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.
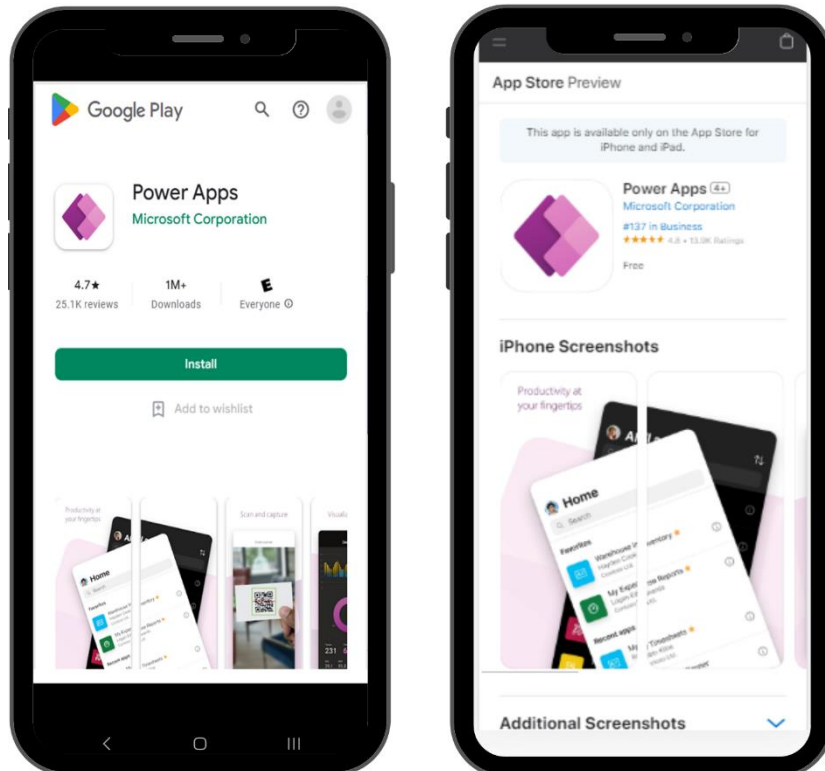
Downloading the app
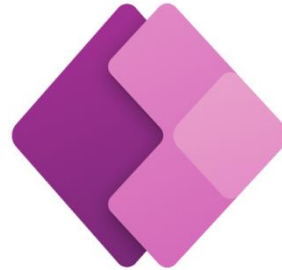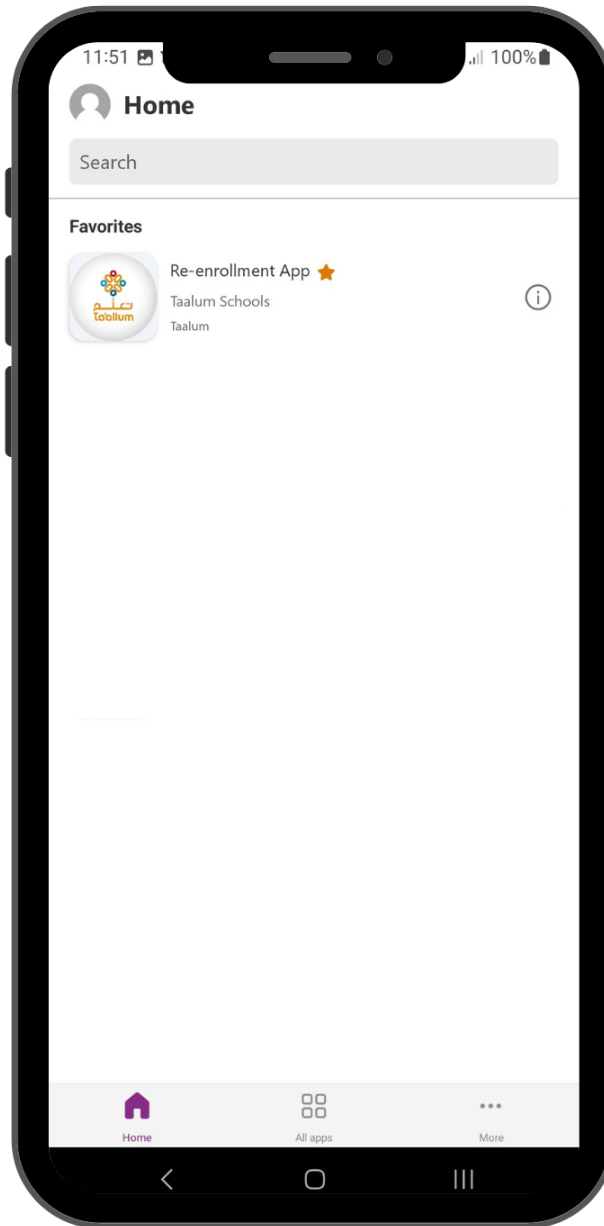
1. Compatible devices

