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1. Enter the this url in any chrome or Firefox browser or click
   https://www.ceosveep.karnataka.gov.in/
2. Click on the Login button(Highlighted) and click on **HM / Principal / HOD Login** under Login
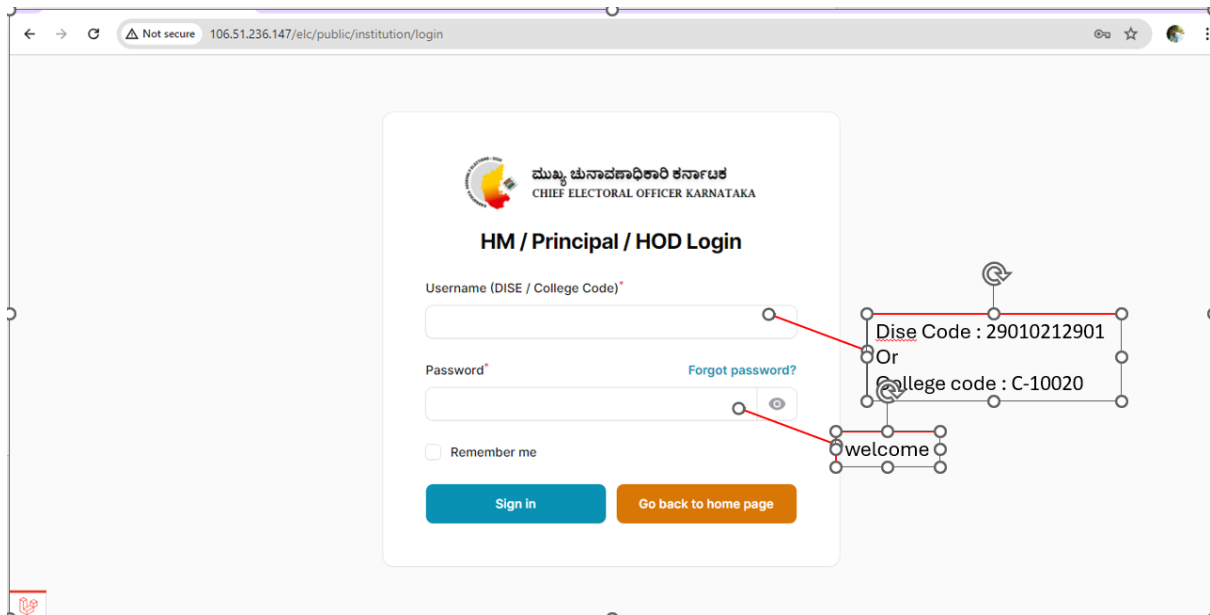   as shown below
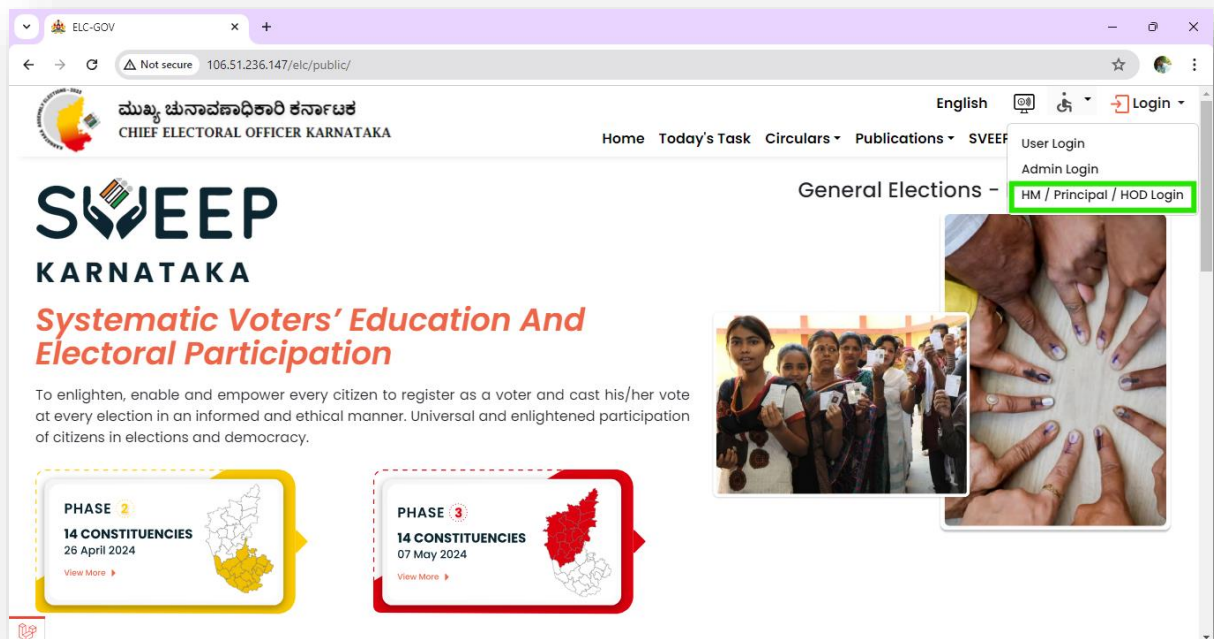
3. After Clicking on **HM / Principal / HOD Login** Button User will now come to Login screen
   where user can login with their respective institute code
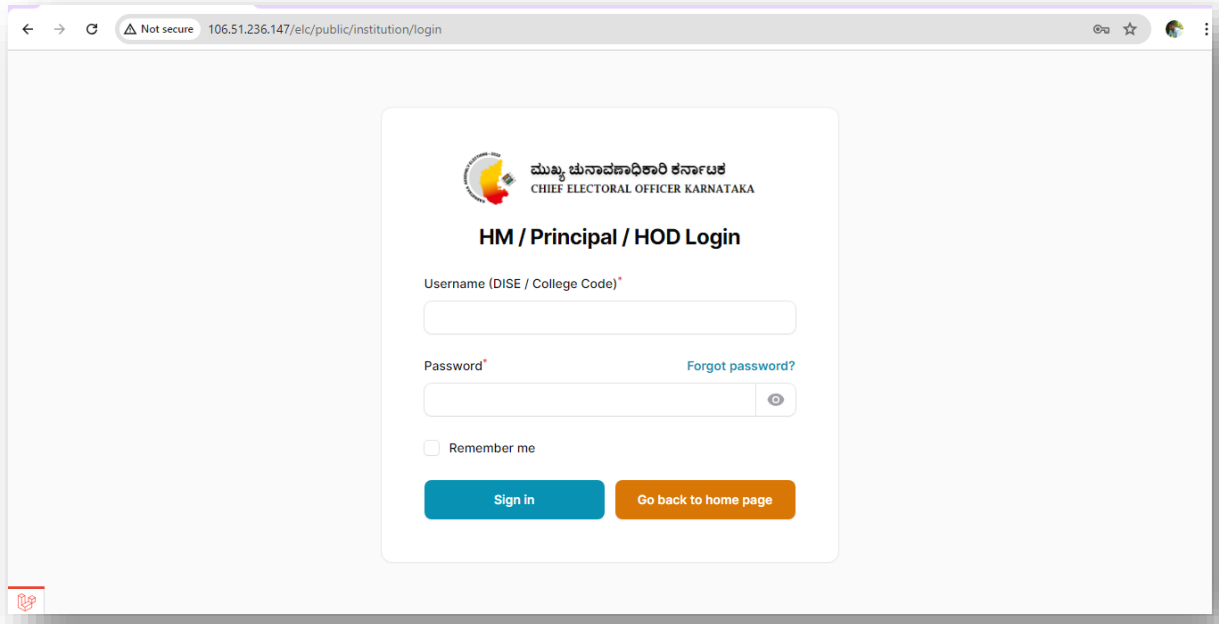
4. Institute Types and their username formats are given below

