



INSTRUCTION MANUAL FOR THE ATTENDANCE PORTAL

HSLC EXAMINATION, 2023

- Step 1. Please visit SEBA's official website sebaonline.org
- Step 2. Click on the link Attendance Portal - HSLC Examination, 2023
- Step 3. Enter User ID and Password
- User ID is the Centre code. E.g., B23-0001
 - Password will be provided by the Member Secretary (DPO)/ EDP of the Regional office of SEBA.
- Step 4. Enter Captcha as displayed in the portal.
- Step 5. Enter Email ID and Mobile Number of the Centre School. For first time login OTP will be sent to the Email ID and mobile number. After entering OTP user will be able to login successfully.
- Step 6. After successful login Password change option will be displayed. Centre has to change the Password.
- Centre must keep the Changed Password safely for successive login to the portal.
- Step 7. After Password change, go to "Attendance Entry".
- Step 8. Select Examination Date
- Step 9. Select Examination Shift
- Step 10. Select Subject Name
- Step 11. List of Candidates will be displayed for the selected subject.
- Step 12. **By default all candidates will be marked as "Present".**
- Centre has to mark only the "Absent" and "Expelled" candidates.**
- If any candidate is marked as Expelled for any particular day, then he will be marked as Expelled for rest of the Examination days.
- Step 13. After marking the Attendance, please click on "SAVE" button.

User has to click on “SAVE” button in each page.

Step 14. **After clicking on “SAVE” button in each page only, “SUBMIT” button will be activated.**
Please click on “SUBMIT” button.

Step 15. Repeat the Steps 7 to 15 for all the Subjects for the particular Examination day.

Step 16. After that please go to “Attendance Summary Sheet”.

Step 17. Select the Examination date.

Step 18. Click on Search

Step 19. Click on “Export Attendance Summary Sheet”.

Attendance Summary Sheet will be available only after Submission of Attendance for all the Candidates for the available Subjects for that particular Examination day.

Subject change scenario

1. If any Student appears in a different subject other than the displayed subject in the Attendance portal, then he/she has to be marked as “Absent” in the attendance portal for that particular displayed subject.
2. Centre will make necessary corrections in the Photo Attendance Sheet (which was sent to each Centre) and send a Subject Change report in email AttendanceSEBA@gmail.com in the below format.

Sl No	Candidate Name	Roll	No	Previous Subject	New Subject

Forgot Password scenario

1. In the Attendance portal, click on “Forgot Password”.
2. Provide the User ID, Mobile Number and Email ID and Captcha.
3. Password will be sent to the Email ID. After that login with the Password sent in the Email ID.