

GENERAL GUIDELINES TO ACCESS THE URRM SYSTEM:

FOR NEW PARTNERS (WITHOUT LOGIN CREDENTIALS)

1. Go to OPM main website (www.opm.go.ug)
2. Click **Refugee Department**
3. Click **Refugee Partnership Engagement** access the main interface to the system.
4. *Read through the Home page*
5. Go to partner with us
6. Fill in the relevant information on Application for intent to partner with OPM page and then click the Submit button.
7. A default username and password will be sent to your mail that you provided (***You can log in your email inbox or spam to confirm the credentials sent.***)
8. Go to Login at the top right side of the screen used by registered users to log in
9. Login with your Credentials (User name and password previously provided) to access your specific user account. (**User accounts are placed according to the user roles.**)

Note: All Fields marked with ****** must be filled before proceeding.

FOR OLD PARTNERS (If your details already exist in the system upon reading a pop up notification at the time of filling the application form on the partner with us page)

1. Contact OPM to obtain system user credentials by sending an e-mail to refugeepartnership@opm.go.ug for support.
2. Go to Login at the top right side of the screen/home page
3. Login with your Credentials (User name and password provided) to access your specific user account. (**User accounts are placed according to the user roles.**)

NB: *Default passwords generated by the system can be changed to a desired one by clicking on the image on the top right side of the screen.*

To logout from your account, tap on image on the top right side of the screen and select logout

PARTNERS/ NGOs

Upon receipt of credentials, you are able to provide partner details, (New Project, Output targets & budgets, Target groups, Project attachments), periodical reports on actuals. You can also access your individual and sector reports.

ACCESS TO ONLINE MoU APPLICATION (FIRST TIME MOU)

To apply for a new MoU

1. Go to system home page
2. Click partner with us
3. Fill in the basic organization information
4. Click submit button
5. Once you click on “submit button” a pop up dialog box appears to display a prompt notification on a default user name and password which is automatically sent to your email.
4. Once you receive your login credentials, go to Login at the top right side of the screen used by registered users to log in.
6. Login using the user name and the default password to access your account.
7. Upon logging in, it displays instructions that guides on how to fill in the project details in the application process.
8. Click next to enter all information relating to the organizational profile.
9. Click next to enter information relating to staff summary or details.
 - i. Click new
 - ii. Select the role from dropdown list e.g. senior level
 - iii. Select the type from the dropdown list e.g. national
 - iv. Enter the number& save
10. Click next to enter information relating to implementation sectors & location
 - i. Select the sector(s) from the dropdown list
 - ii. Select the financial year
 - iii. Select the location (settlement) from the dropdown list
11. Click next to enter information relating to project summary including planned targets & budgets
 - i. Click the project (Tick in the small box on the left hand side, next to the project code)
 - ii. Click output targets
 - iii. Select financial year
 - iv. Click select new indicators
 - v. Select sector from dropdown list
 - vi. Select subsector from dropdown list
 - vii. Select location from drop down list & click ok.
 - viii. Select the performance indicators from the list by ticking on the applicable ones to your project & save.

12. Click next to enter information relating to planned targets & budgets
 - i. Enter the numerical figures in each of the indicators you have selected in both planned outputs & budgets
 - ii. Click save

NB: A narrative should be given in the comments section relating to the selected performance indicator.

13. Click next to enter information relating to target groups/ beneficiaries
 - i. Select the financial year to load data
 - ii. Enter numerical figures e.g. No. nationals & No. of refugees per performance indicator
 - iii. Click save
14. Click next to upload required project documents. (see list)
15. Click finish uploading
16. Click preview application to view the information captured before submission
17. Tick in the box to agree to the Terms and Conditions.
18. Click on the submit application button to complete the process to await approval.

NB: Three copies to be printed duly sign on the printed hard copies and submit with all the other physical documents (project attachments) deemed necessary to the Commissioner Refugees - Office of the Prime Minister on Sir Apollo Kaggwa Road to sign and also have your URRMS Account Activated for Reporting Actuals.

