



آغا خان یونیورسٹی ایگزامینیشن بورڈ
AGA KHAN UNIVERSITY EXAMINATION BOARD

e-Enrolment & Registration User Manual

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1.0 Introduction

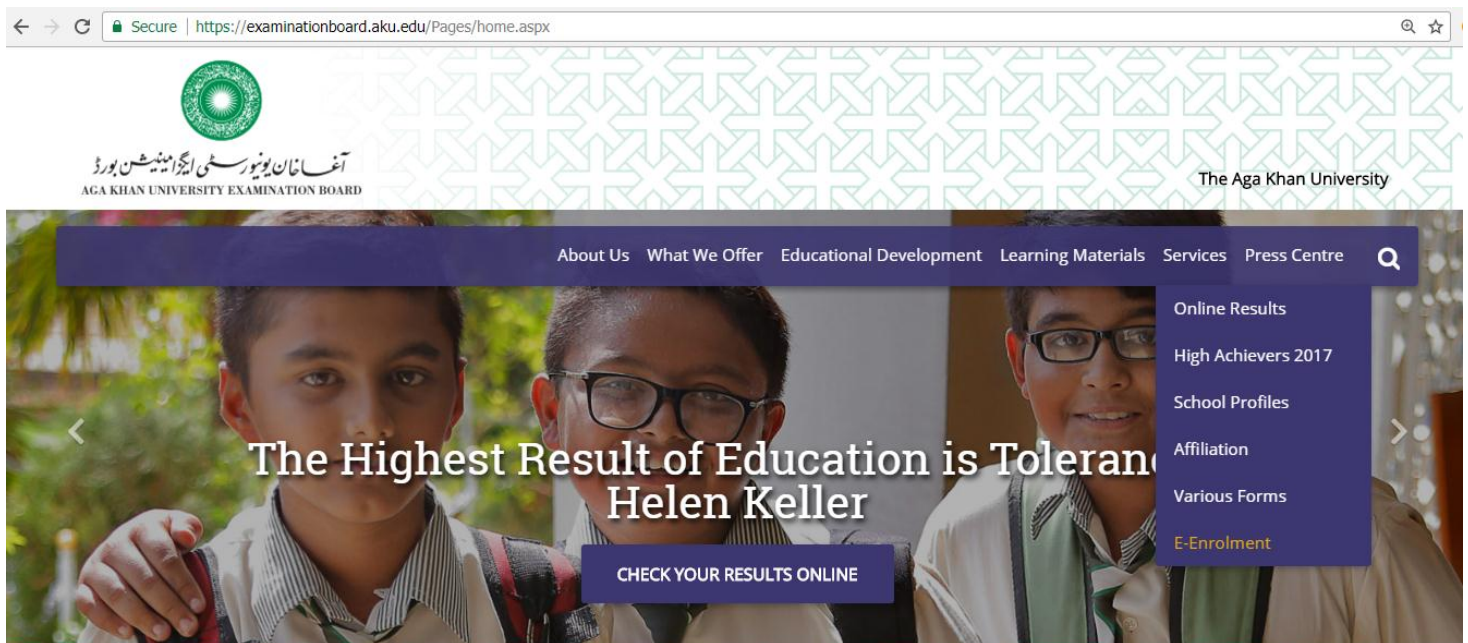
This manual has been developed to facilitate AKU-EB's Affiliated Schools and Colleges to enroll/register their SSC/HSSC candidates for May examinations through our official website:

<https://examinationboard.aku.edu/services/Pages/e-enrolment.aspx>

The e-Enrolment/registration system requires internet access and Adobe Acrobat Reader installed on your computer.

2.0 Finding the e-Enrolment/Registration Section on the Website

- Please start the process by logging in to the AKU-EB's website.
- Click on “**e-Enrolment**” in the “**Services**” drop down menu as shown in the picture below.



Upon clicking the link, “**e-Enrolment**”, the following screen will appear:

- Enter your **School Code** and **Password** that you would have received from AKU-EB via email and then click “**Sign in**”.

Note: If you face any difficulty while logging into the e-Enrolment system, please email at examination.board@aku.edu from your school's official email address.

3.0 Main Menu for SSC/HSSC Candidate Enrolment & Registration

- a. The following screen will appear once you are successfully logged in:

Enrolment & Registration for SSC/HSSC Examination

School Name XXX

School Code XXX

HSSC Part I Enrolment and Registration

HSSC Part II Registration

SSC Part I Enrolment and Registration

SSC Part II Registration

- b. Click on one of the four available options as per your requirement.

