User Guide to fill Online Application form of NMMS

USER NAME AND PASSWORD ARE YOUR SCHOOL U-DISE CODE

Step 1.Open "www.bseap.org" in any web browser then you can find the following web page:



Step 2.Click on "NMMS" (Rounded in red color) in the web page. Then the following screen appears



Step 3.Click on **Online Application Form** (Rounded in red color). Then the following screen appears

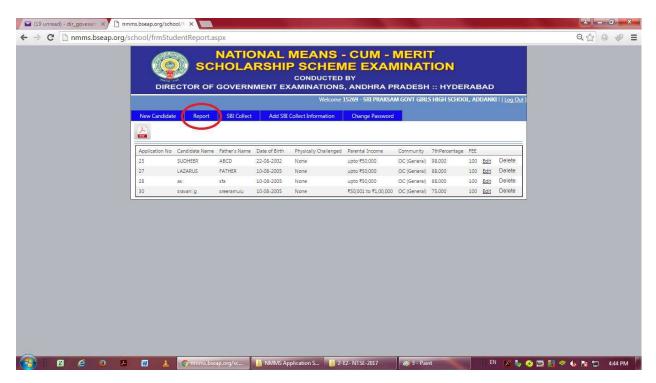
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Pattern of Examination is as follows:		Erequently Asked Questions	
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Step 4. For first time registration, click on "**New School Registration**" (Rounded in red color) and fill all the details carefully and click on "**Create School**". After successful registration, reopen the NMMS login page and enter "**U-DISE Code**" and "**Password**" in the boxes provided (**Rounded**). Then the following screen appears

	SCH	IOLAR	NAL MEANS - SHIP SCHEN CONDUCTED NMENT EXAMINATIONS	ME EXAMII BY S, ANDHRA PRAD	NATION 2019	
New Candidate •	Report •	SBI Collect •	Add SBI Collect Information •	Change Password		
			New Candidate D	Petails		
Details should be entered as per School Records						
Management :		- Select - ▼				
Management Belongs To :		_				
School UDisecode & Name :		28110100203 - MPUPS KAMBARA				
District Code & Name :		01 - SRIKAKULA	м	Mandal:	VEERAGHATTAM	
Student Child Id (SCH DEPARTMENT ID):	OOL EDUCATION					
Name Of the Student	:					
Aadhar No.:						
Date of Birth:	Date of Birth:			Photo &		
Gender:		○ Male ○ F	emale	Signature Browse		
Father's Name :						
Father Education :	ducation :					
Father Occupation :	Father Occupation :		•			
Mother's Name :						

Step 5: Select <u>Management Type</u> from the Drop Down List. Fill each and every column in the application form as per the school records. The concerned School Head Master/Principal must enter the "<u>Child ID"</u> in the application form where space is provided. (Child-ID is the Unique ID given by the School Education Department, Government of Andhra Pradesh). To upload the photo along with signature and required certificates by click on Browse button. (The photo with signature file size should be less than 30KB and format should be <u>JPEG</u>) and click on "Submit Application" (Rounded in color) button.

Step 6: Enter the details of another candidate by click on "New Candidate" button. Fill all the candidates' details in the same procedure. After completion of uploading all the candidates' applications click on "**Report" (Rounded in color) button** for generating Nominal Roll. Then the following screen appears. Click on to download the Nominal Roll.



Step 7: Click on **"SBI Collect" button (Rounded in red color)** to pay the examination fee. To know more about the payment of examination fee, click on the link **"user guide to pay Examination**"



Step 9: Fill all the columns i.e., Bank Name, Transaction number (**started with DU),** Amount and Transaction Date. Then click on **SAVE** button to save all the transaction details. The application may be rejected if the particulars are entered wrongly. Care should be taken while entering the details.

Step 10: Submit the following items in your concerned District Educational Officer's Office as per schedule date given in the notification.

- 1) Two Sets of Printed Nominal Rolls (Attested by the Head Master).
- 2) Attested copies of Caste Certificates in case of BC/SC/ST and Medical certificate in case of PH category.
- 3) Computer generated Original SBI Collect Receipt.

<u>Change Password</u> button is provided to change the password of a school. New Password and Confirm Password should be same.