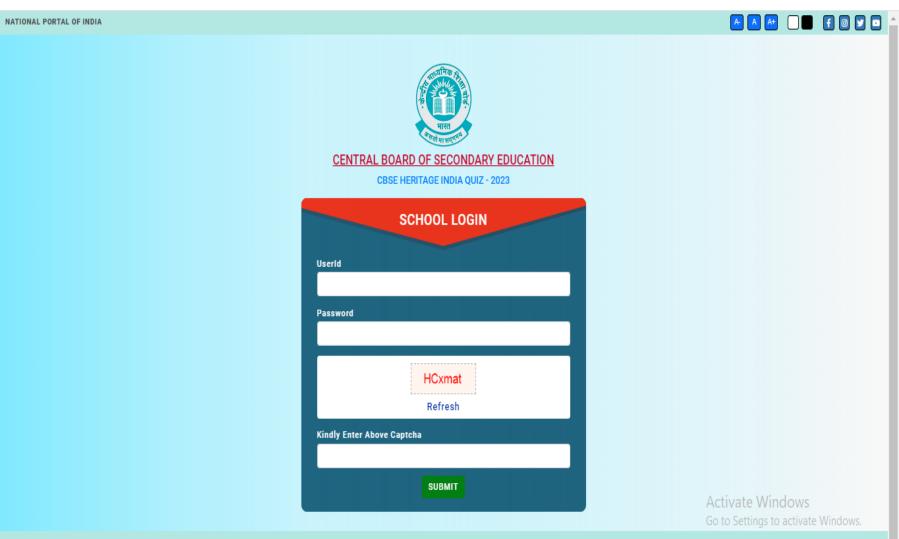
# <u>User Manual for registration of CBSE Heritage India Quiz - 2023</u>

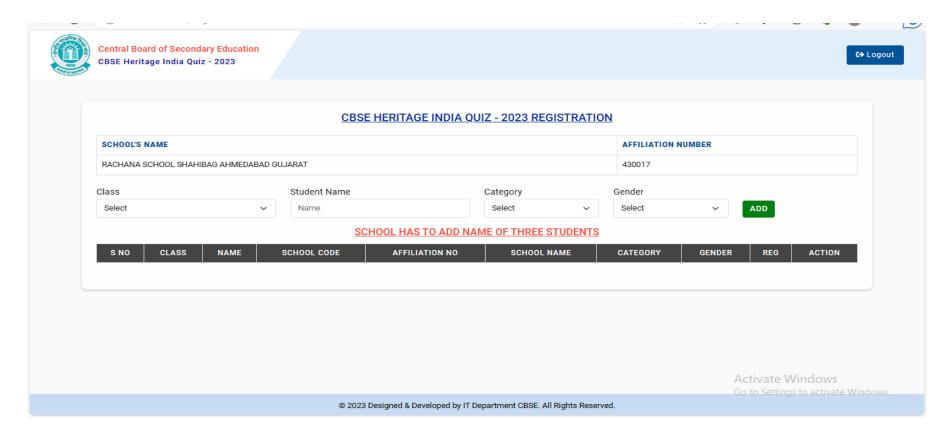
1. This is the Home Page. Click on the *Continue* button to go to the Login Page.



- 2. Schools must use LoC credentials to login.
- 3. Please read *General Instruction*. The link for the same is given at the bottom of the page.

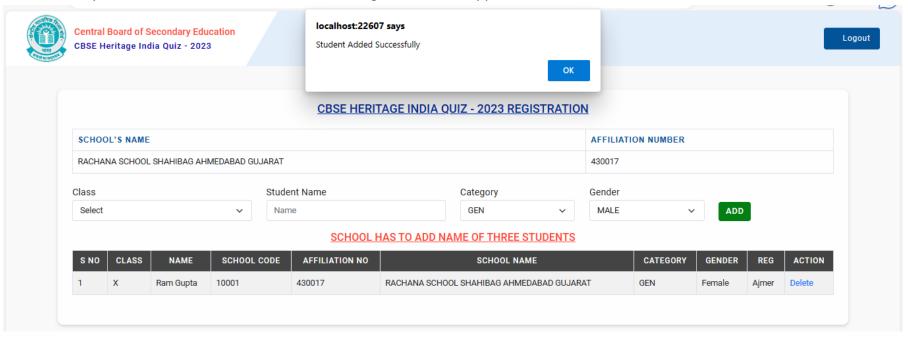


4. After login, registration screen will be displayed as seen below:

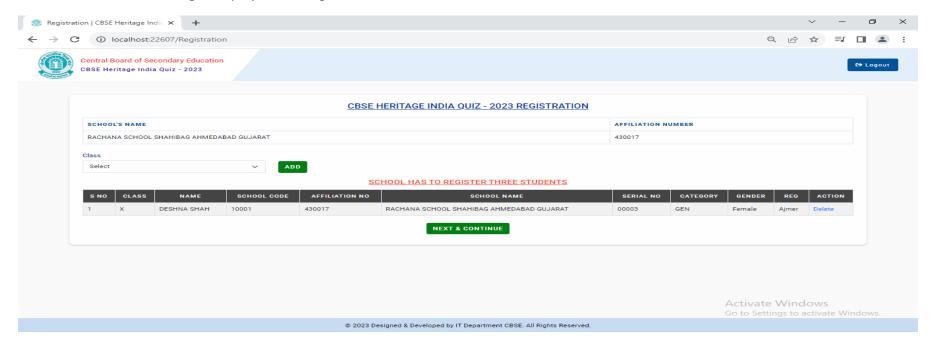


5. Select Class of student you wish to register from the drop down box. Enter Name, select Category and Gender of student from the drop down menu as shown above. Click on the "ADD" button to add the details of the student.

