



**GOVERNMENT OF ANDHRA PRADESH**

**GVWV & VSWS DEPARTMENT**

**Vijayawada**

**AP OPEN SCHOOL SOCIETY –  
STUDENT REGISTRATION (SSC &  
INTER)**

**User Manual**

**August 2023**

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## 1. Service Overview

The Andhra Pradesh Open School Society (APOSS) was set up on 20th February 1991 by the Government of Andhra Pradesh initially to cater to the educational needs of drop-out boys and girls in the State under the Open School System. A.P. Open School Society caters to the needs of learners up to the Intermediate level for those who cannot continue their studies in the formal system.

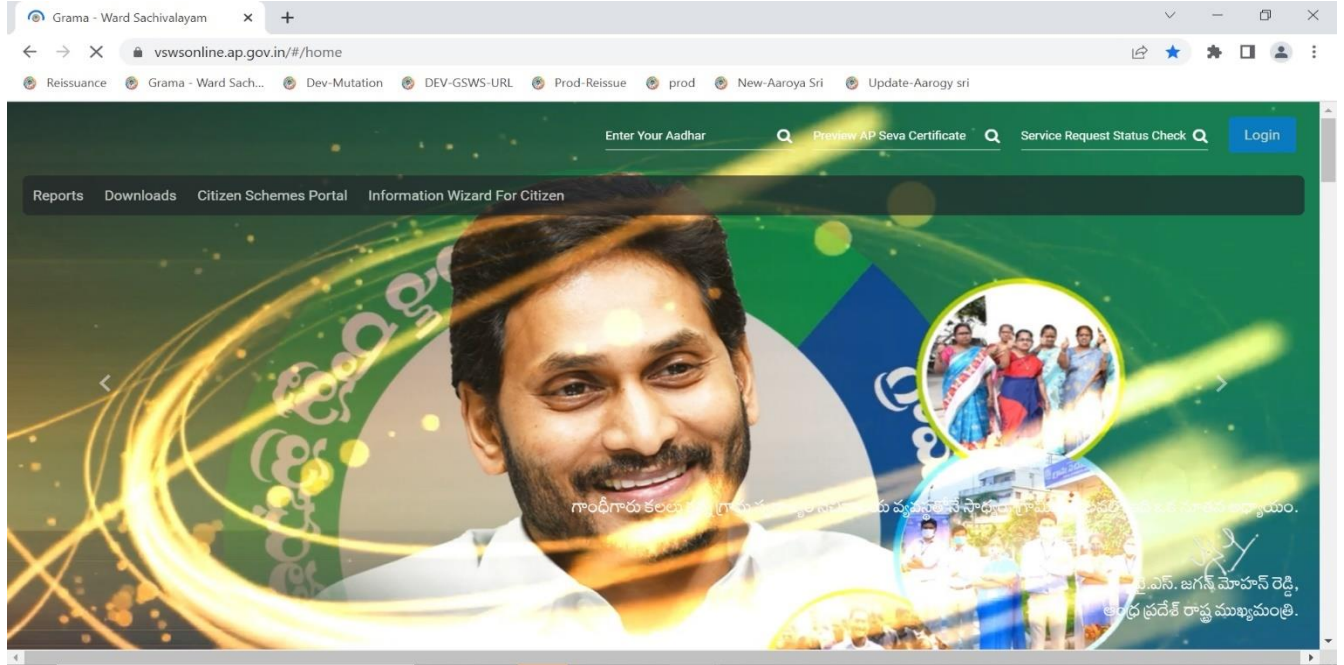
The GSWS department under the Government of Andhra Pradesh has integrated with APOSS online portal for the registration of students under the following categories:

