

UNITED ARAB EMIRATES
MINISTRY OF EDUCATION



الإمارات العربية المتحدة
وزارة التربية والتعليم

User Guide

EmSAT Registration System

23st 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.



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.

Figure 1: Student Emirates ID Form

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

Student Registration - Contact

Mobile Number * **Confirm Mobile Number** *

Email * **Confirm Email** *

Emirates * **Institution** *

Figure 2: Student Contact Details.

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

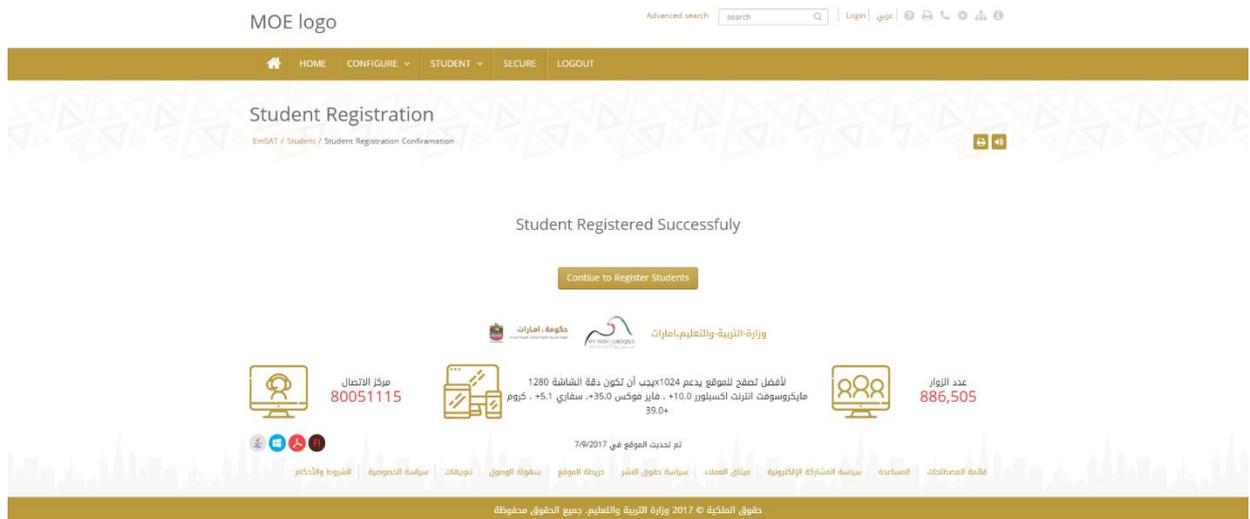


Figure 3: Student Enrollment Confirmation Page.

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

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



Figure 4: Confirmation Email

5. EmSAT Registration Student User Guide

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

1. 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:

