


Guidelines for Parents

Kindly open the Internet Browser (preferably Google Chrome or Firefox) and enter the URL <https://samvedschool.edchemy.com> in the main address tab

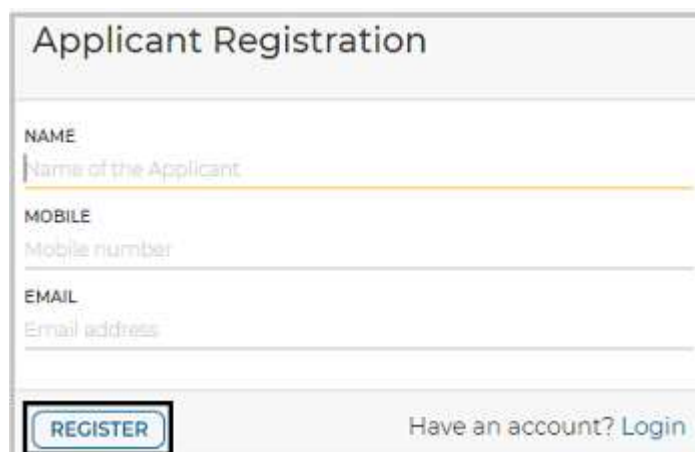
Steps to Register

- Click on **Register** Link



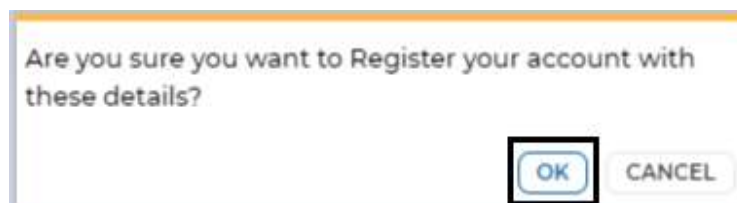
A screenshot of a registration form. It has two input fields: 'USERNAME' with a placeholder 'User Name' and 'PASSWORD' with a placeholder '*****'. Below the fields are two buttons: 'Register' (highlighted with a black box) and 'Forgot Password?'. At the bottom is a wide 'LOGIN' button.

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



A screenshot of a form titled 'Applicant Registration'. It has three input fields: 'NAME' with a placeholder 'Name of the Applicant', 'MOBILE' with a placeholder 'Mobile number', and 'EMAIL' with a placeholder 'Email address'. Below the fields are two buttons: 'REGISTER' (highlighted with a black box) and 'Have an account? Login'.

- Click on **OK** button



A screenshot of a confirmation dialog box. The text reads: 'Are you sure you want to Register your account with these details?'. At the bottom right are two buttons: 'OK' (highlighted with a black box) and 'CANCEL'.

Steps to Login

Enter registered mobile number in Username field and enter the one-time password sent to the registered mobile number in Password field

- Click on **Login** button



USERNAME
User Name

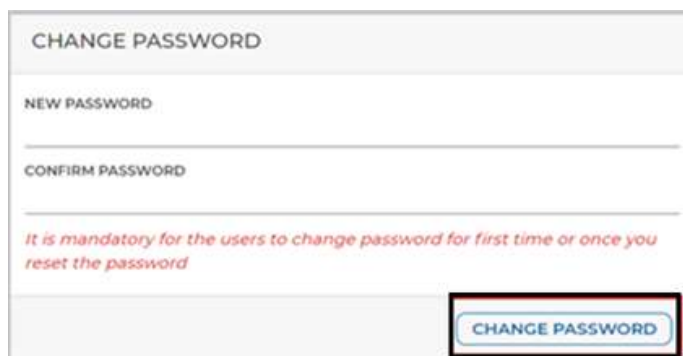
PASSWORD

Register Forgot Password ?

LOGIN

[Guideline for Login](#)

- Enter the new password in **New Password** and **Confirm Password** fields and click on **Change Password** button



CHANGE PASSWORD

NEW PASSWORD

CONFIRM PASSWORD

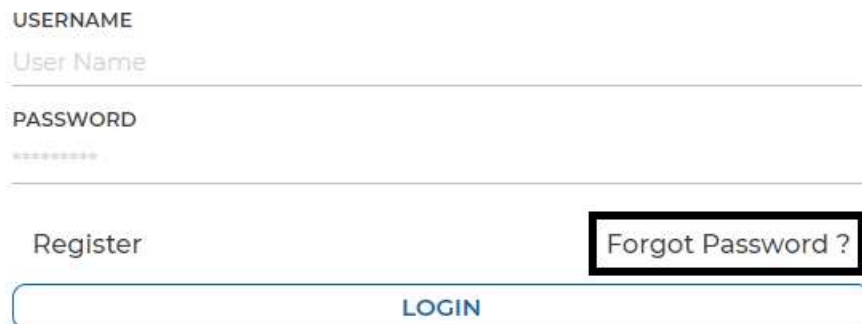
It is mandatory for the users to change password for first time or once you reset the password

CHANGE PASSWORD

- After clicking on change password button, screen will be redirected to login page again. Kindly login with **Username** and with the new **Password**.

