

GOVERNMENT OF HARYANA
Department of School Education



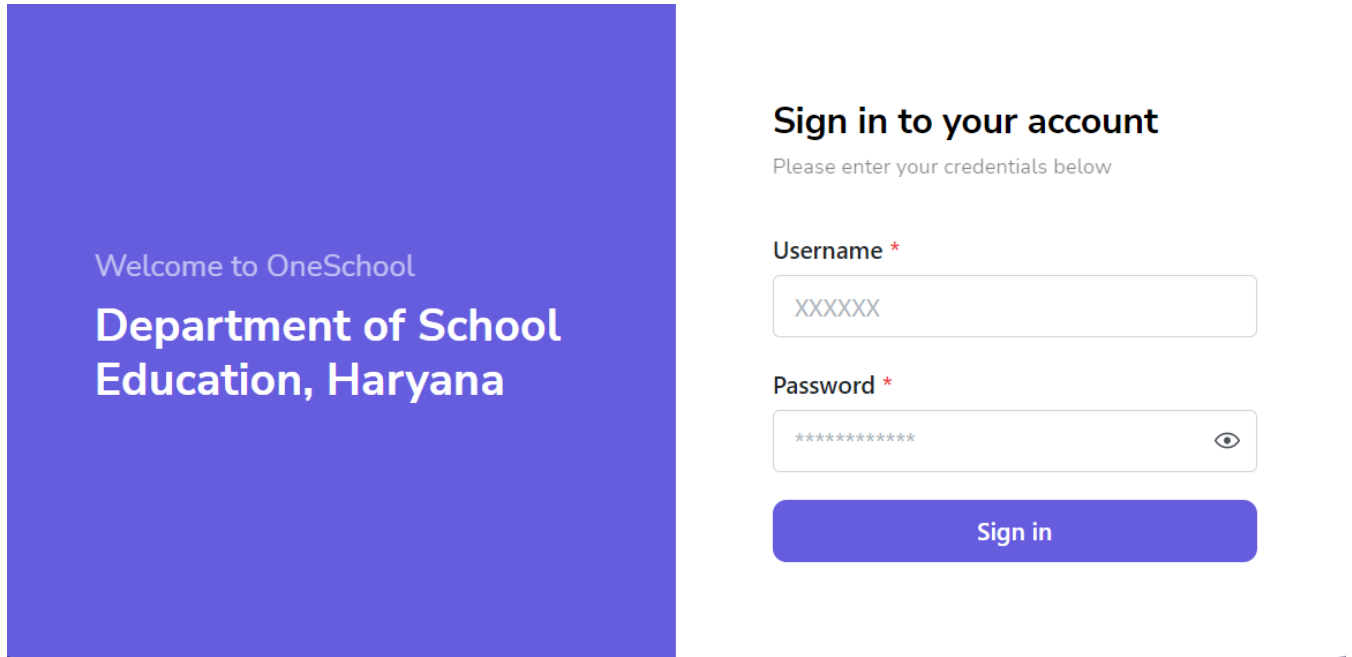
[Management Information System]

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.

