Please contact on this number for any technical support

Dr. Pradeep Kumar K: 94833 86130

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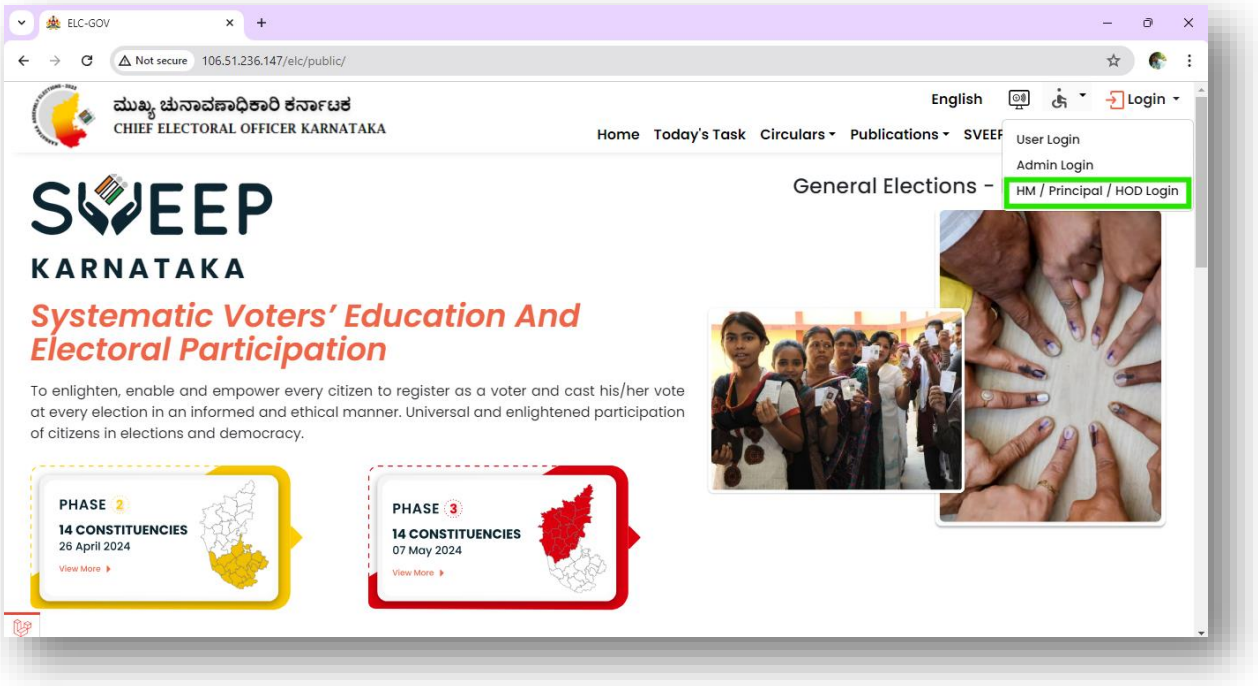
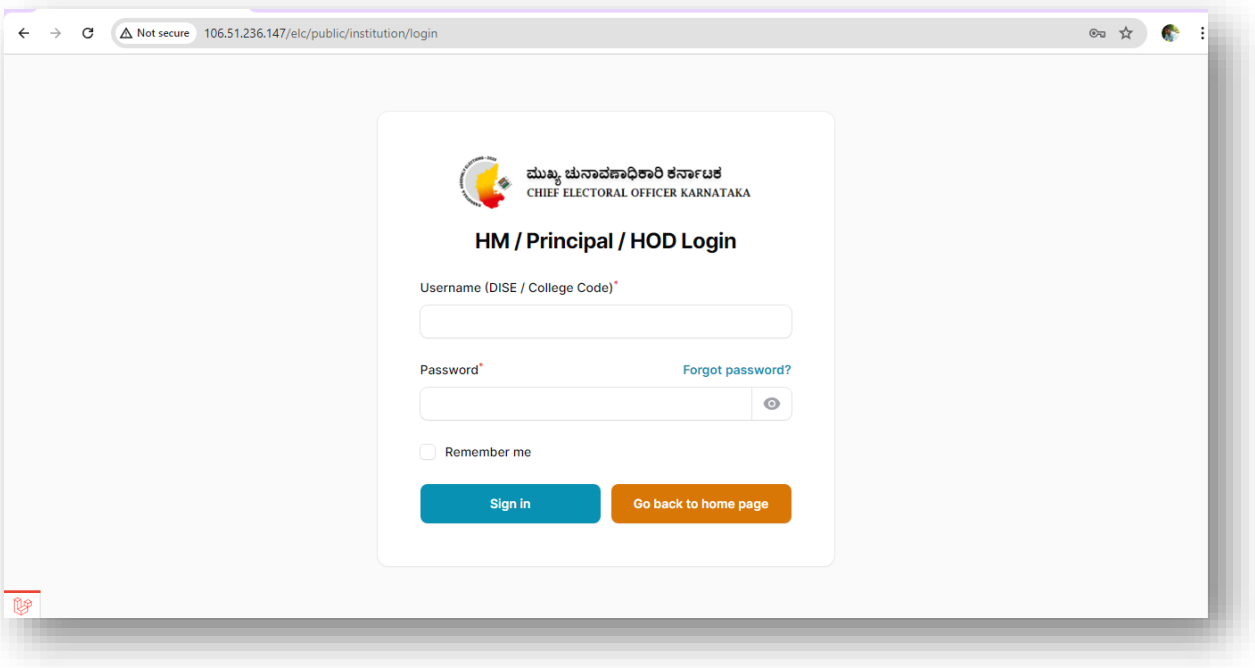
1. Enter this url in any of the browser, chrome or Firefox browser or click https://www.ceosveep.karnataka.gov.in/
2. Click on the Login button(Highlighted) and click on **HM / Principal / HOD Login** under Login as shown below



