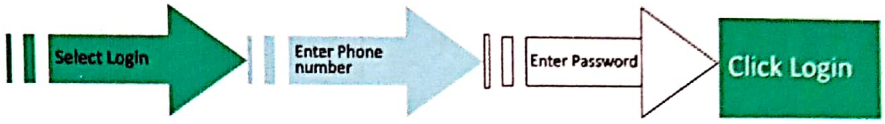
NESA NATIONAL EXAMINATION AND SCHOOL INSPECTION AUTHORITY

A QUICK GUIDE ON HOW TO USE CAMIS ON WEB AND USSD

A. HOW TO LOG IN ON THE WEB PORTAL AFTER REGISTRATION

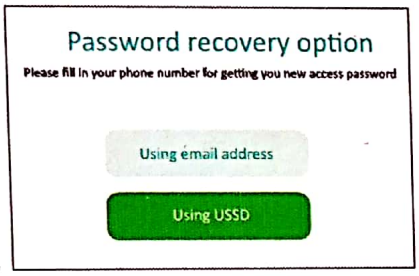
1. You must use the phone number registered on SDMS
2. If you changed it, ask your headteacher to update your new phone number on SDMS.



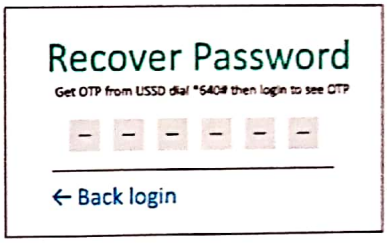
3. The password can be letters or digits and MUST be 6

B. FORGOT PASSWORD?

1.



2.

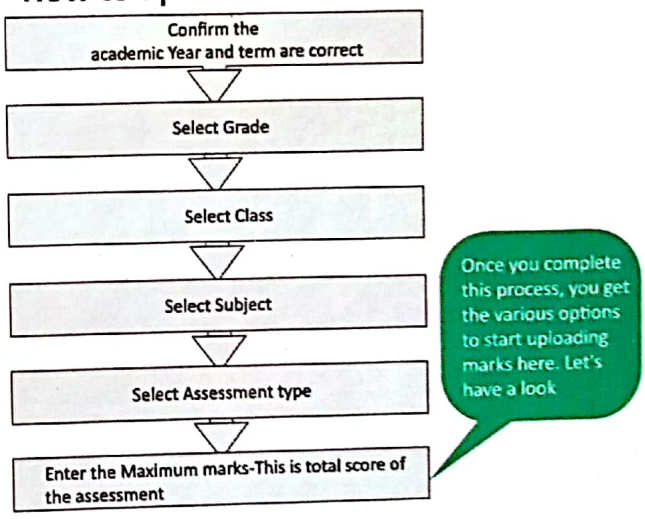


1. In case you forget your password:
   a. Click on Forget password?
   b. Select recover Using USSD
   c. Enter the registered phone number
   d. Click SEND OTP(One Time Password)
   e. Login to USSD to get your OTP (One Time Password) The OTP will be on the first page when you log in via USSD.
   f. Note the OTP and come enter it in the space provided.

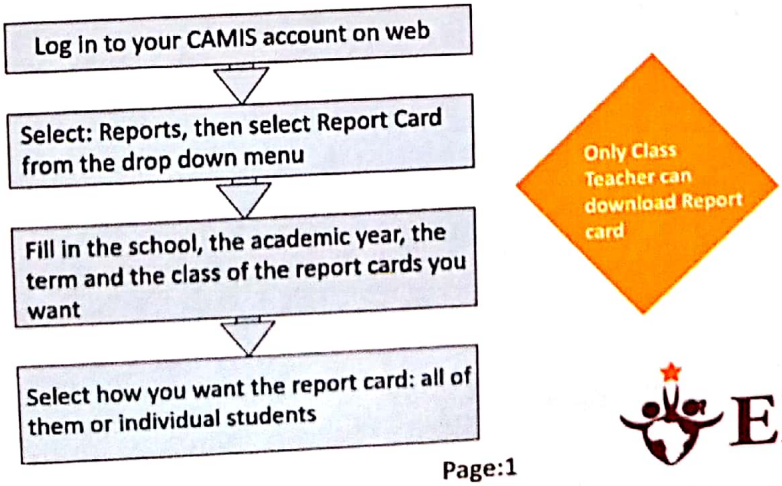
C. HOW TO UPLOAD MARKS

1. To upload marks to CAMIS, you can use 3 methods:
   a. Upload using Microsoft Excel
   b. Upload using the CAMIS web portal
   c. Upload using USSD

