



# GOA BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION

(A Corporate Statutory Body constitute by an Act of the State  
Legislature)

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GBSHSE/I.T./Circulars/2025

Date: 28/05/2025

## **Circular No: 36**

To,  
All Heads of recognized  
Secondary and Higher Schools  
Under the jurisdiction of this board

Sub: Regarding online submission of students data of class XI for the Academic year 2024-2025

Sir/Madam

With reference to the above cited subject, this Board informs you that a web portal has been prepared for the submission of student data for those who have enrolled for Class XI for the academic year 2024-2025. The portal can be accessed at: <https://servicel.gbshse.in>.

1. The online services for entering student's data for Class XI will be operational from **29<sup>th</sup> May 2025** on the website **www.gbshse.in**.
2. A manual to assist with the online submission of data is enclosed herewith.
3. Data entry is to be done using the **bulk upload mode**. For further details, please refer to the instruction manual.
4. The candidate's name should be entered in the Excel file for identification purposes only. His/Her name, Father's name, Mother's name and date of birth will be automatically fetched from the student's Class X records.
5. All institutions are required to verify their details on the dashboard before submitting the data. Any corrections, if necessary, should be communicated to the I.T. Section of this Board on a priority basis.

6. It is requested that all heads of institutions take immediate steps to complete the online submission of student personal data by **15th June 2025**.
7. For any queries, institutions may send an email to:  
[gbshse.ac.in@gmail.com](mailto:gbshse.ac.in@gmail.com)

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

Yours Faithfully



(Vidhyadatta B. Naik)  
Secretary

Copy to:

- 1) PA to Chairman, GBSHSE
- 2) The Director of Education, Porvorim Bardez, Goa
- 3) All Section Heads of this office
- 4) Office File

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[gbshse.gov.insec-gbshse.goa@nic.in](mailto:gbshse.gov.insec-gbshse.goa@nic.in)+91 8459710179

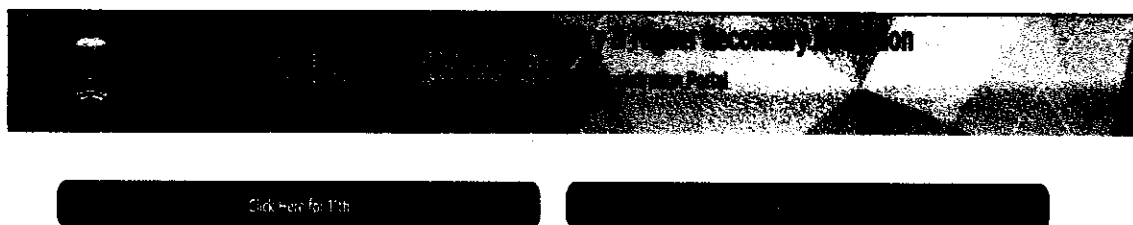
## User Manual for Online Registration of Students to class XI

1. Login to the portal with School Login ID and the password

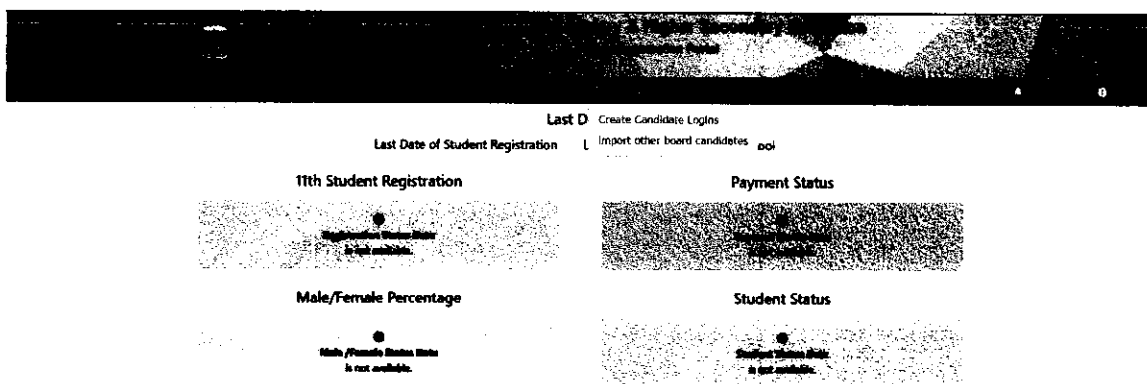
The screenshot shows a login interface with a dark header bar containing a 'Log In' button. Below the header, there are two tabs: 'Candidate Login' and 'School Login'. The 'School Login' tab is selected. The form includes the following fields:

- Username:** Labeled 'Your Username \*' with a text input field.
- Password:** Labeled 'Your Password \*' with a text input field.
- Security Pin:** A masked input field with a red eye icon to toggle visibility.
- Enter Security Pin:** A text input field for a second security pin.
- Enter Above Captcha:** A text input field for a captcha image.
- Login:** A large blue button at the bottom.

