



# केन्द्रीय माध्यमिक शिक्षा बोर्ड

(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)

**CENTRAL BOARD OF SECONDARY EDUCATION**

(An Autonomous Organisation Under the Ministry of Education, Govt. of India)



## Process of Editing SAFAL Registration Data During Edit Window

**Step 1:** Open SAFAL portal using this URL: <https://cbsesafal.in/login>

**SAFAL/सफल**  
Structured Assessment For Analyzing Learning

**Login**

Affiliation No. / Username ⓘ  
Enter Affiliation No.

Password ⓘ  
Enter OASIS password

$9-4=$  ⓘ  
Evaluate the arithmetic expression and enter the answer below.

**Login**



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**Step 2: Enter the LOC/ OASIS credentials to login into SAFAL portal**

**SAFAL/सफल**  
Structured Assessment For Analyzing Learning

**Login**

Affiliation No. / Username ⓘ

Enter Affiliation No.

Password ⓘ

Enter OASIS password

$9 * 4 =$

Evaluate the arithmetic expression and enter the answer below.

**Login**



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**Step 3:** After login Click on “**Edit School Details**” section, fill in all the basic details of school and press ‘**Save**’ button to save the details.

**Edit School Details** | School Sections | Add/Edit Teachers | Teachers Sections | Add/Edit Students | Declaration

### Edit School Details

**Please note that ALL fields in this form are mandatory**

Affiliation No. XXXXXXXX  
School Code 99997  
School Name DUMMY SCHOOL SK  
School Email 99997@cbseshiksha.in

Region **1** Delhi East  
State **1** Foreign Schools  
Country **1** Kuwait  
Pincode **1**  
School Address **1** adfsdsddfdf  
Locality **1** Urban  
School Management **1** KVS





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Do you have the required digital infrastructure?  Yes  No

Please make sure that you have read the digital infrastructure requirements

Number of PCs connected to a single LAN: 10 (Total of below)

Number of Desktops installed with Windows 7/8//8.1/10/11

Number of Desktops with Windows XP or Older Version

Number of Desktops with Linux or Macintosh OS  Linux OS Requirement

Principal Name

Principal Mobile

Nodal Officer Name (IT Teacher only)

Nodal Officer Designation

Nodal Officer Mobile

[Home](#) [Save](#) [Next](#)

**Step 4:** After saving the school details, open the next tab “**School Sections**”. Instructions given above will appear when you click on this tab.

