USER GUIDE

WBBPE ONLINE PRO-FORMA APPLICATION SUBMISSION SYSTEM FOR ISSUE OF TET-PASS CERTIFICATE

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Table of Contents

Read This First

Welcome to WBBPE Online Pro-forma Application Submission System for issue of TET-Pass Certificate. This guide informs 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.

- New User (Student) Registration
- Existing User's Login
- Need Assistance

How To Use This Guide

If you are a new user, we recommend that you:

- Use the step-by-step instructions in the How To section for each task.

If you are an experienced user you can:

- Go straight to the How To section if you know why and when to perform the task.
- Dip in and out of the guide, as appropriate, once you are familiar with the application.

1. New User Registration

WBBPE ONLINE PRO-FORMA APPLICATION SUBMISSION SYSTEM FOR ISSUE OF TET-PASS CERTIFICATE

This page will enable a user to get himself registered with the system. The User Id issued by the system will become the unique ID of the applicant. (This procedure will allow a user to complete the different steps in the form fill-up process over a period of time.)
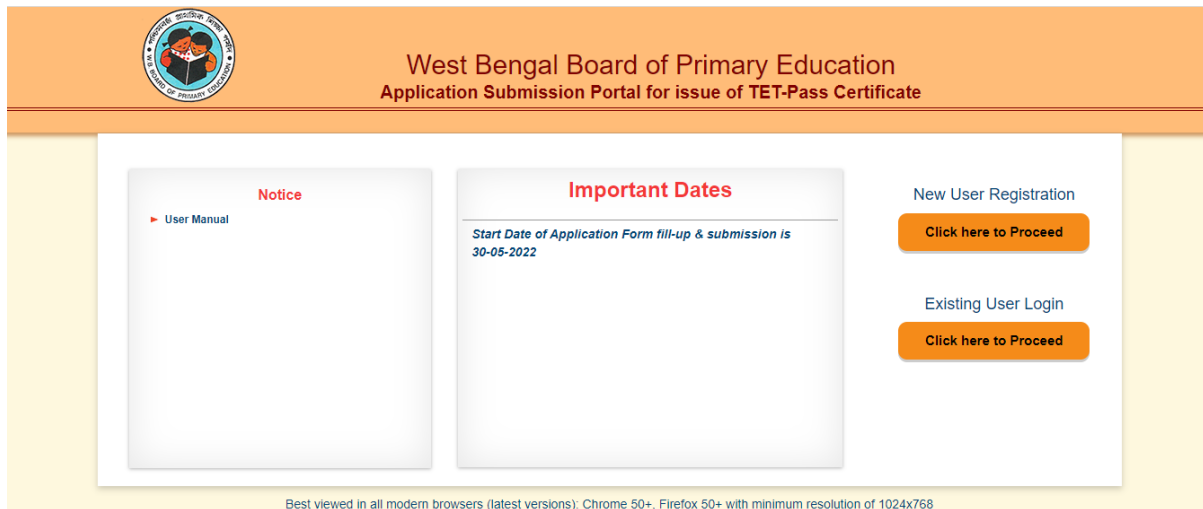
After entering the shared URL in the browser, the above window will be appeared. For new user Click on the 'New User Registration'. Now the following screen will be appeared.
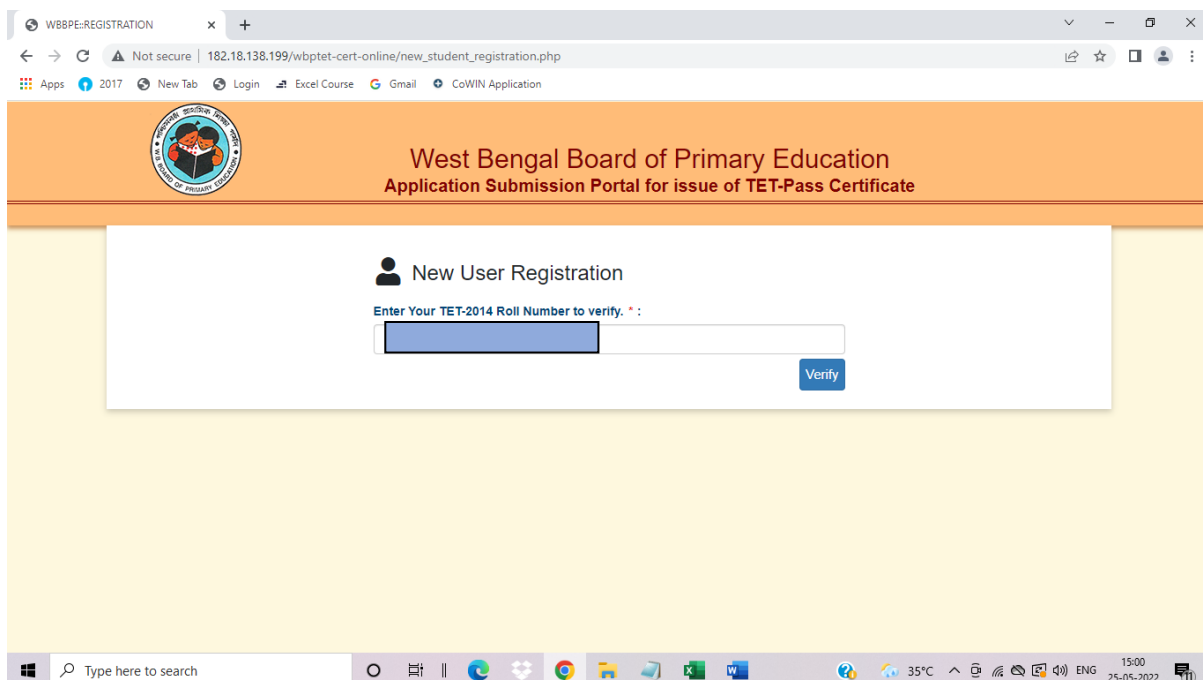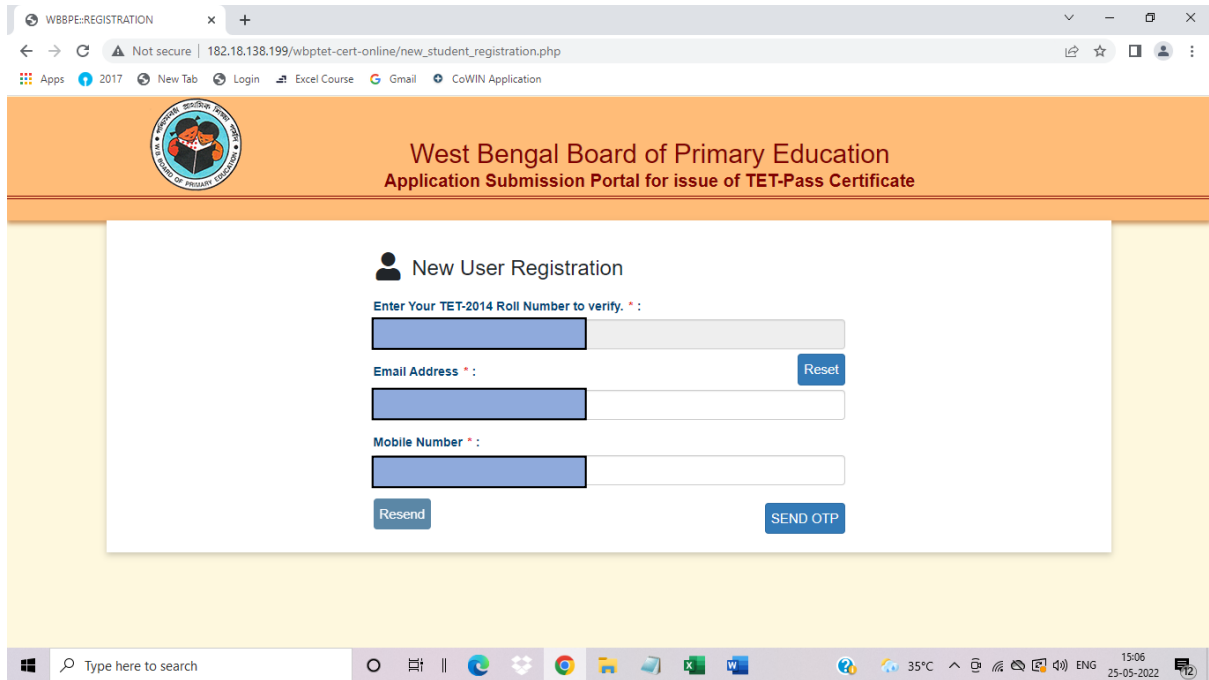
Here candidate will enter his/her Enrolment No & press **Verify** button. After successful verification his/her following information will be displayed on the screen:
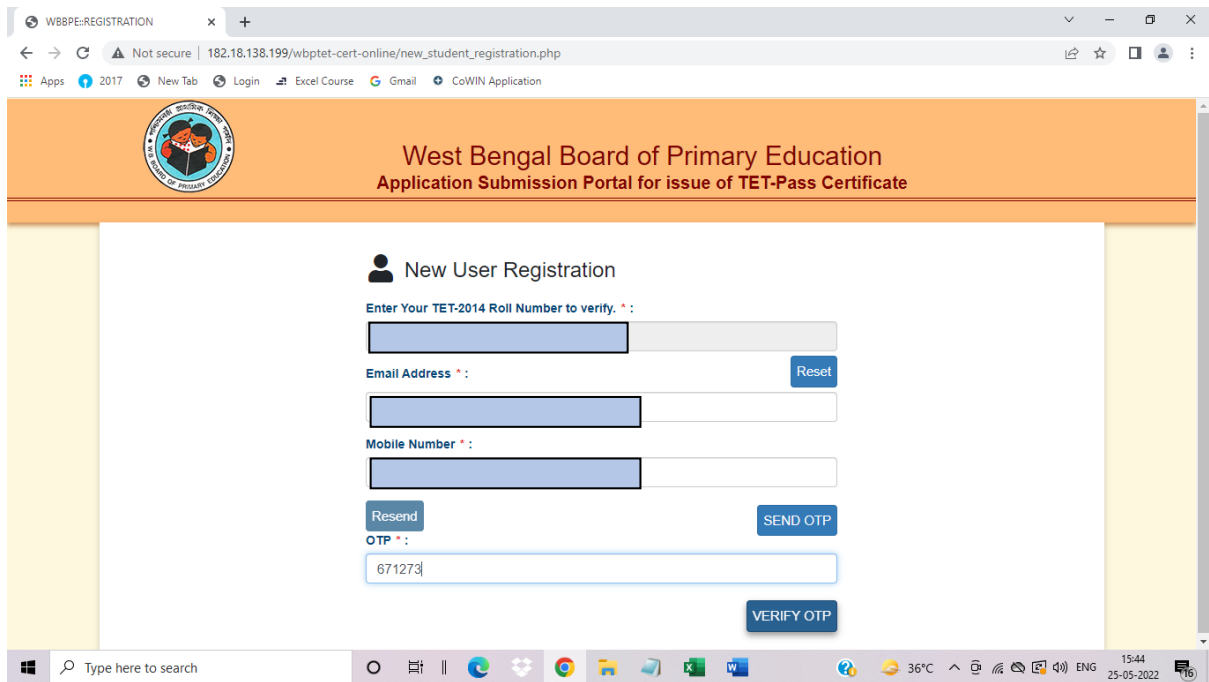- Email Address
- Mobile No.

