# Re-enrollment Mobile Application

**USER MANUAL** 



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#### Overview

The Re-enrolment Mobile application allows parents to re-enroll their child conveniently by using their smartphones. This app is connected to Sadad (QPay) Debit payment gateway for easy and secure payment of the school fees.

This user manual explains how to download the mobile application, how to re-enroll the student and how to proceed to payment.

#### Downloading the app

#### 1. Compatible devices

The Re-enrolment mobile application is compatible to both iOS and Android cellphones.

#### 2. How to install the mobile application

The mobile app must be downloaded by scanning the QR code via Play Store (for Android) or App Store (for iOS).





# How to use the Re-enrolment mobile application

Favorites		
Re-enrollment App 🛧 Taalum Schools Taalum	(j)	Power Apps
		<ol> <li>Open Power Apps application and login Parent's outlook accour For example, <u>1111111111@taallum</u> <u>nts.com</u> and use the sar password.</li> <li>If parents have trouble</li> </ol>
		entering their credentia they can contact the IT support.
		3. In Home or All Apps tab select " <i>Re-enrollment A</i>
Home All apps	••• More	Tip 💡 : Mark the app as favorite to a



## Power Apps

- To add the Re-enrollment app to home screen of the cellphone, click the ① next to the app, click "*Pin to Home".*
- On the pop-up message
   "Add to Home screen", click
   "Add".



#### Re-enrollment Mobile app

 The "*Re-enrollment App*" is now added to the Home screen.



## Login page

- Open the Re-enrollment application from your home screen or power apps.
- 8. Enter the parent's QID.
- 9. Click the "*Sign in*" button.





- 10. Parent will receive a text message from Taallum Group containing the OTP.
- Enter the OTP code and click the "Continue" button.



#### Parent details page

- The parent details will be displayed on the screen including the Name, QID, Email address and Mobile number.
- 13. Parent can select which school their children is enrolled.

		- •		
A Pa	irent details	5	(	đ
Name	Mr Ebral	him Al-Su	waidi	
QID	2736340	0677		
Email	2736340 om	0677@Ta	allumpar	rents.c
Mobile	5552442	25		
	Al Maha Acac	lemy for E	Boys	$\sim$
	Name:	Abdul Az	ziz Ebrah	im Al-
	Year	group∮	123	>
	Is-Enrolled:	No Is-Bl	ocked:	No
<ul> <li>Image: A start of the start of</li></ul>	QID : Ad.Number Year Group	Khalifa E Suwaidi 3126340 B02701 05	brahim A	MAI-
	Is-Enrolled:	No Is-Blo	ocked:	No
	Re-enr	ollment	)	
	< (	C	111	

#### Parent details page

- If a student is blocked or is already in Year group 12, it is not allowed for selection.
- 15. On choosing specific
  school, the page will
  display the student details
  such as Name, QID,
  Admission Number, Year
  Group, if the student is reenrolled and blocked.
- 16. Parent can select which student to re-enroll by ticking the checkbox and finally clicking on the "*Re-enrollment*" button.

		•	J	
X Payme	nt List			<b>%</b>
l agree that m in (2023/2024 O No O	y child wi ) academ Yes	ll be retu ic year.	rning	
l have read th accepted	ne policy a	agreemei	nt and	
I agree			view pol	icy
	o			
<b>Name</b> Abdulaziz Ahmad A	Balance	Fee	Fee	Total
			Total	5,000
	Pay r	าอพ	Total	5,000



*policy*" button.

Re-enrolment Mobile application User manual



#### Dear Parents,

As part of our preparations for the new academic year we would like to know whether your child (children) will be returning to Al Jazeera Academy; we now have a large number of new students on our waiting list. In order to reserve your child's place for the coming Academic Year please pay the reservation fee for your child/ children. This amount will be deducted from the first semester's fee. **Seat Reservation fees are nonrefundable.** 

No re-registration will be accepted unless Current year's 1st & 2nd term payments have been completely cleared.

Please note that a place at Ta'allum Academies (enrolment and re- enrolment) will only be awarded to students who



#### Policy Contract page

19. Click the "*Agree*" button after reading the Policy contract to continue.

		•		
X Pay	ment List		(	<b>%</b>
l agree th in (2023/2 O No	at my child v 2024 ) acader OYes	vill be retu mic year.	rning	
l have re accepted	ad the policy	agreeme	nt and	
✓ I agr	ee		View poli	icy
	Outstandir	ng Enrollment	Adv.Tablet	
Name	Balance	Fee	Fee	Total
Name Abdulaziz Ahm S Al-Ansari	Balance nad A	<b>Fee</b> 3,000	<b>Fee</b> 2,000	<b>Total</b> 5,000
Name Abdulaziz Ahm S Al-Ansari	ad A	<b>Fee</b> 3,000	Fee           2,000	Total 5,000 5,000
Abdulaziz Ahm S Al-Ansari	Debit Card Powered by QPay	7 Fee 3,000	Fee 2,000 Total	Total 5,000 5,000
Name Abdulaziz Ahm S Al-Ansari	Debit Card Powered by QPay	7 Fee 3,000	Fee 2,000 Total Pay	Total 5,000 5,000
Name Abdulaziz Ahm S Al-Ansari	Debit Card Powered by QPay	7 Fee 3,000	Fee 2,000 Total Pay	Total 5,000 5,000

# Payment List page

- 20. After reading the policy agreement, tick "*I agree*".
- 21. A table of summary of dues will be displayed for each student.
- 22. Click the *"Pay now"* button to pay the fees.

