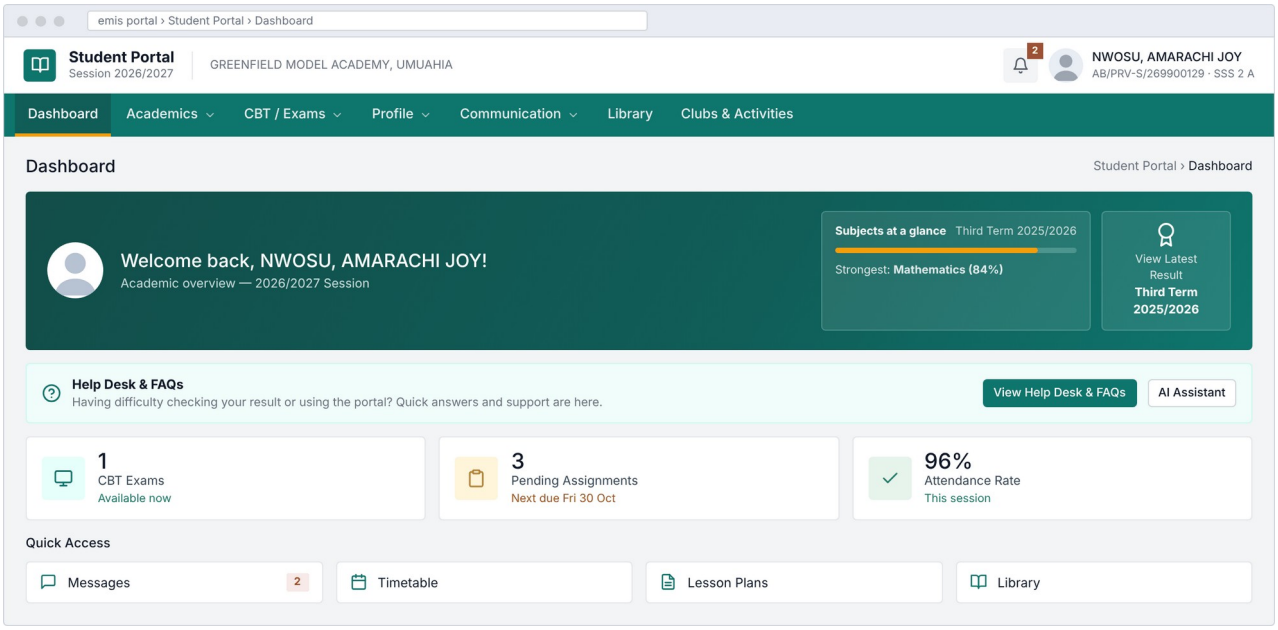
ABIA STATE GOVERNMENT
MINISTRY OF BASIC AND
SECONDARY EDUCATION

ABIA STATE · eMIS

# Student Portal User Guide

Signing in, your dashboard, checking your results, your schoolwork and attendance, your records, and where to get help.

For learners in nursery, primary and secondary schools – and the parents and guardians who help them




**Version 2.0 · October 2026** · eMIS Student Portal · User Guide
Prepared by Bronzebit Consult Ltd · Powered by eMIS

# Contents

1. Welcome to your portal ..... 3
2. Signing in ..... 4
3. Your dashboard ..... 5
4. Checking your results ..... 6
5. Your schoolwork ..... 8
6. CBT exams ..... 10
7. Your profile and records ..... 10
8. Communication and help ..... 11
9. Staying safe online ..... 12
Appendix A. Quick reference ..... 13
Appendix B. Common questions ..... 13

# 1. Welcome to your portal

The eMIS Student Portal is your own page on the Abia State education system. It shows what your school has recorded about you – your class, your attendance, your results and your bio-data – and lets you do things for yourself: check your results, hand in assignments, see your timetable, take computer-based tests, ask for a transcript and talk to your school.

Your school registers you on eMIS. Your records follow you from class to class and from school to school under your **ASLIN** – your Abia State Learners Identification Number – which the portal shows with your name.

## 1.1 What you need

- A phone, tablet or computer with a browser and an internet connection. The portal works well on a phone; results and the timetable are easier to read on a bigger screen.
- Your **school**, **session**, **form** and **class** – you pick them from lists when you sign in.
- Your **Card PIN** (the first time) or your **password** (afterwards).

## 1.2 How this guide is written

Menu paths are written as **Academics › Check Results** (open Academics in the menu, then tap Check Results). Buttons and field names are in bold, for example **Sign In**. A tip box points out something useful; a "take care" box marks something to think about first.

