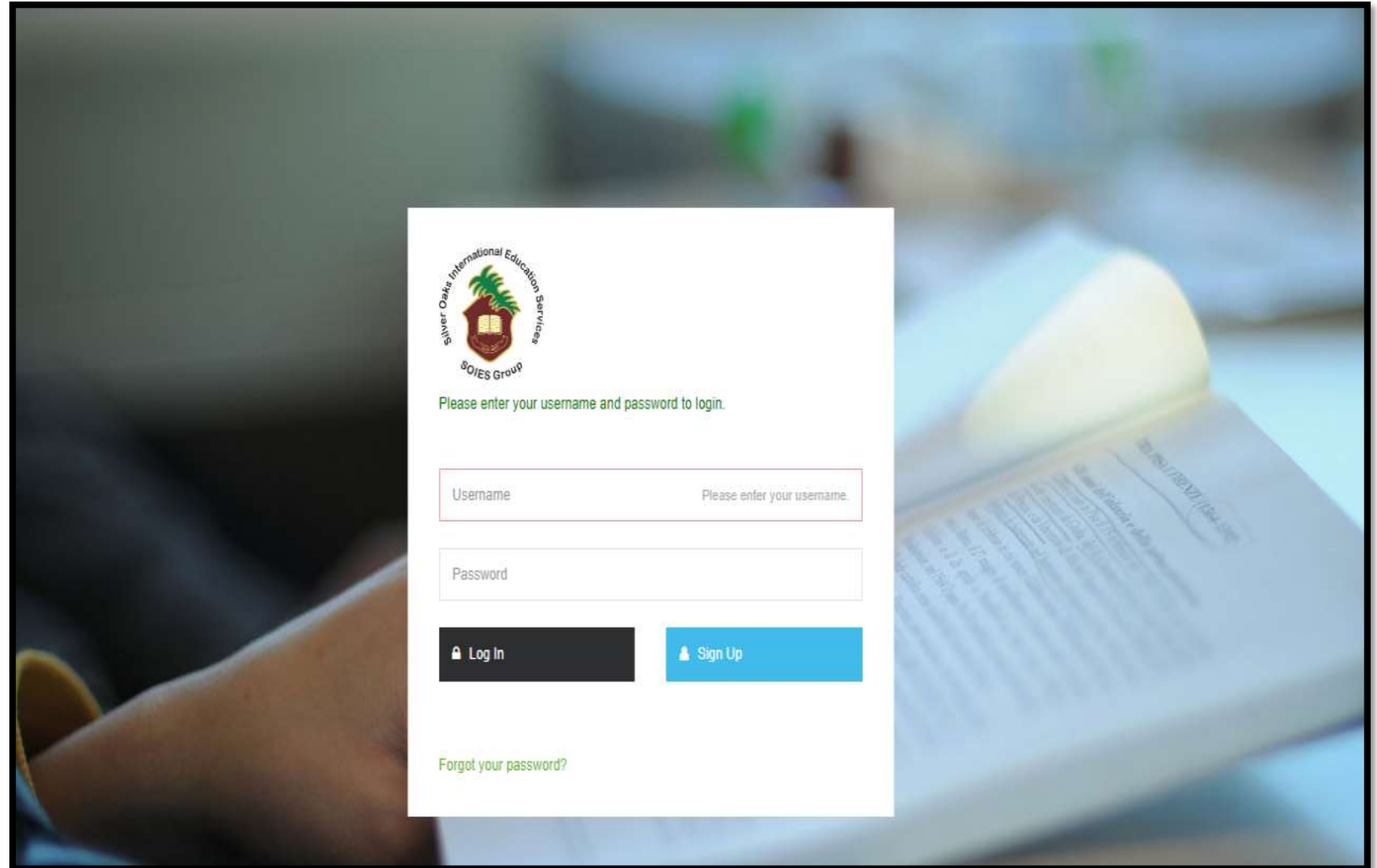



Online Registration Portal - Guide



Registration Portal

- URL to access registration Portal: <https://www.register.silveroaks.edu.pk/>
- Click Sign Up







Please enter your username and password to login.

Username Please enter your username.

