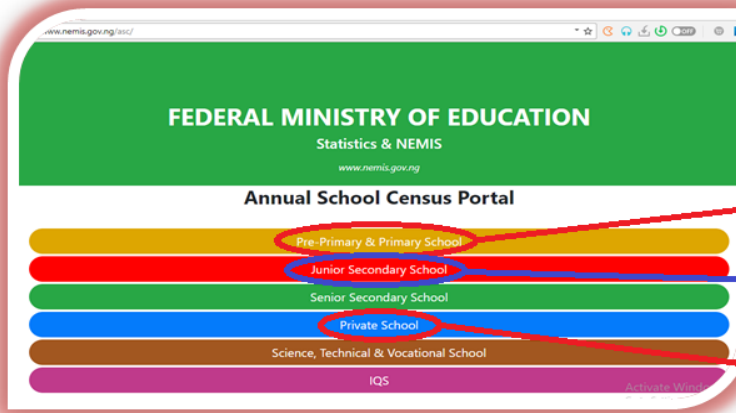


**FCT EDUCATION SECRETARIAT**  
**DEPARTMENT OF POLICY, PLANNING, RESEARCH & STATISTICS**

**New Guidelines for Online Completion of 2020/2021 Annual School Census (ASC) Form**

**1. Visit:**

[www.nemis.gov.ng/asc](http://www.nemis.gov.ng/asc)



Public Pre-Primary & Primary School Should Click Here

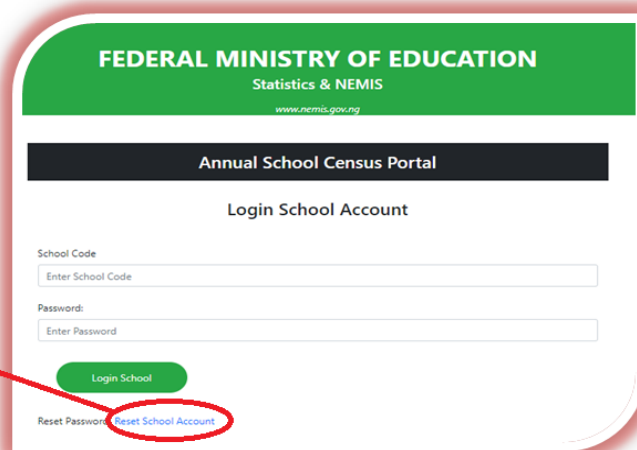
Public Junior Secondary School Should Click Here