3.1 Enrolment Process for SSC-I/HSSC-I (Grade IX & XI) Candidates

There are THREE main steps for enrolment of Part-I candidates:

3.1.1 Step 1: Data Entry

- a. Click on “**SSC Part-I Enrolment and Registration**” for SSC-I enrolment and registration.
b. Click on “**HSSC Part-I Enrolment and Registration**” for HSSC-I enrolment and registration.
c. The following screen will appear:

Enrolment & Registration for SSC Examination April/May 2018

School Name Habib Girls School School Code 0076

Certificate ID SSC

Group ID All Groups

Enrolment Year 2018

SEARCH

NEW ENROLMENT PRINT DETAIL PRINT SUMMARY

To enroll new candidate

To view/print candidate enrollment form

To view/print school enrolment status

Select a particular group and click “Search” to view the enrolments of the selected group

- d. For SSC student, select **Group ID** as “**Science**” or “**Humanities**”.
- e. For HSSC student, select **Group ID** as “**Pre-Medical**”, “**Pre-Engineering**”, “**Science General**”, “**Commerce**”, or “**Humanities**”.
- f. To enroll candidate in the selected group, click “**New Enrolment**”. The following screen will appear:

Mandatory for HSSC-I only.
Write candidate SSC Status: Migration Received/Equivalency Received/Enrolment ID If SSC passed from AKU-EB.

Refer to Fee Structure provided by the Board

Note: Kindly fill the personal details of candidate in line with the birth certificate and CNIC/ B-Form to avoid any future inconvenience.

g. Once you have filled in the above form for a candidate, click **“Save”**.

DO NOT click “Verify” at this stage as you must verify a record only after taking the verification signature of a candidate on his/her physical enrolment form.

Upon saving the record, a **Form Number** will be assigned to the candidate and following screen will appear below showing the candidate’s record.

Form Number* SW180059-006

Start Year* 2017

Candidate Name* AAA

Father's Name* BBB

Address ccc

Phone No 00000000

Mobile No* 00000000

Date of Birth* 01 Jan 2000

Gender* Male

Nationality* Pakistani

Religion* Muslim

Amount Paid (PKR) 0.00

School Remarks:
(if any)

Note: To fill in the form, please follow the manual provided Fields showing * are mandatory

SAVE **VERIFY**

No Subjects are taken by Selected Candidate

Select Subjects from the list given below

No	Category	Subject	Medium (Only for Non-Language Subject)
1	Additional	-	<input type="radio"/> English <input type="radio"/> Urdu
2	Additional	-	<input type="radio"/> English <input type="radio"/> Urdu
3	Additional	-	<input type="radio"/> English <input type="radio"/> Urdu
4	Additional	-	<input type="radio"/> English <input type="radio"/> Urdu
5	Additional	-	<input type="radio"/> English <input type="radio"/> Urdu
6	Additional	-	<input type="radio"/> English <input type="radio"/> Urdu
7	Additional	-	<input type="radio"/> English <input type="radio"/> Urdu
8	Additional	-	<input type="radio"/> English <input type="radio"/> Urdu
9	Additional	-	<input type="radio"/> English <input type="radio"/> Urdu
10	Additional	-	<input type="radio"/> English <input type="radio"/> Urdu
11	Compulsory	English Compulsory	<input type="radio"/> English

UPDATE

h. **Subjects** can be selected through drop-down menus.

For **Medium** (English/Urdu) selection against each subject, click on the radio buttons provided.

Candidates may also opt to choose Additional Subjects upon payment of fee per subject.

Note: It is advised that you read the *SSC/HSSC Scheme of Studies* before selecting subjects for Part-I candidates. For Scheme of Studies, please visit the following page on our website:
<https://examinationboard.aku.edu/learning-materials/Pages/syllabi-and-scheme-of-studies.aspx>

i. To save the record click on **“Update”**. The following screen will appear:

Amount Paid (PKR)

School Remarks:
(if any)

Note : To fill in the form, please follow the manual provided. Fields showing * are mandatory.

Subjects Selected

Subject ID	Description	Medium
01	English Compulsory	English
02	Urdu Compulsory	Urdu
04	Islamiyat	English
06	Pakistan Studies	English
09	Computer Science	English
11	Civics	English
12	History of Pakistan	English
28	General Mathematics	English

j. To change a subject or medium of a subject, click **“Edit”** and repeat the process.

k. To enter record of another candidate, click **“New”**.

l. Repeat the process for all Part-I candidates.

m. When finished entering data of all Part-I candidates, click **“Main”** to see the School Enrolment Status.