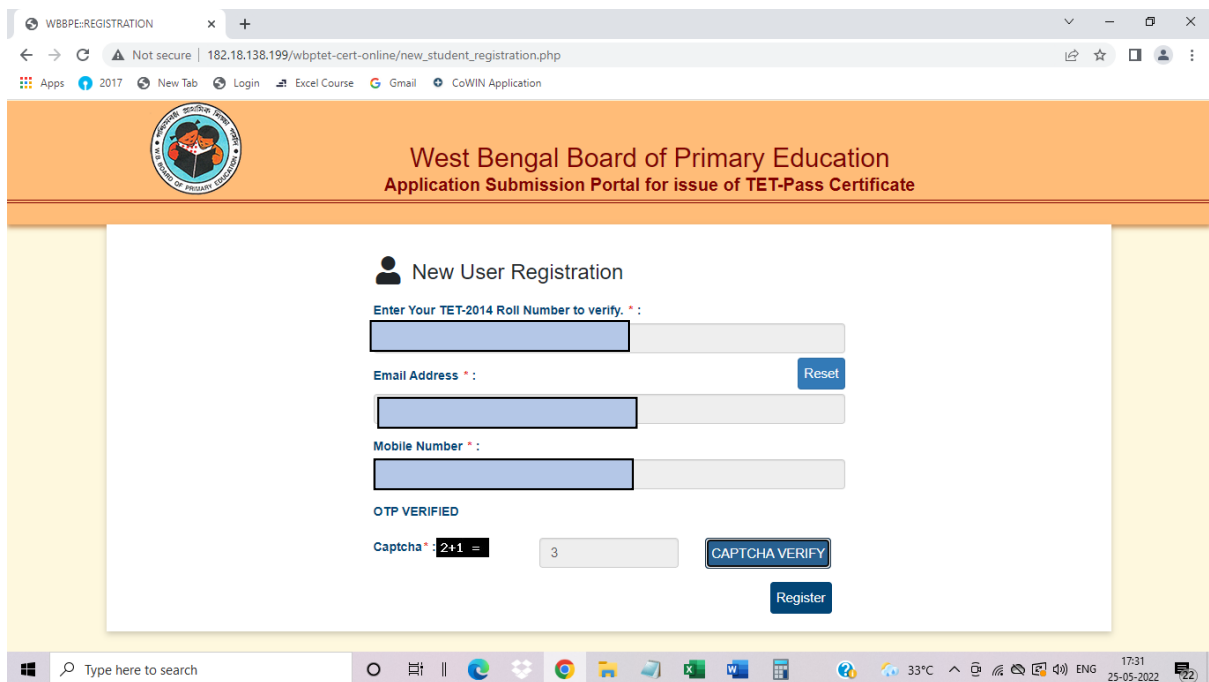Here the candidate can edit his/her Email Address & Mobile No.

