USER GUIDE WBBPE ONLINE APPLICATION SUBMISSION SYSTEM FOR TET EXAM -2017 (PRIMARY)

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Read This First

Welcome to the WBBPE Online application submission system for TET-2017. This guide tells you how to use the system.

What is the Purpose of This Guide?

The purpose of this guide is to help the user in performing operations with the system, e.g.

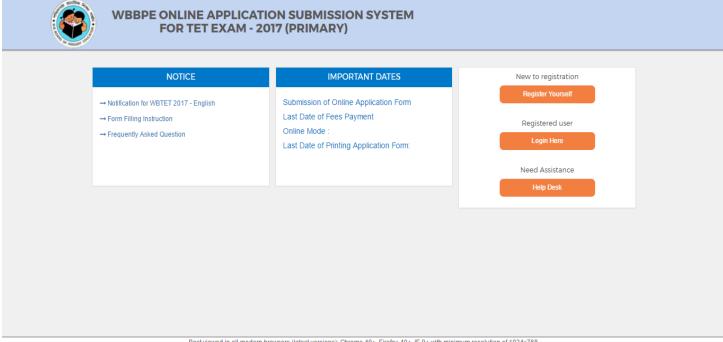
- Registering yourself
- Application Form fill-up
- Online payment and Download application form in pdf

Use WBBPE Online system

This section describes how you use WBBPE Online application submission system for TET Exam – 2017 (PRIMARY).

Website URL: http://www.wbbpeonline.in

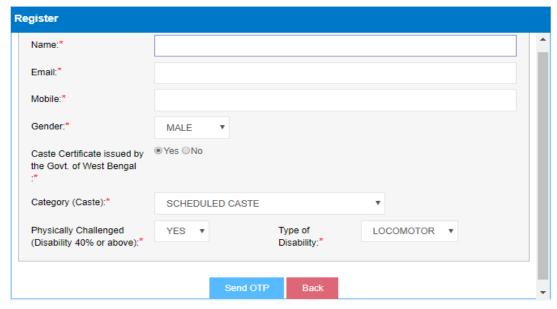
Home page



Best viewed in all modern browsers (latest versions): Chrome 40+, Firefox 40+, IE 9+ with minimum resolution of 1024x768 Please do not access this portal from any mobile devices.

How to Register Yourself

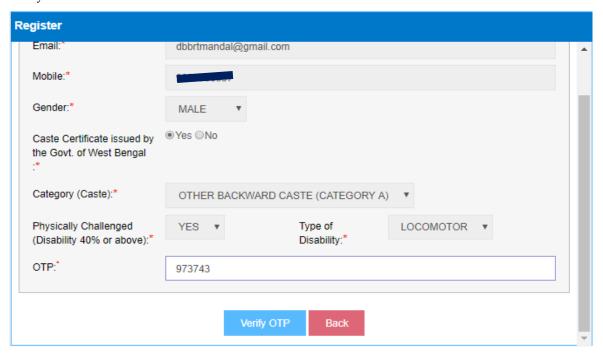
To Register Yourself follow these steps:



*- indicates mandatory fields

- Step 1. Click on "Register Yourself" button from the home page. The above screen will appear
- Step 2. Enter Name, Email, Mobile and select Gender, Category(Caste)
- Step 3. Select Physically Challenged(Disability 40% or above). If it is "Yes", Type of disability drop down will appear
- Step 4. Then press "Send OTP" Button

Verify OTP



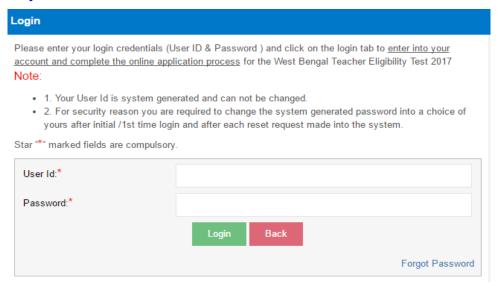
- **Step 5.** It will send you One Time Password in your provided mobile no.
- Step 6. If you do not receive OTP in your mobile within 45 secs "Verify OTP" Button will change as "Re-Send OTP". You can resend your OTP maximum 3times after it will lock for some time