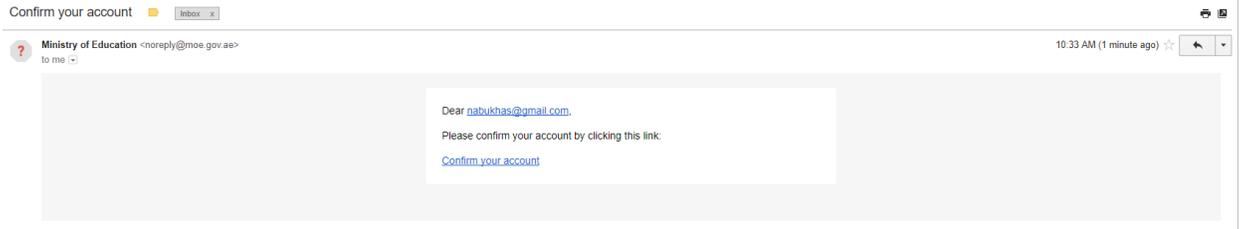


Figure 5: EmSAT Confirmation Email Content

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

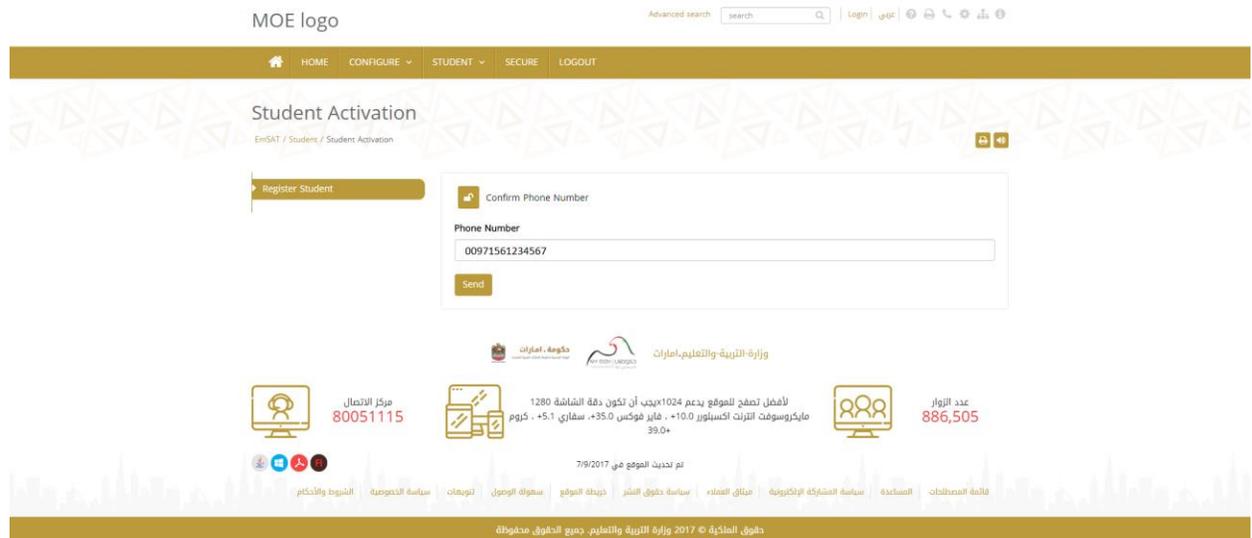


Figure 6: Student Mobile Activation Form

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:



Figure 7: OTP Confirmation Code Form.

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

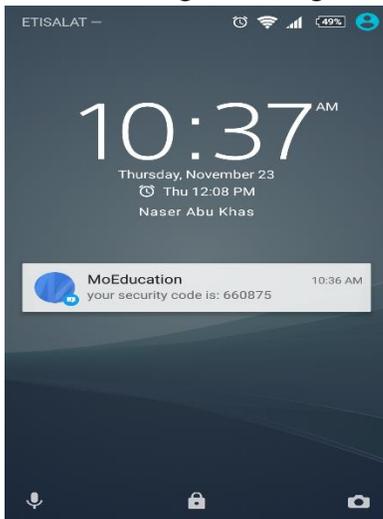


Figure 8: OTP SMS

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

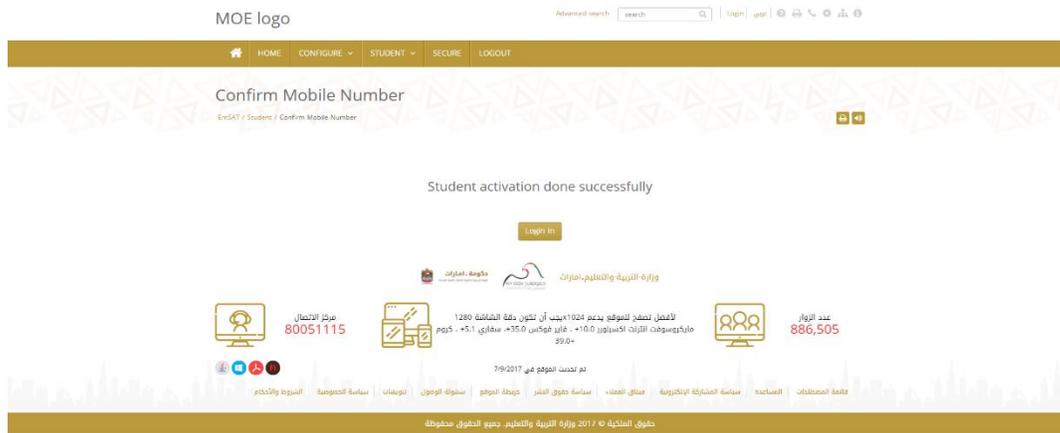


Figure 9: Result of OTP Confirmation.