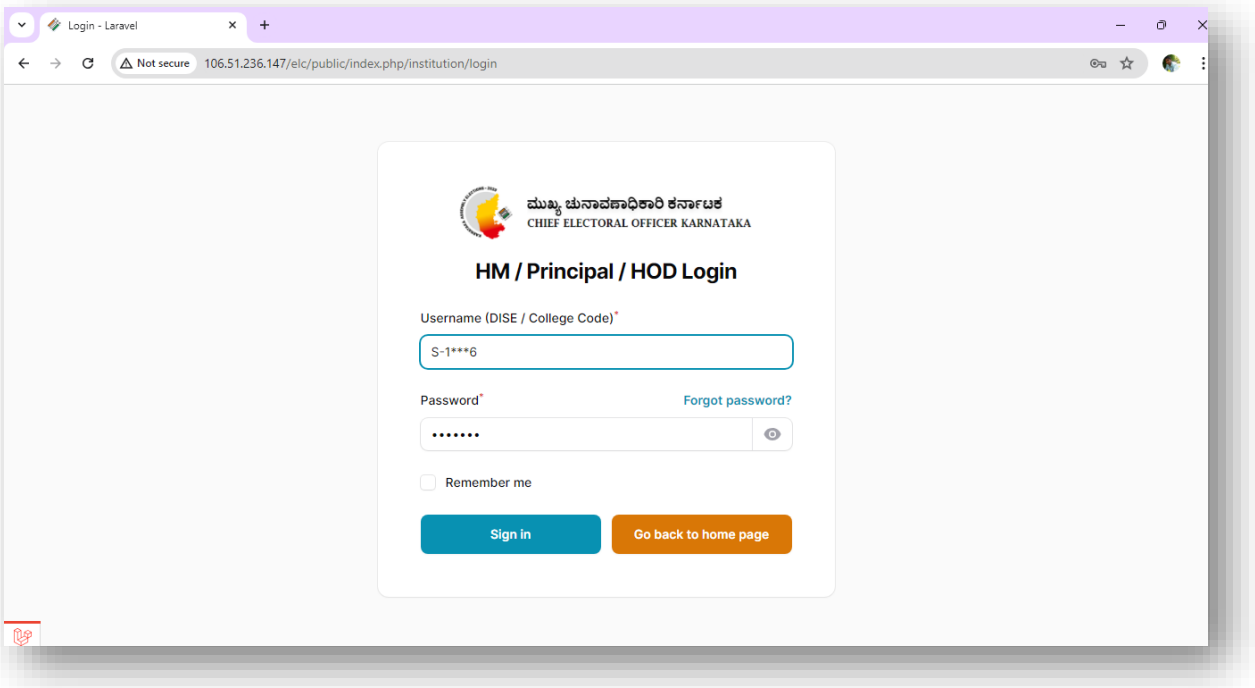
3. After Clicking on **HM / Principal / HOD Login** Button User will now come to Login screen where user can login with their respective institute code



4. Institute Types and their username formats are given below

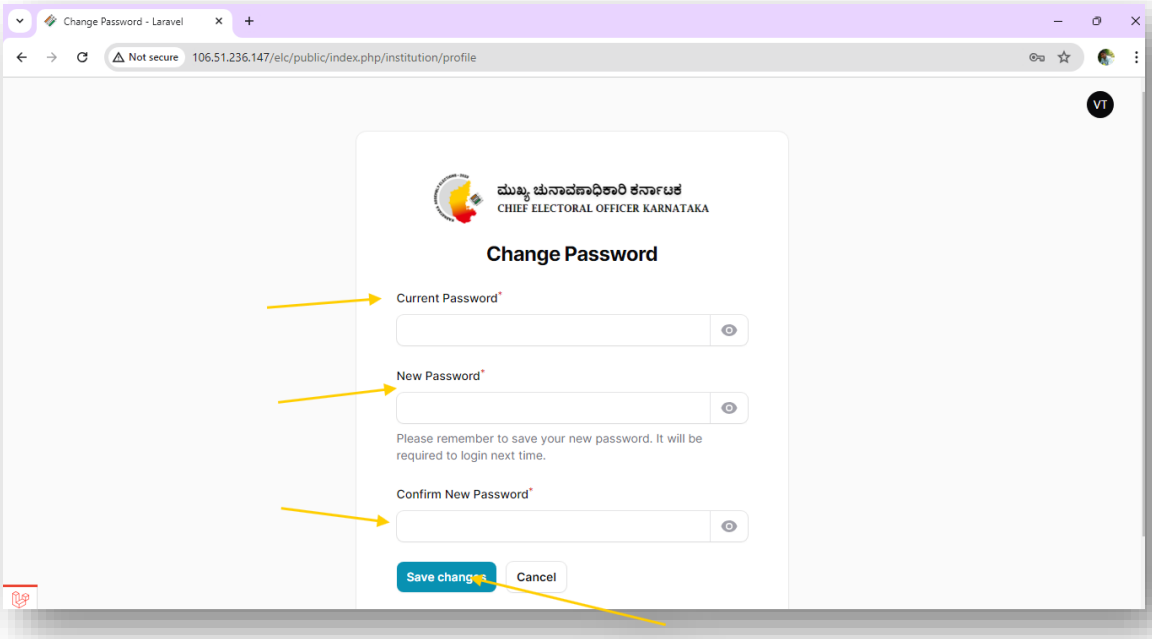
Institute type	Username	Example
University	aishe_code	U-0**1
Standalone Institute	aishe_code	S-1***1
Colleges	aishe_code	C-1***1
PU Board	college_cdoe	AN1**1
High School	school_ID	290*****904

5. User need to enter their institute code in username and password in password field and click on Sign in to login as University user as shown below

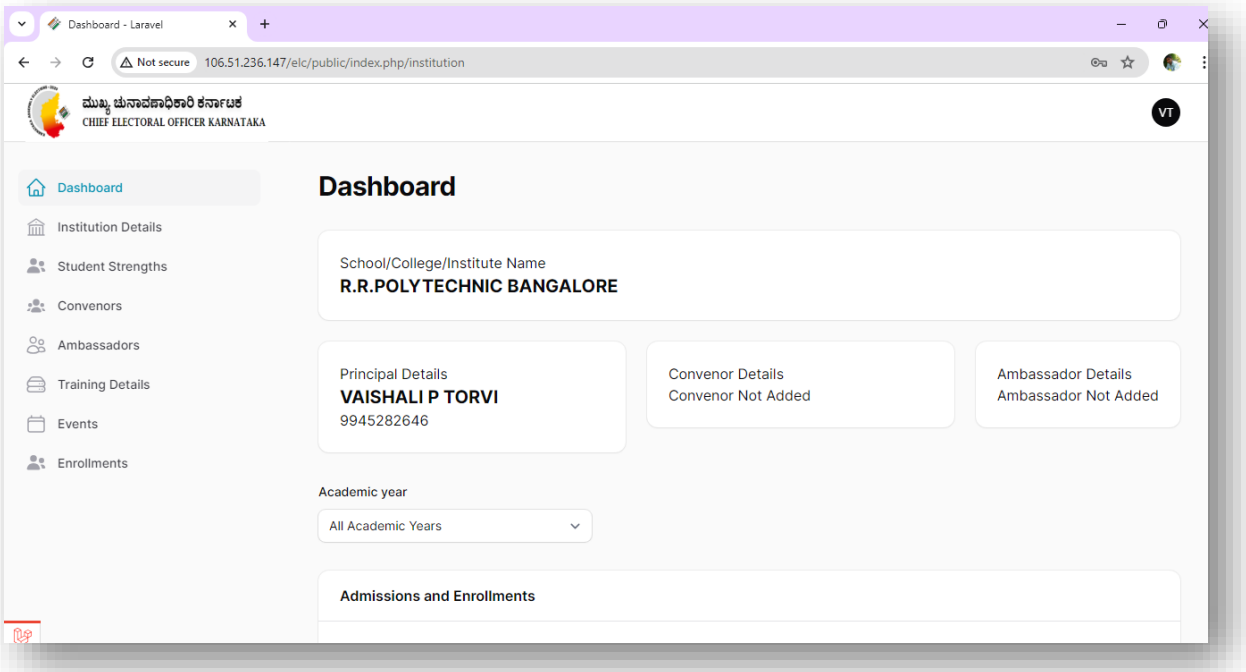


6. User need to change the password on 1st login as shown below. Enter same password (welcome) in current password field. Enter new password in New Password field and enter same new password once again in Confirm new password field and click Save changes to

