Government of the Republic of Trinidad and Tobago
Ministry of Education

Information & Communications Technology Division (ICTD)

SECONDARY ENTRANCE ASSESSMENT (SEA)

RESULTS PORTAL

User Manual

Version. 2

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612-HELP (ICT Helpdesk)
ictdhelpdesk@moe.gov.tt
seaonline.help@moe.gov.tt

MINISTRY OF EDUCATION
ICT DIVISION

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IMPORTANT (PLEASE READ BEFORE PROCEEDING)

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.

1. Version – 2.0

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 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 of parents/guardians and students.

The SEA Admission Slip is required to access the Portal. If you do not have your Slip, please contact your child/ward's Principal who will make the request on your behalf, for sea support.

3. Intended Users

The SEA Results Portal is intended for use by Parents/Guardians and Students. **Access to this system is for authorized users only.**

4. Technical Assistance

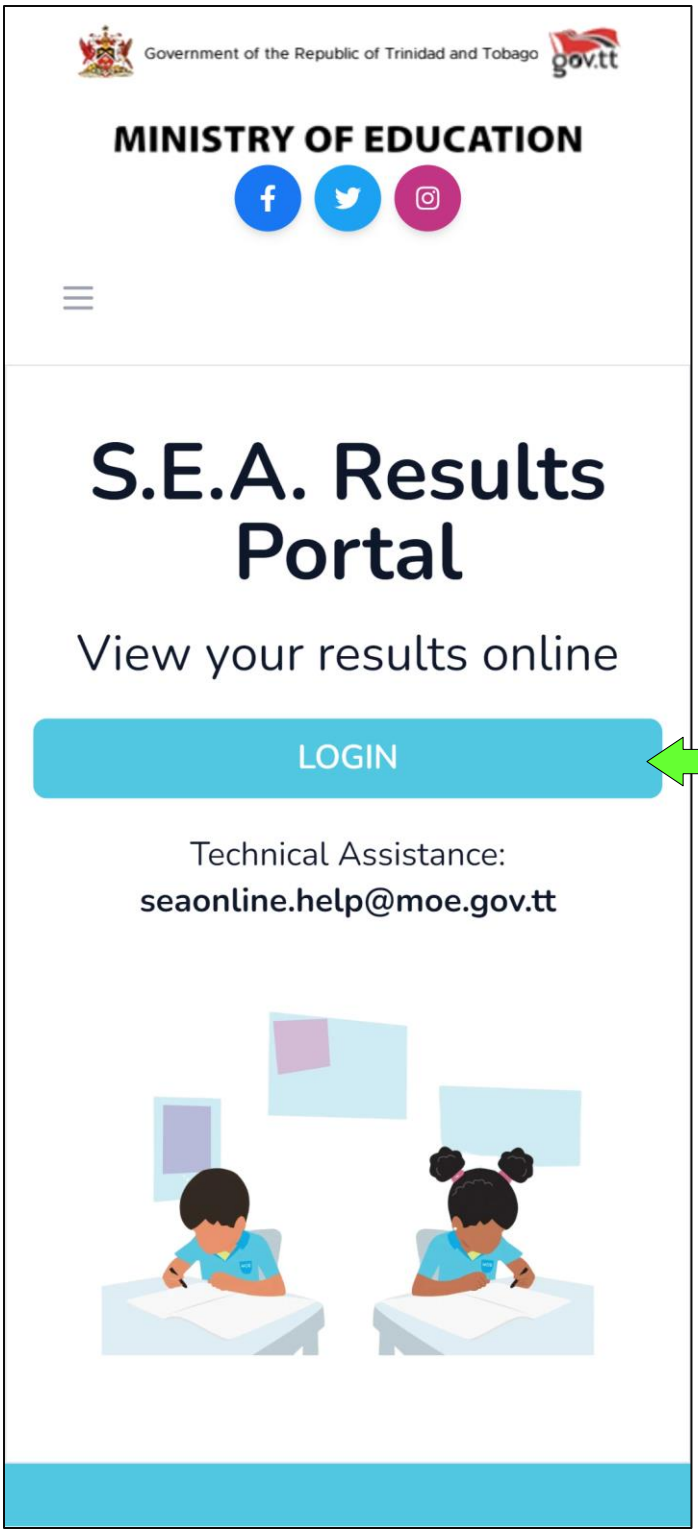
For technical assistance, please email seaonline.help@moe.gov.tt .

Accessing the SEA Portal on an Android or IOS Device

STEP 1 – Getting to the Portal

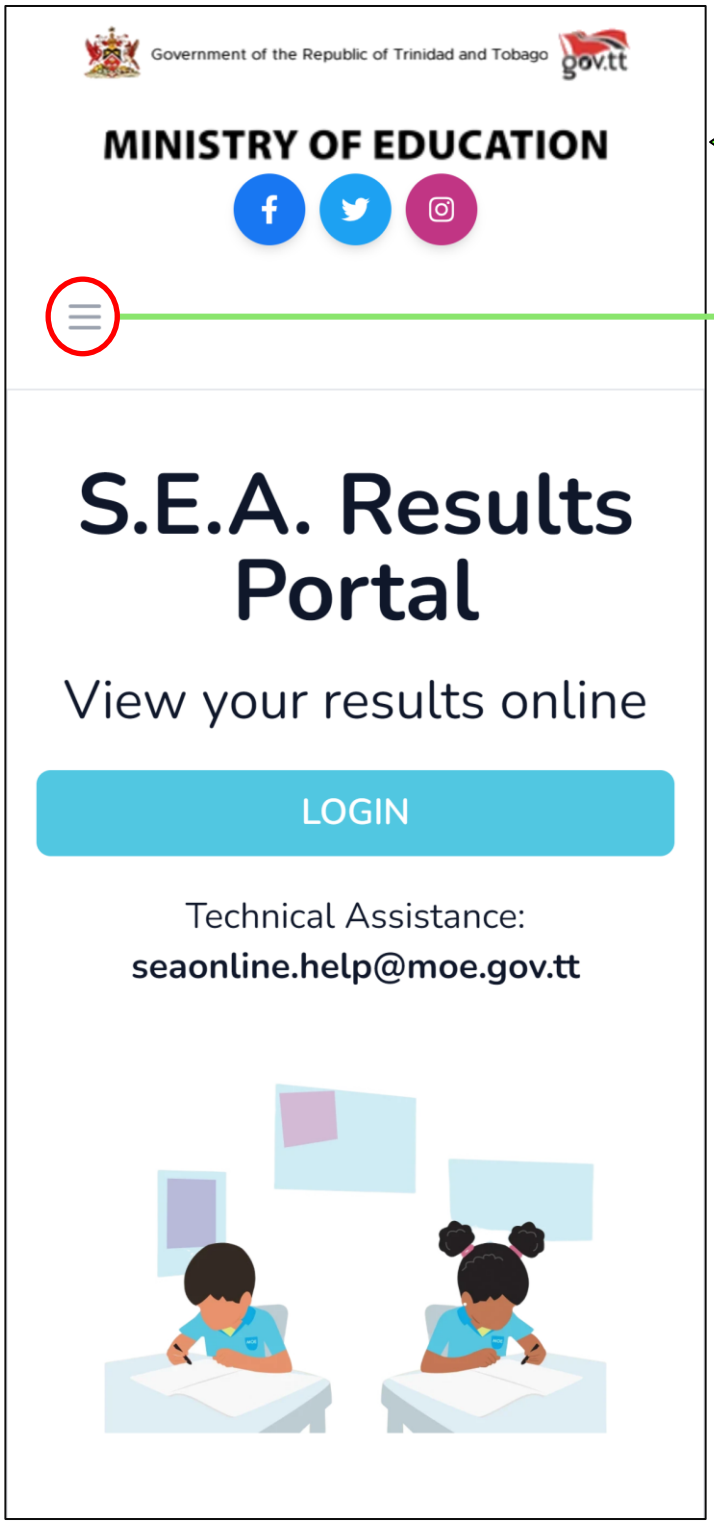
To access the SEA Results Portal, enter/click on the following link into the address bar of your device's web browser:
https://searesults.moe.gov.tt/

STEP 2 – Accessing the Login Page

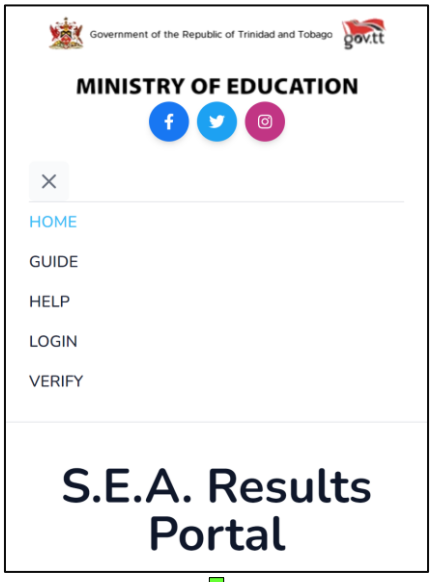


Tap on the **LOGIN** button located at the center of the screen

STEP 2.1 – Accessing the Menu



To access the **MENU**, click on the Hamburger icon on the top left of the screen



HOME will take you to the landing page

GUIDE will allow you to access this User Manual

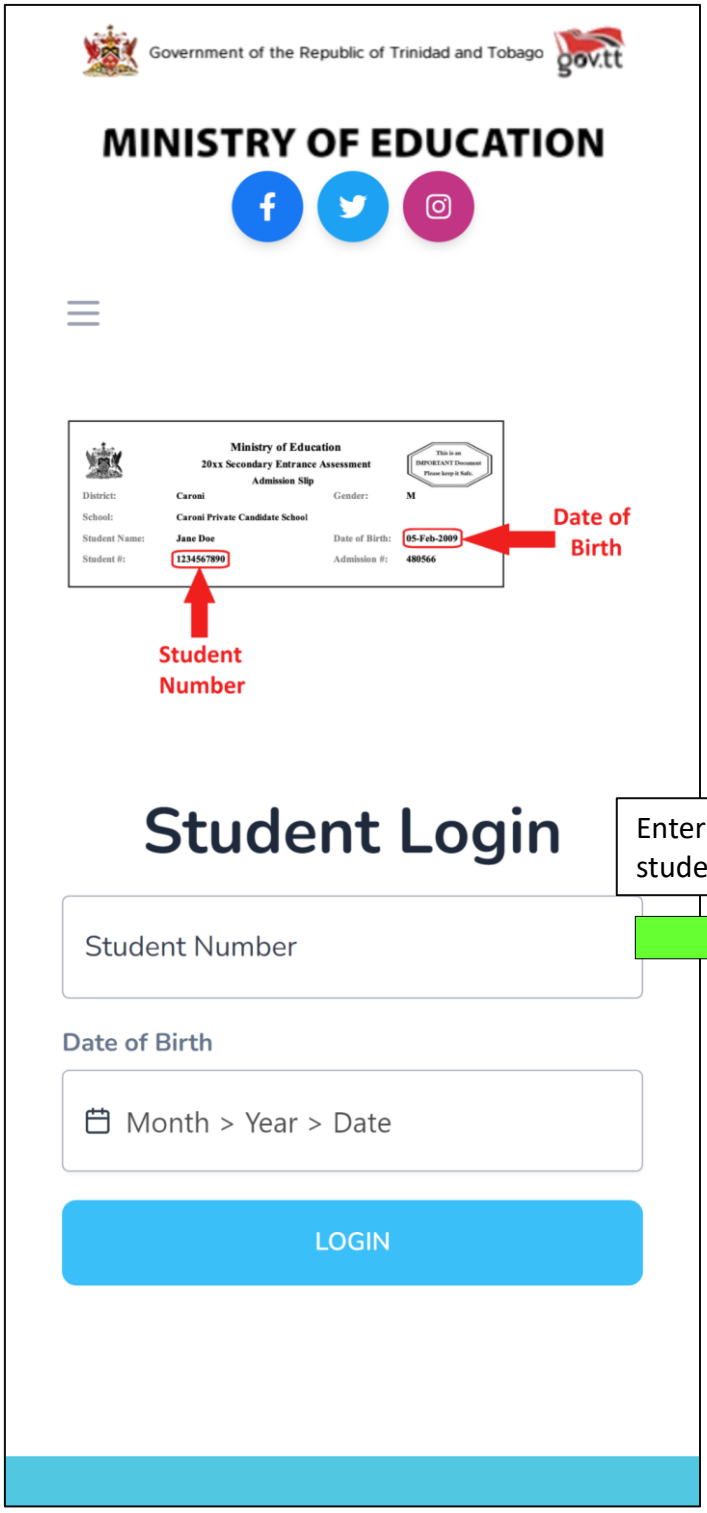
HELP will direct you to the official information page on the MOE's website

LOGIN will take you to the LOGIN page. Performs the same function as Primary Login Button (step 2)

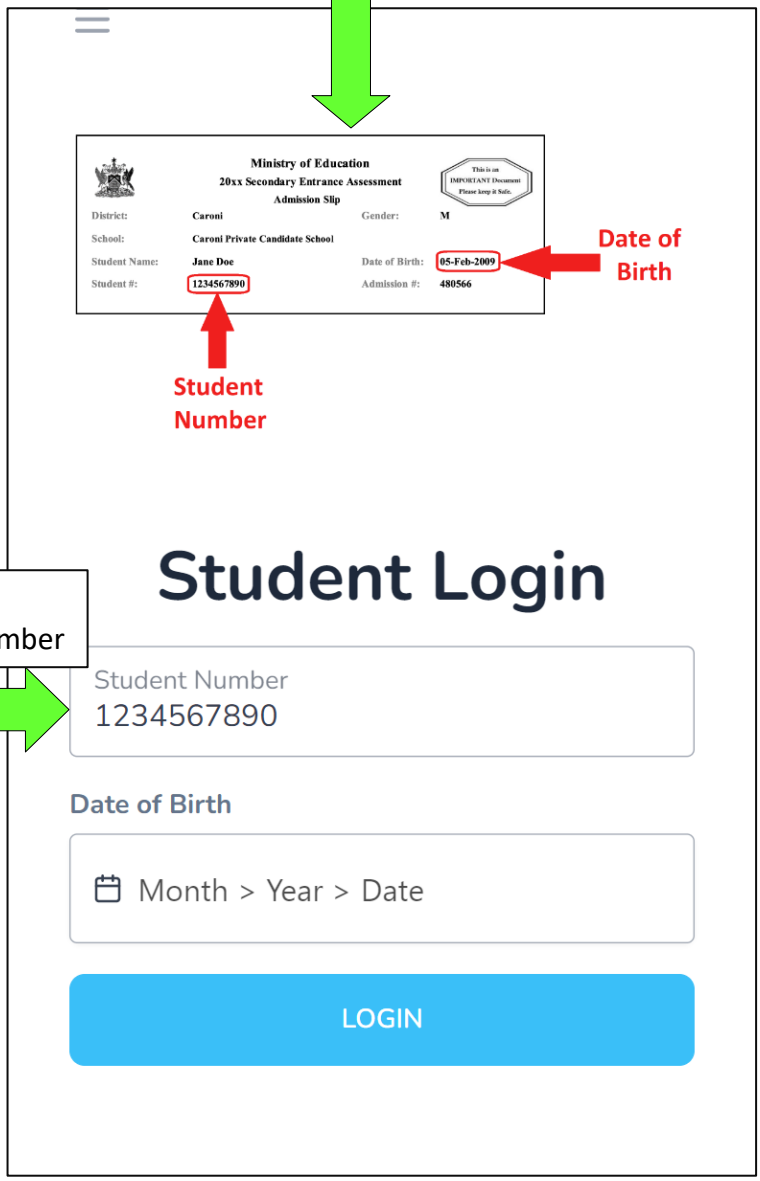
VERIFY will show you a form where you can enter a verification code to verify your results

STEP 3 – Enter Student Number and Date of Birth

Locate your **STUDENT NUMBER** and **DATE OF BIRTH** on the bottom left and right of your SEA Admissions Slip (as seen in graphic) and fill out form. See **next** pages for how to use the date picker.



