



**Board of Secondary Education,
Manipur.**

**CLASS-IX REGISTRATION
PORTAL**

USER MANUAL

Version 1.0

CONTENTS

1. INTRODUCTION	
1. Overview	1
2. GETTING STARTED	
1. System Requirements	2
2. Accessing the portal	2
3. User Interface Overview	3
3. FUNCTIONALITY/ MODULES	
1. Login	4
2. Account Activation	4 - 5
3. Student Registration	6 - 14
4. Payment	15 - 25
5. Discrepancy	25 - 28
6. Continuous & Comprehensive Evaluation Mark	29 - 31
7. Report	32 - 33
8. User Profile Section	34 - 36
4. APPENDIX	
1. Frequently Asked Questions (FAQs)	37 - 38
5. HELP & SUPPORT	39

INTRODUCTION

The “Class-IX Online Registration Portal” is a comprehensive online platform developed and maintained by the Board of Secondary Education, Manipur (BSEM). This portal is designed to facilitate the registration process for students studying in IX Standards, in the schools recognized by BSEM. It streamlines the registration process, enables online submission of registration forms, facilitates payment of registration fees, and allows for the uploading of Continuous & Comprehensive Evaluation (CCE) marks.

OVERVIEW

1. Access and Login

Schools are provided with unique login credentials to access the portal via BSEM’s “One Authentication System”. One Authentication System is a concept derived from Single Sign-On (SSO), allowing access to multiple portals developed by the BSEM with a single set of login credentials for schools. Upon successful login, schools can access various features and functionalities of the portal.

2. Student Registration

Schools are required to fill out online registration forms for each student. This involves providing student details, along with uploading a passport photo, signature, and parent's signature for each student. Once the form is complete, it can be submitted online.

3. Registration Fee Payment

After submitting the registration form, schools can pay the prescribed fee individually or collectively. Secure and user-friendly payment methods like Net Banking (recommended for large amounts to save on transaction charges), UPI, credit/debit cards, and Wallet are available through integrated online payment gateways.

4. Discrepancy Management

BSEM reviews student registration forms for any discrepancies. If any are found, they are uploaded to the portal with remarks indicating the issue. Schools are then required to review these discrepancies, take necessary actions, and inform the board about the resolution within the portal. This process continues until all discrepancies are resolved.

5. Approval and Registration Number Assignment

After a thorough review of all submitted records and the resolution of any discrepancies, the Board of Secondary Education Manipur (BSEM) grants approval for the student's registration. Subsequently, a unique Permanent Registration Number is assigned to the student.

6. Continuous & Comprehensive Evaluation (CCE) Marks Submission

Schools are required to upload CCE marks for students whose registration has been confirmed. This is done using a preformatted Excel file that can be downloaded from the portal. In this Excel file, schools should enter the marks for each subject, including MIL, ENGLISH, MATHEMATICS, SCIENCE, SOCIAL SCIENCE, and any additional subjects. The marks should be provided for Periodic Test (PT), Term Test (TT), and Internal Assessment (IA). Additionally, schools must indicate the eligibility of each student by providing 'E' for Eligible and 'X' for Not Eligible in the "Remark" column.

GETTING STARTED

SYSTEM REQUIREMENTS

1. Web Browser Compatibility

- Ensure you have a **modern web browser** installed. Popular options include **Google Chrome, Mozilla Firefox, Microsoft Edge, and Safari**.
- Keep your browser updated to the latest version for optimal performance and security.

2. Internet Connection

- You need an **active internet connection** to access websites. Whether via Wi-Fi, mobile data, or other means, a stable connection is essential.

3. Screen Size and Resolution

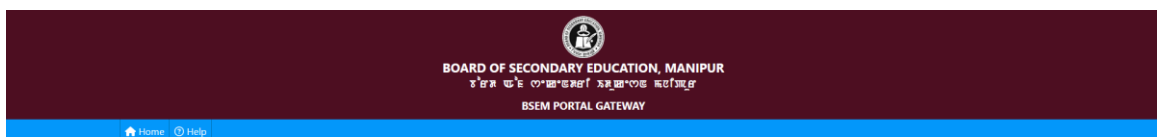
- Websites should be **legible and usable** across various screen sizes, including desktop monitors, laptops and tablets. However, desktop or laptop is highly recommended for better user experience.
- Responsive design ensures proper display on different devices.

4. JavaScript and Cookies

- The portal relies on **JavaScript** for interactive features. Ensure that JavaScript is **enabled** in your browser settings.
- The portal uses **Cookies** for several purposes. Therefore, it needs to be allowed.

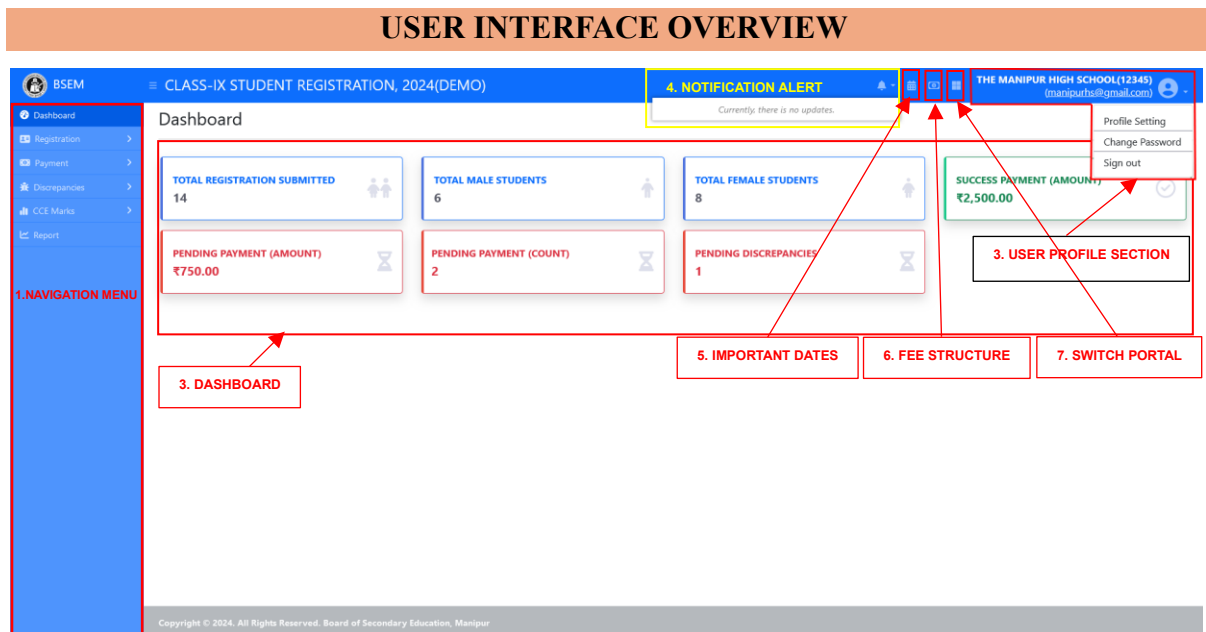
ACCESSING THE PORTAL

1. Visit the URL (link): <https://portals.bosem.in>
2. Click on [CLASS-IX REGISTRATION PORTAL](#)



Click on the portal you wish to visit





1. Navigation Menu:

The navigation menu is located on the left-hand side of the screen and provides access to all the main sections and features of the portal. It is organized into categories for easy navigation.

2. Dashboard:

The dashboard is the main landing page of the portal and provides a summary of key information and metrics. It includes widgets and charts that display data in a visually appealing and easy-to-understand format. It also displays **Important Dates & Fee Structure** current registration session.

3. User Profile Section:

The user profile section allows the users to view and manage their school information and account settings. Here's an overview of the main features and functionalities available in the user profile section:

- **Profile Setting:**

The Profile Settings section allows the user to update his/ her school's information such as Primary mobile no., Alternate Mobile no., Address, HoD's Name & Signature, School's Seal etc.

- **Change Password:**

The Change Password section allows the user to change his account password.

- **Sign out:**

Signs the user out of the portal and takes to the Login Page.

4. Notification & Alert:

The application uses notifications and alerts to notify users about any update or response from the admin. Notifications appear at the top of the screen and alert users to important information or events, while alerts appear as pop-up messages and require user action.

5. Important Dates:

This section displays important dates such as the start date of registration, the last date without late fine, and the last date with late fine. These dates are crucial for users to stay informed about registration deadlines and potential late fees.

IMPORTANT DATES		
Start of Enrollment	:	01/01/2024
Last date without late fine	:	20/03/2024
Last date with late fine	:	25/04/2024

Note: The dates shown in the image above are for informational purposes only.

6. Fee Structure:

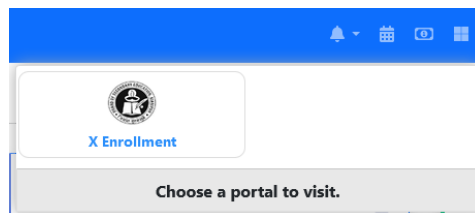
This section displays the structure for prescribed fees pertaining to the current registration session, including registration fees, late fees, and any other applicable charges. It provides users with a comprehensive overview of the financial requirements associated with the registration process for the current session.

FEE STRUCTURE		
Registration fee	:	₹200.00
Late fee	:	₹50.00

Note: The Fee amount shown in the image above are for informational purposes only.

7. Switch Portal:

This section contains a list of web portals maintained by the BSEM other than the current portal. Users can switch between these portals by clicking on the corresponding tab or link. This feature enables users to seamlessly access different BSEM portals based on their specific needs and requirements.



FUNCTIONALITIES/ MODULES

The Functionalities/Modules section describes all the main features and functionalities of the portal.

LOGIN PAGE

1. Visit portal by typing <https://ixregistration.bosem.in> or <http://ixregistration.bosem.in>
2. Enter your login credentials (registered Email Address/ School Code and Password).
3. Hit enter or click on Login button.

ACCOUNT ACTIVATION PAGE

Upon successful login, you will be redirected to **Account Activation Page** to activate your account.

2. Enter the all the information properly (specifically the mandatory fields that are marked with *), following the instructions provided. Do not forget to select image of **School Seal & HoD's Signature**
3. Click on the "**Activate Account**" button to complete the activation process.



[Account Activation Page](#)

Success: Congratulations! Your account has been activated successfully. You can now access the portal. [Click to login](#)

4. If everything goes well, you will see the message as shown in the image above. You will also receive an email regarding the same. Now you are all set for accessing the portal and its functionalities/ modules.

STUDENT REGISTRATION SECTION

When you Sign-in after successful activation of your account, you will be redirected to the **Dashboard** page. Then:

1. Under the click on the **Registration** menu to expand and reveal the sub-menus then Click on the **New Registration** sub-menu. You will be redirected to **New Registration Page** as below.

Dashboard

TOTAL STUDENTS 12

TOTAL MALE STUDENTS 6

TOTAL FEMALE STUDENTS 9

SUCCESS PAYMENT (AMOUNT) ₹5,840.00


PENDING PAYMENT (AMOUNT) ₹0.00

PENDING PAYMENT (COUNT) 0

PENDING DISCREPANCIES 2

Important Dates & Fee Structure	
Start of registration form submission	: 01/01/2024
Last date without late fine	: 10/03/2024
Last date with late fine	: 15/04/2024
Registration fee	: ₹200.00
Late fine	: ₹50.00

Fee payment summary	
Date	Amount
20/02/2024	₹2,460.00
21/02/2024	₹1,380.00
27/02/2024	₹1,600.00
28/02/2024	₹400.00

2. Enter all the details of the student, select Student's passport photo, Signature and Parent's Signature (*Please check the  icon for instructions about the image files*).
Note: The students must be at least 13 years of age as of 1st April of the registration year.

New Registration

Here, you can submit a student's registration form for the current year.

Last form submitted: **KEEFE BEASLEY**

Please fill up the registration form below

All (*) marked fields are mandatory.

Name of Student* Alyssa Church

Father's Name* Kaye Barry

Mother's Name* Quon Scott

Date of Birth (DD/MM/YYYY)* 13/04/2011

Select Gender* Female

Select Caste* General(Gen)

Select Category* Meitei

Select MIL Subject* Manipuri(MM)

Select Additional Subject* Computer Science

PEN(Permanent Education Number) ABC1234

Class VIII Reg. No. ERG67890

Aadhaar Number (12 Digits) 112233445566

Address Libero dolores vero eius quae mollit quia dolore dicta pariatur Eum amet quia commodo veniam

Student's Passport Photo* Browse...PassportAM.jpg

Student's Signature* Browse...Signature2.jpg

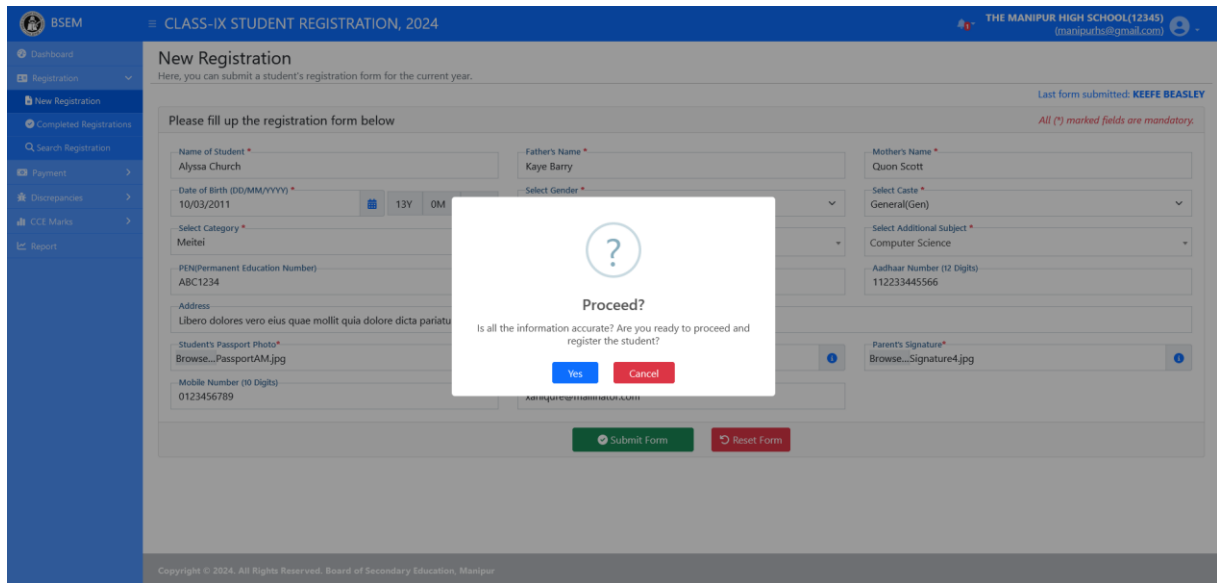
Parents' Signature* Browse...Signature4.jpg

Mobile Number (10 Digits) 0123456789

Email Id xahiqre@mailinator.com

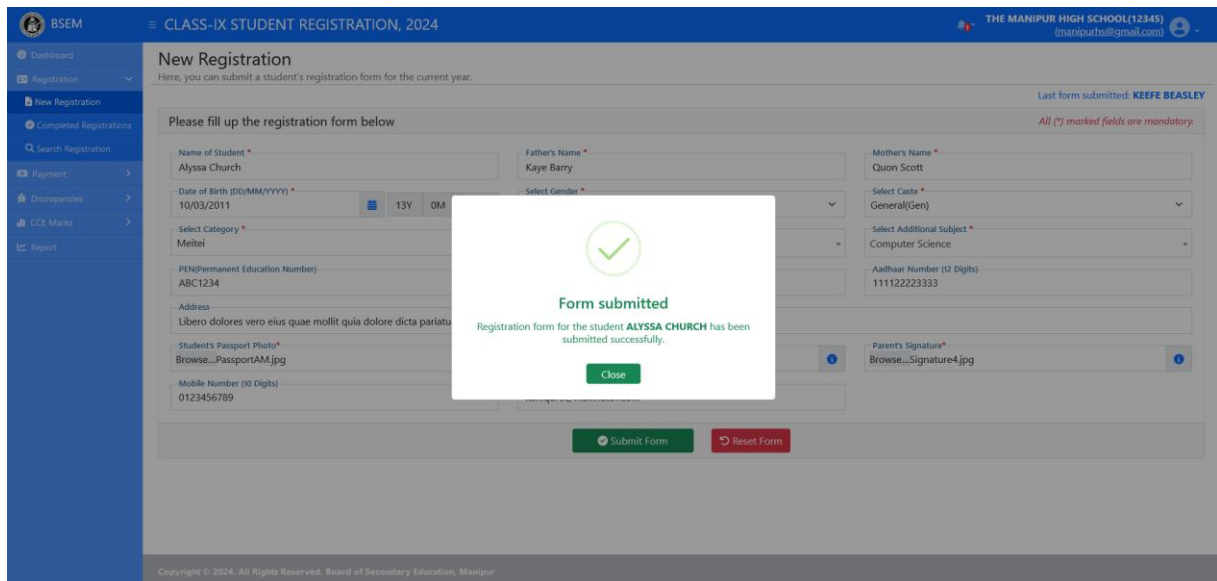
Submit Form Reset Form

- Once all the information has been entered or selected correctly, click the '**Submit Form**' button to submit the registration form. You will then be prompted to confirm the submission; click '**Yes**' to proceed.



