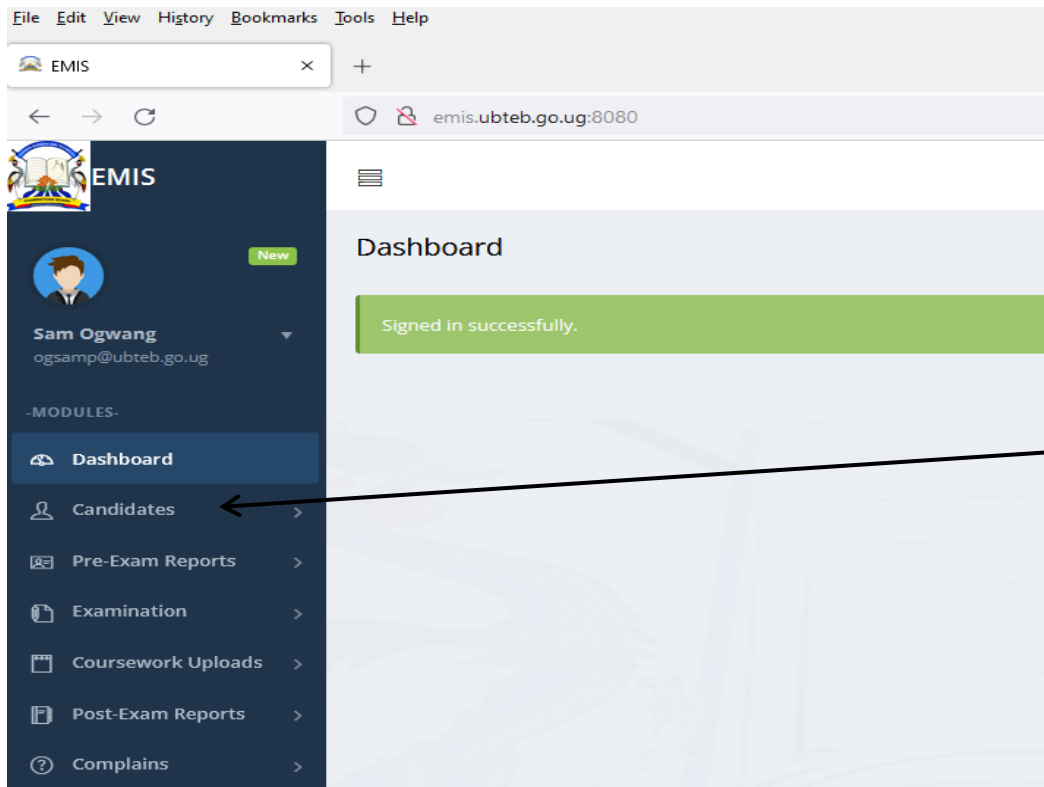
- ✓ YOU MAY GRANT PERMISSION TO A STUDENT FOR A SPECIFIC TIME AND YOU MAY DISABLE ACCESS AT ANY TIME AT YOUR CONVENIENCE.
- ✓ THIS PERMISSION IS GRANTED TO AN INDIVIDUAL STUDENT, AS AND WHEN.
- ✓ Each student is given his/ her unique admission **number** to use as username and the word, **password** to be used as password.
- ✓ The admission number is shown against each student's name on the system
- ✓ The student will log into the system in the same way the head of center does and through the same address shared below.

GUIDE FOR THE HEAD OF EXAMINATION CENTER

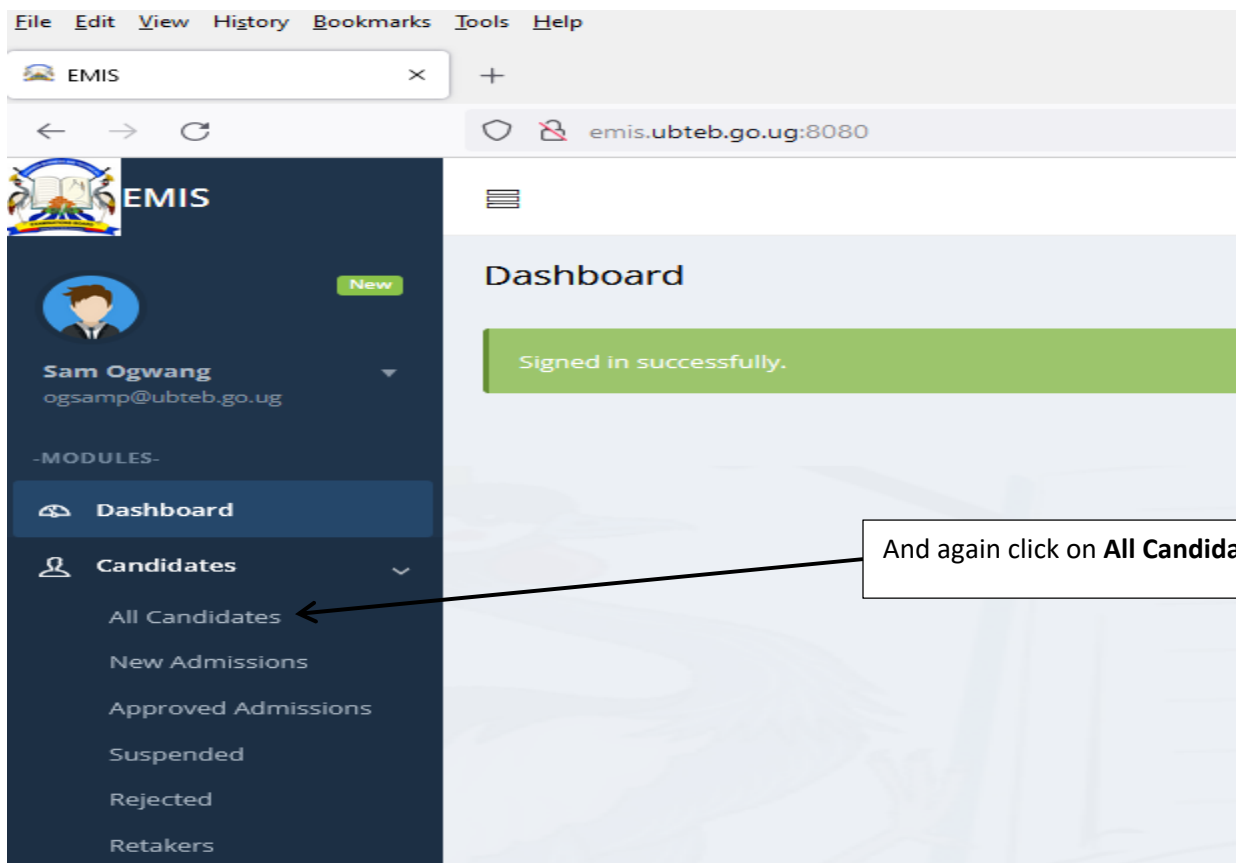
Step One: Log into the centers system portal through the web address;
<http://emis.ubteb.go.ug:8080/>



