

OS for Schools

User manual

How to use OS for Schools for your job at the school — step by step, with pictures of the real screens.

22 September 2026. The latest version is always at osforschools.com/manual.

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Start here

Signing in, finding your way around and getting help — the same for everyone.

Open your school's page

Every school on OS for Schools has its own address, such as `yourschool.osforschools.com`. Your school gives you this address, often on a notice, in a message or by SMS. Open it in any web browser — Chrome on a computer or phone works best.

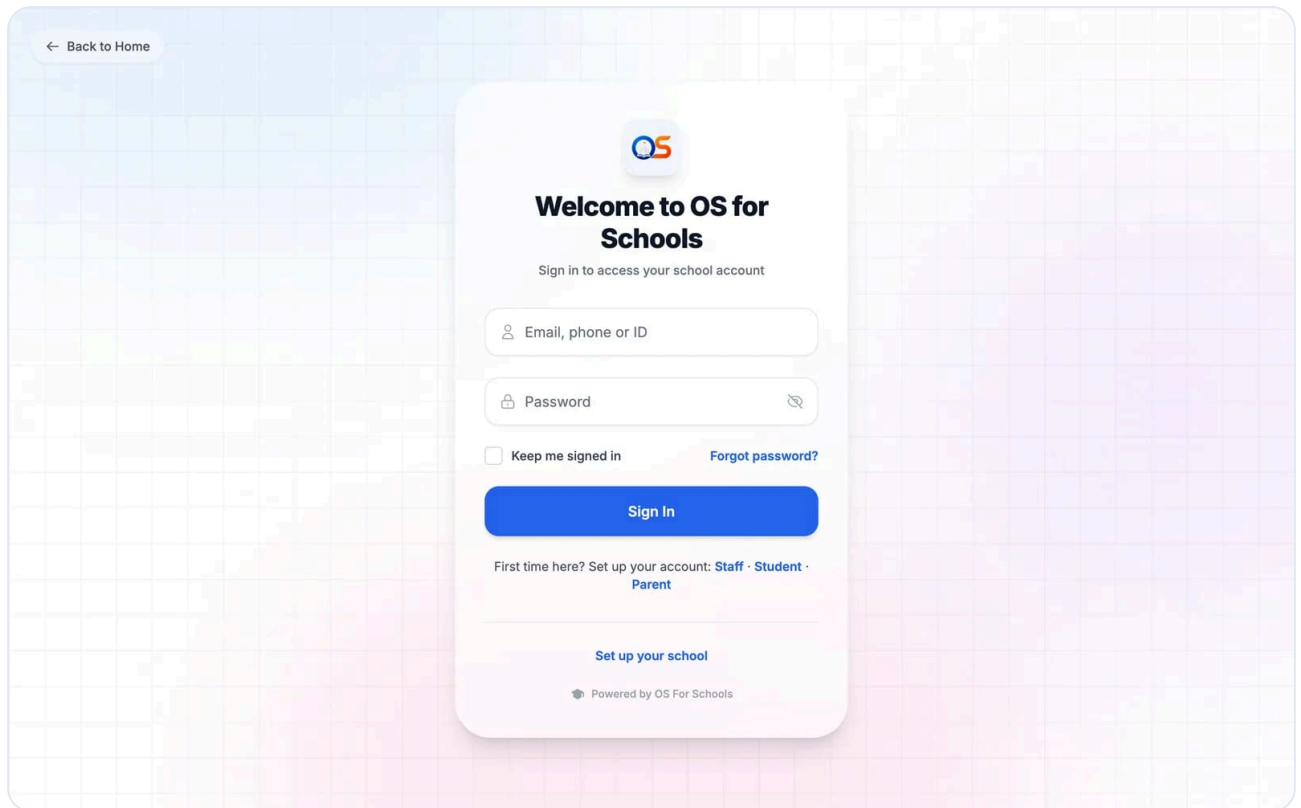


Not sure of your school's address? Open osforschools.com, choose Find My School and type the school's name.

Sign in

- 1 Type your email address, your student or employee ID, or your phone number — whichever your school gave you.
- 2 Type your password.
- 3 Tick Remember me only on a phone or computer that is yours alone.

- 4 Press Sign In. You arrive at your own home screen, called My Workspace.



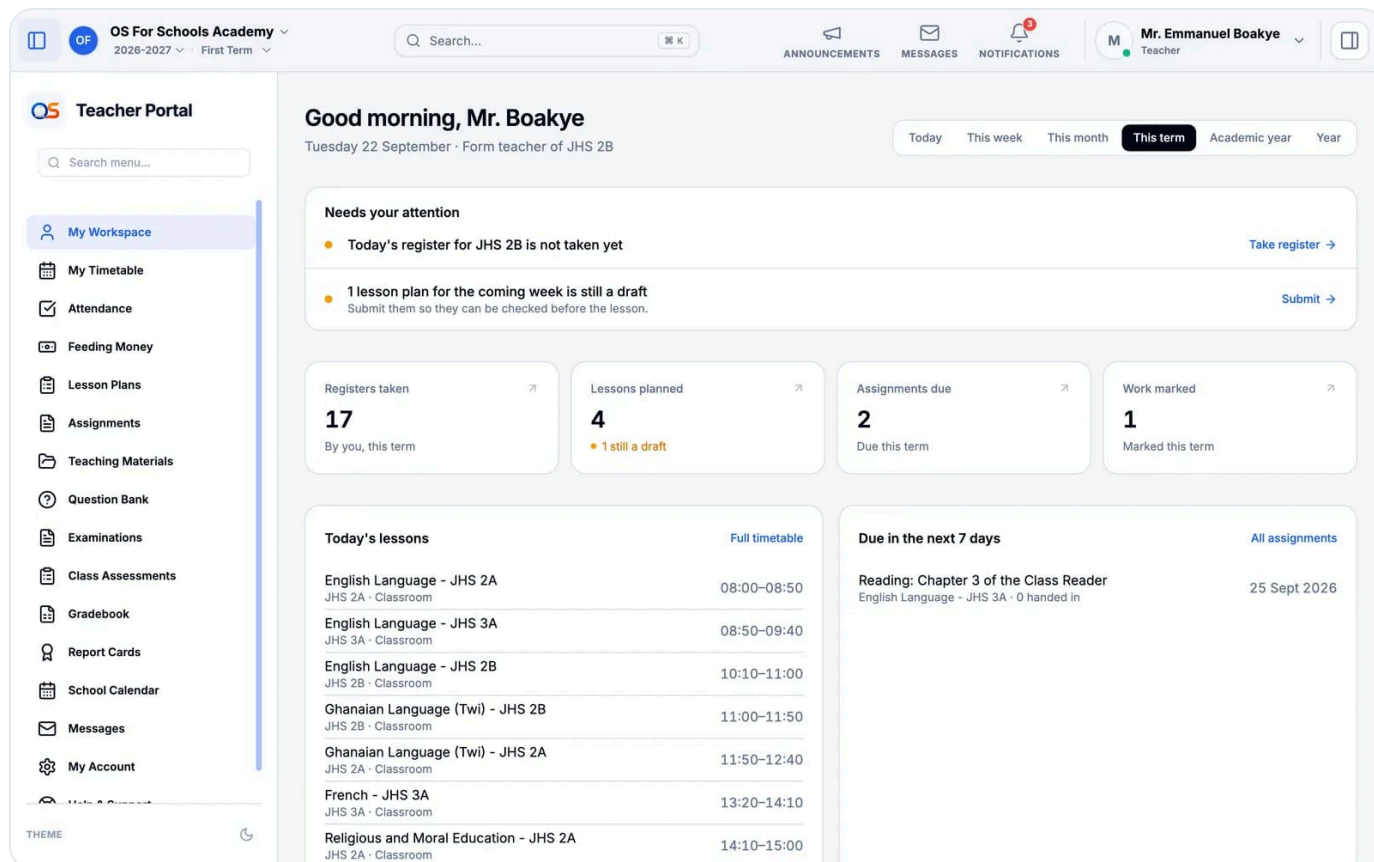
The first time you sign in, you may be asked to choose your own password. Pick one you have not used anywhere else, at least eight characters long.

Forgot your password?

On the sign-in page, choose Forgot password. Type your email address, enter the code we send you, then choose a new password. If you sign in with a phone number or a student number, or no code arrives within a few minutes, ask your school's IT administrator to reset it for you.

Your home screen

My Workspace shows what matters to you today, and nothing else. A teacher sees today's lessons and registers; a bursar sees the day's fees; a parent sees each child. The numbers are live: they change as the school's work is done.



The menu

The menu runs down the left of the screen on a computer. On a phone it opens from the menu button at the top left, and two round buttons sit at the bottom right: the magnifying glass searches, and the other opens announcements and messages — the small number on it counts what you have not read. Drag them aside if they cover something. Everyone sees only the pages their job needs, so your menu may be shorter or longer than a colleague's.

Every menu ends the same way: the School Calendar, Messages, My Account and Help & Support.

Find anything

The search box at the top of every page finds a pupil, a member of staff, a parent, a class, a course, a library book or a fee bill — type a few letters of a name or a number. On a computer, press **Ctrl** and **K** together (⌘ and **K** on a Mac) to jump to it from anywhere. You only ever find what your job lets you see.

Messages and notifications

- The bell at the top of the screen shows notifications — a bill issued, a report card published, a leave request approved. A number on the bell tells you how many are new.
- Messages holds private conversations about a pupil. A teacher or the school office writes to a parent; the parent is told, and replies in the same conversation.
- Announcements from the school — a PTA meeting, a holiday, a fees reminder — appear on your home screen and on the Announcements page.

Your account

Open My Account from the menu, or press your picture or initials at the top right.

Profile	Your name, photo and phone number.
Password & Security	Change your password, add two-step sign-in, and sign out of other devices.
Notification Preferences	Choose which notifications reach you, and how.
Appearance	Light or dark screens, and the colours you prefer.
Help & Support	This manual, and a way to ask for help or report a problem.

Use it on your phone

OS for Schools works in your phone's browser. You can also add it to your home screen, so it opens like an app:

- Android (Chrome): open your school's page, press the three dots at the top right, then Install app or Add to Home screen.

- iPhone (Safari): open your school's page, press the Share button, then Add to Home Screen.

When a new version is available

We improve OS for Schools often. When a new version is ready, a message appears saying so, with a Refresh button. Press it at a convenient moment — finish what you are typing first. If a page ever looks out of date, close every OS for Schools tab and open it again.

Getting help

- Help & Support, at the end of your menu, opens this manual and lets you send a question or report a problem to the people who run OS for Schools.
- For your account — a forgotten password, a missing page, a wrong name — your school's IT administrator can help first.
- Locked out completely? Open osforschools.com/support from any browser: it works without signing in.

How a school runs

New to working in a school? The school year, classes, marks, report cards and fees in plain words.

The school year and its terms

In Ghana the school year runs from about September to July and is split into three terms of twelve to fourteen weeks, with a holiday between each. Most of the school's work follows that rhythm: it bills fees at the start of a term, teaches and marks during it, and writes report cards at the end of it.

OS for Schools knows which year and term are running now, so pages show the current term unless you choose another. The school's administrator sets the dates once a year.

Classes, levels and class teachers

Pupils are grouped by level — Kindergarten (KG 1 and 2), Basic 1 to 6, JHS 1 to 3 and, at senior high schools, SHS 1 to 3. A big level is split into two or more classes, often named with a letter: JHS 2A and JHS 2B.

Each class has a class teacher (also called the form teacher), who takes its register, looks after its pupils and writes their report-card remarks. Subject teachers teach one or more subjects across several classes.

Subjects and the timetable

Each class studies a set of subjects — at JHS: English Language, Mathematics, Integrated Science, Social Studies, Religious and Moral Education, Computing, Career Technology, Creative Arts and Design, a Ghanaian language and often French. The timetable says which subject each class has, when, and with which teacher.

The attendance register

Every school morning the class teacher marks who is present, late or absent. The register tells the head who is missing, lets parents see their child's attendance, and prints on the report card.

Marks: class work and examinations

Pupils are marked through the term on class exercises, tests, homework and projects — called continuous assessment or school-based assessment — and at the end of the term on an examination. The school decides how much each part counts towards the term's mark; a common split is half and half.

A mark becomes a grade using the school's grading scale. Basic schools in Ghana usually grade 1 (highest) to 9 (lowest).

Report cards

At the end of each term every pupil receives a report card: the marks and grade for each subject, often a position in class, attendance, conduct, and remarks from the class teacher and the head. In OS for Schools the class teacher writes the remarks, the head checks and approves, and the school publishes — then parents and pupils can see it, and anyone holding the printed card can check it is genuine by scanning its code.

The BECE

In JHS 3, pupils sit the Basic Education Certificate Examination (BECE), set by WAEC, towards the end of the school year. The school registers its candidates early in the year and helps them prepare.

Fees, bills and receipts

At the start of each term the school bills every pupil: tuition, and items such as PTA dues, ICT or examination fees. Parents pay in cash at the school, by Mobile Money or

by bank. For every payment the school issues a receipt. Whatever is still unpaid is what the pupil owes — the arrears.

Some costs are paid day by day rather than by term, such as feeding money. The bursar looks after the school's money; a cashier may take payments at the window.

Who does what

Proprietor or school owner	Owns the school, sets its direction and pays its bills. Sees everything.
Headteacher or principal	Runs the school day to day: teaching, staff, pupils and results. Approves report cards.
Assistant head or vice principal	Supports the head, often leading academics or discipline.
School administrator	Runs the office: admissions, records, notices and school settings.
Bursar or finance officer	Sets fees, bills pupils, records payments and keeps the school's accounts.
Cashier	Takes payments at the window and balances the cash at the end of the day.
Class teacher	Looks after one class: its register, its pupils and their report-card remarks.
Subject teacher	Teaches a subject in several classes and enters its marks.
HR manager and payroll officer	Look after staff records, leave and salaries.

Librarian, school nurse, boarding staff, shop officer	Each runs one part of the school: the library, the sick bay, the boarding houses, the school shop.
IT administrator	Sets up accounts and helps people who cannot sign in.
PTA	The Parent-Teacher Association: parents and staff working together for the school.

For: School owner, Proprietor, Proprietress

School owner

Setting the school up, giving staff their accounts, paying for OS for Schools and seeing how the school is doing — for the proprietor or proprietress.

Your home screen

Your Dashboard opens with **Needs your attention**: the decisions waiting for you and the things that are late — leave requests, applications, overdue fees, a tax payment due, a licence the school has not recorded. Press **Review**, **Follow up** or **Add** beside one to go straight to it.

OS For Schools Academy 2026-2027 · First Term

Search...

ANNOUNCEMENTS MESSAGES NOTIFICATIONS

Mrs. Gloria Amankwah School Owner

Admin Portal

Search menu...

