

# ONLINE ADMISSION PORTAL

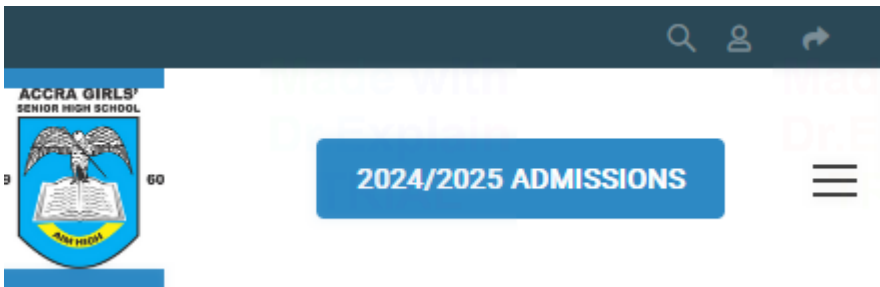
## User guide



[www.accragirlsshs.com](http://www.accragirlsshs.com)

## ACCESS WEB PORTAL

1. Open any web browser and enter the address: [www.accragirlsshs.com](http://www.accragirlsshs.com)
2. Click on "**2024/2025 ADMISSIONS**" button




3. Enter your B.E.C.E Index Number and click the **Login** button

The screenshot shows the login page of the Accra Girls' Senior High School web portal. At the top is the school's crest. Below it, the text 'Accra Girls Senior High School' is displayed. Underneath is the instruction 'Please Enter BECE Index Number'. There is a text input field labeled 'BECE Index Number'. Below the input field is a large blue button labeled 'Login'. At the bottom of the page is the logo for 'ESCHOOLS ADMINISTRATOR', which consists of a stylized 'U' shape in blue and yellow above the text 'ESCHOOLS ADMINISTRATOR'.

## MAKE PAYMENT FOR ONLINE PROCESSING


You Are Required To Purchase An E-Access Voucher Before Proceeding.

1. Click on **Pay Via Mobile Money** to being payment process



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Accra Girls Senior High School



**HARRIET BAIDOO**


Index No. : 1234567890

Telephone : 02443630010

Email : baidooharriet@gmail.com

Sex : Female

**Logout**




Purchase E-Access Voucher

Dear HARRIET BAIDOO, You Are Required To Purchase An E-Access Voucher Before Proceeding

Amount : 20 GHS

**Pay Via Mobile Money**



Report Payment Errors

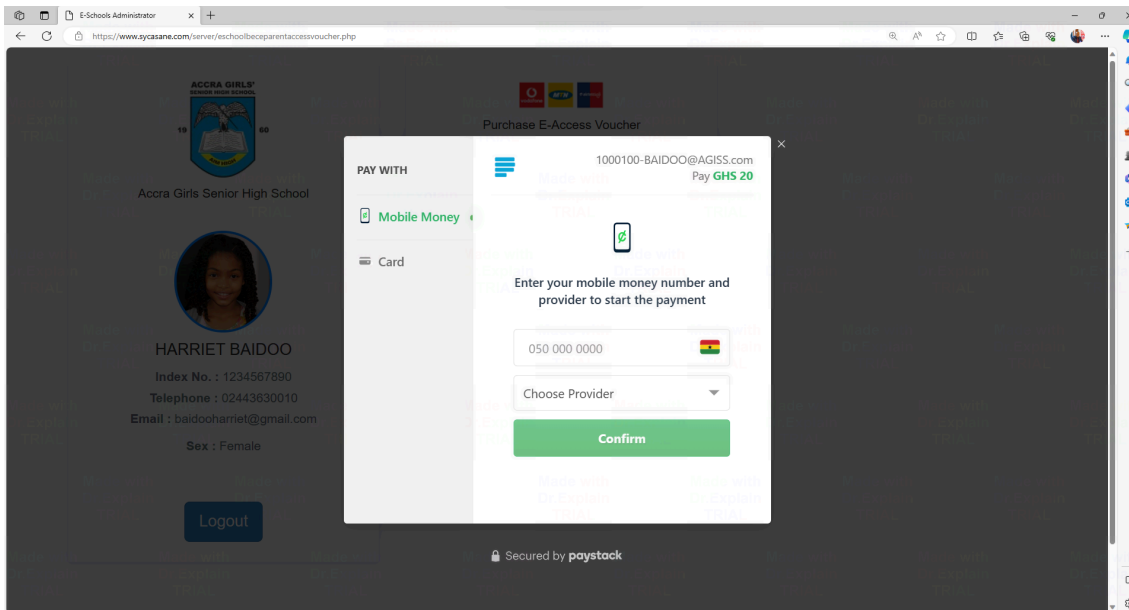
Dear HARRIET BAIDOO, Kindly Type A Brief Complaint Below

