



مدرسة الريادة المشرقة
BRIGHT RIDERS
SCHOOL

USER GUIDE TO COMPLETE THE ADMISSION FORM

Make note of the following points before completing the admission application for your child:

- ≡ To complete the online application, you must login to your account(url is mentioned on the next page) using the “id” and “password” received by you on your email during the registration process.
- ≡ You must use the latest version of the browser to access the url. Recommended browser is “Google Chrome”
- ≡ Once you login, you will be notified on the screen that your child is “shortlisted” and you must complete the details of the parent and the child.
- ≡ Also, in the “Applied Admission Form” , you can see your child’s application. The status of this application must be “Shortlisted”.
- ≡ If you do not see the message as mentioned above as well the status of the application is not “Shortlisted”, it is possible that you might have registered for the same child multiple times and for each application you must have received the login credentials. In this case, you must verify which application is short listed. You can enquire regarding the same with the admission department at BRS in case of any confusion

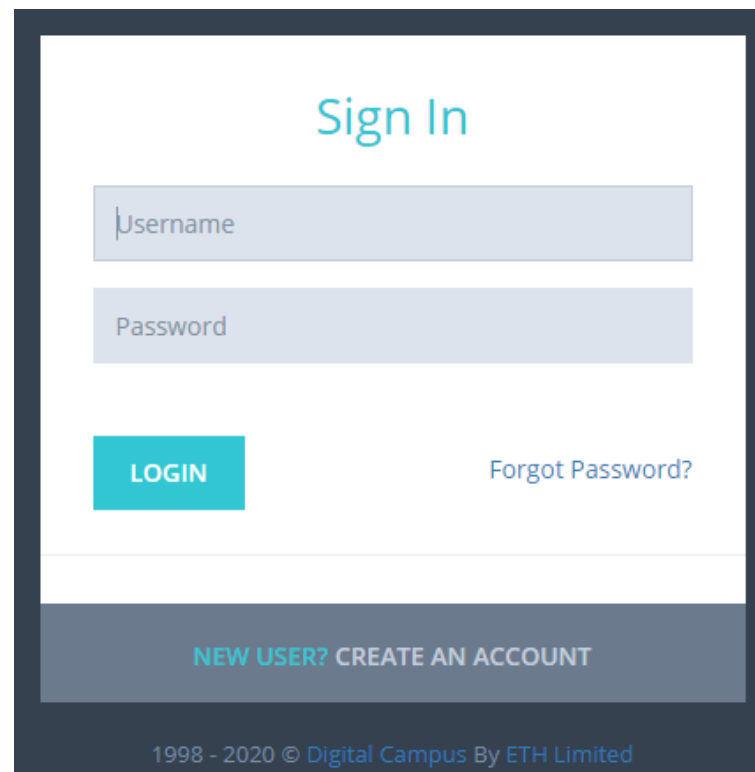
Keep the soft copy of the following documents ready before updating the application form

Student Document	Medical Document	Parent's Document
<ul style="list-style-type: none">• Childs Passport Copy (First & Last Page) *• Childs Valid Visa Copy *• Childs Emirates Id Copy (Front & Back) *• Childs Birth Certificate *• Childs Insurance Card Copy *• Previous School Report Card• Child Photograph *• TC Certificate	<ul style="list-style-type: none">• Child's Vaccination Card *• Medical Report (In Case Of Any Chronic Disease)	<ul style="list-style-type: none">• Fathers Passport Copy *• Fathers Visa Copy *• Fathers Emirates Id (Front & Back) *• Father Photograph *• Mothers Passport Copy *• Mothers Visa Copy *• Mothers Emirates Id (Front & Back) *• Mothers Photograph *• Tenancy Contract *

