Figure 1 : GBSHSE LOGO

ONLINE EXAM-FORM SUBMISSION USER GUIDE

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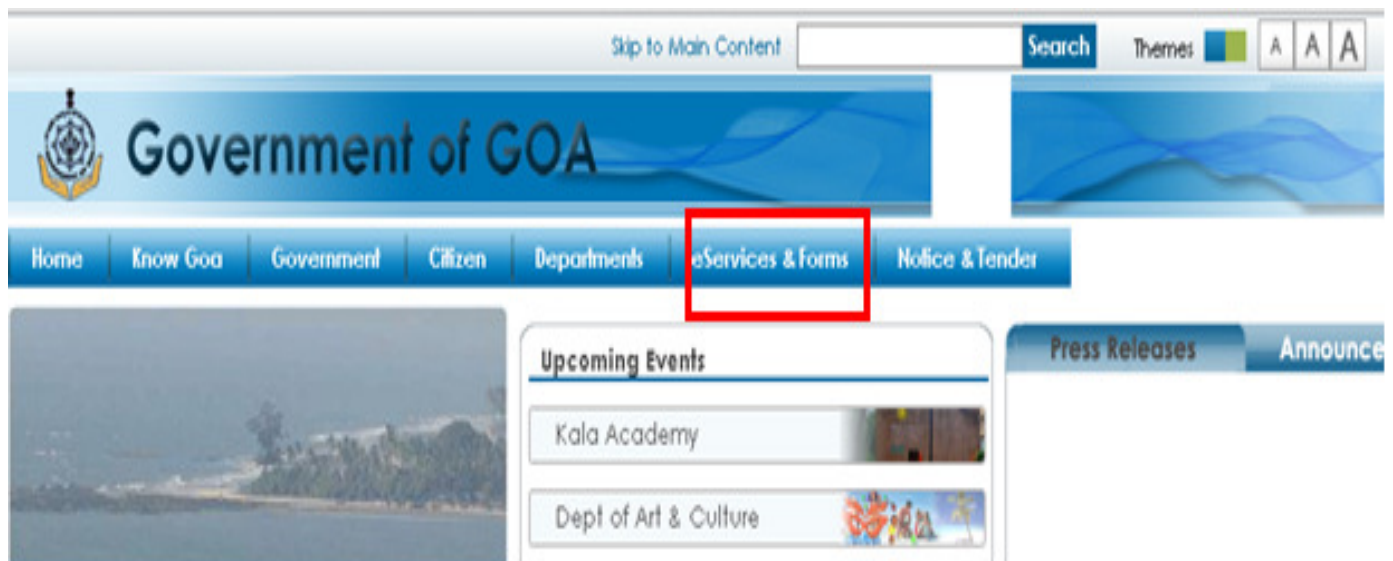<tr><td>Accessing Goa Board Forms</td><td align="right">6</td></tr>
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Figure 2 Table of Contents

STEP 1:

Enter the website https://www.goa.gov.in/

STEP 2:

Click on **eServices & Forms**   (highlighted with box)

STEP 3:

Click on **New user?**   (Highlighted with box)

STEP 4: a) Fill up all mandatory user registration details

b) Fill up all mandatory Login Details

- Username should be at least 4 characters long

- Password should be at least 6 characters long

- Username and Password **can** contain alpha numeric and special characters

- Username should be unique.

- **EPIC no. if entered is preferable.**

STEP 5: check the consent checkbox provided at the bottom of the form and click create account button.

Your account is created!!!!

Remember your username and password.

A school can create at the max 3 - 4 user accounts, which they need to inform the Board.

User accounts could be like HS01_principal   for e.g.

All the future form submissions would be done using these User Accounts.

