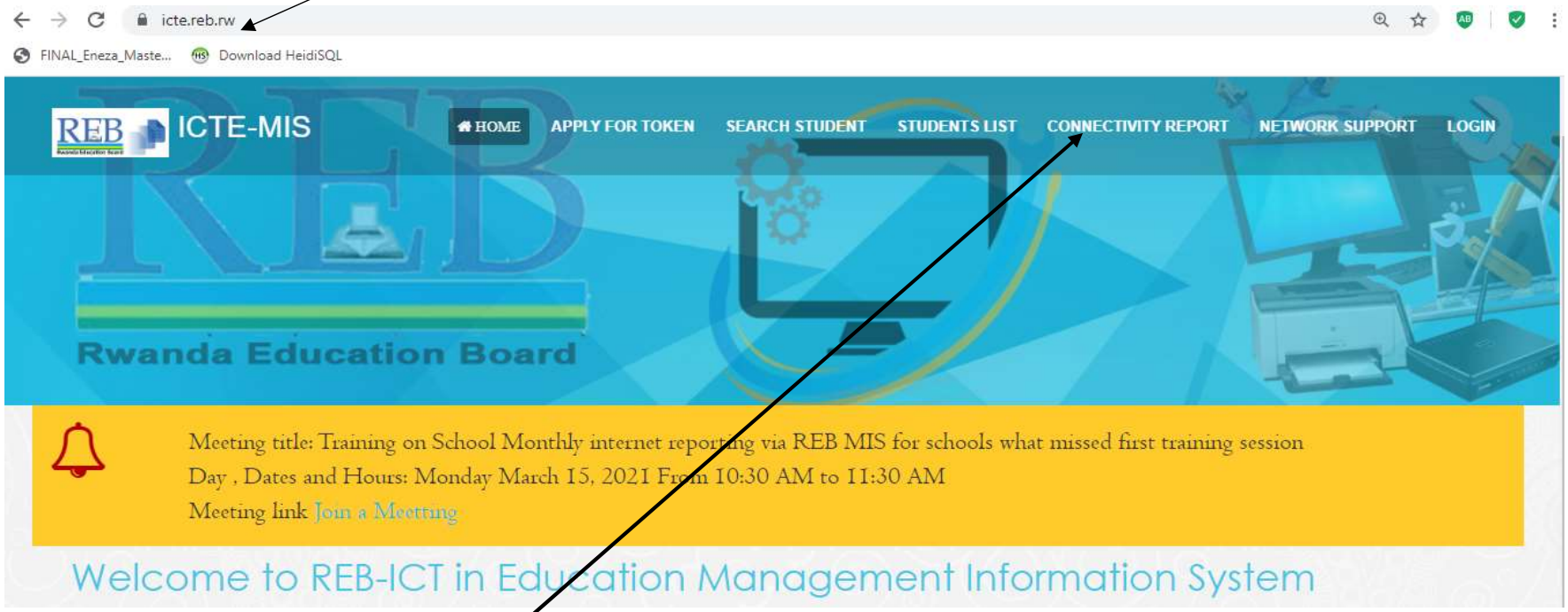
4G Schools internet Monthly reporting via MIS user manual

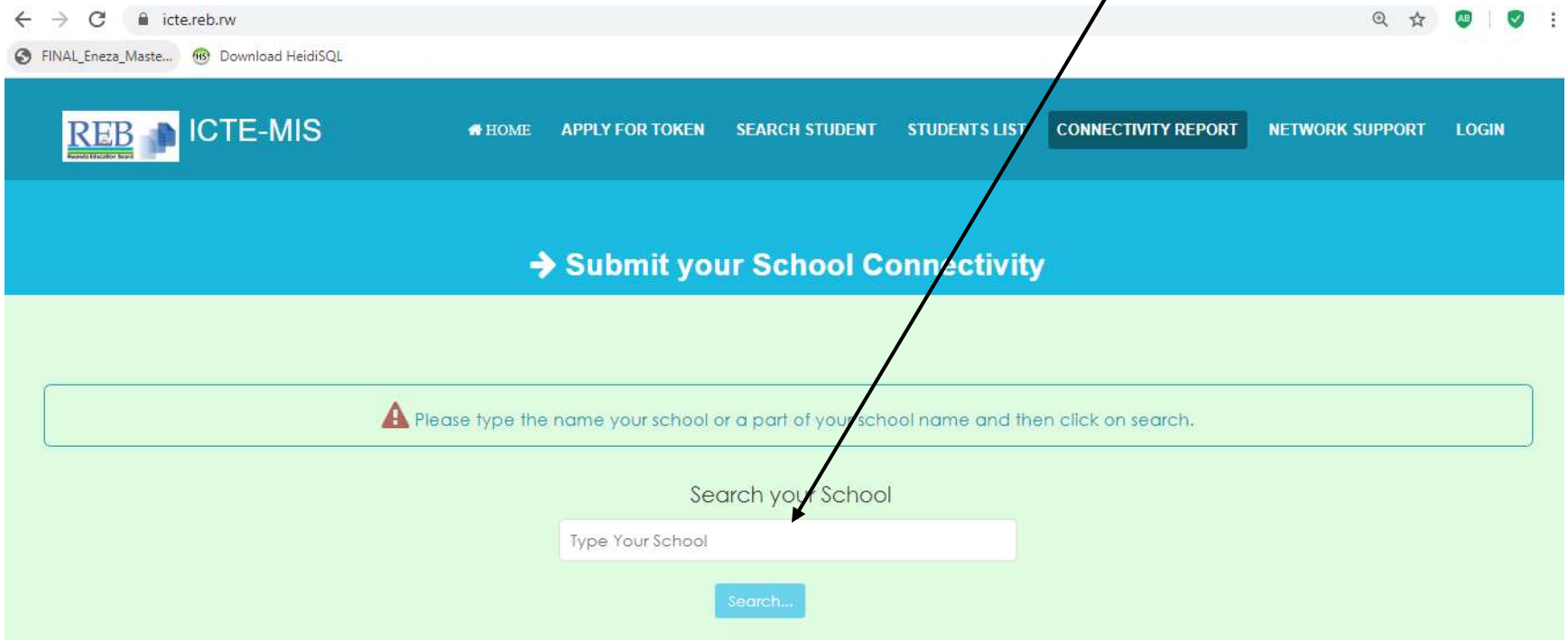
Type in your browser the following address: **www.icte.reb.rw**

