

Academia De Julia Victoria

Admission Module

User Guide

Version 1.0

Prepared by Commerce One Business Solution, Inc.

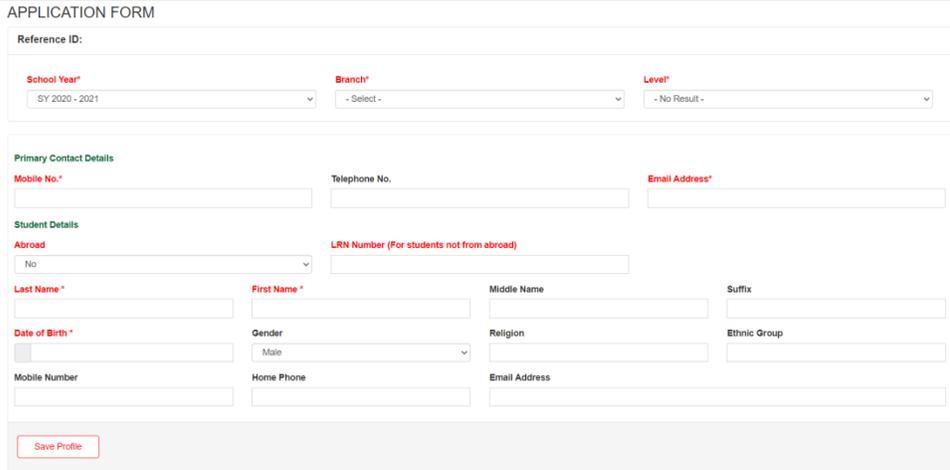
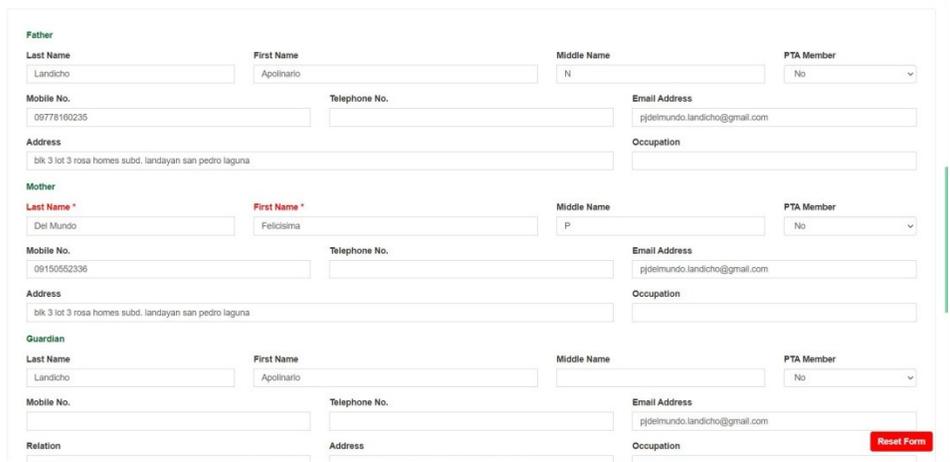
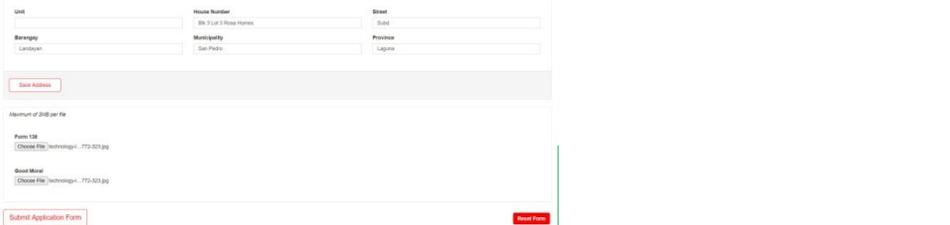
Admission Module Introduction

Admission Module Description

Online Admission module can be used by your school not only for registration but also for making payments. It can track the progress of applications- those in progress and yet to be submitted, submitted applications, and applicants who have been approved, waitlisted, or denied.

