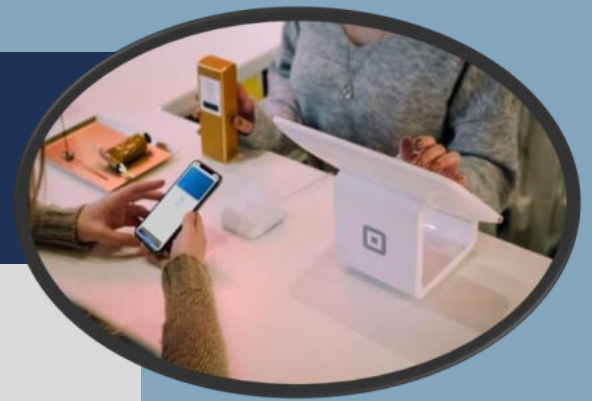




የትምህርት ምዘናና ፈተናዎች አገልግሎት  
Educational Assessment And Examinations Service

# Private Examinee Self Registration User Guide

December 2024



---

*Educational Assessment and Examinations  
Service*

*Document version V1.2*

---

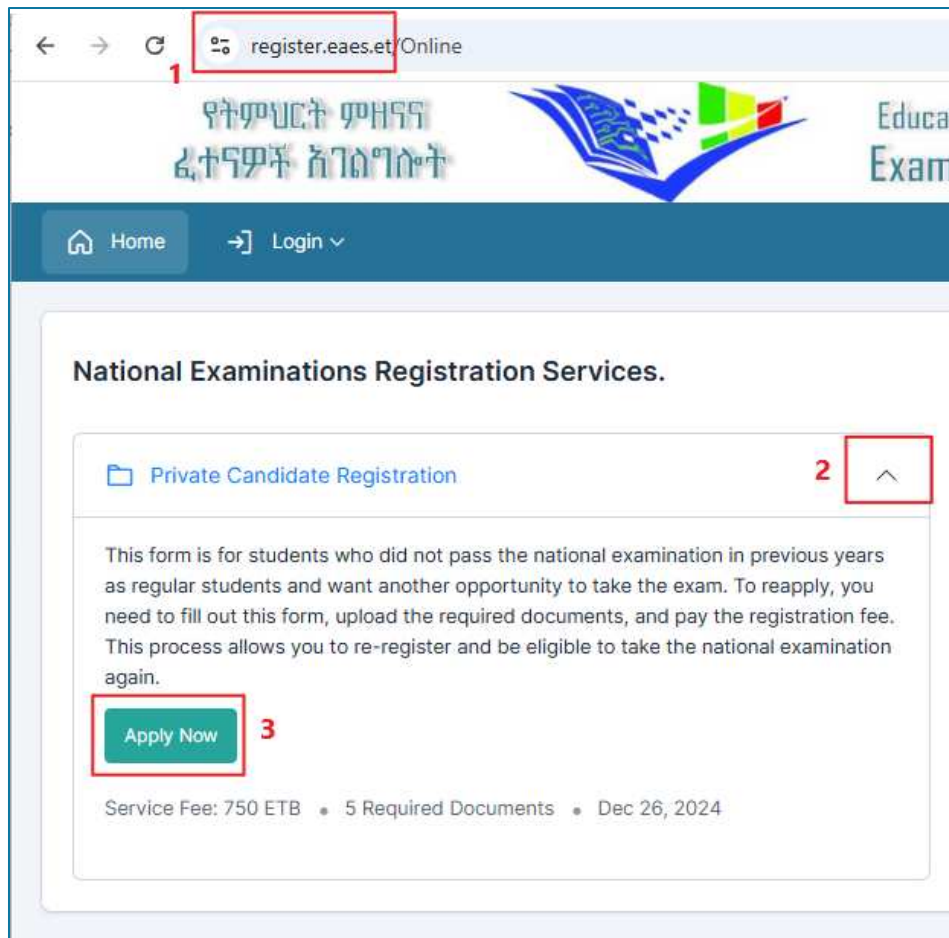


## Private Examinees Self Registration User Guide

This manual provides a concise guide for Grade 12 private examinees on how to use the self-registration system for university entrance exams.

