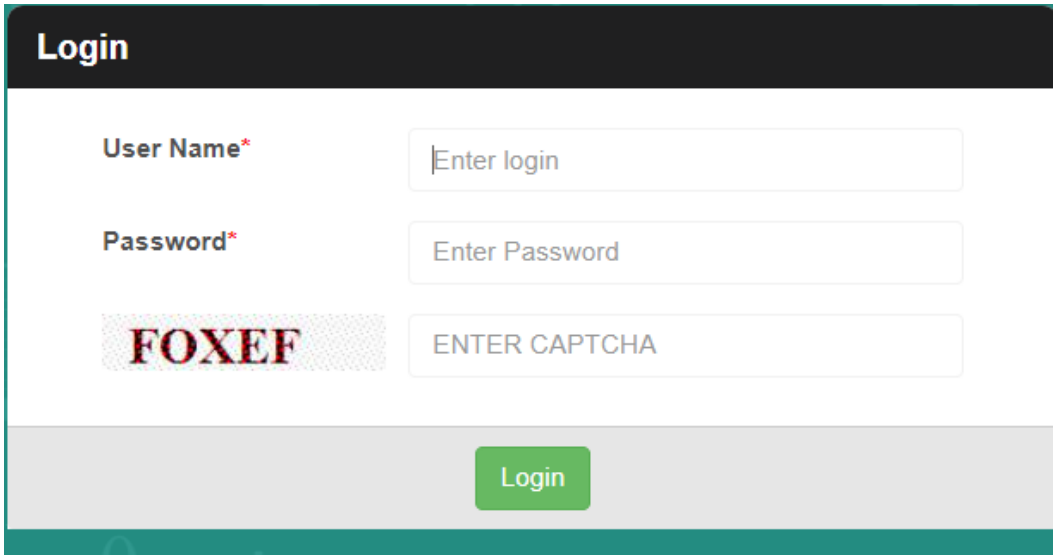
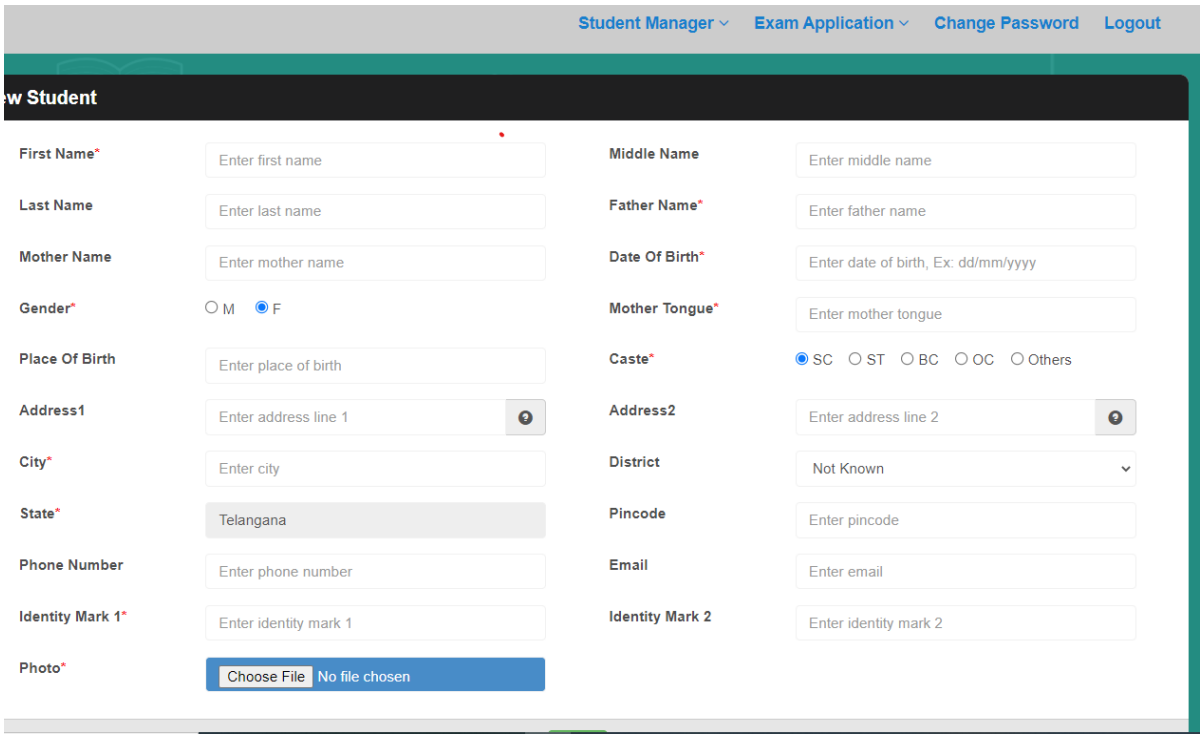
Process for the exam application online entry.

