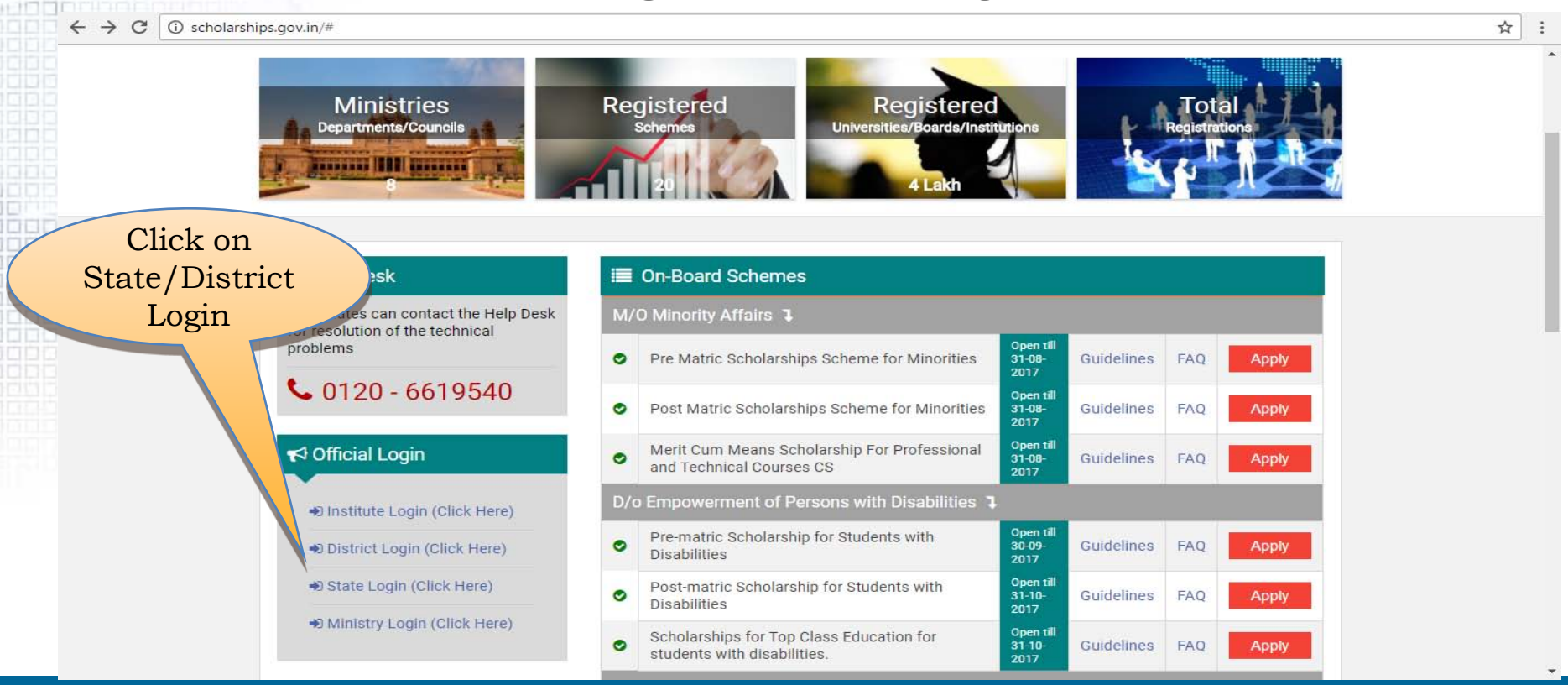
National Scholarship Portal

Add New School/Institute Module

8th August, 2017

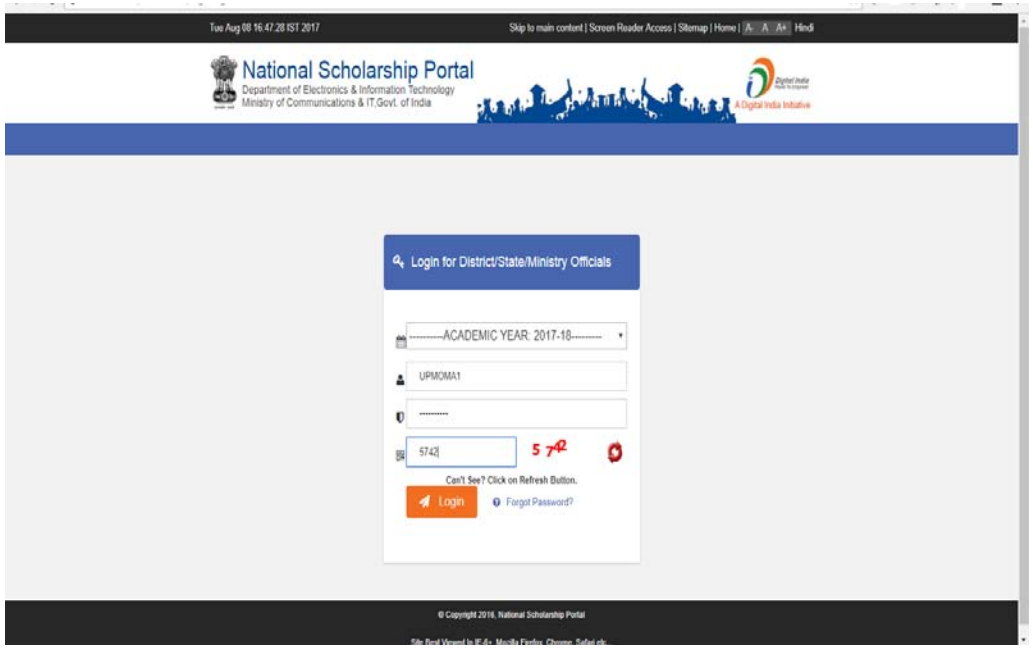
Add New School/Institute….