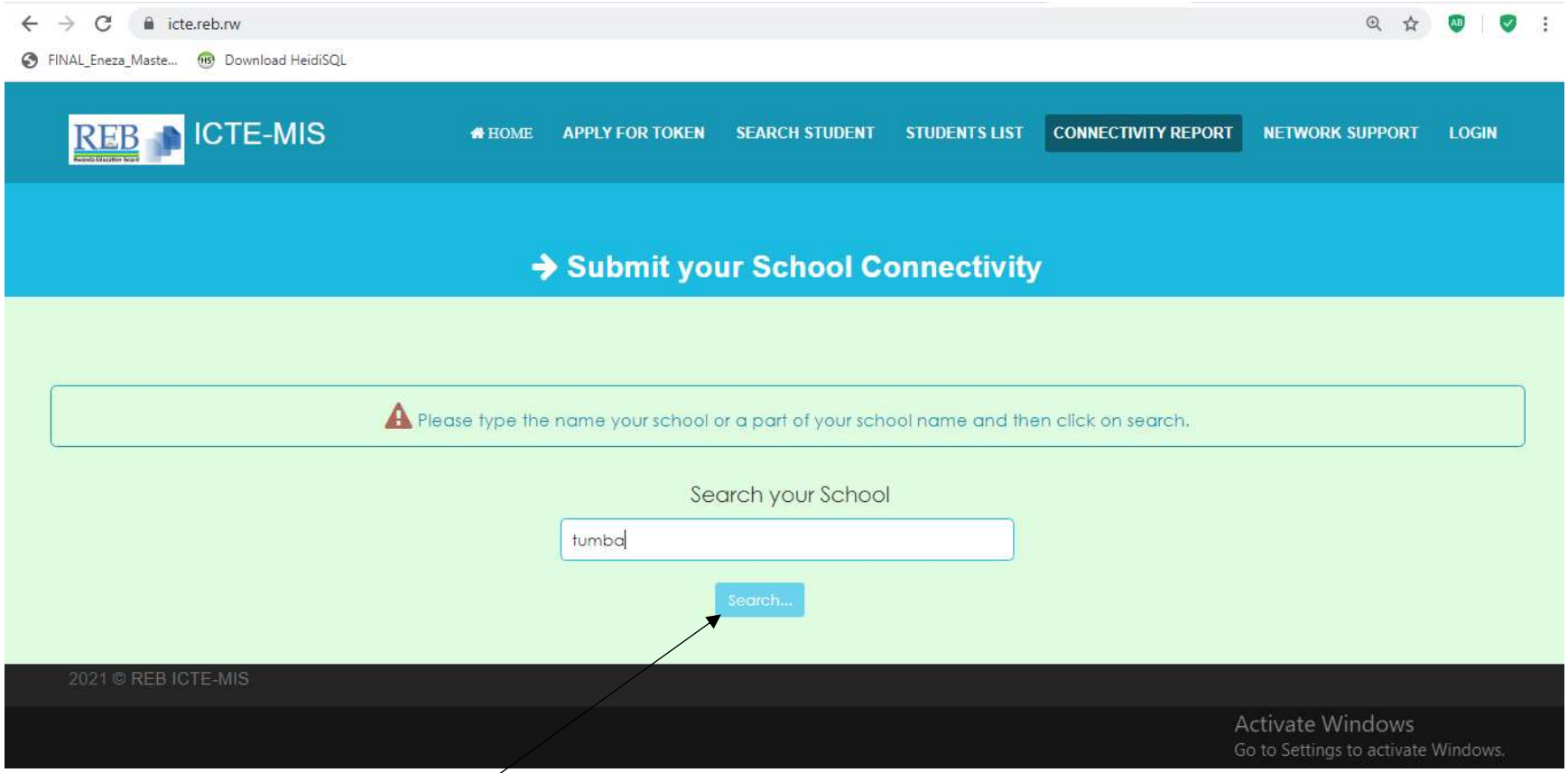
You will be landed to this page



Click on **CONNECTIVITY REPORT** Menu

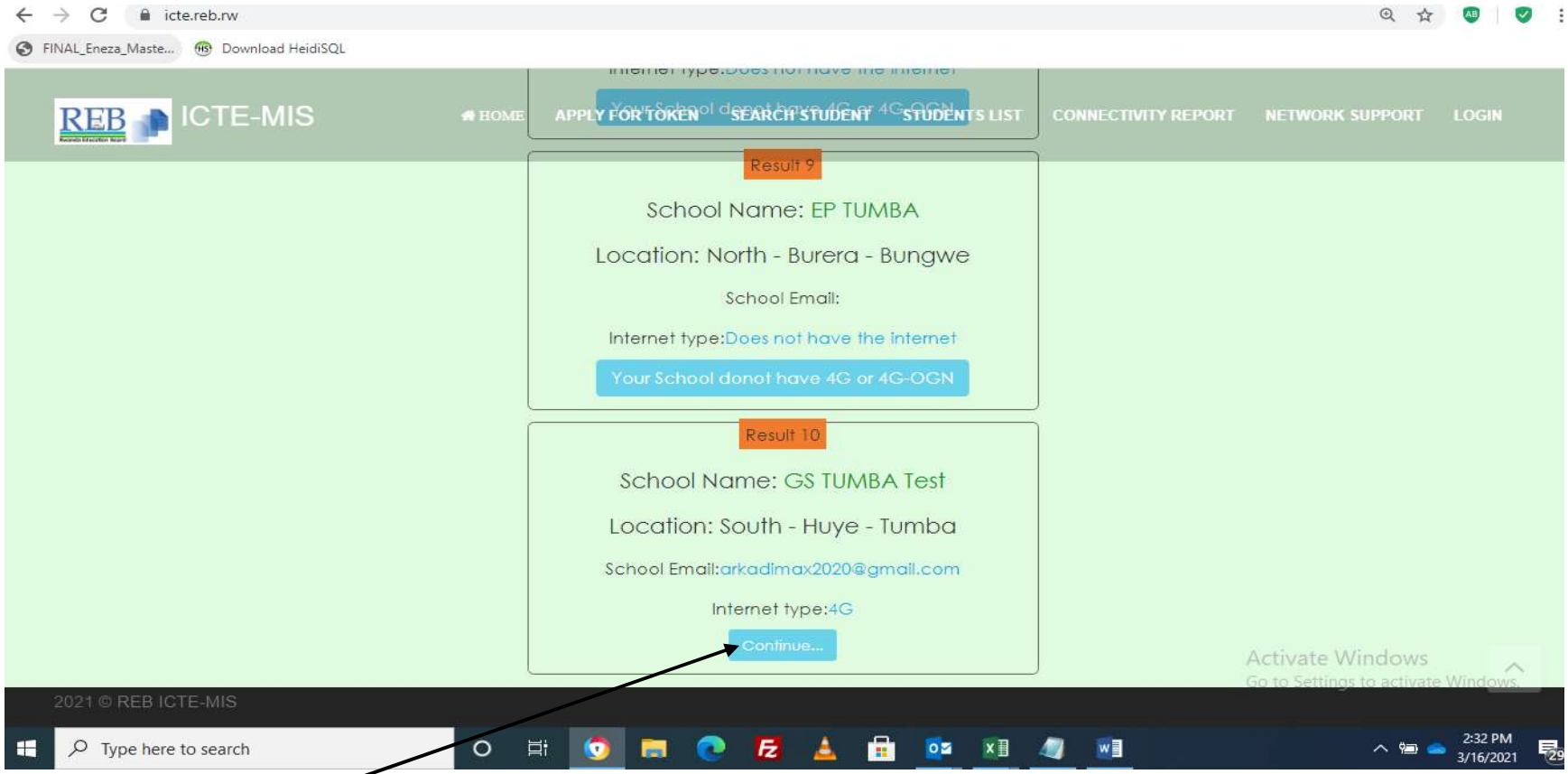
Type your school name in search box
(e.g Do not type GS Tumba just type Tumba)





Click search button

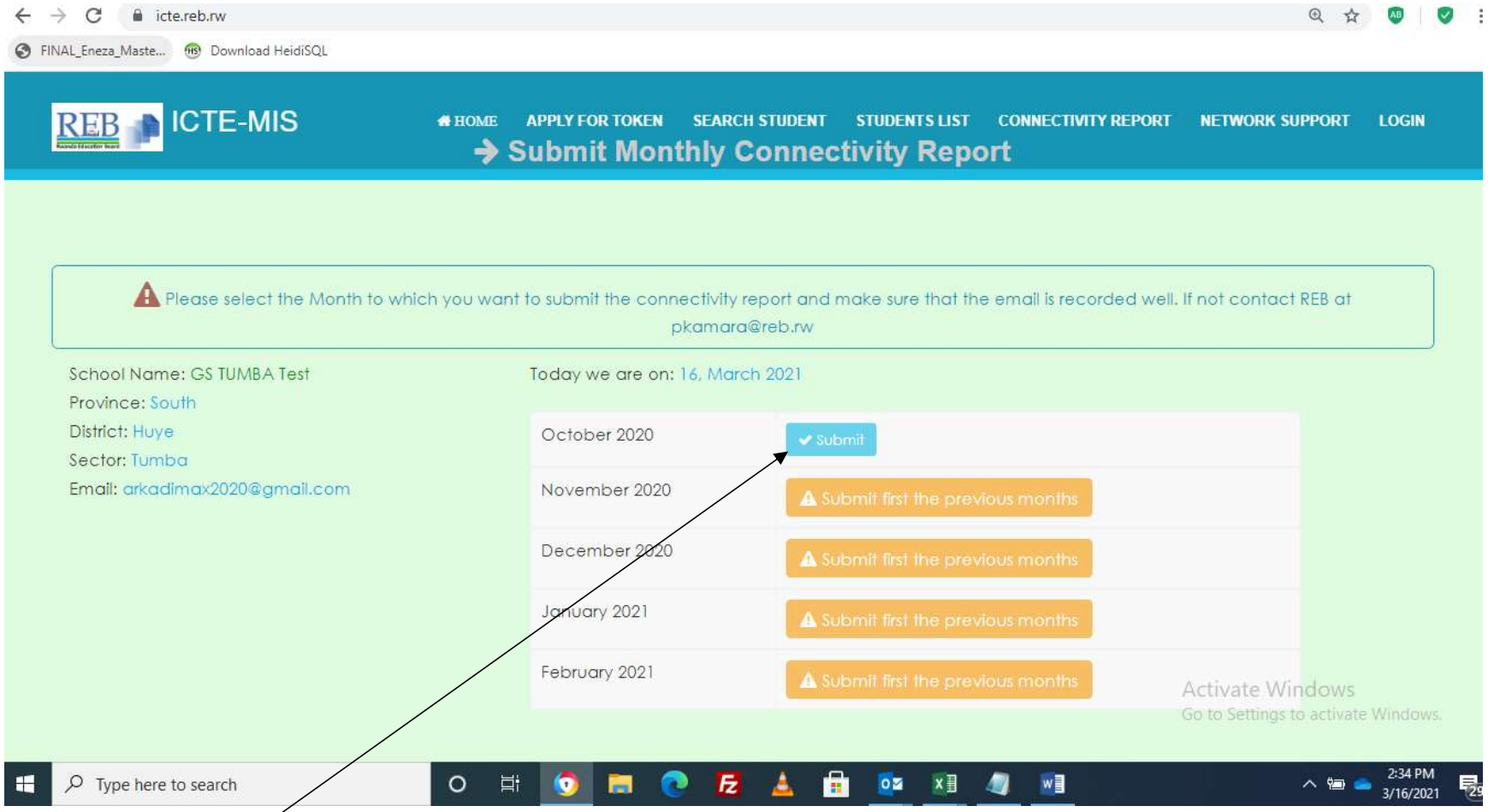
Note: use key word then list schools will be displayed and select your own school. Check if your school emails is recorded correctly, if not contact REB Team to change you school email on the following telephone: **0786543643**,**0734542540** or via this email: **pkamara@reb.rw**



