

Information & Communications Technology Division (ICTD)

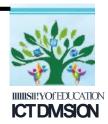
# SECONDARY ENTRANCE ASSESSMENT (SEA) RESULTS PORTAL

# **User Manual**

Version. 2







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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 Portal will be accessible from 12:00 noon on the day of results.

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 <a href="mailto:seaonline.help@moe.gov.tt">seaonline.help@moe.gov.tt</a>.

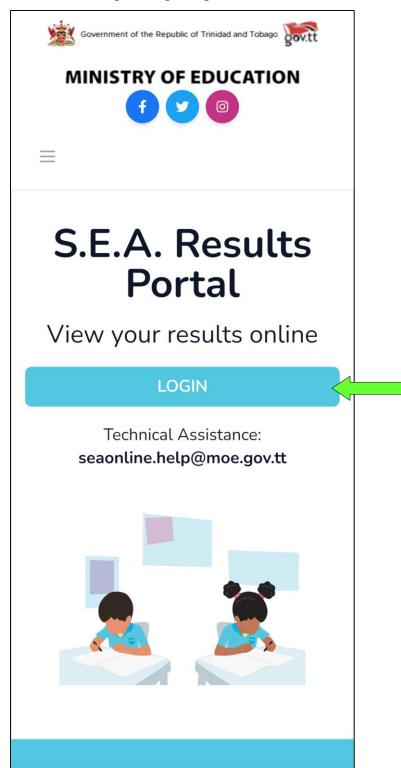


Accessing the SEA Portal on an Android or IOS Device

# 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: <a href="https://searesults.moe.gov.tt/">https://searesults.moe.gov.tt/</a>

# STEP 2 - Accessing the Login Page



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

# STEP 2.1 - Accessing the Menu





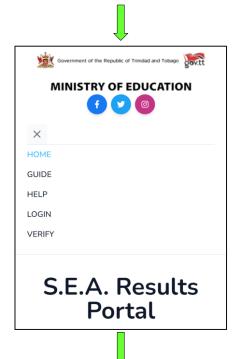
View your results online

# **LOGIN**

Technical Assistance: seaonline.help@moe.gov.tt



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



**HOME** will take you to the landing page

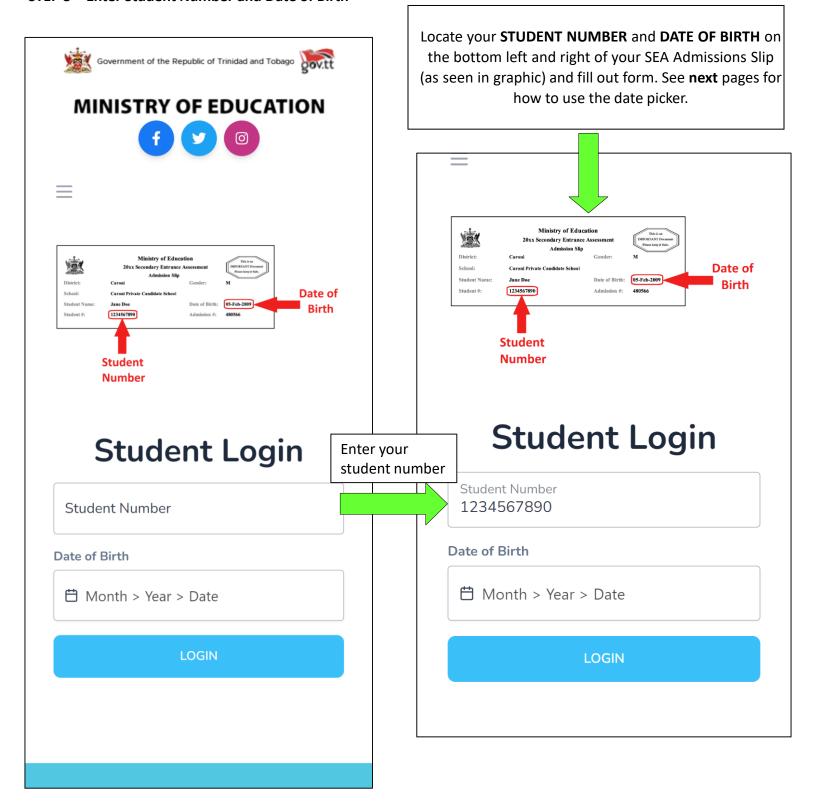
**GUIDE** will allow you to access this User Manual

**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

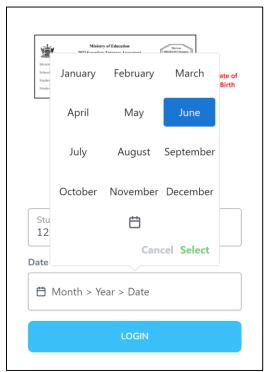
# STEP 3 - Enter Student Number and Date of Birth



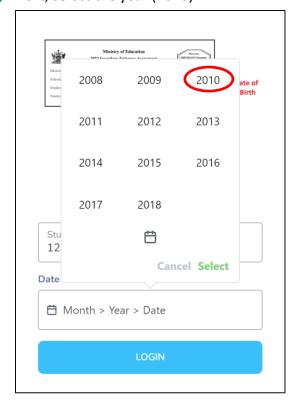
# STEP 3.1 – Using the Date-Picker / Calendar

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).