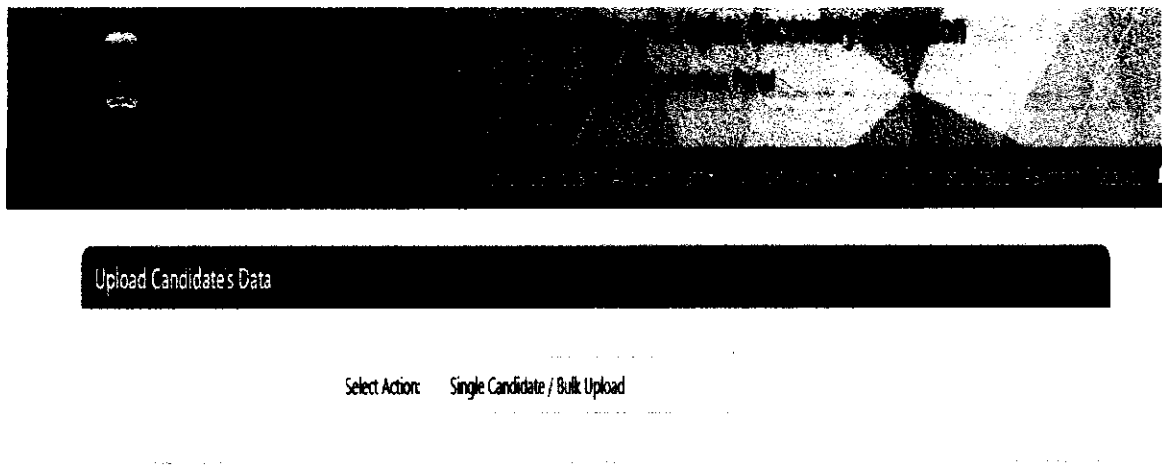
2. Click on the option **Click here for 11<sup>th</sup>**



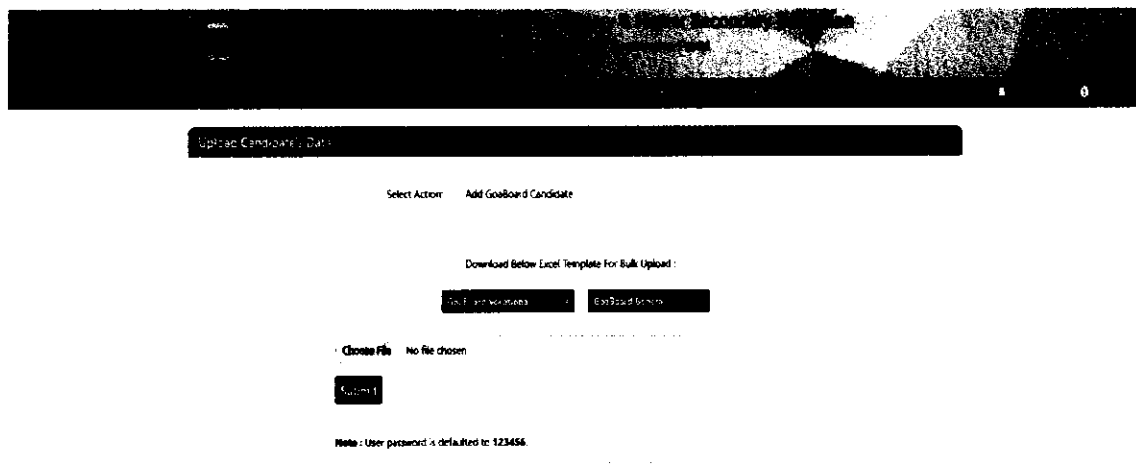
3. Once you click below page will appear, from the top menu click on **Create Candidate Logins**.



4. Click on **Bulk Uploads** which appears in down option



5. Once it is done Click on **Download Excel Template** The .csv file will be available in the downloads folder. Open the file to add the records and save as .csv file after adding relevant data.



6. Now again go to Bulk Upload page (step 3)

7. Click on Choose file and select the just saved file to upload and click on submit.