

## ➤ Centre Registration Instructions

To begin Centre Registration, visit <https://iapt.org.in> and click on the relevant Centre Registration link as displayed on the homepage.

### **Step 1: Initiating Registration**

- Under the "For Centre" section, click **Centre Registration**.
- You will be redirected to the registration flow.

### **Step 2: Preliminary Questions**

- You will be asked:
  - Have you received the NSE 2024 booklet?
    - If **No**, you'll be prompted to download it.
  - After reviewing the booklet, respond to the next question and click **Submit**.
- Based on your answer to whether you were a registered centre in NSE 2022-23 or 2023-24:
  - If **Yes**, select your State and District to search your institution and proceed.
  - If **No**, choose the **New Centre** option.

#### **New Centre Instructions:**

- Select your **Institution Type** (KV/JNV/Other):
  - For KV: Enter the respective **KV Code**.
  - For JNV: Enter the respective **JNV AEP-MIS Code**.
  - For Others: Click **Proceed** (codes are not required).

### **Step 3: Accepting Terms**

- Review the Conditions & Declaration.
- Select **Agree** and click **Next**.

### **Step 4 & 5: Location Field**

- To fill the **Location** field:
  - Open Google Maps.
  - Search for your institution's location.
  - Click **Share > Copy Link**.
  - Paste the link into the "Location" field.

### **Step 6-10: Form Completion**

- Fill in details in the following order:
  1. **Institution Details**
  2. **Principal Details**
  3. **Centre In-Charge Details**
  4. **Exam Centre Capacity**
  5. **Bank Details**
  6. **Uploads** – Upload all required documents.

## Step 11: Preview & Submit

- Review all entered details.
  - Use **Edit** if corrections are needed.
  - Tick the **Declaration checkbox** and click **Submit**.
  - Upon successful submission, a confirmation message will appear. Now proceed with **Centre Activation**.
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## ➤ Centre Activation

- Click on **Centre Activation**.
  - Enter the registered Principal's mobile number and the 7-digit OTP received via SMS/Email.
  - Click **Activate**.
  - You will receive **Username & Password** for Centre Login.
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## ➤ Centre Login

- Click **Centre Login**.
  - Enter the provided **Username & Password**.
  - Centre Registration is now complete.
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## ➤ Student Registration via Centre Login

### Step 1:

- After login, click **Student Registration > Enroll New Student**.

### Step 2:

- To register students:
  - **Junior Science**: Fill student details. Fee: ₹300.
  - **Senior Science** (NSEA, NSEP, NSEC, NSEB): Choose subjects, fill details. Fee: ₹300 per subject.

### Step 3: Challan Generation & Payment

- After registering students, go to **Online Payment > Generate New Challan**.
- Click the card icon to proceed to payment.
- Choose the preferred payment mode in the gateway.

### Step 4: Payment Confirmation

- Payment confirmation will reflect in the login within **48-72 hours**.