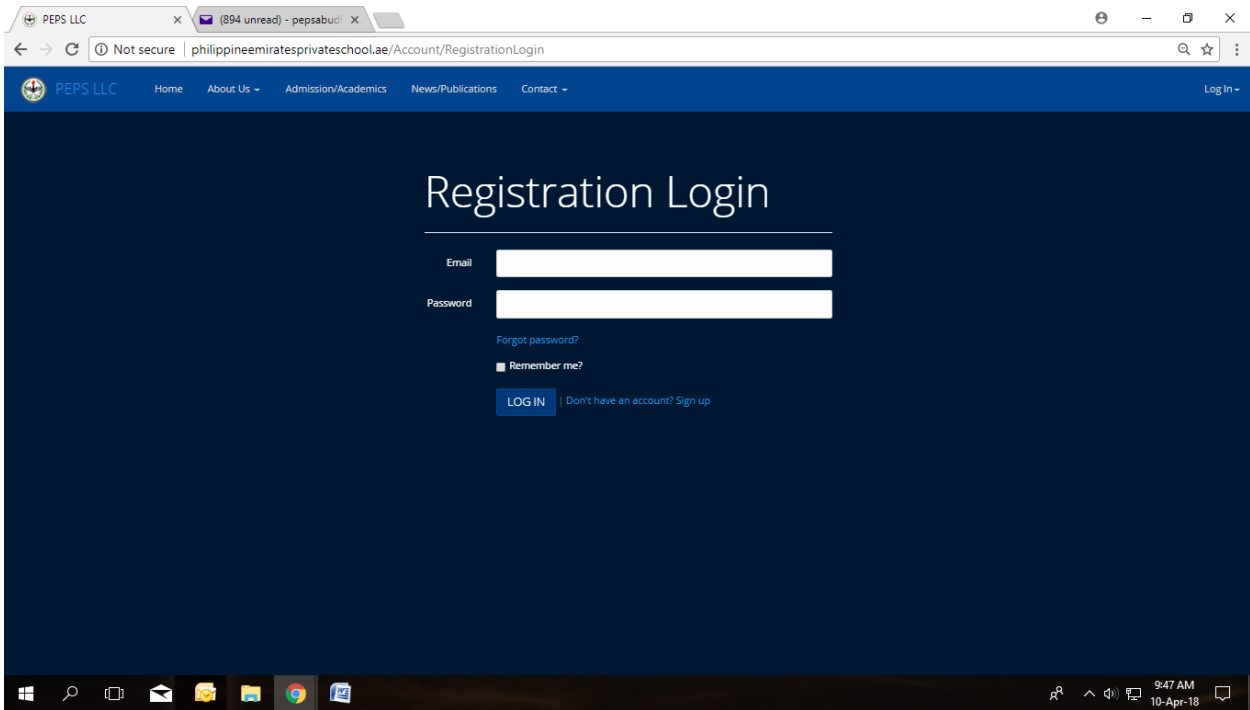


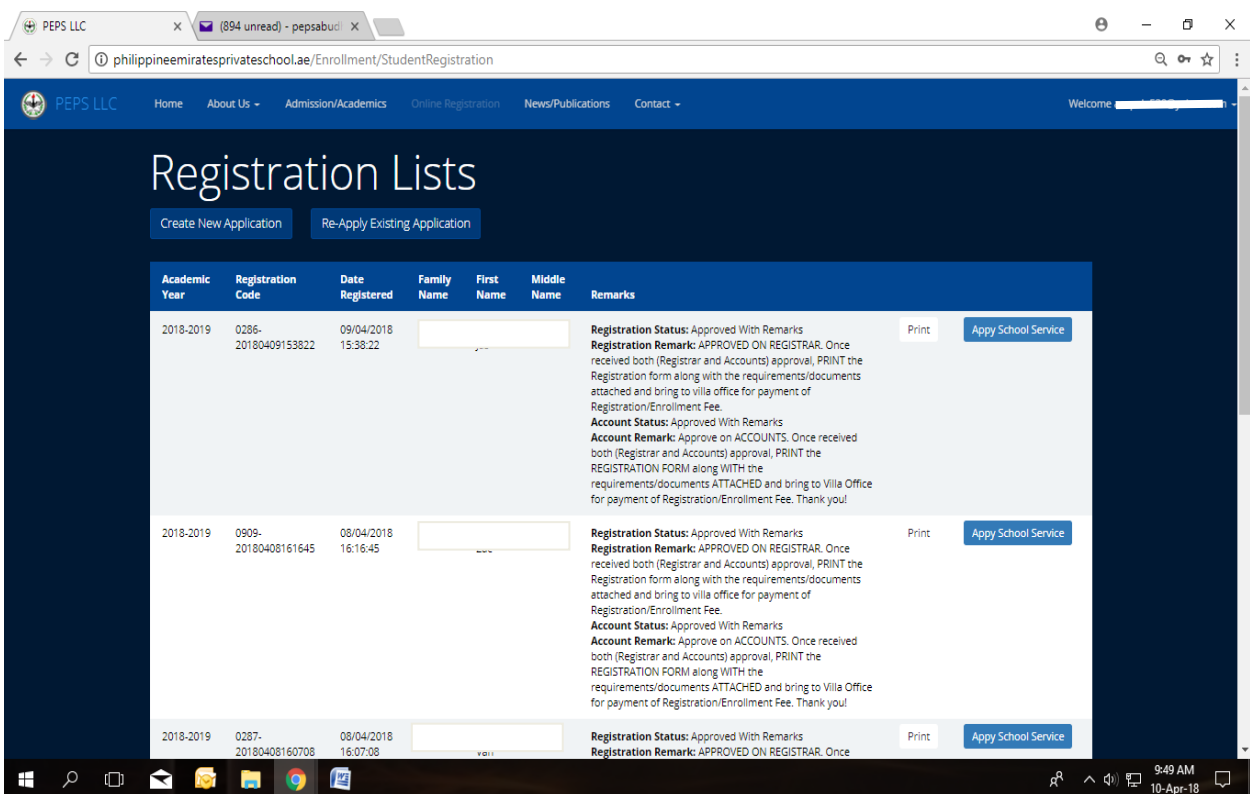
PROCEDURE ON PEPS ONLINE REGISTRATION FOR AY 2018-2019

Steps for **OLD STUDENTS** Online Registration

