



دَائِرَةُ التَّعْلِيمِ وَالْعِلْمِ
DEPARTMENT OF EDUCATION
AND KNOWLEDGE

TASJEEEL v2

Online registration steps for parents

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➤ **Technical Requirements**

- The following requirements should be met before starting:
Internet Explorer, FireFox or Google Chrome.
- JavaRuntime last update.

➤ Online Registration Steps

Logging in

1. Open the link:

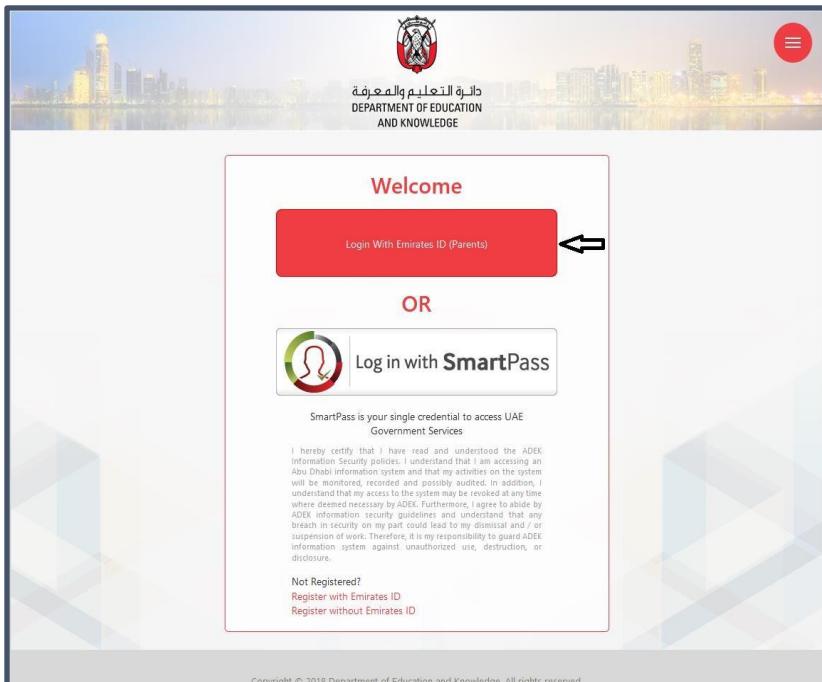
https://esispasa.adek.gov.ae/aal/ParentAssistantLogin_en.aspx#_frm

Two options for login will be available:

1.1 Login with Emirates ID:

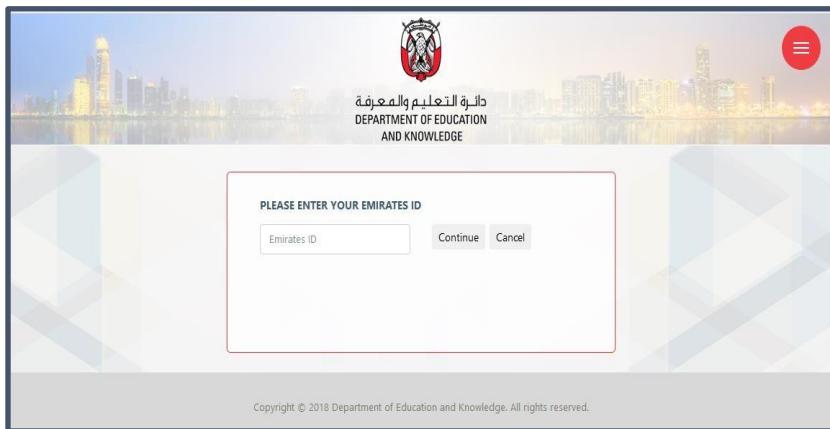
- Click (Login with Emirates ID (Parents)).

