



Digital Campus

**Online Admission Portal
user guide for New Admissions**

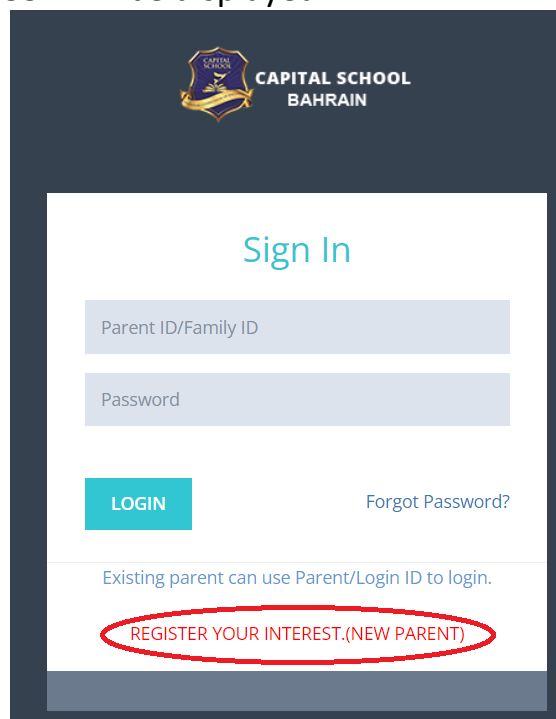
Admission Portal – Online Admission Form

Non-Sibling Admission Process

To make non-sibling or general admission, Parent needs to register first. After parent registration, a temporary user id and password will be generated and the same will be sent to the personal email id of the parent. Using that user id and password parent will be able to fill the admission form. Also, they will get filled form status as and when required. This user id will be active only till admission gets confirmed. After confirming admission, new parent ID & password will be generated.

Parent Registration

1. Access the below link for logging into admission portal
[User Login \(capitalschoolbahrain.com\)](http://capitalschoolbahrain.com)
2. The following screen will be displayed:



**CAPITAL SCHOOL
BAHRAIN**

Sign In

Parent ID/Family ID

Password

LOGIN [Forgot Password?](#)

Existing parent can use Parent/Login ID to login.

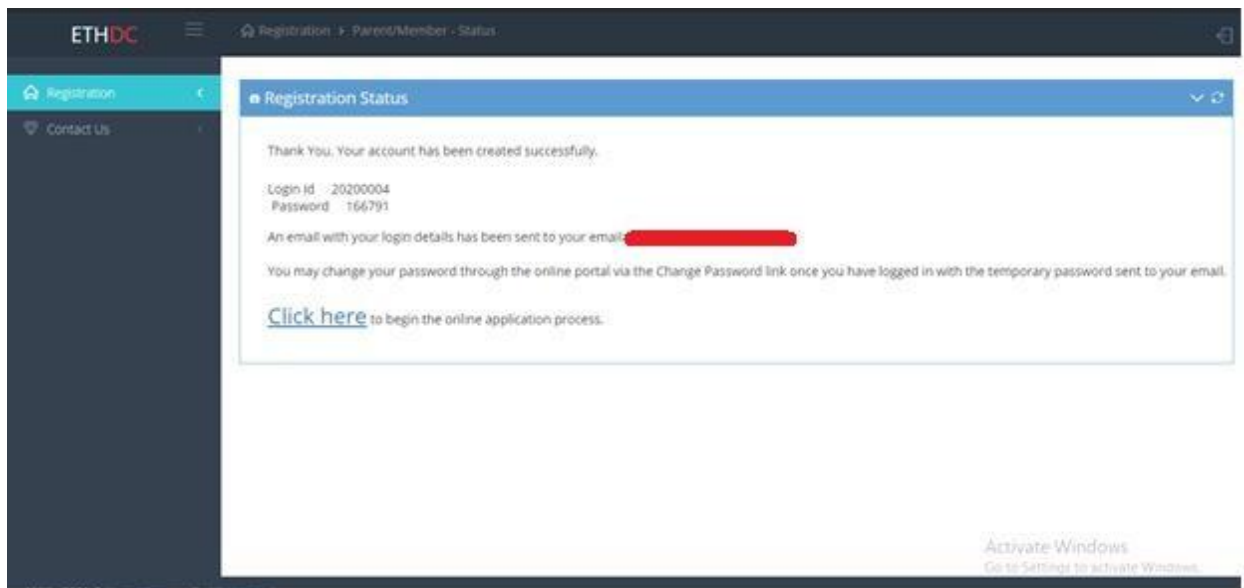
REGISTER YOUR INTEREST.(NEW PARENT)

