


LOGIN

AcademEA Online



Your One Time Password(OPT) has being sent to your email address eboessien@hotmail.com. Please enter it below and click on Verify to continue. Your OTP expiry in 5 minutes.

3m 43s remaining

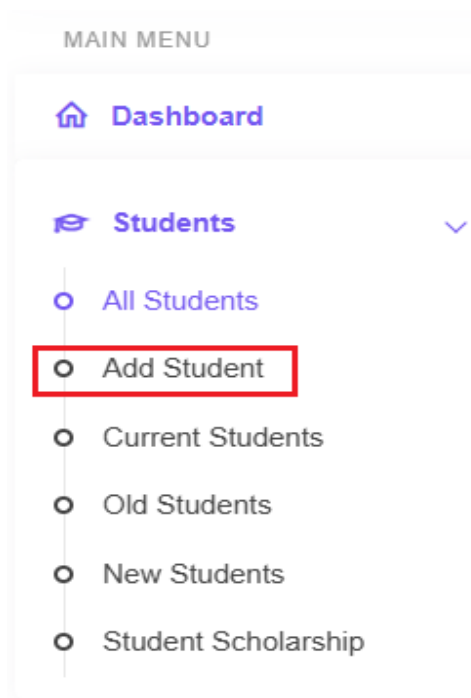
Note: If you are unable to find the email in your inbox, please check your spam or junk mail. The sender's name is AcademEA Support. Move the mail into your inbox or save the email address in your contact to prevent it from going to spam or junk mail the next time.

Use SMS: Send OTP to ***** 235 [Send OTP](#)

[Verify](#) [Request New OTP](#)

ADD STUDENT

To add a student click on the add student menu below



It opens the add student form

The image shows the 'Add Student' form at Step 1: Student Information. The form is part of a four-step process, with steps 2, 3, and 4 indicated by dashed lines and numbers above them. Step 1 is highlighted with a blue circle and a blue line. The form fields for Step 1 are:

- First Name* (text input)
- Last Name* (text input)
- Phone Number* (text input)
- Gender* (dropdown menu with 'Choose' selected)
- Class/Form* (dropdown menu with 'Choose' selected)
- Residence Type* (dropdown menu with 'Choose' selected)
- House/Section (dropdown menu with 'Choose' selected)
- Nationality (dropdown menu with 'Choose' selected)
- Parent ID (text input)
- Program Type* (dropdown menu with 'Choose' selected)

This form has four (4) steps.

The image shows the 'Add Student' form with a progress bar indicating four steps: 1. Student Information, 2. Father Information, 3. Mother Information, and 4. Guardian Information. Step 1 is currently selected and highlighted with a blue circle and a blue line.

1. Step 1: Add Student information.
2. Step 2: Add Father information.
3. Step 3: Add Mother Information.
4. Step 4: Add Guardian Information.

To add other information like medical information go to the Current Student Page to add it.

Add Student Form Navigation.

The buttons below show the kind of navigation that can be performed when adding a new student

The image shows four navigation buttons: 'Previous' (blue), 'Next' (blue), 'Save' (blue), and 'Reset' (red).

The user can either, go to the previous step, move to the next step, save the data current entered or reset the form. When the next button is clicked to move to the next step ensure that all required field are completed, otherwise you will not be taken to the next step. The required field are marked with asterisk.

First Name*

Save Information

When enough information about the staff have been keyed in. The Save button will be active to enable the user to save the data, without necessarily completing all the steps. You can use the previous button, to go back up the previous step. The reset is use to reset the form to its previous state.

Current Students

After a student has been add their details can be found under the current student page.

Current Students

-- Choose Class --

Search:

#	ID	NAME	CLA
1	STD10050	FRANK DEBRA	J H
2	STD10053	SUSANA ARTHUR	J H
3	STD10057	CHRISTABEL SELASI DAGBETO	J H
4	STD10078	SHAM MINHAJ WUNSOLI	J H
5	STD10079	BRIDGET ANABA	J H

Name:

StudentFatherMotherGuardianOther infoScholarship

Subjects

Student Info

First Name*

Last Name*

Other Names

SMS Mobile Number*

Gender*

Class/Form*

Residence Type*

Program*

To view the details of a student, click on the name student in the list for their details you show on the right pane

-- Choose Class --

Search:

