

MNABE Student Portal – Step by Step Guide

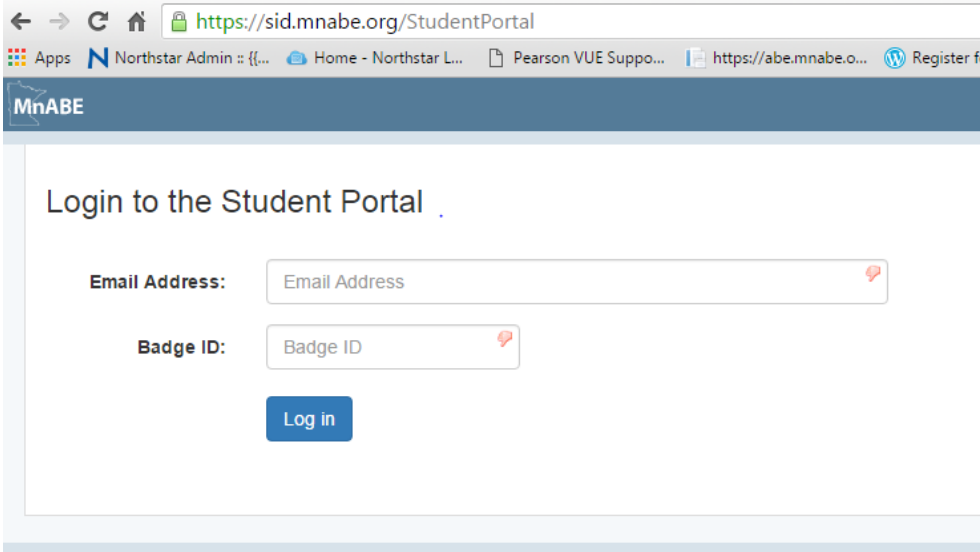
(Requirements – a desktop computer, laptop, tablet or Smartphone and access to the Internet)

From your device

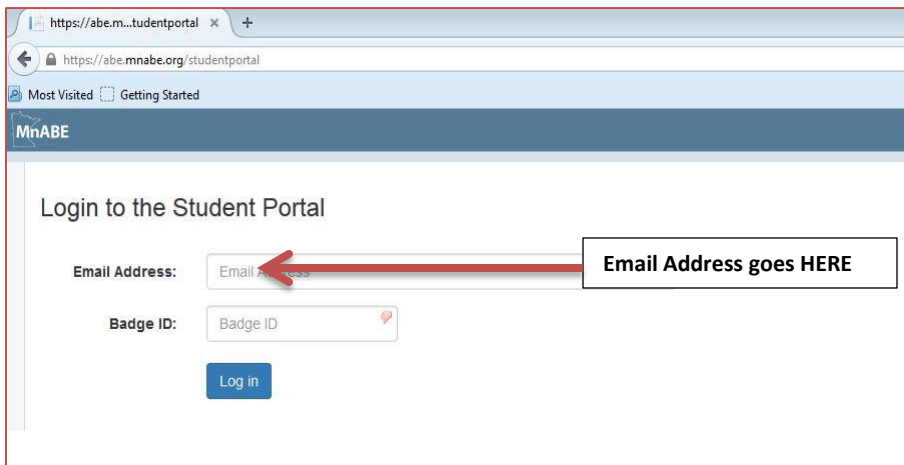
1. Open a web browser (Chrome or Mozilla Firefox are recommended)



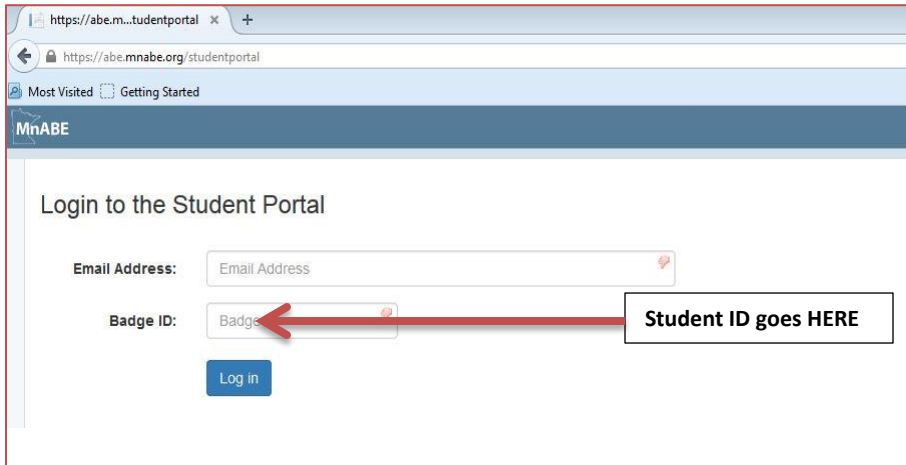
2. In the Address Bar of the Browser type the following: <https://sid.mnabe.org/studentportal/>
3. Press ENTER or GO
4. The student portal LOG IN page will appear