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).
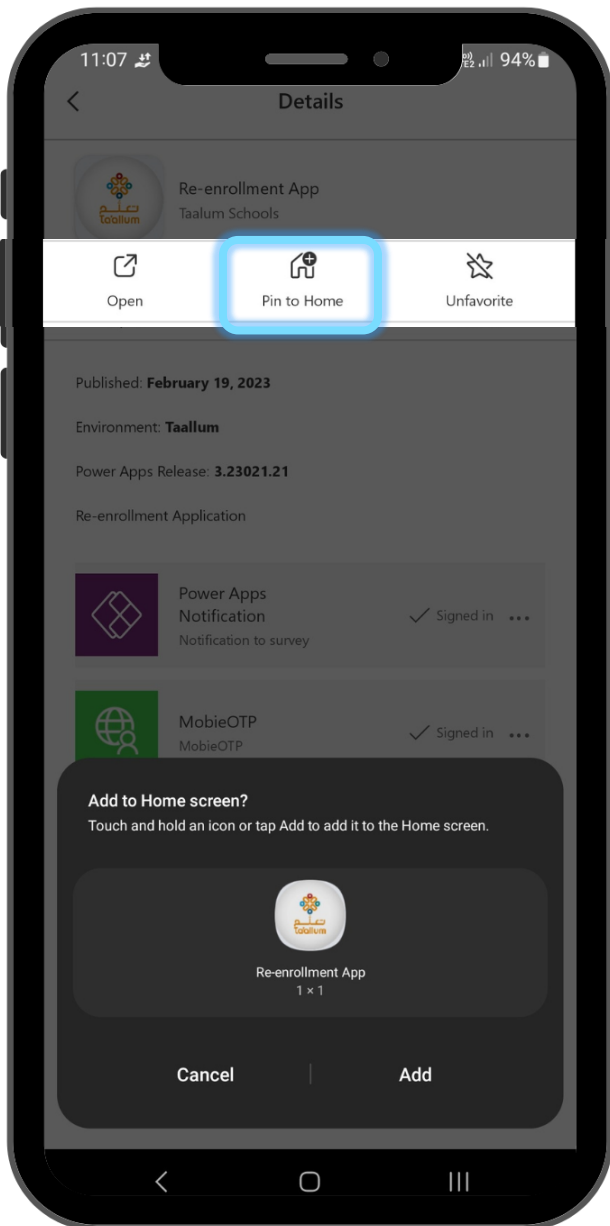
How to use the Re-enrolment mobile application

Power Apps

1. Open Power Apps application and login Parent's outlook account. For example, **11111111111@taallumparents.com** and use the same password.
2. If parents have trouble entering their credentials, they can contact the IT support.
3. In Home or All Apps tab, select "**Re-enrollment App**".

