



**EDUCATION MANAGEMENT
& MONITORING INFORMATION
SYSTEM**

Getting Started with EMMIS Application

(School Registration & School - User Login Process)

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The following manual shall assist the School Users i.e., School Admin & School Data Entry Operators to initiate registration of their school and complete their user login process. The entire process has been outlined in the following steps.

Step 1 – School Registration Process

- The registration of schools (Private & Govt.) can only be initiated at the District Level, i.e., through Education Department.
- Therefore, in order to register your schools into EMMIS Application, the school authorities are required to send basic information of their schools to the Department.
- Basic Details required for school registration process are as follows:
 - School Name
 - School UDISE Code
 - Establishment Year
 - Address
 - District
 - Management (*whether Pvt, State Govt., Central Govt., etc.*)
 - Whether a CRC or not? (*CRC – Cluster Resource Center*)

The screenshot shows a registration form with the following fields and controls:

- School Name ***: Text input field.
- UDISE Code ***: Text input field.
- Establishment Year ***: Text input field.
- District ***: Dropdown menu with the placeholder text "-- Select District --".
- School Management ***: Dropdown menu with the placeholder text "-- Select Management --".
- School Address ***: Text input field with a small icon at the bottom right corner.
- Is Cluster Resource Centre ***: Toggle switch currently set to "NO".

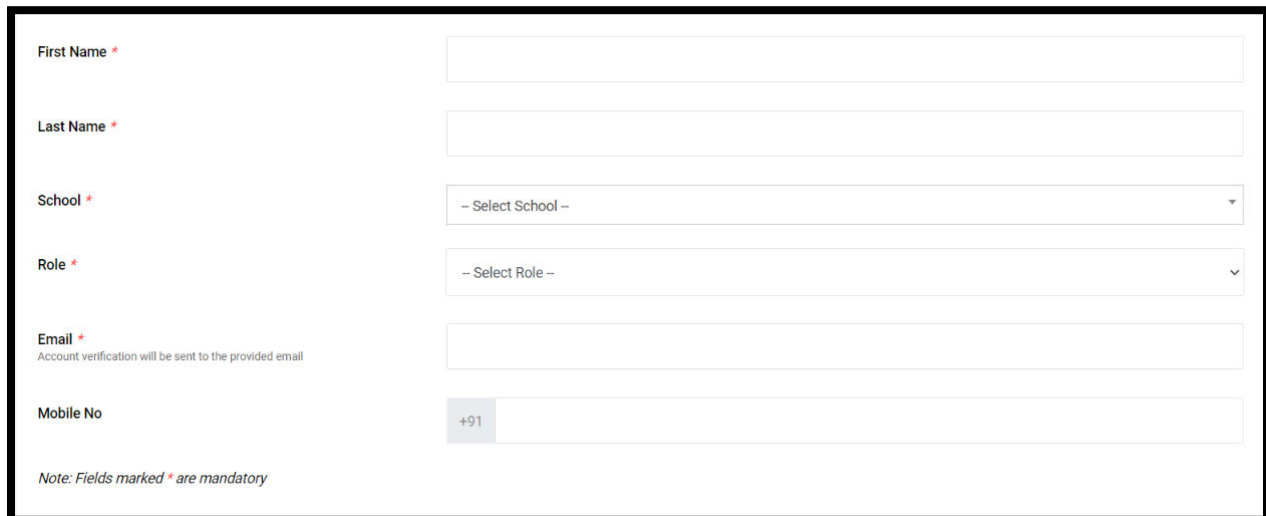
*Note: Fields marked * are mandatory*

Fig-1: Basic Details Required for School Registration

- On providing basic details to the Department, your school shall be registered into the EMMIS Application.

Step 2 – School User Registration

- Once the school is registered into EMMIS, the second step will be to create users for the concerned schools.
- Generally, there shall be two users for each school. School Admin (HM, School head & Principal) and School Data entry Operators.
- The school Admin are usually the key authorities of their concerned schools in EMMIS Application. They are entitled with the task of managing, monitoring and verifying the authenticity of data in regards to their school's portal in EMMIS Application. Whereas, the School Data Entry Operators are the ICT/ IT faculty of respective schools entrusted with the task of entering data and managing the issues & queries aroused in their school's EMMIS Portal.
- On identifying the users from respective schools. A basic detail regarding school admin & school data entry operators should be sent to the Department for completing the school user's registration.
- Basic detail required for school user registration process are as follows:
 - First Name
 - Last Name
 - User Role (Whether School Admin/ Operator)
 - School Name
 - Email (School's own email for School Admin & Personal Email for Data Entry Operator)
 - Contact Number



The screenshot displays a registration form with the following fields and labels:

- First Name ***: Text input field.
- Last Name ***: Text input field.
- School ***: Dropdown menu with the placeholder text "-- Select School --".
- Role ***: Dropdown menu with the placeholder text "-- Select Role --".
- Email ***: Text input field with a sub-label "Account verification will be sent to the provided email".
- Mobile No**: Text input field with a "+91" country code selector.

