GUIDE TO COMPLETING THE ONLINE ENROLMENT PROCESS VIA SCHOOL WEB

PART ONE: UPDATING INFORMATION

LOGIN TO THE PLATFORM

1

Visit the School Web platform by clicking the following link:
https://englishschool.infinite.com.co/schoolweb/ingreso.aspx

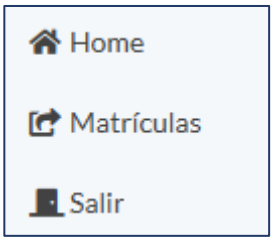
The user is your ID number

The initial password is 1234.

The system will ask you to change your password immediately. The password must be alpha-numeric, at least 10 digits long and without special characters.

GO TO MATRÍCULAS

2

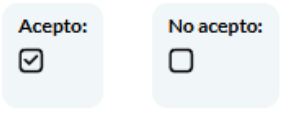


In the left menu, select **Matrículas** and start the process, choosing the student. Click on the **Actualiza Datos** tab.

INFORMATION UPDATE

3

Authorise the **processing of your** personal **data** by clicking on *Acepto* at the bottom of the screen. Failure to do so will prevent you from continuing with the process.

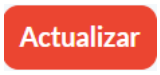


Fill in all the personal information of the family members. Do not omit any fields. **Updating the parents' details will only be necessary for the first child**.

Please note that the guardian is the person who holds the legal representation of the student, being appointed by a judge of the Republic.

Finally, authorise the use of photos, videos and images of the student.

Click on Actualizar.

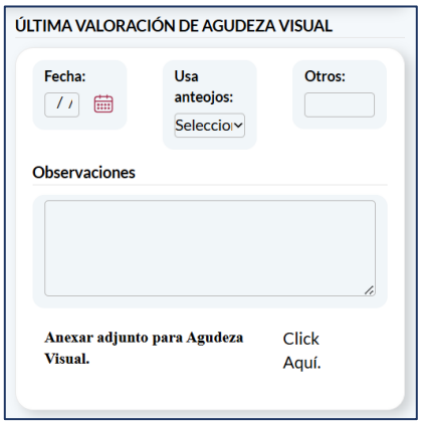


The system will inform you that the information was saved correctly.

Go to the next tab: **Ficha Salud I**

FICHA SALUD I AND FICHA SALUD II

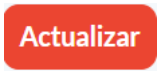
In the **Ficha Salud I,** fill in all the health fields carefully and go to the tab Ficha Salud II.



In the **Ficha Salud II,** attach the health certificate (compulsory for all students) and the audiometry and optometry certificates (compulsory for TEN and Early Years students).

You may also attach the medical prescriptions, recommendations and restrictions of the health professionals attending your child.

When finished, click on Actualizar.



The, go to the **Adjuntar docs** tab.

ADJUNTAR DOCS

Upload the requested documents for the student to the platform. The **documents** must be uploaded double-sided. These are:

Student's identity document	• Civil registration, identity card or cédula for Colombians. • Passport, visa and foreigner's identity card for foreigners.	Compulsory for all students.
Parent's identity document	• Cédula for Colombians. • Cédula de extranjería for foreigners. Passport, if you do not already have one.	Compulsory for all students.
Affiliation to EPS/ health insurance	Certificate of affiliation to the EPS for Colombians. International health insurance for new foreigners.	Mandatory for all students.

Click on Continue and go to the **SERVICIOS** tab.

ADDITIONAL SERVICES

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The platform will show you the cost of tuition and additional services that you can choose for the student. Choose the additional services you voluntarily want for the student.

Important

Keep in mind to choose the one that corresponds to the conditions of the service you require and the grade level your child is being enrol in:

- Transport ☑
  - One way or Round trip
  - In Bogotá or outside Bogotá
- Refreshing beverage (PJ to T only) ☐
- Snack (PJ to Grade 1 only)
- Cafeteria (lunch) ☑
- Yearbook ☑
  - For TES
  - For TEN
- Calendar
- Long day (for TEN only)

This year, you can purchase the calendar and the yearbook **separately** and **per student**, not per family. If you only want one for the family, choose the service for only one of your children.
If you have more than one child and one of them will be enrolled in Grade 11 and you wish to purchase the yearbook, choose the service for the child enrolled in Grade 11.

Click on **Actualizar**

TESPAS MEMBERSHIP

7

Check SI if you would like to receive more information about the benefits of being a member of the **TESPAS Parents' Association**.

SI ☐ NO ☐

You may also click on the link to join immediately.

Click Confirmar and proceed to the **TRANSPORTE** tab.

Confirmar

TRANSPORT

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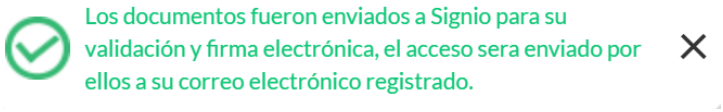
Confirm the type of service previously selected in the **Services** tab. If a second address is required, register it.

Check the departure authorisation for the student:

- Exits the school in a school bus
- Exits through the pedestrian exit
- Exits through the vehicle exit in a private car
- Exits in a private bus

Click on **Finalizar**

The following message will appear:



SECOND PART: SIGNING THE DOCUMENTS IN SIGNIO

The Signio platform will send both parents the message for the electronic signature of the enrolment.

9

Open a new tab in your browser and check your institutional e-mail. You will find an e-mail from **Signio** with the subject **" Favor Firmar "**. Open the e-mail and follow the steps to sign the contracts and other documents.

Make sure that the other parent also completes this step.

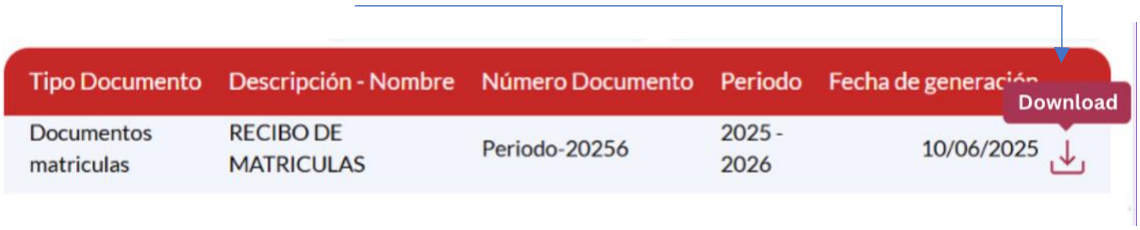
PART THREE: PAYMENT OF TUITION FEES

10

Once both parents have signed, return to the **SchoolWeb** platform and proceed with the tuition payment.

Click on the PSE button if you wish to pay online. Then click on Pagar to proceed to the payment site.

If you wish to pay in a bank, click on the Documentos tab and download the PDF.



REMEMBER

Once the three steps have been completed (Information update, signature and payment) the process will be considered completed.

An e-mail will be sent to the parents' institutional e-mails confirming the successful completion, once the manual verification of documents has been completed.

Need help with the platform?

During the enrolment period (16 to 24 June), you can contact us at:

PBX 601-6767700, extension 911.

Working hours:

Weekdays: 7:30 a.m. to 4:30 p.m.

Saturday, 21st June: 8:00 a.m. to 1:00 p.m.

Any additional questions about payments, please e-mail the Treasury Area at carterates@englishschool.edu.co