



## INFOVILLE END OF FIRST TERM 2023/2024 SESSION

We thank God for bringing us to the End of **FIRST TERM** 2023/2024 academic session and we appreciate all our parents who have supported us to run the term successfully

### TERM 1 REPORTS / INVOICES

The Keselash Academy has worked on her school portal where all details/activities will be published henceforth. Term two reports and invoices will be published and accessed via the school portal by Friday 8<sup>th</sup> December 2023.

Please note that all **FIRST TERM** reports and invoices will be publish on the school's portal [www.keselashacademyabuja.com](http://www.keselashacademyabuja.com) Below is a reminder of the process to access your child's reports and invoices on the portal:

#### STEPS:

1. Go to [www.keselashacademyabuja.com](http://www.keselashacademyabuja.com)
2. Click on 'Menu'
3. Click on 'Portal'
4. Log in – Your log in credentials sent to you by your Learner's Class Teacher.
5. Please change your password when you log in if you haven't done that yet.

Please contact your child's teacher if you have any issues and any challenge with logging in.

#### A: To check your child(ren)'s Report:

1. On the left hand side , click on “**Exam Mark**” and go to **Mark Sheet**
2. Select Academic Year - 2023/2024
3. Select Exam ‘**FIRST TERM 2023/2024 EXAMINATION**’
4. Select your child's class
5. Select Section- which is mostly ‘A’
6. Select your child's name (If Guardian have More Than One Child)
7. Click ‘find’

#### B: To check your child(ren)'s invoice(s)

1. On the left hand side , click on “**Accounting**” and go to **Due Invoice**
2. Click on View to see the details of the invoice.

## HAPPY HOLIDAYS!!!