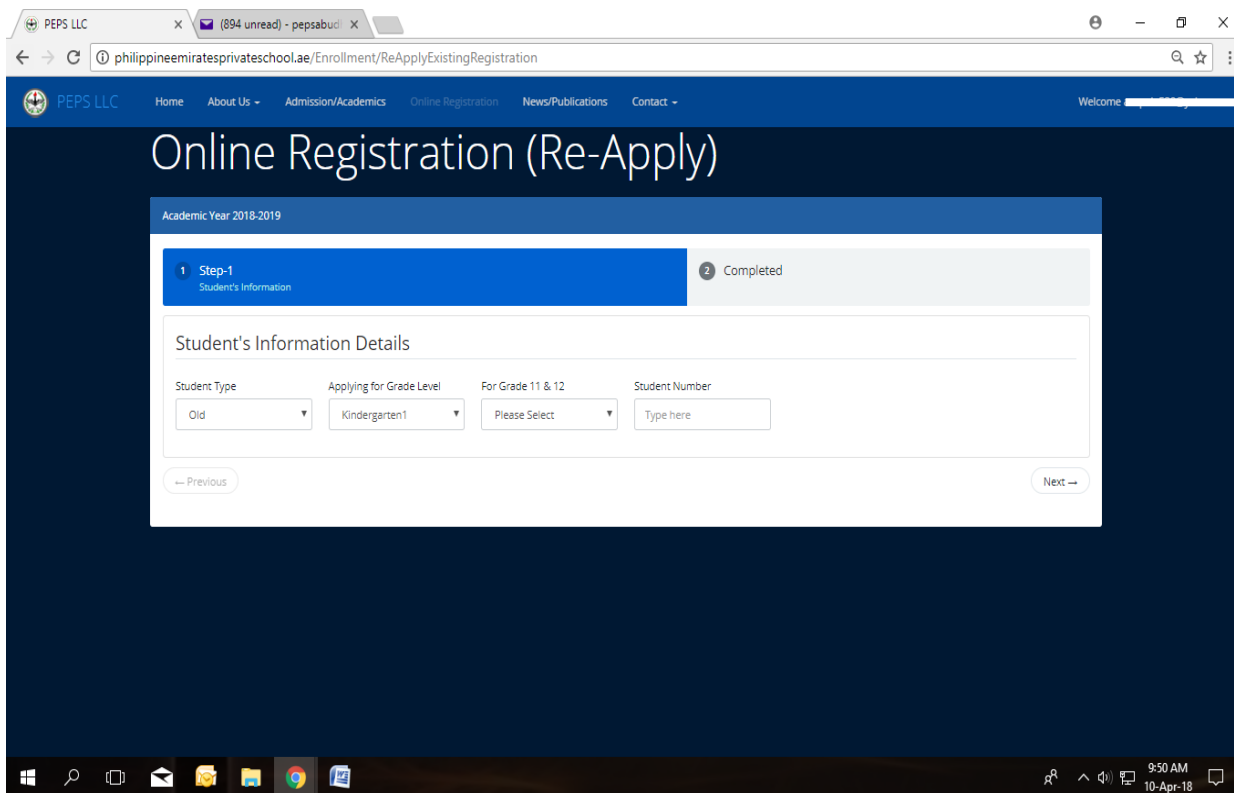
1. Browse the website of PEPS. <http://www.philippineemiratesprivateschool.ae/>
2. Click the **Log In** at the upper right corner and click the **PEPS Online Registration**.
