

Orphans And Vulnerable Children Management Information System (OVC MIS)

System Administrators Handbook - User Guide

Prepared by Data Care (U) Ltd For

Ministry of Gender, Labor and Social Development

August 2015

Version 1.0

Note: The System Responds well in Mozilla Firefox or Google Chrome Click the corresponding links to download them.

Hello, Guest Country: Uganda Financial Year: 2014/2015
Institution: Ministry Of Gender Labor and Social Development Region/Zone: HeadQuarters

Welcome to Orphans and Other Vulnerable Children Management Information & Evaluation System (OVC MIS) Wed, 26 Aug 2015 12:55:13 Help

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- Local Gov'ts Capacity
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- Analysis & Reports
- Document Repository
- Other Datasets and Links
- Help
- AUTHORIZED USERS

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#of OVC HHs supported to access safe water

Source map: Uganda

of Districts Reported

Apr - Jun-2014/2015

OVC Indicators

- National OVC Effort Index
- National OVC Indicators
- Service Provision & Utilization
- Local Government Capacity Indicators

Analysis and Reports

- CPA Report
- District Report Log
- Annual Report Log
- Reporting Summary

Important Documents

- OVC MIS Help Guide
- M&E Hand Book
- National Strategic Plan 2

OVC MIS Training Labs

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1. Accessing OVC MIS

1.1 Accessing the MIS

1. Start your web browser and type in this address in the browser address bar <http://196.10.119.130:83/ovcmisdemo/> as indicated in the screen shot below.

The screenshot shows a web browser window with the address bar containing 'ovcmis.mglsd.go.ug'. The page features the OVC MIS logo and a navigation menu on the left. The main content area includes a welcome message and a list of indicators:

National OVC Cross cutting Situation Indicators for the year 2012

1. Total Population of children in Uganda also reflected as a per cent of the total Ugandan population -19,566,430 children based on UBOS population Projections for 2012. Generally the percentage of children to the population is 56%.
2. 52% of the population is under 15 years of age
3. Less than one percent of children under age 5 tested positive for HIV (AIDS Indicator Survey 2011).
4. Percentage of children under age 18 who are orphans (11.5% UDHS 2011)
5. Percentage of children under age 18 who are vulnerable(38% UNHS 2009/10)
6. 19% of the children not living with biological parent (UDHS ,2011)
7. Number of children who live without an adult care-giver 32,000.
8. **Percentage of Children living below the poverty line**

NB: For better performance it is recommended that you access the OVC MIS using the latest version of **Mozilla Firefox**.

2. Creating a CSO Account

Authorized CSO representatives can change profile information once they are logged into the OVC MIS. To change the CSO profile data follow the steps below.

2.1 Creating a CSO Account

1. Navigate to the Login page under the Authorized Users main menu and key in your designated user name and password as assigned by the OVC MIS System Administrator.

Welcome to Orphans and Other Vulnerable Children Management Information & Evaluation System (OVC MIS) Wed, 26 Aug 2015 14:55:15

Have an OVC MIS Account? **Login? Sign In Here!**

The System Responds well in Mozilla Firefox or Google Chrome Click the corresponding links to download them.

Username:

Password:

Financial Year: **2014/2015**

Open Quarter: **Apr - Jun 2015**

Report Closing Date: **2015-09-30**

[Can't Access your Account? or Forgot your Password?](#)

[Dont Have a OVC MIS Account? Help Center](#)

2. Navigate to the **System Users** link under the **System Setup** Menu as indicated in the screen shot below. A list of existing system users will be displayed. Click on the Add User button to create a new CSO user account.

System Setup » System Users

ROLE: USER GROUP:

NAME: USERNAME:

| USER DETAILS | | | | | | | | |
|--------------------------|------|--------------------------|-----------|-------------------------------------|---|---------|--|--|
| NO | NAME | USERNAME | USERGROUP | ROLE | EMAIL | HEADERS | MESSAGE | EMAIL STATUS |
| <input type="checkbox"/> | 1 | Abim | Abim | Community Development Officer (CDO) | ssebwana@gmail.com, dokell@dcareug.com, akwanuka@dcareug.com, kashemeire@badiah@gmail.com, orlandode nnis@gmail.com | | Visit www.mgisd.go.ug/ovcmis to log into the system and update Your District Data. For any Queries please address them to: okashemeire@mgisd.go.ug, kashemeire.obadiah@gmail.com or support@dcareug.com You are requested to change your password as | <input type="button" value="Send"/> |
| <input type="checkbox"/> | 2 | Achille Kwanuka Ssebwana | akwanuka | Monitoring and Evaluation | ssebwana@gmail.com | | | <input checked="" type="button" value="Send"/> |
| <input type="checkbox"/> | 3 | Achille Ssebwana | redcross | Service Provider | ssebwana@gmail.com | | | <input type="button" value="Send"/> |

3. A data entry interface similar to the one below will be displayed. Take note of the following when creating CSO accounts, namely;
 - a. The Selected role must be **Service Provider**.
 - b. Ensure the district is selected.
 - c. Ensure the organization field is selected as this will be the only organization the account to be created will report for only.
 - d. If the organization field is not selected, the system will assume a district account is being created.

| System Setup > System Users | |
|-----------------------------|---|
| Role * | Service Provider |
| District/Municipality * | Agago |
| Organization: * | CHILD FUND |
| Firstname: * | Okello |
| Lastname: * | James |
| Country: * | -select- |
| Program: * | NSSPI-2 National strategic Programme Plan 2 |
| Sub-Program: * | -select- |
| Project: * | -N/A- |
| Username * | ojames |
| Email * | ojames@gmail.com |
| Desired Password * | ••••• |
| confirm password * | ••••• |
| Email Status * | Not Sent |
| Verification Code * | htNdtF |
| Enter code above * | htNdtF Case Sensitive! |
| Save | |

4. Login into the OVC MIS system with the newly created credentials to verify that the account is able to submit data.
5. NB: Note that the same account credentials can be used to login into the mobile web application.