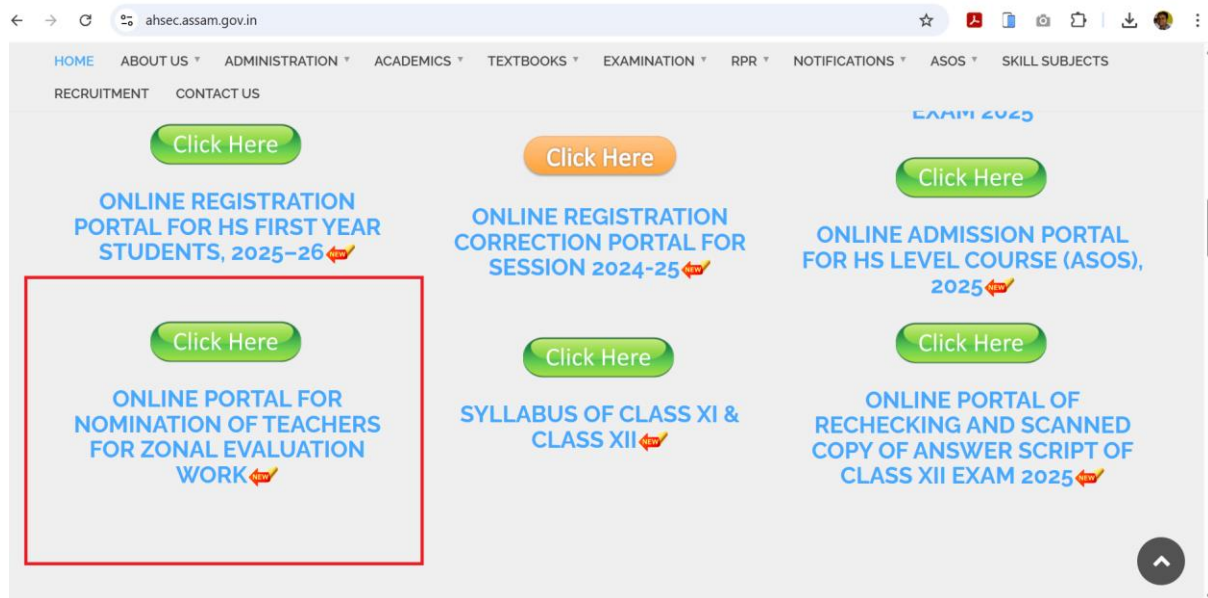


User Manual
for the portal
“Nomination of Teachers for Zonal Evaluation Work”

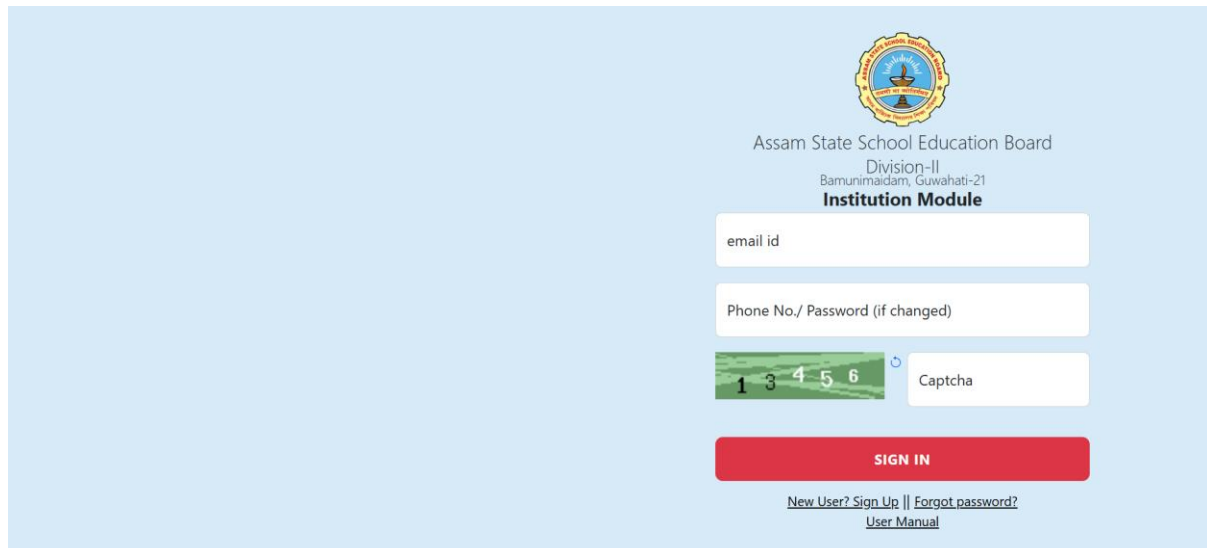
URL to the portal: <http://portal.sebaonline.org/swayamhs/login.php>

Link to the portal is available in the official website of ASSEB (Div-1) i.e <https://ahsec.assam.gov.in>



Step 1:

Click on the link and you will be redirected to the landing page of the portal.