The Status table (as shown below) will list candidates’ records. You may click **“Edit”** to make changes to the record of any candidate while the status reflects **“WORKING”**.

Certificate ID

Group ID

Enrolment Year

School Enrolment Status (All Groups)

Select	Edit	Form ID	Candidate Name	Father's Name	Status
<input type="checkbox"/>	Edit	SW180004-001	DANISH	GULAM HUSSAIN	VERIFIED
<input type="checkbox"/>	Edit	SW180004-002	ALISHAH	HUSSAIN	VERIFIED
<input type="checkbox"/>	Edit	SW180004-003	KIRAN	GHULAMALI	WORKING
<input type="checkbox"/>	Edit	SW180004-004	FARID AHMAD	AKRAR WAI I KHAN	WORKING

3.1.2 Step 2: Printing Candidate Enrolment Form

To print candidates' completed enrolment forms please follow the steps listed below:

- Allow pop-up windows in your web-browser; refer to Annexure -I.
- Ensure that Acrobat Reader is installed on your computer. If not, download the software from the following link: <http://www.adobe.com/products/acrobat/readstep2.html>
- Click on “**Print Detail**” button to view/print individual candidate form. The following screen will appear.

Aga Khan University Examination Board
Enrolment Form SSC Examination - 2014

I - Personal Details

Form ID	SW140009-001
Candidate Name	abc
Father's Name	abc
Date of Birth	01/Jan/1999
Gender	Male
Nationality	Pakistani
Religion	Muslim
Enrolment Year	2014
School Code	0000
School Name	XYZ
Group	Humanities
Amount Paid (PKR)	--
Status	WORKING
Enrolment Number	

II - Provisional Subject Enrolment Status

Subject ID	Subject Name	Medium
01	English Compulsory	English
02	Urdu Compulsory	Urdu
04	Islamiyat	Urdu
06	Pakistan Studies	Urdu
28	General Mathematics	English
03	Geography	English
08	General Science	English
09	Computer Science	English

III - Agreement

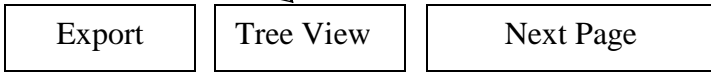
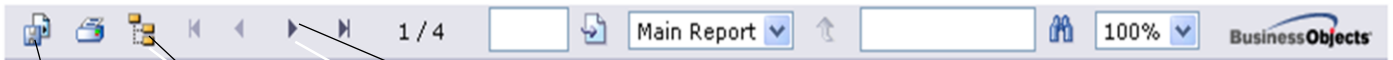
Candidate Signature
(Do not write outside the box)

Head Teacher Signature and School Stamp

Paste Passport size Photograph

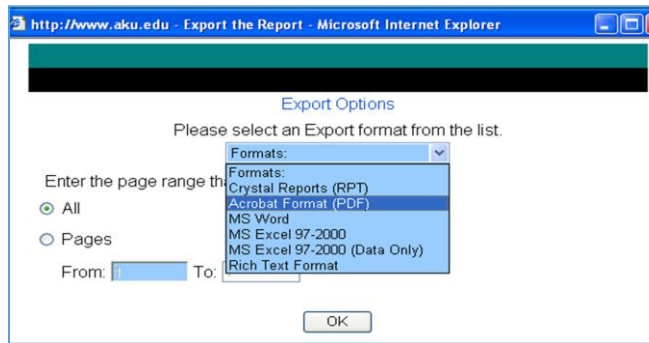
SW140009-001

- d. Print all candidates' enrolment forms by using the toolbar available at the top of the enrolment form(s).
The process of printing of all forms is as follows:



Please use **“Export”** option to save the forms in **PDF format** once you have entered enrolment data for all SSC/HSSC candidates. All other buttons you may use to view different records.

- e. Upon clicking “Export”, the following pop up window will appear. From the drop-down menu select “Acrobat Format (PDF) to save as a PDF file.



- f. In the above screen, select “All” to print all pages or select “Pages” to print a selected range of pages. Click “OK” after selecting the pages.



