

Guide for Online Admissions

Start your Internet Explorer, Edge or Chrome browser and enter the web site address www.scadco.co.za

Then click the [Admissions](#) link on the top menu.

We recommend that you use Chrome or Microsoft Edge as it works best with this web site. You can download a free Chrome version from here <https://www.google.co.za/chrome/browser/desktop> Edge comes standard with Windows 10 and is also recommended. Older Windows XP systems are NOT SUPPORTED. If you have Windows XP on your computer then we suggest you go to the institution and use their computers or use a friend's computer with either Chrome or Edge.

Follow steps below to register and to capture your child's admission data and documentation. When all data has been captured, print the application and wait for the admissions opening date to submit the application online. A GDE waiting list number must be obtained prior to submitting your application.

Step1: Registration

New users register on the ScadCo website before the system can be accessed.

Click on the [Register here for Admissions](#) link on the Admissions Login screen.

This process can be repeated if you forget your password.



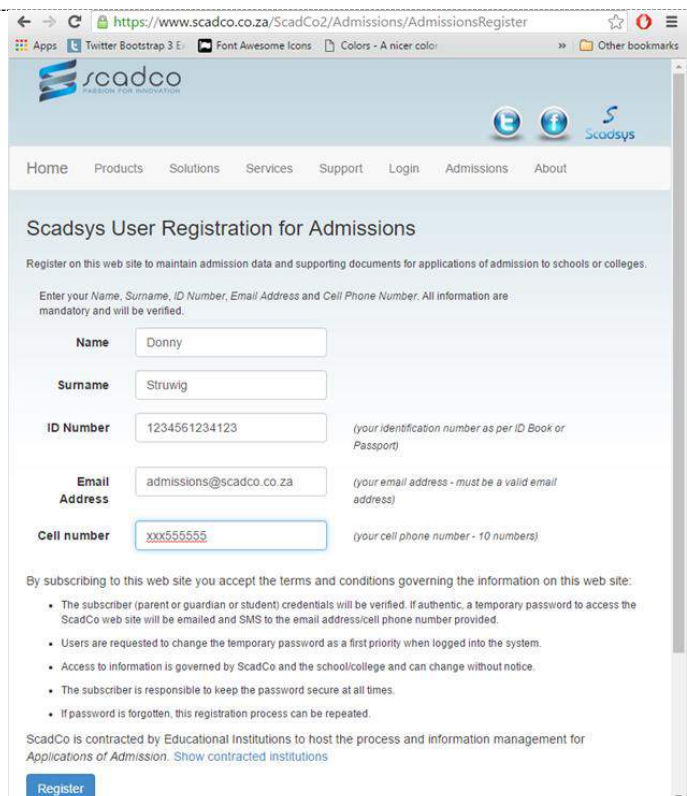
The screenshot shows the 'Admissions Login' page on the ScadCo website. At the top, there is a navigation menu with links for Home, Products, Solutions, Services, Support, Login, Admissions, and About. Below the menu, the page title is 'Admissions Login'. A sub-header reads: 'Parents and students register on the ScadCo website to maintain admission data for application to schools or colleges. Enter your user ID and password generated when you registered at this site. Use the forgot password option to have your password reset.' There are two input fields: 'User ID' (with a placeholder 'User ID') and 'Password' (with a placeholder 'Password'). To the right of the 'User ID' field is a note: '(user id created at registration, normally your email address)'. To the right of the 'Password' field is a link: 'Forgot password'. Below the input fields is a 'Remember me' checkbox and a blue 'Login' button. At the bottom, there are two links: 'Register here for Admissions' and 'Send email for Support'. A small icon of a key is visible below the links. The footer contains the copyright notice: '© 2016 - ScadCo Pty (Ltd)'.

The following screen will be displayed.

Enter the parent's Name, Surname, ID Number, Email address and Cell phone number.

The name and surname must be 3 or more characters. So names like **Jo** are not acceptable.