The screenshot shows the 'New Registration' form in the BSEM portal. The form is titled 'Please fill up the registration form below' and contains several fields: Name of Student (Alyssa Church), Father's Name (Kaye Barry), Mother's Name (Quon Scott), Date of Birth (10/03/2011), Select Gender (13Y, 0M), Select Category (Meitei), PEN (Permanent Education Number) (ABC1234), Address (Libero dolores vero eius quae mollit quia dolore dicta pariatu), Student's Passport Photo (Browse...PassportAM.jpg), Mobile Number (0123456789), Select Caste (General(Gen)), Select Additional Subject (Computer Science), and Aadhaar Number (112233445566). A confirmation dialog box is overlaid on the form, asking 'Proceed? Is all the information accurate? Are you ready to proceed and register the student?' with 'Yes' and 'Cancel' buttons.

- After submitting the form, you will receive a success or failure message based on the information provided.

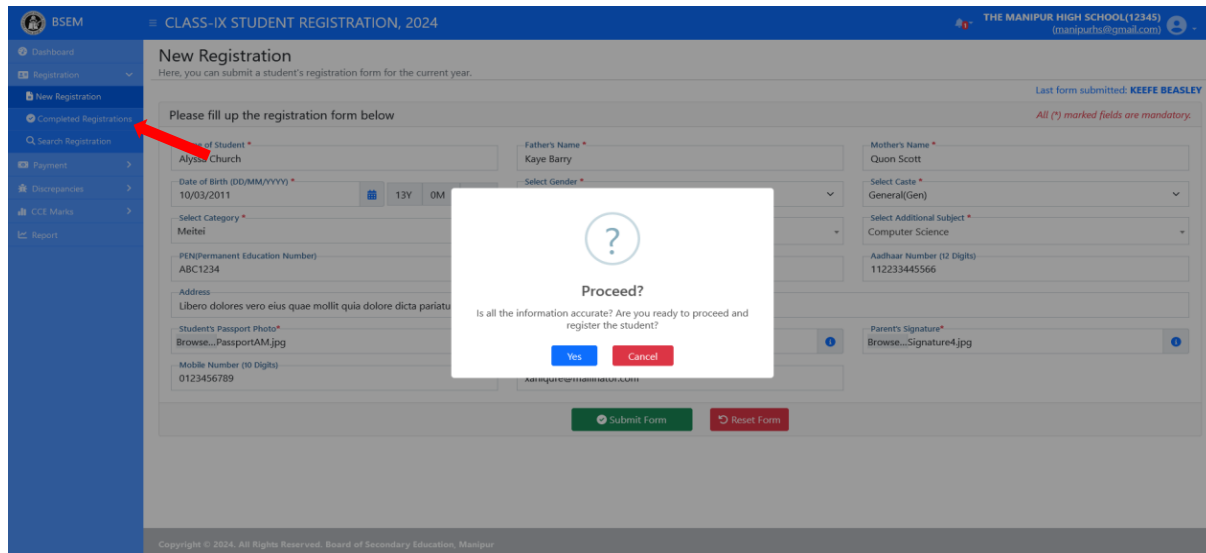


The screenshot shows the 'New Registration' form in the BSEM portal. The form is titled 'Please fill up the registration form below' and contains several fields: Name of Student (Alyssa Church), Father's Name (Kaye Barry), Mother's Name (Quon Scott), Date of Birth (10/03/2011), Select Gender (13Y, 0M), Select Category (Meitei), PEN (Permanent Education Number) (ABC1234), Address (Libero dolores vero eius quae mollit quia dolore dicta pariatu), Student's Passport Photo (Browse...PassportAM.jpg), Mobile Number (0123456789), Select Caste (General(Gen)), Select Additional Subject (Computer Science), and Aadhaar Number (11122223333). A success message dialog box is overlaid on the form, stating 'Form submitted Registration form for the student ALYSSA CHURCH has been submitted successfully.' with a 'Close' button.

COMPLETED REGISTRATION PAGE

This page displays the list of all the students whose registration has been approved and confirmed by the BSEM.

- Under the **Registration** menu, click on the **Completed Registration** sub-menu.



- The list can be filtered based on different criteria such as Registration Number, Student's name (no need to enter the entire name), Father's name, Mother's name, Aadhaar, PEN etc.

Sl.No.	Regn. No.	Student's Name	Father's Name	Mother's Name	DoB	Gender	Caste	MIL	ADDL	Regn. Status	Options
001	20242127007	BIJENTI N MAO	HENNI NIPLINI MAO	HENNI MEMCHA MAO	10/05/1998	Female	ST	Manipur(MM)	Home Science	Confirmed	--select--
002	20242127011	KETRINA PEBAM	PESAM TARLUNKUNMAR SINGH	PESAM BINA DEVI	01/04/2009	Male	Gen	Manipur(MM)	Home Science	Confirmed	--select--
003	20242127008	LOUKRAKRAM SANATOMBA SINGHS	LOUKRAKRAM NILAMANI SINGH	LOUKRAKRAM NICHIA DEVIS	30/03/2009	Female	Gen	Bengali	Home Science	Confirmed	View Detail
004	20242127013	HAOBAM LINGJIEL	HAOBAM ROMEO SINGH	HAOBAM BEMHAL DEVI	10/04/2008	Female	Gen	Manipur(MM)	Additional Hindi	Confirmed	Download Registration Form
005	20242127001	NISHTA IRENGBAM	I. JITEN	I. BALA	22/03/2009	Female	Gen	Manipur(MM)	Home Science	Confirmed	--select--
006	20242127002	LEO KANGABAMS	KANGABAM AMARJIT SINGHS	TAKHELLAMBAM MIENAKSHS	30/12/2008	Female	Gen	Bengali	Additional Hindi	Confirmed	--select--
007	20242127006	PRESCOTT BISHOP	ECHO SALAZAR	GRIFFITH BROOKS	01/04/2011	Male	OBC	Anal	Higher Mathematics	Confirmed	--select--
008	20242127010	SHELLY SEXTON	EMERALD KERR	ETHAN PETERS	01/04/2011	Male	Gen	Eman(MM)	Eshei Nongmai	Confirmed	--select--
009	20242127003	HWATI GUERRERO	ELUANA HOWELL	ERIC KOCH	01/04/2011	Female	OBC	Vaighei	Fine-Arts	Confirmed	--select--
010	20242127012	YOSHI HOPKINS	HONORATO GIBSON	MAGEE CLUMMINGS	01/04/2011	Female	SC	Paite	Man-Jagoi	Confirmed	--select--
011	20242127009	DAUCEY GAY	UTA BUCHANAN	IVELDA CONNER	08/03/2011	Male	Gen	Poula	Additional Hindi	Confirmed	--select--
012	20242127005	VIELKA ABBOTT	SALVADOR DUNLAP	CONNOR MALONE	06/02/2011	Female	OBC	Ruangmei	Thang-ta	Confirmed	--select--
013	20242127004	HEIDI SILVA	JAYME ROJAS	GRAIDEN WALLACE	01/04/2011	Male	SC	Ruangmei	Higher Mathematics	Confirmed	--select--

Filtered List

Completed Registrations
Below is the list of students whose registration has been completed. You can also filter the list by providing some criteria.

Filter list

Sort list by: Serial No.(Ascending) | Show record (max 100): 30 | Keywords: Leo | Search | Reset

Sl.No.	Regn. No.	Student's Name	Father's Name	Mother's Name	DoB	Gender	Caste	MIL	ADDL	Regn. Status	Options
006	20242127002	LEO KANGABAMS	KANGABAM AMARUT SINGHS	TAKHELLAMBAM MEENAKSHS	30/12/2008	Female	Gen	Bengali	Additional Hindi	Confirmed	--select--

Showing page 1 of 1 records

View Detail

This can be done from either the **Search Registration Page** or the **Completed Registration Page**.

1. In either of the page, click on the **dropdown menu** in the **Options** column.
2. Next, select the **'View Detail'** menu and click on the blue button next to it.

Completed Registrations
Below is the list of students whose registration has been completed. You can also filter the list by providing some criteria.

Filter list

Sort list by: Serial No.(Ascending) | Show record (max 100): 30 | Keywords: Search by Student's Name/Father's Name/ Mother's Name Aadhaar/ Email/ VIII Reg. no/ PEN | Search | Reset

Sl.No.	Regn. No.	Student's Name	Father's Name	Mother's Name	DoB	Gender	Caste	MIL	ADDL	Regn. Status	Options
001	20242127007	BIJENTI N MAO	HENRI NIPUNE MAO	HENNI MIEMCHA MAO	10/05/1996	Female	ST	Manipur(M/M)	Home Science	Confirmed	--select--
002	20242127011	KETRINA PEBAM	PEBAM TARJUNKUNMAR SINGH	PEBAM BINA DEVI	01/04/2009	Male	Gen	Manipur(M/M)	Home Science	Confirmed	--select--
003	20242127008	LOUKRAKRAM SANATOMBA SINGHS	LOUKRAKRAM NILAMAN SINGH	LOUKRAKRAM NICHIA DEVIS	30/03/2009	Female	Gen	Bengali	Home Science	Confirmed	--select--
004	20242127013	HAOBAM LINGJEL	HAOBAM ROMEO SINGH	HAOBAM IBEMHAL DEVI	10/04/2008	Female	Gen	Manipur(M/M)	Additional Hindi	Confirmed	--select--
005	20242127001	NISHTA IRENGBAM	I. JITEN	I. BALA	22/03/2009	Female	Gen	Manipur(M/M)	Home Science	Confirmed	--select--
006	20242127002	LEO KANGABAMS	KANGABAM AMARUT SINGHS	TAKHELLAMBAM MEENAKSHS	30/12/2008	Female	Gen	Bengali	Additional Hindi	Confirmed	--select--
007	20242127006	PRESCOTT BISHOP	ECHO SALAZAR	GRIFFITH BROOKS	01/04/2011	Male	OBC	Anal	Higher Mathematics	Confirmed	--select--
008	20242127010	SHELLY SEXTON	EMERALD KERR	ETHAN PETERS	01/04/2011	Male	Gen	Eman(M/M)	Eshel Nongmai	Confirmed	--select--
009	20242127003	HYATT GUERRERO	ELIANA HOWELL	ERIC KOCH	01/04/2011	Female	OBC	Vaiphei	Fine-Arts	Confirmed	--select--
010	20242127012	YOSHI HOPKINS	HONORATO GIBSON	MAGEE CUMMINGS	01/04/2011	Female	SC	Paite	Man-Jagoi	Confirmed	--select--
011	20242127009	DACEY GAY	UTA BUCHANAN	IMELDA CONNER	08/03/2011	Male	Gen	Poula	Additional Hindi	Confirmed	--select--
012	20242127005	VIELKA ABBOTT	SALVADOR DUNLAP	CONNOR MALONE	08/02/2011	Female	OBC	Ruangmei	Thang-ta	Confirmed	--select--
013	20242127004	HEIDI SILVA	JAYME ROJAS	GRAIDEN WALLACE	01/04/2011	Male	SC	Ruangmei	Higher Mathematics	Confirmed	--select--

Showing page 1 of 13 records

- A window containing the student's details will slide in from the right side of the screen. This window will also display the student's payment details and any discrepancies related to the student.

The screenshot shows the BSEM CLASS-IX STUDENT REGISTRATION, 2024 portal. On the left is a navigation menu with options like Dashboard, Registration, New Registration, Completed Registrations, Search Registration, Payment, Discrepancies, CCE Marks, and Report. The main area displays 'Completed Registrations' with a table of student details. On the right, a 'REGISTRATION DETAIL: 20242127002' window is open, showing 'Student Information' and 'Payment Detail'.

Sl.No.	Regn. No.	Student's Name	Father's Name	Mother's Name	DoB	Gen
001	20242127007	BIJENTI N MAO	HENNI NPLINI MAO	HENNI MEMCHA MAO	10/05/1986	Fem
002	20242127011	KETRINA PEBAM	PEBAM TARUNKUNMAR SINGH	PEBAM BINA DEVI	01/04/2009	Ma
003	20242127008	LOUKRAKRAM SANATOMBA SINGHS	LOUKRAKRAM NILAMANI SINGH	LOUKRAKRAM NICHIA DEVIS	30/03/2009	Fem
004	20242127013	HAOBAM LINGJEL	HAOBAM ROMED SINGH	HAOBAM IBEHNAH DEVI	10/04/2008	Fem
005	20242127001	NISHITA IRENGBAM	I JITEN	I BALA	22/03/2009	Fem
006	20242127002	LEO KANGABAMS	KANGABAM AMARUT SINGHS	TAKHELLAMBAM MEENAKSHIS	30/12/2008	Fem
007	20242127006	PRESCOTT BISHOP	ECHO SALAZAR	GRIFFITH BROOKS	01/04/2011	Ma
008	20242127010	SHELLY SEXTON	EMERALD KERR	ETHAN PETERS	01/04/2011	Fem
009	20242127003	HWATT GUERRERO	ELIANA HOWELL	ERIC KOCH	01/04/2011	Fem
010	20242127012	YOSH HOPKINS	HONORATO GIBSON	MAGEE CUMMINGS	01/04/2011	Fem
011	20242127009	DACEY GAY	UTA BUCHANAN	IMELDA CONNER	08/03/2011	Ma
012	20242127005	VIEKA ABBOTT	SALVADOR DUNLAP	CONNOR MALONE	08/02/2011	Fem
013	20242127004	HEIDI SILVA	JAYME ROJAS	GRAIDEN WALLACE	01/04/2011	Ma

The 'REGISTRATION DETAIL' window for student 20242127002 shows the following information:

- Registration Status:** Confirmed
- Registration Number:** 20242127002
- Student's Name:** LEO KANGABAMS
- Father's Name:** KANGABAM AMARUT SINGHS
- Mother's Name:** TAKHELLAMBAM MEENAKSHIS
- Date of Birth:** 30/12/2008
- Gender:** Female
- Caste:** General
- Category:** Mletie
- MIL Subject:** Bengali
- Additional Subject:** Additional Hindi
- PEN(Permanent Education No.):** WE343120
- Class VIII Reg. No.:** RE432320
- Address:** KANGABAM LEIKAIS
- Mobile Number:** 5464654650
- Email Address:** leoks@gmail.com
- TC/NOC Issued?:** No
- Reg. form submitted on:** 09-02-2024 10:09 PM
- Payment Detail:** Status: PAID

Issue TC/NOC

In the event of issuing a Transfer Certificate (TC) or No Objection Certificate (NOC) for a particular student, it is essential to update the portal accordingly. This can be done from either the **Search Registration Page** or the **Completed Registration Page**.

- In either of the page, click on the **dropdown menu** in the **Options** column.
- Choose the **Issue TC/ NOC** menu and click on the blue button next to it.
- A popup window will appear.