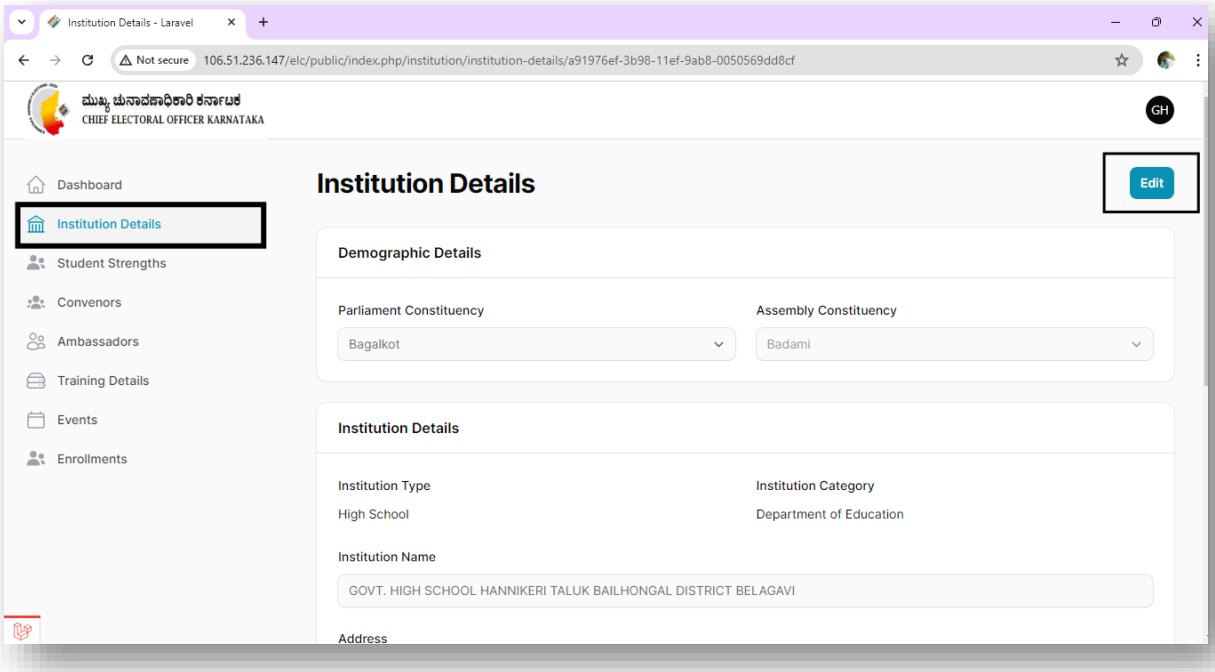
change the password



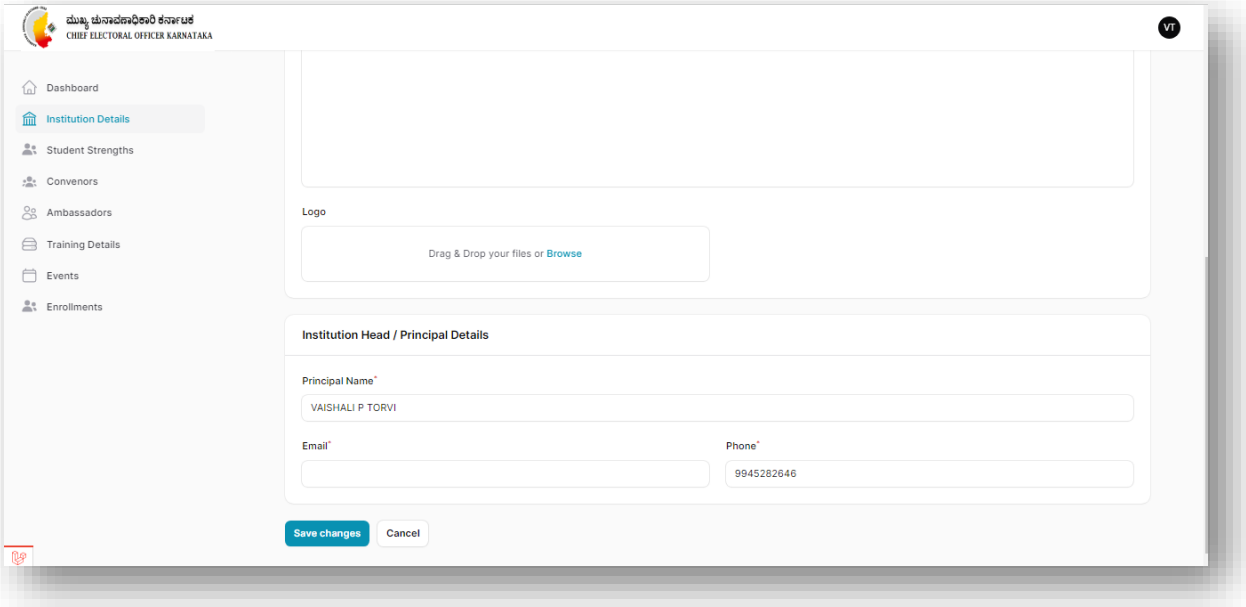
7. After clicking on **save changes** in previous screen user will come on this dashboard screen



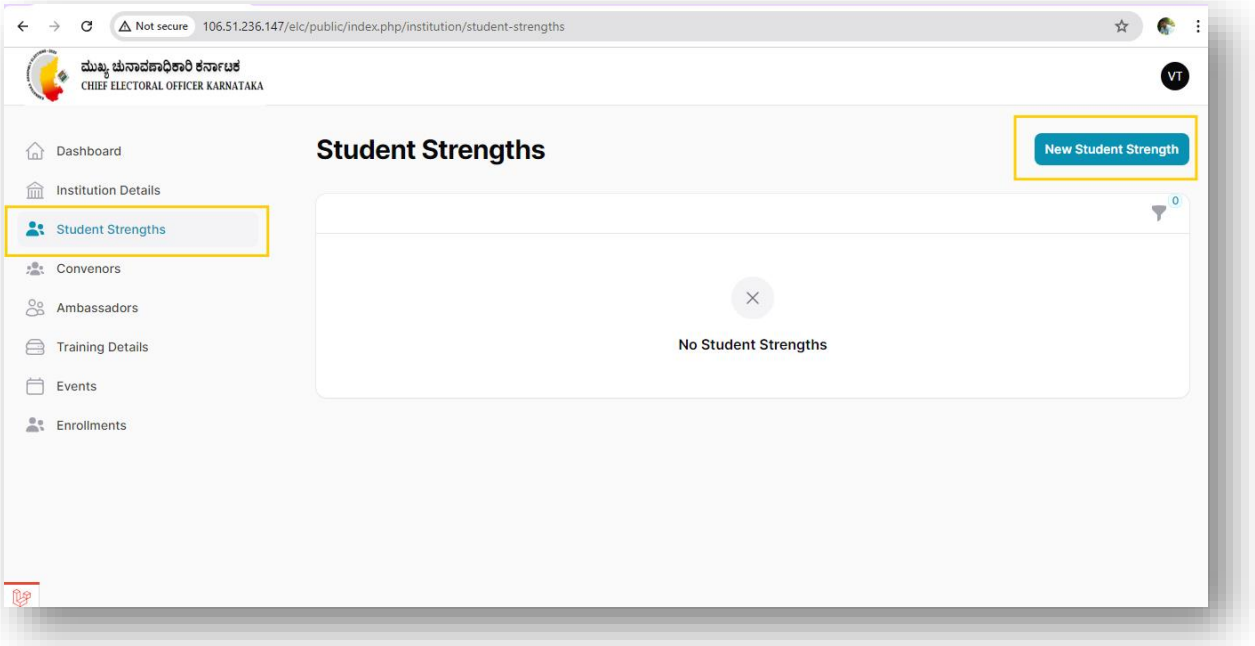
8. **To Updating Institution details:** Click on Institution details and click on EDIT button at right top under Institution details form to edit the details



