

CAREERS SYSTEM

AFFILIATION MODULE

PERIODIC UPDATE

User Manual

Introduction

All CISCE affiliated schools are required to annually update information relating to the following:

1. School Name (Fresh NOC to be submitted in original if there has been any change in the school name)
2. Registered Society, Trust or Company running the school (Copy of supporting document to be submitted if there has been any change in the same)
3. Principal (Relevant documents to be submitted if the Principal has been changed).
4. Staff (Update any change in employees on the rolls)

Importance of Periodic Updates

The Council relies on school-related information in the CAREERS System for a variety of purposes. It is therefore very important that the information contained in the CAREERS System is accurate and up to date. Schools have to update the information when there is any change taking place in any of the areas mentioned above. Some changes taking place require submission of supporting documents. This requirement also needs to be complied with.

When to update

Periodic update of information is to be done in the following scenarios:

- a. When any change is introduced in any of the four areas mentioned above.
- b. On receipt of communication from the Council asking the school to update the information. If no change has taken place in any of the areas mentioned above, the school can simply check the Declaration checkbox and click on the Submit button to report that no change has taken place.

How to update the information

To update school-related information, carry out the following steps:

1. Use your Username and Password to log into the CAREERS System. This opens the CAREERS Home page (Fig. 1).

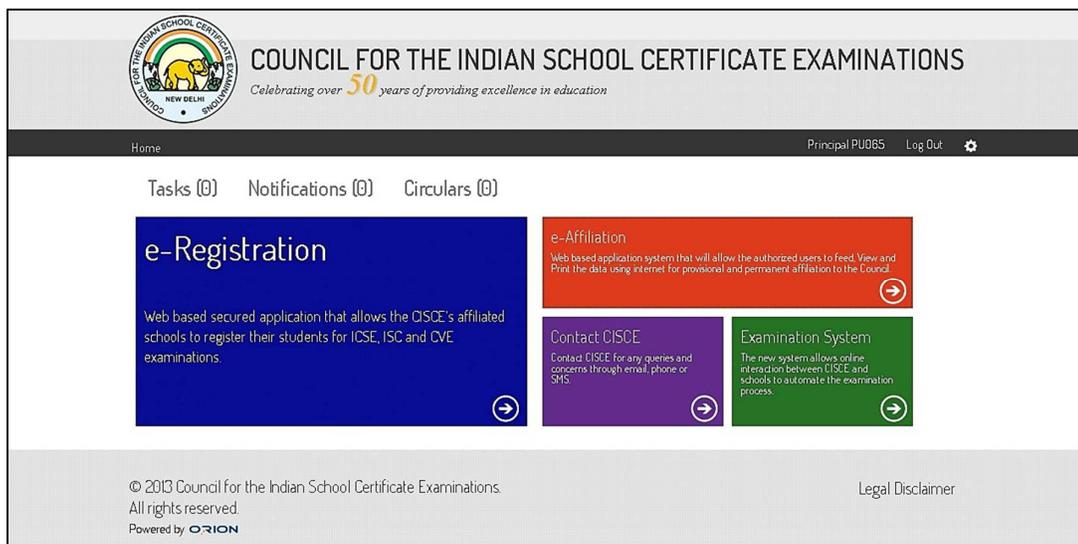


Fig. 1 CAREERS Login Screen

2. Click on the *Affiliation* tile. This opens the *My School* screen (Fig. 2).

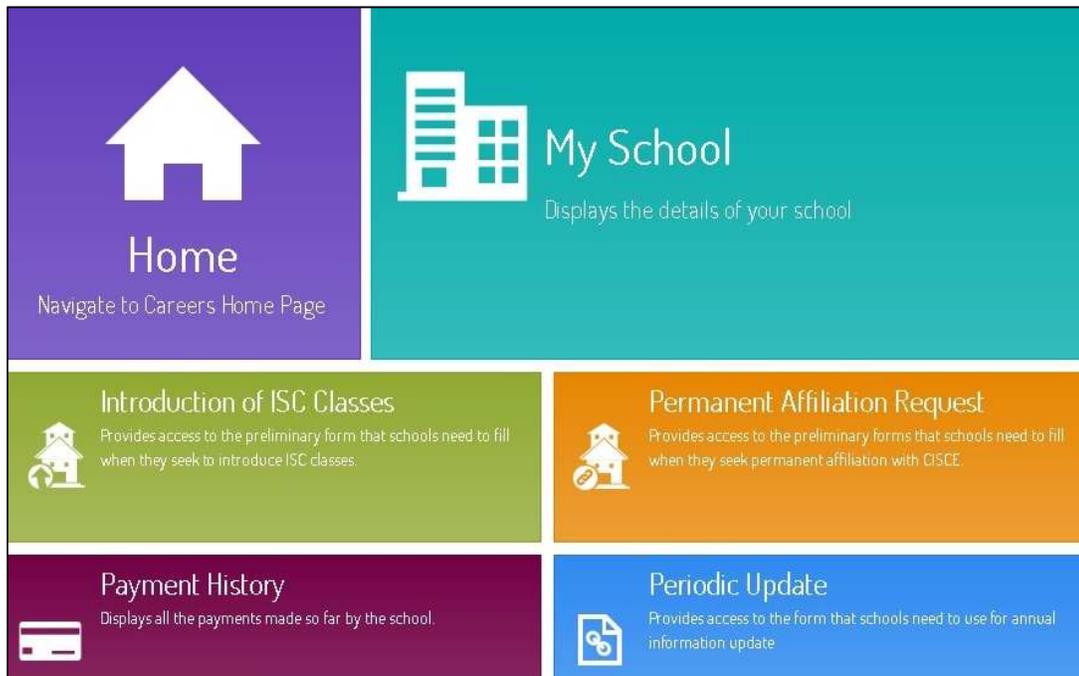


Fig. 2 My School Screen

3. In the My School screen, click on the *Periodic Update* tile. This opens the screen where the required information is to be furnished. This screen is divided into the following sections:
 - General Information
 - Contact Information
 - Name & Address of the nearest ICSE School
 - Staff Information
 - Comments & Declaration
4. If there is any change in the name of the school, enter the new name in the field provided in the General Information section (Fig. 3).

The image shows a form titled 'General Information' with a blue header. It contains several fields: 'Name of the School*' with the value 'Global Public School'; 'Upload NOC Document' with a 'Select files.' button; 'Owner Type*' with radio buttons for 'Trust', 'Society', and 'Company', where 'Society' is selected; 'Name of Trust/Society/Company u/s 250(a) which owns the School*' with the value 'Global Charitable Trust'; and 'Upload Trust Document' with a 'Select files.' button.