- 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.



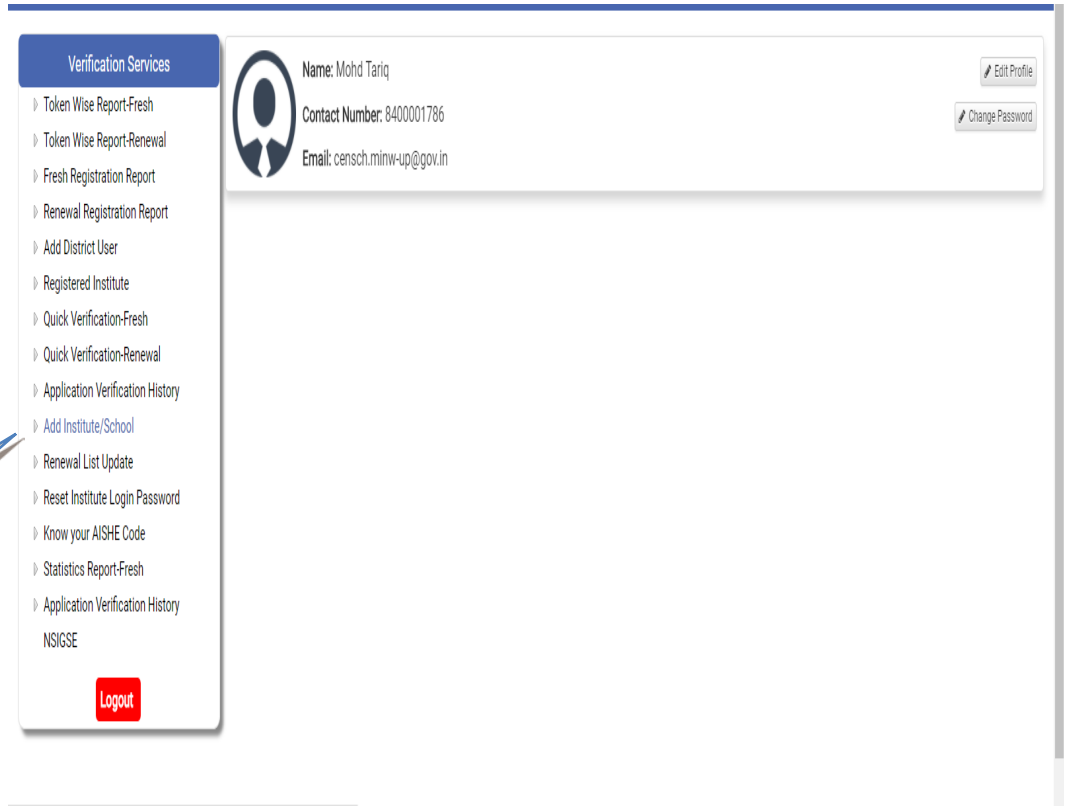
Add New School/Institute….

- 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….

