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:

   Two options for login will be available:

   1.1   Login with Emirates ID:

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

   Screen shot (1)
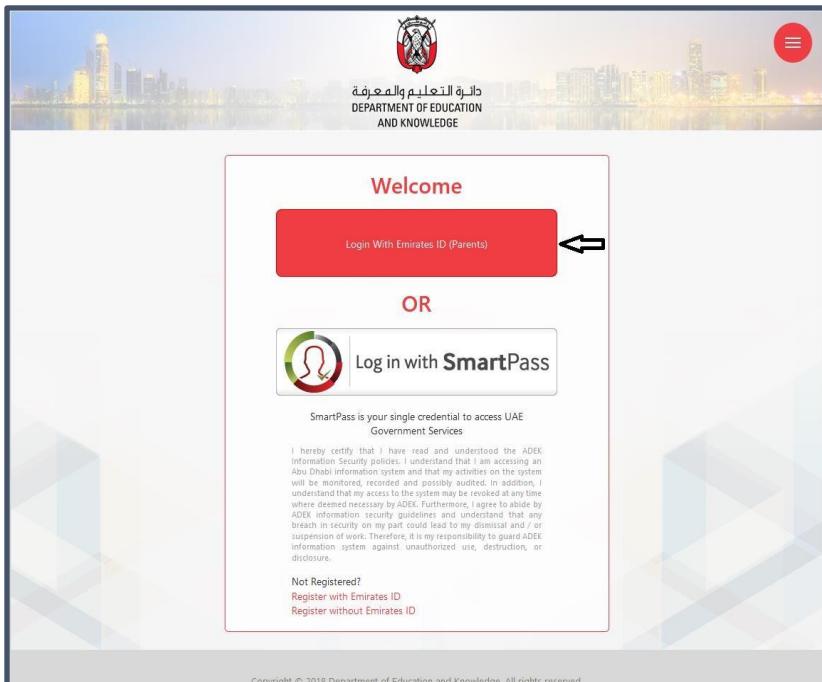
Screen shot (1)

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

PLEASE ENTER YOUR EMIRATES ID

Emirates ID   Continue Cancel
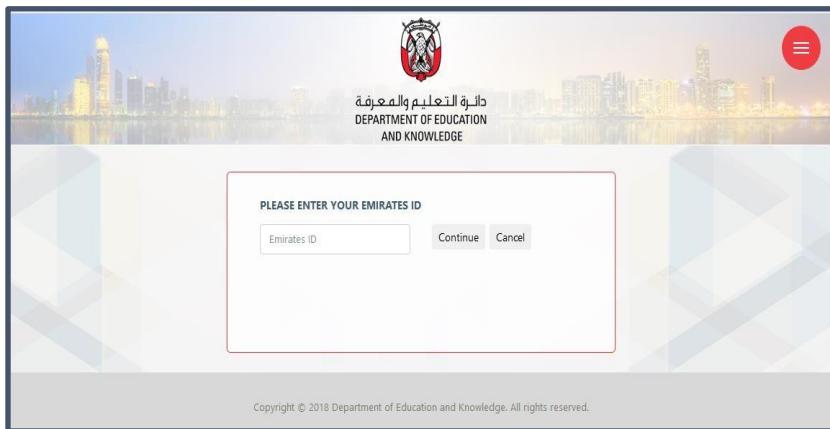
Screen shot (2)

- ✓ 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)
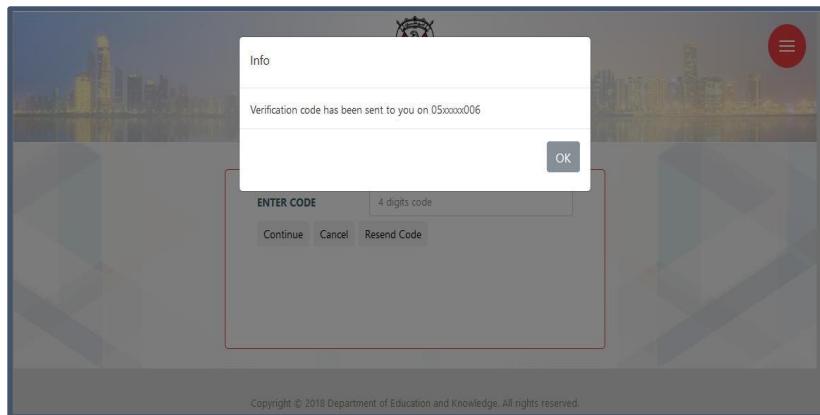

Screen shot (4)

