ENROLLMENT USERGUIDE

Keeping in view the call of the day, an online web portal has been developed for the purpose online enrollment/Registration of candidates.

In order to get access to the said web portal, click on below mentioned URL.

http://portal.biseb.edu.pk/biseb_portal/

Once clicked on the above URL, a web page with appear on the web page asking for username and password as shown in fig-1 below.
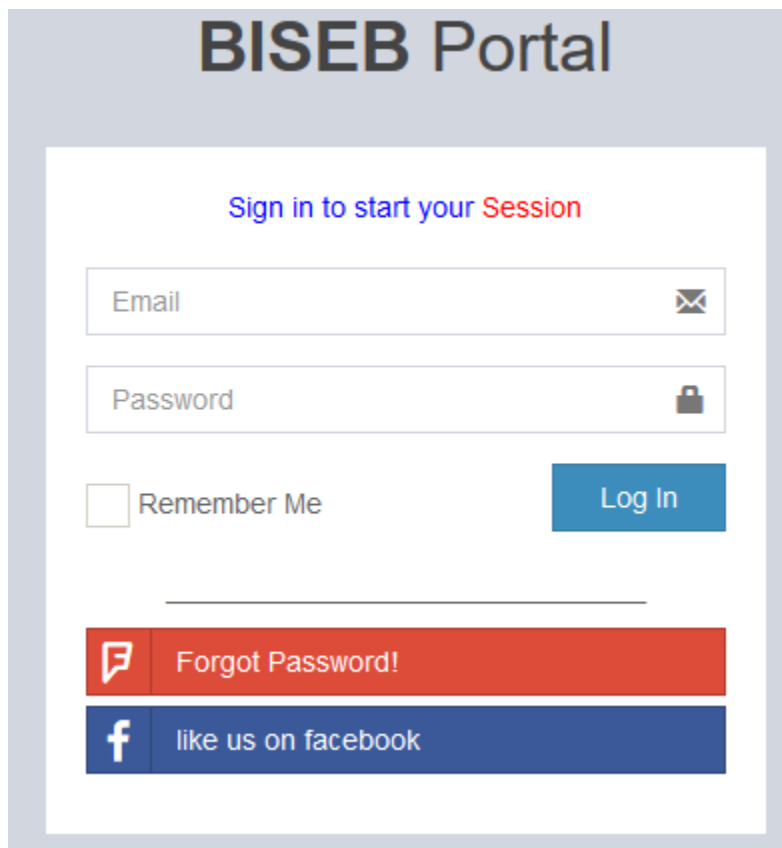

Fig-1

Enter username (email address) and password in the relevant fields and click on "Log in" button to get access to the web portal. Whereas if you have forgotten your password, click on "Forgot Password" button to proceed with the process of recreation of new password to your account. Where a new page will appear on the screen, enter your email address in the given field and answer the security question as shown below in fig-2 and click on red "Send Request" button. A link to reset your portal account password will be sent to the provided email address. Login to your email address and click on the password reset link sent via email.

Fig-2

After resetting the password, go back to the first step and enter your email address and password in the given fields to login to your web portal account.

Once logged in successfully, the web portal will appear on the screen with different menu items on the left pane and portal dashboard on the right pane of the screen.

On the right pane of the screen, the affiliation information of your institute will be displayed as shown below in fig-3.

Fig-3

It will include the institute affiliation code, renewal status, level of the institute (School/College/School & College) and managed status (private/govt) of the institute. While on the left pane of the screen different menu items will be displayed as shown in fig-4.

