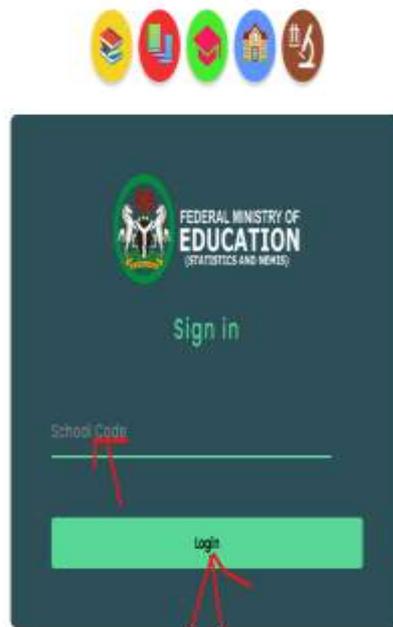


User Guide for NEMIS ASC v2 Portal

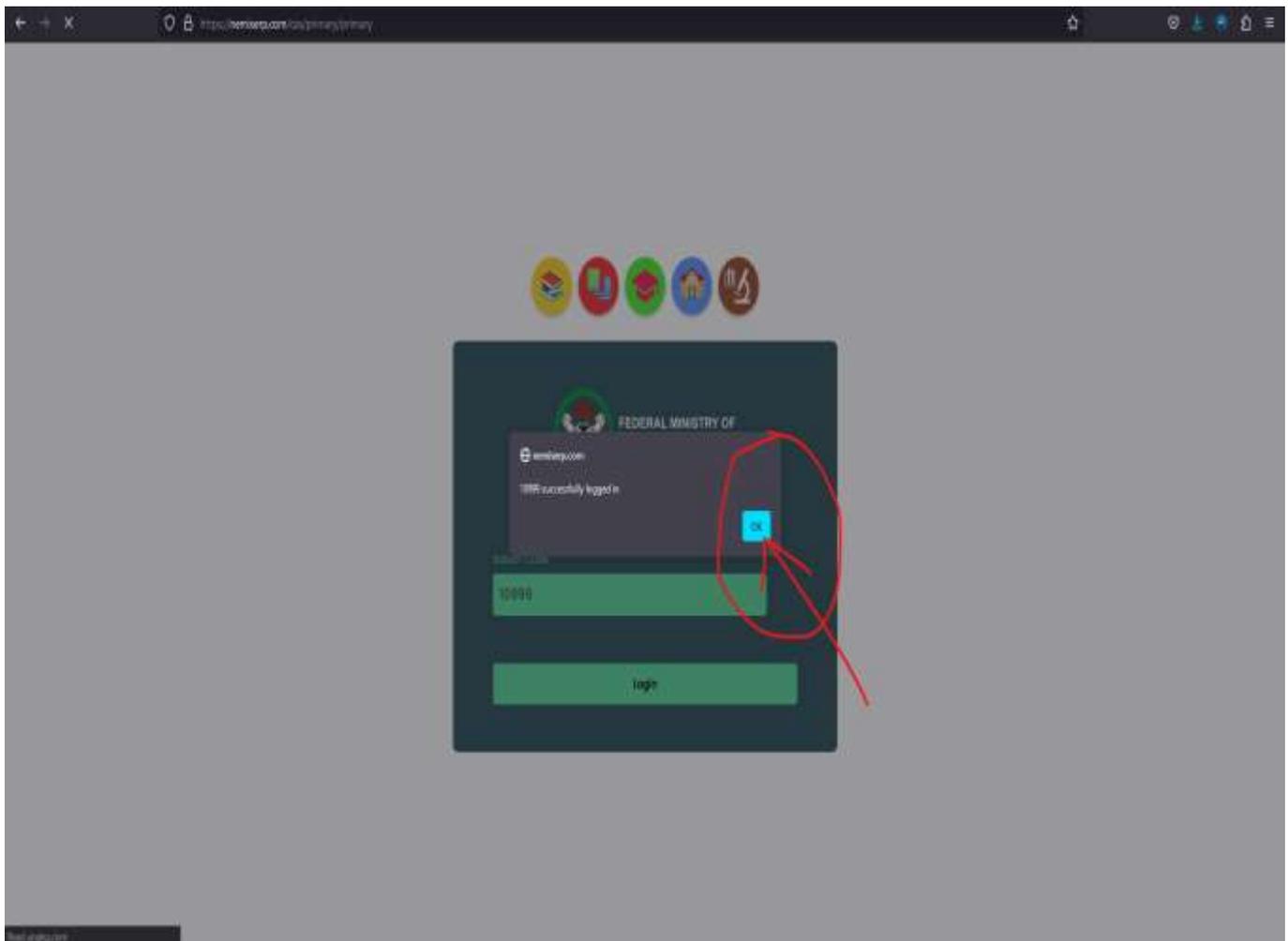
- Launch the browser to be used, e.g., Google chrome, Fire fox, Safari, Edge etc.