- g. Once printed, complete the following fields in the forms:
 - i. Attach candidate’s passport size photograph (*photograph must be in school uniform*).
 - ii. Request the candidate to verify his/her personal details, group, subject choices and medium for each subject before they sign their enrolment form.
 - iii. Head Teacher should Sign and Stamp School’s seal on each candidate’s enrolment form only after acquiring candidate verification.

You may also see all enrolments together by using “**Print Summary**” option available on the Main page of enrolment and registration. A sample enrolment summary report is shown below.

Aga Khan University Examination Board
Enrolment Summary Report SSC Examination

School Name: **XYZ** School Code: **0000**
Group: **Humanities**

Candidate Name	Father's Name	Form ID	Status	Fee (PKR)	Enrolment No.
Akram	Qureshi	SW100010-003	WORKING		
Danish	Fazal	SW100010-002	WORKING		
Total Fee (PKR):					

School Name: **XYZ** School Code: **0000**
Group: **Science**

Candidate Name	Father's Name	Form ID	Status	Fee (PKR)	Enrolment No.
Akbar Ali	All Hussain	SW100010-001	WORKING		
Total Fee (PKR):					

3.1.3 Step 3: Verification

After obtaining candidates’ signatures, verify candidate records by clicking the “**Verify**” button on the candidate’s enrolment and registration page. Once verified, school can’t modify the candidate’s enrolment and registration record.

You can access the records of all candidates through “**Edit**” link available for all candidate records on Main page of enrolment.

Please note that the enrolment process remains incomplete unless the status on the above screen changes from “WORKING” to “VERIFIED”.

Only verified Enrolment and registration records are processed by the board.

3.2 Registration Process for SSC-II/HSSC-II (Grades X & XII) Candidates

Click “SSC/HSSC Part-II Registration”, after logging in with your school code and assigned password to register SSC/HSSC Part-II candidates of your school. A list of Part-II regular candidates of your school, who took their Part-I exams last year, will appear as shown below:

Registration for SSC Examination April/May 2018

School Name	St. Bonaventure's High School	School Code	0059
Exam ID	SSC part II May examination 2018		
Enrolment ID	<input style="width: 100%;" type="text"/>		
SEARCH		PRINT DETAIL	

List of Registered Candidates

Edit	Enrolment ID	Candidate Name	Father's Name	RegistrationID	Status	Choice
Edit	S1002188	MALIK MUHAMMAD KAMRAN	MUHAMMAD AMEER	S1402-S1002188		A
Edit	S1002203	FAREENA AZIZ	AZIZ ULLAH KHAN	S1402-S1002203		A
Edit	S1002212	FATMA FAROOQ	MALIK MUHAMMAD FAROOQ	S1402-S1002212		A
Edit	S1002228	AJAB GUL KHAN	AMEER ABDULLAH KHAN	S1402-S1002228		A
Edit	S1002233	AQIB AMIR KHAN	MUHAMMAD MUNAWAR AMIR KHAN	S1402-S1002233		A
Edit	S1200027	FARWA BATOOL	MALIK MUHAMMAD ASLAM	S1402-S1200027		A
Edit	S1200040	MUHAMMAD QAISER KHAN	MEHAR KHAN	S1402-S1200040		A
Edit	S1200042	ISHFAQ HUSSAIN SHAH	SYED AZHAR HUSSAIN SHAH	S1402-S1200042		A
Edit	S1200048	MUSHTAQ AHMED JAVED	JAVED AKHTAR	S1402-S1200048		A
Edit	S1200049	HASEEB AHSAN	MUHAMMAD SALEEM AKHTAR	S1402-S1200049		A

1 2 3 4

* A= Candidate Registered; B= Candidate Conditionally Registered; C= Candidate don't want to sit in Exam.

There are TWO major steps for registration of Part-II candidates.

3.2.1 Step 1: Verifying Candidates' Records for Registration

- a. Click the “**Edit**” button for a candidate’s record and the following screen will appear. Here you can enter candidate registration choice (explained in point b.), exam fee and also verify candidate registration record as described below:

e-Enrolment and Registration

E-ENROLMENT USER MANUAL
HOME
LOGOUT

Registration for HSSC Examination April/May 2018

Enrolment ID	H1700045
Registration ID	H1802-H1700045
Registration Status	
School Code	0059
Candidate Name	MUHAMMAD MOIZ LARIK
Father Name	DR. NOOR ALLAH LARIK
Date of Birth	12/06/2000
Enrolment Year	2017
Certificate	HSSC
Group	Pre-Engineering

