



Shia Ithna'asheri Madressa

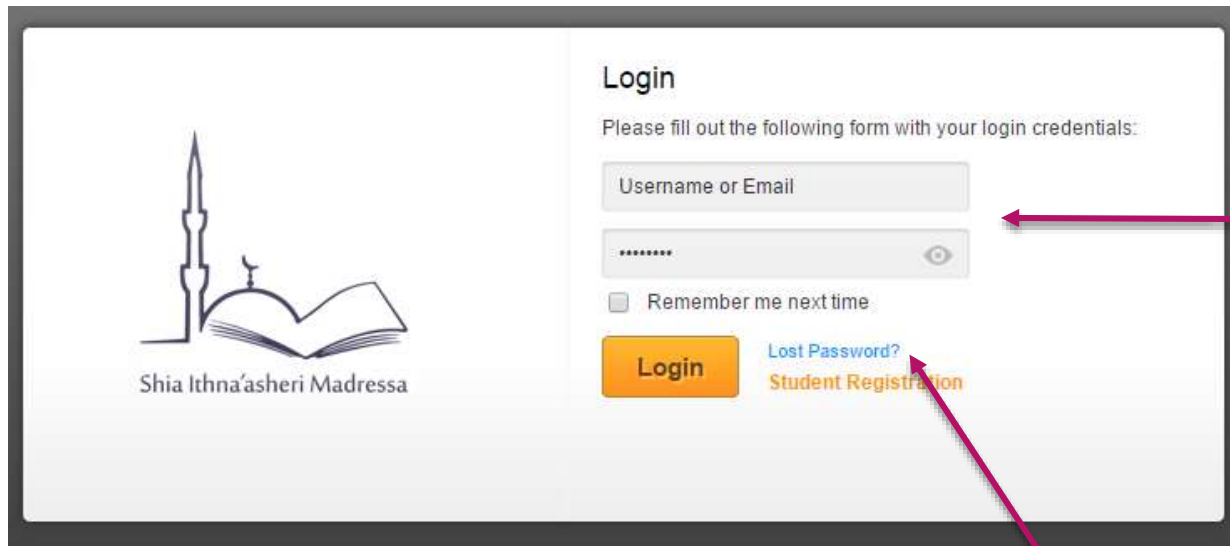
Paying Fees 2015

- FOR YOUR CHILD(REN) FOR 2015 AS AN **EXISTING** PARENT OF THE MADRESSA
- FOR YOUR CHILD(REN) FOR 2015 AS NEW PARENTS FOLLOWING SUCCESSFUL ADMISSION

IMPORTANT

- S I Madressa have chosen Paypal as the Payment Gateway for Madressa Fees to ensure a secure and accurate collection of fees process
- YOU HAVE NOT COMPLETED ENROLLMENT OF YOUR CHILD(REN) FOR THE YEAR 2015 UNTIL THE FEES HAVE BEEN PAID.

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](#)

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.

