



**ASSAM HIGHER SECONDARY EDUCATIONAL COUNCIL
(AHSEC)**

<https://darpan.ahseconline.in>

**USER MANUAL FOR PROFILE SETUP
OF INSTITUTIONS**

ON

**DARPAN
ADMISSION PORTAL**

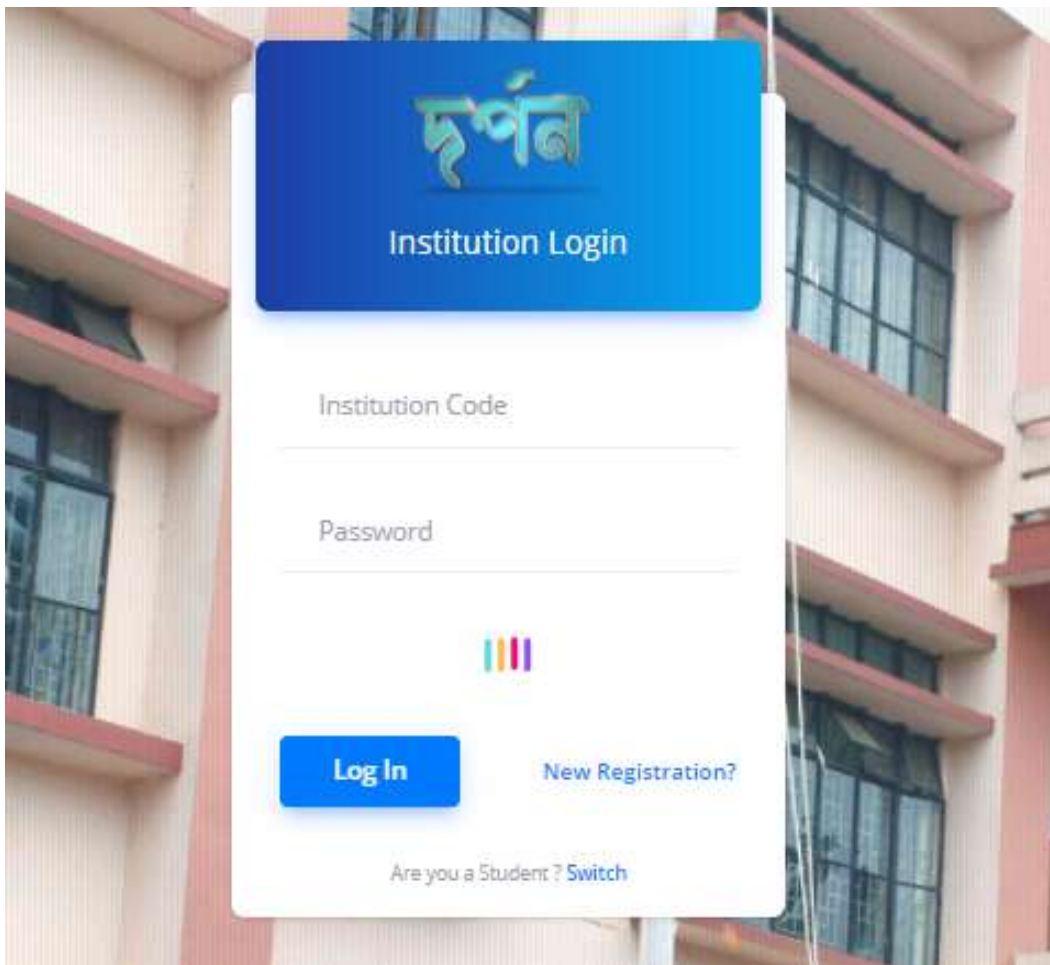


I. Purpose

This User Manual will guide the institution users to set up a profile in DARPAN Admission Portal .

