

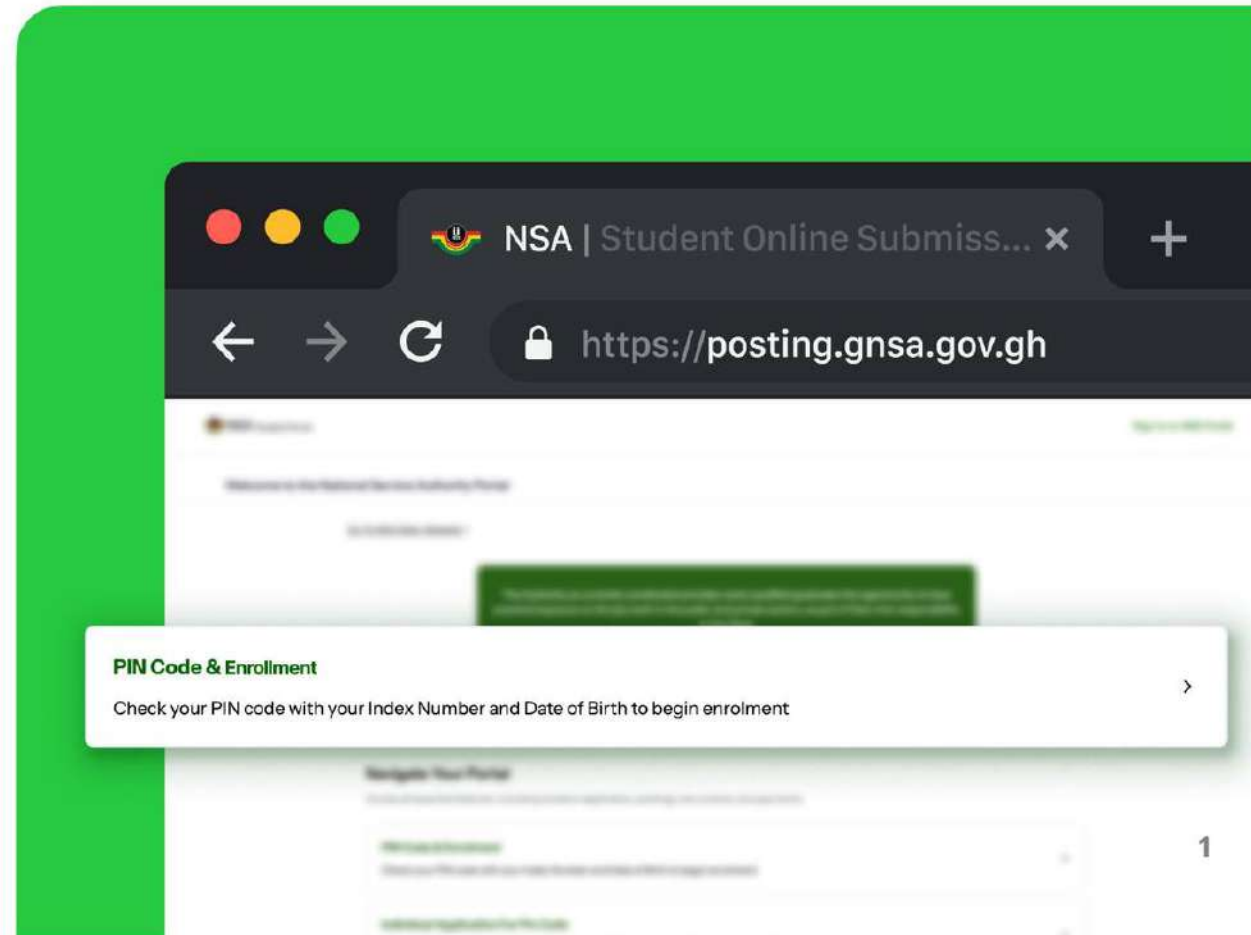
Visit The Portal

Open your browser of choice on your PC or mobile device.

Enter <https://posting.gnsa.gov.gh> into the URL bar to visit the portal

On the homepage, Click **PIN Code & Enrollment**.

STEP 1/13



Check your Pincode

On the **Check your Pincode** screen,

Enter your:

- Index Number
- Date of Birth

Click **Check PIN Code**.

