



# Digital Campus

Online Admission Portal

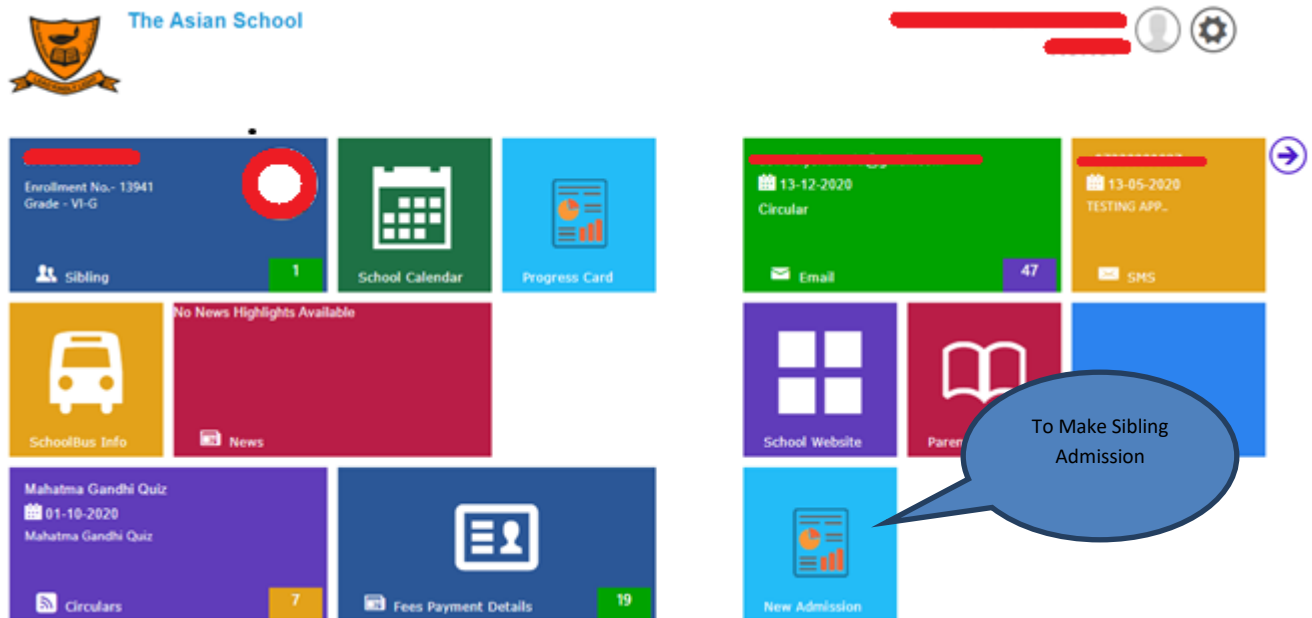
## Admission Portal – Online Admission Form

### 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 [digitalcampus@asianschool.bh](mailto:digitalcampus@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' and 'Submitted Applications'. The main content area has three progress steps: 1. REGISTRATION (active), 2. DOCUMENTS, and 3. FORM STATUS. Below the progress steps are two sections: 'Academic Details' and 'Student Details (as per Passport)'. 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' section contains fields for 'First Name', 'Last Name', 'Middle Name', 'Place of birth', 'Gender' (radio buttons for Male and Female), and 'Religion' (a dropdown menu).

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', 'CPR Number' set to '9876543', and 'Prospectus No' set to '1'. The 'Student Details' section shows 'First Name' as 'sfname', 'Last Name' as 'slname', 'Middle Name' as 'smname', 'Place of birth' as an empty field, 'Gender' selected as 'Female', and 'Religion' set to 'HINDU'.

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.

**Sibling Information**

Does your child have siblings at The Asian School? If yes, please fill in the below details for each sibling. \*

Yes  No

Sibling Name: sibling name    Class: II    Sibling Gender: female    Sibling Enrollment: 1324

[+ Add](#)

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

ETHDC Home > Admission Form test

**Sibling Information**

Does your child have siblings at The Asian School? If yes, please fill in the below details for each sibling. \*

Yes  No

Sibling Name:    Class:    Sibling Gender:    Sibling Enrollment:    ✖

[+ Add](#)

**Transport**

Transport needed \*  Yes  No

[Continue](#) [Reset](#)

Activate Windows  
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 this, there is a section titled 'Required documents for admission'. It contains a table with 7 rows, each representing a document type. Each row has a checkbox, a document description, and an 'Add file' button. The document descriptions are: 1. STUDENT PHOTO, 2. STUDENT PASSPORT(First and Last page only) \*, 3. SC/ST/OBC CERTIFICATE (If applicable), 4. TRANSFER CERTIFICATE FROM THE PREVIOUS SCHOOL (If applicable), 5. PROGRESS REPORT FROM THE PREVIOUS SCHOOL (If applicable), 6. SMART CARD \*, and 7. IMMUNIZATION RECORDS. Below the table are 'Submit' and 'Reset' buttons.

	Document Description	Upload File (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)
<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 this, there is a section titled 'Registration Status'. It contains 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 for '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.