Thank you page for registration

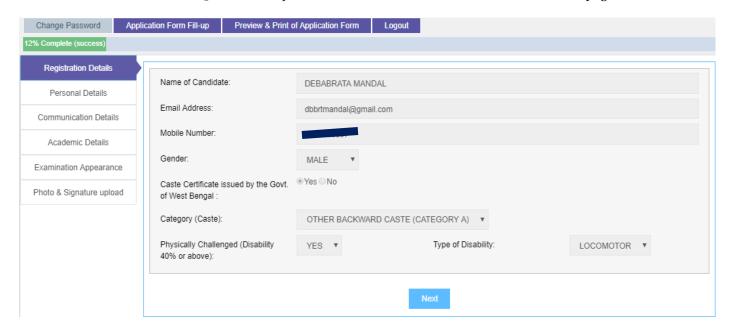


Step 7. Once your registration is completed, you will get the above screen

How to login to the system

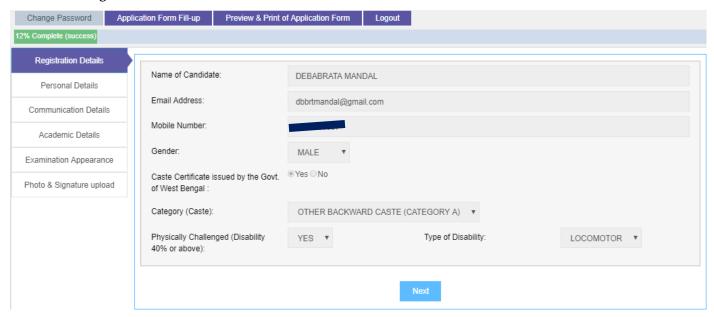


- Step 1. Click on Login Here button from the Home page. The above screen will appear
- Step 2. Enter UserId and Password
- Step 3. Press "Login" Button
- **Step 4.** If you click on "Back" button it will redirect to Home page



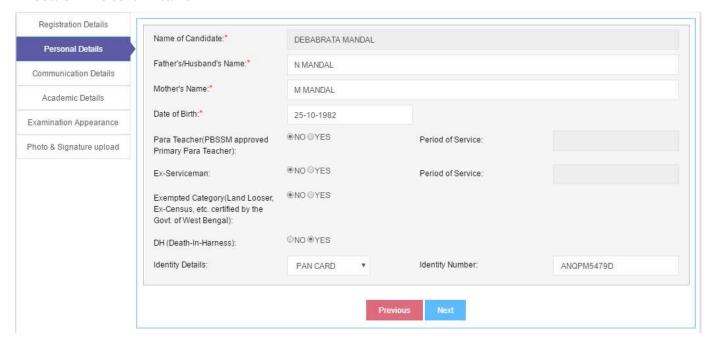
How to use Application Form-up

1st Section - Registration Details



It is showing registration information which is entered at the time of registration. Click on "Next" Button it will be redirected to following screen

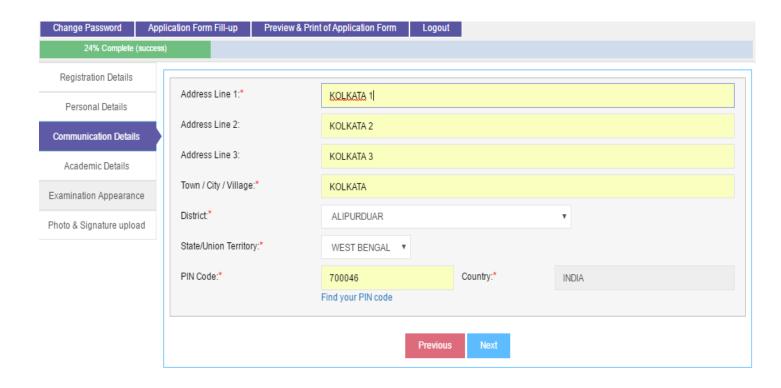
2nd Section - Personal Details



Candidate has to fill-up his/her personal detail and press "Next" button to proceed to next section i.e. "Communication Details"

