



ISLAMIC ASSOCIATION OF ALLEN

User Guide – School Registration Process



APRIL 4, 2021

ISLAMIC ASSOCIATION OF ALLEN

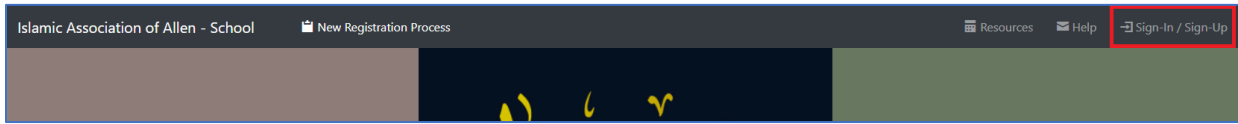
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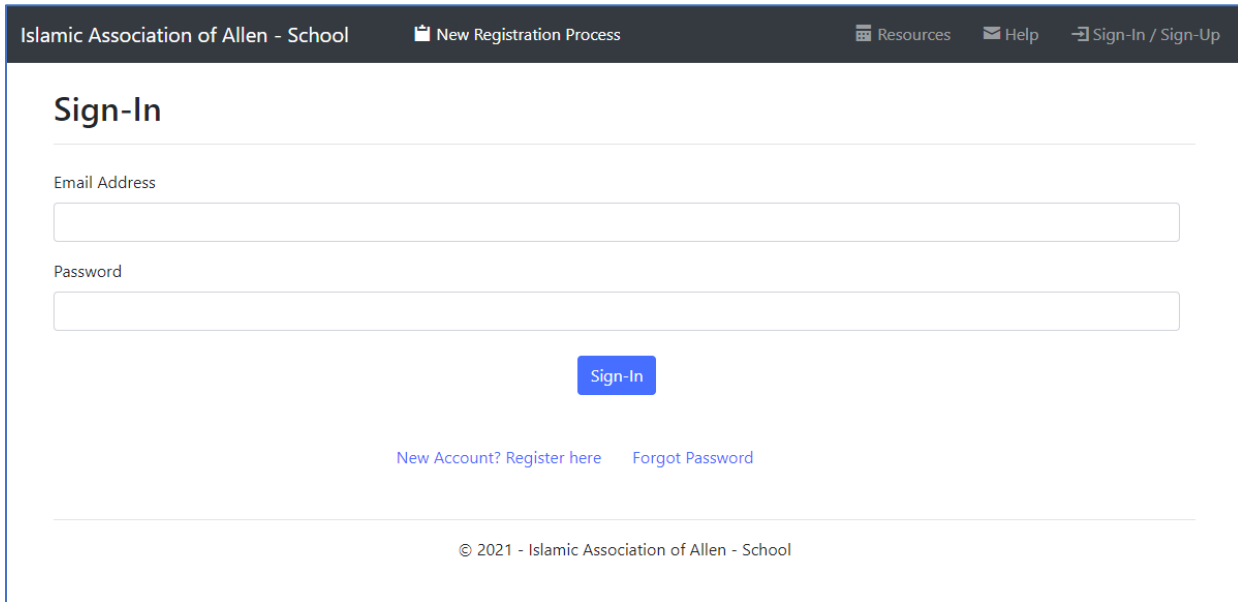
New Registration Process

