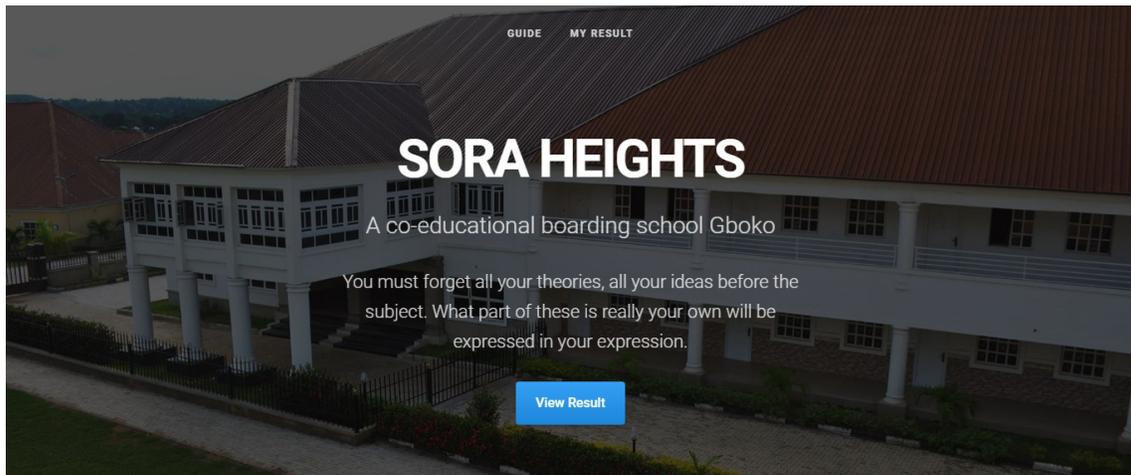


## GUIDE TO PARENTS AND STUDENTS

In this document we provide a quick guide on the following parents and students operations

- Logon to the portal
- Change password
- Change picture
- Check result

The first step that must be taken to perform any of the above operation will be to visit the official website of the school at <https://sorainternational.org.ng>



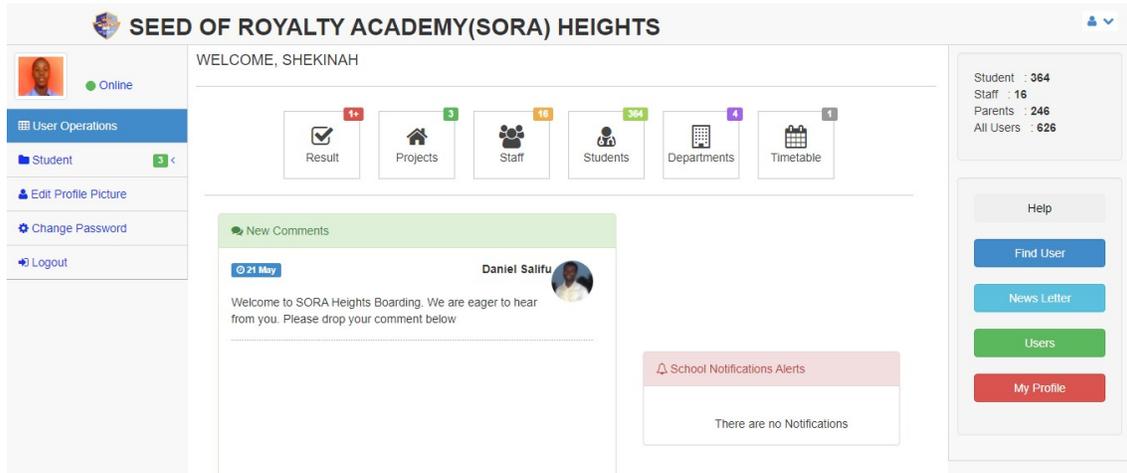
To proceed to your profile on the portal, click on either my “**MY RESULT**” or “**View Result**” and supply your login credentials followed by the click of the  button.

A screenshot of the login form on the Sora Heights portal. The form is set against a light blue background. It features two input fields: 'USERNAME' and 'PASSWORD'. Below the password field, there is a link that says 'I've forgotten my password.'. At the bottom of the form, there is a blue button labeled 'LOG IN' with a right-pointing arrow. Below the button, there is a light blue information box with an 'i' icon and the text 'Click on the "LOG IN" button to continue.'

