Shia Ithna'asheri Madressa

2015 Enrolment Module

HOW TO SUBMIT AN APPLICATION AS AN **EXISTING** PARENT OF THE MADRESSA

FOR A NEW STUDENT

1. Parent Login

Login

Please fill out the following form with your login credentials:

Username or Email

[••••••••] 👁

☐ Remember me next time

Login   Lost Password?
              Student Registration
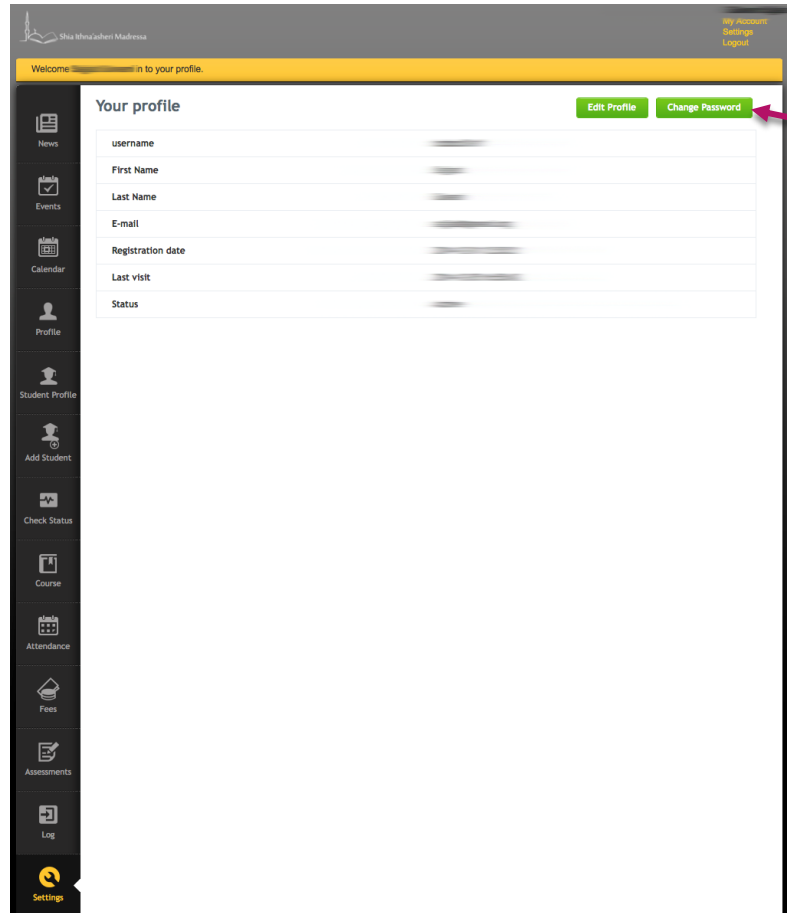
Shia Ithna'asheri Madressa

In your web browser go to: http://sis.madressa.net

You will see a Login screen. Login with the username and password that were provided to you.

If you have not received the email with your login details, or if your login details were not stated correctly (and you cannot login) then click 'Lost Password' to reset your password. You can then login with the e-mail address that is on file with the Madressa and your new password.

