

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 <u>https://vswsonline.ap.gov.in/#/home</u> 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.

🍥 AP సేవ చె	វិប៉ូម៍				Sri YS Jagan Mohan Reddy Horible Chief Minister of Andhra Pradesh
> Profile Update	000			007	
 Dashboard View Transactions 	Total Service Requests Open 1	Within SLA	S Open Beyond SLA	Closed Within SLA	Closed Beyond SLA
> Challan Payment	Secretariat Ranking				
> Request Tracking System					
✓ Reports				ស	
> AP SEVA Services Dashboard	At District Le	evel		At Mandal Level	
> AP SEVA Payment Dashboard	563 / 6	507		32 / 33	
> Team Schedule Report	Services		(Search Service Name	
Analytics Dashboard					177 TO
Sub SLA Dashboard	Consumer Affairs, Food and Civil Supplies Civil Supplies 7	>	Transport Development Transport Services 5	>	
 OTS Payment Report Jagananna Suraksha 	GSWS Services GSWS Services 4	>	Registration and Stamps Registration and Stamps Services 1	>	Search By Feature
Dashboard	Health and Family Welfare Department	>	APOSS Amaravati	~	Search by Transaction ID
 Jagananna Suraksha Camp Status Report 	Aarogyasri 5		APUSS Amaravati Services 2		Transaction Id Search
> Mutation For Corrections	Human Resources Human Resources 1	>	2. APOSS INTER OTP Registration		

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

Aadhaar Number: *	Citizen Name: *		Father/Husband Name: *		Gender: *	
Pre-Fill					Select	~
Date of Birth: *	Caste: *		Religion: *		Qualification: *	
	Select	~	Select	~	Select	~
Marital Status: *	Mobile No: *		Is the Mobile Number same as Whatsap	р	Email:	
Select 🗸			○ Yes ○ No			
Permanent Address						
Door No & Street Name: *	District : *		Mandal/Municipality: *		Village/Ward/Secretariat: *	
	Select	~	Select	~	Select	~
Pin Code: *	Postal Office:		Postal Village:			
	Select	~	Select	~		
Basic Details						
Basic Details Aadhaar Number: *	Citizen Name: *		Father/Husband Name: *		Gender: *	
Basic Details Aadhaar Number: * Pre-Fill Date of Birth: *	Citizen Name: *		Father/Husband Name: * test data		Gender: * Female	
Basic Details Aadhaar Number: * Pre-Fill Date of Birth: *	Citizen Name: *		Father/Husband Name: * test data Religion: *		Gender: * Female Qualification: *	
Basic Details Aadhaar Number: * Pre-Fill Date of Birth: * 11/01/1982	Citizen Name: * Caste: * OC	v	Father/Husband Name: * test data Religion: * Hindu	•	Gender: * Female Qualification: * B.TECH	
Basic Details Aadhaar Number: * Pre-Fill Date of Birth: * 11/01/1982 Marital Status: *	Citizen Name: * Caste: * Caste: * OC Mobile No: *	~	Father/Husband Name: * test data Religion: * Hindu Is the Mobile Number same as Whats	▼ sapp	Gender: * Female Qualification: * B.TECH Email:	
Basic Details Aadhaar Number: * Pre-Fill Date of Birth: * 11/01/1982 Marrital Status: * Married	Citizen Name: * Caste: * Caste: * OC Mobile No: * 9885700854		Father/Husband Name: * test data Religion: * Hindu Is the Mobile Number same as Whats Number?* Vas. © No.	▼ sapp	Gender: * Female Qualification: * B.TECH Email:	
Basic Details Aadhaar Number: * Pre-Fill Date of Birth: * 11/01/1982 Marital Status: * Married	Citizen Name: * Caste: * OC Mobile No: * 9885700854	· · · ·	Father/Husband Name: * test data Religion: * Hindu Is the Mobile Number same as Whats Number?* Yes No	▼ sapp	Gender: * Female Qualification: * B.TECH Email:	
Basic Details Aadhaar Number: * Pre-Fill Date of Birth: * 11/01/1982 Marital Status: * Married Permanent Address	Citizen Name: * Caste: * OC Mobile No: * 9885700854	· · · · · · · · · · · · · · · · · · ·	Father/Husband Name: * test data Religion: * Hindu Is the Mobile Number same as Whats Number?* Yes No	▼ sapp	Gender: * Female Qualification: * B.TECH Email:	
Basic Details Aadhaar Number: * Pre-Fill Date of Birth: * 11/01/1982 Marital Status: * Married Permanent Address Door No & Street Name: *	Citizen Name: * Caste: * Caste: * OC Mobile No: * 9885700854 District : *	· · · · · · · · · · · · · · · · · · ·	Father/Husband Name: * test data Religion: * Hindu Is the Mobile Number same as Whats Number?* Yes No Mandal/Municipality: *	▼ sapp	Gender: * Female Qualification: * B.TECH Email:	
Basic Details Aadhaar Number: * Pre-Fill Date of Birth: * 11/01/1982 Marital Status: * Married Permanent Address Door No & Street Name: * 4-2	Citizen Name: * Caste: * Caste: * OC Mobile No: * 9885700854 District : * NTR	· ·	Father/Husband Name: * test data Religion: * Hindu Is the Mobile Number same as Whats Number?* Yes No Mandal/Municipality: * A.KONDURU-R	v sapp	Gender: * Female Qualification: * B.TECH Email: Village/Ward/Secretariat: * A.KONDURU	
Basic Details Aadhaar Number: * Pre-Fill Date of Birth: * 11/01/1982 Marital Status: * Married Permanent Address Door No & Street Name: * 4-2 Pin Code: *	Citizen Name: * Caste: * Caste: * OC Mobile No: * 9885700854 District : * NTR Postal Office:	· ·	Father/Husband Name: * test data Religion: * Hindu Is the Mobile Number same as Whats Number?* Yes No Mandal/Municipality: * A.KONDURU-R Postal Village:	v sapp	Gender: * Female Qualification: * B.TECH Email: Village/Ward/Secretariat: * A.KONDURU	