> **Tip.** On a phone the menu is hidden. Tap the ☰ button at the top left to open it, then tap the page you want.

The pictures in this guide are illustrations, not screenshots: the portal's colours and layout differ, but the buttons and fields are named as in the steps. Every name, number and school in them is invented; your own screens show your own records.

# 2. Signing in

## 2.1 Find your name and sign in

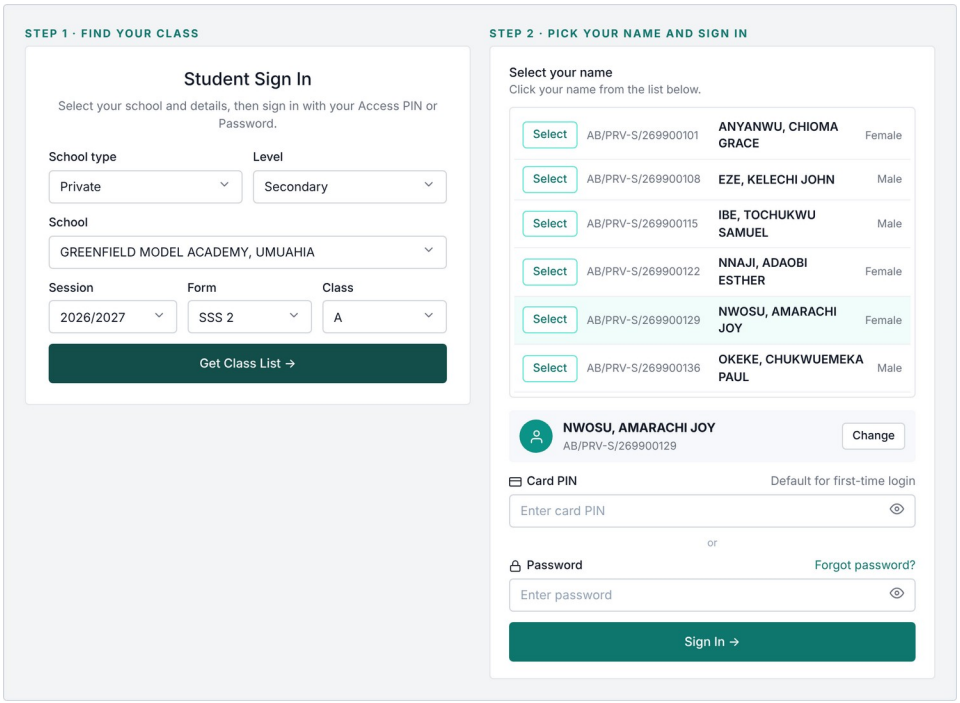



**Figure 1.** Signing in: choose your school and class, then pick your name and type your card PIN or your password.

1. Open the eMIS website, tap **Sign in** and choose **Students**.
2. Choose the **School type** (Public or Private) and the **Level** – **Primary**, **Junior Secondary** or **Senior Secondary** for a public school; **Nursery**, **Primary** or **Secondary** for a private school.
3. Choose your **School** from the list.
4. Choose the **Session**, your **Form** and your **Class**, then tap **Get Class List →**.
5. Find your name in the list and tap **Select** beside it.
6. Type your **Card PIN** (the first time) or your **Password**, then tap **Sign In →**. The eye button shows what you typed.

> **Tip.** Can't see your name? Check the session, form and class you chose. If they are right and you are still missing, your school has not put you in that class on eMIS yet – tell your class teacher or the school office.

## 2.2 The first time: your password and a security question

The first time, you sign in with your **Card PIN**. Your dashboard then reminds you that the card PIN is being used as your password. Tap **Change your password now →**, type a new password twice and tap **Update Password**. Use at least 6 characters, and mix in numbers or symbols if you can.

Next, choose a **Security Question**, type the answer twice and tap **Save Question**. If you ever forget your password, the answer lets you set a new one yourself. Nobody can read your answer – not even the school.

> **Take care.** Never share your password, your PIN or your security answer with anyone – not even a friend. Anyone who has them can see your results and your records.

### 2.3 Forgotten your password?

1. Tap **Forgot password?** on the sign-in page.
2. Find yourself the same way as when signing in – school, session, form and class – then tap **Show Class List →** and select your name.
3. Answer your security question and tap **Verify Answer →**.
4. Type a new password twice and tap **Set New Password**. Then go back and sign in with it.

If you never set a security question, or cannot remember the answer, sign in with the **Card PIN** you used the first time – it still works for you – and tap **Change your password now →** on the dashboard to choose a new password. If you no longer have the card, ask your school office or call the eMIS support line on **0708 033 9143**.

