STEPWISE PROCEDURE TO APPLY FOR MARKSCARD CORRECTION ONLINE. DIVISION LOGIN

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I. <u>For Superintendent</u>: Login to MCC Division Login with your Markscard Correction section Credentials.

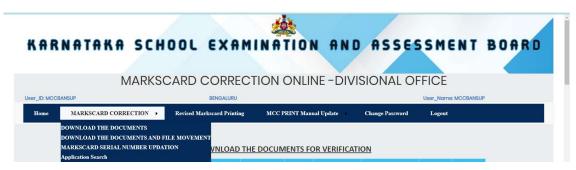
For superintendent, only downloading option is given for File Movement.



- 1. FILE MOVEMENT.
- A. Click on the HOME page to get the dashboard for the divisions.



B. Click on the DOWNLOAD THE DOCUMENTS and FILE MOVEMENT.



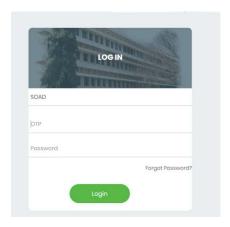
C. Click on the Application number listed, to process.



- D. Download all the Necessary Documents.
- E. After Downloading all the Documents, Process the file.



II. <u>For Section Officer</u>: After the File Process, Login to MCC Division Login with your Markscard Correction section Credentials.

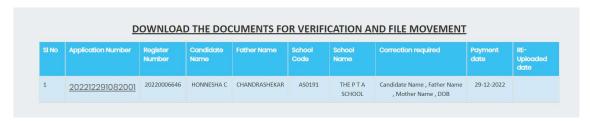


2. YERIFICATION AND FILE MOVEMENT.

A. Click on the Verification and File Movement.



B. Click on the Application number listed to process.



- C. Download the all Necessary Documents.
- D. After downloading all the necessary Documents Click on both the Checkboxes
- E. After Checking all the downloaded documents and verifying the same Click on the ACCEPT or REJECT checkbox and choose appropriate reasons.
- F. Click on SUBMIT button to Process the Application.



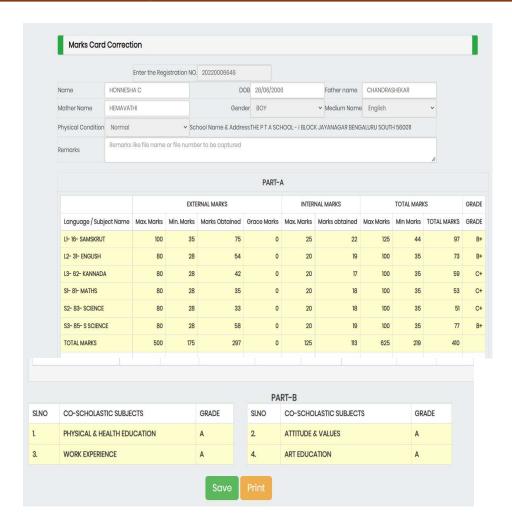


III. UPDATE THE CORRECTIONS.

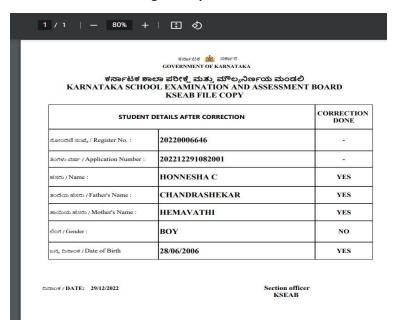
A. After processing and File approval, click on the Application number to update the Corrections.



- B. i. Textboxes are enabled only for the fields in which Candidates applied for Corrections.
 - ii. After the changes of correction, enter the remarks and click on the save button .



iii. Click on the Print button to get the printout.



IV. UPDATION OF MARKSCARD SERIAL NUMBER.

A. Click on the Application number to Enter Markscard Serial number.

| MarksCard Serial Number Updation | | | | | | | | | | | |
|----------------------------------|--------------------|--------------------|----------------------------|---------------------------|----------------|---|--|-----------------|-------------------------|--|--|
| SI No | Application Number | Register Number | Candidate Name | Father Name | School Code | School Name | Correction required | Payment date | RE- Uploaded date | | |
| 1 | 202212011382001 | 20220024799 | KAMALESH S | SHANMUGAM | AS0053 | COMMUNITY CENTRE HIGH SCHOOL | Gender , DOB | 01-12-2022 | | | |
| 2 | 202212011382002 | 20220024798 | KAMAL BAHADUR JAPREL | KRISHAN BAHADUR JAPREL | AS0191 | THE P T A SCHOOL | Candidate Name , Gender , DOB | 01-12-2022 | | | |
| 3 | 202212281581001 | 2025211 | gigi | ghgh | AS0169 | PANCHAJANYA VIDYAPEETHA HIGH SCHOOL | Father Name | 28-12-2022 | | | |
| 4 | 202212291082001 | 20220006646 | HONNESHA C | CHANDRASHEKAR | AS0191 | THE P T A | Candidate Name , Father Name , Mother Name , DOB | 29-12-2022 | | | |

- A. Enter the Markscard Serial number in the given Textbox and enter the Remarks if any.
- B. Click on the SUBMIT button.



TAPAL LOGIN

Login to MCC Division Login with your <u>Tapal section</u> Credentials.

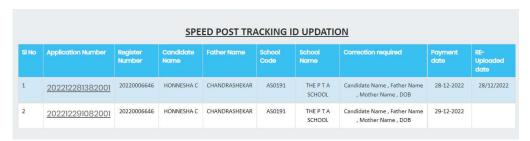


V. SPEED POST TRACKING ID UPDATION.

A. Click on the Speed Post tracking ID updation



B. Click on the Application number.



- C. Enter the Speed Post tracking ID number in the given Textbox and enter the Remarks if any.
- D. Click on the SUBMIT button.

