

MYSHSADMISSION.COM!

(<https://www.myshsadmission.com>)

ADMISSION PROCEDURE MANUAL

Use this portal instead of going to the school to complete the admissions procedure. This portal allows you to download your admission letter, prospectus, and medical forms etc. Report to your school only when school reopens...

STEP BY STEP ADMISSION PROCEDURE

- 1) Open a browser and enter the address:
www.myshsadmission.com



WELCOME TO SHS ONLINE ADMISSION!

this is an shs admission portal, designed by [saprosoft solutions](#). use this to process your admission into your preferred senior high school.

use this portal instead of going to the school to complete the admissions procedure. this portal allows you to download your admission letter, prospectus, and medical forms etc. report to your school only when school reopens...

admission procedure(pdf)!

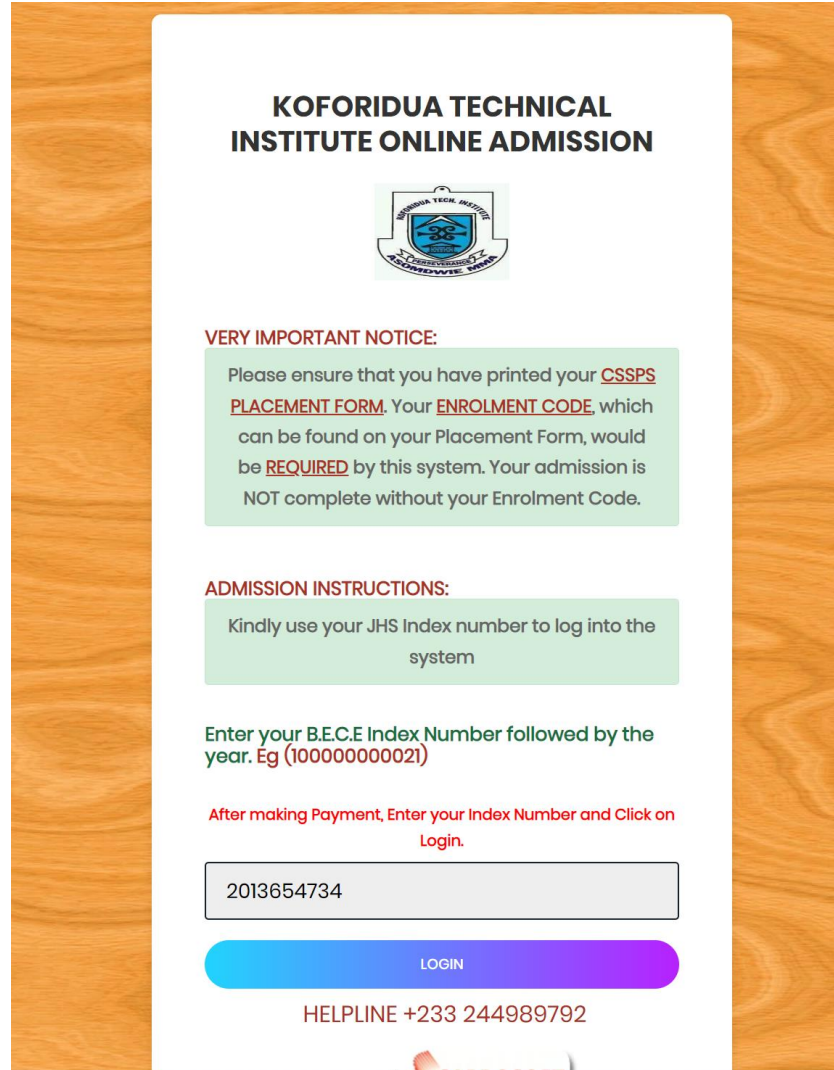
[click here to read document\(pdf\)...](#)

admission procedure(video)!


[click here to watch video...](#)

The image shows a form titled "SELECT YOUR SCHOOL". Below the title is a smaller instruction: "(Select your school and Click on Proceed Now)". The main part of the form is a text input field with the placeholder text "--Select your School here--". Below the input field is a teal button labeled "proceed now". At the bottom of the form, it says "No. of Schools: 15".

2) Select your School from the list of schools



**KOFORIDUA TECHNICAL
INSTITUTE ONLINE ADMISSION**



VERY IMPORTANT NOTICE:

Please ensure that you have printed your **CSSPS PLACEMENT FORM**. Your **ENROLMENT CODE**, which can be found on your Placement Form, would be **REQUIRED** by this system. Your admission is NOT complete without your Enrolment Code.

