

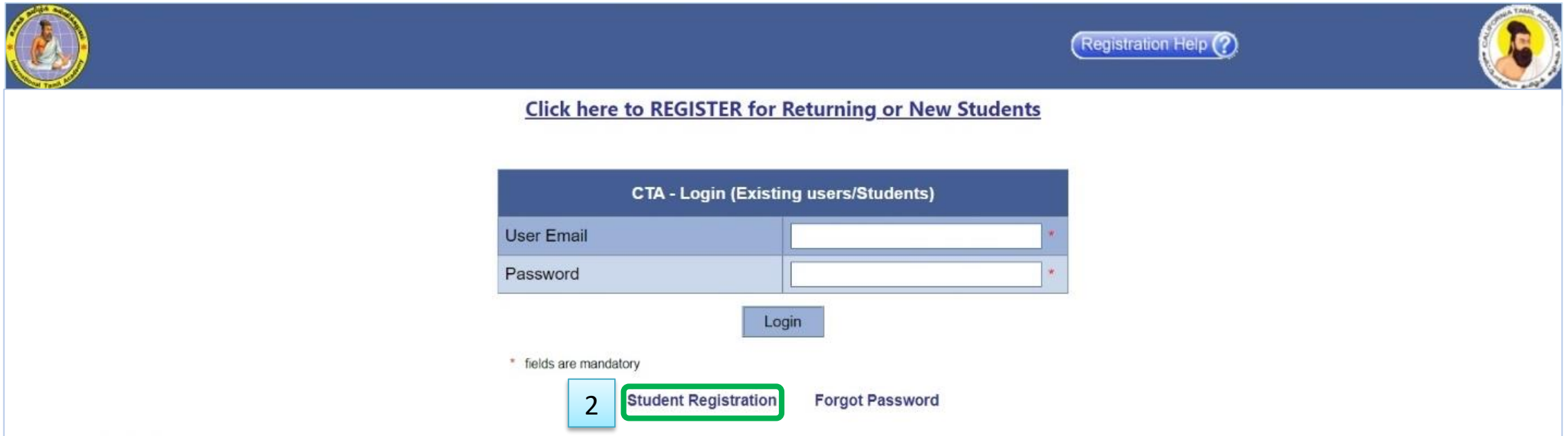


மிச்சிகள் தமிழ்ச் சங்கம் தமிழ்ப் பள்ளிகள்

CTA Registration Procedure for New Students

Registration Procedure for New Students

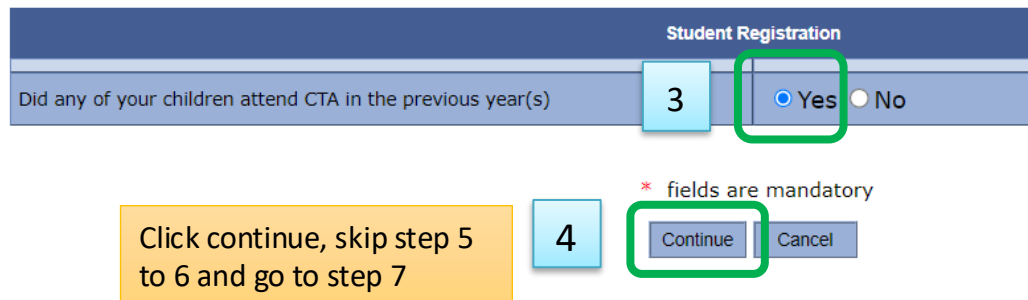
1 Go to <https://www.catamilacademy.org/cta/login.aspx>



The screenshot shows the CTA Login page. At the top, there are two circular logos: one on the left and one on the right. In the center, there is a link that says "Click here to REGISTER for Returning or New Students". Below this link is a login form titled "CTA - Login (Existing users/Students)". The form has two input fields: "User Email" and "Password", both marked with an asterisk to indicate they are mandatory. Below the input fields is a "Login" button. At the bottom of the form, there is a note that says "* fields are mandatory". To the right of the login form, there is a link that says "Forgot Password".

