

CHAPTER 3 – STUDENTS' PORTAL (Post – Login)

This is the main part of the system that will be used by students to perform their registration as well as other school related tasks. Access to this part of the site is restricted to students only and requires authentication.

3.2 – Uploads Section

This section has two sub-sections: The Passport Section which is used to upload the student's passport, and the Signature section which is used to upload the signature into the system.

3.3 – Bio-Data Section

This is where the student fills out their personal details to be submitted to the system. Click on 'Edit' to put the section into Form mode where you can enter your details. After entering the details, click on 'Save' to commit the changes or cancel to cancel the changes.

Click on print to print out the form. The form can only be printed while in view mode.

3.4 – Medical Form Section

Students will print out their medical form from this section.

3.5 – Course Registration Section

This is where students will register their courses for the session. Here the courses are displayed based on their subject combination and level. Courses displayed here are the courses that have been setup in the courses outline in the Administrative Portal. Students will simply indicate the courses they wish to offer by ticking on the check box to the left of the course. After ticking all the courses, click on 'Submit' to submit the registered course to the system.

If a student should have carryovers he/she would wish to register. Select the level from the drop down provided and click on 'Search'. Courses from that level will be displayed to the left of the Main courses panel. Tick the courses you wish to offer, and then select if it is a repeat (RP) or fresh registration (RF). After selecting the carryovers click on 'Add' to add it to the list on the right. You can repeat the process for different carryovers in different levels. When finished click on 'Submit' to submit the courses to the system.

3.6 – Academic Record Section

This section is used by the students to submit their academic records to the system. Enter the name of institution, year of entry, year of graduation and qualification obtained. You can enter up to 3 institutions. When finished click on save.

3.7 – Hostel Request Section

This section will be used to request for hostel accommodation. Simple click on the 'Place Request' button to place your request. Your request will be received and processed by the school administrators.

If your request has been approved, you will be notified via the same Hostel Accommodation Request Section.

3.8 – Password Reset Section

Use this section to change your password. Simply enter you old password, and the new password you wish to change to, then click on 'Change Password'.