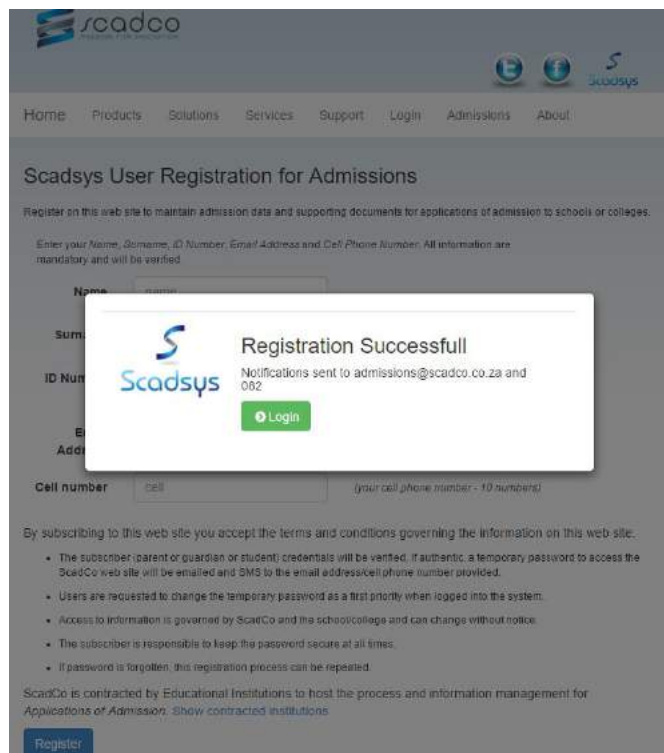
Read the terms and conditions and click [Register](#).



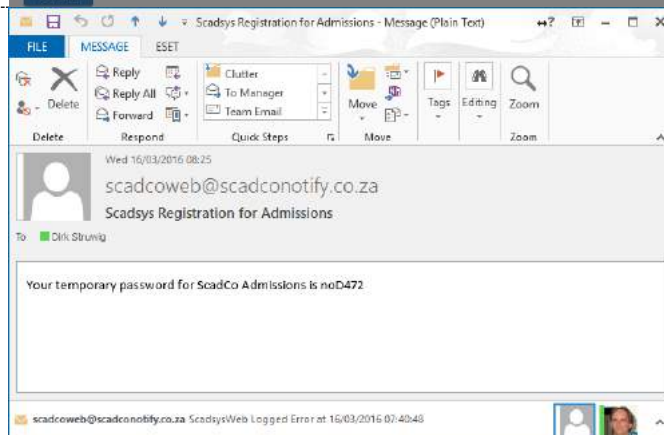
The screenshot shows the 'Scadsys User Registration for Admissions' page on the ScadCo website. At the top, there is a navigation menu with links for Home, Products, Solutions, Services, Support, Login, Admissions, and About. Below the menu, the page title is 'Scadsys User Registration for Admissions'. A sub-header reads: 'Register on this web site to maintain admission data and supporting documents for applications of admission to schools or colleges. Enter your Name, Surname, ID Number, Email Address and Cell Phone Number. All information are mandatory and will be verified.' There are five input fields: 'Name' (with the value 'Donny'), 'Surname' (with the value 'Struwig'), 'ID Number' (with the value '1234561234123'), 'Email Address' (with the value 'admissions@scadco.co.za'), and 'Cell number' (with the value 'xxx555555'). To the right of the 'ID Number' field is a note: '(your identification number as per ID Book or Passport)'. To the right of the 'Email Address' field is a note: '(your email address - must be a valid email address)'. To the right of the 'Cell number' field is a note: '(your cell phone number - 10 numbers)'. Below the input fields, there is a section for terms and conditions. It starts with: 'By subscribing to this web site you accept the terms and conditions governing the information on this web site:'. There are four bullet points: 'The subscriber (parent or guardian or student) credentials will be verified. If authentic, a temporary password to access the ScadCo web site will be emailed and SMS to the email address/cell phone number provided.', 'Users are requested to change the temporary password as a first priority when logged into the system.', 'Access to information is governed by ScadCo and the school/college and can change without notice.', 'The subscriber is responsible to keep the password secure at all times.', 'If password is forgotten, this registration process can be repeated.' Below the terms and conditions, there is a note: 'ScadCo is contracted by Educational Institutions to host the process and information management for Applications of Admission. Show contracted institutions'. At the bottom, there is a blue 'Register' button.

