Steps to Update **EMIS number** for Pre-Matric (9th & 10th) and Post-Matric (+1 & +2)

The EMIS number should be Unique.

How to update EMIS number in our Scholarship web portal

Steps	Process										
The EMIS number is Unique.											
1.	Institution need to login with their login credentials in our school web portal										
2	Click on Scholarship Menu.										
3.	Complete renewal process by Clicking Renewal- (Sch.Applcaitions) 3.1.Click on Course Name. 3.2.Select all and 3.3.Click on Renew button to complete the process.										
4.	Click on EMIS Number(new) sub menu.										
5.	Select Post-Matric or Pre-Matric radio button										
6.	Select the Check box then update the EMIS number for each and every students one by one by clicking Update EMIS number button										
7.	After updation of EMIS number, the students applcaition will be reflected in the Principal login for Submit.										

Institution need to login with their login credentials in our school web portal



Click on Scholarship Menu.

						Mon, 09 Dec 201	9 07:13:58 GMT
			DE	PARTMEN	TAMIL NACU E-DISTRICT		
Scholarship	Scholarship Status	Update Institution	Change Password	MIS Reports	Contact Details	User: 170033Soffice	OLogout
		,	ADW Post-Matri	c Scholarshi ou Should Up	b For Schools(11th & 12th) / Industrial / ITI And Pre-Matric Scholarship For Schools(9th & 10th). date The EMIS Number.Then only The Principal Submit the Scholarship Application.		
	dent Application	n 2.Sch	olarship -> EM	IS Number	II 3.Please Update the EMIS No II 4.EMIS No should be Unique		
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Complete renewal process by Clicking Renewal-(Sch.Applcaitions) 3.1.Click on Course Name.

2.2. Calact all and

3.2.Select all and

3.3.Click on Renew button to complete the process.

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Tamil Nadu e-District DEPARTMENT OF ADI DRAVIDAR AND TRIBAL WELFARE													
Scholarship Scholarship Status	Update Institution	Change Password	MIS Reports	Contact Details						User: 170033Soffice			
Scholarsi Renewal-(Sch. Applications)	hip		ADW Post-Matric Scholarship For Schools(11th & 12th) / Industrial / ITI And Pre-Matric Scholarship For Schools(9th & 10th). Renewal Of Student Applications										
 → EMIS Number → Update-(Renewed AppIn.) → Effect Transfer Process 	→ EMIS Number → Update-(Renewed AppIn.) → Effect Transfer Process			* Click On The Course Name To View And Renew The Student Details. * Click On The Update-(Renewed AppIn) Button To (Edit / Discontinue / Transfer) The Renewed Students									
 → Edit Transfer Student Registrati → Print For Dispatch 	on			Course Year									
→ Update Aadhaar Number	→ Update Aadhaar Number			Course name		Academic Yr.2018-2019	Academic Yr.2019-2020		Jatus				
→ Update Mobile No		HSc A	HSc Accountancy, Auditing, Commerce & Vocati		<u>cational</u>	1	2	12	Pending				
→ Update Permanent Address	→ Update Permanent Address		HSc History Economics Commerce Accountancy		<u>icy</u>	1	1 2		Pending				
→ Request For Aadhaar / SSLC No.	/ Account No Change	<u>HSc Pi</u>	nysics Chemistry	<u>Botany Zoology</u>		1	2	4	Pending				
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Tamil Nadu e-District DEPARTMENT OF ADI DRAVIDAR AND TRIBAL WELFARE

Scholarship Scholarship Status Update Institution Change Password MIS Reports Contact Details



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Click on EMIS Number(new)

						11011 200 001	
				DEPARTA	Tamil Nadu e-District MENT OF ADI DRAVIDAR AND TRIBAL WELFARE		
Scholarship	Scholarship Status	Update Institution	Change Password	MIS Reports	Contact Details	User: 170033Soffice	CLopout
	Sch	olarship			ADW Post-Matric Scholarship For Schools(11th & 12th) / Industrial / ITI And Pre-Matric Scholarship For Schools(9th & 10th).		
→ Renew	al-(Sch. Applications)						
→ EMIS N	umber 🝩						
→ Update	e-(Renewed Appln.)						
→ Effect	Transfer Process						
→ Edit Tr	ransfer Student Registra	ition					
→ Print F	or Dispatch						
→ Updat	e Aadhaar Number						
→ Update	e Mobile No						
→ Update	e SSLC Register No						
→ Update	e Permanent Address						
→ Reques	st For Aadhaar / SSLC N	o / Account No Change					

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Select Post-Matric or Pre-Matric radio button



Select the Check box then update the EMIS number for each and every students one by one by clicking Update EMIS number button

