

1.0 ONLINE APPLICATION GUIDELINES

1.1 Things you need

- An email address
- You academic Documents to pick Key detail like award institution, index number for **O** and **A** level, year of award or sitting etc.
- An Internet Connection

1.2 How to Do it

ERIMS provides several applications to our customers that can be accessed with a Single Sign On (SSO) via our Membership site. This section details the process for IIU customers to request access to the various ERIMS applications such as the ones listed below. We will also show you how to recover your user name or password and how to reset your password.

- Logging In to IIU ERIMS
- Signing Up to subscribe to ordinary membership
- Create a Payment Reference Number (PRN) for Bank Payments
- Confirm payments
- Application for course/Program

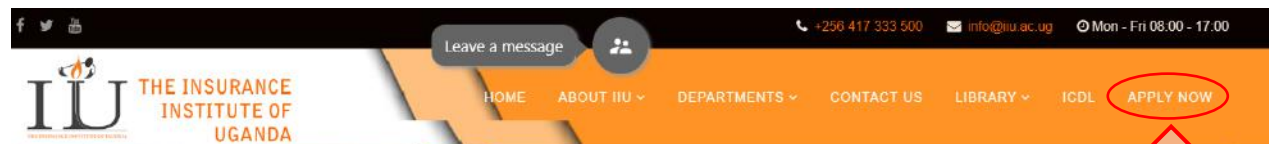
To ensure a successful registration and application access, please follow all instructions to completion. Users must register and then login to their Membership account and request access to specific applications.

1.3 Membership Registration

All users are required to register on the Membership site before requesting access to specific ERIMS applications. Once you have completed the registration process, you can then log into your account and request access to the available applications.

To register on the Membership site, do the following:

- Go to: <http://www.iiu.ac.ug>
↳ A website for IIU will be shown.

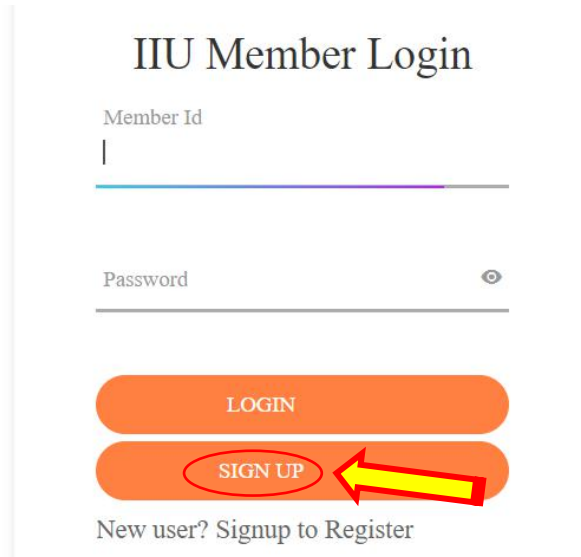


- Click on **Apply Now**

OR

- Open a web browser (e.g. Google Chrome).
- Type, https://results.iiu.ac.ug/iiu/html/Login_v2/index.html in the Address bar then press **Enter**

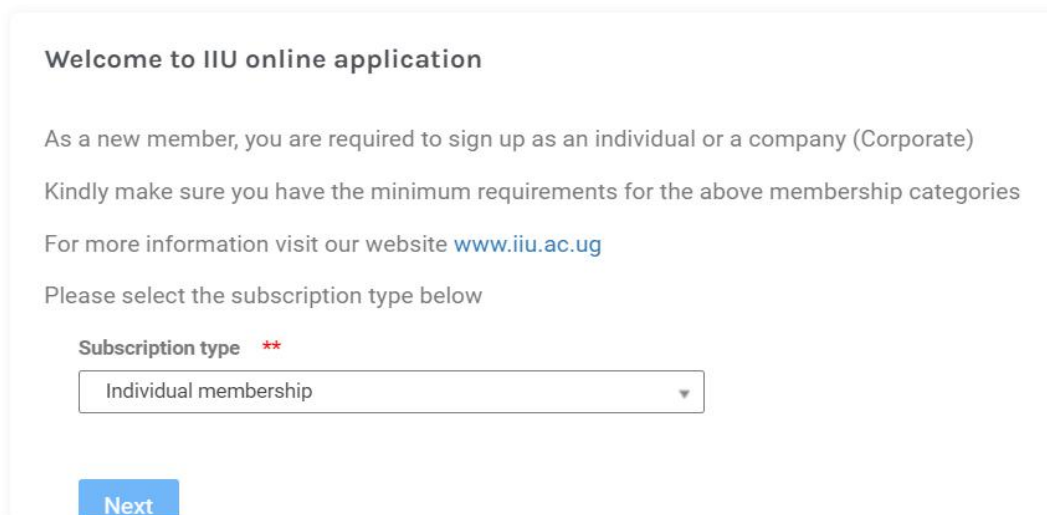
↪ A **Login/Signup** window will be revealed