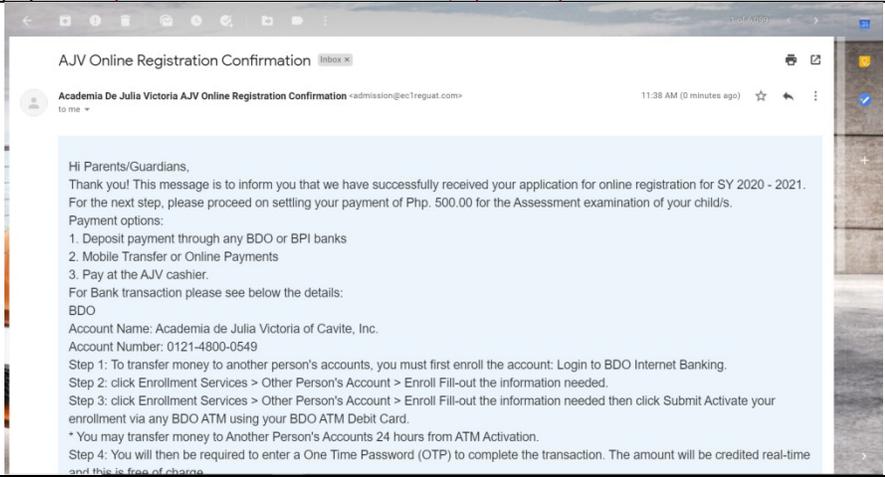
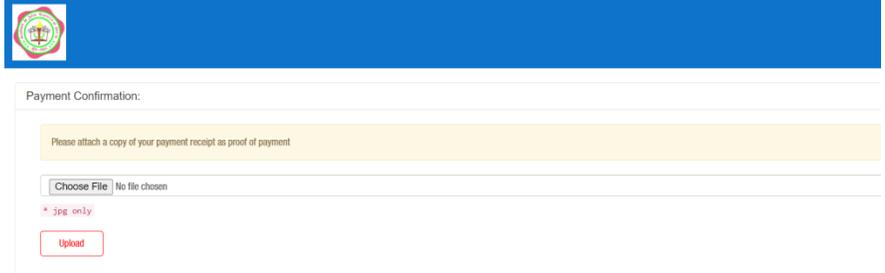
Online Application

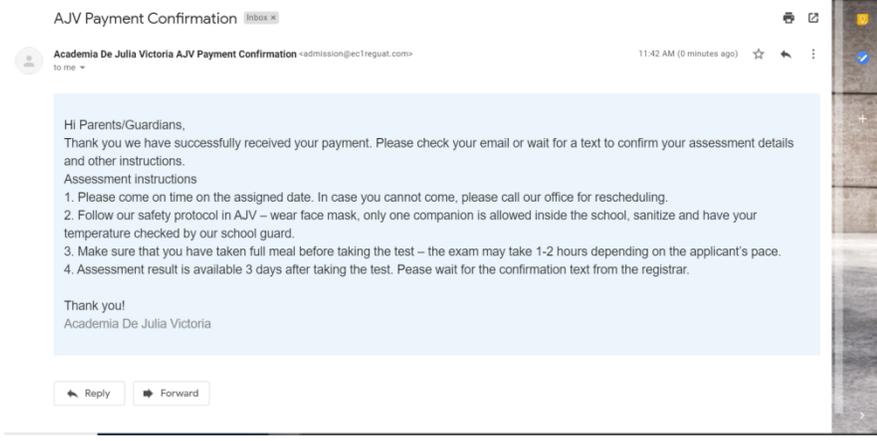
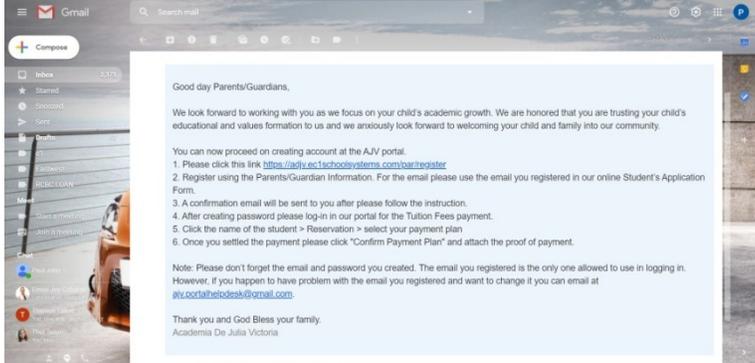
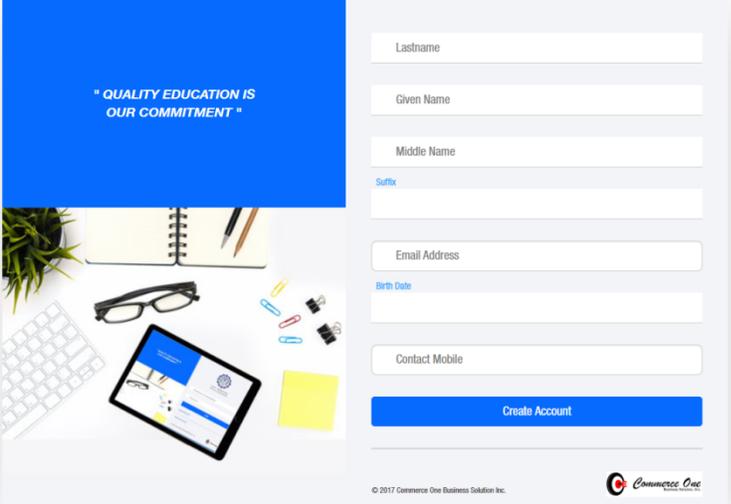
1.1 New Students Application Form