Dashboard

- School Setup
- School 360
- Subscription
- Calendar

STUDENTS & PARENTS

- Students
- Parents & Guardians

ADMISSIONS

- Overview
- Applications
- Entrance Assessments
- Interviews
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- Enrollment

ACADEMICS

THEME

Good morning, Mrs. Amankwah

Tuesday 22 September · OS For Schools Academy

Today This week This month **This term** Academic year Year

Needs your attention

- 4 leave requests to decide [Review →](#)
- 8 applications waiting for a decision [Review →](#)
- GH¢30,300 in school fees is overdue
Unpaid past the due date, as of today. [Follow up →](#)
- PAYE for August 2026 is 7 days late
Due to GRA by the 15th. [Pay →](#)
- No NaSIA licence recorded
Add it with its expiry date so you are reminded before it runs out (National Schools Inspectorate Authority). [Add →](#)
- No Data Protection registration recorded
Add it with its expiry date so you are reminded before it runs out (Data Protection Commission). [Add →](#)
- 4 teachers have no teaching licence recorded
Emmanuel Boakye, Rebecca Ampofo, Isaac Darko and 1 more. Add each NTC licence number and expiry on their staff record. [Add →](#)

Fees collected GH¢80,925
School fees paid this term

Fees owed GH¢30,300
20 students owing, as of today

Attendance 97%
21 absences this term

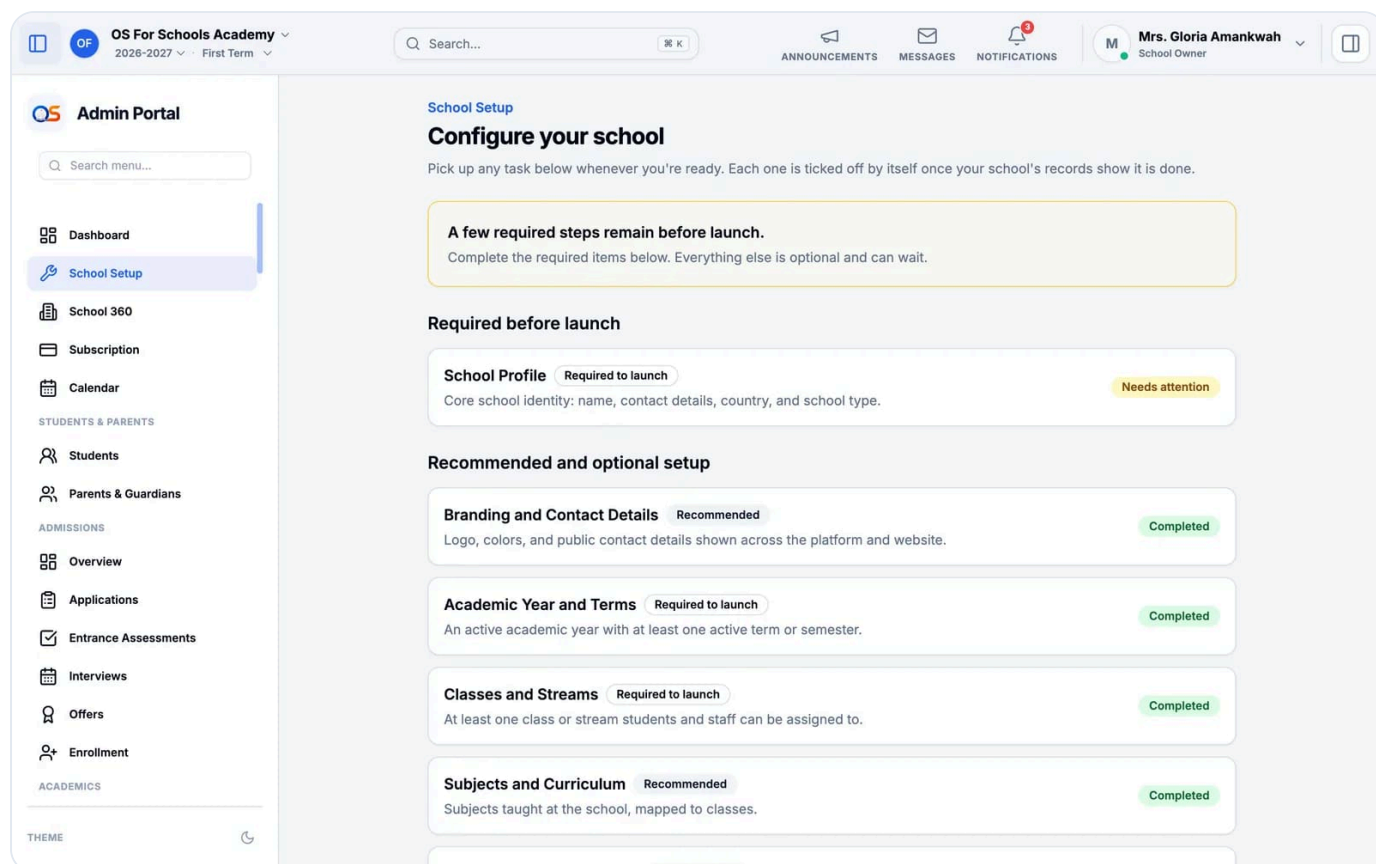
Students 50
31 members of staff, as of today

Your school [Plans and schools](#)

Below it are the school's figures — fees collected and owed, attendance, students and staff. Choose **Today**, **This week**, **This month**, **This term** or **Academic year** at the top to change the period. Press a figure to see what is behind it.

Set up your school

School Setup lists everything a school needs before it starts using OS for Schools, and what is already done. Its progress is worked out from what the school has actually entered, so a task is only ticked off when it is really finished.



- **Required before launch:** the school's profile, the academic year with its terms, and at least one class.
- **Recommended:** your logo and colours, subjects, fees, staff and pupils. Do them whenever you are ready — nothing here can be skipped by mistake.

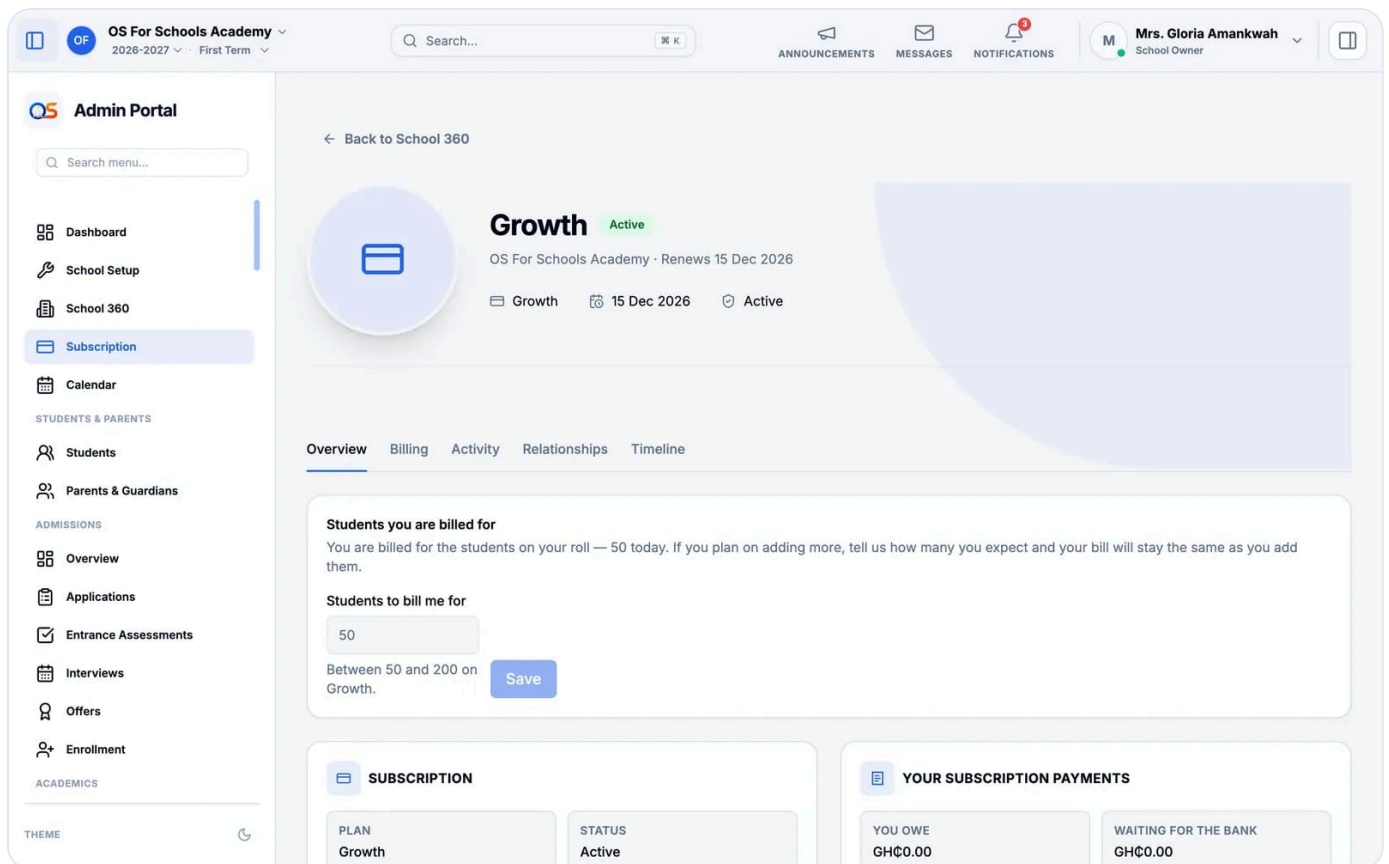
💡 Moving from paper or another system? **Import Data** (under Administration) brings in pupils, parents and staff from a spreadsheet, and **Bring In Earlier Marks** (under Academics) brings in past marks.

Give your staff their accounts

Everyone signs in with their own account, and each account has a job — teacher, bursar, cashier, librarian and so on. The job decides what the person sees: a teacher never sees the school's bank accounts, and a cashier never sees report cards.

- 1 Open **Human Resources**, then **Staff**, and press **Add Employee**. Fill in the person's details.
- 2 Tick **Grant portal access now** and choose their job under **Portal role**. They are sent an email with a temporary password, which they change the first time they sign in.
- 3 For someone with no email address, save their details first. Then open their profile and press **Generate Activation Code**: give them the code, and they set up their own sign-in with their phone number.

Administrator and officer jobs — the headteacher, the bursar, the cashier, the IT administrator — are given in **Administration**, then **User Accounts**. That page lists everyone who can sign in: press a person to change their job, reset their password or unlock their account.



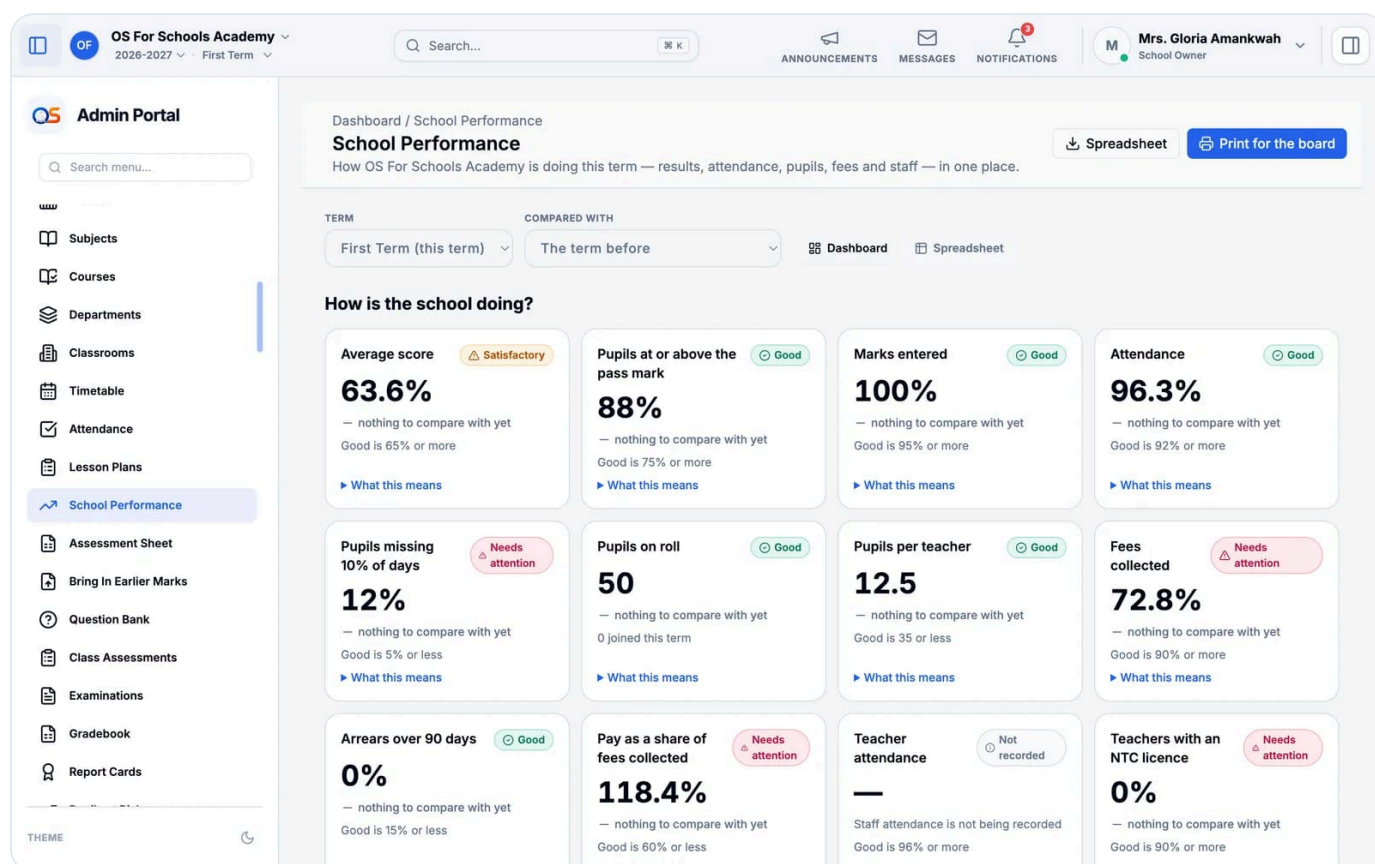
- 1 When a renewal falls due, a notice appears at the top of every page with a **Pay now** button. The owner, the bursar and the cashier can all pay.
- 2 Press **Pay now** and pay by card or Mobile Money. You come back to Subscription, which says whether the payment went through.
- 3 Your receipt is under **Billing** on the Subscription page.

You are billed for the students on your roll. If you expect more during the term, put that number in **Students you are billed for**: your bill then stays the same as they join.

 If a bill is not paid by its due date, the school becomes read-only: everyone can still sign in, look at and export records, and pay, but nothing can be added or changed — no new pupils, fee payments, registers or marks. If it is still unpaid 7 days later, the school is suspended and report cards, bills and receipts cannot be printed either. Paying puts everything back straight away.

See how the school is doing

School Performance (under Academics) puts the term on one page: average score, pupils at or above the pass mark, attendance, fees collected, pupils per teacher and more. Each figure says whether it is good, satisfactory or needs attention, what "good" means, and **What this means** explains it in plain words.



Choose another term, or compare with the term before. **Print for the board** gives a one-page summary for the board or the PTA; **Spreadsheet** gives the same figures to work with in Excel.

What counts as "good" is yours to decide. **School Rules** (under Administration) holds every threshold the school uses — the pass mark, how many days absent is too many, when fees count as overdue — each starting from a sensible value, with its source.

Money in and out

Finance shows every fee billed and paid, the cash office, money spent and the school's reports. The day-to-day work is the bursar's and the cashier's — their guides explain it step by step. As owner you see all of it, and spending waits for you: when the bursar records money going out, it appears under **Disbursements** for you, the principal or the headteacher to approve before it is paid.

SMS and your school's website

SMS Credits	Buy SMS credits for fee reminders, absence alerts and notices to parents, and choose the name your messages come from.
Website Builder	Your school's public website: choose a template, add your details, photos and news, then press Publish Website.
Licences & Registrations	Your NaSIA licence, Data Protection registration and other licences, with their expiry dates, so you are reminded before they run out.

When OS for Schools helps you

Sometimes the OS for Schools team opens your school to help — to answer a question or fix something with you. **Support Visits** (under Administration) lists every visit: who it was, when, why, and what they changed. Nothing is hidden from you.

OS For Schools Academy

2026-2027 · First Term

Q Search...

ANNOUNCEMENTS

MESSAGES

NOTIFICATIONS

M Mrs. Gloria Amankwah School Owner

Admin Portal

Search menu...

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User Accounts

My Schools

Import Data

Backups

School Rules

Parent Notices

Licences & Registrations

Support Visits

Background Jobs

MY ACCOUNT

Profile

Password & Security

Notification Preferences

Appearance

Help & Support

THEME

Support Visits

Every time the OS for Schools team opened your school to help, who it was, why, and what they changed. Changes are listed by the kind of record, not its contents.

System Admin

as HR manager · Sat, 19 Sept 2026, 13:34 – Sat, 19 Sept 2026, 13:45

Why: Testing SSNIT and PAYE remittance reminders

► 1 change made

Finished

System Admin

as HR manager · Sat, 19 Sept 2026, 12:47 – Sat, 19 Sept 2026, 13:04

Why: Testing school PAYE and SSNIT settings

► 84 changes made

Finished

System Admin

as HR manager · Sat, 19 Sept 2026, 12:46 – Sat, 19 Sept 2026, 14:46

Why: Testing school PAYE and SSNIT settings

No changes made.

