

# SCHOOLS ONLINE REGISTRATION SYSTEM (SRS)

# FREQUENTLY FACED PROBLEMS

# WAYS TO REGISTER

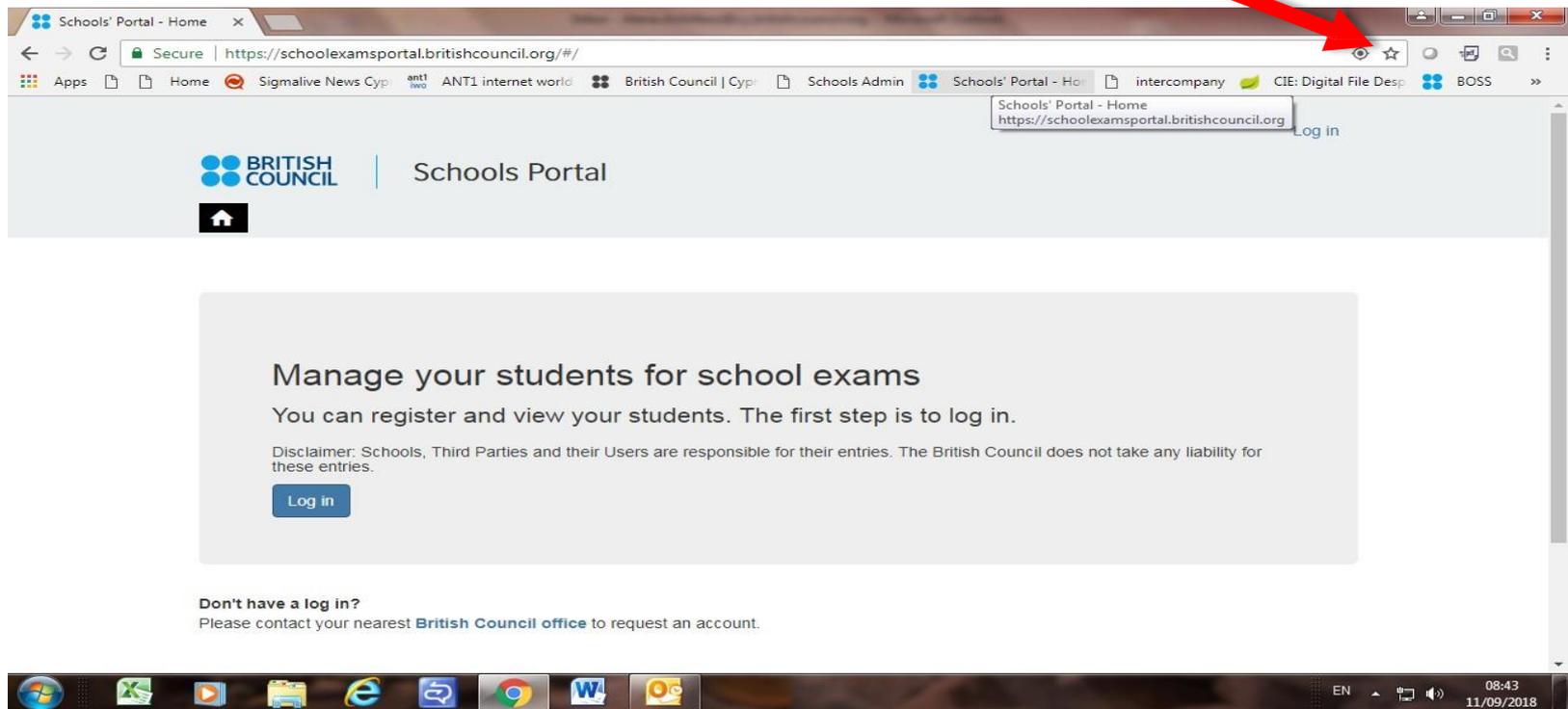
- There are two ways for registering your candidates:
  1. registering individual candidates (not as a school)
  2. registering on behalf of a school (in bulk)

# REGISTERING INDIVIDUAL CANDIDATES (NOT AS A SCHOOL)

- When registering individual candidates (not as a school): If an email address has already been used to register a candidate in the past, then a different email address will need to be used to register the candidate.
- So, start by clearing the cache of your the browser and create a new account with this new email address. When creating your account, please make sure that the password you use contains at least one letter of the English alphabet in upper case, at least one letter of the English alphabet in lower case, at least a number – for example: Admin123