Screen shot (1)



Screen shot (1)

- Enter your Emirates ID number. Screen shot (2)



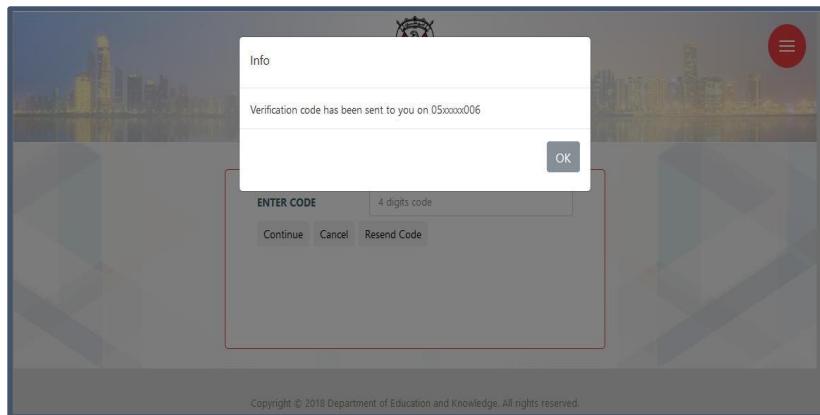
Screen shot (2)

- Click (Continue).
- Select one of the following options to receive the Verification Code (OTP): Screen shot (3)
 - Registered mobile number.
 - Registered email address.



Screen shot (3)

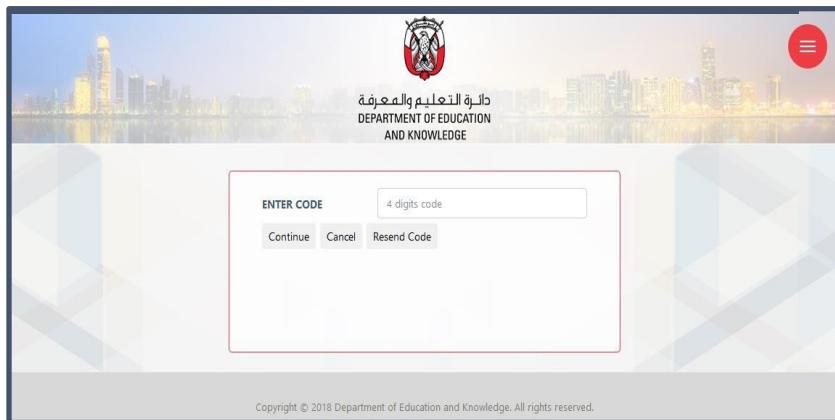
- Click (Continue).
- A message will be displayed informs you that the OTP is sent to your mobile or email address (according to your choice). Screen shot (4)



Screen shot (4)

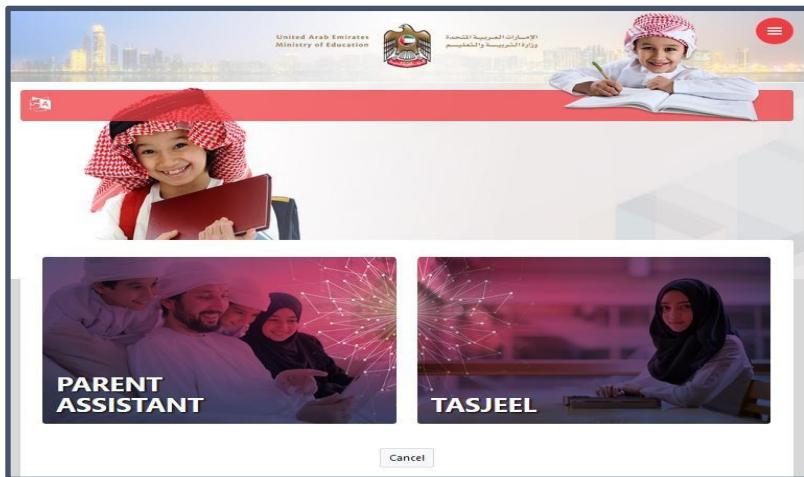
Note: If the displayed mobile number or email address is incorrect, you can select the other option or contact Federal Authority for Identity and Citizenship to amend your contact information.