STEP 1: Enter the website https://www.goa.gov.in/

STEP 2: Click on **eServices & Forms** (highlighted with box)

STEP 3: click on **Login** (highlighted with box)
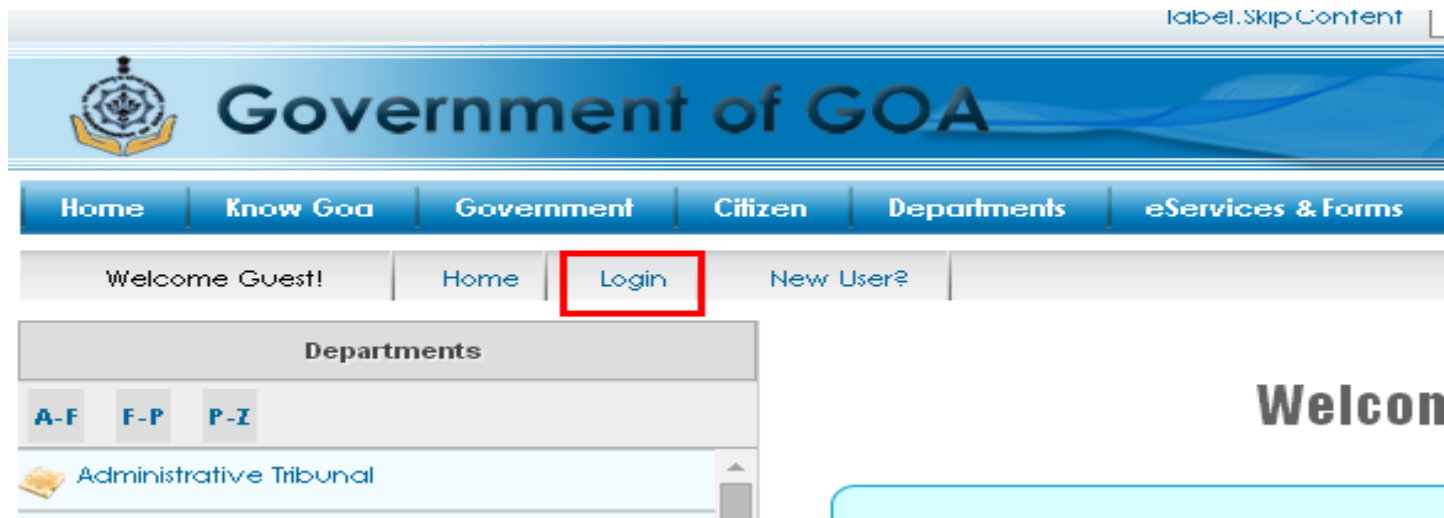
STEP 4: Enter your username, password and capcha characters (numbers and alphabets shown in an image format)

You are now on **your home page** which looks like the image shown below.

Icome to State Govt. Forms

you can View all your transactions, check their status and also submit new forms.

/ater Bill   **Pay Electricity Bill**   **Submit New EForm**   **Download Offline Client**

ur Transactions:

Search By Form Title:

Search By Submission Date: To

Search **Advanced Search**

ansactions:

t	Form Title	Submission Type	Receipt No
econdary and Higher ucation	HSSC General	Online	166264

This page will show you all your transactions or the forms that you will submit in future.

STEP 1: Log in to the site as explained in previous chapter.

STEP 2: Click on Submit new EForm (highlighted with box) on **your home page**

You will see a screen shown below.

STEP 3: in left hand side frame search for Goa Board Secondary and Higher Secondary Education

STEP 4: You will see a screen shown below.

STEP 5: click on the link "More" in front of the form name that you want to submit

STEP 1: Log in to the site as explained in previous chapters.

STEP 2: Open the HSSC General Stream form as explained in chapter 3.

You will see a screen shown below.

STEP 3: click on submit online (highlighted with box) and wait for the form to load.