Step 2:

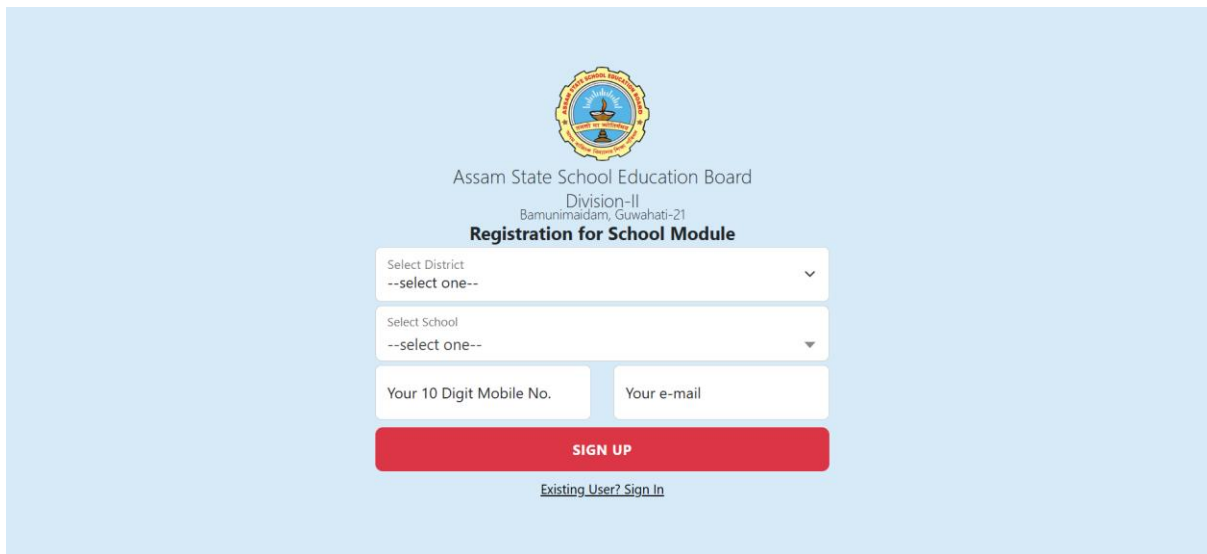
If you are a new user, then click on the link **“New User? Sign Up”** available at the bottom of the page to start with.

If you have already registered, then enter the user name and password to log in.

Step 3:

While creating a new user, a form will be appeared on the screen where you have to select the District first from the “Select District” dropdown list. After selecting the district, all schools tagged under that district will be available for selection in the “Select School” dropdown list. Next, you have to select the school from the available list items. After that, enter your 10 digit mobile no and email id to complete the registration step.

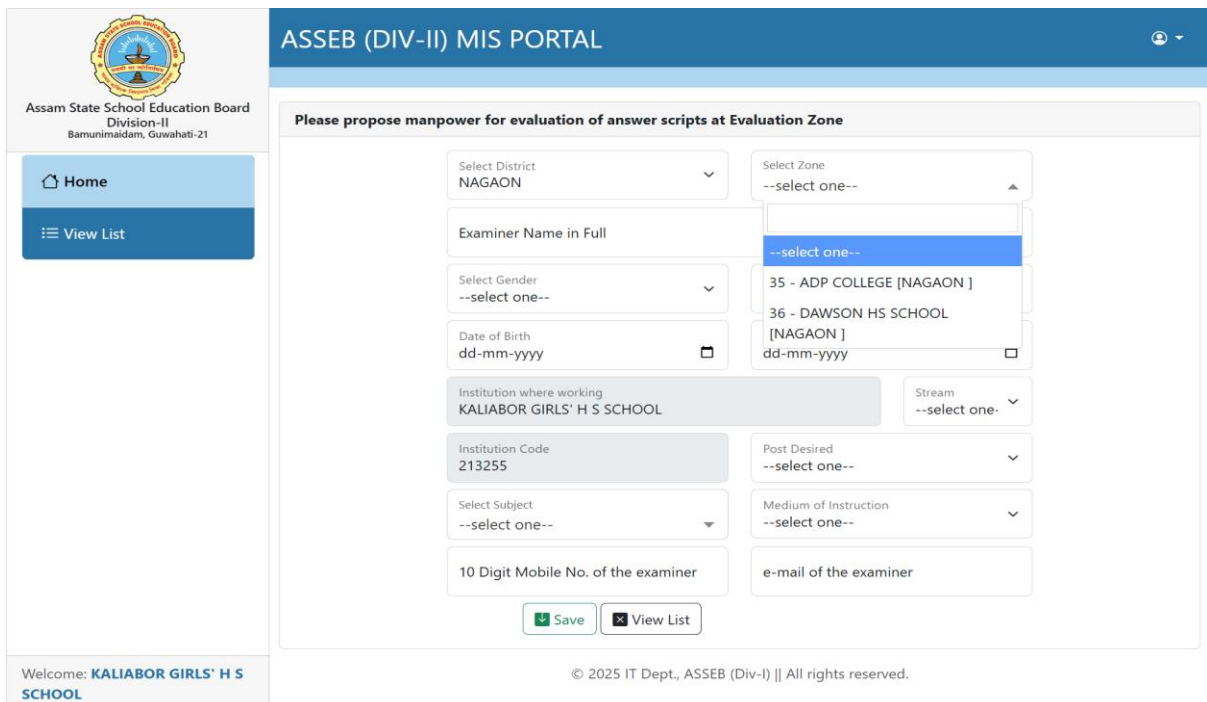
You default user name will be your registered email id and password will be your phone no. Password can be changed after logging in to the portal but **it is not mandatory**.