#	ID	NAME	CLA
1	STD10050	FRANK DEBRA	J H
2	STD10053	SUSANA ARTHUR	J H
3	STD10057	CHRISTABEL SELASI DAGBETO	J H
4	STD10078	SHAM MINHAJ WUNSOLI	J H
5	STD10079	BRIDGET ANABA	J H
6	STD10085	MANTEY ADRIAN	J H

Name: SHAM MINHAJ WUNSOLI

Student
Father
Mother
Guardian
Other info
Scholarship

Subjects

Student Info

First Name*

SHAM

Last Name*

MINHAJ WUNSOLI

Other Names

SMS Mobile Number*

0242364235

Gender*

Male

Class/Form*

J H S 1

Residence Type*

Day

Program*

Pre-School

Status

Nationality*

To get other details about the student click on the appropriate tab.

Student
Father
Mother
Guardian
Other info
Scholarship

Subjects

For example to view the student's father details click on the Father tab

Student

Father

Mother

Guardian

Other info

Scholarship

Subjects

Father Information

Title

Choose



First Name*

Last Name*

Mobile Number*

Postal Address

Residential Address

Education Level

Occupation

To select a student from a particular class, select the class from the class dropdown list. The student list will be populated by one from that class, then click on the name of the student for whose details you want to view for their details to appear on right pane. Go through the same proceed to view other information about the student.

Current Students

-- Choose Class --



BASIC 2

▼

Search:

ID	NAME	CLASS
STD1535	GODWIN ANKO AWENTEMI	BASIC 2
STD1538	SULEMAN MOHAMMED	BASIC 2
STD11281	TEMA AMPADU	BASIC 2
STD1515	STERLING OTENG NKUNIM	BASIC 2
STD11269	HASSANA ABDULLAH	BASIC 2

How TO ADD STUDENT PHOTO

On the current student page click on the name of the student whose picture is to be added from the class list. On the student information page scroll down to the bottom of the page where you find the following.



NO IMAGE
AVAILABLE

Choose File No file chosen

Start Camera

Take Photo

Stop Camera

You can add the photo of the student from an image saved on your device or use the camera on your device to capture the image of the student. To select a photo on your device click on the Choose File button and browse the image you want to use and selected it. A preview of the image is provide to ensure the right image is selected

NO IMAGE
AVAILABLE

Choose File No file chosen

To capture the image of the student with the camera on your device, click the Start Camera button. The camera on your device will start, to capture the photo click on Take photo. After taking the photo click on Stop Camera, to stop the camera.

ALL STUDENTS

The page is use to list all current students in system. In addition some management task can be performed here.

Search:

#		FIRST NAME	LAST NAME	GENDER	NATIONALITY	PROGRAMME	CLASS
1	<input type="checkbox"/>	FRANK	DEBRA	Male	Ghanaian	Basic	J H S 3 Day
2	<input type="checkbox"/>	SUSANA	ARTHUR	Female	Ghanaian	Basic	J H S 3 Day

1. Print student list.
2. Copy the data in the list.
3. Export the list to Ms Excel.
4. Export the list to PDF.
5. Move selected student(s) to old student database.
6. Send SMS to selected student(s).
7. View the student ledger of a selected student.
8. Receive fee from selected student.

Hide and Show Columns

On the All Student Page you can hide or show is column you want make visible. Assume you want to only the first name, last name and class of students. You will have to check the checkboxes the represent a particular column to hide it. Checking it again will now make the column visible.

Hide/Show Columns

☒ Student ID
 ☐ First Name
 ☒ Middle Name
 ☐ Last Name
 ☐ Gender
 ☒ House

☐ Nationality
 ☐ Program
 ☐ Class
 ☐ Residency
 ☐ Email
 ☐ Date of Birth

☐ Place of Birth
 ☐ Postal Address
 ☐ Admission Yr.
 ☐ Physical Add.
 ☐ Date Admitted
 ☐ Year Group