| Institute type	Username	Example
University	aishe_code	U-0**1
Standalone Institute	aishe_code	S-1***1
Colleges	aishe_code	C-1***1
PU Board	college_cdoe	AN1**1
High School	school_ID	290*****904

5. User need to enter their college code ex: AN1001 in username and password in password field and click on Sign in to login as PU College user as shown below

6. User need to change the password on 1st login as shown below.
    a. Enter same password (welcome) in current password field.
    b. Enter new password in New Password field and
   c. enter same new password once again in Confirm new password field and click Save changes to change the password
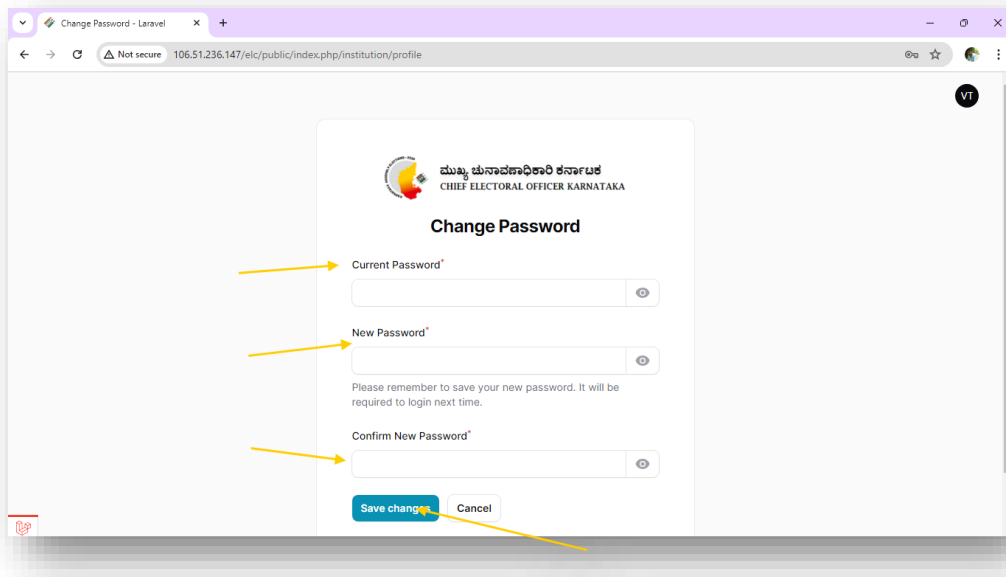
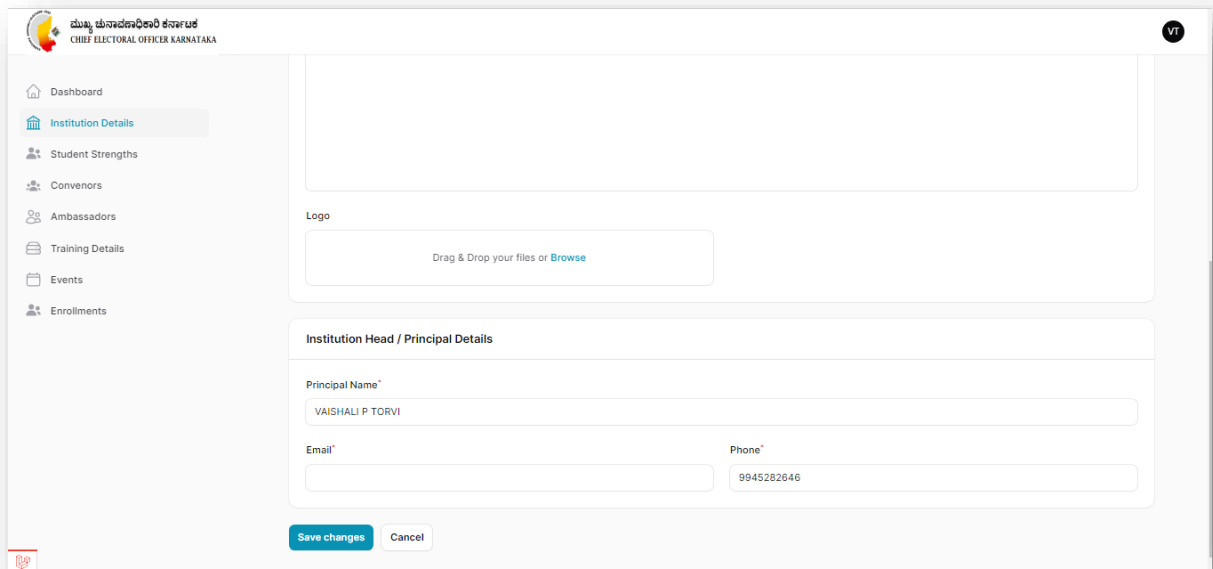   d. After clicking on **save changes** in previous screen user will come on this dashboard screen
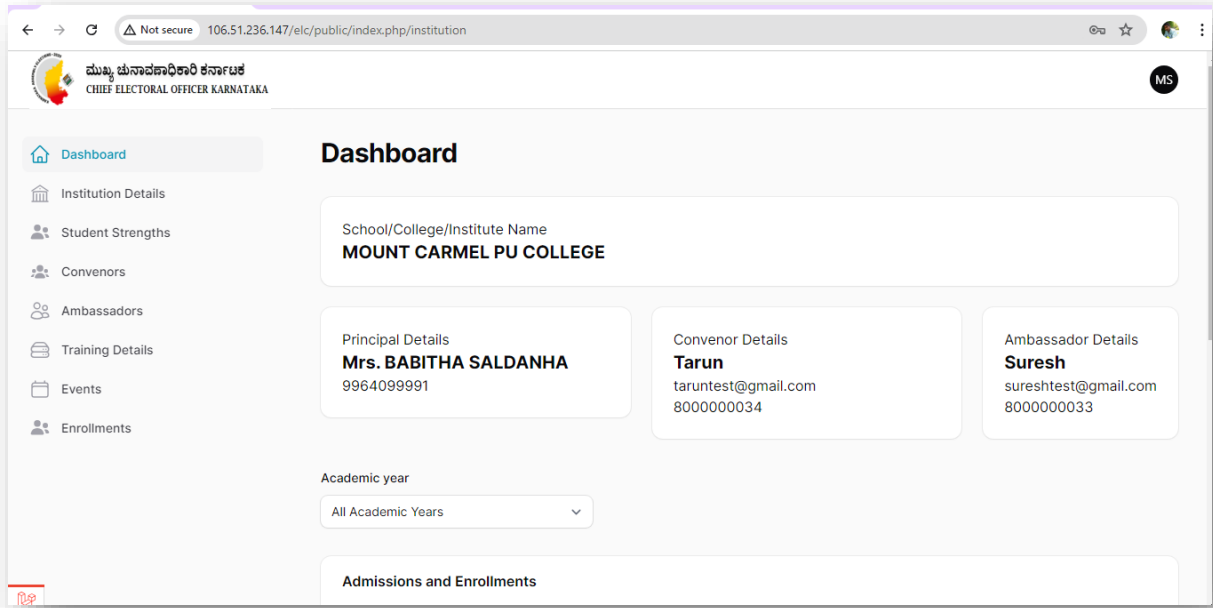
Institution details

