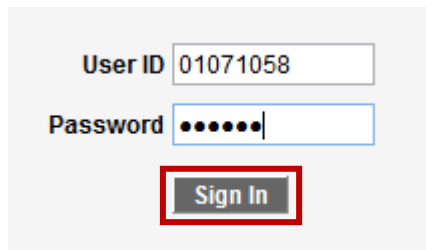


Getting Started with iNEIS™

Quick Reference Guide

Log in to iNEIS™

- 1 Go to <http://system.ineis.moe.gov.bn>.
- 2 Enter your **IC Number / Identification Number** into the **User ID** field.
- 3 Enter your **password** into the **Password** field.
- 4 Click on the **Sign In** button.



Help & Support Facilities

Online Forum

- 1 Go to <http://ineis.moe.gov.bn/> and click on **Help & Support > Forum**.
- 2 Click on the **Add a Discussion Topic** button.

Add a new discussion topic

Discussion	Started by	Replies	Last post
Help editing textbook information	Jeslyn Hill	0	Jeslyn Hill Fri, 5 Sep 2014, 5:24 PM

- 3 Enter the **Subject** of the topic and the **Description** about your topic. You can attach a screenshot if necessary.

- 4 Click on **Submit** button to post the topic.

You will need to **Sign In** before you can post in the forum. You can create your own user account in the iNEIS™ portal.

To create an account, click on the **Log In** button at the menu bar and click on the **Create New Account** button.

Frequently Asked Questions (FAQ)

- 1 Go to: <http://help.ineis.moe.gov.bn/faq.php>.
- 2 Select the desired module category from the sub-navigation.

Frequently Asked Questions

Please select a module to navigate to the respective sections of the FAQ.

Expand All Collapse All

<ul style="list-style-type: none"> General Help Manage Academic Operations Manage Student Recruitment Manage Student Admission Manage Attendance Manage Assessment Manage Examinations Manage Student Progression School Management Manage School Resources: Scheduling & Timetabling Manage Curriculum Materials (Hardcopy) Manage Student Pass 	<ul style="list-style-type: none"> Manage Collection Manage Teacher and Student Records Manage Student Discipline Manage Clearance Manage Transfer Students Manage Withdrawal Manage Deferment Manage Student Allowances Manage Awards Manage Co-curricular Activities Manage Scholarships and Bursaries Statistics and Reporting
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- 3 Select the question to view and the answer will expand.

General Help

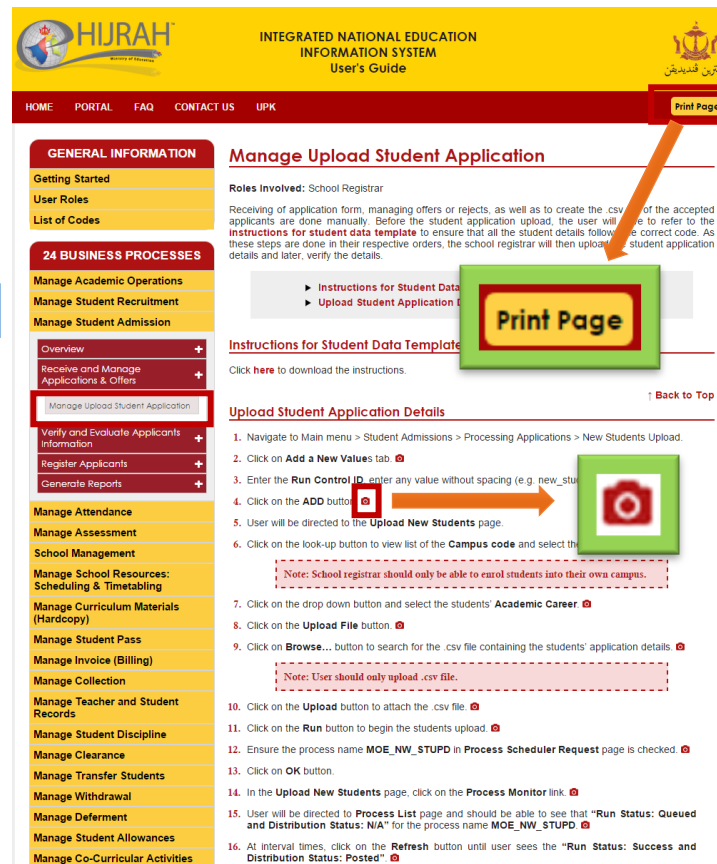
How do I log in?