Tip 💡 : Mark the app as favorite to appear on top of the list by clicking the ⓘ
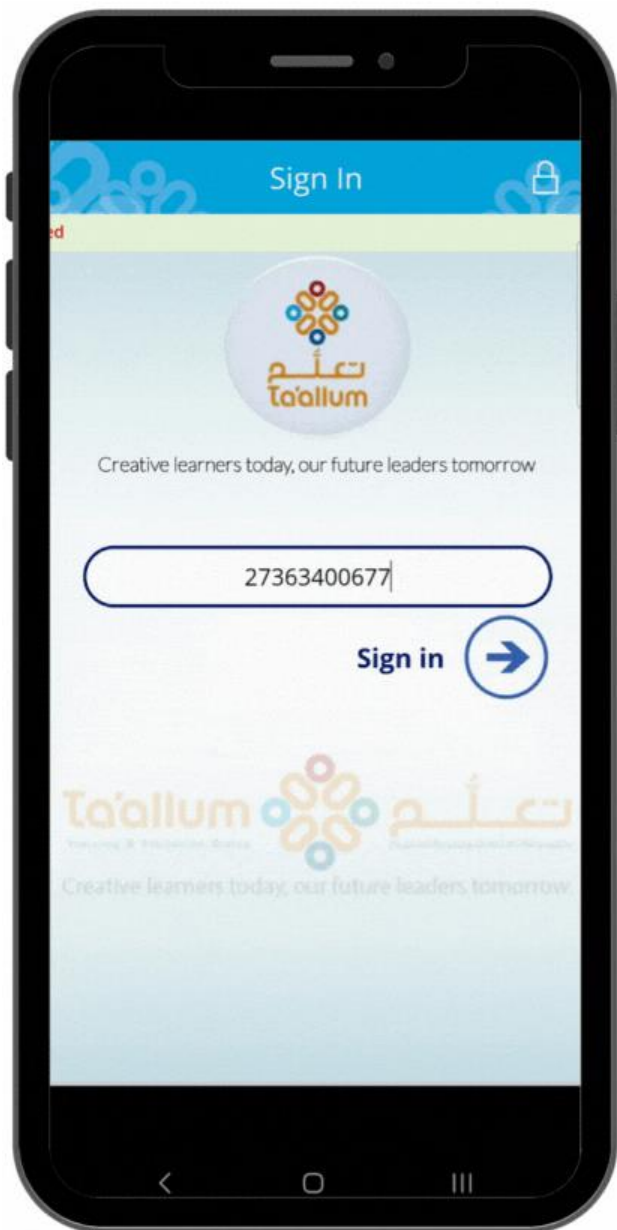
Power Apps

4. To add the Re-enrollment app to home screen of the cellphone, click the ⓘ next to the app, click "**Pin to Home".**

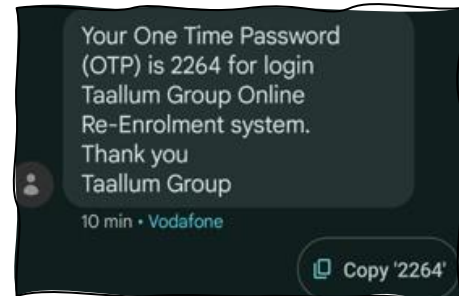5. On the pop-up message **"Add to Home screen",** click **"Add".**

