

## STUDENT GUIDE

# How to buy an access code online

No access code yet? Follow these steps to buy one with mobile money or card. Your code appears on screen and is also sent by SMS.

START HERE

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

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Short steps on the site,  
then a secure payment  
page

**GH¢15**

Per access code, for one  
student's semester report

**SMS**

Your code is shown on  
screen and also texted to  
your phone

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## Go to your school's page and tap "Buy an access code"

Open [www.mysemesterreport.com](http://www.mysemesterreport.com), choose your school, then tap the yellow **Buy an access code** button in the dark box on the right-hand side. It shows the price, **GH¢15.00 per code**.

**Admission number**

**Access code**

**Open my report**

No access code yet?

**GH¢15.00** per code

Buy one with mobile money or card. It's sent to you by SMS straight away.

**Buy an access code ◀ tap here**

**New to the site?** See the guide *How to view your semester report* for how to find your school.

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## Enter the student's admission number

**Step 1 of 2: Get your access code.** Type the admission number exactly as the school gave it (some schools use slashes, like **SCI/14/001**; others have none, like **AMZSHS1067** or **CB24**), then tap **Continue**.

Step 1 of 2

**Get your access code**

Enter your admission number to buy the code that opens your semester report.

**Admission number**

**How it works**

1. Confirm your details and choose how to pay.
2. Pay with mobile money or card.
3. Use your code to open your report. We also send it by SMS.

**Continue**

### What you'll need before you start

- ✓ The student's **school** and **admission number**
- ✓ A **phone number** that can receive SMS and the mobile money prompt
- ✓ **GH¢15.00** in your mobile money wallet (a small provider charge is added), or a bank card
- ✓ A pen or paper, or the Copy button, to keep the access code safe

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## Check the details, add your phone number, and choose how to pay

**Step 2 of 2: Confirm and pay.** The student's name, admission number, programme and class are shown. Check that they are correct, then:

- Enter the **phone number** that should receive the access code by SMS. Your browser may suggest numbers you used before.
- Optionally add an **email address**. A backup copy of the code is sent there.
- Choose how to pay (**Hubtel** or **Paystack**, both for mobile money or card), then tap **Pay GH¢15.00**.

**STUDENT NAME**  
SCI/14/001 · Programme · Class

**Phone number**  
024 000 0000  
We'll text the access code to this number.

**Email (optional)**  
name@example.com

**Pay with**  

**Hubtel**  
Mobile money or card

**Paystack**  
Mobile money or card

Your access code  
**662305**  
Write this code down before you pay. It starts working as soon as your payment goes through.  
**Copy**

Total  
**GH¢ 15.00**  
**Pay GH¢ 15.00**  
Check the details first. Codes bought for the wrong student can't be refunded.

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## Review and tap "Pay now"

A **Ready to pay?** box shows the code, student, SMS number, email and amount. If everything is right, tap **Pay now**. If not, tap **Go back**. The button then says **Opening payment page...**

**Ready to pay?**  
Code **662305**  
Student **Student name (admission no.)**  
SMS to **024 000 0000**  
Email to **name@example.com**  
Amount **GH¢ 15.00**  
Save the code now. SMS and email delivery can't be guaranteed.  

**Go back** **Pay now**

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## Choose Mobile Money and enter your details

You move to a secure payment page ("**Secured by Hubtel**") for **SaproSoft Solutions**. It shows **You will be charged** with the amount. Under **Pay with** you can choose **Mobile Money**, **Bank Card**, **Wallets**, **GhQR** or **Cash / Cheque**. For mobile money:

- Tap **Mobile Money** and enter your mobile number.
- Choose your **Provider**: MTN Mobile Money, Telecel Cash or AT Money.
- Tick **Verify you are human** and wait for **Success!**, then tap **Pay**.

**Pay with**

☒ **Mobile Money** MTN · Telecel · AT

☐ **Bank Card** Visa · Mastercard

☐ **Wallets**

☐ **GhQR**

☐ **Cash / Cheque** BankPay

**Mobile Money number**

024 000 0000

**Provider \***

MTN Mobile Money

MTN Mobile Money · Telecel Cash · AT Money

☒ Verify you are human → Success!

**PAY**

The amount may change slightly when you choose Mobile Money. For example, **GHS 15.00** may show as **GHS 15.50**. That small extra is the payment provider's charge.

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## Verify your mobile number with the OTP

You will see **Verify your mobile number**. Enter the **4-digit OTP** sent by SMS to your phone. The code shows a short letter prefix (for example **CPYE –**) before the four boxes, so type only the 4 digits. On many phones you can tap **Fill code** to enter it automatically. When all 4 digits are in, tap **Verify**. A **Processing...** screen appears.

**Verify your mobile number**

Enter the 4-digit OTP sent to 024 000 0000

CPYE – 2 9 4 5

**VERIFY**

**RESEND CODE**

[Back](#) · [Report an Issue](#)

**Didn't get the OTP?**

- Wait a moment, then tap **Resend code**.
- The page also shows a short code to dial on your phone to view it.
- Tap **Back** to go back, or **Report an Issue** if it keeps failing.

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## Approve the payment on your phone

The page then says **Pending Payment**: *Your payment is pending. Authorize this payment and click the button below.*

- Watch your phone for the **mobile money prompt** and approve it (enter your mobile money PIN when asked).
- Then tap **Check status**. The button may count down for a few seconds first, so wait for it to turn green.
- If it still says pending, approve on your phone and tap **Check status** again. **Don't pay a second time.**



### Pending Payment

Authorize this payment on your phone, then tap the button below

CHECK STATUS (4)

Report an Issue

#### On your phone

1. A mobile money prompt appears.
2. Enter your PIN to approve.
3. Come back and tap **Check status**.



## After you pay: use your code

Your access code starts working **as soon as the payment goes through**. It is also sent by SMS, and by email if you added an address.

- Go back to your school's page on **www.mysemesterreport.com**.
- Enter your **admission number** and the **access code**, then tap **Open my report**.

### Before you pay, make sure

- ✓ The student's name and class on the confirm page are correct (no refunds for the wrong student)
- ✓ The phone number is one you can use right now, to receive the OTP and SMS
- ✓ You have GH¢15.00, plus the small provider charge, in your wallet or on your card
- ✓ You have copied or written down the access code

## If something goes wrong

Common problems and what to do.



### Write the code down

- Tap **Copy**, or write it on paper **before** you pay.
- SMS and email delivery can't be guaranteed, so the on-screen code is your safe copy.



### Paid but lost your code?

- On the sign-in page, tap **Paid but lost your code?**
- Get it back using your payment receipt.



### Payment stuck on pending?

- Approve it on your phone first.
- Then tap **Check status**. Don't pay again.



### No OTP?

- Tap **Resend code**, or use the short code shown on the page to view it on your phone.



### Forgot the admission number?

- On your school page, tap **Find your admission number** and search by name.



### Cancel or go back

- On the payment page use **Cancel** or **Back**. On the confirm page use **Go back**.

### Website help (Saprosoft)

- **Call or WhatsApp:** +233 50 632 6332, available daily 7:00am to 7:00pm
- **Email:** saprosoft@saprosoft.net
- Trouble signing in or paying? They can help. For questions about marks or reports, contact your school.

### Need help with a payment?

Use the Report an Issue link on the payment page, or contact the website help above. Keep your payment receipt.

Never share  
**your OTP or PIN**