



Student Registration Guide

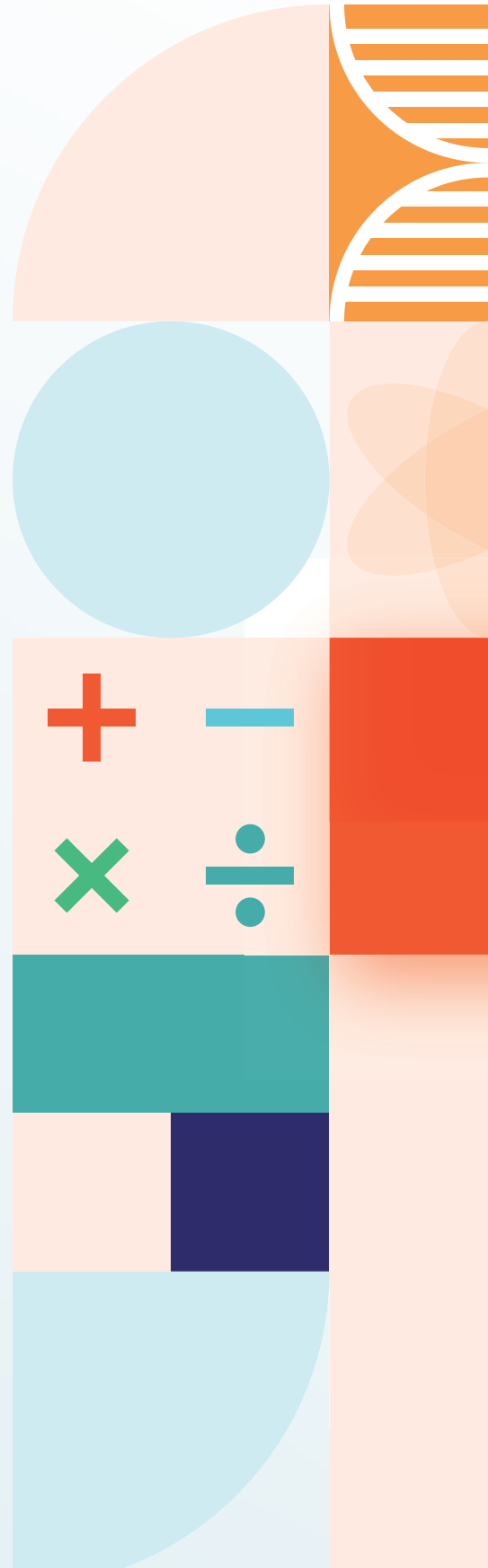
Cambridge IGCSE,
and International AS and A Level

OpenApply Registration Guideline

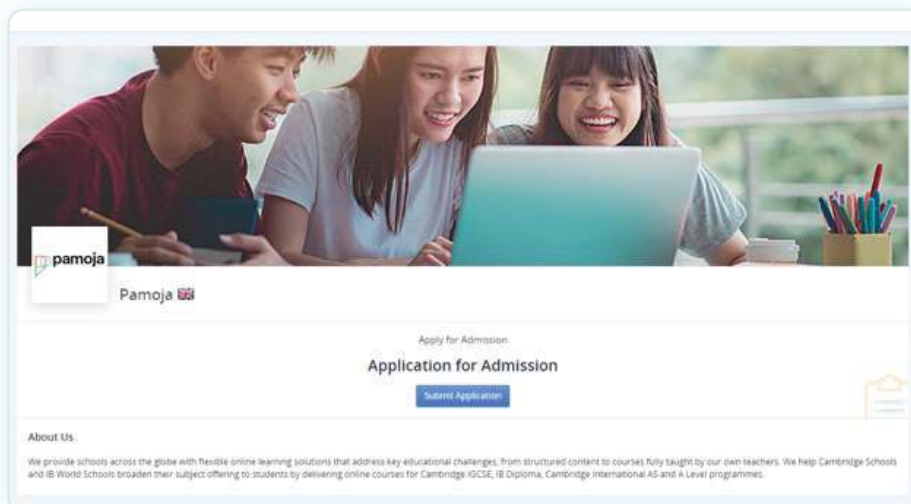
June 2021/2023



Faria
Education
Group



1. Register the Student



To register your student for a Cambridge IGCSE, International AS and A Level Pamoja Online Course or Pamoja Lesson Suite Course, you will need to go to <https://pamojaeducation.openapply.com/> and click on 'Submit Application'.

On the application form, please include as much detail as possible about the student. During student registration, you will be asked to complete the following fields: **Given Name, Family Name, Gender, Cohort, Primary Language, Email Address, Level of written English, Level of spoken English.** You will also be asked to note if the student has any Access Arrangements.