How to upload marks



How to download a Report Card on CAMIS



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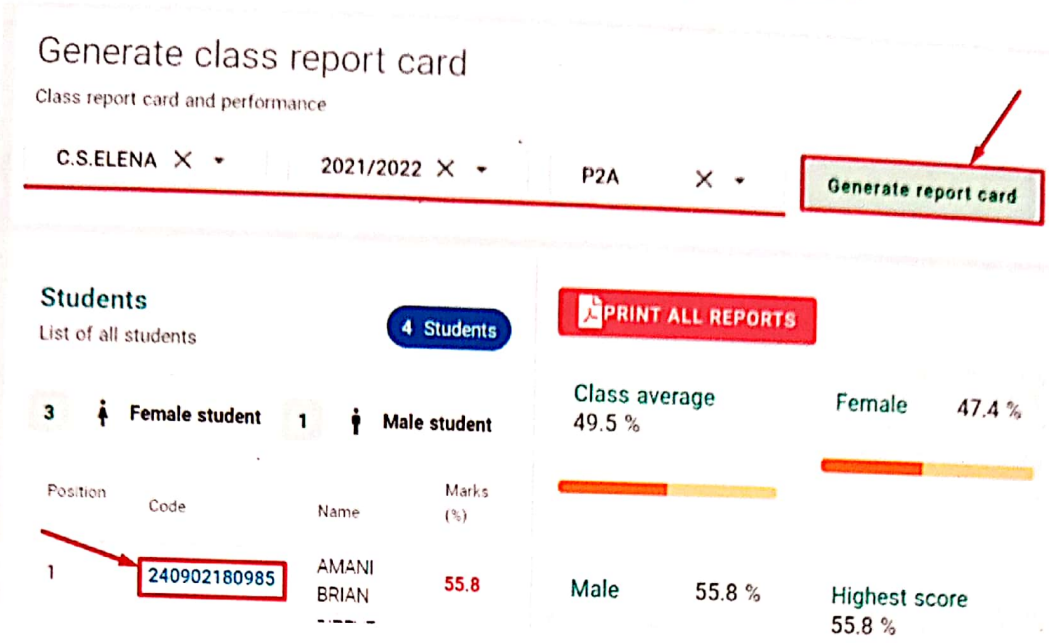
How to download a report card



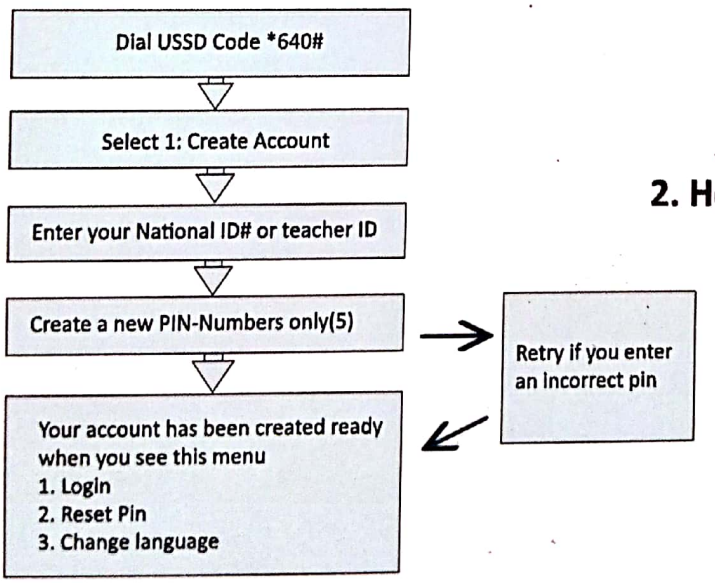
Guiding Principles: What's Most Important?

* Do not edit any details on the excel sheet
* Do not add missing student names into the list
* Do not remove any student names from the list
* Note the ISSUES down so that changes can be made on SDMS
* Only edit the provided COLUMN and the remedial column

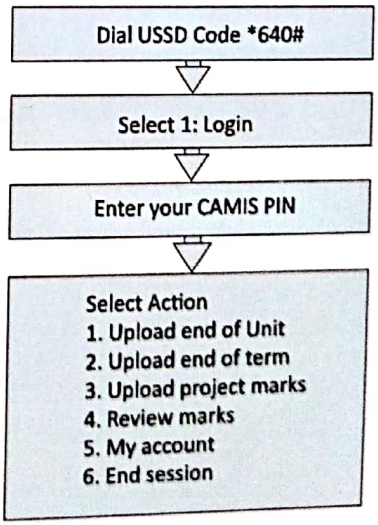
→ When the system logs off within 30 minutes of idleness
→ When you enter marks, they are saved automatically
→ You cannot change marks after the allowed editing period lapses
→ You can always check your details and progress on the Dashboard