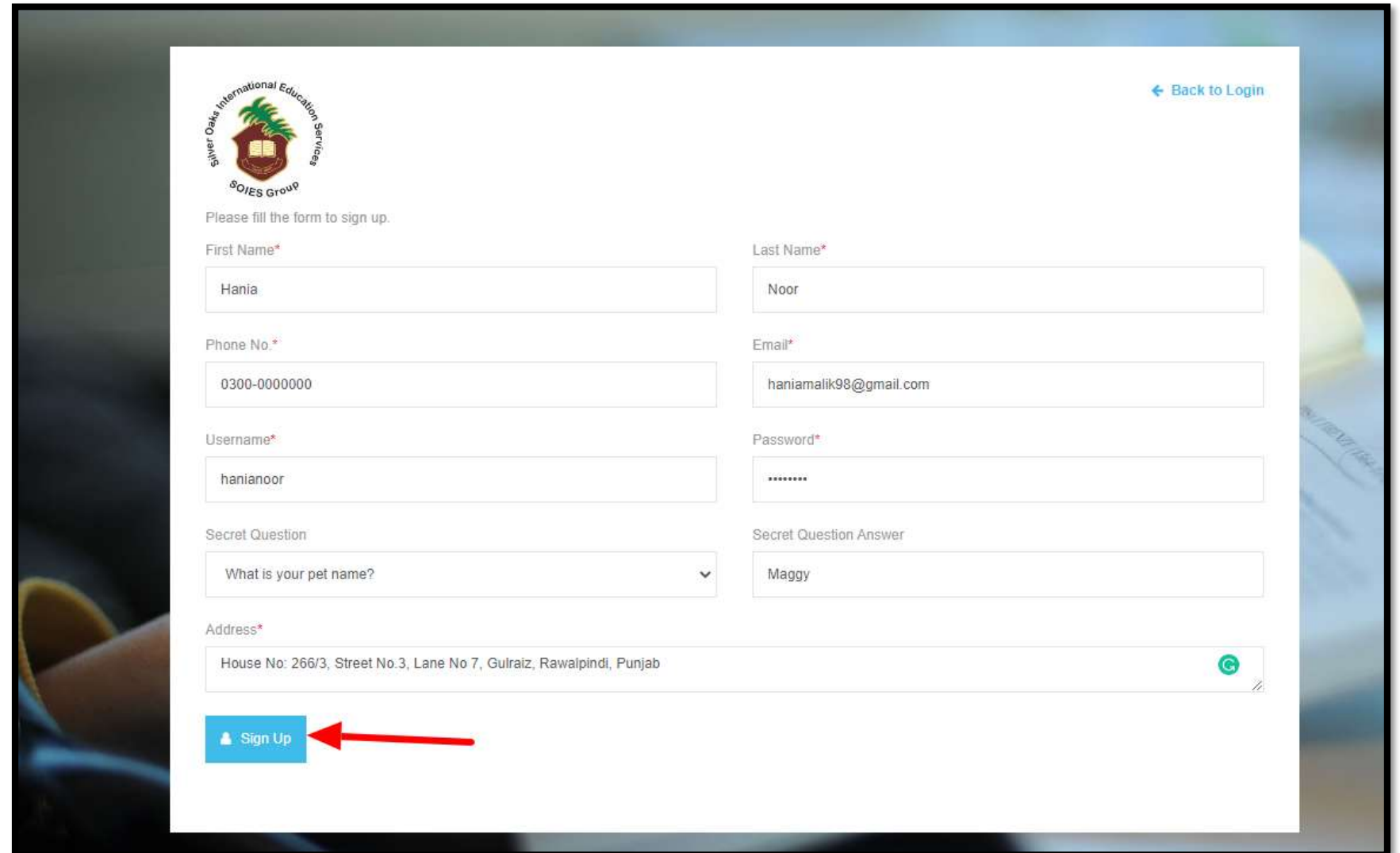
Password

[Forgot your password?](#)

1. Sign up to Registration Portal

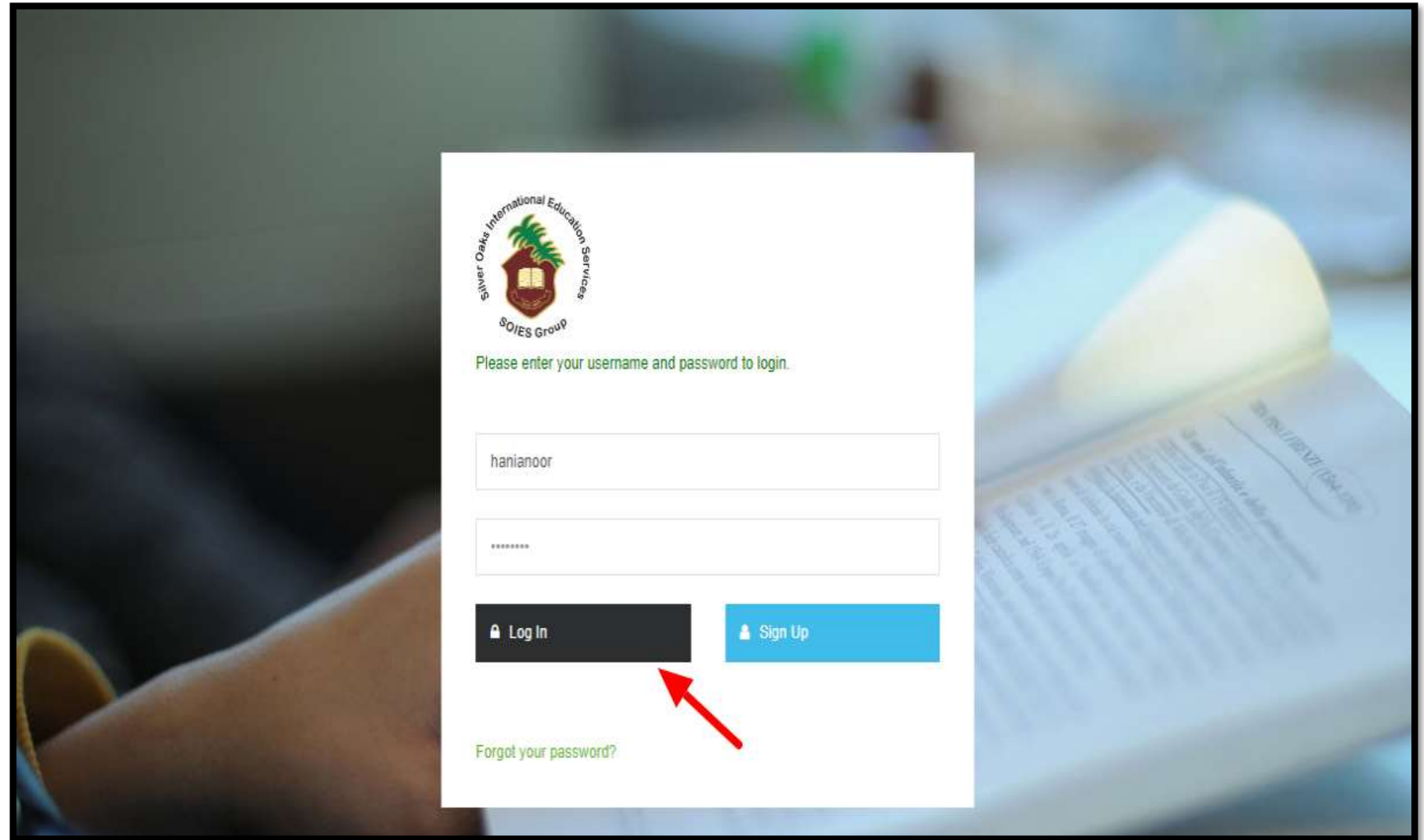
- Add your details
- Click “Sign Up”




The screenshot shows a registration form for the SOIES Group. At the top left is the SOIES Group logo, which features a tree and an open book, with the text 'Silver Oaks International Education Services' and 'SOIES Group' around it. In the top right corner, there is a blue link that says '← Back to Login'. Below the logo, the text 'Please fill the form to sign up.' is displayed. The form consists of several input fields arranged in two columns. The left column contains: 'First Name*' with the value 'Hania', 'Phone No.*' with the value '0300-0000000', 'Username*' with the value 'hanianoor', 'Secret Question' (a dropdown menu with 'What is your pet name?' selected), and 'Address*' with the value 'House No: 266/3, Street No.3, Lane No 7, Gulraiz, Rawalpindi, Punjab'. The right column contains: 'Last Name*' with the value 'Noor', 'Email*' with the value 'haniamalik98@gmail.com', 'Password*' (masked with dots), and 'Secret Question Answer' with the value 'Maggy'. At the bottom left of the form is a blue 'Sign Up' button with a white user icon, which is pointed to by a red arrow. A green circular icon is visible in the bottom right corner of the form area.

