

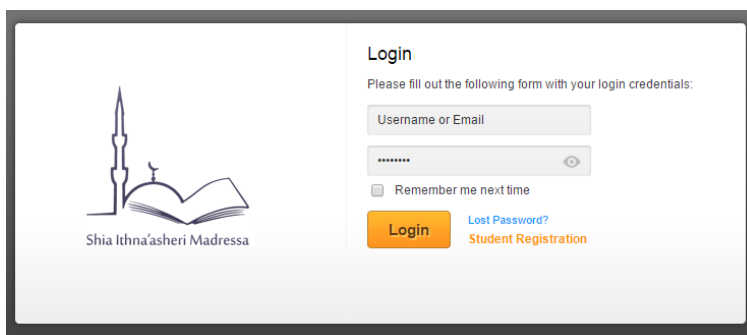
## Enrolment 2017 - New Students

If you are enrolling a new student at the Madressa you fall into one of two categories.

- New parent who does not have Children in Madressa
- Existing parent with children in the Madressa, wanting to add another child.

Certain elements of the enrolment process vary dependent on which category you fall under. Please see detailed instructions below in how to proceed with your application. Where colour coded, instructions vary based on your category.

Go to <http://sis.madressa.net>



The screenshot shows the login page for the Madressa system. On the left is the Madressa logo. On the right, under the heading 'Login', it says 'Please fill out the following form with your login credentials:'. There are two input fields: 'Username or Email' and a password field with a toggle for visibility. Below the password field is a checkbox for 'Remember me next time'. At the bottom right are two buttons: 'Login' (orange) and 'Lost Password? Student Registration' (blue text).

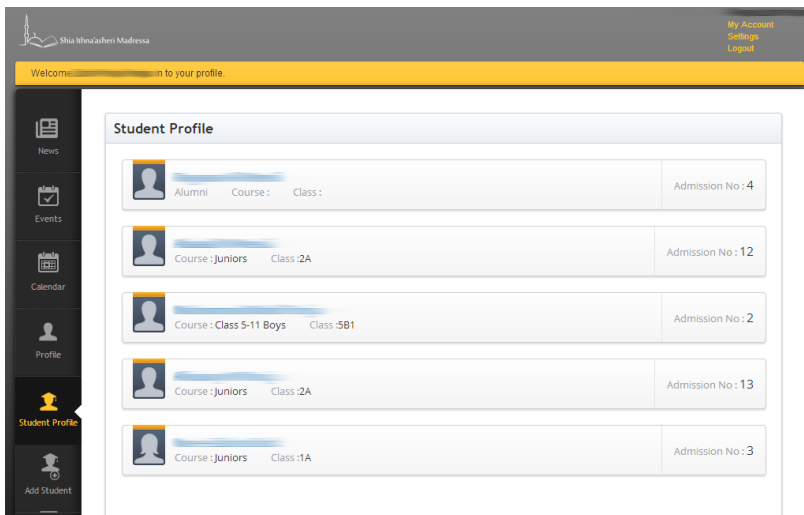
### New parent who does not have Children in Madressa

Click on 'Student Registration'

### Existing parent with children in the Madressa, wanting to add another child.

Login to the portal with your existing details. Your username will be your email address. If you have forgotten your password click 'Lost Password'.

On the home page, click 'Add Student' on the left side menu.



The screenshot shows the 'Student Profile' page after login. A yellow banner at the top says 'Welcome [username] to your profile'. On the left is a sidebar menu with icons for News, Events, Calendar, Profile, Student Profile (highlighted), and Add Student. The main area displays a list of students with their details in a table-like format.

Alumni	Course	Class	Admission No
[Profile Icon]			4
[Profile Icon]	Course : Juniors	Class : 2A	Admission No : 12
[Profile Icon]	Course : Class 5-11 Boys	Class : 5B1	Admission No : 2
[Profile Icon]	Course : Juniors	Class : 2A	Admission No : 13
[Profile Icon]	Course : Juniors	Class : 1A	Admission No : 3



You will be redirected to a form to complete. Please ensure you take the time out to complete the form correctly. All fields marked with an \* (asterisk) must be completed.

Please note the following whilst completing the form:

### Photo Upload\* (Mandatory):

Uploading a photo is mandatory. Please ensure it is within a limit of 10MB and in one of the three accepted formats (.jpg, .gif, .png). Photos will not be used externally and are solely for internal records keeping and safeguarding so that we may identify students.

