

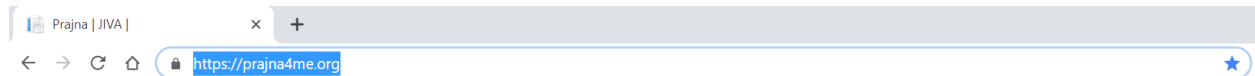
# Prajna4me Parent User Manual

- 3 Step Process: 1. Creating a Parent Account 2. Add Child 3. Enroll ..... 2
- 1 Creating a Parent Account ..... 2
- 2 Add a Child ..... 3
- 3 Enrolling a Child for the New Prajna Year ..... 5

## 3 Step Process: 1. Creating a Parent Account 2. Add Child 3. Enroll

### 1 Creating a Parent Account

1. All parents need to create Prajna Website account so that they can enroll and receive communications from Prajna. Parents will be able to see payment, attendance and students can take tests online for classes where online tests are available.
2. If you already have created account please login to the website using your login name and password and skip to Step 2.
3. Log in to <https://prajna4me.org/>



2. Click on Create Account/Forgot link on the right side of the home page

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### Create an account / Forgot

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- Create an account
- Forgot your password
- Any difficulties ?

3. Fill in the Account details as below and click on Register

Personal Information

Home About Events Locate Syllabus Register Login Contact Us

Profession & Account Information

First Name \*

Last Name \*

Country Code \*

Contact Number \*

Your Email \*

**We use this email for further communications, please input valid & active email**

Address \*

City / Area Name \*

Country \*

State \*

Zip Code / Postal

Profession \*

About Profession

**NOTE:** Your email address would be your user id, you can create your own password

Choose Password \*

Re-Enter Password \*

Your secret question ? \*

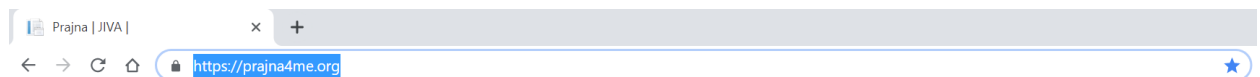
Your answer to secret question ? \*

**REGISTER**

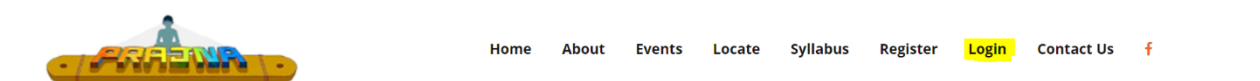
4. You should receive an email confirming your online account with Prajna

## 2 Add a Child

1. Log in to <https://prajna4me.org/>



2. Click on Login button on the top right hand side of the home page



3. Provide your email and password

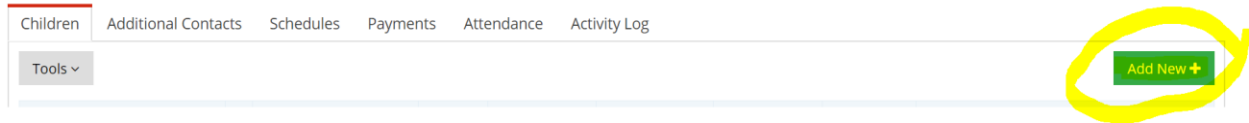
Login to account

Your Email \*

Your password \*

**LOGIN**

- After login, you will now be in the Parent Dashboard tab of the Prajna Website. Check if your child is already there. Click the Add New Button in the Children tab if your child is not already there.



- Complete the below details for each child you intend to register

Personal Information

First Name \*

Last Name \*

Date Of Birth \*

Gender \*  x v

School Name \*

Which Grade ? \*

Other Information

Country Code  x v

Contact Number  ⓘ

Email Address

Emergency Contact Name \*

Emergency Contact Country Code \*  x v

Emergency Contact Number \*  ⓘ

Submit
Cancel

- You should now see all the enrolled children in the Parent dashboard

Actions	#	Name	Gender	Date Of Birth	Classes	School Name	Grade Text	Emergency Contact
<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Enroll</a>	3	CHILD CHILD	Female	Feb-2010	Module 1	MY SCHOOL	GRADE	1111111111, +1 (111) 111-1111
<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Enroll</a>	4	TEST CHILD	Female	Feb-2010		SCHOOL	GRADE	EMERGENCY, +1 8322916365

### 3 Enrolling a Child for the New Prajna Year

1. Ensure the year reflects the latest year – 2019 ( or 2019-2020)

Parent Dashboard Parent Profile

Parent Home > Parent Profile

2019

2. In the children tab in the bottom section of the parent dashboard, you should see the child(s) already registered with your account.