3. To register, click on “Register your interest (New Parent)?”
4. In Main member details section, choose the main member as applicable, like Father, Mother or Guardian. Main member will get all further communication from school.
5. Enter all details in Capital letters and make sure to enter Father’s Name and Mother’s name as per child’s passport. Click on Submit button

The screenshot shows a web application interface for registration. The top navigation bar includes the logo 'ETHDC' and the breadcrumb 'Registration > Parent/Member Details'. A sidebar on the left contains 'Registration' and 'Contact Us'. The main content area is titled 'Main Member Details' and features three radio buttons: 'Father' (selected), 'Mother', and 'Guardian'. Below this is the 'Father Details (as per Passport)' section, which contains two columns of input fields. The left column includes: First Name (test), Last Name (lname), EMP ID, Flat/Villa No, Road No, Area (area), and Designation. The right column includes: Middle Name (mname), Asian School Staff (Yes/No), Password, Entrance/Bldg No, Block No, Organization, and Office No. At the bottom, there are fields for Personal Email (barchadamata7@gmail.com) and Mobile No (0432261251). A Windows watermark is visible in the bottom right corner.

Main Member Details	
Main Member *	<input checked="" type="radio"/> Father <input type="radio"/> Mother <input type="radio"/> Guardian
Father Details (as per Passport)	
First Name *	test
Middle Name	mname
Last Name *	lname
Asian School Staff *	<input checked="" type="radio"/> Yes <input type="radio"/> No
EMP ID *	
Password	
Flat/Villa No:	
Entrance/Bldg No:	
Road No	
Block No:	
Area:	area
Organization	
Designation	
Office No.	
Personal Email *	barchadamata7@gmail.com
Mobile No *	0432261251

6. Your account will be created, and you will get the login details like login id and password. The same will also be sent to the personal email id of the parent. Using these details, you can login again and fill the admission form or click on [Click here](#) link to continue filling the admission form.



Admission Form

1. Select **Academic year** as 2022-23, **Year group** in which admission is needed and **Birth Date**.
2. Enter **CPR Number** and **Passport Number**.
3. **Pupils Details** should be entered as per passport. Also, make sure that all details are entered in Capital letters.

The screenshot displays the 'Admission Form' page on the ETHDC website. The page is divided into three main sections: 1. REGISTRATION (Register for admission), 2. DOCUMENTS (Upload required documents), and 3. FORM STATUS (Get form id & status). The 'Academic Details' section includes fields for Academic Year (a dropdown menu), Standard (a dropdown menu), Birth Date (a date picker), Stream (a dropdown menu), CPR Number (a text input field), and Prospectus No (a text input field). The 'Student Details (as per Passport)' section includes fields for First Name, Last Name, Middle Name, Place of birth, Gender (radio buttons for Male and Female), and Religion (a dropdown menu). A watermark for 'Activate Windows' is visible in the bottom right corner of the form area.