ADMISSION INSTRUCTIONS:

Kindly use your JHS Index number to log into the system

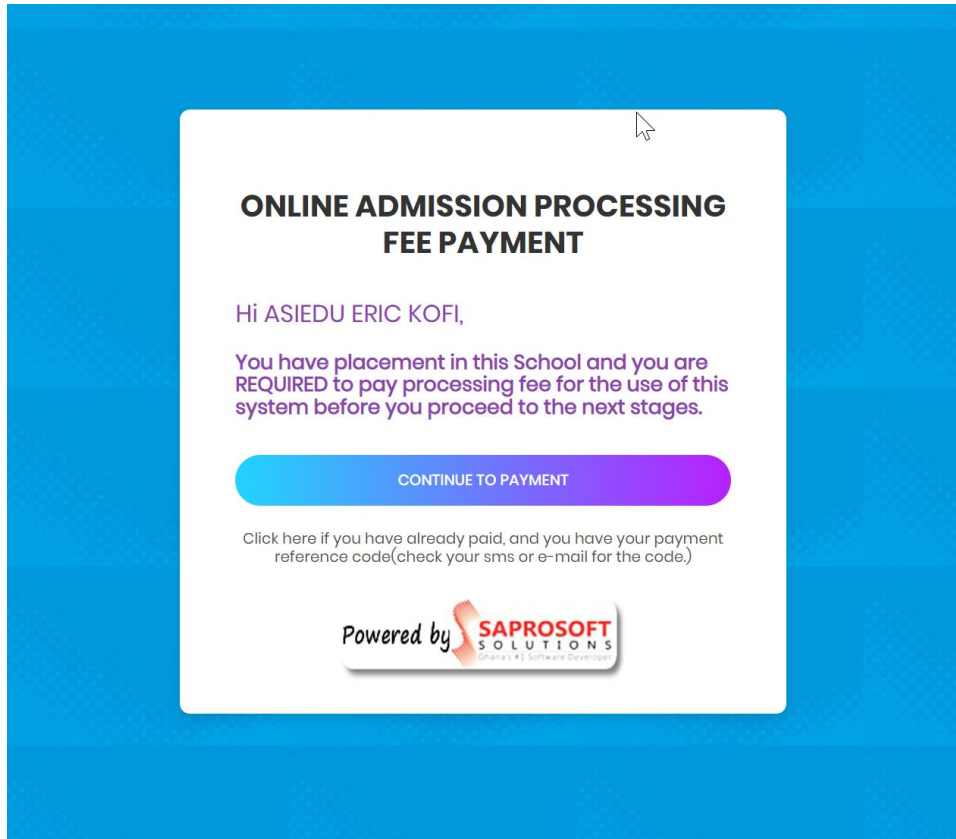
Enter your B.E.C.E Index Number followed by the year. Eg (100000000021)

After making Payment, Enter your Index Number and Click on Login.

LOGIN

HELPLINE +233 244989792

3) Enter your JHS Index Number, and click on the button labelled “Login”. A welcome message pops up with your full name indicated.



This message is an alert that a processing fee would be charged before you proceed.

- 4) Click on “Continue to Payment” to begin the payment of the processing fee.**

PAYMENT DETAILS

You will be charged GHS 35.00 from Mobile Money

SMS Phone: *

SMS Phone Number(024xxxxxxx)

Email address: *

Email address

BECE Index #: *

2013654734

pay now



- 5) Enter the details of the person making payment, click “pay now”.



SaproSoft Solutions
saprosoft@saprosoft.net

Total Amount
GHS 34.50

How do you want to pay?



AirtelTigo



MTN



Vodafone



Hubtel




Visa




Mastercard




GhQR

 Your money is safe. [See how](#)

 Secured by [Hubtel](#)


- **Select the mode of payment (MTN, Vodafone, AirtelTigo, Visa etc)**

6) Enter your Momo number, Indicate you are not a Robot and Click “Continue” to proceed.


 **SaproSoft Solutions**
saprosoft@saprosoft.net


Total Amount
GHS **35.00**

Pay via MTN Mobile Money




MTN MoMo number


 ▾ 024487


I'm not a robot 
reCAPTCHA
Privacy - Terms

CONTINUE


Back

 [Report an Issue](#)

 Your money is safe. [See how](#)

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A token would be sent to your number for verification, check your message and enter it in the box.



