

No: 1/65-2022-eGov/IT Cell

**General Notice for Guest teachers**

All Guest Teachers (PGT, TGT, C&V teacher) are hereby directed to submit their first choice of District in which they prefer to serve. 'User manual' for submitting online choice of district is also attached herewith. The portal will remain open from 28.09.2022 (10.00 P.M.) to 01.10.2022 (11:59:59 P.M.). It is mandatory for all guest Teachers to submit the choice.

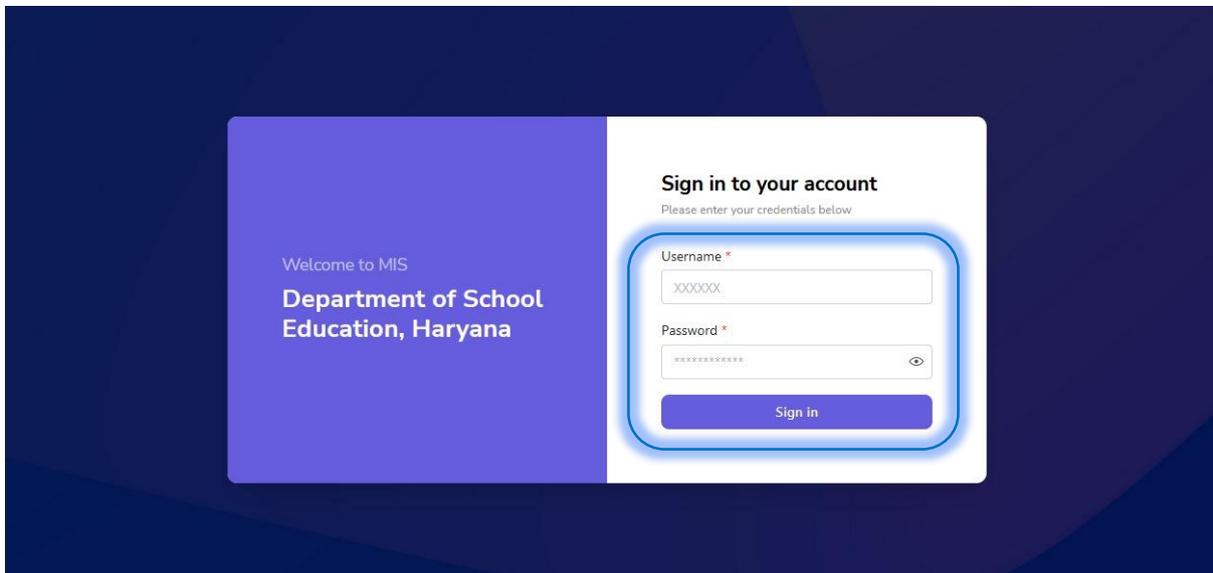
Director Secondary & Elementary Education  
Haryana, Panchkula

## User Manual – District Preference for Guest Teachers

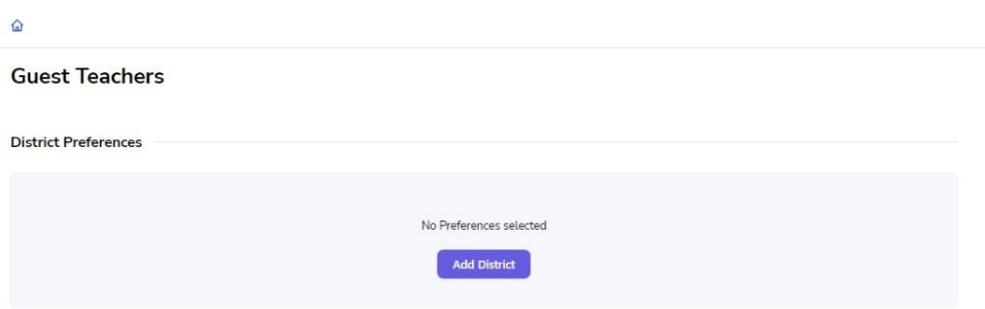
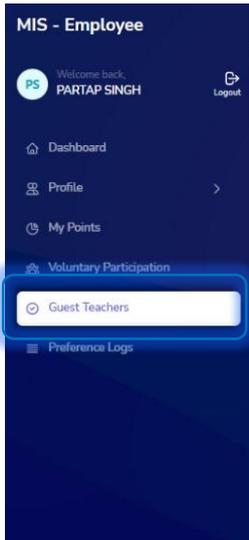
The steps mentioned in this user manual are only for Guest/Ad-Hoc/Contractual Teachers/Employees. The Guest/Ad-Hoc/Contractual Teachers/Employees need to login through the following link for filling the District Preference.