- ✓ Click (Ok).
- ✓ Enter the OTP code. Screen shot (5)



Screen shot (5)

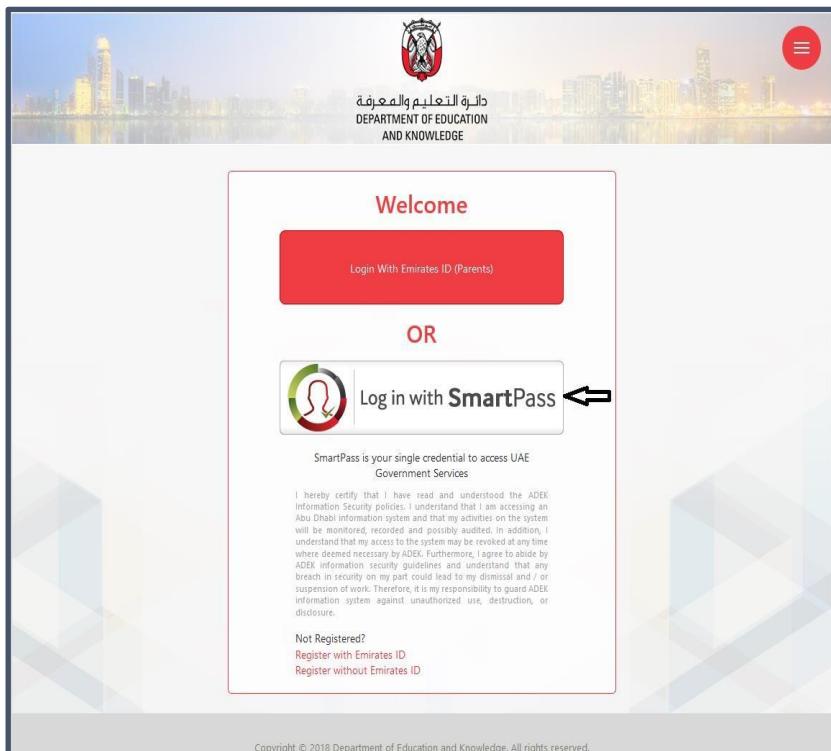
- ✓ Click (Continue).
- ✓ PASA page will be opened. Screen shot (6)
- ✓ Click (Tasjeel).



Screen shot (6)

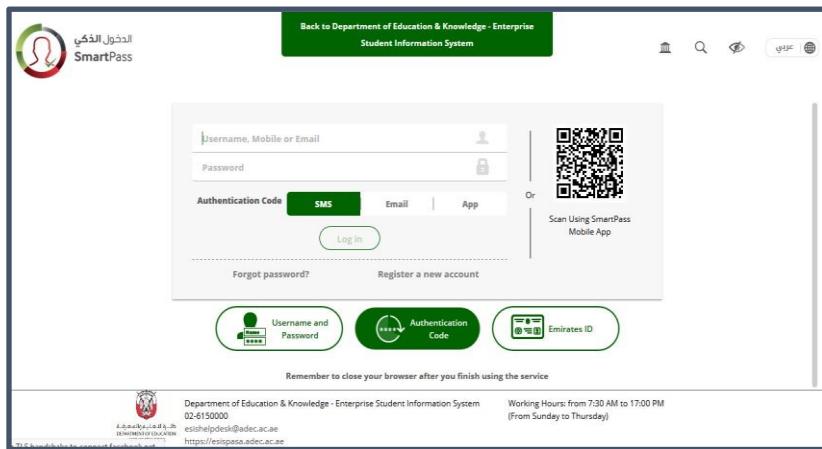
1.2 Log in with SmarPass:

- Click (Log in with SmartPass): Screen shot (7)



Screen shot (7)

- SmartPass screen will be opened, enter your username and password then click (SMS). Screen shot (8)



Screen shot (8)

- eSIS screen will be opened, click (Tasjeel).
Screen shot (6)
- Registration requests screen will be opened:
Screen shot (9)

Note: to change language at any time, click the button on the upper left side of the screen then choose the language.

