

STEP –BY –STEP A STEP–BY–STEP ADMISSIONS ONLINE USER GUIDE FOR PARENTS

Parent access the web address: [http://: www.gdeadmissions.gov.za](http://www.gdeadmissions.gov.za) to be on the “Welcome to Admissions Online Application for 2017” page

The parent is required to read the information on the welcome page and click on the hyperlink for the Terms and Conditions

REGISTRATION PROCESS

1. First time user will be required to click the “Register “ button to register parent information before making an application
2. The pop-up screen will then request the parent to “Select the Registration Type” for South African or non-South African Citizen
3. On selection of the South African Citizen/ non- South African Citizen, a pop-up screen for “ID Number /Passport verification” will request the parent to enter the ID/Passport Number
4. The parent will then complete the required parent information to register and create login credentials

LOGIN PROCESS

5. Use the created login credentials to log-in to access the main application page:
 - Parents who created login credentials in 2015/2016 use the same credentials
 - Parents who may have forgotten login credentials click the reset password to create new login credentials
6. On this page a parent can:
 - view or edit details by clicking on the “ My Details” link
 - register learner information by clicking on the “ Register Learner “ link (Application cannot be made unless a learner is registered)
 - view the status of applications
 - apply by clicking the link “Apply For 2017”

APPLICATION PROCESS

7. **General Application**
 - select a learner
 - select the grade applying for in 2017
 - select the address (home or work) for the system to pop-up the three closest schools to the address
 - click “ Apply” to submit your application
 - **An automated SMS will be generated to the parent cell phone number to confirm the submission of the online application**
8. **Application for a learner with a sibling at a school**
 - select a learner
 - select the grade applying for in 2017
 - tick the checkbox to select the sibling’s school
 - if the sibling’s school is not found click the “Add Sibling Details” to register sibling information first, then select the sibling’s school

- select the address (home or work) for the system to pop-up the two closest schools to the address
- click "Apply" to submit your application
- **An automated SMS will be generated to the parent cell phone number to confirm the submission of the online application**

9. **Application to a school of choice**

- select a learner
- select the grade applying for in 2017
- select "school of choice" option on the address dropdown to select a school
- select an address(home or work) on the second address dropdown for the system to pop-up the two closest schools to the address
- click "Apply" to submit your application
- **An automated SMS will be generated to the parent cell phone number to confirm the submission of the online application**