

Instructions for Parents of New Applicants proceeding for online registration:

1. Parents of New applicants applying for online admission shall have to first login to the system by using the following link:

**<https://shsb.campussoft.net>**

Please keep the registered mobile number with you at the time of online registration.

2. Parents are advised to use their own mobile number and email Id for registration and applying online. All further communications shall be made on this mobile no and email id only.

3. Preferred web browser is an updated version of Chrome.

4. We do not recommend using mobile phones for applying online as functionalities are seen to be limited on mobile phones. Any issues that arise are the sole responsibility of the applicant.

5. Applicants are to upload the following documents for applying online –

a. A passport size photograph.

b. Scanned copy of DOB(Required for candidates seeking admission to class LKG)

c. Transfer certificate and latest marksheet(Required for candidates seeking admission to class UKG to VI)

6. For uploading your photograph use passport size photograph between 20KB to 50KB size in JPG/ JPEG format.

7. Applicants shall have to take a printout of the admission form after final submission is made and carry it to the college on the date of admission along with all original copies (plus one set of photostat copy) of all marksheets and certificates and relevant documents.

8. Please LOGOUT of the portal before leaving especially if you are using a shared computer.

9. Applicants facing any difficulty in online registration are to contact the School helpline no / email id:

**Helpline Number: 9721014086**

**Email address: [sacredheartschool.ballia@gmail.com](mailto:sacredheartschool.ballia@gmail.com)**

10. Applicants are advised to apply well in advance before the last date of submission to avoid last minute problems.

11. Step by step guidelines are provided at each and every step of the online process to help you easily procure and submit your application form.

12. Parents of Applicants may send their queries to the school email address or contact the helpline number.