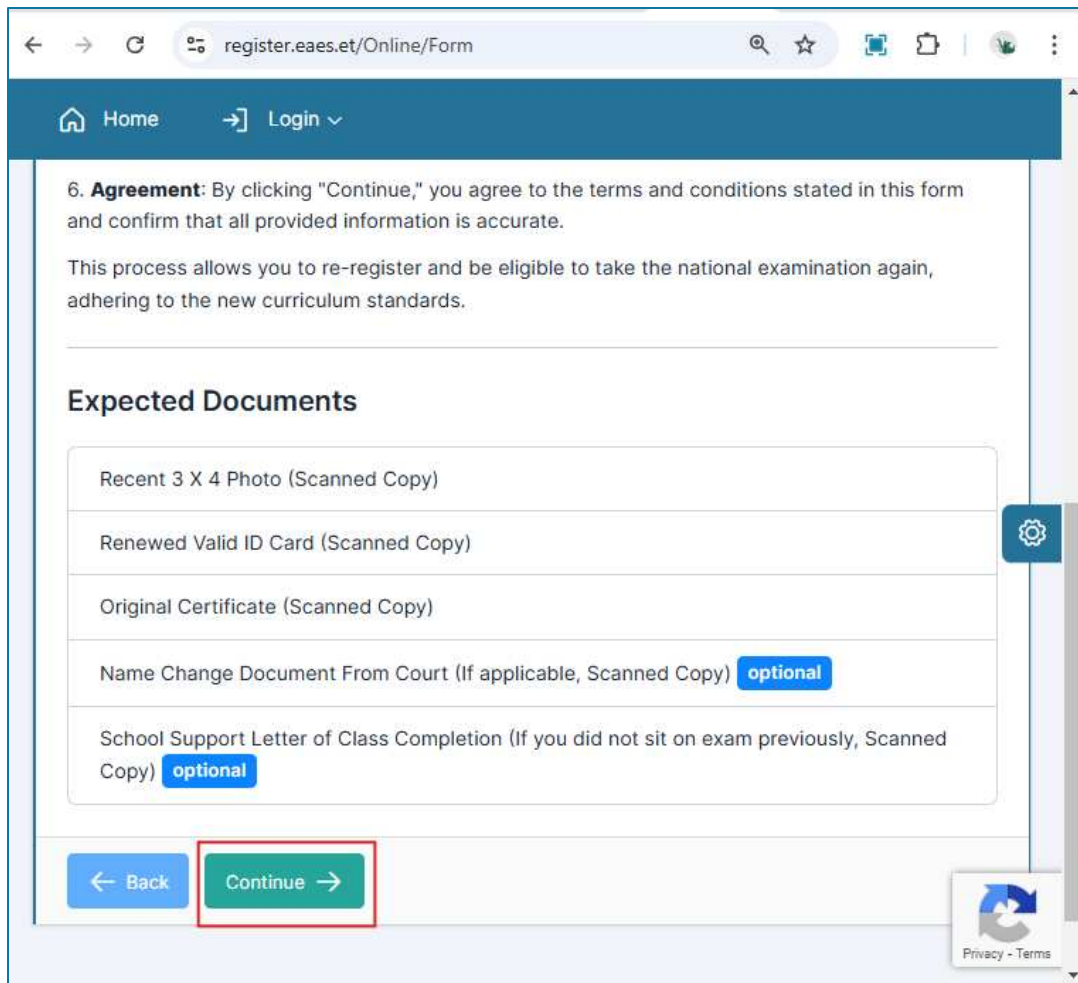
### 1. Browsing to the Web Address

1. **Enter the URL:** Type the URL correctly in your browser's address bar, i.e., register.eaes.et.
2. **Expand Private Candidate Registration:** Locate and click on the section for private candidate registration to expand it.
3. **Read the Instructions:** Carefully read the instructions provided and then click the "Apply" button as shown in the image below.