Actions	#	Name	Gender	Date Of Birth	Classes	School Name	Grade Text	Emergency Contact
<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Enroll</a>	3	CHILD CHILD	Female	Feb-2010	Module 1	MY SCHOOL	GRADE	1111111111, +1 (111) 111-1111
<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Enroll</a>	4	TEST CHILD	Female	Feb-2010		SCHOOL	GRADE	EMERGENCY, +1 8322916365

3. Click on Enroll for the first child you will like to register for the Prajna Program.
4. In the resultant page, enter the details as below

#### Enroll Child

Select Child \*

Center Country \*

Center State \*

Select Center \*

Select Class \*

Price (\$)

Subjects

[Add To Enroll](#) [Cancel](#)

#### Enrollment Status

#	Child Name	Class	Amount	Actions
1	CHILD CHILD	Module 4	\$ 375	<a href="#">Delete</a>

Total Amount: \$ 375  
Discount : \$ 0  
Grand Total: \$ 375

[Pay Online](#)

**Note:- Your enrollment is not yet complete until you click Pay Online located to the right and finish payment**

5. If you register by June 30, 2019, you will be eligible for an early registration discount of \$ 50 per child. If you register more than one child, you would be eligible for a sibling discount of \$ 100 for each additional child registered for the program
6. Repeat step 7 for each additional child.
7. Once you have listed all the applicable child(s), click on Pay online
8. You will be taken to a payment screen where the payment can be remitted either by a Payl Pal account or Credit or Debit Card



## Pay with PayPal

test@prajna.com

Password

Stay logged in for faster purchases [?](#)

**Log In**

[Having trouble logging in?](#)

or

**Pay with Debit or Credit Card**

9. Click on Pay with Debit or Credit Card if you do not intend to use PayPal services and enter the details as below and click on Continue

### PayPal Guest Checkout

We don't share your financial details with the merchant.

Country  
United States

VISA DISCOVER AMEX MASTERCARD

Card number  
[REDACTED] VISA

Expires  
[REDACTED]

CSC  
[REDACTED]

First name  
Test

Last name  
Test

#### Billing address

Street address  
Test

Apt., ste., bldg.  
Test

City  
Test

State  
Texas

ZIP code  
12345

Ship to my billing address

#### Contact Information

Phone type  
Mobile

Phone number  
+1 (111) 111-1111

Email  
test@email.com

The security you want.  
The protection you deserve.

Creating a PayPal account is optional but you'll get **PayPal Purchase Protection** on all eligible purchases, plus faster checkout every time you shop. [See terms](#)

Create a PayPal account? (It only takes a moment.)

Yes, I'd like a PayPal account.

Password

No, I don't want an account now.

You'll return to the merchant to complete your purchase.

Continue

10. Your payment should be processed now and you should get an email confirmation from your Prajna Center ( see sample below )

#### Email sender

prajna4me@jetusa.org

#### Email header

2019-20 Prajna enrollment request has been completed.

#### Email Content

Jai Srimannarayana !!

Dear [REDACTED] !!

Thank you for enrolling your child in Prajna. Payment received and your enrollment request(s) has been submitted.

Child Name: [REDACTED]

Center Name: KATY Prajna - JET Houston

Class Name: Module 7

Academic Year: 2019

Total Fees: USD350

Final Amount : USD300

Reference Number: PAYID-LTG54JQ5BW021340 [REDACTED]

#### Discounts

#	Student	Discount Type	Discount Amount
1	[REDACTED]	Early Bird	USD50

11. You are all set!! . Now if you go back to the Prajna Website , in the Payments tab of the Parent Dashboard, you should be able to see the details of the payments made including the link to the payment receipt

Tools ▾

20 records Search:

<input type="checkbox"/>	Date	Name	Paid Amount	Payment Type	Details	Action
<input type="checkbox"/>	04-May-2019	[REDACTED]	\$ 100	Online	Payment done online by parent, ref number : PAYID-LTG55OY3RC829043L699714W	<a href="#">View Receipt</a>
<input type="checkbox"/>	04-May-2019	[REDACTED] m	\$ 200	Online	Payment done online by parent, ref number : PAYID-LTG55OY3RC829043L699714W	<a href="#">View Receipt</a>
<input type="checkbox"/>	04-May-2019	[REDACTED]	\$ 100	Online	Payment done online by parent, ref number : PAYID-LTG54IQ5BW02134066060050	<a href="#">View Receipt</a>
<input type="checkbox"/>	04-May-2019	[REDACTED]	\$ 300	Online	Payment done online by parent, ref number : PAYID-LTG54IQ5BW02134066060050	<a href="#">View Receipt</a>