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ONLINE APPLICATION GUIDE

Step-by-step guide for Parents & Guardians — Admissions Parent Portal

Before You Start — Documents to Prepare

Have digital copies of the following ready *before* you begin filling in the form. Accepted formats are **PDF, JPG and PNG** (maximum 2 MB per file).

For the Student:

- Student Identity Document or Passport
- Birth Certificate
- Recent passport-size photo (JPG/PNG)
- Previous school academic reports or certificates
- Medical aid / health insurance details (if applicable)

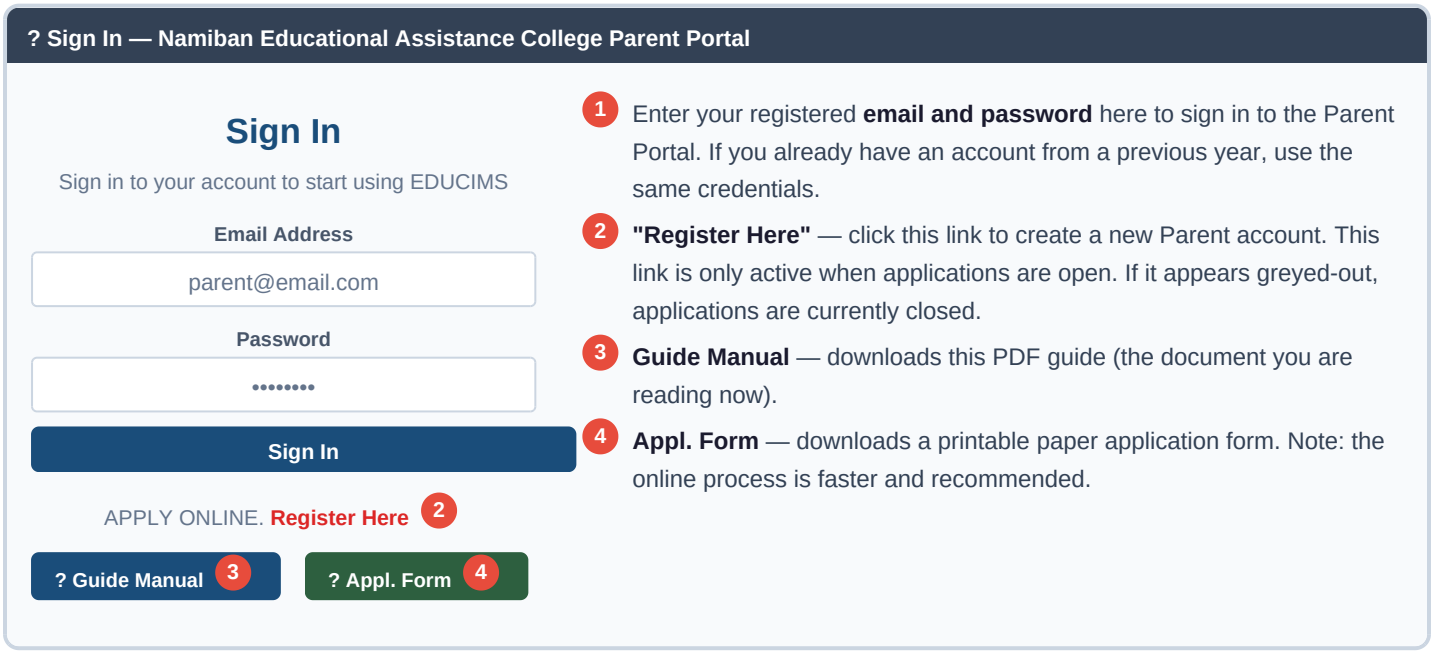
For the Parent / Guardian:

- Parent / Guardian Identity Document or Passport
- Current contact number and email address
- Employer / Occupation details
- Emergency contact details

> **Important:** Applications can only be submitted while the admissions window is open. The system will inform you if applications are currently closed.

1 The Login Page — Your Starting Point

Open your web browser and go to: **http://neac.educims.org**. The login page is the first screen you will see.

