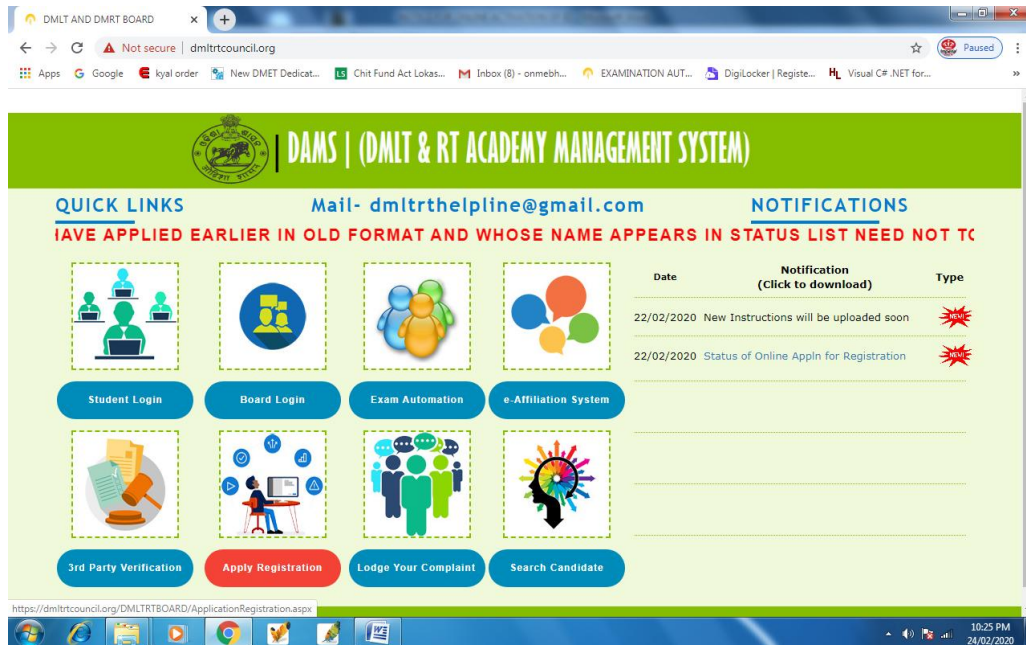


NOTICE FOR ONLINE ACTIVATION OF ID & PASSWORD BY INSTITUTES

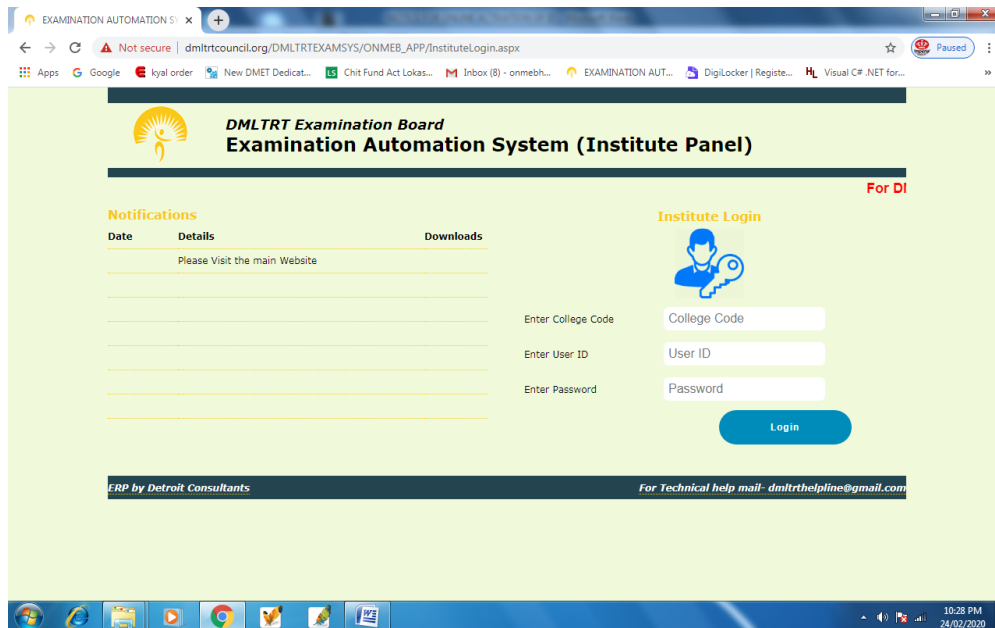
24-02-2020

All the Institutes affiliated with DMLT / DMRT Examination Board are here by intimated that, they should collect their Institute / College Code (a 3 digit code), Institute Login ID, Institute Password (Presently Login ID and Password are same while issued from DMLT/DMRT Examination Board Office). The Institutes should open (www.dmltrtcouncil.org) and Click on Exam Automation Link and Then the Link (below of the web page) **School Log In**.