Sign-In/Sign-Up

1. To Sign-In or Create a new account, use the “Sign-In/Sign-Up” button

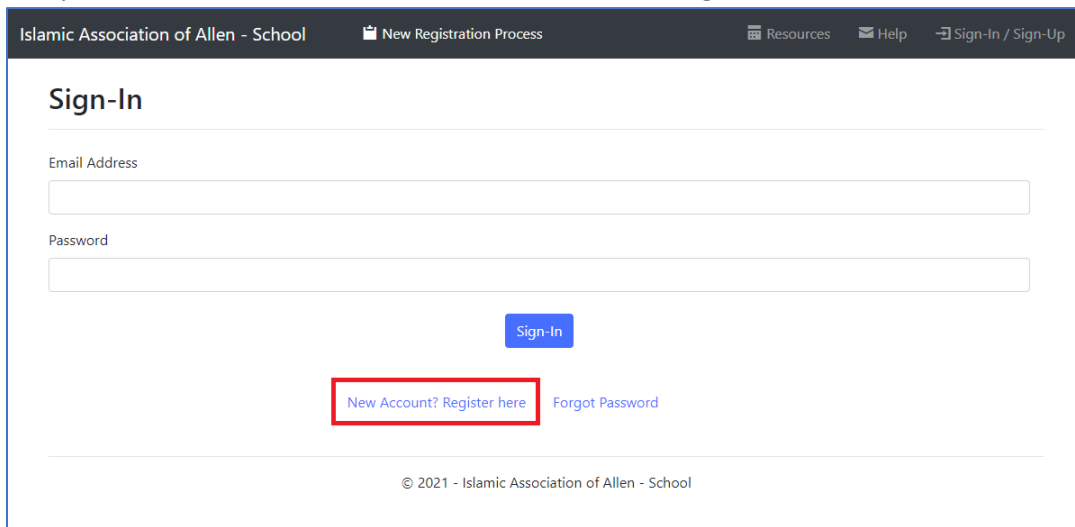


2. If you already have an account, use the account email address and password to login to your account.



3. Sign-Up

- i. To use Islamic Association of Allen School website, an account must be created. If you don't have an account or if you are a first time visitor, click on **"New Account? Register here"** link.



- ii. Enter the First Name, Last Name and Email Address and click “Sign-Up” button to create a new account. Only one account is permitted per Email Address and you must have access to the Email Address since the password will be sent to that email address.

Islamic Association of Allen - School New Registration Process Resources Help Sign-In / Sign-Up

Sign Up

First Name

Last Name

Email Address

[Sign-Up](#)

[Already have an account? Sign-In here](#)

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IAA - School New Registration Process Resources Help Sign-In / Sign-Up

Sign Up

We have received your request for the IAA School account. An email has been sent to the email address provided with the login credentials. Please use the userid/password in the email to sign-in and continue.

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- iii. Use the user id and password and info provided in the email to sign-in.
4. Sign-In
- i. If you already have an account, you can use the sign-in page to sign-in. Enter the Email Address and Password to sign-in.
 - ii. If you already have an account but don't remember the password, use "Forgot Password" link to reset your password.

Islamic Association of Allen - School New Registration Process Resources Help Sign-In / Sign-Up

Sign-In

Email Address

Password

[Sign-In](#)

[New Account? Register here](#) [Forgot Password](#)

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My Profile

- Once signed-in, use “My Profile” page to update contact information, secondary parent information, emergency contact information and add/edit children information.

IAA - School Demo Account Class Informations Registrations Resources Help Sign-Out

My Profile
Change Password

My Profile

You must complete your profile before starting the registration process. Click on 'Edit Profile' button below to complete the family profile and add child(ren) who will be registering for IAA School programs by clicking 'Add Child' button.

For adults registration for Part Time Hifdh and ASQN classes, please complete the profile and add yourself as a child by clicking 'Add Child' button and go through the registration process.

[Edit Profile](#)

