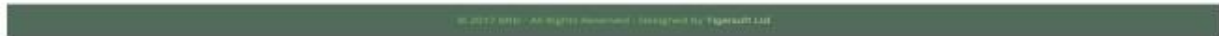


# GUIDE TO COMPLETE STUDENT INFORMATION IN BRD EFMIS

- STEP 1: Have your own ID, referee's ID and your personal account number on hand
- STEP 2: Check email in your inbox. The email contains your username and password
- STEP 3: Click on the link in the email and it will take you to the login page. Please enter the given username and password and click on "SIGN IN"

The screenshot shows a login form titled 'LOGIN TO EFMIS'. It contains the following fields: 'User Name', 'Password', and 'Remember me?'. Below these is a 'Verification Code' field with a 'SEND' button and an 'Enter your attached' field. A 'SIGN IN' button is at the bottom, with a 'Get My Password?' link below it.

STEP 4: After successful login, you will see below screen



This block provides a detailed view of the dashboard content. The navigation menu at the top includes 'Welcome', 'Identification', 'Quarian Info', 'My Contract', 'Documents', 'Loan Account Info', and 'Communication Window'. The main heading is 'Welcome To EFMIS'. Below it, a welcome message states: 'We welcome you to apply and get the student loan or bursary that you deserve. The following steps are for you to fill so that we can assist you. A guide below explains you how to apply.' Three numbered steps are listed: 1. 'Fill the missing information' with the subtext 'You are required to fill in all the fields and full identification with the correct information on the'; 2. 'Upload the Contract' with the subtext 'After the verification and approval phase, you will be sent a contract on email which will be'; and 3. 'Check your Account and Communicate with the bank'. Each step is accompanied by a barcode.

STEP 5: Click on “Identification” tab and fill the missing information

EDUCATION FINANCE MANAGEMENT INFORMATION SYSTEM

WELCOME NTIRENGANYA GIATEN

HOME MY PROFILE

Welcome Identification Guardian Info My Contact Documents Loan Account Info Communication Window

Your Identification

Student Identification

Name	Father Name	Mother Name	Gender
Civil Status	Date of Birth	National ID	Ubughe
District	Sector	Cell	Village
Email	Telephone	Bank	Account Number

Update

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After filling all the missing information, click on “Update” button.

STEP 6: Click on “Guardian info” tab and fill the guardian information

EDUCATION FINANCE MANAGEMENT INFORMATION SYSTEM

WELCOME NTIRENGANYA GIATEN

HOME MY PROFILE

Welcome Identification Guardian Info My Contact Documents Loan Account Info Communication Window

Referee Information

Referee Identification

Surname	Postname	National ID	Relation with you
Phone Number	Email	District	Sector
Cell	Village		

Save

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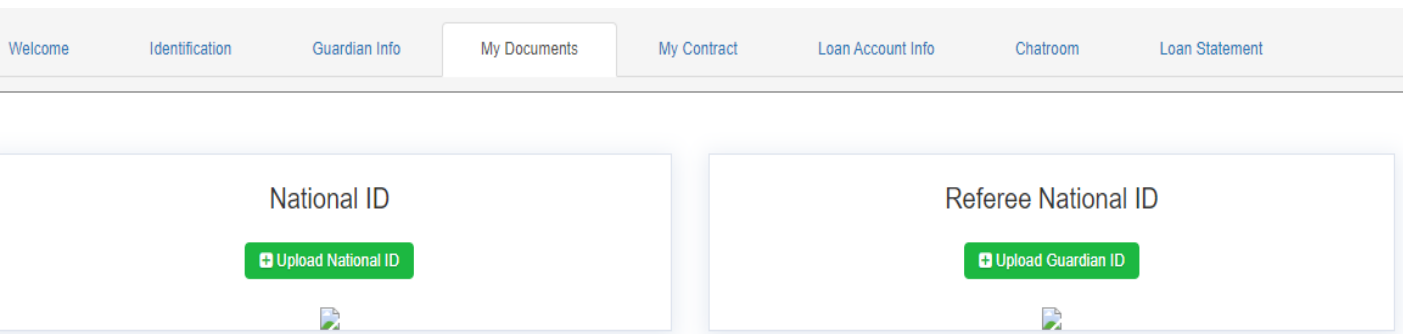
After filling all the missing information, click on “Save” button.

