

CORNERSTONE EXECUTIVE COLLEGE

Students and Parents' Portal User Manual

Version 1.1

07/15/2022

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1. Introduction

This user manual provides the necessary steps to be followed by students when they access the school portal to view their finances, details and results.

1.1 Overview

The Cornerstone System is a web-based system that means it allows you to access the system from any device that can access the internet. The system has up to 6 tests for each term and keeps the results of the student from now up to when they leave school. This means all the results will be available. The main features provided by the system include:

- Viewing Your details
- Viewing your finances: amount paid, total fees and balance.
- Viewing your test results for the chosen
- Viewing your end of term results for the chosen form and term.

2. Getting Started

The portal is accessed through the school's main website:
http://cornerstonecollege.ac.zw/

You then hover on portal on the navigation bar and the dropdown menu pops up, then you click on student. Use your provided credentials to login to the system. Upon logging in, you will be redirected to the dashboard page. The functions on the portal include viewing your finances, fees records, previous balances, viewing all your results from the time they were uploaded on the portal, logout or you can go back to public. The dashboard should show you your right name, surname, financial and results data. If not, try to logout and login again or contact the admin if it keeps on showing wrong details or no details.

The short direct link to your portal is: http://cornerstonecollege.ac.zw/portal/student/

2.1 Cautions & Warnings

Keep your password safe. We have removed the change password function to avoid students from keeping away their parents from login. If you feel the need to change it or for the change password function to be enabled, please contact us.

2.2 System Organization & Navigation

The system uses a side navigation bar for links to other pages of the total. If you are using a mobile device, clicking on the menu icon will enable the navigation bar to pop up.

2.3 Exiting the System

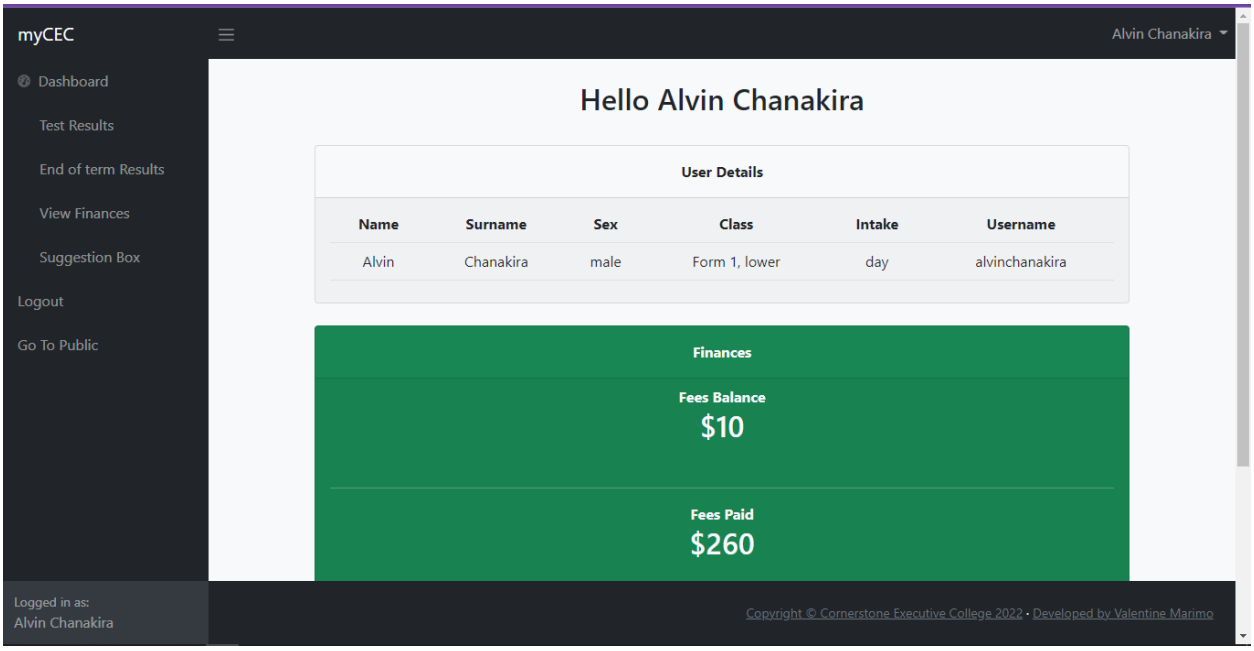
You can exit the system by clicking on go to public or simply clicking on logout.