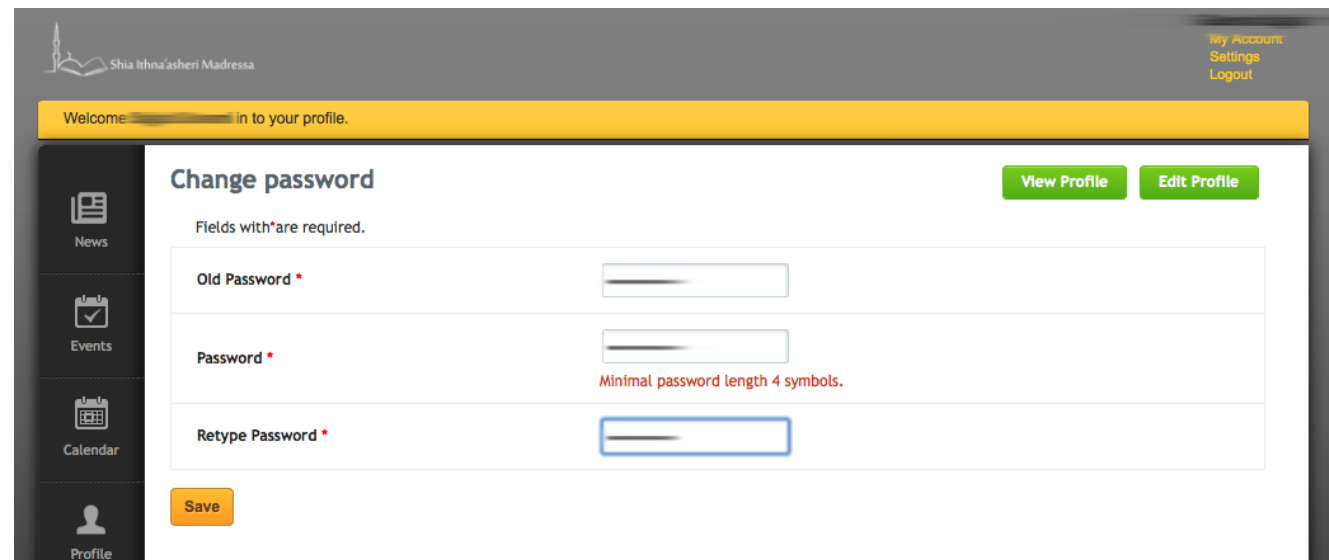For any further assistance please contact admin@madressa.net

Changing Password

Once you have logged in you can change your password by going to 'Settings' in the left side menu.

You can then select 'Change Password' from the top right.

You will see a screen like the one below:

Updating Profiles

Take a look at one of your student profiles to ensure that all your information is correct. Click on their name. You will then see a screen like this.

Student Contact Details as well as Parent/Guardian Details will have a Green button which says 'Edit'

Updating Profiles

PLEASE REVIEW AND UPDATE STUDENT AND PARENT/GUARDIAN DETAILS.

Please ensure that the Address is correct under Student Details. Under Parent/Guardian Contact Details please ensure that your E-mail address is correct, as well as your mobile number.
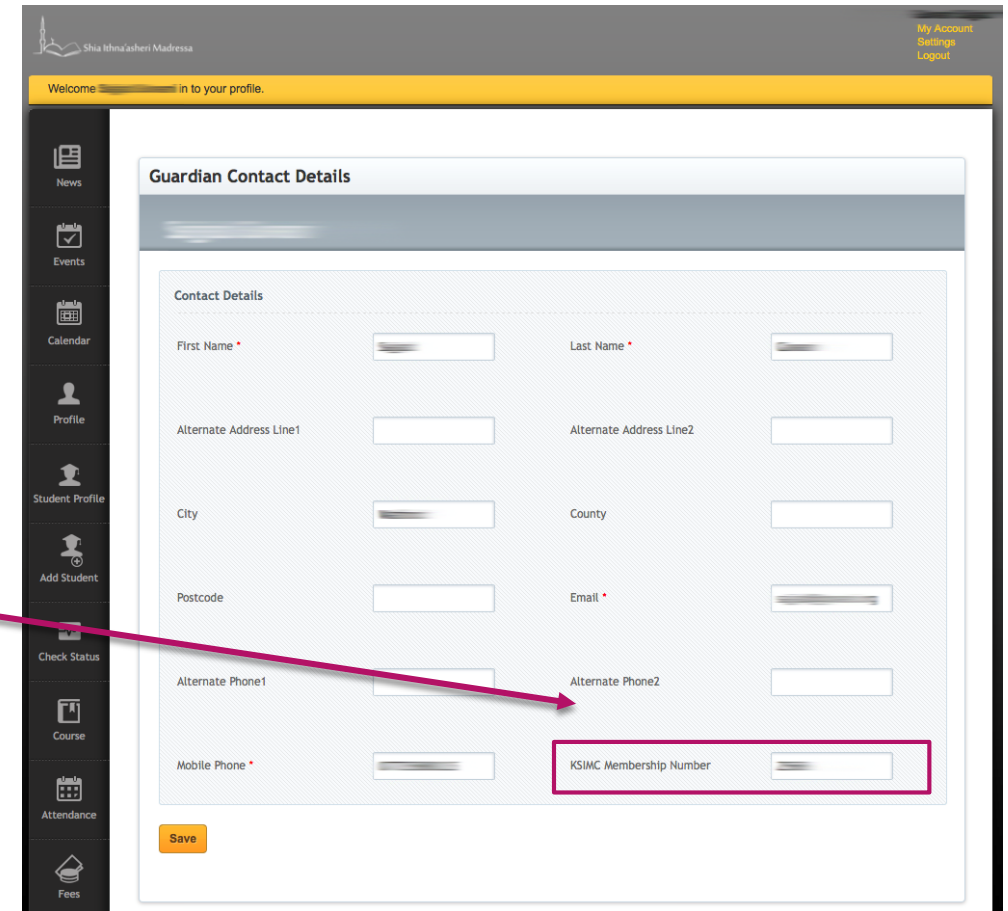
It is **highly encouraged** that if you are a member of KSIMC London, you enter your KSIMC Membership number as it can impact enrolment priority as per our Admissions Policy.