STEP 2/13

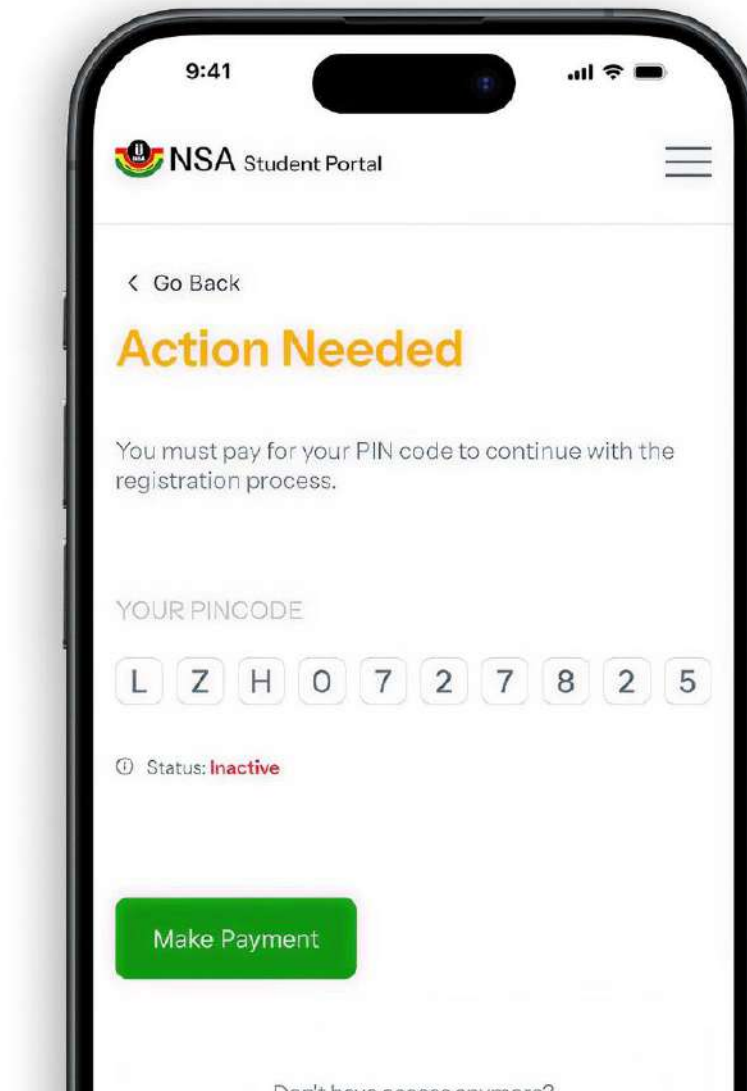
A smartphone screen displaying the NSA Student Portal. The status bar at the top shows the time 9:41, signal strength, Wi-Fi, and battery. The app header includes the NSA logo and "NSA Student Portal" with a menu icon. The main heading is "Check your Pincode" with the instruction "Enter user details to check your pincode". There is a text input field for "Index Number" and a "Date of Birth" section with three boxes for "DD", "MM", and "YYYY", plus a calendar icon. A note below the date boxes says "Enter your birthdate exactly as they appear on your Ghana Card". At the bottom is a green button labeled "Check PINCODE".

Generate Your PIN Code

Your PIN Code will appear on the screen.

Click **Make Payment** to continue.

STEP 3/13



Make Payment

You'll be redirected to the Checkout Page.

Choose your network provider (MTN, AirtelTigo, or Telecel).

STEP 4/13

You must pay for your PIN code to continue with the registration process.