* marked documents are mandatory to be uploaded

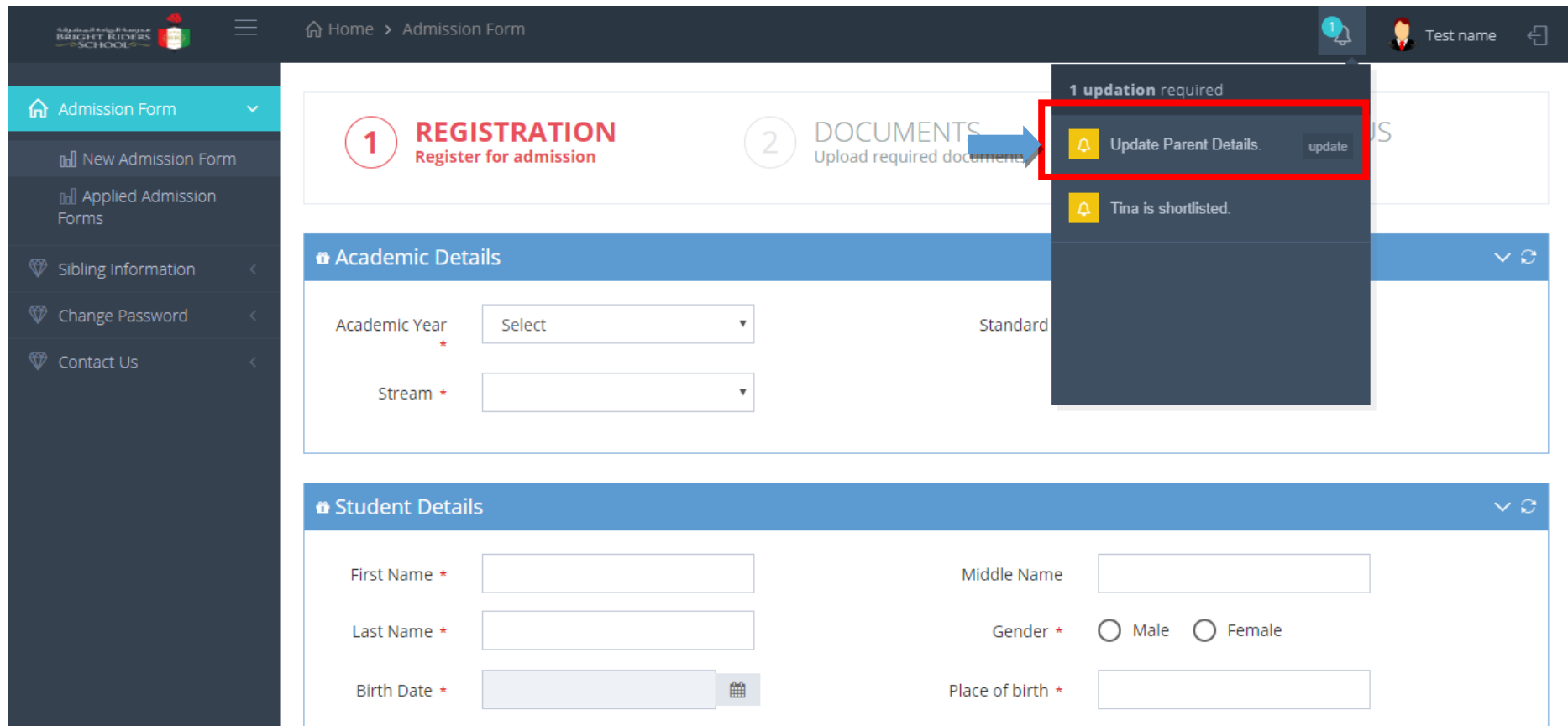
- **Copy and paste the below url in the browser. Use updated/latest version of the browser. Recommended browser is “Google Chrome”** <http://ict-brs.ethdigitalcampus.com/RegistrationPortal/forms/Utility/Login.jsp?key=7JUrpKuhjPh7xgekTksSd05ieUARpeyAiOkdfPhf82jguUergT544we&dbConnVar=BRS>

