

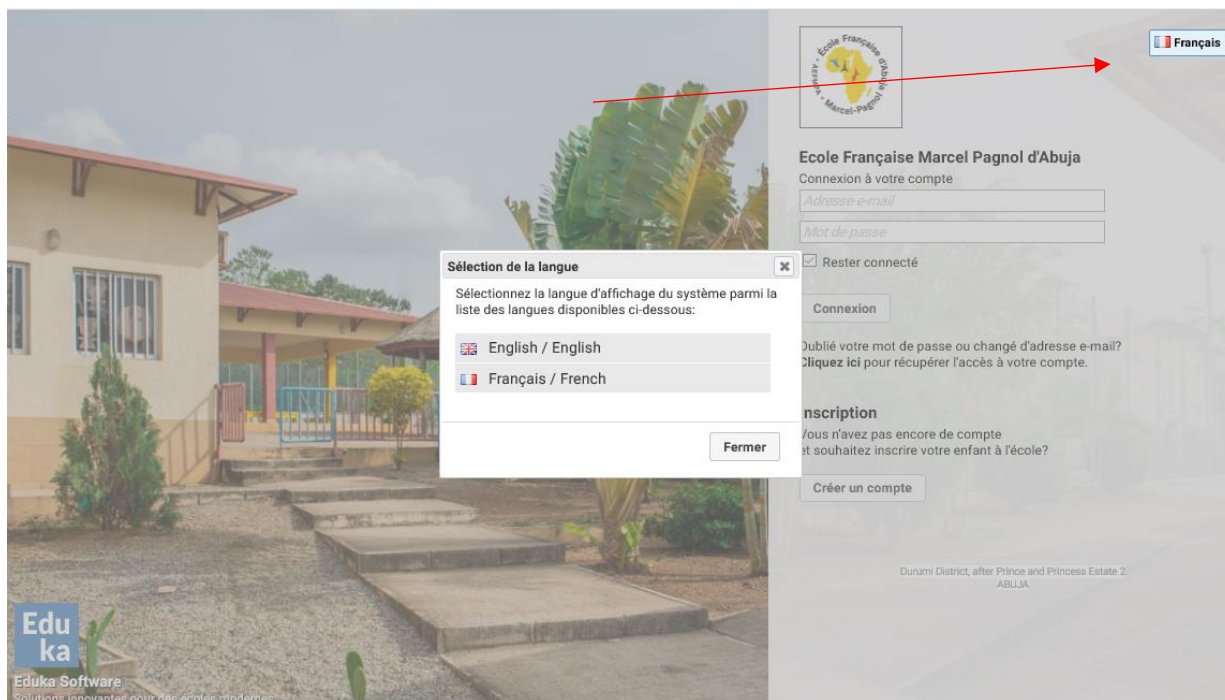
Enrolment documentation Ecole Française Marcel Pagnol Abuja

Enrolments are made online from the EDUKA portal, follow the steps ...

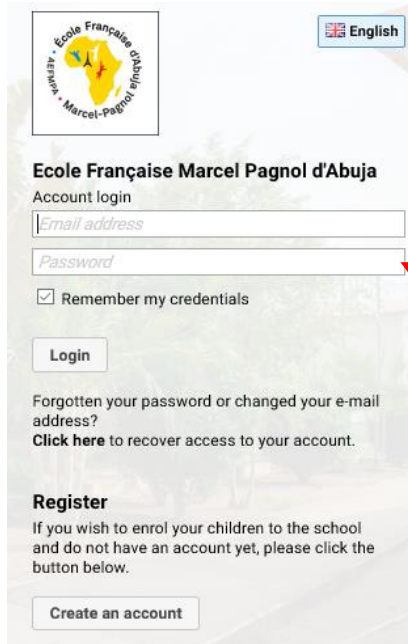
To complete a registration process, log in to Eduka (link below):

<http://eduka.ecolefrancaiseabuja.com/>

I choose my language:

The screenshot shows the Eduka login interface. A language selection dialog box is open in the center, titled 'Sélection de la langue', with options for 'English / English' and 'Français / French'. A red arrow points from the school's logo in the top right corner to the 'Français' button in the dialog. The background shows a login form with fields for 'Adresse e-mail' and 'Mot de passe', and a 'Connexion' button. Below the login form is a 'Régistration' section with a 'Créer un compte' button. The footer of the page includes the school's name and address: 'Durumi District, after Prince and Princess Estate 2 ABUJA'. The Eduka logo and 'Eduka Software Solutions innovantes pour des écoles modernes' are visible in the bottom left corner.