To log into your account, please fill in the User ID field with your Office 365 e-mail address and your password. Please note that the system can only be logged in using your own Office 365 e-mail addresses.

Can I log in to iNEIS™ from any computer with my user id and password, or am I limited to a single computer?

Why can't I view some pages?

Online User Guide



GENERAL INFORMATION

Getting Started

User Roles

List of Codes

24 BUSINESS PROCESSES

- Manage Academic Operations
- Manage Student Recruitment
- Manage Student Admission
- Overview
- Receive and Manage Applications & Offers
- Manage Upload Student Application
- Verify and Evaluate Applicants Information
- Register Applicants
- Generate Reports
- Manage Attendance
- Manage Assessment
- School Management
- Manage School Resources: Scheduling & Timetabling
- Manage Curriculum Materials (Hardcopy)
- Manage Student Pass
- Manage Invoice (Billing)
- Manage Collection
- Manage Teacher and Student Records
- Manage Student Discipline
- Manage Clearance
- Manage Transfer Students
- Manage Withdrawal
- Manage Deferment
- Manage Student Allowances
- Manage Co-Curricular Activities

Manage Upload Student Application

Roles Involved: School Registrar

Receiving of application form, managing offers or rejects, as well as to create the csv file of the accepted applicants are done manually. Before the student application upload, the user will refer to the instructions for student data template to ensure that all the student details follow the correct code. As these steps are done in their respective orders, the school registrar will then upload the student application details and later, verify the details.

Instructions for Student Data Template

Click here to download the instructions.

Upload Student Application Details


1. Navigate to Main menu > Student Admissions > Processing Applications > New Students Upload.
2. Click on **Add a New Values** tab.
3. Enter the **Run Control ID**, enter any value without spacing (e.g. new_stu...).
4. Click on the **ADD** button.
5. User will be directed to the **Upload New Students** page.
6. Click on the look-up button to view list of the **Campus code** and select the **Campus code**.
Note: School registrar should only be able to enrol students into their own campus.
7. Click on the drop down button and select the students' **Academic Career**.
8. Click on the **Upload File** button.
9. Click on **Browse...** button to search for the .csv file containing the students' application details.
Note: User should only upload .csv file.
10. Click on the **Upload** button to attach the .csv file.
11. Click on the **Run** button to begin the students upload.
12. Ensure the process name **MOE_NW_STUPD** in **Process Scheduler Request** page is checked.
13. Click on **OK** button.
14. In the **Upload New Students** page, click on the **Process Monitor** link.
15. User will be directed to **Process List** page and should be able to see that "Run Status: Queued and Distribution Status: N/A" for the process name **MOE_NW_STUPD**.
16. At interval times, click on the **Refresh** button until user sees the "Run Status: Success and Distribution Status: Posted".

What is an Online User Guide for?

- Guides user to perform a **set of functions**.
- Provides **general understanding** on how the system works.
- Provides a form of **reference** for users.

How to use Online Help?

- 1 Go to: <http://help.ineis.moe.gov.bn/>.
- 2 Click on the **module** to expand the navigation.
- 3 Select the **function** from the expanded navigation on the left side of the page to view it.

- Click on the  icon to view screenshots of the steps.
- Click on the **Print Page** button to print the content only.
- Navigation will only expand one module at a time.

Contact Details

If you require further assistance, you can also reach the support team at:

iNEIS™ Help Desk Number: +673-2230635 / 2230637

Email Support Address: ineis@moe.gov.bn



iNEIS™ Glossary

Quick Reference Guide

ACADEMIC CALENDAR

The school calendar that MOE distributes to the schools.

ACADEMIC CAREER

The types of education levels (e.g. Pre-School, Primary, Secondary and Sixth Form).

ACADEMIC GROUP

The highest-level breakdown of the academic institution for academic structural purposes.

ACADEMIC INSTITUTION

The ministry or educational institution that runs independently and has its own set of rules and business processes (e.g. Ministry of Education).

ACADEMIC ORGANIZATION

Each school will be configured as one Academic Organisation and each department under each Sixth Form school will be configured as one Academic Organisation.

ACADEMIC PLAN

The year of study within an academic program. It is linked to the certification that a student will be awarded on completion of the program. For eg. Year 1, Year 2, Year 9, Year 10, etc.

ACADEMIC PROGRAM

The different programmes offered under the Education level and usually represents the broad course of study that a student applies, admits and completes the programme of study that leads to a certification.

ACADEMIC YEAR

The year of the calendar (e.g. 2014, 2015, 2016).