## 2. Important Instructions

1. **Read the Instructions Carefully:** Ensure you understand all the provided guidelines.
2. **Prepare Document Scans:** Make sure you have clear and high-quality scans of all the required documents. Poorly scanned or unclear documents may cause issues in obtaining your certificates.
3. **Payment Preparation:** Once you have your documents ready, prepare how you make the payment using Telebirr.
4. **Accept the Agreement:** If you are sure everything is in order, accept the agreement by clicking the "Continue" button as shown below.



The screenshot shows a web browser window with the URL [register.eaes.et/Online/Form](http://register.eaes.et/Online/Form). The page has a dark blue header with a home icon and the text "Home", and a "Login" dropdown menu. The main content area is white and contains the following text:

**6. Agreement:** By clicking "Continue," you agree to the terms and conditions stated in this form and confirm that all provided information is accurate.

This process allows you to re-register and be eligible to take the national examination again, adhering to the new curriculum standards.

---

**Expected Documents**

- Recent 3 X 4 Photo (Scanned Copy)
- Renewed Valid ID Card (Scanned Copy)
- Original Certificate (Scanned Copy)
- Name Change Document From Court (If applicable, Scanned Copy) **optional**
- School Support Letter of Class Completion (If you did not sit on exam previously, Scanned Copy) **optional**

At the bottom of the form, there are two buttons: "Back" with a left arrow and "Continue" with a right arrow. The "Continue" button is highlighted with a red rectangular border. In the bottom right corner, there is a "Privacy - Terms" link with a circular arrow icon.

### 3. Filling out Personal Information

1. **Personal Information:** Enter your personal details carefully, paying extra attention when typing your name. If your name has been legally changed by court, fill out your new name and check the box indicating "I have changed my name...".
2. **Examination Year and Admission Number:** Refer to your original certificate to find the examination year (Ethiopian Calander) and admission number and fill them in accurately. Only use the certificate you received as a regular, night or distance student (not as a private student). See the image below for an example of where to find the examination year and admission number on your certificate.



3. **Mobile Number:** Ensure you provide your mobile number, which will be used to send your information like OTP, registration number etc. If you do not have a mobile number, use the number of a close relative who can share the messages with you. Don't use the number of internet cafes or the one who help you register.

4. **Email Address:** Providing an email address is optional. *You may leave this field blank if you prefer.*
5. Click Save and Continue: After done filling out the form, click save and continue to get the next form.

### Personal Information

Please fill the form according to all the details on your certificate. Form #:(U61L86)

First Name*	Father Name*	Grand Father Name*
<input type="text" value="TYPE GIVEN NAME HERE"/>	<input type="text" value="TYPE FATHER NAME HERE"/>	<input type="text" value="TYPE GRAND FATHER NAME HERE"/>

I have changed my name and I confirm that I have my official court letter as proof of my name.

Age*	Gender*	Disability*
<input type="text" value="Type Age Here"/>	<input type="text" value="---Select---"/>	<input type="text" value="Normal"/>

Nationality*	Admission Type*	Stream*
<input type="text" value="Ethiopian"/>	<input type="text" value="Regular"/>	<input type="text" value="---Select---"/>

---

Examination Year*	Admission Number*	School
<input type="text" value="---Select---"/>	<input type="text" value="Type Registration Number Here"/>	<input type="text"/>

E-mail	Mobile Number(start with 9...)*
<input type="text" value="Type Email Here"/>	<input type="text" value="+251*****"/>

Please enter your phone number carefully.  
We will verify that it belongs to you.

[← Back](#) [Save and continue →](#)

## 4. Family Information

1. **Family Address:** Enter your family's address. If your woreda is not listed, select the closest appropriate woreda.
2. **Parental Information:** Add your father's full name, mother's full name including their grandfather's name. This information will be useful later when you receive different services.
3. **Occupations:** Select the appropriate occupations for both of your family
4. **Save and Continue:** Once all the information is filled in, click "Save and Continue".