Candidate paper list

Part	Paper ID	Description	Medium
Part - II	0121	English Compulsory -II	English
	0221	Urdu Compulsory - II	Urdu
	0421	Islamiyat - II	Urdu
	0621	Pakistan Studies - II	English
	0721	Mathematics - II	English
	1721	Physics - II (Th)	English
	1722	Physics - II (Pr)	English
	1821	Chemistry - II (Th)	English
	1822	Chemistry - II (Pr)	English

Confirmation

Candidate Choice: Candidate does not want to change Subject Group or Subject(s) Medium

Amount Paid (PKR): *

School Remarks (if any)

BACK VERIFY

- b. Select one of the following three choices in the “Candidate Choice” field for a candidate:
- Candidate does not want to change Subject Group or Subject(s) Medium.
 - Candidate wants to change Subject Group/Subject(s) Medium. (Note: Please fill details in the remarks field regarding required change and fill the application form for enrolled subject/medium amendment available on our website and send the completely filled form to us along with fee within regular entry deadline.)
 - Candidate does not want to sit for the examination this year.
- c. For candidate choice A and B, enter the fee as described in the Fee Structure shared with the school.
- d. Click on “Verify” button after completing the record. Once the candidate record is verified, the registration status will become “Final” as shown below.

Exam ID

Enrolment ID

List of Registered Candidates

Edit	Enrolment ID	Candidate Name	Father's Name	RegistrationID	Status	Choice
Edit	S1700001	LAHIM AMJAD	AMJAD ALI	S1802-S1700001	Final	A
Edit	S1700002	MAHRUKH	RIAZ AHMED	S1802-S1700002		A
Edit	S1700003	ALI SHAHID	SHAHID AHMED	S1802-S1700003		A
Edit	S1700004	MUSTAQEEM AHMED	MUSHTAQ AHMED	S1802-S1700004		A
Edit	S1700005	MUHAMMAD HASEEF	AZHAR MEHMOOD AWAN	S1802-S1700005		A
Edit	S1700006	HIBA TANVEER	TANVEER AHMED QURESHI	S1802-S1700006		A
Edit	S1700007	ALISHBA REHAN	MUHAMMAD REHAN	S1802-S1700007		A
Edit	S1700008	ABDUL AHAD	JAVAID IQBAL	S1802-S1700008		A
Edit	S1700009	EMAN FATIMA	MUHAMMAD NASEERUDDIN	S1802-S1700009		A
Edit	S1700010	MUHAMMAD SHEHARYAR GHORI	WASEEM AKHTAR	S1802-S1700010		A

1 2 3

- e. Complete the registration of all Part-II candidates through the process mentioned above. You may click on page numbers (if applicable) to see candidates' records on other pages.

3.2.2 Step 2: Printing Candidate Registration Verification Report

Follow the steps below to print candidates' online registration report:

- Allow pop-up windows in your web-browser; refer to Annexure -I.
- Ensure that Acrobat Reader is installed on your computer. If not, download the software at the following link: <http://www.adobe.com/products/acrobat/readstep2.html>
- Click on "Print Detail" button to view/print individual candidate form. The following screen will appear.

0000

Aga Khan University Examination Board
Enrolment and registration for SSC Part II May Examination 2015