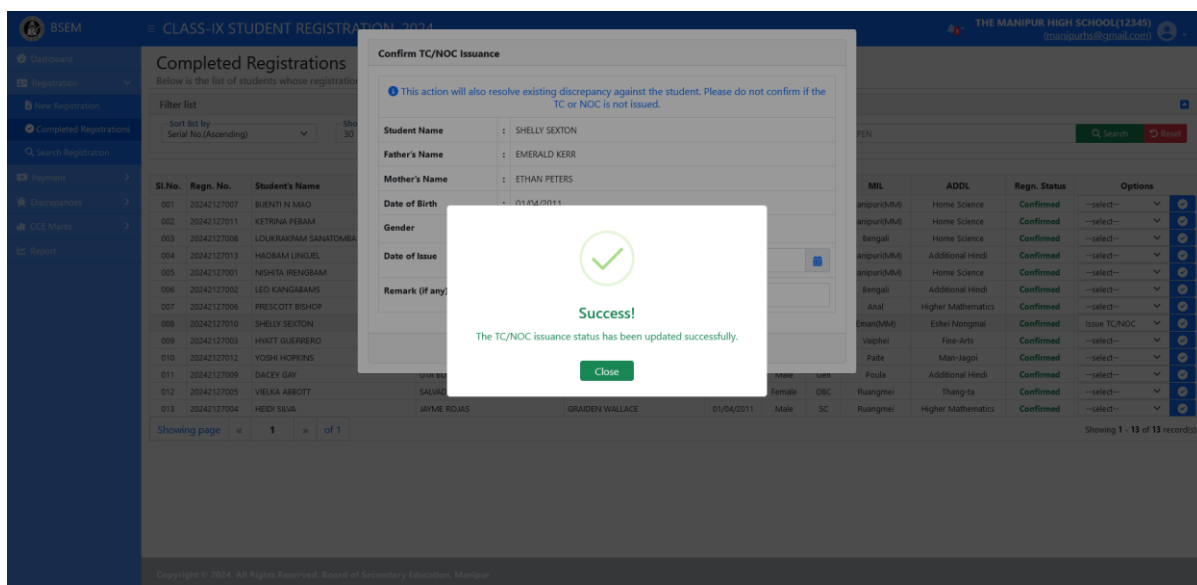
The screenshot shows the BSEM CLASS-IX STUDENT REGISTRATION, 2024 portal with a 'Confirm TC/NOC Issuance' popup window. The popup contains the following fields:

- Student Name:** SHELLY SEXTON
- Father's Name:** EMERALD KERR
- Mother's Name:** ETHAN PETERS
- Date of Birth:** 01/04/2011
- Gender:** Male
- Date of Issue:** DD/MM/YYYY
- Remark (if any):** (empty field)

At the bottom of the popup are 'Confirm' and 'Cancel' buttons. The background shows a table of registrations with a dropdown menu open in the 'Options' column for student 008 (SHELLY SEXTON), where 'Issue TC/NOC' is selected.

- The 'Date of Issue' and 'Remark' fields can either be filled out or left empty.
- After entering the necessary information, click on the 'Confirm' button.




6. When prompted, click 'Yes' to proceed. You will then receive a success or failure message.



Download Registration Form

This option allows the schools to download the 'Computer Generated Registration Form'. This form can be useful for verifying the student's information by showing it to the students themselves before the completion of the registration fee payment.

To download the form, click on the **dropdown menu** in the **Options** column; then choose the **Download Registration Form** menu and click on the button next to it. The form will now be downloaded.

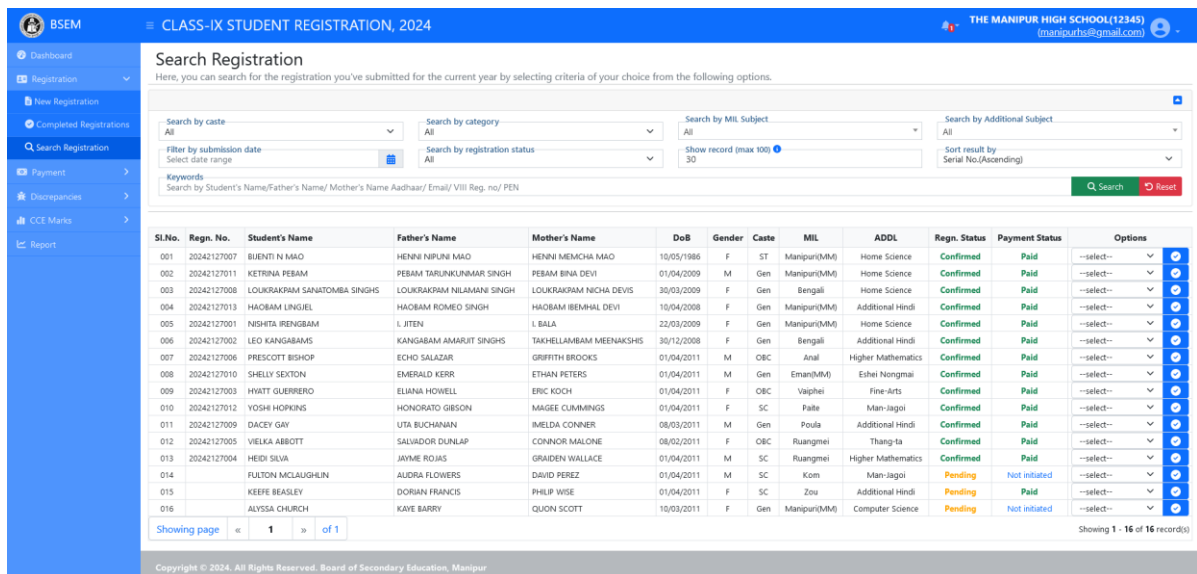
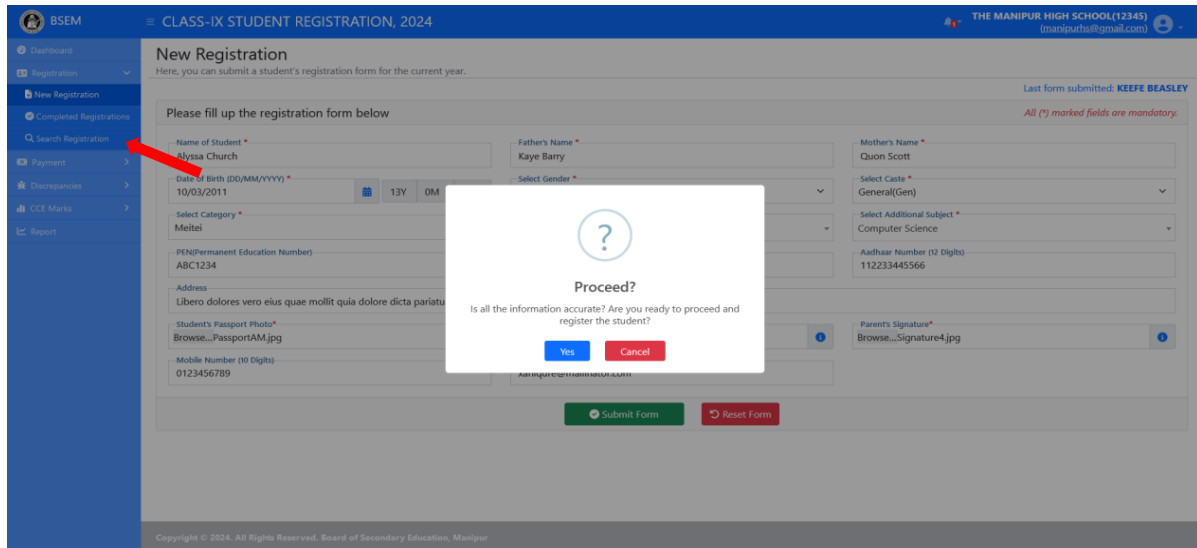
BOARD OF SECONDARY EDUCATION, MANIPUR COMPUTER GENERATED REGISTRATION FORM REGISTRATION FORM FOR CLASS IX - 2024			
THE MANIPUR HIGH SCHOOL			
Serial	School Code		
002	12345		
Name of the Student : CAROL CERVANTES			
Father's Name : BRIAN NORRIS			
Mother's Name : ZEUS AUSTIN			
Address : QUIA DOLOREM CUMQUE DOLOREM VOLUPTATUM IN			
Aadhaar No. : 111111111111			
Date of Birth :	Day	Month	Year
	28	03	2011
Sex: Female	Caste: SC	Category: OTHERS	
MIL Subject:	10	NEPALI (N)	
Additional Subject:	39	MAN-JAGOI (JAGOI)	
			
Signature of Head of Institution with Seal		Signature of Parent/Guardian	
<p>INSTRUCTIONS:</p> <ol style="list-style-type: none"> 1. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua 2. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua 3. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua 4. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua 5. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua 6. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua 			

Computer Generated Registration Form Sample.

SEARCH REGISTRATION

This page enables the school to search all submitted registration forms for the current registration session. Multiple criteria are provided to enhance the flexibility of searching records.

- To access the Search Registration Page, navigate to the 'Registration' menu in the Navigation Menu and select the 'Search Registration' sub-menu.



Search Registration Page

To search the registration record, select your desire criteria and click on “Search” button.

Update/ Edit Registration Detail

Note:

1. Once the payment of the registration fee is completed or the registration is confirmed by the BSEM, updating or editing is no longer allowed.
2. To update or edit registration details, you must first search for the registration in Search Registration Page.

Sl.No.	Regn. No.	Student's Name	Father's Name	Mother's Name	DoB	Gender	Caste	MIL	ADDL	Regn. Status	Payment Status	Options
001	20242127007	BIJENTI N MAO	HENNI NPUNI MAO	HENNI MEMCHA MAO	10/05/1986	F	ST	Manipuri(M/M)	Home Science	Confirmed	Paid	--select--
002	20242127011	KETRINA PEBAM	PEBAM TARUNKUNMAR SINGH	PEBAM BINA DEVI	01/04/2009	M	Gen	Manipuri(M/M)	Home Science	Confirmed	Paid	--select--
003	20242127008	LOUKRAKRAM SANATOMBA SINGHS	LOUKRAKRAM NILAMANI SINGH	LOUKRAKRAM NICHIA DEVIS	30/03/2009	F	Gen	Bengali	Home Science	Confirmed	Paid	--select--
004	20242127013	HABRAM LINGJEL	HABRAM ROMEO SINGH	HABRAM BEMHAL DEVI	10/04/2008	F	Gen	Manipuri(M/M)	Additional Hindi	Confirmed	Paid	--select--
005	20242127001	NISSHTA RENGSIAM	L JITEN	L BALA	22/03/2009	F	Gen	Manipuri(M/M)	Home Science	Confirmed	Paid	--select--
006	20242127002	LEO KANGABAMS	KANGABAM AMARUT SINGHS	TAKHELLAMBAM MEENAKSHI	30/12/2008	F	Gen	Bengali	Additional Hindi	Confirmed	Paid	--select--
007	20242127006	PRESCOTT BISHOP	ECHO SALAZAR	GRIFFITH BROOKS	01/04/2011	M	OBC	Anal	Higher Mathematics	Confirmed	Paid	--select--
008	20242127010	SHIELLY SEXTON	EMERALD KEER	ETHAN PETERS	01/04/2011	M	Gen	Emahli(M/M)	Eshel Nongmai	Confirmed	Paid	--select--
009	20242127003	HWAIT GUERRERO	ELUANA HOWELL	ERIC KOCH	01/04/2011	F	OBC	Vaighei	Fine-Arts	Confirmed	Paid	--select--
010	20242127012	YOSHIE HOPKINS	HONORATO GIBSON	MAGEE CUMMINGS	01/04/2011	F	SC	Paite	Man-jagoi	Confirmed	Paid	--select--
011	20242127005	DACEY GAY	UTA BUCHANAN	IMELDA CONNER	08/03/2011	M	Gen	Poula	Additional Hindi	Confirmed	Paid	--select--
012	20242127005	VIELKA ABBOTT	SALVADOR DUNLAP	CONNOR WALLACE	08/02/2011	F	OBC	Ruangmei	Thang-ta	Confirmed	Paid	--select--
013	20242127004	HELIDI SILVA	JAYME ROJAS	GRAIDEN WALLACE	01/04/2011	M	SC	Ruangmei	Higher Mathematics	Confirmed	Paid	--select--
014		FULTON MCLAUGHLIN	AUDRA FLOWERS	DAVID PEREZ	01/04/2011	M	SC	Kom	Man-jagoi	Pending	Not initiated	--select--
015		KEEFE BEASLEY	DORIAN FRANCIS	PHILIP WISE	01/04/2011	F	SC	Zou	Additional Hindi	Pending	Paid	--select--
016		ALYSSA CHURCH	KAYE BARRY	QUON SCOTT	10/03/2011	F	Gen	Manipuri(M/M)	Computer Science	Pending	Not initiated	--select--

1. Click on the **dropdown menu** in the **Options** column and choose **Edit Form** menu.
2. You will then be redirected to the **Edit Registration Form Page**.

3. Enter the information you want to update.

Note: In case of files/images

- If you do not need to change the images, such as the passport photo or either of the signature, please do not select any and leave the field empty.
- Please select only the field you want to change.

4. Enter remark or reason for making the changes and click on the **Save Changes** button. Click **Yes** when prompted. You will then receive a success or failure message.

The screenshot displays the 'Edit Registration Form' interface for the 'CLASS-IX STUDENT REGISTRATION, 2024' portal. The page title is 'Edit Registration Form' and it includes a sub-header: 'Here, you can make changes to the existing registration form for the current year.' The registration form is for a student named 'FULTON MCLAUGHLIN'. The form fields include: Name of Student (FULTON MCLAUGHLIN), Father's Name (AUDRA FLOWERS), Mother's Name (DAVID PEREZ), Date of Birth (01/04/2011), Select Gender (Male), Select Caste (Scheduled Caste(SC)), Select Additional Subject (Man-Jagoi), Aadhaar Number (12 Digits), Student's Passport Photo (Browse...PassportAM.jpg), Mobile Number (10 Digits), Parent's Name (DAVID PEREZ), Select MIL Subject (Kom), Class VIII Reg. No. (12), Parent's Signature (Browse...Signature2.jpg), and Reason/Remark for the Changes (changed signature). A central modal window displays a green checkmark and the message 'Update Successful! Changes has been saved successfully.' with a 'Close' button. The page also features a 'Save Changes' button and a 'Reset' button. The footer contains the copyright information: 'Copyright © 2024. All Rights Reserved. Board of Secondary Education, Manipur.'

*****To view the Registration Detail or update the issuance of TC/NOC from the Search Registration Page, please refer to the steps provided in the Completed Registration section.**

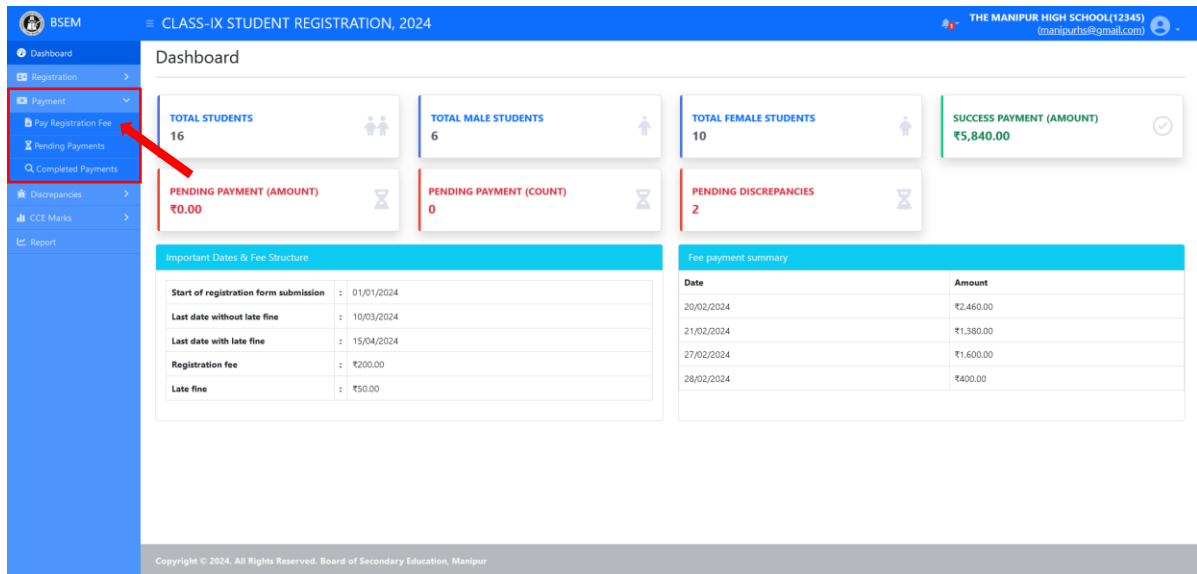
PAYMENT SECTION

(Attention: Please double-check the accuracy of all student information before making payment. Once payment is completed, editing or updating the information will not be possible.)

