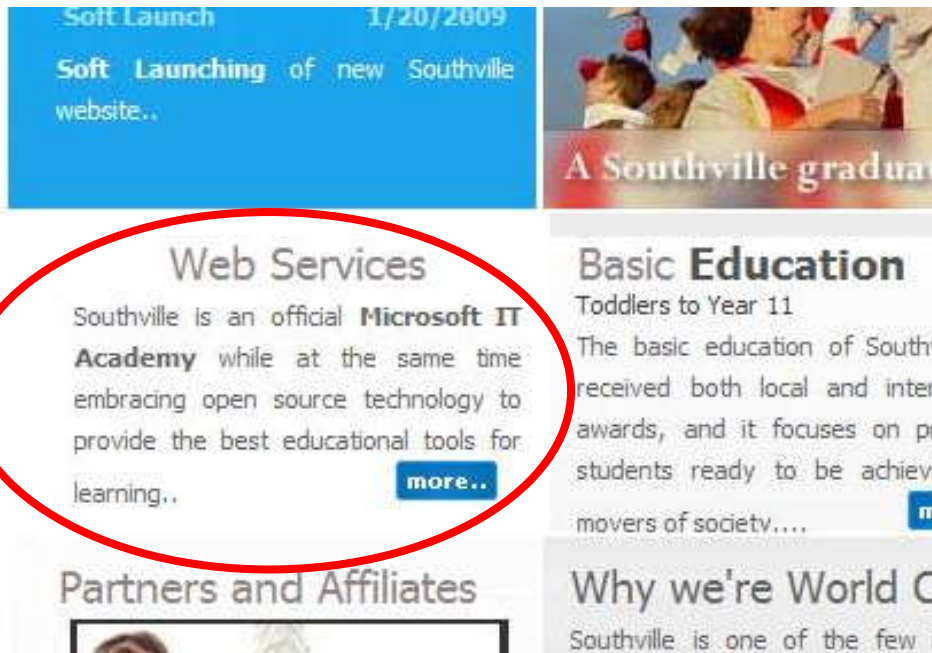


1. From the Home page click “more” on web services.



The screenshot shows a website home page with several sections. At the top left, there is a blue banner for a 'Soft Launch' dated '1/20/2009' with the text 'Soft Launching of new Southville website..'. To the right is a photo of a child with the text 'A Southville graduate'. Below these are three main content blocks: 'Web Services', 'Basic Education', and 'Partners and Affiliates'. The 'Web Services' block is circled in red and contains the text: 'Southville is an official **Microsoft IT Academy** while at the same time embracing open source technology to provide the best educational tools for learning..' followed by a blue 'more..' button. The 'Basic Education' block has the title 'Basic Education' and subtext 'Toddlers to Year 11', followed by a paragraph about local and international awards. The 'Partners and Affiliates' block is partially visible at the bottom left.

2. Apply online by clicking the link “Click her to apply online...”

Web Services



Southville International School and Colleges is offering applying online for students (both new and continuing) and prospective job candidates using our Online applications tool. [\[Click here to apply online...\]](#)

3. Start the application.

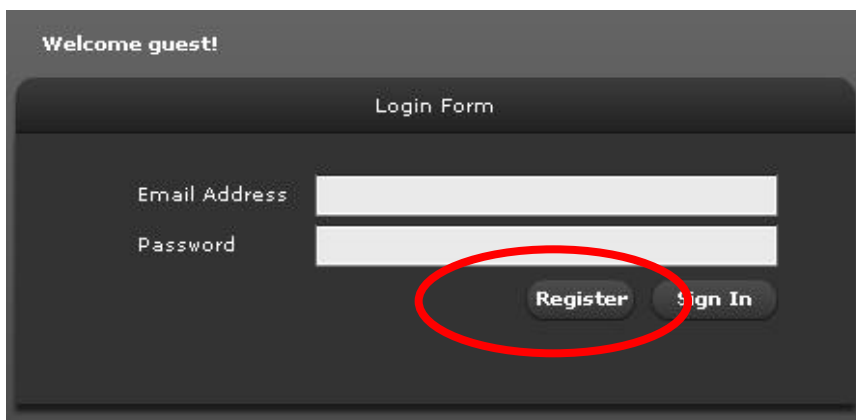
Applying Online

Beta Version

New Basic Education Students

Please use the Online application tool to pass your Basic education application form, and report card (submission online is optional - scanned copy). [[Click here to start...](#)]