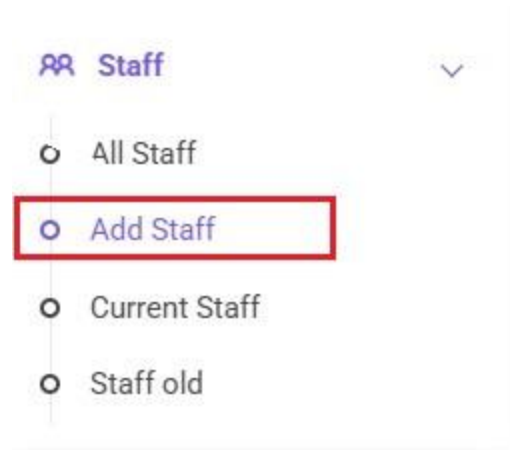
☐ SMS Number

#		FIRST NAME	LAST NAME	GENDER	NATIONALITY	PROGRAMME	CLASS
1	<input type="checkbox"/>	FRANK	DEBRA	Male	Ghanaian	Basic	J H S 3 Day
2	<input type="checkbox"/>	SUSANA	ARTHUR	Female	Ghanaian	Basic	J H S 3 Day

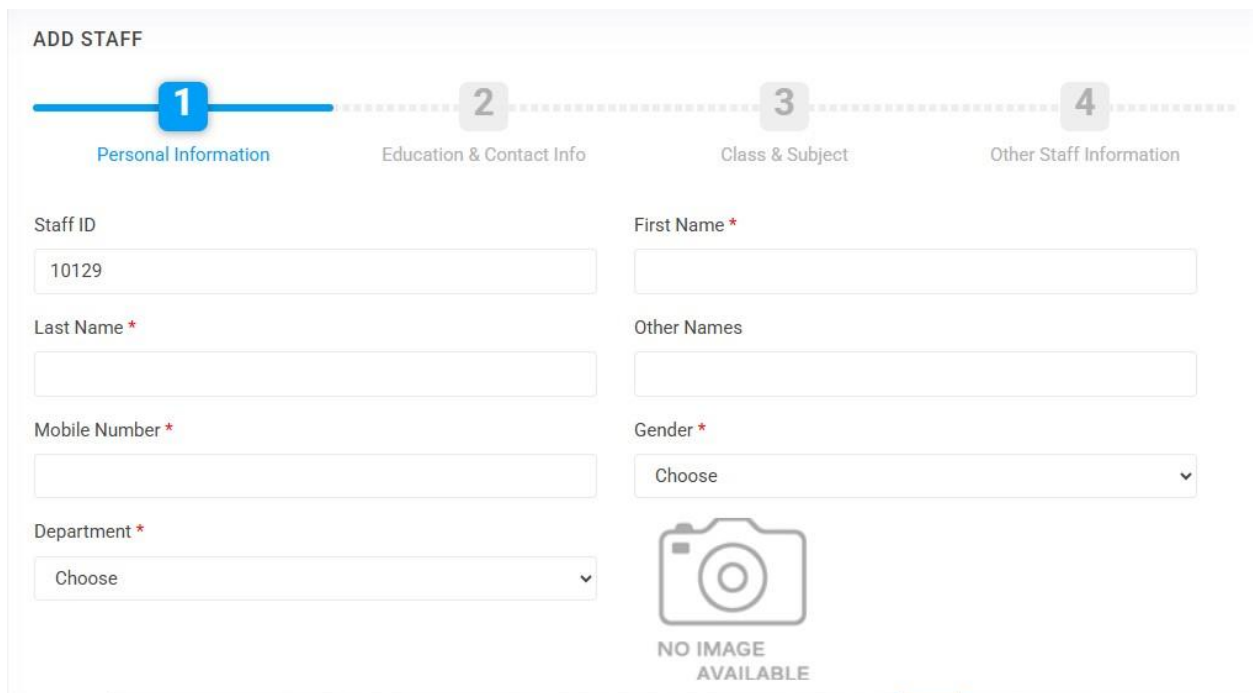
Above table of student information with Student ID, Middle Name and house hidden

ADD STAFF

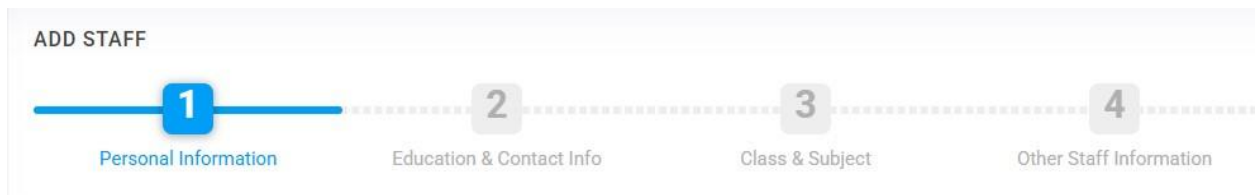
To add a staff click on the add staff menu below



