I-PARENT
ONLINE ENROLLMENT FOR NEW STUDENT

STEP 1: Go to the URL provided by the school, click the Parent Tab then click Online Enrollment for New Students.

STEP 2: Click Create an Account and provide data as accurately as possible.
**Min. of 8 characters and case-sensitive

STEP 3: Open your email and check your Inbox, Spam or Promotions Tab.

STEP 4: Verify your registration by clicking Activate Your Account or just click the link below.
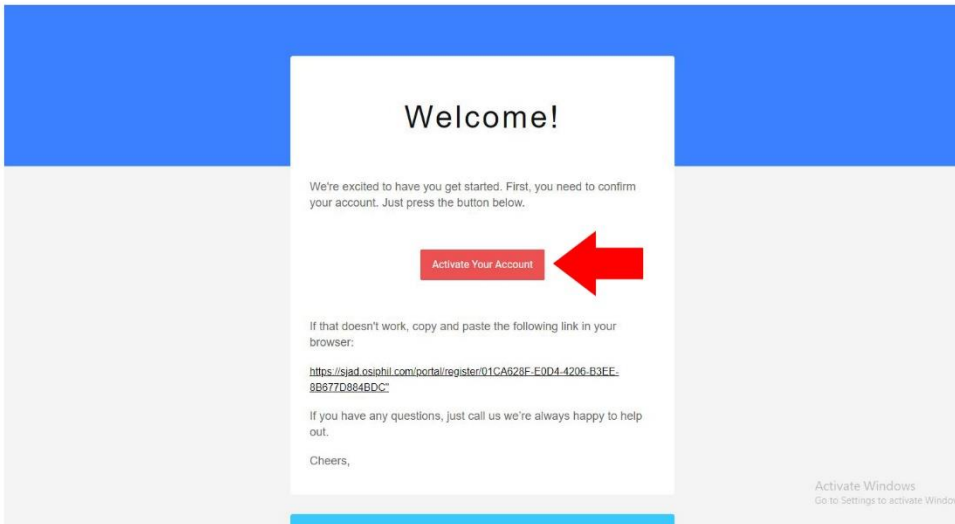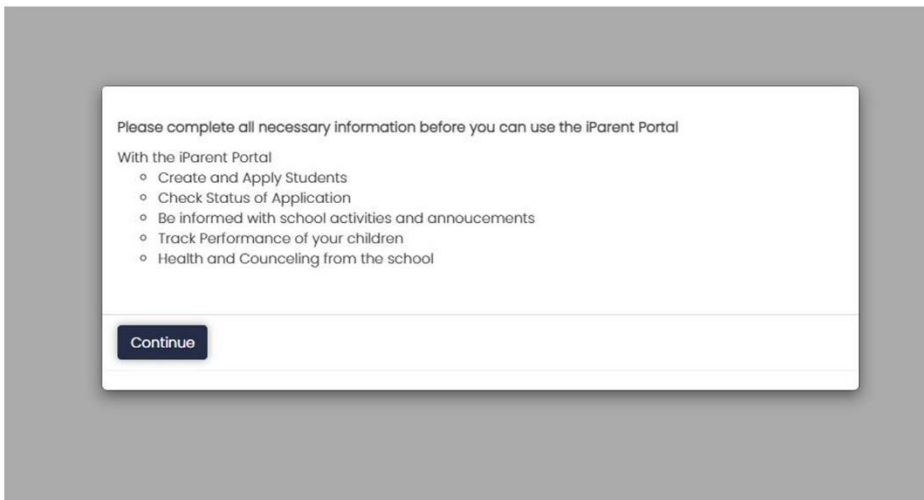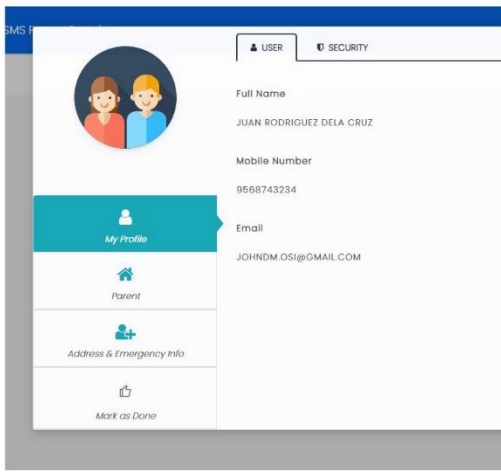