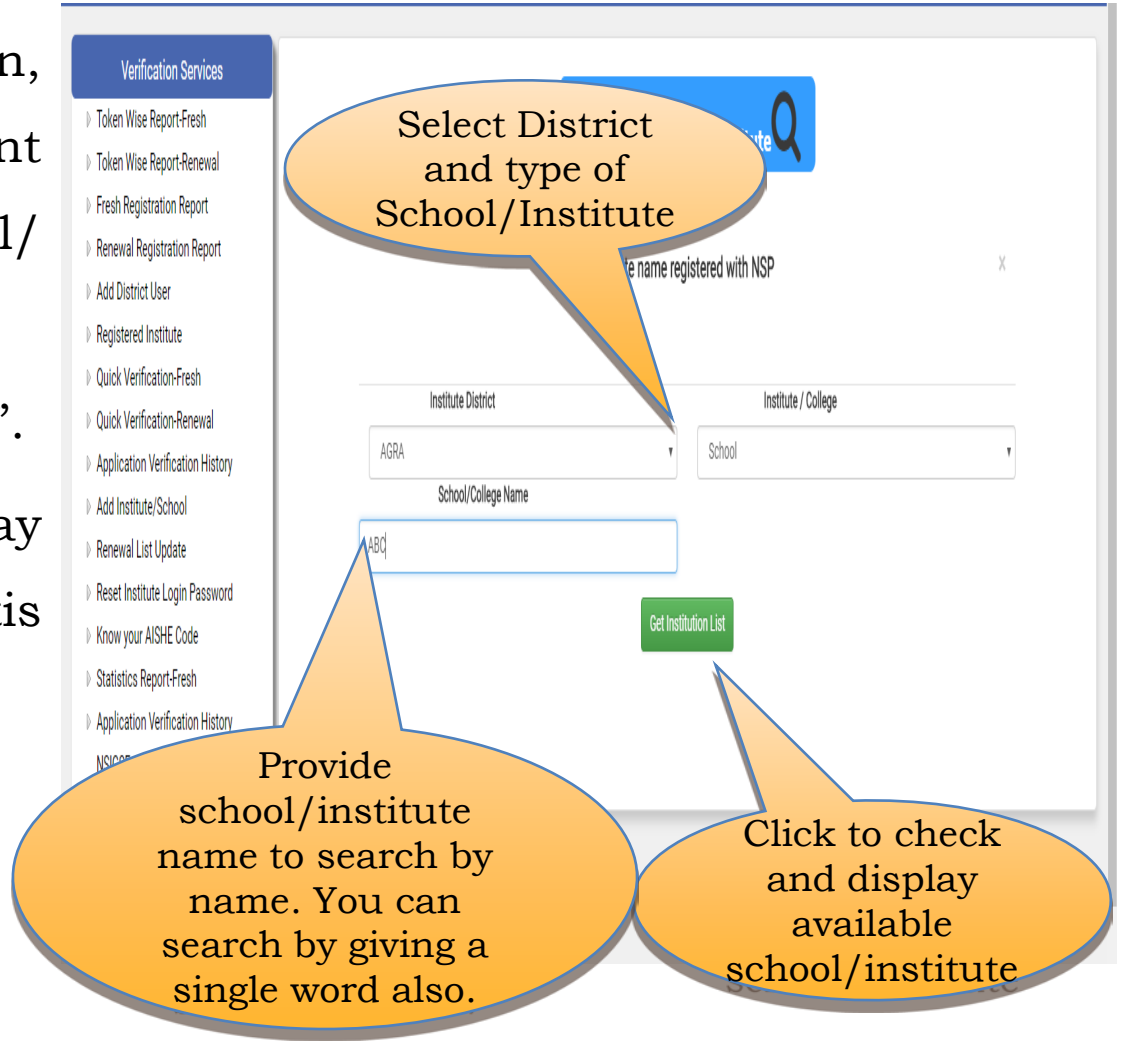
- After login State/District user is directed to their dashboard.
- To Add new school/institute click on "**Add Institute/ School**".