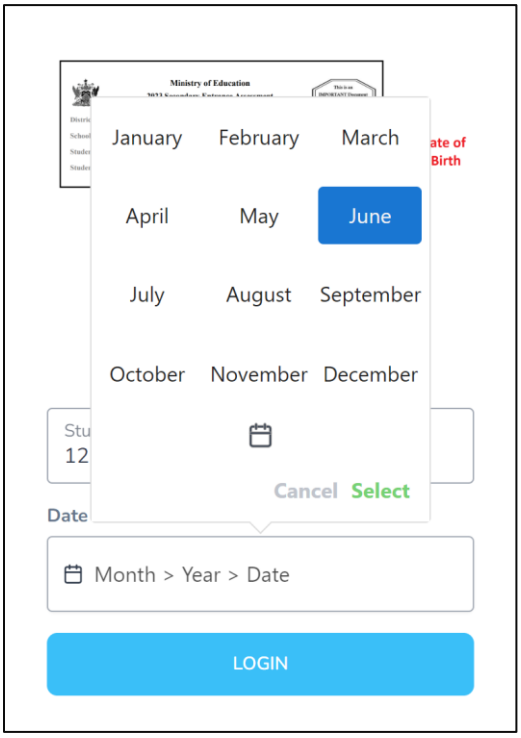
Enter your student number



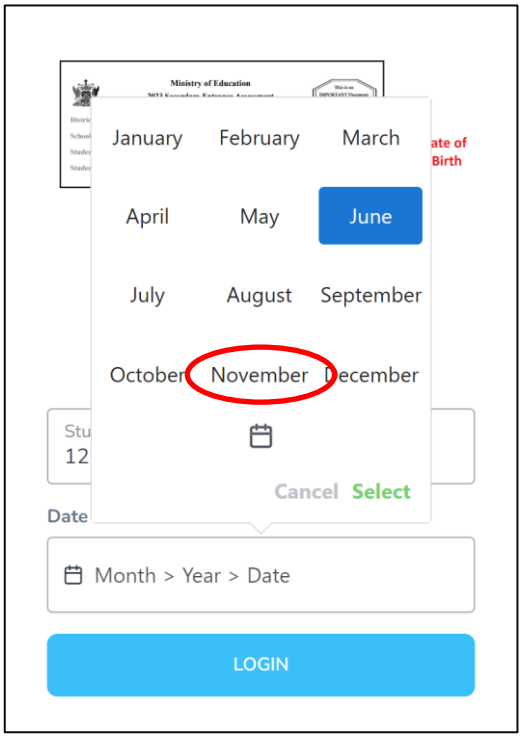
STEP 3.1 – Using the Date-Picker / Calendar

Click on the date of birth field. You would need to select, firstly, the month of your date of birth, followed by the year then day. The screenshots below demonstrates an **example** if the user had a date of birth of 11-06-2010 (MM-DD-YYYY).

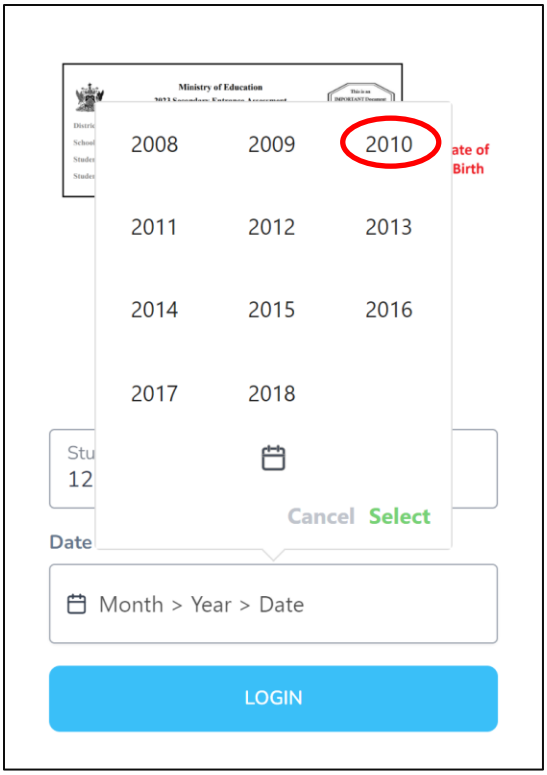
1 Select the Date of Birth Input



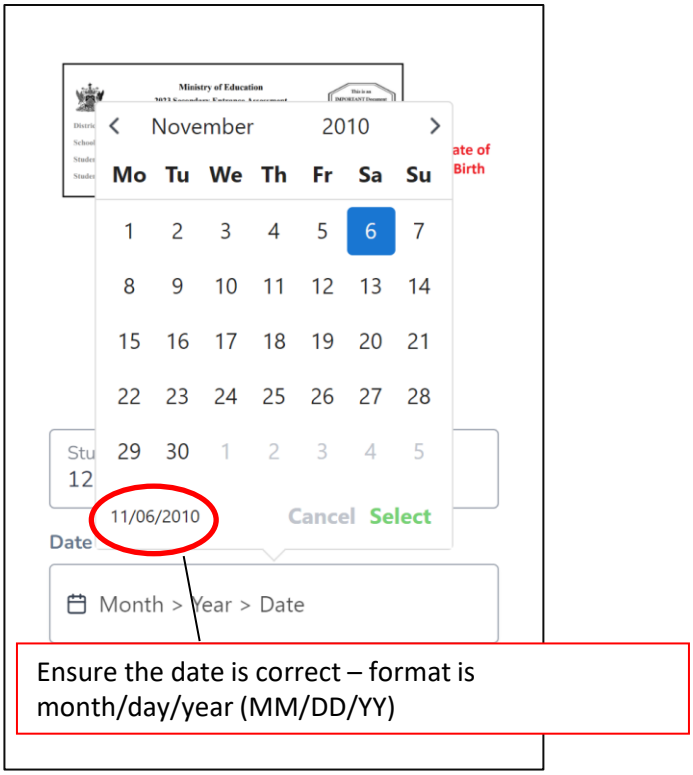
2 Tap on month of your date of birth (*November (11)*)



3 Next, select the year (2010)

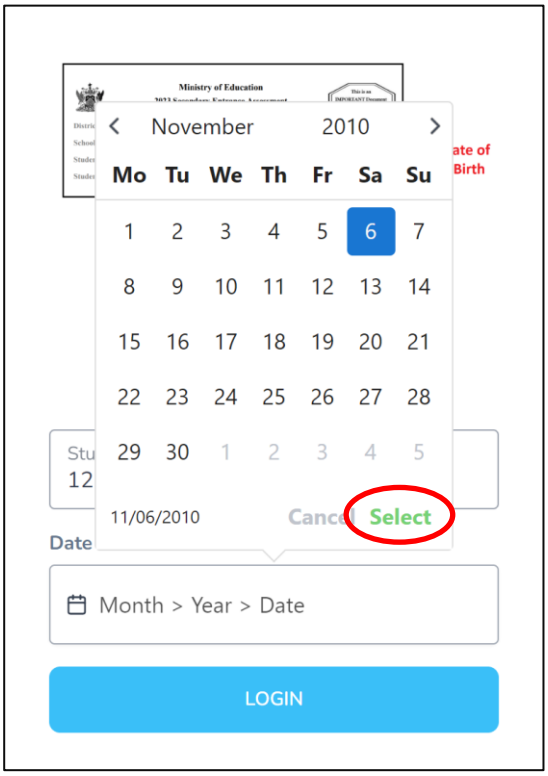


4 Then tap on the day (6)

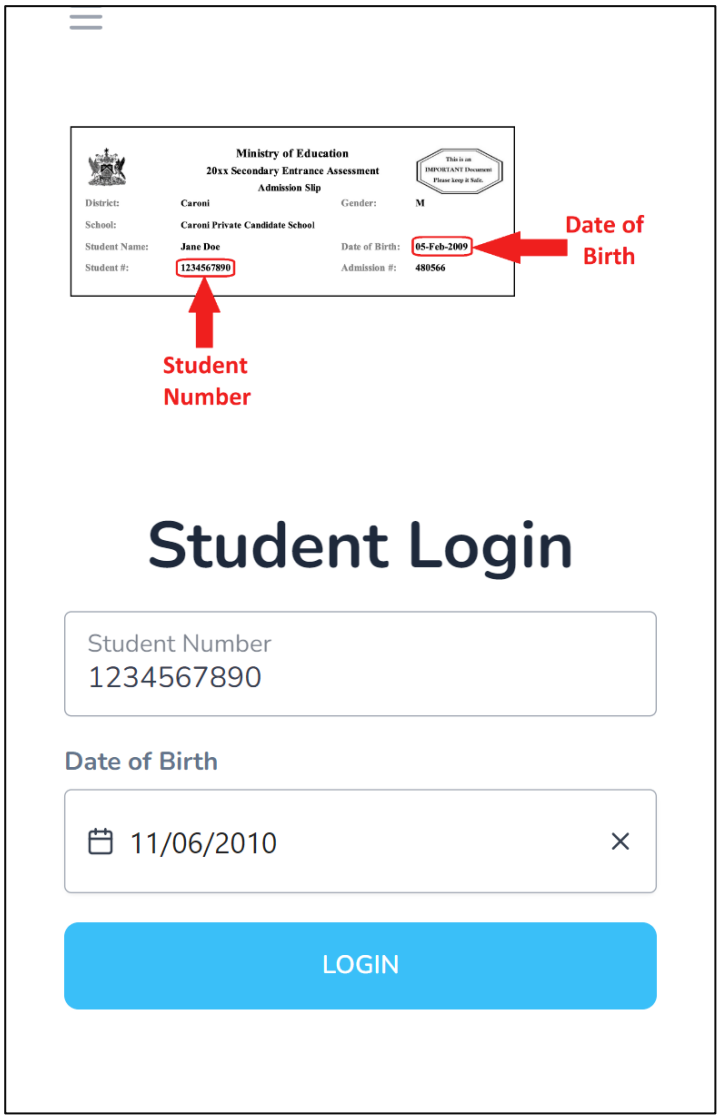


STEP 3.1 – Using the Date-Picker / Calendar

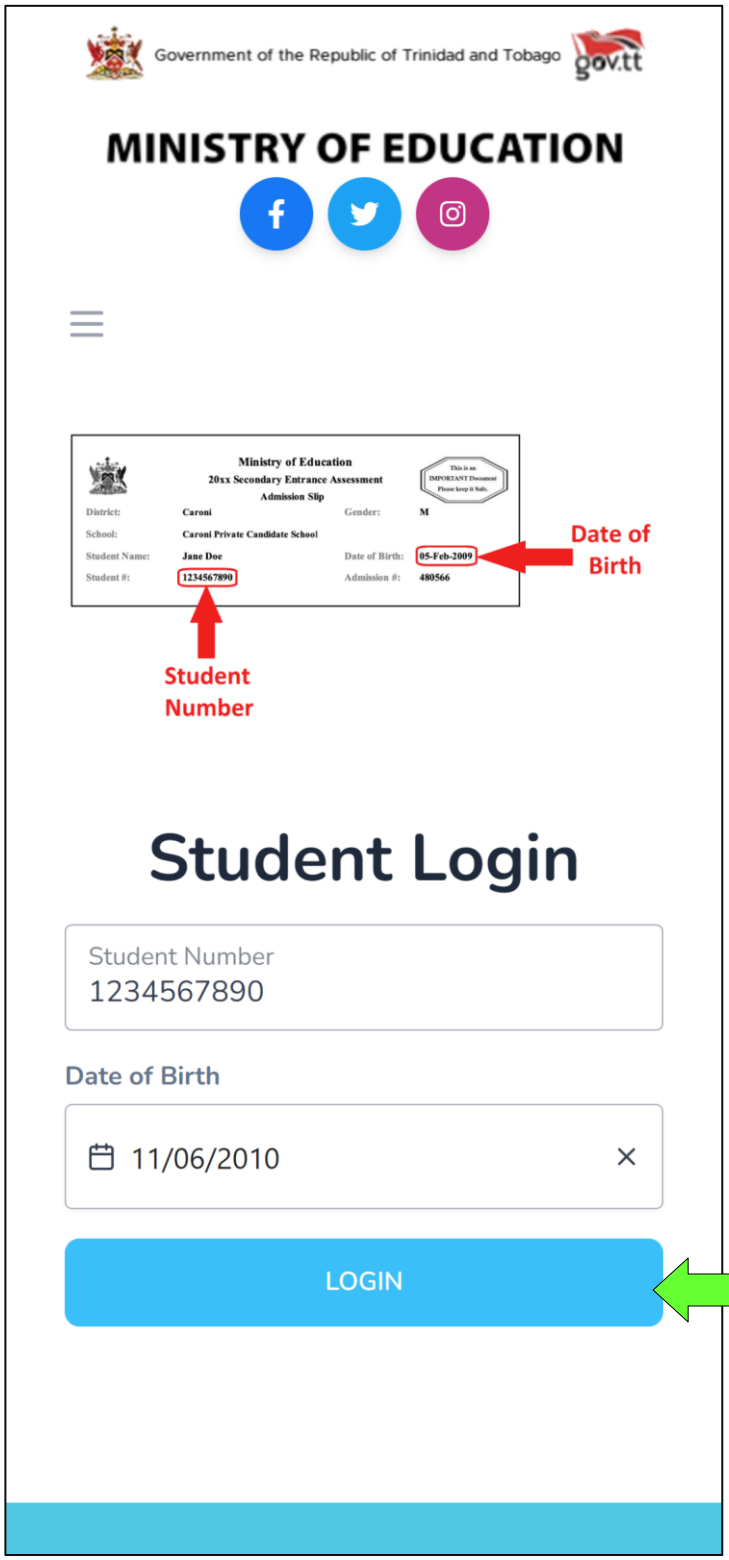
5 Lastly, tap **Select** to set the value as your input



Final Result:

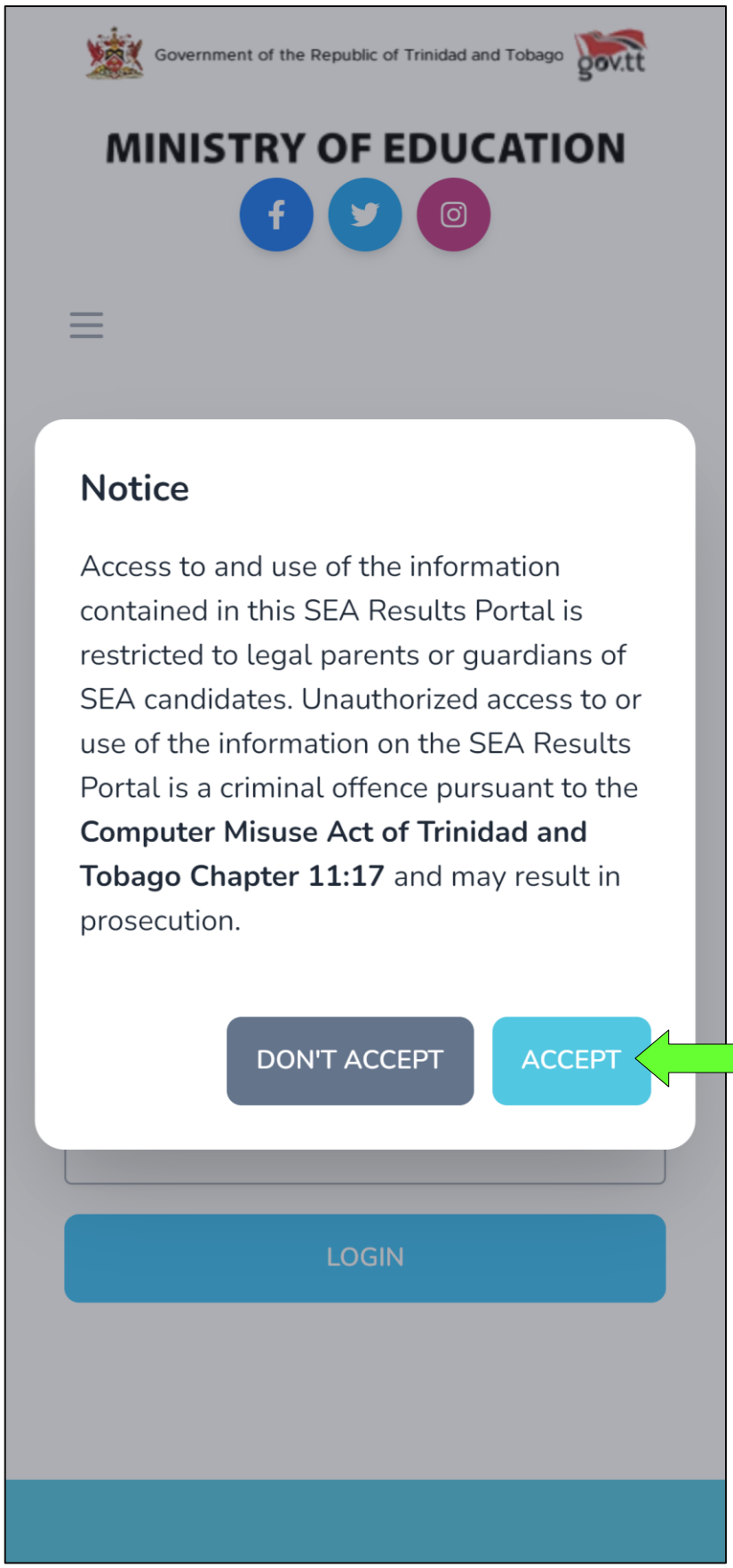


STEP 4 – Submitting information



Tap LOGIN once you have ensured the information is correct.

STEP 5 – Login with legal notice 1



Read the **LEGAL NOTICE** and click **ACCEPT** if you accept the terms of same.

STEP 3 – Negating the 419 Error (IOS)

Some iOS Devices block all cookies on a browser by default (mostly Safari but can happen on Chrome in iOS). Cookies are a method used to store data on the browser and blocked cookies will affect the user's ability to login.

For **IOS Devices**, ensure these configurations are set

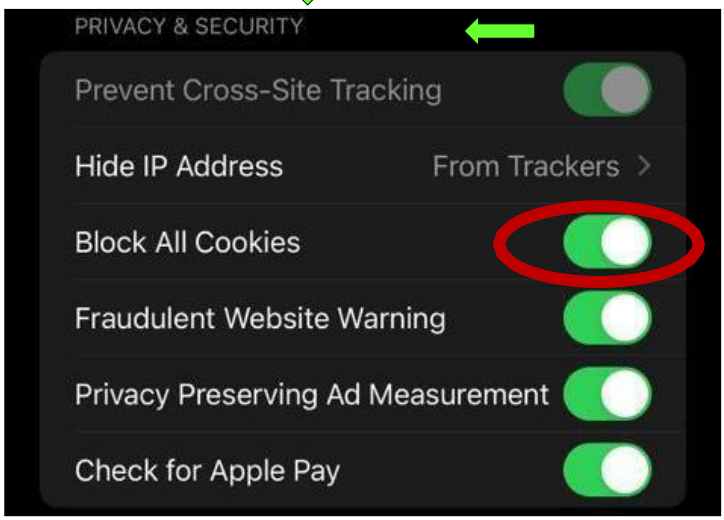
BLOCKED COOKIES on Safari will throw this error when trying to LOGIN

To resolve this error, go to your Settings app And scroll down to Safari

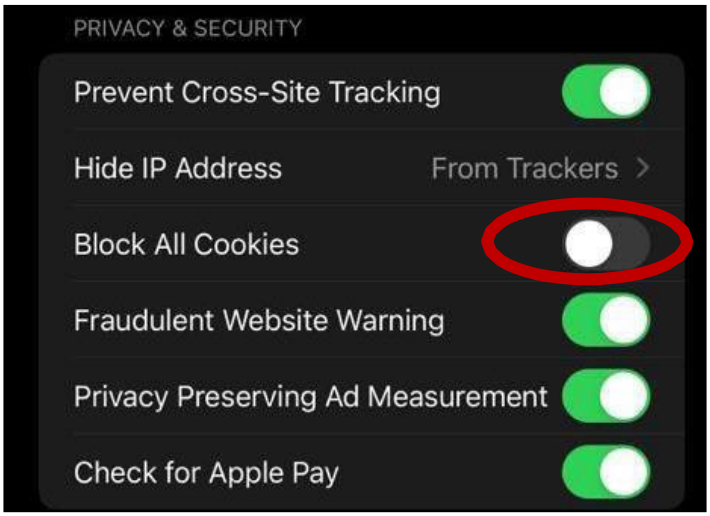
1

In **SAFARI** (or whatever iOS browser you use) scroll to **PRIVACY & SECURITY** and **UNCHECK** Block All Cookies if it is selected.

2

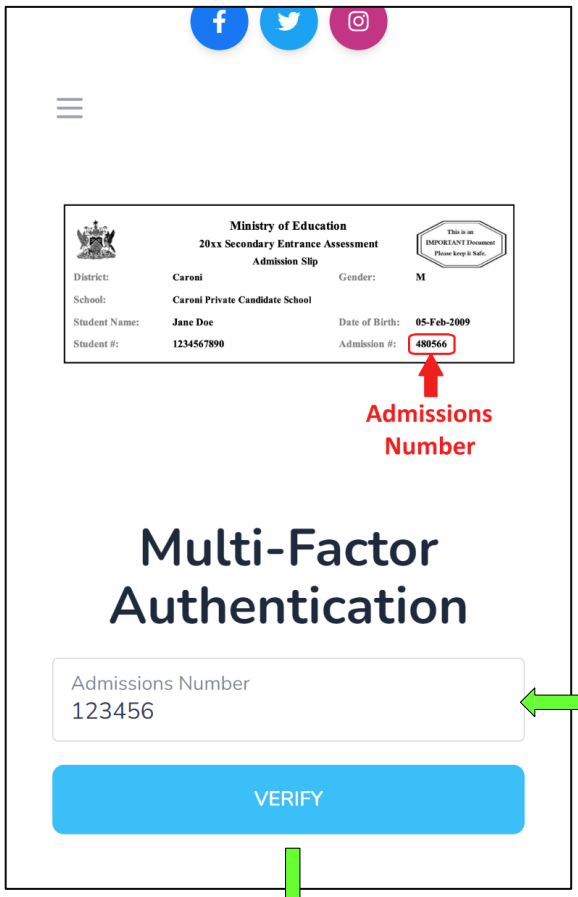


3



Retry logging in now. It should work.

STEP 6–2nd Authentication step with legal notice 2

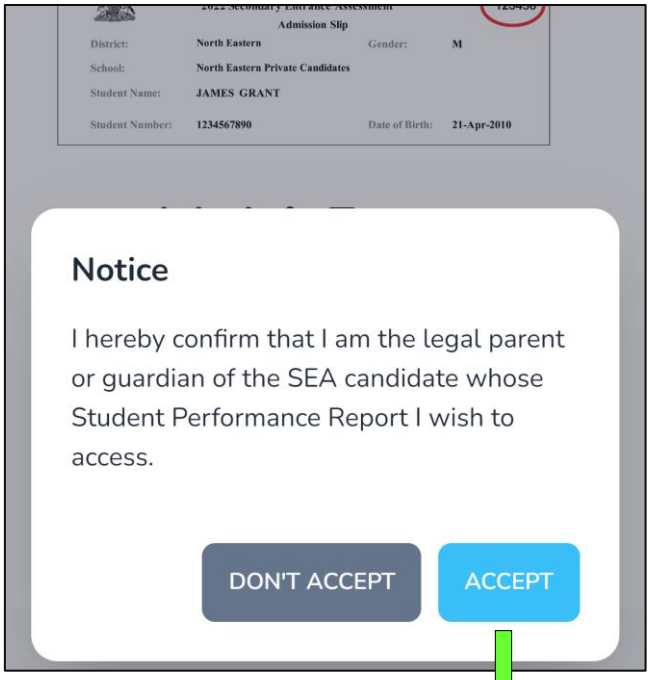


1

Enter Admissions Number

Tap **VERIFY** once you've correctly entered you admission number

2

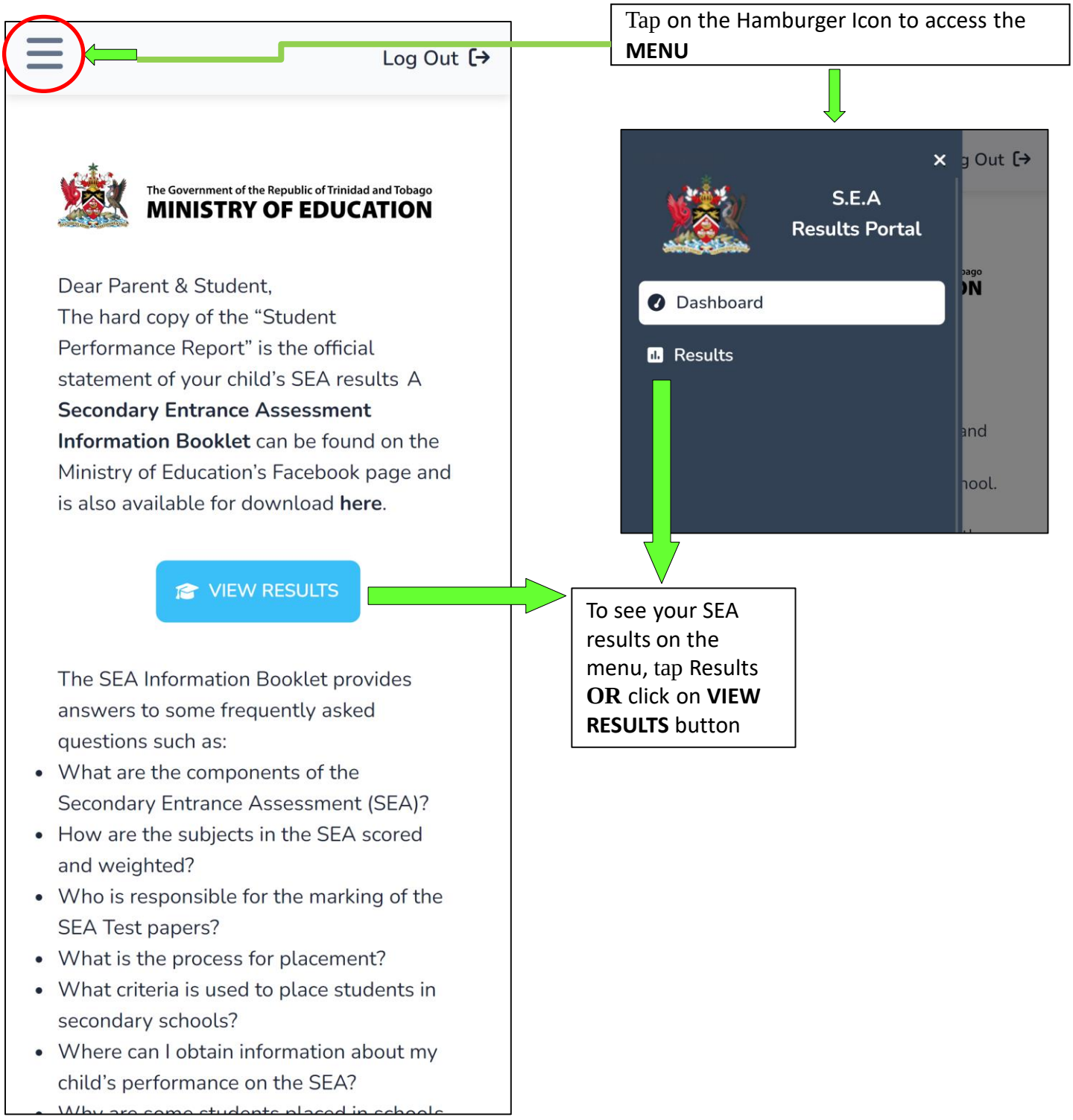


Read the **LEGAL NOTICE** and click **ACCEPT** if you accept the terms of same.