Click on **continue** to the appropriate box where you school is listed

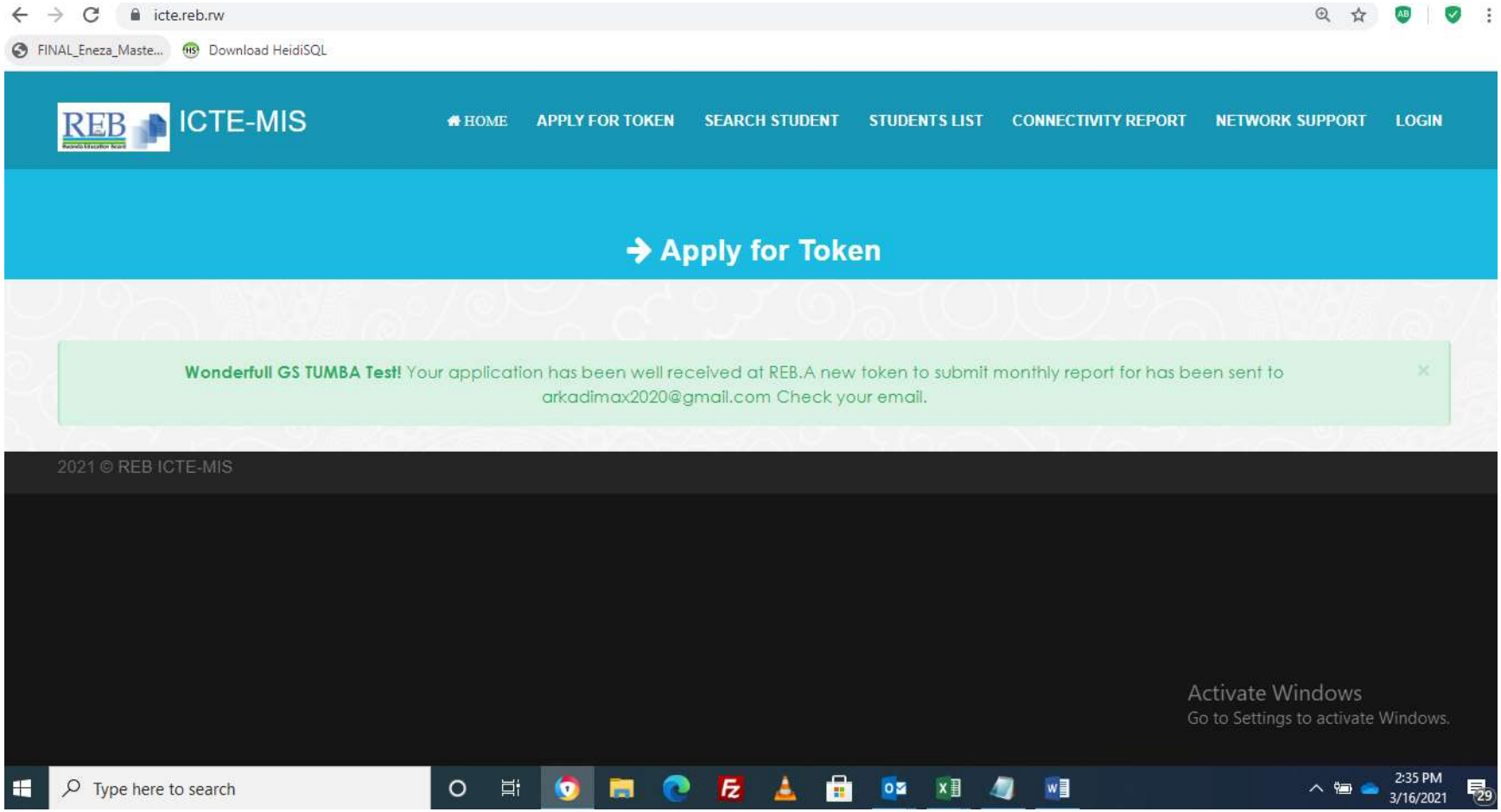
After clicking on continue you will be directed to this page, listing months that are not reported, you will only be allowed to report previous month before you report the current Month. Eg: **System cannot allow you to report November 2020 before you report October 2020**

Then click on **submit**

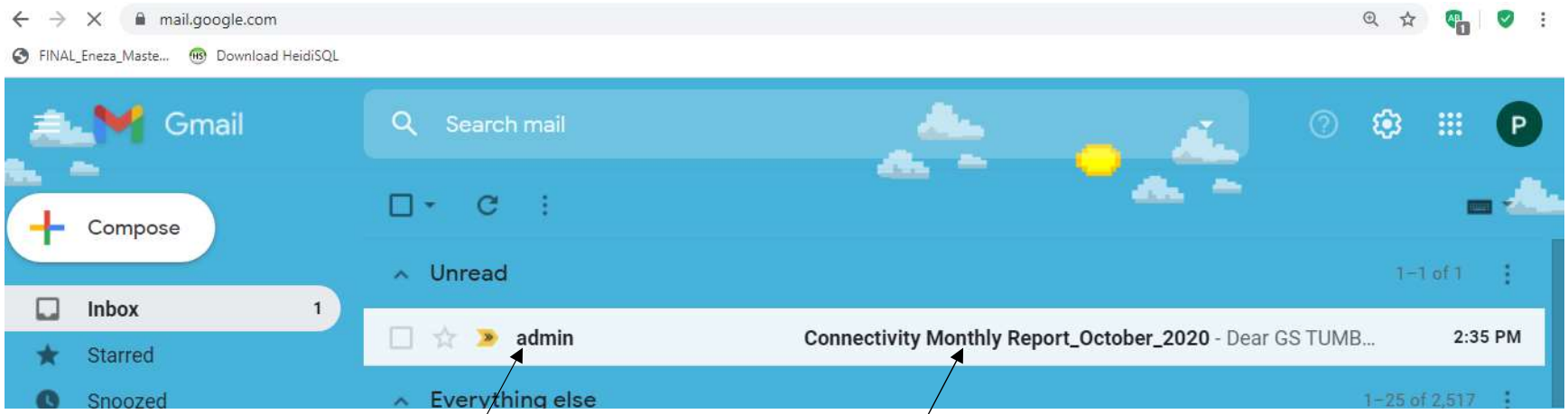


Click here to **submit**

Note: Before you click **submit** check whether the school email is well recorded, once clicked the system will generate token to allow you submit you report and this token will be sent to school email.