7. **To Updating Institution details:**
   a. Click on Institution details
   b. Click on EDIT button at right top under Institution details form to edit the details
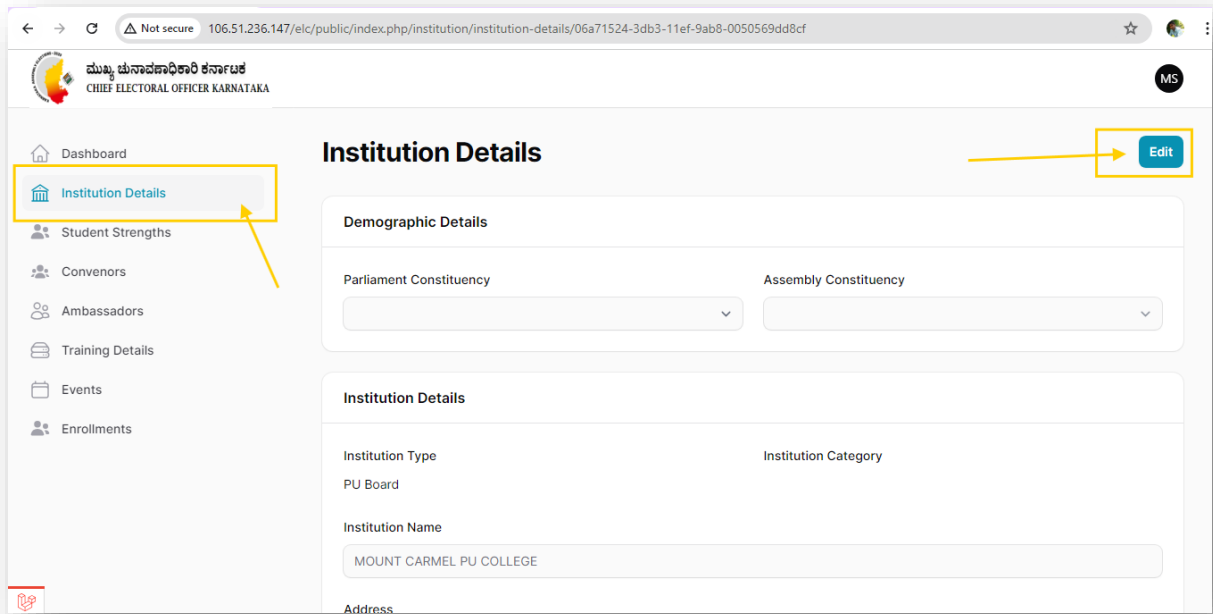
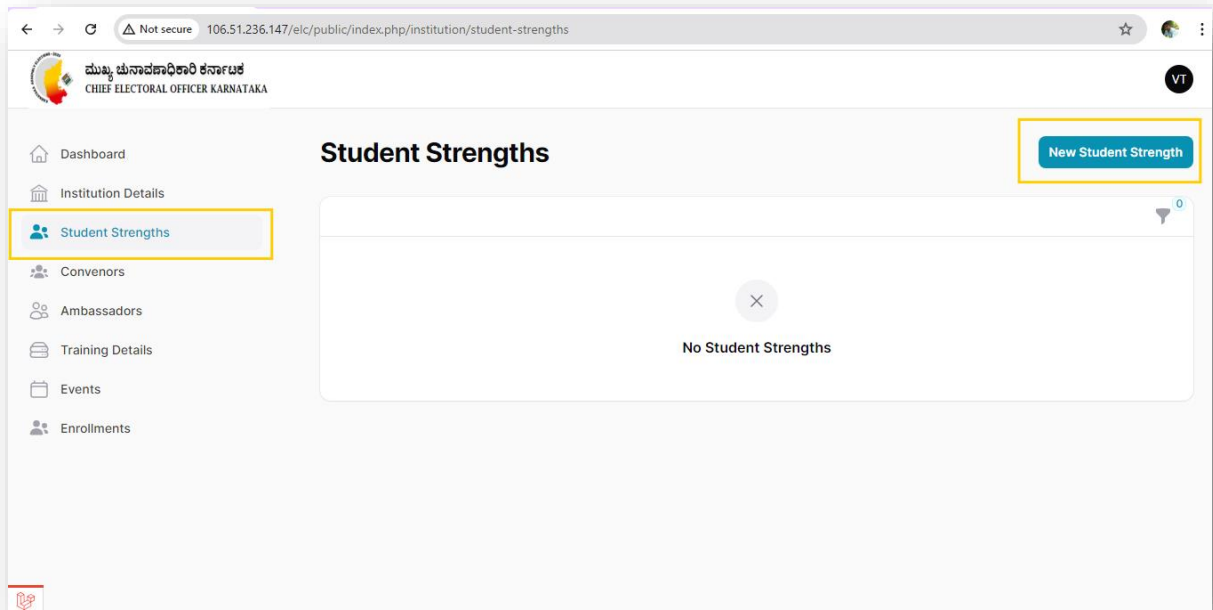c. Fill the details and click SAVE CHANGES button to save the updated details.