AGING SET

A complete set of aging categories that defines how your system ages your accounts and classifies outstanding charges into different categories.

ATTENDANCE ROSTER BY CLASS

The list of class meetings applicable for a class for which class attendance is marked such as 'class meeting sessions', 'attendance class meeting sessions' and 'attendance templates'.

BILLING AND DUE DATE CALENDAR

The calendar used to define the due date for charges posted as part tuition calculation process.

CAMPUS / ORGANIZATION

The school that belongs to the Ministry of Education that uses the same subject catalogue and produces report cards for students within the same educational level.

CERTIFICATION

The certification that is obtained at the end of various education levels (e.g. Penilaian Sekolah Rendah (PSR), GCE 'O' Level).

CHECKLIST

1. A list of items/activities that needs to be either returned or completed as part of the clearance process.
2. A list of planned or completed requirement/action items that can be assigned to an applicant, student or staff for tracking.

CLASS ATTENDANCE

The individual class meetings with the student list for which class attendance is marked.

CLEARANCE

The activity used to audit students to ensure they return any outstanding items (e.g. overdue school fees).

COMPONENTS

The type of assessment (e.g. SBA1, SBA2, SBE, BCAT).

COURSE

The subject in an academic program (e.g. English, Mathematics, Science).

CURRICULUM MATERIALS CATALOGUE

Collection of curriculum materials that will be configured and kept track or in iNEIS™.

CURRICULUM MATERIALS INVENTORY

Inventory of each of the curriculum materials in each of the campus (Schools).

ASSESSMENT PERCENTAGE

The assessment percentage (School-Based Assessments) for the subject.

DEFERMENT / LEAVE OF ABSENCE (LOA)

A term applied to students requesting for leave from school for a specified period of time.

EFFECTIVE DATE

A method of dating information. You can predate information to add historical data to your system, or postdate information in order to enter it before it actually goes into effect. By using effective dates, you don't delete values; you enter a new value with a current effective date.

EXAM PERCENTAGE

The final examination percentage for the subject.

EXTERNAL ORGANIZATION ID

The campus / institution code.

HOLIDAY SCHEDULE

The national public holidays in a year.

INSTRUCTOR

The academic staff members who are assigned as the form teacher, group tutor or subject teacher for classes.

ITEM TYPE

An identifier describing all charges and payments posted to a student's account.

LEAVING CERTIFICATE

The letter issued by the school to the student who have completed the clearance activities except for Transfer Students.

ROLE

A role is a class of users who perform the same type of work. Roles in iNEIS™ include Registrar, Student Affair, Class teacher and Subject Teacher.

SESSION

The time element that subdivides a term into multiple time periods during which classes are offered.

SUB-COMPONENTS

Any form of Homework, Classwork, Fieldwork that constitute towards the school based assessment.

TERM

An administrative time period during which sessions are defined, students are billed, and statistics are accumulated for individual students and the entire academic institution.

TERM FEES

The fees charged once a term to the students.

TRANSFER STUDENTS

A term applied to students requesting for transfer within the iNEIS™ system.

TUITION GROUP

Logical grouping of all students in an institution. All students in a tuition group are charged similar fees.

WITHDRAWAL

A term applied to students requesting to leave the school/college without a date of return.

Worklist

The automated to-do list which enable users to directly access the pages they need to perform the next action.

iNEIS™ Overview

Quick Reference Guide

What do you know about iNEIS™?

In line with the National Education System for the 21st Century (SPN-21) and Wawasan 2035, The Ministry of Education has identified 7 Grand Initiatives (GI). e-Hijrah as one of the GI, is a holistic and integrated strategy & blueprint for ICT in education.

To enable successful and systemic transformation of education, three strategic pathways of i-services, WSID and Foresight & Innovation are developed.

Under the i-Services Strategic Pathway, a centralized and integrated education system for all Government Schools starting from Pre-primary to Sixth Form Schools is currently underway, known as iNEIS™.

The integrated National Education Information System (iNEIS™) project has officially kicked off on 27 January 2014.

The system will be rolled out in two phases and is expected to go live by January 2015 for phase 1, and April 2015 for phase 2.



MAIN BENEFITS OF iNEIS™

- 1 INTEGRATED**
Business processes in iNEIS™ are integrated with each other. Student data is maintained in one place and used in-hand with other processes.
- 2 CENTRALIZED**
iNEIS™ is a single system used by Schools and MOE. Data entered at each school is retrievable at MOE, thus reducing manual intensive submissions to MOE.
- 3 ACCESSIBILITY**
iNEIS™ is a web-based system and it will be accessible by authorised users anywhere and anytime as long as they have internet access.
- 4 EFFICIENT**
With iNEIS™, there will not be any waiting period and certain tasks need not to be done manually. Administrative work can be done at a faster pace and hence, allowing efficient operations.

