Nagaland Board of School Education (NBSE)

SCHOOL USER REGISTRATION

Version - 1.1

(https://nbsenl.edu.in)

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Document Details

Version	Date	Description	Author
1.0	14-Oct-2020	School User Registration	NK Square Infotech Pvt. Ltd.
1.1	27-Sep-2021	Update the user manual with the updated URL.	NK Square Infotech Pvt. Ltd.

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1. INTRODUCTION

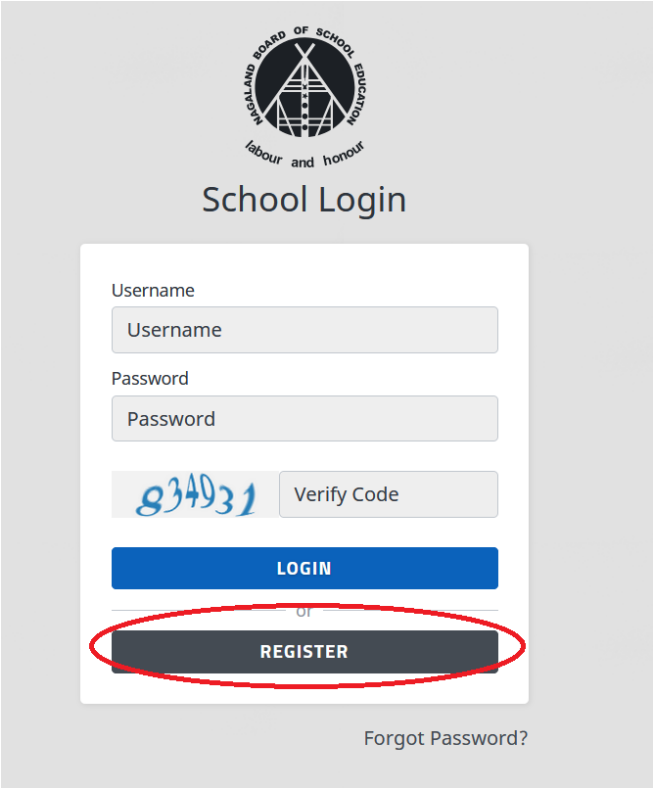
The purpose of this document is to provide a step by step instruction for the School Users to register and reset password in the NBSE Portal.

2. SCHOOL USER MANAGEMENT

2.1. How to Register?

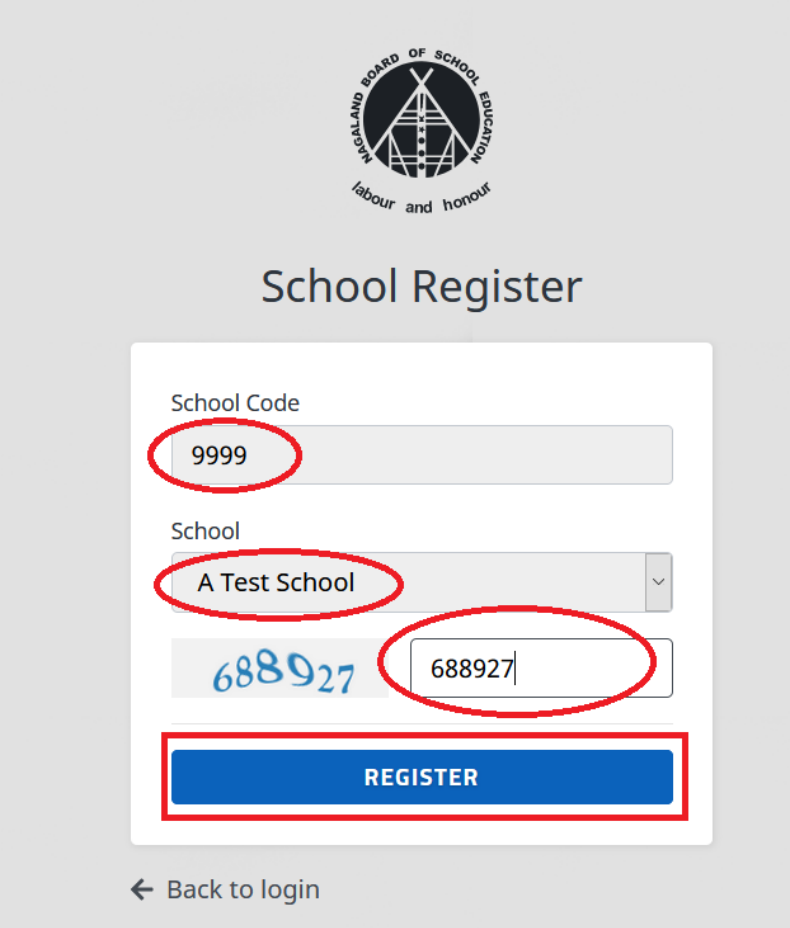
The School users can register directly from the NBSE Portal using this Link https://nbsenl.edu.in/school/register/select-school