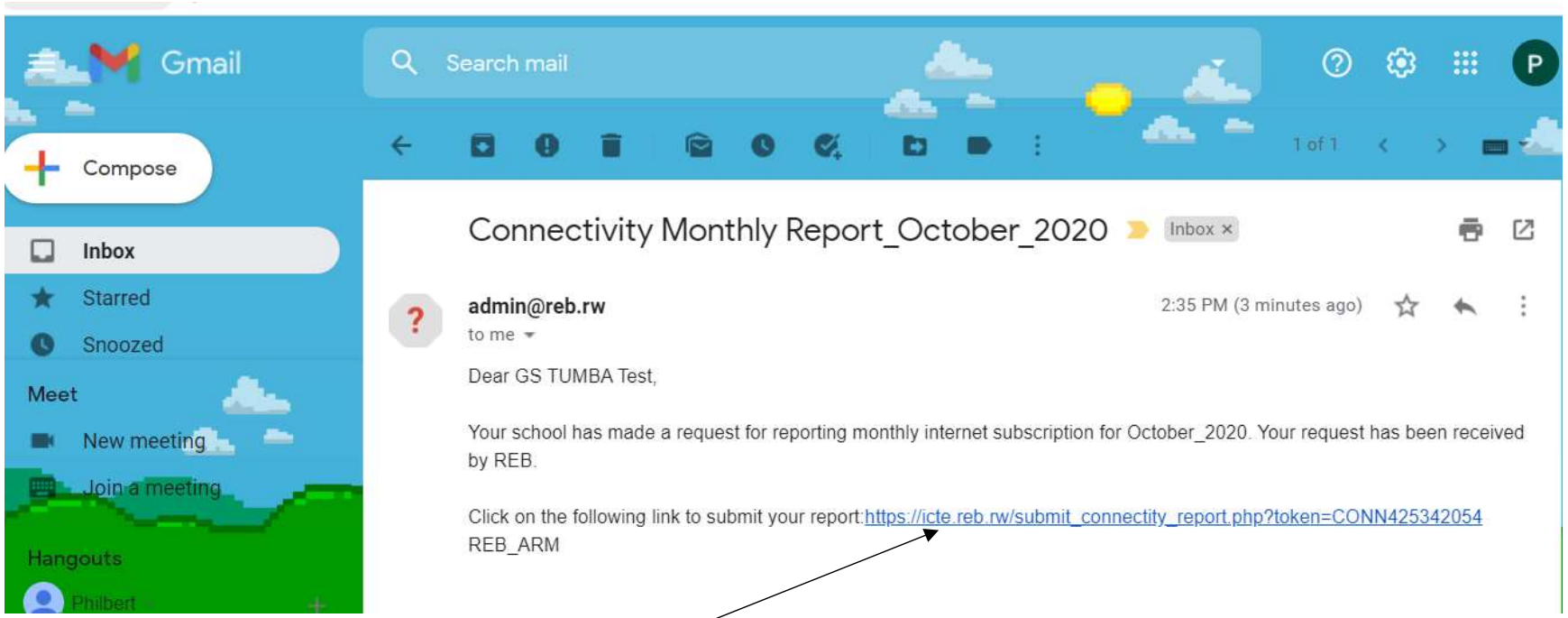


This is system notification that token were generated and sent to your school email



Check your email, the sender mail is admin@reb.rw , With Title: Connectivity Monthly Report Then Month and Year for this case the report is of **October 2020**

NB: September and October is for testing it will not be considered for payment. We will only consider November, December, January and February.



When reading your email content **click** on the **link** in the email to submit the report

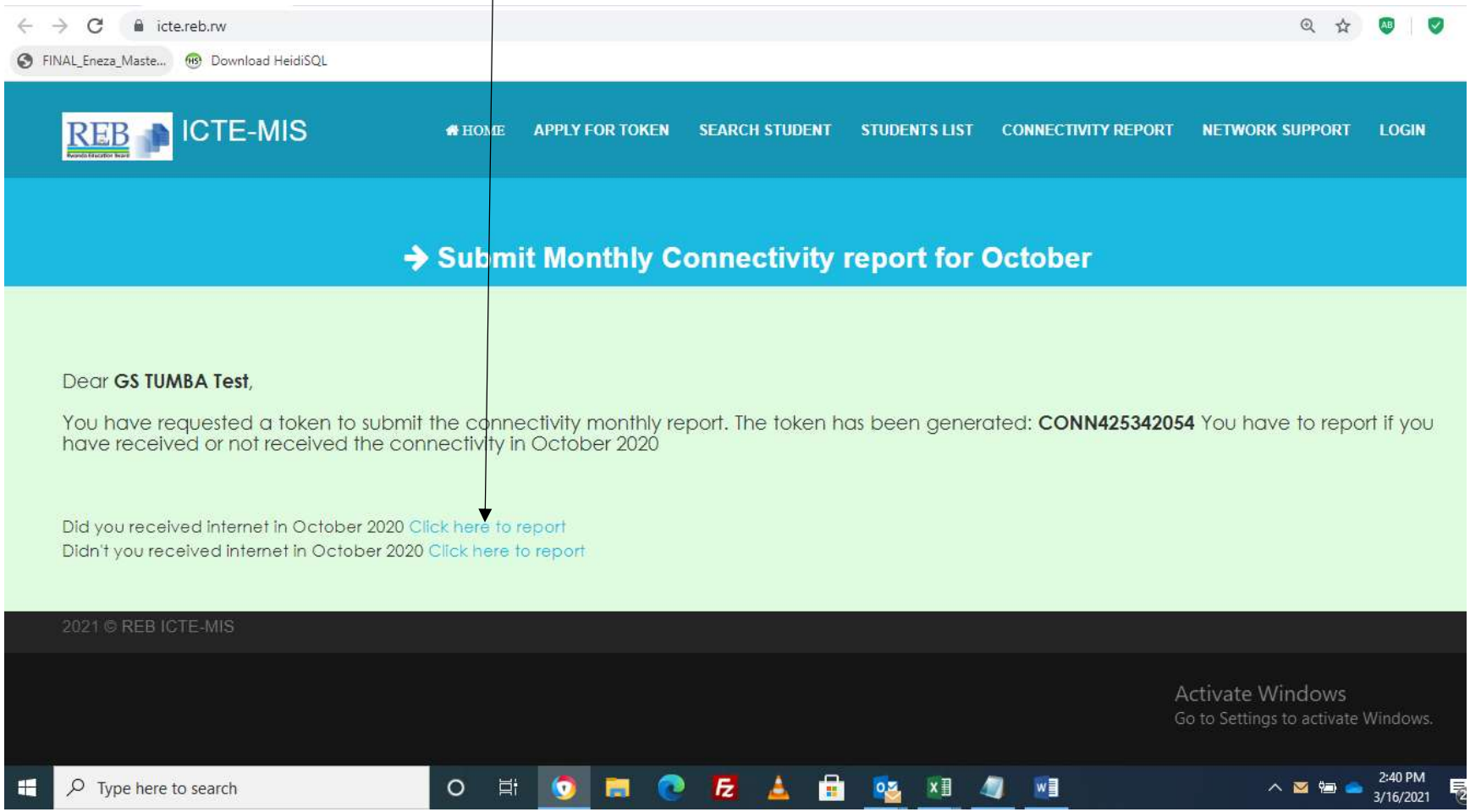
When clicked on the link you will be prompted to the page bellow

Two Options are available

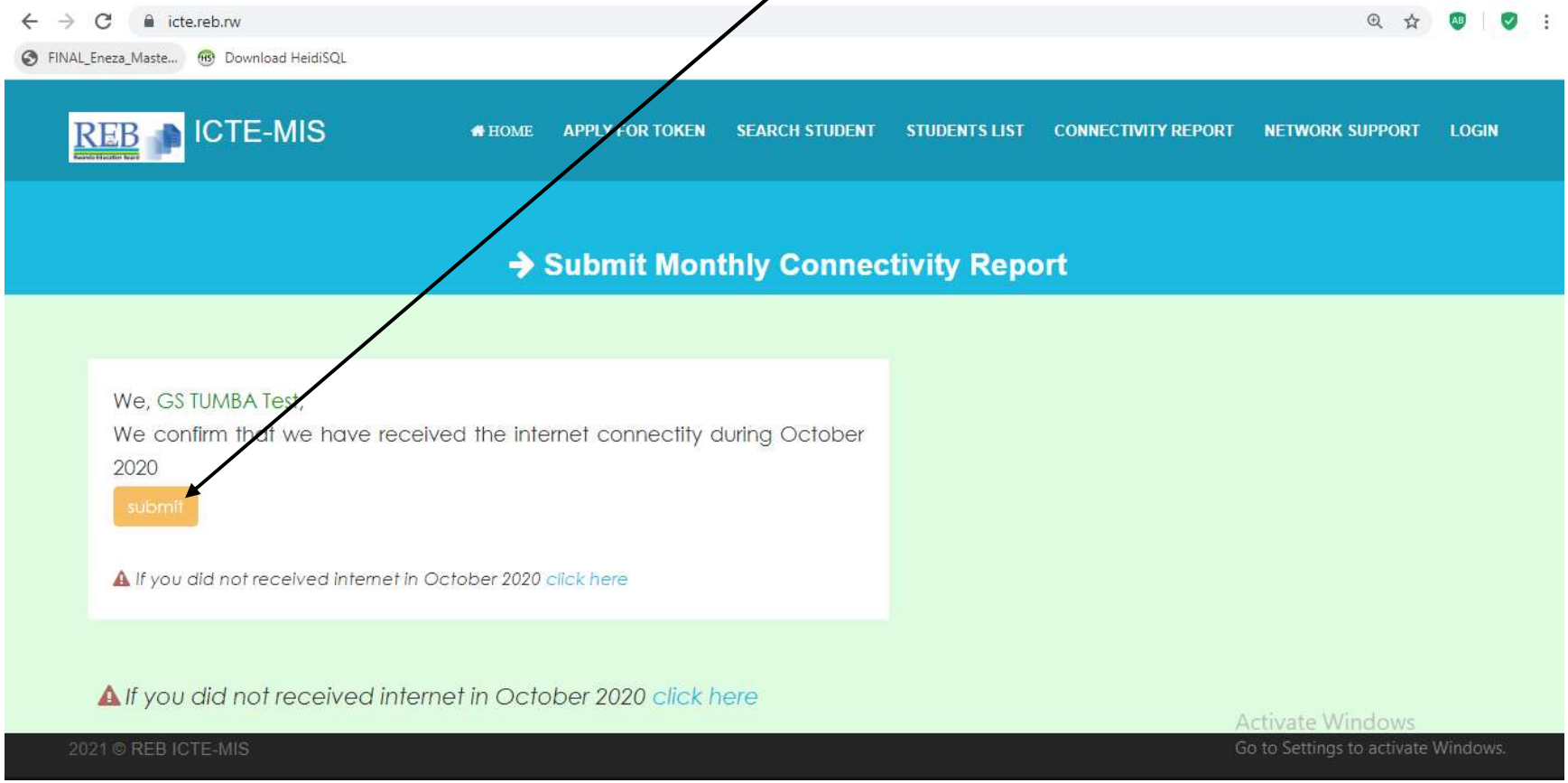
1. Did the school receive internet
2. Didn't the school receive internet