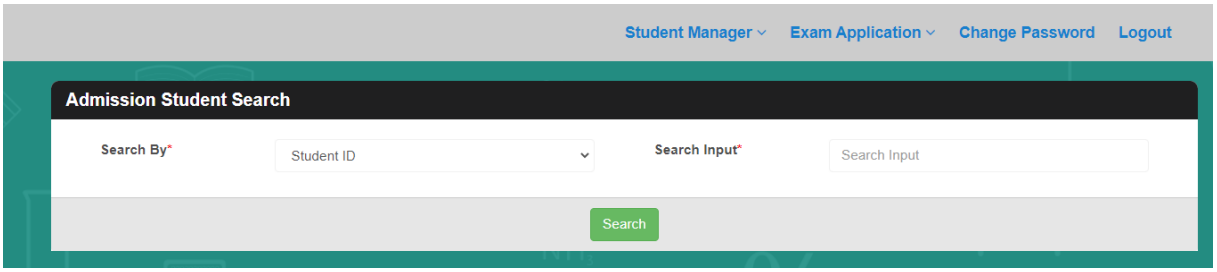


1. After Login Enter new Student details
   Don't enter the name in capital letters. First letter should be capital and other small letters
   type the name as
   Ex: Kantola Saraswathi,

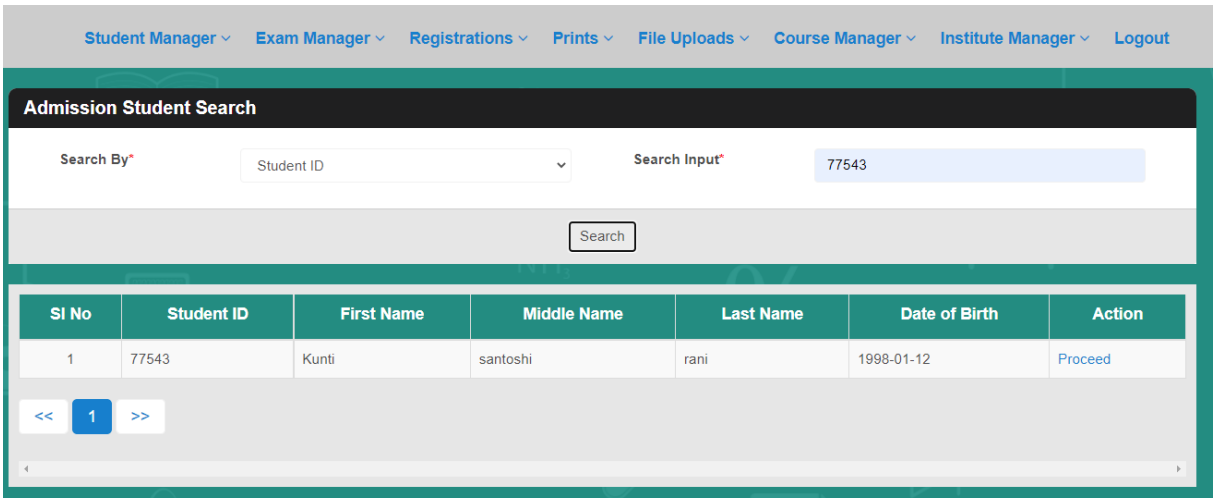


After Entering the details of student click on save option, then id will be generated. Note that **id.** This id has to be noted and saved for entering further details.