A screenshot of the 'Pamoja Online Course Registration Form'. The form is titled '1. Pamoja Course Registration' and has a 'Submit' button in the top right corner. The form contains several fields: 'Given Name *', 'Preferred Name', 'Family Name *', 'Gender *' (with radio buttons for Male, Female, and Non-Binary), 'Cohort/Exam session *' (with radio buttons for 2020-2021 November, 2020-2022 May/June, 2021-2022 November, and 2021-2023 May/June), 'Curriculum *' (with radio buttons for IB and Cambridge International, and a checked option for IB and Cambridge International), 'IB Schools' (with a dropdown menu 'Select an Option'), 'Cambridge Schools' (with a dropdown menu 'Select an Option'), and 'Cambridge Reg. number *'.

Cohort/Exam session: this is the student's exam year

Pamoja Entry Year: This is the year the student is joining Pamoja Online Courses. For example, for a student starting their Pamoja Online Course in September 2021 you would select '2021 – 2022 May/June Academic Year'.

You will also be asked to provide information about who the [Site-based Coordinator \(SBC\)](#) will be.

The screenshot shows a registration form for a Site-based Coordinator (SBC). The form includes the following fields and options:

- First Name ***: Text input field.
- Surname ***: Text input field.
- Relationship to Student ***: Dropdown menu with "Select an Option" and a downward arrow.
- Work Phone ***: Text input field with a country code dropdown (currently showing "+1 201-555-7123").
- IB Schools**: Dropdown menu with "Select an Option" and a downward arrow.
- Cambridge Schools**: Dropdown menu with "Select an Option" and a downward arrow.
- Email Address ***: Text input field.
- Set Password ***: Text input field.
- Password Confirmation ***: Text input field.
- SBC Job Description**: Section with the text "Please confirm you have read the SBC job description*" and two radio buttons: "Yes" and "No".

At the bottom of the form, there is a link: [Site-based Coordinator / SBC Job Description](#).

2. Add the course request

To add in the course request, first click on 'Add Pamoja Course'. Select the correct curriculum and cohort/exam session, and then select the course from the dropdown list.

If you would like to enrol your student into a Pamoja Lesson Suite course, the options are at the end of the dropdown list. All other options are for Pamoja Online Courses.

The screenshot shows the "Pamoja Course" selection interface. It includes a button labeled "Add Pamoja Course" and a dropdown menu with the following options:

- Curriculum ***
 - IB
 - Cambridge International
 - IB and Cambridge International
- Cohort/Exam Session ***
 - 2021 - 2023 May IB DP
 - 2021 - 2023 June Cambridge International AS/A Level
 - 2021 - 2023 June Cambridge IGCSE
 - 2020 - 2022 May IB DP
 - 2020 - 2022 June Cambridge International AS/A Level
 - 2020 - 2022 June Cambridge IGCSE
 - 2021 - 2022 November IB DP
 - 2021 - 2022 November Cambridge International AS/A Level
 - 2021 - 2022 November Cambridge IGCSE
- Cambridge International AS/A Level Subject (June 2023 Exam Session) ***
 - Select an Option

If the student will be taking multiple Pamoja Online Courses or Pamoja Lesson Suite Courses, select the 'Add Pamoja Course' button again and add the next subject(s).

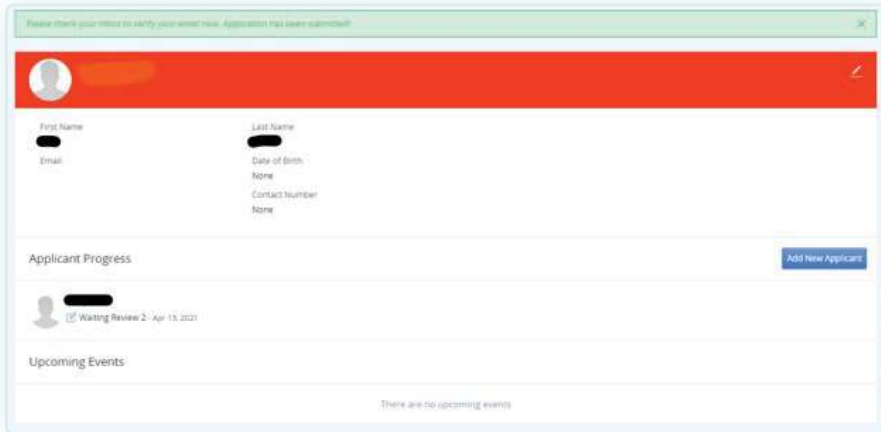
When you are finished, select 'Save & Next'.

3. Review the application

On the next page you will be asked to review the application and then select 'Submit Application'.

4. Dashboard

You will then be taken to the SBC dashboard where you can track the course request status and add new students.



Note:

You will then be taken to the SBC dashboard where you can track the course request status and add new students.

5. Next steps:

The course request will be reviewed by our Admissions Team. Please ensure Pamoja Online Course students complete their orientation course before the start date, or as soon as possible if a student is enrolled later in the year. Students will be enrolled into their requested courses from the course start date.

**For any questions on registration
please contact the Pamoja Admissions team via**

admissions@pamojaeducation.com