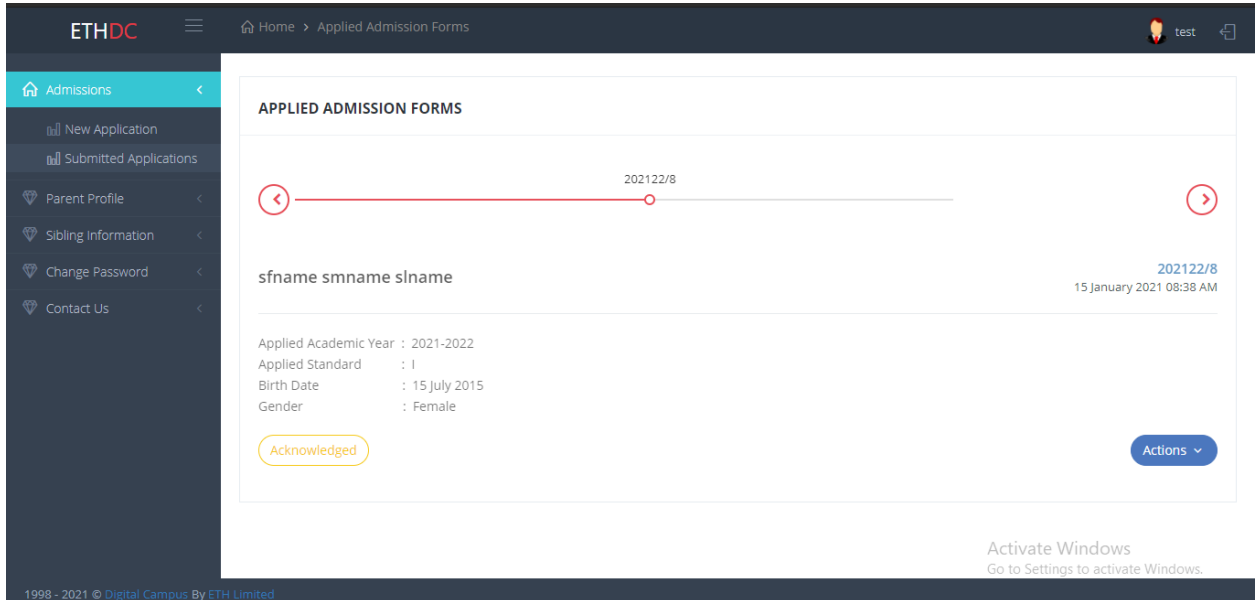
Application No 202122/8

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

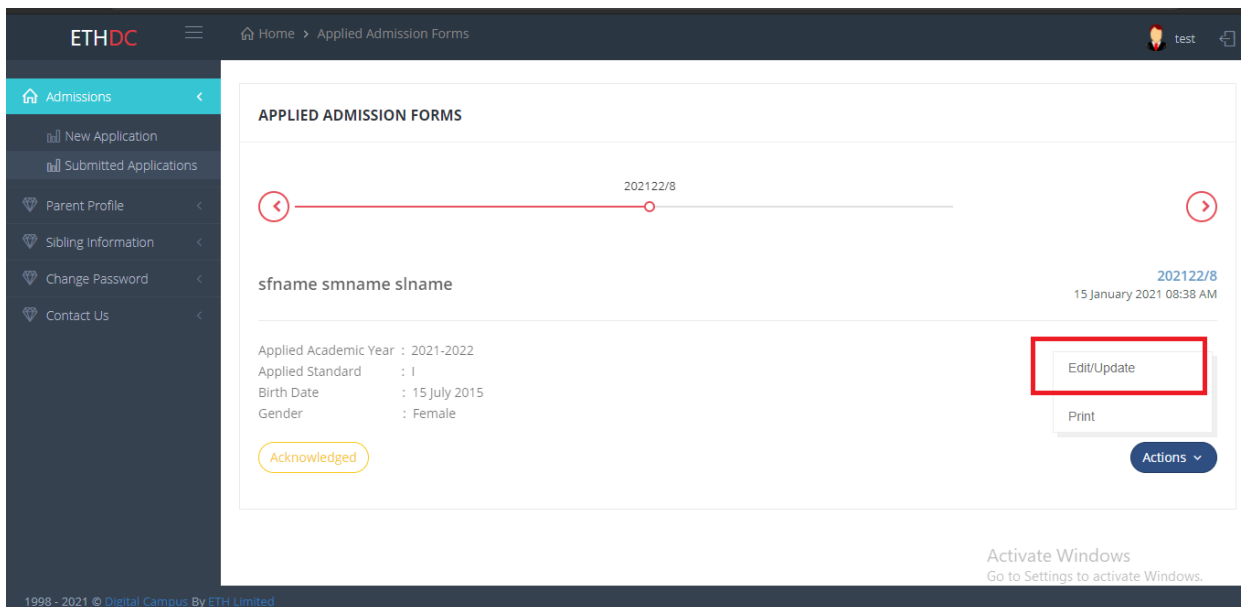
## To View and Edit Admission Forms

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



The screenshot shows the ETHDC web application interface. The top navigation bar includes the ETHDC logo, a home icon, the breadcrumb "Home > Applied Admission Forms", and a user profile icon labeled "test". The left sidebar menu is expanded to "Admissions", with "Submitted Applications" selected. The main content area is titled "APPLIED ADMISSION FORMS" and displays a progress bar for application form number "202122/8". Below the progress bar, the form details are shown: "sfname smname slname" with a timestamp "202122/8" and "15 January 2021 08:38 AM". The form is marked as "Acknowledged" and has an "Actions" dropdown menu. The footer contains 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 in the "Actions" dropdown menu. The "Print" option is also visible below it. The rest of the interface, including the navigation, sidebar, and form details, remains the same.