



**ASSAM HIGHER SECONDARY EDUCATIONAL  
COUNCIL**

**(AHSEC)**

<https://darpan.ahseconline.in>

**USER MANUAL FOR PROFILE  
SETUP  
OF STUDENT  
ON  
DARPAN  
ADMISSION PORTAL**

**দৰ্পণ**

## Step 1: Login

Student can login by using their **Registered** Mobile number, Date of Birth and 4 digit pin.

**Note: The student must register before he/she logs in.**



[Forgot Login Details?](#)

[Log in as Student](#)

OR

Don't have account? [Click here](#) to register a new account.

Activat  
Go to Set

## Step 2: Forgot Login Details

- There is a **Forgot Login Details** option to recover their login information.
- Student can recover their password by using their registered mobile number.



10 Digit Mobile No Please fill out this field.

Date of Birth (dd-mm-yyyy)

4 Digit PIN

[Forgot Login Details?](#)

### Forgot Login Details

**Registered 10 Digit Mobile No \***

10 Digit Mobile No

SUBMIT

### Step 3: New Registration

After clicking on **Click here** blue tab you will be redirected to Student Registration Form.



[Forgot Login Details?](#)

**Log in as Student**

OR

Don't have account? [Click here](#) to register a new account.

Active  
Go to Se

After filling up the form, click on the **Proceed to Next** button to register.

**Note: All asterisk (\*) marked in red are mandatory**

- Fill-up all the required relevant information related to the institution. ○ Please verify thoroughly before submitting the application.
- Please remember the mobile number, date of birth and 4 digit pin. It will be necessary for future login.



Student Admission Form



1. Select Board \*

Choose

2. Select Class 10th Exam Passing Year \*

Choose

3. Name of Class X Examination : \*

Enter Exam Name

4(a). Roll of Class 10th Exam \*

eg. B21-0001, B20-001 etc.

4(b). No \*

eg. 0001, 16111111 etc.

Activate Window:  
Go to Settings to activate

28. Upload Required Document

Upload Your passport sized photo (Maximum size : 1MB) \*

Choose file (JPG,JPEG,PNG)

Browse

preview image

Upload Your class 10th's Marksheet (Maximum size : 1MB) \*

Choose file (JPG,JPEG,PNG)

Browse

preview image

29. 4 Digit Login PIN of your choice \*

4 Digit Login PIN of your choice

Use this PIN, along with mobile and Date of Birth (DOB) for further login into portal

30. Confirm 4 Digit Login PIN \*

Confirm 4 Digit Login PIN

- Hereby, I declare that all information provided above by me is true and correct to the best of my knowledge. Also, I am aware of the fact that my admission application(s) may be cancelled in later period of time, if the information provided here is found to be wrong/mismatched.

\*\*\* Safely note down your 10 digit mobile number,date of birth and Login PIN for login into the portal

Proceed to Next

Activate Windows  
Go to Settings to activate Windows

## Step 4: Proceed to Next

After clicking on the button->**Proceed to Next**

- One pop-up will be displayed.
- Three buttons will be displayed for **Close**, **Print** and **Next**.
- Close** button will close the pop-up.
- Print** button gives an option to download the **PDF**format of the registration form.

29. 4 Digit Login PIN of your

1111

Use this PIN, along with mob portal

Hereby, I declare th application(s) may

\*\*\* Safely note down your 10

**Proceed to Next**

Board	SEBA
Class 10th Exam Passing Year	<input type="text"/>
Class 10th Exam Name	seba
Have you appeared in SEBA Special Exam 2021?	No
Roll of Class X	<input type="text"/>
No	<input type="text"/>
Percentage of 10th Board Exam	57.50%
Total Marks (Excluding Additional Marks, if any)	600
Obtained Marks (Excluding Additional Marks, if any)	345

### Relevant Details

Whether belongs to Specially Abled Category ?	No
Whether Belongs to Tea-Tribe Community?	No
Whether Belongs to Economically Weaker Section (EWS)?	No
Do you have any state/national level extra-curricular certificate in Sports/Cultural/NCC etc?	No
Is your Parents Annual Family Income is Rs 2 Lacs or below?	No

### Documents

Your class 10th's Marksheet



**Close** **Print** **Next**

After click on the button->**Next** -> One pop-up will show again

Board	SEBA
Class 10th Exam Passing Year	
Class 10th Exam Name	seba
Have you appeared in SEBA Special Exam 2021?	No
Roll of Class X	
No	
Percentage of 10th Board Exam	57.50%
Total Marks (Excluding Additional Marks, if any)	600
Obtained Marks (Excluding Additional Marks, if any)	345