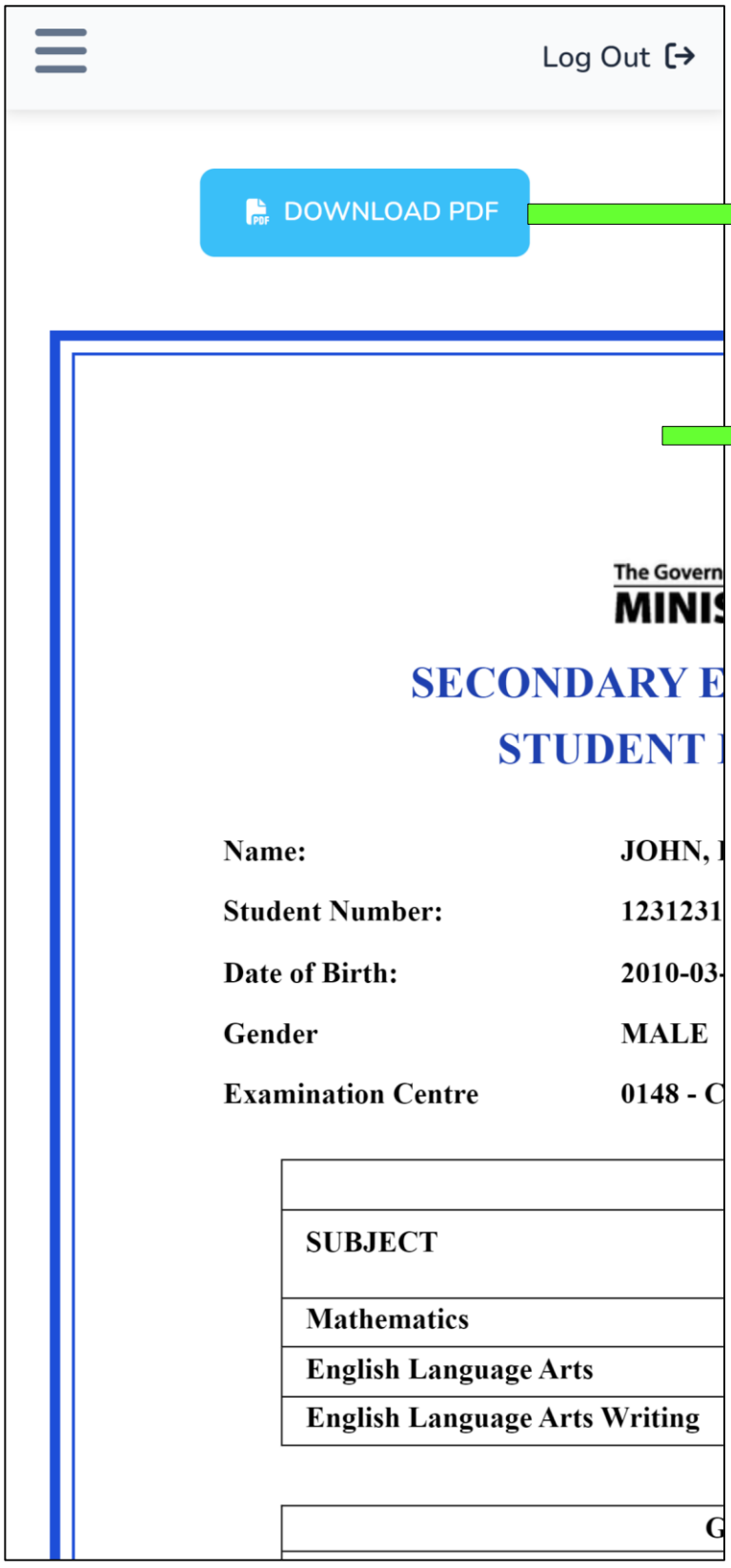
3

STEP 7 – Dashboard

Upon successful authentication, you will enter the Portal and be greeted by your **DASHBOARD**. This area contains pertinent information and a link to the **SEA BOOKLET**



STEP 8 – Accessing the Results Page



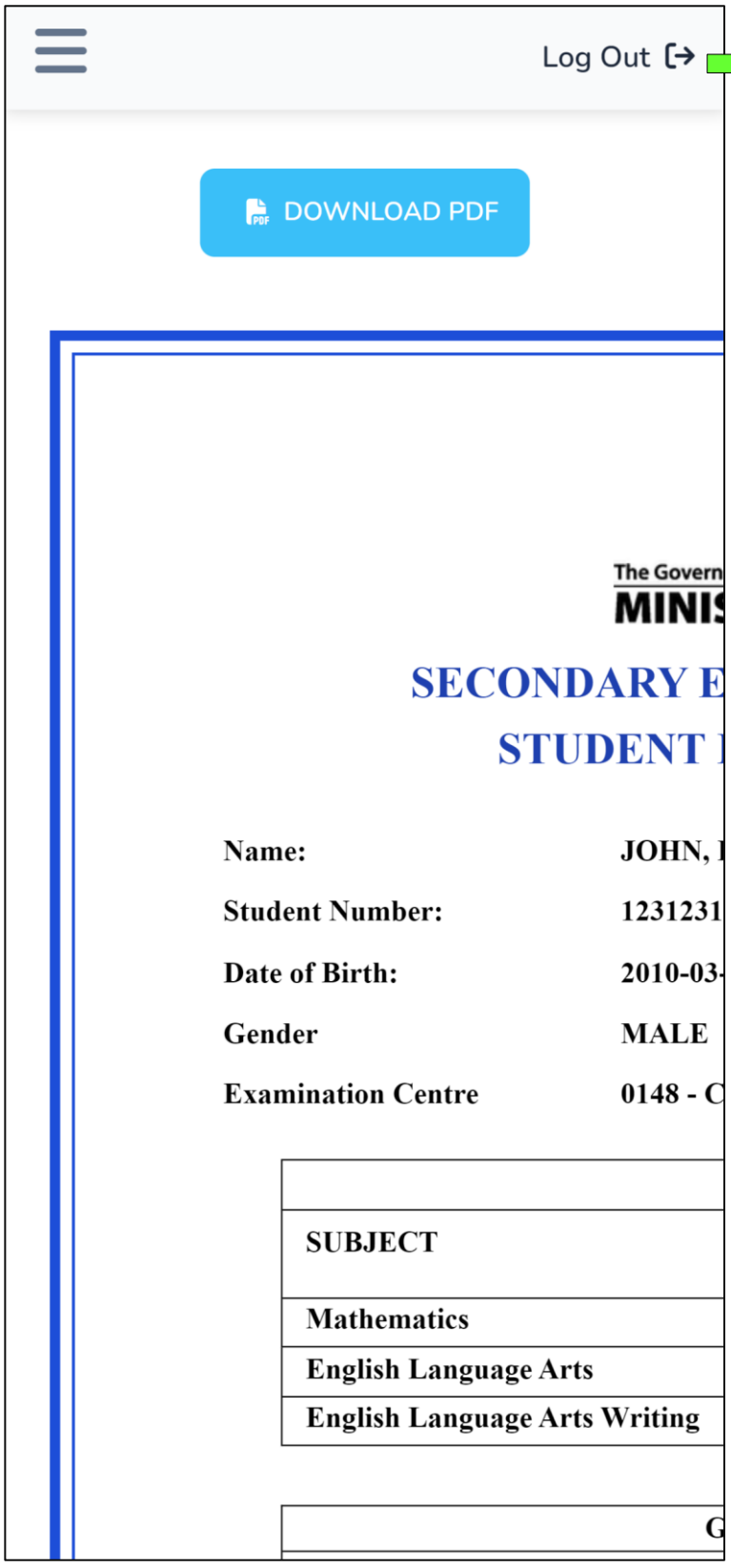
Tap Download PDF to download an official copy of your results in the format: SEA-Results-YEAR.pdf
Note: your browser must have a PDF viewer (E.g., Chrome)

Scroll through the screen to **VIEW** your results and **LOGOUT** when completed.

Disclaimer: Please be advised that the **mobile** view of results for this app is not supported on **Firefox** or **Edge.**

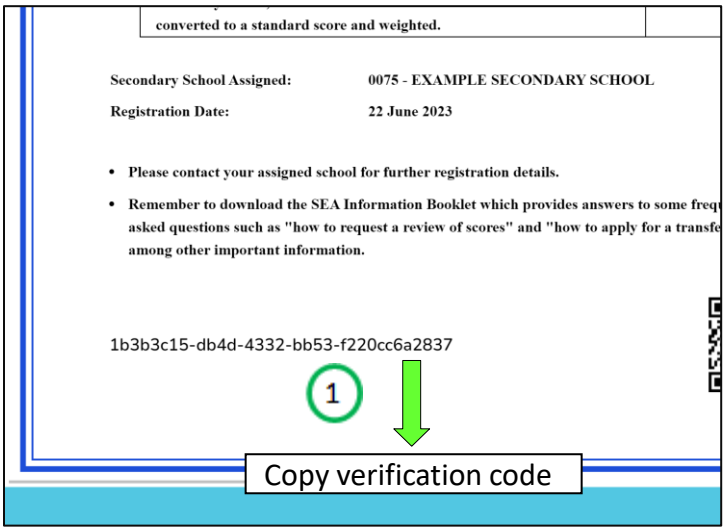
Instead, we kindly ask that you please use either **Google Chrome** or **Safari** on your mobile device. Alternatively, you can use a laptop/ desktop with any browser.

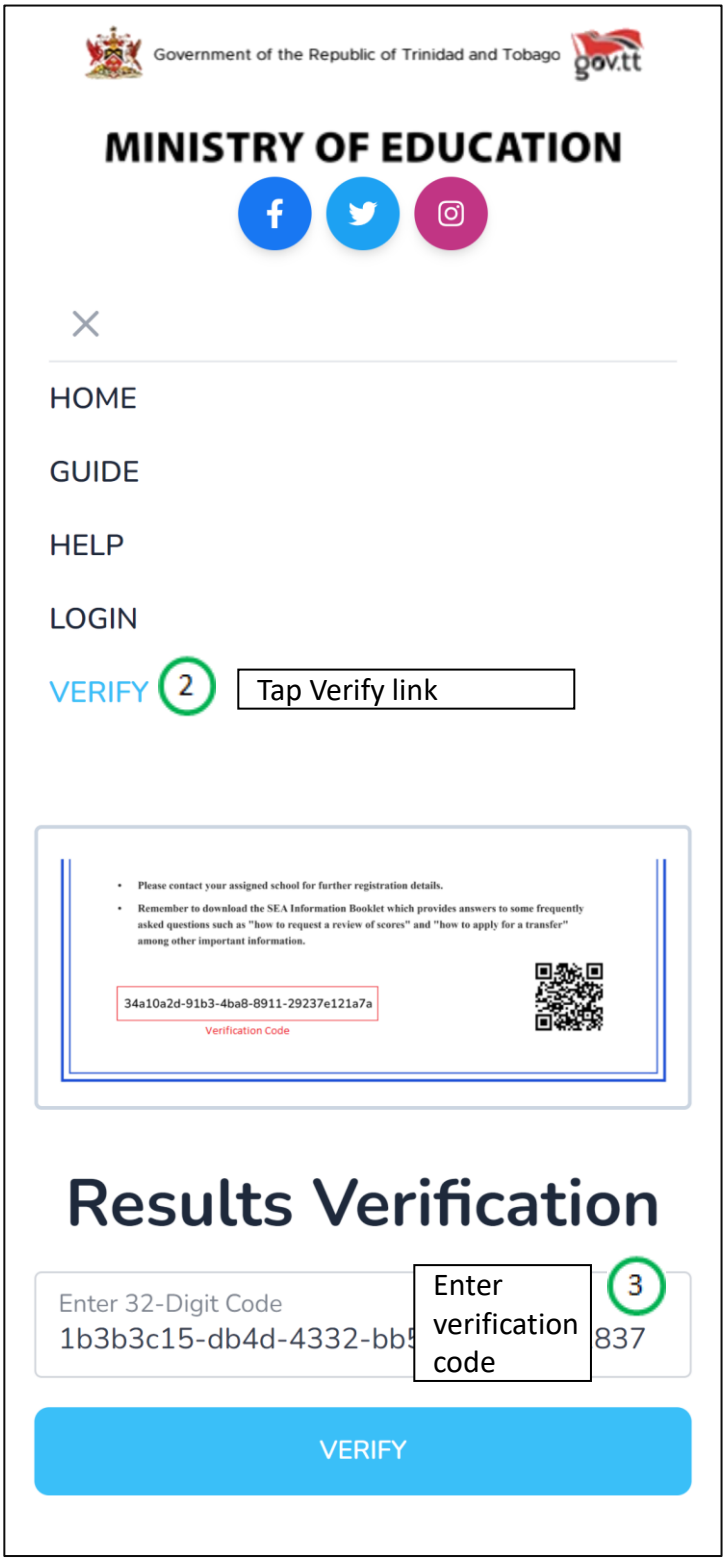
STEP 9 – Logout of application



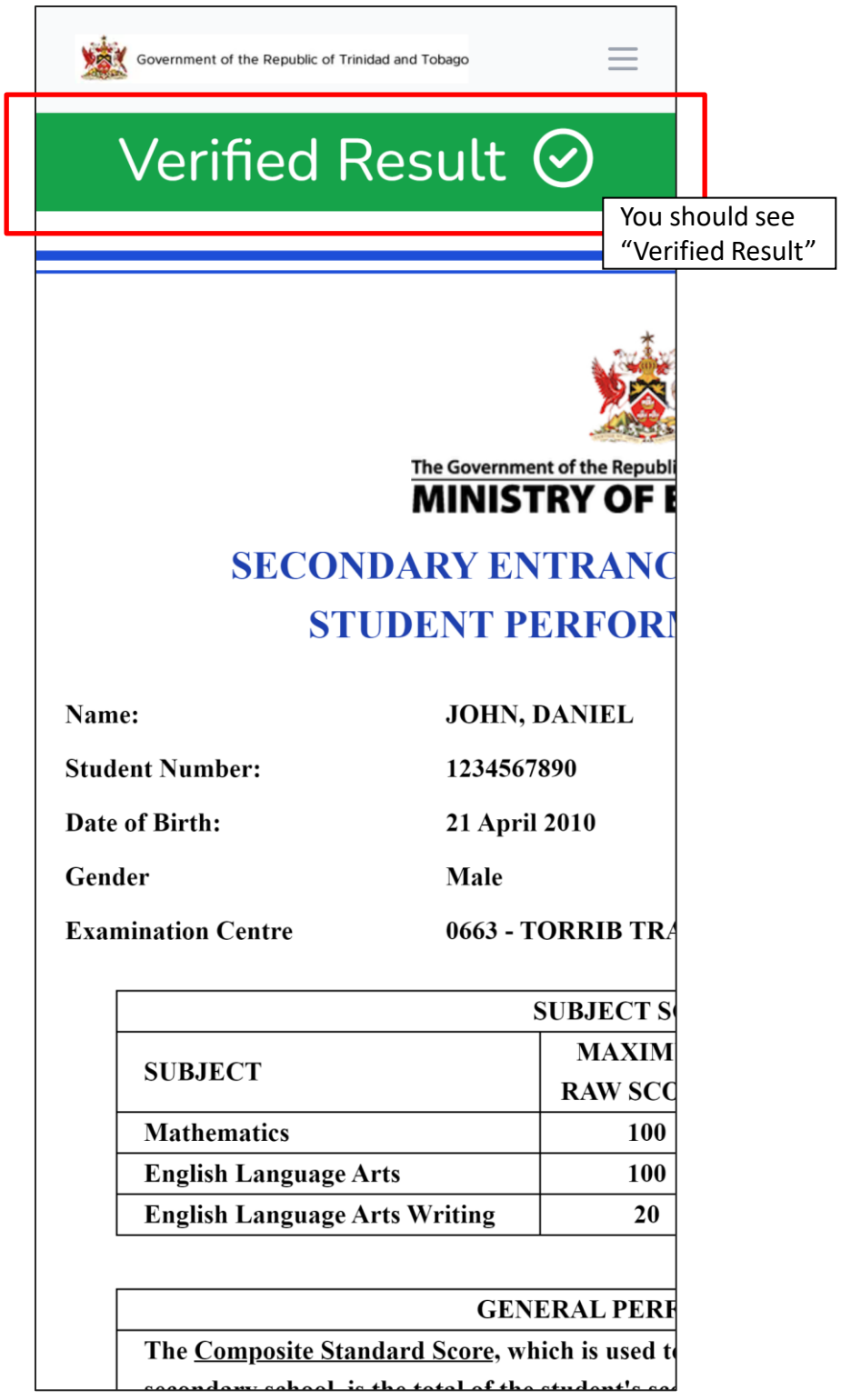
Tap "Log Out" to log out of the application. Once you do, you will be redirected to the Log In page

