



# Nagaland Board of School Education (NBSE)

## SCHOOL USER REGISTRATION Version - 1.1

<https://nbsenl.edu.in>

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*Prepared for: -*

**Nagaland Board of School Education (NBSE)**  
Bayavu Hill Kohima 797001  
Nagaland

*Prepared by: -*

**NK Square Infotech Private Limited**  
**ISO 9001:2015**  
62 High School Junction, Peraciezie  
Kohima 797001



**School User Registration**  
Version 1.1  
**Nagaland Board of School Education**

## Document Details

<b>Version</b>	<b>Date</b>	<b>Description</b>	<b>Author</b>
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

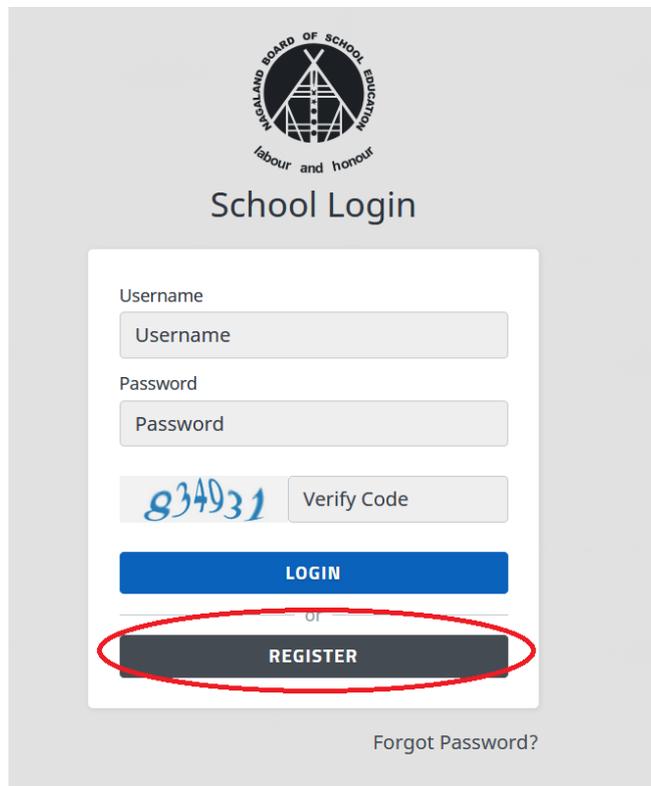
The purpose of this document is to provide a step by step instruction for the School Users to register and reset password in the NBSE Portal.

## 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>

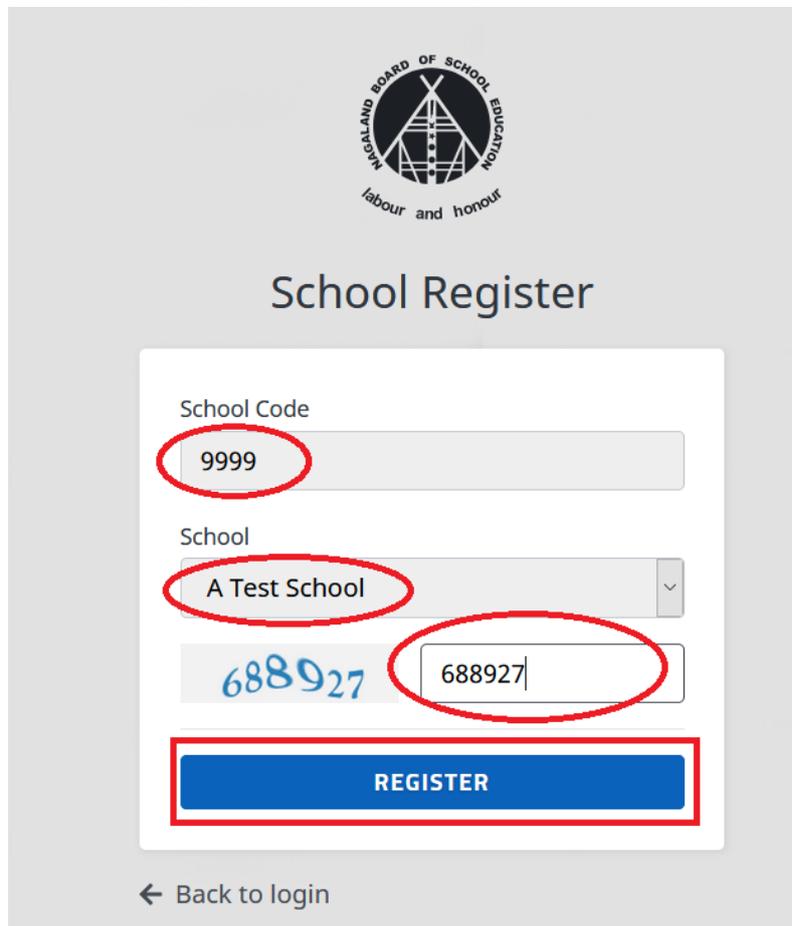
STEP-1: Go to <https://nbsenl.edu.in> > School Login > Register.



