

**User Manual**  
**For**  
**Filling the**  
**Bachelor of Education (B.Ed.)**  
**Entrance-cum-admission**  
**Online Form**



**School of Education**  
**Indira Gandhi National Open University**  
**Maidan Garhi, New Delhi-110068**  
**[www.ignou.ac.in](http://www.ignou.ac.in)**

# CONTENTS

	<b>Page No.</b>
<b>1 Introduction</b>	3
2 General Instructions for Filling up the Entrance-cum-Admission Form Online	3
3 STEPS FOR FILLING THE ONLINE FORM	4

## Introduction

As a part of its ongoing efforts for offering learner friendly services, Indira Gandhi National Open University (IGNOU), has introduced an Online Admission System (OAS). Through this facility, prospective learners will be able to submit their application forms online and receive instant confirmation for successful submission of their application form through email as well as through SMS. There is also a provision for payment of Entrance Fee on-line through Credit/Debit cards/Net-banking by using On-line Payment gateway.

STUDENT HANDBOOK AND PROSPECTUS for Bachelor of Education (B.Ed.) programme is available at [www.ignou.ac.in/.....](http://www.ignou.ac.in/.....)

**Before filling the Entrance-cum-admission Form for B.Ed., you are requested to download the STUDENT HANDBOOK AND PROSPECTUS and read it carefully.**

This 'User Manual' has been developed to facilitate you for filling the form. This Manual includes stepwise instructions that will help you to navigate through the online form, fill it and submit it.

## General Instructions for Filling up the Entrance-cum-Admission Form Online

Before Registration please read carefully sections related to Eligibility Criteria, Fee Details, Duration and other details of the Programme in the STUDENT HANDBOOK AND PROSPECTUS for Bachelor of Education (B.Ed.) programme, which is available at [www.ignou.ac.in/.....](http://www.ignou.ac.in/.....)

Before registration you must have:

1. Scanned copy of the latest Photograph (Maximum 100 KB)
2. Your latest scanned Signature (Maximum 100 KB)
3. Scanned copy of the final year marks sheet of your relevant Educational Qualification (UG/PG). (Maximum 100 KB)
4. A Scanned copy of your Marks Sheet/certificate/diploma/degree of a **NCTE Recognized Teacher Education Programme\***, (Please refer to NCTE website [www.ncte-india.org](http://www.ncte-india.org)) which you have successfully completed **in Face-to-face mode**. (Maximum 100 KB)
5. Scanned Copy of your Experience Certificate (If Required). (Maximum 100 KB)
6. Scanned Copy of Category Certificate, if you belong to SC/ST/OBC (Non-creamy-layer)/Physically Challenged categories) (Maximum 100 KB)

Fee can be paid through the following methods:

- Credit Card/Debit Card (Master/Visa/Rupay)
- Net Banking

**NOTE: Please scan your original marks sheet/certificate only. Do not scan photocopies of your original marks sheet/certificate.**

## STEPS FOR FILLING THE ONLINE FORM

### Register Yourself

**Step -1:** The first step to fill up the Online Admission form is to register yourself. For this please click on the button “**REGISTER YOURSELF**” that appears on the applicant login area as shown in Figure-1 A.

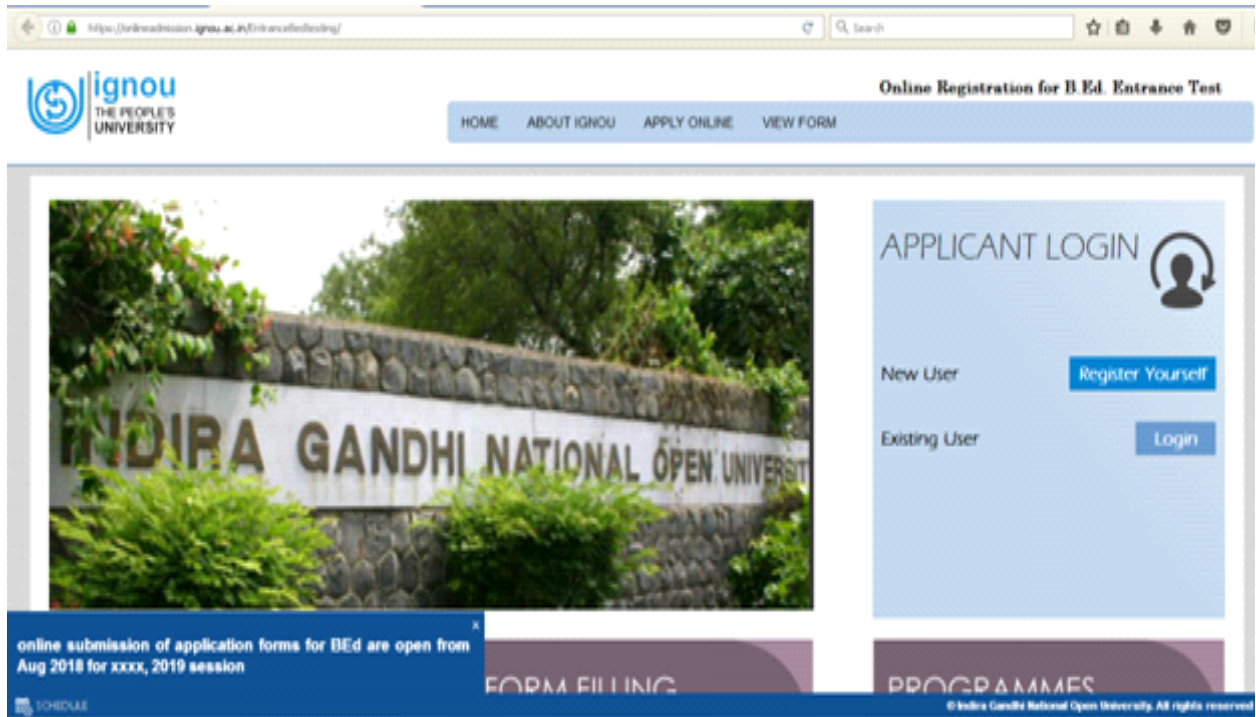


Figure-1 A

Fill up the registration form as given below: .

