

GOVERNMENT OF HARYANA
Department of School Education



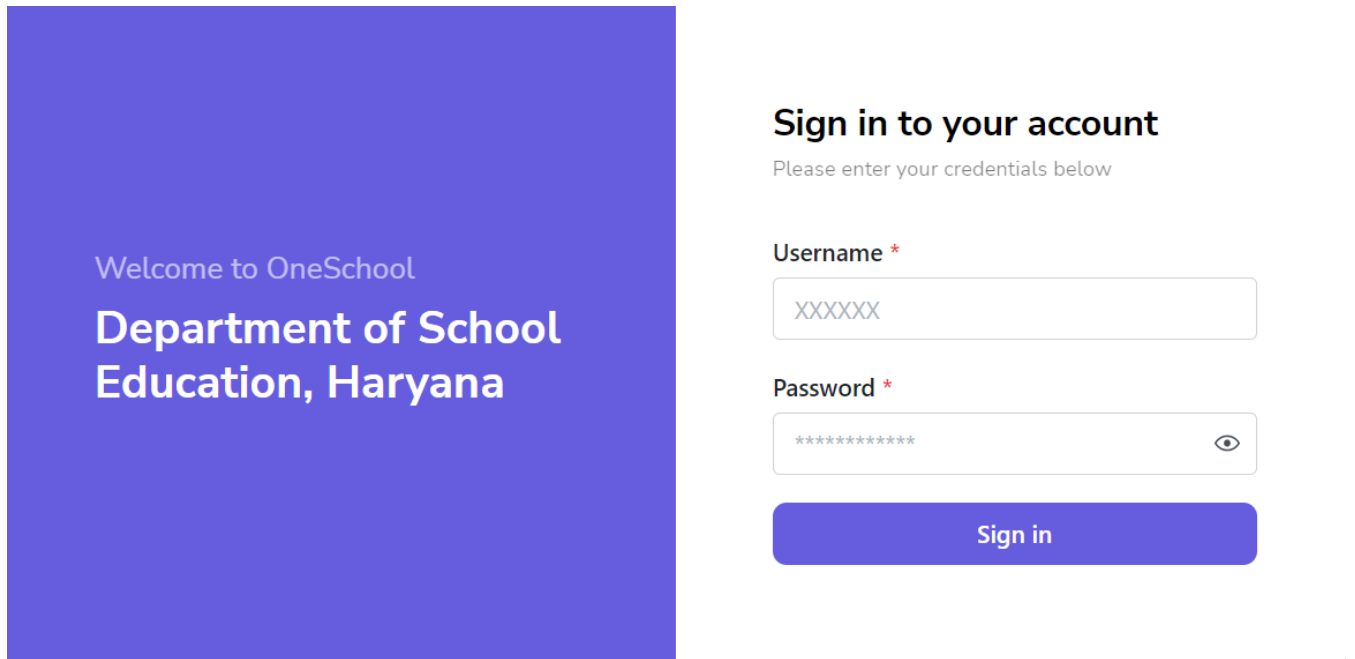
[Management Information System]

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.

