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 ADDRESS

This module will be available in the login id of Employees. User will login to his account and shall follow the steps given below to update address: -

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
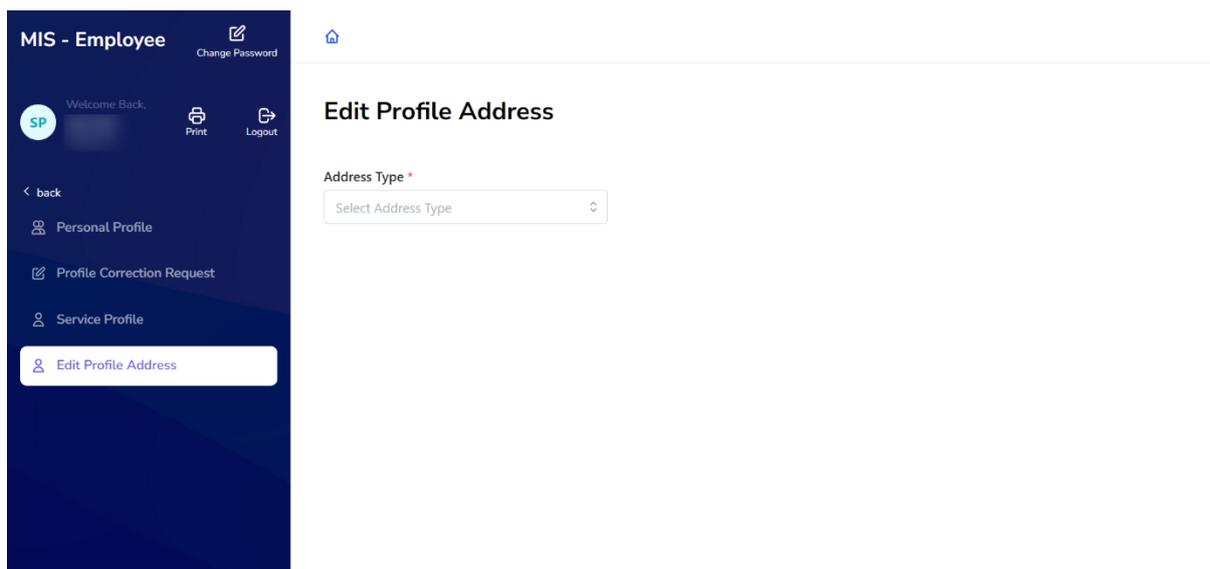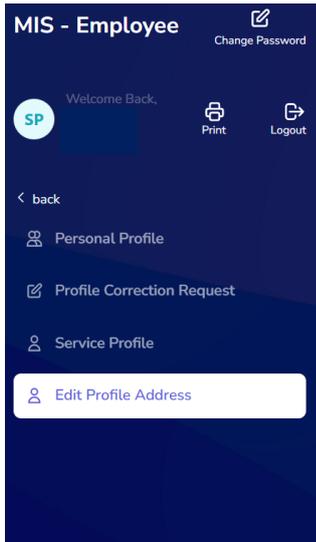
Step 2: **- Navigate to Edit Address**: After successful login on Oneschool Suite, user will navigate "**Edit Address**" tab available on the left side panel under "**My Profile**"

MIS - Employee

Change Password

Welcome Back,

SP

Print   Logout

< back

Personal Profile

Profile Correction Request

Service Profile

Edit Profile Address

Edit Profile Address

Address Type *

Select Address Type

Step 3: - **Choose the Address Type from the Dropdown Menu**: - While updating your address, you can easily select the specific type of address you want to update by using a dropdown menu, where you can choose from Correspondence Address, Permanent Address and Home Town Address
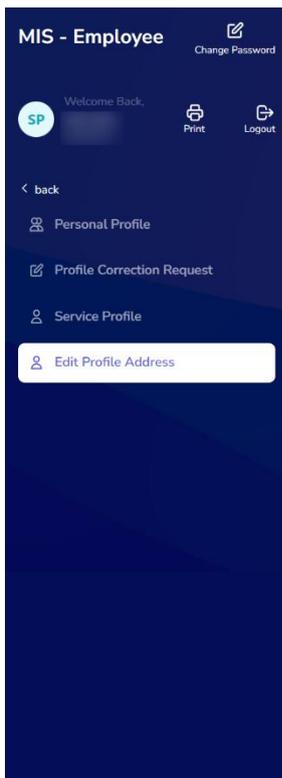
Step 4: - **Update Your Address**: - When you choose the type of address you want to update; the system will display the address that is already saved in your profile. From there, you can make edits to the address if needed. Just click on the "update" button to save your changes. Once you've done that, you can check your updated address in your Personal Profile.