4. DOCUMENTS - Upload required documents

1 **REGISTRATION**
Register for admission

2 **DOCUMENTS**
Upload required documents

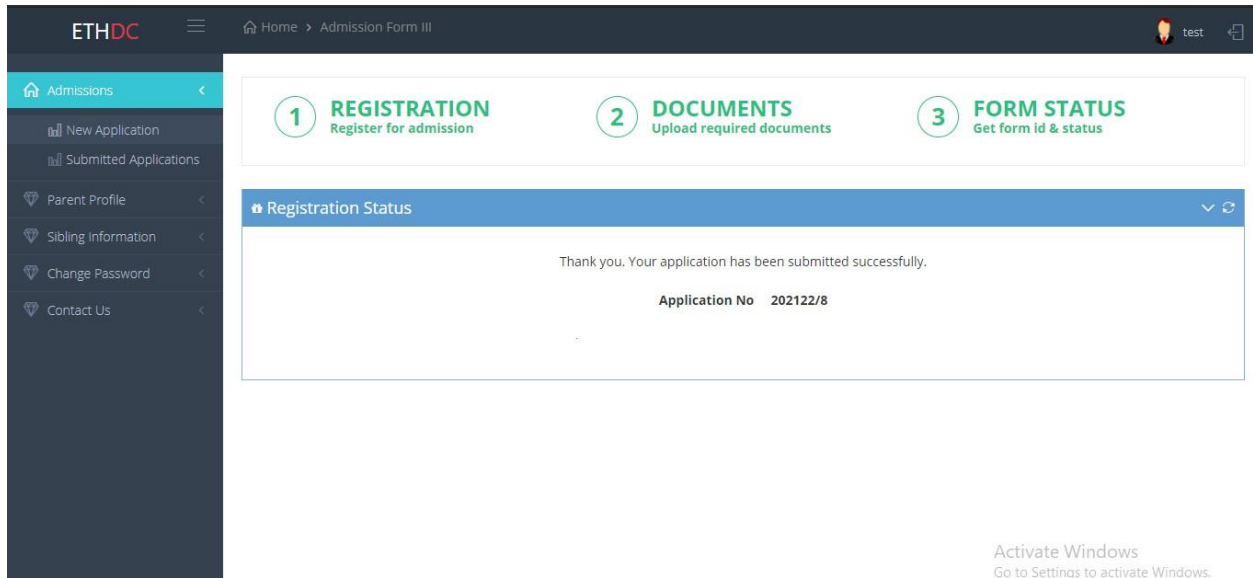
3 **FORM STATUS**
Get form id & status

Required documents for admission v ↕ ↻

	Document Description	Upload File
<input type="checkbox"/> 1	STUDENT PHOTO	+ Add file
<input type="checkbox"/> 2	STUDENT PASSPORT(First and Last page only) *	+ Add file
<input type="checkbox"/> 3	SC/ST/OBC CERTIFICATE (If applicable)	+ Add file
<input type="checkbox"/> 4	TRANSFER CERTIFICATE FROM THE PREVIOUS SCHOOL (If applicable)	+ Add file
<input type="checkbox"/> 5	PROGRESS REPORT FROM THE PREVIOUS SCHOOL (If applicable)	+ Add file
<input type="checkbox"/> 6	SMART CARD *	+ Add file
<input type="checkbox"/> 7	IMMUNIZATION RECORDS	+ Add file

[Submit](#) [Reset](#)

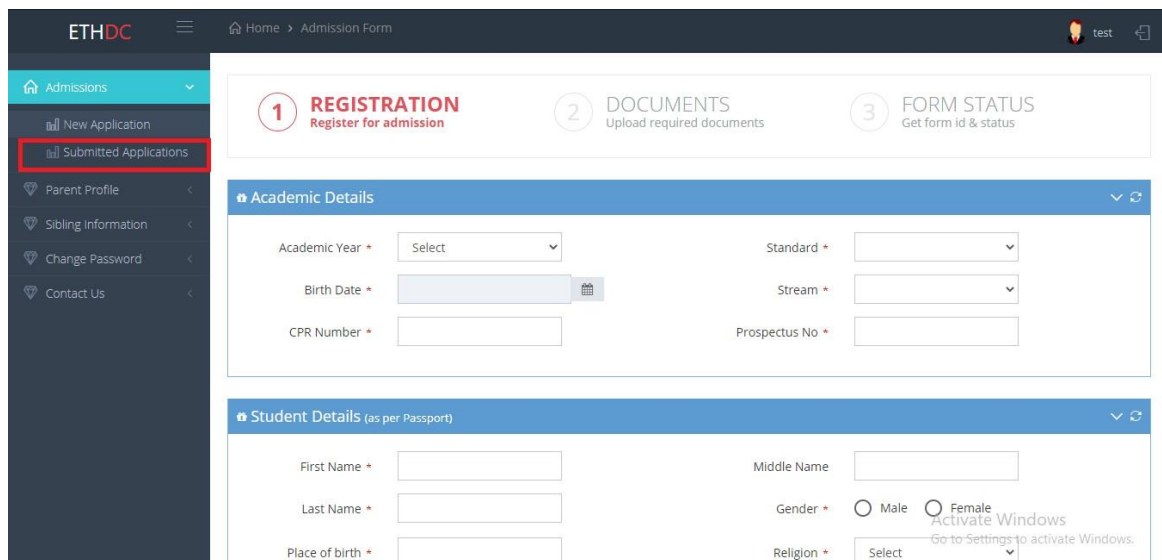
- a. Select checkbox in front of documents which are mandatory (Student Passport and CPR Smartcard data). Click on Add file button to upload the required documents.
 - b. After uploading mandatory and required documents click on Submit button.
5. Form Status – After clicking on submit button, your application will get submitted successfully and you will get the below message



