

## 1. Logging in



**Assam State School Education Board (Division - II)**  
Bamunimaidam, Guwahati-781021  
H.S. Final Examination-2025

Contact us  
ahseccoe@gmail.com

**Attendance Entry Portal**

**Notification Board**

- Please read the "User Manual" before proceeding. [Click here to download the User Manual.](#)
- ANNEXURE I (EXPULSION REPORT) & ANNEXURE II (RETURN FORM) & ANNEXURE III (Form No.Ex-13)

**Center Login**

Enter Centre Code (4 Digit Code)

Password

**LOGIN**

Note: The default password for first-time login will be "123456".  
[Forgot Password?](#)

**Step 1:** Open the Web Portal in your web browser.

**Step 2:** On the login page, enter your **Institutional Code** (provided by your institution).

**Step 3:** Enter your **default password** (this is the password provided to you at the time of account creation).

**Step 4:** Click **Login** to proceed.

## 2. Default Password Change



**Attendance Entry Portal**

Contact Us Instruction

**OTP VERIFICATION**

PLEASE INSERT THE MOBILE NUMBER OF HEAD OF INSTITUTION

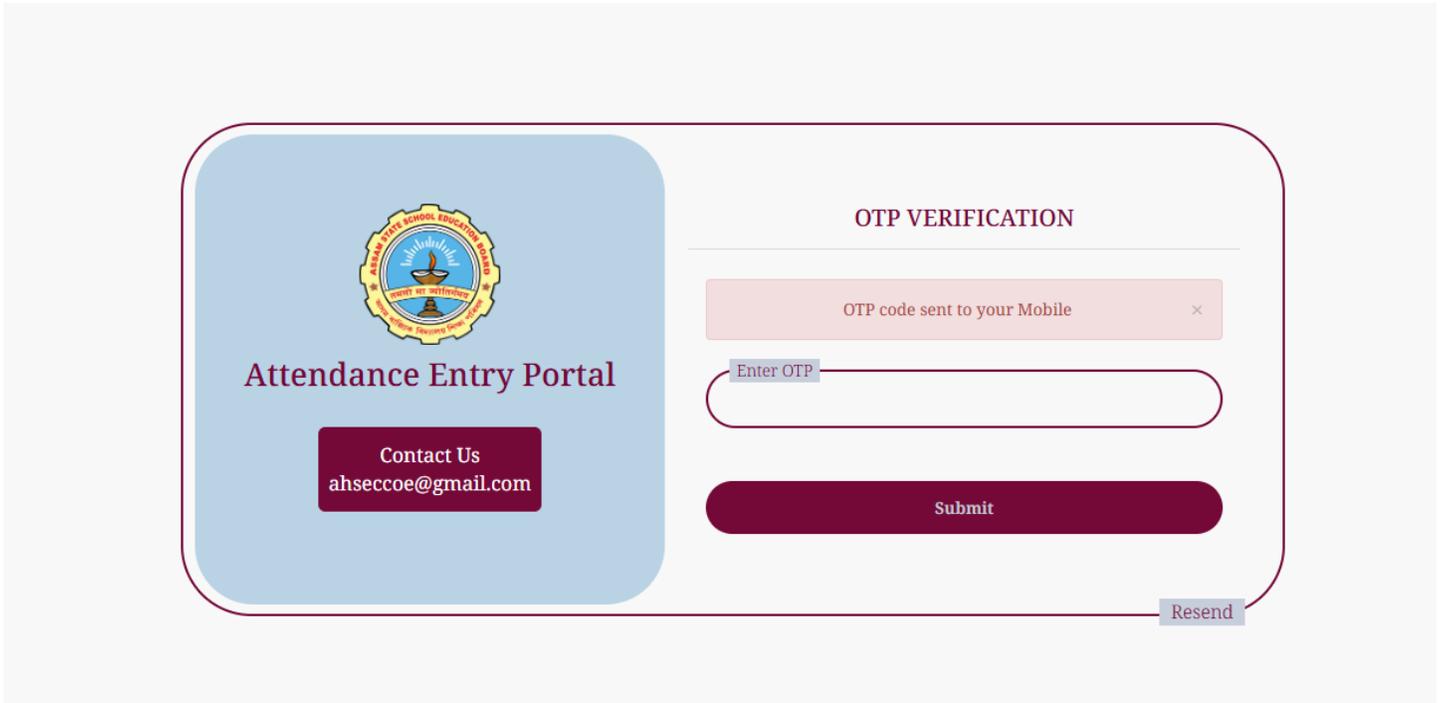
Mobile Number

**Send OTP**

**Step 1:** Once logged in, you will be redirected to a page asking for your **Phone Number**

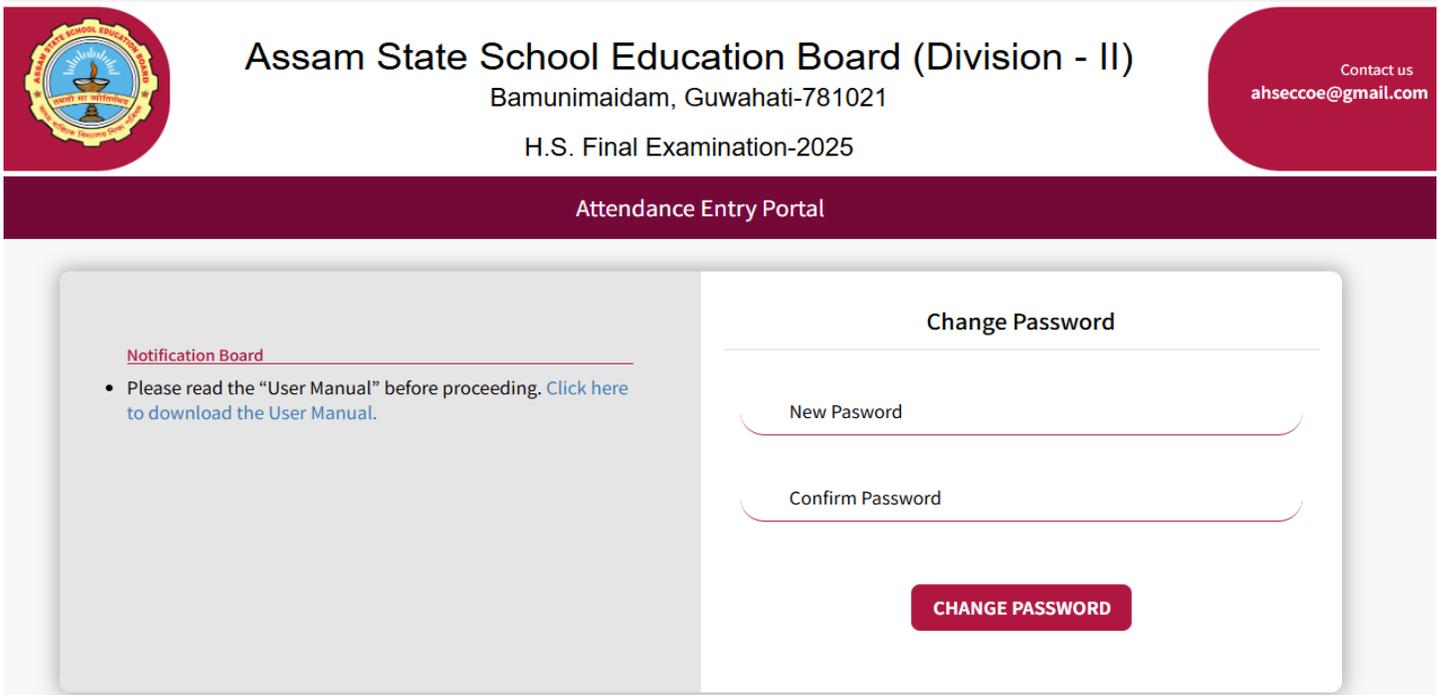
- Enter your valid phone number in the provided field.

**Step 2:** After entering your phone number, click **Send OTP** to receive a One-Time Password (OTP) on your phone.



The screenshot shows the 'Attendance Entry Portal' interface. On the left, there is a blue box with the Assam State School Education Board logo, the text 'Attendance Entry Portal', and a 'Contact Us' button with the email 'ahseccoe@gmail.com'. On the right, the 'OTP VERIFICATION' section includes a notification 'OTP code sent to your Mobile', an 'Enter OTP' input field, a 'Submit' button, and a 'Resend' button.

