

## **Guidelines for Parents**

Dear Parents, kindly open the Internet Browser (preferably Google Chrome or Firefox) and enter the URL **npsjkr.edchemy.com** in the main address tab.

### **Steps to Register**

• Click on Register Link

|           | LOGIN           |
|-----------|-----------------|
| Register  | Forgot Password |
| -ASSWORD  |                 |
| PASSWORD  |                 |
| User Name |                 |
| USERNAME  |                 |

• Enter the Name, Mobile number, Email and click on **Register** button. Click on **Login** button to login.

| NAME                  |  |
|-----------------------|--|
| Name of the Applicant |  |
| MOBILE                |  |
| Mobile number         |  |
| EMAIL                 |  |
| Email address         |  |



#### Steps to Login

• Enter the Username and Password which has sent to Email and click on Login button.

| USERNAME  |                   |
|-----------|-------------------|
| User Name |                   |
| PASSWORD  |                   |
| *******   |                   |
| Register  | Forgot Password ? |
| (         | LOGIN             |

• After login, enter your New Password and the same password in the Confirm Password field and click on **Change Password** button

| CHANGE PASSWORD   |                               |
|---|-------------------------------|
| NEW PASSWORD  |                               |
| CONFIRM PASSWORD  |                               |
| It is mandatory for the users to change passwor<br>reset the password | rd for first time or once you |
|   | CHANGE PASSWORD               |

• The account logs out automatically. Enter the Email in the username field and the new password and click on **Login** button.



#### **Steps to apply for Application Form online**

• After login click on **Admission** button

#### NPS Admissions

Admissions 2024-2025 are now open. Please click the Admission button below to access the Admission Dashboard.

ADMISSION

• Select the Class from the dropdown button and click on Apply button



# Instructions for Parents

- Ensure that application is filled properly and completely
- · Incomplete form will not be accepted
- · Submit all essential documents required to complete the process
- · Please upload the Student and Parent photograph and Birth certificate of the child



• Enter all the details in the form and click on Submit Application Form button

| General                              | Parents Info   | Details of Previous Sch                   | ooling         | Enclosures & Declaration  |   |
|--------------------------------------|--|---|----------------|---|---|
| Instru                               | ctions for   | Parents                                   |                |   |   |
| <ul><li>Incor</li><li>Subr</li></ul> | mplete form<br>nit all essent  |   | oted<br>quired | and completely<br>to complete the process<br>notograph and Birth certificate of the child |   |
|                                      |  |   |                |   |   |
| NO                                   | Student Photo (Pass  | ould be less than 2MB (Se                 | upported       | Formats: jpg, jpeg, png)  |   |
| NO<br>IMAGE<br>AVALABLE              |  | port Size Photograph) *<br>DOWNLOAD IMAGE | upported       | Formats: jpg, jpeg, png)<br>Date of Birth *   |   |
| NO<br>IMAGE<br>AVAILABLE             | Student Photo (Pase<br>UPLOAD IMAGE  | port Size Photograph) *<br>DOWNLOAD IMAGE | upported       |   |   |
| No<br>IMAGE<br>AVAILABLE             | Student Photo (Pass<br>UPLOAD IMAGE)<br>upil (In capital letters                             | port Size Photograph) *<br>DOWNLOAD IMAGE | upported       | Date of Birth *   |   |
| NO<br>IMAGE<br>WALLAGE               | Student Photo (Pass<br>UPLOAD IMAGE)<br>upil (In capital letters                             | port Size Photograph) *<br>DOWNLOAD IMAGE | upported       | Date of Birth *<br>10-08-2023   | ~ |
| NO<br>IMAGE<br>AVALABLE              | Student Photo (Pasa<br>UPLOAD IMAGE)<br>upil (In capital letters<br>coll Ph capital letters) | port Size Photograph) *<br>DOWNLOAD IMAGE | upported       | Date of Birth *<br>10-08-2023<br>Mother Tongue *  | ~ |

• Click on the Make Payment button to pay the Application fee

| nstructions for Parents                    | 5   |
|--|---|
| <ul> <li>Ensure that applicati</li> </ul>  | on is filled properly and completely            |
| <ul> <li>Incomplete form will</li> </ul>   | not be accepted                                 |
| <ul> <li>Submit all essential d</li> </ul> | locuments required to complete the process      |
| <ul> <li>Kindly enter the Prev</li> </ul>  | ious school STS number without any spaces       |
| (indly use the undated                     | version of Google Chrome or the Firefox browser |

| Applied For  | Form Status         |  |
|--------------|---------------------|--|
| Pre-KG       | SUBMITTED           |  |
| Student Name | Application Number. |  |
| Test Ravi    | 00001/24-25         |  |
|              | MAKE PAYMENT        |  |
|              |                     |  |