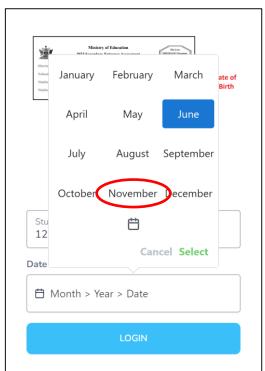
Select the Date of Birth Input



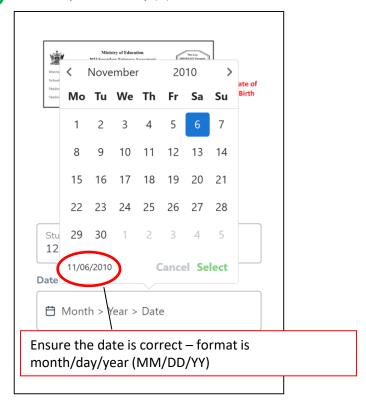
3 Next, select the year (2010)



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

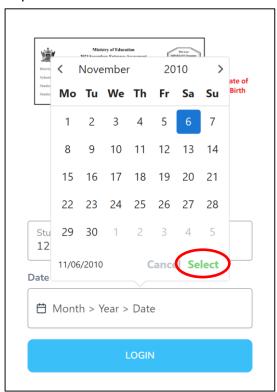


Then tap on the day (6)

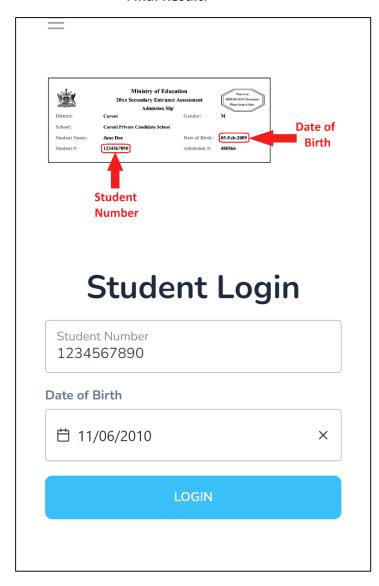


# STEP 3.1 – Using the Date-Picker / Calendar

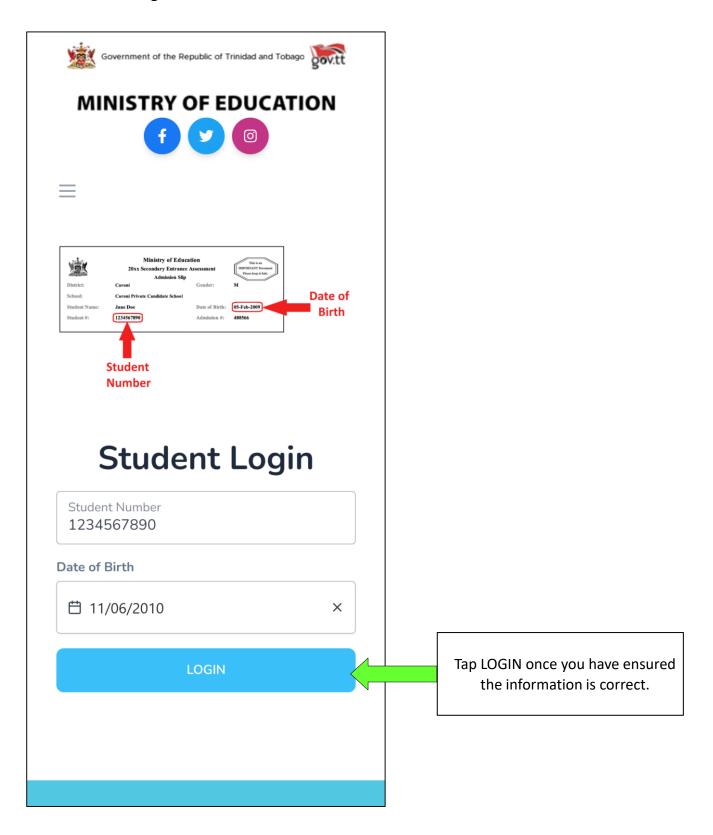
5 Lastly, tap **Select** to set the value as your input