Screen shot (9)

- In case there is an existing open request, click on the Reference #, if there are no open requests then click on (New Request).

Registration Request

Request screen will be opened with second step enabled. The request consists of 9 steps.

Notes:

- You can't move to the next request without finishing the previous.
- Request can be saved after each step and be completed later.
- Before submitting the request you will be asked to sign an undertaking letter.

1. Step 2: Children: Screen shot (10)

- To enter a request for a student Click on the button at the same row.
- To enter a request for a new student click (Apply as new student) then you will be asked to enter child EID and Unified number.

The screenshot shows the official website of the Department of Education and Knowledge (Tasheel) in the United Arab Emirates. The header features the UAE flag, the name 'دائرة التعليم والثقافة' (Department of Education and Culture) in Arabic, and 'DEPARTMENT OF EDUCATION AND KNOWLEDGE' in English. Below the header, there are navigation links for 'STUDENT', 'ACADEMIC PROGRESS', 'REPORTS', 'TASHEEL', and 'ONLINE PAYMENTS'. A large banner image of a smiling child in traditional UAE attire writing in a book is prominently displayed.

The main content area is titled 'Tasheel' and includes a navigation menu with icons for 'Child and Parent', 'Registrants', 'Education Type', 'Address', 'School Search', 'Transportation', 'Special Education', 'Parents', and 'Attachments'.

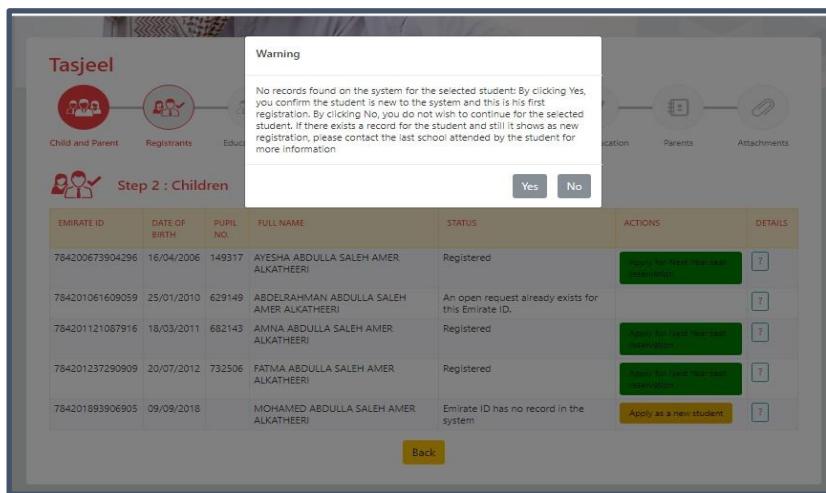
Below the menu, a section titled 'Step 2 : Children' is shown. It displays a table with the following data:

EMIRATE ID	DATE OF BIRTH	SCHOOL	PUPIL NO.	GRADE	FULL NAME	STATUS	ACTIONS	DETAILS
	21-05-2009	AL MONTAHA		5		Registered	Apply for Next Year seat reservation	?
	27-05-2011	AL DANAH		3		Registered	Apply for Next Year seat reservation	?
	31-01-2014	AL BUDOOR KG		KG2		Registered	Apply for Next Year seat reservation	?
	20-11-2015	AL BUDOOR KG		KG1		Registered	Apply for Next Year seat reservation	?

A 'Back' button is located at the bottom of the table.

Screen shot (10)

- In case of new student the below message will appear. Screen shot (11)



Screen shot (11)

- Click (Yes).
- Third step screen will be opened.

