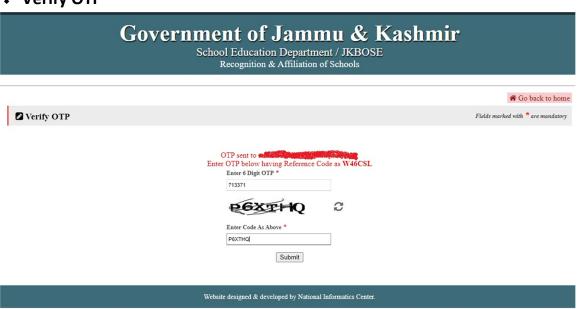
# **Help File For School Education Recognition & Affiliation Portal**

# ❖ New Registration

# 

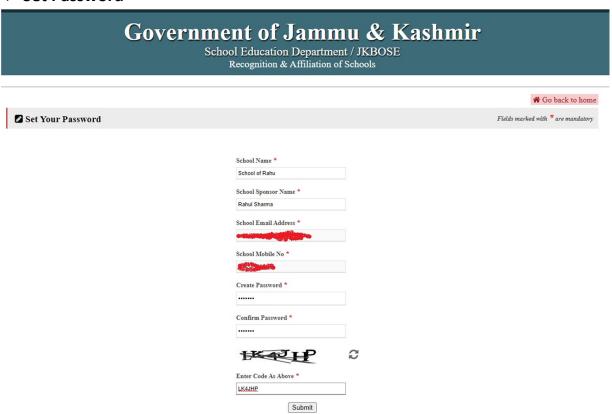
- a) Enter email address and mobile no. to get **OTP** on email Address. (Note: Email address should be active to receive **OTP**)
- b) *Email Address & Mobile No.* should be unique for every **Registration**.

# Verify OTP



a) Enter **OTP** as received on your registered Email Address.

### Set Password



a) Enter details and set your password.

# ❖ Login

# Government of Jammu & Kashmir School Education Department / JKBOSE Recognition & Affiliation of Schools Login With Your Valid Credentials Fields marked with \*\* are mandatory Username \* Paisword \* ...... Enter Code As Above \* VYV/42 Submit Registered before 8-May-2020 or Forgot password? Click here to reset password

a) Login with your valid credentials registered email address & password.

Website designed & developed by National Informatics Center.



b) <u>Type of Registration</u>: New Registration, Renewal/Upgradation. If your school is not <u>Recognized</u> & and <u>Affiliated with JKBOSE</u>, select **New Registration**.

### **New Registration**



c) Select with whom your school wants to get affiliated, JKBOSE or CBSE etc

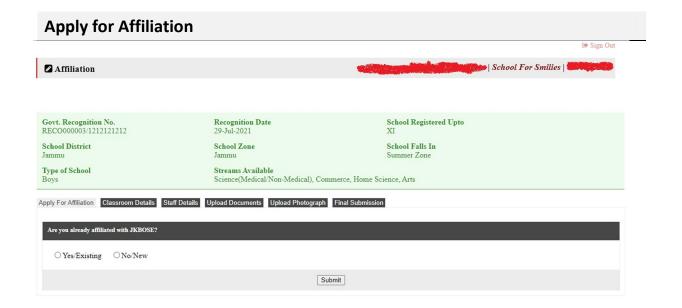


- d) After above step you will be able to see 8 tabs as in the above figure.
- e) Data in all tabs is required to be filled before **Final Submission**.
- f) Without **Final Submission**, your application is incomplete and is not shown in the officer window for further processing.

# Renewal/Upgradation

- a) This option is applicable for those schools who are already recognized and have Recognition No.
- b) Under this option Recognition No, Recognition Date & Recognition <u>Document is mandatory</u> to upload.
- c) If your school has already attained affiliated, then you can upload Affiliation No, Affiliation Date & Affiliation Document. (Note: By default it is optional)
- d) Under this section you have to fill all the corresponding details under 8 tabs (as figure provided above) before **Final Submission** of an application.

e) Without **Final Submission** your application won't be considered as completed application and is not shown in the officer window for further processing.



a) **Affiliation** window <u>will appear only after the completion of recognition</u> <u>process</u>.



- b) Before **Final Submission** <u>6 tabs</u> (as shown above) are required to be completed.
- c) Without **Final Submission,** application *is incomplete and shall not be available in the officer window for further processing.*
- d) Affiliation process would be done at JKBOSE Level.