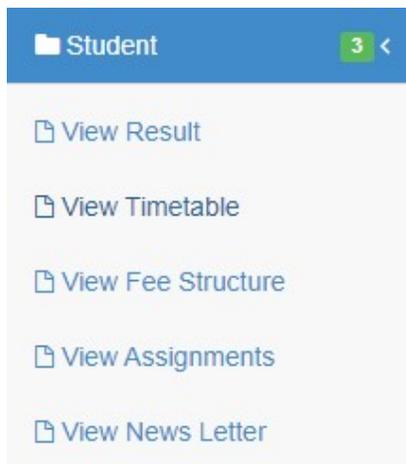
For the first time, the school’s system administrator will provide all users with their username and password (this can be by way of SMS alert to parents sent directly from the

portal or otherwise). Subsequently, a student who has forgotten his/her login can check it up on the previous result. Login username does not change only the password can be changed by the user.

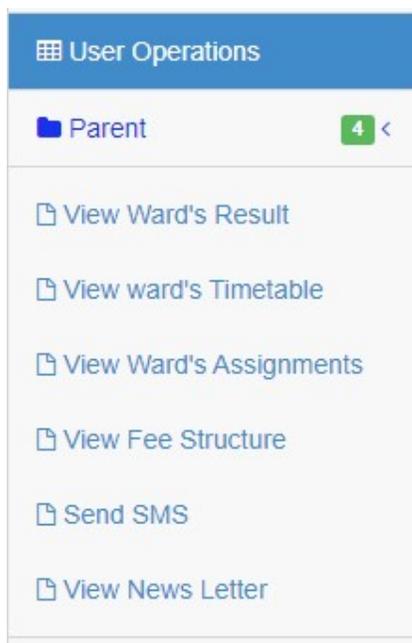
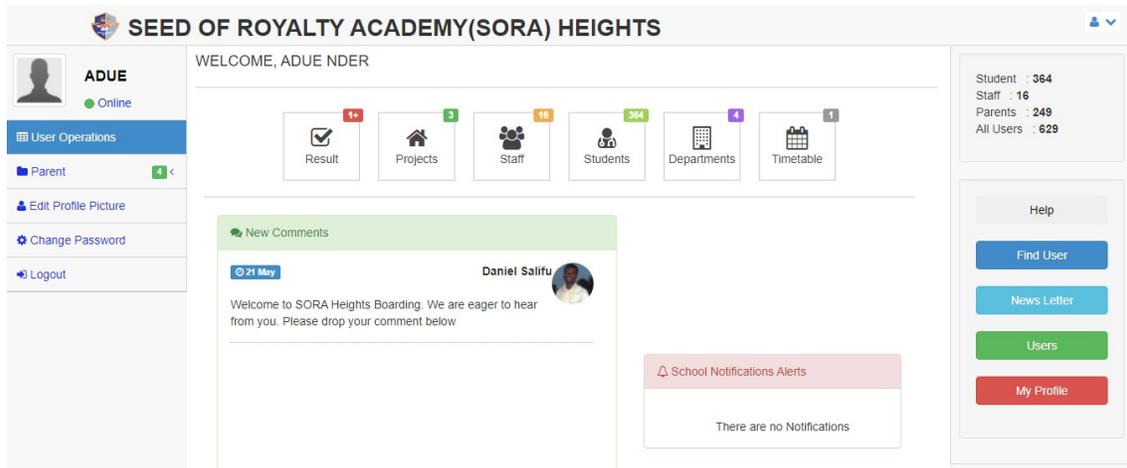
If the supplied credentials are correct and active, you will be directed to your user profile page as shown below.



As seen, this is how the user profile of a student looks like. You will notice (under User Operations) that this user is having only the **Student** right. To reveal what the student can do, click on it.



As seen, the operations of the student (for the time being) are limited to Viewing of result, Timetable, Fee Structure, Assignments and News letter. The scope of this document is to provide a guide on how to view results.