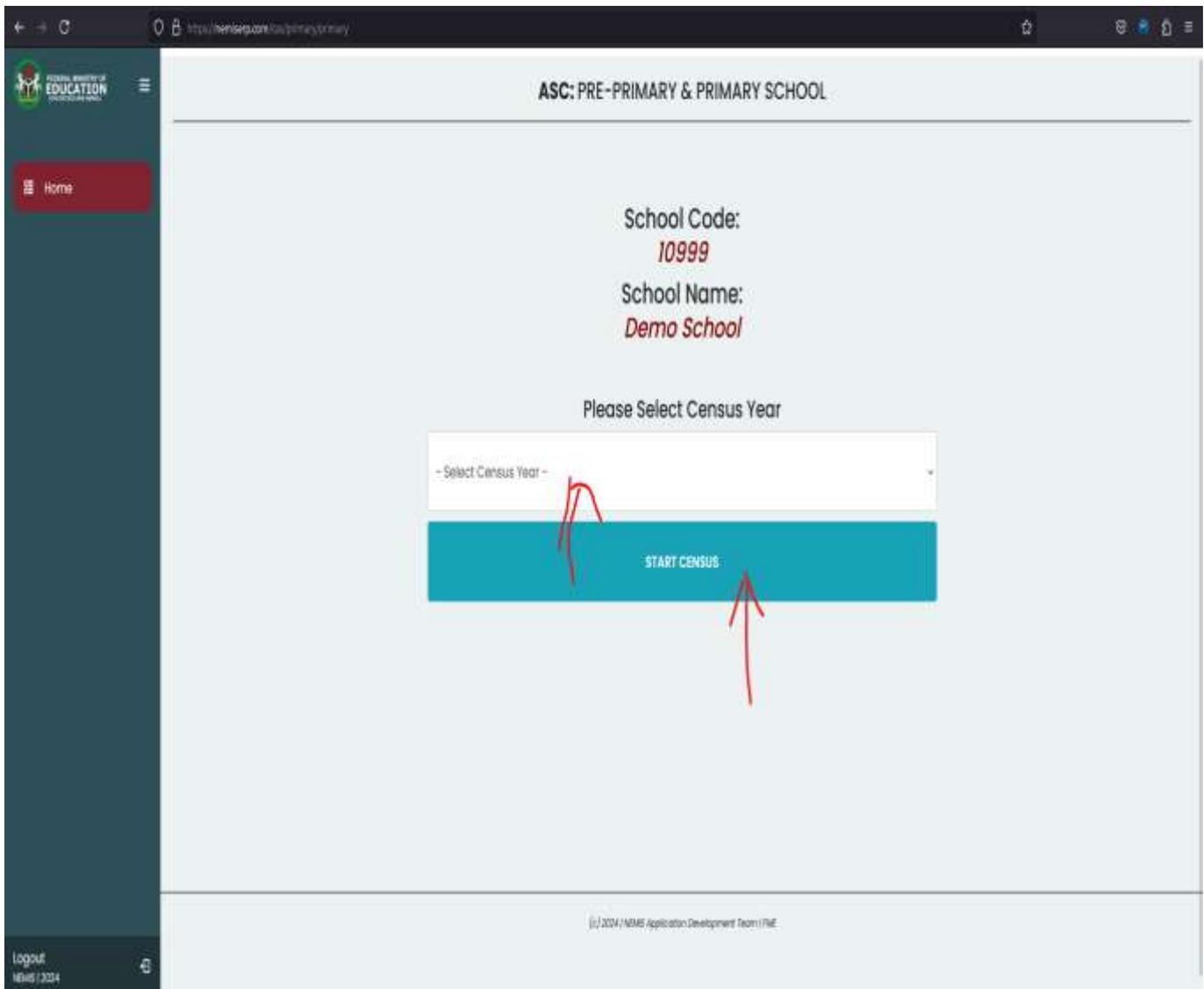
- In the address bar, enter the url: www.nemiserp.com/cas/



