“How to raise Request on Vidyanjali Portal”

(User Manual for Schools/BRCs/CRCs)

Department of School Education & Literacy

Ministry of Education

Govt. of India

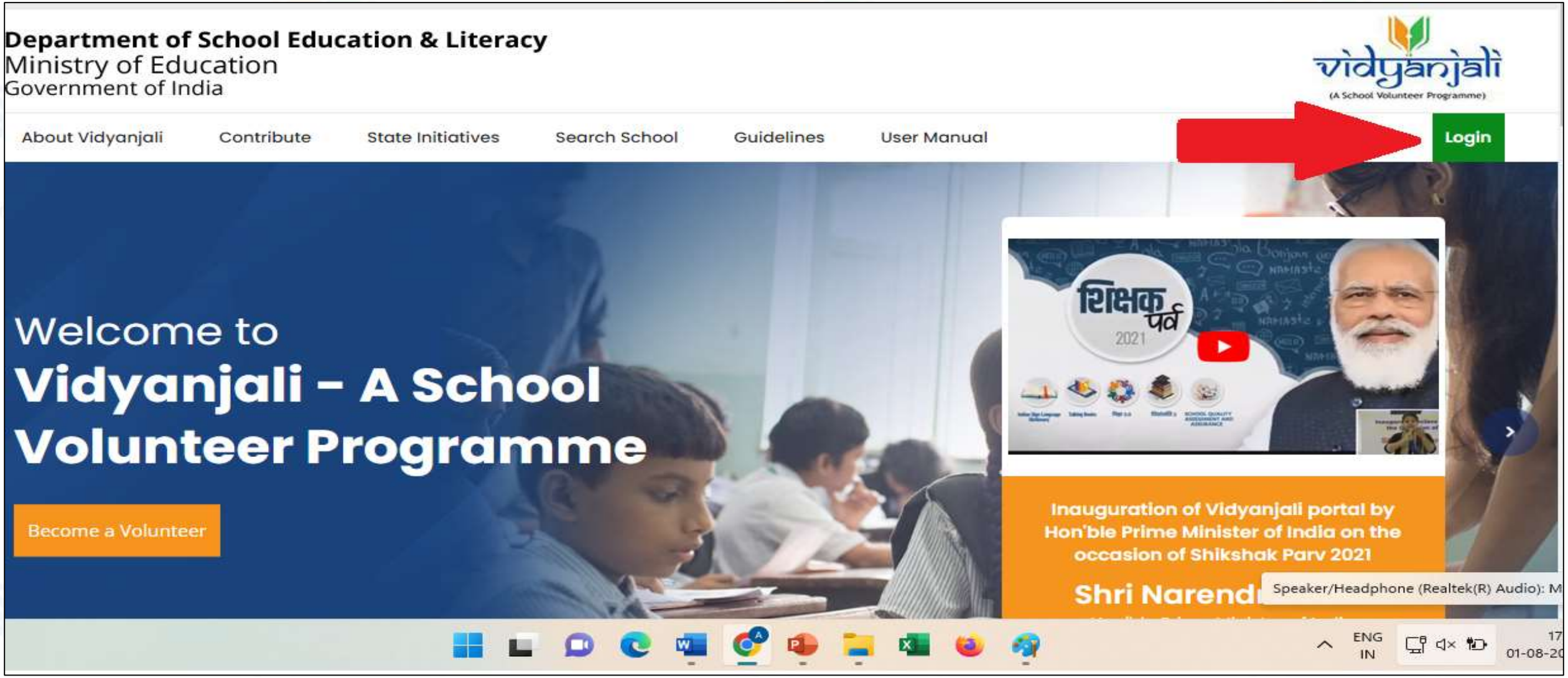
Step-1: Visit to the Vidyanjali portal, available at *vidyanjali.education.gov.in*

