Government of Haryana

Department of School Education

IT Cell, DSE Haryana

USER MANUAL

STUDENT ADMISSION TRACKING PORTAL UNDER RTE

Right to Education Act, 2009 — Session 2026–27

📌 Pages Covered: School Login · Dashboard · Committee Details · Applicant Verification · Document Viewer

👤 Audience: Private School Principals / In-Charge / Nodal Officers

📅 Portal Closing Date: 9 May 2026 | 🌐 Browser: Google Chrome (recommended)

📞 Helpline: 0172-5049801 | ✉ rte.admission.hryedu@gmail.com

Version 1.0 — May 2026

1 School Login — LoginSchool.aspx

How to access the portal using your MIS school credentials

1 Open the portal in Google Chrome

Open **Google Chrome** and navigate to the portal URL provided by DSE Haryana. The page opens directly to the School Login screen. A **countdown timer** showing remaining days for document verification, and a two-column layout with guidelines on the left and the login form on the right.

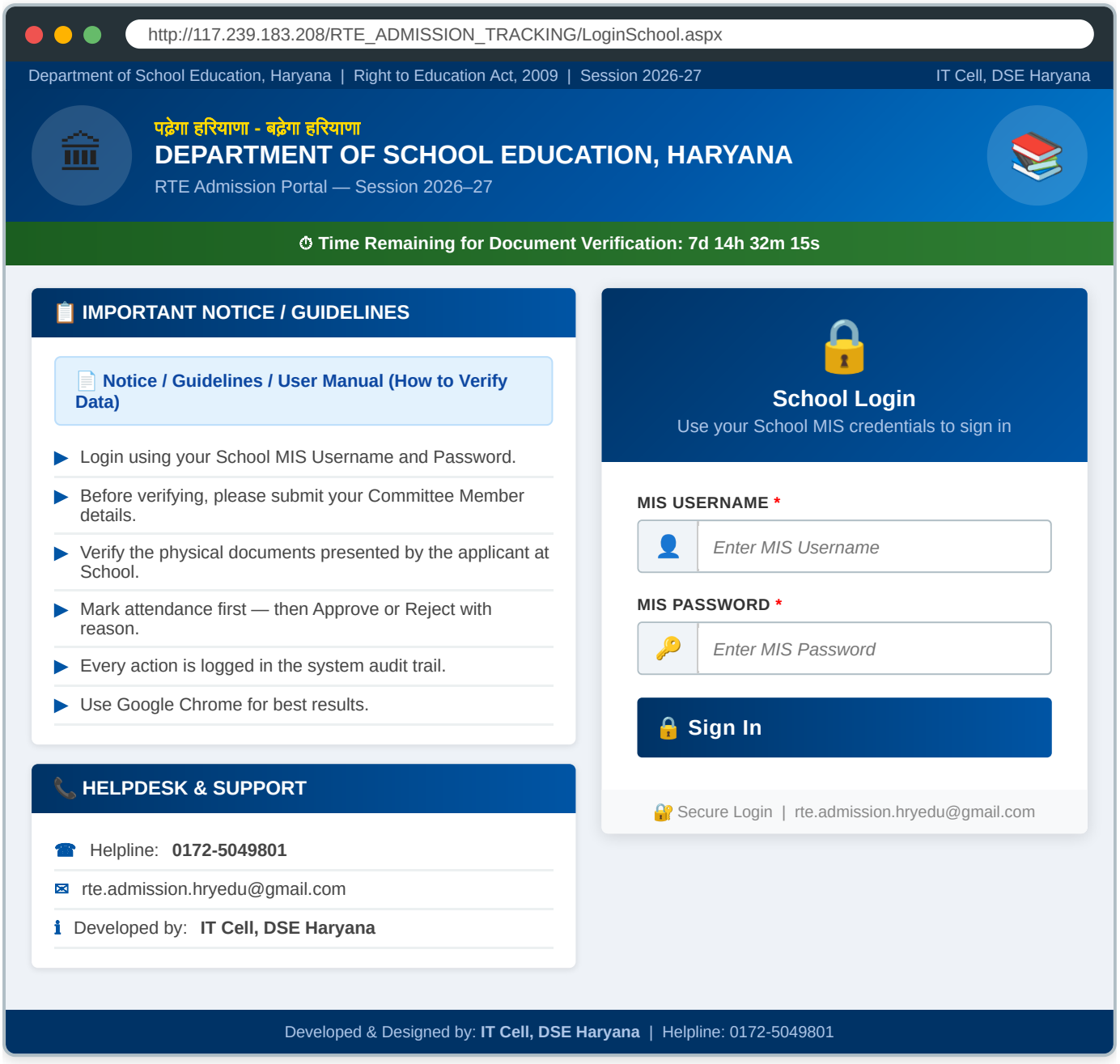

Fig 1.1 — Login page with countdown timer, guidelines panel (left), and login form (right)

Note: The green countdown bar turns **red** and shows "Closing date for document verification has passed" after 9 May 2026. You cannot log in after that date.

2 Enter MIS Username and Password

Click the **MIS Username** field (👤 icon) and type your **School MIS UserID**. Then click the **MIS Password** field (🔑 icon) and type your MIS password. You can also press **Enter** after typing the password to submit directly.

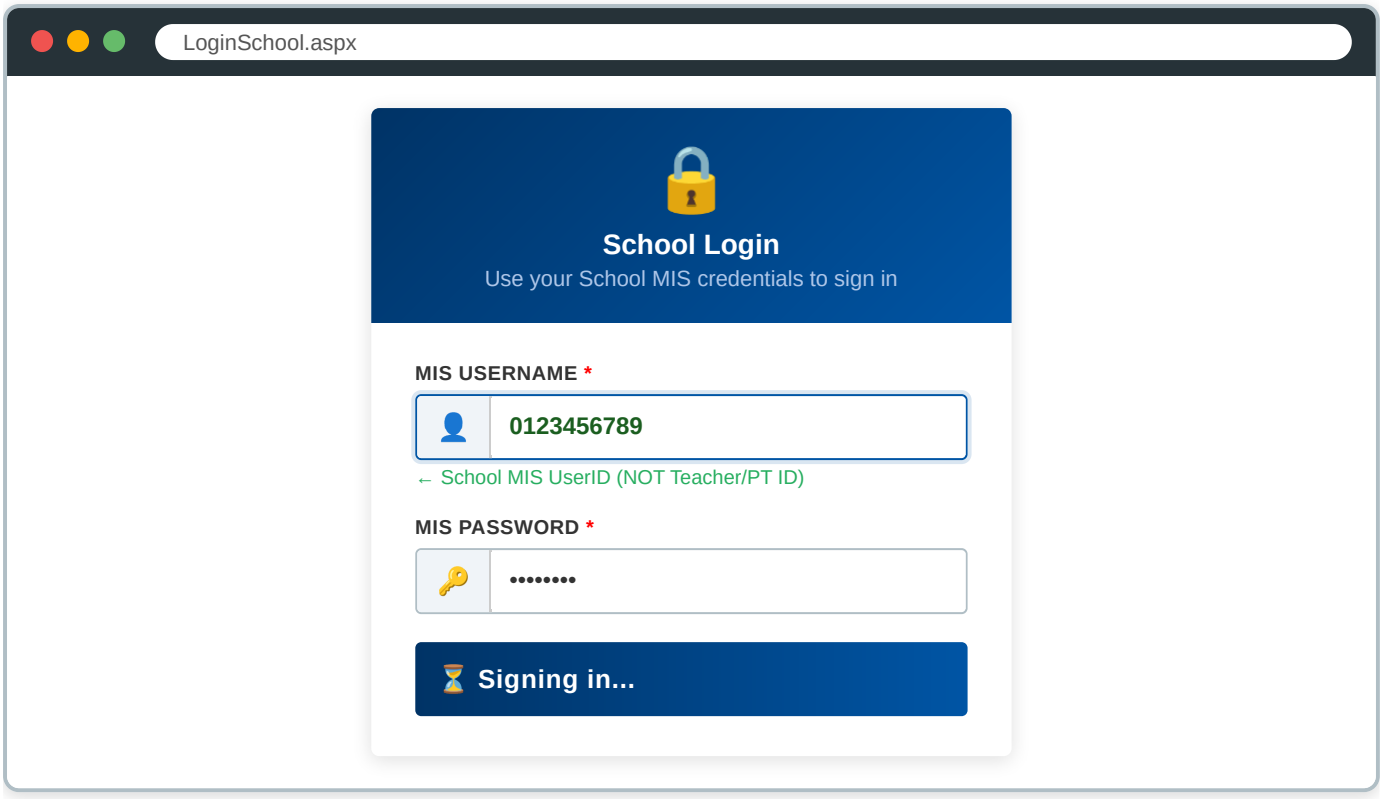

Fig 1.2 — Credentials entered; spinner shows while authenticating

⚠ **Important:** Do NOT use your Teacher/PT UserID here. Always use the **MIS School UserID**

3 Login error messages and what to do

If credentials are wrong or any validation fails, an error message is displayed above the username field (in red). The username and password fields are cleared automatically.