2. Sign in to Registration Portal

- Enter username
- Enter password
- Click on Log in.





 Silver Oaks International Education Services
SOIES Group

Please enter your username and password to login.

hanianoor

.....

 Log In

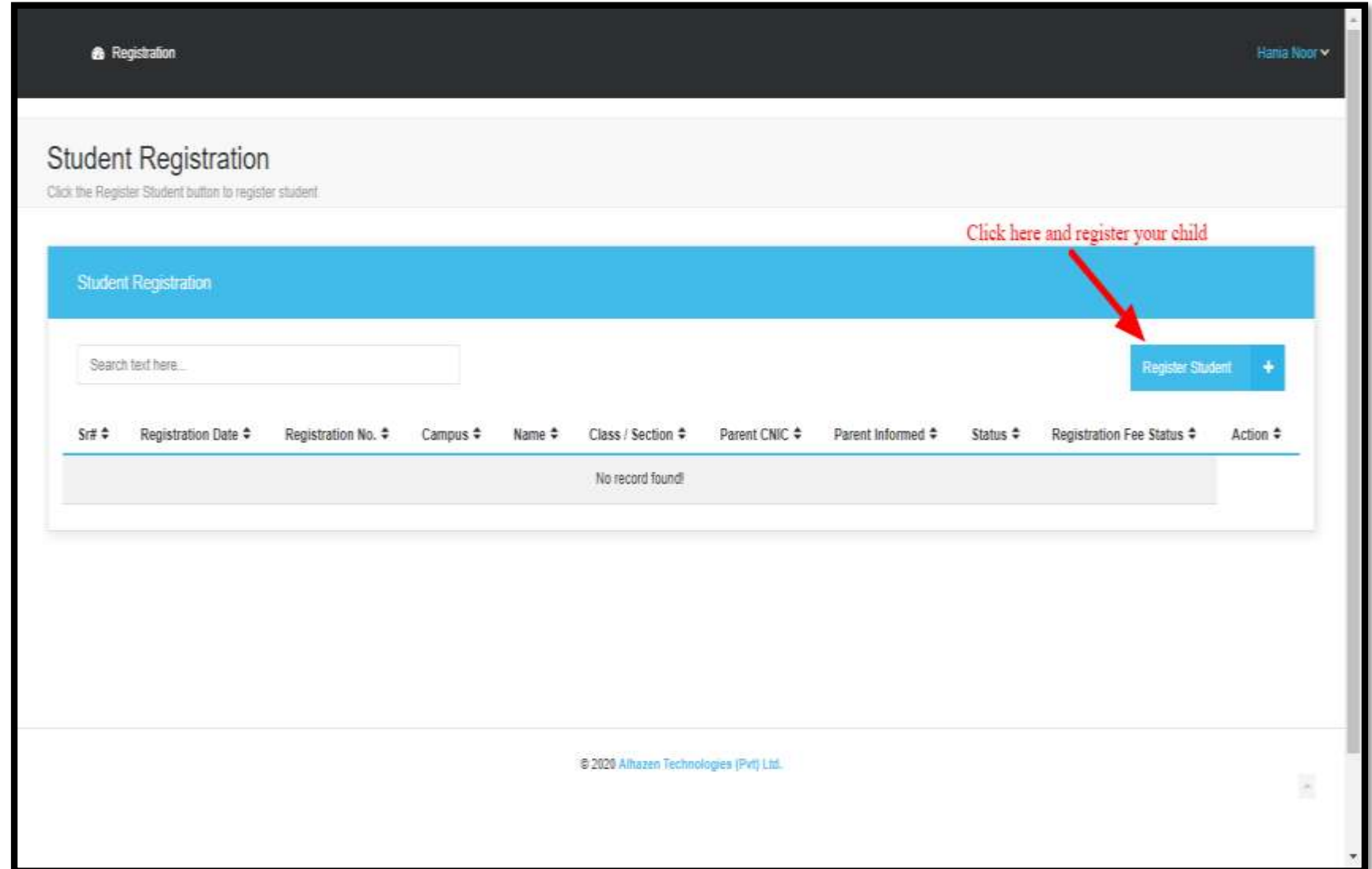
 Sign Up

Forgot your password?

3. Registration Process:

3.1 Register Student

Click “Register Student”



The screenshot displays a web application interface for student registration. At the top, a dark navigation bar contains the text "Registration" and a user profile "Hania Noor". Below this, a light gray header area features the title "Student Registration" and a sub-instruction: "Click the Register Student button to register student". A prominent blue banner with the text "Student Registration" spans the width of the content area. A red arrow points from the text "Click here and register your child" to a blue "Register Student" button with a plus sign. Below the banner is a search bar with the placeholder "Search text here...". Underneath the search bar is a table with the following columns: "Sr#", "Registration Date", "Registration No.", "Campus", "Name", "Class / Section", "Parent CNIC", "Parent Informed", "Status", "Registration Fee Status", and "Action". The table currently shows "No record found!". At the bottom of the page, a footer contains the copyright notice "© 2020 Alhazen Technologies (Pvt) Ltd.".