Finished

System Admin

as School owner · Sat, 19 Sept 2026, 10:40 – Sat, 19 Sept 2026, 10:45

Why: Testing Support access end to end

► 2 changes made

Finished

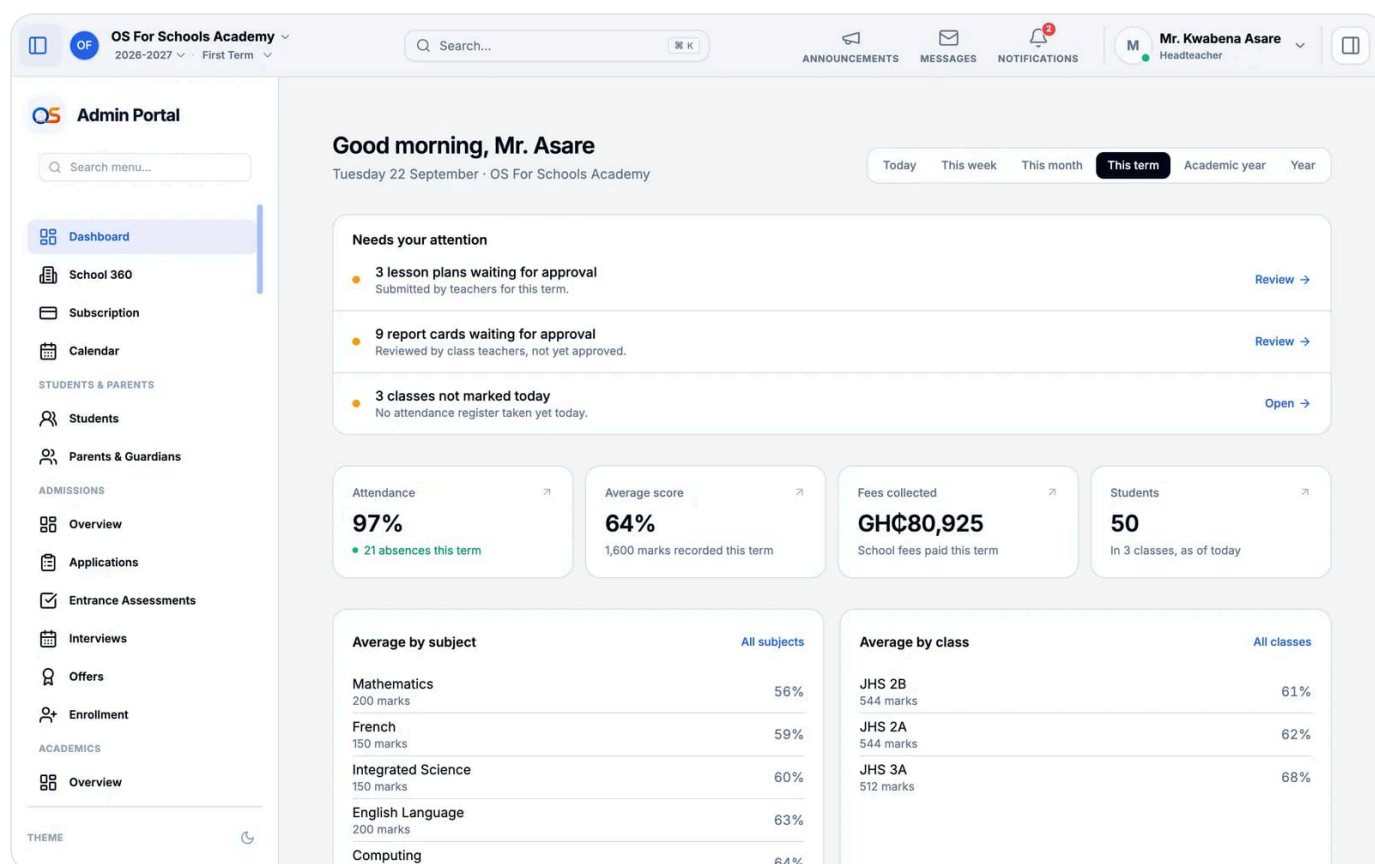
For: Headteacher, Principal, Vice principal, Assistant headteacher

Headteacher and deputies

Following the school day, approving lesson plans and report cards, spotting pupils who are slipping and writing to the school — for the headteacher, principal and their deputies.

Your home screen

Your Dashboard opens with what is waiting for you: lesson plans to approve, report cards to approve, and classes whose register has not been taken today. Press **Review** or **Open** beside one to go straight there.



Below are the term's attendance, average score, fees collected and pupils, and the average for each subject and each class — the quickest way to see where the school is strong and where it needs you. Change the period with **Today**, **This week**, **This term** and the rest at the top.

Registers

Every class teacher takes the register each morning. **Attendance** (under Academics) shows each class, who is present, absent or late, and which registers are still to be taken. When a class is not marked by mid-morning, a word with its teacher usually settles it.

Approve lesson plans

- 1 Press **Review** beside "lesson plans waiting for approval" on your Dashboard. You see every plan teachers have submitted.
- 2 Open a plan and read it: the topic, what pupils should learn, and how it will be taught.
- 3 Approve it, or reject it with a comment saying what to change. The teacher sees your comment, corrects the plan and submits it again.

💡 The **Lesson Plans** page (under Academics) shows every plan in the school with its state — drafts, waiting for review, approved and sent back — and how many were written this week.

Approve and publish report cards

Near the end of term each pupil's report card is prepared from their marks and the register. The class teacher writes a remark and submits it for review; you add the headteacher's remark, approve it, and publish it. Only then can parents and pupils see it.

- 1 Open **Report Cards** (under Academics) and choose a pupil. The card shows exactly as it will print.

- 2 For a card the class teacher has submitted, type your remark in the box for the headteacher's comments and press **Approve Report Card**. If something needs correcting, press **Send Back to Draft** instead.

The screenshot shows the OS For Schools Academy Admin Portal. The top navigation bar includes the school name, a search bar, and user information for Mr. Kwabena Asare, Headteacher. The left sidebar lists various admin functions, with 'Report Cards' highlighted. The main content area displays a draft report card for student Akosua Mahama. The report card includes a table of subjects and marks, and summary statistics. A 'DRAFT' watermark is visible across the report card. On the right, there are buttons for 'Approve Report Card' and 'Send Back to Draft', along with a 'View Transcript' link. The top navigation bar also shows 'ANNOUNCEMENTS', 'MESSAGES', and 'NOTIFICATIONS'.

#	SUBJECT	TOTAL	GRADE	REMARK
1	English Language	60	3	High
2	Mathematics	62	3	High
3	Integrated Science	60	3	High
4	Social Studies	77	2	Higher
5	Career Technology	77	2	Higher
6	Computing	66	3	High
7	Creative Arts and Design	89	1	Highest
8	French	71	2	Higher
9	Ghanaian Language (Twi)	74	2	Higher
10	Religious and Moral Education	77	2	Higher

AVERAGE: 71.4% TOTAL: 714 POSITION: 4 ATTENDANCE: 13/14

- 3 When the class's cards are approved, press **Publish to Student/Parent Portals** on each. Parents and the pupil can now open it, and the printed copy carries a QR code anyone can scan to check it is genuine.

 A published report card can still be corrected: withdraw it, fix it, and publish it again. The school keeps a record of every withdrawal and why.

Pupils at risk

Pupils at Risk (under Academics) lists pupils whose attendance or marks are slipping, and says why: days missed in the last four weeks, recent marks below the pass mark, or a drop against their own earlier weeks. Both together is marked **High** — call home.

OS

Mr. Kwabena Asare

Headteacher

Search...

ANNOUNCEMENTS

MESSAGES

NOTIFICATIONS

Admin Portal

Search menu...

- Assessment Sheet
- Bring In Earlier Marks
- Question Bank
- Class Assessments
- Examinations
- Gradebook
- Report Cards
- Pupils at Risk**
- BECE Candidates
- Promotions
- New Academic Year
- Academic Settings

FINANCE

- Overview
- Payments
- Receipts

Pupils at Risk

Pupils whose attendance or marks are slipping: in school under 90% of days in the last 28 days, recent marks averaging under 50%, or either falling 10 points below their own earlier weeks. Both together is **High** — call home. The school sets these on [School Rules](#).

9 of 50 pupils · 3 high

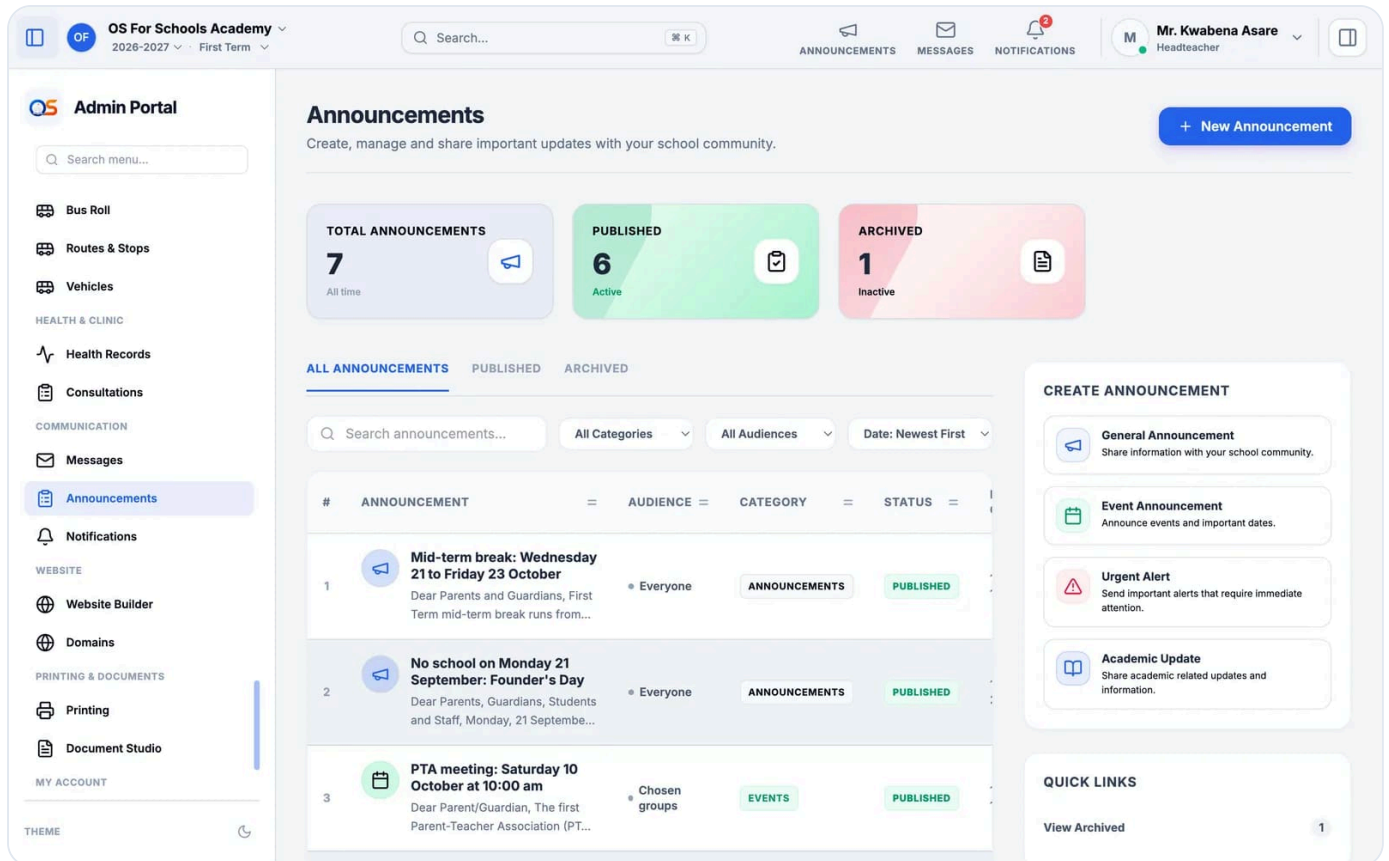
All High only

PUPIL	LEVEL	IN SCHOOL (LAST 28 DAYS)	RECENT MARKS	WHY
Kofi Asamoah JHS 2B	High	79%	34%	In school 79% of days in the last four weeks Recent marks average 34% Open profile to contact the parent
Kwasi Boadu JHS 3A	High	71%	39%	In school 71% of days in the last four weeks Recent marks average 39% Open profile to contact the parent
Yaa Kusi JHS 2B	High	79%	41%	In school 79% of days in the last four weeks Recent marks average 41% Open profile to contact the parent
Abena Boateng JHS 2A	Watch	93%	43%	Recent marks average 43% Open profile to contact the parent
Adwoa Boadu JHS 2B	Watch	100%	46%	Recent marks average 46% Open profile to contact the parent
Kwasi Opoku JHS 3A	Watch	93%	48%	Recent marks average 48% Open profile to contact the parent
Adwoa Koomson JHS 2A	Watch	86%	53%	In school 86% of days in the last four weeks Open profile to contact the parent
Ama Frimpong JHS 3A	Watch	86%	57%	In school 86% of days in the last four weeks Open profile to contact the parent
Abena Amoah JHS 2B	Watch	86%	59%	In school 86% of days in the last four weeks Open profile to contact the parent

Press **Open profile to contact the parent** to see who the pupil's parents are and how to reach them. The limits used here — 90% of days, a 50% average, a 10-point drop — are the school's own, set in **School Rules**.

Write to the school

- 1 Open **Announcements** (under Communication) and press **New Announcement**.
- 2 Write a clear title and the message. Choose who it is for: everyone, chosen groups such as parents or teachers, chosen classes, or chosen people.
- 3 Tick that readers must acknowledge it if you need to know each person has read it — a change of date, or documents parents must bring.
- 4 Publish it. It appears at once on everyone's home screen and under the bell.



BECE candidates

For a JHS, **BECE Candidates** (under Academics) lists every JHS 3 pupil with what WAEC registration needs — full name, date of birth, gender and photo — and flags anything missing. It also totals each pupil's School-Based Assessment marks from JHS 1 to JHS 3, weighted the way the school's rules say, ready to print or download.

The end of the year

- **Promotions** (under Academics): choose a class and decide for each pupil — promoted, promoted on probation or repeating — using their results for the year.
- **New Academic Year**: when the year is over, move the school into the next one. Each pupil moves to their class for the new year, following the promotion decisions, and last year stays exactly as it was, to look back on.

For principals and deputies

The principal, vice principal and assistant headteacher use the same pages. What each can approve follows the school's own arrangement — if a button you need is missing, the school owner or IT administrator can check your account's job in **User Accounts**.

For: School administrator, Registrar, School secretary

School administrator

The school office: pupils and their parents, admissions, classes and the timetable, notices, and the school's own settings.

Your home screen

Your Dashboard shows the school office's day: what is waiting for a decision, and the term's figures. The menu holds everything the office looks after, grouped: **Students & Parents**, **Admissions**, **Academics**, **Communication** and **Administration**.

Add a pupil

- 1 Open **Students** and press **Add Student**.

The screenshot displays the 'Students' management interface within the OS For Schools Academy Admin Portal. The top navigation bar includes the school name, a search bar, and links for announcements, messages, and notifications. The left sidebar contains a menu with categories like 'STUDENTS & PARENTS', 'ADMISSIONS', and 'ACADEMICS'. The main content area features a 'Students' header with a sub-header 'Manage student records and enrollment.' Below this are four summary cards: 'TOTAL STUDENTS' (50), 'ACTIVE STUDENTS' (50), 'UNASSIGNED STUDENTS' (0), and 'SUSPENDED / INACTIVE' (0). A table below these cards lists individual students with columns for selection, ID, student name, ID, class, status, last modified, and action. The table shows six active students, including Akosua Mahama, Kwasi Bawumia, Abena Ofori, Kofi Asamoah, Ama Tetteh, and Kwame Koomson.

	#	STUDENT	ID	CLASS	STATUS	LAST MODIFIED	ACTION
☐	1	AM Akosua Mahama STU-2026-0050	STU-2026-0050	JHS 2B	ACTIVE	22 Sept 2026	⋮
☐	2	KB Kwasi Bawumia STU-2026-0049	STU-2026-0049	JHS 2A	ACTIVE	22 Sept 2026	⋮
☐	3	AO Abena Ofori STU-2026-0048	STU-2026-0048	JHS 3A	ACTIVE	22 Sept 2026	⋮
☐	4	KA Kofi Asamoah STU-2026-0047	STU-2026-0047	JHS 2B	ACTIVE	22 Sept 2026	⋮
☐	5	AT Ama Tetteh STU-2026-0046	STU-2026-0046	JHS 2A	ACTIVE	22 Sept 2026	⋮
☐	6	KK Kwame Koomson STU-2026-0045	STU-2026-0045	JHS 3A	ACTIVE	22 Sept 2026	⋮

- 2 Say whether this is a new admission or a pupil already at the school.

- 3 Fill in their name, date of birth, gender and nationality, and choose their **Academic Year** and **Class**.
- 4 On **Guardians**, add each parent or guardian. Type a phone number first: if that parent is already at the school — a brother or sister is here — they are found and linked, not added twice.
- 5 Save. The pupil gets their student ID, appears in their class register the next morning, and their fees follow the class.

💡 Moving a whole school from paper or another system? **Import** on the Students page brings in pupils, parents and staff from a spreadsheet: download the template, fill it in, and upload it. You see every row checked before anything is saved.

Parents and guardians

Parents & Guardians lists every parent with their children and how to reach them. Open a parent to correct their phone number, add a child, or give them their sign-in so they can follow their children's attendance, homework, report cards and fees.

💡 Most schools write to parents by SMS. Check each parent's phone number when their child is admitted — a wrong number means missed fee reminders and absence alerts.

Admissions

An applicant moves through the same steps at every school: they apply, sit an entrance assessment, come for an interview, are offered a place, and are enrolled. **Admissions** follows each one.

OS For Schools Academy
2026-2027 · First Term

Search...

ANNOUNCEMENTS MESSAGES NOTIFICATIONS

Ms. Linda Agyei
Administrator

Admin Portal

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STUDENTS & PARENTS

Students
Parents & Guardians

ADMISSIONS

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ACADEMICS

Overview

THEME

Applications

Every application to the school, newest first. Offer a place once you have decided, then enrol the child.