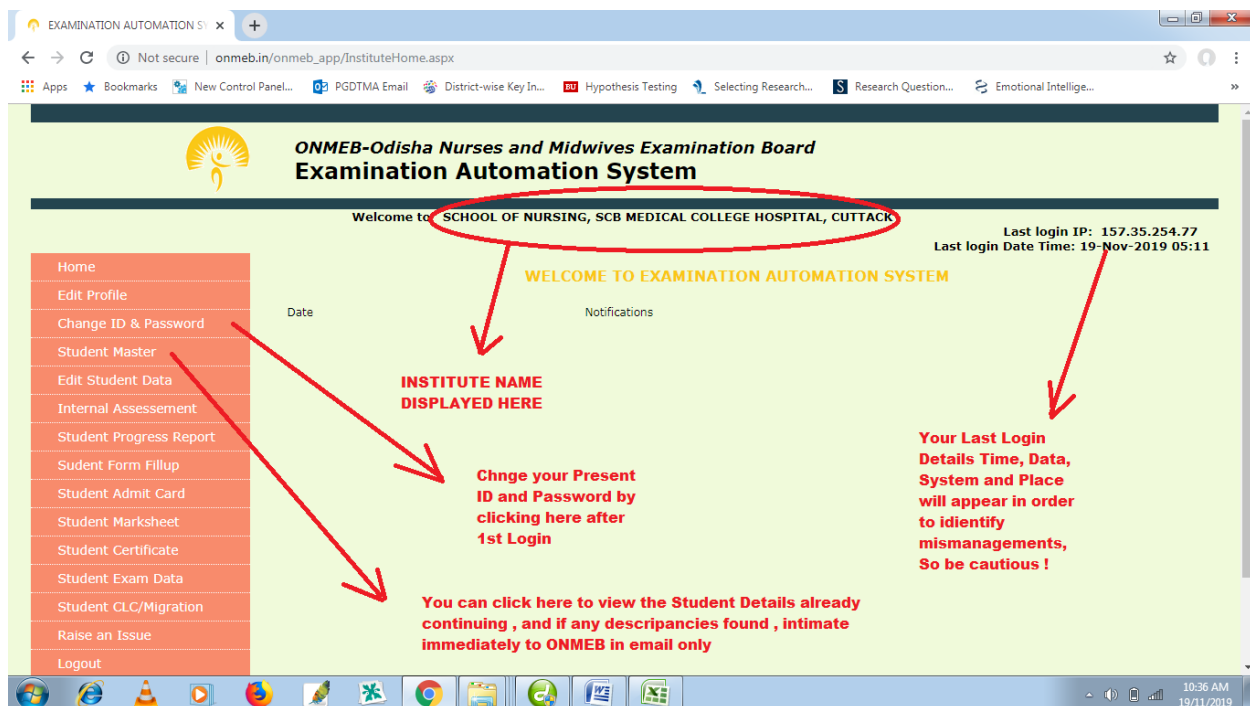


After receipt of the same, the Institutes are advised to login to the website and click on the link (**School Log In**) and enter College Code, User ID and Password in the system. They will be redirected to another page in which they can find their Institute Name on the Top as indicated in the screenshot. In the left hand they can see the availability options to deal with which will be intimated from time to time. **If it is found that, there is some mistakes in the Institute Name / Spelling, this should be intimated immediately to DMLT/DMRT EXAMINATION BOARD before 29/02/2020 or can be emailed in writing and mail the scan copy to – dmltrthelpline@gmail.com**





