



Digital Campus

Online Admission Portal

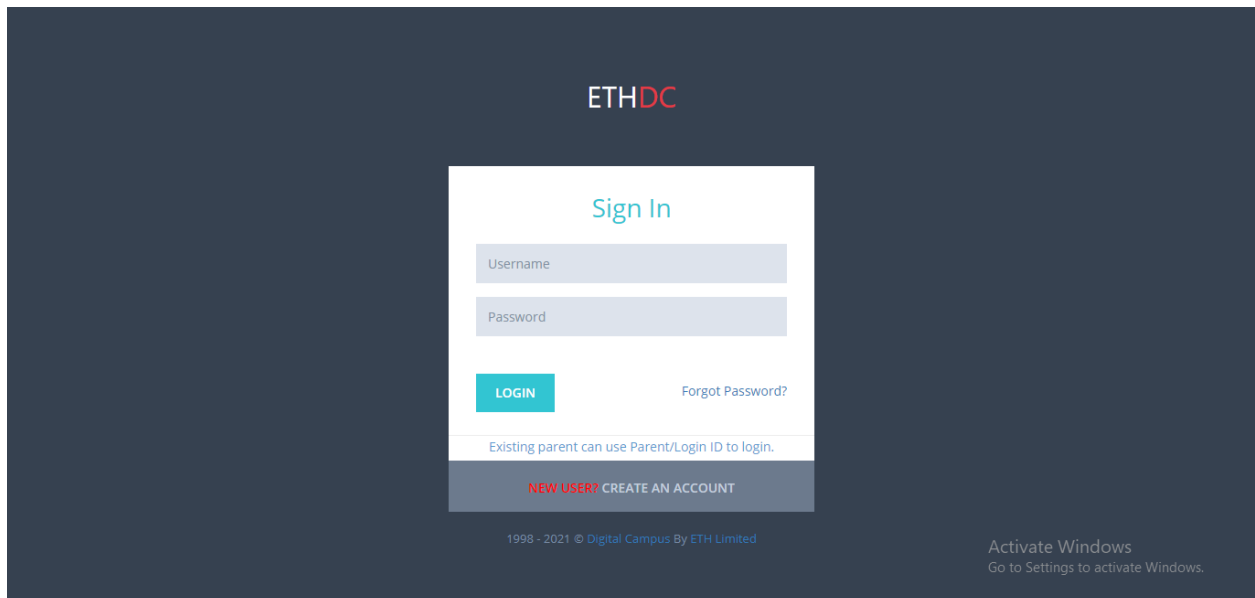
Admission Portal – Online Admission Form

Non Sibling Admission Process

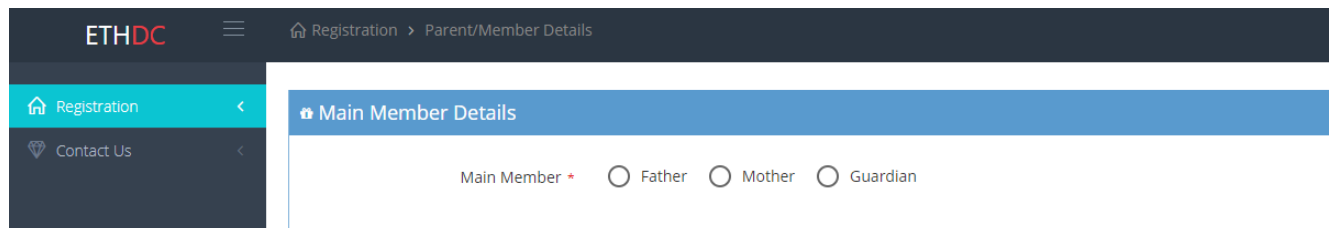
To make non-sibling or general admission, Parent needs to register first. After parent registration, a temporary user id and password will be generated and the same will be sent to the personal email id of the parent. Using that user id and password parent will be able to fill the admission form. Also they will get filled form status as and when required. This user id will be active only till admission gets confirmed. After confirming admission, new parent ID & password will be generated.

Parent Registration

1. Access the below link for logging into admission portal
<http://asbdc.ethdigitalcampus.com/RegistrationPortal/?dbConnVar=ASBDC>
2. The following screen will be displayed :



3. To register, Click on “Create an Account?”
4. In Main member details section, choose the main member as applicable, like Father, Mother or Guardian. Main member will get all further communication from school.



