



Step-by-step guide

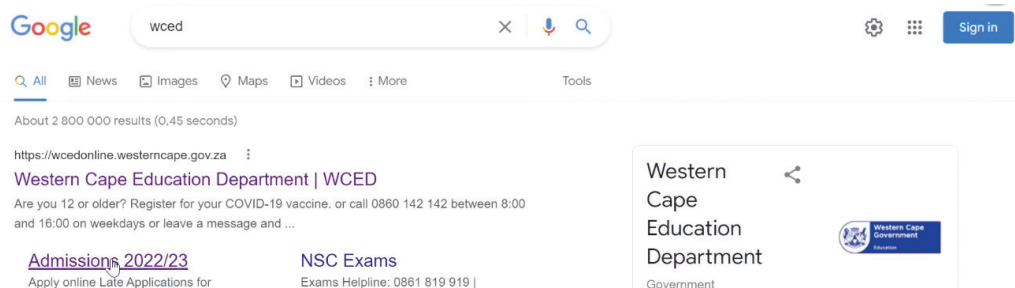
Registering as a Parent | User

Before you begin, have the following at hand to make the process easier:

- Pen and paper to record your password for safekeeping
- Cellphone number
- e-mail address
- Scanned documents (labelled according to each document):
 - ☐ The last official school Report Card | Results of the learner, for learners who have been to school
 - ☐ ID | Birth certificate | passport of the learner; OR
 - ☐ Study permit (foreign learners); OR
 - ☐ Proof of application (study permit) or police affidavit
 - ☐ Immunisation card (Road to Health Chart) for Primary Schools only
 - ☐ Proof of residence

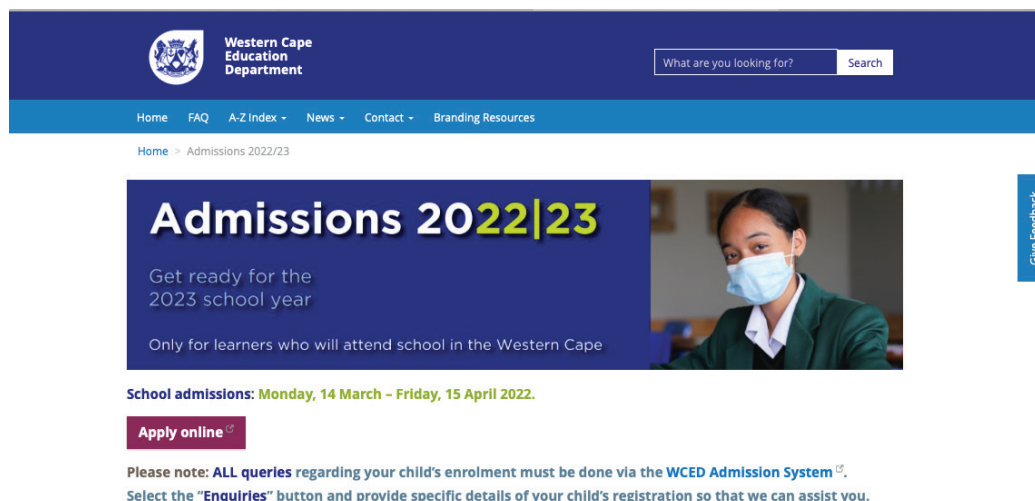
1

- Go to Google and type in WCED.
- Click on **Admissions 2022/23**.



