1 ACCECSSING THE PSET MIS

The PSET MIS is a Website. A website is a set of related web pages located under a single domain name. PSETMIS is a set of webpages under the domain name: "openvemis.gov.vu". A Domain name is a registered space in the internet or the World Wide Web. Contents are organized in web pages according to the needs of the users, people who access the web page to carry out organizational activities.

To Access any webpage, you need a Computer device that has an internet browser software and is connected to the internet.

You also need to know the web page address of the key pages of PSET MIS and know how to use it in an Internet browser to access the pages.

1.1 COMPUTER DEVICES

(1) a Desktop Computer,
(2) a Laptop Computer,
(3) a smart phone up
(4) Or even a smart printer.
(5) Other Smart Devices with a touch screen
(6)

1.2 UP-TO-DATE INTERNET BROWSERS

(1) Chrome,
(2) Firefox,
(3) Opera,
(4) Edge,
(5) Internet Explorer.
(6)

1.3 RELIABLE INTERNET ACCESS

(1) PSET MIS is free on Digicel mobile broadband.
(2) PSET MIS is free on Vodafone mobile broadband.
(3) Wi-Fi Hotspot that has internet connection

1.4 MOBILE PHONE HOTSPOT

(1) All smart phones nowadays have hotspot capability
(2) Hotspot feature is usually in the Mobile Hotspot and tethering in the Settings Section of the phone,
(3) All phone settings have a search tool
(4) Search for the Hot spot using any of the following key words
  a. Hotspot
  b. Mobile Hotspot
  c. Mobile Hotspot and tethering
  d. Tethering
(5) Clicking on the Hotspot result should take you to the Hotspot and Tethering Dash Board, The Dash Board holds the features available for Hotspot and tethering services.
(6) You need to get to the Dash Board for the Mobile Hotspot feature. To do that, click the name Mobile Hotspot.
(7)

1.5   PSET MIS KEY PAGES AND THEIR URLS / WEBPAGE ADDRESSS'

(8) Title	(9) Page Type	(10) URL / Web Page Address
(11) **Open VEMIS - the Vanuatu education planning toolbox** (12)	(13) Landing / Welcome Page (14) Domain Name	(15) http://openvemis.gov.vu (16)
Open VEMIS - Manage PSET Data (17)	(18) Landing / Welcome Page	(19) http://openvemis.gov.vu/Pset/SelectLogin.aspx (20)
	(21)	(22)
(23) **PSET Provider Logon**	(24) Log on Page	(25) http://openvemis.gov.vu/Logins/Login_Provider.aspx (26)
(27) **Delivery Site Logon**	(28) Log on Page	(29) http://openvemis.gov.vu/Logins/Login_DeliverySite.aspx (30)
(31) **PSET Assessor Logon**	(32) Log on Page	(33) http://openvemis.gov.vu/Logins/Login_PsetAssessor.aspx (34)
(35)	(36)	(37) trainingopenvemis.gov.vu

Table 1: 5 Key URLs for Open VEMIS

1.6   ADDRESS BAR

A text box in a web browser displaying the address of the web page that is currently being viewed.

1.7   ACCESS DETAIL

(1)   The Provider Management must request a username for all its staff using the PSETMIS Access Request Form

(2)   You must logon using a username and password so that the system can identify you and apply security that controls what tasks you can perform.

(3)   There are different groups of user logon in Open VEMIS: (VQA, Provider, Delivery, Assessor, Trainer/Lecturer)

(4)   For this Guide we will look at Provider and Delivery Site Access

(5)   For the first log on, use the default Password: **Aa12345 .**

1.8   LOGGING IN INTO PSETMIS WITH THE DEFAULT PASSWORD

(1)   The default password will be assigned to you by the PSETMIS Administrator in two Cases.

(2)   When your account is first created

(3)   When you forgot your password and your password has been reset.

(4)   Every time you use the default password, you will automatically be taken into the changed password page. This page has no title, it has two check boxes and 1 button and 1 page instruction. These are the **New Password** Text Box, the **Confirm New Password** text box and the **Save Password** Button. The page instruction has instruction on what you will do.