<https://mis.oneschoolsuite.com/>

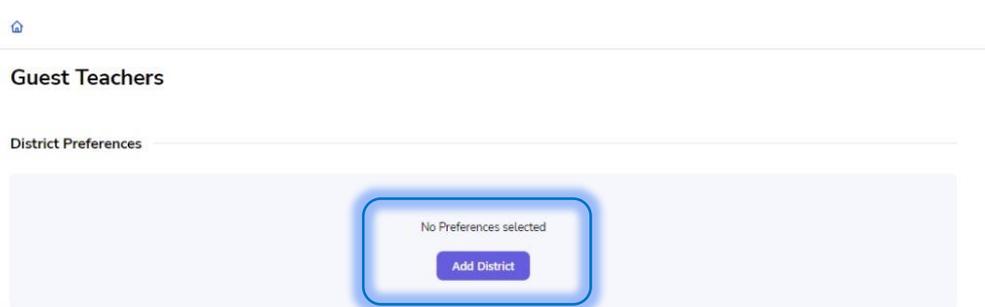
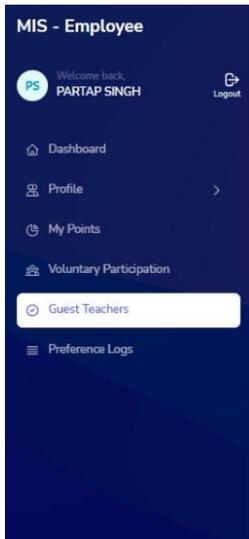
The credentials (Username and Password) are same as their credentials for existing MIS Haryana portal.



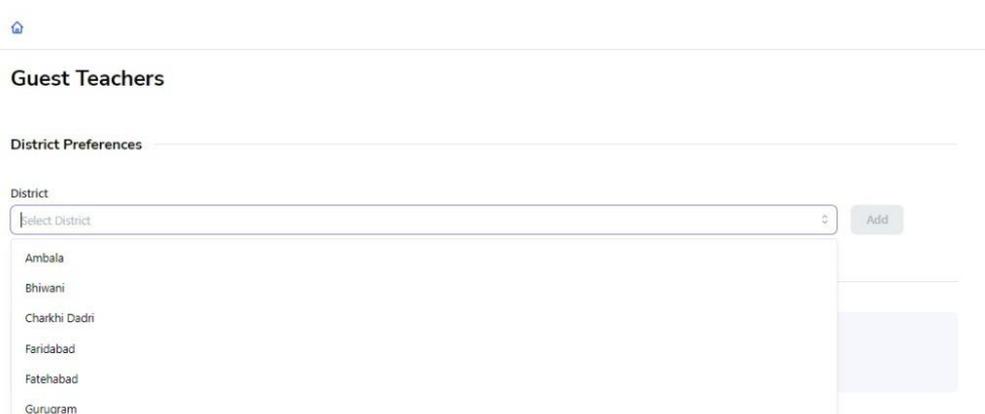
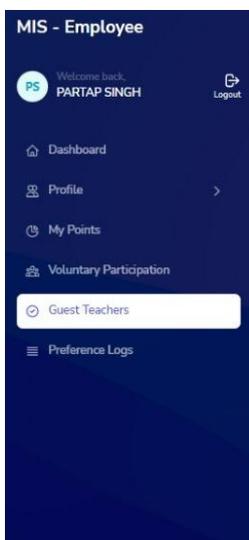
After Login, the user needs to select Guest Teachers option on the left side menu.