Verifying Results (Optional) (1)





Verifying Results (2)

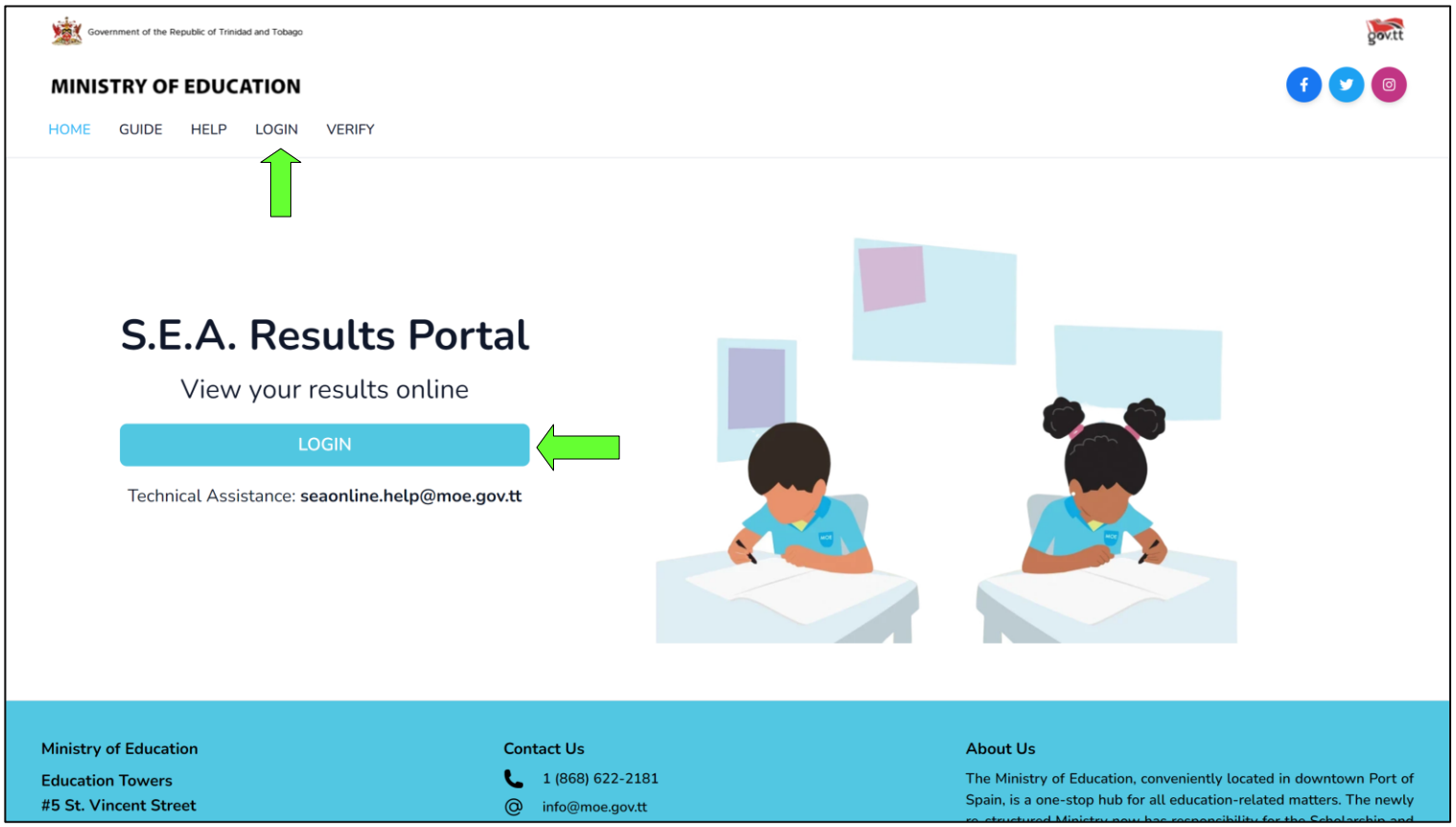


7. Accessing the SEA Portal on a Desktop/Laptop

STEP 1 – Getting to the 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/**

STEP 2 – Accessing the Login Page and Menu



Click on the **LOGIN** button located at the center left of the screen OR on the top right Menu

HOME will take you to the landing page

GUIDE will allow you to access this User Manual

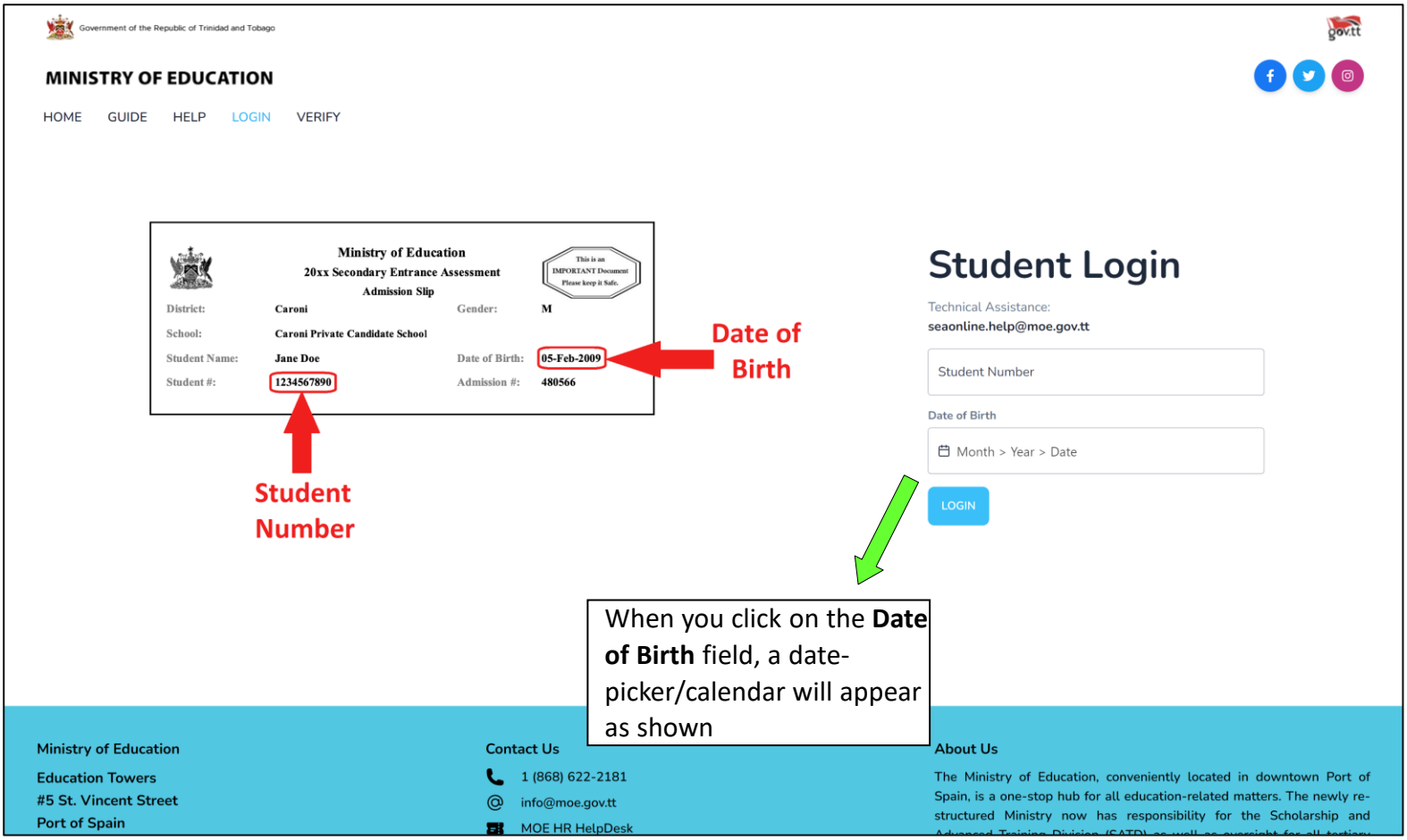
HELP will direct you to the official information page on the MOE's website

LOGIN will take you to the LOGIN page. Performs the same function as Primary Login Button (step 2)

VERIFY will show you a form where you can enter a verification code to verify your results

STEP 3 – Enter Student Number and Date of Birth

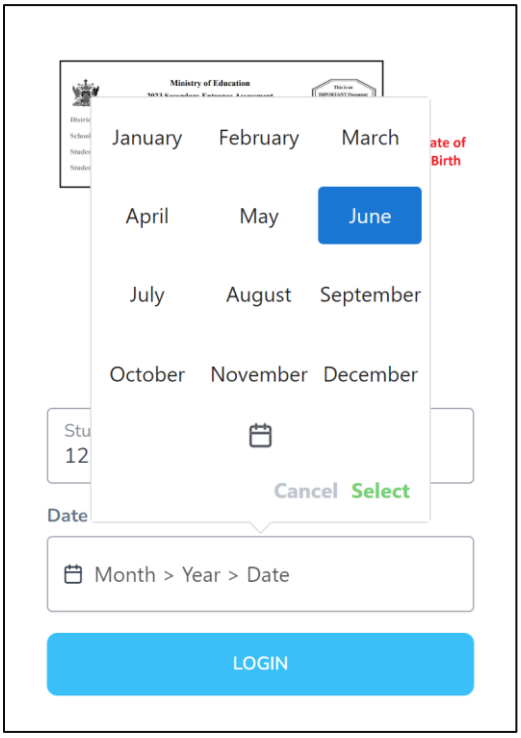
Locate and fill in your STUDENT NUMBER and DATE OF BIRTH on the bottom left and right of your SEA Admissions Slip (as seen in graphic).



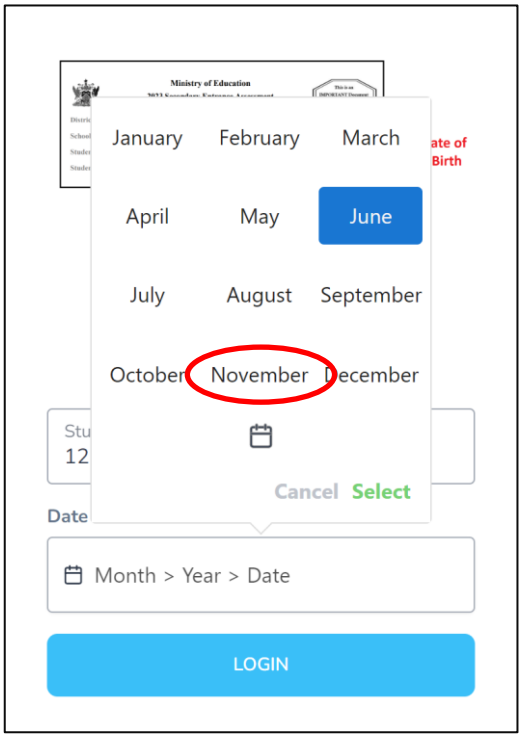
STEP 3.1 – Using the Date-Picker / Calendar

Click on the date of birth field. You would need to select, firstly, the month of your date of birth, followed by the year then day. (The screenshots below demonstrates if the user had a date of birth of 11-06-2010 (MM-DD-YYYY)).

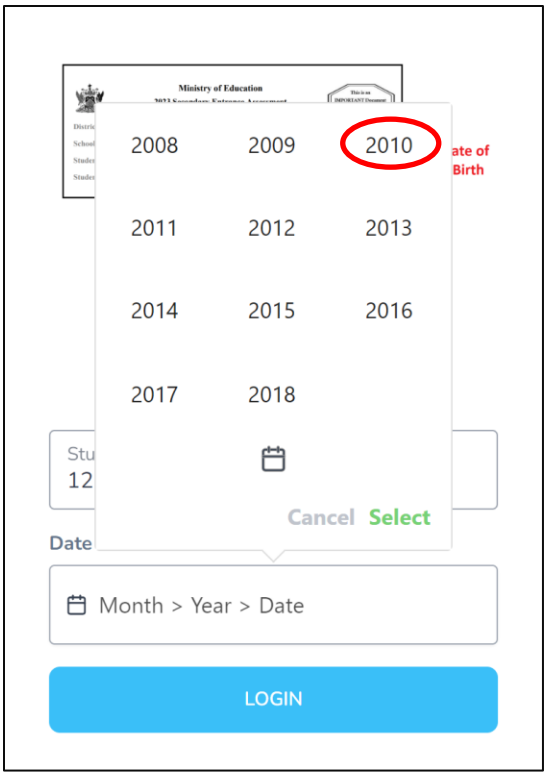
1 Select the Date of Birth Input



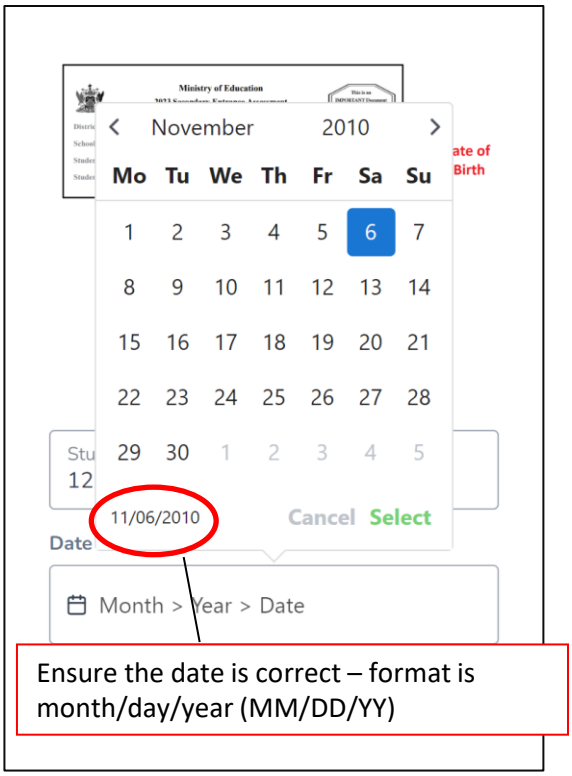
2 Tap on month of your date of birth (*November (11)*)



3 Next, select the year (2010)



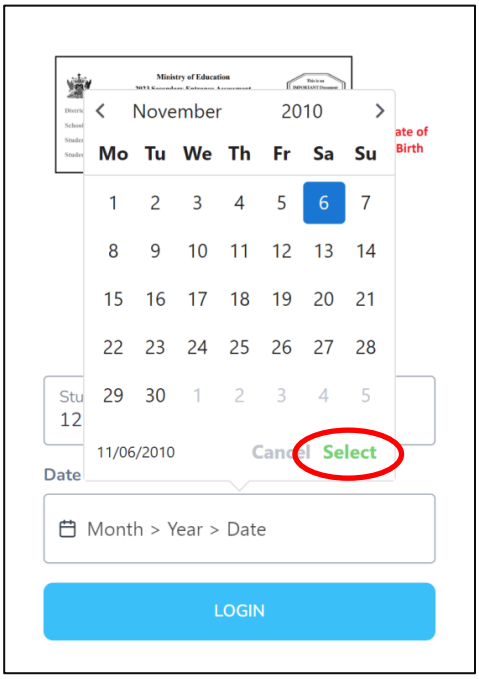
4 Then tap on the day (6)