When your registration is successful, the following screen will be displayed.

Click on the [Login](#) button to return to the Login screen.

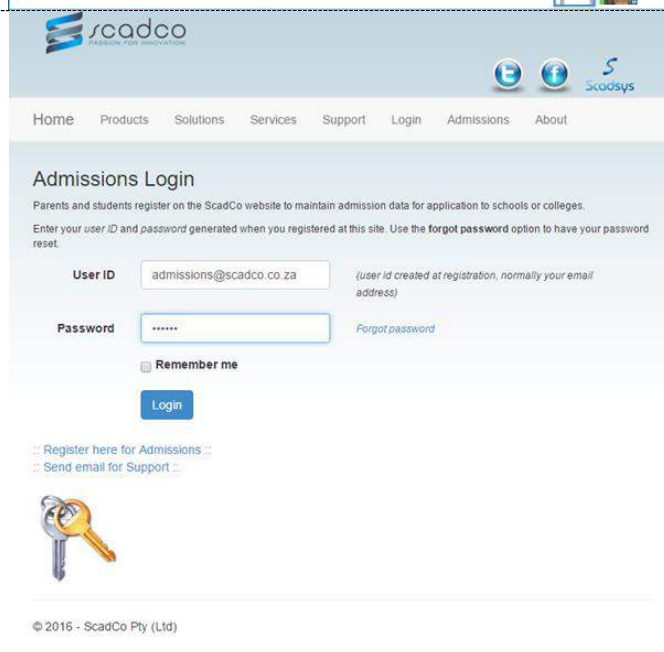


You will be sent an SMS and email with a temporary password



Step2: Login and Change Password (if desired)

Use your **email address** and **temporary password** to login to the website.



Once logged in, the Admissions Main screen will be displayed.

You have now been verified.

The first action is to change your password. Click on [Change Password](#) on the top menu.

Enter the temporary password emailed or SMSed to you and enter your own personalised password, twice. Then click [Change Password](#).

The screenshot shows the 'ScadCo Applications for Admission' dashboard. At the top, there are navigation links for 'Home', 'Change Password', and 'Logout'. Below the title, there is a detailed introduction and a disclaimer. The main content is a progress bar with five steps:

- 1 Registration on the ScadCo Website**: Registered User: Donny Struwig. Contact details verified on 16/03/2016 08:28:44. Status: ✔
- 2 Student Records**: No student records found. Create a new student record. [Create New](#). Status: ✔
- 3 Upload Supporting Documentation**: No student records found. Create a new student record. ID or Passport, Photo, Qualifications, etc. Status: ✘
- 4 Prepare Applications and Submit**: No student records found. Create a new student record. No applications submitted. Status: ✘
- 5 Approval or Rejection**: Obtain approval or rejection. [Remove all my information](#). Status: -

The screenshot shows the 'Change Password' form. At the top, there are navigation links for 'Home', 'Change Password', and 'Logout'. The Scadsys logo is visible. The form has three input fields: 'Current Password', 'New Password', and 'Retype New Password'. A blue 'Change Password' button is at the bottom. Below the form, it says 'User: Donny Struwig' and '© 2016 - ScadCo Pty (Ltd)'.

You will see that no student records exist on your account.