If you correctly type the same password twice, the Save password will work and you will go the "home page" or "Welcome Page" for Access you are using

If you do not confirm the password you will get the following error message

If the password do not match you will get the following error message

1.9 PROCEDURE TO ACCESS PSETMIS DESCRIPTION

Three ways were identified to access the PSETMIS,

(1) Firstly is how to access the PSET MIS using the Domain name and Menus. If you memorise the domain name of Open Vemis go to **5.2.1**

（2） Secondly is how to access the PSETMIS using the PSET Logon Pages URL or webpage addresses. If you memorise the web address or the URLs of the PSET MIS page logon Pages go to **5.2.2**

（3） And lastly, if you do not memorize the web page address or URL for the Open VEMIS domain name or the address of the PSET logon Pages, is using Search Engines to access the PSETMIS. Search Engines require data. All modern web browsers have search engines embedded in their Address bars. If you enter an entry that is not in the format of a web address in the address bar, the search engine in the address bar will search for the entry entered. Please follow procedure **5.2.3**

1.10 PROCEDURE TO ACCESS PSET MIS FLOWCHART

Computer Device
- Laptop Computer
- Personal Computer
- Tablet

Internet Access
- Vodafone
- Digicel
- Wantok

Internet Browser
- Firefox
- Chrome
- Edge

URLs and Address
- https://www.

PSET MIS Logon Pages Titles
- PSET Assessor Logon
- Delivery Site Logon
- PSET Provider Logon

Address Bar
- Locate the URL or Address Bar

Access Detail
- Have a user name and password
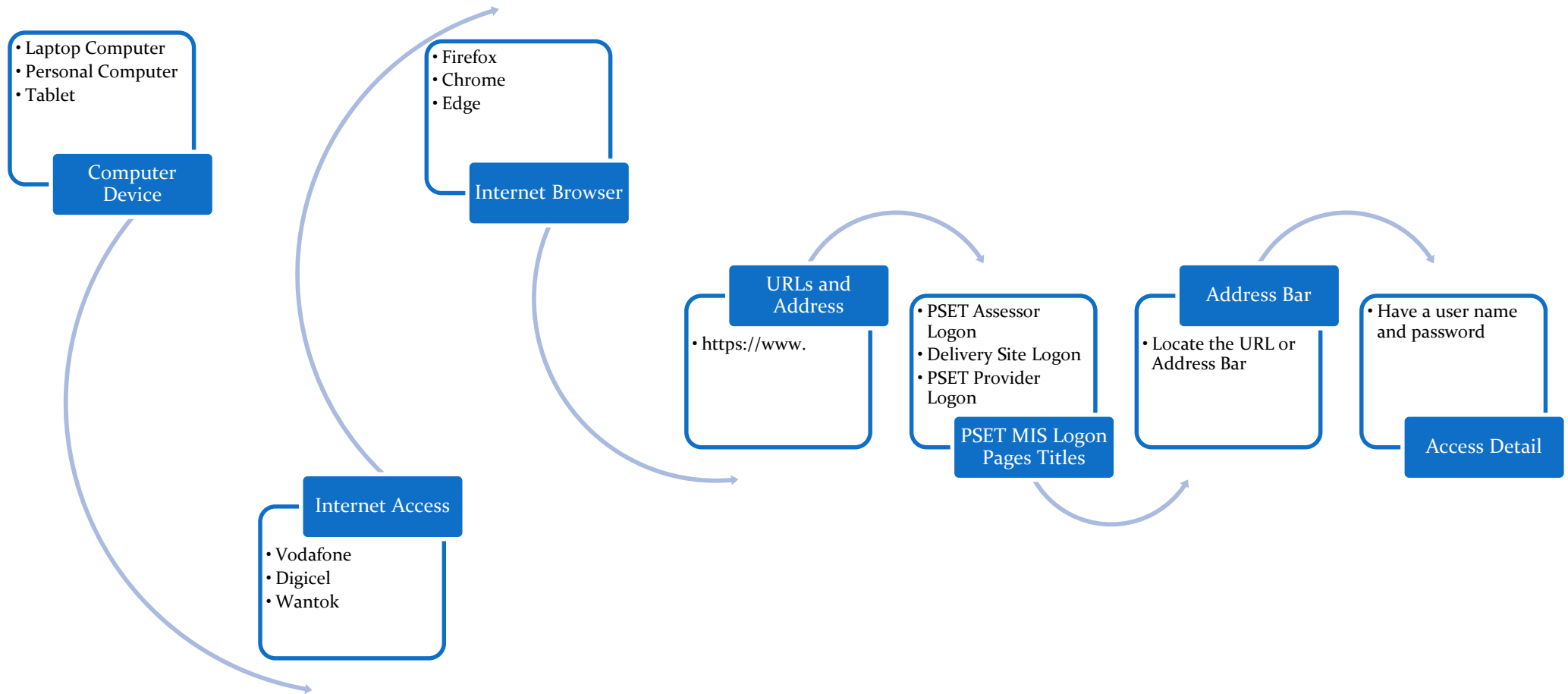
1.11 USING THE DOMAIN NAME AND MENUS DESCRIPTION (DNM)

