



# Accessing Information on Emisportal

## Step 1

Go to [www.fsdoe.fs.gov.za/emisportal](http://www.fsdoe.fs.gov.za/emisportal)

WELCOME TO THE EMIS PORTAL!

**NEW** Weekly SAMS Lurits Data Submission Submissions will only **open on the day of submission** & stay open until one day before the next submission date.

**NEW** Daily Covid-19 Survey Schools are expected to complete the Covid-19 survey **on a daily basis** before the survey expires.

Click [HERE](#) to go to the Login page

If you forgot your Password, please [REQUEST](#) a reset link to be sent via e-mail.

## STEP 2

Click on **Reports** and select **Public Reports**

Public Reports

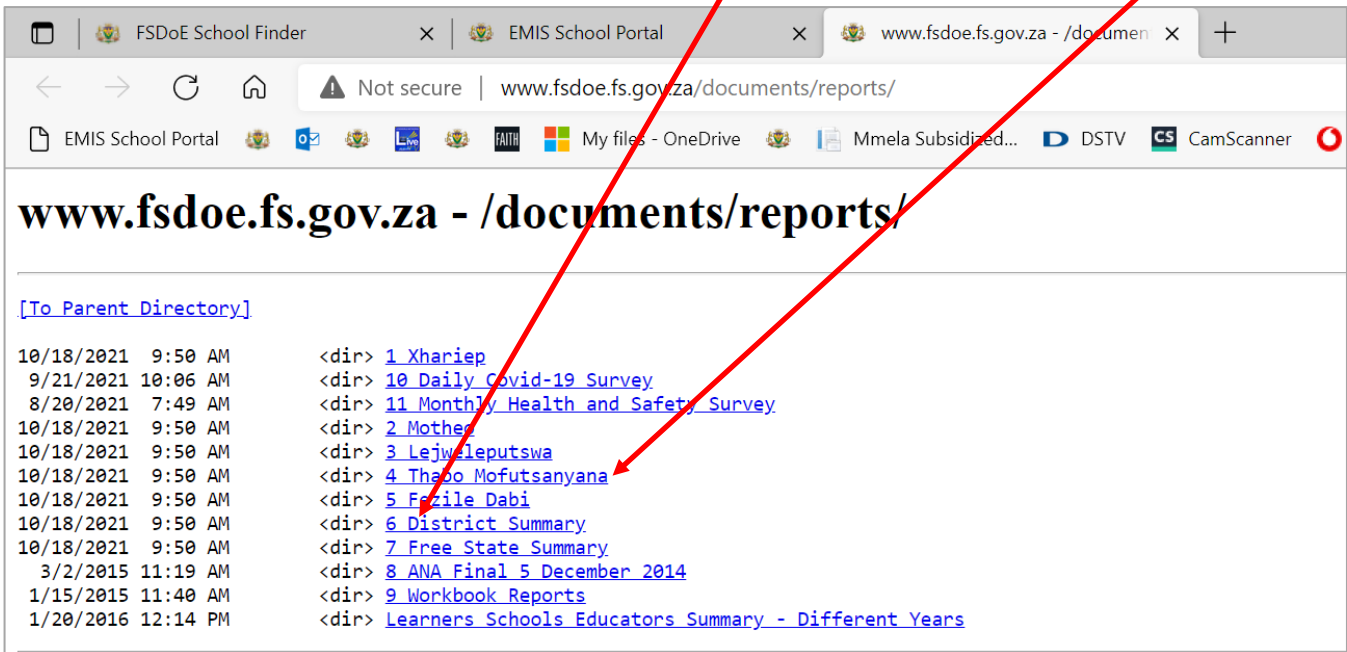
Report Folders

Data Driven Districts

Click [HERE](#) to go to the Login page

### STEP 3

Depending on the information needed, you may click on **District Summary** or District name (**Thabo Mofutsanyana**)



www.fsdoe.fs.gov.za - /documents/reports/

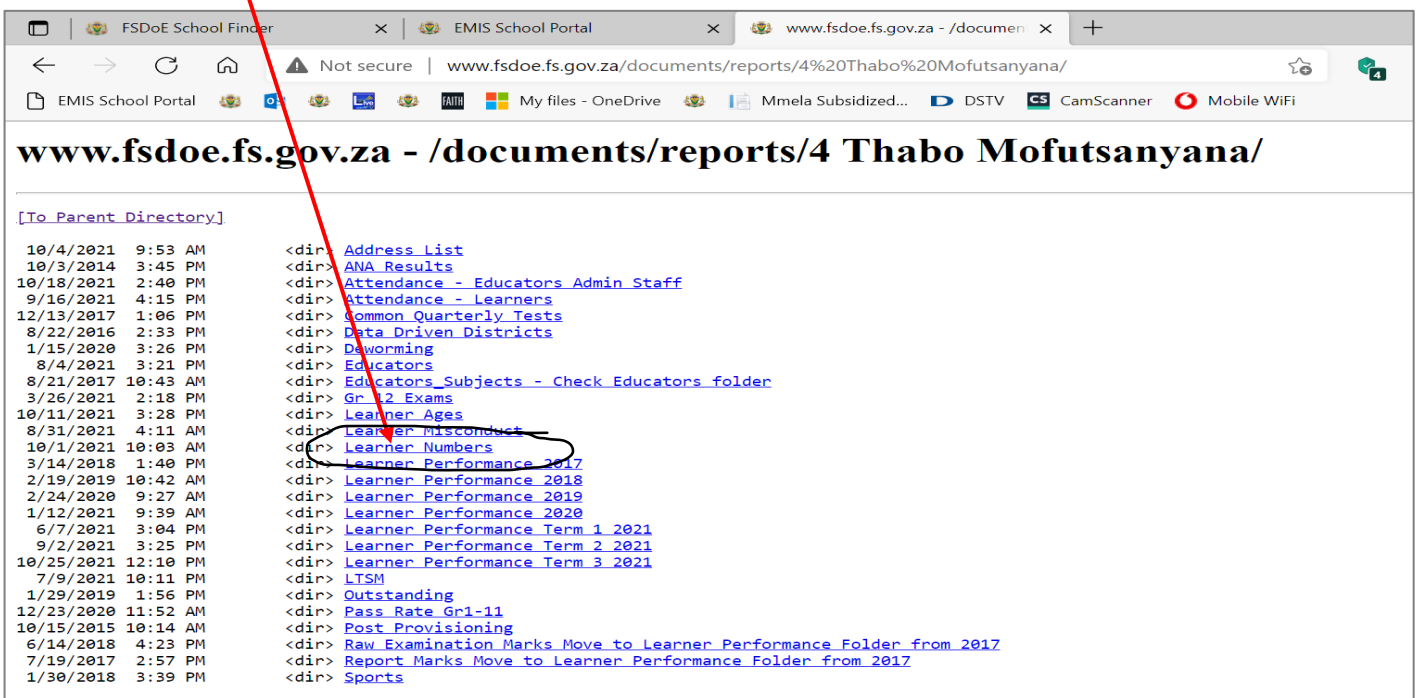
[To Parent Directory]