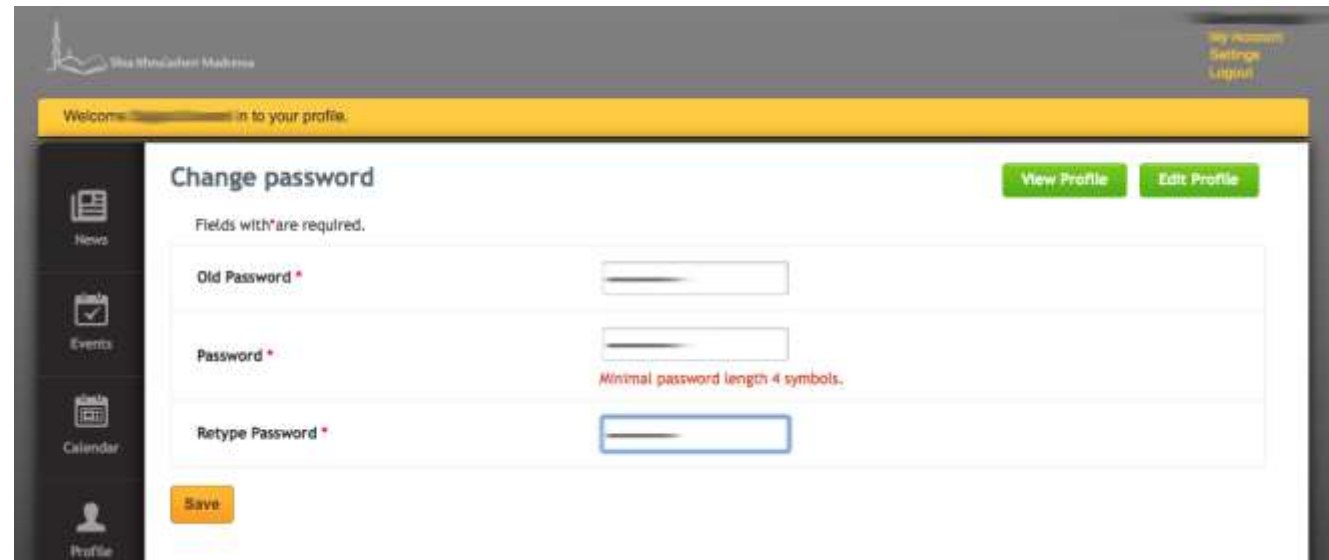
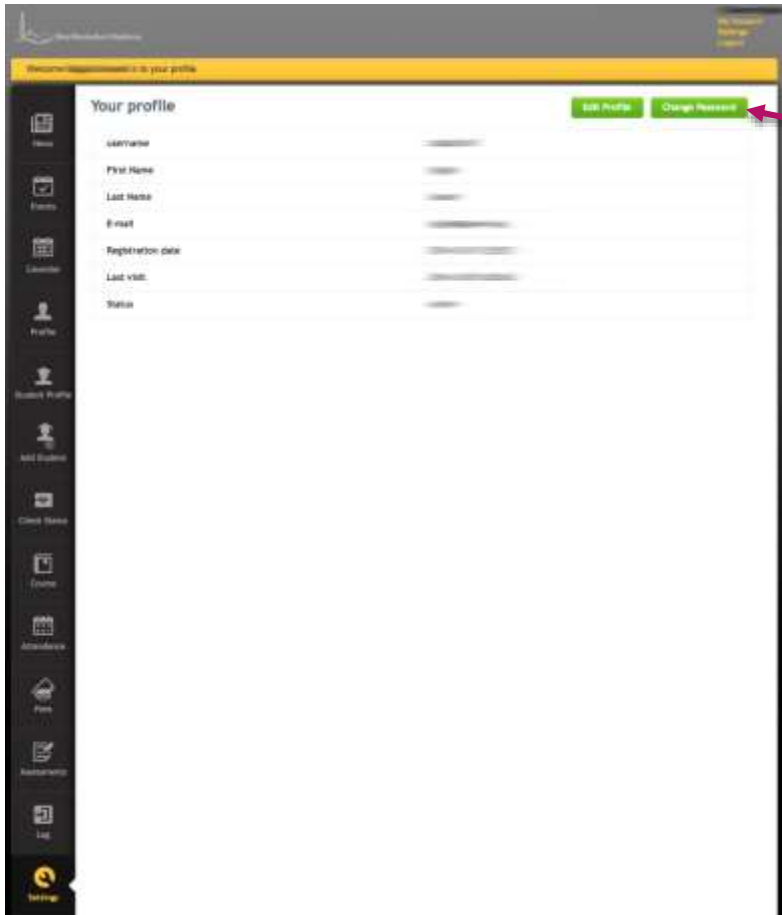
For any further assistance please contact admin@madressa.net

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

Student Profile

	Course : Juniors Class : 6C	Admission No : 24
	Course : Juniors Class : 6C	Admission No : 4
	Course : Juniors Class : 6A	Admission No : 12
	Course : Class 5-11 Boys Class : 5B1	Admission No : 2
	Course : Juniors Class : 6A	Admission No : 13
	Course : Juniors Class : 6A	Admission No : 3

