

1. How to know Institute / School is registered on NSP

The Schools / Institutes with valid DISE or AISHE codes can register on NSP. To know whether Schools / Institutes is registered on NSP Portal or not, go to <https://scholarships.gov.in> and click on “**Search Institute/School/ITI**” provided on the Top Right Corner of the screen. Following screen will appear. Schools / Institutes already registered with NSP can be searched through the option “**Search Institute/School/ITI registered with NSP!**”.

The screenshot shows a web browser window with the URL scholarships.gov.in/onlineInstituteSearchIndex. The page title is "Search Institute/School/ITI registered with NSP!".

The search interface is divided into two main sections:

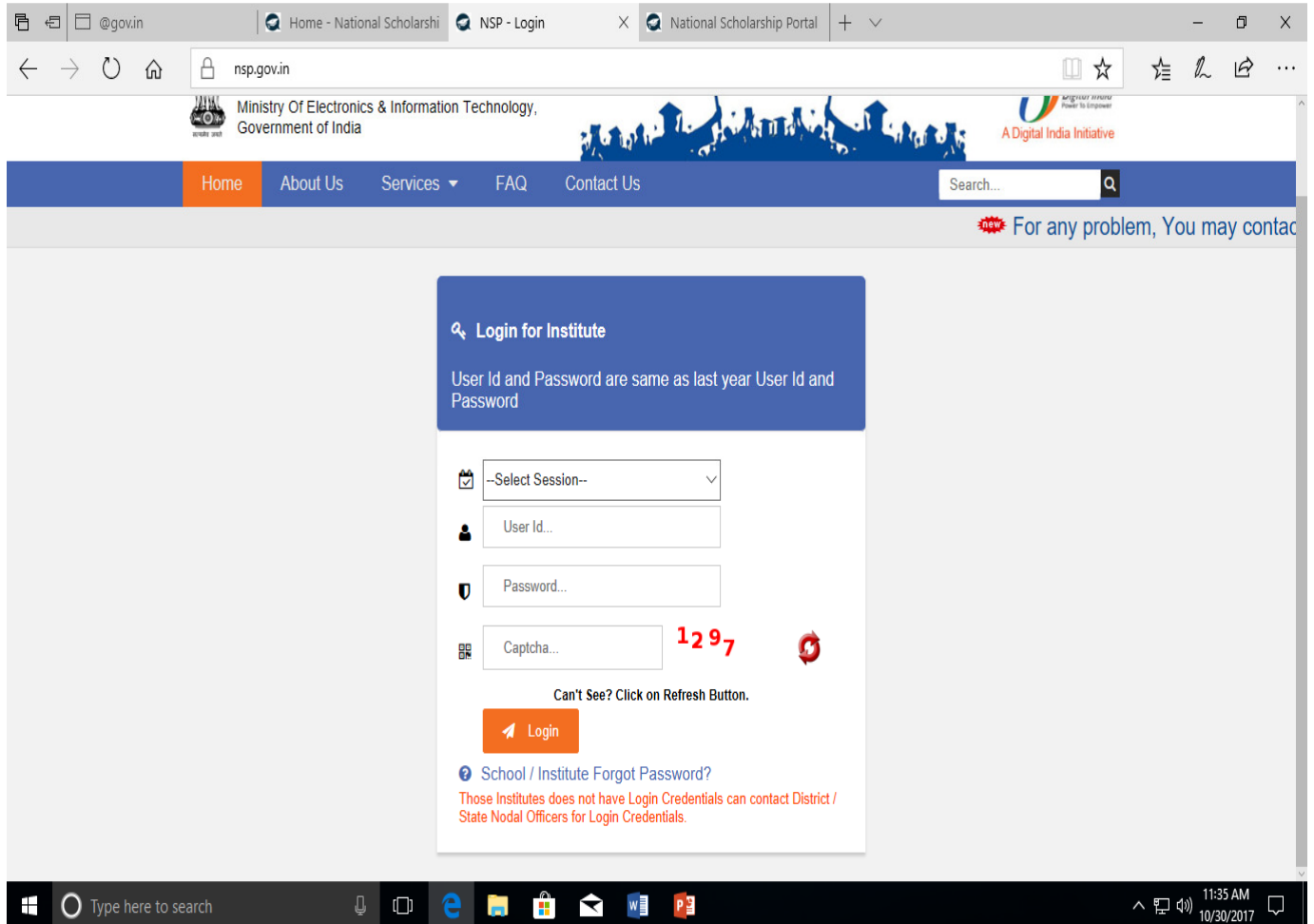
- Search by Institution Details:** This section includes dropdown menus for "Institution State" and "Institution District", and a text input field for "Institute /College/ITI". A "School/College/ITI Name(Optional) (Enter First 3 Characters)" field is also present. A green button labeled "Get Institution list" is located below these fields.
- Search by AISHE/DISE/ITI(NCVT) Code:** This section features a dropdown menu for "Search By AISHE/DISE/ITI(NCVT) Code in AISHE/DISE/ITI(NCVT) Code Master" and a text input field for the code. Below the input field, the code formats are specified: "AISHE Code Format:'U-09673'/C-89353'/S-01937'", "DISE Code Format:'908438734783484'", and "ITI(NCVT) Code Format:'GR22000096'". A green button labeled "Get Institute Based on Entered AISHE/DISE/ITI(NCVT) Code" is positioned below the code input field.