STEP-1: Go to https://nbsenl.edu.in > School Login > Register.



STEP-2: School Code and School Name

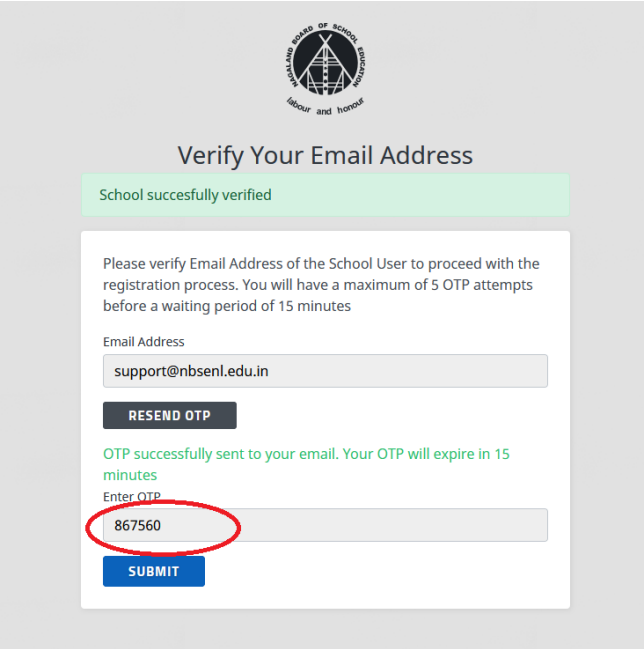
Fill all the necessary details in the form. Enter the **School Code** and Select the **School** form the dropdown list.



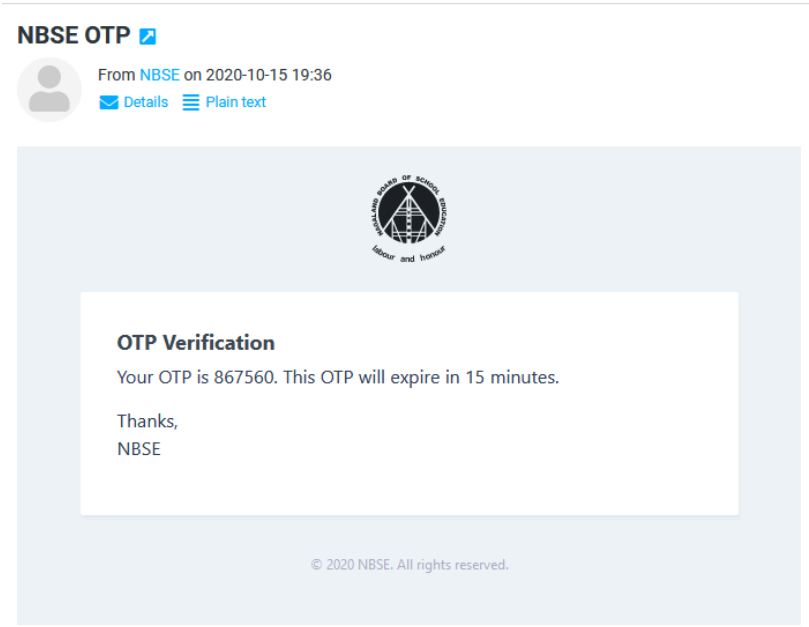
Enter the ***Captcha*** and click on **REGISTER**.

