



Digital Campus

Online Admission Portal

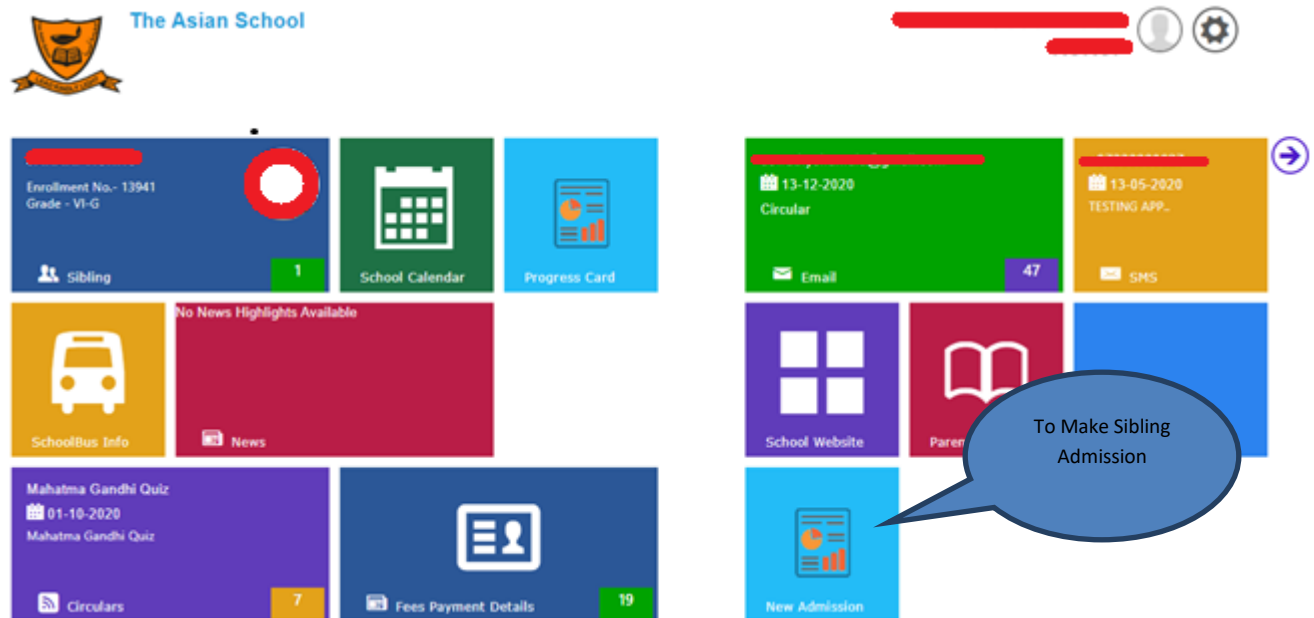
Admission Portal – Online Admission Form

Sibling Admission Process through Parent Portal

To make sibling admission, parent needs to login to parent portal.

[On a browser such as Chrome, Internet Explorer, Firefox etc., browse to <http://portal.asianschool.bh> . Enter username (Parent/Member id) and Password. If you have not yet logged into parent portal, please refer to the email sent to the students' school email id (on June 4 2020) for the login details. Or if you have forgotten your password, please use the password reset link on the portal to reset your password. If you are still unable to login, please send an email to it@asianschool.bh.]

After logging into parent portal, click on the tile named “**New Admission**”



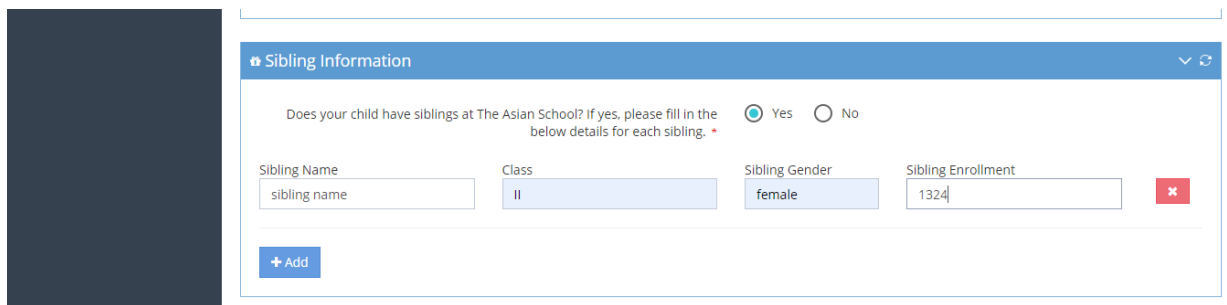
Admission portal will be opened and Parent has to fill the admission form given below

The screenshot shows the 'REGISTRATION' step of the admission form. The interface includes a navigation menu on the left with options like 'New Application', 'Submitted Applications', 'Parent Profile', 'Sibling Information', 'Change Password', and 'Contact Us'. The main content area has three progress steps: 1. REGISTRATION (Register for admission), 2. DOCUMENTS (Upload required documents), and 3. FORM STATUS (Get form id & status). The 'Academic Details' section contains fields for Academic Year (dropdown), Standard (dropdown), Birth Date (calendar icon), Stream (dropdown), CPR Number (text input), and Prospectus No (text input). The 'Student Details (as per Passport)' section contains fields for First Name, Middle Name, Last Name, Gender (radio buttons for Male and Female), Place of birth, and Religion (dropdown). A watermark for 'Activate Windows' is visible in the bottom right corner.

