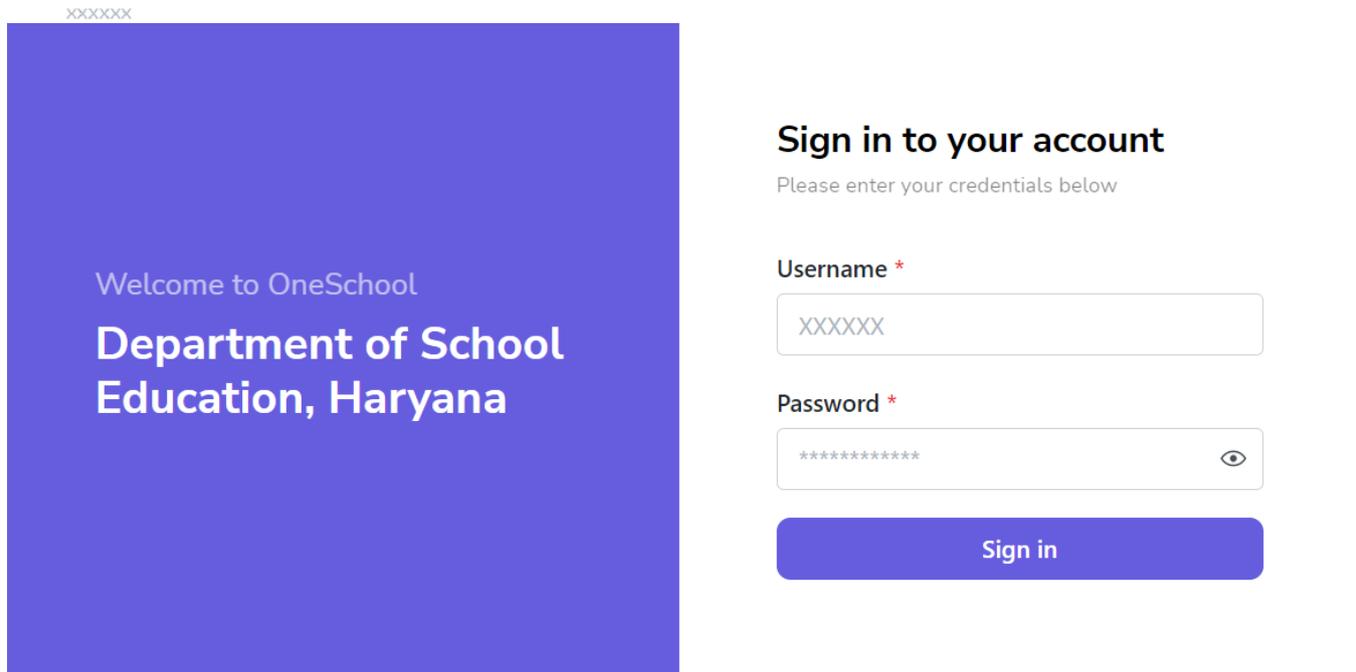# GOVERNMENT OF HARYANA

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.
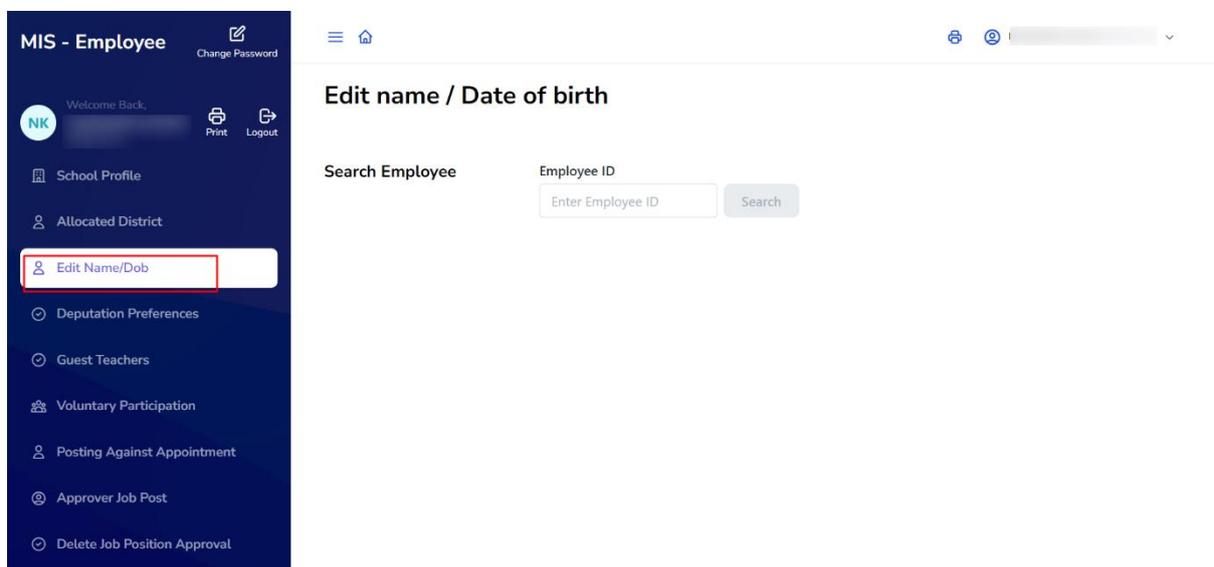
USER MANUAL FOR EDIT NAME AND DOB

