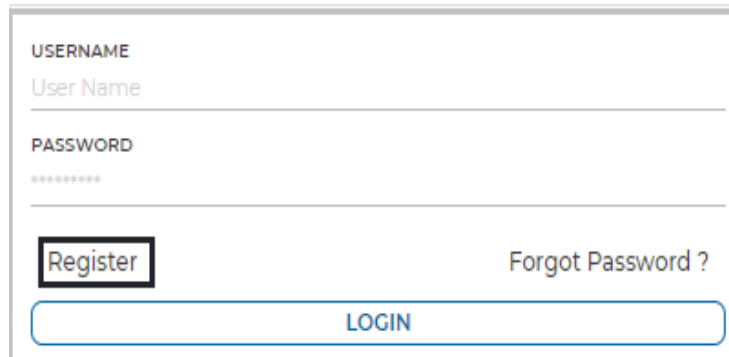


## Guidelines for Parents

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

### Steps to Register

- Click on **Register** Link



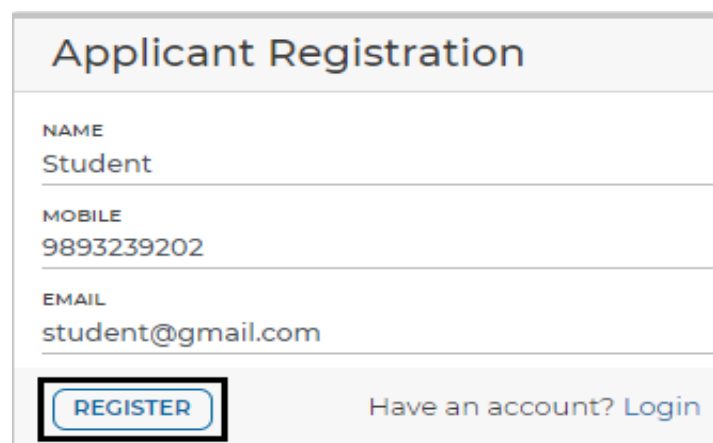
USERNAME  
User Name

PASSWORD  
\*\*\*\*\*

**Register** [Forgot Password ?](#)

LOGIN

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



**Applicant Registration**

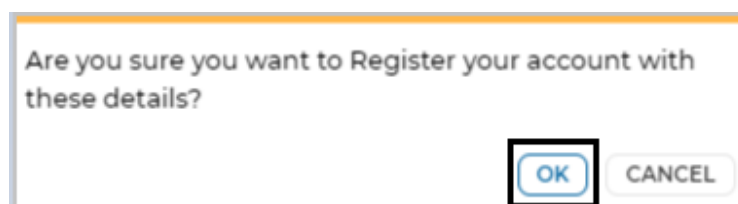
NAME  
Student

MOBILE  
9893239202

EMAIL  
student@gmail.com

**REGISTER** [Have an account? Login](#)

- Click on **OK** button

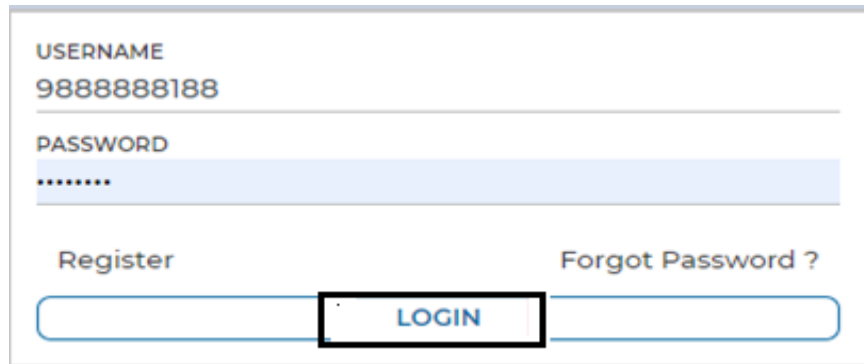


Are you sure you want to Register your account with these details?

