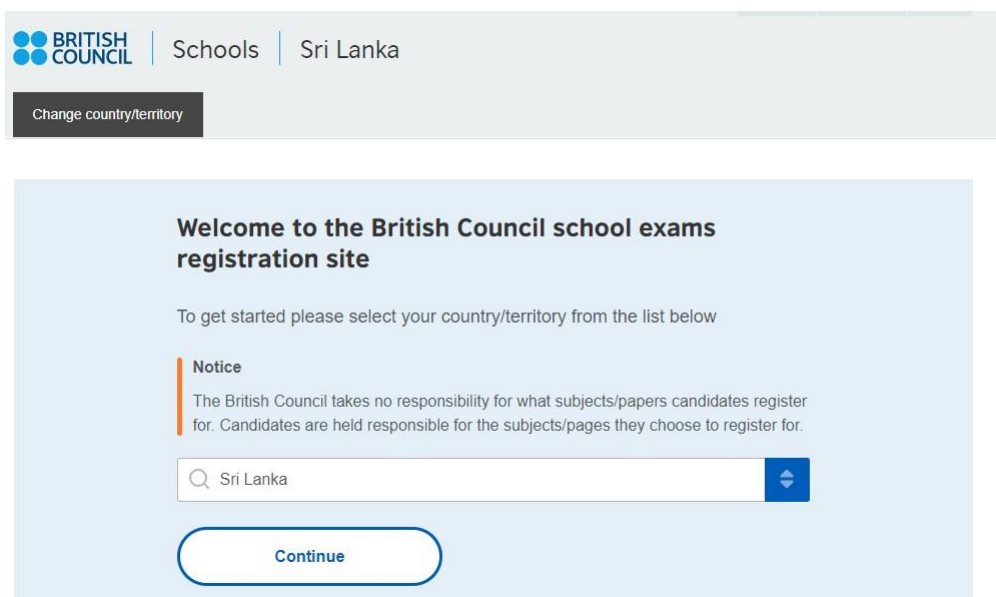


This document is for Private Candidates only**Easy Step Guide for candidates who are migrating from Minor to Adult****Important: Please complete the exam registration on Google Chrome**

- 1- If you are 18 years old, an information notice will appear in your parent's account requiring them to migrate your account from minor to adult. Click on **"My Profile"**.



The screenshot shows the top navigation bar with the British Council logo, 'Schools', and 'Sri Lanka'. Below this is a 'Change country/territory' button. The main content area is titled 'Welcome to the British Council school exams registration site'. It instructs users to select their country/territory from a list. A 'Notice' section states that the British Council takes no responsibility for what subjects/papers candidates register for. Below the notice is a search bar with 'Sri Lanka' entered and a 'Continue' button.

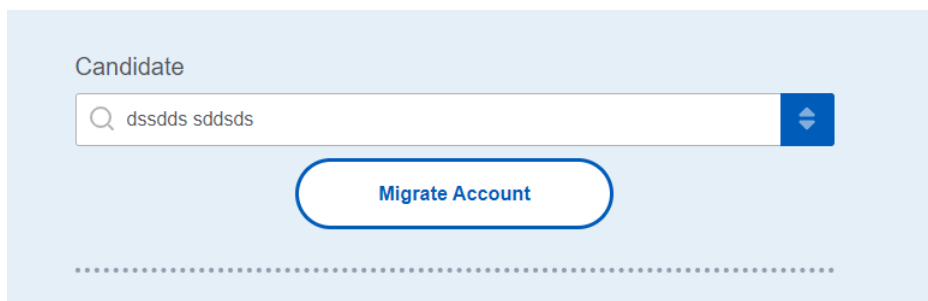
- 2- Choose the minor candidate from the drop-down list;

My profile

The screenshot shows the 'My profile' section. It starts with a 'Candidate' label and a search bar. Below the search bar is a dropdown menu with 'BtoC Test' and 'dssdds sddds' as options. Below the dropdown is a dotted line. Underneath the dotted line are three rows of form fields: 'Title:' with 'Mr', 'First Name:' with 'dssdds', and 'Last Name:' with 'sddds'.

