**ONLINE ADMISSION PROCEDURE**

At Sata Technology & Business College, we have a very simple, convenient and transparent admission policy and procedures in place to help applicants apply, register and enroll to the right program. In general, all Online applicants may follow the following four Admission procedures:

**1. FREE ADMISSION CONSULTATION**

If you are new to Online programs in general or new to Sata Technology & Business College Online Programs, you may seek free academic consultation to determine the most appropriate program fits to your academic background, your innate potential and other social and economic conditions. To schedule you Free Admission Consultation, use our contact us form, call us to our phone number or chat on our telegram and Whats-app accounts. Alternatively, you may also send us email us at admission@satamail.edu.et. One of our Admission Counselors will contact you immediately. The consultation may by online or in person at our college Online Program Campus head quarter.

**2. CREATING PORTAL ACCOUNT**

After you decide the program you would like to join, click [this](https://apply.select.edu.et/register) or ***APPLY TO LEARN ONLINE NOW*** button located at the top or bottom of the Online programs page. If you have already created account in our system, you can start by providing your email address you used when you  first create your account.  If it is your first time to our system, start by creating account to complete your initial application. Make sure you provide a working email address and phone number as well as saving your password in a secured way.

**3. VERIFYING YOUR IDENTITY**

Before taking your basic computer skill test, you are required to verify your identity and that you have the necessary hardware and software requirements to take the test and engage in online programs at Select College. Make sure you have checked all the boxes confirming that you have fulfilled the following requirements and click the CAPTURE button:

1. I have a laptop or desktop computer with webcam with a processor not less than CORE i5
2. I have a reliable internet connection.
3. I agree to take a photo of myself

**4. COMPUTER SKILL TEST**

After you verify your identity and click the ***CAPTURE*** button, the system will automatically takes you to the online Computer skills assessment test to assess whether the you have the required technological skills that are essential to be successful in your online studies. To access the tests, you must click the ***START*** button located at the bottom of the test page. Before you start the test, make sure you have read the instructions posted on the very first test page. The test covers basic skills in computer hardware, operating systems, Word processing software such as Microsoft Office Word, Excel, Power-point. In addition, your knowledge and skills of email usage, File uploading and downloading, web browsers and related basic computer skill may be included. Before you start the test, take time to make yourself prepared with the topics using any printed or electronic materials available Online. When completed your test you will see your test results page automatically. If you score 60% or more, that means, you have passed pass the test. Every students, who passed the skill test will automatically receive instant email notification containing a username and password of our Student Information system called ***MYPORTAL***. If fail the test, do not worry. You can study and come back later to retake the skill test for the second time. Just go to [*https://apply.sata.edu.et/login*](https://apply.sata.edu.et/login) and login to retake your test.

**5. REGISTRATION STAGE**

When you receive email from our registrar system with an automatically generated unique credential (username and password), go to our Student Information System also known as ***MYPORTAL***. To do so, click the MYPORTAL button on the top menu of our website or **click** here <https://myportal.sata.edu.et> to access our students portal. It is our central SIS where you complete your registration, upload supporting documents, get course schedules, make payments, view grade reports, and download transcripts and other related tasks.

**6. ENROLLMENT STAGE**

After you get access to their username and password, you must pay the registration and tuition fees as indicated in your **MYPORTAL** account. When you fully paid off their prescribed tuition fees, the enrollment office shall assign you courses which you have paid for. This process is called enrollment. At this point, you shall go to the college’s LMS portal also known as **CLASSROOM** and access their enrolled courses. Alternatively, students can also follow the link: [https://classroom.sata.edu.et/](https://classroom.sata.edu.et/ )to open the course portal.