The screenshot shows a web form titled "Family Information" with a dark blue header containing "Home" and "Login" links. The form is divided into three sections:

- 1. Family Address:** Contains three dropdown menus labeled "Region \*", "Zone \*", and "Woreda \*", each with a "---Select---" option.
- 2. Father Information:** Contains a text input field for "Father Full Name in English (Include grand father name)" and a dropdown menu for "Father Occupation \*" with a "---Select---" option.
- 3. Mother Information:** Contains a text input field for "Mother Full Name in English (Include grand father name)" and a dropdown menu for "Mother Occupation \*" with a "---Select---" option.

At the bottom of the form, there are two buttons: a blue "← Back" button and a green "Save and continue →" button, which is highlighted with a red border.

## 5. Verification Responsibility

It is your responsibility to thoroughly check the information retrieved from the database before making the payment. Ensure that your photo, your name (including your grandfather's name), and the school where you took the exam match exactly with your information. If you make the payment without confirming this, you risk paying for someone else's data. If you are certain that the data is yours, click on "Get Code" and wait for an SMS message from 6284. This message will contain your password. Enter this password into the "Verification Code" field and then click on "**Verify and Continue**".

**Important:** Verify all details carefully: See the image below to understand what to look for.

The screenshot shows a web interface for document verification. At the top, it says "Verification" and "Form #:(U61L86)". Below this is a table with three columns: "Full Name", "Year", and "Admission No.". The first row contains the text "ABEBE WAKO GETU", "2016", and "3752". A red box highlights the name, and a red arrow points from it to a confirmation form below. The confirmation form has the heading "Confirm if this is your document." and contains a placeholder photo of a young man. To the right of the photo is a table with the following details: STUDENT (ABEBE WAKO GETU), SEX (M), ADMISSION NUMBER (3752), EXAM YEAR (2016), and SCHOOL (KOMBOLCHA (E.HARARGE)(R)). Below this table is a paragraph of instructions: "Click on get code to get verification code on your mobile phone, then enter the code in the verification code box to verify your document." There are two input fields: "Mobile Number" with the value "+251965:" and a "Get Code" button, and "Verification Code" with a masked input "XXXXXX". At the bottom are two buttons: "Back" and "Verify and continue". A "Privacy - Terms" link is visible in the bottom right corner.

Full Name	Year	Admission No.
ABEBE WAKO GETU	2016	3752

Confirm if this is your document.

STUDENT	ABEBE WAKO GETU
SEX	M
ADMISSION NUMBER	3752
EXAM YEAR	2016
SCHOOL	KOMBOLCHA (E.HARARGE)(R)

Click on get code to get verification code on your mobile phone, then enter the code in the verification code box to verify your document.

Mobile Number

+251965:

Verification Code

[Privacy - Terms](#)

## 6. Uploading Documents

Three documents are required for all types of examinees: a photo, an ID card, and your original certificate. Please ensure the files are in PNG or JPEG format, as these are preferred.

### Tips for Preparing Your Documents:

- Use compression tools to resize your images. If you receive the images via social media (like Telegram), they often have a built-in compression option.
- Alternatively, you can find online tools to compress and prepare your files to be less than 2MB each.

Once you have uploaded the files, click "**Continue**".

The screenshot displays a web form with three distinct sections for document uploads. Each section is titled with a document type, followed by '(Scanned Copy)' and a red 'Required' badge. The first section is for a 'Recent 3 X 4 Photo', the second for a 'Renewed Valid ID Card', and the third for an 'Original Certificate'. Each section contains a file selection area with a 'Choose File' button and the text 'No file chosen'. Below the selection area, there is a text input field for a description and a note about accepted file formats and a 2MB size limit. The second and third sections also feature a gear icon for settings and a refresh icon, respectively.

Document Type	Required	Accepted Formats	Max File Size
Recent 3 X 4 Photo (Scanned Copy)	Yes	.jpg, .jpeg, .png	2MB
Renewed Valid ID Card (Scanned Copy)	Yes	.jpg, .jpeg, .png, .gif, .pdf	2MB
Original Certificate (Scanned Copy)	Yes	.jpg, .jpeg, .png, .gif, .pdf	2MB



## 7. Proceed to Payment

Before proceeding, verify that your photo and all details are correct. Then click on "Pay with Telebirr" as shown below.