Let us start our demo with scenario where the school received internet

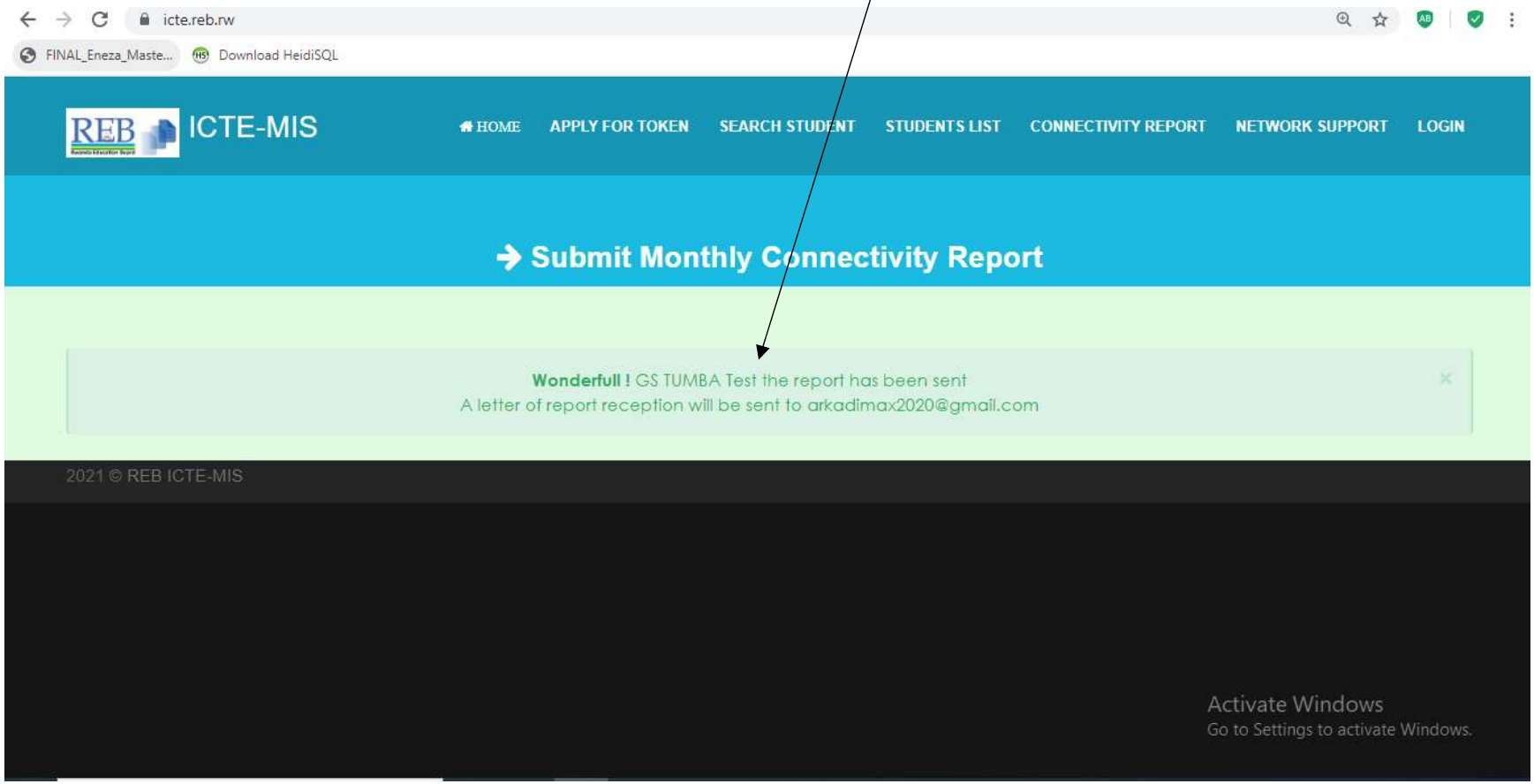
If the school received internet click the **First choice**



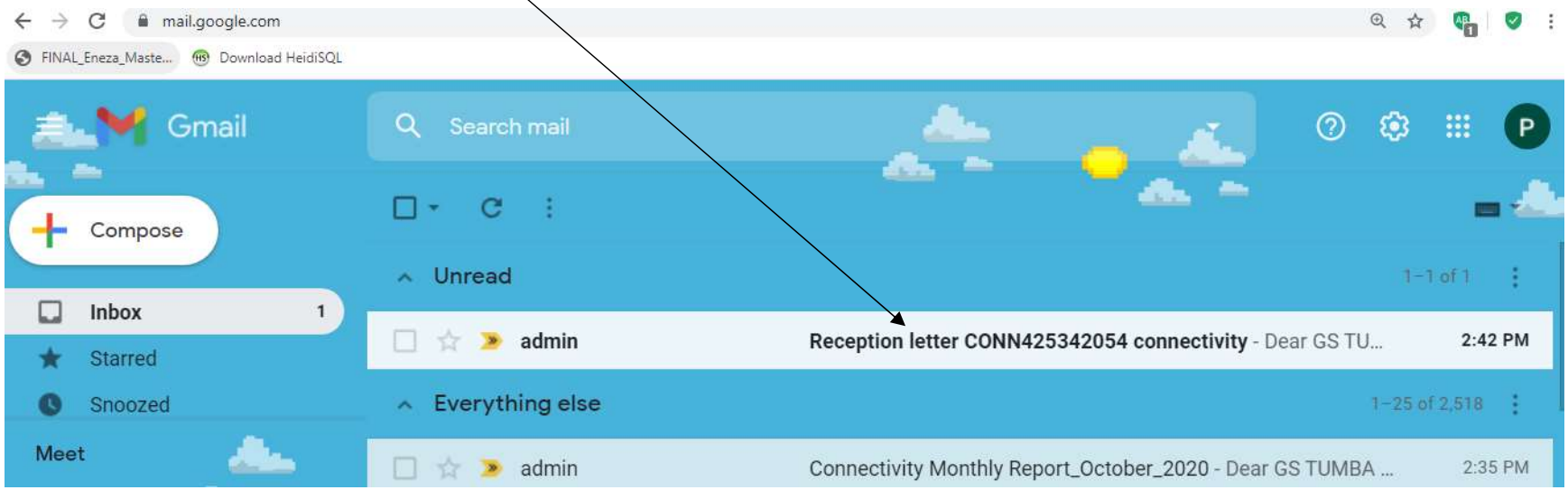
You will be prompted to the page that allows you to submit the report, Then click **submit**