Student Strength

8. **Updating Student Strength:**

    a. Click on Student Strengths which is highlighted by box and

b. Click on New Student strength under Student strength screen to add strength details.

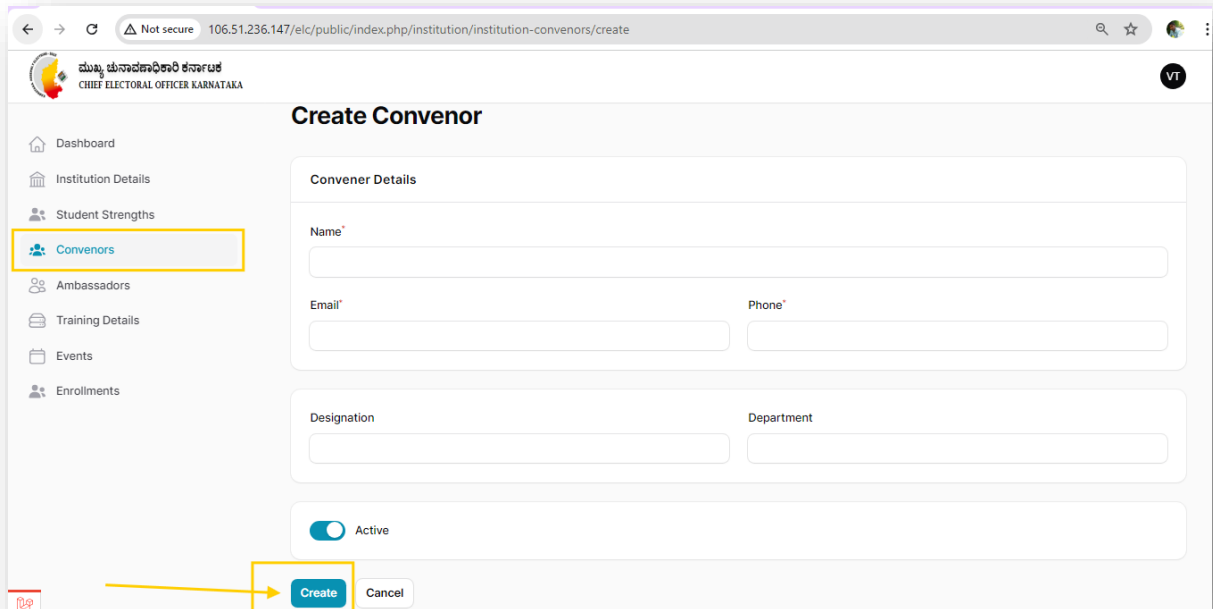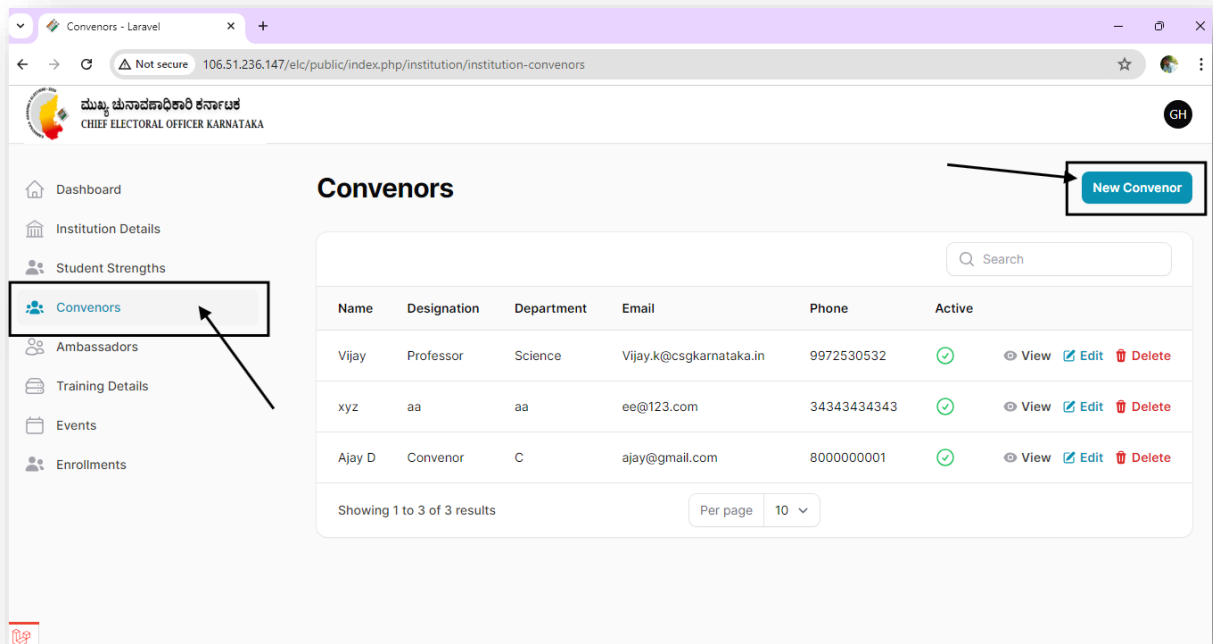

c. Fill the form with academic year, class and enter admissions number for boys and girls as below and save / click create.
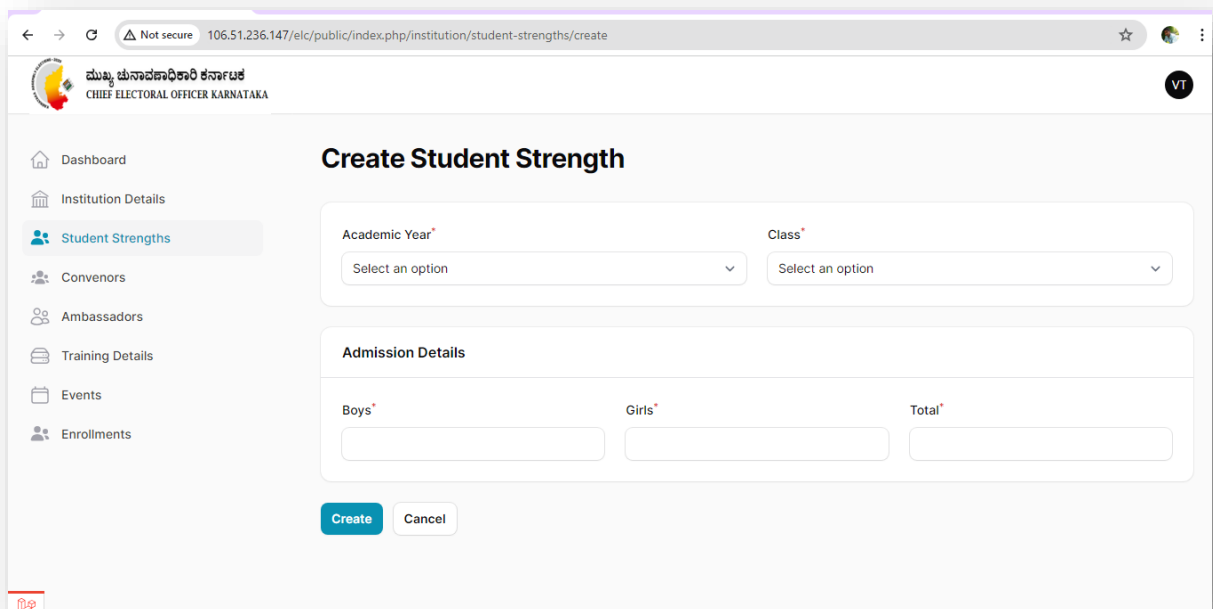
Convenor details

9. **Adding convenor details:**
   a. Click on **Convenor details**

b. Click **New Convenor** add details of convenor and click create.
c. Select Active button before creating for convenor being added to make them display on dashboard.