Previous - button will move to its previous section

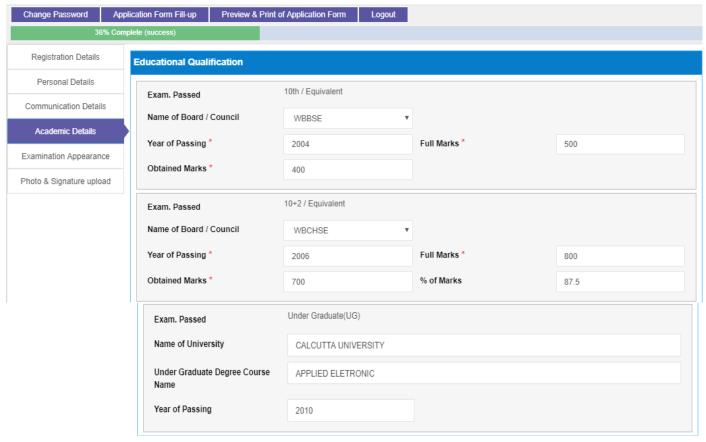
3rd Section - Communications Details

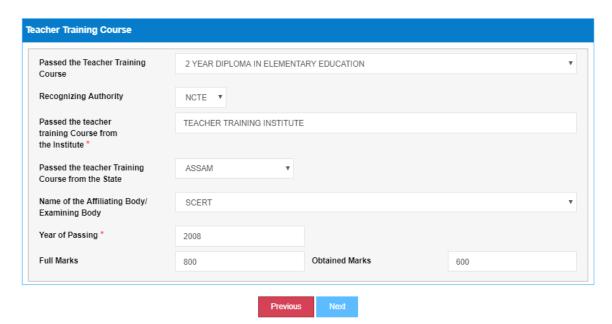


Candidate has to fill-up his/her Communication information as per mentioned in the above screen and press "Next" button to proceed to next section i.e. "Academic Details"

Previous - button will move to its previous section

4th Section Academic Details

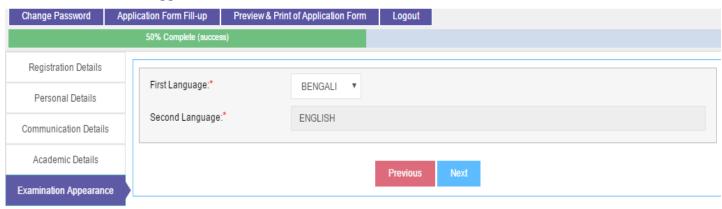




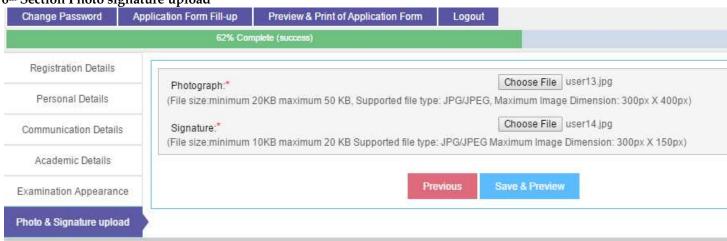
Candidate has to fill-up his/her academic information as per mentioned in the above screen and press "Next" button to proceed to next section i.e. "Examination Appearance"