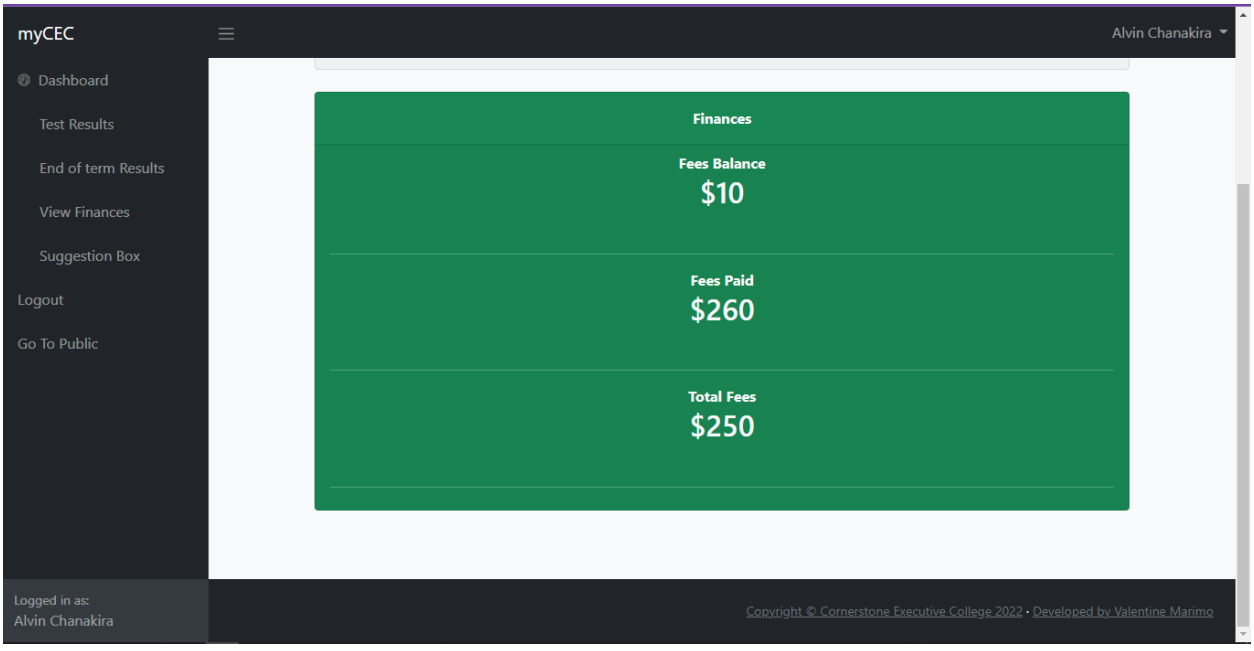
3. Student Dashboard

The student dashboard is the home page of your portal after login. It shows:

- Student Details
- Finances: Fees Balance, Fees Paid and Total Fees For the current term. If the Fees Balance has a negative, it means they have an arrear. If it has no sign but has a value it means you paid surplus. If it is 0 it means you paid the full fees.

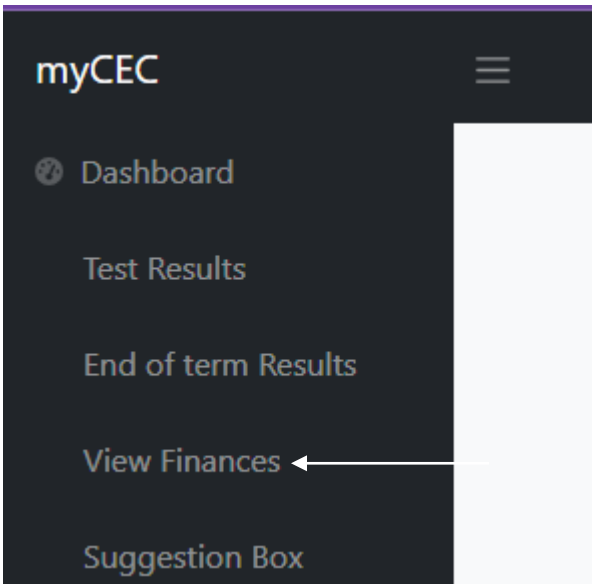
NB: Please note that the screenshots here do not represent actual information but sample information.



