



EMIRATES FUTURE INTERNATIONAL ACADEMY
CIRCULAR TO ALL PARENTS OF NEWLY REGISTERED STUDENTS

REF: EFIA/CIR -001/2021-22

10-03-2021

Subject: Registration for NEW ADMISSION for the academic year 2021-2022.

On the above subject, please note that the registration screen has been opened for the academic year 2021-2022 for the students who are registering first time at ADEK. You have to do the registration through the ADEK website (TASJEEL-tab). Parents are requested to complete the registration before 30/04/2021. Once we reached to the approved number of seats, the system will automatically close. Here with attaching the User manual for your reference.

Website: <https://esispasa.adek.gov.ae>

SAJI OOMMEN
PRINCIPAL



دائرة التعليم والمعرفة
DEPARTMENT OF EDUCATION
AND KNOWLEDGE

TASJEEL v2

Online registration steps for parents

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➤ **Technical Requirements**

- The following requirements should be met before starting:
Internet Explorer, FireFox or Google Chrome.
- JavaRuntime last update.

➤ Online Registration Steps

Logging in

1. Open the link:

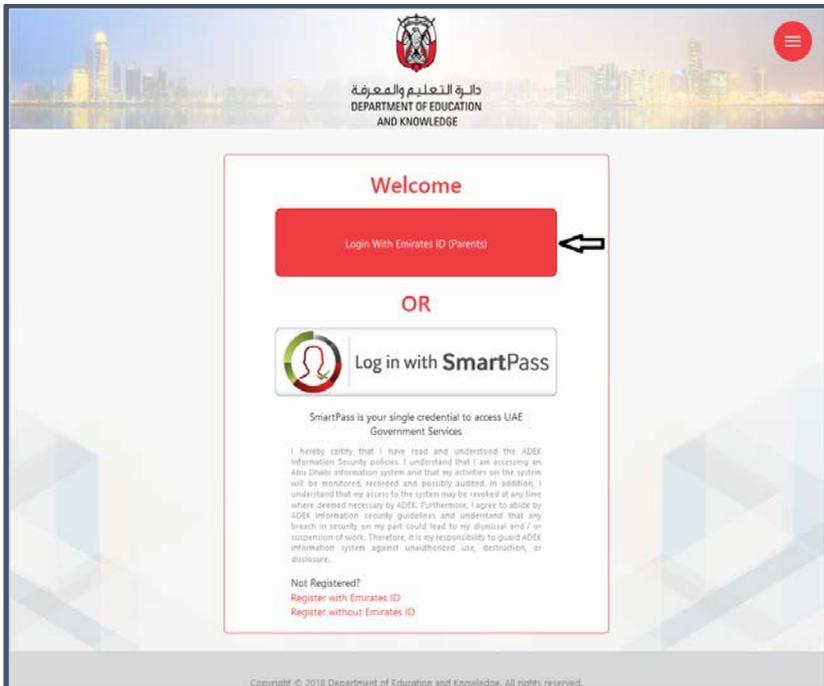
<https://esispasa.adek.gov.ae>

Two options for login will be available:

1.1 Login with Emirates ID:

- Click (Login with Emirates ID (Parents)).

Screen shot (1)



Screen shot (1)

- Enter your Emirates ID number. Screen shot (2)



PLEASE ENTER YOUR EMIRATES ID

Emirates ID

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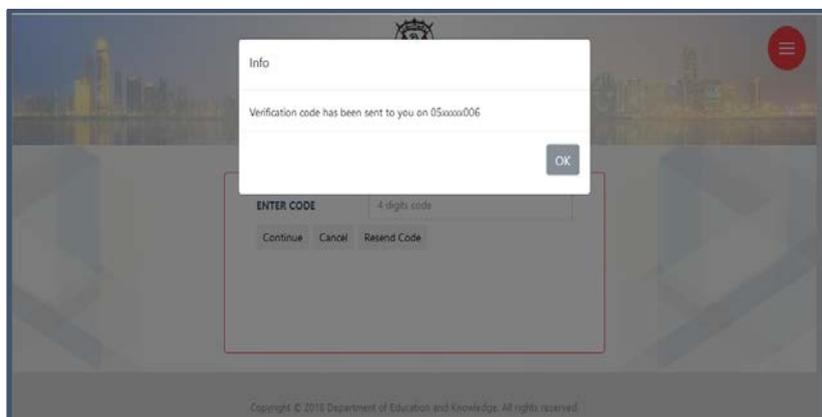
Screen shot (2)

- Click (Continue).
- Select one of the following options to receive the Verification Code (OTP): Screen shot (3)
 - Registered mobile number.
 - Registered email address.



