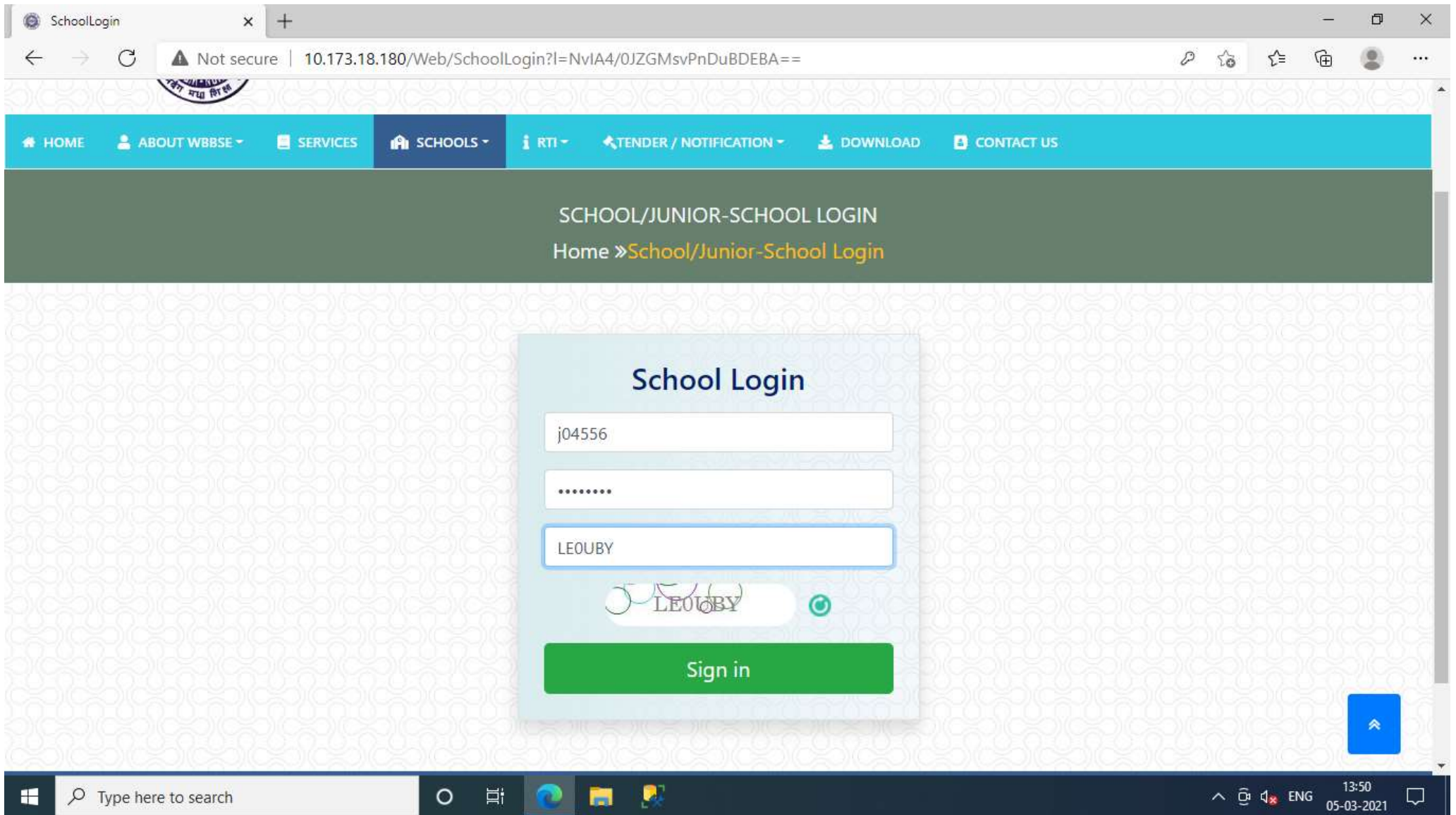


West Bengal Board of Secondary Education

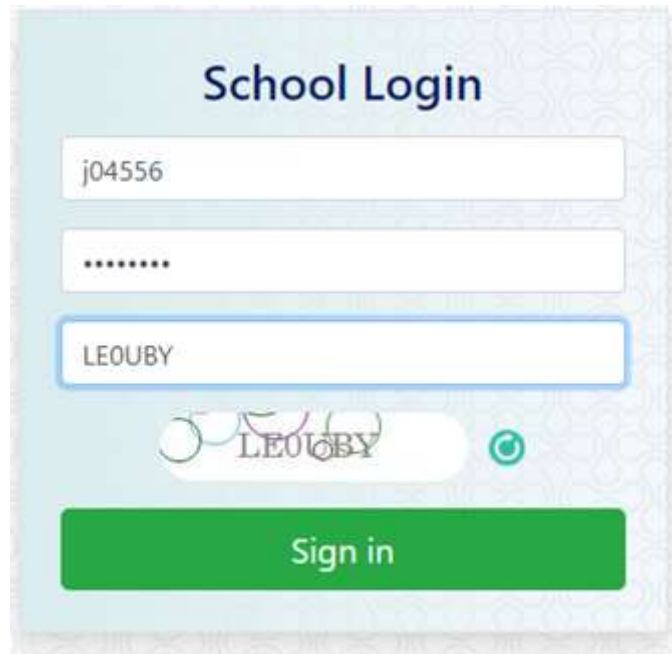
Nivedita Bhavan, Salt Lake

Kolkata 700091

[Create school credential \(School Login\)](#)



Picture – 1

A screenshot of a 'School Login' dialog box. The title 'School Login' is at the top. Below it are three input fields: the first contains 