- 3- Click on **"Migrate"** button.

My profile

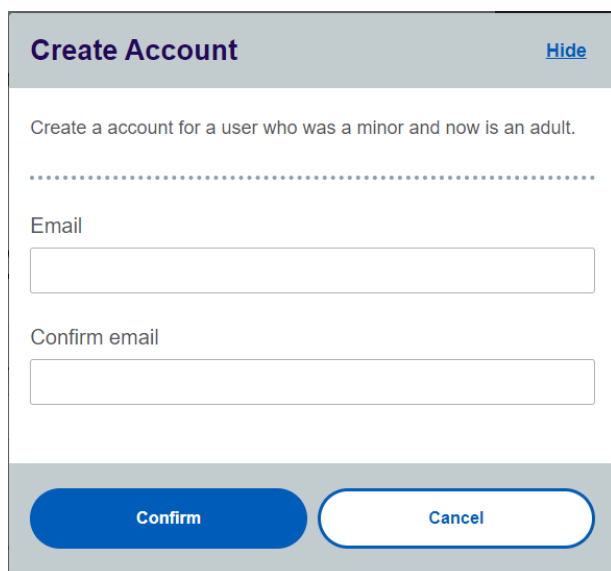


Candidate

Q dssdds sddsds

Migrate Account

- 4- The system will prompt you to enter the personal email address of the candidate.



Create Account [Hide](#)

Create a account for a user who was a minor and now is an adult.

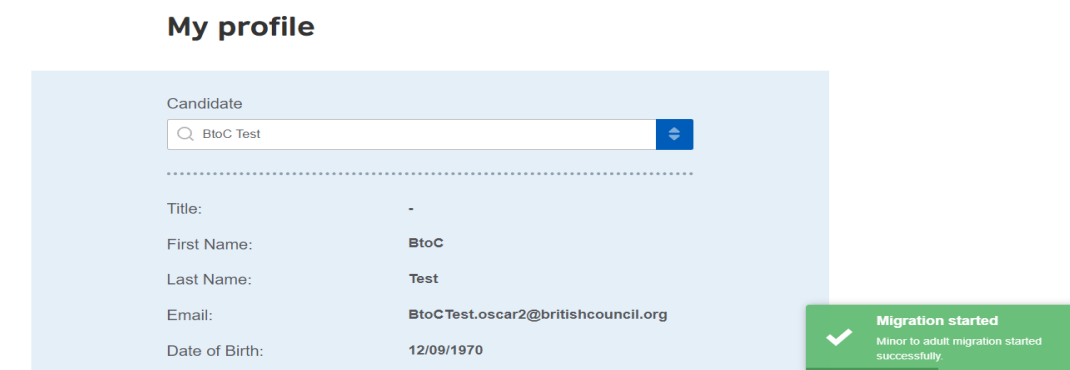
.....

Email

Confirm email

Confirm Cancel

- 5- The system will confirm that migration process has started.



My profile

Candidate

Q BtoC Test

.....

Title: -

First Name: BtoC

Last Name: Test

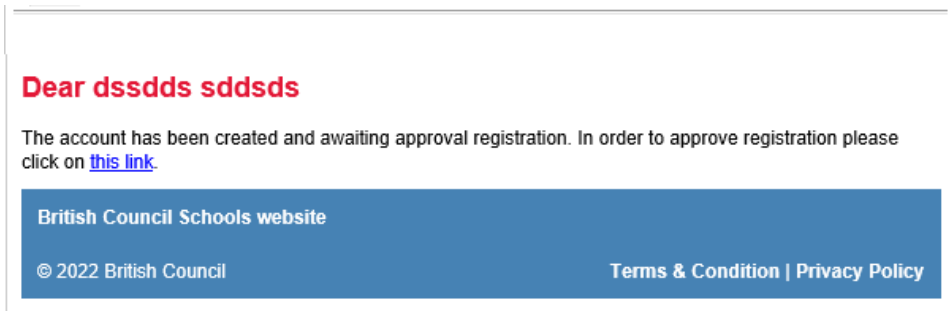
Email: BtoCTest.oscar2@britishcouncil.org

Date of Birth: 12/09/1970

✓ **Migration started**
Minor to adult migration started successfully.

