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 BLOCK CHOICE PREFERENCE

User will login to his account and can update Block Choice Preference. This module will be available in the login id of following cadre.

Cadre	Blocks to be filled
Principal (RoH Cadre)	Minimum 15 Blocks
Principal (Mewat Cadre)	all four blocks of Nuh Mewat only
Headmaster High School (RoH Cadre)	Minimum 15 Blocks
Headmaster High School (Mewat Cadre)	all five blocks of Nuh Mewat only
Regular PGT / ESHM / TGT (RoH Cadre)	Minimum 15 Blocks
Regular PGT / ESHM / TGT (Mewat Cadre)	all four blocks of Nuh Mewat only

| PGT / TGT (Guest Faculty)	Minimum 15 Blocks
Regular HT/PRT/JBT	Not allowed to fill
PRT/JBT (Guest Faculty)	Minimum 15 Blocks

Step 1: - **Login**: Employee must login to his account on MIS portal and it will redirect to the Oneschool Suite by Clicking on "Update and Verify Profile" tab under Profile Correction. User can follow the following images

Step 2: - **Navigate to Block Choice Preference**: After successful login on Oneschool Suite, user will navigate " **Block Choice Preference** " tab available on the left side panel.
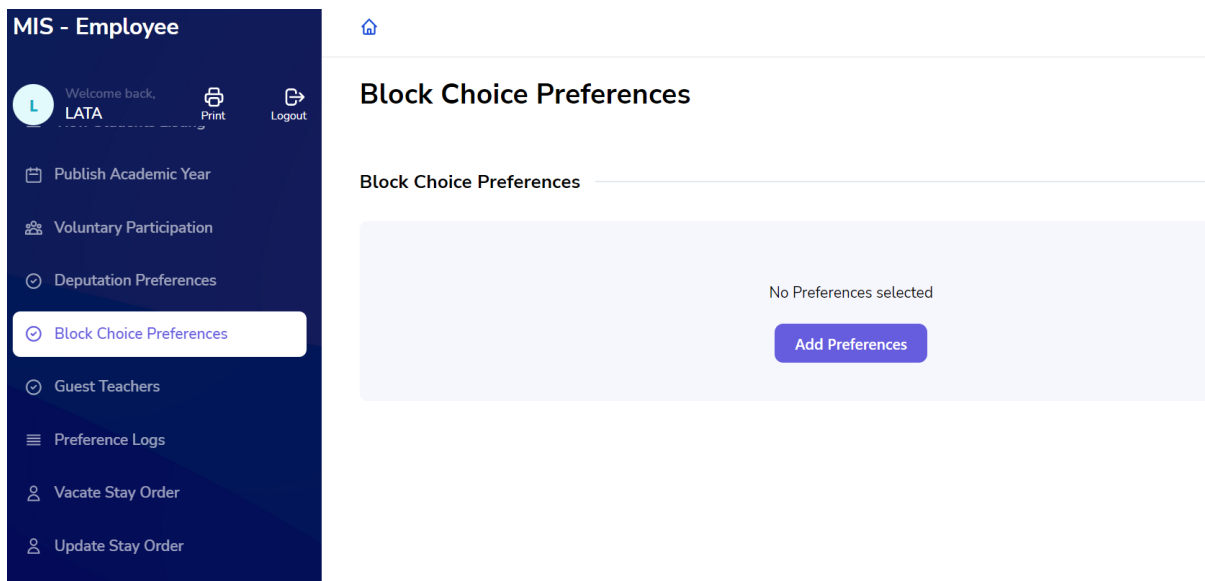
Step 3: - **Add Preferences**: - To add block choice preferences, the user must click on the "**Add Preferences**" button.
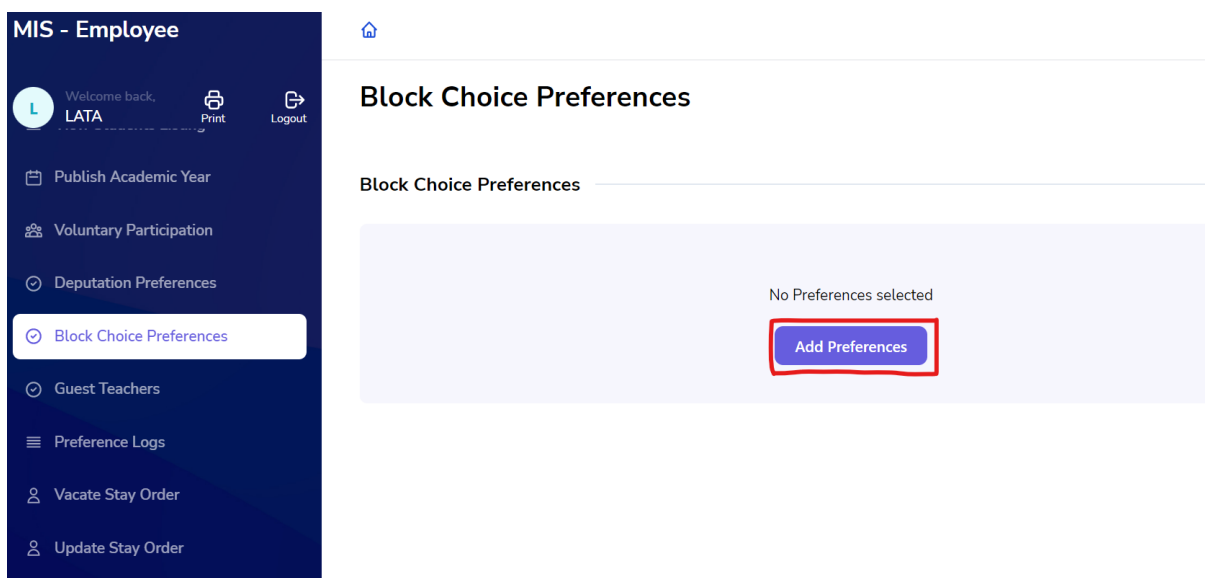
Step 4: - **Select your Preferences**: - The user can add up to 15 district/block preferences. While adding preferences, the user can switch their preferences up and down using the highlighted arrows.