The screenshot shows the 'School Login' page of the Nagaland Board of School Education. At the top is the board's logo with the motto 'labour and honour'. Below the logo, the text 'School Login' is displayed. The main form contains four input fields: 'Username', 'Password', and 'Verify Code'. The 'Verify Code' field contains the handwritten number '834931'. Below the input fields are two buttons: a blue 'LOGIN' button and a dark grey 'REGISTER' button. The 'REGISTER' button is circled in red. At the bottom right of the form, there is a link for 'Forgot Password?'.

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.



The screenshot shows the 'School Register' form with the following fields and elements:

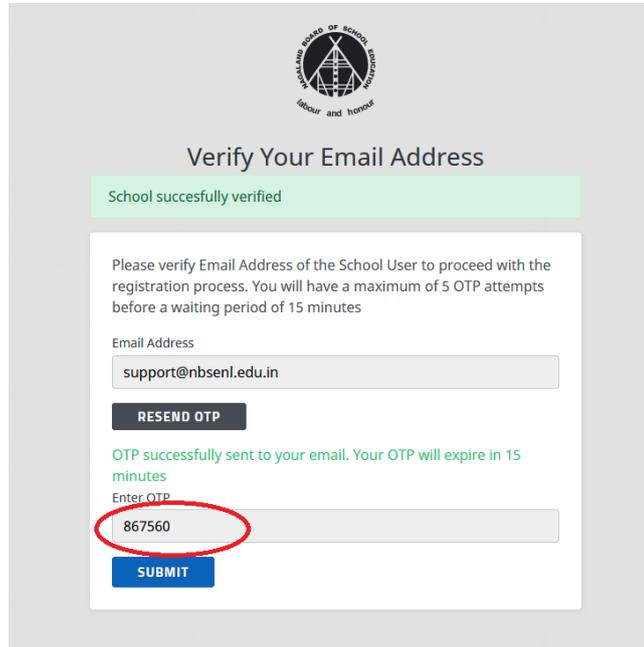
- School Code:** A text input field containing '9999'.
- School:** A dropdown menu with 'A Test School' selected.
- Captcha:** A box containing the image '688927' and an adjacent input field containing '688927'.
- REGISTER:** A prominent blue button with white text.
- Back to login:** A link with a left-pointing arrow.

Red circles highlight the School Code, School dropdown, and Captcha input field. A red rectangle highlights the REGISTER button.