Screen shot (3)

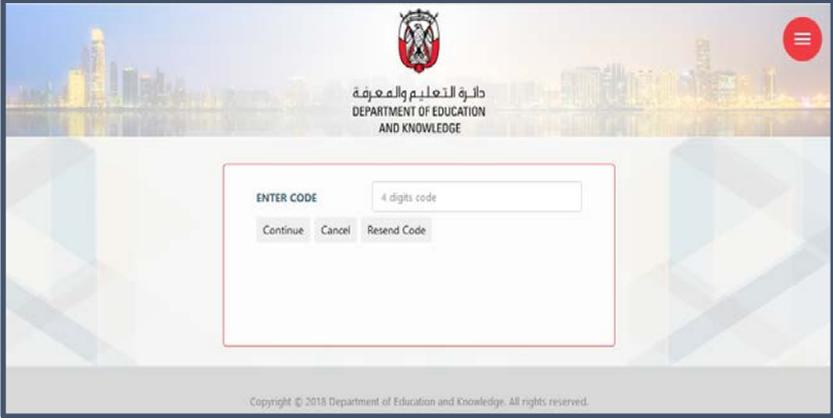
- Click (Continue).
- A message will be displayed informs you that the OTP is sent to your mobile or email address (according to your choice). Screen shot (4)



Screen shot (4)

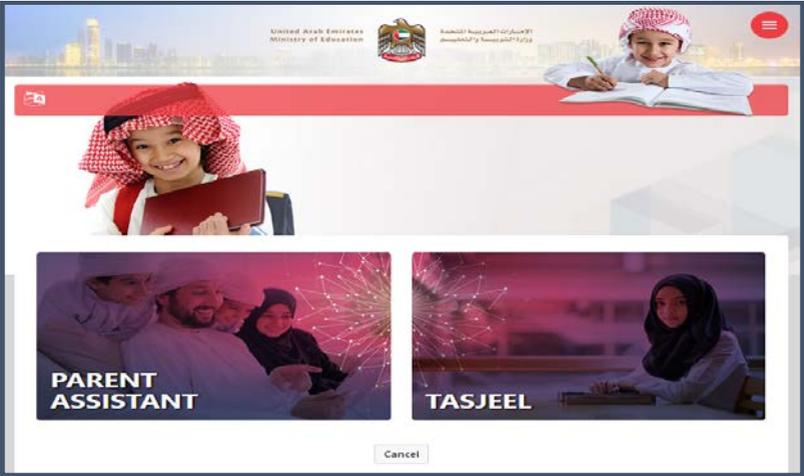
Note: If the displayed mobile number or email address is incorrect, you can select the other option or contact Federal Authority for Identity and Citizenship to amend your contact information.

- Click (Ok).
- Enter the OTP code. Screen shot (5)

The screenshot shows the login interface of the Department of Education and Knowledge. At the top, there is a logo and the text 'وزارة التعليم والمعرفة' and 'DEPARTMENT OF EDUCATION AND KNOWLEDGE'. Below this, there is a form titled 'ENTER CODE' with a text input field labeled '4 digits code'. Under the input field are three buttons: 'Continue', 'Cancel', and 'Resend Code'. The background features a city skyline at night. A red menu icon is visible in the top right corner. At the bottom, there is a copyright notice: 'Copyright © 2015 Department of Education and Knowledge. All rights reserved.'