2. Step 3: Education Group Screen shot (12)

- Select Education Group.

- Click Next

Note: If child's mother was from UAE nationality, click on the related check box and enter mothers EID and UID then click (Verify).

- Fourth step screen will be opened.

The screenshot shows the official website of the Department of Education and Knowledge (Tasjeel) in the UAE. The header features the logo of the UAE and the text 'دائرة التعليم والمعرفة' (Department of Education and Knowledge). The main navigation menu includes 'STUDENT', 'ACADEMIC PROGRESS', 'REPORTS', 'TASJEEEL', and 'ONLINE PAYMENTS'. A large banner image of a smiling child in traditional UAE attire holding a book is prominently displayed. Below the banner, the 'Tasjeel' section is visible, showing a flowchart with icons for 'Child and Parent', 'Registrants', 'Education Type', 'Address', 'School Search', 'Transportation', 'Special Education', 'Parents', and 'Attachments'. A detailed form for a student record is shown, including fields for 'CURRENT SCHOOL' (SALAMAH BINT BUTI), 'EMIRATE ID', 'PUPIL NO.', and 'GRADE' (9). At the bottom, a section titled 'Step 3 : Education Group' offers options for 'EDUCATION TYPE' (Private, Nursery, Charter) with 'Private' selected. A 'Back' button is in yellow, and a 'Next' button is in red. The footer contains a copyright notice: 'Copyright © 2017 Pearson Education, Inc. or its affiliate(s). All rights reserved.'

Screen shot (12)

3. Step 4: Address Screen shot (13)

- Enter Plot Id then click (Search).
- If the address is correct, click (Next).
- Fifth step screen will be opened.

Tasjeel

Child and Parent Registrants Education Type Address School Search Transportation Special Education Parents Attachments

CURRENT SCHOOL AL MONTAHA	EMIRATE ID	PUPIL NO.	GRADE 5
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Step 4 : Address

You can choose one of the addresses shown below as per "Tawtheeq" service to register tenancy contracts in the Emirate of Abu Dhabi.

REGISTRATION NO	PROPERTY NAME	PROPERTY TYPE	ZONE	SECTOR	PLOT NO	STREET	PREMISES/PLOT ID
○		VILLACOMPOUND	Abu Dhabi Island	E21	~		
○		VILLACOMPOUND	Mohamed Bin Zayed City	Z1	~		

Address/Premises ID is found in the student's record
Alternatively, you can enter the Premises ID that you can find on your property's water or electricity bill. Click here to find out what is the Premises ID.

A Proof of Address document is required to be uploaded in the File Attachments section.

ENTER YOUR PREMISES ID TO SEARCH YOUR ADDRESS

The following information was picked from the Premises ID you entered. If the below info is not correct, please check your Premises ID:

GPS Longitude	Country	UAE	Sector	Z36
GPS Latitude	Province	Abu Dhabi	Road Number	
	Region	Abu Dhabi	Plot Number	
	Zone	Mohamed Bin Zayed City	Premises / Plot Id	

Cancel Back Next

Screen shot (13)

4. Step 5: School Selection Screen shot (14)

- Select one or more of these criteria: Area, Registration Grade, Sub Type, and School Year.
- Click (Search).
- A list of schools will appear.
- Choose the school.
- Click (Save and Next).
- Sixth step screen will be opened

The screenshot shows the official website of the Department of Education and Knowledge (Tasheel) in the United Arab Emirates. The header features the UAE flag, the name 'دائرة التعليم والمعرفة' (Department of Education and Knowledge) in Arabic and English, and a photo of a young boy in traditional attire writing in a book. The navigation menu includes links for STUDENT, ACADEMIC PROGRESS, REPORTS, TASHEEL, and ONLINE PAYMENTS.

The main content area is titled 'Tasheel' and displays a series of circular icons representing different services: Child and Parent, Registrants, Education Type, Address, School Search, Transportation, Special Education, Parents, and Attachments. Below this is a form with fields for CURRENT SCHOOL (AL BUDOOR KG), EMIRATE ID, PUPIL NO., and GRADE (KG2).