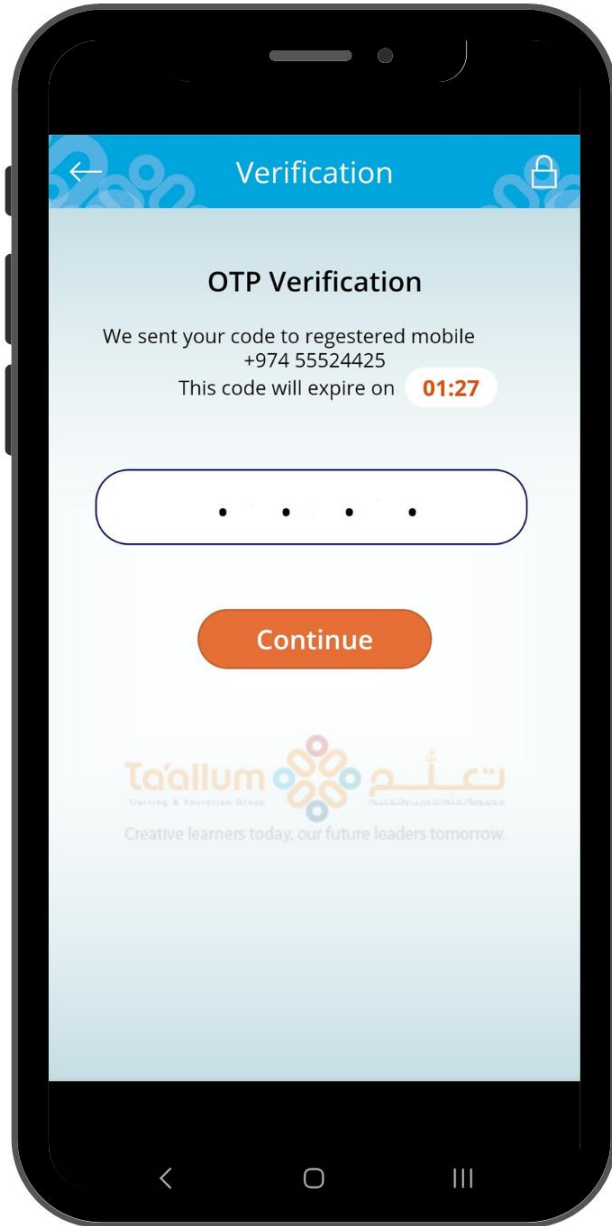## Re-enrollment Mobile app

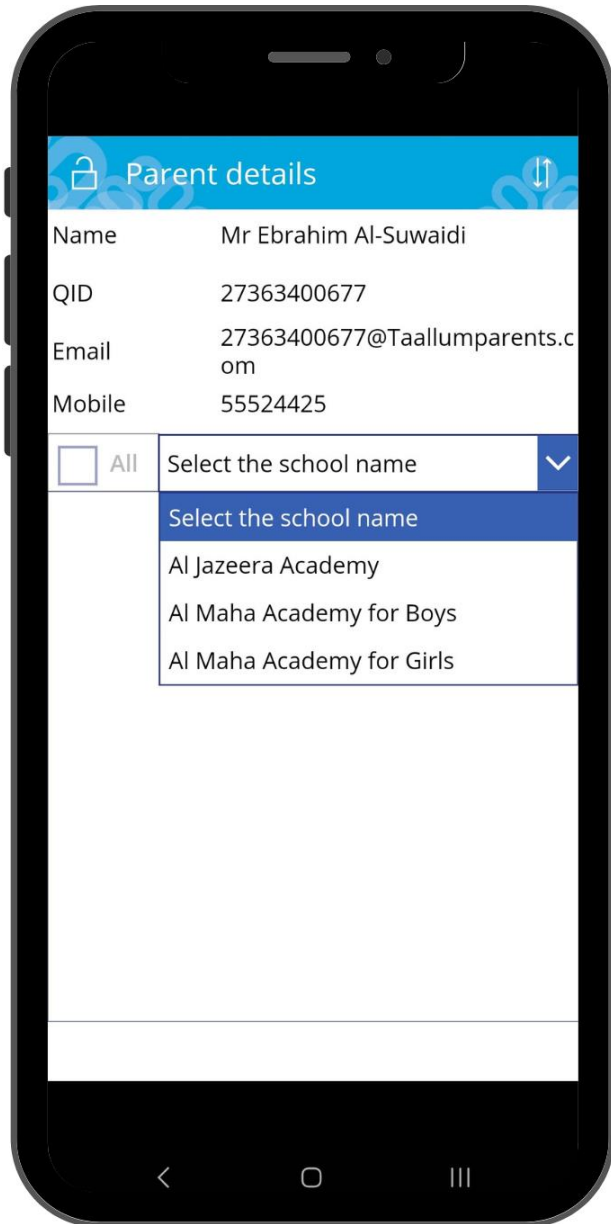6. The "***Re-enrollment App"*** is now added to the Home screen**.**

Login page

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

Verification

OTP Verification

We sent your code to regestered mobile
+974 55524425
This code will expire on **01:27**

