



دائرة التعليم والمعرفة  
DEPARTMENT OF EDUCATION  
AND KNOWLEDGE

# TASJEEL 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:

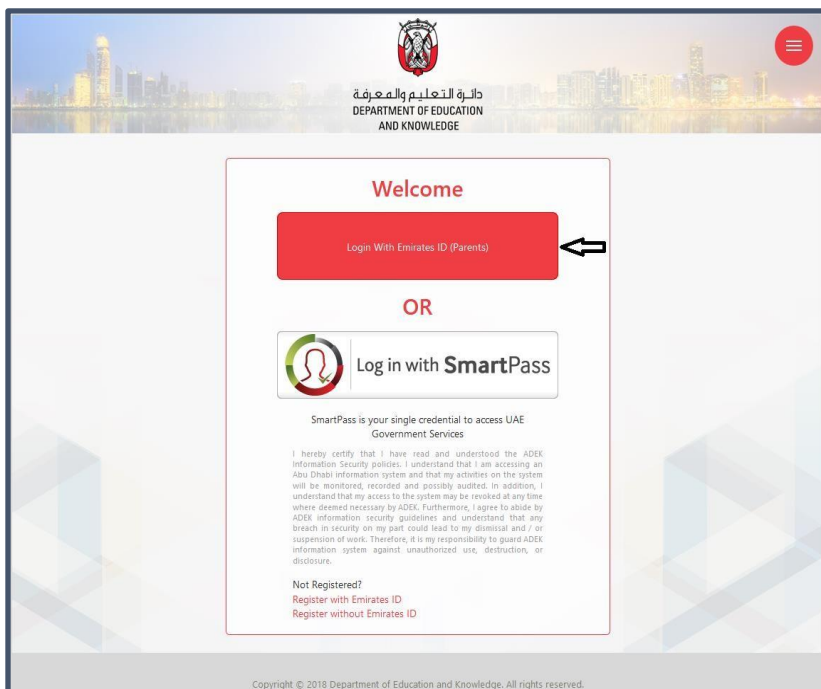
[https://esispasa.adek.gov.ae/aal/ParentAssistantLogin\\_en.aspx# frm](https://esispasa.adek.gov.ae/aal/ParentAssistantLogin_en.aspx# frm)

Two options for login will be available:

1.1 Login with Emirates ID:

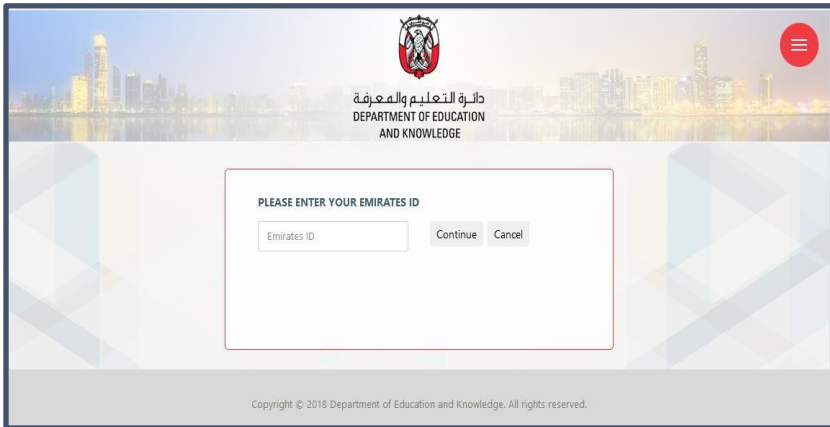
- ✓ Click (Login with Emirates ID (Parents)).

Screen shot (1)



Screen shot (1)

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



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PLEASE ENTER YOUR EMIRATES ID