									Mon Dec 09
			DEP	Tamil I	ladu e-Dist DRAVIDAR AND T	rict RIBAL WELFARE			
olarship	Scholarship Status	Update Institution	Change Password MIS F	leports Contact Details					User: 170033Soffice
			ADW Pos	t-Matric Scholarship F	or Schools(11th & 12	th) / Industrial / ITI And Pre-Mat	ric Scholarship For Scl	hools(9th & 10th).	
					EMIS Number Fo	r Rnw.Student Scholarship Applica	ations	, , , , , , , , , , , , , , , , , , ,	
				h	nstitution Name : Alangara	Annai Girls Higher Secondary School Va	radarajanpet		
					۲	Post-Matric © Pre-Matric			
				Student ID	Name	CourseYear And Subject	EMIS Number	Status	
				20181700335ADW00007	THAMIZH THENDRAL E	2 Yr HSc - Accountancy, Auditing,	1234567890123456	Pending	
				20181700335ADW00008	ARTHI D	2 Yr HSc - Accountancy, Auditing, Commerce & Vocational)		Pending	
				20181700335ADW00009	SAKTHI S	2 Yr HSc - Accountancy, Auditing, Commerce & Vocational)		Pending	
				20181700335ADW00010	SWEDHA D	2 Yr HSc - Accountancy, Auditing, Commerce & Vocational)		Pending	
				2018170033SADW00011	ANUSRI S	2 Yr HSc - Accountancy, Auditing, Commerce & Vocational)		Pending	
				2018170033SADW00012	ESAIMOZHI V	2 Yr HSc - Accountancy, Auditing, Commerce & Vocational)		Pending	
				20181700335ADW00013	NANTHINI V	2 Yr HSc - Accountancy, Auditing, Commerce & Vocational)		Pending	
				20181700335ADW00014	DHARANI K	2 Yr HSc - Accountancy, Auditing, Commerce & Vocational)		Pending	
				2018170033SADW00015	RAMYA V	2 Yr HSc - Accountancy, Auditing, Commerce & Vocational)		Pending	
				20181700335ADW00016	SELVARANI S	2 Yr HSc - Accountancy, Auditing, Commerce & Vocational)		Pending	
				20181700335ADW00017	ABINAYA P	2 Yr HSc - Accountancy, Auditing, Commerce & Vocational)		Pending	
				20181700335ADW00019	AKILA A	2 Yr HSc - Accountancy, Auditing, Commerce & Vocational)		Pending	
						Update EMIS Number			
				_					
				Student I	D Name	CourseYear And Subject EMI	S Number Status		



ADW Post-Matric Scholarship For Schools(11th & 12th) / Industrial / ITI And Pre-Matric Scholarship For Schools(9th & 10th).

EMIS Number For Rnw.Student Scholarship Applications

Student ID	Name	CourseYear And Subject	EMIS N	umber	Status
2018170033SADW00007	THAMIZH THENDRAL E	2 Yr HSc - Accountancy, Auditing, Commerce & Vocational)	123456789012	3456	Pending
2018170033SADW00008	ARTHI D	2 Yr HSc - Accountancy, Auditing, Commerce & Vocational)			Pending
2018170033SADW00009	SAKTHI S	2 Yr HSc - Accountancy, Auditing, Commerce & Vocational)			Pending
2018170033SADW00010	SWEDHA D	2 Yr HSc - Accountancy, Auditing, Commerce & Vocational)			Pending
2018170033SADW00011	ANUSRI S	2 Yr HSc - Accountancy, Auditing, Commerce & Vocational)			Pending
2018170033SADW00012	ESAIMOZHI V	2 Yr HSc - Accountancy, Auditing, Commerce & Vocational)			Pending
2018170033SADW00013	NANTHINI V	2 Yr HSc - Accountancy, Auditing, Commerce & Vocational)			Pending
2018170033SADW00014	DHARANI K	2 Yr HSc - Accountancy, Auditing, Commerce & Vocational)			Pending
2018170033SADW00015	RAMYA V	2 Yr HSc - Accountancy, Auditing, Commerce & Vocational)			Pending
2018170033SADW00016	SELVARANI S	2 Yr HSc - Accountancy, Auditing, Commerce & Vocational)			Pending
2018170033SADW00017	ABINAYA P	2 Yr HSc - Accountancy, Auditing, Commerce & Vocational)			Pending
2018170033SADW00019	AKILA A	2 Yr HSc - Accountancy, Auditing, Commerce & Vocational)			Pending
		Update EMIS Number			
Student ID	Name	CourseYear And Subject	EMIS Number Stat	tus	



After updation of EMIS number, the students applcaition will be refelected in the "Principal login" for Submit.

												Fri Dec 13	2019 7:04:07 PM
	and the second se		Tamil DEPARTMENT OF AD	Nadu DI DRAVII	DAR ANI	stric D Trib	t AL WELF,	ARE					
Submit Sch. Applicat	ions Scholarship) Fee Report Change P	assword Updn. of ECS Ret.Cases Contact	: Details								User: 170033Sprincipal	
	ADW Post-Matric Scholarship For Schools(11th & 12th) / Industrial / ITI And Pre-Matric Scholarship For Schools(9th & 10th). Submission Of Scholarship Applications Institution Name : Alangara Annai Girls Higher Secondary School Varadarajanpet Post-Matric Pre-Matric SC ST SCC Valid Applications Invalid Applications												
•	Student ID	Name	CourseYear And Subject	Community	Annual Family Income	Hostel	Date Of Admission	Main. Allow. Fee	Computer Fee	Total			
<u>201817</u>	0033SADW00006	GOWSALYA K	2 Yr HSc - Physics Chemistry Botany Zoology)	SC	48000.00	N	01-06-2018	2760.00	0.00	2760.00			
	Submit												

Once the EMIS number is updated it can not be changed.

Utmost care should be taken while updating EMIS number.

Thanks