- a) Secondary School Certificate (SSC)
- b) Intermediate

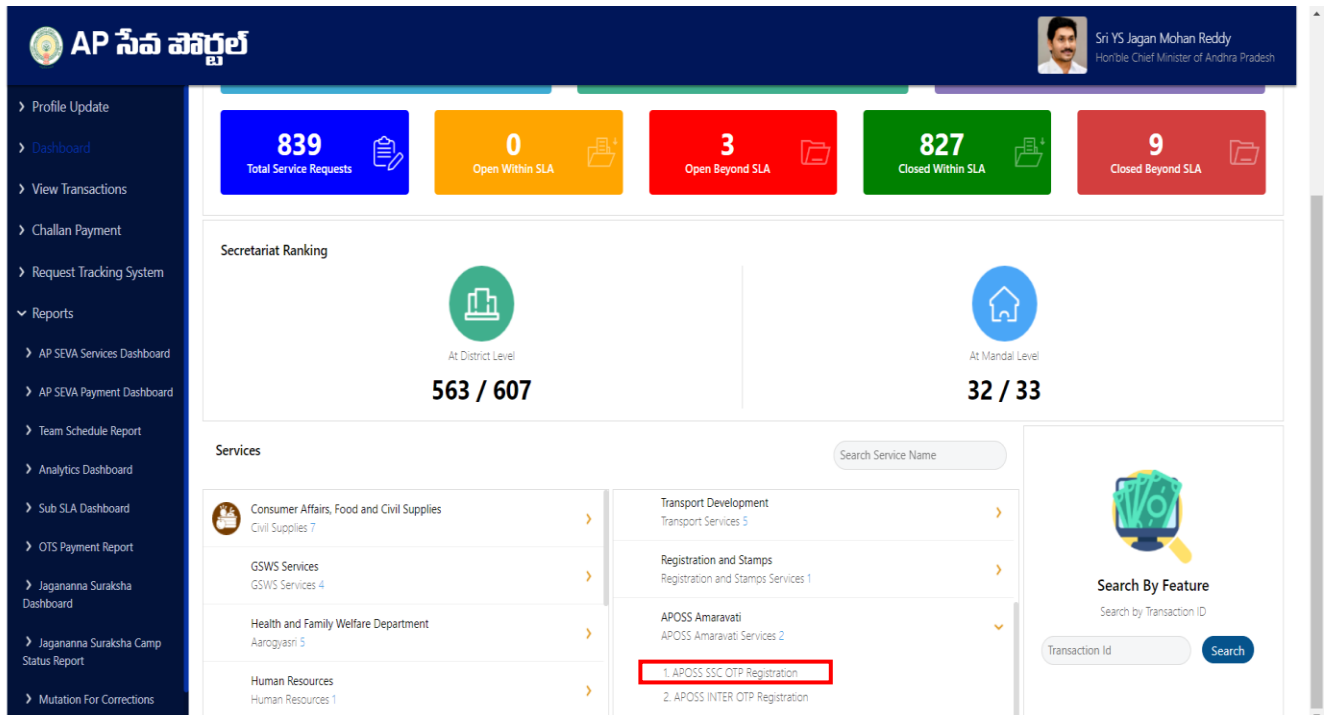
These services have been integrated with AP Seva to cater to the needs of the students who wish to register in APOSS and can easily access the service through the village/ward secretariat nearby. The registration services are integrated as a redirection link from AP Seva to the APOSS student registration portal through Single Sign-on mode.

## 2. APOSS SSC Student Registration

- a) Enter the URL <https://vswsonline.ap.gov.in/#/home> and log in to the portal using your credentials.



- b) Got to services, Click on **APOSS Amaravati** tab and select the service **APOSS SSC OTP Registration** as shown below.



- c) Enter aadhar number and click on the prefill button, If data is not populated automatically enter all the basic details manually.

### Basic Details ✕

Aadhaar Number: *	<input type="text"/>	<input type="button" value="Pre-Fill"/>	Citizen Name: *	<input type="text"/>	Father/Husband Name: *	<input type="text"/>	Gender: *	<input type="text" value="Select"/>
Date of Birth: *	<input type="text"/>	<input type="button" value="Calendar"/>	Caste: *	<input type="text" value="Select"/>	Religion: *	<input type="text" value="Select"/>	Qualification: *	<input type="text" value="Select"/>
Marital Status: *	<input type="text" value="Select"/>		Mobile No: *	<input type="text"/>	Is the Mobile Number same as Whatsapp Number?*	<input type="radio"/> Yes <input type="radio"/> No	Email:	<input type="text"/>

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### Permanent Address

Door No & Street Name: *	<input type="text"/>	District: *	<input type="text" value="Select"/>	Mandal/Municipality: *	<input type="text" value="Select"/>	Village/Ward/Secretariat: *	<input type="text" value="Select"/>
Pin Code: *	<input type="text"/>	Postal Office:	<input type="text" value="Select"/>	Postal Village:	<input type="text" value="Select"/>		