'j04556', the second contains seven asterisks, and the third contains 'LEOUBY'. Below the third field is a CAPTCHA image showing the word 'LEOUBY' in a stylized font with a green checkmark to its right. At the bottom is a green 'Sign in' button.

School Login

j04556


LEOUBY

LEOUBY

Sign in

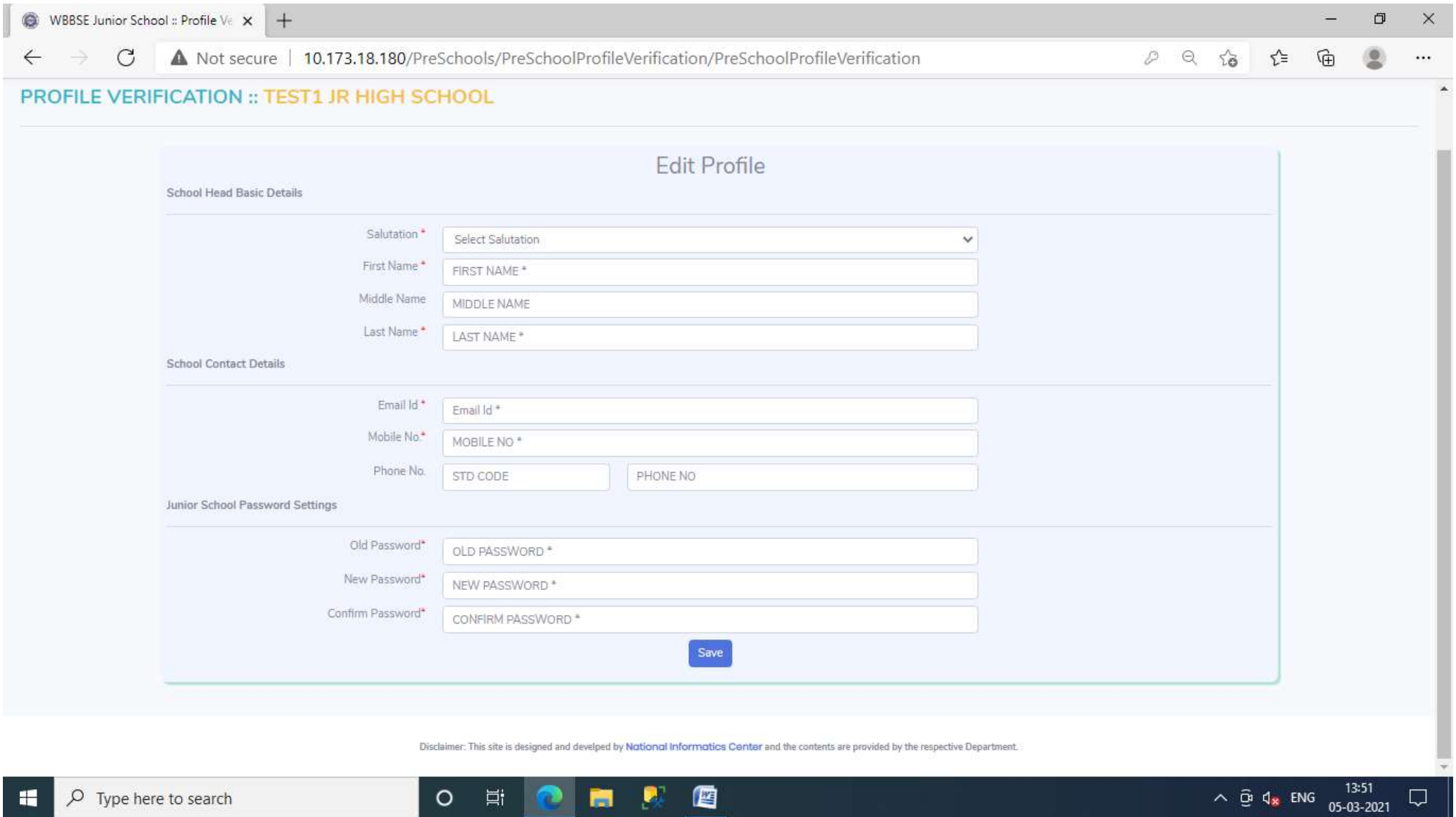
Picture – 1 (Full Screen View)

