

# User Guide

2010

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*This document presents how to process the Online Admission at SPMS*

**SPMS  
Admissions**

## Admission to SPMS consists of four key steps -

1. **Registration**
2. **Application**
3. **Admission Exam**
4. **Admission Interview**

All prospective students who pass the final step are accepted as students at SPMS. Each step below explains in detail the process to successfully apply for admission at SPMS.

### 1. **REGISTRATION**

Registering for a Syllabus and Class is the foremost step for Admission at SPMS. Register for an appropriate Syllabus and Class intended to join at SPMS. Follow the steps below to complete the online registration process.

#### Admissions → Apply to SPMS

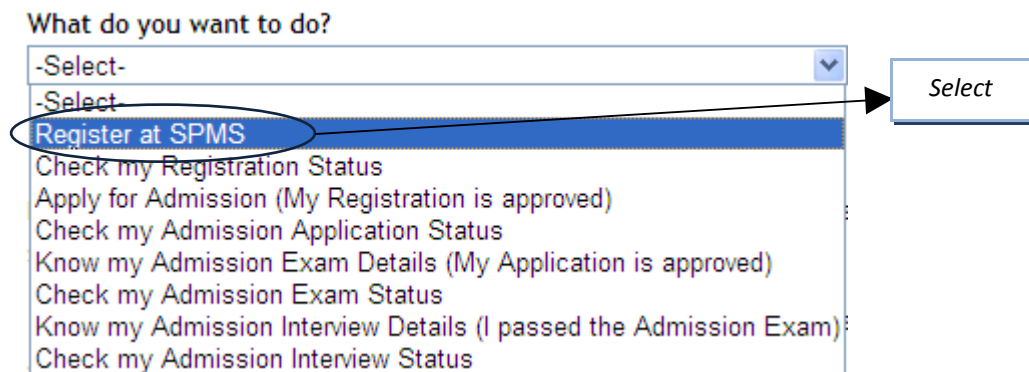


Figure 1.1 – Registration

Select "Register at SPMS" and click *Go* to redirect to the Registration page.

*Note: The descending order in the combo-box is the sequential steps to successfully process an admission at SPMS.*

**REGISTRATION FORM**

Registration Date : 29/1/2010

Syllabus :

Class :

Student Name :

Father Name :

Phone/Mobile :

(Format:040-12345678 or 9999999999)

Email :

Mandatory Fields

*Figure 1.2 – Registration Form*

- Registration Date is the system date and is auto-filled.
- Syllabus and Class can be selected from the drop-down list.
  - A prospective student should select a particular syllabus of interest.
  - Class should be in accordance with the Date of Birth and previous class the student studied if applicable.
- Enter the Student Name, Father/Guardian Name and Phone/Mobile.
- Optionally, enter the Email.
- Click *Submit* to confirm and register the details.

Retain the report generated by taking a printed copy or by noting it down.

**REGISTRATION DETAILS**

Registration Completed Successfully

Details

Registration Code : R0016

Registration Date : 29/1/2010

Syllabus : SSC

Class : I

Student Name : RAO RAMESH

Father Name : RAO GOPAL

Phone : 040-27178462

Email : raogopal@gmail.com

*Please retain this information to further your application at SPMS*

PrintClose

Print/Note




Figure 1.3 – Registration Details

- Click *Print* to take a copy of Registration Details or
- Note down the details.

## CHECK REGISTRATION STATUS

Check the status of your Registration by following the below steps:

What do you want to do?

-Select-

-Select-

Register at SPMS

**Check my Registration Status**

Apply for Admission (My Registration is approved)

Check my Admission Application Status

Know my Admission Exam Details (My Application is approved)

Check my Admission Exam Status

Know my Admission Interview Details (I passed the Admission Exam)

Check my Admission Interview Status

Select

Figure 1.4 – Registration Status

Select “Check my Registration Status” and click Go to redirect to the Registration Status page.

- Enter the Registration Code generated and click Submit.