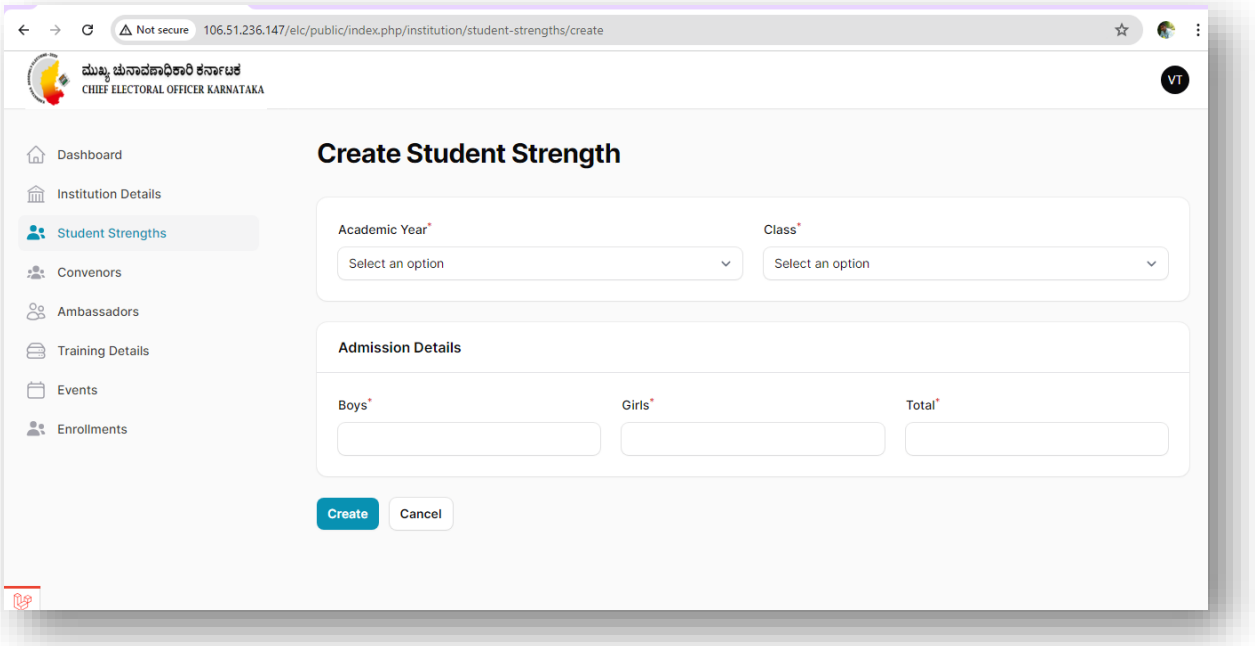
Fill the details and click **SAVE CHANGES** button to save the updated details.



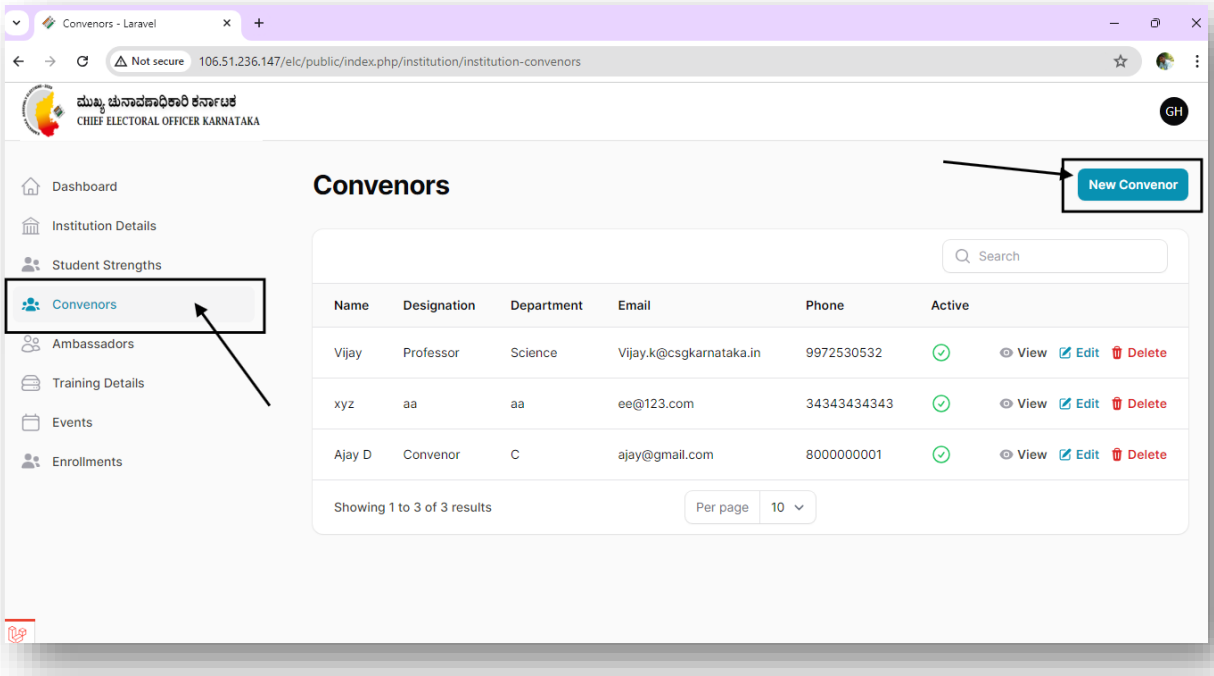
9. **Updating Student Strength:** Click on Student Strengths which is highlighted by box and click on New Student strength under Student strength screen to add strength details.