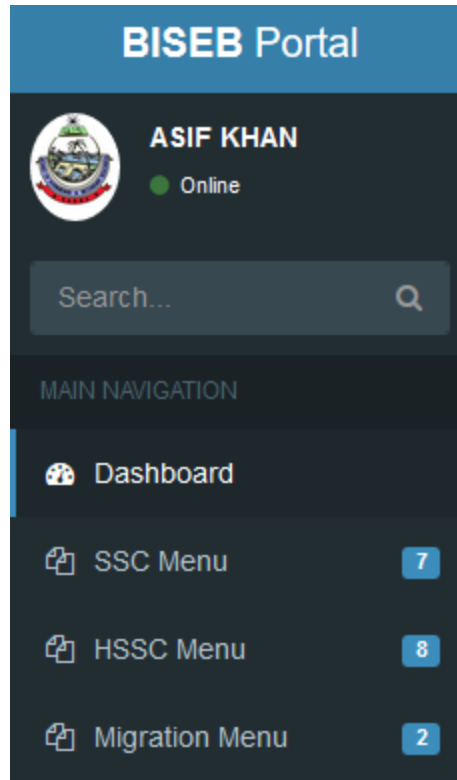Fig-4

Click on "SSC Menu" to expand it. Now click on the first sub-menu item "New Enrollment Form" as shown below in fig-5.
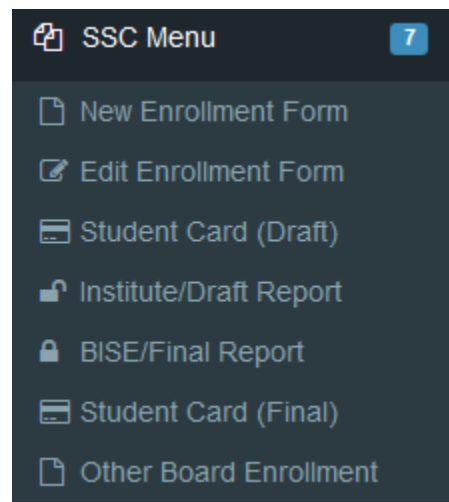

Fig-5

An Enrollment form will appear on the right side of the page containing different fields as shown below in fig-6.

Fig-6

Fill all the fields with appropriate information (All fields are mandatory except "Student Form (B) and "Phone #"). Select the "Group" i.e. Science or Humanities. As shown below in fig-7.

Fig-7

After group selection, the subjects of the selected group will appear on the screen as shown below in fig-8.

Group (گروپ)

	Science	∨

S#	Subjects Name		Codes
i	ENGLISH	∨	01
ii	URDU	∨	05
iii	ISLAMIAT	∨	81
iv	PAKISTAN STUDIES	∨	83
v	MATHEMATICS	∨	31
vi	PHYSICS	∨	71
vii	CHEMISTRY	∨	73
viii	BIOLOGY	∨	75

Fig-8

Few changes in subjects list are possible here, e.g. selection between URDU and HISTROY & GEO: OF PAKISTAN, selection between ISLAMIAT and ETHICS (NON MUSLIMS) and selection between BIOLOGY and COMPUTER SCIENCE is possible. To make changes to any of these subjects, click on the dropdown arrow to make the required selection of subject.

Whereas, in case of "Humanities" group selection, complete list of subjects will appear on the screen, where selection of subjects is the same as explained above for "Science" group, while there will be slot for two elective subjects as shown below in fig-9.

Group (گروپ)

👥   Humanities   ⌄

S#	Subjects Name		Codes
i	ENGLISH	⌄	01
ii	URDU	⌄	05
iii	ISLAMIAT	⌄	81
iv	PAKISTAN STUDIES	⌄	83
v	GENERAL MATHEMATICS	⌄	89
vi	GENERAL SCIENCE	⌄	15
vii	--SELECT--	⌄	
viii	--SELECT--	⌄	

Fig-9

Make selection of the subjects in relevant fields as required. Finally select and upload student's picture (as per specified format and size) as shown below in fig-10.

تصویر منتخب کیجیے

Photo
(only .jpg format)

Maximum Size
(300 x 300)

Browse... ..

Fig-10

Now click on "Save Enrollment Form" button, located right under subjects list as shown below in fig-11. "Successfully Saved" message will appear on the screen right under the uploaded picture.