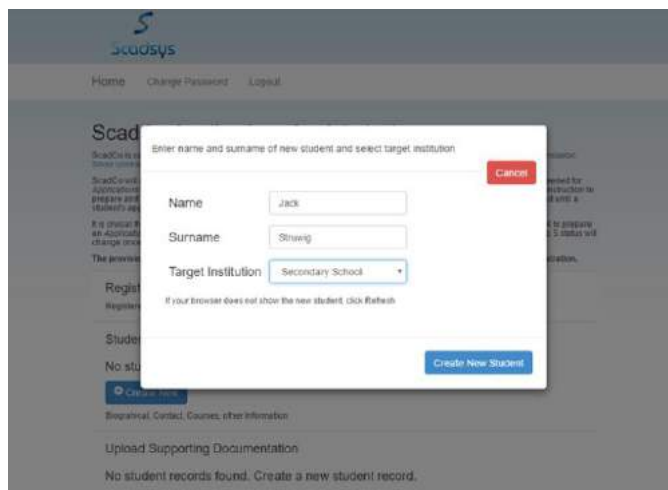
Click on the [Create New](#) button to create your first student record. There is a limit of 10 student records per parent.

This screenshot is identical to the one above, showing the 'ScadCo Applications for Admission' dashboard with the same progress bar and navigation elements.

Enter the Name and Surname of your child, and select the type of institution you will be targeting for your child.

Options are: Pre-primary schools, Primary schools, Secondary Schools (**which is high school**) or Colleges.

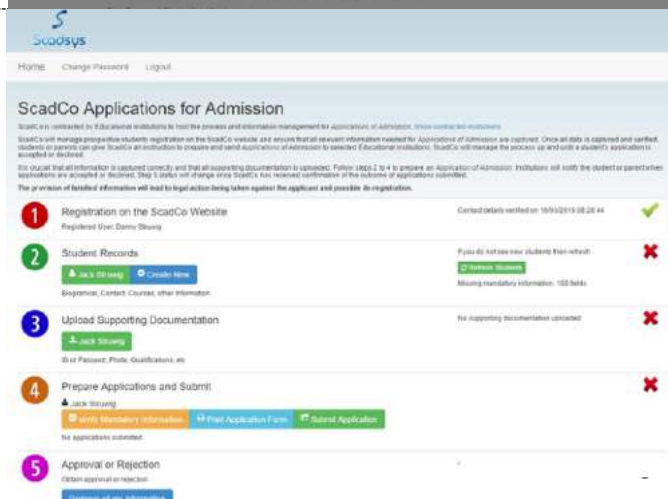
Click [Create New Student](#).



The following screen will be displayed. If your child is not listed, click the [Refresh Students](#) button. Some browsers do not refresh automatically.

You will now see your child's name under the **Student Records** section.

Click on your Child's name i.e. [Jack Struwig](#) to enter his/her information.

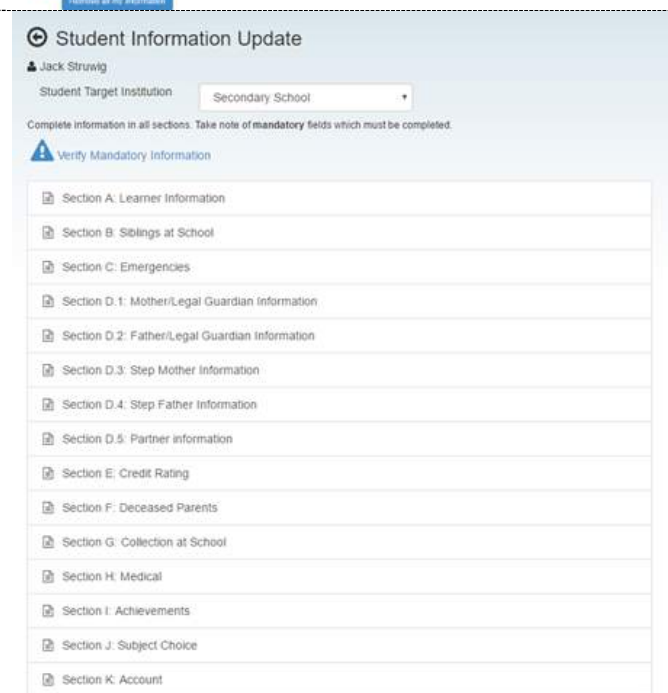


Step3: Capture Student Information

The **Student Information Update** screen will show the required information for the student. These sections are different for the different institutions.