# REGISTRATION (AS A SCHOOL)

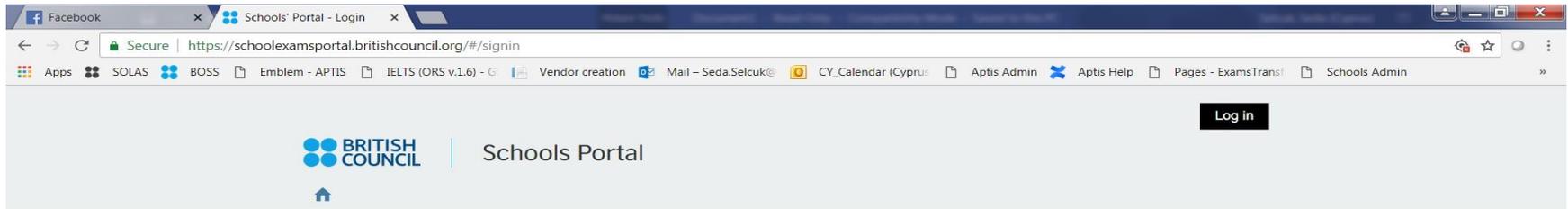
- Register your school for the online registration <https://schoolexamsportal.britishcouncil.org/> by completing a form. You will receive the above link in your email.
- Bookmark the web page so you can find it again easily.



The screenshot shows a web browser window displaying the British Council Schools Portal. The address bar shows the URL <https://schoolexamsportal.britishcouncil.org/#/>. The page header includes the British Council logo and the text "Schools Portal". A red arrow points to the bookmark icon in the browser's address bar. The main content area features a large grey box with the heading "Manage your students for school exams" and the text "You can register and view your students. The first step is to log in." Below this is a "Log in" button. A disclaimer states: "Disclaimer: Schools, Third Parties and their Users are responsible for their entries. The British Council does not take any liability for these entries." At the bottom, there is a link for "Don't have a log in?" with the text "Please contact your nearest British Council office to request an account." The Windows taskbar is visible at the bottom of the screen.

# PASSWORD CREDENTIALS

- Password needs to have a CAPITAL letter and a Number and minimum 8 characters. e.g Admin123

A close-up of the login form. It has a blue header with the text 'Log in'. Below the header, there are two input fields: 'Email address \*' with the value 'alexiaachilleos.aristodemou@gmail.com' and 'Password \*' with a masked password '\*\*\*\*\*'. To the right of the password field is a link for 'Forgot Password?'. At the bottom right of the form is a 'Continue' button.

Problems logging in?  
Please contact your nearest [British Council office](#)