*You can obtain your KSIMC London Membership number by contacting admin@hujjat.org and can also update this field at a later stage if you do not have it at hand.
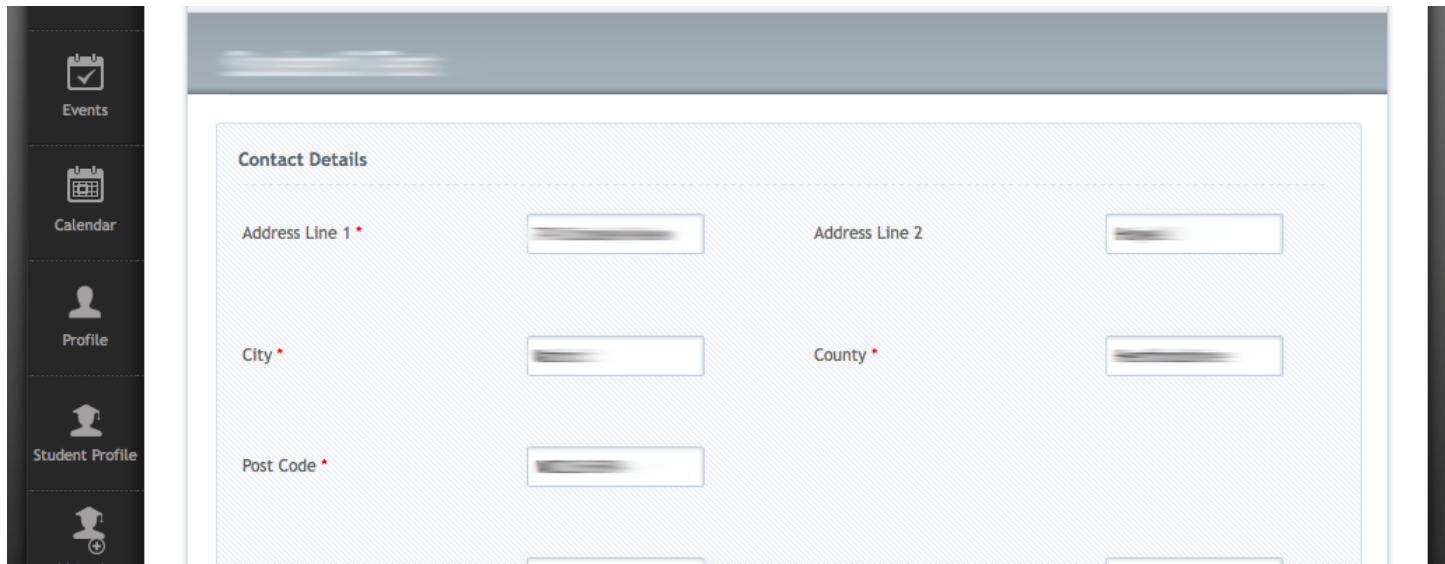
*If you do not have a KSIMC Membership Number, please leave that field blank and continue with the enrolment form.

Student Contact Details — Edit

Address Line1		Address Line 2	
City		County	
Postcode		Phone 1	
Phone 2			

Guardian Contact Details

Contact Details

First Name *   Last Name *

Alternate Address Line1   Alternate Address Line2

City   County

Postcode   Email *

Alternate Phone1   Alternate Phone2

Mobile Phone *   KSIMC Membership Number

Updating Profiles

The details you change for an individual student will be reflected in the profile of your other students as well.

