

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 ADDING PRIVATE SCHOOL TEACHER FOR STUDENT ADMISSIONS VIA PPP

This module will be available in the login id of Private School only. User will login to the account of concerned Private School and shall follow the steps given below to add private school teacher: -

Step 1: - **Login:** User must login to the School account on MIS (OneSchool) Portal.

- User can login through this link <https://mis.oneschoolsuite.com/>

Welcome to OneSchool

Department of School Education, Haryana

Sign in to your account

Please enter your credentials below

Username *

XXXXXX

Password *

Sign in

Step 2: - Navigate to Add Private School Teacher:

After successful login on Oneschool Suite, user must click on the " **Add Private School Teacher** " tab available on the left side panel.

MIS - Portal

Welcome Back

Student Management

Add Private School Teacher

Add Private School Teachers

Teacher Details

Want to proceed with? *

PPP Family ID Temp PPP Family ID

PPP Family ID

Enter PPP Family ID

Search

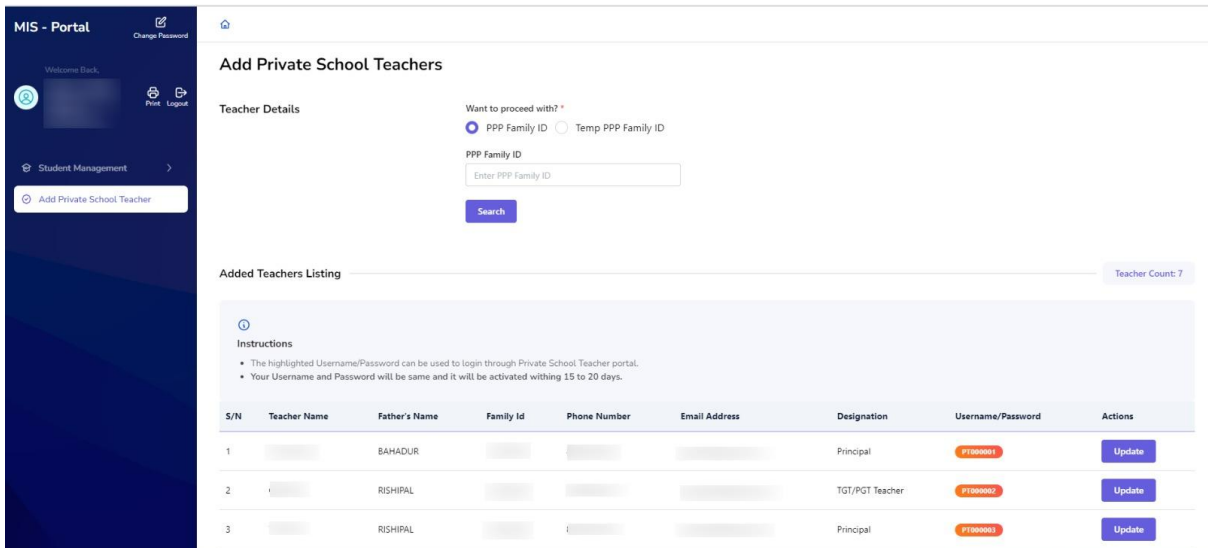
Added Teachers Listing Teacher Count: 7

Instructions

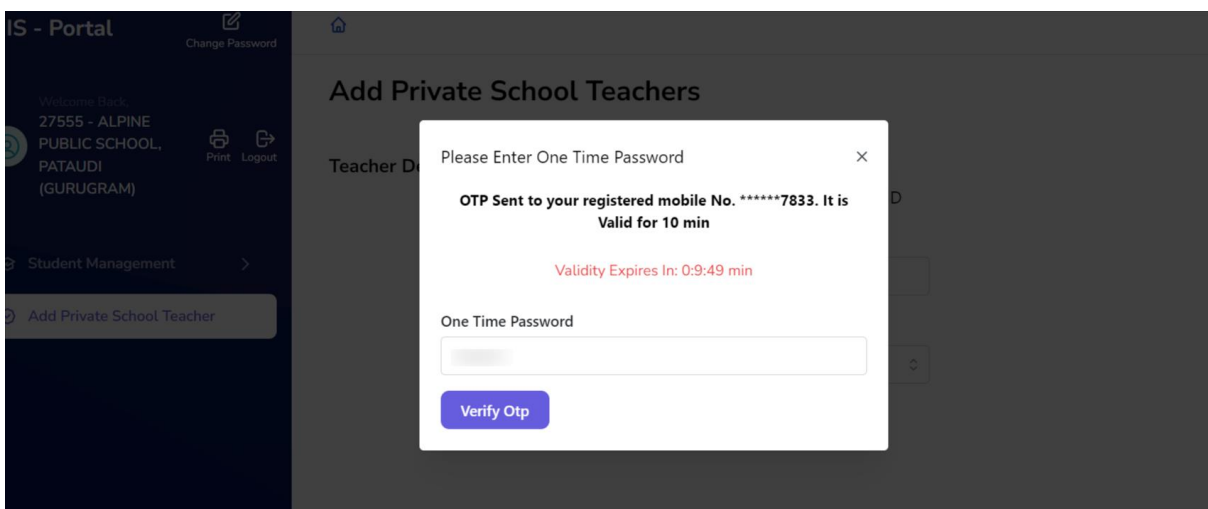
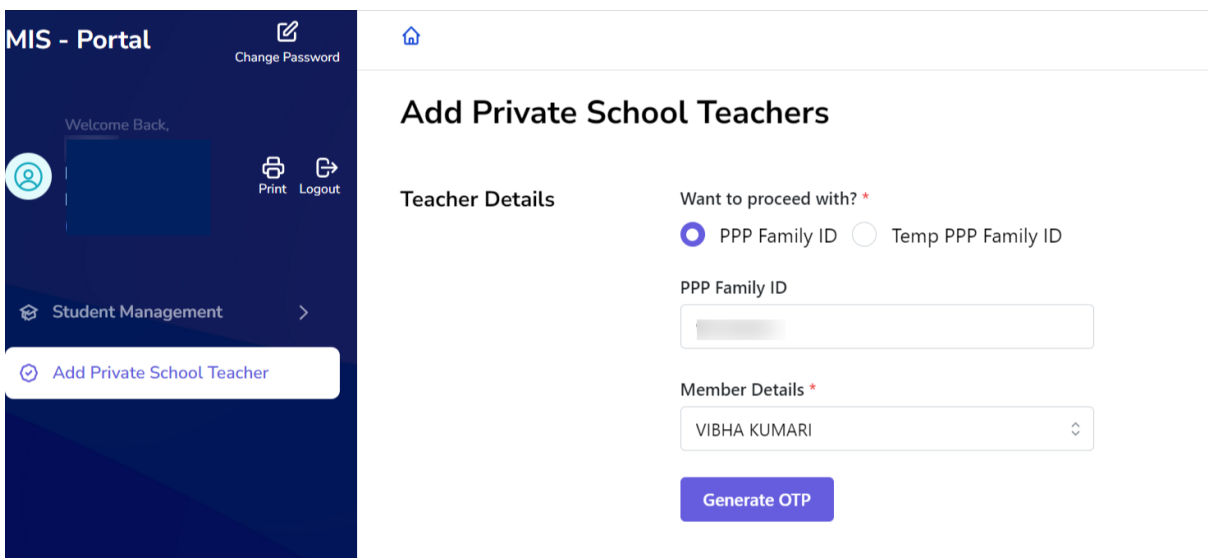
- The highlighted Username/Password can be used to login through Private School Teacher portal.
- Your Username and Password will be same and it will be activated withing 15 to 20 days.

S/N	Teacher Name	Father's Name	Family Id	Phone Number	Email Address	Designation	Username/Password	Actions
1		BAHADUR				Principal	P1000001	Update
2		RISHIPAL				TGT/PGT Teacher	P1000002	Update
3		RISHIPAL				Principal	P1000003	Update

Step 3: - Enter Family ID: The user needs to enter the "PPP Family ID" under the label "Add Private School Teachers" and click on the "Search" button.



Step 4: - Once the user enters the **PPP Family ID** and searches with that ID, a list of family members will appear in a dropdown labeled "**Member Details**". Click on "**Generate OTP**" to receive a One-Time Password on the registered mobile number.



Step 5: - After entering the OTP, the family member details will be displayed. Click on the "Proceed" button.

