PEP Online Registration System

The National Standards Curriculum and the Primary Exit Profile are enhancing the quality of education offered to learners.

USER GUIDE

November 2020

TABLE OF CONTENTS

ABSTRACT

This quick start guide is designed for users of the **PEP Online Registration System**

This guide is intended to:

- acquaint users with protocols used in the system

- explain how to capture students' registration information

- explain how to check and make necessary corrections

INTRODUCTION

The PEP Online Registration System was developed to allow for the electronic registration of students at the school level.

The registration of students, specifically for the PEP, is time bound and must be completed in a timely manner, as other administrative activities are based on the registration data.

The Grade 6 PEP Registration involves the following key tasks which are completed by school administrators:

1. Verify the list of candidates by stating who is still attending and who is no longer attending their schools. The lists of candidates are pre-populated by SAU based on the students who would have sat the previous grade level PEP examination at that school
2. Add new students who are enrolled in the school by stating their full name, gender, date of birth
3. Specify the students' seven (7) school preferences, in rank order of first to seventh choice
4. Make corrections to students' biographical details (name spelling, gender, date of birth) based on the student's birth certificate record. A copy of the birth certificate is to be uploaded to the system to corroborate the update to the student's information
5. Add the parent/ guardian's contact information for each student (name, address, contact number and email)
6. Remove students from the list of candidates who are no longer attending your school or who are not in the Grade 6 cohort of students

Features of PEP Registration

- Provide a detailed view of each school's list of candidates

- Provide a detailed view of biographical data on each candidate

- Provide transfer options for each candidate

- Provide summary reports

- Facilitate editing of students' records

SYSTEM REQUIREMENTS

- It is recommended that the latest version of the Google Chrome browser be used to access the website.

- Stable internet connectivity will allow for a positive experience in using the system.

- The PEP Online Registration System may be used on a range of devices such as: desktop computers, laptops, tablets or mobile phones. However, if using on a mobile phone it is advisable that the screen be changed to the landscape orientation for better viewing. See Figure 1 below for reference

Figure 1. Landscape orientation for phone display

DATA ENTRY CONTROLS USED IN PEP REGISTRATION

Text Box

Text Box is intended to enable the user to input and display text information.

Save Button

Save Button sends information entered by a user on a form to a program running on a server for processing.

Drop-down List/ Combo Box

Drop-down List/ Combo Box allows the user to choose data from a list. The list normally only displays items when a special button or indicator is clicked.

Grid/List View

▲	Full Name	Gender	Date of Birth	Birth Reg	Path No	Deferred	Special Needs
+	ADAMS PETER	M	2020-11-03			N	N
+	BAKER PAUL	M	2009-02-06		2555558	N	N
+	BLACK RENNAE CAMILLE	F	2009-05-09			N	Y
+	BROWN LISA apple	F	2020-11-11	aa 452	10258888	N	Y
+	CLARKE KHALIQ TÃ RIQ	M	2000-02-19	NULL	0-01-10	N	N
+	CLARKE HASANI NICHOLAS	M	2009-03-01		0-01-10	Y	N
+	DACOSTA JERMAINE ANTENIO	M	2000-05-28	NULL	0-01-10	N	N
+	DALEY KHARISSA PAM	F	2009-10-06			N	N
+	DEER SHEREENA SASHAUNA	F	2000-09-01	NULL	0-01-10	N	N
+	DEWAR SHAQUILLA SHANIQUE	F	1999-01-01		0-01-10	N	N

Showing 1 to 10 of 153 entries   Previous   1   2   3   4   5   …   16   Next

Grid/List View is a tabular view of the data, which is displayed in a scrolling list.

Menu Bar

A **menu bar** is a graphical control element which contains menu options. The menu bar allows the user to access various functions in the system.

1. ACCESSING THE PEP ONLINE REGISTRATION SYSTEM

To access PEP Online Registration System, follow the steps below:

i.   Ensure you are connected to the Internet

ii.   Type the website address https://pepregistration.azurewebsites.net/ in your web browser

iii. Once you type that in, press ENTER and you will arrive at the home page.

1.1 Logging in to the PEP Online Registration System

 Your username and initial password would have been sent to you via email. You will use that information to log in to the system.

    i.   Select the "Login" Button at the top right hand corner of the screen.

    ii.   Once you do that, the screen below will appear.

    iii.   Enter the **Moeschools Email** in the **User Name** box.

    iv.   Then, enter the **Password** in the **Password** box.

    v.   Select the **Sign In** button to continue.

1.2   First Time Login

The first time the system is accessed, a dialogue box will appear prompting the user to change their password as displayed below.

i.   Enter your **new password** (Your password must have at least 6 characters, contain a capital letter, a symbol and a number)

ii. Confirm the password entered

iii. Click the **Confirm** button.

iv. The Change Password dialogue box will close and your password will be changed.

v.   You will be taken back to the main page and will be required to login with your **new password**

Note. Choose a password that you will likely remember.

