ICSE REGISTRATION MODULE V 2.0

User Guide for Schools

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Introduction

Welcome to e-Registration Version 2.0 of the Registration Module of the CAREERS System. Several changes have been introduced in this version of the Registration Module, which has made it more user friendly. Clear instructions have been provided on each screen to guide the user every step of the way. This User Guide is an added tool that will help users accomplish various tasks quickly and correctly.

Login

To login to the CAREERS System, carry out the following steps:

1. Enter the following URL in the address bar of your browser: http://careers.cisce.org. This opens the Login screen (Fig. 1).
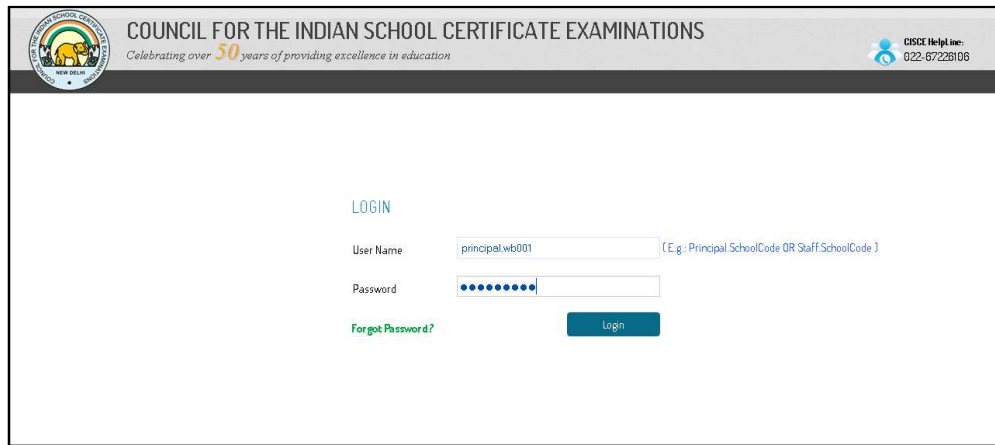

Fig. 1: Login Screen

2. Enter your User Name and Password in the space provided, and click on the *Login* button. This will open the CAREERS Home page.
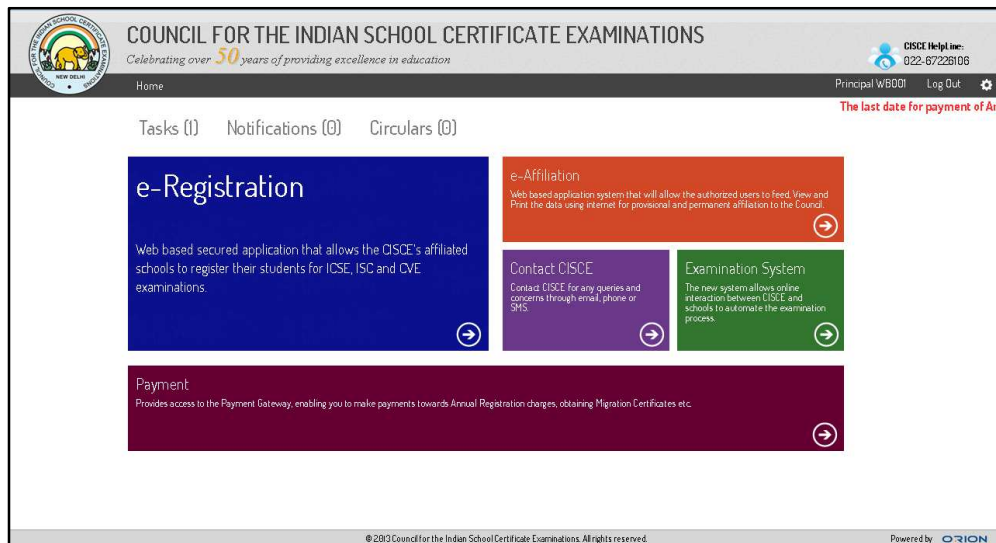