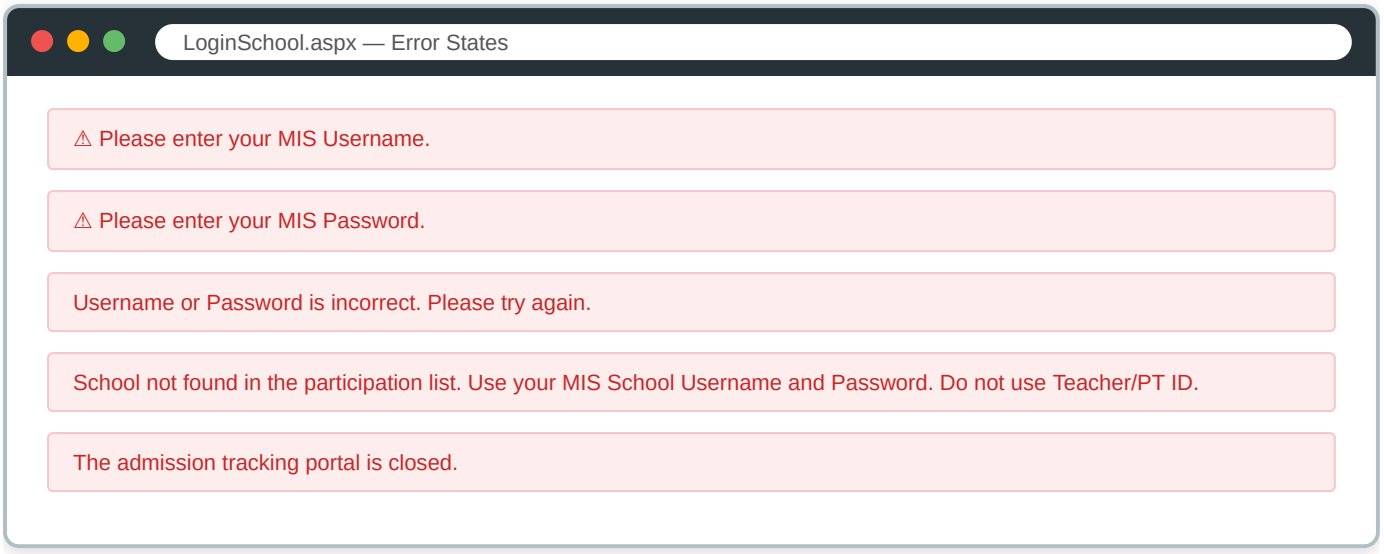

Fig 1.3 — All possible login error messages

Action: For "portal is closed" error, contact IT Cell DSE Haryana. For credential issues, contact MIS Helpline: **0172-5049801**.

2 School Dashboard — SchoolDashboard.aspx

View allotted applicants, check verification status and navigate to verification

1 Dashboard overview after login

After successful login, you are redirected to the **School Dashboard**. The page shows: the header with your school code and a logout button, a blue navigation bar, **4 summary stat cards** (Total / Verified / Pending / Absent), a search bar, and a grid listing all students allotted to your school.

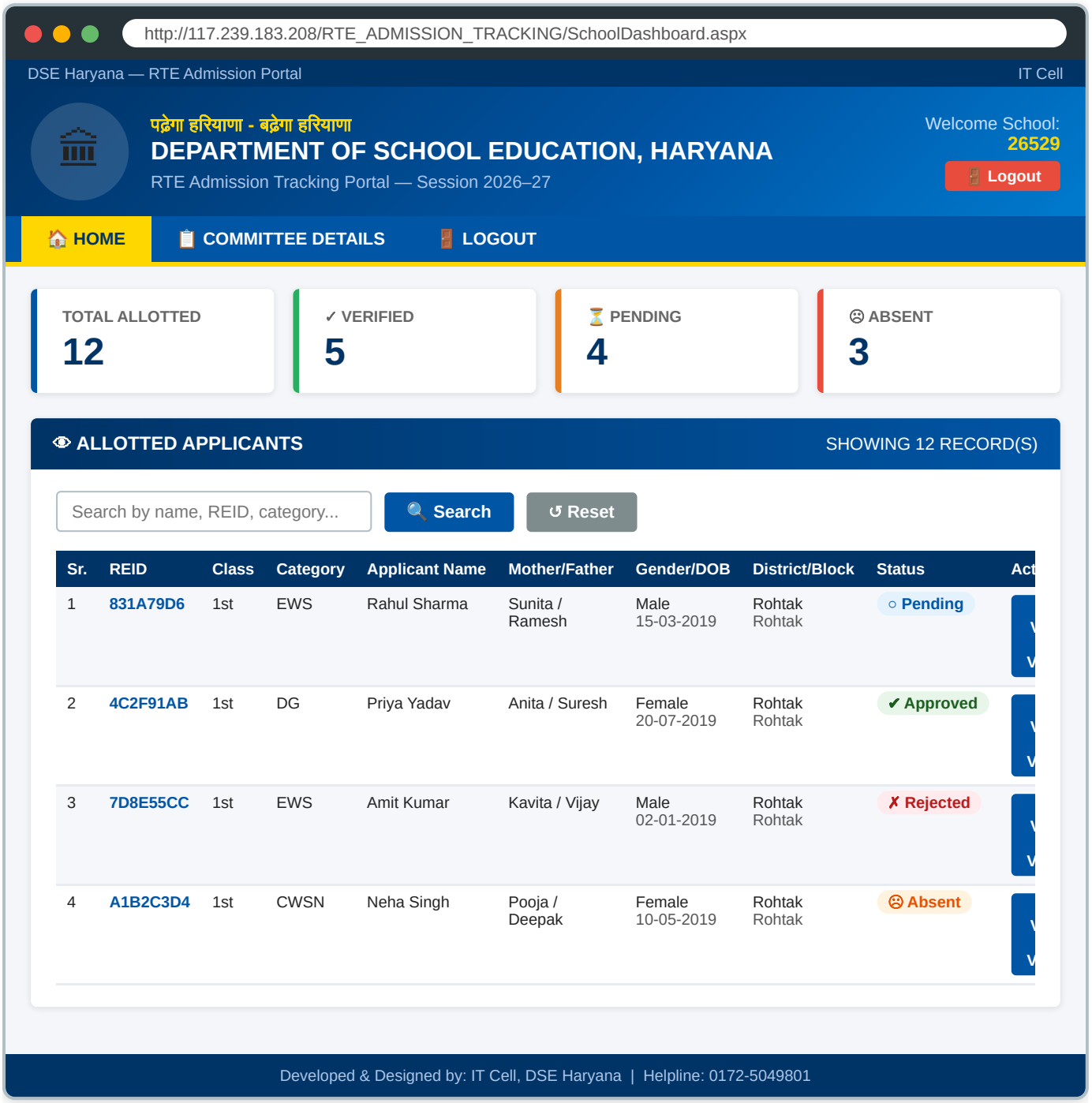

Fig 2.1 — School Dashboard with stats cards, search bar and applicant grid showing all 4 status types

2 Understanding applicant status badges

Every row in the grid shows the current verification status of that applicant in the **Status** column. There are 4 possible statuses:

Status badge meanings

Badge	Meaning	What it means for you
○ Pending	No action taken yet	Applicant has not yet appeared / you have not verified
✔ Approved	Documents verified and approved	Verification complete — documents are valid
✗ Rejected	Documents rejected	Verification complete — rejection reason(s) recorded
☹ Absent	Applicant did not appear	Applicant was absent on the verification date

Fig 2.2 — All 5 status badges with meanings

3 Search and filter applicants

Use the search box at the top of the grid to quickly find a specific applicant by **name**, **REID**, **category**, or any other text visible in the grid. Typing filters results instantly on screen without reloading the page.

