Colegio de Inglaterra
The English School

ONLINE ENROLMENT PROCESS HANDBOOK

1 Open your preferred web browser, and type in the address bar the following URL:

https://app.englishschool.edu.co/matriculartes/default.aspx

Colegio de Inglaterra
The English School

pepitoperez

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Iniciar sesión

MatricularTES

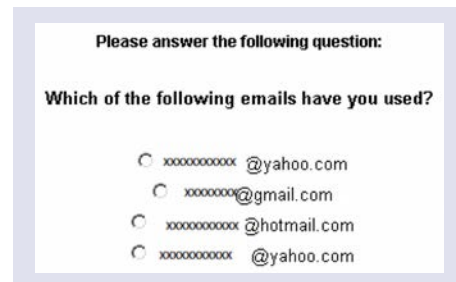¿Ha olvidado su contraseña? - Forgot your password?

Enter the username and password of your institutional e-mail to log in.

If you don't remember your password, click on this button.

2 Select the language.

Español   English

Salir

3 Answer the security questions, selecting the correct option from the possible answers.

Please answer the following question:

Which of the following emails have you used?

○ xxxxxxxxxx @yahoo.com
○ xxxxxxxx@gmail.com
○ xxxxxxxxxx @hotmail.com
○ xxxxxxxxxx @yahoo.com

4 Read the Internal Data Processing Policies and Procedures Handbook of Fundación Educativa de Inglaterra and its educational establishments.

> DATA PROCESSING AND PROTECTION ARE VERY IMPORTANT TO THE FUNDACIÓN EDUCATIVA DE INGLATERRA (FEI) AND ITS EDUCATIONAL ESTABLISHMENTS. THEREFORE, DATA OBTAINED FROM ANY DATA SUBJECT WILL BE COLLECTED, PROCESSED AND STORED IN ACCORDANCE WITH THE DATA PROCESSING POLICIES AND PROCEDURES HANDBOOK AND THE PRIVACY POLICIES OF LAW 1581 OF 2012, DECREE 1074 OF 2015 AND OTHER APPLICABLE REGULATIONS.
>
> REMEMBER THAT YOU CAN REVOKE, DELETE, CORRECT, LIMIT THE PROCESSING OF PERSONAL DATA AND EXERCISE YOUR RIGHTS BY SENDING AN E-MAIL TO CONTACTENOS@ENGLISHSCHOOL.EDU.CO

I do accept ✔   I don't accept ✖

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5 Read the School Enrolment Instructions.

Fundación Educativa de Inglaterra

INSTRUCCIONES PARA EL PROCESO DE MATRÍCULA ESCOLAR

Academic Enrolment 🪪

Once you have read the School Enrolment Instructions, click on **Academic Enrolment.**

From this moment on, the three phases of the enrolment process begin.

Personal information update.
Personal information of parents and each student.

Documents upload or update.
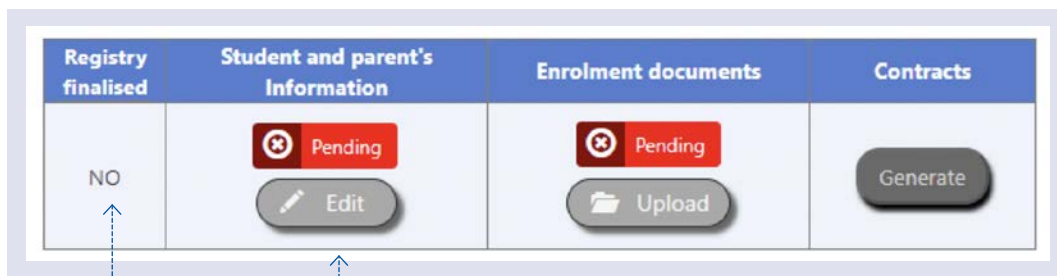*All requested documents must be digitised and uploaded to the platform.*

Contract reading and electronic signature.

For the contract digital acceptance process, you need to have access to your personal e-mail and mobile phone, as an identity verification process will be carried out using these means.

6 Personal information update.

The system displays a window listing the students to be enrolled and you will only be able to access the contracts once the information update and file upload/update phase has been completed.