Fig. 2: CAREERS Home Page

3. In the CAREERS Home page, click on the *e-Registration* tile to open the Registration landing page (Fig. 3).
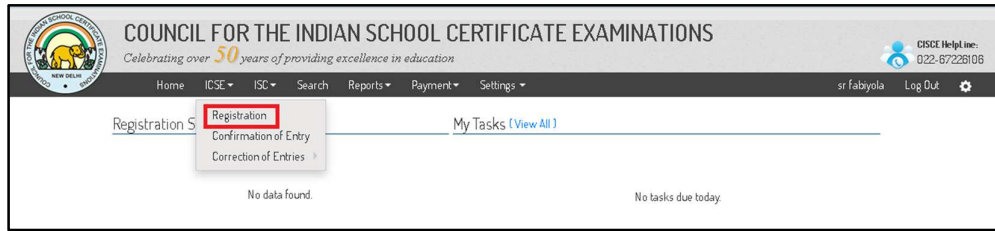

Fig. 3: Registration Landing Page

Registering Candidates for ICSE

You can register the following categories of candidates for ICSE Examinations:

- Class IX detained candidates from your school - to be re-registered
- Candidates who have passed Class VIII - to be registered newly
- Withdrawn candidates from any CISCE affiliated school - to be re-registered

Initiating the Registration Process

To initiate the registration process, carry out the following steps:

1. In the Registration landing page, from the dropdown menu options under ICSE, click on the *Registration* menu (highlighted in red in Fig. 3 above). This takes you to the *ICSE Registration Activation* screen (Fig, 4).
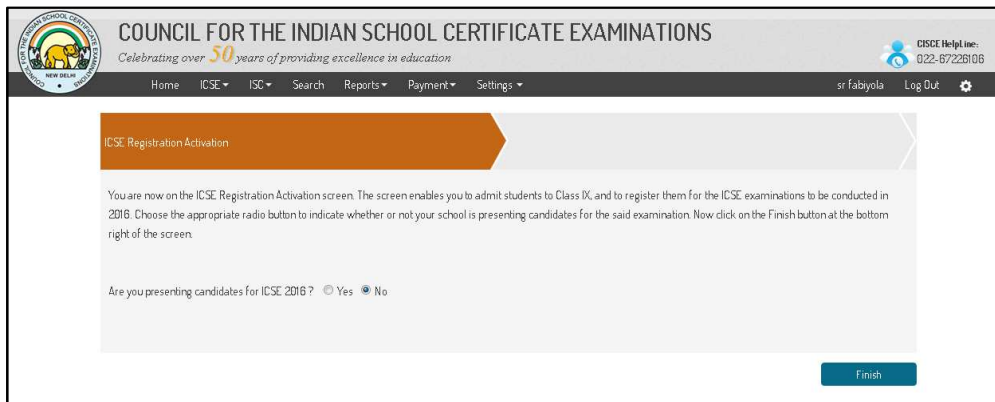