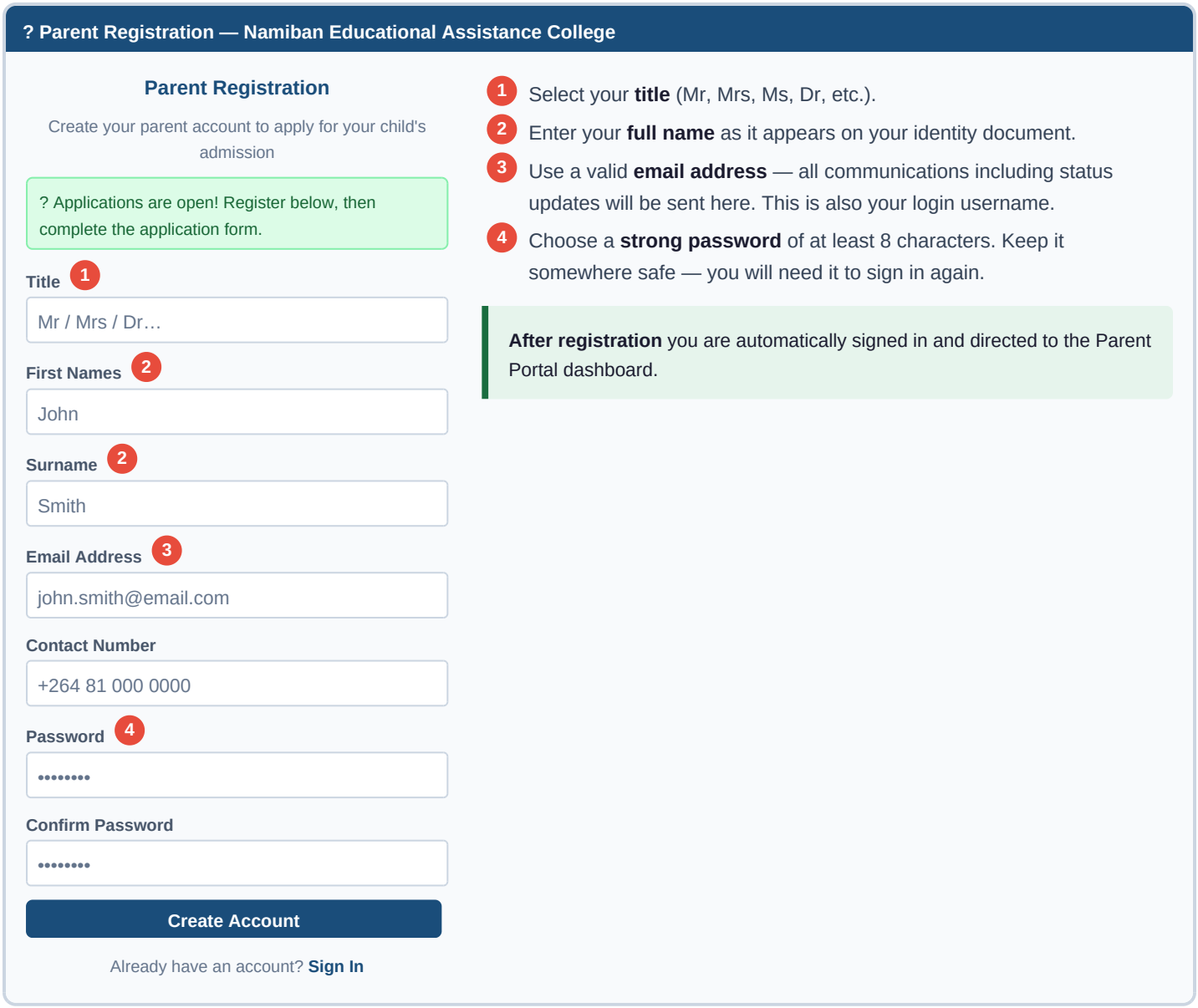


Returning Parent? If you submitted an application in a previous academic year, your account still exists. Simply sign in with the same email and password — you do not need to register again.

Forgot your password? Use the "Forgot Password" link on the sign-in form to reset it. A reset link will be sent to your registered email address.