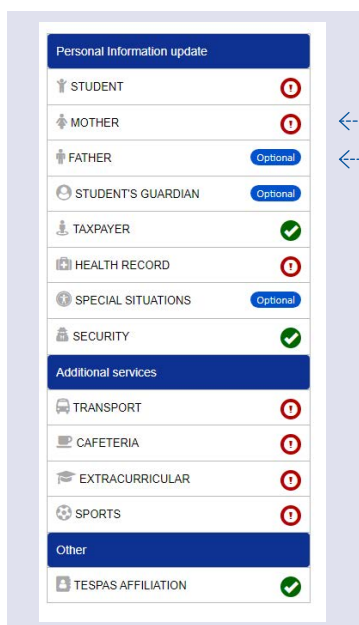| Registry finalised	Student and parent's Information	Enrolment documents	Contracts
NO	⊗ Pending ✎ Edit	⊗ Pending 📁 Upload	Generate

Process monitoring indicator.

Click on **Edit** to begin the personal information update.

In the system, you will find the information grouped by category. To update it, select a category, fill in the requested information and click on 🛈 the button.

This process must be repeated for all categories except for those marked as "**Optional**".

Then, click on **Continue** to proceed with the enrolment process.

Personal Information update	
🧍 STUDENT	🛈
👩 MOTHER	🛈
👨 FATHER	Optional
🧑 STUDENT'S GUARDIAN	Optional
🧍 TAXPAYER	✅
🏥 HEALTH RECORD	🛈
⚕ SPECIAL SITUATIONS	Optional
🔒 SECURITY	✅
Additional services	
🚌 TRANSPORT	🛈
🍽 CAFETERIA	🛈
🎓 EXTRACURRICULAR	🛈
⚽ SPORTS	🛈
Other	
📇 TESPAS AFFILIATION	✅

The 🛈 button will allow you to access the information you want to update.

It is not possible for a father (or mother) to update the mother's (father's) personal information without previous credentials validation.
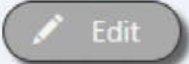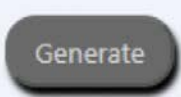
LEARNING DELIVERY MODALITY ✅

SECURITY ✅

Additional services

TRANSPORT ⛔

CAFETERIA ⛔

Once an information category has been updated, the system will confirm it with the ✅ icon.

Once you have finished, click on Go to Main Page.

Go to Main Page 🏠

7 Documents upload or update.

Registry finalised	Student and parent's Information	Enrolment documents	Contracts
NO	✔ Updated ✏ Edit	✕ Pending 📂 Upload	Generate

Click on **Upload** to upload a digital copy of the requested documents.

ID cards

👤 STUDENT		❗
👤 MOTHER		✅
👤 FATHER		✅

Health Care Area Documents

🚑 EPS		✅
MEDICAL CERTIFICATE		Optional
AUDIOMETRIC EXAMINATION		Optional
OPTOMETRIC EXAMINATION		Optional
VACCINATION CARD		Optional
GROWTH CURVE		Optional
PARENTAL RESPONSIBILITY		Optional

The ❗ button will allow you to upload or update documents.

Once an information category has been updated, the system will confirm it with the ✅ icon.

Different documents will be requested, depending on the student's grade level.

The document must be uploaded in .png, .jpg or .pdf format.

🔍 Select File

No file Selected.

✔ Upload

🗑 Delete

Once you have finished, click on Go to Main Page.

Go to Main Page 🏠

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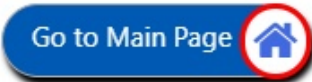
8 **Contract reading and electronic signature.**

Registry finalised	Student and parent's Information	Enrolment documents	Contracts
NO	✔ Updated ✏ Edit	✔ Updated 📁 Upload	Generate

Once the information is updated and the documents are uploaded to the system, the **Generate** button enables and you can click on it.

Please wait while the additional services contracts and other enrolment documents are being generated.

> Generating Contracts
> Please wait.

9 The system will display the documents in digital format for you to read and accept them. To open a document, click on the document name.