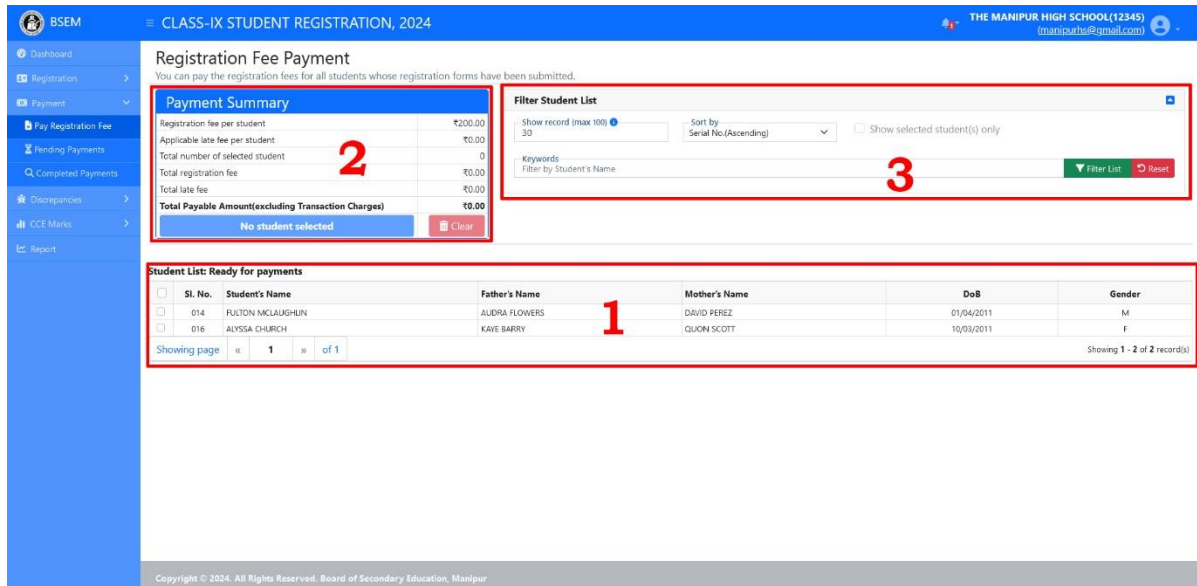
After submitting the registration form, schools can proceed to pay the registration fee for their students via the Payment Section.

➤ Pay Registration Fee:

1. Click on the "Payment" menu to expand it under the Navigation Menu on the left side.
2. Click on the **Pay Registration Fee** submenu, as shown in the image below.



3. You will then be redirected to the **Pay Registration Fee Page**.



Understanding different sections of the Payment Page:

1. Student List:

By default, a total of 30 students (if available) will be displayed in this section. These are the students whose registration forms have been submitted and are ready for paying the registration fee. The number of students displayed can be adjusted for user convenience by entering a desired number, up to a maximum of 100, in the "Show record" field and clicking on the "**Filter**" button in section 2.

- The registration fee can be paid in groups (recommended to save transaction charges) or individually.
- To proceed with the payment, the user must select the student(s) for which the registration fee is going to be paid by checking the corresponding **Checkbox** in the first column.
- To select/unselect all the students visible in the list, check the **Checkbox** in the **header** of the table.

2. Payment Summary:

This section provides a comprehensive overview of the prescribed registration fee and late fine, the total number of students selected for payment, the calculated fees and fines for each selected student, and the final payable amounts.

- The **Payment button** & the **Clear button** will be enabled once one or more students is/are selected in the list.
- Total Registration fee, late fine and final payable amount will also be a calculated once the selection is made.
- The **Clear button** deselects all the selected students and resets the fee calculation.

3. Filter Section:

This section allows users to filter the list of students in **section 1** based on their desired criteria.

- The "**Show record**" field allows the user to adjust the total number of students displayed in the list.
- "**Sort by**" sorts the list by the selected option.
- "**Keyword**" allows the user to filter the list based on the student's name. The user does not need to enter the full name of the student; entering only a part of the student's name will display all students with matching names.

- **Show selected student(s) only:**

This option is disabled by default and will be enabled once a student is selected in the list. It is particularly useful in scenarios where the list of students spans multiple pages, and the user selects students from different pages for payment. In such cases, not all the selected students will be visible on the current page. Checking this option will display only the selected students from all pages.

Note: Users will still be able to make payments for selected students, even if the student(s) are not visible in the list.

PAY REGISTRATION FEE

To pay registration fees, please follow the steps below:

1. Select the student for which you wish to pay the registration fee.

The screenshot shows the 'Registration Fee Payment' page. On the left is a navigation menu with options like Dashboard, Registration, Payment, Pay Registration Fee, Pending Payments, Completed Payments, Discrepancies, CCE Marks, and Report. The main content area has a 'Payment Summary' table and a 'Filter Student List' section.

Payment Summary	
Registration fee per student	₹200.00
Applicable late fee per student	₹0.00
Total number of selected student	2
Total registration fee	₹400.00
Total late fee	₹0.00
Total Payable Amount(excluding Transaction Charges)	₹400.00
<input type="button" value="Pay ₹400.00"/> <input type="button" value="Clear"/>	

Filter Student List

Show record (max 100) 30 Sort by Serial No.(Ascending) Show selected student(s) only

Keywords: Filter by Student's Name

Student List: Ready for payments

Sl. No.	Student's Name	Father's Name	Mother's Name	DoB	Gender
<input checked="" type="checkbox"/> 014	FULTON MCLAUGHLIN	ALDRA FLOWERS	DAVID PEREZ	01/04/2011	M
<input checked="" type="checkbox"/> 016	ALYSSA CHURCH	KAYE BARRY	QUON SCOTT	10/03/2011	F

Showing page 1 of 1 Showing 1 - 2 of 2 record(s)

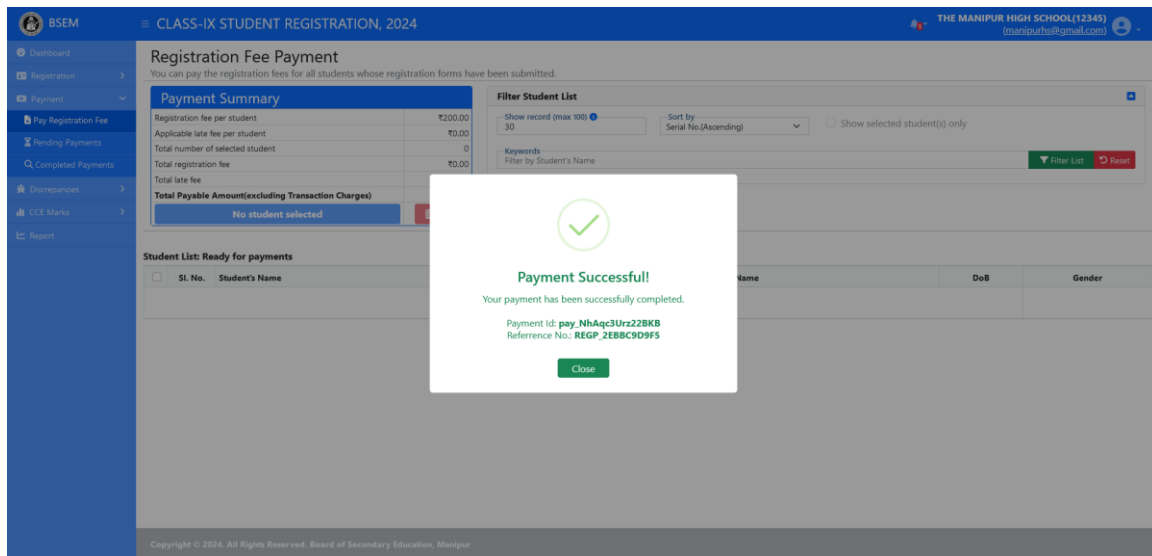
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2. Once the students are selected, the **Payment Button** will be enabled immediately with the total payment amount as its label.
3. Click on the **Pay button** and the payment window will be popped up.

This screenshot shows the same interface as the previous one, but with a payment modal open over the 'Pay ₹400.00' button. The modal is titled 'Board of Secondary...' and lists several payment methods: UPI / QR, Card, Netbanking, and Wallet. At the bottom of the modal, it shows '₹ 400' and a 'Pay Now' button.

4. Select your prefer **Payment Method** from the list and click on **Pay Now**.
(NetBanking is recommended for transactions greater than Rs. 1500 and up to 15 Lacs, as the transaction charge will be Rs. 30 + GST only per transaction. For amounts less than Rs. 1500, you can choose from any of the other available payment methods.)
5. Click **Continue and Pay** in the next page.

6. The payment is now completed and message containing Payment ID & Reference will be displayed. A payment confirmation email will be sent to the registered email address of the user, along with the payment details.

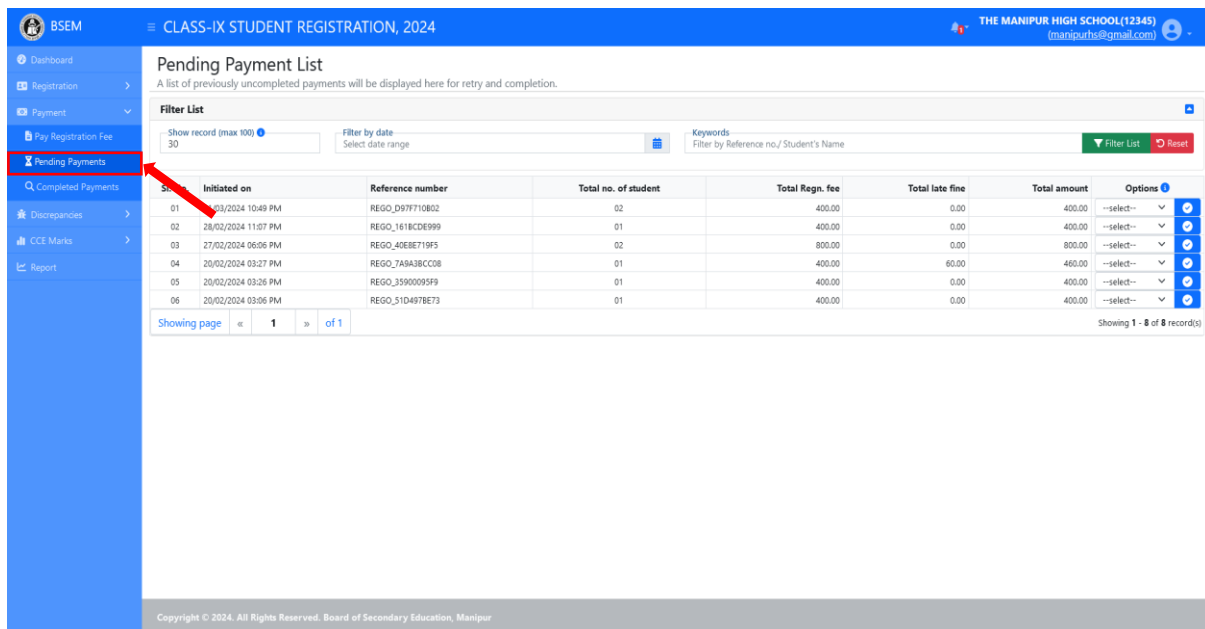


Note:

- If the amount of a payment was deducted but the payment could not be confirmed, it can be verified later on the **Pending Payment Page** (steps will be explained in the subsequent section) using the **Verify Payment Option**.
- If a payment fails for any reason, it can be re-attempted and completed later on the **Pending Payment Page** using the **Complete Payment Option**.

PENDING PAYMENT PAGE

In case of a failed or incomplete payment on the **Pay Registration Fee Page**, the students included in the payment will no longer be visible in the student list. The incomplete payments will be visible in the **Pending Payment Page**, where users can reattempt to complete it. The pending payment list can be filtered based on certain criteria and as per the users' requirements



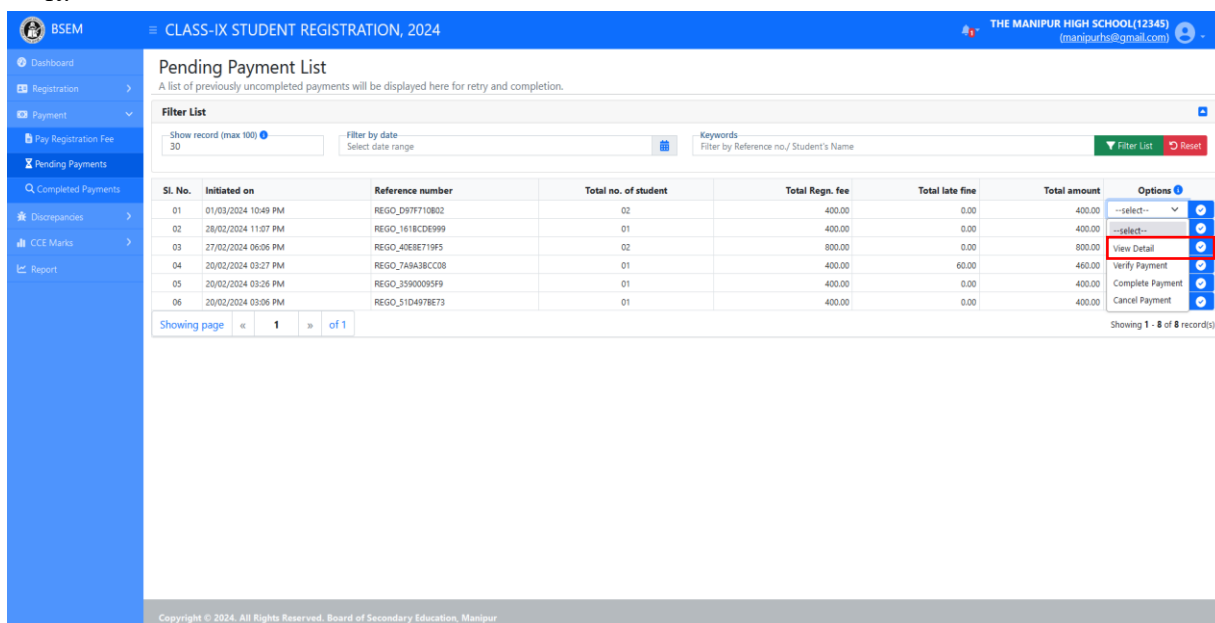
Understanding different options in Pending Payment Page

Click on the **Dropdown** menu in the **Options** Column.