4. Start Registration



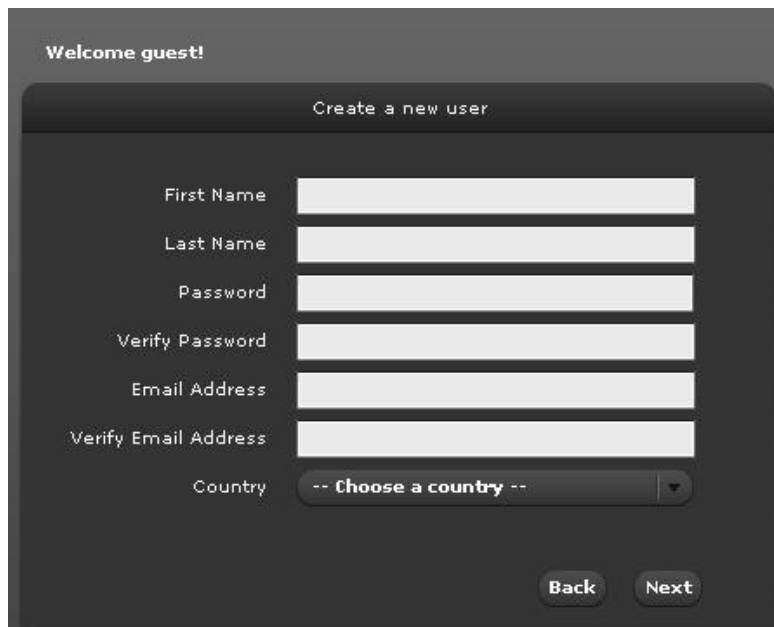
Welcome guest!

Login Form

Email Address

Password

5. Complete Registration



Welcome guest!

Create a new user

First Name

Last Name

Password

Verify Password

Email Address

Verify Email Address

Country

6. Login using the registered account

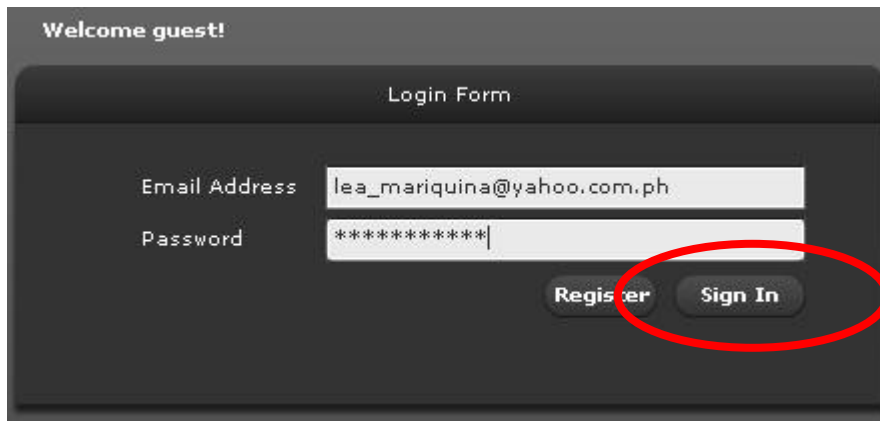
Welcome guest!

Login Form

Email Address lea_mariquina@yahoo.com.ph

Password *****

Register Sign In

A screenshot of a login interface. At the top, it says "Welcome guest!". Below that is a "Login Form" section. There are two input fields: "Email Address" containing "lea_mariquina@yahoo.com.ph" and "Password" containing "*****". At the bottom right of the form, there are two buttons: "Register" and "Sign In". Both buttons are circled in red.