*Note: Fields marked * are mandatory*

Fig-2: Basic Details Required for School-Users Registration

- On providing Basic details of users to the Department. Schools Users shall be registered into EMMIS Application.

Step 3 – School Users Authentication (through Verification Link)

- On successful registration of School Users. A verification link along with default password will be sent to user's email address (i.e., to the emails provided by school users during registration process).
- In your preferred email app such as Gmail, Yahoo etc., search for a mail received from **NETSPEQ** in your mail-inbox list.
- The mail you will receive shall be similar to the image as shown below:

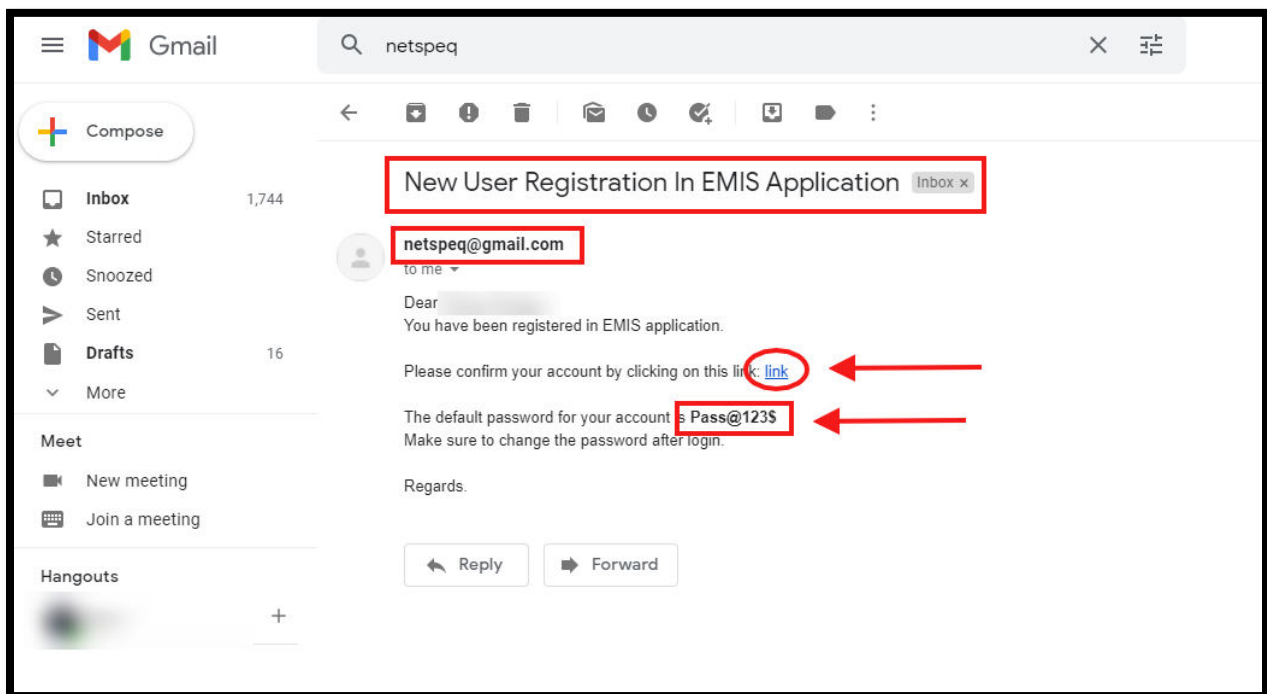


Fig-3: User Confirmation mail sent to concerned mail address of school users

- Now, to complete your user authentication process, click on the verification link as shown above.
- On successful authentication, you will receive a successful authentication message on the screen. As shown in the image below.

