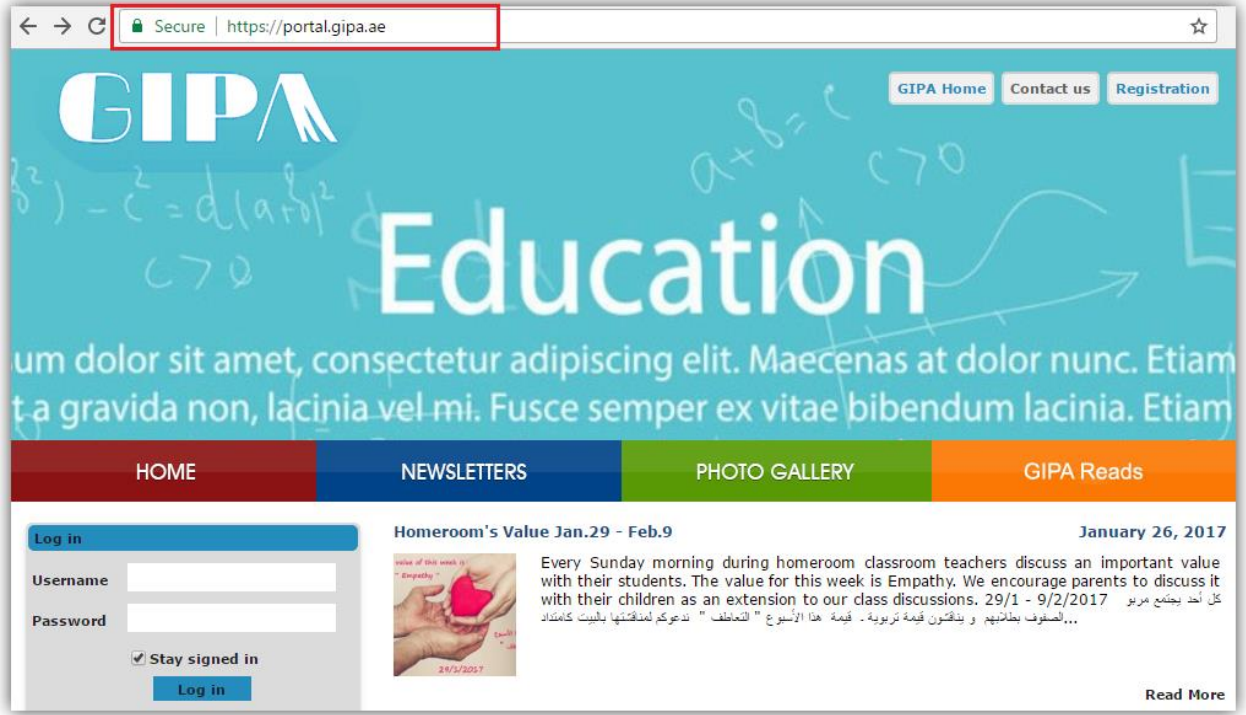


The online registration manual

How to register a new student/child in portal.gipa.ae

To get started, follow the steps below:

1. Visit <https://portal.gipa.ae> قم بزيارة البوابة الالكترونية _____

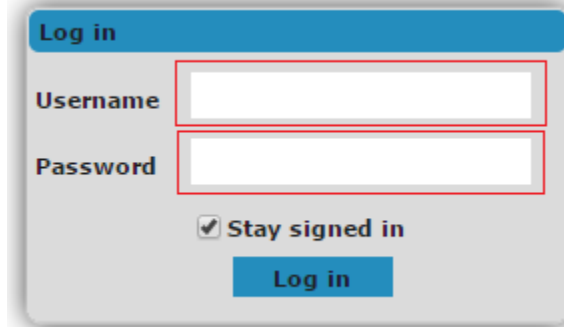


2. Log in Using your Account: قم بتسجيل الدخول من خلال اسم المستخدم وكلمة المرور الخاصة بك

Username

Password

3. Click Log in.



Once you log in to your account. بمجرد الدخول الي الصفحة الخاصة بالعائلة قم بالضغط على (My Dashboard)

4. Click My Dashboard

5. Click Registration Icon. يرجى الضغط على الاختيار الخاص بالتسجيل

The screenshot shows a user dashboard with a navigation bar at the top containing 'HOME', 'NEWSLETTERS', 'PHOTO GALLERY', and 'GIPA Reads'. Below the navigation bar, there is a 'Welcome Ihab' section with a 'Sign out' button and a 'My Dashboard' button highlighted with a red box. To the right of the welcome section is a 'My Home' area with several icons: 'My Profile', 'Assignments', 'Time Table', 'Daily Marks', 'Report Cards', 'Registration' (highlighted with a red box), 'Conduct', 'Attendance', and 'Survey'. Below the 'My Home' area is a calendar for January 2017 with a legend for 'Holidays', 'Exams', 'Others', 'Activities', and 'Competitions'.