### 2.4 Too many wrong tries

Five wrong passwords within ten minutes lock the password for thirty minutes, and the lock lifts by itself. Meanwhile you can still sign in with the PIN you signed in with before, or use **Forgot password?** to set a new password.

### 2.5 Signing out

Tap **Sign Out** in the menu when you finish – always, on a shared or school computer. The portal also signs you out by itself after a while without activity.

## 3. Your dashboard

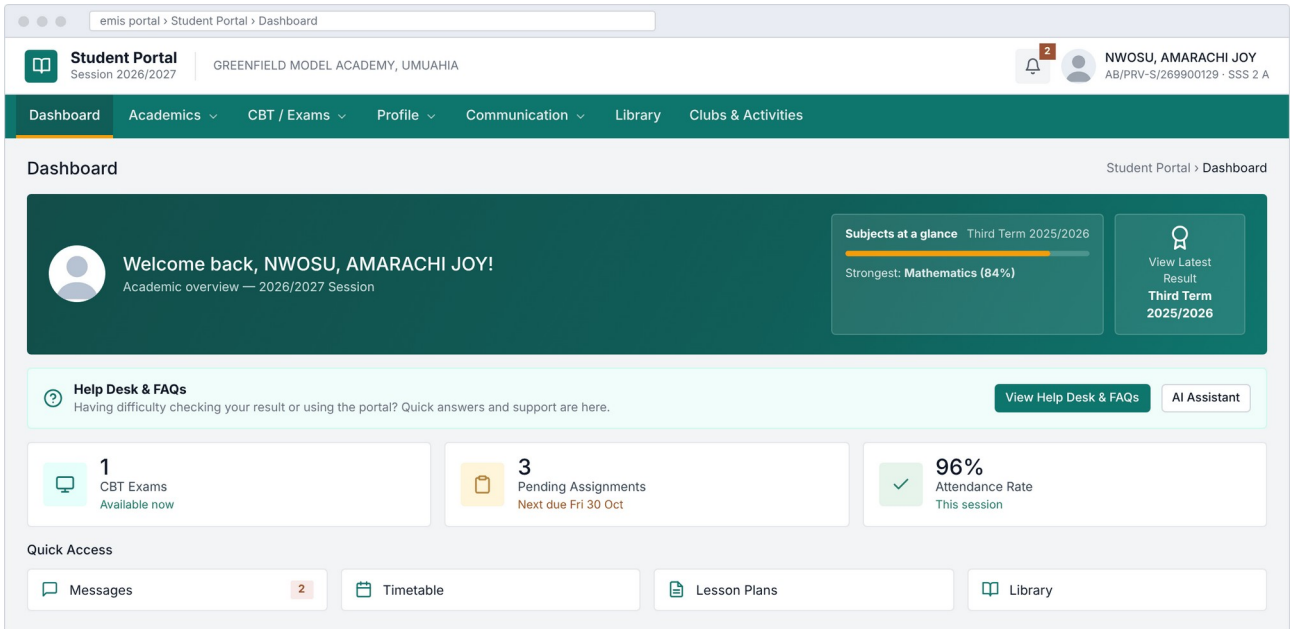



**Figure 2.** The dashboard: the welcome card with your strongest subject and your latest result, the Help Desk, and the quick cards.

The dashboard opens every time you sign in. On it:

- **Your details** – your photo, name, ASLIN and class.
- **The menu** – Dashboard, Academics, CBT / Exams, Profile, Communication and the other parts of school life your school uses, and **Sign Out**.
- **The top bar** – the current academic session, your school, and the **notifications bell** with the number of new notices.
- **Welcome card** – your strongest subject so far and **View Latest Result**.

- **Help Desk & FAQs** and **AI Assistant** – quick answers about results and the portal (chapter 8).
- **The cards** – CBT exams available, assignments waiting for you and your attendance rate this session. Tap a card to open the page behind it.
- **Quick Access** – Messages (the red number counts unread messages), Timetable, Lesson Plans and the Library.

If your school posts an **emergency alert**, it appears in a band at the top of every page until the school removes it.

> **Tip.** Some parts of the portal (the library, clubs, CBT and others) can be switched on or off for a school. If you do not see a page this guide mentions, your school does not use it yet.