A screenshot of the 'Student Registration Form' on the IGNOU website. The browser address bar shows the URL: localhost:1154/EntranceBEd/StudentRegistration.aspx. The page title is 'Online Registration for B.Ed. Entrance Test'. The form includes the following fields: 'Name of the Applicant' (TEST TEST), 'Father's Name' (TEST), 'Date of Birth' (09-August-1995), 'Gender' (Male), 'Email' (TEST123@GMAIL.COM), 'Mobile No.' (989998989), 'User Name' (TESTTEST), 'Password' (masked with asterisks), and 'Confirm Password' (masked with asterisks). There is a CAPTCHA field with the code 'VYPSCK'. A 'Check' button is next to the User Name field. A blue box on the right side of the form is labeled 'APPLICANT AREA' and contains a 'Login Here' button. The form has 'Submit' and 'Reset' buttons at the bottom. The footer includes '© Indira Gandhi National Open University. All rights reserved.' and the date '10:59 AM 10/09/2018'.

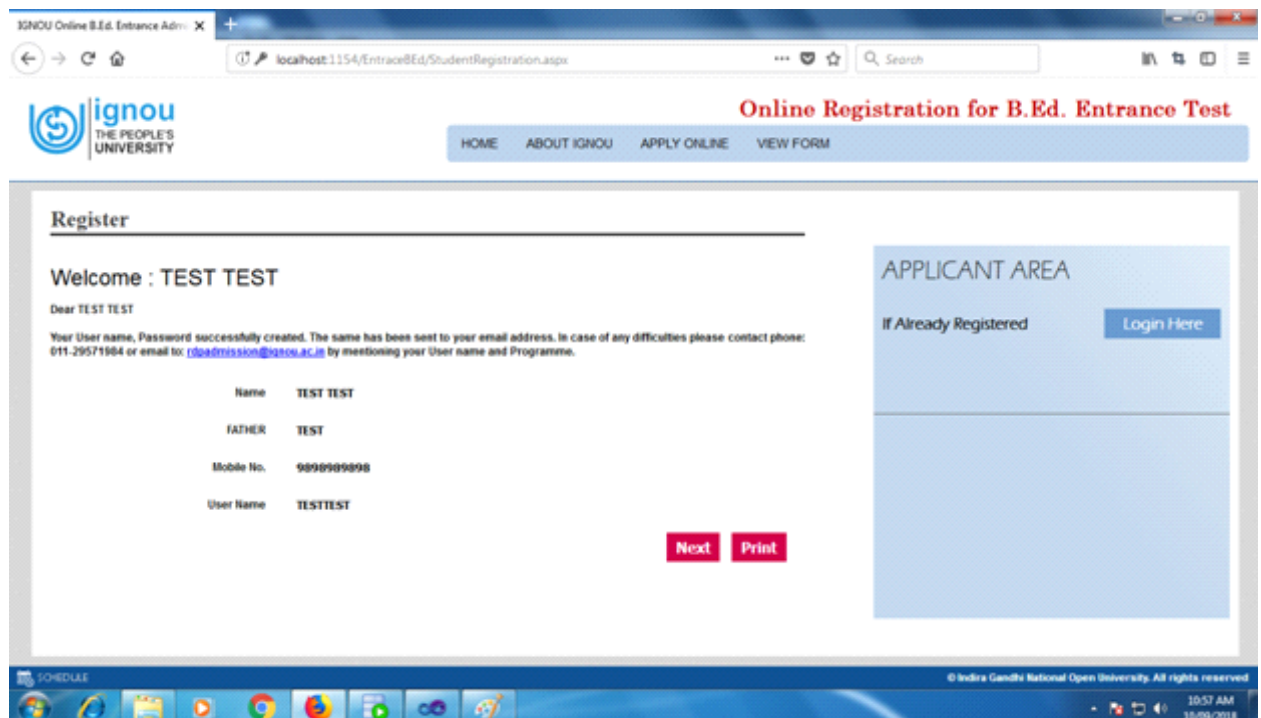
Figure-1 B

- Once you have filled-up the registration form, check the entries and if satisfied, click on **“Submit”** button.
- If you want to make any changes in the information, click on **“Reset”** button. After changing the information, if any, click on **“Submit”** button.
- After you **‘Submit’**; your **User Name** along with the **Password** is generated. You will be notified about the same via email on your email and SMS on your mobile.

**NOTE: Using your ‘User Name’ and ‘Password’, you can ‘Login’ directly. You need to remember your ‘User Name’ and ‘Password’ for future login into the Online Admission System.**

**STEP 2:** Click on “Login” button given on the homepage of the online form. The login page will open as shown in Figure 2.

- Enter your User Name & Password; you have used while filling up the registration form.  
Insert data for this registration form and click on **“Submit”** button.
- Enter the Secure Code as displayed in the Login form..



**Figure 2**

Click on **‘Login’** button.

**STEP-3:** Then first part of the Online Admission form will be displayed as shown in Figure 3. It has 9 sections. After clicking Continue button, first section will appear. You have to fill up each section carefully one by one using the **“Next”** button after filling up and saving the each section.

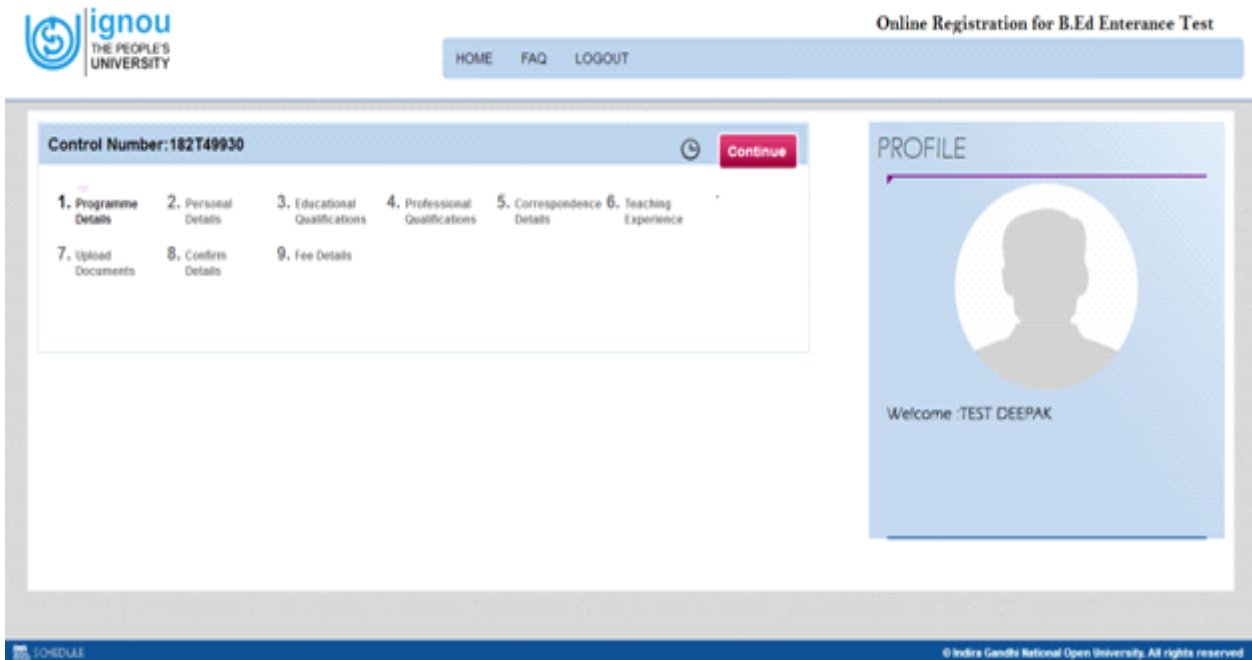


Figure 3

a. Click on “Continue” button.