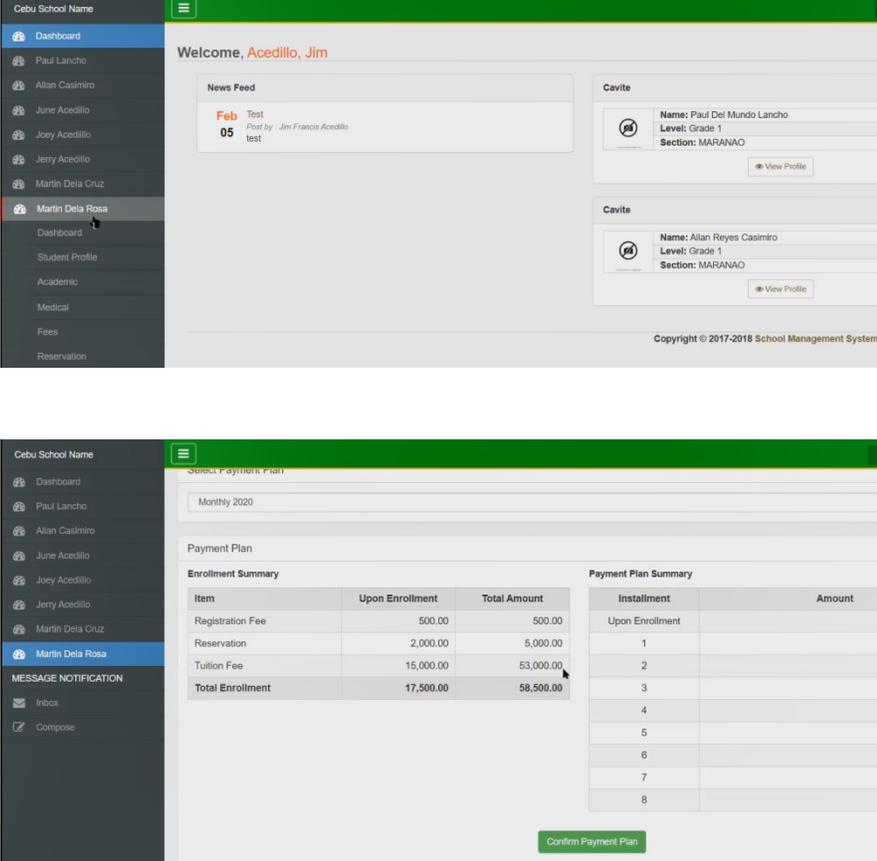
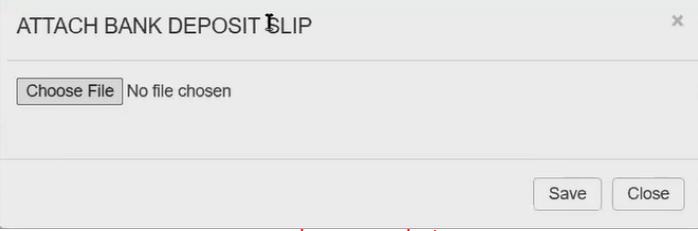
Step No.	Type	Instructions and Screenshots
1	Instruction	Click the link below for New Student Application Form
	URL LINK	https://adjv.ec1schoolsistemas.com/admission/newstudent
2	Instruction	Fill-up the Application Form. Select the preferred school year, branch and level. Enter the mandatory primary contact details and the Student Information on the Student Details section. Note: Mandatory fields are in red font. Once done, Click Save Profile.
	Screenshot	 <p>APPLICATION FORM</p> <p>Reference ID: _____</p> <p>School Year* SY 2020 - 2021 Branch* - Select - Level* - No Result -</p> <p>Primary Contact Details</p> <p>Mobile No.* Telephone No. Email Address*</p> <p>Student Details</p> <p>Abroad No LRN Number (For students not from abroad)</p> <p>Last Name* First Name* Middle Name Suffix</p> <p>Date of Birth* Gender Male Religion Ethnic Group</p> <p>Mobile Number Home Phone Email Address</p> <p>Save Profile</p>
3	Instruction	Enter the parent's and guardian's information. Once done, Click Save Parent/Guardian Information.
	Screenshot	 <p>Father</p> <p>Last Name Landicho First Name Apolinario Middle Name N PTA Member No</p> <p>Mobile No. 09778160235 Telephone No. Email Address pjdelmundo.landicho@gmail.com</p> <p>Address blk 3 lot 3 rosa homes subd. landayan san pedro laguna Occupation</p> <p>Mother</p> <p>Last Name* Del Mundo First Name* Felicisima Middle Name P PTA Member No</p> <p>Mobile No. 09150552336 Telephone No. Email Address pjdelmundo.landicho@gmail.com</p> <p>Address blk 3 lot 3 rosa homes subd. landayan san pedro laguna Occupation</p> <p>Guardian</p> <p>Last Name Landicho First Name Apolinario Middle Name PTA Member No</p> <p>Mobile No. Telephone No. Email Address pjdelmundo.landicho@gmail.com</p> <p>Relation Address Occupation</p> <p>Reset Form</p>
