

Government of the Republic of Trinidad and Tobago

Ministry of Education

Information & Communications Technology Division (ICTD)

SECONDARY ENTRANCE ASSESSMENT (SEA) RESULTS PORTAL

Principal Manual

Version. 1



Level 9, Tower A, Education Towers #5 St. Vincent Street, Port-of-Spain 612-HELP (ICT Helpdesk) <u>ictdhelpdesk@moe.gov.tt</u> seaonline.help@moe.gov.tt



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IMPORTANT (PLEASE READ BEFORE PROCEEDING)

6. Accessing the SEA Principal Portal on a Desktop/Laptop

The Secondary Entrance Assessment (SEA) Results Portal contains confidential student information

Access to and use of the information contained in this SEA Results Portal is restricted to legal parents or guardians of SEA candidates. Unauthorized access to or use of the information on the SEA Results Portal is a criminal offence pursuant to the **Computer Misuse Act of Trinidad and Tobago Chapter 11:17** and may result in prosecution.

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1. Version – 1.0

Please note that this manual will be updated as new features are added to the system. Be sure that you are always referencing the latest version of the SEA Results Principal Portal Manual. This section will contain a summary of the changes made in the newest version of the manual.

2. Background

The office of the Division of Educational Research and Evaluation (DERE) and the Information and Communications Technology Division (ICTD) have collaborated to design and develop a web-based results portal for the communication of Secondary Entrance Assessment results for parents/guardians, students and principals.

3. Intended Users

The SEA Results Principal's Portal is intended for principals to view and download results for their school's students. Access to this system is for authorized users only.

4. Technical Assistance

For technical assistance, please email <u>seaonline.help@moe.gov.tt</u> for support. Telephone support is available between <u>8AM and 4PM</u> at: (868) 622-2181 Ext. 1841

ú **iPhone**

Accessing the SEA Principal Portal on an Android or IOS Device

Powered by android 256

STEP 1 – Getting to the SEA Principal Portal

To access the SEA Principal Portal, enter/click on the following link into the address bar of your device's web browser: https://searesults.moe.gov.tt/official/login

STEP 2 – Log into the principal's portal



STEP 3.1– Enter email

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Sign in	\leftarrow searesults.testpri@moe.gov.tt
searesults.testpri@moe.gov.tt	Enter password
Can't access your account?	······
Next	Forgot my password
Welcome to the Ministry of Education Workspace.	Sign in Welcome to the Ministry of Education Workspace. Tap the Sign in button once you have entered your credentials
Terms of use Privacy & cookies ••••	Terms of use Privacy & cookies ••••

STEP 3.2– Enter password

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É MacBook Pro

Accessing the SEA Principal Portal on a Desktop/Laptop

- Windows 11

STEP 1 – Getting to the SEA Principal Portal

To access the SEA Results Portal, enter/click on the following link into the address bar of your device's web browser: https://searesults.moe.gov.tt/official/login

STEP 2 – Log into the principal portal



STEP 3 – Logging into the application

STEP 3.1–Enter email

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Can't access your account? Next Welcome to the Ministry of Education Workspace.	
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STEP 3.2– Enter password



View Results (Primary School)

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	Student Name	1234567890	м	14 July 2010	Example Secondary School	90.00	85.15	18.10	07 July 2022	220				
	Student Name	1234567890	м	14 July 2010	Example Secondary School	90.00	85.15	18.10	07 July 2022	220				
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View Results (Secondary School)

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STEP 5 – Downloading results

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	Student Name	1234567890	м	14 July 2010	Example Secondary School	90.00	85.15	18.10	08 July 2022	220
	Student Name	1234567890	м	14 July 2010	Example Secondary School	90.00	85.15	18.10	08 July 2022	220
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Click the download button to download all results for your school. The Excel file will contain all the **same** fields that you are accustomed to,

Downloaded Results (Example Primary School)

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Downloaded Results (Example Secondary School)