After Successful Login Click on "**Add Institute/School**" link

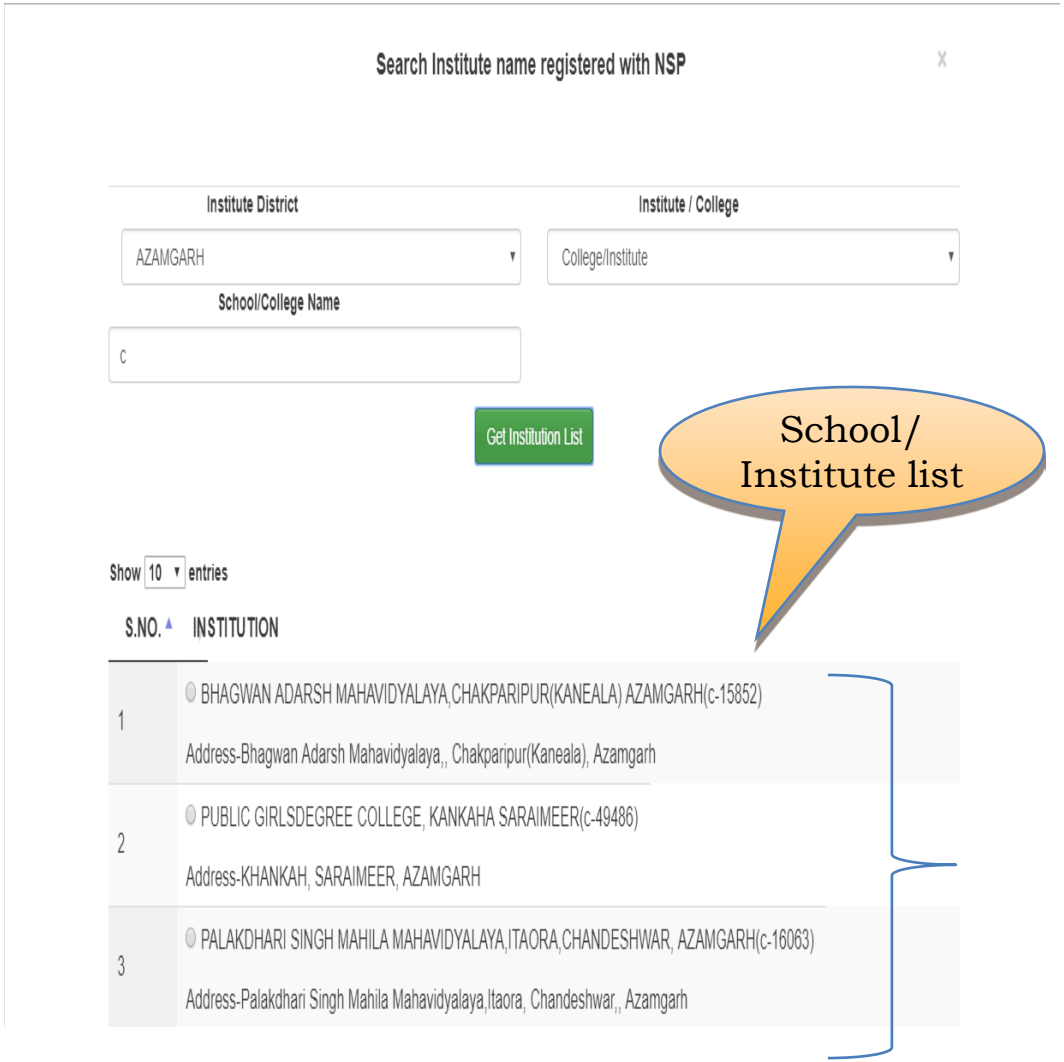
Add New School/Institute….

- 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.



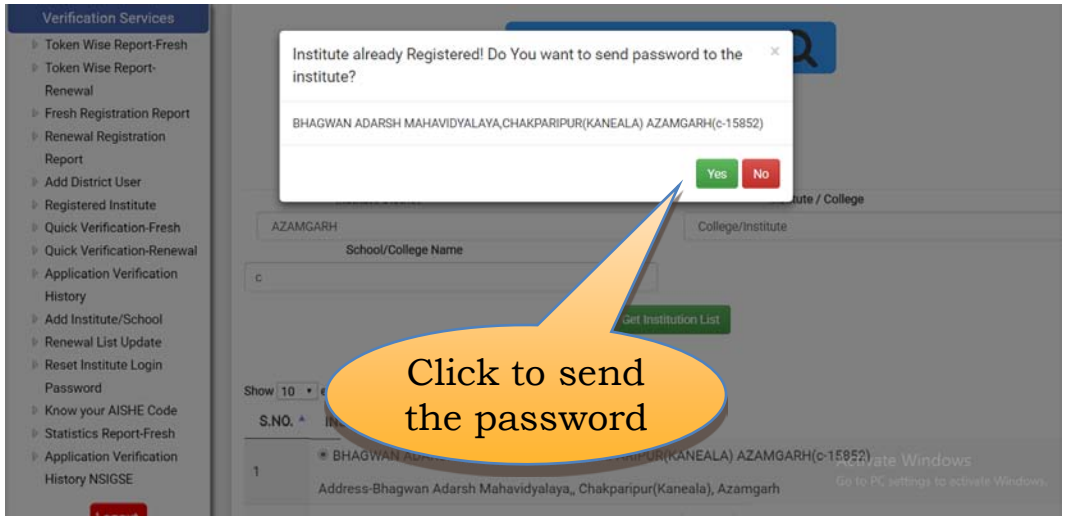
Add New School/Institute….