5. Enter all details in Capital letters and make sure to enter Father's Name and Mother's name as per **child's passport**. Click on Submit button

The screenshot shows the 'Parent/Member Details' registration form in the ETHDC system. The form is titled 'Main Member Details' and includes a section for 'Father Details (as per Passport)'. The 'Main Member' type is set to 'Father'. The 'Father Details' section contains the following fields: First Name (test), Middle Name (mname), Last Name (lname), Asian School Staff (Yes), EMP ID, Password, Flat/Villa No, Entrance/Bldg No, Road No, Block No, Area (area), Designation, Organization, Office No, Personal Email Id (barchadamata7@gmail.com), and Mobile No (9422261251). The form also includes a navigation menu on the left with 'Registration' and 'Contact Us' options.

6. Your account will be created and you will get the login details like login id and password. The same will also be sent to the personal email id of the parent. Using these details you can login again and fill the admission form or click on **Click here** link to continue filling the admission form.

The screenshot shows the 'Registration Status' page in the ETHDC system. The page displays a confirmation message: 'Thank You. Your account has been created successfully.' Below this, the login details are provided: Login Id - 20200004 and Password - t66791. A message states: 'An email with your login details has been sent to your email: [redacted]'. A note follows: 'You may change your password through the online portal via the Change Password link once you have logged in with the temporary password sent to your email.' A blue link labeled 'Click here' is provided to begin the online application process. The page also includes a navigation menu on the left with 'Registration' and 'Contact Us' options.

Admission Form

The screenshot shows the 'Admission Form' registration step in the ETHDC system. The interface includes a dark sidebar with navigation options: Admissions, New Application, Submitted Applications, Parent Profile, Sibling Information, Change Password, and Contact Us. The main content area is divided into three 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 (a dropdown menu), Standard (a dropdown menu), Birth Date (a date picker), Stream (a dropdown menu), CPR Number (a text input), and Prospectus No (a 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 (a dropdown menu). 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.
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 the 'Sibling Information' section of the admission form. It starts with a question: '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 (with the placeholder 'sibling name'), Class (with the value 'II'), Sibling Gender (with the value 'female'), and Sibling Enrollment (with the value '1324'). A red 'x' icon is next to the enrollment field. At the bottom, there 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 ETHDC Admission Form interface. At the top, there is a navigation bar with the ETHDC logo, a home icon, and the text 'Home > Admission Form'. A user profile icon labeled 'test' is in the top right corner. The main content area is divided into two sections: 'Sibling Information' and 'Transport'. The 'Sibling Information' section 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' and 'No'. Below this are four input fields: 'Sibling Name', 'Class', 'Sibling Gender', and 'Sibling Enrollment', each with a red 'x' icon to its right. A '+ Add' button is located below these fields. The 'Transport' section asks 'Transport needed' with radio buttons for 'Yes' and 'No'. At the bottom of the form, there are 'Continue' and 'Reset' buttons. A watermark for 'Activate Windows' is visible in the bottom right corner.

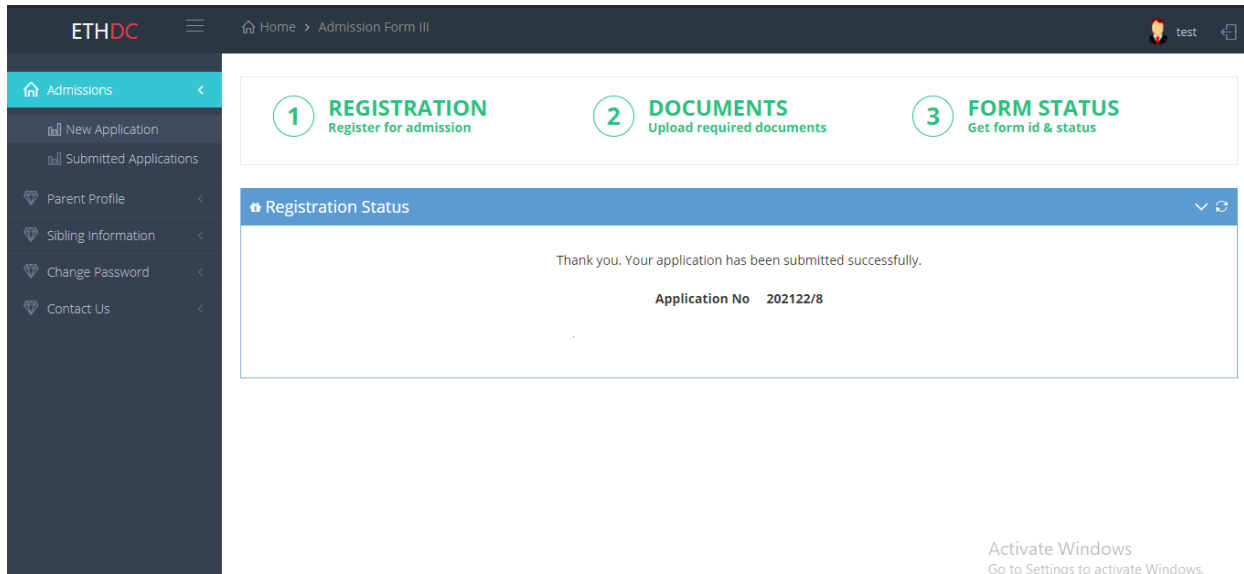
9. DOCUMENTS - Upload required documents