Status	Document or Contract	Reading	Acceptance
✍	ACT-ACTA_DE_MATRICULA	Read	Accepted
✍	ART-DECLARACION RESP TRANS PARTICULAR	Read	Accepted
✍	CONSP-CONSENTIMIENTO INFORMADO PLAN RETORNO	Read	Accepted
✍	FIC-FICHA_SALUD	Read	Accepted
✍	MAT-CONTRATO MATRICULA 2	Read	Accepted

The "Read" or "Accepted" status of the document is shown here.

Click on the name of the document to open it.

10 You can review the document digitally and do not need to print it. However, you can download them for your records and control.

✓ To accept the document, click on "I have read the terms and conditions of this document".

I have read and I accept the terms and conditions of this documents ✓

11 Electronic signature.

After reading and accepting the documents, the **Proceed to electronic signature** button will enable.

Status	Document or Contract	Reading	Acceptance
✓	ACT-ACTA_DE_MATRICULA	Read	Accepted
✓	ART-DECLARACION RESP TRANS PARTICULAR	Read	Accepted
✓	CONSP-CONSENTIMIENTO INFORMADO PLAN RETORNO	Read	Accepted
✓	FIC-FICHA_SALUD	Read	Accepted
✓	MAT-CONTRATO MATRICULA 2	Read	Accepted

Proceed to Electronic Signature ✓

12 The father, mother or guardian and the student must electronically sign the documents.

The identity validation will be carried out sending a code to the personal e-mails and mobile phone numbers previously registered.

Student Code: 90000
Name: PEREZ RODRIGUEZ EDUARDO JOSE

Electronic Signature

The electronic signing(1) of contracts and/or documents available in the MatricularTES enrolment system for the 2021-2022 school year is carried out in accordance with the legal provisions set out in Law 527 of 1999, Decree 2364 of 2012, Decree 1074 of 2015, Law 1564 of 2012 and other regulations that replace, add or modify them. Parents and/or guardians who log in to the MatricularTES system and electronically sign the documents listed are accepting the

Identity Verification Process

Dear parent, please validate your identity by checking the Verification Safe Code. The system will send a random code to your registered personal e-mail and mobile phone.

If you select the other parent, the system will send to the indicated person an invitation with the link to complete the electronic signature process.

Select the person : PÉREZ SUÁREZ JUAN JOSÉ

Personal e-mail padre@hotmail.com   **Mobile phone** 3010001234

Step #1	Step #2	Step #3	Step #4
Request a new code.	Enter the received code.	Validate the entered code.	Generate signature
Send		Validate	Signature

⚠ Important!

The father, mother or guardian of the student who is completing the enrolment process can send the electronic signature invitation to the father, mother or guardian and to the student.

Students in Grades 3 to 11 must read the documents and sign them electronically.

If you register a guardian during the enrolment process, this person must also electronically sign the documents.

The person who carries out the enrolment process will be able to electronically sign the documents in that same moment.
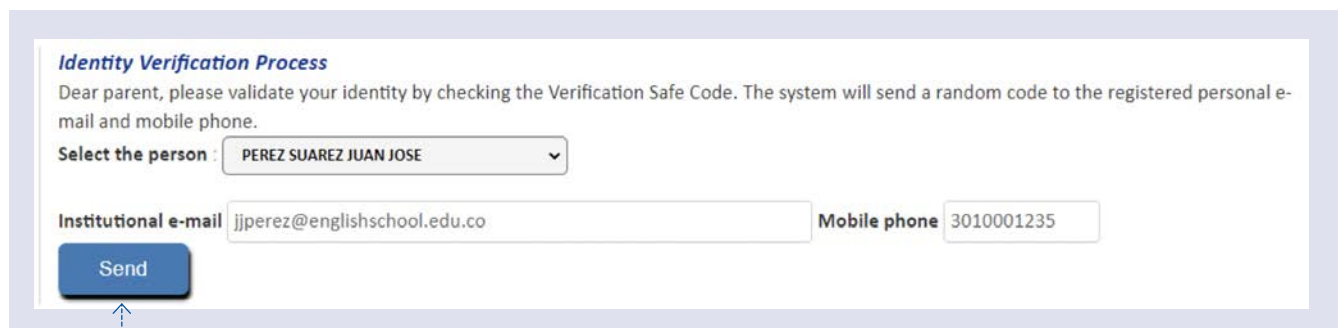
How to send electronic signature invitations?