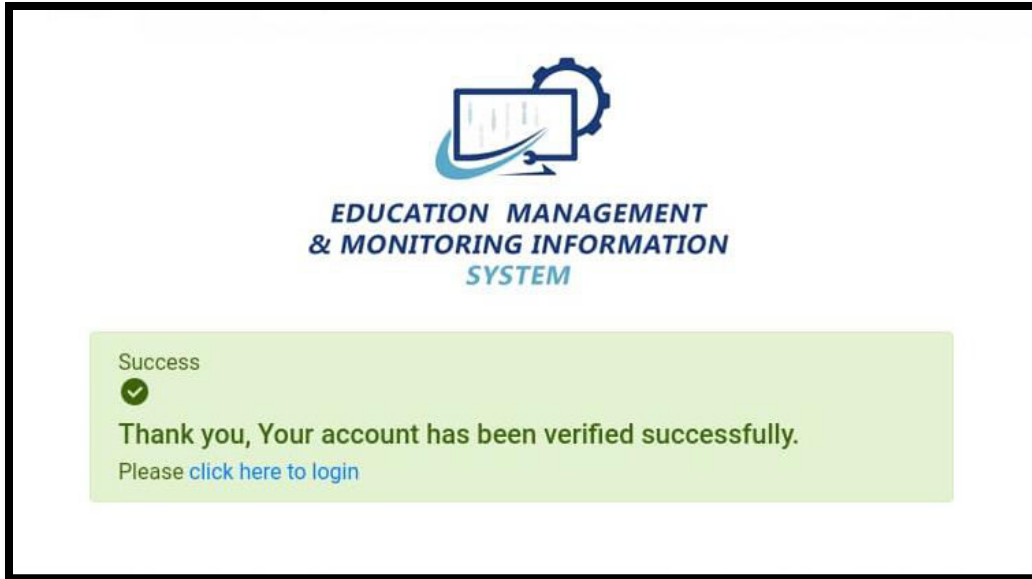


Fig-4: User Authentication Successful Message

- Now, you can access into your school dashboard by logging into EMMIS Application.

Step 4 – School Users Login

- To login, head towards your preferred internet browser such as Google Chrome, Mozilla Firefox, etc., and search for the url: emis.sikkimedutech.in
- On successful operation, a login window for EMMIS Application shall open up as shown below:

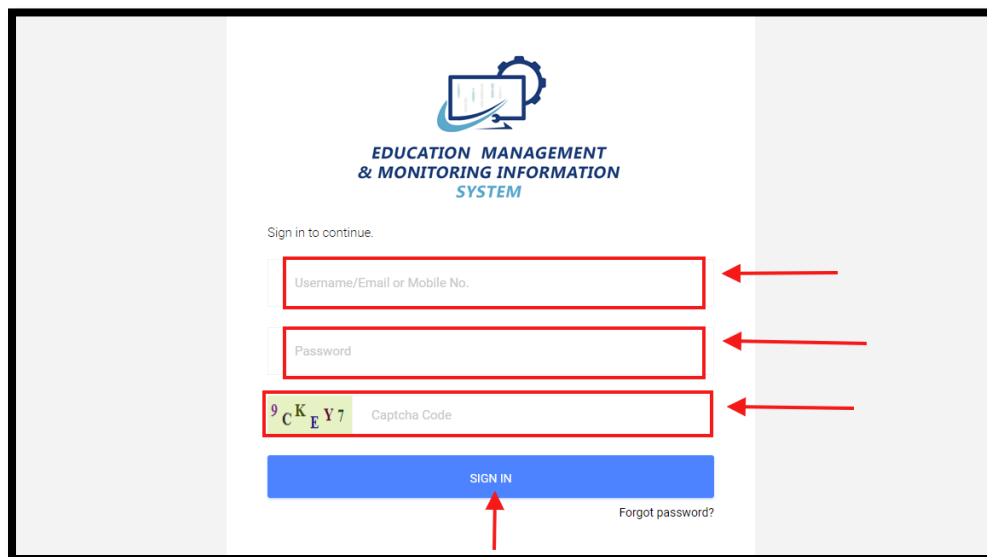


Fig-5: Login page- EMMIS

- Now, enter your email address or mobile number along with default password sent to your mail from Netspeq as shown in fig-3 above.
- After entering all the login credentials, enter the captcha-code and then click on sign-in.
- On successful login, a user (School Admin/ Data Entry Operator) shall be redirected towards their respective school's dashboard.

Exceptional Step – During Unsuccessful Authentication

- In some cases users may face unsuccessful authentication message while verifying their account. As shown in the image below

