



At the edge of digital innovation

ECCEA – GRANT-IN-AID SCHEME FOR FREE PRE- PRIMARY EDUCATION

Grant Management System

User Manual (Portal) – V1.0

June 2026

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1. Introduction

The **ECCEA GIA Project** is an initiative of the **Early Childhood Care & Education Authority (ECCEA)** designed to streamline, digitize, and enhance the management of grant-in-aid processes for registered schools. The system provides a secure and user-friendly platform for schools, administrators, and ECCEA officers to efficiently manage applications, approvals, claims, and reporting.

1.1 Purpose of the SFWF Website

The purpose of the **ECCEA GIA Project** is to provide a centralized digital platform that simplifies and standardizes the **Grant-in-Aid (GIA) process** for schools under the Early Childhood Care & Education Authority. The system aims to:

- Facilitate accurate and timely submission of applications and claims.
- Ensure transparency and accountability in the verification and approval process.
- Automate workflows to reduce delays and minimize manual intervention.
- Provide ECCEA officers with reliable data and reports for effective decision-making.
- Improve communication between schools and the ECCEA through notifications and status tracking.

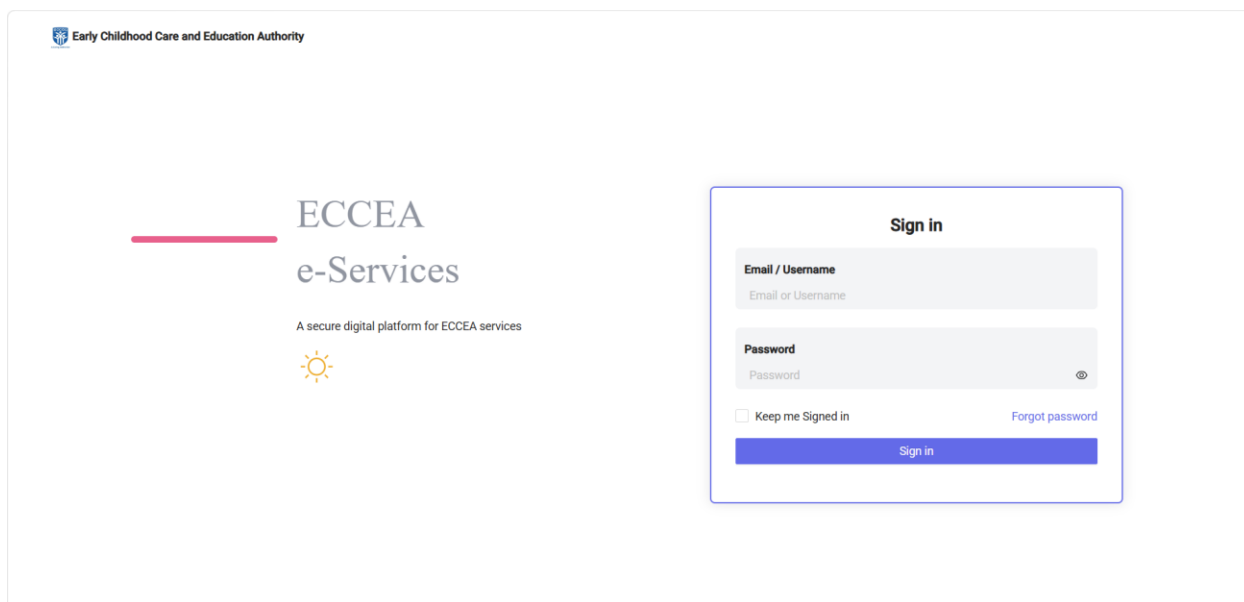
2. Login

Below is the login screen for the **ECCEA Portal**.

Input **Email/Username** and **Password**.

Click on **Sign In**

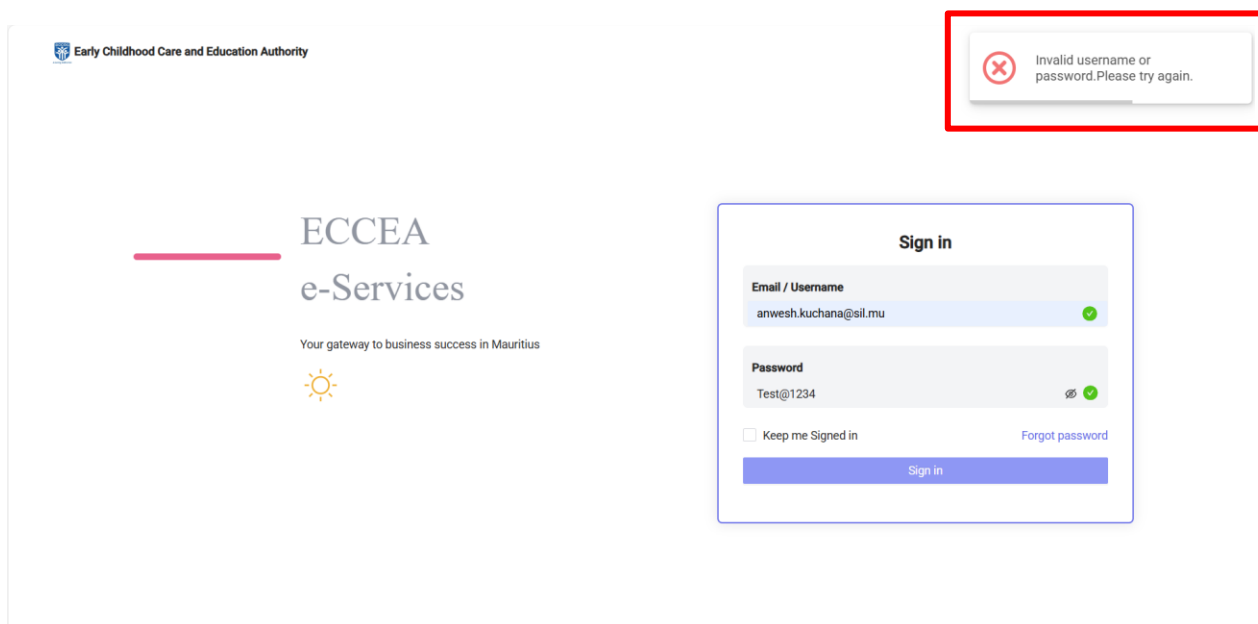
User will be redirected to **Homepage** on successful login.



The screenshot shows the ECCEA e-Services login interface. On the left, the logo for the Early Childhood Care and Education Authority (ECCEA) is displayed, along with the text "ECCEA e-Services" and "A secure digital platform for ECCEA services". On the right, there is a "Sign in" form with two input fields: "Email / Username" and "Password". Below the "Email / Username" field, there is a checkbox labeled "Keep me Signed in" and a link labeled "Forgot password". A blue "Sign in" button is located at the bottom of the form.

2.1 Incorrect Credentials

Invalid credentials will trigger an error message and will prevent user from login in.



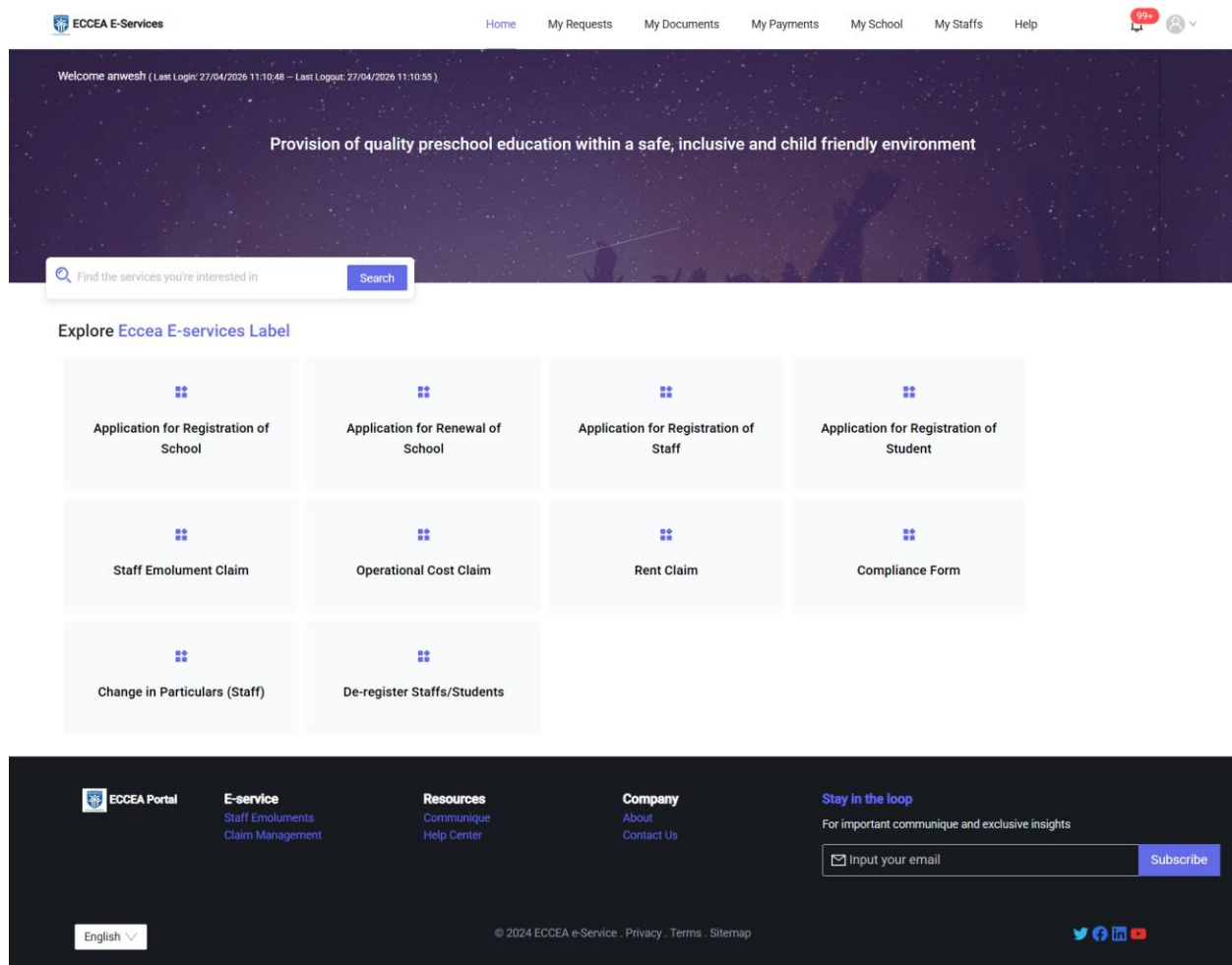
The screenshot shows the ECCEA e-Services login interface with an error message. The "Email / Username" field contains the text "anwesh.kuchana@sil.mu" and the "Password" field contains the text "Test@1234". Both fields have a green checkmark icon next to them. Above the "Sign in" button, there is a red error message box that says "Invalid username or password. Please try again." The "Sign in" button is still visible at the bottom of the form.

3. Homepage

In the homepage of the ECCEA platform, you can access the main sections of the website.

Top Menu:

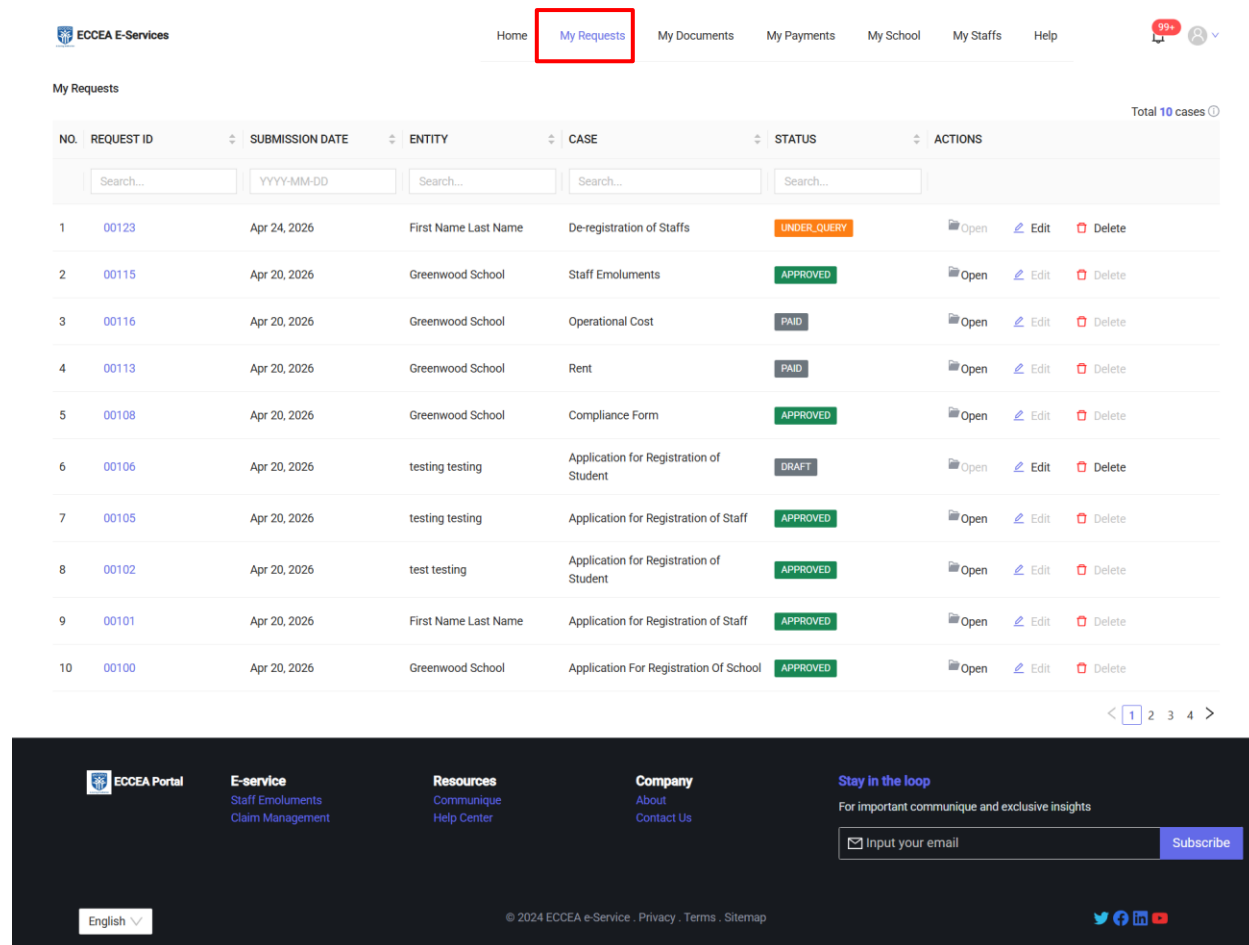
- Home
- My Requests
- My Documents
- My Payments
- My School
- My staffs
- Help



The screenshot displays the ECCEA E-Services homepage. At the top, a navigation bar includes the ECCEA E-Services logo, a top menu with links to Home, My Requests, My Documents, My Payments, My School, My Staffs, and Help, and a user profile icon with a 99+ notification badge. Below the navigation bar is a dark blue banner with the text "Welcome anwesh (Last Login: 27/04/2026 11:10:48 – Last Logout: 27/04/2026 11:10:55)" and "Provision of quality preschool education within a safe, inclusive and child friendly environment". A search bar is positioned below the banner. The main content area is titled "Explore Eccea E-services Label" and features a grid of 10 service tiles, each with a blue icon and a title: "Application for Registration of School", "Application for Renewal of School", "Application for Registration of Staff", "Application for Registration of Student", "Staff Emolument Claim", "Operational Cost Claim", "Rent Claim", "Compliance Form", "Change in Particulars (Staff)", and "De-register Staffs/Students". The footer is dark blue and contains sections for "ECCEA Portal", "E-service" (Staff Emoluments, Claim Management), "Resources" (Communique, Help Center), "Company" (About, Contact Us), and "Stay in the loop" (For important communicate and exclusive insights, with an email input field and a Subscribe button). A language selector (English) and a copyright notice (© 2024 ECCEA e-Service . Privacy . Terms . Sitemap) are also present in the footer.

3.1 My Requests

The **"My Requests"** page provides PPS Managers with a complete view of all applications they have submitted through the ECCEA e-Services Portal. This feature enables users to **track, view, edit, and manage** their requests efficiently.



ECCEA E-Services

Home **My Requests** My Documents My Payments My School My Staffs Help

My Requests Total 10 cases

NO.	REQUEST ID	SUBMISSION DATE	ENTITY	CASE	STATUS	ACTIONS
1	00123	Apr 24, 2026	First Name Last Name	De-registration of Staffs	UNDER_QUERY	Open Edit Delete
2	00115	Apr 20, 2026	Greenwood School	Staff Emoluments	APPROVED	Open Edit Delete
3	00116	Apr 20, 2026	Greenwood School	Operational Cost	PAID	Open Edit Delete
4	00113	Apr 20, 2026	Greenwood School	Rent	PAID	Open Edit Delete
5	00108	Apr 20, 2026	Greenwood School	Compliance Form	APPROVED	Open Edit Delete
6	00106	Apr 20, 2026	testing testing	Application for Registration of Student	DRAFT	Open Edit Delete
7	00105	Apr 20, 2026	testing testing	Application for Registration of Staff	APPROVED	Open Edit Delete
8	00102	Apr 20, 2026	test testing	Application for Registration of Student	APPROVED	Open Edit Delete
9	00101	Apr 20, 2026	First Name Last Name	Application for Registration of Staff	APPROVED	Open Edit Delete
10	00100	Apr 20, 2026	Greenwood School	Application For Registration Of School	APPROVED	Open Edit Delete

ECCEA Portal E-service Staff Emoluments Claim Management Resources Communicate Help Center Company About Contact Us Stay in the loop For important communicate and exclusive insights Input your email Subscribe

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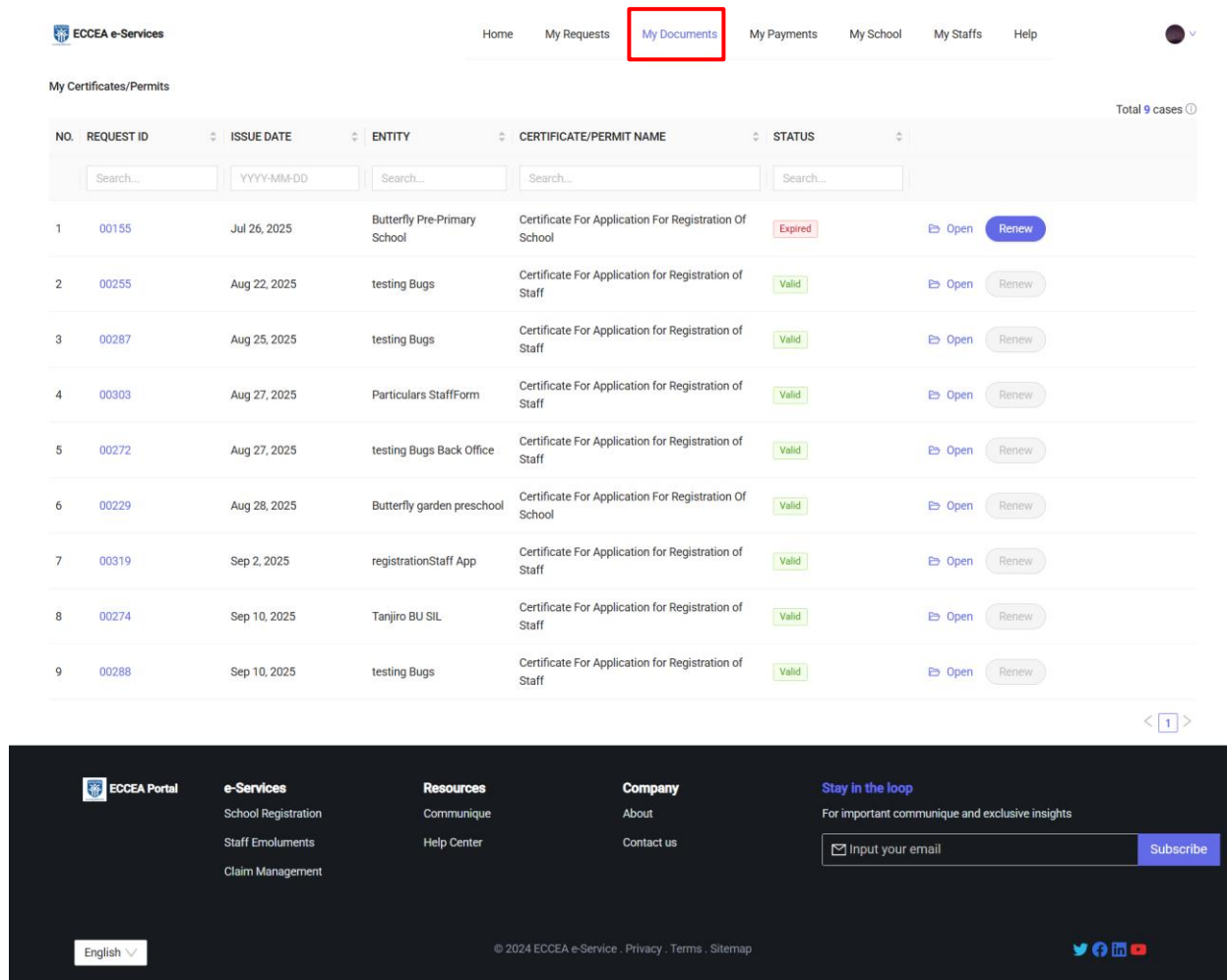
PPS Manager can use filters present to look for a specific record. The filtering can be done by:

- **Request ID** – Search by request number.
- **Submission Date** – Filter by date (format: YYYY-MM-DD).
- **Entity** – Search by school or user name.
- **Case** – Filter by type of application.
- **Status** – Filter by status (e.g., Draft, Approved).

If the number of submitted requests exceeds the display limit, pagination controls will appear at the bottom of the list, allowing PPS Managers to navigate through different pages of requests using page numbers or arrow buttons to move forward and backward across the list.

3.2 My Documents

The **"My Documents"** section allows **PPS Managers** to view all certificates and permits issued for their school, such as those for student and staff registrations. From this screen, managers can access certificates and initiate renewal if applicable.



ECCEA e-Services

Home My Requests **My Documents** My Payments My School My Staffs Help

My Certificates/Permits Total 9 cases

NO.	REQUEST ID	ISSUE DATE	ENTITY	CERTIFICATE/PERMIT NAME	STATUS	
1	00155	Jul 26, 2025	Butterfly Pre-Primary School	Certificate For Application For Registration Of School	Expired	Open Renew
2	00255	Aug 22, 2025	testing Bugs	Certificate For Application for Registration of Staff	Valid	Open Renew
3	00287	Aug 25, 2025	testing Bugs	Certificate For Application for Registration of Staff	Valid	Open Renew
4	00303	Aug 27, 2025	Particulars StaffForm	Certificate For Application for Registration of Staff	Valid	Open Renew
5	00272	Aug 27, 2025	testing Bugs Back Office	Certificate For Application for Registration of Staff	Valid	Open Renew
6	00229	Aug 28, 2025	Butterfly garden preschool	Certificate For Application For Registration Of School	Valid	Open Renew
7	00319	Sep 2, 2025	registrationStaff App	Certificate For Application for Registration of Staff	Valid	Open Renew
8	00274	Sep 10, 2025	Tanjiro BU SIL	Certificate For Application for Registration of Staff	Valid	Open Renew
9	00288	Sep 10, 2025	testing Bugs	Certificate For Application for Registration of Staff	Valid	Open Renew

ECCEA Portal

e-Services

- School Registration
- Staff Emoluments
- Claim Management

Resources

- Communique
- Help Center

Company

- About
- Contact us

Stay in the loop

For important communique and exclusive insights

Input your email [Subscribe](#)

English

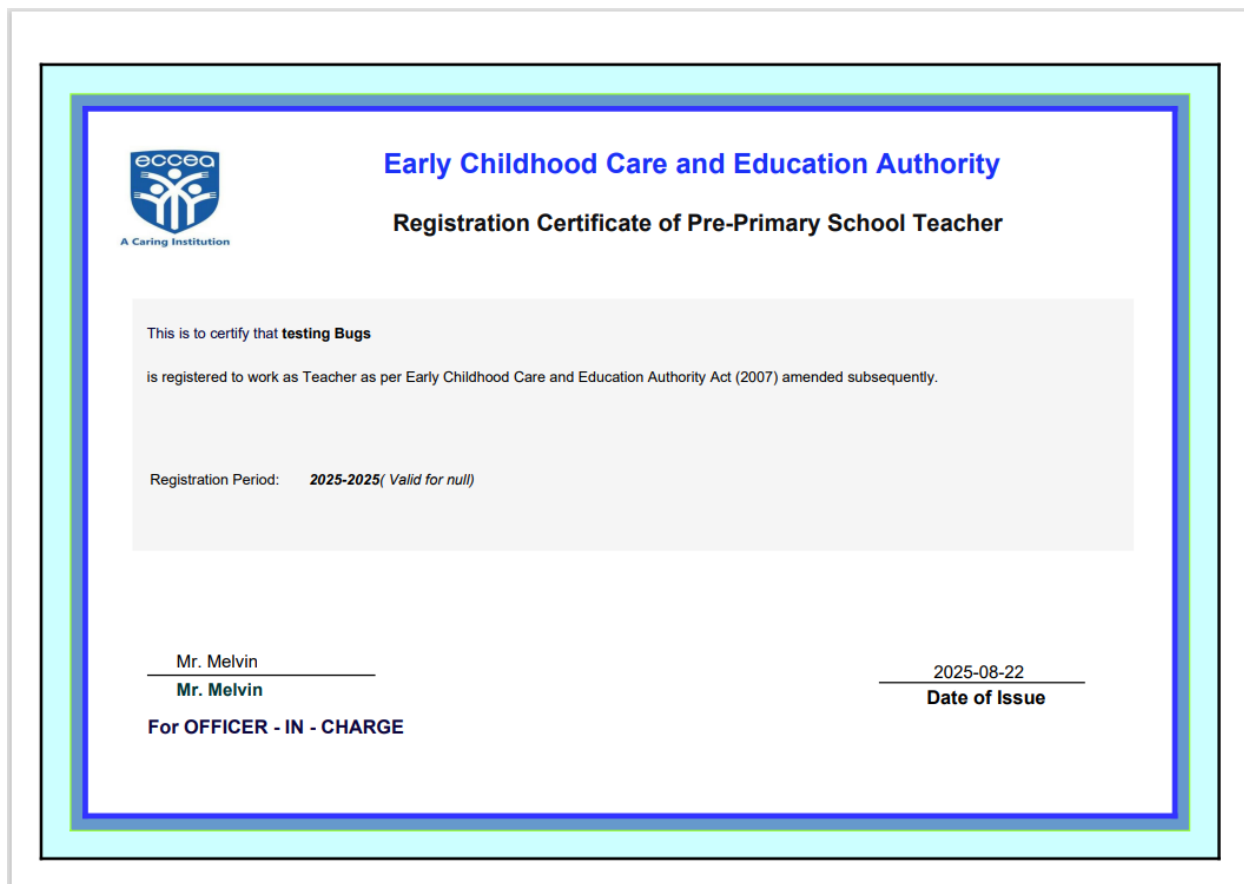
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[Twitter](#) [Facebook](#) [LinkedIn](#) [YouTube](#)

Each document listed will include both an **Open** and a **Renew** button. The **Open** button is always available and allows the user to view the corresponding certificate. The **Renew** button is enabled only when the certificate status is marked as **Expired**, allowing the user to initiate the renewal process.

3.2.1 Certificates

Upon clicking the **Open** button, the certificate will be automatically downloaded and displayed as shown below:

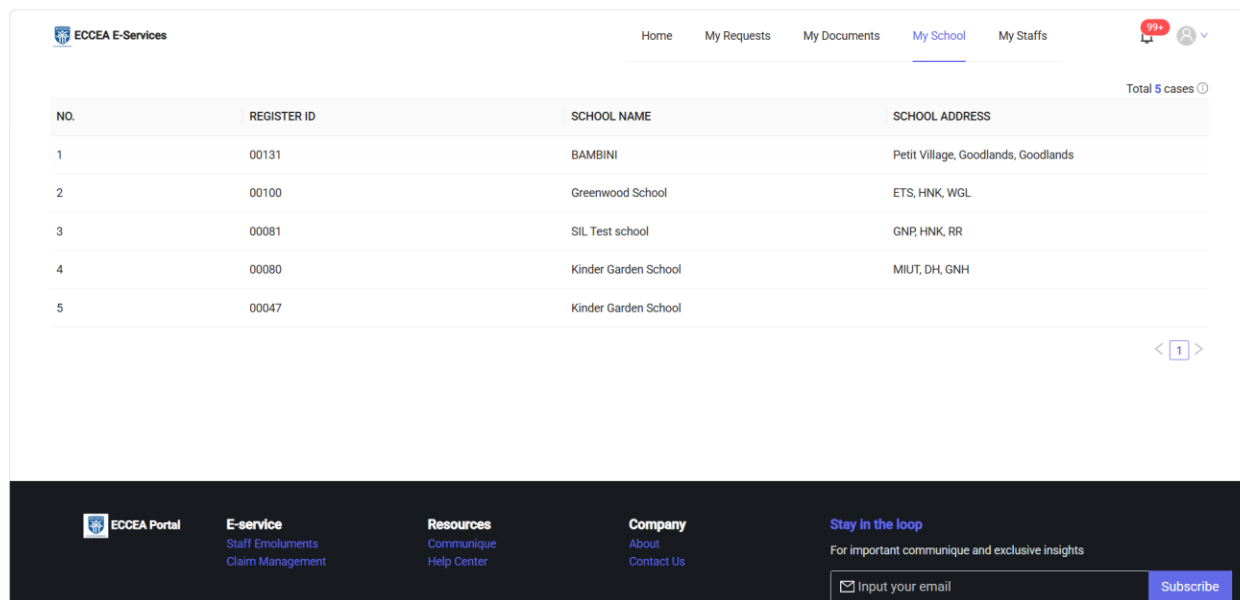


3.3 My School

The **My School** screen allows the user to view the list of schools linked to their profile.

The user can view details such as **Register ID**, **School Name**, and **School Address**.

The total number of linked cases/schools will be displayed at the top of the list. The user can also navigate between pages using the pagination buttons.



ECCEA E-Services

Home My Requests My Documents **My School** My Staffs

99+ 99+

Total 5 cases ⓘ

NO.	REGISTER ID	SCHOOL NAME	SCHOOL ADDRESS
1	00131	BAMBINI	Petit Village, Goodlands, Goodlands
2	00100	Greenwood School	ETS, HNK, WGL
3	00081	SIL Test school	GNP, HNK, RR
4	00080	Kinder Garden School	MIUT, DH, GNH
5	00047	Kinder Garden School	

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ECCEA Portal E-service Staff Emoluments Claim Management Resources Communicate Help Center Company About Contact Us Stay in the loop For important communicate and exclusive insights

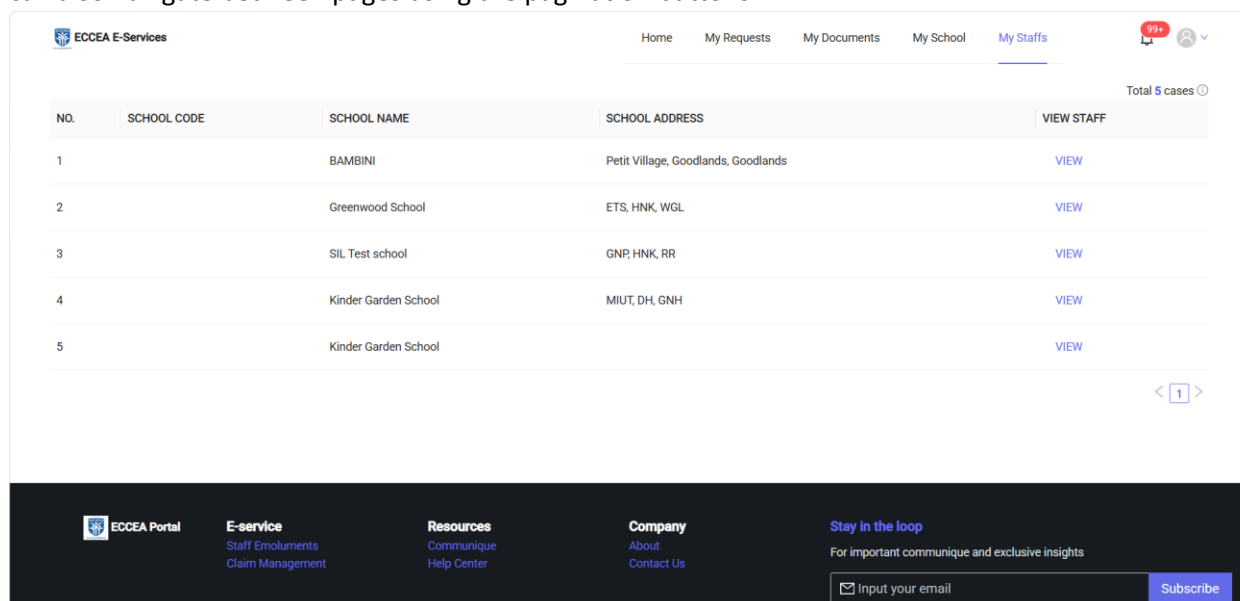
Input your email Subscribe

3.4 My Staff

The **My Staffs** screen allows the user to view the list of schools linked to their profile and access the staff list for each school.

The user can view details such as **School Code**, **School Name**, and **School Address**.

To view the staff members of a school, the user can click **View** under the **View Staff** column. The user can also navigate between pages using the pagination buttons.



ECCEA E-Services

Home My Requests My Documents My School **My Staffs**

99+ 99+

Total 5 cases ⓘ

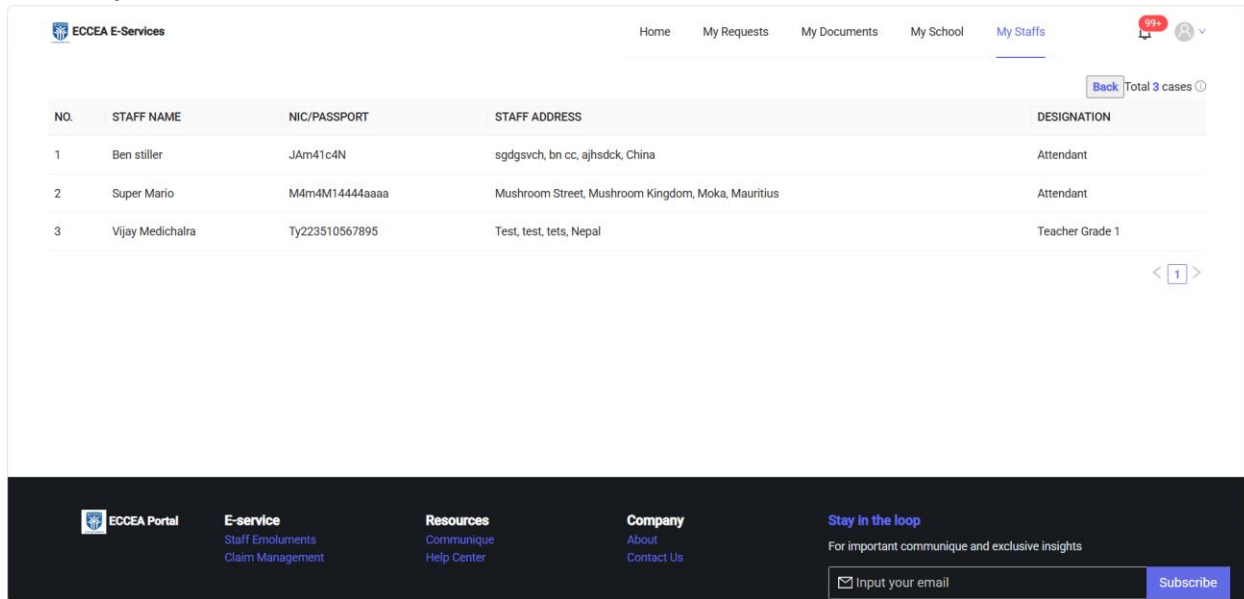
NO.	SCHOOL CODE	SCHOOL NAME	SCHOOL ADDRESS	VIEW STAFF
1		BAMBINI	Petit Village, Goodlands, Goodlands	VIEW
2		Greenwood School	ETS, HNK, WGL	VIEW
3		SIL Test school	GNP, HNK, RR	VIEW
4		Kinder Garden School	MIUT, DH, GNH	VIEW
5		Kinder Garden School		VIEW

< 1 >

ECCEA Portal E-service Staff Emoluments Claim Management Resources Communicate Help Center Company About Contact Us Stay in the loop For important communicate and exclusive insights

Input your email Subscribe

The **View Staff List** screen allows the user to view the staff members linked to a selected school. The user can view details such as **Staff Name**, **NIC/Passport**, **Staff Address**, and **Designation**. The total number of staff records will be displayed at the top of the list. The user can click **Back** to return to the **My Staffs** screen.



ECCEA E-Services

Home My Requests My Documents My School **My Staffs** 99+

[Back](#) Total 3 cases ⓘ

NO.	STAFF NAME	NIC/PASSPORT	STAFF ADDRESS	DESIGNATION
1	Ben stiller	JAm41c4N	sgdgsveh, bn cc, ajhsdck, China	Attendant
2	Super Mario	M4m4M14444aaaa	Mushroom Street, Mushroom Kingdom, Moka, Mauritius	Attendant
3	Vijay Medichalra	Ty223510567895	Test, test, tets, Nepal	Teacher Grade 1

< 1 >

ECCEA Portal

E-service
Staff Emoluments
Claim Management

Resources
Communique
Help Center

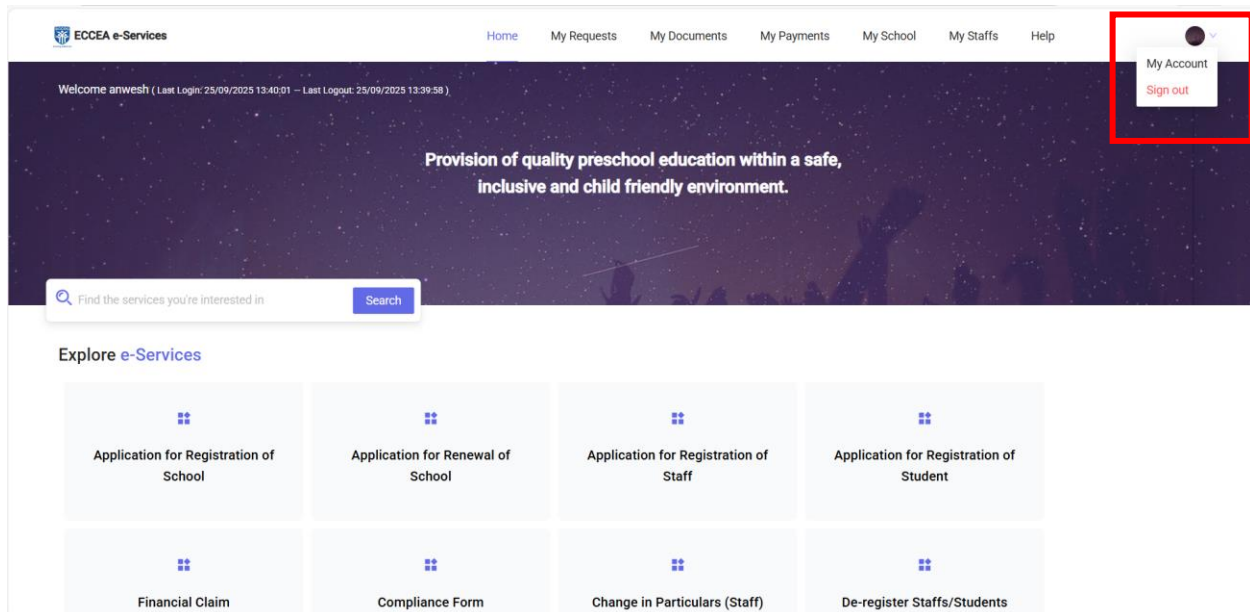
Company
About
Contact Us

Stay in the loop
For important communique and exclusive insights

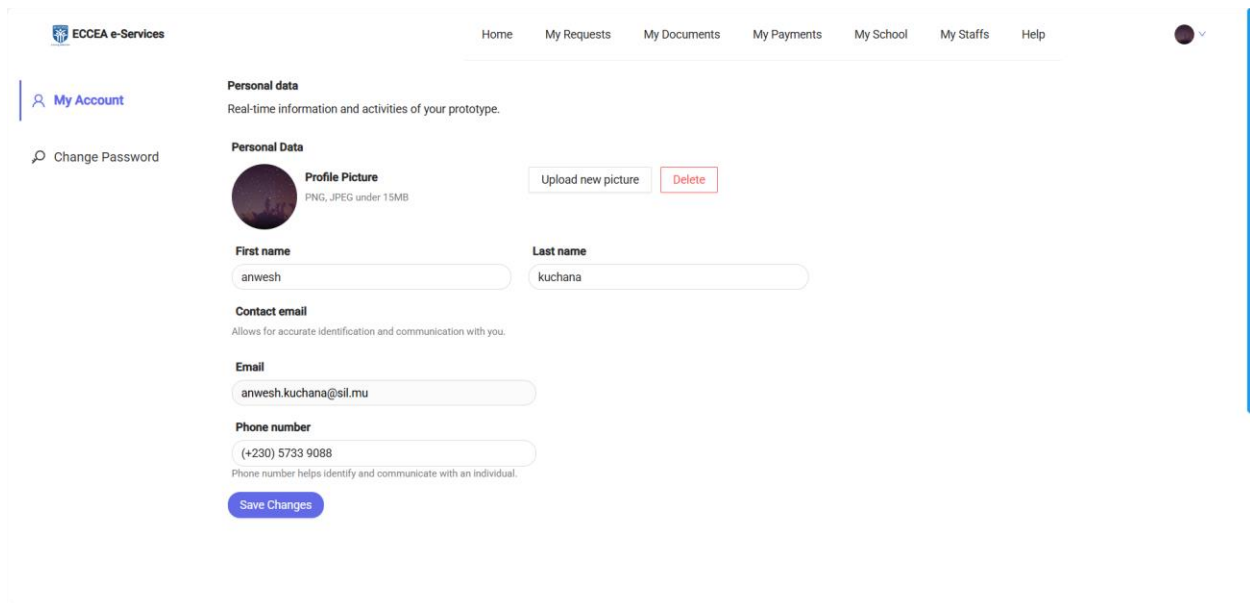
✉ Input your email [Subscribe](#)

4. My Account

- Click on the profile Icon.
- Click on **My Account**



Below screen will be displayed upon clicking on “My Account”



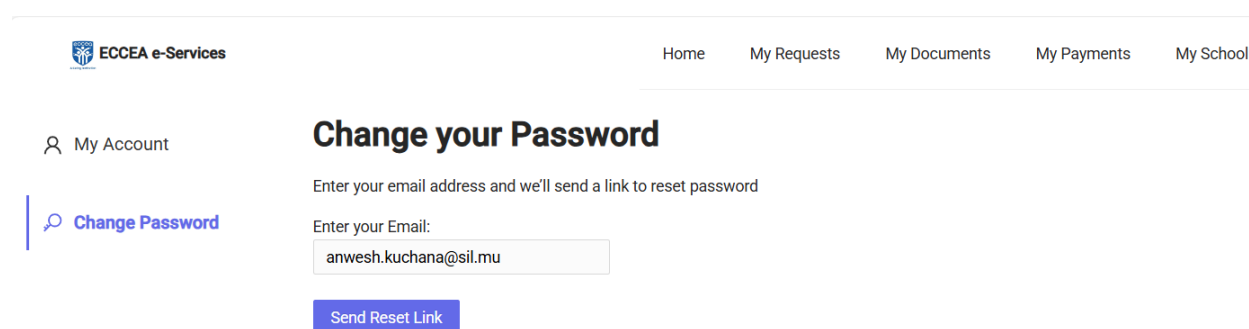
The "My Account" screen allows users to view and update their personal profile information. Users can change their **first name**, **last name**, **email address**, and **phone number**. A **profile picture** can also be uploaded (PNG/JPEG format, under 15MB) or deleted.

Once the changes are made, the user can click **"Save Changes"** to update their profile. This screen also includes a side menu option to **Change Password**, allowing users to securely manage their login credentials.

4.1 Change Password

The **"Change Password"** interface enables PPS Managers to securely initiate a password reset for their ECCEA e-Services account. The registered email address is automatically displayed and is **non-editable**, ensuring that the reset request is linked to the authenticated user profile.

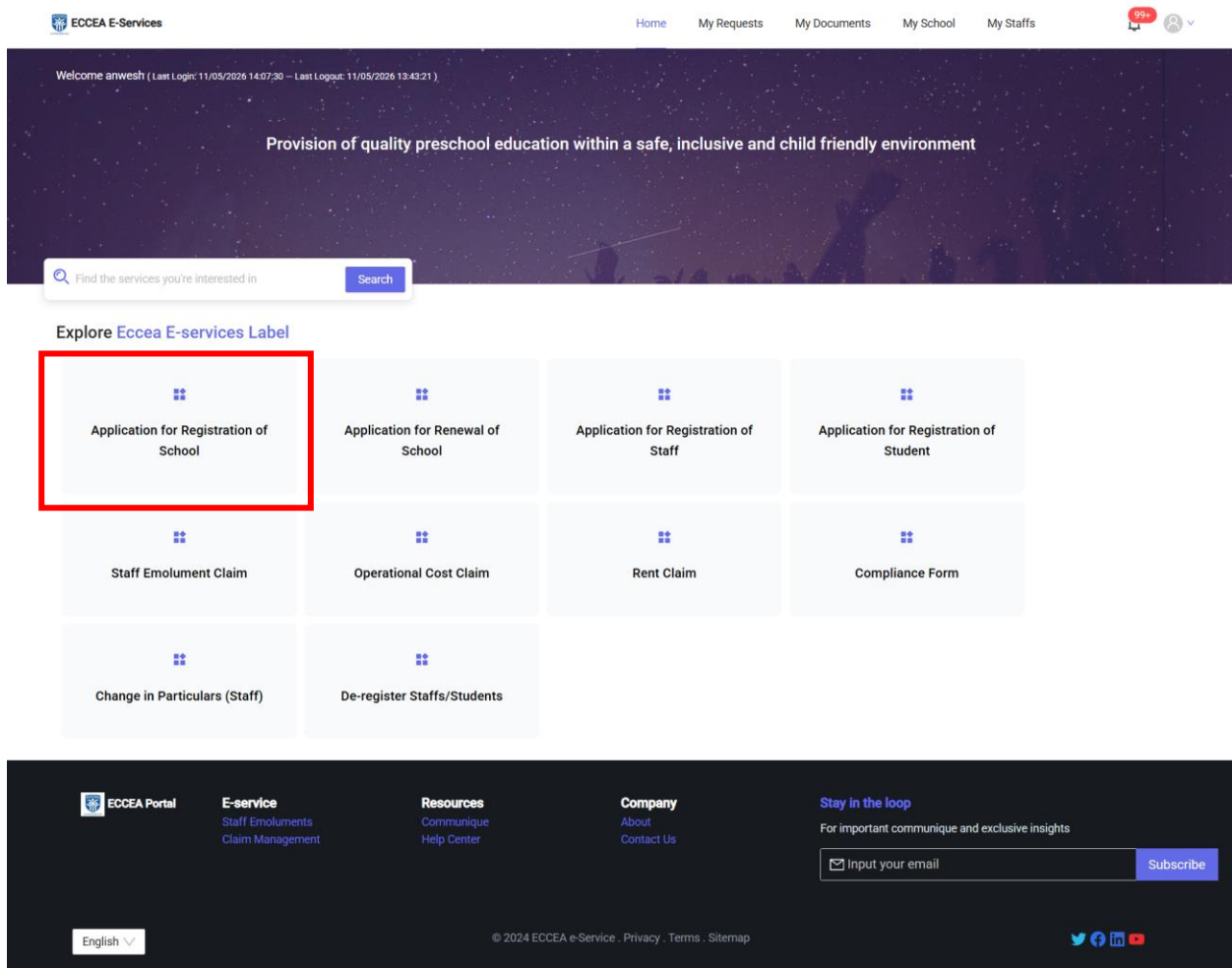
To proceed, the user must click the **"Send Reset Link"** button. A system-generated password reset link will then be sent to the displayed email address. The user can follow the instructions in the email to complete the password reset process.



The screenshot shows the 'Change your Password' page within the ECCEA e-Services portal. The top navigation bar includes the ECCEA e-Services logo and links for Home, My Requests, My Documents, My Payments, and My School. On the left, a sidebar menu shows 'My Account' and 'Change Password' (the latter is highlighted). The main content area is titled 'Change your Password' and contains the instruction 'Enter your email address and we'll send a link to reset password'. Below this, there is a label 'Enter your Email:' followed by a text input field containing the email address 'anwesh.kuchana@sil.mu'. At the bottom of the form is a blue button labeled 'Send Reset Link'.

5. Application for Registration of School

Click on **Application for Registration of School** tile.



Welcome anwesh (Last Login: 11/05/2026 14:07:30 - Last Logout: 11/05/2026 13:43:21)

Provision of quality preschool education within a safe, inclusive and child friendly environment

Find the services you're interested in

Explore Eccea E-services Label

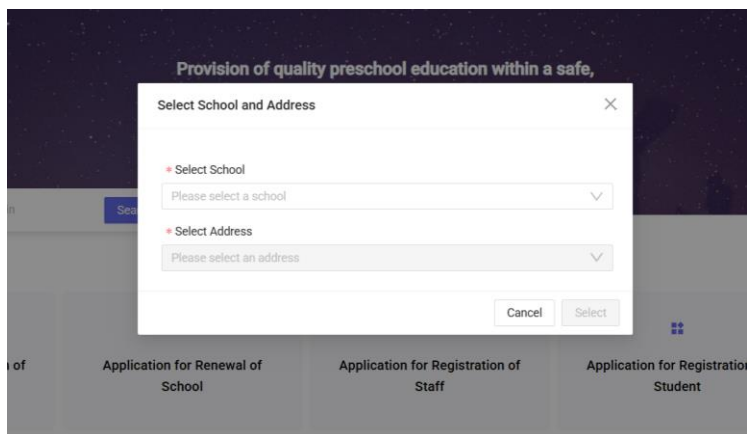
- Application for Registration of School** (highlighted)
- Application for Renewal of School
- Application for Registration of Staff
- Application for Registration of Student
- Staff Emolument Claim
- Operational Cost Claim
- Rent Claim
- Compliance Form
- Change in Particulars (Staff)
- De-register Staffs/Students

ECCEA Portal | E-service: Staff Emoluments, Claim Management | Resources: Communicate, Help Center | Company: About, Contact Us | Stay in the loop: For important communique and exclusive insights.

English

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The system will prompt user to select **School** and **Address**. After selecting the school and address, click on **"Select"** button to proceed.



Provision of quality preschool education within a safe,

Select School and Address

Select School

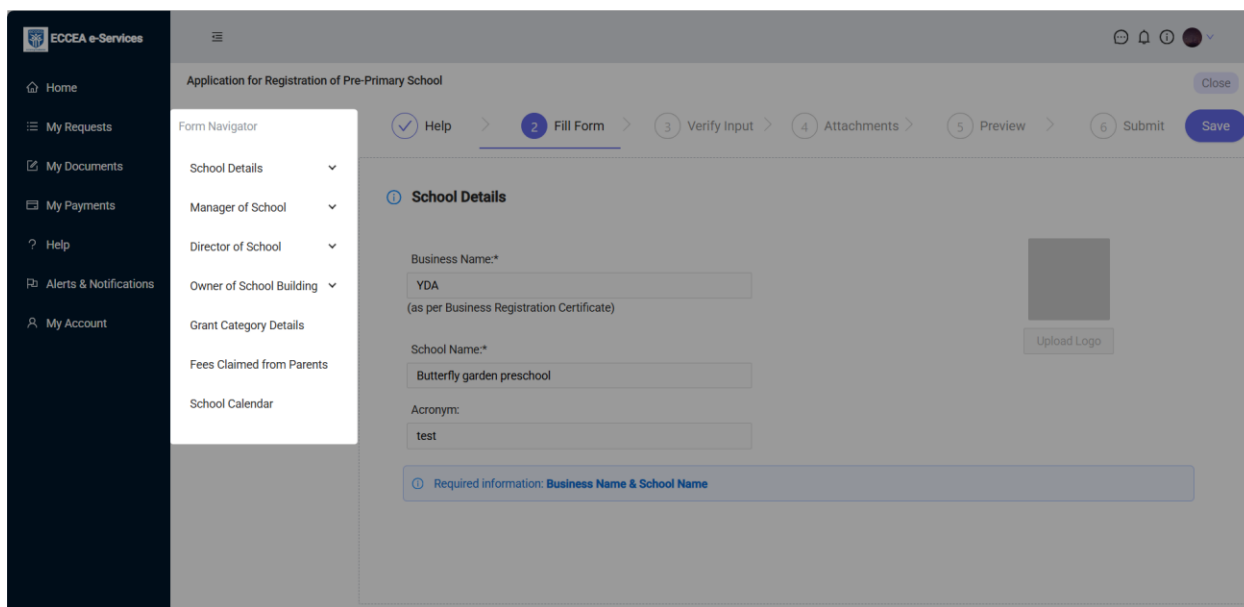
Please select a school

Select Address

Please select an address

Below form will be displayed and will have different sections such as:

- School Details
- Manager of School
- Director of School
- Owner of School Building
- Grant Category Details
- Fees Claimed from Parents
- School Calendar



ECCEA e-Services

Application for Registration of Pre-Primary School

Form Navigator

- School Details
- Manager of School
- Director of School
- Owner of School Building
- Grant Category Details
- Fees Claimed from Parents
- School Calendar

Help > **2 Fill Form** > 3 Verify Input > 4 Attachments > 5 Preview > 6 Submit

1 School Details

Business Name:*
YDA
(as per Business Registration Certificate)

School Name:*
Butterfly garden preschool

Acronym:
test

Upload Logo

Required information: Business Name & School Name

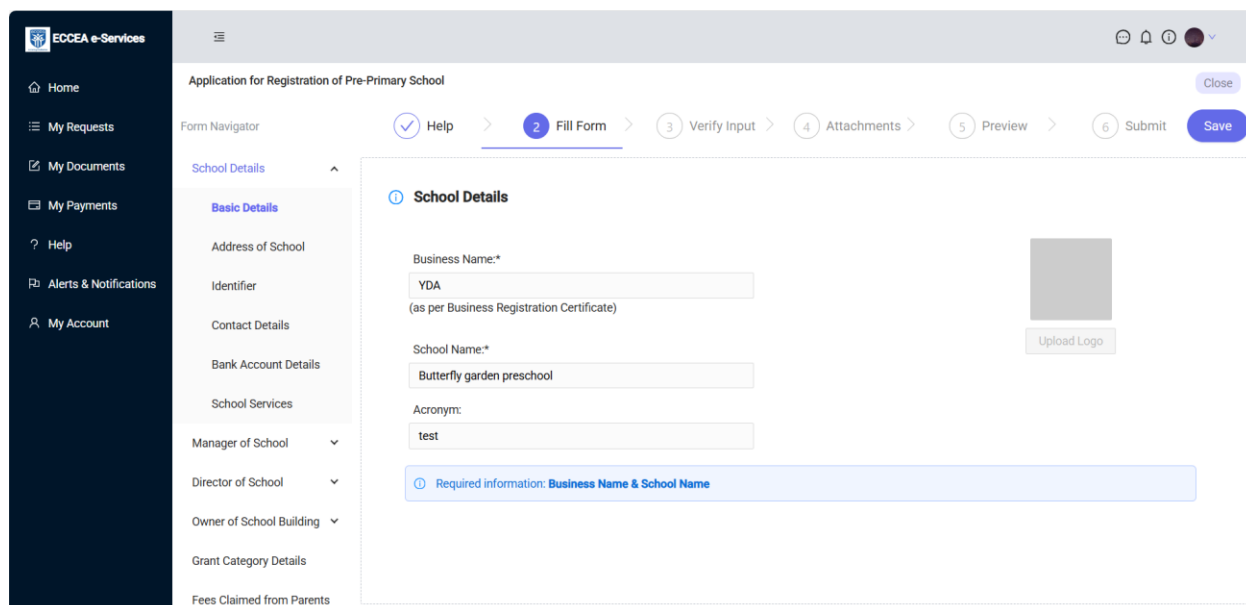
5.1 School Details

School Details will be further broken down in several categories:

- Basic Details
- Address of School
- Identifier
- Contact Details
- Bank Account Details
- School Services

5.1.1 Basic Details

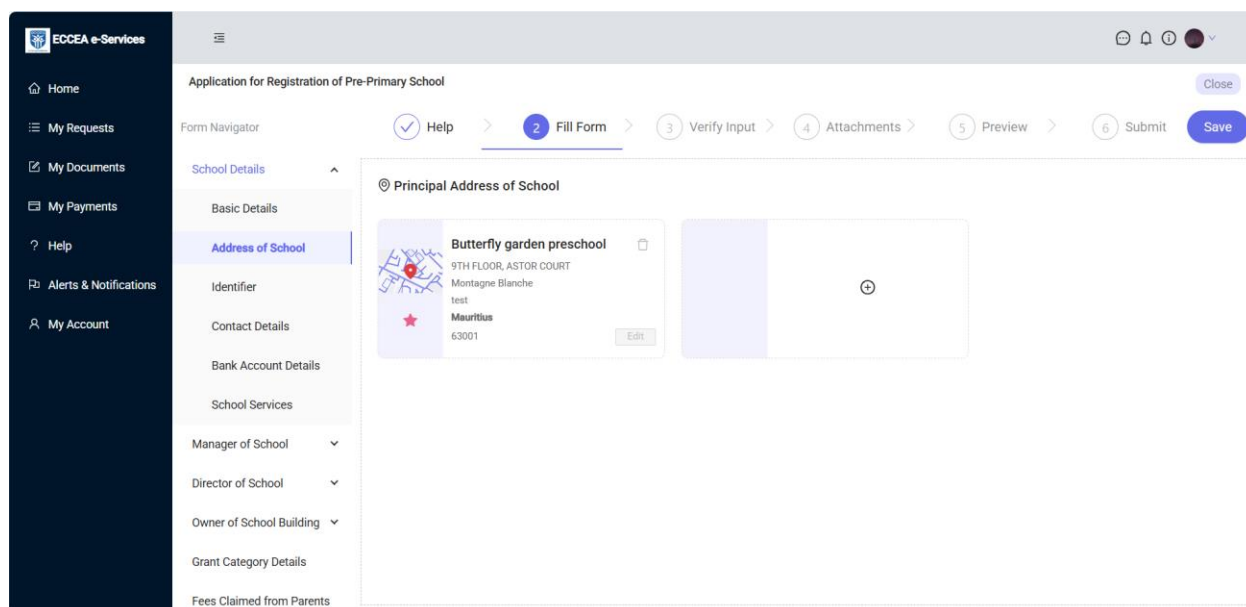
This screen displays the **basic details** of the school. The information shown is **prepopulated** with data previously submitted to ECCEA during the school creation process and is **non-editable**.



The screenshot shows the 'Application for Registration of Pre-Primary School' interface. The left sidebar contains navigation links: Home, My Requests, My Documents, My Payments, Help, Alerts & Notifications, and My Account. The main content area is titled 'School Details' and includes a 'Form Navigator' with steps: Help, Fill Form (active), Verify Input, Attachments, Preview, and Submit. A 'Close' button is in the top right. The 'Basic Details' section is expanded in the sidebar. The form fields are: Business Name* (YDA), School Name* (Butterfly garden preschool), and Acronym* (test). A note states '(as per Business Registration Certificate)'. A 'Upload Logo' button is next to the School Name field. A blue bar at the bottom indicates 'Required information: Business Name & School Name'.

5.1.2 Address of School

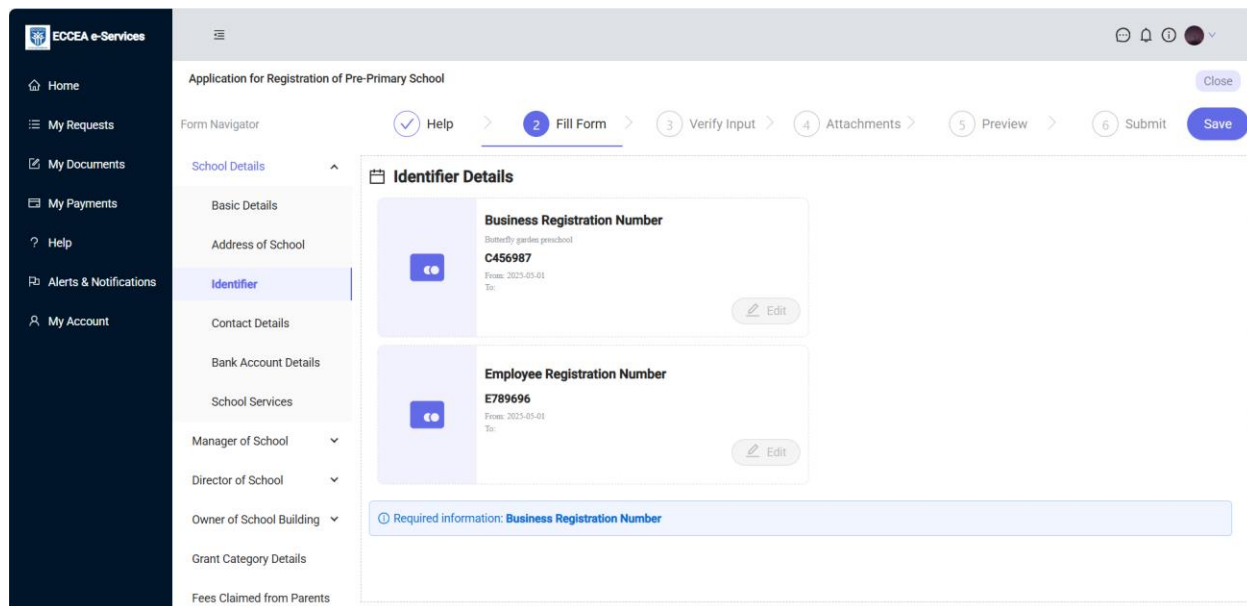
Below screen displays the **Address(es)** of the school. These details will be prepopulated and remain non-editable.



The screenshot shows the 'Address of School' section of the application. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Principal Address of School'. It displays a map of Mauritius with a red pin. The address details are: Butterfly garden preschool, 9TH FLOOR, ASTOR COURT, Montagne Blanche, test, Mauritius, 63001. An 'Edit' button is next to the address details. A large empty box with a plus sign is on the right.

5.1.3 Identifier

Below screen displays the **Identifiers** of the school. These details will be prepopulated and remain non-editable.



The screenshot shows the 'Application for Registration of Pre-Primary School' form. The 'Form Navigator' on the left includes 'School Details' (Basic Details, Address of School, Identifier, Contact Details, Bank Account Details, School Services) and 'Manager of School' (Manager of School, Director of School, Owner of School Building, Grant Category Details, Fees Claimed from Parents). The 'Identifier Details' section displays two prepopulated entries:

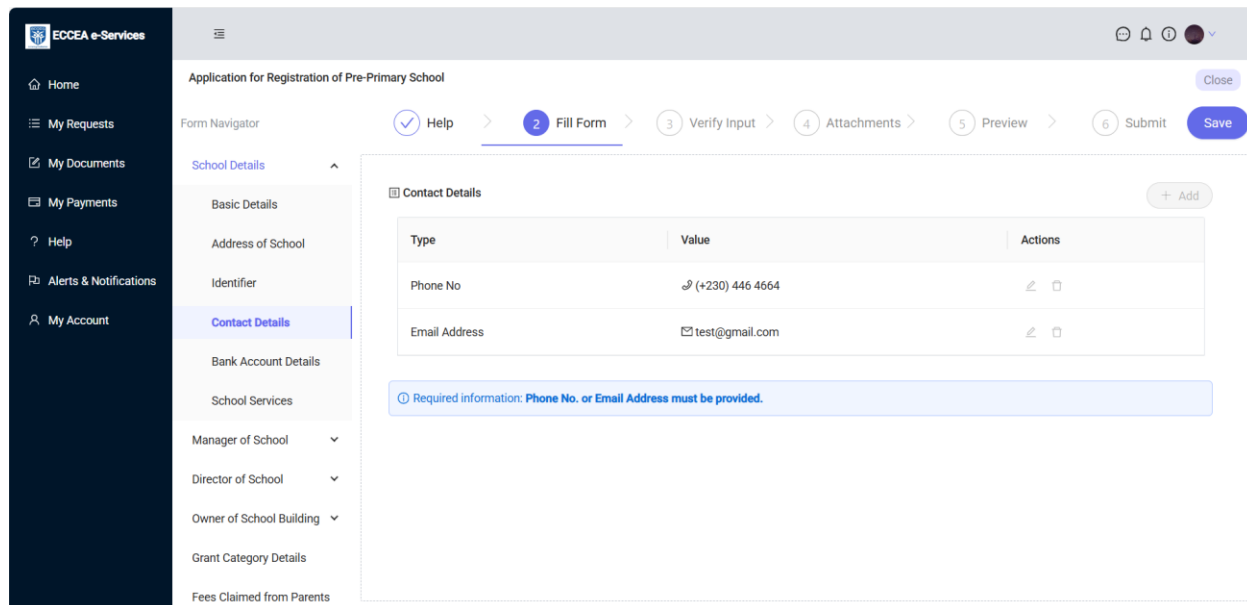
Business Registration Number
Butterfly garden preschool C456987 From: 2023-03-01 To: Edit

Employee Registration Number
E789696 From: 2023-03-01 To: Edit

A required information message states: **Required information: Business Registration Number**.

