

Integrated National Education Information System (iNEIS™)

Manage Student Admission – New Student Upload

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Introduction

This document contains step-by-step instructions to guide the user on how to upload student into iNEIS™ system. This process should only be done when School Student Registrars have the list of new students that will be enrolling into their school. In order to enroll student into classes, student must first be uploaded into the system so that they are given an ID that can be use in the system. This process should only be done for student that has no existing ID or student that is transferring from one career to another such as Preschool to Primary, Primary to Secondary, and so on.

The activities needed to be done are as follows:

1. Download Student Data Template
2. Prepare Student Data Template
3. Upload Student Data Template
4. Verify Uploaded Student

1. Download Student Data Template

Roles Involved: **School Student Registrar**

Download Student Data Template
Student Data Template can be downloaded from: <ul style="list-style-type: none">• ineis.moe.gov.bn > Resources > Data Loading > <u>Download Student Data Template</u>.• help.ineis.moe.gov.bn > Manage Student Admission > Receive and Manage Applications & Offers > Manage Upload Student Application > <u>Download Student Data Template</u>.

2. Prepare Student Data Template

Roles Involved: **School Student Registrar**

Reference to fill in Student Data Template
Prepare the template by filling in the student details. For referencing go to: help.ineis.moe.gov.bn > Manage Student Admission > Receive and Manage Applications & Offers > Manage Upload Student Application > <u>Instructions for Student Data Template</u>.

Important Information to fill in Student Data Template
<ul style="list-style-type: none">• ONE template file for ONE career.• ONE template file for ONE campus.• Country for IC and Citizenship should be filled as BRN even if student is not from Brunei as the system only capture Brunei IC and Citizenship detail.• Rename your file as SchoolCode_Term_Career (Example: 1001_1730_PRIM) and save the file as .CSV (Comma Delimited).

Get Student Detail From Previous Career
<ul style="list-style-type: none">• Navigate to Reporting Tools > Query > Query Viewer• Enter "MOE_RPT_RE_006" into the search field and click on Search button.• Open the result in HTML format and fill in the respective fields.<ul style="list-style-type: none">○ User should be able to select other campus to look for students that have already been graduated by previous school.• Search the student name and get the student information to be copied into the Student Data Template.<ul style="list-style-type: none">○ If the student cannot be found, it means the previous school has not graduate the student.
Alternative Method To Get Student Details
<ul style="list-style-type: none">• Navigate to Campus Community > Personal Information (Student) > Add/Update a Person• Fill in the students' Birth Certificate ID and click on Search button.• Click on the result and user will be directed to the Biographical Details page.• Use the information provided to fill in the Student Data Template.

3. Upload Student Data Template

Note: Once student details have been filled into Student Data Template, email Student Data Template to ineis@moe.gov.bn for iNEIS™ Helpdesk Team to assist in uploading students into the system.

4. Verify Uploaded Student

Roles Involved: **School Student Registrar**

Note: After iNEIS™ Helpdesk Team have uploaded the students, School Student Registrar are to verify a few students to ensure student details are uploaded.

Verify Student Biographical Details, Application Program Data, Application Data

1. Navigate to **Main Menu > Student Admissions > Application Maintenance > Maintain Applications**.
2. User will be directed to **Maintain Applications** page.
3. Search for a particular student by entering the **Birth Certificate ID, National ID, or ID (EMPLID)**.
4. Click on the **Search** button.
5. User will be directed to the student's **Biographical Details** page.
6. Verify the student's **Biographical Details** such as **Person Information, Biographical History, National ID and Contact Information**.
7. Click on the **Citizenship** link to verify student's citizenship details.
8. Verify the student's **Citizenship** and **Passport** details.
9. Click on **OK** button to go back to the **Biographical Details** page.
10. Click on the **Application Program Data** tab.
11. User will be directed to the **Application Program Data** page.
12. Verify student's **Application Program Data** such as **Admit Term, Academic Program, Campus and Academic Plan**.
13. Click on the **Application Data** tab.
14. User will be directed to the **Application Data** page.
15. Verify the student's **Application Data** such as **Application Center** and **Admit Type**.
16. Under the **File Attachments** section, click **Add Attachment** to attach supporting documents such as **Leaving Certificates, Birth Certificates, Identity Card (IC), etc.**

Verify Student Name

1. Navigate to **Main Menu > Campus Community > Personal Information (Student) > Biographical (Student) > Names**
2. Search for a particular student by entering the **Birth Certificate ID, National ID, or EMPL ID**.
3. Click on the **Search** button.

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4. User will be directed to the **Names** page.
5. Click on the **Primary** link to view student name details.
6. Click on the **Manage Long Name** link to view student full name.
7. User will be directed to **Manage Long Name** page.
8. Verify **Student Full Name** by checking the **Long Full Name**.

Verify Student Program/Plan

1. Navigate to **Main Menu > Records and Enrollment > Career and Program Information > Student Program/Plan**.
2. User will be directed to **Student Program/Plan** page.
3. Search for a particular student by entering the **Birth Certificate ID, National ID, or ID (EMPLID)**.
4. Click on the **Search** button.
5. User will be directed to **Student Program** page.
6. Verify the student's **Academic Program** and **Admit Term**.
7. Click on the **Student Plan** tab.
8. Verify the student's **Academic Plan**.
9. Click on **Student Certificates** tab.
10. Ensure that the **Certificate Status** field is empty as the student had just been enrolled.
11. Click on the **Student Details** tab.
12. Ensure that the **Class Section** field is empty as the student had just been enrolled.