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

Door No & Street Name: *	District · *	Mandal/Municipality	* Village/Ward/Secretariat. *	
Door no a Street Name.	District .			
4-2	NTR	✓ A.KONDURU-R	✓ A.KONDURU	~
Pin Code: *	Postal Office:	Postal Village:		
521226	Select	✓ Select	~	
Present Address is same as Permanent Address is same as Permanent Address	ddress			
Present Address (Mailing Address)				
Door No & Street Name: *	District: *	Mandal/Municipality:	Village/Ward/Secretariat: *	
4-2	NTR	► A.KONDURU-R	A.KONDORO	~
4-2 Pin Code: *	NTR Postal Office:	Postal Village:	- A.KONDUKU	~
4-2 Pin Code: * 521226	Postal Office:	A.KONDURU-R Postal Village: Select	A.KONDUKU	

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

	Candidate Registration Form
	* Mandatory Fields
Note 2 - Olever	Note 1 : Entered 'MOBILE NUMBER' should be Candidates Only
Candidate Dataila	CHECK THE NAME AND DATE OF BIRTH ONCE Again LETTER BT LETTER BEIDRE COMMITMING THE details
Candidate Details	
Course Applying For*	SSC •
Candidate Mobile Number*	9951895719
Candidate Name*	SAYAD SHABHANA
Gender*	-Select-
Date Of Birth (dd/mm/yyyy)*	11/01/1982
Father Name*	ABCD
Registration Fee *	Rs. 100.00 /-
User Charges (Inclusive Of Taxes)*	Rs. 16.52 /-
GWS Charges *	De 15/-

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 *	Rs. 100.00 /-		
	User Charges (Inclusive Of Taxes)*	Rs. 16.52 /-		
	GWS Charges *	Rs. 15 /-		
L		Confirm Details		
l rights reserved			Designed & developed by	nline

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

Registration Fee *	KS. 100.00/-	
User Charges	Rs. 16.52 /-	
(Inclusive Of Taxes)*		
GWS Charges *	Rs. 15 /-	
Payment Mode		
	-	
Other NetBanking (NB)		

ayment mode			
er NetBanking (NB)			
onvenience Charges			
	Payment Mode	Convenience Charges + GST%	7
	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%	-
			_

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



- ← Select an option to pay₹155.12 \bigotimes Select your Bank A G HDFC ICICI AXIS SBI \bigcirc \checkmark ∞ 9 Kotak Canara PNB IOB Q View All Banks PAY ₹155.12
- 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

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

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

Print Receipt

Close Page

3. APOSS INTER Student registration

a) Enter the URL <u>https://vswsonline.ap.gov.in/#/home</u> 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.

