APPLYING ONLINE – STEP BY STEP GUIDE

BEFORE YOU START

- **Decide your order of preference** before you start the online application.

- **Get an email address** – you need one to apply and you need to be able to access it in **March 2024**. If you don't have one go to **www.googlemail.com** and click **'Create an account'**.

- If you have trouble with computers **get a friend, relative or your child to help you make the application.**

LOGIN OR REGISTER
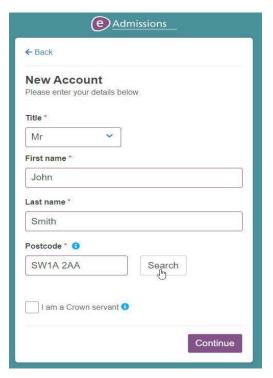
01. Go to **www.eadmissions.org.uk**

02. If you have applied before (e.g. for an older child), click 'Returning visitors' and login with your email and password from your previous application. **Skip to number 07 and check your details are still correct.**

If you can't remember your username or password, click 'Returning visitors' then click the **'Forgot username or password?'** link.

03. If this is the first time you have applied you must register your details and email address. Click **'First time visitors'**.
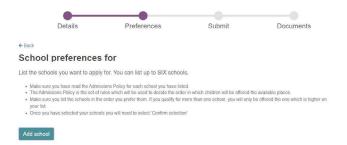

04. Follow the website prompts and enter your details.

05. You will be sent a confirmation by email. Open the email and click the link to validate your email address.

Save this email for future reference – you will need to log back into the system to make changes and on offer day.
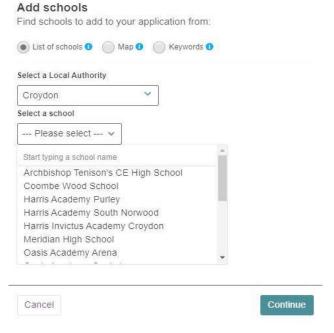
06. Click the link in the email, enter your username or email address and password, then click **'Login'**.

CHILD DETAILS AND PREFERRED SCHOOLS

07. If you have applied before you must **check and update your details if they have changed** – particularly your address. Click on the purple 'My Account' button at the bottom of the screen, update any details as necessary then click **'Save'**.

08. Click **'Start Application'** button.

9. Enter your child's details and click **'Save and continue'**.

10. Choose your preferred school from the list. Change the local authority if the school is outside Croydon. Click **'Add school'**.
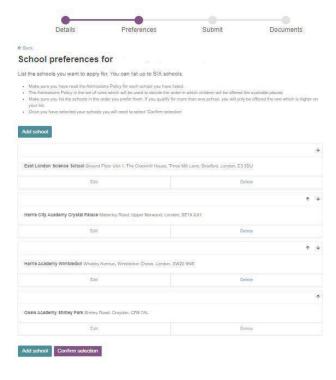
APPLYING ONLINE

11. Add specific information about the school (e.g. brothers or sisters already attending) then click **'Next'**.

12. Repeat steps 10 & 11 to list more schools until you have listed all your preferences.

13. Change the order of preferences by clicking the up and down arrows by each school.

14. Once all your preferred schools are listed click **'Confirm selection'**. You will also need to click **'Continue'** if you have listed fewer than six preferences.

FINAL CHECK AND SUBMIT

15. Check your application carefully. To make changes click **'Back'** at the top of the page.

16. Read and agree the declaration by clicking in the box.

17. Click **'Submit Application'**.

18. You will receive a confirmation email with your application reference number (e.g. 306-2018-09-E-001234). This email is proof that you have submitted your application successfully.

MAKE CHANGES AND ATTACH DOCUMENTS

• You can make changes and attach supporting information up to the closing date by logging into the system with your username or email address and your password.

• Each time you make a change you must **re-submit** your application. You will receive a confirmation email each time you successfully change your application.

• You will also receive a confirmation email for each document you attach.

YOUR APPLICATION DETAILS

Note your application details below for future reference and keep this information safe and secure

Email address:

Username:

Password:

Application Reference Number:

HELP AND SUPPORT

If you need help logging into your online application or registering to apply online you can contact the London eAdmissions support helpdesk on 020 8255 5555 (option 1 or 4) or email **support@eadmissions.org.uk**

If you have any other problems or questions please contact Croydon Council on **0208 726 6400**

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