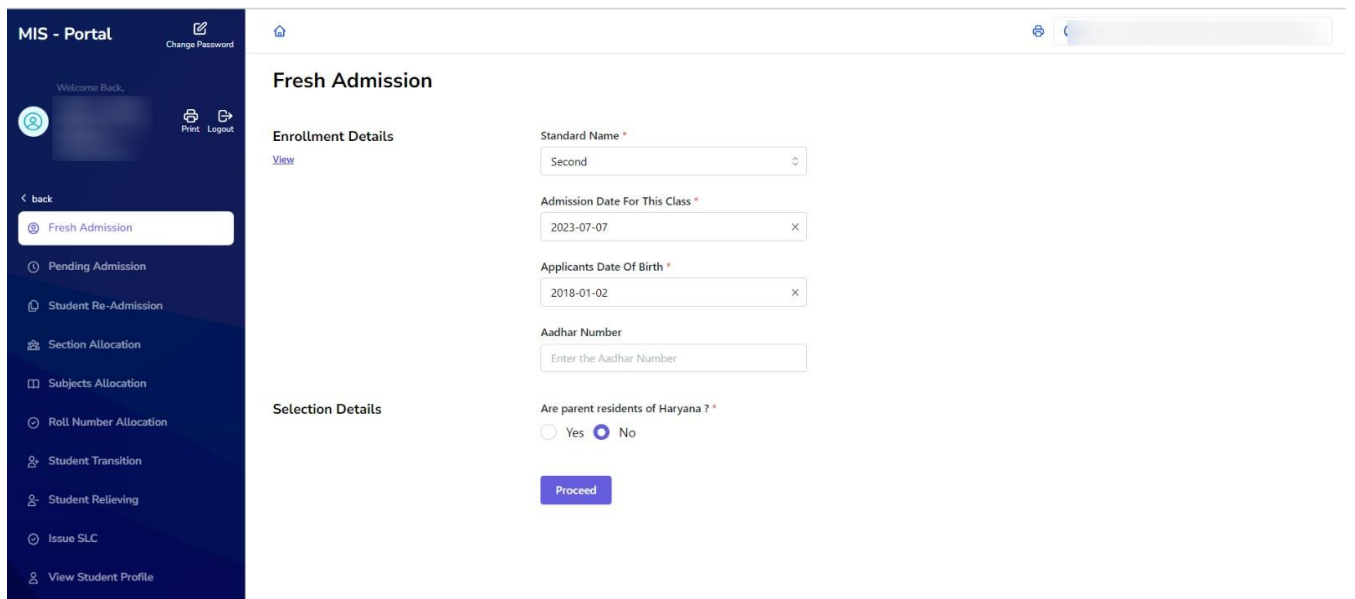
USER MANUAL FOR FRESH ADMISSION

This module will be available in the login id of School and their teachers. User will login to the account of concerned School and shall follow the steps given below to update the Fresh Admission: -

Step 1: - **Login:** User must login to the School account on MIS (OneSchool) Portal. User can login through this link <https://mis.oneschoolsuite.com/>



Step 2: - Navigate to Fresh Admission: After successful login on Oneschool Suite, user must click on the "Fresh Admission" tab available on the left side panel.



Case 1: - If the parents are not residents of Haryana, they are required to provide their Aadhar number and mobile number.

MIS - Portal Change Password

Welcome Back, Print Logout

Fresh Admission

Enrollment Details

Standard Name *
Second

Admission Date For This Class *
2023-07-07

Applicants Date Of Birth *
2018-01-02

Aadhar Number
Enter the Aadhar Number

Selection Details

Are parent residents of Haryana ? *
 Yes No

Proceed

Case 2: - If the parents are residents of Haryana but do not have an Aadhar or PPP, they must provide their mobile number so that their details can be validated through PPP.

MIS - Portal Change Password

Welcome Back, Print Logout

Fresh Admission

Enrollment Details

Standard Name *
Second

Admission Date For This Class *
2023-07-07

Applicants Date Of Birth *
2018-01-02

Selection Details

Are parent residents of Haryana ? *
 Yes No

Is PPP or Aadhar of parent or child available ? *
 Yes No

Mobile Number
Enter mobile number

Proceed

- Validate the mobile number through PPP and retrieve member details

MIS - Portal Change Password

Welcome Back, Print Logout

Fresh Admission

Enrollment Details

Standard Name *
Second

Admission Date For This Class *
2023-07-07

Applicants Date Of Birth *
2018-01-02

Selection Details

Are parent residents of Haryana ? *
 Yes No

Is PPP or Aadhar of parent or child available ? *
 Yes No

Mobile Number
[Placeholder]

Member Details *
[Placeholder]

Generate OTP

- After verifying the OTP, the user can view the details of their family members.

The screenshot shows the MIS - Portal interface. On the left is a dark blue sidebar with a 'Fresh Admission' menu item highlighted. The main content area is titled 'Selection Details' and contains a date field with '2023-07-07', two radio button questions about Haryana residency and PPP/Aadhar availability, a mobile number field, and a 'Member Details' dropdown. A 'Generate OTP' button is present. Below this is a 'Family Members Details' table with columns for Full Name, Date of Birth, Father's Name, and Action. One row shows a date of birth '29/10/2019' and a 'Proceed' button.