Dashboard — Search filter in action

Rahul | 🔍 Search | ↺ Reset | Showing 1 record(s)

Sr.	REID	Class	Category	Applicant Name	Status	Action
1	831A79D6	1st	EWS	Rahul Sharma	○ Pending	👁 View & Verify

Fig 2.3 — Search filter showing only matching records; click Reset to show all

4 Committee not submitted — alert before verification

If you click 👁 **View & Verify** without first submitting your Committee Member details, a **yellow alert** appears at the top of the page and the page scrolls up to show it. You must first go to **Committee Details** and save the members before verifying any applicant.

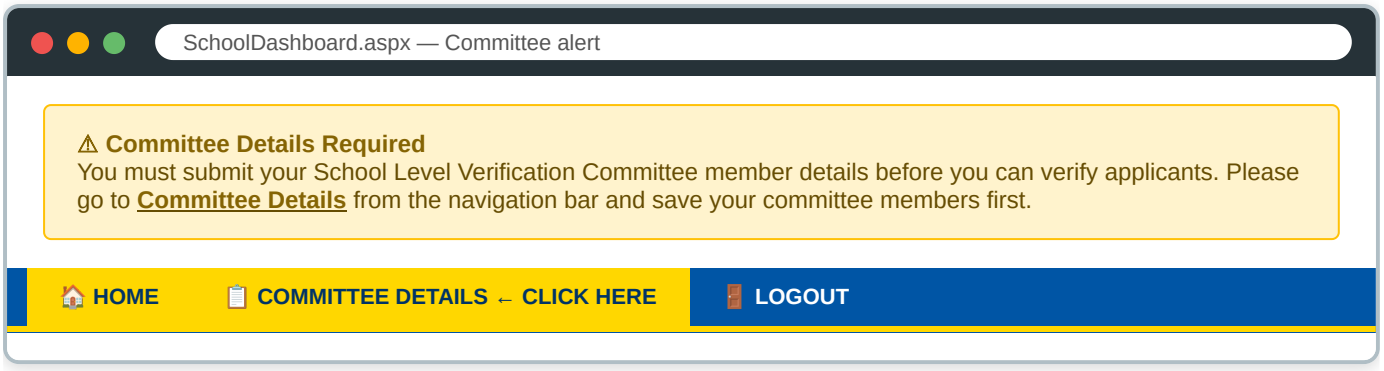

Fig 2.4 — Alert shown when committee is not yet submitted; navigate to Committee Details first

3 Committee Details — CommitteeDetails.aspx

Enter, save, view and edit your school's verification committee members

1 Navigate to Committee Details

From the Dashboard, click 📋 **Committee Details** in the blue navigation bar. The page has a dark blue top bar showing your **School Code** and **School Name**. On first visit (no data saved yet), the form card opens automatically for entry.

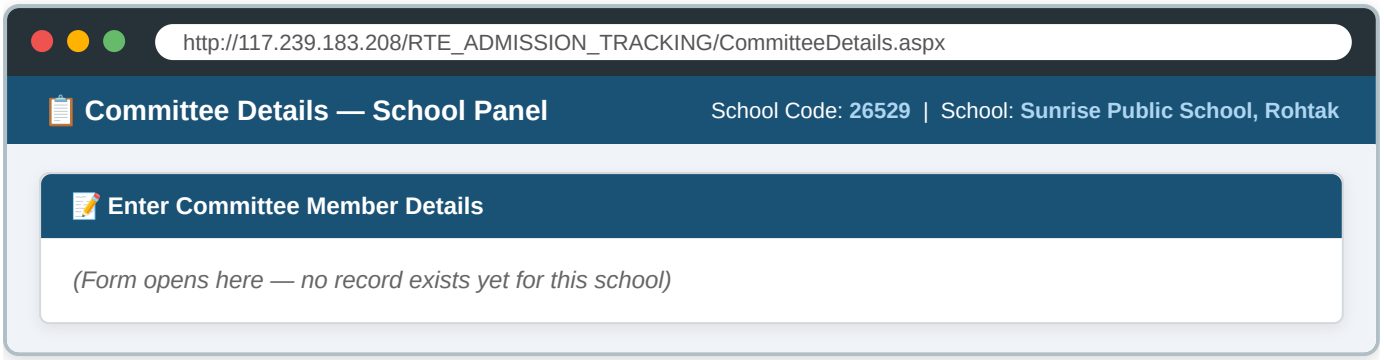

Fig 3.1 — Committee Details page (first visit — form opens automatically)

2 Fill in Member 1 details (Mandatory)

The form shows three member sections. **Member 1 and Member 2 are mandatory.** For each mandatory member, fill in: **Full Name**, **Designation**, and **Mobile No. (10 digits)**. Member 1 is typically the Principal or BEO.

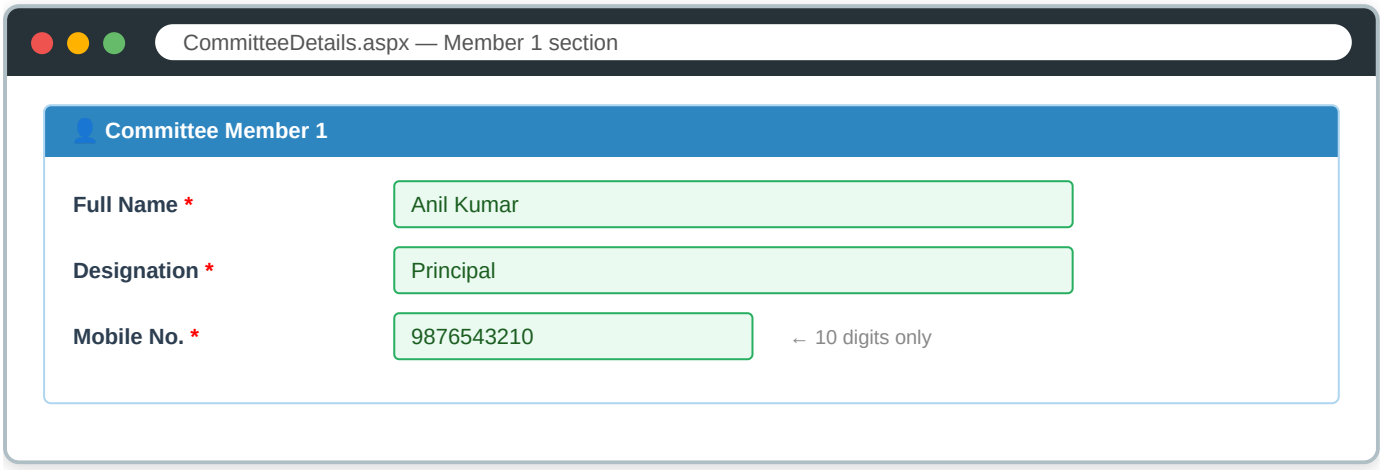

Fig 3.2 — Member 1 filled correctly (green border confirms valid data)

Validation rules: Name and Designation cannot be blank. Mobile must be exactly **10 digits** — no spaces, no +91 prefix, no dashes.

3 Fill in Member 2 (Mandatory) and Member 3 (Optional)

Fill Member 2 details exactly as Member 1. This is typically the Nodal Officer deputed by the School. Member 3 is **optional** — if you enter a name for Member 3, then Designation and Mobile also become required for Member 3. Leave all three fields of Member 3 blank to skip.