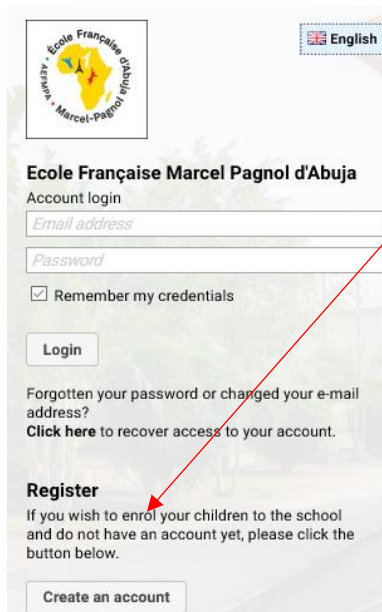
a) I already have an Eduka account:



I enter my email


I enter my password

a) I must create my Eduka access Password:



I select
« create an
account »

I select the
situation
that suits
me



Ecole Française Marcel Pagnol d'Abuja

Account creation
Before creating your account, please take a moment to answer the following question by ticking one of the boxes below:

Your family already has one or more children **currently at the school** or **currently enrolling** at the school.

Your family has had one or more children at the school **in the past**, or children who were partly or fully enrolled at the school.

Your family has **never had any children** attending or partly enrolled at the school.

[« Back to the previous page](#)

...and fill the requested informations.

Create your account for one or two guardians.

Create an account

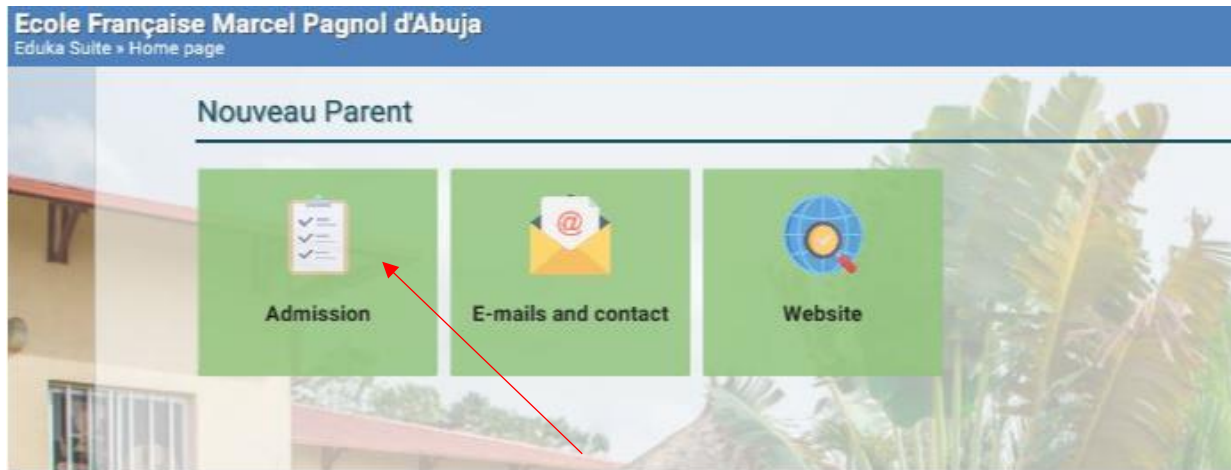
Please fill in the form below in order to initialize your access to the system for two persons who will be registered as legal guardians of the student(s) that you will enroll. If you wish to enroll students that have different legal guardians, an option will be available to you on the student enrolment form. If you are enrolling as a single parent family, please leave all fields blank on the right hand side.

