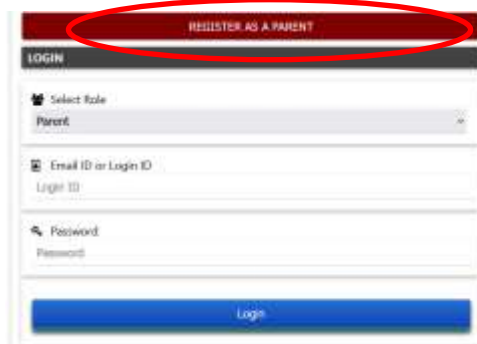


DELHI PUBLIC SCHOOL, BHILAI (C.G.)

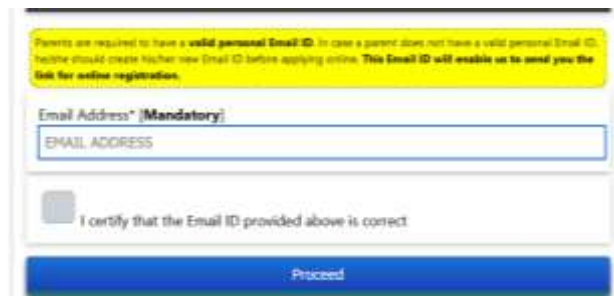
STEP-BY-STEP GUIDE FOR ONLINE REGISTRATION PROCESS

1. Please read the instructions given on the portal carefully.
2. To start with register as a parent by clicking on the link.



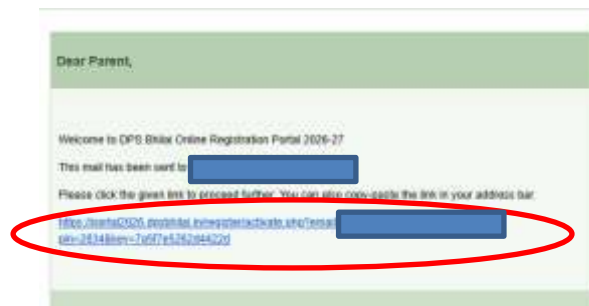
The screenshot shows the top navigation bar of the portal with a red oval highlighting the 'REGISTER AS A PARENT' link. Below the navigation bar is a 'LOGIN' section with fields for 'Select Role' (set to 'Parent'), 'Email ID or Login ID' (with a 'Login ID' hint), and 'Password'. A blue 'Login' button is at the bottom.

3. Enter your email id and tick the check box of “I certify that the..... ” and press proceed.

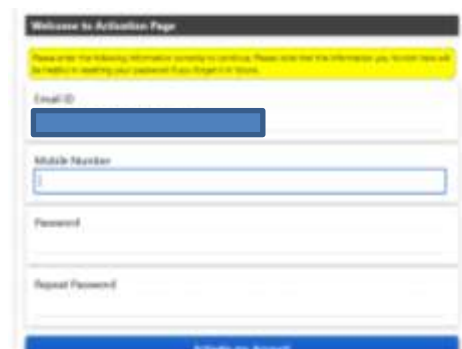


The screenshot shows a registration form with a yellow banner at the top stating: 'Parents are required to have a valid personal Email ID. In case a parent does not have a valid personal Email ID, he/she should create his/her new Email ID before applying online. This Email ID will enable us to send you the link for online registration.' Below this is a text input field for 'Email Address* (Mandatory)' with the placeholder 'EMAIL ADDRESS'. Underneath is a checkbox labeled 'I certify that the Email ID provided above is correct.' and a blue 'Proceed' button.

4. Go to your mail inbox and click on the activation link on the email received from DPS Bhilai:



5. To activate your account, please enter the following details and click on the “Activate my Account”:



The screenshot shows the 'Welcome to Activation Page' with a yellow banner at the top stating: 'Please enter the following information carefully to activate. Please note that the information you provide here will be used to create your account. Please do not share it.' Below this are four input fields: 'Email ID' (with a blue box), 'Mobile Number', 'Password', and 'Repeat Password'. A blue 'Activate my Account' button is at the bottom.

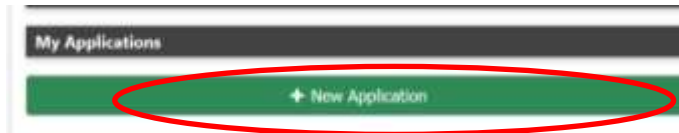
6. The following mail will be received by you on activating your account:



7. Once again, visit <https://portal2026.dpsbhilai.in> and login with your registered email id and password.

8. Click on the desired class.

9. Click on class New Application



10. Read the instructions and click on Proceed.

11. Enter the basic details of your ward and then press submit:

12. In the next part, enter the other details of your ward. Birth order is first child, second child so on and must be a numeric i.e. 1 or 2 or 3. Weight in kgs. must be entered in numeric only example: 15 or 16 or 17

..... **Wherever details not available, please enter NA. After entering all details, press SUBMIT & PROCEED TO FILLING FAMILY DETAILS.**

13. In the next part, upload the following images (size max. 2 mb):

- Photo of the child, father, mother
- Father's and mother's signature
- Identity Proof of Father (Aadhaar / PAN / Passport / Driving License)
- Identity Proof of Mother (Aadhaar / PAN / Passport / Driving License)
- Aadhaar card of the candidate
- Birth certificate of the candidate
- Service certificate - in case of BSP employee
- Caste certificate - in case of SC/ST/OBC
- Front page of the savings bank account passbook

Once attached all images, click on UPLOAD and wait for the message



14. In the next part, complete the family details, after entering the family details given on SUBMIT and ensure that you have entered correct details, if any detail is incorrect, please press **MODIFY** or press **PROCEED WITH THE APPLICATION**.

15. In the next screen, please click on the class, then click on view attachments to ensure that your attachments are correct. If any attachment is incorrect, then press browse to upload new attachment and press update to effect the new attachment. IF ALL ATTACHMENTS ARE CORRECT, CLICK PROCEED TO NEXT STEP.

16. In the next screen (preview), please ensure that the details entered are correct, if you require any modification, please click on the links given at the bottom, else click on FINALIZE button to finalise the form.



17. After finalization, print the form along with the attachments and submit the same on the specified date and time.

ALL THE BEST

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