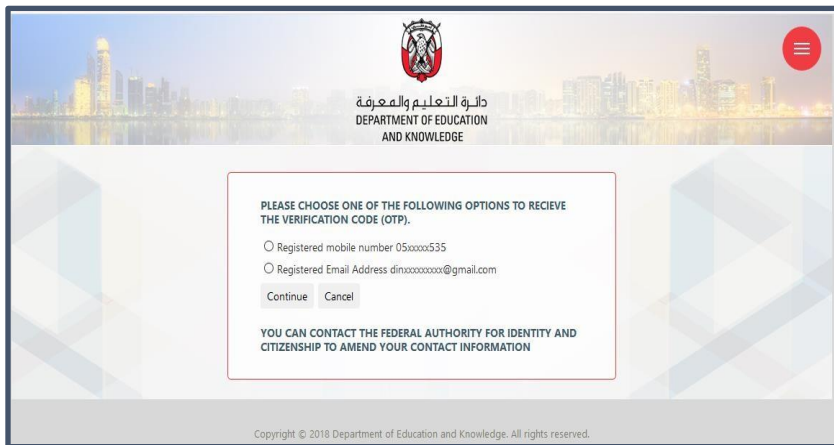
Emirates ID

Continue Cancel

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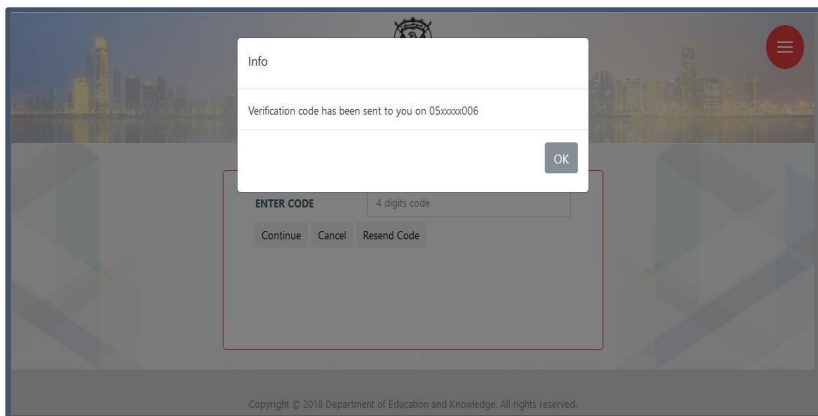
Screen shot (2)

- ✓ 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)

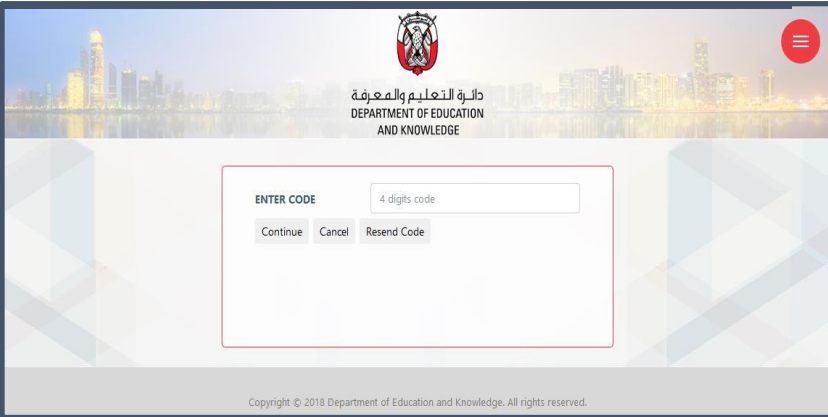
- ✓ Click (Continue).
- ✓ A message will be displayed informs you that the OTP is sent to your mobile or email address (according to your choice). Screen shot (4)



Screen shot (4)

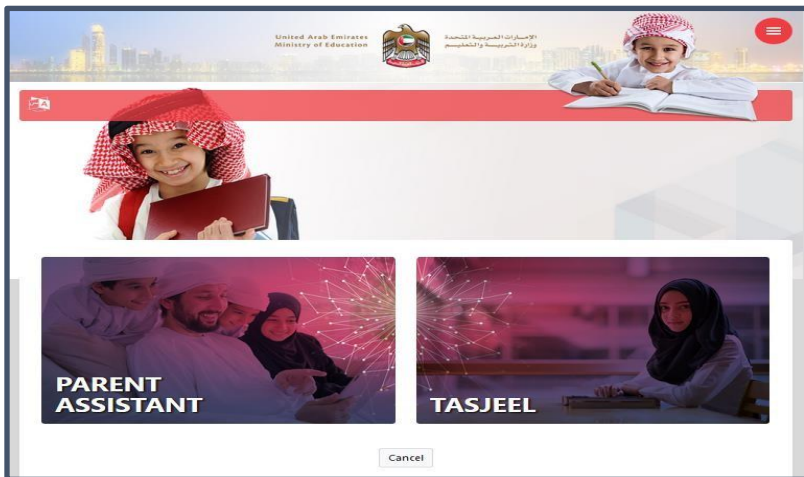
Note: If the displayed mobile number or email address is incorrect, you can select the other option or contact Federal Authority for Identity and Citizenship to amend your contact information.