II. Accessing the DARPAN Portal

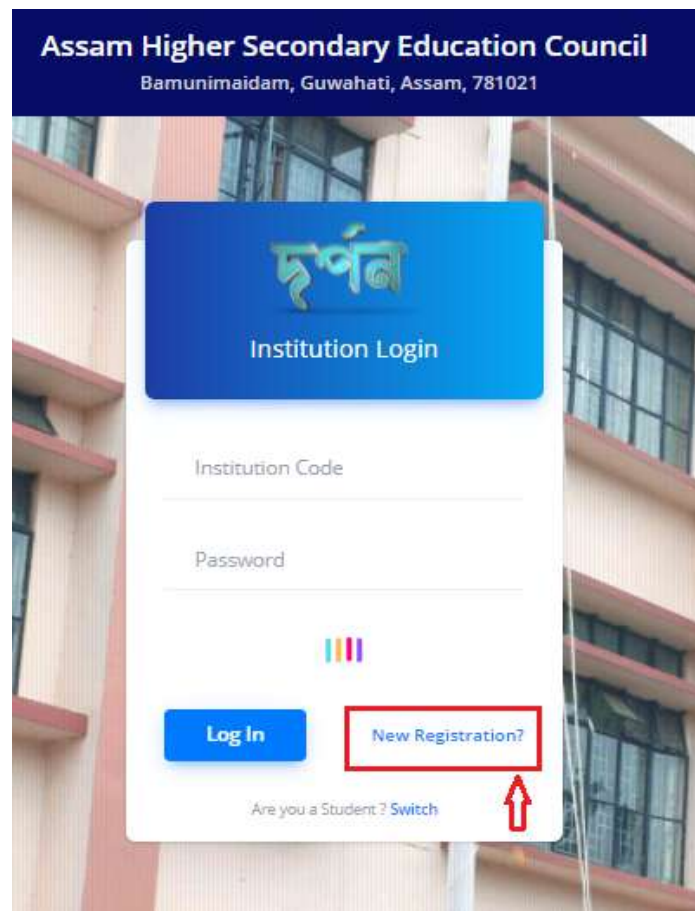
The institution users can access the system from anywhere using the official domain <https://darpan.ahseconline.in/school-login>