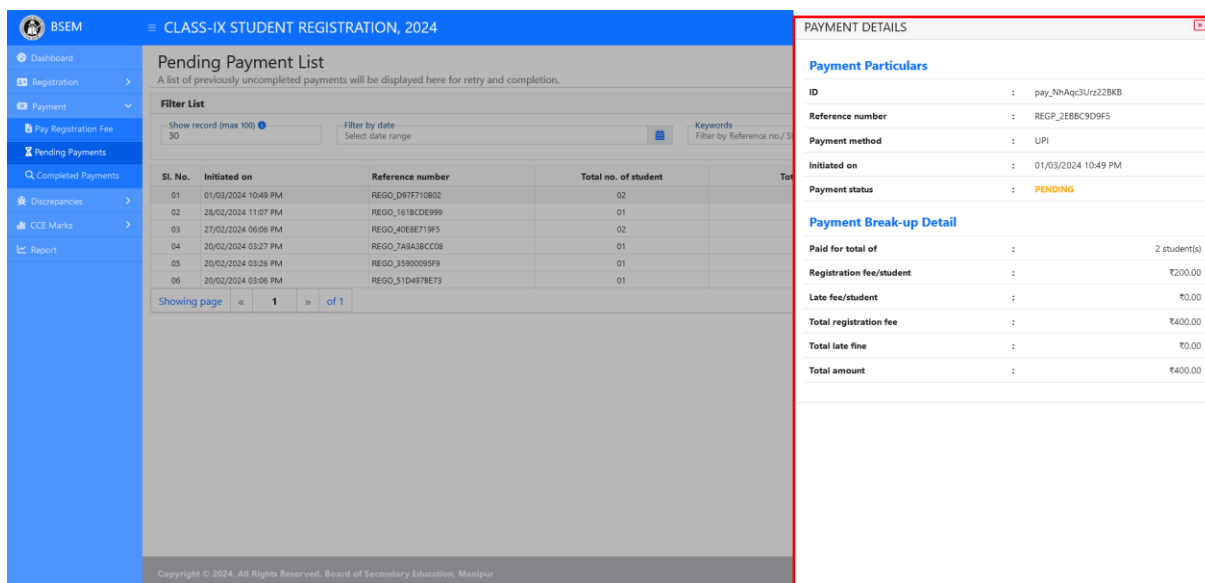
- **View Detail Option:**

This option show detail information of the selected payment. To view the detail:

1. Click on the View Detail menu from the dropdown and then click on action button next to it.

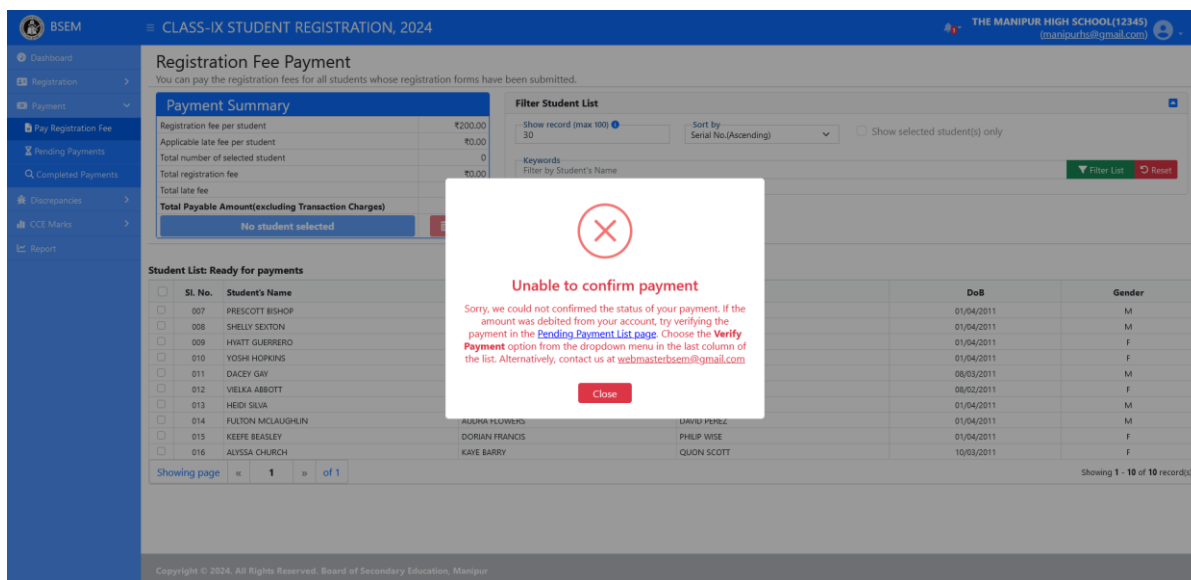


2. A window containing the payment details will slide in from the right side of the screen.



- **Verify Payment Option:**

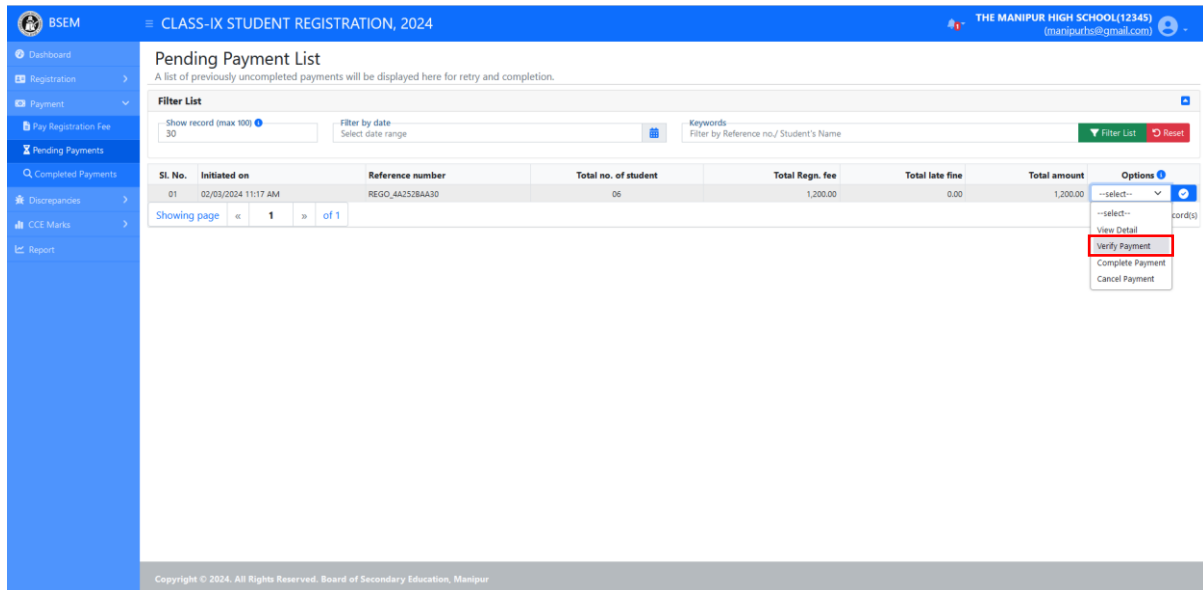
In some cases, the amount may be deducted from the user's account, but the payment cannot be confirmed due to issues such as network problems, payment gateway issues, closing or refreshing the page before confirmation, or other technical issues while paying the registration fee. These payments will also be listed as pending on the Pending Payment Page. The **Verify Payment** option attempts to process and confirm the payment if the amount was received in the Payment Gateway.



Case where amount was deducted from user's account, but payment could not be confirmed.

To verify a payment:

1. Click on the **Dropdown Menu** in the **Options** column of the payment you want to verify, then select the **Verify Payment** option.

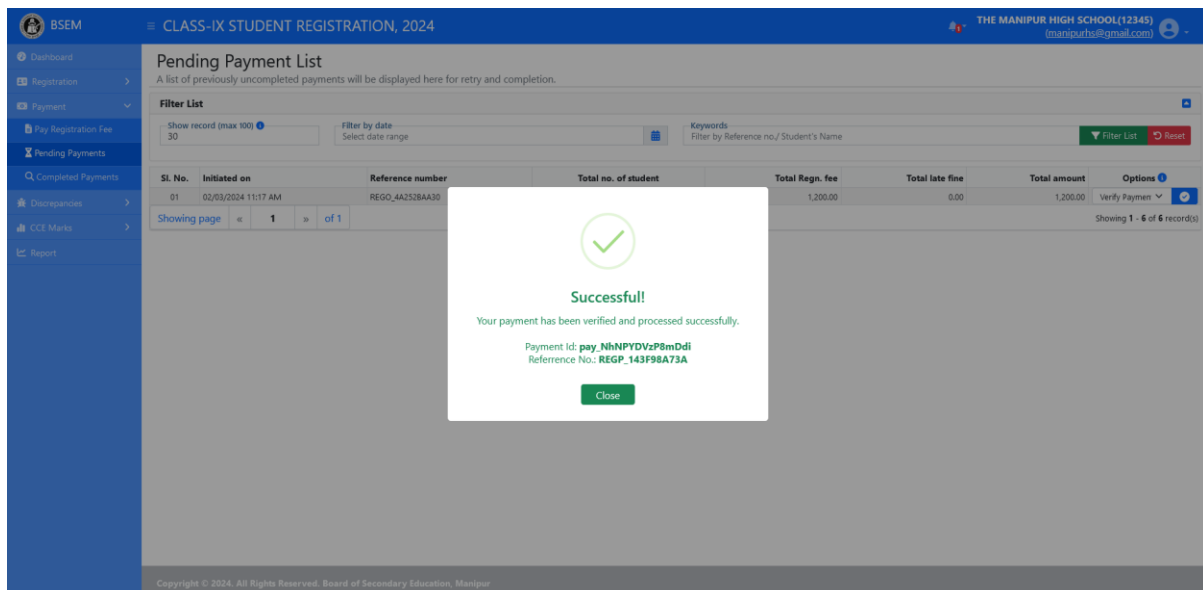


The screenshot shows the 'Pending Payment List' interface. The table contains one record with the following details:

Sl. No.	Initiated on	Reference number	Total no. of student	Total Regn. fee	Total late fine	Total amount	Options
01	02/03/2024 11:17 AM	REGO_4A2528AA30	06	1,200.00	0.00	1,200.00	<ul style="list-style-type: none"> View Detail Verify Payment Complete Payment Cancel Payment

The 'Verify Payment' option is highlighted with a red box in the original image. The interface also includes a sidebar with navigation options like Dashboard, Registration, Payment, and Pending Payments, and a top navigation bar with the school name and user information.

2. The payment will be processed and confirmed if it was received by the Payment Gateway, and a successful message will pop up. Additionally, a confirmation email will be sent to the user's registered email address.



The screenshot shows the same 'Pending Payment List' interface, but with a confirmation message overlay. The message reads:

Successful!
Your payment has been verified and processed successfully.
Payment Id: pay_NhNPYDvzP8mDdi
Reference No.: REGP_143F98A73A

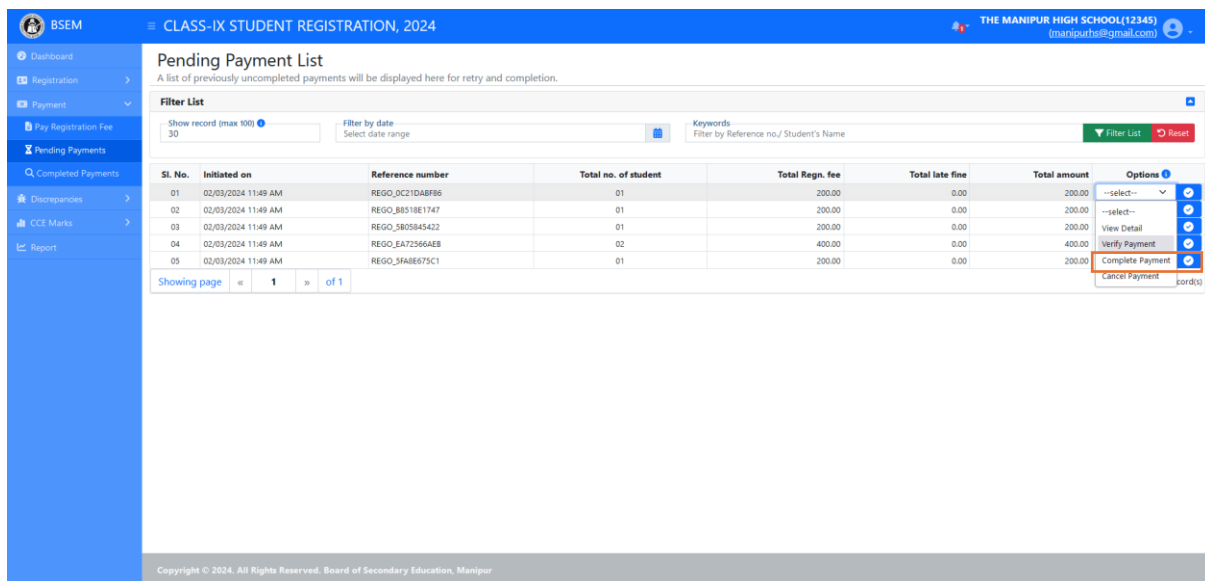
The message is displayed in a white box with a green checkmark icon and a 'Close' button. The background table and interface elements are dimmed.

• **Complete Payment Option:**

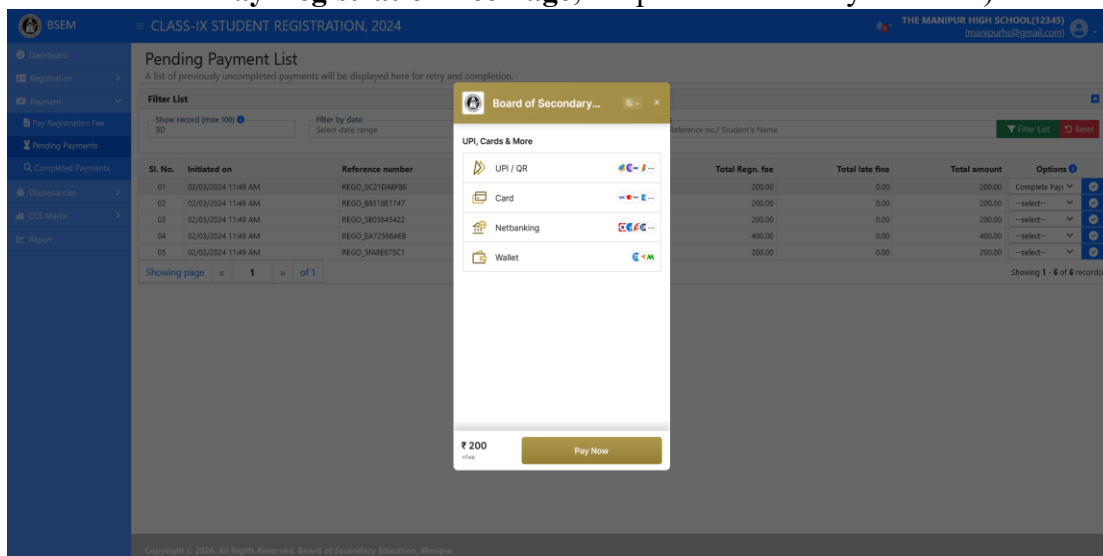
This option enables users to reattempt payments that were unable to complete on the **Pay Registration Fee** page due to technical issues. It first checks whether the payment was received by the Payment Gateway but was unable to be confirmed. If this is the case, the payment will be automatically processed and verified, similar to the **Verify Payment** option. If the Payment Gateway did not receive the payment, the payment window/page will pop up so the user can complete the payment.

To re-attempt a failed/incomplete payment, follow the steps:

1. Click on the **Dropdown Menu** in the **Options** column of the payment you want to verify, then select the **Complete Payment** option.



2. The system will attempt to verify the payment if the amount was received; otherwise, the payment window will pop up so the user can complete the payment. Follow the instructions on the payment window to complete the payment (refer to the payment process explained earlier in the **Pay Registration Fee Page**; the process is exactly the same)



3. A payment successful message will be displayed, and the user will also be notified via the registered email address.

The screenshot shows the 'Pending Payment List' page. A modal window is displayed in the center with a green checkmark icon and the text: 'Payment Successful! Your payment has been successfully completed. Payment Id: pay_NhPCHTqz3XhNY Reference No.: REGP_26AACS86E0'. Below the modal is a table with columns: Sl. No., Initiated on, Reference number, Total no. of student, Total Regn. fee, Total late fine, Total amount, and Options. The table contains 4 rows of data.

Sl. No.	Initiated on	Reference number	Total no. of student	Total Regn. fee	Total late fine	Total amount	Options
01	02/03/2024 11:49 AM	REGO_88518E1747		200.00	0.00	200.00	--select--
02	02/03/2024 11:49 AM	REGO_5805845422		200.00	0.00	200.00	--select--
03	02/03/2024 11:49 AM	REGO_EA72566AEB		400.00	0.00	400.00	--select--
04	02/03/2024 11:49 AM	REGO_5FABE75C1		200.00	0.00	200.00	--select--

Note:

- If the payment was initiated on or before the **last date without a late fine**, and the same is reattempted to complete after the said date, the user will be notified about the inclusion of a late fine in the total amount. The user will be prompted to proceed with the payment of the newly calculated amount (as shown in the image below).

The screenshot shows the 'Pending Payment List' page. A modal window is displayed in the center with a question mark icon and the text: 'Attention! Late fine applicable. Since the last date without late fine has lapsed, a late fine of ₹50.00 per student is now applicable. Proceed with payment of ₹250.00?'. Below the modal is a table with columns: Sl. No., Initiated on, Reference number, Total no. of student, Total Regn. fee, Total late fine, Total amount, and Options. The table contains 4 rows of data.

Sl. No.	Initiated on	Reference number	Total no. of student	Total Regn. fee	Total late fine	Total amount	Options
01	02/03/2024 11:49 AM	REGO_88518E1747		200.00	0.00	200.00	Complete Pay
02	02/03/2024 11:49 AM	REGO_5805845422		200.00	0.00	200.00	--select--
03	02/03/2024 11:49 AM	REGO_EA72566AEB		400.00	0.00	400.00	--select--
04	02/03/2024 11:49 AM	REGO_5FABE75C1		200.00	0.00	200.00	--select--

- **Cancel Payment Option:**

This option first checks whether the payment was received by the Payment Gateway but was unable to be confirmed, if so the payment will be verified and processed automatically. Otherwise, it cancels or resets the existing payment record and the students included in the payment will reappear on the **Pay Registration Fee** page, and the user will be able to re-initiate a new payment.

To cancel a pending payment, follow the steps:

1. Click on the **Dropdown Menu** in the **Options** column of the payment you want to verify, then select the **Cancel Payment** option. The cancellation window will slide in from the right side of the screen.

