

**Procedure to register school/college/institution:**

- Open the URL-**www.scholarships.gov.in** in the web browser
- National Scholarship Portal Home Page is Displayed
- Click on the **Services – Register School/College (In Home Page)**
- Before Registering, check if it is already Registered with the Portal by using the “Find School/College” Details available on the left hand side of the webpage.
- If it is not found in the list then proceed for registration by **Selecting “Register School/College”** available on the right hand side of the web page.
- A Registration Form titled -Register School/College/University Details is displayed on the Right Hand Side of the Webpage
- Fill in the Institute Registration Form as provided and click on submit button.
- Once the Online form is Successfully Submitted, The Institute will be verified and approved by the respective state Nodal Officer.
- Some states have published the details of nodal officers to the National Scholarships Portal. These can be viewed by clicking on “Services – Know your state nodal officer” on the home page.
- After the Verification & Approval process, the respective Login Credentials (user id and password) will be communicated to the school/college through SMS to the State Nodal Officer.