

Guideline for Online Admission for HS 2nd Year Students (Session 2020-21)

This is step by step guideline for getting online admission using Admission Portal of C.K.B. College Teok for those students who seek admission into H.S. 2nd Year (both Arts and Commerce). -

- The students will go to the web link <https://https://ckbteok.portmap.io:37961/new/> or <https://tinyurl.com/ckbadmission> .
- All students are required to get registered to the system once. To register themselves, students need to put a username (username should be a short name consisting alphabets or alphanumeric), a strong password along with Full Name, Own Phone Number and own Email address in the Registration form.
- After successful registration, the students need to Log into the Admission Portal using the username and password they have provided during the registration process.
- After Log in - the students will have to choose the class in which they want to get admission by clicking on the button provided in the portal, which will lead them to another page.
- In this page they need to specify their Class Roll number in the given input box and click on Search. On successful match, their Name and Roll Number will be displayed in that very screen. If their Name and Roll Number matches with the displayed data then Click on Yes, which will lead them to the Data Collection Form.
- In this page they need to fill all the data correctly and upload the necessary documents.
 - Within this page they will be asked to put a Unique ID generated in the website of honourable D.H.E., Assam, which is compulsory for all students. The link to generate the Unique ID is given in that very page or students may go to <http://dheonlineadmission.amtron.in/sp/> directly and generate the Unique-ID. **(submission of false or wrong ID is a punishable offence)**

- On completion they will click on Proceed.
- If everything OK than a Successful Message will appear and lead them to their DASHBOARD.
- The DASHBOARD is the workplace and information box for all the students. All the notices, events will be displayed in this DASHBOARD.
- Students will see all their payment info and Money receipts here and they can download them.
- Further -- Admission, Form Fillup and all other activities will have to be done from this DASHBOARD only.
- Departmental activities, Admission, Formfillup, Online Class, Extra curricular Activities, Grievances, Feedback etc. will be available in this DASHBOARD.