

ASSAM HIGHER SECONDARY EDUCATION COUNCIL

(AHSEC) https://darpan.ahseconline.in

USER MANUAL FOR PROFILE UPDATE OF INSTITUTIONS ON DARPAN ADMISSION PORTAL



This User Manual will guide the institutions to set up a profile in DARPAN Admission Portal.

Home Page of DARPAN Admission Portal:

Step 1:

After clicking Apply now button, you will be redirected to Login and New Registration Page.



Step 2: Login page for institutions

Institution can login by using their institution code or verified mobile no and password.

চ ূর্ব্ব
After Login please Update Institution Profile
AF_901875
Forgot Password?
Invalid details provided
Log in as Institution
OR
New Institution Registration

Step 3: Forgot Password

After Login please Update Institution F Institution Code or Verified Mobile	
Institution Code or Verified Mobile	
Password	
Forgot Password?	
Invalid details provided	
Log in as Institution	
OR	
New Institution Registration	

• Institution can recover their password by using institution's code or principal's verified mobile no.

Institution Co	de or Principal's Verified Mobile *	
Institution Cod	le Or Principal's Verified Mobile	
Enter OTP se	nt to registered mobile	
4 Digit OTP R	eceived In Registered Mobile	
New Passwo	rd (Min 5 characters) *	
New Passwor	r d (Min 5 characters) *	
New Passwor	r d (Min 5 characters) * d	
New Passwor New Passwor Confirm Pass	rd (Min 5 characters) * d sword *	
New Passwor New Passwor Confirm Pass Confirm Pass	d sword *	
New Passwor New Passwor Confirm Pass Confirm Pass	rd (Min 5 characters) * d sword *	

Step 4: New Institution Register

After clicking New Institution Registration Button you will be redirected to Institution Registration Form.

	After Login please Update Institution Profile
Institutio	on Code or Verified Mobile
Passwo	rd
orgot Pa	ssword? Log in as Institution

Step 5: Institution Registration Form

Note: All asterisk (*) marked in red are mandatory

- a) Fill-up all the required relevant information related to the institution.
- b) Password: Set a password for Profile Login (This password will be required for future institution login)
- c) Please verify thoroughly before submitting the application.
- d) After successful registration, you will be automatically redirected to the Dashboard.

*Note: For New Institution Registration a Token will be provided by DARPAN Council. (For Token please visit DARPAN council)



After Clicking **Submit Application** button, Institution will be redirected to Institution Dashboard.

Lab Photo		Browse
b.png		
b.png Password for Login 111	(Minimum 5 Characters) *	
b.png Password for Login 111 Password Confirmat	(Minimum 5 Characters) *	

Step 6: Institution Dashboard.

- Please Note down the **Institution Code**on the top right corner for future login.
- On Dashboard, Institutions can monitor their detailed admission related information.

AHSEC				C Update Profile	e 🗭 Logout	9	IEST INSTITU Institution Code: AF
Table 1: Summar	/ Of Details For Institution:						ť
Stream	Applications Received	Applications verified	Applications in the selection list	Applications in the waiting list	Admissions complet	ed	Vacancy position
Arts	0	0	0	0	0		120
Commerce	0	0	0	0	0		N/A
Science	0	0	0	0	0		N/A
Vocational	0	0	0	0	0		N/A
		0	0	0	0		120
Total Table 2: Summar	o Of Admission:	U	1 "		1		
Total Table 2: Summar	r Of Admission:			Admission Complete	i ad		
Total Table 2: Summar Stream	Of Admission: Applications Received	BOY	s Gir	Admission Complete	ad GENDERS		TOTAL
Total Table 2: Summary Stream ARTS	Of Admission: Applications Received 0	Воу 0	S GIR 0	Admission Complete LS TRANS	ed GENDERS 0 Reser	ved 0	TOTAL
Table 2: Summar	Of Admission: Applications Received O	BOY 0	S GIR	Admission Complete	ed GENDERS 0 Reser United Reser	ved 0 served 0 ved 0	TOTAL 0
Total Table 2: Summar Stream ARTS COMMERCE	/ Of Admission: Applications Received 0 0	B0Y 0	S GIR 0	Admission Complete LS TRANS	ed GENDERS 0 Reser UnRes 0 Reser UnRes	ved 0 served 0 ved 0	TOTAL 0 0
Total Table 2: Summar Stream ARTS COMMERCE	/ Of Admission: Applications Received 0 0 0	B0Y	S GIR 0	Admission Complete LS TRANS	ed GENDERS 0 0 0 Reser UnRei 0 Reser 0 Reser 0 Reser 0 0 0 0 0 0 0 0 0 0 0 0 0	ved 0 served 0 verd 0 verd 0 verd 0	TOTAL 0 0
Total Table 2: Summar Stream ARTS COMMERCE SCIENCE	/ Of Admission: Applications Received 0 0 0 0 0	BOY 0 0 0 0 0	S GIR 0 0	Admission Complete LS TRANS	ed GENDERS 0 0 0 0 Reser UnRei UnRei 0 0 Reser UnRei UNREI	ved 0 served 0 served 0 ved 0 ved 0 served 0	TOTAL 0 0
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Total Table 2: Summar Stream ART S COMMERCE SCIENCE VOCATIONAL	O Of Admission: Applications Received O O O O O O O O O O O O O O O O O O	BOY 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	S GIR 0 0 0	Admission Complete LS TRANS	ed GENDERS 0 0 Reser UnRes 0 0 Reser UnRes 0 0 Reser UnRes 0 0 0 0 0 0 0 0 0 0 0 0 0	ved 0 served 0 ved 0 served 0 ved 0 served 0 ved 0 served 0 served 0	TOTAL 0 0 0

