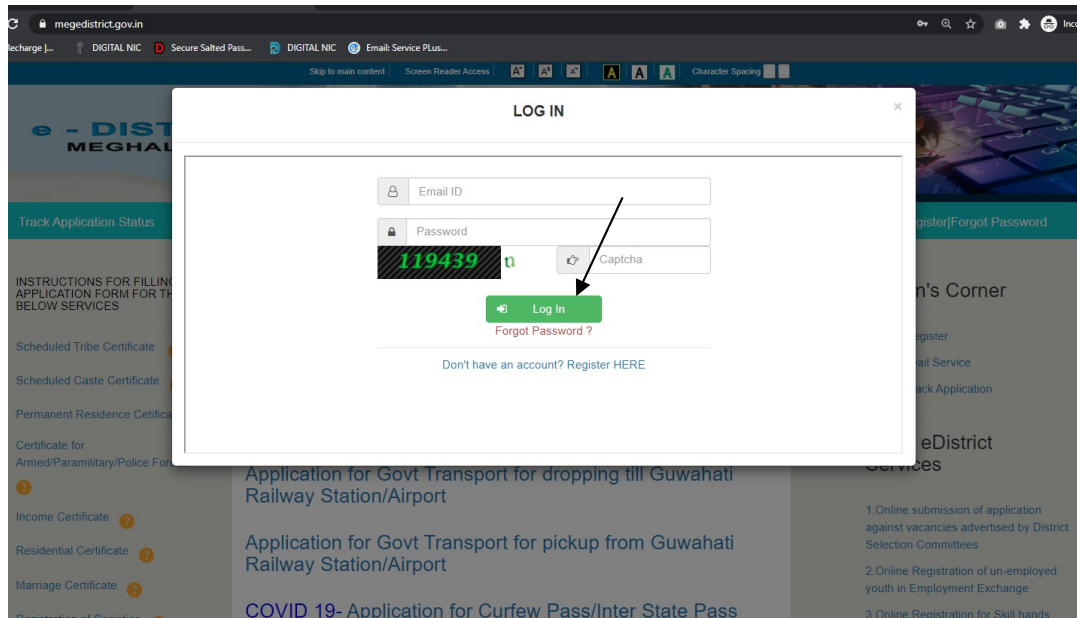


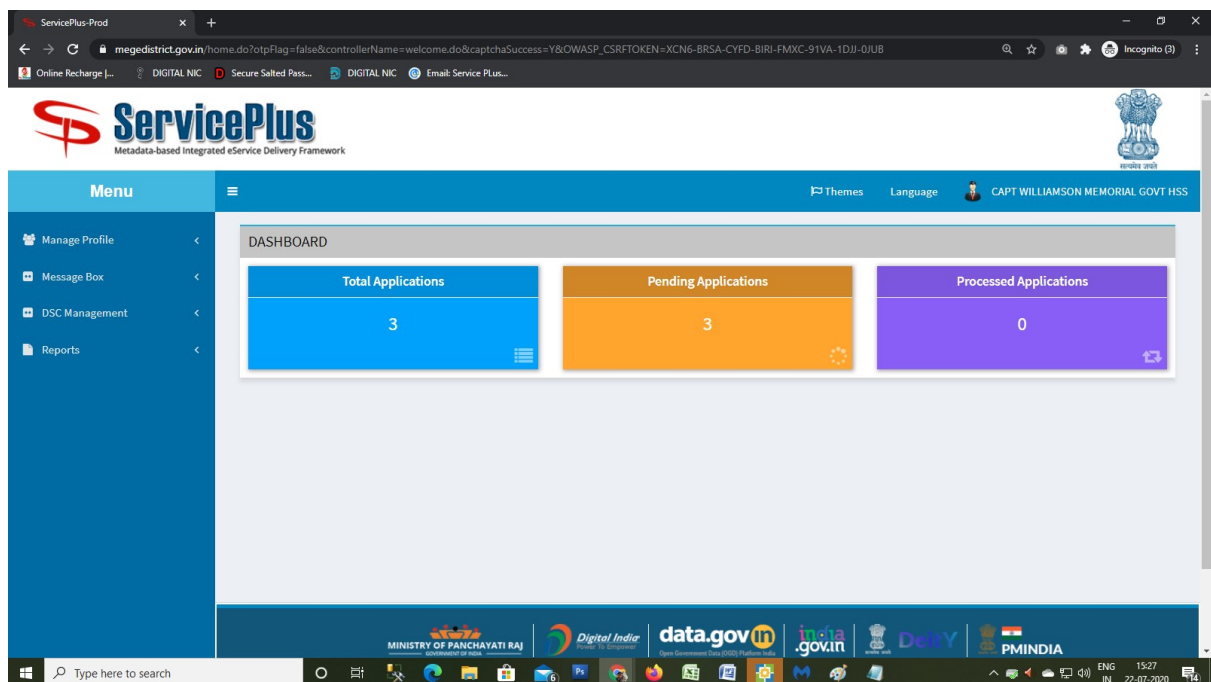
Regarding Application Processing for Admission into Higher Secondary Schools