**REGISTRATION STATUS**

Registration Code :

Figure 1.5 – Check Registration Status

**REGISTRATION STATUS**

**Details**

Registration Code : R0016

Registration Date : 29/1/2010

Syllabus : SSC

Class : I

**Status : Pending**

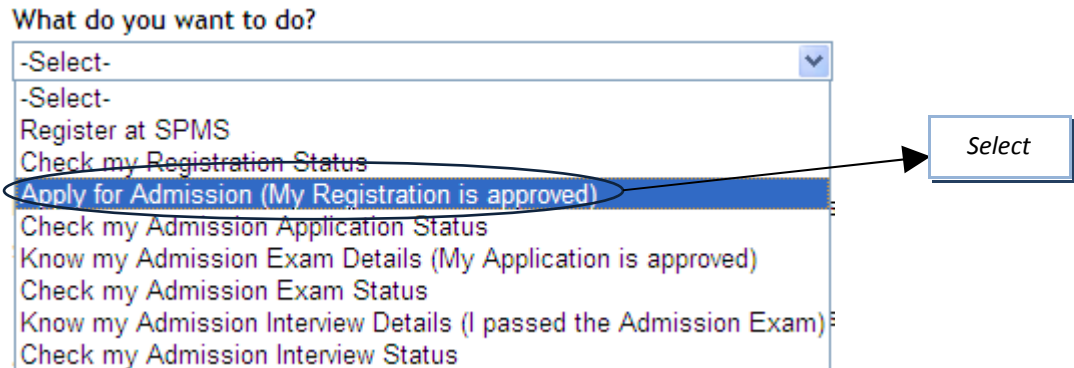
Registration Status

Figure 1.6 – Registration Status

## 2. APPLICATION

The second step in the admission process to SPMS is to fill the Application Form. Registration has to be approved by the Admissions Office to apply. Follow the steps below to access the application form:

**Admissions → Apply to SPMS**



What do you want to do?

-Select-

-Select-

Register at SPMS

Check my Registration Status

**Apply for Admission (My Registration is approved)**

Check my Admission Application Status

Know my Admission Exam Details (My Application is approved)

Check my Admission Exam Status

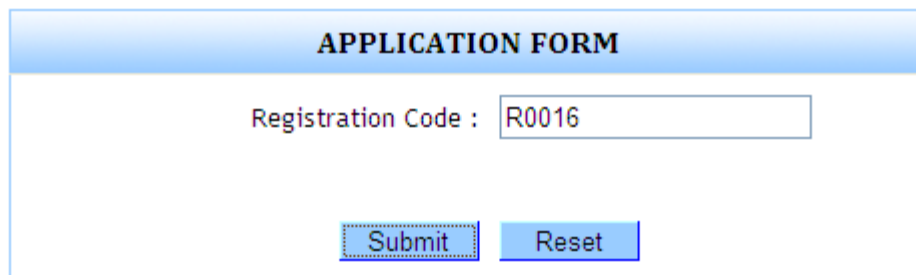
Know my Admission Interview Details (I passed the Admission Exam)

Check my Admission Interview Status

Select

Figure 2.1 – Admission Application

Select “Apply for Admission (My Registration is approved)” and click Go



**APPLICATION FORM**

Registration Code : R0016

Submit Reset

Figure 2.2 – Check Registration Status

- Enter the Registration Code and click Submit.