5.1.4 Contact Details

Below screen displays the **Contact Details** of the school. These details will be prepopulated and remain non-editable.



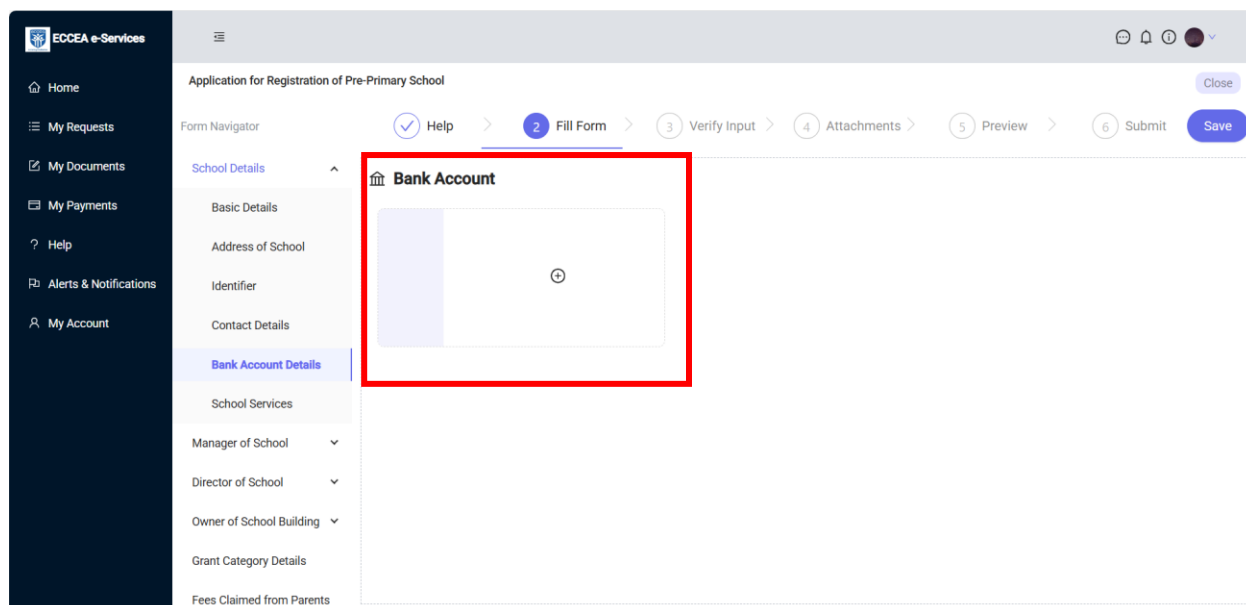
The screenshot shows the 'Application for Registration of Pre-Primary School' form. The 'Form Navigator' on the left includes 'School Details' (Basic Details, Address of School, Identifier, Contact Details, Bank Account Details, School Services) and 'Manager of School' (Manager of School, Director of School, Owner of School Building, Grant Category Details, Fees Claimed from Parents). The 'Contact Details' section displays a table with prepopulated contact information:

Type	Value	Actions
Phone No	+230 446 4664	Edit Delete
Email Address	test@gmail.com	Edit Delete

A required information message states: **Required information: Phone No. or Email Address must be provided.**

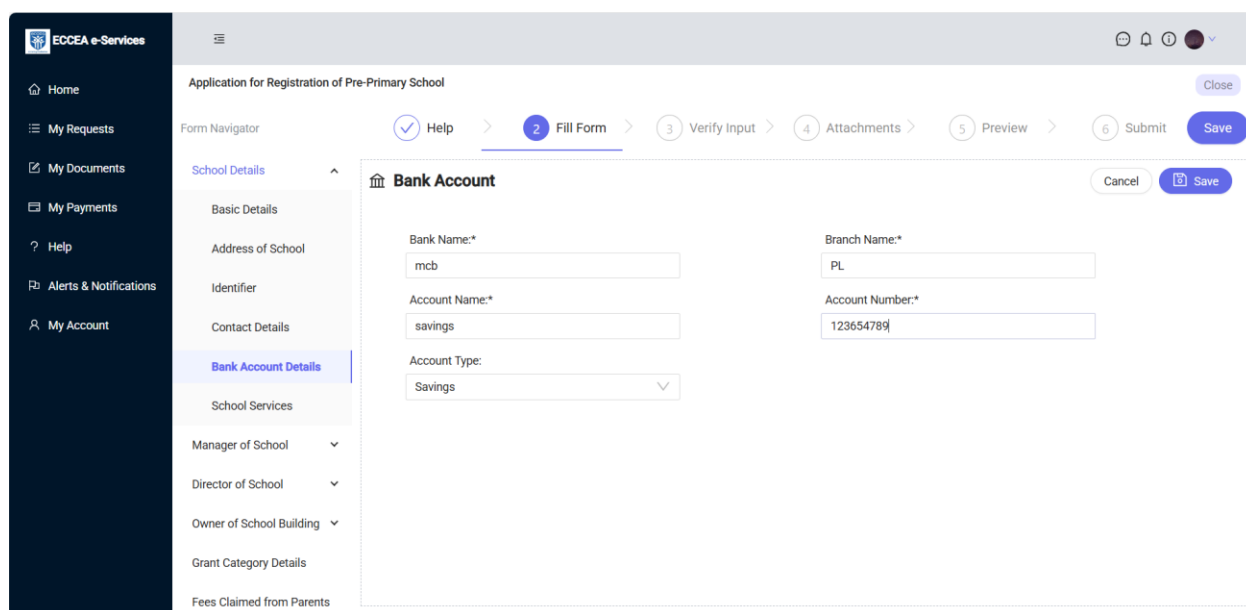
5.1.5 Bank Account Details

Below Screen displays the Bank account of the School. Click on the **Bank Account** card to add Bank details.



The screenshot shows the 'Application for Registration of Pre-Primary School' interface. The left sidebar contains navigation links: Home, My Requests, My Documents, My Payments, Help, Alerts & Notifications, and My Account. The main content area has a 'Form Navigator' with steps: Help, Fill Form (active), Verify Input, Attachments, Preview, and Submit. Below the navigator, the 'School Details' section is expanded, showing options like Basic Details, Address of School, Identifier, Contact Details, **Bank Account Details** (highlighted), School Services, Manager of School, Director of School, Owner of School Building, Grant Category Details, and Fees Claimed from Parents. The 'Bank Account' card is highlighted with a red box.

On click, below screen will be displayed. Input mandatory fields and click on **Save** Button.



The screenshot shows the 'Bank Account' form after clicking the card. The form includes the following fields:

- Bank Name:*** (Text input field containing 'mcb')
- Branch Name:*** (Text input field containing 'PL')
- Account Name:*** (Text input field containing 'savings')
- Account Number:*** (Text input field containing '123654789')
- Account Type:** (Dropdown menu with 'Savings' selected)

At the top right of the form, there are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted with a blue border.

The record will be saved and displayed as a tile.


Bank Account

0005369653265

test


savings

Savings

pl

Edit

+

User can add multiple bank account details

5.1.6 School Services

Below Screen displays the Services provided by the School (**School Services**). Click on the **Add Button** to add new details.


ECCEA e-Services

Home

My Requests

My Documents

My Payments

Help

Alerts & Notifications

My Account

Application for Registration of Pre-Primary School

Form Navigator

Help

2 Fill Form

3 Verify Input

4 Attachments

5 Preview

6 Submit

School Details

Basic Details

Address of School

Identifier

Contact Details

Bank Account Details

School Services

Manager of School

Director of School

Owner of School Building

Grant Category Details

Fees Claimed from Parents

School Services

Services

Start Time

End Time

Particulars

Edit

Remove



No Data

Required information: Mandatory services must be added

On click, below screen will be displayed. Input mandatory fields and click on **Save** Button.

ECCEA e-Services

Home
My Requests
My Documents
My Payments
Help
Alerts & Notifications
My Account

Application for Registration of Pre-Primary School

Form Navigator

1 Help

2 Fill Form

3 Verify Input

4 Attachments

5 Preview

6 Submit

Save

School Details

Basic Details

Address of School

Identifier

Contact Details

Bank Account Details

School Services

Manager of School

Director of School

Owner of School Building

Grant Category Details

Fees Claimed from Parents

Add or Edit School Services

Services Details

Services:

Choose a Service

Day Care Centre
Child Minding Service (Before School Hours)
Child Minding Service (After School Hours)
Child Minding Service (During School Holiday)
Others

Operating Hours

Start Time:

Select time

End Time:

Select time

Cancel

Save

5.2 Manager of School

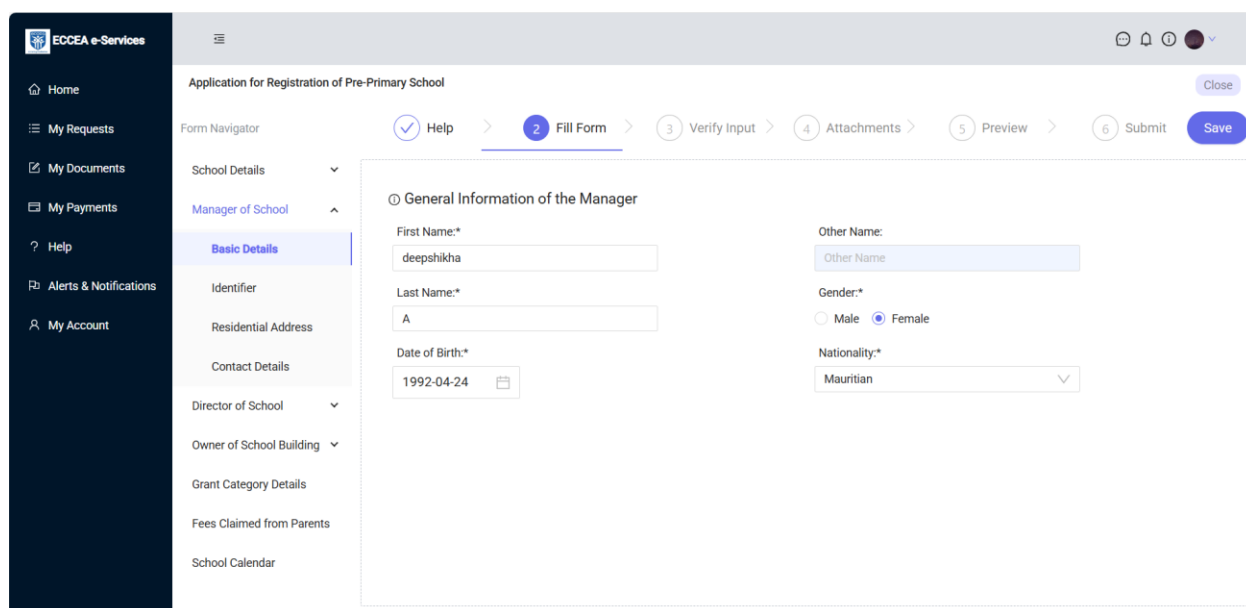
Manager of School Section will be further broken down in several categories:

- Basic Details
- Identifier
- Residential Address
- Contact Details

5.2.1 Basic Details

This screen allows the user to fill in the **basic details of the Manager of the School**.

- The details include:
 - First Name
 - Last Name
 - Other Name
 - Date of Birth
 - Gender
 - Nationality
- Fields marked with an asterisk (*) are **mandatory**.
- After entering the information, the user can click on the **Save** button to **save the application as a draft** and continue later if required.

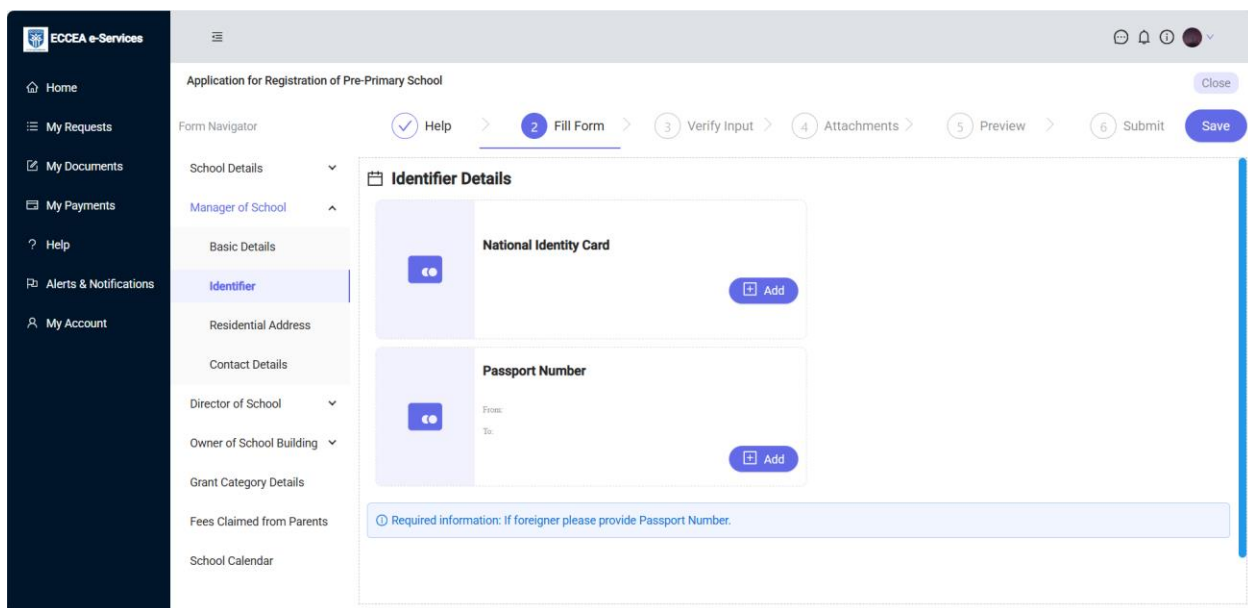


The screenshot displays the 'Application for Registration of Pre-Primary School' interface. The left sidebar contains navigation links: Home, My Requests, My Documents, My Payments, Help, Alerts & Notifications, and My Account. The main content area shows a 'Form Navigator' with sections: School Details, Manager of School (expanded), Director of School, Owner of School Building, Grant Category Details, Fees Claimed from Parents, and School Calendar. Under 'Manager of School', 'Basic Details' is selected. The 'General Information of the Manager' form includes fields for First Name* (deepshikha), Last Name* (A), Date of Birth* (1992-04-24), Other Name, Gender* (Female selected), and Nationality* (Mauritian). A 'Save' button is visible in the top right corner of the form area.

5.2.2 Identifier

This screen allows the user to enter the Identifier Details of the Manager of the School.

- The system provides two options for identification:
 - National Identity Card (NIC)
 - Passport Number
- The user must click on the Add button to input the relevant details.
- Note: If the manager is a foreigner, a Passport Number must be provided.
- After entering the required information, the user can click on the Save button to save the application as a draft.

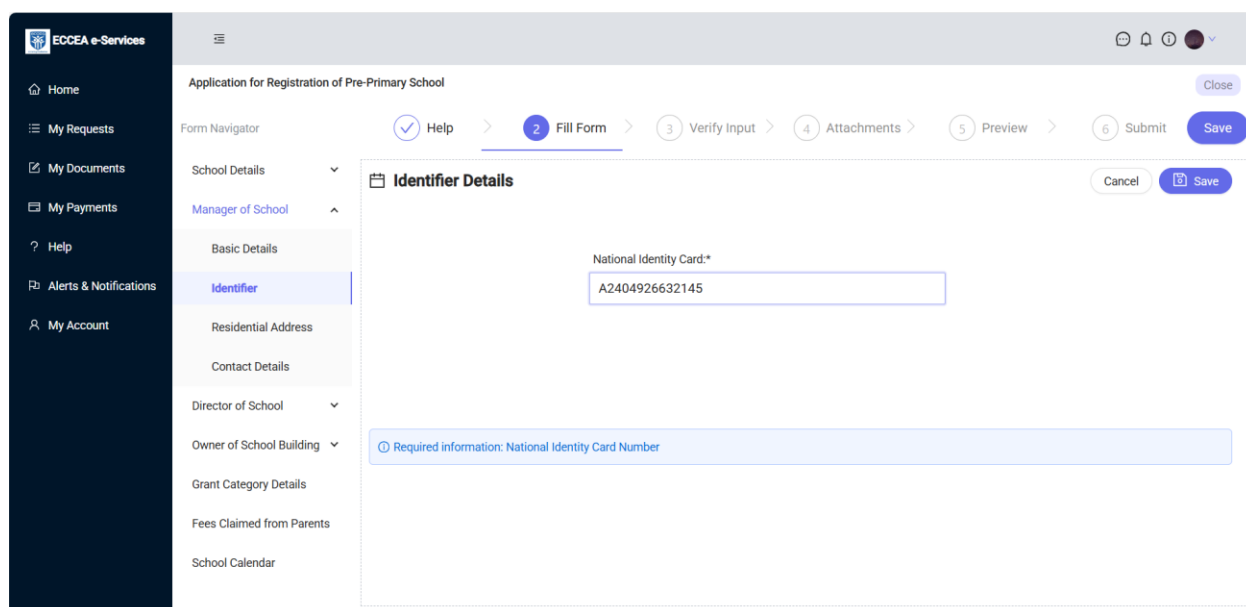


The screenshot displays the 'Application for Registration of Pre-Primary School' interface. The left sidebar contains navigation links: Home, My Requests, My Documents, My Payments, Help, Alerts & Notifications, and My Account. The main content area shows a progress bar with steps: Help, Fill Form (active), Verify Input, Attachments, Preview, Submit, and Save. Below the progress bar is a 'Form Navigator' with sections: School Details, Manager of School, Basic Details, Identifier (selected), Residential Address, Contact Details, Director of School, Owner of School Building, Grant Category Details, Fees Claimed from Parents, and School Calendar. The 'Identifier Details' section contains two input fields: 'National Identity Card' and 'Passport Number'. Each field has an 'Add' button. A note at the bottom states: 'Required information: If foreigner please provide Passport Number.'

This screen allows the user to enter the **National Identity Card (NIC) Number** of the Manager of the School.

- The field marked with an asterisk (*) is **mandatory**.
- After typing the NIC Number, click on the **Save** button to store the information.
- The **Cancel** button can be used if the user wishes to exit without saving.
- Once saved, the NIC Number will appear in the **Identifier Details** section of the application.

Note: A valid NIC Number is required for all Mauritian nationals.

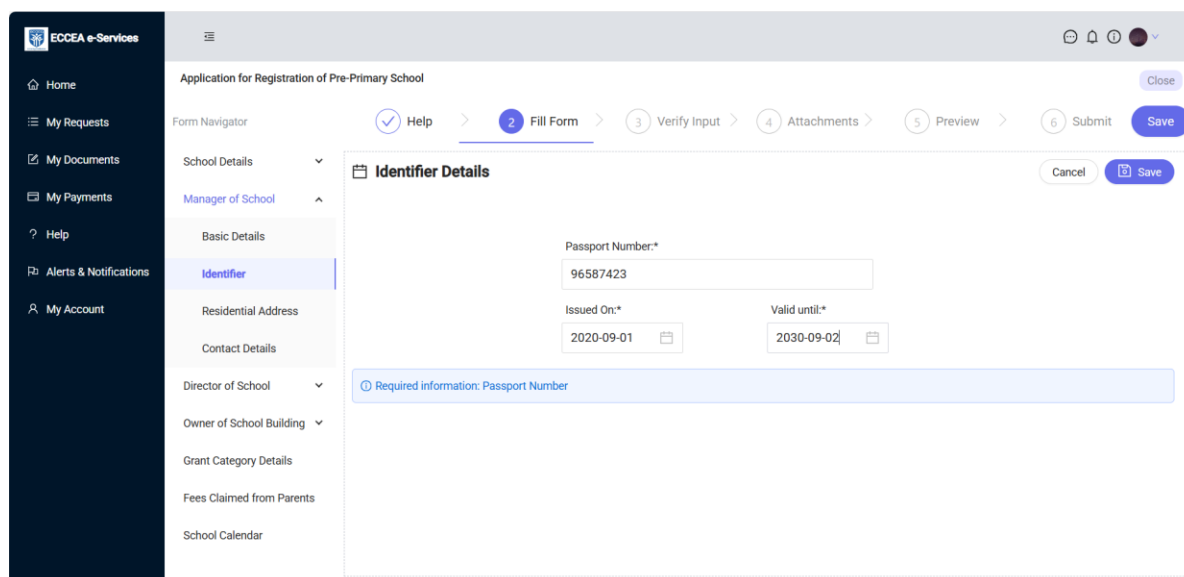


The screenshot displays the 'Application for Registration of Pre-Primary School' interface. On the left is a dark sidebar with navigation links: Home, My Requests, My Documents, My Payments, Help, Alerts & Notifications, and My Account. The main content area has a top navigation bar with steps: Help, Fill Form (active), Verify Input, Attachments, Preview, and Submit. Below this is a 'Form Navigator' on the left with sections: School Details (Basic Details, Identifier, Residential Address, Contact Details), Manager of School, Director of School, Owner of School Building, Grant Category Details, Fees Claimed from Parents, and School Calendar. The 'Identifier Details' section is currently active, showing a text input field for 'National Identity Card*' with the value 'A2404926632145'. At the bottom of this section is a blue message bar stating 'Required information: National Identity Card Number'. Buttons for 'Cancel' and 'Save' are located at the top right of the form area.

This screen allows the user to enter the **Passport details** of the Manager of the School.

- The following information must be provided:
 - **Passport Number*** – enter the passport number as shown in the document.
 - **Issued On*** – select the issue date of the passport.
 - **Valid Until*** – select the expiry date of the passport.
- All fields marked with an asterisk (*) are **mandatory**.
- After filling in the details, click on the **Save** button to store the information.
- The **Cancel** button can be used to exit without saving.
- Once saved, the passport details will appear in the **Identifier Details** section of the application.

Note: Passport details are required for foreigners applying as Managers of Schools.

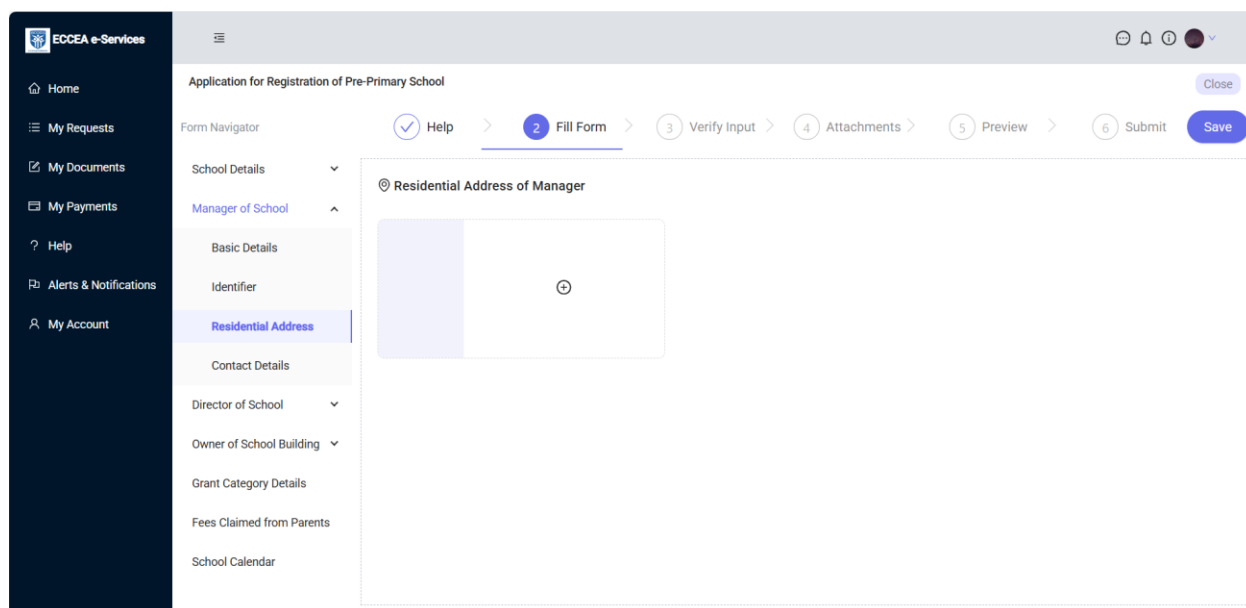


The screenshot shows the 'Application for Registration of Pre-Primary School' interface. The left sidebar contains navigation links: Home, My Requests, My Documents, My Payments, Help, Alerts & Notifications, and My Account. The main content area has a 'Form Navigator' with steps: Help, Fill Form (active), Verify Input, Attachments, Preview, and Submit. Below the navigator is a list of sections: School Details, Manager of School (expanded), Basic Details, Identifier (selected), Residential Address, Contact Details, Director of School, Owner of School Building, Grant Category Details, Fees Claimed from Parents, and School Calendar. The 'Identifier Details' section is active, showing fields for 'Passport Number*' (96587423), 'Issued On*' (2020-09-01), and 'Valid until*' (2030-09-02). A blue banner at the bottom of the section states 'Required information: Passport Number'. Buttons for 'Cancel' and 'Save' are visible in the top right of the section.

5.2.3 Residential Address

This screen allows the user to enter the **residential address details** of the Manager of the School.

- To add the residential address, click on the **Add (+)** button.
- After filling in the details, click **Save** to record the information.
- The entered address will then appear under the **Residential Address of Manager** section.
- The user may update or modify the address at any time before final submission.



The screenshot displays the 'Application for Registration of Pre-Primary School' interface. On the left is a dark blue sidebar with the 'ECCEA e-Services' logo and a menu including Home, My Requests, My Documents, My Payments, Help, Alerts & Notifications, and My Account. The main content area has a top header with a 'Close' button and a progress bar with steps: 1. Help, 2. Fill Form (active), 3. Verify Input, 4. Attachments, 5. Preview, and 6. Submit. Below the progress bar is a 'Form Navigator' with expandable sections: School Details, Manager of School (expanded), Director of School, Owner of School Building, Grant Category Details, Fees Claimed from Parents, and School Calendar. Under 'Manager of School', the 'Residential Address' sub-section is selected. The main content area shows the 'Residential Address of Manager' section with a large, empty rectangular box containing a plus icon, indicating where to add a new address.

This screen allows the user to enter the **full residential address** of the Manager of the School.

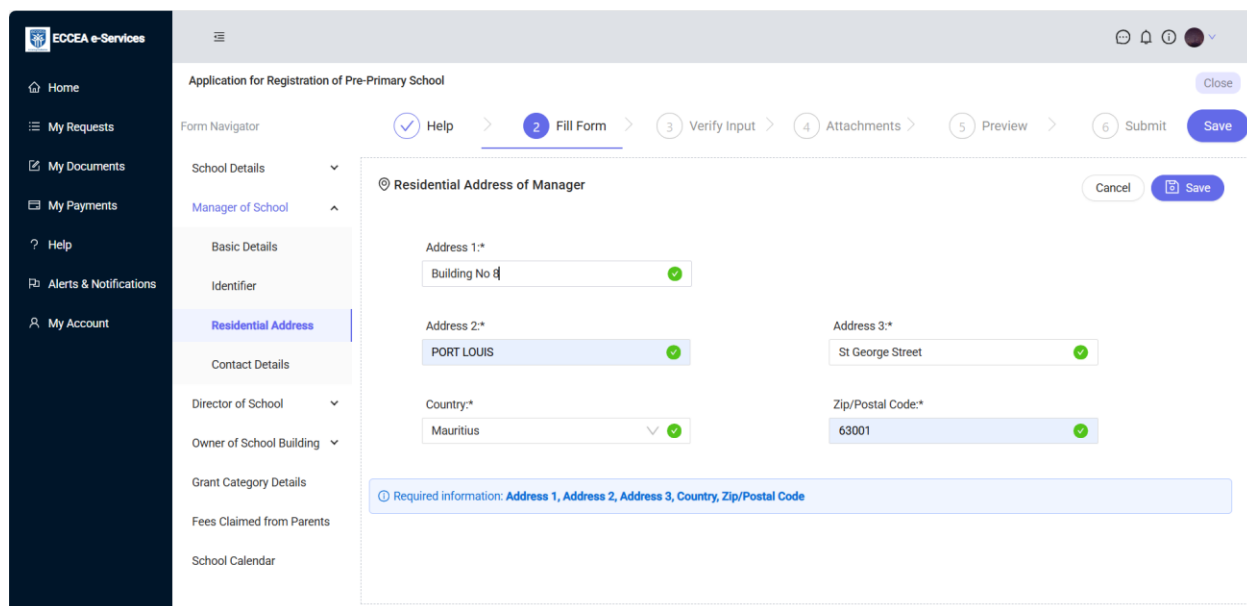
The following details must be provided:

- **Address 1*** – e.g., Building/House Number.
- **Address 2*** – e.g., Locality or Town.
- **Address 3*** – e.g., Street Name.
- **Country*** – select from the drop-down list.
- **Zip/Postal Code*** – enter the postal code for the locality.

All fields marked with an asterisk (*) are **mandatory**.

Once all the information is entered, click the **Save** button to record the address.

The **Cancel** button may be used to exit without saving the information.



The screenshot displays the 'Application for Registration of Pre-Primary School' interface. The left sidebar contains navigation links: Home, My Requests, My Documents, My Payments, Help, Alerts & Notifications, and My Account. The main content area shows a 'Form Navigator' with steps: Help, Fill Form (active), Verify Input, Attachments, Preview, and Submit. The 'Fill Form' step is expanded, showing a 'Manager of School' section with a 'Residential Address' sub-section. The 'Residential Address' form includes fields for Address 1* (Building No 4), Address 2* (PORT LOUIS), Address 3* (St George Street), Country* (Mauritius), and Zip/Postal Code* (63001). Each field has a green checkmark indicating it is valid. A 'Cancel' button and a 'Save' button are located at the top right of the form. A blue banner at the bottom of the form states: 'Required Information: Address 1, Address 2, Address 3, Country, Zip/Postal Code'.

5.2.4 Contact Details

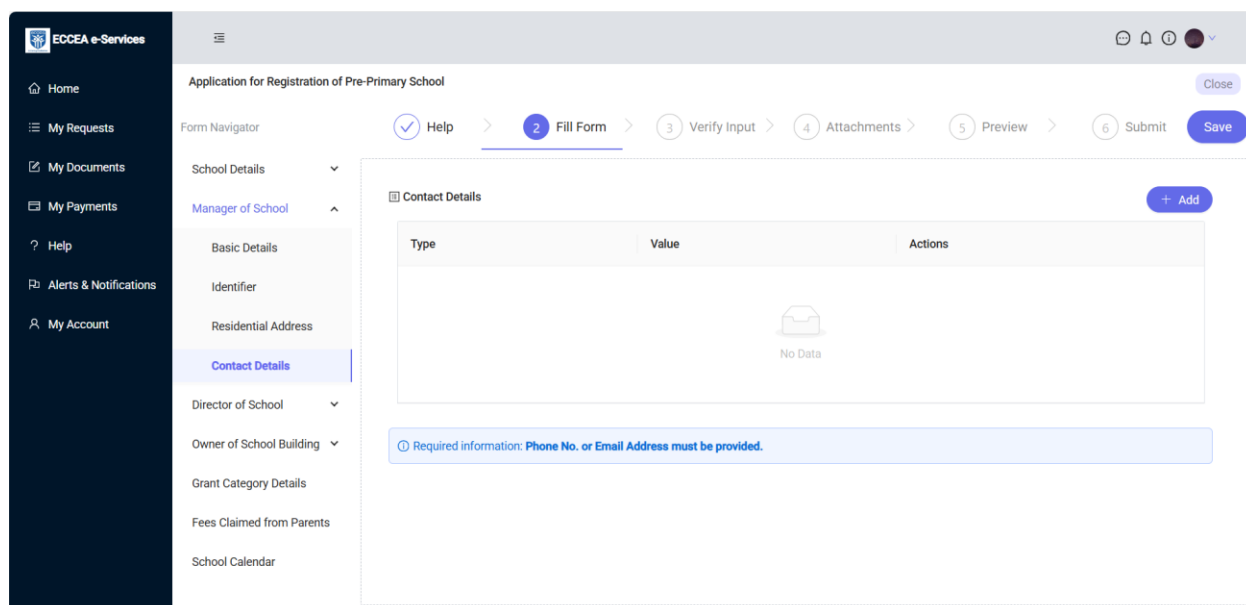
This screen allows the user to enter the **contact details** of the Manager of the School.

To add contact information, click on the **Add (+)** button.

At least one of these details (**Phone Number or Email Address**) must be provided to proceed.

Once added, the details will appear in the table under **Type, Value, and Actions**.

The user can edit or delete an entry using the options under **Actions**.



The screenshot shows the 'Application for Registration of Pre-Primary School' form in the ECCEA e-Services portal. The left sidebar contains navigation links: Home, My Requests, My Documents, My Payments, Help, Alerts & Notifications, and My Account. The main content area has a 'Form Navigator' with steps: 1. Help, 2. Fill Form (active), 3. Verify Input, 4. Attachments, 5. Preview, 6. Submit. A 'Close' button is in the top right. The 'Manager of School' section is expanded, showing 'Basic Details', 'Identifier', 'Residential Address', 'Contact Details' (selected), 'Director of School', 'Owner of School Building', 'Grant Category Details', 'Fees Claimed from Parents', and 'School Calendar'. The 'Contact Details' section features a table with columns 'Type', 'Value', and 'Actions'. The table is currently empty, displaying 'No Data' with a folder icon. An 'Add' button is in the top right of this section. A blue message box at the bottom states: 'Required information: Phone No. or Email Address must be provided.'

This screen allows the user to add a **contact detail** for the Manager of the School.

The following steps are required:

- Select the **Type** from the drop-down list (e.g., Phone No, Email Address).
- Enter the corresponding **Value** (e.g., phone number in the correct format or valid email address).

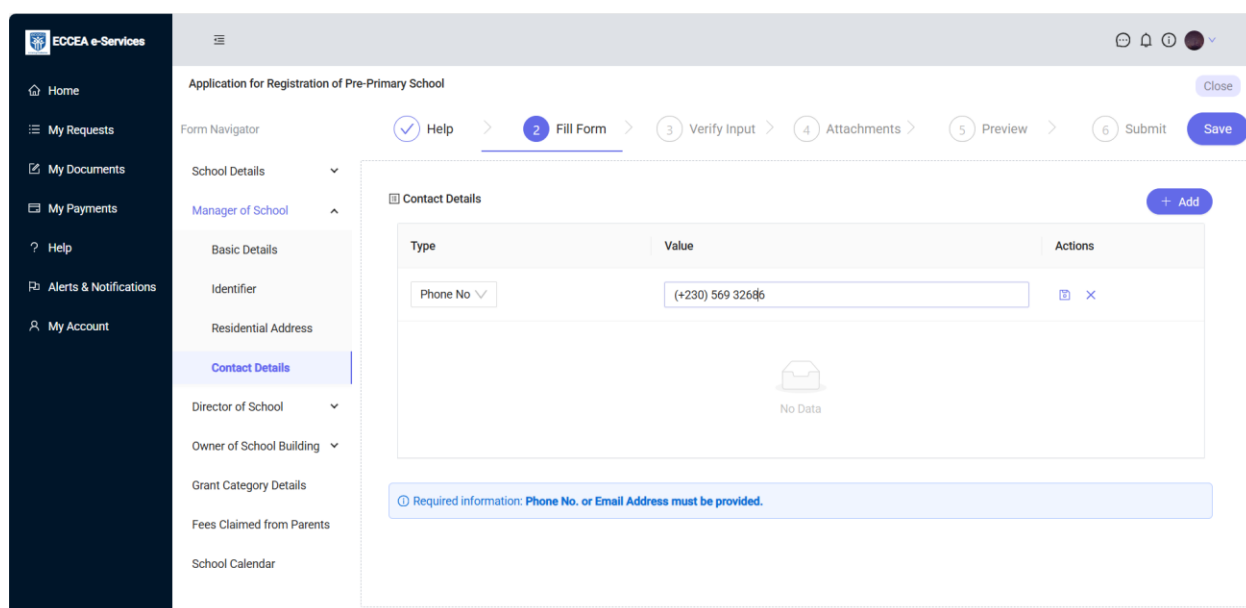
Once entered, the information will appear in the table under **Type** and **Value**.

The user can:

- **Delete** an entry by clicking the trash icon.
- **Cancel** an entry by clicking the "X" icon.

At least one contact detail (**Phone No or Email Address**) must be provided to continue with the application.

Click on **Save** to store the information.



The screenshot shows the 'Application for Registration of Pre-Primary School' interface. The 'Form Navigator' on the left includes sections like School Details, Manager of School, Basic Details, Identifier, Residential Address, Contact Details (highlighted), Director of School, Owner of School Building, Grant Category Details, Fees Claimed from Parents, and School Calendar. The main area shows a progress bar with steps: Help, Fill Form (active), Verify Input, Attachments, Preview, Submit, and Save. The 'Contact Details' section contains a table with columns 'Type', 'Value', and 'Actions'. One entry is visible with 'Type' as 'Phone No' and 'Value' as '(+230) 569 32685'. Below the table, a message states: 'Required information: Phone No. or Email Address must be provided.'

5.3 Director of school

Director of School Section will be further broken down in several categories:

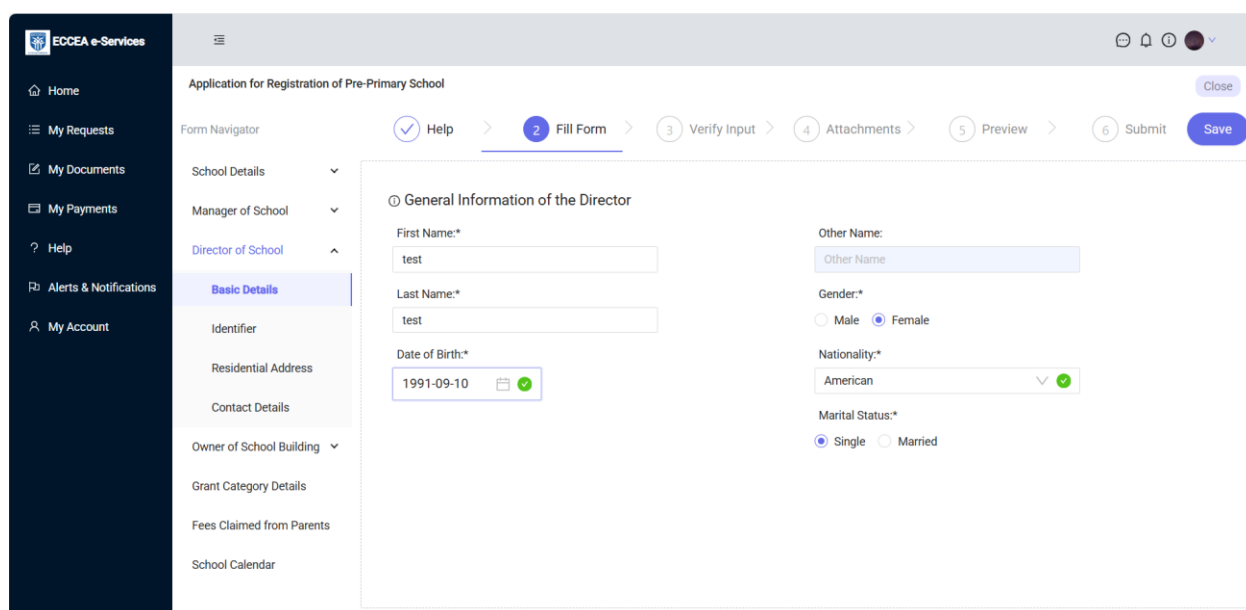
- Basic Details
- Identifier
- Residential Address
- Contact Details

5.3.1 Basic Details

This screen allows the user to fill in the **basic details of the Director of the School**.

- The details include:
 - First Name
 - Last Name
 - Other Name
 - Date of Birth
 - Gender
 - Nationality
- Fields marked with an asterisk (*) are **mandatory**.

After entering the information, the user can click on the **Save** button to **save the application as a draft** and continue later if required.



The screenshot displays the 'Application for Registration of Pre-Primary School' interface. The left sidebar contains navigation links: Home, My Requests, My Documents, My Payments, Help, Alerts & Notifications, and My Account. The main content area shows a progress bar with steps: 1. Help, 2. Fill Form (active), 3. Verify Input, 4. Attachments, 5. Preview, and 6. Submit. Below the progress bar is a 'Form Navigator' with categories: School Details, Manager of School, Director of School (expanded), Owner of School Building, Grant Category Details, Fees Claimed from Parents, and School Calendar. Under 'Director of School', 'Basic Details' is selected. The 'General Information of the Director' section contains the following fields:

- First Name:*** (text input, value: test)
- Last Name:*** (text input, value: test)
- Date of Birth:*** (date picker, value: 1991-09-10, with a green checkmark icon)
- Other Name:** (text input, value: Other Name)
- Gender:*** (radio buttons: Male, Female; Female is selected)
- Nationality:*** (dropdown menu, value: American, with a green checkmark icon)
- Marital Status:*** (radio buttons: Single, Married; Single is selected)

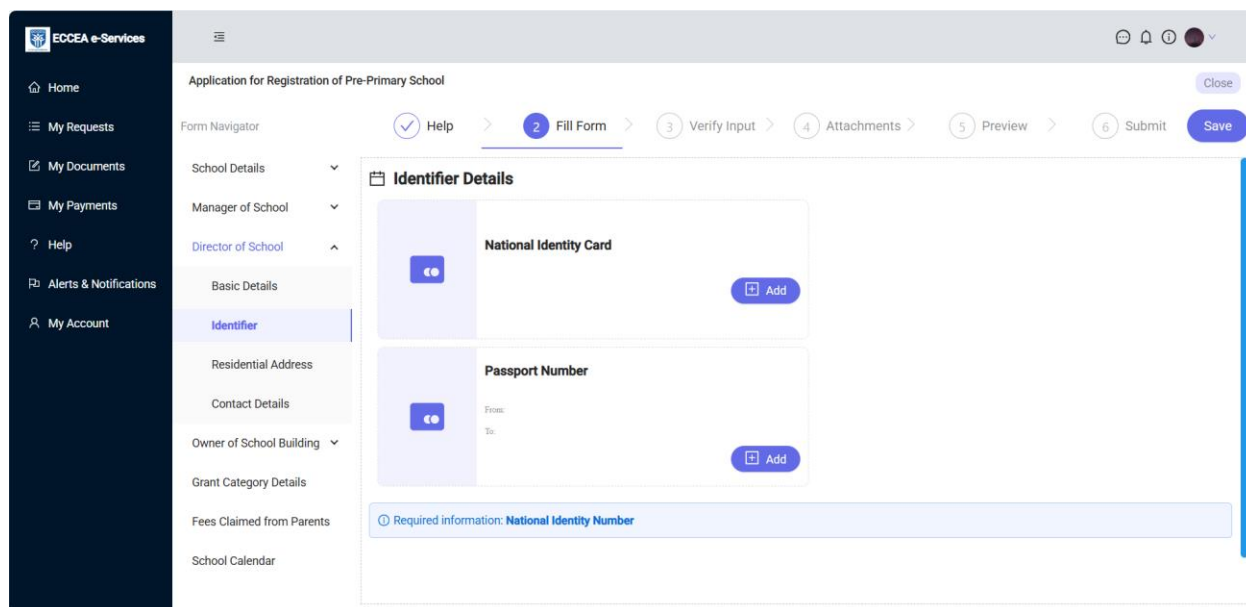
A 'Save' button is located at the bottom right of the form.

5.3.2 Identifier

This screen allows the user to enter the Identifier Details of the Director of the School.

- The system provides two options for identification:
 - National Identity Card (NIC)
 - Passport Number
- The user must click on the Add button to input the relevant details.
- Note: If the manager is a foreigner, a Passport Number must be provided.

After entering the required information, the user can click on the Save button to save the application as a draft.



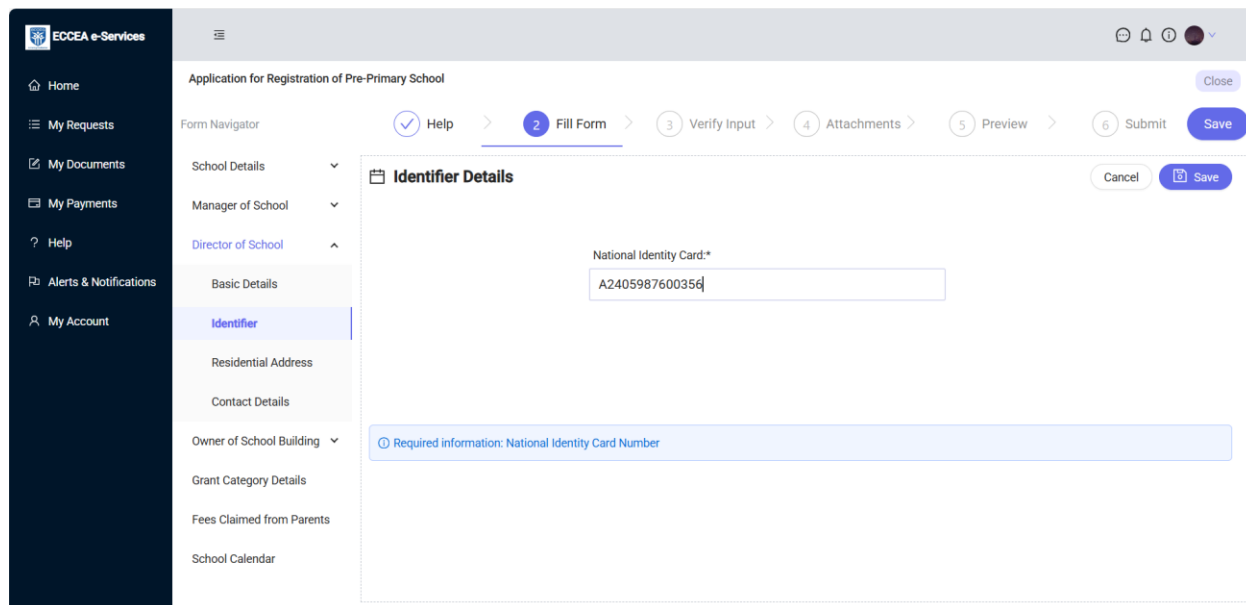
The screenshot displays the 'Application for Registration of Pre-Primary School' interface. On the left is a dark sidebar with the 'ECCEA e-Services' logo and a menu including Home, My Requests, My Documents, My Payments, Help, Alerts & Notifications, and My Account. The main content area has a top navigation bar with steps: 1. Help, 2. Fill Form (active), 3. Verify Input, 4. Attachments, 5. Preview, 6. Submit, and a Save button. Below this is a 'Form Navigator' with categories like School Details, Manager of School, Director of School, Basic Details, Identifier (selected), Residential Address, Contact Details, Owner of School Building, Grant Category Details, Fees Claimed from Parents, and School Calendar. The 'Identifier Details' section contains two input fields: 'National Identity Card' and 'Passport Number', each with an 'Add' button. A blue banner at the bottom states 'Required information: National Identity Number'.

5.3.2.1 NIC

This screen allows the user to enter the **National Identity Card (NIC) Number** of the Director of the School.

- The field marked with an asterisk (*) is **mandatory**.
- After typing the NIC Number, click on the **Save** button to store the information.
- The **Cancel** button can be used if the user wishes to exit without saving.
- Once saved, the NIC Number will appear in the **Identifier Details** section of the application.

Note: A valid NIC Number is required for all Mauritian nationals.



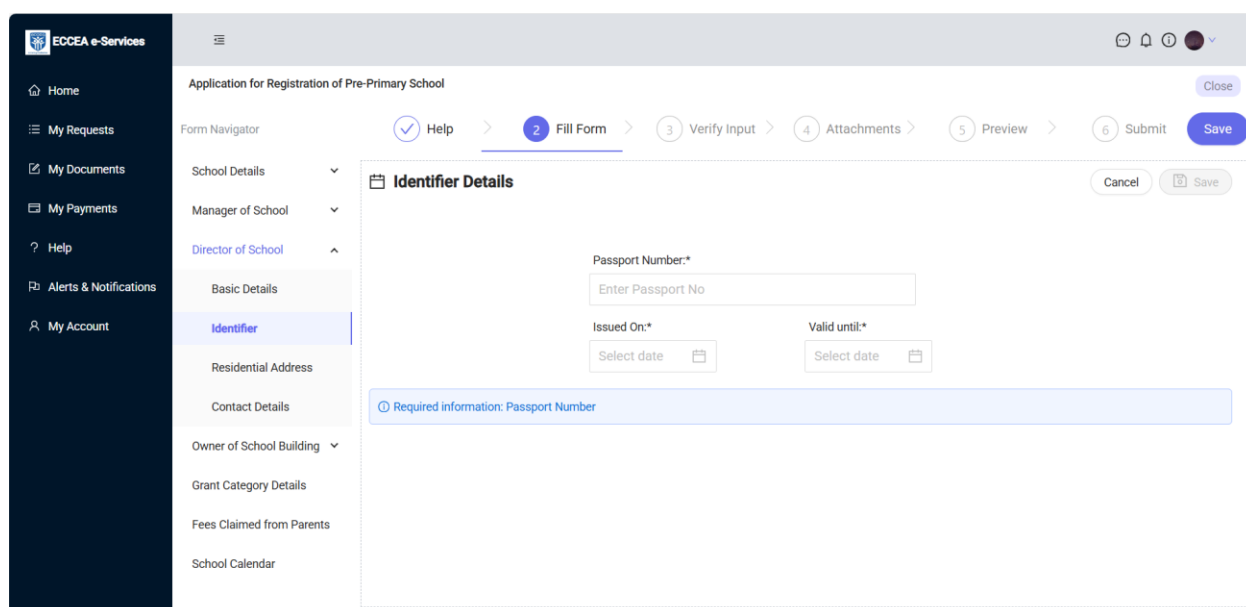
The screenshot displays the 'Application for Registration of Pre-Primary School' interface. On the left is a dark sidebar with navigation links: Home, My Requests, My Documents, My Payments, Help, Alerts & Notifications, and My Account. The main content area has a top bar with the title and a 'Close' button. Below this is a 'Form Navigator' with steps: 1. Help, 2. Fill Form (active), 3. Verify Input, 4. Attachments, 5. Preview, and 6. Submit. A 'Save' button is also present. The 'Identifier Details' section is highlighted in the sidebar and contains a form field for 'National Identity Card:*' with the value 'A2405987600356' entered. Below the form field is a blue banner with the text 'Required Information: National Identity Card Number'. At the bottom right of the form are 'Cancel' and 'Save' buttons.

5.3.2.2 Passport

This screen allows the user to enter the **Passport details** of the Director of the School.

- The following information must be provided:
 - **Passport Number*** – enter the passport number as shown in the document.
 - **Issued On*** – select the issue date of the passport.
 - **Valid Until*** – select the expiry date of the passport.
- All fields marked with an asterisk (*) are **mandatory**.
- After filling in the details, click on the **Save** button to store the information.
- The **Cancel** button can be used to exit without saving.
- Once saved, the passport details will appear in the **Identifier Details** section of the application.

Note: Passport details are required for foreigners applying as Director of Schools.

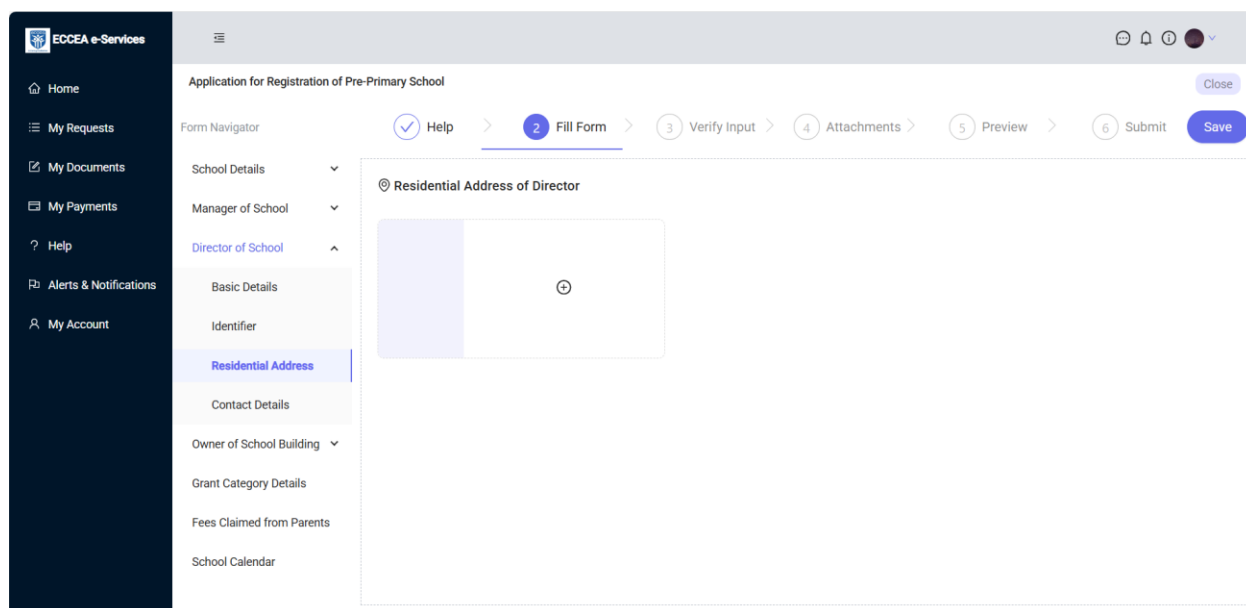


The screenshot shows the 'Application for Registration of Pre-Primary School' interface. The left sidebar contains navigation links: Home, My Requests, My Documents, My Payments, Help, Alerts & Notifications, and My Account. The main content area has a 'Form Navigator' with steps: 1. Help, 2. Fill Form (active), 3. Verify Input, 4. Attachments, 5. Preview, 6. Submit. Below the navigator, the 'Identifier Details' section is expanded, showing fields for 'Passport Number*' (with a placeholder 'Enter Passport No'), 'Issued On*' (with a 'Select date' button), and 'Valid until*' (with a 'Select date' button). A blue banner at the bottom of the section states 'Required information: Passport Number'. 'Cancel' and 'Save' buttons are located at the top right of the form area.

5.3.3 Residential Address

This screen allows the user to enter the **residential address details** of the Director of the School.

- To add the residential address, click on the **Add (+)** button.
- After filling in the details, click **Save** to record the information.
- The entered address will then appear under the **Residential Address of Director** section.
- The user may update or modify the address at any time before final submission.



The screenshot displays the 'Application for Registration of Pre-Primary School' interface. On the left is a dark blue sidebar with the 'ECCEA e-Services' logo and a menu including Home, My Requests, My Documents, My Payments, Help, Alerts & Notifications, and My Account. The main content area has a top header with the application title and a 'Close' button. Below this is a 'Form Navigator' with steps: 1. Help, 2. Fill Form (active), 3. Verify Input, 4. Attachments, 5. Preview, and 6. Submit. A 'Save' button is located at the end of the navigator. The 'Fill Form' section is divided into a 'Form Navigator' on the left and a main content area on the right. The 'Form Navigator' lists sections: School Details, Manager of School, Director of School (expanded), Basic Details, Identifier, Residential Address (highlighted), Contact Details, Owner of School Building, Grant Category Details, Fees Claimed from Parents, and School Calendar. The main content area, titled 'Residential Address of Director', contains a large, empty rectangular box with a small circular icon in the center, intended for adding or editing the address.

This screen allows the user to enter the **full residential address** of the Manager of the School.

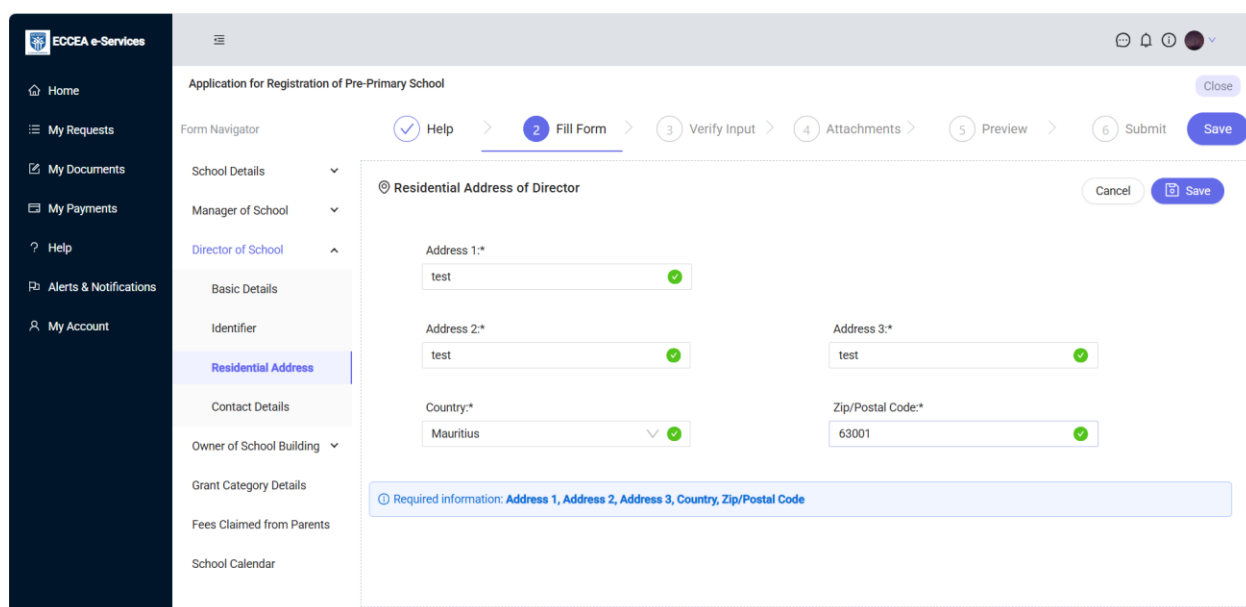
The following details must be provided:

- **Address 1*** – e.g., Building/House Number.
- **Address 2*** – e.g., Locality or Town.
- **Address 3*** – e.g., Street Name.
- **Country*** – select from the drop-down list.
- **Zip/Postal Code*** – enter the postal code for the locality.

All fields marked with an asterisk (*) are **mandatory**.

Once all the information is entered, click the **Save** button to record the address.

The **Cancel** button may be used to exit without saving the information.



The screenshot shows the 'Application for Registration of Pre-Primary School' interface. The left sidebar contains navigation links: Home, My Requests, My Documents, My Payments, Help, Alerts & Notifications, and My Account. The main content area has a 'Form Navigator' with steps: Help, Fill Form (active), Verify Input, Attachments, Preview, and Submit. The 'Fill Form' step is expanded, showing a 'Residential Address of Director' form. The form includes fields for Address 1*, Address 2*, Address 3*, Country*, and Zip/Postal Code*. All fields are marked as required with an asterisk. The 'Country*' field is a dropdown menu showing 'Mauritius'. The 'Zip/Postal Code*' field contains '63001'. A blue banner at the bottom of the form states: 'Required Information: Address 1, Address 2, Address 3, Country, Zip/Postal Code'. The form also has 'Cancel' and 'Save' buttons.

5.3.4 Contact Details

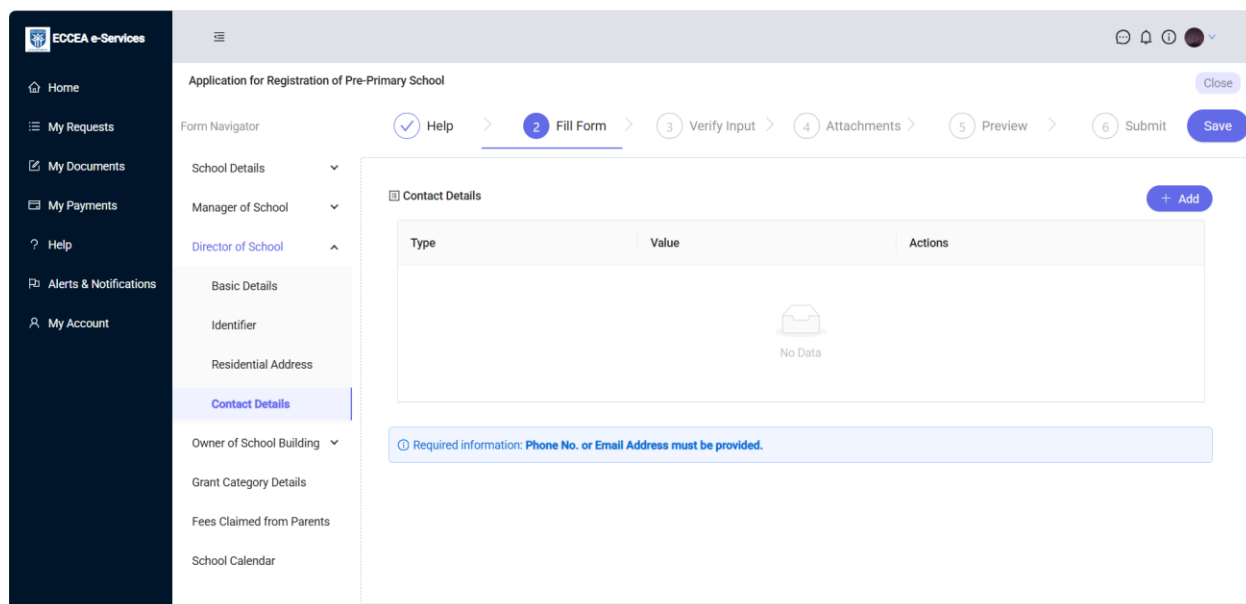
This screen allows the user to enter the **contact details** of the Director of the School.

To add contact information, click on the **Add (+)** button.

At least one of these details (**Phone Number or Email Address**) must be provided to proceed.

Once added, the details will appear in the table under **Type, Value, and Actions**.

The user can edit or delete an entry using the options under **Actions**.



The screenshot shows the 'Application for Registration of Pre-Primary School' form in the ECCEA e-Services system. The 'Contact Details' section is active, displaying a table with columns 'Type', 'Value', and 'Actions'. The table is currently empty, showing 'No Data'. A blue '+ Add' button is located at the top right of the table. Below the table, a blue message box states: 'Required information: Phone No. or Email Address must be provided.' The left sidebar contains navigation links: Home, My Requests, My Documents, My Payments, Help, Alerts & Notifications, and My Account. The top navigation bar includes a progress indicator with steps: Help, Fill Form (active), Verify Input, Attachments, Preview, and Submit. A 'Save' button is also present in the top right corner.

This screen allows the user to add a **contact detail** for the Director of the School.

The following steps are required:

- Select the **Type** from the drop-down list (e.g., Phone No, Email Address).
- Enter the corresponding **Value** (e.g., phone number in the correct format or valid email address).

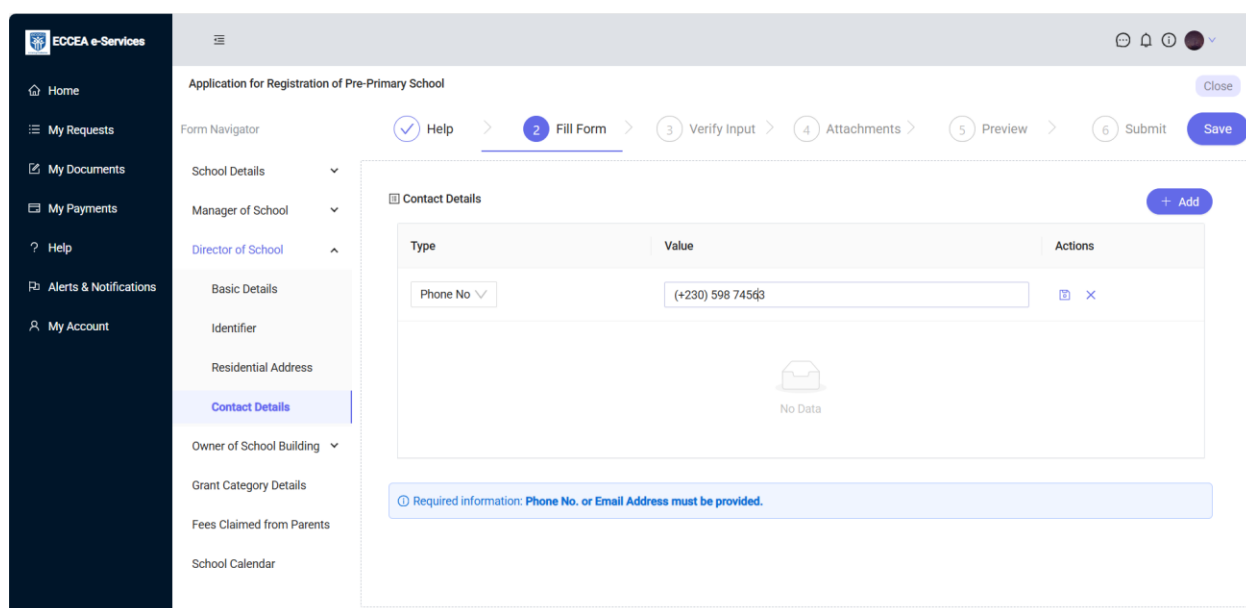
Once entered, the information will appear in the table under **Type** and **Value**.

The user can:

- **Delete** an entry by clicking the trash icon.
- **Cancel** an entry by clicking the "X" icon.

At least one contact detail (**Phone No or Email Address**) must be provided to continue with the application.

Click on **Save** to store the information.