**STEP 4:** The **First Section** of the Online Admission form is on ‘**Programme Details**’ as shown in Figure-4.

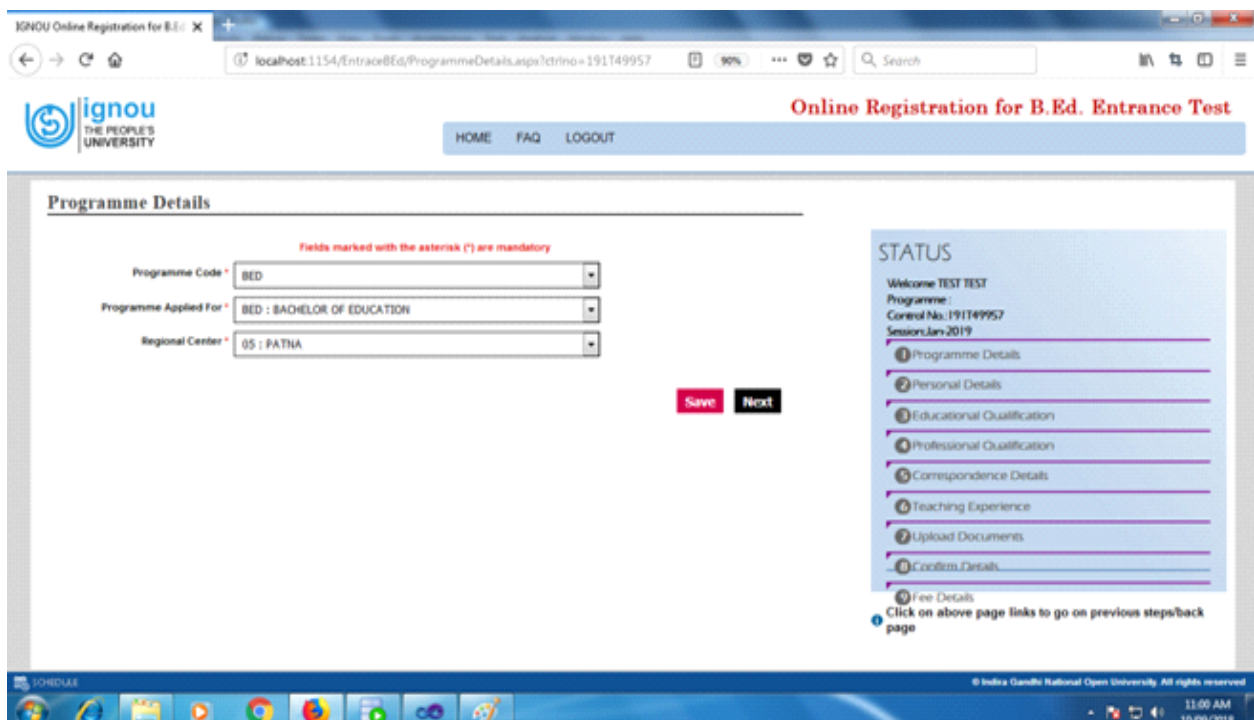


Figure 4

- Fill up the details related to your Regional Centre, Programme Code and Programme Applied For.
- Once the details for each field are entered, click “Save” and then the “Next” button.

*Note: The Online Entrance-cum-Admission form is basically the same as the hard copy of the Form given in the Prospectus. But as shown in the box at the Right Hand side of the Figure 4, it has been divided into 9 sections for ease of use.*

**STEP 5:** The **Second Section** of the Admission Form is on **Personal Details** as shown in Figure – 5.

**Figure 5**

- a) Fill in the requisite information as indicated in the form above.
- b) Once the Personal Details are entered, click “Save” and then “Next” button.