2 Creating Your Parent Account (New Applicants Only)

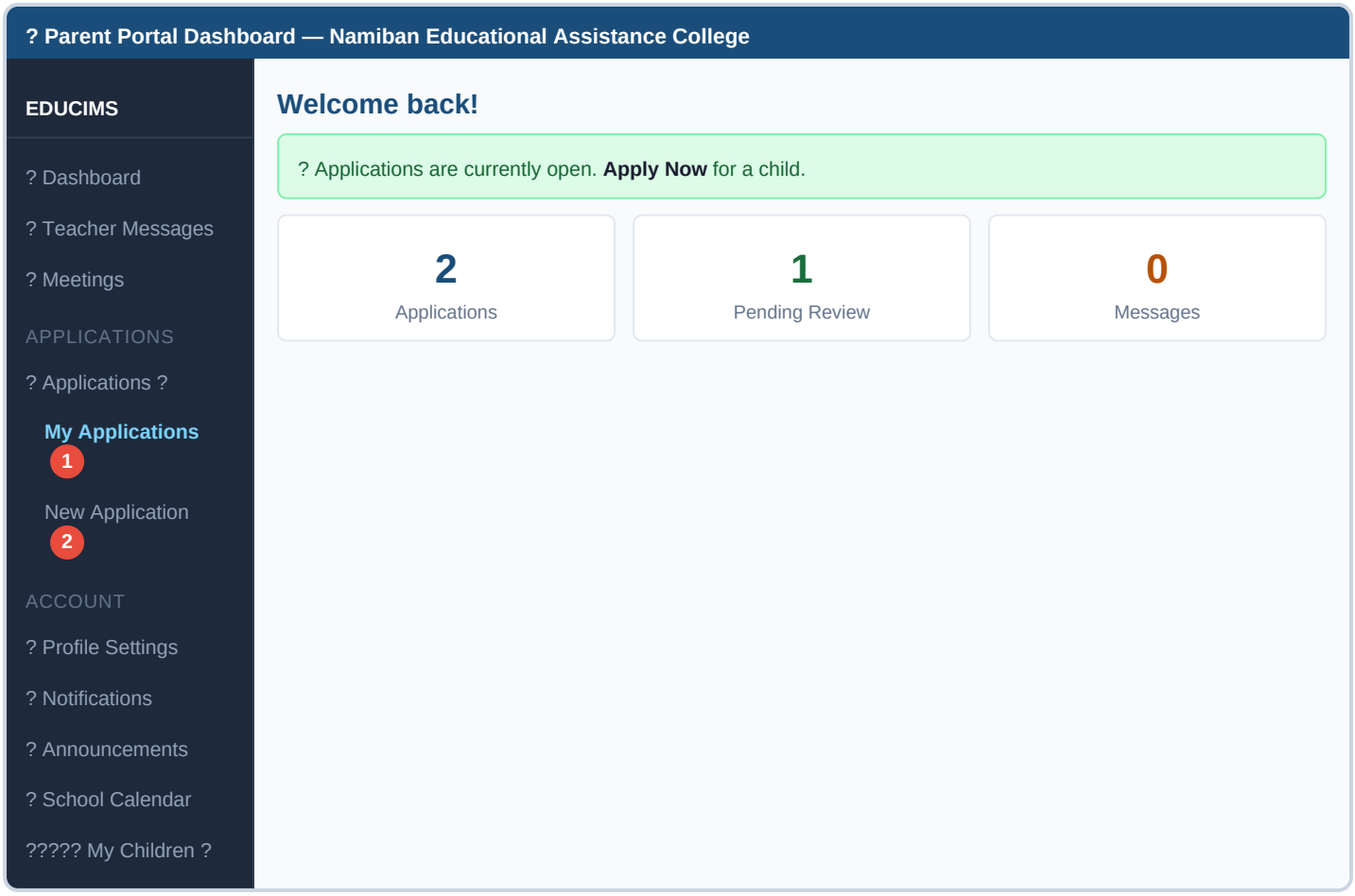
If this is your first time applying, click **"Register Here"** on the login page. You will be taken to the Parent Registration screen.



Note: Your parent account represents *you*, the parent or guardian. You will apply for each child separately within the portal — one account can manage multiple children.

3 The Parent Portal — Dashboard & Navigation

Once signed in, you land on the **Parent Portal Dashboard**. The left-hand sidebar is your main navigation menu.



1. **My Applications** — view all applications you have submitted. Check statuses, download acknowledgement letters, and edit pending applications from here.
2. **New Application** — start a fresh application for a child. This option is only available while applications are open.

> **Tip:** The Dashboard also shows an **"Apply Now"** button when applications are open. Clicking it takes you straight to the application form.

4 Completing the Application Form

Click **Applications › New Application** in the sidebar (or the *Apply Now* button on the dashboard) to open the Student Admission Application form. The form is divided into four sections.

Section A — Academic Year & Student Type

Academic Details

Academic Year * 1
2025–2026 ?