Some of the sections have mandatory fields (information you must supply, otherwise the application will not be valid) and are categorised by and * after the field. Ensure that you enter these fields.

Click on [Section A: Leaner Information](#)



The Learner Information screen will be displayed.

You will see the mandatory fields marked with *.

Enter as much information as possible and remember - rather supply more information than less. It will count in your favour if the institutions have the correct information available when making a decision to accept or to reject the application.

Remember update! click [Update](#) to save the data at the bottom of the page.

Follow the same procedure for all sections.

Please take special note of Section L as this is where you input your reference number from the GDE online application. This is mandatory for Grade 8 applications!

Step4: Upload Supporting Documentation

When all student data has been captured, then the supporting documentation may be uploaded (not mandatory).

Click on the student, i.e. [Jack Struwig](#) in the *Upload Supporting Documentation* section.

The Documentation Upload screen will be displayed with all the supporting documentation that can be uploaded.

Not all documentation is required, i.e. if you are a SA Citizen you do not have to upload immigrant documentation.

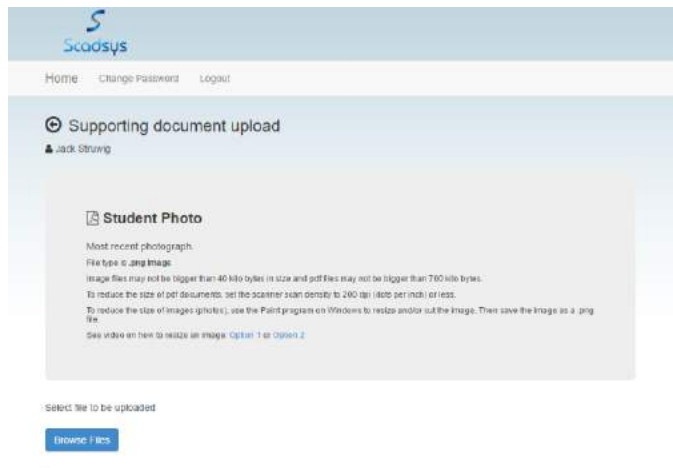
Upload documentation can only be in the form of a pdf document or an image. If you do not know the difference then ask your child.

PDF documents will be scanned documents like proof of residence, birth certificates, etc. Images are photographs of the student and parents in .png format. There are links to videos to look at when you upload a document or image.

To upload student photograph, click on [Student Photo](#).

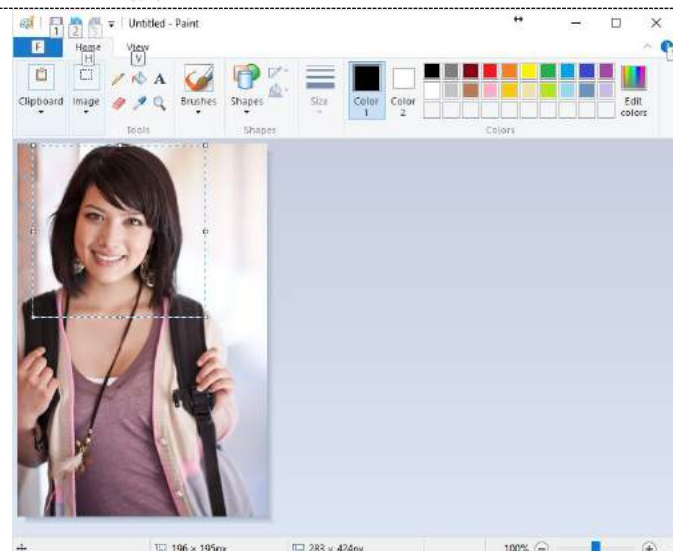
The file type to upload is .png and the maximum size is 500 Kilobytes.

Click on [Browse Files](#) to locate the file on your computer.