（1）Access the Open VEMIS domain name. The domain name is openvemis.gov.vu, the domain name is a URL and is the homepage address or the Landing Page address of the Open VEMIS.

（2） In the Home Page, Click the PSET Menu to Access the Home Page or the Landing Page of PSET MIS

（3）

If you are a Provider Administrator go to 3,

If you are a Delivery Site Administrator go to 4

If you are an Assessor go to 5

（4）

（5） In the PSET Home page, Click the Provider Menu to Access the Log on Page for the Provider Access

（6） In the PSET Home page, Click the Delivery Site Menu to Access the Log on page for the Provider Access

（7） In the PSET Home page, Click the Assessor Menu to Access the Log on Page for the Assessor Access

（8）

1.11.1   USING THE DOMAIN NAME AND MENUS FLOW CHART

1

Domain Name

2

PSET Menu

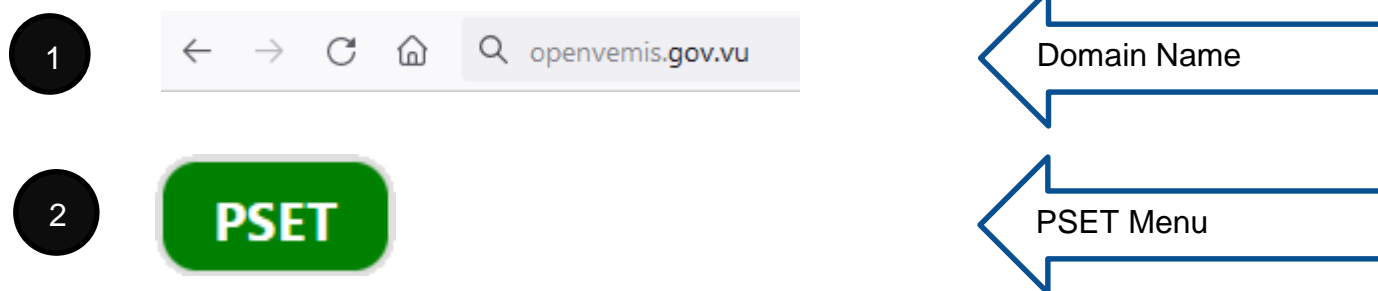You will get to the PSET Landing Page. This Page and all other Public Pages of the PSET Module have the PSET Menus

If you are a Provider Administrator go to **3**,
If you are a Delivery Site Administrator go to **4**
If you are an Assessor go to **5**

3

Provider Menu

4

Delivery Site Menu

5

Assessor Menu

IMPORTANT NOTE: All Logon Pages of PSET MIS have a consistent format. If you Do not read the Title of the Logon Section, you will end up trying to login in the wrong logon Page.