To view the applications along with the enclosures submitted by the students

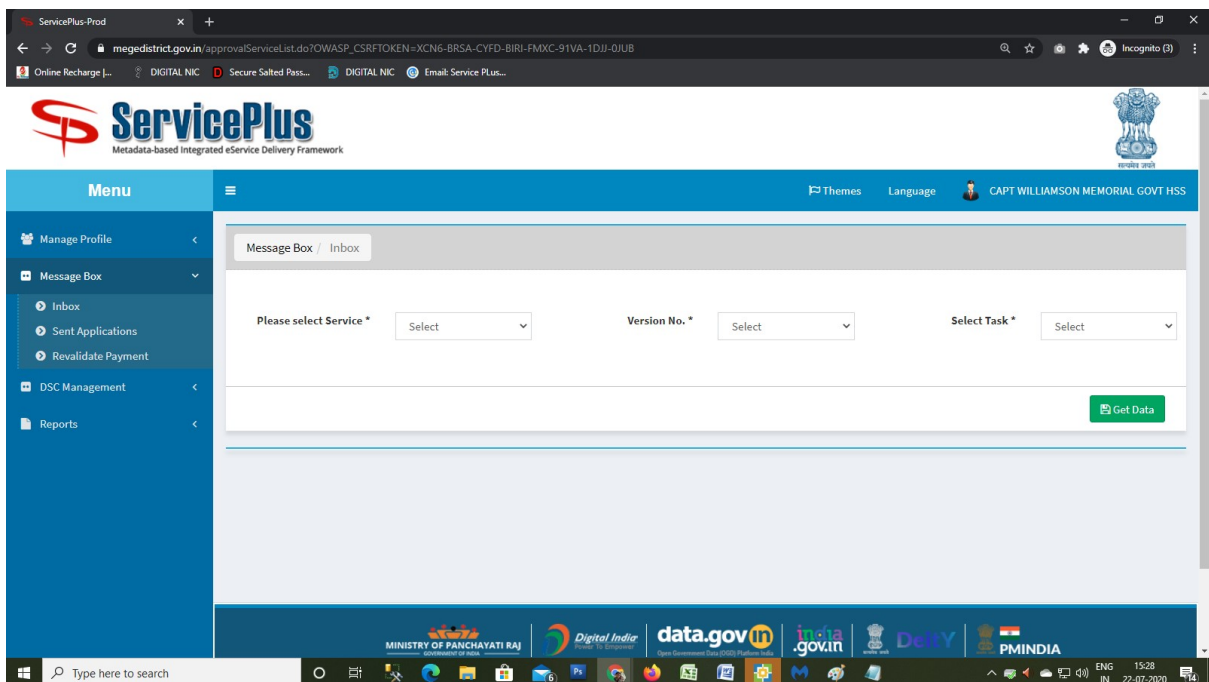
1. Open "<https://megedistrict.gov.in/>". Click on "Signin|Register|Forgot Password" link at the right top most corner. On clicking the link a dialog box will open. Enter the User ID and Password along with CAPTCHA. Click Log in