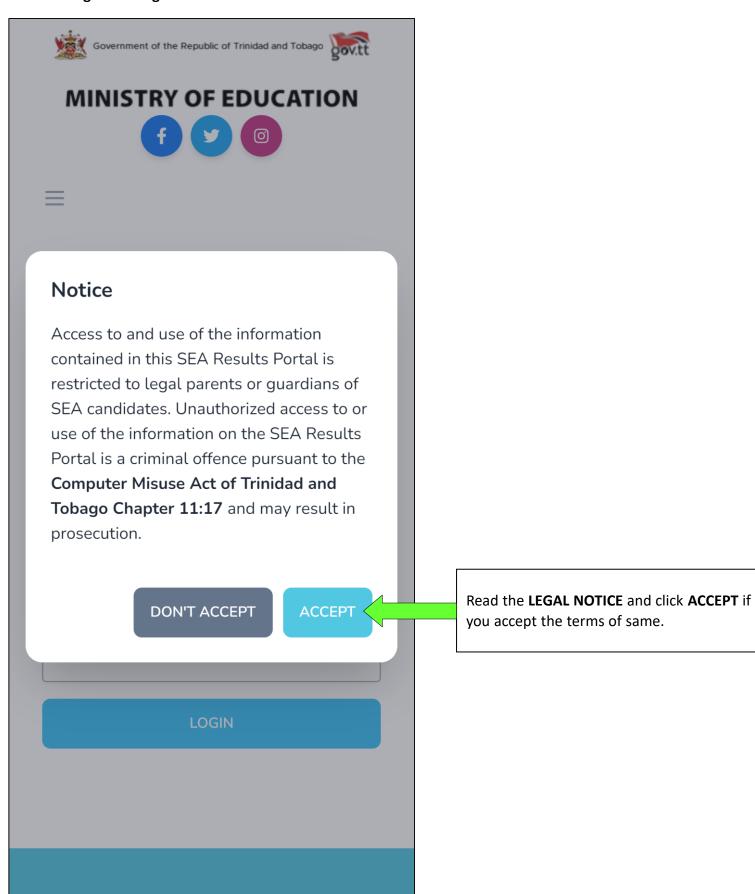
# **Final Result:**



# **STEP 4 – Submitting information**



# STEP 5 – Login with legal notice 1

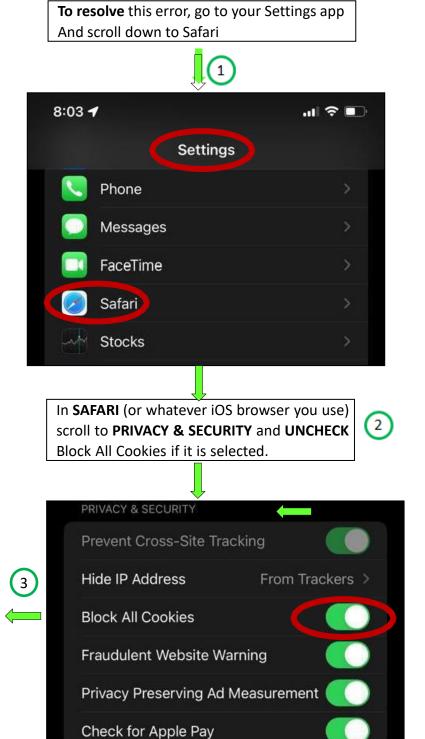


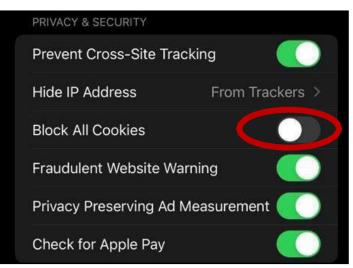
# STEP 3 – Negating the 419 Error (IOS)

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

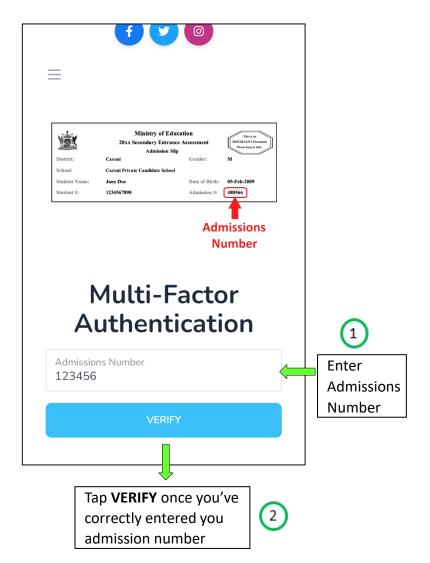
BLOCKED COOKIES on Safari will throw this error when trying to LOGIN

