

MTS Tamil School
Canton, Farmington Hills and Troy

MTS Tamil School

Director

Ganapathi Raman

Troy, MI

Principal:

Abirami Swaminathan

Vice Principal:

Joythi Subramaniam

Farmington Hills, MI

Principal:

Guhari Jayabal

Vice Principal:

*PugaZhendhi Pargunan
Meyyappan Meyyappan*

Canton, MI

Principal:

Nithya Muthuraman

Vice Principal:

Balamurugan Natarajan

Registration Procedure For

- New admission students
- Returning Students

Student Registration Procedure for New Admission

Go to <https://www.catamilacademy.org/cta/login.aspx>

Click on “Click here to REGISTER for Returning or New Students or Student Registration”.

[Click here to REGISTER for Returning or New Students](#)

CTA - Login (Existing users/Students)	
User Email	<input type="text"/> *
Password	<input type="password"/> *
<input type="button" value="Login"/>	

* fields are mandatory

[Student Registration](#) [Forgot Password](#)

It will prompt you to select type of registration as like below

Student Registration	
Did any of your children attend CTA in the previous year(s)	<input type="radio"/> Yes <input type="radio"/> No

* fields are mandatory

For New Student Registration, select “No”

Student Registration	
Did any of your children attend CTA in the previous year(s)	<input type="radio"/> Yes <input checked="" type="radio"/> No
Do you have a Log on to CTA	<input type="radio"/> Yes <input checked="" type="radio"/> No

* fields are mandatory

Student Registration Form	
Student's First Name	<input type="text"/> *
Student's Last Name	<input type="text"/> *
Date of Birth	<input type="text"/> *
Father Name	<input type="text"/> *
Mother Name	<input type="text"/> *

Note: We will use this information to verify that there is no duplicate entry in our system. We reserve the right to verify the date of birth by requesting to produce official and original documents.

* fields are mandatory

Fields that are marked with a red ‘*’ are mandatory fields that you have to fill-in. Rest of this procedure covers these mandatory fields. Key steps are in bold. You are encouraged to fill-in optional fields too when you register your kids.

Enter your kid's First Name and Last Name.

School site – Select either MTS Tamil School Troy, MI/Farmington Hills, MI/Canton, MI (One of the last 3 options).

Select Gender.

Enter Date of birth (mm/dd/yyyy). You will see a calendar popup. To change the year, click on the year. Once you enter the DOB, you will get the following message.

System has assigned the EVALUATION grade at present.
Later the student will be assigned to the proper grade after the evaluation test X

Close this message by clicking on the blue colored X

You are enrolling a new student and so he / she will be assigned to Grade - EVALUATION. Once you complete your Registration process we will take care of assigning your kid to the right class / section based on the evaluation. Do not try to change the Grade yourself.

Fill-in Birth Place, Father Name, Mother Name, Parent Email Id (**that will be used for important communications from the Tamil school**), Confirm Parent Email Id, Password, Confirm Password, Street, City, State, Zip, Home Phone Number, Doctor Name, Doctor Phone Number, EC1 (Emergency Contact) Name, EC1 Phone Number. Your email Id will be your user id to log into the web site. Do not forget your password!

Do not change the Grade. Please leave it as EVALUATION

Enter User name. Enter your email id as the user name.

Enter Public School State. Select MI.

Enter Public School Type. Select one from the list. There will be four options – Preschool, High School, Middle School and Elementary School.

Select Public School City. If you don't see your city, then select Others and fill-in Others(City)

Select Public School Name. If you don't see your school, then select Others and fill-in Others(School)

Click on SUBMIT

You will see the following message. Click on OK.



You will see the Volunteer Help screen. You need to select at least one item on this screen; otherwise you will not be able to proceed! Best options you can consider are one or more from the bottom eight. If you are not ready to volunteer, you can withdraw later!!

After selecting one or more volunteer options, click on SUBMIT.

You will be displayed the **California Tamil Academy School Rules and Regulation** form. You have to enter your Full Name in the **Parent/Guardian's Full Legal Name** Text Box at the bottom and then click on **I Agree**.

Now you will be displayed the **California Tamil Academy School Rules and Regulation** Form.

Again enter your Full Name in the **Parent/Guardian's Full Legal Name** Text Box at the bottom and then click on **I Agree**.

Now you will see the Payment Details screen. There will be only one option (Pay in Person). Click on **Submit**.

Now you will see the Confirmation screen. Print it for your records.

Now, to register your other kid, Click on YES.

You have to enter your email id and password twice. Now you will see the Returning Parent Registration Form.

Once you have registered all your kids, close all the browser windows. In the future, use your email and password to log into the web site.

Website Access

Once you successfully log into the website, you will see the following screen.



You can use the Profile menu to view and modify your profile information and also to change your password.

Parent Access menu option will give you the following choices –



Click on Child Information to access your kid's information. The next screen will display a line for each one of your kids.

Profile Resources Parent Access Help eMagazine

Parent Access > Child Information

Drag a column header and drop it here to group by that column

Student Name	Student Id	Batch	School	Grade	Section	Other Information	Details
First Last	4516	2011	MTS Tamil School - Troy, MI	EVALUATION	A	Profile	📖

Page: 1 of 1 Go Page size: 1 Change

Note:- Please click on the Details Icon to see the selected Information

The sample screen above shows one child under the parent. Now you can select any option from the Other Information drop down menu (like Teacher's Info, Logbook Details ...) and click on Details (Book icon) to see the corresponding information for the child. Click on Child Resource Info and you can further select Syllabus / Model Question Paper under Other Information. You can select Child Registration to register your other children

Registration Procedure for Returning Students

Select yes during the Student Registration process.

Login page will appear after clicking continue (as shown below).

Returning Student Registration Form	
Parent Email ID	<input type="text"/> *
Password	<input type="password"/> *
<input type="button" value="Continue"/> <input type="button" value="Cancel"/>	
Forgot Password	

For Existing student Details, below screen will appear after the successful login. You need to select the student to register.

Existing Student Details	
Student Detail	<input type="text" value="Select Student"/> ▼
Or	
New Student Registration	
<input type="button" value="Cancel"/>	

Follow the similar process as defined in the new student registration.

End of the registration, you will get the below confirmation as Pay-In Person.

Payment Details	
Payment Mode	<input checked="" type="radio"/> Pay In-Person *
Make Check Payable to ' Michigan Tamil Sangam'	
Mailing Address :	Reuther Middle School, 1430 East Auburn Road, Rochester Hills, MI - 48307

<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>
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* fields are mandatory

You will see the Registration Confirmation screen as below.



California Tamil Academy

Congratulations!

Student 'Shivani Swaminathan' has been successfully registered at CTA ' MTS Tamil School - Troy, MI Branch' on 8/10/2020 6:49:24 PM

Registration details are as follows:

Student ID	:	20022
Grade	:	Grade II
Section	:	
Grade Fee	:	\$ 100.00
Discount	:	\$ 0
Paid Amount	:	\$ 0
Balance Amount	:	\$ 100.00

Thanks and Regards,

CTA Team

Do You Wish To Register for one more Student?