Private School Should Click Here

**Click as applicable to your school to login**

**2. Reset Your School Account:**

Click on Reset School Account

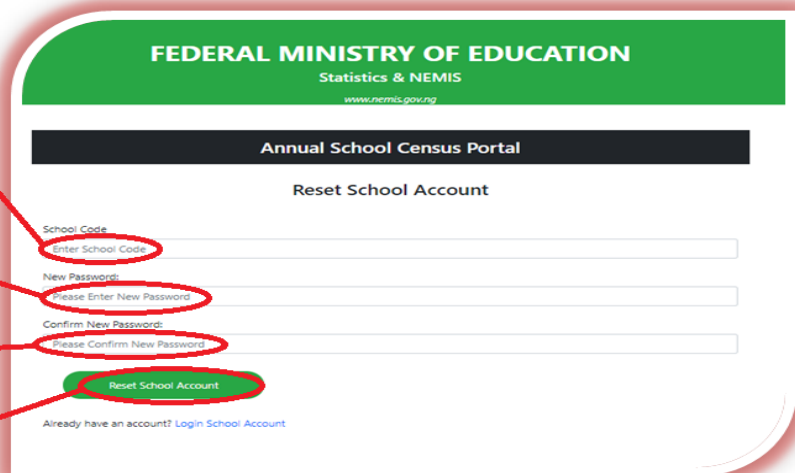


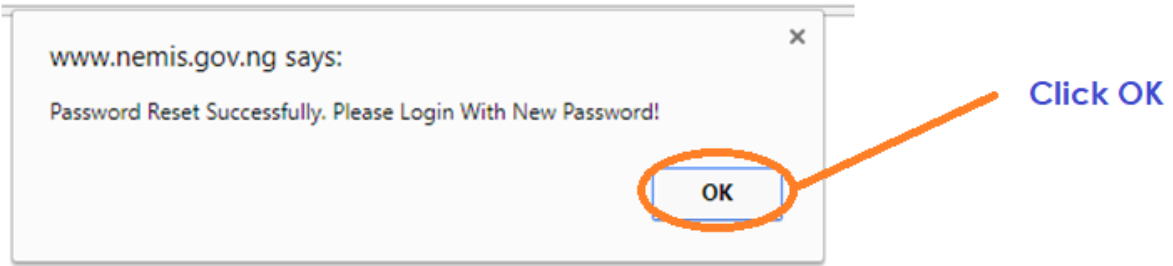
1. Enter Your NEMIS School Code Here

2. Type your New Password Here

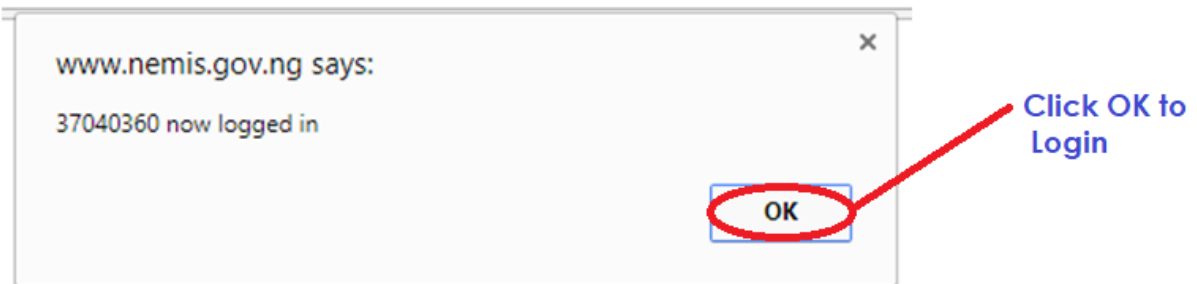
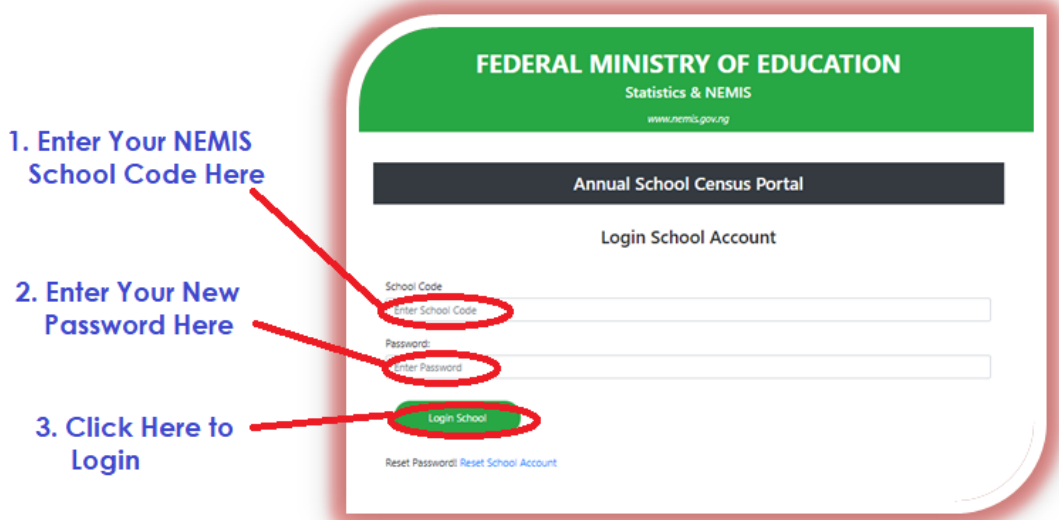
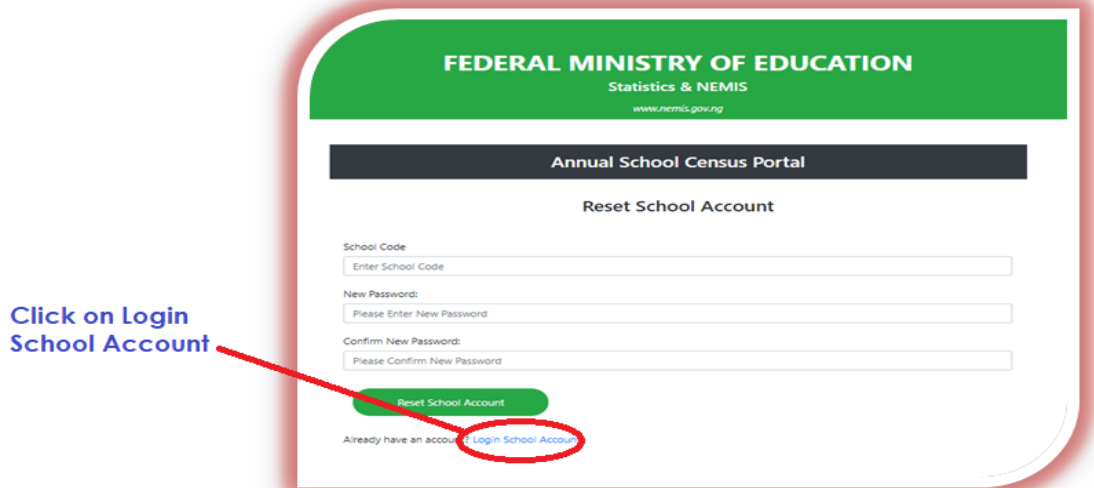
3. Retype Your New Password Here