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'

Edit

Student Profile

Course : Test Course
Class : Class 1A Test
Admission No : 3351

Admission Data Date of Birth

Gender Email

Category

School Name Special Education Needs (SEN) No

SEN Comments General Notes

Medical Notes

May we use your child's photograph in our publications that we produce for general purposes, or in project display boards? No

May we use your child's image on our website? No

May we allow your child to appear in the media as part of our Marketing involvement in an event? No

May we use your child's image in video? No

Student Contact Details

Address Line 1 Address Line 2

City County

Postcode Phone 1

Phone 2

Edit

Updating Profiles

Student Contact Details Edit

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

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.

Welcome to your profile.

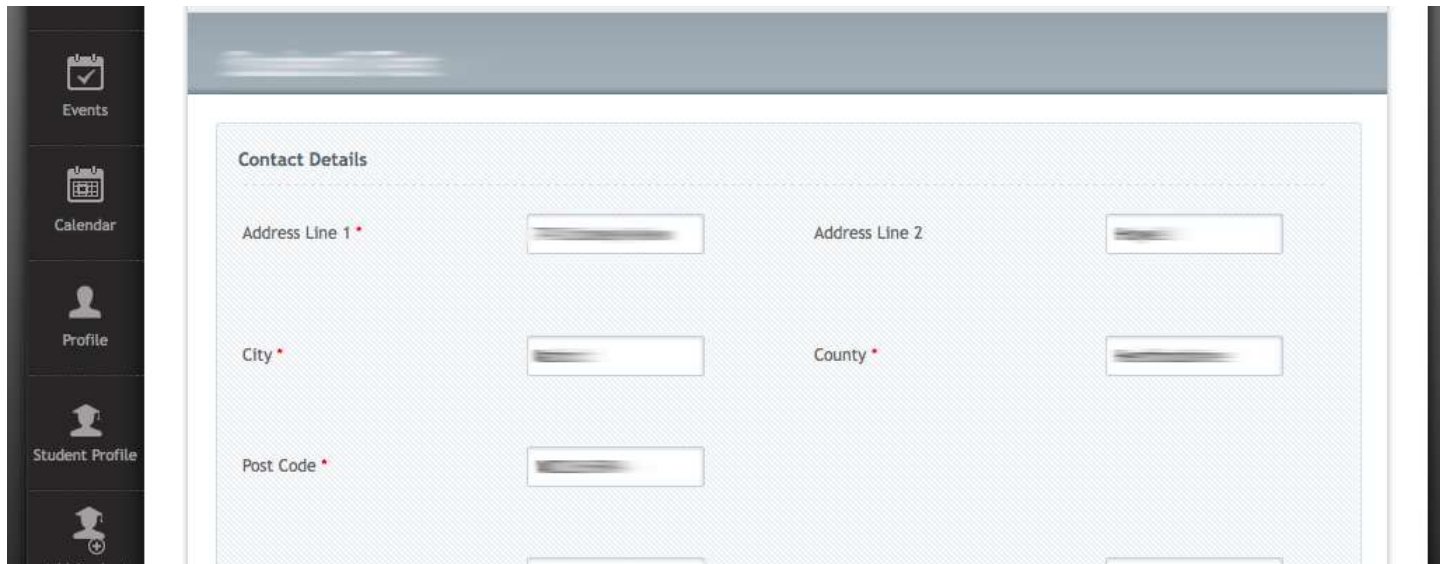
Guardian Contact Details

Contact Details

First Name *	Last Name *
Alternate Address Line 1	Alternate Address Line 2
City	County
Postcode	Email *
Alternate Phone 1	Alternate Phone 2
Mobile Phone *	KSIMC Membership Number

Save

Updating Profiles



The screenshot displays a web application interface with a dark sidebar on the left and a main content area. The sidebar contains five menu items: 'Events' (calendar icon), 'Calendar' (calendar icon), 'Profile' (person icon), 'Student Profile' (graduation cap icon), and an unlabeled item (graduation cap icon with a plus sign). The main content area features a 'Contact Details' form with the following fields:

Contact Details	
Address Line 1 *	Address Line 2
City *	County *
Post Code *	

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

- ▶ 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.
- ▶ Go to <http://sis.madressa.net> and log in with the user details you have received via email.

