User Manual

for the portal

"Nomination of Teachers for Zonal Evaluation Work"

URL to the portal: http://portal.sebaonline.org/swayamhslc/login.php

Link to the portal is available in the official website of ASSEB (Div-1) i.e https://sebaonline.org

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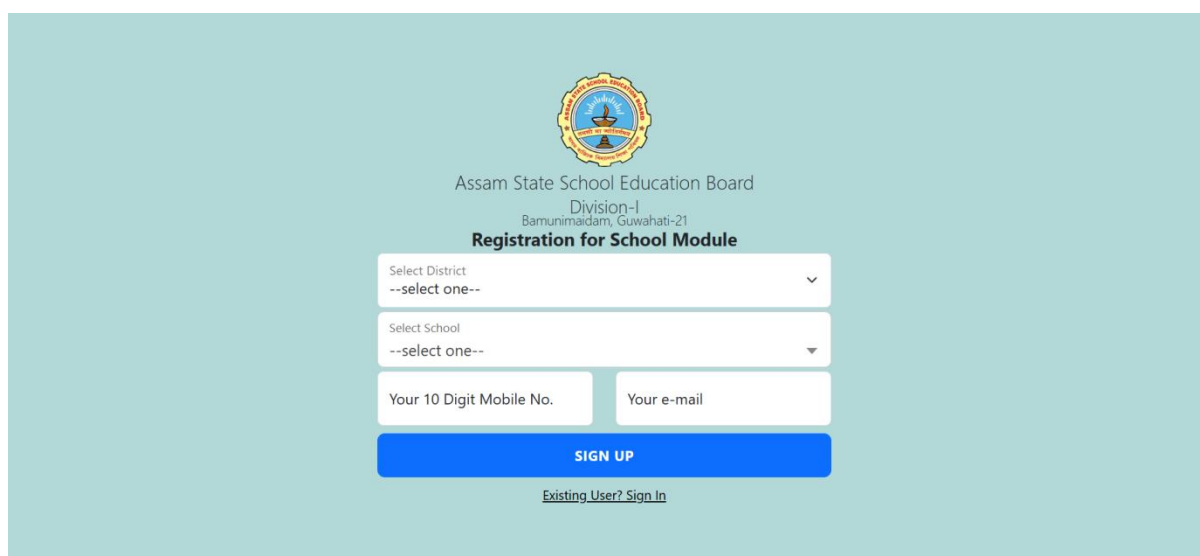
If you have already registered, then enter the user name and password to log in.

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**.
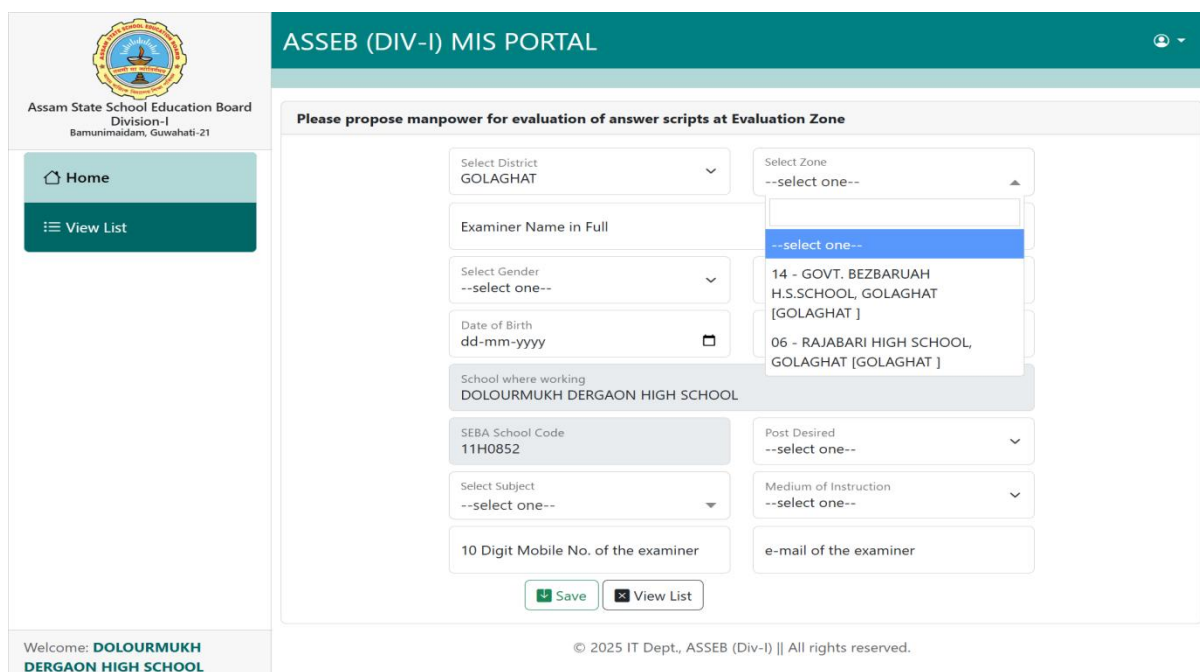

Step 4:

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.

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.

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.

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