**NMMU E-MIS (Engagement Management Information System)**

NMMU’s new Engagement Management Information System (E-MIS) is active and ready for use.

The system was developed by ICT Services to create a way by means of which NMMU’s Engagement footprint and effectiveness can be tracked.

The system holds many benefits in terms of institutional planning and quality control.

For you, as a staff member who is actively busy with some form of Engagement at NMMU, the most obvious benefits will be:

1. Your Engagement projects and activities will be noticed and acknowledged via Management systems and structures (this is a space for you to showcase what you are doing)
2. You will create an accessible central repository for your project information by means of which you can track, review, report on and plan your projects
3. You will be able to use the E-MIS summative reports as part of your personal portfolio for promotions, assessments, funding and award applications

It is the responsibility of each project leader to add and update information on the E-MIS on a regular basis, thereby ensuring correct data on the system and therefore effective institutional planning and evaluation (including the awarding of Engagement funds and awards). Once the initial project data are uploaded, this should be a short and easy process on a regular basis.

What must you do?

1. Please use the following route to access E-MIS:
	* + 1. Staff Portal
			2. Online Forms
			3. Tools and Services
			4. Engagement & Collaboration
			5. Engagement MIS (this is the E-MIS share point site)
			6. Click here to add MIS document *(work from here to add a new project that has not yet been uploaded onto the system)*
			7. *To see which projects you already have access to*: Close (red X in left corner of screen under Edit), a list of your own projects should appear on your screen
2. There is a user-friendly and easily accessible electronic form that you need to complete when you click on a specific project (start with the “Project Definition” page and just follow the ‘Next’ prompts up to ‘Submit’ on the last page).
3. Please complete all fields in detail and on the final page ‘Submit’ for your information to be saved (if you don’t submit nothing on any of the pages will be saved) .
4. By clicking on “ECF” in the left corner of the page you will be able to view NMMU’s Engagement Conceptual Framework.
5. If you wish to delegate these management/administration duties to someone else in your department/project, please do so by granting them access under the “Team Members” section, using the “Grant Staff Permission” button: use the browse button (the little open book) to search for the person via the NMMU e-mail address book, then click on the “Add User to Permission List” button, then click on “Grant Access”. Please note that your project must have been created on the system before you can grant permissions, so if you are adding a new project, run through the electronic form to create a shell document by adding basic information in required fields first, then under the “Team Members” section grant permission to whomever will be updating the page for you.

Attend an E-MIS training session, if required

If you find that you get lost in the above process, there will be short training sessions on the following days in the Aberdare Lab:

2, 9, 23 and 30 October (13:00-15:00)

If you, or whomever you delegate these duties to (remember to grant them permission before they attend), want to attend any of these sessions, please come prepared with all the information required by the E-MIS in MSWord format on a flash stick (please refer to the attachment for an indication of the information that will be required to complete the form). This will be a live session, so your project fields will be populated directly from MS Word into E-MIS by cutting and pasting to maximise the training and prevent repetition.

For more information on Engagement at NMMU, you are welcome to visit the CAEC web page at <http://caec.nmmu.ac.za/>. Information about the E-MIS can be found on the relevant Engagement Information and Development subpage: <http://caec.nmmu.ac.za/Engagement-Information-and-Development>.