Brief complaint

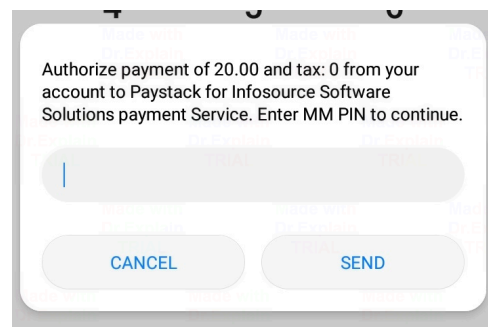
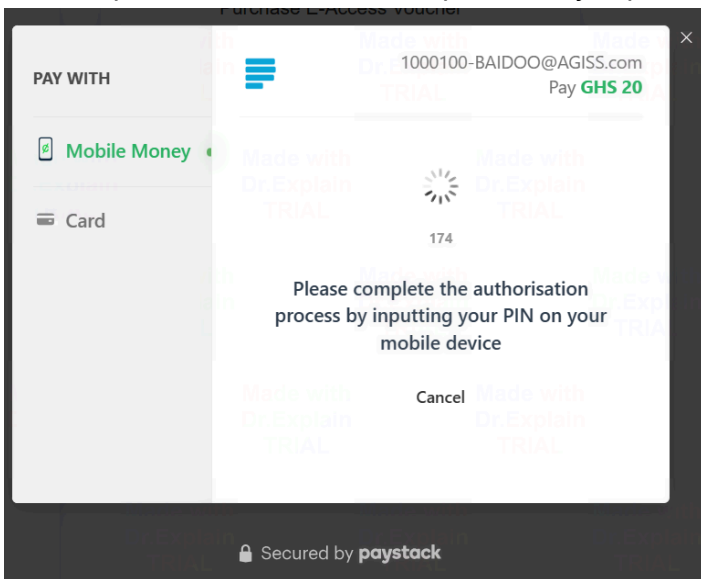
Telephone Number

**Submit Complaint**

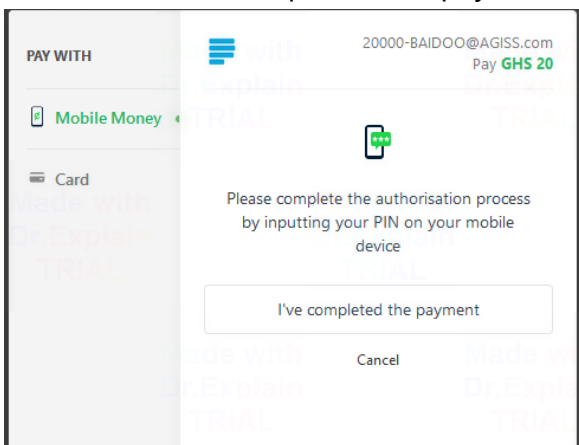
## 2. Enter Mobile Money Number, select mobile money network and click **Confirm**