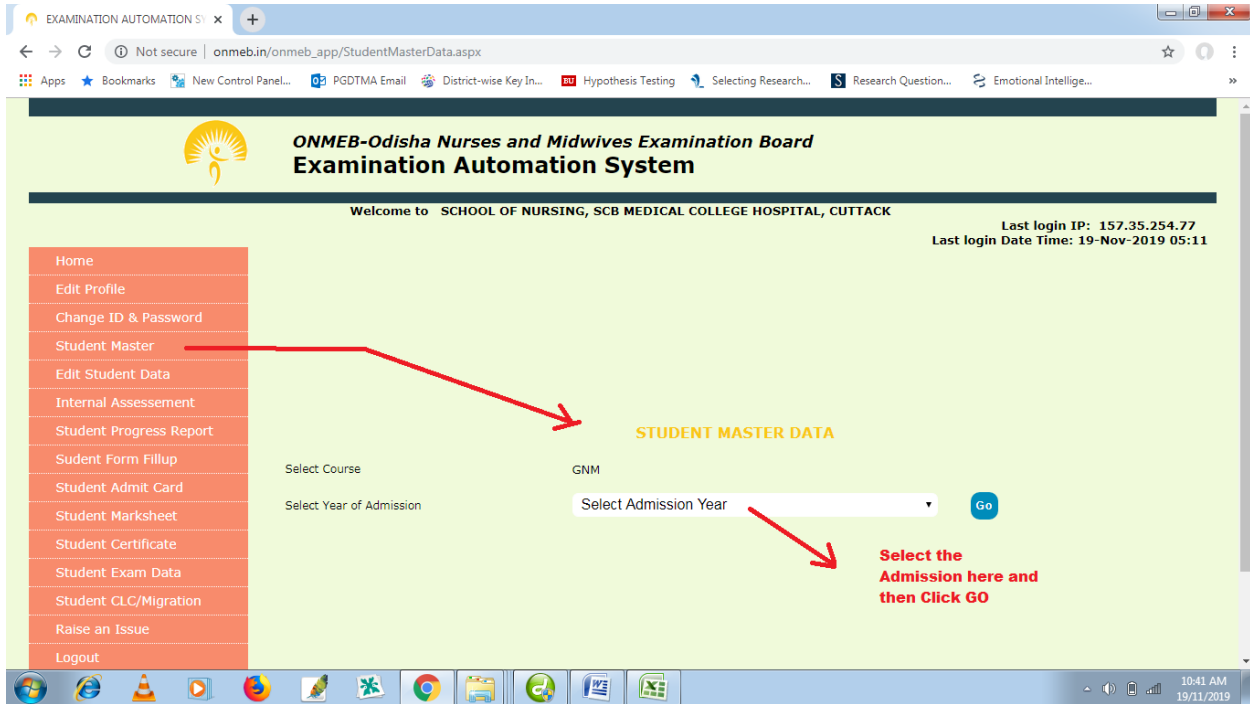
The below screen shots are the samples and some of similar indications of the detail menu and its work for the kind reference of Institutes. Where course name may be changed in actual.



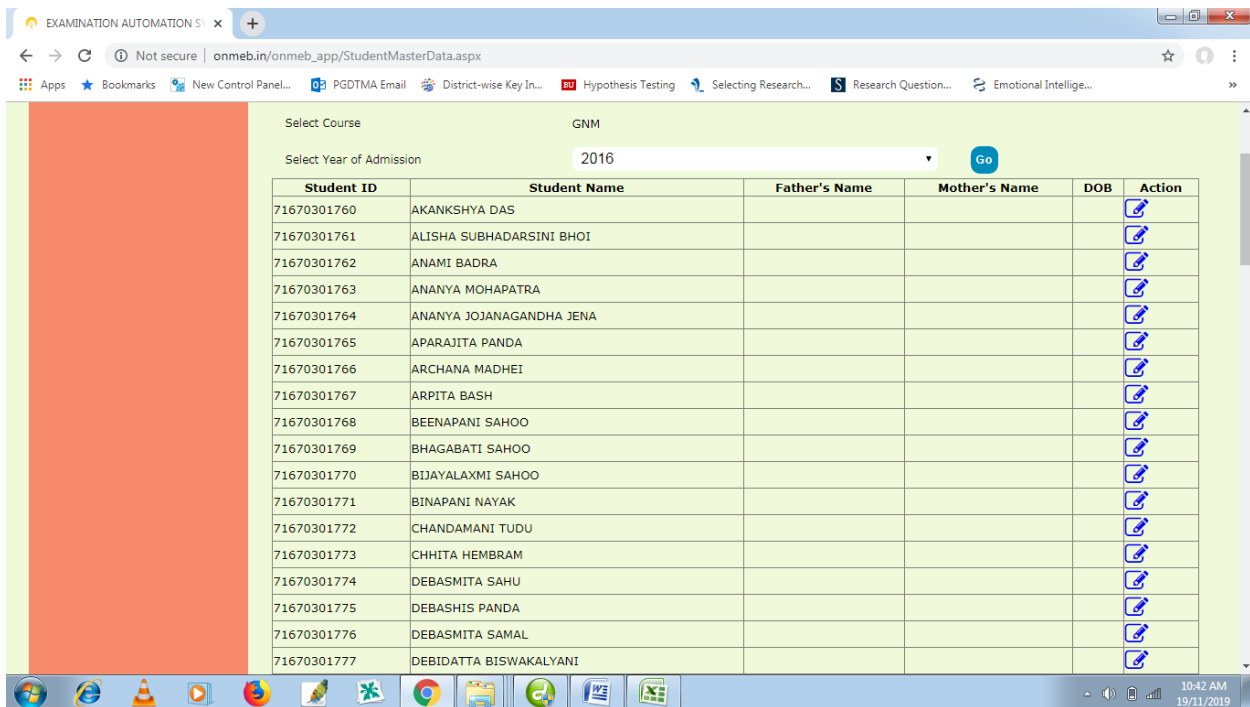
Once the user ID and Password are changed, from next time, the changed User ID and Password should be used while Log In , but the Institute Code will remain same for ever. Institutes are advised not to share their User ID and Password to others for security purpose. And if they do so, they will do at their own risk else same can be changed again.

