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**

Government of Jammu & Kashmir
School Education Department / JKBOSE
Recognition & Affiliation of Schools

🏠 Go back to home

📝 **Set Your Password**

Fields marked with * *are mandatory*

School Name *

School of Rahu

School Sponsor Name *

Rahul Sharma

School Email Address *

School Mobile No *

Create Password *

•••••••

Confirm Password *

•••••••

LK4JHP ↻

Enter Code As Above *

LK4JHP

Submit

a) Enter details and set your password.

❖ **Login**

Government of Jammu & Kashmir
School Education Department / JKBOSE
Recognition & Affiliation of Schools

🏠 Go back to home

🔒 **Login With Your Valid Credentials**

Fields marked with * *are mandatory*

Username *

Password *

Enter Code As Above *

Y7V74Z

Submit

⚠ **Registered before 8-May-2020 or Forgot password? Click here to reset password**

Website designed & developed by National Informatics Center.

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

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➡ Sign Out

📝 **User Panel**

| *School of Rahu* |

Applying For: * ⚪ New Registration ⚪ Renewal/Upgradation

Submit

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

Apply for Affiliation

a) **Affiliation** window _will appear only after the completion of recognition process_.

b) Before **Final Submission** _6 tabs_ (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**.