Learner Unique Identifier (UID) * 2
8800001

Student Type * 3
New Student ?

1. **Academic Year** — select the year you are applying for. If only one year is available it will be pre-selected automatically.
2. **Learner Unique Identifier (UID)** — a required **7-digit number** that uniquely identifies the learner. See *"About the Learner Unique Identifier"* below for how it is formed and where to obtain it.
3. **Student Type** — choose whether the child is a New Student (first time) or a Returning/Transfer student.

About the Learner Unique Identifier (UID)

In line with the Directorate of Education, Innovation, Youth, Sports, Arts and Culture (DEIYSAC) directive on the *2027 Learner Admissions and Application Procedures*, every learner must be captured with a **Unique Identifier (UID)** — a **7-digit number** recorded on all application forms and admission records.

- **Pre-Primary & Grade 1 applicants:** the learner's **Birth Certificate Number** serves as the Unique Identifier and must be captured accurately.
- **Grade 8 applicants:** the UID is allocated by the learner's **current primary school**. Allocation is coordinated by the Grade 7 Life Skills teachers or designated school officials.

Format of the Unique Identifier: the first **four (4) digits** are the **School Code** and the last **three (3) digits** are the **Learner Number** (001–999).

Learner Number	Unique Identifier
Learner number 1	8800**001**
Learner number 100	8800**100**

> **Example** — School Name: Namibia Primary School, School Code: 8800. If you do not know your child's UID, contact your current or previous school, or the admissions office, before submitting the application.

Section B — Student Personal Information

Student Personal Details

Title 1

Miss ?

Profile Photo 2

Choose file…

First Names *

Sarah Jane

Surname *

Smith

Gender * 3

Female ?

Date of Birth * 4

? 2014-03-15

Nationality *

Namibian

Identity / Passport Number 5

8812345678

Contact Number

+264 81 000 0000

Email Address

student@email.com

Home Address

15 Example Street, Windhoek

1. Select the student's **title**. The Gender field will be auto-set based on the title chosen.
2. Upload a recent **passport-size photo** of the student (JPG or PNG, max 2 MB). This is optional but recommended.
3. **Gender** is auto-filled when you select a Title. You may change it if needed.
4. **Date of Birth** — click the calendar icon to open a date picker. You cannot type freely in this field; select the date from the calendar. Future dates cannot be selected.
5. Enter the student's **national ID number or passport number**. Either is acceptable.

Required fields are marked with a red asterisk *. The form will not submit if these are left empty.

Section C — Academic & School Information

This section captures the child's enrolment details, previous school history, and academic results.

Academic Information

Grade Applying For * 1
Grade 8 ?

Study Mode
Full-Time ?

Previous School Name 2
Windhoek Primary School

Last Grade Completed 3
Grade 7 ?

Reason for Transfer 4
Relocation of Family ?

? Capture Previous School Results 5

? 3 subjects captured | View / Edit

1. **Grade Applying For** — select the grade the student wishes to enrol in. This is required.
2. **Previous School** — enter the full name of the student's current or most recent school.
3. **Last Grade Completed** — automatically set to one grade below the grade you are applying for. You can adjust this if the student repeated or skipped a year.
4. **Reason for Transfer** — select the reason the student is changing schools. Options include Relocation of Family, Better Academic Programs, Financial Reasons, Student Well-being, and others. This field is optional.
5. **Capture Previous School Results** — click this button to open the results entry panel. Add each subject with its level, symbol, and points from the student's latest report.

How to Capture Previous School Results

Clicking *Capture Previous School Results* opens an overlay panel. Follow these steps:

? Capture Previous School Results — Modal Window

Subject A
Mathematics

Level B
Higher ?

Symbol C
B ?

Points D
6

+ Add

Subject	Level	Symbol	Points	Remove
Mathematics	Higher	B	6	?
English	Higher	A	7	?
Science	Core	C	5	?