Full Name	Date of Birth	Father's Name	Action
	29/10/2019		Proceed

Note: - If the mobile number is not found in our record then direct admission will be allowed with manual fillings by user

The screenshot shows the MIS - Portal interface for 'Fresh Admission'. The sidebar is the same as in the previous screenshot. The main content area is titled 'Fresh Admission' and is divided into 'Enrollment Details' and 'Selection Details'. 'Enrollment Details' includes fields for 'Standard Name' (Bal Vatika 3), 'Admission Date For This Class' (2023-07-07), and 'Applicants Date Of Birth' (2018-01-02). 'Selection Details' includes the same two radio button questions and a mobile number field as seen in the previous screenshot. A 'Proceed' button is located at the bottom.

Case 3:- If the applicant is from Haryana and has a PPP or Aadhar number.

MIS - Portal | Change Password

Welcome Back, [User Name]

Fresh Admission

Enrollment Details

Standard Name *
Bal Vatika 3

Admission Date For This Class *
2023-07-07

Applicants Date Of Birth *
2018-01-02

Selection Details

Are parent residents of Haryana ? *
 Yes No

Is PPP or Aadhar of parent or child available ? *
 Yes No

Choose the one you have? *
 PPP Temp PPP Aadhar

PPP ID/Family ID
Family ID

Proceed

- If the PPP or temporary PPP is correct, display the member list and continue the admission process by selecting a member and verifying with OTP.

MIS - Portal | Change Password

Welcome Back, [User Name]

Fresh Admission

Selection Details

Are parent residents of Haryana ? *
 Yes No

Is PPP or Aadhar of parent or child available ? *
 Yes No

Choose the one you have? *
 PPP Temp PPP Aadhar

PPP ID/Family ID
[Redacted]

Member Details *
[Redacted]

Generate OTP

Record Match

Family Members Details

Full Name	Date of Birth	Father's Name	Action
[Redacted]	02/09/2019	[Redacted]	Proceed

CASE 4: If the Aadhar number is not found in PPP, User will be asked to fill individual's Aadhar number, first name, and last name.

MIS - Portal

Welcome Back,

Print Logout

back

- Fresh Admission
- Pending Admission
- Student Re-Admission
- Section Allocation
- Subjects Allocation
- Roll Number Allocation
- Student Transition
- Student Relieving
- Issue SLC
- View Student Profile

View

Bal Vatika 3

Admission Date For This Class *

2023-07-07

Selection Details

Are parent residents of Haryana ? *

Yes No

Is PPP or Aadhar of parent or child available ? *

Yes No

Choose the one you have? *

PPP Temp PPP Aadhar

Aadhar Number

Entered Aadhar belongs to ? *

Father Mother Student

First Name Last Name

Enter first name Enter last name

Proceed

- If the user authentication fails, ask for the mobile number and display a message in a dialogue box.

MIS - Portal

Welcome Back,

Print Logout

back

- Fresh Admission
- Pending Admission
- Student Re-Admission
- Section Allocation
- Subjects Allocation
- Roll Number Allocation
- Student Transition
- Student Relieving
- Issue SLC
- View Student Profile

View

Bal Vatika 3

Admission Date For This Class *

2023-07-07

Selection Details

Are parent residents of Haryana ? *

Yes No

Is PPP or Aadhar of parent or child available ? *

Yes No

Choose the one you have? *

PPP Temp PPP Aadhar

Aadhar Number

Entered Aadhar belongs to ? *

Father Mother Student

First Name Last Name

Enter first name Enter last name

Proceed

The entered information is incorrect, alternatively you can proceed with your Mobile Number.

OK

CASE 5: Check the details related to the mobile number. If the member list corresponds to the provided mobile number, select the respective member and initiate the admission process after OTP verification.

Welcome Back,
[User Name]
[User Email]
[User Role]

Print Logout

- back
- Fresh Admission
- Pending Admission
- Student Re-Admission
- Section Allocation
- Subjects Allocation
- Roll Number Allocation
- Student Transition
- Student Relieving
- Issue SLC
- View Student Profile

Fresh Admission

Enrollment Details

[View](#)

Standard Name *

Admission Date For This Class *

Selection Details

Are parent residents of Haryana ? *

Yes No

Is PPP or Aadhar of parent or child available ? *

Yes No

Choose the one you have? *

PPP Temp PPP Aadhar

Mobile Number

Proceed