Please refer the following screenshot:

The candidate will press **SEND OTP** button. Then OTP will be sent to the Mobile No. of the candidate. The candidate after receiving OTP will enter the same and press **VERIFY OTP** button.

Then the following screen will be displayed

Then the candidate will enter the captcha & press **CAPTCHA VERIFY** button. After successful verification of captcha, the candidate will click on **Register** button.
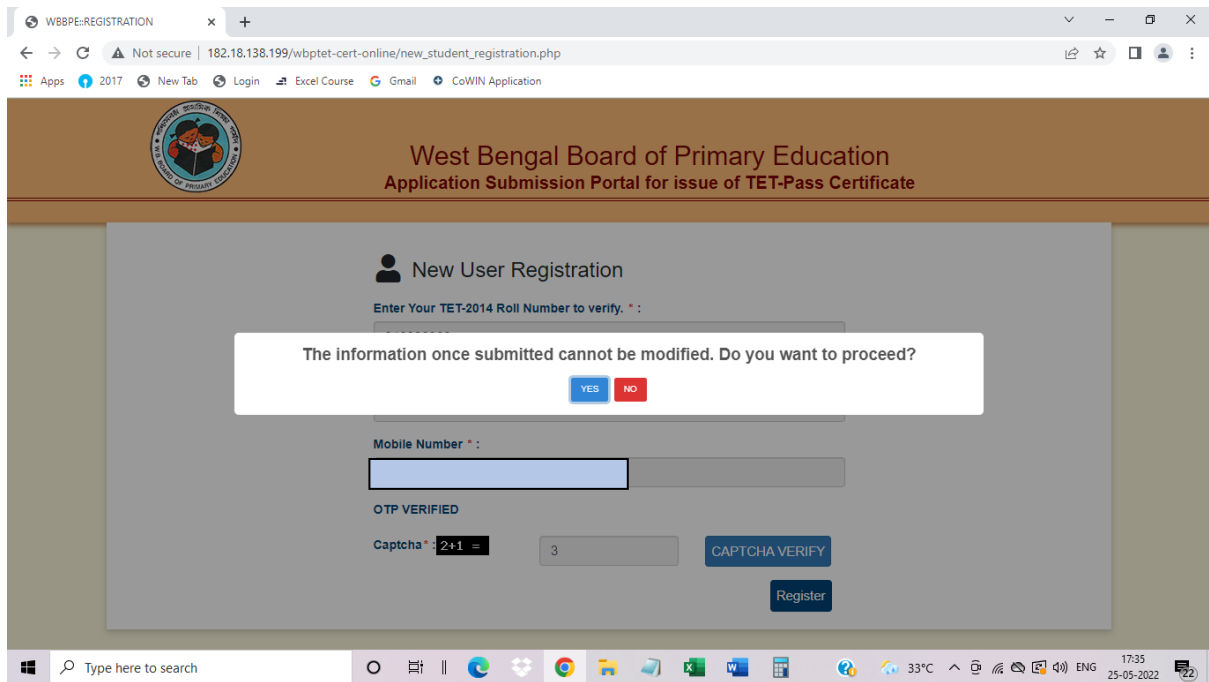
The candidate needs to click on **YES** button**.** Then the following screen will be displayed.
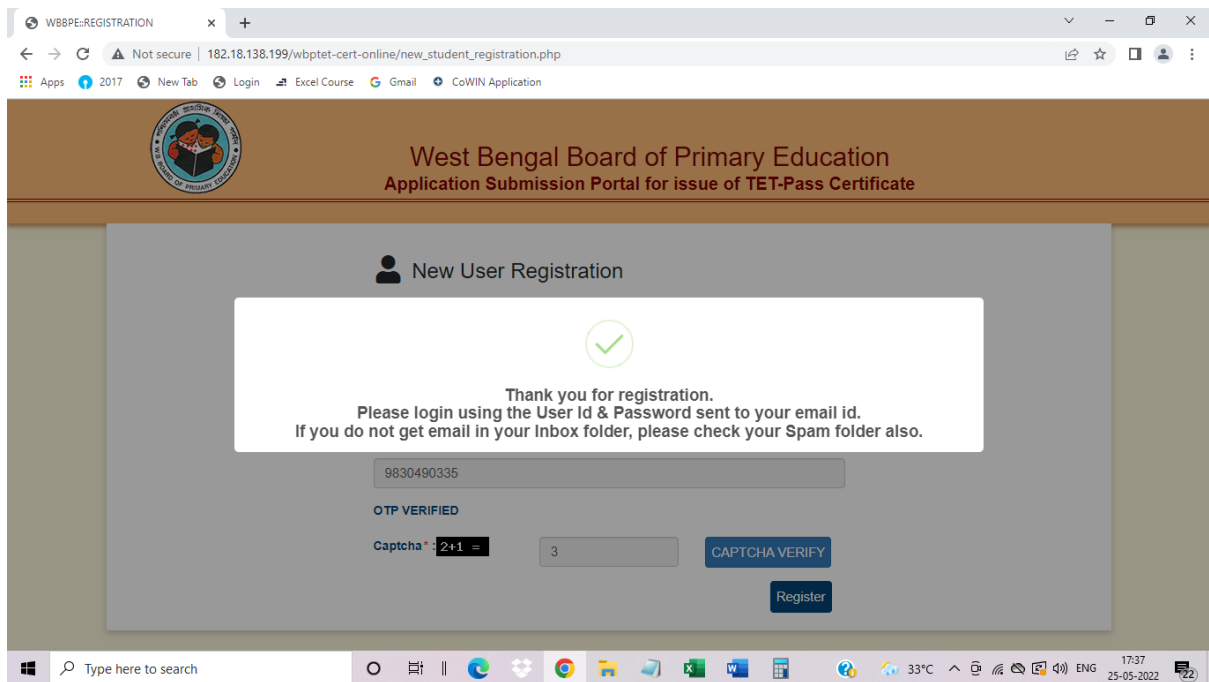
Simultaneously User Id & Password will be sent to the Registered Email Id of the candidate.