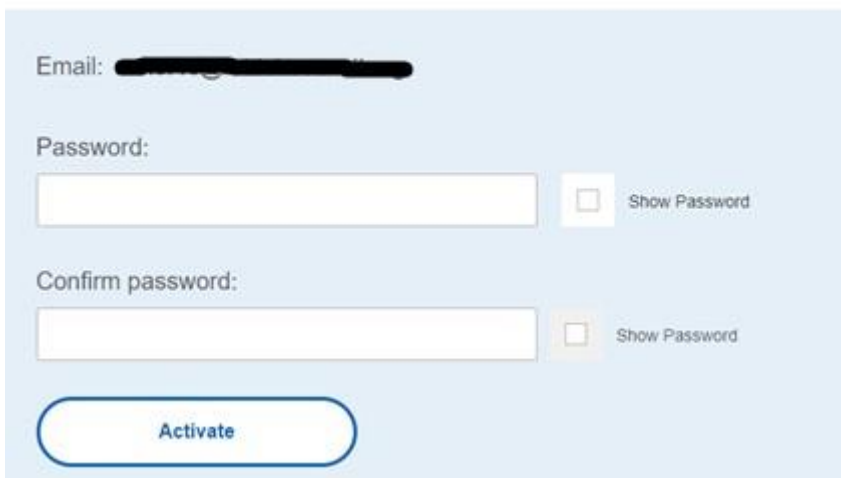
Note: Please don't use an email that has been already used earlier in the school/ candidate's Registration System.

- 6- The adult candidate now will receive an email to activate his/her new account, click on **"This link"**



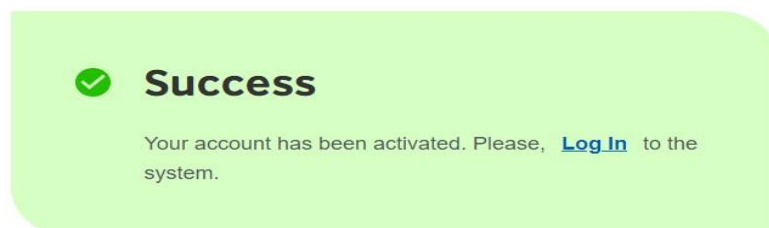
- 7- The candidate will be directed to create a new password for the new account, then click **"Activate"**

Account activation

A form for account activation on a light blue background. It includes an "Email:" field with a redacted email address. Below it is a "Password:" section with a text input field, a "Show Password" checkbox, and a "Confirm password:" section with another text input field and a "Show Password" checkbox. At the bottom is a rounded "Activate" button.

- 8- The account is activated, click on **"Log In"** to access your account;

Account activation



- 9- Once the candidate(s) logs-in, they will be able to create their own registration and view their previous registrations.

You have 1 unpaid registrations

Reference number: A2PK-G0000000003159556

Date:30/06/2022

Registration action:Awaiting Payment

Payment method:Other

Reference:-

Amount:18676.00 PKR

Unpaid

This fee **18676 PKR** is valid up to and including **04/08/2022** after which additional/late fees will be charged.

- 10-Once the candidate account is activated, the parent account will receive an email informed about the successful activation and will not be able to create any further registration.

Dear BtoC Test

Please note that according to our records dssdds sddsds is now an adult and therefore will be able to process registrations for school exams without the consent of a parent/guardian.

A separate account has been created for dssdds sddsds, with all the existing and previous registration details transferred to it. You will no longer be able to access the details through your account.

We hope you find this information useful and take the opportunity to thank you for having used our services.

Best wishes,

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