

STEPS TO COMPLETE KHDA REGISTRATION PROCESS

Once the registration approved by the KHDA, your Parent School Contract will be published. This can be signed in person at school by visiting our KHDA department. From 8am – 2.30pm, Sunday to Thursday.

Alternatively, it can be signed via the KHDA App. Your login will be the Emirates ID card number of the parent who registered the child and the password will be that parent's mobile phone number.

To **sign via KHDA App**. Please follow the procedure below:

1. Download the **KHDA app** on your phone/ any smart devices or visit this website: **<https://www.khda.gov.ae/khdaparentportal/#/login>**
2. Login your username and password sent to you by the KHDA through SMS on your mobile number.
3. After successful login, you will be directed to the Family Room Dialogue Page. There you will see the information of your child/children. Click on the icon of your child and then Click on the **Parent/School Contract** button. (*Note: If the parent school contract is not published/available please contact Mrs. Meriem DOUIRI 04 396 0607 ext. 117*)
4. Check the box: **Mark this section as Read** at the end of each page.
All the pages have to be checked eventually in order to accept the contract.
5. Click on **Sign Contract** button once you have read through the entire contract.
6. Check the box: **I agree to the terms and conditions of the contract document.**
7. Click on **Provide Consent** button.
8. You will receive an OTP to authenticate the user which you need to enter the space provided.
9. A Thank You message will prompt upon the completion of the entire process.

IMPORTANT NOTE: KHDA student registration is mandated by the Government of Dubai therefore compliance is a must. Please sign immediately after receiving this email.

The deadline for signature of the Parent School Contract is 30th September 2021