🌀 AP సేచ చె	ទីភ្លូមិ			Sri YS Jagan Mohan Reddy Honble Chief Minister of Andhra Pradesh
> Profile Update				
> Dashboard	839 0		d SLA	
> View Transactions				
> Challan Payment	Secretariat Danking			
> Request Tracking System				
✓ Reports			Le Ce	3
> AP SEVA Services Dashboard	At District Level		At Manc	dal Level
> AP SEVA Payment Dashboard	563 / 607	7	32 /	/ 33
> Team Schedule Report	Services		County Country Manua	
Analytics Dashboard			search service Name	
Sub SLA Dashboard	Consumer Affairs, Food and Civil Supplies	Transport Develop Transport Services 5	5	
> OTS Payment Report	GSWS Services	Registration and St	tamps	
Jagananna Suraksha Dashboard	GSWS Services 4	Registration and Sta	amps Services 1	Search By Feature
> Jagananna Suraksha Camp	Health and Family Welfare Department Aarogyasri 5	APOSS Amaravati APOSS Amaravati S	iervices 2	Transaction Id
Status Report Mutation For Corrections	Human Resources Human Resources 1	APOSS SSC OTP APOSS INTER OT	Registration TP Registration	Scolor

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

						×
						^
Aadhaar Number: *	Citizen Name: *		Father/Husband Name: *		Gender: *	
Pre	⊱Fill				Select	~
Date of Birth: *	Caste: *		Religion: *		Qualification: *	
	Select	~	Select	~	Select	~
Marital Status: *	Mobile No: *		Is the Mobile Number same as Whatsap	p	Email:	
Select	~		○ Yes ○ No			
Permanent Address						
Door No & Street Name: *	District : *		Mandal/Municipality: *		Village/Ward/Secretariat: *	
	Select	~	Select	~	Select	~
in Code: *	Postal Office:		Postal Village:			
	Select	~	Select	~		
Basic Details						
Basic Details Aadhaar Number: *	Citizen Name: *		Father/Husband Name: *		Gender: *	
Aadhaar Number: *	Citizen Name: *		Father/Husband Name: * test data		Gender: • Female	
Aadhaar Number: * Pr Date of Birth: *	Citizen Name: *		Father/Husband Name: * test data Religion: *		Gender: * Female Qualification: *	
Aadhaar Number: * Pr Date of Birth: * 11/01/1982	Citizen Name: * re-Fill Caste: * OC	v	Father/Husband Name: * test data Religion: * Hindu	•	Gender: * Female Qualification: * B.TECH	
Aadhaar Number: * Pr Date of Birth: * 11/01/1982 Marital Status: *	Citizen Name: * Caste: * Caste: * OC Mobile No: *	v	Father/Husband Name: * test data Religion: * Hindu Is the Mobile Number same as What	▼ sapp	Gender: * Female Qualification: * B.TECH Email:	
Aadhaar Number: * Aadhaar Number: * Date of Birth: * 11/01/1982 Marital Status: * Married	Citizen Name: * Caste: * Caste: * OC Mobile No: * 9885700854	~	Father/Husband Name: * test data Religion: * Hindu Is the Mobile Number same as What Number?*	▼ sapp	Gender: * Female Qualification: * B.TECH Email:	
Basic Details Aadhaar Number: * Pr Date of Birth: * 11/01/1982 Marital Status: * Married	Citizen Name: * Caste: * Caste: * Coc Mobile No: * 9885700854	~	Father/Husband Name: * test data Religion: * Hindu Is the Mobile Number same as What Number?* Yes No	▼ sapp	Gender: * Female Qualification: * B.TECH Email:	
Basic Details Aadhaar Number: * Pr Date of Birth: * 11/01/1982 Marital Status: * Married Permanent Address	Citizen Name: * Caste: * Caste: * Coc Mobile No: * 9885700854	~	Father/Husband Name: * test data Religion: * Hindu Is the Mobile Number same as What Number?* Yes No	∨ sapp	Gender: * Female Qualification: * B.TECH Email:	
Basic Details Aadhaar Number: * Pr Date of Birth: * 11/01/1982 Marital Status: * Married Permanent Address Door No & Street Name: *	Citizen Name: * Citizen Name: * Caste: * Caste: * Coc Mobile No: * 9885700854 District : *	~	Father/Husband Name: * test data Religion: * Hindu Is the Mobile Number same as What Number?* Yes No Mandal/Municipality: *	▼ sapp	Gender: * Female Qualification: * B.TECH Email:	
Basic Details Aadhaar Number: * Pr Date of Birth: * 11/01/1982 Marital Status: * Married Permanent Address Door No & Street Name: * 4-2	Citizen Name: * Citizen Name: * Caste: * Caste: * CC Mobile No: * 9885700854 District : * NTR	~	Father/Husband Name: * test data Religion: * Hindu Is the Mobile Number same as What Number?* Yes No Mandal/Municipality: * A.KONDURU-R	▼ sapp	Gender: * Female Qualification: * B.TECH Email: Village/Ward/Secretariat: * A.KONDURU	
Basic Details Aadhaar Number: * Aadhaar Number: * Date of Birth: * 11/01/1982 Marital Status: * Married Permanent Address Door No & Street Name: * 4-2 Pin Code: *	Citizen Name: * Citizen Name: * Caste: * Caste: * CoC Mobile No: * 9885700854 District : * NTR Postal Office:	~	Father/Husband Name: * test data Religion: * Hindu Is the Mobile Number same as What Number?* Yes No Mandal/Municipality: * A.KONDURU-R Postal Village:	sapp	Gender: * Female Qualification: * B.TECH Email: Village/Ward/Secretariat: * A.KONDURU	
Basic Details Aadhaar Number: * Aadhaar Number: * Date of Birth: * 11/01/1982 Marital Status: * Married Permanent Address Door No & Street Name: * 4-2 Pin Code: * 521226	Citizen Name: * Caste: * Caste: * CoC Mobile No: * 9885700854 District : * NTR Postal Office: Selert	· · · · · · · · · · · · · · · · · · ·	Father/Husband Name: *	sapp	Gender: * Female Qualification: * B.TECH Email: Village/Ward/Secretariat: * A.KONDURU	