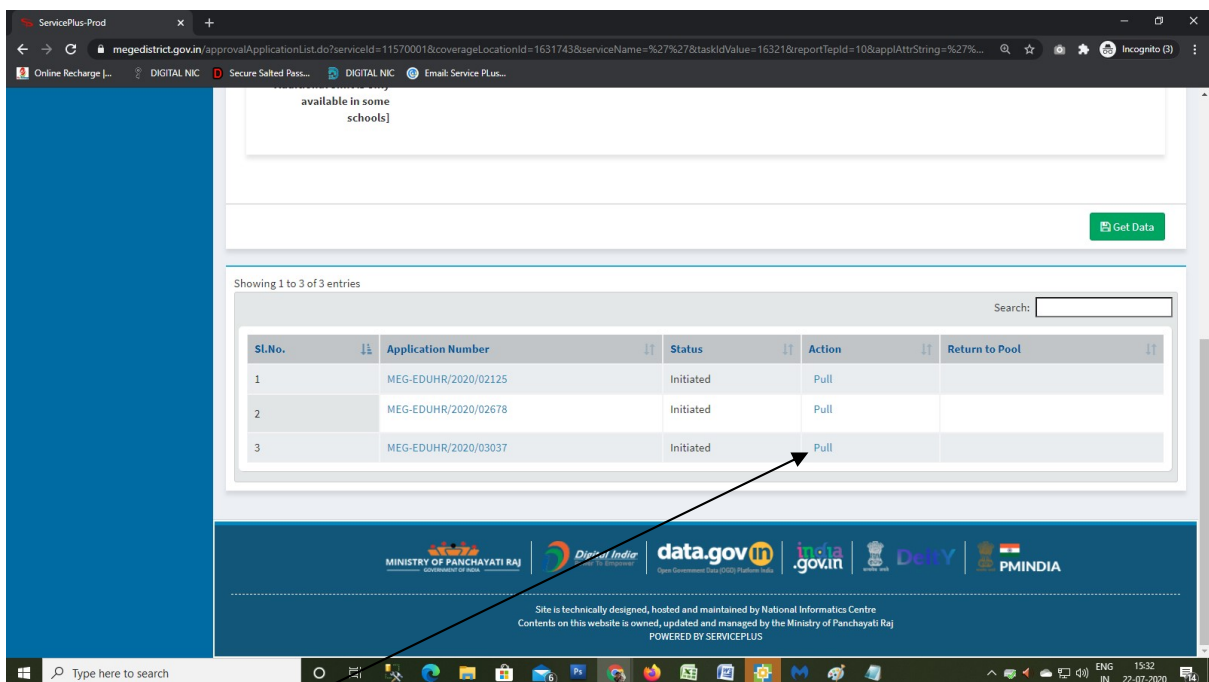
2. After Signing in you will see a dashboard as shown below. This will show the number of applications, regardless of stream that have been submitted to your college.



