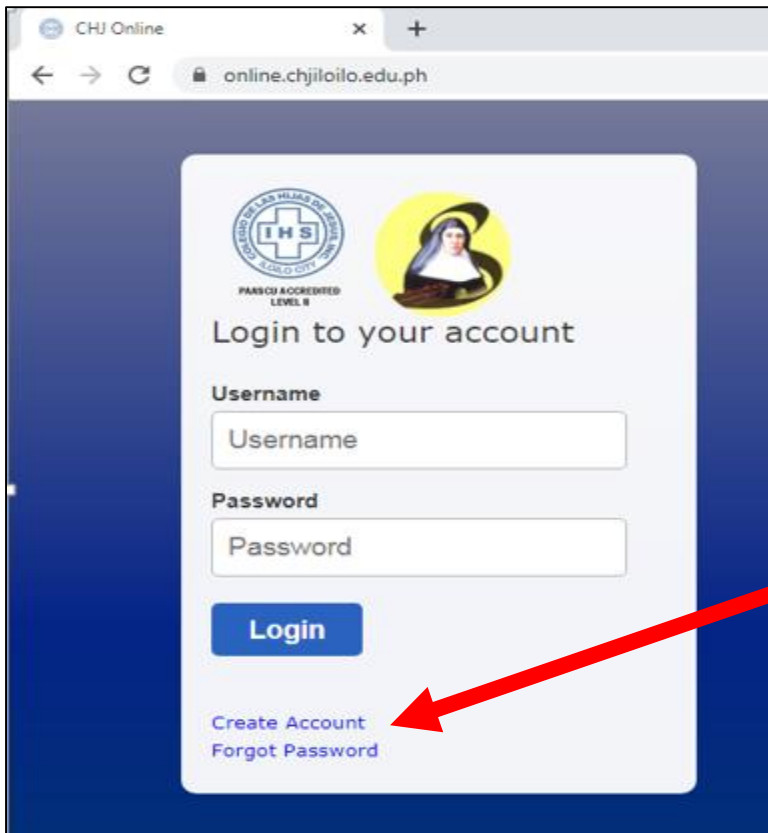


# ADMISSION FOR NEW APPLICANTS

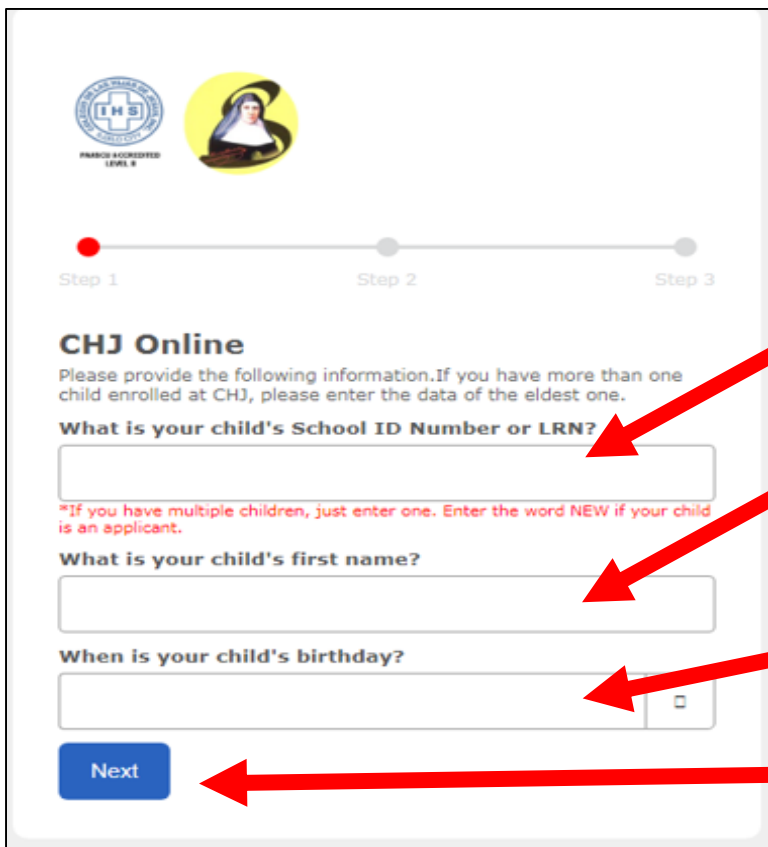
## STEP 1: CHJ ONLINE ACCOUNT REGISTRATION

1. 1) Log in to [online.chjiloilo.edu.ph](https://online.chjiloilo.edu.ph).