STEP 7: Scan student national ID and Guardian national ID.

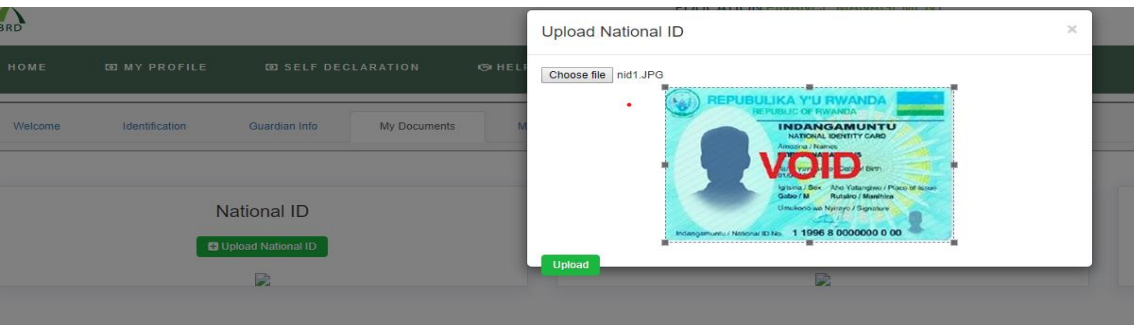
NB: The back side of your id is inessential, ONLY front side is REQUIRED.



STEP 8: click on "Document" to upload scanned IDs the size should not exceed 20KB