The 'Step 5 : School Selection' section is highlighted. It includes dropdown menus for AREA (Abu Dhabi), SUB-TYPE (Charter Schools), and SCHOOL YEAR (2020/2021). A large red 'Search' button is centered. The results table shows one school entry: AL DANAH, Charter Schools, Available Seats: 178, Requests: 0, Phone: /, and Email: /.

At the bottom are buttons for Cancel, Back, and Save And Next.

Screen shot (14)

5. Step 6: Transportation: Screen shot (15)

- Select Yes or No.
- If you select Yes, a warning message appears.
Read it and click (I Agree).

The screenshot shows the official website of the Department of Education and Knowledge (Tasjeel) in Bahrain. The header features the logo of the Department of Education and Knowledge, the name in Arabic and English, and a smiling child writing in a book. The navigation menu includes links for STUDENT, ACADEMIC PROGRESS, REPORTS, TASJEEEL, and ONLINE PAYMENTS, along with a menu icon.

Tasjeel

Navigation icons for various sections: Child and Parent, Registrants, Education Type, Address, School Search, Transportation, Special Education, Parents, and Attachments.

Student details: CURRENT SCHOOL - AL BUDOOR KG, EMIRATE ID, PUPIL NO., GRADE - KG1

Step 6 : Transporation

DOES THE STUDENT REQUIRE A TRANSPORTATION?

Yes No

Step 7 : Special Education

DOES THE STUDENT REQUIRE SPECIAL EDUCATION?

Yes No

Buttons at the bottom: Save as draft, Back, Save And Next

Screen shot (15)

6. Step 7: Special Education Screen shot (15)

- Select Yes or No.
- If you select Yes, some questions will appear. Answer them.
- Click (Save and Next).
- Eighth step screen will be opened.

7. Step 8: Parents: Screen shot (16)

- If there are parents' information, it will appear and can be modified.
- To enter new information click (Add Parent Details).
- Enter the required information.
- Ninth step screen will be opened.

وزارة التعليم والمعارف
DEPARTMENT OF EDUCATION AND KNOWLEDGE

STUDENT | ACADEMIC PROGRESS | REPORTS | TASJEEEL | ONLINE PAYMENTS |

Tasjeel

Child and Parent Registrants Education Type Address School Search Transportation Special Education Parents Attachments

CURRENT SCHOOL: AL BUDOOR KG

EMIRATE ID: PUPIL NO. GRADE: KG1

Step 8 : Parents

NAME	RELATIONSHIP	EMIRATE ID	EMIRATE EXPIRY DATE	MOBILE:	EMAIL
	Father	09-Aug-2028			
	Mother	09-Aug-2028			

Add Parent Details

Save as draft | Back | Save And Next

Screen shot (16)

8. Step 9: File Attachments: Screen shot (17)

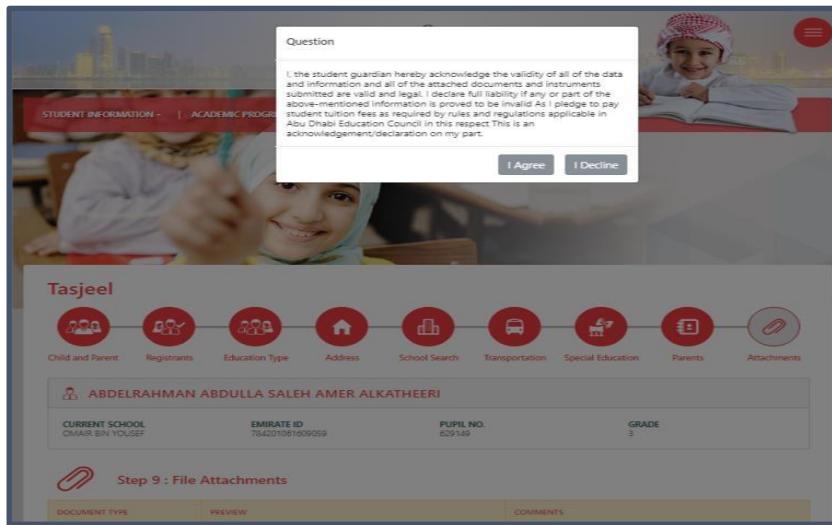
- Attach required documents.
- Revise the request and click (Submit Request).
- An undertaking letter of information accuracy will appear. Click (I Agree). Screen shot (18)