2 **Student Registration**

If you are registering a new child and you already have CTA login for your older kids:



The screenshot shows the "Student Registration" page. It has a header bar that says "Student Registration". Below the header, there is a question: "Did any of your children attend CTA in the previous year(s)". To the right of the question are two radio buttons: "Yes" (selected) and "No". Below the question, there is a note that says "* fields are mandatory". At the bottom, there are two buttons: "Continue" and "Cancel".

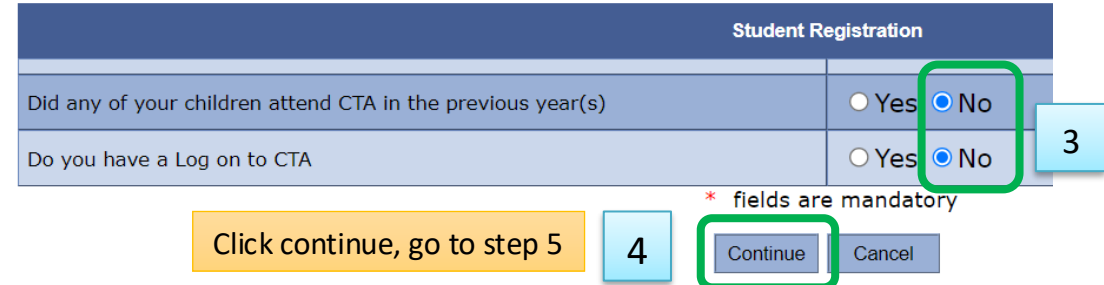
3 ☒ Yes ☐ No

4 **Continue**

Click continue, skip step 5 to 6 and go to step 7

Or

If you are registering a kid from your family for first time and you don't have CTA login ID:



The screenshot shows the "Student Registration" page. It has a header bar that says "Student Registration". Below the header, there are two questions: "Did any of your children attend CTA in the previous year(s)" and "Do you have a Log on to CTA". To the right of each question are two radio buttons: "Yes" and "No". In both cases, the "No" option is selected. Below the questions, there is a note that says "* fields are mandatory". At the bottom, there are two buttons: "Continue" and "Cancel".

3 ☐ Yes ☒ No

4 **Continue**

Click continue, go to step 5

Student Registration Form	
Student's First Name	
Student's Last Name	
Date of Birth	
Parent 1 Name	
Parent 2 Name	

5

Fill required details

**Note: We will use this information to verify that there is no duplicate entry in our system.
We reserve the right to verify the date of birth by requesting to produce official and original documents.**

6

Continue

Cancel

Click continue, skip steps 7-9 and go to step 10

Returning Student Registration Form	
Parent Email ID	
Password	

7

Enter email id and Password details

8

Continue

Cancel

Existing Student Details	
Student Detail	Select Student
Or	
New Student Registration	
Cancel	

9

Click New registration and go to step 10

New Registration Form

☒ New Parent

If you do not see a school in the schools list, it is possible that school is not open for registration at this time

Family Details

Student's First Name *		Student's Last Name *	
School Site *		Gender *	Select Gender ▾
Date of Birth *		Birth Place *	
Parent 1 Name *		Parent 2 Name *	
Parent Email ID *		Confirm Parent Email ID *	
Password *		Confirm Password *	
Street *		City *	
Country & State *	USA - MI - Michigan ▾	Zip/Postal Code *	
Phone #1 *		Phone #2 *	
Phone #3 *		User Name *	
Registration date	8/16/2022	Grade *	Select Grade ▾

Doctor Details

Doctor Name *		Doctor Phone Number *	
Dentist Name *		Dentist Phone Number *	

Emergency Details

EC1 Name *		EC2 Name *	
EC1 Relation *		EC2 Relation *	
EC1 Street *		EC2 Street *	
EC1 City *		EC2 City *	
EC1 Country & State *	USA - MI - Michigan ▾	EC2 Country & State *	USA - MI - Michigan ▾
EC1 Zip/Postal Code *		EC2 Zip/Postal Code *	
EC1 Phone Number *		EC2 Phone Number *	

TVU Grade Details

TVU Grade *	Select Grade ▾
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Public School Details

Public School State *	USA - MI - Michigan ▾	Public School Type *	Select School Type ▾
Public School City *	Select City ▾	Others (City) *	
Public School Name *	Select School ▾	Others (School) *	

* fields are mandatory , Note : EC -> Emergency Contact

10

please select the school from the drop down as per your location,
MTS Tamil School – Canton, MI
Or
MTS Tamil School – Farmington Hills, MI
Or
MTS Tamil School – Troy, MI

11

Fill all mandatory fields in this new registration form

12

System automatically fills the field as "Evaluation" for all new students above 6 years.
For new students below 6 years, system assigns the grade as per their age. (3 years – Preschool 1, 4 Years- Preschool 2 & 5 years – KG)
Don't make any changes to the details filled by the system.