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)
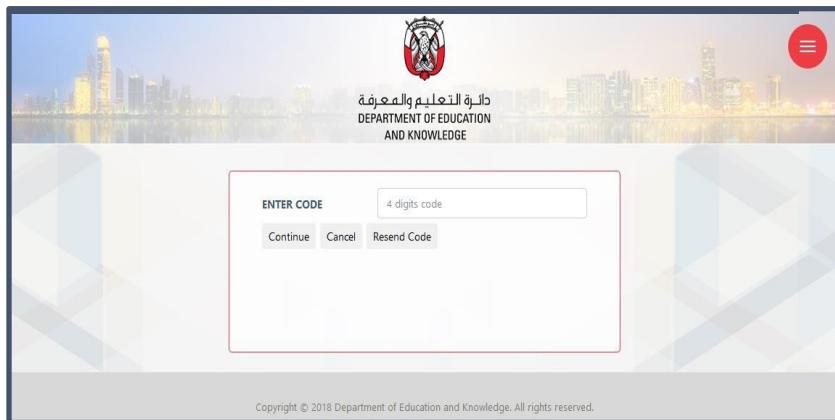
Screen shot (5)

✓ Click (Continue).

✓ PASA page will be opened. Screen shot (6)

✓ Click (Tasjeel).
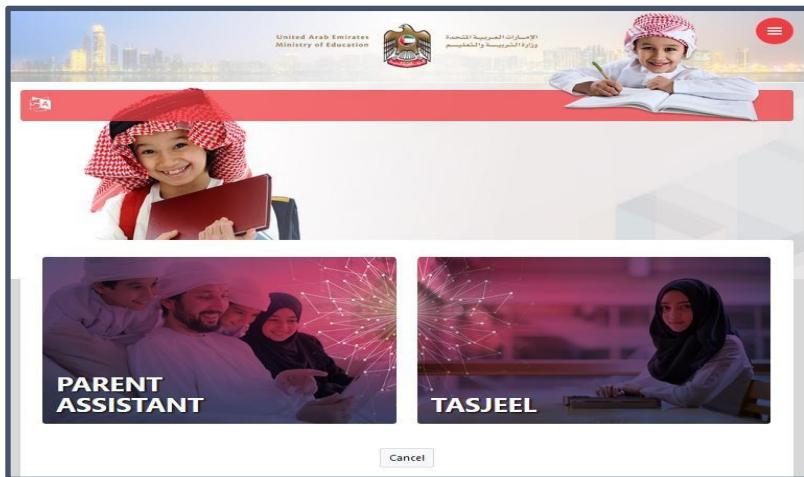
Screen shot (6)

1.2   Log in with SmarPass:

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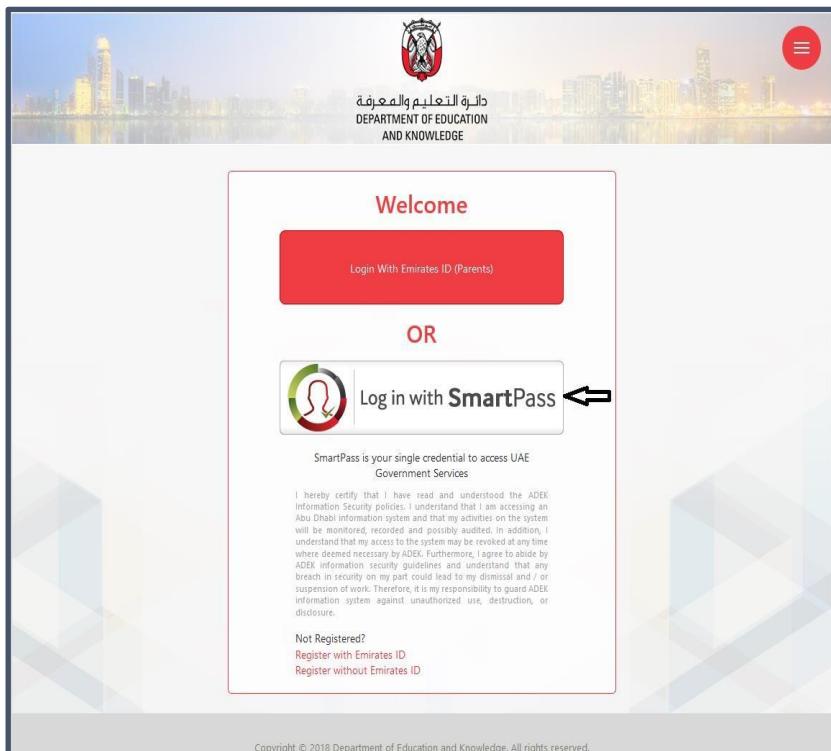
Screen shot (7)