3. Registration Process:

3.1.1 Enter all the **mandatory information** in the registration form

1. Select the campus of your choice;
2. Child's first name
3. Child's last name
4. Child's date of birth
5. Select child's gender
6. Select child's blood group
7. Emergency contact number
8. Select the relevant class
9. Registration date is by-default set
10. Select religion from the drop down
11. Select "Nationality" from the drop down
12. Number of siblings
13. Siblings detail (If required)

The screenshot shows a registration form for a student named Uswah Ahmed. The form is titled "Registration" and has a user profile picture and name "Uswah Ahmed" in the top left. The form is divided into several sections, with red arrows and numbers 1 through 13 pointing to specific fields:

- 1. Student Information (Section Header)
- 2. Student's First Name * (Text input: Uswah)
- 3. Student's Last Name * (Text input: Ahmed)
- 4. Date of Birth * (Text input: 2010-08-18)
- 5. Gender * (Dropdown menu: Female)
- 6. Blood Group (Dropdown menu: B+)
- 7. Primary Contact * (Text input: 0099-5278878)
- 8. Class * (Dropdown menu: Nursery)
- 9. Registration Date * (Text input: 2020-09-24)
- 10. Religion * (Dropdown menu: Islam)
- 11. Nationality * (Dropdown menu: Pakistani)
- 12. No. of siblings (Text input: 3)
- 13. Siblings Detail (Text input: Jaweria Anees)

The form also includes a "Parent / Guardian Information" section at the bottom.

3. Registration Process:

3.1.1 Enter Father's Information in the required fields

- 14. Father's CNIC number
- 15. Father's full name
- 16. Contact number
- 17. Select country from drop-down
- 18. Select State from drop-down
- 19. Select City from drop-down
- 20. Occupation
- 21. Authentic and working email Address
- 22. Address

The screenshot shows a web form titled "Registration" with a user profile "Hania Noor" in the top right. The main section is "Parent / Guardian Information". There are three tabs: "Father Info" (selected), "Mother Info", and "Guardian Info". The form contains the following fields with red callout boxes and arrows:

- 14: National ID Number*
- 15: Father Name*
- 16: Father Contact Number*
- 17: Country* (dropdown menu)
- 18: State* (dropdown menu)
- 19: City* (dropdown menu)
- 20: Father Occupation
- 21: Email*
- 22: Address (house, street etc)*

Below the form is a "Registration Fee" section with two input fields: "Fee Amount" (1500.00) and "Net Payable Amount" (1500.00). At the bottom, there are three buttons: "Save Required Information", "Back to Students", and "Fee Slip".

3. Registration Process:

Mother's Detail: Enter Mother's information in the required fields.

Registration

Parent / Guardian Information

Click here and add mother's information

Father Info. **Mother Info.** Guardian Info.

Mother Name *

Mother Contact Number *

Country *

State *

City *

Address (house, street etc) *

Mother Occupation

National ID Number *

Email

Registration Fee

Fee Amount

Net Payable Amount

1500.00

1500.00

Save Required Information Back to Students Fee Slip

3. Registration Process:

Guardian's Detail: Enter Guardian's information in the required fields.

The screenshot shows a registration form with the following fields and tabs:

- Tabs: Father Info., Mother Info., **Guardian Info.** (highlighted with a blue background and a red arrow pointing to it from the text "Click here and add guardian's information")
- Guardian Name * (text input)
- Guardian Contact Number * (text input)
- Country * (dropdown menu with "Select country" and a downward arrow)
- State * (dropdown menu with "Select country first" and a downward arrow)
- City * (dropdown menu with "Select state first" and a downward arrow)
- Address (house, street etc) * (text input)
- Guardian Occupation (text input)
- National ID Number * (text input)
- Email (text input)
- Relationship (text input)

3. Registration Process:

After entering all the required valid information, save the required information.

The screenshot shows a registration form with the following fields and values:

- Father Contact Number *: 0365-9888935
- Country *: Pakistan
- State *: Punjab
- City *: Rawalpindi
- Father Occupation: Business man
- Email*: umerfarooq@gmail.com
- Address (house, street etc) *: House No: 288-3, Street No.8, Lane No 9, Gulshan-e-Nayab, Westridge -III, Rawalpindi, Punjab

Below the form, the Registration Fee section shows:

| Fee Amount | Net Payable Amount |
|------------|--------------------|
| 1500.00 | 1500.00 |

A red callout box with the text "Click here to save required information" has an arrow pointing to the "Save Required Information" button at the bottom of the form.

4. Registration Fee Online Payment Process:

To make payment for registration fee, click on the action menu and select “Pay Registration Fee Slip”

The screenshot displays the 'Student Registration' interface. At the top, there is a navigation bar with 'Registration' and a user profile 'Hania Noor'. Below this, the main heading 'Student Registration' is followed by a sub-instruction: 'Click the Register Student button to register student'. A search bar with the placeholder 'Search text here...' and a 'Register Student +' button are positioned above a table. The table lists registration details for a student named Hassan Ahmed. An action menu is open for the first row, showing options: 'Edit', 'Registration Slip', 'Documents', and 'Pay Registration Fee Slip'. A red box highlights the 'Pay Registration Fee Slip' option with the text 'Click here to pay registration fee online' and an arrow pointing to it. The footer contains the copyright notice '© 2020 Alhazen Technologies (Pvt) Ltd.'.

| Sr# | Registration Date | Registration No. | Campus | Name | Class / Section | Parent CNIC | Parent Informed | Status | Registration Fee Status | Action |
|-----|-------------------|------------------|------------|--------------|-----------------|---------------|-----------------|-------------|-------------------------|--|
| 01 | 2020-09-25 | MAR-496 | Mark Twain | Hassan Ahmed | Nursery | 3587975868935 | No | In-progress | Unpaid | <ul style="list-style-type: none">EditRegistration SlipDocumentsPay Registration Fee Slip |

4. Registration Fee Online Payment Process:

Click on “Pay Online” to proceed with the registration fee payment process.

The screenshot displays a web application interface for student registration. A modal window titled "Registration Fee Slip Details" is overlaid on the main page. The modal contains the following information:

Student Name: Hassan Ahmed Campus: Mark Twain
Class: Nursery Registration Date: 2020-09-25
Registration #: MAR-496

| Fee Name | Fee Amount |
|----------------------|-------------|
| Registration Fee | 1500 |
| Total Payable | 1500 |

A red box highlights the "1500" amount for the "Registration Fee" row, with the text "Click here" and a red arrow pointing to the "Pay Online" button in the modal's footer. The footer also contains a "Cancel" button.