**OK** CANCEL

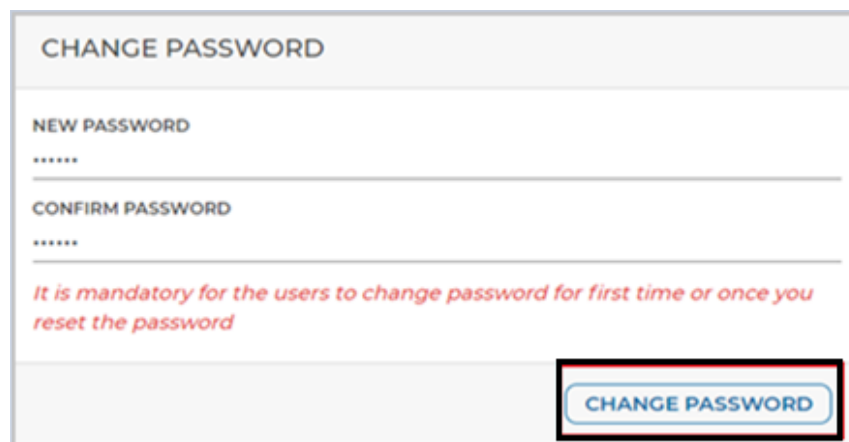
## Steps to Login

- 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



A screenshot of a login form. It features two input fields: 'USERNAME' with the value '9888888188' and 'PASSWORD' with a masked value of '\*\*\*\*\*'. Below the fields are two links: 'Register' and 'Forgot Password?'. At the bottom, there is a 'LOGIN' button highlighted with a black border.

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

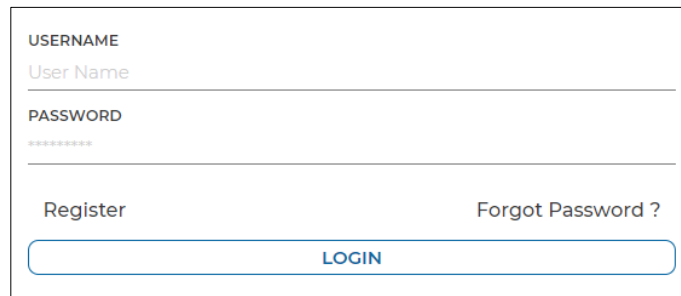


A screenshot of a 'CHANGE PASSWORD' form. It has two input fields: 'NEW PASSWORD' and 'CONFIRM PASSWORD', both with masked values of '\*\*\*\*\*'. Below the fields is a red italicized message: 'It is mandatory for the users to change password for first time or once you reset the password'. At the bottom right, there is a 'CHANGE PASSWORD' button 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**.

## 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.

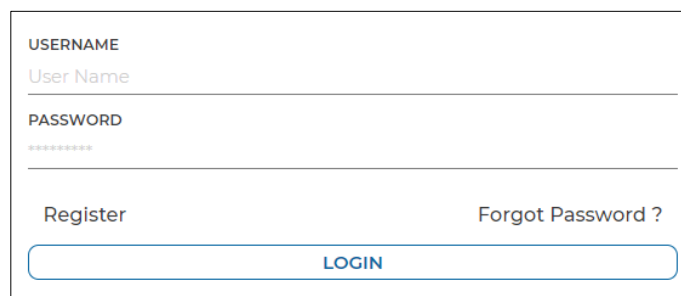


Reset Password ✕

USER NAME  
YOUR USERNAME

RESET PASSWORD

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



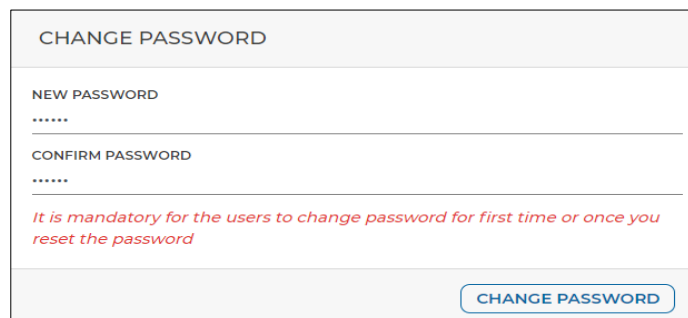
USERNAME  
User Name

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

NEW PASSWORD  
\*\*\*\*\*

CONFIRM PASSWORD  
\*\*\*\*\*

*It is mandatory for the users to change password for first time or once you reset the password*

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 for Parents

- Ensure that application is filled properly and completely
- Incomplete form will not be accepted
- Soft Copy of the Birth Certificate of the Child to be uploaded
- Decision of the management is final in all matters.