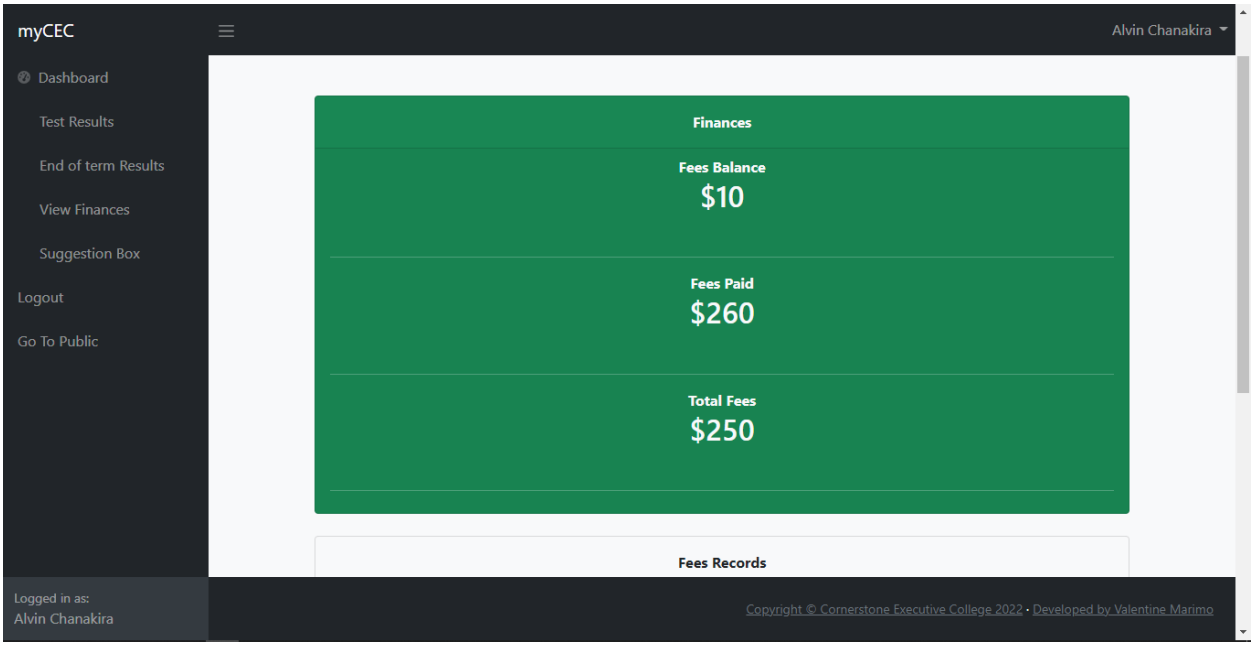


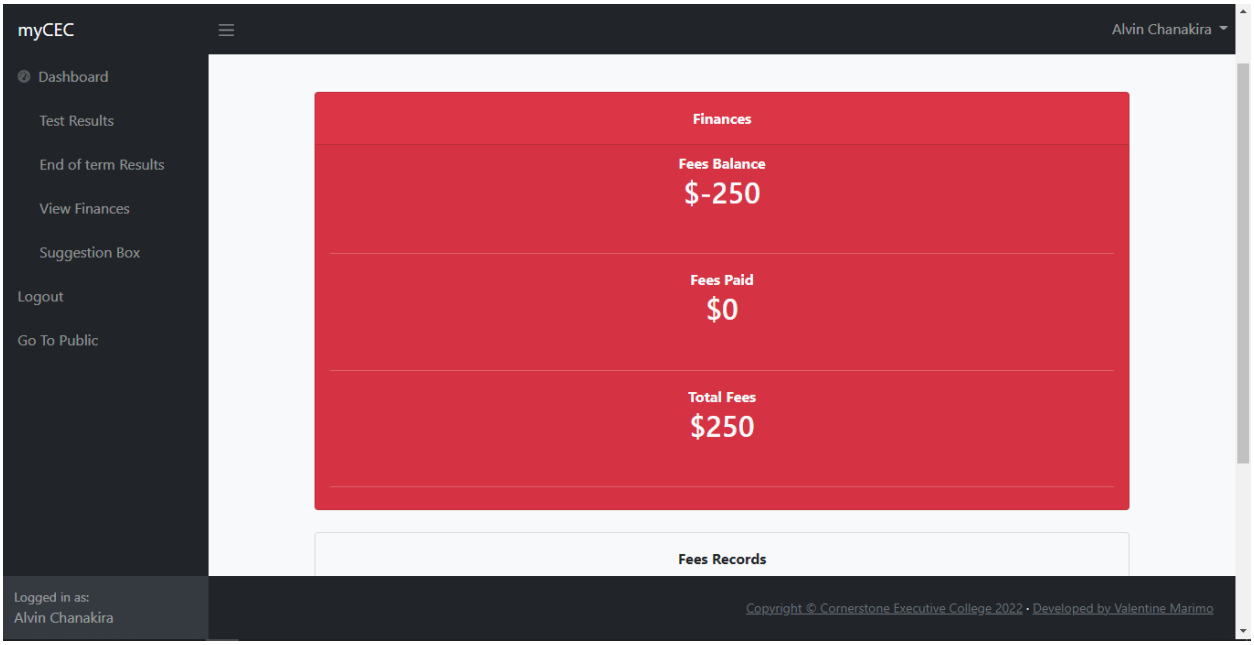
4. Finances

To view your finances for the current term, click on View Finances.

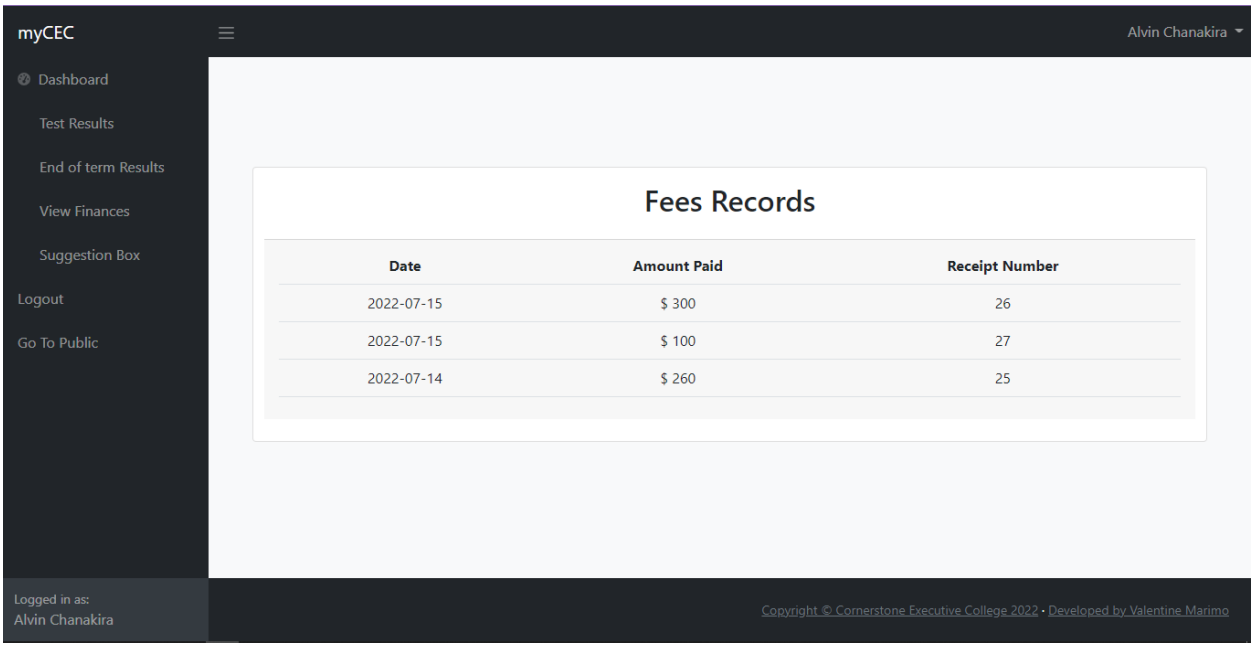


Red color means you have arrears and green color means you settled your full fees or paid surplus.

