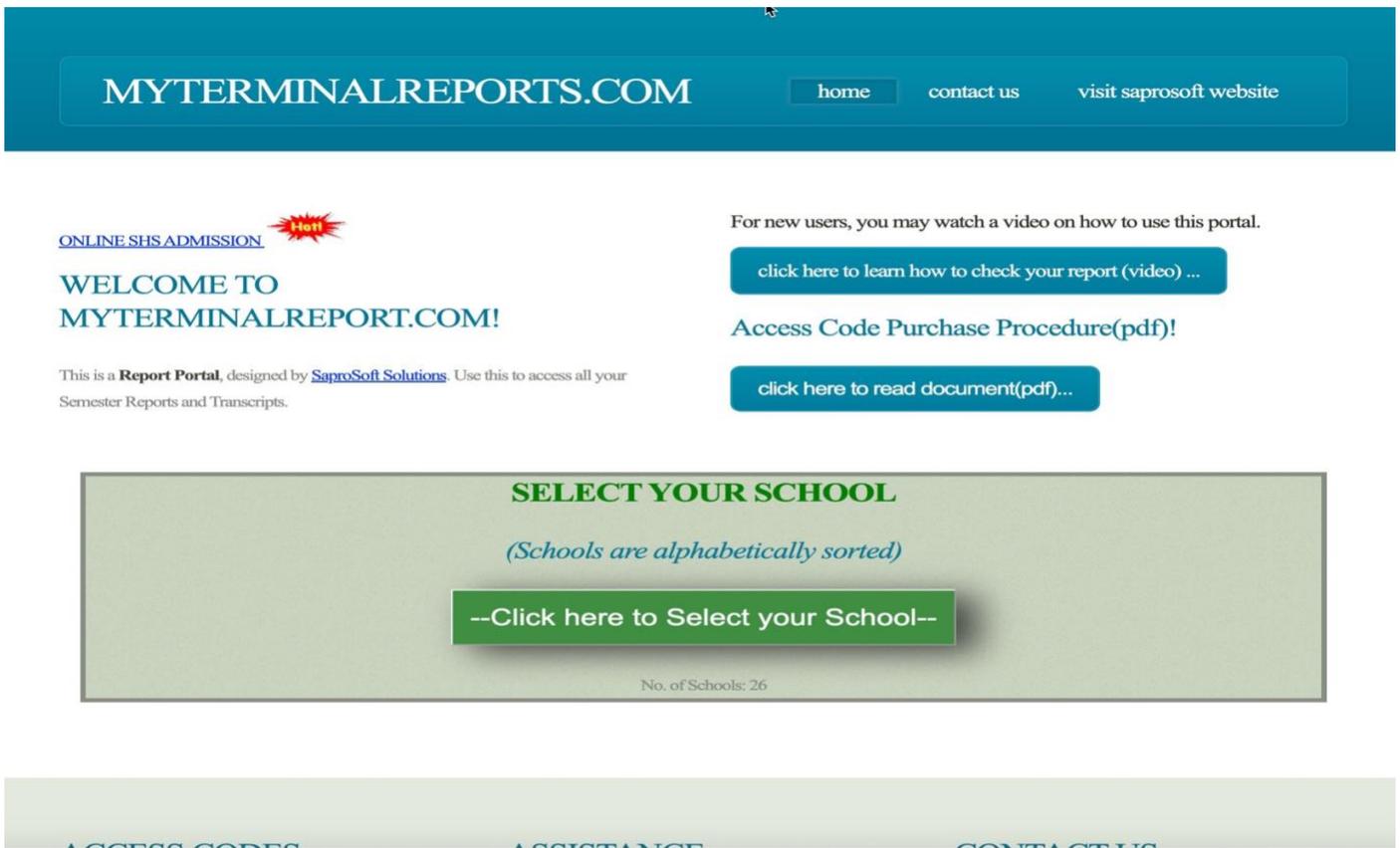


MYTERMINALREPORTS.COM!
(<https://www.myterminalreports.com>)
ACCESS CODE PURCHASE MANUAL

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/>



2) Select your School from the list of schools.

ANNOUNCEMENTS

TERMINAL REPORTS FOR THE 1st SEMESTER OF 2020-2021 ACADEMIC YEAR ARE ONLINE NOW. THANK YOU

HELPLINE

For any assistance, please contact
+233 202 305 828

[click here if you need help with your admission number!](#)

NEWS LETTER/ACCESS CODE

[click here to read news letter](#)

[click here to get access code](#)

A

SIGN IN HERE

Admission Number: *

Access Code: *

[sign in](#)

(IF YOU HAVE LOST YOUR ACCESS CODE OR YOUR CODE HAS EXPIRED, [CLICK HERE TO REQUEST A NEW ONE \[GH¢10\].](#) YOUR CODE IS ACTIVE FOR THE SEMESTER IT WAS BOUGHT.

B

(IF YOU HAVE PAID AND YOU HAVE NOT RECEIVED YOUR ACCESS CODE [CLICK HERE TO VERIFY YOUR PAYMENT](#))

3) Click on the link “Click here to Get Access Code”, labelled **A** or the link below the Sign In button labelled **B** above.