2. Profile Screen
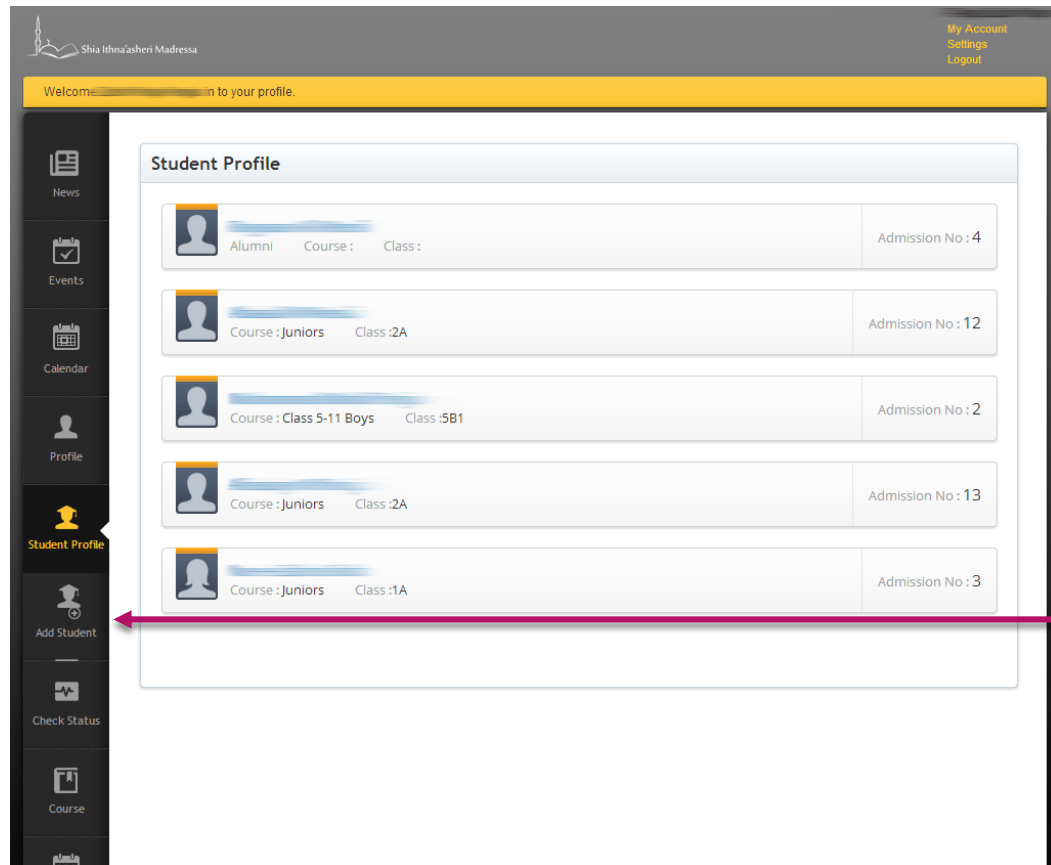
This is the screen you will see once you login:

1. On the left hand side there will be a menu allowing you to select what you would like to do
2. Your homepage screen will show you a list of your existing students

To add a new student to the Madressa, click on 'Add Student'.

2. Filling out the Application

You will then be redirected to a form that looks like the one on the left.

Please ensure you take the time to fill out the form **correctly**.

All fields marked with an * (asterisk) must be completed.

As you are an existing parent/guardian, some fields such as the address and parent/guardian details may already be filled.

However please ensure all fields have the **correct information**.

Student Details

In the section titled 'Student – Contact Details', you will come across a mandatory field for the student's email address.

Here you will see a suggestion made for the email to be the student's First Name and Surname '@madressa.net'. 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.

Additional Queries

Madressa Photo & Video Policy Consent

The Madressa has recently launched a new "Use of Images" policy in line with its Safeguarding commitments in order to provide a greater understanding on how images will be handled and what boundaries are in place for Madressa events

This policy will govern how the Madressa will handle matters relating to photography and video on the Madressa premises.

Occasionally, we may take photographs of the children at our Madressa. These images may be used in our Madressa printed publications that we produce, on our website, or on project display boards. We may also make video recordings for monitoring or other educational use.