III. Profile Creation

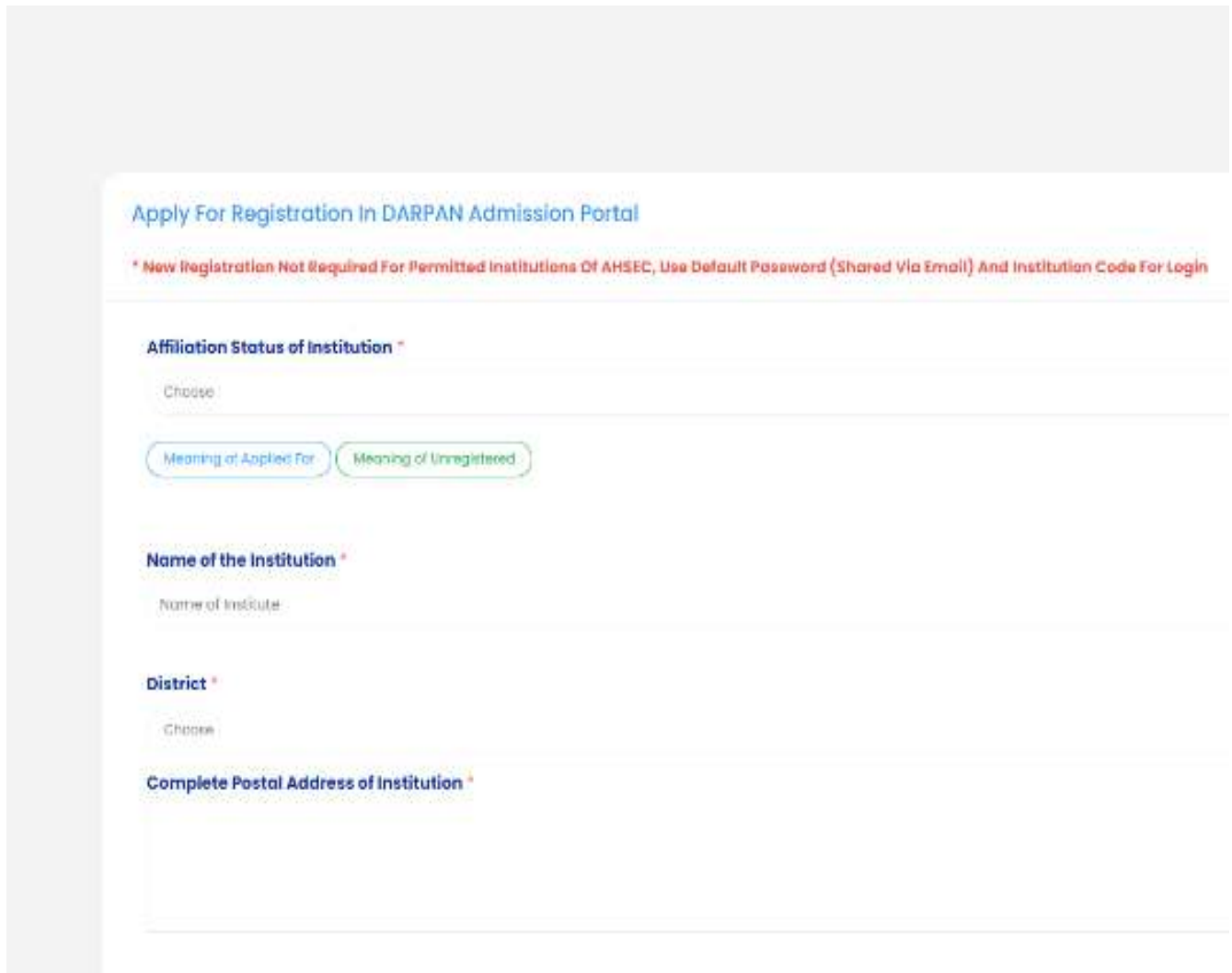
01. For institutions with no affiliation code under AHSEC:

Such users can follow the below guidelines to create a profile in DARPAN.



- a) Click on the “**New Registration**” link in the **Institution Login** page as shown in the above image.

b) Onclick, you will be redirected to profile setup page



The screenshot shows a web form titled "Apply For Registration In DARPAN Admission Portal". Below the title is a red asterisked note: "* New Registration Not Required For Permitted Institutions Of AHSEC, Use Default Password (Shared Via Email) And Institution Code For Login". The form contains several sections, each with a red asterisk indicating a mandatory field:

- Affiliation Status of Institution ***: A dropdown menu with "Choose" selected. Below it are two buttons: "Meaning of Applied For" and "Meaning of Unregistered".
- Name of the Institution ***: A text input field with "Name of Institute" as a placeholder.
- District ***: A dropdown menu with "Choose" selected.
- Complete Postal Address of Institution ***: A large text input field.

Note: All asterisk()marked in red are mandatory*

- c) Fillup all the required relevant information related to the institution.
- d) Password: Set a password for Profile Login (This password will be required for future institution login)
- e) Please verify thoroughly before submitting the application.
- f) After successful registration, you will be automatically redirected to Dashboard.

The screenshot displays the SIQES portal dashboard. At the top right, a blue header contains a shield icon and the text "College Name" and "Center Code", which are highlighted with a red box. Below the header is a navigation menu on the left with icons for Dashboard, Applications, Profile, and Logout. The main content area features four statistics cards: "Students Applied" (0), "Profile Views" (0), "Admissions Offered" (0), and "Admissions Done" (0). A "Notification Updates" section contains three messages: a high priority message about reading guidelines, a high priority message about a user manual, and a medium priority message about student registration. A "Recent Applications" section shows "No applications received yet" with an illustration of hands holding a tablet. A "View Messages" button is present at the bottom right of the dashboard area.