Click **Create Account**

1. 2) Provide the needed information for each field.



This can be found in your child's **Report Card**.

Enter the word **NEW** if you are a new student.

Enter the **child's complete first name**.

Select the **Year, Month and Day** (ex. 2021/01/01).

Click **Next** to proceed.

### 1. 3) Complete your other information.

The form is titled "What is your name?" and includes fields for "First Name" and "Last Name". Below these are fields for "What is your preferred username?", "What is your email address?", and "What is your mobile number?". A "Next" button is at the bottom left. The form is part of a three-step process, with Step 2 currently active.

Encoder's name

Use your **active email address**.

Click **Next**.

### 1. 4) Create your own password.

The form is titled "Create a password" and includes fields for "Create a password", "Confirm your password", and "Code". Below these is a checkbox for "I have read and agree to the Data Privacy Policy of Colegio de las Hijas de Jesus, Inc." and a "Finish" button. The form is part of a three-step process, with Step 4 currently active.

Enter your **desired password**.

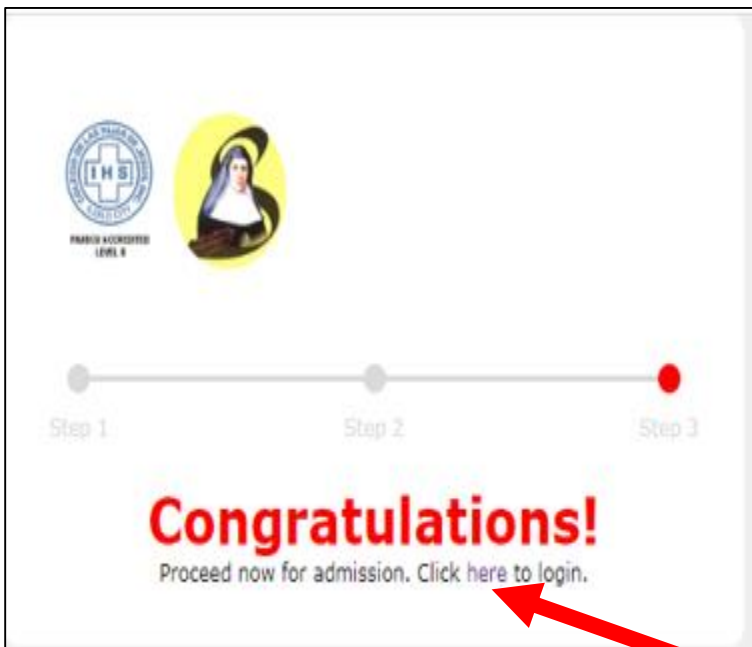
**Re-enter** your desired password.

Enter the **verification code** sent to your email address.

Click the **small box** if you have read and agreed to the school's **Data Privacy Policy**.

Click **Next**.

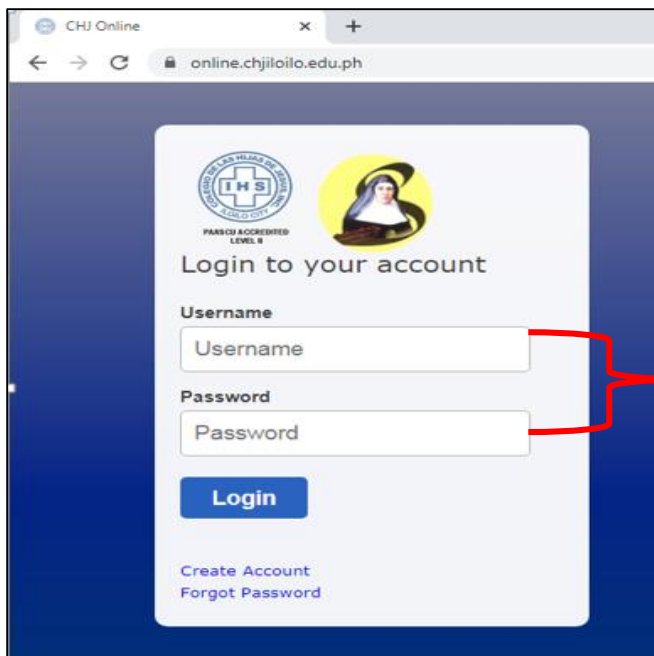
**1. 5) You now have completed your registration.**



Click the word **here** to proceed to admission.