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Continue

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Your One Time Password (OTP) is 2264 for login Taallum Group Online Re-Enrolment system.
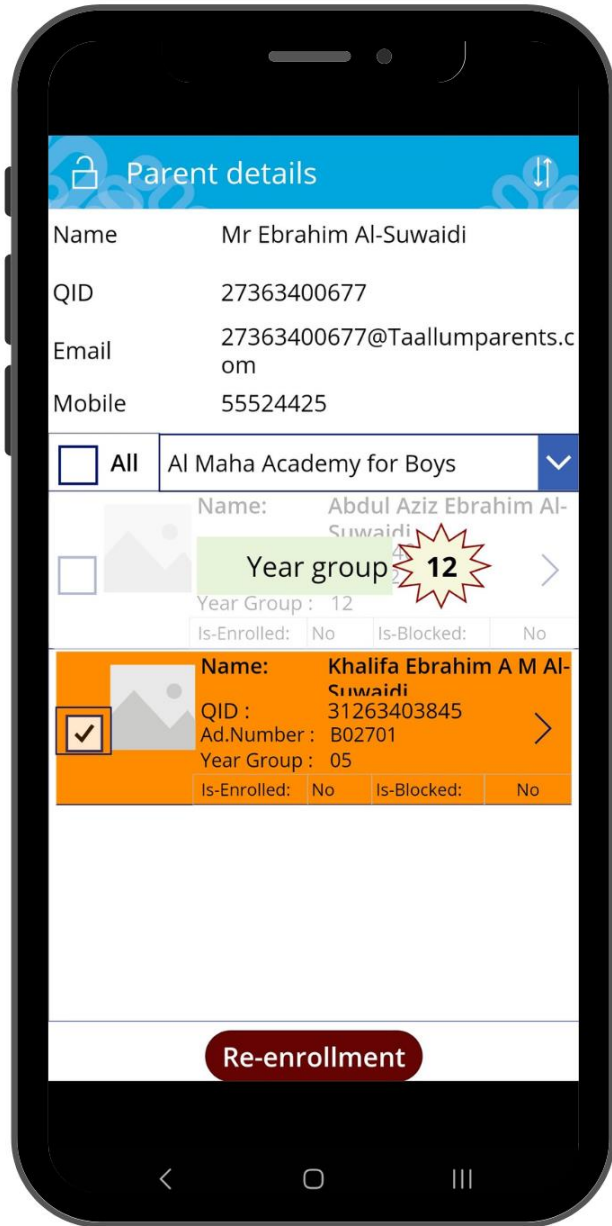Thank you
Taallum Group

10 min · Vodafone

Copy '2264'

OTP Verification

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

Parent details page

12. 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.

Parent details page

14. 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 re-enrolled and blocked.

16. Parent can select which student to re-enroll by ticking the checkbox and finally clicking on the "*Re-enrollment*" button.
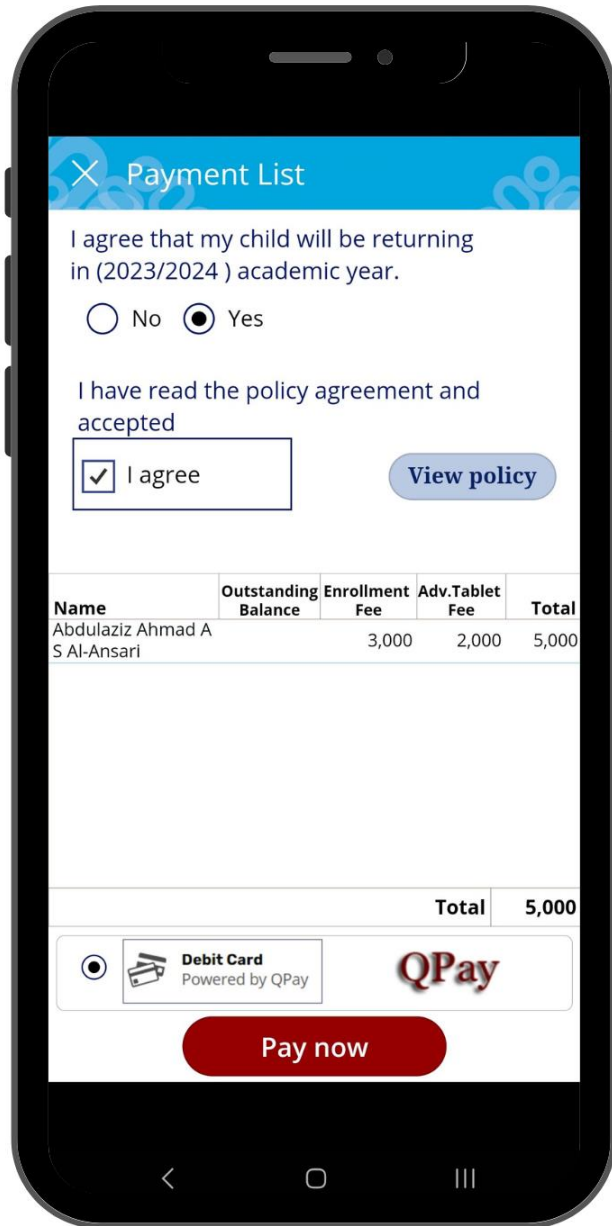
Payment List page