💾   Save Enrollment Form (محفوظ کیجیے)

Fig-11

In order to make changes to the enrollment form of a student after saving it, click on "Edit Enrollment Form" in the main SSC menu as shown below in fig-12.
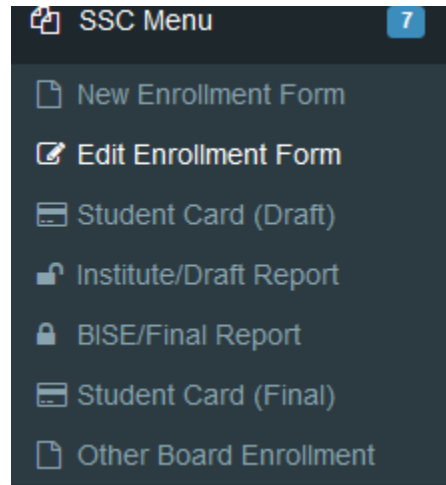

Fig-12

A list of all saved enrollment forms will appear on the right side of the screen as shown below in fig-13.

Group	Gender	Name	Father Name	Date of Birth	Mobile #	AWR No			
Science	Male	ALI KHAN	WALI KHAN	2006-01-01	2342-3423452	234234	✎	✕	🖨

Fig-13

If the list is huge then click on the search textbox and type the candidate name to find it. There are three options (Edit, Delete & View) against each enrollment form. Click on small pencil icon to edit the selected enrollment form, the whole form will open up on the screen, make the required changes and save the form as explained above. If enrollment form deletion is required then click on red colored tiny cross icon next to the pencil icon. While in order to view the saved enrollment form, click on the small printer icon located at very right end as shown above in fig-13.

Click on the third option "Student Card (Draft)" in main SSC Menu as shown in fig-12 and the saved enrollment form will be displayed on the screen. As shown in fig-13. Take a print of it and provide it to the candidate so that they may present it to their guardian for any error or changes. You may proceed with the process of enrollment after getting signed acknowledgment of student data by their guardian/parents. If any modifications in student data suggested by the guardian then go back to "Edit Enrollment Form" and make the required changes.

BISE BANNU - STUDENT CARD (DRAFT)

STUDENT INFORMATION

Form No:	**20200000016**	Year:	2020
Admission Withdrawal #:	234234	Admission Date:	2020-09-23
Group Name:	Science	Gender:	MALE
Name:	ALI KHAN		
Father's Name:	WALI KHAN		
Father's NIC #:	23423-4123234-5	FORM (B) #:	
Date Of Birth:	01 January, 2006	Mobile No:	2342-3423452
Religion:	MUSLIM	Country of Nationality::	PAKISTAN
Province Name:	Khyber Pakhtunkhwa	District:	Bannu
Present Address:	BANNU		
Permanent Address:	BANNU		
Institution Name:	BISE BANNU [999999]		

Fee R.s **320** Upto 30-09-2020 [Late Fee]

Print Date & Time 2020-09-23: 12:23:41

SUBJECTS INFORMATION

01	ENGLISH - I	05	URDU - I	31	MATHS - I	71	PHYSICS - I
73	CHEMISTRY - I	75	BIOLOGY - I	81	ISLAMIYAT (COMP) - I	83	PAKISTAN STUDIES - I

_____
SIGNATURE OF FATHER/GUARDIAN

_____
SIGNATURE OF CANDIDATE

Disclaimer:- This enrollment card is provisionally provided to students for information only and can not be used for claim of admission/enrollment in the Board until all formalities are fulfilled by the concerned institution (fees,documents etc).

Fig-13

Click on the "Institute/Draft report" to get a display of the saved form as shown below in fig-14. The institute may take a print of it and keep it as a record (if required).

BOARD OF INTERMEDIATE & SECONDARY EDUCATION BANNU

School Name:	BISE BANNU		School Code :	999999

(DRAFT REPORT) for checking with Admission Withdrawal Register (AWR)   YEAR : 2020   Print Date: 2020-09-23: 12:54:27

S.NO	GROUP	GENDER	NAME	FATHER NAME	DATE OF BIRTH	MOBILE #	AWR #	SUBJECTS	PHOTO
1	Science	Male	ALI KHAN	WALI KHAN	2006-01-01	2342-3423452	234234	E-I ,U-I ,M-I ,PH-I ,CH-I ,BIO-I,IC-I ,PS-I	

RECORD

Fig-14

Now click on "BISE/Final Report" in main SSC menu to generate a final report of all the saved enrollment forms. Total number of saved enrollment forms will be displayed along with "Fee per Student" and other information as shown below in fig-15.