Fig. 4: ICSE Registration Activation Screen

2. At the bottom of the ICSE Registration Activation screen, there are two radio buttons against the question *Are you presenting candidaes for ICSE 2016?*. Select the *Yes* radio button, and click on the *Finish* button at the bottom right of the screen. This opens the *Registration Instructions* page (Fig. 5).
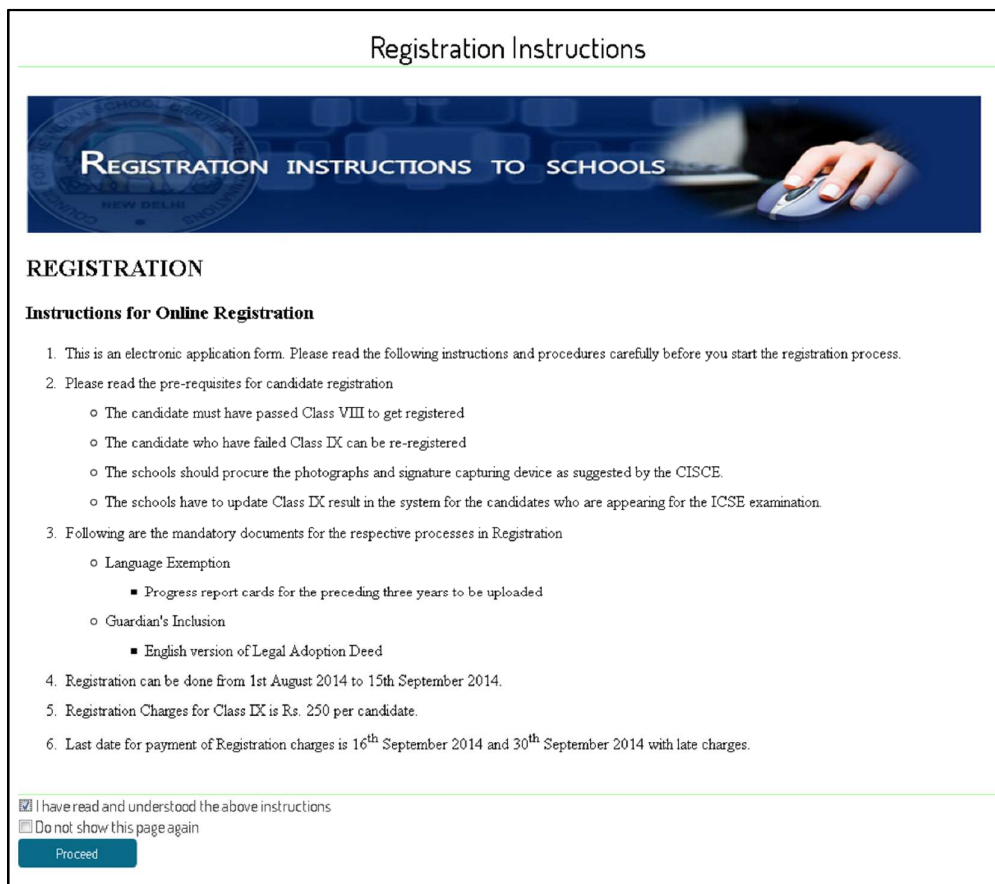
Fig. 5: ICSE Registration Instruction Screen

3. After going through the instructions, click the checkbox against *I have read and understood the above instructions*. The *Proceed* button will now be activated. Click on the *Proceed* button.

Re-registering a Detained Candidate

1. Clicking on *Proceed* button in Instructions page opens the *Update Class IX Status* screen (Fig. 6).
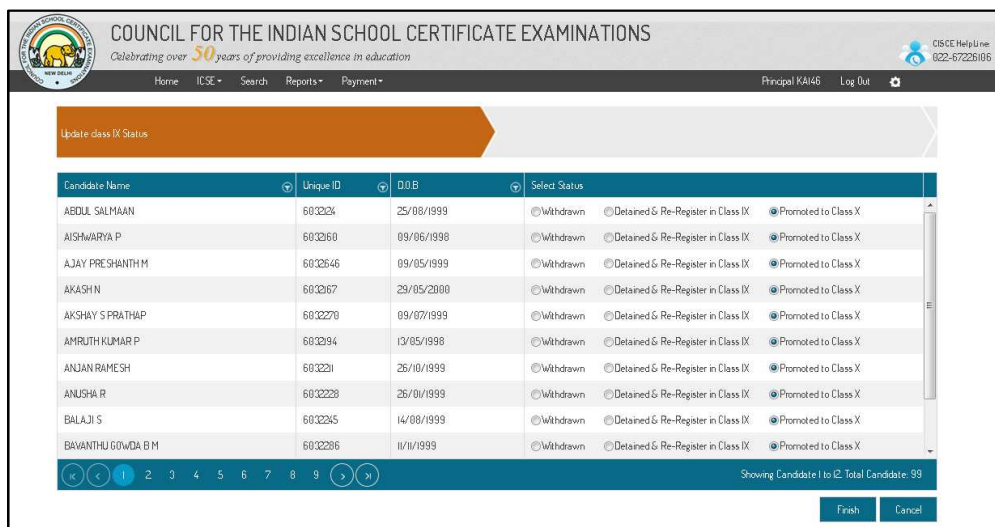

