GOVERNMENT OF HARYANA

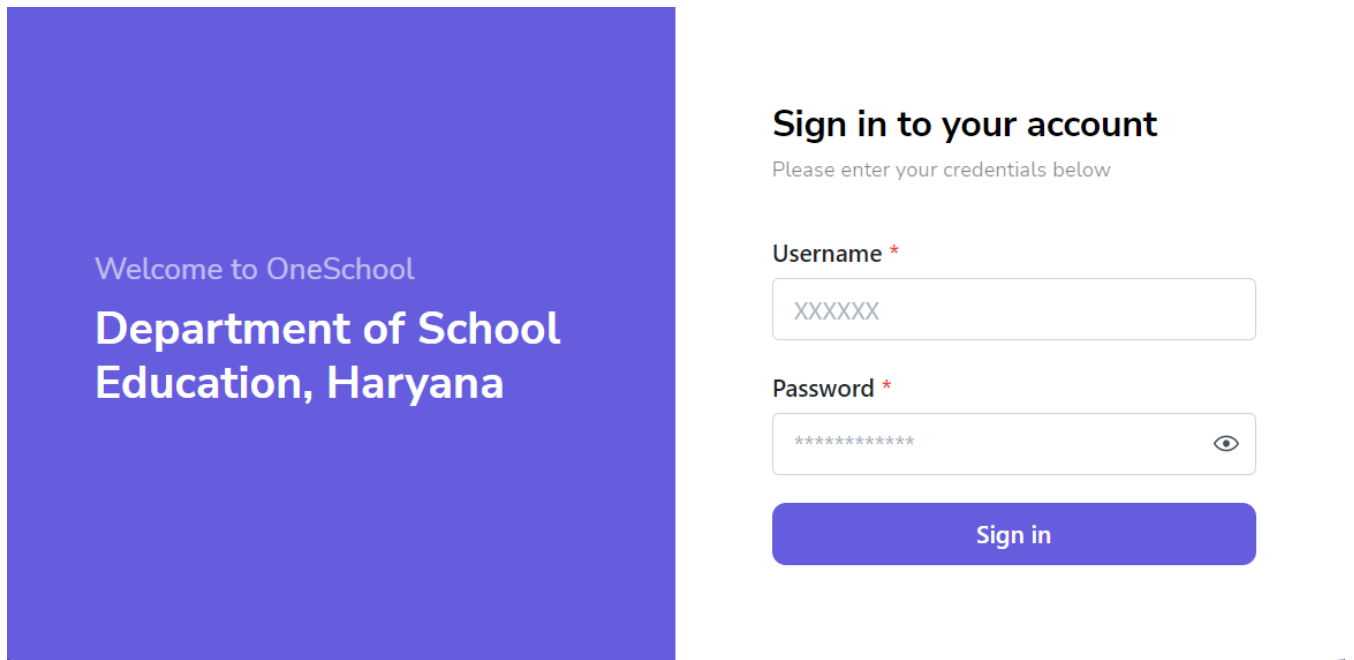# Department of School Education

[Management Information System]

Introduction: The Government of Haryana launched the MIS portal under the education sector with the name DSE MIS Haryana. This Portal is introduced for serving all education officers, teachers, and students to access all technology systems. All the stakeholders who belong to the School Education Department such as Students, teachers, and other education department employees have their logins on the MIS portal and they can access all the services related to the Academic and Administrative purposes in the Department.
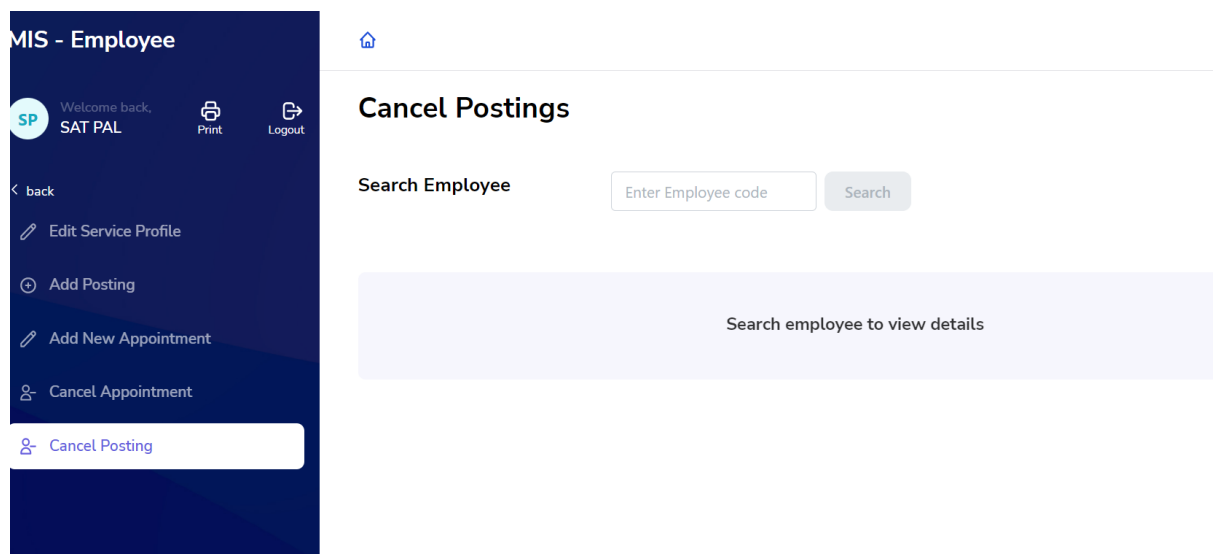
USER MANUAL FOR CANCEL POSTING