The image shows a web form titled "IIU Member Login". It contains two input fields: "Member Id" and "Password". Below the fields are two orange buttons: "LOGIN" and "SIGN UP". A red circle highlights the "SIGN UP" button, and a yellow arrow points to it from the right. Below the buttons is the text "New user? Signup to Register".

3. Click on **Sign Up**

↪ This will take you to a **Welcome to IIU Online Application** window.



The image shows a "Welcome to IIU online application" form. It contains the following text: "As a new member, you are required to sign up as an individual or a company (Corporate)", "Kindly make sure you have the minimum requirements for the above membership categories", "For more information visit our website www.iiu.ac.ug", and "Please select the subscription type below". Below this text is a dropdown menu labeled "Subscription type **" with "Individual membership" selected. At the bottom of the form is a blue "Next" button.

4. Select **Individual** or **Corporate** Membership
5. Click Next and follow instructions

↪ Below is a snapshot for individual flow

Join us now

You will automatically subscribe to ordinary membership upon proof of payment

All fields marked with ** must be filled in.

Account information Account activation Personal information Contact details

Please enter a valid email address. An activation code will be sent to your email that will be used to activate your account in the next phase.

Email address **

Password **

Confirm password **

Next

6. Click on **Account Information**

7. Please enter a valid email address.

Email address **

Password **

Confirm password **

Next

⚡ An activation code will be sent to your email that will be used to activate your account in the next phases.

8. Click Next

9. Enter the 6-digit activation code sent on your email

Next

Activation code **

To make sure this email is yours, IU has sent you an email with a 6-digit activation code

Account information **Account activation** Personal information Contact details

10. Enter your personal information [surname, other name, gender, National ID, Nationality, Date of Birth, Country of birth, Religion, Marital Status]

Account information Account activation **Personal information** Contact details

Surname ** <input type="text" value="Wiki"/>	Other Names ** <input type="text" value="Jamosn"/>
Gender ** <input type="text" value="Male"/>	National Id ** <input type="text" value="19660717003"/>
Passport <input type="text" value="Passport"/>	Nationality ** <input type="text" value="Ugandan"/>
Date of Birth ** <input type="text" value="1966-07-17"/>	Country of birth ** <input type="text" value="Uganda"/>
Religion ** <input type="text" value="Anglican"/>	Marital status ** <input type="text" value="Married"/>

[Next](#)