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

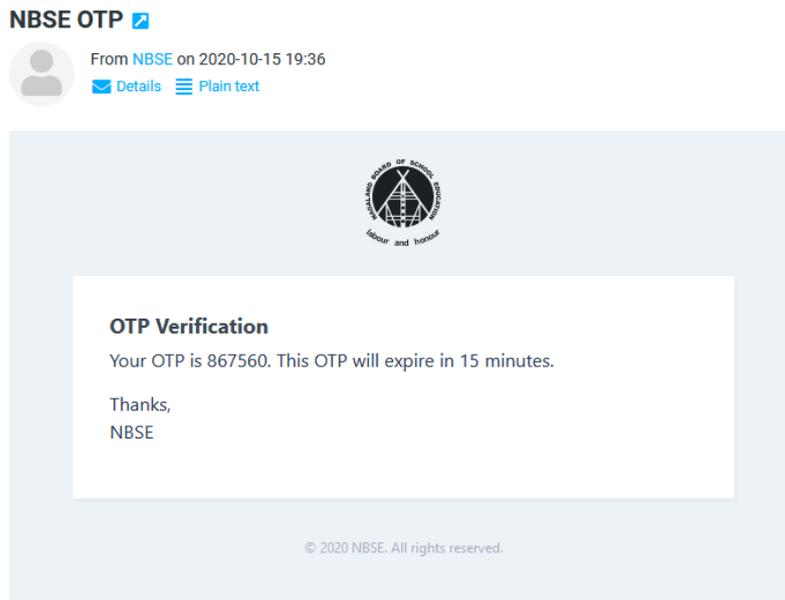
### STEP-3: Email Verification

Enter your email and Send OTP



The screenshot shows a web form titled "Verify Your Email Address" with the NBSE logo at the top. A green message bar at the top says "School successfully verified". The main text reads: "Please verify Email Address of the School User to proceed with the registration process. You will have a maximum of 5 OTP attempts before a waiting period of 15 minutes". Below this is a form with an "Email Address" field containing "support@nbsenl.edu.in" and a "RESEND OTP" button. A green message says "OTP successfully sent to your email. Your OTP will expire in 15 minutes". Below that is an "Enter OTP" field containing "867560" (circled in red) and a "SUBMIT" button.

Sample OTP Email

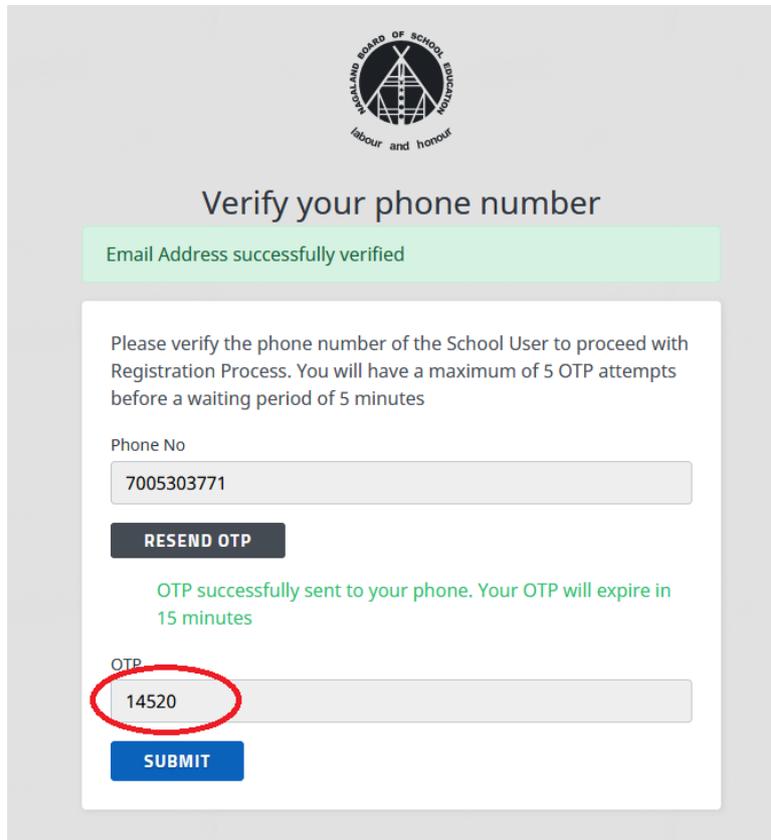


Check your email inbox and verify the email address with OTP.