Screen shot (5)

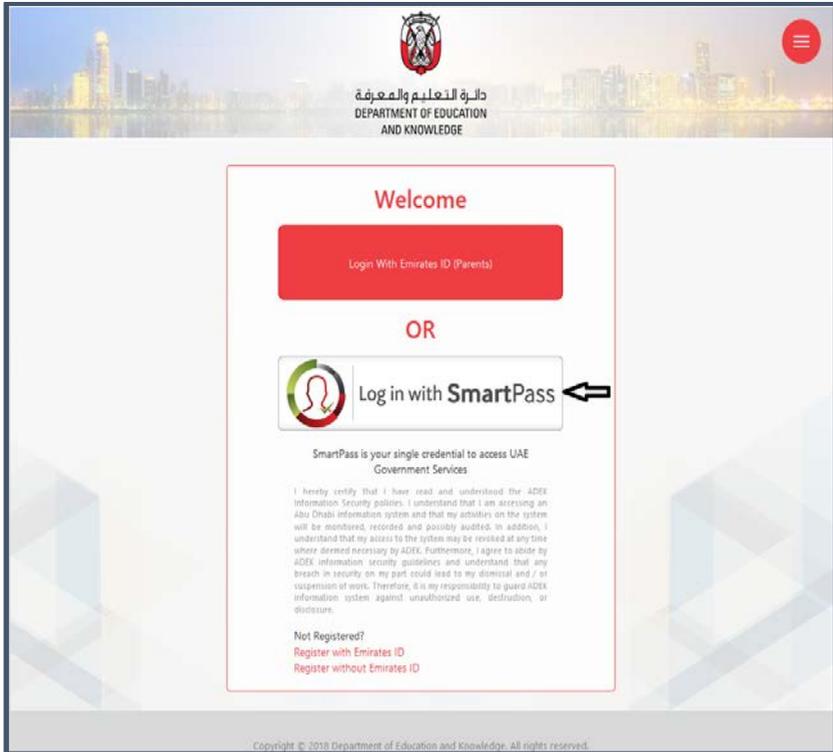
- Click (Continue).
- PASA page will be opened. Screen shot (6)
- Click (Tasjeel).



Screen shot (6)

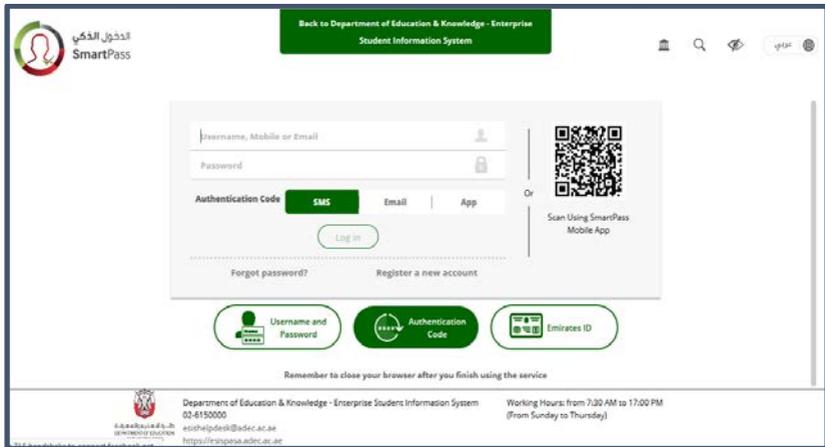
1.2 Log in with SmartPass:

- Click (Log in with SmartPass): Screen shot (7)



Screen shot (7)

- SmartPass screen will be opened, enter your username and password then click (SMS). Screen shot (8)



Screen shot (8)

- eSIS screen will be opened, click (Tasjeel).
Screen shot (6)
- Registration requests screen will be opened:
Screen shot (9)

Note: to change language at any time, click the button on the upper left side of the screen then choose the language.

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Tasjeel Requests

New request

Thank you for using Tasjeel. For more information use the following link
<https://www.adek.gov.ae/>

REFERENCE #	STUDENT NAME	YEAR	SCHOOL	GRADE	CONTACT INFORMATION	STATUS	STATUS DATE	COMMENTS
No records to display.								

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Screen shot (9)

- In case there is an existing open request, click on the Reference #, if there are no open requests then click on (New Request).

Registration Request

Request screen will be opened with second step enabled. The request consists of 9 steps.

Notes:

- You can't move to the next request without finishing the previous.
- Request can be saved after each step and be completed later.
- Before submitting the request you will be asked to sign an undertaking letter.