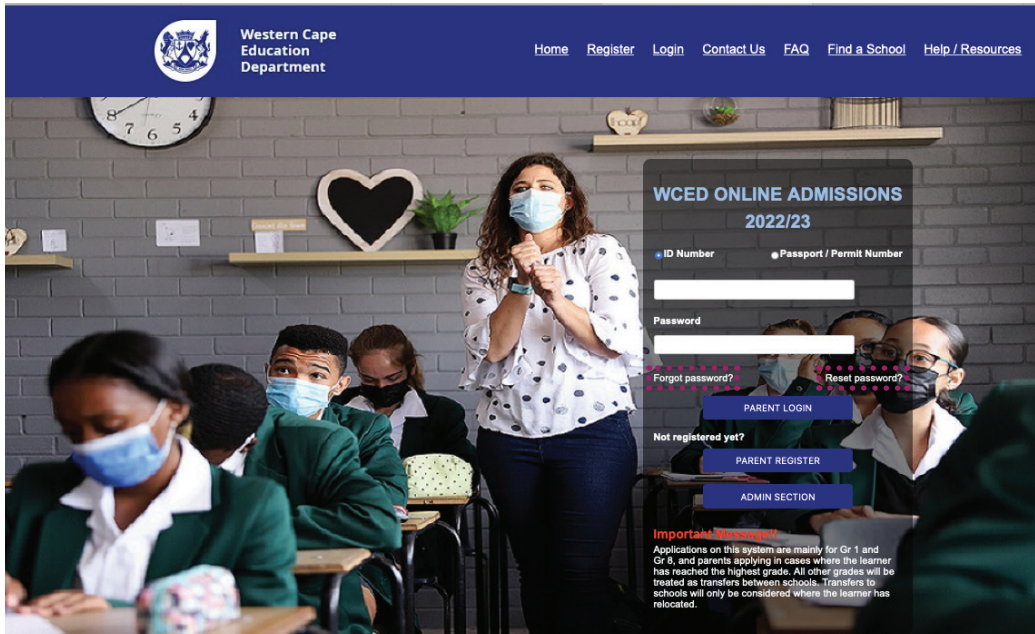
2

- Click **Apply online**; to start the process.



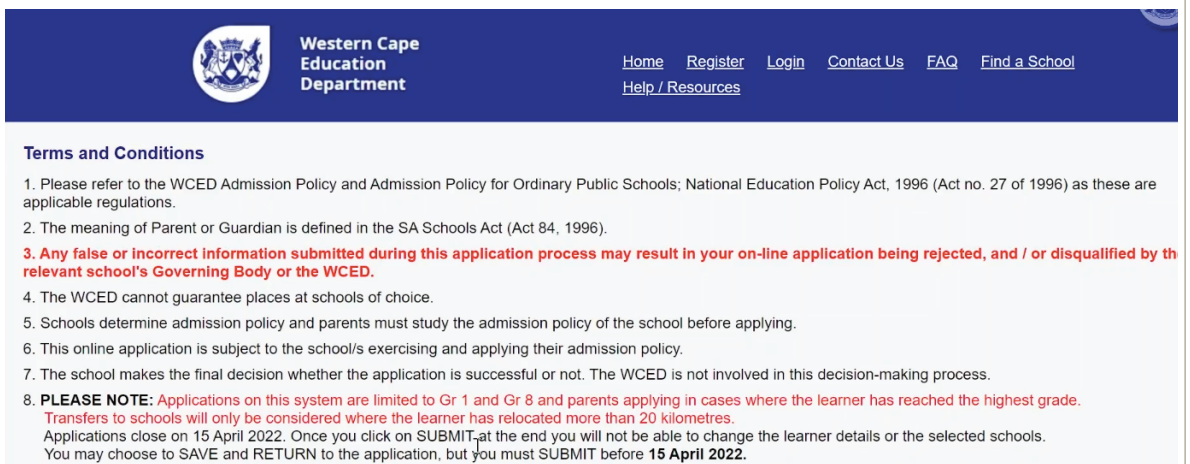
3

- **First time users**, register yourself as a user or parent. Click on **Parent Register**.
- Registered users, simply use your old password. Click on Parent Login.
- If you've forgotten your password, reset it.



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- Read carefully through the **Terms and Conditions**.
- This section provides you with important information regarding the application process.
- **NB Point 8:** Applications on the system are limited to Grade 1, Grade 8 and parents applying in cases where the learner has reached the highest grade.
- Select **Yes** and **Continue**.



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- Answer the question, enter your **ID** and click on **Save**.

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- Complete **ALL** the fields.
- **IMPORTANT:** Ensure that your contact details (**e-mail** and **cellphone number**) are correct.
- Click on **Register**.

Ensure that both the email address and cellphone number is correct, since these will be used for verification purposes.

*First Name

John

*Surname

Roman

*ID Number

7705115169085

Cellphone Number

0680544828

Confirm Cellphone Number

0680544828

Email Address

John.roman@gmail.com

Confirm Email Address

John.roman@gmail.com

☒ I have read and understand the [Terms and Conditions](#)

REGISTER



Western Cape
Government

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- You will receive a verification Pin (OTP); it will appear **onscreen** in **GREEN**.
- It's a ONE TIME pin which will only be **valid for 5 minutes**.
- Enter the one time pin in the block provided.
- Click on **Verify**.



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Get Verification Pin

Hi, John

One Time Pin (OTP): **6217**

Pin valid for 4 min 40 sec

Email address

John.roman@gmail.com

Cellphone number

0680544828

*Pin

6217

VERIFY

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- Keep your **PASSWORD** in a SAFE place (6 – 12 characters).
- You will need it to log on to your profile to:
 - ☐ check if your child has been accepted at a school;
 - ☐ accept a place when offered by a school; and
 - ☐ submit queries.
- Complete ALL the fields.
- Click on **Register**.

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- Congratulations, you have now successfully registered to use the system.
- You will receive an **SMS** to confirm your registration.