### Student Email Address:

You will come across a mandatory field for student's email address in the Student Contact Details. Here you will see a suggestion made for the email to be the student's First Name and Surname '@madressa.net'. (As shown in the box on the right). Please note that this **does not** actually create an e-mail address. Rather, this email acts as a username to validate the student in our database.

### Parent/Guardian Details:

Complete the Parent/Guardian details carefully ensuring that your e-mail address and phone number are correct. These fields are **important** as they are the Madressa's priority means of communication. Where the option of adding a second parent/guardian is available, you **must** do so to help us keep our records of your child as detailed as possible.

### KSIMC Membership Number:

If you are registered with KSIMC and need to obtain your membership number, please email [admin@hujjat.org](mailto:admin@hujjat.org) or call them at (0)20 8954 6247. If you are not registered leave '0000' in the field.

### Madressa Photo & Video Policy Consent:

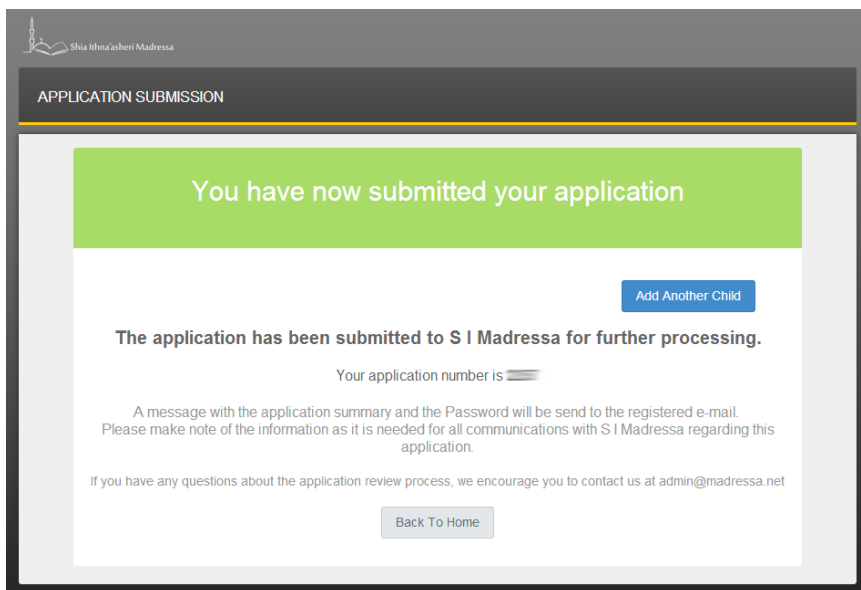
For this section, please read the details thoroughly. Select either 'Yes' or 'No' for the questions presented. This information will be stored in our database and referred to when we take photos and/or video, and showcase them either on our website or in publications for the duration that your child is at the Madressa.

## New parent who does not have Children in Madressa

Upon completion of the application you will see the following notification.

This notification indicates that the S I Madressa Administration team has received your application and it is now under review.

If you wish to add another child click on 'Add Another Child'. At this point you will also receive an email with your Application ID and password. You can use these details to check your status at the link provided in the email.



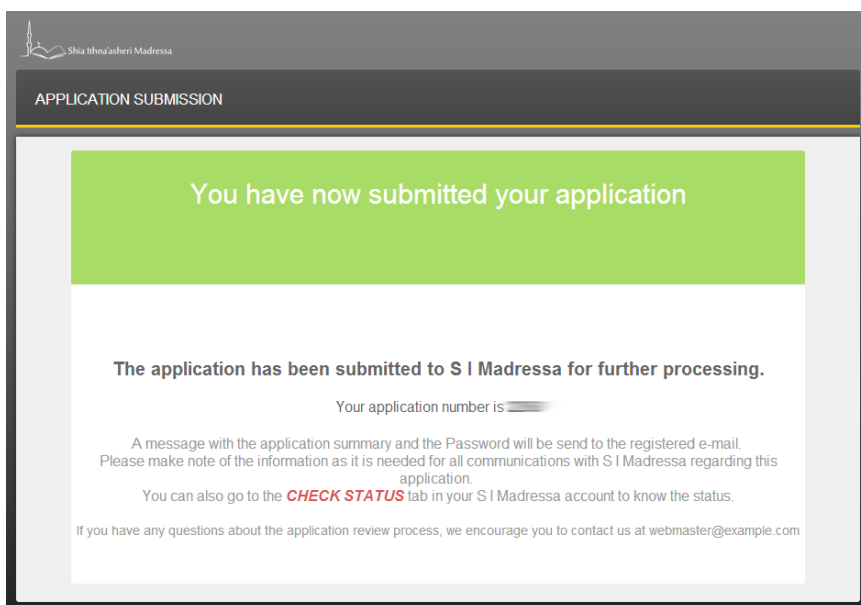
## Existing parent with children in the Madressa, wanting to add another child.