**Relevant Details**


Whether belongs to Specially Abled Category ?	No
Whether Belongs to Te	No
Whether Belongs to E	No
Do you have any state/	No
Sports/Cultural/NCC e	No
Is your Parents Annual	No

Ⓜ 127.0.0.1:8000

Are you sure to submit the application? Please verify all information provided by you carefully before submitting and make changes if required. You will not be allowed to re-edit the information after submitting the application. Also please don't press back button or refresh the page while submitting the application

**Documents**

Your class 10th's Marksheet



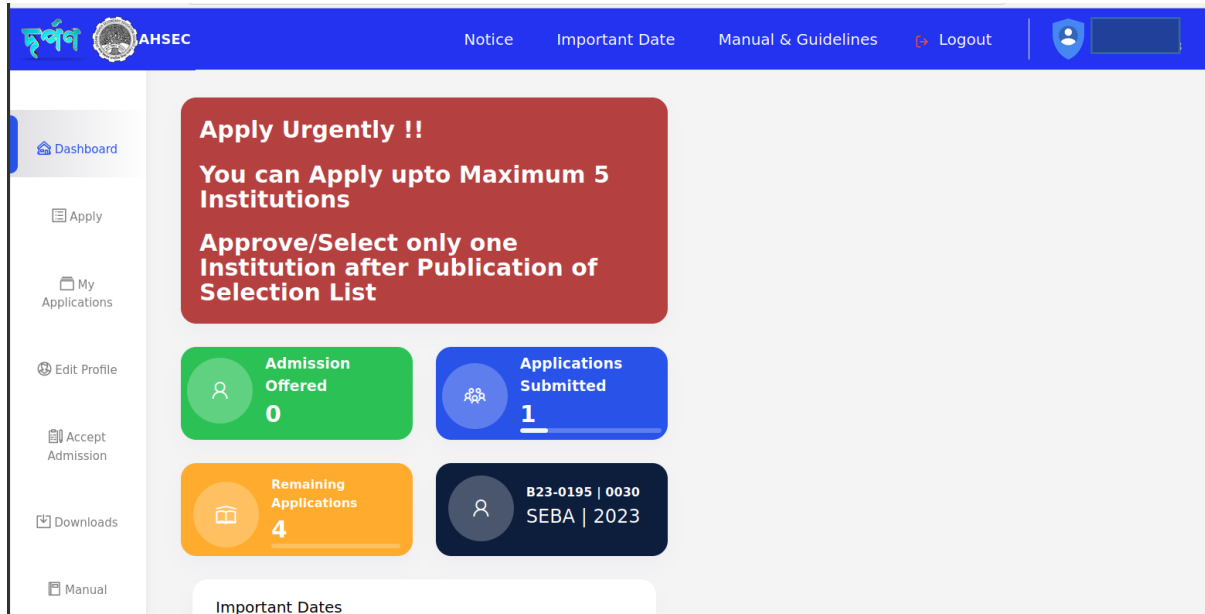
Close Print **Next**

Click on the **OK** button to continue. Then you will be redirected to the student Dashboard.



## Step5: Dashboard

1. **Admission offered**-->student can view his/her admission status.
2. **Application Submitted** -->student can view his/her total number of applications submitted.
3. **Application Left**--> student can view his/her remaining applications.



The screenshot displays the AHSEC student dashboard. At the top, there is a blue navigation bar with the AHSEC logo, a user profile icon, and links for Notice, Important Date, Manual & Guidelines, and Logout. A left sidebar contains menu items: Dashboard, Apply, My Applications, Edit Profile, Accept Admission, Downloads, and Manual. The main content area features a prominent red warning box: "Apply Urgently !! You can Apply upto Maximum 5 Institutions Approve/Select only one Institution after Publication of Selection List". Below this are four statistics cards: "Admission Offered" (0), "Applications Submitted" (1), "Remaining Applications" (4), and a user profile card showing "B23-0195 | 0030 SEBA | 2023". An "Important Dates" section is partially visible at the bottom.