Steps to Reset Password

- Click on **Forgot Password** link



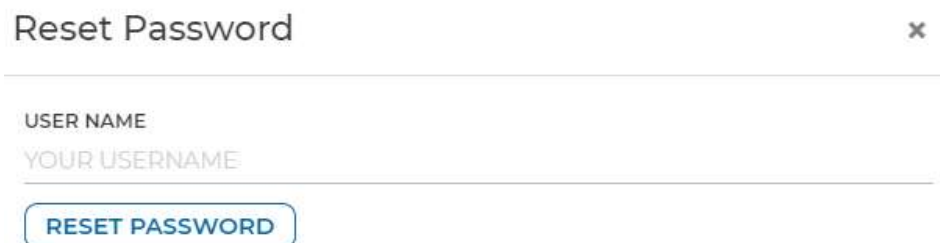
USERNAME
User Name

PASSWORD

Register **Forgot Password ?**

LOGIN

- Enter the mobile number and click on **Reset Password** button. An OTP will be sent to the registered mobile number

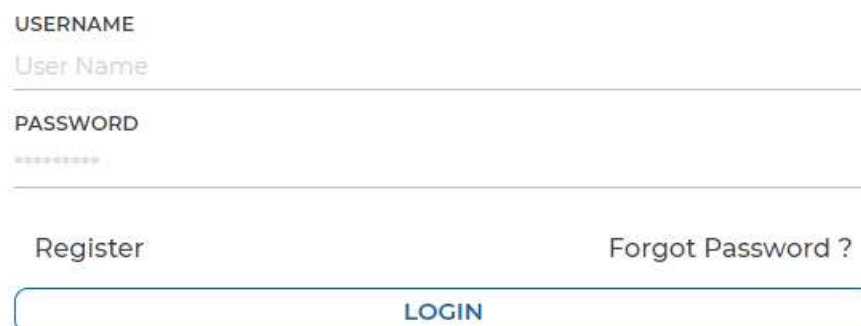


Reset Password ✕

USER NAME
YOUR USERNAME

RESET PASSWORD

- Enter the mobile number and enter the OTP received in the Password field and click on **Login** button



USERNAME
User Name

PASSWORD

Register Forgot Password ?

LOGIN

Steps to apply for Online Application Form

- After login, below dashboard will be displayed. Click on **Apply** button

Admissions

Instructions for Parents

- Ensure that application is filled properly and completely
- Incomplete form will not be accepted
- Soft Copy of the Birth Certificate of the Child to be uploaded

Age Criteria for Pre Nursery, LKG, UKG and Class 1

- **Pre Nursery** - 2 years 10 months to 3 years 5 months
- **LKG** - 3 years 6 months to 4 years 4 months
- **UKG** - 4 years 5 months to 5 years 4 months
- **Class 1** - 5 years 5 months to 6 years 4 months

Kindly use the updated version of Google Chrome or the Firefox browser.

Admission process is open for registration, please click on the Apply button to register

APPLY

- Choose the course and click on **Next** button

Apply for Admission

- PRE NURSERY**
- LKG**
- UKG**
- CLASS 1**
- CLASS 2**
- CLASS 3**
- CLASS 4**

NEXT

- Enter all the details in the form and click on **Save Form** button

General

The size of the photograph should be less than 2MB (Supported Formats: jpg, jpeg, png)

NO IMAGE AVAILABLE Student Photograph

UPLOAD IMAGE

NAME OF PUPIL * GENDER *
Select

DATE OF BIRTH * PLACE OF BIRTH *
Select

NATIONALITY * RELIGION *
Select

PREVIOUS **SAVE FORM**

- Once the form is submitted, kindly click on **Make Payment** button

Admissions

Test student Grade 4

Form Status Submitted

Your action is needed, Please make your choice and click the corresponding button

MAKE PAYMENT

- Select the invoice and click on **Make Payment** button. Click on Pay Now button to proceed with the payment. Chose the payment mode and click on **Pay** button to make the payment

CARDS, UPI & MORE

Card
Visa, MasterCard, RuPay & More


UPI / QR
Google Pay, PhonePe & more

Netbanking
All Indian banks

Wallet
PhonePe & More

PAY

- Once the payment process is completed, click on **Submit** button to fill the pending application form

Test Student Class 4 

Form Status
Application Fee Received

Your action is needed, Please make your choice and click the corresponding button

SUBMIT

- Fill in the fields under Parent details, Academic details of student, Medical history and click on **Save Form** button

Parent Details

Father Details

NAME *	EDUCATIONAL QUALIFICATION
MOBILE NUMBER *	EMAIL *

Mother Details

NAME *	EDUCATIONAL QUALIFICATION
MOBILE NUMBER *	EMAIL *

PREVIOUS
SAVE FORM

Academic Details of Student

School 1

NAME OF THE PREVIOUS SCHOOL	FROM ACADEMIC YEAR
TO ACADEMIC YEAR	CLASS

School 2

NAME OF THE PREVIOUS SCHOOL	FROM ACADEMIC YEAR
TO ACADEMIC YEAR	CLASS

PREVIOUS
SAVE FORM

Apply for Admission x

Medical History

DETAILS OF MEDICAL HISTORY

NONE

Declaration

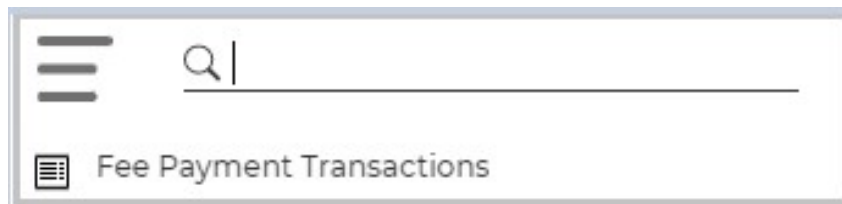
I agree to abide by the Rules and Regulations of the school

I declare that the information provided by me is true to the best of my knowledge

I declare that my son/daughter is not suffering from any major illness

SAVE FORM

- Click on the three horizontal lines on the left-hand top and select Fee Payment Transactions menu to check the payment invoice.



- Transaction details will be displayed as mentioned below

Transaction Details				
01-11-2021	00002	Cash	Payment Received	
Invoices: Application Fee_Samved				
01-11-2021	00003	Cash	Payment Received	
Invoices: Application Fee_Samved				