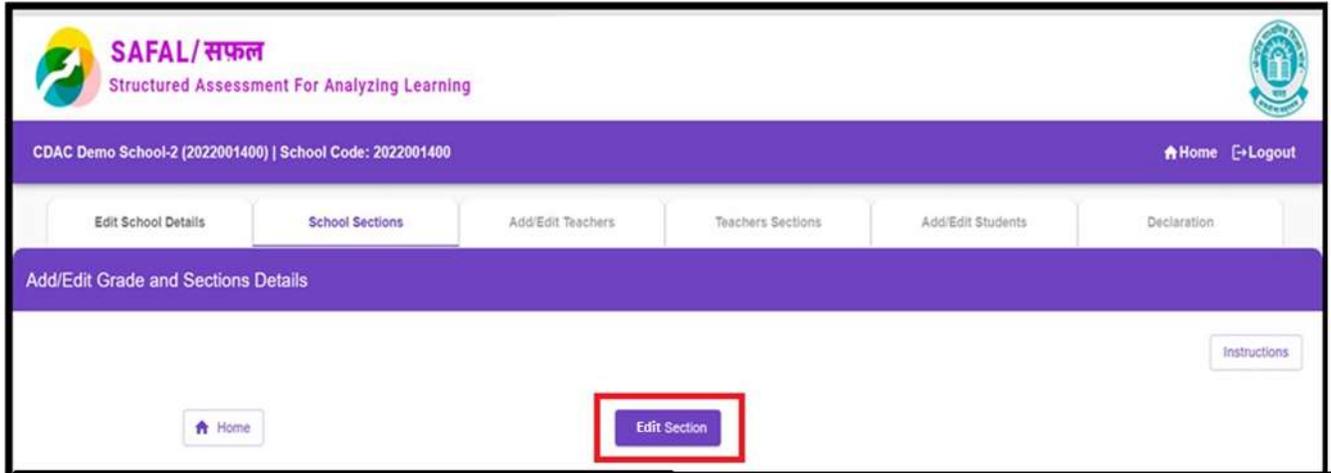


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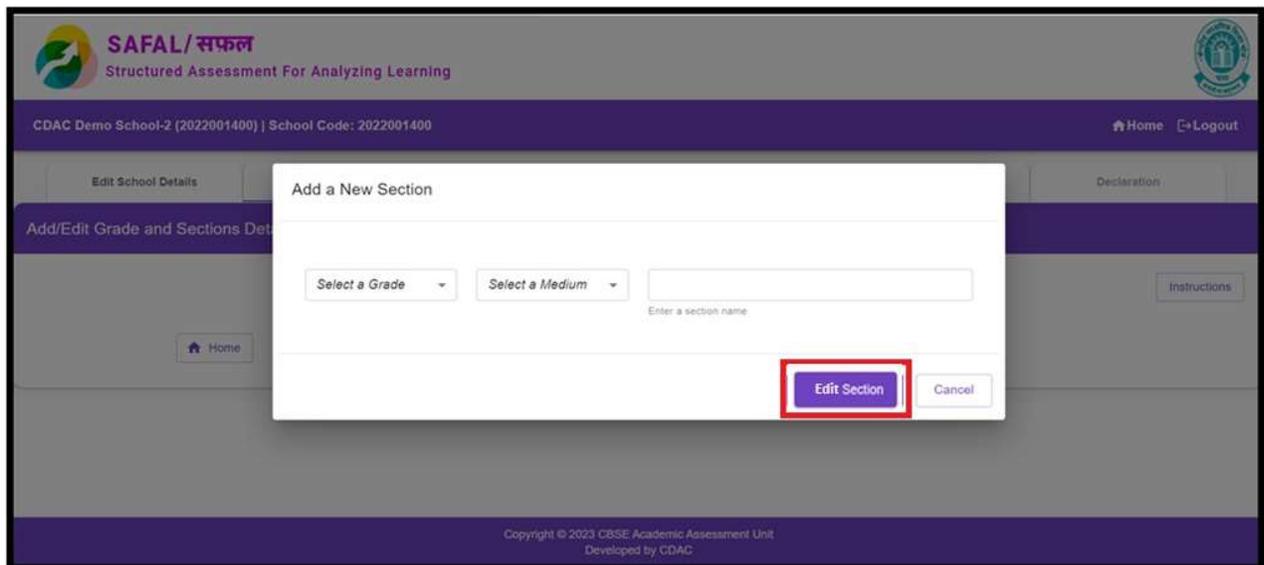
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**Step 5:** In this provide details of grade and section wise medium of instruction, of your school by clicking on “**Edit Section**”.



You can Edit multiple sections using “**Edit Section**” button again.





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Sections in Grade-8 English Medium

- > Section - 525 [Edit] [Delete]
- > Section - A [Edit] [Delete]

Sections in Grade-5 English Medium

- > Section - A [Edit] [Delete]

Sections in Grade-8 Hindi Medium

- > Section - R [Edit] [Delete]

Home [Edit Section] Next

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**Step 6:** Then, click on the “Next” button to access the next section i.e., “Add/Edit Teachers”. Alternatively, you can click on tab **Add/Edit Teachers** to access that section.

Edit School Details | School Sections | **Add/Edit Teachers** | Teachers Sections | Add/Edit Students | Declaration

Add/Edit Teachers [Instructions]

Sample Teachers Excel File [Sample\\_Teachers.xlsx](#)

Select a File [Choose File]

Upload file size upto 1MB.

+ Add a New Record [Delete Selected Record(s)]

<input type="checkbox"/>	Teacher's OASIS Code	Teacher Name	Gender	Designation	Actions
No Record(s)					

There are two options to edit the details of the teachers.



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**Option 1:** Download the sample teachers excel file. Fill the teacher's details as per guidelines given in the file's header line in the spreadsheet and upload the teacher Excel file. Teacher OASIS Code is the ID of teacher given on the OASIS portal.

A	B	C	D
Teacher Code (Issued on the CBSE OASIS portal)	Teacher's Full Name (Only alphabets are allowed)	Gender (Select a value from the list)	Designation (Select a value from the list)
6	AAA	Female	TGT
7	BBB	Male	PGT

[Sample Teacher Excel File 1](#)

The data in the excel file will be uploaded and show up in the grid as given in the image below. Then, click on the **“Save”** button to finally save the details.

The screenshot shows the 'Add/Edit Teachers' interface. At the top, there are navigation tabs: Edit School Details, School Sections, Add/Edit Teachers (active), Teachers Sections, Add/Edit Students, and Declaration. Below the tabs, there is an 'Instructions' button. The main content area shows a 'Sample Teachers Excel File' section with a link to 'Sample\_Teachers.xlsx'. Below this is a 'Select a File' section with a 'Choose File' button and a note 'Upload file size upto 1MB.'. At the bottom, there is a table with columns: Teacher's OASIS Code, Teacher Name, Gender, Designation, and Actions. The table contains three records: ANIL SINGH (MALE, OTHER), MANVI SHARMA (FEMALE, TGT), and MEHAK SHARMA (FEMALE, PRT). There are buttons for '+ Add a New Record', 'Delete Selected Record(s)', 'Export', and 'Save' (highlighted with a red box).



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**Option 2:** Add the teacher details manually by clicking on “**Add a new record**” button.

Editing and deletion of the individual data can be done using the icons given under the **Action** column. Multiple records can be deleted using “**Delete selected records**” button.

The screenshot shows a web interface for managing teacher records. At the top, there are two buttons: "+ Add a New Record" (highlighted with a red box) and "Delete Selected Record(s)". To the right are "Export" and "Save" buttons. Below is a table with the following columns: Teacher's OASIS Code, Teacher Name, Gender, Designation, and Actions. The table contains 9 rows of data.