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**'



The screenshot shows the 'Student Profile' page of the Madressa system. The page has a yellow header with 'Welcome' and 'Log out of your profile'. The main content area displays a list of student profiles, each with a profile picture, course information, and admission number. The left sidebar contains navigation icons for Home, Fees, Calendar, Profile, Student Profile (highlighted), Add Student, Check Status, and Course. The top right corner has links for 'My Account', 'Settings', and 'Logout'.

Course	Class	Admission No
Course: Juniors	Class: 8C	Admission No: 24
Course: Juniors	Class: 8C	Admission No: 4
Course: Juniors	Class: 2A	Admission No: 12
Course: Class 5-11 Boys	Class: 5B1	Admission No: 2
Course: Juniors	Class: 2A	Admission No: 13
Course: Juniors	Class: 1A	Admission No: 3

This Madressah Madressa
 My Account Settings Logout

Welcome [Name] to your profile.

News
 Events
 Calendar
 Profile
 Student Profile
 Add Student
 Check Status

Course : Test Course
 Class : Class 1A Test
 Admission No : 3351

Payment Log

Category Name	Collection Name	Last Date	Amount	Fees Paid	Balance	Pay Now	Subscribe
Fees 2015 Category Test 2	Fees 2015 Collection test 2	31 Dec 2014	£ 5	£ 0.00	£ 5	Add to Cart	Spread Over 3 Months Subscribe Spread Over 6 Months Subscribe

Paid Fees

Category Name	Collection Name	Amount	Action
No Fees Paid			

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.

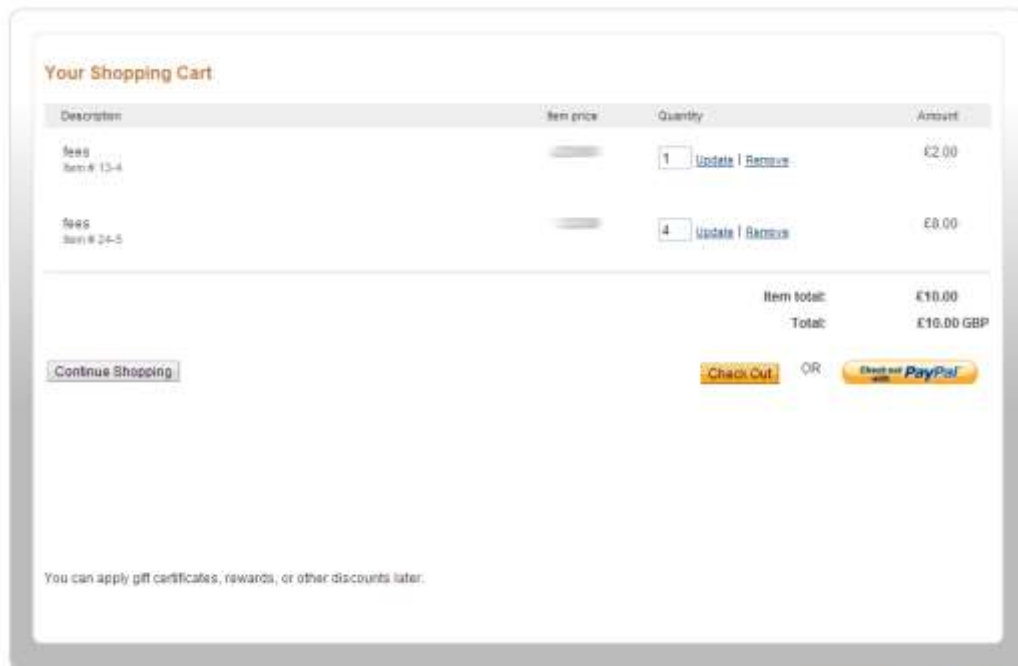
In the top dropdown menu select **the next child** you wish to pay for and click 'Add to Cart'.

