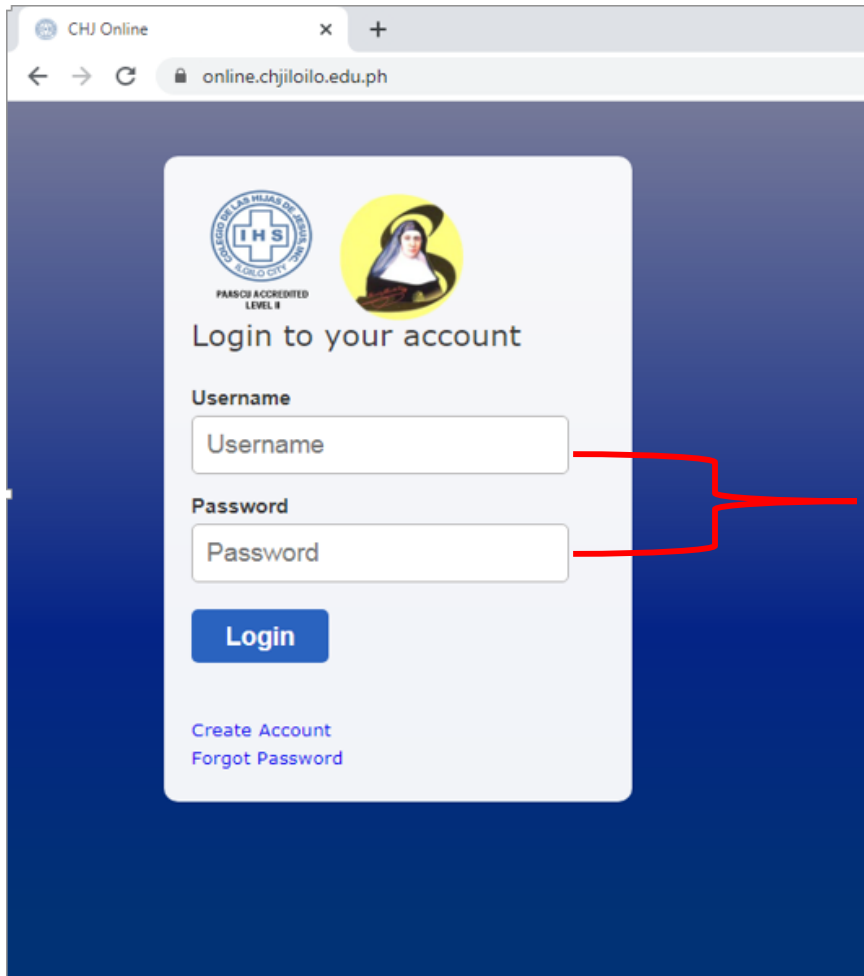


ADMISSION FOR INCOMING APPLICANTS WITH SIBLINGS AT CHJ

STEP 1: LOG IN

1.1) Log in to online.chjiloilo.edu.ph.



CHJ Online

online.chjiloilo.edu.ph

Logo of the School of the Holy Spirit (IHS) and a portrait of a nun.

PASOJ ACCREDITED LEVEL II

Login to your account

Username

Username

Password

Password

Login

Create Account

Forgot Password

Enter the **username** and **password** that you created.

1. 2) Click the plus (+) sign on the dashboard.



Logo of the School of the Holy Spirit (IHS) and a portrait of a nun.

SHS 11 STEM St. Candida Enrolled SY 2020 - 2021
Jun 12, 2003
Due (Feb 28, 2021): 0.00

SHS 9 Temperance Enrolled SY 2020 - 2021
Apr 28, 2005
Due (Feb 28, 2021): 0.00

+

*If a sibling is not listed on this page, please email admin@chjiloilo.edu.ph. Thank you.

To add additional student/s, please click the plus (+) sign to proceed to the next step.

1. 3) Please provide the needed information.

The screenshot shows the 'New Child' registration form. The form is divided into two columns. The left column contains fields for: First Name*, Middle Name, Last Name*, Qualifier/Suffix (jr, Sr, III, etc.), Birthdate*, Gender* (set to 'Boy'), and Incoming* (set to 'K' and '1'). The right column contains: Name of School last attended*, Address of School*, and a section for attachments. The attachment section lists requirements: a. Photocopy of Live Birth Certificate (PSA), b. Photocopy of Baptismal Certificate, c. Photocopy of Report Card (2nd or 3rd Grading Period), d. 1 x 1 picture, e. Two (2) accomplished recommendation forms to be filled out by: (Click to download) For High School Applicants Only, 1. Previous Teacher Adviser, 2. Guidance Counselor, f. Certificate of Good Moral Character (Grades 4 to 6 applicants only). Below this is a section for Foreign Applicants: g. Passport, Study Permit or SRRV (Original & Photocopy), h. Transcript of Records from the Previous School abroad. A green 'Save' button is at the bottom left. A red arrow points to the 'Save' button with the text 'Click Save'. A red box on the right contains the text: 'Enter the name and address of the school that your child previously attended.' Another red box on the right contains the text: 'To upload the scanned or captured file/photo, click each requirement. The file/picture must be clear and readable.'

1. 4) Your admission is now completed.

The screenshot shows the 'New Child' registration form after completion. The form is now filled with data: First Name*, Middle Name, Last Name*, Qualifier/Suffix, Birthdate* (09/19/2015), Gender* (set to 'Girl'), and Incoming* (set to 'GS' and '1'). The right column shows the same attachment requirements as in the previous screenshot. A message box is overlaid on the form, containing the text: 'Message: We appreciate and thank you for registering online. Kindly wait awhile for we will get back to you soon.' The 'Save' button is now green and visible at the bottom left.