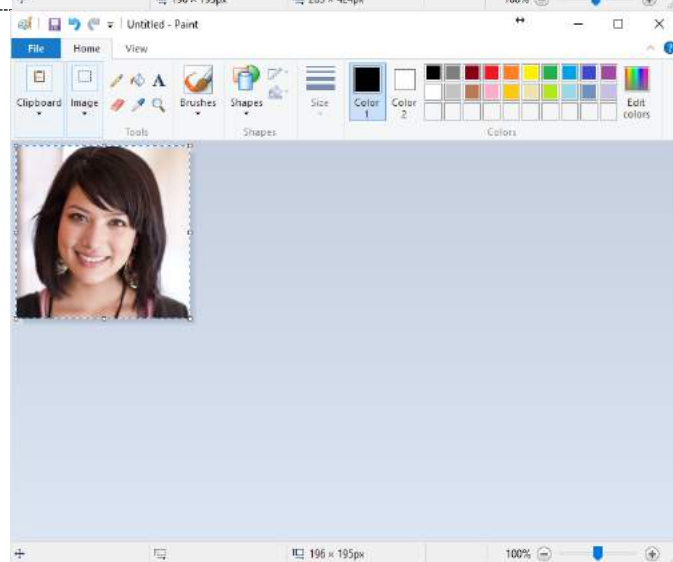


With **Paint** on windows you can cut the face of the photograph, then resize it and save it to a .png file.

See the example image on the right. Select the area and click copy and then past in a new screen.




The image with only the face. Save as Jack.png



The file, **Jack.png** size is 82KB, which can be uploaded.

Files must be smaller than 500KB.

Name	Date modified	Type	Size
 Jack.png	17/03/2016 06:51	PNG File	82 KB

Locate the **Jack.png** file and click [Upload File](#)

When the file is uploaded, the system will respond with a display of the image.

Click [Continue](#) to upload the next image or document.



An uploaded **Birth Certificate** in pdf format will be displayed in a box with scrolling arrow.

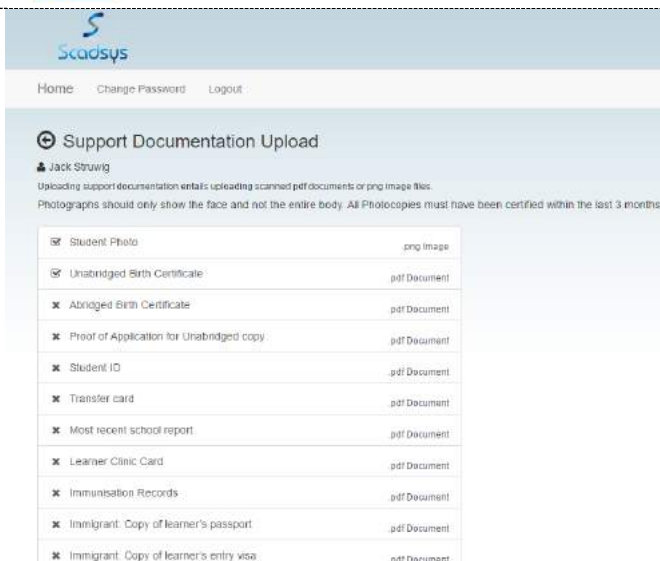
Make sure the document is correctly uploaded (sometimes the document is upside down).



Uploaded documentation icon = 

Repeat this process to upload all the required documentation.

The required supporting documentation is specified on the application form for the institution.



Step5: Verify Information

Click the [Verify Mandatory Information](#) from the main menu to have all the mandatory information checked.

All mandatory information **MUST BE** captured. The system will **NOT** allow the user to submit the application if there is outstanding information.

Application forms **can be printed** while there is outstanding information. (This is to allow parents to check information for correctness and spelling mistakes).

Section A	Field Name	Status
Section A	Year	Mandatory field is blank
Section A	Names	Mandatory field is blank
Section A	ID/Passport	Mandatory field is blank
Section A	Birth Certificate	Mandatory field is blank
Section A	Gender	Mandatory field is blank
Section A	Ethnic Group	Mandatory field is blank
Section A	Home Language	Mandatory field is blank
Section A	Country of Birth	Mandatory field is blank
Section A	Country of Citizenship	Mandatory field is blank
Section A	Family Total	Mandatory field is blank

Step6: Print Application Form

Click [Print Application Form](#) button from the main menu. The Print screen will be displayed.