You can see the below screen to login to your account



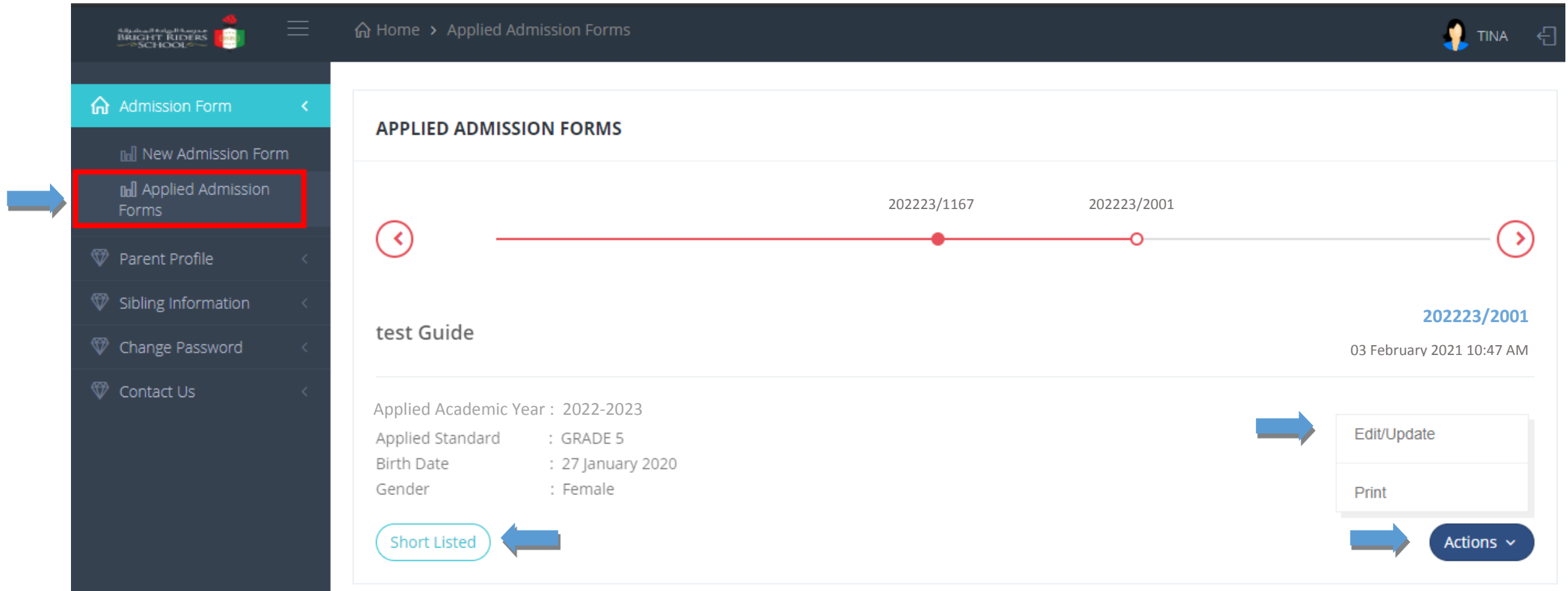
The image shows a 'Sign In' login form. At the top, the text 'Sign In' is displayed in a teal color. Below this, there are two input fields: 'Username' and 'Password'. The 'Username' field has a cursor at the end. Below the input fields, there is a teal 'LOGIN' button and a link for 'Forgot Password?'. At the bottom of the form, there is a dark grey bar with the text 'NEW USER? CREATE AN ACCOUNT' in teal. At the very bottom, there is a footer with the text '1998 - 2020 © Digital Campus By ETH Limited'.

- After logging in, you must complete the parent and the student information.
- On the notification dropdown
 - You will get the notification to update the parent information. Click on “update”. Please refer the below image.
 - You can also see that your child’s application is “Shortlisted”



- Click on the “Update” button to load the parent information page, enter the details and submit the same

After completing the parent information, click on “Applied admission form” available in the menu on the left side. Please refer the below image.