-
- When the page is displayed, enter the school code in the **sign in** box then click on the login tab. A login success message will display



- When successfully logged in, a home page will display the school code entered and the school's name.
- Proceed to the **-Select Census Year-** and select, then click on the start census button



- The **School Identification** page will display, enter all the required information and click the save button below the page.

NOTE: Failure to enter all required information will prevent the page from saving and proceeding to the next section. **Click on the get location button to auto generate Latitude and Longitude (Make sure to generate this school in your school)**

The screenshot shows the 'SCHOOL IDENTIFICATION' form in the NEMIS system. The form is filled with the following information:

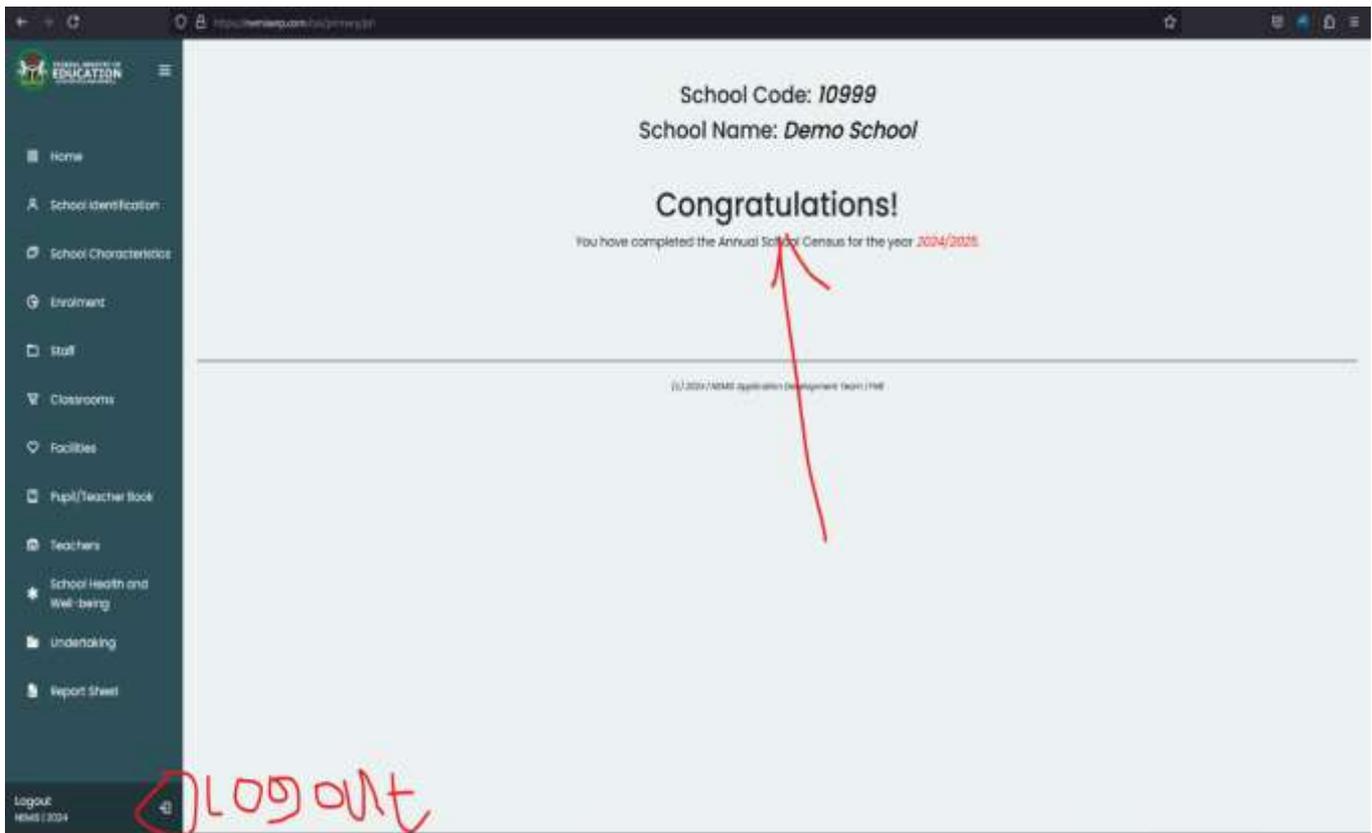
- School Code:** 10999
- Census Year:** 2024/2025
- X Coordinate (Latitude):** 10
- Y Coordinate (Longitude):** 8
- School Name:** Demo School
- Full Address (Number, Street name and any landmarks):** Plot 245, Samuwa Adesoji Crescent
- Name of Village/Town:** Central Area
- Ward:** K
- State:** FCT
- LGA:** AMAC
- School Telephone:** +2348098469926
- School Email Address:** whalesplaha@gmail.com