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



Screen shot (5)

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

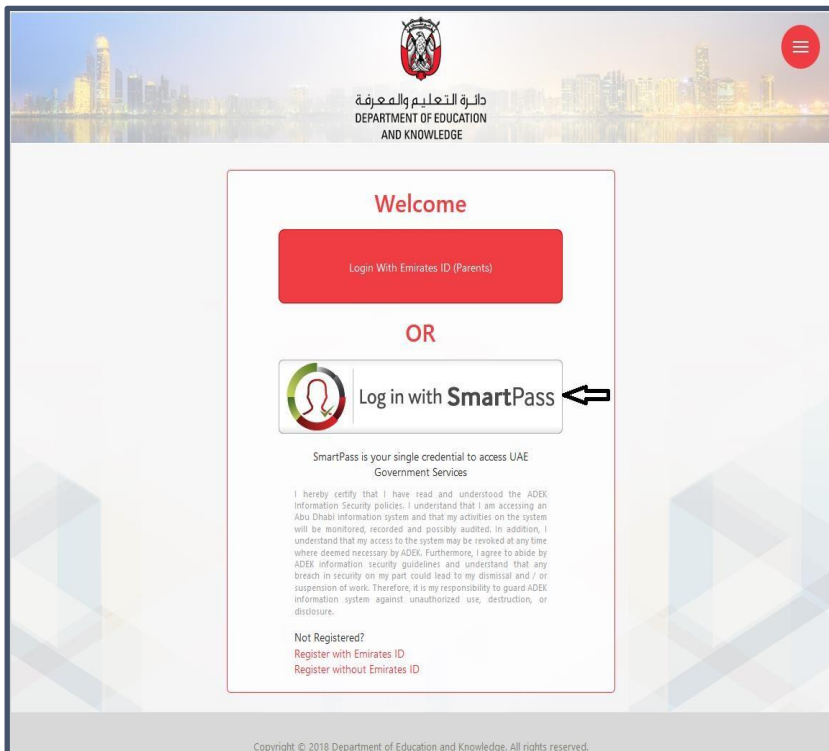


Screen shot (6)



## 1.2 Log in with SmartPass:

- ✓ 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)

Back to Department of Education & Knowledge - Enterprise Student Information System

الدخول الذكي SmartPass

Username, Mobile or Email

Password

Authentication Code **SMS** Email App

Log in

Forgot password? Register a new account

Scan Using SmartPass Mobile App

Username and Password Authentication Code Emirates ID

Remember to close your browser after you finish using the service

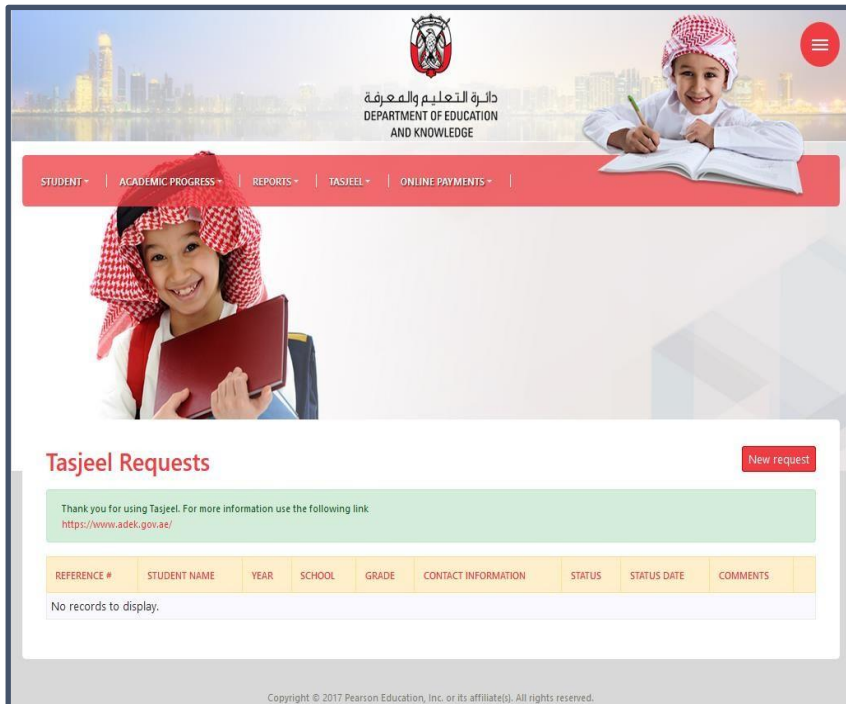
Department of Education & Knowledge - Enterprise Student Information System  
02-6150000  
esishelpdesk@edec.ac.ae  
https://esipasa.edec.ac.ae

