

MYTERMINALREPORTS.COM!

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

ACCESS CODE PURCHASE MANUAL

Use this procedure to get new access code or replace your lost access code. Please note that your will be debited from your mobile money wallet or bank card.

STEP BY STEP PROCEDURE

1) Open a browser and enter the address:

<https://www.myterminalreports.com/>

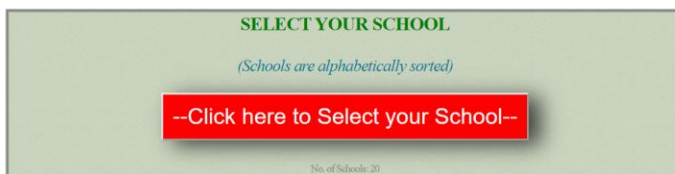


[ONLINE SHS ADMISSION](#) 
WELCOME TO
MYTERMINALREPORT.COM!

This is a **Report Portal**, designed by [SaproSoft Solutions](#). Use this to access all your Semester Reports and Transcripts.

For new users, you may watch a video on how to use this portal.

[click here to learn how to check your report \(video\)...](#)



2) Select your School from the list of schools

The screenshot shows the MFANTSIPIM SCHOOL, CAPE COAST website. At the top, there is a header with the school's name and logo. Below the header, there are three columns of text: "ANNOUNCEMENTS" with a link for terminal reports, "HELPLINE" with contact information and a help link, and "NEWS LETTER/ACCESS CODE" with links to read the newsletter and get an access code. A red box on the right says "Click any of the two links" with arrows pointing to the "click here to get access code" link and the "GET ACCESS CODE [GHCI0]" button. Below this is a "SIGN IN HERE" section with input fields for "Admission Number" and "Access Code", and a "GET ACCESS CODE [GHCI0]" button.

3) Click on the link "Get Access Code".

The screenshot shows the MFANTSIPIM SCHOOL, CAPE COAST website. At the top, there is a header with the school's name and logo. Below the header, there is a section titled "STUDENT DETAILS - VERIFY YOUR DETAILS [ADMISSION #]". This section contains the text "Enter your Admission number for Verification" and an input field for "Admission Number" with the value "SCI/14/001". Below the input field is a "verify now" button.

4) Enter your Ward's Admission Number for verification and click on "Verify Now".



PAYMENT DETAILS

You will be charged GHC10 from MoMo/Debit Card that you would provide, the new Access Code would be sent to your Phone # registered with the School and Payment Reference sent to the Email Address Entered.

First Name: *

Last Name: *

Email address: *

Admission Number: *

Phone number: * New Access Code would be sent via this No.

Secured by **paystack**

The image shows logos for various payment methods: VISA, Mastercard, MTN Mobile Money, cash, and airteltigo Money.