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

Door No & Street Name: *	District : *	Mandal/Municipality: *		Village/ward/Secretariat:	
4-2	NTR	► A.KONDURU-R	~	A.KONDURU	~
Pin Code: *	Postal Office:	Postal Village:			
521226	Select	✓ Select	~		
Present Address is same as Perman.	ent Ardriness				
Present Address is same as Perman	ent Address				
Present Address is same as Perman Present Address (Mailing Address Door No & Street Name: *	ent Address ss) District: *	Mandal/Municipality: *		Village/Ward/Secretariat: *	
Present Address is same as Permane Present Address (Mailing Address Door No & Street Name: *	ent Address ss) District: • NTR	Mandal/Municipality: * • A.KONDURU-R	~	Village/Ward/Secretariat: *	~
 Present Address is same as Perman Present Address (Mailing Address Door No & Street Name: * 4-2 Pin Code: * 	ent Address SS) District: * NTR Postal Office:	Mandal/Municipality: * A.KONDURU-R Postal Village:	~	Village/Ward/Secretariat: * A.KONDURU	~

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

	Sandidate Registration Fonn	
	* Mandatory Fields	
1	Note 1 : Entered 'MOBILE NUMBER' should be Candidates C	only
Note 2 : Please	check the 'NAME AND DATE OF BIRTH' once again LETTER BY LETTER before co	nfirming the detail
Candidate Details		
Course Applying For*	INTER	
Candidate Mobile Number*	9885700854	
Candidate Name (As Per	SAYAD SHABHANA	
ssc Pass Certificate)*		
Gender*	-Select	
Date Of Birth (dd/mm/yyyy)*	11/01/1982	
Father Name*	ABCD	
	Do 100.00 /	
Registration Fee *	RS. 100.007-	
User Charges	Rs. 16.52 /-	
(Inclusive Of Taxes)*		
GWS Charges *	Rs. 15/-	

Reset

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

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

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

Registration Fee *	Rs. 100.00 /-	
User Charges	Rs. 16.52 /-	
(Inclusive Of Taxes)*		
GWS Charges *	Rs. 15 /-	
Payment Mode		
0]	
Other NetBanking (NB)		

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%	-
		Do 20 + 18%	1

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



- Select an option to pay₹155.12 \leftarrow \bigotimes Select your Bank • A P HDFC ICICI AXIS SBI \bigcirc \checkmark 9 60 Kotak Canara PNB IOB Q View All Banks PAY ₹155.12
- 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

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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

Close Page