Fig. 6: Screen with Promoted to Class X selected

The purpose of this screen is to segregate candidates who have completed Class IX into three categories: those who passed and are promoted to Class X, those who failed and are to be detained and re-registered, and those who are to be withdrawn. By default, the *Promoted to Class X* radio button will be selected for all candidates.

2. Select the appropriate radio button against each candidate, and click on the *Finish* button. The system will now have a list of detained candidates who are to be re-registered.

Registering a New Candidate

Students who have completed Class VIII and have been promoted to Class IX need to be registered to be able to appear for the ICSE 2016 Examination. Clicking the Finish button in the *Update Class IX Status* screen opens a new screen (Fig. 7). At the top of this screen there are two bands. The upper band is used to search for detained candidates from your school, as well as withdrawn candidates from any CISCE affiliated school. The lower band is used to add new candidates. By default the lower band with the blank *Candidate Details* Form will be open.

Fig. 7: The Candidate Details Screen

To register a new student, carry out the following steps:

1. In the blank *Candidate Details* screen (Fig. 7 above), enter the required details.
2. Upload a passport size coloured photograph of the candidate in school uniform against a white background. Also please note that 75% of the photograph should be of the face of the candidate.
3. Capture / Scan and upload the signature of the candidate.
4. Enter comments if any in the *Comments to Principal* text box.
5. To the bottom right of the screen there are three buttons: *Save, Save & Continue,* and *Submit to Principal*. After entering all the details and uploading all the required documents, if you click on the *Save* button, the data will be saved in the system, and a confirmation message will appear briefly on top of the screen. The screen will now be ready for *Candidate Review*. You can however make further changes to the data later if required.

6. After entering all the details and uploading all the required documents, if you click on the *Save & Continue* button, the data will be saved in the system, and the screen will be ready for candidate review. A confirmation message will appear briefly on top of the screen, with a blank Candidate Details screen below it, enabling you to add the next candidate. You can make further changes to the Candidate Details from the *Candidate Review* screen.

7. You can also enter all the details, upload all the required documents, and click on the *Submit to Principal* button. The data will now be saved in the system, and the screen will now be ready for Principal Review. The Staff User will not be able to make any further changes to the data after submitting the form to the Principal. A blank *Candidate Details* screen will open, enabling you to add the next candidate.

   NOTES:
   a. All fields with an asterisk (*) are mandatory fields.
   b. Candidates permitted Second Language Exemption must upload scanned copies of the supporting documents prescribed in the form.
   c. Scanned copies of supporting documents must be uploaded if a Guardian's name is proposed.
   d. In Group I, Subjects 01 and 50 are compulsory Subjects, and will be selected by default.
   e. Minimum 1 and maximum 2 Subjects to be selected from Group I apart from the default Subjects.
   f. Minimum 2 and maximum 3 Subjects to be selected from Group II.
   g. Only 1 Subject to be selected from Group III.
   h. If Art is selected as the Subject in Group III, an additional box will open with 4 papers, out of which two must be selected.
   i. Students permitted Second Language Exemption need to study only the two default subjects from Group I. Other subjects in Group I will be disabled.