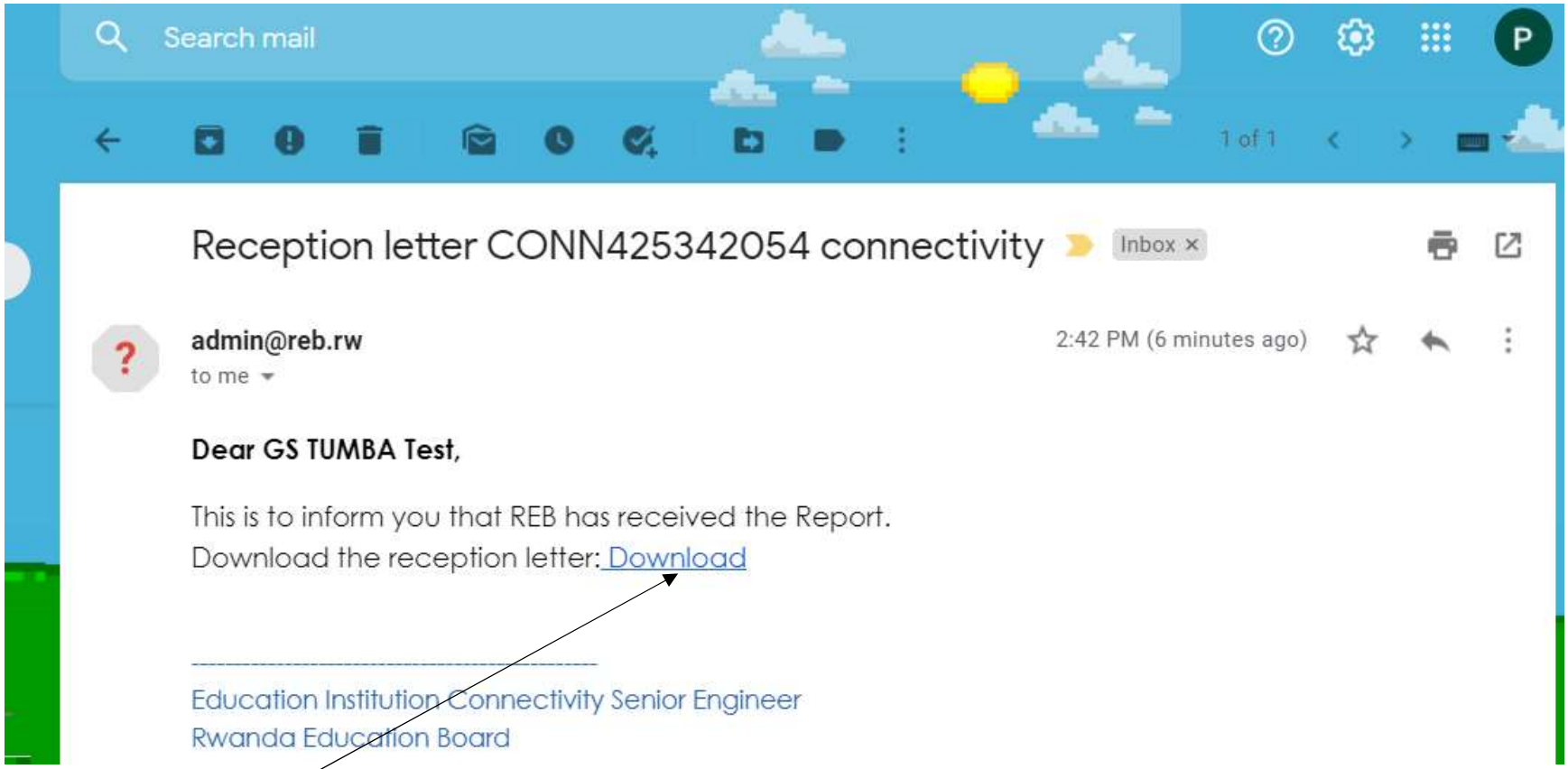
The system will give you notification that report reception letter is sent to your email



Reception letter is received via school email



Read email and click on download to check your report notification and file it as evidence of report, both REB and school will have this letter with QR code with security verification mechanism to avoid fraudulent transaction.



The click on Download

Rwanda Education Board
P.O Box 350, Kigali - Rwanda
P.O Box 3817 Kigali
Telephone : (+250) 255121482
E-mail: info@reb.rw
www.reb.rw

Ref No: CONN425342054

From

GS TUMBA Test
South - Huye - Tumba

To:

Rwanda Education Board

Monthly Internet Report for October 2020

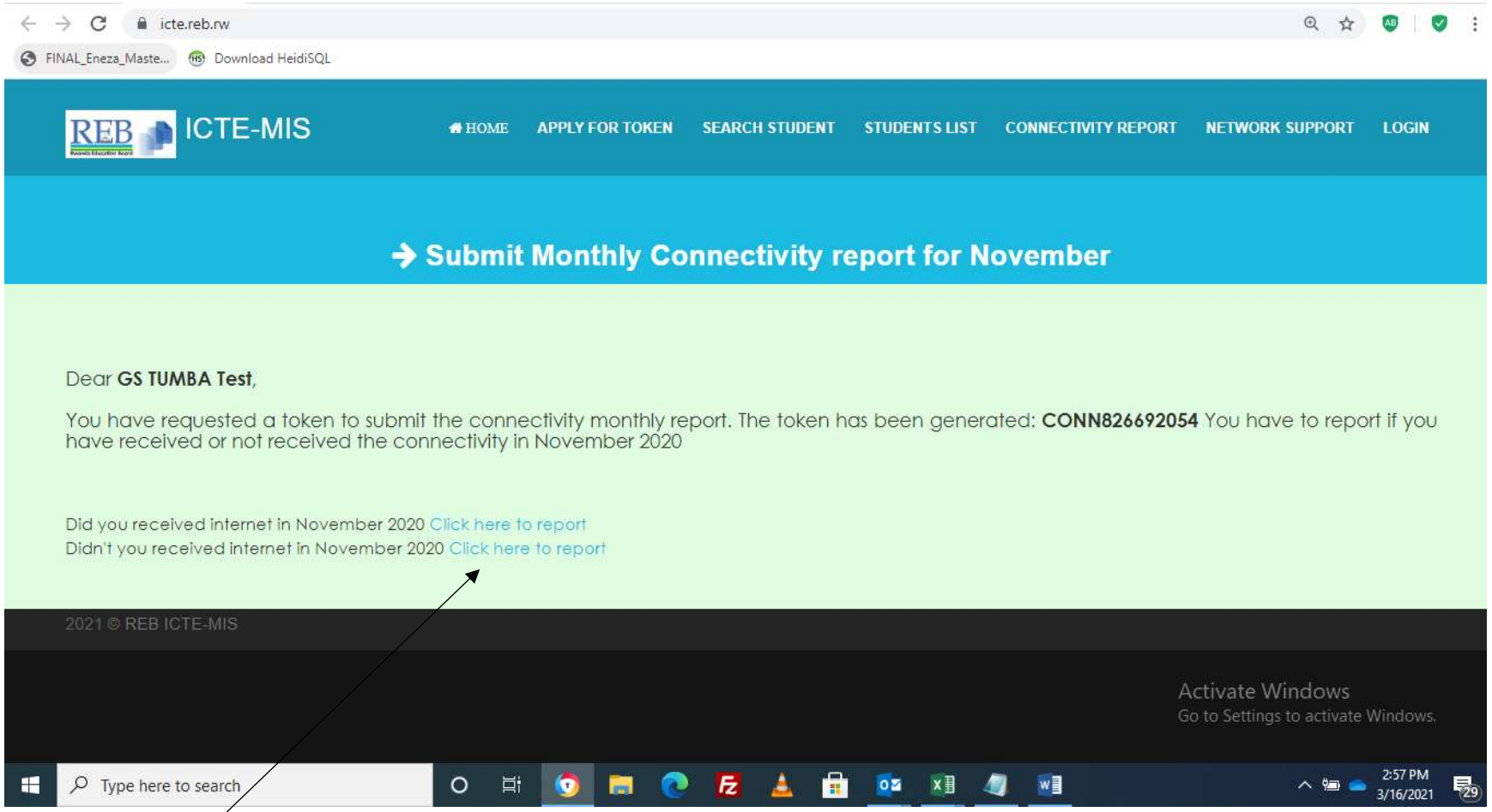
We have been receiving internet proprerly and consumed it effectively for the month of **October 2020** and we recommend REB to pay the service provided.

HAKIZIMANA ALEXANDRE
GS TUMBA Test Headteacher

This is the generated report

For the scenario 2 if the school did not receive internet follow the following steps

