

Integrated National Education Information System (iNEIS™)

PSR Enrolment Instructions

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Update Student's details

1. To Update Student's **Name**
 Refer online help: Navigate to Manage Teacher and Student Records > Manage Student Records > Maintain Student Name
http://help.ineis.moe.gov.bn/sr/sr_1.8.php
Note: Please update the **Long Full Name** field
2. To Update Student's **Birth Certificate**
 Refer online help: Navigate to Manage Teacher and Student Records > Manage Student Records > Maintain Add/Update a Person
http://help.ineis.moe.gov.bn/sr/sr_1.13.php
3. To Update Student's **Date of Birth**
 Refer online help: Navigate to Manage Teacher and Student Records > Manage Student Records > Maintain Add/Update a Person
http://help.ineis.moe.gov.bn/sr/sr_1.13.php
4. To Update Student's **Gender**
 Refer online help: Navigate to Manage Teacher and Student Records > Manage Student Records > Maintain Add/Update a Person
http://help.ineis.moe.gov.bn/sr/sr_1.13.php
5. To Update Student's **Race**
 Refer online help: Navigate to Manage Teacher and Student Records > Manage Student Records > Maintain Student Ethnicity
http://help.ineis.moe.gov.bn/sr/sr_1.4.php
6. To Update Student's **Citizenship**
 Refer online help: Navigate to Manage Teacher and Student Records > Manage Student Records > Maintain Student Citizenship and Passport
http://help.ineis.moe.gov.bn/sr/sr_1.10.php
7. To Update Student's **Special Needs** Information (If Required)
 Refer online help: Navigate to Manage Teacher and Student Records > Manage Student Records > Maintain Student Special Needs
http://help.ineis.moe.gov.bn/sr/sr_1.16.php

Generate Verification Slips

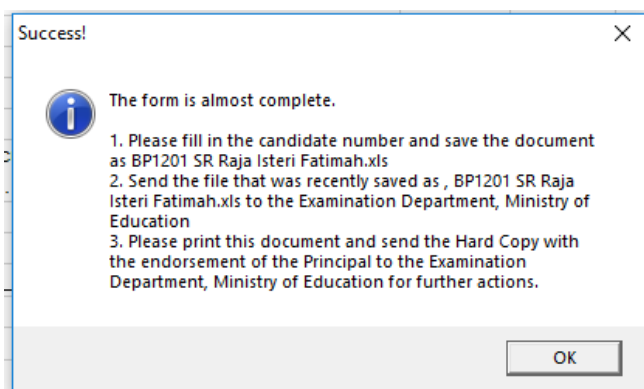
- To generate the verification slip.
Refer online help: Navigate to Manage Examination > Generate Reports > Generate Verification Slips
http://help.ineis.moe.gov.bn/ex/ex_7.1.php

Generate Year 6 Query

- To Query the PSR Candidate Enrolment, Navigate to Reporting Tool > Query > Query Viewer.
- Enter **Query Name** as MOE_YEAR_6_QRY.
- Click on **Excel** link.
- Enter **Institution** as **MOE01**.
- Enter your **Campus** number.
- Click **View Result** button to download the query.

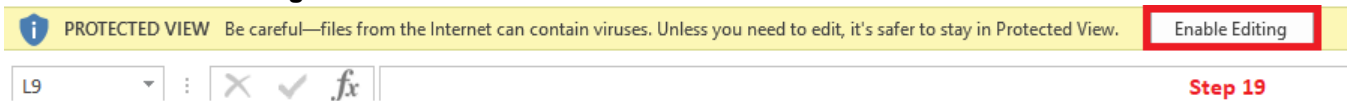
Principal's Declaration

- Download the PSR Enrolment Form document from : <http://ineis.moe.gov.bn/mod/page/view.php?id=47>
 - Rename the downloaded Excel query from step 14 to "MOE_YEAR_6_QRY".
- *IMPORTANT***: Ensure that both the MOE_YEAR_6_QRY file and PSR Enrollment Form file are in the same folder.
- Open the PSR Enrolment Form.
 - Acknowledge the message box for the subsequent steps and click the '**OK**' button.



