

# Scadco School Application Guide

Start your Internet Explorer, Edge or Chrome browser and enter the web site address [www.scadco.co.za](http://www.scadco.co.za)

Then click the “Admissions” link on the top menu.



## Step 1: Registration

Click on “Register Here”.

Enter your name, ID number, e-mail address and cell phone number.

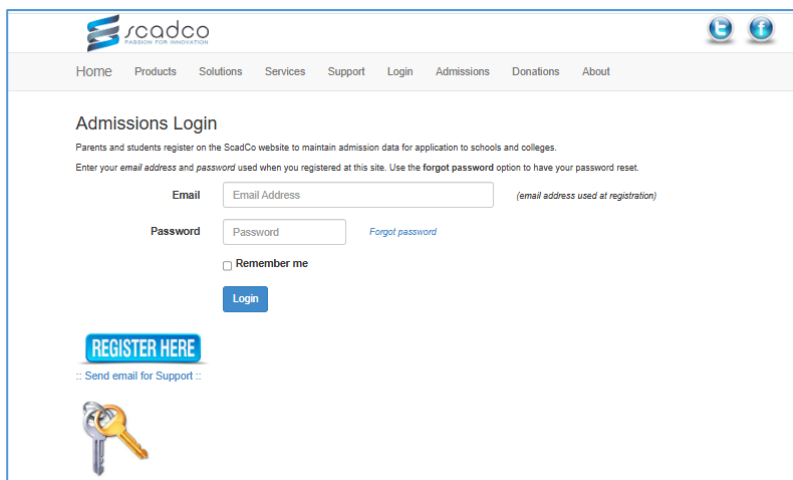
Click on “Register”.

An SMS will be sent to you with a temporary password. Use this password to login on the Admissions screen.

## Step 2: Admissions Login

Click the “Admissions” link on the top menu.

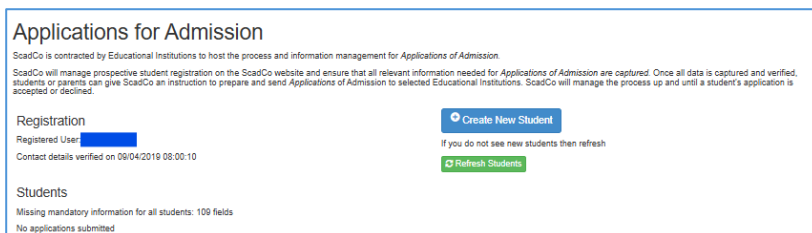
Enter your e-mail address and the temporary password sent to you.



The screenshot shows the ScadCo website's Admissions Login page. At the top is the ScadCo logo and a navigation menu with links: Home, Products, Solutions, Services, Support, Login, Admissions, Donations, and About. The main heading is "Admissions Login". Below it, a message states: "Parents and students register on the ScadCo website to maintain admission data for application to schools and colleges. Enter your email address and password used when you registered at this site. Use the forgot password option to have your password reset." There are two input fields: "Email" (with a placeholder "Email Address" and a note "(email address used at registration)") and "Password" (with a placeholder "Password" and a link "Forgot password"). Below these is a checkbox for "Remember me" and a "Login" button. A "REGISTER HERE" button is also visible, along with a link "Send email for Support". At the bottom is a graphic of a key.