SaproSoft Solutions
saprosoft@saprosoft.net

Total Amount
GHS **35.00**

Verify your phone number

Enter the 4 digit OTP sent to 0244874659


ZPBN -


Didn't receive the code? Dial *713*90# to view it or

VERIFY

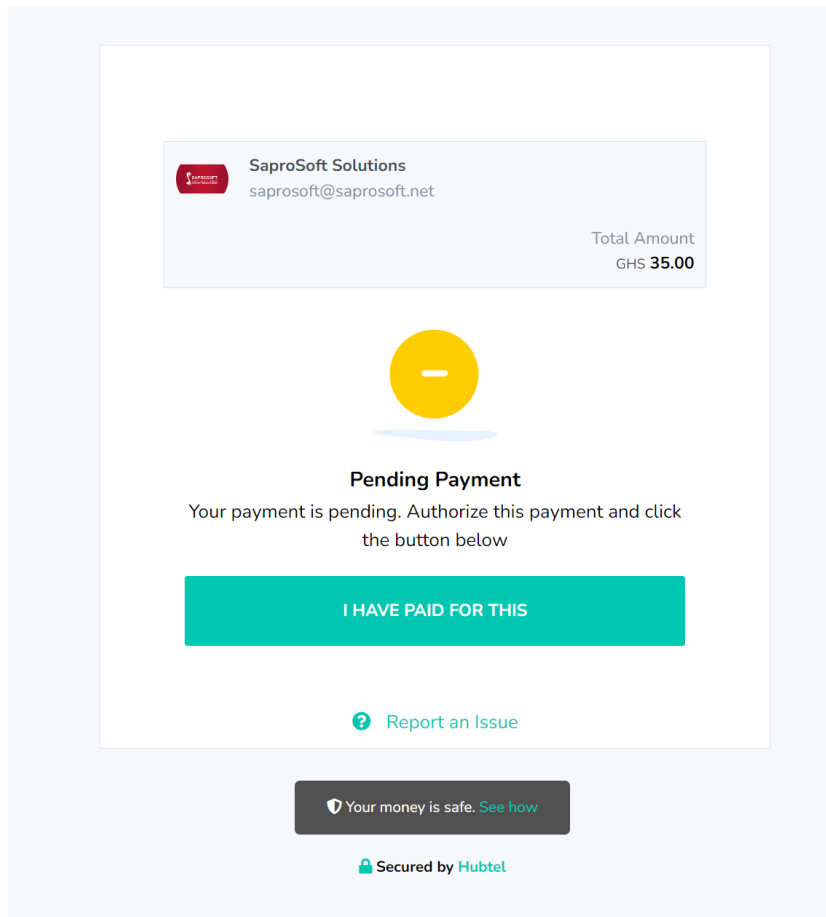
Back

[? Report an Issue](#)

 Your money is safe. [See how](#)

 Secured by [Hubtel](#)

7) Check your phone for a payment prompt and authorize it




You may take the following steps if you do not get the prompt:

- Dial ***170#** select **Option 10, My Wallet.**
- Select **Option 3** for **My Approvals.**
- Enter PIN to get your Pending Approval List
- Select pending transaction to approve
- Select Option 1 **YES** to approve the transaction or Option 2 **NO** to reject the transaction.

8) After successful payment, enter you JHS Index Number again and Click “Login”