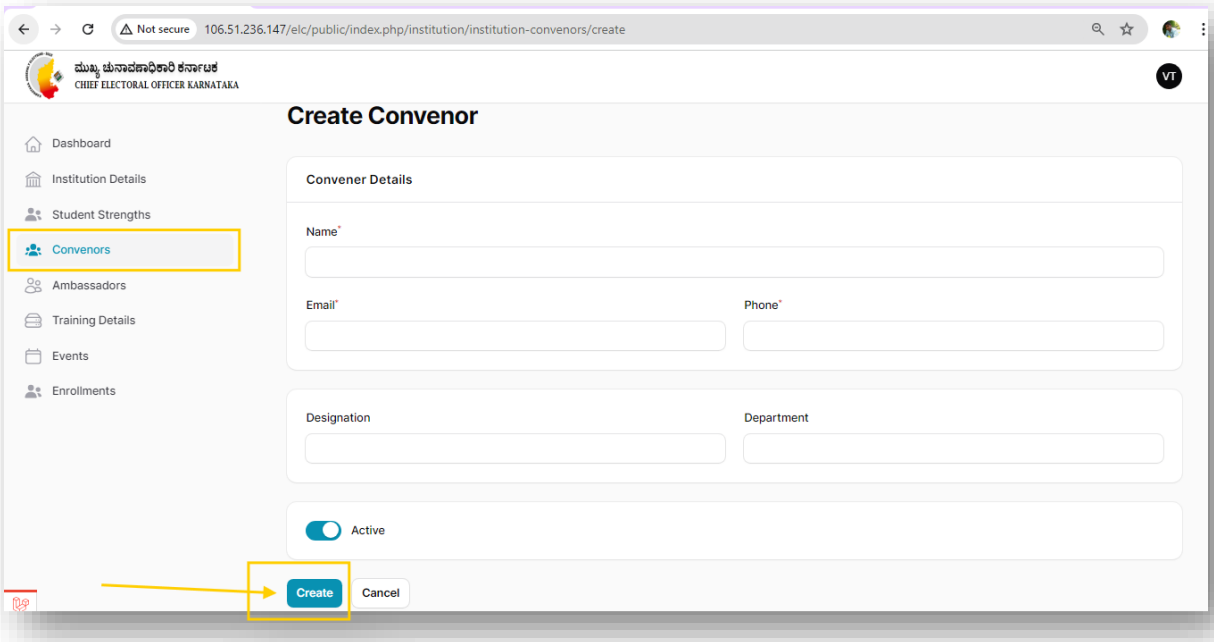


10. Fill the form with academic year, class and enter admissions number for boys and girls as below and save / click create.

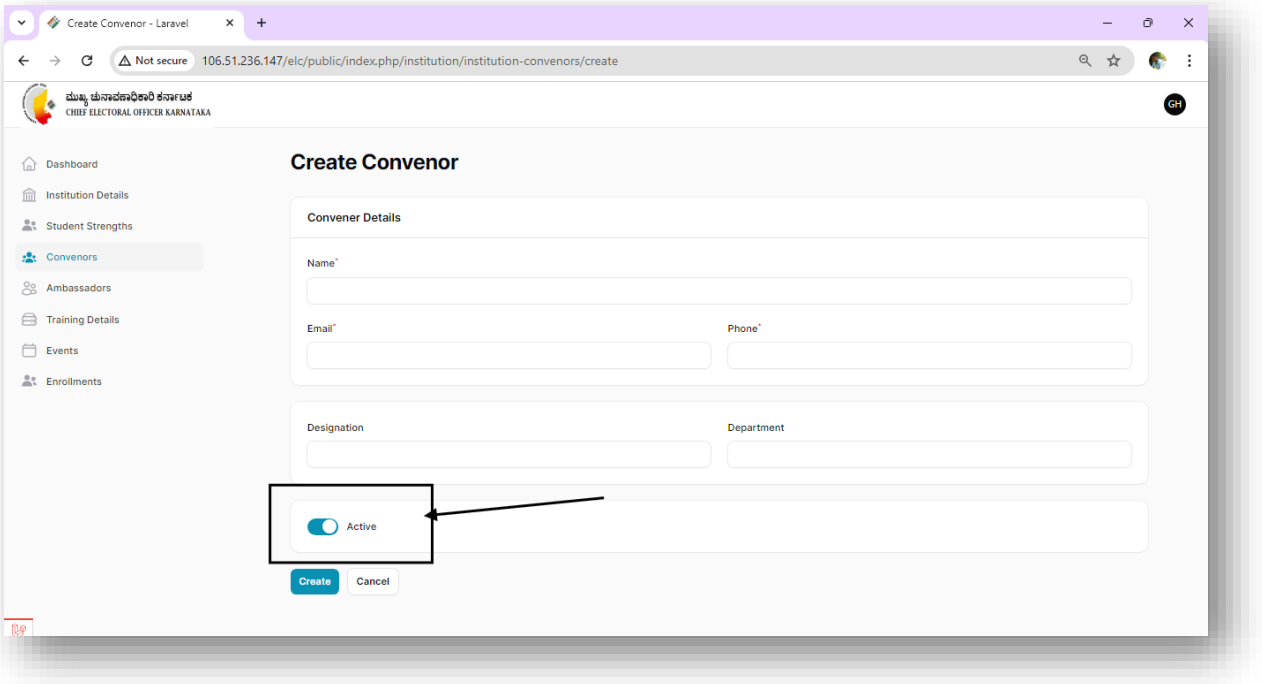


11. **Adding convenor details:** Click on **Convenor details** and click **New Convenor** add details of convenor and click create.