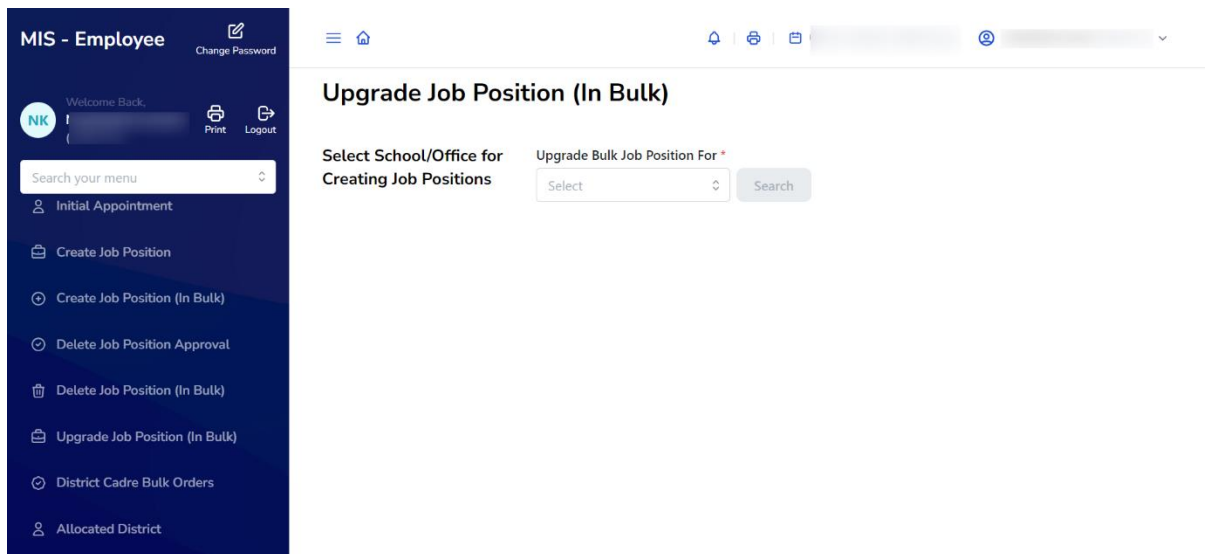
USER MANUAL FOR UPGRADE JOB POSITION(BULK)

This module will be available in the login id of Admin. User will login to his account and shall follow the steps given below

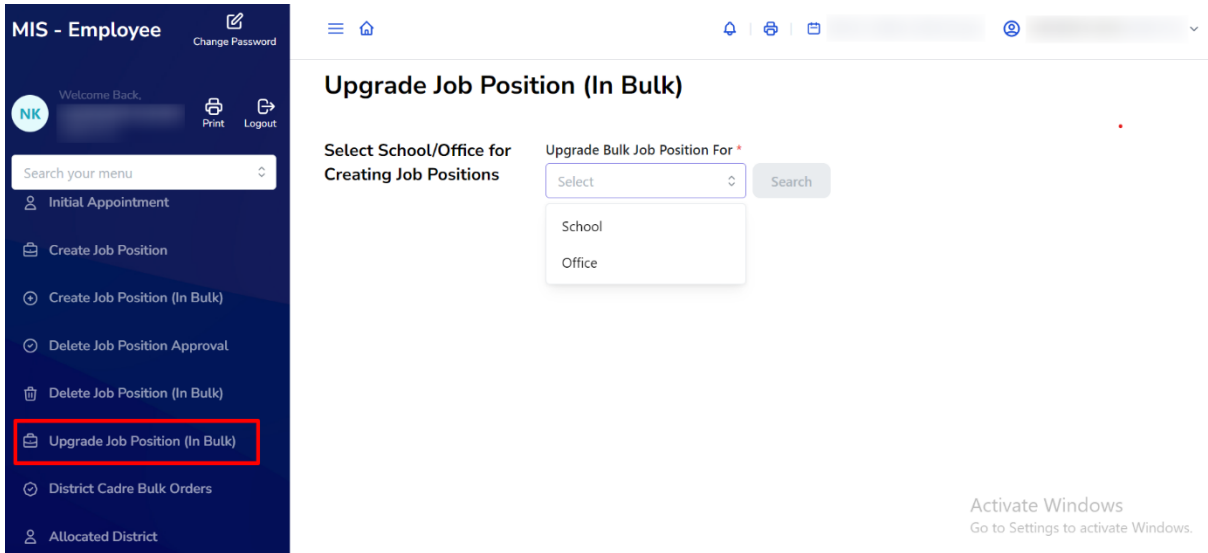
Step 1: - **Login:** User must login to the account on MIS (OneSchool) Portal. User can login through this link <https://mis.oneschoolsuite.com/>



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



Step 3: - User will select **School/Office** from the dropdown for which he wants to upgrade job position (Bulk)



Step 4: - User can upload the sheet to upgrade the job position (in bulk). User can see the list of uploaded files under the label of **“Uploaded Files listing”**