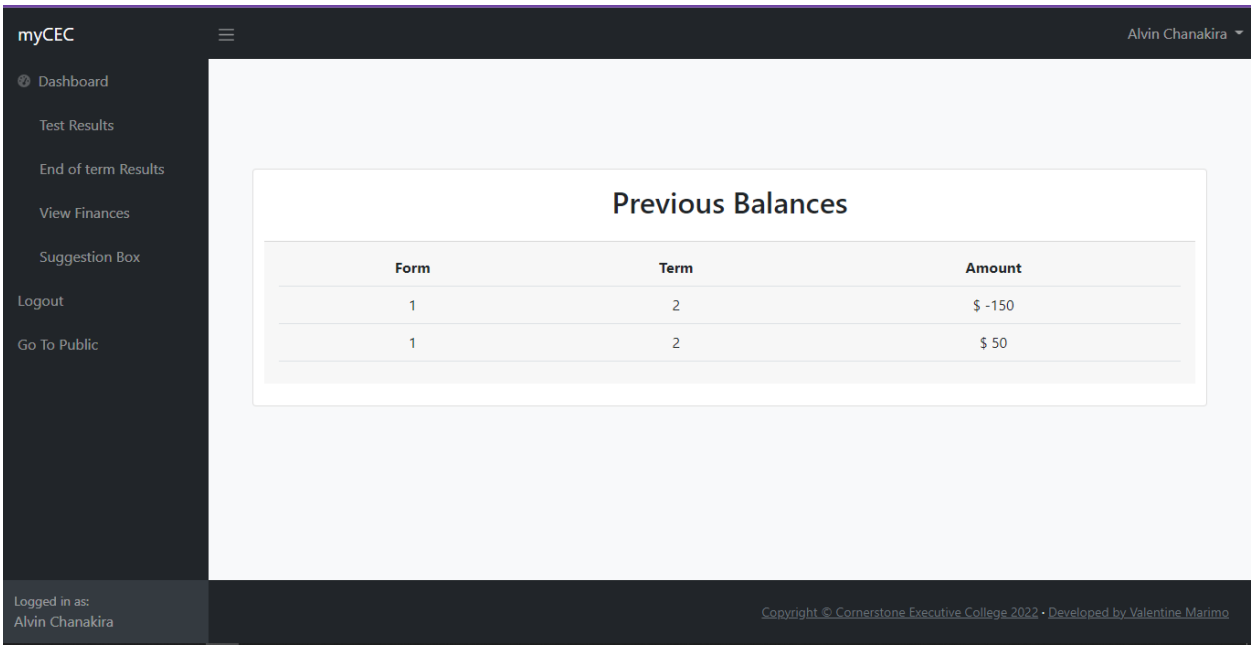




You can easily track your payments by going to fees records. These show the amounts you paid to the school including the dates and the receipt number. This helps keep records safe even if you lose your receipt.

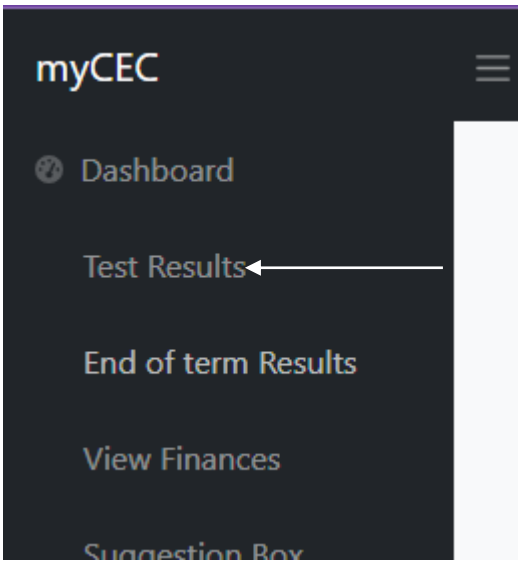


Previous balances show student's fees balances for previous terms. If you have previous arrears please settle them. If you have surplus, the amount will be transferred to the current term finances.