**STEP 6:** The **Third Section** is on **Qualification Details** as shown in Figure-6.

**Figure 6A**

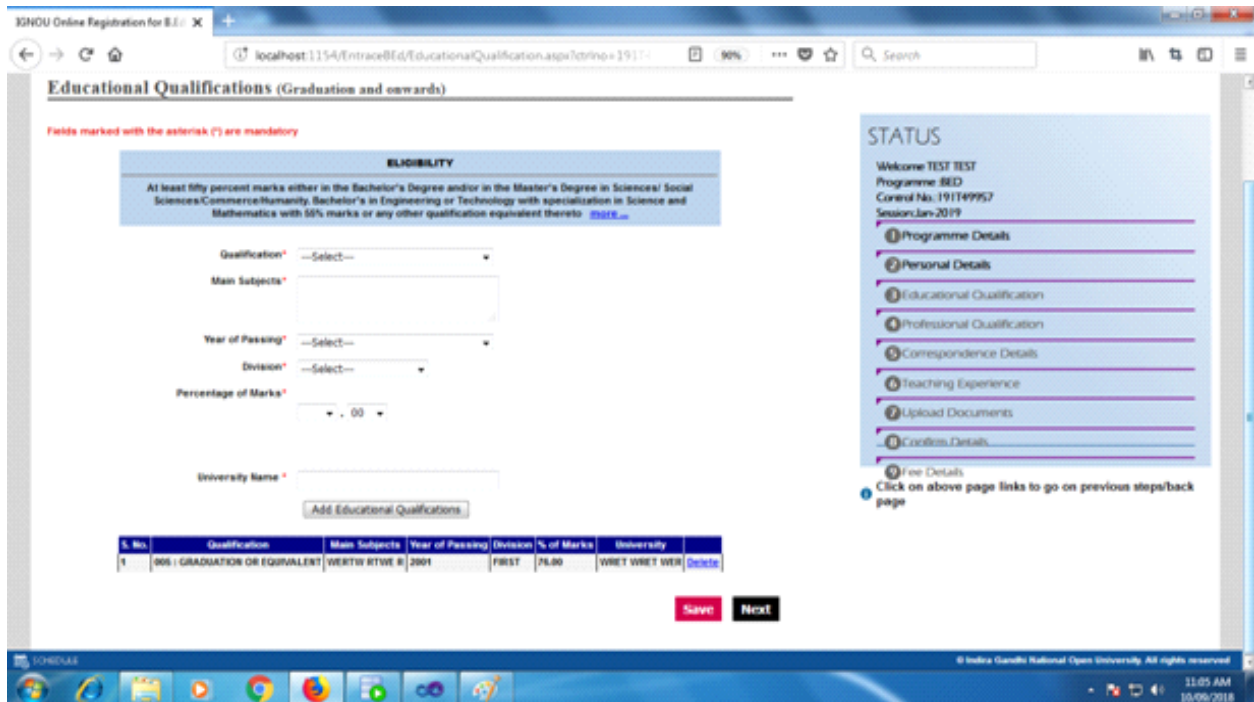


Figure 6B

- Fill in the details of your Qualification details as per the fields given in the form. Please check the eligibility criteria given in **STUDENT HANDBOOK AND PROSPECTUS** on page no. 20-21.
- If you have post-graduation, please add details of graduation and post graduation both.
- Once you fill in the details, click “Save” and then the “Next” button.

**STEP 7:** The **Fourth Section** is on **Professional Qualification Details** as shown in Figure-6. Please read Page no. 20 and 21 of **STUDENT HANDBOOK AND PROSPECTUS** carefully before filling this section.

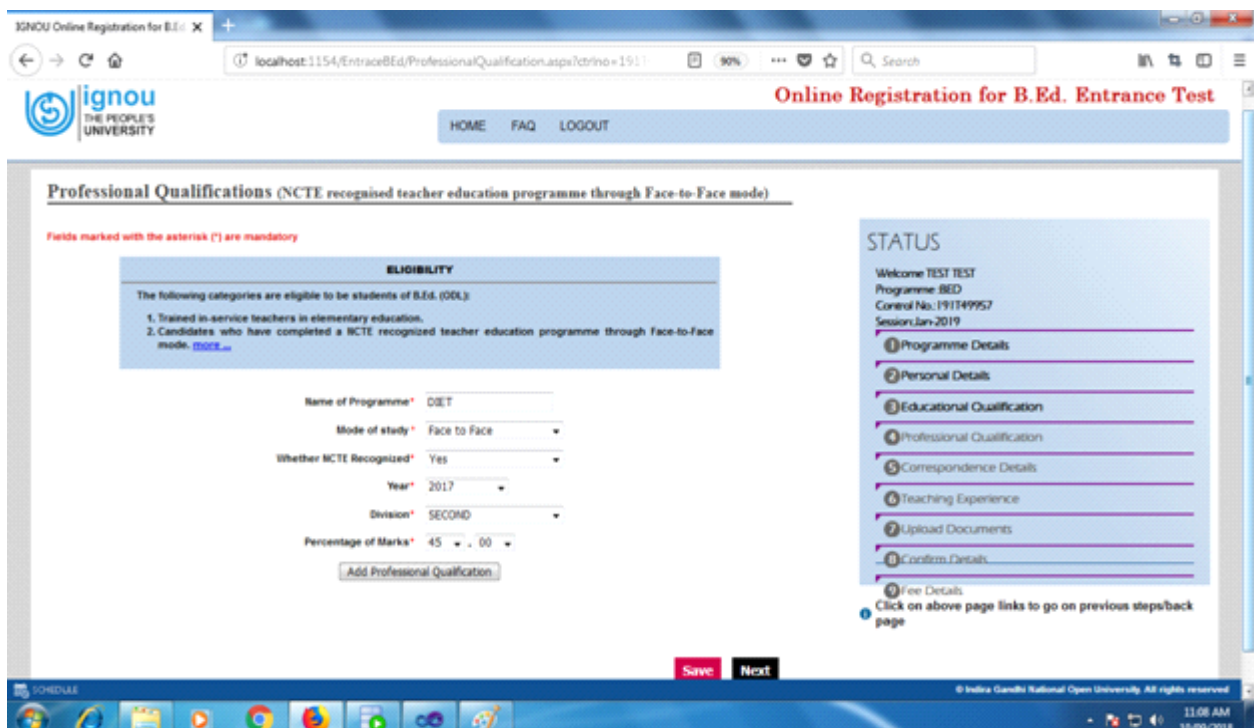


Figure 7



- a) Fill in your Professional Qualification Details as per the fields given in the form.
- b) Once the details are entered, click “Save” and then the “Next” button.
- c) **Please ensure you have filled in the correct information in this section. If the teacher education programme which you have successfully completed, is not in Face-to-Face mode and also not a National Council for Teacher Education (NCTE) recognized programme, your form will not be accepted by the system.**

**STEP 8:** The **Fifth Section** is on **Correspondence Details** as shown in Figure – 8.

- a) Fill in the details of your Correspondence Address in the fields given in the form.

The screenshot shows the 'Correspondence Details' form on the IGNOU website. The form contains the following information:

- Address Line 1\*: HL. NO. 321
- Address Line 2: PITAM PURA
- Address Line 3: NEAR BAL BHARTI PUBLIC SCHOOL
- City\*: NEW DELHI
- State\*: Delhi
- District\*: NORTH WEST
- Pincode\*: 110034
- Telephone No. with STD Code: 011 2702725565
- Fax No. with STD Code: (empty)
- Mobile No.: 9896989698
- Email ID: abc123@gmail.com

The STATUS sidebar on the right indicates the current step is 'Correspondence Details' (step 5) in a sequence of 8 steps: 1. Programme Details, 2. Personal Details, 3. Educational Qualification, 4. Professional Qualification, 5. Correspondence Details, 6. Teaching Experience, 7. Upload Documents, 8. Confirm Details. Below the sidebar, it says 'Click on above page links to go on previous steps/back page'.

**Figure 8**

- b) Once the details are entered, click “Save” and then “Next” button.

**STEP 9:** The **Sixth Section** is on **Teaching Experience** as shown in Figure – 9A.

The screenshot shows the 'Teaching Experience (In-Service Teaching Experience as Trained Elementary Teacher)' form. The primary field is a dropdown menu labeled 'Whether in-service teacher?' with a blue arrow pointing down. The dropdown menu is open, showing the following options: 'SELECT --', 'SELECT --', 'YES', and 'NO'. There are 'Save' and 'Next' buttons to the right of the dropdown.

The STATUS sidebar on the right shows the progress list with 'Teaching Experience' (step 6) highlighted. The sequence of steps is: 1. Programme Details, 2. Personal Details, 3. Educational Qualification, 4. Professional Qualification, 5. Correspondence Details, 6. Teaching Experience, 7. Upload Documents, 8. Confirm Details. Below the sidebar, it says 'Click on above page links to go on previous steps/back page'.

