I.N.P.S SCHOOL PORTAL

User Guide

Version.1.0

APRIL 2016

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Quick User Guide

1. Open up the School Portal Application in your browser using the link **www.portal.inpse.com**
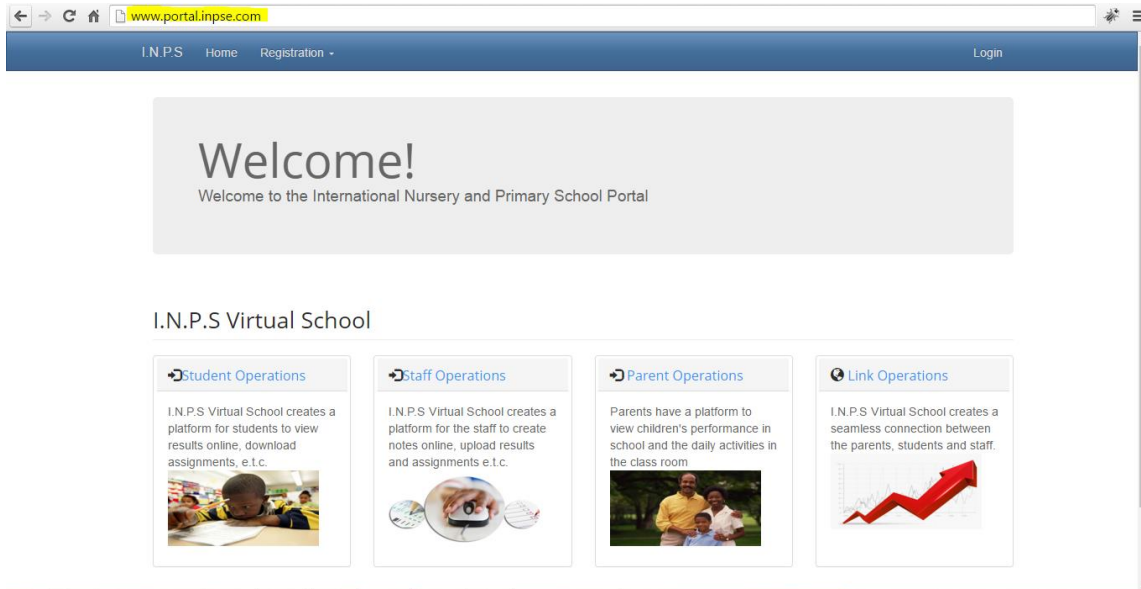
2. Click on the 'Registration' dropdown menu and select '**Parent Registration**'.
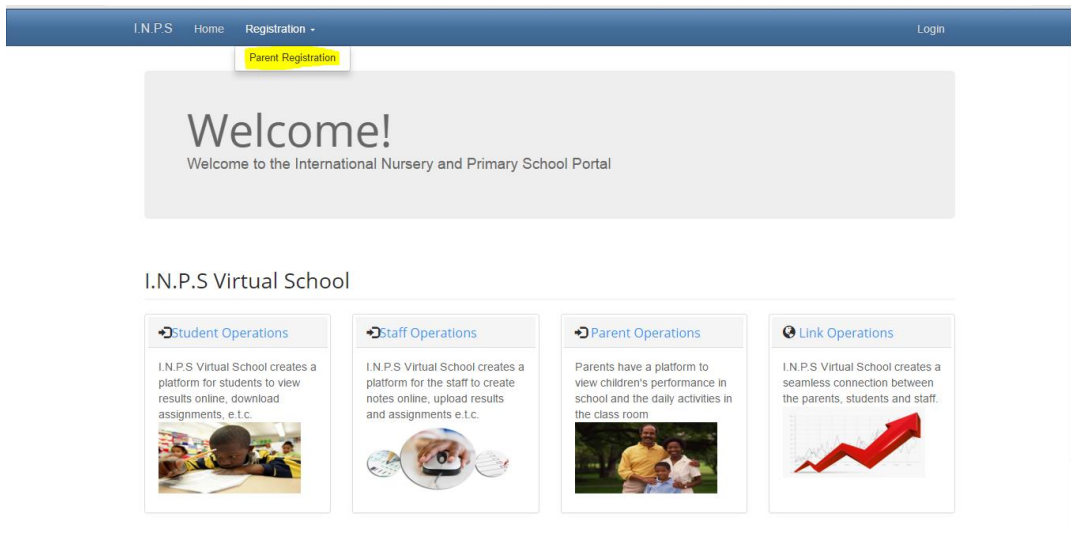
3. The screenshots below shows the parent registration page. Please fill the information correctly and click on the 'Sa**ve**' button.