07:58 🕅 🛓			•	<sup>2</sup> .ı∥ 93%	5 9
	pay.gov.qa/Q	PayOnePC/Pa	yı +	13	:
Q	Pay				
Payment Unique	e Number: SD5983	3841624998		Amo	unt AR
Description: Pay	ying QAR 12,925.0	00		12925.0	00
Enter your pa	yment card deta	ails			
Car	d Number 4215	3755 0088 3243			
Card Ex	piry Date 01	~ 2026	$\sim$		
By clicking the Conditions of	"Continue" button, yo payment.	ou hereby acknowledge	accepting the <u>Ter</u>	rms and	
NAPS		G	Continue	Cancel	
For proper browser's back b	completion of your utton.	transaction, please	do not refresh th	is page or click	the
	Copyrig	ht © 2016, Qatar Centr	ral Bank		
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#### QPay page

- 23. The application will route to the mobile's browser that will display the QPAY page.
- 24. Enter the Card number, and Card Expiry Date and finally select the "**Continue**" button.



#### Payment success

25. After successful transaction, the application will display "*Payment Success*" which means that the re-enrollment transaction has been submitted.

#### Payment List

I agree that my child will be returning in (2023/2024 ) academic year.

● No ○ Yes

'We would like to inform you that failure to renew your children's enrolment will result in them losing their standing for the upcoming academic year. Make sure you understand the enrolment protocols and regulations of the Ta'allum Group in order to ensure your children's place in the next academic year.

نود أن نعلمكم أن عدم المبادرة في تثبيت مقاعد أبنائكم سيؤدي إلى فقدانهم مقاعدهم الدراسية للعام الدراسي القادم، يرجى التأكد من اطلاعكم على بروتوكولات و تعليمات مجموعة " تعلم " الخاصة بالتسجيل لضمان المحافظة على مقاعد أبنائكم الدراسية للعام الدراسى

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#### Payment List page

- 26. On the other hand, if the parent chooses to NOT reenroll his/her child, the message will display.
- 27. Click the *"OK"* button to proceed.

			• )	
	English توفرها المدرسة ط داخل المدرسة ن المعلّم والطّالب له الطّاقم الإداري خرى (اكتبها هنا)	تعليق در او التسهيلات التي ى السّلامة أو الانضباد اقات غير المُرضية بير توى الذعم الَّذي يقدّم أسباب أ	م الرّضا عن المصا تَحفَظ على مستو العلا تدنّي مس	عد ال
رسة؟	د في تغيير المدر لنيّ او الأمريكيّ) يت عن المدرسة في مدرسة أخرى خرى (اكتبها هنا)	، آخر أدَى إلى قرارل عن منهاج بديل (الوط بغد الب وجود أشقَاء ف أسباب أ	هل هنالك سبب البحث	
	دعم احتياجات بليم وتعلَّم أفضل مين بكفاءة أعلى اقم إداري أفضل مع أولياء الأمور خرى (اكتبها هنا)	فعله بشكل أفضل ل تقديم تع توفير معلً توفير ط احة بيئة آمنة وصخيًا تواصل أفضل أسباب أ	ذي كان بإمكاننا إت	ما الَ
ستنا؟	يفيّة تطوير مدر	أو توصيات حول ك يقدّم	ك أيّ مقترحات	هل لديا
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#### Feedback page

- 28. Parents will be redirected to Feedback page to select the reasons for not reenrolling his/her child.
- 29. It is available in Arabic and English versions.

() Feedbac	ck	~	0
Other			
Was there any your decision t	other factor tha o switch school	at contributed s?	to
Curriculum (	Local or US)		
Distance from	m home		
Siblings in ar	nother school		
Other			
<ul> <li>what could we support your classifier teaching</li> <li>Better teaching</li> <li>Better admining</li> <li>Better admining</li> <li>Better safe and</li> <li>Better comming</li> <li>Other</li> <li>Do you have an recommendating school?</li> </ul>	nave done diffe hild's education ing and learning ers n staff and healthy enviro hunication with particular ny suggestions of ons for how we	onment arents or can improve o	our
Test			
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31. Finally, click the **"Submit"** button to complete.



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