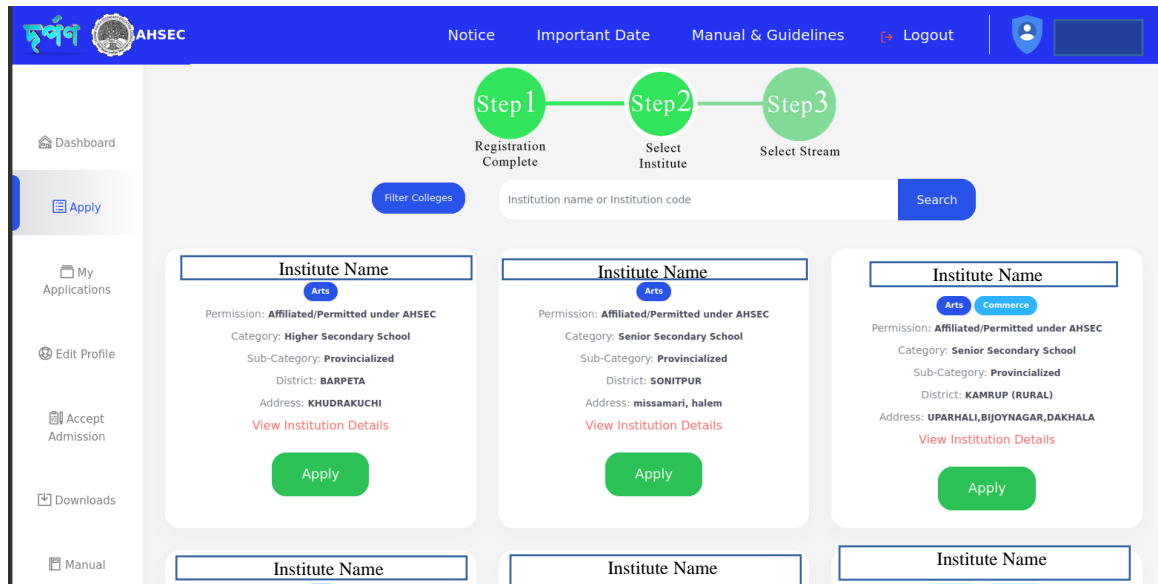
Category	Value
Admission Offered	0
Applications Submitted	1
Remaining Applications	4

User Profile: B23-0195 | 0030 SEBA | 2023

## Step 6: Colleges

To view Colleges, click on the **Colleges** tab, then all colleges will be displayed on the screen.

1. **“Filter”**--> it will help the student choose district and stream.
2. **“Search”**-> it will help the student search colleges globally.



\* After clicking on the Blink item (**View Details**), the student will be redirected to the page below.

\* After clicking on the **Apply** button, the student will be redirected to the second page below.

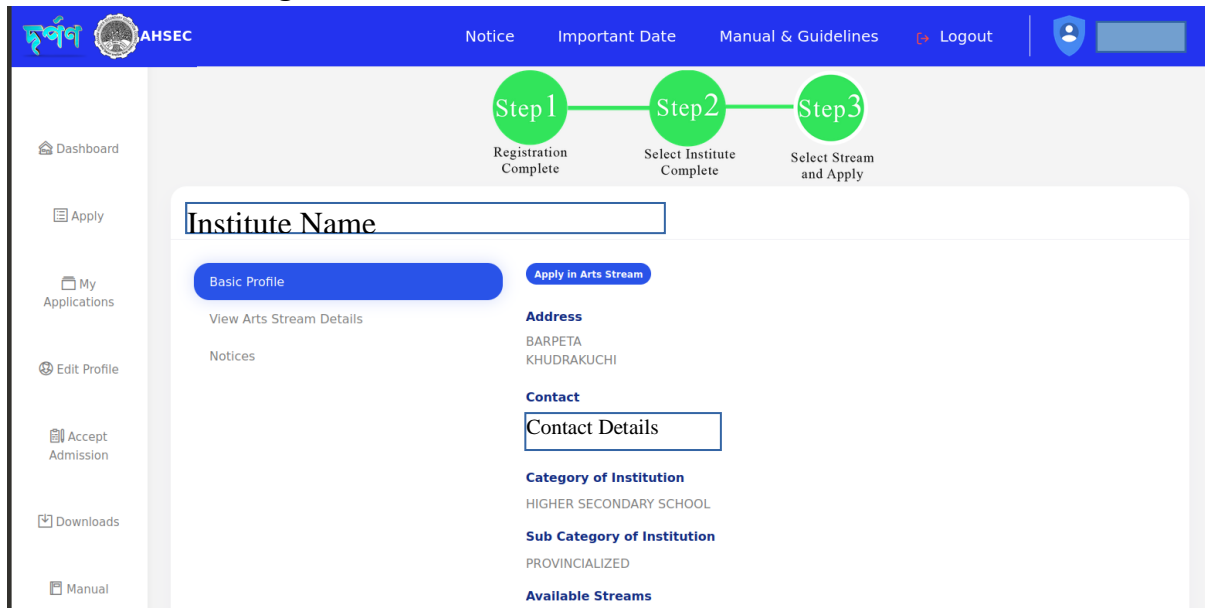
**\* STUDENT'S ARE NOT PERMITTED FOR  
APPLY MORE THAN 5 INSTITUTIONS\***

Contact	<input type="text"/>	Hostel	Yes
Name of Principal	BHOLANATH Ray	Principal Phone	<input type="text"/>
Official phone	<input type="text"/>	Official email	<input type="text"/>
Website URL			
Courses Offered			
SI No	Course Name	Status	Seats
1	Arts	Available	300
2	Science	N/A	N/A
3	Commerce	N/A	N/A
4	Vocational	N/A	N/A