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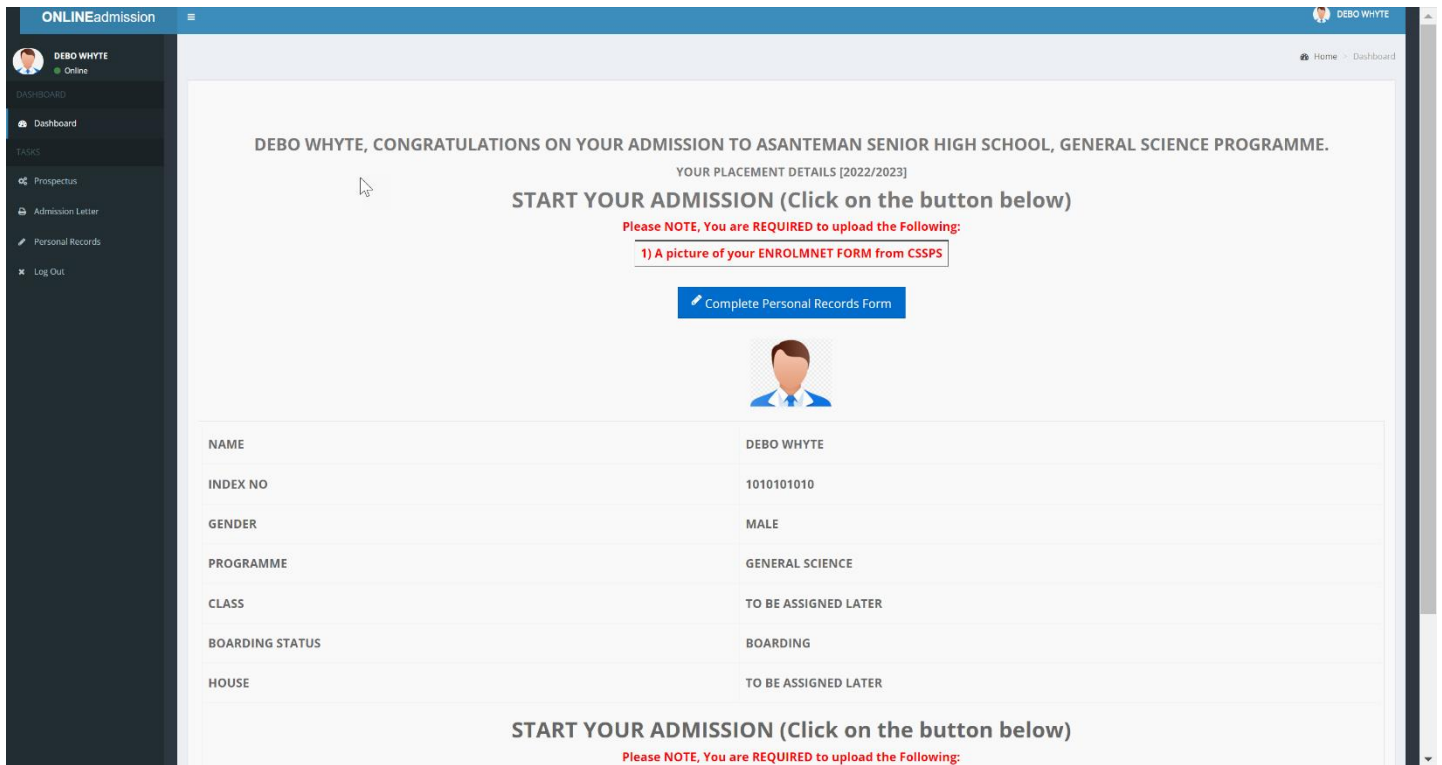
Enter your B.E.C.E Index Number followed by the year. Eg (10000000021)

After making Payment, Enter your Index Number and Click on Login.

[LOGIN](#)

HELPLINE +233 244989792

9) Welcome to your Dashboard



ONLINEadmission

DEBO WHYTE
Online

Home - Dashboard

DEBO WHYTE, CONGRATULATIONS ON YOUR ADMISSION TO ASANTEMAN SENIOR HIGH SCHOOL, GENERAL SCIENCE PROGRAMME.

YOUR PLACEMENT DETAILS [2022/2023]

START YOUR ADMISSION (Click on the button below)

Please NOTE, You are REQUIRED to upload the Following:

1) A picture of your ENROLMENT FORM from CSSPS

[Complete Personal Records Form](#)

NAME	DEBO WHYTE
INDEX NO	1010101010
GENDER	MALE
PROGRAMME	GENERAL SCIENCE
CLASS	TO BE ASSIGNED LATER
BOARDING STATUS	BOARDING
HOUSE	TO BE ASSIGNED LATER

START YOUR ADMISSION (Click on the button below)

Please NOTE, You are REQUIRED to upload the Following:

10) Click on “Complete Personal Records Form” to begin the entry of your personal details.

ONLINEadmission DEBO WHYTE

Personal Records Form [2022/2023] Home -> Personal Records Form

NOTE: The information you provide here MUST be EXACTLY the same as the information provided on your Placement Form. Any attempt to do otherwise may result in the CANCELLATION OF YOUR ADMISSION. Thank you

ENROLMENT DATA PART 1. No action Required

Index No	1010101010
Gender	MALE
Programme	GENERAL SCIENCE
Boarding Status	BOARDING
Surname	DEBO
Other Names	WHYTE
Aggregate of Best Six	23

ENROLMENT DATA PART 2. (Enter exactly what is on the ENROLMENT FORM you printed from the CSSPS Website)

Raw Score

Enrolment Code [10 characters]

(Find the Code on your ENROLMENT FORM, your admission is INVALID without the correct code)

ENROLMENT FORM UPLOAD. Please take a picture of your printed Enrolment Form and upload here (Only .jpg image - max size of 2MB).