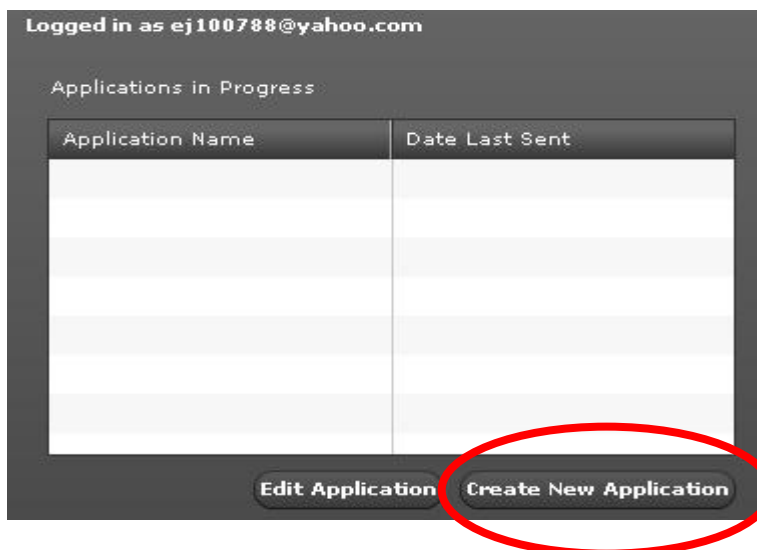
7. Create New Application

Logged in as ej100788@yahoo.com

Applications in Progress

Application Name	Date Last Sent

Edit Application Create New Application

A screenshot of a user interface showing a table of "Applications in Progress". The table has two columns: "Application Name" and "Date Last Sent". The table is currently empty. Below the table, there are two buttons: "Edit Application" and "Create New Application". The "Create New Application" button is circled in red.

8. Select Application Name to Create New Application

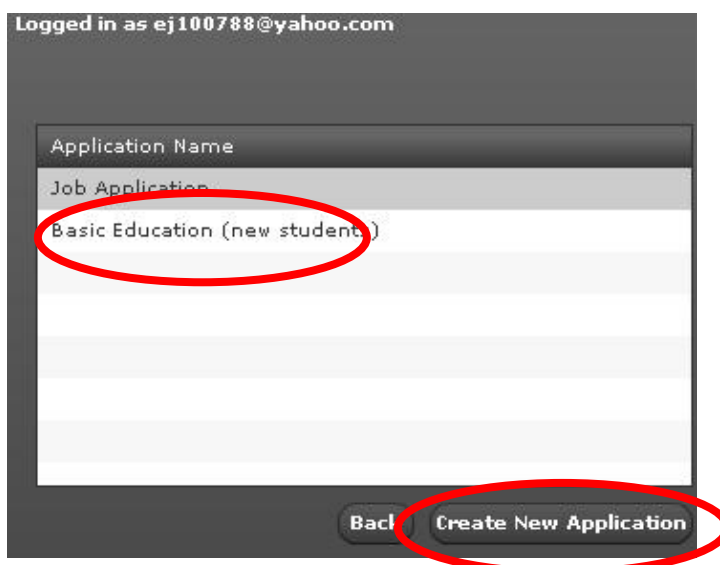
Logged in as ej100788@yahoo.com

Application Name

Job Application

Basic Education (new student)

Back Create New Application

A screenshot of a user interface for selecting an application name. It shows a list of application names: "Job Application" and "Basic Education (new student)". The "Basic Education (new student)" option is circled in red. At the bottom, there are two buttons: "Back" and "Create New Application". The "Create New Application" button is also circled in red.

9. After the New Application has been created, Edit the Application

Applications in Progress	
Application Name	Date Last Sent
Basic Education (new student)	Thu May 7 2009

Edit Application **Create New Application**

10. Download the application form.

Current Application: Basic Education (new students) **Back** **Submit Application**

Document Name: Basic Ed Application Form
Accepted Types: doc Current File: None Uploaded

Upload file **LOADING 0%** **Download Template**

Document Name: Report Card
Accepted Types: doc, pdf, jpg Current File: None Uploaded

Upload file **LOADING 0%**

Additional Comments:

11. Fill out the details needed/asked in the downloaded application form

 **Southville International School and Colleges**
136 Elizalde St. BF Homes Paranaque City
Munich St., BF Homes International, Las Piñas City
1281 Tropical Ave. corner Luxembourg St. BF Homes International Las Piñas City