CONDITIONS OF USE

1. This form is valid for the period of time your child attends the Madressa. Your consent will automatically expire after this time.
2. The Madressa will not re-use any photographs or recordings after your child leaves without further consent being sought.
3. The Madressa will not use the personal details or full names (which means first name and surname) of any child or adult in a photographic image, on video, on our website, in the school prospectus or in any of our other printed publications.
4. The Madressa will not include personal e-mail or postal addresses or telephone or fax numbers on video, on our website or in our printed publications.
5. If we use photographs of individual pupils, we will not use the full name of that pupil in any accompanying text or caption.
6. If we use the full name of a pupil in text, we will not use a photograph of that pupil to accompany the article.
7. We may include pictures of pupils and teachers that have been drawn by pupils. We may use group or class photographs or footage with very general labels, such as 'an Akhlaq lesson'.
8. We will only use images of pupils who are suitably dressed.
9. Parents should note that websites can be viewed throughout the world and not just in the United Kingdom, where UK law applies.

To see our full policy, please visit our website, www.madressa.net

May we use your child's photograph in printed publications that we produce for promotional purposes, or on project display boards, etc? *
○ Yes ○ No

May we use your child's image on our Madressa Website? *
○ Yes ○ No

May we use child's image on video? *
○ Yes ○ No

May we allow your child to appear in the media as part of our Madressa's involvement in an event? *
○ Yes ○ No

By clicking 'Register' you also agree to our Admission and Attendance Policy as posted on our website, www.madressa.net

Register

For this section, please read the details **thoroughly** and see the Conditions of Use.

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 as at the Madressa.

4. Application Submitted

APPLICATION SUBMISSION

You have now submitted your application

The application has been submitted to S I Madressa for further processing.

Your application number is ▒▒▒▒▒

A message with the application summary and the Password will be send to the registered e-mail.
Please make note of the information as it is needed for all communications with S I Madressa regarding this application.
You can also go to the *CHECK STATUS* tab in your S I Madressa account to know the status.

If you have any questions about the application review process, we encourage you to contact us at webmaster@example.com

Upon completing 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.

You will receive an email stating that your application has been sent.

5. Checking Status

Students Status

Sl. No.	Student Name	Status	Course - Class
1		Under review	-

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.

Once the status of your child's application changes, you will receive an email like the one below.

Subject: S I Madressa : Application status changed

The status of your child _____ application changed.Login to your account for viewing the details.

6. Application Approved

▶ 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.

IMPORTANT
YOU HAVE NOT ENROLLED YOUR CHILDREN FOR THE YEAR 2015. THEY WILL 'EXIST' IN THE MADRESSA DATABASE BUT ARE NOT CONSIDERED ENROLLED FOR 2015. UNTIL THE FEES HAVE BEEN PAID.

Follow the next Steps to Pay for your Children at the Madressa.

Enrolling your children for 2015

▶ You have not enrolled your children for the year 2015. They will 'exist' in the madressa database but are not considered enrolled for 2015. Until the fees have been paid.

Back at the homepage of the portal you will see a list of your children in the Madressa.

On the left hand side menu click on **'Fees'**

At this stage you have two options:

1. Click 'Add to Cart' to add the student and proceed to payment

If you have more than one child in the Madressa, select the first child that you will be paying for from the Dropdown Menu on the top right.

Then click 'Add to Cart' to add that Child's fees payment to the Cart. An external screen will load adding the payment to the cart.

In the top dropdown menu select **the next child** you wish to pay for and click 'Add to Cart'.

Follow on to the next step on the external page (which shows your cart) when you have added all fees payments to cart.

2. Click 'Subscribe' if you wish to pay your fees in Instalments (either spread over 3 months or 6 months)

If you are going to pay in Installments go to Page 8 and follow subscription instructions.

Go to your 'Cart'

Your Shopping Cart

Description		Item price	Quantity			Amount
fees Item # 13–4			1	Update | Remove		£2.00
fees Item # 24–5			4	Update | Remove		£8.00
				Item total:		£10.00
				Total:		£10.00 GBP

Continue Shopping   Check Out   OR   Check out with PayPal

You can apply gift certificates, rewards, or other discounts later.

Secure payments by PayPal

Go to the external screen and double check that the fees payment are correct. Here you can correct the Quantity if need be (it should be 1 for each entry).