Profile Information

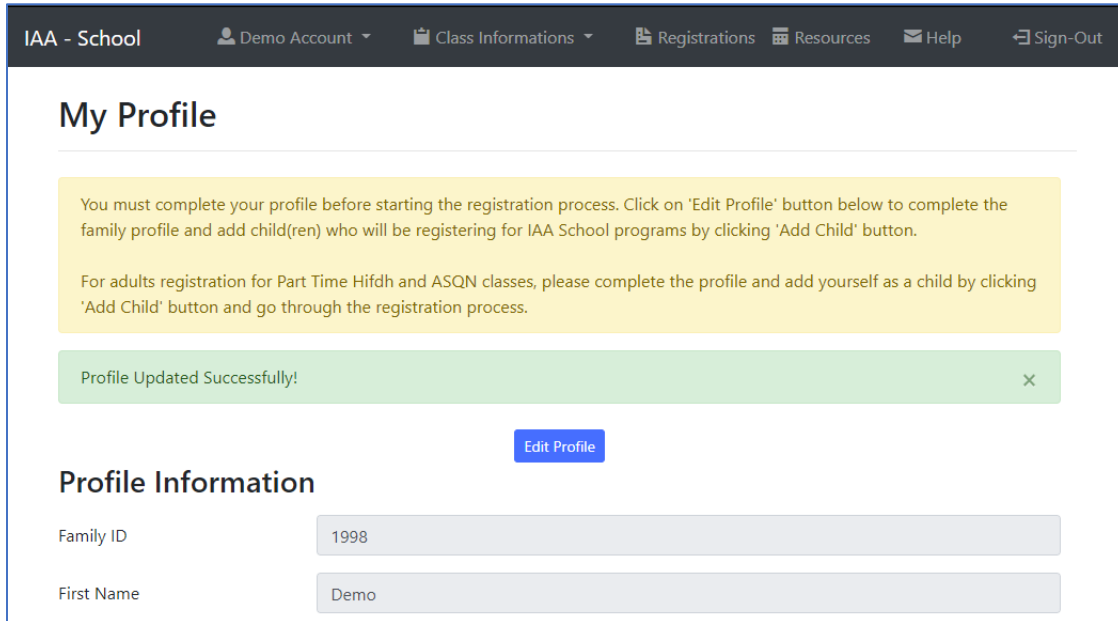
Family ID	1998
First Name	Demo
Last Name	Account

- To register for any classes, the following must be complete:
 - Profile Information
 - Address
 - Phone
 - Secondary Parent (if any)
 - Emergency Contacts information.
 - Child(ren) information.

Edit Profile

- To complete profile information, click on “Edit Profile” and enter all the required fields.

- a. Click on “Save Profile” button to save the entered information. “Profile Updated Successfully!” message will be displayed on success.



IAA - School Demo Account Class Informations Registrations Resources Help Sign-Out

My Profile

You must complete your profile before starting the registration process. Click on 'Edit Profile' button below to complete the family profile and add child(ren) who will be registering for IAA School programs by clicking 'Add Child' button.

For adults registration for Part Time Hifdh and ASQN classes, please complete the profile and add yourself as a child by clicking 'Add Child' button and go through the registration process.