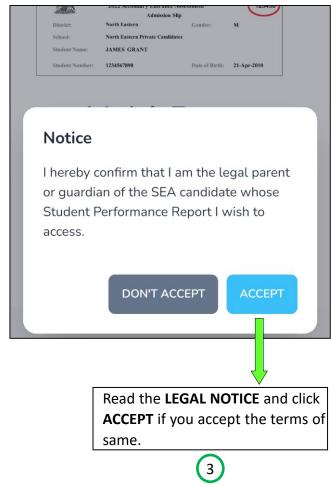




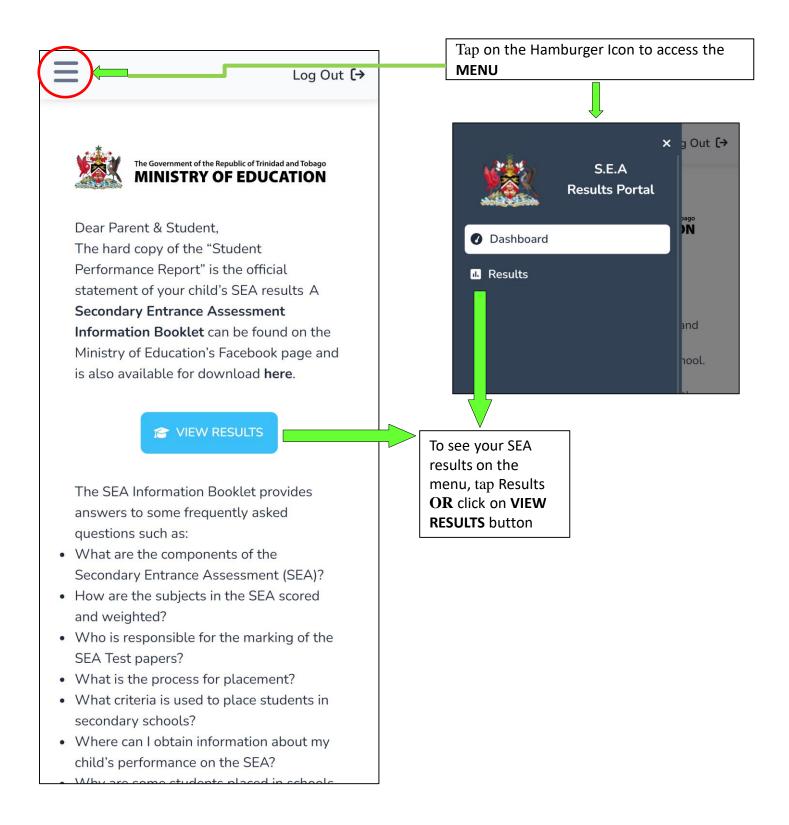
Retry logging in now. It should work.

# STEP 6-2<sup>nd</sup> Authentication step with legal notice 2

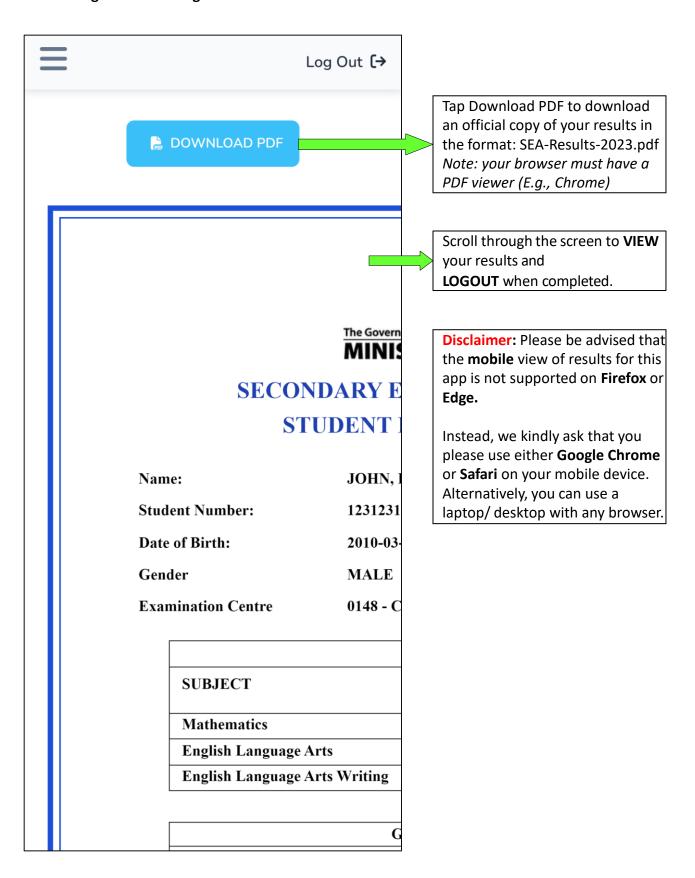




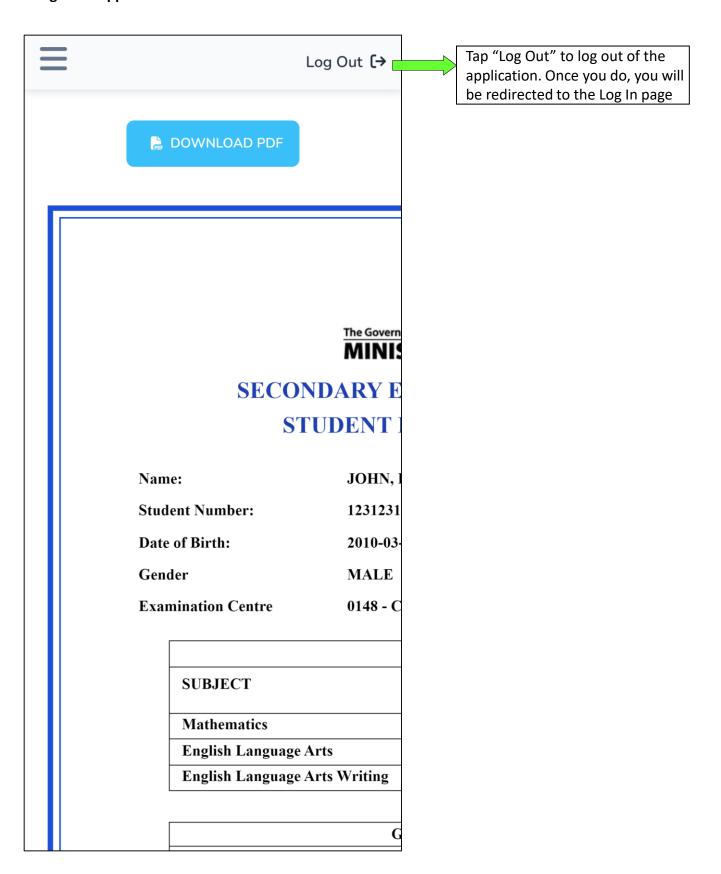
Upon successful authentication, you will enter the Portal and be greeted by your **DASHBOARD**. This area contains pertinent information and a link to the **SEA BOOKLET** 