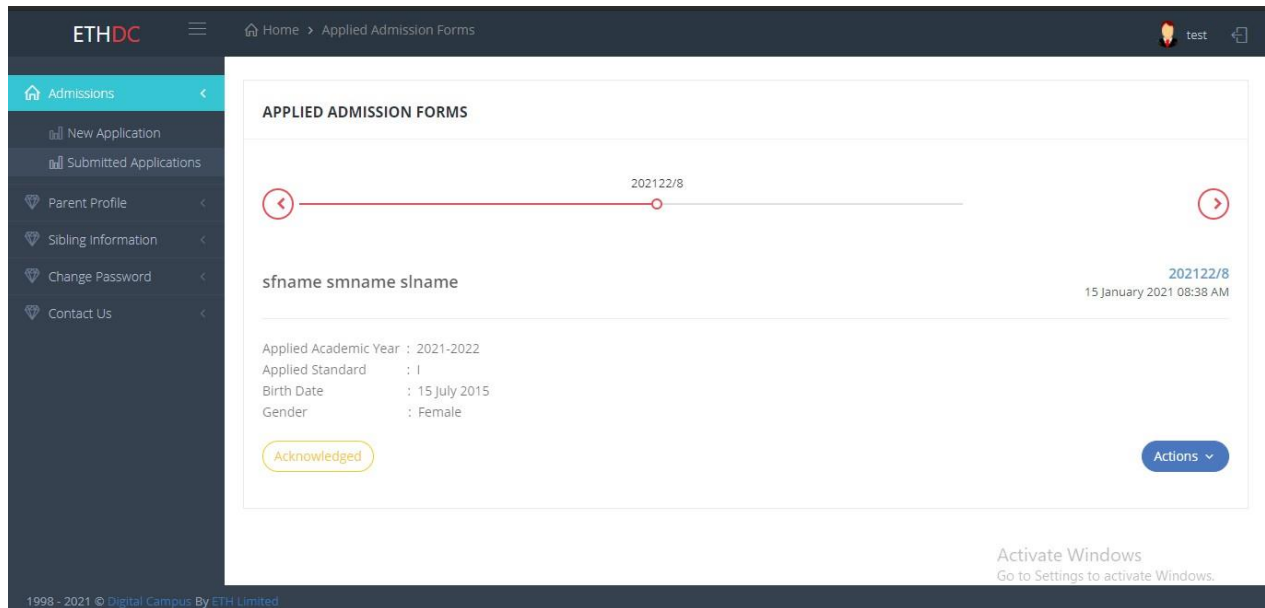
To enter another admission form, click on New Application on the left side and do the above steps (no need to register again)

To View and Edit Admission Form

1. On the left side, click on Submitted Applications link.



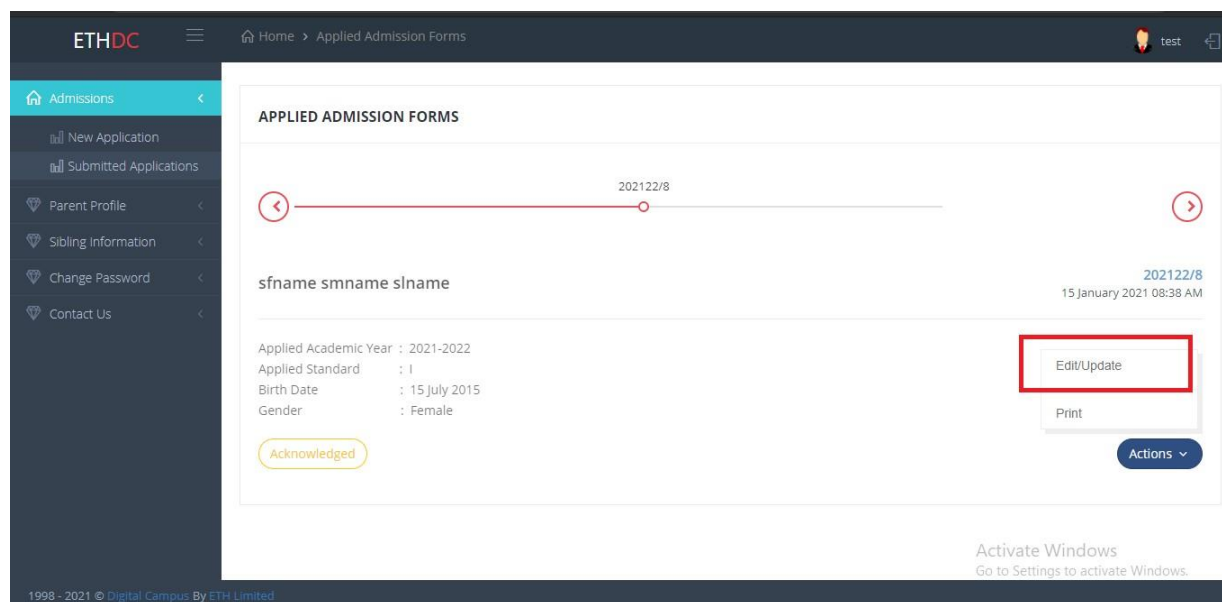
2. After clicking on Submitted applications link. You will get following screen.



3. If more than one forms are submitted, click on the corresponding Application Form No. (eg:-202122/15) to view the details.

4. You can edit and update application by clicking on Actions button

5. Select Edit/Update option



Thank You