Profile Updated Successfully! X

Edit Profile

Profile Information

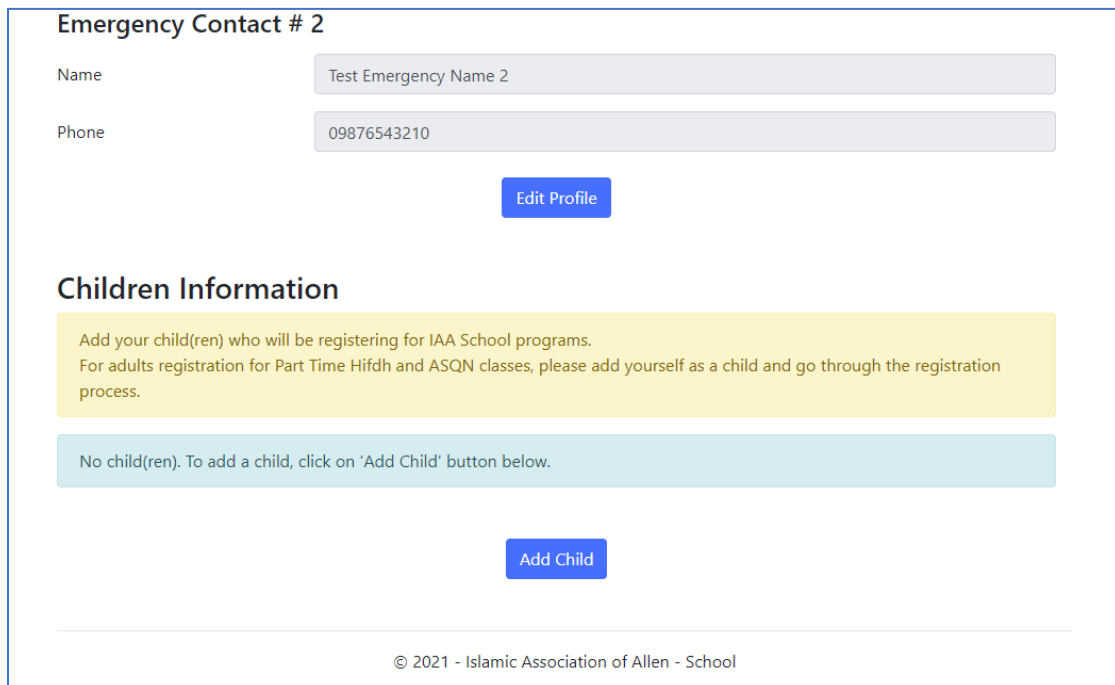
Family ID 1998

First Name Demo

- b. If you don't have the information or if you want to cancel the edit process, click on “Cancel” button.

Children Information

7. “Child” Information section will contain the information for the children added to the account.



Emergency Contact # 2

Name Test Emergency Name 2

Phone 09876543210

Edit Profile

Children Information

Add your child(ren) who will be registering for IAA School programs.
For adults registration for Part Time Hifdh and ASQN classes, please add yourself as a child and go through the registration process.

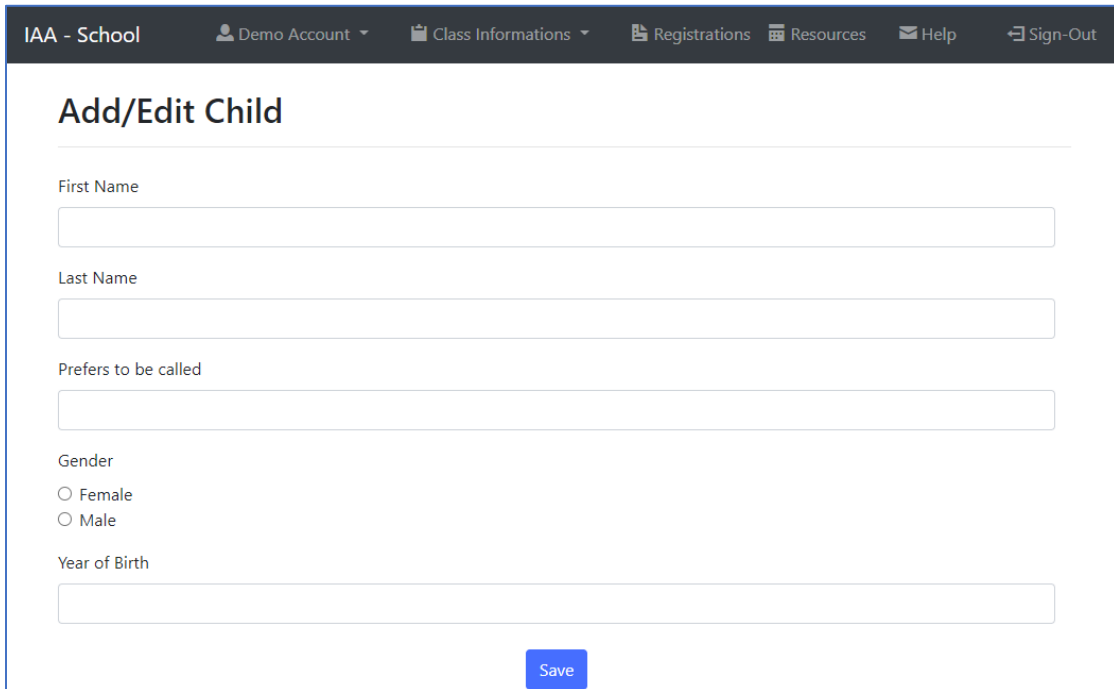
No child(ren). To add a child, click on 'Add Child' button below.

