



**National
Council for
Higher Education**
Ensuring Quality for Excellence

HIGHER EDUCATION INSTITUTION IMIS -2 ROLL OUT Frequently Asked Questions (FAQs)

Preamble

The National Council for Higher Education will conduct a roll out of the upgraded Integrated Management Information System (IMIS-2) between 2nd -16th September 2024.

Effective date of the roll out are as follows:

- 1) Between 2nd - 6th September all HEI institutions should prepare for their readiness for the IMIS rollout. as follows:
 - a. Two IMIS contact officers registered with NCHE.
 - b. Relevant ICT infrastructure.
 - c. IMIS registration and license codes.
 - d. Right login credentials.

The above terms are explained in the FAQs on this page

- 2) 16th September 2024 is the effective date for all HEI to adopt the use of IMIS in all their transactions with NCHE. Effective 16th September, therefore, NCHE will deliver mandatory regulatory service via IMIS and no other means will be accepted. Please study the FAQ below, and prepare accordingly.

IMIS FREQUENTLY ASKED QUESTIONS (FAQs)

1) Who are two contact persons from the HEI?

The two IMIS contact officers are registered with NCHE with official email addresses and telephone contacts. These are the people selected as IMIS institutional representatives i.e. ICT personal and academic registrars. NCHE IMIS representatives at HEI are responsible for uploading and processing the different institution document applications.

2) What is the relevant ICT infrastructure on the HEI side?

Mandatory ICT infrastructure that an institution should have to transact via IMIS include Internet connectivity and a computer for uploading application documents.

3) What is IMIS registration and license code?

This is an alpha numeric code number with four segments that is given to HEI after being licensed and approved by NCHE, e.g. PR/OTPL/2022/00144.

4) What are the right credentials?

These are the correct logins (user name and Password) created by an institution during the sign up process. (See login page and link to User Manual [NCHE IMIS: Login \(unche.or.ug\)](https://unche.or.ug))

For further information visit <https://unche.or.ug/>. For already registered institutions please contact ICT help desk on <https://imis.unche.or.ug/QualityAssurance/frmQAHome.aspx> .