Teacher's OASIS Code	Teacher Name	Gender	Designation	Actions	
<input type="checkbox"/>	112332	ANIL SINGH	MALE	OTHER	
<input type="checkbox"/>	112333	MANVI SHARMA	FEMALE	TGT	
<input type="checkbox"/>	11233	MEHAK SHARMA	FEMALE	PRT	
<input type="checkbox"/>	1123379	PALAK JAIN	FEMALE	TGT	
<input type="checkbox"/>	112337	PRIYANKA AGARWAL	FEMALE	TGT	
<input type="checkbox"/>	1	SUNITA ARORA	FEMALE	TGT	
<input type="checkbox"/>	1123373	SUSHILA RAI	FEMALE	TGT	
<input type="checkbox"/>	11233721	TEST	FEMALE	PGT	

School can also download the teachers' data using the “**Export**” button in **.csv file** that can be opened up in excel to verify the details of the teachers finally uploaded on the portal.



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**Step 7:** Move onto the next section i.e., “**Teachers Sections**”. Select an individual teacher of your school and provide details of the sections taught by the teacher (grade, medium, and subject). Then, click on “**Save**”.

CDAC Demo School-2 (2022001400) | School Code: 2022001400 Home Logout

Edit School Details | School Sections | Add/Edit Teachers | **Teachers Sections** | Add/Edit Students | Declaration

Teacher wise sections Instructions

Teacher

Grade

Medium of Instruction

Subject

Sections

Edit School Details | School Sections | Add/Edit Teachers | **Teachers Sections** | Add/Edit Students | Declaration

Section added successfully. Instructions

Teacher

Grade

Medium of Instruction

Subject

Sections

Teacher: ABC

Sr No.	Grade	Medium	Section Name	Subject	Action
1	Grade-5	English	A	Language English	Delete



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You can also delete the individual data by clicking on the “Delete” button under the column “Action”.

Teacher: ABC

Sr No.	Grade	Medium	Section Name	Subject	Action
1	Grade-5	English	A	Language English	Delete
2	Grade-5	English	A	Mathematics	Delete
3	Grade-5	English	A	EVS	Delete

**Step 8: Click on the next section i.e., “Add/Edit Students”**

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CDAC Demo School-2 (2022001400) | School Code: 2022001400

Home Logout

Edit School Details School Sections Add/Edit Teachers Teachers Sections **Add/Edit Students** Declaration

Add/Edit Students

Instructions

Sample Student Excel File [Sample\\_Students.xlsx](#)

Grade Select a Grade

Medium of Instruction Select a Medium

Section Select a Section

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There are two options to fill in the details of students.

**Option 1:** Download the sample students Excel file. Fill the student’s details as per guidelines given in the file's header line in the spreadsheet.



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Sample Student Excel File 1

A	B	D	E	F	G
Student's Full Name (Only alphabets are allowed)	Father's Full Name (Only alphabets are allowed)	Gender (Select a value from the list)	Date of Birth (dd/mm/yyyy)	Category (Select a value from the list)	Child With Special Needs (CWSN) (Select a value from the list)
abc	abc fa	Male	01/03/2007	OBC	Visual Impairment

Upload the Excel file filled with student data and click on “Save” button.

File data loaded successfully! Please cross-check it once before saving it to the server.

Sample Student Excel File [Sample\\_Students.xlsx](#)

Grade:

Medium of Instruction:

Section:

Select a File:

Upload a file of size upto 1MB

+ Add a New Record    Delete Selected Record(s)    Export    **Save**

<input type="checkbox"/>	Student Name	Father Name	Mother Name	Gender	Date of Birth	Category	CWSN	Actions
<input type="checkbox"/>	ABC	XYZ	PQRXY	MALE	04/09/2008	GEN	NONE	

**Option 2:** Add the student details manually by clicking on “Add a New Record” button.

Editing and deletion of the individual data can be done using the icons given under the **Action** column. Multiple records can be deleted using “Delete Selected Records” button.



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<input type="checkbox"/>	Student Name	Father Name	Mother Name	Gender	Date of Birth	Category	CWSN	Actions
<input type="checkbox"/>	XYZ	ABCDE	DFEC	FEMALE	04/01/2008	OBC	NONE	<input type="text"/> <input type="text"/>
<input type="checkbox"/>	ABC	XYZ	PQRXY	MALE	04/09/2008	GEN	NONE	<input type="text"/> <input type="text"/>

School can also download the student data using the “**Export**” button in **.csv file** that can be opened up in excel to verify the details of the students finally uploaded on the portal.

**Step 9:** Click on the last section i.e., “**Declaration**” and click on “**Final Submit**” button.

Please check data as school will not be able to modify the data after final submission.

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CDAC Demo School-2 (2022001400) | School Code: 2022001400

Home Logout

Edit School Details School Sections Add/Edit Teachers Teachers Sections Add/Edit Students **Declaration**

I hereby declare that the data provided by the school during the SAFAL 2024-25 registration process is correct.

I also understand that the purpose of the SAFAL 2024-25 is to provide developmental feedback to schools.

**Final Submit**

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