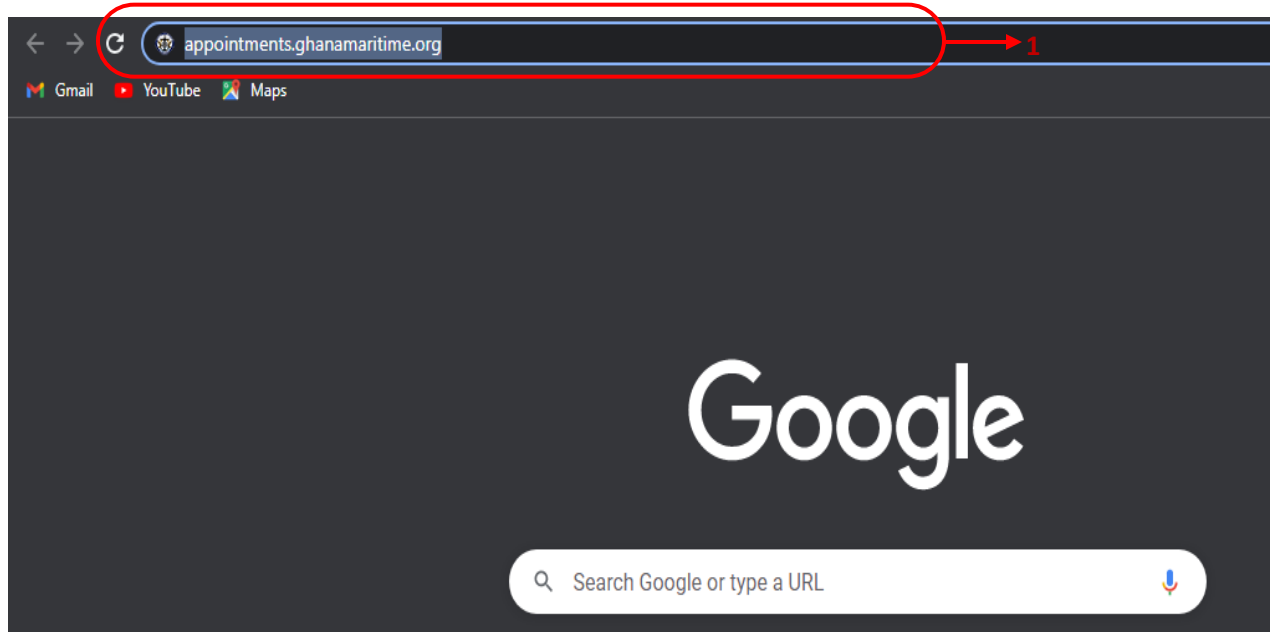# GHANA MARITME AUTHORITY

SEAFARER APPOINTMENT SYSTEM

USER MANUAL

Accessing the Portal

Open your favorite web browser.

1)   Type and Log on to the URL http://appointments.ghanamaritime.org

Existing User Log In

1) From the navigation button click on Login button

1) Enter email used during signup
2) Enter password used during signup
3) Click on Login
4) New User with no account must click on Register

Existing User Quick Login

Scroll down the homepage to find the quick login form

1) Enter email used during signup
2) Enter password used during signup
3) Click on Login   Login
4) Don't have an account click on Register to apply as a new user   Register

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New User Sign Up

1) From the navigation button click on Sign Up button

1) Fill out personal details form by entering values into empty fields (ie. Email, password, firstname, lastname, phone number,etc.).

2) Click on Sign Up to complete registration as a new user.   **Signup »**

Filling Appointment Form

Upon successful Sign Up or Log In the user is now allowed to book an appointment with the authority.

1) Fill out appointment details form by entering values into empty fields (ie. Branch, service, subservice, appointment date,etc.).
2) Click on Submit to begin processing of appointment.

Appointment Detail

1) User is notified after successful appointment with a report on the details he/she filled.
2) Print Appointment Report [Print Appointment]
3) Cancel the appointment [Cancel Appointment]

Print Appointment

Click on print appointment to print appointment report [Print Appointment]

Cancel Appointment

Click on cancel appointment to rescind appointment from being processed [Cancel Appointment]