The background page shows the "Student Registration" section with a search bar and a table of registration records. The table has columns for "Sr#", "Registration Date", and "Registration No.". A record is shown with "01", "2020-09-25", and "MAR-496".

At the bottom of the page, there is a copyright notice: © 2020 Alhazen Technologies (Pvt) Ltd.


4. Registration Fee Online Payment Process:



Fill the payment form and click “Next”

The screenshot displays the HBL Pay Checkout interface. At the top, the HBL Pay logo and 'Checkout' text are visible. Below this, a progress bar shows three steps: 'Payment' (highlighted in green), 'Review', and 'Receipt'. The main content area is divided into two sections: 'Payment Details' and 'Your Order'. The 'Payment Details' section includes a lock icon and a '* Required field' label. It contains four fields: 'Card Type *' with radio buttons for Visa and Mastercard; 'Card Number *' with a text input field; 'Expiration Date *' with two dropdown menus; and 'CVN *' with a text input field and a magnifying glass icon over the number '123'. A 'Next' button is located at the bottom right of the form. The 'Your Order' section shows 'Total amount' as 'Rs2.00'. A 'Cancel Order' link is at the bottom left. Red callout boxes with arrows point to the 'Card Type' field, the 'Card Number' field, the 'Expiration Date' fields, the 'CVN' field, and the 'Next' button.

HBL Pay
Checkout


Payment Review Receipt

Payment Details  * Required field

Card Type *
  Visa  Mastercard

Card Number *

Expiration Date *

CVN *
This code is a three or four digit number printed on the back or front of credit cards.
  123

[Cancel Order](#)

Your Order

Total amount Rs2.00

Next

Select your card type

Enter card number in this field

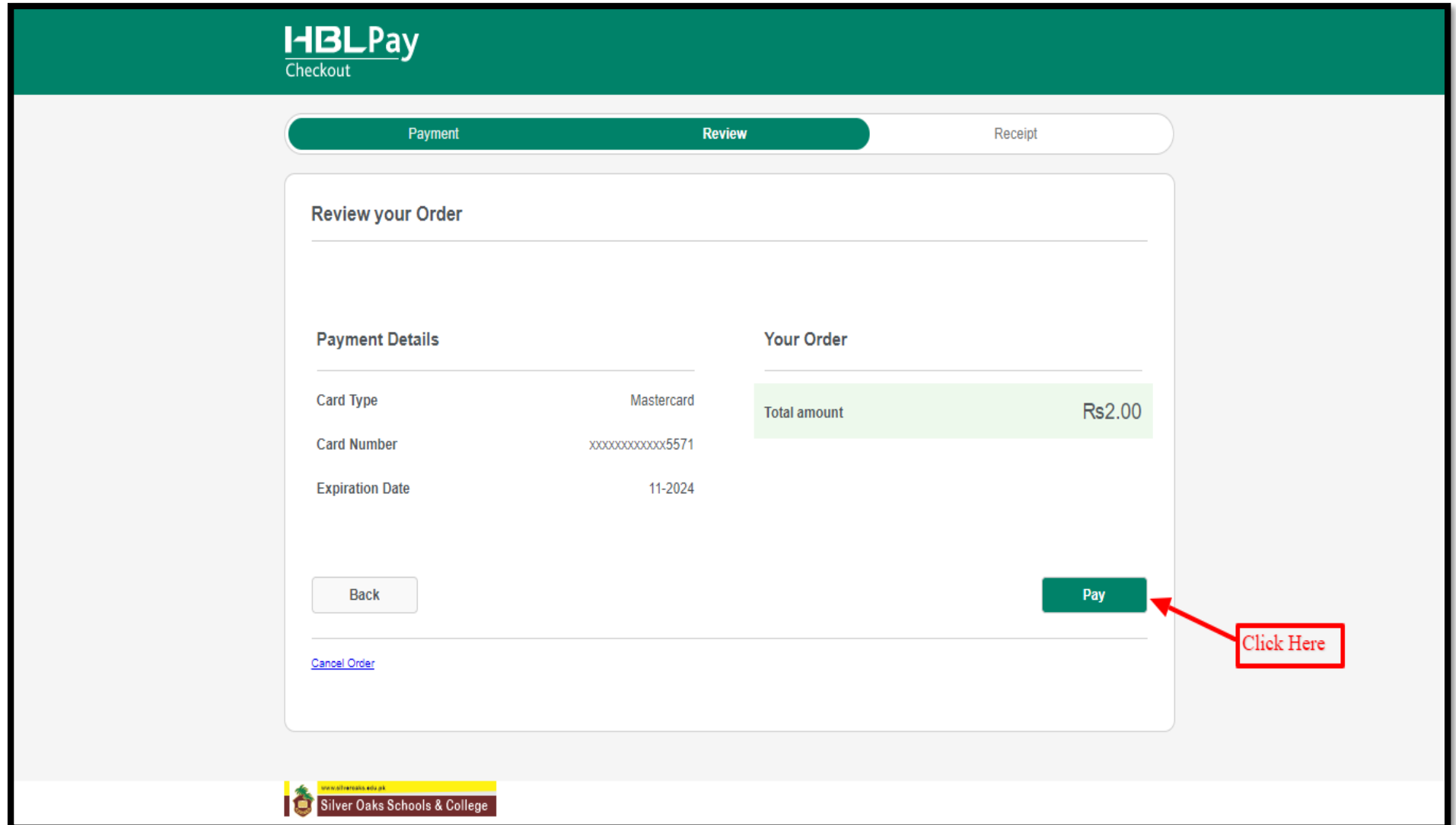
Select expiration date

Enter your PIN code

Click Next after adding all details

4. Registration Fee Online Payment Process:

Review your details and pay registration fee. Check your receipt details once and click “Pay”