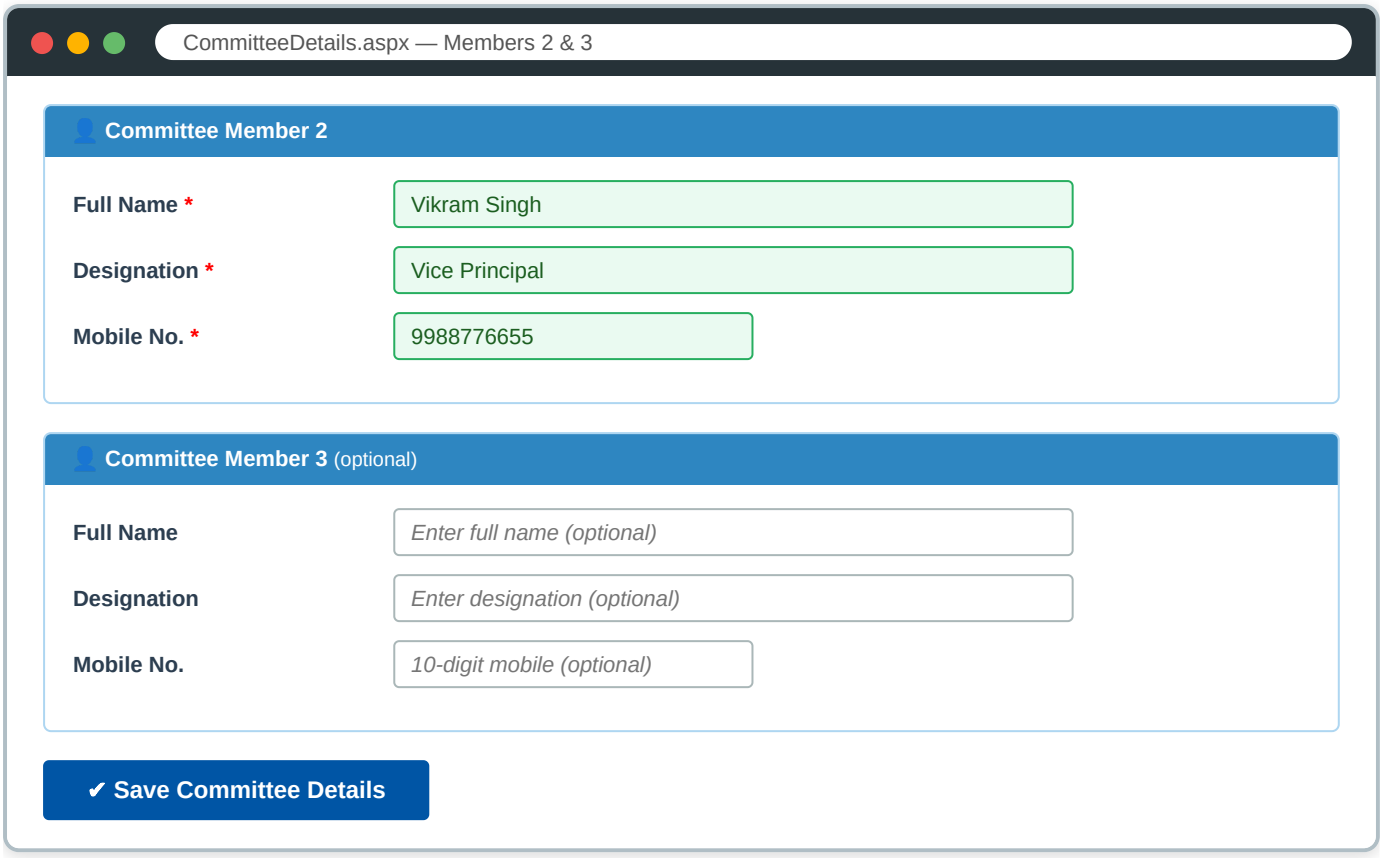

Fig 3.3 — Member 2 filled (mandatory); Member 3 left blank (optional — acceptable)

4 Save committee details

Click the ✔ **Save Committee Details** button. A confirmation dialog appears — click **OK** to confirm. On success, a green message appears and the page switches to **View Mode** showing the saved data in a table.

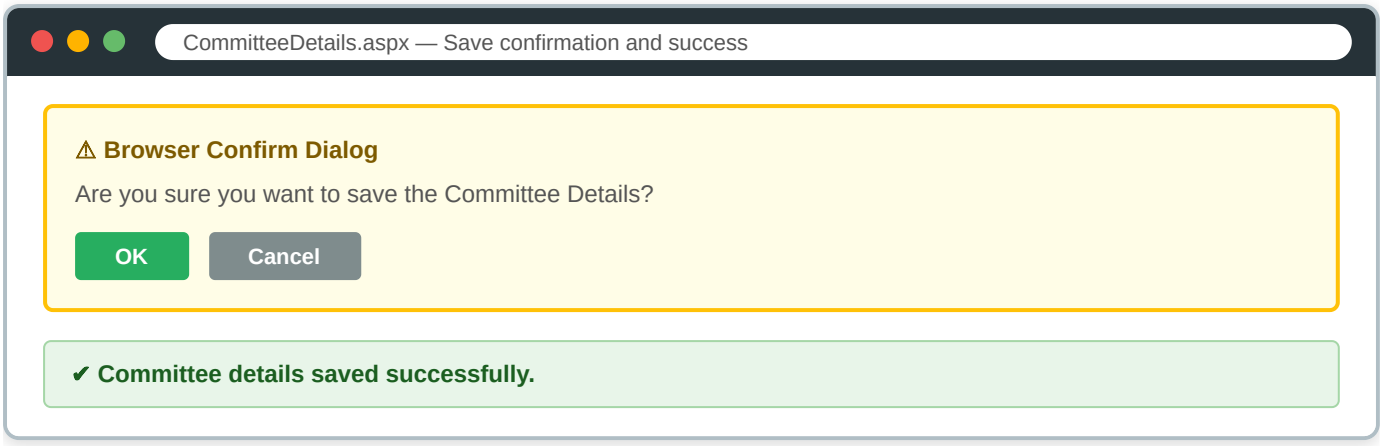

Fig 3.4 — Confirm dialog then success message; page automatically switches to View Mode

5 View saved committee details (View Mode)

After saving, the form hides and a **read-only view card** appears showing the saved data in a table. An ✏ **Edit Details** button allows you to modify details if needed.

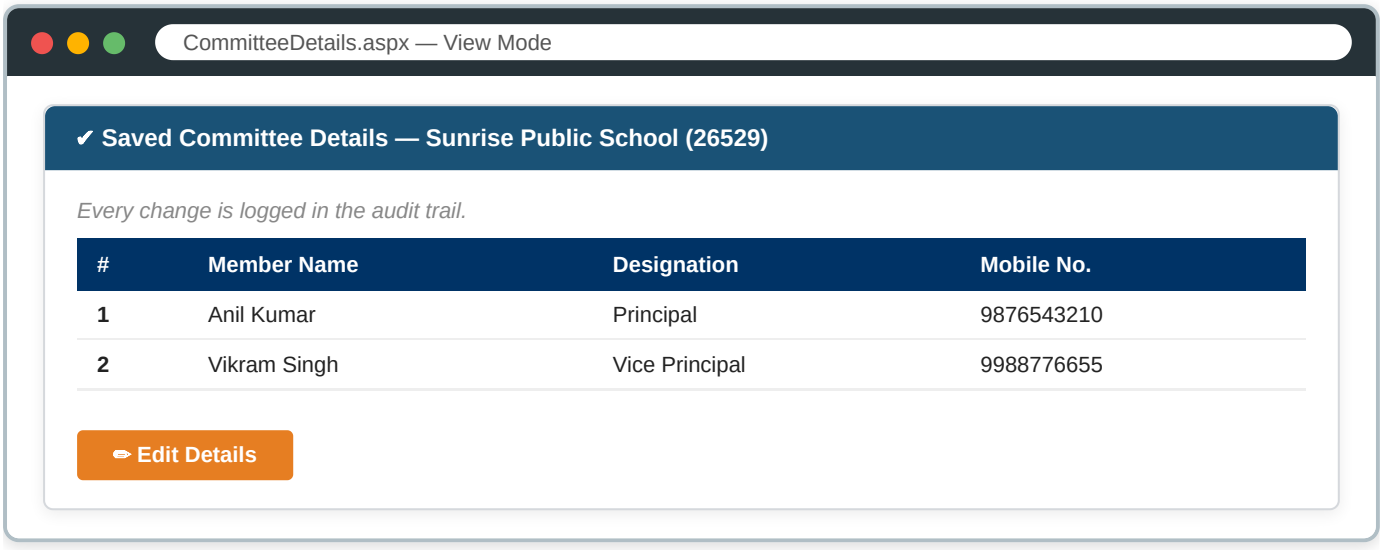

Fig 3.5 — View Mode showing saved committee in read-only table with Edit button

✅ **Now ready:** Once committee is saved, you can go back to the Dashboard and click 👁 **View & Verify** for any applicant without the committee alert appearing.