Demo with scenario where the school did not receive internet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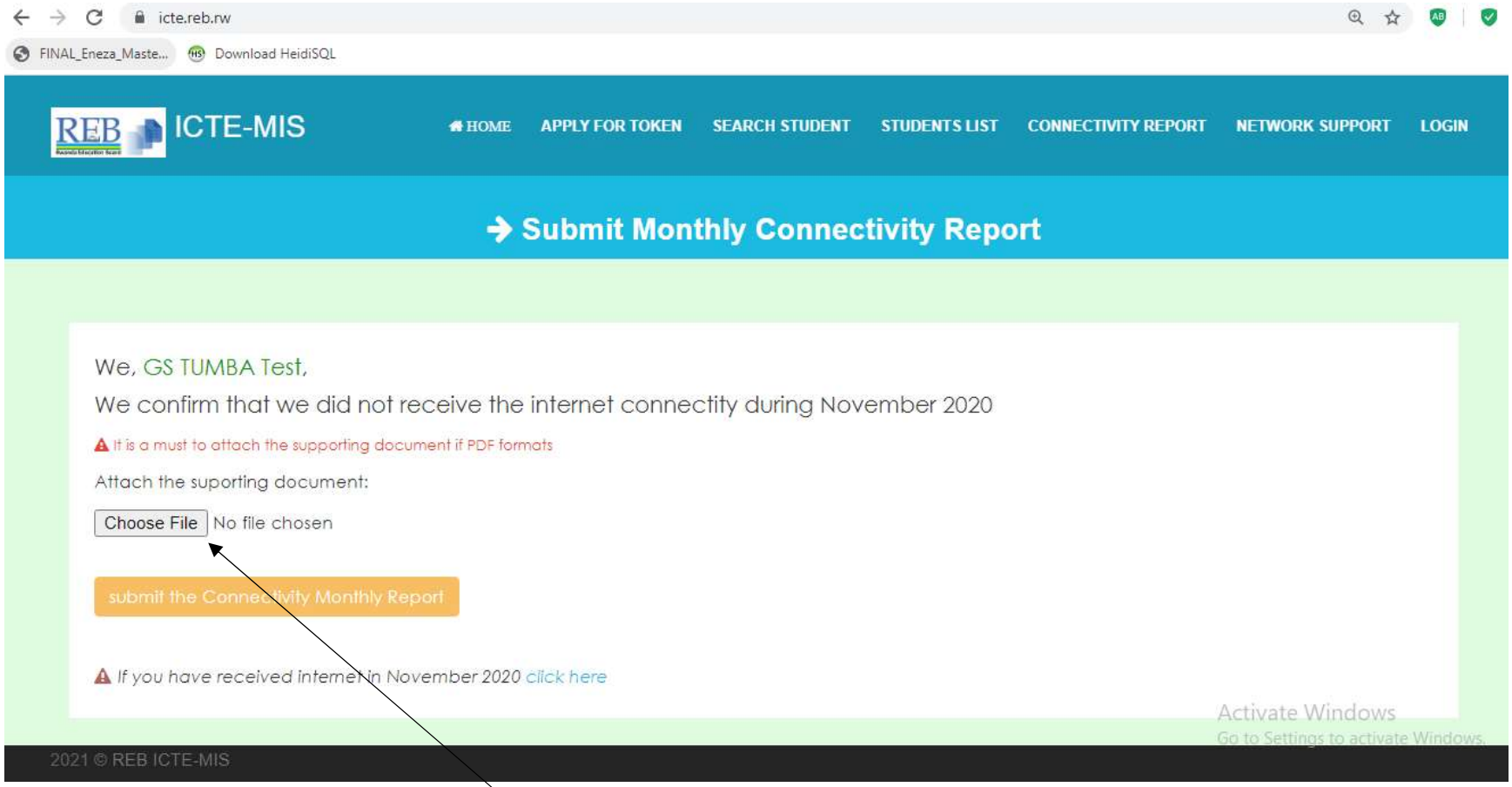
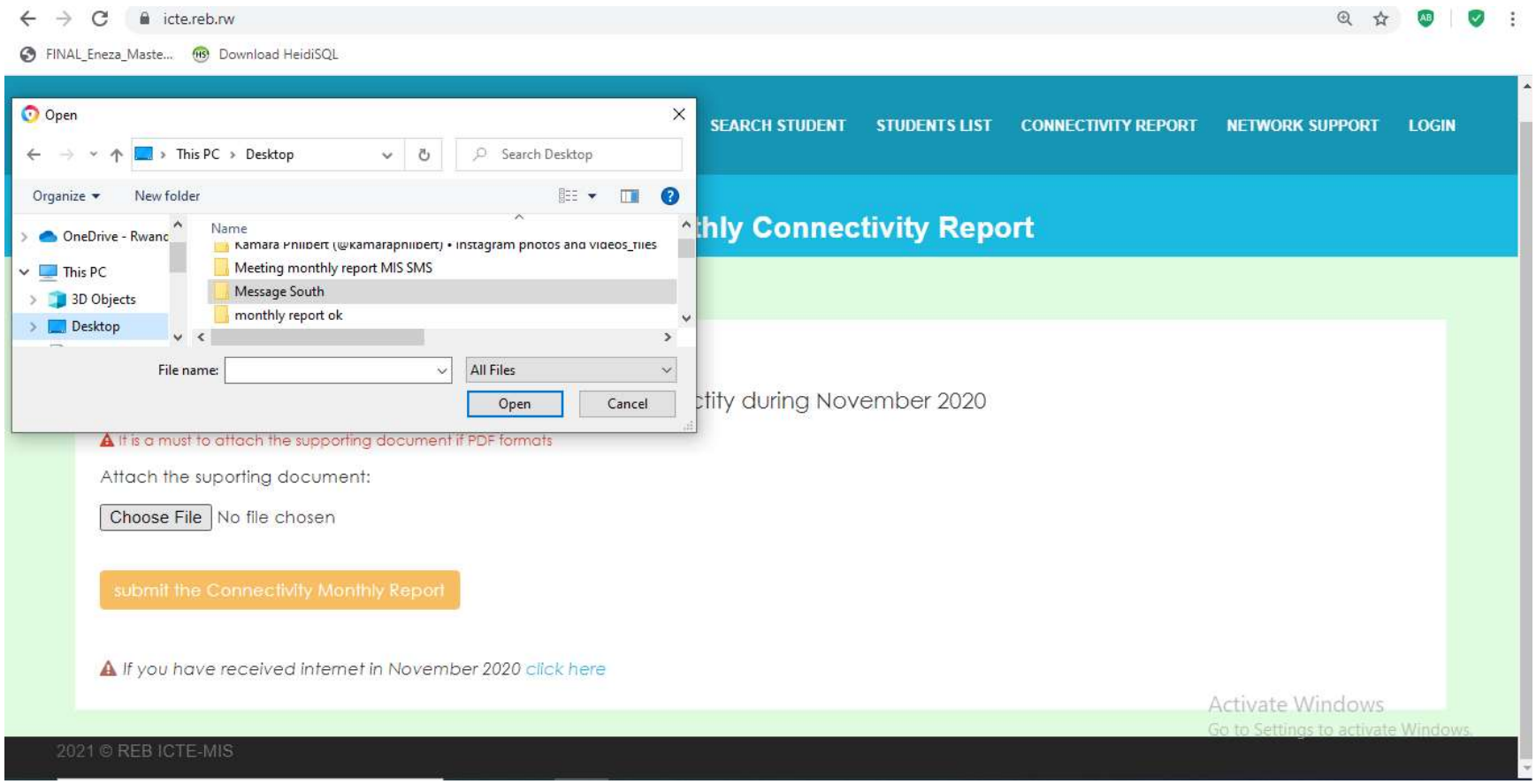
Download HeidiSQL
REB
ICTE-MIS
HOME
APPLY FOR TOKEN
SEARCH STUDENT
STUDENTS LIST
CONNECTIVITY REPORT
NETWORK SUPPORT
LOGIN
Submit Monthly Connectivity report for November
Dear GS TUMBA Test,
You have requested a token to submit the connectivity monthly report. The token has been generated: CONN826692054 You have to report if you have received or not received the connectivity in November 2020
Did you received internet in November 2020 Click here to report
Didn't you received internet in November 2020 Click here to report
2021 © REB ICTE-MIS
Activate Windows
Go to Settings to activate Windows.
Type here to search
2:57 PM
3/16/2021