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

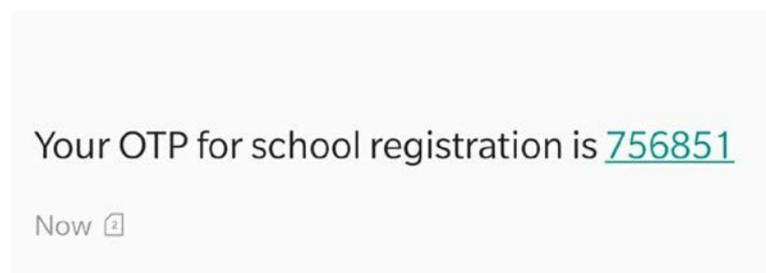
#### STEP-4: Phone Number Verification

Enter your phone number and verify with OTP.



The screenshot shows a web interface for phone number verification. At the top, there is the Nagaland Board of School Education logo. Below it, the heading "Verify your phone number" is displayed. A green notification bar states "Email Address successfully verified". The main content area contains the following text: "Please verify the phone number of the School User to proceed with Registration Process. You will have a maximum of 5 OTP attempts before a waiting period of 5 minutes". There is a text input field for "Phone No" containing "7005303771" and a "RESEND OTP" button. Below this, a green message says "OTP successfully sent to your phone. Your OTP will expire in 15 minutes". There is another text input field for "OTP" containing "14520", which is circled in red, and a "SUBMIT" button.

Sample OTP SMS



Your OTP for school registration is [756851](#)  
Now 



# School User Registration

## Version 1.1

### Nagaland Board of School Education

## STEP-5: School Registration Form

Fill the school Registration Form and Set the New Password.

### School Registration

**1. ACCOUNT DETAILS**

School  
A Test School

Email: support@nbsenl.edu.in      Phone No: 7005303771

Password:       Confirm Password \*:

*\* Please refer to the password policy*

**2. SCHOOL ADDRESS**

Line 1 \*

Line 2

District \*       PIN Code \*

**3. CONTACT PERSON DETAILS**

*\* Head of Schools, Principals*

First Name *	Middle Name	Last Name
<input type="text" value="Firstname"/>	<input type="text" value="Middlename"/>	<input type="text" value="Lastname"/>
Designation *	Email Address *	Phone Number *
<input type="text" value="Headmaster"/>	<input type="text" value="support@nbsenl.edu.in"/>	<input type="text" value="7005303771"/>

**3. CONTACT PERSON DETAILS**

*\* Head of Schools, Principals*

First Name *	Middle Name	Last Name
<input type="text" value="Firstname"/>	<input type="text" value="Middlename"/>	<input type="text" value="Lastname"/>
Designation *	Email Address *	Phone Number *
<input type="text" value="Headmaster"/>	<input type="text" value="support@nbsenl.edu.in"/>	<input type="text" value="7005303771"/>

**4. CONTACT PERSON ADDRESS (OPTIONAL)**

Check the box if providing address

Line 1 \*

Line 2

State \*       District \*       PIN Code \*

**SUBMIT**

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All fields marked \* are mandatory and should not be left blank.

#### Password Policy:

The Password must fulfill the following criteria:

- It must be more than 8 characters long
- It should contain at least 1 Uppercase character
- It should have at least 1 Lowercase character
- It should contain at least 1 numeric value
- It should contain at least 1 special character

**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;-

**School User Successfully Registered** 



From **NBSE** on 2020-10-15 20:12

 [Details](#)  [Plain text](#)



**Registration Success!**

A Test School has been successfully registered with the NBSE Portal. A new user has been created for the school.

**School** A Test School

**School Address** Kohima-707001

**School User Email:** support@nbsenl.edu.in

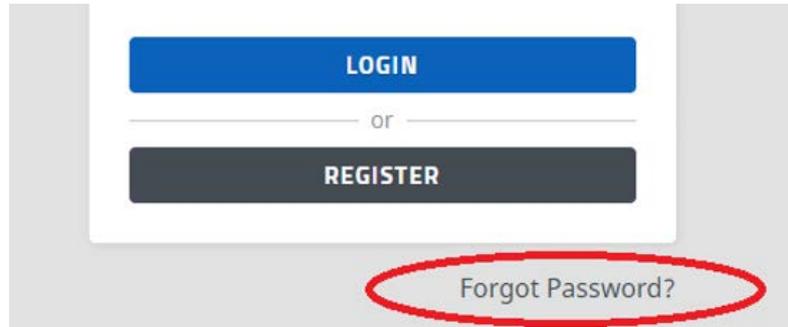
**School User Phone Number:** 7005303771