Add Child

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Add Child

- To add child(ren), click on “Add Child” button (at the bottom of the page)



IAA - School Demo Account Class Informations Registrations Resources Help Sign-Out

Add/Edit Child

First Name

Last Name

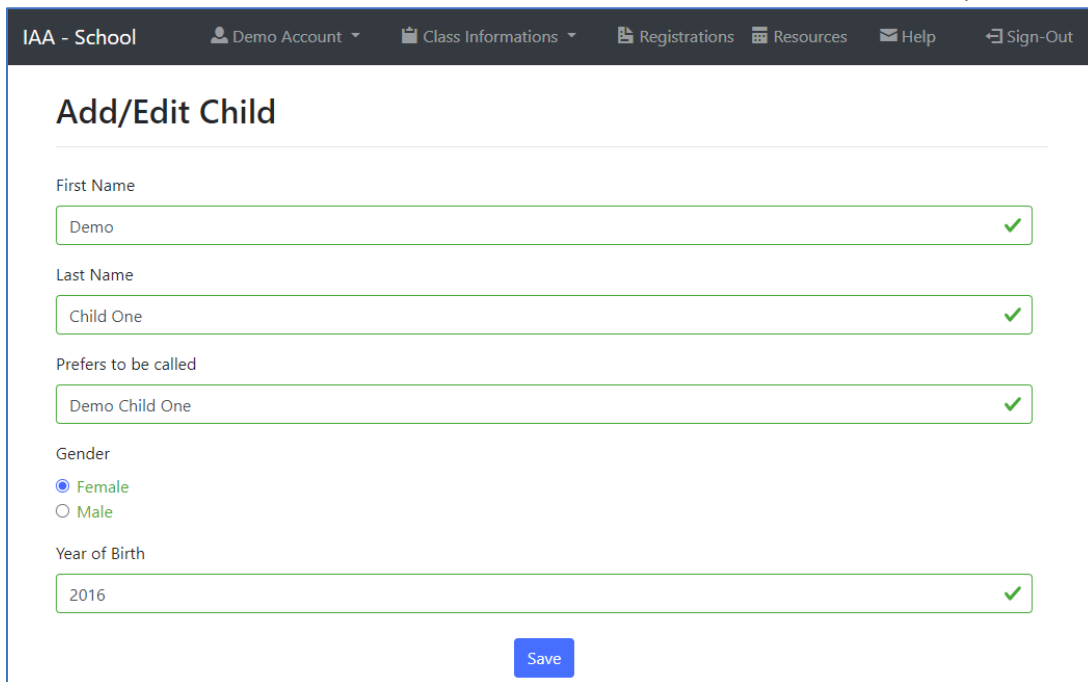
Prefers to be called

Gender
 Female
 Male

Year of Birth

Save

- Enter child information and click “Save” button. Please note that all fields are required on this page.



IAA - School Demo Account Class Informations Registrations Resources Help Sign-Out

Add/Edit Child

First Name
 ✓

Last Name
 ✓

Prefers to be called
 ✓

Gender
 Female
 Male

Year of Birth
 ✓

Save

- b. "My Profile" page will be updated with the child information. To add more child(ren), Click on "Add Child" button.

Children Information

Add your child(ren) who will be registering for IAA School programs.
For adults registration for Part Time Hifdh and ASQN classes, please add yourself as a child and go through the registration process.

Child # 1

ID: 1999

Name: Demo Child One

Prefers to be called: Demo Child One

Gender: Female

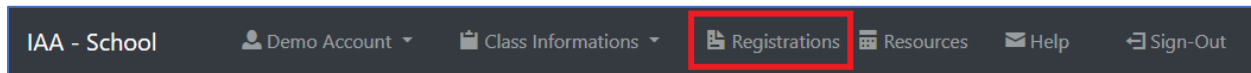
Year of Birth: 2016

[Edit Child](#) [Remove Child](#)

[Add Child](#)

Registrations

9. To view the status existing registrations or start a new registration, click on "Registrations" from the top menu



- a. All existing registration will be displayed.