Ambassador details

10. Update or add **Ambassador details:**
    a. Click on Ambassador details from left side menu bar

b. Click on New ambassador to open ambassador form
c. Fill the form with details and click on create to save, enable active toggle before saving to make added ambassador visible on dashboard.
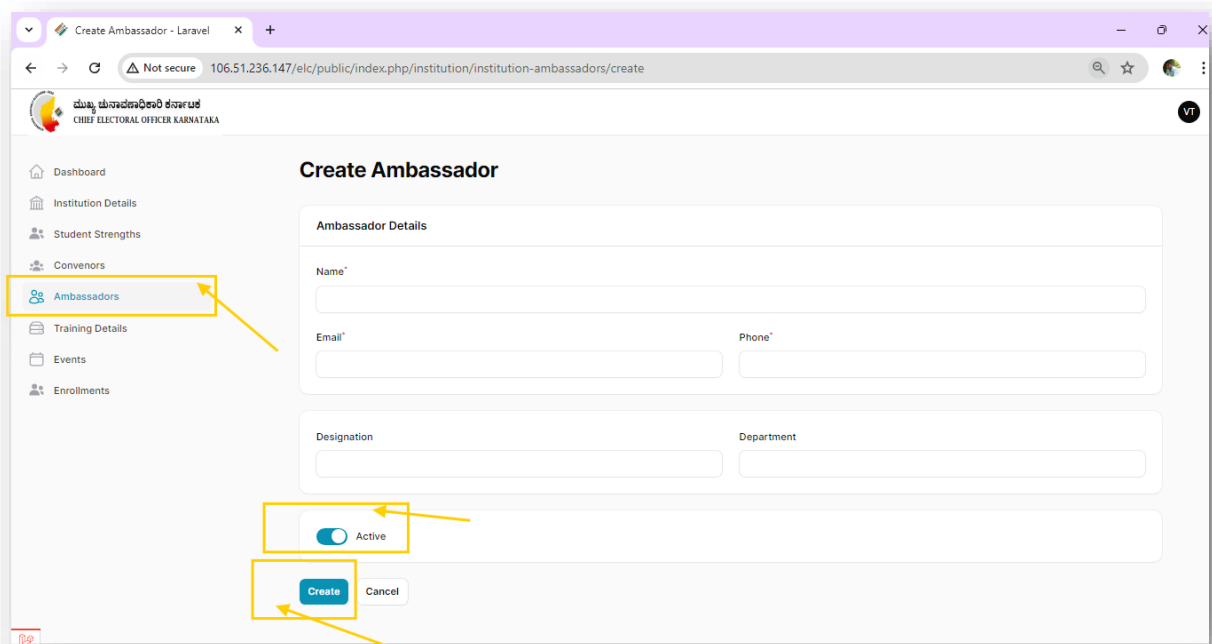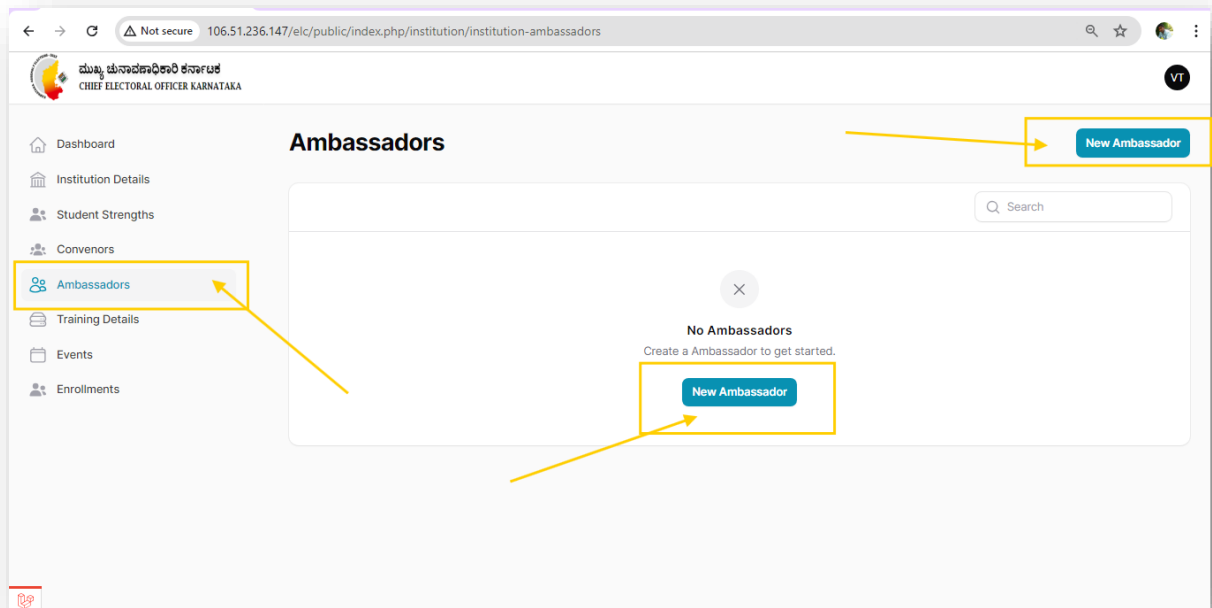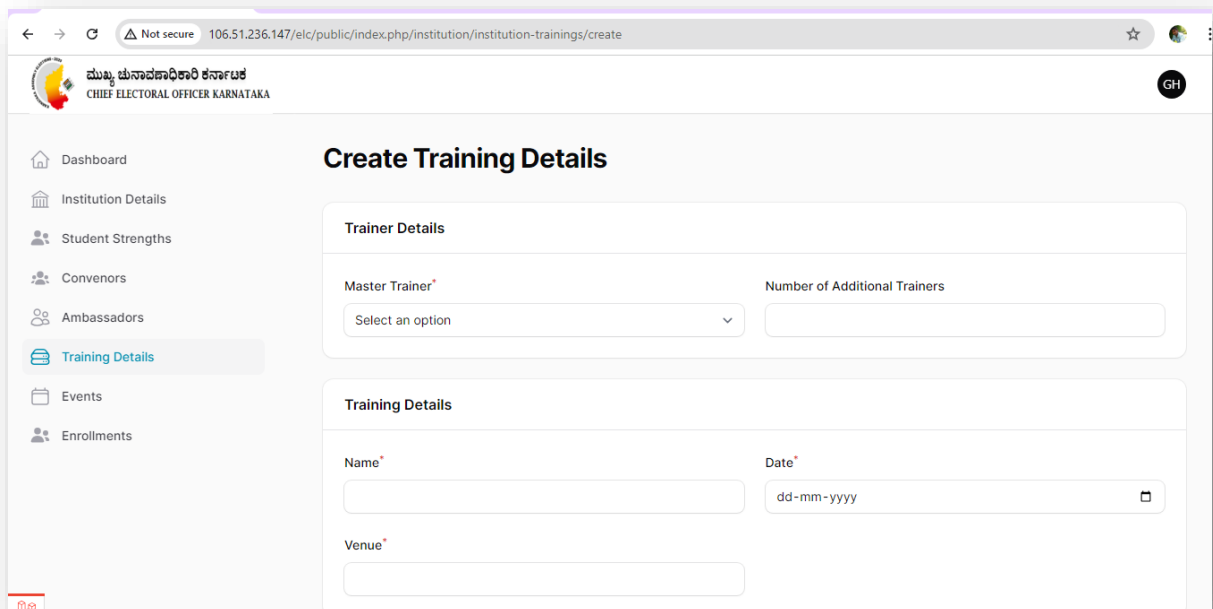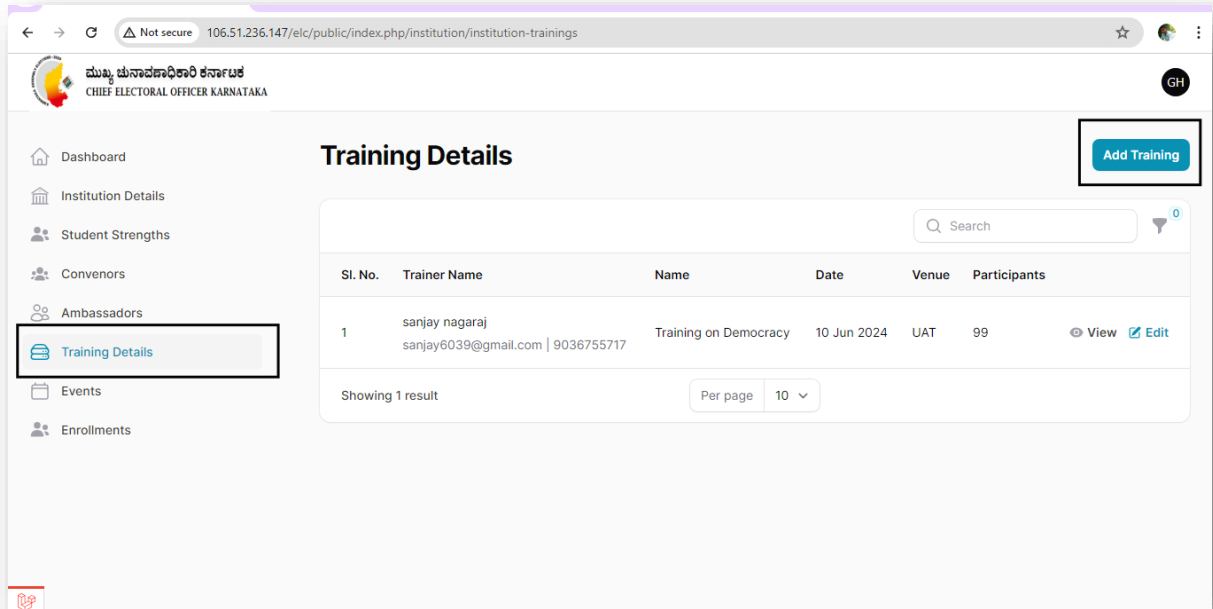