**Figure 9A**

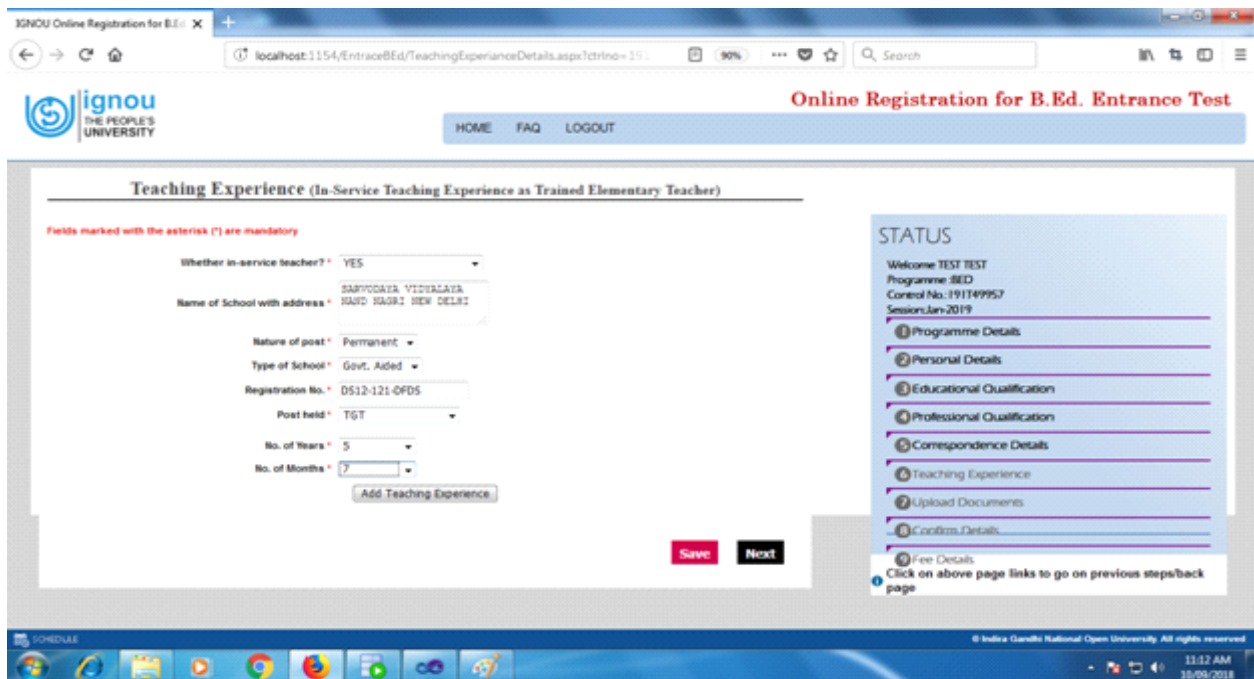


Figure 9B

**NOTE:** This section in Figure 9B is to be filled in only if you are an in-service teacher. If, you are not having any teaching-experience or not teaching anywhere at present, please select ‘NO’ option, click save and then ‘Next’ button.

**STEP 10:** The **Seventh Section** is on **Document Upload** as shown in Figure–10.

The final step for Online Registration process is to upload your documents like photograph, signature and other supporting documents

- Select the document type.
- Browse, select and upload your scanned photograph and similarly, your scanned signature and other supporting documents.
- Please ensure that you have uploaded scanned copy of your photograph, signature, evidences (marks sheets/certificates) of educational qualification(s), NCTE recognized professional qualification, Category certificate (if applicable).