3. Enter your **email** and **password** that you used last Academic Year for Registration.



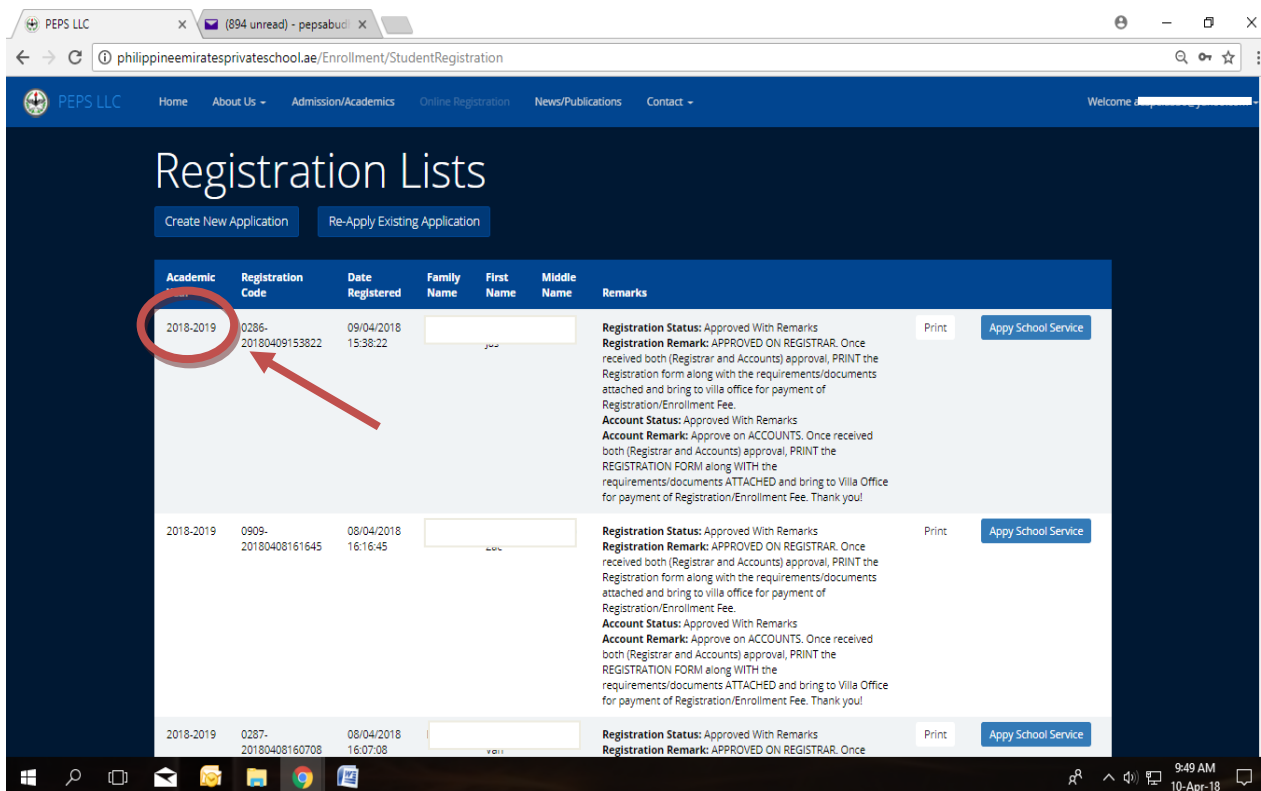
4. After you Log In, click the **Re-Apply Existing Application**.