The system will allow you to select the people who are related to or have a relationship with the student and they will be able to electronically sign the documents wherever they may be. They only need to have access to the internet and their personal e-mails as well as to have their /or mobile phones.

By scrolling down the list, you will be able to see the people who will sign the documents.

Select the person : RODRIGUEZ CONTRERAS SUSANA MARIA ▼

RODRIGUEZ CONTRERAS SUSANA MARIA
PEREZ SUAREZ JUAN JOSE

Personal e-mail

Identity Verification Process

Dear parent, please validate your identity by checking the Verification Safe Code. The system will send a random code to the registered personal e-mail and mobile phone.
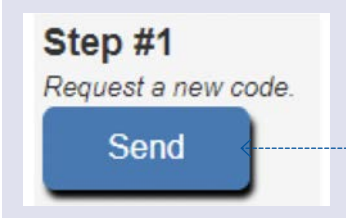
Select the person : PEREZ SUAREZ JUAN JOSE ▼

Institutional e-mail jjperez@englishschool.edu.co   Mobile phone 3010001235

Send

After selecting the person, click on **Send**. This action will send the documents to the selected person's e-mail so that they can be read and signed.

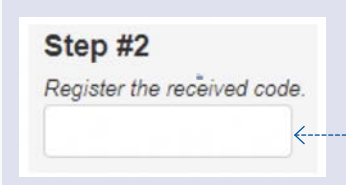## Step #1: Request the code by clicking on **Submit.**

Step #1
Request a new code.

[Send]

> The code will be sent to your personal e-mail and to your mobile phone as a text message.

Step #2: Enter the code in the box.

Step #2
Register the received code.

[   ]

> The code will be valid for 5 minutes only.

Step #3: Validate the code.

Step #3
Validate the registered code.

[Validate]

> The code will be validated.

✓

Validation result:
The Safe Code of Verification is correct.

[OK]

Step #4: Generate the electronic signature.

Step #4
Generate signature

[Signature]

> Click on **Signature**, which enables after the code has been verified.

Step #4
Generate signature

[Signature]

13 To complete the enrolment process, the system will show you the enrolment summary document with your updated details and confirming the services you selected in the process.

It will also display the links to access the online payment platform where you can also download the payment slip to pay directly at the bank office.

Student Code: 90000

Name: PEREZ RODRIGUEZ EDUARDO JOSE

Finalised

You have completed the Academic Enrolment registration process.

You have finished updating the information and uploading the required documents.

In order to proceed with the payment of the tuition it is necessary for the other parent to complete the electronic signature process.

The academic secretary will review the process and will inform you, through the institutional email, when the enrollment is successfully completed.

Download the academic enrolment summary

Electronic signature resume		
Person	**Name**	**Signature**
PADRE	PÉREZ SUÁREZ JUAN JOSÉ	✔
MADRE	RODRÍGUEZ CONTRERAS SUSANA MARÍA	❓

When both parents have signed, you will see the corresponding links for online payment or for downloading the payment slip to pay directly at a bank office.

Student Code: 90000
Name: PEREZ RODRIGUEZ EDUARDO JOSE
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Download the academic enrolment summary

Electronic signature resume

Person	Name	Signature
PADRE	PÉREZ SUÁREZ JUAN JOSÉ	✔
MADRE	RODRÍGUEZ CONTRERAS SUSANA MARÍA	✔

Download the academic enrolment payment receipt

Please select the payment option

○ **Payment with publications**	○ **Payment without publications**
$ 0	$ 0

Online Payments (Sistema de Recaudos)

The English School
TESPAS
Parents Association

Support:

If you have difficulties and concerns during the enrolment process, please contact us at our PBX +57 (601) 6767700 and dial the following extensions 315, 316 and 317.

If you have any further questions, please send an e-mail to support@englishschool.edu.co

If you have any doubts in regard to the payment process, please send an e-mail to the Billing Area at carterates@englishschool.edu.co