The screenshot shows the official website of the Department of Education and Knowledge (DOE) of the United Arab Emirates. The header features the UAE flag, the DOE logo, and the text 'دائرة التعليم والمعرفة' and 'DEPARTMENT OF EDUCATION AND KNOWLEDGE'. The navigation bar includes links for 'STUDENT', 'ACADEMIC PROGRESS', 'REPORTS', 'TASJEL', and 'ONLINE PAYMENTS'. A large banner image of a smiling child in traditional UAE attire writing in a book is prominently displayed.

The main content area is titled 'Tasjeel' and includes a series of circular icons representing various services: 'Child and Parent', 'Registrants', 'Education Type', 'Address', 'School Search', 'Transportation', 'Special Education', 'Parents', and 'Attachments'. Below this is a table with fields for 'CURRENT SCHOOL' (AL BUDOOR KG), 'EMIRATE ID', 'PUPIL NO.', and 'GRADE' (KG1).

At the bottom, a form titled 'Step 9 : File Attachments' is shown. It has sections for 'DOCUMENT TYPE', 'PREVIEW', and 'COMMENTS'. Buttons for 'Save as draft', 'Back', and 'Submit Request' are at the bottom right. The entire screenshot is framed by a thick black border.

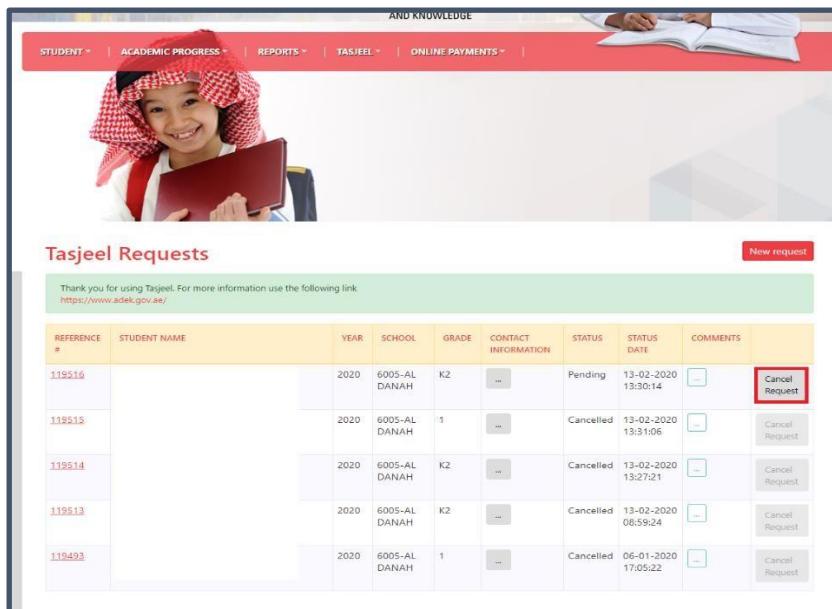
Screen shot (17)



Screen shot (18)

- Next screen with request details will be opened.

Screen shot (19)



Screen shot (19)

Request Follow up

1. Request can be followed up on Registration Requests Screen.
2. An SMS and Email will be sent to all added parents upon any change on the request status.

➤ Complaints and suggestions

For more information, please visit the website.

For enquiries please call 02 6150000