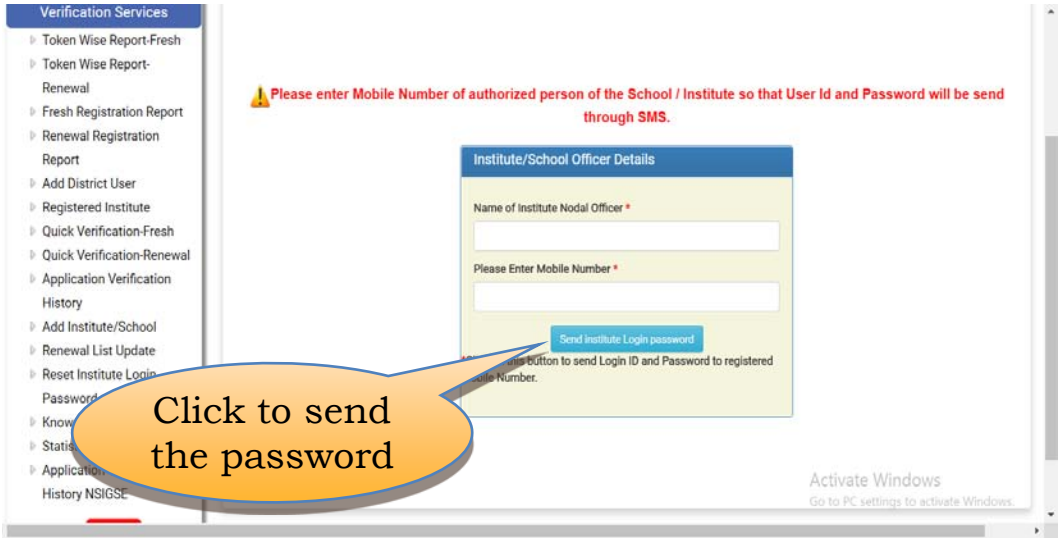
- As per search criteria matching and available school/institute is displayed.
- If it is available, then selecting the radio button will enable the State/District Officer to reset the institutes password and send it to the institute by SMS.



Add New School/Institute….

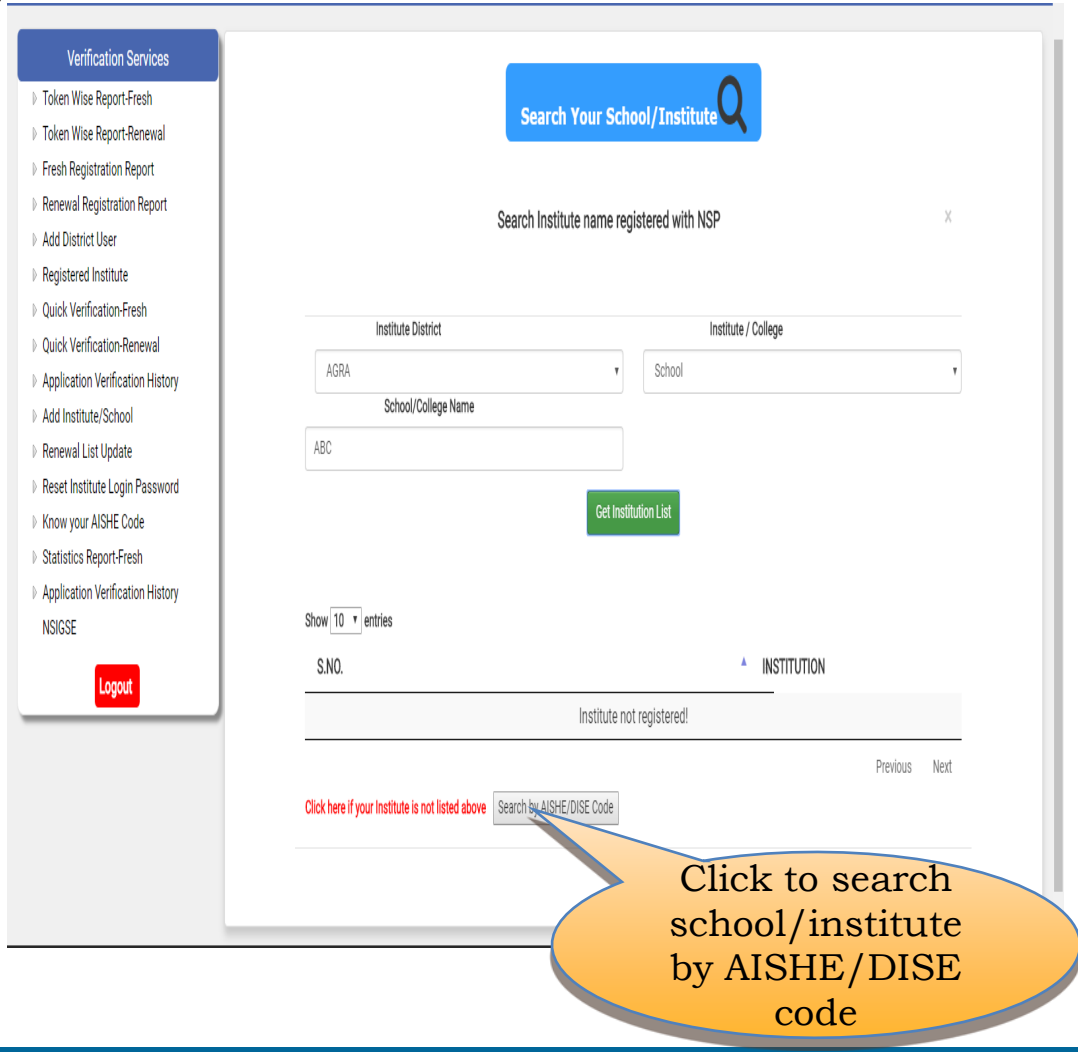
- On selecting radio button a pop up message is displayed, asking user to send the school/institute password.
- To send the password click "**Yes**" button.
- State/District user needs to provide "**Institute Nodal Officer Name and Mobile Number**" so that login password can be sent as SMS. If such details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