+ Add an applicant

All applications Refresh

Application no.	Applicant	Class applied for	Received	Status	Next step
APP-2026-0012	Akua Sarfo	Not chosen	19/09/2026	Applied	Offer a place
APP-2026-0011	Kofi Ampomah	Not chosen	18/09/2026	Applied	Offer a place
APP-2026-0010	Nii Armah Lamptey	Not chosen	14/09/2026	Submitted	Offer a place
APP-2026-0009	Fiifi Eshun	JHS 2B	11/09/2026	Submitted	Offer a place
APP-2026-0008	Dzifa Kpodo	Not chosen	09/09/2026	Under review	Offer a place
APP-2026-0007	Selasi Agbeko	Not chosen	07/09/2026	Under review	Offer a place
APP-2026-0006	Adjoa Quayee	Not chosen	04/09/2026	Interview	Offer a place
APP-2026-0005	Yaw Agyemang	Not chosen	03/09/2026	Interview	Offer a place
APP-2026-0004	Naa Adjeley Tagoe	JHS 2A	02/09/2026	Offered a place	Enrol
APP-2026-0003	Kwabena Oforu	Not chosen	28/08/2026	Withdrawn	
APP-2026-0002	Esi Mensah-Bonsu	Not chosen	27/08/2026	Offered a place	Enrol
APP-2026-0001	Nana Ama Owusu-Ansah	Not chosen	24/08/2026	Offered a place	Enrol

- 1 Open **Applications** to see every applicant and where they are. An application made on the school website arrives here by itself; press the button at the top to add one made on paper.
- 2 Record entrance assessment scores under **Entrance Assessments**, and interview times and notes under **Interviews**.
- 3 When the school decides, offer the applicant a place. The offer appears under **Offers** until the family accepts it.
- 4 Once accepted, enrol the applicant: they become a pupil, with their class and their parents already linked.

Overview shows the year's admissions at a glance: how many applied, how many were interviewed and offered a place, and how many have enrolled.

Classes, subjects and the timetable

Classes	Each class, its class teacher, its room and how many pupils it has. Create the year's classes here before admitting pupils.
Subjects	The subjects the school teaches, and the pass mark for each.
Courses	Who teaches which subject to which class — "English Language, JHS 2B, Mr. Boakye". Marks, homework and the timetable all hang on these.
Timetable	The school day's periods and breaks, and each class's week of lessons. OS for Schools warns you if a teacher or a room is booked twice.

Notices, messages and SMS

Write to the whole school, to parents, or to one class from **Announcements** — the headteacher's guide shows how. **SMS Credits** keeps the school able to text parents: top it up before it runs out, especially before fees reminders go out.

The school's own settings

School Information	The school's name, address, phone, logo and type. It prints on report cards, bills and receipts.
School Rules	Every threshold the school uses — when a pupil counts as at risk, when fees are overdue, how the BECE list is chosen — each with a sensible starting point and its source.

Parent Notices

Which messages parents receive by SMS and in the app, such as an absence alert or a fee reminder.

Licences & Registrations

The school's NaSIA licence, Data Protection registration and others, with reminders before they expire.

OS For Schools Academy

2026-2027 · First Term

Search...

ANNOUNCEMENTSMESSAGESNOTIFICATIONS

Ms. Linda Agyei Administrator

Admin Portal

Search menu...

WEBSITE

Website Builder

Domains

PRINTING & DOCUMENTS

Printing

Document Studio

ADMINISTRATION

School Information

School Rules

Parent Notices

Licences & Registrations

MY ACCOUNT

Profile

Password & Security

Notification Preferences

Appearance

Help & Support

School Rules

The thresholds and choices behind the app's reminders, checks and lists. Each starts at a default from research or common practice (shown beside it); change any to suit your school. Parent notices are set on [Parent Notices](#), PAYE and SSNIT on the payroll page.

Licence reminders

Defaults

Your NaSIA licence, Data Protection registration and other licences.

Start reminding before expiry

Starting point

NaSIA licences are renewed yearly; two months leaves time for the inspection.

60

days

Mark as urgent in the last

Starting point

The last two weeks before expiry.

14

days

Teachers' licences (NTC)

Defaults

Reminders on the HR and owner homes.

Remind about teachers' licences

Start reminding before expiry

Starting point

As for school licences.

60

days

Name teachers with no licence on file

BECE candidates

Defaults

Who the BECE page lists, and what it checks.

Save

Level 8: JHS 2A, JHS 2B

Level 9: JHS 3A

For: Teacher, Class teacher, Subject teacher, Teaching assistant

Teacher

Your timetable, registers, marks, lesson plans, homework and report cards — a teacher's week, step by step.

Your day at a glance

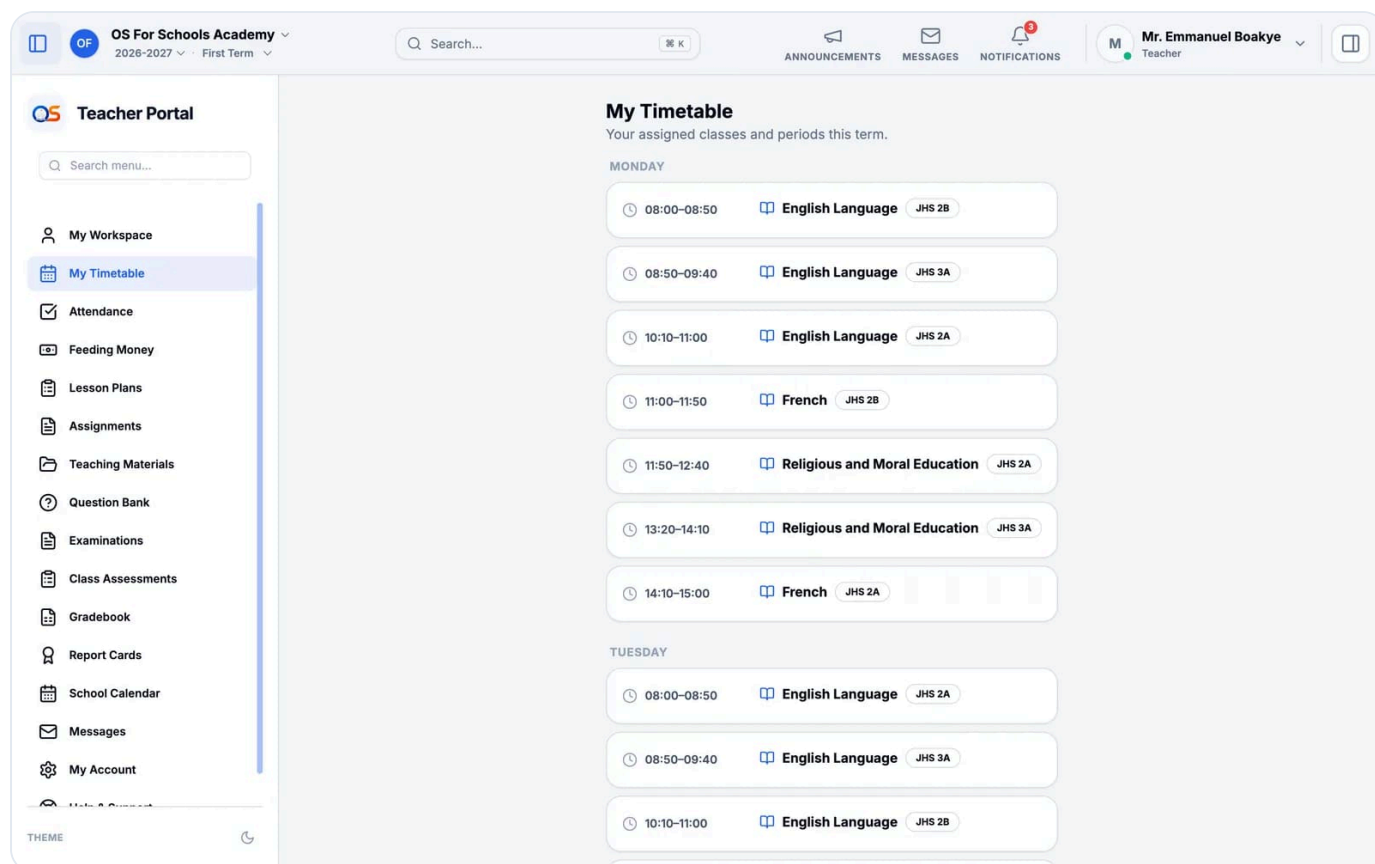
When you sign in you land on **My Workspace**: today's lessons, the registers you still have to take, homework coming due and work waiting to be marked. Press any of them to go straight there.

The screenshot shows the 'Teacher Portal' for 'OS For Schools Academy'. The user is 'Mr. Emmanuel Boakye', a Teacher. The interface includes a top navigation bar with 'ANNOUNCEMENTS', 'MESSAGES', and 'NOTIFICATIONS'. A left sidebar lists various tools: My Workspace, My Timetable, Attendance, Feeding Money, Lesson Plans, Assignments, Teaching Materials, Question Bank, Examinations, Class Assessments, Gradebook, Report Cards, School Calendar, Messages, and My Account. The main content area is titled 'Good morning, Mr. Boakye' and shows 'Tuesday 22 September · Form teacher of JHS 2B'. It features a 'Needs your attention' section with two items: 'Today's register for JHS 2B is not taken yet' (with a 'Take register' link) and '1 lesson plan for the coming week is still a draft' (with a 'Submit' link). Below this are four summary cards: 'Registers taken' (17, 'By you, this term'), 'Lessons planned' (4, '1 still a draft'), 'Assignments due' (2, 'Due this term'), and 'Work marked' (1, 'Marked this term'). The 'Today's lessons' section lists a full timetable of lessons for JHS 2A, JHS 3A, JHS 2B, and JHS 2A, including subjects like English Language, Ghanaian Language (Twi), French, and Religious and Moral Education. The 'Due in the next 7 days' section shows a reading assignment: 'Chapter 3 of the Class Reader' for English Language - JHS 3A, due on 25 Sept 2026.

Your menu is the week in order: **My Timetable**, **Attendance**, **Lesson Plans**, **Assignments**, then marks and report cards. A class teacher also has **My Form Class**; a subject teacher has **My Subjects**.

See your timetable

Open **My Timetable** to see each day's lessons: which class, which subject, where and when. Switch between a week, a day or a list with the buttons at the top.



Take the register

- 1 Open **Attendance** from your menu, then **Mark Attendance**. Your own class and today's date are already chosen.

- 2 Mark each pupil **Present**, **Absent** or **Late**. If most are present, press **Mark All Present** first, then change the few who are not.

The screenshot shows the 'Attendance' page in the OS For Schools Academy Teacher Portal. The page is for 'JHS 2B' on 'Tuesday, 22 Sept'. It features a sidebar with navigation options like 'My Workspace', 'My Timetable', 'Attendance', 'Feeding Money', 'Lesson Plans', 'Assignments', 'Teaching Materials', 'Question Bank', 'Examinations', 'Class Assessments', 'Gradebook', 'Report Cards', 'School Calendar', 'Messages', and 'My Account'. The main content area includes filters for 'DATE' (22/09/2026), 'ACADEMIC YEAR' (2026-2027), 'CAMPUS' (Main Campus), and 'CLASS' (JHS 2B). There are buttons for '+ Mark Attendance', 'Bulk Import', 'Export Report', and 'View History'. Below these are four status boxes: 'PRESENT' (0), 'ABSENT' (0), 'LATE' (0), and 'EXCUSED' (0). A 'Take Daily Register: JHS 2B' section shows 'Mark attendance for Tuesday, 22 September 2026' with 'Mark All Present' and 'Mark All Absent' buttons. Below this are student cards for Akosua..., Kofi Asamoah, Yaa Nyarko, and Kwaku Gyimah, each with 'Present', 'Absent', and 'Late' dropdown menus. On the right, there are sections for 'COMPLETION STATISTICS' (0.0% Register Marked), 'REGISTER DETAILS' (Class Teacher: Mr. Emmanuel Boakye, Unmarked Students: 17), 'QUICK MARK BULK' (Present/Absent buttons), and 'RECENT ACTIVITY LOG' (No attendance marked yet today).

- 3 Press **Submit Attendance Register**. The head sees it at once, and parents see their own child's attendance.

💡 No network? Mark the register anyway. It is kept on your phone or computer and sent as soon as you are back online — the page tells you when something is still waiting to be sent.

Enter marks

Every mark belongs to an assessment — a class test, an exercise, homework or an examination. Set up the assessment once, then enter each pupil's mark.

- 1 Open **Class Assessments** and press **Create Assessment**: its name (for example Class Test 1), the class, the subject, the date and what it is marked out of. Choose a class and subject at the top to see the ones already set.

The screenshot displays the 'Class Assessments' interface within the OS For Schools Academy Teacher Portal. The top navigation bar includes the school name 'OS For Schools Academy', a search bar, and user information for 'Mr. Emmanuel Boakye'. The left sidebar lists various portal features, with 'Class Assessments' currently selected. The main content area is titled 'Class Assessments' and includes a '+ Create Assessment' button. Below this, there are dropdown menus for 'Select Class' (JHS 2B) and 'Select Subject' (English Language). A table lists existing assessments with columns for ID, Title, Type, Max Score, Weight, Created At, and Action. The table shows four records: 'Class Test 1', 'Exercise 2', 'Homework 1', and 'Exercise 1'. At the bottom of the table, it indicates 'Showing 1 to 4 of 4 records' and a pagination control set to '25' per page.

#	ASSESSMENT TITLE	TYPE	MAX SCORE	WEIGHT (%)	CREATED AT	ACTION
1	Class Test 1	Class Test	20	6%	14 Sept 2026	⋮
2	Exercise 2	Class Exercise	10	3%	08 Sept 2026	⋮
3	Homework 1	Project / Homework	5	1.5%	07 Sept 2026	⋮
4	Exercise 1	Class Exercise	10	3%	01 Sept 2026	⋮

Showing 1 to 4 of 4 records Show 25 per page

- 2 Open **Gradebook**, choose the class and subject, and type each pupil's mark. Grades are worked out for you from the school's grading scale.

The screenshot shows the 'Gradebook' section of the 'OS For Schools Academy' Teacher Portal. The interface includes a sidebar with navigation options like 'My Workspace', 'My Timetable', 'Attendance', 'Feeding Money', 'Lesson Plans', 'Assignments', 'Teaching Materials', 'Question Bank', 'Examinations', 'Class Assessments', 'Gradebook' (highlighted), 'Report Cards', 'School Calendar', 'Messages', and 'My Account'. The main content area is titled 'Gradebook' and 'Enter scores and generate term results'. It features two tabs: 'Score Entry' and 'Term Results'. Below the tabs, there are three dropdown menus for '1. Select Class' (JHS 2B), '2. Select Subject' (English Language), and '3. Select Assessment' (Class Test 1 — out of 20). A section titled 'Enter Scores' indicates that scores for 17 students are being recorded, with a note '(All recorded)' and a 'Save All Scores' button. A table displays the recorded scores for four students:

#	ADM NO.	STUDENT NAME	SCORE		STATUS	LAST MODIFIED
1	ADM-2026-0038	Abena Amoah	13	/ 20	RECORDED	15 Sept 2026
2	ADM-2026-0032	Adwoa Boadu	9	/ 20	RECORDED	15 Sept 2026
3	ADM-2026-0008	Afia Darko	12	/ 20	RECORDED	15 Sept 2026
4	ADM-2026-0020	Akosua Boakye	17	/ 20	RECORDED	15 Sept 2026

Plan your lessons

Open **Lesson Plans** and choose **Create Lesson Plan**. Write the topic, what pupils should learn, and how you will teach it. Save it as a draft while you work, then submit it for review: the head or assistant head approves it or sends it back with a comment.

- 1 Open **Report Cards** and choose your class. Each card shows as Draft until you have finished with it.

OS For Schools Academy
2026-2027 First Term

Search report cards...

ANNOUNCEMENTS MESSAGES NOTIFICATIONS

Mr. Emmanuel Boakye Teacher

Teacher Portal

Search menu...

My Workspace
My Timetable
Attendance
Feeding Money
Lesson Plans
Assignments
Teaching Materials
Question Bank
Examinations
Class Assessments
Gradebook
Report Cards
School Calendar
Messages
My Account

Back to Academics Overview

Report Cards
Select a student to view, print, or review term report cards.

