



Logging to EMIS the first time

Synch your Smartcard – guide for users

The best practice is to ensure that when you log in to EMIS - first open EMIS and check whether Organisation ID states 29382, 29381 or 17052 if not please click Change Organisation and insert the relevant number - **at this point your smart card should not be inserted if you do remove it and close all windows and start again.**

Login manually using your login and KGPC 29382, 29381 or 17052 – you will be given EMIS number with your access.

Select role that you were provided from IT (Tamara).

Insert your smartcard

Select organisation and select role

After this insert your smart card - on the screen, blue stripe will appear to merge your smart card.

Click on it and synchronize your smart card