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# USER MANUAL

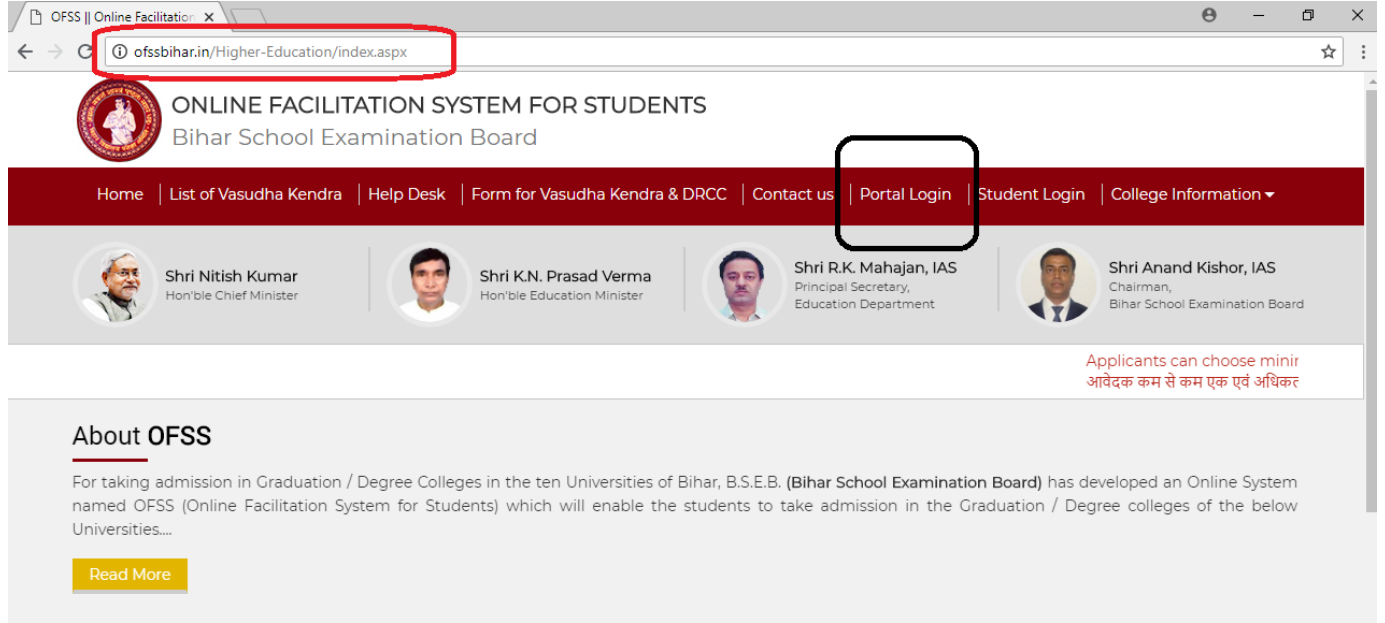
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**For admission in OFSS Portal**



## Step By Step Guideline of “Admission Updation” in Degree Colleges:

- Type the URL: <http://www.ofssbihar.in> in browser. Then click on “Portal Login” link.
- किसी भी वेब ब्राउज़र से <http://www.ofssbihar.in> वेब साईट खोलें. खोलने के पश्चात “ “Portal Login” लिंक पर क्लिक करें |