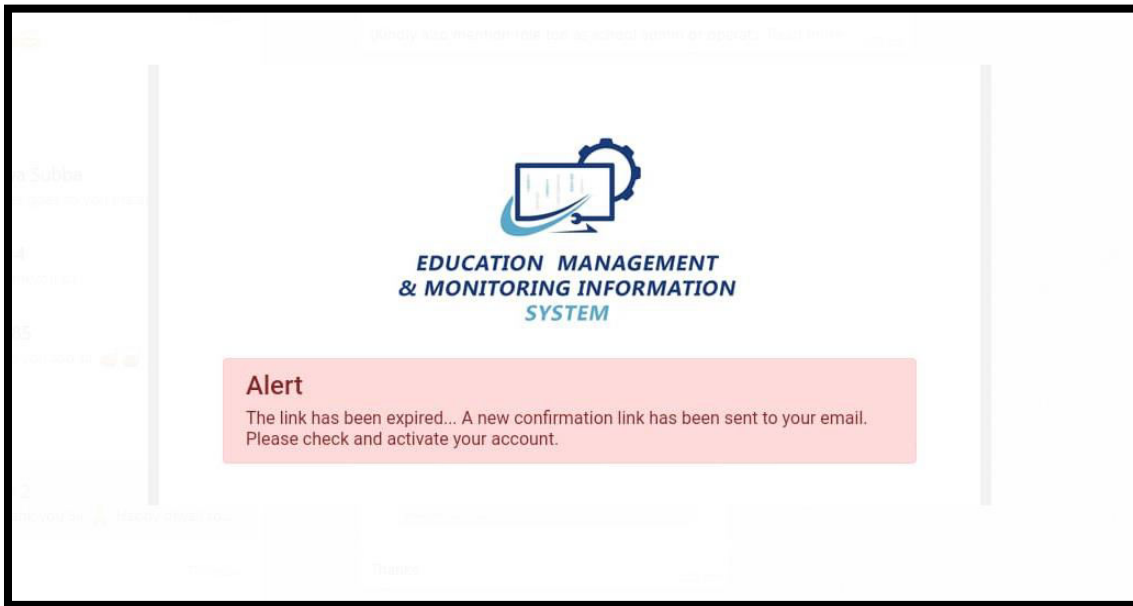


Fig-6: Unsuccessful Authentication Message

- The issue usually occurs due to confirmation link expiry. Since authentication link are active only for 24. Therefore incase of delay, sometimes users may receive a message as shown above.
- The issue can be resolved by heading towards EMMIS web-portal i.e., by going to "emis.sikkimedutech.in"
- An EMMIS login page shall appear as shown in the figure-5 above.
- Now, enter your concerned email address (School email for School Admin & personal email for Data Entry Operator) and default password sent to you at your email. As shown in the figure-5 above.
- Once you do that, a new confirmation link shall be sent to your email. As shown in the image below

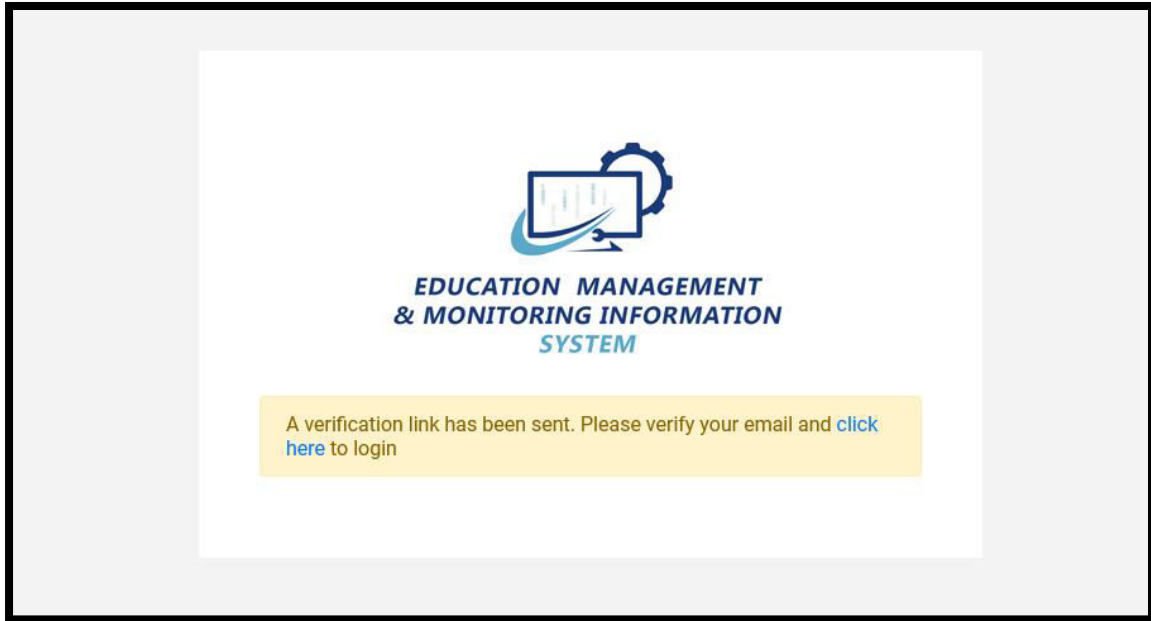


Fig-7: authenticating verification link

- Now, follow the steps outlined in step-3 and step-4 above.

Hence, we successfully complete the registration process for schools and schools users.

EMMIS