24 Business Processes

iNEIS™, when fully rolled out will cover the following business processes that will minimize the day-to-day administrative tasks:

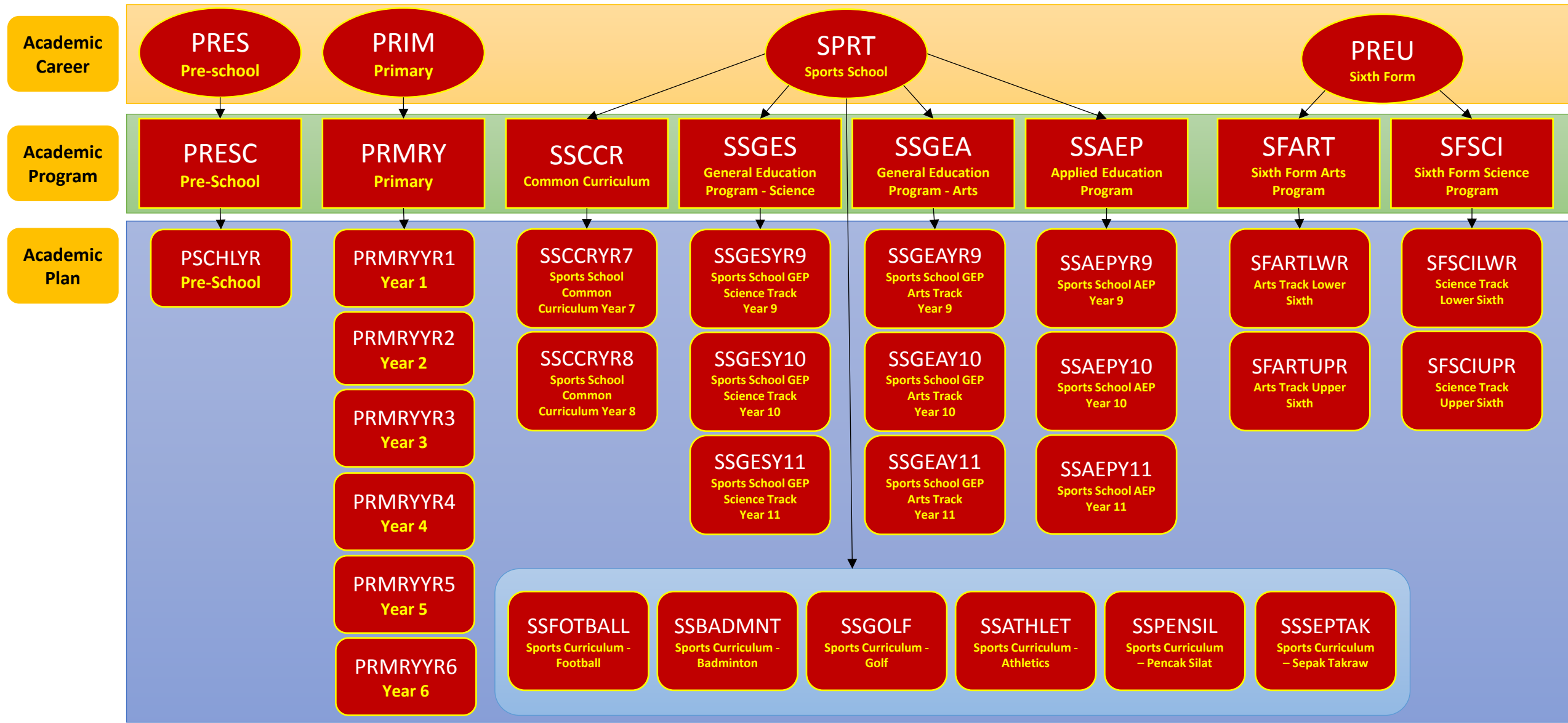
1. **Manage Student Recruitment**
2. **Manage Student Admission**
3. **Manage Attendance**
4. **Manage Assessment**
5. **Manage Examinations**
6. **Manage Student Progression**
7. **School Management**
8. **Manage Academic Operation**
9. **Manage Transfer Students**
10. **Manage Withdrawal**
11. **Manage Student Allowances**
12. **Manage Collection**
13. **Manage Deferment**
14. **Statistics and Reporting**
15. **Manage Student Pass**
16. **Manage Teacher and Student Records**
17. **Manage Student Discipline**
18. **Manage Clearance**
19. **Manage Awards**
20. **Manage Curriculum Materials (Hardcopy)**
21. **Manage School Resources: Scheduling & Timetabling**
22. **Manage Invoice (Billing)**
23. **Manage Co-Curricular Activities**
24. **Manage Scholarships and Bursaries**