3. Click on Message Box, Then Inbox

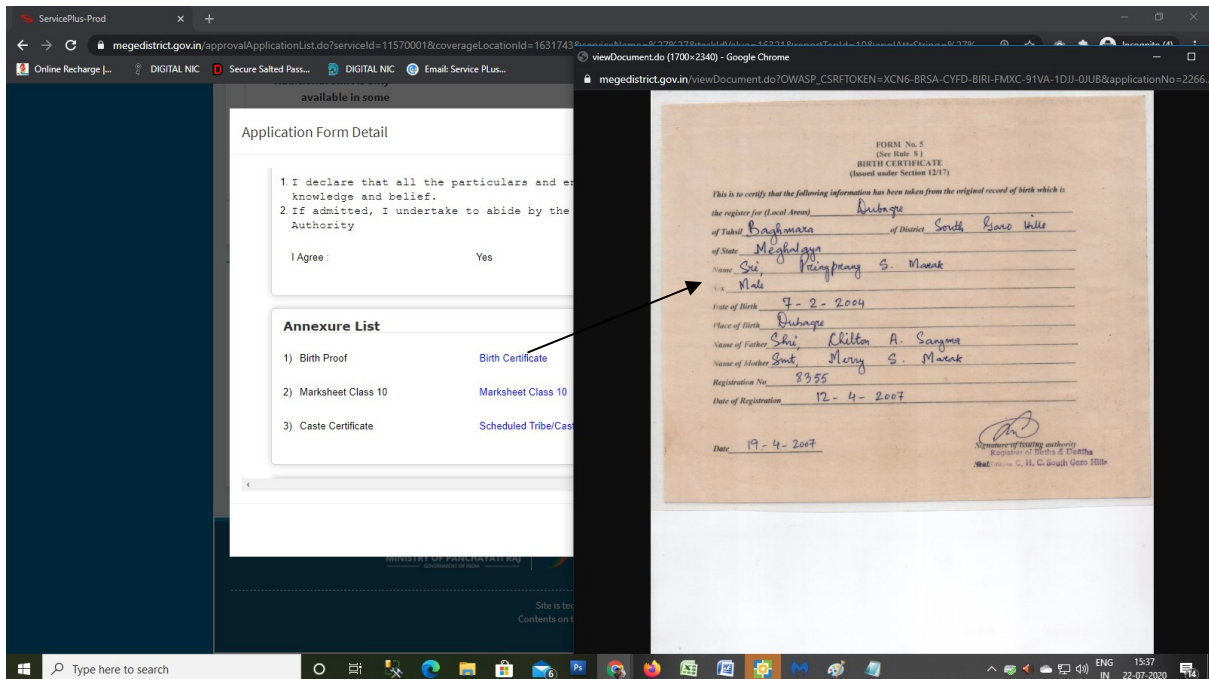


4. Please select the Service Name. On selecting the service, you shall get two filters; you can use these filter if you want to view only application specific to a particular stream or shifts. If you want to see all the application regardless of stream/shift chosen by student ignore these fields. **Click on GET DATA at the bottom right corner**
5. On click GET DATA you will see the list of applications based on reference number

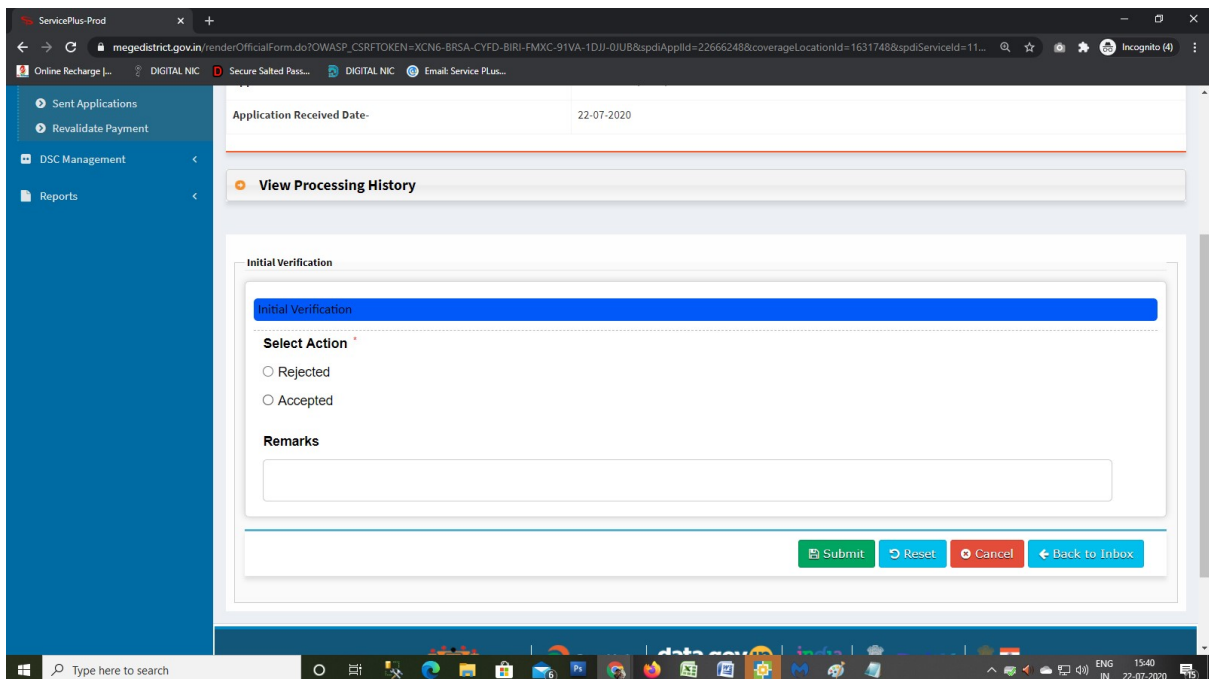


6. Click on Application Ref no. [eg MEG-EDB/2020/000001] under “Application Number” whose data you want to view. The applications are automatically ordered in the order they were submitted by the students. On clicking this a dialog box will open which will show the

