

User Manual

Login with http://117.239.183.208/rte_admission/

1. Click on “**Register Here!!**” button to start the registration.

Department of School Education Haryana

ADMISSION UNDER RTE ACT-2009 (UJWAL PORTAL)

Steps to Apply Online

Only Registered Candidate Login Here

Registration Number: 55714ABE

Password:

Login

If You Forgot your password? or Forgot Registration Number? click on below link:

Forgot your password? Forgot Registration Number?

HELPOESK: For Online Registration/Technical Help: 0172-5049801 and rte.admission.hryedu@gmail.com

- (II) Pop-up box will be activated as given in screen (II)

NOTICE/GUIDELINES

PART-A [INSTRUCTIONS]

1. PLEASE REFER USER MANUAL BEFORE USE OF PORTAL.
2. PLEASE REFER GENERAL GUIDELINES CAREFULLY FOR FILLING THE ONLINE PORTAL.
3. THE APPLICANT WILL BE RESPONSIBLE FOR ANY MISTAKES MADE BY HIM/HER IN THE ONLINE APPLICATION FORM. DEPARTMENT SHALL NOT BE RESPONSIBLE OR LIABLE IN ANY WAY.

PART-B [SELF DECLARATION STATEMENT]

☐ Verified that I fulfill/read all above instructions mentioned at PART-A. If anything is found wrong, I shall be responsible for legal action or rejection of candidature.

Next

2. Click on “**हाँ मैंने सभी निर्देश पढ़ लिए हैं**” Button after reading the instructions carefully and Tick following Self-declaration Check Box and then click on “**Next**” button.

PART-B [SELF DECLARATION STATEMENT]

☐ Verified that I fulfill all above eligibility conditions mentioned at PART-A. If anything is found wrong, I shall be responsible for legal action or rejection of candidature.

Next

3. Form will be open and you have to fill the complete detail of student carefully and correctly purely as per documents like Student Name, Father Name, DOB, Aadhaar number, Family ID, valid mobile number & Email as shown in below screenshot:

Father's Full Name of Child	test3		
Gender of Child	Female		
Date of Birth of Child	08	September	2000
Aadhar No of Child	214247077000		
Parivar Pehchan Patra (PPP/Family ID) No	test4		
Mobile		Alternate Mobile	
E-mail	test@gmail.com		
Apply for Class	Nursery		
Apply Under Category (EWS/Dis-Advantage Group)	Below Poverty Line		

PART-B [ADDRESS DETAILS]			
State	Haryana		
District	Ambala		
Block Name	Naraingarh		
City/Village Name	test5		
Address	test6		
PinCode	160022		

[SaveNext](#)

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief. I understand that any false information provided may result in the cancellation of my application and I may be liable for any legal action. I hereby declare that I am not a member of any other organization or institution. I hereby declare that I am not a member of any other organization or institution.

Note: Entry the activate Mobile Number only because it is required for OTP authentication every time when you try for login into the application.

Once above Form filled up completely, click on “**SaveNext**” button. After successful save of Data, Registration ID (UserID) and Password will be generated and shown on top of the above page as shown below:

REGISTRATION FORM			
Your RegistrationID: 55714ABE and Password: B101AFE5 Plz login again with RegistrationID and Password under Registered User Login to fill other details and for final submission.			
PART-A [PERSONAL DETAILS]			
Name of Ward/Child			
Mother's Full Name of Child			
Father's Full Name of Child			
Gender of Child	--Gender--		
Date of Birth of Child	--Day--	--Month--	
Aadhar No of Child			
Parivar Pehchan Patra (PPP/Family ID) No			
Mobile		Alternate Mobile	
E-mail			
Apply for Class	--Apply Under Class--		
Apply Under Category (EWS/Dis-Advantage Group)	--Apply Under Category--		
PART-B [ADDRESS DETAILS]			

4. Please write down these credentials carefully OR take the printout with you. Once you got the RegistrationID and Password, click on “**Log Out**” shown in above screenshot.