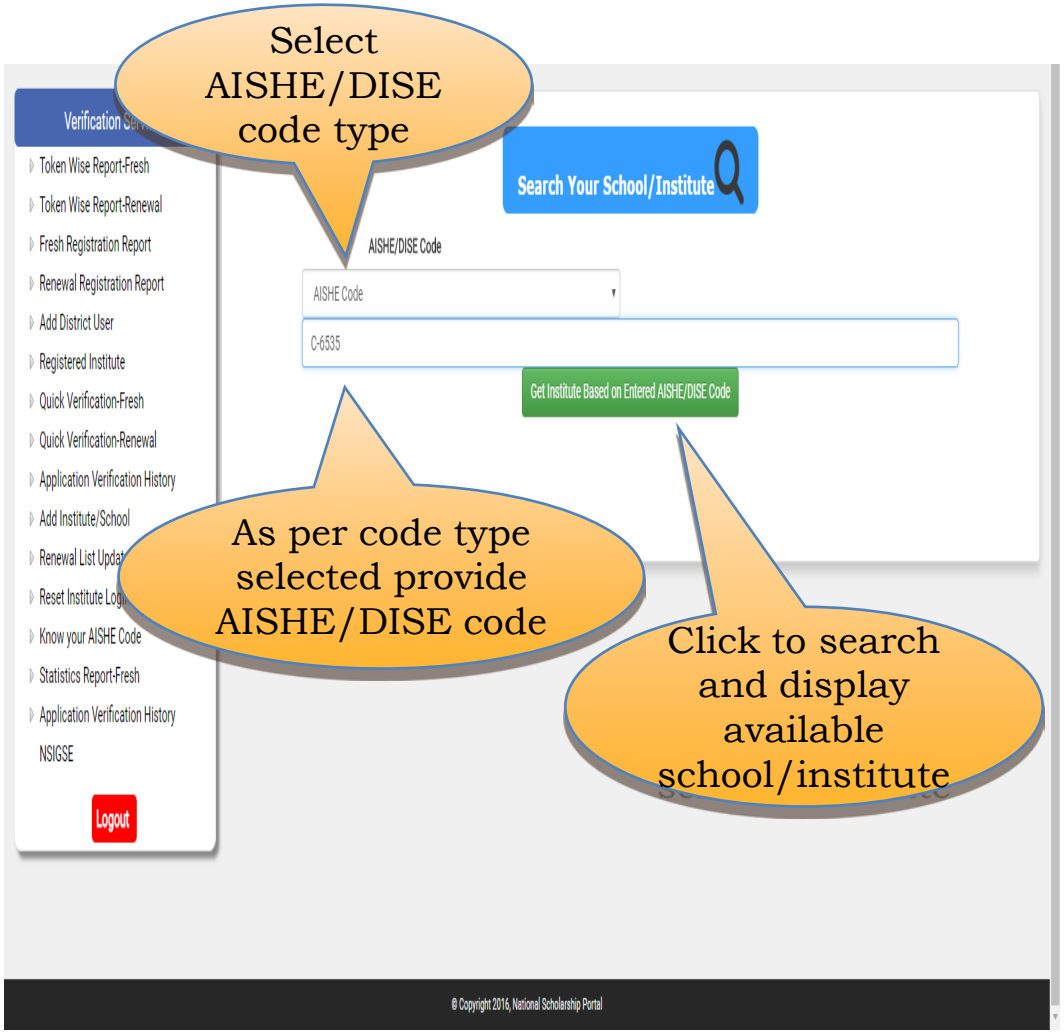
Add New School/Institute….

- 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/DISE** codes.
- This will enable to search the AISHE / UDISE Masters available with us.