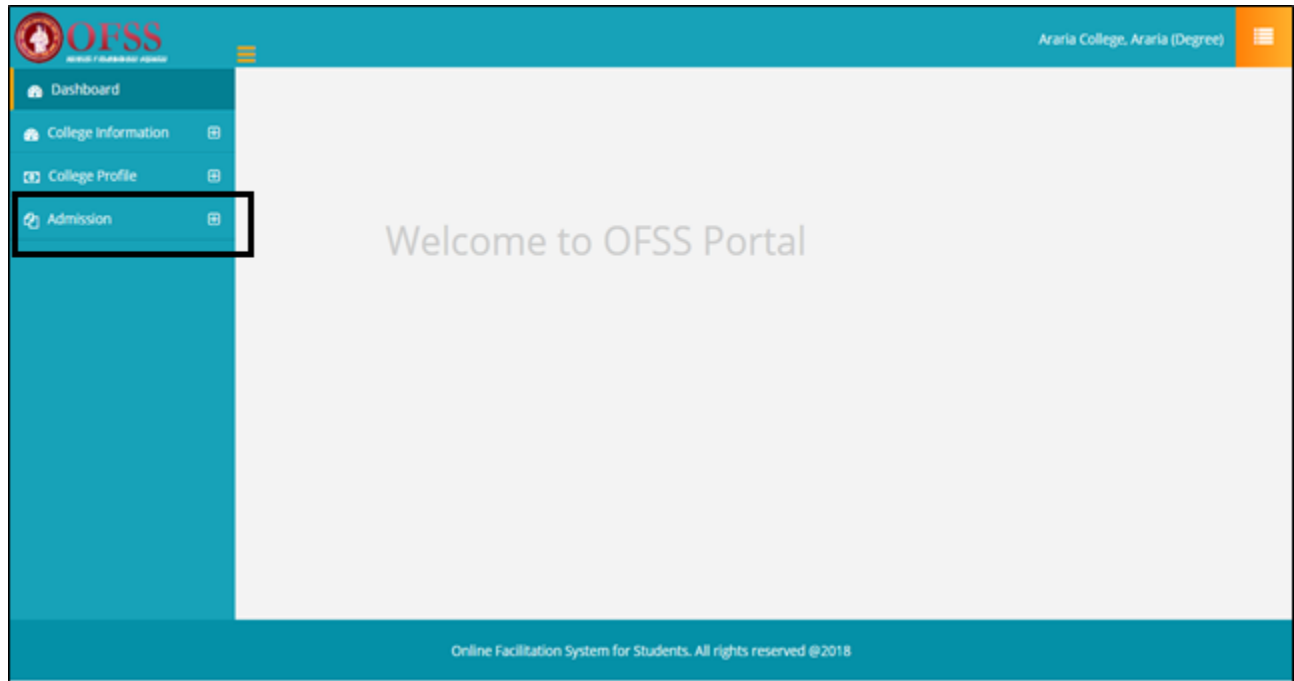


The screenshot shows a web browser window with the address bar containing [ofssbihar.in/Higher-Education/index.aspx](http://ofssbihar.in/Higher-Education/index.aspx). The page title is "ONLINE FACILITATION SYSTEM FOR STUDENTS" and the organization is the "Bihar School Examination Board". A navigation menu at the top includes links for Home, List of Vasudha Kendra, Help Desk, Form for Vasudha Kendra & DRCC, Contact us, Portal Login (highlighted with a red box), Student Login, and College Information. Below the menu, there are portraits and names of officials: Shri Nitish Kumar (Hon'ble Chief Minister), Shri K.N. Prasad Verma (Hon'ble Education Minister), Shri R.K. Mahajan, IAS (Principal Secretary, Education Department), and Shri Anand Kishor, IAS (Chairman, Bihar School Examination Board). A message at the bottom right states: "Applicants can choose minir आवेदक कम से कम एक एवं अधिकर". Below this is a section titled "About OFSS" with a brief description and a "Read More" button.

- After clicking on the Portal Login , a new page will open in which you have to enter the user ID and password provided to your college. Type the College Username and Password, which is provided through OFSS. Then click on “Login”. If you don't have the User ID and the password then please contact your University for the same.
- Portal Login पर क्लिक करने के पश्चात एक नया वेब पेज खुलेगा जिसमें आपको अपने कॉलेज का User ID एवं Password भरना होगा | भरने के पश्चात login बटन पर क्लिक करें | यदि आपको अपने कॉलेज का User ID एवं Password नहीं मिला है तो आप अपने University से संपर्क करके User ID एवं Password ले सकते हैं |