The screenshot shows the 'Application for Registration of Pre-Primary School' interface. The 'Form Navigator' on the left includes sections like School Details, Manager of School, Director of School, Basic Details, Identifier, Residential Address, Contact Details (highlighted), Owner of School Building, Grant Category Details, Fees Claimed from Parents, and School Calendar. The main area shows a progress bar with steps: Help, Fill Form (active), Verify Input, Attachments, Preview, Submit, and Save. The 'Contact Details' section contains a table with columns 'Type', 'Value', and 'Actions'. One entry is visible with 'Type' as 'Phone No' and 'Value' as '(+230) 598 74563'. Below the table, a message states: 'Required information: Phone No. or Email Address must be provided.'

Type	Value	Actions
Phone No	(+230) 598 74563	

No Data

Required information: Phone No. or Email Address must be provided.

5.4 Owner of School Building

Owner of School Section will be further broken down in several categories:

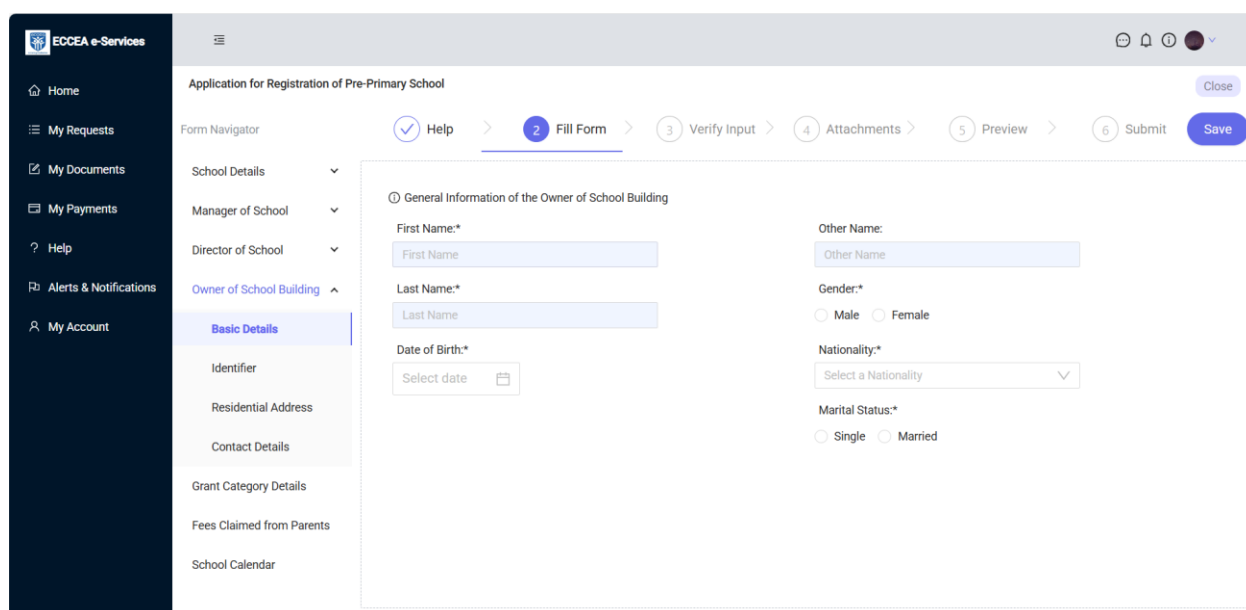
- Basic Details
- Identifier
- Residential Address
- Contact Details

5.4.1 Basic Details

This screen allows the user to fill in the **basic details of the Owner of the School**.

- The details include:
 - First Name
 - Last Name
 - Other Name
 - Date of Birth
 - Gender
 - Nationality
- Fields marked with an asterisk (*) are **mandatory**.

After entering the information, the user can click on the **Save** button to **save the application as a draft** and continue later if required.



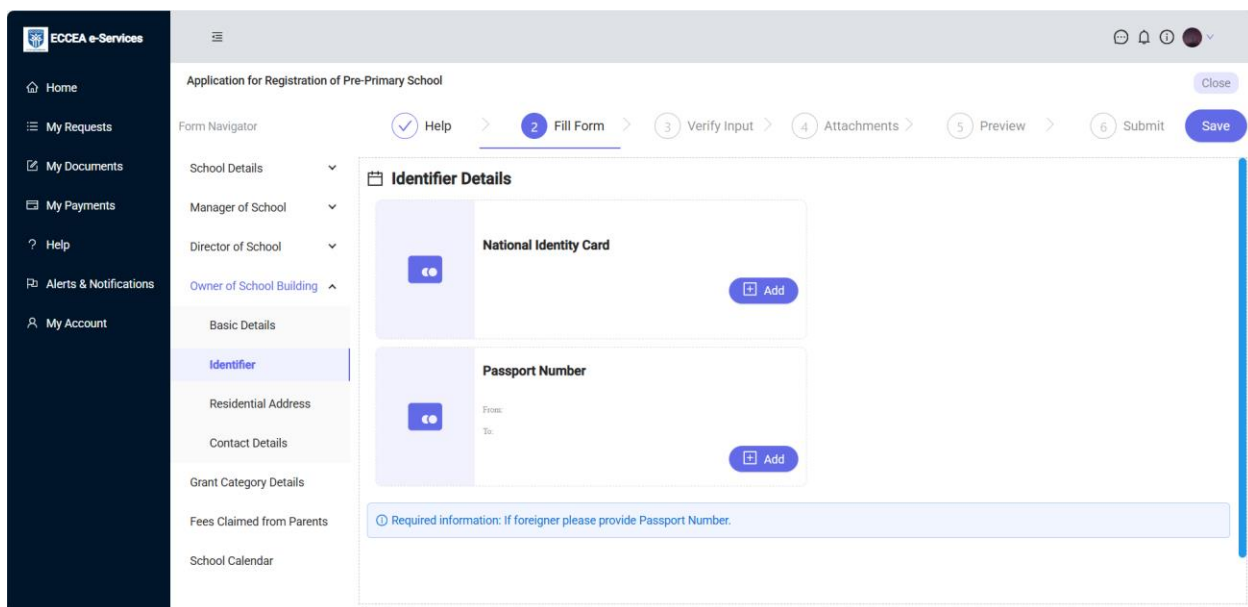
The screenshot displays the 'Application for Registration of Pre-Primary School' interface. On the left is a dark sidebar with navigation links: Home, My Requests, My Documents, My Payments, Help, Alerts & Notifications, and My Account. The main content area has a top bar with the title and a 'Close' button. Below the title is a progress bar with steps: 1. Help, 2. Fill Form (active), 3. Verify Input, 4. Attachments, 5. Preview, 6. Submit, and a 'Save' button. A 'Form Navigator' on the left lists sections: School Details, Manager of School, Director of School, Owner of School Building (expanded), Grant Category Details, Fees Claimed from Parents, and School Calendar. Under 'Owner of School Building', 'Basic Details' is selected. The form fields for 'General Information of the Owner of School Building' are: First Name* (text input), Last Name* (text input), Date of Birth* (date picker), Other Name (text input), Gender* (radio buttons for Male and Female), Nationality* (dropdown menu), and Marital Status* (radio buttons for Single and Married).

5.4.2 Identifier

This screen allows the user to enter the Identifier Details of the Owner of the School.

- The system provides two options for identification:
 - National Identity Card (NIC)
 - Passport Number
- The user must click on the Add button to input the relevant details.
- Note: If the Owner is a foreigner, a Passport Number must be provided.

After entering the required information, the user can click on the Save button to save the application as a draft.



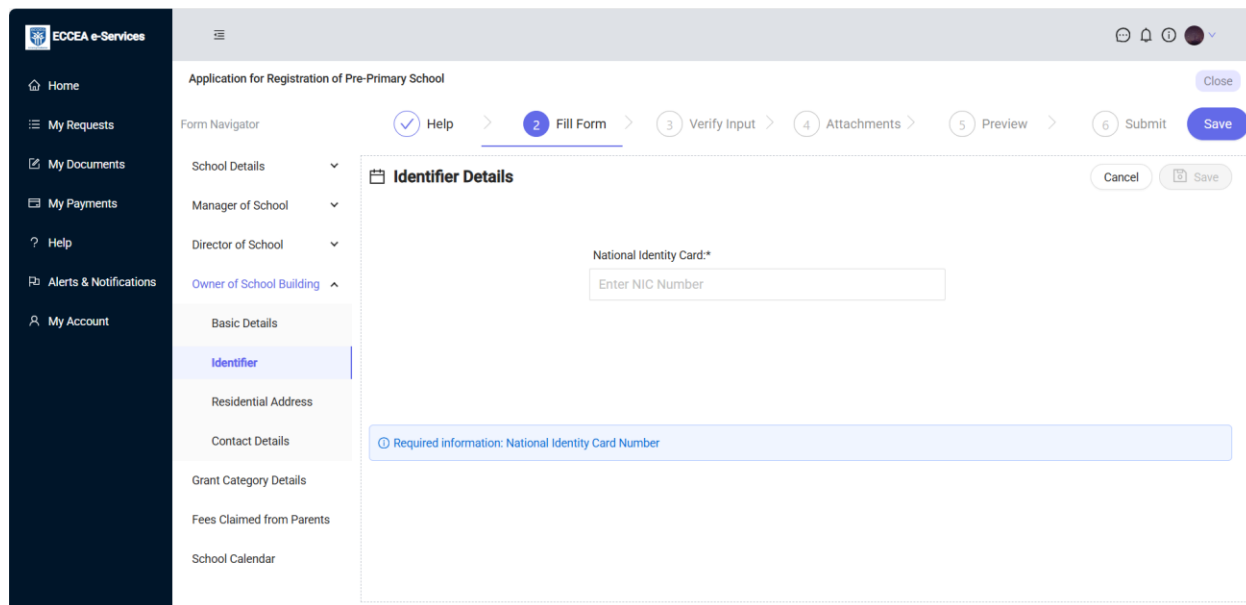
The screenshot displays the 'Application for Registration of Pre-Primary School' interface. On the left is a dark sidebar with the 'ECCEA e-Services' logo and a menu including Home, My Requests, My Documents, My Payments, Help, Alerts & Notifications, and My Account. The main content area has a top navigation bar with steps: 1. Help, 2. Fill Form (active), 3. Verify Input, 4. Attachments, 5. Preview, 6. Submit, and a Save button. Below this is a 'Form Navigator' with categories: School Details, Manager of School, Director of School, Owner of School Building (expanded), Basic Details, Identifier (selected), Residential Address, Contact Details, Grant Category Details, Fees Claimed from Parents, and School Calendar. The 'Identifier Details' section contains two input fields: 'National Identity Card' and 'Passport Number', each with an 'Add' button. A blue information bar at the bottom states: 'Required information: If foreigner please provide Passport Number.'

5.4.2.1 NIC

This screen allows the user to enter the **National Identity Card (NIC) Number** of the Owner of the School.

- The field marked with an asterisk (*) is **mandatory**.
- After typing the NIC Number, click on the **Save** button to store the information.
- The **Cancel** button can be used if the user wishes to exit without saving.
- Once saved, the NIC Number will appear in the **Identifier Details** section of the application.

Note: A valid NIC Number is required for all Mauritian nationals.



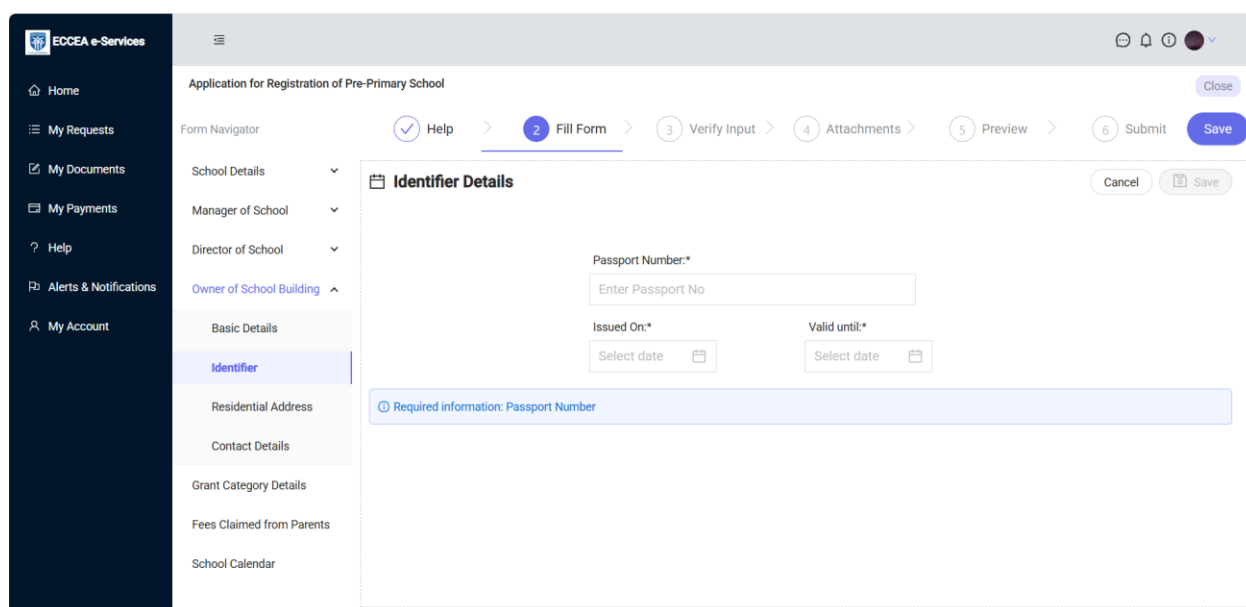
The screenshot displays the 'Application for Registration of Pre-Primary School' interface. The left sidebar contains navigation links: Home, My Requests, My Documents, My Payments, Help, Alerts & Notifications, and My Account. The main content area shows a 'Form Navigator' with steps: Help, Fill Form (active), Verify Input, Attachments, Preview, and Submit. The 'Fill Form' step is expanded, showing a list of sections: School Details, Manager of School, Director of School, Owner of School Building (expanded), Basic Details, Identifier (highlighted), Residential Address, Contact Details, Grant Category Details, Fees Claimed from Parents, and School Calendar. The 'Identifier Details' section is open, showing a form with the label 'National Identity Card*' and a text input field with the placeholder 'Enter NIC Number'. Below the input field, a blue banner states 'Required information: National Identity Card Number'. The form has 'Cancel' and 'Save' buttons.

5.4.2.2 Passport

This screen allows the user to enter the **Passport details** of the Owner of the School Building.

- The following information must be provided:
 - **Passport Number*** – enter the passport number as shown in the document.
 - **Issued On*** – select the issue date of the passport.
 - **Valid Until*** – select the expiry date of the passport.
- All fields marked with an asterisk (*) are **mandatory**.
- After filling in the details, click on the **Save** button to store the information.
- The **Cancel** button can be used to exit without saving.
- Once saved, the passport details will appear in the **Identifier Details** section of the application.

Note: Passport details are required for foreigners applying as Owner of School Building.



The screenshot displays the 'Application for Registration of Pre-Primary School' interface. The left sidebar contains navigation links: Home, My Requests, My Documents, My Payments, Help, Alerts & Notifications, and My Account. The main content area shows a 'Form Navigator' with steps: Help, Fill Form (active), Verify Input, Attachments, Preview, and Submit. The 'Identifier Details' section is highlighted in the sidebar and contains the following fields:

- Passport Number*:** A text input field with the placeholder 'Enter Passport No'.
- Issued On*:** A date selection field with the placeholder 'Select date' and a calendar icon.
- Valid until*:** A date selection field with the placeholder 'Select date' and a calendar icon.

At the bottom of the form, a blue banner indicates: 'Required information: Passport Number'. The top right of the form has 'Cancel' and 'Save' buttons. The top right of the application window shows a 'Close' button and a user profile icon.

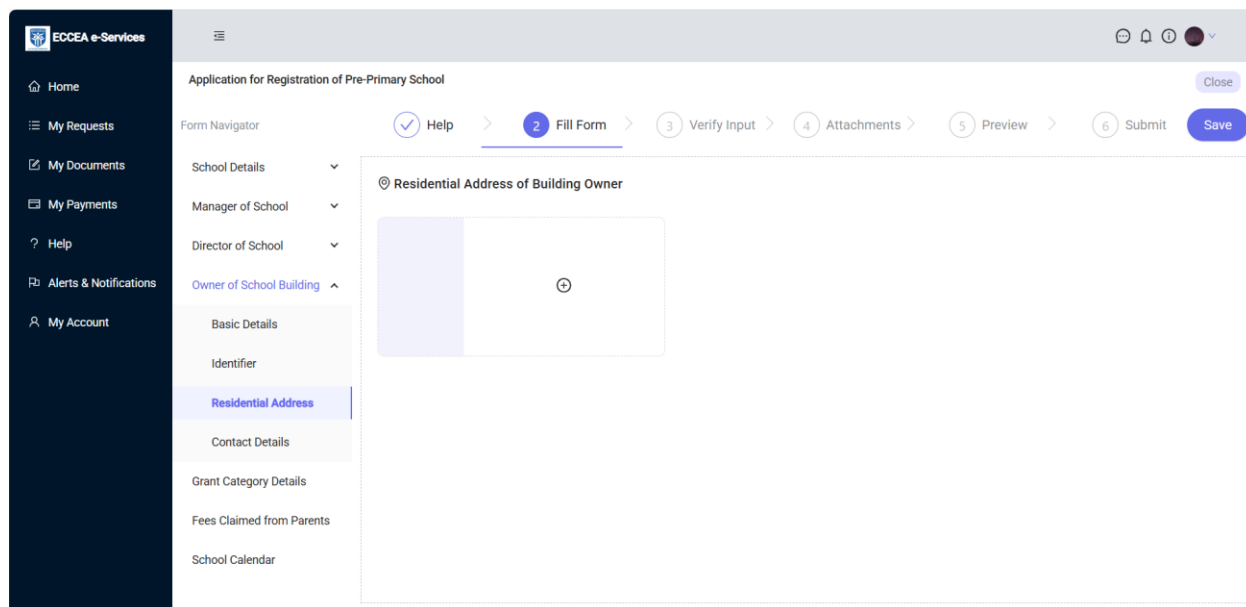
5.4.3 Residential Address

This screen allows the user to enter the **residential address details** of the Director of the School.

To add the address, click on the **Add (+)** button.

Once the required details are filled in, click on **Save** to record the address.

The entered address will then be displayed under the **Residential Address of Director** section.



The screenshot displays the 'Application for Registration of Pre-Primary School' interface. On the left is a dark blue sidebar with the 'ECCEA e-Services' logo and a menu including Home, My Requests, My Documents, My Payments, Help, Alerts & Notifications, and My Account. The main content area has a top header with the application title and a 'Close' button. Below this is a 'Form Navigator' with steps: 1. Help, 2. Fill Form (active), 3. Verify Input, 4. Attachments, 5. Preview, and 6. Submit. A 'Save' button is located at the end of the navigator. The 'Fill Form' section is titled 'Residential Address of Building Owner' and contains a large, empty rectangular box with a light blue border and a small circular icon in the center, intended for adding a new address entry.

This screen allows the user to enter the **full residential address** of the Owner of the School.

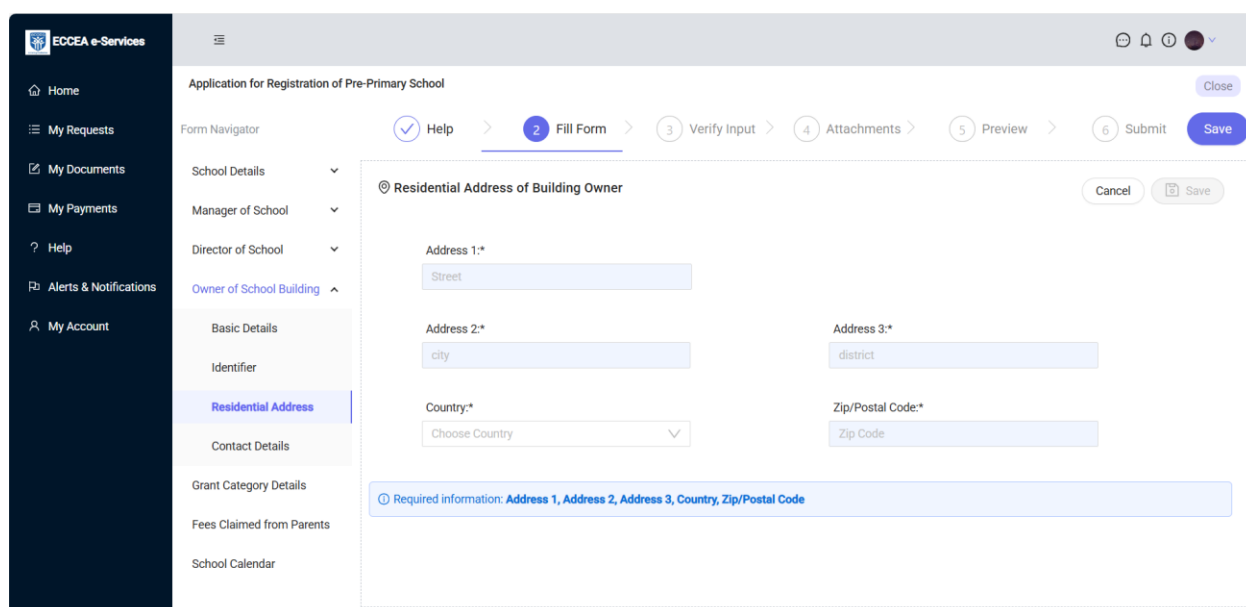
The following details must be provided:

- **Address 1*** – e.g., Building/House Number.
- **Address 2*** – e.g., Locality or Town.
- **Address 3*** – e.g., Street Name.
- **Country*** – select from the drop-down list.
- **Zip/Postal Code*** – enter the postal code for the locality.

All fields marked with an asterisk (*) are **mandatory**.

Once all the information is entered, click the **Save** button to record the address.

The **Cancel** button may be used to exit without saving the information.



The screenshot displays the 'Application for Registration of Pre-Primary School' interface. The left sidebar contains navigation links: Home, My Requests, My Documents, My Payments, Help, Alerts & Notifications, and My Account. The main content area shows a 'Form Navigator' with steps: Help, Fill Form (active), Verify Input, Attachments, Preview, and Submit. The 'Fill Form' step is expanded, showing a 'Residential Address of Building Owner' section. This section includes input fields for Address 1* (Street), Address 2* (city), Address 3* (district), Country* (Choose Country), and Zip/Postal Code* (Zip Code). A 'Cancel' button and a 'Save' button are located at the top right of the form. A blue banner at the bottom of the form states: 'Required information: Address 1, Address 2, Address 3, Country, Zip/Postal Code'.

5.4.4 Contact Details

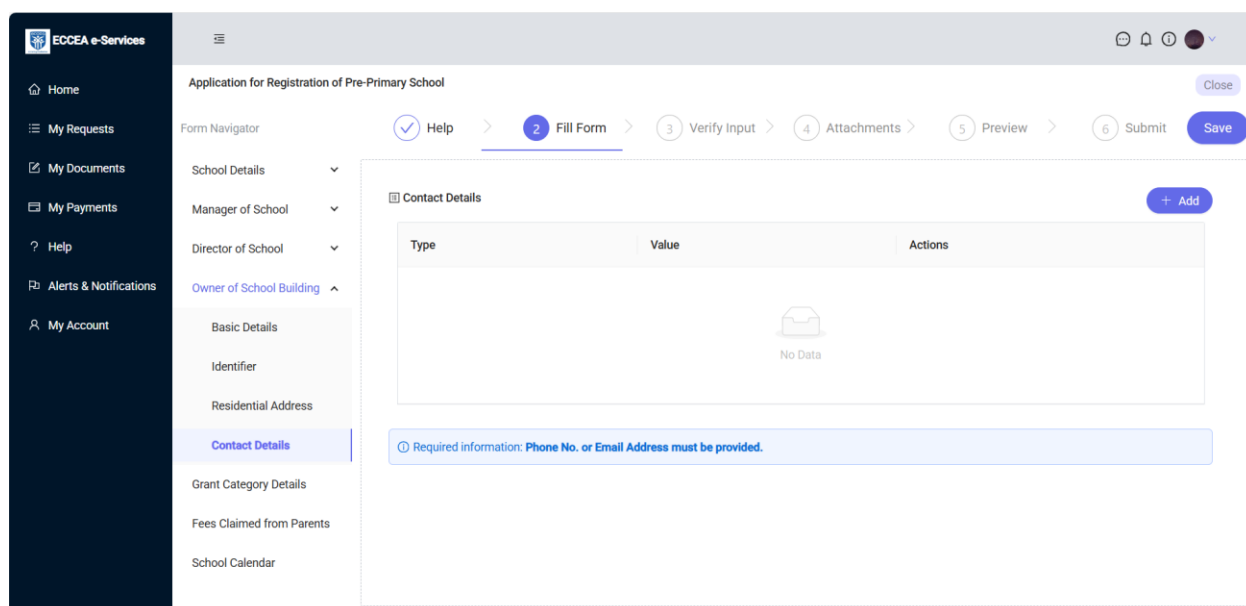
This screen allows the user to enter the **contact details** of the Owner of the School.

To add contact information, click on the **Add (+)** button.

At least one of these details (**Phone Number or Email Address**) must be provided to proceed.

Once added, the details will appear in the table under **Type, Value, and Actions**.

The user can edit or delete an entry using the options under **Actions**.



The screenshot displays the 'Application for Registration of Pre-Primary School' interface. The left sidebar contains navigation links: Home, My Requests, My Documents, My Payments, Help, Alerts & Notifications, and My Account. The main content area shows a 'Form Navigator' with steps: Help, Fill Form (active), Verify Input, Attachments, Preview, and Submit. A 'Close' button is in the top right. Below the navigator, a 'Contact Details' section is visible, featuring a table with columns 'Type', 'Value', and 'Actions'. The table is currently empty, displaying a 'No Data' message. A '+ Add' button is located at the top right of the table. A blue informational banner at the bottom of the table states: 'Required information: Phone No. or Email Address must be provided.' The left sidebar also lists categories: School Details, Manager of School, Director of School, Owner of School Building (expanded), Basic Details, Identifier, Residential Address, Contact Details (selected), Grant Category Details, Fees Claimed from Parents, and School Calendar.

This screen allows the user to add a **contact detail** for the Owner of the School.

The following steps are required:

- Select the **Type** from the drop-down list (e.g., Phone No, Email Address).
- Enter the corresponding **Value** (e.g., phone number in the correct format or valid email address).

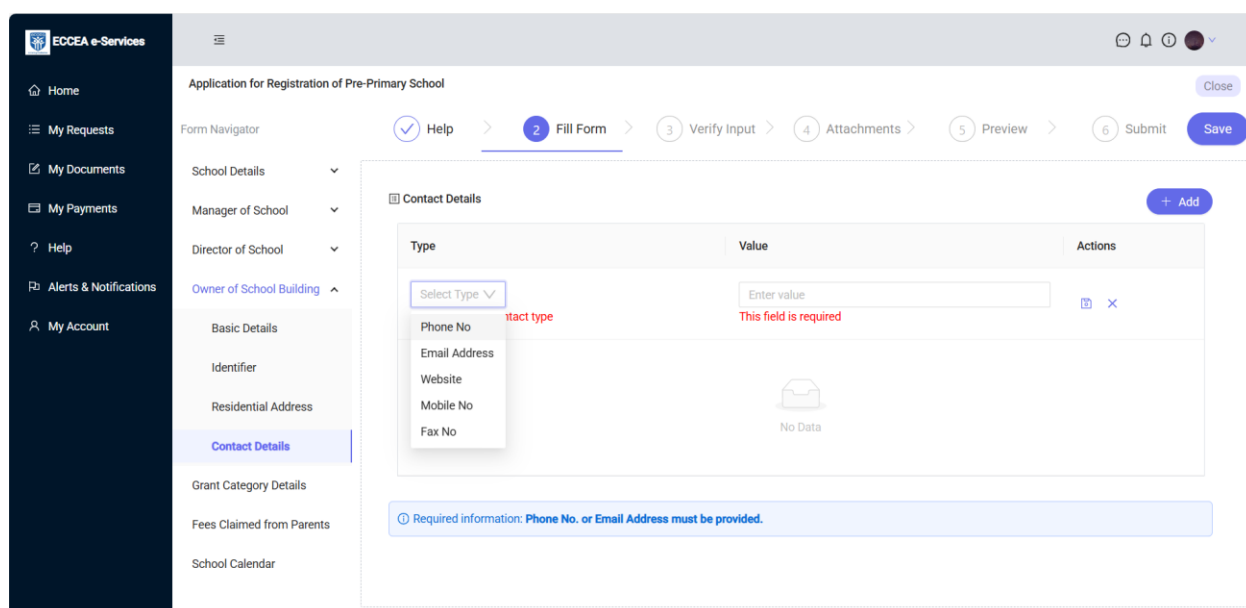
Once entered, the information will appear in the table under **Type** and **Value**.

The user can:

- **Delete** an entry by clicking the trash icon.
- **Cancel** an entry by clicking the "X" icon.

At least one contact detail (**Phone No or Email Address**) must be provided to continue with the application.

Click on **Save** to store the information.



The screenshot shows the 'Application for Registration of Pre-Primary School' interface. The left sidebar contains navigation links: Home, My Requests, My Documents, My Payments, Help, Alerts & Notifications, and My Account. The main content area has a 'Form Navigator' with steps: Help, Fill Form (active), Verify Input, Attachments, Preview, and Submit. The 'Contact Details' section is expanded, showing a table with columns 'Type', 'Value', and 'Actions'. The 'Type' dropdown is open, listing options: Phone No, Email Address, Website, Mobile No, and Fax No. The 'Value' field is empty and has a red error message: 'This field is required'. The 'Actions' column contains a trash icon and an 'X' icon. A blue banner at the bottom states: 'Required information: Phone No. or Email Address must be provided.'.

5.5 Grant Category Details

This screen allows the user to select the **Grant Category** applicable for the school.

The user must choose **only one option** from the available categories:

- **Grant in Aid (GIA)**
- **Per Capita Grant (PCG)**

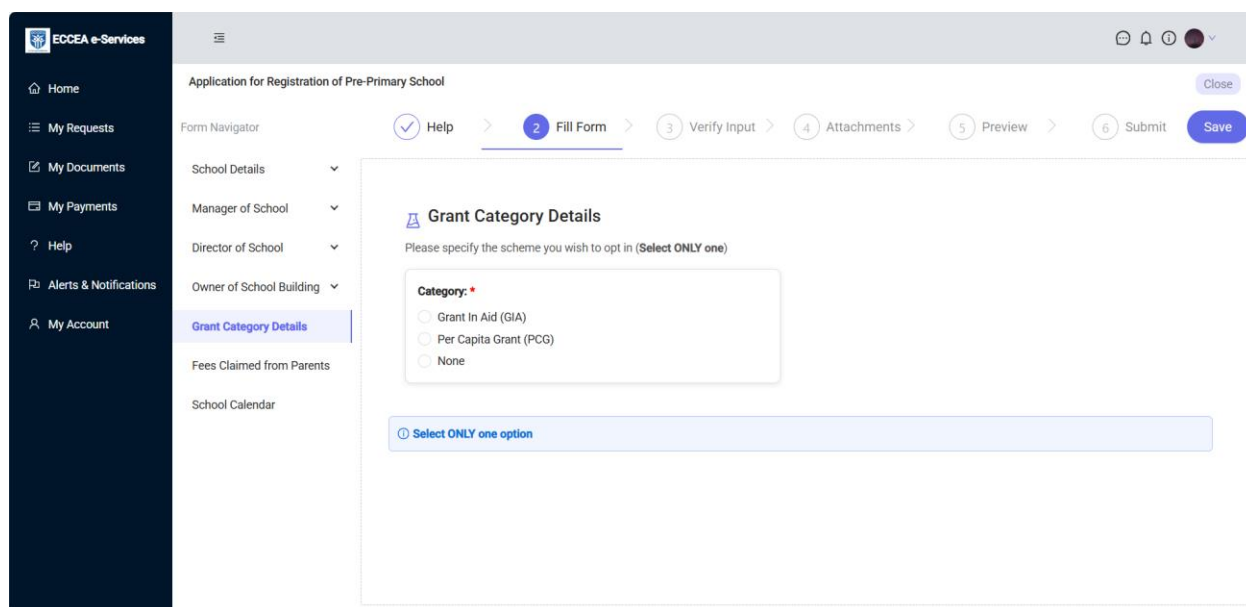
To select, click on the radio button next to the desired grant type.

This field is **mandatory** (marked with an asterisk *).

After selecting, click on the **Save** button to record the choice.

The **Cancel** button can be used to exit without saving.

Note: The system will not allow submission unless **exactly one grant category** is selected.



The screenshot shows the 'Grant Category Details' form within the 'Application for Registration of Pre-Primary School' process. The form is titled 'Grant Category Details' and includes a sub-header 'Please specify the scheme you wish to opt in (Select ONLY one)'. The 'Category' field is marked as mandatory with a red asterisk. It contains three radio button options: 'Grant In Aid (GIA)', 'Per Capita Grant (PCG)', and 'None'. Below the options, a blue banner displays the instruction 'Select ONLY one option'. The form is part of a larger application interface with a sidebar menu on the left and a top navigation bar with steps: Help, Fill Form (active), Verify Input, Attachments, Preview, Submit, and Save. A 'Close' button is also visible in the top right corner.

5.6 Fees Claimed from Parents

This screen allows the user to record any **fees collected from parents**, if applicable.

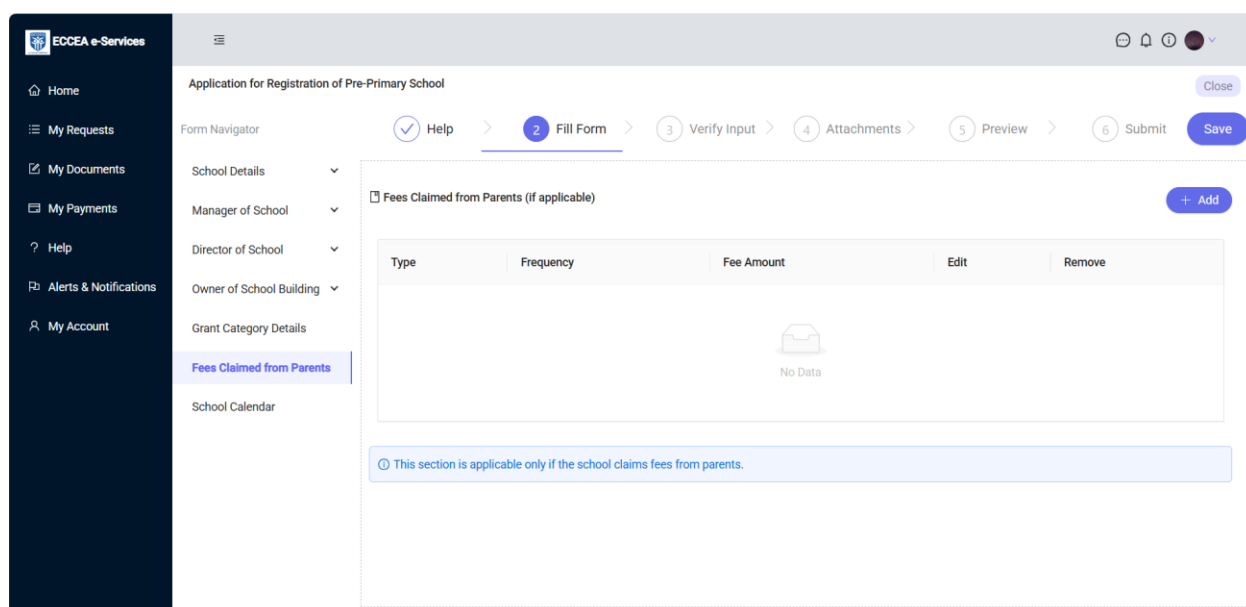
To add fee details, click on the **Add (+)** button.

Once added, the details will appear in the table under **Type, Frequency, and Fee Amount**.

The user can **Edit** or **Remove** any record using the options provided under the respective columns.

After completing the entries, click on the **Save** button to store the information.

Note: This section is only applicable for schools that **collect fees from parents**.



The screenshot displays the 'Application for Registration of Pre-Primary School' interface. On the left is a dark sidebar with navigation links: Home, My Requests, My Documents, My Payments, Help, Alerts & Notifications, and My Account. The main content area has a top navigation bar with steps: Help, Fill Form (active), Verify Input, Attachments, Preview, and Submit, followed by a Save button. Below the steps is a 'Form Navigator' with expandable sections: School Details, Manager of School, Director of School, Owner of School Building, Grant Category Details, Fees Claimed from Parents (selected), and School Calendar. The 'Fees Claimed from Parents' section is titled 'Fees Claimed from Parents (if applicable)' and includes an '+ Add' button. It contains a table with the following structure:

Type	Frequency	Fee Amount	Edit	Remove
 No Data				

Below the table, a light blue informational box states: 'This section is applicable only if the school claims fees from parents.'

This screen allows the user to **add details of fees collected from parents**, if applicable.

The following information must be provided:

- **Fee Type*** – select the type of fee from the drop-down list (e.g., Registration Fee, Advance Fee Payment, School Fee, School Materials, Food Programme, 13th Month Bonus).
- **Fee Amount*** – enter the value of the fee to be charged.
- **Frequency*** – choose how often the fee is collected (e.g., Monthly, Quarterly, Annually).

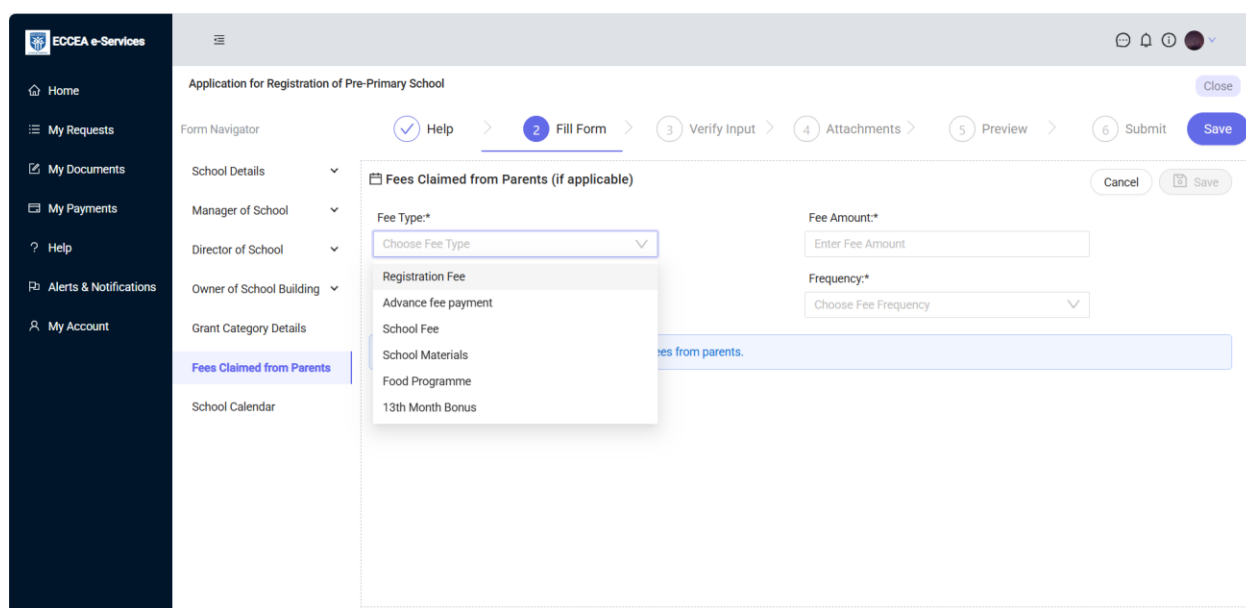
All fields marked with an asterisk (*) are **mandatory**.

After entering the details, click on the **Save** button to record the information.

The **Cancel** button can be used to exit without saving.

Once saved, the fee details will be displayed in the **Fees Claimed from Parents** table.

Note: This section should only be filled if the school collects fees from parents.



5.7 School Calendar

This screen allows the user to define the **academic calendar** for the school.

The user must select the **Calendar Type** from the drop-down list (e.g., Semester or Term).

Based on the selection:

- If **Semester** is selected, 2 fields will be enabled.
- If **Term** is selected, 3 fields will be enabled.

For each Semester/Term, the following details must be provided:

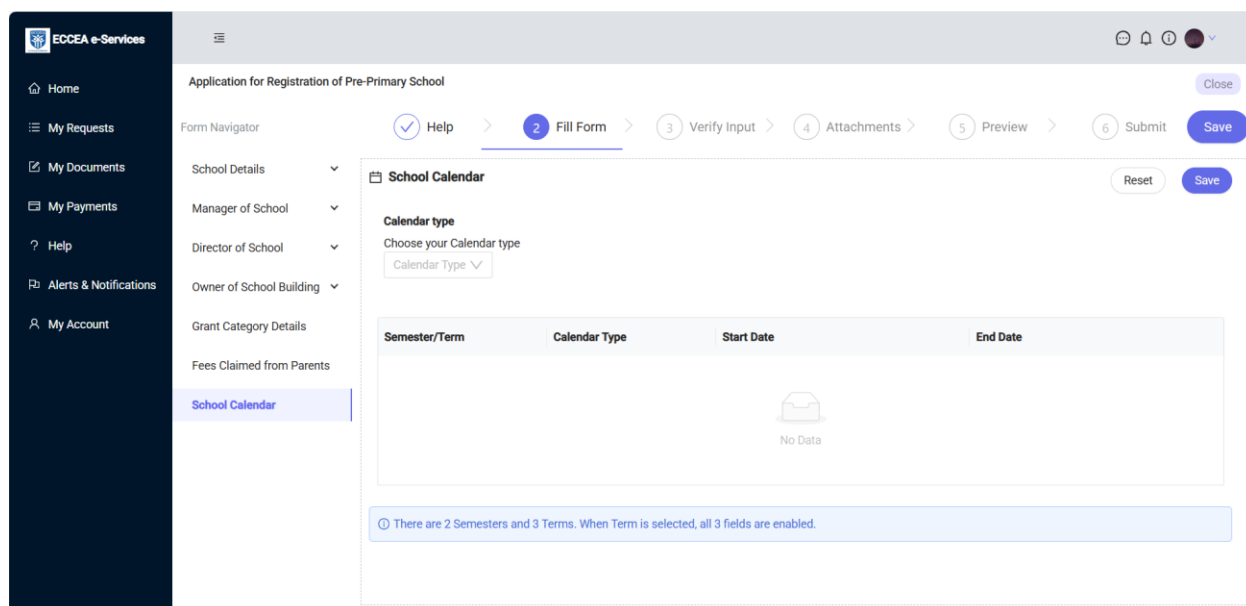
- **Start Date**
- **End Date**

The entered records will appear in the table under **Semester/Term, Calendar Type, Start Date, and End Date**.

Click **Save** to store the calendar information.

The **Reset** button can be used to clear the entries and re-enter details if needed.

Note: The school must ensure that the selected calendar type and dates align with the official ECCEA guidelines.



ECCEA e-Services

Application for Registration of Pre-Primary School

Form Navigator: 1 Help > 2 Fill Form > 3 Verify Input > 4 Attachments > 5 Preview > 6 Submit > Save

School Calendar

Calendar type: Choose your Calendar type (Calendar Type)

Semester/Term	Calendar Type	Start Date	End Date
No Data			

There are 2 Semesters and 3 Terms. When Term is selected, all 3 fields are enabled.

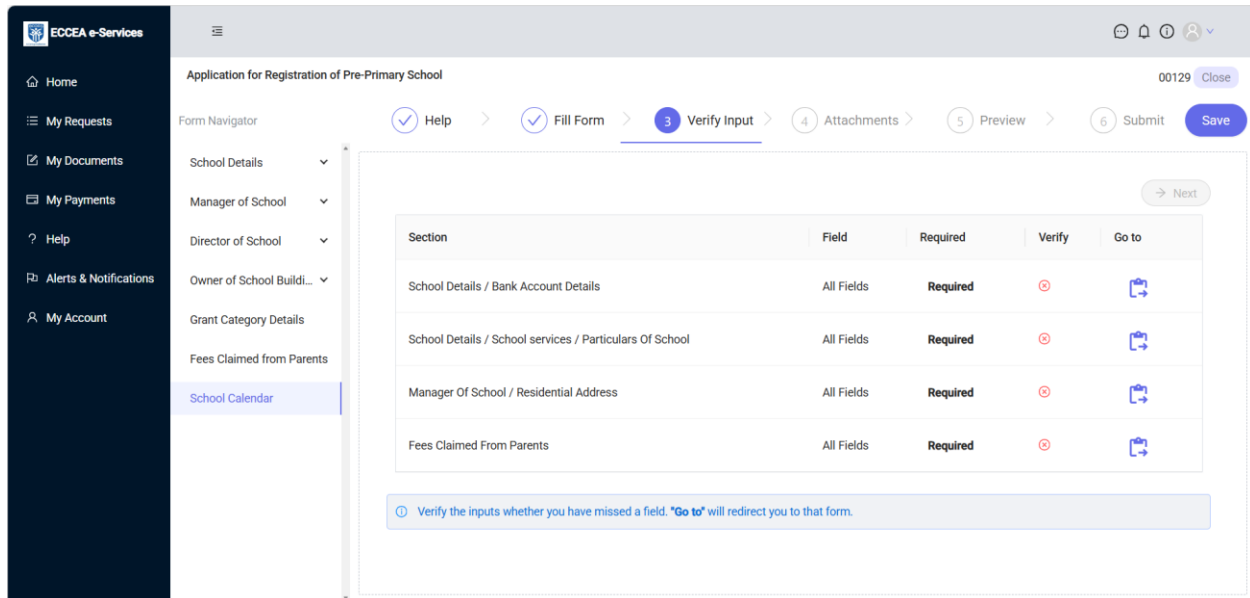
Reset Save

5.8 Verify Input

The **Verify Input** screen allows the user to check whether all mandatory fields have been completed.

If any mandatory field is missing, it will be displayed in the table. The user can click **Go To** to return to the relevant section and complete the missing information.

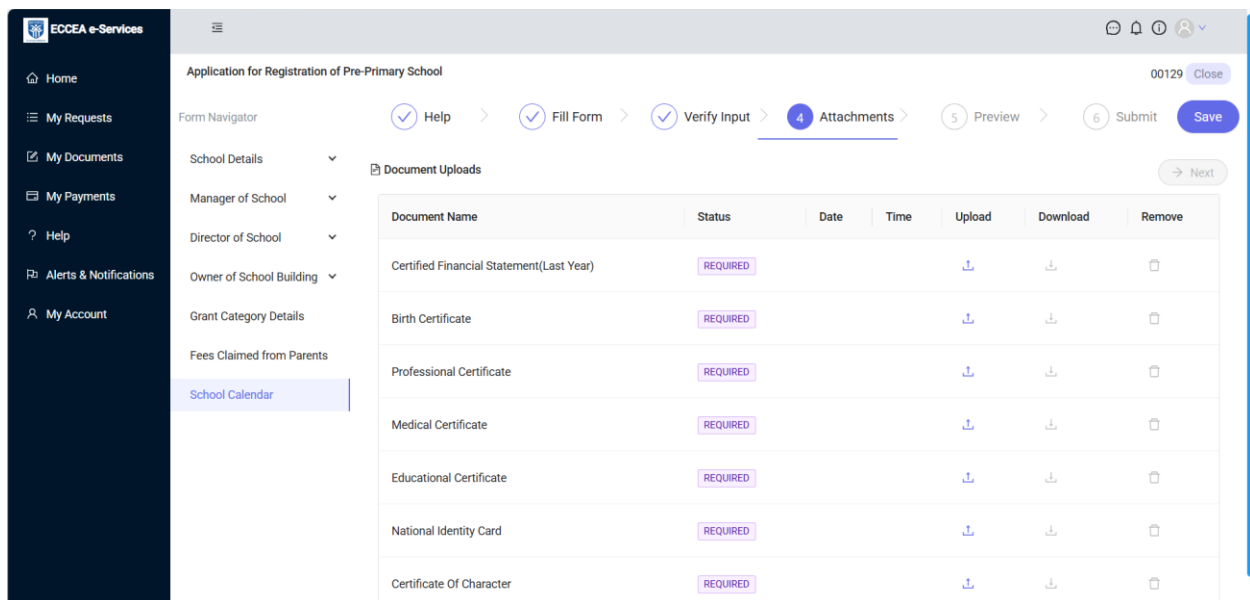
The system will not allow the user to proceed to the next step until all mandatory fields are completed.



Section	Field	Required	Verify	Go to
School Details / Bank Account Details	All Fields	Required	⊗	Go to
School Details / School services / Particulars of School	All Fields	Required	⊗	Go to
Manager Of School / Residential Address	All Fields	Required	⊗	Go to
Fees Claimed From Parents	All Fields	Required	⊗	Go to

① Verify the inputs whether you have missed a field. *Go to* will redirect you to that form.

5.9 Attachments



Document Name	Status	Date	Time	Upload	Download	Remove
Certified Financial Statement(Last Year)	REQUIRED			Upload	Download	Remove
Birth Certificate	REQUIRED			Upload	Download	Remove
Professional Certificate	REQUIRED			Upload	Download	Remove
Medical Certificate	REQUIRED			Upload	Download	Remove
Educational Certificate	REQUIRED			Upload	Download	Remove
National Identity Card	REQUIRED			Upload	Download	Remove
Certificate Of Character	REQUIRED			Upload	Download	Remove

5.10 Preview


ECCEA e-Services








 Home

 My Requests

 My Documents

 My Payments

 Help

 Alerts & Notifications

 My Account

Application for Registration of Pre-Primary School

00129 [Close](#)

 Help
 >
  Fill Form
 >
  Verify Input
 >
  Attachments
 >
  Preview
 >
  Submit
 [Save](#)

 Next

Document Type	Document Name	Date	Time	Open
 Form	Application for Registration of School	28-APR-2026	11:41 AM	

School Details

Manager of School

Director of School

Owner of School Building

Grant Category Details

Fees Claimed from Parents

School Calendar

5.11 Submit


ECCEA e-Services








 Home

 My Requests

 My Documents

 My Payments

 Help

 Alerts & Notifications

 My Account

Application for Registration of Pre-Primary School

00129 [Close](#)

 Help
 >
  Fill Form
 >
  Verify Input
 >
  Attachments
 >
  Preview
 >
  Submit
 [Save](#)

 Submit

☐ I hereby declare that the information provided in this application is truthful and accurate, and I have not intentionally withheld any important details.

Cancel

Submit

School Details

Manager of School

Director of School

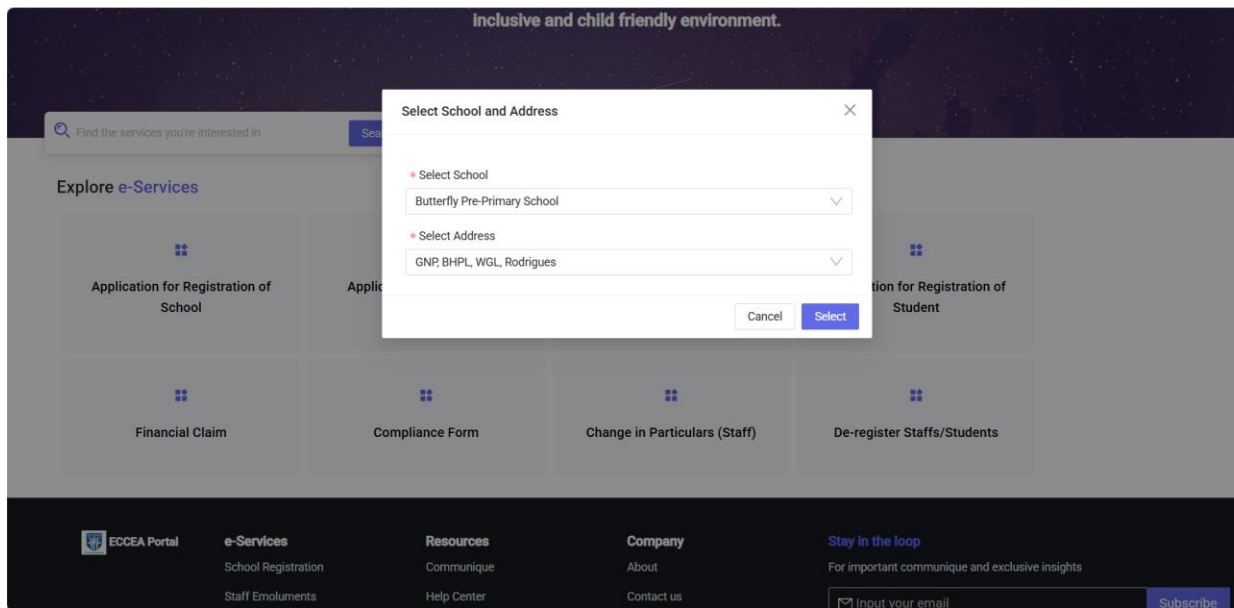
Owner of School Building

Grant Category Details

Fees Claimed from Parents

School Calendar

6. Application for Renewal School



The screenshot displays the ECCEA Portal interface. A modal window titled "Select School and Address" is open, featuring two dropdown menus. The first dropdown, labeled "Select School", has "Butterfly Pre-Primary School" selected. The second dropdown, labeled "Select Address", has "GNP, BHPL, WGL, Rodrigues" selected. Below the dropdowns are "Cancel" and "Select" buttons. The background shows the portal's main menu with options like "Application for Registration of School", "Financial Claim", "Compliance Form", "Change in Particulars (Staff)", and "De-register Staffs/Students".

When a school's certificate has expired, the PPS Manager becomes eligible to apply for a **Renewal** through the ECCEA e-Services Portal.

The **Renewal Form** is a replica of the original **Application for Registration of School** form. All previously submitted data will be **pre-filled** in the form to ensure consistency and reduce data entry effort. The fields can be reviewed and modified where applicable.

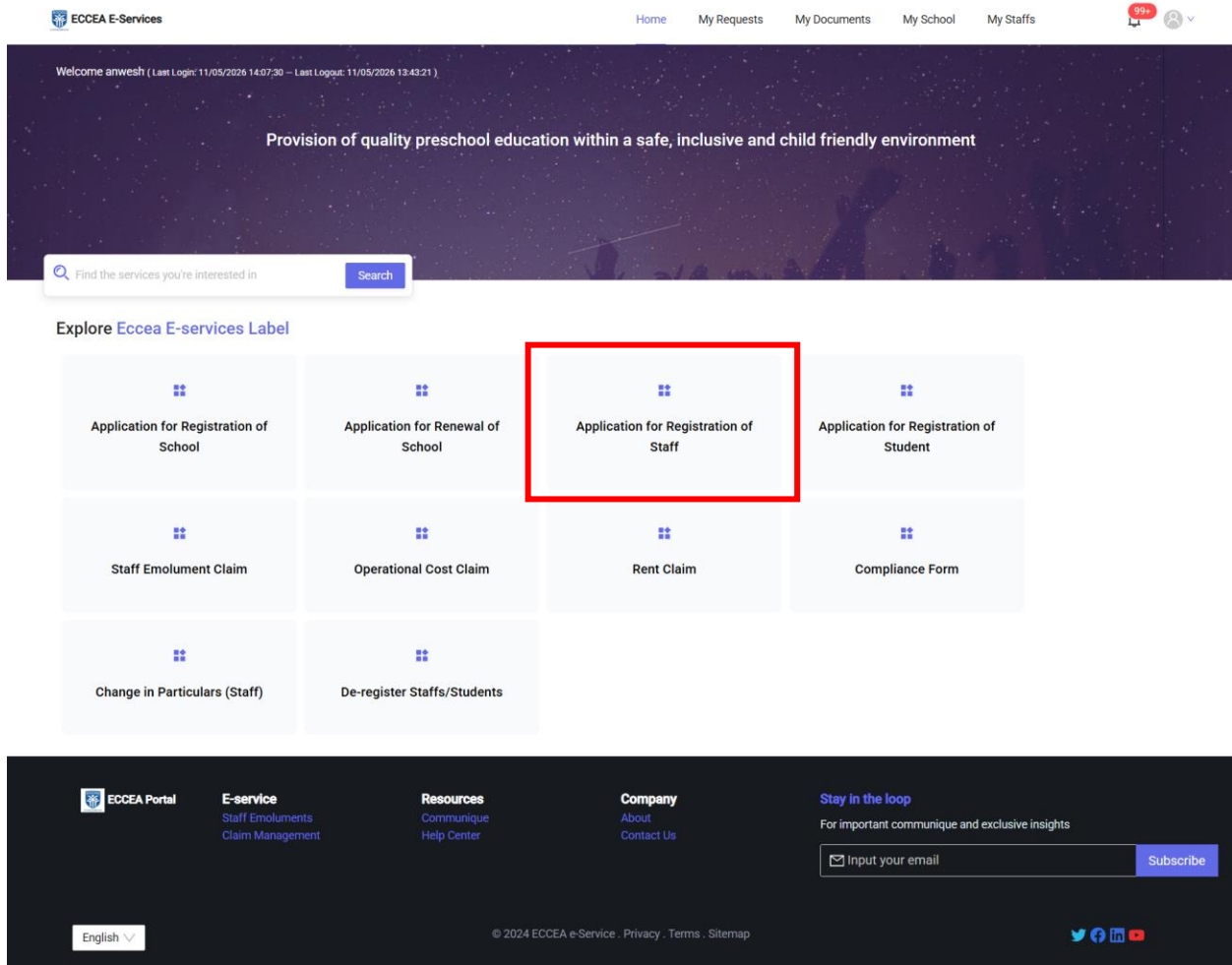
Before submission, the PPS Manager must:

- **Verify** all pre-filled details for accuracy.
- **Download** previously uploaded attachments.
- **Make necessary changes** to any editable sections or replace outdated documents if required.

Once all information is reviewed and updated, the PPS Manager may submit the form to proceed with the renewal process.

7. Application for Registration of Staff

Click on **Application for Registration of Staff** tile.

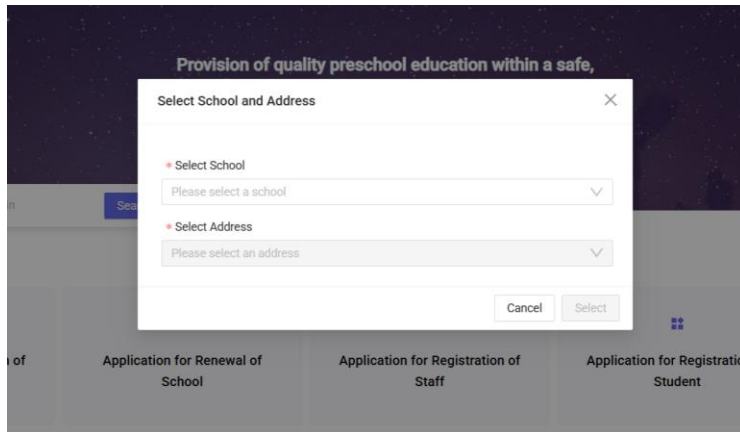


The screenshot displays the ECCEA E-Services portal interface. At the top, the header includes the ECCEA E-Services logo, navigation links (Home, My Requests, My Documents, My School, My Staffs), and a user profile icon with a notification badge. Below the header, a banner area contains the text "Welcome anwesh (Last Login: 11/05/2026 14:07:30 - Last Logout: 11/05/2026 13:43:21)" and "Provision of quality preschool education within a safe, inclusive and child friendly environment". A search bar is present with the placeholder text "Find the services you're interested in".

The main content area is titled "Explore Eccea E-services Label" and features a grid of service tiles. The tile for "Application for Registration of Staff" is highlighted with a red rectangular border. Other visible tiles include "Application for Registration of School", "Application for Renewal of School", "Application for Registration of Student", "Staff Emolument Claim", "Operational Cost Claim", "Rent Claim", "Compliance Form", "Change in Particulars (Staff)", and "De-register Staffs/Students".

The footer section contains links to the ECCEA Portal, E-service (Staff Emoluments, Claim Management), Resources (Communique, Help Center), and Company (About, Contact Us). It also includes a "Stay in the loop" section for email subscription and a language selector set to "English". The footer concludes with the copyright notice "© 2024 ECCEA e-Service . Privacy . Terms . Sitemap" and social media icons for Twitter, Facebook, LinkedIn, and YouTube.

The system will prompt user to select **School** and **Address**. After selecting the school and address, click on **"Select"** button to proceed.



Provision of quality preschool education within a safe,

Select School and Address

Select School

Please select a school

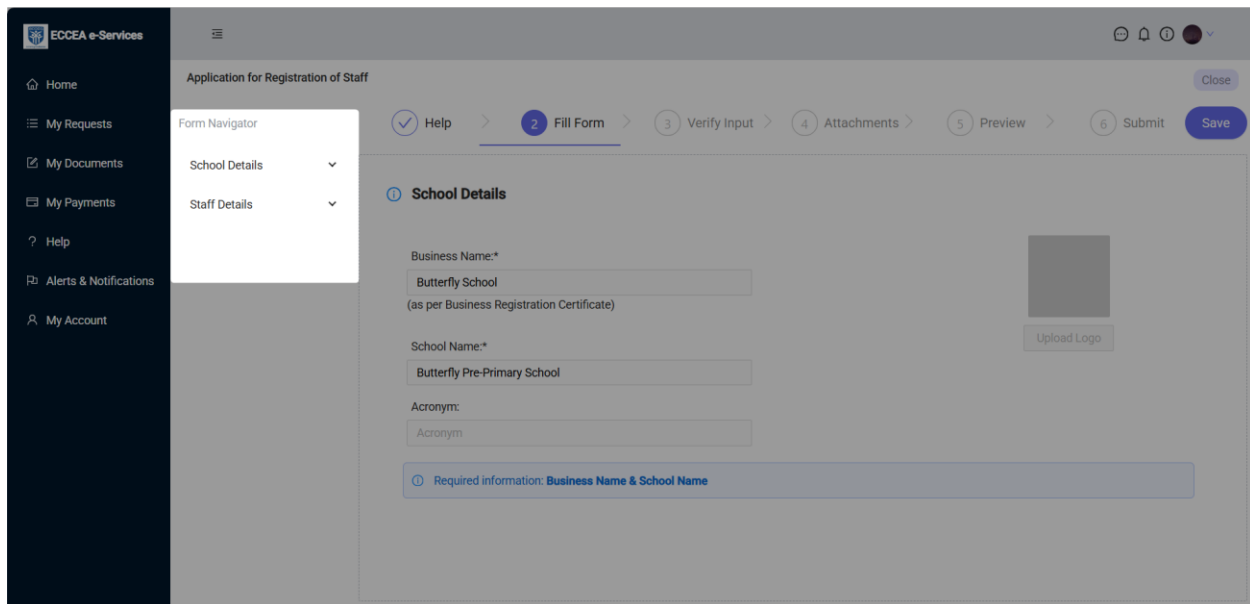
Select Address

Please select an address

Cancel Select

Below form will be displayed and will have different sections such as:

- School Details
- Staff Details



ECCEA e-Services

Application for Registration of Staff

Form Navigator

- School Details
- Staff Details

Help > 2 Fill Form > 3 Verify Input > 4 Attachments > 5 Preview > 6 Submit Save

School Details

Business Name:*
Butterfly School
(as per Business Registration Certificate)

School Name:*
Butterfly Pre-Primary School

Acronym:
Acronym

Upload Logo

Required information: Business Name & School Name

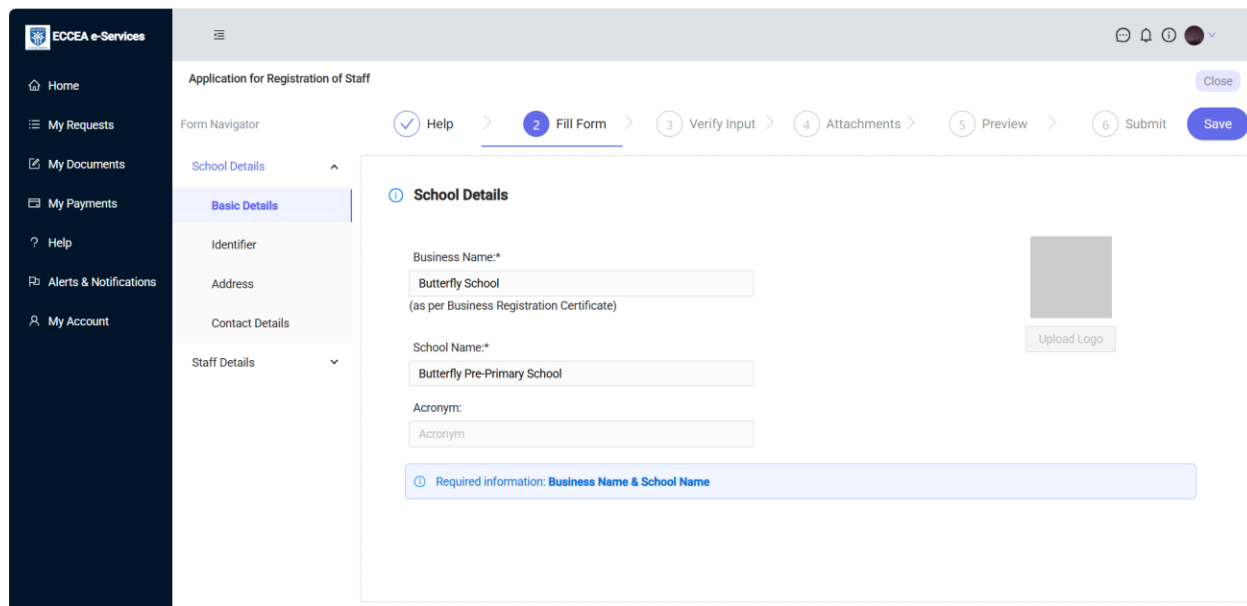
7.1 School Details

School Details will be further broken down in several categories:

- Basic Details
- Identifier
- Address
- Contact Details

7.1.1 Basic Details

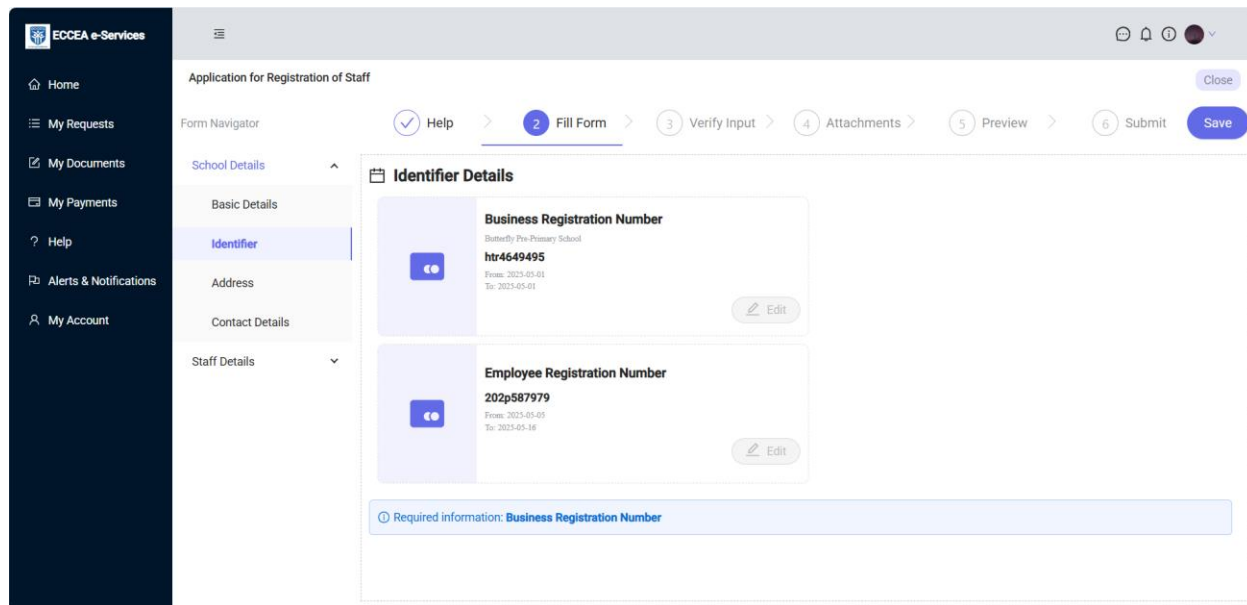
This screen displays the **basic details** of the school. The information shown is **prepopulated** with data previously submitted to ECCEA during the school creation process and is **non-editable**.