## Step 3: Complete Application for Admissions

Create New Student



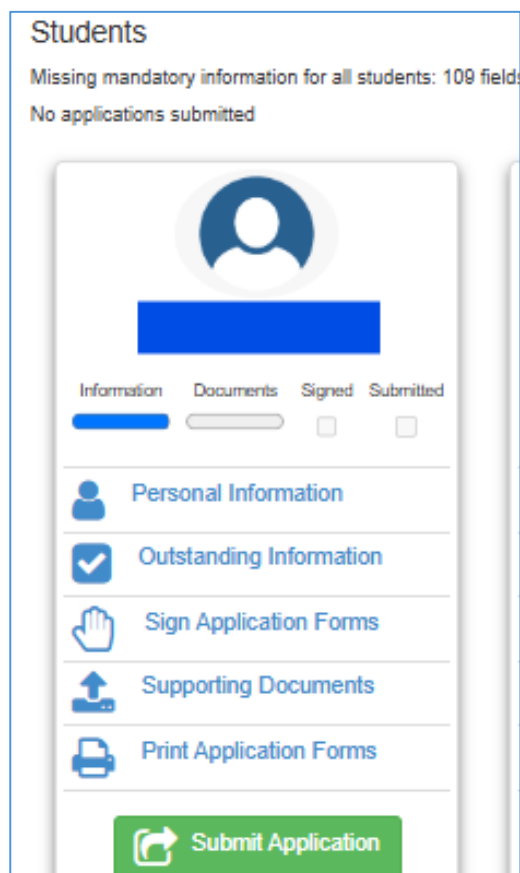
The screenshot shows the "Applications for Admission" page. It includes a header with the ScadCo logo and navigation menu. The main heading is "Applications for Admission". Below it, a message states: "ScadCo is contracted by Educational Institutions to host the process and information management for Applications of Admission. ScadCo will manage prospective student registration on the ScadCo website and ensure that all relevant information needed for Applications of Admission are captured. Once all data is captured and verified, students or parents can give ScadCo an instruction to prepare and send Applications of Admission to selected Educational Institutions. ScadCo will manage the process up and until a student's application is accepted or declined." There are two buttons: "Create New Student" and "Refresh Students". Below these, there is a "Registration" section with a "Registered User" field and a "Contact details verified on 09/04/2019 08:00:10" timestamp. A "Students" section below it shows "Missing mandatory information for all students: 109 fields" and "No applications submitted".

Complete Personal Information  
(Section A-K)

Use N/A where necessary.

### Upload Supporting Documents:

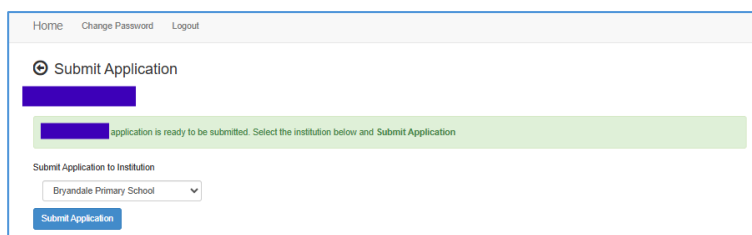
- Certified unabridged birth certificate
- Certified copy mother ID
- Certified copy father ID
- Copy of up-to-date immunisation card
- Copy of latest school report
- Proof of residence
  - o **Owned:** City of Joburg Account
  - o **Rented:** Valid lease, proof of rental payment, utility account, rental statement, account with your name reflecting address



The screenshot shows the "Students" page. It includes a header with the ScadCo logo and navigation menu. The main heading is "Students". Below it, a message states: "Missing mandatory information for all students: 109 fields" and "No applications submitted". There is a large blue button labeled "Submit Application". Below this, there is a section with a profile picture and a blue bar. Below that, there are four tabs: "Information", "Documents", "Signed", and "Submitted". Below the tabs, there is a list of links: "Personal Information", "Outstanding Information", "Sign Application Forms", "Supporting Documents", and "Print Application Forms".

## Step 4: Submit Application

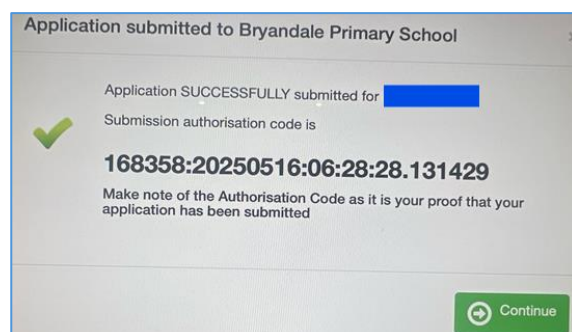
Click Submit, select Bryandale Primary School as the school to submit to: There is a lot of information that needs to be in-put and all mandatory fields must be completed.



The screenshot shows the 'Submit Application' page. At the top, there are links for 'Home', 'Change Password', and 'Logout'. Below the title 'Submit Application', there is a green banner stating 'Application is ready to be submitted. Select the institution below and Submit Application'. Underneath, there is a dropdown menu labeled 'Submit Application to Institution' with 'Bryandale Primary School' selected. A blue 'Submit Application' button is at the bottom.