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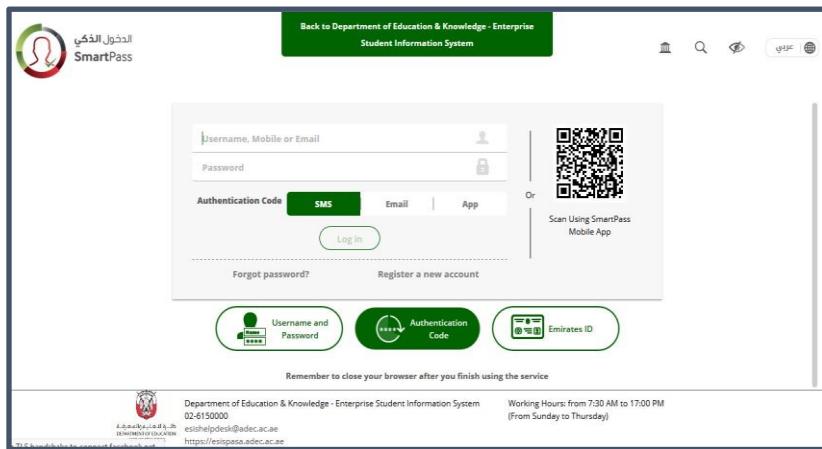
Screen shot (8)

- 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.

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	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	?

Back

Screen shot (10)

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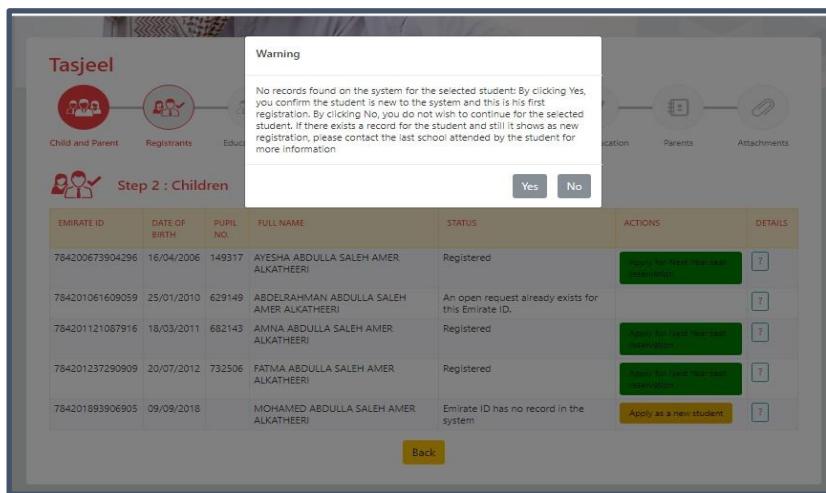
Screen shot (11)

- 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.

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.

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

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).

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.

Tasjeel

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

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

Screen shot (17)

Screen shot (18)

- Next screen with request details will be opened.

Screen shot (19)
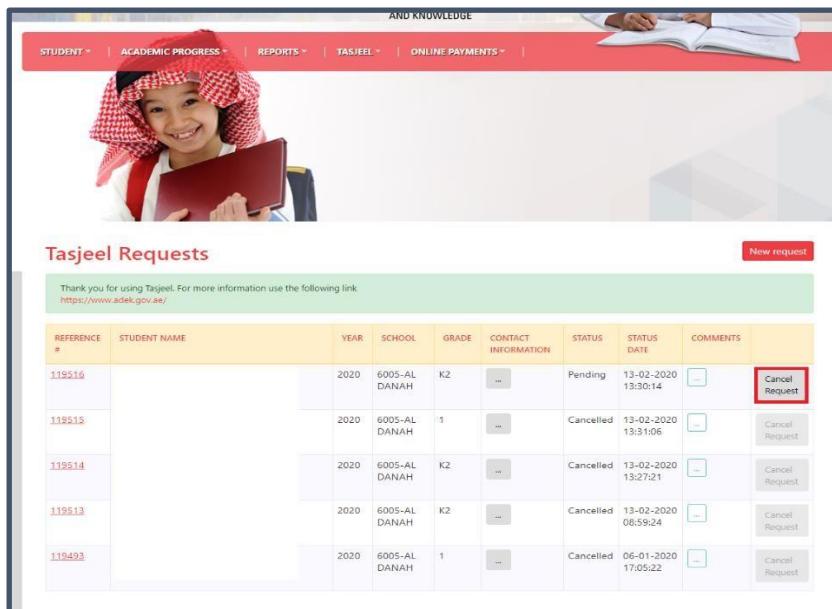
Screen shot (19)

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