SISQ-QSF-REG-001 Rev 008_09-26-08

**SISC APPLICATION FORM – A
(BASIC EDUCATION)**

Affix applicant's 2x2 photograph here

Date of Application:

Applicant for admission to Grade:

For Academic Year:

Current Grade Level:

12. Upload the filled out application

Current Application: Basic Education (new students) Back Submit Application

Document Name: Basic Ed Application Form
Accepted Types: doc Current File: None Uploaded

Upload file LOADING 0% Download Template

Document Name: Report Card
Accepted Types: doc, pdf, jpg Current File: None Uploaded

Upload file LOADING 0%

Additional Comments:

13. Upload Report Card

Current Application: Basic Education (new students) Back Submit Application

Document Name: Basic Ed Application Form
Accepted Types: doc Current File: None Uploaded

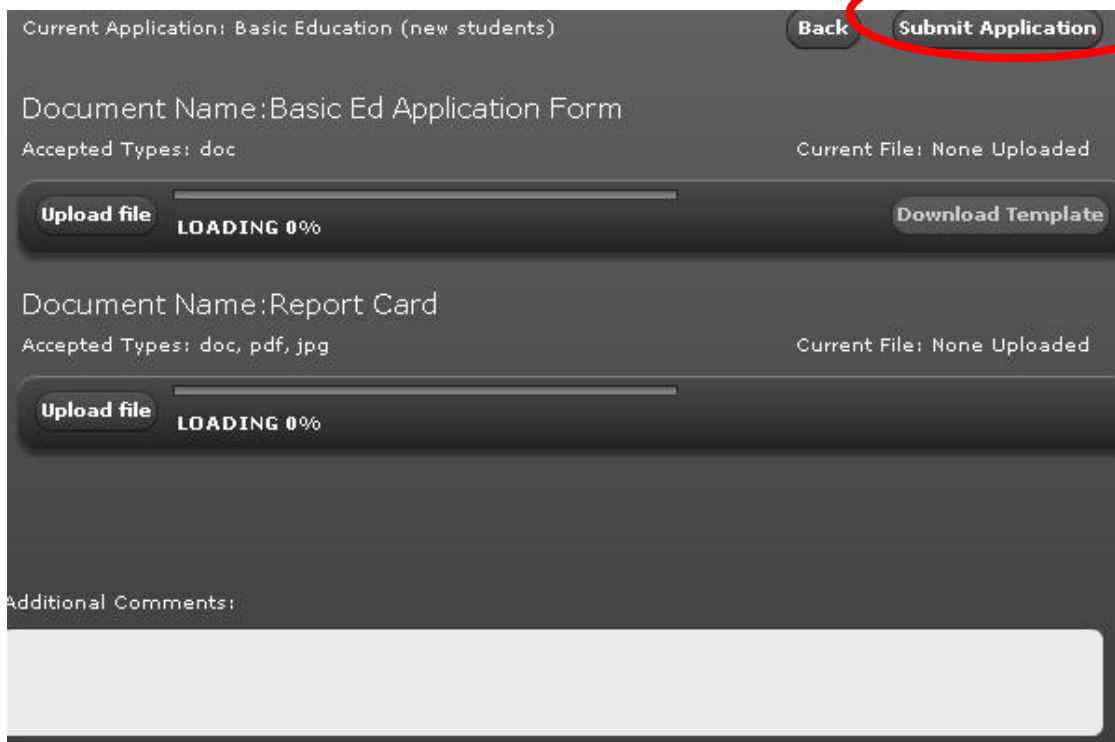
Upload file LOADING 0% Download Template

Document Name: Report Card
Accepted Types: doc, pdf, jpg Current File: None Uploaded

Upload file LOADING 0%

Additional Comments:

14. Submit Application



Current Application: Basic Education (new students) Back **Submit Application**

Document Name: Basic Ed Application Form
Accepted Types: doc Current File: None Uploaded

Upload file LOADING 0% Download Template

Document Name: Report Card
Accepted Types: doc, pdf, jpg Current File: None Uploaded

Upload file LOADING 0%

Additional Comments:

15. Finish.