ISC REGISTRATION MODULE V 2.0
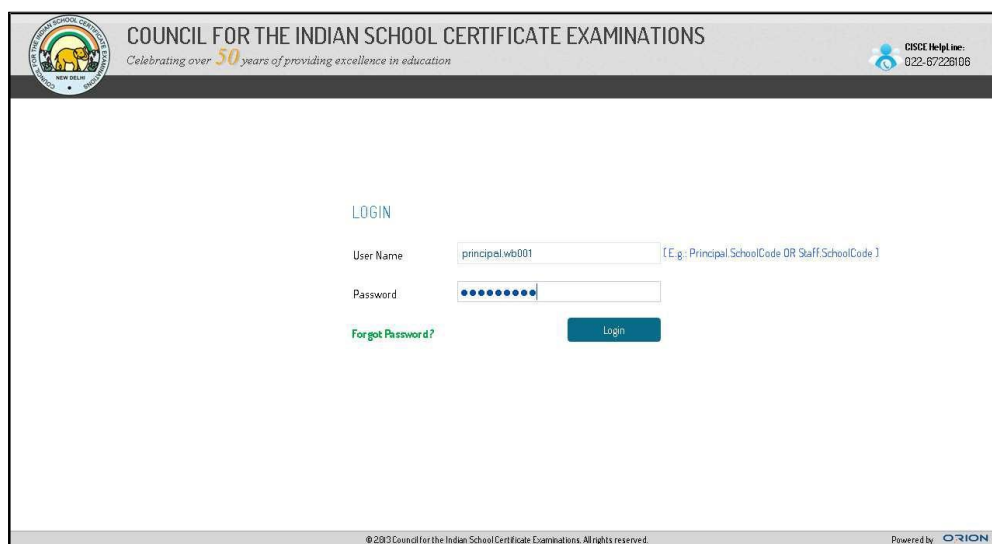
User Guide for Schools

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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.
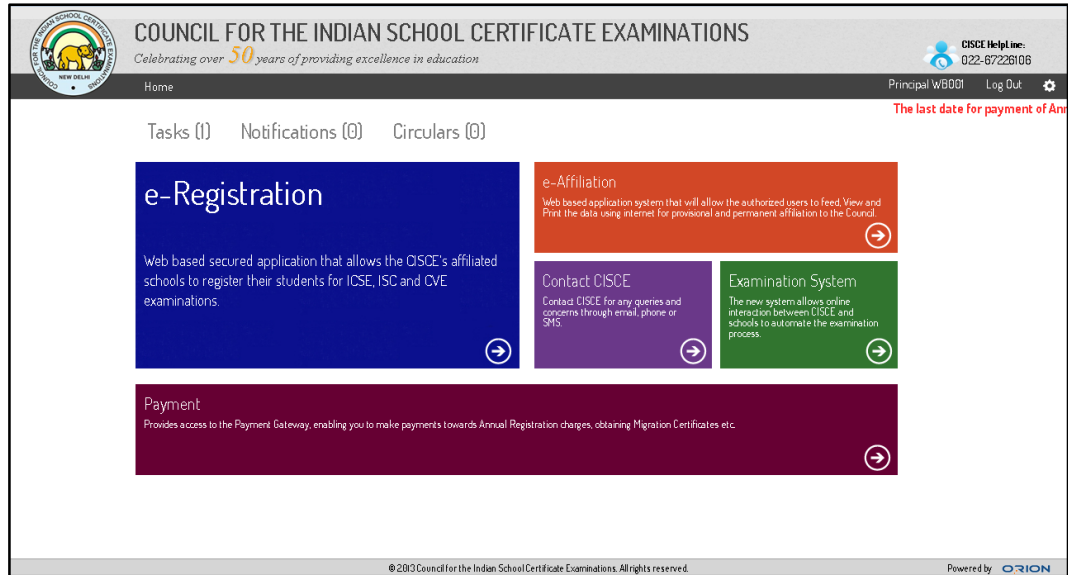
Fig. 2: CAREERS Home Page

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 ISC

The Registration Module for ISC Examinations allows you to register the following categories of candidates:

- Candidates who have passed the ICSE (Class X) Examination from your own school
- Candidates from other Boards who have secured eligibility from the Council
- Candidates from your school who have failed Class XI and have been detained
- Other Types of Candidates:
  - Candidates who have passed the ICSE (Class X) Examination from other CISCE affiliated schools
  - Withdrawn candidates from your own or other CISCE affiliated schools and being re-registered
  - Candidates who had passed ICSE (Class X) Examination prior to the 2014 Examination / were granted Eligibility prior to the year 2014.

