

Service : Enrolments  
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Sydney, le 19/03/2018

**Référence(s) :**

S:\Administration\Inscription\2\_Formulaires & Docs Internes\Tutoriel Eduka\_Enrolments.docx

Objet : Eduka Tutorial – Enrolments

**1. To enroll on-line, please connect to Eduka : <https://eduka.condorcet.com.au/>**

The screenshot shows the Eduka login page. At the top right, there is a language selection button labeled 'English'. Below the logos, there is a section for 'Lycée Condorcet Sydney' with 'Account login' fields for 'Email address' and 'Password', and a 'Login' button. Below this is a link for 'Forgotten your password or changed your e-mail address? Click here to recover access to your account.' There is also a 'Register' section with the text 'You do not have yet an account and you wish to enrol your child to the school?' and a 'Create an account' button. Two yellow boxes with arrows point to the 'English' button and the 'Create an account' button. The first box contains the text 'Choose the language of your choice / Choisissez la lanau'. The second box contains the text 'Click to begin the process / Cliquez pour commencer'.

**2. Create your account for both guardians. An email will be sent to activate your account.**

The screenshot shows the 'Create an account' page. It has a header with the school and agency logos and a language selection button. Below the header, there is a section titled 'Create an account' with a paragraph of instructions. The main part of the page is divided into two columns: 'Access for guardian 1' and 'Access for guardian 2'. Each column has fields for 'E-mail address', 'Family name', 'First name', 'Password', and 'Confirm password'. There are 'Validate account creation' and 'Back to the previous page' buttons at the bottom.

**3. Select the button “Admission”**

The screenshot shows the Eduka dashboard. At the top, there is a navigation bar with the school and agency logos, a search bar, and a language selection button. Below the navigation bar, there is a 'Bus Parent' header and a 'Welcome back, EDUKA Tod' message. The main area contains several tiles: 'AES highschool', 'Vacation Care', 'Casual & Last Minute Aftercare', 'AES: Extra-curricular activities', 'AES Pick-up Authorisation', and 'E-mails and contact'. The 'Admission' tile, which features a clipboard icon, is highlighted with a yellow box and a yellow arrow pointing to it from the right.

4. Select the field « Create a new file for 2018/19 »

Create a new file for 2018/19

5. ... and fill up with the needed information.

Create a new file for 2021/22

Start of the school year: 16/08/2021

**Create an enrolment file for an existing student**

The following students are already linked to your account and can be enrolled again. To enrol one of these students again, click on a name in the list below.

Enroll again Elsa EDUKA

Enroll again Matt EDUKA

**Last name and first name of the new applicant**

Last name:

First name:

Birth date:

OK Cancel

6. Fill-up the enrollment application

John EDUKA File status: in progress

Enrolment application: Application to be sent

Enrolment fees payment: Waiting for payment

Cancel file

7. Follow carefully all the steps to enroll your child

Student **OK** | Schooling **INCOMPLETE** | Guardians **INCOMPLETE** | Others **INCOMPLETE** | Documents **INCOMPLETE**

Please fill all mandatory fields in Student, Schooling, Guardian, Others and Documents tabs. Then a "Send" button will be displayed in order to submit the enrolment file to the school.

**IMPORTANT – LOOK CAREFULLY THE SIGNETS & AND FILL-UP THE MANDATORY FIELDS**

- a. When you see the signet **INCOMPLETE** in the tabs, this means that the information is not complete and you need to fill up all mandatory in order to save.
- b. When you see the signet **OK** in the tabs, this means that all information has been provided and you can move to the following tab.
- c. The red-marked fields are mandatory fields.

|            |            |                                      |
|------------|------------|--------------------------------------|
| Last name  | EDUKA      | Mandatory field<br>Champ obligatoire |
| First name | John       |                                      |
| Birth date | 12/03/2015 |                                      |

## 8. Documents

The supporting documents to provide (when necessary) have to be scanned and attached to the enrollment application. They can also be pictured (in case you do not have access to a scanner) only if the quality of the picture is good with a readable text.

## 9. When all information is provided, you can «send the application».

**Enrolment**

Welcome to the enrolment form. Thank you for filling in the requested fields.  
At any time, you can save the information you already entered, and continue or submit the form later.  
Once all the required information has been entered, please submit the form in order to notify the school.

Thank you, you have now finished entering the required information.  
You may now click the button below to submit your file to the school.

Submit enrolment file

Student **OK** | Schooling **OK** | Guardians **OK** | Others **OK** | Documents **OK**

## 10. Repeat the procedure for each child to enroll.

## 11. Process to the payment (if applicable) by using the below bank details.

- If you register your child on a waiting list for Petite Section and Moyenne Section only, please process to the payment of the waiting list fee of \$150.
- If you have received an offer requesting the payment to be done, please process to the payment of the first registration fees of \$1500.

### BANK DETAILS

WESTPAC BANK (AU\$)  
207-209 MAROUBRA ROAD  
MAROUBRA JUNCTION NSW 2035  
AUSTRALIA

**SWIFT CODE:** WPACAU2S (For international transfers / pour les transferts internationaux)

**BSB :** 032-159

**AC/NUMBER:** 20-7536

**AC/NAME ou bénéficiaire:**

LYCÉE CONDORCET- THE FRENCH SCHOOL OF SYDNEY

758 Anzac Parade, Maroubra NSW 2035

AUSTRALIA