At the bottom of the search area, there is a "Please Enter Captcha" section with a text input field and a captcha image showing the numbers "434546".

The browser's taskbar at the bottom shows the Windows logo, a search bar, and various application icons. The system clock in the bottom right corner indicates the time is 12:31 PM on 10/30/2017.

2. How to get re set password of School / Institute :-

Option I (When School User ID is known and Mobile Number is updated in School's profile) :- Go to <https://nsp.gov.in> following screen will appear, click on **School / Institute Forgot Password?**



The screenshot shows a web browser window with the URL nsp.gov.in. The page header includes the Ministry of Electronics & Information Technology, Government of India, and the A Digital India Initiative logo. The navigation menu contains Home, About Us, Services, FAQ, and Contact Us. A search bar is present on the right. A blue banner at the top right reads "For any problem, You may contact".

The main content area features a "Login for Institute" section. It includes the following elements:

- A blue header with a magnifying glass icon and the text "Login for Institute".
- A message: "User Id and Password are same as last year User Id and Password".
- A dropdown menu for "Select Session" with "--Select Session--" selected.
- Input fields for "User Id...", "Password...", and "Captcha...".
- A captcha image showing the number "1297" in red.
- A refresh button with a circular arrow icon and the text "Can't See? Click on Refresh Button.".
- An orange "Login" button.
- A link: "School / Institute Forgot Password?".
- A note: "Those Institutes does not have Login Credentials can contact District / State Nodal Officers for Login Credentials."

The Windows taskbar at the bottom shows the search bar, task view, and several application icons. The system tray on the right indicates the time is 11:35 AM on 10/30/2017.

on clicking **School / Institute Forgot Password?** below screen will appear . Fill User ID and Captcha and click on Submit button, password will be sent to already Registered Mobile number.

The screenshot shows a web browser window displaying the National Scholarship Portal. The browser's address bar shows the URL `nsp.gov.in/app/instForgotPassword.action`. The page header includes the portal's name, logo, and navigation links. The main content area features a form titled "School / Institute Forgot Password Form" with the following fields and elements:

- User Id: *** (required field): A text input field with the placeholder text "School / Institute user id...".
- Captcha...:** A text input field next to a captcha image showing the numbers "1297".
- Submit:** A blue button with a right-pointing arrow and the text "Submit".

The Windows taskbar at the bottom shows the system time as 11:38 AM on 10/30/2017.

Option II (When Schools / Institute mobile number is not updated or Mobile number needs to be changed due to change in Nodal Officer.)

Facility to re set the Schools / Institute Password has also been provided to District and State Level Nodal Officers Login. After successful login District / State nodal officer can re set the password by using the link “**Reset Institute Login Password**” provided on the left hand side in their Dash Board. Below Screen will appear. Populate list of Institute / School by searching on a few characters. Locate the Institute / School from the populated list and click on “**Reset Password**”. With this option, password can be sent to existing registered mobile number (if already updated on the school’s profile) or on a new mobile number.

The screenshot shows the NSP Admin Dashboard. On the left sidebar, the 'Reset Institute Login Password' option is highlighted. The main content area displays a search form for 'School / Institute List' with a dropdown for 'Institute / College' and a text input for 'Institute Name' containing 'govt'. Below the search form is a table of registered schools/institutes.

Note : please Search College / Institute for Class XI and onwards.