- Now, you can see your “Dashboard”. In your Dashboard, you can get “Admission” link in your left menu.
- लॉग इन करने के पश्चात आपको अपने डैशबोर्ड में बाएँ तरफ “Admission” लिंक दिखाई देगा . उस पर क्लिक करें |



- Click on “Admission” link, and then select “Arts” and “Subject” from the drop down to get the list of allotted students.
- Admission लिंक पर क्लिक करने के पश्चात ड्रॉप डाउन में से सम्बंधित संकाय एवं विषय चुन लें |
- Then Tick on Check Box as shown in the figure.  to select and click on “Click to Save” button. उसके पश्चात सम्बंधित आवेदक का Reference Number चुन कर उसके सामने वाले चेक बॉक्स में क्लिक करें | क्लिक करने के पश्चात “Click to Save” बटन पर क्लिक करें |

The screenshot displays the 'Admission Update' page on the OFSS portal. The sidebar on the left includes options like 'Dashboard', 'College Information', 'College Profile', 'Admission Update', and 'Admission Cancel'. The main content area shows a form with the following fields:

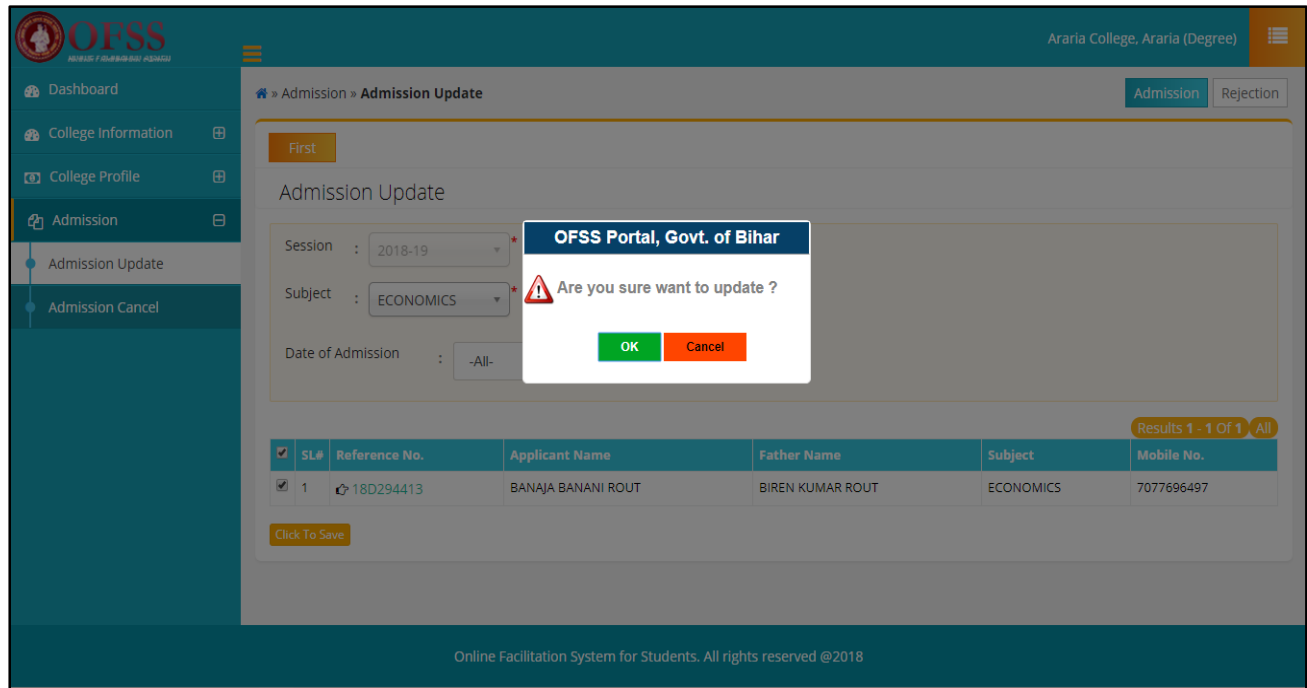
- Session: 2018-19
- Stream: Arts
- Subject: ECONOMICS
- Date of Admission: -All-