STEP-3: Email Verification

Enter your email and Send OTP



Sample OTP Email

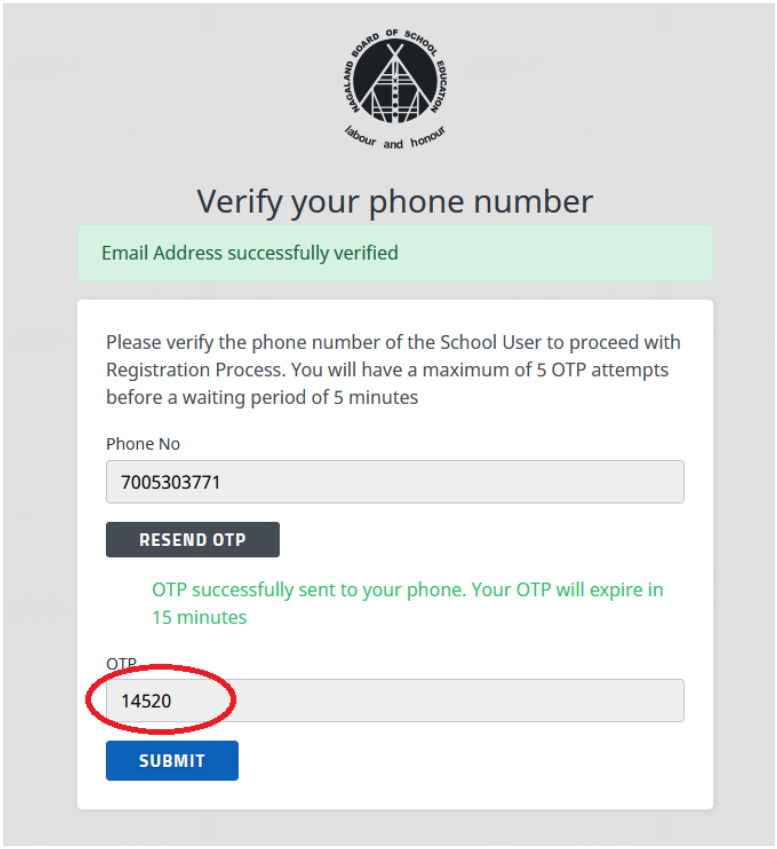


Check your email inbox and verify the email address with OTP.

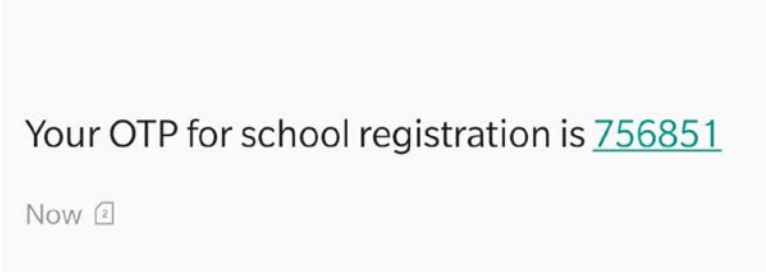
Note: *If OTP email is not in the inbox, check in the Spam/Junk.*

STEP-4: Phone Number Verification

Enter your phone number and verify with OTP.