Google

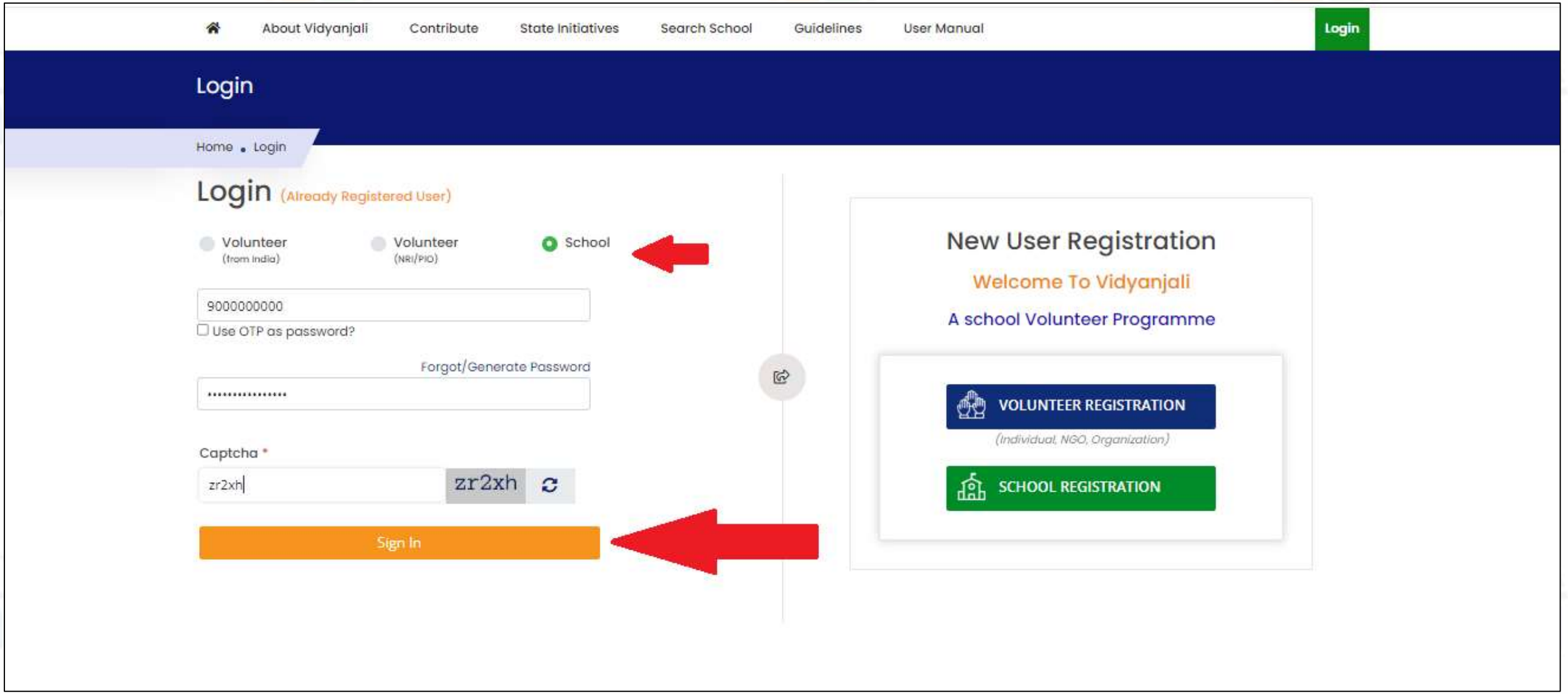
vidyanjali. education. gov. in

vidyanjali. education. gov. in - Google Search

Step-2: Click on “Log-in” Button in Menu Right Sidebar

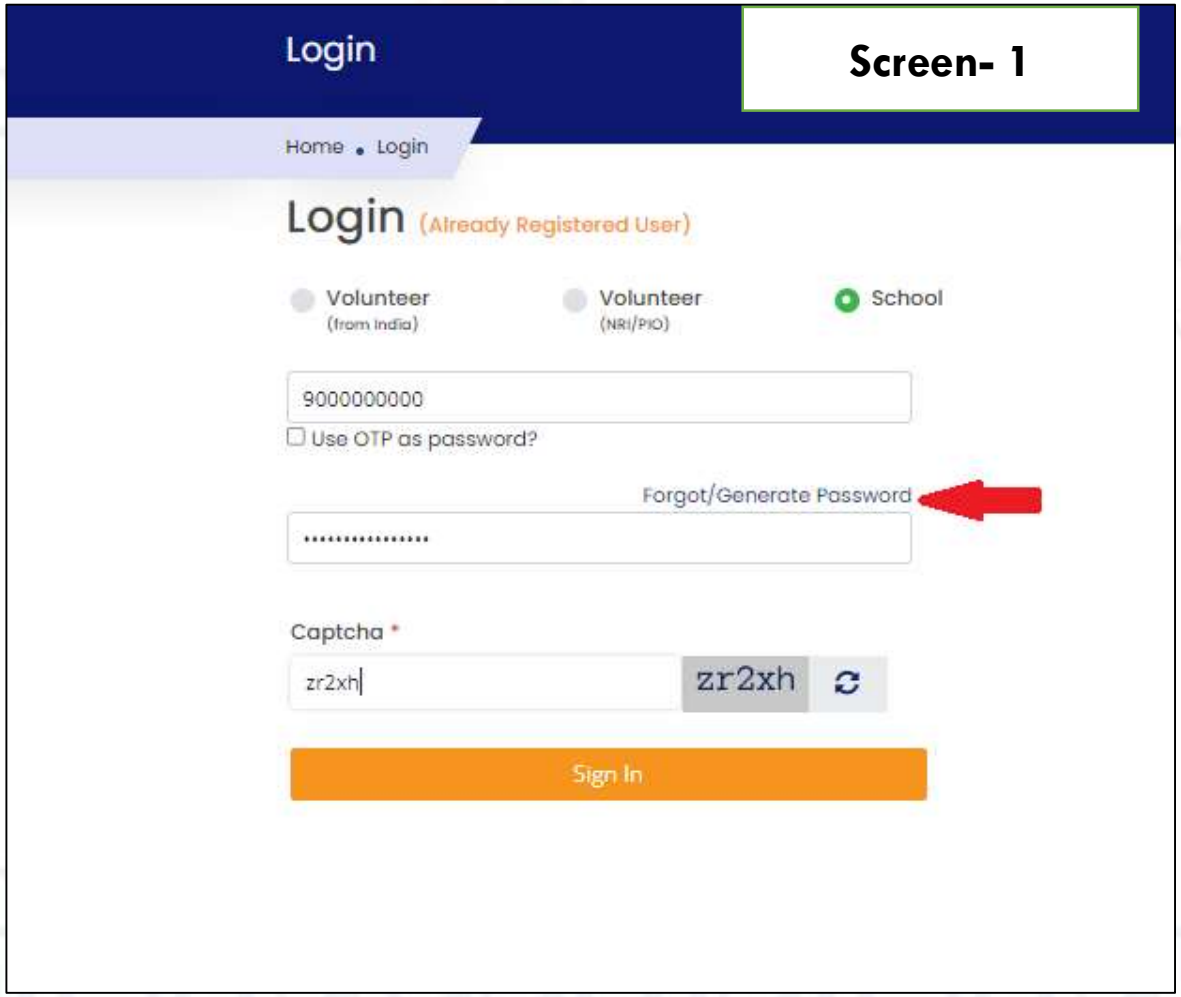


Step-3: Click on “School” icon in Login Tab & fill the necessary details (Mobile No./Email ID & Password) and press “Sign-in” Button