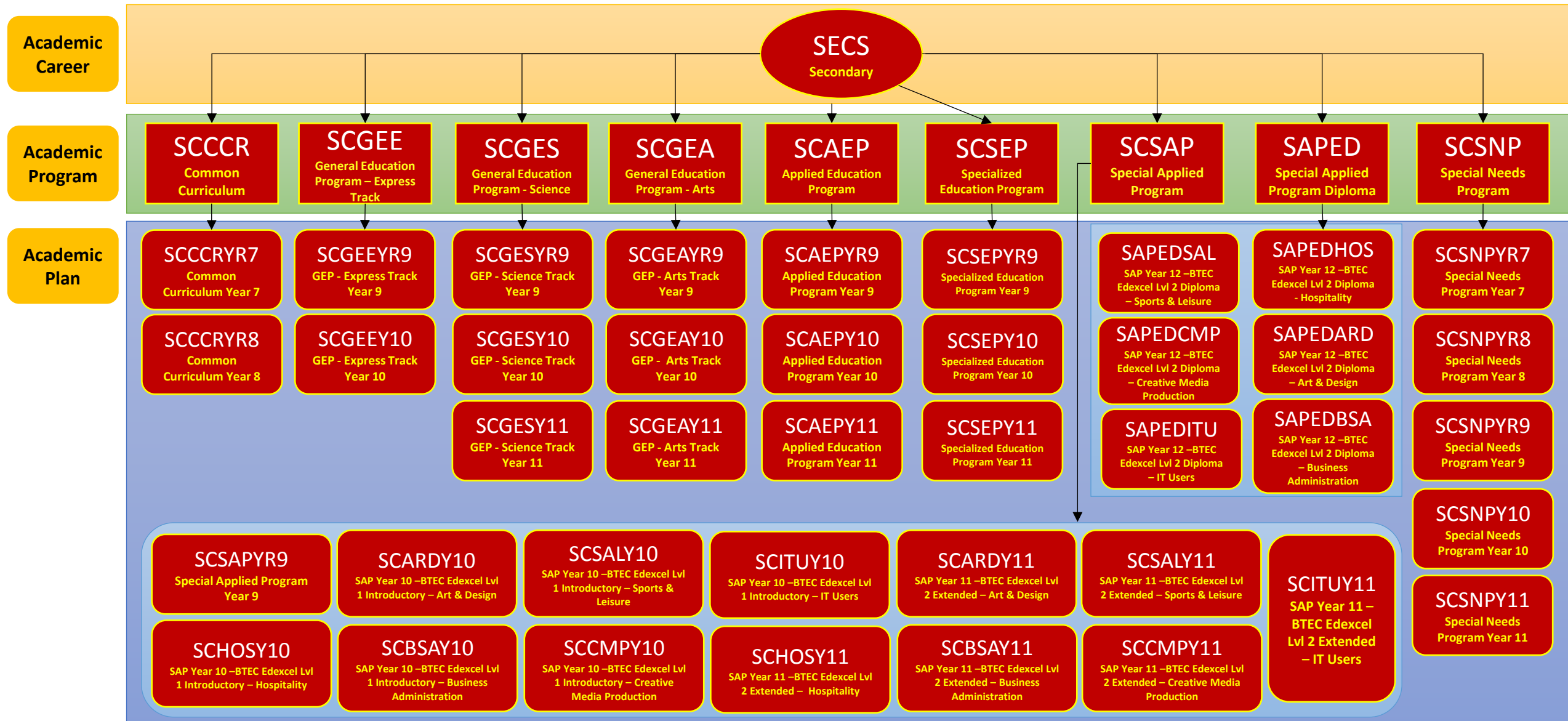
Academic Structure: Pre-School, Primary, Sports School, Sixth Form

Quick Reference Guide



Academic Structure: Secondary

Quick Reference Guide



Basic Icons & Buttons

	Bring you to search page.
	Add a new entry / record.
	Search using one criterion.
	Search using multiple criteria.
	Execute search.
	Remember criteria you last search.
	Clear data fields on the page.
	Submit the changes made.
	Save the changes made.
	Cancel the changes made.
	Return to the Search page.
	Go to the previous record in the search result list.
	Go to the next record in the search result list.
	Add a new entry into the system.

