Guidelines for Parents

Kindly open the Internet Browser (preferably Google Chrome or Firefox) and enter the URL **chimesmontessori.edchemy.com** in the main address tab
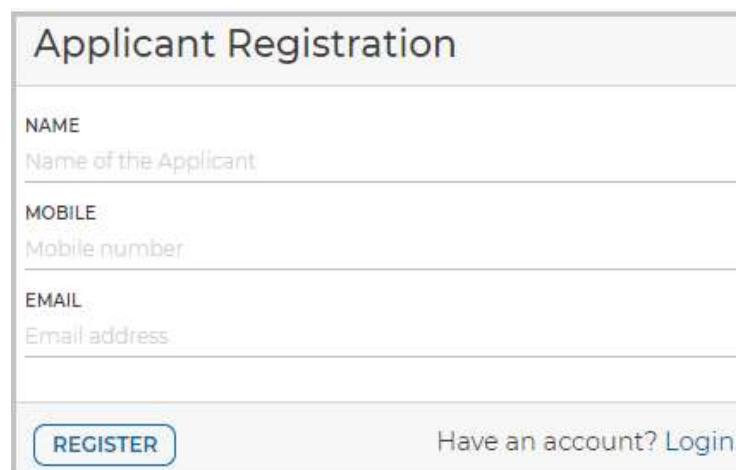
Steps to Register

- Click on **Register** Link

USERNAME
User Name

PASSWORD
·········

Register   Forgot Password ?

LOGIN
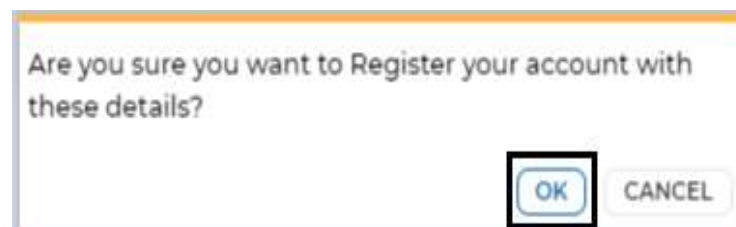
- Enter the **Name, Mobile number (Username), Email** and click on **Register** button

Applicant Registration

NAME
Name of the Applicant

MOBILE
Mobile number

EMAIL
Email address

REGISTER   Have an account? Login

- Click on **OK** button

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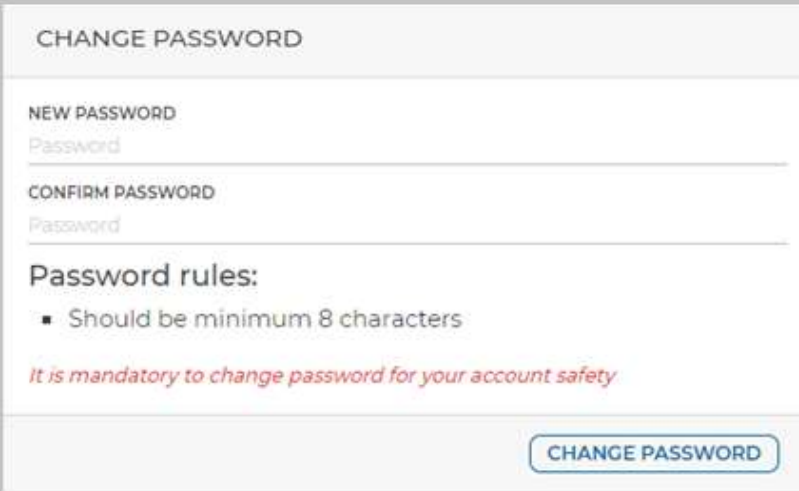
OK   CANCEL

Steps to Login

- Enter registered Mobile number in Username field and enter the one-time password received to your registered Mobile number in Password field and click on **Login** button

- Enter the new password in **New Password** and **Confirm Password** fields and click on **Change Password** button (This is the one-time activity)

- After clicking on Change password button, the session will be logged out and the screen will be redirected to login page. Kindly login with **Username** and with the new **Password**

Steps to apply for Application Form online

- After login, select the Class from the dropdown and click on **Apply** button

- Click on **OK** button

- Enter all the details in the enquiry form and click on **Submit** button

- Click on **OK** button

- Application form status will be moved to **Submitted** status


```
COURSE APPLIED          STATUS
Early Years (22-23)     SUBMITTED
STUDENT                 APPLICATION NO.
Amith
```

- Once the application is moved to **Interaction Cleared** status from the institution, click on **Submit Form** button to fill in the application form


```
Admissions

COURSE APPLIED          STATUS
Montessori 1 (22-23)    INTERACTION CLEARED
STUDENT                 APPLICATION NO.
Amith

                              SUBMIT FORM
```

- Fill all the details in the application form and click on **Submit Form** button

- Click on **OK** button


```
Please confirm your action - Submit

                              OK    CANCEL
```

- Click on **Make Payment** button to proceed with the payment

- Chose the payment mode and click on **Pay** button to complete the payment

Note: Based on the payment mode selected, additional transaction charges will be applicable

- Application status will be updated as mentioned below

- Click on the three horizontal lines on the left-hand top and click on **Fee Payment Transactions** menu to view the payment receipt

- Transaction details will be displayed as mentioned below