# **CENTRE GUIDELINE** For Accessing the Students Registration, **Examination & E-Certification on Centre Panel**

Step:1 Open

www.gcsaindia.com website. This screen would appear. Then click centre login and open Centre panel



GCSA

www.gcsaindia.com/Default.aspx#

Step 2: Here you can seen the screen where menus are like New student, Edit student Students list, Certificate, Online Student list etc.





Step 3: Click on new Student button for New Student **Registration.** Fill the form then Verify then after submitted Auto Generated student's registration number (Thanks letter & Id card) if any update click edit student button

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					16				
Inter									
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Any Other.									



### Step 4:

- A) After Completing course, your option for Exam would be activated at your center panel.
- **B)** Login center panel
- C) Click on students list
- D) Click on the Check box button for exam status and then after student login online exam and start exam.

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### **Step 3:**

- A) Now go again to the main menu of the website and click on Student zone click online exam then Login option as shown in the screen.
- A) After clicking on the online exam option the Sign In window would appear as shown. In this you have to fill your Registration number which you have filled earlier registration Letter and Password your mobile number which you have filled in the online registration time. Now click on the login Button to proceed.



Step 4: Here you cansee Exam Screen whereyour details,enrollment number, course, are shown.

Click on right side exam status.

Click check box right side Click I Am agree & continue button.



Step 5: Here you can see Exam Screen after exam final submit display exam result and print out compulsory for your record.

PLEASE DO NOT REFRESH WHILE TAKING YOUR EXAMINATION ! Question No : 1 Mechanical Devices that make-up the computer are called	Marks: 20	Time remaining: 00
Question No : 1 Mechanical Devices that make-up the computer are called	Marks : 20	
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O Netware		22 23 24 25 26 27 28
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Save & Next		43 44 45 46

# Step 6:

For online E-Certification: Click the payment button and paying the amount online. You have to choose the students according to your certificate need.

Click on payment Now Button for Instant Buying the E-Certificate and paying the amount online.

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		3810	BR/PAT- 164/2/1741	PGDCA	Sanjeet kumar Sharma	Sita ram sharma	7355899103	5/14/2020	⊡No	Dues	Print Card	Payment	Print Certi
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		3818	BR/PAT- 164/9/1749	PGDCA	Ankit Sinha	Prem shankar sinha	9113318640	5/18/2020	⊡No	Dues	Print Card	Payment	Print Certi

## **Step 7:**

- A) After clicking on the payment button this screen appears. Here you can see your students details (Course fee , If required hard copy & speed post choose check box on ), and totalamount you pay. Now click on the Pay button.
- B) The screen as shown appears. Kindly complete the payment process to process further. After payment back and click print certi.

dent ID	Course	Name
R/PAT-164/9/1749	PGDCA	Ankit Sinha
her's Name	Mobile No	Course Fee
em shankar sinha	9113318640	350
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0	50	350
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#### Step 8:

When You click on print Certificate button theBooks screen appears as shown in screen. GET STARTED

💩 New Studen

🗄 Edit Student

🗄 Student List

🗄 MLM Studer

- A) Here you can seen the screen showing Fill students obtained marks.
- B) Put certificate issued date (Not selected Sunday & government holiday)

For filling marks auto percentage and grade calculated

After click print button for E- certificate. & Hardcopy by speed post when required.

Registration Nu BR/PAT-164/10 From our Auth	umber 0/1751 orised Study Centre	This Mark Sheet is awarded to Bablu kumar Pandey	On the Course	OMPUTER APP	of Duration ONE YEAR	
GLOBAL COMPUTER CENTER, ANISABA						
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2nd Semester	Page Maker,Photoshop	,CorelDraw TallyPRIME & GST, Inventory With m	anual Alc	200	0	
2nd Semester	All Terms Project work,	Data Entry Work, Assignment & Lab		200	0	
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For More Info contact: R.O.:- GCSA, Near BSNL Exchange Office New Bypass Road, Anisabad, Patna-2 Mob- 9304318441, 7488204540, 0612-2250122 Website: <u>www.gcsaindia.com</u>, E-mail: gcsaindia.com

