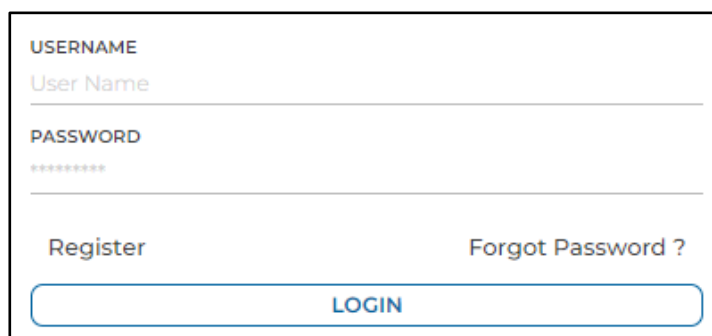


Guidelines for Parents

Kindly open the Internet Browser (preferably Google Chrome or Firefox) and enter the URL <https://audenpublicschool.edchemy.com> in the main address tab

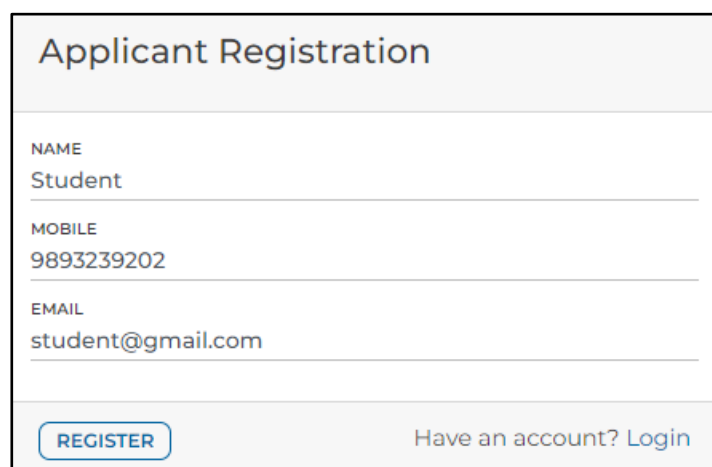
Steps to Register

- Click on **Register** Link



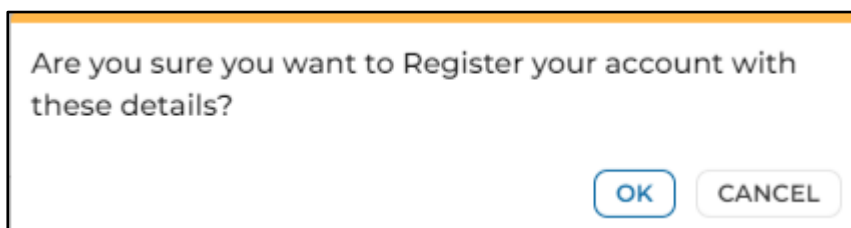
A login and registration form with two input fields: 'USERNAME' with placeholder text 'User Name' and 'PASSWORD' with placeholder text '*****'. Below the fields are two links: 'Register' and 'Forgot Password ?'. At the bottom is a wide button labeled 'LOGIN'.

- Enter the **Name, Mobile number, Email** and click on **Register** button



An 'Applicant Registration' form with three input fields: 'NAME' with placeholder text 'Student', 'MOBILE' with placeholder text '9893239202', and 'EMAIL' with placeholder text 'student@gmail.com'. At the bottom left is a button labeled 'REGISTER', and at the bottom right is a link that says 'Have an account? Login'.

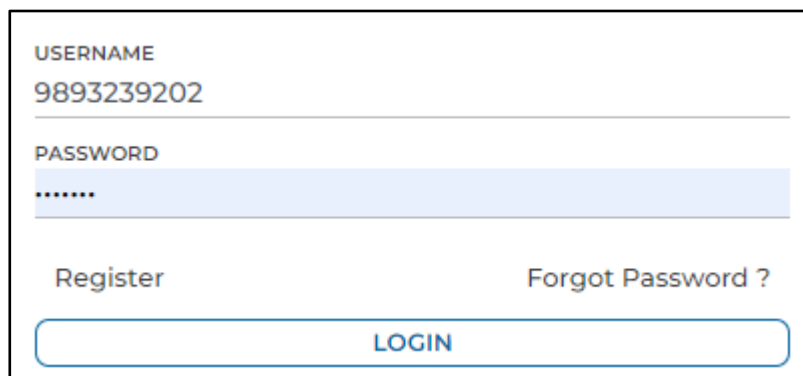
- Click on **OK** button



A confirmation dialog box with the text 'Are you sure you want to Register your account with these details?'. At the bottom right are two buttons: 'OK' and 'CANCEL'.