MIS - Portal Change Password

Welcome Back.

Print Logout

Student Management >

Add Private School Teacher

Add Private School Teachers

Teacher Details

Want to proceed with? *

PPP Family ID Temp PPP Family ID

PPP Family ID

Member Details *

VIBHA KUMARI

Generate OTP

Family Members Details

Legal Full Name	Father's Name	Date of Birth	Mobile Number	Gender	Age	Action
VIBHA KUMARI		02/01/1901		Female		Proceed

Step 6: - The user has to provide the basic details of the teacher, like their designation, Mobile Number, Email address. Click on the "Add Teacher" button.

MIS - Portal Change Password

Welcome Back.

Print Logout

Student Management >

Add Private School Teacher

Add Private School Teachers

Basic Information Back

Legal Full Name	Father's Name	Mother's Name	Gender	Date of Birth	Age
VIBHA KUMARI			Female	02/01/1901	122
Nationality	Family Id	Contact Number	Qualification Name	Occupation Name	
Indian			Middle/Lower Secondary	Student	

Teacher Basic Details

Alternate Mobile Number * Enter alternate mobile number

Alternate Email Address * Enter alternate email address

Designation Name * Choose designation name

Add Teacher

Step 7: - Once the user clicks on "Add Teacher", the school will receive the username of the newly added private teacher in the list, as shown in the screenshot below. The username and password will be activated within 15-20 days.

Add Private School Teachers

Teacher Details

Want to proceed with? *
 PPP Family ID Temp PPP Family ID

PPP Family ID
Enter PPP Family ID

Search

Added Teachers Listing

Teacher Count: 7

Instructions

- The highlighted Username/Password can be used to login through Private School Teacher portal.
- Your Username and Password will be same and it will be activated withing 15 to 20 days.

S/N	Teacher Name	Father's Name	Family Id	Phone Number	Email Address	Designation	Username/Password	Actions
1	[Redacted]	BAHADUR	[Redacted]	[Redacted]	[Redacted]	Principal	PT000001	Update
2	[Redacted]	RISHIPAL	[Redacted]	[Redacted]	[Redacted]	TGT/PGT Teacher	PT000002	Update
3	[Redacted]	RISHIPAL	[Redacted]	[Redacted]	[Redacted]	Principal	PT000003	Update