Step - 1

- ❖ Use [Mozilla Firefox](#)(updated version) 
- ❖ Login to Web Site Address (wbbse.wb.gov.in)
- ❖ Click School Tab in Menu Bar and then click on School Login, above dialogue box will be opened.

Step - 2

- ✓ For Upper Primary schools, type the **user Id** sent by respective DI (S.E) of Schools and default password **Test@123** and the **Captcha** to Sign in.
- ✓ For High schools, type the **school Index** as **user Id**, default password **Test@123** and the **Captcha** to Sign in.



Picture - 2

Edit Profile

School Head Basic Details

Salutation *

First Name *

Middle Name

Last Name *

School Contact Details

Email Id *

Mobile No.*

Phone No.

Junior School Password Settings

Old Password*

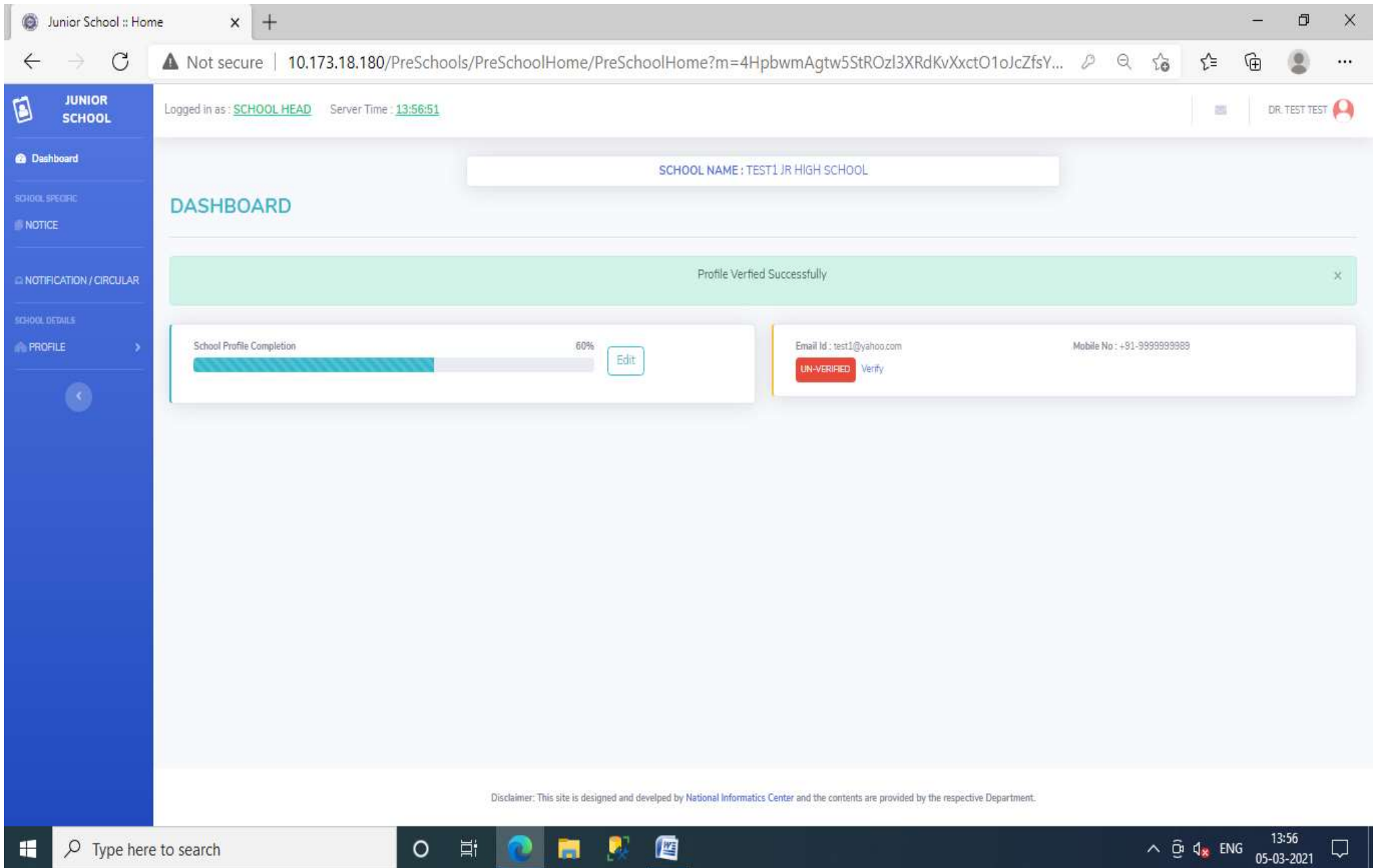
New Password*

Confirm Password*

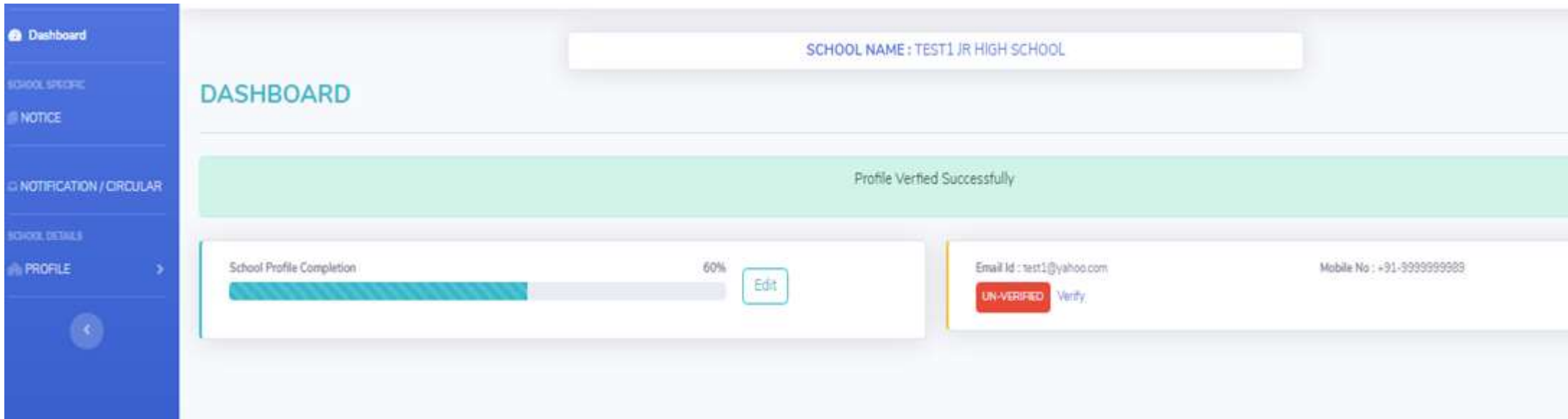
Picture – 2 (Full Screen View)