Step 5: - Save Preferences: - After adding a minimum of 15 block preferences, the user can click on the "**Save Preference**" button to lock their preferences. Once preferences are saved,the user cannot shuffle their choices.

Block Choice Preferences

Block Choice Preferences

District	Blocks
Select District	Select Block	Add Block Preferences

Select The Option Of Preferences

Change	Preference	District	Block	Is Preference Locked	Action
↓	1	Ambala	Ambala-I (City)	Yes	Remove
↑↓	2	Ambala	Ambala-II (Cantt)	Yes	Remove
↑↓	3	Ambala	Barara	Yes	Remove
↑↓	4	Panchkula	Barwala [Panchkula]	Yes	Remove
↑↓	5	Yamunanagar	Chhachhrauli	Yes	Remove
↑↓	6	Ambala	Saha	Yes	Remove
↑↓	7	Yamunanagar	Jagadhri	Yes	Remove
↑↓	8	Kurukshetra	Ladwa	Yes	Remove
↑↓	9	Kaithal	Rajaund	Yes	Remove
↑↓	10	Kaithal	Guhla At Cheeka	Yes	Remove
↑↓	11	Kaithal	Kaithal	Yes	Remove
↑↓	12	Kurukshetra	Pehowa	Yes	Remove
↑↓	13	Karnal	Gharaunda	Yes	Remove
↑↓	14	Jind	Pillu Khera	Yes	Remove
↑↓	15	Hisar	Narnaund	Yes	Remove
↑↓	16	Jhajjar	Bahadurgarh	Yes	Remove
↑	17	Gurugram	Farukh Nagar	Yes	Remove

Save Preferences   Unlocked Preferences

Step 6: - Unlocking Preferences: - If the user wants to edit their preferences after saving them, they can click on the "**Unlocked Preferences**" button. The user will receive a pop-up message.
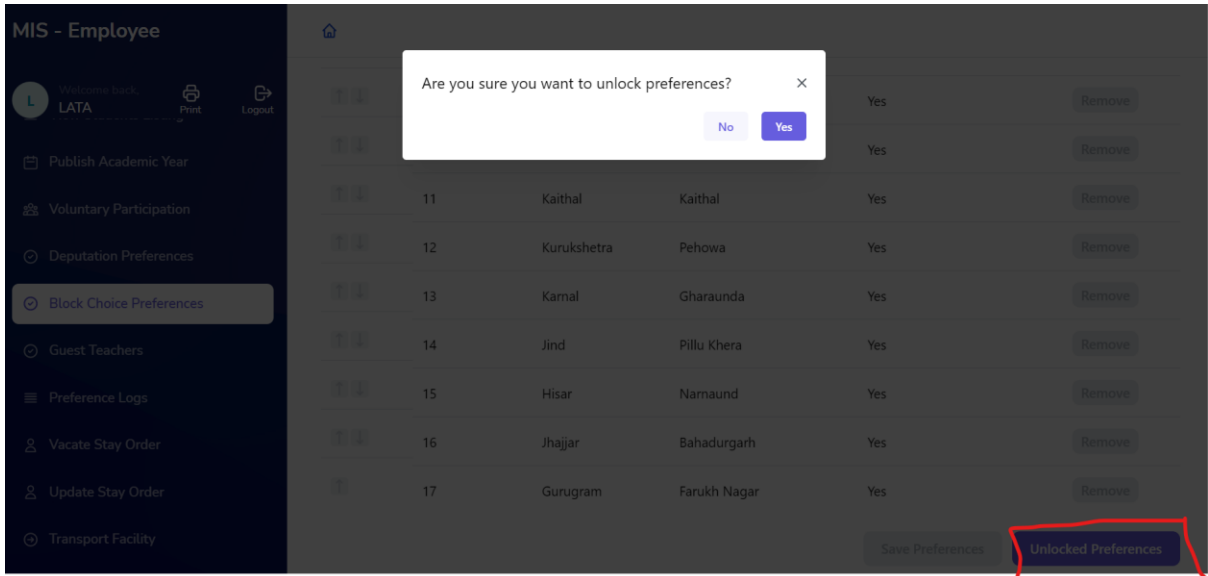
Note: - User can change or delete his block choice Preferences by clicking on "**Remove**" button