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Registering ICSE (Class X) Passed Candidates from Your School

To register ICSE (Class X) passed candidates from your school for the ISC 2016 Examination, carry out the following steps:

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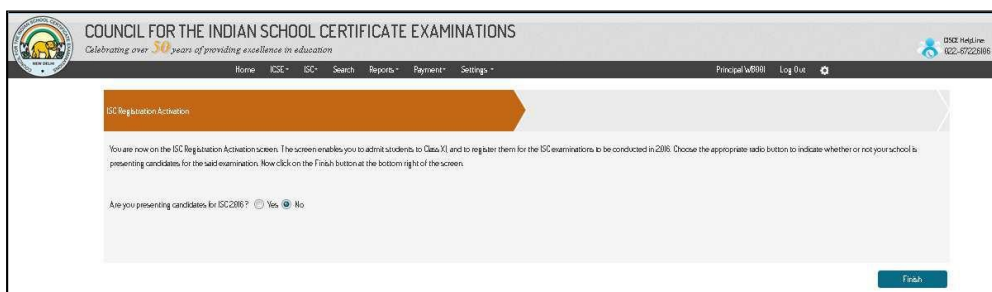

Fig. 4: ISC Registration Activation Screen

2. At the bottom of the ISC Registration Activation screen, there are two radio buttons against the question: Are you presenting candidates for ISC 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). If you are not presenting candidates for ISC 2016, select the No radio button and click Finish.
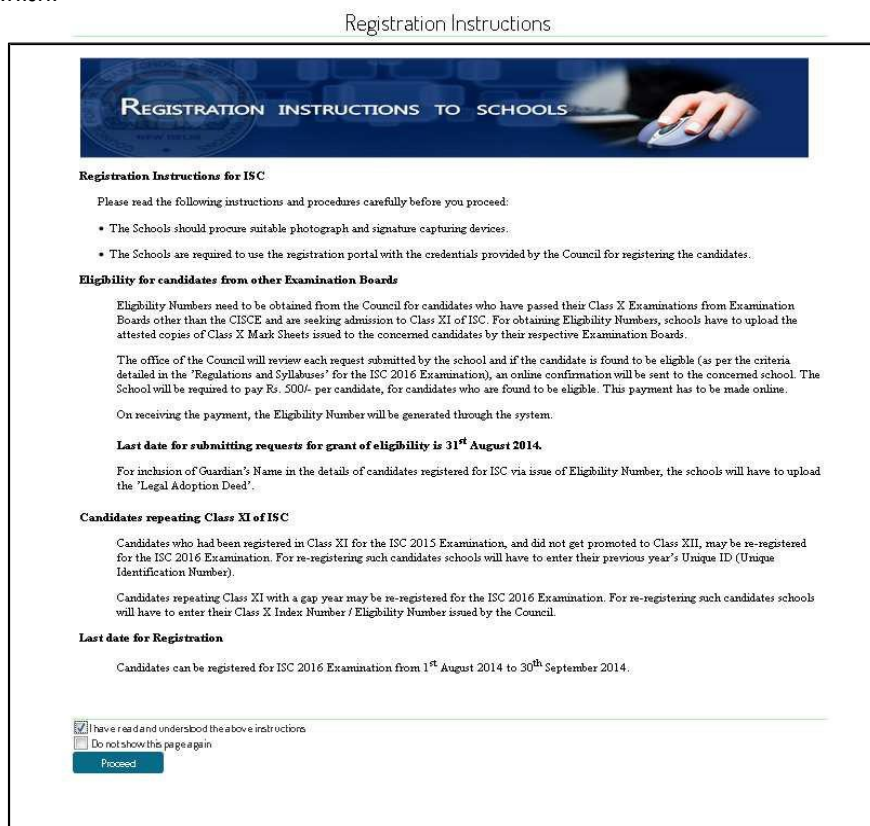

Fig. 5: ISC Registration Instruction Screen

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.