Step - 3

- ❖ Fill up the form (Fields with Asterisk (*) marks are mandatory) and Change Password and click save.
- ❖ Password must be changed and kept with school authority maintaining all sorts of confidentiality.
- ❖ Name of the [H.M.](#) followed by School **E-mail ID**, **Mobile No** should be entered. **If not available**, then mobile no. & E-mail ID of Head of the Institution should be given.
- ❖ Click "Save"



Picture – 3



Picture – 3 (Full Screen View)

Step - 4

- I. This is the Dashboard of School. All notification, Circulars, Orders from WBBSE end will be displayed here.
- II. Click Profile “at the left panel”.
- III. Click “**School Profile**”

Logged in as: **SCHOOL HEAD** Server Time: **13:58:09**

SCHOOL NAME : TEST1 JR HIGH SCHOOL

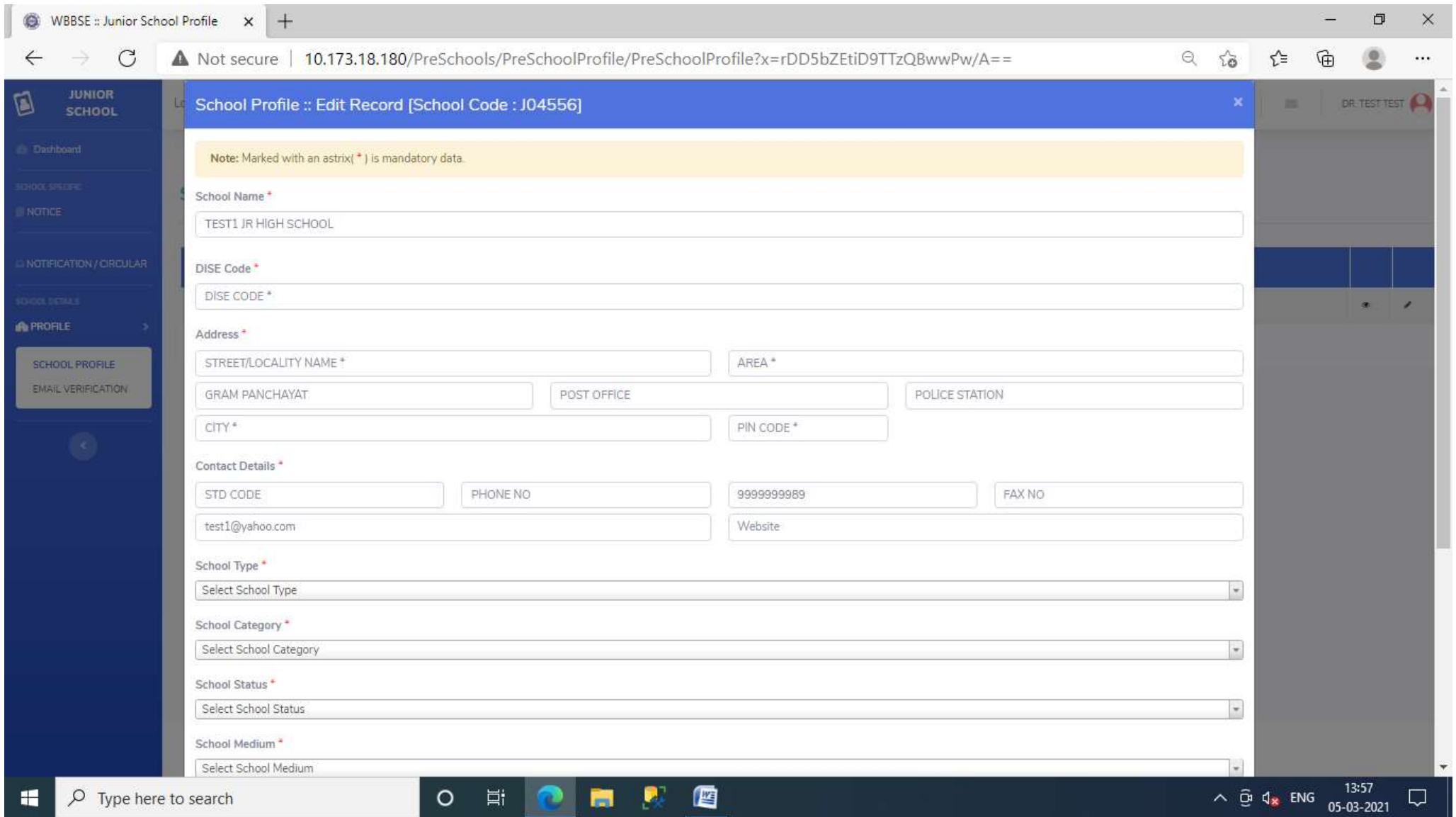
SCHOOL PROFILE

DISE Code	Junior School Name	Zone	Contact No	Status		
	TEST1 JR HIGH SCHOOL (School Code : J04556)	KOLKATA ZONE	9999999999	(NOT LOCKED)	*	

Edit Button ←

Picture - 4

- In this page you will find prefilled DISE Code, School Name, Zone, Contact No.
- Status will be **“NOT LOCKED”**
- Click “Edit” button at the last column as shown above



Picture - 5

- Fill up this form with accurate data so that this can be referred in all future cases.

School Type *
Select School Type

School Category *
Select School Category

School Status *
Select School Status

School Medium *
Select School Medium

School Recognition *
Select School Recognition

School Management *
Select School Management

Designation *
TEACHER IN CHARGE

WARNING! Please check all data carefully before clicking on **Lock & Final Submit** button. Once the school profile is locked, you will not be able to make further changes. For any changes after **Lock & Final Submit**, contact to WBBSE Authority.

Close Save Lock & Final Submit

Picture - 6

Step - 5

- Fill up the form to complete school's profile. if you want to edit data you may click "**Save**" button in which case profile will be saved at Draft. After completing all data entry satisfactorily click "**Lock & Final Submit**" button.
