



GOA BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION  
(A Corporate Statutory Body constituted by an Act of the State Legislature )

GBSHSE/I.T./StudentReg(X & XII)/2023/

Date: 03/11/2023

**MOST IMPORTANT**

**Circular No.72**

To,

The Heads of all recognized  
Secondary and Higher Secondary Schools  
Within the jurisdiction of this Board.

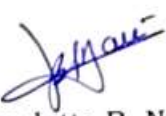
Sub: Regarding online submission of students data of class X/XII for the  
Academic year 2023-2024

Sir/Madam,

With reference to the above cited subject, it is informed that this Board has prepared web portal <https://service1.gbshse.in> for submission data of the students who have enrolled for Class X/XII for the academic year 2023-2024.

1. The online services for feeding of students data is operational from **3<sup>rd</sup> November, 2023**, on [www.gbshse.in](http://www.gbshse.in). Please select **Online Registration** for registration enclosed herewith.
2. Manual to assist online submission of data is provided under instructions enclosed herewith
3. Data entry can be done using **bulk upload mode**. For more details please refer **instruction manual**.
4. Due care shall be taken while feeding Students Name, Parents Name and Date of Birth as this data will be used to print marksheets and certificates of Std X and Std XII respectively.
5. All the institutions are informed to verify their details on the dash board before submitting data. Corrections if any especially e-mail and mobile number of the head of the institution shall be communicated to the I.T. Section of this Board on priority.
6. Therefore, it is enjoined upon all the head of the Institutions to take up immediate steps to complete the online submission of students personal data by **18<sup>th</sup> November, 2023**.
7. In case of any queries institutions may send an email to:
  - a. For SSC (North) : [gbshse.ssc.north@gmail.com](mailto:gbshse.ssc.north@gmail.com)
  - b. For SSC (South) : [gbshse.ssc.south@gmail.com](mailto:gbshse.ssc.south@gmail.com)
  - c. For HSSC : [gbshse.hssc@gmail.com](mailto:gbshse.hssc@gmail.com)
8. No query shall be entertained over the phone.

The same is to be brought to the notice of all concerned.

  
(Vidhyadatta B. Naik)  
Secretary

# User Manual for Online Registration of Students to Class 10/12

1. Login to the portal with School Login id and Password.
2. You will be asked to submit number of students to register. This will be asked only on the first time you login.
3. Click on option 2 i.e **Click here for 10/12<sup>th</sup>** . Here the system will copy complete data of class 9/11 Students of the previous year for you to edit.



Goa Board of Secondary & Higher Secondary Education  
Online Registration Portal

Click Here for 11th

Click Here for 12th

4. From the top menu , click on **Bulk Import-> Update Student Details**

5. Click on **Student Details**

## Bulk Update Of Student Details for 12th

Choose File No file chosen

Get excel template from [STUDENT DETAILS](#) and use same template for Bulk import

6. Click on Export to excel to download all the data of class 9/11 students in the csv file. The .csv file will be available in the downloads folder. Open the file to edit the records.

Act...	S.ID	Seat	Username	Verify-Status	Student Name	Stream	Course...	Sub
<input type="checkbox"/>	747		0000100092	NOT-VERIFIED	ABENI VALANI ANDRADE	COMMERCE	NA	4
<input type="checkbox"/>	748		0000100093	NOT-VERIFIED	ADRIAN N OLIVEIRA	COMMERCE	NA	

7. The file looks like the figure shown below.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
1	StudentId	Username	Full name	FatherNan	MotherNa	DD	MM	YYYY	stream	course_co	SubCode1	SubCode2	SubCode3	SubCode4	SubCode5	SubCode6	SubCode7	SubCode8	SubCode9	
2	909	100096	AFSHA SH.MAMOD	SABINA		28	12	2002	ARTS	0	4201	4202	4087	4504	4501	4551	4086	6802		
3	8101	100108	Jackey hgs	hgsjad Has dasd		18	1	2006	ARTS	0										
4	8103	100110	Jackey hgs	hgsjad Has dasd		18	1	2010	ARTS	0	4411	4426	4157	4553	4422	4424		6802		
5	5967	100099	Rahul	dad mom		12	5	2006	ARTS	0	4412	4428	4553	4421	4159	4423	4091	6802		
6	5968	100100	pooja	dad mom		15	9	2006	ARTS	0	4203	4432	4551	4159	4421	4501		6802		
7	8099	100106	Jackey hgs	hgsjad Has dasd		18	1	2006	ARTS	1										
8	747	100092	ABENI VAL	FAUSTINO PIEDADE I		5	3	2006	COMMER	0	4411	4422	4426	4553	4552	4501	4081	6802		
9	748	100093	ADRIAN N	FRANCISCI LUCIA OLI'		27	7	2006	COMMER	0										
10	40746	100154	Ensley Zec	Jose Conci Sera Goes		2	5	2006	COMMER	0	4411	4427	4605	4652	4655	4606		6802		
11	40918	100155	Ensley Zec	Jose Conci Sera Goes		2	5	2006	COMMER	0										

