

Downloading the KHDA Mobile App

1. From your mobile, open **Apple App Store** or **Google Play** (depending on your version of the operating system).
2. In the App Store, search using the keyword 'KHDA'.
3. Download or update the KHDA App by clicking the **GET/UPDATE/OPEN** button.
4. Once the App is downloaded, the app icon will be shown on your mobile screen; click on this icon to access the **KHDA Mobile App**.



- From the **KHDA Mobile App** home screen, click on **Parents** icon; this will take you to the portal login screen.



Logging into Parent/School Contract

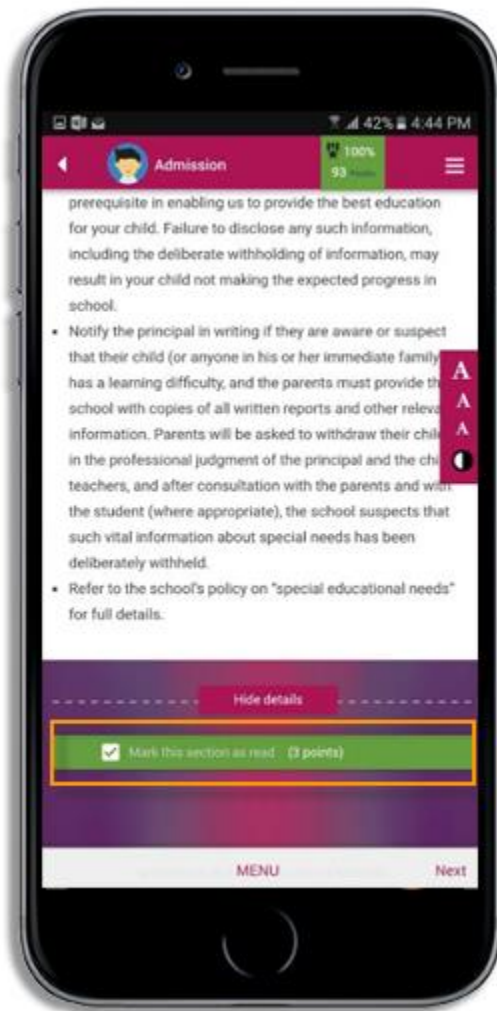
1. Enter your valid Emirates ID number, mobile number, or your email address.
2. Enter the password, then click **login**.



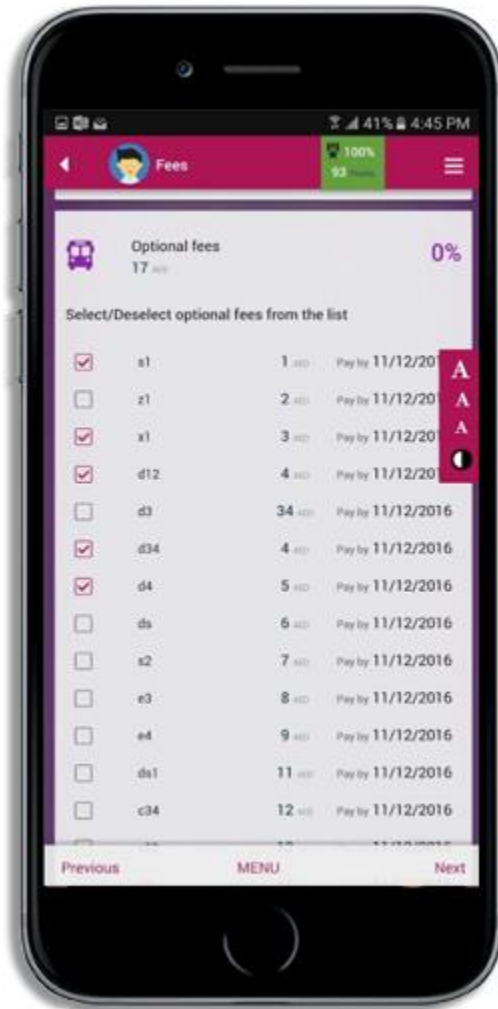
3. **Parent/School Contract** of your child will be activated only if the school has published it; if the contract is not published, it will not be activated; for activation contact the school.
4. Select your child's name then click on the activated **Parent/School Contract** button.



5. To sign the contract, you need to read all of the sections of the contract. For each section click on **Mark this section as read as shown** at the bottom of each section screen.



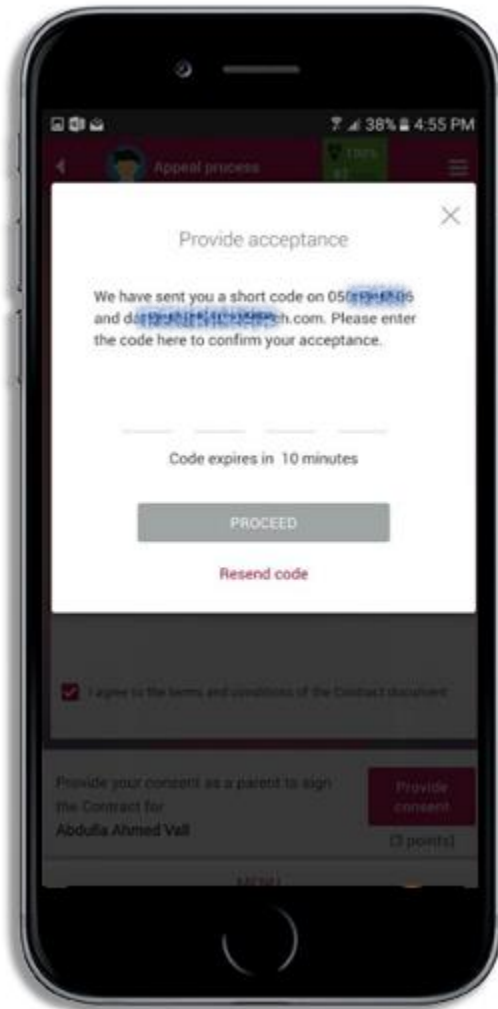
6. In the fees section, you can select any Optional fees from the provided list (if applicable).



