



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

GBSHSE/I.T./NewWebPortal/

Date:16/07/2026

MOST IMPORTANT

Circular No. 45

To,

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

Sub: Introduction of New Student Registration Portals for Schools and Candidates

Sir/Madam,

The Goa Board of Secondary and Higher Secondary Education is pleased to introduce a new suite of web portals for facilitating student registration and allied services in a secure, efficient and user-friendly manner.

The following web portals have been made operational:

Portal	URL	Purpose
School Student Registration Portal	https://studentreg.gbshse.in	For student registration and related activities by High Schools and Higher Secondary Schools.
Private Candidate Registration Portal	https://studentreg.gbshse.in/private-candidate	For online registration and fee payment by Private Candidates.
Eligibility Certificate Portal	https://studentreg.gbshse.in/eligibility-candidate	For online application for Eligibility Certificates by candidates seeking admission to Higher Secondary Schools in Goa after passing from other Boards.

The existing Student Registration Portal shall cease to be operational with immediate effect. Accordingly, all Heads of Institutions are directed to discontinue the use of the existing portal. Henceforth, all student registration and related activities shall be carried out exclusively through the above-mentioned web portals.

The last date for submission of online applications by Private Candidates is 30th July, 2026. Heads of Institutions are requested to give wide publicity to the same and advise eligible candidates to complete their registration well before the prescribed deadline to avoid any last-minute inconvenience.

A School User Manual containing detailed instructions for operating the School Student Registration Portal is enclosed herewith for the guidance of all Heads of Institutions. All schools are requested to familiarize themselves with the functionalities of the portal and ensure strict adherence to the procedures prescribed therein.

Any difficulty encountered while using the portals may be brought to the notice of the Board for necessary guidance and assistance.

(Sermia Cynthia Gonsalves)
Secretary

Copy to:

1. Office file



GOA BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION

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STUDENT REGISTRATION PORTAL — SCHOOL USER MANUAL

Portal: <https://studentreg.gbshse.in>

Audience: Heads / clerks of High Schools (SSC) and Higher Secondary Schools (HSSC)

Version: July 2026

1. Getting access

Every school has **one login account**, created by the Board.

	SSC (High School)	HSSC (Higher Secondary)
Username	S + your school code (e.g. code 01.01 → S01.01)	your school code as-is (e.g. HS001)
Password	A temporary password issued by the Board (shown once to the Board officer who creates/resets it and communicated to you)	same
Email	Your school's registered email — kept on the school record. All OTPs and receipts go there.	same

If you have not received credentials, use **Forgot password? (schools)** on the login page — a temporary password is emailed to your registered address. If the registered email itself is wrong, contact the Board office — email changes are made on your school's record by the Board, not in the portal.

2. Signing in

1. Open <https://studentreg.gbshse.in> and click Login .
2. Enter your **User ID** (school username above) and password, complete the "I am human" verification, and submit.
3. **Email OTP**: a 6-digit one-time password is sent to your school's registered email. Enter it within 5 minutes. Use *Resend* if it doesn't arrive; also check the spam folder.
4. **First login**: you will be forced to set a new password before doing anything else. Choose a strong password and keep it confidential — the account acts on real student records.

Locked out? Repeated wrong passwords lock the account temporarily (the lock clears by itself after a few minutes).

Forgot your password? Click **Forgot password? (schools)** on the login page, enter your school User ID, and a temporary password is sent to your school's registered email. Sign in with it — you will be asked to set your own password immediately. Only one reset is issued per 15 minutes; if no email arrives, check spam and confirm the registered email with the Board.

3. The yearly cycle: Declaration first

Before you can register students for a year, your school must **declare** its enrolment for that year (expected student count). Until the declaration is made, the registration screens stay closed and other functions (including candidate admissions) that need a declared year will refuse with "...has not declared enrolment for this year."

- SSC schools: **Declaration** for Std IX / Std X.
- HSSC schools: **Declaration** for Std XI; Std XII has its own *Declare* step on the Std XII dashboard.

4. Student registration (regular students)

The side menu groups everything by standard. In brief:

SSC portal

- **Std IX → Students / Register / Repeater / Verification (A3)** — register fresh Std IX students; the Students list is where you edit and track submission status.
- **Std X → Students / Repeater / Transfer In / Photos / Signatures / Fees / Verification (A3)** — Std X students are promoted/registered for the board exam; *Repeater* re-registers failed or improvement candidates from the result archive by seat number; *Transfer In* brings in a Std IX-completed student from another Goa school by Board ERNO.

HSSC portal

- **Std XI → Students / Register / Verification (A3)** — fresh Std XI registration auto-fills the student's Std X details from the Board's result archive when you enter the SSC seat number and exam. Submission of the roster is OTP-confirmed (OTP to the school's registered email).
- **Std XII → Register / Repeater / Transfer In / Photos / Signatures / Fees / Verification (A3)** — Std XII is normally a *promotion* of your own Std XI students, plus individual registration, repeaters and transfers.

Photos / Signatures: upload per-candidate photos and signatures where the menu provides it (Std X and Std XII). Follow the size guidance on the screen.

Verification (A3): the printable verification lists for records checking.

