Integrated National Education Information System (iNEIS™)

PSR Enrolment Instructions

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Update Student's details

- To Update Student's Name Refer online help: Navigate to Manage Teacher and Student Records > Manage Student Records > Maintain Student Name http://help.ineis.moe.gov.bn/sr/sr_1.8.php <u>Note</u>: Please update the Long Full Name field
- To Update Student's Birth Certificate Refer online help: Navigate to Manage Teacher and Student Records > Manage Student Records > Maintain Add/Update a Person http://help.ineis.moe.gov.bn/sr/sr_1.13.php
- To Update Student's Date of Birth Refer online help: Navigate to Manage Teacher and Student Records > Manage Student Records > Maintain Add/Update a Person http://help.ineis.moe.gov.bn/sr/sr_1.13.php
- To Update Student's Gender Refer online help: Navigate to Manage Teacher and Student Records > Manage Student Records > Maintain Add/Update a Person http://help.ineis.moe.gov.bn/sr/sr_1.13.php
- To Update Student's Race Refer online help: Navigate to Manage Teacher and Student Records > Manage Student Records > Maintain Student Ethnicity http://help.ineis.moe.gov.bn/sr/sr_1.4.php
- To Update Student's Citizenship Refer online help: Navigate to Manage Teacher and Student Records > Manage Student Records > Maintain Student Citizenship and Passport http://help.ineis.moe.gov.bn/sr/sr_1.10.php
- To Update Student's Special Needs Information (If Required) Refer online help: Navigate to Manage Teacher and Student Records > Manage Student Records > Maintain Student Special Needs http://help.ineis.moe.gov.bn/sr/sr_1.16.php

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Generate Verification Slips

 To generate the verification slip. Refer online help: Navigate to Manage Examination > Generate Reports > Generate Verification Slips http://help.ineis.moe.gov.bn/ex/ex_7.1.php

Generate Year 6 Query

- 9. To Query the PSR Candidate Enrolment, Navigate to Reporting Tool > Query > Query Viewer.
- 10. Enter **Query Name** as MOE_YEAR_6_QRY.
- 11. Click on Excel link.
- 12. Enter Institution as MOE01.
- 13. Enter your Campus number.
- 14. Click View Result button to download the query.

Principal's Declaration

- 15. Download the PSR Enrolment Form document from : http://ineis.moe.gov.bn/mod/page/view.php?id=47
- 16. Rename the downloaded Excel query from step 14 to "MOE_YEAR_6_QRY".
 - ***IMPORTANT***: Ensure that both the MOE_YEAR_6_QRY file and PSR Enrollment Form file are in the same folder.
- 17. Open the PSR Enrolment Form.
- 18. Acknowledge the message box for the subsequent steps and click the '**OK**' button.



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22. The details will be populated as shown below:

14	Α	В	C	D	E	F	1	J	K
1	YEAR	CENCODE	CANDNO C	ANDNAME	DOB	GENDER	RACE	STATUS	
2	2018	BP1201		the strategy data with the same and the same		M	1A	N	
3	2018	BP1201				M	1A	N	
4	2018	BP1201				М	1A	N	
5	2018	BP1201				М	2A	N	
6	2018	BP1201				М	1B	N	
7	2018	BP1201				М	1A	N	
8	2018	BP1201				M	1B	N	
9	2018	BP1201				M	1A	N	
10	2018	BP1201				М	1B	N	
11	2018	BP1201				М	1B	N	
12	2018	BP1201				М	1A	N	
13	2018	BP1201				F	1A	N	
14	2018	BP1201				F	1A	N	
15	2018	BP1201				F	1B	N	
16	2018	BP1201				F	1B	N	
17	2018	BP1201				F	1A	N	
18	2018	BP1201				F	1B	N	
19	2018	BP1201				F	1A	N	
20	2018	BP1201				F	1A	N	
21	2018	BP1201				F	1B	N	
22	2018	BP1201				F	1A	N	
23	2018	BP1201				F	2B	N	
24	2018	BP1201				F	1A	N	
25	2018	BP1201				F	1A	N	
26	2018	BP1201				F	1A	N	
27	2018	BP1201				F	1B	N	
28									

29								1	
30				Total	Candidates	enrolled:		26	
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33				Descript No. 4					
54				Receipt No					
35									
36	Principa	al's Declaratio	n						
37	I certify	that I have re	ad and acc	ept the current Regulations and that the particulars given are				1	
38	to the b	est of my kno	owledge corr	ect and in accordance with those regulations.					
39								1	
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41	Name:							1	
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45									
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47	Date:								
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- 23. Fill in the Candidate Number and save the document.
- 24. Rename the file with the following naming convention : **[School Code] [School Name]** For example: BP1201 – SR Raja Isteri Fatimah

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