### Basic Details ✕

Aadhaar Number: *	<input type="text" value="██████████"/>	<input type="button" value="Pre-Fill"/>	Citizen Name: *	<input type="text" value="██████████"/>	Father/Husband Name: *	<input type="text" value="test data"/>	Gender: *	<input type="text" value="Female"/>
Date of Birth: *	<input type="text" value="11/01/1982"/>	<input type="button" value="Calendar"/>	Caste: *	<input type="text" value="OC"/>	Religion: *	<input type="text" value="Hindu"/>	Qualification: *	<input type="text" value="B.TECH"/>
Marital Status: *	<input type="text" value="Married"/>		Mobile No: *	<input type="text" value="9885700854"/>	Is the Mobile Number same as Whatsapp Number?*	<input type="radio"/> Yes <input checked="" type="radio"/> No	Email:	<input type="text"/>

---

### Permanent Address

Door No & Street Name: *	<input type="text" value="4-2"/>	District: *	<input type="text" value="NTR"/>	Mandal/Municipality: *	<input type="text" value="A.KONDURU-R"/>	Village/Ward/Secretariat: *	<input type="text" value="A.KONDURU"/>
Pin Code: *	<input type="text" value="521226"/>	Postal Office:	<input type="text" value="Select"/>	Postal Village:	<input type="text" value="Select"/>		

d) After filling in all the details, click the continue button as shown below.

**Permanent Address**

Door No & Street Name: *	District: *	Mandal/Municipality: *	Village/Ward/Secretariat: *
<input type="text" value="4-2"/>	<input type="text" value="NTR"/>	<input type="text" value="A.KONDURU-R"/>	<input type="text" value="A.KONDURU"/>
Pin Code: *	Postal Office:	Postal Village:	
<input type="text" value="521226"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	

Present Address is same as Permanent Address

**Present Address (Mailing Address)**

Door No & Street Name: *	District: *	Mandal/Municipality: *	Village/Ward/Secretariat: *
<input type="text" value="4-2"/>	<input type="text" value="NTR"/>	<input type="text" value="A.KONDURU-R"/>	<input type="text" value="A.KONDURU"/>
Pin Code: *	Postal Office:	Postal Village:	
<input type="text" value="521226"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	

e) The screen will be redirected to the APOSS registration portal as shown below.



**Candidate Registration Form**

\* --- Mandatory Fields

**Note 1 : Entered 'MOBILE NUMBER' should be Candidates Only**

Note 2 : Please check the 'NAME AND DATE OF BIRTH' once again LETTER BY LETTER before confirming the details

<b>Candidate Details</b>	
Course Applying For*	<input type="text" value="SSC"/>
Candidate Mobile Number*	<input type="text" value="9951895719"/>
Candidate Name*	<input type="text" value="SAYAD SHABHANA"/>
Gender*	<input type="text" value="--Select--"/>
Date Of Birth (dd/mm/yyyy)*	<input type="text" value="11/01/1982"/>
Father Name*	<input type="text" value="ABCD"/>
Registration Fee *	<b>Rs. 100.00 /-</b>
User Charges (Inclusive Of Taxes)*	<b>Rs. 16.52 /-</b>
GWS Charges *	<b>Rs. 15 /-</b>

f) Select the gender and click on confirm details after checking the same as shown below.

Candidate Mobile Number*	9951895719
Candidate Name*	SAYAD SHABHANA
Gender*	Female
Date Of Birth (dd/mm/yyyy)*	11/01/1982
Father Name*	ABCD
Registration Fee *	<b>Rs. 100.00 /-</b>
User Charges (Inclusive Of Taxes)*	<b>Rs. 16.52 /-</b>
GWS Charges *	<b>Rs. 15 /-</b>

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g) Select the payment mode and click on pay registration fee as shown below.