Select the Institution you want to submit the application to. A list of available forms (pages) will be displayed. Every institution has specific pages and information required for their applications.

Print every page and sign the documentation. Parents or Legal Guardians **MUST** sign the documentation as indicated on the form.

Refer to the requirements of the printed application (i.e. which documentation must accompany the application form) and make sure that you have the correct supporting documentation.

Click on the form and the specific application page will be displayed. Then click on [Print](#) to have the page printed.

Some browsers have difficulty to print the forms. If it does not print correctly with your browser then install Chrome which we know will most definitely print correctly.

The output is shown in the next window below.

Clinton Struwig's application is ready to be printed. Select the institution and form to be printed.

Available Institutions

Fourways High School

Available Forms

- Application Form Page 01
- Application Form Page 02
- Application Form Page 03
- Application Form Page 04
- Application Form Page 05

Application Form Page 02

Page 2

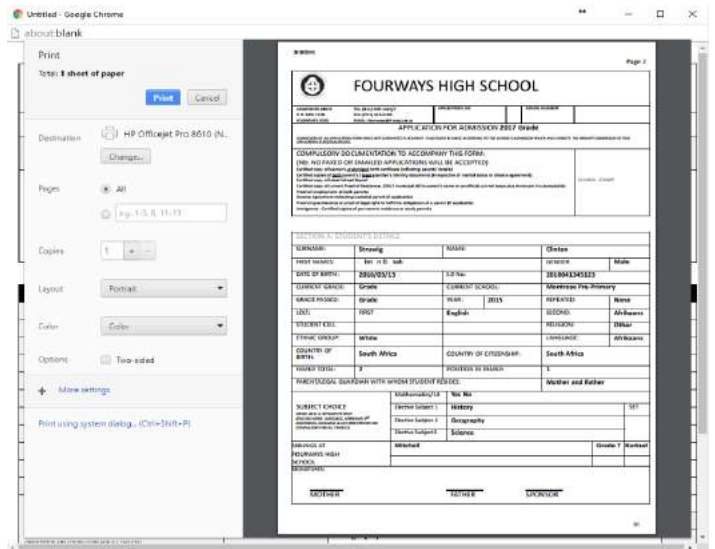
FOURWAYS HIGH SCHOOL

APPLICATION FOR ADMISSION 2017 Grade 3

COMPULSORY DOCUMENTATION TO ACCOMPANY THIS FORM:
(NB: NO FAXED OR EMAILED APPLICATIONS WILL BE ACCEPTED)

SECTION A: STUDENT'S DETAILS

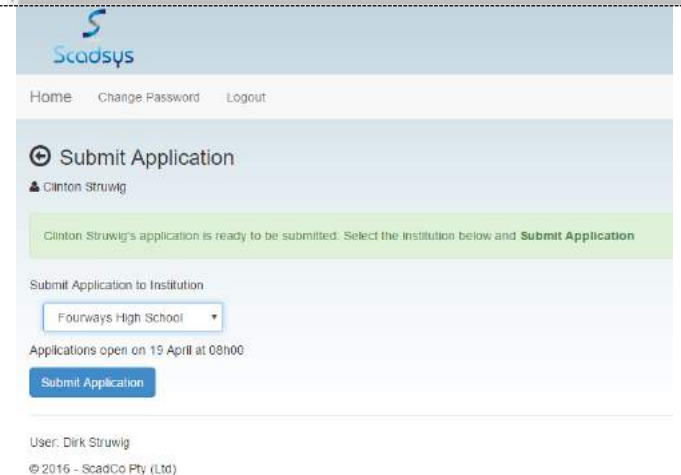
SURNAME:	Struwig	NAME:	Clinton
FIRST NAMES:	Clinton Donahue	GENDER:	Male
DATE OF BIRTH:	2016/09/15	I.D No:	2010041345123
CURRENT GRADE:	Grade 3	CURRENT SCHOOL:	Montrose Pre-Primary
GRADE PASSED:	Grade 1	YEAR:	2015
		REPEATED:	None