It opens the add staff form

A screenshot of the 'ADD STAFF' form. At the top, there is a progress bar with four steps: 1. Personal Information (highlighted in blue), 2. Education & Contact Info, 3. Class & Subject, and 4. Other Staff Information. The form is divided into two columns. The left column contains: 'Staff ID' (text input with '10129'), 'Last Name *' (text input), 'Mobile Number *' (text input), and 'Department *' (dropdown menu with 'Choose'). The right column contains: 'First Name *' (text input), 'Other Names' (text input), 'Gender *' (dropdown menu with 'Choose'), and a camera icon with the text 'NO IMAGE AVAILABLE' below it.

This form has four (4) steps.



1. Step 1: Add Personal Information.
2. Step 2: Add Education & Contact Information.
3. Step 3: Class and Subject taught(if they are a teacher)
4. Step 4: Other information of staff

The other information may include medical information, employment history.

Add Class and Subject.

To add the class and subject taught by a member of staff, first complete the necessary information under the personal information tab and education & contact information tab. Then under the Class and Subject tab, select the class the staff teaches. All subjects related to that class will be displayed. Now select the subject that the staff teaches. The selected class and subject will appear in the right pane. To delete the subject from the staff's list of subject taught, click the delete icon

Personal Info

Education & Contact Info

Class & Subject

Other Staff Information

Class & subject Information

Class

BASIC 3

Subjects

☐ Select All

☐ MATHEMATICS

☐ ENGLISH LANGUAGE

☒ INTEGRATED SCIENCE

☒ FRENCH

☐ I.C.T




☒ R.M.E.

☐ CREATIVE ART

☐ GHANAIAI LANGUAGE

☐ NATURAL SCIENCE

Classes & Subject Taught

#	CLASS	SUBJECT	REMOVE
1	BASIC 3	INTEGRATED SCIENCE	
2	BASIC 3	FRENCH	
3	BASIC 3	R.M.E.	

Showing 1 to 3 of 3 entries

Add Staff Form Navigation.

The buttons below show the kind of navigation that can be performed when adding a new staff

Previous

Next

Save

Reset

The user can either go to the previous step, move to the next step, save the data currently entered or reset the form. When next is clicked to move to the next step ensure that all required field are completed, otherwise you will not be taken to the next step. The required field are marked with asterisk.