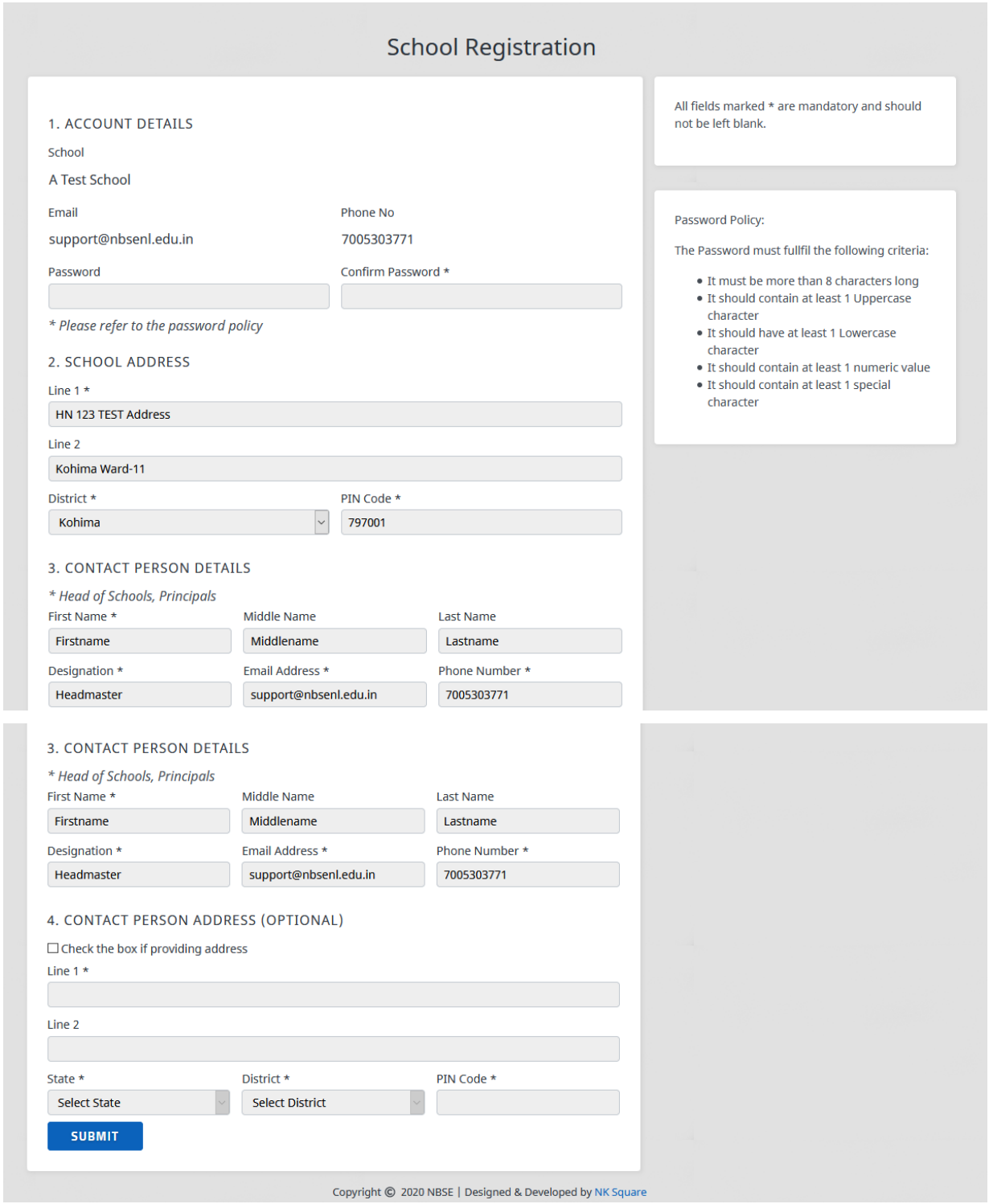


Sample OTP SMS



STEp-5: School Registration Form

Fill the school Registration Form and Set the New Password.



The Password must fulfil the following criteria:

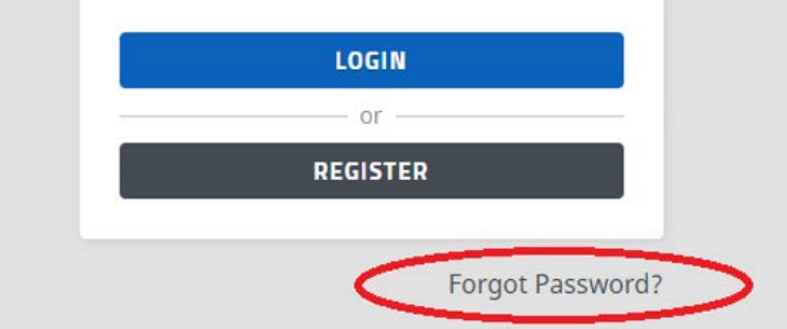
i. It must be more than 8 characters long
ii. It should contain at least 1 Uppercase character
iii. It should have at least 1 Lowercase character
iv. It should contain at least 1 numeric value
v. It should contain at least 1 special character