17. Parent should tick "***Yes***" to agree to re-enroll his/her child.

18. Parent can view the Policy by clicking the "***View policy***" button.

Policy Contract

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 non-refundable.**

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 maintain an excellent record of behavior
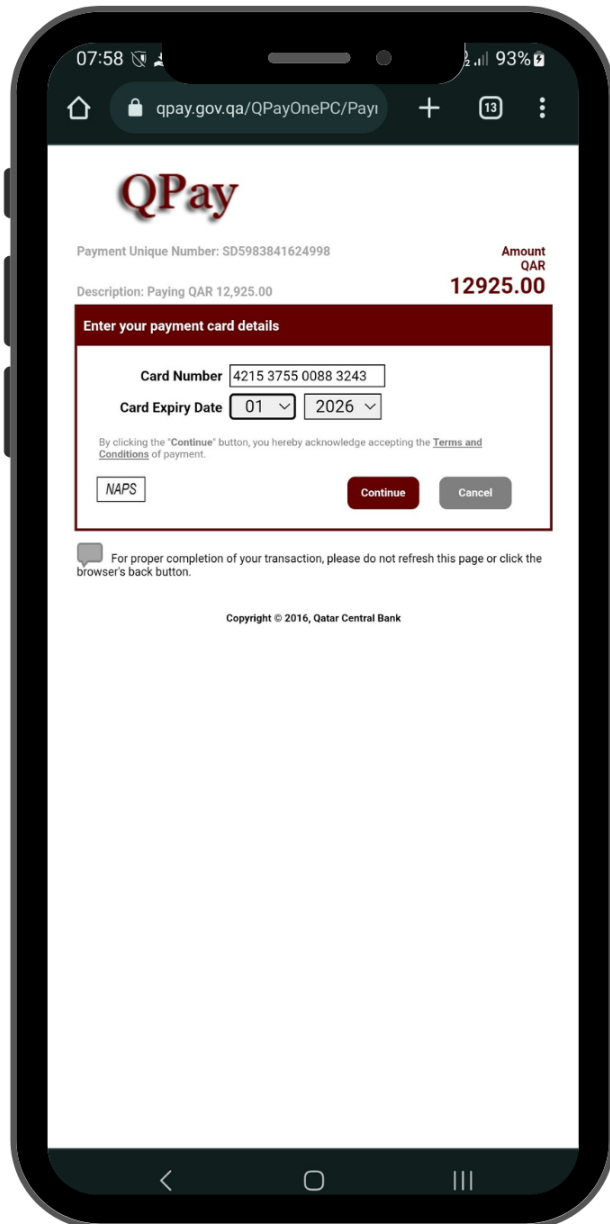
Agree