The screenshot shows the 'Application for Registration of Staff' form. The left sidebar contains navigation links: Home, My Requests, My Documents, My Payments, Help, Alerts & Notifications, and My Account. The main content area is titled 'Application for Registration of Staff' and includes a 'Form Navigator' with steps: Help, Fill Form (active), Verify Input, Attachments, Preview, and Submit. The 'School Details' section is expanded, showing 'Basic Details' as the selected tab. The form fields are: Business Name (Butterfly School), School Name (Butterfly Pre-Primary School), and Acronym (Acronym). A 'Required information: Business Name & School Name' message is displayed at the bottom.

7.1.2 Identifier

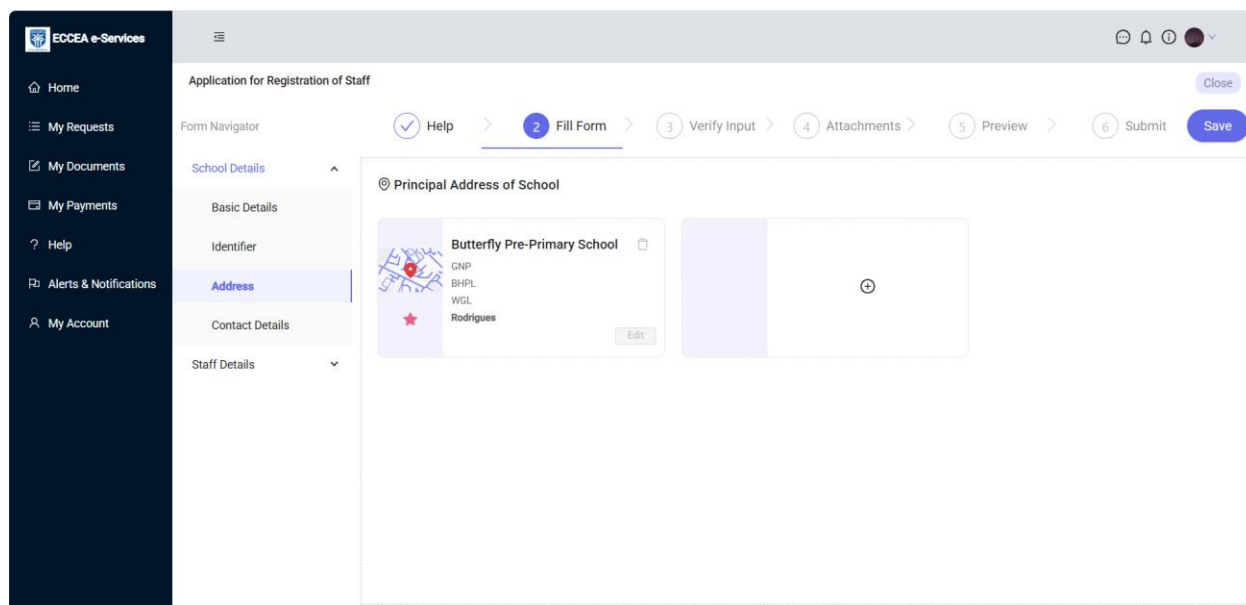
Below screen displays the **Identifiers** of the school. These details will be prepopulated and remain non-editable.



The screenshot shows the 'Identifier Details' section of the 'Application for Registration of Staff' form. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Application for Registration of Staff' and includes a 'Form Navigator' with steps: Help, Fill Form (active), Verify Input, Attachments, Preview, and Submit. The 'School Details' section is expanded, showing 'Identifier' as the selected tab. The form displays two registration numbers: Business Registration Number (htr4649495) and Employee Registration Number (202p587979). Both numbers are prepopulated and non-editable. A 'Required information: Business Registration Number' message is displayed at the bottom.

7.1.3 Address

Below screen displays the **Address(es)** of the school. These details will be prepopulated and remain non-editable.



Application for Registration of Staff

Form Navigator: Help > **2 Fill Form** > 3 Verify Input > 4 Attachments > 5 Preview > 6 Submit

School Details

- Basic Details
- Identifier
- Address**
- Contact Details
- Staff Details

Principal Address of School

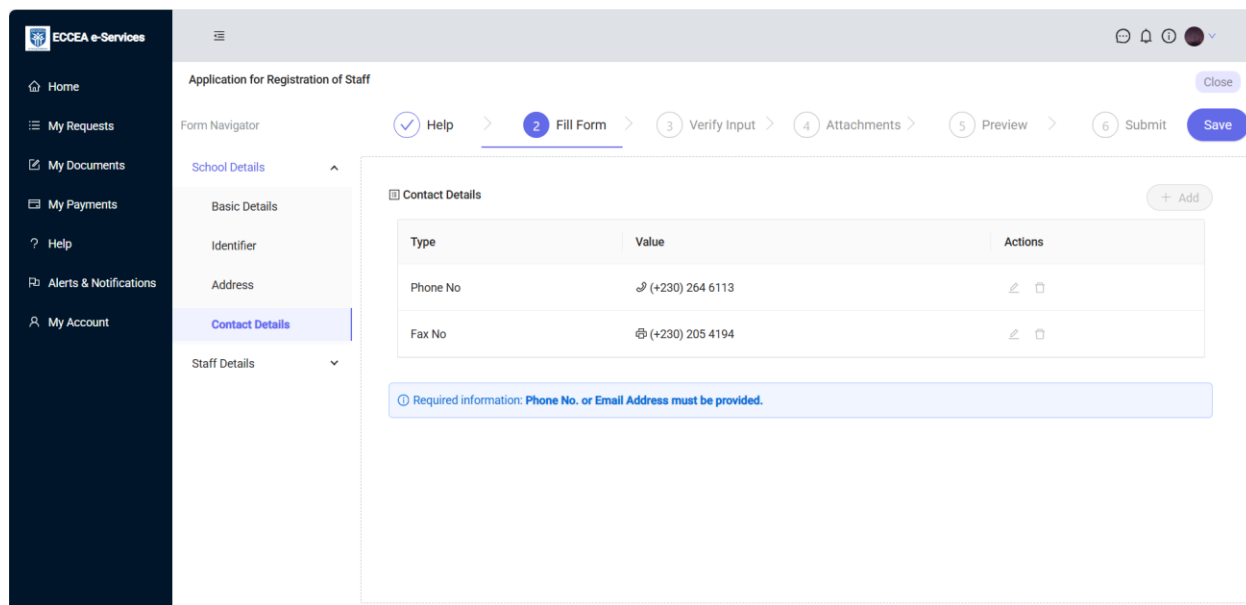
Butterfly Pre-Primary School

GNP
BHPL
WGL
Rodrigues

Save

7.1.4 Contact Details

Below screen displays the **Contact Details** of the school. These details will be prepopulated and remain non-editable.



Application for Registration of Staff

Form Navigator: Help > **2 Fill Form** > 3 Verify Input > 4 Attachments > 5 Preview > 6 Submit

School Details

- Basic Details
- Identifier
- Address
- Contact Details**
- Staff Details

Contact Details

Type	Value	Actions
Phone No	(+230) 264 6113	 
Fax No	(+230) 205 4194	 

Required information: Phone No. or Email Address must be provided.

Save

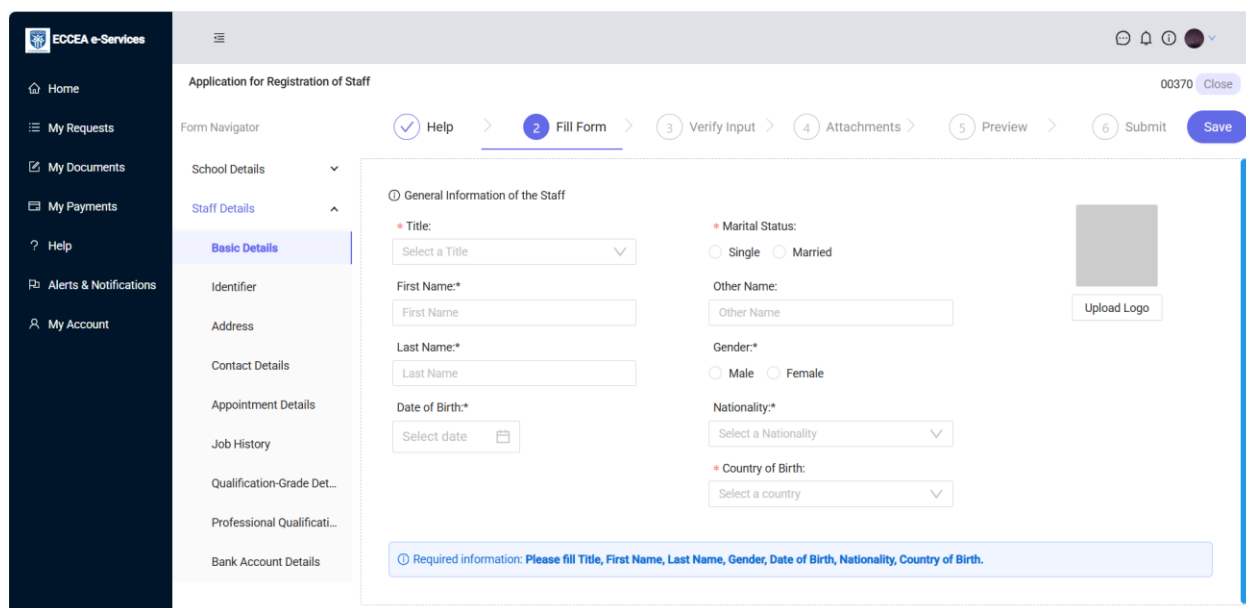
7.2 Staff Details

7.2.1 Basic Details

This screen allows the user to fill in the **basic details of the Staff**.

- The details include:
 - First Name
 - Last Name
 - Other Name
 - Date of Birth
 - Gender
 - Nationality
- Fields marked with an asterisk (*) are **mandatory**.

After entering the information, the user can click on the **Save** button to **save the application as a draft** and continue later if required.



The screenshot shows the 'Application for Registration of Staff' form in the ECCEA e-Services portal. The form is titled 'Application for Registration of Staff' and has a reference number '00370'. The navigation bar includes 'Help', '2 Fill Form', '3 Verify Input', '4 Attachments', '5 Preview', and '6 Submit'. The 'Save' button is highlighted. The 'Form Navigator' on the left lists 'School Details', 'Staff Details', and 'Basic Details' (which is selected). The 'Basic Details' section includes the following fields:

- Title:** Select a Title (dropdown)
- First Name:** First Name (text input)
- Last Name:** Last Name (text input)
- Date of Birth:** Select date (calendar icon)
- Marital Status:** Single (radio), Married (radio)
- Other Name:** Other Name (text input)
- Gender:** Male (radio), Female (radio)
- Nationality:** Select a Nationality (dropdown)
- Country of Birth:** Select a country (dropdown)

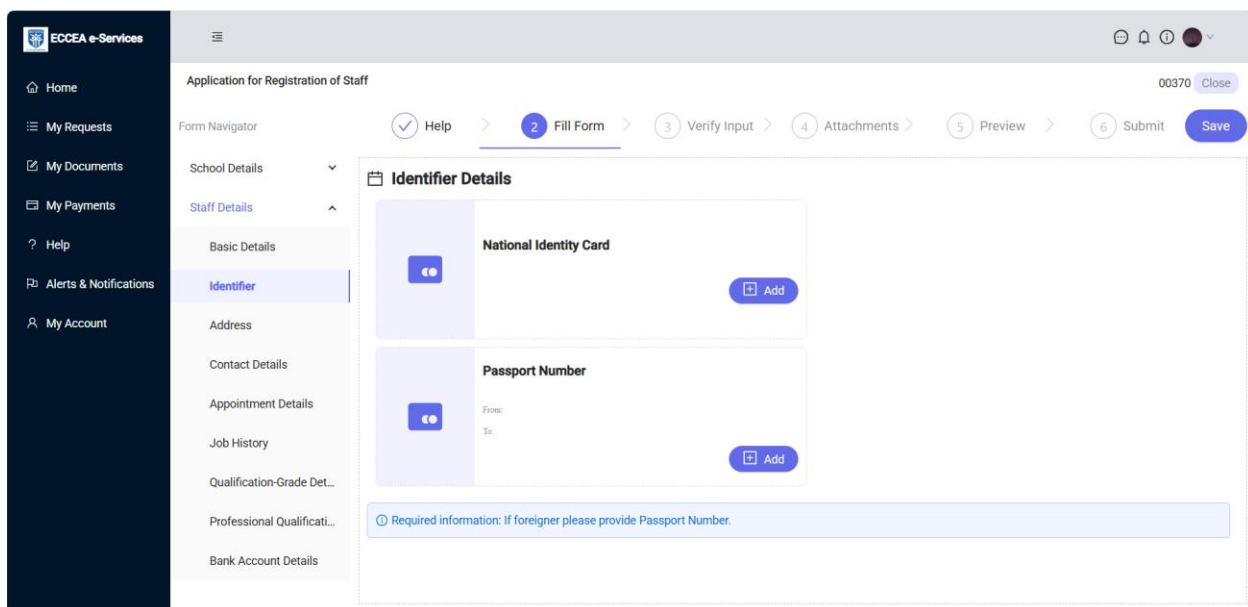
A note at the bottom states: 'Required information: Please fill Title, First Name, Last Name, Gender, Date of Birth, Nationality, Country of Birth.' There is also an 'Upload Logo' button next to the 'Other Name' field.

7.2.2 Identifier

This screen allows the user to enter the Identifier Details of the Staff.

- The system provides two options for identification:
 - National Identity Card (NIC)
 - Passport Number
- The user must click on the Add button to input the relevant details.
- Note: If the Staff is a foreigner, a Passport Number must be provided.

After entering the required information, the user can click on the Save button to save the application as a draft.



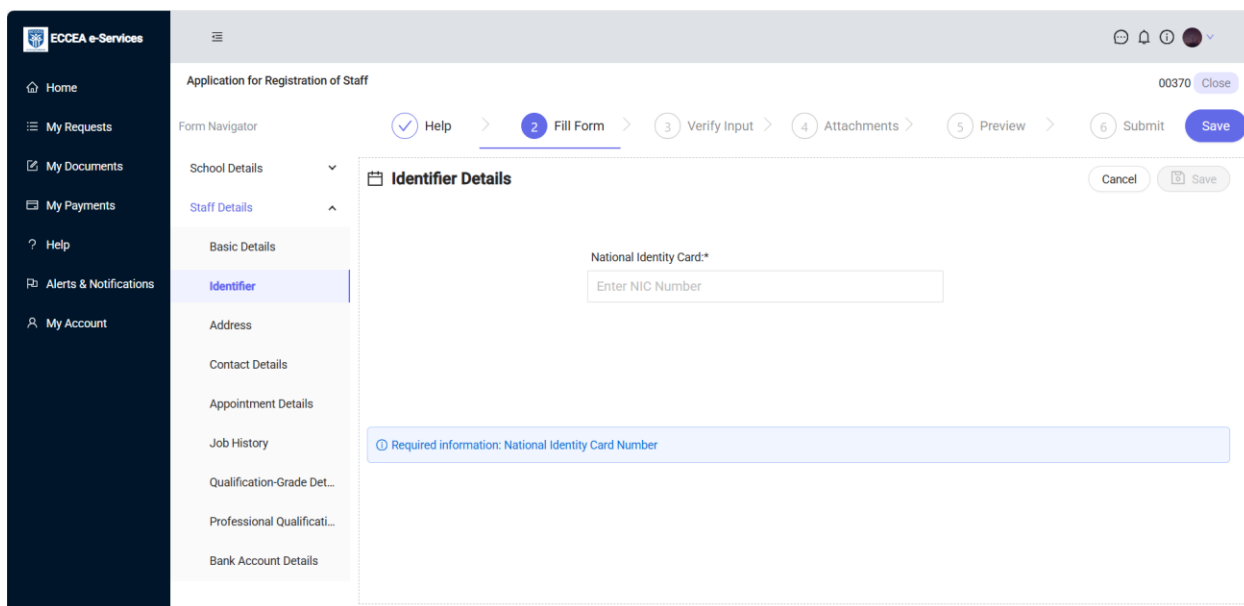
The screenshot shows the 'Application for Registration of Staff' interface. On the left is a dark sidebar with the 'ECCEA e-Services' logo and a menu including Home, My Requests, My Documents, My Payments, Help, Alerts & Notifications, and My Account. The main content area has a top header with the title 'Application for Registration of Staff' and a 'Close' button with the ID '00370'. Below the header is a 'Form Navigator' with steps: Help, Fill Form (active), Verify Input, Attachments, Preview, and Submit. The 'Identifier Details' section is highlighted in the sidebar and contains two main input areas: 'National Identity Card' and 'Passport Number'. Each area has a blue 'Add' button. A light blue banner at the bottom of the section states: 'Required information: If foreigner please provide Passport Number.'

7.2.2.1 NIC

This screen allows the user to enter the **National Identity Card (NIC) Number** of the Staff.

- The field marked with an asterisk (*) is **mandatory**.
- After typing the NIC Number, click on the **Save** button to store the information.
- The **Cancel** button can be used if the user wishes to exit without saving.
- Once saved, the NIC Number will appear in the **Identifier Details** section of the application.

Note: A valid NIC Number is required for all Mauritian nationals.



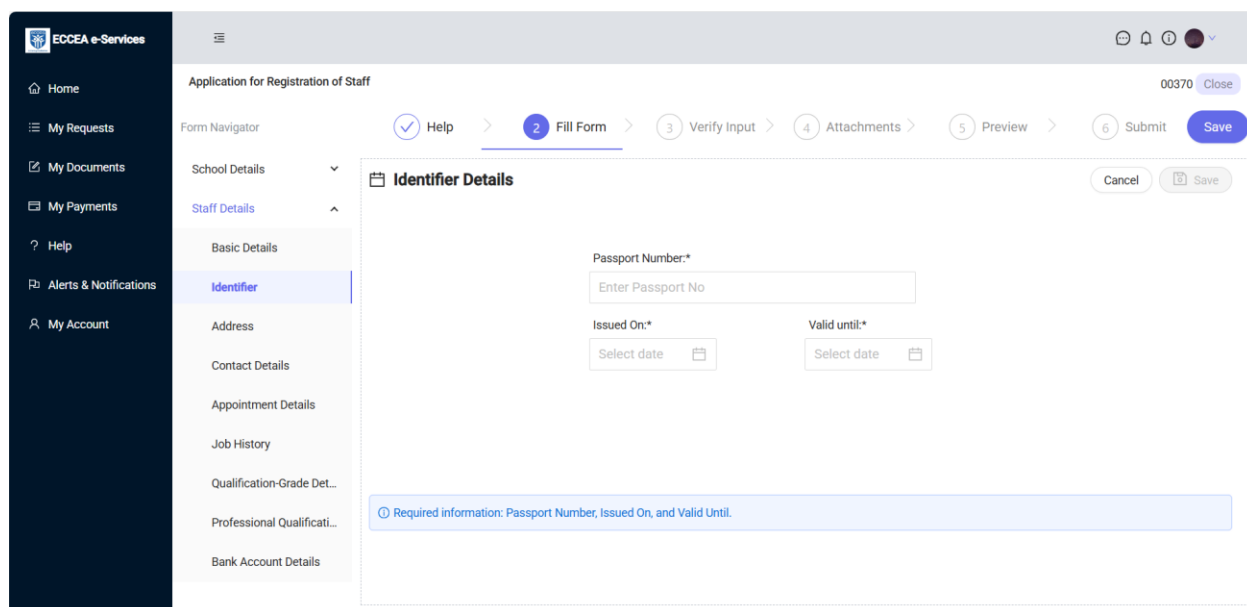
The screenshot displays the 'Application for Registration of Staff' interface. On the left is a dark sidebar with navigation links: Home, My Requests, My Documents, My Payments, Help, Alerts & Notifications, and My Account. The main content area has a top header with the title 'Application for Registration of Staff' and a 'Close' button. Below this is a 'Form Navigator' with steps: Help, Fill Form (active), Verify Input, Attachments, Preview, and Submit. A 'Save' button is also present. The 'Identifier Details' section is highlighted in the sidebar and contains a form field for 'National Identity Card*' with the placeholder text 'Enter NIC Number'. A 'Cancel' button and a 'Save' button are located to the right of the form field. A blue banner at the bottom of the form area states: 'Required information: National Identity Card Number'.

7.2.2.2 Passport

This screen allows the user to enter the **Passport details** of the Staff.

- The following information must be provided:
 - **Passport Number*** – enter the passport number as shown in the document.
 - **Issued On*** – select the issue date of the passport.
 - **Valid Until*** – select the expiry date of the passport.
- All fields marked with an asterisk (*) are **mandatory**.
- After filling in the details, click on the **Save** button to store the information.
- The **Cancel** button can be used to exit without saving.
- Once saved, the passport details will appear in the **Identifier Details** section of the application.

Note: Passport details are required for foreigners applying as Staff.



The screenshot displays the 'Application for Registration of Staff' interface. The left sidebar contains navigation links: Home, My Requests, My Documents, My Payments, Help, Alerts & Notifications, and My Account. The main content area shows a 'Form Navigator' with steps: Help, Fill Form (active), Verify Input, Attachments, Preview, Submit, and Save. The 'Identifier Details' section is highlighted in the 'Staff Details' menu. The form fields include:

- Passport Number***: A text input field with the placeholder 'Enter Passport No'.
- Issued On***: A date selection field with the placeholder 'Select date'.
- Valid until***: A date selection field with the placeholder 'Select date'.

 At the bottom of the form, a blue banner states: 'Required information: Passport Number, Issued On, and Valid Until.' The top right of the form has 'Cancel' and 'Save' buttons. The top right of the application shows a user profile icon and a 'Close' button next to the number '00370'.

7.2.3 Address

This screen allows the user to provide the **address information** of the staff member.

Two types of addresses are available:

- **Residential Address** – the current living address of the staff member.
- **Permanent Address** – required only for **foreign staff members**.

To add or update an address, click on the **Edit** button in the relevant section.

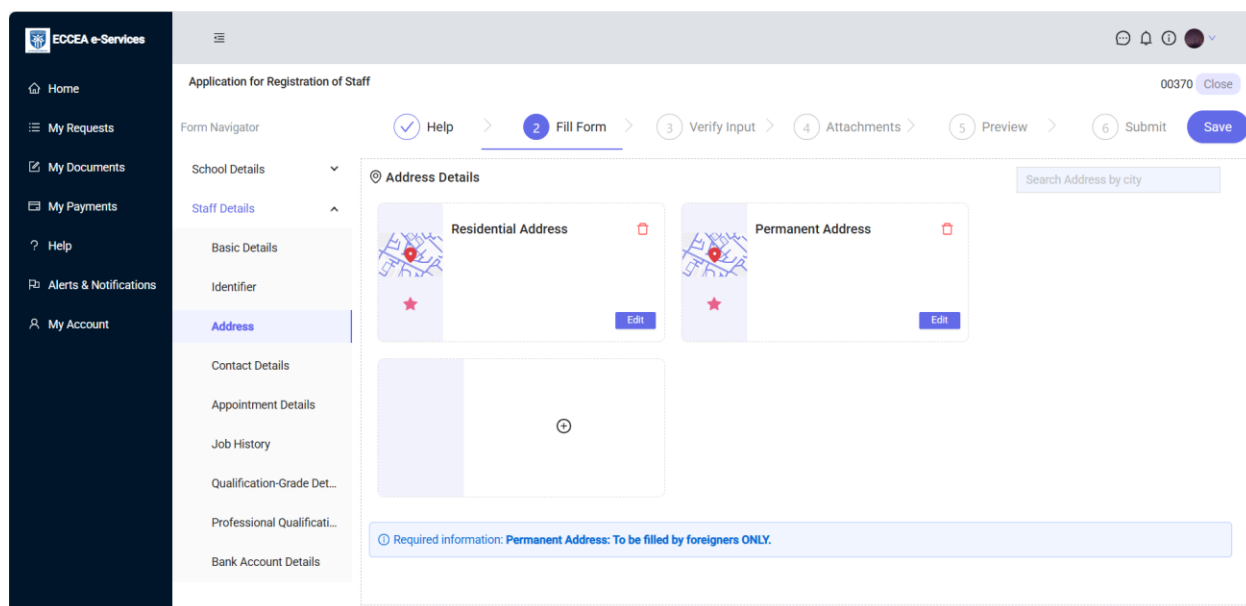
Users can add multiple address entries by clicking the **Add (+)** button.

Entered addresses will be displayed under the respective sections.

The **Delete (trash)** icon can be used to remove an address if necessary.

After entering all required address details, click on the **Save** button to record the information.

Note: The **Permanent Address** section must only be filled by **foreigners**, as indicated in the system.



The screenshot shows the 'Application for Registration of Staff' form in the ECCEA e-Services system. The 'Address Details' section is active, displaying two address entry cards: 'Residential Address' and 'Permanent Address'. Each card includes a map icon, a star icon, and an 'Edit' button. Below these cards is a large empty box with a plus icon for adding more addresses. A search bar labeled 'Search Address by city' is located at the top right of the address section. The form is part of a multi-step process, with 'Fill Form' being the current step. A sidebar on the left contains navigation links for Home, My Requests, My Documents, My Payments, Help, Alerts & Notifications, and My Account. The bottom of the form features a blue banner with the text: 'Required information: Permanent Address: To be filled by foreigners ONLY.'

7.2.4 Contact Details

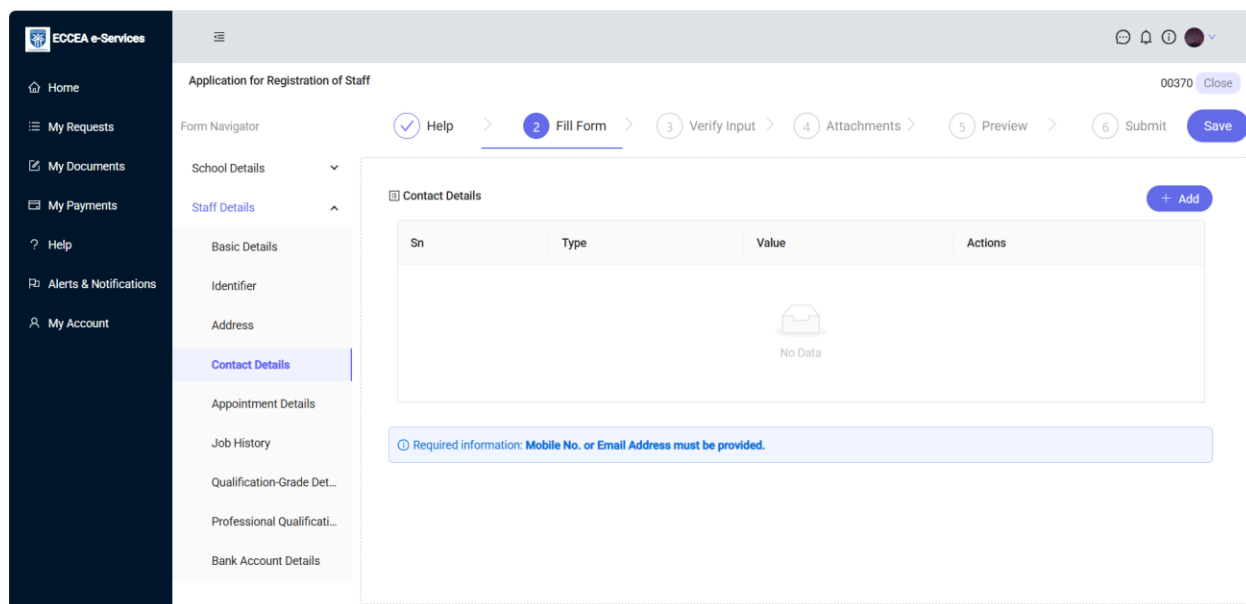
This screen allows the user to enter the **contact details** of the Staff.

To add contact information, click on the **Add (+)** button.

At least one of these details (**Phone Number or Email Address**) must be provided to proceed.

Once added, the details will appear in the table under **Type, Value, and Actions**.

The user can edit or delete an entry using the options under **Actions**.



The screenshot shows the 'Application for Registration of Staff' form in the ECCEA e-Services system. The form is titled 'Application for Registration of Staff' and has a 'Close' button with the ID '00370'. The form is divided into sections: 'Form Navigator' (with tabs for School Details, Staff Details, and Contact Details), 'Contact Details' (with a '+ Add' button), and a table for 'Contact Details'.

The 'Contact Details' table has the following columns: Sn, Type, Value, and Actions. The table is currently empty, showing 'No Data'.

A message at the bottom of the form states: 'Required information: Mobile No. or Email Address must be provided.'

7.2.4.1 Add

This screen allows the user to add a **contact detail** for the Owner of the School.

The following steps are required:

- Select the **Type** from the drop-down list (e.g., Phone No, Email Address).
- Enter the corresponding **Value** (e.g., phone number in the correct format or valid email address).

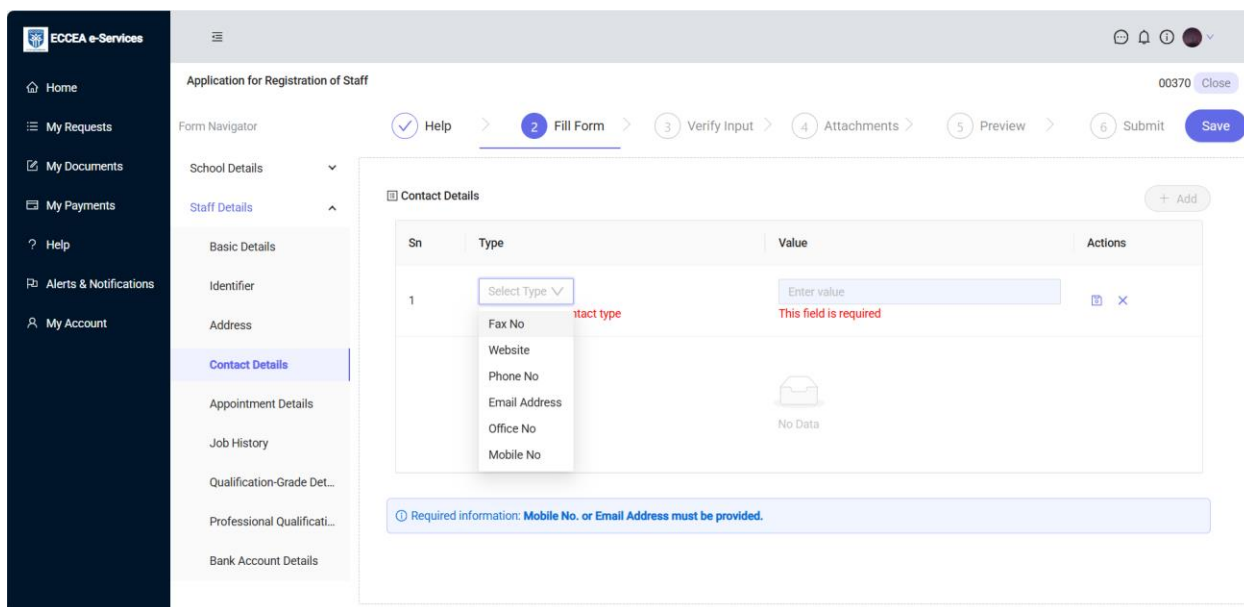
Once entered, the information will appear in the table under **Type** and **Value**.

The user can:

- **Delete** an entry by clicking the trash icon.
- **Cancel** an entry by clicking the "X" icon.

At least one contact detail (**Phone No or Email Address**) must be provided to continue with the application.

Click on **Save** to store the information.



The screenshot shows the 'Application for Registration of Staff' interface. The left sidebar contains navigation links: Home, My Requests, My Documents, My Payments, Help, Alerts & Notifications, and My Account. The main area is titled 'Application for Registration of Staff' and includes a progress bar with steps: Help, Fill Form (active), Verify Input, Attachments, Preview, Submit, and Save. Below the progress bar is a 'Form Navigator' with sections: School Details, Staff Details (expanded), Basic Details, Identifier, Address, Contact Details (selected), Appointment Details, Job History, Qualification-Grade Det..., Professional Qualificati..., and Bank Account Details. The 'Contact Details' section features a table with columns: Sn, Type, Value, and Actions. The table has one row with Sn '1'. The 'Type' column has a dropdown menu with options: Select Type, Fax No, Website, Phone No, Email Address, Office No, and Mobile No. The 'Value' column has a text input field with the placeholder 'Enter value' and a red error message 'This field is required'. The 'Actions' column contains a trash icon and an 'X' icon. Below the table, a blue banner displays the message: 'Required information: Mobile No. or Email Address must be provided.'

7.2.5 Appointment Details

This screen allows the user to record the **appointment details** of the staff member.

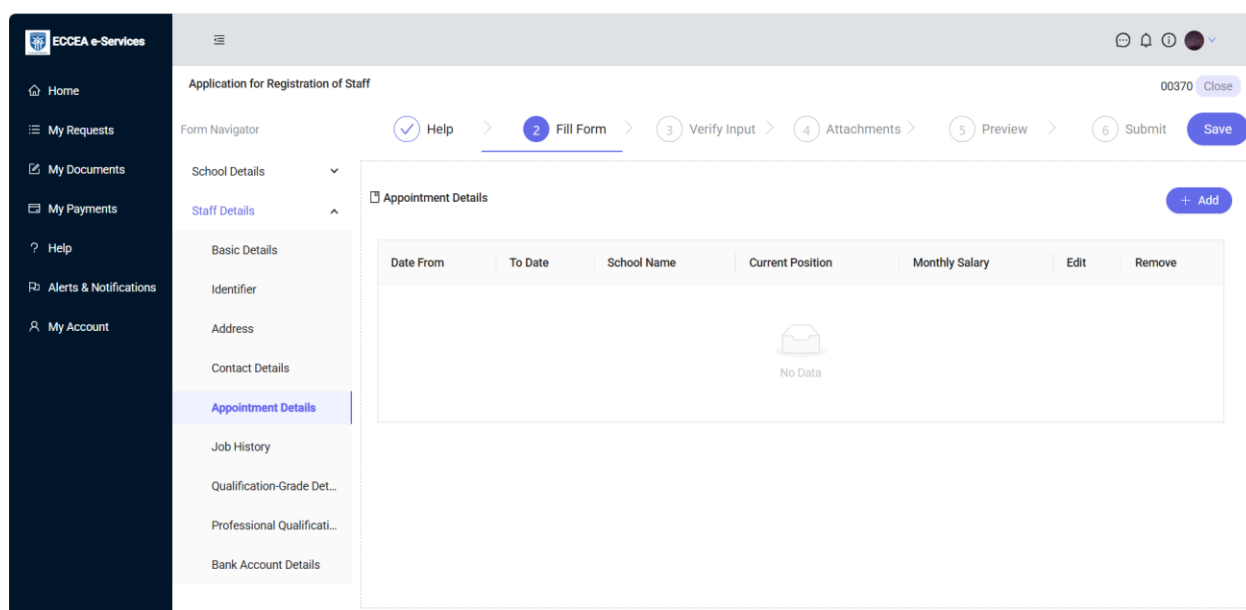
To add an appointment record, click on the **Add (+)** button.

Once entered, the details will appear in the table with options to:

- **Edit** – update any existing record.
- **Remove** – delete an entry if needed.

After entering the required appointment details, click on the **Save** button to store the information.

Note: At least one appointment record must be added to complete the staff registration.



The screenshot shows the 'Application for Registration of Staff' form in the ECCEA e-Services system. The form is titled 'Application for Registration of Staff' and has a 'Close' button with the number '00370'. The form is divided into several sections: 'Form Navigator' (with steps: Help, Fill Form, Verify Input, Attachments, Preview, Submit), 'School Details', 'Staff Details', and 'Appointment Details'. The 'Appointment Details' section is currently active and shows a table with columns: Date From, To Date, School Name, Current Position, Monthly Salary, Edit, and Remove. The table is empty, and a 'No Data' message is displayed. An 'Add' button is visible in the top right corner of the 'Appointment Details' section.

7.2.5.1 Add

This screen allows the user to enter the **appointment information** of the staff member.

The following fields must be completed:

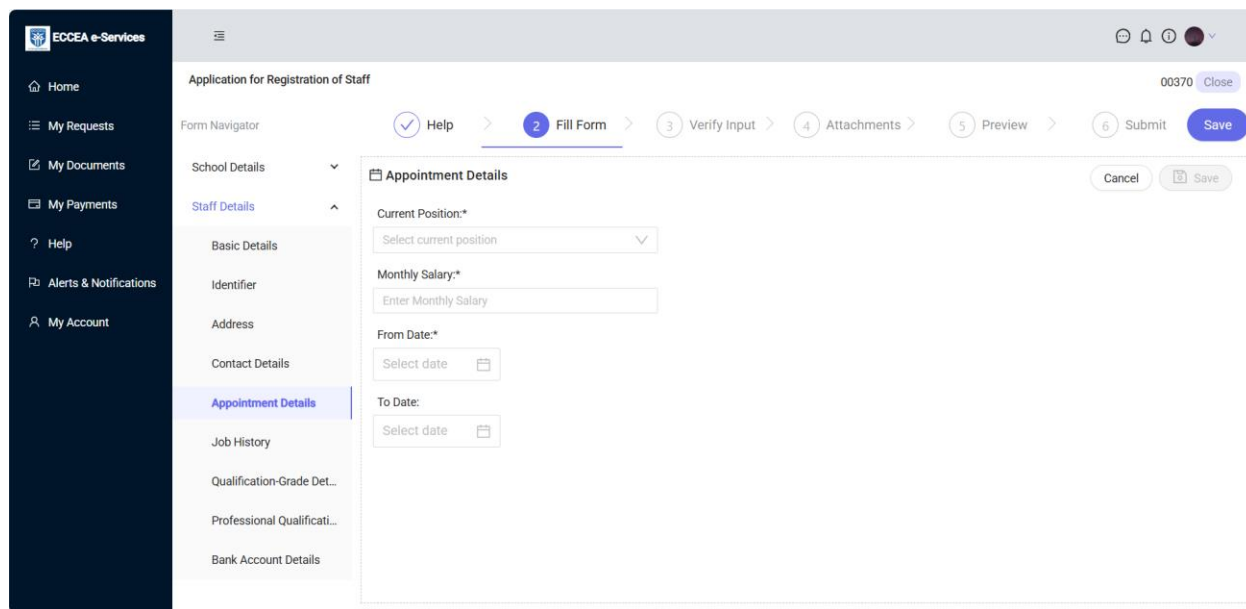
- **Current Position*** – select the staff member’s position from the drop-down list.
- **Monthly Salary*** – The monthly Salary is prepopulated based on the job title.
- **From Date*** – select the starting date of the appointment.
- **To Date** – select the ending date of the appointment, if applicable.

Fields marked with an asterisk (*) are **mandatory**.

After entering the information, click on the **Save** button to add the appointment record.

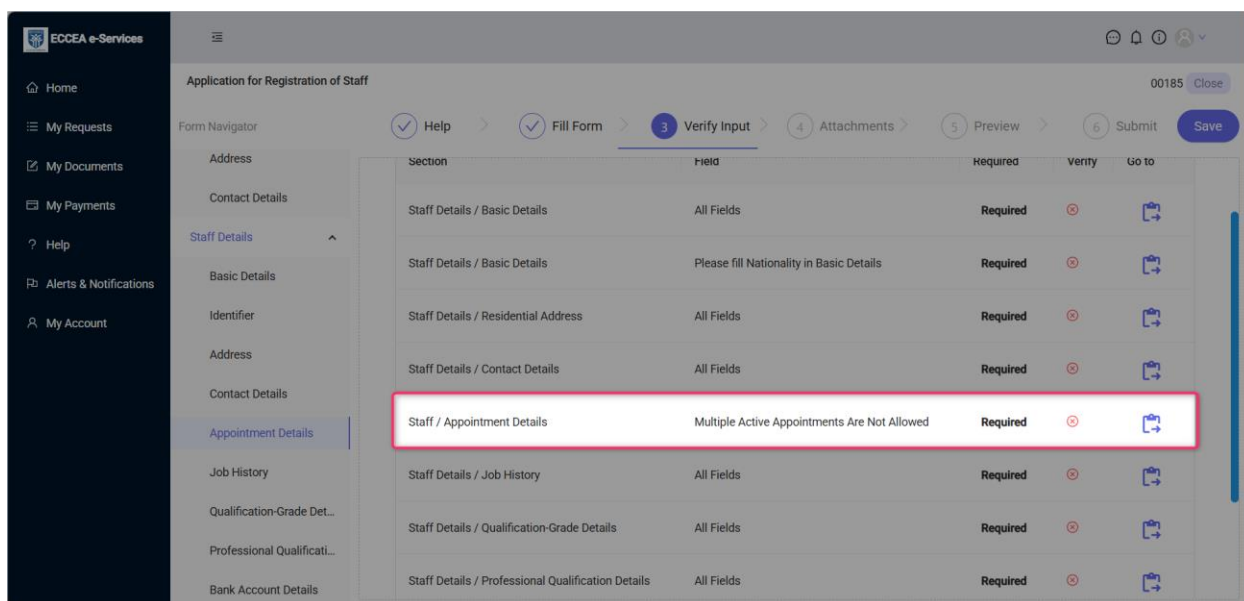
The **Cancel** button can be used to exit without saving.

Once saved, the appointment record will appear in the **Appointment Details table**, where it can be edited or removed if necessary.



The screenshot shows the 'ECCEA e-Services' interface. The main title is 'Application for Registration of Staff'. A progress bar at the top indicates the current step is '2 Fill Form', with other steps being '1 Help', '3 Verify Input', '4 Attachments', '5 Preview', and '6 Submit'. On the right, there is a 'Close' button with the number '00370' and a 'Save' button. The left sidebar contains a 'Form Navigator' with categories: 'School Details', 'Staff Details', 'Basic Details', 'Identifier', 'Address', 'Contact Details', 'Appointment Details' (highlighted), 'Job History', 'Qualification-Grade Det...', 'Professional Qualificati...', and 'Bank Account Details'. The 'Appointment Details' form contains the following fields: 'Current Position:*' (a dropdown menu with 'Select current position'), 'Monthly Salary:*' (a text input field with 'Enter Monthly Salary'), 'From Date:*' (a date picker with 'Select date'), and 'To Date:' (a date picker with 'Select date'). At the bottom right of the form are 'Cancel' and 'Save' buttons.

Note: An employee cannot have two active appointments at the same time. The system will allow the applicant to add more than one appointment, but if more than one active appointment is found, an error message will be displayed on the **Verify Input** screen.



Section	Field	Required	Verify	Go to
Staff Details / Basic Details	All Fields	Required		
Staff Details / Basic Details	Please fill Nationality in Basic Details	Required		
Staff Details / Residential Address	All Fields	Required		
Staff Details / Contact Details	All Fields	Required		
Staff / Appointment Details	Multiple Active Appointments Are Not Allowed	Required		
Staff Details / Job History	All Fields	Required		
Staff Details / Qualification-Grade Details	All Fields	Required		
Staff Details / Professional Qualification Details	All Fields	Required		

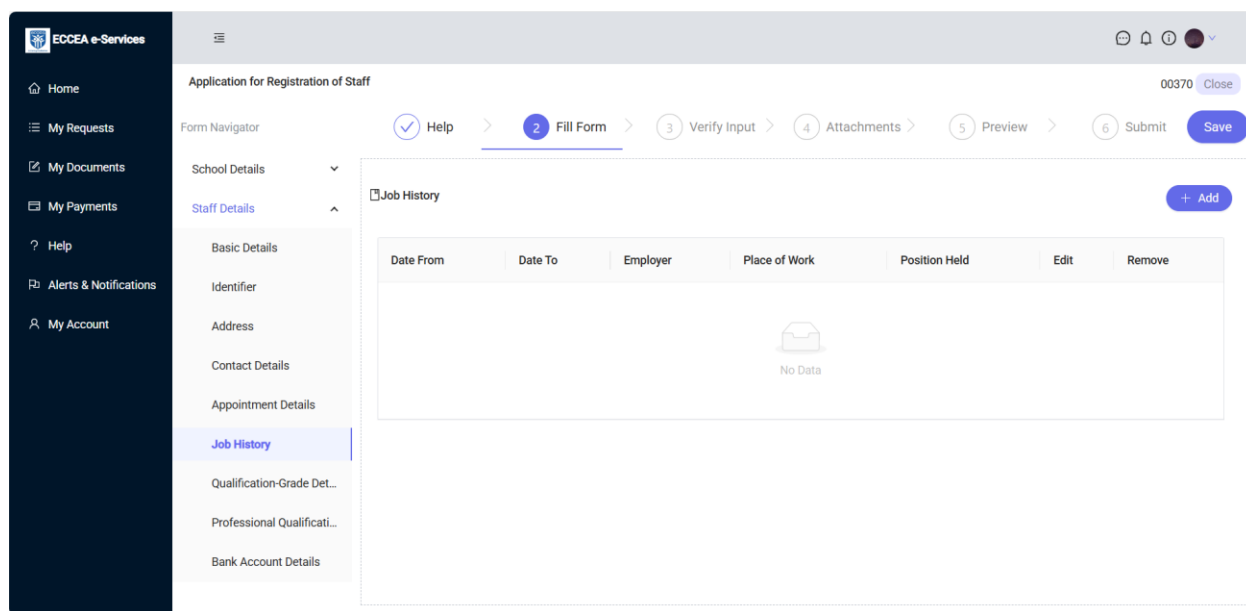
7.2.6 Job History

This screen allows the user to add the **job history records** of the staff member.

Click on the **Add (+)** button to enter details of a previous employment.

Once saved, job records will be listed in the table with:

- **Date From**
- **Date To**
- **Employer**
- **Place of Work**
- **Position Held**
- **Edit / Remove** options



Application for Registration of Staff

00370 [Close](#)

Form Navigator: [Help](#) > **[2 Fill Form](#)** > [3 Verify Input](#) > [4 Attachments](#) > [5 Preview](#) > [6 Submit](#) [Save](#)

Job History [+ Add](#)

Date From	Date To	Employer	Place of Work	Position Held	Edit	Remove
No Data						

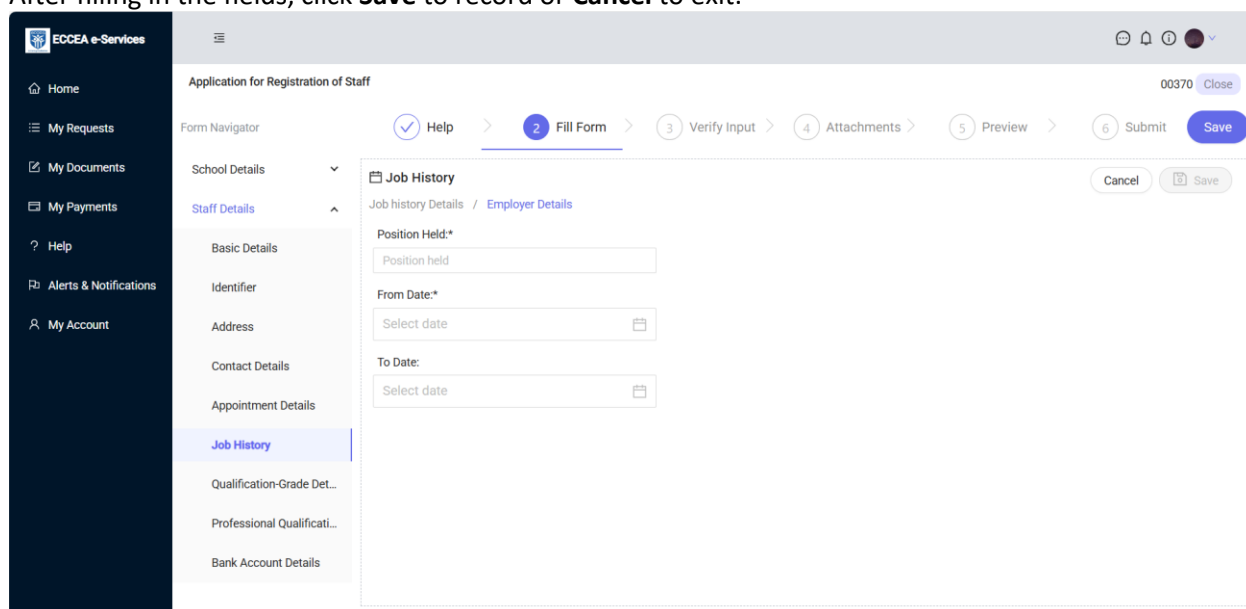
7.2.6.1 Add – Job History Details

This screen captures the details of a **specific job record**.

The following fields must be entered:

- **Position Held*** – the designation/role of the staff member.
- **From Date*** – starting date of the employment.
- **To Date** – end date of the employment (if applicable).

After filling in the fields, click **Save** to record or **Cancel** to exit.



Application for Registration of Staff

00370 [Close](#)

Form Navigator: [Help](#) > **[2 Fill Form](#)** > [3 Verify Input](#) > [4 Attachments](#) > [5 Preview](#) > [6 Submit](#) [Save](#)

Job History [Cancel](#) [Save](#)

Job history Details / [Employer Details](#)

Position Held:*

From Date:*

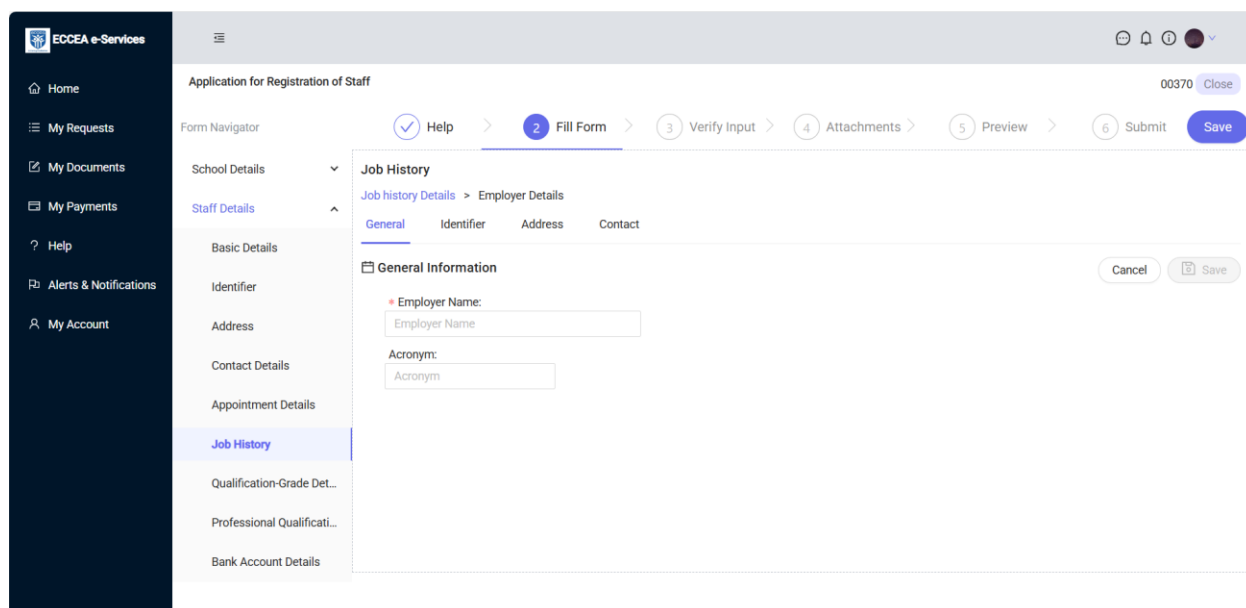
To Date:

7.2.6.2 Employer Details - General

This screen allows the user to provide the **employer's general information**.

The following fields are required:

- **Employer Name*** – name of the employer.
- **Acronym** – if applicable, the short form of the organization name.



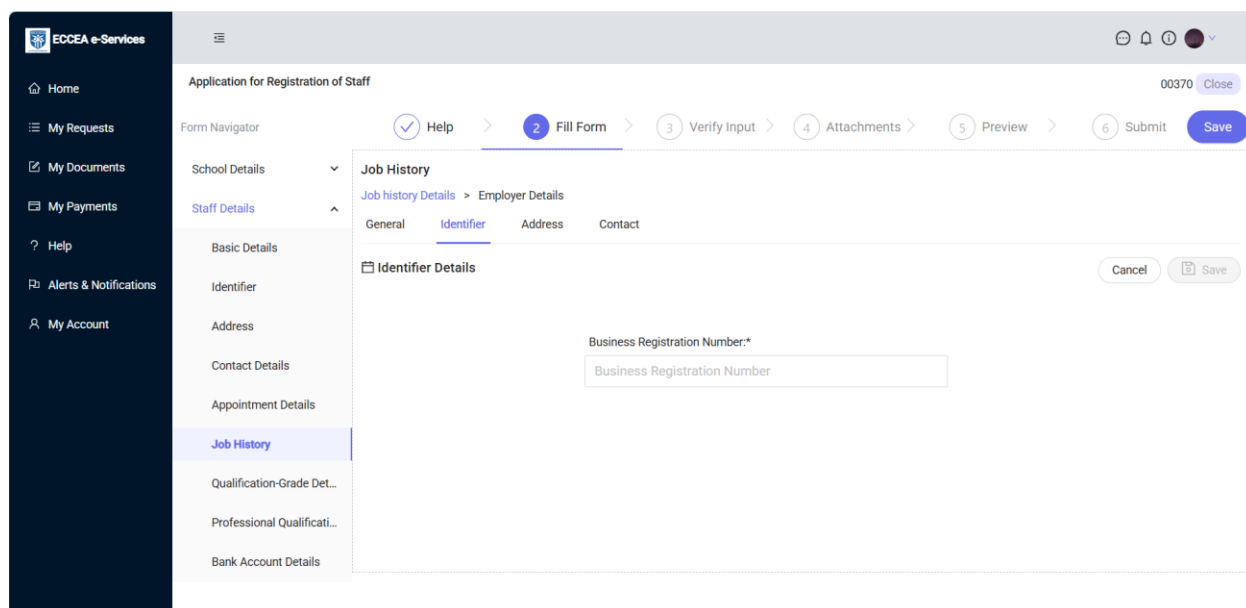
The screenshot shows the 'Application for Registration of Staff' interface. The left sidebar contains navigation links: Home, My Requests, My Documents, My Payments, Help, Alerts & Notifications, and My Account. The main content area is titled 'Application for Registration of Staff' with a reference number '00370' and a 'Close' button. A progress bar at the top indicates the current step is '2. Fill Form', with other steps being '1. Help', '3. Verify Input', '4. Attachments', '5. Preview', and '6. Submit'. The 'Form Navigator' on the left lists categories: School Details, Staff Details (expanded), Basic Details, Identifier, Address, Contact Details, Appointment Details, Job History (selected), Qualification-Grade Det..., Professional Qualificati..., and Bank Account Details. The 'Job History' section is further divided into 'Job history Details' and 'Employer Details'. Under 'Employer Details', there are tabs for 'General', 'Identifier', 'Address', and 'Contact'. The 'General' tab is active, showing a 'General Information' section with two required fields: 'Employer Name' (marked with a red asterisk) and 'Acronym'. Both fields have corresponding input boxes. 'Cancel' and 'Save' buttons are located at the bottom right of the form.

7.2.6.3 Employer Details – Identifier

This screen allows the user to provide the **business registration details** of the employer.

The required field is:

- **Business Registration Number*** – must be entered exactly as registered.



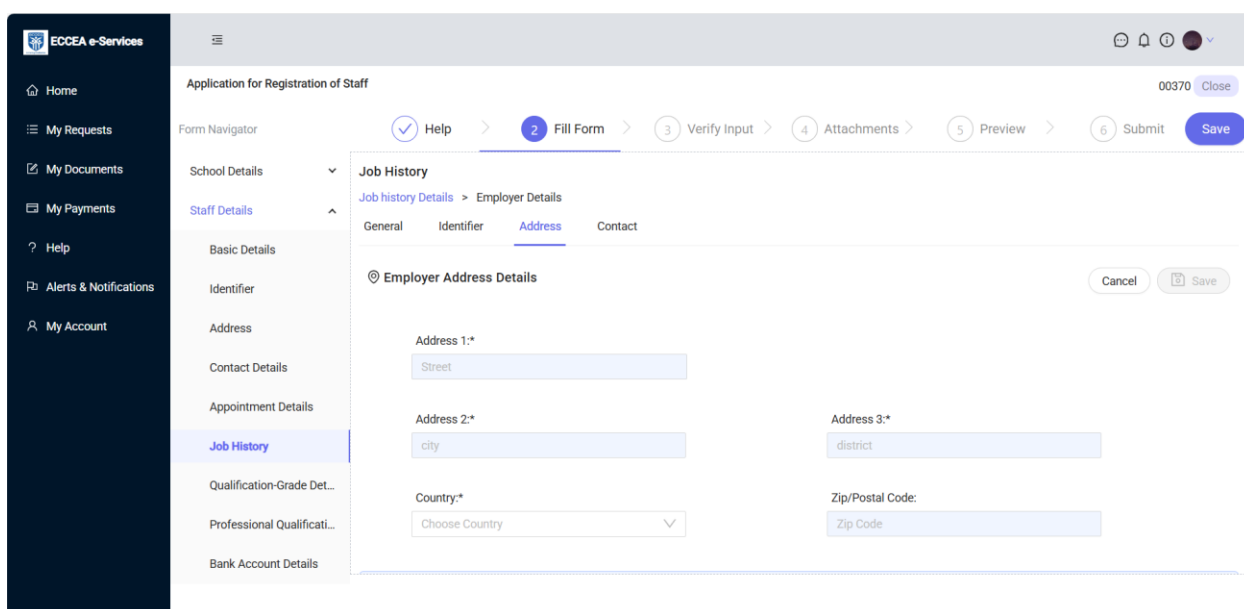
The screenshot shows the 'Application for Registration of Staff' interface. The left sidebar contains navigation links: Home, My Requests, My Documents, My Payments, Help, Alerts & Notifications, and My Account. The main content area is titled 'Application for Registration of Staff' and includes a 'Form Navigator' with steps: Help, Fill Form (active), Verify Input, Attachments, Preview, and Submit. The 'Fill Form' step is further divided into 'Job History' and 'Employer Details'. Under 'Job History', there are tabs for General, Identifier (active), Address, and Contact. The 'Identifier' tab shows a section titled 'Identifier Details' with a 'Business Registration Number*' field. The field is currently empty and has a placeholder text 'Business Registration Number'. There are 'Cancel' and 'Save' buttons at the bottom right of the form.

7.2.6.4 Employer Details – Address

This screen captures the **official address of the employer**.

The following details must be entered:

- **Address 1*** – street or building details.
- **Address 2*** – city/town.
- **Address 3*** – district/region.
- **Country*** – select from drop-down.
- **Zip/Postal Code** – enter the postal code if available.



The screenshot shows the 'Application for Registration of Staff' form in the ECCEA e-Services system. The form is titled 'Application for Registration of Staff' and has a progress bar with steps: 1. Help, 2. Fill Form (current), 3. Verify Input, 4. Attachments, 5. Preview, 6. Submit. The 'Fill Form' step is active, and the 'Employer Address Details' section is expanded. The form includes a sidebar with navigation links: Home, My Requests, My Documents, My Payments, Help, Alerts & Notifications, and My Account. The 'Job History' section is selected in the sidebar. The 'Employer Address Details' section contains the following fields:

- Address 1*:** A text input field with the placeholder 'Street'.
- Address 2*:** A text input field with the placeholder 'city'.
- Address 3*:** A text input field with the placeholder 'district'.
- Country*:** A dropdown menu with the placeholder 'Choose Country'.
- Zip/Postal Code:** A text input field with the placeholder 'Zip Code'.

At the bottom right of the form, there are 'Cancel' and 'Save' buttons. The form also includes a 'Form Navigator' on the left side with links to 'School Details', 'Staff Details', 'Basic Details', 'Identifier', 'Address', 'Contact Details', 'Appointment Details', 'Job History', 'Qualification-Grade Det...', 'Professional Qualificati...', and 'Bank Account Details'.

7.2.6.5 Employer Details – Contact

This screen allows the user to add the **contact details of the employer**.

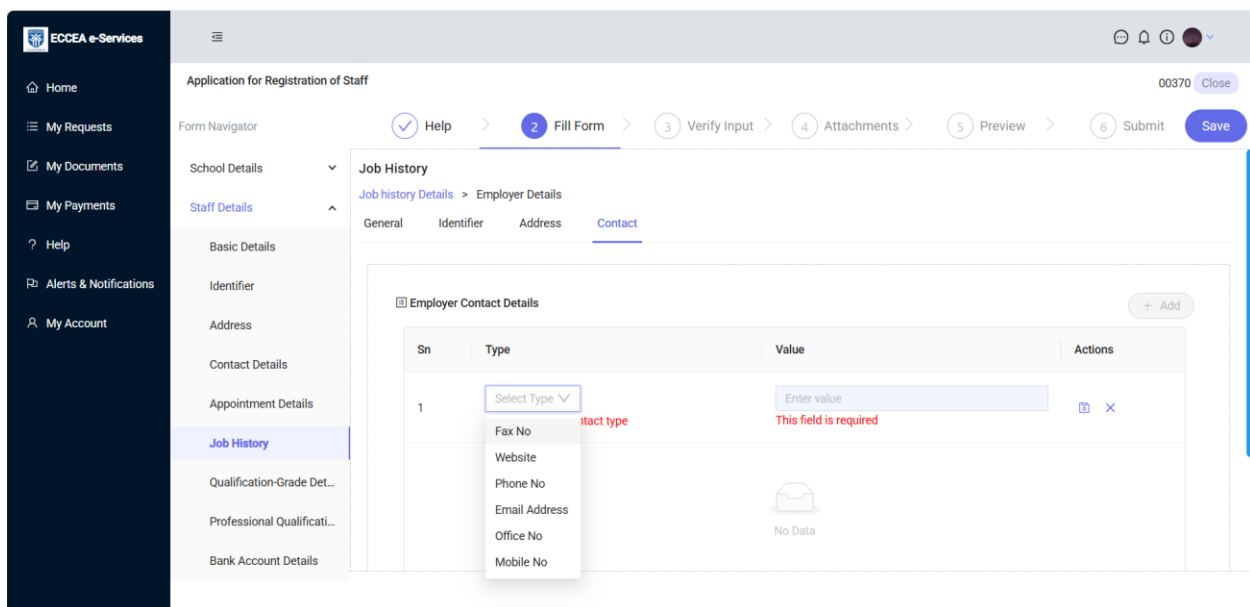
To add, select the **Type** (Fax No, Website, Phone No, Email Address, Office No, Mobile No).

Enter the **Value** (e.g., phone number, email address, website).

Multiple contact details can be added by repeating the process.

Once added, the details appear in a table with options to **Edit** or **Remove**.

At least one valid contact detail must be provided.