School Code: 0000 School Name: XYZ
 Group: Humanities

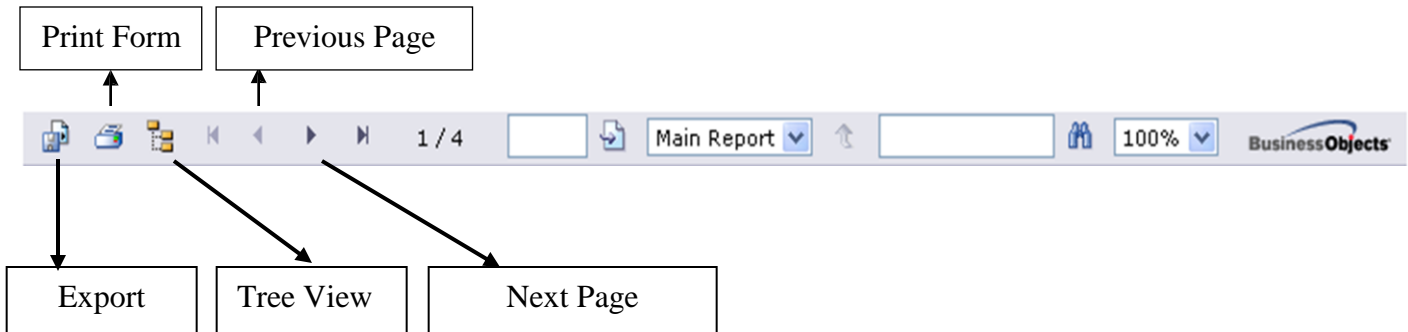
S.No.	Registration Status	Enrolment No.	Candidate's Name	Father's Name	Date of Birth	Gender	Nationality	Religion	Fee	Candidate's Signature	
1	Finalized	S1402599	Aly Zain	Amanullah	10/30/1998	Male	Pakistani	Muslim	6420		
		Subjects	Part-I Papers: NA Part-II Papers: English Compulsory - II(E), Urdu Compulsory - II(U), Islamiyat(U), Pakistan Studies(E), General Science - II(E), Economics - II(E), Business Studies - II(E), General Mathematics - II(E)								
		Remarks									Choice
2	Finalized	S1402600	Simran	Aslam Surani	10/21/1998	Female	Pakistani	Muslim	6420		
		Subjects	Part-I Papers: NA Part-II Papers: English Compulsory - II(E), Urdu Compulsory - II(U), Islamiyat(U), Pakistan Studies(E), General Science - II(E), Economics - II(E), Business Studies - II(E), General Mathematics - II(E)								
		Remarks									Choice
3	Finalized	S1402601	Urooj Sayani	Mansoor Ali Sayani	10/11/1999	Female	Pakistani	Muslim	6420		
		Subjects	Part-I Papers: NA Part-II Papers: English Compulsory - II(E), Urdu Compulsory - II(U), Islamiyat(U), Pakistan Studies(E), General Science - II(E), Economics - II(E), Business Studies - II(E), General Mathematics - II(E)								
		Remarks									Choice
4	Finalized	S1402602	Farheen	Fateh Ali	01/23/2000	Female	Pakistani	Muslim	6420		
		Subjects	Part-I Papers: NA Part-II Papers: English Compulsory - II(E), Urdu Compulsory - II(U), Islamiyat(U), Pakistan Studies(E), General Science - II(E), Economics - II(E), Business Studies - II(E), General Mathematics - II(E)								
		Remarks									Choice

Head Teacher's Signature & Date: _____
 School Stamp: _____

12/9/2014 9:35:32AM

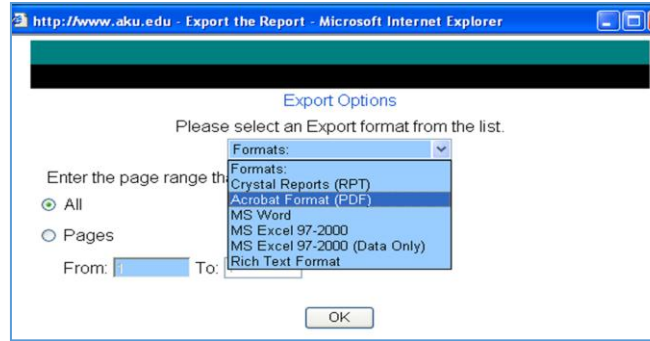
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d. Print the registration verification report (as shown above) by using the toolbar available at the top of the report. The process of printing of all reports is as follows:



Please use **“Export”** option to save the forms in **PDF format** once you have verified registration data for all SSC/HSSC Part-II candidates. All other buttons could be used to view the records.

- e. Upon clicking “**Export**”, the following pop up window will appear. From the drop-down menu, select Acrobat Format (PDF) to save as a PDF file.



- f. Select “**All**” to print all pages or “**Pages**” to print a page range. Click “**OK**” after selecting the pages.

Aga Khan University Examination Board
Enrolment and registration for SSC Part II May Examination 2015