First Name 

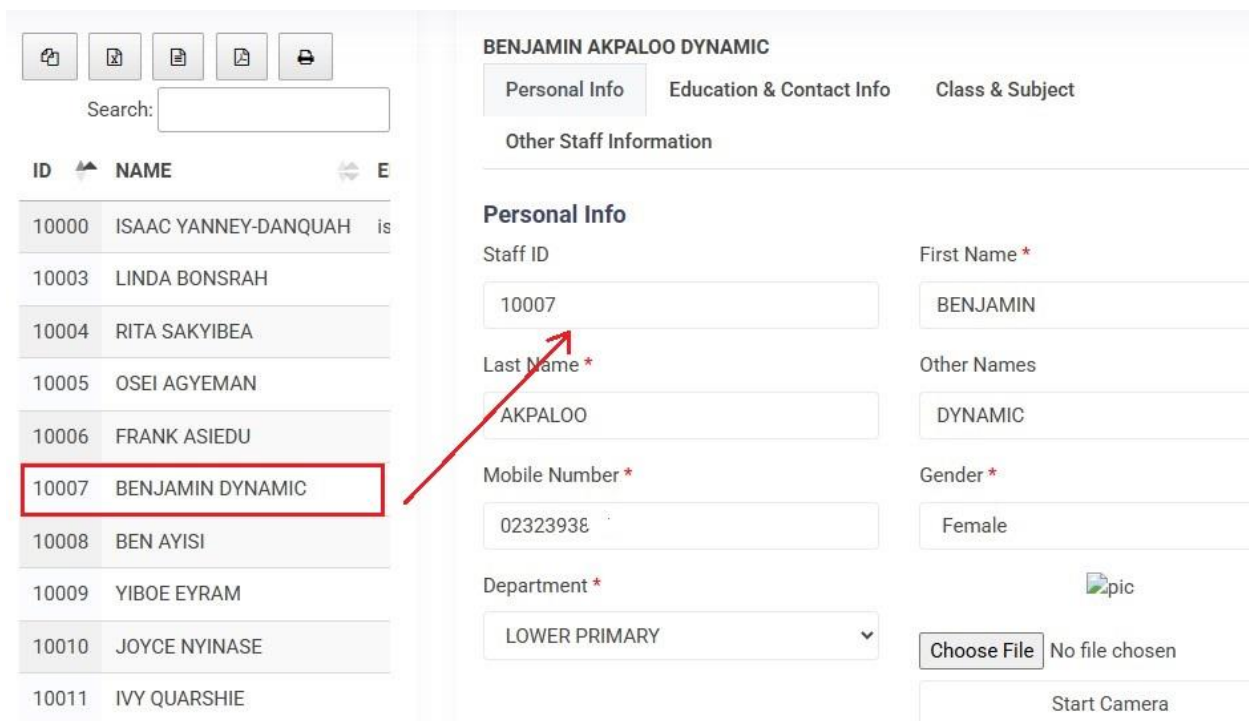
Save Information

When enough information about the staff have been keyed in. The Save button will be active to enable the user to save the data, without necessarily completing all the steps. You can use the previous button, to go back up the previous step. The reset is use to reset the form to its previous state.

CURRENT STAFF

After a staff has been added their details can be found under the current staff page.

To view the details of a staff, click on the name of the staff in the staff list for their details you show on the right pane



The interface displays a staff list on the left and a detailed view of a selected staff member on the right.

Staff List:

ID	NAME	E
10000	ISAAC YANNEY-DANQUAH	is
10003	LINDA BONSTRAH	
10004	RITA SAKYIBEA	
10005	OSEI AGYEMAN	
10006	FRANK ASIEDU	
10007	BENJAMIN DYNAMIC	
10008	BEN AYISI	
10009	YIBOE EYRAM	
10010	JOYCE NYINASE	
10011	IVY QUARSHIE	

Staff Details: BENJAMIN AKPALOO DYNAMIC

Personal Info | Education & Contact Info | Class & Subject

Other Staff Information

Personal Info

Staff ID: 10007 | First Name *: BENJAMIN

Last Name *: AKPALOO | Other Names: DYNAMIC

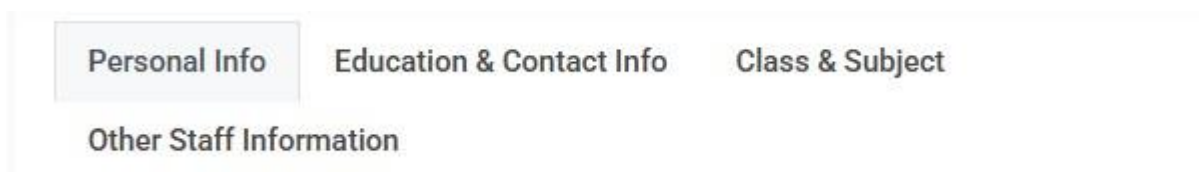
Mobile Number *: 02323938 | Gender *: Female

Department *: LOWER PRIMARY

Choose File | No file chosen

Start Camera

To get other details about the staff click on the appropriate tab.



The tabs are: Personal Info, Education & Contact Info, Class & Subject, and Other Staff Information.

How to Add Staff Photo

On the current staff page click on the name of the staff whose picture is to be added from the staff list. On the Personal information page scroll down to the bottom of the page where you find the following.



You can add the photo of the staff from an image saved on your device or use the camera on your device to capture the image of the staff. To select a photo on your device click on the Choose File button and browser the image you want to use and selected it. A preview of the image is provide to ensure the right image is selected



To capture the image of the staff with the camera on your device, click the Start Camera button. The camera on your device will start, to capture the photo click on Take photo. After taking the photo click on Stop Camera, to stop the camera.

ALL STAFF

The All staff page is use to list all current staff in system. In addition some management task can be performed here.

Staff ID	First Name	Other Names	Last Name	Gender	Department
Phone	Designation	Email	Date of Birth	Date Employed	Postal Address
Qualification	Address	Education Level			

Search:

#	STAFF ID	FIRST NAME	OTHER NAMES	LAST NAME	GENDER	DEPARTMENT	PHONE	DESIGNATION
1	10000	ISAAC	KOJO	YANNEY-DANQUAH	Female	DIRECTOR	024	DIRECTOR
2	10030	ALLEX		OPPONG	Female	STAFF	027	DRIVER

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