



## Getting Starting with e-Admissions

### Login

The e-Admissions online application is hosted on a secure website using SSL encrypted technology (like that used in the banking/finance/healthcare industries) to protect each part your application for admission to Orlando Junior Academy.

New students may obtain a Username and Password by using the new user setup feature available at the User Login screen.

Returning students need to use the Username and Password provided to them by OJA, in order to access their information, which has already been pre-loaded onto the e-Admissions website. *BY LOGGING IN ANY OTHER MANNER, THE E-ADMISSIONS APPLICATION WILL BE UNABLE TO PRE-LOAD THE DATA/INFORMATION ALREADY AVAILABLE.* This will result in having to complete a NEW STUDENT application, which includes additional steps and collection of information unnecessary for students who have been enrolled at OJA during the most current academic year.

Each student must be registered individually. For families with multiple students, the e-Admissions process is to register each student one at a time.

NOTE: The e-Admissions Application for the '10-'11 academic year has been especially designed to require all information about each student and their parents/guardians to be carefully reviewed and updated this first year of the e-Admission process on an individual basis. This will make it possible to transition to a more 'family-centric' model, so families with multiple students can register all students in a single session with a single login, in the future. Plans are already underway to make this possible in the '10-'11 academic year.

If you need further assistance in logging in to the e-Admissions Online Application, the Admissions staff at OJA is standing by to assist you.

### Student Demographic Information

In the first section, you will provide all of the key demographic information required about the student to complete application to Orlando Junior Academy.

Returning students need to carefully review the information already provided and update anything that may have changed or is currently incomplete.



### Student Relations Information

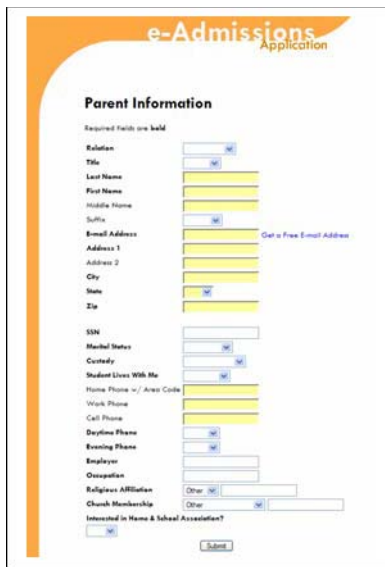
After completing the demographic information about the student, it is time to collect information about the student's parents and/or legal guardians.

In this step, EACH relation that has legal authority to make decisions regarding a student's schooling, upbringing, medical care, etc. must be identified and their information provided. To add relations click on <Add Relation>.

To ADD/EDIT a relation's information associated with a student, locate the relation, select the relationship link (i.e. Father, Mother, Guardian, and Relation), complete the information and submit it. Be sure to include information about EACH relation, by repeating the add relation function, until all have been identified.

Returning students need to carefully review the information already provided and update anything that may have changed or is currently incomplete. Be sure to include information about EACH relation, by performing the add relation function, until all have been identified.

**NOTE:** In the event, you would like to DELETE a relation's information associated with a student, locate that individual and select <remove>.



### Emergency Contacts

In this section, please provide the contact information of at least 2 individuals that OJA may notify, in the event of an emergency (other than a student's parents or legal guardians named in the Student Relations section of this application).



## Dismissal Contacts

Anyone allowed to pick up a student from school, must be listed in this section (other than a student's parents or legal guardians named in the Student Relations section of this application).

## Questionnaire

This section allows the opportunity to determine areas of student interest in music and certain sports programs. In addition, it is where the need to use After Care and identification of the responsible party for paying tuition is recorded.

## Policies & Procedures – Tuition & Fees

This section contains a link to section of the OJA Website, which outlines the policies and procedures students are expected to abide by while enrolled at Orlando Junior Academy. It also links to the financial section of the OJA Website where tuition and fee information can be found. This should be reviewed PRIOR to completing the Authorization & Signature section.

Note: These links will take you to a different window in your browser. After reviewing these documents return to this e-Admission section to continue.

## Authorization & Signature Packet

The next step in the application process is to print out, authorize/sign, and returned to OJA's Registrar, the Authorization & Signature Packet. All documents will include the appropriate information pre-filled in the specific areas for properly completed e-Admission applications.

Documents are in PDF format and may be printed from any computer/printer using many standard applications, including Adobe's Acrobat Reader available free online.

Note: This link will allow you to open the PDF file for printing. After printing these documents, return to this e-Admission section to continue.

**New Student Authorization, Recommendation & Clearance (no image)**

In addition to the Authorization & Signature section, new students will find in this section all the accessory documents required to obtain recommendations and proper authorizations from their prior school.

**Application Information Overview**

With the entire application complete, it is time to check the information provided in ALL the key data fields.

**IT IS IMPORTANT TO CAREFULLY REVIEW AN APPLICATION PRIOR TO SUBMISSION FOR ACCURACY OF THE INFORMATION PROVIDED.**

**Submit e-Admissions Application & Packet Documents**

With e-Admission application complete and reviewed, submit it to OJA for processing. Following the submission of the online application, the Admission’s Office staff will await receipt of the properly completed Authorization & Signature Packet documents and Application Fee, in order to process a student for admission. New students must also have the accessory documents required to obtain recommendations and proper authorizations from their prior school before being processed for admission.

NOTE: To complete the application process your Authorization & Signature Packet includes a checklist for both new and returning students. The online e-Admission application MUST also be accompanied with the appropriate documentation, authorizations and application fee to be considered submitted.