Then click 'Check Out with PayPal' [You don't need to have an account]

If you have forgotten to add a child for enrolment click 'Continue Shopping'.

Processing Payment

Your order summary

Descriptions	Amount
fees	
Update | Remove	
fees	
Update | Remove	
Item total	
Total	

Choose a way to pay

▼ **Pay with my PayPal account**
Log in to your account to complete the purchase

PayPal 🔒

Email

PayPal password

☐ This is a private computer. What's this?

Log In

Forgot email or password?

▶ **Don't have a PayPal account?**
(Optional) Join PayPal for faster future checkout

You will then come to this screen stating your 'Order Summary'

At this point you can choose to pay either via your PayPal Account or make a Card Payment

Under **Choose a way to pay** you can select:

1. Pay with my PayPal account
2. Don't have a PayPal account?

*Please note that you do not **HAVE** to have a PayPal account to make a payment. Under the section option you may enter your card details and proceed.

Paypal will give you an option to create an account, however you can choose 'No Thanks' if you do not wish to create an account with PayPal
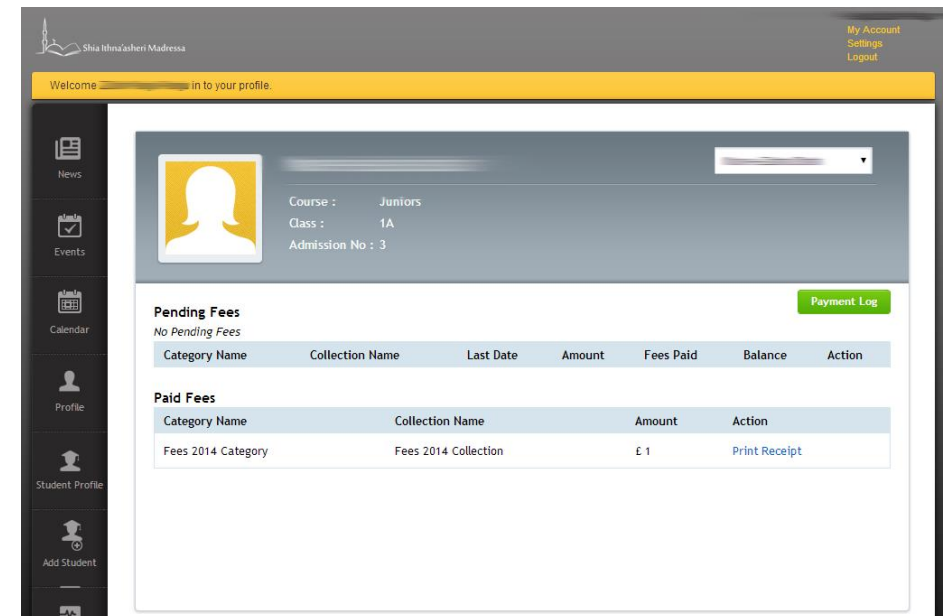
After completing the payment you will be given the option to 'Go Back' to the Portal