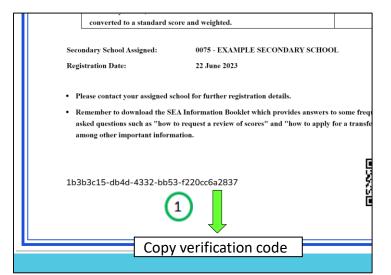
# STEP 8 – Accessing the Results Page



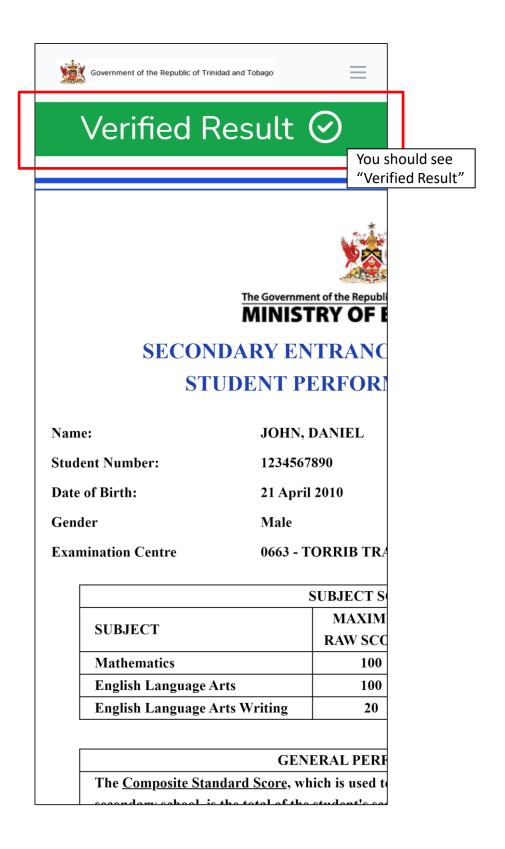
# STEP 9 – Logout of application



# Verifying Results (Optional) (1)









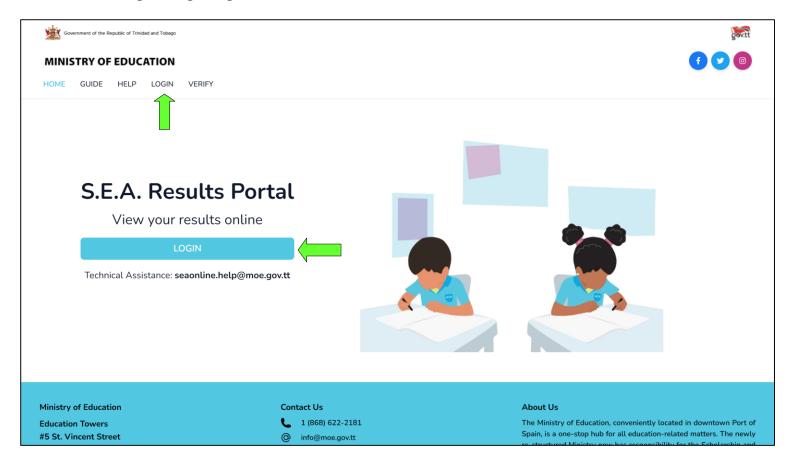
7. Accessing the SEA Portal on a Desktop/Laptop



# 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: <a href="https://searesults.moe.gov.tt/">https://searesults.moe.gov.tt/</a>

# 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

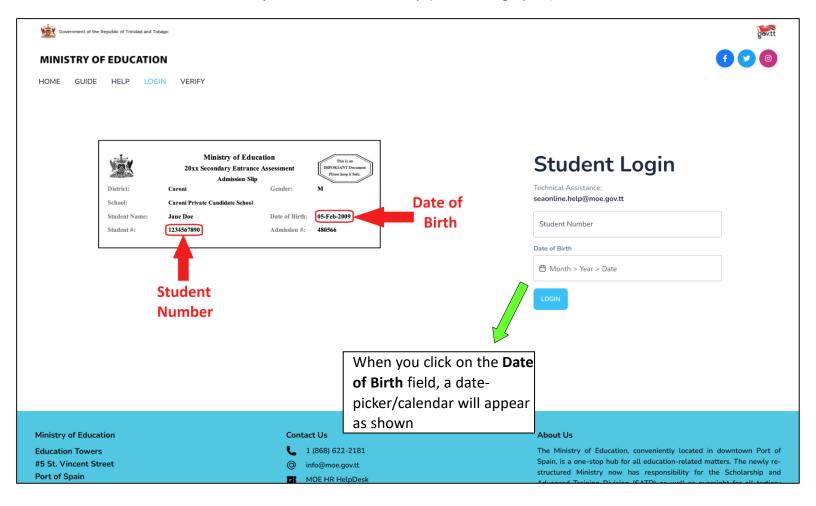
**HELP** will direct you to the official information page on the MOE's website

**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

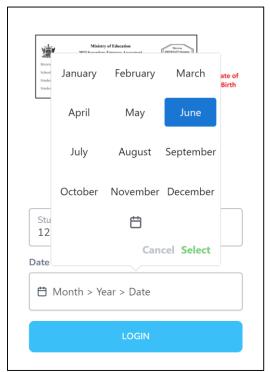
Locate and fill in your STUDENT NUMBER and DATE OF BIRTH on the bottom left and right of your SEA Admissions Slip (as seen in graphic).