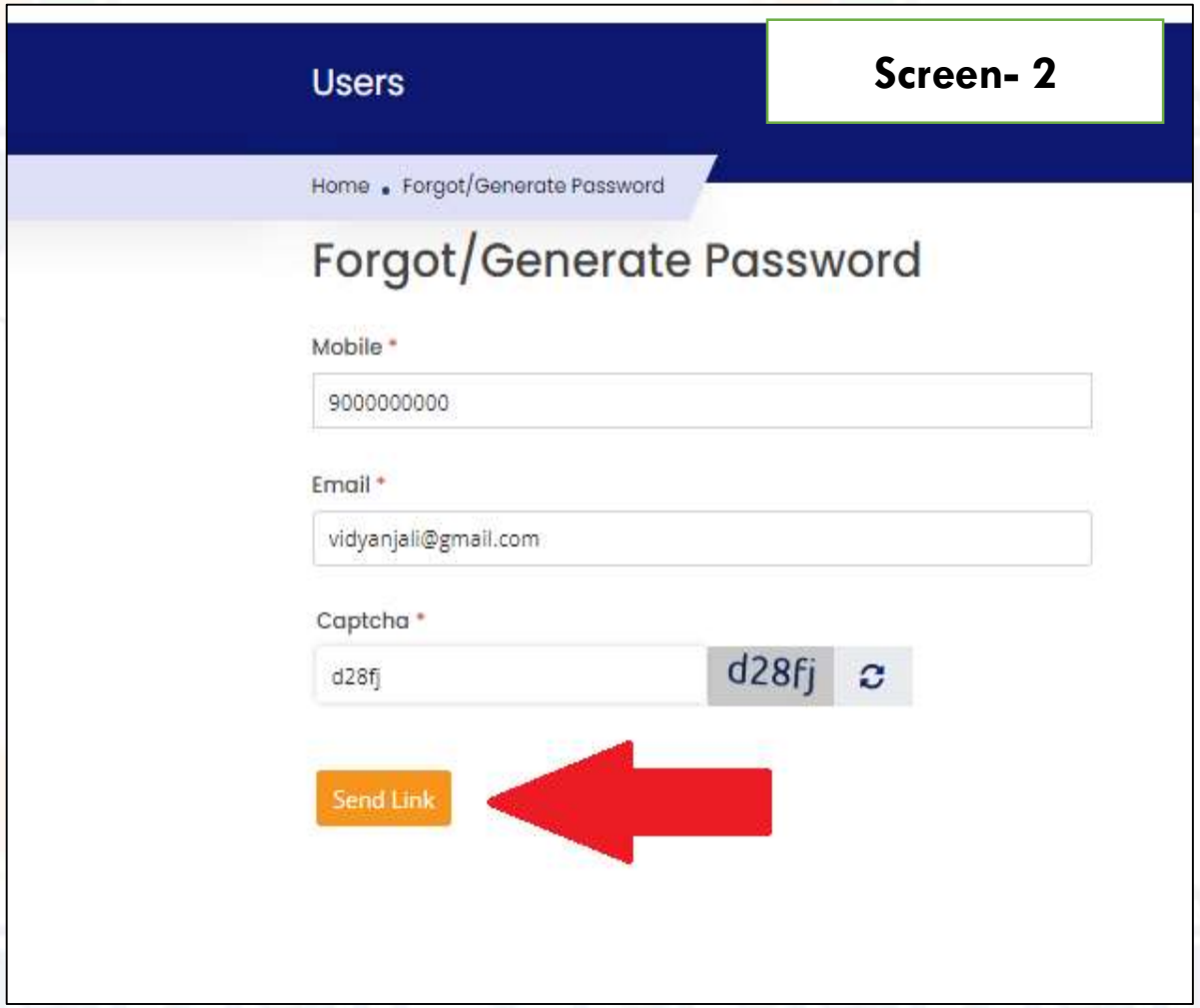


Step-4: Click on “Forget/Generate Password” and fill the necessary details in the new window and press on “send link” button