Example password: **NewP@ssw0rd20**

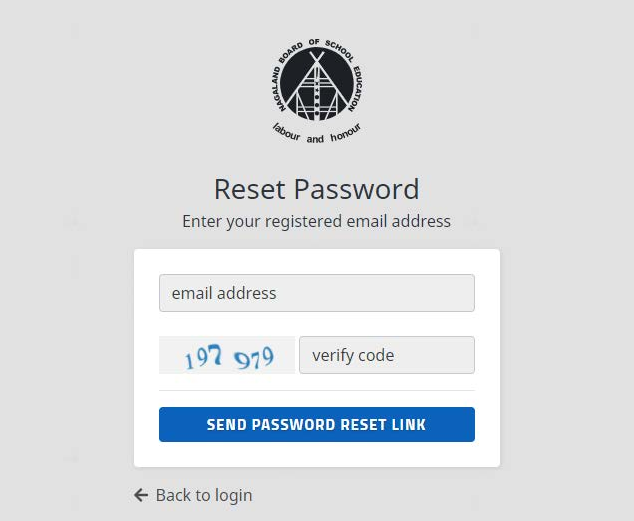
On successfully registration, you will received a confirmation email. Sample email below;-

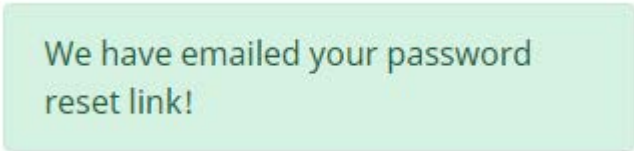
2.2. Password Reset

In case if you have forgot the password use the **Forgot Password** option to reset your password. Got to Forgot Password or Link: https://nbsenl.edu.in/school/password/reset