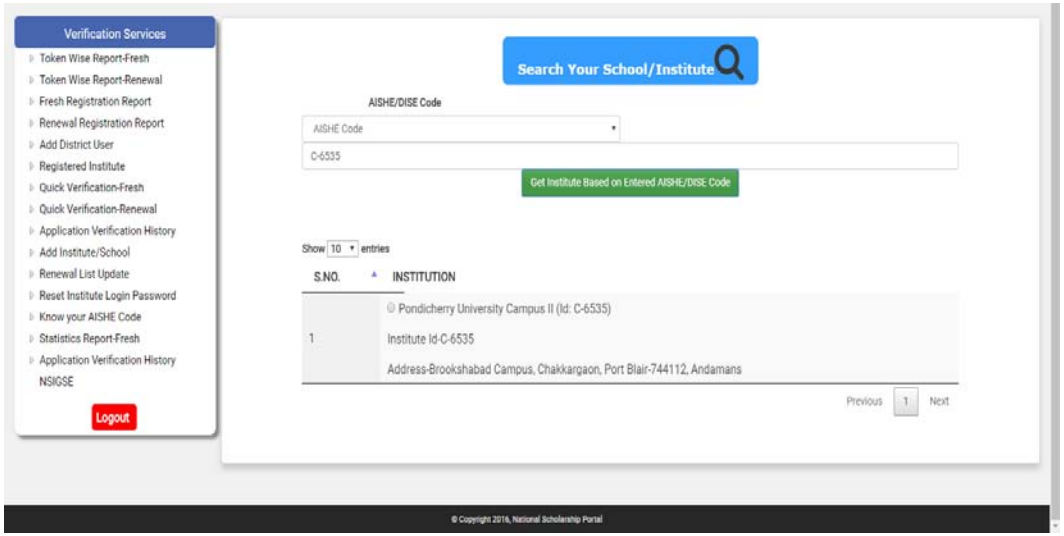
Add New School/Institute….

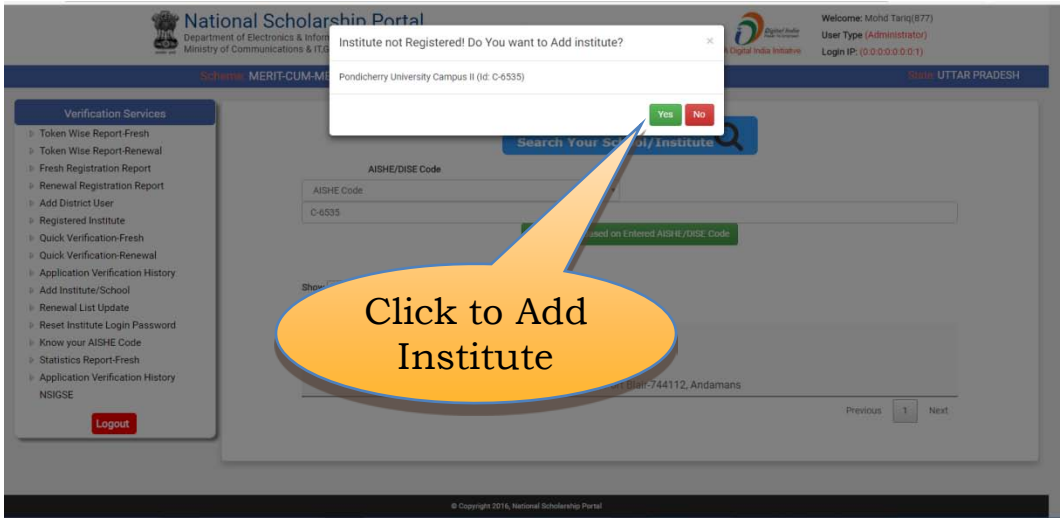
- After clicking search button, select and provide the AISHE/DISE code type by which school/institute needs to be searched.
- Click on "**Get Institute Based on Entered AISHE/DISE Code**".
- This will search and display the school/institute available in **MHRD** master.



Add New School/Institute….

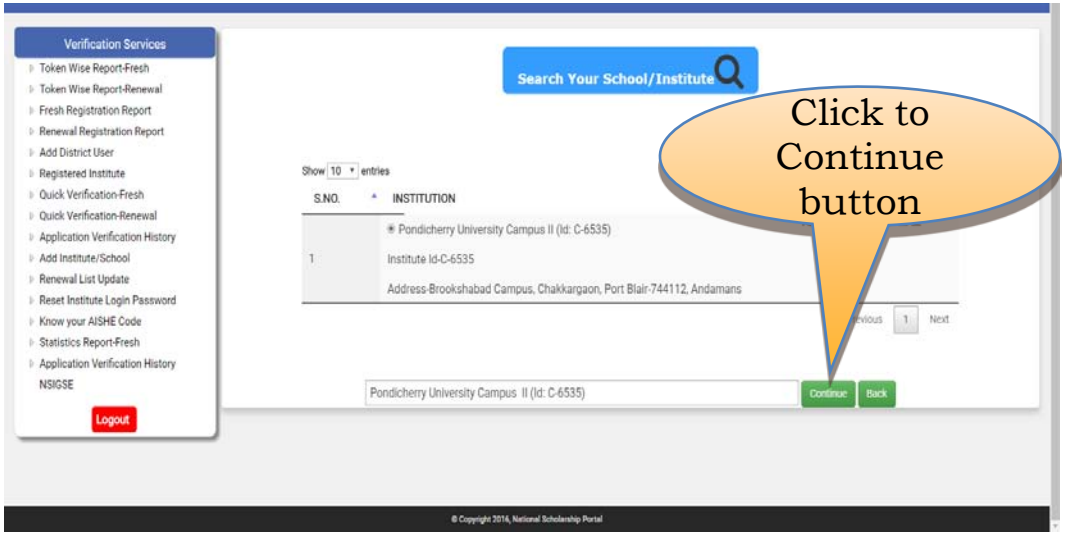
- As per search criteria matching and available school/institute is displayed.
- On selecting “**Radio Button**” a pop up message is displayed.
- Click “**Yes**” button to “**Add School/Institute**”.