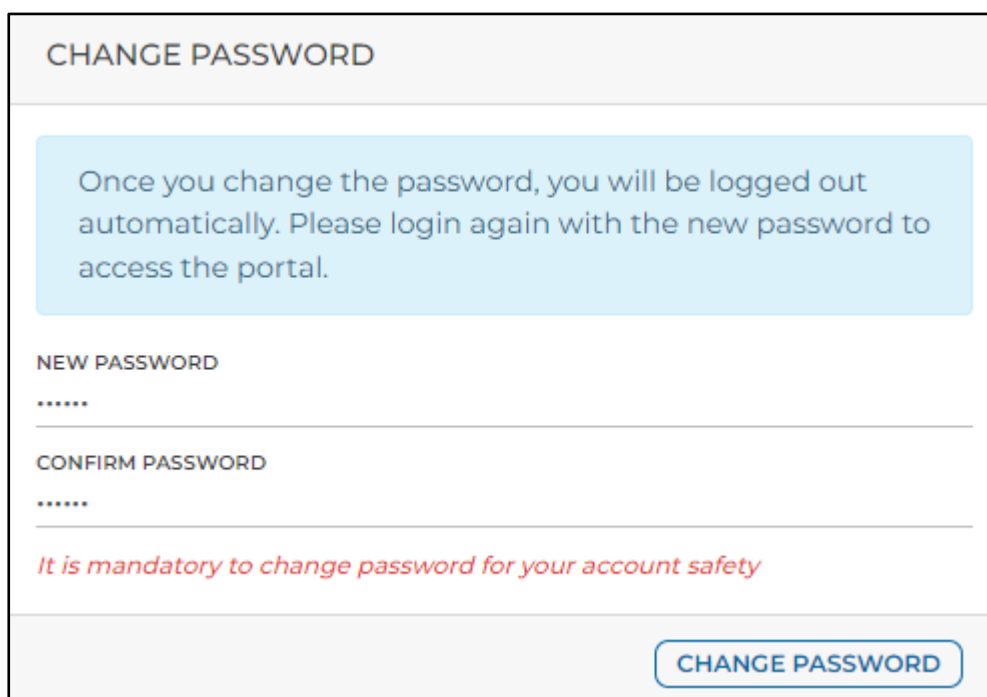
Steps to Login

- Enter registered mobile number in Username field and enter the one-time password sent to the registered mobile number in Password field
- Click on **Login** button



The login form is enclosed in a black border. It features two input fields: 'USERNAME' with the value '9893239202' and 'PASSWORD' with masked characters '*****'. Below these fields are two links: 'Register' and 'Forgot Password ?'. At the bottom, there is a large blue button with the text 'LOGIN'.

- Enter the new password in **New Password** and **Confirm Password** fields and click on **Change Password** button

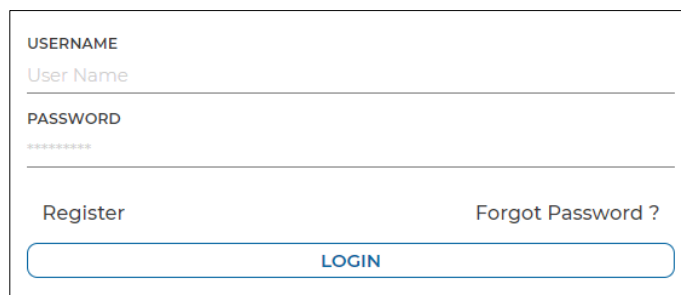


The 'CHANGE PASSWORD' form has a light gray header. Below it is a light blue informational box stating: 'Once you change the password, you will be logged out automatically. Please login again with the new password to access the portal.' The form contains two input fields: 'NEW PASSWORD' and 'CONFIRM PASSWORD', both with masked characters '*****'. A red italicized message reads: 'It is mandatory to change password for your account safety'. At the bottom right, there is a blue button labeled 'CHANGE PASSWORD'.

- After clicking on change password button, screen will be redirected to login page again. Kindly login with **Username** and with the new **Password**.

Guidelines for Forgot Password

- Click on **Forgot Password** link



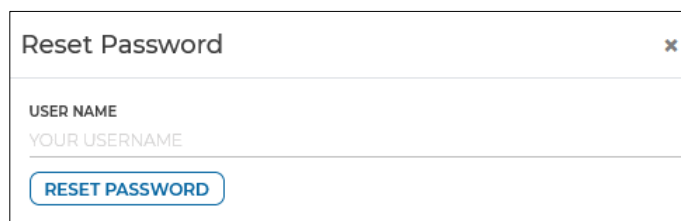
USERNAME
User Name

PASSWORD

Register Forgot Password ?

LOGIN

- Enter the Username and click on **Reset Password** button.

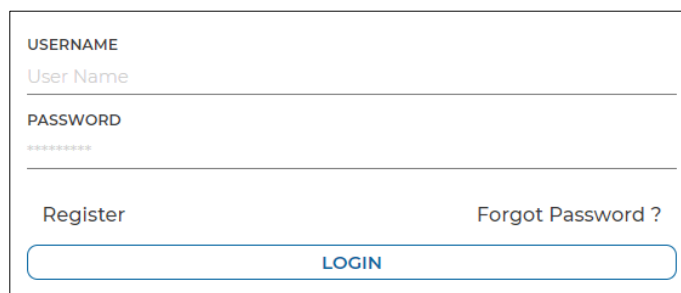


Reset Password

USER NAME
YOUR USERNAME

RESET PASSWORD

- Enter the Username and Password which has been sent to registered mobile number and click on **Login** button