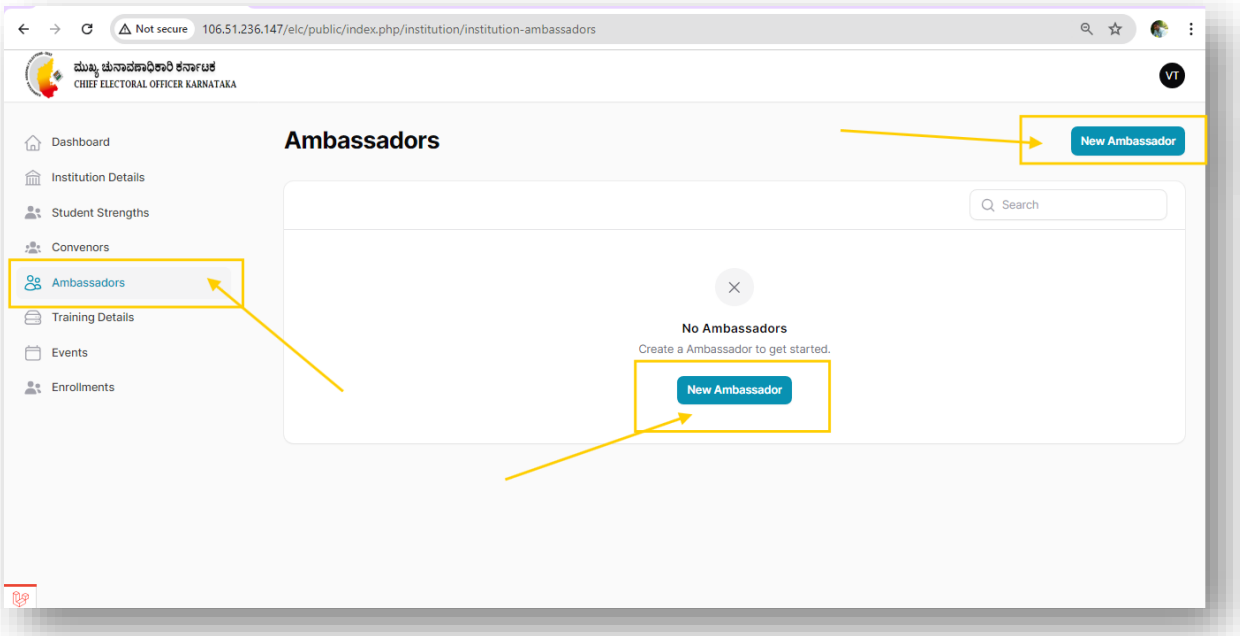




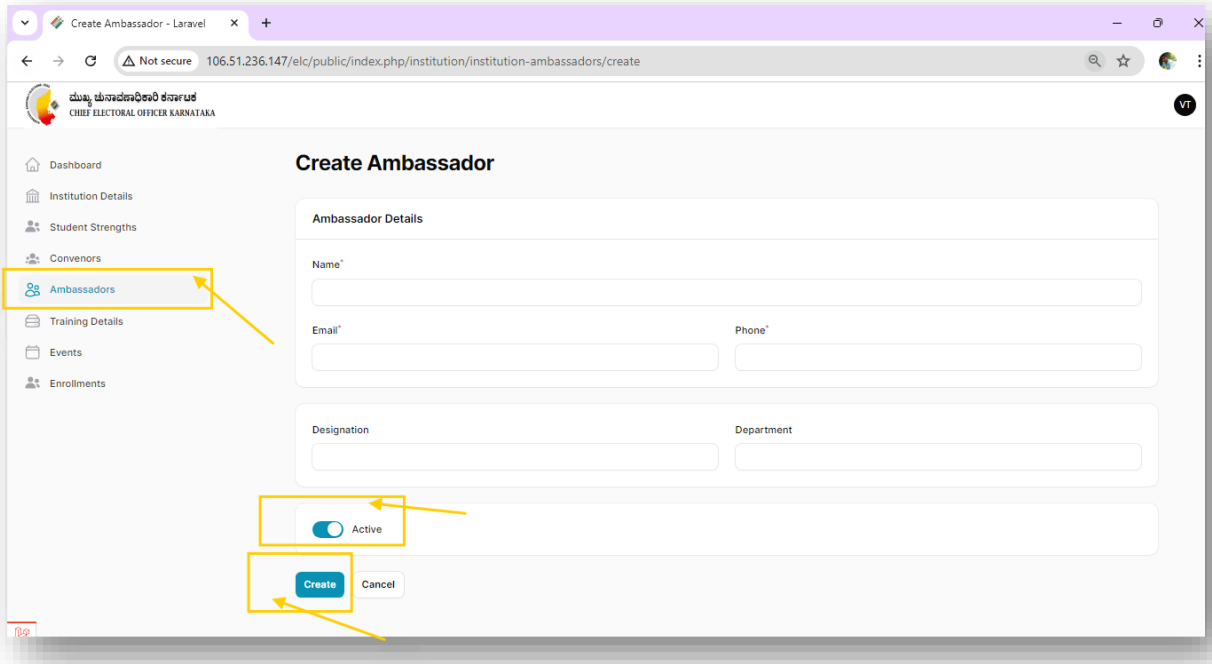
12. Select Active button before creating for convenor being added to make them display on dashboard.



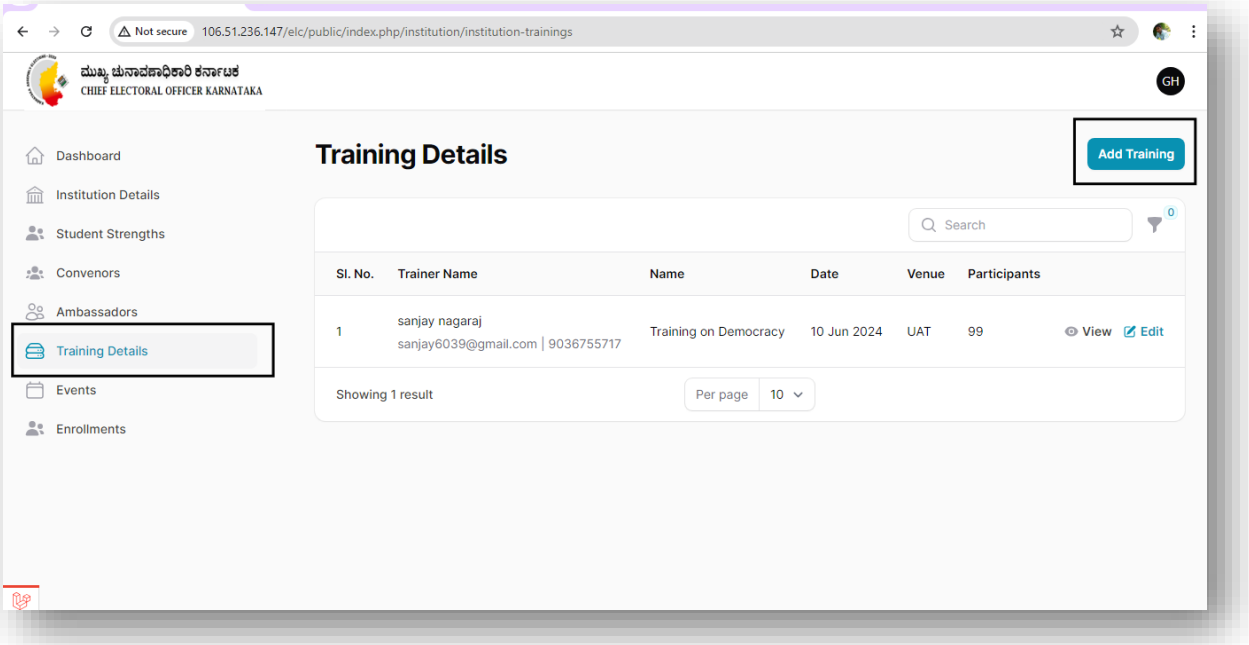
13. Update or add **Ambassador details:** Click on Ambassador details from left side menu bar and click on New ambassador to open ambassador form,