This module will be available in the login id of Admin. User will login to his account and shall follow the steps given below to Edit name and DOB
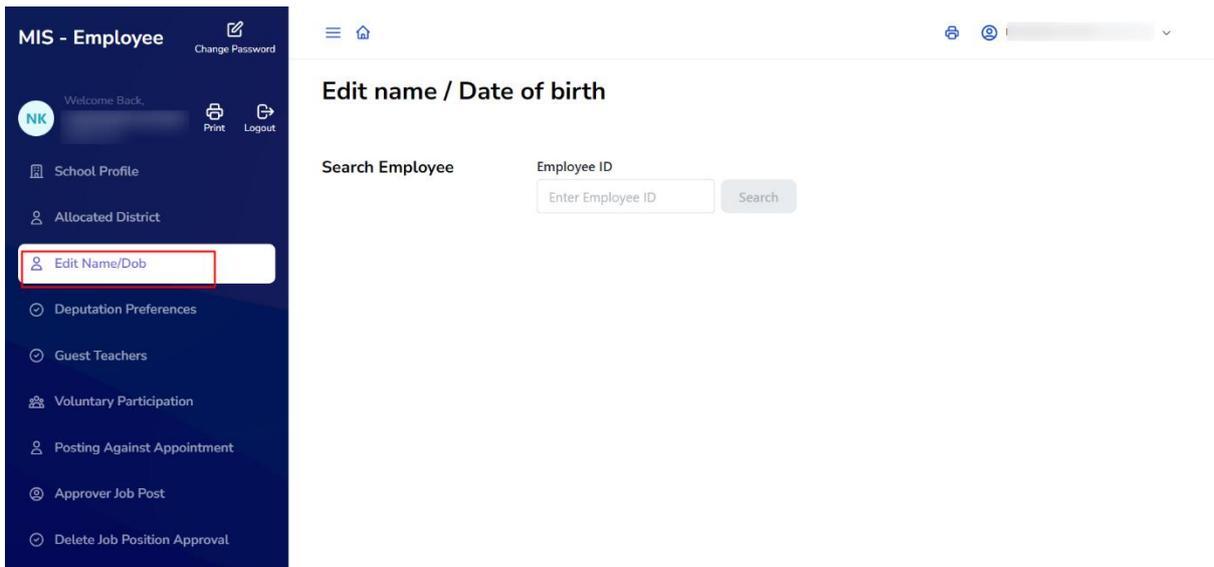
Step 1: - **Login**: User must login to the account on MIS (OneSchool) Portal. User can login through this link https://mis.oneschoolsuite.com/

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 Edit Name and DOB**: After successful login on Oneschool Suite, user must click on the "Edit Name and DOB" tab available on the left side panel

MIS - Employee ✎ Change Password

NK Welcome Back, 🖨 Print ↪ Logout

🏛 School Profile

👤 Allocated District

👤 Edit Name/Dob

⊘ Deputation Preferences

⊘ Guest Teachers

👥 Voluntary Participation

👤 Posting Against Appointment

⊙ Approver Job Post

⊘ Delete Job Position Approval

≡ ⌂   🖨 ⊙

Edit name / Date of birth

Search Employee   Employee ID

Enter Employee ID   Search

Step 3: **- Search for Employee**: User shall search for the employee entering the employee ID in the textbox titled as "Edit Name/Date of Birth".

Step 4: - Update Name and DOB: Once the employee is located, the profile of the Searched Employee shall be visible to the user. User can update name and date of birth of an employee, Click on "**Save**" Button