**STEP 2: ADMISSION**

**2. 1) Log in to your CHJ account.**



Enter the **username** and **password** that you created in Steps 2.3 and 2.4

## 2. 2) Indicate your relationship with the applicant.

How are you related to Juan?

I am the

Father  
Mother  
Guardian

If you're a student, use either mother, father or guardian.

Fill out all the needed information especially those with asterisks (\*) so you can proceed.

## 2. 3) Fill out the father's data.

Family Profile

Father Mother Guardian Student's Home Address

Salutation

First Name\*

Middle Name

Last Name\*

Qualifier/Suffix

Birthdate\*

Occupation

Company

Email

Office Address

Contacts\*

Landline

Next

Click Next

Enter your contact numbers and click the plus (+) sign.

Fill out all the needed information especially those with asterisks (\*) so you can proceed.

## 2. 4) Fill out the mother's data.

Family Profile

Father Mother Guardian Student's Home Address

Salutation

First Name\*

Middle Name

Last Name\*

Qualifier/Suffix

Birthdate\*

Occupation

Company

Email

Office Address

Contacts\*

Landline

Next

Click Next

Enter your contact numbers and click the plus (+) sign.

## 2. 5) Fill out the guardian's data.

Family Profile

Father Mother Guardian Student's Home Address

Salutation Atty., Dr., Mr., Mrs., etc...

First Name\*

Middle Name

Last Name\*

Qualifier/Suffix Jr., Sr., III, etc...

Birthdate\*

Occupation

Company

Office Address

Contacts \*

Country Code Area Code Number Ext.

Landline 63

Next

Click Next

Fill out all the needed information especially those with **asterisks (\*)** so you can proceed.

Choose your contact number (landline or mobile) then enter your number and click the **plus (+)** sign.

## 2. 6) Fill out student's home address.

Family Profile

Father Mother Guardian Student's Home Address

PRESENT ADDRESS

House/Room #

Building/Apartment

Street

Village

Barangay\*

City / Municipality\*

State / Province\*

Country\*

Zip Code\*

Contacts \*

Country Code Area Code Number Ext.

Landline 63 32

Is your Present Address Permanent?

No

Save Cancel

Fill out all the needed information. Especially those with **asterisks (\*)** so you can proceed.

1. If your present address is not same as your permanent address click **NO** then fill out the details for your permanent address.
2. If your present and permanent address are the same click **SAVE**.

## 2. 7) Click your child's name on the dashboard.

DELA CRUZ, Juan

Incoming: Sep 19, 2014  
Due (Feb 28, 2021): 0.00

## 2. 8) Please provide the needed information.

**DE LA CRUZ, Juan**  
Incoming: K  
Sep 19, 2014  
Due (Feb 28, 2021): 0.00  
[View other children v](#)

Dashboard Child's Profile Tuition & Books Inbox

First Name\*  
JUAN

Middle Name

Last Name\*  
DELA CRUZ

Qualifier/Suffix Jr., Sr., III, etc..

Birthdate\*  
09/19/2014

Gender\*  
Boy

Incoming\*  
GS 1

Name of School last attended\*  
Pavia Pilot Elem School

Address of School\*  
Pavia, Iloilo

Attach any of the available requirements at present

- 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)

For Foreign Applicant

- g. Passport, Study Permit or SRRV (Original & Photocopy)
- h. Transcript of Records from the Previous School abroad

Save

**Click Save**

**Enter the name and address of the school that your child previously attended.**

**To upload the scanned or captured file/photo, click each requirement. The file/picture must be clear and readable.**

## 2. 9) Your application for admission is now completed.

**PIA HUBERO**

First Name\*  
PIA

Middle Name

Last Name\*  
HUBERO

Qualifier/Suffix Jr., Sr., III, etc..

Birthdate\*  
09/19/2014

Gender\*  
Girl

Incoming\*  
GS

Name of School last attended\*  
Pavia Pilot Elem School

Address of School\*  
Pavia, Iloilo

Attach any of the available requirements at present

- 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
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For Foreign Applicant

- g. Passport, Study Permit or SRRV (Original & Photocopy)
- h. Transcript of Records from the Previous School abroad

Save

Message  
We appreciate and thank you for registering online. Kindly wait awhile for we will get back to you soon. (only)  
Ok

Activate Windows  
Go to PC settings to activate Windows.