Father Name	ABCD
Registration Fee *	<b>Rs. 100.00 /-</b>
User Charges (Inclusive Of Taxes)*	<b>Rs. 16.52 /-</b>
GWS Charges *	<b>Rs. 15 /-</b>

**Payment Mode**

Other NetBanking (NB)

Payment Mode

Other NetBanking (NB)

Convenience Charges

Payment Mode	Convenience Charges + GST%
NetBanking (NB) SBI	Rs.20 + 18%
NetBanking (NB) ICICI	Rs.20 + 18%
NetBanking (NB) HDFC	Rs.20 + 18%
Other NetBankings (NB)	Rs.20 + 18%
Credit Card (CC)	Rs.20 + 18%
Debit Card (DC)	Rs.20 + 18%

Pay Registration Fee

h) The page will be redirected to the payment page as shown below.

←



**APTOnline 5**

**Select an option to pay** **₹155.12**

**Pay with Paytm**

Postpaid
 Wallet
 Cards
 UPI

**Enter Mobile Number**

+91 9951895719
✕

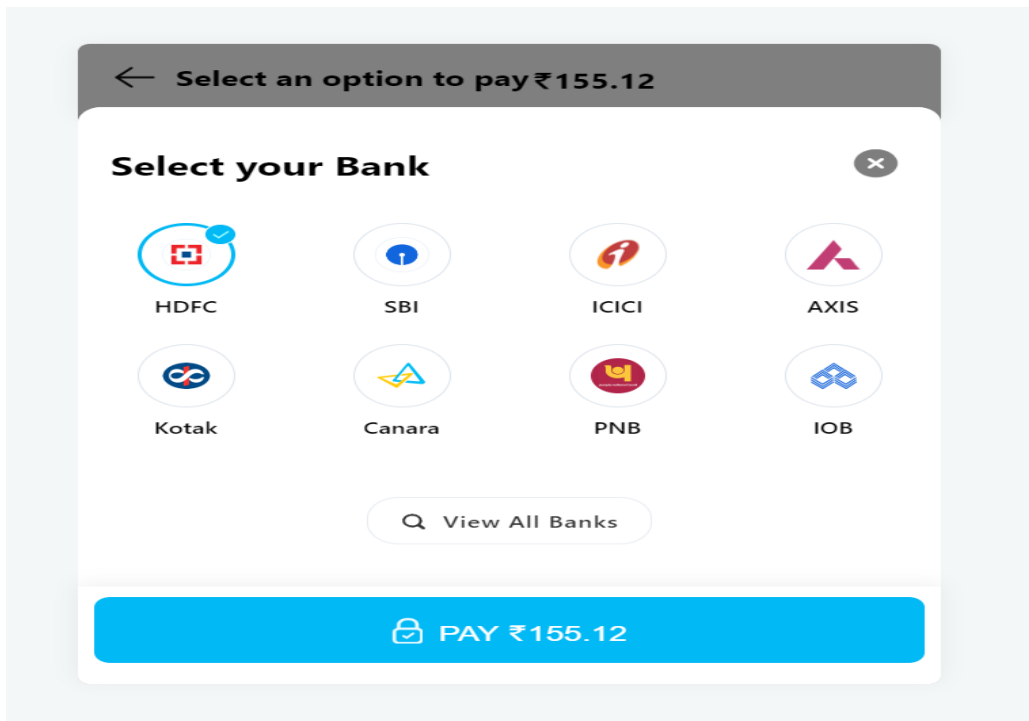
Remember me

Proceed

i Paytm Postpaid, Wallet, Saved Cards and UPI are not available for this



i) Select the desired bank and complete the payment.



j) Registration receipt will be generated as shown below after successful completion of payment.