Application for Registration of Staff

00370 Close

Form Navigator: Help > 2 Fill Form > 3 Verify Input > 4 Attachments > 5 Preview > 6 Submit Save

Job History

Job history Details > Employer Details

General Identifier Address Contact

Employer Contact Details + Add

Sn	Type	Value	Actions
1	Select Type	Enter value This field is required	
		No Data	

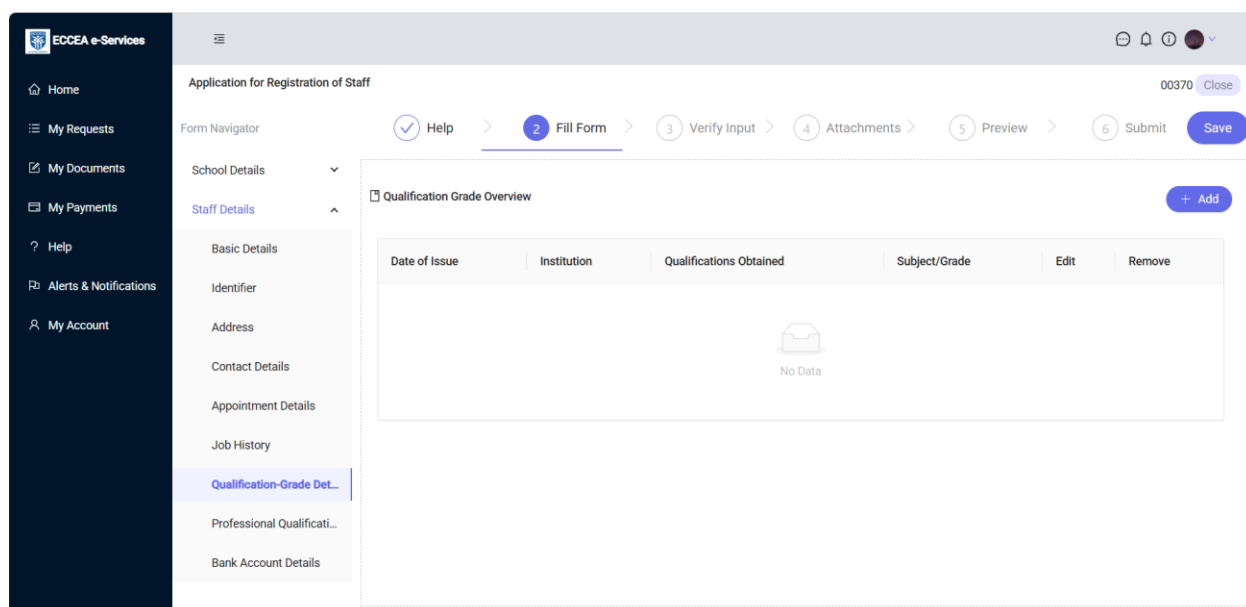
7.2.7 Qualification Grade Details

This screen displays all **qualifications and grades** of the staff member.

Click on the **Add (+)** button to add a new qualification record.

Once saved, details will appear in the table showing:

- Date of Issue
- Institution
- Qualification Obtained
- Subject / Grade
- Edit / Remove options



The screenshot shows the 'Application for Registration of Staff' form in the 'Fill Form' step. The left sidebar contains navigation links: Home, My Requests, My Documents, My Payments, Help, Alerts & Notifications, and My Account. The main content area is titled 'Qualification Grade Overview' and features a table with the following columns: Date of Issue, Institution, Qualifications Obtained, Subject/Grade, Edit, and Remove. The table is currently empty, displaying a 'No Data' message. An '+ Add' button is located in the top right corner of the table area. The form also includes a 'Form Navigator' on the left with sections for School Details, Staff Details (expanded), and a list of detail sections: Basic Details, Identifier, Address, Contact Details, Appointment Details, Job History, Qualification-Grade Det... (selected), Professional Qualificati..., and Bank Account Details. The top right of the form shows a progress bar with steps: Help, Fill Form (active), Verify Input, Attachments, Preview, Submit, and Save. A 'Close' button with the ID '00370' is also present.

Date of Issue	Institution	Qualifications Obtained	Subject/Grade	Edit	Remove
No Data					

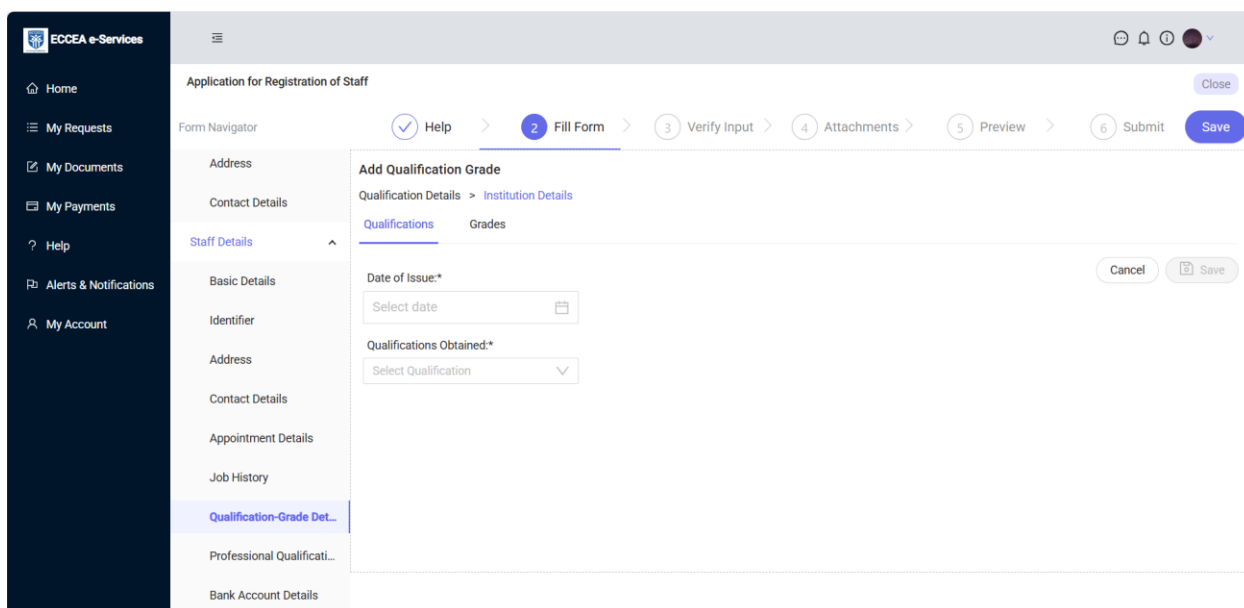
7.2.7.1 Add Qualification Grade Details -> Qualification Details -> Qualifications

This screen allows the user to enter the **qualification information**.

The following fields are mandatory:

- **Date of Issue*** – the date the qualification was awarded.
- **Qualification Obtained*** – select from the drop-down list of qualifications.

Click **Save** to record or **Cancel** to exit.



ECCEA e-Services

Application for Registration of Staff

Form Navigator: 1 Help > 2 Fill Form > 3 Verify Input > 4 Attachments > 5 Preview > 6 Submit

Close

Save

Cancel

Save

Qualification Details > Institution Details

Qualifications Grades

Date of Issue:*

Select date

Qualifications Obtained:*

Select Qualification

Basic Details

Identifier

Address

Contact Details

Appointment Details

Job History

Qualification-Grade Det...

Professional Qualificati...

Bank Account Details

7.2.7.2 Add Qualification Grade Details -> Qualification Details -> Grades

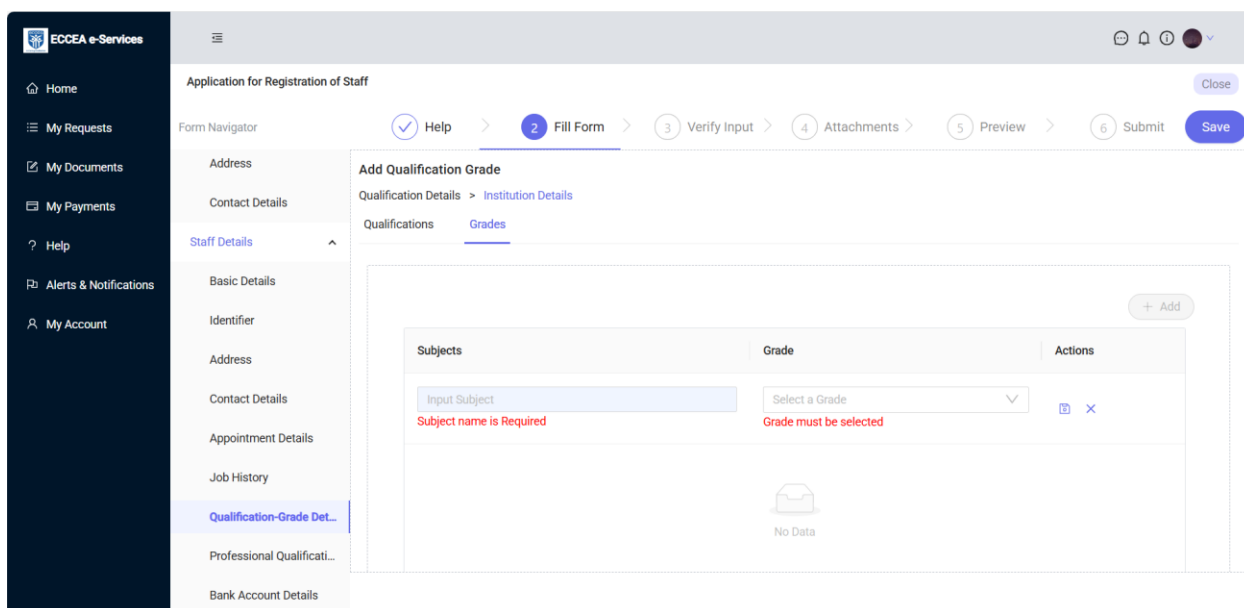
This screen allows the user to input **subject-level grades** for the qualification.

The following details must be entered:

- **Subject Name*** – e.g., Mathematics, English.
- **Grade*** – select the grade achieved for the subject.

Multiple subjects/grades can be added using the **Add** button.

Saved subjects appear in the table with options to edit or remove.



ECCEA e-Services

Application for Registration of Staff

Form Navigator

Help > **2 Fill Form** > 3 Verify Input > 4 Attachments > 5 Preview > 6 Submit

Close

Save

Qualification Details > Institution Details

Qualifications Grades

+ Add

Subjects	Grade	Actions
Input Subject Subject name is Required	Select a Grade Grade must be selected	
No Data		

Basic Details

Identifier

Address

Contact Details

Appointment Details

Job History

Qualification-Grade Det...

Professional Qualificati...

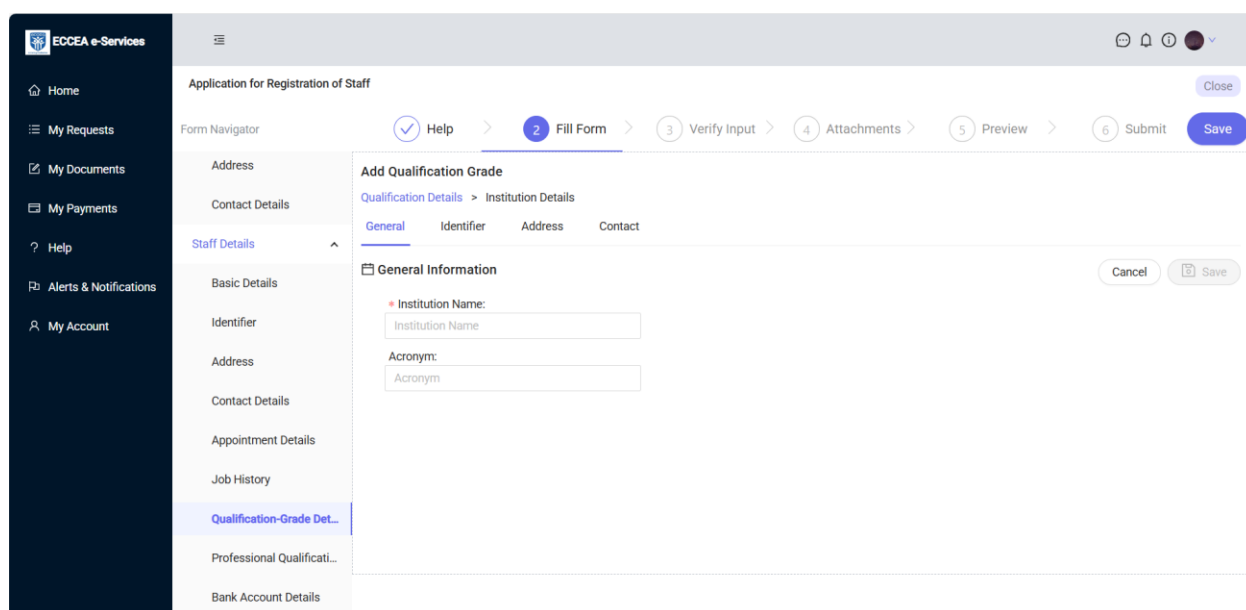
Bank Account Details

7.2.7.3 Add Qualification Grade Details -> Institution Details -> General

This screen records the **institution awarding the qualification**.

Fields to complete:

- **Institution Name*** – full name of the institution.
- **Acronym** – optional short form of the institution's name.

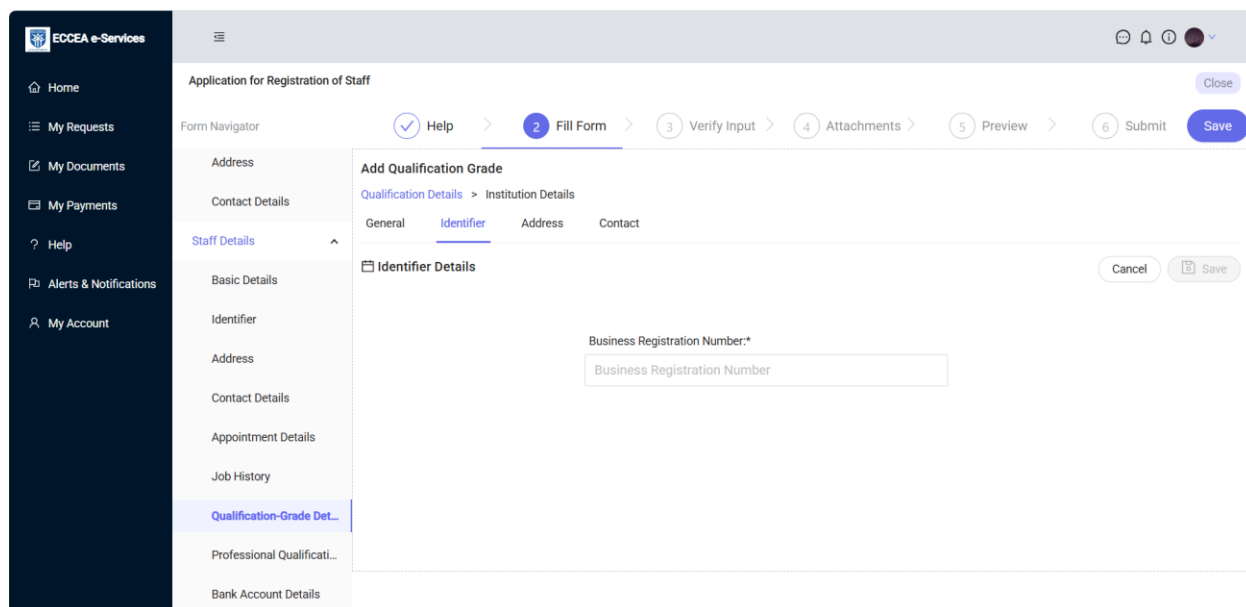


The screenshot shows the ECCEA e-Services interface. On the left is a dark blue sidebar with navigation links: Home, My Requests, My Documents, My Payments, Help, Alerts & Notifications, and My Account. The main content area is titled 'Application for Registration of Staff' and includes a 'Form Navigator' with steps: Help, Fill Form (active), Verify Input, Attachments, Preview, and Submit. Below the navigator is a 'Staff Details' menu with options: Address, Contact Details, Basic Details, Identifier, Address, Contact Details, Appointment Details, Job History, Qualification-Grade Det... (selected), Professional Qualificati..., and Bank Account Details. The main form area is titled 'Add Qualification Grade' and has tabs for 'Qualification Details' and 'Institution Details'. The 'Institution Details' tab is active, showing a 'General Information' section with two input fields: 'Institution Name*' (required) and 'Acronym'. There are 'Cancel' and 'Save' buttons at the bottom right of the form.

7.2.7.4 Add Qualification Grade Details -> Institution Details -> Identifier

This screen captures the **Business Registration Number*** of the awarding institution.

The field is mandatory for institutions that are officially registered.



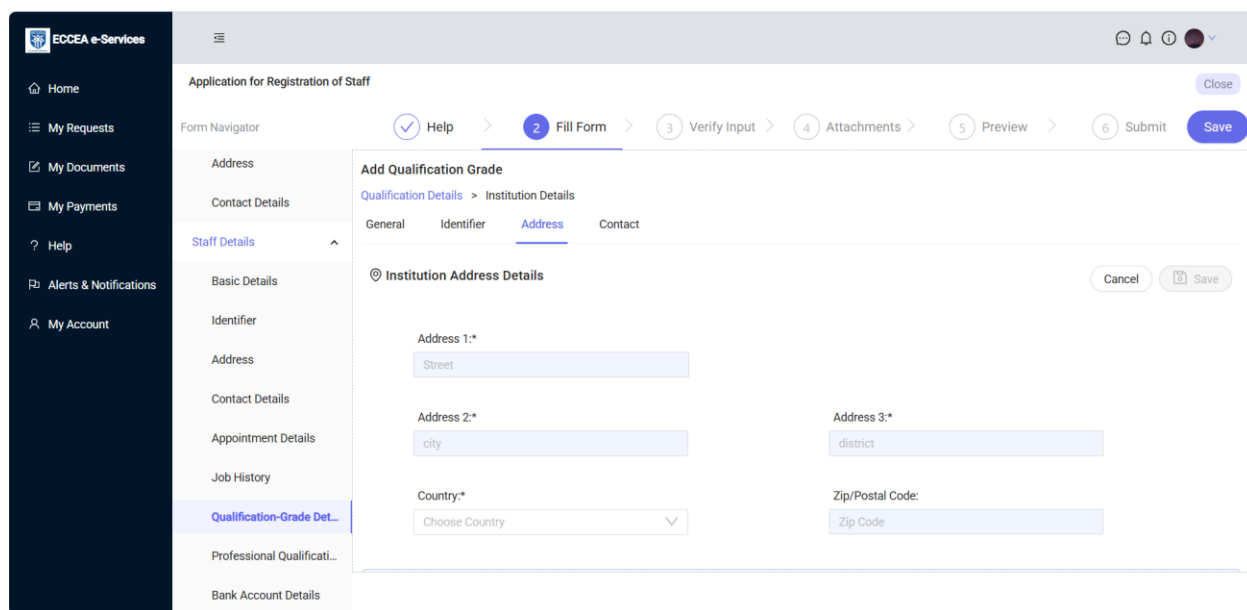
The screenshot displays the ECCEA e-Services interface. On the left is a dark sidebar with navigation links: Home, My Requests, My Documents, My Payments, Help, Alerts & Notifications, and My Account. The main content area is titled 'Application for Registration of Staff' and includes a 'Form Navigator' with steps: Help, Fill Form (active), Verify Input, Attachments, Preview, and Submit. Below the navigator is a 'Form' section with tabs: General, Identifier (active), Address, and Contact. The 'Identifier' tab contains a sub-section 'Identifier Details' with a form field labeled 'Business Registration Number*' and a text input box containing 'Business Registration Number'. At the top right of the form area are 'Cancel' and 'Save' buttons. The bottom of the sidebar shows a list of categories: Address, Contact Details, Staff Details (expanded), Basic Details, Identifier, Address, Contact Details, Appointment Details, Job History, Qualification-Grade Det... (selected), Professional Qualificati..., and Bank Account Details.

7.2.7.5 Add Qualification Grade Details -> Institution Details -> Address

This screen allows entry of the **official address of the institution**.

Required details include:

- Address 1* (Street)
- Address 2* (City)
- Address 3* (District)
- Country* (selected from drop-down)
- Zip/Postal Code



The screenshot displays the ECCEA e-Services interface. On the left is a dark sidebar with navigation links: Home, My Requests, My Documents, My Payments, Help, Alerts & Notifications, and My Account. The main content area is titled 'Application for Registration of Staff' and includes a 'Form Navigator' with steps: Help, Fill Form (active), Verify Input, Attachments, Preview, and Submit. Below the navigator is a 'Staff Details' menu with options: Address, Contact Details, Basic Details, Identifier, Address, Contact Details, Appointment Details, Job History, Qualification-Grade Det... (selected), Professional Qualificati..., and Bank Account Details. The main form area is titled 'Add Qualification Grade' and has tabs for 'Qualification Details' and 'Institution Details'. Under 'Institution Details', there are sub-tabs: General, Identifier, Address (active), and Contact. The 'Address' sub-tab contains the 'Institution Address Details' section with the following fields: Address 1* (Street), Address 2* (city), Address 3* (district), Country* (Choose Country dropdown), and Zip/Postal Code (Zip Code). 'Cancel' and 'Save' buttons are located at the top right of the form area.

7.2.7.6 Add Qualification Grade Details -> Institution Details -> Contact

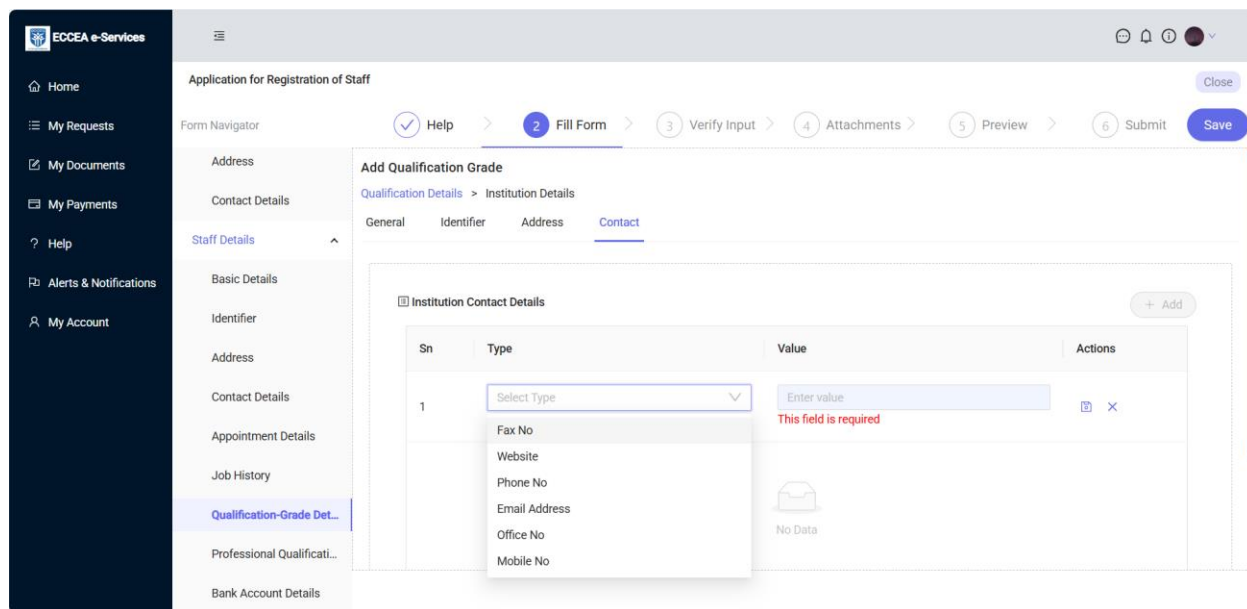
This screen allows the user to record the **contact details of the institution**.

Select the **Type** from the drop-down (Fax No, Website, Phone No, Email Address, Office No, Mobile No).

Enter the **Value** (e.g., phone number or email).

Multiple contact details may be added.

Saved records appear in the table with options to edit or remove.



Application for Registration of Staff

Form Navigator: Help > **2 Fill Form** > 3 Verify Input > 4 Attachments > 5 Preview > 6 Submit > Save

Qualification Details > Institution Details

General Identifier Address **Contact**

Staff Details

Basic Details

Identifier

Address

Contact Details

Appointment Details

Job History

Qualification-Grade Det...

Professional Qualificati...

Bank Account Details

Add Qualification Grade

Qualification Details > Institution Details

General Identifier Address **Contact**

Institution Contact Details + Add

Sn	Type	Value	Actions
1	Select Type	Enter value This field is required	✎ ✕
	Fax No		
	Website		
	Phone No		
	Email Address		
	Office No		
	Mobile No		

No Data

7.2.8 Professional Qualification

This screen allows the user to manage the **professional qualifications** of the staff member.

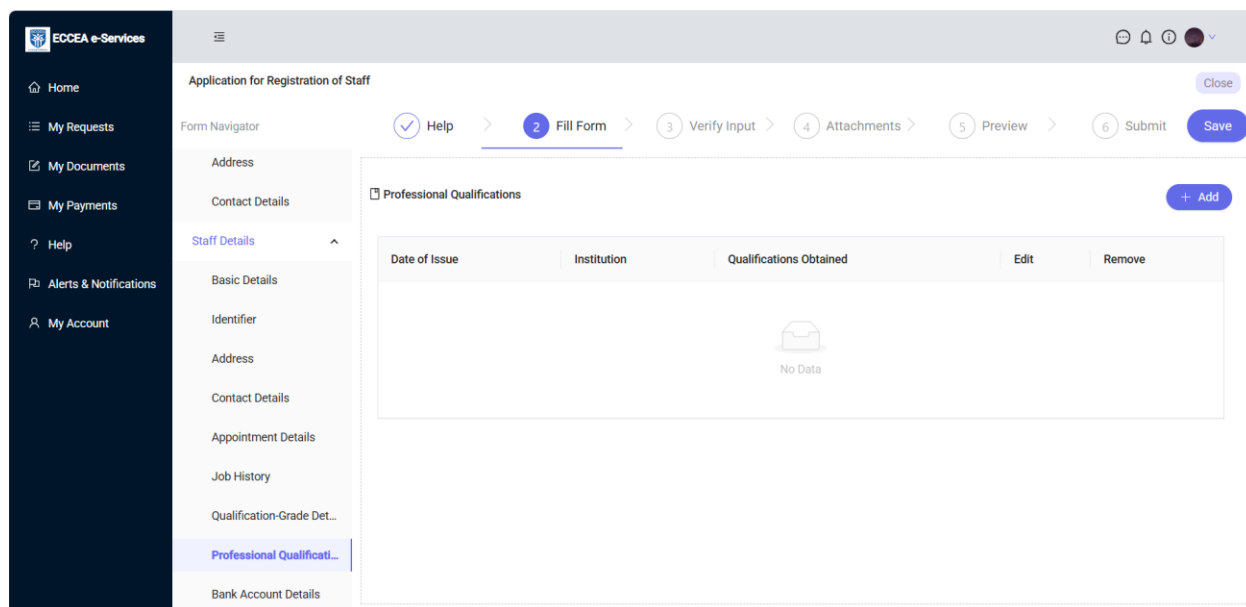
To add a new qualification, click on the **Add (+)** button.

Once saved, the details of each qualification will appear in the table with the following fields:

- **Date of Issue** – when the qualification was awarded.
- **Institution** – the name of the awarding body.
- **Qualification Obtained** – the professional course/qualification achieved.
- **Edit / Remove** – options to update or delete the record.

Multiple qualifications can be added by repeating the process.

After entering all relevant qualifications, click on **Save** to store the records.



The screenshot shows the 'Application for Registration of Staff' form in the ECCEA e-Services system. The form is divided into several sections: 'Form Navigator' (with steps: Help, Fill Form, Verify Input, Attachments, Preview, Submit), 'Staff Details' (with sub-sections: Address, Contact Details, Basic Details, Identifier, Address, Contact Details, Appointment Details, Job History, Qualification-Grade Det..., Professional Qualifications, Bank Account Details), and 'Professional Qualifications' (with an '+ Add' button). The 'Professional Qualifications' section contains a table with the following columns: 'Date of Issue', 'Institution', 'Qualifications Obtained', 'Edit', and 'Remove'. The table is currently empty, displaying 'No Data'.

Date of Issue	Institution	Qualifications Obtained	Edit	Remove
No Data				

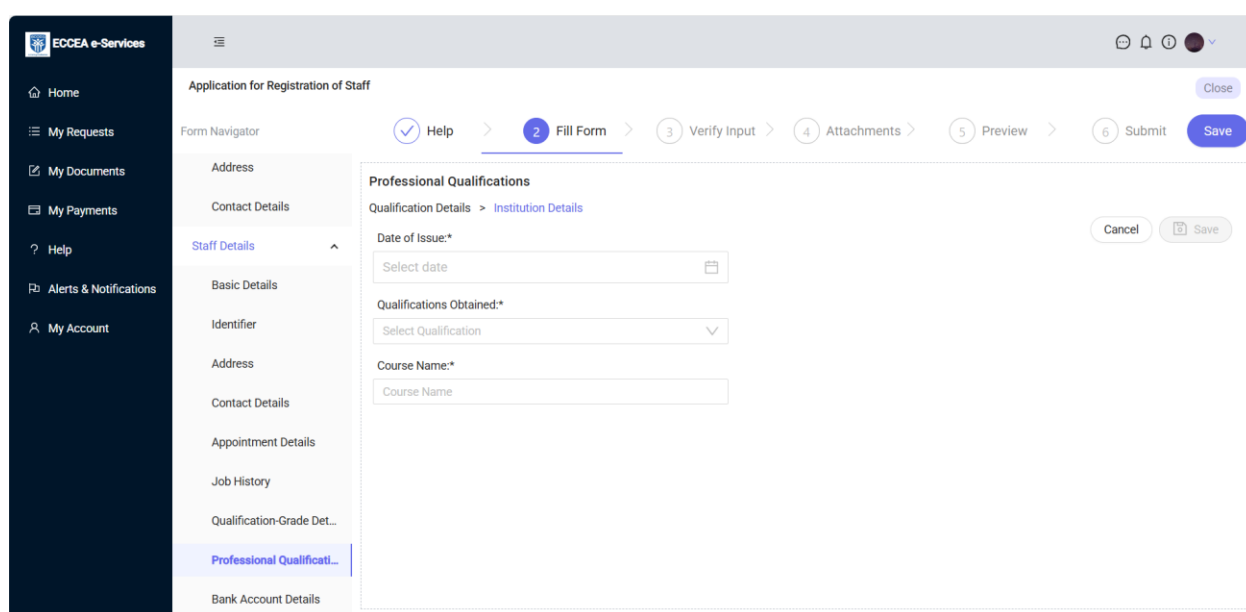
7.2.8.1 Add -> Qualification Details

This screen allows the user to enter details of the **professional qualifications** of the staff member.

The following fields are mandatory:

- **Date of Issue*** – the date the qualification was awarded.
- **Qualifications Obtained*** – select from the drop-down list.
- **Course Name*** – enter the name of the course (e.g., Early Childhood Education Certificate).

Once completed, click **Save** to record the qualification or **Cancel** to exit.



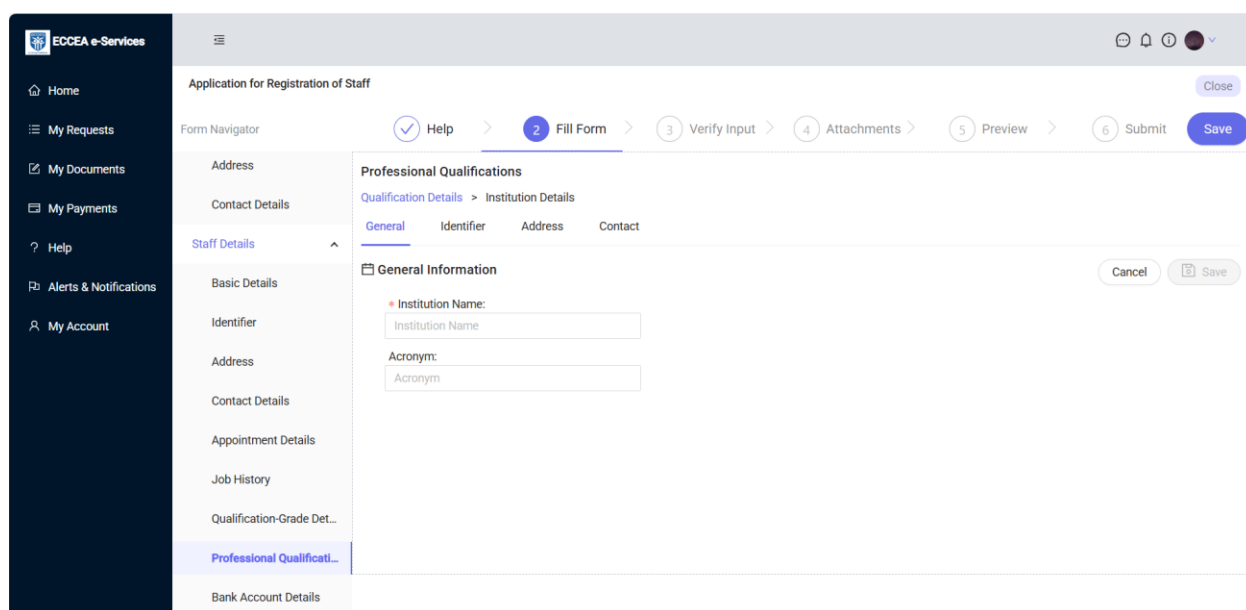
The screenshot shows the 'Application for Registration of Staff' form in the ECCEA e-Services system. The form is titled 'Professional Qualifications' and is part of a multi-step process: 1. Help, 2. Fill Form (current step), 3. Verify Input, 4. Attachments, 5. Preview, 6. Submit. The 'Fill Form' step is further divided into 'Qualification Details' and 'Institution Details'. The 'Qualification Details' section contains three mandatory fields: 'Date of Issue*' (with a date picker), 'Qualifications Obtained*' (a dropdown menu), and 'Course Name*' (a text input field). The 'Institution Details' section is currently empty. The form has 'Cancel' and 'Save' buttons at the top right. The left sidebar shows the 'Staff Details' section expanded, with 'Professional Qualifications' highlighted.

7.2.8.2 Add -> Institution Details -> General

This screen records the **institution awarding the professional qualification**.

Required fields include:

- **Institution Name*** – the name of the awarding institution.
- **Acronym** – short form of the institution name (optional).

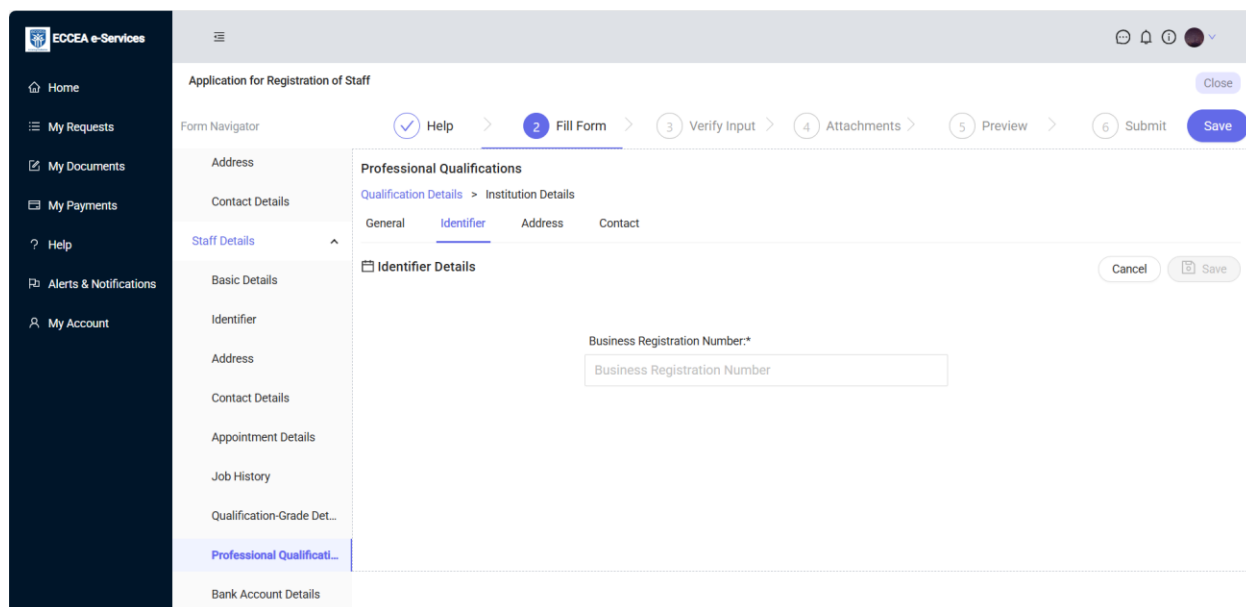


The screenshot shows the 'Application for Registration of Staff' form in the ECCEA e-Services system. The left sidebar contains navigation links: Home, My Requests, My Documents, My Payments, Help, Alerts & Notifications, and My Account. The main content area is titled 'Application for Registration of Staff' and includes a 'Form Navigator' with steps: Help, Fill Form (active), Verify Input, Attachments, Preview, and Submit. The 'Fill Form' step is further divided into 'Professional Qualifications' and 'Institution Details'. Under 'Professional Qualifications', there are tabs for General, Identifier, Address, and Contact. The 'General' tab is selected, showing a 'General Information' section with two required fields: 'Institution Name' (marked with a red asterisk) and 'Acronym'. Both fields have input boxes. At the bottom right of the form, there are 'Cancel' and 'Save' buttons. The left sidebar also lists categories like 'Staff Details', 'Basic Details', 'Appointment Details', 'Job History', 'Qualification-Grade Det...', and 'Bank Account Details'.

7.2.8.3 Add -> Institution Details -> Identifier

This screen captures the **Business Registration Number*** of the awarding institution.

The field is mandatory for registered institutions.



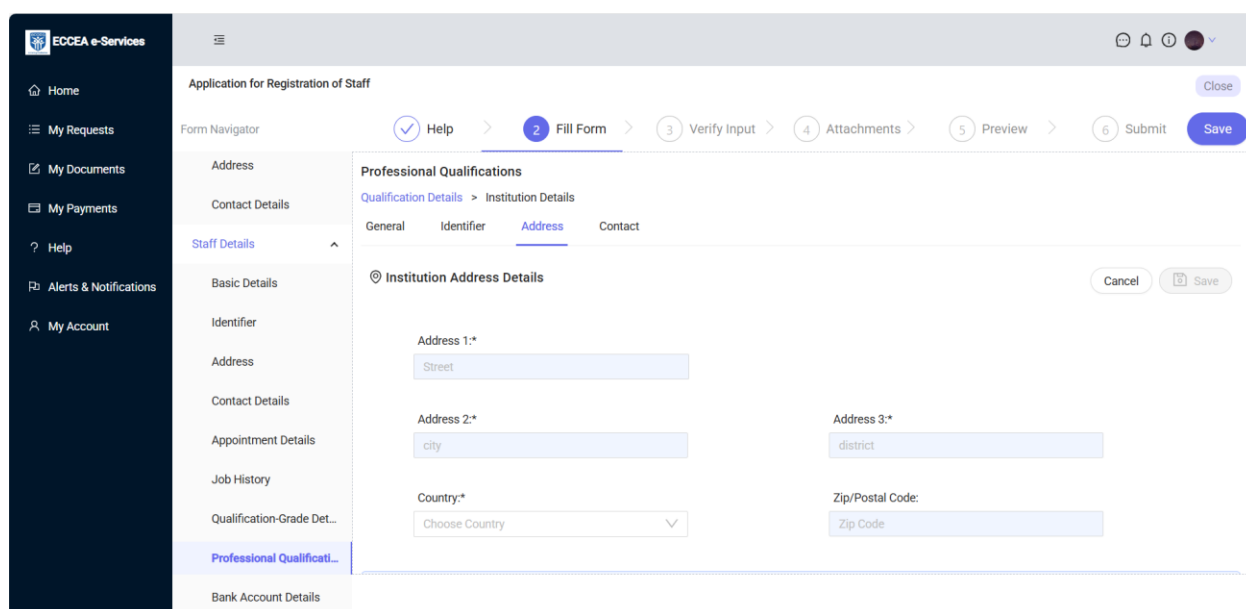
The screenshot displays the 'Application for Registration of Staff' interface. The left sidebar contains navigation links: Home, My Requests, My Documents, My Payments, Help, Alerts & Notifications, and My Account. The main content area shows a progress bar with steps: Help, Fill Form (active), Verify Input, Attachments, Preview, and Submit. Below the progress bar, the 'Form Navigator' lists various sections: Address, Contact Details, Staff Details (expanded), Basic Details, Identifier, Address, Contact Details, Appointment Details, Job History, Qualification-Grade Det..., Professional Qualifications (selected), and Bank Account Details. The 'Professional Qualifications' section is further divided into 'Qualification Details' and 'Institution Details'. Under 'Institution Details', there are tabs for General, Identifier (active), Address, and Contact. The 'Identifier' tab shows a form titled 'Identifier Details' with a 'Business Registration Number*' field and a 'Business Registration Number' input box. 'Cancel' and 'Save' buttons are visible at the bottom right of the form.

7.2.8.4 Add -> Institution Details -> Address

This screen records the **official address of the institution**.

Required fields include:

- Address 1* (Street)
- Address 2* (City)
- Address 3* (District)
- Country* (select from drop-down)
- Zip/Postal Code



The screenshot displays the 'Application for Registration of Staff' interface. The left sidebar contains navigation links: Home, My Requests, My Documents, My Payments, Help, Alerts & Notifications, and My Account. The main content area shows a 'Form Navigator' with steps: Help, Fill Form (active), Verify Input, Attachments, Preview, and Submit. Below the navigator, the 'Professional Qualifications' section is visible, with tabs for General, Identifier, Address (active), and Contact. The 'Institution Address Details' form includes the following fields:

- Address 1*:** A text input field with the placeholder 'Street'.
- Address 2*:** A text input field with the placeholder 'city'.
- Address 3*:** A text input field with the placeholder 'district'.
- Country*:** A dropdown menu with the placeholder 'Choose Country'.
- Zip/Postal Code:** A text input field with the placeholder 'Zip Code'.

At the top right of the form, there are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted with a blue border.

7.2.8.5 Add -> Institution Details ->Contact

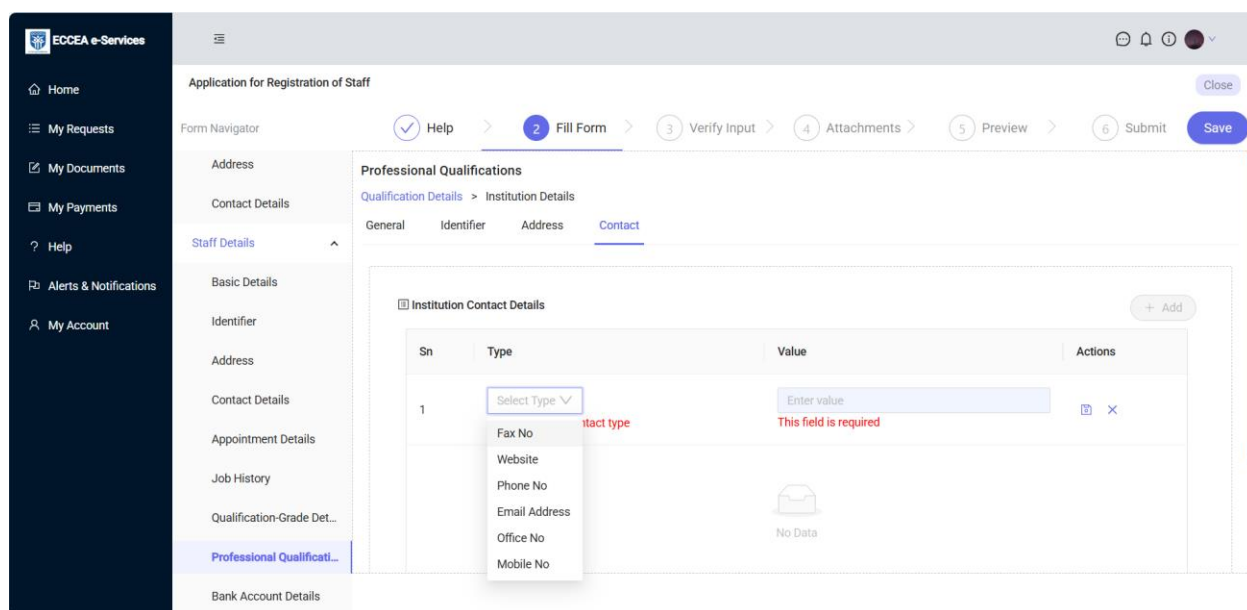
This screen allows the user to record the **contact details of the institution**.

Select the **Type** (Fax No, Website, Phone No, Email Address, Office No, Mobile No) from the drop-down.

Enter the **Value** (e.g., valid phone number or email address).

Multiple entries can be added.

Saved details appear in the table with **Edit** and **Remove** options.



Application for Registration of Staff

Form Navigator: Help > **2 Fill Form** > 3 Verify Input > 4 Attachments > 5 Preview > 6 Submit

Close

Save

Professional Qualifications

Qualification Details > Institution Details

General Identifier Address **Contact**

Staff Details

Basic Details

Identifier

Address

Contact Details

Appointment Details

Job History

Qualification-Grade Det...

Professional Qualifications

Bank Account Details

Institution Contact Details

+ Add

Sn	Type	Value	Actions
1	Select Type	Enter value	✎ ✕
	Fax No		
	Website		
	Phone No		
	Email Address		
	Office No		
	Mobile No		

No Data

7.2.9 Bank Account Details

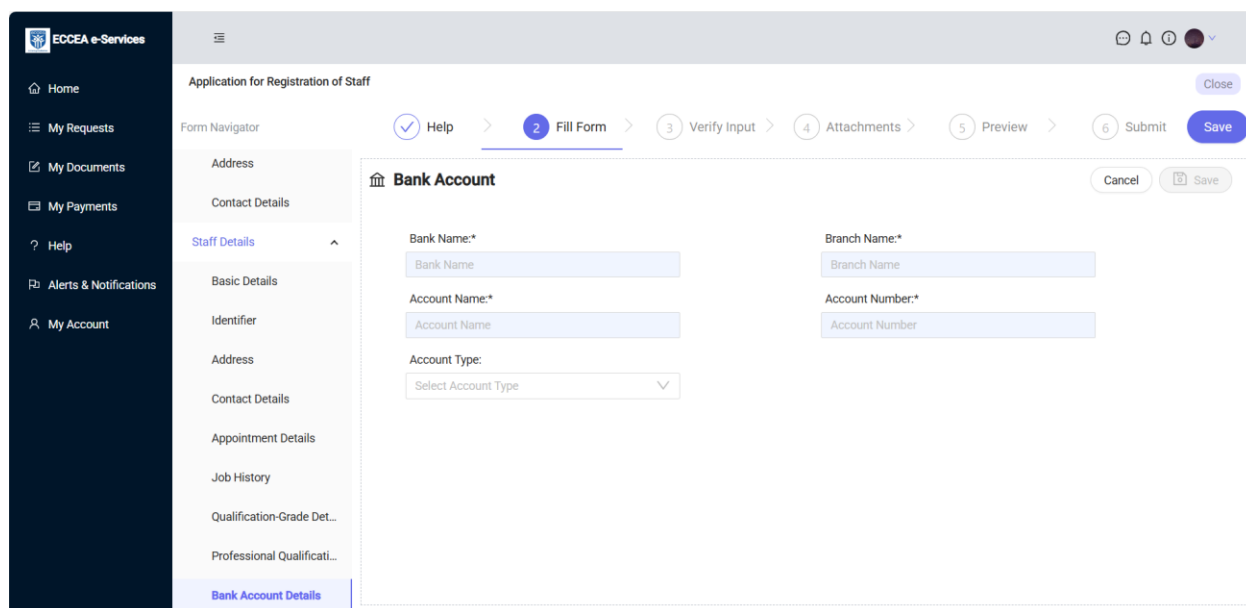
This screen captures the **banking information** of the staff member.

The following fields must be entered:

- **Bank Name***
- **Branch Name***
- **Account Name***
- **Account Number***
- **Account Type** (select from drop-down, e.g., Savings or Current)

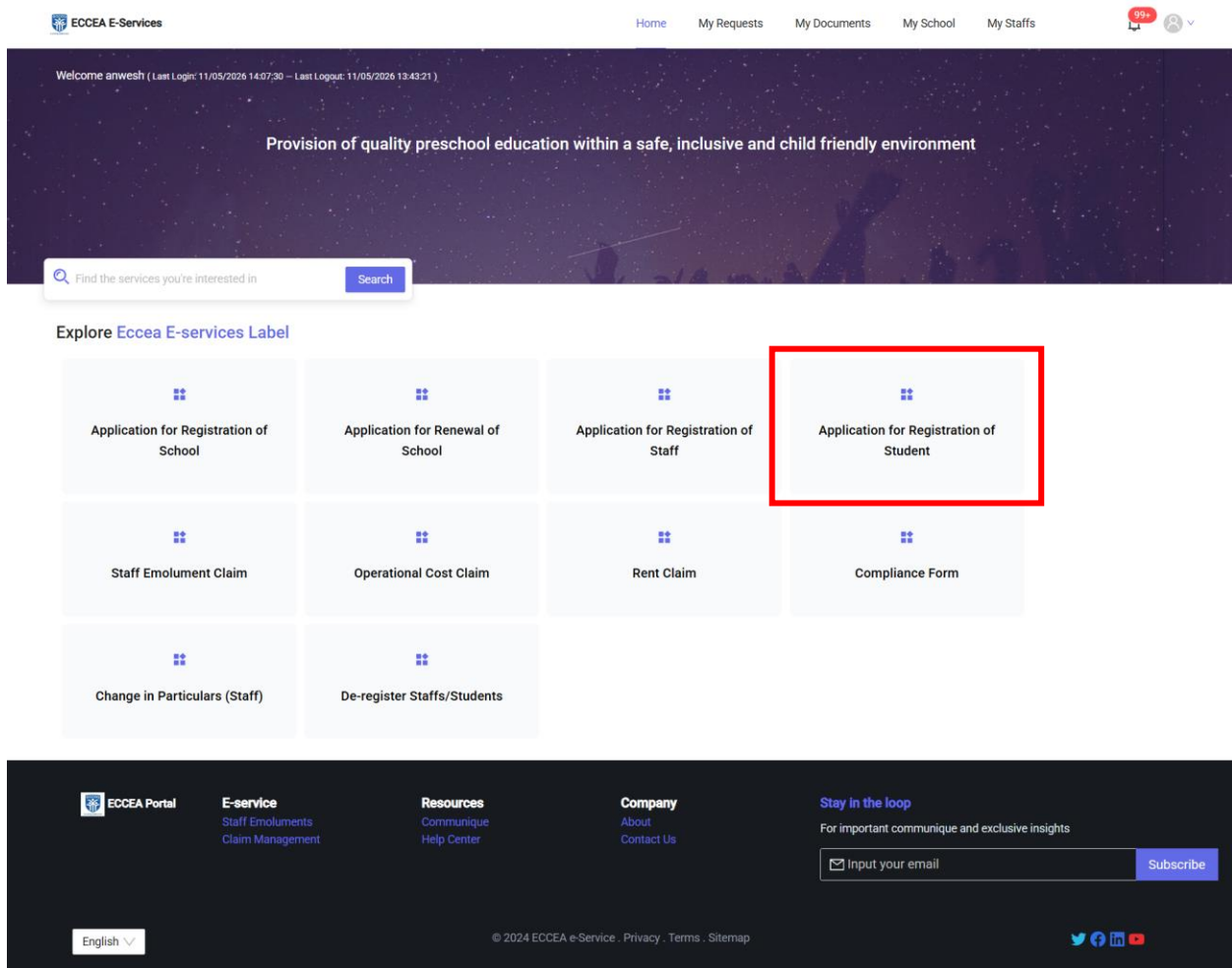
Once the information is entered, click **Save** to record or **Cancel** to exit.

Note: Bank account details are mandatory for payroll and allowance purposes.



8. Application for Registration of Student

Click on **Application for Registration of Student** tile.



Welcome anwesh (Last Login: 11/05/2026 14:07:30 - Last Logout: 11/05/2026 13:43:21)

Provision of quality preschool education within a safe, inclusive and child friendly environment

Find the services you're interested in

Explore Eccea E-services Label

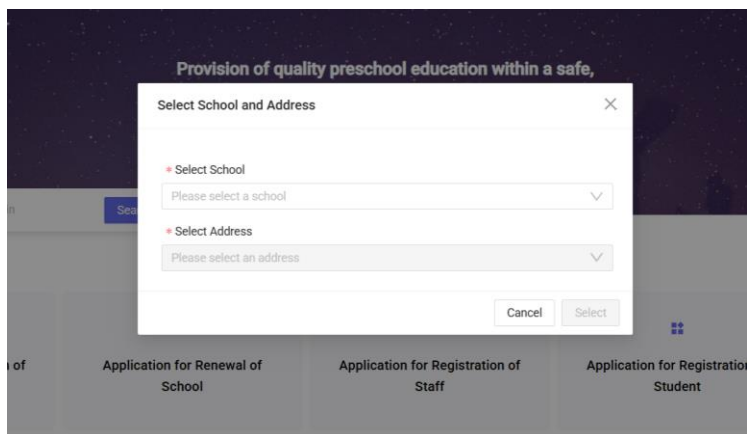
Application for Registration of School	Application for Renewal of School	Application for Registration of Staff	Application for Registration of Student
Staff Emolument Claim	Operational Cost Claim	Rent Claim	Compliance Form
Change in Particulars (Staff)	De-register Staffs/Students		

ECCEA Portal | E-service: Staff Emoluments, Claim Management | Resources: Communicate, Help Center | Company: About, Contact Us | Stay in the loop: For important communique and exclusive insights. Input your email

English

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The system will prompt user to select **School** and **Address**. After selecting the school and address, click on **"Select"** button to proceed.



Provision of quality preschool education within a safe,

Select School and Address

Select School

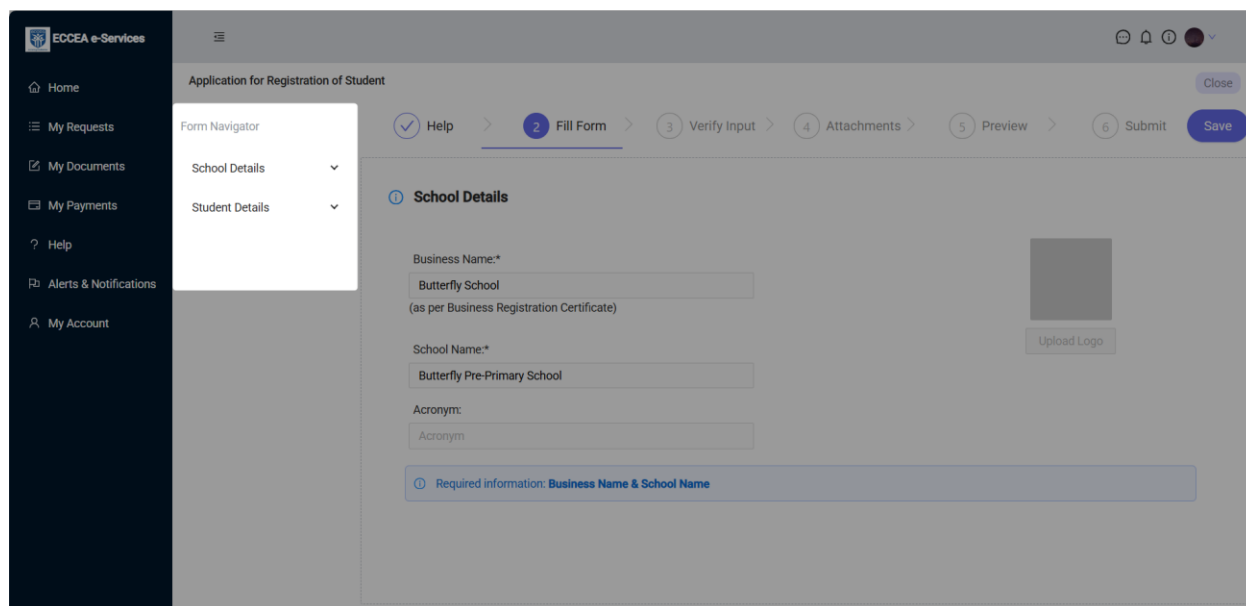
Please select a school

Select Address

Please select an address

Below form will be displayed and will have different sections such as:

- School Details
- Student Details



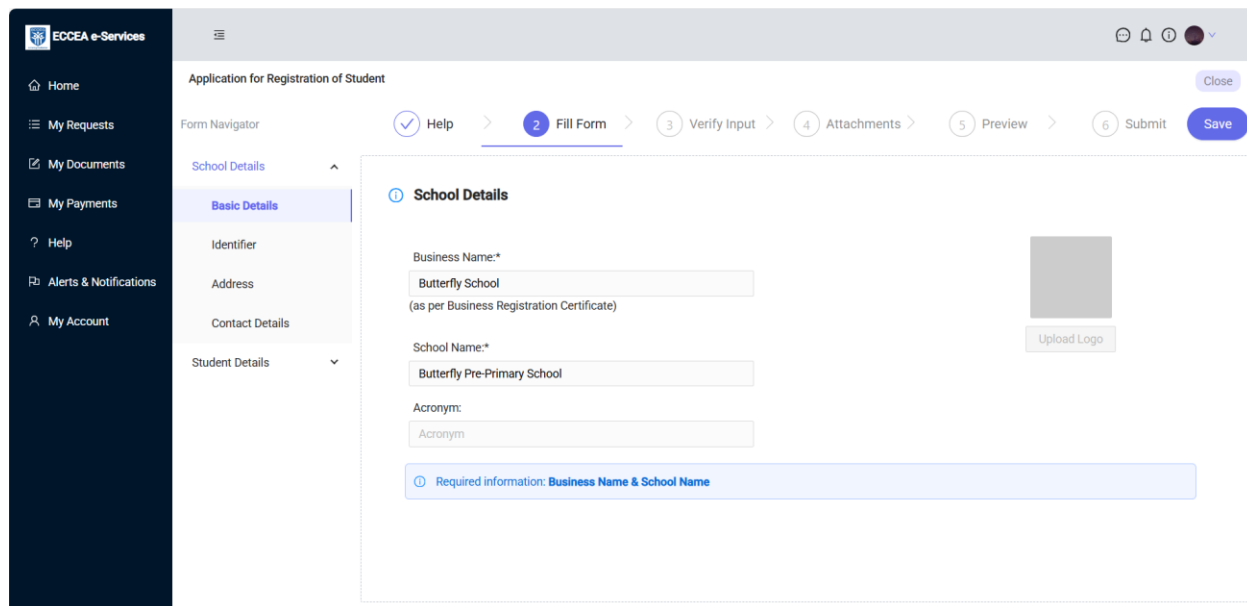
8.1 School Details

School Details will be further broken down in several categories:

- Basic Details
- Identifier
- Address
- Contact Details

8.1.1 Basic Details

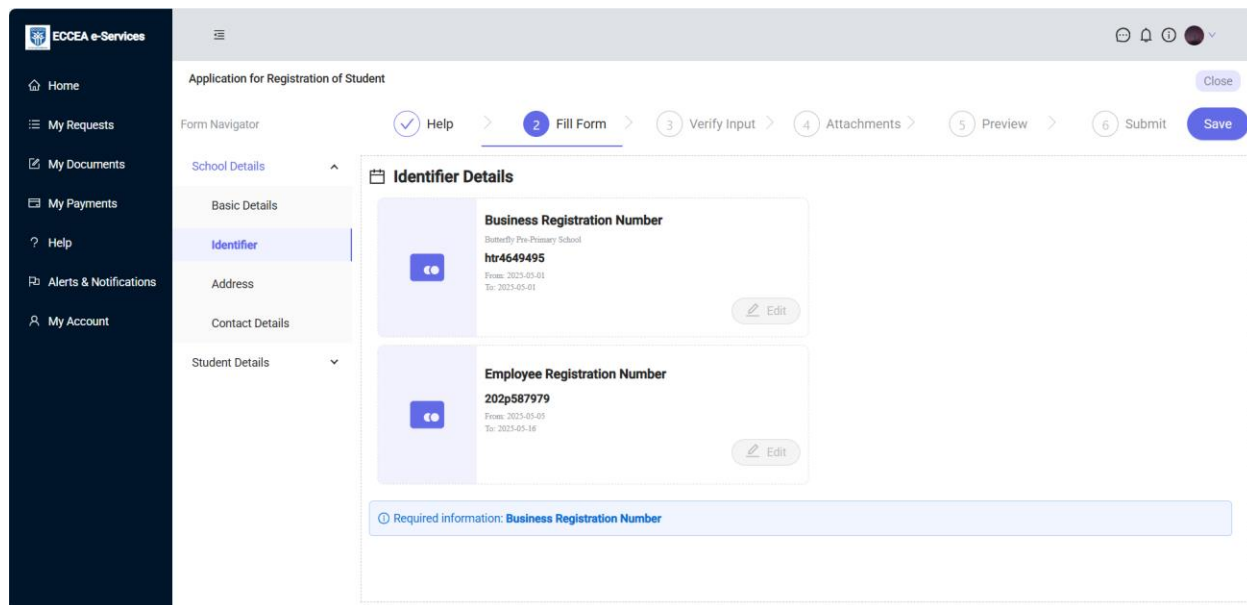
This screen displays the **basic details** of the school. The information shown is **prepopulated** with data previously submitted to ECCEA during the school creation process and is **non-editable**.



The screenshot shows the 'Application for Registration of Student' interface. The left sidebar contains navigation links: Home, My Requests, My Documents, My Payments, Help, Alerts & Notifications, and My Account. The main content area is titled 'Application for Registration of Student' and includes a 'Form Navigator' with steps: Help, Fill Form (active), Verify Input, Attachments, Preview, and Submit. A 'Close' button is in the top right. The 'School Details' section is expanded, showing 'Basic Details' as the selected tab. The form fields are: Business Name* (Butterfly School, as per Business Registration Certificate), School Name* (Butterfly Pre-Primary School), and Acronym* (Acronym). There is an 'Upload Logo' button next to the Business Name field. A blue bar at the bottom indicates 'Required information: Business Name & School Name'.

8.1.2 Identifier

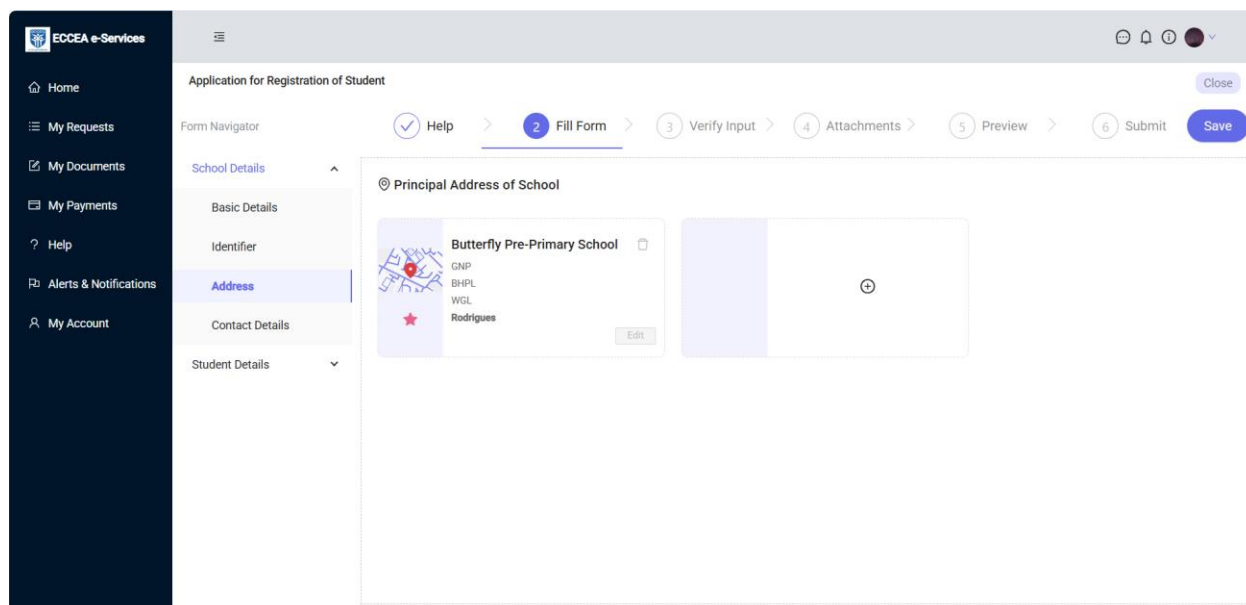
Below screen displays the **Identifiers** of the school. These details will be prepopulated and remain non-editable.



The screenshot shows the 'Application for Registration of Student' interface with the 'Identifier Details' section expanded. The left sidebar is the same as in the previous screenshot. The 'Form Navigator' shows the same steps. The 'Identifier Details' section displays two registration numbers: Business Registration Number (htr4649495) and Employee Registration Number (202p587979). Both numbers are prepopulated and have an 'Edit' button next to them. A blue bar at the bottom indicates 'Required information: Business Registration Number'.

8.1.3 Address

Below screen displays the **Address(es)** of the school. These details will be prepopulated and remain non-editable.