The above image is a typical profile of a parent and the operations of the parent is limited to viewing ward's result (can view the results of his/her children in the school and not that of others), timetable, assignments, fee structure etc

How to Check result: [View Result](#) , [View Ward's Result](#) ,  all of these icons leads the user to check result. For each, the user (student or parent) is expected to make further selection after clicking the link. If the parent clicks on [View Ward's Result](#) then we have

 You are about to view your ward's result

Class\*

Student\*

Session\*

Semester\*

**PROCEED** →

For this parent, the selection will include class for which the student is, then the student (it is possible to have more than one child in the selected class), session and semester of the result.

**Note:** for each selection, give a little time for the system to process your selection.

 You are about to view your result

Student\*

Class\*

Session\*

Semester\*

**PROCEED** →

For the student, the name selection is done automatically by the system.

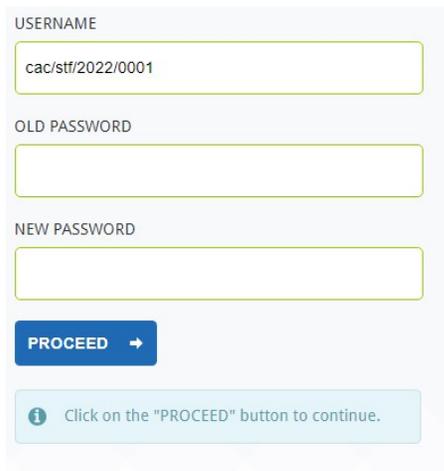
Once you are done with the selection, click on the **PROCEED** button to display the result. The display should be automatic but if not you will see a link like this

 You are about to view your Result

 If result does not display automatically, [\[Click Here\]](#) [\[Annual Result\]](#)

As you can see, the user has the option to view both the semester and the annual result.

**Change password:** this operation is initiated by clicking the [Change Password](#) link followed by supplying your old password and specifying your new password



USERNAME  
cac/stf/2022/0001

OLD PASSWORD

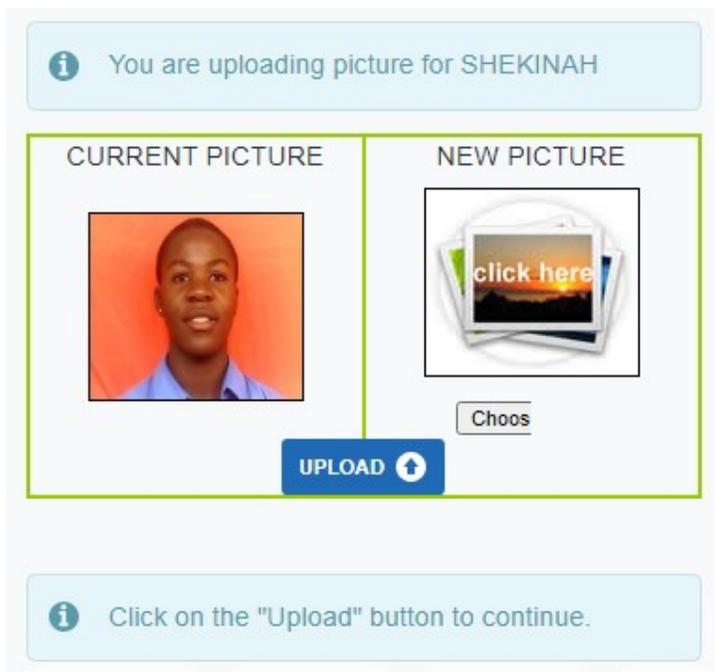
NEW PASSWORD

**PROCEED** →

*i* Click on the "PROCEED" button to continue.

Click on the PROCEED button to complete the operation.

**Change profile picture:** this enables the user to upload/replace the current profile picture as often as desired. To begin click on the [Edit Profile Picture](#) link



*i* You are uploading picture for SHEKINAH

CURRENT PICTURE	NEW PICTURE
	
	<input type="button" value="Choose"/>

**UPLOAD** ↑

*i* Click on the "Upload" button to continue.

Brows and upload the image from the location on your device. Note that on selection of the image, the system previews and on clicking of the UPLOAD button, the system resizes the image for you automatically.

Hope this document is helpful. Please do let us know if you have any further need for explanations.