

STUDENT GUIDE

How to view your semester report online

A simple step-by-step guide to finding your school, signing in, and opening, saving, printing or emailing your report, from any phone or computer.

START HERE

www.mysemesterreport.com

3

Things you need: your school, admission number and access code

GH¢15

Per access code, paid by mobile money or card

PDF

View, download, print or email every report

1

Open the website

On your phone or computer, open any web browser (Chrome, Safari, Edge) and type the address in the address bar.

www.mysemesterreport.com

2

Find your school

The home page says "**Your semester report, online**" and shows reports from schools across Ghana. Search by name, or tap a letter to filter the list. The page shows how many schools were found. Tap your school to continue.

Search for your school

① Find your school ② Sign in with your access code ③ View and print your report

All A B F G K **M** N S W 5 schools found

Your school name

Senior High School

Your school name ◀ tap it

Senior High School

Another school

Senior High School

Show more schools

Reports come from your school

Every result is uploaded by the school itself, exactly as it appears on paper.

Private to each student

A report only opens with the student's own admission number and access code.

Works on any phone

Open, save or print your report day or night, even on a basic smartphone.

Tip: If your school isn't on the first screen, tap the first letter of its name, or **Show more schools**.

3

Sign in with your admission number and access code

On your school's page, type your **admission number** exactly as your school gave it and your **access code**. Admission numbers look different at different schools, for example **SCI/14/001**, **AMZSHS1067** or **CB24**. Tap **Show** beside the access code if you want to see what you typed. Then tap **Open my report**.

View your report

Sign in with your admission number and access code.

Admission number

SCI/14/001

Access code

.....

Show

Open my report

Paid but lost your code?

Get it back with your payment receipt

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

Keep your access code private. Your browser may ask "Save Password?" after you sign in. On a shared phone or computer, choose **Not Now**.

+

Help on the sign-in page

Look at the **Need help?** panel and the school notices on the same page:

Need help?

Helpdesk is open · your school's number is shown here

Find your admission number

Forgotten it? Search for it using your name.

Video guide: How to open your report

Video guide: How to buy an access code

Announcements **Latest**

Notices from your school, such as when examination results are online.

4

Go to your dashboard

After you sign in, your dashboard shows your name and admission number (tap **Copy** to copy it), your programme, class, house, boarding status and BECE aggregate. Tap **Open my reports**.

Good evening

Student name Edit profile

SCI/14/001 Copy

• Ready to view

My semester reports 5 reports available Open my reports →

Open any semester's report to view it, save it as a PDF or print it.

Programme Your programme	Class Your class	House Your house	Boarding Boarding / Day	BECE aggregate Your result
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Update my contact details
 Your phone number and email

Sign out
 Always sign out on a shared phone or computer

How the Best Six aggregate works
 See how your grades add up, and try it with your own

School help desk
 7am to 5pm. Tap to call.

5

Choose the semester you want

Reports are grouped by **Form** and **academic year**, newest first, and the newest is marked **Latest**. Tap **Open** beside the semester you need. The button says **Opening...** for a moment while the report loads.

F3	2025/2026	Semester 1 · Latest Open →	
F2	2024/2025	Semester 2 Open →	Semester 1 Open →
F1	2023/2024	Semester 2 Open →	Semester 1 Open →

6

View, save, print or email your report

Your report opens on screen exactly as it appears on paper. Scroll down for these options:

CORE SUBJECTS

Open in Print Preview

Print or save as PDF from your browser

Download Report

Save the PDF to your device

Send a copy by email

Enter the address that should receive this report.

name@example.com

Send to Email

CONTINUE

Back to Dashboard

Return to your home page

Choose another report

Back to the semester selector

Email Registration

Update your saved email address

Help desk · School System Administrator

Call for assistance. Working hours 7am to 5pm.

Tip: Use **Download Report** to keep a PDF on your phone, or **Print Preview** to print it.

7

Prepare your transcript (optional)

Back on **My semester reports**, scroll to the yellow box. **Prepare my transcript** puts all your reports together in one document, ready to save or print.

 **Prepare my transcript**

All 5 of your reports together in one document, ready to save or print.

Prepare transcript →

How the Best Six works

How your aggregate is calculated

Report looks wrong?

Call the school help desk

Good to know

Handy features and what to do when something goes wrong.



Forgot your admission number?

- On your school page, tap **Find your admission number**.
- Search for it using your name.



Paid but lost your code?

- Tap **Paid but lost your code?** on the sign-in page.
- Get it back using your payment receipt.



Video guides

- On the sign-in page, open **How to open your report** or **How to buy an access code**.



Update your contact details

- Dashboard > **Update my contact details**.
- Use **Email Registration** to update your saved email.



How the Best Six works

- See how your grades add up to your aggregate, and try it with your own.



Stay safe

- Always tap **Sign out** on a shared phone or computer.
- Don't share your access code.

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.

Something looks wrong on your report?

Call your school's help desk. The number is shown on your school's page and at the bottom of your report. A report comes from your school exactly as it appears on paper.

Help desk hours
7am to 5pm