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'



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.

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:

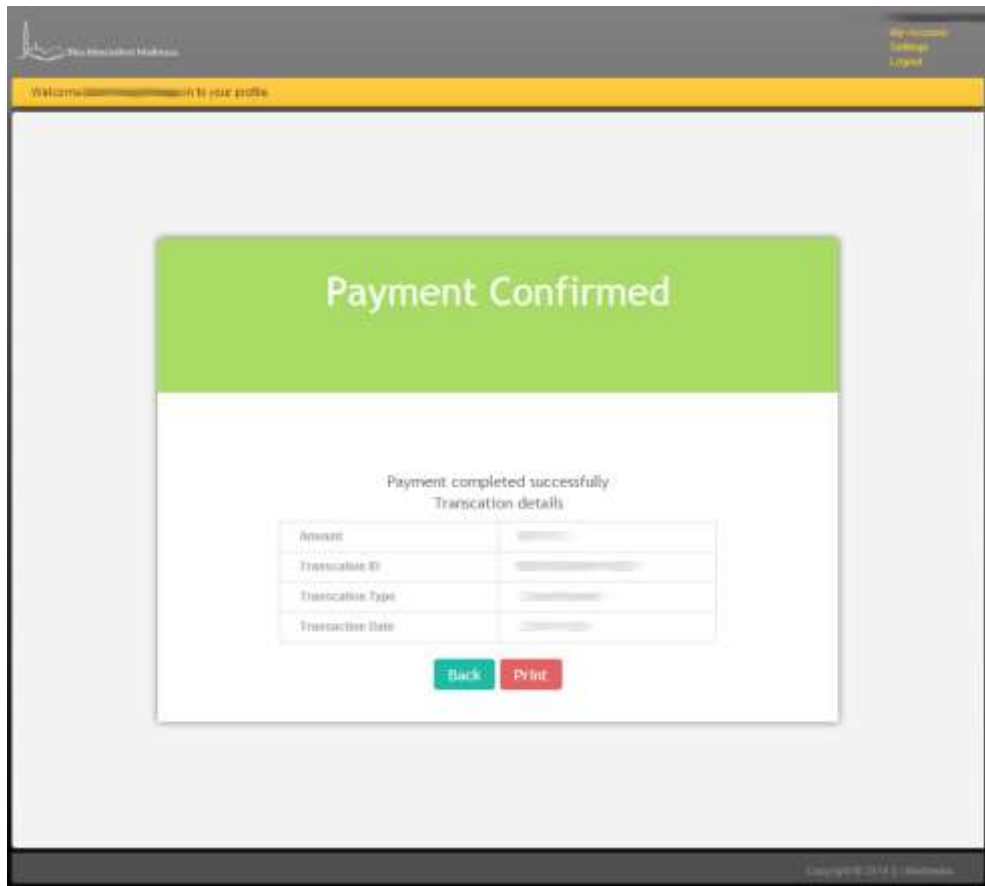
1. Pay with my PayPal account
2. Don't have a PayPal account?