1. Step 2: Children: Screen shot (10)

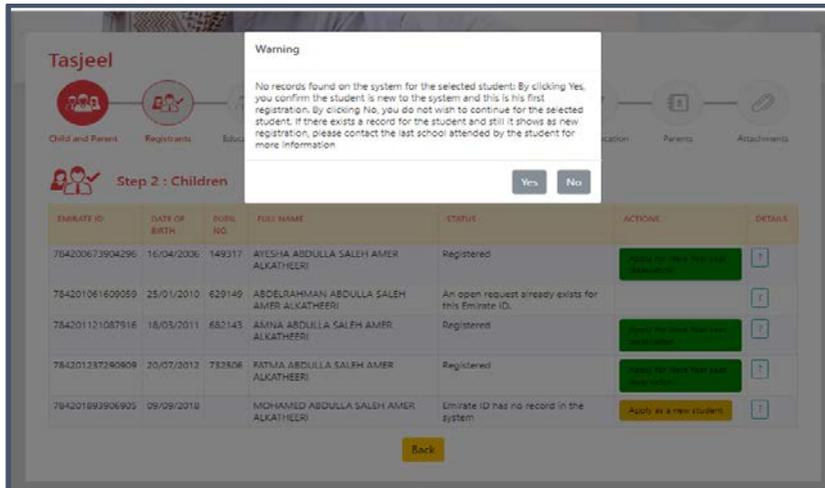
- To enter a request for a student Click on the button at the same row.
- To enter a request for a new student click (Apply as new student) then you will be asked to enter child EID and Unified number.

The screenshot shows the Tasjeel website interface. At the top, there is a header with the Department of Education and Knowledge logo and name in Arabic and English. Below the header is a navigation menu with options: STUDENT, ACADEMIC PROGRESS, REPORTS, TASJEEL, and ONLINE PAYMENTS. The main content area features a large image of a smiling child and a progress bar with icons for: Child and Parent, Registrants, Education Type, Address, School Search, Transportation, Special Education, Parents, and Attachments. The 'Registrants' icon is highlighted, indicating the current step. Below the progress bar, there is a section titled 'Step 2 : Children' with a table of registered students. The table has columns for EMIRATE ID, DATE OF BIRTH, SCHOOL, PUPIL NO., GRADE, FULL NAME, STATUS, ACTIONS, and DETAILS. The 'ACTIONS' column contains a green button labeled 'Apply for New Year level registration' and a question mark icon. Below the table is a yellow 'Back' button.

EMIRATE ID	DATE OF BIRTH	SCHOOL	PUPIL NO.	GRADE	FULL NAME	STATUS	ACTIONS	DETAILS
	21-05-2009	AL MONTAHA		5		Registered	Apply for New Year level registration	?
	27-05-2011	AL DANAH		3		Registered	Apply for New Year level registration	?
	31-01-2014	AL BUDOOR KG		KG2		Registered	Apply for New Year level registration	?
	20-11-2015	AL BUDOOR KG		KG1		Registered	Apply for New Year level registration	?

Screen shot (10)

- In case of new student the below message will appear. Screen shot (11)



Screen shot (11)

- Click (Yes).
- Third step screen will be opened.

2. Step 3: Education Group Screen shot (12)

- Select Education Group.
- Click Next

Note: If child's mother was from UAE nationality, click on the related check box and enter mothers EID and UID then click (Verify).

- Fourth step screen will be opened.

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Tasjeel

Child and Parent | Registrants | **Education Type** | Address | School Search | Transportation | Special Education | Parents | Attachments

CURRENT SCHOOL
SALAMAH BINT BUTI

EMIRATE ID

PUPIL NO.

GRADE
9

Step 3 : Education Group

EDUCATION TYPE : Private Nursery Charter

Back Next

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Screen shot (12)

3. Step 4: Address Screen shot (13)

- Enter Plot Id then click (Search).
- If the address is correct, click (Next).
- Fifth step screen will be opened.

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Tasjeel

Child and Parent | Registrants | Education Type | **Address** | School Search | Transportation | Special Education | Parents | Attachments

CURRENT SCHOOL: AL MONTAHA | EMIRATE ID: | PUPIL NO.: | GRADE: 5

Step 4 : Address

You can choose one of the addresses shown below as per "Taxtheeq" service to register tenancy contracts in the Emirate of Abu Dhabi.