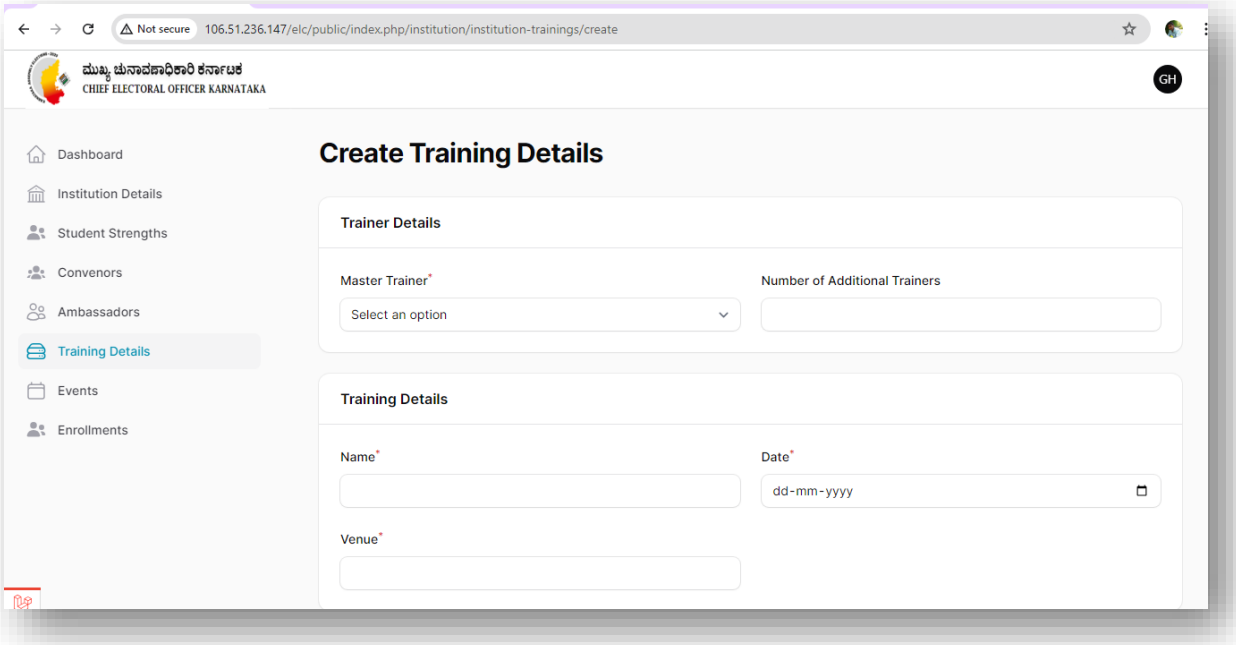


14. Fill the form with details and click on create to save, enable active toggle before saving to make added ambassador visible on dashboard.



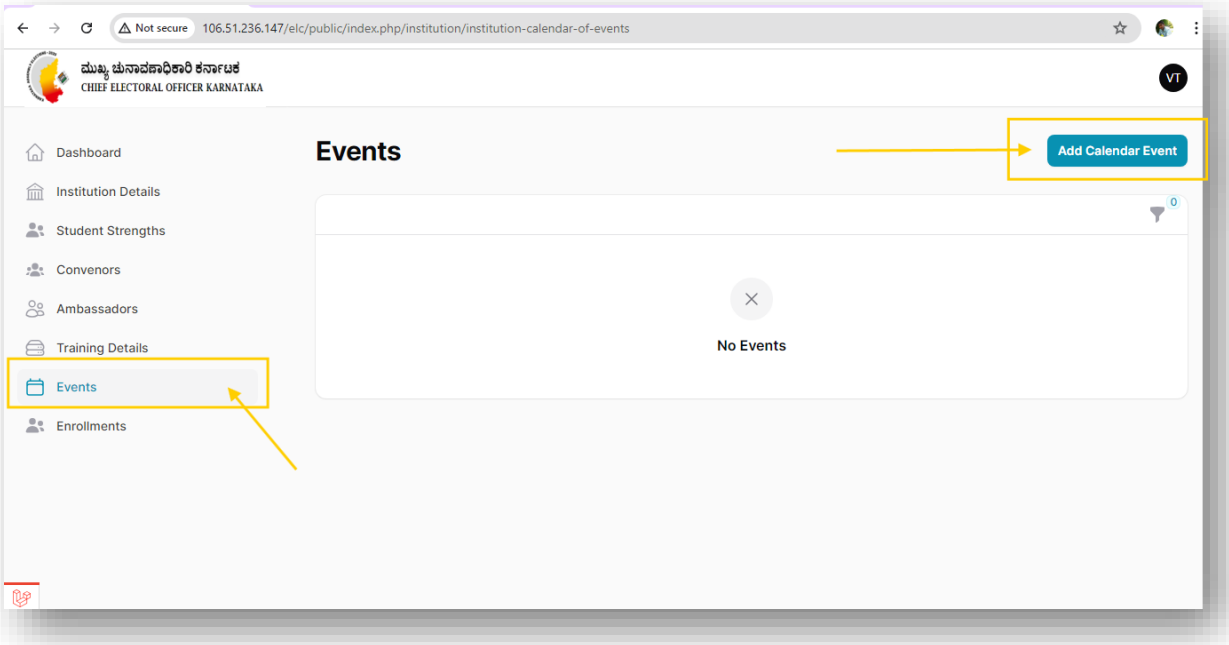
15. **To add or update Training Details:** Select Training details from left side menu bar and click Add Training to open a form where user can add details of trainer and training and can save the form.