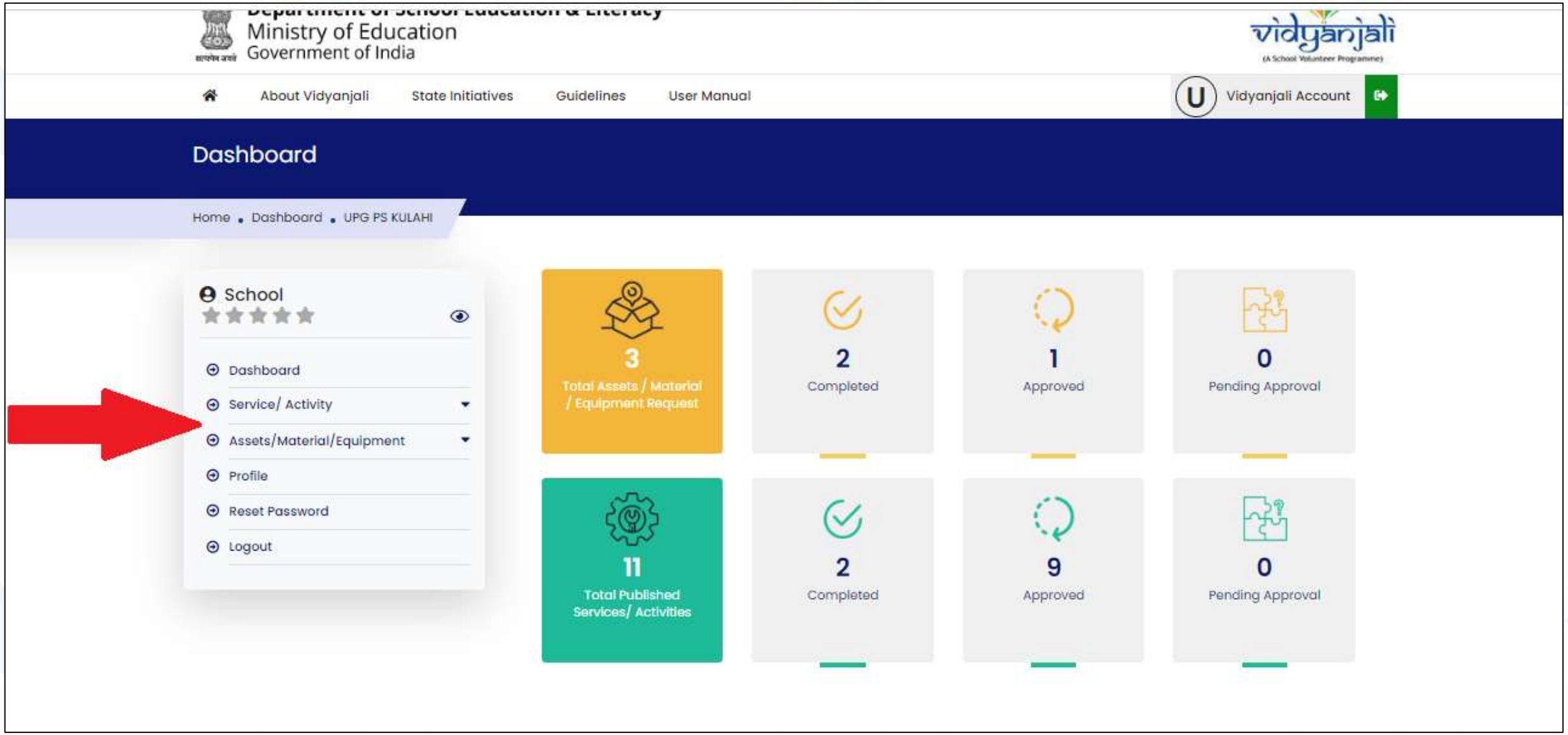
Screen- 1



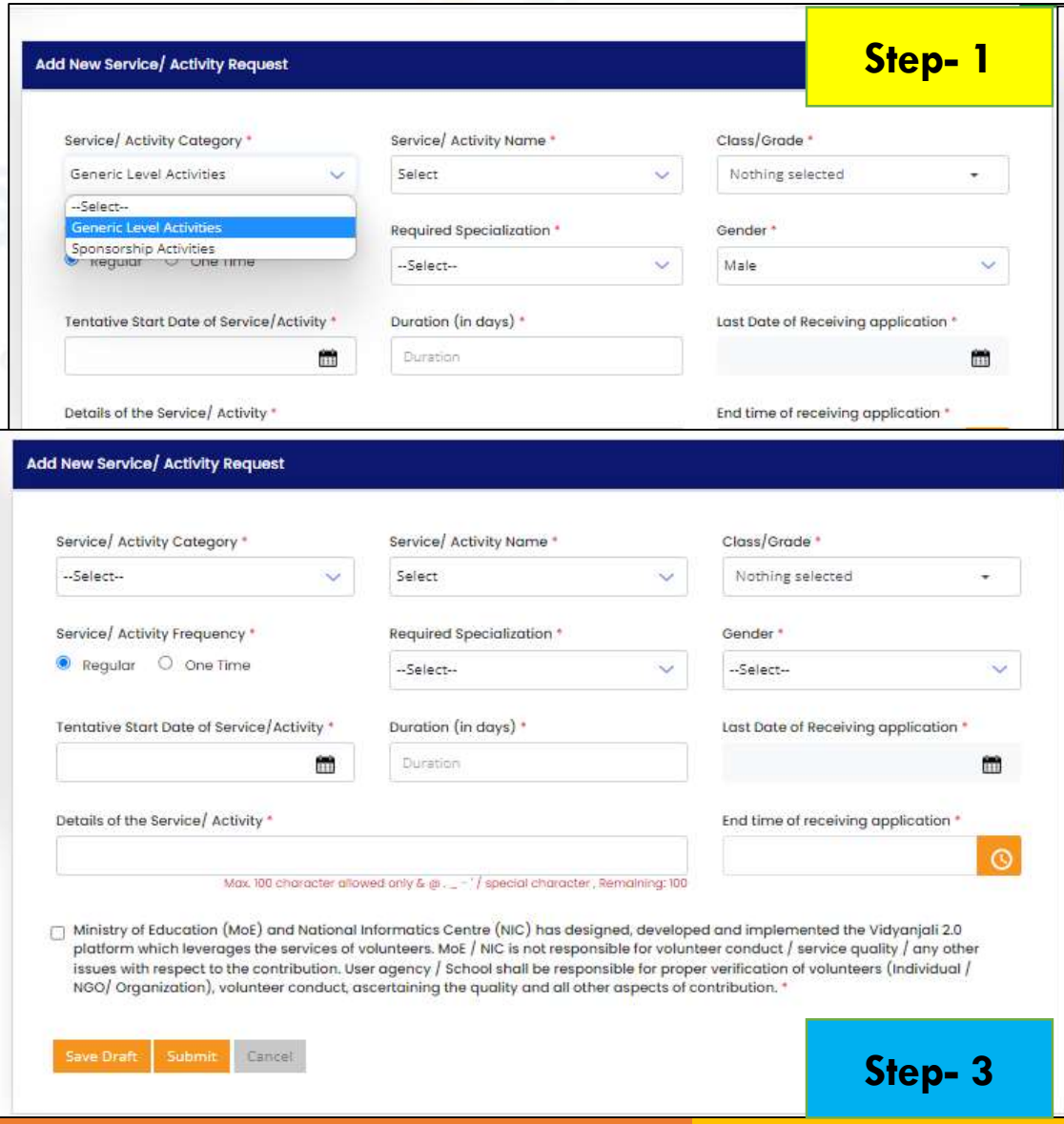
Screen- 2