6. Click Add Child for Next Year (2017-2018) أختار الزر اضافة طالب للعام الدراسي

The screenshot shows the 'Registration' page with a navigation bar at the top containing 'NEWSLETTERS', 'PHOTO GALLERY', and 'GIPA Reads'. Below the navigation bar, there is a 'Registration' section with a box containing 'Existing Children' and a list of children: 'Tarek Attalla [KG1C]' and 'Eyad Attalla [Grade 2]'. There is an 'Update Family Details' button in the top right corner of the box. At the bottom of the box, there is a button labeled 'Add Child For Next Year(2017-2018)' highlighted with a red box.

يرجى تعبئة البيانات المطلوبة: Fill in the information requested on the registration page:

General Information:

- First Name
- Full Name as per Passport
- Passport name in Arabic
- Date of Birth
- Applying to Year
- Nationality
- Gender
- Place of Birth
- First Language

Add New Child ✕

General Academics Medical Transport Emergency

First Name

FullName as per Passport

Passport name in arabic

Date of Birth mm/dd/yyyy

Applying to Year

Nationality

Gender Male Female

Place of Birth

First Language

Academics: البيانات الأكاديمية

Previous School Curriculum

If your children has no previous School Curriculum select N/A.

Add New Child ✕

General Academics Medical Transport Emergency

Previous School Curriculum

Transport: اختر المواصلات في حال اذا رغبت باستخدامها من قبل الطالب:

Transportation Option

Add New Child ✕

General Academics Medical Transport Emergency

Transportation

Emergency Contact: بيانات التواصل في حال الطوارئ:

Add New Child ✕

General Academics Medical Transport Emergency

Emergency Contact1

Once you finish the form, you have to book an appointment to complete the registration process

بمجرد الانتهاء من تسجيل الطالب لابد من حجز الموعد لاستكمال عملية التسجيل

Welcome Ayman

Your kids calendar agenda for tomorrow:
Eyad [GR 1B1] - 8 entries.

[Sign out](#) [My Dashboard](#)

Registration

Existing Children [Update Family Details](#) [Book for Appointment](#)

Tarek Attalla [KG1C]
Eyad Attalla [Grade 2]

New Children
Test - KG 1 [Edit](#) | [Remove](#)

[Add Child For Next Year\(2017-2018\)](#)

February 2017

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18

احجز الموعد وقم بتأكيده

Book for Appointment

Dates	Available Booking Times
Mon February 6, 2017	09:00 09:15 09:30 09:45 10:00 10:15 10:30 10:45 11:00 11:15 11:30 11:45 12:00 12:15 12:30 12:45
Tue February 7, 2017	09:00 09:15 09:30 09:45 10:00 10:15 10:30 10:45 11:00 11:15

Once you book the appointment you will see all the information which will guide you to register the student. بمجرد حجز الموعد وتأكيده ستظهر لك نافذة بها كل التفاصيل التي سنرشدك لاستكمال عملية التسجيل.

[Print](#)

Booking ID : 22

Ayman Attalla [Family ID : 341]
February 6, 2017

Registration Booked For Tue February 7, 2017 09:30

Existing Children

Student ID	Student Name	Class	Next Grade
1986	Tarek Attalla	KG1C	KG 2
245	Eyad Attalla	Grade 2	

New Children

Name as in Passport	Grade	Age
Test	KG 1	4 Years 7 Months

Dear Parent

This is to inform you that you have completed step 1 of your registration, please read the following steps in order to complete your registration

1. Call the registration office (037676905) and confirm the date of the interview
2. Send all the documents required as a pdf file name it with the student full name to the email : studentdoc@gipa.ae, hard copies are not allowed
3. Visit the accountant for booking the seat and sign the financial statement

ولى الأمر الكريم

نود ابلاغكم بانكم قد اكملت المرحلة الأولى من التسجيل, يرجى قراءة الخطوات التالية جيدا لاستكمال اجراءات التسجيل:

- 1- يرجى الاتصال بمكتب التسجيل (037676905) وتأكيده موعد المقابلة
- 2- يرجى ارسال جميع الوثائق المتعلقة بالطالب كنسخة الكترونية على البريد الالكتروني studentdoc@gipa.ae, النسخ الورقية غير مسموح بها
- 3- قم بزيارة قسم الحسابات لحجز المقعد وتوقيع البيان المالي