1. Select **Academic year** as 2021-22, **Standard** in which admission is needed and **Birth Date**.
2. Enter **CPR Number** and **Prospectus No** and make sure that these entries match with the Prospectus which is purchased from school.

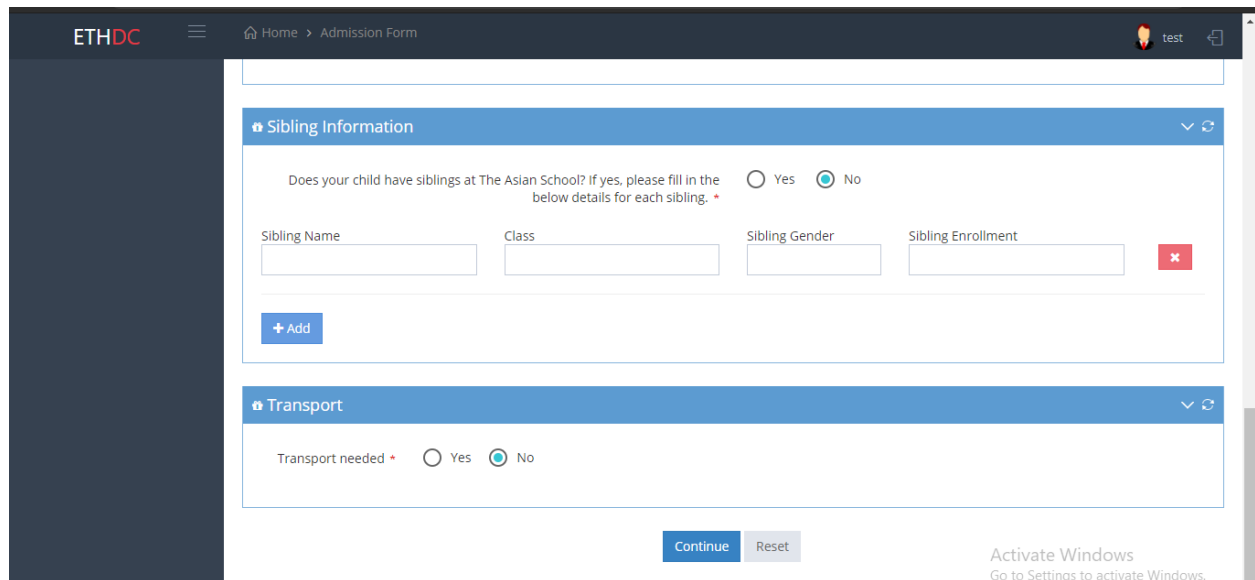
This screenshot shows the same admission form as above, but with the registration details filled in. The 'Academic Details' section now shows: Academic Year set to '2021-2022', Standard set to 'I', Birth Date set to '08-07-2015', Stream is empty, CPR Number set to '9876543', and Prospectus No set to '1'. The 'Student Details' section shows: First Name set to 'sfname', Middle Name set to 'smname', Last Name set to 'sname', Gender set to 'Female' (radio button selected), Place of birth is empty, and Religion set to 'HINDU'. The 'Activate Windows' watermark is still present.

3. **Student Details** should be entered as per passport. Also, make sure that all details are entered in Capital letters
4. Enter **Passport and CPR details**
5. Fill **Academic information** like
 - a. Enter Previous School Name, Select syllabus, and Enter place.
 - b. Has the child studied in The Asian School before? -> Choose Yes or No option and Enter last studied year and grade
6. **Sibling Information** like
 - a. Does your child have siblings at The Asian School? If yes, please fill in the details like Sibling Name, Class, Sibling Gender, Sibling Enrollment No. for each Sibling
 - b. Otherwise Select No option.



The screenshot shows a form titled "Sibling Information". At the top, it asks "Does your child have siblings at The Asian School? If yes, please fill in the below details for each sibling." with radio buttons for "Yes" (selected) and "No". Below this, there are four input fields: "Sibling Name" (containing "sibling name"), "Class" (containing "II"), "Sibling Gender" (containing "female"), and "Sibling Enrollment" (containing "1324"). A red "x" icon is visible next to the enrollment field. At the bottom of the form is a blue "+ Add" button.

