



# SHSDesk

**Cleartype Printers**  
**P.O. Box 127**  
**Kpando Volta Region**



**024 755 2852**  
**053 811 0283**  
**053 289 8141**

**Our Systems:** Online Admission System SHS/TVET Schools, Semester Result Management System SHS/TVET Schools, SMS Broadcast Systems, Etc.

## SHSDesk Admission Portal – Student Guide

This guide will help you smoothly access, pay, and complete your admission process on [www.shsdesk.com](http://www.shsdesk.com).

### Step 1: Checking Your Placement

1. Visit [www.shsdesk.com](http://www.shsdesk.com)
2. Enter your Index Number (ending with 25).
3. Click Check.
4. A green congratulatory message will appear at the top-right corner if you have been placed.

### Step 2: Making Payment

1. Click Make Payment.
2. Enter the following details:
  - Your Full Name
  - Your Email (optional)
  - Phone Number (for the payment)
3. Click Continue.
4. Confirm your phone number again to complete payment.
5. Once successful, you will receive confirmation.

### Step 3: Completing the Admission Process

1. After payment, proceed to Form Filling.
2. Carefully fill in all required fields.
3. Submit your completed form.
4. Download the following documents:
  - Admission Letter
  - Personal Record Form
  - Prospectus



#### **Step 4: If Network Failure Occurs After Submission**

If you successfully submitted your form but couldn't download your documents due to network issues:

1. Return to the Homepage.
2. Click on Student Menu.
3. Enter your Index Number.
4. Select Fetch Admission Documents.
5. Download all your documents.

#### **Step 5: If You Already Paid But Couldn't Complete the Process**

If you made payment but couldn't finish:

1. Go to the Homepage.
2. Enter your Index Number.
3. Click Check → then click Make Payment.
4. Look for the option Already Paid?
5. Enter your Transaction ID (starts with TT...)

**Note: This Transaction ID will be sent to your email or as an SMS. It is NOT your MoMo reference.**

6. Click Continue to proceed with Form Filling.