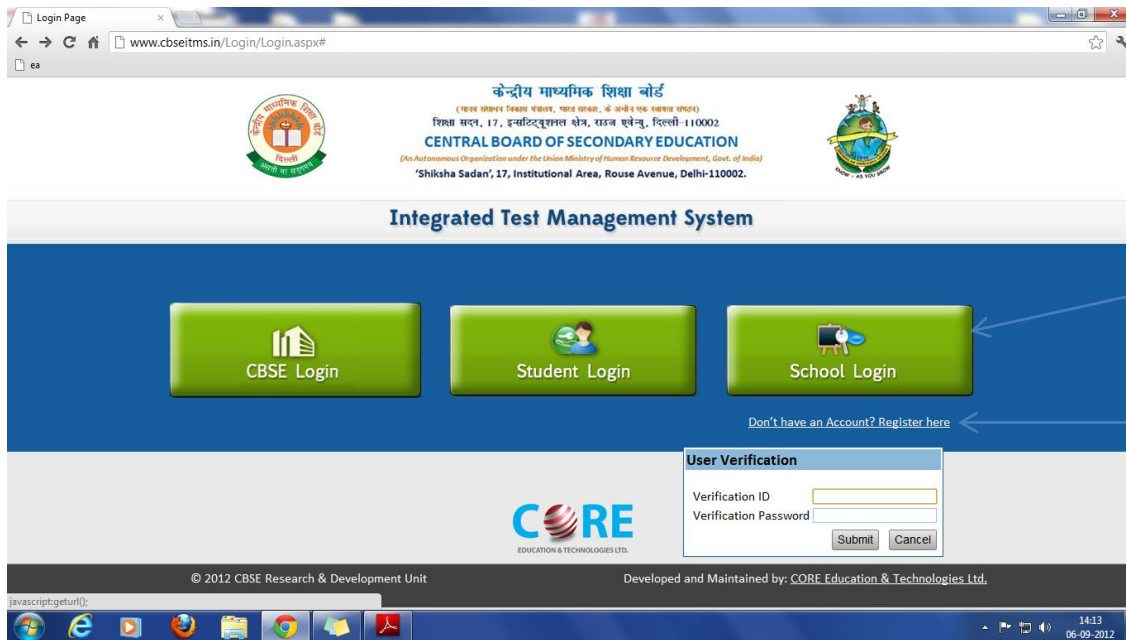


CBSE INTEGRATED TEST MANAGEMENT USER MANUAL FOR PRINCIPALS

PART 1: REGISTRATION OF SCHOOLS

1. In the web browser, type the **CBSE ITMS** URL "<https://www.cbseitms.in/login/login.aspx>" and press **ENTER**. The **CBSE ITMS** login screen will display.



Note :- If a security certificate error appears, please click on the button "Proceed Anyway"

2. For the first time only, Click on "Don't have an Account Please register" (A).
3. Enter Your Affiliation Number as Verification ID and LOC Password (used at the time of registering your students for classes IX and XI with CBSE) as Password. In case you do not remember or have not saved or recorded your password, then you may contact the telephone numbers or email ids given in the circular. You will be directed to fill details on the following screen.

School Demographics :

Affiliation No. *: 123456 School Name *: CHENNAI CBSE
 Zone *: South Zone (Chennai Region) Cluster *: Cluster V
 State : Tamil Nadu District : --Select--
 Address Line1 *: Address Line2 :
 Phone No. *: Fax No. *: (STD Code) (Phone_Number) (STD Code) (Fax_Number)
 Pin Code *: (STD Code) (Phone_Number)

School Information :

No. of Teachers in School *: 20 Type : Senior Seconda
 No. of Students in Class IX *: 200
 No. of Students in Class X *: 200

Principal Information :

Principal First Name *: Principal Last Name *: Date of Birth *: Res Phone No. *: (STD Code) (Phone_Number)
 Gender *: --Select--
 Mobile No. *: Res Phone No. *: (STD Code) (Phone_Number)
 Email ID *: Confirm Password *: Password *: (STD Code) (Phone_Number)

Submit Cancel

4. Fill all the details and submit. Please be sure to use correct email id. Your User Name and Password will be e-mailed to you.
5. Click on the home screen's School Login button (B).
6. Login with the User Name and Password which were e-mailed to you. For the first time you will be asked to change the password.

The screenshot shows a web browser window with the URL www.cbseitms.in/login/ChangePassword.aspx?action=lcp#1. The page title is "Integrated Test Management System" and the date is "06-Sep-2012". The navigation menu includes "Home", "Exam Management", and "Administration". The main content area is titled "Change Password" and includes a red asterisk indicating required fields. The form contains the following elements:

- New Password* :** A text input field.
- Confirm New Password* :** A text input field.
- Note:** Password must be at least 6 characters in length and may not include space.
- Challenge Question:** A dropdown menu with the selected option "What is your father's middle name?".
- Challenge Response* :** A text input field.
- Update Information** button.

At the bottom of the page, there is a copyright notice: "© 2012 CBSE Research & Development Unit" and a footer: "Developed and Maintained by: CORE Education & Technologies Ltd."

7. Enter new Password and confirm password.
8. Answer the Challenge response question to recover password later, in case you forget. Keep the password confidential and safe for later use.
9. Click 'Update Information'. You will then be directed back to Home Page.
10. Logout of the system.