10/18/2021 9:50 AM	<dir> <a href="#">1 Xhariep</a>
9/21/2021 10:06 AM	<dir> <a href="#">10 Daily Covid-19 Survey</a>
8/20/2021 7:49 AM	<dir> <a href="#">11 Monthly Health and Safety Survey</a>
10/18/2021 9:50 AM	<dir> <a href="#">2 Mother</a>
10/18/2021 9:50 AM	<dir> <a href="#">3 Lejweleputswa</a>
10/18/2021 9:50 AM	<dir> <a href="#">4 Thabo Mofutsanyana</a>
10/18/2021 9:50 AM	<dir> <a href="#">5 Fezile Dabi</a>
10/18/2021 9:50 AM	<dir> <a href="#">6 District Summary</a>
10/18/2021 9:50 AM	<dir> <a href="#">7 Free State Summary</a>
3/2/2015 11:19 AM	<dir> <a href="#">8 ANA Final 5 December 2014</a>
1/15/2015 11:40 AM	<dir> <a href="#">9 Workbook Reports</a>
1/20/2016 12:14 PM	<dir> <a href="#">Learners Schools Educators Summary - Different Years</a>

### STEP 4

If Thabo Mofutsanyana is selected, then SELECT the information you needed and SAVE it in the downloads folder.

Example: **(LEARNER NUMBERS)**



www.fsdoe.fs.gov.za - /documents/reports/4 Thabo Mofutsanyana/

[To Parent Directory]

10/4/2021 9:53 AM	<dir> <a href="#">Address List</a>
10/3/2014 3:45 PM	<dir> <a href="#">ANA Results</a>
10/18/2021 2:40 PM	<dir> <a href="#">Attendance - Educators Admin Staff</a>
9/16/2021 4:15 PM	<dir> <a href="#">Attendance - Learners</a>
12/13/2017 1:06 PM	<dir> <a href="#">Common Quarterly Tests</a>
8/22/2016 2:33 PM	<dir> <a href="#">Data Driven Districts</a>
1/15/2020 3:26 PM	<dir> <a href="#">Deworming</a>
8/4/2021 3:21 PM	<dir> <a href="#">Educators</a>
8/21/2017 10:43 AM	<dir> <a href="#">Educators Subjects - Check Educators folder</a>
3/26/2021 2:18 PM	<dir> <a href="#">Gr 2 Exams</a>
10/11/2021 3:28 PM	<dir> <a href="#">Learner Ages</a>
8/31/2021 4:11 AM	<dir> <a href="#">Learner Misconduct</a>
10/1/2021 10:03 AM	<dir> <a href="#">Learner Numbers</a>
3/14/2018 1:40 PM	<dir> <a href="#">Learner Performance 2017</a>
2/19/2019 10:42 AM	<dir> <a href="#">Learner Performance 2018</a>
2/24/2020 9:27 AM	<dir> <a href="#">Learner Performance 2019</a>
1/12/2021 9:39 AM	<dir> <a href="#">Learner Performance 2020</a>
6/7/2021 3:04 PM	<dir> <a href="#">Learner Performance Term 1 2021</a>
9/2/2021 3:25 PM	<dir> <a href="#">Learner Performance Term 2 2021</a>
10/25/2021 12:10 PM	<dir> <a href="#">Learner Performance Term 3 2021</a>
7/9/2021 10:11 PM	<dir> <a href="#">LTSM</a>
1/29/2019 1:56 PM	<dir> <a href="#">Outstanding</a>
12/23/2020 11:52 AM	<dir> <a href="#">Pass Rate Gr1-11</a>
10/15/2015 10:14 AM	<dir> <a href="#">Post Provisioning</a>
6/14/2018 4:23 PM	<dir> <a href="#">Raw Examination Marks Move to Learner Performance Folder from 2017</a>
7/19/2017 2:57 PM	<dir> <a href="#">Report Marks Move to Learner Performance Folder from 2017</a>
1/30/2018 3:39 PM	<dir> <a href="#">Sports</a>