# 4. Checking your results

## 4.1 Where results live

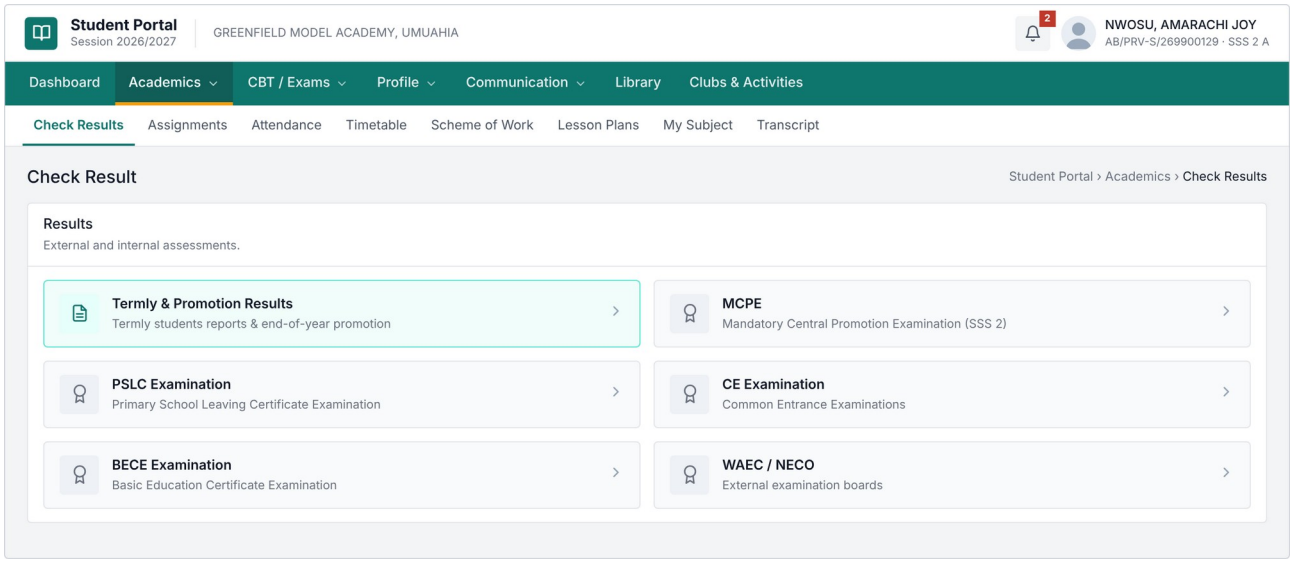



**Figure 3.** Academics › Check Results: the termly and promotion results, and the external examinations.

**Academics › Check Results** is the results hub. **Termly & Promotion Results** holds your school report for each term and the end-of-year promotion result. The other cards are for the external examinations – **MCPE** (for SSS 2), **PSLC**, **Common Entrance**, **BECE** and **WAEC / NECO** – and open when those results are published.

## 4.2 Termly and promotion results

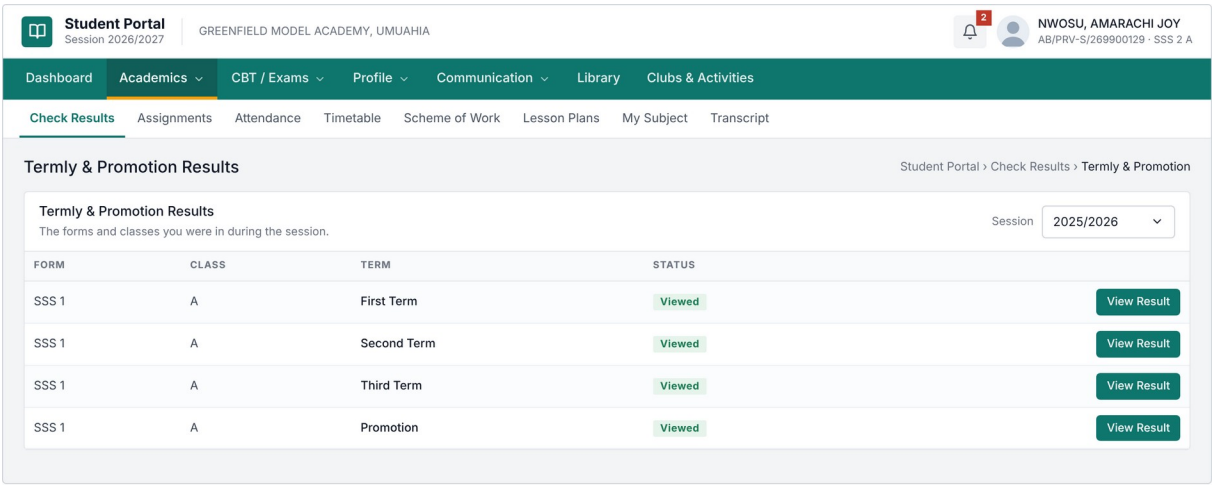



**Figure 4.** Termly & Promotion Results: each term of the session, with View Result on a released term.

1. Open **Academics › Check Results** and tap **Termly & Promotion Results**.
2. Choose the **Session**. The page lists the forms and classes you were in during that session, with a row for **First Term**, **Second Term**, **Third Term** and **Promotion**.
3. Tap **View Result** on the term you want.
4. On the result, use **Download PDF** or **Print Result** to keep a copy.