- When you complete reading all sections, the option **Sign Contract** will be activated; to proceed, select **I agree to the terms of the Contract document** then click **Provide Consent**; you will receive an **OTP** for verification purposes.



8. Enter the **OTP** to sign the contract.



Note 1: Click **walkthrough** at the top of the screen to go through Parent/School contract portal sections.



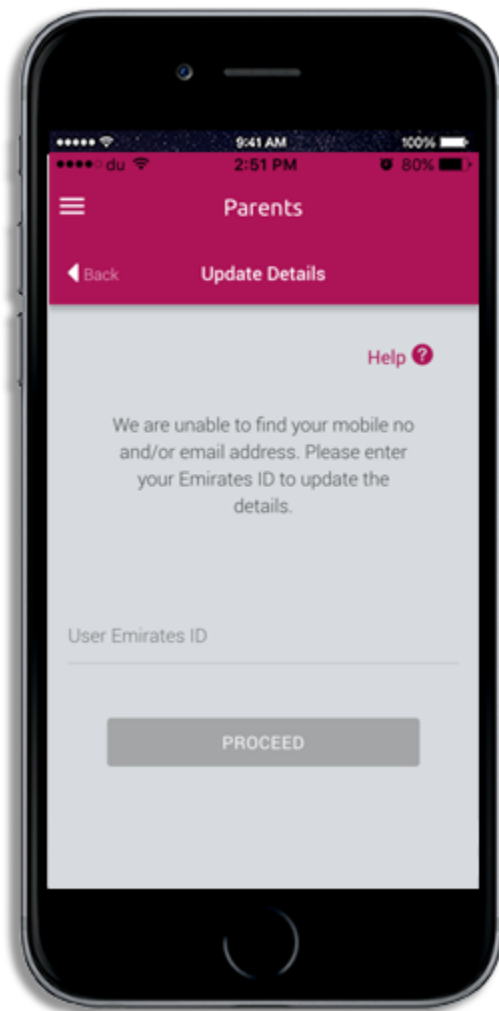
Note 2: Click **Help** at the top of the screen to read frequently asked questions about the Parent/School contract portal.



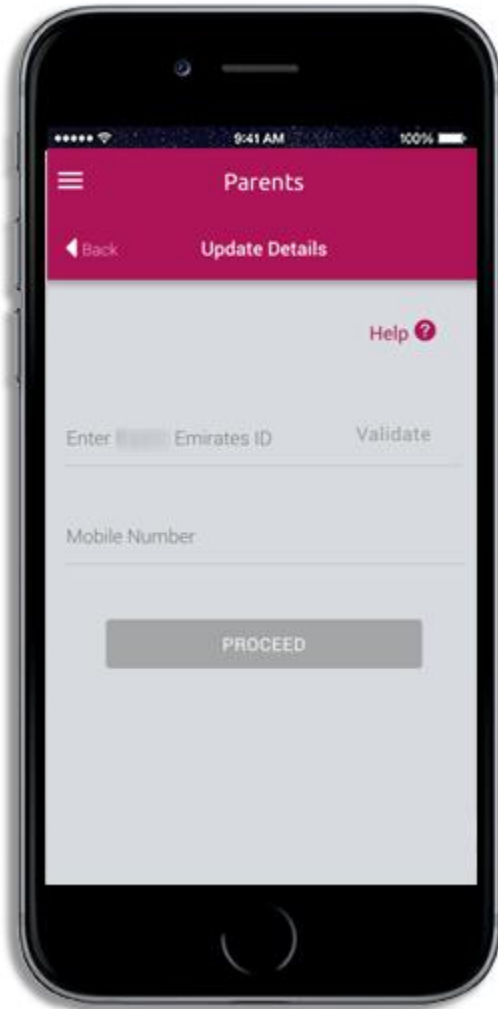
Trouble logging in to Parent Portal

In case you enter the wrong information when logging in to the application, the portal will take you through the below steps in order to successfully login. Note that first you need to ensure the Emirates ID details of parents and dependents are registered at the school, otherwise you will have to visit the school.

1. In the screen that appears (shown below) enter your registered Emirates ID number and tap 'Proceed'.



2. In the next screen (shown below) enter your child's Emirates ID number and tap 'validate'. Once validated enter your registered mobile number and click 'Proceed'; an OTP will be sent to the registered mobile.



3. Enter the OTP and click 'Proceed'. This will enable you to successfully login you to the Parent Portal. Use 'Resend code' in case you don't receive the OTP.