4. Click on the Proceed button. This takes you to Step 1 of the Registration Wizard (Fig. 6).

Fig. 6: ICSE (Class X): Add Selected Screen

This screen shows the list of all candidates from the logged-in school who have passed ICSE (Class X). The purpose of this screen is to select the candidates who are going to continue in the school, and to register them for the ISC 2016 Examination. By default the **Yes** radio button will be selected against all candidates. If any candidate in the list is NOT appearing for the ISC 2016 Examination, select the **No** radio button against the candidate. The screen has a pagination feature that allows you to navigate to the next page. To the bottom right of the screen, there are two buttons: Proceed and Skip. After you have completed selecting the candidates for registration, click on the **Proceed** button. If you want to postpone this step of the Registration Wizard for later, click on the **Skip** button.

Registering Eligible Candidates from Other Boards

You can register candidates from other Boards who have secured Eligibility from the Council to appear for the ISC 2016 Examination. To do this carry out the following steps:

1. Click on either the Proceed or the Skip button on the **ICSE (Class X)**: **Add Selected** screen (Fig. 6 above). In both cases, you will be navigated to Step 2 of the Registration Wizard, namely the **Eligibility Cases**: **Add Selected** screen (Fig. 7).
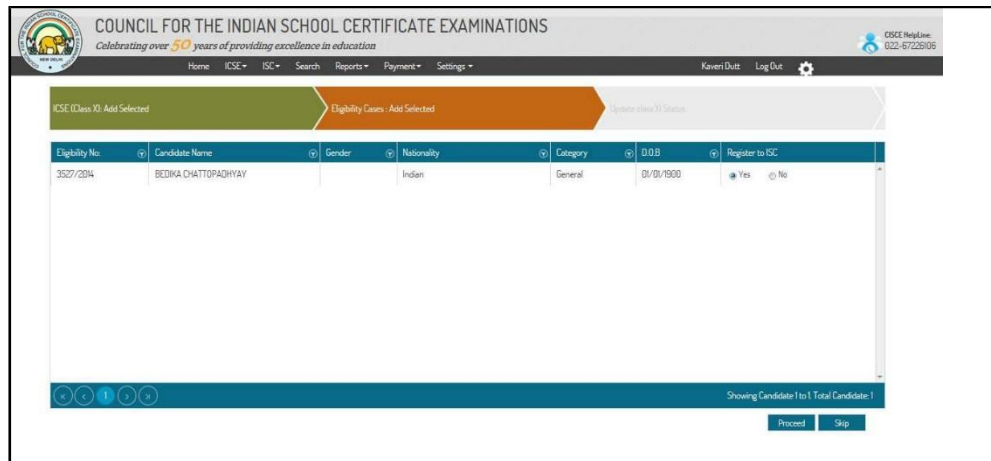
Fig. 7: Eligibility Cases: Add Selected Screen

The screen lists candidates from other Boards who had applied to the Council through your school for eligibility to appear for the ISC 2016 Examination, and whose eligibility requests have been approved by the Council. By default the **Yes** button against the candidates will be checked.

2. In case all selected candidates are to be registered for the ISC 2016 Examination, click on the **Proceed** button. In case some of the candidates are NOT to be registered for the ISC 2016 Examination, click on the **NO** radio button against their name(s) and click on the **Proceed** button. This will take you to Step 3 of the Registration Wizard.

3. If you do not have candidates from other Boards to be registered, or if you want to postpone this step of the Registration Wizard for later, click on the **Skip** button. This too will take you to Step 3 of the Registration Wizard.

Re-registering Candidates Detained in Class XI

Candidates from your school who have failed in Class XI and are detained, need to re-registered if they want to appear for the ISC 2016 Examination. To re-register such candidates, carry out the following steps:

1. Click on the **Proceed** or **Skip** button on the **Eligibility Cases: Add Selected** screen (Fig. 7 above). In both cases, you will be navigated to Step 3 of the Registration Wizard, namely the Update Class XI Status screen (Fig. 8)
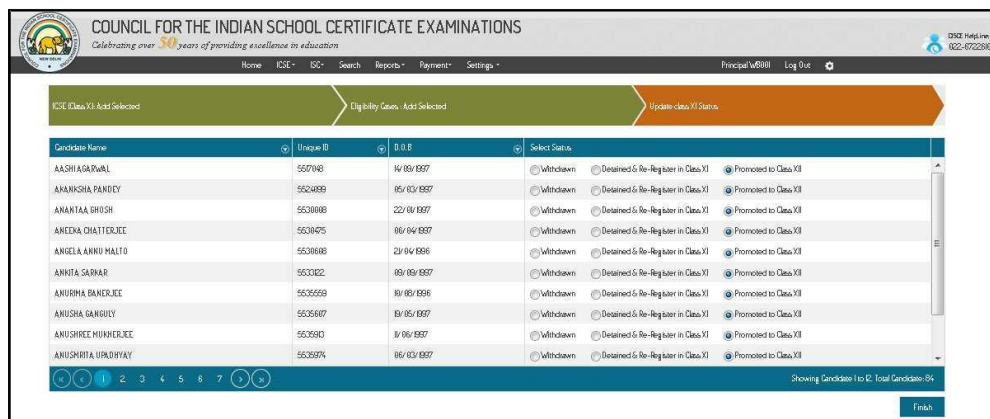
Fig. 8: Update Class XI Status Screen

The purpose of this screen is to identify candidates who have been detained in Class XI and need to be re-registered, as well as candidates who are to be withdrawn. The screen lists all candidates from your school who appeared for the Class XI Examination. There are three radio buttons against each candidate. By default the **Promote to Class XII** radio button will be selected for all candidates. The screen has a pagination feature allowing you to navigate from page to page, enabling you to view the entire list of candidates.

2. Click on the appropriate radio button against each candidate to indicate whether the candidate is to be treated as promoted, withdrawn, or detained and re-registered.
3. When you are through, click on the **Finish** button.

NOTE: The status of the candidates added for registration through the steps mentioned above will change to **Candidate Review Pending**. A list of these candidates will be displayed on clicking the **Candidate Review Pending** row on the ISC Registration Summary screen.

Registering Other Types of Candidates

On clicking the **Finish** button on the **Update Class XI Status** screen (Fig. 8 above) you will be taken to the ISC Registration screen (Fig. 9). This screen allows you to search for the following types of candidates using any of the candidate's particulars such as: Unique ID, Registration Number, Index Number &Year of passing or Eligibility Number:

•	Candidates who have passed ICSE (Class X) from other CISCE affiliated schools

•	Withdrawn candidates from your own or other CISCE affiliated schools

•	Candidates who had passed ICSE (Class X) Examination prior to the 2014 Examination / were granted Eligibility prior to the year 2014.
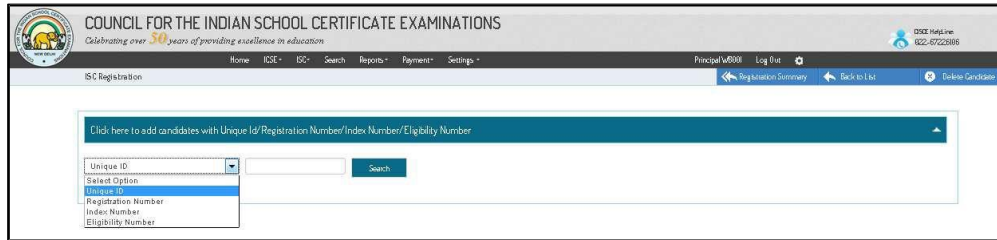
Fig. 9: ISC Registration Screen

To register candidates belonging to any of the above categories, carry out the following steps:

1. Enter the candidate's Unique ID/ Registration Number/ Index Number &Year of passing/ Eligibility Number in the space provided.

