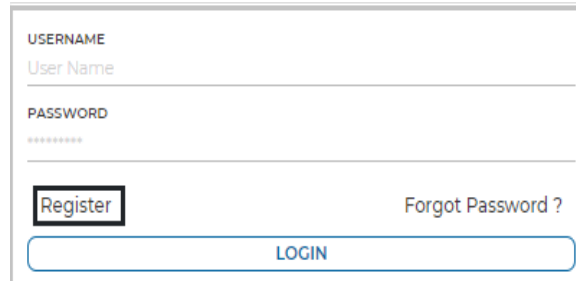


Guidelines for Parents

Kindly open the Internet Browser (preferably Google Chrome or Firefox) and enter the URL **sujanaconvent.edchemy.com** in the main address tab

Steps to Register

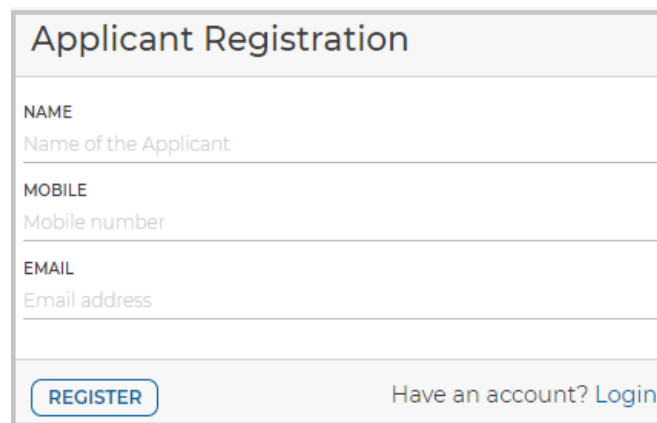
- Click on **Register** button



Registration form with the following fields and buttons:

- USERNAME: User Name
- PASSWORD: [masked]
- Buttons: Register, Forgot Password?, LOGIN

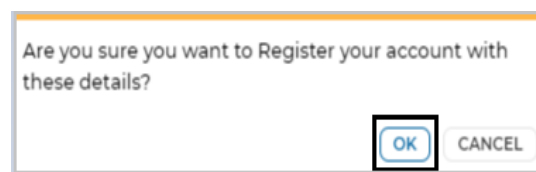
- Enter the **Name, Mobile Number** (Username), **Email** and click on **Register** button



Applicant Registration form with the following fields and buttons:

- NAME: Name of the Applicant
- MOBILE: Mobile number
- EMAIL: Email address
- Buttons: REGISTER, Have an account? Login

- Click on **Ok** button



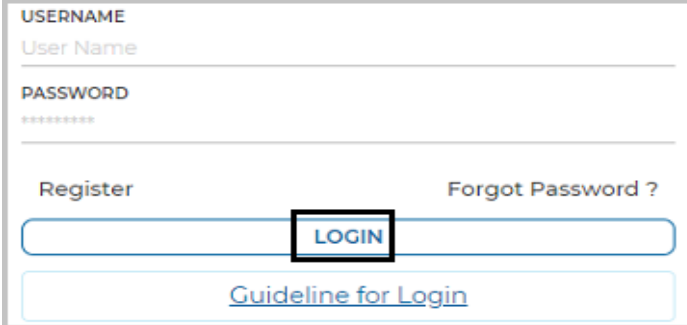
Confirmation dialog box with the following text and buttons:

Are you sure you want to Register your account with these details?

Buttons: OK, CANCEL

Steps to Login

- Enter registered mobile number in **Username** field and enter the one-time password received to your registered mobile number in **Password** field
- Click on **Login** button



USERNAME
User Name

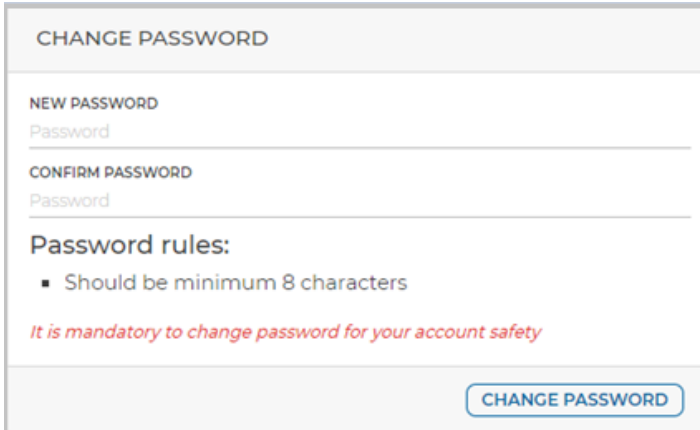
PASSWORD

Register Forgot Password ?

LOGIN

[Guideline for Login](#)

- Enter the new password in **New Password** and **Confirm Password** fields and click on **Change Password** button (this is the one-time activity)



CHANGE PASSWORD

NEW PASSWORD
Password

CONFIRM PASSWORD
Password

Password rules:

- Should be minimum 8 characters

It is mandatory to change password for your account safety

CHANGE PASSWORD

- After clicking on change password button, screen will be redirected to login page again. Kindly login with the same **Username** and with the new **Password**.

Steps to apply for Application Form online

- After login, below dashboard will be displayed. Select the Class from the dropdown and click on **Apply** button

Admissions

To Apply select the Class and click the Apply button

Select the Class

- Click on **Ok** button

You have selected the Class '**Montessori 1 (22-23)**', click on **Ok** button to apply

- Enter all the details in the enquiry form and click on **Submit** button

Apply [Montessori 1 (22-23)]

General

Enquiry Form

NAME OF THE CHILD *

GENDER *

DATE OF BIRTH *

FATHER NAME *

FATHER MOBILE *

MOTHER NAME *

MOTHER MOBILE *

- Click on **Ok** button

Please confirm your action - Submit

- Application form status will be moved to **Submitted** status

COURSE APPLIED Early Years (22-23)	STATUS SUBMITTED
STUDENT Amith	APPLICATION NO.

- Once the application is moved to **Interaction Cleared** status from the institution, click on **Submit Form** button to fill in the application form

Admissions

COURSE APPLIED Montessori 1 (22-23)	STATUS INTERACTION CLEARED
STUDENT Amith	APPLICATION NO.

SUBMIT FORM

- Fill all the details in the application form and click on **Submit Form** button

General
Personal Information
Parents Info
Attachments

Student Details

NO
IMAGE
AVAILABLE

Recent Photograph of the Child *

UPLOAD
↓

CASTE CATEGORY *
Select

NATIONALITY *
Select

MOTHER TONGUE *
Select

ADDRESS *

RELIGION *
Select

GO BACK
PROCEED
SUBMIT FORM
CLOSE

- Click on **Ok** button

Please confirm your action - Submit

OK
CANCEL