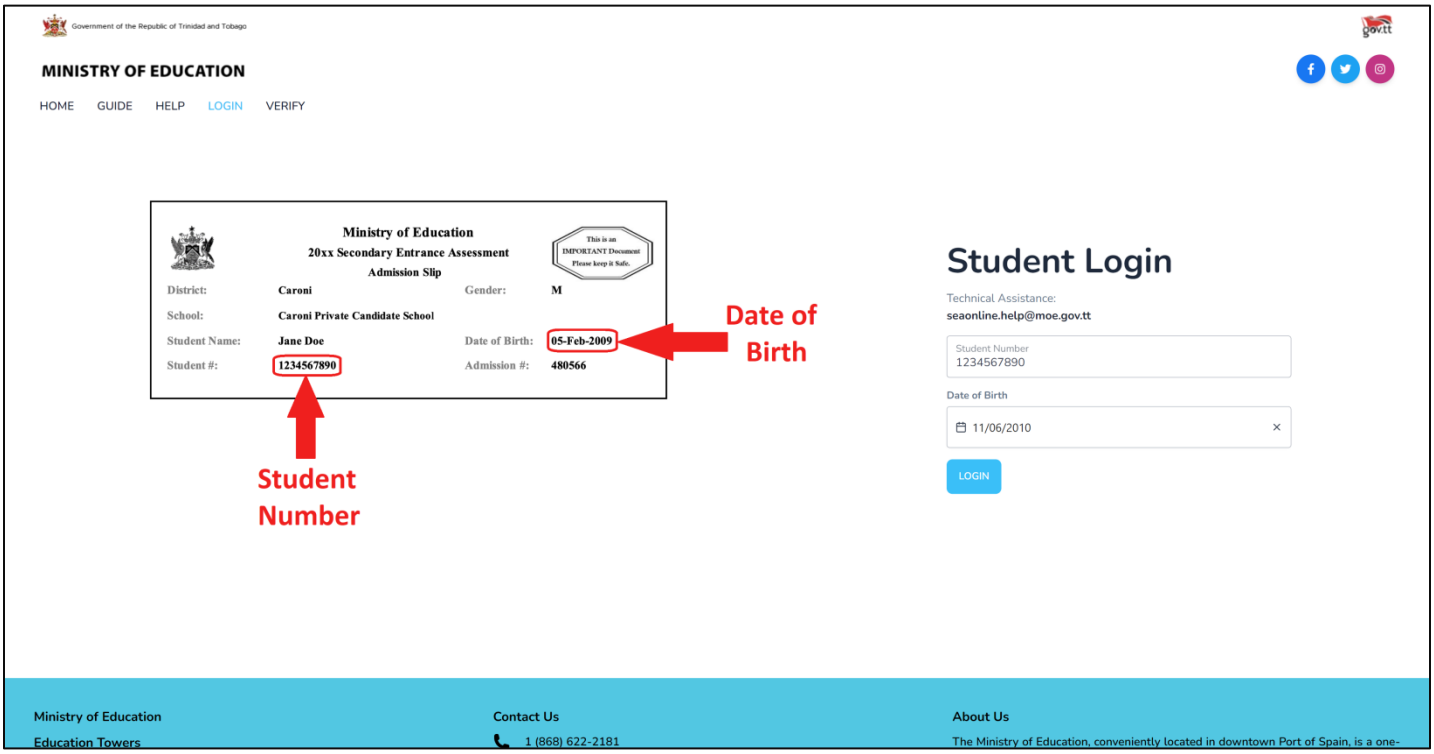
Ensure the date is correct – format is month/day/year (MM/DD/YY)

STEP 3.1 – Using the Date-Picker / Calendar

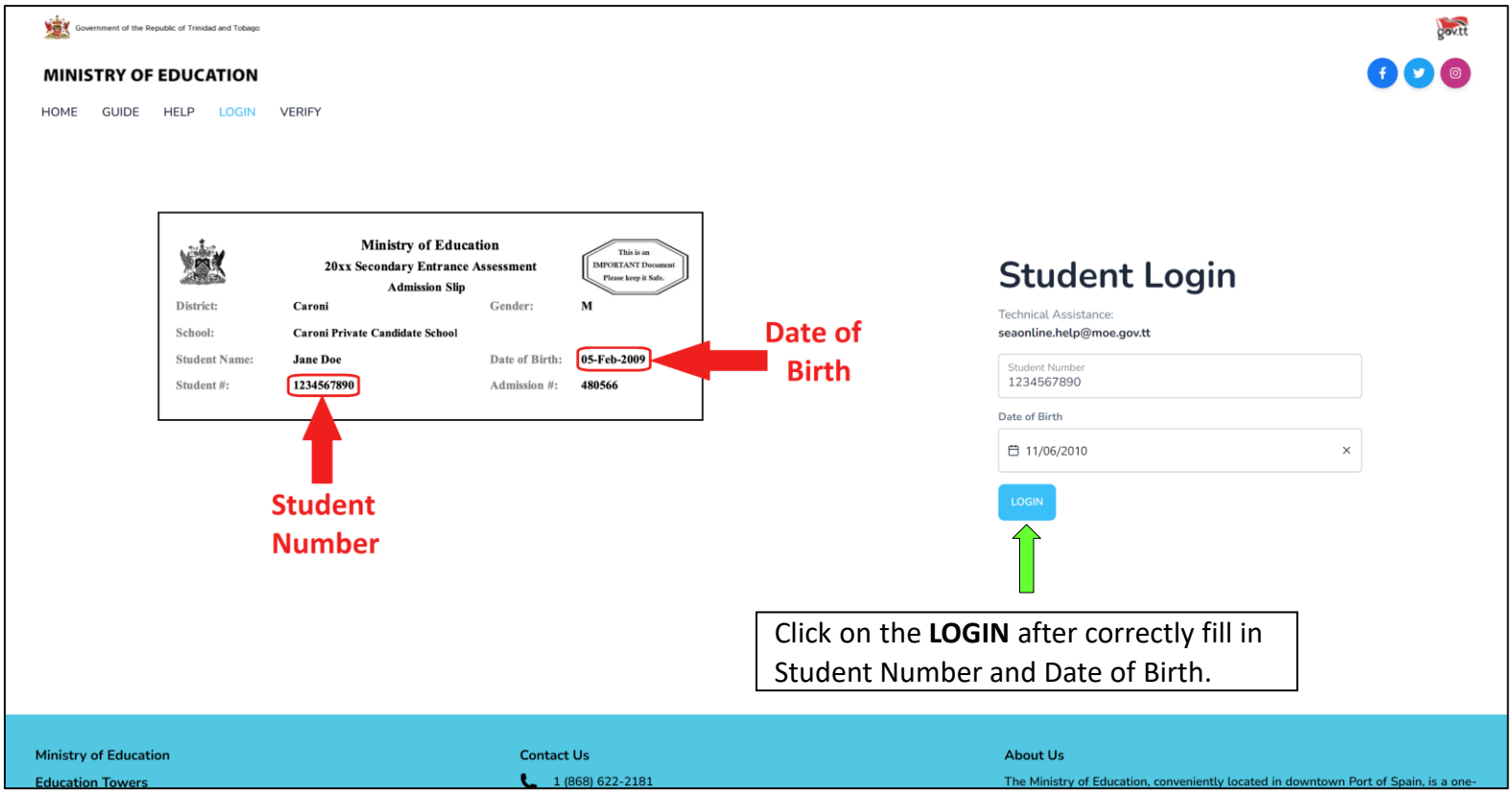
5 Lastly, tap Select to set the value as your input



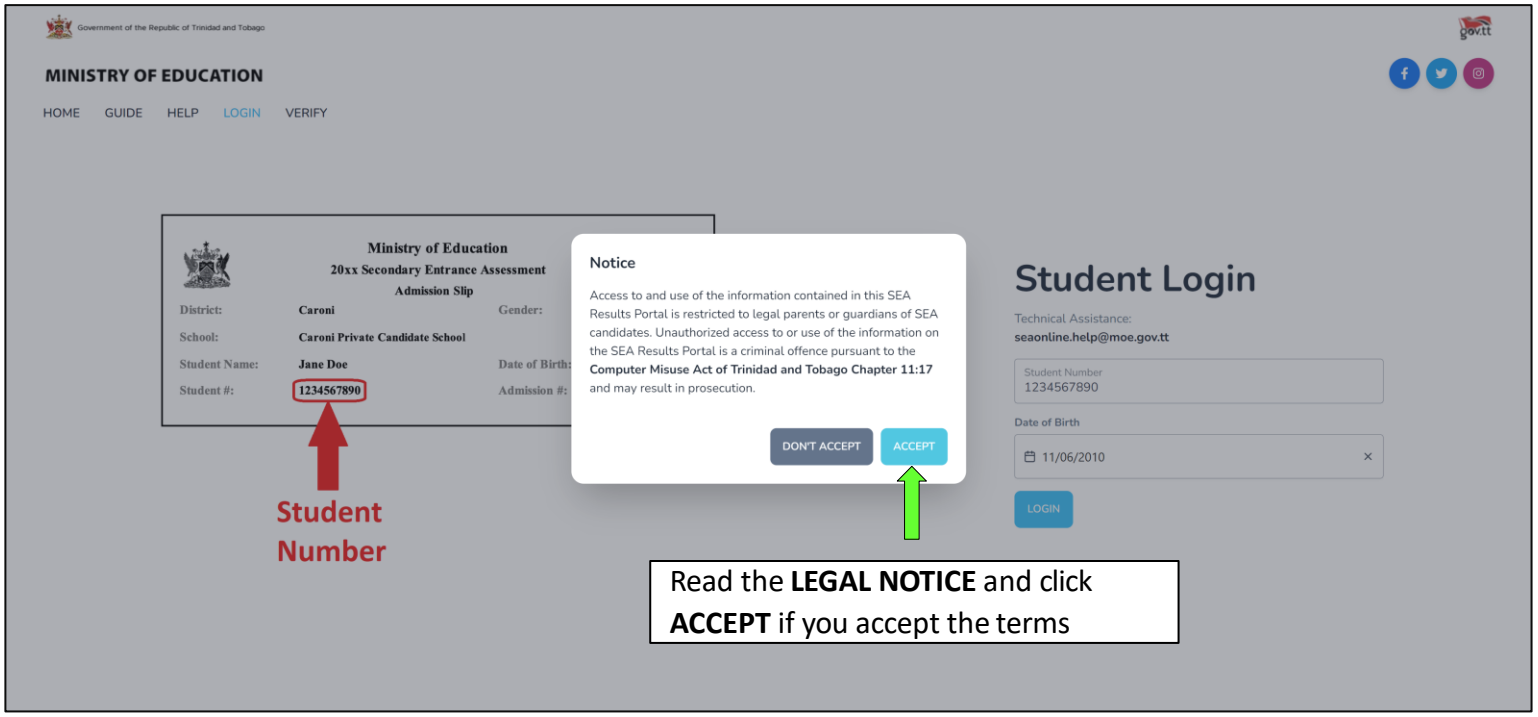
Final Result:



STEP 4 – Login with Legal Notice 1

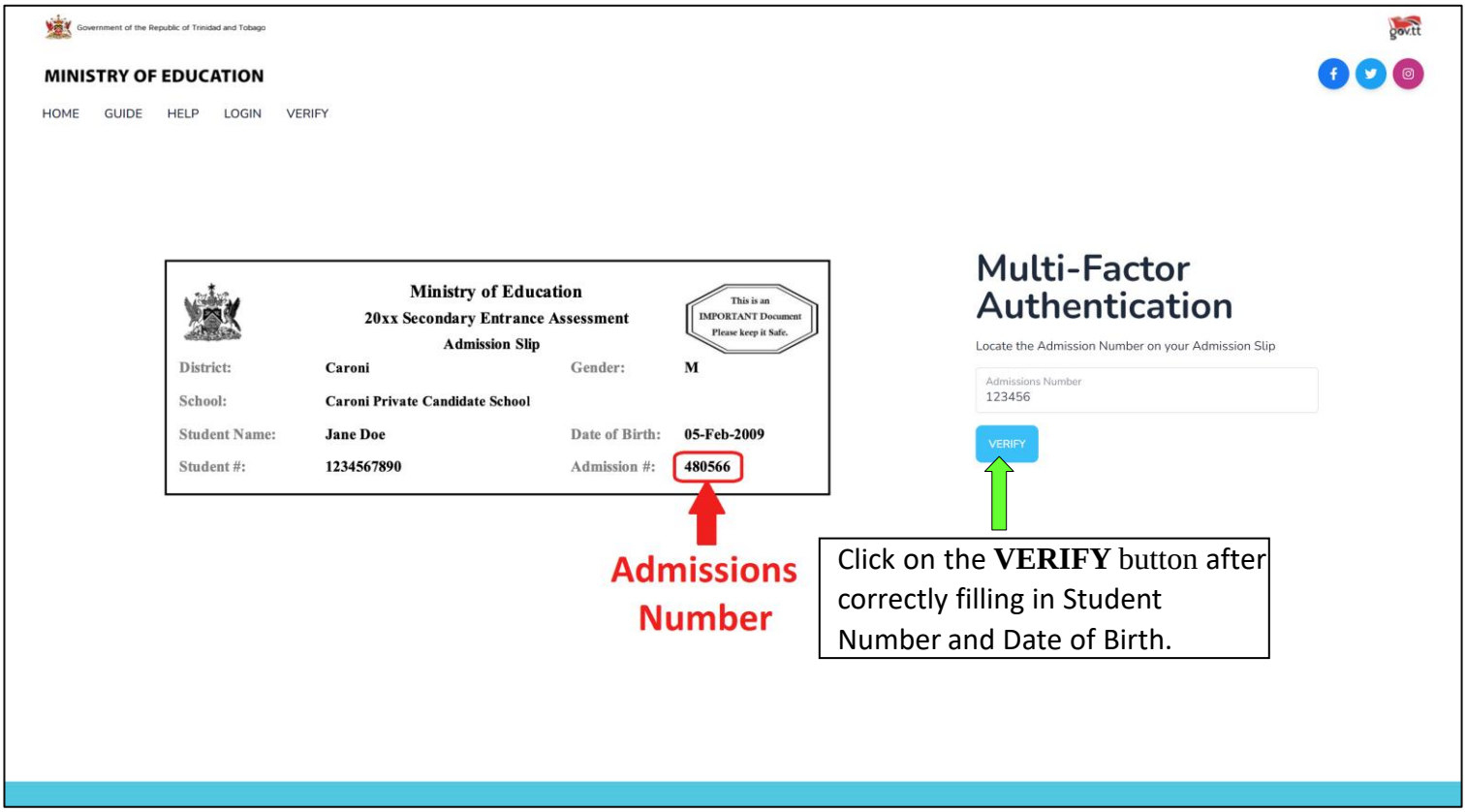


STEP 4.1 – Login with Legal Notice 1



STEP 5 – Verify with Legal Notice 2

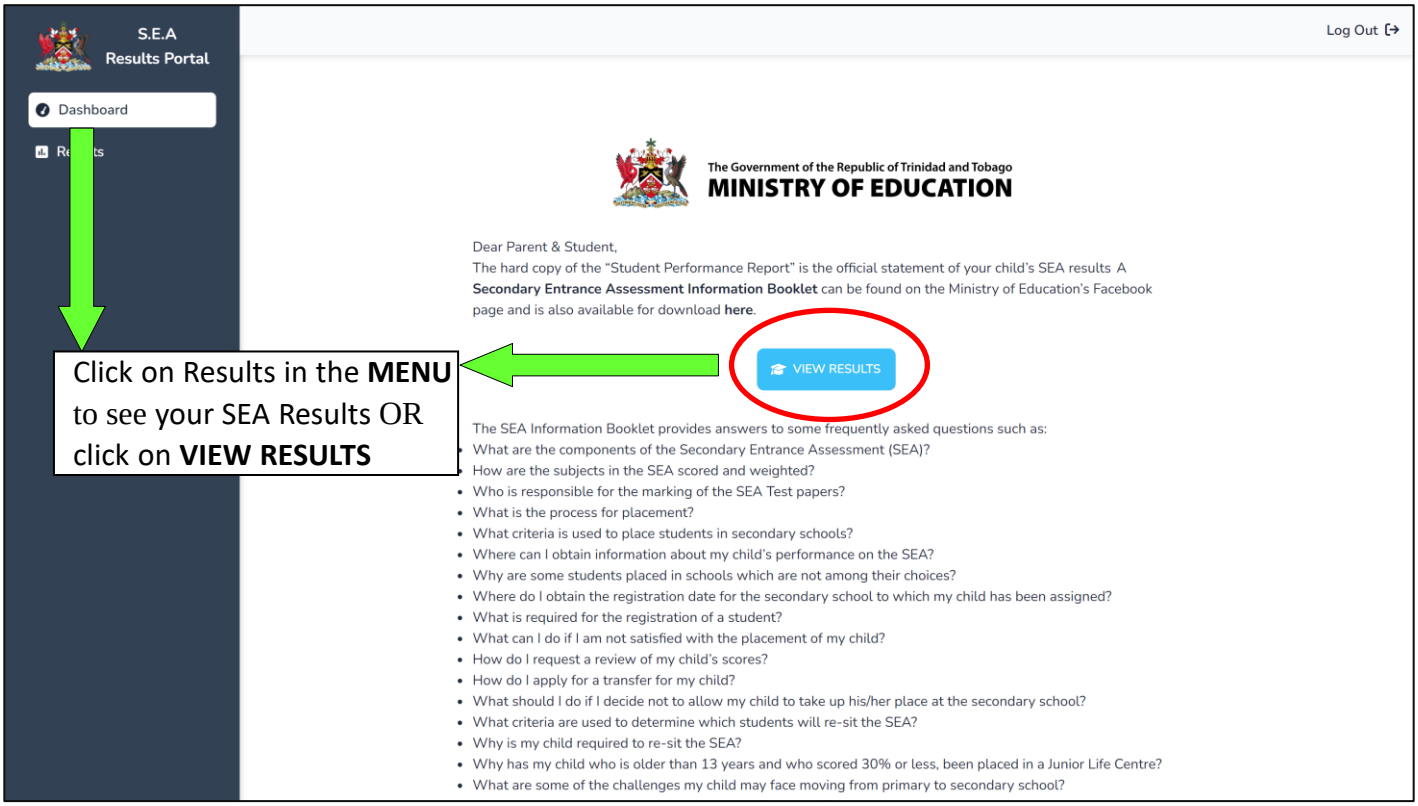
As an additional verification method, enter the **ADMISSION NUMBER** located on the top right of your Admissions Slip and click **VERIFY**



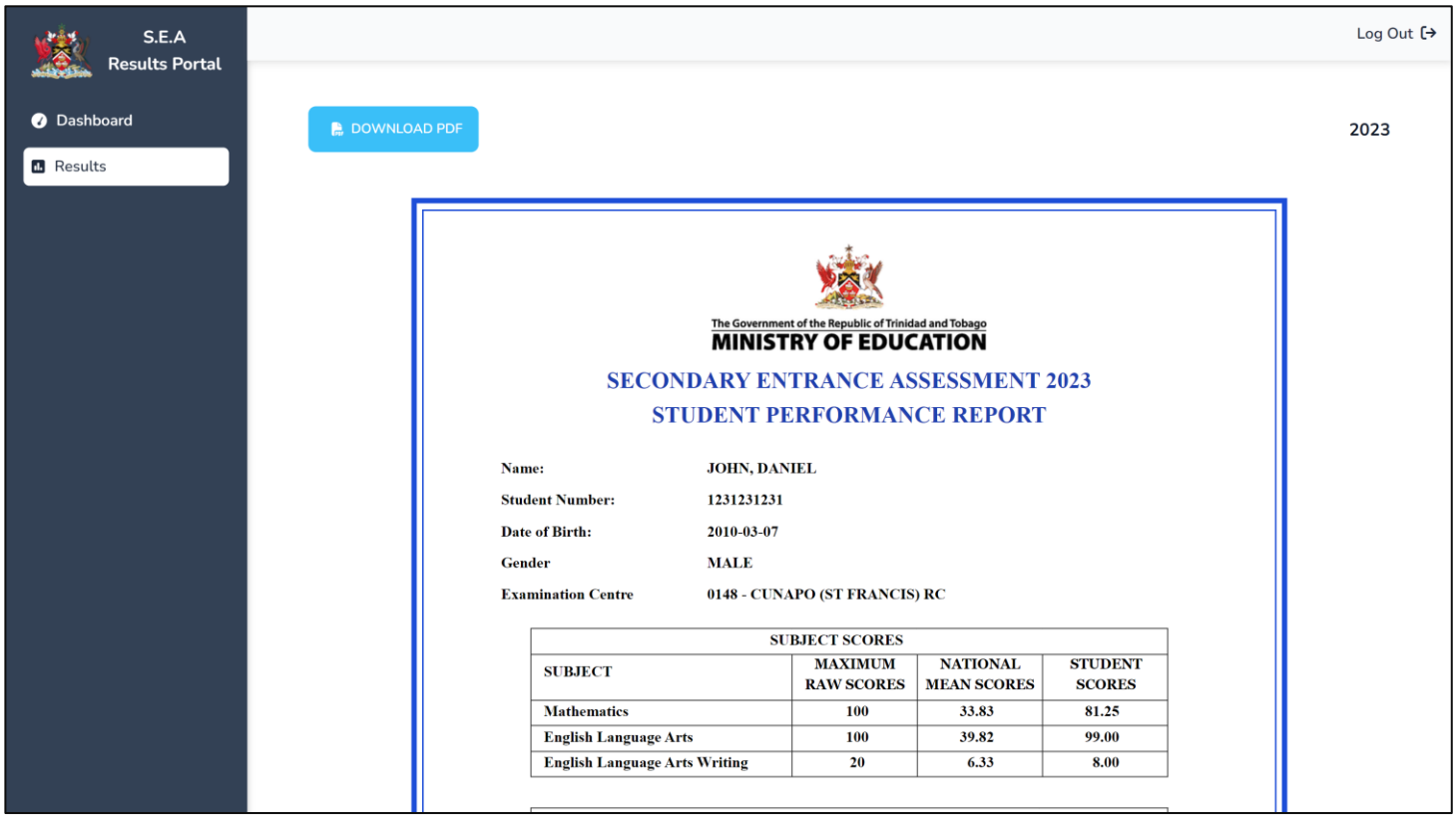
STEP 5.1 – Login: Two-Factor Authentication with Legal Notice 2

STEP 6 – Dashboard

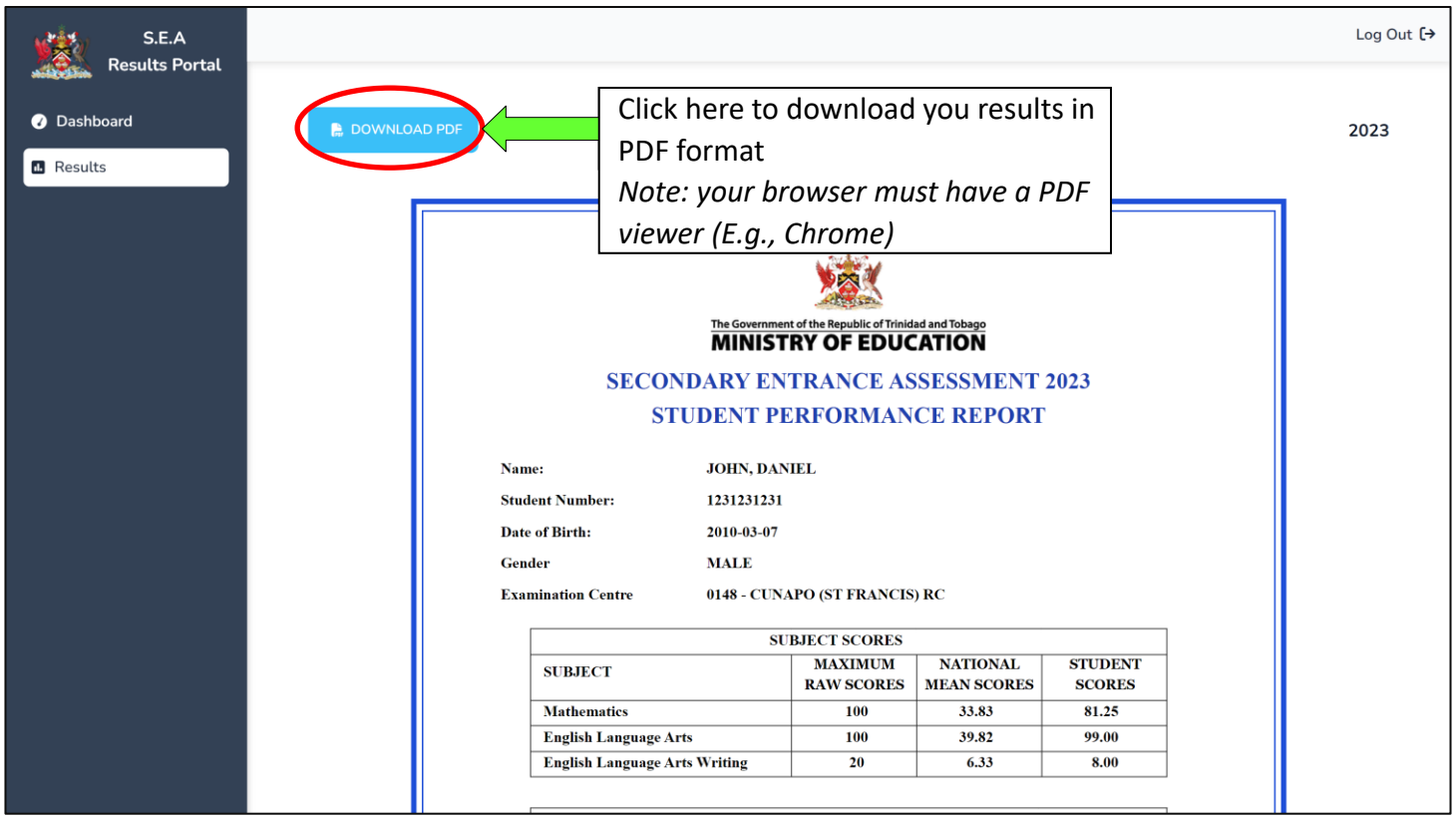
Upon successful authentication, you will enter the Portal and be greeted by your **DASHBOARD**. This area contains pertinent information and a link to the **SEA BOOKLET**