- After clicking "**Lock & Final Submit**" no data can be modified further because it will pass on to WBBSE end.

School Login →

[Picture - 1](#)

- 1 Input USER ID (Index No for secondary and Higher Secondary School / School ID for upper Primary and Junior School collect from concerned DI)
- 2 Input Password (Test@123 for first Time)
- 3 Input Captcha (input the Captcha code in the box displayed below the box)

Edit Profile →

[Picture - 2](#)

1. School Head Basic Details –
 - i. Salutation (Select Dr., Mr. etc from dropdown list)
 - ii. First Name (Input First Name of Head of the Institution)
 - iii. Middle Name (Input Middle Name of Head of the Institution if applicable)
 - iv. Last Name (Input Last Name of Head of the Institution)

2. School Contact Details –
 - i. E-mail Id (Input School Mail Id as mandatory)
 - ii. Mobile No (Input School Mobile no, if not available then use Head of the Institution mobile no)
 - iii. Phone no (Input Land line no Std code and Phone no input separate field)

3. School Password setting –
 - i. Old Password (Input Old Password Test@123)
 - ii. New password (Input Strong password minimum 8 character (1-Upper Case, 1-Special character, 1-Numeric Value))
 - iii. Confirm Password

School Profile : Edit Record [Picture – 5 and 6](#)

1. School Name [School Name can 'not be modified, if any error pls mail to wbbsewebsite@gmail.com]
2. DISE CODE [Pls check U-DISE Code, if not correct then modify it or input when U-DISE code is blank]
3. Address – **[all mandatory field]**
 - i. Street / Locality Name [
 - ii Area
 - iii Gram Panchayat
 - iv Post Office
 - v Police Station
 - vi City
 - vii PIN Code
4. Contact Details :
 - i. STD Code
 - ii Phone No
 - iii Mobile No
 - iv Fax No
 - v E-Mail ID
 - vi Website Name [
5. Select School Type
6. Select School Category
7. Select School Status

- 8 Select School Medium
- 9 Select School Recognition
- 10 Select School Management
- 12 Select Designation of Head of the Institution