5. Main page of portal will be opened. Enter your Registration Number and Password and click on “Login” button.

The screenshot shows the login page of the Department of School Education Haryana portal. The header is green with the text "Department of School Education Haryana". Below it is an orange banner with "ADMISSION UNDER RTE ACT-2009 (LSWAL PORTAL)". The page is divided into two main sections. On the left, under "Steps to Apply Online:", there is an illustration of children playing in front of a school building, followed by two steps: "Step 1:- Register Here!!" and "Step 2:- Fill Online Application Form.". On the right, under "Only Registered Candidate Login Here:", there are input fields for "Registration Number" (containing "8E0D6844") and "Password" (masked with dots). Below these is a green "Login" button. Further down, there is a link "If You Forgot your password? or Forgot Registration Number? click on below link" and two buttons: "Forgot your password?" and "Forgot Registration Number?". At the bottom, there is a "HELPDESK" section with contact information and a note about online timing.

6. Enter OTP received on your Registered Mobile Number for Login:

The screenshot shows the OTP verification page. It has a light gray background. At the top, there is a "Registration Number" field with the value "8E0D6844" and a red warning icon. Below it is a "Password" field with the placeholder text "Enter Password". A green "Login" button is positioned below the password field. Underneath is an "Enter OTP" field with the placeholder text "Enter OTP" and a red warning icon. Below this field is a green "Verify OTP" button and a red text message "OTP sent on Mobile: 9855XXXX71". At the bottom, there is a link "If You Forgot your password? or Forgot Registration Number? click on below link" and two buttons: "Forgot your password?" and "Forgot Registration Number?".

7. On Successful Login, following Alert message be read carefully and click on “Ok” button.

117.239.183.208 says

Please upload your passport size image.

[Note: Both Photograph and Signature are mandatory before going to next page.]

OK



REGISTRATION FORM

8. Upload signature and photograph of student by following the instructions regarding size (upto 100 kb) and format (only .jpg, .jpeg) of document mentioned in the Portal as shown below.

PART-B (ADDRESS DETAILS)

State: District: Block Name: City/Village Name: Address: PinCode:

PART-C (PHOTOGRAPH & SIGNATURE) (Note: Both Photograph and Signature are mandatory before going to next page)

PHOTOGRAPH OF THE STUDENT	SIGNATURE OF THE PARENT
Click on below image to upload the passport size photo of the Student	Click on below image to upload the signature photo
	
Fetch Passport Photo	Fetch Signature

For uploading the Photo & signature, click on image shown above and after selecting the requisite document click on “**Fetch Passport Photo**” button and “**Fetch Signature**” Button respectively. After click on image, following pop-up will be open:

117.239.183.208/rte_ad... Not secure 117.239.183.208/rte_admis...

Photo/Signature Upload Section

Choose file No file chosen

Upload File

Note: If above window not opened, kindly ensure that your browser java-script should be enabled.

After uploading the both files, click on “**Save/Next**” Button appeared bottom of the page after photo & signature.

9. Following page will be appeared. Upload Clear readable copy of student Aadhaar and Parivar Pehchan Patra (PPP/FamilyID) in PDF format (Size note more than 300kb). Click on image for uploading the respective document.

ONLINE APPLICATION FOR ADMISSION UNDER RTE ACT, 2009 (Session:2025-26)
Department of School Education

SCHOOL CHOICES/DOCUMENT ATTACHMENT FORM

PART-A [DOCUMENTS TO BE ENCLOSED]

(1) Attach Certificate of Children Aadhaar: [Upload Icon]

(2) Attach Certificate of Parivar Pehchan Patra (PPP/Family ID): [Upload Icon]

PART-B [FILL SCHOOL CHOICES]

Choice Priority	Station Name	District	Activity
1			
2			
3			

Save

10. Once the both documents uploaded, you have to submit the school preference in order of choices. Please fillup your school choices carefully.

test1, Nursery

PART-A [DOCUMENTS TO BE ENCLOSED]

(1) Attach Certificate of Children Aadhaar: [Upload Icon]

(2) Attach Certificate of Parivar Pehchan Patra (PPP/Family ID): [Upload Icon]

PART-B [FILL SCHOOL CHOICES]

Choice Priority	Station Name	District	Activity
1	A K MEMORIAL MIDDLE SCHOOL[20001], Block: Ambala-1 (City)	Ambala	
2	Future Diamonds Public School Ambala[26616], Block: Ambala-1 (City)	Ambala	
3	DAV Senior Secondary Public School[26485], Block: Ambala-1 (City)	Ambala	

Save

Note: If you want to delete any choice, you needs to start the delete of choices from last choice. System will not allow to delete the middle choice.