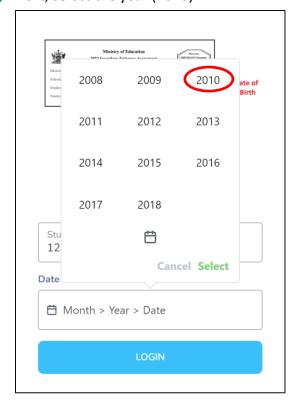
# STEP 3.1 – Using the Date-Picker / Calendar

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)).

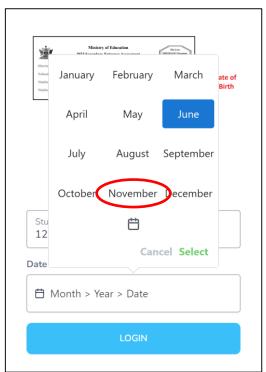
1 Select the Date of Birth Input



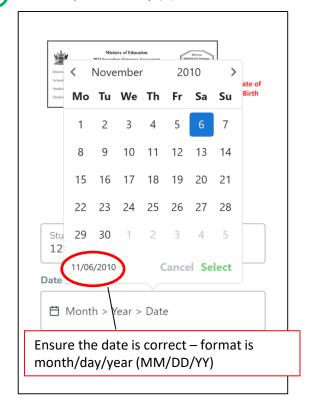
3 Next, select the year (2010)



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

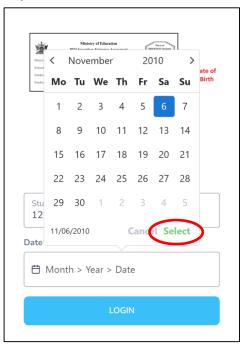


Then tap on the day (6)

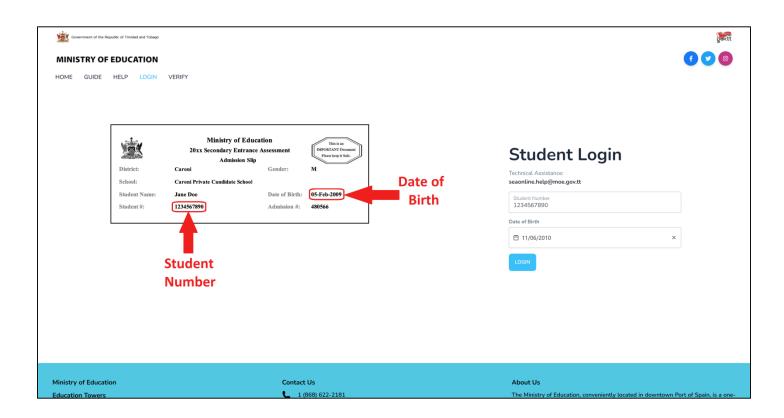


# STEP 3.1 – Using the Date-Picker / Calendar

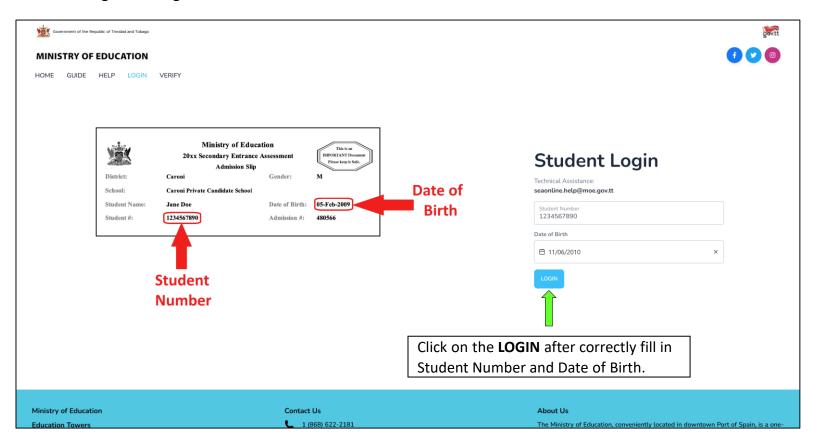
5 Lastly, tap Select to set the value as your input