School Code: 0000 School Name: XYZ
 Group: Humanities

S.No.	Registration Status	Enrolment No.	Candidate's Name	Father's Name	Date of Birth	Gender	Nationality	Religion	Fee	Candidate's Signature
1	Finalized	\$1402599	Aly Zain	Amanullah	10/30/1998	Male	Pakistani	Muslim	6420	
		Subjects	Part-I Papers: NA Part-II Papers: English Compulsory -II(E), Urdu Compulsory - II(U), Islamiyat(U), Pakistan Studies(E), General Science - II(E), Economics - II(E), Business Studies - II(E), General Mathematics - II(E)							
Remarks									Choice	A
2	Finalized	\$1402600	Simran	Aslam Surani	10/21/1998	Female	Pakistani	Muslim	6420	
		Subjects	Part-I Papers: NA Part-II Papers: English Compulsory -II(E), Urdu Compulsory - II(U), Islamiyat(U), Pakistan Studies(E), General Science - II(E), Economics - II(E), Business Studies - II(E), General Mathematics - II(E)							
Remarks									Choice	A
3	Finalized	\$1402601	Urooj Sayani	Mansoor Ali Sayani	10/11/1999	Female	Pakistani	Muslim	6420	
		Subjects	Part-I Papers: NA Part-II Papers: English Compulsory -II(E), Urdu Compulsory - II(U), Islamiyat(U), Pakistan Studies(E), General Science - II(E), Economics - II(E), Business Studies - II(E), General Mathematics - II(E)							
Remarks									Choice	A
4	Finalized	\$1402602	Farheen	Fateh Ali	01/23/2000	Female	Pakistani	Muslim	6420	
		Subjects	Part-I Papers: NA Part-II Papers: English Compulsory -II(E), Urdu Compulsory - II(U), Islamiyat(U), Pakistan Studies(E), General Science - II(E), Economics - II(E), Business Studies - II(E), General Mathematics - II(E)							
Remarks									Choice	A

Head Teacher's Signature & Date: _____
 School Stamp: _____

12/9/2014 10:02:01AM

Page 1 of 55

- g. Once printed, complete the following fields in the forms:
- Request the candidates to verify their group, subjects and medium for each subject before they sign their registration details. For any correction in personal detail/ subject or medium of a subject of part I candidates, after finalizing the registration of a candidate, please use **red ink** for correction.
 - Head Teacher should Sign and Stamp School's seal on each page only after acquiring candidate verification.

3.3 Submission of Enrolment & Registration Data

Once you have completed the online enrolment/registration of all candidates, please ensure that the following documents are sent to AKU-EB by post mail:

- Completely filled Fee Summary Report
- Consolidated original Pay Order/Banker's Cheque/original HBL's deposit slip

Fee can be submitted in the following mode of payments:

i. Pay Order/ Banker's Cheque:

Beneficiary Name: The Aga Khan University
NTN #: 1206240-5

ii. Cash deposit at any online HBL branch:

School can deposit amount in (PKR only) at any of the branches of Habib Bank Limited (HBL) through online banking facility.

Account Title The Aga Khan University
Account # 0896-79006003-01
Branch Code 0896
Bank Name Habib Bank Limited
Branch Name KARSAZ, Karachi
NTN #: 1206240-5

Important Note:

- *AKU-EB affiliated schools should mention their School Code and Name on HBL's deposit slip.*
- *The acknowledgement of payment given by the bank on the deposit slip (original) must be sent to examination board office along with documents.*

• **For SSC-I Candidates.**

Printout of Candidate Enrolment Forms duly completed, verified and signed by the candidates and the Head Teacher/ Authorized School Staff.

• **For HSSC-I Candidates**

1. Printout of Candidate Enrolment Forms duly completed, verified and signed by the candidates and the Head Teacher/ Authorized School Staff.
2. Photocopy of SSC consolidated result slip
3. Equivalency Certificate, issued by the Inter Board Committee of Chairmen (IBCC), for candidates completed O level or any other international qualification that can be equivalent to SSC.
4. Copy of migration certificate for all candidates completed their SSC qualifications from any Board other than AKU-EB. It is school's responsibility to ensure that the documents issued by any exam board other than AKU-EB are duly verified and authenticated.

- **For SSC-II/ HSSC-II Candidates**

Printout of Candidate Registration Verification Report duly completed, verified and signed by the candidates and the Head Teacher/ Authorized School Staff.