The screenshot displays the 'Pending Payment List' interface. A table lists four pending payments with columns for 'Sl. No.', 'Initiated on', 'Reference number', and 'Total no. of student'. The first row shows a payment initiated on 02/03/2024 11:49 AM with reference number REGO_B8518E1747 and a total of 01 student. A 'Cancel Payment' window is overlaid on the right, containing a warning message: 'Attention! You are about to cancel the payment below'. The window lists details for the selected payment: ID (order_NhNmME569z0Ihv), Reference number (REGO_B8518E1747), Initiated on (02/03/2024 11:49 AM), Total student (1), and Amount (₹200.00). A text input field for 'Reason for cancellation' contains 'Need to remove some students'. At the bottom of the window are 'Confirm' and 'Cancel' buttons. The text 'Cancel Payment Window' is written in red below the window.

2. Enter the reason for cancellation and click on the **Confirm Button**. Click **Yes** when prompted, and the payment will now be cancelled. A relevant message will pop up.

This screenshot shows the same 'Pending Payment List' interface as the previous one, but with a success message overlay. The message reads: 'Payment cancelled!' followed by 'Payment with reference no. REGO_B8518E1747 has been cancelled successfully.' and a 'Close' button. The 'Cancel Payment' window is still visible in the background, but the success message is the primary focus.

Figure: After the payment has been cancelled, all the students under the cancelled payment will re-appear in the **Pay Registration Fee Page**.

- **View Students Option:**

This option displays a list of all the students included in the corresponding payment.

COMPLETED PAYMENT PAGE

This page displays all the completed payments of the current registration session. The list can be filtered using the criteria options provided.

The options (**View Detail & View Students**) on this page are similar to those on the **Pending Payment Page**.

DISCREPANCY SECTION

The discrepancy section helps identify and fix any mistakes or issues that come up during the registration process.

Here's how it works:

1. The admin (BSEM) examines the registration forms submitted by the schools. If any inconsistencies are found, a discrepancy record per student is created along with remarks specifying the inconsistencies.
2. Schools then review the problem and make necessary corrections. They inform the admin when the corrections are made by adding a comment.
3. If the admin approves of the corrections, the discrepancy is marked as resolved. Otherwise, the admin adds a comment requesting further action. This process continues until all discrepancies are resolved.

The screenshot displays the BSEM CLASS-IX STUDENT REGISTRATION, 2024 dashboard. The interface includes a sidebar menu with options like Dashboard, Registration, Payment, Discrepancies, CCE Marks, and Report. The main content area shows a dashboard with several key metrics:

- TOTAL STUDENTS:** 16
- TOTAL MALE STUDENTS:** 6
- TOTAL FEMALE STUDENTS:** 10
- SUCCESS PAYMENT (AMOUNT):** ₹1,400.00
- PENDING PAYMENT (AMOUNT):** ₹800.00
- PENDING PAYMENT (COUNT):** 3
- PENDING DISCREPANCIES:** 2

Below these metrics, there are two tables:

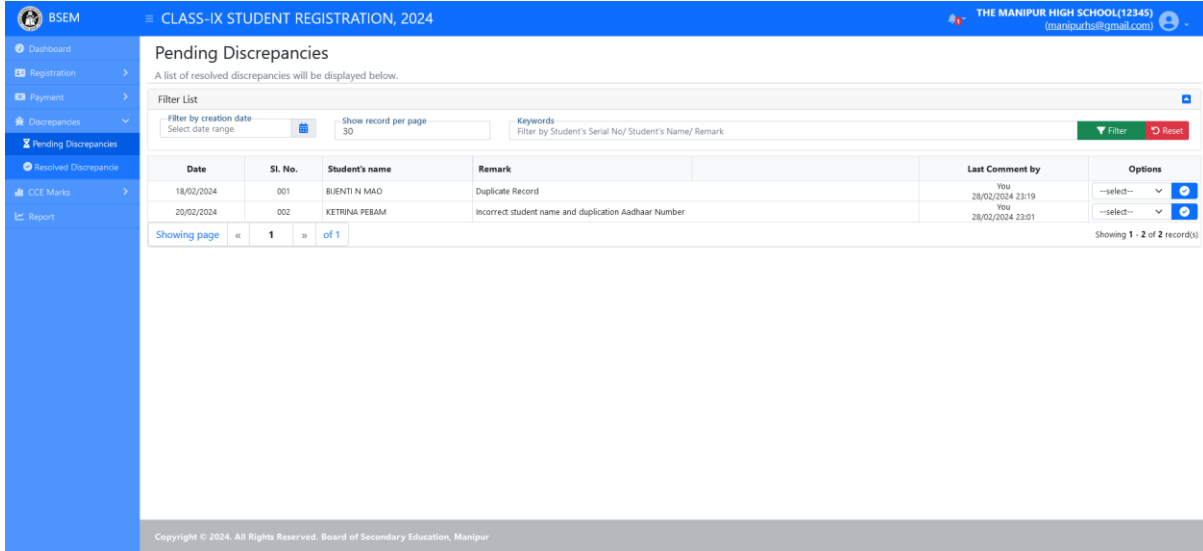
Important Dates & Fee Structure	
Start of registration form submission	: 01/01/2024
Last date without late fine	: 01/03/2024
Last date with late fine	: 15/04/2024
Registration fee	: ₹200.00
Late fine	: ₹50.00

Fee payment summary	
Date	Amount
02/03/2024	₹1,400.00

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PENDING DISCREPANCY PAGE

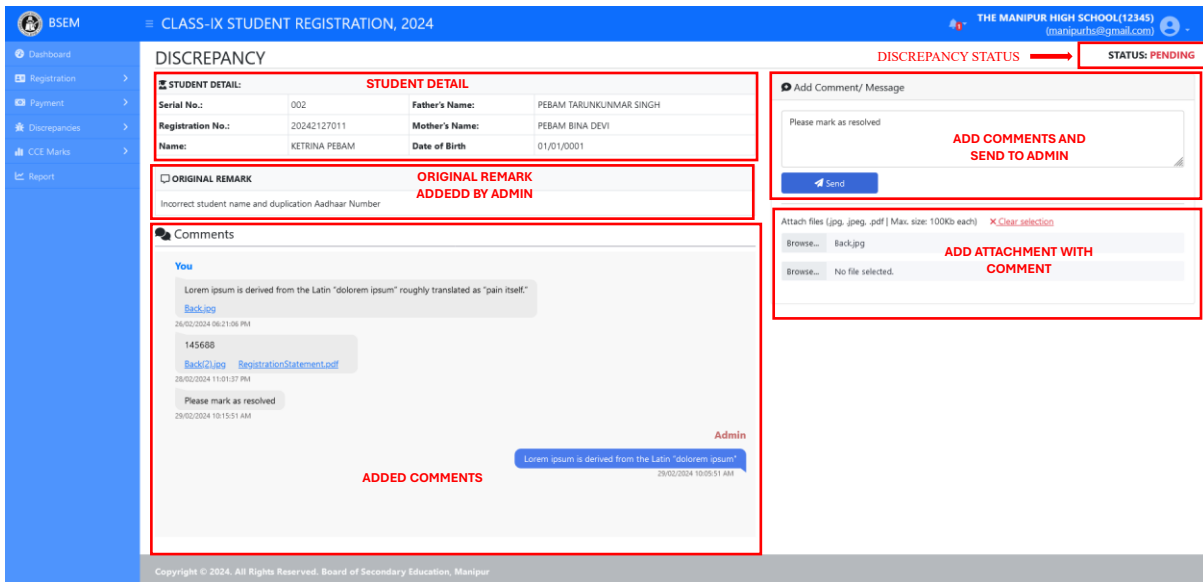
All unresolved discrepancies are displayed here. Similar to other pages, the list can be filtered by creation date, student's name, student's Aadhaar number, email address, or with a few matching words from the remark.



View Detail/ Read Comment Option:

With this option, the user can view details of the discrepancy and add comments to it.

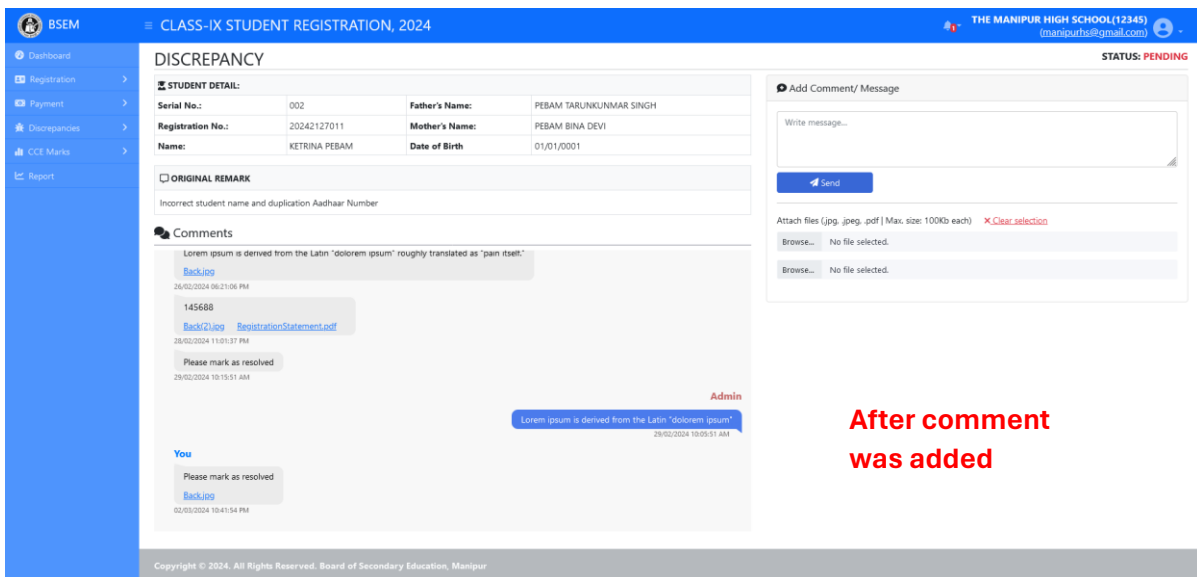
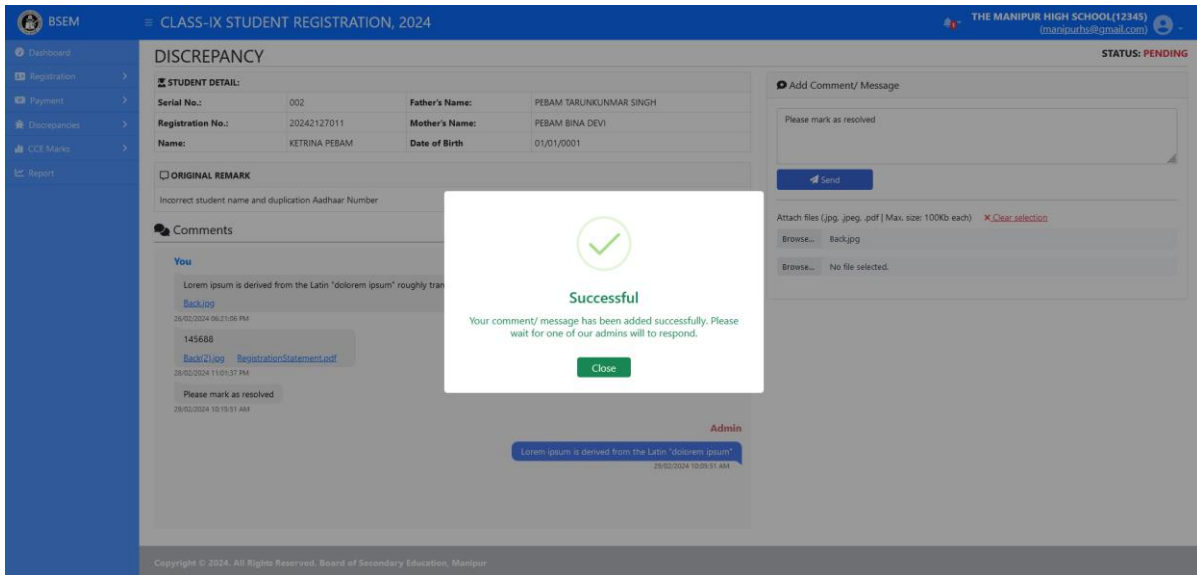
1. Click on the **Dropdown Menu** in the **Options** column of the discrepancy you want to view detail or add comment to, then select the **View Detail/ Read Comment** option. And you will be redirected to the Discrepancy detail page.



Discrepancy detail page

2. You can read the comments in Comment Section in the bottom left.

- To add a comment, enter your comment in the textbox t in the **Add Comment/Message** section located on the right side of the page. You can also add **Attachments** (up to 2 with a maximum size of 100 Kb each) and click on the **Send button**.



**After comment
was added**

RESOLVED DISCREPANCY PAGE

Similar to the **Pending Discrepancy Page**, this page shows all the resolved discrepancies.

BSEM CLASS-IX STUDENT REGISTRATION, 2024 THE MANIPUR HIGH SCHOOL(12345) (manipurhs@gmail.com)

Resolved Discrepancies
A list of unresolved discrepancies will be displayed below. Schools can add request the administrator to resolve them by adding comments/message after taking necessary actions.

Filter List
Filter by creation date: Select date range [calendar icon] Show record per page: 30 Keywords: Filter by Student's Serial No/ Student's Name/ Remark [Filter] [Reset]

Date	Resolved On	Sl. No.	Regn. No.	Student's name	Original Remark	Options
29/02/2024	29/02/2024	002	20242127011	KETRINA PEBAM	Incorrect student name and duplication Aadhaar Number	--select-- [refresh]

Showing page 1 of 1 records

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Resolved Discrepancy Page

BSEM CLASS-IX STUDENT REGISTRATION, 2024 THE MANIPUR HIGH SCHOOL(12345) (manipurhs@gmail.com) STATUS: RESOLVED ON 29/02/2024

DISCREPANCY

STUDENT DETAIL:

Serial No.:	002	Father's Name:	PEBAM TARUNKUNMAR SINGH
Registration No.:	20242127011	Mother's Name:	PEBAM BINA DEVI
Name:	KETRINA PEBAM	Date of Birth:	01/01/0001

ORIGINAL REMARK
Incorrect student name and duplication Aadhaar Number

Comments

145688
Back to top RegistrationStatement.pdf
28/02/2024 11:01:37 PM

Please mark as resolved
29/02/2024 10:15:51 AM

Admin
Lorem ipsum is derived from the Latin "dolorem ipsum".
29/02/2024 10:05:51 AM

You
Please mark as resolved
Back to top
02/03/2024 10:41:54 PM

This discrepancy was marked "Resolved" by Admin on 29/02/2024.

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Resolved Discrepancy Detail Page.

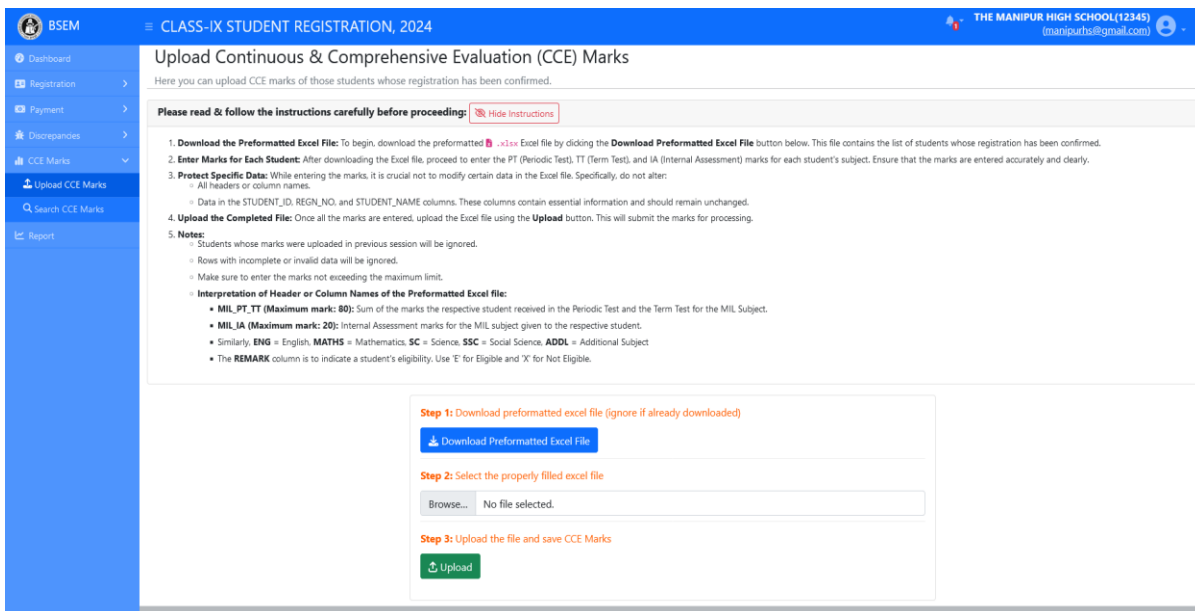
Add comment option is no longer available as the discrepancy has been marked Resolved.