6 Edit saved details if changes are needed

Click ✏ **Edit Details** to switch back to the form. All previously saved values are **pre-filled** in the input fields. Modify only the fields that need changes, then click ✔ **Save Committee Details** again. A ✖ **Cancel** button appears to discard changes.

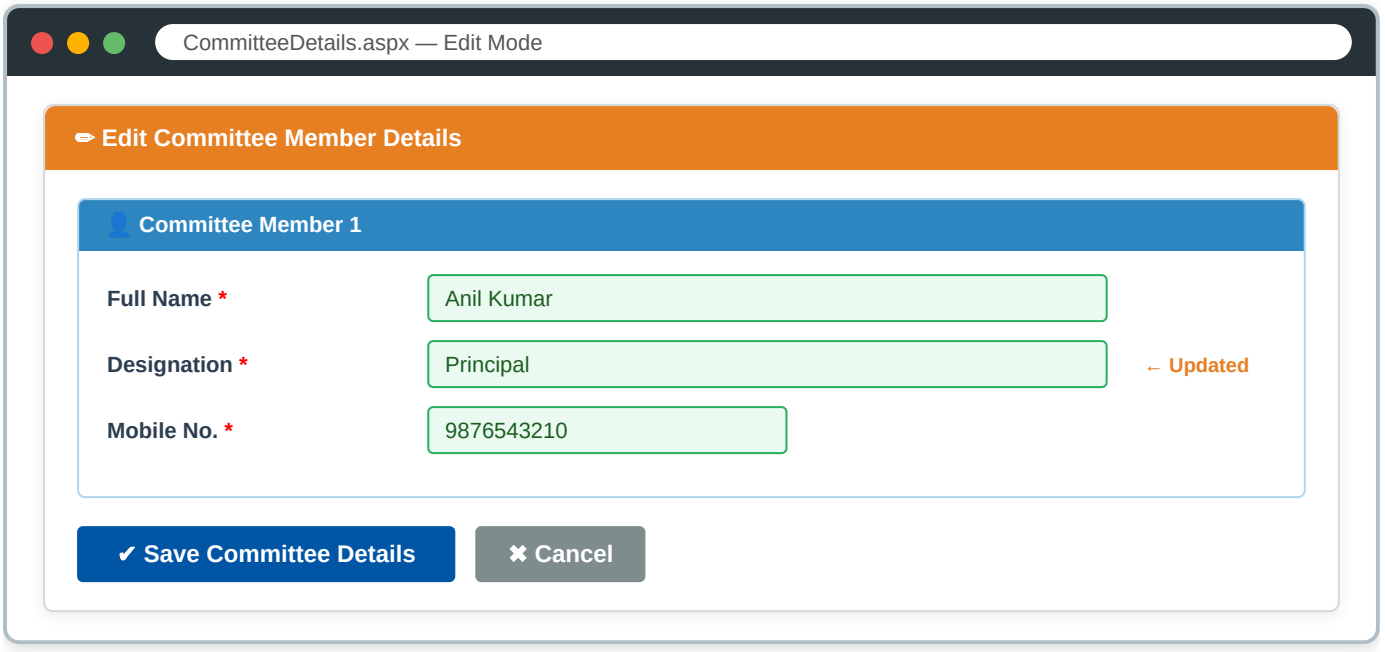

Fig 3.6 — Edit Mode with pre-filled values; Cancel discards changes, Save updates the record

Note: Every save (new or edit) updates your school's master record in School_MIS. No duplicate record is ever created. All changes are written to the audit log.

4 Applicant & Verification — Appprint1.aspx

Open an applicant's full application, view documents, and record verification decision

1 Open an applicant's verification page

From the Dashboard, click 👁 **View & Verify** for any applicant. The system stores the applicant's REID in session and redirects to **Appprint1.aspx**. At the top you will see a "Back to MainPage" link and the complete application printout.

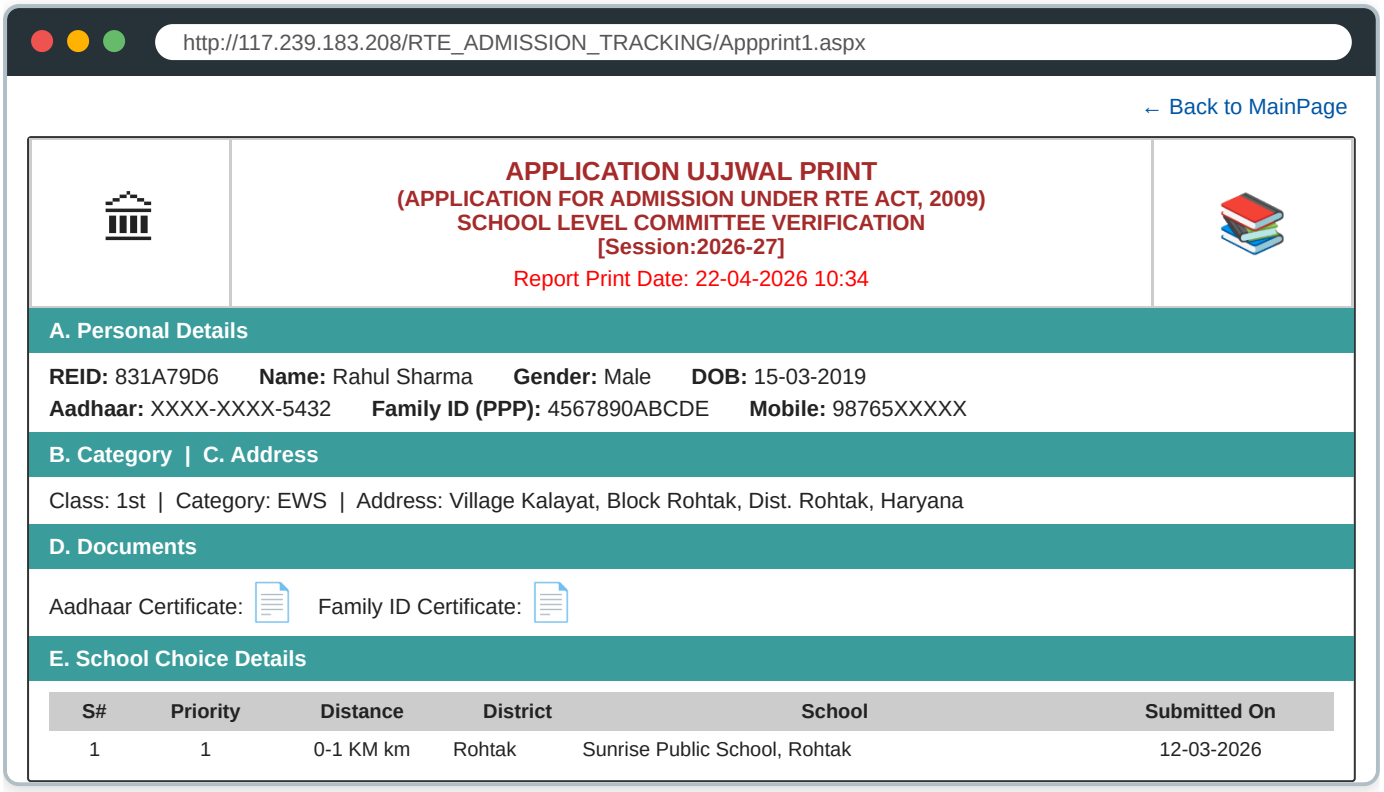

Fig 4.1 — Applicant print page showing sections A–E; scroll down to see Section F and Section G

2 View applicant documents (PDF pop-up viewer)

In Section D, click the PDF icon (📄) next to **Aadhaar Certificate** or **Family ID Certificate**. A modal pop-up opens showing the document PDF inline — no download needed. Click ✖ **Close** or anywhere outside the modal to close it.