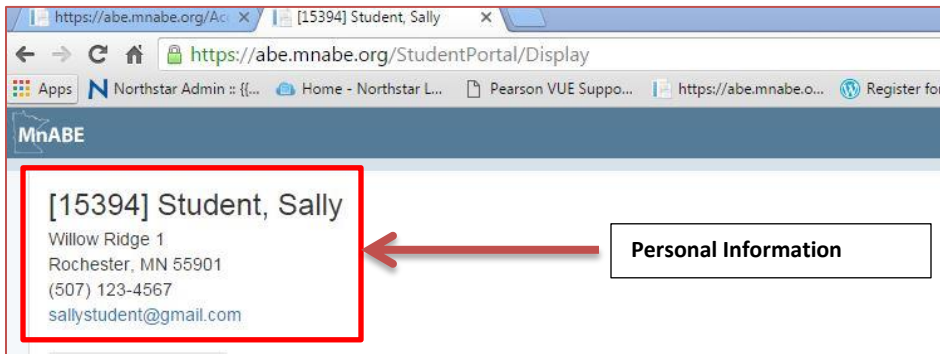
5. In the **EMAIL ADDRESS** field, type in the email address that is associated with you Student Record. (You may have to get your TEACHER to look this up).
NB: If you do not have an email address, one will be created for you. This email address must be added to your student record BEFORE you can log in.



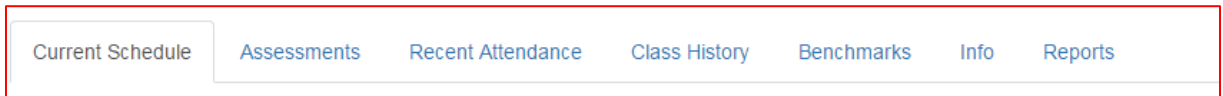
6. In the BADGE ID field, enter your STUDENT NUMBER.



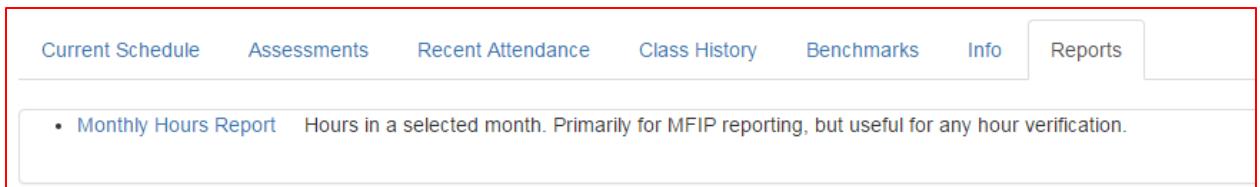
7. When you are logged in to the Student Portal, please check that your personal details are correct (Name, home address, phone number and email address). **Please tell you TEACHER if your personal information has changed.**



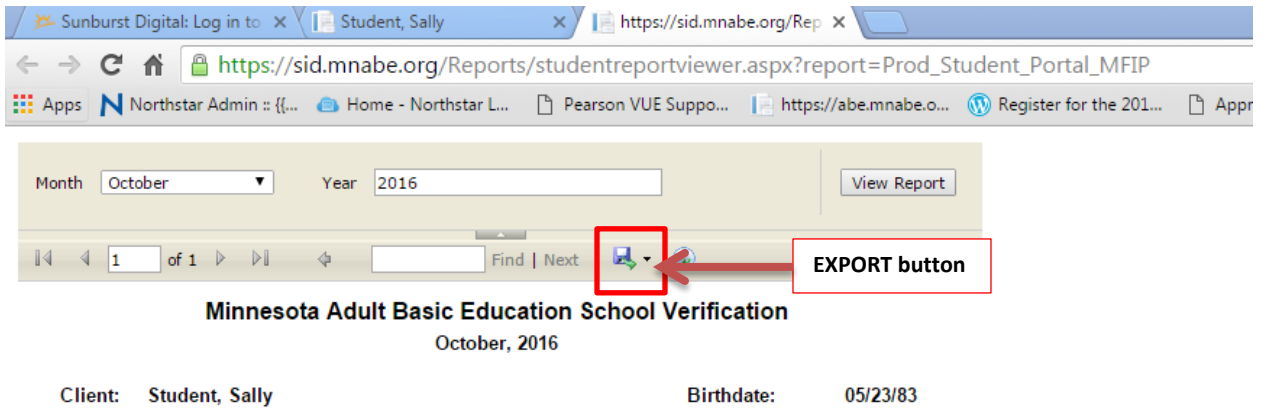
8. In the Student Portal, you will be able to see your Class Schedule, Assessments, Recent Attendance and Class History. CLICK on the relevant TAB to view the information.



