

STEP-BY-STEP ADMISSIONS ONLINE USER GUIDE FOR PARENTS

- Access web address: <http://www.gdeadmissions.gov.za>
- You are required to read the information on the “Welcome Page”. Click on the hyperlink for the Terms and Conditions

Registration Process

1. First time user – click the “Register” button to register parent information
2. Pop up screen – requests parent to “select the registration type” (South African Citizen/non-South African Citizen)
3. Complete required parent information to register and create login credentials

Login Process

4. Use the created login credentials to log-in to access the main application page
5. On this page a parent can:
 - View or edit details
 - Register learner
 - View status of applications
 - Apply by clicking the link

APPLICATION PROCESS

6. General Application

- Select learner and grade applying for
- Select the address (home or work)
- Click “Apply”

7. Learner with sibling at a school

- Select a learner and grade applying for
- tick box to select siblings school
- If school is not found click the “Add sibling Details”
- Select the address (home or work)
- Click “Apply”

8. Application to a school of choice

- Select a learner and grade applying for
- Select “school of choice”
- Select the address (home or work)
- Click “Apply”

GENERAL

- An automated SMS will be generated to the parents cell phone number to confirm the submission of the online application
- For a complete guide – google “*step by step admissions online user guide for parents*”