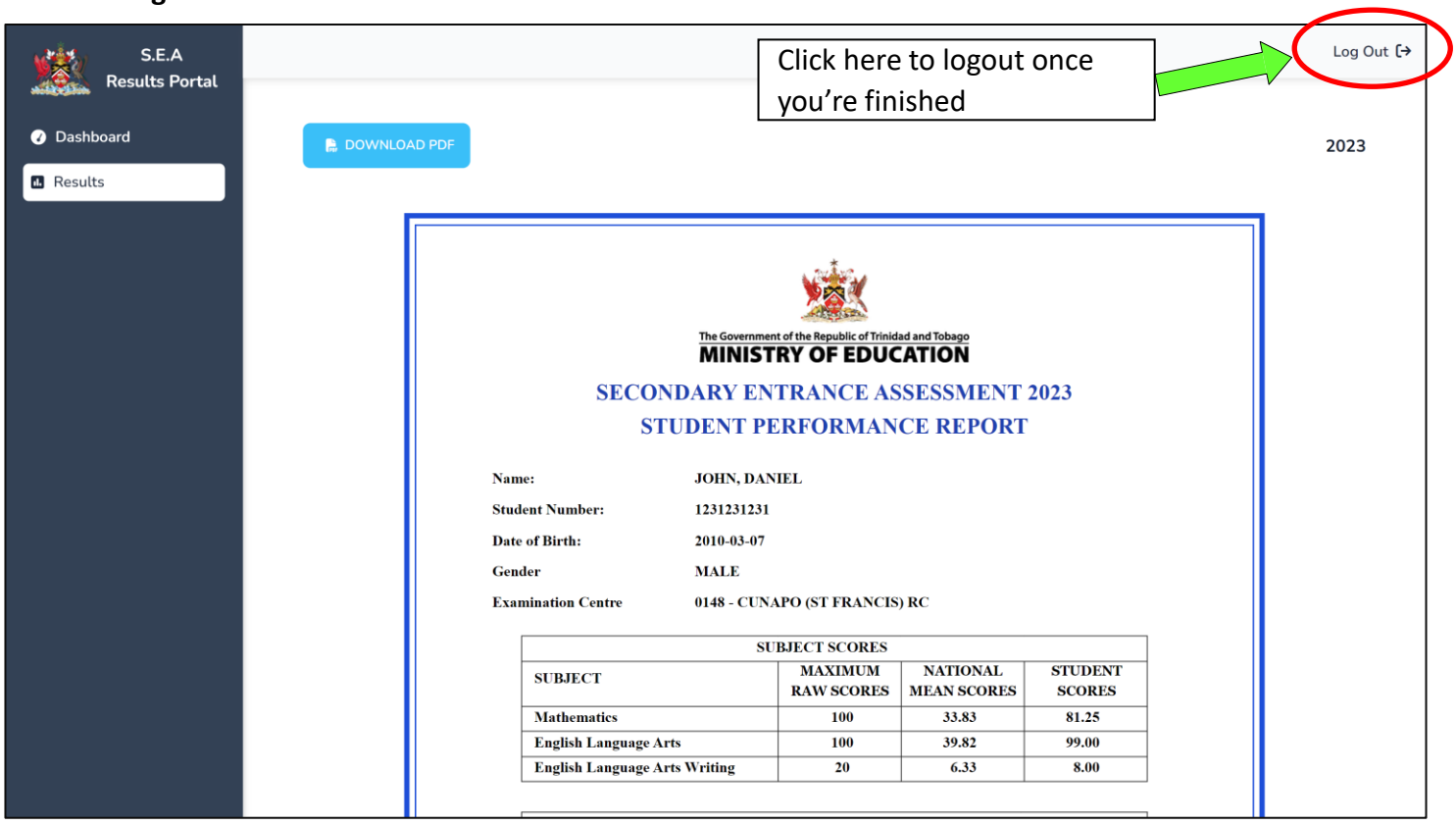
STEP 7 – View Results



STEP 8 – Download Results

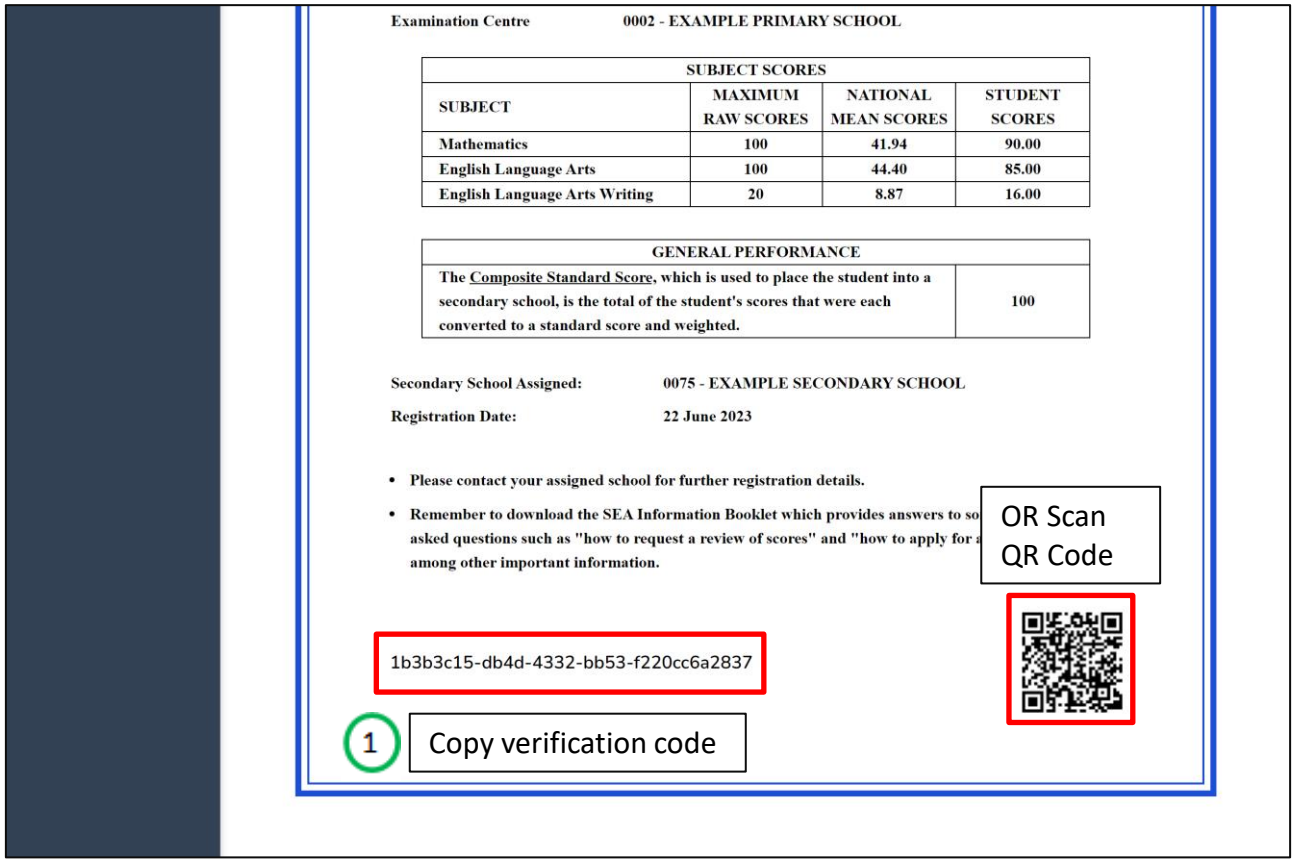


STEP 9 – Logout

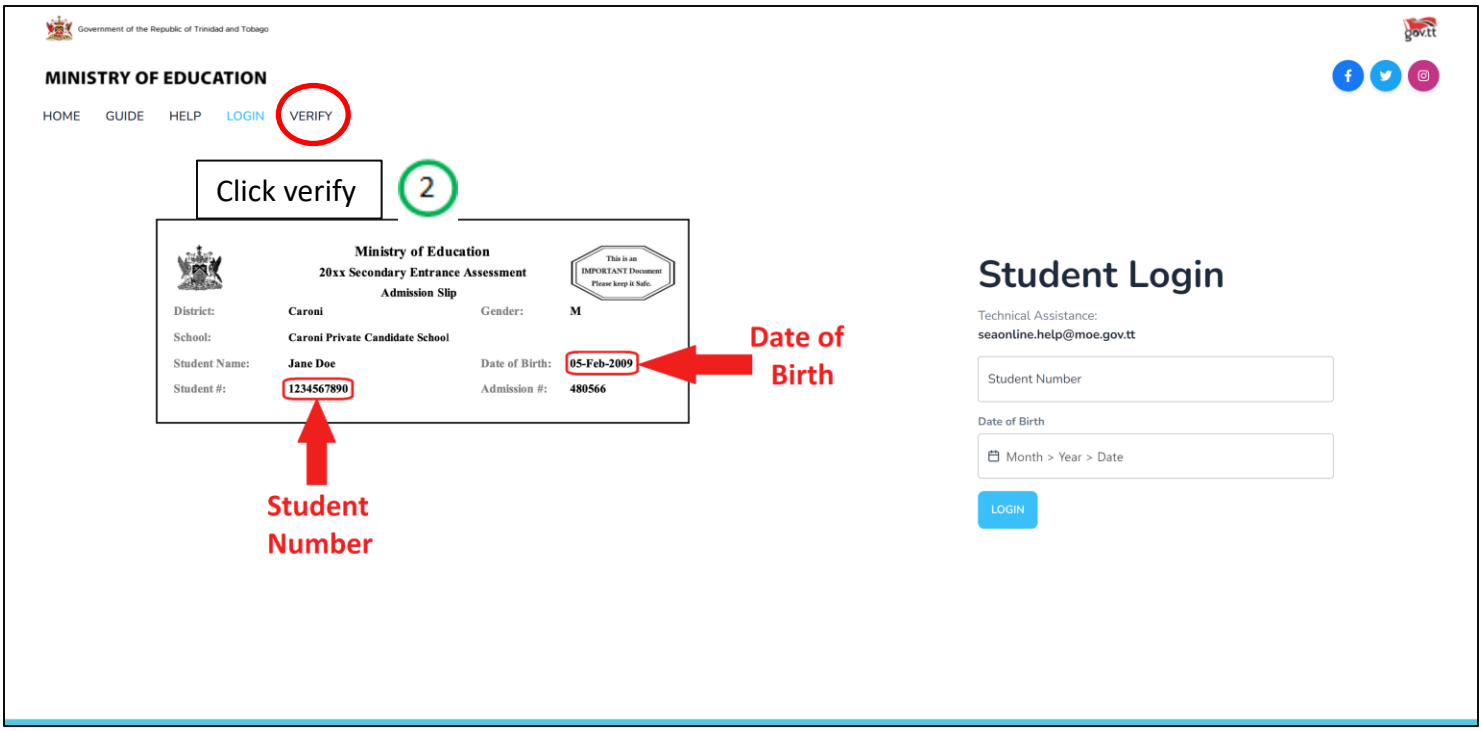


Verifying results (Optional) (1)

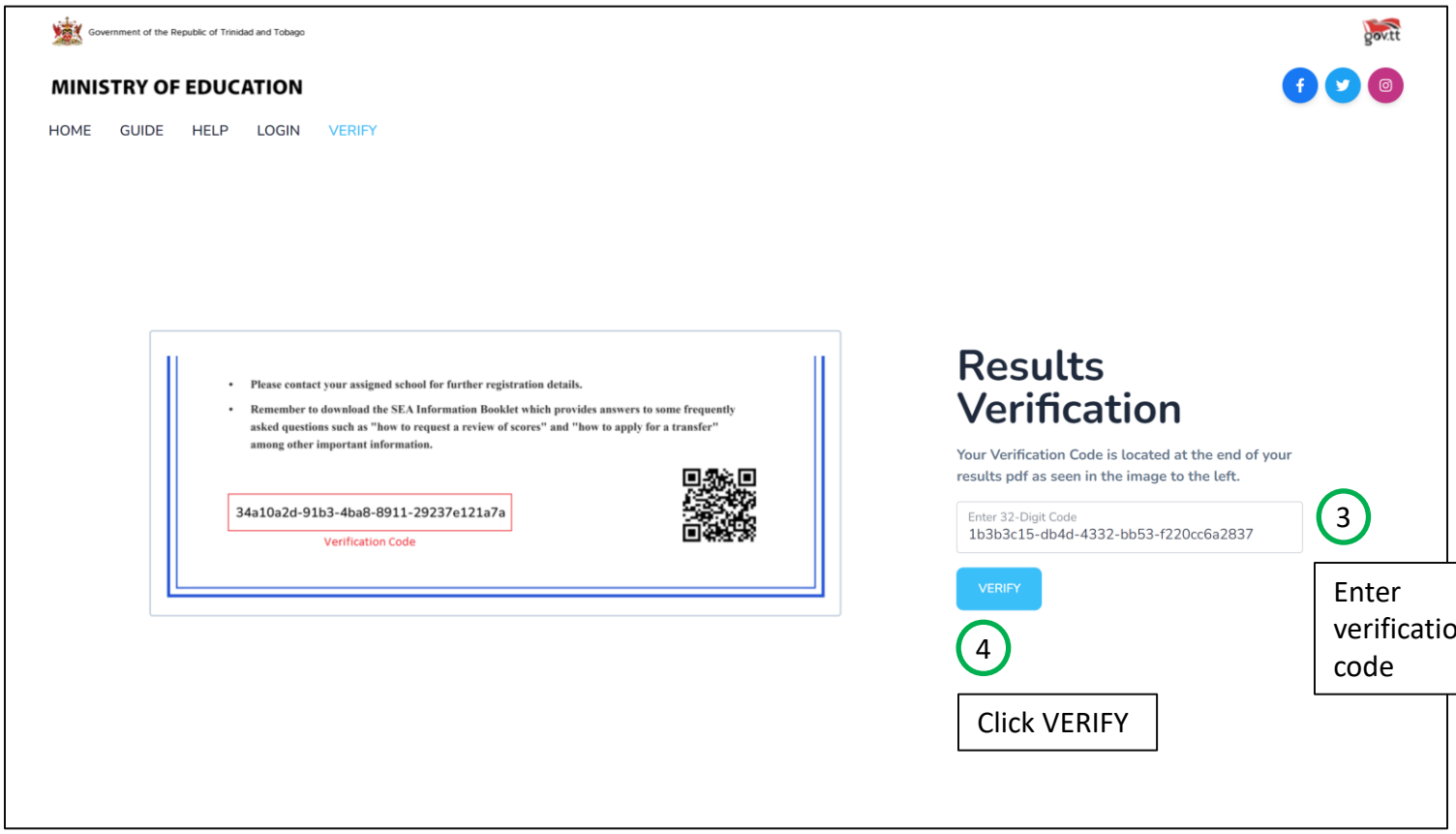
Results can be verified using the verification code OR scanning the QR code.



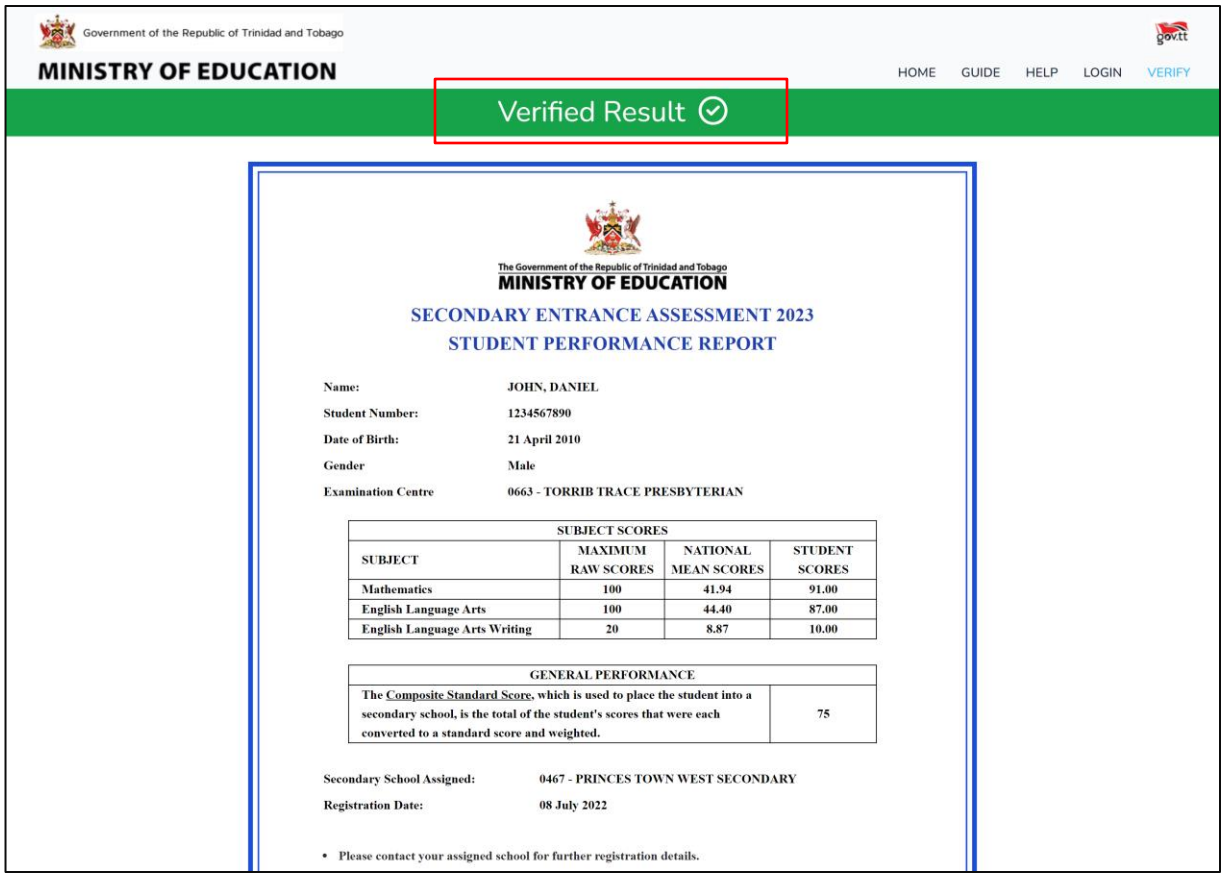
Verify results (2)



Verify results (3)



Verify results (4)



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