

Step-by-Step Guide for Using the RIVEMIS Teachers' Training Registration Platform

This guide outlines the steps to add teachers for training, manage staff profiles, and register your school on the RIVEMIS platform.

For Existing Users

Step 1: Login

1. Visit <https://rivemis.riversstateapps.ng>.
 2. Log in using your **email/EMIS ID** and **password**.
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Step 2: Add Teachers for Training

1. On the dashboard, locate the **Add Teachers for Training** section.
 - If you have not paid for the service, click on the **ADD TEACHERS FOR TRAINING** button.
 - You will be redirected to the **payment page**. Complete the payment process.
 - After payment, the page will reload, showing the list of your added staff.
 2. To add a staff member for training:
 - Click the **Add to Training** button next to the name of each staff member.
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Step 3: Add Teaching Staff (If Staff Are Not Yet Added)

1. Under the **Teachers** menu, select the **Teaching Staff** option.
 2. On the Teaching Staff page, you can:
 - **Add a single staff** by filling out the form.
 - **Search for existing staff** using their EMIS ID.
 - **Upload multiple records** using the bulk upload window:
 - Download the upload template by clicking the **Download Template** link.
 - Fill in the template and upload it through the upload window.
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For New Users

Step 1: Sign Up

1. On the login page, click the **Signup** link.
 2. Fill out the signup form and submit.
 3. Confirm your email address using the confirmation code sent to your email.
 4. Complete your registration.
 5. Log in using your **email/EMIS ID** and **password**.
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Step 2: Add Staff for Training

1. Follow the method outlined **STEP 3** above to add your teaching staff.
2. Once your staff is added, use the **Add Teachers for Training** section to assign staff for training.