

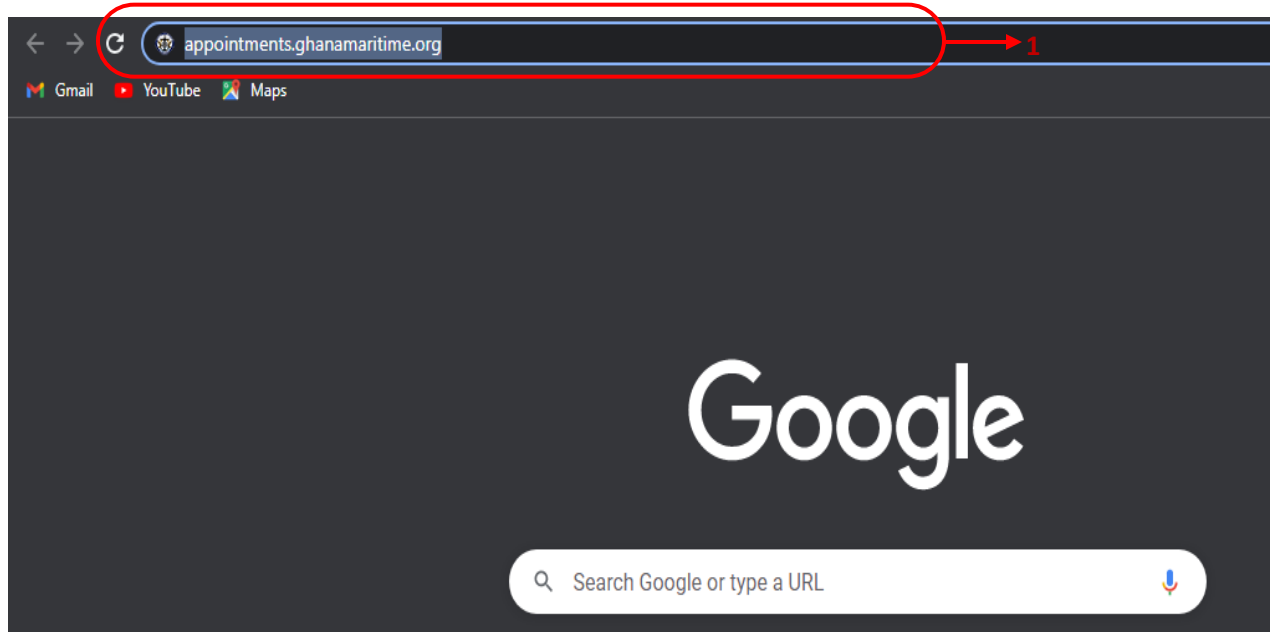
# **GHANA MARITIME AUTHORITY**



**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

GHANA MARITIME AUTHORITY

1 ← Home Login Signup

# Ghana Maritime Authority Appointment Portal

Pick an available slot to book an appointment

Services

Select a service to set an appointment for

Quick Login

1) From the navigation button click on Login button

Login

## Login

Login Form

1 ←

2 ←

[Forgot Password?](#)  3

[Don't have an account?](#)  4

- 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

The screenshot shows the Ghana Maritime Authority website. At the top left is the logo and name "GHANA MARITIME AUTHORITY". At the top right are links for "Home", "Login", and "Signup". The main content area is titled "Services" and includes a sub-header "Select a service to set an appointment for". Below this are four service categories, each with a description and a "Schedule appointment" link:

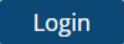
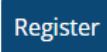
- COC/COP**: Take your certificate of competency. Schedule appointment →
- Examinations/Result/Eligibility**: Pick a Slip. Schedule appointment →
- SRPA**: Schedule appointment →
- Medicals**: Schedule appointment →
- SID/CDC**: Identification for seafarers. Schedule appointment →

On the right side, there is a "Quick Login" form. It contains the following elements, which are numbered 1 through 4 with red circles and arrows:

1. Email input field
2. Password input field
3. Login button
4. Register button

Below the "Forgot Password?" link is a "Don't have an account?" link with a "Register" button. A small blue arrow icon is located at the bottom right of the main content area.

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 
- 4) Don't have an account click on Register to apply as a new user 

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## New User Sign Up

The screenshot shows the Ghana Maritime Authority Appointment Portal. At the top left is the logo for the Ghana Maritime Authority. To the right of the logo are navigation links: 'Home', 'Login', and 'Signup'. The 'Signup' button is circled in red, and a red arrow points to it with the number '1'. Below the navigation bar is a large banner image of a container ship. Overlaid on the banner is the text 'Ghana Maritime Authority Appointment Portal' and 'Pick an available slot to book an appointment'. Below the banner is a light blue section with the heading 'Services' and the text 'Select a service to set an appointment for'. To the right of this section is a 'Quick Login' button with a right-pointing arrow icon.

1) From the navigation button click on Sign Up button

Signup

## Signup

### PERSONAL DETAILS

E-mail \*

Password \*

First Name \*

Last Name \*

Phone number \*

Digital address

Physical address

Nationality

By signing up, you agree to our [terms of service](#) and [privacy policy](#).

[Have an account already?](#)

Signup »



- 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

GHANA MARITIME AUTHORITY

Successfully signed in as magdaline. Home boatline0@gmail.com

### Appointment Form

APPOINTMENT DETAILS

Branch \*  
Tema

Service \*  
Select a service

learn more

Sub service \*  
Select a specific purpose

Appointment date \*  
2022-03-31

Available slots \*  
1:00pm-1:20pm

Note  
Leave a note with your appointment.

Submit

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.

Submit



## Appointment Detail

**GHANA MARITIME AUTHORITY**

boatline0@gmail.com

Profile

Appointment History

Book An Appointment

### Appointment Detail

✔ Appointment created successfully.

**COC/COP**

**Code:** GMA-C-3103-33

**Sub Service:** COC/COP -> Certificate Application

**Appointment Date:** March 31, 2022

**Time Slot:** 1:20pm-1:40pm

**Note:** ufuyguygiuhk

**Status:** new

**Date Created:** March 31, 2022, 1:14 p.m.

**Actions**

Print Appointment

Cancel Appointment

1) User is notified after successful appointment with a report on the details he/she filled.

2) Print Appointment Report 

3) Cancel the appointment! 

### Print Appointment

Click on print appointment to print appointment report 

### Cancel Appointment

Click on cancel appointment to rescind appointment from being processed 