The image shows a registration form for the Assam State School Education Board, Division-II, Bamunimaidam, Guwahati-21. The form is titled "Registration for School Module" and includes the following fields: "Select District" (dropdown menu), "Select School" (dropdown menu), "Your 10 Digit Mobile No." (text input), and "Your e-mail" (text input). A red "SIGN UP" button is located below the form, and a link for "Existing User? Sign In" is positioned below the button.

Step 4:

After logging in to the system, you will be redirected to an entry form where you have to enter the details of the examiner one by one.

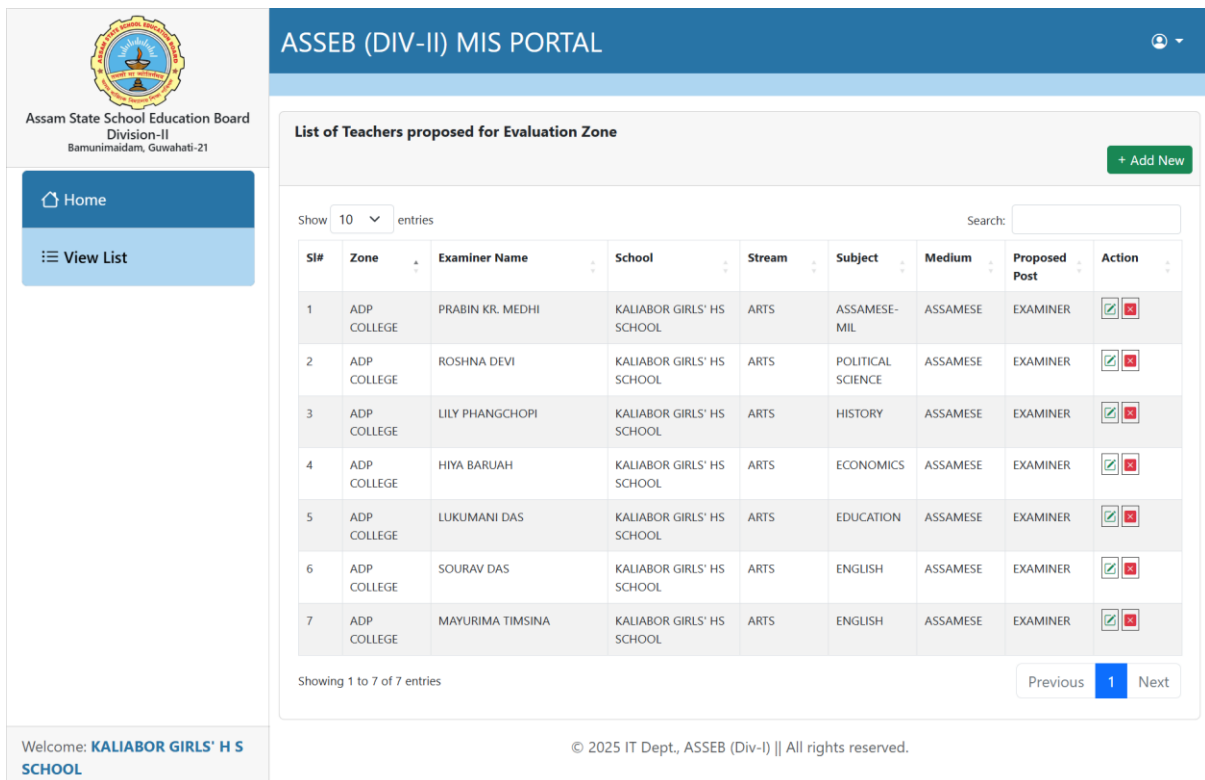


The image shows the ASSEB (DIV-II) MIS PORTAL interface. The header displays the ASSEB logo and the text "ASSEB (DIV-II) MIS PORTAL". The main content area is titled "Please propose manpower for evaluation of answer scripts at Evaluation Zone" and contains the following fields: "Select District" (dropdown menu, value: NAGAON), "Select Zone" (dropdown menu, value: --select one--), "Examiner Name in Full" (text input, value: --select one--), "Select Gender" (dropdown menu, value: --select one--), "Date of Birth" (text input, value: dd-mm-yyyy), "Institution where working" (text input, value: KALIABOR GIRLS' H S SCHOOL), "Stream" (dropdown menu, value: --select one--), "Institution Code" (text input, value: 213255), "Post Desired" (dropdown menu, value: --select one--), "Select Subject" (dropdown menu, value: --select one--), "Medium of Instruction" (dropdown menu, value: --select one--), "10 Digit Mobile No. of the examiner" (text input), and "e-mail of the examiner" (text input). A "Save" button and a "View List" button are located at the bottom of the form. The footer displays the text "Welcome: KALIABOR GIRLS' H S SCHOOL" and "© 2025 IT Dept., ASSEB (Div-I) || All rights reserved."

While entering the details, you have to select the preferred zone for the examiner to assign their duties for the evaluation work. If the parent district of the examiner have designated evaluation zone(s) then only those name of evaluation zone(s) will come in the dropdown list to select from. However district that does not have evaluation zone will be able to select evaluation zones from nearby districts. This step is to be followed for each and every teacher whom you wish to nominate.