The screenshot shows a user interface for the National Examinations Registration Services. On the left is a profile picture of a young man with a red and white uniform. Below it is the text "Check the photo is yours". To the right is a table of student details:

STUDENT	Look here and verify your full name
SEX	M
ADMISSION NUMBER	
EXAM YEAR	2016
SCHOOL	
EXAM CENTER	
STATUS	Waiting for payment
<b>Payment Details</b>	
EXPECTED PAYMENT	750 ETB Unpaid
ORDER CODE	CK7D723E
ORDER DATE	12/26/2024 3:31:19 PM

At the bottom of the details section, there is a blue button labeled "Pay using" with the Telebirr logo, which is highlighted with a red rectangular box.

⚠ If you close the browser in any case, return to [register.eaes.et](https://register.eaes.et) and enter your OTP in the Issue Number field. This will take you back to where you left off.

The screenshot shows the "National Examinations Registration Services" interface. On the left, there is a dropdown menu for "Private Candidate Registration". On the right, there is a "Check your registration status" section with a search box labeled "Issue Number...". A red thought bubble points to the search box with the text "The OTP you received with SMS".

## 8. Make the Payment and Get Your Admission Card

You have **two options** to pay using Telebirr:

- a. **Payment via SMS:** Receive a payment code via SMS.
  1. **Enter MSISDN:** This refers to the phone number you will use for payment.
  2. **Get SMS Code:** Click "Send SMS Code." and enter the code you receive on your phone.
  3. **Press Next:** i.e. follow the steps shown by 1, 2, and 3 in the image below.

## Other Option is

- b. **Scan a QR Code:** Click on QR Scan tab and Use your phone to scan a QR code for payment.

### Method 1: To Make Payment

Merchant order number: CK7D72399663      Name of commodity: Private Self Registration

Type of transaction: BuyGoods

**The order amount: 750.00 ETB**

Login Account to Pay      QR Scan

MSISDN

Please enter MSISDN. **1**

SMS Verification Code

Verification Code.      Send SMS Code **2**

Next **3**

Tips:

- 1.You are using the E-Money instant payment platform, please double confirm your network environment is under safe status.
- 2.If you face any challenge, kindly call 127 for assistance.

### Method 2: To Make Payment

Login Account to Pay      QR Scan

Turn on your phone and scan to pay

Tips:

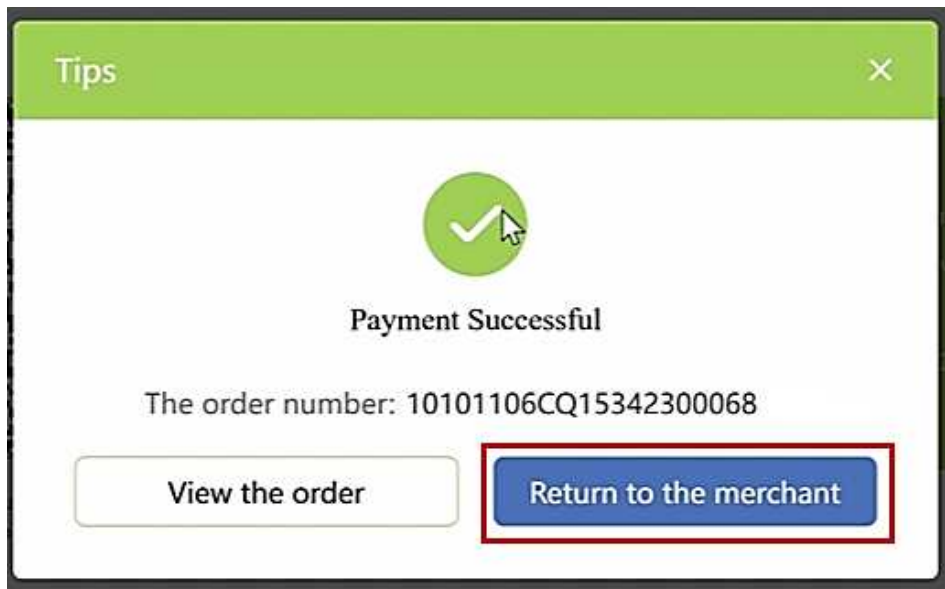
- 1.You are using the E-Money instant payment platform, please double confirm your network environment is under safe status.
- 2.If you face any challenge, kindly call 127 for assistance.