1.3 Registering Your User Account

i. Once the account has been authenticated, the school administrator will be taken to the Home Page.

ii. For first time use, each school administrator has to register their account. To do this the school administrator must:

    a. enter the name of the Grade 6 Coordinator and his or her contact number

(you must include the area code in the contact number)

    b. then select the **Add** button

iii. After you select **Add**, you now have access to the various menu options:
    a. Registration
    b. Download Register
    c. Resources
    d. Help

Note. SAU already has the Principal Contact Information on record

2 REGISTRATION

The Candidates' List/Registration Page is populated with students who are to be registered for PEP 6. This listing is pre-populated with students who were registered for PEP 4 2019 and PEP 5 2020 in your school. However students may have migrated, graduated or have been transferred out of your school to other schools. Additionally, you may have received students who have transferred into your school, and their names do not appear on the list. Therefore this information **MUST** be updated.

There are three (3) parts to the Registration process:

1. Updating of students' records and specifying students' school preferences
2. Transferring students out
3. Adding new students

The **Registration Menu Option** is where these three processes are carried out.

2.1 Update of Student Records

2.1.1 Accessing the list of students

1. Select the **Registration Menu Option.**

2. Selecting this option will give you the listing of students pre-registered in your school.

NORWICH PRIMARY [04030] - PORTLAND

Show 10 entries

Search:

	Full Name	Gender	Date of Birth	Birth Reg	Path No	Deferred	Special Needs	Preference(First)
+	ADAMS ALEXIA AMELIA	F	2000-09-18	DA560	0-01-10	N	N	BLANK
+	AMORE GISILE JADA-LEE	F	2000-09-07	NULL	0-01-10	N	N	BLANK
+	ANDERSON ASHAKI KHALFANI JALANI	M	1999-09-28	DA9458	0-01-10	N	N	BLANK
+	BAILEY MICKAYLA KISHAN	F	2000-11-26	NULL	0-01-10	N	N	BLANK
+	BELL SHIMEISHA AMANDA KEPATHRA	F	199- 2-Oc		0-01-10	N	N	BLANK
+	BRADSHAW MALIK CHINUA	M	2000-11-10	NULL	0-01-10	N	N	BLANK
+	BRADY ANTWAN SHAVAR	M	2001-02-26	NULL	0-01-10	N	N	BLANK
+	BROWN JAVAUGHN KOBE	M	1999-12-01	NULL	0-01-10	N	N	BLANK
+	BROWN AMELA AMAR	F	1999-12-01	NULL	0-01-10	N	N	BLANK
+	BRYCE ALEXCIA CANDICE	F	1999-05-30	NULL	0-01-10	N	N	BLANK

2.1.2 Students Individual Registration Card

i. Select the **Student's Name** you are currently updating from list.

ii. The student's **Registration Card** would pop up showing the students Biographical Data.

- **Students' Biographical Data**

  For students who are pre-registered on your list of candidates, their biographical data fields are not editable, therefore no changes can be made by you.

  The following fields are non-editable for pre-registered students:

  - Last Name

  - First Name

- Middle Name

- Gender

- Date of Birth

Corrections to Pre-Registered Students Biographical Data

If there are any **corrections** to the students Biographical Data, the relevant documentation MUST be uploaded as evidence of the change. These documents include: Birth Certification, Deed Poll, and Adoption Certificate.

i.   To upload documentation for correction of students' biographical data, you select **Upload Document** button

ii. After clicking on the **Upload Document** button, the screen below will pop up

ADAMS ALEXIA AMELIA

Comment

Type of Document

File | choose file | Browse

Save   Cancel

iii. You are to type the correction you are making to the student's name, gender or date of birth in the **Comment** box

iv. You should then select the type of document you are uploading as documentary evidence of the correction by selecting the **V** in the **Type of Document** drop down list

Type of Document

File

Birth Certificate
Deed Poll
Deferral Letter
Fit Person Order
Medical Report
Psycho Ed. Report
Other

v. You should then select browse for the document that you are submitting as proof of the correction, which should be stored on your device

vi. Once you have selected the uploaded file, you should then select the **Save** button

vii. Once you have selected the **Save** button, you will be taken back to the list of candidates

viii. If you select the **Cancel** button, it will exit the screen without saving any information

Updating Ward of the State, Special Needs, Deferral and PATH Number Information

i. Enter **PATH number** once one is provided for the student.

ii. By default, all students are set to **No**, for Ward of State, Special Needs and Deferred

iii. If a student is a ward of the state select **Yes** from the drop down list provided. Documentary evidence should be uploaded to the system as proof of this (Fit Person Order, Letter from the Home or CDA)

iv. Select **Yes** from the drop down list for students who have special needs. Documentary evidence should be uploaded to the system as proof of this (Medical Report, Psycho Educational Evaluation Report). Please note that special accommodations are granted for the examinations based on the documents submitted and approval from the Special Education Unit.

v.   If the parent is seeking deferral for the candidate, a Deferral letter **and** Birth
Certificate must be uploaded to the system. Once both documents have been
uploaded select **YES** from the deferred drop down list.