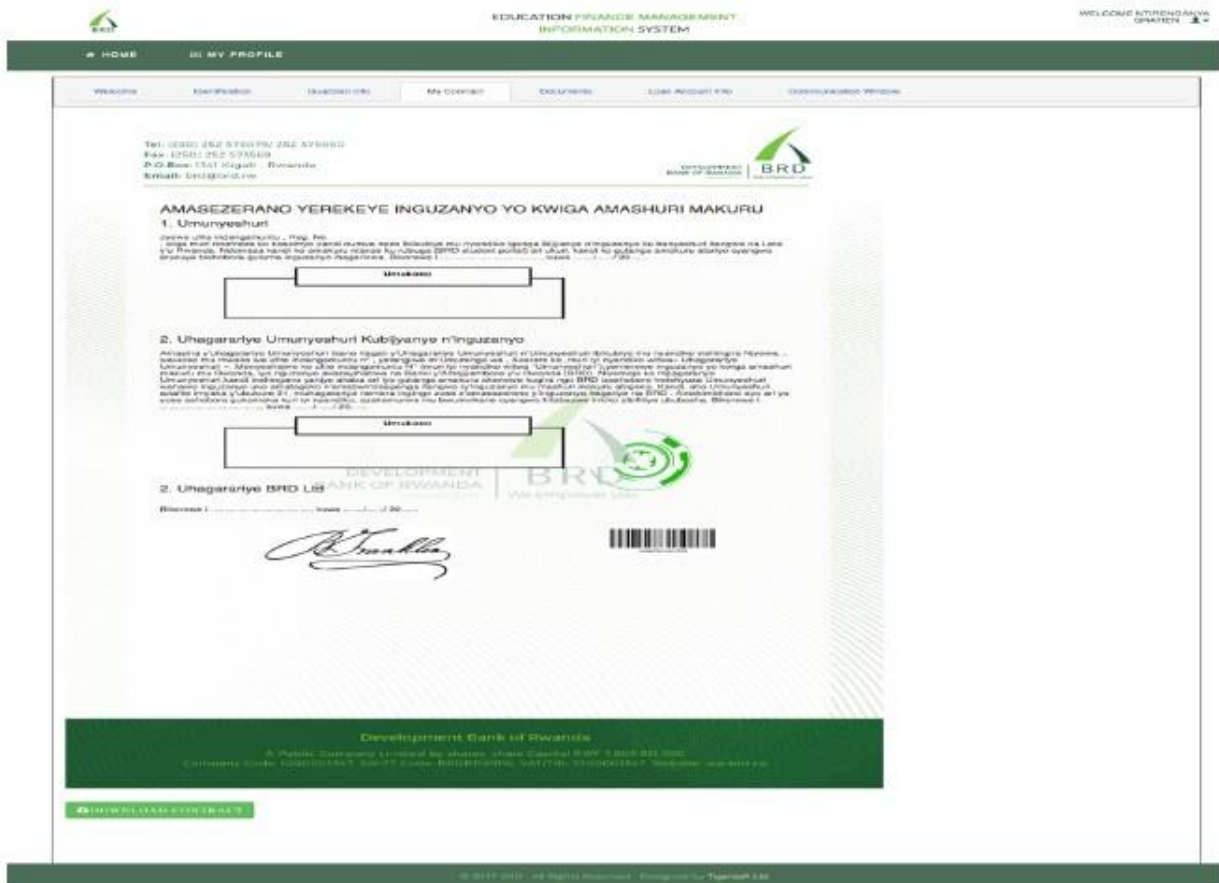


STEP 9 click on Upload national ID and choose the location where you have saved your ID and click on Upload



Step 10 Do the same to upload the referee National Id , note that the size should not exceed 20KB

Step 11 The contract will be automatically generated. Click on my contract and download the contract



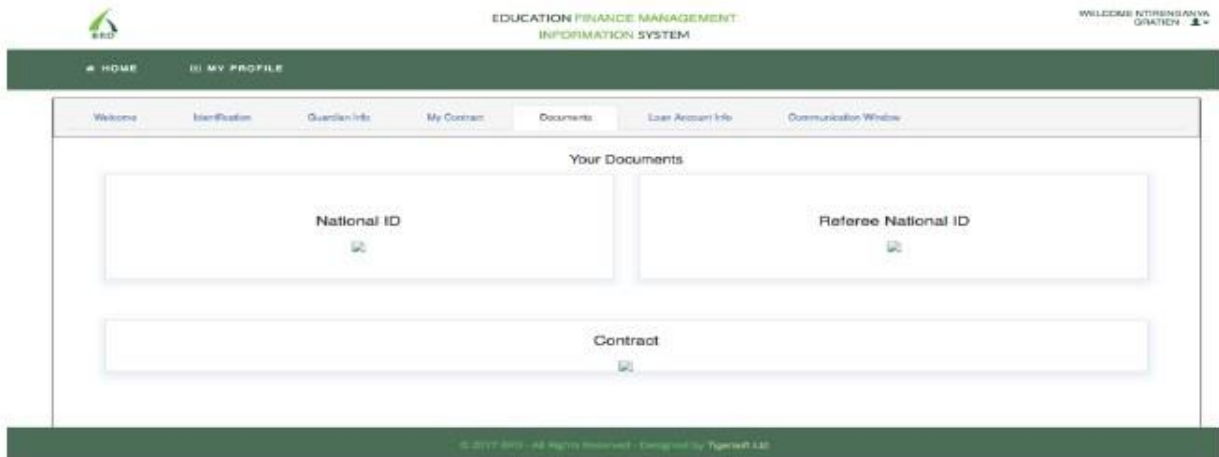
STEP 12: Print the contract.

STEP 13: Sign on the contract and the guardian also signs it.

STEP 14: Scan signed contract.

STEP 15: Login into the system and upload the contract in my document tab remember the size maximum 20KB

STEP 16: Login into the system, using the given username and password and click on "Document" tab to check if the contract is accepted.



STEP 17: END