CONTINUOUS & COMPREHENSIVE EVALUATION MARK SECTION

Schools are required to upload the CCE marks of their registered students annually, and this section facilitates that process.

UPLOAD CCE MARK PAGE

Schools can upload CCE marks of their registered student through this page.



****Please read the instructions provided in the page carefully.*

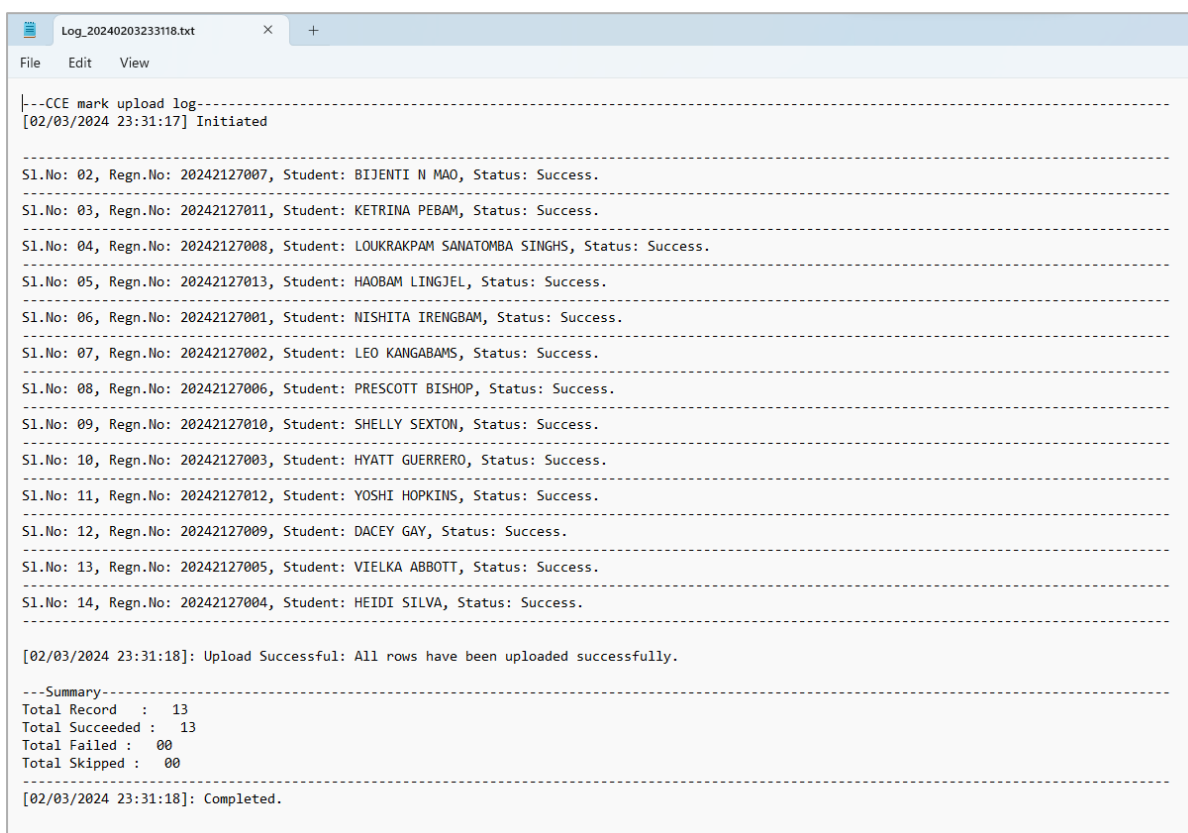
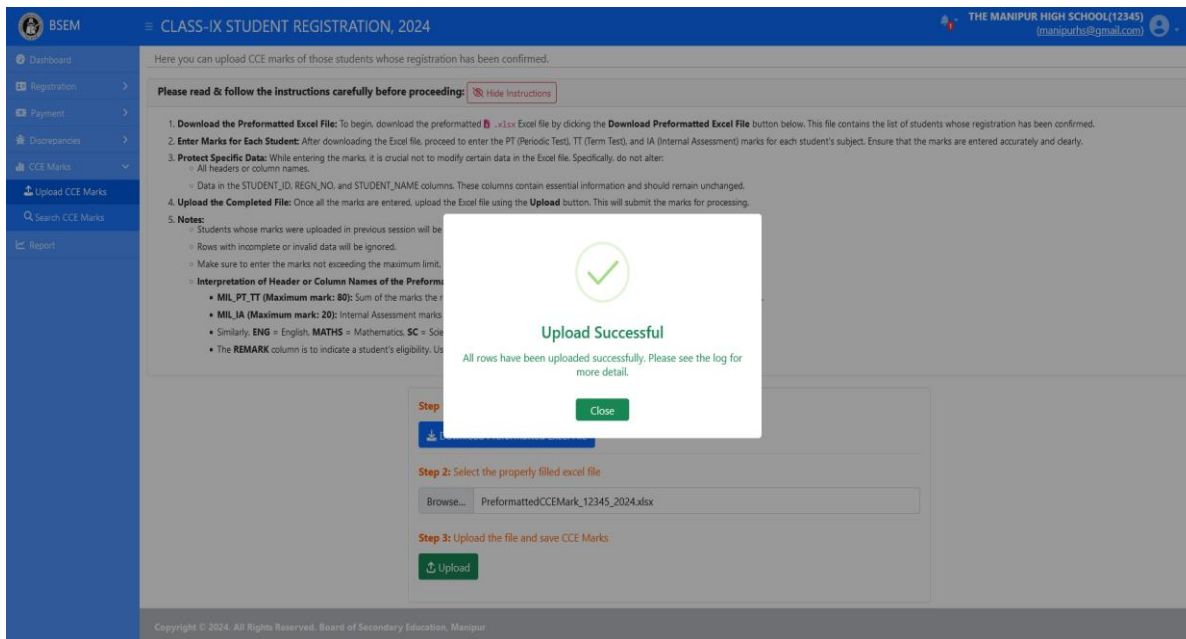
1. Download the pre-formatted Excel file that contains the list of students whose registration has been confirmed.

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	REGN_NO	STUDENT_NAME	MIL_PT_TT	MIL_IA	ENG_PT_TT	ENG_IA	MATHS_PT_TT	MATHS_IA	SC_PT_TT	SC_IA	SSC_PT_TT	SSC_IA	ADDL_PT_TT	ADDL_IA	TOTAL_MARK	REMARK
2	20242127007	BUENTI N MAO	27	16	80	18	14	19	69	19	77	3	4	16	362	E
3	20242127011	KETRINA PEBAM	80	5	52	9	2	12	54	9	52	16	31	6	328	E
4	20242127008	LOUKRAK PAM SANATOMBA SINGHS	45	7	51	4	29	1	13	9	31	8	6	1	205	X
5	20242127013	HAOBAM LINGJEL	17	2	21	14	77	1	21	13	47	19	0	1	233	E
6	20242127001	NISHITA IRENGBAM	4	20	78	2	22	9	13	15	43	14	34	18	272	E
7	20242127002	LEO KANGABAMS	32	1	38	5	67	8	60	5	37	9	60	13	335	E
8	20242127006	PRESCOTT BISHOP	41	20	78	3	64	18	80	1	71	5	5	15	401	E
9	20242127010	SHELLY SEXTON	1	13	14	4	7	14	2	6	0	20	61	1	143	X
10	20242127003	HYATT GUERRERO	28	1	79	12	38	5	77	15	59	19	70	8	411	E
11	20242127012	YOSHI HOPKINS	8	16	30	4	51	15	77	11	32	12	38	5	299	E
12	20242127009	DACEY GAY	42	16	13	1	79	15	33	1	5	5	20	0	230	E
13	20242127005	VIELKA ABBOTT	74	10	69	2	31	11	64	14	45	18	7	2	347	E
14	20242127004	HEIDI SILVA	55	10	11	5	56	3	24	16	69	3	46	17	315	E
15																

Sample of pre-formatted Excel file that contains the list of registered students.

2. Enter the marks, remark (E for Eligible & X for Not Eligible) for each student. Once the marks for all the students are entered, save the file.

- Upload the file by selecting it through the "Select File" input on the page and clicking on the "Upload" button. Click Yes when prompted, and the marks will be uploaded if no mistakes were found. A text (.txt) file containing the log of the mark upload will be downloaded for review. This log file also contains the error message if any errors occurred during the upload process.



Sample of the downloaded log (.txt) file containing the progress of the upload.

SEARCH CCE MARK PAGE

The Search CCE Mark page allows users to search for specific CCE marks by entering relevant criteria. Users can search by student name or registration number. The search results will display the CCE marks for the selected student(s), along with any additional information that may be available. This page is useful for quickly accessing and reviewing CCE marks for individual students or groups of students.

Search Registration
Here, you can search for the registration you've submitted for the current year by selecting criteria of your choice from the following options.

Filter

Filter by eligibility: All | Filter by creation date: Select date range | Show record per page: 30 | Sort by: Total mark(Ascending)

Keywords: Filter by Registration No./ Student Name

REGN. NO.	STUDENT'S NAME	MIL/In lieu of MIL		ENGLISH		MATHEMATICS		SCIENCE		SOCIAL SCIENCE		ADDL. SUBJECT		TOTAL	REMARK	OPTIONS
		PT+TT (80)	IA (20)	PT+TT (80)	IA (20)	PT+TT (80)	IA (20)	PT+TT (80)	IA (20)	PT+TT (80)	IA (20)	PT+TT (80)	IA (20)			
20242127010	SHELLY SEXTON	1	13	14	4	7	14	2	6	0	20	61	1	143	X	--select--
20242127008	LOUKRAKPAM SANATOMBA SINGHS	45	7	51	4	29	1	13	9	31	8	6	1	205	X	--select--
20242127009	DACEY GAY	42	16	13	1	79	15	33	1	5	5	20	0	230	E	Edit
20242127013	HAORAM LINGJEL	17	2	21	14	77	1	21	13	47	19	0	1	233	E	--select--
20242127001	NISHITA RENGAM	4	20	78	2	22	9	13	15	43	14	34	18	272	E	--select--
20242127012	YOSHI HOPKINS	8	16	30	4	51	15	77	11	32	12	38	5	299	E	--select--
20242127004	HEIDI SILVA	55	10	11	5	56	3	24	16	69	3	46	17	315	E	--select--
20242127011	KETRNA PEBAM	80	5	52	9	2	12	54	9	52	16	31	6	328	E	--select--
20242127002	LEO KIANGABAMS	32	1	38	5	67	8	60	5	37	9	60	13	335	E	--select--
20242127005	VIELKA ABBOTT	74	10	69	2	31	11	64	14	45	18	7	2	347	E	--select--
20242127007	BIJENTI N MAO	27	16	80	18	14	19	69	19	77	3	4	16	362	E	--select--
20242127006	PRESCOTT BISHOP	41	20	78	3	64	18	80	1	71	5	5	15	401	E	--select--
20242127003	HWATT GUERRERO	28	1	79	12	38	5	77	15	59	19	70	8	411	E	--select--

Showing page 1 of 1 | Showing 1 - 13 of 13 record(s)

Search CCE Mark Page

Update/ Edit CCE mark of a student:

1. Choose the "Edit" option from the **Dropdown menu** in the **Option** column and click on the button next to it.
2. The Edit CCE mark window will pop up. Make the necessary corrections and click on the "d" button to save the corrections.

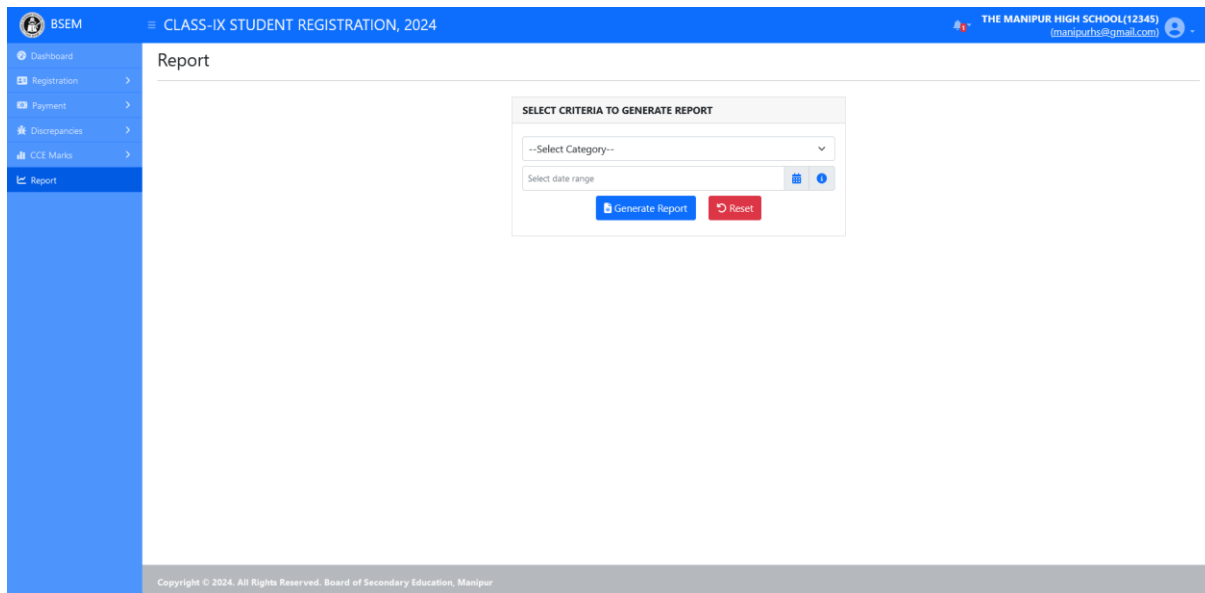
Edit Continuous & Comprehensive Evaluation (CCE) Marks

Registration No.:	20242127010	
Student's Name:	SHELLY SEXTON	
Subject Name	PT+TT Mark(80)	IA Mark(20)
MIL/In lieu of MIL:	1	13
English:	14	4
Mathematics:	7	14
Science:	2	6
Social Science:	0	20
Additional Subject:	61	1
Total:	143	
Remark:	X	

[Save Changes](#) [Cancel](#)

REPORT SECTION

The Report Page allows users to generate various statements and forms, including the Registration Statement, Payment Statement, and FORM-9. These documents provide detailed information about student registrations, payments, and other relevant data. Users can customize the reports by selecting specific criteria, such as date range. The generated reports can be exported or printed for further analysis or documentation purposes.




Report Page

Generate Report:

1. Select **Report Category** from the **Dropdown**.
2. Choose **"a Date or Date range"** if you wish to generate a report for a specific date or period. If no date is selected, the registration statement for all registered students will be generated.
3. Click on **“Generate Report”** button.