Working Hours: from 7:30 AM to 17:00 PM  
(From Sunday to Thursday)

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.



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### Tasjeel Requests

New request

Thank you for using Tasjeel. For more information use the following link  
<https://www.adek.gov.ae/>

REFERENCE #	STUDENT NAME	YEAR	SCHOOL	GRADE	CONTACT INFORMATION	STATUS	STATUS DATE	COMMENTS
No records to display.								

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**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.

**Tasjeel**

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

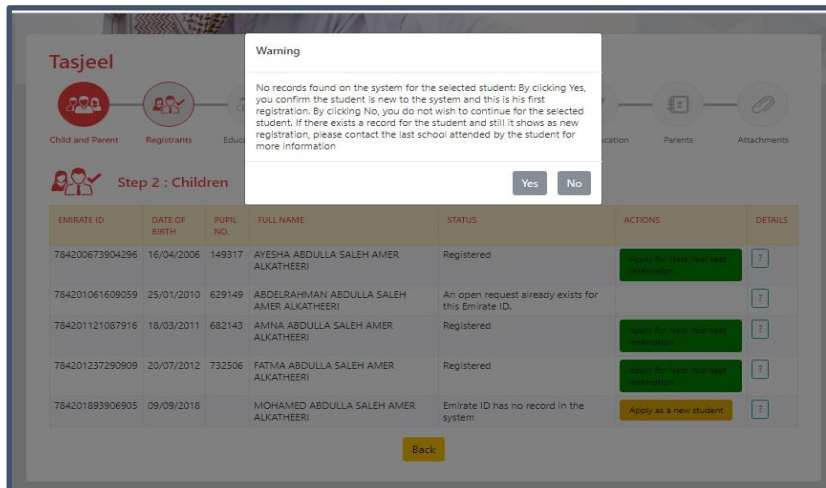
**Step 2 : Children**

EMIRATE ID	DATE OF BIRTH	SCHOOL	PUPIL NO.	GRADE	FULL NAME	STATUS	ACTIONS	DETAILS
	21-05-2009	AL MONTAHA		5		Registered	<a href="#">Apply to enter the new reservation</a>	<a href="#">?</a>
	27-05-2011	AL DANAH		3		Registered	<a href="#">Apply to enter the new reservation</a>	<a href="#">?</a>
	31-01-2014	AL BUDOOR KG		KG2		Registered	<a href="#">Apply to enter the new reservation</a>	<a href="#">?</a>
	20-11-2015	AL BUDOOR KG		KG1		Registered	<a href="#">Apply to enter the new reservation</a>	<a href="#">?</a>

[Back](#)

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.

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**Tasjeel**

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

**CURRENT SCHOOL**  
SALAMAH BINT BUTI

**EMIRATE ID**

**PUPIL NO.**

**GRADE**  
9

**Step 3 : Education Group**

**EDUCATION TYPE :** ☐ Private ☐ Nursery ☐ Charter

**Back** **Next**

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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.

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Tasjeel

Child and Parent

Registrants

Education Type

Address

CURRENT SCHOOL

AL MONTAHA

EMIRATE ID

PUPIL NO.

