

# 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	Туре	Instructions and Screenshots					
1 1	Instruction	Click the link below for New Student Application Form					
	URL LINK	https://adiv.ec1schoolsystems.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	APPLICATION FORM Reference ID: School Year" SY 2020 - 2021 Primary Contact Details	v	Branch* - Select -		Level" - No Result -	~
		Mobile No.* Student Details Abroad No ~		Telephone No.		Email Address*	
		Last Name * First Na	ame *		Middle Name	Suffix	
		Date of Birth * Gender	r		Religion	Ethnic Grou	up
		Male Mobile Number Home Phone		~ Email Address			
		Save Profile					
3	Instruction	Enter the parent's and gua	rdia	n's information.	Once done,	Click Save Par	rent/Guardian
	Screenshot	Father Last Name First N Landicho Apoli Mobile No.	ame nario	Telephone No.	Middle Name N	Email Address	PTA Member No v
		09778100235 Address bik 3 lot 3 rosa homes subd. landayan san pedro laguna				pjdelmundo.landicho@gmail.com Occupation	
	Mother						
		Last Name * First N Del Mundo Felici	ame * isima		Middle Name		No v
		Mobile No. 09150552336		Telephone No.		Email Address pjdelmundo.landicho@gmail.com	
		Address blk 3 lot 3 rosa homes subd. landayan san pedro laguna				Occupation	
		Guardian					
		Last Name First Ni Landicho Apoli	ame inario		Middle Name		PTA Member
		Mobile No.		Telephone No.		Email Address	
		Relation		Address		pjdelmundo.landicho@gmail.com	Reset Form
4	Instruction	Enter your address and req	juire	ements. Once do	one, Click Sa	ve Address. O	nce all
		information is complete, Cl	ick S	Submit Applicat	ion Form.		
	Screenshot	Uni Paula Scher (R. ) La Sina France Lacitors Scher Ser Notes Scher All Scher Te		Basel Bad Perinte Lapra			
		Face VII (December 10) Instruction 4. 272-232 (pg) doors filmed					
		Submit Anticoline Form			Ever Low		
	1						



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

### 1.2 Next Step for Admission

Step No.	Туре	Instructions and Screenshots					
1	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 *please check the email in inbox, spam or promotional emails						
	Screenshot	AJV Online Registration Confirmation Interest Addemia De Julia Victoria AJV Online Registration Confirmation «admission@ec regust.com» to me *					
		Hi Parents/Guardians, Thank you! This message is to inform you that we have successfully received your application for online registration for SY 2020 - 2021. For the next step, please proceed on settling your payment of Php. 500.00 for the Assessment examination of your child/s. Payment options: 1. Deposit payment through any BDO or BPI banks 2. Mobile Transfer or Online Payments 3. Pay at the AJV cashier. For Bank transaction please see below the details: BDO Account Name: Academia de Julia Victoria of Cavite, Inc. Account Number: 0121-4800-0549 Step 1: To transfer money to another person's Accounts, you must first enroll the account: Login to BDO Internet Banking. Step 2: cick Enrollment Services > Other Person's Account > Enroll Fill-out the information needed. Step 3: cick Enrollment Services > Other Person's Account > Enroll Fill-out the information needed. Step 3: cick Enrollment Services > Other Person's Account > Enroll Fill-out the information needed. Step 3: cick Enrollment Services > Other Person's Account > Enroll Fill-out the information needed. Step 4: You will then be required to enter a One Time Password (OTP) to complete the transaction. The amount will be credited real-lime					
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	Payment Confirmation:         Pesse attach a copy of your payment receipt as proof of payment         Checose File: No file chosen         * jag: only:         Upbod					
3	Instruction Screenshot	Examination instruction sent via E-mail					



		AJV Payment Confirmation Immes C C A C C C C C C C C C C C C C C C C
		Academia te Julia Victoria AJV Payment Commandon «semissionget: regular.com»
		Hi Parents/Guardians, Thank you we have successfully received your payment. Please check your email or wait for a text to confirm your assessment details and other instructions. Assessment instructions 1. Please come on time on the assigned date. In case you cannot come, please call our office for rescheduling. 2. Follow our safety protocol in AUV – wear face mask, only one companion is allowed inside the school, sanitize and have your temperature checked by our school guard. 3. Make sure that you have taken full meal before taking the test – the exam may take 1-2 hours depending on the applicant's pace. 4. Assessment result is available 3 days after taking the test. Pease wait for the confirmation text from the registrar. Thank you! Academia De Julia Victoria
		◆ Reply
5	Instruction	Once you are passed in the examination you will received the final email with
	Screenshot	
		Construction       Good day Planetal-Guardians.         Construction       Construction         Construction       Construction
6	Instruction	Create an account to <u>https://adjv.ec1schoolsystems.com/par/register</u> Please used your email address you've used in the application
7		
		create your account to track your child performance
		Lastname
		* QUALITY EDUCATION IS Given Name
		Middle Name
		Suffix
		Email Address
		Teth Date
		Contact Mobile
		Create Account
		© 2011 Commerce One Business Station Inc.
8	Instruction	Select Student Name and click reservation, you can select your preferred
		payment plan



	Screenshot	Cebu School Name					
		Dashboard					
		A Paul Lancho	Welcome, Acedillo, Jim				
		Allan Casimiro	News Feed			Cavite	
		Dune Acedillo	Feb Test			Name: Paul	Del Mundo Lancho
		Doey Acediillo	05 Post by : Jim Francis Acer test	05 Post by : Jim Francis Acedillo test		Level: Grade Section: MA	RANAO
		B Jerry Acedillo					View Profile
		Martin Dela Cruz					
		Martin Dela Rosa				Cavite	
		Dashboard				(A) Name: Allan Level: Grade	Reyes Casimiro
		Academic				Section: MA	RANAO
		Madical					View Profile
		Fiers					
		Reservation				Copyright © 2	2017-2018 School Management System
		Product valibili					
		Cebu School Name	Select Payment Plan Monthly 2020				
		Atan Cashrino     Alan Cashrino     Payment Plan     Payment Plan     Enrollment Summary     Peyment Plan Summary					
		672 Jerry Acedillo	Item	Upon Enrollment	Total Amount	Installment	Amount
		A Martin Dela Cruz	Registration Fee	500.00	500.00	Upon Enrollment	
		Martin Dela Rosa	Reservation	2,000.00	5,000.00	1	
		MESSAGE NOTIFICATION	Tuition Fee	15,000.00	53,000.00	2	
		Market Inbox	Total Enrollment	17,500.00	58,500.00	3	
		Compose				5	
						6	
						7	
						8	
					_		
					Confirm	Payment Plan	
				sample scre	eenshot		
9	Instruction	Attach the ban attachment.	k deposit slip as	proof of pay	/ment. Click	Save to sav	ve the
	Screenshot						
		ATTA	CH BANK DEPOS	SITISLIP			×
		Choo	noose File No file chosen				
						Save	Close
				sample screenshot			