BASIC ICONS

- Brings up a list of values for the fields.
- Add a new row.
- Delete selected row.
- Expand menu.
- Call the page.
- Pop up calendar selection.

	View all of the rows available in the page.
	Show past entries and records.
	Modify past entries and records.
	Upload a doc / image to the current record.
	View the selected attachment.
	Delete the selected attachment.

Main Menu

- Main Menu** is located at the **left side** of the landing page.
- Main Menu** represents the list of **functions** that are available for the user.
- Different user roles will have different menus available.
- Clicking on a page link will open the page that serves the function.

Useful Features

EFFECTIVE DATE

What is Effective Date?

- Effective Date** is a date signifying when the value starts to take into effect.
- It is valid until when a user enters a new value with a new effective date.
- By using effective dates, you don't delete values.
- The data with the current effective date will go into effect and the data with the old effective date will become inactive.

ADDING TO FAVOURITES

If you have a function or more that you regularly use and access, you can save the functions / pages by using the **Add to Favourites** feature.

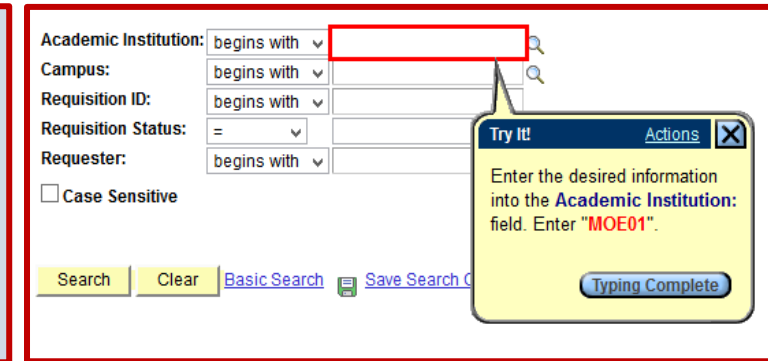
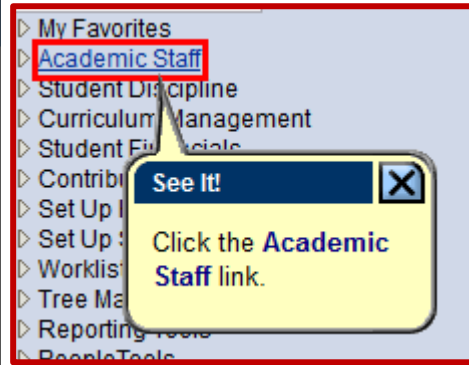
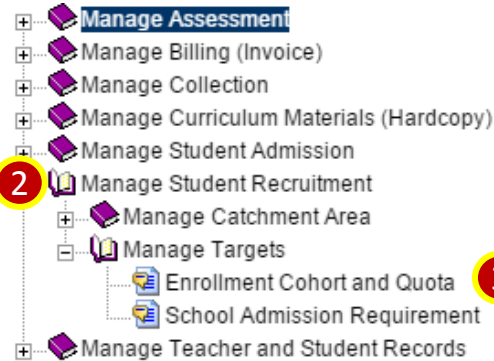
This feature remembers the pages you saved and will allow you to access the saved functions from the **My Favourites** menu located at the very beginning of **Main Menu**.

User Productivity Kit (UPK) Guide

Quick Reference Guide

Using UPK

- Go to:
<http://54.201.221.81:10020/CS90UPK/data/toc.html>
- Click on the **module** that you want to access and the **sections** that are under that **module** will appear.
- Click on the **topics** under the selected section and the window will change to show the description about the topic.
- Click on a **topic** and select any of the 5 modes to view the contents of the topic; **See It!, Try It!, Print It!**.



Search Feature

The **Search** feature allows you to enter any keywords that you want to search for. Instead of looking through each module and section to find a particular topic, you can use this function for easy filtering. The **Search** bar can be found on top of the **Main Menu**.

Types of Mode



- See It!** mode shows live demo walkthrough on how to perform the function.
- Try It!** mode allows you to try out the steps on how to perform the function with instructions.
- Print It!** mode allows you to print out the steps on how to perform the function.

- In the **Search** bar, enter the word or term you want to search for.
- Click on the **Search** icon to search.
- A list of results will be shown according to what you have search.