11. Enter your contact details [home details, Next of Kin, Physical Address, Telephone]

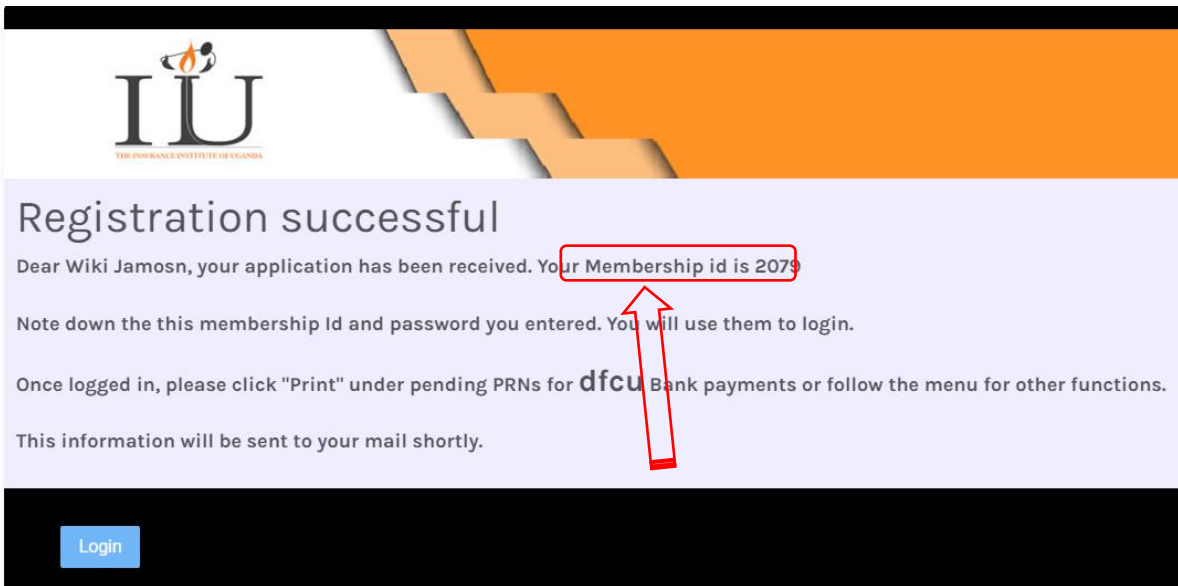
Account information Account activation Personal information **Contact details**

Home district ** <input type="text" value="Kamwenge"/>	Next of kin ** <input type="text" value="Nyowe"/>
Physical address ** <input type="text" value="Kabujogera"/>	Postal address <input type="text" value="Alternative address"/>
Primary telephone ** <input type="text" value="0701065094"/>	Alternative telephone <input type="text" value="Alternative telephone"/>
Primary Email ** <input type="text" value="akiniagi@gmail.com"/>	Alternative Email <input type="text" value="Alternative Email"/>

[Sign up](#)

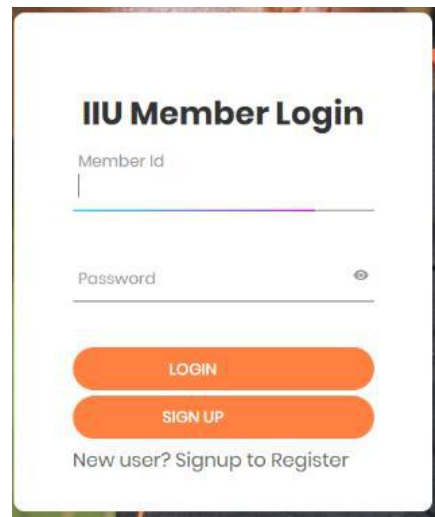
12. Click on Sign Up

↳ Upon successful registration, you will receive a notification with your Membership ID (that you will always use at login).



13. Click on Login

↪ A Login screen will be revealed.



To Login to the system, do the following:

1. Please enter your **Membership** ID and **Password**.
2. Click on **LOGIN**

↪ A new window will be revealed displaying your membership status/category, bio data, and the pending Payment Reference Number (PRN)

Wiki Jamosn ID: 2079
Category: Ordinary

Main
Home
Membership application
Student application
Subscription
Display Employment Record
Display Education Record
Finance
Administration

Biodata

Member ID:	2079	National ID:	19660717003
Surname:	Wiki	Othernames:	Jamosn
Passport:	19660717003	Nationality:	Ugandan
Gender:	Male	Email:	pkiniogi@gmail.com
Date of Birth:	17 Jul 1966	Place of Birth:	
Created By:	cli_sys	Entry Date:	07 Sep 2018 12:31:11

Membership

Registration Date	Category	Status	Subscription	Created By	Entry Date	Charges	Balance
07 Sep 2018	Ordinary	Pending Payment	31 Dec 2018	cli_sys	07 Sep 2018 12:31:11	50,000	50,000

[Print Application](#)

Pending PRN

Show 10 entries

PKN	Name	Currency	Rate	Total Amount	Entry Date	Was it cleared	Print
2018090712311195323	Wiki Jamosn	Uganda Shillings	1.00	50,000	07 Sep 2018 12:31:11	Pending	Print

1. Click on **Print** to print the **a Payment Reference Number (PRN)** for Bank Payments

↳ The printed PRN will be submitted to **dfcu** Bank for membership payment. This is done while offline the system. The payment will however be reflected into the system upon fulfilling the bank transactions.