Access for guardian 1		Access for guardian 2	
E-mail address:	<input type="text"/>	E-mail address:	<input type="text"/>
Family name:	<input type="text"/>	Family name:	<input type="text"/>
First name:	<input type="text"/>	First name:	<input type="text"/>
Password:	<input type="password"/>	Password:	<input type="password"/>
Confirm password:	<input type="password"/>	Confirm password:	<input type="password"/>

An email will be sent to you to activate your account

Student registration

Select the "Admission" button



Select "Create a new file for the year wanted "



Fill in the necessary informations

Create a new file for 2019/20

Last name and first name of the new applicant

Last name:

First name:


Birth date:

Select "Enrolment application":


Admission

Enrolment
Re-enrolment
Withdrawal
Navigation


Loic DUPONT File status: **in progress**




Enrolment application
Application to be sent



Documents to download



Financial rules
Read before sending



Payment validation
Waiting for payment

[Cancel file](#)

[Create a new file for 2018/19](#)
[Create a new file for 2019/20](#)

And fill the form with all the requested informations:

Student **INCOMPLETE**
Schooling **INCOMPLETE**
Guardians **INCOMPLETE**
Family **OK**
Others **INCOMPLETE**
Documents **INCOMPLETE**

Please fill all mandatory fields for each tab.
Then a "Send file" button will be displayed in order to submit the enrolment file to the school.

Civil status of the child

Last name:

First name:

Birth date:

Birth city:

Birth country:

Nationality 1:

Nationality 2:

Gender: Garçon/Boy Fille/Girl

Languages

French level

Mother tongue: Yes No

> French Written:

> French Spoken:

> French Read:

English level

Mother tongue: Yes No

> English Written:

> English Spoken:

> English Read:

Other language

Other language:

Mother tongue: Yes No

> Other language Written:

> Other language Spoken:

> Other language Read:

Passeport

Please provide passport information in the order of nationality stated in Civil statuf of the child

Nationality 1

Passport number:

Passport expiry date:

Nationality 2

Passport number:

Passport expiry date:

IDENTITY PHOTO

[Add](#)

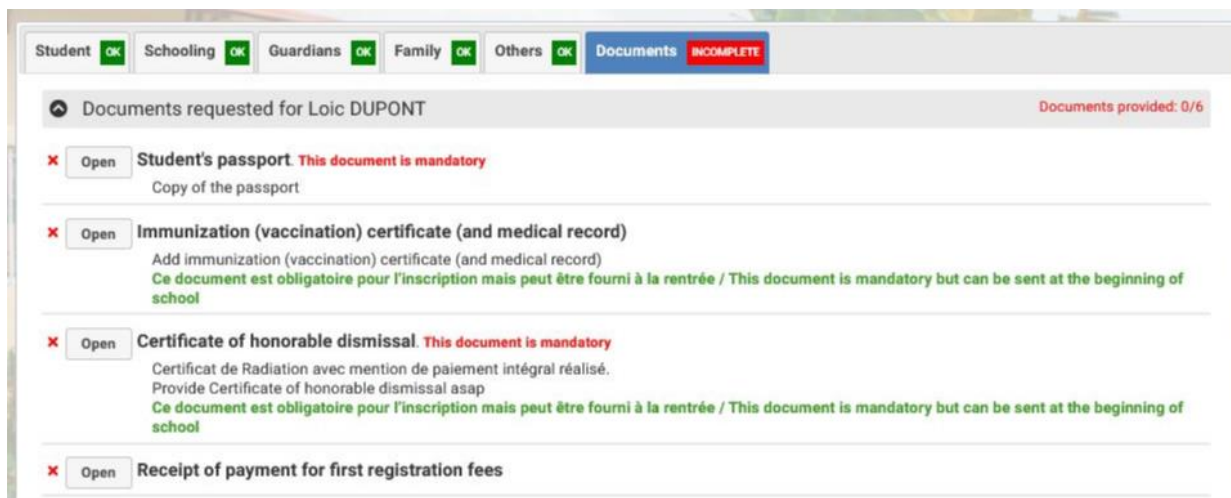
MANDATORY

Image property rights

For the production of various educational and/or advertising materials, within the framework of knowledge sharing, for information and promotion, the school may have to use photographs, audio and video productions of students taken in class, during school activities, field trips and may have to use their projects.

These documents may be shared through various media including internet, social network (facebook, twitter, ...), class blogs, and exhibitions in and out of the School.