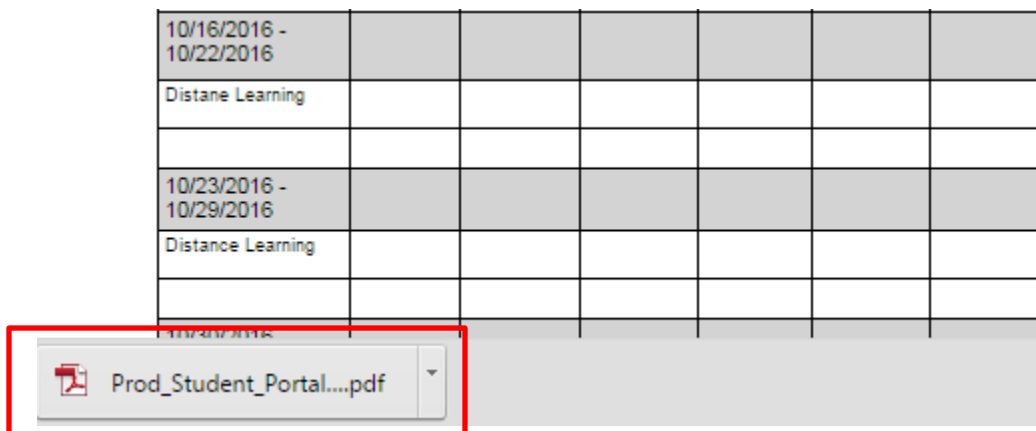
9. Click on the REPORTS tab to access Monthly Hours Reports



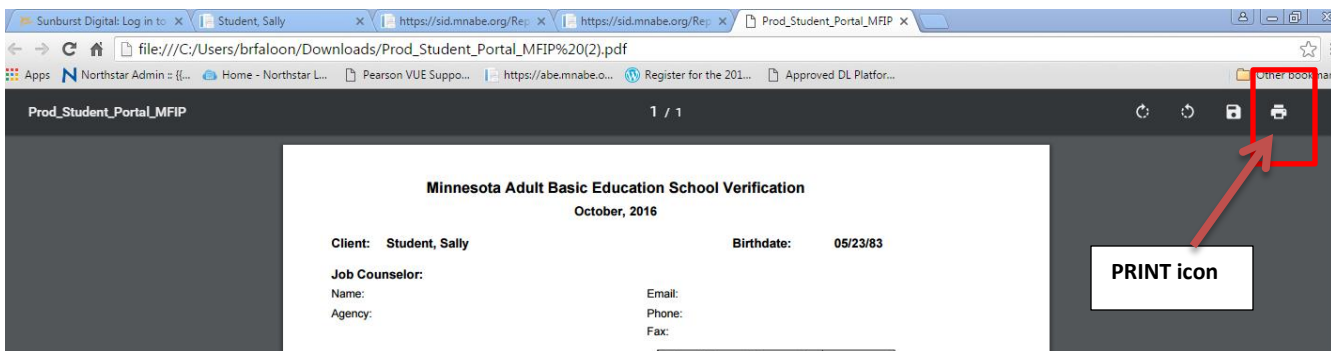
11. To prepare the report for PRINTING, click on the EXPORT button. Then select PDF as the output form.



12. The Document will be downloaded (see bottom left of window)

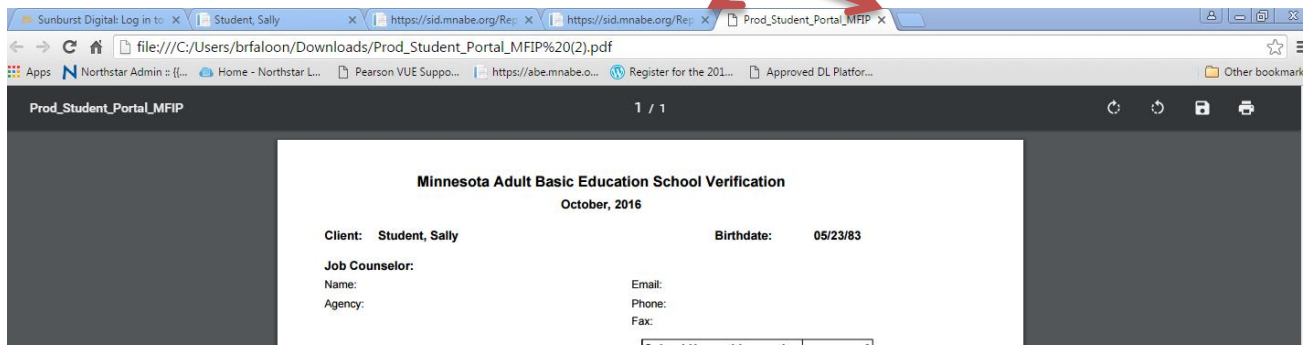


13. Click on the downloaded PDF file and use the PRINT option to print the report. When the report has printed, CLICK on the X on the report TAB to close the report.



14. CLICK on the X on the PDF REPORT tab, then on the X on the REPORT page in the Student Record to return to the main PORTAL page.

Click on the X on each tab to close it



15. When you have completed your session in the Student Portal, LOGOUT using the LOGOUT button.