[Close](#) [Click here to Apply](#)

After clicking on the **click here to Apply** button, the student will be redirected to the page below.

After Clicking on **Basic Profile**, student will be able to see profile of the selected College.



->Candidates will be able to choose only one stream and click on the corner button (located at the right) to **applyin “the selected”stream.**



After selecting the stream-> you will be able to see your application status by clicking on the sidebar tab **My applications.**

## Step 7: My Applications

To view applications, click on the **MyApplication** tab. Then the student will be able to view about his application status.

You can also be able to download your acknowledgement receipt by clicking the button **Acknowledgement Receipt**.

The screenshot displays the AHSEC portal interface. At the top, there is a blue header with the AHSEC logo and name on the left, and a 'Logout' button and a user profile icon on the right. Below the header is a green notification bar stating 'You have applied successfully. ARN : ARN'. The main content area shows a card for an application with the following details:

- Institute Name: [Redacted]
- ARN: 03-06-2022-243601-1-632117
- Status: Not selected in selection or waiting list by the institute yet
- Arts Stream
- Applied On: 03-06-2022

On the left sidebar, the 'My Applications' menu item is circled in red with an arrow pointing to the application card. At the bottom of the application card, the 'Acknowledgement Receipt' button is also circled in red with an arrow pointing to it. The bottom right corner of the page contains a Windows watermark: 'Activate Windows. Go to Settings to activate Windows.'

## Step 9: Downloads

The screenshot shows the AHSEC portal interface. The top navigation bar includes the AHSEC logo, the text 'Notice Important Date Manual & Guidelines', and a 'Logout' button. The left sidebar contains a menu with 'Dashboard', 'Apply', 'My Applications', 'Edit Profile', 'Accept Admission', 'Downloads', and 'Manual'. The 'Downloads' section is highlighted, and the main content area displays four buttons: 'Acknowledgement Receipt' (green), 'All Acknowledgement Receipt' (dark blue), 'Admission Receipt' (orange), and 'Registration Form' (blue).

## Step 10: Profile

To view student's profile, click on the **Profile** tab, then the student will be able to see his/her Profile.

After clicking **EDIT PROFILE**, Student will be able to edit their profile.

The screenshot shows the 'My Profile' page on the AHSEC portal. The top navigation bar includes the AHSEC logo, the text 'Logout', and a user profile icon. The left sidebar contains a menu with 'Dashboard', 'Colleges', 'My Applications', and 'Profile'. The 'Profile' tab is highlighted, and the main content area displays the 'My Profile' section. The 'EDIT PROFILE' button is circled in red, and a red arrow points to it. The profile details are displayed in a table format.

Applicant Details			
Applicant's Name	PUSHPA KEWAT	Father's Name	BHOLA KEWAT
Mother's Name	SUKUMARI DEVI	Guardian's Name	test Guardian
Date of Birth	26-09-2002	Gender	MALE
Nationality	INDIAN	Mobile No	8786676685
Email	t1@t.in	Religion	HINDUISM
Caste	GENERAL		


  

Address for Communication			
Address Line 1	test address1	Address Line 2	test address2
State	Assam	District	BAJALI
Post Office	test post	Pin Code	546546
Village/Ward/Town	test village		

Education Details	
Board	SEBA

After clicking the **EDIT PROFILE** button, located on the corner right. Then, you will see the next page in the below.



**Edit Profile**  
Edit Profile If It Is Necessary Only

1. Class 10th Board \*

seba

2. Class 10th Exam Passing Year \*

2022

4. No \*

0423

Existing 4 Digit Login PIN you have provided earlier \*

Contact helpdesk if you have forgot

Existing 4 Digit Login PIN

Hereby, I declare that all information provided above by me is true and correct to best of my knowledge. Also I am aware of the fact, my admission application/s may be cancelled in later period of time, if the information provided is found to be false.

\*\*\* Please note, use your 10 digit mobile number, date of birth and Login PIN for login into the portal

**EDIT PROFILE**