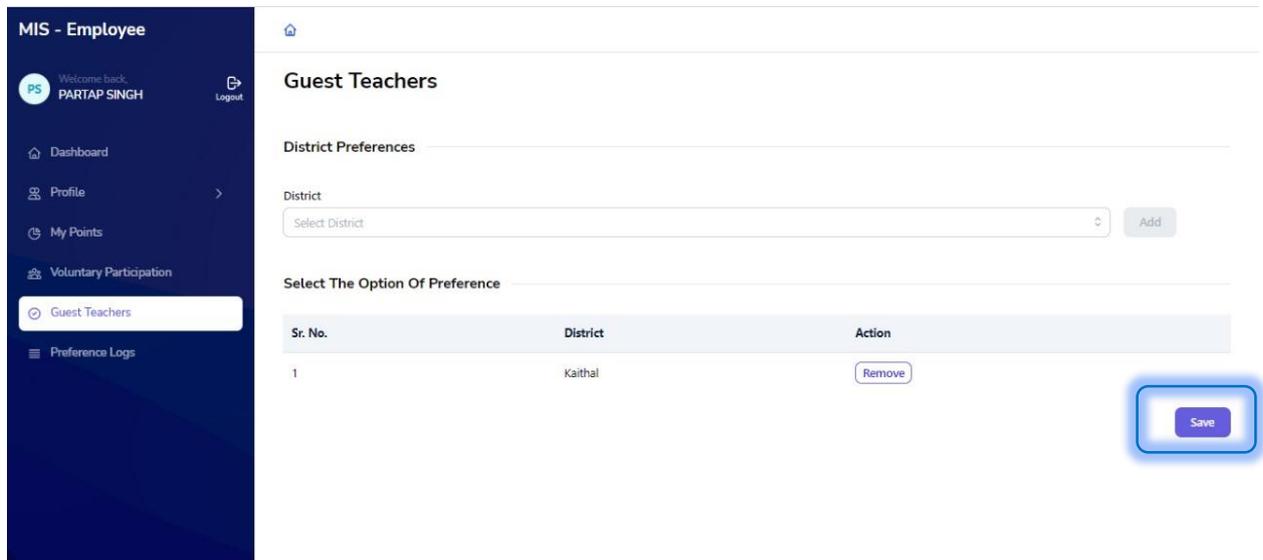
User needs to click on **Add District** button on the screen to add the district preference.



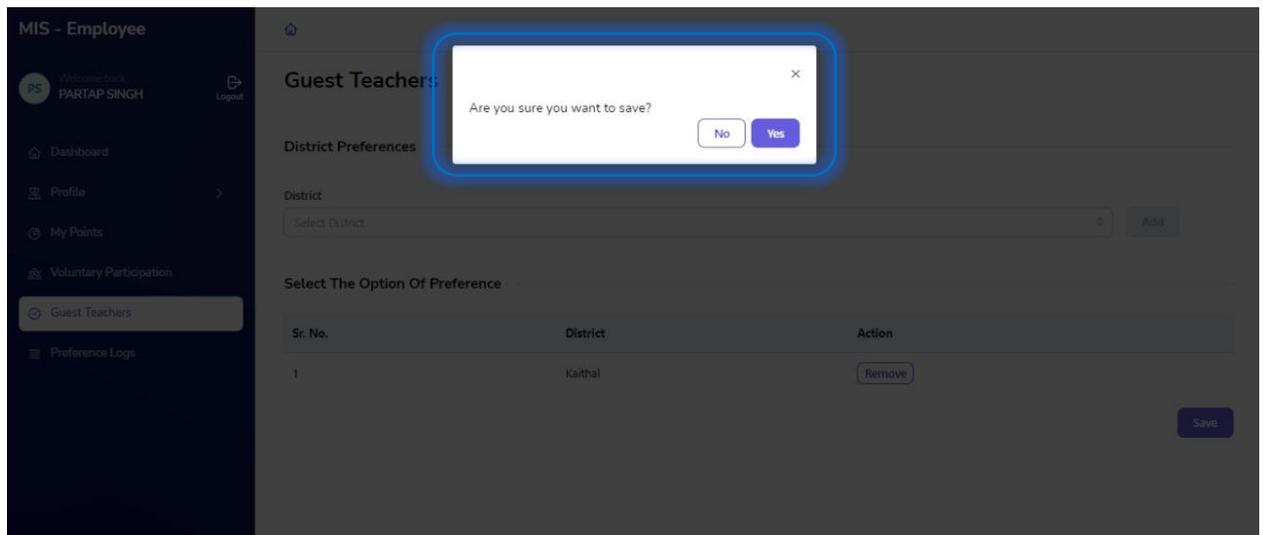
User can further search the District in the search bar.