5. Examination fees (Std X and Std XII)

Menu: **Std X → Fees / Std XII → Fees.**

1. The screen lists your registered candidates with the fee per head under the Board's current fee structure. Review the candidates included.
2. Choose the payment mode:
 - **Online (net-banking/UPI/card):** you are redirected to the bank's payment page; on success you return to the portal and the batch is verified with the bank automatically. Never rely on the browser redirect alone — the receipt appears only after server-side verification.
 - **NEFT/RTGS (bank challan):** the portal generates a challan; take it to the bank and pay. Bank settlement takes **3-4 working days**. During the challan's in-flight window (7 days) the same candidates cannot be paid again online — this protects you from double payment. The Board's automatic verification picks up the credit once the bank reports it.
3. **Receipts:** every successful payment gets a Board-wide receipt number (GBSHSE/...). Find past payments under *Fees* → *Transactions* and reprint receipts from there.
4. If a payment looks stuck (money debited, portal still unpaid), do **not** pay again. The Board verifies all pending payments with the banks automatically every morning; if it is still unresolved after a day, contact the Board accounts section with your reference number (it starts with GB).

6. Private Candidate Admission (new)

Private candidates apply and pay **directly to the Board** through their own candidate portal. After the Board approves an application, the candidate downloads an **Enrolment Certificate** and presents it at a school of their choice:

- **Std X (SSC) private candidates** → any High School — menu **Private Cand. Admission** on the SSC portal.
- **Std XII (HSSC) private candidates** → any Higher Secondary School — menu **Private Cand. Admission** on the HSSC portal.

The school through which the candidate is admitted is where they will appear for internal and/or practical examinations.

How to admit

1. Open **Private Cand. Admission**.
2. Enter the **Registration ID** and **Date of Birth** exactly as printed on the candidate's Enrolment Certificate, and click *Search*. (Both must match — this protects candidate data.)
3. Check the candidate's name, standard and year, then click **Admit to <your school>**.
4. On success the portal shows the candidate's **GBSHSE Enrolment No. (ERNO)** — the student record and exam registration at your school are created immediately. The candidate now appears in your normal student lists.

What can go wrong

Message	Meaning / what to do
No matching candidate	Registration ID or DOB doesn't match the certificate. Re-check both.
Already admitted at ...	A private candidate cannot enrol in two schools . If the shown school is wrong, the candidate must approach the Board.
Not approved for admission yet	The Board has not finished approving the application. The candidate should check their portal.
Identity needs verification by the Board	The candidate applied without APAAR/Aadhaar; the Board must first confirm their identity. Ask the candidate to contact GBSHSE — you can admit them right after.
...has not declared ... enrollment for YEAR	Your school hasn't declared enrolment for that year (see §3).

7. Eligibility Candidate Admission (new — HSSC schools only)

Eligibility candidates are students from **other boards** seeking to join Std XI or Std XII in Goa. Their flow is different from private candidates — the school acts **before** the Board's review:

candidate applies + pays → downloads PROVISIONAL Eligibility Certificate
 → YOUR SCHOOL provisionally enrolls them (menu: Eligibility Admission)
 → YOUR SCHOOL verifies their original documents (locks them to you)
 → Board reviews the file (Dealing Official → Verifier → Approver)
 → Board approval COMPLETES the enrolment automatically at your school

Step A — Provisional enrolment

1. The candidate presents their **Provisional Eligibility Certificate** (they can download it as soon as their fee is paid — the Board's review may still be pending; the certificate says the admission is at the candidate's own risk).
2. Menu **Eligibility Admission** → enter the **Registration ID** and **Date of Birth** from the certificate → *Search*.
3. If the application has no stream yet, select the **stream** the candidate is joining (Arts / Science / Commerce / Vocational).
4. Click **Enrol provisionally at <your school>**.

Until you verify documents, the candidate may still change schools — another school enrolling them simply moves the provisional admission there.

Step B — Verify the original documents

Below the search box, "**Eligibility candidates at your school**" lists everyone provisionally enrolled with you and their current stage.

1. Collect the candidate's **original** qualifying certificates (marksheet, passing certificate, etc. of the previous board).
2. Once satisfied they are genuine and complete, click **Documents verified** against the candidate and confirm.

This is a significant action: it **locks the candidate to your school** — no other school can take them after this — and forwards the file to the Board for review.

Step C — Nothing more to do

The roster shows the Board's progress (*Verified — with the Board, Under Board review, Approved — completing*). When the Board approves, the student record and your Std XI/XII roster entry are created **automatically** — the status flips to *Enrolment complete* and the candidate appears in your student lists. If the Board returns the application to the candidate for correction, the status shows *Returned to candidate*; it comes back to the Board queue automatically after resubmission (your verification stands).

8. CWSN Concessions

CWSN Concessions (both portals) is where you file disability-concession applications for your candidates under Circular 36 — fill the wizard, attach the supporting documents, and track the Board's decision.

9. Good practices & troubleshooting

- **One account per school.** Don't share the password by WhatsApp/SMS; change it if you suspect exposure.
- **Registered email is the lifeline** — OTPs for login and roster submission go there. Keep it current (changes via the Board).
- **Payments:** never re-pay on a gateway error; check *Transactions* first. All references beginning **GB** are traceable by the Board's accounts section.
- **Wrong admission?** Admissions create real student records. If you admitted the wrong candidate, contact the Board immediately — do not try to fix it by admitting again elsewhere.
- Log out when done (bottom of the side menu).

For anything not covered here, contact the Board office with your school code and (where relevant) the candidate's registration ID or the **GB** payment reference.