Step Two: On the dashboard page which appears, click on **Candidates**, and again on **All Candidates** as shown below



Click on **Candidates**



And again click on **All Candidates**

Step Three: Scroll down your screen to look at the list of candidates displayed on the screen, see example below. Each student has a unique admission number as shown in the picture above. Let each student know his / her admission number.

Manage - Candidates - EMIS

All Candidates

Export Excel

Search: [] Home District: - Any - Program: - Any - Specialization: - Any -

Program level: - Any - Program category: - Any - Academic Year of Entry: - Any - Semester: - Any -

Entry year: - Any - Intake: - Any - Is Disabled: - Any - Gender: - Any -

Year of Completion: - Any - Month of Completion: - Any - Has Passed: - Any - Sort by: Created date (newest first)

Displaying all 4 candidates

Full Names	Admission No	Registration No	Intake	Phone	Gender	D.O.B	Program	Entry Year	Exam Center
KITIWEKS JOHNDOVE	2021M461293	UBTV0001/2021/T/C/M/063	March	077X XXX XXX	Male	24/07/1996	National Certificate in Plumbing	2021	UBTEB Training Vocational College
DOEWES JOHN MWANGA	2021M461292	UBTV0001/2021/T/C/M/064	March	077X XXX XXX	Male	24/07/1996	National Certificate in Plumbing	2021	UBTEB Training Vocational College
DOE1 JOHN1	2021M461291	UBTV0001/2021/T/C/M/065	March	077X XXX XXX	Male	24/07/1996	National Certificate in Plumbing	2021	UBTEB Training Vocational College
DOE JOHN	2021M461289	UBTV0001/2021/T/C/M/062	March	077X XXX XXX	Male	04/02/1997	National Certificate in Plumbing	2021	UBTEB Training Vocational College

Admission number is shown here

Step Four: Click on the name of a student that you want to grant permission to view results online.

EMIS

Manage - Candidate - EMIS

DOE JOHN Candidate

Change Photo

UBTV0001/2021/T/C/M/062

Manage Elective Subjects Edit Bio Info Edit Attachments

General Details Minimum Requirements Registration certificates Academic years Academic Results Complain Desk

Print Exam Card

TR - Number: 0 - NONE

Registration Number: UBTV0001/2021/T/C/M/062

Program: National Certificate in Plumbing

Exam Center: UBTEB Training Vocational College

Username: []

Password: password by default

Reset Password

Password is here as password

Step Five: Click on edit Bio Info and a new page will open as shown below

Manage - Candidate - EMIS

Sam Ogwang
ogsamp@ubteb.go.ug

MODULES-

- Dashboard
- Candidates
- All Candidates
- New Admissions
- Approved Admissions
- Suspended
- Rejected
- Retakers
- Defaulters
- Import Pictures
- Pre-Exam Reports
- Examination
- Coursework Uploads
- Post-Exam Reports
- Complains

Edit Candidate Bio Information

* Surname	DOE	* Sponsorship	Private
* Other Names	JOHN	Nameofsponsor	DOE 1
* Address	NTINDA, NAKAWA, NAKAWA	Next of Kin Name	DOE1
Phone	077X XXX XXX	Next of Kin Email	doe1@gmail.com
* Dob	1997/02/04	Next of Kin Phone	07x xxx xxx
* Gender	Male	* Country code	Uganda
<input type="checkbox"/> Is Disabled?		* District	Kampala
Specialization	...Select...		
Financial status	Paid		

Should view results?

Update Candidate

Step Six: Click in the Box **Should view results?**, to grant permission to the candidate and uncheck the box to remove the permission.

By default, it is unchecked and the student does not have permission until the head of center grants it.

Step Seven: Click on **Update candidate** and repeat the process for the next candidate.