DELHI PUBLIC SCHOOL, BHILAI (C.G.)

STEP-BY-STEP GUIDE FOR ONLINE REGISTRATION PROCESS - CLASS NURSERY (2025-26)

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

REGISTER AS A PAREN	T
OGIN	
🗑 Select Role	
Parent	
Email ID or Login ID	
Login ID	
a, Password	
Password	

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

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Parent Registration : 2023-20	1
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4. Go to your mail inbox and click on the activation link on the email received from DPS Bhilai:

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

Welcome to A	activation Page
Please action the for the harpful in recent	forwing information connectly to continue. Please rune that the information you furnish have ing your password if you larget it in future.
Email ID	
Mobile Numb	ér -
1	
Password	
Repeat Passw	ord
	Activate my Account

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

Password Updated		
Case Parent.		
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- 7. Once again, visit <u>https://portal.dpsbhilai.in</u> and login with your registered email id and password.
- 8. Click on class Nursery.
- 9. Click on class New Application

Class Nursery		
My Applications		
	+ New Application	

10. Read the instructions and click on Proceed.

the set	erver, please failers the instructions below while filling in the name of the same of same and earther's name. Name of the Canodatt - AS PER THE DATH LETTICATE (NO COMMON WALKE ACCEPTED IN FORMED
	Twinders serve: - Ad risk ting bettin controlland of the candidate Motivor's name - as not the bettin controlland of the candidate

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

Name of the Student		
ENTER STUDENT NAME		
Date of Birth Y		
DD / HEI / HYYY 📇		
Date of Birth in Words		
DATE OF BIRTH IN WORDS		
Twins		
🔘 Ves 🕜 No		
Logotify that the infec	mation provided above is correct	
- I certify that the initia	nation provided above is conecc.	

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 (Aadhar / PAN / Passport / Driving License) Identity Proof of Mother (Aadhar / 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

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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 class Nursery, 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.