4	Instruction	Enter your address and requirements. Once done, Click Save Address. Once all information is complete, Click Submit Application Form.
	Screenshot	 <p>Unit House Number Street</p> <p>Barangay Municipality Province</p> <p>Save Address</p> <p>Maximum of 200 per file</p> <p>Form 128</p> <p>Send Mail</p> <p>Submit Application Form</p>

5	Instruction	Please check your e-mail regularly for admission update

1.2 Next Step for Admission

Step No.	Type	Instructions and Screenshots
1	Instruction	Once the application was approved. The school will notify you regarding of the payment of examination/application fees. Click the link and upload your proof of payment <i>*please check the email in inbox, spam or promotional emails</i>
	Screenshot	
2	Instruction	Attached your proof of payment *note jpg only Once you uploaded successfully. Wait again for the email from the school regarding to your examination instruction.
	Screenshot	
3	Instruction	Examination instruction sent via E-mail
	Screenshot	

		
5	Instruction	Once you are passed in the examination you will received the final email with instruction how to create an account thru portal
	Screenshot	
6	Instruction	Create an account to https://ajiv.ec1schoolsyste.ms.com/par/register Please used your email address you've used in the application
7		
8	Instruction	Select Student Name and click reservation, you can select your preferred payment plan

	Screenshot	 <p style="text-align: center; color: red;">sample screenshot</p>
9	Instruction	<p>Attach the bank deposit slip as proof of payment. Click Save to save the attachment.</p>
	Screenshot	 <p style="text-align: center; color: red;">sample screenshot</p>