BOARD OF SECONDARY EDUCATION MANIPUR Class-IX Registration Statement, 2024 H.S.L.C. Examination to be appeared on 2025										
School: THE MANIPUR HIGH SCHOOL (12345)										
SL. NO.	REGN. NO.	STUDENT'S NAME	FATHER'S NAME	MOTHER'S NAME	DOB	GENDER	CASTE	AADHAAR	MIL SUBJECT	ADDL. SUBJECT
001	20242127007	BIJENTI N MAO	HENNI NIPUNI MAO	HENNI MEMCHA MAO	10/05/1986	F	ST	112233445566	MANIPURI(MM)	HOME SCIENCE
002	20242127011	KETRINA PEBAM	PEBAM TARUNKUMAR SINGH	PEBAM BINA DEVI	01/04/2009	M	GEN	123456789741	MANIPURI(MM)	HOME SCIENCE
003	20242127008	LOUKRAKPAI SANATOMBA SINGHS	LOUKRAKPAI NILAMANI SINGH	LOUKRAKPAI NICHHA DEVIS	30/03/2009	F	GEN	111111111111	BENGALI	HOME SCIENCE
004	20242127013	HAOBAM LINGJEL	HAOBAM ROMEO SINGH	HAOBAM IBEMHAL DEVI	10/04/2008	F	GEN	564554554654	MANIPURI(MM)	ADDITIONAL HINDI
005	20242127001	NISHITA IRENGBAM	I. JITEN	I. BALA	22/03/2009	F	GEN	123654789632	MANIPURI(MM)	HOME SCIENCE
006	20242127002	LEO KANGABAMS	KANGABAM AMARJIT SINGHS	TAKHELLAMBAM MEENAKSHIS	30/12/2008	F	GEN	145648797980	BENGALI	ADDITIONAL HINDI
007	20242127006	PRESCOTT BISHOP	ECHO SALAZAR	GRIFFITH BROOKS	01/04/2011	M	OBC	897987987979	ANAL	HIGHER MATHEMATICS
007	20242127006	PRESCOTT BISHOP	ECHO SALAZAR	GRIFFITH BROOKS	01/04/2011	M	OBC	897987987979	ANAL	HIGHER MATHEMATICS
008	20242127010	SHELLY SEXTON	EMERALD KERR	ETHAN PETERS	01/04/2011	M	GEN	234242342342	EMAN(MM)	ESHEI NONGMAI
009	20242127003	HYATT GUERRERO	ELIANA HOWELL	ERIC KOCH	01/04/2011	F	OBC	798798798798	VAIPHEI	FINE-ARTS
010	20242127012	YOSHI HOPKINS	HONORATO GIBSON	MAGEE CUMMINGS	01/04/2011	F	SC		PAITE	MAN-JAGOI
011	20242127009	DACEY GAY	UTA BUCHANAN	IMELDA CONNER	08/03/2011	M	GEN		POULA	ADDITIONAL HINDI
012	20242127005	VIELKA ABBOTT	SALVADOR DUNLAP	CONNOR MALONE	08/02/2011	F	OBC		RUANGMEI	THANG-TA
013	20242127004	HEIDI SILVA	JAYME ROJAS	GRAIDEN WALLACE	01/04/2011	M	SC		RUANGMEI	HIGHER MATHEMATICS
014		FULTON MCLAUGHLIN	AUDRA FLOWERS	DAVID PEREZ	01/04/2011	M	SC		KOM	MAN-JAGOI
015		KEFFE BEASLEY	DORIAN FRANCIS	PHILIP WISE	01/04/2011	F	SC	121212121212	ZOU	ADDITIONAL HINDI
016		ALYSSA CHURCH	KAYE BARRY	QUON SCOTT	10/03/2011	F	GEN	111122223333	MANIPURI(MM)	COMPUTER SCIENCE




BOARD OF SECONDARY EDUCATION MANIPUR
Class-IX Registration, 2024
FORM-9

School: THE MANIPUR HIGH SCHOOL (12345)

STUDENT BREAK-UP			FEE BREAK-UP		
TOTAL MALE	TOTAL FEMALE	TOTAL	TOTAL REGISTRATION FEE	TOTAL LATE FINE	TOTAL
2	5	7	₹1,400.00	₹0.00	₹1,400.00

Page: 1 of 1 Report generated on: 03/03/2024 12:03 AM

FORM-9 Sample



BOARD OF SECONDARY EDUCATION MANIPUR
Class-IX Registration, 2024
PAYMENT STATEMENT

School: THE MANIPUR HIGH SCHOOL (12345)

PAYMENT DATE	PAYMENT ID	REFERENCE NO.	TOTAL STUDENT	REGISTRATION FEE	LATE FINE	TOTAL
02/03/2024 11:17:43 AM	PAY_N#NFPYDVZP8MDDI	REGP_143F98A73A	6	₹1,200.00	₹0.00	₹1,200.00
02/03/2024 01:02:42 PM	PAY_N#PCHTOGF3X1HY	REGP_26AAC586E0	1	₹200.00	₹0.00	₹200.00
GRAND TOTAL			7	₹1,400.00	₹0.00	₹1,400.00

Page: 1 of 1 Report generated on: 03/03/2024 12:

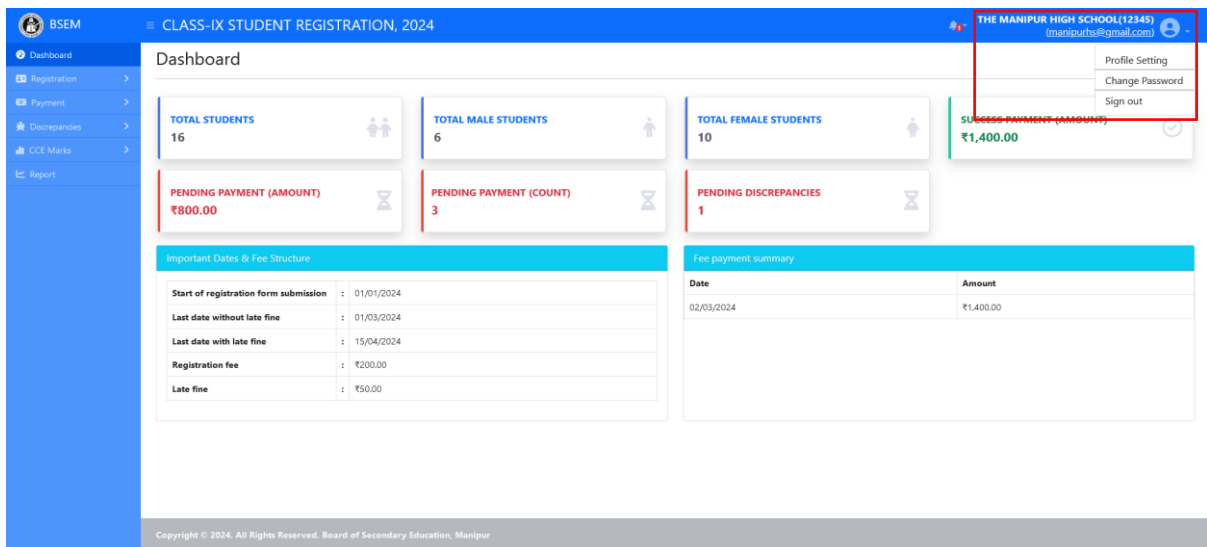
Payment Statement Sample

USER PROFILE SECTION

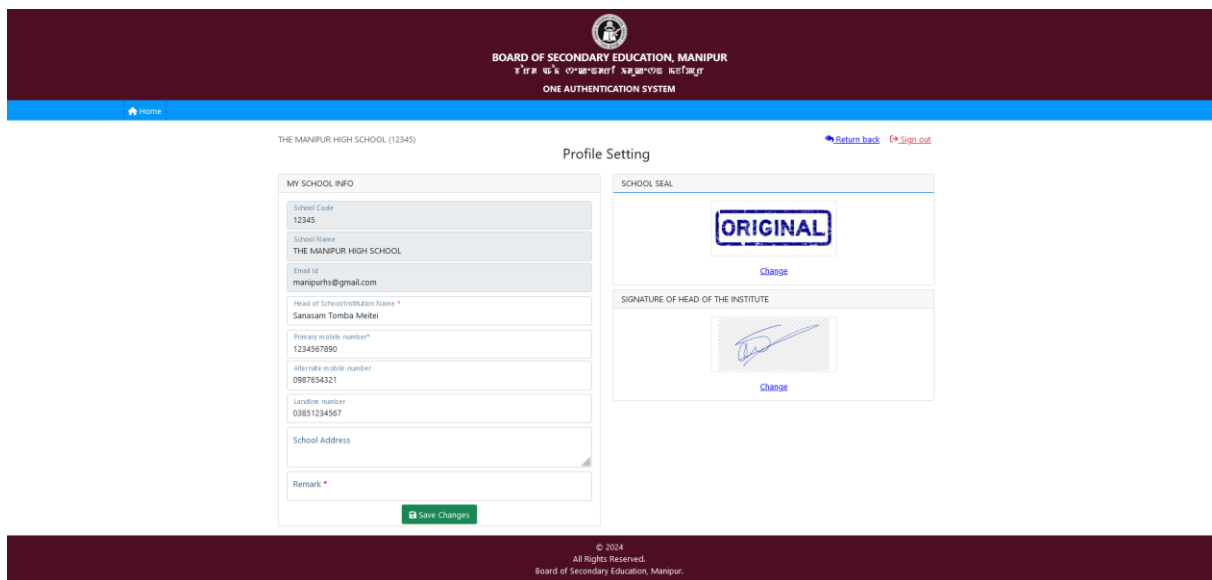
Profile Setting:

Here you can update information about your school including **Signature of Head of Institute and Seal**.

1. Click on the area where your school’s name, school code, and email address are displayed at the top right corner of the screen. Then, click on the " **Profile Setting** " option, and you will be redirected to the "**Profile Setting**" page.



2. Enter the information you wish to update and click on “**Save Changes**” button.



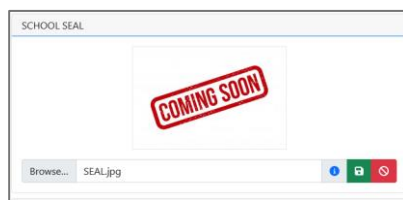
Note:

To change **School Seal** or **Signature of Head of the Institute**:

1. Click on the '[Change](#)' link below each image.



2. A "Control Panel" will show.

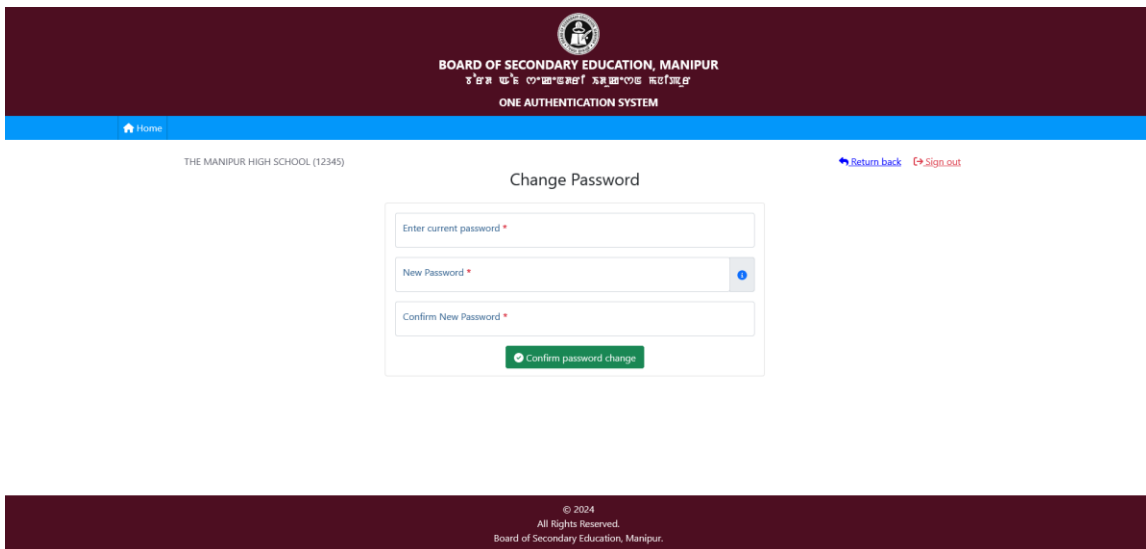


3. Select the desired image and click on the "Save" button. (As soon as a new image is selected, it will be visible in the above image. This is just a preview. The new image won't be saved until the "Save" button is clicked).

Change Password:

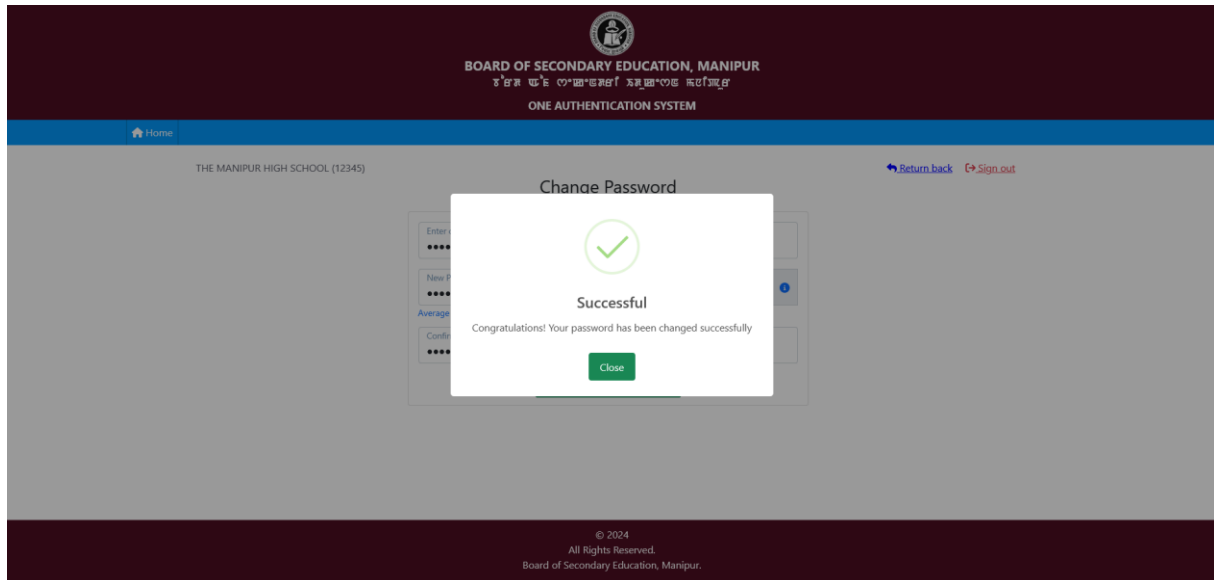
The Change Password page allows users to update their account passwords. It provides a secure and user-friendly interface for changing passwords, ensuring that users can easily maintain the security of their accounts.

1. Click on the area where your school's name, school code, and email address are displayed at the top right corner of the screen. Then, click on the "Change Password " option, and you will be redirected to the "Change Password" page.



Change Password (Contd.):

2. Enter your **Current Password**
3. Enter a strong password in the **New Password** field.
4. Re-enter **New Password** in the **Confirm New Password** field and click on “**Confirm password change**” button. Click **Yes** when prompted and your new password will be saved.



APPENDIX

FREQUENTLY ASKED QUESTIONS (FAQs)

Q. What should I do if my account is locked?

Ans: Please contact your administration and he/she can assist you in unlocking your account.

Q. What should I do if I've forgotten my login password?

Ans: If you've forgotten your password, you can either:

- Contact your administrator and he/she will reset your password and provide a new one; or
- Follow the steps below to reset your password:
 1. Click on the “Forgot Password” link on the Login Page, and you will be redirected to the “Send Password Reset Link” Page.

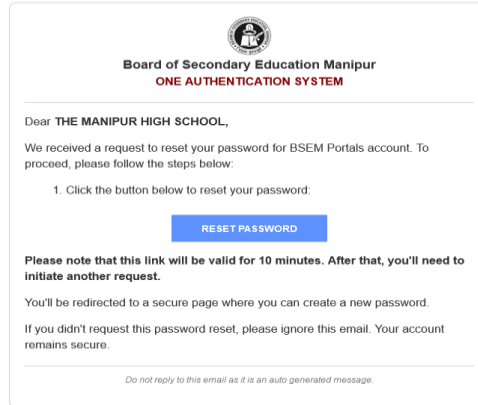
2. On the “Send Password Reset Link” Page, enter your registered email address or your school code and click on the “Send Link” button. An email containing a link to reset your password will be sent to your registered email address.

Password reset link sent

The password reset link has been sent to your registered email address. Follow the instruction provided in the email.

- Open the email and click on the link. You will be redirected to the “Reset Password” page.

(Note: The password reset link will be valid for only few minutes, after that it will be expired and you need restart the process again).



- On the “Reset Password” page, enter a new strong Password. Re-enter the new password and click on “Confirm password reset” button.

The image shows a web form titled "Reset Password". It contains two input fields: "New Password *" and "Confirm New Password *". Both fields have a strength indicator below them, with the first field showing "Average". A blue button at the bottom of the form is labeled "Confirm password reset" with a checkmark icon.

Password reset successful
 Congratulation, your password has been reset successfully. You may now login using your new password. [Click to login.](#)

HELP & SUPPORT

In case you need further assistance or have any questions related to the portal, kindly contact us at:

webmasterbsem@gmail.com

Our technical support team is available to assist you with any technical issues you may encounter while using the portal.