2. Click on the Search button. The basic details of the candidate matching your search criterion will be displayed below (Fig. 10). The basic details of the candidate are not editable.
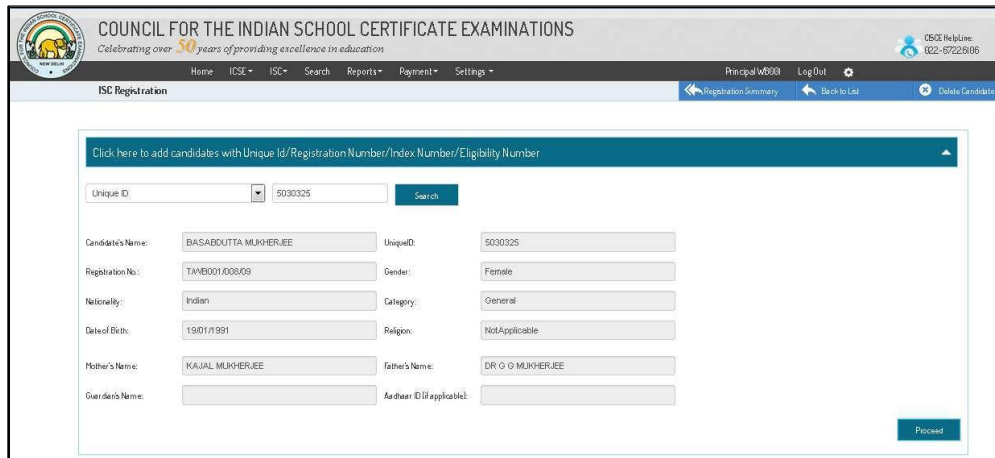

Fig. 10: ISC Registration Screen – Basic Details of the Candidate

3. Click on the **Proceed** button to the bottom right of the screen. This will display all details of the candidate (Fig. 11).

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Fig. 11: Candidate Details Screen

4. Select the subjects by checking the appropriate checkboxes in the Subjects drop down.

5. Upload the candidates photograph and signature if it is not already there in the system.

6. Click the checkbox to the bottom left of the screen to certify that the information furnished is true and correct. This will enable two buttons at the bottom right of the screen.

7. Click on the Save & Proceed button to save the details entered and go back to the ISC Registration page.

8. Click on the **Submit to Principal & Proceed** button if you want to submit the registration request to the Principal, and return to the ISC Registration page.

Candidate Review

A candidate review is done prior to submission of the registration request to the Principal (*unlike ICSE where the complete candidate details are entered newly, in ISC most of the candidate details are already available in the system*). The scope of Candidate Review is therefore limited to verifying whether the subjects selected are correct. To do a Candidate Review, carry out the following steps:

1. Go to the ISC Registration Summary screen. The screen displays 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 against the task: **View All** and **Start Review** (Fig. 12).

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

2. Click on the **View All** button. This will display the names of all the candidates whose Candidate Review is pending (Fig. 13). The screen has a pagination feature allowing you to navigate from page to page, enabling you to view the entire list of candidates.

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

3. Click on the name of a candidate. This will open the Candidate Details screen pertaining to that candidate. This screen is similar to Fig. 11 above.
4. Verify whether the subjects selected are correct, and whether the photograph and signature have been uploaded.
5. Click the checkbox to the bottom left of the screen to certify that the information furnished is true and correct. This will enable two buttons at the bottom right of the screen.
6. Click on the Save & Proceed button to save the details entered and go back to the ISC Registration page. A new task will be created on the ISC Registration page, namely, Submission to Principal pending (Fig. 14).

   Steps 3 to 6 have to be repeated for all the remaining candidates.

Fig. 14: ISC Registration Screen with Submission to Principal Pending task added

The staff user can simply click on the **Submit to Principal** button in the above screen to submit the registration request to the Principal.

7. Instead of clicking the **View All** button in the ISC Registration Summary screen (Fig. 12 above), the staff user can click on the **Start Review** button. This will directly open the Candidate Details page of the first candidate in the list.

8. Click on the Registration Summary button at the top to go back to the ISC Registration Summary screen.

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. In order to do so, the following steps need to be carried out:

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

2. In the ISC Registration Summary screen, go to the **Principal Review Pending** row. There are two buttons against the task: **View All** and **Start Review** (Fig. 15).

Fig. 15: ISC Registration Screen showing Principal Review Pending task

3. Click on the **View All** button. This will display the names of the candidates whose Principal Review is pending (Fig. 16).

Fig. 16: 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. 17).

Fig. 17: Registration Form - Principal Review

6. Click on the Registration Summary button to go back to the ISC 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

At the bottom of the Registration Form - Principal Review screen, two radio buttons are

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provided offering two options for the Principal. 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. Select the second option if you want to submit the request to the Council for approval.

10. Add any comments that you may want to, in the Comments to CISCE text box.

11. Click on the Submit to CISCE button to the bottom right of the screen.

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. Clicking the checkbox under **Select All** will check all the checkboxes at one go.

After the registration request is submitted to the Council for approval, the Council may get back to the school seeking more clarifications. 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.