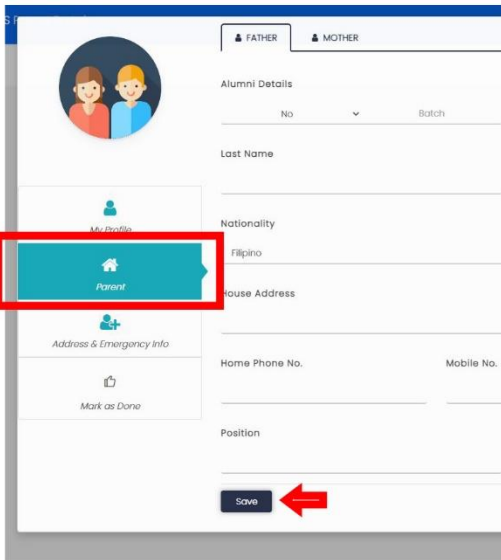**STEP 5: Login using your email as your username then type your password.**
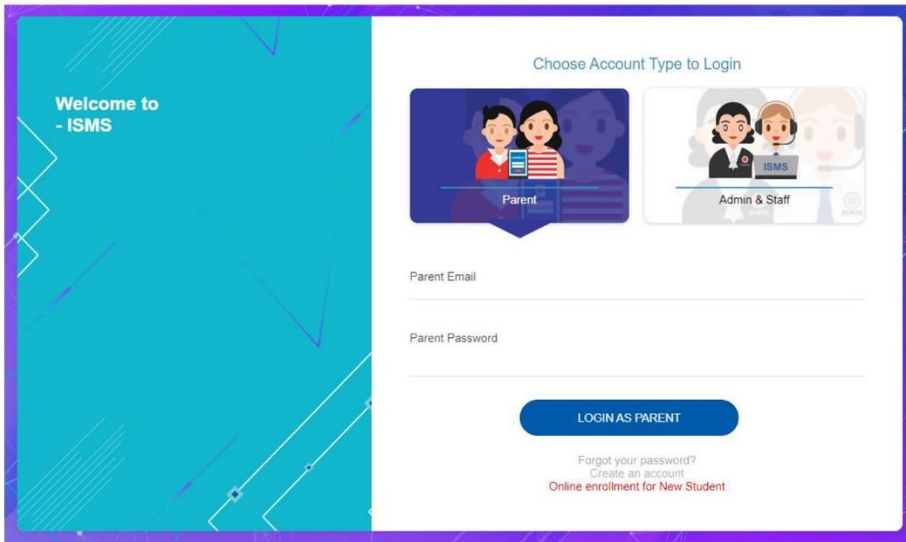
Once the login is successful, a welcome screen will appear. To proceed, click Continue.
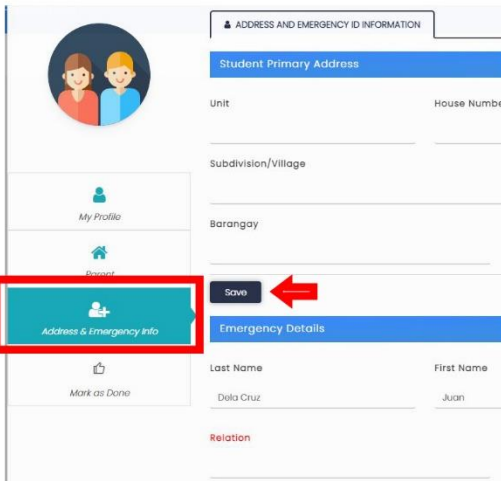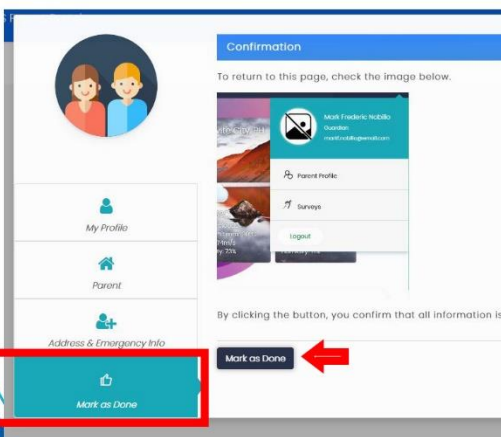
You will be directed to the default Parent Information.

Click Save once the Father and Mother information is complete.

Update your Address and Emergency Contact Details.

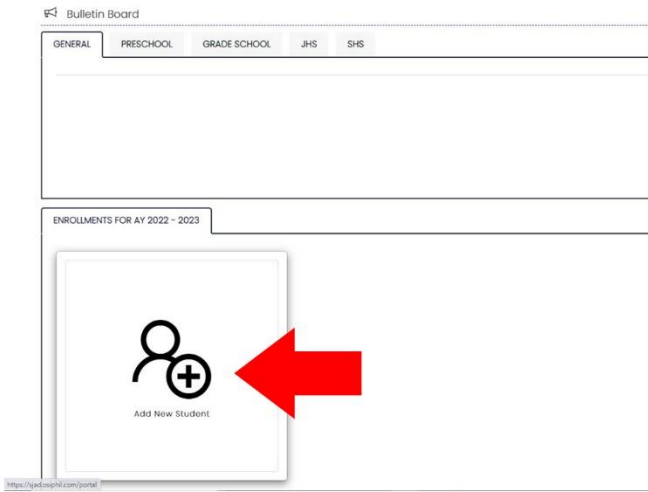**Click Save once the Address and Emergency Contact Details is complete.**

**After reviewing and updating all tabs.
please confirm by clicking the button Mark as Done.**

I-PARENT
ADDING OF STUDENT

To add student, click icon Add.

Fill-out necessary information * with red mark = required field.

Please fill-out the information from step 1 to 5 to complete your application.
Note: Always click save & continue at the buttom of the field

I-PARENT
STUDENT ENROLLMENT PROCESS

To view your child's enrollment status, click View Application Status.
Note: Make sure you select the correct school year.

To complete enrollment, please comply with three (3) steps below:

1. Take an examination - the school will just sent you a schedule for taking the examination.

2. Select your desired payment plan.

3. Upload proof of payment and wait for the Administrator to confirm payment.

Once the payment is reflected, your child is already enrolled!