

ADMISSION REGISTRATION

Admission Registration Guide

Welcome to the Online Admission Registration Portal!

Please follow the steps below to complete your child's registration smoothly.

Step 1: Registration

- **New Users:** Click on **"New User"** to begin the registration process.
- **Existing Users (For Siblings):** Log in using your **Parent Credentials (Username and Password)**.

Step 2: Parent/Guardian Details

Fill in the required details of the **Father, Mother, or Guardian**, then click **"Submit."**

Step 3: Receive Login Credentials

After submitting, you will receive your **Parent Login Credentials (Username and Password)**.

Click on **"Click Here to Begin the Online Application Process"** to continue.

Step 4: Student Details

Enter all required **Student Details** carefully.

If you have more than one child studying at the school, select the **"Siblings"** option and fill in their details (Name, Class, Gender, and Admission Number).

Once completed, click **"Submit."**

Step 5: Confirmation

After submission, you will receive an **Application Number** and an **Acknowledgment Email** sent to your **registered email address**.

Step 6: Verify & Download

To review or download your submitted application:

1. Go to **Admissions → Submitted Applications**
2. Click **"Action"** to **Edit, Update, or Print** your application.