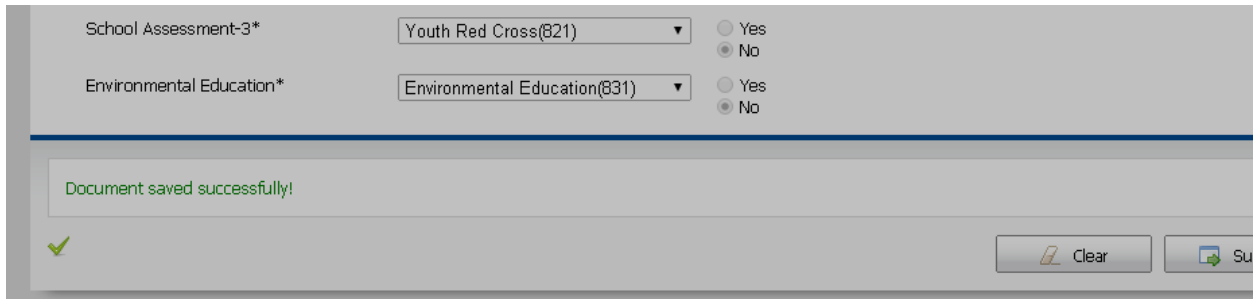STEP 4: Fill up the form properly with all the mandatory fields filled in.

Here are certain tips / rules for filling the form.

1) You should **not** fill **Application ID** field. It will be generated for you by the system.
2) **Date of application** should be the date on which you fill and submit the form.
3) No. of characters allowed for first name, middle name and last name of applicant is 25 each.
4) No. of characters allowed for mother's name and father's name is 33 each.
5) Select proper month and year for examination field.
6) **Exam Registration No** is only for the *repeaters* . Freshers can enter 99999999
7) **No of Attempts made prior to this exam** will be *00 for freshers*

8) Select proper stream and Subjects

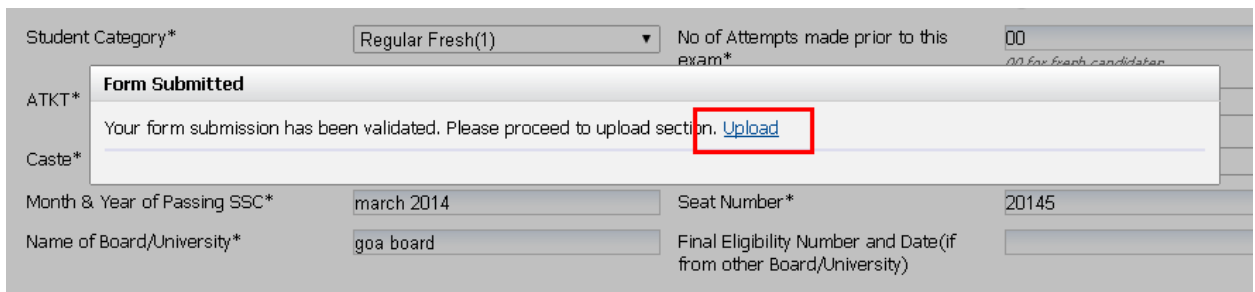: Once you ensure that you have filled the form properly click on **submit** button.

You will see following Screen if there are no errors.

If there are errors in filling the form, it will be shown in red at the bottom of the form.

Scroll to the top of the page.

Click on **upload** button. You will see a screen similar to one shown below.

Submit EForm Step 2 : Upload EForm Attachments

Selected EForm Description :

oa Board of Secondary and Higher Secondary Education Alto Betim Goa HSSC Examination General Stream

Submitted E-form :

Goa Board of Secondary and Higher Secondary Education Alto Betim Goa HSSC Examination General Stream

lease Provide the Following Attachments :

o attachments are required for this form.

Complete Submission

STEP 7: click on **complete submission** (highlighted with box)

You will see a below shown screen. Note the receipt no.

Submission Successful

Receipt number is: 166485

Back To Home   Print Form

STEP 8: Click on **print form** to take a print of the form you submitted. **Take the print on both sides of A4 size paper only.**

STEP 9: Attach required documents, make payments and submit the form in Board's Office.

STEP 1: Log in to the site as explained in previous chapters.

STEP 2: Open the HSSC Vocational Stream form as explained in chapter 3.

You will see a screen shown below.

STEP 3: click on submit online (highlighted with box) and wait for the form to load.