Application for Registration of Student

Form Navigator: [Help](#) > [2 Fill Form](#) > [3 Verify Input](#) > [4 Attachments](#) > [5 Preview](#) > [6 Submit](#) [Save](#)

School Details

- Basic Details
- Identifier
- Address**
- Contact Details

Student Details

Principal Address of School

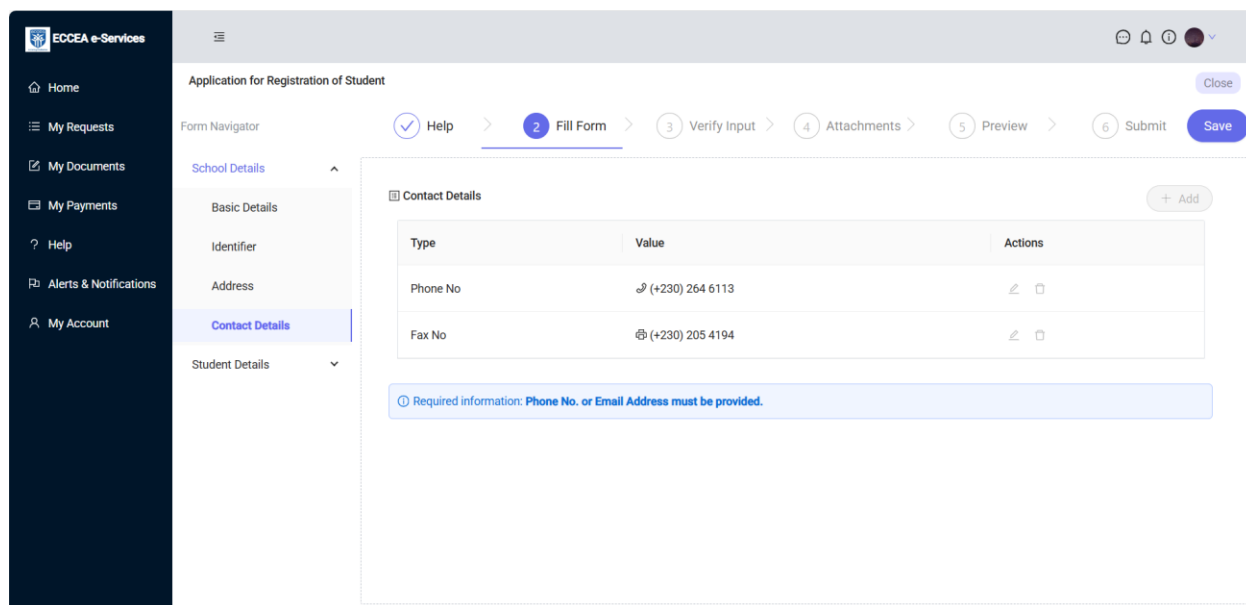
Butterfly Pre-Primary School

GNP
BHPL
WGL
Rodrigues

Edit

8.1.4 Contact details

Below screen displays the **Contact Details** of the school. These details will be prepopulated and remain non-editable.



Application for Registration of Student

Form Navigator: [Help](#) > [2 Fill Form](#) > [3 Verify Input](#) > [4 Attachments](#) > [5 Preview](#) > [6 Submit](#) [Save](#)

School Details

- Basic Details
- Identifier
- Address
- Contact Details**

Student Details

Contact Details

Type	Value	Actions
Phone No	(+230) 264 6113	Edit Delete
Fax No	(+230) 205 4194	Edit Delete

+ Add

Required information: Phone No. or Email Address must be provided.

8.2 Student Details

Student Details will be further broken down in several categories:

- Basic Details
- Identifier
- Address
- Contact Person
- Special Needs

8.2.1 Basic Details

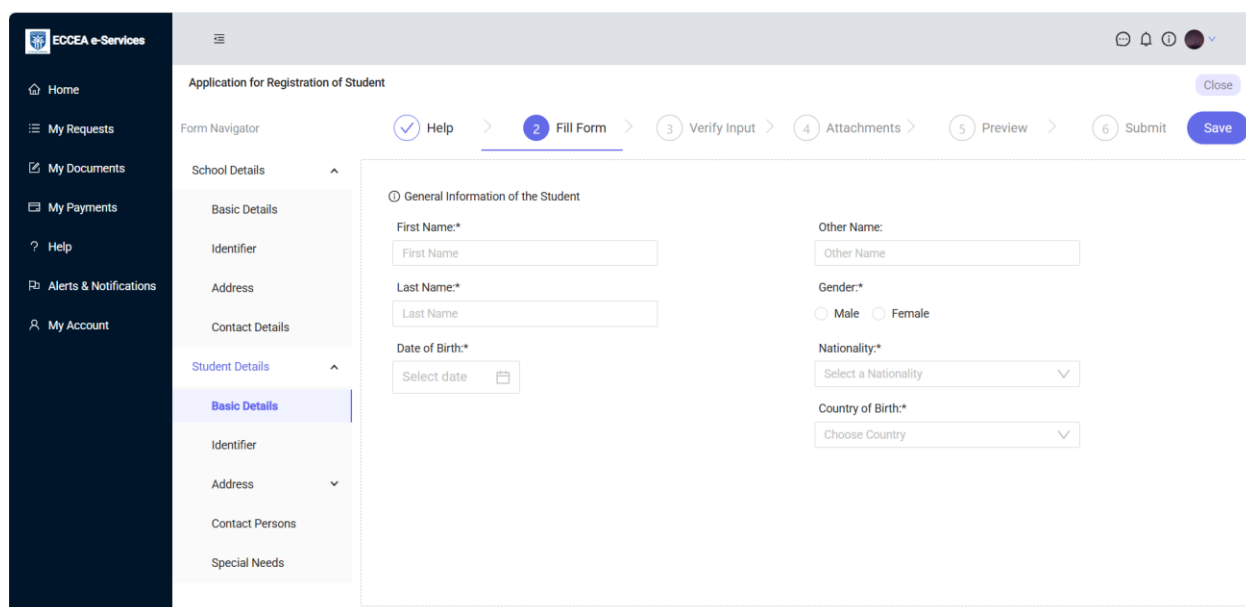
This screen allows the user to enter the **basic information of the student**.

The following fields must be completed:

- **First Name*** – enter the student’s first name.
- **Last Name*** – enter the student’s surname/family name.
- **Other Name** – enter any additional name(s) if applicable.
- **Date of Birth*** – select the student’s date of birth from the calendar.
- **Gender*** – choose between Male or Female.
- **Nationality*** – select the student’s nationality from the drop-down list.
- **Country of Birth*** – select the student’s country of birth from the drop-down list.

Fields marked with an asterisk (*) are **mandatory**.

After entering the required information, click on the **Save** button to save the application as a draft.

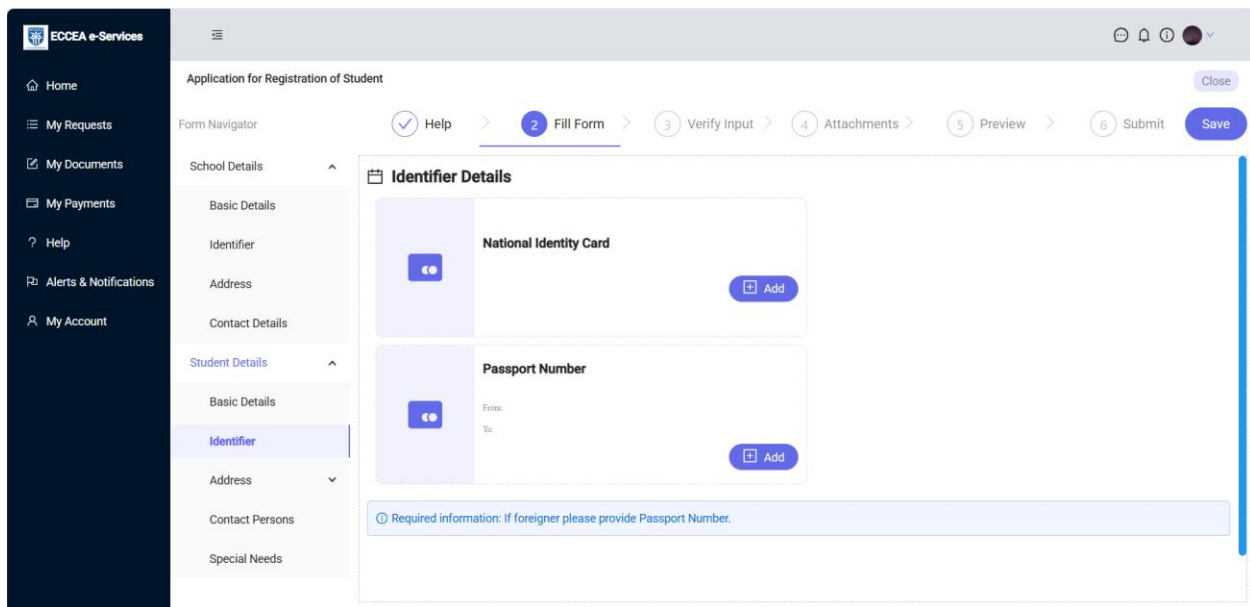


8.2.2 Identifier

This screen allows the user to enter the Identifier Details of the Student.

- The system provides two options for identification:
 - National Identity Card (NIC)
 - Passport Number
- The user must click on the Add button to input the relevant details.
- Note: If the Student is a foreigner, a Passport Number must be provided.

After entering the required information, the user can click on the Save button to save the application as a draft.



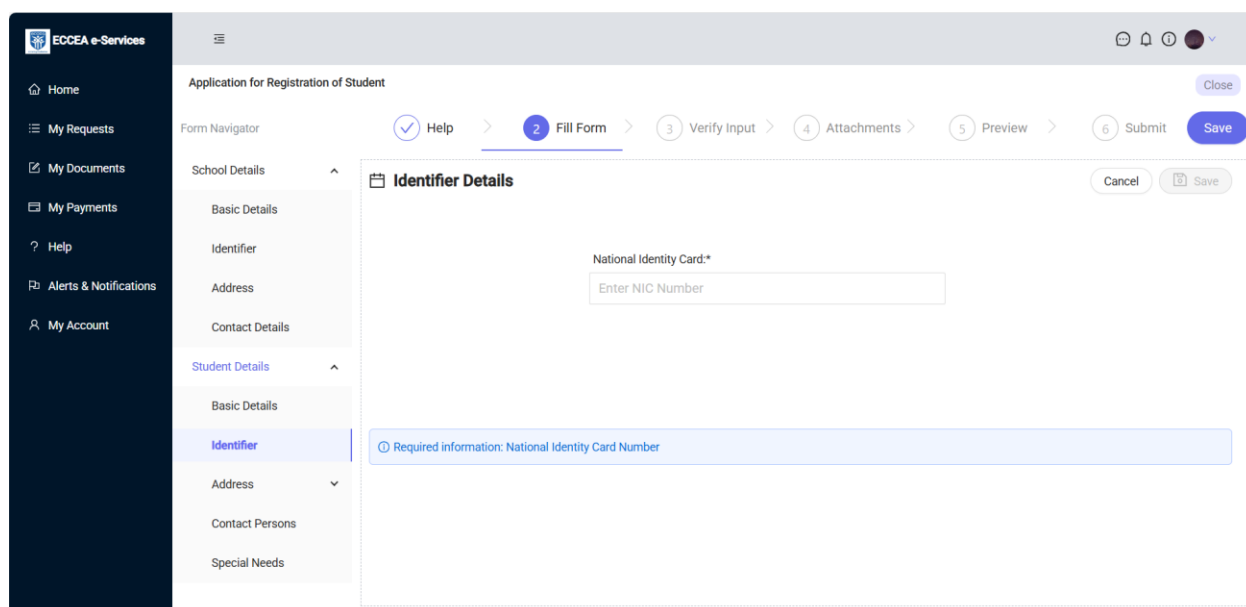
The screenshot shows the 'Application for Registration of Student' form in the ECCEA e-Services system. The form is titled 'Application for Registration of Student' and has a 'Close' button in the top right corner. The form is divided into two main sections: 'School Details' and 'Student Details'. The 'Student Details' section is currently active, showing the 'Identifier' tab. The 'Identifier' tab has two sub-sections: 'National Identity Card' and 'Passport Number'. Each sub-section has an 'Add' button. Below these sub-sections, there is a blue box with the text: 'Required information: If foreigner please provide Passport Number.' The form also has a 'Form Navigator' on the left side with steps: 1. Help, 2. Fill Form (current), 3. Verify Input, 4. Attachments, 5. Preview, 6. Submit. There is a 'Save' button at the bottom right of the form.

8.2.2.1 NIC

This screen allows the user to enter the **National Identity Card (NIC) Number** of the Student.

- The field marked with an asterisk (*) is **mandatory**.
- After typing the NIC Number, click on the **Save** button to store the information.
- The **Cancel** button can be used if the user wishes to exit without saving.
- Once saved, the NIC Number will appear in the **Identifier Details** section of the application.

Note: A valid NIC Number is required for all Mauritian nationals.



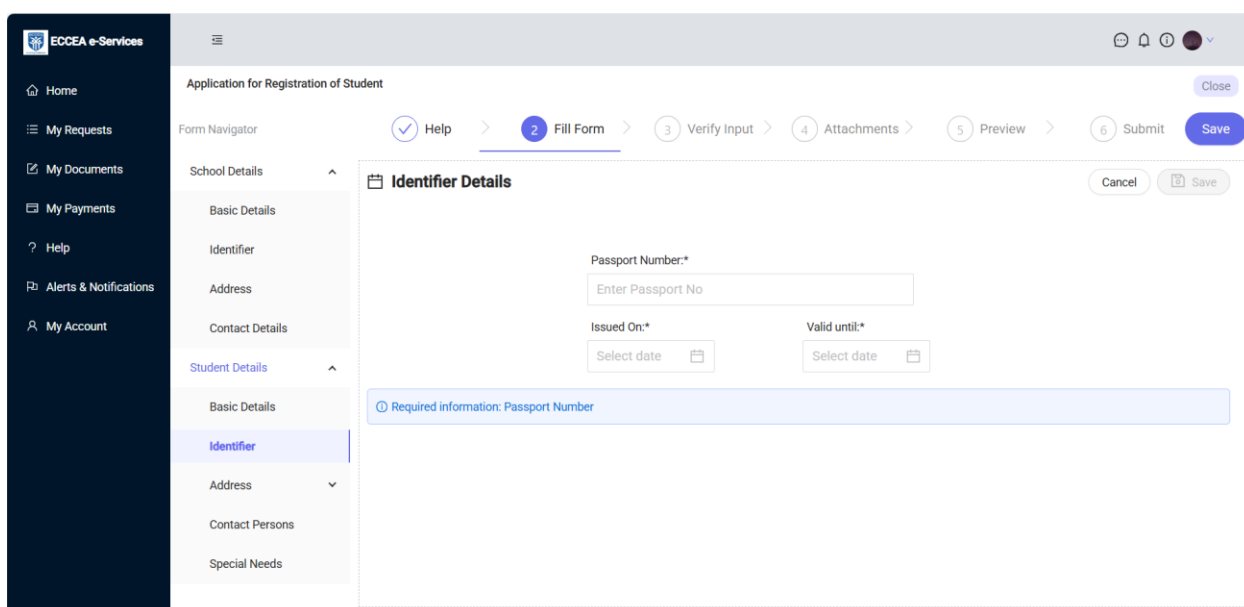
The screenshot shows the 'Application for Registration of Student' interface. On the left is a dark sidebar with navigation links: Home, My Requests, My Documents, My Payments, Help, Alerts & Notifications, and My Account. The main content area has a top bar with the title 'Application for Registration of Student' and a 'Close' button. Below this is a 'Form Navigator' with steps: 1. Help, 2. Fill Form (active), 3. Verify Input, 4. Attachments, 5. Preview, 6. Submit. A 'Save' button is also present. The 'Identifier Details' section is highlighted in the sidebar and contains a form with a label 'National Identity Card*' and an input field with the placeholder text 'Enter NIC Number'. At the bottom of the form, there is a blue banner with the text 'Required information: National Identity Card Number'. 'Cancel' and 'Save' buttons are located at the top right of the form area.

8.2.2.2 Passport

This screen allows the user to enter the **Passport details** of the Student.

- The following information must be provided:
 - **Passport Number*** – enter the passport number as shown in the document.
 - **Issued On*** – select the issue date of the passport.
 - **Valid Until*** – select the expiry date of the passport.
- All fields marked with an asterisk (*) are **mandatory**.
- After filling in the details, click on the **Save** button to store the information.
- The **Cancel** button can be used to exit without saving.
- Once saved, the passport details will appear in the **Identifier Details** section of the application.

Note: Passport details are required for foreigners registering as Student.



The screenshot shows the 'Application for Registration of Student' interface. The left sidebar contains navigation links: Home, My Requests, My Documents, My Payments, Help, Alerts & Notifications, and My Account. The main content area is titled 'Application for Registration of Student' and includes a 'Form Navigator' with steps: Help, 2 Fill Form (active), 3 Verify Input, 4 Attachments, 5 Preview, and 6 Submit. Below the navigator, the 'Identifier Details' section is expanded, showing fields for 'Passport Number*' (with a placeholder 'Enter Passport No'), 'Issued On*' (with a 'Select date' button), and 'Valid until*' (with a 'Select date' button). A blue banner at the bottom of the form states 'Required information: Passport Number'. 'Cancel' and 'Save' buttons are located at the top right of the form area.

8.2.3 Address

8.2.3.1 Address Details

This screen allows the user to enter the **address details of the student**.

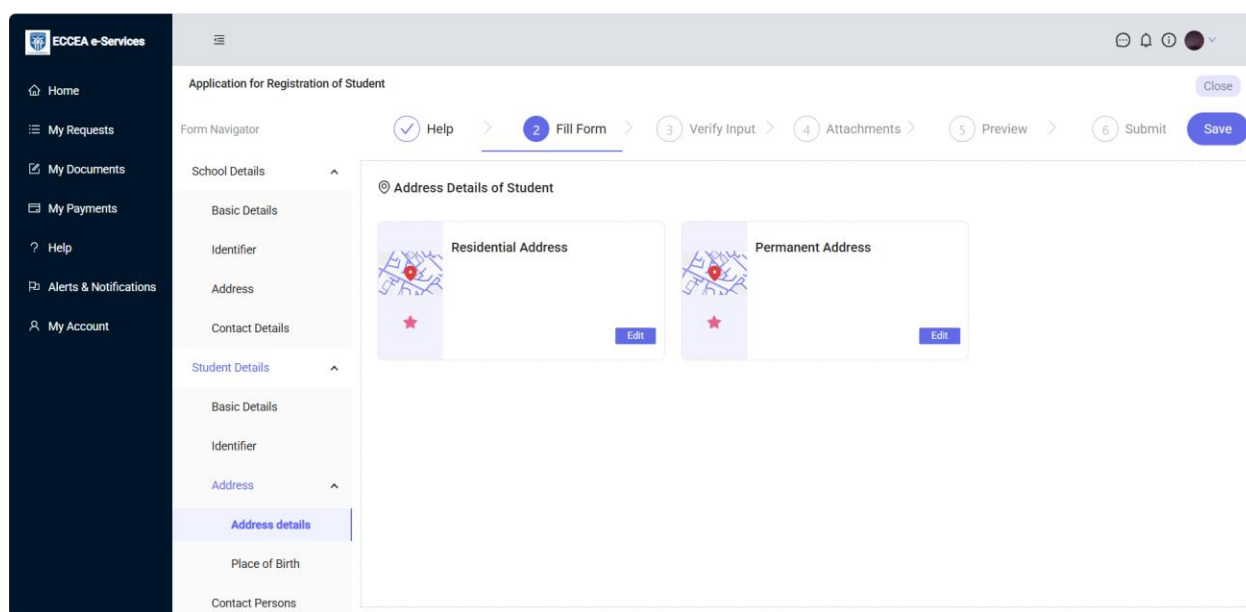
Two types of addresses can be recorded:

- **Residential Address** – where the student currently resides.
- **Permanent Address** – the student's official permanent residence.

Click on the **Edit** button under each section to input or update the respective details.

Both addresses can be added if applicable.

Once completed, the information will be displayed in the respective sections.



The screenshot shows the 'Application for Registration of Student' form in the ECCEA e-Services system. The form is divided into two main sections: 'School Details' and 'Student Details'. The 'Student Details' section is currently active, and the 'Address details' sub-section is selected. The 'Address details' section contains two address entry cards: 'Residential Address' and 'Permanent Address'. Each card features a map icon with a red location pin and an 'Edit' button. The 'Form Navigator' at the top indicates the current step is '2 Fill Form', with other steps like 'Help', 'Verify Input', 'Attachments', 'Preview', and 'Submit' also visible. A 'Save' button is located at the top right of the form.

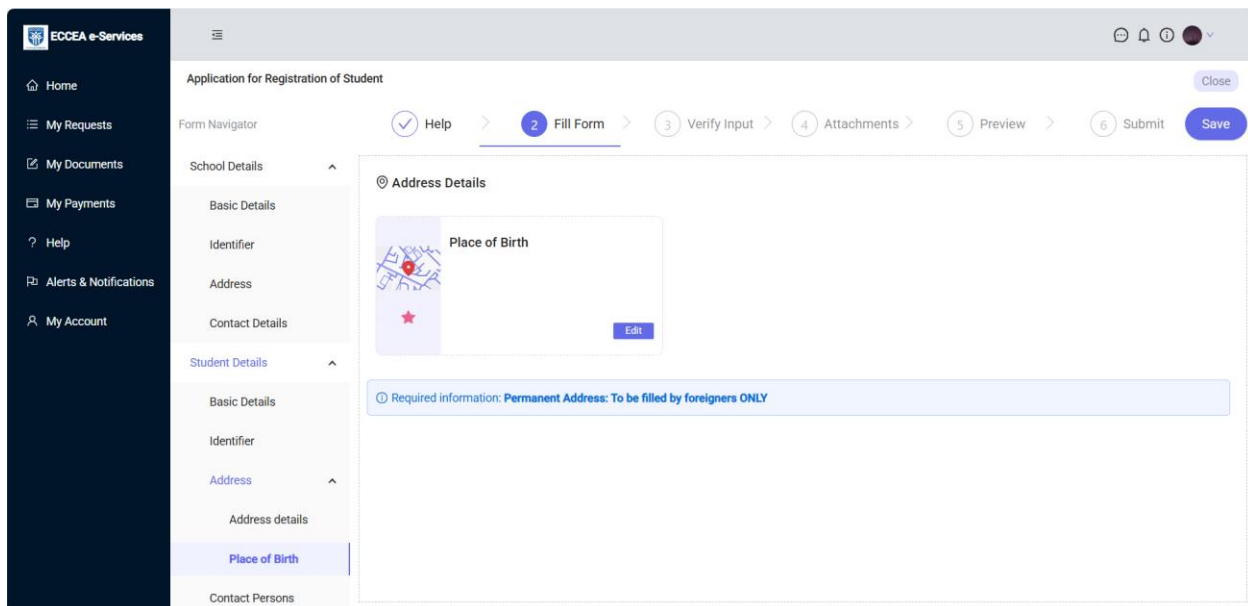
8.2.3.2 Place of Birth

This screen allows the user to record the **place of birth of the student**.

Click on the **Edit** button to provide the required details.

Note: The field **Permanent Address** under this section is mandatory **only for foreigners**.

Ensure the information entered is accurate as it will be used for official records.

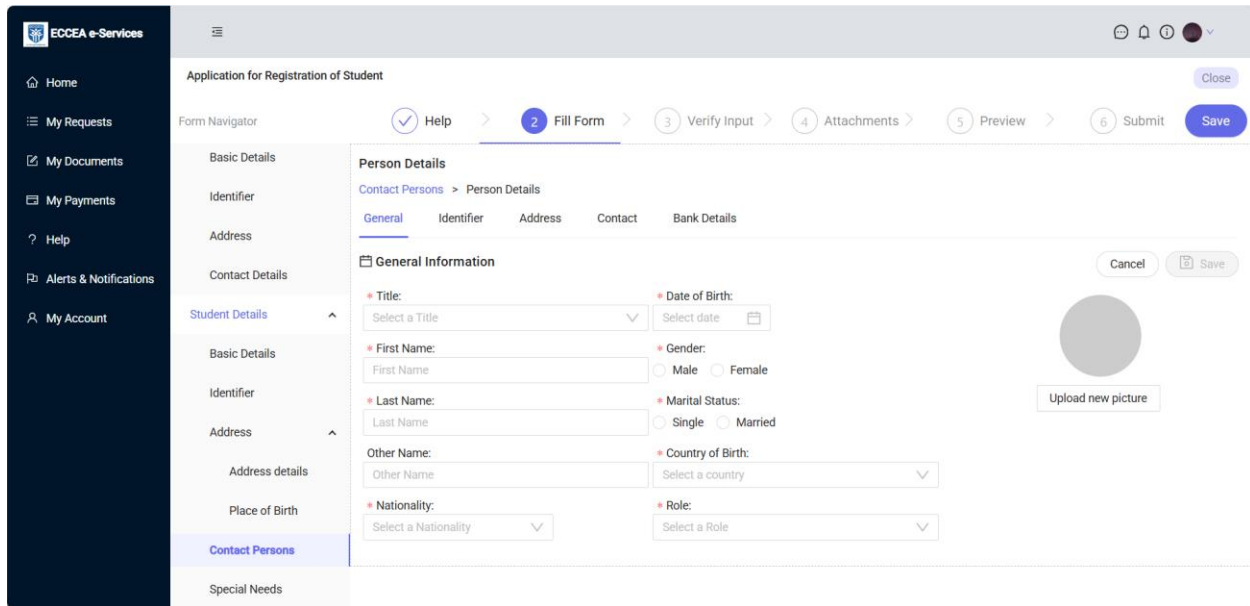


The screenshot shows the 'Application for Registration of Student' form in the ECCEA e-Services portal. The form is divided into two main sections: 'School Details' and 'Student Details'. The 'Student Details' section is expanded, showing 'Basic Details', 'Identifier', 'Address', and 'Place of Birth'. The 'Place of Birth' section is highlighted, showing a map icon and a red star. Below the map, there is a text input field for 'Place of Birth' and an 'Edit' button. A blue banner at the bottom of the 'Place of Birth' section states: 'Required information: Permanent Address: To be filled by foreigners ONLY'. The top navigation bar includes a 'Close' button and a 'Save' button. The left sidebar contains links to Home, My Requests, My Documents, My Payments, Help, Alerts & Notifications, and My Account.

8.2.4 Contact Person

8.2.4.1 General

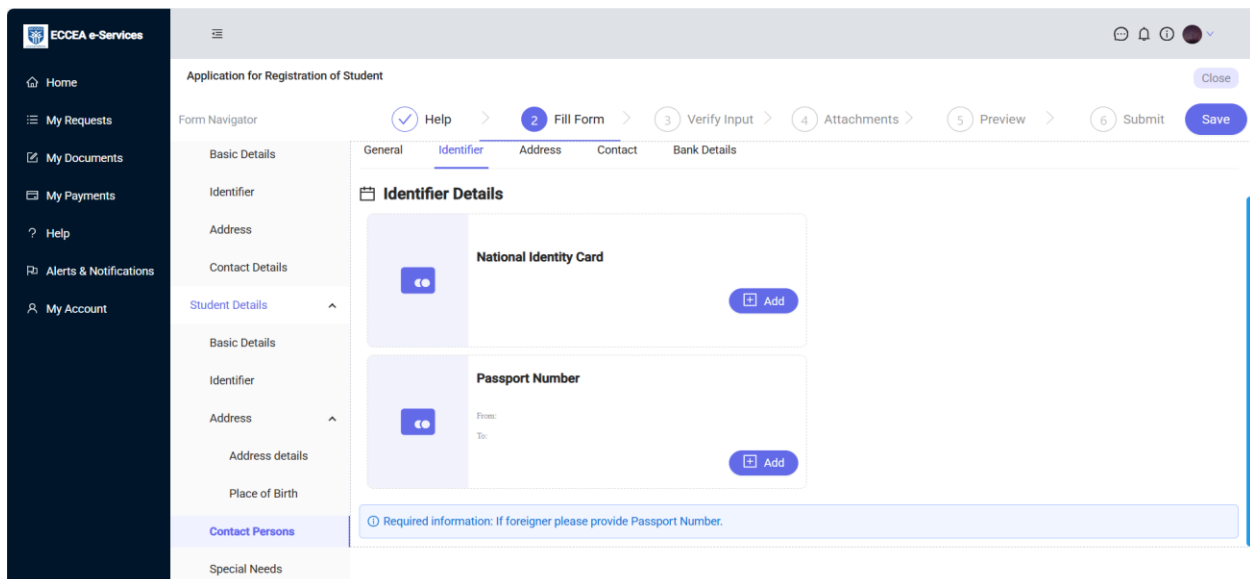
- Enter the personal details of the contact person including Title, First Name, Last Name, Other Name, Date of Birth, Gender, Marital Status, Nationality, and Country of Birth.
- Select the Role of the person and upload a profile picture if needed.
- Mandatory fields are marked with an asterisk (*).



The screenshot shows the 'Application for Registration of Student' form. The left sidebar contains navigation links: Home, My Requests, My Documents, My Payments, Help, Alerts & Notifications, and My Account. The main content area is titled 'Application for Registration of Student' and includes a 'Form Navigator' with steps: Help, Fill Form (active), Verify Input, Attachments, Preview, and Submit. The 'Person Details' section is expanded, showing tabs for General, Identifier, Address, Contact, and Bank Details. The 'General Information' tab is active, displaying fields for Title, Date of Birth, First Name, Gender, Last Name, Marital Status, Other Name, Country of Birth, Nationality, and Role. A profile picture upload area is also present. The 'Contact Persons' tab in the left sidebar is highlighted.

8.2.4.2 Identifier

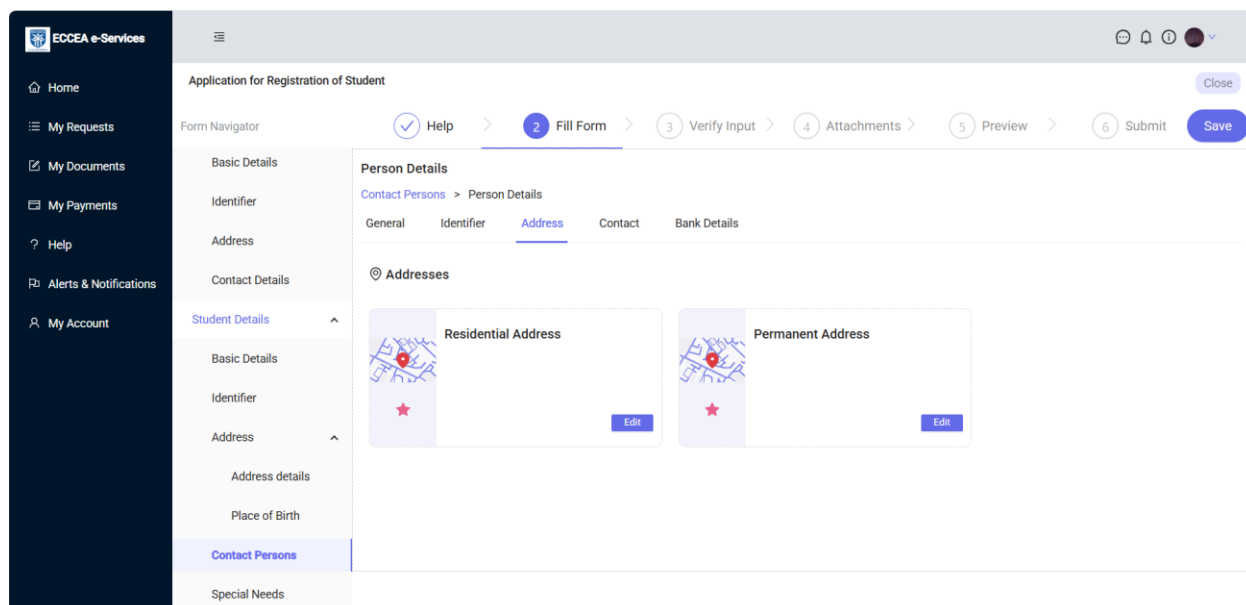
- Provide identifier information such as National Identity Card (NIC) or Passport Number.
- For foreigners, the Passport Number must be entered.
- Click Add to input details for each identifier.



The screenshot shows the 'Application for Registration of Student' form, specifically the 'Identifier Details' section. The left sidebar is the same as in the previous screenshot. The main content area shows the 'Identifier' tab selected under 'Contact Persons'. The 'Identifier Details' section contains two input areas: 'National Identity Card' and 'Passport Number'. Each area has an 'Add' button. A note at the bottom states: 'Required information: If foreigner please provide Passport Number.'

8.2.4.3 Address

- Capture the Residential Address and Permanent Address of the contact person.
- Use the Edit button to enter or modify each address.



Application for Registration of Student

Form Navigator: Help > **2 Fill Form** > 3 Verify Input > 4 Attachments > 5 Preview > 6 Submit > Save

Person Details: Contact Persons > Person Details

General Identifier **Address** Contact Bank Details

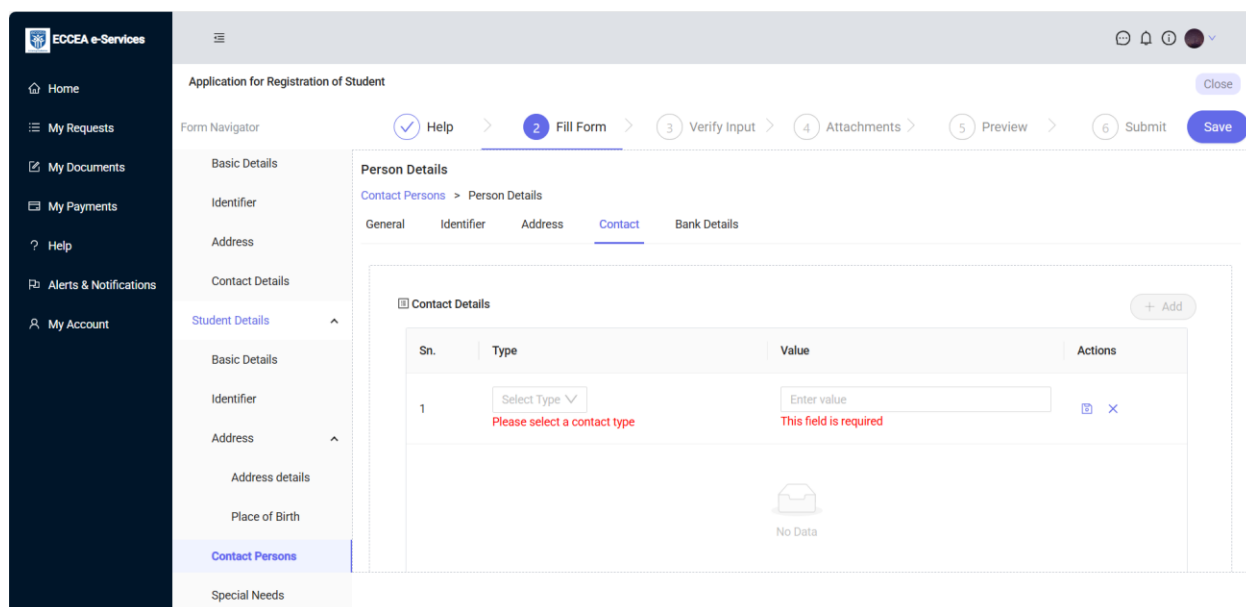
Addresses

Residential Address [Edit]

Permanent Address [Edit]

8.2.4.4 Contact

- Add the contact information of the person by selecting the type (e.g., Phone Number, Email Address, Office No., Mobile No., Fax, Website).
- Enter the corresponding value in the provided field.
- Multiple contact types can be added by clicking the + Add button.



Application for Registration of Student

Form Navigator: Help > **2 Fill Form** > 3 Verify Input > 4 Attachments > 5 Preview > 6 Submit > Save

Person Details: Contact Persons > Person Details

General Identifier Address **Contact** Bank Details

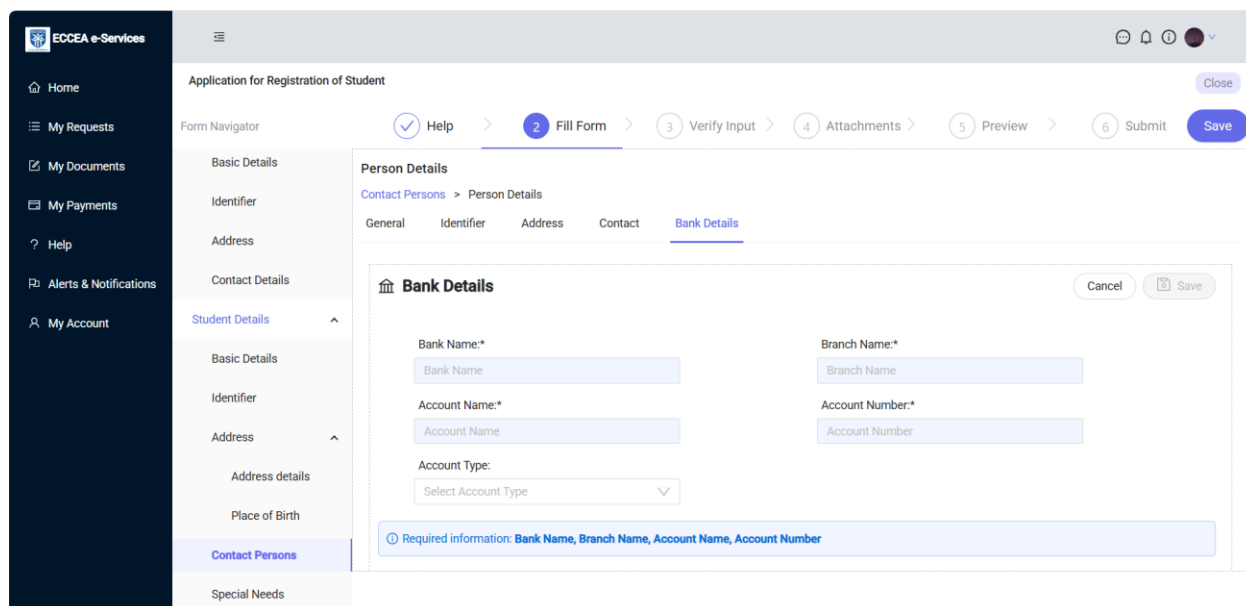
Contact Details

Sn.	Type	Value	Actions
1	Select Type Please select a contact type	Enter value This field is required	[Add] [X]

No Data

8.2.4.5 Bank Details

- Provide the banking information of the contact person including Bank Name, Branch Name, Account Name, Account Number, and Account Type.
- All bank details are mandatory and must be completed before saving.

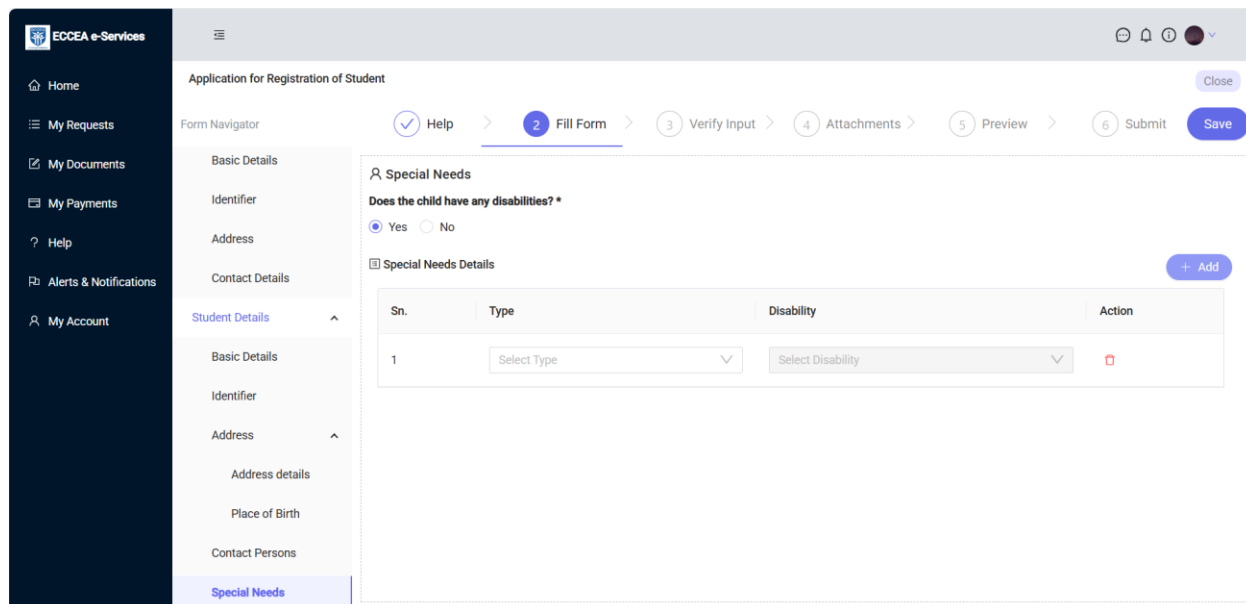


The screenshot shows the 'Application for Registration of Student' form in the ECCEA e-Services portal. The form is currently on the 'Bank Details' step, which is part of the 'Person Details' section. The 'Form Navigator' on the left lists various sections: Basic Details, Identifier, Address, Contact Details, Student Details, and Special Needs. The 'Person Details' section includes tabs for General, Identifier, Address, Contact, and Bank Details. The 'Bank Details' tab is active, showing fields for Bank Name, Branch Name, Account Name, Account Number, and Account Type. A 'Required information' banner at the bottom of the form indicates that Bank Name, Branch Name, Account Name, and Account Number are mandatory fields. The form also includes a 'Cancel' button and a 'Save' button.

8.2.5 Special Needs

This section allows you to indicate whether the child has any disabilities.

- Select Yes or No to indicate if the child has any disabilities.
- If Yes is selected, enter the Type and specify the Disability.
- Use the + Add button to include multiple special needs details if required.
- Use the Delete icon under the Action column to remove an entry.

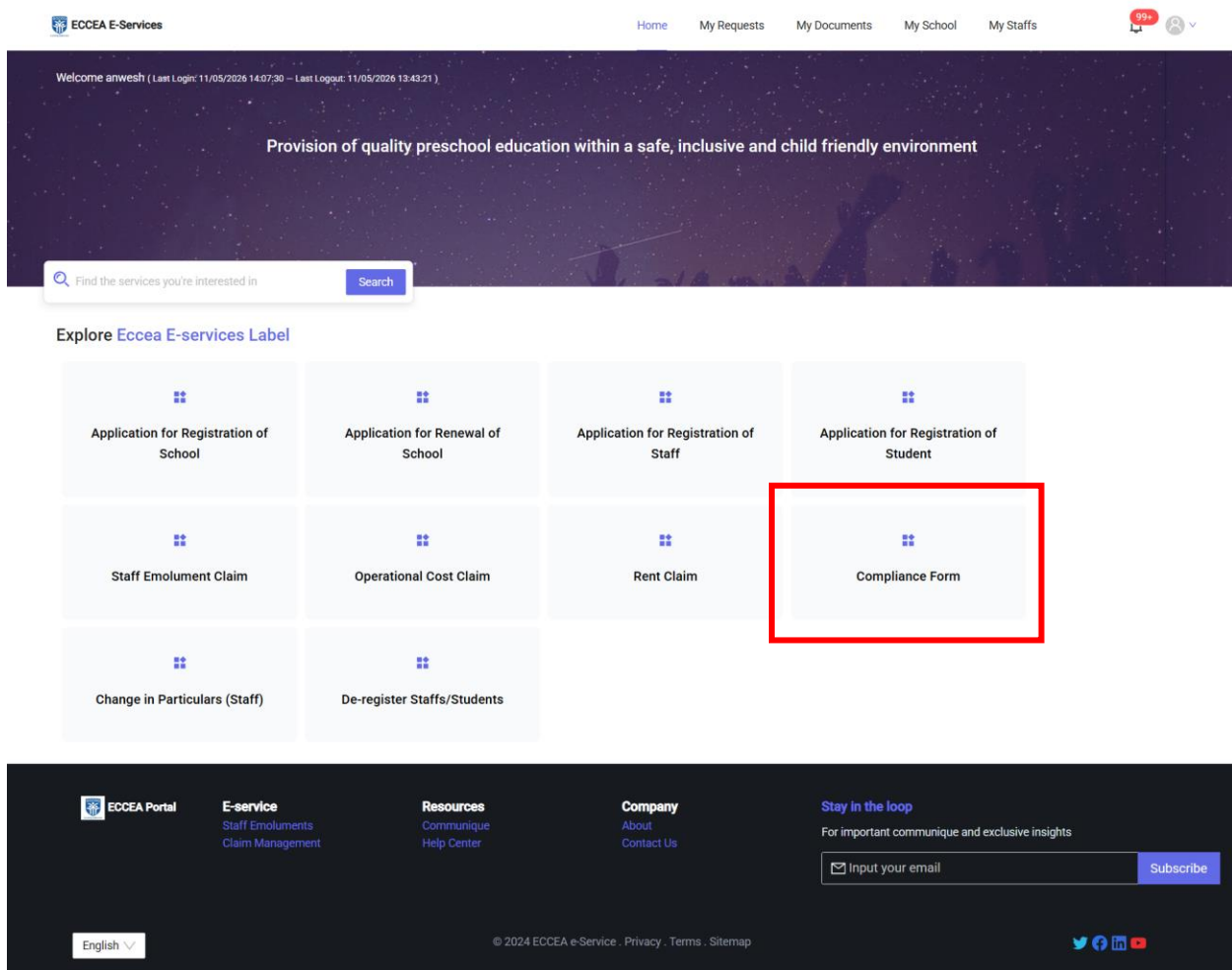


The screenshot shows the 'Application for Registration of Student' form in the ECCEA e-Services system. The 'Special Needs' section is active, showing a form with a question 'Does the child have any disabilities? *' with radio buttons for 'Yes' (selected) and 'No'. Below this is a table for 'Special Needs Details' with columns for Sn., Type, Disability, and Action. The table contains one entry with Sn. 1, Type 'Select Type', and Disability 'Select Disability'. There is an '+ Add' button to the right of the table and a delete icon in the Action column.

Sn.	Type	Disability	Action
1	Select Type	Select Disability	

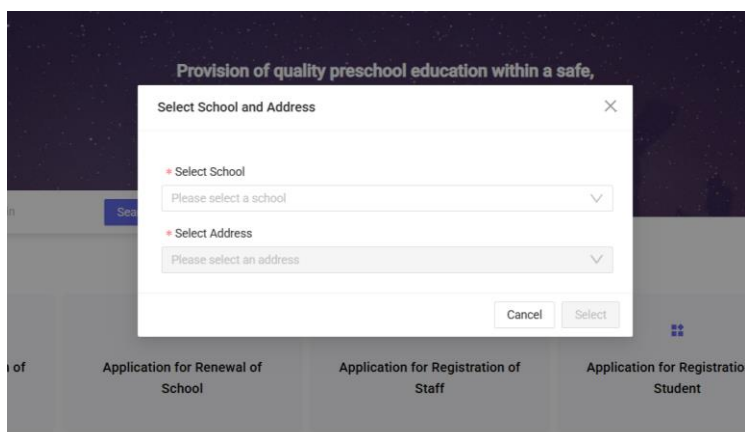
9. Compliance Form

Click on **Compliance Form** tile.



The screenshot shows the ECCEA E-Services portal interface. At the top, there is a navigation bar with links: Home, My Requests, My Documents, My School, and My Staffs. A user profile icon with a notification badge (99+) is on the right. Below the navigation bar, a welcome message reads: "Welcome anwesh (Last Login: 11/05/2026 14:07:30 - Last Logout: 11/05/2026 13:43:21)". The main header states: "Provision of quality preschool education within a safe, inclusive and child friendly environment". A search bar is present with the text "Find the services you're interested in" and a "Search" button. Below the search bar, the section "Explore Eccea E-services Label" displays a grid of service tiles. The tiles are: Application for Registration of School, Application for Renewal of School, Application for Registration of Staff, Application for Registration of Student, Staff Emolument Claim, Operational Cost Claim, Rent Claim, and Compliance Form. The "Compliance Form" tile is highlighted with a red rectangular border. At the bottom, there is a footer with links: ECCEA Portal, E-service (Staff Emoluments, Claim Management), Resources (Communicate, Help Center), Company (About, Contact Us), and a "Stay in the loop" section with an email input field and a "Subscribe" button. The footer also includes a language selector (English), copyright information (© 2024 ECCEA e-Service . Privacy . Terms . Sitemap), and social media icons.

The system will prompt user to select **School** and **Address**. After selecting the school and address, click on **"Select"** button to proceed.



The screenshot shows a modal form titled "Select School and Address" with a close button (X) in the top right corner. The form contains two sections: "Select School" and "Select Address". Each section has a dropdown menu with the placeholder text "Please select a school" and "Please select an address" respectively. At the bottom of the form, there are two buttons: "Cancel" and "Select". The background of the page is dimmed, showing the same service tiles as the previous screenshot.

Below form will be displayed and will have different sections such as:

- School Details
- Building Particulars
- Amenities
- Learning Environment
- Playground Area
- Children with Special Needs
- Facilities for Special Needs
- Classroom Particulars
- Regulatory Records

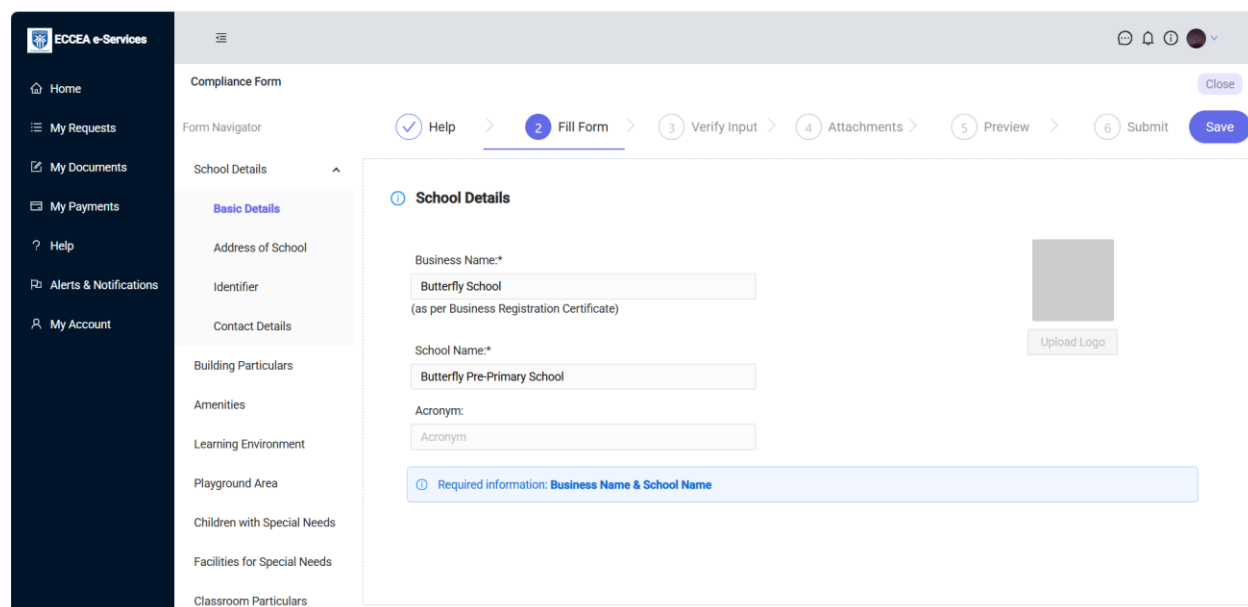
9.1 School Details

School Details will be further broken down in several categories:

- Basic Details
- Identifier
- Address
- Contact Details

9.1.1 Basic Details

This screen displays the **basic details** of the school. The information shown is **prepopulated** with data previously submitted to ECCEA during the school creation process and is **non-editable**.



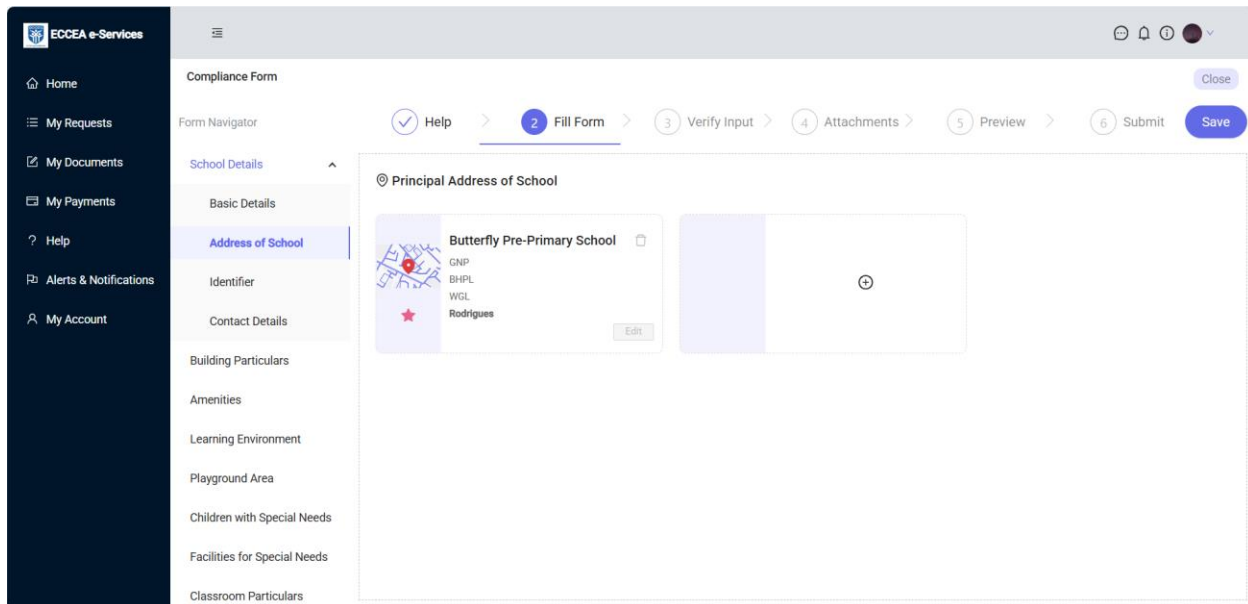
The screenshot shows the ECCEA e-Services interface. On the left is a dark blue sidebar with navigation links: Home, My Requests, My Documents, My Payments, Help, Alerts & Notifications, and My Account. The main content area is titled 'Compliance Form' and has a 'Form Navigator' at the top with steps: 1. Help, 2. Fill Form (active), 3. Verify Input, 4. Attachments, 5. Preview, 6. Submit. A 'Close' button is in the top right. The 'School Details' section is expanded, showing a list of categories: Basic Details (selected), Address of School, Identifier, Contact Details, Building Particulars, Amenities, Learning Environment, Playground Area, Children with Special Needs, Facilities for Special Needs, and Classroom Particulars. The 'Basic Details' form contains the following fields:

- Business Name:*** (text input): Butterfly School (as per Business Registration Certificate)
- School Name:*** (text input): Butterfly Pre-Primary School
- Acronym:** (text input): Acronym

Below the form fields is a blue box with the message: **Required information: Business Name & School Name**. An 'Upload Logo' button is located to the right of the 'School Name' field.

9.1.2 Address of School

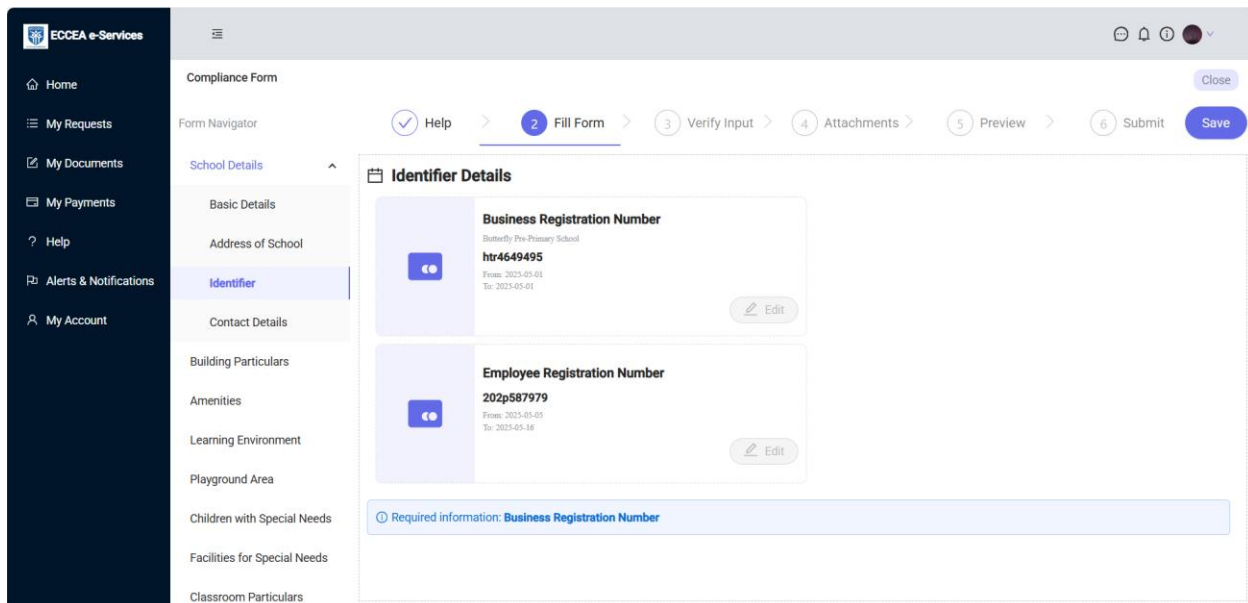
Below screen displays the **Address(es)** of the school. These details will be prepopulated and remain non-editable.



The screenshot shows the 'ECCEA e-Services' interface. On the left is a dark sidebar with navigation links: Home, My Requests, My Documents, My Payments, Help, Alerts & Notifications, and My Account. The main content area is titled 'Compliance Form' and includes a 'Form Navigator' with steps: Help, Fill Form (active), Verify Input, Attachments, Preview, and Submit. A 'Close' button is in the top right. Below the navigator, the 'School Details' section is expanded, showing 'Basic Details', 'Address of School' (selected), Identifier, Contact Details, Building Particulars, Amenities, Learning Environment, Playground Area, Children with Special Needs, Facilities for Special Needs, and Classroom Particulars. The 'Address of School' section is titled 'Principal Address of School' and contains a map of 'Butterfly Pre-Primary School' with address details: GNP, BHPL, WGL, Rodrigues. An 'Edit' button is next to the address. A large empty box with a plus icon is also present.

9.1.3 Identifier

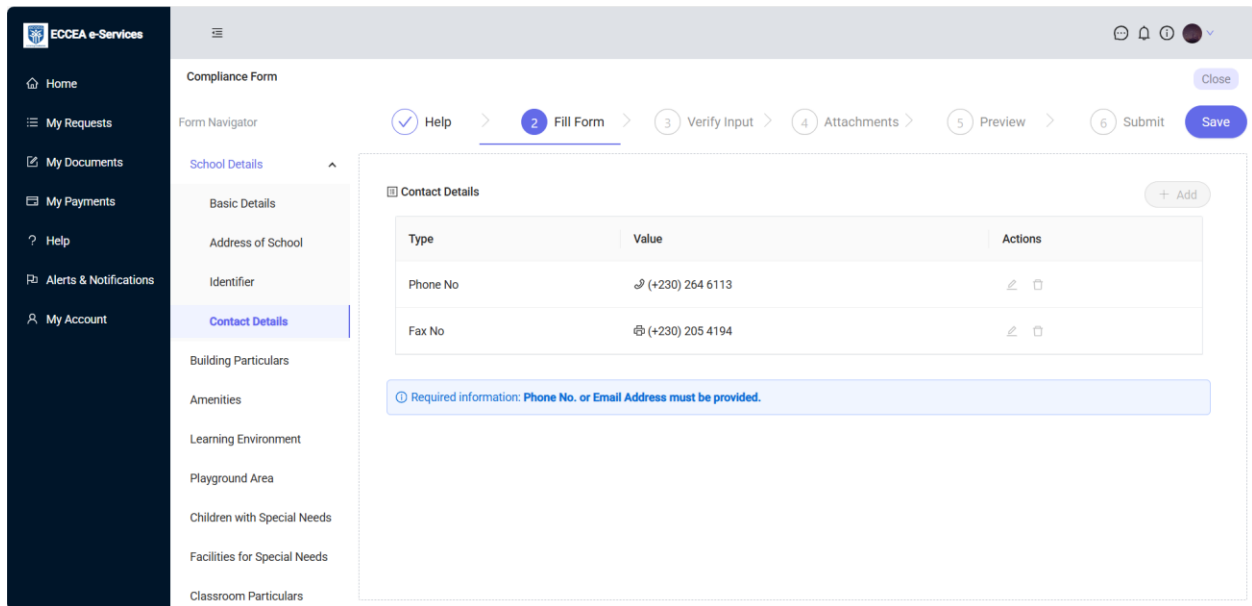
Below screen displays the **Identifiers** of the school. These details will be prepopulated and remain non-editable.



The screenshot shows the 'ECCEA e-Services' interface with the 'Identifier' section selected in the 'School Details' sidebar. The 'Form Navigator' remains the same. The 'Identifier Details' section contains two entries: 'Business Registration Number' (htr4649495, valid from 2023-05-01 to 2023-05-01) and 'Employee Registration Number' (202p587979, valid from 2023-05-10 to 2023-05-10). Each entry has an 'Edit' button. A blue banner at the bottom states 'Required information: Business Registration Number'.

9.1.4 Contact Details

Below screen displays the **Contact Details** of the school. These details will be prepopulated and remain non-editable.



The screenshot shows the 'ECCEA e-Services' interface. On the left is a dark sidebar with navigation links: Home, My Requests, My Documents, My Payments, Help, Alerts & Notifications, and My Account. The main content area is titled 'Compliance Form' and includes a 'Form Navigator' on the left with categories like Basic Details, Address of School, Identifier, **Contact Details** (selected), Building Particulars, Amenities, Learning Environment, Playground Area, Children with Special Needs, Facilities for Special Needs, and Classroom Particulars. At the top of the main area is a progress bar with steps: 1 Help, 2 Fill Form (active), 3 Verify Input, 4 Attachments, 5 Preview, 6 Submit, and a Save button. The 'Contact Details' section contains a table with the following data:

Type	Value	Actions
Phone No	+230) 264 6113	 
Fax No	+230) 205 4194	 

Below the table is a blue informational banner that reads: 'Required information: Phone No. or Email Address must be provided.' There is also an '+ Add' button in the top right corner of the table area.

9.2 Building Particulars

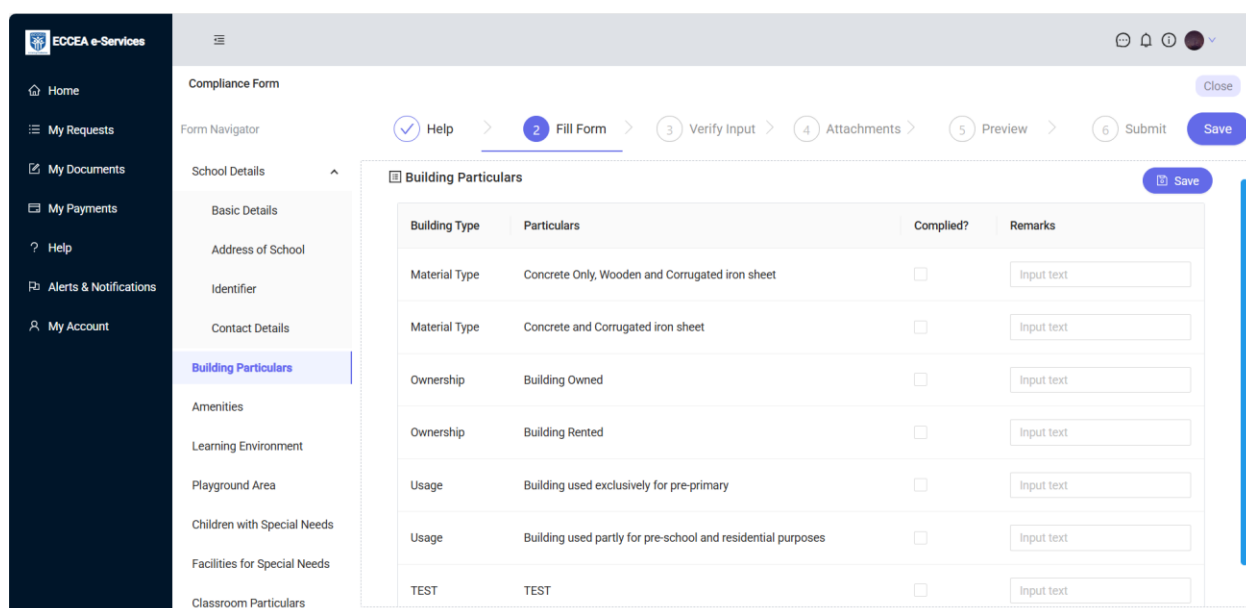
This section captures details about the school building.

Different **Building Types** and **Particulars** (e.g., Material Type, Ownership, Usage) are listed.

For each entry, select the checkbox under **Complied?** if the condition is met.

Enter additional comments or explanations in the **Remarks** field.

Click on **Save** to record the details before moving to the next section.



The screenshot shows the ECCEA e-Services interface. On the left is a dark sidebar with navigation links: Home, My Requests, My Documents, My Payments, Help, Alerts & Notifications, and My Account. The main content area is titled 'Compliance Form' and includes a 'Form Navigator' with steps: 1. Help, 2. Fill Form (active), 3. Verify Input, 4. Attachments, 5. Preview, and 6. Submit. A 'Close' button is in the top right. Below the navigator is a 'School Details' section with a list of categories: Basic Details, Address of School, Identifier, Contact Details, Building Particulars (selected), Amenities, Learning Environment, Playground Area, Children with Special Needs, Facilities for Special Needs, and Classroom Particulars. The 'Building Particulars' section contains a table with the following data:

Building Type	Particulars	Complied?	Remarks
Material Type	Concrete Only, Wooden and Corrugated iron sheet	☐	Input text
Material Type	Concrete and Corrugated iron sheet	☐	Input text
Ownership	Building Owned	☐	Input text
Ownership	Building Rented	☐	Input text
Usage	Building used exclusively for pre-primary	☐	Input text
Usage	Building used partly for pre-school and residential purposes	☐	Input text
TEST	TEST	☐	Input text

A 'Save' button is located at the bottom right of the table.