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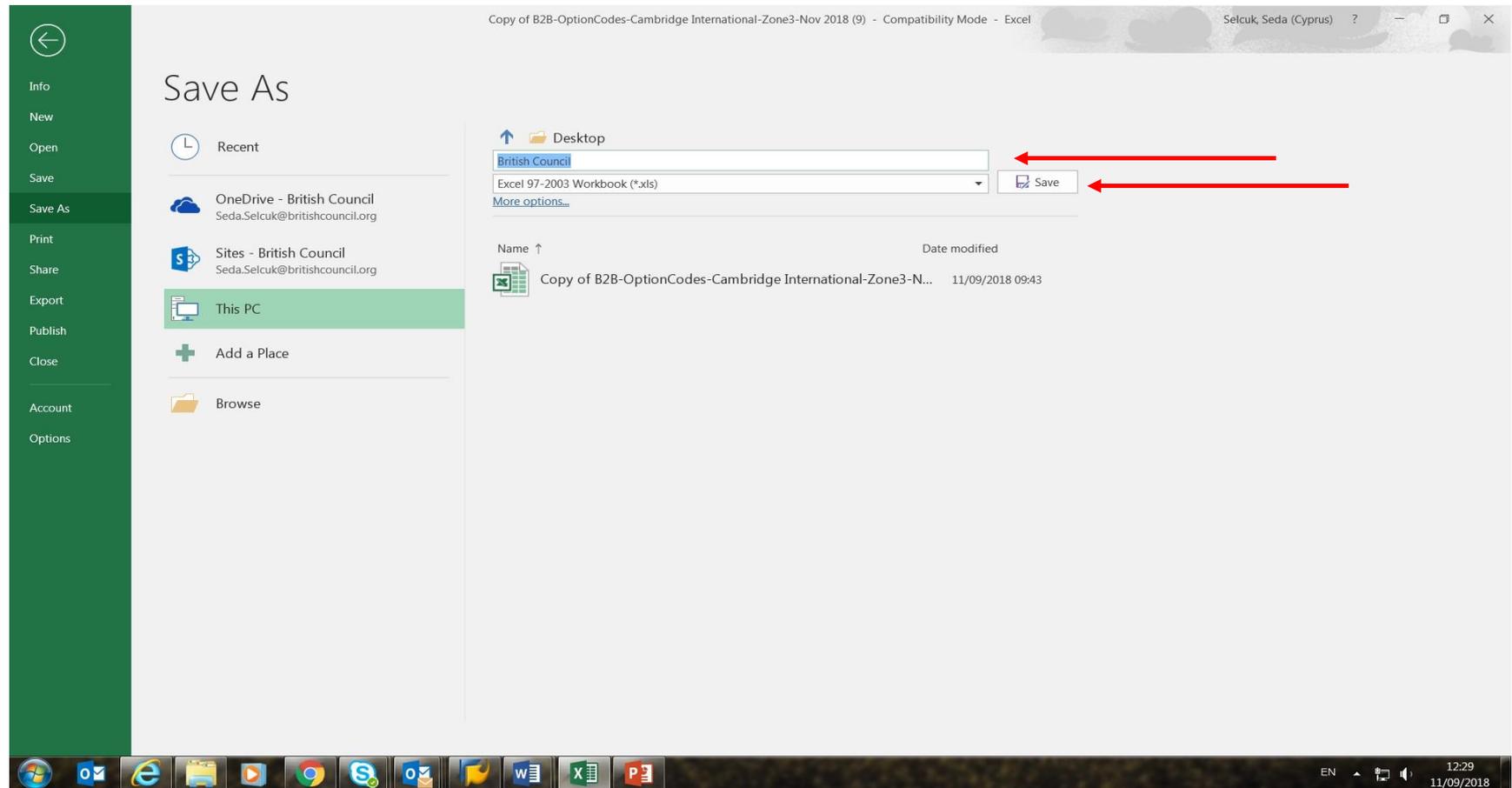
# MAKING ENTRIES

- Make sure you select the correct session, download the Excel spreadsheet

The screenshot shows the British Council Schools Portal for Cyprus. The user is logged in as 'alexia' and is currently viewing the 'Nov 2018 (Cambridge International) - active' session. A dropdown menu is open, showing a list of 'Current sessions' including June 2015, Nov 2015, June 2016, Nov 2016, May/June 2017, Nov 2017, May/June 2018, Nov 2018 (Cambridge International) - active, Nov 2015 (Edexcel), Summer 2015 (Edexcel), and Summer 2016 (Edexcel). A red arrow points to the dropdown menu. The page also features a timeline with key dates: 08/06/2018 (Reg. Window Opens, Special Arrangements Start Date), 25/06/2018 (Special Arrangements End Date), 02/08/2018 (Normal), and 5/09/2018 (ite Stage 2). The main heading is 'Welcome' and the text below it reads: 'Welcome to the British Council school examinations registration portal for preparation centres. Here you can register multiple students for school exams.' At the bottom, there are two green buttons: 'Download the how-to guide' and 'Register Candidates'.

# EXCEL SPREADSHEET

- Save your spreadsheet on your computer as EXCEL 97-2003 Workbook. Give it the name of your institution.



# BULK REGISTRATION SPREADSHEET

The screenshot shows an Excel spreadsheet titled "Copy of B2B-OptionCodes-Cambridge International-Zone3-Nov 2018 (9) - Compatibility Mode - Excel". The spreadsheet is used for bulk registration and contains the following data:

	A	B	C	D	E	F	G	H	I	J	K	M	N
	Errors Do not edit this column Errors will be listed in this column if found after system validation.	First Name (required)	Last Name (required)	DOB (dd/mm/yyyy) (required)	Gender (required)	Candidate Number (optional)	Mobile Phone Number (optional)	Id Type (Passport / National Id) (required)	Id Number (required)	Id Expiry Date (dd/mm/yyyy) (required)	UCI (optional)	Option Code	Subject Name
1													
2	Un-validated	Seda	Selcuk									0400A	ART AND DESI
3	Un-validated											0478AY	COMPUTER SC
4	Un-validated											0500CU	FIRST LANGUA
5	Un-validated											0400A	ART AND DESI
6	Un-validated											0400A	ART AND DESI
7	Un-validated											0400A	ART AND DESI
8	Un-validated											0400A	ART AND DESI
9	Un-validated											0400A	ART AND DESI
10	Un-validated											0400A	ART AND DESI
11	Un-validated											0400A	ART AND DESI
12	Un-validated											0400A	ART AND DESI
13	Un-validated											0400A	ART AND DESI
14	Un-validated											0400A	ART AND DESI
15	Un-validated											0400A	ART AND DESI
16	Un-validated											0400A	ART AND DESI
17	Un-validated											0400A	ART AND DESI

A tooltip is displayed over the DOB field in row 3, stating: "Candidate's Date of Birth Required. Please enter candidate's date of birth, e.g. 31/01/1999".