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

To Apply select the Class and click the Apply button

Grade 1 - CBSE ▼ APPLY

- Click on **OK** button

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

OK
CANCEL

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

Apply [ Grade1 - CBSE ]

**General**

Enquiry Form

Note: Kindly update as Not Applicable in the fields which is not applicable.

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

\_\_\_\_\_

DATE OF BIRTH \*  
dd-mm-yyyy 📅

MOTHER TONGUE \*  
Select ▼

PREVIOUS SCHOOL DETAILS \*

\_\_\_\_\_

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<br>Grade 1 - CBSE                  | STATUS<br>ENQUIRY FORM<br>SUBMITTED |
| STUDENT<br>Testing                                | APPLICATION NO.<br>STSC-0003-23     |
| You have successfully Submitted your application. |                                     |

- Once the application is moved to **Interaction Cleared** status from the institution, click on **Submit Form** button to full in the application form

|                                  |                                 |
|----------------------------------|---------------------------------|
| COURSE APPLIED<br>Grade 1 - CBSE | STATUS<br>INTERACTION CLEARED   |
| STUDENT<br>Kokila                | APPLICATION NO.<br>STSC-0003-23 |
| <a href="#">SUBMIT FORM</a>      |                                 |

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

Apply [ Grade1 - CBSE ]

General **Personal Information** Parent Details Schooling Background Documents

Note: Kindly update as Not Applicable in the fields which is not applicable.  
The size of the photograph should be less than 2MB (Supported Formats: jpg, jpeg, png)

**NO IMAGE AVAILABLE** Student Photo \* [UPLOAD](#)

PLACE OF BIRTH \*

GENDER \*  ▼

NATIONALITY \*  ▼

RELIGION \*  ▼

[GO BACK](#) [PROCEED](#) [SUBMIT APPLICATION FORM](#) [CLOSE](#)

- Click on **OK** button

Please confirm your action - Submit

[OK](#) [CANCEL](#)

- Once the application is moved to **Application Form Submitted** status from the institution, click on **Make Payment** button to pay the application fees

|                              |  |
|------------------------------|--|
| COURSE APPLIED               | STATUS                                 |
| Grade 1 - CBSE               | APPLICATION FORM SUBMITTED             |
| STUDENT                      | APPLICATION NO.                        |
| Kokila                       | STSC-0003-23                           |
| <a href="#">MAKE PAYMENT</a> | <a href="#">PRINT APPLICATION FORM</a> |



- Once the application is moved to **Generate Invoice** status from the institution, click on **Make Payment** button to proceed with the payment

|                               |  |
|-------------------------------|--|
| COURSE APPLIED                | STATUS                                 |
| Grade 1 - CBSE                | GENERATE INVOICE                       |
| STUDENT                       | APPLICATION NO.                        |
| Kokila                        | STSC-0003-23                           |
| <a href="#">MAKE PAYMENT.</a> | <a href="#">PRINT APPLICATION FORM</a> |


- 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.
- Application status will be updated as mentioned below

|                |                 |
|----------------|-----------------|
| COURSE APPLIED | STATUS          |
| Grade 1 - CBSE | ADMITTED        |
| STUDENT        | APPLICATION NO. |
| Kokila         | STSC-0003-23    |

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

|   |                                |
|---|--------------------------------|
|  | <input type="text" value="Q"/> |
|  | Fee Payment Transactions       |

- Transaction details will be displayed as mentioned below

|                                  |               |      |                  |         |   |
|----------------------------------|---------------|------|------------------|---------|---|
| 20-05-2022                       | APP-R-0001-23 | Cash | Payment Received | ₹500.00 |  |
| Invoices : Application Fee 23-24 |               |      |                  |         |   |