After filling up of all preference in order of merit, click on “**Save**” button.

11. After submission of complete form, you may take the print out of your document by clicking on “Submit Final/ Print Application” button available on top of this page as shown below:

Update Registration Details
Submit Final/ Print Application

PART-A [DOCUMENTS TO BE ENCLOSED]

(1) Attach

(2) Attach Certificate of Parivar

PART-B [FILL SCHOOL CHOICES]

Choice Priority
--Choice--
--School--

Delete	S#	Choice Priority
X	17	1
X	18	2

12. Complete form dully fill-up by you will be appeared. Please review this form carefully. If details found correct, click on “Final Submit” button shown below of the form.

City/Village:	sos5
Block:	Naraingarh
District:	Ambala
PinCode:	160022
State:	Haryana

B. Attached Documents

Certificate of Children Aadhaar :
Certificate of (PPP/Family ID) :

C. School Choice Details

S#	Choice Priority	District	School	Submitted On	IP Address
1	1	Ambala	A K MEMORIAL MIDDLE SCHOOL[20001], Block: Ambala-1 (City)	14 Apr 2025 11:52:15:360	106.220.108.32
2	2	Ambala	Future Diamonds Public School Ambala[26616], Block: Ambala-2 (City)	14 Apr 2025 11:52:26:143	106.220.108.32
3	3	Ambala	Darshan Academy [27437], Block: Ambala-1 (City)	14 Apr 2025 11:55:50:893	106.220.108.32

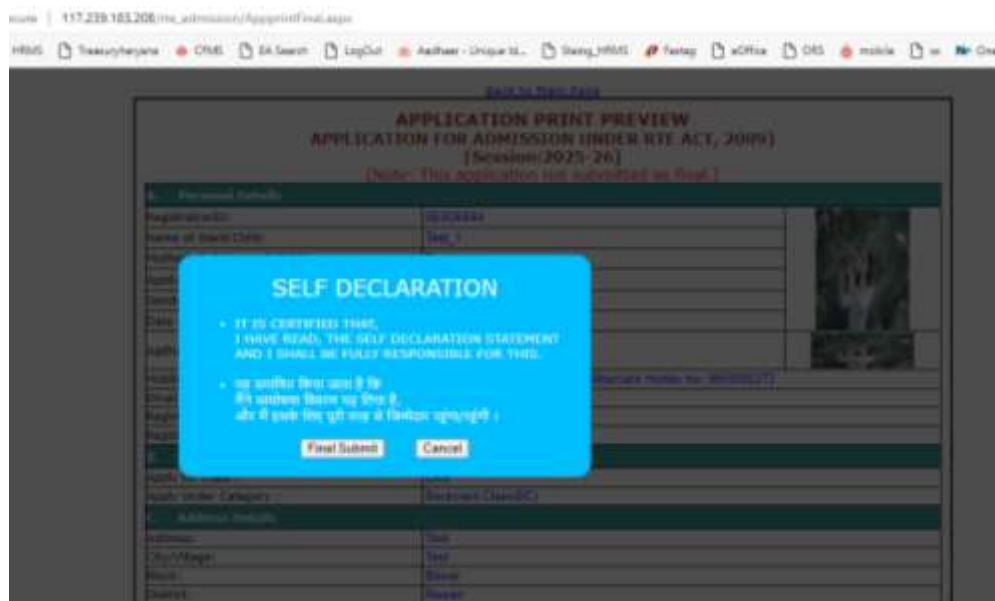
D. Self Declaration Statement

- 1) THE APPLICANT WILL BE RESPONSIBLE FOR ANY MISTAKES MADE BY HIM/HER IN THE ONLINE APPLICATION FORM. DEPARTMENT SHALL NOT BE RESPONSIBLE OR LIABLE IN ANY WAY.
- 2) I HAVE READ THE GENERAL GUIDELINES CAREFULLY FOR FILLING THE ONLINE PORTAL.

IT IS CERTIFIED THAT THE ABOVE SAID INFORMATION, PROVIDED BY ME IS TRUE AND IF ANYTHING IS FOUND WRONG, I SHALL BE RESPONSIBLE FOR LEGAL ACTION/CANCELLATION OF MY CANDIDATURE.

Final Submit

13. Following pop-up will be appeared. After reading the instructions carefully, click on “Final Submit” button.



Once you will submit your application finally, your process will be completed.