Filters 1 Columns Export

#	STUDENT NAME	ADMISSION NUMBER	CLASS	REPORT CARD	ACTION	LAST MODIFIED
1	AM Akosua Mahama STU-2026-0050	ADM-2026-0050	JHS 2B	Reviewed	View Report	22 Sept 2026
2	KB Kwasi Bawumia STU-2026-0049	ADM-2026-0049	JHS 2A	Published	View Report	22 Sept 2026
3	AO Abena Ofori STU-2026-0048	ADM-2026-0048	JHS 3A	Published	View Report	22 Sept 2026
4	KA Kofi Asamoah STU-2026-0047	ADM-2026-0047	JHS 2B	Draft	View Report	22 Sept 2026
5	AT Ama Tetteh STU-2026-0046	ADM-2026-0046	JHS 2A	Published	View Report	22 Sept 2026
6	KK Kwame Koomson STU-2026-0045	ADM-2026-0045	JHS 3A	Published	View Report	22 Sept 2026
7	YN Yaa Nyarko STU-2026-0044	ADM-2026-0044	JHS 2B	Reviewed	View Report	22 Sept 2026
8	YB Yaw Boakye STU-2026-0043	ADM-2026-0043	JHS 2A	Published	View Report	22 Sept 2026

- 2 Open a pupil's card. You see it exactly as it will print. Type your remark in the box for the teacher's comments, choose whether the pupil is promoted, and press **Save Draft** to keep working on it later.
- 3 When a card is ready, press **Submit for Review**. The head adds their remark, approves it and publishes it; after that, parents and the pupil can see it.

Collect feeding money

If your school collects feeding money in class each day, open **Feeding Money**, choose your class and today's date, and record what each pupil paid. The bursar sees the day's total.

Write to a parent

- 1 Open **Messages** and press **New message**.

- 2 Under **Student**, find the pupil by name, then choose the **Parent**. Tick **Also notify by SMS** if the parent should get a text as well.
- 3 Choose a **Category**, write a **Subject** — say, "Missed homework" — and your **Message**, then press **Send**.

The screenshot shows the OS For Schools Academy Teacher Portal interface. On the left is a sidebar with navigation options: My Workspace, My Timetable, My Form Class, Attendance, Feeding Money, Lesson Plans, Assignments, Teaching Materials, Question Bank, Examinations, Class Assessments, Gradebook, Report Cards, and School Calendar. The 'Messages' option is highlighted. The main area displays a 'Write to a parent' modal form. The form includes fields for Student (Kwame Mensah · JHS 2A), Parent (Mrs. Gifty Mensah (Primary)), Category (General), Subject (Reading book), and a Message box containing the text: 'Good afternoon Mrs. Mensah. Kwame left his reading book at school today. Please could you remind him to bring it back tomorrow?'. There are 'Cancel' and 'Send' buttons at the bottom of the form. The background shows a blurred view of a message conversation with the same parent.

Writing to a parent. Nothing is sent until you press Send.

The parent is told at once, and their reply appears in the same conversation in **Messages**.

Class teachers: your form class

My Form Class gathers everything about the class you look after: its pupils, today's attendance, and pupils who may need extra support.

For: Bursar, Finance officer, Accountant

Bursar

Setting the fees, billing a term, taking payments, the cash office, money spent and the school's accounts — for the bursar or finance officer.

Your home screen

Finance Overview is the money at a glance: fees collected, money paid out, fees still owed and how much of that is overdue, and what is in each account — the cash box, the bank, the MoMo wallet. Choose the period at the top. **Needs your attention** lists what is late, with a button to follow it up.

The screenshot shows the 'Finance Portal' for 'OS For Schools Academy'. The top navigation bar includes a search bar, 'ANNOUNCEMENTS', 'MESSAGES', 'NOTIFICATIONS', and a user profile for 'Mr. Kofi Antwi, Finance Officer'. The left sidebar lists various menu items: Finance Overview, Subscription, Calendar, FINANCE (Payments, Receipts), FEES & BILLING (Fees, Fee Structures), DAILY COLLECTIONS (Feeding, Transport), CASH OFFICE (Cash Position, Cash-up, Disbursements), and a THEME selector. The main content area is titled 'Finance Overview' and shows 'Money in and out of the school, and what is still owed.' for the 'This term' period. A 'Needs your attention' section highlights 'GH¢30,300 in school fees is overdue' with a 'Follow up' button. Below this are four summary cards: 'Fees collected' (GH¢80,925), 'Paid out' (GH¢1,315.50), 'Fees owed' (GH¢30,300, with a note 'GH¢30,300 overdue, as of today'), and 'Cash and bank' (GH¢88,334.50). The bottom section is divided into 'Recent payments out' (listing payments to Mr. Yaw Ntim, Mr. Ebenezer Tawiah, and Nhyira Stationery Shop) and 'Cash by account' (listing balances for GCB Bank, MTN MoMo Merchant Wallet, and Accounts Office Cash Box).

Set the fees

Every fee the school charges lives in **Fee Structures**: tuition, PTA dues, levies, the examination fee, admission and boarding fees, and daily feeding and transport rates.

- 1 Press **New Fee Structure**. Give the fee a clear name (Tuition, ICT Levy), its amount, whether it is charged per term or once, which classes pay it, and the date it must be paid by.
- 2 Save it, then press **Publish**. Publishing bills every pupil the fee applies to — and every pupil who joins those classes later, automatically.

OS For Schools Academy 2026-2027 First Term

Finance Portal

Fee Structures
Every fee the school charges, in one place: term fees, admission and boarding fees, and daily feeding and transport charges. Publishing a fee bills every student it applies to.

New Admission Fee **New Boarding Fee** **+ New Fee Structure**

All fees Admission fees (0) Boarding fees (0)

Fee	Amount	Charged	Applies to	Status	Actions
Tuition	GH¢1,850.00	Per term First Term, 2026-2027 Pay by 15 Sept 2026	All classes	Published Bills new students automatically	Undo publish Edit Archive
PTA Dues	GH¢50.00	Per term First Term, 2026-2027 Pay by 15 Sept 2026	All classes	Published Bills new students automatically	Undo publish Edit Archive
ICT Levy	GH¢80.00	Per term First Term, 2026-2027 Pay by 15 Sept 2026	All classes	Published Bills new students automatically	Undo publish Edit Archive
Sports and Culture	GH¢40.00	Per term First Term, 2026-2027 Pay by 15 Sept 2026	All classes	Published Bills new students automatically	Undo publish Edit Archive
Examination Fee	GH¢120.00	Per term First Term, 2026-2027 Pay by 15 Sept 2026	All classes	Published Bills new students automatically	Undo publish Edit Archive
BECE Preparation	GH¢250.00	Per term First Term, 2026-2027 Pay by 15 Sept 2026	JHS 3A	Published Bills new students automatically	Undo publish Edit Archive

- 3 Made a mistake? **Undo publish** takes the fee off the bills it made. A child who has already paid towards it keeps it on their bill until they are refunded — the screen tells you who.

Bill a term

Publishing a fee bills the pupils it applies to. When you need to bill a class for several fees at once — the start of a term, or a class that joined late — open **Fees** and press **Bill students**.

- 1 Under **Who to bill**, choose a class, all classes, or one pupil.
- 2 Set **Pay by**, the date parents must pay by.

- 3 Tick the **Fees to bill** and start. You can leave the page: the bills are made in the background, and the Fees page shows when they are ready.
- 4 Press **Print bills** for one page per pupil, ready to hand to parents or send home in their bags.

Finance Portal

Fees
Every child, what they owe and what they have paid. Bill students, print their bills, and take a payment — all from here.

Today Week Month **Term** Year All time

COLLECTED GH¢80,925.00
School fees paid in First Term (2026-2027) - 63 payments

OUTSTANDING GH¢30,300.00
Still owed, whenever it was billed

OVERDUE GH¢30,300.00
Owed now, past its due date

CHILDREN OWING 20
Children who owe something now

All Accounts Needs Follow-up Overdue Accounts Multiple Fee Bills Credit Balance Review

Print Outstanding List Print bills Record payment + Bill students Filters Refresh Columns Export

#	STUDENT NAME	CLASS	UNPAID FEE BILLS	OUTSTANDING	NEXT DUE DATE	HEALTH STATUS	PAYMENT	ACTION
1	KM Kwame Mensah STU-2026-0001	JHS 2A	0	GH¢0.00	None	Healthy		Record payment
2	AO Ama Osei STU-2026-0002	JHS 2B	0	GH¢0.00	None	Healthy		Record payment
3	KA Kofi Appiah STU-2026-0003	JHS 3A	1	GH¢1,490.00	15 Sept 2026	Overdue Balance		Record payment
4	AO Abena Owusu STU-2026-0004	JHS 2A	0	GH¢0.00	None	Healthy		Record payment

Take a payment

- 1 On **Fees**, press **Record payment** beside the child. (For a child not on the screen, press **Record payment** at the top and find them by name or number.)
- 2 Type the **Amount received**. It is shared across the child's bills, oldest first — or press **Pay all in full**. Anything over what is owed is kept as credit for the next bill.
- 3 Choose the **Payment Method** — cash, MTN MoMo, Telecel Cash, AirtelTigo, bank transfer or cheque — and where the money went, under **Deposited Into**.
- 4 For Mobile Money or a bank transfer, type the transaction reference from the parent's message, and who paid.

- 5 Save. The receipt is ready at once, to print or send to the parent.

 No network? Record the payment anyway. It is kept with a temporary reference and sent as soon as you are back online; the receipt follows.

Parents can also pay from their own phone, by card or Mobile Money: their payment appears here by itself, with its receipt. **Payment Settings** holds how parents pay online.

Follow up what is owed

- **Collections & Arrears** shows what each class owes and for how long, and which families to call first.
- **Print Outstanding List** on the Fees page gives the class teacher or the head a list of who still owes.
- Fee reminders go to parents by SMS and in the app. Which reminders go out, and when, is set in **Parent Notices**.

The cash office

Cash Position	What is in each account now — the cash box, the bank account, the MoMo wallet — and the Cash Book: every payment in and out of an account, with a running balance.
Cash-up	The daily count. Open the cash box with its float in the morning; at closing, count the cash and enter it. OS for Schools shows what should be there and any difference, and the day is closed.
Disbursements	Money going out — fuel for the bus, a plumber, stationery. Record what was paid, to whom and why; the owner, principal or headteacher approves it before it counts.

Reports and the accounts

All Reports holds the term's financial statements — income and spending, and the balance sheet — ready to print for the board. **Reconciliation** checks the payments parents made online against what the payment company reported. Under **Accounting**, the General Journal, Chart of Accounts and Financial Periods are for the accountant; close a period when its books are final, so nothing can change behind you.

Before the first payment

- 1 Add the school's accounts in **Bank Accounts**: the cash box, each bank account and the MoMo merchant wallet, with the balance each held on the day you start.
- 2 Choose where parents' online payments go in **Payment Settings**.
- 3 Set up the term's fees in **Fee Structures** and publish them.

Cashier

Taking fees, collecting feeding money, giving receipts and counting the cash box at the end of the day — for the cashier at the accounts office.

Your day

- Morning: open the cash box in **Cash-up** with the float it starts the day with.
- All day: take fees in **Collect Fees**, and each class's feeding money in **Feeding Money**. Every payment gets its receipt.
- Closing: count the cash, enter it in **Cash-up**, and close the day.

The screenshot displays the 'Cash Office Portal' for 'OS For Schools Academy'. The interface includes a top navigation bar with a search bar, user profile (Ms. Rita Opoku, Cashier), and notification icons. A left sidebar lists menu items: Cash Office, Collect Fees, Feeding Money, Payments, Receipts, Disbursements, Cash Position, Cash-up, Reports, Subscription, SMS Credits, School Calendar, Messages, My Account, and Help & Support. The main content area, titled 'Cash Office', shows a summary of 'Money in and out of the school, and what is still owed.' for 'This term'. A 'Needs your attention' section highlights 'GH¢30,300 in school fees is overdue' with 20 children owing fees. Below this, four summary cards show: Fees collected (GH¢80,925), Paid out (GH¢1,315.50), Fees owed (GH¢30,300, with GH¢30,300 overdue), and Cash and bank (GH¢88,334.50). Two tables are also present: 'Recent payments out' listing transactions like fuel for the school bus and repairs, and 'Cash by account' listing balances for GCB Bank, MTN MoMo, and the Accounts Office Cash Box.

Transaction	Amount
Mr. Yaw Ntim (School Driver) 16 Sept 2026 · Fuel for the school bus: morning and afternoon routes, week of 14 to 18 September	GH¢650
Mr. Ebenezer Tawiah (Plumber) 11 Sept 2026 · Repaired two leaking taps and the cistern in the girls' washroom (parts and labour)	GH¢280
Nhyira Stationery Shop 8 Sept 2026 · Stationery for the staff room: A4 paper (5 reams), marker pens, box files and staples	GH¢385.50

Account	Balance
GCB Bank — Fees Account	GH¢33,300
MTN MoMo Merchant Wallet	GH¢27,880
Accounts Office Cash Box	GH¢27,154.50

Take a fee payment

- 1 Open **Collect Fees** and find the child — type their name or number in the search box at the top.

- 2 Press **Record payment** beside them. Type the **Amount received**; it is shared across their bills, oldest first.
- 3 Choose how they paid — cash, MTN MoMo, Telecel Cash, AirtelTigo, bank transfer or cheque — and where the money went, under **Deposited Into**. Cash goes into the cash box.
- 4 For Mobile Money, type the transaction reference from the parent's phone and check the amount matches.
- 5 Save, and give the parent their receipt.



Always check a Mobile Money payment has really arrived in the school's wallet before you record it. The parent's own message is not proof.

Collect feeding money

- 1 The class teacher takes the register first: feeding is charged only to pupils who are in school today. Until it is taken, the page offers **Go to Attendance**.
- 2 Open **Feeding Money**, choose the class and today's date, and press **Generate Today's Charges**. Each pupil present is charged the day's feeding rate; a pupil the school has excused shows as exempt.
- 3 Type what each pupil hands over under **Collecting**, press **Collect Payment**, check the total and the account it goes into, and confirm. The day's total for each class is kept for the bursar.

Receipts

Receipts lists every receipt, newest first, with what it paid for. Open one to print it again for a parent who has lost theirs — it is the same receipt, not a new one.

Count the cash box

- 1 In the morning, open **Cash-up**, choose the cash box and today's date, and open the day with the float — the cash left in the box for change.
- 2 At closing, count every note and coin in the box and enter the total.

The screenshot shows the 'Cash Office Portal' for 'OS For Schools Academy'. The left sidebar contains a menu with options: Cash Office, Collect Fees, Feeding Money, Payments, Receipts, Disbursements, Cash Position, Cash-up (selected), Reports, Subscription, SMS Credits, School Calendar, Messages, My Account, and Help & Support. The main content area is titled 'Cash-up' and includes a sub-header 'Open a drawer's float for the day, then close it against the physical count to see the variance.' Below this, there's a 'Cash account' dropdown set to 'Accounts Office Cash Box' and a 'Business date' field set to '22/09/2026' with a 'Refresh' button. A section titled 'Open the drawer for 22 Sept 2026' contains a text input for 'Opening float' and an 'Open cash count' button. At the bottom, a 'History' table shows previous entries.

Date	Opening	Expected	Counted	Variance	Status
18 Sept 2026	GH¢200.00	GH¢3,490.00	GH¢3,488.00	-GH¢2.00	Closed
17 Sept 2026	GH¢200.00	GH¢1,540.00	GH¢1,540.00	GH¢0.00	Closed
16 Sept 2026	GH¢200.00	GH¢4,080.00	GH¢4,080.00	GH¢0.00	Closed

- 3 OS for Schools shows what should be there — the float, plus what you took in cash, less anything paid out — and the difference. Explain any difference in the note, then close the day.

💡 A small difference happens; what matters is that it is written down the same day. The bursar sees every closed day, its count and its note.

Paying money out

When the school pays for something from the cash box — fuel for the bus, a repair — record it in **Disbursements**: who was paid, how much and what for. It waits for the owner, principal or headteacher to approve it, and then counts against the cash box.

Payroll officer

Paying staff each month: payslips, PAYE and SSNIT, and marking the month paid.

Before the first payroll

A member of staff can only be paid through payroll once their record has a salary and their bank or Mobile Money details. The HR manager's home screen lists anyone still missing them — ask HR to complete those records first.

PAYE bands and the SSNIT rates are set in **Tax & Deductions**, starting from the official Ghana figures. Change them only when GRA or SSNIT announce new ones.

Run the month's payroll

- 1 Open **Payroll**, then **Payroll Runs**, and press **Start ... payroll** for the month — it offers this month first, and next month to prepare it. The new run opens.
- 2 Generate the payslips from it. Each one shows the basic salary, allowances, PAYE, SSNIT and any other deductions, and the net pay.
- 3 Check them in **Payslips** — a new member of staff, a salary change, someone who left — and approve them.
- 4 When the salaries have been paid, press **Mark Paid** on the run. Staff can then open their own payslip.

For: HR manager, HR officer

HR manager

Staff records, leave, staff attendance, appraisals and recruitment — for the person who looks after the school's staff.

Your home screen

HR Overview opens with what needs your attention: leave requests waiting, staff who cannot be paid yet because their salary or bank details are missing, records with no contract or emergency contact, and teachers with no teaching licence recorded. Below are the staff numbers for the period and who is on leave today.