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.

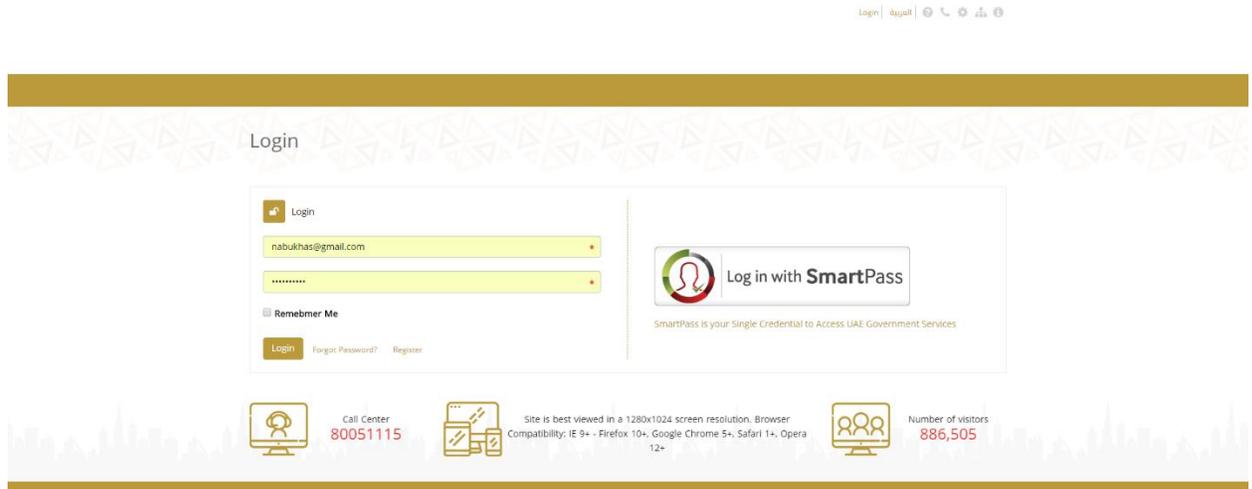


Figure 10: Login Page

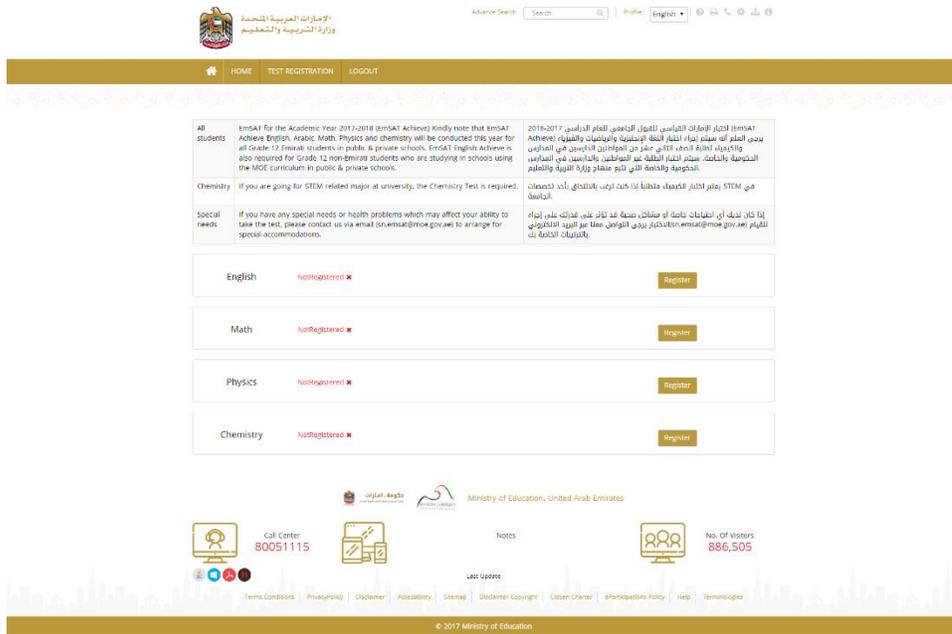


Figure 11: List of Exams

- 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.