*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

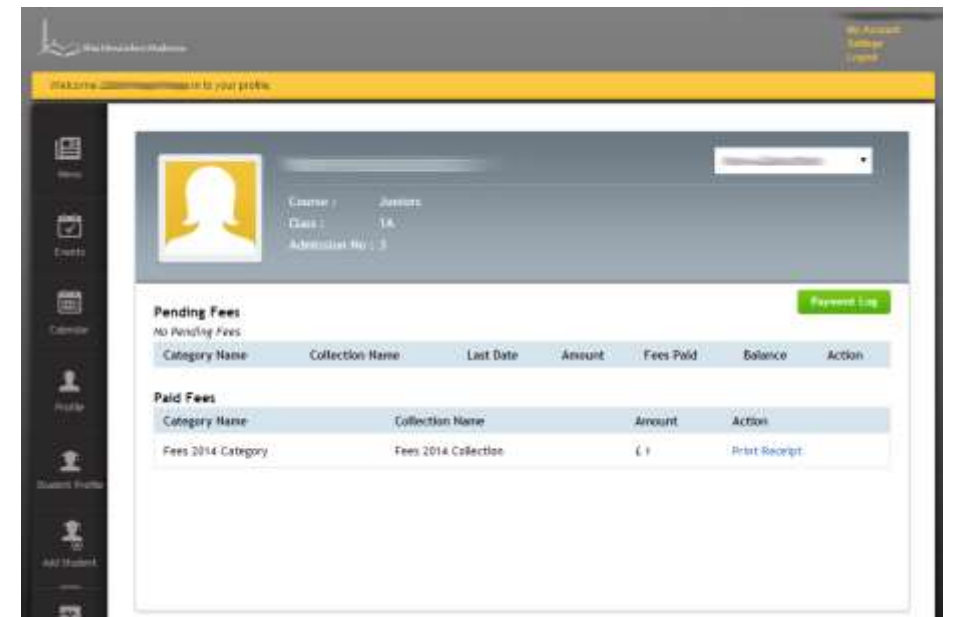
After completing the payment you will be given the option to 'Go Back' to the Portal

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

The screenshot shows a student portal interface. At the top, there is a navigation bar with 'Welcome [Name] to your profile.' and links for 'My Account', 'Settings', and 'Logout'. A sidebar on the left contains icons for 'News', 'Events', 'Calendar', 'Profile', 'Student Profile', 'Add Student', and 'Check Status'. The main content area displays a student profile with a placeholder image and the following details: Course: Test Course, Class: Class 1A Test, and Admission No: 1151. Below this is a 'Pending Fees' section with a 'Payment Log' button. It contains a table with columns: Category Name, Collection Name, Last Date, Amount, Fees Paid, Balance, Pay Now, and Subscribe. One row is visible: Fees 2015 Category Test 2, Fees 2015 Collection test 2, 31 Dec 2014, £ 5, £ 0.00, £ 5, with an 'Add to Cart' button. To the right of the table are two 'Subscribe' buttons: 'Spread Over 3 Months' and 'Spread Over 6 Months'. Below the table is a 'Paid Fees' section with a table that currently shows 'No Fees Paid'.

Category Name	Collection Name	Last Date	Amount	Fees Paid	Balance	Pay Now	Subscribe
Fees 2015 Category Test 2	Fees 2015 Collection test 2	31 Dec 2014	£ 5	£ 0.00	£ 5	Add to Cart	Subscribe Spread Over 3 Months Subscribe Spread Over 6 Months Subscribe

Category Name	Collection Name	Amount	Action
No Fees Paid			

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 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](#)



Email:

Password:

[Forgotten your email address or password?](#)

Don't have a PayPal account? Pay using your [debit or credit card](#)