The screenshot shows the HR Overview dashboard for OS For Schools Academy. The top navigation bar includes the school name, a search bar, and links for ANNOUNCEMENTS, MESSAGES, and NOTIFICATIONS. The user is Mrs. Patience Asante, HR Manager. The left sidebar lists various HR functions: HR Overview (selected), Calendar, HUMAN RESOURCES (Staff, Departments & Positions, Staff Attendance, Leave, Payroll), PERFORMANCE (Performance), RECRUITMENT, HR Reports, HR Settings, and COMMUNICATION (Messages, Announcements, Notifications). The main content area is titled 'HR Overview' and shows a summary of staff status: 'Your staff: who needs a decision, who is away, and who has joined.' It includes a filter for 'This term' and a list of items needing attention: 4 leave requests waiting for approval, 30 staff members who can't be paid through payroll yet, 30 staff members with no contract on file, 30 staff members with no emergency contact, PAYE for August 2026 is 7 days late, and 4 teachers with no teaching licence recorded. Below this, there are four summary cards: Active staff (30), On leave today (1), Staff who took leave (2), and New staff (0). At the bottom, there are two more sections: 'On leave today' showing Kojo Asiedu on leave until 25 Sept 2026, and 'Staff by department' showing 7 active staff in Administration and 6 active staff in Support Staff.

Needs your attention	Action
4 leave requests are waiting for approval Oldest: Gloria Amankwah, annual leave, 9 Aug 2026 to 14 Aug 2026	Review →
Some staff can't be paid through payroll yet 30 without bank details, 30 without a salary.	Fix →
30 staff members have no contract on file	View →
30 staff members have no emergency contact	View →
PAYE for August 2026 is 7 days late Due to GRA by the 15th.	Pay →
4 teachers have no teaching licence recorded Emmanuel Boakye, Rebecca Ampofo, Isaac Darko and 1 more. Add each NTC licence number and expiry on their staff record.	Add →

Active staff	On leave today	Staff who took leave	New staff
30 As of today	1 Approved leave, as of today	2 2 approved requests, this term	0 Started this term

On leave today	Staff by department
Kojo Asiedu Annual Leave - Support Staff Until 25 Sept 2026	Administration No head of department 7 active Support Staff 6 active

Staff records

- 1 Open **Staff** and press **Add Employee** for someone new: their details, job, department, start date and salary.

- 2 Tick **Grant portal access now** to give them their sign-in, and choose their job. For someone with no email, save first and use **Generate Activation Code** on their profile.
- 3 Open anyone's record to add their bank or Mobile Money details, contract, emergency contact and, for a teacher, their NTC licence number and expiry.

Leave

- 1 Staff ask for leave from their own account. Their supervisor approves it first, then HR.
- 2 Open **Leave** to see every request, with the days it takes — school days, not counting weekends or the school's holidays.

OS For Schools Academy 2026-2027 First Term

Filter records...

ANNOUNCEMENTS MESSAGES NOTIFICATIONS Mrs. Patience Asante HR Manager

HR Portal

Search menu...

HR Overview
Calendar
HUMAN RESOURCES
Staff
Departments & Positions
Staff Attendance
Leave
Payroll
Performance
Recruitment
HR Reports
HR Settings
COMMUNICATION
Messages
Announcements
Notifications

Back to HR Overview

Leave
Manage employee leave applications, calendars, allowances, and type configurations.

Leave Requests Leave Calendar Leave Balances Leave Types

4 Pending 3 Approved 1 Rejected

All Status All Types

#	EMPLOYEE	TYPE	FROM	TO	DAYS	STATUS	ACTION
1	AS Ama Serwaa ama.serwaa@example.com	Annual Leave	02/11/2026	04/11/2026	3	Pending	
2	EB Emmanuel Boakye emmanuel.boakye@example.com	Annual Leave	29/10/2026	30/10/2026	2	Pending	
3	EA Esi Ankomah esi.ankomah@example.com	Annual Leave	05/10/2026	09/10/2026	5	Pending	
4	PA Paul Awuah paul.awuah@example.com	Sick Leave	10/09/2026	11/09/2026	2	Approved	

- 3 Open a request to approve or reject it. Approving takes the days from the person's balance; **Leave Balances** shows what everyone has left.

Attendance, appraisals and recruitment

Staff Attendance	Who came to work each day, and who was late or absent.
Performance	The appraisal cycle: goals for each person for the term or year, and how they went.
Recruitment	Vacancies, the people who applied, and their interviews. A person you hire becomes a staff record, ready to be added to payroll.
HR Reports	Staff lists, leave taken and attendance, to print or download.

Librarian

The catalogue, lending and returns, overdue books and fines.

Lend and take back books

- 1 Open **Lending Desk** and press **Issue Book**. Find the pupil or teacher, then the copy by its number.

The screenshot shows the 'Lending Desk' interface of the OS For Schools Academy Library Portal. The top navigation bar includes the school name, a search bar, and links for announcements, messages, and notifications. The left sidebar contains a menu with options like Library Overview, Calendar, Lending Desk (selected), Books, Catalogue, Library Reports, Library Settings, Messages, Announcements, Notifications, My Account, Profile, Password & Security, and Notification Preferences. The main content area is titled 'Lending Desk' and includes a sub-header 'Issue, return, and renew book loans.' Below this is a table with columns: #, BOOK, BORROWER, BORROWED, DUE DATE, STATUS, LAST MODIFIED, and ACTION. The table lists 8 loans, with the first three marked as 'OVERDUE' and the remaining five as 'ACTIVE'. A '+ Issue Book' button is located in the top right corner of the table area.

#	BOOK	BORROWER	BORROWED	DUE DATE	STATUS	LAST MODIFIED	ACTION
1	Things Fall Apart LIB-0103	Kwaku Darko Student	01/09/2026	15/09/2026 (6d overdue)	OVERDUE	1 Sept 2026	⋮
2	The Beautiful Ones Are Not Yet Born LIB-1102	Yaw Frimpong Student	03/09/2026	17/09/2026 (4d overdue)	OVERDUE	3 Sept 2026	⋮
3	Weep Not, Child LIB-0402	Akosua Boakye Student	04/09/2026	18/09/2026 (3d overdue)	OVERDUE	4 Sept 2026	⋮
4	Things Fall Apart LIB-0102	Kwame Amoah Student	09/09/2026	23/09/2026	ACTIVE	9 Sept 2026	⋮
5	Homegoing LIB-1601	Adwoa Prempeh Student	10/09/2026	24/09/2026	ACTIVE	10 Sept 2026	⋮
6	The Housemaid LIB-1501	Kofi Sarpong Student	11/09/2026	25/09/2026	ACTIVE	11 Sept 2026	⋮
7	Homegoing LIB-1602	Abena Gyimah Student	11/09/2026	25/09/2026	ACTIVE	11 Sept 2026	⋮
8	Mathematics for JHS 2 LIB-2801	Kwame Mensah Student	14/09/2026	28/09/2026	ACTIVE	14 Sept 2026	⋮

- 2 The due date is set from the library's rules. The loan appears here until the book comes back.
- 3 When a book comes back, open its loan and return it. A book returned late is fined by the day; a damaged or lost one stays off the shelf.

The books

Books lists every title and how many copies are on the shelf, out or damaged. Add a title with its author, subject and class, then its copies: each copy gets its own number, so you always know which one is where. **Catalogue** is what pupils and teachers see when they look for a book.

Overdue books and fines

Overdue loans are marked on the Lending Desk, with how many days late. **Fines** (on the Lending Desk) lists what each borrower owes; record a payment when it is paid, or waive a fine with a reason. **Library Settings** holds the rules: how many books at once, for how long, the fine per day, and the amount owed at which borrowing stops.

School nurse

Health records for pupils and staff, and every visit to the sick bay.

Health records

Health Records holds what the school needs to know about each pupil's health: blood group, allergies, conditions such as asthma, and who to call. Press **New Record**, choose the pupil (or a member of staff) and fill it in. Only the clinic and the school's leaders see these records.

A visit to the sick bay

- 1 Open **Consultations** and press **New Visit**. Choose the pupil and write what is wrong.
- 2 Record what you did: treatment given, any medicine and its dose, and whether the pupil went back to class, was sent home or was referred to a hospital.
- 3 Close the visit when it is finished. A referred or sent-home visit stays marked so the school can follow it up.

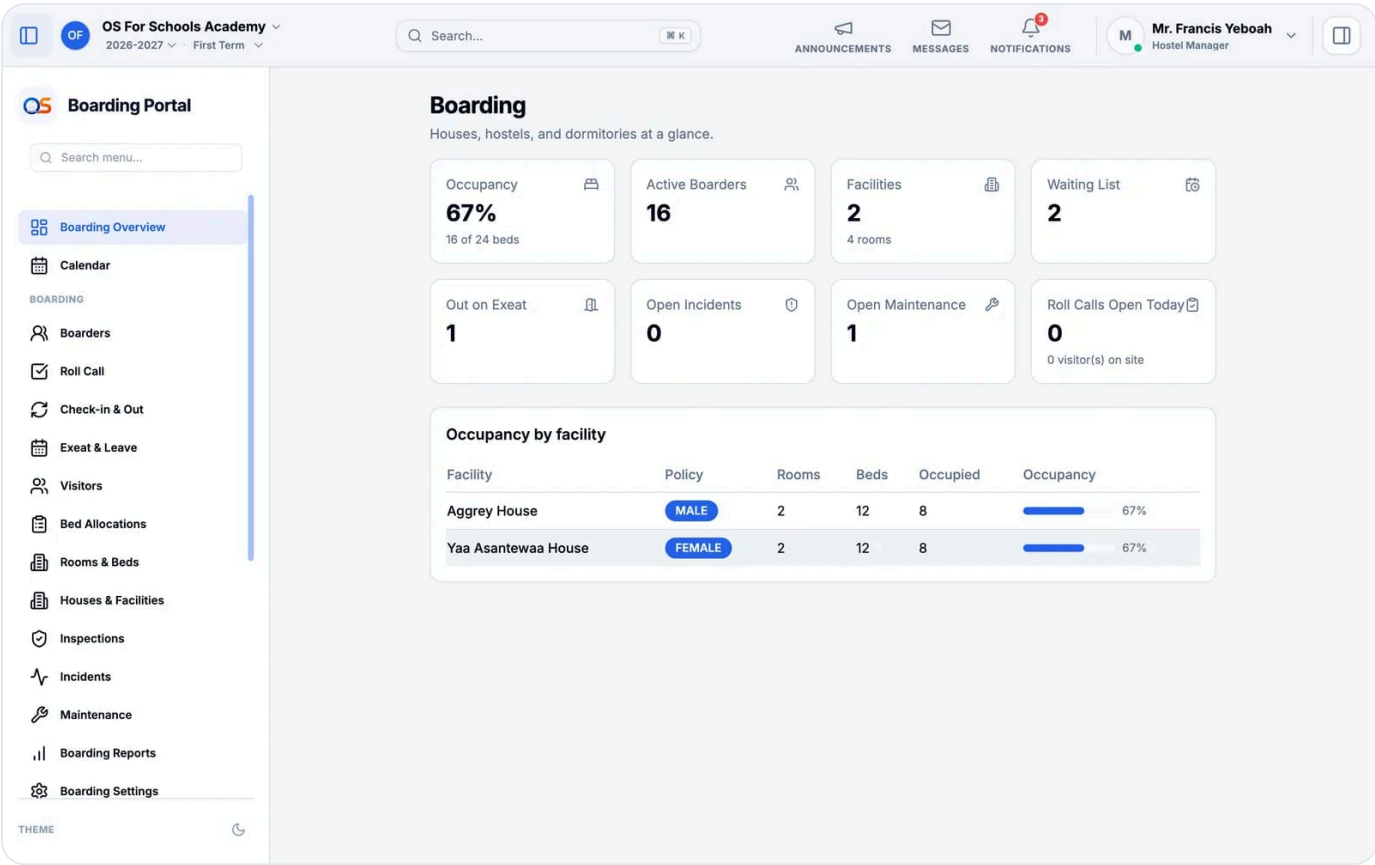
For: Hostel manager, Housemaster, Matron, Residential supervisor

Boarding staff

Houses and beds, the night roll call, exeats, visitors and incidents — for the hostel manager, housemasters, matrons and residential supervisors.

The boarding house at a glance

Boarding Overview shows how full each house is, how many boarders there are, who is out on exeat, and open incidents and repairs. A housemaster or matron sees their own house; the hostel manager sees them all.



The night roll call

- 1 Open **Roll Call** and press **Start Roll Call** for your house.
- 2 Mark each boarder present or absent. A boarder out on an approved exeat is shown as such.

- Complete the roll call when every boarder is accounted for. Once closed, a mark can only be changed by an amendment, which is recorded with who made it and why.

OS For Schools Academy

2026-2027 · First Term

Search...

ANNOUNCEMENTS

MESSAGES

NOTIFICATIONS

Mr. Francis Yeboah
Hostel Manager

Boarding Portal

Search menu...

Boarding Overview

Calendar

BOARDING

Boarders

Roll Call

Check-in & Out

Exeat & Leave

Visitors

Bed Allocations

Rooms & Beds

Houses & Facilities

Inspections

Incidents

Maintenance

Boarding Reports

Boarding Settings

Night Roll Call

Every boarder must be accounted for before a roll call can be completed. Closed sheets can only be changed by an audited amendment.

+ Start Roll Call

#	FACILITY	SESSION	SCHEDULED	MARKED	STATUS
1	YA Yaa Asantewaa House	NIGHT	20 Sept 2026, 21:00	8 marked · 7 present · 0 absent	COMPLETED View
2	AH Aggrey House	NIGHT	20 Sept 2026, 21:00	8 marked · 7 present · 0 absent	AMENDED View
3	AH Aggrey House	NIGHT	19 Sept 2026, 21:00	8 marked · 7 present · 0 absent	COMPLETED View
4	YA Yaa Asantewaa House	NIGHT	19 Sept 2026, 21:00	8 marked · 6 present · 0 absent	COMPLETED View
5	AH Aggrey House	NIGHT	18 Sept 2026, 21:00	8 marked · 7 present · 0 absent	COMPLETED View
6	YA Yaa Asantewaa House	NIGHT	18 Sept 2026, 21:00	8 marked · 6 present · 0 absent	COMPLETED View
7	AH Aggrey House	NIGHT	17 Sept 2026, 21:00	8 marked · 8 present · 0 absent	COMPLETED View
8	YA Yaa Asantewaa House	NIGHT	17 Sept 2026, 21:00	8 marked · 7 present · 0 absent	COMPLETED View

Showing 1-8 of 8

Per page 25 Previous Page 1 of 1 Next

Exeats, check-in and visitors

Exeat & Leave

A boarder asks to go home or out; the house approves it with the dates. When they leave and return, it is recorded here — and a boarder still out after their return time is flagged.

Check-in & Out

Boarders arriving at the start of term and leaving at the end, with the items they were issued, such as a mattress or a locker key.

Visitors

Everyone who visits a boarder: who, whom they came to see, and when they came and went — or that they were turned away.

Bed Allocations

Which bed each boarder sleeps in, and the waiting list for a place.

Incidents, inspections and repairs

Record anything that happens in the house under **Incidents**. A safeguarding matter is marked as such and seen only by those who must see it. **Inspections** keeps the house checks, and **Maintenance** the repairs — a broken bed is taken out of use until it is fixed.