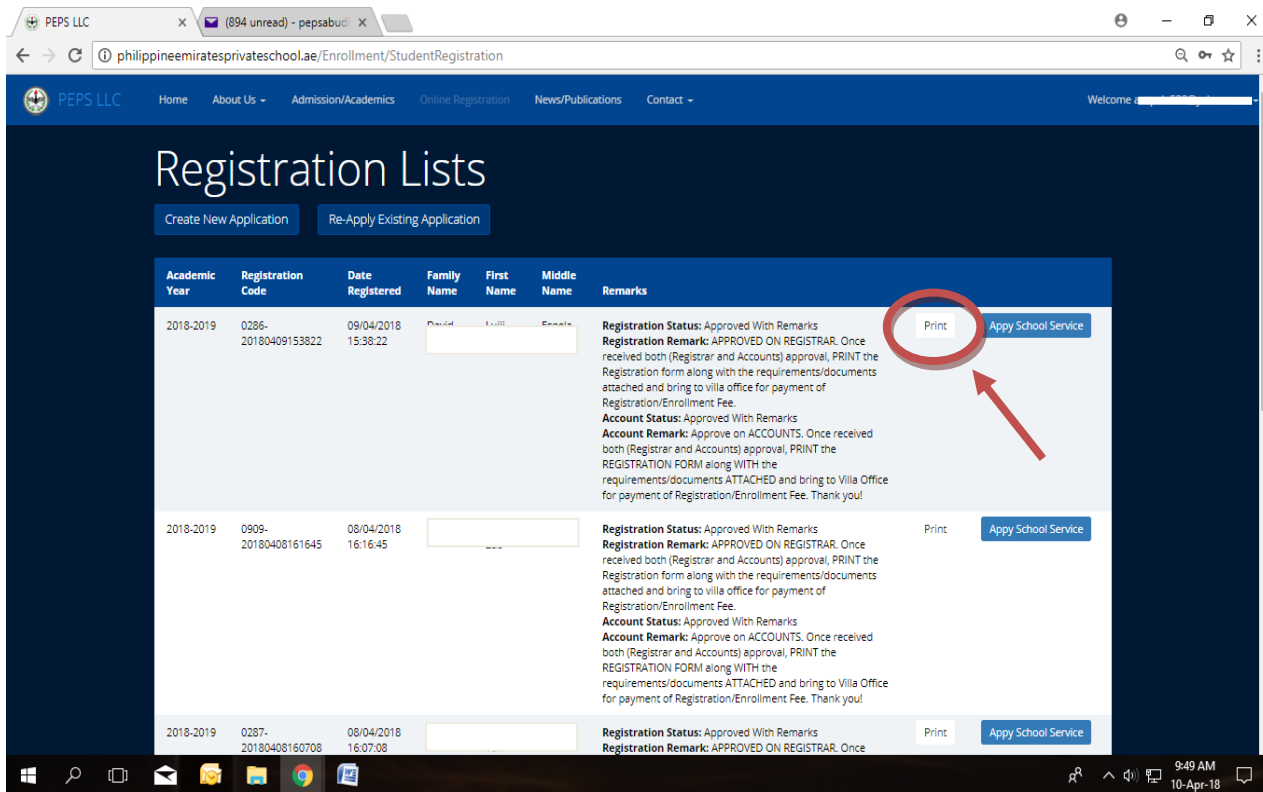
5. Fill up the Information needed on **Step-1** and **Step-2**. Click **Submit**.