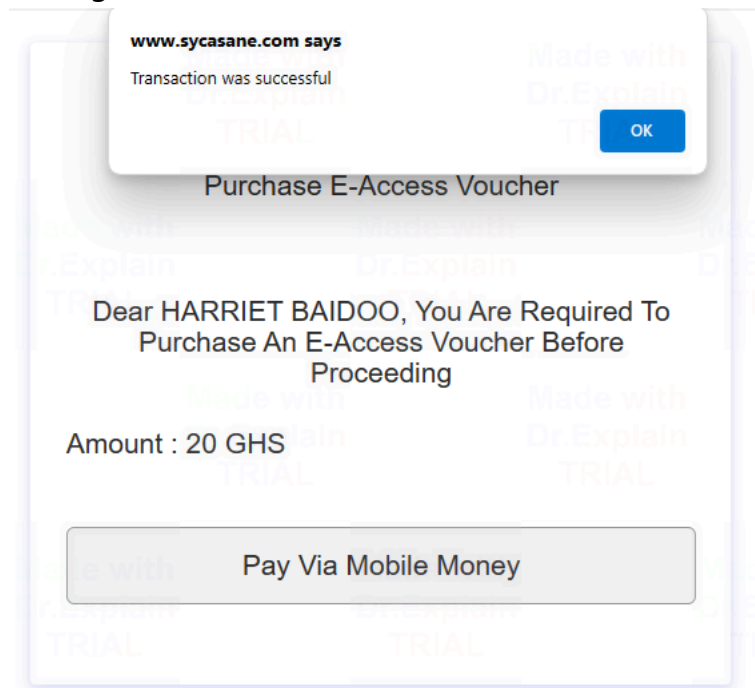
## 2. Complete the authorization process by inputting your Mobile Money pin on your mobile device



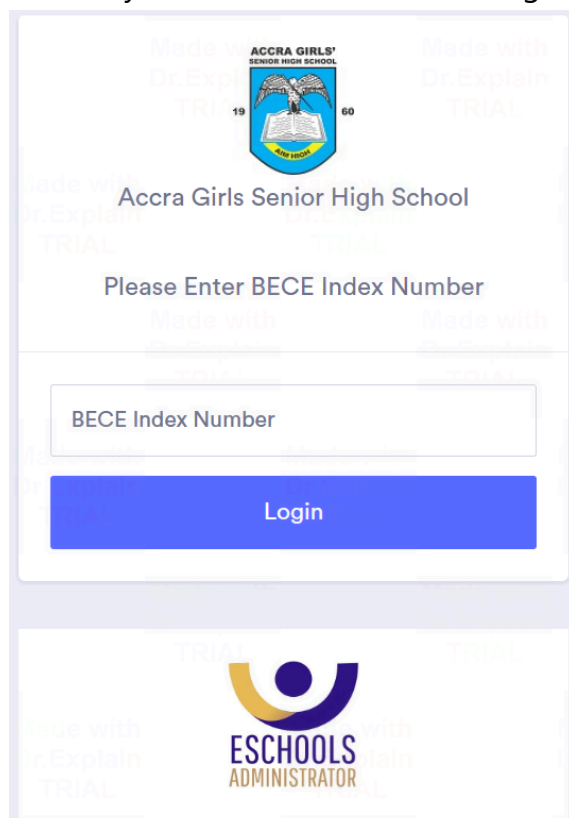
## 3. Click on "I've completed the payment" after completing payment transaction.



4. If Payment is successful, you will get a *transaction was successful* prompt and be redirected to the login interface.



5. Enter your B.E.C.E Index Number again and click [Login](#) to proceed.



# WELCOME TO YOUR DASHBOARD

Accra Girls Senior High School : x

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https://www.sycasane.com/server/eschoolbeceparentdashboard.php

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👤 Edit Student Data


📄 Admission Letter

🖨️ Print Personal Data

📅 Change Course

📅 Change Boarding

🔒 Log Out



**HARRIET BAIDOO**

Index No : 1234567890

Phone : 02443630010

Edit Data

Print Admission Letter

Print Personal Data

Course Assigned : Science

Boarding Status : Boarding

House Assigned : Aggrey

Course Change Requested To : GENERAL ARTS

Boarding Status Change Requested To : Boarding

Date of Birth2023-11-30

Emailbaidooharriet@gmail.comx

Phone02443630010

Ghana Card NumberGH114455223366

Mother TongueTwi

Languages Spoken 1English

Languages Spoken 2Twi

Religious DenominationChristian

Home TownKoforidua

NationalityGhanaian

Aggregate13

Previous SchoolElliot International School


AddressNo. 60 , Aloway Street, Teshie Nungua, Accra

Father's NameMr. AA Aquah-Doh

Father's Phone Number02343666666x

## UPDATE PERSONAL RECORDS


1. Click on **Edit Data** and fill in all information required.
2. Click choose file to upload Students Photograph -- Find location of photograph, select photograph and click open.
3. When all entries have been made, click on **Save Entries**.