Documents must be uploaded in the “Documents tab”:

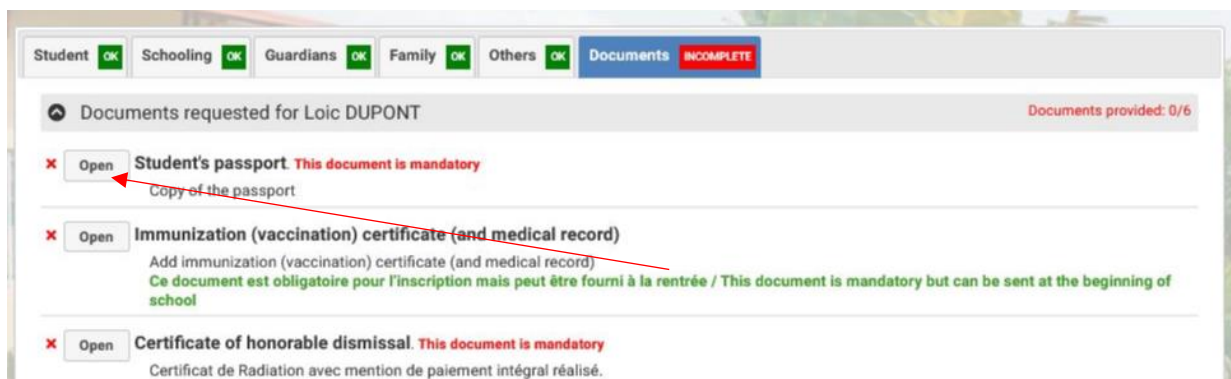


Student **OK** Schooling **OK** Guardians **OK** Family **OK** Others **OK** Documents **INCOMPLETE**

Documents requested for Loic DUPONT Documents provided: 0/6

- x** **Open** **Student's passport. This document is mandatory**
Copy of the passport
- x** **Open** **Immunization (vaccination) certificate (and medical record)**
Add immunization (vaccination) certificate (and medical record)
Ce document est obligatoire pour l'inscription mais peut être fourni à la rentrée / This document is mandatory but can be sent at the beginning of school
- x** **Open** **Certificate of honorable dismissal. This document is mandatory**
Certificat de Radiation avec mention de paiement intégral réalisé.
Provide Certificate of honorable dismissal asap
Ce document est obligatoire pour l'inscription mais peut être fourni à la rentrée / This document is mandatory but can be sent at the beginning of school
- x** **Open** **Receipt of payment for first registration fees**

To upload a document, select open:



Student **OK** Schooling **OK** Guardians **OK** Family **OK** Others **OK** Documents **INCOMPLETE**

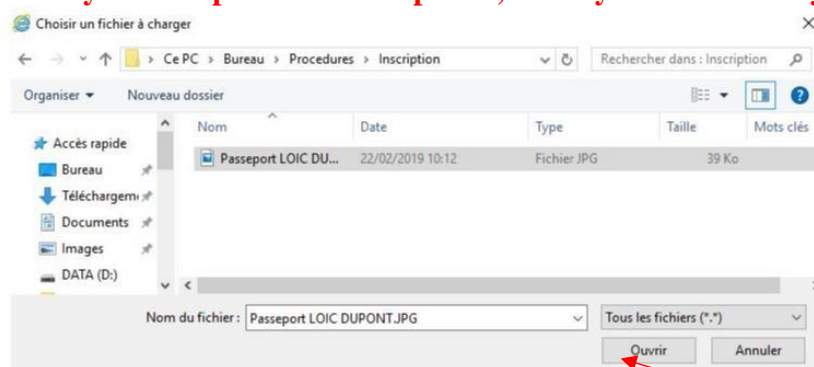
Documents requested for Loic DUPONT Documents provided: 0/6

- x** **Open** **Student's passport. This document is mandatory**
Copy of the passport
- x** **Open** **Immunization (vaccination) certificate (and medical record)**
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- x** **Open** **Certificate of honorable dismissal. This document is mandatory**
Certificat de Radiation avec mention de paiement intégral réalisé.