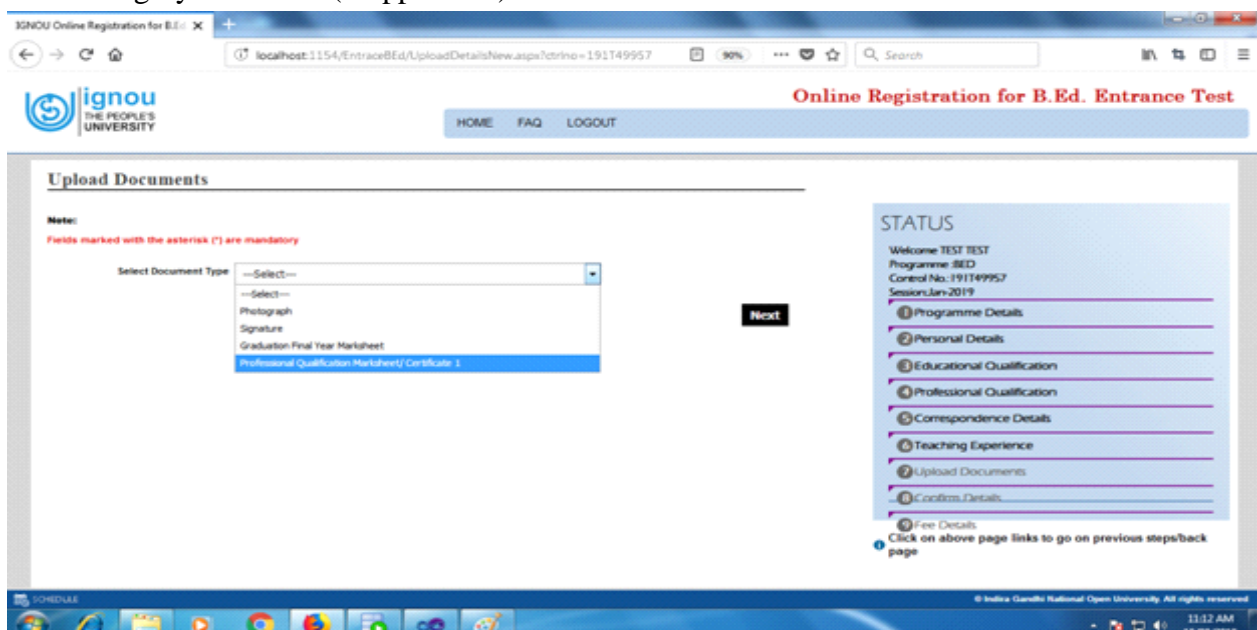


Figure 10A

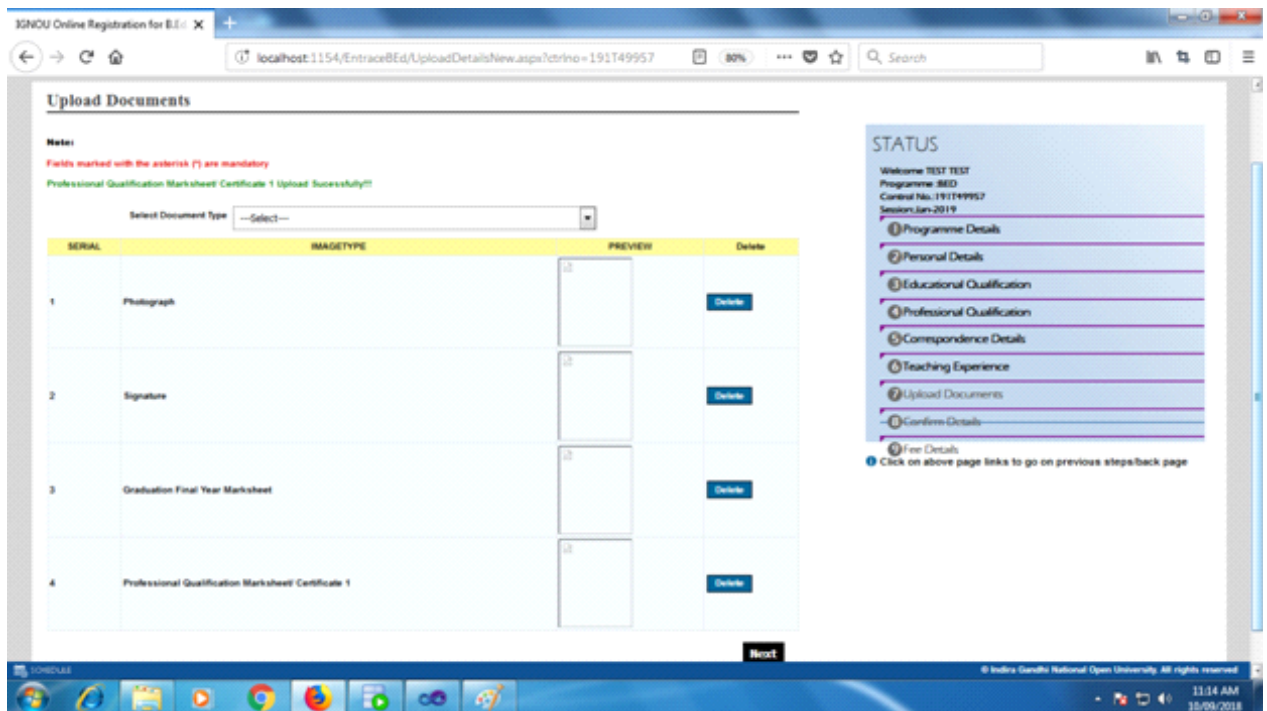


Figure 10B

You should ensure that the format of photograph is JPEG, JPG, PNG only and size of each file is less than 100 KB.

**It is suggested to scan your documents from the original.**

**Note:** In case you don't have originals then "self attestation" is mandatory on the photocopy that you are scanning.

Once the documents are uploaded, click the "Next" button.

**STEP 11:** The Section Eight is on **Confirm Details** as shown in Figure-11.

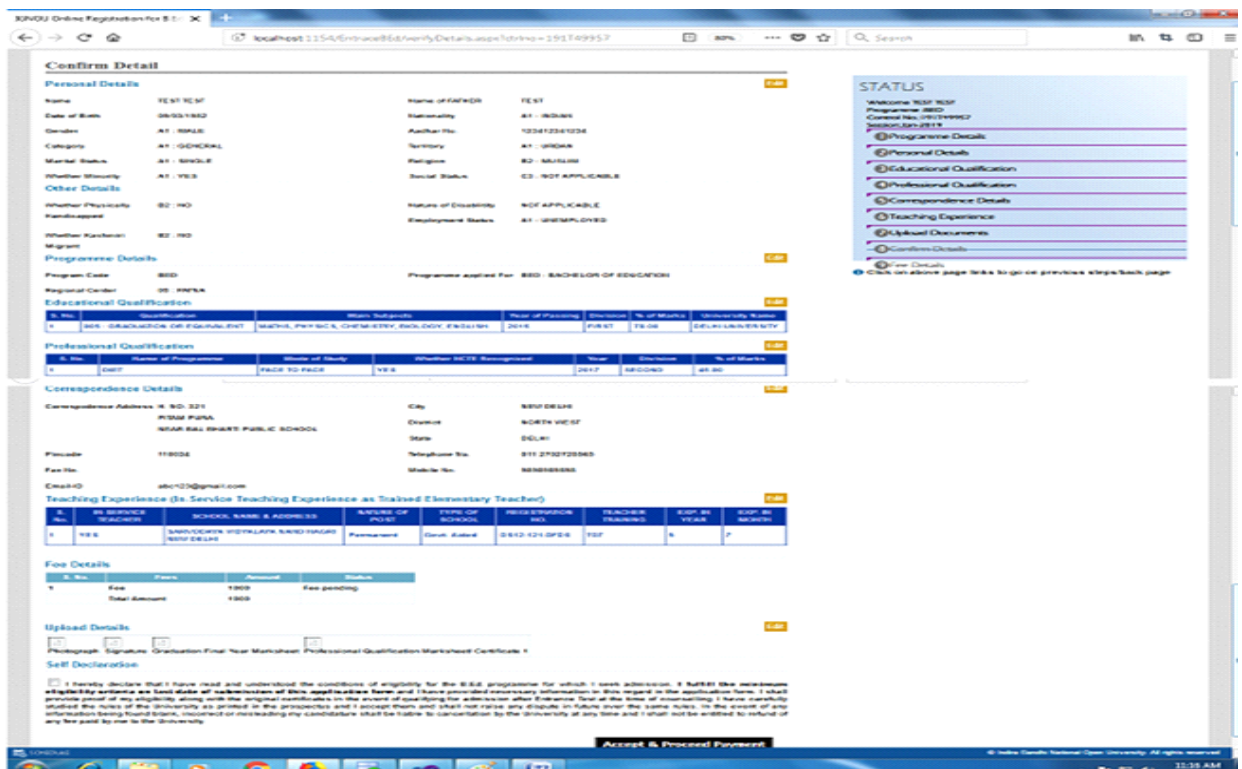


Figure 11

- a) In this section, complete information that you have filled in all the sections are displayed; you have to verify the details you have provided while filling the online form.
- b) If you want to make any changes, click ‘EDIT’ button given against each section details.
- b) If all information is correct, please tick (“”) declaration given at the end of the page and then click “Accept and Proceed for Payment” button (see above Figure);

Once you click the declaration and move on to the next page, you will not be allowed to edit any information.