6. After you submit your application. It will be on **Pending for Approval** list and make sure that it is for the year **2018-2019**.

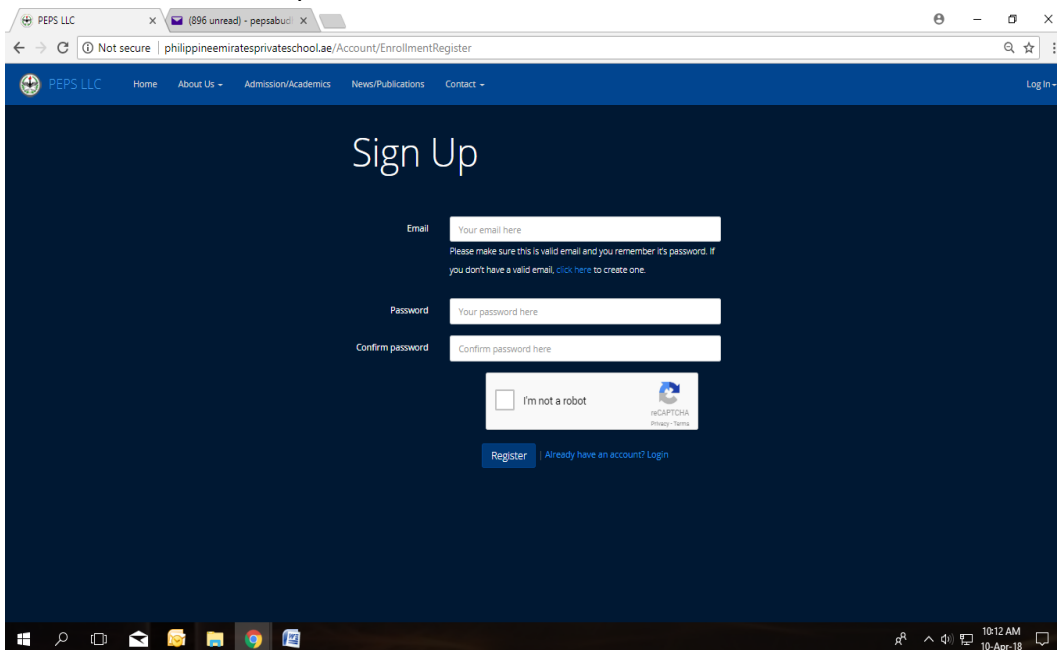


7. Wait for the approval of your Application/Registration.
8. After the **Registrar & Accounts approval**, you can **PRINT THE FORM** that you filled up along with the requirements attached. Submit to the **Accounts Department** and pay for the **Registration/Enrollment Fee**.