Fig. 8: Sample Candidate Details Screen with all fields added newly

Re-registering a Candidate Using the Search Function

The *Search* function allows you to search for Class IX detained candidates from your own school, as well as withdrawn candidates from any CISCE affiliated school, using either the candidate's Unique ID or Registration Number as the search criterion. To search and add a candidate to the list of candidates for registration, carry out the following steps:

1. Click on the Search & Add button to the top right of the Candidate Details screen (Fig. 9 highlighted in red).

Fig. 9: The Search & Add Button

2. Click on the down arrow at the extreme right of the top band. This displays the search criteria options available, namely *Unique ID* and *Registration Number* (Fig. 10).
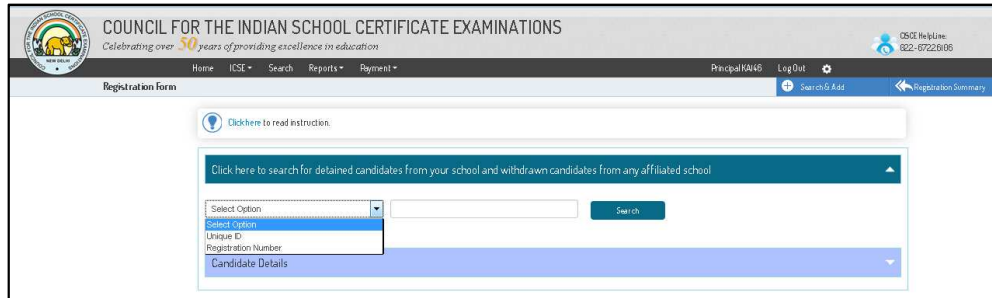
Fig. 10: The Search & Add Screen

3. Enter either the *Unique ID* or *Registration Number* of the candidate in the field provided, and click on the *Search* button. The basic details of the candidate will be displayed below (Fig. 11).
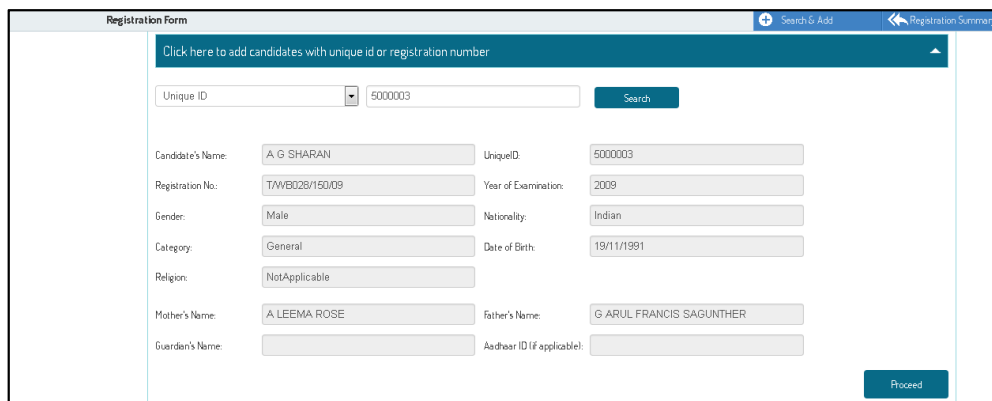

Fig. 11: Search result showing basic details of the candidate searched for

4. Click on the *Proceed* button to the bottom right of the screen. This will display all the details of the candidate. Since the data displayed in the screen belongs to a candidate who had already been registered previously and is being re-registered, most of the data in the fields will not be editable. The only area where editing is possible is choice of Subjects. Photograph and signature can be added if this was not uploaded at the time of the original registration.

5. Make the requisite changes and click on the *Save* button. The modifications made will be saved in the system, and the screen will now be ready for *Candidate Review*. You can re-visit the page later and make further changes if required.

6. After making the requisite changes, click on the *Submit to Principal* button. The modifications made will be saved in the system, and the screen will now be ready for *Principal Review*. The Staff User will not be able to make any further changes to the data after submitting the form to the Principal.