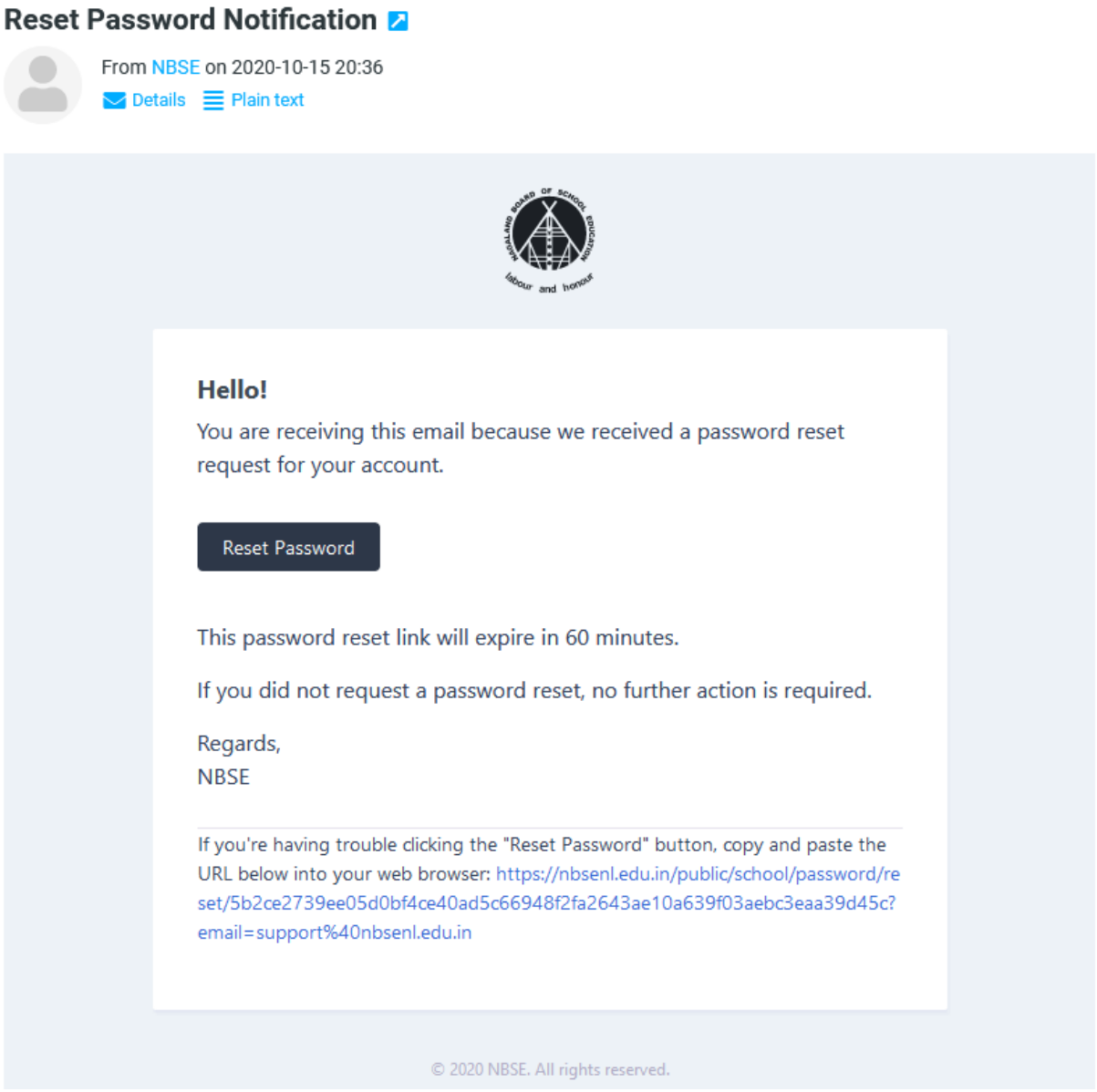


Enter your registered email address and verification code (Captcha), click on "**Send Password Reset Link**"