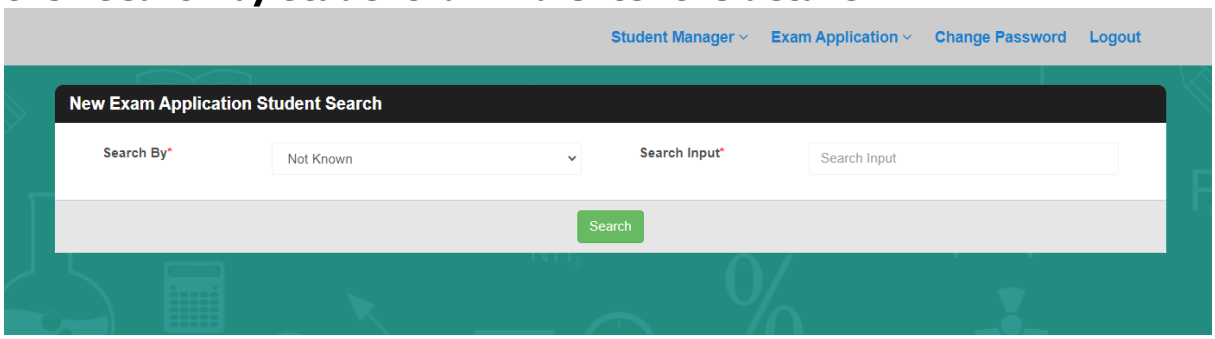
2. **Go to Student Manager –Admissions –New- At the search by option select student ID in the dropdown and enter the id in the input.**

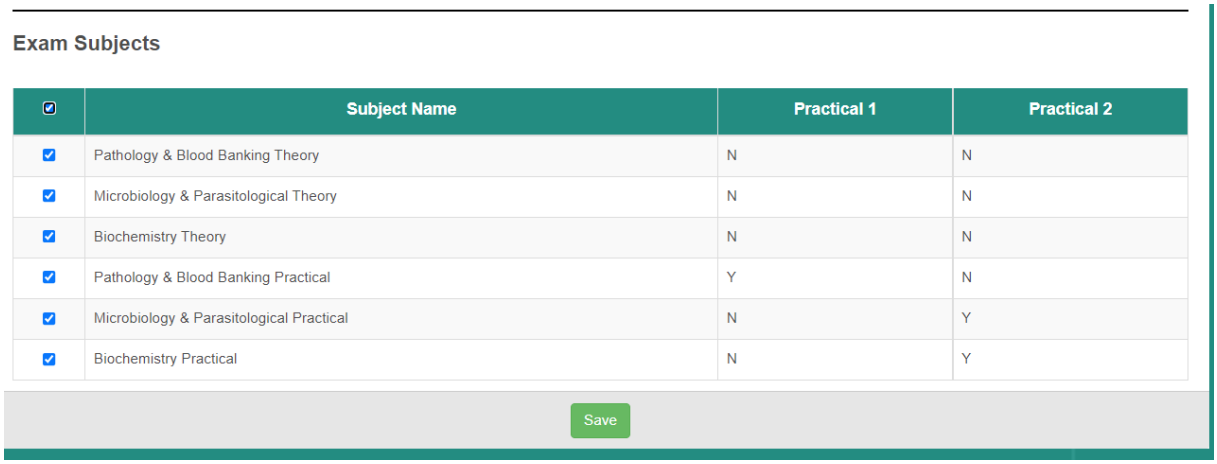


The following screen appears and then click procced option and enter the details and save.



3. **Go to Exam application –New at the search by option select student ID in the dropdown and enter the id in the input then search by student id. And enter the details**





Must select all the subjects and save.

After submission of the details go to student manager- student -view - At the search by option select student ID in the dropdown and enter the id in the input then search by student id and view student details select Ctrl+P take a print out of the form and write **student ID** on the Form with pen.

Along with the form attach photocopies of Tenth & Intermediate certificates of the students along with DD and submit the hardcopies to the Board.