Training Details

11. **To add or update Training Details:**
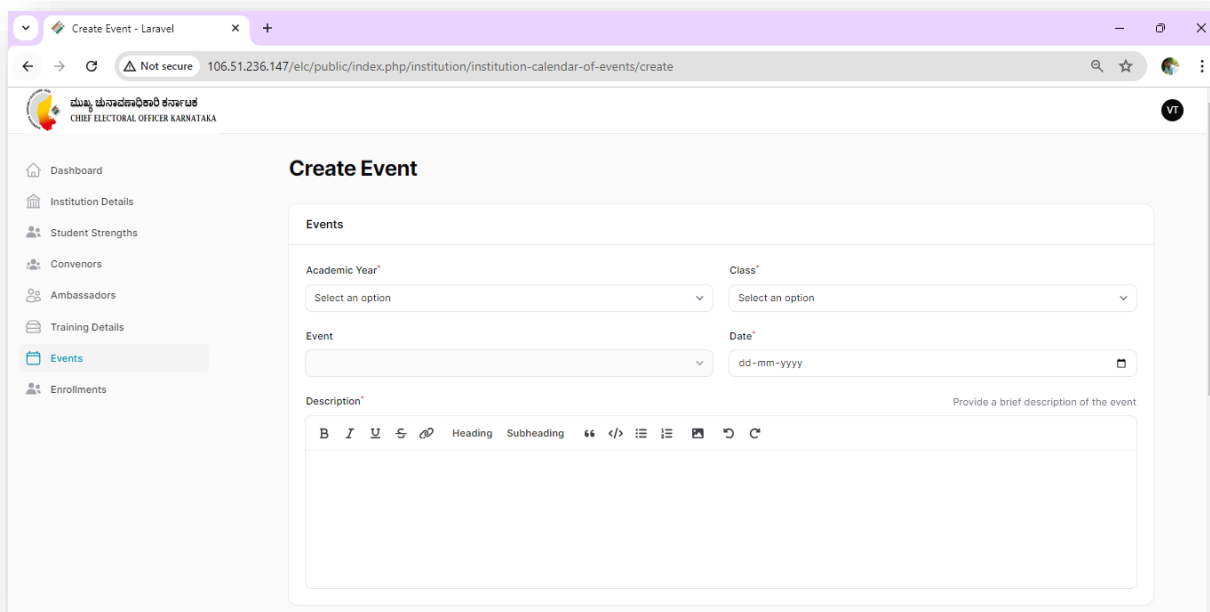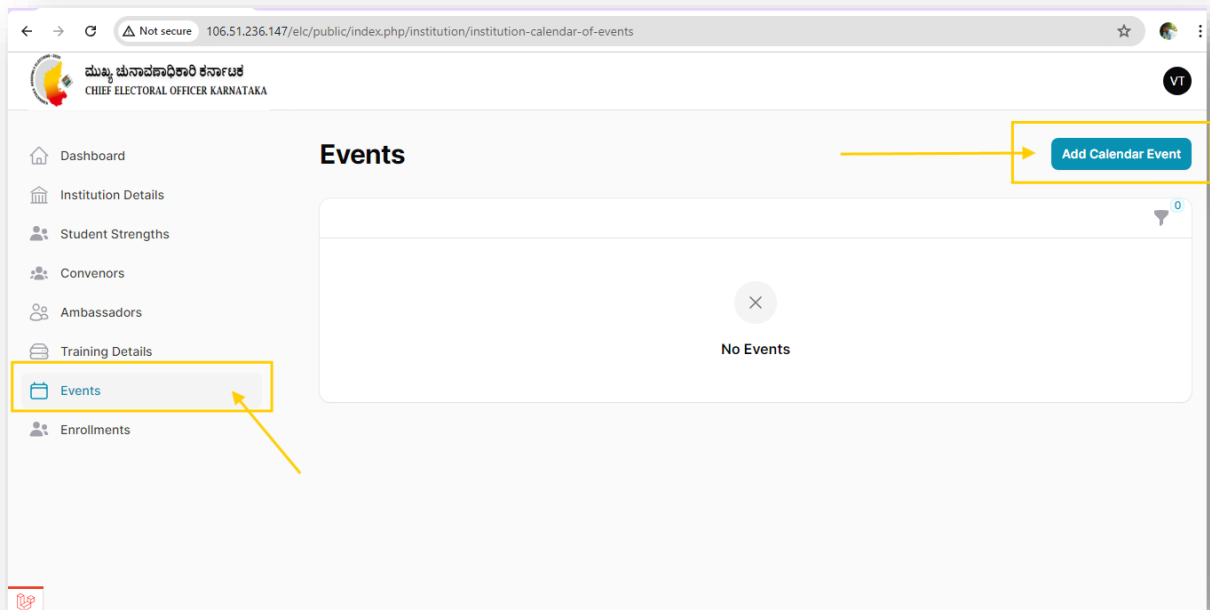   a. Select Training details from left side menu bar