REGISTRATION NO	PROPERTY NAME	PROPERTY TYPE	ZONE	SECTOR	PLOT NO	STREET	PREMISE/PLOT ID
⊕		VILLACOMPOUND	Abu Dhabi Island	E21		-	
⊕		VILLACOMPOUND	Mohamed Bin Zayed City	Z1		-	

Address/Premises ID is found in the student's record
Alternatively, you can enter the Premises ID that you can find on your property's water or electricity bill. Click here to find out what is the Premises ID.

A Proof of Address document is required to be uploaded in the File Attachments section.

ENTER YOUR PREMISES ID TO SEARCH YOUR ADDRESS

The following information was picked from the Premises ID you entered. If the below info is not correct, please check your Premises ID:

GPS Longitude		Country	UAE	Sector	Z36
GPS Latitude		Province	Abu Dhabi	Road Number	
		Region	Abu Dhabi	Plot Number	
		Zone	Mohamed Bin Zayed City	Premises / Plot Id	

Screen shot (13)

4. Step 5: School Selection Screen shot (14)

- Select one or more of these criteria: Area, Registration Grade, Sub Type, and School Year.
- Click (Search).
- A list of schools will appear.
- Choose the school.
- Click (Save and Next).
- Sixth step screen will be opened

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Tasjeel

Child and Parent | Registrants | Education Type | Address | **School Search** | Transportation | Special Education | Parents | Attachments

CURRENT SCHOOL: AL BUDOOR KG | EMIRATE ID: | PUPIL NO.: | GRADE: KG2

Step 5 : School Selection

AREA: Abu Dhabi | REGISTRATION GRADE: 1

SUB-TYPE: Charter Schools | SCHOOL YEAR: 2020/2021 (02/02/2020 - 27/02/2020)

Search

SCHOOL NAME	CURRICULUM	AVAILABLE SEATS	REQUESTS	PHONE	EMAIL
AL DANAH	Charter Schools	-178	0	/	/

Cancel | Back | Save And Next

Screen shot (14)

5. Step 6: Transportation: Screen shot (15)

- Select Yes or No.
- If you select Yes, a warning message appears. Read it and click (I Agree).

The screenshot displays the Tasjeel web application interface. At the top, there is a header with the Department of Education and Knowledge logo and name in Arabic and English. Below the header is a navigation bar with links for STUDENT, ACADEMIC PROGRESS, REPORTS, TASJEEEL, and ONLINE PAYMENTS. The main content area features a large image of a smiling child in traditional attire. Below this, the 'Tasjeel' logo is followed by a horizontal menu of icons representing different services: Child and Parent, Registrants, Education Type, Address, School Search, Transportation, Special Education, Parents, and Attachments. The 'Transportation' icon is highlighted. Below the menu, there is a form with a search bar and a table with columns for CURRENT SCHOOL, EMIRATE ID, PUPIL NO., and GRADE. The 'Transportation' section is titled 'Step 6 : Transporation' and contains the question 'DOES THE STUDENT REQUIRE A TRANSPORTATION?' with radio buttons for 'Yes' and 'No'. The 'Special Education' section is titled 'Step 7 : Special Education' and contains the question 'DOES THE STUDENT REQUIRE SPECIAL EDUCATION?' with radio buttons for 'Yes' and 'No'. At the bottom, there are three buttons: 'Save as draft', 'Back', and 'Save And Next'.

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Tasjeel

Child and Parent Registrants Education Type Address School Search Transportation Special Education Parents Attachments

CURRENT SCHOOL	EMIRATE ID	PUPIL NO.	GRADE
AL BUDDOR KG			KG1

Step 6 : Transporation

DOES THE STUDENT REQUIRE A TRANSPORTATION?

Yes No

Step 7 : Special Education

DOES THE STUDENT REQUIRE SPECIAL EDUCATION?

Yes No

Save as draft Back Save And Next

Screen shot (15)

6. Step 7: Special Education Screen shot (15)

- Select Yes or No.
- If you select Yes, some questions will appear. Answer them.
- Click (Save and Next).
- Eighth step screen will be opened.

7. Step 8: Parents: Screen shot (16)

- If there are parents' information, it will appear and can be modified.
- To enter new information click (Add Parent Details).
- Enter the required information.
- Ninth step screen will be opened.