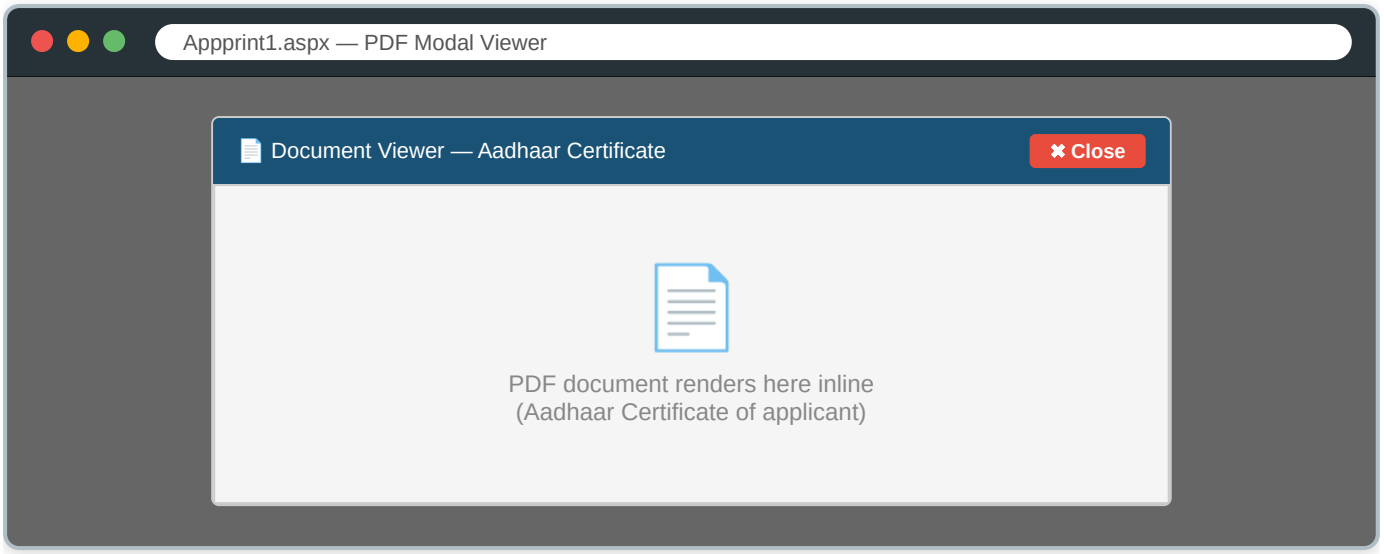

Fig 4.2 — PDF modal pop-up for viewing Aadhaar / Family ID documents; click X to close

Note: If the PDF does not open, check that your browser allows **pop-ups** from this site. In Chrome, click the pop-up blocked icon in the address bar and select "Always allow."

3 Section G — School Verification Panel (scroll to bottom)

Scroll below the **Print** button. Section G is the **School Verification Panel**, visible only when you are logged in as a school user. The panel header shows **REID**, **School Code**, and **School Name**. Section G is automatically **hidden when printing** — it will not appear on the printed paper.

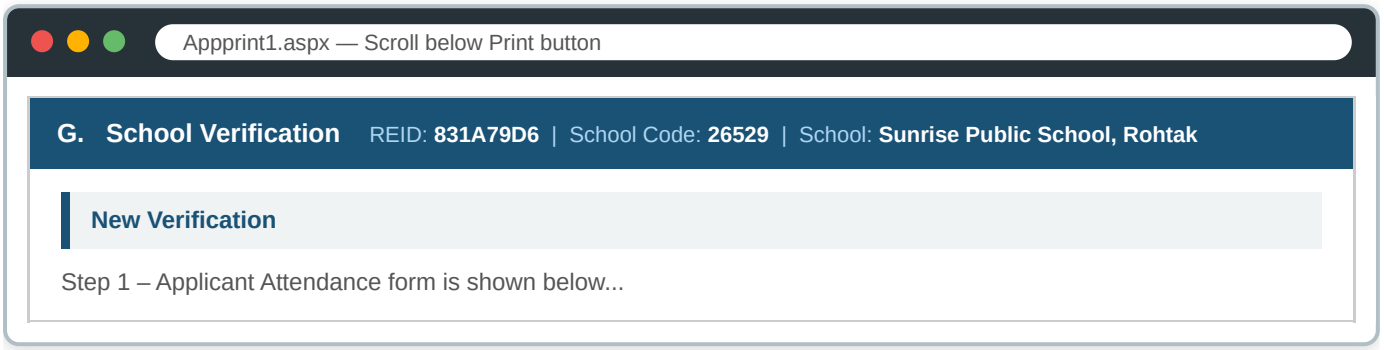

Fig 4.3 — Section G below the Print button; hidden during printing automatically

4 Step 1 — Record applicant attendance

Select whether the applicant physically appeared at your school for document verification. Choose ✓ **Present** if the applicant came or ✗ **Absent** if they did not appear. Selecting **Absent** is a complete action — no further steps are needed.

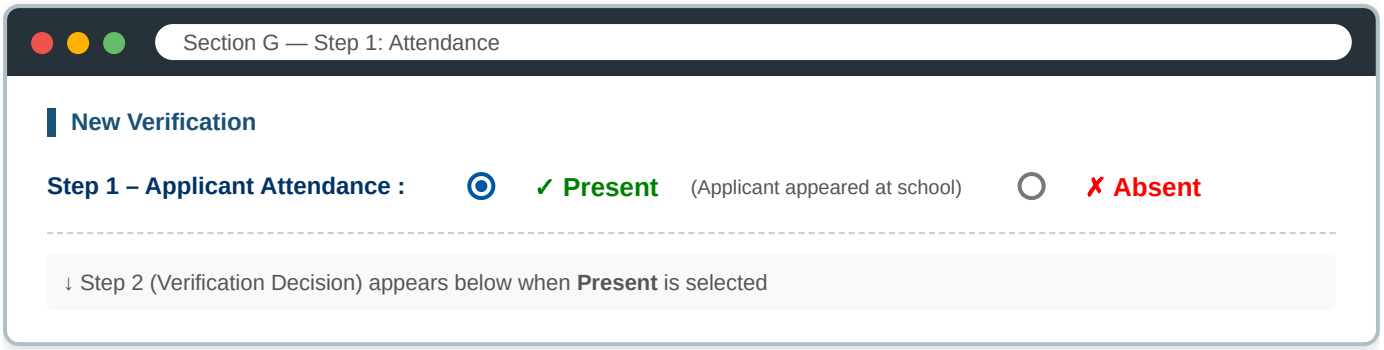

Fig 4.4 — Step 1: Present selected; Step 2 becomes visible below

If Absent: Select Absent → click Save Verification → done. No Step 2 or Step 3 required for absent applicants.

5 Step 2 — Select verification decision (Approve or Reject)

This step appears only when **Present** is selected in Step 1. Choose ✓ **Approve** if all submitted documents are genuine and valid, or ✗ **Reject** if there are deficiencies. Selecting Reject shows Step 3 (Rejection Reasons).

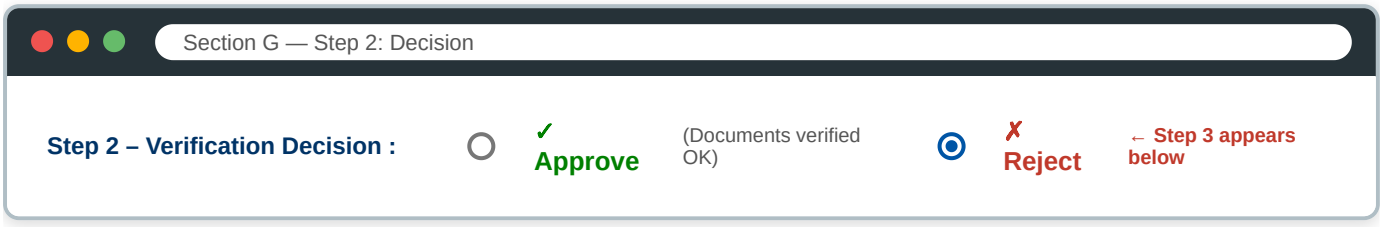

Fig 4.5 — Step 2: Reject selected; Step 3 (rejection reasons) becomes visible

6 Step 3 — Select rejection reasons (when Reject is chosen)

When **Reject** is selected, Step 3 appears with a checkbox list. **Check all reasons that apply** — you can select multiple. At least one reason must be selected before saving. If you select **Other reasons**, a text box appears where you must type the specific reason.