### REGISTRATION STATUS

**Details**

Registration Code : R0016

Registration Date : 29/1/2010

Syllabus : SSC

Class : I

Status : Approved

Application Form

Click

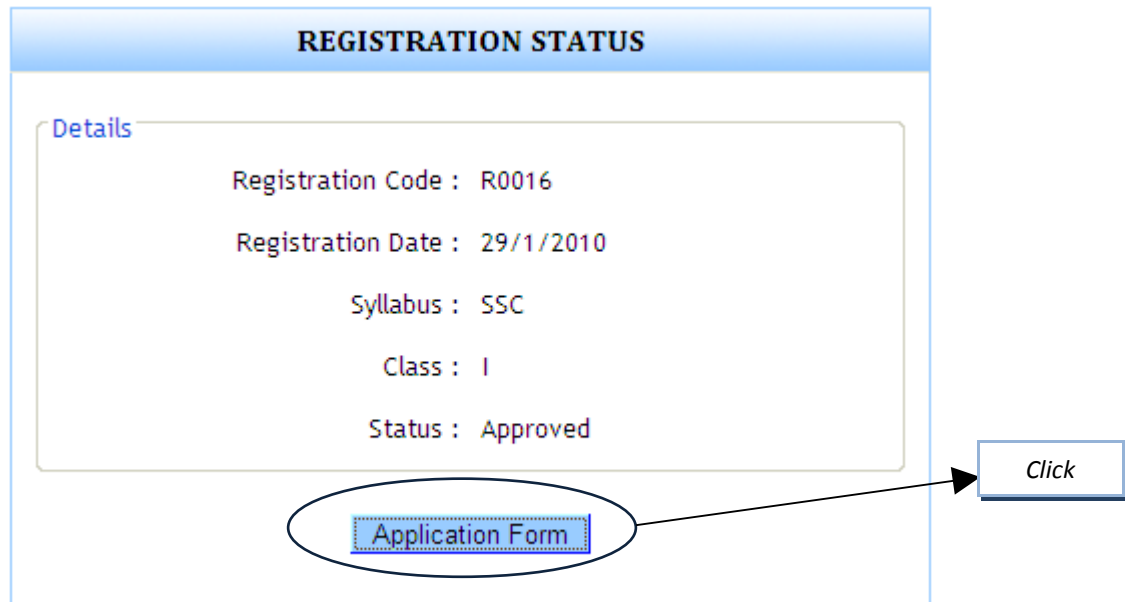


Figure 2.3 – Registration Status

- Registration Details along with Status is displayed.
- Application Form can be accessed only if the Status is *Approved*.
- Click on the *Application Form* to access the Online Application Form.



APPLICATION FORM			
<input type="checkbox"/> Fields are mandatory			
SYLLABUS	: SSC	REGISTRATION CODE	: R0016
CLASS	: I	APPLICATION DATE	: 1/29/2010
<b>Applicant Details</b>			
First Name :	<input type="text" value="Ramesh"/>	 <input type="button" value="Add Photo"/>	
Middle Name :	<input type="text"/>		
Last Name :	<input type="text" value="Rao"/>		
Date of Birth :	<input type="text" value="25 Mar 2006"/> 		
Identification Marks :	<input type="text" value="A scar on the left side of the face."/>		
Mother Tongue :	<input type="text" value="Telugu"/>		
<b>Parent Details</b>			
Father's Name :	<input type="text" value="Rao Gopal"/>	Phone :	<input type="text" value="040-27178462"/>
Father's Occupation :	<input type="text" value="Doctor"/>	Mobile :	<input type="text" value="9676805021"/>
Father's Income :	<input type="text" value="&gt;50000 &lt;75000"/>	Email :	<input type="text" value="raogopal@gmail.com"/>
<b>Address Details</b>			
		<input checked="" type="checkbox"/> Same as Present Address	
Present Address :	<input type="text" value="H.No:1-18/C, New Nallakunta, Hyderabad - 500076"/>	Permanent Address :	<input type="text" value="H.No:1-18/C, New Nallakunta, Hyderabad - 500076"/>
<b>Other Details</b>			
Nationality :	<input type="text" value="Indian"/>	Previous School :	<input type="text" value="Kindle Care"/>
Religion :	<input type="text" value="Hindu"/>	Previous Class :	<input type="text" value="UKG"/>
Community :	<input type="text" value="OC"/>	T.C Number :	<input type="text" value="TC2009A534"/>
Community Name :	<input type="text" value="ABC"/>		
<input type="button" value="Preview"/> <input type="button" value="Submit"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>			

Figure 2.4 – Application Form

- Registration details such as *Syllabus*, *Class*, and *Registration Code* are displayed along with the *Application Date*.
- *Application Date* is the current system date and is auto-filled.
- *Applicant Details* such as Applicant's First Name, Last Name, Date of Birth, Identification Marks, and Mother Tongue are mandatory fields to be filled.  
Date of Birth should be in accordance with the class registered.