Previous - button will move to its previous section

5th Section Examination Appearance



6th Section Photo signature upload

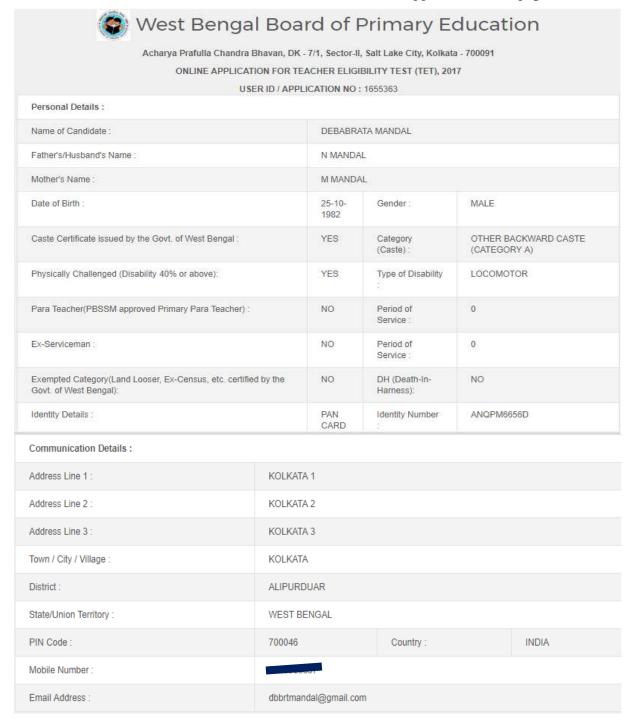


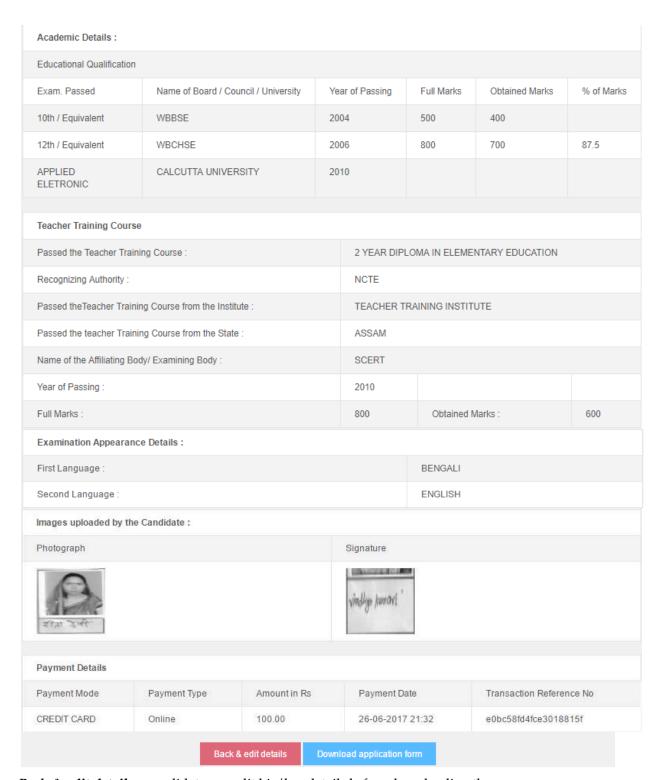
In this section candidate has to upload his/her photograph and signature as per specified file

format and size.

Previous - button will move to its previous section

Save & Preview - button will be redirected to "Preview & Print of Application Form" page.



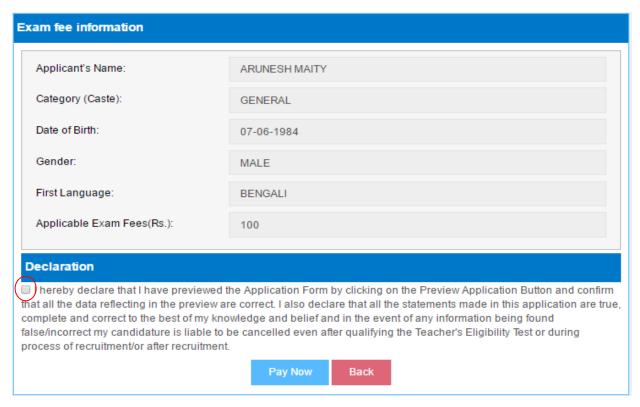


Back & edit details – candidate can edit his/her details before downloading the application form in pdf format