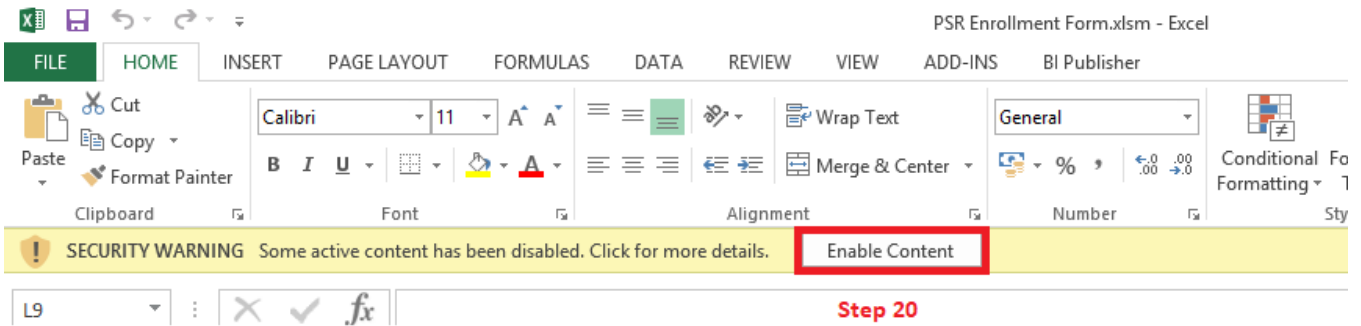
Doc ID	Document Name	Issue Date:	Revision Date:	Confidential	Page 3 of 5
	PSR Candidate Enrolment_v1.1.docx	25/04/2015	09/04/2018		

19. Click the 'Enable Editing' button.



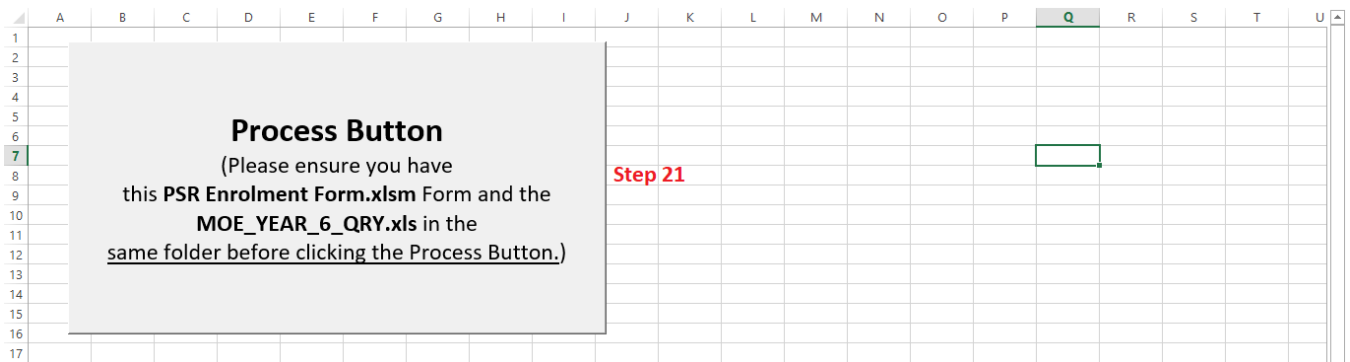
Step 19

20. Click the 'Enable Content' button.



Step 20

21. Click 'Process Button'.



Step 21

22. The details will be populated as shown below:

	A	B	C	D	E	F	I	J	K
1	YEAR	CENCODE	CANDNO	CANDNAME	DOB	GENDER	RACE	STATUS	
2	2018	BP1201				M	1A	N	
3	2018	BP1201				M	1A	N	
4	2018	BP1201				M	1A	N	
5	2018	BP1201				M	2A	N	
6	2018	BP1201				M	1B	N	
7	2018	BP1201				M	1A	N	
8	2018	BP1201				M	1B	N	
9	2018	BP1201				M	1A	N	
10	2018	BP1201				M	1B	N	
11	2018	BP1201				M	1B	N	
12	2018	BP1201				M	1A	N	
13	2018	BP1201				F	1A	N	
14	2018	BP1201				F	1A	N	
15	2018	BP1201				F	1B	N	
16	2018	BP1201				F	1B	N	
17	2018	BP1201				F	1A	N	
18	2018	BP1201				F	1B	N	
19	2018	BP1201				F	1A	N	
20	2018	BP1201				F	1A	N	
21	2018	BP1201				F	1B	N	
22	2018	BP1201				F	1A	N	
23	2018	BP1201				F	2B	N	
24	2018	BP1201				F	1A	N	
25	2018	BP1201				F	1A	N	
26	2018	BP1201				F	1A	N	
27	2018	BP1201				F	1B	N	
28									
29									
30									
31									
32									
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45									
46									
47									
48									
49									

Total Candidates enrolled:						26
Total amount of payment:						
	2	x \$30.00	=	\$	60.00	

Receipt No.: _____

Principal's Declaration

I certify that I have read and accept the current Regulations and that the particulars given are to the best of my knowledge correct and in accordance with those regulations.

Name: _____

Signature: _____

Date: _____

School Stamp

23. Fill in the Candidate Number and save the document.

24. Rename the file with the following naming convention : **[School Code] – [School Name]**
 For example: BP1201 – SR Raja Isteri Fatimah