- Click on “Add Photo” to add the picture of the applicant to the Application Form. Size of the photo should be less than 50 KB in JPEG format only. The desirable dimensions are 150\*130 pixels.
  - *Parent Details* such as Father’s Name, Father’s Occupation, Father’s Income, Phone, and Mobile are mandatory fields to be filled.
  - Optionally, *Email* of the father can be populated.
  - *Address Details* such as Present Address and Permanent Address should be filled.
  - In case the Permanent Address is same as the Present Address, check the box “*Same as Present Address*”.
  - *Other Details* of the applicant such as Religion, Nationality, Community and Community Name are mandatory fields to be filled.
  - In case the applicant is applying for a class other than Kindergarten, Previous Class, Previous School and T.C. Number are mandatory fields to be filled.
  - Complete the Application Form by clicking *Submit*.
- Retain the report generated by taking a printed copy or by noting it down.

**APPLICATION DETAILS**

Application Saved Successfully

Registration Details

Registration Code : R0016  
Registration Date : 29/1/2010  
Syllabus : SSC  
Class : I

Application Details

Application Code : SPMS/A/0006  
Application Date : 1/29/2010  
Applicant Name : Ramesh Rao  
Staus : Pending

Please retain this information to further your application at SPMS

Print

Close

Print/Note

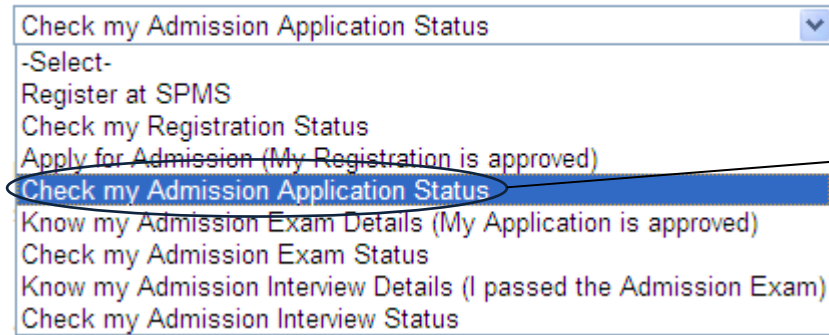
Figure 2.5 – Application Details

**CHECK APPLICATION STATUS**

Check the status of your Application by following the below steps:

**Admissions → Apply to SPMS**

What do you want to do?



Check my Admission Application Status

-Select-

Register at SPMS

Check my Registration Status

Apply for Admission (My Registration is approved)

**Check my Admission Application Status**

Know my Admission Exam Details (My Application is approved)

Check my Admission Exam Status

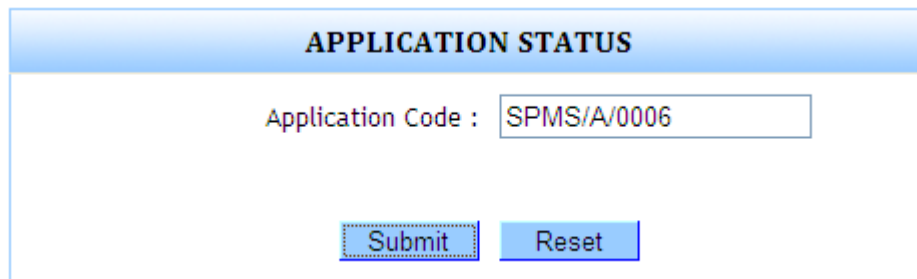
Know my Admission Interview Details (I passed the Admission Exam)

Check my Admission Interview Status

Select

Figure 2.6 – Application Status

- Select “Check my Admission Application Status” and click Go.