Accra Girls Senior High School

View Dashboard

### Student Data



First Name HARRIST	Last Name BAIDOO
Date of Birth 11/30/2023	Gender Male
Language Spoken 1 English	Language Spoken 2 Twi
Mother Tongue Twi	Religion Christian
Nationality Ghanaian	Home Town Koforidua
Aggregate 13	Enrollment Reference BC70987327989
Previous School Elliot International School	
Residential Address No. 60, Akoway Street, Teshe Nungwa, Accra	
Email Address baidooharriet@gmail.com	
Phone Number 02443030010	Gh Card Number GH014455223566
Father's Name Mr. AA Aquah Doh	Father's Telephone 02343666666
Father's Email aqqdoh@gmail.com	Father's Postal Address AN 5676 Accra
Father's Workplace Ghana Oil	Father's Occupation Civil Engineer
Father's Residential Address No. 6 B&B, C Street Accra	
Mother's Name Mrs. Mercy Doh	Mother's Telephone 020156856532
Mother's Email mddoh@gmail.com	Mother's Postal Address PMB Achimota
Mother's Workplace Ghana Revenue Authority	Mother's Occupation Accountant
Mother's Residential Address 17 BC Street Adenta	
<p>Student Photograph</p>  <p>Choose File No file chosen</p>	
<p>Save Entries</p>	

# PRINT ADMISSIONS LETTER

1. On your dashboard, click **Print Admission Letter**

The screenshot shows a web browser window with the URL <https://www.sycasane.com/server/eschoolbeceparentdashboard.php>. The dashboard is for a student named Harriet Baidoo. On the left is a sidebar menu with options: Edit Student Data, Admission Letter, Print Personal Data, Change Course, Change Boarding, and Log Out. The main content area is divided into two columns. The left column contains a student profile card for Harriet Baidoo with her photo, index number (1234567890), phone number (02443630010), and buttons for 'Edit Data', 'Print Admission Letter', and 'Print Personal Data'. Below this are fields for 'Course Assigned: Science', 'Boarding Status: Boarding', 'House Assigned: Aggrey', 'Course Change Requested To: GENERAL ARTS', and 'Boarding Status Change Requested To: Boarding'. The right column is a table of student details:

Date of Birth	2023-11-30
Email	baidooharriet@gmail.com
Phone	02443630010
Ghana Card Number	GH114455223366
Mother Tongue	Twi
Languages Spoken 1	English
Languages Spoken 2	Twi
Religious Denomination	Christian
Home Town	Koforidua
Nationality	Ghanaian
Aggregate	13
Previous School	Elliot International School
Address	No. 60, Aloway Street, Teshie Nungua, Accra
Father's Name	Mr. AA Aquah-Doh
Father's Phone Number	02343666666x

2. Depending on your web browser, click  to print and  to download/save admissions letter.

The screenshot shows a printed admissions letter from Accra Girls' Senior High School. The letter is dated November 2023 and is addressed to the parent. It contains the following information:

HEADMISTRESS: 777959  
Our Ref: AGISS/ADMN/2023/2024  
November 2023  
Dear Sir/Madam,

ADMISSION INTO SENIOR HIGH SCHOOL 2023/2024 ACADEMIC YEAR

Name of Candidate : HARRIET BAIDOO  
Program Offered : Science  
Boarding Status : Boarding  
House Assigned : Aggrey

The letter includes a photo of Harriet Baidoo and a list of requirements for admission:

1. A complete Personal Record Form (Form D).
2. A copy of your ward's BECE Results Slip.
3. Placement Form endorsed by the head of the JHS attended.
4. A photocopy of your ward's valid (not expired) Health Insurance Card.
5. A photocopy of your ward's Birth Certificate.
6. Two (2) copies of recent Passport Size Photographs of your ward endorsed by the head of the JHS attended.

The letter concludes with a congratulatory message and a signature.


