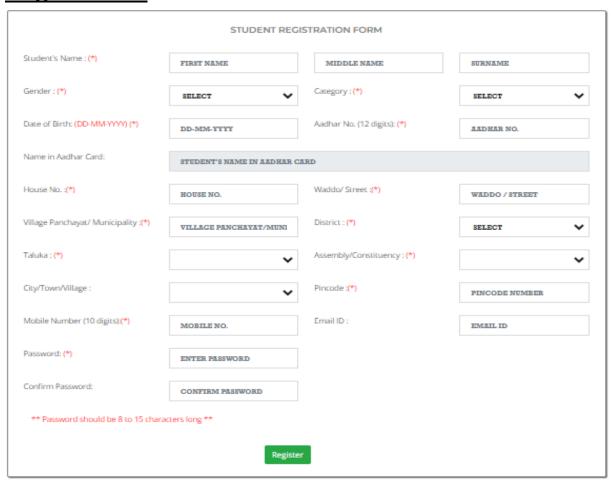
## **Student Manual**

- 1. Register yourself (one time registration) with your basic details.
- 2. Login using user id and password shared after registration process (through SMS).
- 3. Apply for scheme you are eligible for (as per the category selected by the student, list of eligible schemes will be shown after they login)
- 4. Upload all required documents.
- 5. Submit to School/institute.

#### Registration



## **Fresh Application**

#### Steps:

- 1. Fill online application form
- 2. Upload Required Documents.
- 3. Submit Application to School/institute.

#### **Renewal Application**

Students will be able to fill online application only after school/institute updates his/her result along with marks obtainer by student

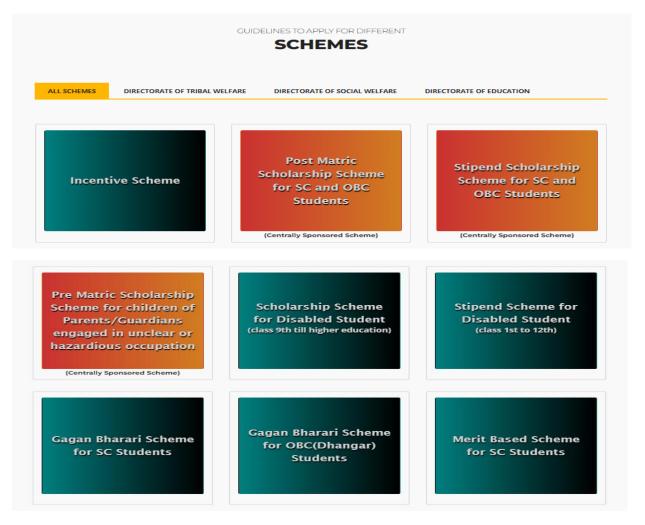
Thereafter students can fill renewal application along with required documents.

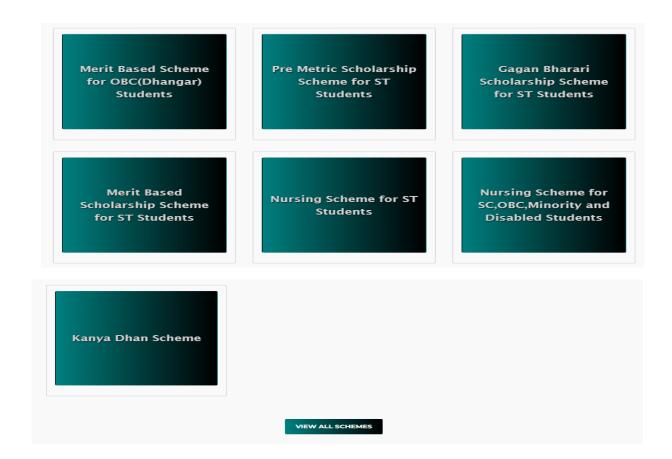
#### Steps:

- 1. School/institute update result and marks of student.
- 2. Student fill online renewal application.
- 3. Upload required documents.
- 4. Submit to school/institute.

### **Check eligibility**

Students can view details of all schemes available on portal and check for which scheme they are eligible for





## **Track your application**

Provision is there to track your applications using your Aadhar number and date of birth on home page



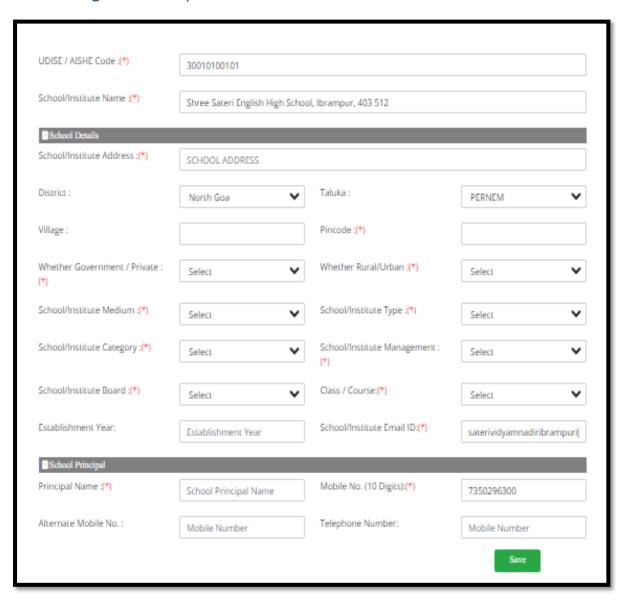
# School / Institute Manual

Registration: Schools/institutes can check whether they are registered on cm scholarship portal or not by checking their UDISE/AISHE code on "List of Registered Schools" page.

In case school/institute in not registered ,Kindly send your UDISE/AISHE Code, School/Institute Name, Principal/HOD Mobile No., School/institute Email ID, Principal/HOD Alternate Mobile No., landline No., District and taluka to <a href="mailto:dir-tw.goa@nic.in">dir-tw.goa@nic.in</a> and rama.kv@nic.in

Update Profile: All schools and institutes have to mandatorily update their details and login

User Management -> Update School Profile



# School / institute level Nodal Officer Registration

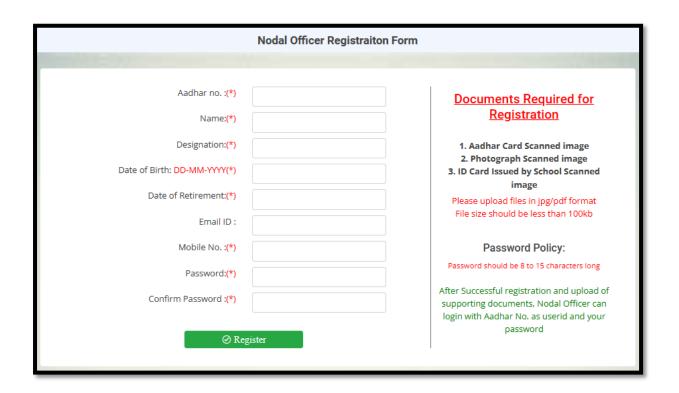
Nodal officer at school/institute level can be registered in school/institute login by the principal of school / head of the institute.

Basic details are captured in registration form and required documents has to be uploaded for verification.

After registration of nodal officer by school/institute, the registration application goes to Directorate of Tribal welfare for approval of registration.

Only after approval of Directorate of Tribal welfare, the nodal officer is registered on the portal.

Thereafter, nodal officer can login using user id and password as entered while registration and carry out verification process of various applications.



#### **Upload Supporting Documents for Verification Purpose**