Registration Number also forwarded to your Mobile No. Please check once

**A.P. OPEN SCHOOL SOCIETY :: AMARAVATI**  
**REGISTRATION RECEIPT - 2023-24**

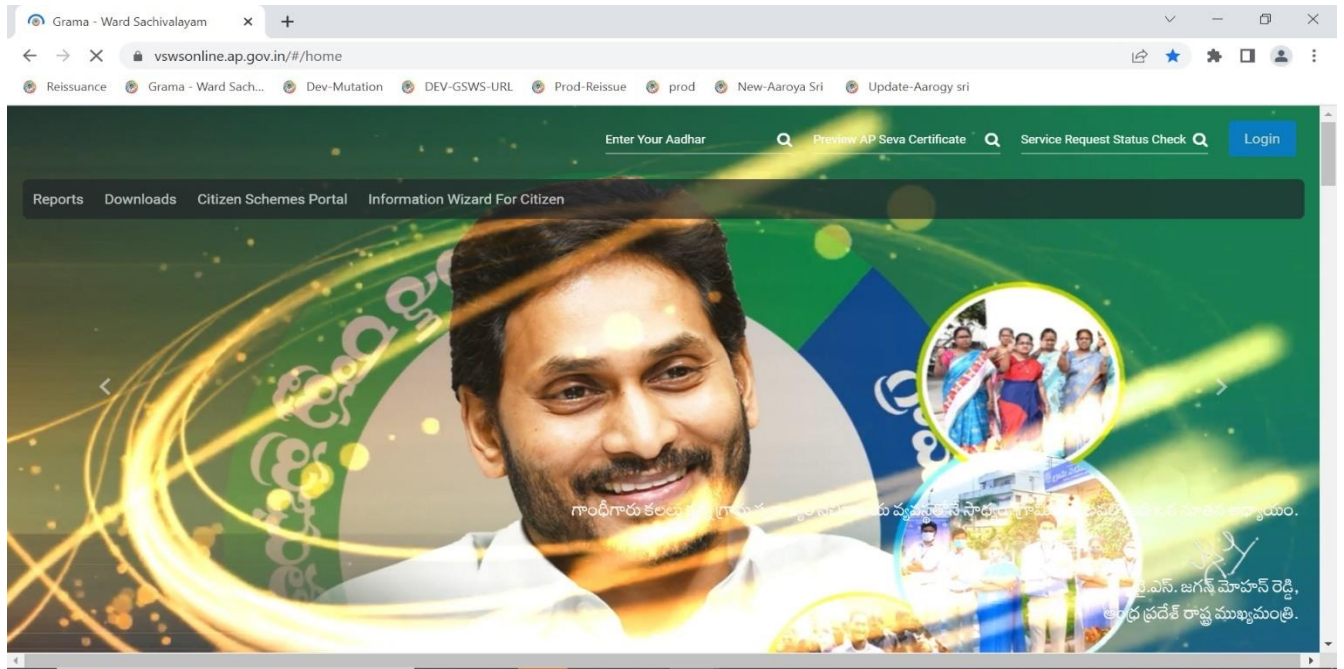
Date Of Payment	:	24/08/2023
Registration No	:	GWS-APSRN-67735D
Applicant Name	:	SAYAD SHABHANA
Date of Birth	:	11/01/1982
Father Name	:	ABCD
Candidate Mobile No	:	9951895719
Registered Course	:	SSC
Reference No	:	PTM24083492F41E7