HOW TO USE CAMIS ON USSD

1. Registration/Create account



2. How to login after registration



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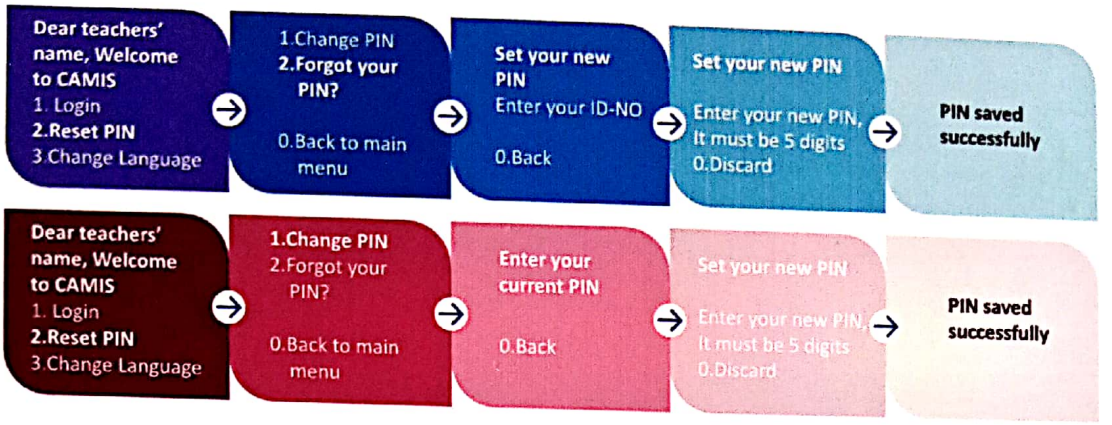
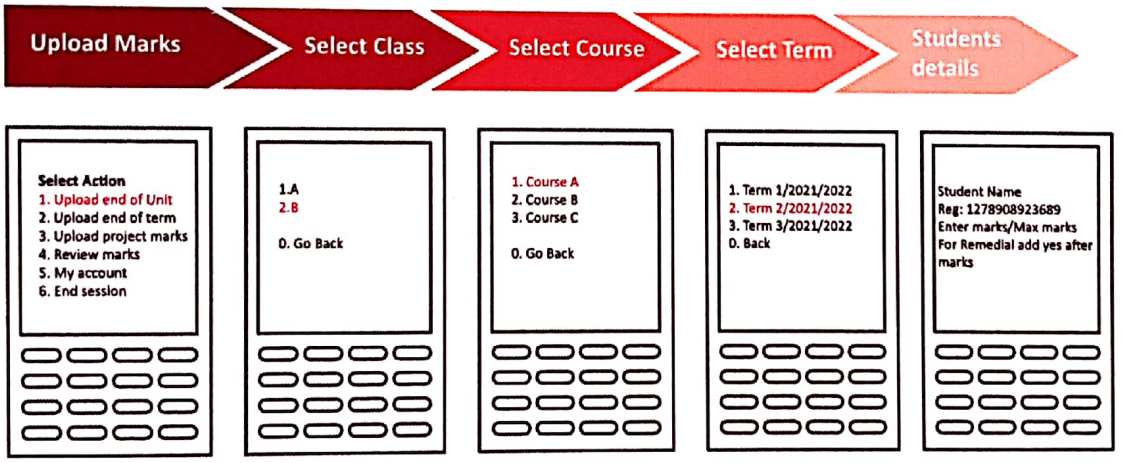
3. Change PIN

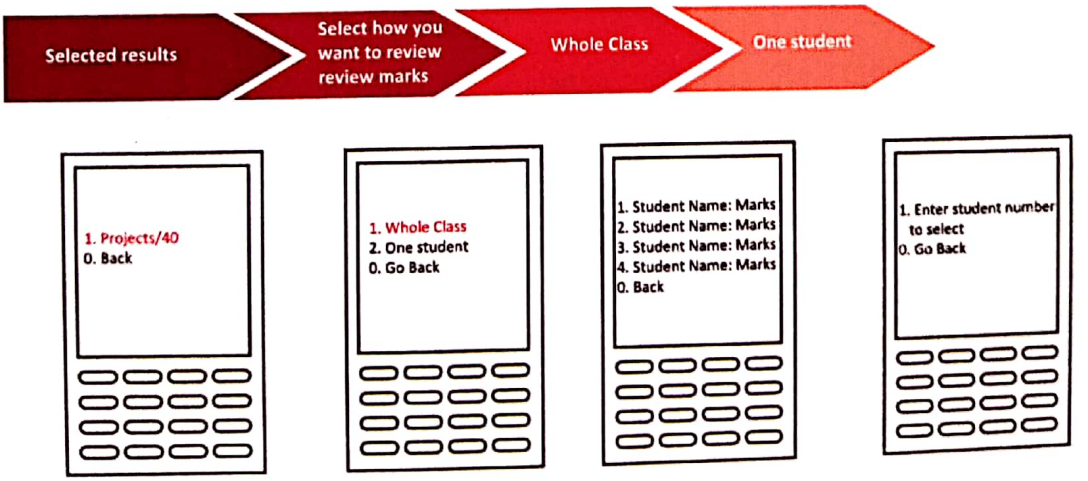


4. Change Language

5. Uploading Marks



Cont...



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- **WhatsApp Help**

  You can get help about CAMIS using Whatsapp.
  To report any issue or to get additional training about using CAMIS;
  * Send the word HELP to this whatsapp number (+256800113262) and follow instructions

- **Toll Free Line**

  You can also get help by calling the NESA Toll Free Line. This line is FREE to call.
  To report any issue or to get additional training about using CAMIS;
  * Call the number **9070** from your mobile phone

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