2. Existing User Login

This page will ask a candidate to enter his/her User Id and password to login into his/her account

The system will authenticate the entered User Id & Password from the database. If both User Id & Password are valid then the system will take the user into his/her landing page.
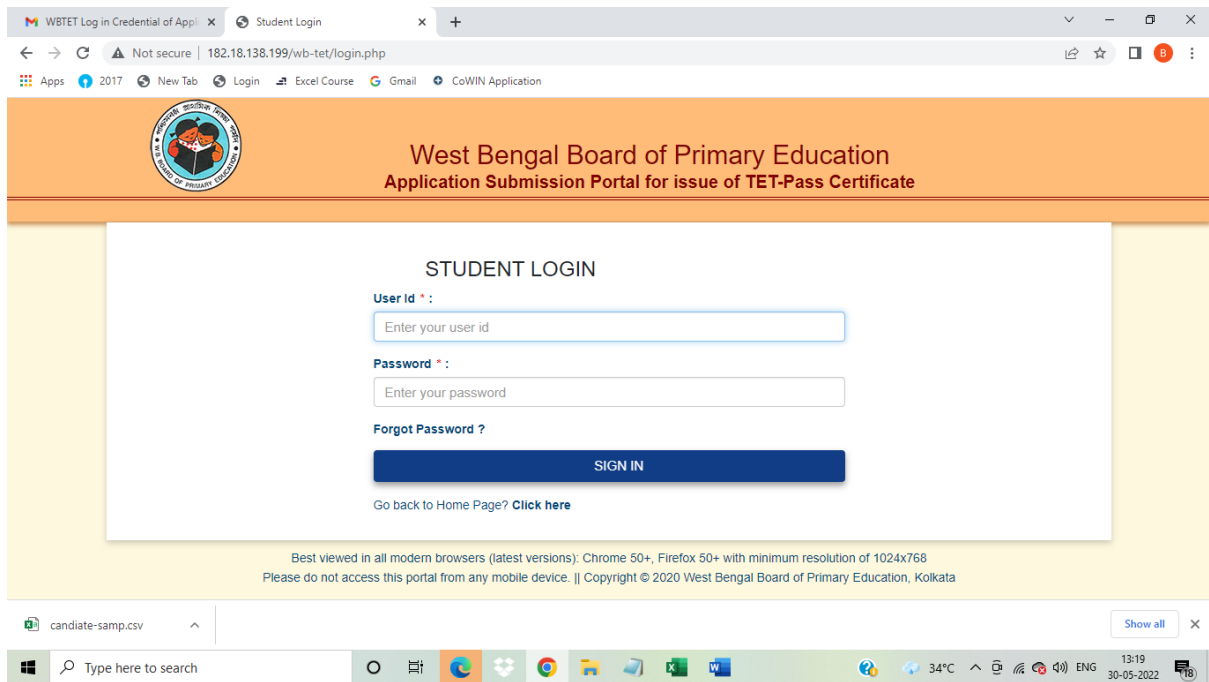
If either User Id or Password is wrong, then an error message will be displayed on the Login Screen 'Entered User Id or password is incorrect.'

After successful login the following page will be displayed with following fields:

As all the Requisite data are not available for all the candidates, the system will display the data from the database where available & those data cannot be editable. The candidate will be allowed to enter unavailable data only.

🔒 Change Password   ➡ Logout

Sucessfully logged in   ✕

| Application Form Fill-up | Preview of Application |

Name of the Candidate * :

TET-2014 Roll Number * :
010002052

Date of Birth* :
04-05-2022

Medium of school opted: *
BENGALI

Residential Address Line 1 * :

Residential Address Line 2 :

Residential Address Line 3 :

District * :

PIN * :

Father's / Husband's Name * :

Email * :

Mobile No. * :

Physically Challenged * :
NO

Caste * :
OBC - B

Category * :
NOT APPLICABLE

Eligible Training Qualification * : ⦿ D.EL.ED.   ○ D.ED. (Special Education)   ○ B.ED.

