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"How to Register Schools on Vidyanjali Portal" (User Manual for Schools/BRCs/CRCs)

Department of School Education & Literacy

Ministry of Education

Govt. of India

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



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



Step-3: Click on "School Registration" in New User Registration Tab

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Home • Login						
Login (Already Registered User)						
Volunteer School		New User R	egistration			
(from India) (NRI/PIO)		Welcome To	o Vidyanjali			
Mobile Number/Email-Id		A school Volunt	eer Programme			
Use OTP as password?			oo: og: ao			
Forgot/Generate Password	କ୍ଷ					
Password			REGISTRATION			
Captcha *		(Individual, NGC), Organization)			
Enter Captcha kpbmb 2		က် SCHOOL REG	SISTRATION			
Sign In						

Step-4: Click on "Submit" after filling the necessary details (UDISE Code and Captcha)



Step-5: Click on "Get OTP" after filling the required details (Mobile No. & Email ID)

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	UDISE Code *	Captcha *	Г		
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	Submit				(Ogg
, I.I.	School Details				
/	UDISE Code	19121413402			
	School Name	HAMJANPUR PRY. SCHOOL			
	Click to show V				
	UDISE+ Registered Mobile(s)				
	Head of School Mobile	94*****15		•••••	
	Respondent Mobile	94*****15			
	UDISE+ School User Mobile				
	Mobile No. *	Email *			
	Enter Mobile No.	Email ID			
	Get OTP				
	(Having trouble in finding valid mobile no./N	ot having updated mobile no. in UDISE+ <u>click</u>	<u>chere</u>)		

Step-6: Click on "Verify" after filling the required details (OTP)

UDISE Code *	Captcha *		
18190208308	47c4k	tqwby 2	
Submit		Γ	
School Details			
UDISE Code	18190208308		Enter Your OTP
School Name	Test School		
Click to show 🗸			Continue
UDISE+ Registered Mobile(s)			
Head of School Mobile	78*****56		
Respondent Mobile	78*****56		
UDISE+ School User Mobile			
Mobile No. *	Email *	Enter Your OTP	*
7896982556	lekthenareswar@gmail.com	Enter Your OT	ſP
One Time Password (OTP) has bee	en sent to your Mobile No. 78XXXXX56		
You may resend OTP in 01:49 minu Resend Verify	ites.		a

Onboarding Successful: Go to the Log-in Tab (as shown at the slide-1) and raise the request

		e	
School Details		C	
UDISE Code	24020609301		
School Name	Test School	hoo	
Click to show 🗸			
UDISE+ Registered Mobile(s)		
Head of School Mobile	99*****76		
Respondent Mobile	99*****94		
UDISE+ School User Mobile			N 12 🖌 🖌 📜 🔪
<i>(Having trouble in finding valid m</i> Request for on boarding is s	nobile no./Not having updated mobile no. in UDISE+ <u>click here</u>) sucessfully submitted. Now you can login into Vidyanjali through Mobile No. "99XXXXX76"		

Guidelines for locating a valid mobile number:

1. School can register on Vidyanjali by authenticating the valid school representative as per UDISE+. UDISE+ maintains 3 mobile numbers and school can be authenticated through any of the mobile number. These three mobile numbers belong to following users:

- 1. Mobile number of head of school
- 2. UDISE+ Respondent Mobile Number
- 3. UDISE+ School User

2. You may contact above official to know the valid mobile number for school registration.

3. In case, you do not have access to any of above-mentioned mobile number(s) or mobile number is not displayed, please contact district / block MIS coordinator / UDISE+ School User to update the above mobile number in UDISE+.

<u>Click here</u> to know about your district / block MIS coordinator.

1. In case, your mobile number is already registered with Vidyanjali, same mobile number can not be used for school registration again. You may take following remedial steps.

- I. You may use other two mobile numbers for registration as described in step 1
- 2. Update your mobile number in UDISE+ as described in step 2.
- 3. Replace/ update your existing mobile with another mobile on Vidyanjali and deregister your existing mobile from Vidyanjali. After deregistration, please register your school again with your mobile.

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Thank You!

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