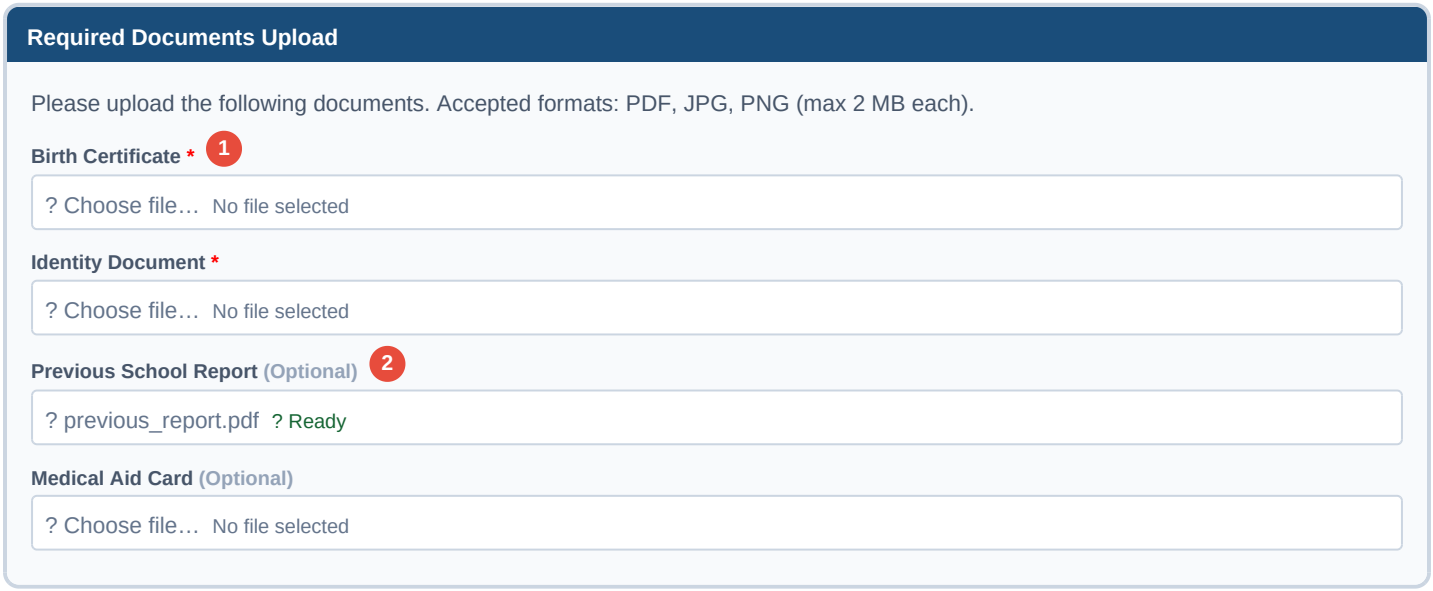
Cancel | Save Results

- A **Subject** — start typing the subject name; suggestions will appear. Select from the list or type the full name.
- B **Level** — select whether the subject was taken at Higher, Core, or Foundation level.
- C **Symbol** — the letter grade received (A through G or U).
- D **Points** — the numerical points corresponding to the symbol. These will usually be on the student's report card.

Click **+ Add** after each subject to add it to the table. Repeat for all subjects. When done, click **Save Results** to return to the main form. You can re-open the panel to edit entries at any time before submitting.

Section D — Required Documents

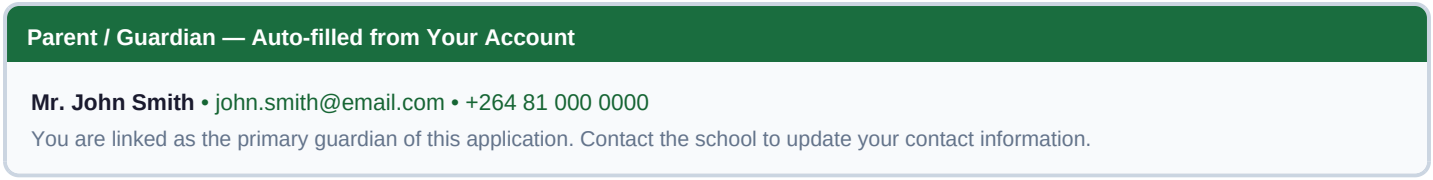
Scroll down to the **Documents** section. Upload each document listed. Required documents are marked with a red asterisk.



1. Documents marked * are **mandatory**. The form will not submit without them.
2. Optional documents are still recommended where applicable. Once a file is selected the field shows a green tick confirming it is ready for upload.