Candidate Review

The candidate review is done prior to submission of the registration request to the Principal. The Purpose of the *Candidate Review* screen is to allow candidates to view the details that have been entered, and to correct errors if any. To do a Candidate Review, carry out the following steps:

1. Click on the Registration Summary button next to the Search & Add button (Fig 12 highlighted in red).
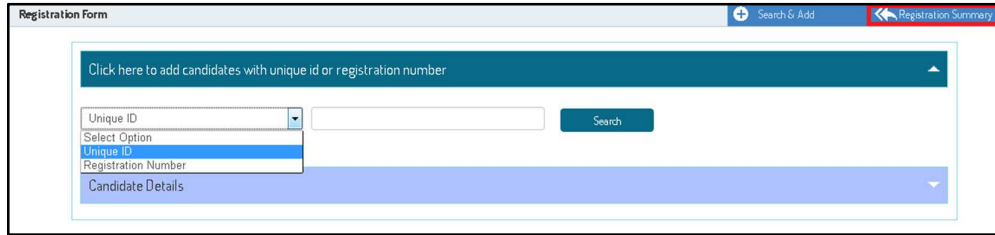
Fig. 12: The Registration Summary Button

This opens the Registration Summary screen (Fig. 13). The screen has different rows showing various tasks to be carried out. The first row shows the number of candidates whose details have been saved and whose Candidate Review is pending. There are two buttons in this row: *View All* and *Start Review*.
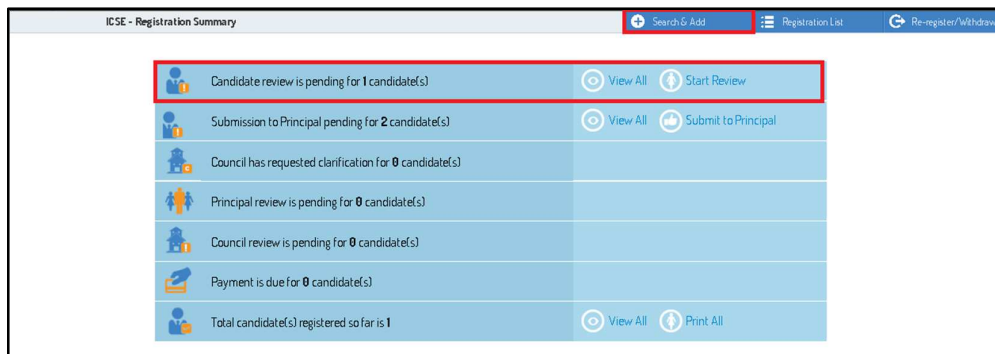

Fig. 12: ICSE Registration Summary screen showing number of Candidate Reviews pending

2. Click on the *View All* button. This will display the names of the candidates whose Candidate Review is pending (Fig. 13).

Fig. 13: Screen showing list of candidates whose Candidate Reviews is pending

3. Click on the name of a candidate in the list, and the *Candidate Details* page pertaining to that candidate will be displayed.
4. Click on the *Start Review* button. This will directly open the *Candidate Details* page of the first candidate in the list.
5. Review the candidate details to make sure all the details are entered correctly, and that all the necessary supporting documents as well as the candidate's photograph and signature are uploaded.
6. Click on the *Registration Summary* button at the top to take you back to the ICSE Registration Summary screen.
7. Click on the *Print Candidate Details* button at the top if you want to print and file a hard copy of the candidate details.
8. Click on the *Delete Candidate* button if you want to delete the candidate from the current registration. This option will be available only if you log in as the Principal.

9. If you are satisfied that everything is in order, click the checkbox at the bottom of the page. This will enable two buttons to the bottom right of the page: *Save & Proceed* and *Submit to Principal & Proceed* (Fig. 14)

Fig. 14: Candidate Review Screen with Save & Proceed and Submit to Principal & Proceed buttons enabled