To confirm payments

2. **Login** with your username and password

↳ A new navigation window indicating **Membership Active Status**.

1.4 Application for course/Program

To apply for course/Program

1. **Login** with your username and password

↳ A new navigation window indicating **Membership Active Status**.

2. Select **Student Application** from Main Menu

↳ A new window with an **online application form** will be displayed.

Wiki Jamosn ID: 2079
Category: Ordinary

Main
Home
Student application
Membership application
Subscription
Display Employment Record
Display Education Record
Finance
Administration

Welcome to the insurance institute of Uganda (IIU) online application form

Course details | Employment background | Education background

Study Intake **

Programme applied for **

Study Center **

Sponsor **

[Next](#)

3. Enter the course details [study intake, study center, programme applied for, sponsor]

Course details **Employment background** Education background

Study Intake **
 Sept 2018 intake

Programme applied for **
 * Diploma in Insurance

Study Center **
 Main Campus

Sponsor **
 Self

Next

- Click **Next**
 **Employment background** window will be revealed.

Course details **Employment background** Education background

Click "Add" to enter employment details

Add

Name of employer	Designation	Physical address	Postal address	Email	Telephone number	From	To	Remove
No data available in table								

Next

- Click "**Add**" to reveal **Add employment** record form.

Add employment record


Name of employer
 Name of employer

Designation
 Designation

From
 From

To
 To

- Enter employment details in the record form.
- Click **Add** for more employment records, else, click Close
- Click **Next**

 **Education background** window will be revealed.

Course details Employment background **Education background**

Click "Add" to enter education details

Add

Country	Study Type	Name of school/institution	From	To	Qualification	Remove
No data available in table						

Submit

9. Click "**Add**" to reveal **Add Education** form.

Add education background ×

Country

Type of study

Name of school/institution

Qualification

From

To

Subject

Grade

Add Subject


Subject	Grade	Remove
No data available in table		

Close **Add**

10. Enter education details in the form.

11. Click **Add** for more education records, else, click Close

12. Click **Submit**

 Upon successful application, you will receive a notification for pending PRN payment.



Program application successful

Your application have been successfully received

Click "Home" on the menu and then click "Print" under pending PRNs for **dfcu** Bank payments or follow the menu for other functions.

Please NOTE that your application will only be reviewed upon confirmation of payment.

13. Select **Home** from the **Main Menu**

➡ Pending PRN window will be revealed.


Pending PRN								
Show	10	entries	Search: <input type="text"/>					
	PRN	Name	Currency	Rate	Total Amount	Entry Date	Was it cleared	Print
	2018090712311195323	Wiki Jamosn	Uganda Shillings	1.00	50,000	07 Sep 2018 12:31:11	Pending	<input type="button" value="Print"/>
	20180907134148	Wiki Jamosn	Uganda Shillings	1.00	50,000	07 Sep 2018 13:41:48	Pending	<input type="button" value="Print"/>

Showing 1 to 2 of 2 entries Previous Next

14. Click on Print to print the Payment Reference Number (PRN) for Bank Payments

The Insurance Institute of Uganda

Payment Registration Number for Wiki Jamosn With ID: 2079



Currency:	Uganda Shillings
Total Amount:	50,000
Payment Registration No:	20180907134148
Amount in Words:	Fifty Thousand Uganda Shillings Only

<u>Details of Payments</u>			
ID No.	Name	BillingItem	Amount
201809071341		Application Fees	50,000

➡ The printed PRN will be submitted to **dfcu** Bank for membership payment. This is done while offline the system. The payment will however be reflected into the system upon fulfilling the bank transactions.