

Guidelines to Register for Admission

Note: Existing Parents must apply for admission through Parent login only. Follow the below mentioned steps for new users.

Kindly open the Internet Browser (preferably Google Chrome or Firefox) and enter the URL **sjv.edchemy.com** in the main address tab

Steps to Register

- Click on **Register** Link

A screenshot of a web form for user registration. It contains two input fields: 'USERNAME' with a placeholder 'User Name' and 'PASSWORD' with a placeholder '*****'. Below the fields are two buttons: 'Register' (highlighted with a black border) and 'Forgot Password?'. At the bottom, there is a 'LOGIN' button.

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

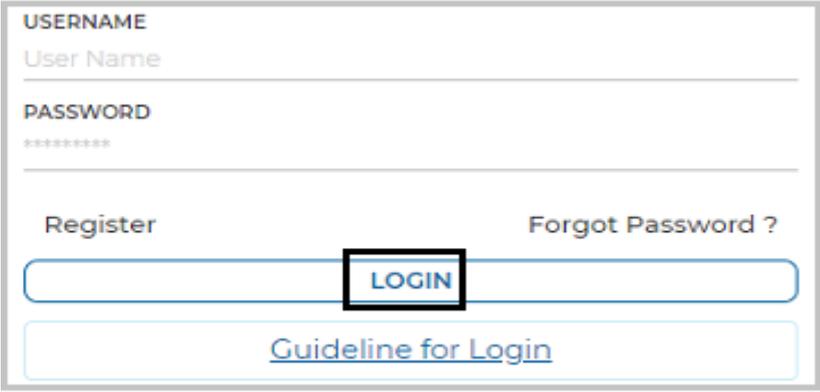
A screenshot of the 'Applicant Registration' form. It has three input fields: 'NAME' (placeholder: 'Name of the Applicant'), 'MOBILE' (placeholder: 'Mobile number'), and 'EMAIL' (placeholder: 'Email address'). At the bottom, there is a 'REGISTER' button (highlighted with a black border) and a link that says 'Have an account? Login'.

- Click on **OK** button

A screenshot of a confirmation dialog box with the text 'Are you sure you want to Register your account with these details?'. At the bottom right, there are two buttons: 'OK' (highlighted with a black border) and 'CANCEL'.

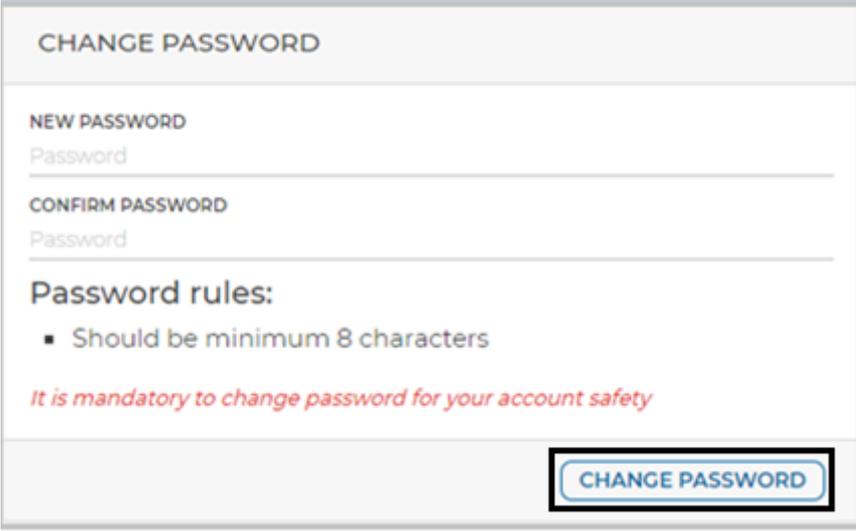
Steps to Login

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



The screenshot shows a login form with two input fields: 'USERNAME' (User Name) and 'PASSWORD' (masked with asterisks). Below the fields are links for 'Register' and 'Forgot Password?'. A 'LOGIN' button is highlighted with a black border. At the bottom, there is a link for 'Guideline for Login'.

- Enter the new password in **New Password** and **Confirm Password** fields and click on **Change Password** button (This is the one-time activity)



The screenshot shows a 'CHANGE PASSWORD' form. It has two input fields: 'NEW PASSWORD' and 'CONFIRM PASSWORD', both labeled 'Password'. Below the fields, there are 'Password rules:' which include a bullet point: 'Should be minimum 8 characters'. A red italicized message states: 'It is mandatory to change password for your account safety'. A 'CHANGE PASSWORD' button is highlighted with a black border.

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

Steps to apply for Application Form online

- After login, click on the **Admission** button

Admissions

Admissions 2024-2025 are now open. Please click the Admission button below to access the Admission Dashboard.

ADMISSION

- Select the class from the dropdown and click on **Apply** button

Instructions for Parents

- Ensure that application is filled properly and completely
- Incomplete/incorrect application forms will be rejected
- Enclose copy of Birth Certificate, Child's Aadhar Card and Caste Certificate (if available)
- Fee of any description paid to the school will not be refunded under any circumstances
- The decision of the management is final

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

To Apply select the Class and click the Apply button

Select the Class ▼ **APPLY**

- Click on **Ok** button

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

OK CANCEL

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

Modify Admission ✕

General Parents Info Details of Previous Schooling

Name of the Pupil (In block letters) * Date of Birth *

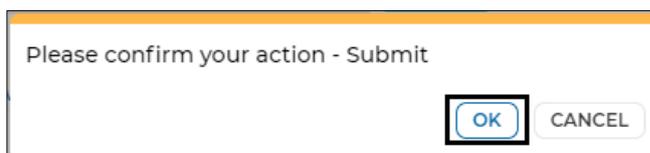
Name of the Pupil Date of Birth

Date of Birth (In words) Gender *

Date of Birth (In words) Select

SAVE AS DRAFT **SUBMIT APPLICATION FORM** CLOSE

- Click on **Ok** button



- Application status will reflect as mentioned below. Click on **Make Application Fee Payment** button to proceed with the payment.



- Chose the payment mode and click on **Pay** button to make the payment.

Note: Based on the payment mode selected, additional transaction charges will be applicable.

- Application status will reflect as mentioned below



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