myCEC
Alvin Chanakira
Dashboard
Test Results
End of term Results
View Finances
Suggestion Box
Logout
Go To Public
Previous Balances
Form
Term
Amount
1
2
$ -150
1
2
$ 50
Logged in as:
Alvin Chanakira
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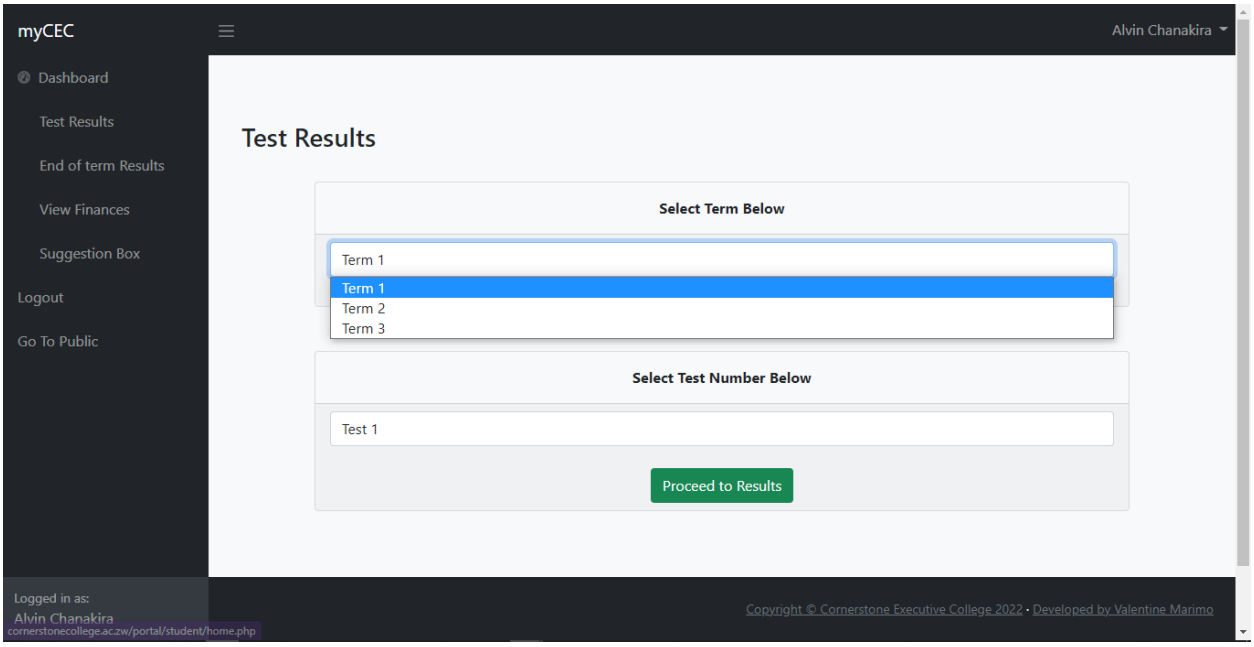
5. Test Results

To view your test results, click on Test Results on the side navigation bar.

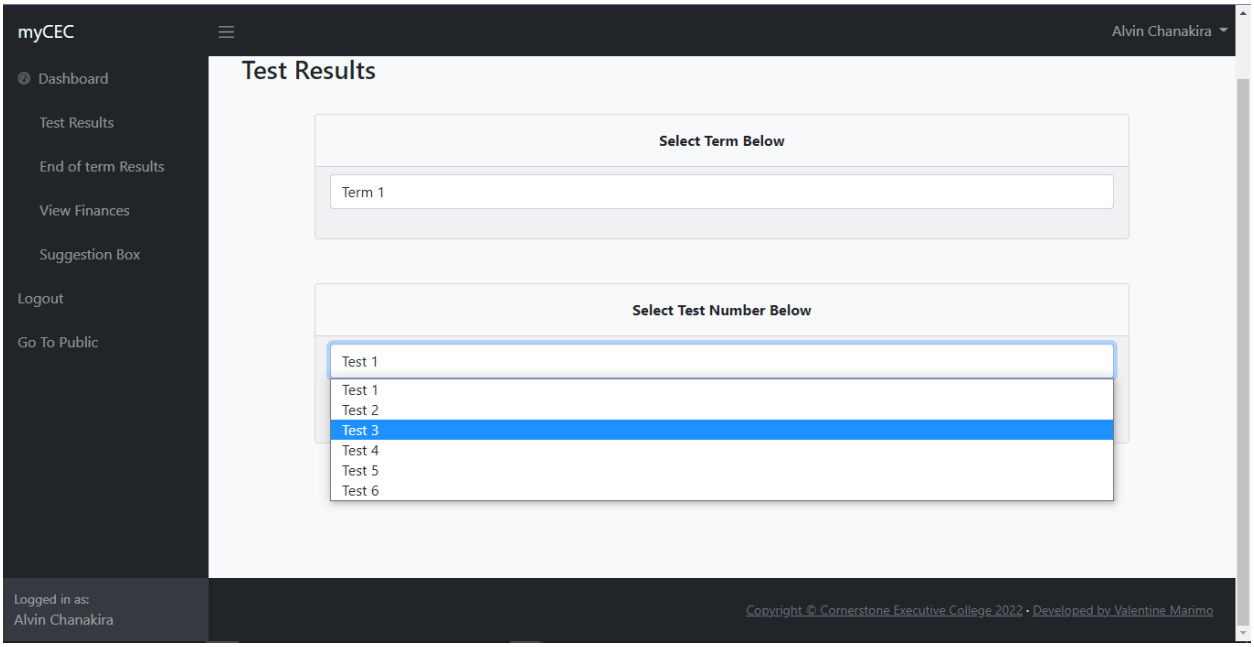


Select the term with the tests you want to view and also select the test number that you want to view. There are 6 tests for every term that you can view.