# BULK REGISTRATION SPREADSHEET

Copy of B2B-OptionCodes-Cambridge International-Zone3-Nov 2018 (9) - Compatibility Mode - Excel

	AQ	AR	AS	AT	AU	AV	AW	AX	AY	AZ	BA	BB	BC	BD
	Option Code	Subject Name	Reg. Type	Option Code	Subject Name	Reg. Type	Most Recent - Previous Candidate Number (only for retake, carry forward or group awards)	Most Recent - Previous Centre Number (only for retake, carry forward or group awards)	Most Recent - Previous Session (only for retake, carry forward or group awards)	Group Award	Please state who is collecting minor	Guardian First Name	Guardian Last Name	Guardian Contact Number
1														
2											SCHOOLS			
3											SCHOOLS			
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														
16														
17														

Ready | Data Entry | Option Codes | AdditionalData | Version control | 140%

13:04 11/09/2018

# FILLING IN THE SPREADSHEET

**ALWAYS** use the drop-down arrows, otherwise there will be errors.

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K	M	N	O	P	Subject
	Errors	First Name (required)	Last Name (required)	DOB (dd/mm/yyyy) (required)	Gender (required)	Candidate Number (optional)	Mobile Phone Number (optional)	Id Type (Passport / National Id) (required)	Id Number (required)	Id Expiry Date (dd/mm/yyyy) (required)	UCI (optional)	Option Code	Subject Name	Reg. Type	Option Code	Subject
1	Errors Do not edit this column. Errors will be listed in this column if found after system validation.															
2	Un-validated	Seda	Selcuk	01/12/1990								0400A	ART AND DESIGN - ART AND DESIGN OPT A	S		
3	Un-validated				M							0478AY	COMPUTER SCIENCE - COMPUTER SCIENCE OPT AY	CF		
4	Un-validated				F							0500CU	FIRST LANGUAGE ENGLISH - FIRST LANGUAGE ENGLISH OPT CU	S		
5	Un-validated											0400A	ART AND DESIGN - ART AND DESIGN OPT A	S		
6	Un-validated											0400A	ART AND DESIGN - ART AND DESIGN OPT A	S		
7	Un-validated											0400A	ART AND DESIGN - ART AND DESIGN OPT A	S		
8	Un-validated											0400A	ART AND DESIGN - ART AND DESIGN OPT A	S		
9	Un-validated															
10	Un-validated															
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24	Un-validated															
25	Un-validated															

# FILLING IN THE SPREADSHEET

- **ALWAYS** use the drop-down arrows, otherwise there will be errors.

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
	Errors	First Name (required)	Last Name (required)	DOB (dd/mm/yyyy) (required)	Gender (required)	Candidate Number (optional)	Mobile Phone Number (optional)	Id Type (Passport / National Id) (required)	Id Number (required)	Id Expiry Date (dd/mm/yyyy) (required)	UCI (optional)	Option Code	Subject Name	Reg. Type	Option Code	Subject	
1	Do not edit this column Errors will be listed in this column if found after system validation.	Seda	Seicuk	01/12/1990								0400A	AND DESIGN - ART AND DESIGN OPT A	S			
2	Un-validated											0400A	COMPUTER SCIENCE - COMPUTER SCIENCE OPT AY	CF			
3	Un-validated											0400B	FIRST LANGUAGE ENGLISH - FIRST LANGUAGE ENGLISH OPT CU	S			
4	Un-validated											0470BX	AND DESIGN - ART AND DESIGN OPT A	S			
5	Un-validated											0478AY	AND DESIGN - ART AND DESIGN OPT A	S			
6	Un-validated											0486AY	AND DESIGN - ART AND DESIGN OPT A	S			
7	Un-validated											0486BY	AND DESIGN - ART AND DESIGN OPT A	S			
8	Un-validated											0495AY	AND DESIGN - ART AND DESIGN OPT A	S			
9	Un-validated											0500CU					

A red arrow points from the text 'ALWAYS use the drop-down arrows' to the dropdown arrow in cell M2. The dropdown menu is open, showing a list of option codes and subject names. The current selection is '0400A'.