4. A successful registration page with basic information entered will be displayed.
    NOTE: A default username and password will be displayed. Store username and password safely and change the username and password after your first login.
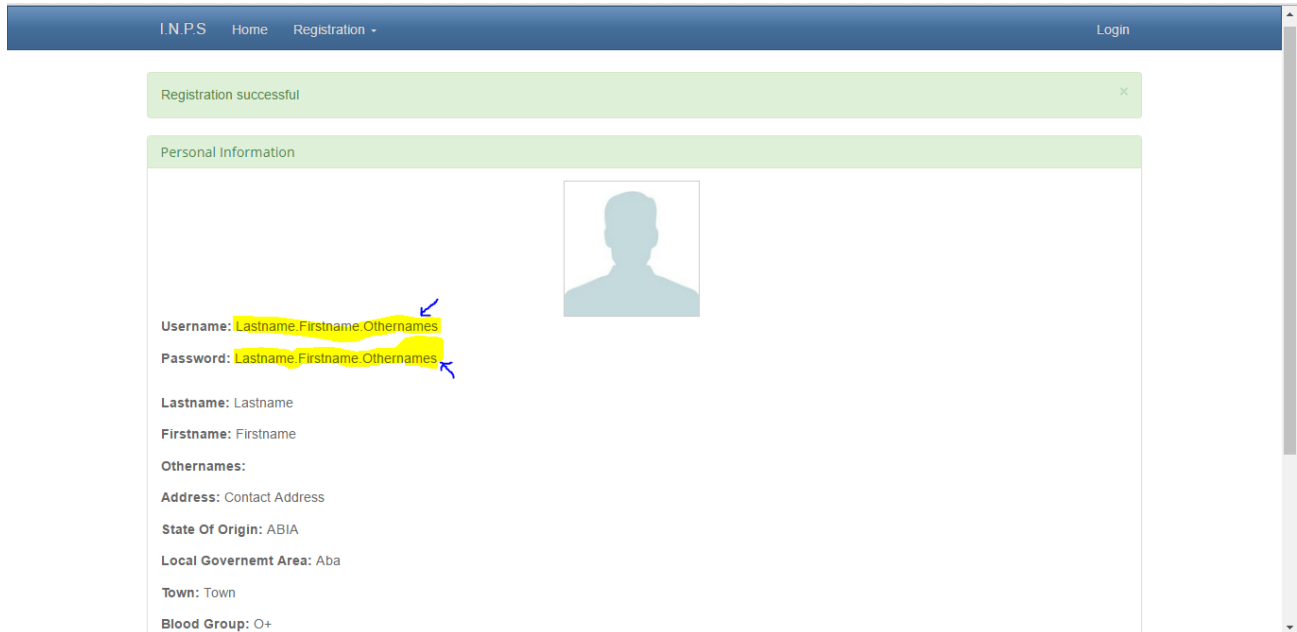
5. Click on the Login Button.
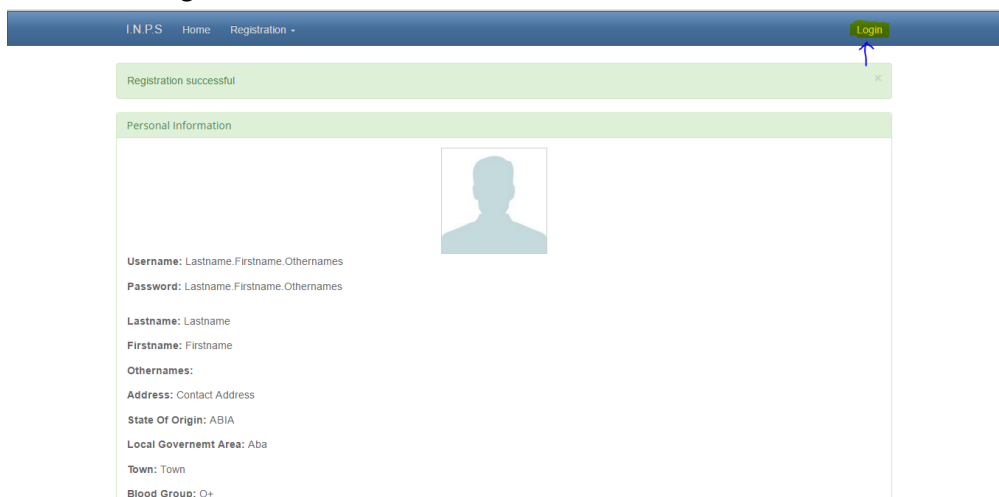
6. Enter your default username and password and click on '**Sign In'** button

7. Click on the '**Child Section**' dropdown and click on the '**Add Child**' link to add your child.

8. Fill in the registration number sent to you in the text message correctly and click on '**Add**' button.

NOTE: To add another child, please enter the child's registration number.

9. To view and edit your child's detail click on the '**View Children** ' link in the '**Child Section**' dropdown.

10. To view results click on '**View Child's Result**' link in the '**Child Section**' dropdown. Select the appropriate fields and click on '**Display Children**' button.

Parent Dashboard						👤 parent ▾

View Child's Result

Session
2015/2016 ▾

Level
PRIMARY 2 ▾

Class
GREEN ▾

Display Children

Student List

REGISTRATION NUMBER	FULL NAME	CLASS	FIRST TERM	SECOND TERM	THIRD TERM
~~redacted~~	~~redacted~~	PRIMARY 2 GREEN	👁View	👁View	👁View

11. Click on the term of your choice to view results.

Student Result List

| Subject	CA 1	CA 2	Exam	Total	Remark
ENGLISH	29	30	38	97	EXCELLENT
IGBO LANGUAGE	26	26	32	84	EXCELLENT
MATHEMATICS	30	26	40	96	EXCELLENT
AGRICULTURE/GARDENING	26	30	40	96	EXCELLENT
PRIMARY SCIENCE	26	30	40	96	EXCELLENT
CRAFT/HOME ECONOMICS	30	30	40	100	EXCELLENT
CHRISTIAN RELIGIOUS KNOWLEDGE	30	26	36	92	EXCELLENT
SOCIAL STUDIES	30	28	35	93	EXCELLENT
HEALTH AND PHYSICAL EDUCATION	30	30	36	96	EXCELLENT
WRITING	28	29	30	87	EXCELLENT
CIVIC EDUCATION	30	30	40	100	EXCELLENT
CULTURAL AND CREATIVE ART	30	28	40	98	EXCELLENT

Please call 08101776679 for more enquiry.