A 'Show' button is located next to the Date of Admission field. Below the form is a table with the following data:

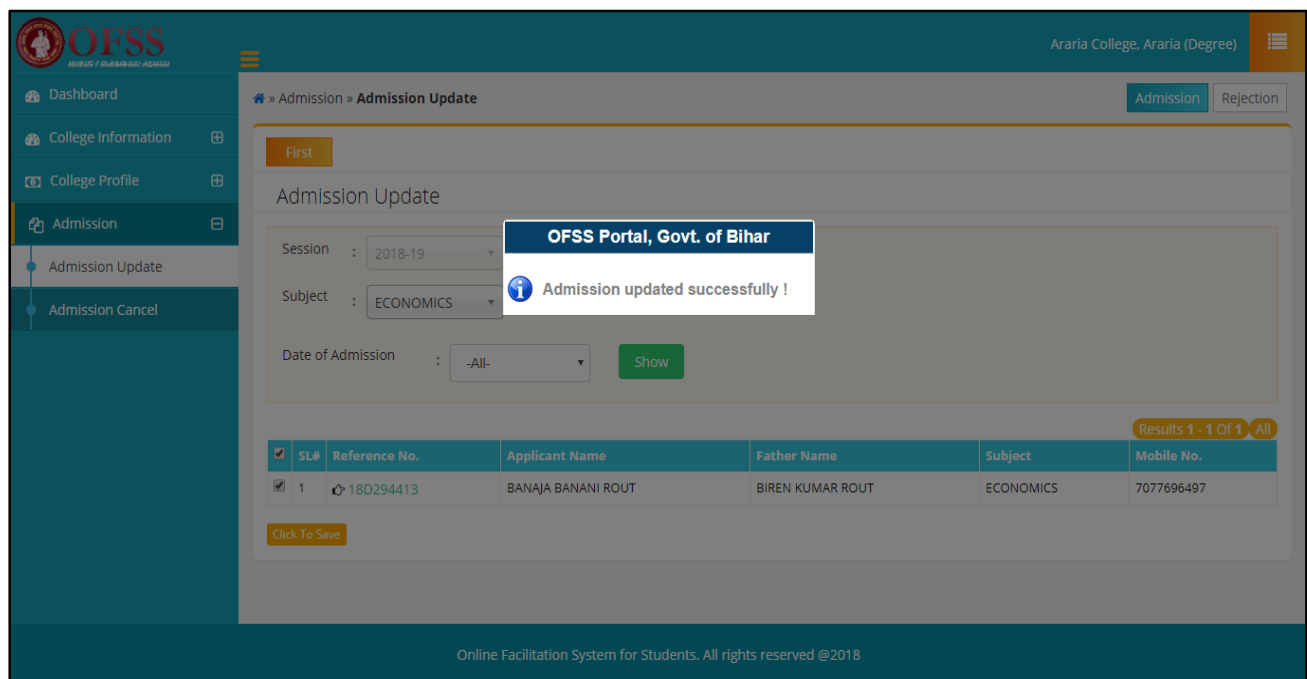
SL#	Reference No.	Applicant Name	Father Name	Subject	Mobile No.
<input checked="" type="checkbox"/> 1	180294413	BANAJA BANANI ROUT	BIREN KUMAR ROUT	ECONOMICS	6370999999

A 'Click To Save' button is highlighted below the table. The footer of the page reads: 'Online Facilitation System for Students. All rights reserved ©2018'.

- Click on “Ok” button as shown in the above screenshot to save the details and if you are not interested to save then click on “Cancel”.
- “Click to Save” बटन पर क्लिक करने के पश्चात OK बटन पर क्लिक करें ।



- After successfully admission then it will display below popup screen.
- OK बटन पर क्लिक करने के पश्चात सम्बंधित आवेदक का एडमिशन Ofss portal में दर्ज हो जाएगा ।



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