**Step 3:** Enter the OTP in the provided field.



The screenshot displays the 'Assam State School Education Board (Division - II)' website. The header includes the board's logo, name, address (Bamunimaidam, Guwahati-781021), and the exam year (H.S. Final Examination-2025). A 'Contact us' button with the email 'ahseccoe@gmail.com' is on the right. Below the header is a dark red bar with 'Attendance Entry Portal'. The main content area is split into two columns. The left column has a 'Notification Board' section with a link to download the 'User Manual'. The right column is titled 'Change Password' and features two input fields for 'New Password' and 'Confirm Password', followed by a 'CHANGE PASSWORD' button.

**Step 4:** After successful OTP verification, you will be prompted to **set a new password**.

- Enter your **new password** and confirm it by typing it again.
- Make sure your new password follows the security guidelines (e.g., minimum length, uppercase, special characters, etc.).

**Step 5:** Once the password is set, click **CHANGE PASSWORD** to save your new password.

### 3: Returning to the Login Page.

The screenshot shows the login page for the Assam State School Education Board (Division - II). The header includes the board's logo, name, address (Bamunimaidam, Guwahati-781021), and the exam year (H.S. Final Examination-2025). A contact email (ahseccoe@gmail.com) is also provided. The main heading is "Attendance Entry Portal". On the left, a "Notification Board" contains a message to read the "User Manual" before proceeding, with a link to download it. The "Center Login" section features input fields for "Enter Institution Code" and "Password", a "LOGIN" button, and a note that the default password for first-time login is "123456". A "Forgot Password?" link is also present.

**Step 1:** After setting your new password, you will be redirected back to the **Login Page**.

**Step 2:** Enter your **Institutional Code** and a **new password** that you just set.

**Step 3:** Click **Login** to proceed to the Dashboard.

### 4. Dashboard Overview

The screenshot shows the dashboard for the Assam State School Education Board (Division - II). The header includes the board's logo and name. The left sidebar contains navigation options: "DashBoard", "Change Password", and "LogOut". The main content area displays "Attendance Portal" and "Center Name/Code : GYANPEETH MAHAVIDYALAYA(0138)". Below this is the "Exam Time Table" section, which includes dropdown menus for "Exam Date" (13/02/2025), "Exam Shift" (Afternoon), and "Exam Subject" (ENGL), along with a "SEARCH" button. At the bottom, there is a table with columns for SN, Subject Of Exam, Exam Date, Exam Shift, Total Candidate, Present, Absent, Expelled, and Status. The table contains one row of data. Below the table are buttons for "EXPORT TO PDF" and "GENERATE TOP SHEET".

| SN | Subject Of Exam | Exam Date  | Exam Shift | Total Candidate | Present | Absent | Expelled | Status |
|----|-----------------|------------|------------|-----------------|---------|--------|----------|--------|
| 1  | ENGL            | 13/02/2025 | Afternoon  | 378             | 373     | 4      | 1        |        |

- After logging in with your new password, the User will be redirected to the **Dashboard** page.
- Users will select the exam date, shift, and subject and press search for further process.

## 5. Mark Attendance


ASSAM STATE SCHOOL EDUCATION BOARD DIVISION - II

- Dashboard
- Change Password
- LogOut

Note: After updating all attendance records, you must click on the 'Final Submit' button otherwise, your attendance will not be considered.

Center Name/Code :  
GYANPEETH  
MAHAVIDYALAYA(0138)

Subject  
ABDB

Shift  
Afternoon

Exam Date  
08/03/2025

| SN | Reg No. | Number | Candidate Name     | Present/Absent/Expelled  |
|----|---------|--------|--------------------|--|
| 1  | 002723  | 10002  | AKASH BARO         | <input checked="" type="radio"/> Present <input type="radio"/> Absent <input type="radio"/> Expelled |
| 2  | 002726  | 10005  | AMIT NARZARY       | Expelled   |
| 3  | 004197  | 10008  | ANSULA BORO        | <input checked="" type="radio"/> Present <input type="radio"/> Absent <input type="radio"/> Expelled |
| 4  | 002737  | 10016  | BIJEET GOYARI      | <input checked="" type="radio"/> Present <input type="radio"/> Absent <input type="radio"/> Expelled |
| 5  | 002743  | 10021  | BUDDHI BASUMATARY  | <input checked="" type="radio"/> Present <input type="radio"/> Absent <input type="radio"/> Expelled |
| 6  | 002745  | 10023  | CHANDAN BASUMATARY | <input checked="" type="radio"/> Present <input type="radio"/> Absent <input type="radio"/> Expelled |

- The list of candidates will appear on the screen.