**STEP 12: The Ninth Section** is on ‘Fee Details’ as shown in Figure-12.

- a) You should select one the gateway for payment as given below in Figure 12 A.

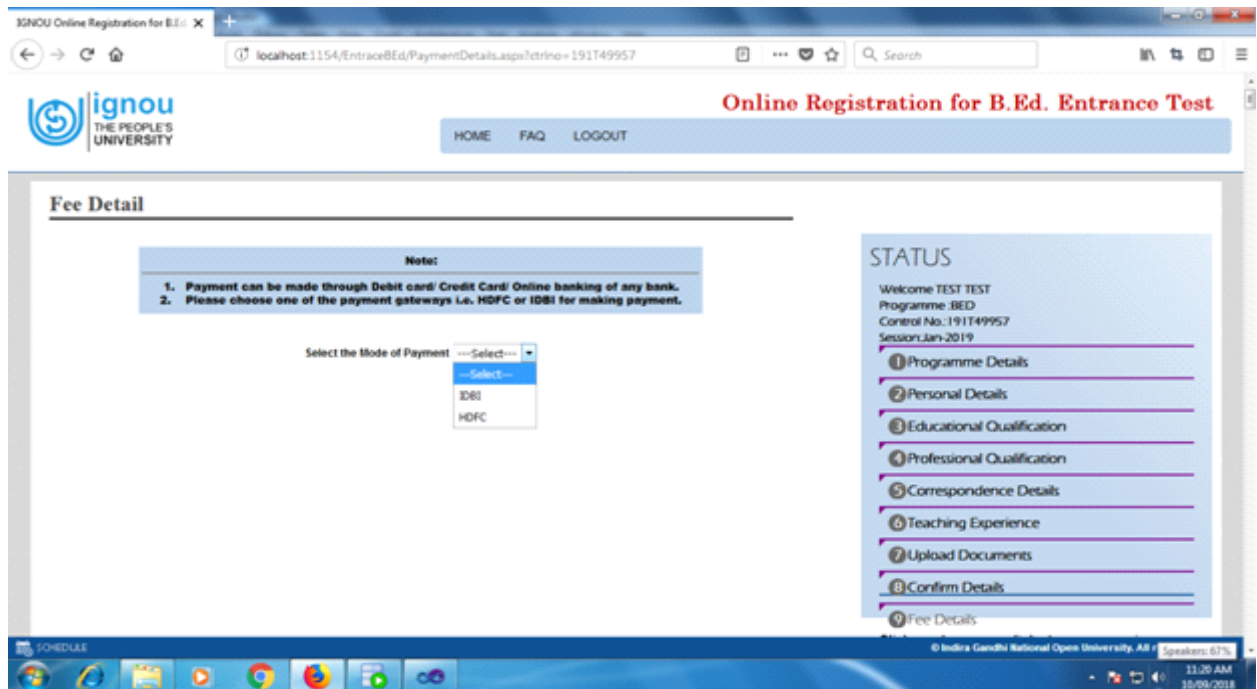


Figure-12A

Once you choose the gateway, the following page will appear.

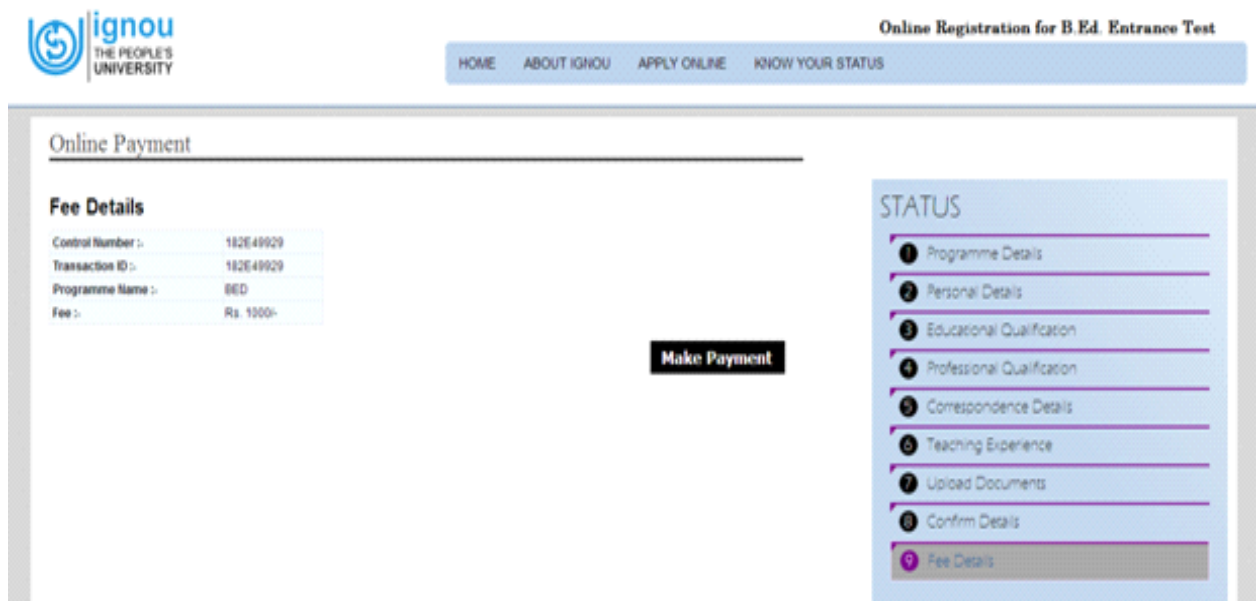


Figure-12B

b. Click on ‘Make Payment’ button.

When you click on make payment button, a page for payment option will appear. You can pay through any “Credit card/Debit card/Net banking” option.