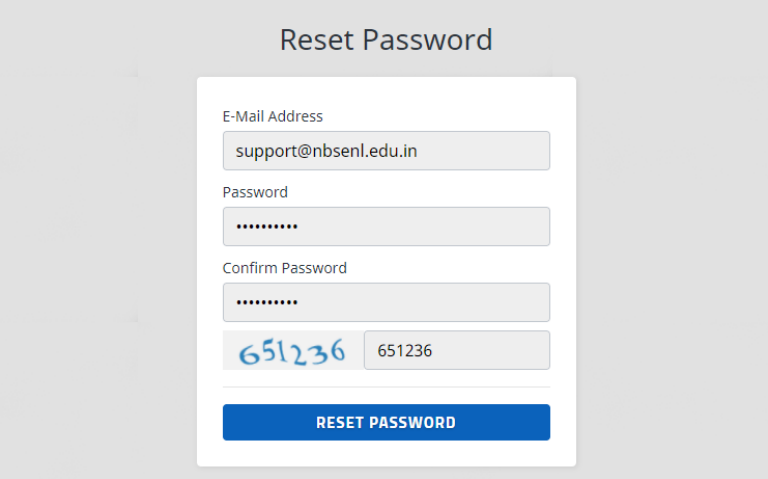


Check your email for password reset Link

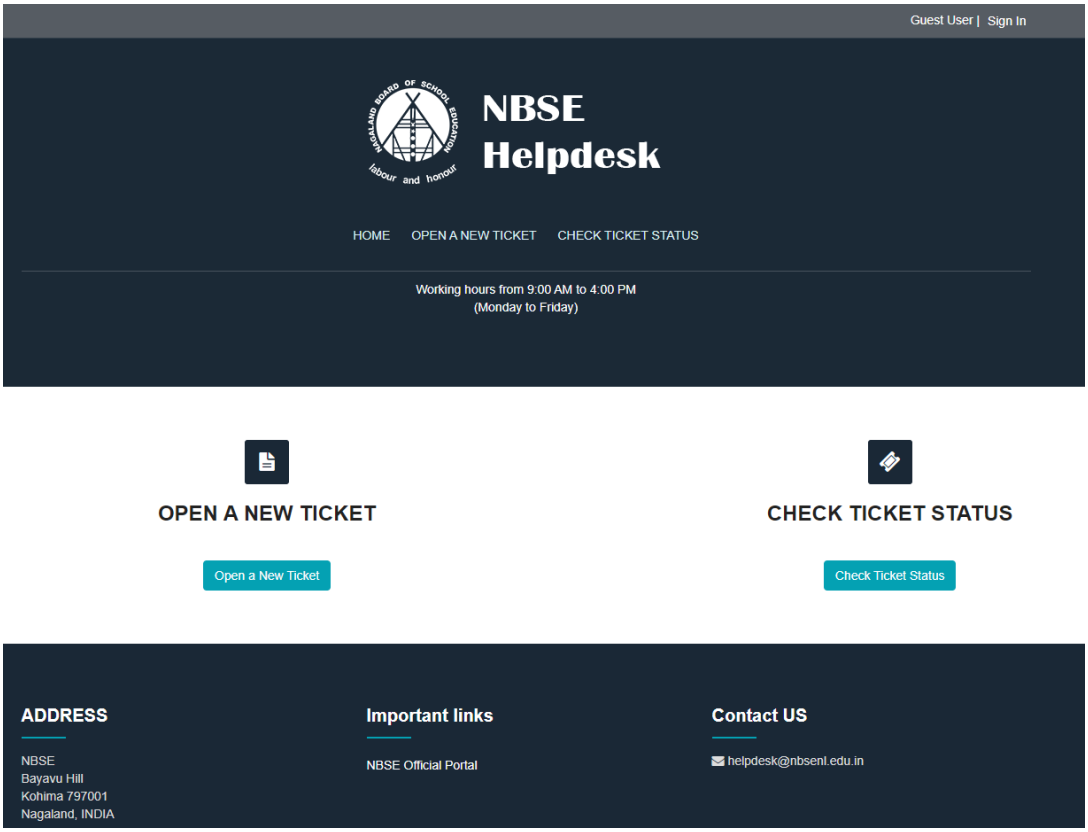


Click on the **Reset Password** Button it will redirect you to set a new password.

Enter your new password and click on **Rest Password** to set the new password.



In case of unable to reset the password, contact the Helpdesk at https://helpdesk.nbsenl.edu.in/