Note: If any mandatory fields are blank, you won't be able to submit the document.

Once you have successfully submitted your online application form; you will receive a long reference number confirming successful submission.

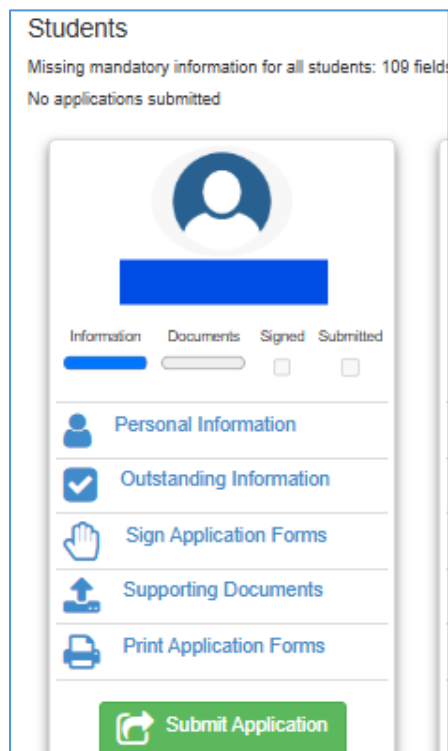


The screenshot shows a confirmation message: 'Application submitted to Bryandale Primary School'. It states 'Application SUCCESSFULLY submitted for [redacted]' and provides a 'Submission authorisation code is 168358:20250516:06:28:28.131429'. It also includes the instruction 'Make note of the Authorisation Code as it is your proof that your application has been submitted'. A green 'Continue' button is at the bottom right.

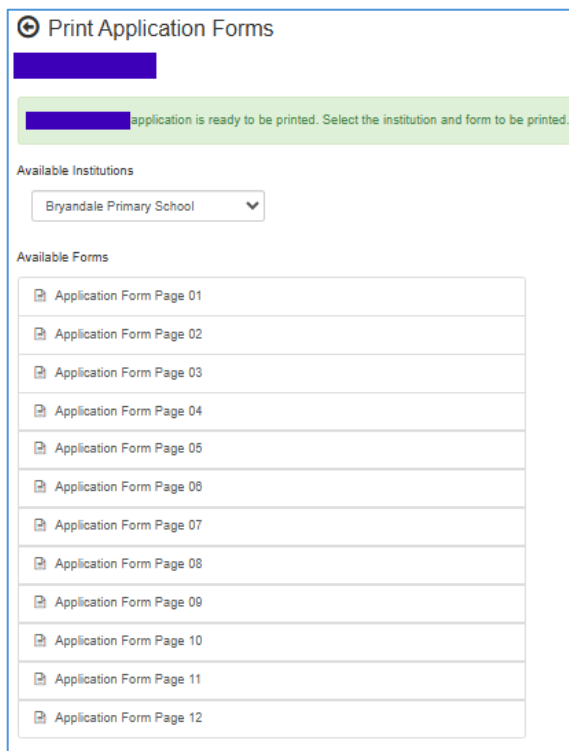
## Step 5: Print Application

Once submitted online, PRINT out completed application (12 pages). Please take care to print each page in the correct A4 format.

DELIVER SIGNED (by both mother and father) application to our school with copies of all supporting documents.



The screenshot shows the 'Students' dashboard. It indicates 'Missing mandatory information for all students: 109 fields' and 'No applications submitted'. There is a progress bar with four stages: 'Information' (completed), 'Documents', 'Signed', and 'Submitted'. Below the progress bar are five menu items: 'Personal Information', 'Outstanding Information' (checked), 'Sign Application Forms', 'Supporting Documents', and 'Print Application Forms'. A green 'Submit Application' button is at the bottom.



The screenshot shows the 'Print Application Forms' page. It has a green banner stating 'Application is ready to be printed. Select the institution and form to be printed.' Below this, there is a dropdown menu for 'Available Institutions' with 'Bryandale Primary School' selected. Underneath, there is a list of 'Available Forms' from 'Application Form Page 01' to 'Application Form Page 12'.