Step 7: Change Password

Institution(s) can change their **Password**by navigating to **"Profile ->Change Password"** on sidebar menu.

• Type a new password and confirm password field and then click**save** button to update your new password.

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E Dashboard	
00	
Applications	Change Password
	New Password *
Selection List	New Password (Min 5 Characters)
	Confirm Password *
Waiting List	Confirm Password
Admissions	Save
Profile	
Change Password	

Step 8: View Applications

To view applications, click on the **Application** tab, then select the Stream to view applications under that stream.

For Example:

"Applications->Arts stream", then all applications under arts stream will be displayed on the screen.

মূৰ্ণণ 🛞 AHSE	EC		
	All Pending Applicant List		
Dashboard	No [▲] PHOTO	NAME	PERSONAL
Arts Stream	1	TEST NAME	FATHER:TEST FATHER MOTHER:TEST MOTHER
Selection List	28-05-2022-AF_901875-1-736429 Verify Profile		GENDER:MALE
 Waiting List 	Showing 1 to 1 of 1 entries		
Admissions			
Profile	List of Verified Applicants		
	Show 10 v entries		

• To verify student's profile, please click on **Verify Profile**.



Address: address 1 Belongs to Specially abled Category: no Belongs to EWS Category: no Have any state/national level extra curricular certificate: no

Subjects Applied:

Dashboard	Applications In Arts	
Applications	Easily find candidates by searching with their	name or ARN number
Arts Stream	All Pending Applicant List Show 10 ventries No PHOTO	NAME 💠 PERSONAL
 Waiting List 	4	
Admissions	1 28-05-2022-AF_901875-1-736429	TEST NAME FATHER:TEST FATHER MOTHER:TEST MOTHER GENDER:MALE
Profile	Verify Profile Showing 1 to 1 of 1 entries	
EC		Update Profile Cogout TEST INSTITUTION 2 Institution Code: AF_991875
Click here to know How To Add In Lists		<u> </u>
ARN: 28-05-2022-AF_901875-1-73642	29	
Arts Stream BOARD: KBVSASU ROLL: B20-001 NO: 0001 RELIGION: HINDUISM CASTE: GENERAL MOBILE: 8733998079 PASSED CLASS 10th In: 2022 Addream address - 1		

After clicking **Add to LIST** you will be able to put a student to **Selection list** or **waiting list**.

Activate Windows Go to Settings to activate Wi

Step 9: Selection List

To view selection list, click on the **Selection List** tab, then select the Stream to view **selection list** under that stream.

For Example:

"Selection List->Arts stream", then all selection lists (unreserved and reserved) under arts stream will be displayed on the screen.

মূৰ্ণণ 🛞 AHSE	EC		
E Dashboard	All Pending Applicant List Show 10 v entries No A PHOTO	NAME	PERSONAL
O Applications			
Selection List	1	TEST NAME	FATHER:TEST FATHER MOTHER:TEST MOTHER GENDER:MALE
Arts Stream (Unreserved)	28-05-2022-AF_901875-1-736429		
Arts Stream (Reserved)	Showing 1 to 1 of 1 entries		
 Waiting List 			
Admissions	List of Verified Applicants		
Profile			
images.png	▲ seba_app_processsql ▲		



Step 10: Waiting List

To view waiting list, click on the **Waiting List** tab, then select the Stream to view **waiting list** under that stream.

For Example:

"Waiting List->Arts stream", then all waitinglists(unreserved and reserved) under arts stream will be displayed on the screen.



মূৰ্লন 🋞 AHSE	c		
E Dashboard	All Pending Applicant List Show 10 v entries No PHOTO	NAME	PERSONAL
Applications	1	TEST NAME	FATHER:TEST FATHER MOTHER:TEST MOTHER
Waiting List	28-05-2022-AF_901875-1-736429 Verify Profile		GENDER:MALE
Arts Stream (Unreserved) Arts Stream (Reserved)	Showing 1 to 1 of 1 entries		
Admissions	List of Verified Applicants		
Profile	Chaur 10 est antrian		

Step 11: Admissions

To view admissions, click on the **Admissions** tab, then select the Stream to view **admissions** under that stream.

For Example:

"Admissions->Arts stream", then all admissions under arts stream will be displayed on the screen.





Step 12: Update Profile

• Update Profile (located on the Nav-Bar): After clicking update profile you will be able to see your institution profile. Then you will be able to edit your institution by clicking on the UpdateProfile button located below.



Thank You