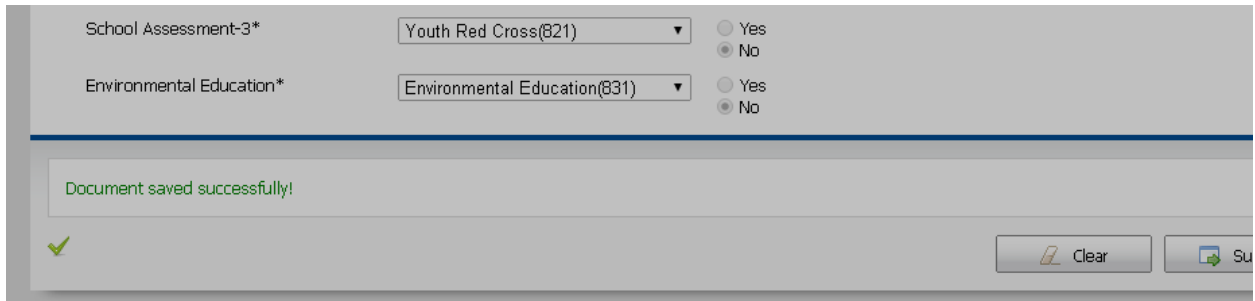STEP 4: Fill up the form properly with all the mandatory fields filled in.

Here are certain tips / rules for filling the form.

1) You should **not** fill **Application ID** field. It will be generated for you by the system.
2) **Date of application** should be the date on which you fill and submit the form.
3) No. of characters allowed for first name, middle name and last name of applicant is 25 each.
4) No. of characters allowed for mother's name and father's name is 33 each.
5) Select proper month and year for examination field.
6) **Exam Registration No** is only for the *repeaters* . Freshers can enter 99999999
7) **No of Attempts made prior to this exam** will be *00 for freshers*

11

8) Select correct **course code** and Subjects

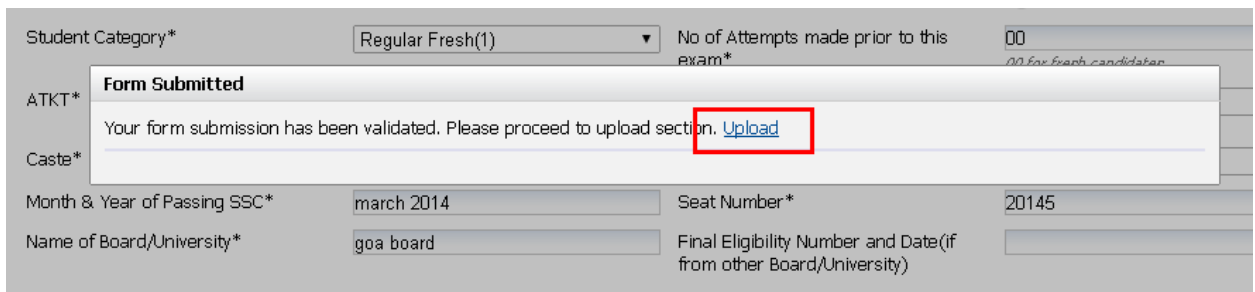STEP 5: Once you ensure that you have filled the form properly click on submit button.

You will see following Screen if there are no errors.

If there are errors in filling the form, it will be shown in red at the bottom of the form.

Scroll to the top of the page.

STEP 6: Click on **upload** button. You will see a screen similar to one shown below.

Submit EForm Step 2 : Upload EForm Attachments

Selected EForm Description :

oa Board of Secondary and Higher Secondary Education Alto Betim Goa HSSC Examination General Stream

Submitted E-form :

Goa Board of Secondary and Higher Secondary Education Alto Betim Goa HSSC Examination General Stream

lease Provide the Following Attachments :

o attachments are required for this form.

Complete Submission

STEP 7: click on **complete submission** (highlighted with box)

Submission Successful

Receipt number is: 166485

Back To Home   Print Form

STEP 8: Click on **print form** to take a print of the form you submitted**. Take the print on both sides of A4 size paper only.**

STEP 9: Attach required documents, make payments and submit the form in Board's Office.