

## Student Registration:

- 1) First you will be directed to Account creation page of **Student registration portal**, where you have to create a new account for registering student(s).
  - a) From the account registration page, select **Class Name** to which your student needs to be admitted and fill out the other details
  - b) Click **Submit** after completion.
- 2) You will receive the **login ID, Password and Website Link(URL)** of Student registration portal on completion of Step 1 by email.
  - a) Open the URL received in your email.
- 3) Now, Registration portal login page will be opened.
  - a) Enter the Login ID and Password in the respective fields and click login.
- 4) You will be redirected to Registration form after authentication.
- 5) Registration:
  - a) You will see the following tabs -CHILD'SDETAILS, DETAILS OF PARENTS, DETAILS OF SIBLINGS STUDYING IN THE SCHOOL and DOCUMENTS UPLOAD
  - b) In **CHILD'S DETAILS**, the class that was selected while creating account will be selected in default.
    - i) You can upload student photo by clicking on the image on right side.
    - ii) If the student is applying for re-admission, Enter the previous admission number and click **Fill Details**. The student details already with school will be filled to the form.
    - iii) If applying for new admission, Skip the section highlighted in Green and fill down the details in respective fields and click **Save & Next**.
  - c) You will be taken to **DETAILS OF PARENTS** tab upon completion of 5) b)
    - i) Fill out the parent details, **Save & Next** and move to the tab **DETAILS OF SIBLINGS STUDYING IN THE SCHOOL**.
    - ii) Be careful to select the eligible fee category for availing fee discount.
  - d) In **DETAILS OF SIBLINGS STUDYING IN THE SCHOOL** tab,
    - i) If any of the child's sibling is already studying in this school, fill the details and click **Save and Next**.
    - ii) Else skip the section and click **Save and Next**.

- e) You will be taken to Documents Upload Tab
  - i) Upload the documents as specified and click finish to submit.
  - ii) On finishing, the application form will be popped up.
- f) If you have more children to be registered, go to Home Menu and click on **Register another student** button to repeat the registration process for the new child.

## **Registration Portal Home:**

In the Left side you have Menu

- a. **Home:** You can see students already registered by you, their status and can download documents. **Home** will be only available after completing registration of at least one student.
- b. **Registration:** Registering new student or editing already registered.
- c. **History:** View history of registration process.

## **General Instructions:**

- 1) In application form, mandatory fields will be highlighted in **red colour**.
- 2) If the student is applying for re admission, the registration should be applied only after retrieving his/her previous details with admission number.
- 3) Please be sure that the email id given is correct before signing up on portal.