

## Alpharetta Tamil School (ATS) On-line Registration Instruction for Returning Student

### Instructions to register your child in CTA website:

1. Go to <https://www.catamilacademy.org/cta/login.aspx>
2. Login with your credential
3. Go to Parent Access → Child Registration
  - **DO NOT check 'New Parent'**
  - If you have more than one child, you need to register for each child.
  - Select your child name in **< Select Student >**. Once you do this, most of the information will be pulled-up automatically.

Existing Student Details	
Student Detail	<div style="border: 1px solid #ccc; padding: 2px;">           Select Student ▼         </div>
Or	
New Student Registration	

- Fill in/Update the required details with true/correct data
- Chose the School Site as **"Alpharetta Tamil School"**

School Site	<div style="border: 1px solid #ccc; padding: 2px;">           Alpharetta Tamil School ▼ *         </div>
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- For "TVU Grade ", DO NOT select anything.
- For **Public School State** → Georgia
- For **Public School Type** → Choose accordingly.
- For **Public School City** → Choose accordingly, if not listed then choose 'Other'
- For **Others (city)** → Type in your child public school city.
- For **Public School Name** → Choose the Public School that your child attends
- For **Others (school)** → Enter your child's school name (not Tamil School name).

Enter the Public School Details to which the child it going now. The order of selection is important. Opt "USA – GA – Georgia" as state, then Pre, ES, MS, HS as School Type, Select city of the school and then the Public School Name.

Those who **DO NOT** see their Public School City and Name, Select "Others" and enter the City and Name in Others (City) and Others (School).

Public School Details			
Public School State	<div style="border: 1px solid #ccc; padding: 2px;">           Select State ▼ *         </div>	Public School Type	<div style="border: 1px solid #ccc; padding: 2px;">           Select School Type ▼ *         </div>
Public School City	<div style="border: 1px solid #ccc; padding: 2px;">           Select City ▼ *         </div>	Others (City)	<input style="width: 100%;" type="text"/>
Public School Name	<div style="border: 1px solid #ccc; padding: 2px;">           Select School ▼ *         </div>	Others (School)	<input style="width: 100%;" type="text"/>

4. Verify all information (contact information in particular), and hit 'Submit'
5. In 'Volunteer Help' page, fill in appropriately and hit 'Submit'
6. In 'Rules & Regulation' page
  - scroll down to the end
  - Enter 'parent/guardian' **full name as in the registration** main page.
7. In 'Payment Details' page, choose **'Credit Card'** as below and hit **'Submit'**.

# Enter the Payment Details For <Student Name>

Payment Details	
Payment Mode	<input type="radio"/> Credit Card *
Make Check Payable to (Applicable for Pay-In person option) 'Alpharetta Tamil School, Inc.'	
Mailing Address :	8135 Majors Road Cumming, GA 30041

\* fields are mandatory

**Instructions**

1. During Payment Do Not close the window before it is Completed

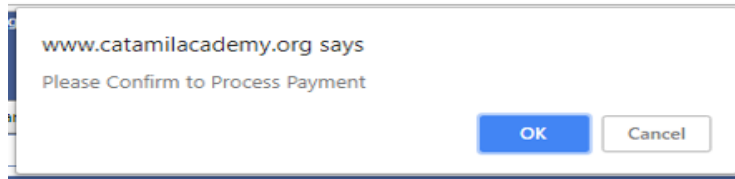
2. CTA now requires ONE single payment for the entire outstanding balance. This is to reduce the administrative efforts on our volunteers and to help plan for school year in advance.

Payment Details For First Last	
Grade : Kindergarten	Grade Fee : 190.00
Amount:	USD 190.00
Card Holder First Name:	<input type="text"/> *
Card Holder Last Name:	<input type="text"/> *
Address1:	<input type="text"/> *
Address2:	<input type="text"/>
City:	<input type="text"/> *
State:	<input type="text"/> *
Zip Code:	<input type="text"/> *
Country:	<input type="text"/> *
Type:	<input type="text" value="Visa"/> *
Credit Card Number:	<input type="text"/> *
Card Verification Number:	<input type="text"/> *
Expiration Date: (MM/YYYY)	<input type="text" value="01"/> <input type="text"/> *

\* fields are mandatory



Click on "Pay" and "OK" on the response Window

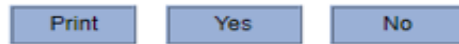


8. Congratulations, you have completed your registration process. You will receive an e-mail about on-line registration

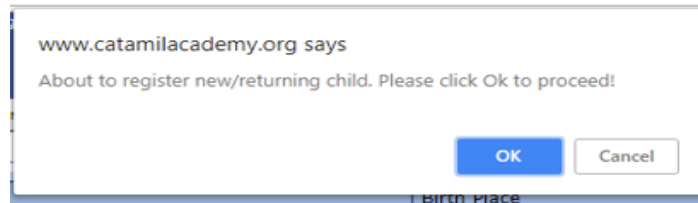
- Print this document (if possible) to speed your registration process on open house day and bring it to Open House.

9. Click "Yes" if you need to register another child.

**Do You Wish To Register for one more Student?**



10. If you click on "Yes" then you will get the following, Click on "OK" to register additional child.



**NOTE: NO Check or Cash Payment**, do your registration before the Open House day.