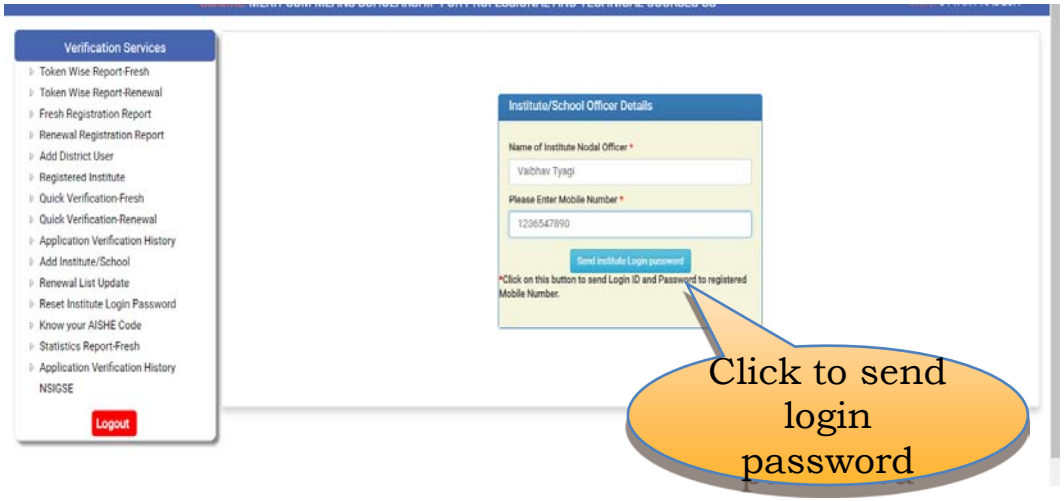




Add New School/Institute….

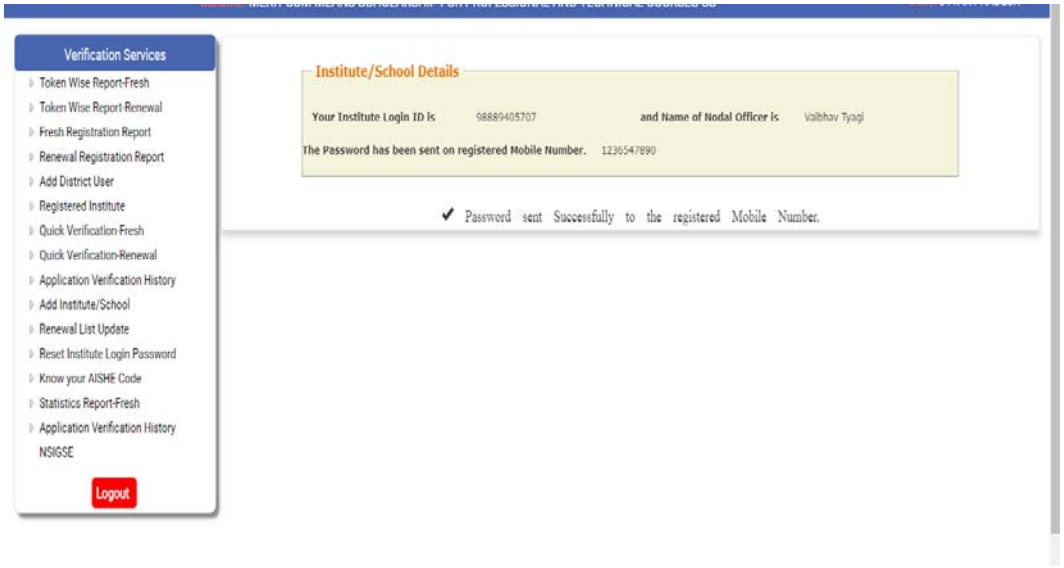
- On clicking school/institute is displayed in text box provided.
- Click "**Continue**".
- State/District user needs to provide "**Institute Nodal Officer Name and Mobile Number**" so that login password can be sent as SMS.





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