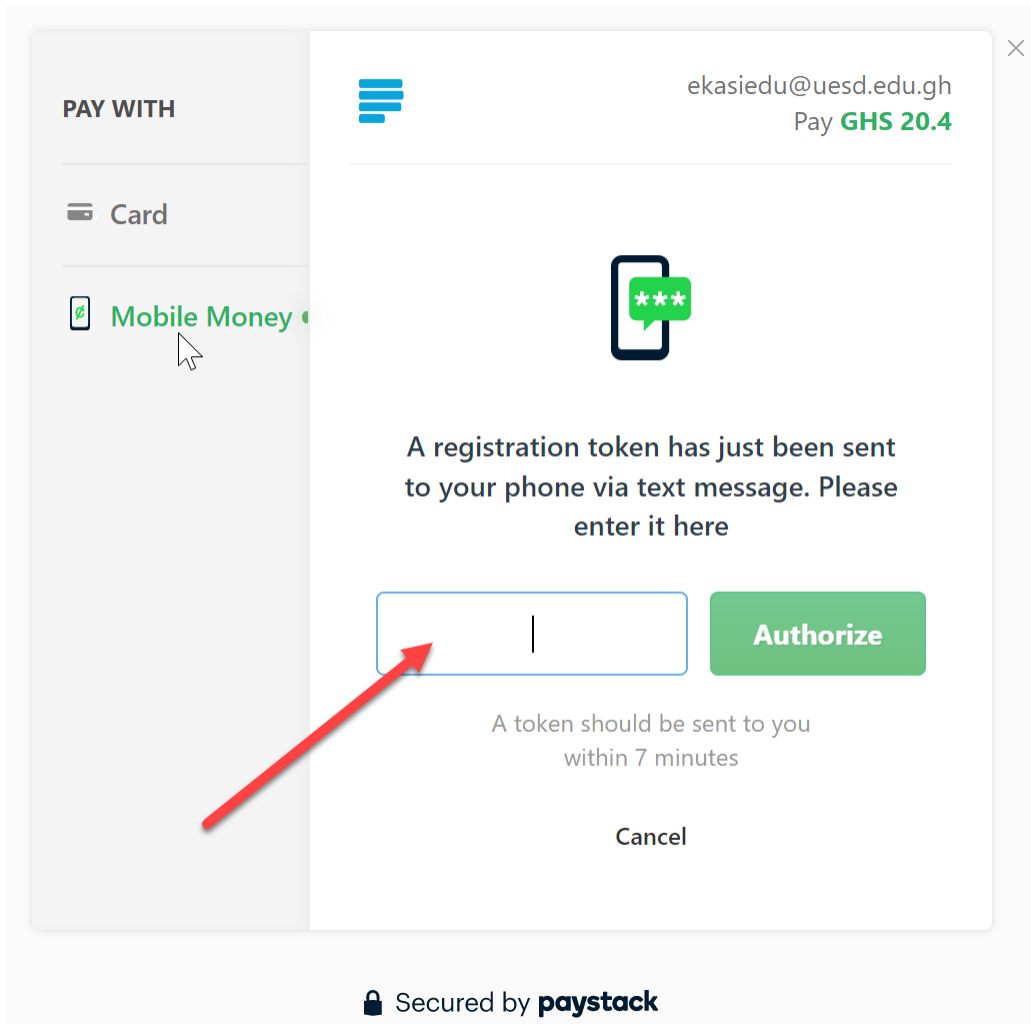
Please note that the new code would be sent to the phone number registered with the school, enter your email address to receive the payment reference code.

5) Enter you email address and click “pay now”.

The screenshot shows a mobile payment interface. On the left, a sidebar titled "PAY WITH" has two options: "Card" and "Mobile Money". A red arrow points to the "Mobile Money" option. The main area shows the email address "saprosoft@saprosoft.net" and the amount "Pay GHS 30". A red arrow points to the email address. Below this is a "TEST" button. A mobile phone icon is shown, followed by the instruction: "Use the test mobile money number and provider below to start the payment". There is a text input field containing "0551234987" and a dropdown menu set to "MTN". A red arrow points to the phone number. Below the dropdown is a green "Confirm" button with a hand cursor icon. At the bottom, there is a lock icon and the text "Secured by paystack".