NOTE. NO STUDENT BORN IN THE YEAR 2008 SHOULD BE DEFERRED

Updating/ Adding Addresses

Enter the student's address, once the address is available for the student.

Correct Format	Incorrect Format
District	Dist.
Street	St.
Avenue	Ave.
Kingston	Kng.
Road	Rd.

⊕ Updating/ Adding Parent's Data

i. There are three text boxes for Parent/ Guardian's name. Please enter the name that is available for any one. *All three are not required.*

ii. For the telephone number, you must enter the area code first, followed by the seven digit number.

iii. The parent's email address may be entered if it has been submitted to you. This email address is not for the student.

Mother's Name	--	Telephone
Father's Name		Telephone
Guardian's Name		Telephone
Email Address		

⊕ Candidate Preference

School Administrators **MUST** pay close attention to the candidate's school preferences. All legitimate preferences **MUST** be entered in the order as it is was submitted by the parent.

By default, all sudents' school choices are set to **Blank.** You need to enter the school choice from First Choice to Seventh Choice for the student.

First Choice	BLANK [01---] ▾
Second Choice	BLANK [01---] ▾
Third Choice	BLANK [01---] ▾
Fourth Choice	BLANK [01---] ▾
Fifth Choice	BLANK [01---] ▾
Sixth Choice	BLANK [01---] ▾
Seventh Choice	BLANK [01---] ▾

i.   To select the school name, you can use the drop down list and select the school from the list

ii.   Or you may type the first five letters of the school name and once it appears in the list, you select the school name

iii. School choices cannot be repeated for a student. You will get a message to say "School choice is duplicated". You will need to resolve this before you can move on with the student's record.

First Choice	ASCOT HIGH [14143]	▼
Second Choice	This school choice is duplicated	
	ASCOT HIGH [14143]	▼
Third Choice	BLANK [01---]	▼
Fourth Choice	BLANK [01---]	▼
Fifth Choice	BLANK [01---]	▼
Sixth Choice	BLANK [01---]	▼
Seventh Choice	BLANK [01---]	▼

iv.   BLANK SCHOOL is a default school name for students without school choices. If no choice was submitted for a student, you must select "Blank School" from the list of schools.

v.   Then **DOUBLE CHECK ALL ENTRIES,** and select the **Save** button

Save	Transfer out	Cancel

i.   You will be asked to confirm if you are sure you want to save the changes. Select **Ok** if you are sure, or **Cancel** if you want to exit

(!)

Are you sure?

Cancel   OK

ii.   Selecting the **Cancel** button will enable you to exit the student's Registration Card without saving any changes

2.2　Addition Of Students

There may be students who have been placed in Grade 6 in your school but their names do not appear on the Candidates List or Registration page. These students may not be on your list because they:

- have transferred into your school recently

- are coming from overseas

- were in an earlier grade but have been promoted to Grade 6 based on age

i.　Once you have confirmed that the student's name does not appear on the list of candidates, you would select the **New Student** button

ii.   A blank registration card will open

Registration Card

Last name		
First name		
Middle name		

Gender	Date of Birth	Birth Reg No	PATH No
Gender	dd/mm/yyyy		

Ward of State	Special Needs	Deferred	Exam Reg	SRN
No	No	No	Exam Reg No.	Student Reg No.

Address		Town / District
Mother's Name		Telephone
Father's Name		Telephone
Guardian's Name		Telephone
Email Address		
First Choice	Please select school choice	
Second Choice	Please select school choice	
Third Choice	Please select school choice	
Fourth Choice	Please select school choice	
Fifth Choice	Please select school choice	
Sixth Choice	Please select school choice	
Seventh Choice	Please select school choice	

Save   Cancel

iii.   You are to enter the information for the students

iv.   The following fields are required, meaning, you cannot save the student's record without first putting in this information:

      a. Last Name

      b. Firs Name

      c. Gender

      d. Date of Birth

      e. First Choice to Seventh Choice

v.   Then **DOUBLE CHECK ALL ENTRIES,** and select the **Save** button

Save	Transfer out	Cancel

vi.   You will be asked to confirm if you are sure you want to save the changes. Select **Ok** if you are sure, or **Cancel** if you want to exit

