National Scholarship Portal
Add New School/Institute Module

8th August, 2017
NSP 2.0 enables State/District Nodal officers to Add New School/Institute online on the portal.

This facility can be availed by logging in the system and accessing Add Institute/School link on the dashboard.

Click on “State/District Login” on Home Page.
Add New School/Institute....

- State/District nodal officers select academic year as 2016-17 or 2017-18.
- State/District user provides their login credentials to login in the system.
Add New School/Institute....

- After login State/District user is directed to their dashboard.
- To Add new school/institute click on “Add Institute/School”.

After Successful Login Click on “Add Institute/School” link
Add New School/Institute….

- After clicking search button, select and provide relevant information about school/institute.
- Click on “Get Institute List”.
- This will check and display the school/institute if is tis available in NSP 2.0.
Add New School/Institute....

- As per search criteria matching and available school/institute is displayed.
- If it is available, then selecting the radio button will enable the State/District Officer to reset the institute's password and send it to the institute by SMS.
Add New School/Institute....

- On selecting radio button a pop up message is displayed, asking user to send the school/institute password.
- To send the password click “Yes” button.
- State/District user needs to provide “Institute Nodal Officer Name and Mobile Number” so that login password can be sent as SMS. If such details are already available, it is displayed. They can change this also.
Add New School/Institute....

• As per search criteria, if school/institute is not available in NSP 2.0 then an additional search option is provided to state/district user.
• By this option user can search school/institute by their AISHE/DESE codes.
• This will enable to search the AISHE / UDISE Masters available with us.

Click to search school/institute by AISHE/DESE code
Add New School/Institute….

- After clicking search button, select and provide the AISHE/DISE code type by which school/institute needs to be searched.
- Click on “Get Institute Based on Entered AISHE/DISE Code”.
- This will search and display the school/institute available in MHRD master.
Add New School/Institute....

- As per search criteria matching and available school/institute is displayed.
- On selecting “Radio Button” a pop up message is displayed.
- Click “Yes” button to “Add School/Institute”.

Click to Add Institute
Add New School/Institute:

- On clicking school/institute is displayed in text box provided.
- Click “Continue”.
- State/District user needs to provide “Institute Nodal Officer Name and Mobile Number” so that login password can be sent as SMS.
Add New School/Institute....

- On clicking confirmation message and “Login Credentials” of school/institute are displayed and and SMS is sent to the institute containing the User id and Password on their registered mobile number.
Thank you