

# **NOTICE FOR ONLINE ACTIVATION OF ID & PASSWORD BY NTIs**

**18-11-2019**

All the Nursing Training Institutes affiliated with Odisha Nurses & Midwives Examination Board are here by informed that, they should collect their Institute / College Code (a 3 digit code), Institute Login ID, Institute Password (Presently Login ID and Password are same while issued from ONMEB Office) from the Board office. The Institute/College Code are different for different courses. Means, if an Institute is offering both ANM & GNM Courses, College Code and User ID and Password to be collected for both the Courses.

After receipt of the same, the Institutes are advised to login to the website and click on the link (COLLEGE LOGIN) and enter College Code, User ID and Password in the system. They will be redirected to another page in which they can find their Institute Name on the Top as indicated in the screenshot. In the left hand they can see the availability options to deal with which will be intimated from time to time. **If it is found that, there is some mistakes in the Institute Name / Spelling, this should be intimated immediately to ONMEB before 25/11/2019.**

The screenshot shows the ONMEB Examination Automation System interface. The user is logged in as 'SCHOOL OF NURSING, SCB MEDICAL COLLEGE HOSPITAL, CUTTACK'. The page displays the following information:

- Home
- Edit Profile
- Change ID & Password
- Student Master
- Edit Student Data
- Internal Assessment
- Student Progress Report
- Student Form Fillup
- Student Admit Card
- Student Marksheet
- Student Certificate
- Student Exam Data
- Student CLC/Migration
- Raise an Issue
- Logout

The main content area displays:

- WELCOME TO EXAMINATION AUTOMATION SYSTEM
- INSTITUTE NAME DISPLAYED HERE
- Change your Present ID and Password by clicking here after 1st Login
- You can click here to view the Student Details already continuing, and if any discrepancies found, intimate immediately to ONMEB in email only
- Your Last Login Details Time, Data, System and Place will appear in order to identify mismanagements, So be cautious!

Once the user ID and Password are changed, from next time, the changed User ID and Password should be used while Log In, but the College Code will remain same for ever. Institutes are advised not to share their User ID and Password to others for security purpose. And if they do so, they will do at their own risk else same can be changed again.

After successfully changing the User ID and Password, Institutes are advised to click on the STUDENT MASTER link. All the present continuing student data are already available here (year wise). Once you can select the year of admission from the drop down menu, you will be able to view the student data (presently those who are continuing and will appear their examinations). **You are advised to have a cross chk to the student Data and keep a copy of their record, verify the same with your record and intimate immediately (before form fill up starts) by email to ONMEB so that necessary corrections will be made to the Student Records. Only student Name left, or mistakes in student Name (Spelling) should be intimated by email only.**

While viewing the student details year wise, you can find out EDIT option in right side of the student Name. Also you will find most of the information regarding student are showing blank except the names. In these cases , click on the Action (Edit) option and fill all the desired data and upload students photo and signature and save it. **Just complete all student data on/before 25/11/2019 before the form fill up starts.**

Student ID	Student Name	Father's Name	Mother's Name	DOB	Action
71670301760	AKANKSHYA DAS				
71670301761	ALISHA SUBHADARSINI BHOI				
71670301762	ANAMI BADRA				
71670301763	ANANYA MOHAPATRA				
71670301764	ANANYA JOJANAGANDHA JENA				
71670301765	APARAJITA PANDA				
71670301766	ARCHANA MADHEI				
71670301767	ARPITA BASH				
71670301768	BEENAPANI SAHOO				
71670301769	BHAGABATI SAHOO				
71670301770	BIJAYALAXMI SAHOO				
71670301771	BINAPANI NAYAK				
71670301772	CHANDAMANI TUDU				
71670301773	CHHITA HEMBRAM				
71670301774	DEBASMITA SAHU				
71670301775	DEBASHIS PANDA				
71670301776	DEBASMITA SAMAL				
71670301777	DEBIDATTA BISWAKALYANI				

On clicking the Action option against the Student ID and Name , you will get individual student Master Data form in which you need to fill up all required data as shown below. Do this for all the students of all the years those who will appear examination in 2019 session and those who are previously admitted.

**EDIT / UPDATE STUDENT MASTER DATA**

Enter Student ID (As Student Master Data) 71670301760

Name of the Student\*\* (Can't be Changed) AKANKSHYA DAS

Father's Name

Mother's Name

Date of Birth

Gender Select

Adhar Card Number (Optional)

Mobile Number (Optional)

e-mail ID (Optional)

Address (Optional)

Date of admission in Register

Admission Mode Select

Upload Photo (Colour PP within 50KB) Choose file No file chosen

Upload Signature (Full Sign within 20KB) Choose file No file chosen

**Name cant be changed, if any correction required, pls mail Student ID and Correct Name to ONMEB**

**Though These 4 fields are optional, it is better to mention for future purposes. Else you can leave**

**N.B:-**

- 1) Student Name (if any changes / modifications required) cant be changed by Institutes. It can be changed only be ONMEB. So mail Student ID along with Correct Name to the email ID of ONMEB.
- 2) Take / Scan passport size coloured photograph of Students individually and signatures (Full signature). The scanned photograph/signature should be in .jpg/.jpeg formats only. No other formats will be accepted.
- 3) Size of scan photograph should be (in Pixel dimensions / donot select constant proportions, Width- 200 pixel, Height-250 pixel, weight should be less than 50KB)
- 4) Size of scan Signature should be (in Pixel dimensions / donot select constant proportions, Width- 300 pixel, Height-80 pixel, weight should be less than 20KB)
- 5) Save the Photo and Signature scan copies in the Student ID/ Full Name so that the same will not be exchanged with those of other students or Photo in place of Signature or Signature in place of Photo.
- 6) Don't leave the system by keeping open any pages more than 5 minutes idle. If you will do so, it will show some error. In that case, close all the pages / logout from system, again open and login. If still problem persists, open in any other browser or clear cookies and try again.

For any support / clarifications / errors , you may mail to – [onmebhelpline@gmail.com](mailto:onmebhelpline@gmail.com)