Print Receipt

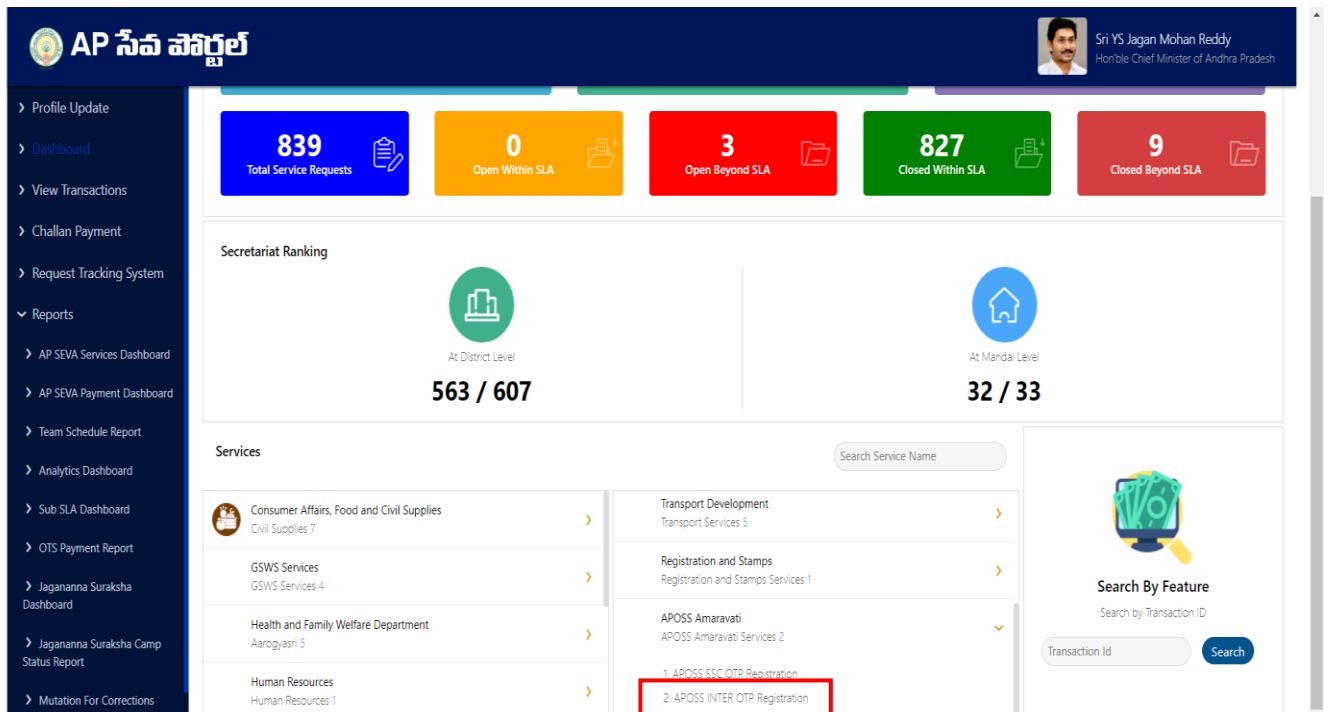
Close Page

### 3. APOSS INTER Student registration

a) Enter the URL <https://vswsonline.ap.gov.in/#/home> and log in to the portal using your credentials.



b) Got to services, Click on **APOSS Amaravati** tab and select the service **APOSS INTER OTP Registration** as shown below.



- c) Enter aadhar number and click on prefill button, if data is not populated automatically enter all the basic details manually.

**Basic Details** ✕

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Aadhaar Number: *	Citizen Name: *	Father/Husband Name: *	Gender: *
<input type="text"/> <span style="float: right; background-color: #0056b3; color: white; padding: 2px 5px; border-radius: 3px;">Pre-Fill</span>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>
Date of Birth: *	Caste: *	Religion: *	Qualification: *
<input type="text"/> <span style="float: right;">📅</span>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>
Marital Status: *	Mobile No: *	Is the Mobile Number same as Whatsapp Number?*	Email:
<input type="text" value="Select"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>

---

**Permanent Address**

Door No & Street Name: *	District: *	Mandal/Municipality: *	Village/Ward/Secretariat: *
<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>
Pin Code: *	Postal Office:	Postal Village:	
<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	

**Basic Details** ✕

---

Aadhaar Number: *	Citizen Name: *	Father/Husband Name: *	Gender: *
<input type="text" value="██████████"/> <span style="float: right; background-color: #0056b3; color: white; padding: 2px 5px; border-radius: 3px;">Pre-Fill</span>	<input type="text" value="██████████"/>	<input type="text" value="test data"/>	<input type="text" value="Female"/>
Date of Birth: *	Caste: *	Religion: *	Qualification: *
<input type="text" value="11/01/1982"/> <span style="float: right;">📅</span>	<input type="text" value="OC"/>	<input type="text" value="Hindu"/>	<input type="text" value="B.TECH"/>
Marital Status: *	Mobile No: *	Is the Mobile Number same as Whatsapp Number?*	Email:
<input type="text" value="Married"/>	<input type="text" value="9885700854"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>

---

**Permanent Address**

Door No & Street Name: *	District: *	Mandal/Municipality: *	Village/Ward/Secretariat: *
<input type="text" value="4-2"/>	<input type="text" value="NTR"/>	<input type="text" value="A.KONDURU-R"/>	<input type="text" value="A.KONDURU"/>
Pin Code: *	Postal Office:	Postal Village:	
<input type="text" value="521226"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	

d) After filling in all the details, click the continue button as shown below.