10. Click on the *Save & Proceed* button if you want to save the details entered and move on to the next task, but would like to return to the page later to make further changes. The status of the registration request will now change to *Submission to Principal Pending,* and the candidate's name will be added to the list of Submission to Principal Pending candidates on the ICSE Registration Summary scree (Fig. 15). You can click on the *View All* button and click on the name of the candidate in the list that is displayed to open the Candidate Details page of that candidate and do any further modification that may be required.
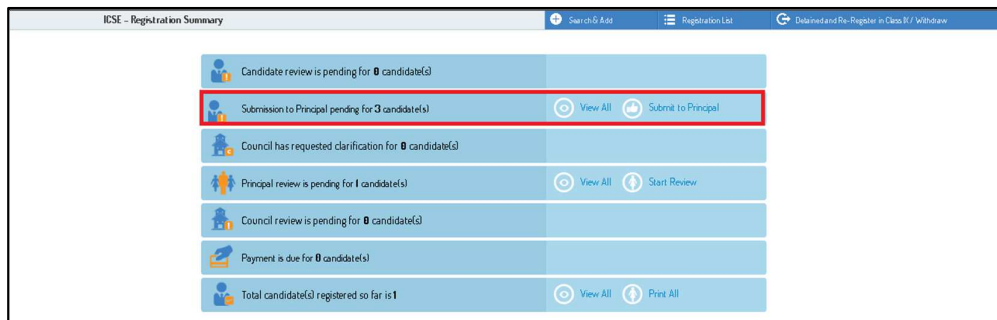

Fig. 15: Registration Summary screen showing number of Candidates pending submission to Principal

11. Click on the *Submit to Principal & Proceed* button if you are satisfied that no further modifications will be required, and want to move on to the next task. The status of the registration request will now change to *Principal Review Pending,* and the candidate's name will be added to the list of Principal Review Pending candidates on the *ICSE Registration Summary* screen (Fig. 16).
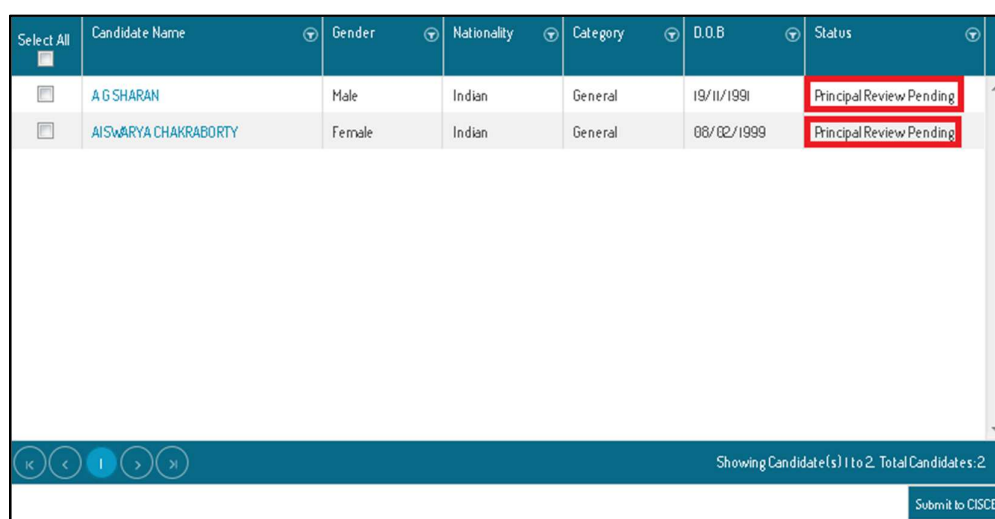

Fig. 16: Registration Summary screen showing number of Candidates pending Principal Review

Principal Review

Only the Principal of a school can submit a request for registration to the Council. Before submitting a registration request to the Council, the Principal can review the request to ensure everything is in order. To do this, carry out the following steps:

1. Log into the CAREERS System using the Principal's login credentials, click on the *Registration* tile, go to the *ICSE* menu, and click on *Registration* in the dropdown menu. This opens the *ICSE Registration Summary* screen.

2. In the ICSE Registration Summary screen, go to the *Principal Review Pending* row. There are two buttons against the task: *View All* and *Start Review* (Fig. 16 above).

3. Click on the *View All* button. This will display the names of the candidates whose Principal Review is pending (Fig. 17).

Fig. 17: List of Principal Review Pending Candidates

4. Click on the name of a candidate in the list, and the Registration Form pertaining to that candidate will be displayed.