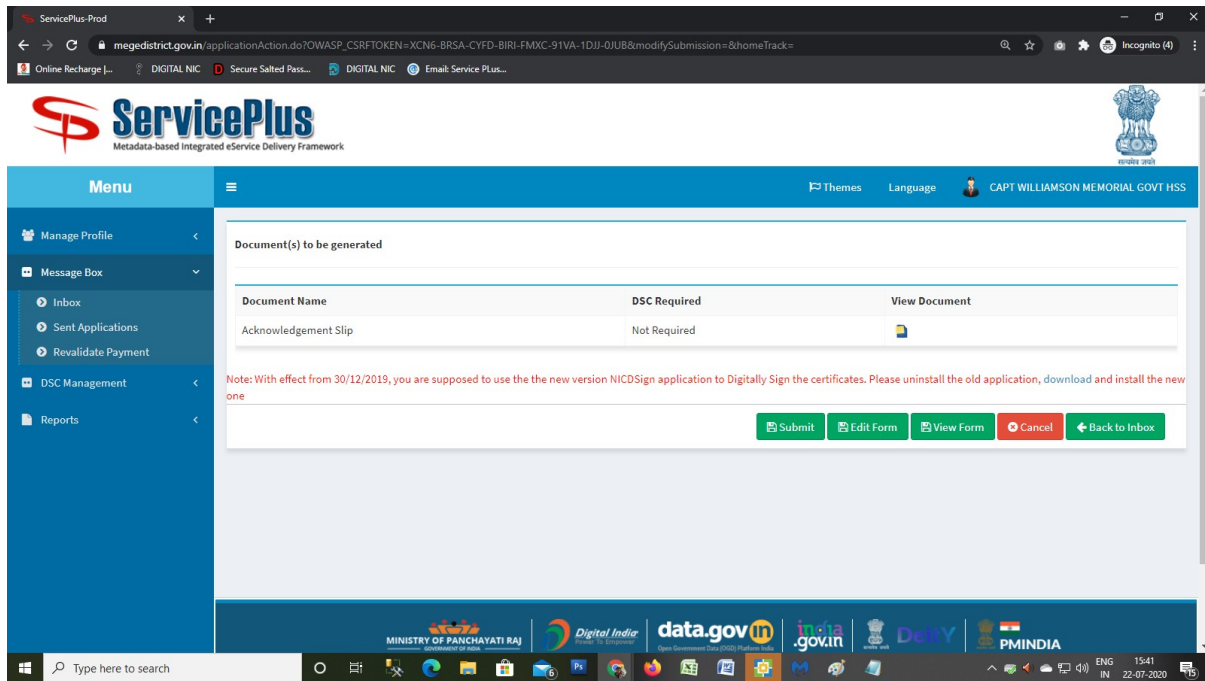
filled in details by the students. At the bottom of this opened dialog box, a section will show Annexure List which contains links to the documents uploaded by the students. On clicking those links the documents uploaded will show up.



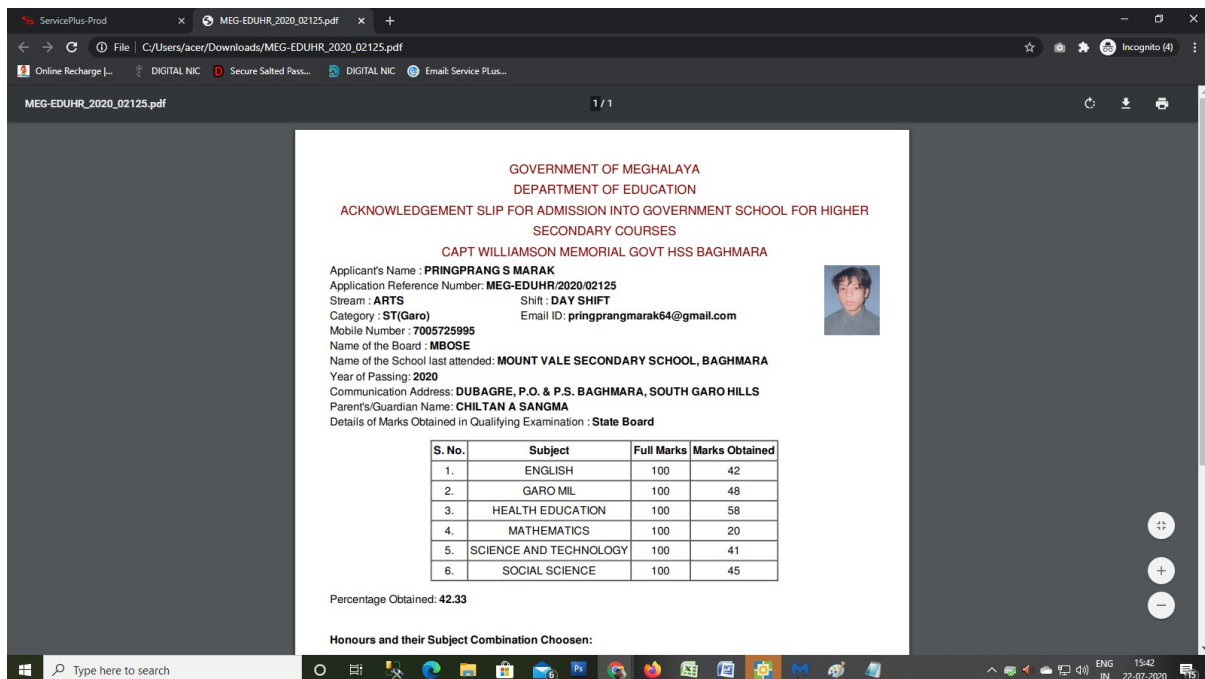
7. If the officials wants to have a copy in the format of application form then please follow the steps below
 - a. Click on “Pull” against an application Number under “Action Label” whose format you want to print.