After successfully changing the User ID and Password , Institutes are advised to click on the **STUDENT MASTER** link. All the present continuing student data are already available here (year wise/course wise). Once you can select the course and year of admission from the drop down menu, you will be able to view the student data (presently those who are continuing and those who will appear their examinations). **You are advised to have a cross chk to the student Data and keep a copy of their record, verify the same with your record and intimate immediately (before form fill up starts) by email to DMLT/DMRT EXAMINATION BOARD**

so that necessary corrections will be made to the Student Records. Only student Name left (means if any student name is missing from the record, or mistakes in student Name (Spelling), it should be intimated immediately by email only. (dmltrthelpline@gmail.com)



While viewing the student details year wise, you can find out EDIT option in right side of the student Name. Also you will find most of the information regarding student are showing blank except the names. In these cases , click on the **Action (Edit)** option and fill all the desired data and upload students photo and signature and save it. **Just complete all student data on/before 05/03/2020 before the form fill up starts.**



On clicking the Action option against the Student ID and Name , you will get individual student Master Data form in which you need to fill up all required data as shown below. Do this for all

the students of all the years those who will appear examination in 2019 session and those who are previously admitted.

EDIT / UPDATE STUDENT MASTER DATA

Enter Student ID (As Student Master Data) 71670301760

Name of the Student** (Can't be Changed) AKANKSHYA DAS

Father's Name

Mother's Name

Date of Birth

Gender Select

Adhar Card Number (Optional)

Mobile Number (Optional)

e-mail ID (Optional)

Address (Optional)

Date of admission in Register

Admission Mode Select

Upload Photo (Colour PP within 50KB) Choose file No file chosen

Upload Signature (Full Sign within 20KB) Choose file No file chosen

Name cant be changed, if any correction required, pls mail Student ID and Correct Name to ONMEB

Though These 4 fields are optional, it is better to mention for future purposes. Else you can leave

N.B:-

1) Student Name (if any changes / modifications required) can't be changed by Institutes. It can be changed only be DMLT/DMRT EXAMINATION BOARD. So mail Student ID along with Correct Name to the email ID of DMLT/DMRT EXAMINATION BOARD / or helpline-dmltrthelpline@gmail.com.

2) Take / Scan passport size coloured photograph of Students individually and signatures (Full signature). The scanned photograph/signature should be in .jpg/.jpeg formats only. No other formats will be accepted.

3) Size of scan photograph should be (in Pixel dimensions / donot select constant proportions, Width- 200 pixel, Height-250 pixel, weight should be less than 50KB)

4) Size of scan Signature should be (in Pixel dimensions / donot select constant proportions, Width- 300 pixel, Height-80 pixel, weight should be less than 20KB)

5) Save the Photo and Signature scan copies in the Student ID/ Full Name so that the same will not be exchanged with those of other students or Photo in place of Signature or Signature in place of Photo.

6) Don't leave the system by keeping open any pages more than 5 minutes idle. If you will do so, it will show some error. In that case, close all the pages / logout from system, again open and login. If still problem persists, open in any other browser or clear cookies and try again.

For any support / clarifications / errors , you may mail to – DMLT/DMRT Examination Board helpline- dmltrthelpline@gmail.com