5. Click on the *Start Review* button. This will directly open the Registration Form of the first candidate in the list.

    To the top right of the Registration Form there are four buttons: *Registration Summary, Back to List, Edit Candidate,* and *Delete Candidate* (Fig. 18).

6. Click on the *Registration Summary* button to go back to the ICSE Registration Summary screen.

7. Click on the *Back to List button* to go back to the Principal Review Pending List screen.

8. Click on the *Edit Candidate* button to edit the candidate details before submitting the registration request to the Council.

9. Click on the *Delete Candidate* button if you want to remove the candidate from the current registration.

Fig. 18: Registration Form - Principal Review

Towards the bottom of the Registration Form - Principal Review screen, two options are available for the Principal (Fig 19).

Fig. 19: Registration Form - Principal Review Options

10. Select the first option if you require more clarification from the staff user. A task will now be created for the staff user, requiring him/her to respond to your request for more clarification.
11. Select the second option if you want to submit the request to the Council for approval.
12. Add any comments that you may want to, in the *Comments to CISCE* text box.
13. Click on the *Submit to CISCE* button to the bottom right of the screen. The candidate's status will now change to *Payment Pending*.

NOTE: The principal can also submit the registration request directly from the list of Principal Review Pending candidates without going through the review process simply by clicking the checkbox against the candidate and clicking on the *Submit to CISCE* button.

Making Payment for registration.

Registration charges have to be paid to CISCE for all candidates, except Detained and Withdrawn candidates. The payment has to be made online using the CAREERS System. Payment options available are through Net Banking, and through use of Credit Cards and Debit Cards. To make payment, carry out the following steps:

1. Go to the *Payment Due* row on the ICSE Registration Summary screen (Fig. 20).
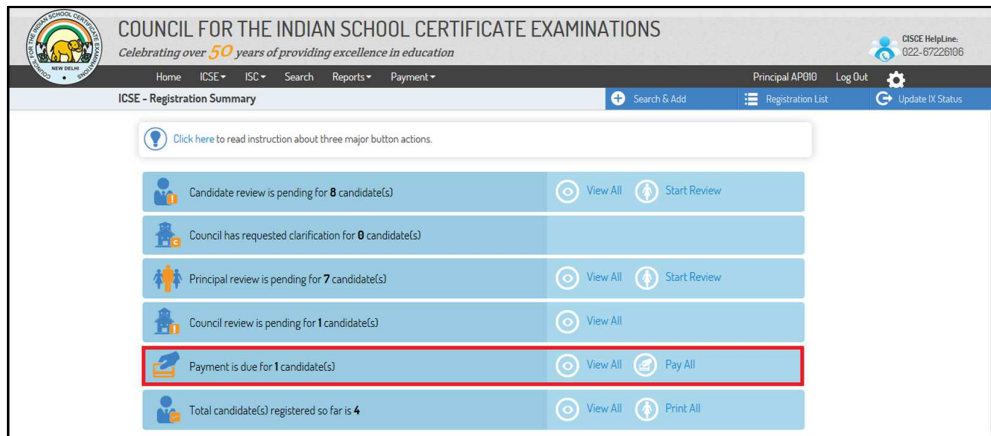

Fig. 20: Registration Summary screen showing number of Payment Due Candidates

2. Click on the *View All* button if you want to view the list of candidates and make payment for selected candidates from the list.

3. Click on the *Pay All* button if you want to directly make the payment from this screen. The CAREERS System is integrated with a secure payment gateway. Clicking the Payment button will navigate you to the payment gateway. Follow the usual procedure for making online payments. On completion of the transaction, you will be navigated back to the CAREERS System, where an acknowledgement will be provided with the full transaction details.

After the registration request is submitted to the Council for approval, the Council may get back to the school seeking more clarifications. This usually happens in the case of candidates with Guardian Exemption and Second Language Exemption. A task will then be created automatically, requiring the Principal to respond to the request for more clarification. The task will be visible to the Principal immediately on logging in.