Searched District Preference will be saved in the summary report on Dashboard and to save the preference, user needs to select **Save** button.

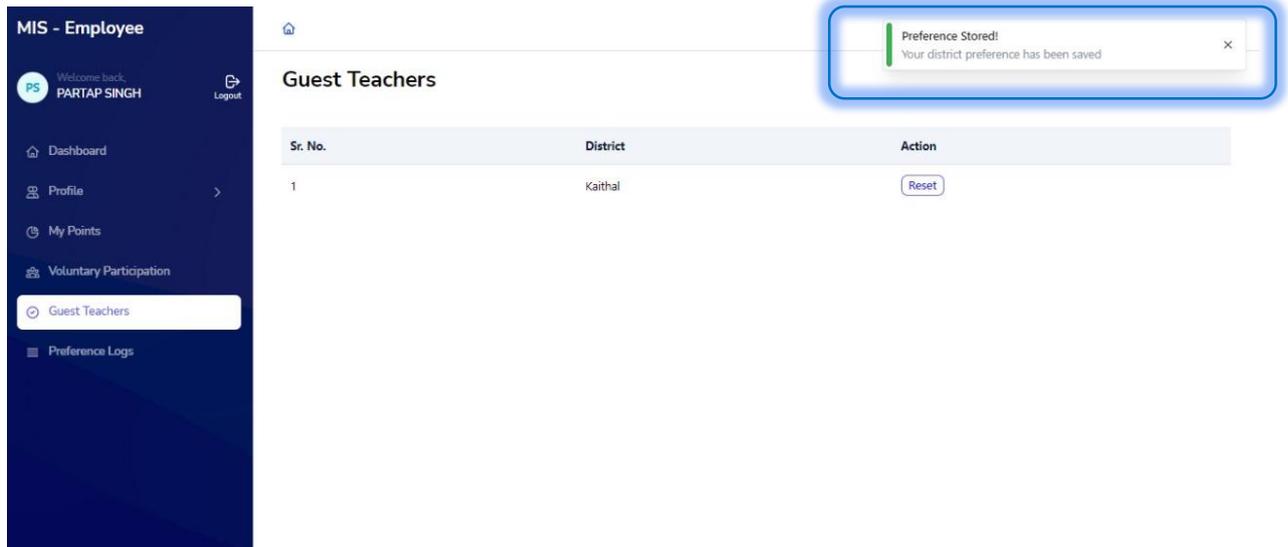


On selecting save button, a pop with confirmation message will appear.



If the user selects yes, the District preference will be saved and on selecting no, preference will not be saved.

Further, the user can reset the saved preference by selecting Reset button present in front of the saved preference.



On selecting Reset, a pop up will appear for confirming whether the user wants to reset the added preference. If the user selects Reset, he/she needs to add a new District Preference again.