TIP: You can also take a screenshot or photo of the QR code and send it to someone far away who can pay it for you.

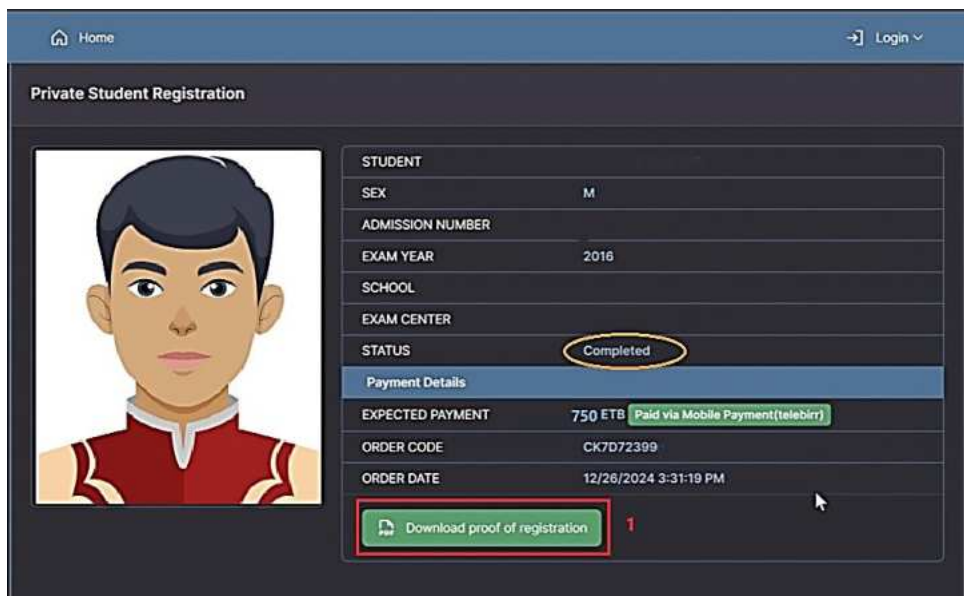
## 9. Print your Admission Card

After successfully completing the payment:

1. Click the "**Return to the merchant**" button.
2. This will take you to the admission card printing page.
3. Click the "Proof of Payment" button.



Click on the "Download Proof of Registration" button (shown as number 1 in the image below) to get your admission card.



## 10. Admission Card and Registration Details

You will receive an Admission Card with a QR code, which will allow you to enter the exam center institution's gate.

### Important Points to Note:

- You will not have an **Admission Number or School Code** immediately.
- These will be sent to your phone via SMS once all registrations are completed and admission numbers are dispatched.
- If you do not receive this information on your phone by then, it will be posted at the institutions where you will take the exam.

### ⚠ Caution:

- Do not use your past year's admission number on your answer sheet.
- Also, do not use your issue number (OTP) on your answer sheet.

THE FEDERAL DEMOCRATIC REPUBLIC OF ETHIOPIA  
MINISTRY OF EDUCATION  
EDUCATIONAL ASSESSMENT AND EXAMINATIONS SERVICE (EAES)

Y. 1601217D

FULL NAME: \_\_\_\_\_

Sex: M Stream: Natural Science

School Group: \_\_\_\_\_

Group Number: 1438

Registered for the following 0 subjects

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Don't miss getting your Admission No and School Code on your phone before the exam day!**

**Thank You!!!**