A term's result can only be viewed after the Ministry has **released** it. Until then its row says it is not released yet. Results are released for a set period after each term; if you miss it, ask your school when the next one is.

## 4.3 MCPE results (SSS 2)

**Academics › Check Results › MCPE** shows your MCPE result once your school has registered you for the examination and the Ministry has published the results.

# 5. Your schoolwork

## 5.1 Assignments

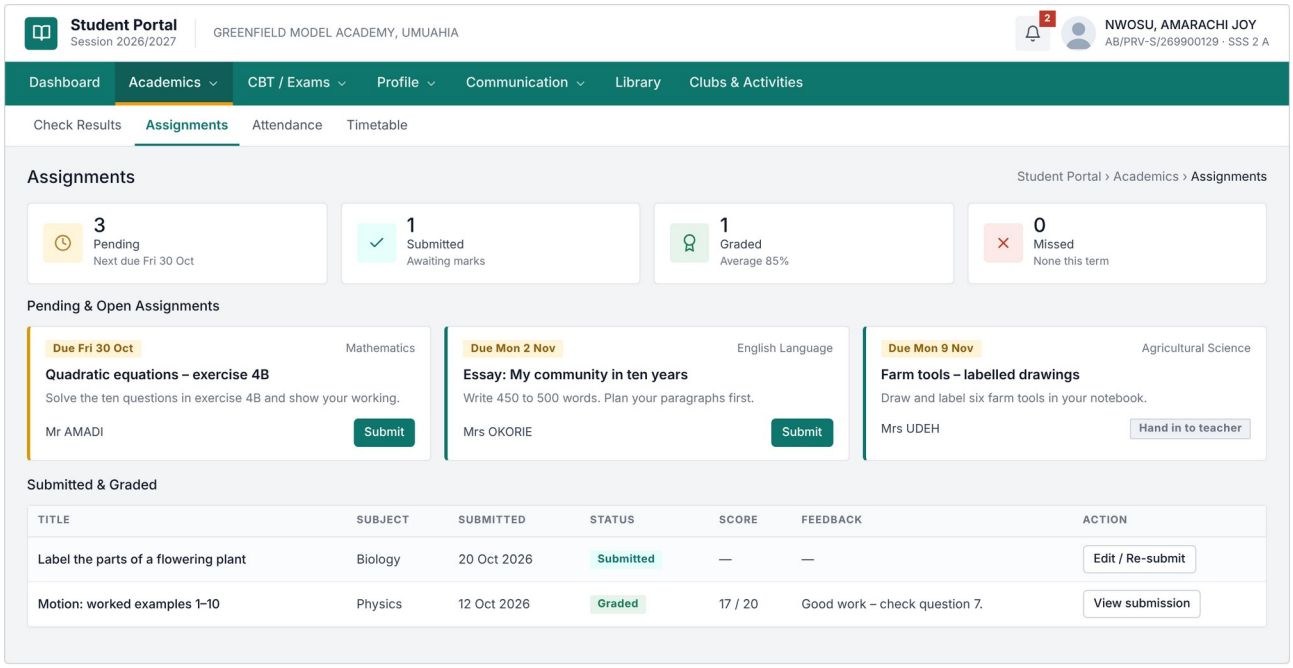



**Figure 5.** Academics › Assignments: the four counts, your open assignments, and those you have submitted.

**Academics › Assignments** shows four counts at the top – **Pending**, **Submitted** (awaiting marks), **Graded** and **Missed** – then your open assignments under **Pending & Open Assignments**, and below them the ones you have handed in under **Submitted & Graded**.

1. Under **Pending & Open Assignments**, find the assignment and tap **Submit**.
2. Type your answer or notes, and attach a file if you are asked to – a PDF, a Word document, a text file or a picture. The page shows the largest file it accepts; uploading a new file replaces the old one.
3. Tap **Submit Assignment**. The assignment then appears under **Submitted & Graded**: until the teacher marks it you can **Edit / Re-submit**; afterwards **View submission** shows your score and the teacher's feedback.

Some assignments say **Hand in to teacher** – those are marked on paper, and only the score appears here.