**Step 1:** For each candidate, select one of the following options:

**Present:** If the candidate is present.

**Absent:** If the candidate is absent.

**Expelled:** If the candidate is expelled from the exam.

**Step 2:** After marking attendance, scroll down to the bottom of the page.


ASSAM STATE SCHOOL EDUCATION BOARD DIVISION - II

- Dashboard
- Change Password
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|    |        |       |                       |  |
|----|--------|-------|-----------------------|--|
| 57 | 004709 | 30057 | INDRAJIT BASUMATARY   | <input checked="" type="radio"/> Present <input type="radio"/> Absent <input type="radio"/> Expelled |
| 58 | 004737 | 30058 | CHANDANA BASUMATARY   | <input checked="" type="radio"/> Present <input type="radio"/> Absent <input type="radio"/> Expelled |
| 59 | 004746 | 30059 | LAKSHMI MINJ          | <input checked="" type="radio"/> Present <input type="radio"/> Absent <input type="radio"/> Expelled |
| 60 | 007905 | 30061 | ASHIK TIRKEY          | <input checked="" type="radio"/> Present <input type="radio"/> Absent <input type="radio"/> Expelled |
| 61 | 007906 | 30062 | ASHISH KARMAKAR       | <input checked="" type="radio"/> Present <input type="radio"/> Absent <input type="radio"/> Expelled |
| 62 | 007907 | 30063 | GEHENDRA KUMAR CHETRY | <input checked="" type="radio"/> Present <input type="radio"/> Absent <input type="radio"/> Expelled |
| 63 | 007908 | 30064 | GILCHRIST EKKA        | <input checked="" type="radio"/> Present <input type="radio"/> Absent <input type="radio"/> Expelled |
| 64 | 007909 | 30065 | KABIR SUBEDI          | <input checked="" type="radio"/> Present <input type="radio"/> Absent <input type="radio"/> Expelled |
| 65 | 007910 | 30066 | SANJAY BAXLA          | <input checked="" type="radio"/> Present <input type="radio"/> Absent <input type="radio"/> Expelled |
| 66 | 011970 | 30067 | PANKAJ DAHAL          | <input checked="" type="radio"/> Present <input type="radio"/> Absent <input type="radio"/> Expelled |

Declaration "I declare that the above given ATTENDANCE are authentic data. I shall remain responsible if the same is found to be false or misleading."

**Step 3:** Tick the Declaration Box.

**Step 4:** Click 'SUBMIT ATTENDANCE' to save the current entries and proceed.

## 6. Reviewing and Submitting Attendance

| SN | Reg No. | Number | Candidate Name     | Present/Absent/Expelled |
|----|---------|--------|--------------------|-------------------------|
| 1  | 002723  | 10002  | AKASH BARO         | Absent                  |
| 2  | 002726  | 10005  | AMIT NARZARY       | Expelled                |
| 3  | 004197  | 10008  | ANSULA BORO        | Present                 |
| 4  | 002737  | 10016  | BIJEET GOYARI      | Absent                  |
| 5  | 002743  | 10021  | BUDDHI BASUMATARY  | Present                 |
| 6  | 002745  | 10023  | CHANDAN BASUMATARY | Present                 |

- After saving, the next page will display a summary of your entries.

**Step 1:** Review the marked attendance for accuracy.

**Step 2:** If corrections are needed, use the **Edit Here** button (available at the top and bottom of the page).

**Step 3:** Once all data has been reviewed:

- Click **Final Submit Data**.
- A confirmation dialog will appear. Click **OK** to confirm.

Successfully Save Final Submit Data!..

OK

- A notification will confirm successful submission with the message "**Successfully Saved Final Submit Data.**"

## 7. Exporting Attendance Data

ASSAM STATE SCHOOL EDUCATION BOARD DIVISION - II

- Dashboard
- Change Password
- LogOut

Center Name : GYANPEETH MAHAVIDYALAYA(0138)

Subject/Shift/Exam Date : ADBD/ Afternoon/ (08/03/2025)

Export to PDF   Generate TOP Sheet

Present Count: 76   Absent Count: 8   Expelled Count: 3   Total Count: 87

| SN | Reg No. | Number | Candidate Name     | Present/Absent/Expelled |
|----|---------|--------|--------------------|-------------------------|
| 1  | 002723  | 10002  | AKASH BARO         | Absent                  |
| 2  | 002726  | 10005  | AMIT NARZARY       | Expelled                |
| 3  | 004197  | 10008  | ANSULA BORO        | Present                 |
| 4  | 002737  | 10016  | BIJEET GOYARI      | Absent                  |
| 5  | 002743  | 10021  | BUDDHI BASUMATARY  | Absent                  |
| 6  | 002745  | 10023  | CHANDAN BASUMATARY | Present                 |
| 7  | 002746  | 10024  | CHARAN BASUMATARY  | Present                 |