Enrolment Form No file chosen

Note: Only .jpg, .jpeg formats allowed to a max size of 2MB.

Name of JHS Attended

JHS Type

COMMUNICATION. Please provide active Phone Numbers and email address (if any).

Mobile Phone (SMS)

Other Phone(if any)

E-mail

PARENTAL DATA. All fields are mandatory

Father's Name

Father's Occupation

Mother's Name

Mother's Occupation

Name of Guardian

Residential Telephone

SAVE RECORDS

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All information provided MUST be True and Correct.

11) Click “Save Records” to access your admission letter and other documents


Dashboard

TASKS

- Prospectus
- Admission Letter
- Personal Records
- Log Out

AGBASA WISDOM, CONGRATULATIONS ON YOUR ADMISSION TO KOFORIDUA TECHNICAL INSTITUTE, BUILDING CONSTRUCTION TECHNOLOGY PROGRAMME.

YOUR PLACEMENT DETAILS [2022/2023]



NAME	AGBASA WISDOM
INDEX NO	020136547JY
GENDER	MALE
PROGRAMME	BUILDING CONSTRUCTION TECHNOLOGY
CLASS	NA
BOARDING STATUS	BOARDING
HOUSE	TO BE ASSIGNED LATER

[Edit Personal Records](#)

DOCUMENTS FOR DOWNLOAD (Please DOWNLOAD AND PRINT ALL DOCUMENTS)

- [PROSPECTUS](#)
- [ADMISSION LETTER](#)
- [PERSONAL RECORDS FORM](#)

You are expected to come along with the following on the reporting date:

1. PRINTED COPY OF THE PERSONAL RECORDS & DECLARATION FORMS
2. FULLY FILLED PLACEMENT FORMS
3. A COPY OF YOUR BECE RESULTS SLIP
4. BIRTH CERTIFICATE (PHOTO COPY)

Your Admission is NOT complete without these Documents.

- **Verify your details, edit if necessary and access your admission letter, prospectus, undertaking and medical form.**
- **Complete these forms and take them along when school reopens.**

Sample Reports:

Admission letter

ASANTEMAN SENIOR HIGH SCHOOL

(GHANA EDUCATION SERVICE)

HEADMASTER
Our Ref. No.
GES/AD/ASANTEMAN/22/01
Your Ref. No.
PHONE: 03220 21992/23108
EMAIL: asantemann@gmail.com



TEL: 03220 23108/BOX
3776, KUMASI
10th February 2023

Dear Student,

OFFER OF ADMISSION INTO SENIOR HIGH SCHOOL- 2022/2023 ACADEMIC YEAR

ENROLMENT CODE: bUJyuGJK2PmQ7gU
NAME OF CANDIDATE: ASIEDU ERIC KOFI
RESIDENCE STATUS: **BOARDING**
PROGRAMME OFFERED: **GENERAL SCIENCE**
HOUSE: **LABONE HOUSE**



I am pleased to inform you that you have been offered a place at **ASANTEMAN SENIOR HIGH SCHOOL** to pursue a 3 year Pre-Tertiary programme leading to the West Africa Senior Secondary School Certificate Examination.

1. The reporting date for all first year students is on **Monday, 20th February 2023 at 09:00 AM**.
2. Your ward will be required to adhere religiously to all school rules and regulations as a student.
3. All students of the school are considered to be on probation throughout their stay in the school and could be withdrawn/dismissed at anytime for gross misconduct or poor academic performance
4. On the reporting day, you are to submit a printed copy of this Admission Letter to the Senior House Master/Mistress for registration and other admission formalities.
5. All students are expected to deposit a photocopy of their Health Insurance card with the Senior Housemaster/Housemistress.
6. ALL COVID19 Protocols would be strictly adhered to.
7. Please accept our congratulations.



Yours faithfully,
--Digitally Signed and Secured in QR Code--
NATHENIEL ANTWI ASAMOAH
(HEADMASTER)

12) You are Done!

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