Fig. 3 General Information Section

5. Click on the *Select files* tab to browse through your system to locate and upload scanned copy of NOC.
6. If there is a change in the *Owner Type*, use the radio button to indicate the new Owner Type and enter the name of the Owner in the field provided in the General Information section (Fig. 3).
7. Click on the *Select files* tab to browse through your system to locate and upload scanned copy of supporting document.

8. If a new Contact is to be added, click on the Add Contact button in the Contact Information section (Fig. 4). This will expand the section, allowing you to fill in the updated details. If there has been any change in an existing Contact's details, you can click on the Contact's name to view the details currently entered, and make modifications as required. When done, click on the *Save Contact* button at the bottom centre of the section.

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Fig. 4 Contact Information Section

9. If you want to add the name and address of a new school as being the nearest ICSE School, click on the *Add School* button in the Name and Address of the nearest ICSE School section (Fig. 5). This will expand the section, allowing you to fill in the updated details. If you want to edit the details of a school already entered as being the nearest ICSE school, click on the name of the school to view the details currently entered, and make the changes as required. When done, click on the *Save Nearest School* button at the bottom of the section.

Save Nearest School

Fig. 5 Name & Address of Nearest ICSE School Section

10. If you want to add details of a new staff member, click on the *Add Staff* button in the Staff Information section (Fig. 6). This will expand the section, allowing you to fill in the updated details. If you want to edit the details of an existing staff member, click on the name of the staff member to view the details and to make the required changes. When done, click on the *Save Staff* button at the bottom of the section. Fields with asterisk are mandatory fields.

Fig. 6 Staff Information Section

11. Add your comments if any in the Comments box in the Comments & Declaration section (Fig. 7).

Fig. 7 Comments & Declaration Section

12. Check the Declaration checkbox in the Comments & Declaration section to certify that the information provided is correct.
13. Click on the Submit to CISCE button.

On receiving the updated information, the Council may revert to the school asking for further clarifications if required. In such cases, an automated notification will be sent to the school. The school will have to furnish the clarification sought for securing approval for the updated information.