H.S./Equivalent Examination Details

Full Marks in H.S./Equivalent Examination (without Additional) * :
800

Obtained Marks in H.S./Equivalent Examination (without Additional) * :
360

Full Marks in H.S./Equivalent Examination (with Additional) :
820

Obtained Marks in H.S./Equivalent Examination (with Additional) :
401

Institute / Council Name * :
TST BOARD

Graduation Examination Details

Course Type * :
HONOURS

Full Marks in Graduation * :
700

Obtained Marks in Graduation * :
200

State / UT * :

SELECT YOUR STATE / UT

Institute / University Name * :

CALCUTTA UNIVERSITY

Training Examination Details

Full Marks in Training Exam. * :	Obtained Marks in Training Exam. * :
80	70

Institute / Council Name* :

TEST UNIV

Year of Passing (Training) * :

2006

NOTE: Obtained Marks in Graduation means Obtained Marks in Honours Subjects for Honours Graduates and Obtained Marks in Pass Subjects for Pass Graduates. Full Marks in Graduation means Full Marks in Honours Subjects for Honours Graduates and Full Marks in Pass Subjects for Pass Graduates.

*** The information once submitted cannot be modified ***

SAVE & PREVIEW

After filling up the information the candidate will press **Save & Preview** button to save the data in the database. After saving following Preview page will be displayed:

West Bengal Board of Primary Education
Application Submission Portal for issue of TET-Pass Certificate

🔒 Change Password   ↪ Logout

| Application Form Fill-up | Preview of Application |

USER ID / APPLICATION NO : 5599453

Name of the Candidate :   **TET-2014 Roll Number :**   **Date of Birth :**

Medium of school opted: BENGALI

Residential Address Line 1 :

District :   **PIN :**   **Father's / Husband's Name :**

Email :   **Mobile No :**

Physically Challenged : NO   **Caste :** OBC - B   **Category :** NOT APPLICABLE

Eligible Training Qualification : D.EL.ED.

H.S./ Equivalent Examination Details

H.S./Equivalent Examination (without Additional)	H.S./Equivalent Examination (with Additional)
Full Marks : 0800	**Full Marks** : 0820
Obtained Marks : 0360	**Obtained Marks :** 0401
Percentage Marks (%) : 045.00	**Percentage Marks (%) :** 048.90