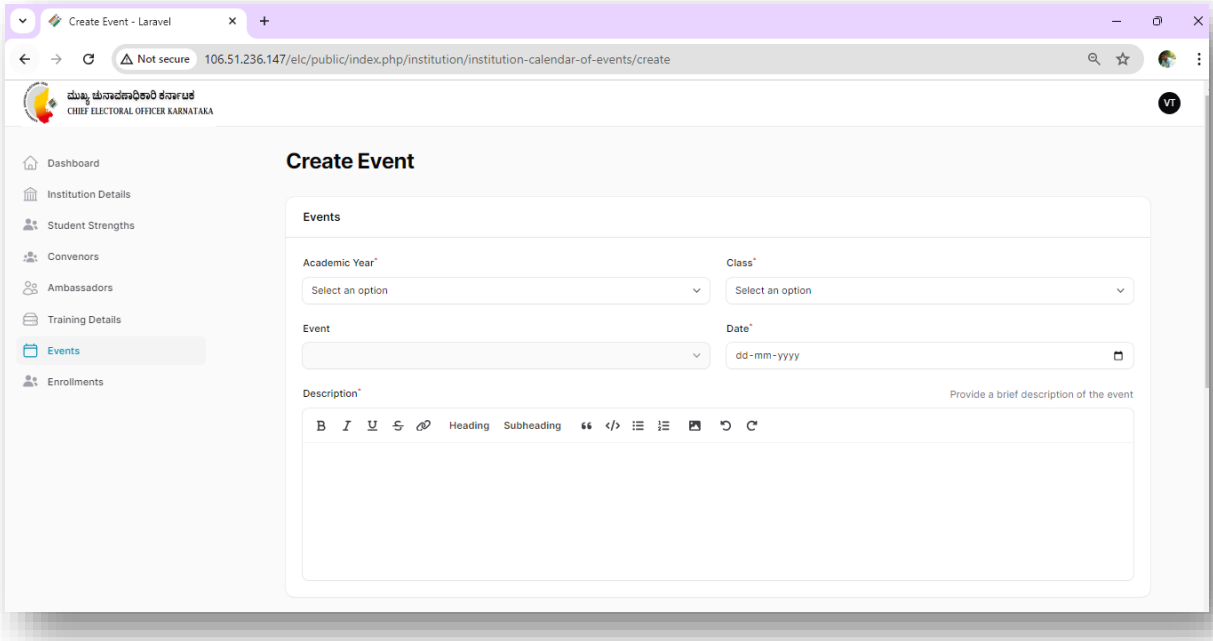


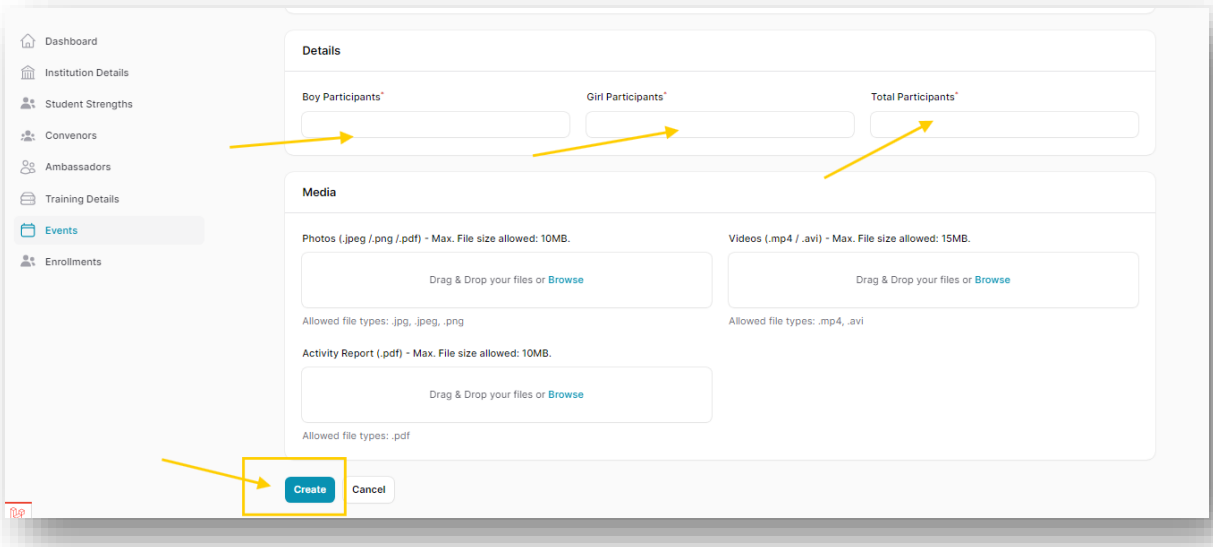


Fill the form with details and upload media (if needed) and save the form.

16. Add or Update Events: Select Events from left side menu bar and click Add Events to open form

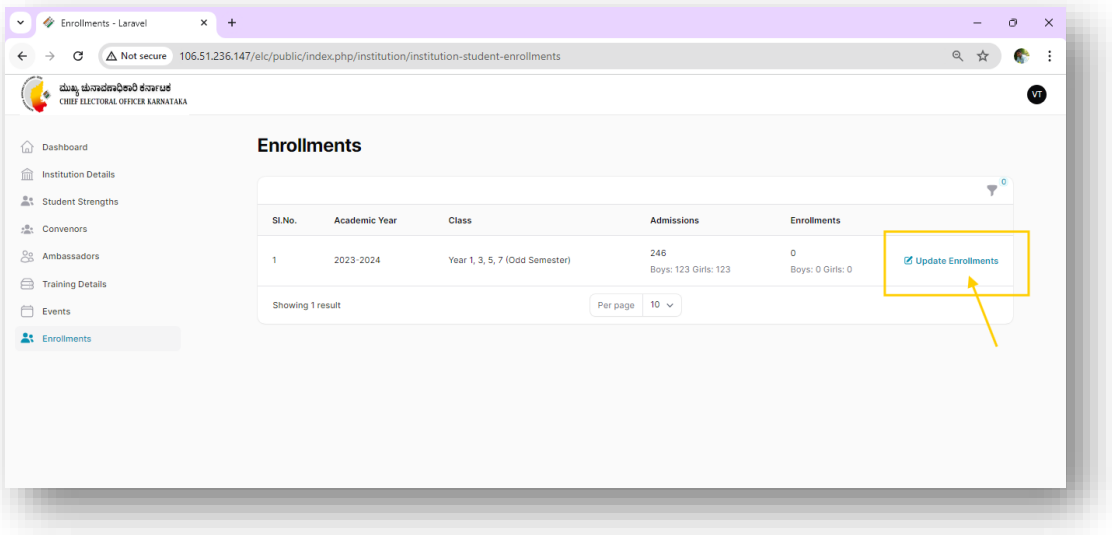




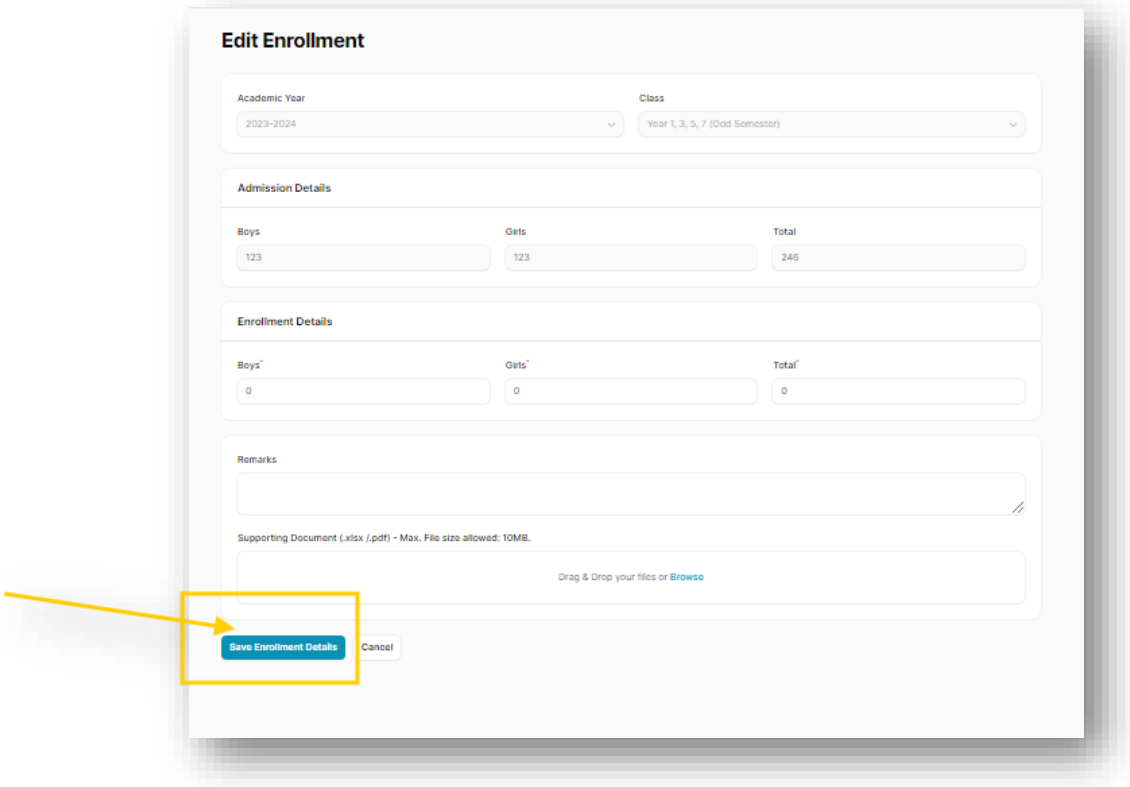


Enter details of event and click create to save the events details.

17. Enrolments: Select Enrolments from left side menu bar and click on Update enrolments for added Student Strengths for that academic year
18. User have to **add Student Strengths** before adding **enrolments**, then only user will be allowed to add enrolments.



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



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