IAA - School Demo Account Class Informations **Registrations** Resources Help Sign-Out

Registrations

[Click here to see IAA School Registration Process](#)

Timely fee payment is parent's responsibility to avoid late fees.

[Start New Registration: 2020-2021](#)

Academic Year: 2020 - 2021

Name	Academic Year	School Type	Quran Level	Status
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Start New Registration

10. If the school registration is open, buttons will be displayed.
 - a. If the registration is available for the current school year, “Start New Registration: [Academic Year]” button will be displayed.
 - b. If pre-registrations are open, button will be displayed with text, “Pre-Registration: [Academic Year]”.
11. To start a new registration click “Start New Registration” button.

IAA - School Demo Account Class Informations Registrations Resources Help Sign-Out

Registrations

[Click here to see IAA School Registration Process](#)

Timely fee payment is parent's responsibility to avoid late fees.

Start New Registration: 2020-2021

Academic Year: 2020 - 2021

Name	Academic Year	School Type	Quran Level	Status
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Registration: 2020-2021

To make any changes in the profile, please edit the information using the My Profile page.

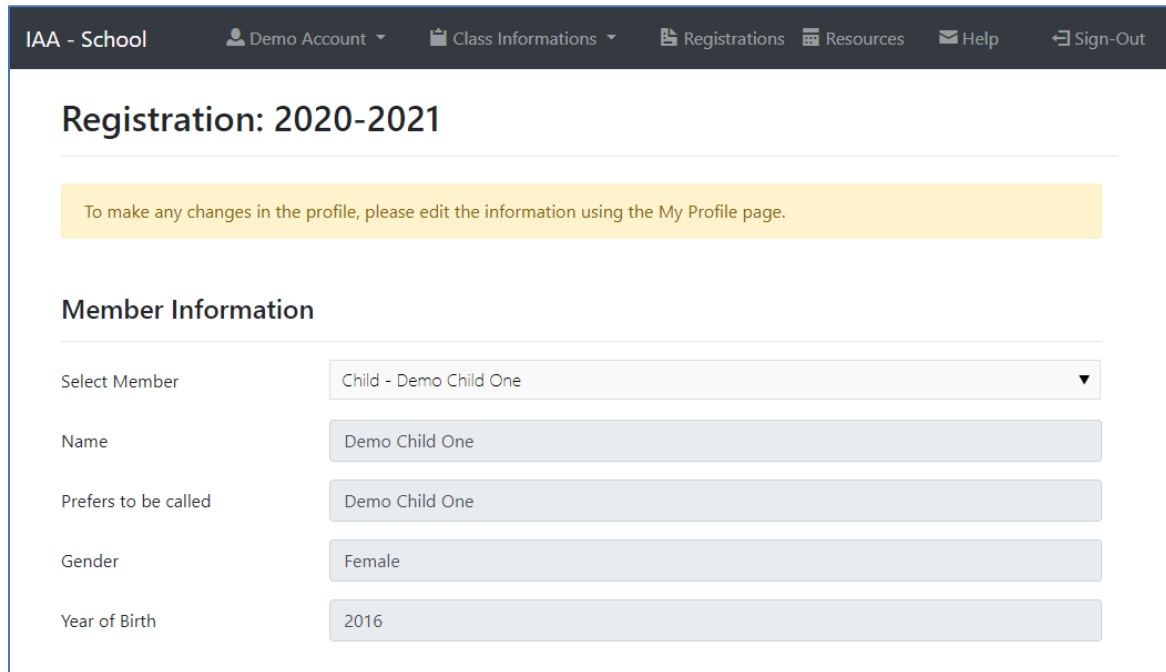
Member Information

Select Member --- Select ---

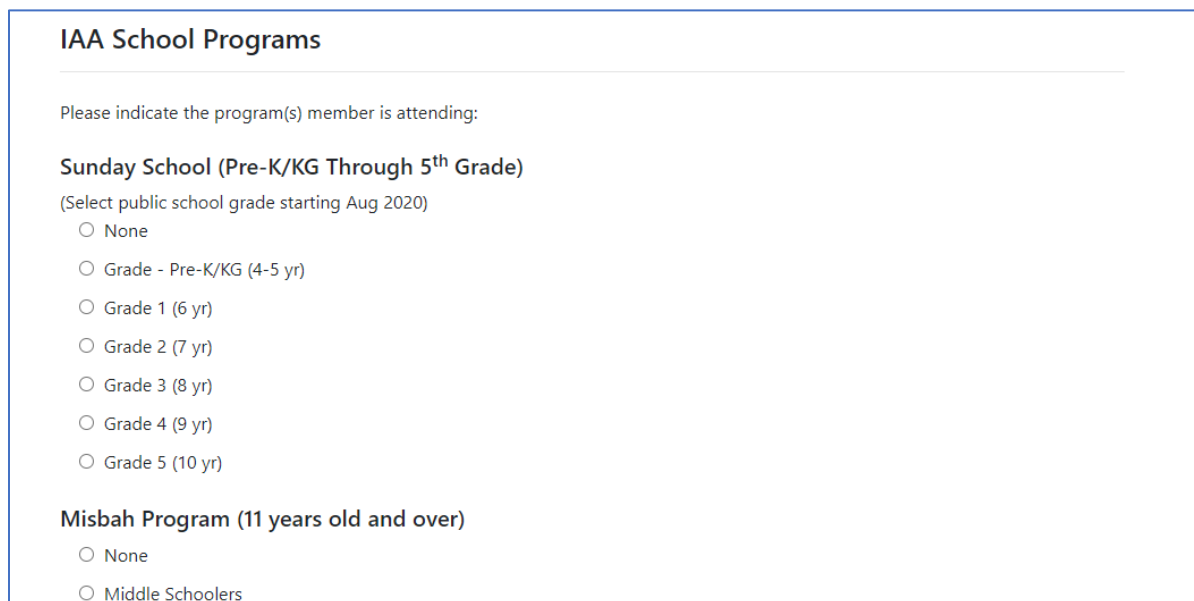
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- a. Select the member or child for which this registration belongs to.

- b. Once the member is selected, information regarding the selected member will be displayed. To make any changes in the information, edit the information using the “My Profile” page.



- c. Under “IAA School Programs” heading, classes which are open to registration will be displayed. Select the classes to enroll.