Select “Parcourir” or “Browse”:



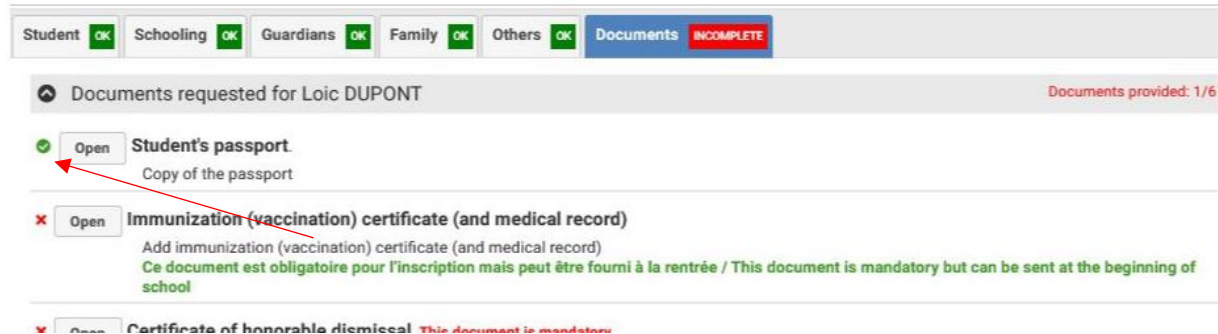
From your computer or smartphone, select your document you wish to upload:



Once uploaded select “Close”:



Le fichier est correctement téléchargé :



Repeat the process for all requested documents.

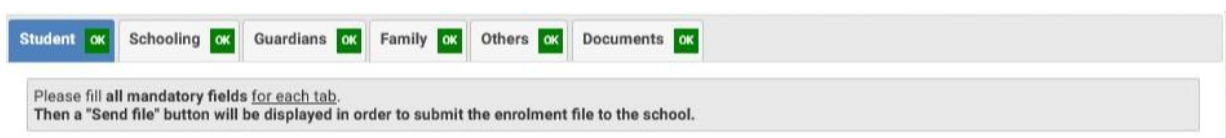
The supporting documents to be provided (as the case may be) must be scanned and attached to the registration application.

They can also be photographed (in case you are not in possession of a scanner) as long as the quality of the photo is good and the text readable.

Follow all the steps to register your child

Fill in all the tabs.

To send the registration form, fill in all the tabs, fields and validate. Once each tab is filled, a small green sign will appear. The "Guardians" data is recorded by family, you will not have to complete it again for each child.



NOTE: CROSSCHECK THE ICONS AND COMPLETE THE MANDATORY FIELDS

INCOMPLETE When you see the sign in the tabs, it means that all information has not been provided.