b. Click Add Training to open a form where user can add details of trainer and training and can save the form.
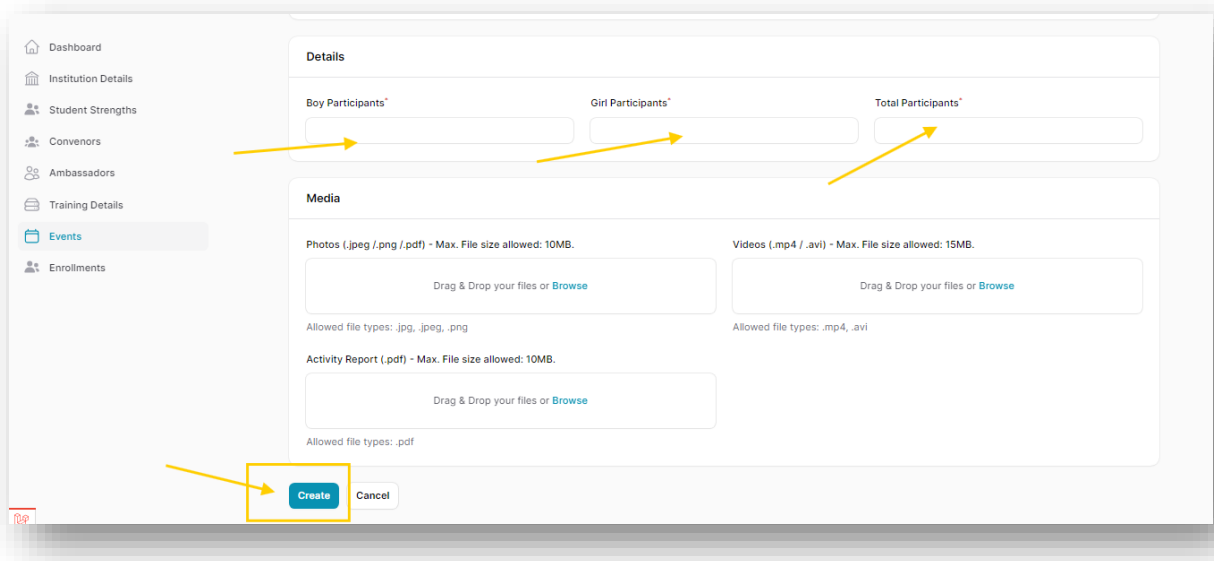c. Fill the form with details and upload media (if needed) and save the form.

Events

12. **Add or Update Events:**
    a. Select Events from left side menu bar
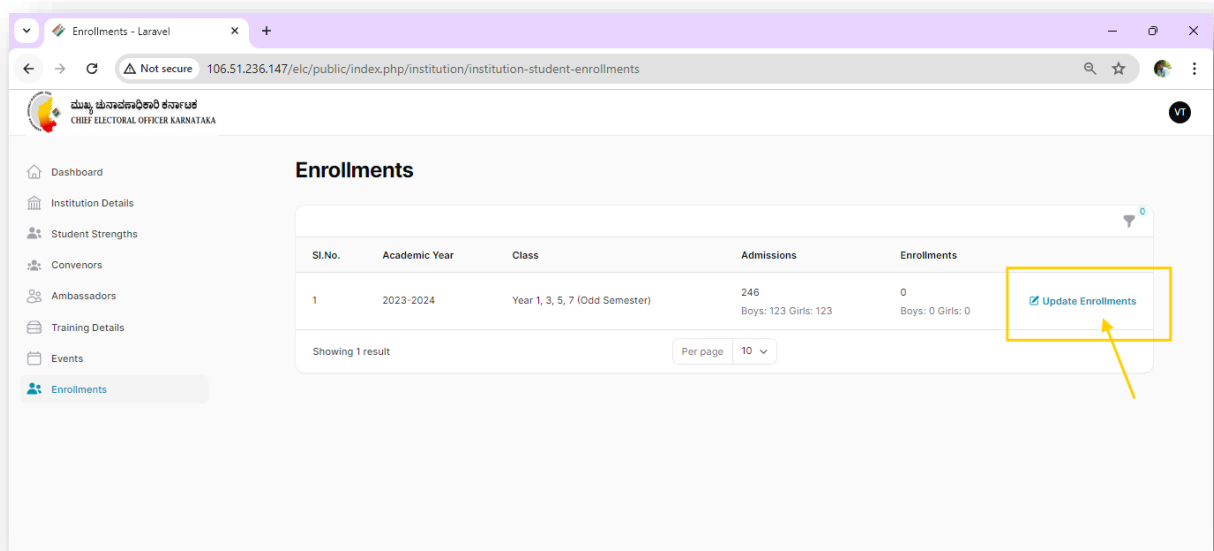   b. Click Add Events to open form

c. Enter details of event and click create to save the events details.

Enrolments

13. **Enrolments**:
    a. Select Enrolments from left side menu bar
    b. Click on Update enrolments for added Student Strengths for that academic year
    c. User have to **add Student Strengths** before adding **enrolments**, then only user will be allowed to add enrolments.

d. Enter enrolment details and click save Enrolment details to save the form.

****************************This completes all the screens ****************************