## 5.2 Attendance

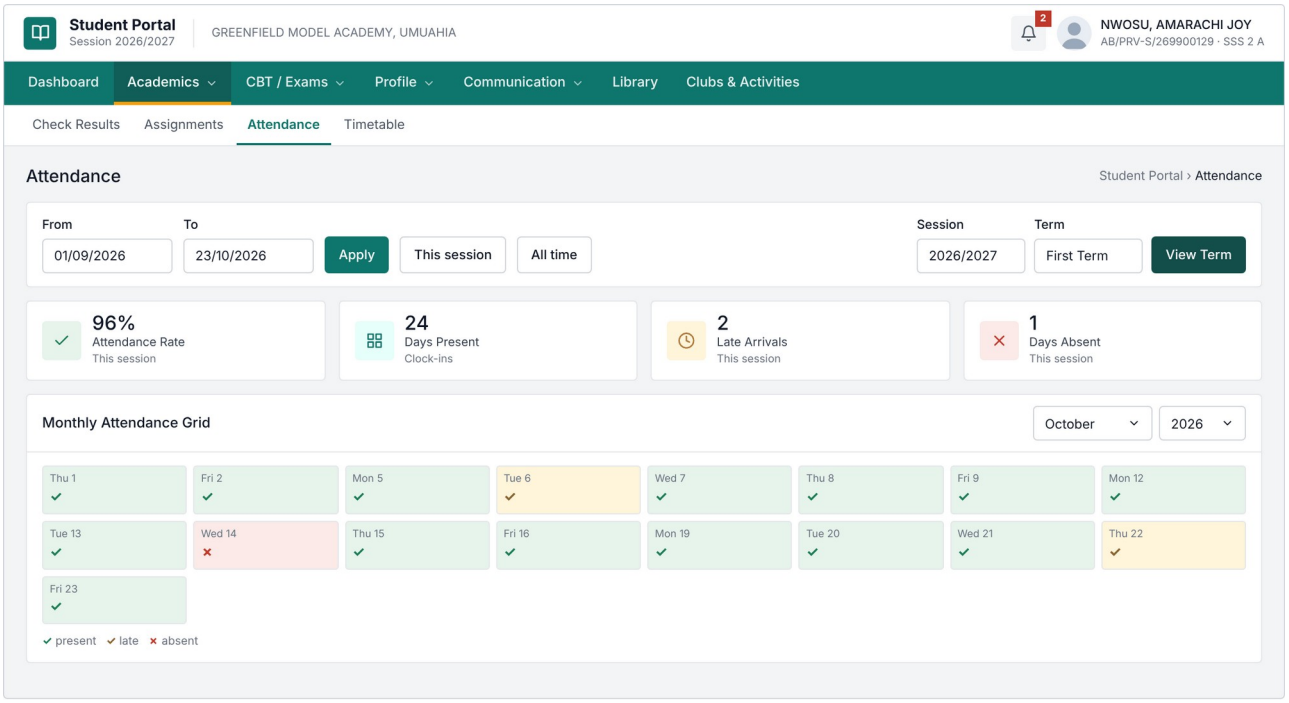



**Figure 6.** Academics › Attendance: pick the dates or a term, then read your rate, days present, late arrivals and days absent, and the monthly grid.

**Academics › Attendance** shows your attendance as your school recorded it – from the school's clock-in devices, or marked by your form teacher. Pick **From** and **To** dates and tap **Apply**, use **This session** or **All time**, or choose a **Session** and **Term** and tap **View Term**. Below the four figures is the **Monthly Attendance Grid** (✓ present, ✓ late, ✗ absent).

> **Tip.** If a day is wrong, tell your form teacher. Attendance can only be corrected by the school.

## 5.3 Timetable, scheme of work, lesson plans and the calendar

- **Academics › Timetable** – your **Class Timetable** and, closer to the exams, the **Exam Timetable**, once your school publishes them.
- **Academics › Scheme of Work** – choose the session, term and subject to see the topics for the term, week by week.
- **Academics › Lesson Plans** – the lesson plans and learning objectives your teachers have posted.
- **Academics › School Calendar** – term dates, examinations, holidays and events: the Ministry's state-wide dates and your school's own.

## 5.4 Learning online

**Academics › Live Class** shows live and upcoming online classes from your teachers, and past classes to watch again. **Academics › eClassroom** holds the learning paths and materials your school has published for your subjects, and **Academics › eLearn** opens the State's digital learning platform in a new tab.