Note: Such Applications which are not submitted “Finally” will be treated as incomplete and not considered for allocation of seats under RTE.

4. You can “Edit” your application by clicking on “[Edit/unlock application](#)” given on top and the application at any time before closing date but in such circumstances, it should be ensure that above mentioned process should be followed again and don’t forget to submit your application finally by click on “Final Submit” button. Final Submission is required every time after unlocking the application for Editing.

4/14/25, 12:23 PM

Acknowledgement Slip for Final Submission

APPLICATION PRINT
(APPLICATION FOR ADMISSION UNDER RTE ACT, 2009)
[Session:2025-26]
[Edit/Unlock Application](#)

A. Personal Details					
RegistrationID:	55714ABE				
Name of Ward/Child:	test1				
Mother's Full Name of Child:	test2				
Applicant Father Name:	test3				
Gender:	Female				
Date of Birth:	08-09-2000				
Aadhar No:	214X476XD65X				
Mobile No:	Alternate Mobile No:				
Email-ID:	@gmail.com				
Registration Date:	14-04-2025				
Registration IP:	106.220.108.32				
Final Submission Date:	14-04-2025				
B. Apply for Category					
Apply for Class :	Nursery				
Apply Under Category :	Below Poverty Line				
C. Address Details					
Address:	test6				
City/Village:	test5				
Block:	Naraingarh				
District:	Ambala				
PinCode:	160022				
State:	Haryana				
D. Attached Documents					
Certificate of Children Aadhaar :					
Certificate of (PPP/Family ID) :					
E. School Choice Details					
S#	Choice Priority	District	School	Submitted On	IP Address
1	1	Ambala	A K MEMORIAL MIDDLE SCHOOL[20001], Block: Ambala-I (City)	14 Apr 2025 11:52:15:360	106.220.108.32
2	2	Ambala	Future Diamonds Public School Ambala[26616], Block: Ambala-I (City)	14 Apr 2025 11:52:26:143	106.220.108.32
3	3	Ambala	Darshan Academy [27457], Block: Ambala-I (City)	14 Apr 2025 11:55:50:893	106.220.108.32
F. Self Declaration Statement					
<p>• 1) THE APPLICANT WILL BE RESPONSIBLE FOR ANY MISTAKES MADE BY HIM/HER IN THE ONLINE APPLICATION FORM. DEPARTMENT SHALL NOT BE RESPONSIBLE OR LIABLE IN ANY WAY.</p> <p>• 2) I HAVE READ THE GENERAL GUIDELINES CAREFULLY FOR FILLING THE ONLINE PORTAL.</p> <p>IT IS CERTIFIED THAT THE ABOVE SAID INFORMATION, PROVIDED BY ME IS TRUE AND IF ANYTHING IS FOUND WRONG, I SHALL BE RESPONSIBLE FOR LEGAL ACTION/CANCELLATION OF MY CANDIDATURE.</p>					

117.239.183.208/He_admission/Appprint.aspx

1/2

Note: During editing, if you change the Class OR District of the student, already filled up choices will also be deleted automatically by the system and you have to submit all school preferences afresh. So be careful while updation of Data.

Additional Helping Tools

1. In you forget your registration ID OR Password, may get it from “[Forgot your password](#)” OR “[Forgot Registration Number](#)” button available on login page as shown below:

Only Registered Candidate Login Here

Registration Number

Password

Login

If You Forgot your password? or Forgot Registration Number? click on below link

Forgot your password? Forgot Registration Number?

HELPDESK: For Online Registration/Technical Help: 0172-5049801 and rte.admission.hryedu@gmail.com (for Technical Assistance) (Helpline Timing - 09:00 A.M. to - 05:00 P.M. Monday to Friday) (Working Days)

2. Enter required information like Aadhaar number, DOB etc. and click on “Submit” Button. OTP will be received on your registered mobile number:

Click Here for Login Section

Forget User Section

Aadhaar of Child (12 digit)

Date of Birth

-Day-

-Month-

Year (4 digit)

Mobile (10 digit)

Submit

Helpline No: 0172-5049801 For any query: rte.admission.hryedu@gmail.com

Developed By: ITCELL, DSE

After entering the valid OTP, system will show the RegistrationID & Password.

Please call on helpline number 0172-5049801 during office hours (9.00 AM to 5.00 PM) for technical support.