- b. On clicking PULL the above box will open. Click on the Select Action **Accepted** and **submit**. On clicking **Submit** you will be directed to the next page where a document is generated by the system.



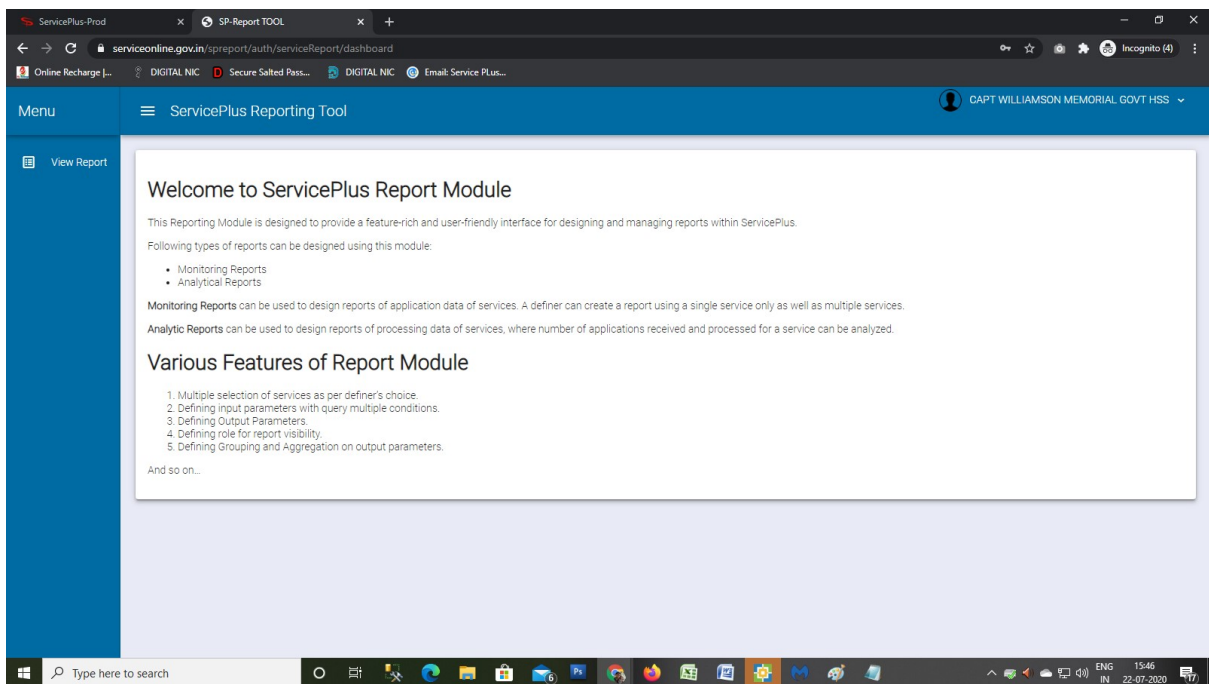
- c. Click on the document ICON under VIEW DOCUMENT label. On clicking that icon, the application form will be downloaded in your machine which will be as under.