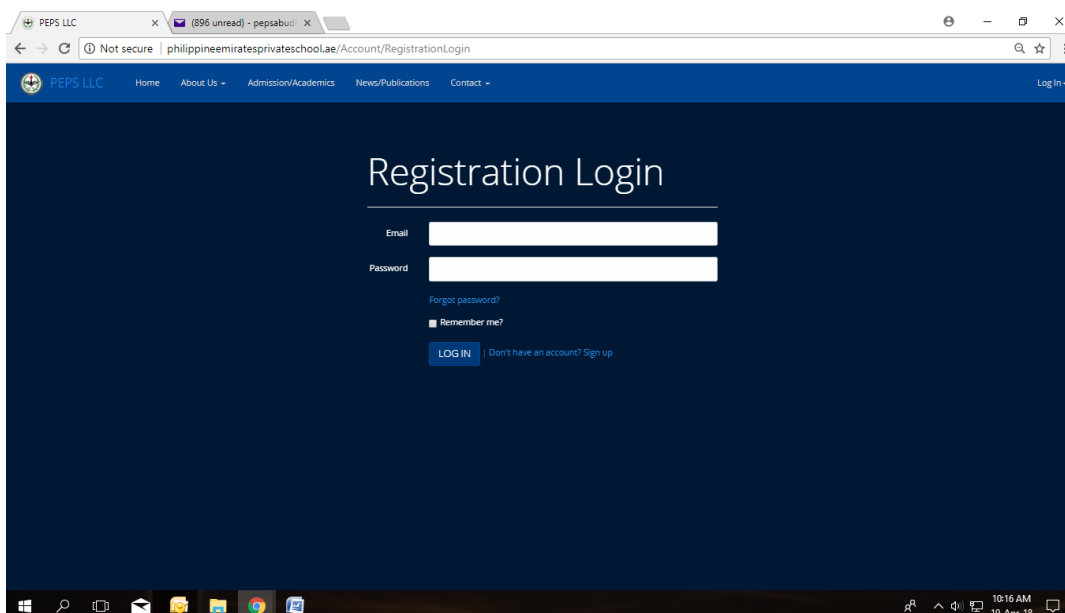


Steps for **NEW STUDENTS** Online Registration

1. Browse the website of PEPS. <http://www.philippineemiratesprivateschool.ae/>
2. Click the **Log In** at the upper right corner and click the **PEPS Online Registration**.
3. Click the button **don't have an account? Sign up**
4. Fill up the following information.
 - a. **(Active)** Email Address
 - b. Password
 - Minimum 8 Characters.
 - Alphanumeric
 - At least one Capital letter.
 - At least one special character.



5. After sign up, go to **Log In on the upper right corner**, and click the **PEPS Online Registration**.



- Enter your **email** and **password** that you register.
- Fill up the Registration Form until Step-5 to complete. **Verify/double check** the information and Click **Submit**.

The screenshot shows the 'Online Registration' page for the Academic Year 2018-2019. The progress bar indicates that Step 1, 'Student's Information', is the current step. The form contains the following fields:

- Picture:** A 'Choose File' button with 'No file chosen' text.
- Student Type:** A dropdown menu with 'Old' selected.
- Applying for Grade Level:** A dropdown menu with 'Kindergarten1' selected.
- For Grade 11 & 12:** A dropdown menu with 'Please Select' selected.
- Student Number:** A text input field with the placeholder 'Type here'.
- Family Name:** A text input field with the placeholder 'Type here'.
- First Name:** A text input field with the placeholder 'Type here'.
- Middle Name:** A text input field with the placeholder 'Type here'.
- Passport Number:** A text input field with the placeholder 'Type here'.
- Date Of Birth (dd/MM/yyyy):** A text input field with the placeholder 'Type here'.
- Place of Birth (City & Country):** A text input field with the placeholder 'Type here'.
- Nationality:** A dropdown menu with 'Please Select' selected.
- Gender:** A dropdown menu with 'Please Select' selected.
- Religion:** A dropdown menu with 'Please Select' selected.