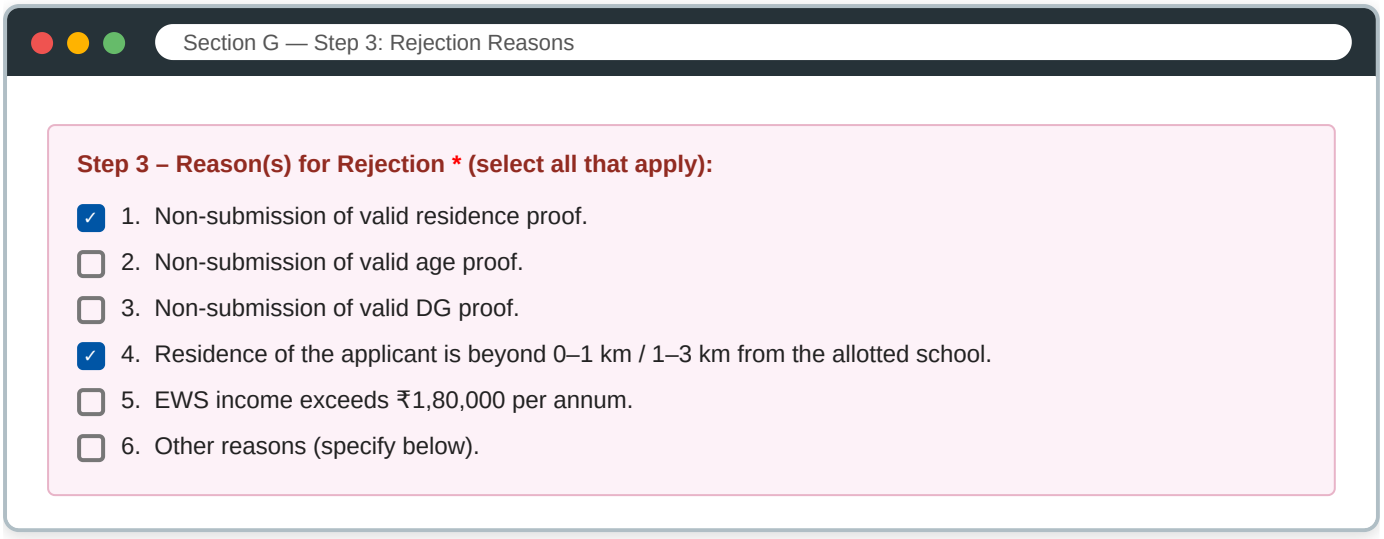

Fig 4.6 — Step 3 rejection reasons; items 1 and 4 checked;

7 Step 3b — Specifying "Other" reason

If you check **Item 6 (Other reasons)**, a text area appears immediately below. You must type the specific reason in this box. The Save button will not proceed if Other is checked but the text area is empty.

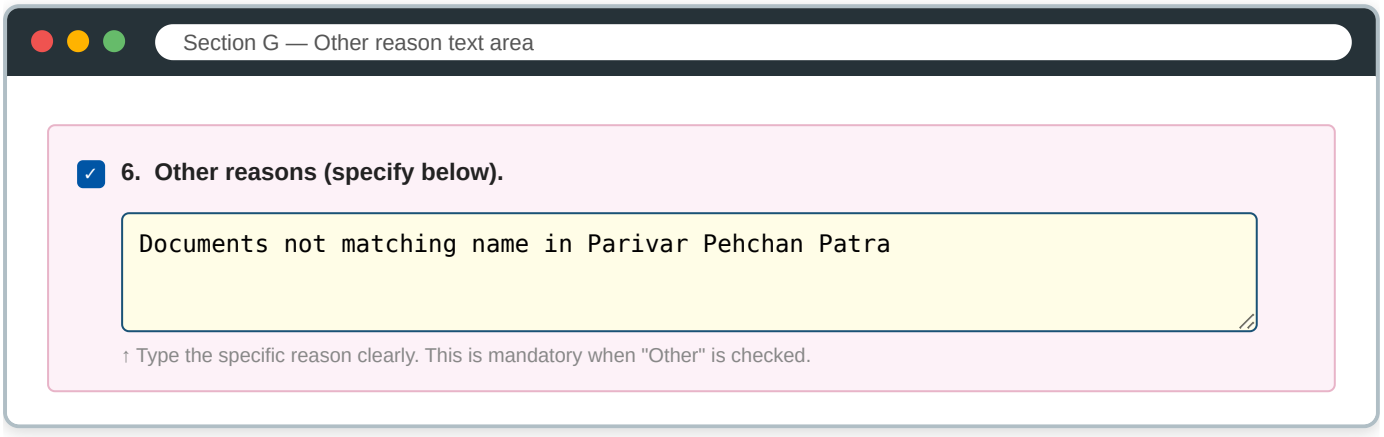

Fig 4.7 — "Other reasons" text area; type the specific reason here

8 Save Verification

After completing all applicable steps, click **Save Verification**. A browser confirmation dialog appears — click **OK** to save. The button shows "Saving..." while the record is being saved. On success, a green message appears and the form is replaced by the **Status View**.

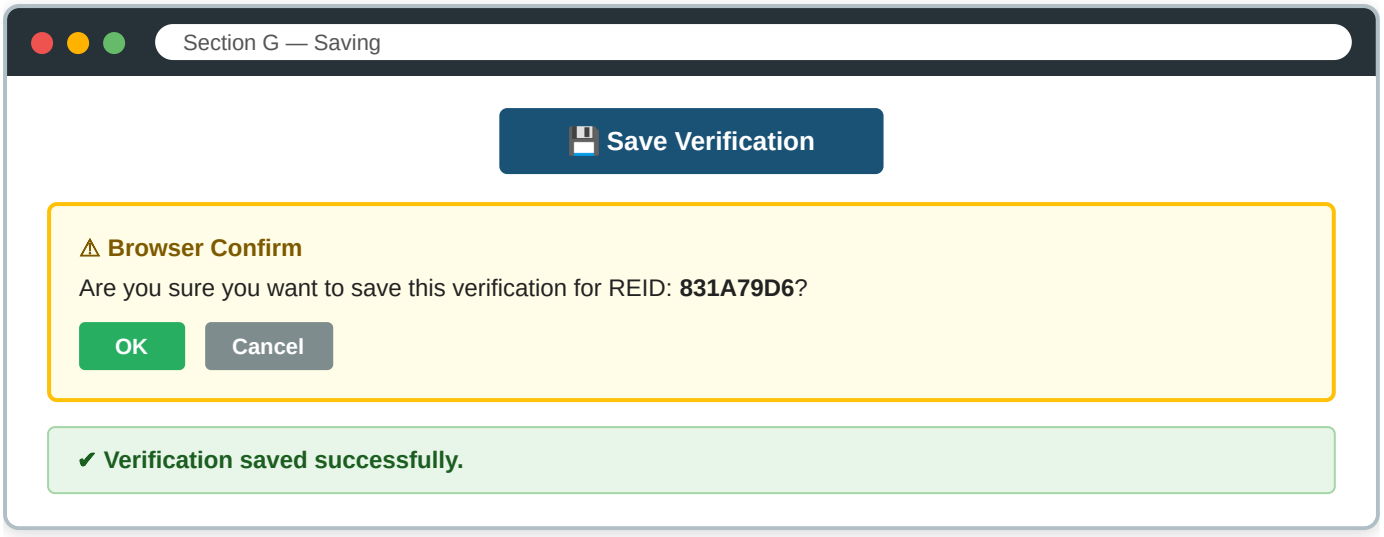

Fig 4.8 — Save button → confirm dialog → success message → status view loads automatically

9 View saved verification status

After saving, the form hides and a **Status View** appears showing all recorded details: attendance, decision, rejection reasons, school, and timestamps. An ✏ **Edit Verification** button lets you modify the record.