**APPLICATION STATUS**

Application Code :

Figure 2.7 – Check Application Status

- Enter the Application Code and click Submit

**APPLICATION STATUS**

[Details](#)

Application Code : SPMS/A/0006

Application Date : 1/29/2010

Applicant Name : Ramesh Rao

Status : Pending

*Please retain this information to further your application at SPMS*

PrintClose

Figure 2.8 – Application Status

- Application Details and Application Status are displayed.
- An application is pending if applicable documents such as Transfer Certificate, Birth Certificate, Community and Nativity Certificate are yet to be submitted at the school.

### 3. ADMISSION EXAM

Admission Exam is the third step in the admission process to SPMS. Application has to be approved to appear for an Admission Exam. Follow the steps below to know the Exam Details:

**Admissions → Apply to SPMS**

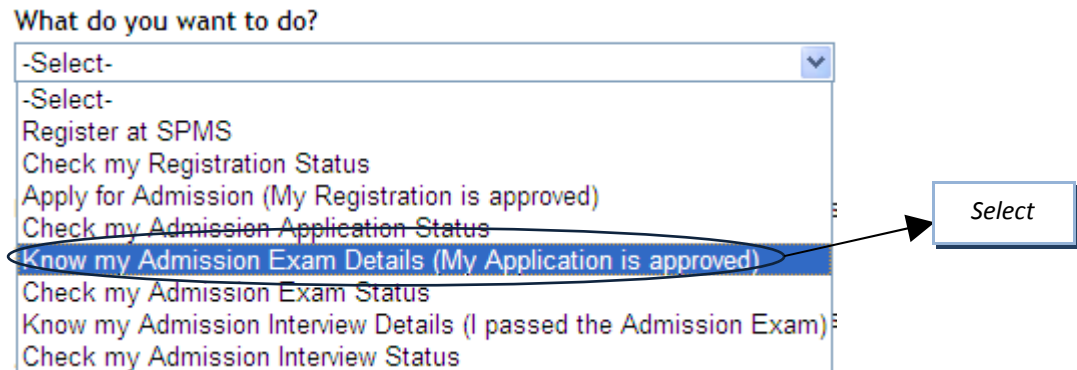


Figure 3.1 – Admission Exam

Select "Check my Admission Application Status" and click Go.

- Enter the Application Code generated and click Submit

**APPLICATION STATUS**

Application Code :

Figure 3.2 – Check Application Status

**APPLICATION STATUS**

**Details**

Application Code : SPMS/A/0006

Application Date : 1/29/2010

Applicant Name : Ramesh Rao

Status : Approved

Exam Date : 1/28/2010

*Please retain this information to further your application at SPMS*

PrintClose

Exam Date

Figure 3.3 – Application Status

- Application Details, Status of the Application and Exam Date are displayed.
- Print or note down the details to appear for the admission exam at SPMS.

**CHECK ADMISSION EXAM STATUS**

Check the Admission Exam Status by following the below steps:

**Admissions → Apply to SPMS**

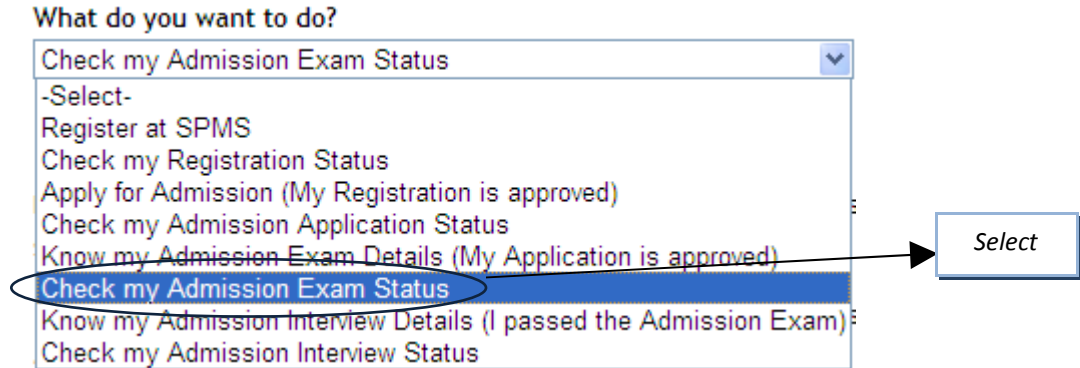


Figure 3.4 – Admission Exam

Select "Check my Admission Exam Status" and click Go.