## 5.5 My Subject and your teachers

**Academics › My Subject** lists the subjects offered to your class and the teachers who teach them. You can **message a teacher** from here. Teachers' phone numbers are not shared, and messages between students and teachers are monitored by the school for everyone's safety.

### 5.6 Transcripts, testimonials and transfer certificates

**Academics › Transcript** is where you ask your school for an official **Academic Transcript**, a **Testimonial** or a **Transfer Certificate**. Choose the document, say what it is for, choose how it should reach you, and submit. Under **My Requests** you can **Track progress**; when the school approves it, **View / Download PDF** gives you the signed document. If the school turns a request down it tells you why, and you can ask again with the right details.

## 6. CBT exams

Computer-based tests are taken inside the portal.

1. Open **CBT / Exams › My Exams**. Each test shows its subject, the number of questions, the time allowed and the marks.
2. Tap the exam, read the instructions and start. Move through the questions with next and previous, and tap **Submit** when you finish.
3. Afterwards open **CBT / Exams › My CBT Results** for your score and, where your teacher allows it, a question-by-question review.

**CBT / Exams › Forums** holds the discussion boards your teachers have opened for your class.

> **Take care.** Some exams are timed. Use a steady internet connection, and do not close the tab or go back in the browser until you have submitted.

## 7. Your profile and records

| Page (under Profile) | What it is for |
|---|---|
| Bio-Data | Your full record as your school holds it: personal details, parents and guardians, family, health and school details. **Print / Save as PDF** gives a printed copy. |
| My Profile | A short summary – name, phone, form and class, session, date of birth, gender, state and LGA of origin – with your attendance. |
| Edit Bio | Update your contact details, parents and guardians and the other details you may change. Your photo, ASLIN, name, date of birth and gender are kept by your school and cannot be changed here. |
| My Parents | The parents and guardians on your file. Anyone whose phone number is there can sign in to the Parent portal and follow your results and attendance. |
| Documents | Upload your own documents – birth certificate, previous results, letters – and **View** or **Remove** them at any time. |
| Change Password | Type your current password and the new one twice, then **Update Password**. |

Also under **Profile**: **My Conduct**, **My Health**, **Emergency & Contacts** and **Authorised Pickup** – what your school has recorded about your conduct, your health, who to call in an emergency and who may collect you from school.

> **Tip.** Keep your bio-data up to date, especially your phone number and your parents' numbers. The school uses them to reach you, and your parents use theirs to sign in to the Parent portal.

# 8. Communication and help

## 8.1 Messages, news and notices

- **Communication › Messages** – your **Inbox** and **Sent** messages, and **Live Chat** with classmates and teachers. Messages are monitored by the school.
- **Communication › News**, **Notice Board** and **Announcements** – news from the Ministry and your school, and upcoming and recent school events.
- **Communication › Authorisation Requests** – consent requests from your school (for example a trip or an immunisation) that your parents answer in the Parent portal.
- The **notifications bell** at the top counts new notices; **Mark all as read** clears it.

