



Admissions Ghana User Guide

Every effort has been made to ensure that the information in this manual is accurate. eBits is not responsible for printing or clerical errors.

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At A Glance

The screenshot displays the PROSPER NTMC web application. The header is blue with 'School logo' on the left and 'PROSPER NTMC' in the center. A user account icon is on the right. The sidebar on the left, labeled 'sidemenu', lists various functions: DASHBOARD (Dashboard), SYSTEM (School, Programmes), STUDENTS (Students, Upload Students), LETTER (Letter, Upload Letter Head, Upload Documents), and FINANCIAL (Fees). The main area, titled 'Students Details', has two buttons: 'Send SMS to pending students' and 'Block all pending students'. Below these is a table with columns: Surname, Other Names, Application Nu..., Phone, Programme, Academic Year, Batch, Status, Duration, Date Added, and Actions. The first data row shows 'Aidoos' with status 'Accessed'.

Basic Info				Other Info						
Surname	Other Names	Application Nu...	Phone	Programme	Academic Year	Batch	Status	Duration	Date Added	Actions
Aidoos	Prospers	67655	233263159686	BSc Computer S...	2019-2020	1	Accessed	3	Fri, 19 Jul 2019	[Edit] [Delete]

Sign Up For Your School

Note: you must be a head of a department/school to create an account on Admissions Ghana.

To create an Admission Ghana account:

1. Go to coeadmissions.ebitsapps.com/sign-up
2. Provide your full name
3. Enter the name of your email address
4. Provide your phone number
5. Enter your password
6. Enter your password again
7. Click the **sign up** button
8. To complete creating your account, SMS containing a verification code will be sent to your phone
9. Enter the verification code to verify your account.

Activating/Verifying Your Account

At the preliminary stage of signing up an account, SMS containing your verification code is sent to your phone. If you did not receive the SMS or activating/ verifying your account after 24hr; use these steps to activate your account.


1. Go to coeadmissions.ebitsapps.com
2. Click [Resend Code](#)
3. Enter your email address
4. Click the **RESEND CODE** button

SMS containing a verification code will be sent to your phone

5. Enter the verification code to verify your account.

Logging In

To log into your verified account:

1. Go to coeadmissions.ebitsapps.com/login
2. Enter your email address or phone number
3. Provide your password
4. Click  to log into your account.

Forgot Your Password? Reset It

To reset your password, this steps you through the process. Including

[Note: Should you remember your password at the very instance you navigate the reset password page,

Click [Remembered Password. Login](#) The steps to logging in mentioned above will guide you access to your account.]

1. Go to coeadmissions.ebitsapps.com/login
2. Click [Forget Password](#)
3. Enter your email address
4. Click the **Receive New Password** button
5. A new password will be sent to your phone.
6. You can now access your account with your email address or phone number and newly received password.

Set Up Your Admission Account

Before adding or uploading admitted student(s). You must complete these processes:

1. Add your school
2. Provide programme(s) offered in your school
3. Create a template of your admission letter
4. Upload your letter head
5. Upload other document(s) to be accessed by admitted students (optional)
6. Fees to be paid by admitted students


Dashboard

Your dashboard is what you see when you log into Admission Ghana. The dashboard page has four grids. They include

1. **Total Students** show the total number of admitted students.
2. **Pending status** show the number of admitted students that have not accessed or printed their admission letter.
3. **Blocked students** show the number of admitted students who have been blocked by the administrator that they could not access or print their admission letter for some administrative reasons.

4. **Accessed students** show the number of students that have accessed and printed their admission letter.

Add Your School


1. Click  **School** at the right sidemenu of any of the pages
2. Enter the name of your school
3. Select the category of your school
4. Provide your phone number
5. Provide your email address
6. Select the region in which your school is situated
7. Enter the town in which your school is situated
8. Provide the SMS Sender ID of your school (the sender name the text messages that will be sent out to admitted students should bear)

Note: Sender ID of your school should not be more than 11 characters.