Download Application – button will download the application form in .pdf format. Once candidate clicks on this button continue for payment button will appear

Continue for payment

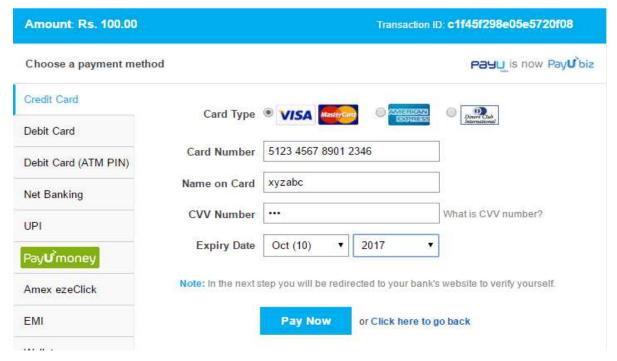
Continue for payment – button will be redirected to the Online payment screen



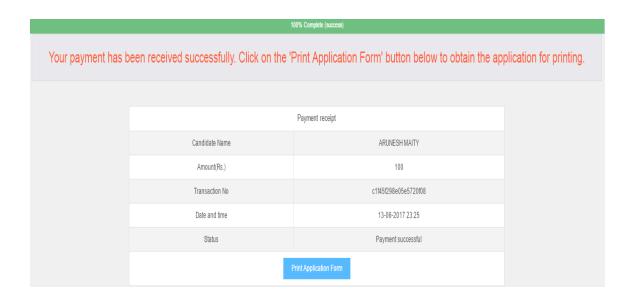
Click on check box on the declaration section and press "Pay Now" button

Back-buttonwill redirect to initial page of Application Form

Payment page



Fill-up with necessary information as mentioned in the above screen and press "Pay Now" button. If everything is OK you will get the following screen

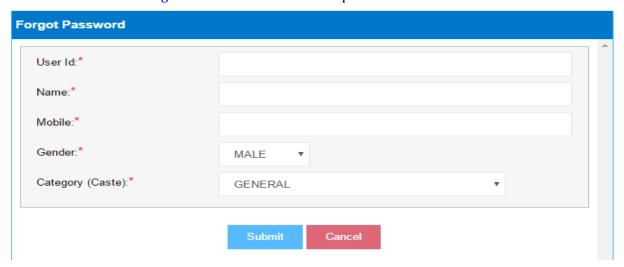


This is a successful payment received page.

Print Application Form - It will download application form with payment information

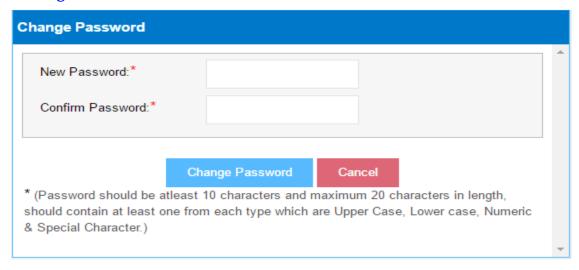
How to use Forgot Password

To use Forgot Password follows these steps:

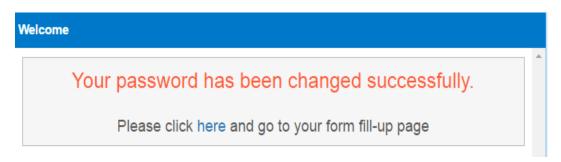


- **Step 1.** Enter UserId, Name, Mobile, Gender and Category which are entered at time of registration
- Step 2. Press "Submit" Button. If everything is OK , login information will be sent to candidate's emailed

How to use Change Password



- Step 1. Enter New Password and Confirm Password
- **Step 2.** Press "Change Password" Button.
- **Step 3.** If it is OK, will redirect to the following screen



How to use Help Desk



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Please do not access this portal from any mobile devices.

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- **Step 1.** Click on "Help Desk" button from the Home page
- **Step 2.** Following screen will appear