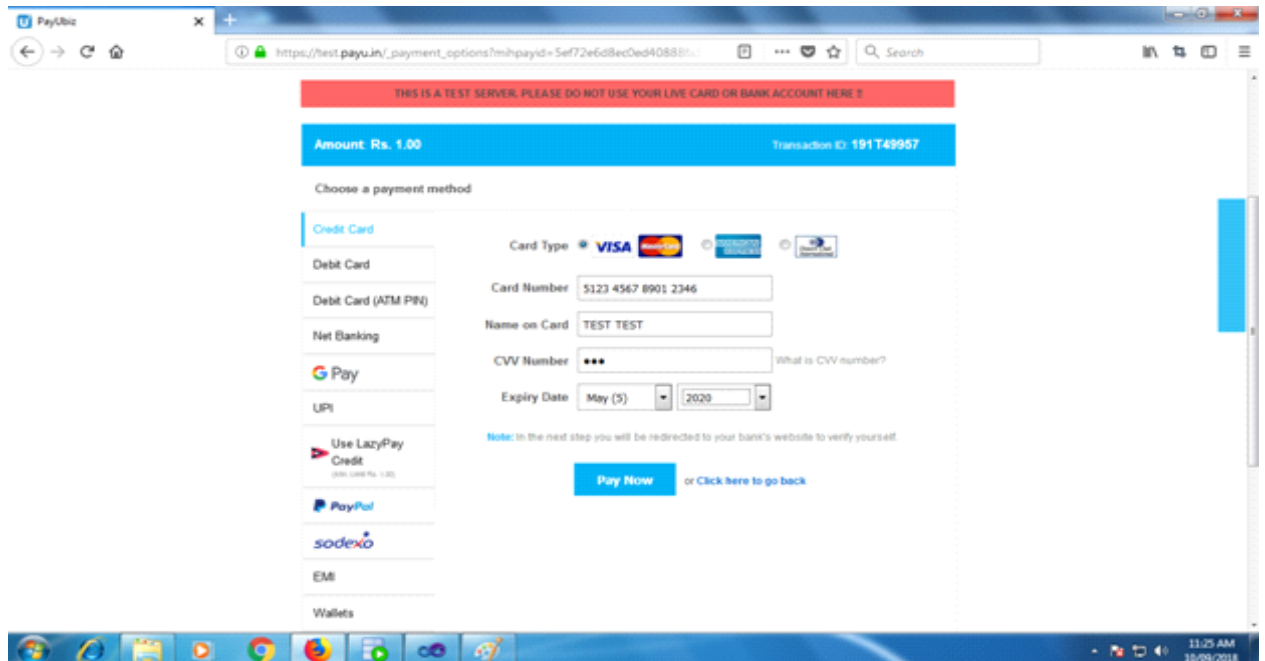


Figure-12C

c. When you select “Credit/Debit/Net banking” you will get Online Payment window as shown above.

d. Now, click on “Pay Now” button.



Figure 12 D

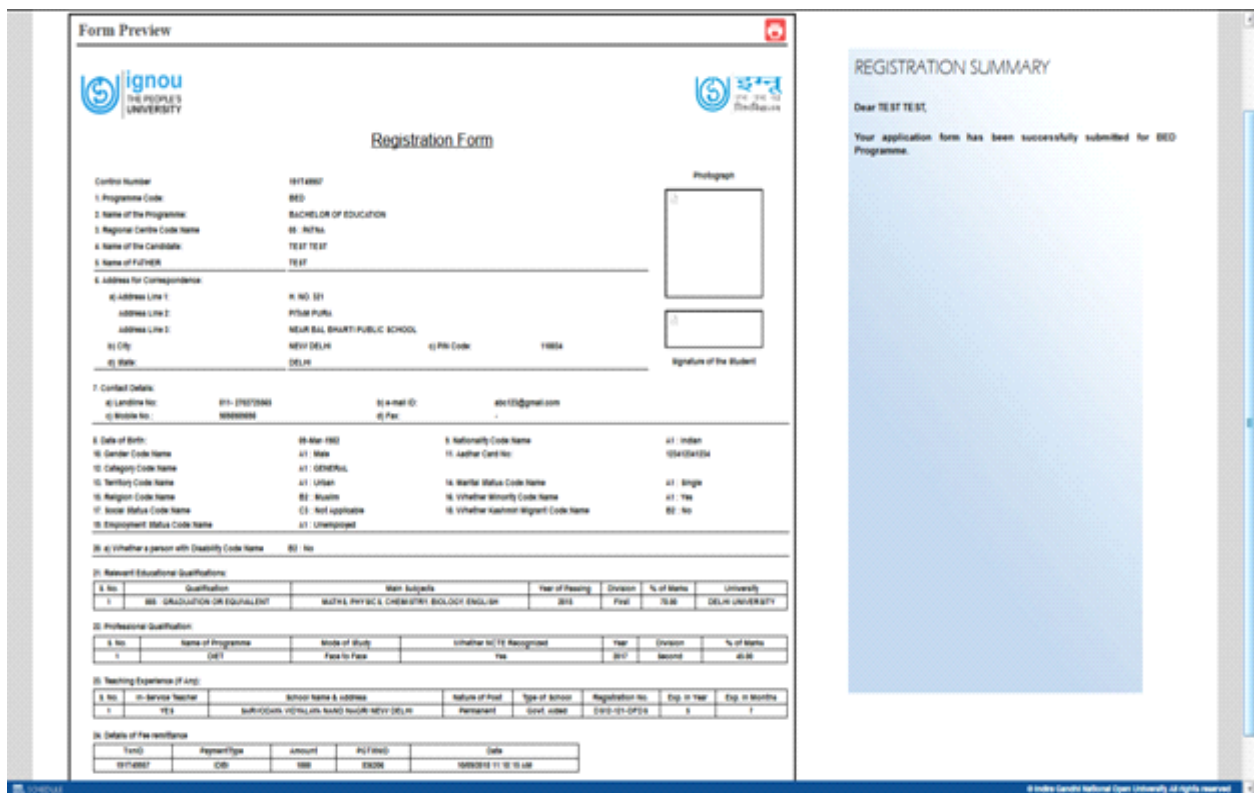
Once your payment is successful, the page as shown in Figure-12D will appear on your screen.

There is no need to send any hard copy/downloaded copy to any Regional center or IGNOU Head quarters. You can save, download and keep the copy with you for future reference.

**PLEASE NOTE:**

1. **Any Regional centre/IGNOU Headquarters will not accept any form filled and sent in hard-copy.**
2. No change of category shall be entertained after the submission of application form.
3. The last date for the receipt of online filled-in application form will be the date as mentioned in the advertisement. Application submitted after this date will not be accepted.
4. Please retain the downloaded copy of the filled-in form for future reference.
5. Application form submitted without copies of educational qualifications and professional qualification (i.e. completion of NCTE recognized teacher education programme through face-to-face mode) will be summarily rejected.

**Once your payment is done, a final submitted form will appear.**



**Figure-13**

This completes the process of submitting entrance-cum-application form. You will receive an email as well as SMS, confirming the successful submission of your form. You will receive further information about confirmation of your eligibility for entrance or about discrepancies (if any), in your form. Once the discrepancies are addressed by you, you will be provisionally allowed to download your entrance test admit card and appear in the entrance test, but **if any discrepancy or wrong information is found in your application form at a later stage, your application will be rejected and you will not be entitled to refund of any fee paid by you to the university.**