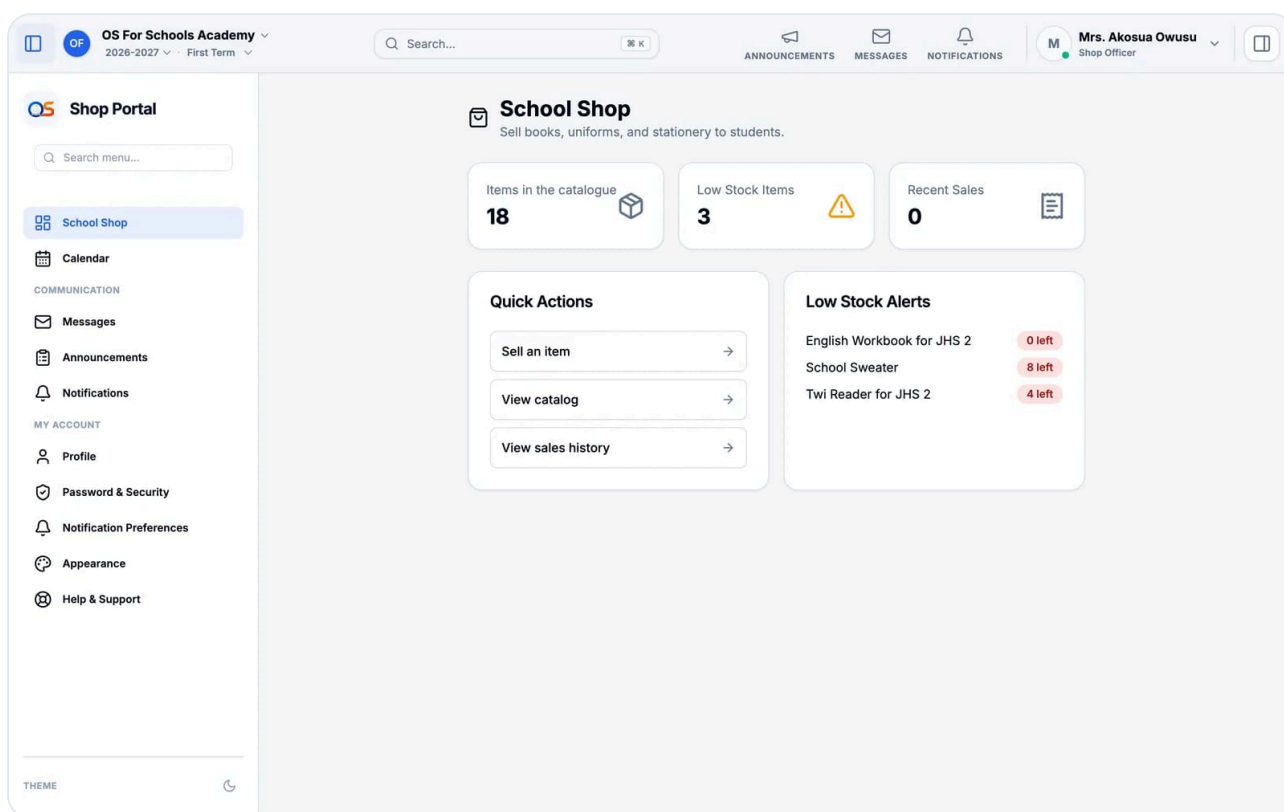
For: Shop officer, Shop attendant

School shop

Selling books, uniforms and stationery to pupils, the stock, and each class's book list.

Sell to a pupil

- 1 Open **School Shop** and press **Sell an item**.



- 2 Find the pupil by name or admission number. Their class's book list is added for you — except books they have already bought from the shop, and anything out of stock.
- 3 Add anything else from the catalogue, and who paid if it was not the pupil.
- 4 Press **Complete Sale**. The sale is charged to the pupil's account in the same way as school fees, and the parent sees it with their fees.

Items and stock

Items lists everything the shop sells with its price and how many are left; **Low Stock** warns you before something runs out. Record new stock when it arrives. For each item you can say which classes need it — that is the class's book list.

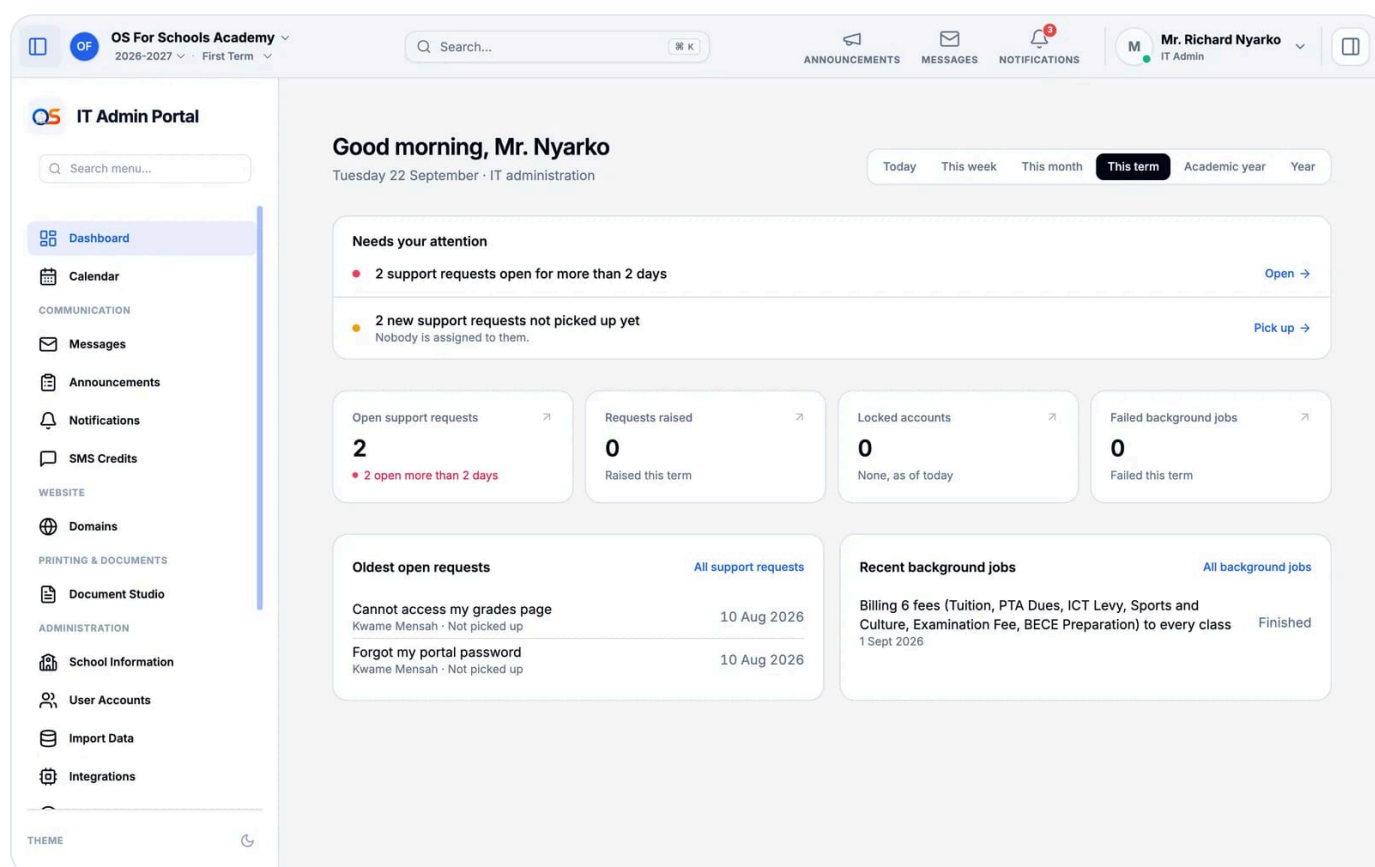
For: IT administrator, ICT coordinator, IT support

IT administrator

Accounts, passwords and help requests, importing data and keeping the school's systems running.

Your home screen

Your Dashboard opens with help requests waiting too long or not yet picked up, locked accounts and background jobs that failed. Press **Open** or **Pick up** to deal with one.



Accounts and passwords

- 1 Open **User Accounts** and find the person.
- 2 Reset their password: they get a temporary one to change the first time they sign in.

- 3 Unlock an account locked after too many wrong passwords, or change someone's job — a teacher who becomes head of department, a new cashier.

 Never ask anyone for their password, and never share yours. OS for Schools will never ask you for it either.

Help requests

When someone at the school presses **Ask for help** in Help & Support, their request arrives in **Support Requests**. Pick it up so others know you have it, reply, and close it when it is solved. What you cannot solve, pass on to OS for Schools from the same page.

Importing data and keeping things running

Import Data	Bring in pupils, parents and staff from a spreadsheet. Download the template, fill it in, upload it: every row is checked before anything is saved.
Integrations	The services the school connects, such as its payment provider.
Background Jobs	Work the system does in the background — a term's bills, a batch of report cards, SMS to parents — and whether each finished.
Domains	The school's web address, and its own domain if it has one.

For: Parent, Guardian

Parent or guardian

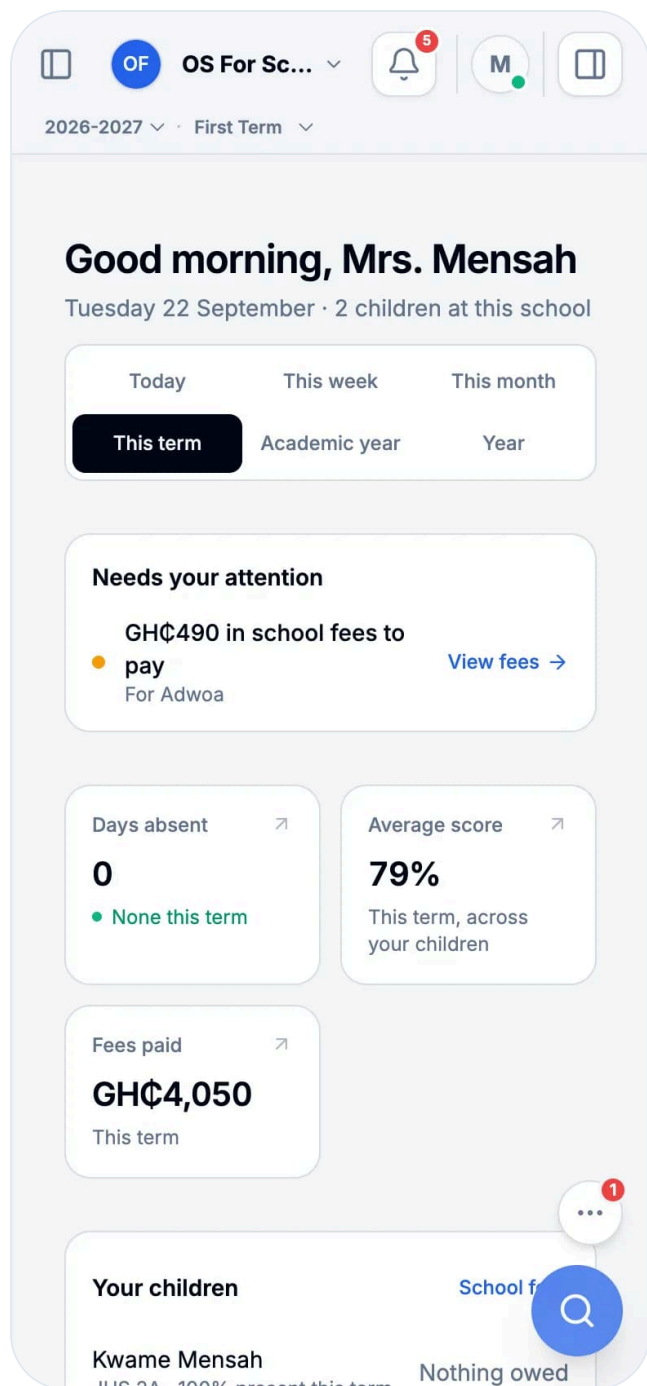
Follow each child's attendance, homework, results and fees, and talk to their teachers — from your phone.

Your first sign-in

The school sets up your account and sends you a link or a code by SMS or email. Open it, choose your own password, and you are in. Every child of yours at the school appears under the one account.

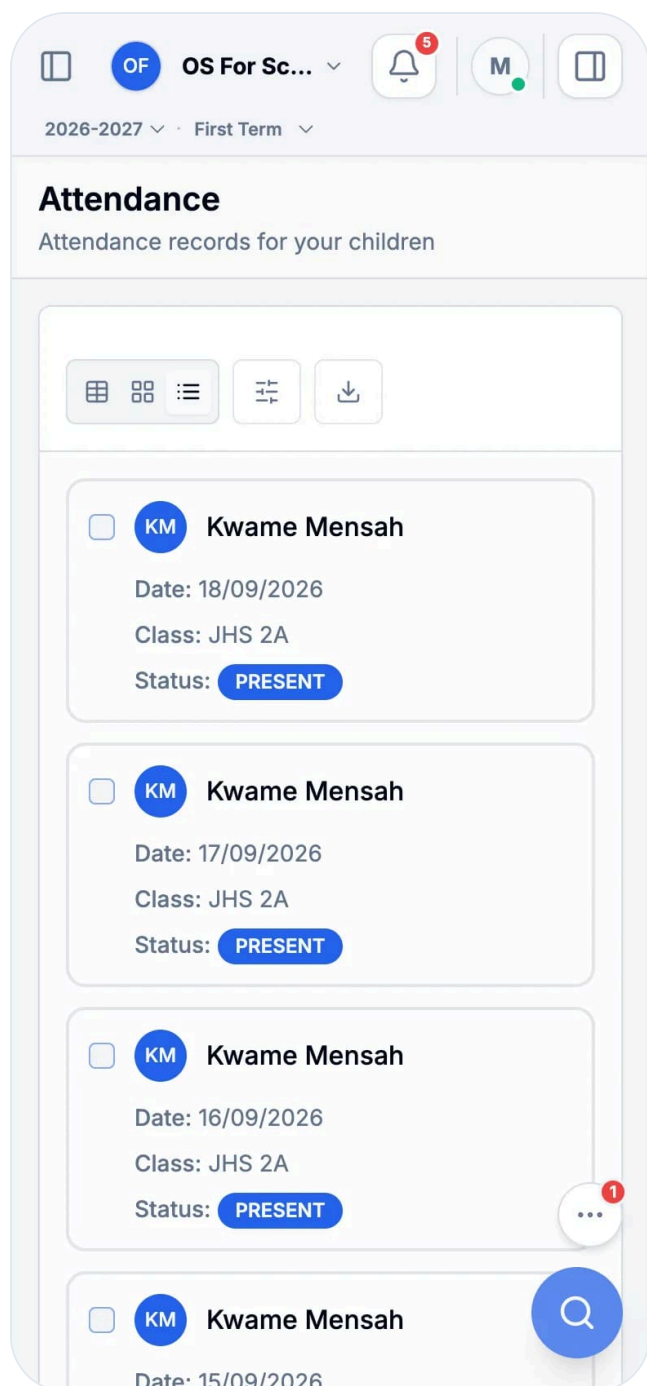
Your children at a glance

My Workspace shows each of your children: days absent this term, their average mark and what has been paid in fees. Press a child to see more.



Attendance

Open **Attendance** to see each school day marked present, late or absent, and the reason the school recorded for an absence.



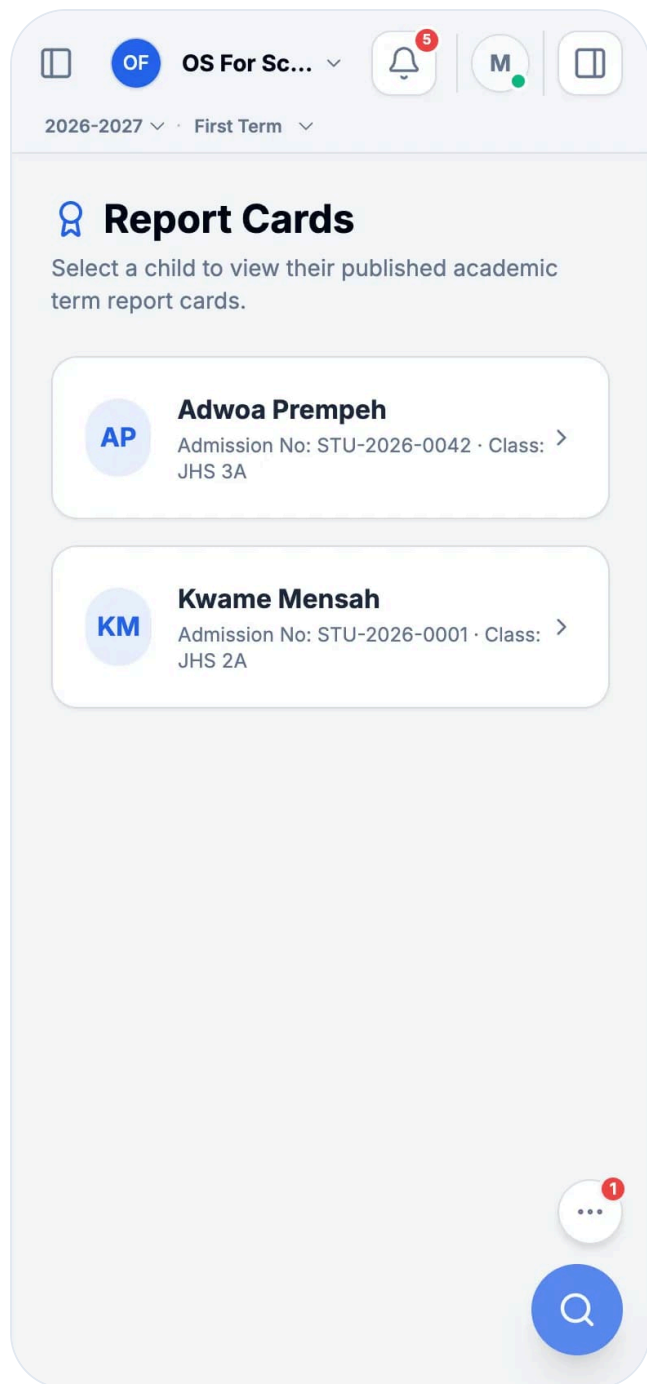
Homework

Homework & Assignments lists the work each child has been set, when it is due, whether they have handed it in and the mark once it is marked.