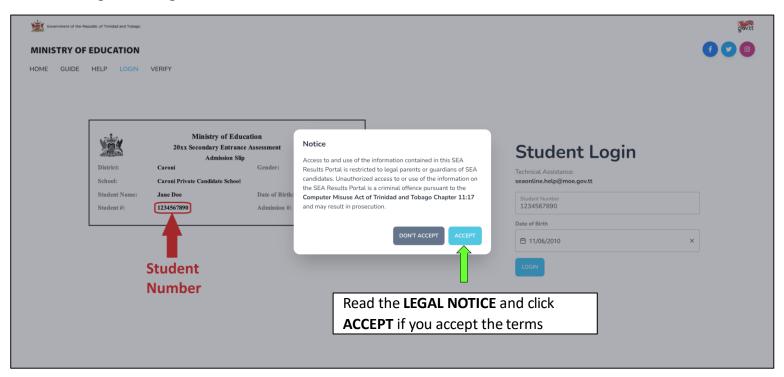
# **Final Result:**



# STEP 4 - Login with Legal Notice 1

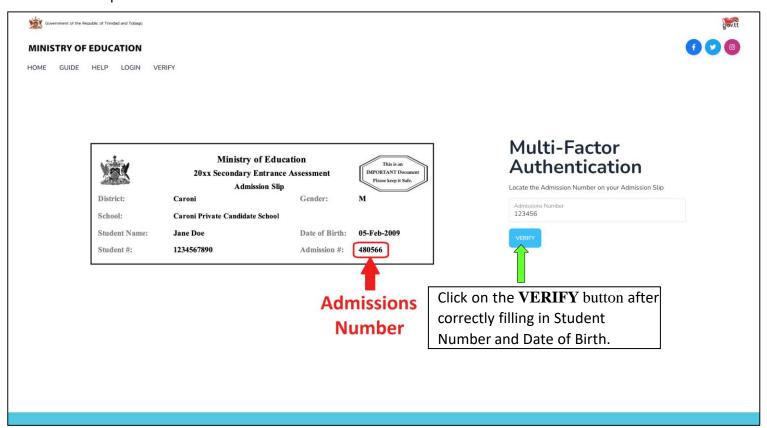


# STEP 4.1 - Login with Legal Notice 1



# 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** 

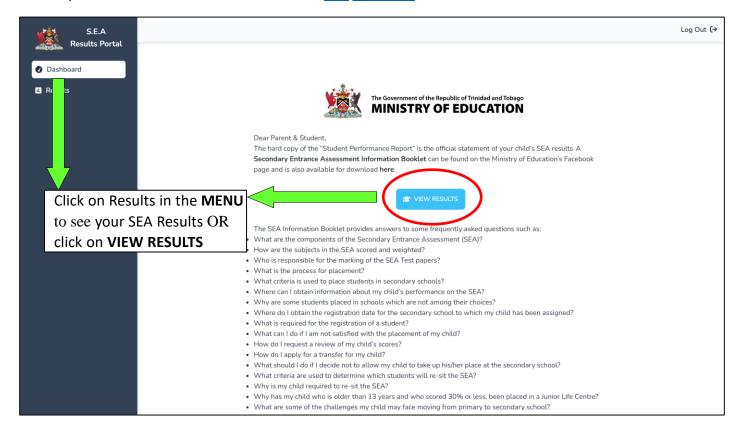


STEP 5.1 – Login: Two-Factor Authentication with Legal Notice 2

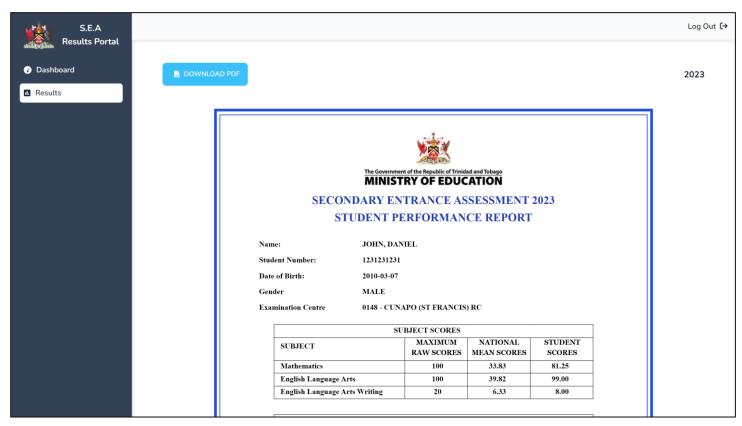


#### STEP 6 - Dashboard

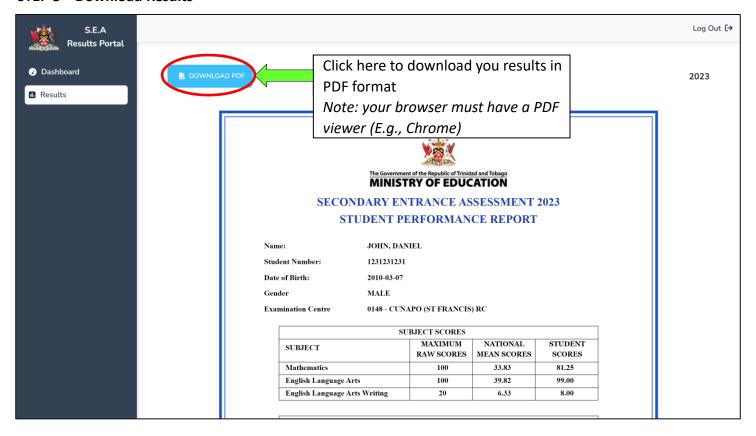
Upon successful authentication, you will enter the Portal and be greeted by your **DASHBOARD**. This area contains pertinent information and a link to the **SEA BOOKLET** 