Log In

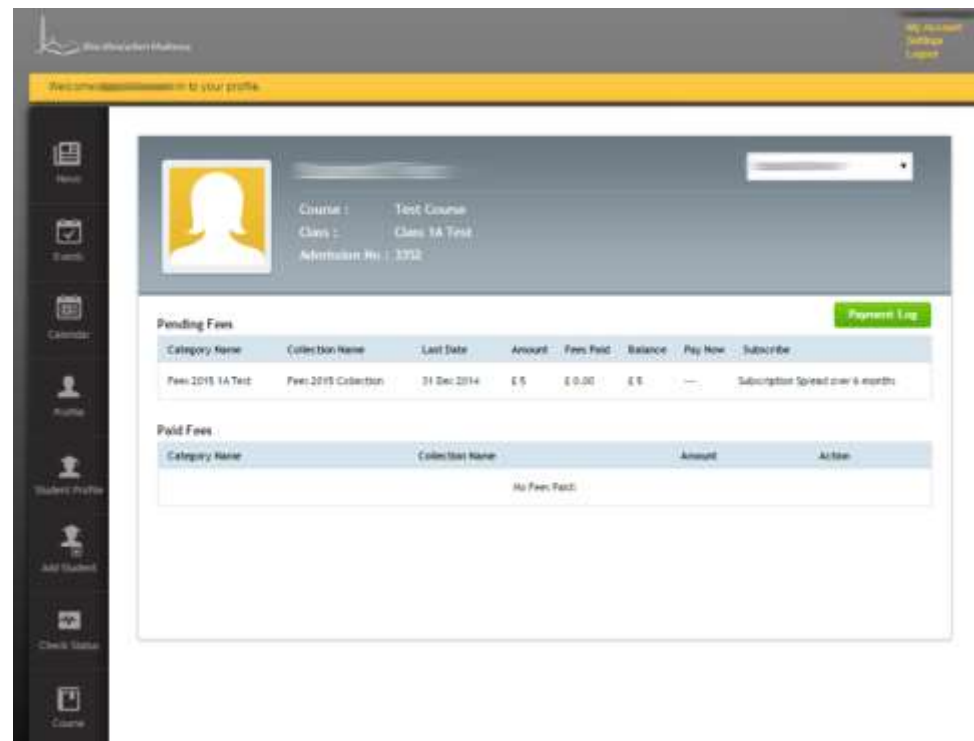
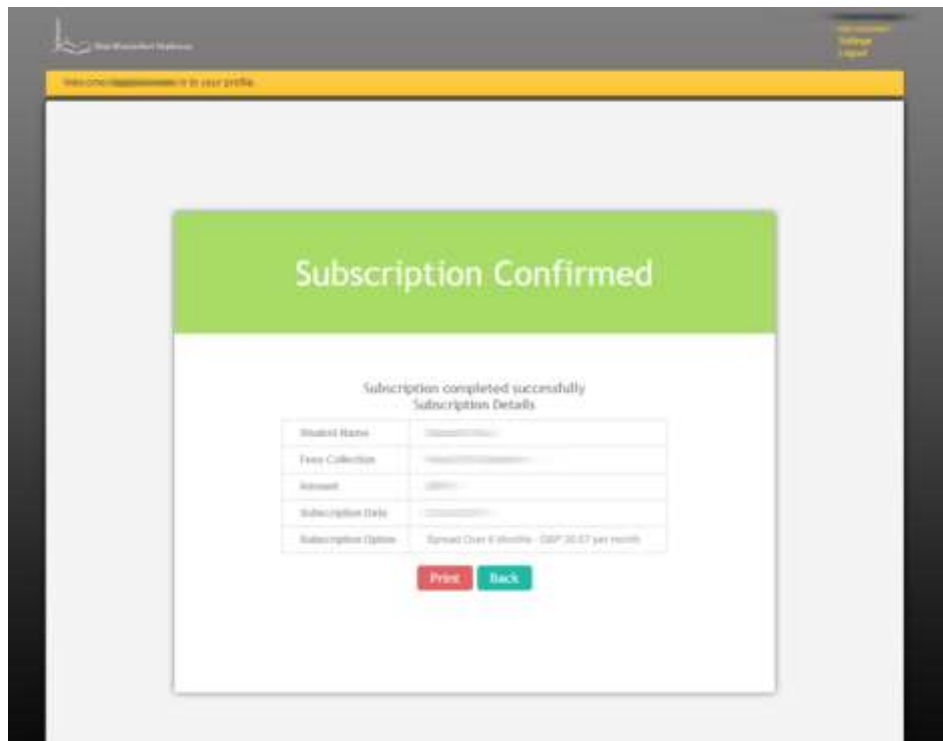
You will then come to a page like this

(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)