- i. If you don’t see some programs or classes in this list, it might be because of the following reasons:
1. Class is not opened for enrollment.
 2. Class is full and the class size quota has been met.
 3. Class is not available for that role. (eg: Adult classes are only for adults, not for child)
 4. Registration has been already submitted for that program.
- d. Follow the instructions on the form. All fields must be filled out to complete the application.
- i. The following sections must be completed:
1. IAA School Programs
 2. Medical History & Special Needs
 3. Activity Permission

4. Photo/Video Release
5. Consent and Waiver - Terms and Conditions
6. Late pickup fee
7. Parent Guardian Statement
8. Initials

ii. Once the application is submitted, it cannot be changed. To update the information regarding the health or any other information listed in the application, contact IAA School.

e. Click on “Save” button to complete the application.

Parent Guardian Statement

I certify that

- All information provided is accurate
- I am the parent or legal guardian of the student that I am enrolling

Parent Full Name

f. On successful submission, an email will be sent to the parent(s) regarding the application.

g. “Registrations” page will be updated to show the submitted application.

IAA - School
Demo Account Class Informations Registrations Resources Help Sign-Out

Registrations

• [Click here to see IAA School Registration Process](#)

Timely fee payment is parent's responsibility to avoid late fees.

Academic Year:

Name	Academic Year	School Type	Quran Level	Status
Demo Child One	2020 - 2021	Sunday School Grade - Pre-K/KG (4-5 yr)	-	Received

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h. Once the school administrator processes the application, an email will be sent to the parent email address.