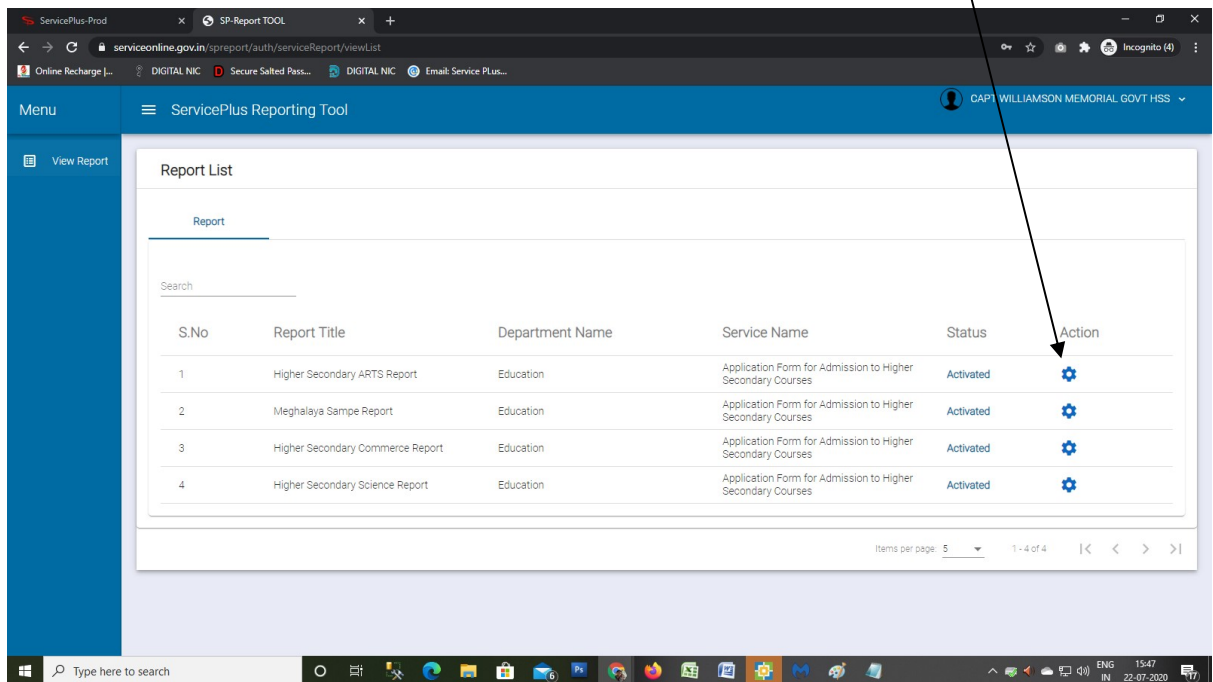
We have also made a report portal, using which all data as filled in by the applicant can be generated by you in excel sheet. For this please open the URL "<https://serviceonline.gov.in/spreport/>"

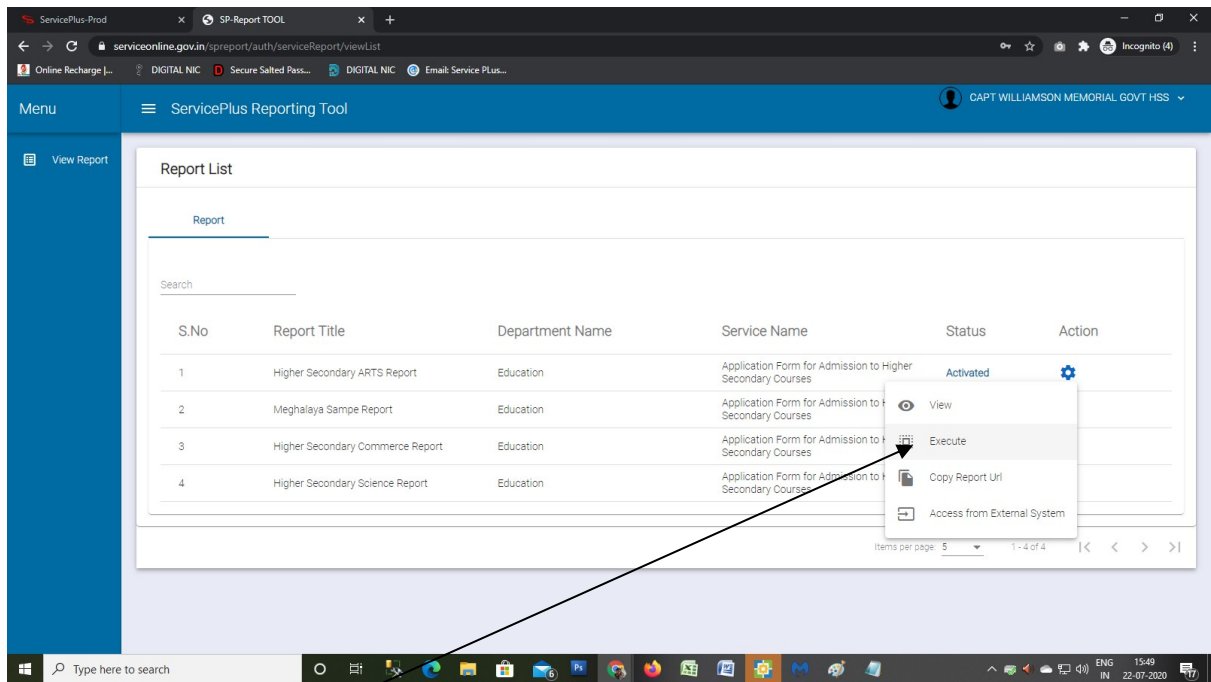
1. Select Instance : eServices Meghalaya from the dropdown
2. Use the same User Name and Password and login