Institute / Council Name : TST BOARD

Graduation Examination Details

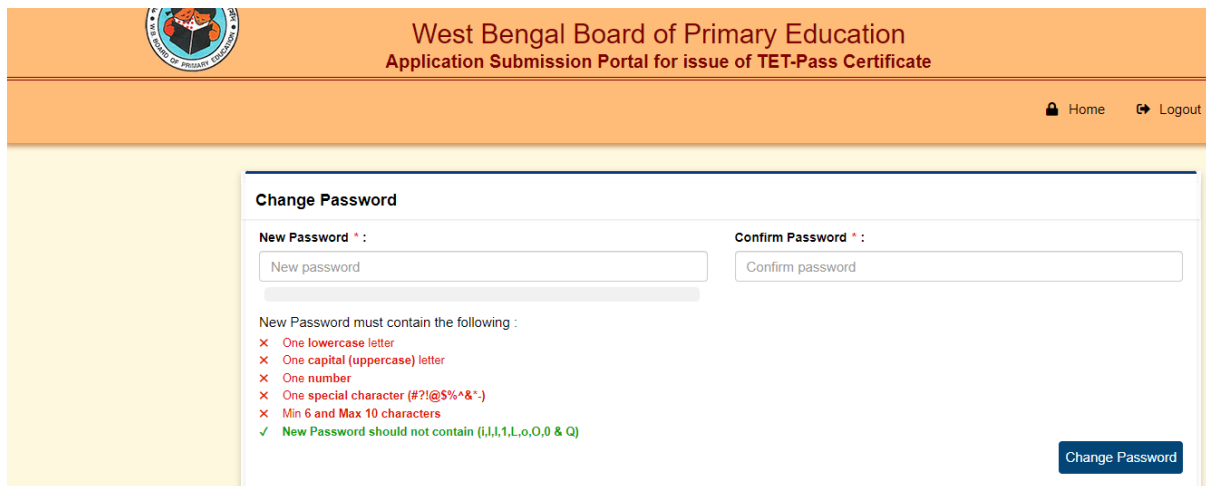**Course Type :** HONOURS

Full Marks in Graduation Exam : 0700   **Obtained Marks in Graduation Exam :** 0200

Percentage Marks (%) : 028.57   **State / UT :**

Institute / University Name : CALCUTTA UNIVERSITY

Training Examination Details

Full Marks in Training Exam : 0080   Obtained Marks in Training Exam : 0070

Institute / Council Name : TEST UNIV

Year of Passing (Training) : 2006

*** The information once submitted cannot be modified ***

EDIT   SUBMIT

After viewing Preview page, if the candidate finds that there is any error in the fields where he/she has entered the data, he/she can press **Edit** button to rectify the information.

When the candidate is satisfied with the information in Preview page, he/she can press **Submit** button to submit the information. After submission of information, no modification will be possible.

After submission of information, **Download Application Form** will be visible. The candidate can press this button to download his/her filled in Application Form in PDF format.

The Application form is displayed below.

West Bengal Board of Primary Education

Application Form for issue of TET-Pass Certificate

USER ID / APPLICATION NO :	5599453
NAME OF THE CANDIDATE :	
TET-2014 ROLL NUMBER :	
DATE OF BIRTH :	
MEDIUM OF SCHOOL OPTED:	BENGALI
RESIDENTIAL ADDRESS :	
FATHERS / HUSBANDS NAME :	
EMAIL ID :	
MOBILE NUMBER :	
PHYSICALLY CHALLENGED :	NO

CASTE :	OBC - B
CATEGORY :	NOT APPLICABLE
ELIGIBLE TRAINING QUALIFICATION :	D.EL.ED.

H.S./EQUIVALENT EXAMINATION DETAILS

WITHOUT ADDITIONAL		WITH ADDITIONAL	
FULL MARKS :	0800	FULL MARKS :	0820
OBTAINED MARKS :	0360	OBTAINED MARKS :	0401
PERCENTAGE MARKS (%) :	045.00	PERCENTAGE MARKS (%) :	048.90

INSTITUTE / COUNCIL NAME :	TST BOARD

GRADUATION EXAMINATION DETAILS

COURSE TYPE :	HONOURS
FULL MARKS :	0700
OBTAINED MARKS :	0200

PERCENTAGE MARKS (%) :	028.57
STATE / UT :	
INSTITUTE / UNIVERSITY NAME :	CALCUTTA UNIVERSITY
TRAINING EXAMINATION DETAILS	
FULL MARKS :	0080
OBTAINED MARKS :	0070
INSTITUTE / COUNCIL NAME :	TEST UNIV
YEAR OF PASSING (TRAINING) :	2006

I hereby declare that the information and particulars furnished above are true and correct to the best of my knowledge and belief.

3. Change Password

After Login the candidate can change his/her password by pressing **Change Password** Link. The following page will be displayed:

The candidate needs to enter the following fields & press **Change Password** button:
1. New Password
2. Confirm Password

4. Forgot Password

The candidate can press **Forgot Password** Link in Login page to receive his/her password. The following page will be displayed:

West Bengal Board of Primary Education
Application Submission Portal for issue of TET-Pass Certificate

Forgot Password

User Id * :

Enter your user id

TET-2014 Roll Number* :

Enter your TET-2014 Roll Number

Mobile Number * :

Enter your mobile number

Email Address * :

Enter your email address

Go back to Sign In? **Click here**

Submit

If the entered details match with the systems database, the system will send the last saved password of the applicant into his registered email. Thereafter the system will display a thank you screen wherein it will mention that the password has been sent to his/her registered email.

THANK YOU