- After the final submission, the updated candidate list will be displayed.
- To download the attendance records as a PDF:

1. Click the **Export PDF** button.
2. Save the file for offline reference.

## 8. Change Password



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H.S. Final Examination-2025

Contact us  
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Attendance Entry Portal

**Change Password**

New Password

Confirm Password

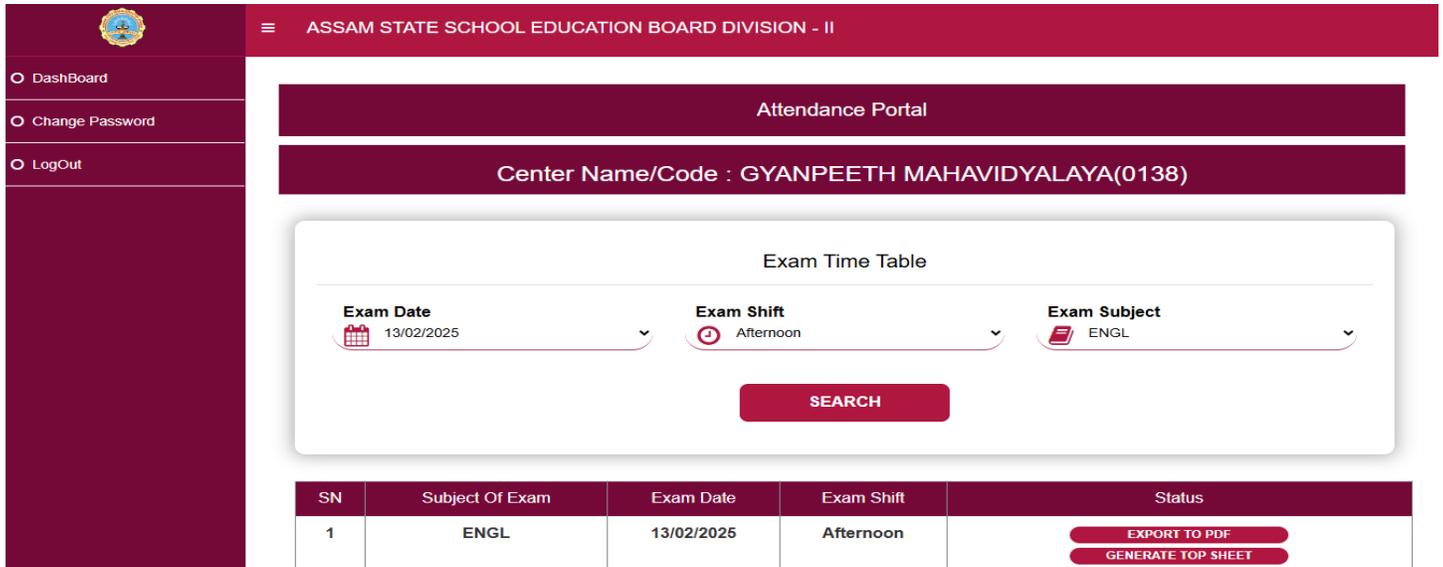
**CHANGE PASSWORD**

**Notification Board**

- Please read the "User Manual" before proceeding. [Click here to download the User Manual.](#)

- After clicking on Change password option you will get upper window to reset your password.

## 9. Logging Out



ASSAM STATE SCHOOL EDUCATION BOARD DIVISION - II

Attendance Portal

Center Name/Code : GYANPEETH MAHAVIDYALAYA(0138)

Exam Time Table

Exam Date: 13/02/2025

Exam Shift: Afternoon

Exam Subject: ENGL

SEARCH

| SN | Subject Of Exam | Exam Date  | Exam Shift | Status  |
|----|-----------------|------------|------------|---|
| 1  | ENGL            | 13/02/2025 | Afternoon  | <a href="#">EXPORT TO PDF</a><br><a href="#">GENERATE TOP SHEET</a> |

- Once all tasks are completed:
- Click the **Logout** button in the left-hand menu
- you will be securely logged out and redirected to the login page