Upon completion of the application you will see the following notification.

As an existing parent/guardian, you can check the status of the application you submitted via your portal once you login.

You will have received an email if your application was submitted successfully.

Click check status on the left hand side menu.





The administration will then review your application

## New parent who does not have Children in Madressa

Once the administration has reviewed your application, if accepted, you will receive an email stating your permanent username and password for the parent portal. If your child is transferred to the waiting list, you will receive an email stating a change of status in the application you submitted.

## Existing parent with children in the Madressa, wanting to add another child.

One of two things will happen once the application you have submitted for your child has been approved:

- Under **Check Status** the Status for the Child you submitted an application for will show as **Approved**.
- The Child will now show up on your homepage when you login and see a list of your children who are in the Madressa.

A successful enrolment after the application is accepted is conditional on fees being paid on time.

## Paying Fees

Login to the [Parent Portal](#).

Click 'Fees' on the left side menu.

You will see a list of your children (like the image on the right)

Click 'Pay Fees'

You will be guided through 6 steps. The first 4 are details you have previously completed but **must ensure are correct and up to date**.

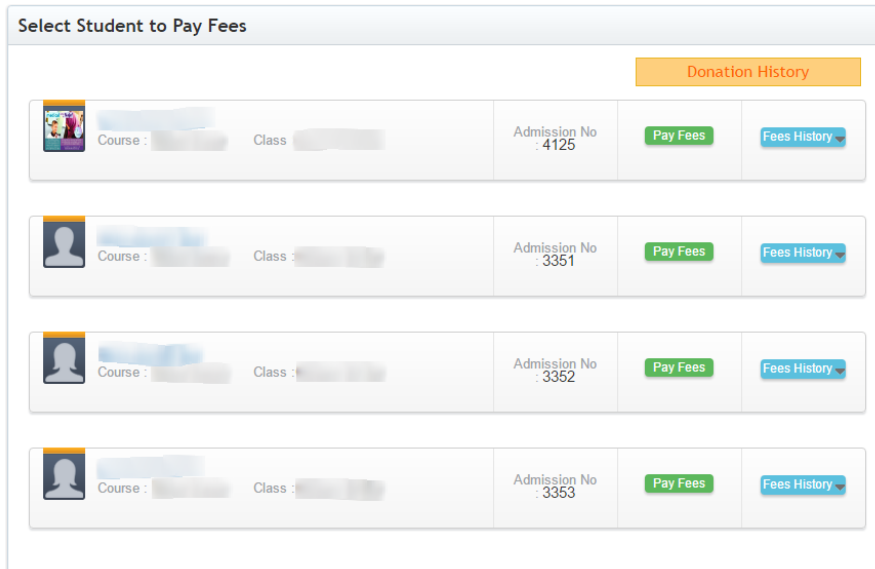
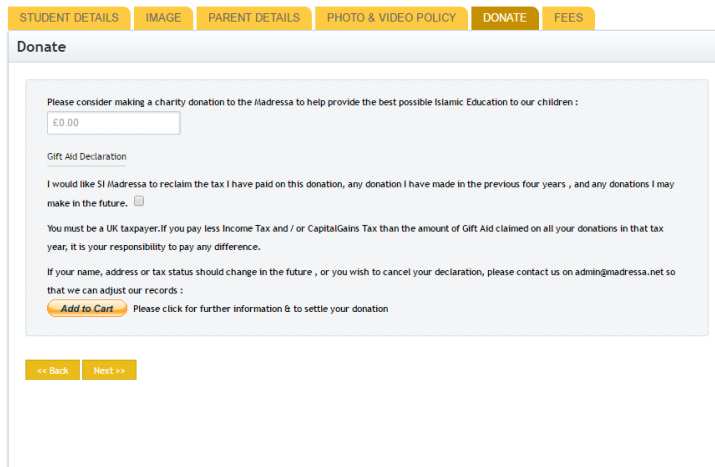
- Student Details
- Image
- Parent Details
- Photo & Video Policy

The last 2 steps are payment to complete the enrolment process.