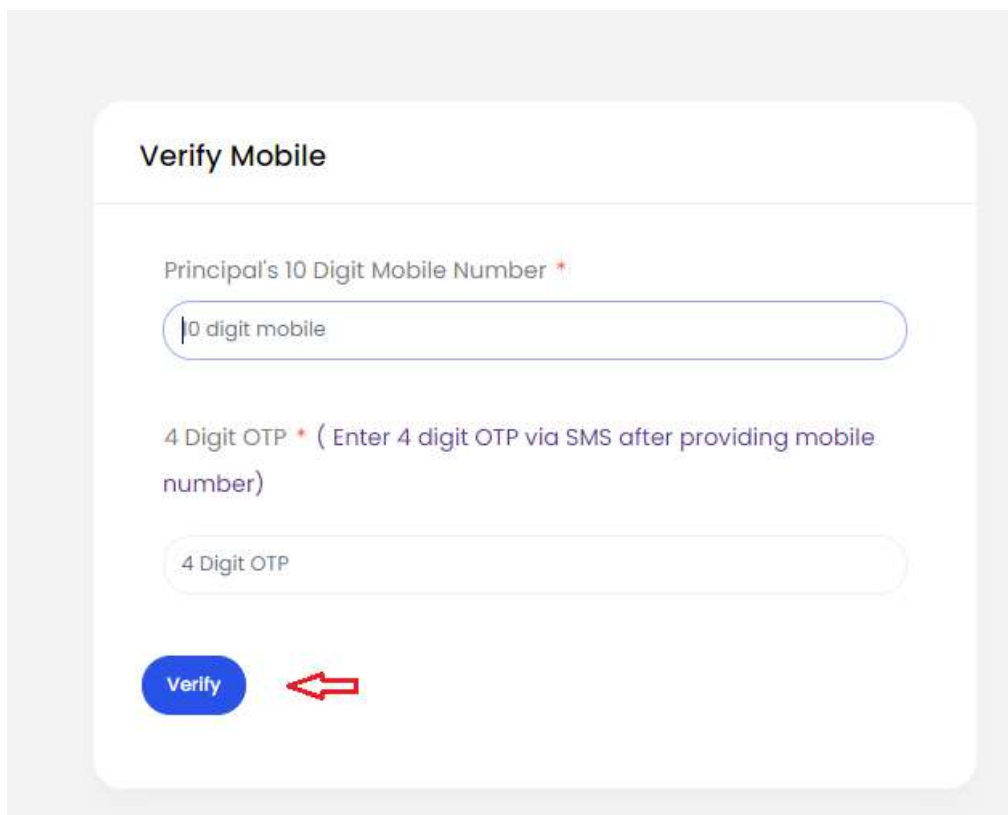
Note : Please note down the Institution Code displayed on the top right corner for future institution login (combination with password) as shown in the above image

02. For institutions permitted under AHSEC:

Such users can follow the below guidelines to set up a profile in DARPAN.

Note: For AHSEC permitted institutions no registration is required as login details are already shared via email/sms.

- a) Enter the your 6 digit Institution Code and Password (shared in email) in main login page to login
- b) Onclick, you will be asked to verify mobile number with OTP verification process