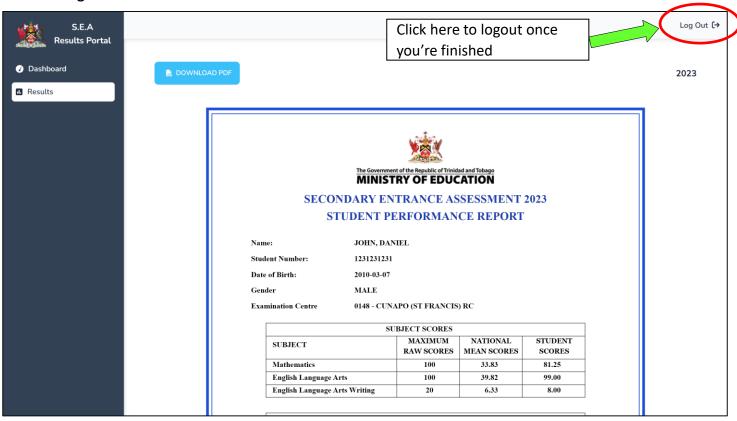
#### STEP 7 – View Results



# STEP 8 - Download Results

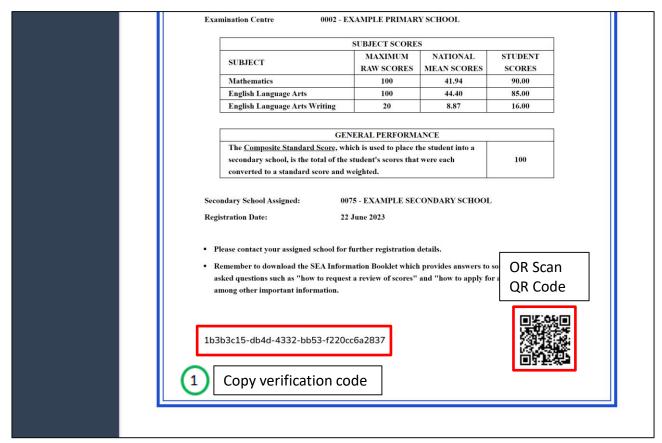


# STEP 9 – Logout

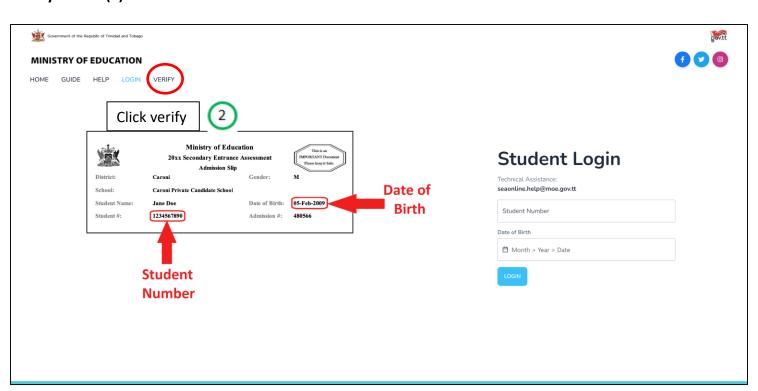


# Verifying results (Optional) (1)

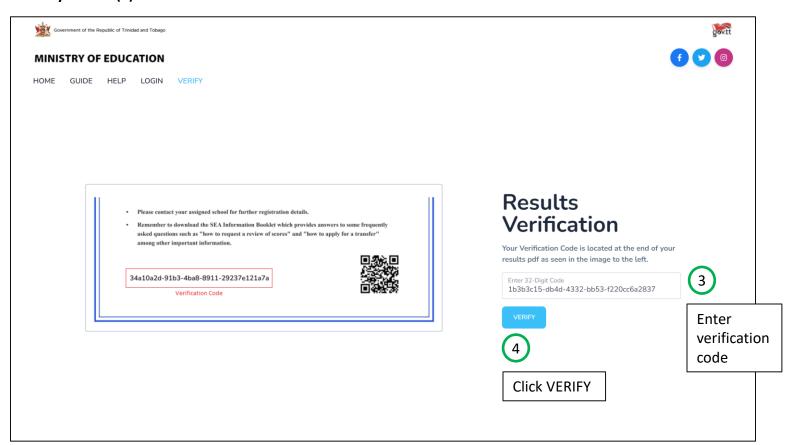
Results can be verified using the verification code OR scanning the QR code.



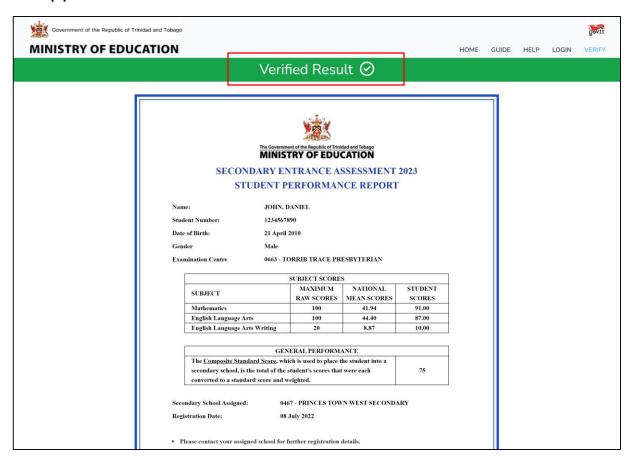
# Verify results (2)



# Verify results (3)



# Verify results (4)



# If you have any suggestions on how to improve this manual, please email ICTD help desk at <a href="ictdhelpdesk@moe.gov.tt">ictdhelpdesk@moe.gov.tt</a>