Click Here



Click here to attach the supporting document

Note: Before you submit the report that the school did not receive internet, the system will request you to attach supporting document starting claim the school lodged to ISP and REB claiming that in that month that the school internet is not operational and requesting to fix it. This report must be in **pdf format** and follow bellow steps to attach the supporting document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SEARCH STUDENT
STUDENTS LIST
CONNECTIVITY REPORT
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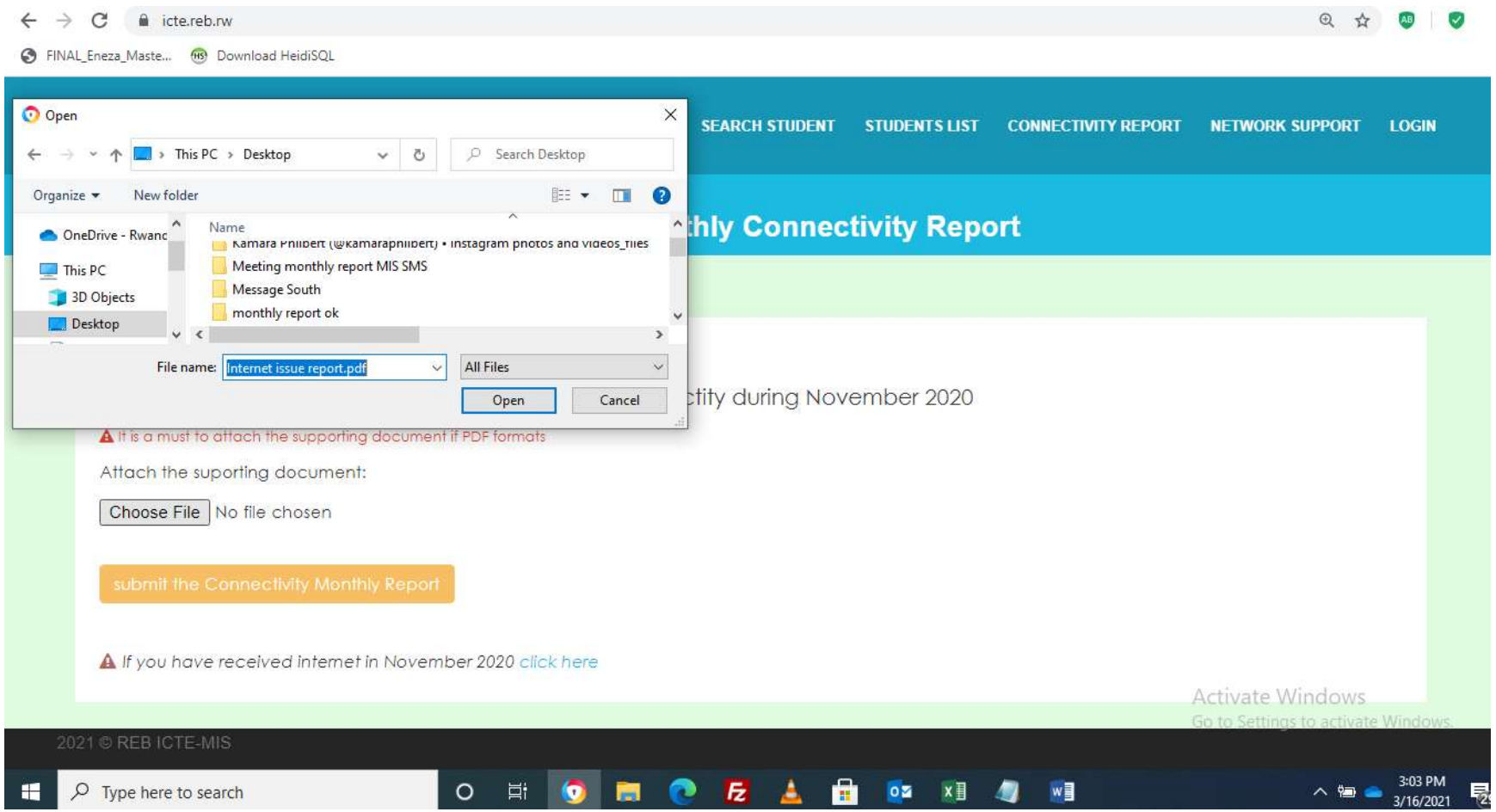
Search Desktop
Organize
New folder
OneDrive - Rwanc
This PC
3D Objects
Desktop
Name
Meeting monthly report MIS SMS
Message South
monthly report ok
File name:
All Files
Open
Cancel
tity during November 2020
It is a must to attach the supporting document if PDF formats
Attach the suporting document:
Choose File
No file chosen
submit the Connectivity Monthly Report
If you have received internet in November 2020 click here
Activate Windows
Go to Settings to activate Windows.
2021 © REB ICTE-MIS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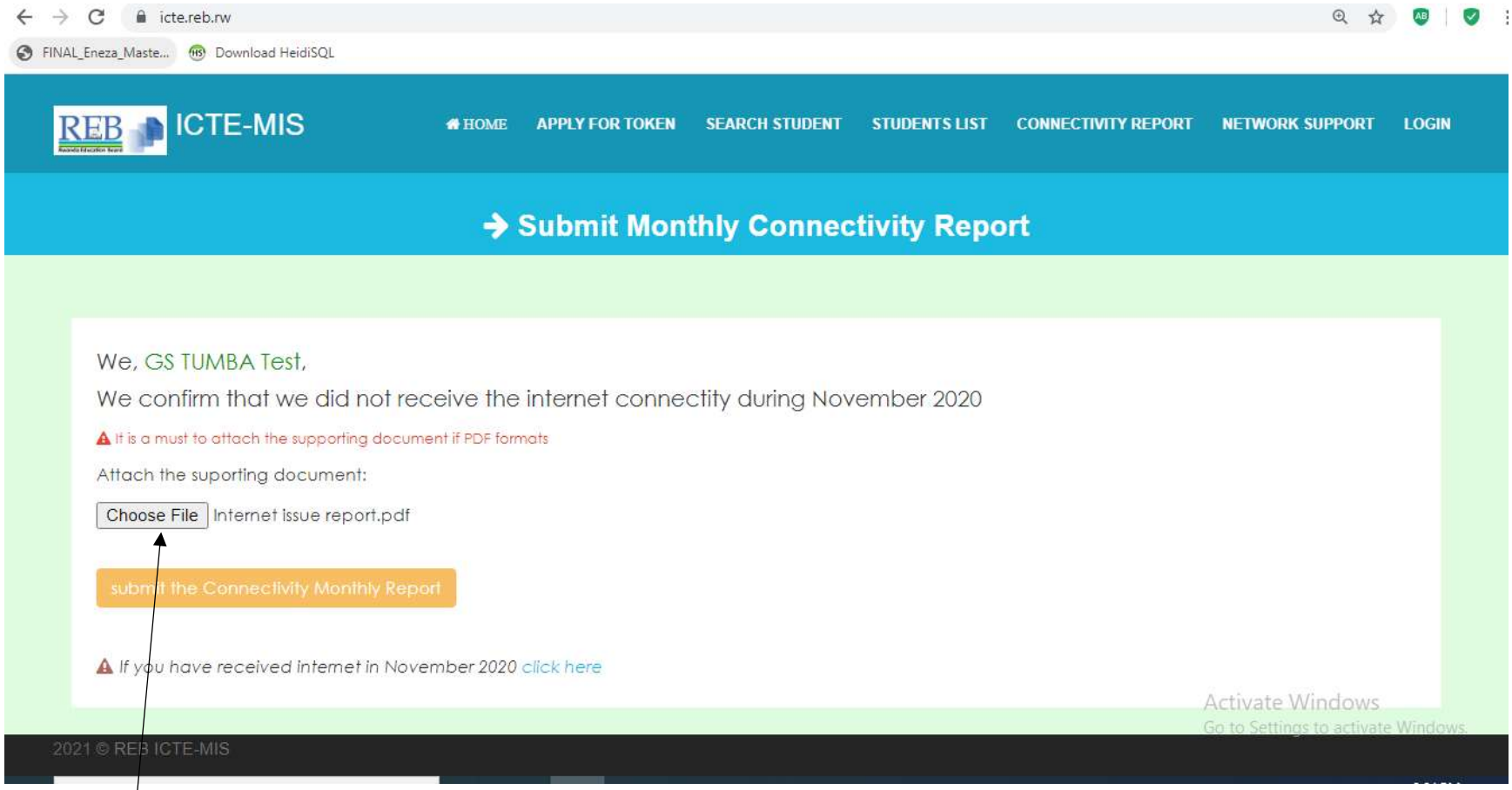
Search Desktop
Organize
New folder
OneDrive - Rwanc
This PC
3D Objects
Desktop
Name
Meeting monthly report MIS SMS
Message South
monthly report ok
File name: Internet issue report.pdf
All Files
Open
Cancel
SEARCH STUDENT
STUDENTS LIST
CONNECTIVITY REPORT
NETWORK SUPPORT
LOGIN
hly Connectivity Report
tity during November 2020
It is a must to attach the supporting document if PDF formats
Attach the suporting document:
Choose File
No file chosen
submit the Connectivity Monthly Report
If you have received internet in November 2020 click here
Activate Windows
Go to Settings to activate Windows.
2021 © REB ICTE-MIS
Type here to search
3:03 PM
3/16/2021



Then click **submit the connectivity Monthly report**, Reception letter will be sent to your email

Rwanda Education Board
P.O Box 350, Kigali - Rwanda
P.O Box 3817 Kigali
Telephone : (+250) 255121462
E-mail: info@reb.rw
www.reb.rw

Ref No: CONN826692054

From

GS TUMBA Test
South - Huye - Tumba

To:

Rwanda Education Board

Monthly Internet Report for November 2020

We confirm that we did not receive the internet connectity during **November 2020** and we recommend REB to suspend the payment.

Click here download the supporting document

HAKIZIMANA ALEXANDRE
GS TUMBA Test Headteacher

Rwanda Education Board, Stadium Road, Remera P.O. BOX 3817, Kigali, Rwanda, e-mail: info@reb.rw, website: www.reb.rw

This is the generated report if the school did not receive internet