Section E — Parent / Guardian Information

Your parent or guardian details are automatically filled in from your registered account. You will see a read-only panel like this:

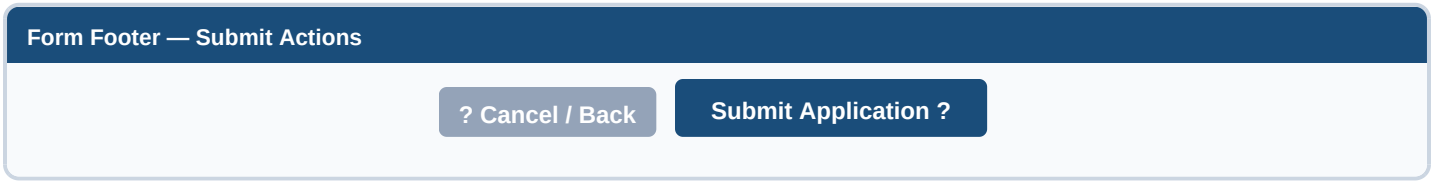


> Your contact details are pulled from your account automatically. You do not need to re-enter them. If your details need updating, contact the school office.

5 Reviewing & Submitting the Application

Before submitting, scroll through the entire form and check that:

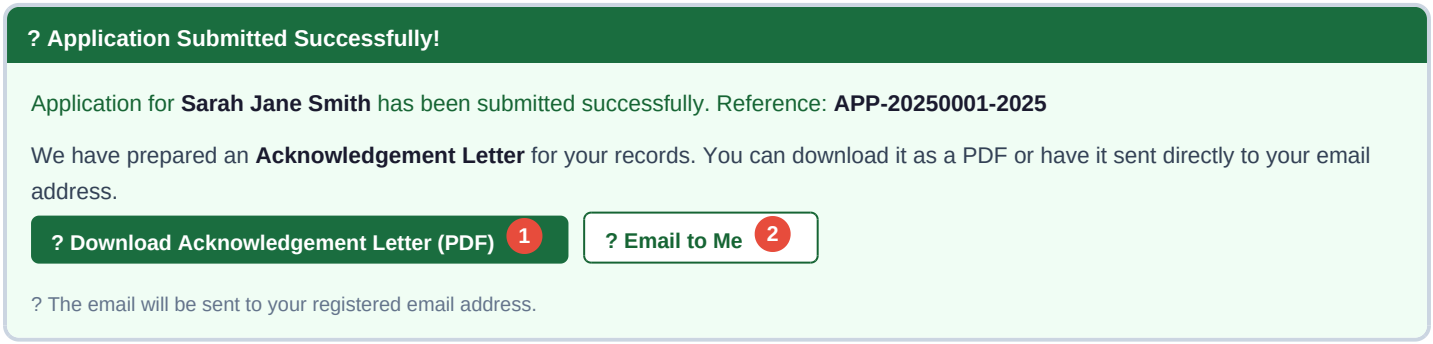
- All required fields (marked *) are completed.
- All mandatory documents have been uploaded.
- The student's name, date of birth and identity number are correct.
- Previous school results have been saved (if applicable).



Click **Submit Application**. The system will validate all fields. If anything is missing, you will be returned to the form with the errors highlighted in red. Fix the errors and submit again.

6 After Submission — Acknowledgement Letter

When your application is successfully submitted, you are redirected to the **My Applications** page where a confirmation banner appears.



1. **Download Acknowledgement Letter (PDF)** — click to immediately download a PDF copy of your acknowledgement letter. Keep this for your records. It contains the application reference number, student details, and next steps.
2. **Email to Me** — click to have the acknowledgement letter emailed with a PDF attachment to your registered email address. A confirmation message will appear once sent.

> **Save your Acknowledgement Letter.** It contains your unique application reference number (e.g. APP-20250001-2025) which you should quote in any communication with the school regarding this application.

You can also download the acknowledgement letter at any later time from the **My Applications** table using the **PDF** link in the *Letter* column.

7 Tracking Your Applications — My Applications Page

Navigate to **Applications › My Applications** in the sidebar to see all applications you have submitted. Each row shows the current status of the application.

My Applications

Student	Grade Applied	Acad. Year	App. Status 1	Enrolment Status 2	Date	Letter 3	Actions 4
S.J. Smith STU-20250001	Grade 8	2025–26	? Pending	Pending Review	12 Jan 2025	? PDF	? Edit
T.A. Smith STU-20240002	Grade 10	2024–25	? Approved	Active	15 Jan 2024	? PDF	—

1. **Application Status** — shows where your application stands in the review process. See the Status Guide below.
2. **Enrolment Status** — shows the student's enrolment outcome once the admissions team has processed the application.
3. **Letter (PDF)** — click the PDF link to download the acknowledgement letter for that application at any time.
4. **Edit** — an amber Edit button appears only if the application is still editable (see Step 8 below). Once a student is admitted or the window closes, editing is no longer permitted.