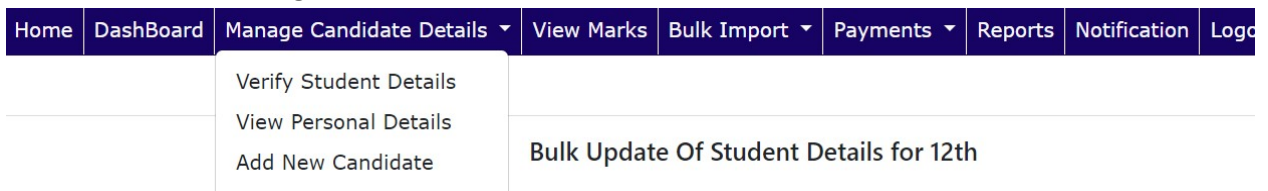
Follow these rules while editing

- Do not make any change in StudentId, Username fields**
  - Check for spelling mistakes in the names of the student , fathername & mothername and correct them.
  - Double check date of birth of the candidates in DD,MM & YYYY fields and correct them if wrong.
  - Add relevant and correct subject codes in SubCode1 through SubCode11.
  - Add Class 10 Seat number and Month and year of passing for the students. (only for Class 12 registration) eg. Month => March and year =>2000**
  - By default **Passed-Goaboard(10<sup>th</sup>)** column will have value YES for all students. For those students who have passed SSC exam from other Boards please update **Passed-Goaboard(10<sup>th</sup>)** column as **No. (only for Class 12 registration)**
  - By default **9/11th\_passing\_status** column will have value PASS for all students. For those students who have failed Class 9/11 and not promoted to class 10/12 please update **9/11th\_passing\_status** column as **FAIL**. Update **9/11th\_passing\_status** column as LEFT for the students who have left the school.
  - Save the file
- Now again go to **Bulk Import ->Update Student Details**
  - Click on **Choose file** and select the just saved file to upload and click on submit



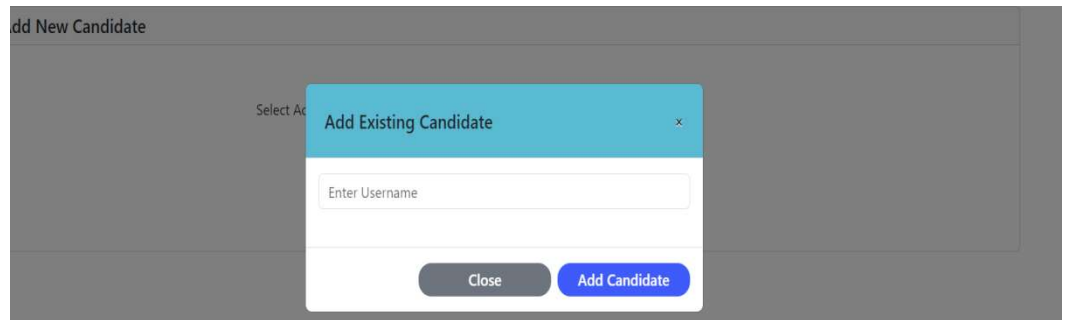
**Get excel template from [STUDENT DETAILS](#) and use same template for Bulk import**

10. In case you have new students admitted in current academic year for class 10/12 from other schools in,click on **Manage Candidate Details-> Add new Candidate**



- If the candidate is from Goa Board
  - Add Single Candidate(Goa Board) and click on Add single Candidate button

- ii. Add the username of the students with preceding 0's and click on add candidate



- iii. Add the relevant details and submit the form to add the Student detail.

- b. If the candidate is not from Goa Board select **Add Non GoaBoard Candidate(Other Board)** and fill in relevant information the form that appears and click on Add candidate.

11. After uploading the excel and adding other students manually, upload the photos to the portal.

For this click on **Bulk Import=> Photo import**

- a. **Proceed** to choose the files to upload and click on upload.

#### Rules to follow

1. You can upload only 50 photos at a time.
2. Photos should be in jpg format
3. name of the image file should be same as corresponding username of the student

12. After adding all the students data and photos double check the data and Proceed to verification of students by clicking click on **Manage Candidate Details-> Verify Student Details**

13. All the Student data that you have uploaded / manually entered can be seen in this screen.

14. Double check all the data that you have fed

15. Now select the black black box next to S.Id on the top

### Student Verification Status

<input type="checkbox"/>	Act...	S.ID	Seat	Username
<input checked="" type="checkbox"/>		14938		0000100132
<input checked="" type="checkbox"/>		41360		0000100132
<input checked="" type="checkbox"/>		82		

16. Now select Student verification status on top as **Verified** and click on update button. Enter the otp sent on the email of your school. After the successful submission of valid otp your data is verified.

Act...	S.ID	Seat	Username	Verify-Status	Student Name	Stream	Course...	Sub
	14938		0000100132	NOT-VERIFIED	SARANG RAMDAS GAONKAR	VOCATIONAL	31	

**After verification no changes to the data is allowed.**