The screenshot displays the HBL Pay Checkout interface. At the top, the HBL Pay logo and 'Checkout' text are visible. Below this, a navigation bar contains three tabs: 'Payment', 'Review' (which is currently selected and highlighted in green), and 'Receipt'. The main content area is titled 'Review your Order' and is divided into two columns: 'Payment Details' and 'Your Order'. Under 'Payment Details', the following information is shown: Card Type: Mastercard; Card Number: xxxxxxxxxxxx5571; Expiration Date: 11-2024. Under 'Your Order', the 'Total amount' is listed as Rs2.00. At the bottom of the main content area, there is a 'Back' button on the left and a 'Pay' button on the right. A red arrow points from a red-bordered box containing the text 'Click Here' to the 'Pay' button. At the bottom left of the page, there is a logo for Silver Oaks Schools & College with the website address www.silveroaks.edu.pk.

| Payment Details | | Your Order | |
|-----------------|------------------|--------------|--------|
| Card Type | Mastercard | Total amount | Rs2.00 |
| Card Number | xxxxxxxxxxxx5571 | | |
| Expiration Date | 11-2024 | | |

[Cancel Order](#)

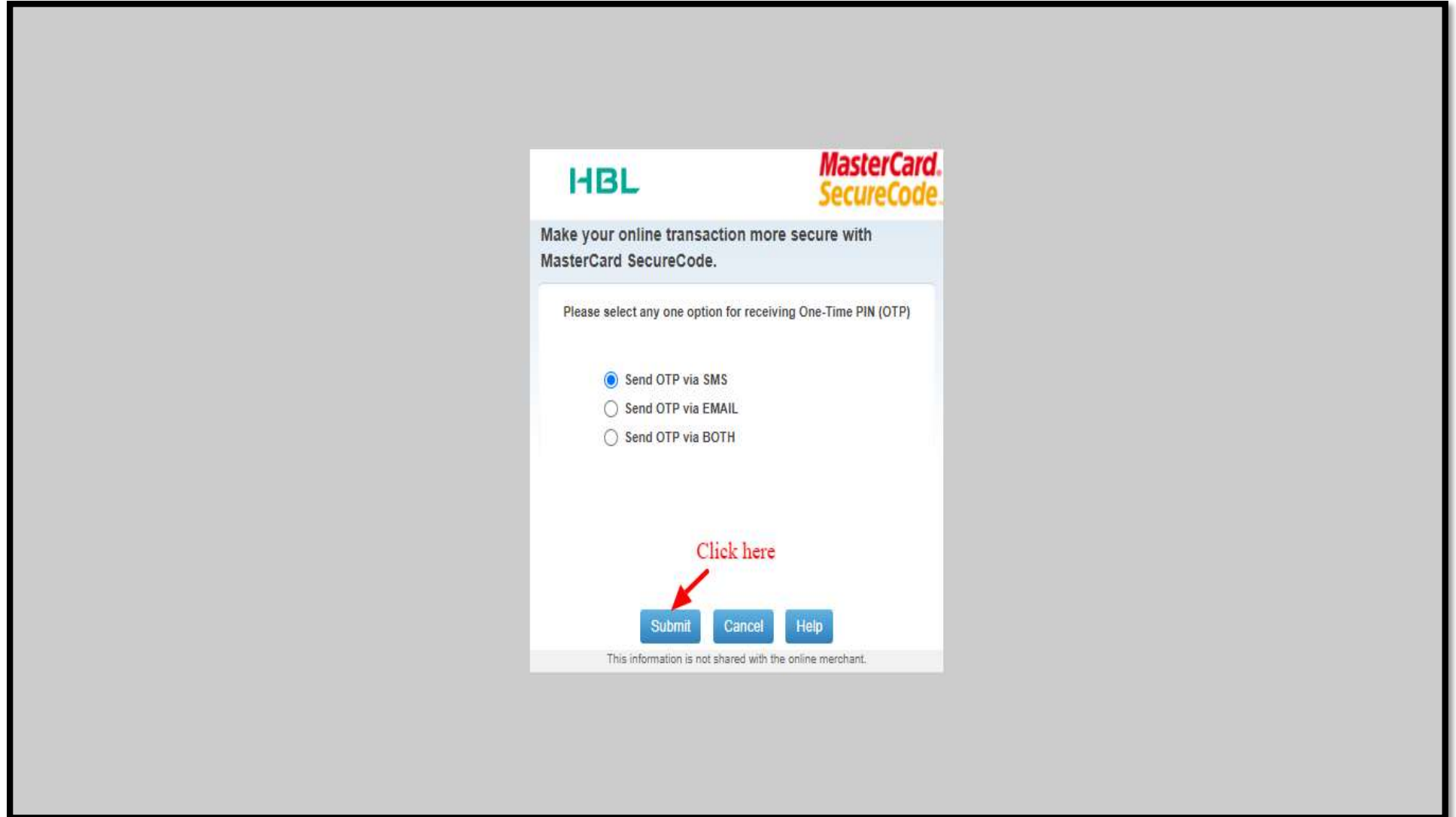
[Back](#) [Pay](#)