13

Fill the public-school details.
If school/city is not listed in the drop down, please fill Others in dropdown and manually fill city and school details in the "Others" fields accordingly.

14

15

www.catamilacademy.org says

About to register new/returning child. Please click Ok to proceed!

Click Ok to confirm

16

OK

Cancel

Volunteer Help

**CTA exclusively depends on the support and commitment of parent-volunteers to run the school efficiently and successfully. We would like you to spare some of your time to make our school the best.
Please check all that apply and select My Self or My Spouse or both**

Help Name	My Self	My Spouse
Annual day event coordination (Dance, drama, song, debate, etc..)	☐	☐
Annual day - Food, reception, seating, MC, Stage, Video, Photos, etc..	☐	☐
Annual day coordination	☐	☐
TVU - Teaching, Test, etc..	☐	☐
Help with graduation day activities	☐	☐
Help with Hot chocolate	☐	☐
Help with exams (oral, etc..)	☐	☐
Help with safety and parking	☐	☐
Festival and Cultural Events management, assistance, snack preparation, and coordination	☐	☐
Books and Library	☐	☐
Administration - Branch officials	☐	☐
Class Room parent - Preschool to Basic grades	☐	☐
Substitute Teaching - On a need basis based on availability	☐	☐
Teaching - Regular Class Teacher committed for ONE year	☐	☐

17

Please select at least one volunteer options in order to submit the form.

18

Submit

Cancel

19

After submitting the volunteer help form, you will be displayed the **California Tamil Academy School Rules and Regulation** form. You have to enter your Full Name in the **Parent/Guardian's Full Legal Name** Text Box at the bottom and then click on **I Agree**.

20

Again, you will be displayed the **California Tamil Academy School Rules and Regulation** Form. enter your Full Name in the **Parent/Guardian's Full Legal Name** Text Box at the bottom and then click on **I Agree**.

Ignore the Pay In-Person mentioned here. We recommend you to pay fees by Zelle transfer.

Payment Details

Payment Mode ☒ Pay In-Person *

Make Check Payable to (Applicable for Pay-In person option) * MTS Tamil School*

Mailing Address :

Submit Cancel

* fields are mandatory

21

School location details appear here.

Please use the correct school site Zelle ID from the below list.

Canton Zelle ID

treasurer.cantontamilschool@mitamilsangam.org

Farmington Zelle ID

treasurer.fhtamilschool@mitamilsangam.org

Troy Zelle ID

treasurer.troytamilschool@mitamilsangam.org

Livonia Zelle ID

treasurer.scc@mitamilsangam.org

For fee details, kindly refer the MTS Tamil school website
<https://mitamilschools.org/mts-tamil-schools-registration/>

You will see the Registration Confirmation screen as below.



International Tamil Academy

Congratulations!
[redacted] has been successfully registered at MTS Tamil School - [redacted] MI on Jul 18, 2022 06:06:19 PM

Registration details are as follows:

Student ID	: 12345
Grade	: [redacted]
Section	: [redacted]
Grade Fee	: \$ 200.00
Refund	: \$ 0
Paid Amount	: \$ 0
Balance Amount	: \$ 200.00

To contact us for further assistance, open a Help Desk Ticket at help.catamilacademy.org

Thanks and Regards,
ITA Team

Do You Wish To Register for one more Student?

Ignore the fees
displayed on the screen.

Note down the CTA
Student ID shown here and
it must be entered in the
Zelle fee transfer
memo/comments section.



மிச்சிகன் தமிழ்ச் சங்கம் தமிழ்ப் பள்ளிகள்

Thank you