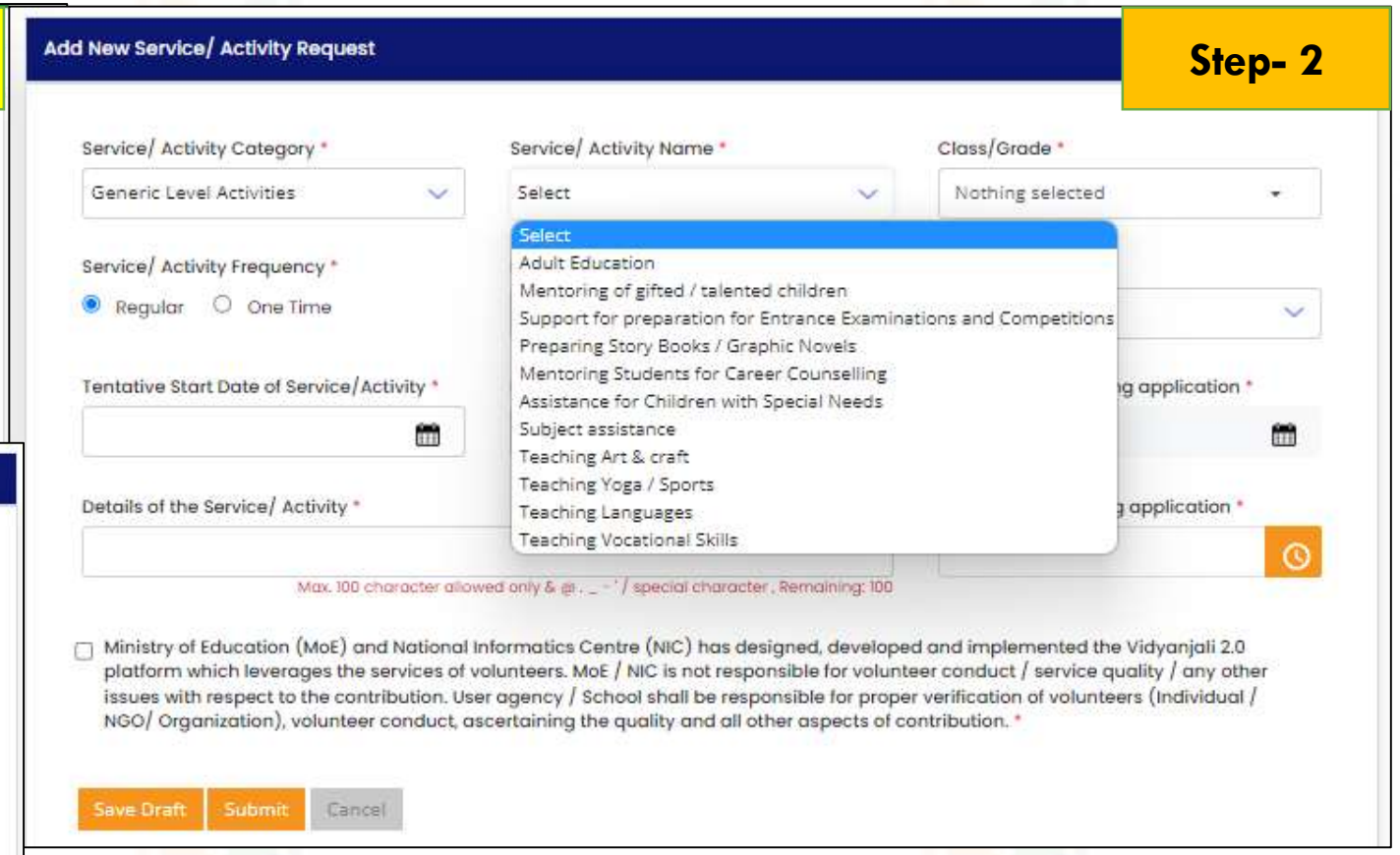


Step-5: Click on either " Service/Activity" & "Assest/Material/Equipment (Whichever is applicable)