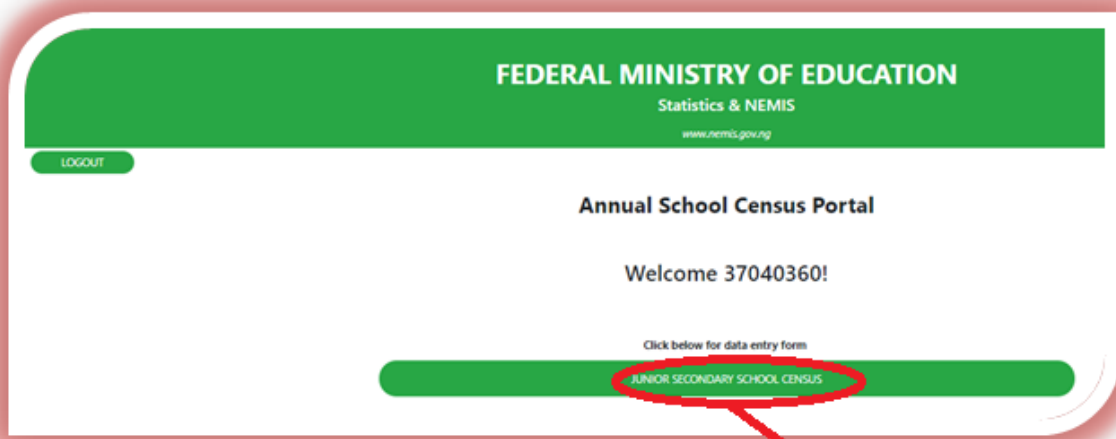
4. Click Reset School Account





### 3. Steps to Login With Your New Password:





Click Here to Start Your School Data Entry

#### 4. School Data Entry:



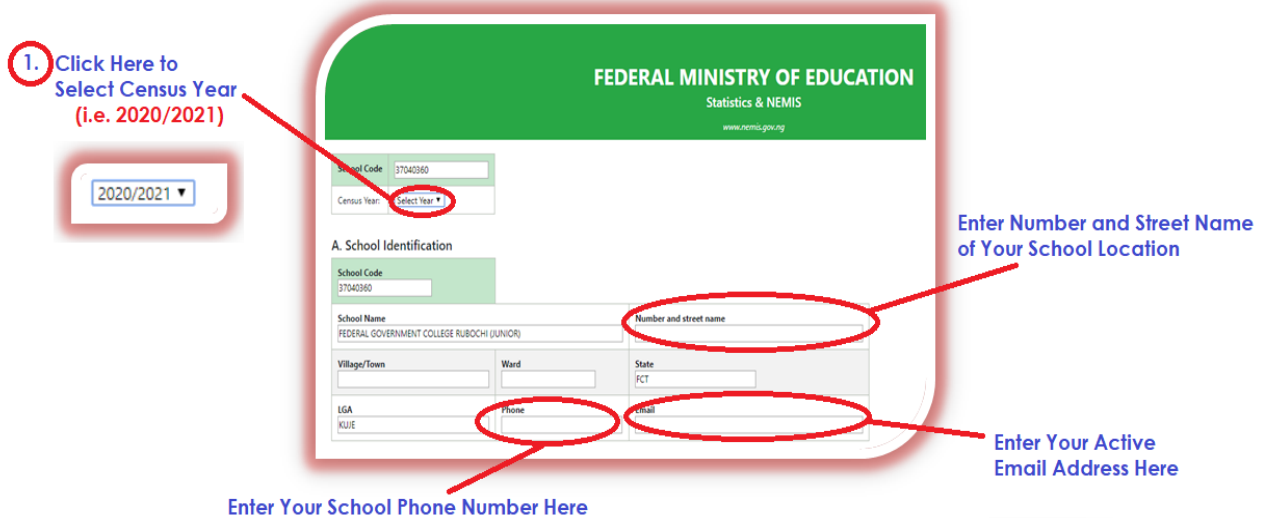
A. Click Here to Enter Your School Identification

B. Click Here to Enter Your School Characteristics

C. Click Here to Enter Student Enrolment

#### A. School Identification:

✓ Select the Census Year and enter other school data



#### 5. Complete all other Sections of the Form

## 6. **Enquiry:**

Kindly contact the following Officers in each Area Council for any challenge in filling the 2020/2021 ASC form or in the online data entry:

S/N	Area Council	Officer	Phone Number
1	Abaji	Mr. Ndagi	08180190360
2	AMAC	Mr. Michael	08055220276
3	Bwari	Mr. Samuel	07031932086
4	Gwagwalada	Mr. Uche	08035911708
5	Kuje	Mr. Abdul-Hafeez	08035864114
6	Kwali	Mr. Nuhu	08033745013

You can also contact these phone numbers:

- i. 08065655325
- ii. 08052587654
- iii. 08027108798; WhatsApp No: 08159332404
- iv. 08037002879

## 7. **Submission of the Completed ASC Hard Copy:**

- i. **Submit one (1) of the completed hardcopy forms to your Zonal Coordinators** for onward submission to the Department of Policy, Planning, Research & Statistics, FCT Education Secretariat.
- ii. **Keep the 2<sup>nd</sup> hardcopy in your school** because independent verifiers from Federal Ministry of Education, Nigeria Bureau of Statistics, DPPR&S etc will later visit your school for verification of data submitted.

## 8. **Duration of the Online Data Entry:**

The **Online Data Entry for public and private schools** will end on **Wednesday 16<sup>th</sup> March, 2022.**

Thank you.

DPPR&S, FCT Education Secretariat