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RIVERSIDE SECONDARY SCHOOL · SCHOOL OS

Step-by-Step User Manual

Registrar

Applications, enrolment, learner profiles and admissions communication.

smssecdemo.tech4three.com · Generated 06 July 2026

Registrar workspace

This guide reflects the live permissions and screens available to the Registrar test account.

Portal access

<https://smssecdemo.tech4three.com/login>

Test account

registrar@riverside.test

Before you begin

1. Use a current browser on a trusted device.
2. Sign in only with your assigned account.
3. Check learner, date and status information before saving.
4. Use Archive rather than attempting to erase institutional history.

Demonstration data only: Never enter real confidential learner or financial information in this public demo.

Sign in and understand your dashboard

Purpose: Enter the correct role workspace and identify the decisions requiring attention.

The dashboard is titled "Riverside MANAGEMENT SYSTEM" and is accessed by "Nokuthula Sibanda, Registrar". It provides a comprehensive overview of school operations for Term 2, 2026. Key metrics include 36 active learners, a 93.5% attendance rate, 6 admissions under review, and outstanding fees of US\$8,925. The "School overview" chart tracks attendance (black line) and fee collection (green line) from Week 1 to Week 6. The "Current pipeline" section lists four students: Thando Mpofo (Accepted), Nyasha Ncube (Interview), Tariro Sibanda (Waitlisted), and Kudzai Mushenge (Documents Review). The "Learner performance" section shows academic snapshots for four students with attendance rates ranging from 90.00% to 93.00%.

Registrar dashboard captured from the live system

Steps

1. Open <https://smssecdemo.tech4three.com/login>.
2. Enter registrar@riverside.test and the demonstration password.
3. Select **Sign in securely**.
4. Review the four summary cards, quick actions, notices and records visible to your role.

Expected result: The dashboard opens with only the navigation and data authorised for Registrar.

Work in the admissions module

Purpose: Find records, open command details and use the actions available to this role.

Dashboard > School operations

Admissions

Role-scoped records, actions and reporting for admissions.

Submitted: 2 | Documents Review: 2 | Interview: 2 | Waitlisted: 2 | Accepted: 2

APPLICATION WORKFLOW

Admissions pipeline

10 entries per page

Search records...

APPLICANT	REFERENCE	ENTRY	INTAKE	DOCUMENTS	STATUS	ACTION
Tediwa Dube family@example.test	ADM-2606-001	Form 2	January 2027	3 files	Documents Review	Review
Ropafadzo Nyathi family@example.test	ADM-2606-002	Form 3	January 2027	4 files	Interview	Review
Munasha Chikore family@example.test	ADM-2606-003	Form 4	January 2027	5 files	Waitlisted	Review
Tinasha Gumbo family@example.test	ADM-2606-004	Form 5	January 2027	2 files	Accepted	Review
Ruvimbo Msetwa family@example.test	ADM-2606-005	Form 1	January 2027	3 files	Rejected	Review
Tanaka Mutasa family@example.test	ADM-2606-006	Form 2	January 2027	4 files	Submitted	Review
Kudzai Mushonga family@example.test	ADM-2606-007	Form 3	January 2027	5 files	Documents Review	Review
Nyasha Ncube family@example.test	ADM-2606-008	Form 4	January 2027	2 files	Interview	Review
Tariro Sibanda family@example.test	ADM-2606-009	Form 5	January 2027	3 files	Waitlisted	Review
Thando Mpofo family@example.test	ADM-2606-010	Form 1	January 2027	4 files	Accepted	Review

Showing 1 to 10 of 12 entries

Role-scoped admissions workspace

Steps

1. Open **admissions** from the sidebar.
2. Use search and status indicators to find the required record.
3. Select a row or its visible action to open the record command modal.
4. Review all information before creating, updating, exporting or archiving.

Expected result: The record remains in the module and every allowed change is written to audit history.

Permission boundary: A hidden menu is not the security boundary. Direct routes and database queries enforce the same role scope.

Security and getting help

1. Sign out when leaving a shared device.
2. Do not share passwords, medical details, reports or finance documents through an unapproved channel.
3. Record the page name and exact error when requesting support.
4. Ask a School Administrator to review role access; do not work around permissions.

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