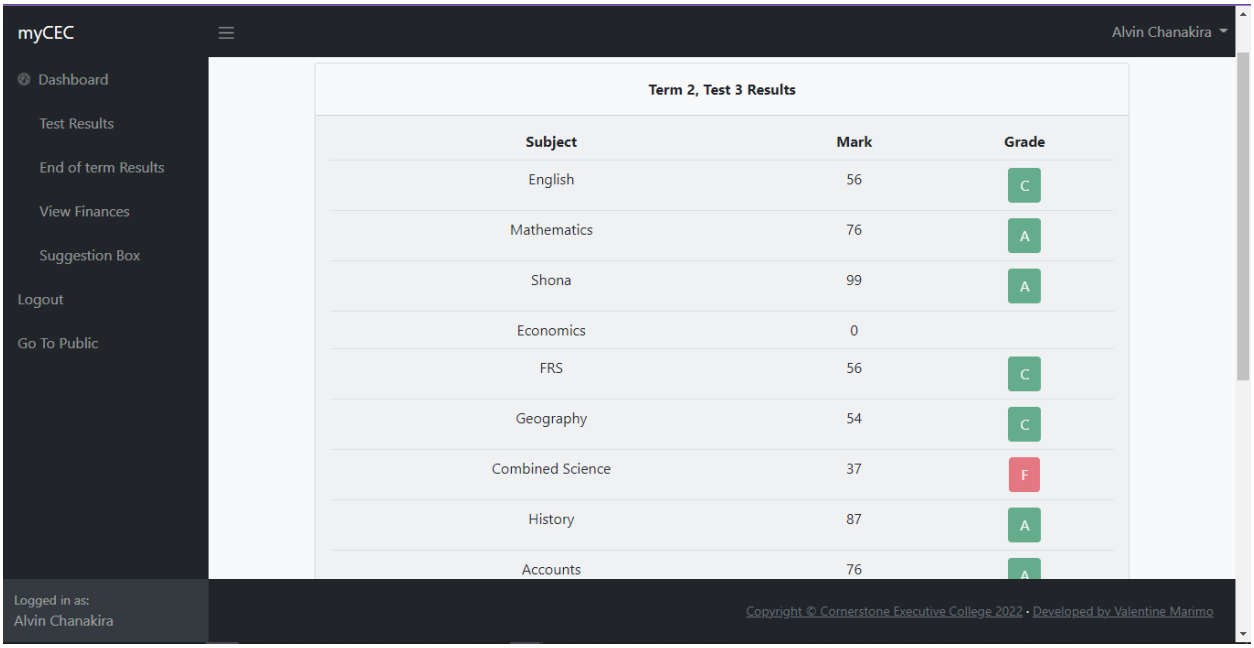
Select Term



Select Test Number

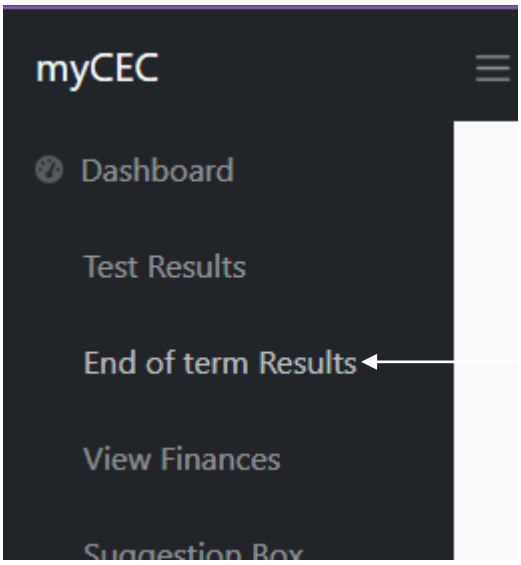


Proceed to view your test results. Please Ignore Subjects you do not do.