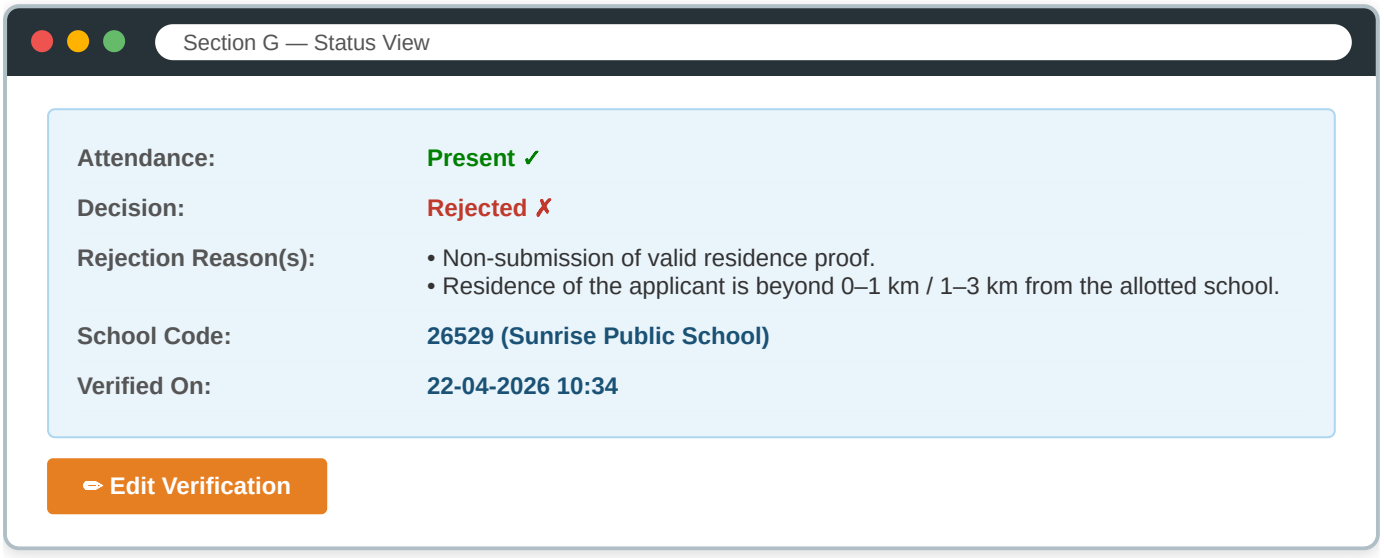

Fig 4.9 — Status View showing all recorded verification details with Edit button

10 Edit a saved verification

Click ✏ **Edit Verification** to re-open the form with all previously saved values pre-filled. After making changes, click **Save Verification**. A ✖ **Cancel** button appears to go back to the status view without saving. Every save creates a new entry in the audit log.

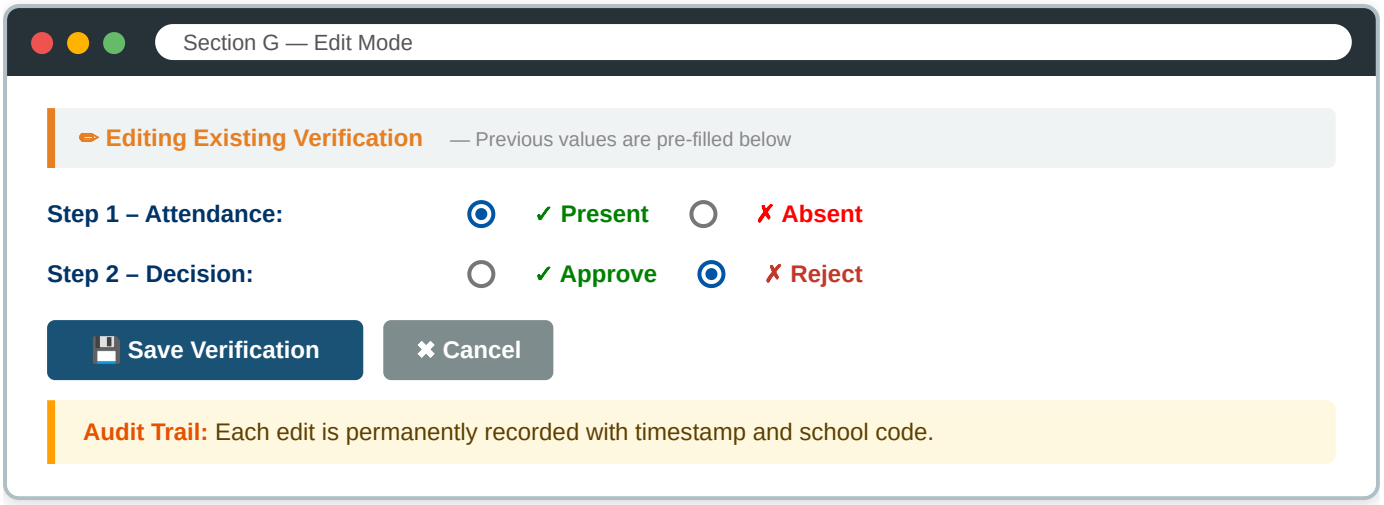

Fig 4.10 — Edit mode with pre-filled values; Cancel goes back to status view

5 Troubleshooting & Common Errors

Solutions for the most frequently encountered problems

1 Login Problems

Login error reference

Error / Problem	Cause	Solution
Username/Password incorrect	Wrong credentials	Re-enter carefully. Check CAPS LOCK is OFF.
School not found in participation list	Using Teacher PT ID instead of School MIS ID	Use the numeric MIS School UserID (usually 11 digits)
Portal is closed	Accessed after 9 May 2026	Contact IT Cell DSE Haryana — 0172-5049801
Countdown bar turns red	Deadline passed	No more logins possible after 9 May 2026
Blank page after clicking Sign In	JavaScript disabled	Enable JavaScript in Chrome → Settings → Site settings
Session expired alert on Dashboard	Idle too long	Click OK and log in again — your saved data is safe

Fig 5.1 — Login error reference table

2 Dashboard and Committee Problems

Dashboard / Committee errors

Problem	Cause	Solution
Yellow alert when clicking View & Verify	Committee details not saved yet	Go to Committee Details → fill members 1 & 2 → save
Save error on Committee: "enter valid 10-digit mobile"	Mobile field has less/more than 10 digits or letters	Enter exactly 10 digits, no spaces, no +91
Save error: "Please enter Member 1 name"	Mandatory field left blank	Fill Name, Designation, Mobile for Members 1 and 2
Applicant count shows 0	No students allotted to your school yet	Contact Block office — allotment may not be done yet
School Name blank in top bar	SchoolName not set in session	Logout and log in again — it refreshes from database

Fig 5.2 — Dashboard and Committee Details error reference

3 Verification and Display Problems

Verification / display errors

Problem	Cause	Solution
Section G not visible on Appprint1 page	Session expired or not logged in as school	Go back to Dashboard → log in again → re-open applicant
"Please select Attendance" alert on Save	Neither Present nor Absent selected	Select Present or Absent before clicking Save
"Please select a Verification Decision" alert	Step 2 not selected after marking Present	Select Approve or Reject in Step 2
"Rejection reason is mandatory" alert	Rejected but no checkbox checked	Check at least one rejection reason in Step 3
"Please specify the Other reason" alert	Item 6 checked but text area empty	Type the specific reason in the text box below Item 6
PDF not opening on document click	Browser blocking pop-ups	Allow pop-ups for this site in Chrome address bar
Verification panel shows blank (white area)	Browser cache issue	Press Ctrl+Shift+Del → Clear cache → Reload page
Back button goes to login page	Intentional security — back navigation disabled	Use the "Back to MainPage" link on the page itself

Fig 5.3 — Verification and display error reference

📌 Quick Reference Card — Keep on Desk

🔒 LOGIN

URL: LoginSchool.aspx

User: MIS School UserID (NOT PT ID)

Portal closes: 9 May 2026

Help: 0172-5049801

📋 COMMITTEE (DO FIRST!)

Members 1 & 2: Mandatory

Member 3: Optional

Mobile: exactly 10 digits

Must save before any verification

✅ VERIFICATION STEPS

Absent → Save directly

Present → Step 2 (Approve/Reject)

Reject → Step 3 (select reasons)

All saves create audit log

PORTAL DESIGNED AND DEVELOPED BY:
ANIL RANGI, PROGRAMMER

This user manual is prepared by the Anil Rangi, Programmer, IT Cell, Department of School Education, Haryana
Helpline: 0172-5049801 | Email: rte.admission.hryedu@gmail.com | Version 1.0 — May 2026