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0063	BISHOP AI Examp	le F 1234567890 Surname	First name Fee	nale 14/07/201	0 Religion	Address	Port of Sp Communi	90	85.15	18.1	90	85.15	18.1	220	0 School	1 School2	School3	School4					
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063	BISHOP AI Examp	le F 1234567890 Surname	First name Fee	nale 14/07/201	0 Religion	Address	Port of Sp Communi	90	85.15	18.1	90	85.15	18.1	220	0 School	1 School2	School3	School4					
J063	BISHOP AI Examp	le F 1234567890 Surname	First name Fee	nale 14/07/201	0 Religion	Address	Port of Sp Communi	90	85.15	18.1	90	85.15	18.1	220	0 School	1 School2	School3	School4					
0063	BISHOP AI Examp	le F 1234567890 Surname	First name Fee	nale 14/07/201	0 Religion	Address	Port of Sp Communi	90	85.15	18.1	90	85.15	18.1	220	0 School	1 School2	School3	School4					
0063	BISHOP AI Examp	le F 1234567890 Surname	First name Fee	nale 14/07/201	0 Religion	Address	Port of Sp Communi	90	85.15	18.1	90	85.15	18.1	220	0 School	1 School2	School3	School4					
0063	BISHOP AI Examp	le F 1234567890 Surname	First name Fee	nale 14/07/201	0 Religion	Address	Port of Sp Communi	90	85.15	18.1	90	85.15	18.1	220	0 School	1 School2	School3	School4					
0063	BISHOP AI Examp	le F 1234567890 Surname	First name Fer	nale 14/07/201	0 Religion	Address	Port of Sp Communit	90	85.15	18.1	90	85.15	18.1	220	0 School	1 School2	School3	School4					
0063	BISHOP AI Examp	le F 1234567890 Surname	First name Fee	nale 14/07/201	0 Religion	Address	Port of Sp Communi	90	85.15	18.1	90	85.15	18.1	220	0 School	1 School2	School3	School4					
0063	BISHOP AI Examp	le F 1234567890 Surname	First name Fee	nale 14/07/201	0 Religion	Address	Port of Sp Communi	90	85.15	18.1	90	85.15	18.1	220	0 School	1 School2	School3	School4					
1063	BISHOP AI Examp	le F 1234567890 Surname	First name Fee	nale 14/07/201	0 Religion	Address	Port of Sp Communi	90	85.15	18.1	90	85.15	18.1	220	0 School	1 School2	School3	School4					
1063	BISHOP AI Examp	le F 1234567890 Surname	First name Fee	nale 14/07/201	0 Religion	Address	Port of Sp Communi	90	85.15	18.1	90	85.15	18.1	220	0 School	1 School2	School3	School4					
0063	BISHOP AI Examp	le F 1234567890 Surname	First name Fee	nale 14/07/201	0 Religion	Address	Port of Sp Communi	90	85.15	18.1	90	85.15	18.1	220	0 School	1 School2	School3	School4					
1063	BISHOP AI Examp	le F 1234567890 Surname	First name Fee	nale 14/07/201	0 Religion	Address	Port of Sp Communi	90	85.15	18.1	90	85.15	18.1	220	0 School	1 School2	School3	School4					
0063	BISHOP AI Examp	le F 1234567890 Surname	First name Fee	nale 14/07/201	0 Religion	Address	Port of Sp Communi	90	85.15	18.1	90	85.15	18.1	220	0 School	1 School2	School3	School4					
0063	BISHOP AI Examp	le F 1234567890 Surname	First name Fee	nale 14/07/201	0 Religion	Address	Port of Sp Communi	90	85.15	18.1	90	85.15	18.1	220	0 School	1 School2	School3	School4					
0063	BISHOP AI Examp	le F 1234567890 Surname	First name Fee	nale 14/07/201	0 Religion	Address	Port of Sp Communi	90	85.15	18.1	90	85.15	18.1	220	0 School	1 School2	School3	School4					
0063	BISHOP AI Examp	le F 1234567890 Surname	First name Fee	nale 14/07/201	0 Religion	Address	Port of Sp Communi	90	85.15	18.1	90	85.15	18.1	220	0 School	1 School2	School3	School4					
0063	BISHOP AI Examp	le F 1234567890 Sumame	First name Fee	nale 14/07/201	0 Religion	Address	Port of Sp Communi	90	85.15	18.1	90	85.15	18.1	220	0 School	1 School2	School3	School4					
0063	BISHOP AI Examp	le F 1234567890 Surname	First name Fee	nale 14/07/201	0 Religion	Address	Port of Sp Communi	90	85.15	18.1	90	85.15	18.1	220	0 School	1 School2	School3	School4					
063	BISHOP AI Examp	le F 1234567890 Surname	First name Fee	nale 14/07/201	0 Religion	Address	Port of Sp Communit	90	85.15	18.1	90	85.15	18.1	220	0 School	1 School2	School3	School4					
063	BISHOP AI Examp	le F 1234567890 Surname	First name Fee	male 14/07/201	0 Religion	Address	Port of Sp Communi	90	85.15	18.1	90	85.15	18.1	220	0 School	1 School2	School3	School4					
0063	BISHOP AI Examp	le F 1234567890 Surname	First name Fer	nale 14/07/201	0 Religion	Address	Port of Sp Communi	90	85.15	18.1	90	85.15	18.1	220	0 School	1 School2	School3	School4					
0063	BISHOP AI Examp	le F 1234567890 Surname	First name Fee	nale 14/07/201	0 Religion	Address	Port of Sp Communi	90	85.15	18.1	90	85.15	18.1	220	0 School	1 School2	School3	School4					
1063	BISHOP ALExamp	le F 1234567890 Surname	First name Fer	nale 14/07/201	0 Religion	Address	Port of Sp Communi	90	85.15	18.1	90	85.15	18.1	220	0 School	1 School2	School3	School4					
0063	BISHOP AI Examp	le F 1234567890 Surname	First name Fer	nale 14/07/201	0 Religion	Address	Port of Sp Communi	90	85.15	18.1	90	85.15	18.1	220	0 School	1 School2	School3	School4					
0063	BISHOP AI Examp	le F 1234567890 Surname	First name Fee	nale 14/07/201	0 Religion	Address	Port of Sp Communi	90	85.15	18.1	90	85.15	18.1	220	0 School	1 School2	School3	School4					
1000	BITHOD ALF	In f 1224562990 Surpame	Einst name Eng	nale 14/07/201	0 Religion	Address	Port of Sp Communi	90	85.15	18.1	90	85.15	18.1	220	0 School	1 School2	School3	Schoold					

If you have any suggestions on how to improve this manual, please email ICTD help desk at ictdhelpdesk@moe.gov.tt