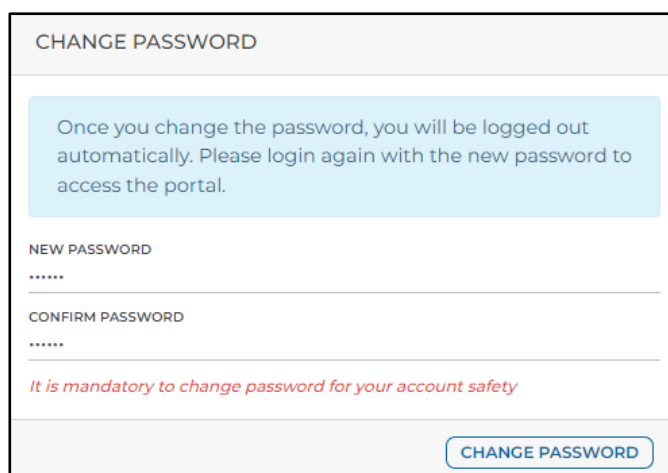
USERNAME
User Name

PASSWORD

Register Forgot Password ?

LOGIN

- Enter the **New Password** and same password in the **Confirm Password** fields and click on **Change Password** button



CHANGE PASSWORD

Once you change the password, you will be logged out automatically. Please login again with the new password to access the portal.

NEW PASSWORD

CONFIRM PASSWORD

It is mandatory to change password for your account safety

CHANGE PASSWORD

Note: After clicking on change password button, screen will be redirected to login page again. Kindly login with Username mentioned in the SMS and with the new Password.

Steps to apply for Application Form online

- After login, below dashboard will be displayed. Select the class from the dropdown and click on **Apply** button

Instructions only for New Admissions

- Ensure that application is filled properly and completely
- Incomplete form will not be accepted
- Kindly upload the Birth Certificate and the Caste Certificate of the Child

Kindly use the updated version of Google Chrome or the Firefox browser.

To Apply select the Class and click the Apply button

Grade 1 ▼ APPLY

- Click on **OK** button

You have selected the Class '**Grade 1**', click on **Ok** button to apply

OK CANCEL

- Enter all the details in the enquiry form and click on **Submit Enquiry Form** button

Apply [Grade 1]

Enquiry Form

The size of the photograph should be less than 2MB (Supported Formats: jpg, jpeg, png)

NO IMAGE AVAILABLE Student Photo (Passport Size Photograph) * UPLOAD ↓

NAME OF THE PUPIL (FULL NAME IN BLOCK LETTERS) *

DATE OF BIRTH * dd-mm-yyyy 📅 GENDER * Select ▼

MOTHER TONGUE Select ▼ NATIONALITY * Select ▼

SAVE AS DRAFT SUBMIT ENQUIRY FORM CLOSE

- Click on **OK** button

Please confirm your action - Submit

OK CANCEL

- Application form status will be moved to 'Enquiry Form Submitted' status.

COURSE APPLIED	STATUS
Grade 1	ENQUIRY FORM SUBMITTED
STUDENT	APPLICATION NO.
Kokila	2022-2023/006

You have successfully Submitted your application.

- Once the application is moved to 'Course Fee Generated' status from the Institution, click on **Make Payment** button to proceed with the payment

COURSE APPLIED	STATUS
Grade 1	COURSE FEE GENERATED
STUDENT	APPLICATION NO.
Kokila	2022-2023/006

MAKE PAYMENT.

- Chose the payment mode and click on **Pay** button to complete the payment
- Note:** Based on the payment mode selected, additional transaction charges will be applicable.
- Once the application is moved to 'Payment Received' status, click on **Submit Form** button

COURSE APPLIED	STATUS
Grade 1	PAYMENT RECEIVED
STUDENT	APPLICATION NO.
Kokila	2022-2023/006

SUBMIT FORM

- Fill all the details in the application form and click on **Submit Form** button

Apply [Grade 1]

Enquiry Form	General	Parent's Details	Enclosures
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BLOOD GROUP *	WHETHER BELONGS TO SC/ST *
Select	Select
AADHAR NUMBER OF THE CHILD *	RESIDENTIAL CONTACT NUMBER

GO BACK **PROCEED** **SUBMIT FORM** **CLOSE**

- Click on **OK** button

Please confirm your action - Submit

OK
CANCEL

- Once the application is moved to 'Application Form Submitted' status, click on **Print Application Form** button to download the filled form

COURSE APPLIED	STATUS
Grade 1	APPLICATION FORM SUBMITTED
STUDENT	APPLICATION NO.
Kokila	2022-2023/006

PRINT APPLICATION FORM

- Once the student is 'Admitted', application status will be updated as mentioned below


COURSE APPLIED	STATUS
Grade 1	ADMITTED
STUDENT	APPLICATION NO.
Kokila	2022-2023/006

- Click on the menu link on the left-hand top and select Fee Payment Transactions menu to check the payment invoice

Q|

Fee Payment Transactions

- Transaction details will be displayed as mentioned below

26-12-2021	2022-R-0022	Cash	Payment Received	₹25,000.00	
Invoices : I Term Tuition Fee 22-23					