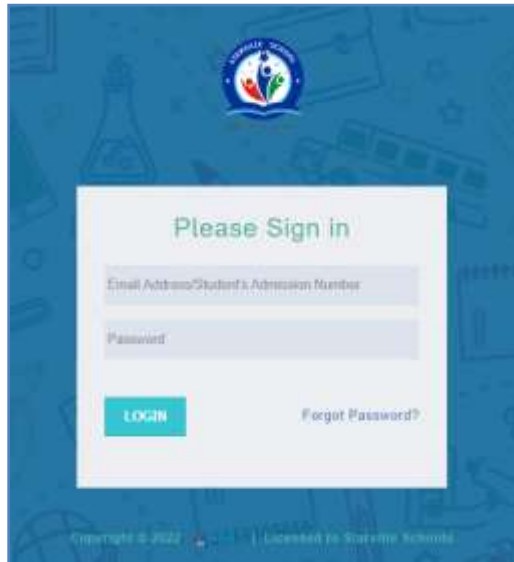


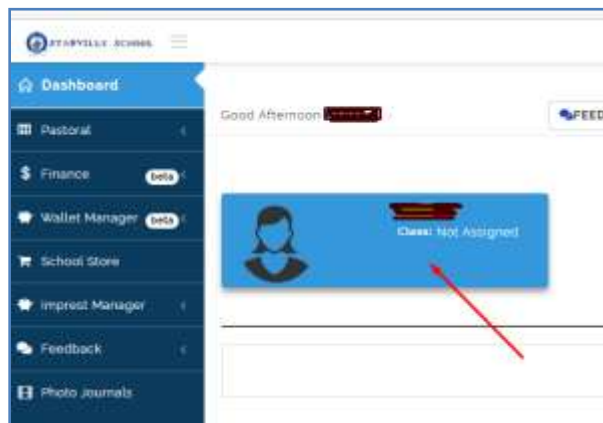
HOW TO UPLOAD ADMISSION DOCUMENT TO SCHOOL PORTAL

1.) Login to the school's Educare portal at <https://starville.educare.school>

Your username is ***your email address*** while your password is ***password***.



2.) ***Click on your child's button***



3.) Click **DOCUMENTS** tab

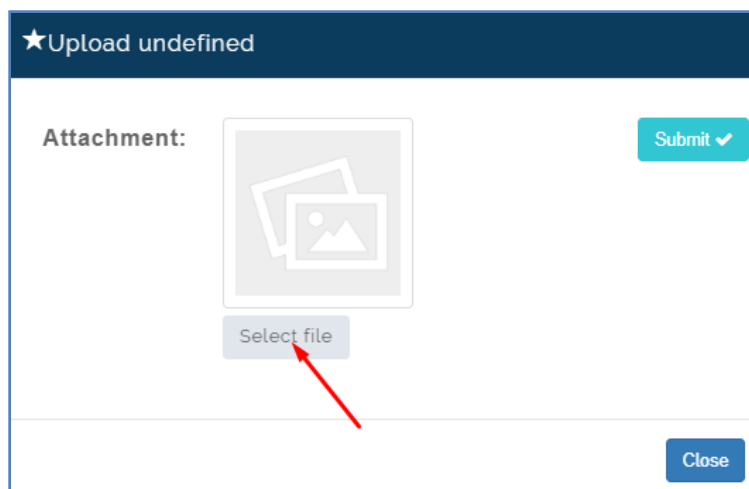


4.) Click **Upload** button for each document

A table with 10 rows and 4 columns: #, Title, Status, and Action. Each row has an 'Upload' button in the Action column. A red arrow points to the 'Upload' button in the first row.

#	Title	Status	Action
1	BIRTH CERTIFICATE	Not Yet Provided	Upload
2	INTERNATIONAL PASSPORT DATA PAGE	Not Yet Provided	Upload
3	IMMUNIZATION RECORDS	Not Yet Provided	Upload
4	PREVIOUS CLASS RESULT	Not Yet Provided	Upload
5	ACCEPTANCE FORM	Not Yet Provided	Upload
6	ATTESTATION OF GOOD CONDUCT	Not Yet Provided	Upload
7	MEDICAL FITNESS FORM	Not Yet Provided	Upload
8	STUDENTS REFERENCE FORM	Not Yet Provided	Upload
9	PASSPORT PHOTOGRAPH	Not Yet Provided	Upload
10	ORAL INTERVIEW	Not Yet Provided	Upload

5.) Use **Select file** button to pick the file then click the **Submit** button



EVIDENCE OF DOCUMENT UPLOAD APPEARS

Status	Action
Uploaded	1 Edit
Not Yet Provided	0 Upload