Payment Receipt
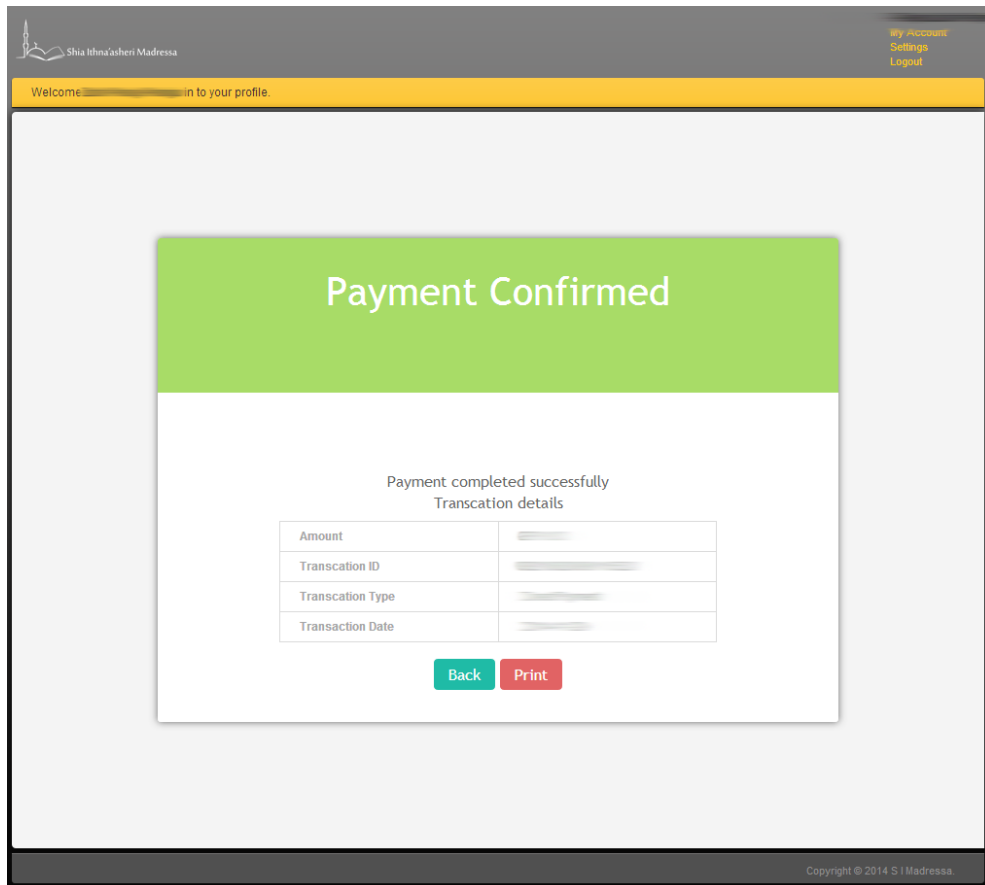
Upon completing payment, you will see the following 'Payment Confirmed' screen. You will also receive an email with the same details.

When you go to the fees section you will see similar below each child that you have paid for, showing that fees have been paid (and you can print a receipt).

SUBSCRIPTION OPTIONS

If you choose to pay your Child(ren)'s fees in instalments spread over either:
A. 3 Months
B. 6 Months

You will proceed as follows.

1. Click on the subscribe option

SUBSCRIPTION OPTIONS

The SI Madressa

Log in to complete your checkout

PayPal 🔒 Secure Payments

PayPal securely processes payments for **The SI Madressa**. To pay using your PayPal account, please log in. Learn more

Description	Terms	Amount
SIM Madressa Fees - Subscription	£26.67 GBP for each month, for 3 instalments	£26.67 GBP

Check out using PayPal

Pay faster with PayPal. It's a safer way to pay and you won't have to reveal your financial information. Learn more

PayPal

Email: ▓▓▓▓▓▓▓

Password: �_____

Forgotten your email address or password?

Don't have a PayPal account? Pay using your debit or credit card

Log In

You will then come to a page like this

(we have selected 3 month option as an example, the terms and amount will vary based on whether you choose a 3-month or 6-month option)

If you do not have a PayPal account you can click on 'Pay using your debit or credit card'

Please note that at this time Paypal **will require you to create an account with the card details you enter** so that it may handle your standing order over the course of the next 3/6 months.