The screenshot shows the 'Required documents for admission' section of the ETHDC Admission Form. At the top, there is a progress bar with three steps: 1. REGISTRATION (Register for admission), 2. DOCUMENTS (Upload required documents), and 3. FORM STATUS (Get form id & status). The 'Required documents for admission' section is a table 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 incase of multiple pages for any document, all the pages of that document must be scanned and uploaded as 1 pdf file)'. Below the table, there 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

- 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

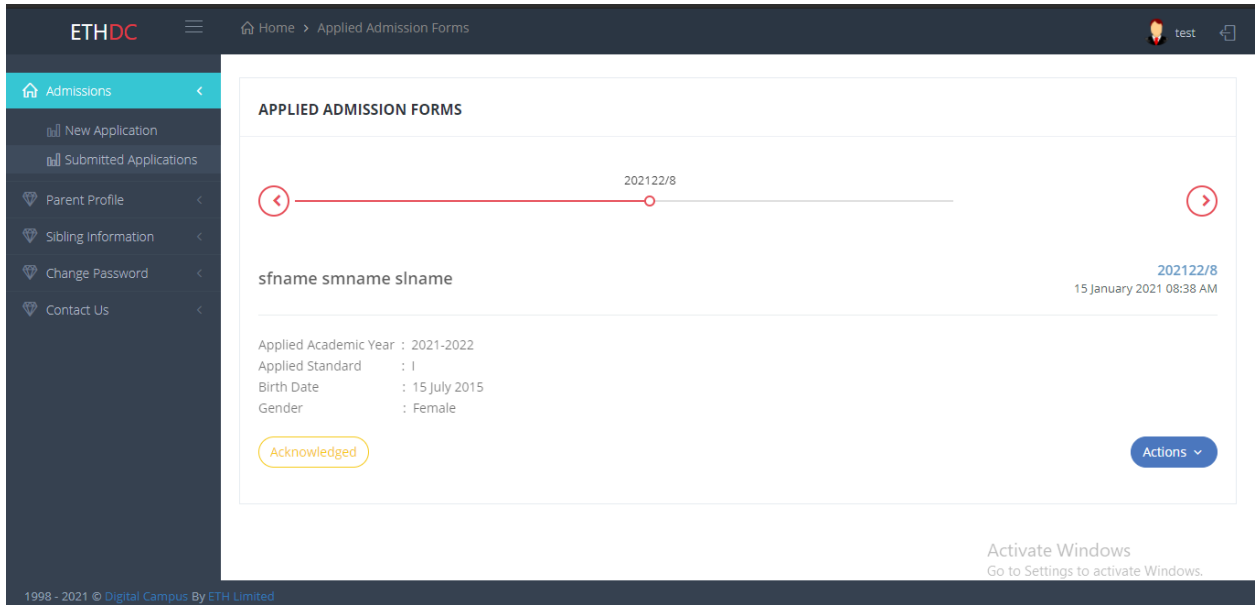


To enter another admission form, click on New Application on the left side and do the above steps (no need to register again)

To View and Edit Admission Form

1. On the left side, click on Submitted Applications link.

2. After clicking on Submitted applications link. You will get following screen.



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

