

## Guidelines for Admissions

Dear Parents, kindly open the Internet Browser (Preferably Google Chrome or Firefox) and enter the URL [npswest.edchemistry.com](http://npswest.edchemistry.com) in the address tab

### Steps to Register

- Click on Register Link



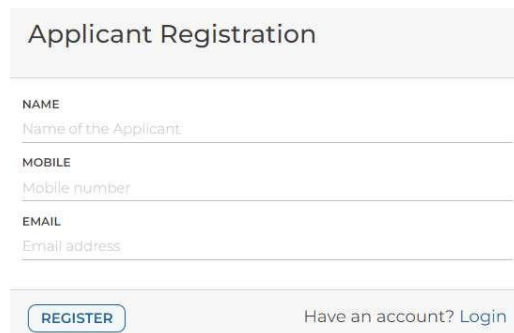
USERNAME  
User Name

PASSWORD  
\*\*\*\*\*

Register [Forgot Password ?](#)

LOGIN

- Enter the Applicant Name, Mobile number, Email and click on **Register** button



Applicant Registration

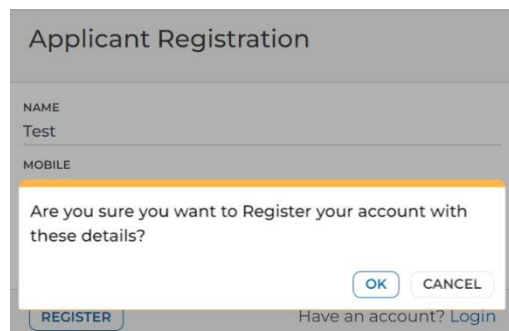
NAME  
Name of the Applicant

MOBILE  
Mobile number

EMAIL  
Email address

REGISTER [Have an account? Login](#)

- Click on the **OK** button.



Applicant Registration

NAME  
Test

MOBILE

Are you sure you want to Register your account with these details?

OK CANCEL

REGISTER [Have an account? Login](#)

- An **OTP** will be sent to the registered Email ID
- Enter the registered Email ID in the username field and the OTP shared via email in the password field. Click on Login button
- Enter new password and confirm password and set your new password, click on **Change Password** button

Once you change the password, you will be logged out automatically. Please login again with the new password to access the portal.

**NEW PASSWORD**  
Password

**CONFIRM PASSWORD**  
Password

**Password rules:**

- Should contain at least one lower case (small letter) character
- Should contain at least one upper case (capital letter) character
- Should contain at least one number
- Should contain at least one special character
- Password cannot contain any 4 consecutive letters from the username. Example: If username is Abcdef@l, password can not contain Abcd bcde etc.,
- Password cannot be same as username

*It is mandatory to change password for your account safety*

**CHANGE PASSWORD**

- Enter username and the new password, click on login button

**USERNAME**  
User Name

**PASSWORD**  
\*\*\*\*\*

Register Forgot Password ?

**LOGIN**

- Click on **Admission** button from the Admission widget on the dashboard as shown below

Admissions

Admissions 2024-2025 are now open. Please click the Admission button below to access the Admission Dashboard.

**ADMISSION**

- Select the required class to which you are applying from the 'Select the Class' dropdown, Click on the **Apply** button
- Note: View the admission instructions given in the link before applying the application form

Admissions

### Instructions for Parents

- Ensure that the application is filled properly and completely
- Incomplete form will not be accepted
- Submit all essential documents required to complete the process
- Please upload the Formal Passport photograph of Student and Parents photograph
- Upload all the relevant documents and students Birth certificate
- [Please click here for Admissions Instructions](#)

To Apply select the Class and click the Apply button

Select the Class ▼ APPLY

- Click on the **OK** button

You have selected the Class '**Grade 1**', click on **Ok** button to apply



- Application form will be opened, fill all the details of candidate in the Application and click on the **Submit Application form** button

NO IMAGE AVAILABLE

Student Photo \*

UPLOAD IMAGE DOWNLOAD IMAGE

Note: Do not leave any blank spaces in the form, kindly fill in the fields as Not Applicable.

<p><b>Student Name *</b></p> <p><small>Student Name</small></p>	<p><b>Gender</b></p> <p><small>Select</small></p>	<p><b>Date of Birth *</b></p> <p><small>Date of Birth</small></p>
<p><b>Father Name</b></p> <p><small>Father Name</small></p>	<p><b>Father Mobile Number</b></p> <p><small>F-Mobile</small></p>	<p><b>Father Email ID</b></p> <p><small>Father Email</small></p>
<p><b>Mother Name</b></p> <p><small>Mother Name</small></p>	<p><b>Mother Mobile Number</b></p> <p><small>M-Mobile</small></p>	<p><b>Mother Email ID</b></p> <p><small>Mother Email</small></p>
<p><b>Name of the Current / Previous School 1</b></p> <p><small>Name of the Current / Previous School 1</small></p>	<p><b>Present Address *</b></p> <p><small>Present Address</small></p>	

SAVE AS DRAFT
SUBMIT APPLICATION FORM
CLOSE

- If you wish to complete the application later, then click on **Save As Draft** Button
- Once the Application form is submitted, Click on **Make Application Fee Payment** button to proceed with the payment Online

Applied For Montessori I Application Number: 1293/24-25	Form Status SUBMITTED	Student Name Ztesting 24
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[MAKE APPLICATION FEE PAYMENT](#)

- Post application fee payment, the institution will move the application to further stages as per the admission process.

**Note: Steps to view or download the Fee receipts**

Click on menu link on the left-hand top of the screen. Click on Fee Payment Transactions



Click on the PDF icon to download the fee receipt

Transaction Details				
19-11-2022	NPS-R-23-00079	Online	Payment Received	
Invoices: Registration Fee_K-12				