Important Notes:

- **If updating a Project (e.g. project information modifications):**
 - a) Go to MoUs & PPAs menu
 - b) Click Partnership Application
 - c) Click Next button till to Projects Summary
 - d) Select the project to be updated
 - e) Click on UPDATE PROJECT icon & then proceed to update the project information
- **If canceling a Project (e.g. if an anticipated project did not take off):**
 - a) Go to MoUs & PPAs menu
 - b) Click Partnership Application
 - c) Click Next button till to Projects Summary
 - d) Select the project to Cancel
 - e) Click on CANCEL PROJECT icon & then proceed.

(This only applies during the process of applying for MoU before its finally Approved by OPM)

MOU RENEWAL APPLICATION

To apply for MoU Renewals:

1. Go to Login at the top right side of the screen used by registered users to log in
2. Login with your Credentials (User name and password previously provided) to access your specific user interface according to your user role.
3. Go to **MoUs & PPAs** menu
4. Click **Update & Renew Projects**
5. Click on **Request for Renewal of MoU** icon and submit to await approval.

Note that: After Approval of your request for Renewal of MoU, a notification is sent to your emails on how to proceed to next stages of the process.

6. Once approved, Login into your account to proceed with the application.
7. Upon logging in, it displays instructions that guides on how to fill in the project details in the application process.

(You may update information from steps 8 – 18, if it is necessary especially a new project that emerged during implementation, additional funds received, staffing summary etc.)

8. Click next to enter all information relating to the organizational profile.
9. Click next to enter information relating to staff summary or details.
 - v. Click new
 - vi. Select the role from dropdown list e.g. senior level
 - vii. Select the type from the dropdown list e.g. national
 - viii. Enter the number& save
10. Click next to enter information relating to implementation sectors & location
 - iv. Select the sector(s) from the dropdown list
 - v. Select the financial year
 - vi. Select the location (settlement) from the dropdown list
11. Click next to enter information relating to project summary including planned targets & budgets
 - ix. Click the project (Tick in the small box on the left hand side, next to the project code)
 - x. Click output targets
 - xi. Select financial year
 - xii. Click select new indicators
 - xiii. Select sector from dropdown list
 - xiv. Select subsector from dropdown list
 - xv. Select location from drop down list & click ok.
 - xvi. Select the performance indicators from the list by ticking on the applicable ones to your project & save.
12. Click next to enter information relating to planned targets & budgets
 - iii. Enter the numerical figures in each of the indicators you have selected in both planned outputs & budgets
 - iv. Click save

NB: A narrative should be given in the comments section relating to the selected performance indicator.

13. Click next to enter information relating to target groups/ beneficiaries
 - iv. Select the financial year to load data
 - v. Enter numerical figures e.g. No. nationals & No. of refugees per performance indicator
 - vi. Click save
14. Click next to upload required project documents. (see list)
15. Click finish uploading
16. Click preview application to view the information captured before submission
17. Tick in the box to agree to the Terms and Conditions.
18. Click on the submit application button to complete the process to await approval.

NB: The partner's contact persons' & supervisors' are advised to regularly check in their emails for updates on the next stage of application.

To Print your Processed & Approved MoU for onward submission to OPM

1. Log in to your account
2. Click Preview
3. Click Download
4. Click Print

NB: Three copies to be printed duly sign on the printed hard copies and submit with all the other physical documents (project attachments) deemed necessary to the Commissioner Refugees - Office of the Prime Minister on Sir Apollo Kaggwa Road to sign and also have your URRMS Account Activated for Reporting Actuals.

PROJECT UPDATES & INFORMATION EDITS

1. Go to Login at the top right side of the screen used by registered users to log in
2. Login with your Credentials (User name and password)
3. Go to **MoUs & PPAs menu**
4. Click **Update & Renew Projects**
5. Click on **Request for Project updates & information Edits** icon with a reason and submit to await approval.

Note that: After Approval of your request to update projects, a notification is sent to your emails on how to proceed to next stages of the process.

6. Once approved, Login into your account to proceed with the process.
7. Upon logging in, it displays instructions that guides on how to fill in the project details in the process.

(You may update information from steps 8 – 18, if it is necessary especially a new project that emerged during implementation, additional funds received, staffing summary etc.)