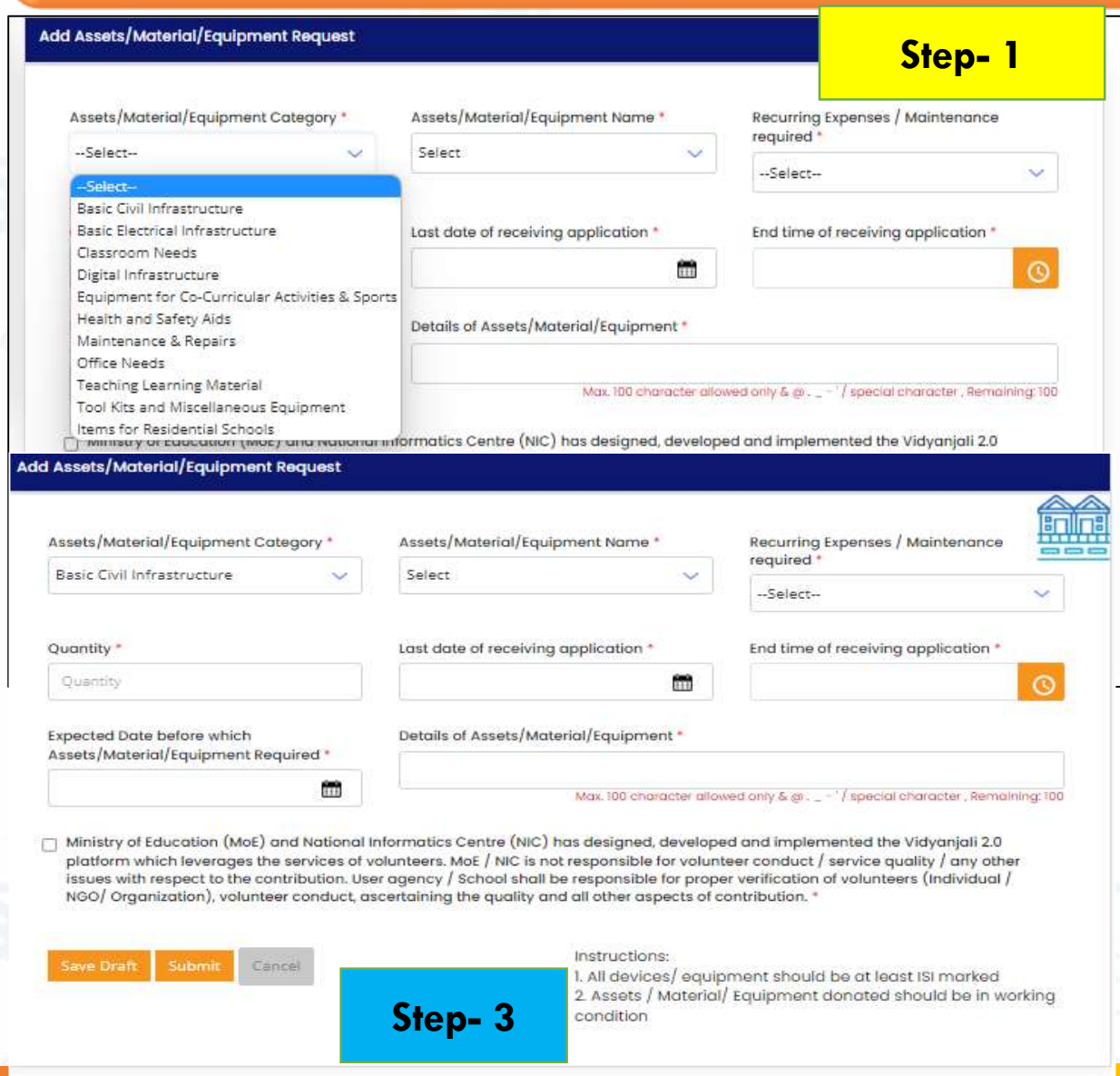


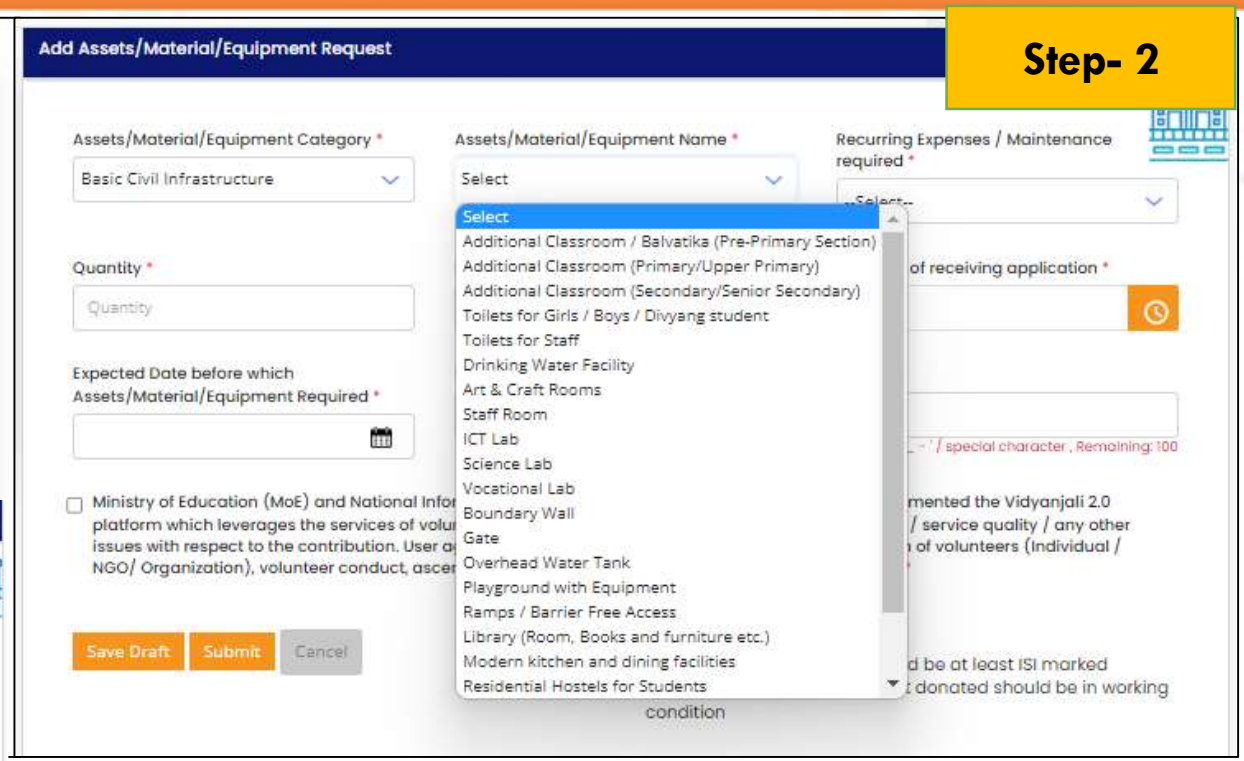
Step-6: Raise "Service/Activity" request (Fill all the required details & click on submit)



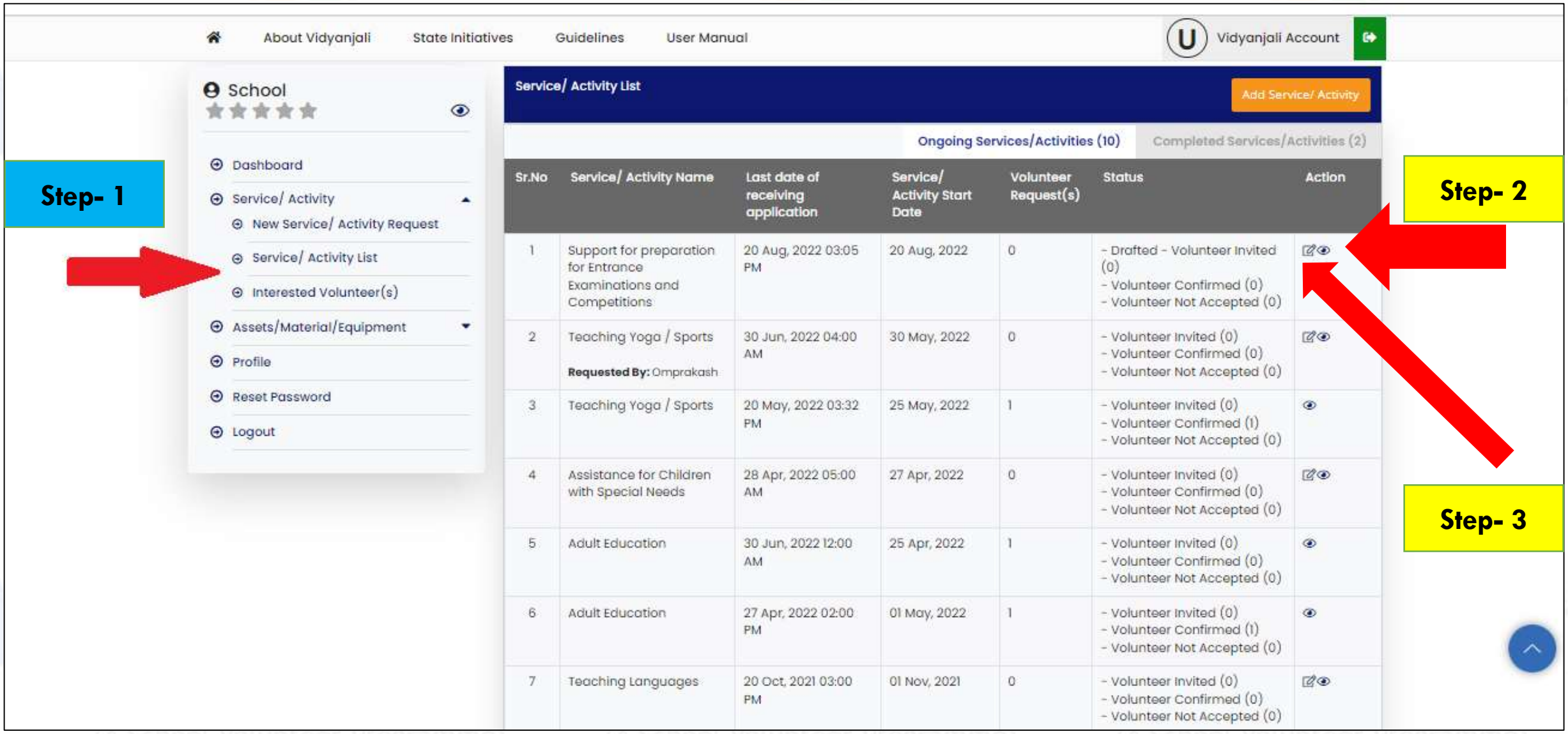


Step-7: Raise "Assets/Material/Equipment" request (Fill all the required details & click on submit)