Click Here

www.silveroaks.edu.pk
Silver Oaks Schools & College

4. Registration Fee Online Payment Process:

Choose any option and click submit



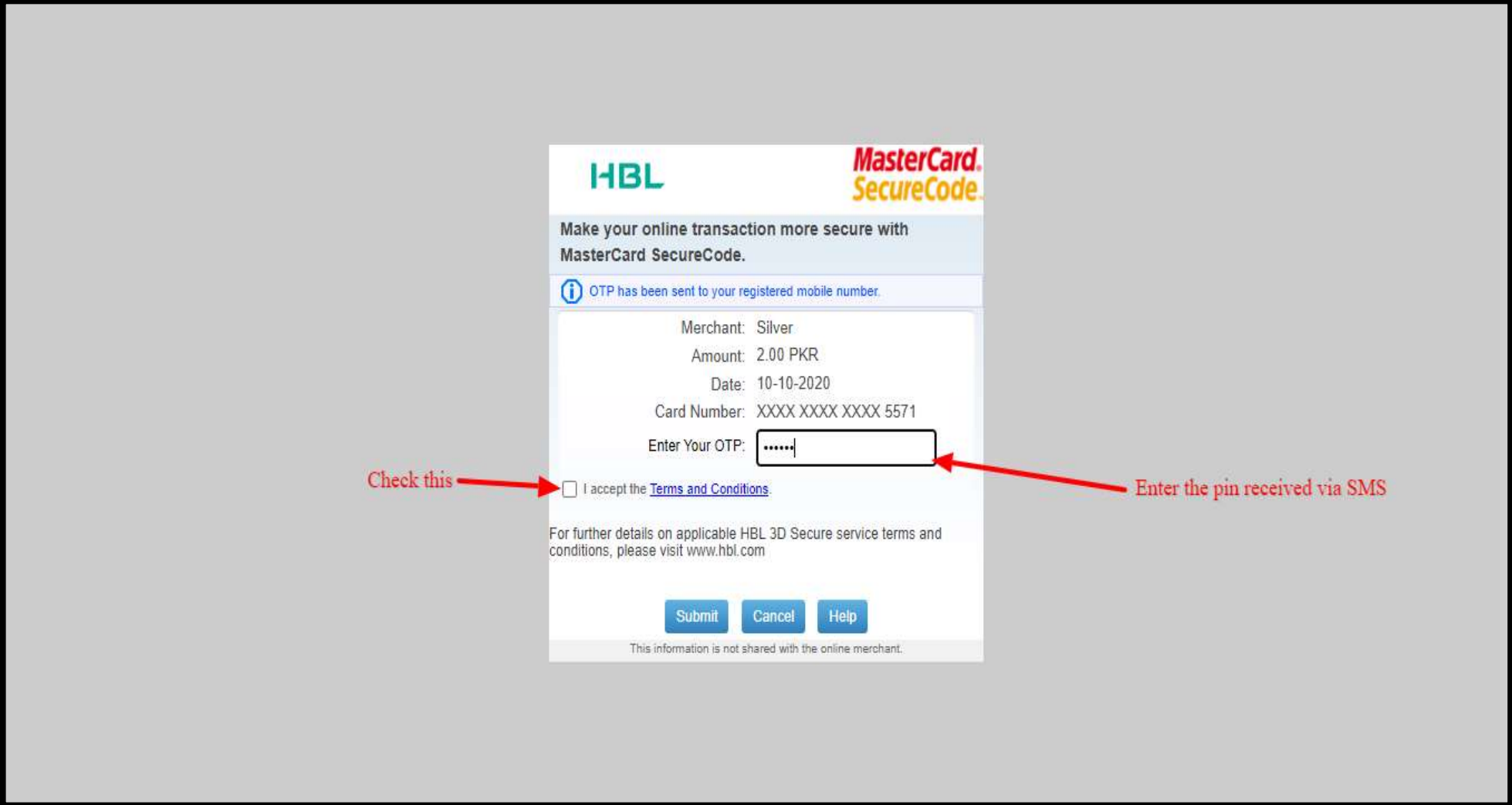
The screenshot shows a registration form for HBL MasterCard SecureCode. The form is titled "Make your online transaction more secure with MasterCard SecureCode." and asks the user to select an option for receiving a One-Time PIN (OTP). The options are:

- Send OTP via SMS
- Send OTP via EMAIL
- Send OTP via BOTH

At the bottom of the form, there are three buttons: "Submit", "Cancel", and "Help". A red arrow points to the "Submit" button with the text "Click here" above it. Below the buttons, there is a small disclaimer: "This information is not shared with the online merchant."

4. Registration Fee Online Payment Process:

Enter OTP received via SMS and click "Submit".



The screenshot shows the HBL MasterCard SecureCode payment interface. At the top, the HBL logo is on the left and the MasterCard SecureCode logo is on the right. Below the logos, a blue banner reads "Make your online transaction more secure with MasterCard SecureCode." A blue information bar states "OTP has been sent to your registered mobile number." The transaction details are listed: Merchant: Silver, Amount: 2.00 PKR, Date: 10-10-2020, and Card Number: XXXX XXXX XXXX 5571. The "Enter Your OTP:" field is a text box with a cursor and a red arrow pointing to it from the right, labeled "Enter the pin received via SMS". Below the OTP field is a checkbox with the text "I accept the Terms and Conditions." and a red arrow pointing to it from the left, labeled "Check this". At the bottom, there are three buttons: "Submit", "Cancel", and "Help". A footer note states "This information is not shared with the online merchant."