8. Click next to enter all information relating to the organizational profile.

9. Click next to enter information relating to staff summary or details.
 - ix. Click new
 - x. Select the role from dropdown list e.g. senior level
 - xi. Select the type from the dropdown list e.g. national
 - xii. Enter the number & save
 10. Click next to enter information relating to implementation sectors & location
 - vii. Select the sector(s) from the dropdown list
 - viii. Select the financial year
 - ix. Select the location (settlement) from the dropdown list
 11. Click next to enter information relating to project summary including planned targets & budgets
 - xvii. Click the project (Tick in the small box on the left hand side, next to the project code)
 - xviii. Click output targets
 - xix. Select financial year
 - xx. Click select new indicators
 - xxi. Select sector from dropdown list
 - xxii. Select subsector from dropdown list
 - xxiii. Select location from drop down list & click ok.
 - xxiv. Select the performance indicators from the list by ticking on the applicable ones to your project & save.
 12. Click next to enter information relating to planned targets & budgets
 - v. Enter the numerical figures in each of the indicators you have selected in both planned outputs & budgets
 - vi. Click save
- NB: A narrative should be given in the comments section relating to the selected performance indicator.
13. Click next to enter information relating to target groups/ beneficiaries
 - vii. Select the financial year to load data
 - viii. Enter numerical figures e.g. No. nationals & No. of refugees per performance indicator
 - ix. Click save
 14. Click next to upload required project documents. (see list)
 15. Click finish uploading
 16. Click preview application to view the information captured before submission
 17. Tick in the box to agree to the Terms and Conditions.
 18. Click on the submit application button to complete the process to await approval.

Once the update is approved, you will receive a notification on your email on the status of your update. You are advised to frequently check your email for updates.

To check your partner agreements legality status (MoU/PPA, permit to Operate)

1. Go to MoU/PPAs menu
2. Click on MoU/PPA summary
3. View the status of your legal documents

NB: Green represents Active, Orange represents Near expiry after a period of 2 months & Red represents expired.

SUBMISSION OF PERIODICAL PROGRESS REPORTS TO OPM

I. Actual outputs & Budgets report

1. Go to Reporting Actuals menu
2. Click Actual outputs & Budgets
3. Select the Financial year
4. Select the project
5. And then enter actual outputs against the planned outputs per quarter and actual expenditures against the planned expenditures per quarter.

II. Human Resource report

1. Go to Reporting Actuals menu
2. Click Human Resource
3. Click Preview
4. Click Edit to enter new information relating to Human Resource

III. Beneficiaries report

1. Go to Reporting Actual menu
2. Click Beneficiaries
3. Select Financial Year
4. Click Update to enter new information relating to Beneficiaries.

ACCESSING REPORTS

To Access individual partner report

1. Go to Reporting Actuals menu
2. Click on Actual outputs & budgets
3. Select the Financial year
4. Select the Project
5. Click Print to print the report.

To Access output performance report for the specific sector your organization is contributing to.

1. Go to Generate menu
2. Click on outputs performance
3. Select the financial year
4. Select the project

To Access Budget performance report for the specific sector your organization is contributing to.

1. Go to Generate menu
2. Click on budgets performance
3. Select the financial year
4. Select the project

Important Notes:

NOTE1. When entering planned outputs & budgets, actual outputs & investments, a comment should be added to give a narrative respectively by clicking on the **more detail** icon which opens a dialog box to add the comments and then click save to proceed.

NOTE2. When selecting the projects, green highlighted projects represents active ongoing projects while the red highlighted projects represent expired projects in the respective financial years.

NOTE3. The system shall open up for a period of **90 days** with additional **15 days** of the subsequent quarter to allow submission of periodical quarterly reports after which it shall close and you may not be in position to edit and update already captured data.

NOTE4. Periodical system alerts shall be sent to the respective emails provided to notify on the status of MoUs, projects, reporting compliance, etc from time to time.

For Inquiries and support on the URRMS; send us an email to:
refugeepartnership@opm.go.ug

In case of further inquiries; you may contact: 0772 983 839 and 0703 138 643