6. When you click on the "ADD" button, the following alert box will appear. Click on OK button in the alert box



7. Details of students get displayed in the grid as shown below in the screen.



A school can register a maximum of 3 students. Please follow steps 4 to 6 for the addition of 2 more students. After adding all the three students, click on the "NEXT & CONTINUE" button to proceed further.

In case you wish to change the student, you may do so by deleting the data of this student with the Delete option as given in the Action column and then adding the new student with the 'ADD' button.

8. Students Registration details will appear on the preceding screen as shown below. Read the instructions given in the Note below. Click on "Proceed to Pay" button to pay the registration fee

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## **CENTRAL BOARD OF SECONDARY EDUCATION**

**CBSE HERITAGE INDIA QUIZ - 2023** 

#### PAYMENT DETAILS

REGISTRATION NO	SCHOOL NAME	AFFILIATION NO	CLASS NAME	AMOUNT
HIQ231000101	DESHNA SHAH	430017	х	₹ 300
HIQ231000102	DHYANI MALAY SHAH	430017	х	₹ 300
HIQ231000103	MAHI MEHTA	430017	х	₹ 300
TOTAL AMOUNT				₹ 900

### PROCEED TO PAY

#### Note:

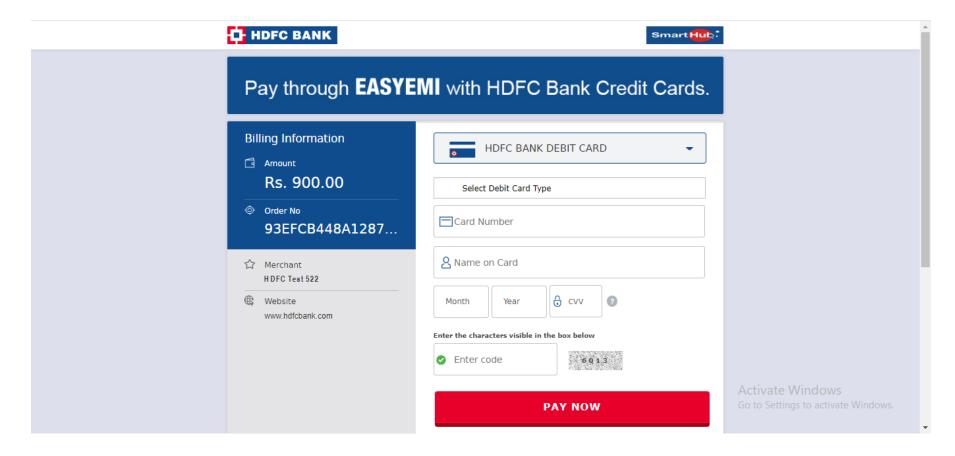
You will be taken to payment gateway website for online payment. In case of any link break or network failure due to which your application status is not updated but amount is being debited from your account, then **DO NOT TRY PAYING FEE AGAIN**. You are also advised to not to change the payment mode if fee is already debited from your account.

Please send an email to cbseacad.hiq@gmail.com concerned for updation of the application fee status along with application details. Also send the transaction details received from the bank concerned. Please mention HQ "Payment status not updated - your affiliation number" in the subject line of the email to resolve it faster.

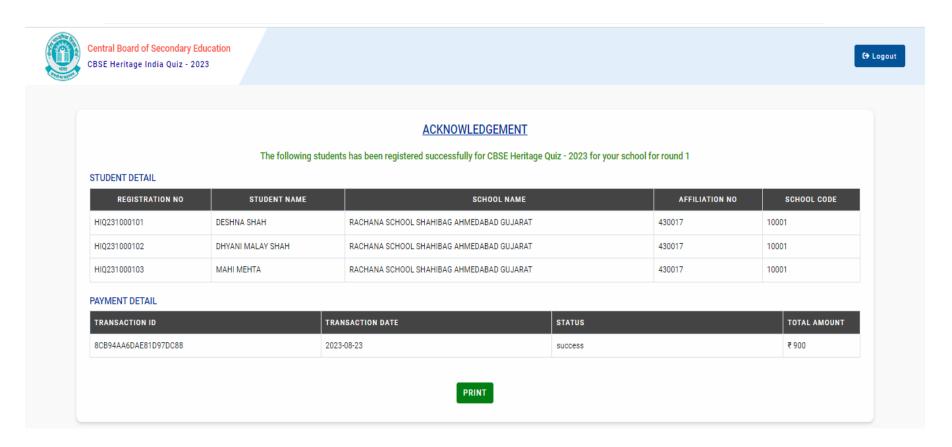
.Activate Windov

Go to Settings to activate Windows.

9. You will be directed to the payment screen to pay the requisite fee.



10. After successful payment, school will be directed back to the portal as shown below. Using the Print option, you can print the Acknowledgement page/Payment details.



In case payment fails, the school can login again and do the payment. In case payment is deducted from the account but not updated on the portal, then send an email for update of payment at email cbseacad.hiq2023@gmail.com . Registration will be treated complete only after successful payment of the registration fee.

11. Logout from the portal after completing the registration process.