9. Name of your principal
10. Address of your school
11. Click the Submit button

Add programme



If you have not added any programme:

12. Click  **Programmes** at the right sidemenu of any of the pages
13. Click the **Add Programme** button
14. Enter the name of the programme
15. Click the **Submit button**.

If you are adding up a programme to existing ones:

1. Click  **Programmes** at the right sidemenu of any of the pages
2. Hover mouse around  at the right corner
3. Click Add programme
4. Enter the name of the programme
5. Click the **Submit button**.

Remove programme

1. Click  **Programmes** at the right sidemenu of any of the pages
2. Identify the programme intended for deletion
3. Click  in front of the name of the programme intended for deletion
4. Confirm deletion by clicking **OK** from the pop up box that appears or click **Cancel** to terminate the delete process.

Students


Consist of list of admitted students, their details and status of admission. After setting up your admission account, you can use these two procedures to add admitted student(s)

i. Add Admitted Student

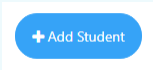
This is used to add the details of a single admitted student.

1. Click  **Students** at the right sidemenu of any of the pages

Note:

If you have added an admitted student or uploaded the list of admitted students, Hover mouse around  at the right corner and click **Add Student**.



If the intended entry is the first, click



2. Enter the surname of the admitted student
3. Enter other names of the admitted student
4. Enter application number of the admitted student
5. Choose programme offered for admitted student
6. *Academic year is provided by default*
7. Enter the phone number of the admitted student
8. Enter batch the admitted student belongs to
9. Provided the duration in years for the selected programme for the admitted student
10. Provide the allocated hall of residence for the admitted student
11. Click the Submit button.

ii. Upload Admitted Student(s)

Add data of students admitted to **pursue a particular programme**. To begin with it,

1. Click  Upload Students at the right sidemenu of any of the pages
2. Click  to download the template of the excel document

The downloaded **Sample template** serves as a model for entering the data of admitted students. It is therefore highly recommended you use the sample template to build your excel document.

In instances where you have existing excel document either than one built with the sample template:

- a. Rearrange the header of your excel in this order

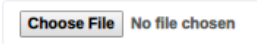
	A	B	C	D	E	F
1	Application Number	Surname	Othernames	Phone	Duration	Hall of Residence
2						

- b. Match the column values with the headers of the excel document.

3. On your computer:

Furnish the excel document with the admitted students data

Save the prepared excel file

4. Click  No file chosen
5. Choose the prepared excel file to upload
6. Select the programme offered for the list of applicants in the prepared excel document
7. *Academic year is provided by default*
8. Enter the sheet number

The sheet number of the chosen excel document can be identified in the excel document. This is a reference to assist you

	A	B	C	D	E	F
1	Application Number	Surname	Othernames	Phone	Duration	Hall of Residence
2	67655	Aidoo	Prosper GeorgeWills	263159686	4	Greatness Hall
3						
4						
23						
24						

Sheet1

9. Enter the Start row. The start row is the row at which the values of your entry begin

Using the reference above as an example, the Start row is 2



10. Enter the batch number

11. Click the **Submit** button.

SMS will be sent to phone of students in the uploaded excel document. The SMS contains link to checking their status of admission, duration of the programme offered them, their application number and PIN.



List of Admitted Students

To access the list of admitted students. This is how;

1. Click  **Upload Students** at the right sidemenu of any of the pages
2. Hover mouse around  at the right corner
3. Click **View Students**.


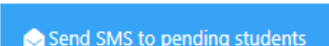
Edit Admitted Student Detail(s)

To make changes to the data of an admitted student:

1. Click  **Students** at right sidemenu of any page
2. Identify the row where the admitted student's detail is
3. Click 
4. Make changes to field(s) data
5. Click **Submit** button to save changes.


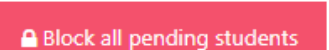
Send SMS to All Pending Students

Use these steps to send SMS containing link to checking their status of admission, duration of the programme offered them, application number and PIN.

