



EDUCATION AUTHORITY NORTHERN IRELAND

Parent Guide on uploading documents

EA Document Upload

After you submit your application for a Pre-School or Primary 1 place for your child on the Citizen Portal you will receive an email to confirm your application has been received.

You will then receive another email which will include a link for you to upload your documents to support your application. You should allow 3 working days for this email to arrive. If you do not receive the email within 3 working days contact the Admission Helpdesk on 028 95985595.

The link can be used until 12noon on 5 February 2021.

The EA Document Upload tool is very straightforward to use. Information can be uploaded using your smartphone, tablet, laptop or computer. The Google Chrome internet browser is recommended if using a laptop or computer. Using a Smart TV is not recommended.

The following files will be accepted for upload:

Adobe - .pdf

Microsoft Office - .doc, .docx, .ppt, .pptx, .xls and .xlsx

Open Office - .odp, .ods and .odt

Text files - .txt, .rtf

Image files - .jpg, .jpeg and .png

All other files will not be accepted and an alert will be displayed should a different file type be uploaded.

You will not be able to upload individual files any larger than 25mb in size.

The file(s) you upload will be scanned for viruses/malware. You will receive an email if a problem is detected with an uploaded file. Should you receive an email, you will need to upload the document again via a different method, i.e. you could take a photo of the document and upload using a different device e.g. mobile rather than computer.

Getting ready

1. Have your child's birth certificate ready to upload (all pre-schools/schools require the birth certificate so it should always be uploaded);
2. Refer to the admissions criteria to find out if other supporting documents are required for each of the pre-schools/schools you have chosen. The admissions criteria of pre-schools/schools can be found on the EA website [here](#);
3. Gather together all the required documents (in some cases this might only be the birth certificate);
4. **Do not** upload documents unless they are required by the admissions criteria;
5. Remove personal/sensitive/private information from your documents before uploading e.g. financial details in bank statements.

Which pre-schools or schools will see the documents which I upload?

The documents which you upload will go to the pre-school or primary school which you have listed as first preference. If the application is not selected for admission by the first preference pre-school or primary school, then the application and uploaded documents will pass to your second preference pre-school/school. This process will continue until the application has been accepted by one of pre-schools or primary schools listed **or** the application has been considered by all the pre-schools or primary schools listed.

How to prepare your document so it can be uploaded

You will need an electronic version of the document you want to upload. There are various ways to get an electronic version including:

1. Take a clear photograph of the document and save to your photo library;
2. Save an existing word processed document or spreadsheet as a PDF file on your device. (PDF files are preferable to Microsoft office documents e.g. Microsoft Word or Excel);
3. Scan a paper document as an electronic file. You can use your home printer if it has a scan option. Some mobile devices have a scan option;
4. Alternatively you can use the camera on your device to take a photo of your document when you are in the EA Document Upload tool. Again you should check that the photo is clear and that no information has been cut off. This is important as you will not be able to preview documents in the EA Document Upload tool.

EA Document Upload Tool

When you have your documents ready click on the link in the email <https://----->

N.B. Users of Samsung S9 devices should copy the link, open Chrome browser on their device and paste into the address bar to access the EA Document Upload Tool

Read the terms in the first screen and scroll down and click on the tick box to accept. You will not be able to continue without accepting the terms outlined.

Click the blue bar **Continue**

Your child's application number will appear in the first box on the next screen.

Select your child's date of birth in the available calendar.

Click the blue bar **Continue**

The initial Document Upload screen will appear.

Click the blue bar **Add Supporting Documents**

In the first box scroll down the list to select the type of document you are about to upload e.g. Birth Certificate.

Click on the paper clip icon in the second box to select the document you wish to upload. You can then navigate to your photo library, or wherever the document is saved on your device, and select the document or use the camera on your device to take a photo of the document.

N.B. Should you experience issues uploading documents at this stage, then please:

- Close the tool
- Return to the email received from EA Admissions and copy the link contained within
- Reopen your Google Chrome browser
- Paste the link into the address bar and re-commence the process

Click on the blue bar **Upload**

A message will appear on the screen advising that your document has been saved.

Click on 'Add another document' if you wish to add more documents.

If you uploaded an incorrect document, click on the red **X** to delete that file.

When you have finished adding your documents click the blue bar **Save and Continue**

You will see the files you uploaded listed on the screen. If you wish you can still add another document or delete documents you have uploaded.

When you are happy that you have uploaded all the required documents click the blue bar **Submit**

On Thank You screen click the blue bar **Close**. You will receive an email to confirm that your documents have been uploaded.

If required you can use the link again to upload additional documents or delete documents until noon on Friday 5 February 2021.

If you receive an error message at any point please follow the instructions or refer to the FAQs on the EA website. If further assistance is required contact the Admissions Helpdesk on 028 9598 5595.

Additional Guidance

You can view videos of uploading documents using the following links:

[Uploading Supporting Documents on Desktop](#)

[Uploading Supporting Documents on Mobile](#)