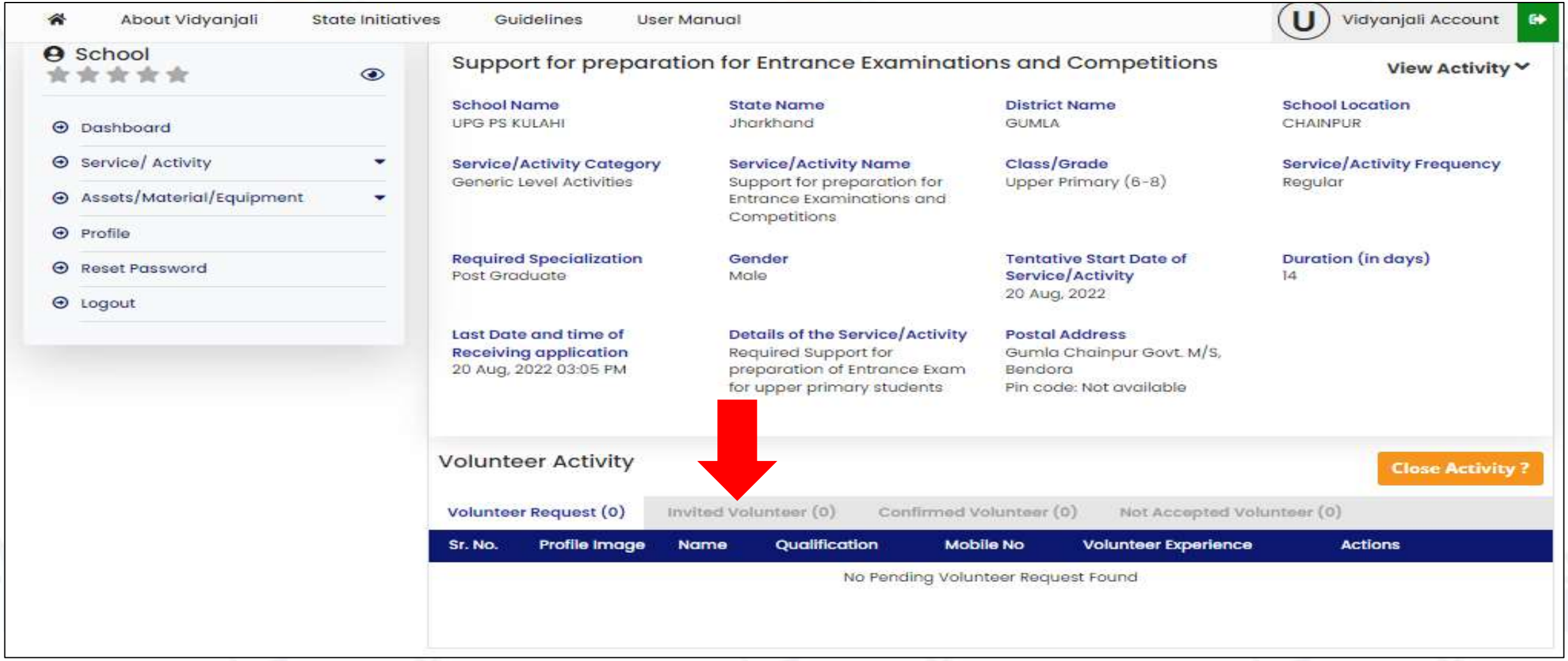




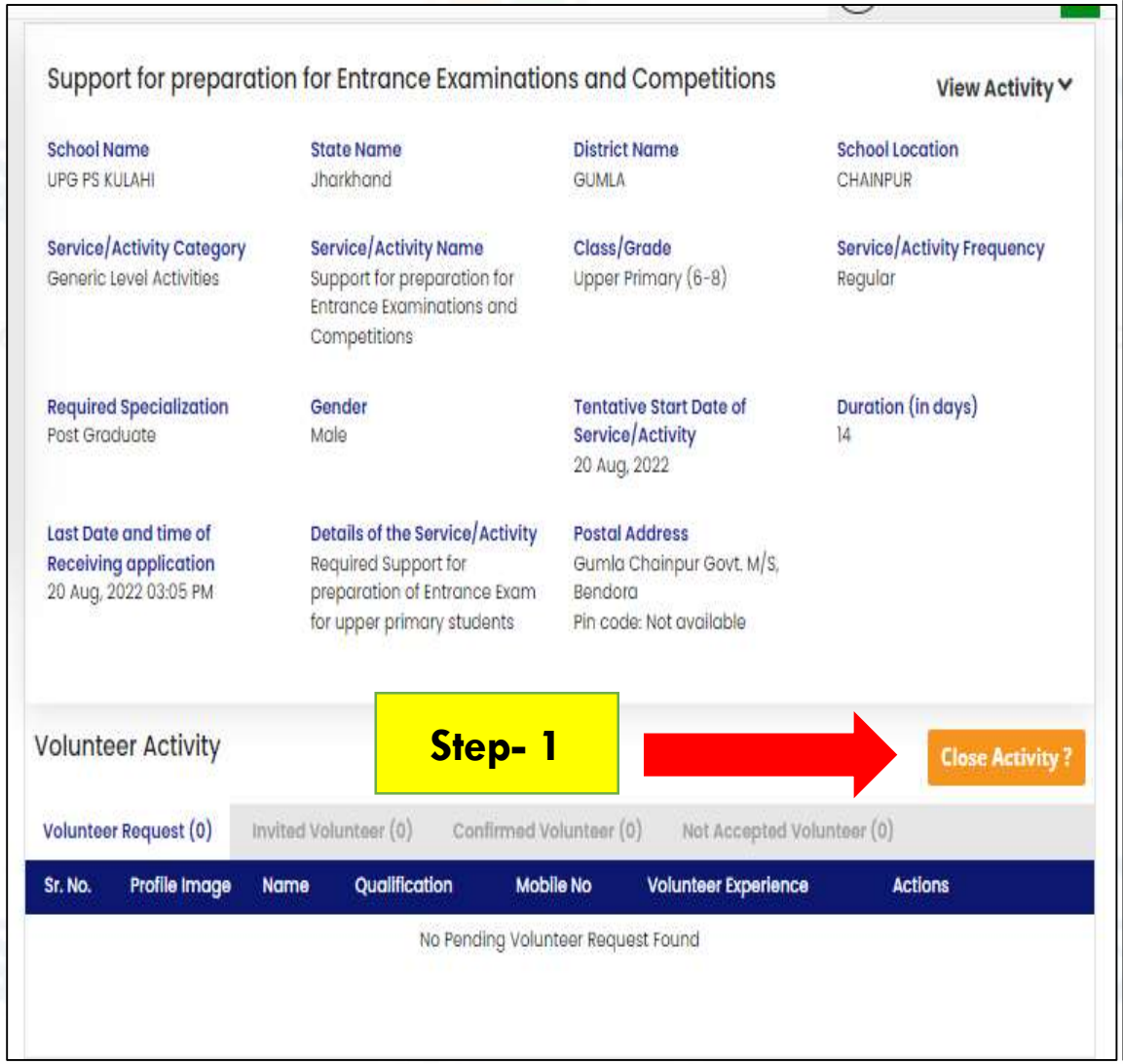
Step-8: View raised Request (Go to the Dashboard, Choose either option and click on Action Icon to view the volunteers details and click on “edit icon” to edit the request)