Regards,  
Nagaland Board of School Education

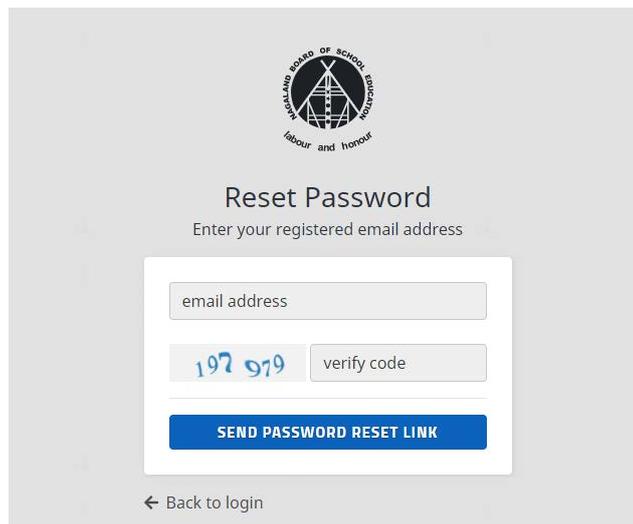
\*\*\* This is a system generated email. Please do not reply. \*\*\*

## 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**”



The image shows the "Reset Password" form. At the top is the Nagaland Board of School Education logo. Below the logo is the title "Reset Password" and the instruction "Enter your registered email address". The form contains two input fields: "email address" and "verify code". The "verify code" field contains the number "197 979". Below the input fields is a blue button labeled "SEND PASSWORD RESET LINK". At the bottom left of the form is a link that says "← Back to login".

We have emailed your password reset link!

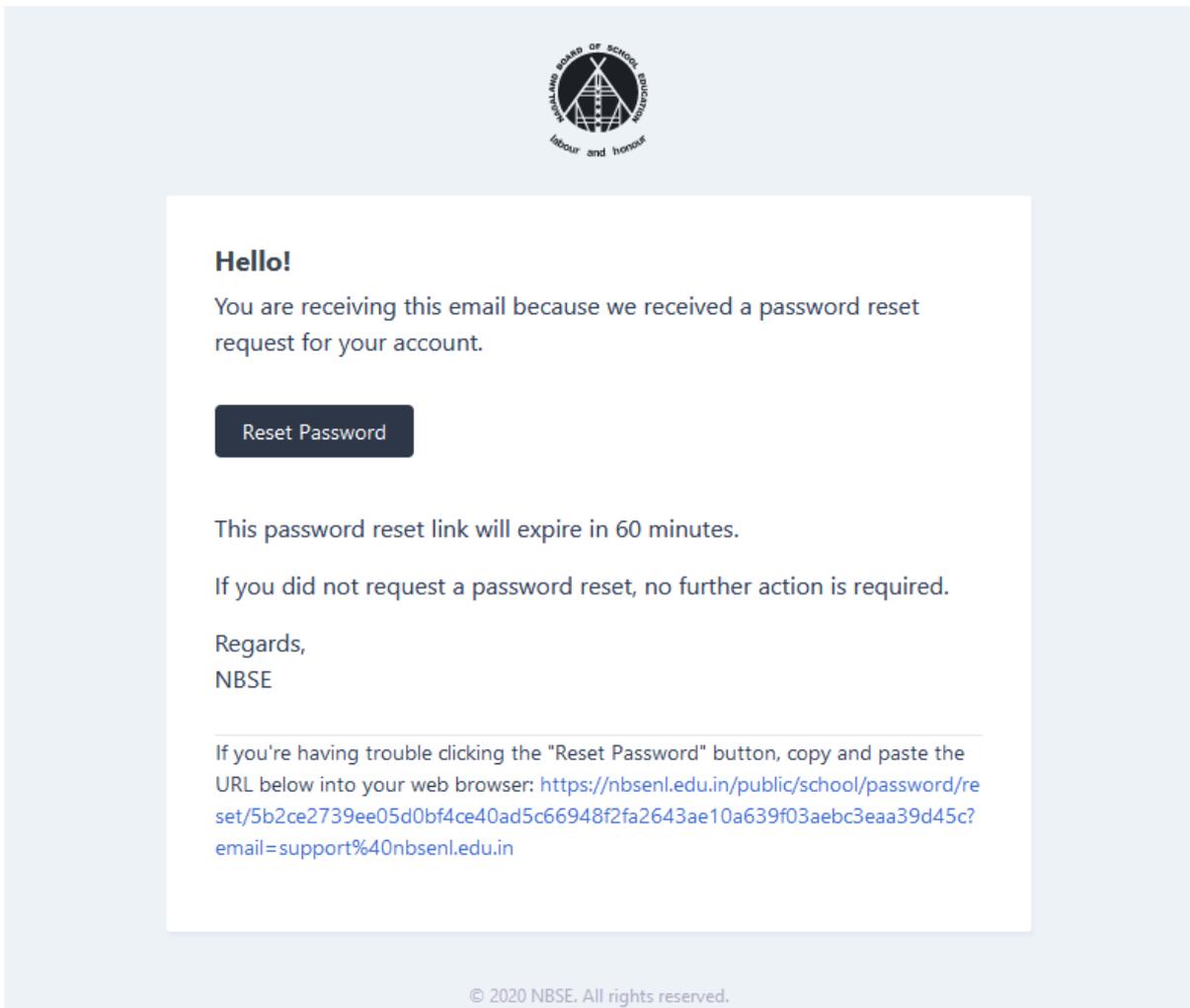
Check your email for password reset Link

