



## **Covid-19 Survey Capture Manual**





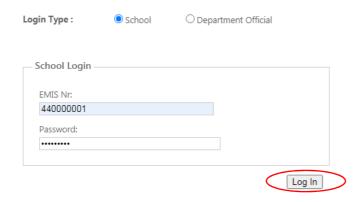


## Steps to open and capture daily Covid-19 questionnaire from the EMIS Portal

- 1. Open the EMIS Portal website (http://www.fsdoe.fs.gov.za/EMISPortal)
- 2. Click here to Login



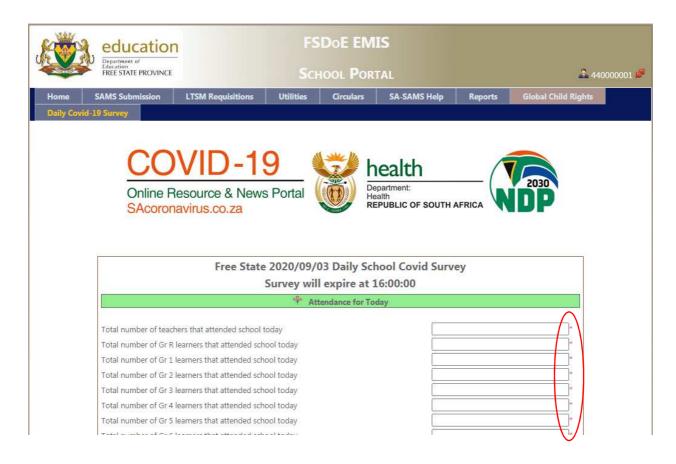
3. Select School on Login Type. Type in your EMIS number and Password.



4. Click on the Daily Covid-19 Survey tab.



**5.** Start the survey. Please note the questions with asterisk (\*) are required to be answered.



6. Once you are done, click on submit.