This module will be available in the login id of DEO. User will login to his account and can search for particular employee and shall follow the steps given below to update the Cancel Posting: -
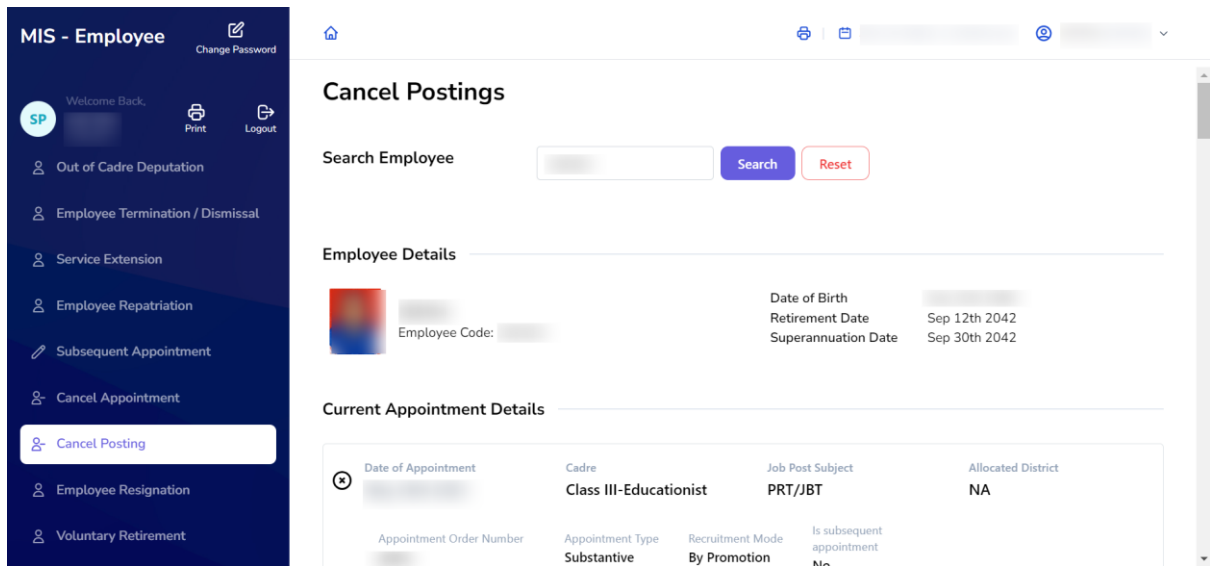
Step 1: - **Login**: User must login to the School account on MIS (OneSchool) Portal. User can login through this link https://mis.oneschoolsuite.com/