GRADE

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	PREMISE/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

Search

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

GPS Latitude

Province

Abu Dhabi

Region

Abu Dhabi

Zone

Mohamed Bin Zayed City

Sector

Z36

Road Number

Plot Number

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

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

CURRENT SCHOOL: AL BUDOOR KG EMIRATE ID PUPIL NO. GRADE: K32

Step 5 : School Selection

AREA: Abu Dhabi REGISTRATION GRADE: 1

SUB-TYPE: Charter Schools SCHOOL YEAR: 2020/2021 (02/02/2020 - 27/02/2020)

Search

SCHOOL NAME	CURRICULUM	AVAILABLE SEATS	REQUESTS	PHONE	EMAIL
AL DANAH	Charter Schools	-178	0		/

Cancel Back 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 displays the Tasjeel system interface. At the top, there is a header with the Department of Education and Knowledge logo and a navigation bar with links: STUDENT, ACADEMIC PROGRESS, REPORTS, TASJEEL, and ONLINE PAYMENTS. Below the header, there is a large image of a smiling child in traditional Saudi attire. The main content area features a horizontal menu with icons for Child and Parent, Registrants, Education Type, Address, School Search, Transportation, Special Education, Parents, and Attachments. Below this menu, there is a section for user information with fields for CURRENT SCHOOL (AL BUDOOR KG), EMIRATE ID, PUPIL NO., and GRADE (KG1). The interface then shows two steps: Step 6: Transportation and Step 7: Special Education. Step 6 asks "DOES THE STUDENT REQUIRE A TRANSPORTATION?" with radio buttons for Yes and No. Step 7 asks "DOES THE STUDENT REQUIRE SPECIAL EDUCATION?" with radio buttons for Yes and No. At the bottom, there are three buttons: "Save as draft", "Back", and "Save And Next".

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

**Step 6 : Transportation**

DOES THE STUDENT REQUIRE A TRANSPORTATION?

☐ Yes ☒ No

**Step 7 : Special Education**

DOES THE STUDENT REQUIRE SPECIAL EDUCATION?

☐ Yes ☒ No

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.



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## 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 displays the Tasjeel website interface. At the top, there is a header with the Department of Education and Knowledge logo and a navigation bar with links: STUDENT, ACADEMIC PROGRESS, REPORTS, TASJEEL, and ONLINE PAYMENTS. Below the header is a large banner featuring a smiling child in traditional Saudi attire holding a tablet. The main content area is titled 'Tasjeel' and contains a horizontal menu with icons for: Child and Parent, Registrants, Education Type, Address, School Search, Transportation, Special Education, Parents, and Attachments. The 'Attachments' icon is highlighted. Below the menu is a form section with a search bar and a table with the following data:

CURRENT SCHOOL	EMIRATE ID	PUPIL NO.	GRADE
AL BUDOOR KG			KG1

Below the table, there is a section titled 'Step 9 : File Attachments' with a paperclip icon. This section contains a table with three columns: DOCUMENT TYPE, PREVIEW, and COMMENTS. At the bottom of the page, there are three buttons: 'Save as draft', 'Back', and 'Submit Request'.

Screen shot (17)

Question

I, the student guardian hereby acknowledge the validity of all of the data and information and all of the attached documents and instruments submitted are valid and legal. I declare full liability if any or part of the above-mentioned information is proved to be invalid. As I pledge to pay student tuition fees as required by rules and regulations applicable in Abu Dhabi Education Council in this respect. This is an acknowledgement/declaration on my part.

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

**ABDELRAHMAN ABDULLA SALEH AMER ALKATHEERI**

CURRENT SCHOOL: OMAIR BIN YOUSUF EMIRATE ID: 784201061009059 PUPIL NO: 629143 GRADE: 3

**Step 9 : File Attachments**

DOCUMENT TYPE PREVIEW COMMENTS

Screen shot (18)

- Next screen with request details will be opened.
- Screen shot (19)

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**Tasjeel Requests**

Thank you for using Tasjeel. For more information use the following link:  
<https://www.adec.gov.ae/>

REFERENCE #	STUDENT NAME	YEAR	SCHOOL	GRADE	CONTACT INFORMATION	STATUS	STATUS DATE	COMMENTS
119516		2020	6005-AL DANAH	K2	...	Pending	13-02-2020 13:30:14	<input type="button" value="Cancel Request"/>
119515		2020	6005-AL DANAH	1	...	Cancelled	13-02-2020 13:31:06	<input type="button" value="Cancel Request"/>
119514		2020	6005-AL DANAH	K2	...	Cancelled	13-02-2020 13:27:21	<input type="button" value="Cancel Request"/>
119513		2020	6005-AL DANAH	K2	...	Cancelled	13-02-2020 06:59:24	<input type="button" value="Cancel Request"/>
119493		2020	6005-AL DANAH	1	...	Cancelled	06-01-2020 17:05:22	<input type="button" value="Cancel Request"/>

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**