## 8.2 Help / Support

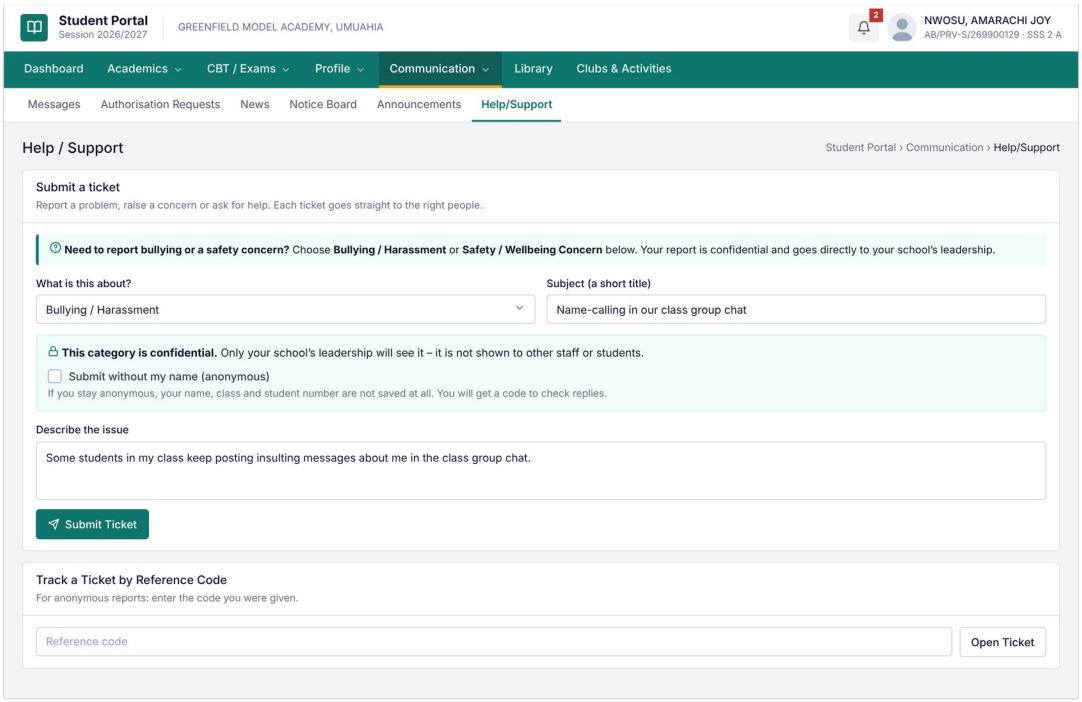



**Figure 7.** Communication › Help/Support: a confidential report – the category, a short subject, the anonymous option and the description.

1. Open **Communication › Help/Support**. Choose **What is this about?**, give a short **Subject** and describe the issue.
2. For bullying, or a worry about your safety or wellbeing, choose **Bullying / Harassment** or **Safety / Wellbeing Concern**: the ticket is **confidential** and goes only to your school's leadership.
3. With those two, you may also tick **Submit without my name (anonymous)**. Your name, class and student number are then not saved at all, and you receive a **reference code** – write it down, because it is the only way to read the reply, under **Track a Ticket by Reference Code**.
4. Tap **Submit Ticket**. Replies appear on the ticket.

> **Take care.** If you or someone else is in danger, tell a trusted adult or a teacher right away – do not wait for a reply here.

### 8.3 Help Desk, the AI assistant and the support line

- **View Help Desk & FAQs** on the dashboard opens short answers to the most common questions – getting started, results, your account and signing in.
- **Academics › Ask about my eMIS (AI)** is an AI assistant that answers questions about your own records in plain English – “What is my attendance like this term?”, “Which subject should I work on?”. It is not a member of staff and can be wrong, so check anything important with your school.
- The green **WhatsApp** button on every page opens a chat with eMIS support. The support line is **0708 033 9143** (calls and WhatsApp).

## 9. Staying safe online

- Never share your **password**, your **Card PIN** or your **security answer** with anyone.
- **Sign out** when you finish, especially on a shared or school computer.
- Messages with teachers and classmates are **monitored** by your school – be respectful, and report anything that worries you through **Help/Support**.
- Your parents can follow your results and attendance in the **Parent portal** with the phone number on your file – that is how they keep up with your progress.

# Appendix A. Quick reference

| I want to... | Go to |
|---|---|
| See my latest result | Dashboard › **View Latest Result**, or **Academics › Check Results › Termly & Promotion Results** |
| Download or print a result | On the result: **Download PDF** / **Print Result** |
| Ask for a transcript or testimonial | **Academics › Transcript** |
| Hand in an assignment | **Academics › Assignments › Submit** |
| Check my attendance | **Academics › Attendance** |
| See my timetable | **Academics › Timetable** |
| Take a CBT test | **CBT / Exams › My Exams** |
| Message a teacher | **Academics › My Subject**, or **Communication › Messages** |
| Update my phone number or address | **Profile › Edit Bio** |
| Change my password | **Profile › Change Password** |
| Report bullying or a problem | **Communication › Help/Support** |
| Reset a forgotten password | Sign-in page › **Forgot password?** |

# Appendix B. Common questions

### My name is not in the class list

Check the session, form and class you chose. If they are right, your school has not yet put you in that class on eMIS – ask your class teacher or the school office.

### The result says it is not released yet

Results are released by the Ministry for a set period after each term. Until then nobody can view them. Ask your school when the next release is.

### I lost my PIN card

Tell your school office straight away. Once you have set a password you no longer need the card to sign in.

### My attendance is wrong

Attendance is recorded by your school's devices or your form teacher. Tell your form teacher, who can check the record.

### My password is locked

Five wrong passwords lock it for thirty minutes; it unlocks by itself. Meanwhile sign in with the PIN you used before, or use **Forgot password?** on the sign-in page to set a new password.

### I cannot answer my security question

Sign in with the Card PIN you used the first time, then tap **Change your password now →** on the dashboard and choose a new password. If you no longer have the card, ask your school office or call the eMIS support line on **0708 033 9143**.

### Something in my bio-data is wrong and I cannot change it

Your photo, ASLIN, name, date of birth and gender can only be changed by the school. Show the school office your birth certificate or other proof.