NESATHKA ACADEMY

CENTER FOR ADVANCED ACADEMIC EXCELLENCE

Student Admissions & Front-Desk Services Handbook

Assigned Role:	**Support Staff**
Target User Group:	Admissions Officers & Front-Desk Customer Support
Core Functional Scope:	Self-Registration Link, Admissions Queue, Student ID Cards & Fee Payments

ROLE MISSION & SERVICE EXCELLENCE

Support Staff manage admissions and student onboarding. You share the self-registration link, review online applications, approve admissions, print QR ID passes, and collect tuition fees.

STEP 1: PUBLIC STUDENT SELF-REGISTRATION (REGISTER.PHP)

* **Sharing Registration Link:** Provide prospective students with: https://ebio.academy/register.php
* **Batch Link Shortcuts:** Share batch-specific links (e.g. /register.php?batch=1) to auto-select classes.
* **Student Submission:** Students upload photos and bank payment slips directly from mobile phones.

STEP 2: REVIEWING THE ADMISSIONS QUEUE (ADMISSIONS.PHP)

* **Pending Submissions:** Open Admissions -> Pending tab to view incoming student applications.
* **Verify & Edit:** Click 'Review & Approve' -> confirm name spelling, contact info, and payment receipt.
* **Instant Enrollment:** Click 'Confirm & Approve' -> system auto-generates Reg No, Barcode, and Student Portal login.

STEP 3: MANUAL REGISTRATION & STUDENT CARDS

* **Walk-In Admissions:** For parents who visit in person, use students.php -> '+ Register New Student'.
* **Printing ID Badges:** Navigate to student_cards.php to print 8 laminated QR badges per A4 page.

STEP 4: RECORDING MONTHLY TUITION FEES (FEES.PHP)

* **Fee Collection:** Search student by name or scan barcode -> mark month as Paid -> print receipt.
* **Automated SMS Receipts:** System automatically sends an SMS confirmation to the parent's phone.

Official Institutional Authorization:

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