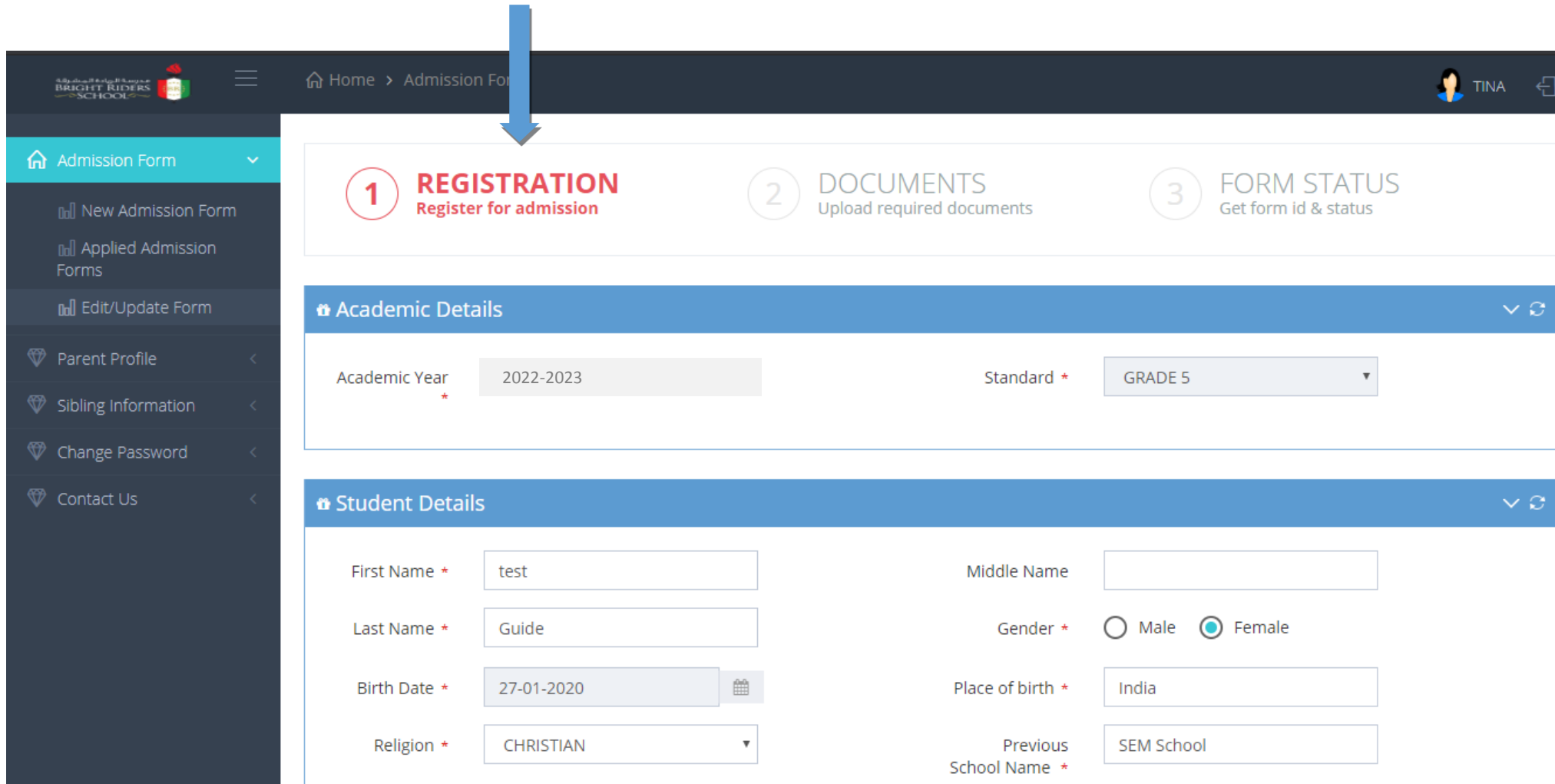


On clicking the option, you will be displayed with applications that you have submitted for your child/children.

To complete the application, the status of the application must be displayed as “Short Listed”

Click on “Actions” for the option to “Edit/ Update” the Student information

- Upon clicking on “Edit/update”, you can view the form in levels (Registration, Documents, Form Status)
- Under “**Registration**” fill up Student details, Passport and visa and Student health details



The screenshot displays the Bright Riders School Admission Form interface. A blue arrow points to the "1 REGISTRATION" step in the top navigation bar. The interface shows a sidebar with "Edit/Update Form" selected, and the main content area displays the "Academic Details" and "Student Details" sections.

Academic Details

Academic Year *	2022-2023	Standard *	GRADE 5
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Student Details

First Name *	test	Middle Name	
Last Name *	Guide	Gender *	<input type="radio"/> Male <input checked="" type="radio"/> Female
Birth Date *	27-01-2020	Place of birth *	India
Religion *	CHRISTIAN	Previous School Name *	SEM School

- Upon submitting, the page will load the list of documents to be uploaded
 - Student documents
 - Medical documents
 - Parent documents

The screenshot displays the 'Admission Form II' page for Bright Riders School. The progress bar at the top indicates three steps: 1. REGISTRATION (Register for admission), 2. DOCUMENTS (Upload required documents), and 3. FORM STATUS (Get form id & status). A blue arrow points to the 'DOCUMENTS' step. Below the progress bar, a section titled 'Required documents for admission' contains a table of documents to be uploaded.

<input type="checkbox"/>	Document Description	Upload File (Maximum file size limit is 2 MB. File format applicable are .jpg and .pdf)
Student's Documents		
<input checked="" type="checkbox"/>	1 CHILDS PASSPORT COPY (FIRST & LAST PAGE) *	<input type="button" value="Delete"/> <input type="button" value="Upload"/>
<input checked="" type="checkbox"/>	2 CHILDS VALID VISA COPY *	<input type="button" value="Delete"/> <input type="button" value="Upload"/>
<input checked="" type="checkbox"/>	3 CHILDS EMIRATES ID COPY(FRONT & BACK) *	<input type="button" value="Delete"/> <input type="button" value="Upload"/>
<input type="checkbox"/>	4 CHILDS BIRTH CERTIFICATE *	<input type="button" value="Add file"/>
<input type="checkbox"/>	5 CHILDS INSURANCE CARD COPY *	<input type="button" value="Add file"/>
<input type="checkbox"/>	6 PREVIOUS SCHOOL REPORT CARD	<input type="button" value="Add file"/>

- Upon submitting all the documents, the **“Form Status”** will be displayed with a message that the application is updated successfully

The screenshot displays the user interface for the 'Admission Form III' process. At the top, the school logo and navigation menu are visible. The main content area features 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 'FORM STATUS' step is highlighted in red, and a blue arrow points to it from above. Below the progress bar, a blue header reads 'Registration Status'. The main content area shows a success message: 'Your application has been updated successfully.' with a blue arrow pointing to it from the right. Below the message, the form number 'Form No 202223/2001' is displayed. The footer contains the copyright information: '1998 - 2020 © Digital Campus By ETH Limited'.

- **Before visiting the school for admission procedure, please complete the online application as incomplete applications will not be accepted.**