**Permanent Address**

Door No & Street Name: *	District: *	Mandal/Municipality: *	Village/Ward/Secretariat: *
<input type="text" value="4-2"/>	<input type="text" value="NTR"/>	<input type="text" value="A.KONDURU-R"/>	<input type="text" value="A.KONDURU"/>
Pin Code: *	Postal Office:	Postal Village:	
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Present Address is same as Permanent Address

**Present Address (Mailing Address)**

Door No & Street Name: *	District: *	Mandal/Municipality: *	Village/Ward/Secretariat: *
<input type="text" value="4-2"/>	<input type="text" value="NTR"/>	<input type="text" value="A.KONDURU-R"/>	<input type="text" value="A.KONDURU"/>
Pin Code: *	Postal Office:	Postal Village:	
<input type="text" value="521226"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	

e) The screen will be redirected to the APOSS registration portal as shown below.

**Candidate Registration Form**

**\* --- Mandatory Fields**

**Note 1 : Entered 'MOBILE NUMBER' should be Candidates Only**

**Note 2 : Please check the 'NAME AND DATE OF BIRTH' once again LETTER BY LETTER before confirming the detail:**

**Candidate Details**

Course Applying For*	<input type="text" value="INTER"/>
Candidate Mobile Number*	<input type="text" value="9885700854"/>
Candidate Name (As Per SSC Pass Certificate)*	<input type="text" value="SAYAD SHABHANA"/>
Gender*	<input type="text" value="--Select--"/>
Date Of Birth (dd/mm/yyyy)*	<input type="text" value="11/01/1982"/>
Father Name*	<input type="text" value="ABCD"/>

Registration Fee *	<b>Rs. 100.00 /-</b>
User Charges (Inclusive Of Taxes)*	<b>Rs. 16.52 /-</b>
GWS Charges *	<b>Rs. 15 /-</b>

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Candidate Mobile Number*	<input type="text" value="9951895719"/>
Candidate Name*	<input type="text" value="SAYAD SHABHANA"/>
Gender*	<input type="text" value="Female"/>
Date Of Birth (dd/mm/yyyy)*	<input type="text" value="11/01/1982"/>
Father Name*	<input type="text" value="ABCD"/>
Registration Fee *	<b>Rs. 100.00 /-</b>
User Charges (Inclusive Of Taxes)*	<b>Rs. 16.52 /-</b>
GWS Charges *	<b>Rs. 15 /-</b>

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g) Select the payment mode and click on **pay registration** fee as shown below.

Registration Fee *	<b>Rs. 100.00 /-</b>
User Charges (Inclusive Of Taxes)*	<b>Rs. 16.52 /-</b>
GWS Charges *	<b>Rs. 15 /-</b>

Payment Mode

Other NetBanking (NB)

Payment Mode

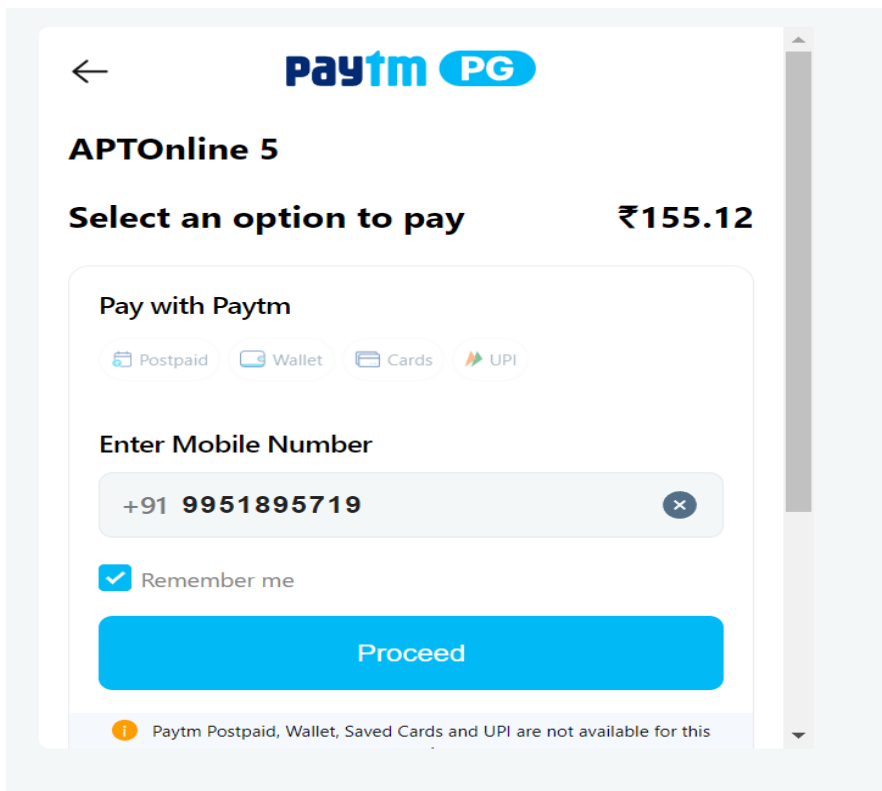
Other NetBanking (NB)