3. On the Menu Click on “View Report”.

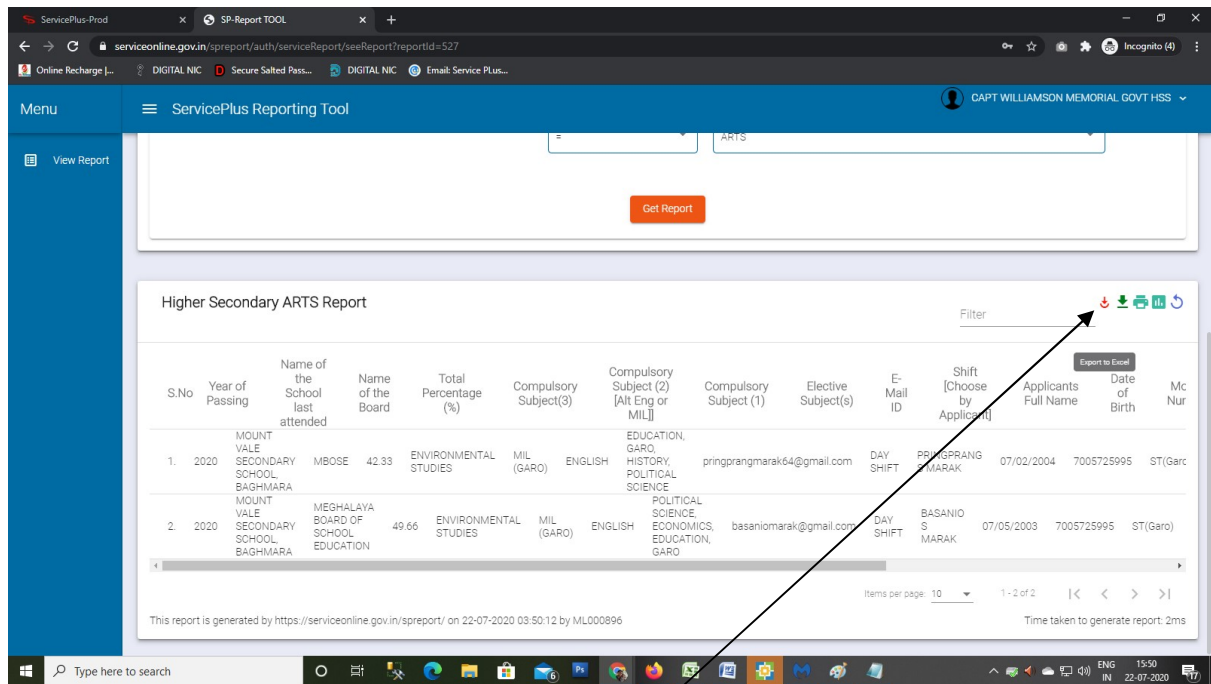


4. You will see three Reports that will be of concern to you. Click on Settings Icon under “Action” Label and click on Execute





- On clicking execute , you shall use Input Filter so that Data pertaining to only those applications submitted by your school can be generated.



This report generated can be exported to excel by clicking