Sr. #	DISE/AISHE Code	Institute Id	Institute Name	Address	Contact	Reset Password
1	7010102805	7010102805	BAWANA JJ CLY NO.1 GOVT. CO-ED SEC		Ms. SUNITA SHOKEEN / 9968270631	Reset Password
2	7010102804	7010102804	BAWANA JJ CLY NO.2 GOVT. CO-ED SEC		DR.UMESH KUMAR SINGH / 9650606816	Reset Password
3	C-36920	35030350253	CH. BRAHM PRAKASH GOVT. ENGINEERING COLLEGE	CH. BRAHM PRAKASH GOVT. ENGINEERING COLLEGE, Jaffarpur, New Delhi	Geeta Malik / 9810450044	Reset Password
4	07010102109	98889435148	Govt. Boys Middle School, Sect-24, Rohini, Delhi		/ 9312504807	Reset Password
5	07010103803	98889426827	Govt. Boys Sr. Sec. School, Block-P, Sultan Puri, Delhi		Rajendra Singh / 8826325099	Reset Password
6	07010102108	98889434775	Govt. Girls Middle School, Sect-16, Pkt-D, Rohini, Delhi	GOVT GIRLS MIDDLE SCHOOL PKT-D ROHINI SEC-16	NIRMALA SONI / 9910986220	Reset Password

[Option III\(When Schools / Institute nodal officer as well as mobile number is changed due to change in Nodal Officer of the School / Institute\)](#)

Facility to re set the Schools / Institute Password in above mentioned case has been provided to District and State Level Nodal Officers Login. After successful login District / State nodal officer can change the nodal officer's name and can send the new password in the mobile number of newly appointed nodal officer of the Schools / Institute by using the link "**Add Institute/School**" provided on the left hand side in their Dash Board as shown below.

The screenshot displays the NSP Admin Dashboard interface. On the left, a sidebar contains a navigation menu with options such as 'Fresh Registration Report', 'Renewal Registration Report', 'Registered Institute', 'Add Institute/School', 'Unverified Application Report (Fresh)', 'Unverified Application Report (Renewal)', 'Renewal List Update', 'Pending Application at Institute Level', 'Quick Verification-Fresh (New)', 'Quick Verification-Renewal (New)', 'Reset Institute Login Password', 'Know your AISHE Code', and 'Application Tracking'. A 'Logout' button is located at the bottom of this sidebar. The main content area is titled 'Search Institute/School/ITI registered with NSP!'. It features two search methods: 1) 'Institute /College/ITI' search, where 'School' is selected and 'govt' is entered in the 'School/College/ITI Name(Optional) (Enter First 3 Characters)' field, with a 'Get Institution list' button. 2) 'Search By AISHE/DISE/ITI(NCVT) Code in AISHE/DISE/ITI(NCVT) Code Master', where 'DISE Code' is selected and '070507ND408' is entered, with a 'Get Institute Based on Entered AISHE/DISE/ITI(NCVT) Code' button. Below the search options, a table displays search results. The table has columns for 'S.NO.' and 'INSTITUTION'. It shows three entries: 1) 'Govt. Boys Middle School, Sect-24, Rohini, Delhi(07010102109)' with 'Address-Not Available' and a 'Reset Password' button. 2) 'Govt. Girls Middle School, Sect-16, Pkt-D, Rohini, Delhi(07010102108)' with 'Address-GOVT GIRLS MIDDLE SCHOOL PKT-D ROHINI SEC-16' and a 'Reset Password' button. 3) 'Govt. Girls Middle School, Sect-24, Rohini, Delhi(07010102110)'. The top right of the dashboard has a 'Help >>> For Add School/Institute' button. The Windows taskbar at the bottom shows the system clock as 12:12 PM on 10/30/2017.

Now search the School / Institute from the option "**Search Institute/School/ITI registered with NSP!**" shown on the RHS of the Dashboard. Populate the list and use "**Reset Password**" option to reset the password and send it to the newly appointed nodal officer. Detailed instructions with Screen Shot is also available on click of the button "**Help>>>For Add School/Institute**". Instructions can be directly accessed through the following link

https://nsp.gov.in/NSPADMIN/public/NSP%202.0_Add%20New%20Institute%20Module.pdf

3. How to Add School / Institute with valid DISE or AISHE code

The Schools / Institutes, with valid DISE or AISHE code, not registered on NSP can request their District or State Nodal Officer to add them on NSP. A link “Add Institute/School” has been provided on District / State level nodal officer’s dash board. District or State level nodal officers can add institute through their dash board by using the link “**Add Institute/School**” provided on the left hand side in their Dash Board. . Detailed instructions with Screen Shot is also available on click of the button “**Help>>>For Add School/Institute**” . Instructions can be directly accessed through the following link

https://nsp.gov.in/NSPADMIN/public/NSP%202.0_Add%20New%20Institute%20Module.pdf

IMPORTANT : - After successful addition School / Institute nodal officer are advised to update their profile, course levels and courses in their profile. School / Institute will not be shown to the students while applying for the scholarships if course level and courses are not updated on the school’s profile.

Institute can update their profile through the link “Edit Profile” provided on the LHS of the institute’s dashboard.

Course Level and Courses can be updated through the link “Add & Update Details”. On clicking the button “Add & Update Details”three option (as shown below) to update Course Level, Course and Fee will appear. The screen shot of the institute’s dash board is given below for the reference