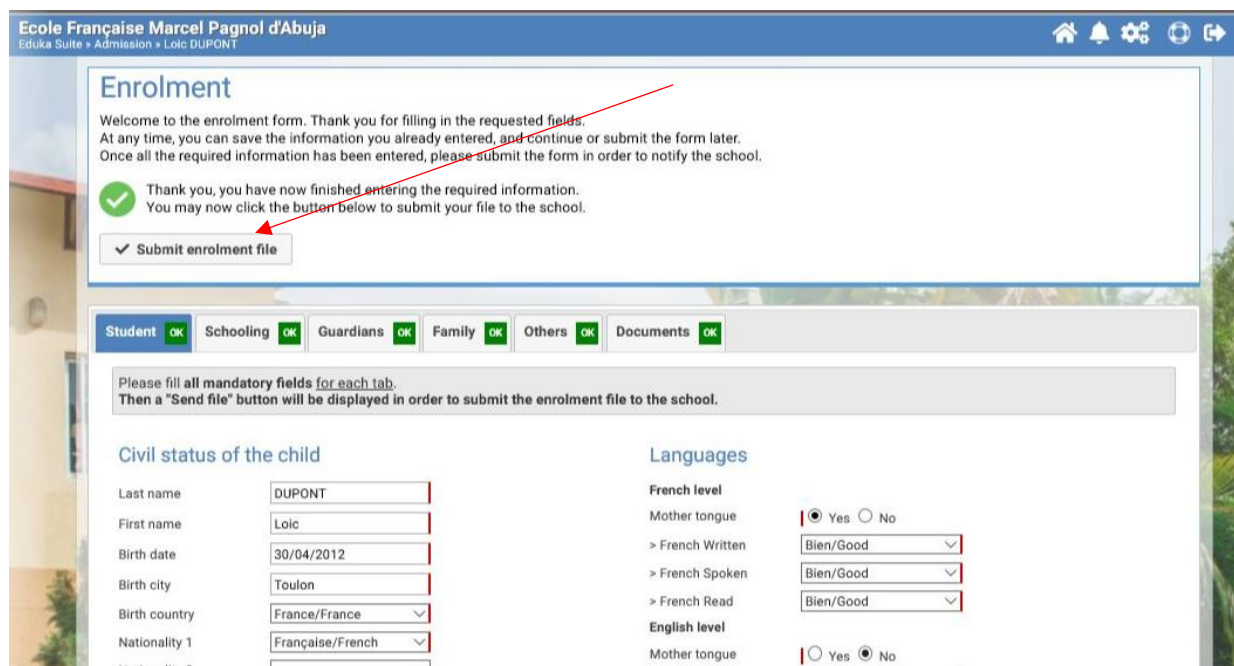


When you see the sign in the tabs, it means that all the information has been provided

Fields marked with a red line are compulsory

Last name	<input type="text" value="LOIC"/>
First name	<input type="text" value="Dupont"/>

When all information has been provided, select "Submit enrolment file":



Ecole Française Marcel Pagnol d'Abuja
Eduka Suite » Admission » Loïc DUPONT

Enrolment

Welcome to the enrolment form. Thank you for filling in the requested fields.
At any time, you can save the information you already entered, and continue or submit the form later.
Once all the required information has been entered, please submit the form in order to notify the school.

Thank you, you have now finished entering the required information.
You may now click the button below to submit your file to the school.

Student Schooling Guardians Family Others Documents

Please fill all mandatory fields for each tab.
Then a "Send file" button will be displayed in order to submit the enrolment file to the school.

Civil status of the child		Languages	
Last name	<input type="text" value="DUPONT"/>	French level	
First name	<input type="text" value="Loïc"/>	Mother tongue	<input checked="" type="radio"/> Yes <input type="radio"/> No
Birth date	<input type="text" value="30/04/2012"/>	> French Written	<input type="text" value="Bien/Good"/>
Birth city	<input type="text" value="Toulon"/>	> French Spoken	<input type="text" value="Bien/Good"/>
Birth country	<input type="text" value="France/France"/>	> French Read	<input type="text" value="Bien/Good"/>
Nationality 1	<input type="text" value="Française/French"/>	English level	
Nationality 2	<input type="text"/>	Mother tongue	<input type="radio"/> Yes <input checked="" type="radio"/> No

Sending your enrolment file

We remind you that this application form is not final and that your file will be studied and confirmed by our services.

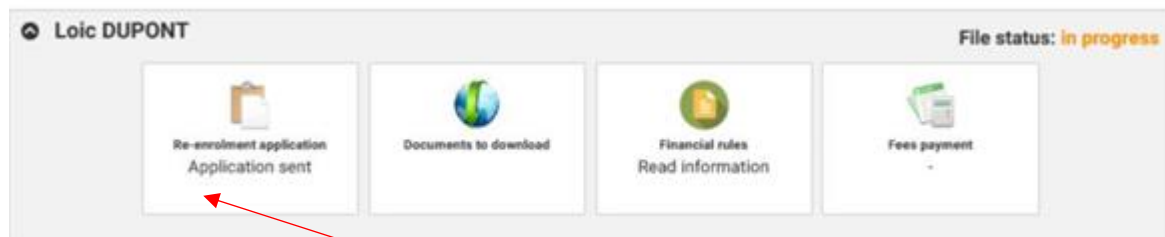
By this application for enrolment,

We certify the accuracy of the information given And acknowledge that we have been informed that any application for registration entails full and complete adherence to the financial conditions of the school and the tariffs for the year concerned.





OK

Cancel

Application is now sent:



Loic DUPONT File status: **in progress**

 Re-enrolment application Application sent	 Documents to download	 Financial rules Read information	 Fees payment -
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Répéter la procédure pour chaque enfant à inscrire.

Repeat this process for each child to be registered