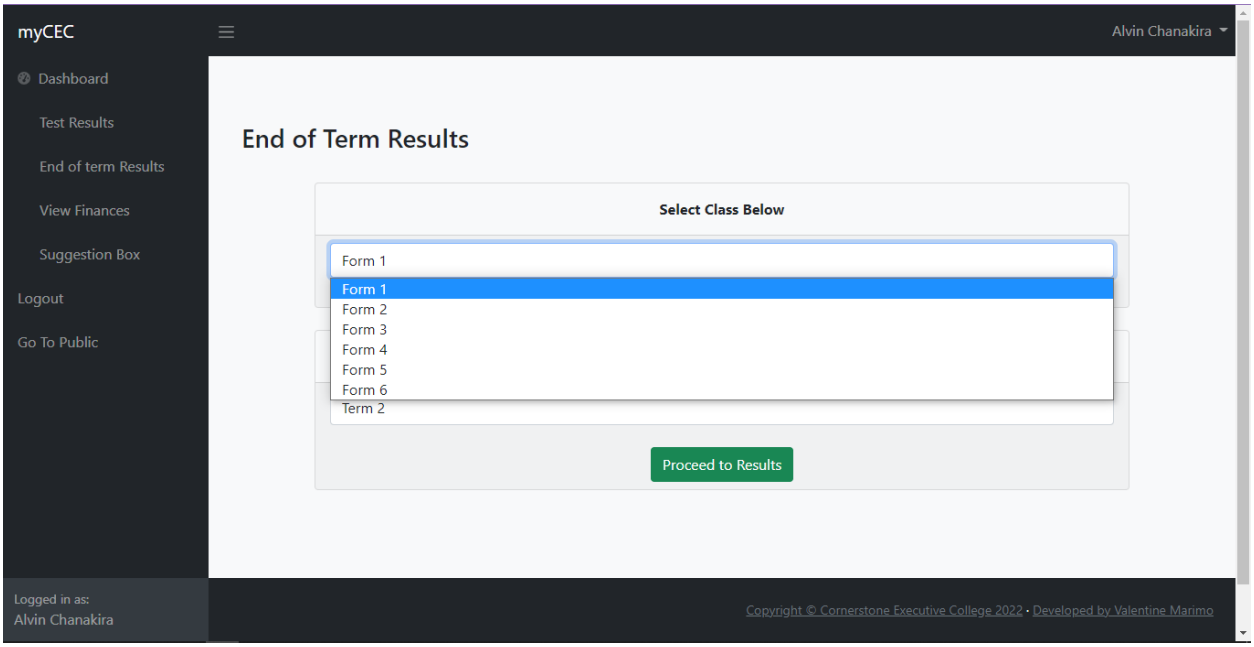
6. Test Results

To view your test results, click on Test Results on the side navigation bar.

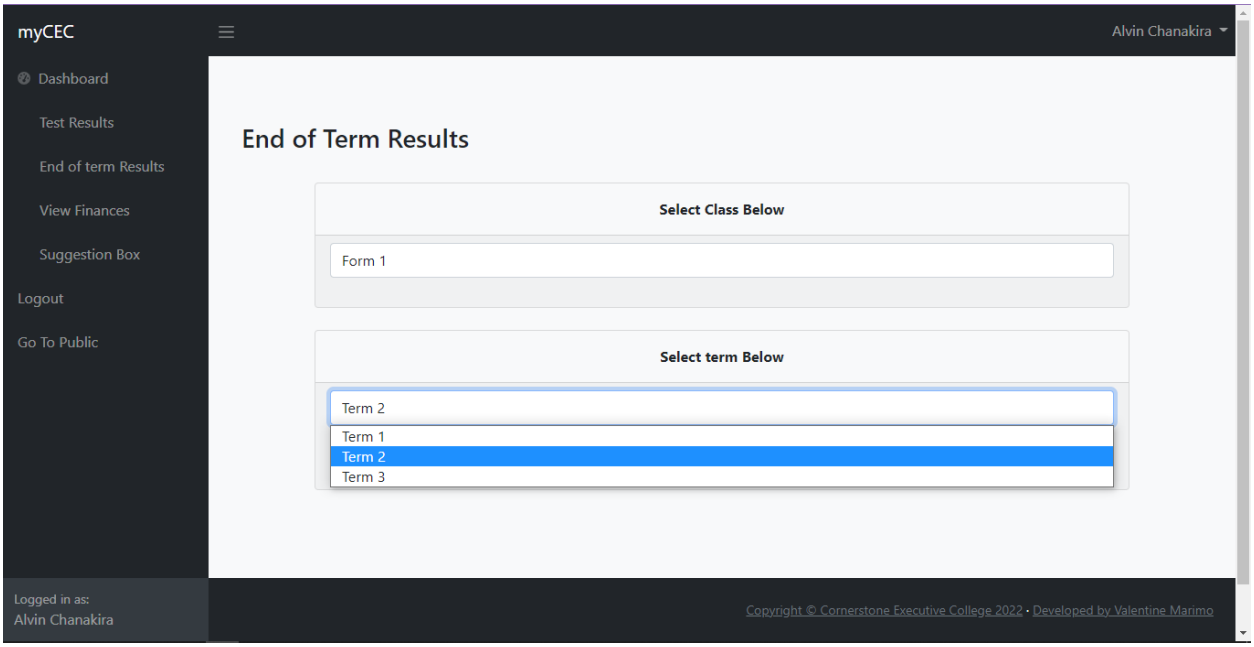


Select the form with the end of term results you want to view and also select the term.