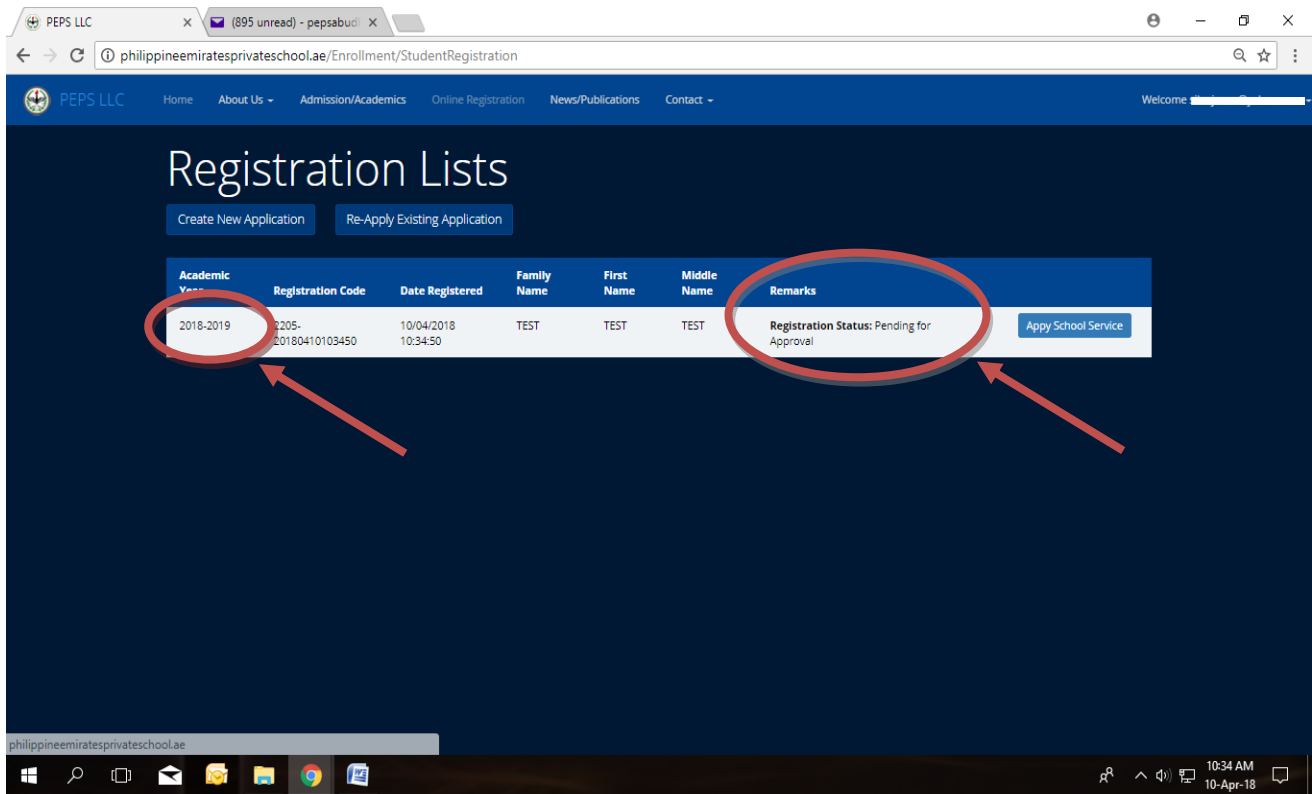
Navigation buttons include 'Previous' and 'Next'.

The screenshot shows the 'Online Registration' page after all forms have been completed. The progress bar now highlights Step 5, 'Completed'. The main content area displays the following message:

Completed all forms
Please review all your information before you submit the form.