SUBSCRIPTION OPTIONS
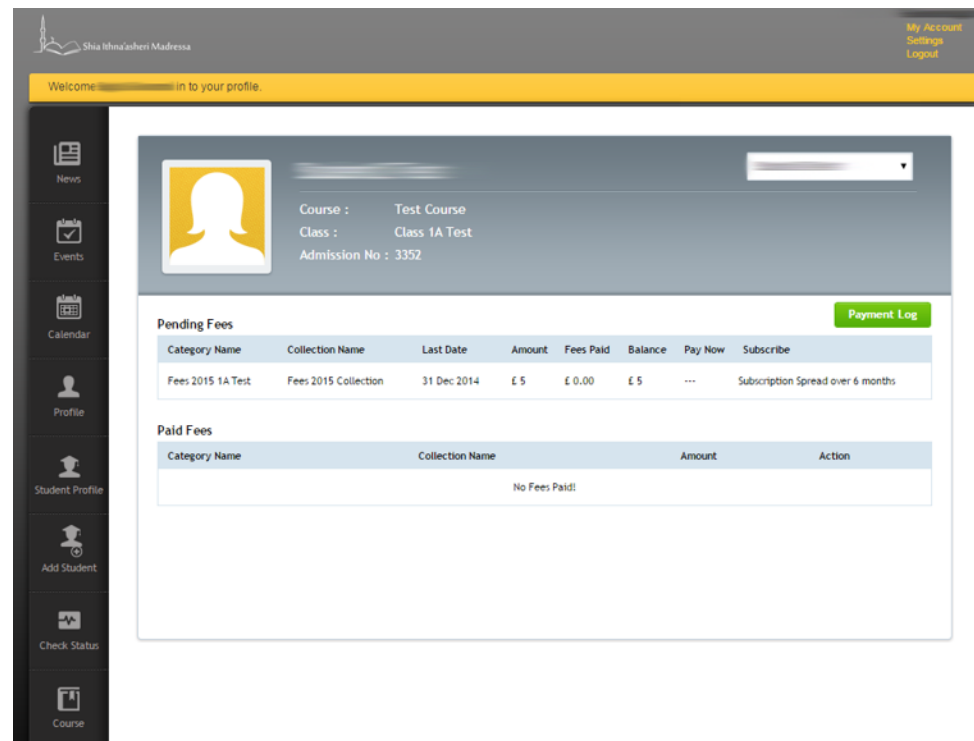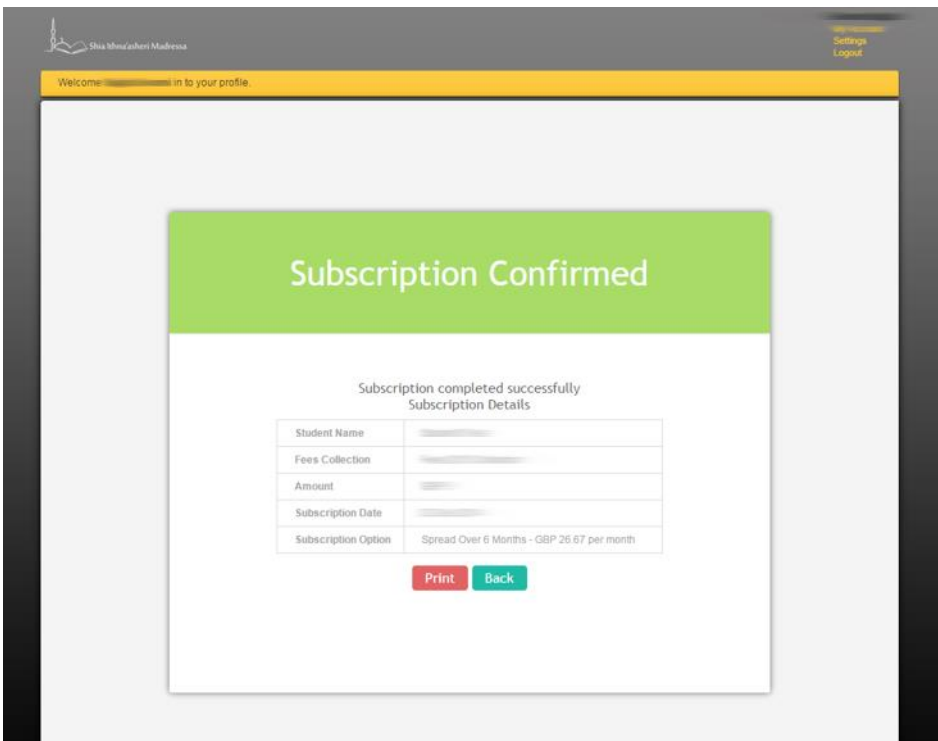
Upon completing payment, you will see the following 'Subscription Confirmed' screen. You will also receive an email with the same details.

When you go to the fees section you will see similar below each child that you have paid for, showing that fees have been set up as Subscription.

S I Madressa will update the account on receipt of each payment.

SUBSCRIPTION OPTIONS

- You will **need to complete this step for each child** via the Parent Portal individually.

- After setting up your Standing Order, the Parent Portal **will still show fees as Subscribe Spread over 3/6 months**.

- The S I Madressa Administration **will update** Partial Payments for each individual student for whom the subscriptions have been set up for, as received.

Complete

Thank you!
You have now **completed** enrolment for your child(ren)