Step 5:

A detail list view of the entered information may be accessed by clicking the “View List” menu. All entries made will be available in a tabular form with both EDIT and DELETE option. If you wish to change any details of an entered data just press the “EDIT” icon. You will be redirected to the entry form again where you can make the desired change and SAVE the data. However, if you wish to delete an entry just press the “DELETE” icon and data will be deleted permanently after a confirmation.



ASSEB (DIV-II) MIS PORTAL

Assam State School Education Board
Division-II
Bamunimaidam, Guwahati-21

Home
View List

List of Teachers proposed for Evaluation Zone + Add New

Show 10 entries Search:

Sl#	Zone	Examiner Name	School	Stream	Subject	Medium	Proposed Post	Action
1	ADP COLLEGE	PRABIN KR. MEDHI	KALIABOR GIRLS' HS SCHOOL	ARTS	ASSAMESE-MIL	ASSAMESE	EXAMINER	<input checked="" type="checkbox"/> <input type="checkbox"/>
2	ADP COLLEGE	ROSHNA DEVI	KALIABOR GIRLS' HS SCHOOL	ARTS	POLITICAL SCIENCE	ASSAMESE	EXAMINER	<input checked="" type="checkbox"/> <input type="checkbox"/>
3	ADP COLLEGE	LILY PHANGCHOPI	KALIABOR GIRLS' HS SCHOOL	ARTS	HISTORY	ASSAMESE	EXAMINER	<input checked="" type="checkbox"/> <input type="checkbox"/>
4	ADP COLLEGE	HIYA BARUAH	KALIABOR GIRLS' HS SCHOOL	ARTS	ECONOMICS	ASSAMESE	EXAMINER	<input checked="" type="checkbox"/> <input type="checkbox"/>
5	ADP COLLEGE	LUKUMANI DAS	KALIABOR GIRLS' HS SCHOOL	ARTS	EDUCATION	ASSAMESE	EXAMINER	<input checked="" type="checkbox"/> <input type="checkbox"/>
6	ADP COLLEGE	SOURAV DAS	KALIABOR GIRLS' HS SCHOOL	ARTS	ENGLISH	ASSAMESE	EXAMINER	<input checked="" type="checkbox"/> <input type="checkbox"/>
7	ADP COLLEGE	MAYURIMA TIMSINA	KALIABOR GIRLS' HS SCHOOL	ARTS	ENGLISH	ASSAMESE	EXAMINER	<input checked="" type="checkbox"/> <input type="checkbox"/>

Showing 1 to 7 of 7 entries Previous 1 Next

Welcome: **KALIABOR GIRLS' H S SCHOOL**

© 2025 IT Dept., ASSEB (Div-I) | All rights reserved.

Once all entries are done, the entered data will be forwarded to the respective evaluation zones for farther communication directly to the teacher during evaluation process.