UNITED ARAB EMIRATES MINISTRY OF EDUCATION



الإمارات العربية المتحدة وزارة التربية والتعليم

User Guide

# **EmSAT Registration System**

23<sup>st</sup> November 2017

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#### Introduction

This document has been created to guide Schools Coordinators on how to use EmSAT registration system.

This document provides the steps for enrolling students in the system.

### Who Should Read This Document?

Schools coordinators are the main audience for this document, as well as school officials who might fill their role.



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### Enrolling Students in EmSAT Registration System User Guides

The school coordinator is the person who will be responsible for registering / enrolling all of their school's students in the EmSAT Registration System.

#### School Coordinator User Guide

To enroll students in the EmSAT Registration System, schools coordinators are asked to follow the below steps.

1. Insert the student's Emirates ID into the EID card reader.

The page below shows the form for the school coordinator to read the students' Emirates ID.

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		Marital Status	Passport Number		
			Student Passport Number		
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		Student Registration - Contact Mobile Number  Student Mobile  Email  Student Email	Confirm Mobile Number Please Re-Type Student M Confirm Email Please Re-Type Student Er	tobile mail	
		Emirates Institution			
		Institution			
		Submit			
Figure 1: Student Emir	rates ID Form				

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2. After the EID card reader captures the student data, the coordinator must enter the student contact details (phone, email) and the institution.

Student Registration - 0	Contact		
Mobile Number	*	Confirm Mobile Number	*
Student Mobile		Please Re-Type Student Mobile	
Email		Confirm Email	*
Student Email		Please Re-Type Student Email	
Emirates *	Institution		
•	Institution		*

Figure 2: Student Contact Details.

3. School Coordinator will submit the form, and the below confirmation page will appear.

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يية والتعليم. جميع الحقوق محفوظة	حقوق الملكية © 2017 وزارة التر	

Figure 3: Student Enrollment Confirmation Page.

The coordinator is now finished with that student and may move on to register another.

4. After the coordinator registers a student, the student will receive an activation email like the below:

🗌 🚖 👝 Ministry of Education Confirm your account - Dear nabukhas@gmail.com, Please confirm your account by clicking this link: Confirm your account

Figure 4: Confirmation Email

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Academic Year 2017-2018

10:33 am



5. EmSAT Registration Student User Guide

Students will be able to register for an exam using the EmSAT Registration System using the following steps:

- Login to their email and find the enrollment notification email from EmSAT system. (See figure 4).
- 2. The content of the email should look like the image below:

Con	irm your account 📄 🛛 Inbox 🗴		÷ 🛛
?	Ministry of Education <noreply@moe.gov.ae> to me 🐨</noreply@moe.gov.ae>		10:33 AM (1 minute ago) 📩 🗮 💌
		Dear nabukhas@gmail.com. Please confirm your account by clicking this link: Confirm your account	

Figure 5: EmSAT Confirmation Email Content

- 3. Students will have to click on the provided link (Confirm your account) to activate the email, phone and changing the password.
- 4. After clicking on the link, the below page will appear to allow the students to activate their mobile number

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Student Activation	
Register Student	Confirm Phone Number Phone Number 009715612234567 Serial S
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	حقوق الملكية © 2017 وزارة التربية والتعليم. جميع الحقوق محفوظة،

#### Figure 6: Student Mobile Activation Form

The phone number showing in this page is read only and this number is what actually entered by the coordinator in the registration process.

5. When clicking on the send button students will receive the activation OTP on their mobile number and system will wait for entering this number in the below screen:

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# اختبار الإمارات القياسي EmSAT

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<ul> <li>Begilder Student</li> </ul>	Confirm Phone Number Confirmation Code
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	قائول المائية (Control وزارة التعاريم، جميع الحقوق محقول المائية (Control وزارة التعاريم، جميع الحقوق محقوق

Figure 7: OTP Confirmation Code Form.

The below images showing the activation code received on the student mobile.



Figure 8: OTP SMS

The students have to enter this number in the screen that ask for the phone number confirmation code.



UNITED ARAB EMIRATES MINISTRY OF EDUCATION

### اخنبار الإمارات القياسي EmSAT

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Student activation done successfully
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حقوق الملكية ٥٠ ٢٥٦٪ وزارة اللربية واللعليم. جميع الحلوق محفوظة

Figure 9: Result of OTP Confirmation.

- 6. After entering the correct activation code students will be asked to change their default password which was created when the coordinator register their accounts.
- 7. After successful password change, students should login with their activated email and chosen password, and the list of exams will appear to allow students to register.

a Login nabukhas@gmail.com	•	
	Log in with SmartPass	
Remebmer Me	SmartPass is your Single Credential to Access UAE Government Services	

Figure 10: Login Page

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Login dujul 0 5 0 🚠 0

UNITED ARAB EMIRATES MINISTRY OF EDUCATION				EmS	اخنبار الإمارات القياسي The Emirates Standardized Test
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	Call Center 80051115	Notes	No. of vistors 886,505		
		© 2017 Ministry of Educa	lion		

#### Figure 11: List of Exams

8. When student click on register button the below pop up page will appear to allow students to select the test date, center and the time shift.

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F SH F DE UF DE LE			-Select-	•	Lines The Date Date	
	all students	EmSAT for the Academic Yes Achieve English, Arabic, Math all Grade 12 Emirati students also required for Grade 12 in the MOE curriculum in public	& private schools.	Submit Cancel	الفرائيل الديار الإمارات المراسي الفرول ا يرجى العام أنه سريم إجراء الديار اللغة الإنج والكيمياء لطلية الصف التاني عشر م الحكومية والخاصة. سينم التيار الطلية قيل الحكومية والخاصة ال	
	Chemistry	If you are going for STEM rel	ated major at university, the Chemistry Test is required.	كنت ترغب بالانتحاق بأحد تخصصات الجامعة	في STEM يعتبر اختبار الكيمياء متطلباً إذا	
	Special needs	If you have any special needs take the test, please contact special accommodations,	or health problems which may affect your ability to us via email (memsat@more.gov.are) to arrange for	حية قد تؤثر على قدرتك على إجراء التواصل معنا عبر البريد الانكاروني بالتواصل معنا عبر البريد الانكاروني	ابا کان لدیله أي اختیاجات کامله أو مشاکل مد اللیام (socensat@moe.gov.or) الاتتابار بردی	
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Figure 12: Exam Registration Popup Page

After selecting the fields and submit the form the registration for the test appear as below:

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		needs take the test, please contact us via email (sn.emsati@moe.gov.ae) to arrange for special accommodations.	للقيام (niemsat@moe.gov.ae)الختيار يرجى التواصل معنا عبر البريد الاكتروني بالترانييات الخاصة بك -	
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Figure 13: Confirmation of Exam Registration.

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9. Student can repeat the steps 7-8 to register for another exam