**PRINT** **DOWNLOAD**



# PRINT PERSONAL DATA

1. On your dashboard, click **Print Personal Data**

The screenshot shows a web browser window with the URL <https://www.sycasane.com/server/eschoolbeceparentdashboard.php>. On the left is a sidebar menu with options: Edit Student Data, Admission Letter, Print Personal Data, Change Course, Change Boarding, and Log Out. The main content area displays a student profile for Harriet Baidoo. The profile includes a photo, name, index number (1234567890), and phone number (02443630010). Below the photo are buttons for 'Edit Data', 'Print Admission Letter', and 'Print Personal Data'. To the right of the profile is a form with various fields: Date of Birth (2023-11-30), Email (baidooharriet@gmail.com), Phone (02443630010), Ghana Card Number (GH114455223366), Mother Tongue (Twi), Languages Spoken 1 (English), Languages Spoken 2 (Twi), Religious Denomination (Christian), Home Town (Koforidua), Nationality (Ghanaian), Aggregate (13), Previous School (Elliot International School), Address (No. 60, Alloway Street, Teshie Nungua, Accra), Father's Name (Mr. AA Aquah-Doh), and Father's Phone Number (02343666666x).

2. Depending on your web browser, click  to print personal data form.

The screenshot shows the printed version of the student personal data form. The form is titled 'Accra Girls Senior High School' and 'Student Personal Data'. It includes a photo of the student and a table with the following information:

Name of Candidate	Index Number
HARRIET BAIDOO	1234567890

Below the table, the form lists various details:

- Program Offered : Science
- Enrollment Reference : BC76987327889
- Boarding Status : Boarding
- Aggregate : 13
- House Assigned : Aggrey
- Admission Reference No. : 1000100

The form also includes fields for Date of Birth (2023-11-30), Email (baidooharriet@gmail.com), Phone (02443630010), Ghana Card Number (GH114455223366), Mother Tongue (Twi), Languages Spoken 1 (English), Languages Spoken 2 (Twi), Religious Denomination (Christian), Home Town (Koforidua), Nationality (Ghanaian), Aggregate (13), Previous School (Elliot International School), Address (No. 60, Alloway Street, Teshie Nungua, Accra), Father's Name (Mr. AA Aquah-Doh), Father's Phone Number (02343666666x), Father's Email (aqdoh@gmail.com), Father's Residential Address (No. 6 BBB, C Street Accra), Father's Postal Address (AN 5676 Accra), Father's Organisation / Institute (Ghana Oil), Father's Occupation (Civil Engineer), Mother's Name (Mrs. Mercy Doh), Mother's Phone Number (020156856532), Mother's Email (mdoh@gmail.com), Mother's Residential Address (17 BC Street Adenta), Mother's Postal Address (PMB Achimota), Mother's Organisation / Institute (Ghana Revenue Authority), and Mother's Occupation (Accountant).

A large white arrow points to the 'PRINT' button in the top right corner of the browser window.

## DOWNLOAD AND PRINT - Document, Notices, Prospectus, Rules and Regulations

1. On the main dashboard, scroll down to "Documents, Notices, Prospectus, Rules and Regulations"
2. Click on "[Click to View Document](#)" under each heading to view and print document

Documents, Notices, Prospectus, Rules and Regulations

**Declaration By Student and Parent**  
This declaration, when duly filled and signed by both student and parent, becomes a legally binding agreement for the school admission process. Please Print, Fill and Submit on Day of Arrival  
[Click To View Document](#)

**Undertaking By Student and Parent**  
This undertaking, when duly filled and signed by both student and parent, becomes a legally binding agreement for the school admission process. Please Print, Fill and Submit on Day of Arrival  
[Click To View Document](#)

**Admission Letter**  
Please Print and Submit on Day of Arrival  
[Click To View Document](#)

**Personal Data**  
Please Ensure That All Information Provided Must Be True, Correct, and Accurately Represent The Student's Details For Proper Processing. Please Print, Fill and Submit on Day of Arrival  
[Click To View Document](#)

**Rules and Regulations**  
School Rules and Regulations. Kindly print and review the school rules and regulations with your child for mutual understanding.  
[Click To View Document](#)

**Prospectus**  
Please note that items listed in the prospectus are the only legally allowed possessions.  
[Click To View Document](#)

2. Print and fill all Forms (Form A, Form B, Form C and Form D)
3. Submit all Forms together with a copy of Results Slip to the School for **Verification** and **House Assignment**.
4. **Print a final Admission Letter** after having been assigned a house.

### PLEASE NOTE:

- **Working hours for Admission processes is between 8:30am to 4:30pm, Monday to Fridays.**
- **Only plastic chop boxes are allowed for first-year students.**