Sign in to your account
Please enter your credentials below

Username *

XXXXXX

Password *

************ 👁

Sign in

Welcome to OneSchool

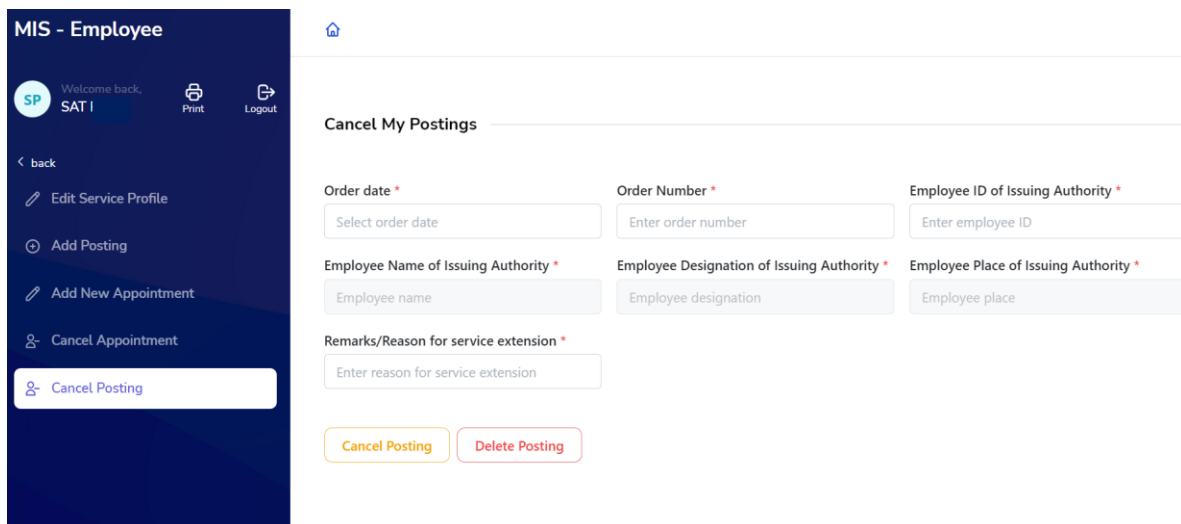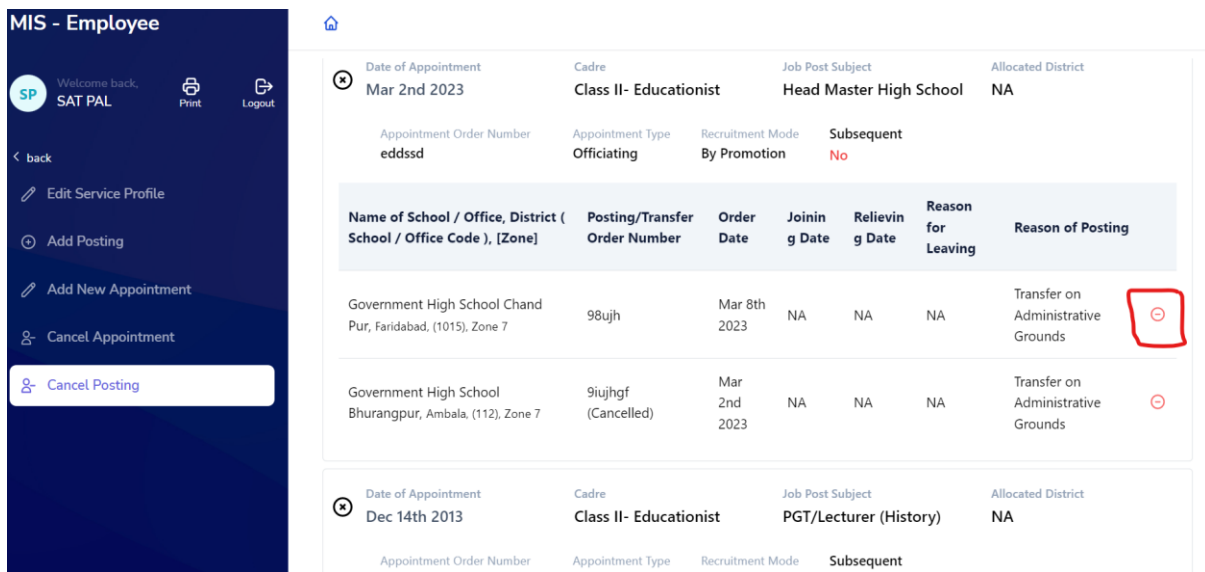**Department of School Education, Haryana**

Step 2: **- Navigate to Cancel Posting**: After successful login on Oneschool Suite, user will navigate "Cancel Posting" tab available on the left side panel under Employee Administration.

Step 3: **- Search for Employee**: User shall search for the employee entering the Employee ID titled as "**Search Employee**". Once the employee is located, the profile of the Searched Employee shall be visible to the user.

Step 4: - Cancel Posting: - User shall click on "Cancel Posting" button. User shall fill all the mandatory form fields titled "**Cancel Posting**". User can follow the following image

Step 5 :- User will get a successful pop-up message stating that **"Posting Cancelled Successfully"**