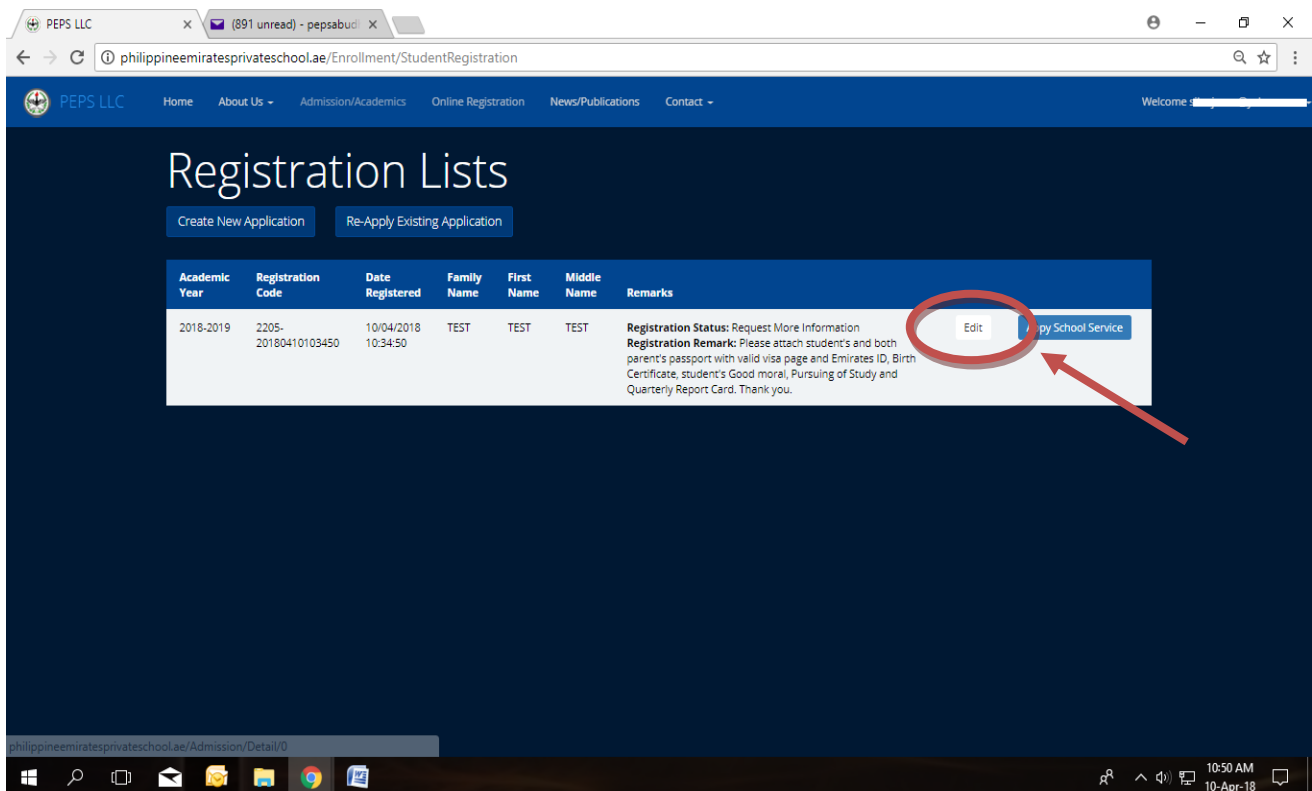
Below the message is a CAPTCHA verification box with the text 'I'm not a robot' and a 'Submit' button.

8. After you submit your application. It will be on **Pending for Approval** list and make sure that it is for the year **2018-2019**.



9. The Registrar will return your application if the requirements you attach is **incomplete**. The **EDIT** button will appear.

10. Click **EDIT** button to **re-attach the requirements needed** and the photo of the student.



11. Wait for the approval of your Application/Registration.
12. After the **REGISTRAR APPROVAL**, you can **PRINT THE FORM** that you filled up along with the **requirements attached**. Submit to the **Accounts Department** and pay for the **Enrollment Fee**.

PEPS LLC Home About Us Admissions/Academics Online Registration News/Publications Contact - Welcome [User Name]

Registration Lists

Create New Application Re-Apply Existing Application

Academic Year	Registration Code	Date Registered	Family Name	First Name	Middle Name	Remarks
2018-2019	206-20180409153822	09/04/2018 15:38:22				Registration Status: Approved With Remarks Registration Remark: APPROVED ON REGISTRAR. Once received both (Registrar and Accounts) approval, PRINT the Registration form along with the requirements/documents attached and bring to villa office for payment of Registration/Enrollment Fee.

Print Copy School Service

9:49 AM 10-Apr-18