 **Caleb Flowers**
Global Icons University
Allied Health
GI0023

Make Payment

☒ Mobile Money 

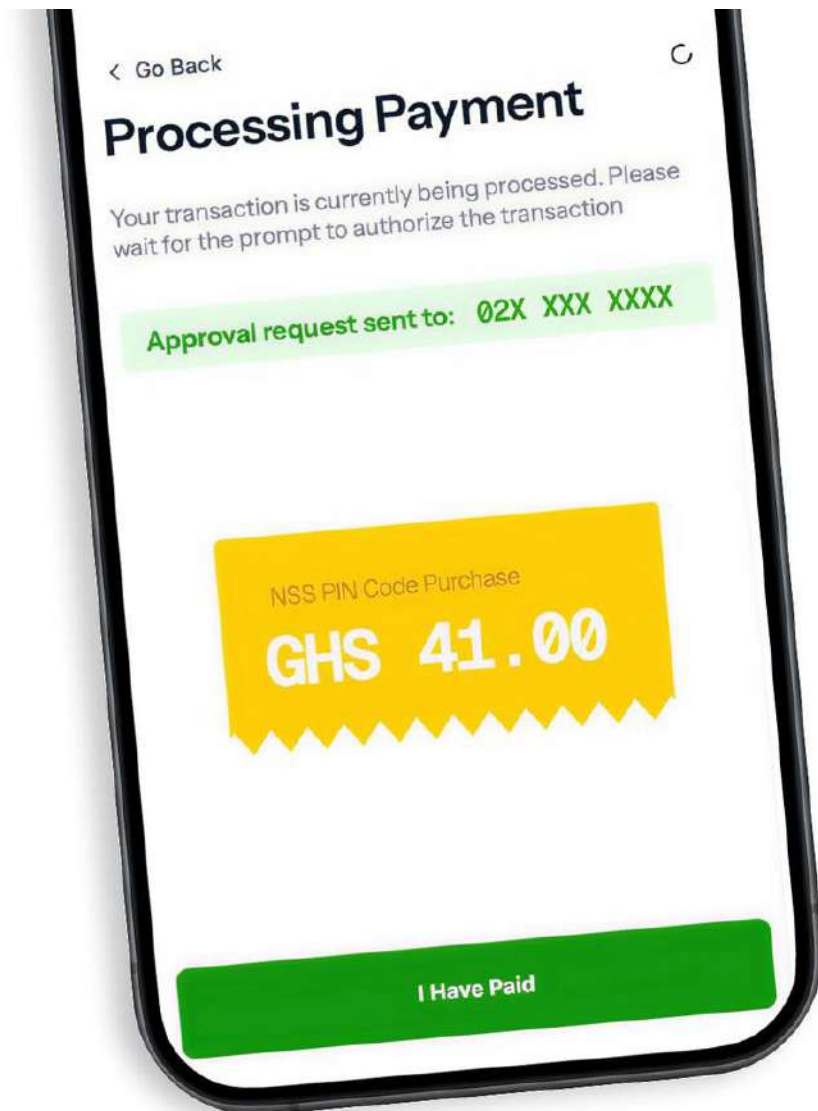
Select Network Provider

Enter Phone Number

 +233

NSS PIN Code Purchase
GH¢ 41.00

Enter your Phone Number and click **Make Payment**.



Authorize Payment

The system will display **Processing Payment**.

You'll receive a mobile prompt to authorize the transaction.

After confirming, click **I Have Paid**.

Manual Approval

To manually approve the transaction

1. Dial ***170#** on your phone.
2. Select **6) Wallet** from the menu.
3. Choose **3) My Approvals** to view pending transactions.
4. Enter your **MoMo PIN** to access your approval list.
5. Select the pending transaction you wish to approve.
6. Choose **1) Approve** to complete the payment.

Configure Your Account

This screen requires you to configure your account.

Enter your:

- Email Address
- Phone Number
- Password

After filling all fields, Click **Complete Setup**.

STEP 6/13

A smartphone mockup displaying the 'NSA Student Portal' app. The status bar at the top shows the time as 9:41, signal strength, Wi-Fi, and battery. The app header includes the NSA logo and 'Student Portal' text, with a hamburger menu icon on the right. The main content area is titled 'Configure Account' and contains the following text: 'You have successfully completed your payment.' and 'Please provide your email, phone number, and set up a password to complete your account setup.' Below this is a user profile section with a placeholder icon, the name 'Nana Owusu', and the ID 'GI0018'. The form fields are: 'Email' with a placeholder 'Email', 'Confirm Email' with a placeholder 'Confirm Email', and 'Phone Number' with a placeholder. The bottom of the screen shows a portion of a button.