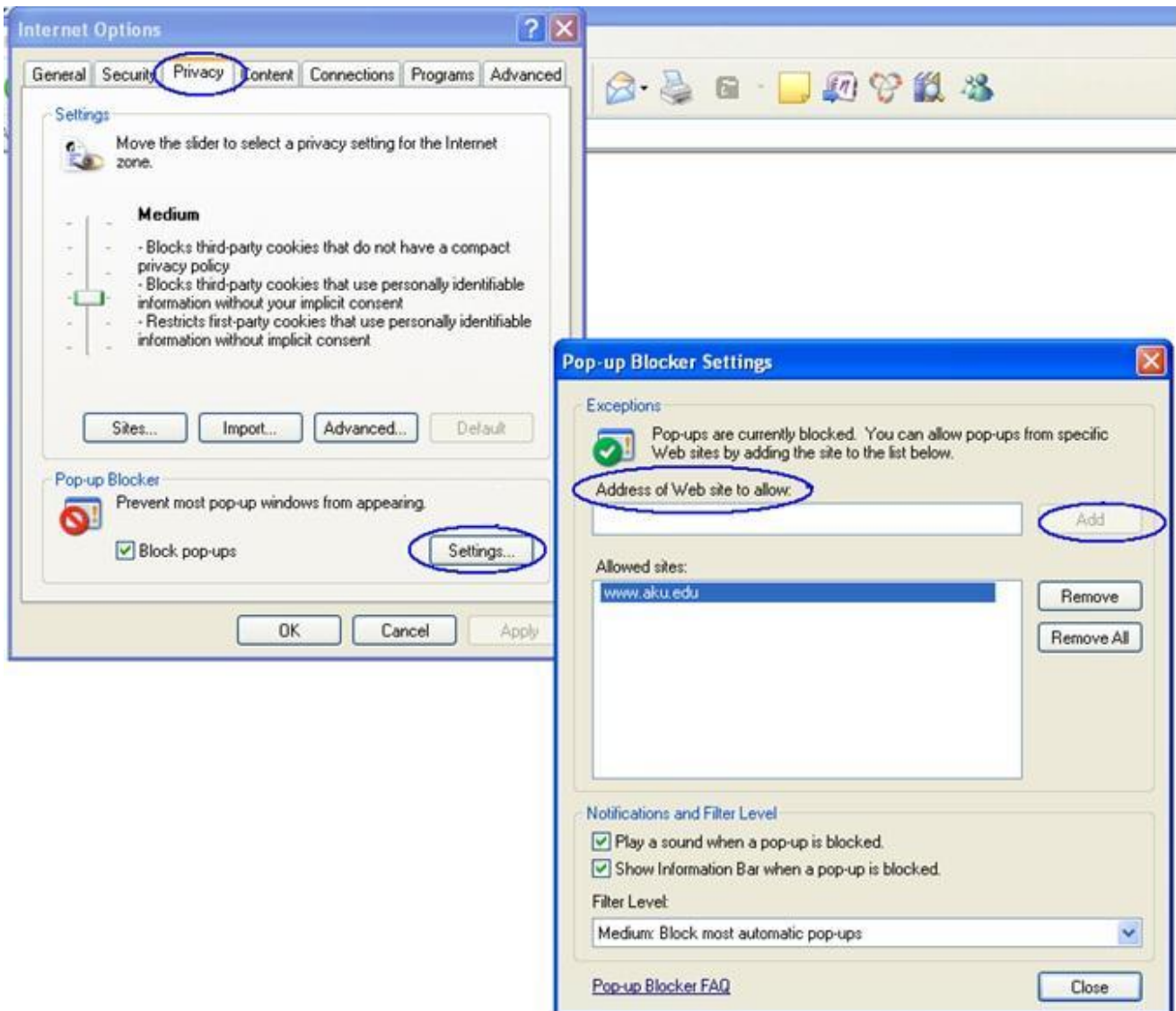
Notes:

1. *It is the school's responsibility to ensure that the candidate information and subject medium details forwarded to the Board are accurate. Any amendments after the regular entry deadline will be subject to a penalty fee.*
2. *Duly verified enrolment and registration forms along with required documents and pay order must reach AKU-EB before the deadline. Otherwise, late fee penalty would be applicable as per details given on the fee structure.*
3. *Enrolment and Registration will be processed upon receiving of physical registration form along with required documents and original pay order. Soft copy of application form and pay order will not be entertained.*

ANNEXURE -I

How to Allow Pop-Up Windows in Web-Browser

1. In your Browser (Firefox/Chrome/Internet Explorer), go to the “Tools” menu and click on "Internet Options" or “Options”.
2. Follow the steps indicated below:
 - a) Click on "Privacy" Tab.
 - b) Click on "Settings" button.
 - c) Under “Address of website to allow”, enter <http://examinationboard.aku.edu> and click “Add”
 - d) The address of the website will appear in “Allowed sites:”
 - e) Close the windows by clicking “Close” and then “OK”.



THE AGA KHAN UNIVERSITY EXAMINATION BOARD

Block - C, IED-PDC, 1-5/B-VII Federal B.

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Karachi - 75950, Pakistan.

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Facebook: www.facebook.com/akueb