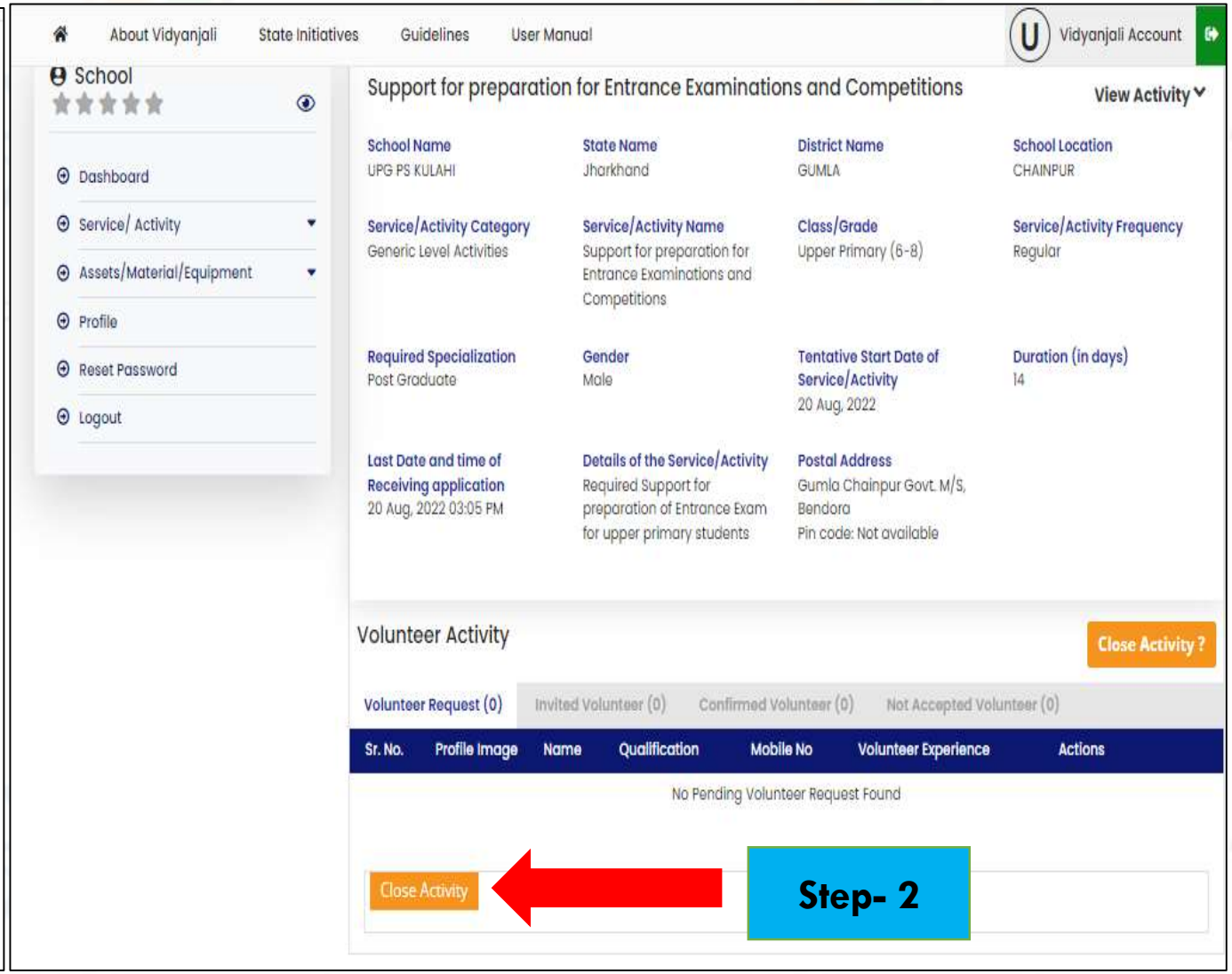


Step-9: View raised Request (Click on invited volunteers to see the volunteer details)



Step-10: Close Request without volunteer (Click on “close activity” icon and follow the next step)





Step-11: Close Request with volunteer (Click on “close activity” icon fill the necessary details & upload photos)

School

- Dashboard
- Service/ Activity
- Assets/Material/Equipment
- Preference List
- Profile
- Reset Password
- Logout

Sponsoring Medical Camps by Doctors

View Activity

School Name UPG PS PASANGA	**State Name** Jharkhand	**District Name** GUMLA	**School Location** GUMLA
Service/Activity Category Sponsorship Activities	**Service/Activity Name** Sponsoring Medical Camps by Doctors	**Class/Grade** Primary (1-5)	**Service/Activity Frequency** Regular
Required Specialization Graduate	**Gender** Female	**Tentative Start Date of Service/Activity** 25 Mar, 2022	**Duration (in days)** 10
Last Date and time of Receiving application 20 Mar, 2022 02:59 PM	**Details of the Service/Activity** Periodic camps to address the issue of malnutrition. Eye and dental check	**Postal Address** F-20, 3rd floor, shaheen bagh, new delhi Pin code: Not available	

Volunteer Activity

Close Activity ?

Volunteer Request (0) | Invited Volunteer (0) | Confirmed Volunteer (2) | Not Accepted Volunteer (0)

Sr. No.	Profile Image	Name	Qualification	Mobile No	Volunteer Experience	Actions

No Pending Volunteer Request Found

Reason for Activity Closure *

No more requirement at

Number of impacted students *

Close Activity

Note: You need to first upload all images to close activity.

Upload activity picture 1

Upload activity picture 2

Upload activity picture 3

Image types should be jpeg,png,jpg
File size must be less than 200 KB

Thank You!

vidyanjali (A School Volunteer Programme)