## Donations

Please consider making a charity donation to the Madressa to help provide the best possible Islamic Education to our children. You can make a difference at any cost.

- £10 allows the Madressa to purchase one piece of new furniture for our students (table/chair)
- £50 covers the cost of producing teaching resources for one month (printing costs)
- £75 covers the cost of student manuals for one class (30 children)
- £250 allows Madressa to obtain the services of a professional teacher to assist in improving our education delivery (approximate running of one teacher training session)
- £1,000 covers the running cost of one week of Madressa (Kenmore and Stanmore)

If you wish to make a donation, please enter the amount and click 'Add to Cart'. This will open an external PayPal page where you can follow the steps to complete your payment. **Note:** If you are paying your child(ren)'s fees in full, you may wait until all payments are added to cart. If you are paying over 6 months, please complete the donation payment before proceeding.

## Fees

When you go to the final step, you have two options for payment

### Pay Now

You can choose to pay your child(ren)'s fees of £100.00/per child in full. To do so, click 'Add to Cart'.

A second tab/page will open with the third-party PayPal shopping cart. If you have previously added a donation you will see this in your cart, plus your child's fee.

For each child that you wish to pay for in full, click 'Go Back to Student List' on the first tab/page and follow through the steps as you did for your first child. For each time you click 'Add to Cart' your PayPal shopping cart on the second tab/page will update.

When you are ready to pay, go to the PayPal tab/page and proceed to completing the payment.

**IMPORTANT:** Upon completion of your PayPal payment, you will be redirected back to the portal where you will see a confirmation of your payment. At this time, you may close the first tab/page.

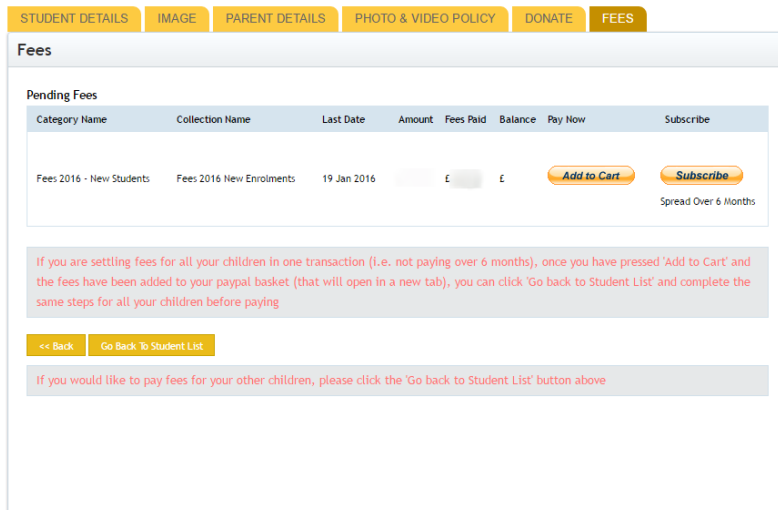
You will receive a receipt in your inbox for your payment(s).

### Subscribe

You can choose to subscribe your child(ren)'s payments over the course of 6 months. To do so, click 'Subscribe'. For this method of payment, you must subscribe each child individually.

**IMPORTANT:** A second PayPal tab/page will open for you to complete the payment. Upon completion of your PayPal payment, you will be redirected back to the portal where you will see a confirmation of your payment. At this time, you may close the first tab/page.

You will receive a receipt in your inbox for your payment(s).



Category Name	Collection Name	Last Date	Amount	Fees Paid	Balance	Pay Now	Subscribe
Fees 2016 - New Students	Fees 2016 New Enrolments	19 Jan 2016	£	£		<a href="#">Add to Cart</a>	<a href="#">Subscribe</a>

Spread Over 6 Months

If you are settling fees for all your children in one transaction (i.e. not paying over 6 months), once you have pressed 'Add to Cart' and the fees have been added to your paypal basket (that will open in a new tab), you can click 'Go back to Student List' and complete the same steps for all your children before paying

If you would like to pay fees for your other children, please click the 'Go back to Student List' button above