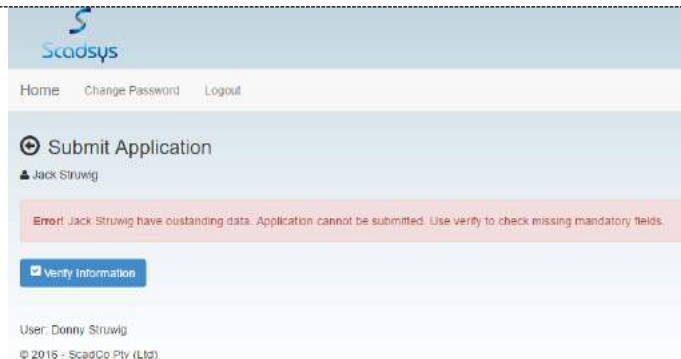
Step7: Submit The Application

When you are ready to submit the application, click on the [Submit Application](#) button on the main menu.

If you have all the mandatory information specified, then the system will show a message that you can submit the application.



If mandatory information is missing then the system will NOT allow you to submit the application.

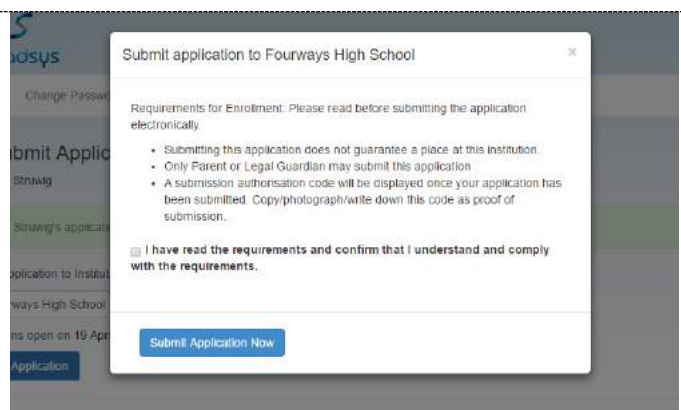


Submit the application on the due date as displayed on the screen. Read the requirements of enrolment and when you agree, select the tick box to indicate that you agree.

Then on the due date and due time click [Submit Application Now](#)

As thousands of parents/students will perform this function at the same time, the delay could be a few minutes.

DO NOT click anything during this time as you will probably lose your place in the queue and you will have to submit again.



Wait until you see the next screen.

The application is now submitted to the selected institution and an **Authorisation Code** is displayed.

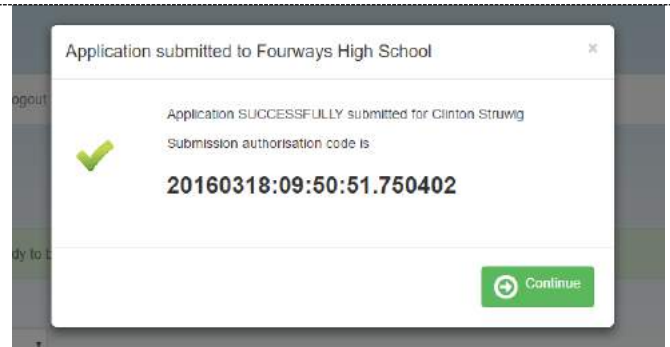
This code proves that you submitted your application.

NB: Do the following:

- Write down the code, or
- Copy and paste the code, or
- Copy the screen (ctrl + prtsn keys), or
- Take a photograph of the screen with your cell phone.

Keep this code in a safe place, you might need it.

The process is now Complete.



Wait for the institution to contact you to submit the signed paper application with supporting documentation.

If you have any problems or suggestions contact the institution or email admissions@scadco.co.za