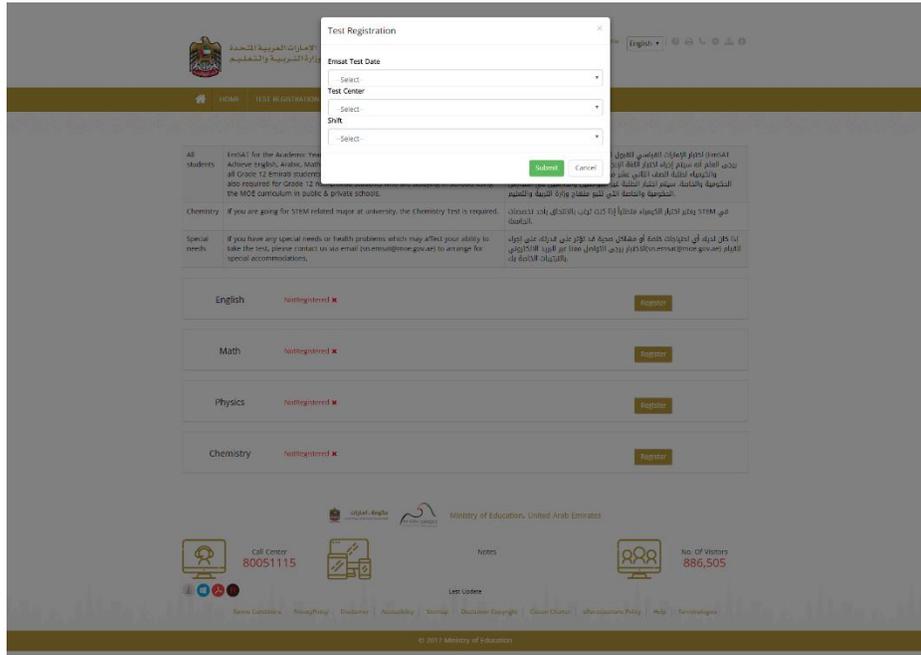


Figure 12: Exam Registration PopUp Page

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



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Advanced Search [Search] | Profile | English

HOME | TEST REGISTRATION | LOGOUT

All students EmSAT for the Academic Year 2017-2018 (EmSAT Achieve) kindly note that EmSAT Achieve English, Arabic, Math, Physics and Chemistry will be conducted this year for all grade 12 EmSAT students in public & private schools. EmSAT English Achieve is also required for Grade 12 non-EmSAT students who are studying in schools using the MOE curriculum in public & private schools.

Chemistry If you are going for STEM related major at university, the Chemistry Test is required.

Special needs If you have any special needs or health problems which may affect your ability to take the test, please contact us via email (en.ensat@moe.gov.ae) to arrange for special accommodations.

2018-2017 الامتحان القياسي القبول الجامعي العام الدراسي 2018-2017 EmSAT Achieve English, Arabic, Math, Physics and Chemistry will be conducted this year for all grade 12 EmSAT students in public & private schools. EmSAT English Achieve is also required for Grade 12 non-EmSAT students who are studying in schools using the MOE curriculum in public & private schools.

في STEM وفي اختبار الجيوب، عشياً إذا كنت ترغب بالتحاق بالجامعة.

إذا كان لديك أي احتياجات خاصة أو مشاكل صحية قد تؤثر على قدرتك على إجراء اختبار (en.ensat@moe.gov.ae) للتواصل معنا عن البريد الإلكتروني لترتيب التسهيلات الخاصة بك.

Registered
English
Test Center: HCT Dubai Men's College
Test Date: 10 December 2017
Test Shift: SHR. 1 - 9:00 a.m.
[Edit] [Cancel] [Generate Ticket]

Math **Not Registered** [Register]

Physics **Not Registered** [Register]

Chemistry **Not Registered** [Register]

Ministry of Education, United Arab Emirates
Call Center: 80051115
No. of Visitors: 886,505
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Figure 13: Confirmation of Exam Registration.

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