9.3 Amenities

This section records the availability of amenities in the school.

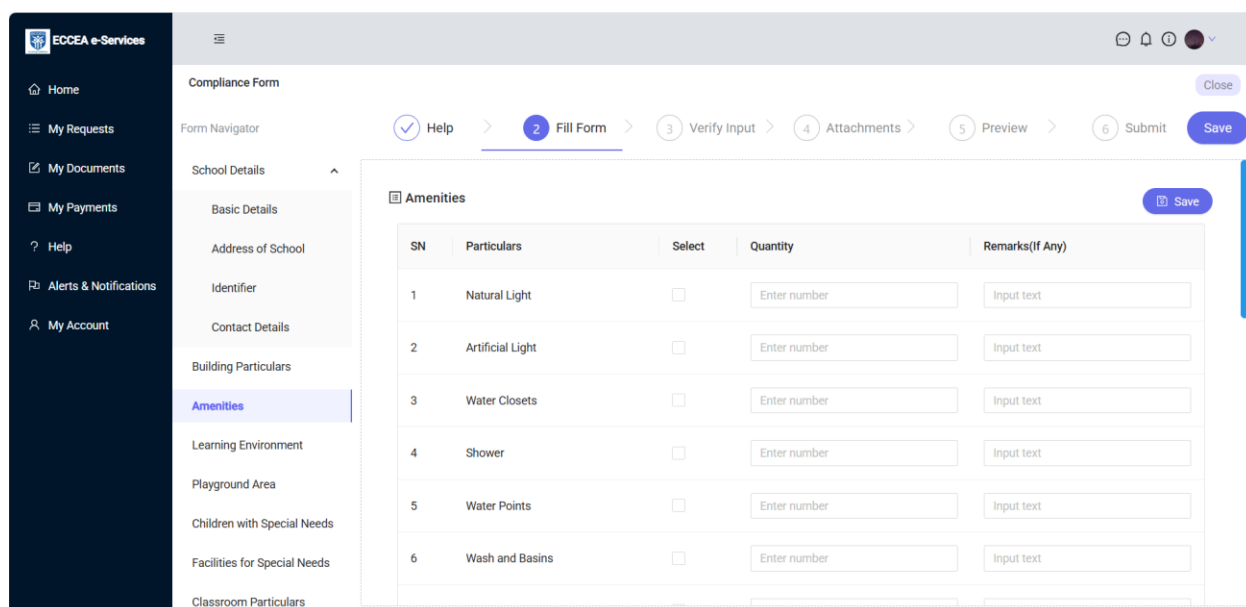
Each amenity (e.g., Natural Light, Artificial Light, Water Closets, Shower, Water Points, Wash and Basins) is listed under **Particulars**.

Tick the checkbox under **Select** if the amenity is available.

Enter the **Quantity** for each amenity in the provided field.

Use the **Remarks (If Any)** field to provide additional details or clarifications.

Click **Save** to store the entered information before proceeding.



The screenshot displays the ECCEA e-Services interface. On the left is a dark sidebar with navigation links: Home, My Requests, My Documents, My Payments, Help, Alerts & Notifications, and My Account. The main content area is titled 'Compliance Form' and includes a 'Form Navigator' with steps: Help, Fill Form (active), Verify Input, Attachments, Preview, and Submit. A 'Close' button is in the top right. Below the navigator, the 'School Details' section is expanded, showing 'Basic Details' (Address of School, Identifier, Contact Details), 'Building Particulars' (Amenities, Learning Environment, Playground Area, Children with Special Needs, Facilities for Special Needs), and 'Classroom Particulars'. The 'Amenities' section is highlighted and contains a table with the following structure:

SN	Particulars	Select	Quantity	Remarks(If Any)
1	Natural Light	☐	Enter number	Input text
2	Artificial Light	☐	Enter number	Input text
3	Water Closets	☐	Enter number	Input text
4	Shower	☐	Enter number	Input text
5	Water Points	☐	Enter number	Input text
6	Wash and Basins	☐	Enter number	Input text

A 'Save' button is located at the top right of the Amenities section.

9.4 Learning Environment

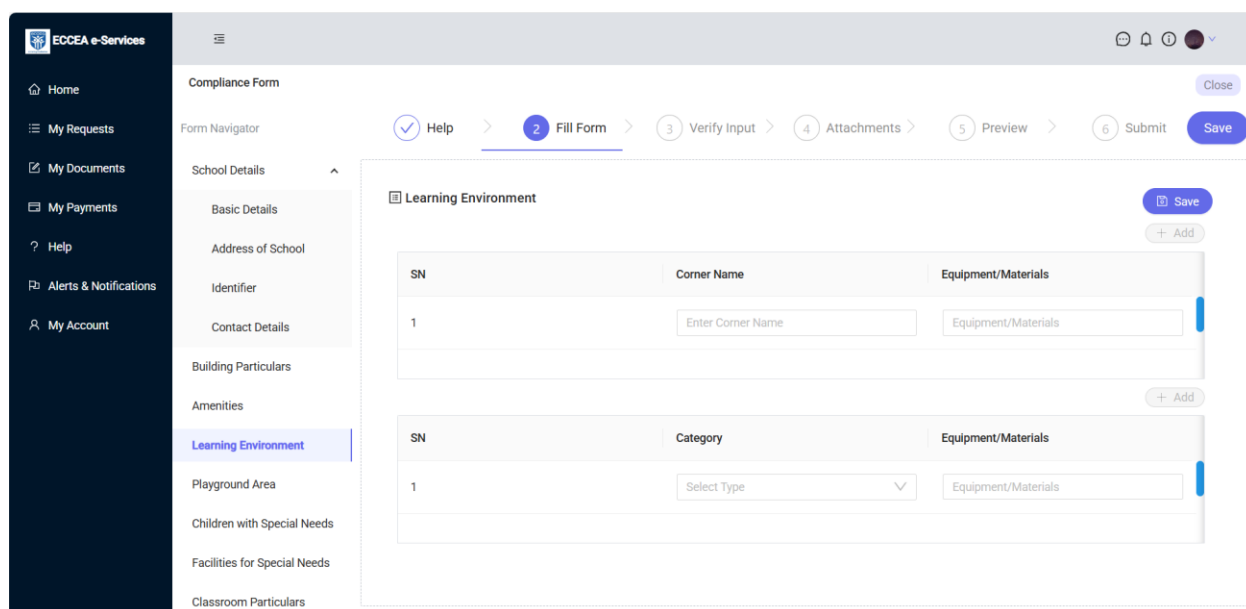
This section is used to provide details about the school's learning environment.

Enter the **Corner Name** (e.g., Reading Corner, Play Area) and specify the **Equipment/Materials** available.

Under **Category**, select the type (e.g., Educational, Recreational) and list the corresponding **Equipment/Materials**.

Use the **+ Add** button to include additional entries for corners or categories as required.

Click **Save** to store the information before moving to the next section.



The screenshot shows the ECCEA e-Services Compliance Form. The left sidebar contains navigation links: Home, My Requests, My Documents, My Payments, Help, Alerts & Notifications, and My Account. The main content area is titled 'Compliance Form' and includes a 'Form Navigator' with steps: Help, Fill Form (active), Verify Input, Attachments, Preview, Submit, and Save. The 'Learning Environment' section is expanded, showing two tables for data entry.

Learning Environment Section:

- Table 1 (Corners):**

SN	Corner Name	Equipment/Materials
1	Enter Corner Name	Equipment/Materials
- Table 2 (Categories):**

SN	Category	Equipment/Materials
1	Select Type	Equipment/Materials

Buttons for '+ Add' and 'Save' are present for each table.

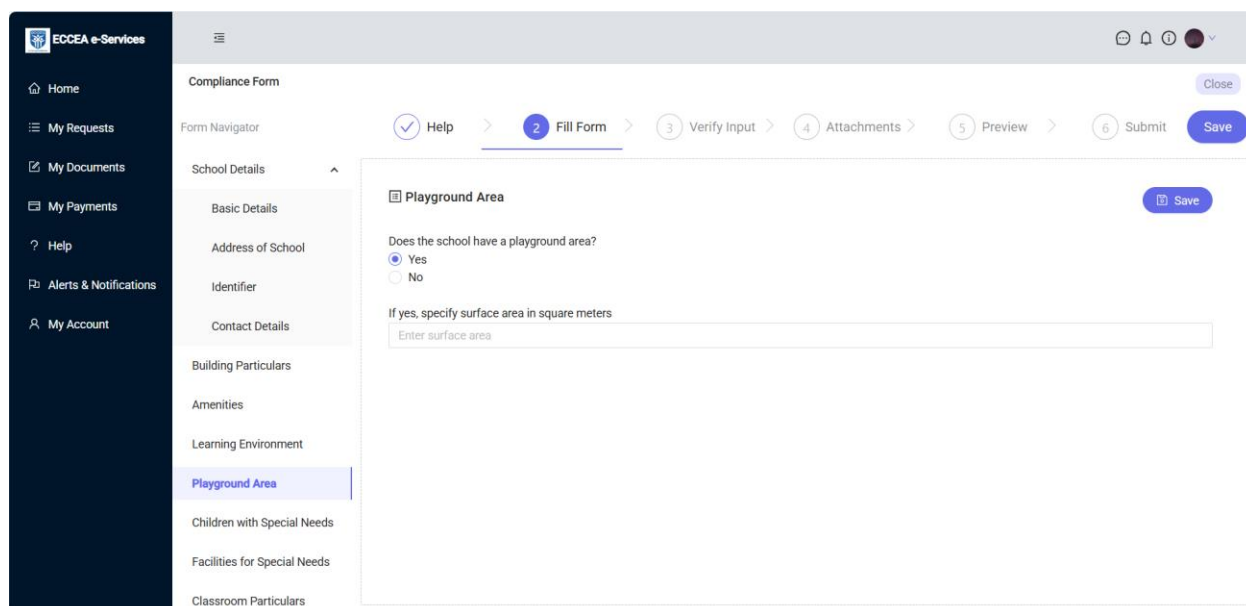
9.5 Playground Area

This section captures information about the availability of a playground in the school.

Select **Yes** if the school has a playground or **No** if it does not.

If **Yes** is selected, enter the **surface area in square meters** in the provided field.

Click **Save** to record the details before proceeding to the next section.

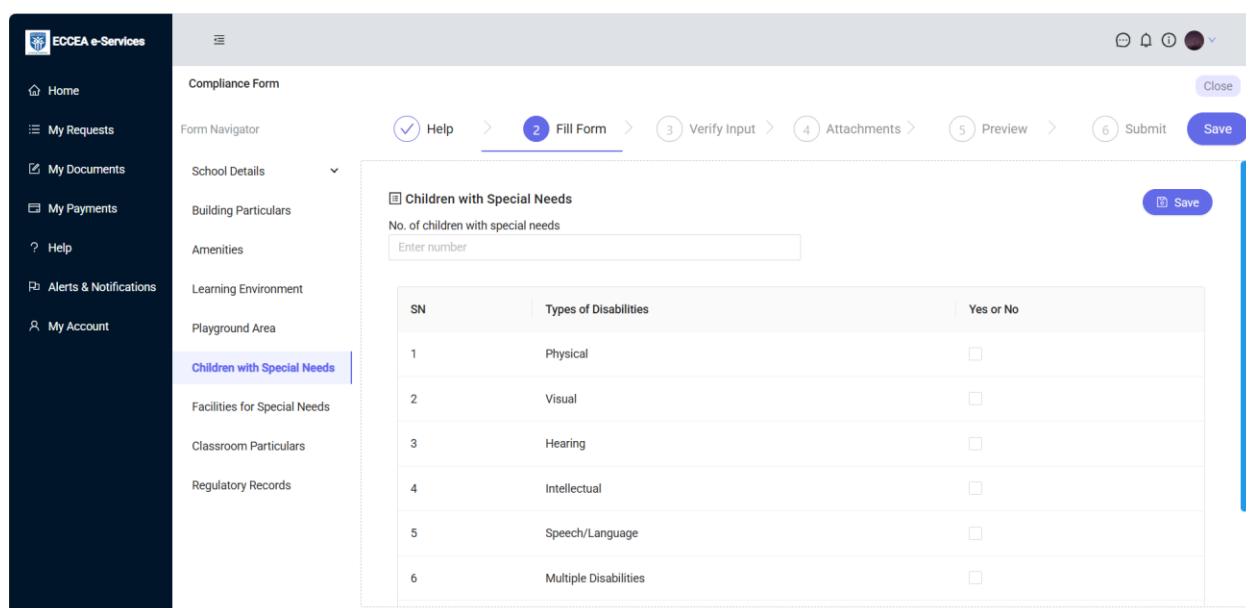


The screenshot shows the 'ECCEA e-Services' interface. On the left is a dark sidebar with navigation links: Home, My Requests, My Documents, My Payments, Help, Alerts & Notifications, and My Account. The main content area is titled 'Compliance Form' and includes a 'Form Navigator' with steps: 1. Help, 2. Fill Form (active), 3. Verify Input, 4. Attachments, 5. Preview, and 6. Submit. A 'Close' button is in the top right. Below the navigator is a 'School Details' section with a list of categories: Basic Details, Address of School, Identifier, Contact Details, Building Particulars, Amenities, Learning Environment, **Playground Area** (highlighted), Children with Special Needs, Facilities for Special Needs, and Classroom Particulars. The 'Playground Area' section contains the question 'Does the school have a playground area?' with radio buttons for 'Yes' (selected) and 'No'. Below this is a text input field labeled 'Enter surface area' with the prompt 'If yes, specify surface area in square meters'. A 'Save' button is located in the top right corner of the form area.

9.6 Children with Special Needs

This section is used to record information about students with disabilities enrolled in the school.

- At the top of the screen, enter the **total number of children with special needs** in the provided field.
- Review the list of disability categories, which includes Physical, Visual, Hearing, Intellectual, Speech/Language, and Multiple Disabilities.
- For each disability type, select **Yes** if such cases exist in your school or **No** if none are applicable.
- The information must be carefully verified, as it forms part of the school's compliance records.
- Once all selections are made, click on the **Save** button to confirm and store the details.



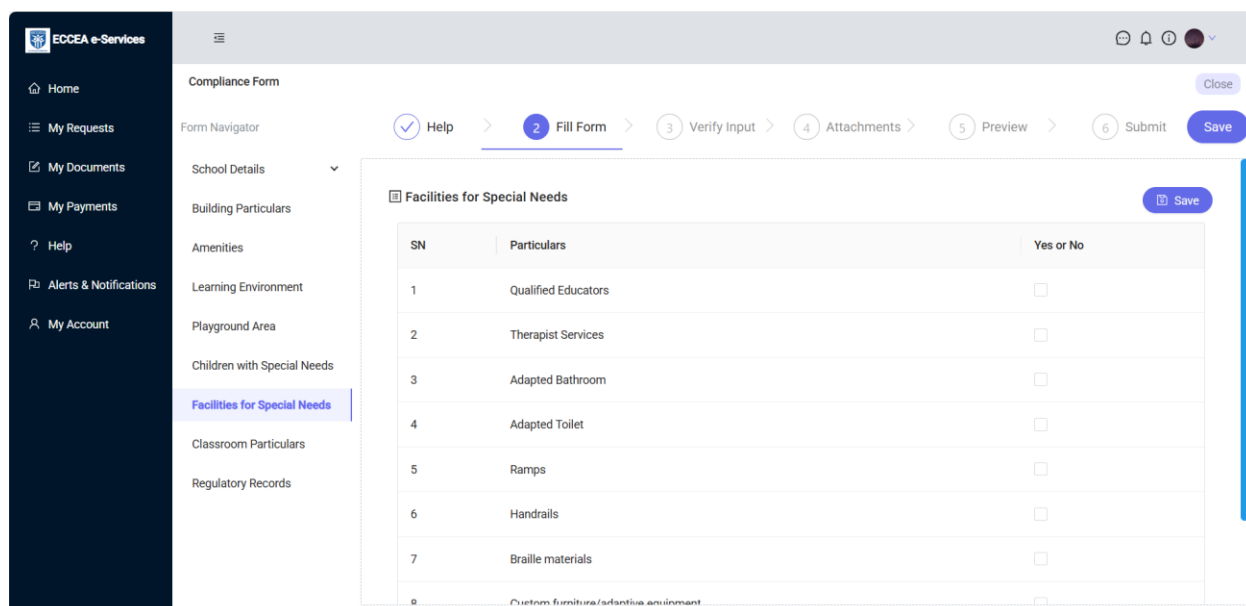
The screenshot shows the 'Compliance Form' interface for 'Children with Special Needs'. The left sidebar contains navigation links: Home, My Requests, My Documents, My Payments, Help, Alerts & Notifications, and My Account. The main content area has a 'Form Navigator' with steps: Help, Fill Form (active), Verify Input, Attachments, Preview, and Submit. Below the navigator, the 'Form Navigator' lists various sections: School Details, Building Particulars, Amenities, Learning Environment, Playground Area, **Children with Special Needs** (highlighted), Facilities for Special Needs, Classroom Particulars, and Regulatory Records. The 'Children with Special Needs' section includes a 'No. of children with special needs' input field with a placeholder 'Enter number'. Below this is a table with three columns: SN, Types of Disabilities, and Yes or No. The table lists six categories: Physical, Visual, Hearing, Intellectual, Speech/Language, and Multiple Disabilities, each with a corresponding 'Yes or No' checkbox.

SN	Types of Disabilities	Yes or No
1	Physical	☐
2	Visual	☐
3	Hearing	☐
4	Intellectual	☐
5	Speech/Language	☐
6	Multiple Disabilities	☐

9.7 Facilities for Special Needs

This screen is designed to capture whether your school has the necessary infrastructure and resources to support children with special needs.

- Review the list of facilities displayed, such as Qualified Educators, Therapist Services, Adapted Bathrooms and Toilets, Ramps, Handrails, and Braille materials.
- For each facility, indicate **Yes** if available in your school or **No** if not.
- If applicable, provide additional comments in the remarks section to describe specific arrangements (for example, “1 adapted toilet available in Block A”).
- Ensure all entries are accurate as this directly impacts compliance with regulatory standards.
- Finally, click the **Save** button to record the information.



ECCEA e-Services

Compliance Form

Form Navigator

Help > 2 Fill Form > 3 Verify Input > 4 Attachments > 5 Preview > 6 Submit > Save

School Details

Building Particulars

Amenities

Learning Environment

Playground Area

Children with Special Needs

Facilities for Special Needs

Classroom Particulars

Regulatory Records

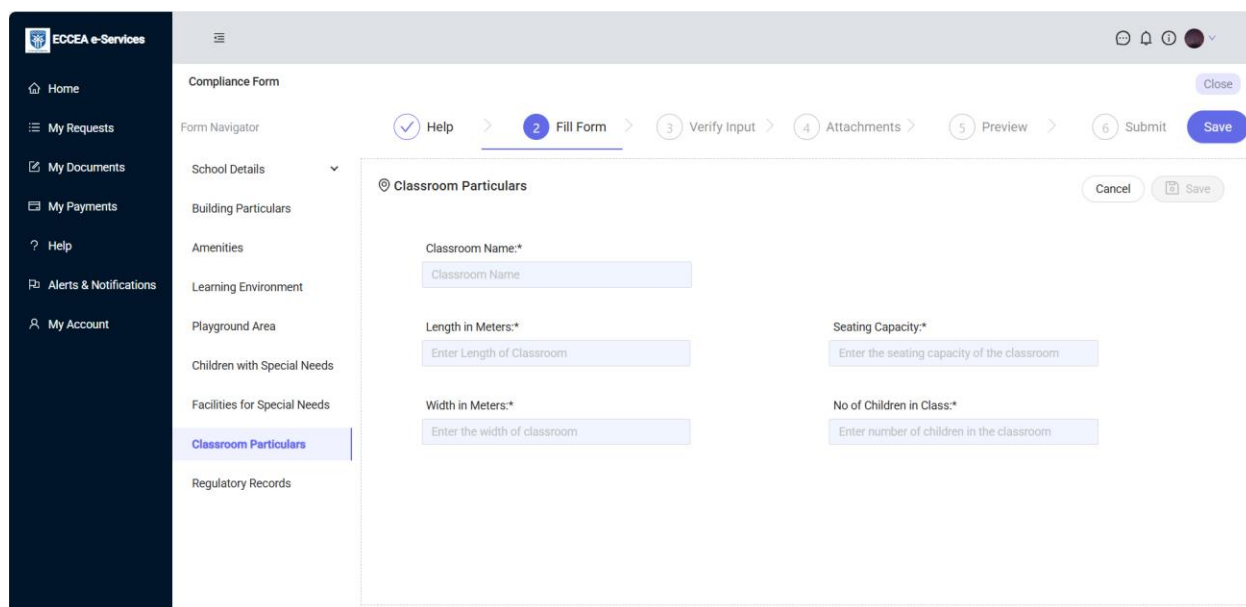
Save

SN	Particulars	Yes or No
1	Qualified Educators	☐
2	Therapist Services	☐
3	Adapted Bathroom	☐
4	Adapted Toilet	☐
5	Ramps	☐
6	Handrails	☐
7	Braille materials	☐
8	Custom furniture/adaptative environment	☐

9.8 Classroom Particulars

This section is used to capture detailed information about each classroom in the school.

- Enter the **Classroom Name** to uniquely identify the classroom.
- Provide the **Length and Width (in meters)** of the classroom to indicate the physical dimensions.
- Enter the **Seating Capacity**, which refers to the maximum number of students that can be accommodated.
- Specify the **Number of Children currently in the Class** to reflect actual enrollment.
- All these fields are mandatory and must be filled accurately.
- Once the data is completed, click **Save** to add the classroom details into the system.



The screenshot shows the 'Classroom Particulars' form within the ECCEA e-Services interface. The form is titled 'Classroom Particulars' and is part of a 'Compliance Form'. It is currently in the 'Fill Form' step, indicated by a blue circle with the number 2. The form contains the following fields:

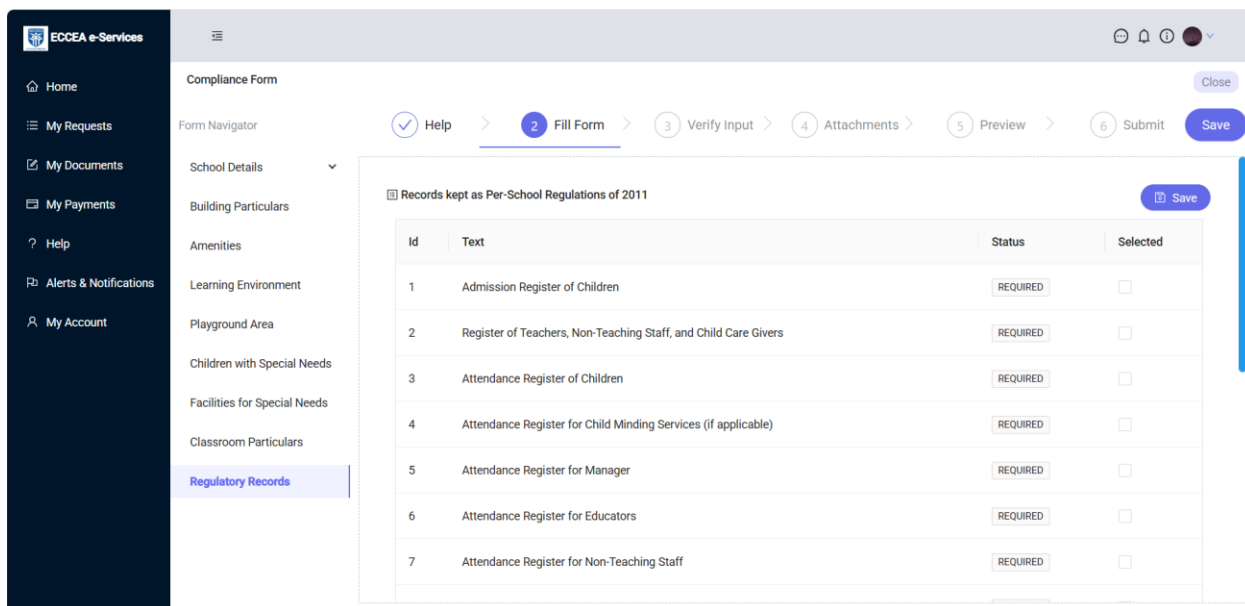
- Classroom Name:** A text input field with the placeholder 'Classroom Name'.
- Length in Meters:** A text input field with the placeholder 'Enter Length of Classroom'.
- Width in Meters:** A text input field with the placeholder 'Enter the width of classroom'.
- Seating Capacity:** A text input field with the placeholder 'Enter the seating capacity of the classroom'.
- No of Children in Class:** A text input field with the placeholder 'Enter number of children in the classroom'.

The form also includes a 'Cancel' button and a 'Save' button. The 'Form Navigator' on the left lists the following sections: School Details, Building Particulars, Amenities, Learning Environment, Playground Area, Children with Special Needs, Facilities for Special Needs, **Classroom Particulars** (highlighted), and Regulatory Records. The top navigation bar includes links for Home, My Requests, My Documents, My Payments, Help, Alerts & Notifications, and My Account. The top right corner has a 'Close' button and a user profile icon.

9.9 Regulatory Records

This section ensures that the school complies with the Pre-School Regulations of 2011 by maintaining the required records.

- Review the full list of records, which may include:
 - Admission Register of Children
 - Register of Teachers, Non-Teaching Staff, and Child Care Givers
 - Attendance Register for Children
 - Attendance Register for Child Minding Services (if applicable)
 - Attendance Register for Manager
 - Attendance Register for Educators
 - Attendance Register for Non-Teaching Staff
- For each record, check the **Status** column to verify whether it is marked as **Required**.
- Tick the **Selected** checkbox for each record that your school maintains.
- Ensure that all compulsory registers are accounted for before saving.
- Once verified, click the **Save** button to confirm the compliance details.

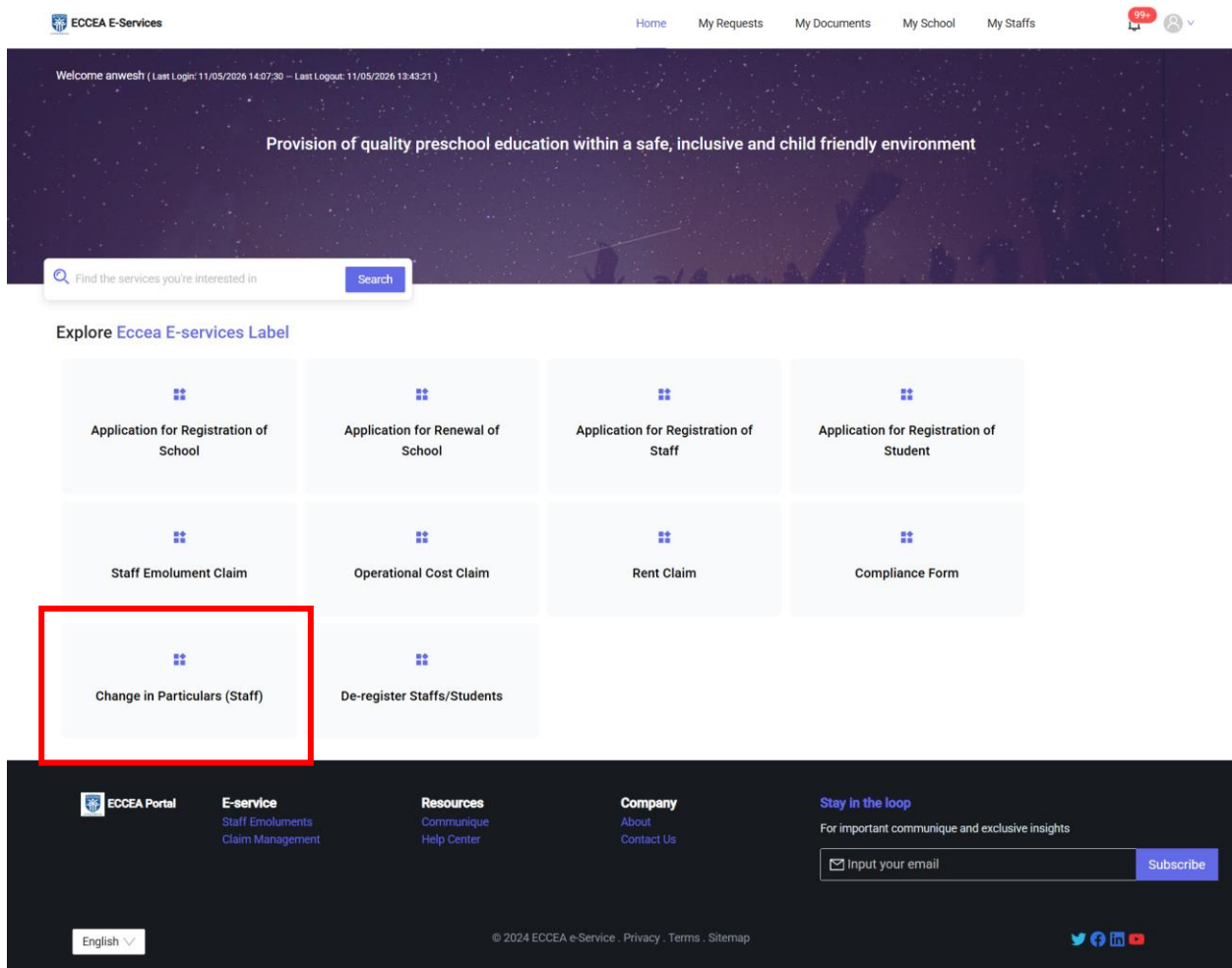


The screenshot displays the ECCEA e-Services interface. On the left is a dark blue sidebar with navigation links: Home, My Requests, My Documents, My Payments, Help, Alerts & Notifications, and My Account. The main content area is titled 'Compliance Form' and includes a 'Form Navigator' with steps: 1. Help, 2. Fill Form (active), 3. Verify Input, 4. Attachments, 5. Preview, and 6. Submit. A 'Close' button is in the top right. Below the navigator, a 'School Details' dropdown menu is open, showing categories like Building Particulars, Amenities, Learning Environment, Playground Area, Children with Special Needs, Facilities for Special Needs, Classroom Particulars, and 'Regulatory Records' (highlighted in blue). The 'Regulatory Records' section contains a table titled 'Records kept as Per-School Regulations of 2011' with a 'Save' button. The table has four columns: Id, Text, Status, and Selected. It lists seven records, all with a status of 'REQUIRED' and an unchecked 'Selected' checkbox.

Id	Text	Status	Selected
1	Admission Register of Children	REQUIRED	☐
2	Register of Teachers, Non-Teaching Staff, and Child Care Givers	REQUIRED	☐
3	Attendance Register of Children	REQUIRED	☐
4	Attendance Register for Child Minding Services (if applicable)	REQUIRED	☐
5	Attendance Register for Manager	REQUIRED	☐
6	Attendance Register for Educators	REQUIRED	☐
7	Attendance Register for Non-Teaching Staff	REQUIRED	☐

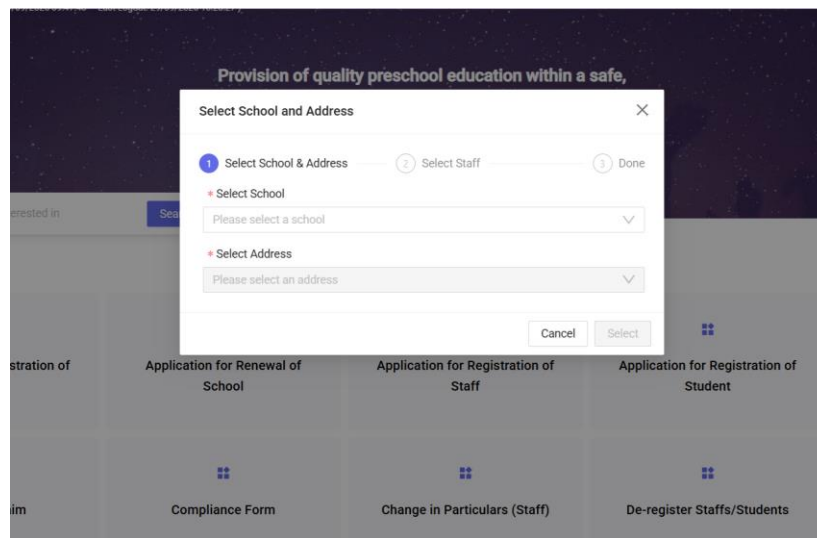
10. Change in Particulars of Staff

Click on **Change in Particulars (Staff)** tile.

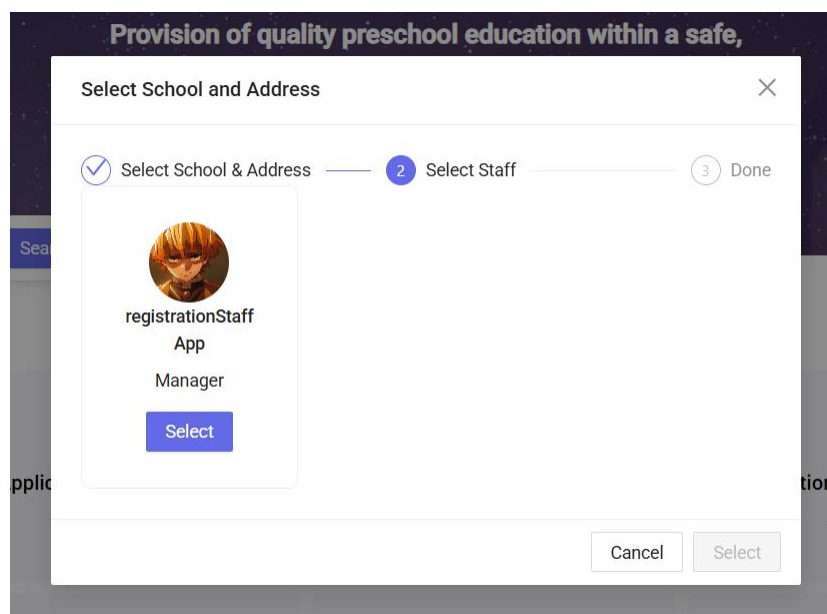


The screenshot shows the ECCEA E-Services portal interface. At the top, there is a navigation bar with links: Home, My Requests, My Documents, My School, and My Staffs. A user profile icon with a notification badge (99+) is on the right. Below the navigation bar, a banner displays the text: "Welcome anwesh (Last Login: 11/05/2026 14:07:30 - Last Logout: 11/05/2026 13:43:21)" and "Provision of quality preschool education within a safe, inclusive and child friendly environment". A search bar is present with the placeholder text "Find the services you're interested in" and a "Search" button. Below the search bar, the section "Explore Eccea E-services Label" features a grid of service tiles. The tile "Change in Particulars (Staff)" is highlighted with a red rectangular border. Other tiles include "Application for Registration of School", "Application for Renewal of School", "Application for Registration of Staff", "Application for Registration of Student", "Staff Emolument Claim", "Operational Cost Claim", "Rent Claim", "Compliance Form", and "De-register Staffs/Students". The footer contains sections for "ECCEA Portal", "E-service" (Staff Emoluments, Claim Management), "Resources" (Communicate, Help Center), "Company" (About, Contact Us), and a "Stay in the loop" section with an email subscription form. The footer also includes a language selector set to "English", copyright information "© 2024 ECCEA e-Service . Privacy . Terms . Sitemap", and social media icons for Twitter, Facebook, LinkedIn, and YouTube.

The system will prompt user to select **School** and **Address**. After selecting the school and address, click on **“Select”** button to proceed.



After selecting the **School** and **Address**, the system will prompt the user to **select a staff member** in order to edit the previously recorded details.



Once the staff member is selected, the system opens the **Application for Registration of Staff** form that was previously submitted.

- All the details in the form are available for editing.
- The sections **School Details** and **Identifier** remain non-editable.
- The user can review and update other information such as Basic Details, Address, Contact Details, Appointment Details, Job History, Qualifications, and Bank Account Details.


ECCEA e-Services

Home

My Requests

My Documents

My Payments

Help

Alerts & Notifications

My Account

Change in Particulars of Staff

Form Navigator

School Details

Staff Details

Basic Details

Identifier

Address

Contact Details

Appointment Details

Job History

Qualification-Grade Det...

Professional Qualificati...

Bank Account Details

Help

2 Fill Form

3 Verify Input

4 Attachments

5 Preview

6 Submit

Save

Close

1 School Details

Business Name:*

Butterfly School

(as per Business Registration Certificate)

School Name:*

Butterfly Pre-Primary School

Acronym:

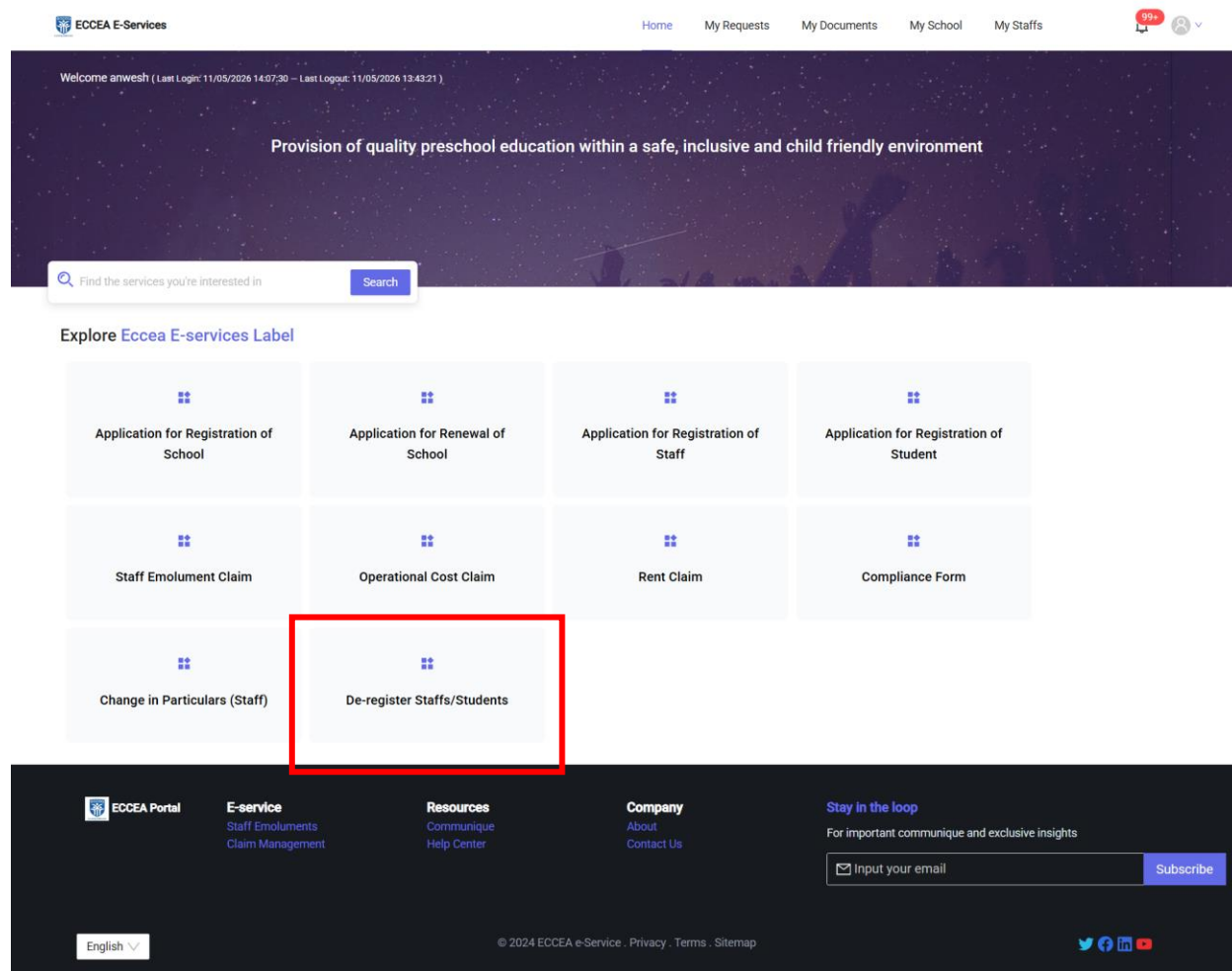
Acronym

Upload Logo

Required information: Business Name & School Name

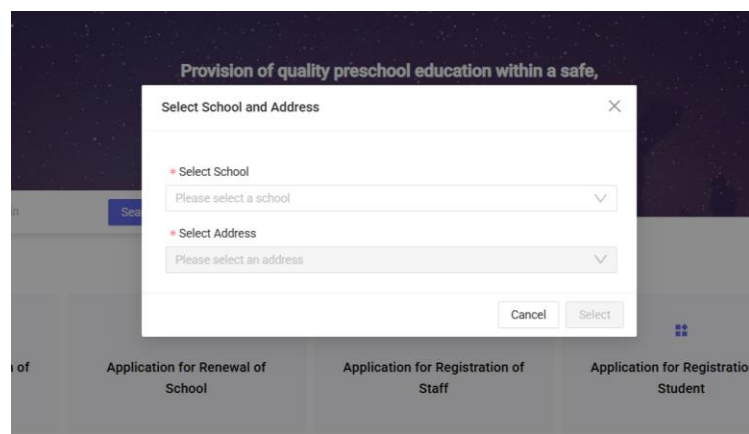
11. Deregister Staffs/Students

Click on **Deregister Staffs/Students** tile.



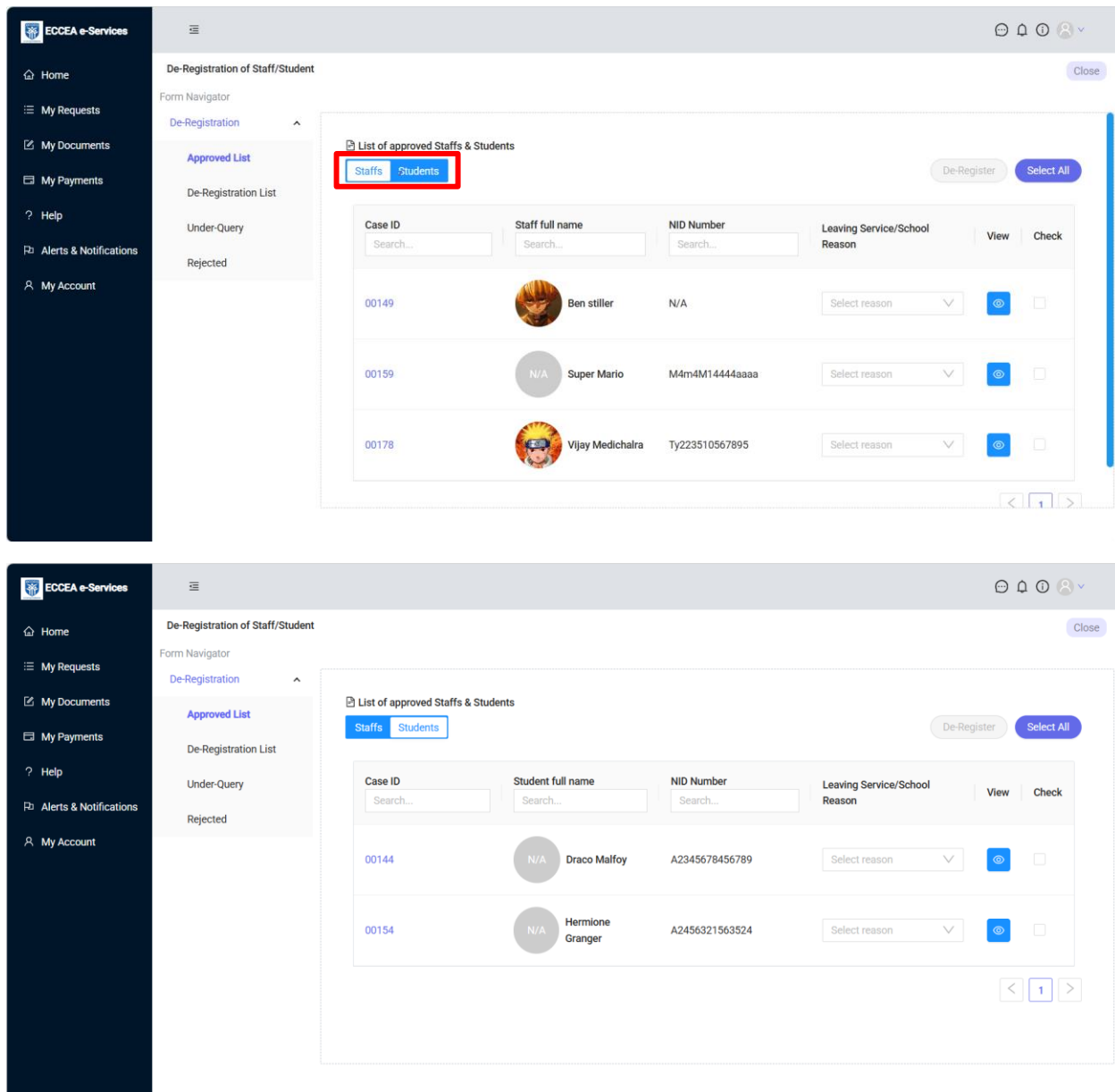
The screenshot shows the ECCEA E-Services portal interface. At the top, there is a navigation bar with links: Home, My Requests, My Documents, My School, and My Staffs. A user profile icon with a notification badge (99+) is on the right. Below the navigation bar, a banner displays the text: "Welcome anwesh (Last Login: 11/05/2026 14:07:30 - Last Logout: 11/05/2026 13:43:21)" and "Provision of quality preschool education within a safe, inclusive and child friendly environment". A search bar is present with the placeholder text "Find the services you're interested in" and a "Search" button. Below the search bar, the section "Explore Eccea E-services Label" contains a grid of service tiles. The tiles are: "Application for Registration of School", "Application for Renewal of School", "Application for Registration of Staff", "Application for Registration of Student", "Staff Emolument Claim", "Operational Cost Claim", "Rent Claim", "Compliance Form", "Change in Particulars (Staff)", and "De-register Staffs/Students". The "De-register Staffs/Students" tile is highlighted with a red rectangular border. At the bottom of the page, there is a footer with links for "ECCEA Portal", "E-service" (Staff Emoluments, Claim Management), "Resources" (Communicate, Help Center), "Company" (About, Contact Us), and a "Stay in the loop" section with an email input field and a "Subscribe" button. The footer also includes a language selector set to "English", copyright information "© 2024 ECCEA e-Service . Privacy . Terms . Sitemap", and social media icons for Twitter, Facebook, LinkedIn, and YouTube.

The system will prompt user to select **School** and **Address**. After selecting the school and address, click on **"Select"** button to proceed.



The screenshot shows a modal form titled "Select School and Address" with a close button (X) in the top right corner. The form contains two sections: "Select School" and "Select Address". Each section has a dropdown menu with the placeholder text "Please select a school" and "Please select an address" respectively. At the bottom of the form, there are two buttons: "Cancel" and "Select". The background of the page is dimmed, showing the same service tiles as the previous screenshot.

The List of Approved staff and Student will be displayed



De-Registration of Staff/Student - Staffs Tab

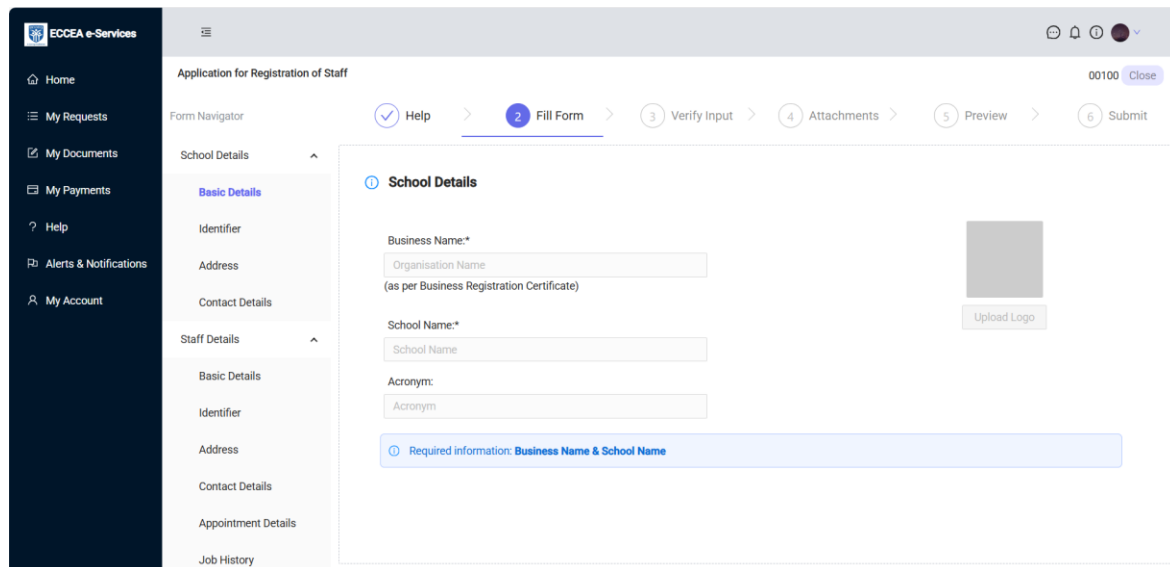
Case ID	Staff full name	NID Number	Leaving Service/School Reason	View	Check
00149	Ben stiller	N/A	Select reason		☐
00159	Super Mario	M4m4M14444aaaa	Select reason		☐
00178	Vijay Medichalra	Ty223510567895	Select reason		☐

De-Registration of Staff/Student - Students Tab

Case ID	Student full name	NID Number	Leaving Service/School Reason	View	Check
00144	Draco Malfoy	A2345678456789	Select reason		☐
00154	Hermione Granger	A2456321563524	Select reason		☐

User can use search box to search for a staff/Student by entering the Case ID, Full Name, or NID Number.

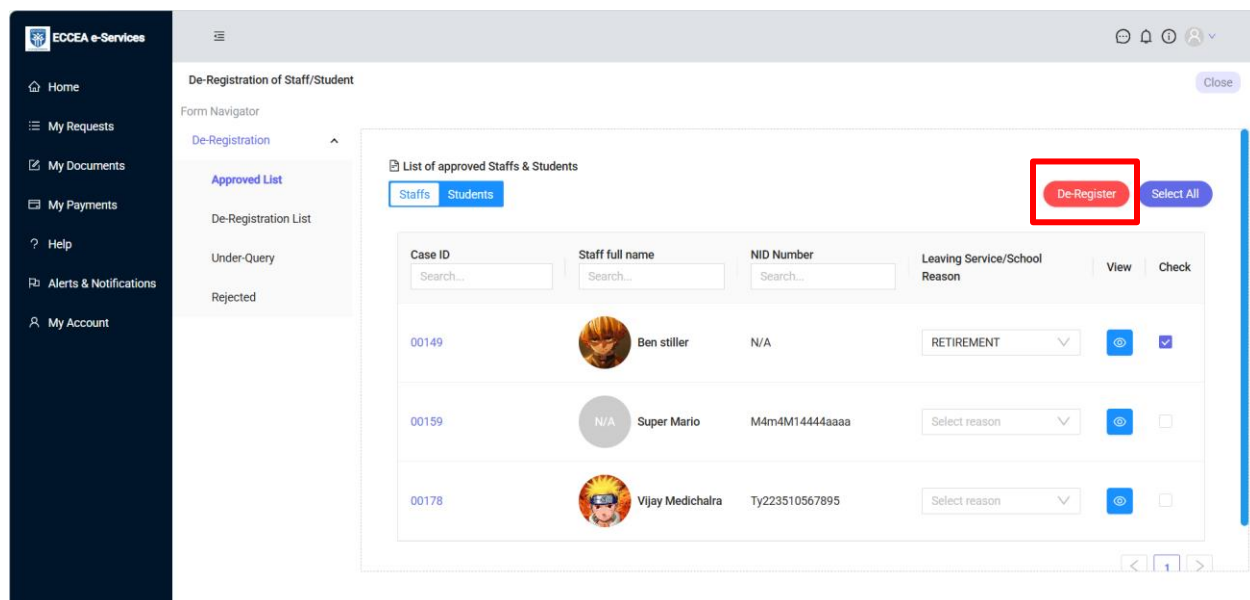
Click on the **view** button to view details of the selected staff/student



Once the staff member is selected, the system opens the **Application for Registration of Staff** form that was previously submitted.

- All the details in the form are available for editing.
- The sections **School Details** and **Identifier** remain non-editable.
- The user can review and update other information such as Basic Details, Address, Contact Details, Appointment Details, Job History, Qualifications, and Bank Account Details.

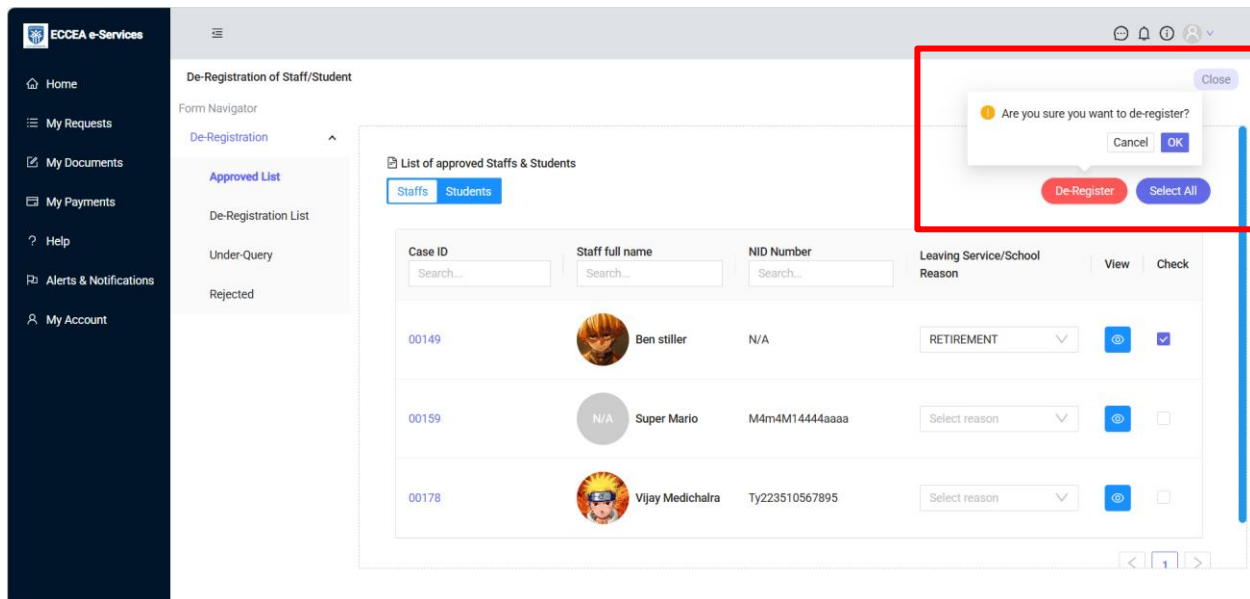
Click on the checkbox on the right side of the record to select a staff



The De-register button is enabled. Click on the button to proceed.

A Pop-up message is displayed to confirm action:

- Click on **OK** to proceed with deregistration
- Click on **Cancel** to return to the list of staffs



De-Registration of Staff/Student

Form Navigator

De-Registration

Approved List

De-Registration List

Under-Query

Rejected

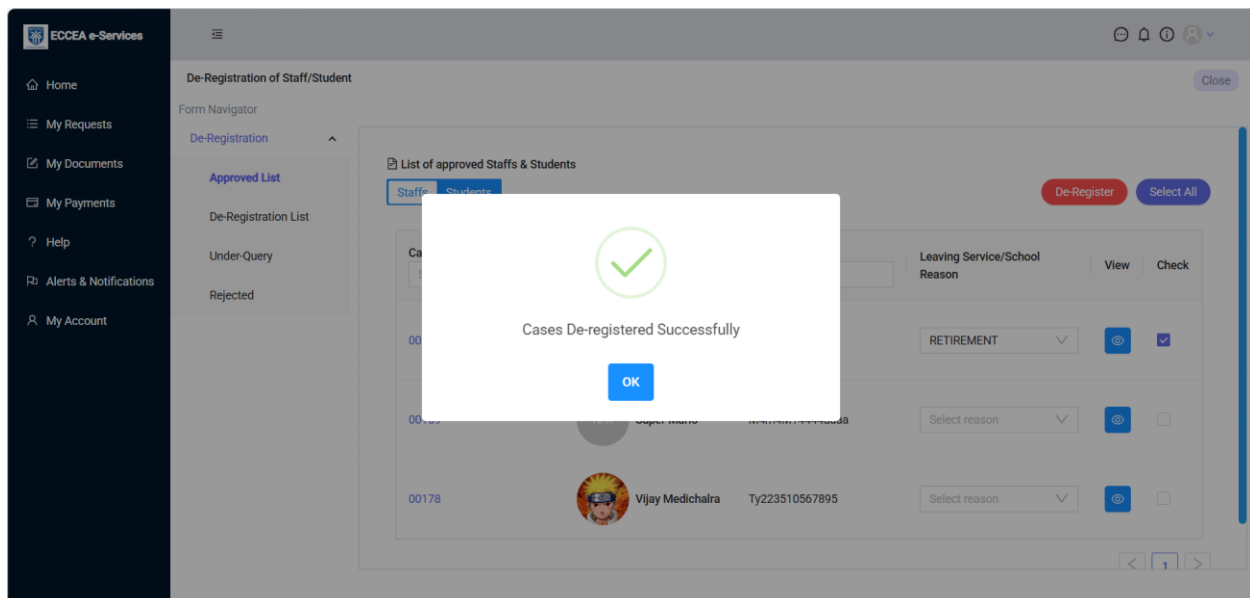
List of approved Staffs & Students

Staffs Students

Case ID	Staff full name	NID Number	Leaving Service/School Reason	View	Check
00149	Ben stiller	N/A	RETIREMENT		☒
00159	N/A Super Mario	M4m4M14444aaaa	Select reason		☐
00178	Vijay Medichalra	Ty223510567895	Select reason		☐

The staff record is removed from the approved list.

User can select multiple record at once to de-register by selecting multiple checkbox.



De-Registration of Staff/Student

Form Navigator

De-Registration

Approved List

De-Registration List

Under-Query

Rejected

List of approved Staffs & Students

Staffs Students

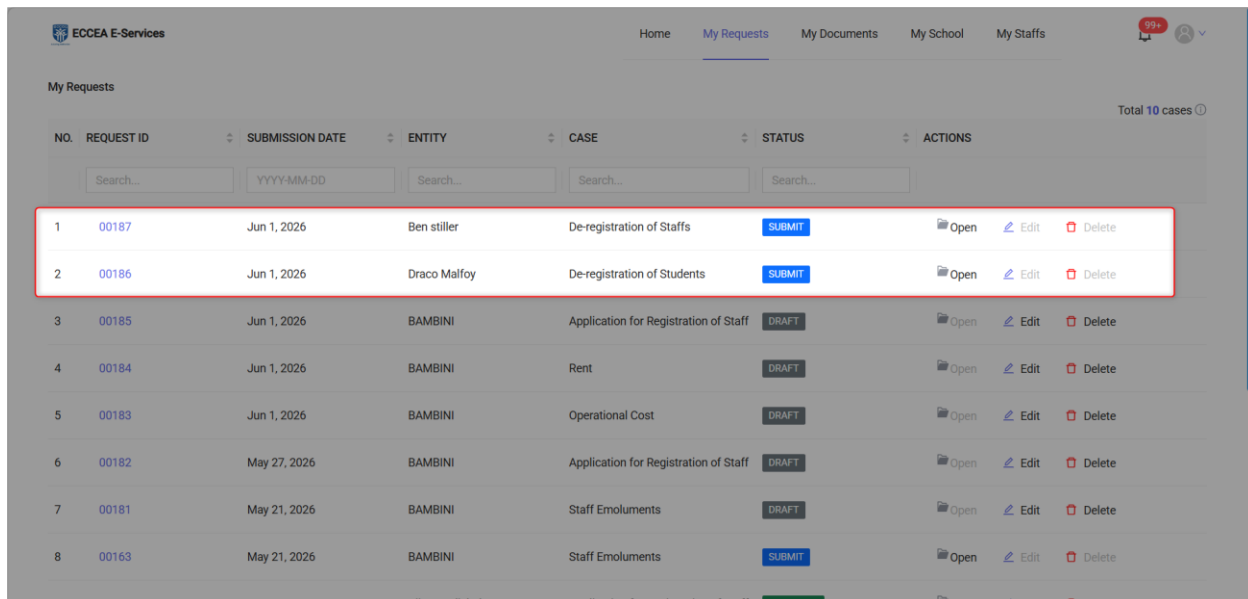
Cases De-registered Successfully

OK

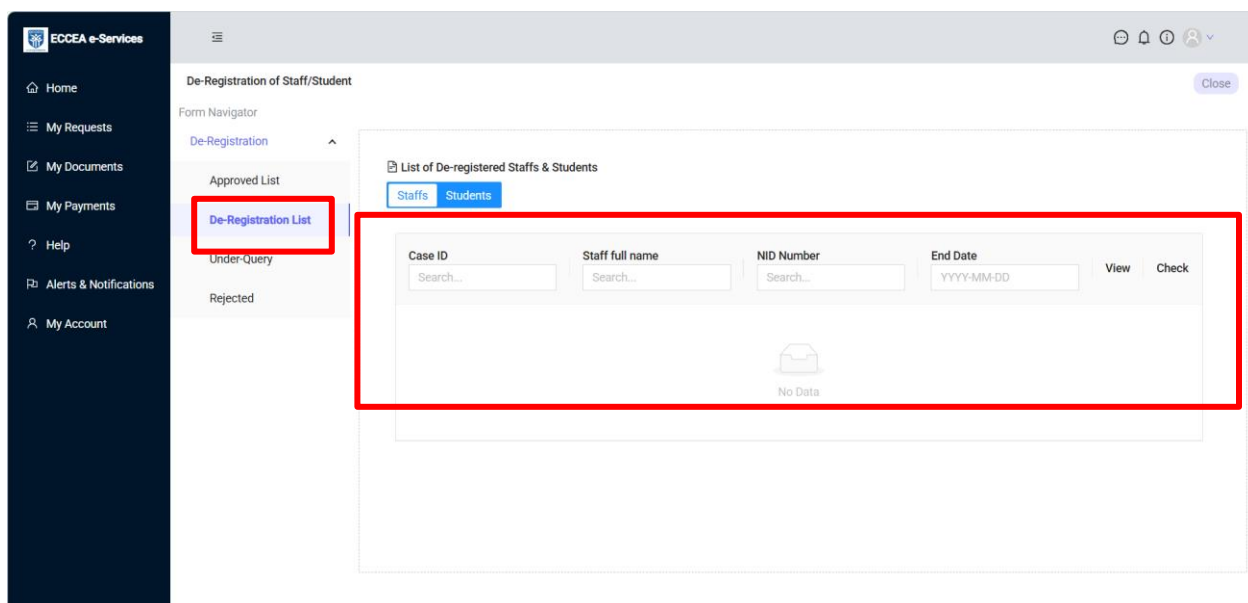
Case ID	Staff full name	NID Number	Leaving Service/School Reason	View	Check
00149	Ben stiller	N/A	RETIREMENT		☒
00159	N/A Super Mario	M4m4M14444aaaa	Select reason		☐
00178	Vijay Medichalra	Ty223510567895	Select reason		☐

Upon submission, the application will be automatically added to the **My Requests** list.

The user can view the submitted application with its **Request ID**, **Submission Date**, **Case Type**, and **Status**. The user can also click **Open** to view the application details.