Convenience Charges

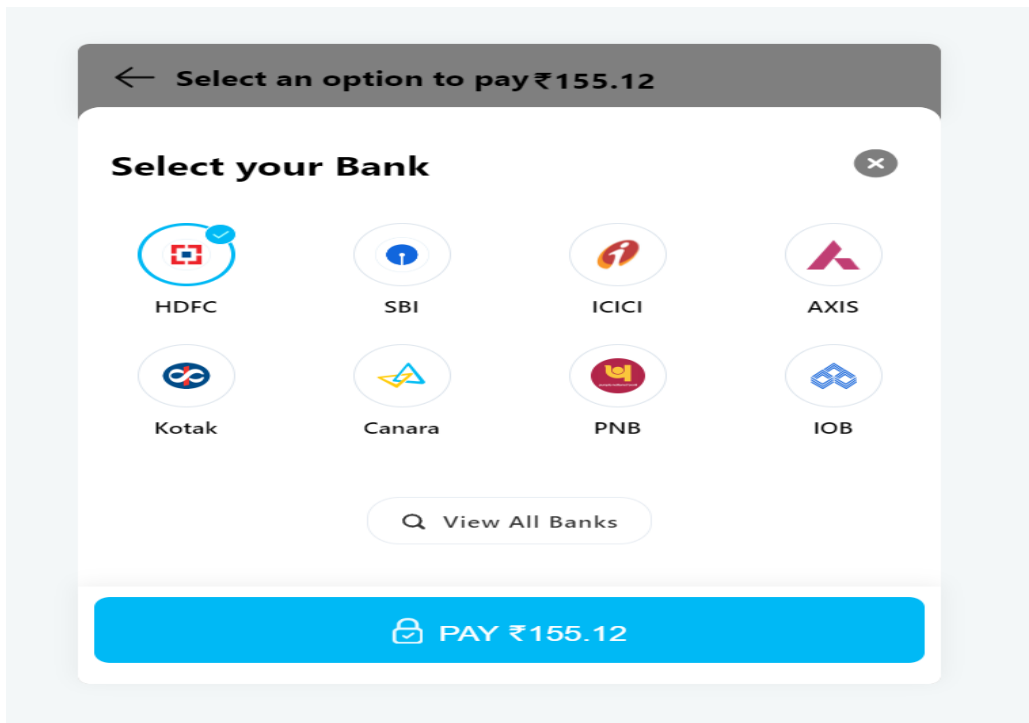
Payment Mode	Convenience Charges + GST%
NetBanking (NB) SBI	Rs.20 + 18%
NetBanking (NB) ICICI	Rs.20 + 18%
NetBanking (NB) HDFC	Rs.20 + 18%
Other NetBankings (NB)	Rs.20 + 18%
Credit Card (CC)	Rs.20 + 18%
Debit Card (DC)	Rs.20 + 18%

Pay Registration Fee

h) The page will be redirected to the payment page as shown below.



i) Select the desired bank and complete the payment.



j) Registration receipt will be generated as shown below after successful completion of payment.

**Registration Number also forwarded to your Mobile No. Please check once**

**A.P. OPEN SCHOOL SOCIETY :: AMARAVATI  
REGISTRATION RECEIPT - 2023-24**

Date Of Payment	:	25/08/2023
Registration No	:	GWS-APIRN-FB88A7
Applicant Name	:	SAYAD SHABHANA
Date of Birth	:	11/01/1982
Father Name	:	ABCD
Candidate Mobile No	:	9885700854
Registered Course	:	INTER
Reference No	:	PTM25081D6B13ADC

Print Receipt

Close Page