7. **Transport needed** - Choose Yes or No option as per the requirement.
8. Then Click on Continue Button.



The screenshot shows the "Transport" section of the admission form. It asks "Transport needed" with radio buttons for "Yes" and "No" (selected). Below this, there are two buttons: "Continue" (highlighted in blue) and "Reset". At the bottom right, there is a watermark for "Activate Windows" with the text "Go to Settings to activate Windows."

9. DOCUMENTS - Upload required documents

The screenshot shows the 'DOCUMENTS' step of the admission form process. At the top, there are three steps: 1. REGISTRATION (Register for admission), 2. DOCUMENTS (Upload required documents), and 3. FORM STATUS (Get form id & status). The 'DOCUMENTS' step is highlighted in red. Below the steps is a table titled 'Required documents for admission' with the following columns: Document Description and Upload File. The table lists seven documents, each with a checkbox and an 'Add file' button. The 'Upload File' column contains a note: '(Maximum file size limit is 2 MB. For Photograph, file format applicable is .jpg only. Other documents can be uploaded as .jpg or .pdf and in case of multiple pages for any document, all the pages of that document must be scanned and uploaded as 1 pdf file)'. At the bottom of the table are 'Submit' and 'Reset' buttons.

	Document Description	Upload File
<input type="checkbox"/> 1	STUDENT PHOTO	+ Add file
<input type="checkbox"/> 2	STUDENT PASSPORT(First and Last page only) *	+ Add file
<input type="checkbox"/> 3	SC/ST/OBC CERTIFICATE (If applicable)	+ Add file
<input type="checkbox"/> 4	TRANSFER CERTIFICATE FROM THE PREVIOUS SCHOOL (If applicable)	+ Add file
<input type="checkbox"/> 5	PROGRESS REPORT FROM THE PREVIOUS SCHOOL (If applicable)	+ Add file
<input type="checkbox"/> 6	SMART CARD *	+ Add file
<input type="checkbox"/> 7	IMMUNIZATION RECORDS	+ Add file

Submit Reset

- Select checkbox in front of documents which are mandatory (Student Passport and CPR Smartcard data). Click on Add file button to upload the required documents.
- After uploading mandatory and required documents click on Submit button.

10. Form Status – After clicking on submit button, your application will get submitted successfully and you will get the below message

The screenshot shows the 'FORM STATUS' step of the admission form process. At the top, there are three steps: 1. REGISTRATION (Register for admission), 2. DOCUMENTS (Upload required documents), and 3. FORM STATUS (Get form id & status). The 'FORM STATUS' step is highlighted in green. Below the steps is a section titled 'Registration Status' with a message: 'Thank you. Your application has been submitted successfully.' Below the message is the 'Application No' 202122/8. At the bottom right, there is a watermark: 'Activate Windows Go to Settings to activate Windows.'

ETHDC Home > Admission Form III test

1 REGISTRATION Register for admission

2 DOCUMENTS Upload required documents

3 FORM STATUS Get form id & status

Registration Status

Thank you. Your application has been submitted successfully.