Application Status Guide:

? Pending
Application received. Currently under review by the admissions team.

? Approved
Application has been approved. Further enrolment steps may follow.

? Waitlisted
The student is on the waiting list. You will be contacted if a place becomes available.

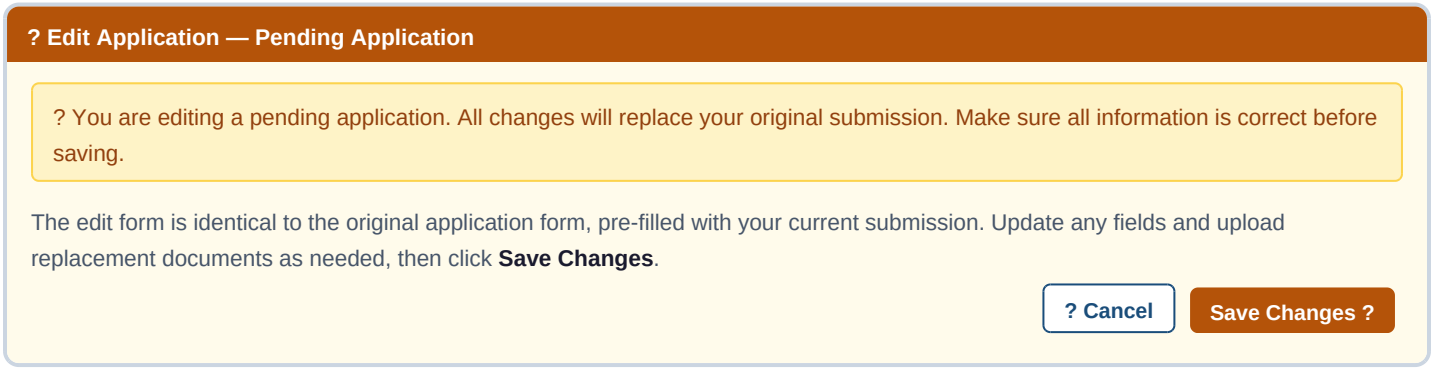
? Rejected
Application was unsuccessful. Contact the school for more information.

8 Editing a Submitted Application

You may edit a submitted application only if **all three** of the following conditions are met:

- ? The school's **admissions window is still open**.
- ? The **Application Status is "Pending"** — the admissions team has not yet made a decision.
- ? The student has **not yet been enrolled** — the Enrolment Status is not Active, Full Admission, Provisional, Cancelled, or Rejected.

When all three conditions are met, an amber **? Edit** button appears in the Actions column on the My Applications page.



Important: Once the application window closes or the admissions team changes the Application Status, editing is disabled permanently for that application. You will not be able to edit applications from previous academic years where the student was already admitted.

Common Issues & Troubleshooting

"Register Here" is greyed out

Applications are currently closed. The system only allows new registrations during an active admissions cycle. Check back later or contact the school for the opening date.

Form won't submit — red errors appear

A required field is empty or a document is missing. Scroll up to find all highlighted fields, complete them, and click Submit again.

I can't select a date of birth

Click the calendar icon inside the Date of Birth field to open the date picker. Do not try to type in the field directly — it is locked to prevent formatting errors.

Edit button is not showing

Editing is only available while the window is open, the status is Pending, and the student is not yet enrolled. If any condition is not met, the button will not appear.

I didn't receive the acknowledgement email

Check your spam or junk folder. If it's not there, use the *Download PDF* button on the My Applications page instead, or contact the school to resend.

Forgot my password

Click **"Forgot Password?"** on the login page. Enter your registered email address and follow the link sent to your inbox to reset your password.

Need Help? Contact the Admissions Office

Namiban Educational Assistance College — Admissions Office

? 9 March Street, Windhoek North

? neaccollege@gmail.com

? +264 81 286 2111

? +264 81 286 2111

Office Hours: Monday – Friday | 08:00 – 17:00

When contacting us, please have your:

- Application Reference Number
- Student's full name
- Your registered email address