Policy Contract page

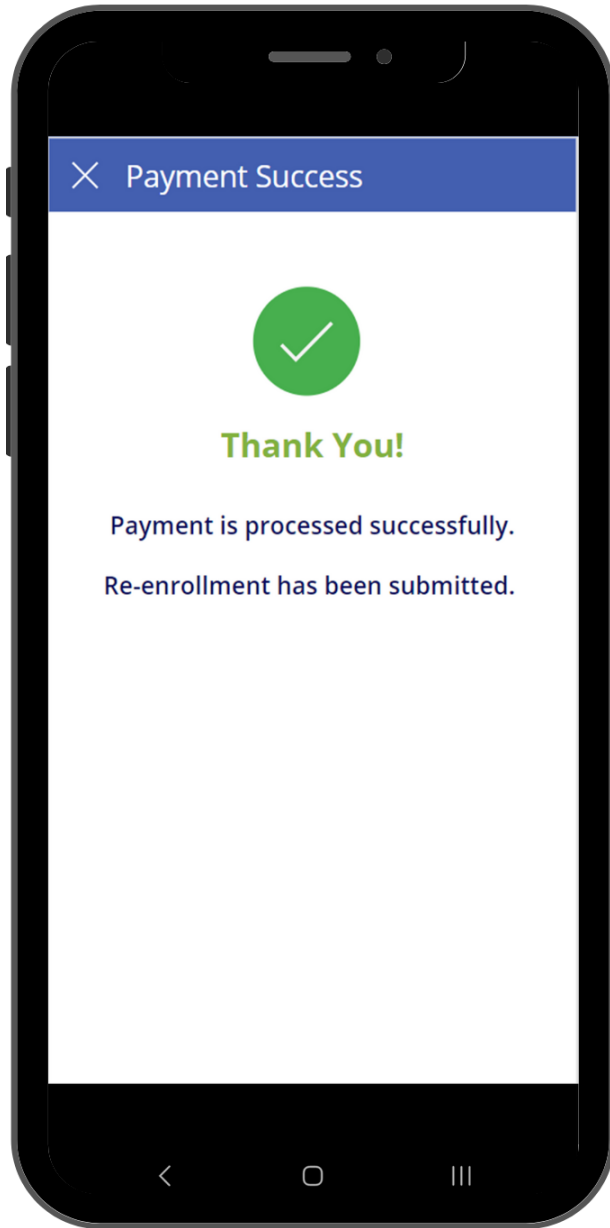19. Click the "*Agree*" button after reading the Policy contract to continue.

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.
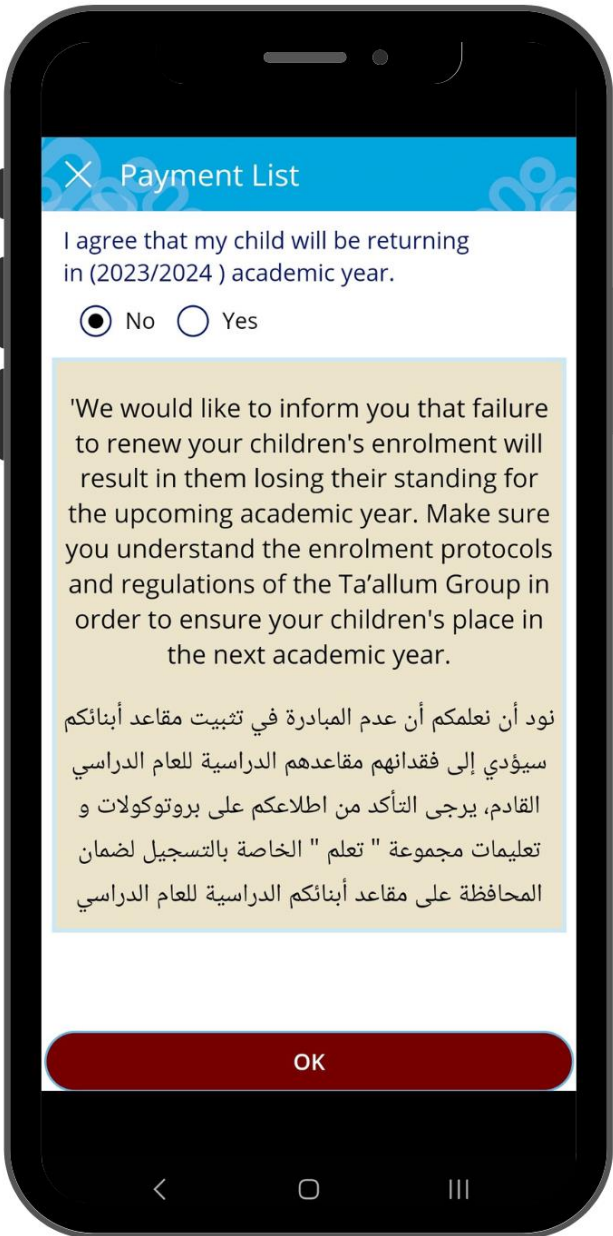22. Click the *"Pay now"* button to pay the fees.

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 page

26. On the other hand, if the parent chooses to NOT re-enroll his/her child, the message will display.

27. Click the *"OK"* button to proceed.

Feedback page

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

Feedback page

31. Finally, click the *"Submit"*
button to complete.

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