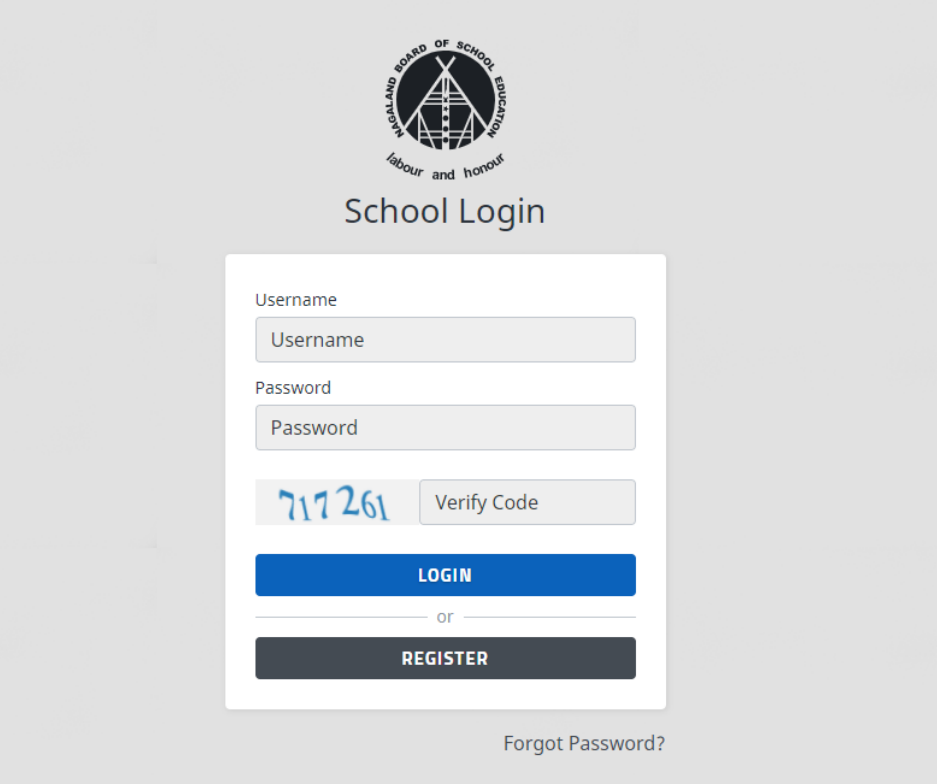
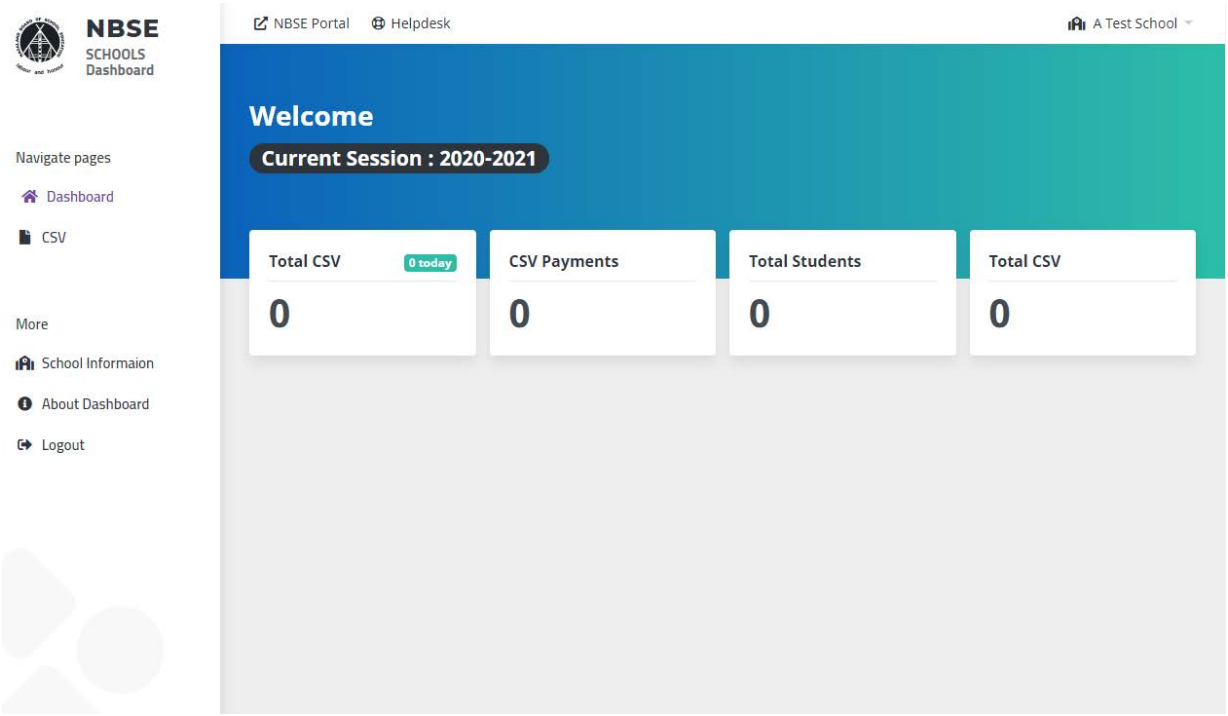


2.3. School Login

Go to the Link: https://nbsenl.edu.in/school/login

Enter your username and password

Note: username is the registered email ID



On successful Login, School Dashboard will be displayed.