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Tasjeel

Child and Parent

Registrants

Education Type

Address

School Search

Transportation

Special Education

Parents

Attachments

CURRENT SCHOOL	EMIRATE ID	PUPIL NO.	GRADE
AL BUDDOOR KIS			KIS1

Step 8 : Parents

NAME	RELATIONSHIP	EMIRATE ID	EMIRATE EXPIRY DATE	MOBILE:	EMAIL
	Father		09-Aug-2028		
	Mother		09-Aug-2028		

Add Parent Details

Save as draft
Back
Save And Next

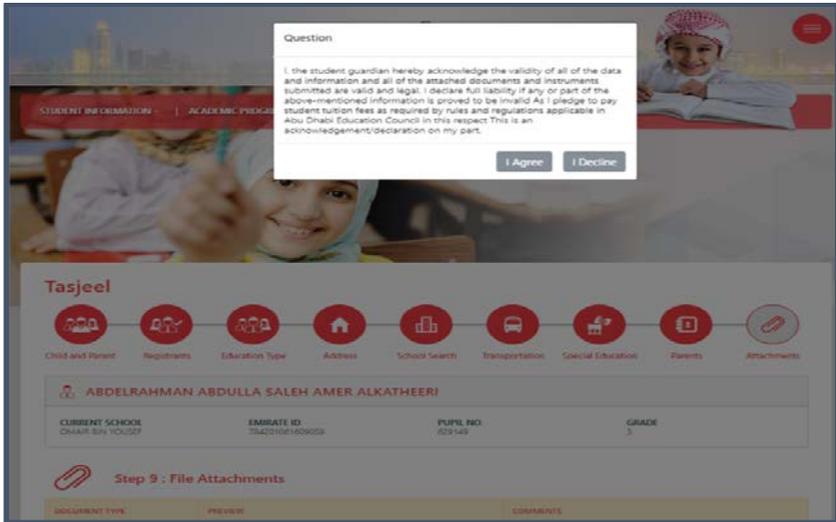
Screen shot (16)

8. Step 9: File Attachments: Screen shot (17)

- Attach required documents.
- Revise the request and click (Submit Request).
- An undertaking letter of information accuracy will appear. Click (I Agree). Screen shot (18)

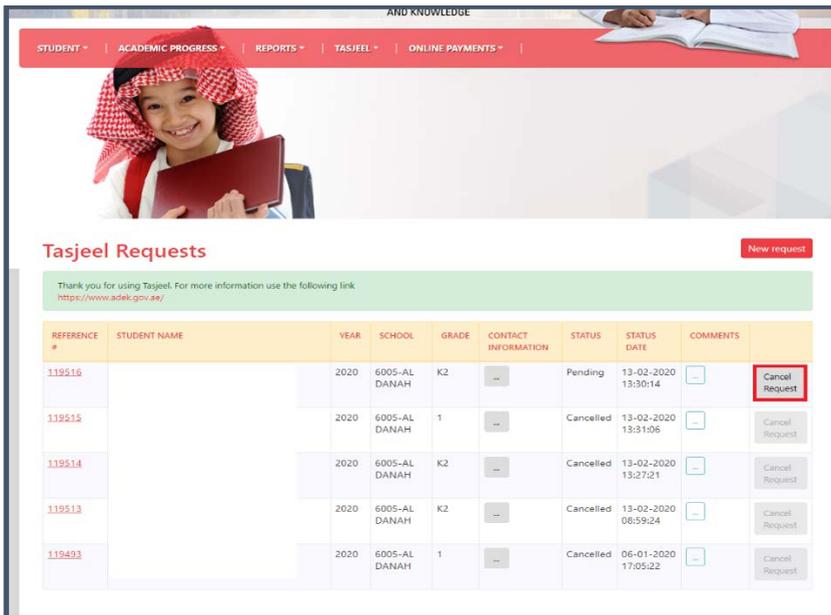
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Screen shot (17)



Screen shot (18)

- Next screen with request details will be opened.
- Screen shot (19)



Screen shot (19)

Request Follow up

1. Request can be followed up on Registration Requests Screen.
2. An SMS and Email will be sent to all added parents upon any change on the request status.

➤ Complaints and suggestions

For more information, please visit the website.

For enquiries please call 02 6150000