# SELECTING SUBJECT

- Make sure you select the registration type by extending the **O** column.

The screenshot shows the Microsoft Excel interface with the following data table:

	A	B	C	D	E	F	G	H	I	J	L	N	O	P	R
	Errors	First Name (required)	Last Name (required)	DOB (dd/mm/yyyy) (required)	Gender (required)	Candidate Number (optional)	Mobile Phone Number (optional)	Id Type (Passport / National Id) (required)	Id Number (required)	Id Expiry Date (dd/mm/yyyy) (required)	UCI (optional)	Option Code	Subject Name	Reg. Type	Option Code
1	Errors Do not edit this column Errors will be listed in this column if found after system validation.														
2	Un-validated	Seda	Selcuk	01/01/2000	F			National Id	1234567	01/01/2020				S	
3	Un-validated													CF	
4	Un-validated														
5	Un-validated														
6	Un-validated														
7	Un-validated														
8	Un-validated														
9	Un-validated														
10	Un-validated														
11	Un-validated														
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13	Un-validated														
14	Un-validated														
15	Un-validated														
16	Un-validated														
17	Un-validated														
18	Un-validated														



# CHILD PROTECTION

- If the child is below 18 years, it must be stated who is collecting the child. Use School option if it is not known at that moment.

The screenshot shows an Excel spreadsheet titled 'Copy of B2B-OptionCodes-Cambridge International-Zone3-Nov 2018 (9) - Compatibility Mode - Excel'. The spreadsheet is in 'Compatibility Mode' and is currently displaying the 'Data' tab. The active cell is BA2, which contains the text 'Please state who is collecting minor'. A dropdown menu is open for this cell, showing the following options: 'SCHOOLS', 'CollectionMinor', 'SCHOOLS', and 'PARENT/GUARDIAN'. A red arrow points from the text in the bullet point above to the dropdown menu. The spreadsheet has columns labeled AQ through BJ. Columns AQ through AV are blue, and columns AW through BJ are orange. The spreadsheet is currently displaying the 'Data' tab. The active cell is BA2, which contains the text 'Please state who is collecting minor'. A dropdown menu is open for this cell, showing the following options: 'SCHOOLS', 'CollectionMinor', 'SCHOOLS', and 'PARENT/GUARDIAN'. A red arrow points from the text in the bullet point above to the dropdown menu. The spreadsheet is currently displaying the 'Data' tab. The active cell is BA2, which contains the text 'Please state who is collecting minor'. A dropdown menu is open for this cell, showing the following options: 'SCHOOLS', 'CollectionMinor', 'SCHOOLS', and 'PARENT/GUARDIAN'. A red arrow points from the text in the bullet point above to the dropdown menu.

AQ	AR	AS	AT	AU	AV	AW	AX	AY	AZ	BA	BB	BC	BD	BE	BF	BG	BH	BI	BJ
Option Code	Subject Name	Reg. Type	Option Code	Subject Name	Reg. Type	Most Recent - Previous Candidate Number (only for retake, carry forward or group awards)	Most Recent - Previous Centre Number (only for retake, carry forward or group awards)	Most Recent - Previous Session (only for retake, carry forward or group awards)	Group Award	Please state who is collecting minor	Guardian First Name	Guardian Last Name	Guardian Contact Number	Guardian Relationship					
										SCHOOLS									
										CollectionMinor									
										SCHOOLS									
										PARENT/GUARDIAN									

# FINISHING THE REGISTRATION

- Save your file with the completed data and upload it to our SRS system. If there are any issues, the spreadsheet will be returned with ERRORS on it.
- Please correct these errors and re-upload.
- Pay the amount to the Bank of Cyprus and email the deposit slip to [contact.exams@cy.britishcouncil.org](mailto:contact.exams@cy.britishcouncil.org)
- Turkish Cypriots can pay to the Turkish Bank account no 7570252 and email the deposit to [contact.exams@cy.britishcouncil.org](mailto:contact.exams@cy.britishcouncil.org).
- If you have any issues please email us at [contact.exams@cy.britishcouncil.org](mailto:contact.exams@cy.britishcouncil.org) or call us at +357 22585000