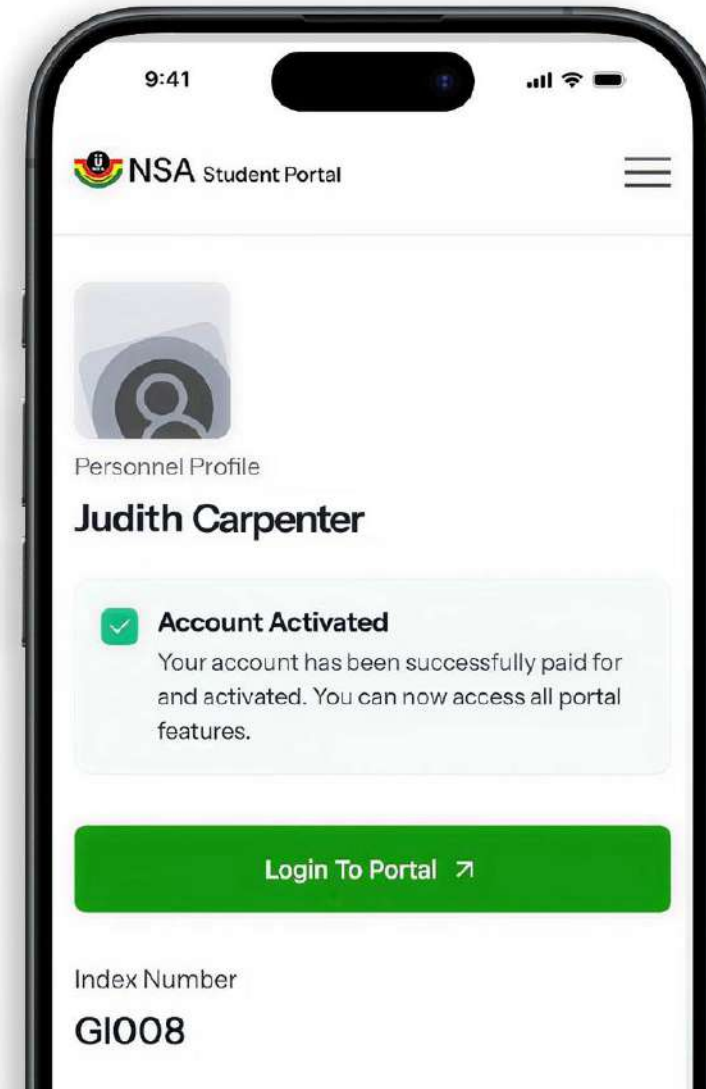
Access Your Profile

Once payment is successful, you'll gain access to your PIN Code Profile.

This marks the end of the PIN Code generation process.

To continue, click **Log in Portal**.

STEP 7/13



Log In to the Portal

Enter your Email Address and Password.

Click **Log In**.

STEP 8/13

A smartphone mockup displaying the NSA Student Portal login interface. The screen shows the time 9:41, signal strength, and battery level at the top. Below the status bar is the NSA logo and the text "NSA Student Portal". The main heading is "Enter Your Details To Login". There are two input fields: "Email Address" with a red asterisk and a placeholder "Email" with an email icon, and "Password" with a red asterisk, a placeholder of eight dots, a lock icon, and a toggle eye icon. A green link "Forgot Password?" is located below the password field. At the bottom is a large green button labeled "Log In".

9:41

NSA Student Portal

Enter Your Details To Login

Email Address *

Email

Password *

Forgot Password?

Log In

Verify Your Ghana Card

Enter your Ghana Card Number in the required format.

Click **Next**.

STEP 9/13

A smartphone screen displaying the "Ghana Card Verification" page on the "NSA Student Portal". The status bar at the top shows the time as 9:41, signal strength, Wi-Fi, and battery levels. The page header includes the NSA logo and "NSA Student Portal" text, with a hamburger menu icon on the right. The main heading is "Ghana Card Verification". Below it, the label "Ghana Card Number" is followed by a text input field containing "GHA-123456789-0". A small red asterisk is next to the label. Below the input field, a note states: "Format: 3 letters, 9 digits, 1 digit (e.g. ABC-123456789-0)". At the bottom right, there is a green button labeled "NEXT" with a right-pointing chevron.

Personnel Payment Account

On this page, select whether you have an existing payment account by choosing **Yes** or **No**.

Tick the consent box at the end of this page.

After this, tap on **Next**.

STEP 10/13

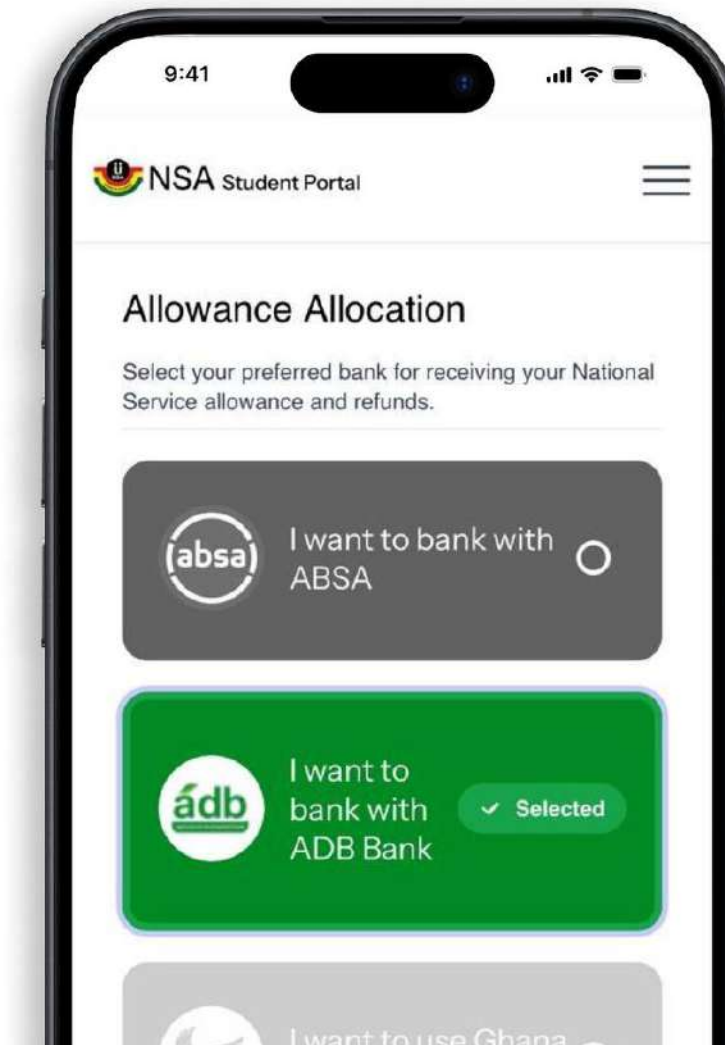
Two smartphones are shown, displaying the NSA Service Personnel Payment Account registration form. The foreground phone shows the title "NSA Service Personnel Payment Account" with the GhanaPay logo, followed by the question "Do you have a GhanaPay account?". Below this are two buttons: "Yes, I have a GhanaPay account" and "No, I don't have a GhanaPay account". The background phone shows a form with fields for "Ghana Card Number:", "Date of Birth:", "Gender:", "Digital Address:", "Next of Kin Name:", and "Next of Kin Phone:". At the bottom of the background phone is a consent checkbox labeled "I consent to sharing my information with GhanaPay for account registration purposes" and two buttons: "BACK" and "NEXT".