### Reset Password Notification



From NBSE on 2020-10-15 20:36

 Details  Plain text



The image shows a preview of an email notification. At the top center is the Nagaland Board of School Education logo. Below it, the text reads: "Hello! You are receiving this email because we received a password reset request for your account." There is a dark blue button with the text "Reset Password". Below the button, it says: "This password reset link will expire in 60 minutes. If you did not request a password reset, no further action is required." The email ends with "Regards, NBSE". At the bottom, there is a note: "If you're having trouble clicking the 'Reset Password' button, copy and paste the URL below into your web browser: <https://nbsenl.edu.in/public/school/password/reset/5b2ce2739ee05d0bf4ce40ad5c66948f2fa2643ae10a639f03aebc3eaa39d45c?email=support%40nbsenl.edu.in>". At the very bottom of the preview, it says "© 2020 NBSE. All rights reserved."

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.

### Reset Password

E-Mail Address

Password

Confirm Password

**RESET PASSWORD**

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

Guest User | Sign In



## NBSE Helpdesk

HOME   OPEN A NEW TICKET   CHECK TICKET STATUS

Working hours from 9:00 AM to 4:00 PM  
(Monday to Friday)



**OPEN A NEW TICKET**

Open a New Ticket



**CHECK TICKET STATUS**

Check Ticket Status

**ADDRESS**

NBSE  
Bayavu Hill  
Kohima 797001  
Nagaland, INDIA

**Important links**

NBSE Official Portal

**Contact US**

✉ helpdesk@nbsenl.edu.in



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### 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*

  
labour and honour

### School Login

Username

Password

Verify Code

**LOGIN**

or

**REGISTER**

[Forgot Password?](#)



# School User Registration

Version 1.1

## Nagaland Board of School Education

On successful Login, School Dashboard will be displayed.

The screenshot shows the NBSE Schools Dashboard. On the left is a navigation sidebar with the NBSE logo and the text 'NBSE SCHOOLS Dashboard'. Below this are sections for 'Navigate pages' (Dashboard, CSV) and 'More' (School Information, About Dashboard, Logout). The main content area has a blue header with 'Welcome' and 'Current Session : 2020-2021'. Below the header are four white cards showing statistics: 'Total CSV' (0 today), 'CSV Payments' (0), 'Total Students' (0), and 'Total CSV' (0). The top right of the dashboard shows 'NBSE Portal', 'Helpdesk', and the school name 'A Test School'.