Final Report Printing

Total Students	Fee Per Student	Total Amount	Fee Upto Date
1	320	320	30-09-2020 [Late Fee]

فائنل رپورٹ کو محفوظ کرنے کے بعد کسی بھی ریکارڈ میں تبدیلی ممکن نہیں۔

🖫 Save Final Report (محفوظ کیجیے)

Fig-15

Click on "Save Final Report" button to generate final report of all the saved enrollment forms.

Final report will be generated and displayed on the screen as shown below in fig-16 showing total number of students, total fee, receipt number and other detail.

Final Report Printing

S.No	Receipt No	Enroll Range	Total Students	Total Fee	Receipt Status	Challan	Print Report
1	204000015	1 - 1	1	320	Pending	Download Now	DOWNLOAD

Fig-16

Click on red colored download button under "Print Report" and the newly generated final report will be displayed on the screen. As shown below in fig-17.

BOARD OF INTERMEDIATE & SECONDARY EDUCATION BANNU

School: BISE BANNU [999999]

Receipt No : 204000015   (CLASS 9TH FINAL REPORT)   YEAR : 2020   Print Date: 2020-09-23: 13:51:35

S.NO	Enrollment #	GROUP	GENDER	NAME	FATHER NAME	DATE OF BIRTH	MOBILE #	AWR #	SUBJECTS	PHOTO
1	202099999990001	Science	Male	ALI KHAN	WALI KHAN	2006-01-01	2342-3423452	234234	E-I ,U-I ,M-I ,PH-I ,CH-I ,BIO-I,IC-I ,PS-I	

Most Important:
1. Attach Original Bank Receipt with this Report.
2. Attach School Renewal/Extension Letter Photo Copy.
3. Attach covering letter, in which No of Students and Fee should be clearly mentioned.
4. Submit this Enrollment Report as per scheduled dates.
5. The above Enrolled Students shall appear in 9th Examination 2021
6. Payment shall be Deposited using online Generated Bank Challan Only
7. Payment Deposited using Manual Bank Challan shall not be accepted

Certificate
Certified that the Names, Father Names, Date of Birth, Student Photos, Students Subjects & Admission numbers are correct and according to record maintained by the institution.

Signature of Head Master/Head Mistress/Principal

Office Seal _____

(For Office Use)

D/Assistant _____ Supdt _____

Fig-17

Take the signatures with seal from headmaster/headmistress/principal of the institute to get it ready for submission.

Now click on "Download Now" button under Challan to download the computerized bank deposit slip with all required details on it, as shown if fig-18 below.

DEPOSIT SLIP
BOARD OF INTERMEDIATE & SECONDARY EDUCATION BANNU
CASH MANAGEMENT COLLECTION.
Payable at any Branch of UBL/ABL in Pakistan.

AlliedBank
A/C # 0010005344900220

Date	Day	Month	Year		BISE COPY	کے بعد یہ رسید قابلِ قبول نہیں ہوگی۔	30-09-2020 [Late Fee]
			2 0 1				

Receipt Number:	204000015			Print Date & Time	2020-09-23: 13:49:33
Institute Name:	BISE BANNU [999999]				
Amount (Fee)	In Figures	In Words		Total Students	1
	320	THREE HUNDRED AND TWENTY ONLY			
Fee Head	Enrollment Fee 9th (1402)				
BANK OFFICIAL SIGNATURE			DEPOSITOR SIGNATURE		

Fig-18

Deposit the listed fee in UBL or ABL within due date. Finally submit final report generated earlier (signed & stamped by head of the institute) along with bank deposit slip (BISE copy) in Board office to complete the process.