1. Click  **Students** at the right sidemenu of any of the pages
2. Click 



Block All Pending Students

Disallow admitted students whose status is pending from accessing their admission letters by altering their status to block. This is how

1. Click  **Students** at the right sidemenu of any of the pages
2. Click 


Unblock Student

To remove an admitted student's status from **blocked**. This is how

1. Click  **Students** at the right sidemenu of any of the pages
2. Identify the row of the admitted student intended for unblock and check the box at the extreme left of the table
3. Click 

Search for Student(s)

To search for a particular or group admitted student(s)



1. Click  **Students** at right sidemenu of any page
2. In the input field beneath the table header, type the value of the expected search result

For example: When looking for admitted student(s) offered Mathematics, you type Mathematics at the input beneath the **Programme** header.

3. You get a search result of your input.

Export List of Admitted Students to Excel


To download the list of admitted student onto your computer in an excel format. This is how

1. Click  **Students** at the right sidemenu of any of the pages
2. Click  at the bottom left of the table.

Admssion Letter

This is a draft of the admission letter prepared by the school's authority. It is highly recommended to complete this process at the account setup stage.

To create the draft of the letter

1. Click  **Letter** at the right sidemenu of any of the pages
2. Click the create letter button

Very important notice


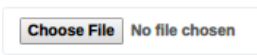
To produce corresponding details of each applicant on the admission letter, follow these guidelines

- a. Begin each paragraph with the 'pound' sign (#) and end with the 'dollar' sign (\$)
- b. Bold texts by beginning the text with the 'at' sign (@) and end with the 'asterisk' sign (*)
- c. Where ever there is a **name of a programme**, put **[programme]**
- d. Replace amount of **fees** with **[fees]**
- e. Supply **hall** of residence with **[hall]**
- f. Where there is **duration**, put **[duration]**
- g. Where there is **student phone number**, put **[phone]**
- h. Where there is **student name**, put **[name]**
- i. Where there is **academic year**, put **[year]**

3. Provide the header of the admission letter
4. Provide the body of the admission letter
5. Provide the body of the acceptance letter
6. Provide the body of the reference letter
7. Click the Save button


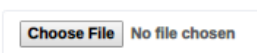
Upload Letter Head

The letter head is the heading at the top of a letter that usually consists of a name, logo and address. To add the letter head, this is how

1. Click  **Upload Letter Head** at the right sidemenu of any of the pages
2. Click  **No file chosen**
3. Choose from your computer your letter head (must be .png, .jpg or .jpeg file) to upload
4. Click the **Submit** button.

Upload Document(s)

Other document may include prospectus, campus residence booklet etc. Follow these steps to add document


1. Click  **Upload Documents** at the right sidemenu of any of the pages
2. Click  **No file chosen**
3. Choose from your computer your letter head (must be .png, .jpg, .jpeg, .pdf and .docx file) to upload
4. Click the **Submit** button

Add Fees

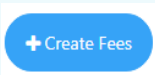
To add the fees to paid by admitted students offered a particular programme

1. Click  **Fees** at the right sidemenu of any of the pages

Note:

If you have created fees in previous times, hover mouse around  at the right corner and click **Create Fees**.


If the intended entry is the first, click




2. The academic year is provided by default
3. Select the programme
4. Enter amount to be paid by admitted students offered the programme selected
5. Click the **Submit** button.

Change Your Password

If you have issues with your login credentials, these steps will assist you change your password and secure access to your account.

1. Login in to your account
2. Click  at the top right corner of any of the pages
3. Click Change Password
4. Provide Old Password
5. Enter new password
6. Enter new password again to confirm characters match
7. Click the Submit button.

Logging Out

1. Login in to your account
2. Click the user account icon  at the top right corner of any of the pages
3. Click the Logout button.

Applicants can visit admissionsghana.com to check their admission status.