NOTE THAT IN THE FOLLOWING SITUATIONS, YOU MUST BUY A NEW ACCESS CODE:
IF YOU LOSE YOUR CURRENT ACCESS CODE, OR YOUR ACCESS CODE HAS EXPIRED.
YOUR CODE, HOWEVER, IS ACTIVE FOR THE SEMESTER IT WAS BOUGHT.

STUDENT DETAILS - VERIFY YOUR DETAILS
[ADMISSION #]

Enter your Admission number for Verification

Admission Number: *

A red arrow points from the right side of the form to the input field containing "SCI/14/001".

4) Enter your Ward’s Admission Number/School number for verification and click on “Verify Now”.

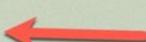


PAYMENT DETAILS

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 the Email Address Provided.

Email address: * Check this Email for the New Access Code after successful payment. 

Admission Number: *

Phone number: * The New Access Code would also be sent via SMS on this No. 

Please note that the new code would be sent to the phone number and email address you would provide above.

5) Enter your email address and SMS Phone No and click “pay now”.

SaproSoft Solutions
0506326332

You will be charged **GHS10.00**

Pay with

- Mobile Money 
- Bank Card 
- Hubtel Balance
- GhQR 

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

Secured by **Hubtel**

- **Select the mode of payment**

6) If paying via Mobile Money, then

- Select the Provider, Label **A**
- Enter the Momo Number to be debited, Label **B**
- Indicate you are NOT a robot, Label **C**
- Click on Pay to start payment, Label **D**

SaproSoft Solutions
0506326332

You will be charged GHS10.00

Pay with

Mobile Money

Provider *

MTN Mobile Money

MTN MoMo number

0244874659

Bank Card

Hubtel Balance

GhQR

I'm not a robot

PAY

7) Click “Pay”

*A token would be sent to your Momo number, check your messages, and enter it in the box, be patient as this may take a little longer. You can also dial ***713*90#** on the momo to get the code*

SaproSoft Solutions
0506326332

You will be charged GHS10.00

Verify your phone number
Enter the 4 digit OTP sent to 0244874659

ARQE -

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

[VERIFY](#)

[RESEND CODE](#)

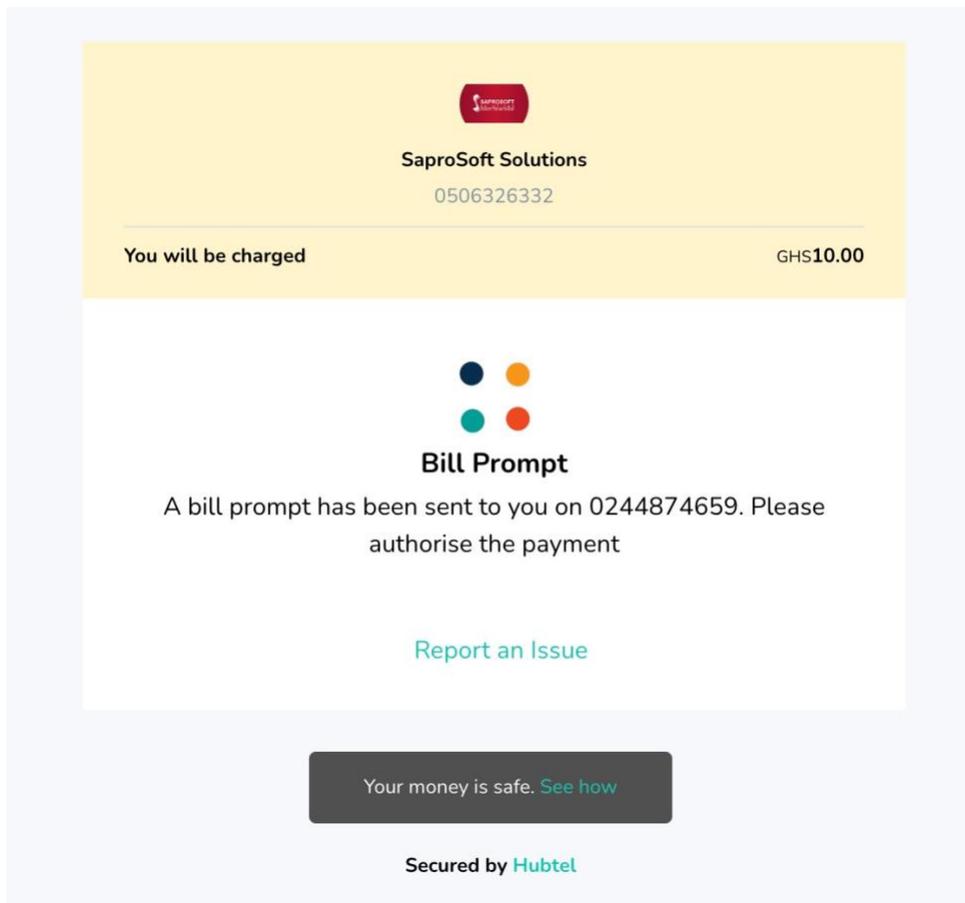
[Back](#)

[Report an Issue](#)

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

Secured by [Hubtel](#)

8) Click “Verify” and wait for a payment prompt on you Momo Number.



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.

9) After successful payment, you would receive an SMS from your school's SenderID, the message would contain the New Access Code; the same information would be sent via the Email address entered.

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

10) You are Done!

Powered by SaproSoft Solutions