NO.	REQUEST ID	SUBMISSION DATE	ENTITY	CASE	STATUS	ACTIONS
1	00187	Jun 1, 2026	Ben stiller	De-registration of Staffs	SUBMIT	Open Edit Delete
2	00186	Jun 1, 2026	Draco Malfoy	De-registration of Students	SUBMIT	Open Edit Delete
3	00185	Jun 1, 2026	BAMBINI	Application for Registration of Staff	DRAFT	Open Edit Delete
4	00184	Jun 1, 2026	BAMBINI	Rent	DRAFT	Open Edit Delete
5	00183	Jun 1, 2026	BAMBINI	Operational Cost	DRAFT	Open Edit Delete
6	00182	May 27, 2026	BAMBINI	Application for Registration of Staff	DRAFT	Open Edit Delete
7	00181	May 21, 2026	BAMBINI	Staff Emoluments	DRAFT	Open Edit Delete
8	00163	May 21, 2026	BAMBINI	Staff Emoluments	SUBMIT	Open Edit Delete
9	00178	May 21, 2026	Vivav Medihala	Application for Registration of Staff	APPROVED	Open Edit Delete



Home
My Requests
My Documents
My Payments
Help
Alerts & Notifications
My Account

De-Registration of Staff/Student

De-Registration
Approved List

De-Registration List

Under-Query
Rejected

List of De-registered Staffs & Students

Staffs
Students

Case ID

Staff full name

NID Number

End Date

View

Check

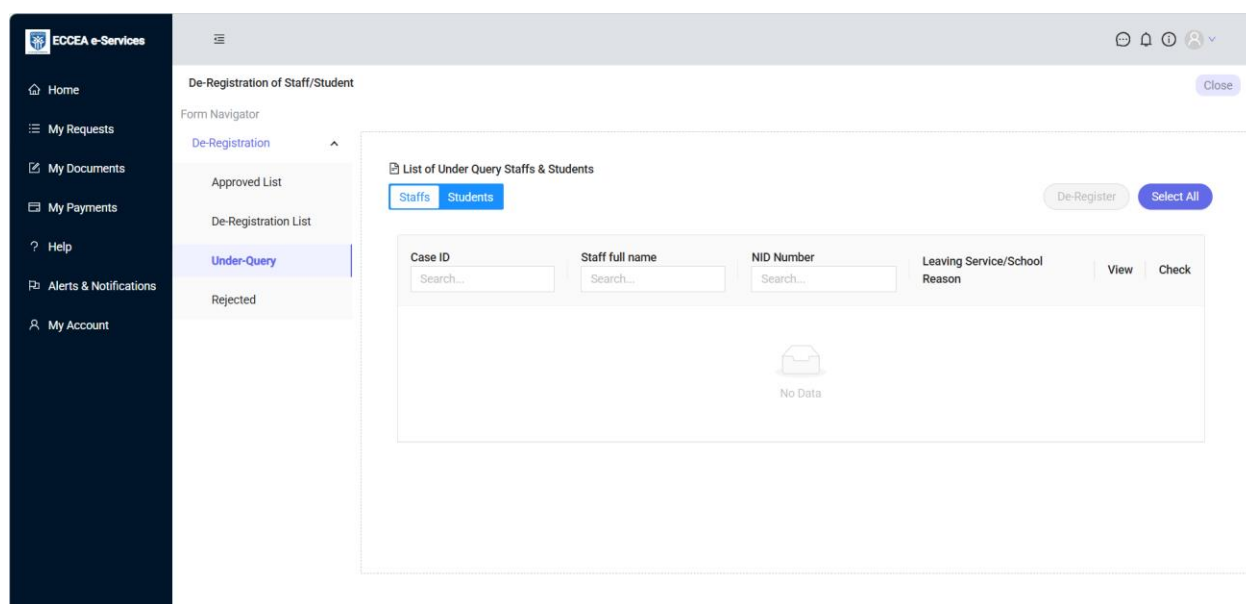
No Data

This screen displays a list of all **de-registered staff and students** upon approval.

- Use the **Staffs** or **Students** tabs to filter between de-registered staff members and students.
- Each record displays key information such as:
 - **Case ID**
 - **Staff/Student Full Name**

- **NID Number** (if available)
- **End Date** of registration
- You may use the **search fields** (by Case ID, Full Name, NID Number, or End Date) to quickly locate specific records.
- The **View** button allows you to open the full details of a de-registered staff or student.
- Use the **Check** option to select records for further actions.
- The **Select All** button lets you select all records at once.
- If needed, changes can be reverted using the **Undo Changes** option.

A list of **Under Query** applications will be displayed on below screen



The screenshot shows the ECCEA e-Services interface. On the left is a dark blue sidebar with navigation links: Home, My Requests, My Documents, My Payments, Help, Alerts & Notifications, and My Account. The main content area is titled 'De-Registration of Staff/Student' and includes a 'Form Navigator' with options: Approved List, De-Registration List, Under-Query (selected), and Rejected. The 'Under-Query' section displays a 'List of Under Query Staffs & Students'. At the top of this section are tabs for 'Staffs' and 'Students', and buttons for 'De-Register' and 'Select All'. Below these are three search input fields labeled 'Case ID', 'Staff full name', and 'NID Number'. A table with the following columns is shown: Case ID, Staff full name, NID Number, Leaving Service/School Reason, View, and Check. The table is currently empty, displaying a 'No Data' message with a folder icon. A 'Close' button is located in the top right corner of the main content area.

A list of **Rejected** applications will be displayed on below screen.

 List of Rejected Staffs & Students

Staffs

Students

Case ID

Staff full name

NID Number

Leaving Service/School Reason

View

Check

No Data

12. Staff Emoluments Claim

Click on **Staff Emoluments Claim** tile


[Home](#)
[My Requests](#)
[My Documents](#)
[My School](#)
[My Staffs](#)



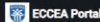

Welcome anwesh (Last Login: 11/05/2026 14:07:30 – Last Logout: 11/05/2026 13:43:21)

Provision of quality preschool education within a safe, inclusive and child friendly environment

Find the services you're interested in

Explore Eccea E-services Label

 Application for Registration of School	 Application for Renewal of School	 Application for Registration of Staff	 Application for Registration of Student
 Staff Emolument Claim	 Operational Cost Claim	 Rent Claim	 Compliance Form
 Change in Particulars (Staff)	 De-register Staffs/Students		


ECCEA Portal

E-service
 Staff Emoluments
 Claim Management

Resources
 Communicate
 Help Center

Company
 About
 Contact Us

Stay in the loop
 For important communicate and exclusive insights

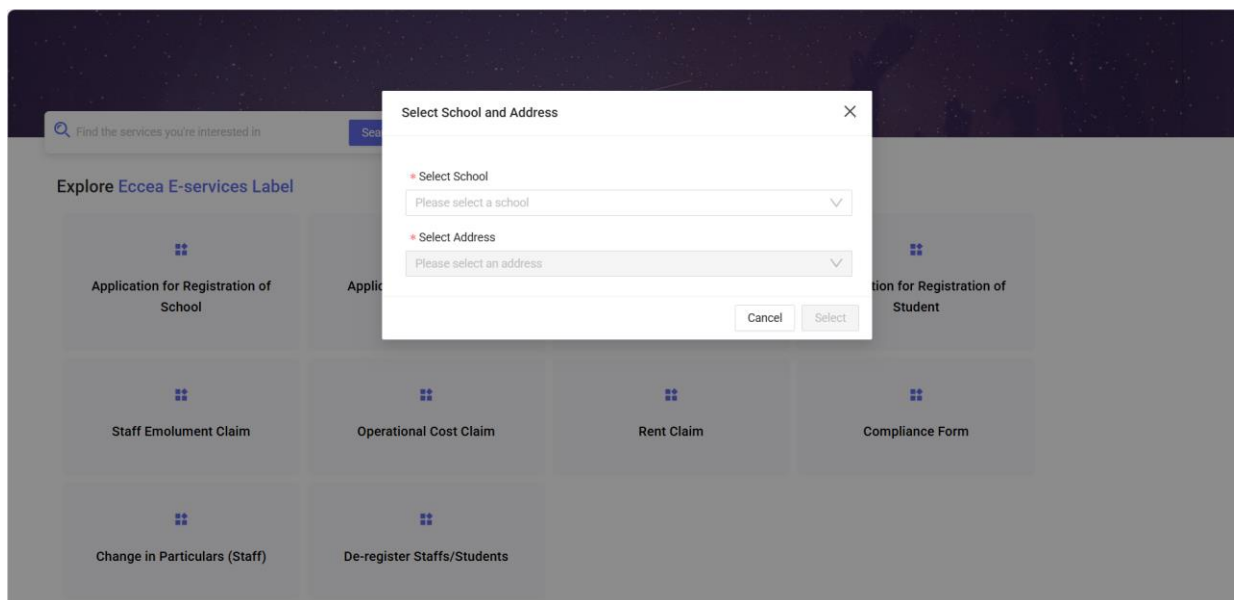
Input your email

English

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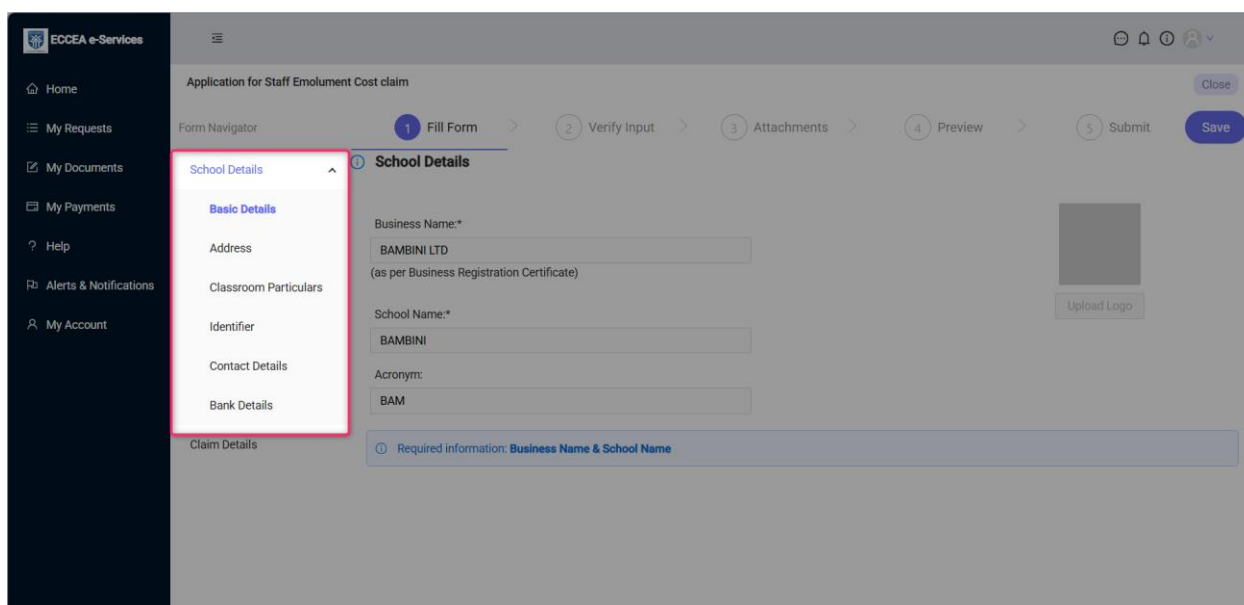


Select the specific **School** and **Address**

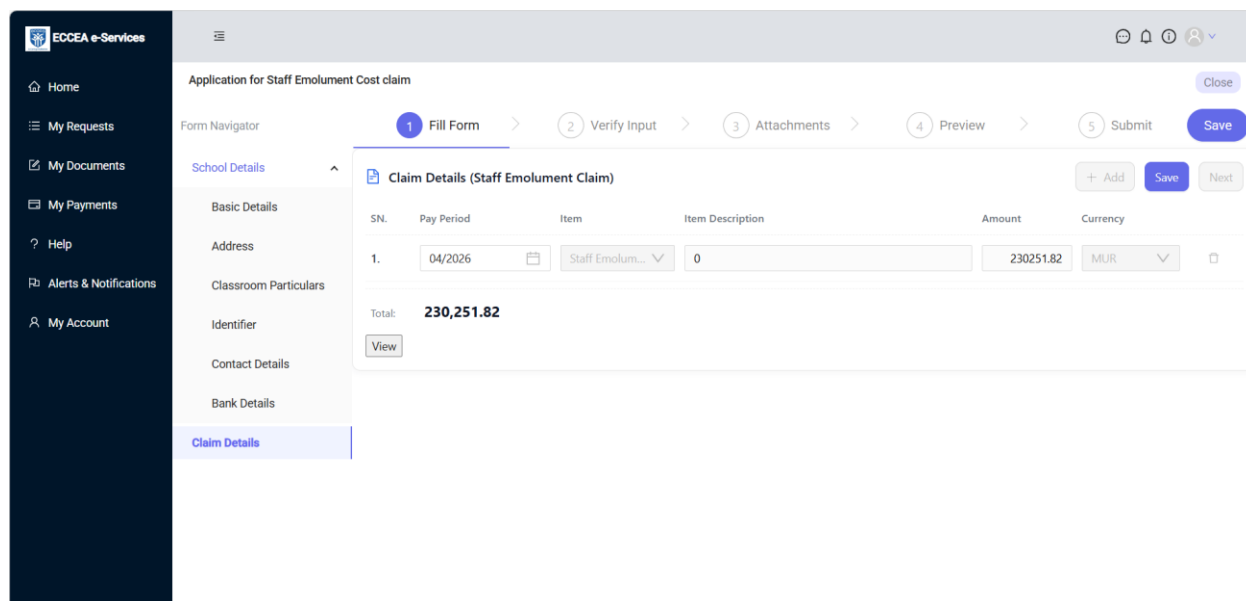


The first section will display the school details that have been recorded during creation of school. This section will comprise of:

- Basic Details
- Address
- Classroom Particulars
- Identifier
- Contact Details
- Bank Details



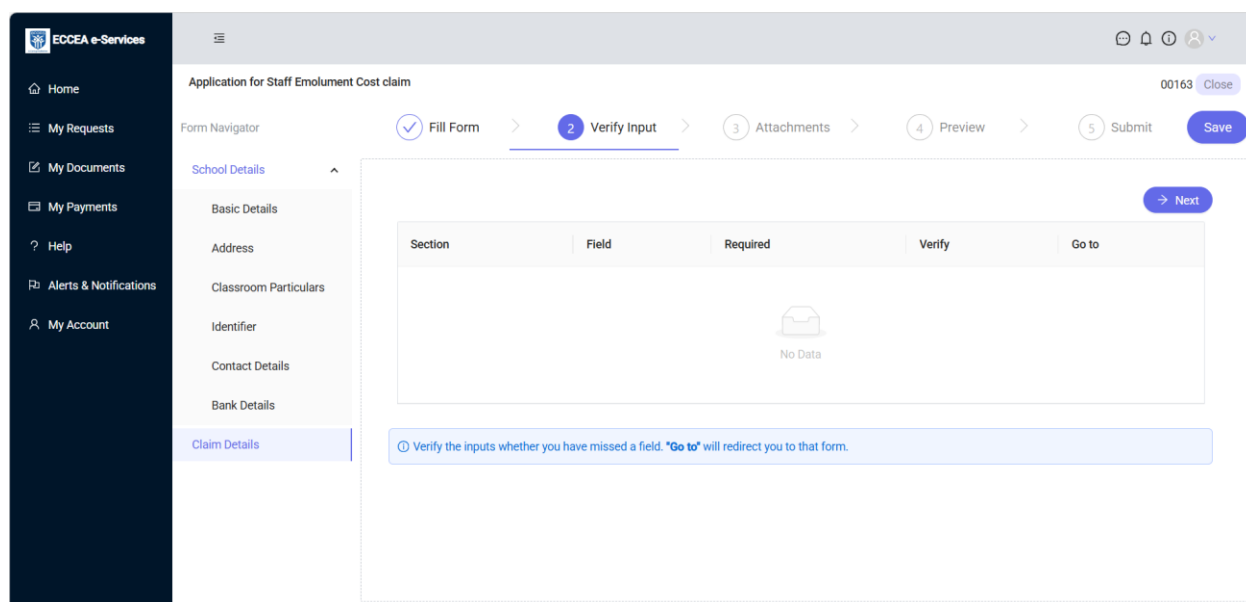
The next section is Claim Details. The amount will be prepopulated. User will check the amount and will click on **“Save”** button



The **Verify Input** screen allows the user to check whether all mandatory fields have been completed.

If any mandatory field is missing, it will be displayed in the table. The user can click **Go To** to return to the relevant section and complete the missing information.

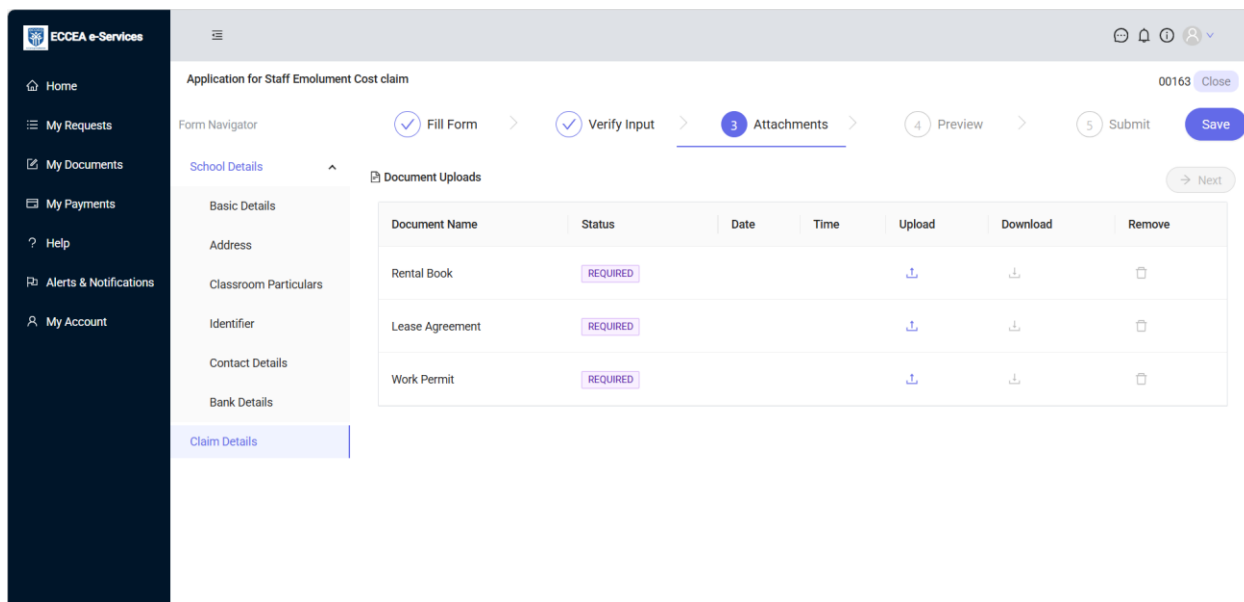
The system will not allow the user to proceed to the next step until all mandatory fields are completed.



The **Attachments** screen allows the user to upload the required documents for the application.

Documents marked as **Required** must be uploaded before the user can proceed to the next step. The user can upload, download, or remove documents using the available icons.

Once all required documents are uploaded, the **Next** button will be enabled.

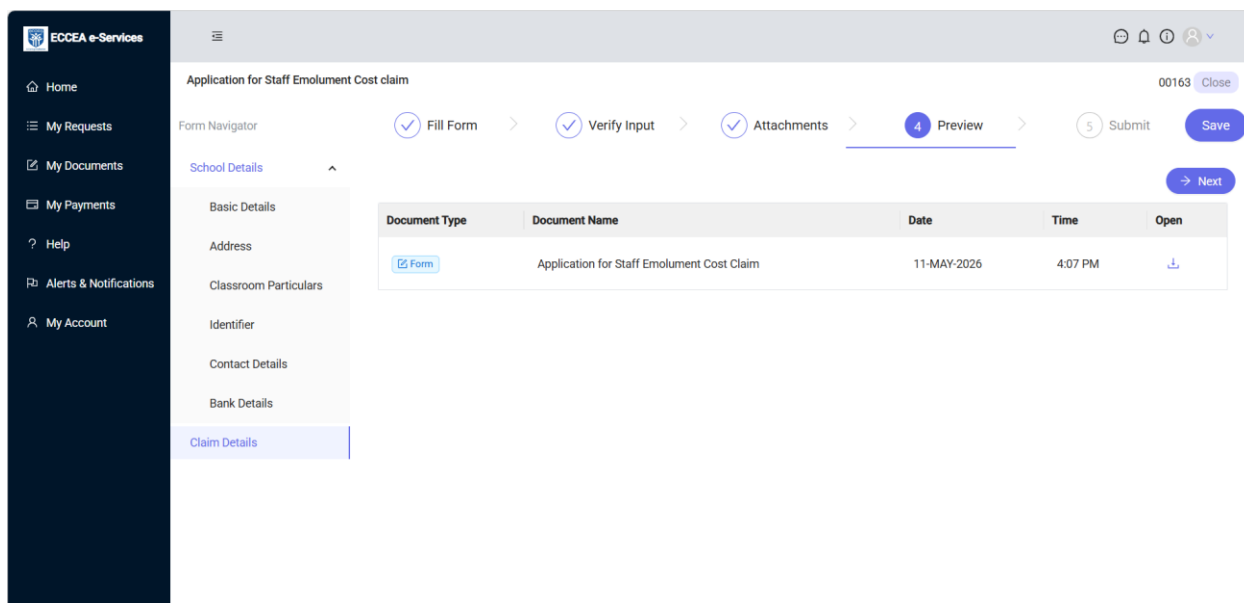


Document Name	Status	Date	Time	Upload	Download	Remove
Rental Book	REQUIRED					
Lease Agreement	REQUIRED					
Work Permit	REQUIRED					

The **Preview** screen allows the user to view the completed application form before submission.

The user can click the **Open** icon to preview the application document and verify the details entered.

After reviewing the application, the user can click **Next** to proceed to the **Submit** step.

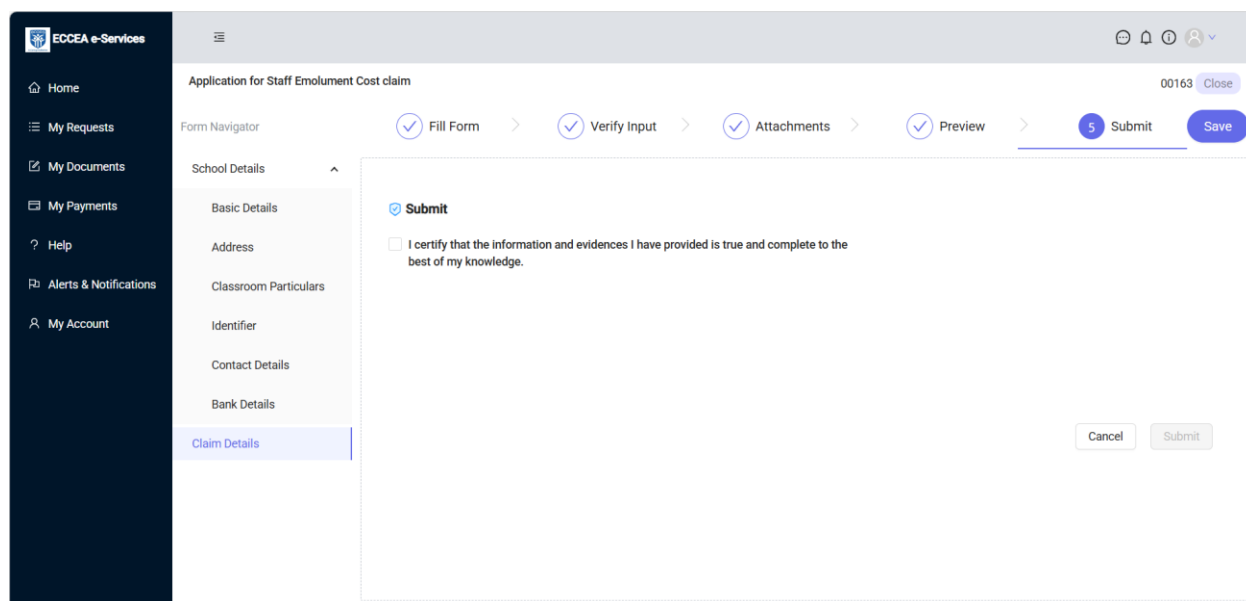


Document Type	Document Name	Date	Time	Open
	Application for Staff Emolument Cost Claim	11-MAY-2026	4:07 PM	

The **Submit** screen allows the user to submit the completed application.

Before submitting, the user must tick the declaration checkbox to confirm that the information and documents provided are true and complete.

Once the checkbox is selected, the **Submit** button will be enabled. The user can then click **Submit** to send the application.



The screenshot shows the 'Submit' screen for an 'Application for Staff Emolument Cost claim'. The interface includes a dark blue sidebar with navigation links: Home, My Requests, My Documents, My Payments, Help, Alerts & Notifications, and My Account. The main content area has a top header with the application title and a 'Close' button (00163). Below the header is a progress bar with steps: Fill Form, Verify Input, Attachments, Preview, and **5 Submit** (highlighted). A 'Save' button is also present. The 'Form Navigator' on the left lists sections: School Details (expanded), Basic Details, Address, Classroom Particulars, Identifier, Contact Details, Bank Details, and Claim Details (highlighted). The main content area displays the 'Submit' section with a checkbox for the declaration: 'I certify that the information and evidences I have provided is true and complete to the best of my knowledge.' Below this are 'Cancel' and 'Submit' buttons.

13. Operational Cost Claim

Click on **Operational Cost claim** Tile


[Home](#)
[My Requests](#)
[My Documents](#)
[My School](#)
[My Staffs](#)

 99+
 

Welcome anwesh (Last Login: 11/05/2026 14:07:30 - Last Logout: 11/05/2026 13:43:21)

Provision of quality preschool education within a safe, inclusive and child friendly environment

Find the services you're interested in

Explore Eccea E-services Label

 Application for Registration of School	 Application for Renewal of School	 Application for Registration of Staff	 Application for Registration of Student
 Staff Emolument Claim	 Operational Cost Claim	 Rent Claim	 Compliance Form
 Change in Particulars (Staff)	 De-register Staffs/Students		


ECCEA Portal

E-service
 Staff Emoluments
 Claim Management

Resources
 Communicate
 Help Center

Company
 About
 Contact Us

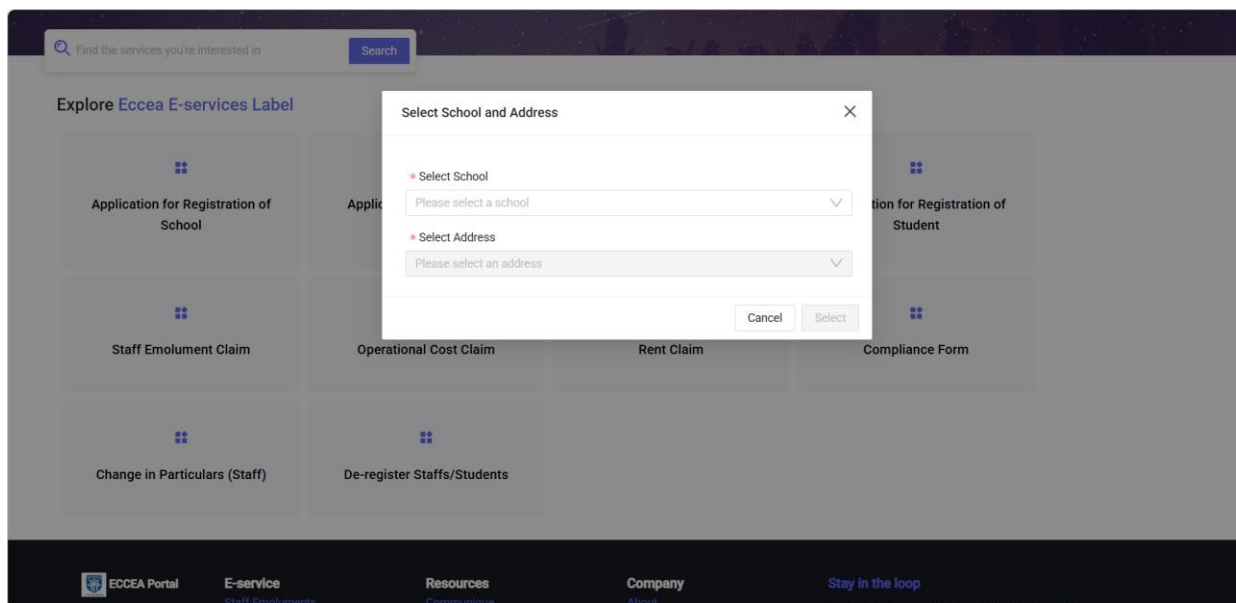
Stay in the loop
 For important communicate and exclusive insights
 Input your email

English

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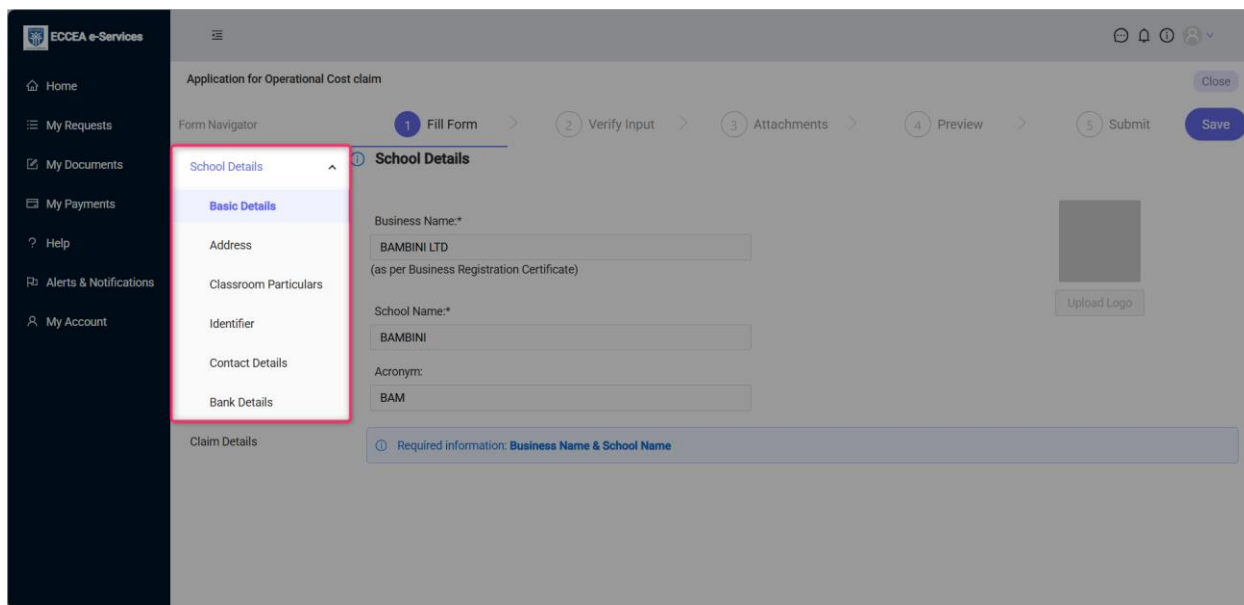
Select the specific **School** and **Address**



The screenshot shows the ECCEA E-services Label interface. A modal dialog titled "Select School and Address" is open, featuring two dropdown menus: "Select School" with the placeholder text "Please select a school" and "Select Address" with the placeholder text "Please select an address". Below the dropdowns are "Cancel" and "Select" buttons. The background interface includes a search bar, a grid of service tiles (Application for Registration of School, Application for Registration of Student, Staff Emolument Claim, Operational Cost Claim, Rent Claim, Compliance Form, Change in Particulars (Staff), De-register Staffs/Students), and a footer with navigation links (ECCEA Portal, E-service, Resources, Company, Stay in the loop).

The first section will display the school details that have been recorded during creation of school. This section will comprise of:

- Basic Details
- Address
- Classroom Particulars
- Identifier
- Contact Details
- Bank Details



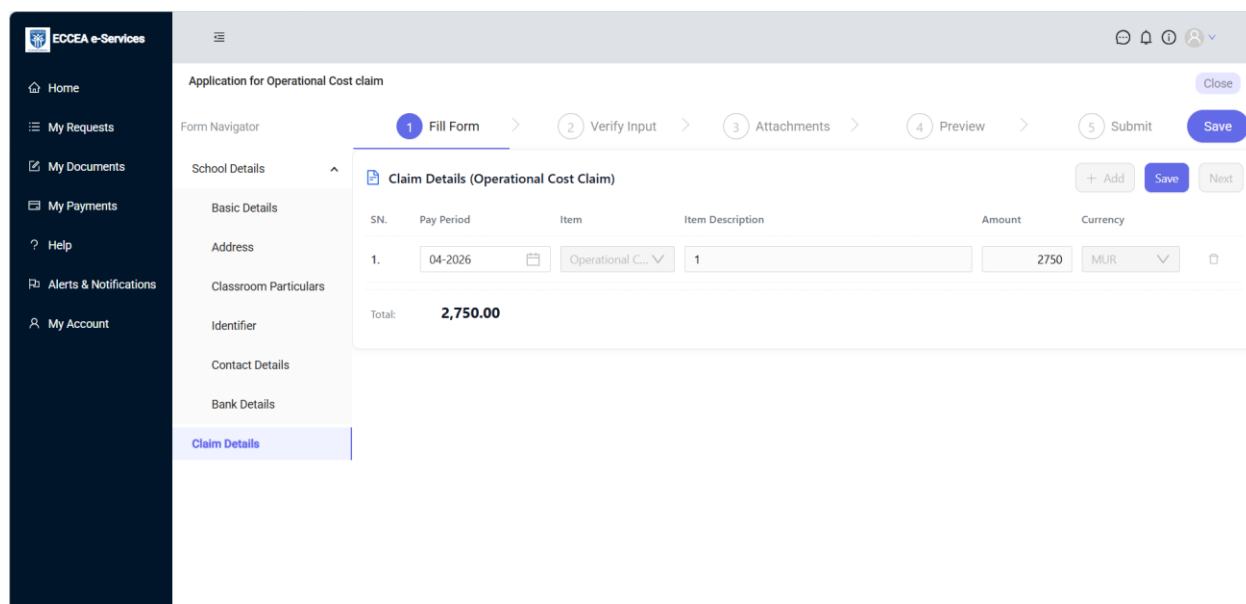
The screenshot shows the ECCEA e-Services interface. The left sidebar contains navigation links (Home, My Requests, My Documents, My Payments, Help, Alerts & Notifications, My Account). The main content area displays the "Application for Operational Cost claim" form. The "Form Navigator" shows steps: 1. Fill Form, 2. Verify Input, 3. Attachments, 4. Preview, 5. Submit. The "School Details" section is highlighted, showing fields for Business Name (*), School Name (*), and Acronym. The Business Name field contains "BAMBINI LTD" and the School Name field contains "BAMBINI". A "Claim Details" section at the bottom indicates "Required information: Business Name & School Name".

The **Claim Details** screen allows the user to select the **Pay Period** for the operational cost claim.

Once the pay period is selected, the system will automatically display the claim details, including the **Item, Item Description, Amount, and Currency**.

The system will also calculate and display the **Total Amount** automatically.

The user can then click **Save** and proceed to the next step.



Application for Operational Cost claim

Form Navigator

1 Fill Form > 2 Verify Input > 3 Attachments > 4 Preview > 5 Submit

Close

Save

Claim Details (Operational Cost Claim)

+ Add Save Next

SN.	Pay Period	Item	Item Description	Amount	Currency
1.	04-2026	Operational C...	1	2750	MUR

Total: 2,750.00

The **Verify Input** screen allows the user to check whether all mandatory fields have been completed.

If any mandatory field is missing, it will be displayed in the table. The user can click **Go To** to return to the relevant section and complete the missing information.

The system will not allow the user to proceed to the next step until all mandatory fields are completed.

ECCEA e-Services

Home
My Requests
My Documents
My Payments
Help
Alerts & Notifications
My Account

Application for Operational Cost claim

00183 Close

1 Fill Form

2 Verify Input

3 Attachments

4 Preview

5 Submit

Save

School Details

Basic Details
Address
Classroom Particulars
Identifier
Contact Details
Bank Details
Claim Details

Next

Section	Field	Required	Verify	Go to
Claim Details	Amount should not be zero	Required	⊗	🔗

Verify the inputs whether you have missed a field. "Go to" will redirect you to that form.

The **Attachments** screen allows the user to upload the required documents for the application.

Documents marked as **Required** must be uploaded before the user can proceed to the next step. The user can upload, download, or remove documents using the available icons.

Once all required documents are uploaded, the **Next** button will be enabled.

ECCEA e-Services

Home
My Requests
My Documents
My Payments
Help
Alerts & Notifications
My Account

Application for Operational Cost claim

00155 Close

1 Fill Form

2 Verify Input

3 Attachments

4 Preview

5 Submit

School Details

Basic Details
Address
Classroom Particulars
Identifier
Contact Details
Bank Details
Claim Details

Document Uploads

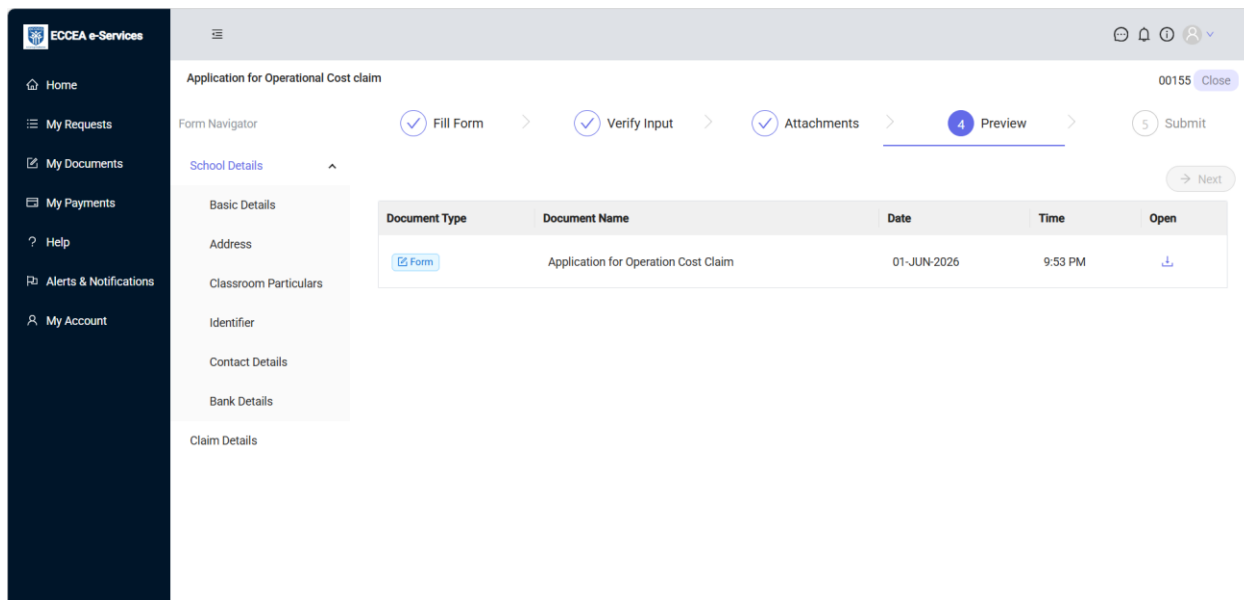
Next

Document Name	Status	Date	Time	Upload	Download	Remove
Proof of Expenditure	REQUIRED	04 May 2026	01:38 PM	📄	📄	🗑️
Approval from School Management Authority	REQUIRED	04 May 2026	01:38 PM	📄	📄	🗑️
Breakdown of Operational Expenses	REQUIRED	04 May 2026	01:38 PM	📄	📄	🗑️

The **Preview** screen allows the user to view the completed application form before submission.

The user can click the **Open** icon to preview the application document and verify the details entered.

After reviewing the application, the user can click **Next** to proceed to the **Submit** step.



The screenshot shows the 'Preview' step (4) of a 5-step process for 'Application for Operational Cost claim'. The process steps are: Fill Form, Verify Input, Attachments, Preview, and Submit. The 'Preview' step is currently active. On the left, there is a 'Form Navigator' with sections for 'School Details' (Basic Details, Address, Classroom Particulars, Identifier, Contact Details, Bank Details) and 'Claim Details'. The main content area displays a table with the following data:

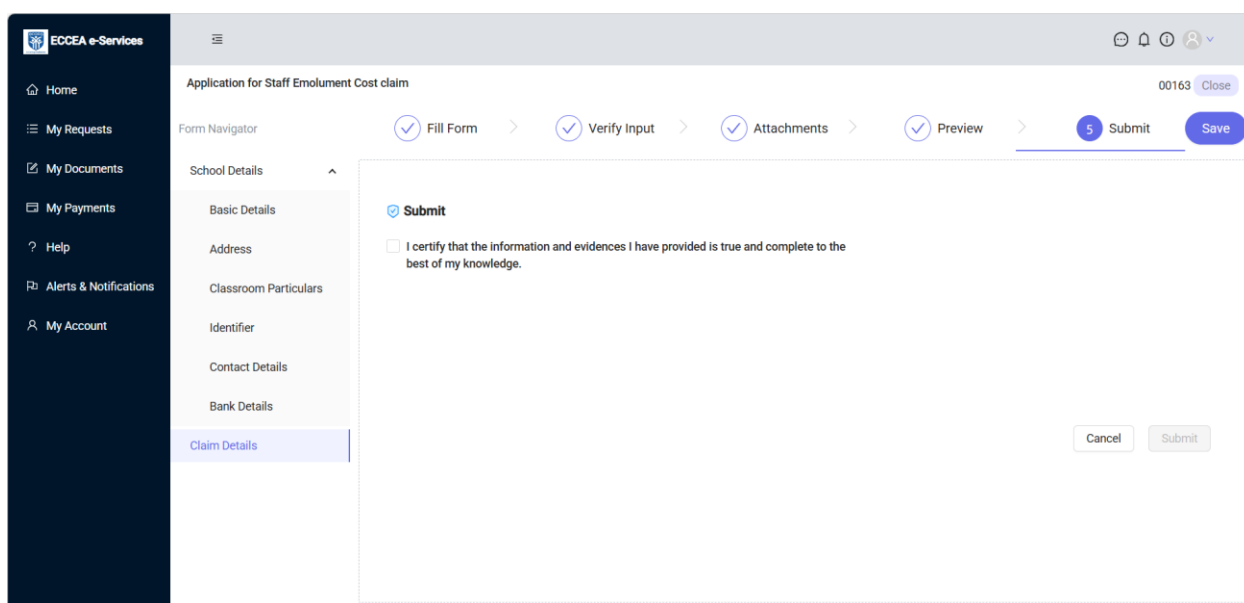
Document Type	Document Name	Date	Time	Open
Form	Application for Operation Cost Claim	01-JUN-2026	9:53 PM	Open

At the bottom right, there is a 'Next' button.

The **Submit** screen allows the user to submit the completed application.

Before submitting, the user must tick the declaration checkbox to confirm that the information and documents provided are true and complete.

Once the checkbox is selected, the **Submit** button will be enabled. The user can then click **Submit** to send the application.



The screenshot shows the 'Submit' step (5) of a 5-step process for 'Application for Staff Emolument Cost claim'. The process steps are: Fill Form, Verify Input, Attachments, Preview, and Submit. The 'Submit' step is currently active. On the left, there is a 'Form Navigator' with sections for 'School Details' (Basic Details, Address, Classroom Particulars, Identifier, Contact Details, Bank Details) and 'Claim Details'. The main content area displays a 'Submit' section with a checkbox for the declaration: 'I certify that the information and evidences I have provided is true and complete to the best of my knowledge.' Below this, there are 'Cancel' and 'Submit' buttons.

14. Rent Claim

Click on **Rent claim** Tile

 ECCEA E-Services

[Home](#)
[My Requests](#)
[My Documents](#)
[My School](#)
[My Staffs](#)

 99+
 

Welcome anwesh (Last Login: 11/05/2026 14:07:30 – Last Logout: 11/05/2026 13:43:21)

Provision of quality preschool education within a safe, inclusive and child friendly environment

Explore Eccea E-services Label

 Application for Registration of School	 Application for Renewal of School	 Application for Registration of Staff	 Application for Registration of Student
 Staff Emolument Claim	 Operational Cost Claim	 Rent Claim	 Compliance Form
 Change in Particulars (Staff)	 De-register Staffs/Students		

 ECCEA Portal

E-service
[Staff Emoluments](#)
[Claim Management](#)

Resources
[Communique](#)
[Help Center](#)

Company
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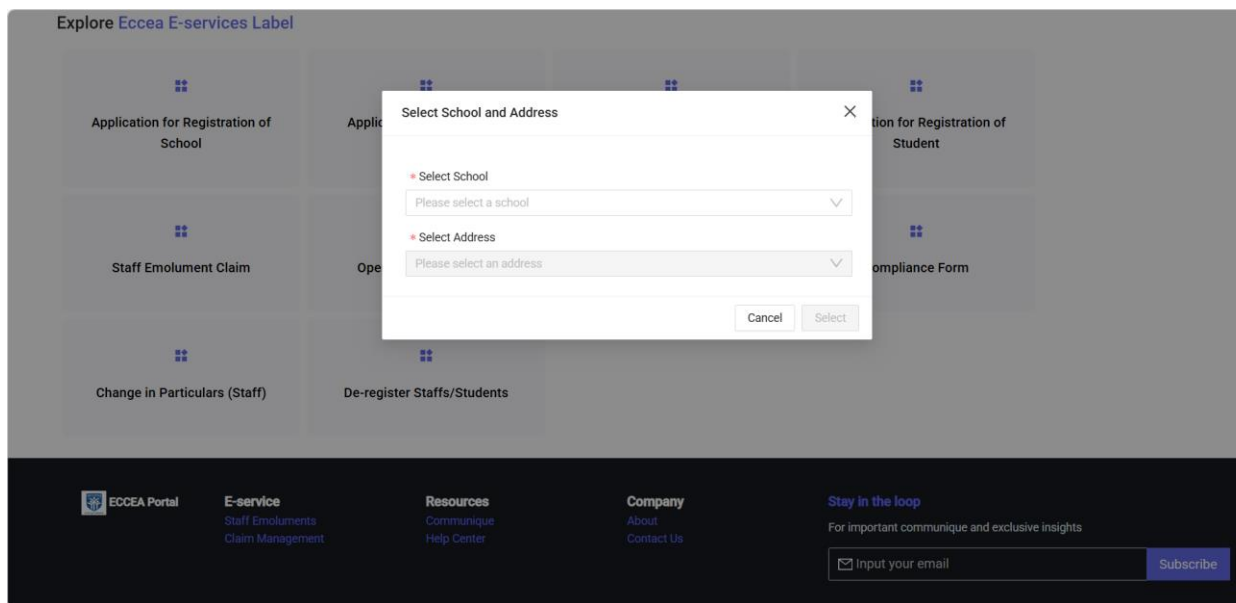
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English

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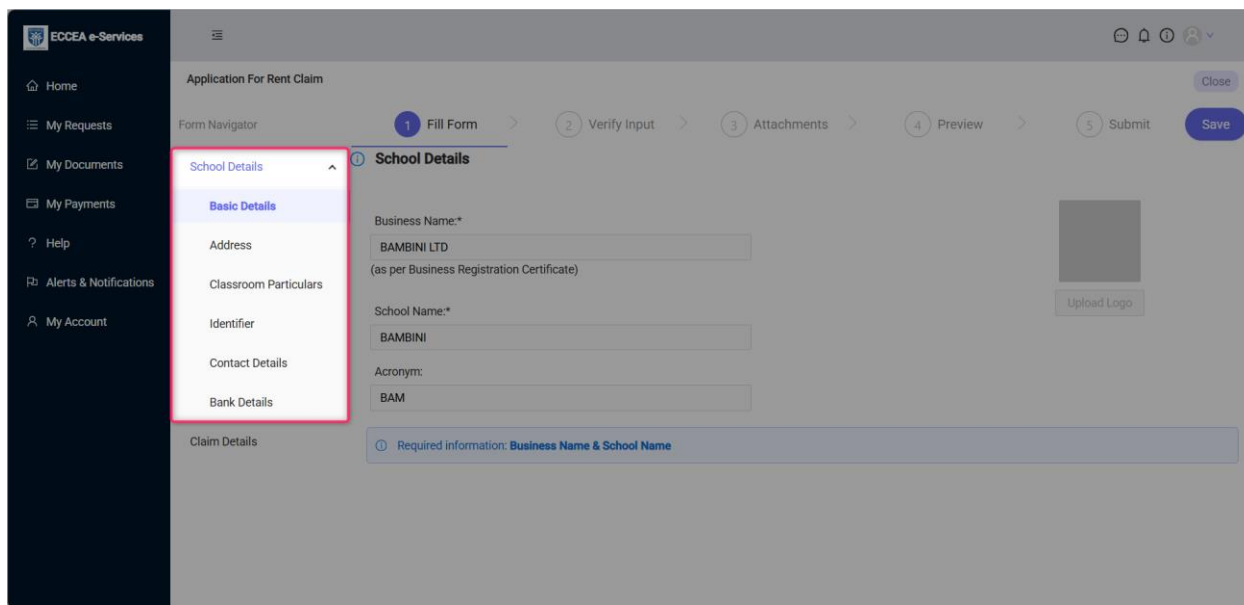
Select the specific **School** and **Address**



The screenshot shows the 'Explore Eccea E-services Label' interface. A modal dialog titled 'Select School and Address' is open, featuring two dropdown menus: 'Select School' and 'Select Address'. Both dropdowns currently display 'Please select a school' and 'Please select an address' respectively. At the bottom of the modal are 'Cancel' and 'Select' buttons. The background interface includes a grid of service tiles such as 'Application for Registration of School', 'Staff Emolument Claim', 'Change in Particulars (Staff)', 'De-register Staffs/Students', 'Application for Registration of Student', and 'Compliance Form'. The footer contains navigation links for 'ECCEA Portal', 'E-service', 'Resources', 'Company', and a 'Stay in the loop' email subscription section.

The first section will display the school details that have been recorded during creation of school. This section will comprise of:

- Basic Details
- Address
- Classroom Particulars
- Identifier
- Contact Details
- Bank Details



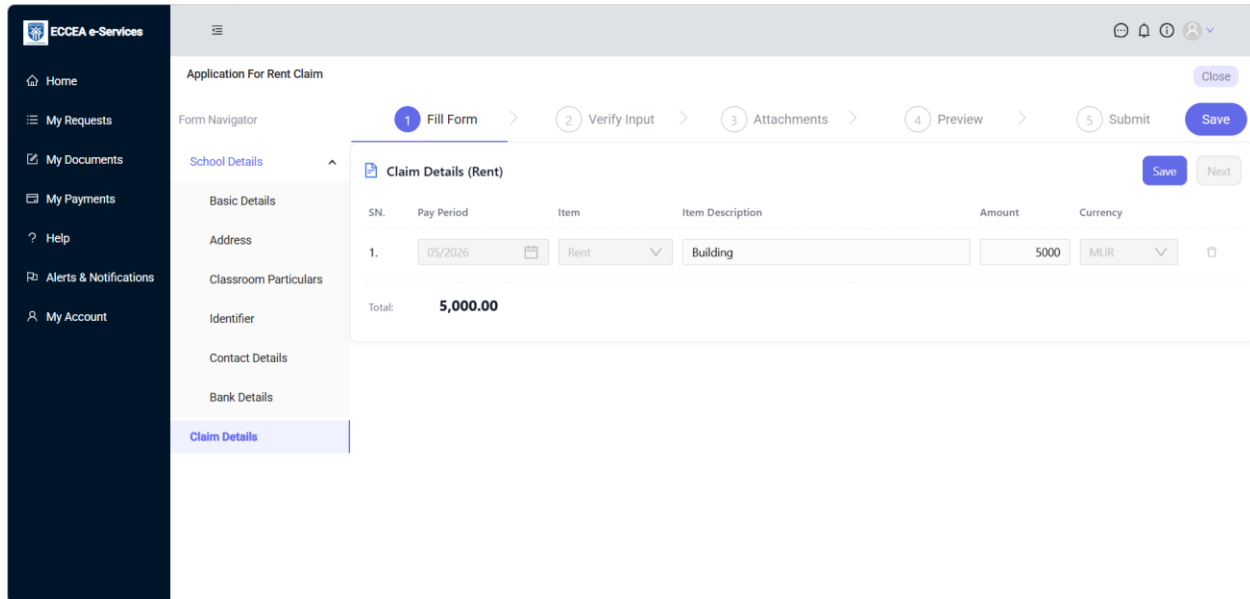
The screenshot displays the 'ECCEA e-Services' interface for an 'Application For Rent Claim'. The 'Form Navigator' shows a sequence of steps: 1. Fill Form, 2. Verify Input, 3. Attachments, 4. Preview, and 5. Submit. The 'School Details' section is active, containing the following fields: 'Business Name:*' (filled with 'BAMBINI LTD'), 'School Name:*' (filled with 'BAMBINI'), and 'Acronym:' (filled with 'BAM'). A note below the Business Name field states '(as per Business Registration Certificate)'. An 'Upload Logo' button is positioned to the right of the School Name field. A red box highlights the left sidebar menu, which includes 'Home', 'My Requests', 'My Documents', 'My Payments', 'Help', 'Alerts & Notifications', and 'My Account'. The 'School Details' menu item is expanded, showing sub-items: 'Basic Details', 'Address', 'Classroom Particulars', 'Identifier', 'Contact Details', and 'Bank Details'. A blue banner at the bottom of the form indicates 'Required information: Business Name & School Name'.

The **Claim Details** screen allows the user to enter the rent claim details.

The user can select the **Pay Period** and enter the required rent information, including the description and amount.

The system will calculate and display the **Total Amount** automatically.

The user can click **Save** and then **Next** to proceed.



Application For Rent Claim

Form Navigator

1 Fill Form > 2 Verify Input > 3 Attachments > 4 Preview > 5 Submit

Close

Save

Next

Claim Details (Rent)

SN.	Pay Period	Item	Item Description	Amount	Currency
1.	05/2026	Rent	Building	5000	MUR

Total: 5,000.00

Basic Details

Address

Classroom Particulars

Identifier

Contact Details

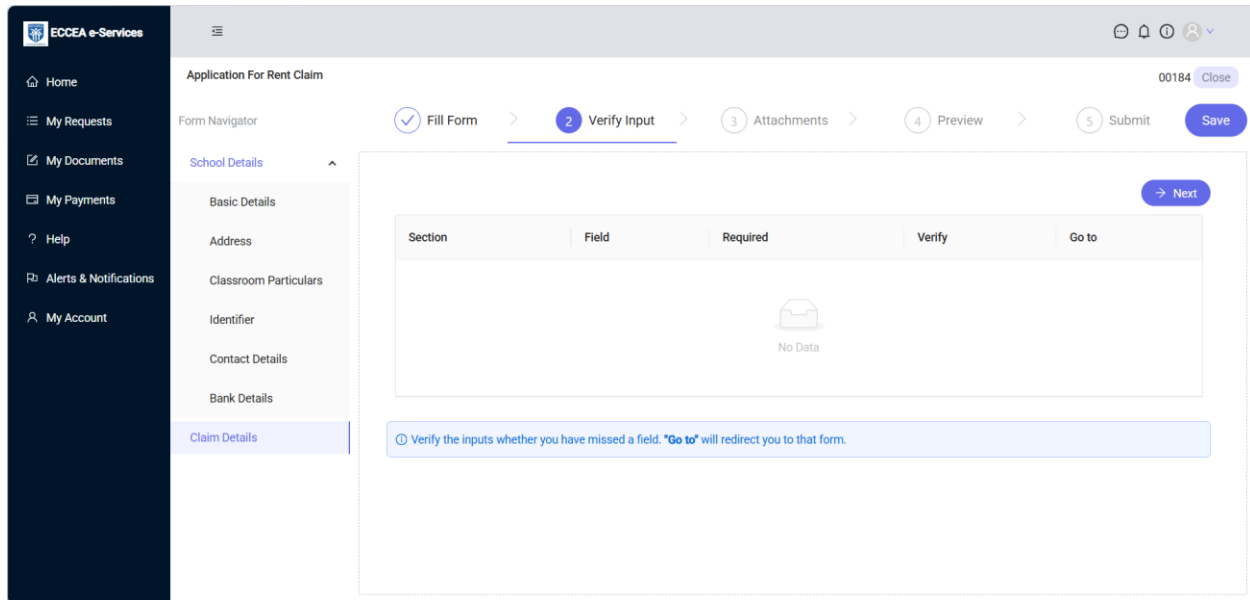
Bank Details

Claim Details

The **Verify Input** screen allows the user to check whether all mandatory fields have been completed.

If any mandatory field is missing, it will be displayed in the table. The user can click **Go To** to return to the relevant section and complete the missing information.

The system will not allow the user to proceed to the next step until all mandatory fields are completed.

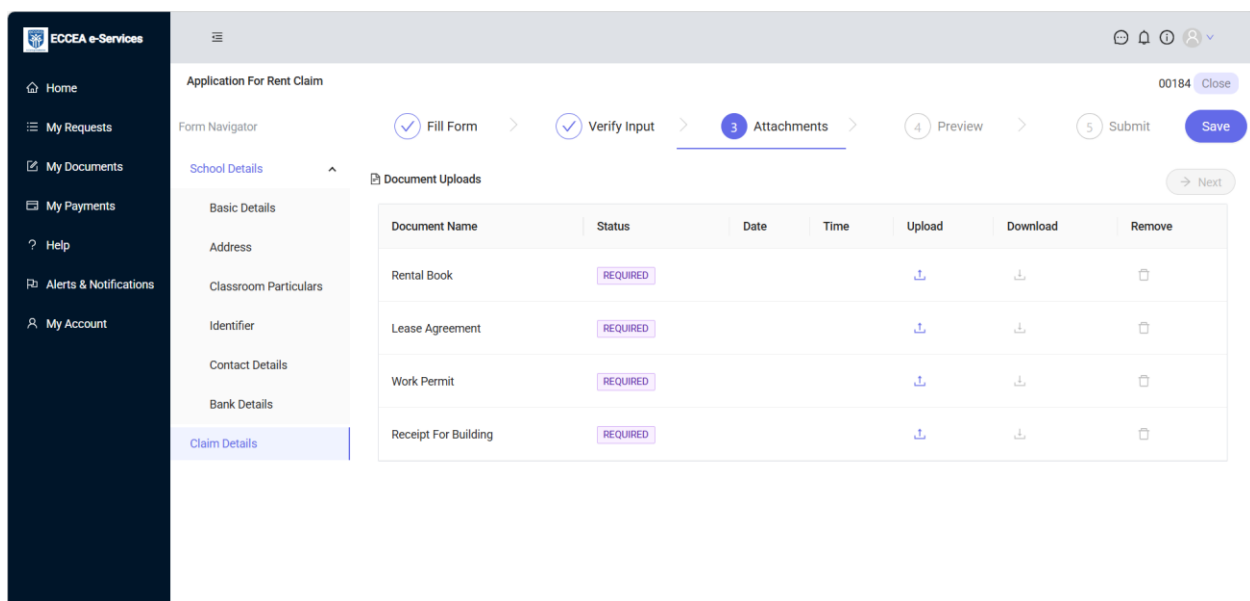


The screenshot shows the 'Verify Input' step of the 'Application For Rent Claim' process. The interface includes a sidebar with navigation options like Home, My Requests, My Documents, My Payments, Help, Alerts & Notifications, and My Account. The main content area has a 'Form Navigator' with steps: Fill Form, Verify Input (current), Attachments, Preview, and Submit. A 'Next' button is visible. Below the navigator, there's a table with columns: Section, Field, Required, Verify, and Go to. The table is currently empty, displaying 'No Data'. A message at the bottom states: 'Verify the inputs whether you have missed a field. *Go to* will redirect you to that form.'

The **Attachments** screen allows the user to upload the required documents for the application.

Documents marked as **Required** must be uploaded before the user can proceed to the next step. The user can upload, download, or remove documents using the available icons.

Once all required documents are uploaded, the **Next** button will be enabled.



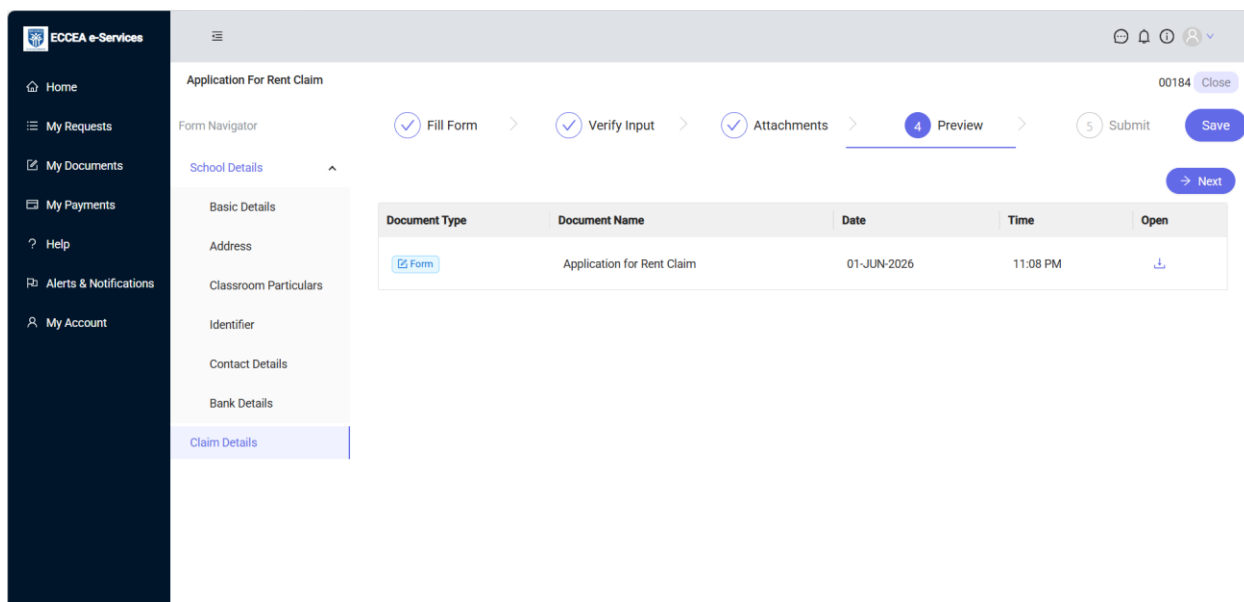
The screenshot shows the 'Attachments' step of the 'Application For Rent Claim' process. The 'Form Navigator' shows 'Attachments' as the current step. A 'Next' button is visible. Below the navigator, there's a 'Document Uploads' section with a table listing required documents. The table has columns: Document Name, Status, Date, Time, Upload, Download, and Remove.

Document Name	Status	Date	Time	Upload	Download	Remove
Rental Book	REQUIRED					
Lease Agreement	REQUIRED					
Work Permit	REQUIRED					
Receipt For Building	REQUIRED					

The **Preview** screen allows the user to view the completed application form before submission.

The user can click the **Open** icon to preview the application document and verify the details entered.

After reviewing the application, the user can click **Next** to proceed to the **Submit** step.

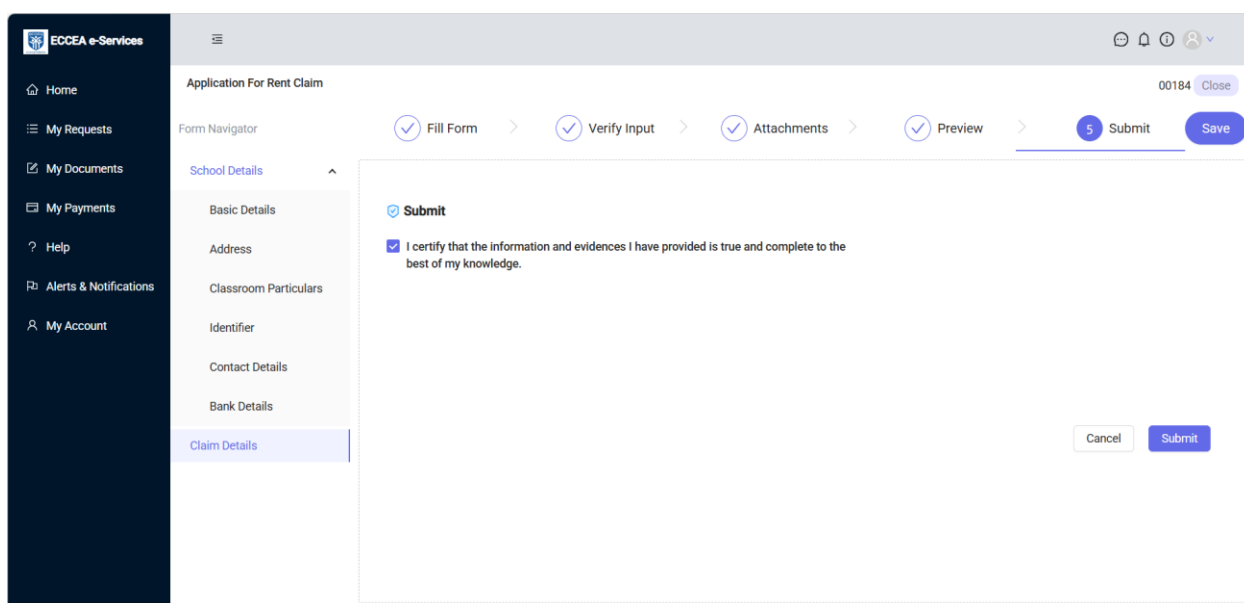


The screenshot shows the 'Application For Rent Claim' interface. On the left is a dark sidebar with navigation links: Home, My Requests, My Documents, My Payments, Help, Alerts & Notifications, and My Account. The main content area has a top header with the title 'Application For Rent Claim' and a 'Close' button. Below the header is a progress bar with steps: Fill Form, Verify Input, Attachments, Preview (current step), and Submit. A 'Save' button is next to the Submit step. Below the progress bar is a 'Form Navigator' with a list of sections: School Details, Basic Details, Address, Classroom Particulars, Identifier, Contact Details, Bank Details, and Claim Details. The 'Claim Details' section is highlighted. To the right of the navigator is a table with columns: Document Type, Document Name, Date, Time, and Open. The table contains one row: 'Form' (with a download icon), 'Application for Rent Claim', '01-JUN-2026', '11:08 PM', and an 'Open' button (with a download icon). At the bottom right, there is a 'Next' button.

The **Submit** screen allows the user to submit the completed application.

Before submitting, the user must tick the declaration checkbox to confirm that the information and documents provided are true and complete.

Once the checkbox is selected, the **Submit** button will be enabled. The user can then click **Submit** to send the application.



The screenshot shows the 'Application For Rent Claim' interface in the 'Submit' step. The progress bar now highlights the 'Submit' step, and the 'Save' button is next to it. The 'Form Navigator' on the left remains the same. The main content area is titled 'Submit' and contains a declaration checkbox: 'I certify that the information and evidences I have provided is true and complete to the best of my knowledge.' The checkbox is checked. At the bottom right, there are 'Cancel' and 'Submit' buttons.

Note: The rent claim amount is valid for a period of **one year**. Once the applicant enters the rent amount for the initial claim, the amount cannot be changed during that one-year period. After one year has elapsed, the applicant will be able to update the rent amount. The updated amount will then remain valid for another one year.