Results and report cards

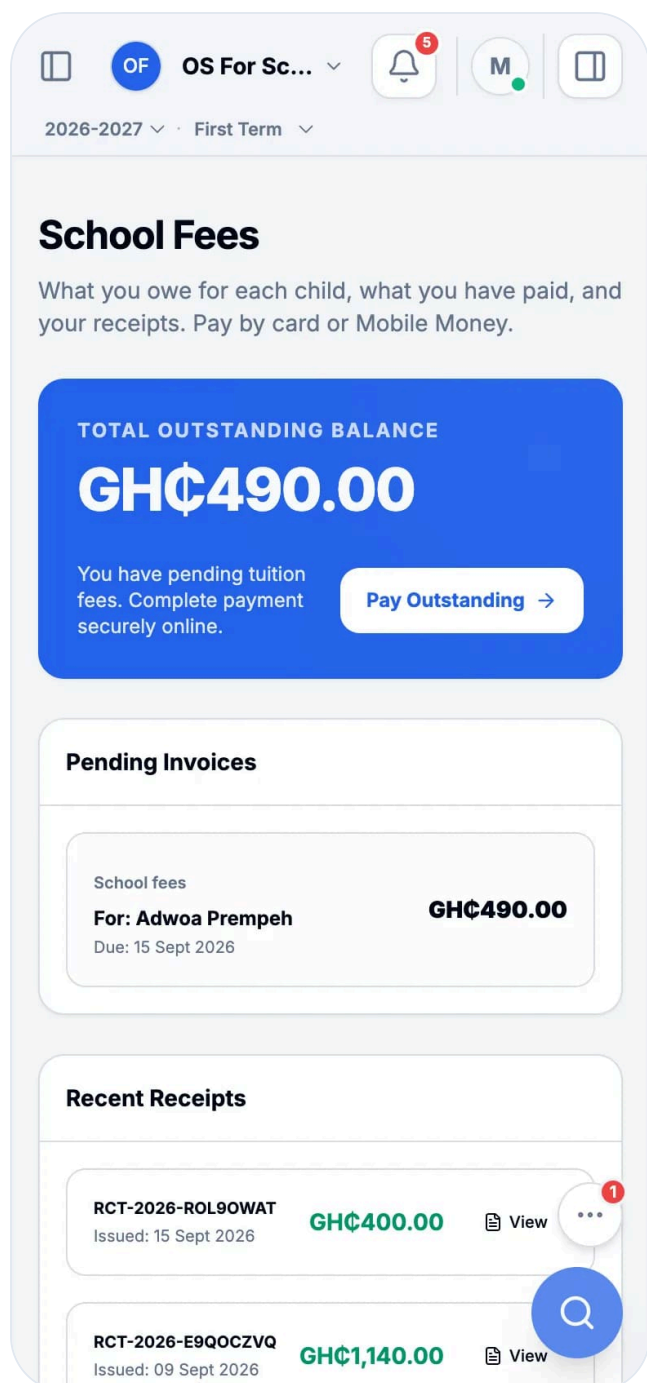
Open **Results & Report Cards**. Once the school publishes a report card you can read it here, exactly as it prints, and download it. The code on the card lets anyone check

it is genuine.



School fees

Open **School Fees** to see each child's bill for the term, item by item, what you have paid, and what is still owed. Every payment has a receipt you can open and download.

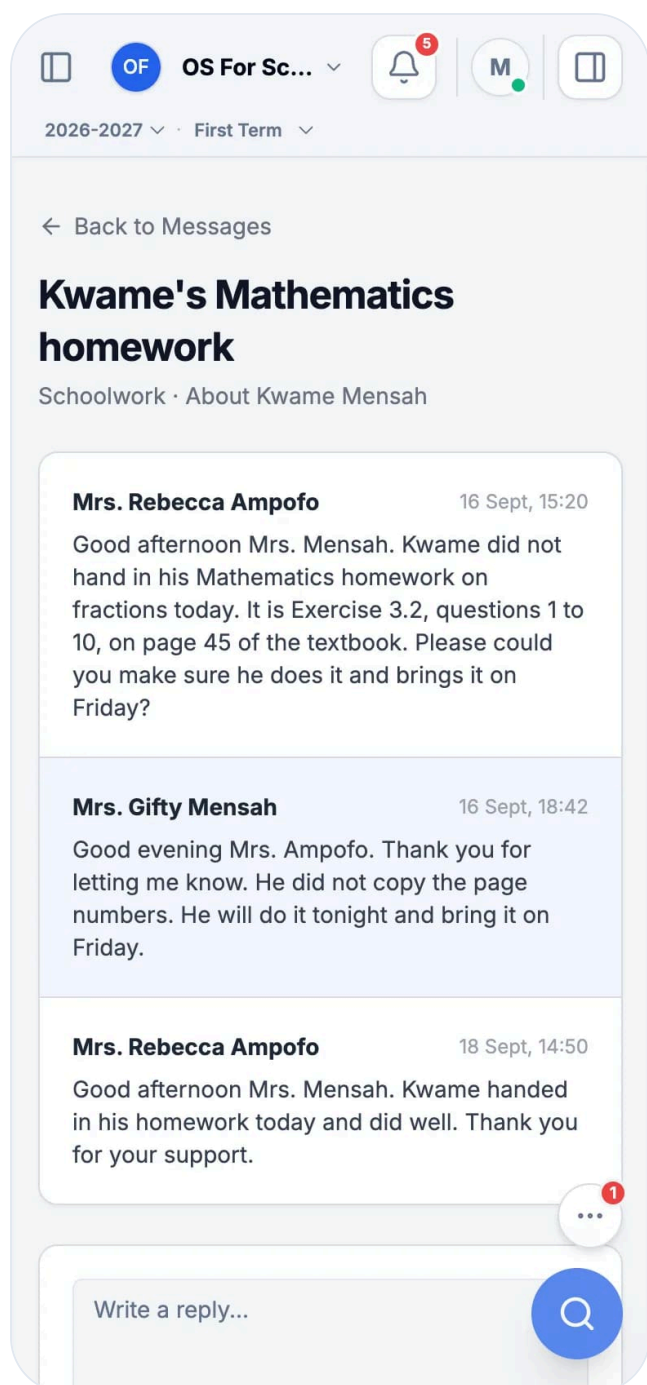


💡 Paid at the school or by Mobile Money and it is not showing yet? The bursar records payments as they arrive; keep your receipt or MoMo message until it appears.

Talk to the school

When your child's teacher or the school office writes to you, you are told, and the conversation appears in **Messages**: open it to read it and reply. To raise something new, reply in a conversation you have with the teacher, or contact the school office.

School announcements — meetings, holidays, reminders — appear on your home screen, and the **School Calendar** shows the dates.



A conversation with the class teacher. Write in the box at the bottom to reply.

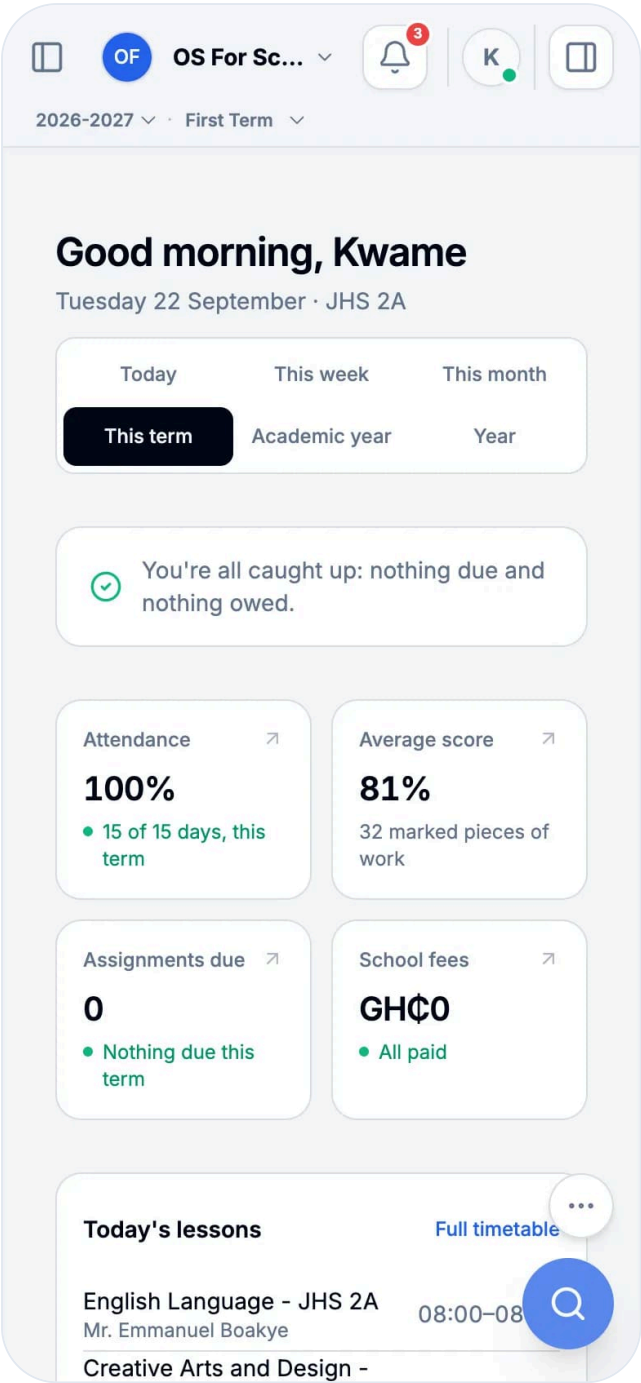
For: Pupil, Student

Pupil or student

Your timetable, homework, marks and report cards, and the school calendar.

Your day

My Workspace shows today's lessons, homework coming due, your attendance and your average mark this term, and the latest school news.

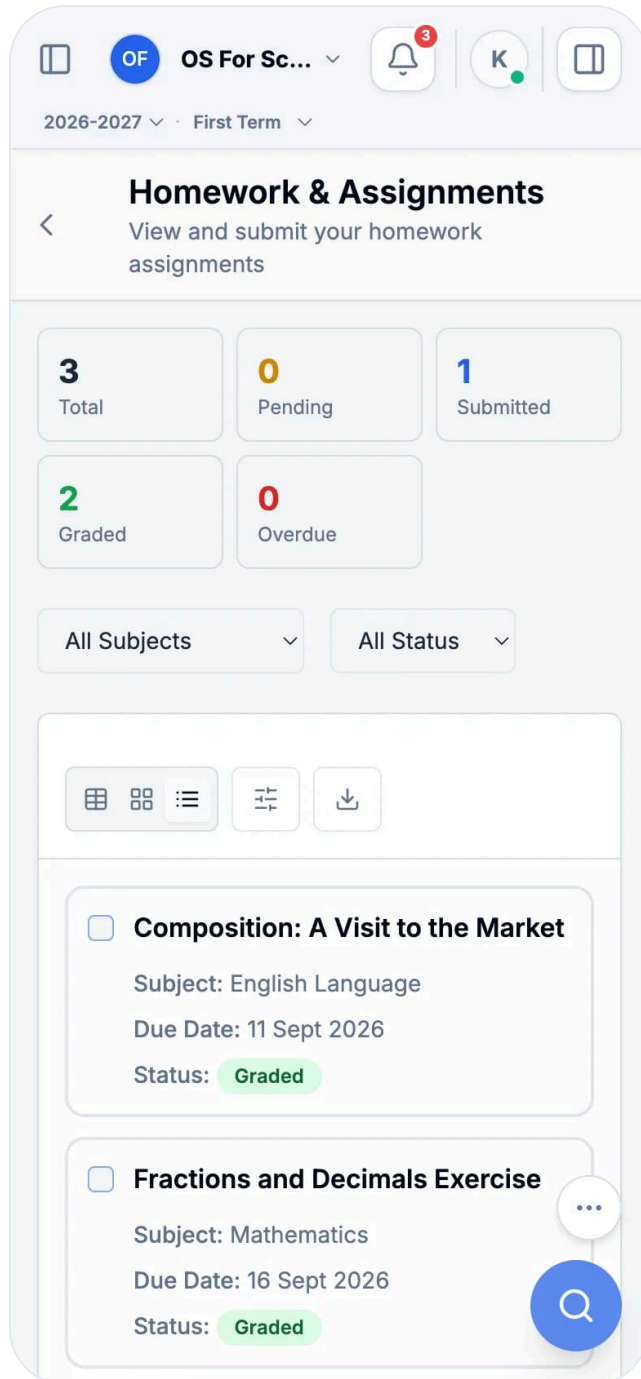


Your timetable

Open **My Timetable** to see your lessons for the week: subject, teacher, time and room.

Homework

- 1 Open **Homework & Assignments** to see what you have been set and when it is due.



- 2 Open an assignment to read it. If your teacher asks you to hand it in here, add your answer or a photo of your work and submit it before the due date.

- 3 When your teacher has marked it, your mark and their comment appear on the assignment.

Marks and report cards

Results & Report Cards shows your report card once the school publishes it.

Learning Materials holds notes and resources your teachers share.

When something goes wrong

What to do when you cannot sign in, a page will not open, or something looks wrong.

I cannot sign in

- Check you are on your own school's page — the address your school gave you. An account belongs to its school.
- Check the password carefully: letters are case-sensitive, so make sure Caps Lock is off.
- Use Forgot password on the sign-in page to choose a new one. If you sign in with a phone number or a student number, ask your school's IT administrator to reset it instead.
- After several wrong tries an account is locked for a while, to protect it. Wait, or ask your school's IT administrator to unlock it.
- Still stuck? Open osforschools.com/support — it works without signing in — and tell us your school and what happens.

A page I need is not in my menu

Your menu shows the pages your job needs. If you have taken on new work — say, a teacher who now also collects fees — ask your school's IT administrator or the school owner to add that job to your account. Sign out and in again afterwards.

Everything is read-only

If the school's subscription to OS for Schools is overdue, you can still open and read everything, but nothing can be changed until it is paid. The school owner, bursar or cashier can pay it from the Subscription page.

A page looks out of date or will not load

- If a message says a new version is available, press Refresh.
- Otherwise close every OS for Schools tab, open it again and sign in.
- On a phone with the app on the home screen, close it fully and open it again.

The network is slow or has dropped

Pages wait for the network, so on a weak connection give them a moment. Some everyday work, such as marking a register, is kept on your device when the network drops and sent as soon as you are back online — the page tells you when something is still waiting to be sent. Do not sign out until it has gone.

A name, class or amount is wrong

Tell the person who looks after it: the school administrator for a pupil's details or class, the bursar for a bill or payment, the HR manager for a staff record. Every change is recorded with who made it and when.

Report a problem

Open Help & Support from your menu and choose Report a problem. Say what you were doing, what you expected and what happened instead. A screenshot helps.

Words schools use

The school and OS for Schools words you will meet, each in one sentence.

From A to Z

Academic year	The school year, from about September to July, named by its two calendar years (2026-2027).
Admission	Taking a new pupil in: application, entrance assessment, interview, offer and enrolment.
Announcement	A notice from the school to parents, pupils or staff, such as a meeting or a holiday.
Arrears	Fees still owed from this term or earlier ones.
Assessment	Anything that earns a pupil a mark: an exercise, a test, homework, a project or an examination.
BECE	The Basic Education Certificate Examination that JHS 3 pupils sit, set by WAEC.
Bill	What a pupil is charged for a term, item by item. Also called an invoice.
Boarder	A pupil who lives at the school during the term, in a boarding house.
Cash-up	Counting the money in hand at the end of the day and checking it against what was recorded.
Class teacher	The teacher in charge of one class; also called the form teacher.

Continuous assessment	Marks earned during the term, as opposed to the end-of-term examination. Also called school-based assessment.
Disbursement	Money the school pays out, such as for stationery or fuel, approved and recorded.
Enrolment	A pupil being placed in a class for the year.
Exeat	Permission for a boarder to leave school for a set time, such as a weekend at home.
Fee structure	The list of what each class is charged for a term: tuition, PTA dues and so on.
Gradebook	Where teachers enter marks and see each pupil's results for the term.
Grading scale	How marks turn into grades, for example 80-100 is grade 1.
Housemaster, housemistress, matron	Staff who care for boarders in their boarding house.
Mobile Money (MoMo)	Paying from a mobile phone wallet, such as MTN MoMo or Telecel Cash.
My Workspace	Your home screen in OS for Schools: what matters to you today.
Promotion	Moving pupils up to the next class at the end of the school year.
PTA	The Parent-Teacher Association.

Receipt	Proof of a payment. Every receipt from OS for Schools has a code anyone can scan to check it is genuine.
Register	The daily record of which pupils are present, late or absent.
Report card	A pupil's results for the term, with remarks, attendance and conduct.
Roll call	Checking every boarder is present, usually morning and night.
Stream	One of the classes a big level is split into, such as JHS 2A and JHS 2B.
Term	One of the three parts of the school year.
Timetable	Which subject each class has, when and with which teacher.
WAEC	The West African Examinations Council, which sets the BECE and WASSCE.