GOVERNMENT OF HARYANA

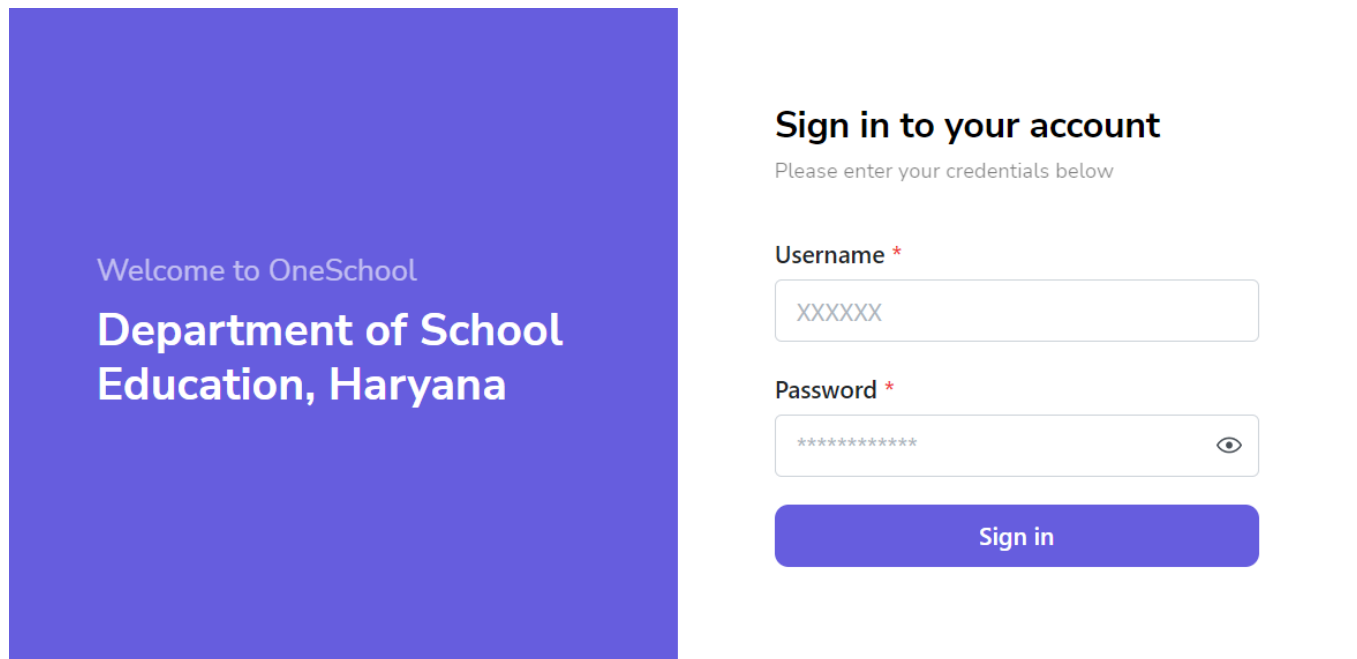## Department of School Education

[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.
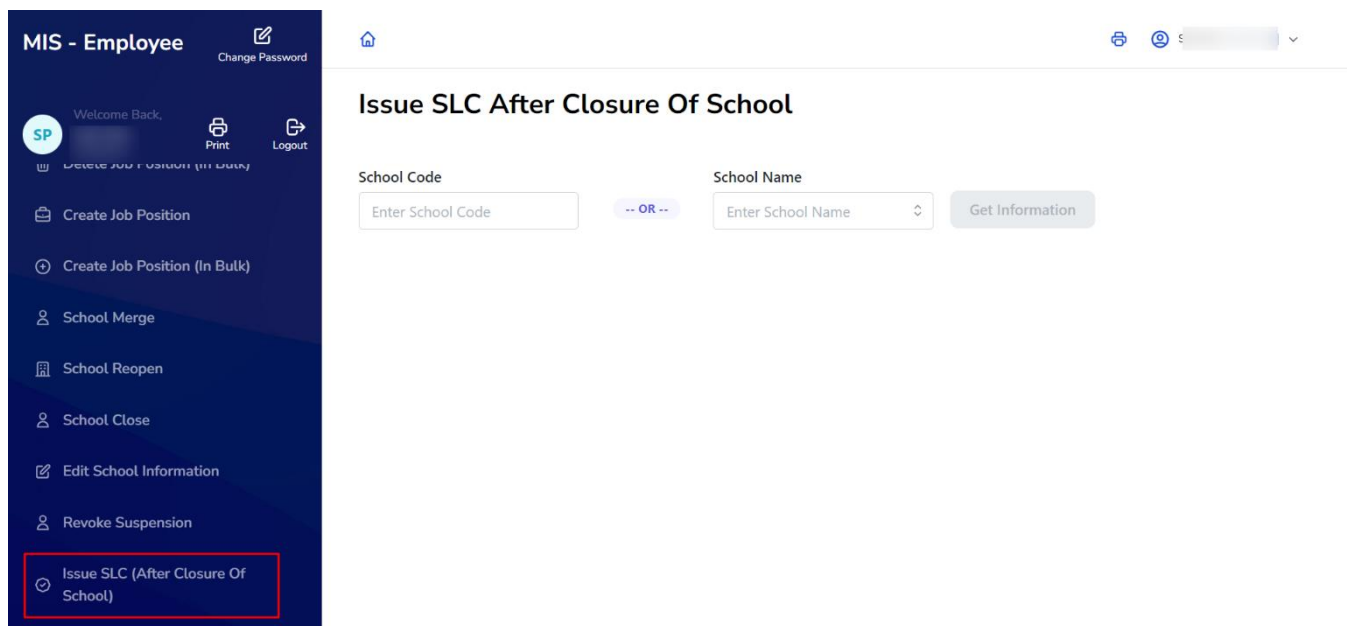
USER MANUAL FOR ISSUE SLC AFTER CLOSURE OF SCHOOL

This module will be available in the login id of DEO. User will login to the account of concerned authority and shall follow the steps given below to Issue SLC after closure of school: -

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 Issue SLC after closure of School**: After successful login on Oneschool Suite, user must click on the " **Issue SLC after closure of School** " tab available on the left side panel.

Step 3: **- Fill School code or School Name: -** There are two ways to search for students list in order to download an SLC (School Leaving Certificate). The user can search for student information using either the School Code or School Name. Only those school list will be shown which has been closed.

Step 4: - **Get School information**: After entering the School code or school name, the user will be presented with the school details. Click on "**Select**" Button.

Step 5: **- Enter academic year and Class**: - Once user gets school details, you need to fill academic year and class. Click on "**Get Information**".

Step 6: - **Download SLC**: - User will get the list of student in that particular year and class. Click on "**Download**" button to get the SLC