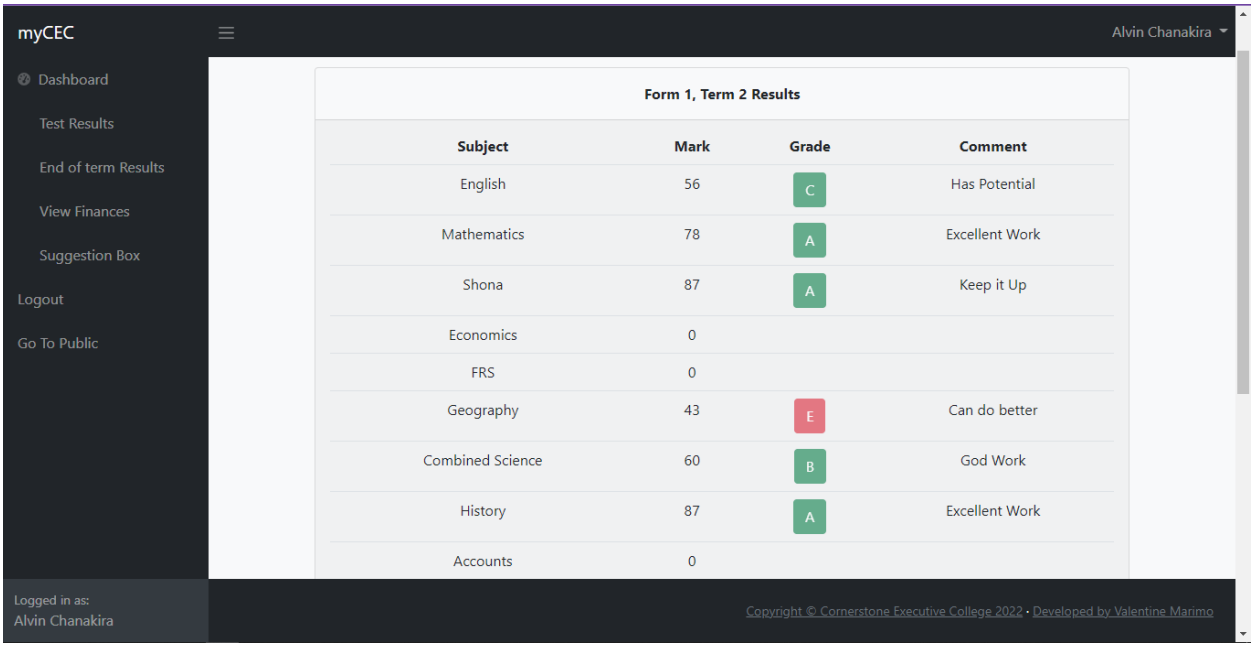
Select Form



Select Term

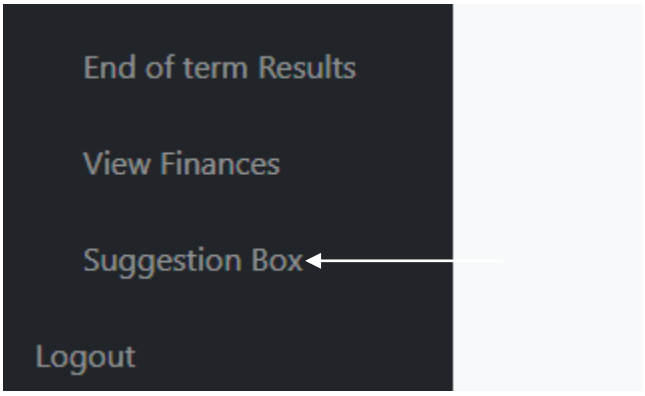


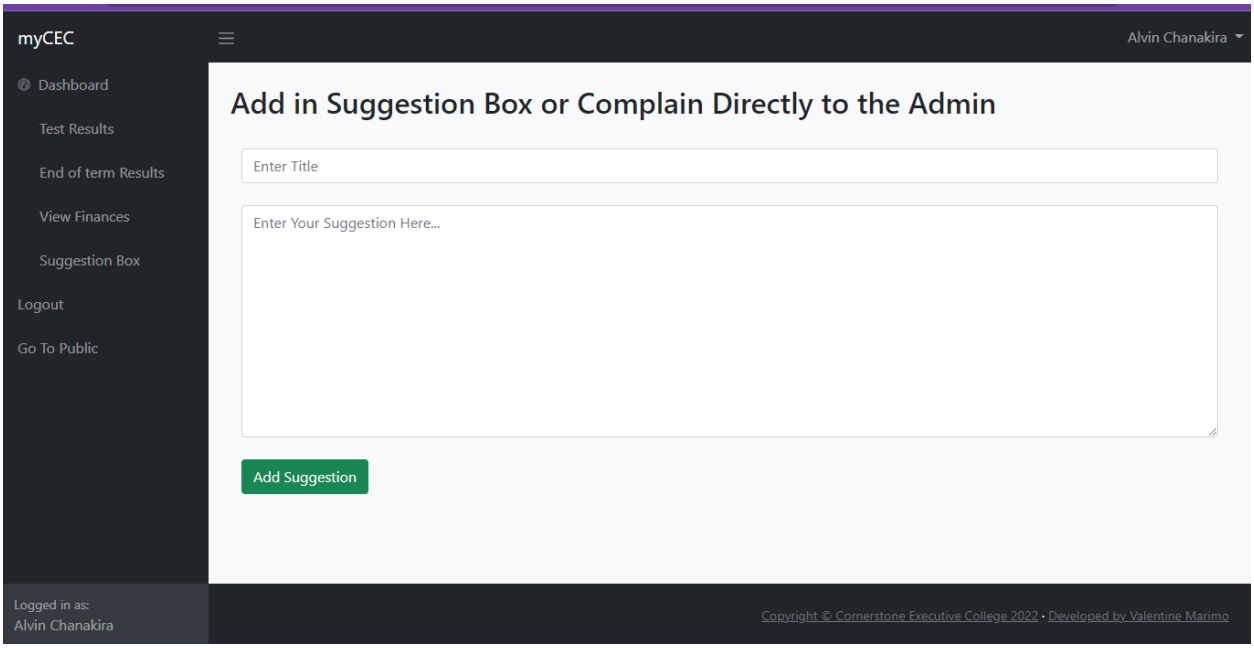
Proceed to view your test results. Please Ignore Subjects you do not do.



7. Suggestion Box

You can suggest anything straight to the admin using your portal by clicking Suggestion Box and completing the forms then submitting.





8. Appendix: Approvals

The undersigned acknowledge that they have reviewed the User Manual and agree with the information presented within this document. Changes to this User Manual will be coordinated with, and approved by, the undersigned, or their designated representatives.

Table 1 - Approvals

Document Approved By	Date Approved
Name: <Mrs. Malenguka>, <Director> - <Cornerstone Executive College>	Date
Name: <Mr. Mapfumo>, <Principal> - <Cornerstone Executive College>	Date