


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

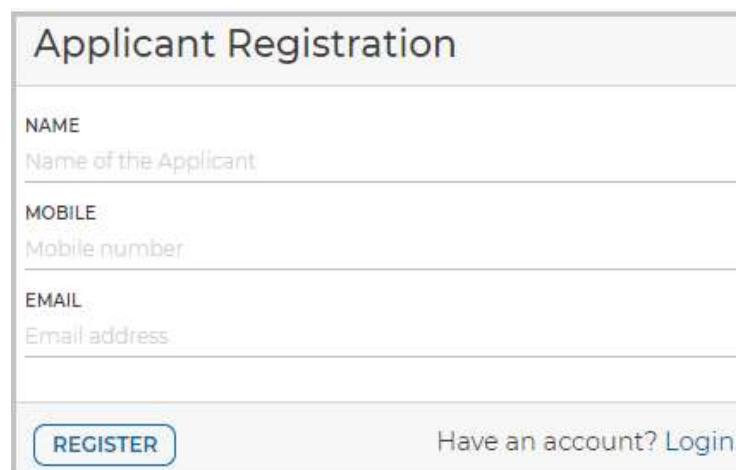
- Click on **Register** Link



Registration form with the following fields and buttons:

- USERNAME: User Name
- PASSWORD: [Redacted]
- Buttons: Register (highlighted with a black box), Forgot Password ?, LOGIN

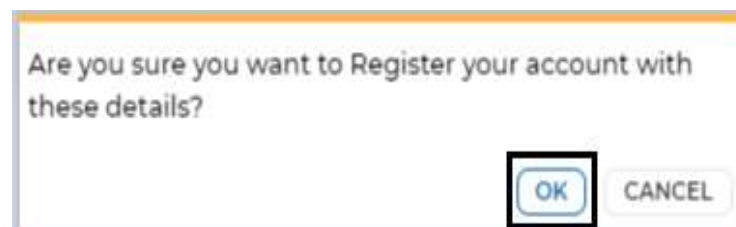
- Enter the **Name, Mobile number (Username), Email** and click on **Register** button



Applicant Registration form with the following fields and buttons:

- NAME: Name of the Applicant
- MOBILE: Mobile number
- EMAIL: Email address
- Buttons: REGISTER (highlighted with a blue box), Have an account? Login

- Click on **OK** button



Confirmation dialog box with the following text and buttons:

- Text: Are you sure you want to Register your account with these details?
- Buttons: OK (highlighted with a black box), CANCEL

Steps to Login

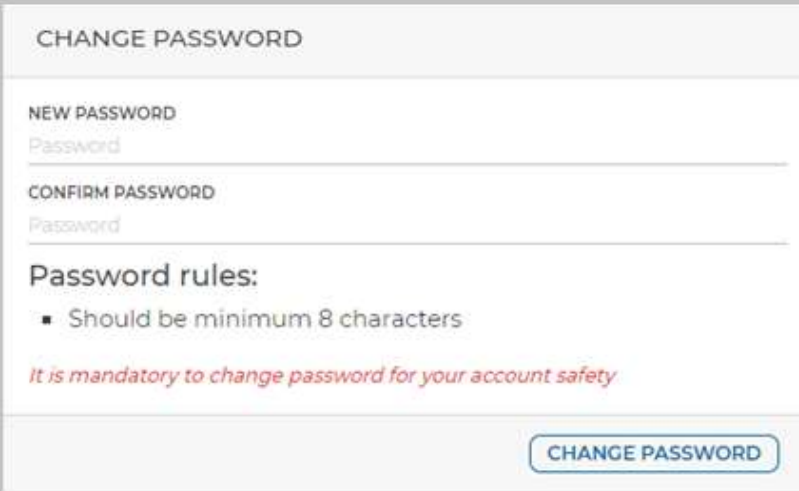
- Enter registered Mobile number in Username field and enter the one-time password received to your registered Mobile number in Password field and click on **Login** button



The screenshot shows a login form with the following elements:

- USERNAME** field with a placeholder "User Name".
- PASSWORD** field with a placeholder "*****".
- Links for "Register" and "Forgot Password ?".
- A prominent **LOGIN** button.
- A link for "Guideline for Login" below the 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)



The screenshot shows a "CHANGE PASSWORD" form with the following elements:

- NEW PASSWORD** field with a placeholder "Password".
- CONFIRM PASSWORD** field with a placeholder "Password".
- Password rules:**
 - Should be minimum 8 characters
- A red warning message: *It is mandatory to change password for your account safety*.
- A **CHANGE PASSWORD** button at the bottom right.

- 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

Admissions

To Apply select the Class and click the Apply button

Select the Class

- Click on **OK** button

You have selected the Class '**Montessori 1 (22-23)**', click on **Ok** button to apply

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

Apply [Montessori 1 (22-23)]

General

Enquiry Form

NAME OF THE CHILD *

DATE OF BIRTH *

FATHER NAME *

MOTHER NAME *

GENDER *

FATHER MOBILE *

MOTHER MOBILE *

- Click on **OK** button

Please confirm your action - Submit

- 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

General
Personal Information
Parents Info
Attachments

Student Details

NO
IMAGE
AVAILABLE

Recent Photograph of the Child *

UPLOAD
↓

CASTE CATEGORY *
Select ▼

NATIONALITY *
Select ▼

MOTHER TONGUE *
Select ▼

ADDRESS *

RELIGION *
Select ▼

GO BACK
PROCEED
SUBMIT FORM
CLOSE

- Click on **OK** button

Please confirm your action - Submit

OK
CANCEL


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

Admissions

COURSE APPLIED Montessori 1 (22-23)	STATUS FORM SUBMITTED
STUDENT Amith	APPLICATION NO.

MAKE PAYMENT

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



Chimes Montessori

English ▾

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PREFERRED PAYMENT METHODS

₹ Wallet - PhonePe ✓

CARDS, UPI & MORE

Card
Visa, MasterCard, RuPay, and Maestro

UPI / QR
Google Pay, PhonePe & more

PAY

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



- Application status will be updated as mentioned below

Admissions

COURSE APPLIED Montessori 1 (22-23)	STATUS PAYMENT RECEIVED
STUDENT Amith	APPLICATION NO.


[PRINT APPLICATION FORM](#)

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


 Fee Payment Transactions

- Transaction details will be displayed as mentioned below

Transaction Details

14-12-2021	R-00003	Cash	Payment Received	
Invoices: Tuition Fee				