The image shows a form titled "ADMISSION EXAM STATUS". It has a text input field labeled "Application Code :" containing the text "SPMS/A/0006". Below the input field are two buttons: "Submit" and "Reset".

Figure 3.5 – Check Admission Exam Status

- Enter the Admission Exam Code and click *Submit*.
- If the exam is not evaluated yet, the below information is displayed.

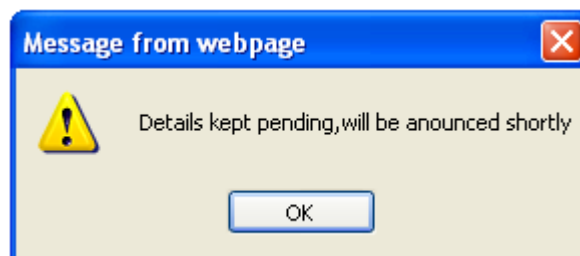


Figure 3.6 – Admission Exam Status

- Else, the below information is displayed.

**ADMISSION EXAM STATUS**

Details

Application Code : SPMS/A/0006

Exam Date : 1/28/2010

**Status : Passed**

Interview Date : 1/28/2010

*Please retain this information to further your application at SPMS*

Print Close

Exam




Figure 3.7 – Admission Exam Status

#### 4. ADMISSION INTERVIEW

Admission Interview is the final step in the admission process to SPMS.

An application has pass Admission Exam to give an interview.

To know the schedule/details of the admission interview, follow the steps below:

**Admissions → Apply to SPMS**

What do you want to do?

-Select-

-Select-

Register at SPMS

Check my Registration Status

Apply for Admission (My Registration is approved)

Check my Admission Application Status

Know my Admission Exam Details (My Application is approved)

Check my Admission Exam Status

**Know my Admission Interview Details (I passed the Admission Exam)**

Check my Admission Interview Status

Select

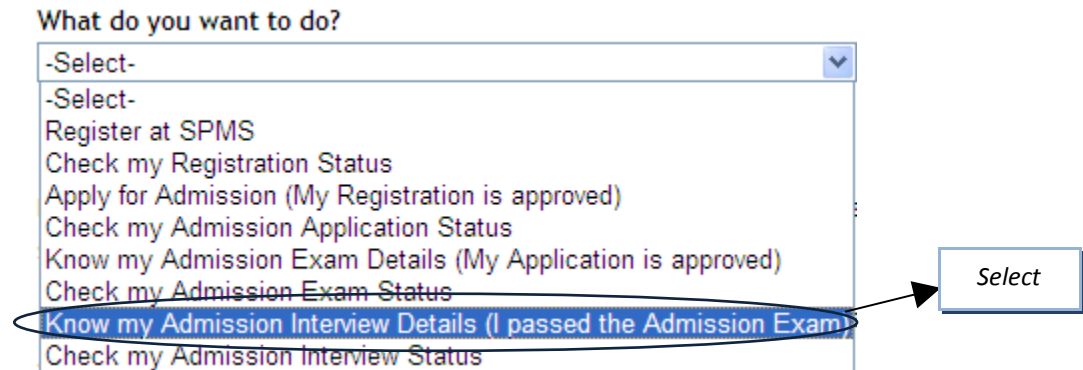


Figure 4.1 – Admission Interview Details

Select “Know my Admission Interview Details (I Passed the Admission Exam)” and click Go.