Allowance Allocation

Choose your preferred bank for allowance payments and refunds.

Tick **I Agree**.

STEP 11/13

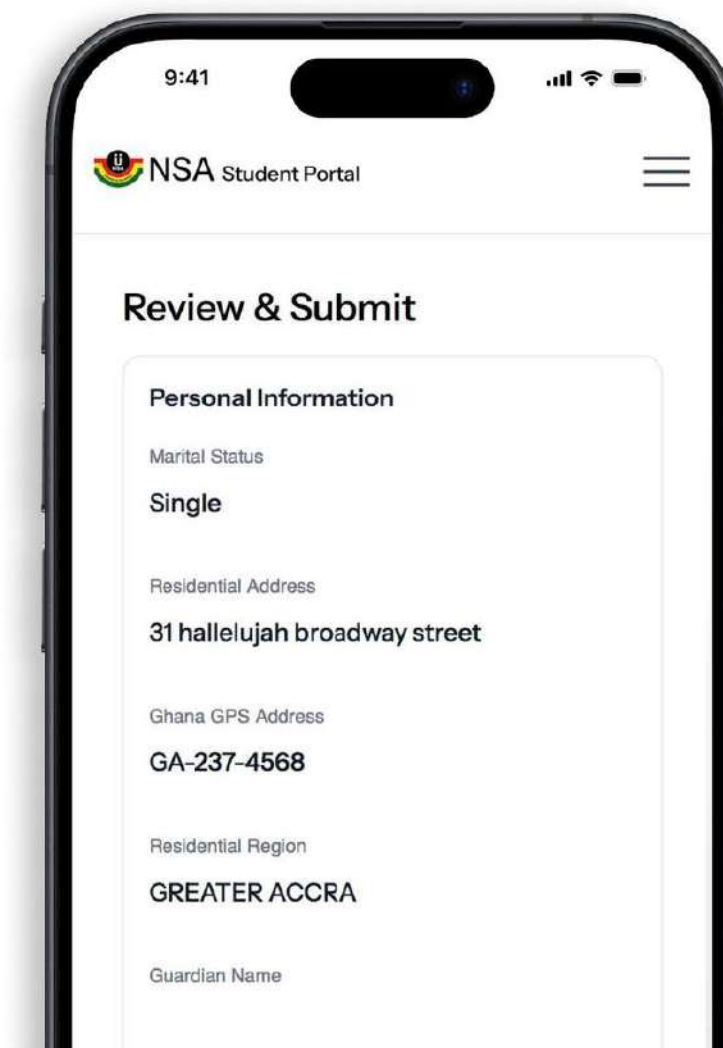


Review & Submit

Carefully review all information you've entered.

If everything is accurate, click **Submit**.

STEP 12/13



9:41

 NSA Student Portal

Review & Submit

Personal Information

Marital Status

Single

Residential Address

31 hallelujah broadway street

Ghana GPS Address

GA-237-4568

Residential Region

GREATER ACCRA

Guardian Name

Access Your Dashboard

Once submitted, you'll be redirected to your
Personnel Dashboard.
Registration is now complete!

STEP 13/13