Are you sure?

| Cancel | OK |

vii.   Selecting the **Cancel** button will enable you to exit the student's Registration Card without saving any changes

viii.   For all students added to your list, a comment must be made and a Birth
          Certificate uploaded to the system.

ix.   To upload documentation for the student, you select **Upload Document** button

x.   After clicking on the **Upload Document** button, the screen below will pop up

xi.   You are to type a comment that will give SAU information about where this student is coming from in **Comment** box.

xii.   You should then select the type of document you are uploading as documentary evidence of the correction by selecting the **V** in the **Type of Document** drop down list

xiii. You should then select browse for the document that you are submitting as proof of the correction, which should be stored on your device

xiv. Once you have selected the uploaded file, you should then select the **Save** button

xv. Once you have selected the **Save** button, you will be taken back to the list of candidates

xvi. If you select the **Cancel** button, it will exit the screen without saving any information

xvii. If no birth certificate is available for the student, you would select the **Add Comment** button on the student's Registration Card

Registration   Download Register   Resources   Help

Registration Card   Upload document   Add Comment

Last name	ADAMS
First name	ALEXIA
Middle name	AMELIA

Gender	Date of Birth	Birth Reg No	PATH No
Female	18/09/2000	DA560	0-01-10

Ward of State	Special Needs	Deferred	Exam Reg	SRN
No	No	No	10D030F059	Student Reg No.

xviii.   After clicking on the **Upload Document** button, the screen below will pop up

AMORE GISILE JADA-LEE

Comment

Save   Cancel

xix.   You are to type a comment that will give SAU information about where this student is coming from in **Comment** box.

xx.   You should then select the **Save** button. Once you have selected the **Save** button, you will be taken back to the list of candidates

xxi.   If you select the **Cancel** button, it will exit the screen without saving any information

2.3 Transferring Students

There may be students on the Candidates List or Registration page that:

- are no longer attending your school

- have migrated

- have graduated

- have been transferred to another school

- did not return/report to school

- are unknown

- are deceased

- are in a lower grade

These candidates **SHOULD** be transferred out of your school.

To transfer students out of your school:

i.   Select the student's name from the listing

ii.   The student's registration card will appear

iii.   Scroll to the bottom of the Registration Card and click on the **Transfer Out** button

iv.   A pop up dialogue box will appear asking if you wish to transfer the student.

v.   Select **OK** if you are certain this is the correct candidate.

vi.   Once you select **Ok,** the student will be removed from your list of candidates immediately

vii.   Selecting the **Cancel** button will take you back to the student's Registration Card

3.0 Download Register

Upon completion of your registration of your students, you may download an excel document that lists all your students and the information you have entered for them. This excel file is your copy of the data entry you have done and you may use it to verify the accuracy of the data entry.

i.   Select the **Download Register Menu Option.**

ii.   You will be asked to confirm if you are sure you want to Download the Register

iii.   Selecting the **Ok button** will download the excel file to your computer

iv.   Selecting the **Cancel** button will exit the **Download Register** menu option

4.0 Resources

The Resources Menu Option gives you access to various documents and video that will assist you with the Registration Process and Navigation of the System. The following are available in the Resources menu option:

Demo Video – this video shows how to navigate the PEP Online Registration System

Blank Registration Form – this is a downloadable registration form

List of Schools – this is a downloadable list of receiving schools from which parents will make the selections

Registration Manual – this manual details the criteria and documentation required for the overall registration of students

System Manual – this manual details the steps to using the PEP Online Registration System to carry out the registration process

Cluster List - the list of cluster schools specific to each school from which 6th and 7th school choices should be made

To access the **Resources Menu Option**

i.   Select the **Resources Menu Option.**

5.0 Help

The Help Menu Option gives you access to avenues you can use to request help. The following options for help are available to you:

- Direct Email Messaging

- Phone Call

To access the **Help Menu Option**

 i. Select the **Help Menu Option.**

6.0 Change Password

i. You may change your password at any time. To change your password, you select the icon in the right hand corner below:

   i.   **Change Password** will appear

   ii.   Once selected, you will be prompted to enter your old password, and the new password

   iii.   Once you select **Confirm,** the password will be changed and you will be required to sign in with the new password.

7.0 Logging Out

i. To log out of the system, you select the icon in the right hand corner below:

    iv.   The word **Logout** will appear

    v.   Once selected, you will be taken to the **Main** screen

8.0 Miscellaneous

i. Changes can be made to a student's record anytime throughout the Registration Period

ii. Once you have completed the registration of your students, you do not need to submit anything to the Student Assessment Unit. SAU will have access to your students' records at any time.

<u>Acronyms</u>

PEP – Primary Exit Profile

SAU – Student Assessment Unit

END