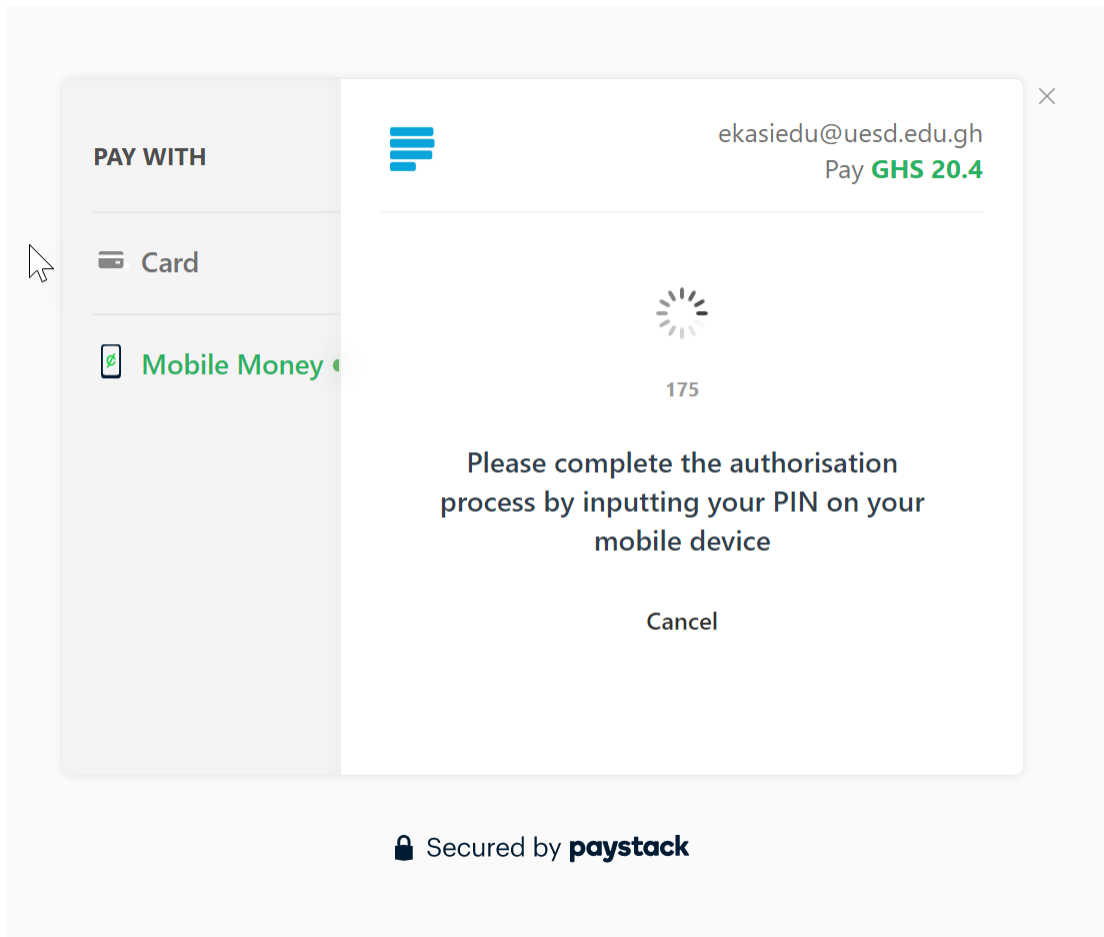
- **Select the mode of payment (Debit/Credit Card or Mobile Money)**
- **Enter Card Details or Mobile money no**
- **Note the Amount to be charged.**

6) Click “Confirm” to be continue



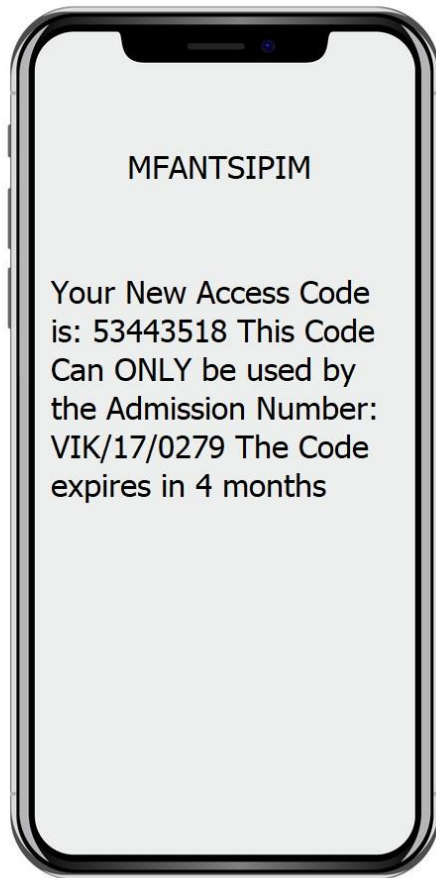
A token would be sent to your number, check your message and enter it in the box, be patient as this may take a little longer.

7) Click “Authorize”



- **Enter your mobile money PIN, and answer YES for the amount to be debited.**
- **If this prompt does not come, do the following:**
 - 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, you would receive an SMS from your school's SenderID, the message would contain the New Access Code;



If you do not get this message, kindly, contact your school's helpline with your payment reference code (check your email)

9) You are Done!

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