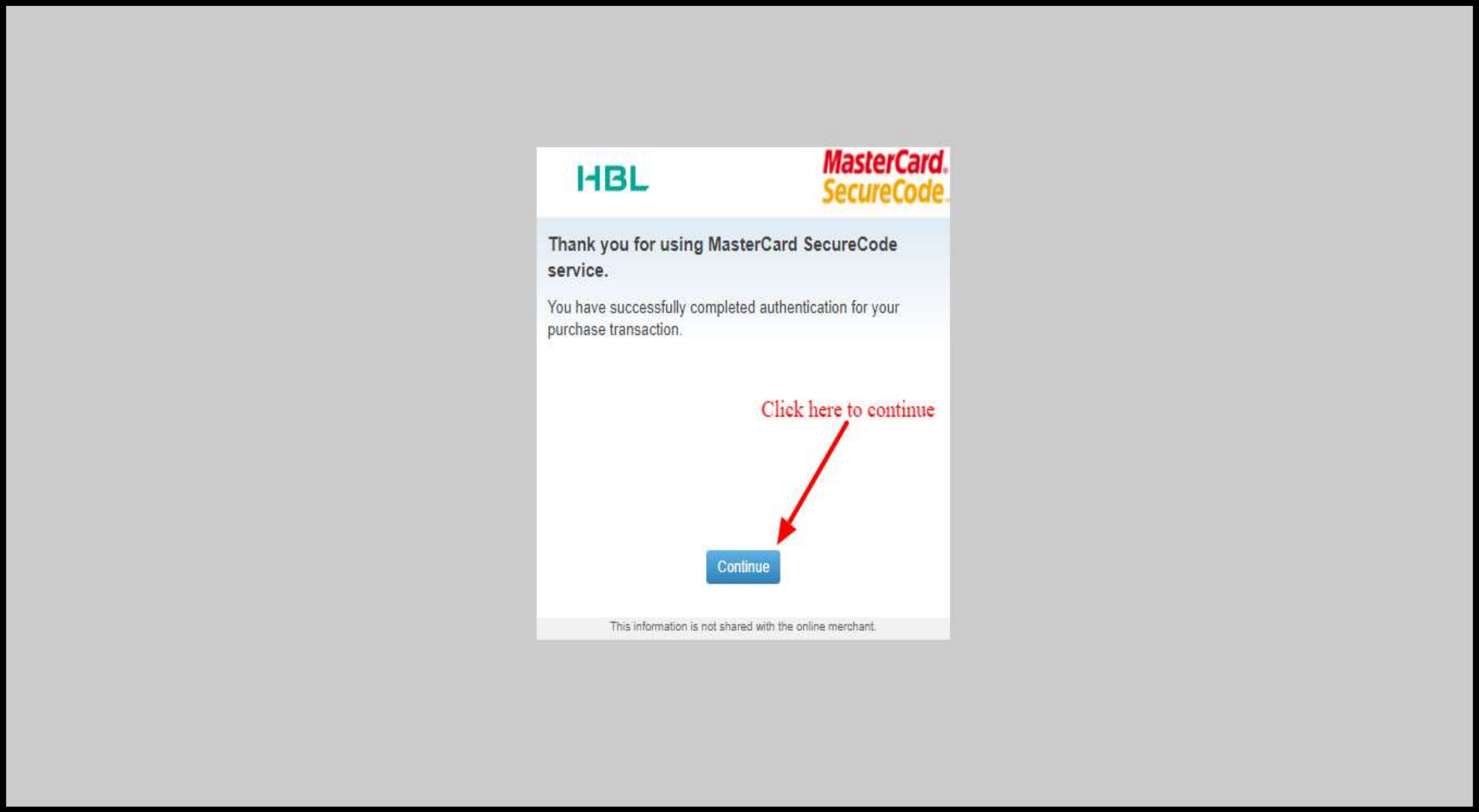
Check this → I accept the [Terms and Conditions](#).

Enter the pin received via SMS →

Submit Cancel Help

This information is not shared with the online merchant.

4. Registration Fee Online Payment Process:



4. Registration Fee Online Payment Process:



Success

Your transaction has been done successfully against Challan Number 28907 for Amount Rs. 2. You will be contacted shortly via email by our Silver Oaks Schools & College team.

4. Registration Fee Online Payment Process:

Go back to registration portal and you can see fee status

The screenshot displays a web interface for student registration. At the top, there is a navigation bar with 'Registration' and a user profile 'Test1 Test2'. Below this is a header section titled 'Student Registration' with a sub-instruction: 'Click the Register Student button to register student'. A search bar is present with the placeholder text 'Search text here...'. To the right of the search bar is a blue button labeled 'Register Student' with a plus sign. The main content is a table with the following columns: Sr#, Registration Date, Registration No., Campus, Name, Class / Section, Parent CNIC, Parent Informed, Status, Registration Fee Status, and Action. The table contains three rows of data. The second and third rows are highlighted with a red border. A red box contains the text 'Fee status is paid', with a red arrow pointing to the 'Paid' status in the 'Registration Fee Status' column of the second row.

| Sr# | Registration Date | Registration No. | Campus | Name | Class / Section | Parent CNIC | Parent Informed | Status | Registration Fee Status | Action |
|-----|-------------------|------------------|--------|-------------|-----------------|-------------|-----------------|-------------|-------------------------|--------|
| 01 | 2020-09-25 | YTS-492 | Yeats | AABB CCDD | K.G | | No | In-progress | Unpaid | ⋮ |
| 02 | 2020-09-25 | YTS-489 | Yeats | Test3 Test4 | K.G | | No | Registered | Paid | ⋮ |
| 03 | 2020-09-24 | YTS-481 | Yeats | TestA Test2 | K.G | | No | Registered | Paid | ⋮ |

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5. Sibling Registration:

If you want to register your another child, click “Register Student” and proceed with the same process.

The screenshot shows a web application interface for student registration. At the top, there is a dark header with a home icon and the text "Registration" on the left, and the user name "Hania Noor" with a dropdown arrow on the right. Below the header is a light gray section with the title "Student Registration" and a subtitle "Click the Register Student button to register student". A blue banner with the text "Student Registration" is positioned above a search bar containing the placeholder text "Search text here...". To the right of the search bar is a blue button labeled "Register Student" with a plus sign. A red box with the text "Click here" and a red arrow points to this button. Below the banner and search bar is a table with the following columns: Sr#, Registration Date, Registration No., Campus, Name, Class / Section, Parent CNIC, Parent Informed, Status, Registration Fee Status, and Action. The table contains two rows of data. The first row shows a student with Sr# 01, Registration Date 2020-09-26, Registration No. GH2-513, Campus A2 Ghalib, Name Abdul Samad, Class / Section Grade I, Parent CNIC 3875898698568, Parent Informed No, Status In-progress, and Registration Fee Status Unpaid. The second row shows a student with Sr# 02, Registration Date 2020-09-25, Registration No. YTS-498, Campus Yeats, Name Eshaal Ahmed, Class / Section K.G, Parent CNIC 3857958689795, Parent Informed No, Status In-progress, and Registration Fee Status Unpaid. At the bottom of the page, there is a footer with the text "© 2020 Alhazen Technologies (Pvt) Ltd." and a small upward-pointing arrow icon.

Registration

Hania Noor

Student Registration

Click the Register Student button to register student

Student Registration

Search text here...

Register Student +

| Sr# | Registration Date | Registration No. | Campus | Name | Class / Section | Parent CNIC | Parent Informed | Status | Registration Fee Status | Action |
|-----|-------------------|------------------|-----------|--------------|-----------------|---------------|-----------------|-------------|-------------------------|--------|
| 01 | 2020-09-26 | GH2-513 | A2 Ghalib | Abdul Samad | Grade I | 3875898698568 | No | In-progress | Unpaid | |
| 02 | 2020-09-25 | YTS-498 | Yeats | Eshaal Ahmed | K.G | 3857958689795 | No | In-progress | Unpaid | |

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