A red circle highlights the left sidebar menu, and red arrows point to the 'Click to get location' button and the 'Save' button.

- After Saving the Identification page, proceed to the next tab which is the **School Characteristics**. Fill in all the required information, click on the save button at the bottom of the page and proceed to the next tab which is **Enrolment**.
- Apply the same procedure to all the other tabs:
 - **Staff**
 - **Classrooms**
 - **Facilities**
 - **Subjects**
 - **Student/Teacher Book**
 - **Teachers**
 - **School Health and Well-being**
 - **Undertaking**

by ensuring that all the required information is filled in for all the sections then Click save.

- At the completion of the form, a successful screen will load like the image below.



- The **report sheet section** will display a summary of all the information filled. Click download as PDF to save a copy of the report sheet.

ASC: REPORT SHEET

[Download as PDF](#)

Census Year: 2024/2025 **School Code:** 10999

School: Demo School

Street: Plot 245, Samuel Adesoji Crescent **Town:** Central Area

LGA: AMAC **State:** FCT

Phone: +2348098483626 **Email:** whalesplaho@gmail.com

Percentage of Female Teachers	50	Learner Teacher Ratio	18	Learner Classroom Ratio	18
-------------------------------	----	-----------------------	----	-------------------------	----

Latitude	Longitude	Established	Location	Level
10.000000	8.000000	1816	Urban	Pre-Primary and Primary

Type	Runs Shift	Shared Facilities	Male Boarders	Female Boarders
Regular	Yes	Yes	0	0

Distance from LGA	SDP	SBMC	PTA	Conditional Cash Transfer
1	Yes	Yes	Yes	0

School Grants	Last Inspection	Inspection By	Security Guard	Ownership

- Then Click on the **log out** icon to exit the portal

NOTE: Corrections can be made on the previous pages by simply navigating to the sections.