Verify Mobile

Principal's 10 Digit Mobile Number *

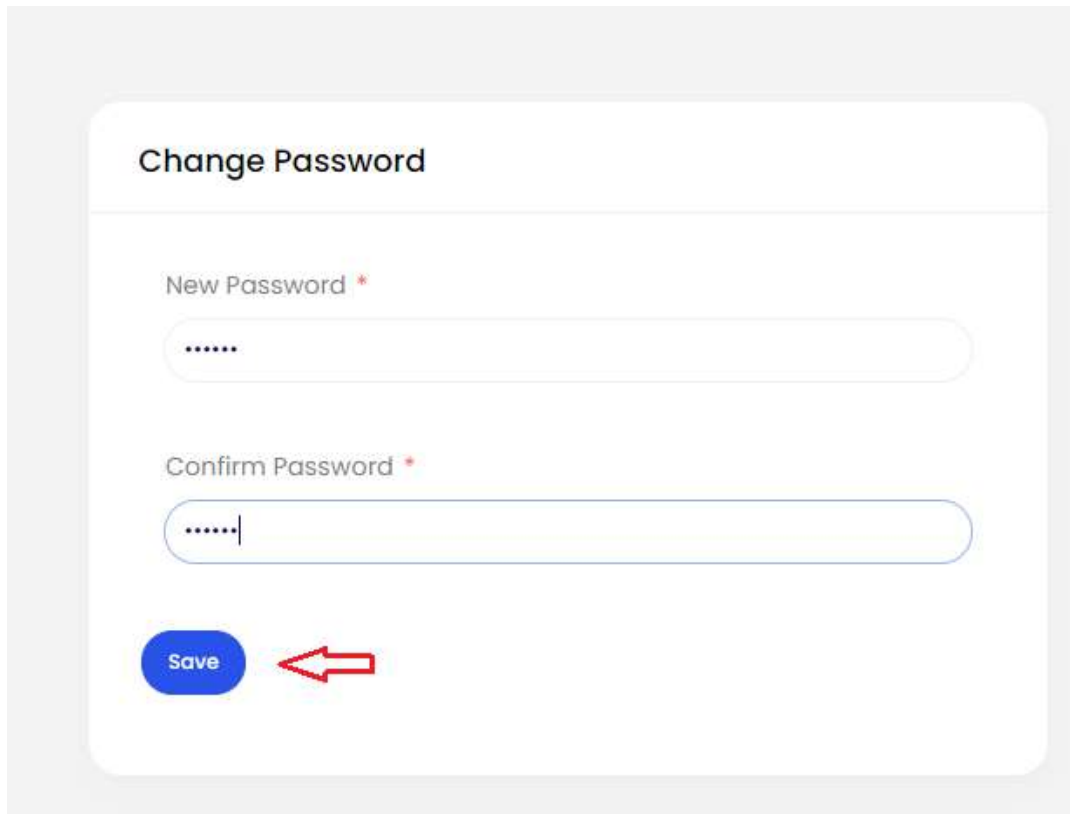
|0 digit mobile

4 Digit OTP * (Enter 4 digit OTP via SMS after providing mobile number)

4 Digit OTP

Verify

- c) Enter the OTP that has been sent on your registered mobile number and click on the “**Verify**” button as shown in the above image.
- d) On click, you will be redirected to “**Change Password**” page
- e) Change your desired password and click on “**Save**” button as shown below



The image shows a 'Change Password' form with two input fields and a 'Save' button. The first field is labeled 'New Password *' and contains six dots. The second field is labeled 'Confirm Password *' and contains six dots followed by a vertical cursor. A blue 'Save' button is located at the bottom left, with a red arrow pointing to it from the right.

03. Profile Setup

Profile Setup For Institution

Institution Name *

Complete Postal Address of Institution *

Note: All asterisk()marked in red are mandatory*

- Fillup all the required relevant information related to the institution.
- Please verify thoroughly before submitting the application
- After successful registration, you will be automatically redirected to **DARPAN's** Portal Dashboard



Dashboard

Applications

Profile

Logout

Applications

Applications

Profile

Logout

Students Applied
0

Profile Views
0

Admissions Offered
0

Admissions Done
0

Notification Updates

HIGH PRIORITY

Please read guidelines carefully before making any changes

HIGH PRIORITY

User manual on operating the portal will be available very soon

MEDIUM PRIORITY

Student registration will be available soon, after which students will be able to place admission requests

HIGH PRIORITY

You may add offline students (students who fail to create online profile in DARPAN), directly in final merit list or in final admission list from the portal. That feature will be activated soon

Recent Applications



No applications received yet



You don't have any unread messages

[View Messages](#)