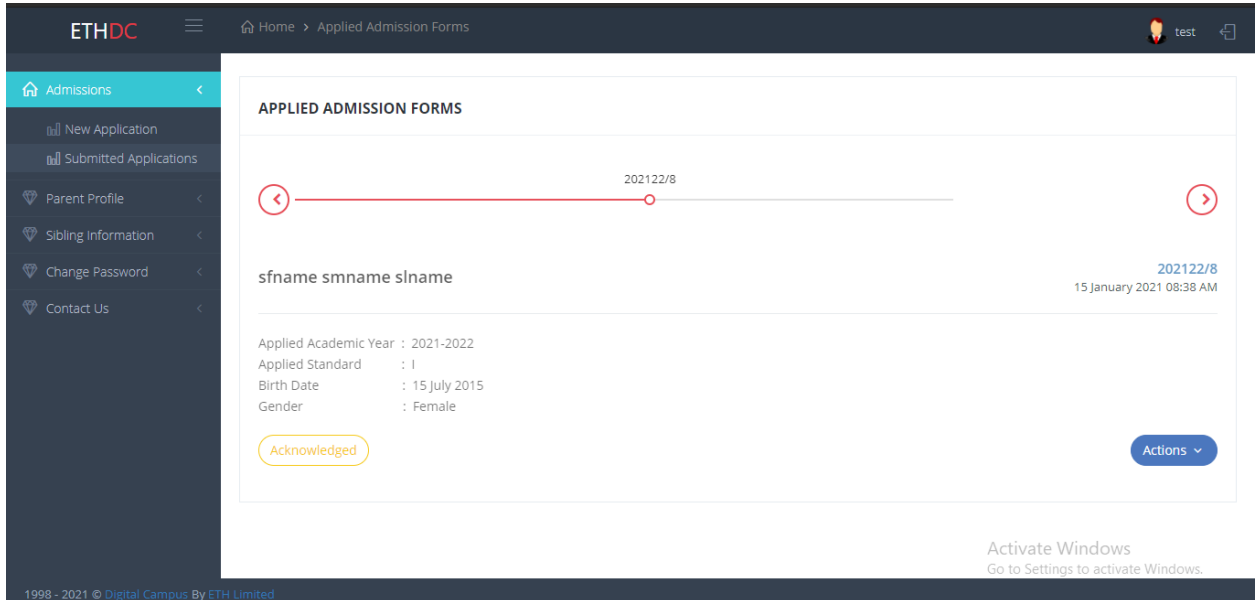
Application No 202122/8

Activate Windows
Go to Settings to activate Windows.

To enter another admission form, click on New Application on the left side and do the above steps

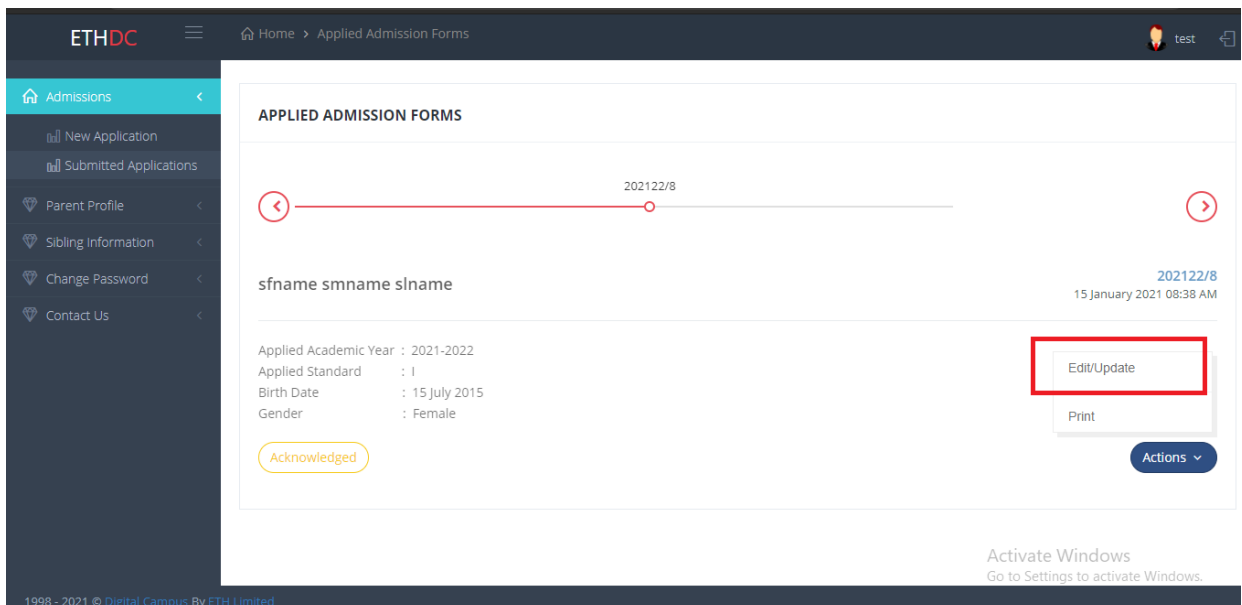
To View and Edit Admission Forms

1. On the left side, click on Submitted Applications link. You will get following screen.



The screenshot shows the ETHDC interface for 'Applied Admission Forms'. The left sidebar contains navigation options: Admissions, New Application, Submitted Applications, Parent Profile, Sibling Information, Change Password, and Contact Us. The main content area displays a progress bar for application form 202122/8, which is currently at the 'Acknowledged' stage. Below the progress bar, the applicant's details are listed: sfname smname slname, Applied Academic Year: 2021-2022, Applied Standard: 1, Birth Date: 15 July 2015, and Gender: Female. An 'Acknowledged' status is shown in a yellow box, and an 'Actions' dropdown menu is visible in the bottom right corner. The footer includes the text '1998 - 2021 © Digital Campus By ETH Limited' and a Windows activation notice.

2. If more than one forms are submitted, click on the corresponding Application Form No. (eg:-202122/15) to view the details.
3. You can edit and update application by clicking on Actions button
4. Select Edit/Update option.



This screenshot is identical to the previous one, but with a red rectangular box highlighting the 'Edit/Update' option within the 'Actions' dropdown menu. The 'Print' option is also visible below it. The rest of the interface, including the sidebar, progress bar, and applicant details, remains the same.