**ADMISSION INTERVIEW DETAILS**

Application Code :

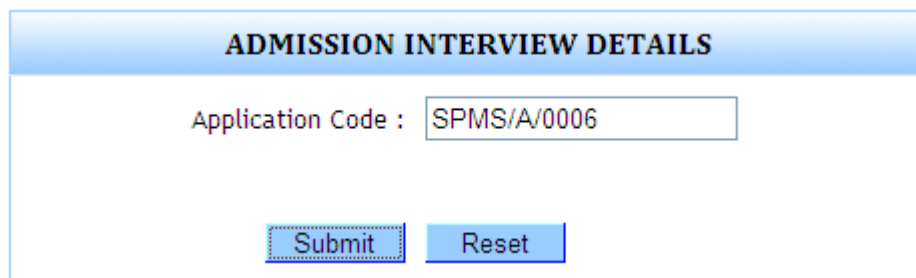


Figure 4.2 – Check Admission Exam Status

- Enter the Admission Exam Code and click *Submit*.



**ADMISSION EXAM STATUS**

Details

Application Code : SPMS/A/0006

Exam Date : 1/28/2010

Status : Passed

Interview Date : 1/28/2010

*Please retain this information to further your application at SPMS*

PrintClose

*Figure 4.3 – Admission Exam Status*

- Exam Details, Status and Interview Date are displayed.

## CHECK INTERVIEW STATUS

A prospective applicant is ought to have the Admission Interview Status as *Passed* to be admitted as a student into SPMS.

To check the admission interview status, follow the steps below:

### Admissions → Apply to SPMS

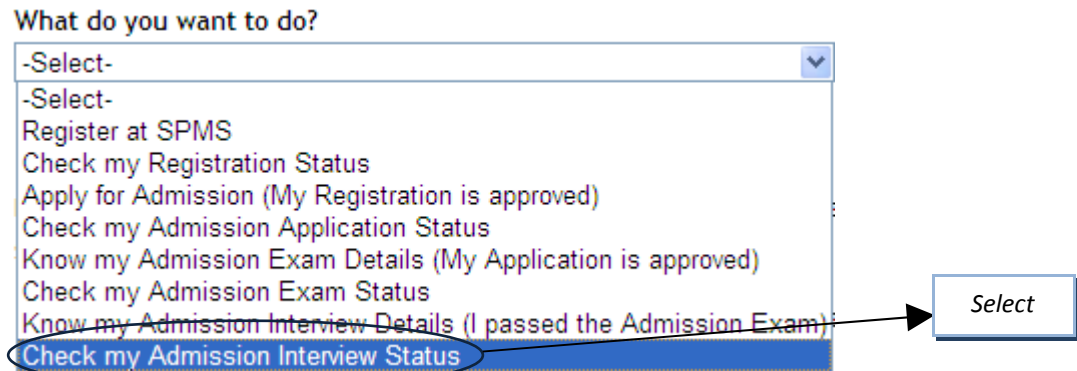


Figure 4.4 – Admission Interview

Select "Check my Admission Interview Status."

The image shows a form titled "ADMISSION INTERVIEW STATUS". It has a text input field for "Application Code" containing the value "SPMS/A/0006". Below the field are two buttons: "Submit" and "Reset".

Figure 4.5 – Check Admission Interview Status

- Enter the Admission Exam Code and click *Submit*.
- If the interview is not assessed yet, the below information will be displayed.

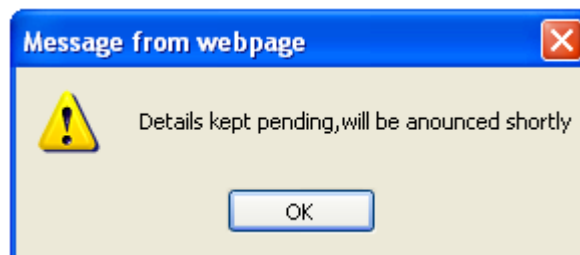


Figure 4.6 – Admission Interview Status

- Else, the below information is displayed

The screenshot displays a window titled "ADMISSION INTERVIEW STATUS". Inside, there is a "Details" section containing the following text: "Application Code : SPMS/A/0006", "Interview Date : 1/28/2010", and "Status : Passed". The "Status : Passed" text is circled in black, and an arrow points from this circle to a separate box on the right labeled "Interview Status". Below the details, there is a message: "Please retain this information to further your application at SPMS". At the bottom, there are two buttons: "Print" and "Close".

Figure 4.7 – Admission Interview Status