Logon Section **Title**

PSET Provider Logon
If you have lost or forgotten your password, please email the MOET-IT Unit on Vemis.helpdesk@vanuatu.gov.vu.
If you know your password then;
1. Enter your USERNAME in this box:
2. Then enter the password in this box: MAKE SURE CAPS LOCK IS OFF
3. Then click this button to proceed: Logon

Delivery Site Logon
If you have lost or forgotten your password, please email the MOET-IT Unit on Vemis.helpdesk@vanuatu.gov.vu.
0
If you know your password then;
1. Enter your USERNAME in this box:
2. Then enter the password in this box: MAKE SURE CAPS LOCK IS OFF
3. Then click this button to proceed: Logon

PSET Assessor Logon
If you have lost or forgotten your password, please email the MOET-IT Unit on Vemis.helpdesk@vanuatu.gov.vu.
If you know your password then;
1. Enter your USERNAME in this box:
2. Then enter the password in this box: MAKE SURE CAPS LOCK IS OFF
3. Then click this button to proceed: Logon

Figure 1 : Login Section of the PSETMIS Log on Pages

1.12   USING PSET MIS LGON PAGES URLS / WEBPAGE ADDRESSS' DESCRIPTION

(1)   Access the Provider Logon Page Using the Provider Logon Page URL or Webpage Address : http://openvemis.gov.vu/Logins/Login_Provider.aspx

(2)   Access the Delivery Site Logon Page Using the Delivery Site Logon Page URL or Webpage address : http://openvemis.gov.vu/Logins/Login_DeliverySite.aspx

(3)   Access the Assessor Logon Page Using the Assessor Logon Page URL or Webpage address : http://openvemis.gov.vu/Logins/Login_PsetAssessor.aspx

(4)   Access the VQA Logon Page Using the Provider Logon Page URL or Webpage Address : http://openvemis.gov.vu/Logins/Login_VQA.aspx

1.12.1　FLOWCHART

1 openvemis.**gov.vu**/Logins/Login_DeliverySite.aspx

2 openvemis.**gov.vu**/Logins/Login_Provider.aspx

3 openvemis.**gov.vu**/Logins/Login_PsetAssessor.aspx
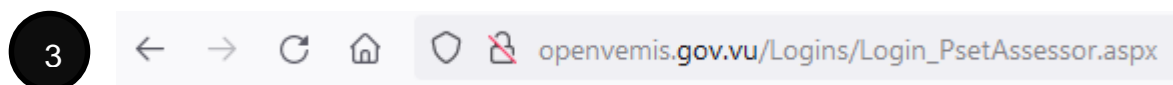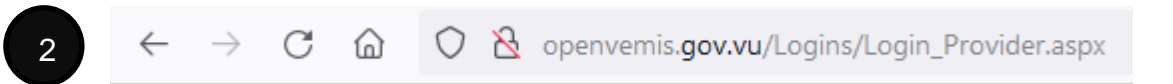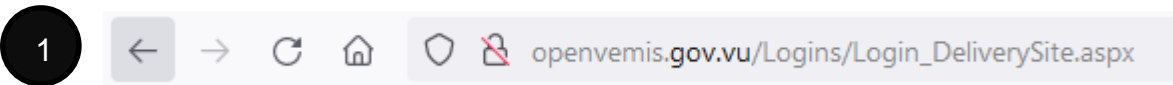
1.13   USING SEARCH ENGINES (SE) DESCRIPTION

(1)   Open your Internet web browser

(2)   Enter Words that are in the Open VEMIS landing Page or PSET MIS landing page or PSETMIS Log on Pages in the address bar. You can use the following recommended Words.

(3)   To find Open VEMIS landing Page use

a. Open VEMIS

b. the Vanuatu education planning toolbox

(4)   To find PSET MIS landing page use

a. Manage PSET Data

b. Manage PSET Data in Vanuatu

(5)   To find PSETMIS Log on Pages use

a. PSET Assessor Logon

b. Delivery Site Logon

c. PSET Provider Logon

IMPORTANT NOTE: Search Engines are getting smarter every year, a search engine can find any phrase related to the suggested terms.

(6)   Scroll Down the Search results

(7)   Click the result you select

(8)   You should enter one of the 5 key pages. Follow the Menus to get to the Logon Pages of PSET MIS

1.13.1   USING SEARCH ENGINES (SE) FLOWCHART