1. **How to know Institute / School is registered on NSP**

The Schools / Institutes with valid DISE or AISHE codes can register on NSP. To know whether Schools / Institutes is registered on NSP Portal or not, go to [https://scholarships.gov.in](https://scholarships.gov.in) and click on “Search Institute/School/ITI” provided on the Top Right Corner of the screen. Following screen will appear. Schools / Institutes already registered with NSP can be searched through the option “Search Institute/School/ITI registered with NSP”.

![Search Institute/School/ITI registered with NSP](scholarships.gov.in/onlineinstitutearchearcherindex)

![Please Enter Captcha](captcha.png)

**AISHE Code Format:** U-09673/C-09353/S-01937**

**DISE Code Format:** 9084307574703404**

**ITI(NCVT) Code Format:** GR22000090**

Get Institute based on Entered AISHE/DISE/ITI(NCVT) Code

Please Enter Captcha: captcha 434546
2. **How to get reset password of School / Institute:**

**Option I (When School User ID is known and Mobile Number is updated in School’s profile):**

Go to [https://nsp.gov.in](https://nsp.gov.in) following screen will appear, click on School / Institute Forgot Password?
On clicking School / Institute Forgot Password? below screen will appear. Fill User ID and Captcha and click on Submit button, password will be sent to already Registered Mobile number.
Option II (When Schools / Institute mobile number is not updated or Mobile number needs to be changed due to change in Nodal Officer.)

Facility to reset the Schools / Institute Password has also been provided to District and State Level Nodal Officers Login. After successful login District / State nodal officer can reset the password by using the link “Reset Institute Login Password” provided on the left hand side in their Dash Board. Below Screen will appear. Populate list of Institute / School by searching on a few characters. Locate the Institute / School from the populated list and click on “Reset Password”. With this option, password can be sent to existing registered mobile number (if already updated on the school's profile) or on a new mobile number.
Option III (When Schools / Institute nodal officer as well as mobile number is changed due to change in Nodal Officer of the School / Institute)

Facility to re-set the Schools / Institute Password in above mentioned case has been provided to District and State Level Nodal Officers Login. After successful login District / State nodal officer can change the nodal officer’s name and can send the new password in the mobile number of newly appointed nodal officer of the Schools / Institute by using the link “Add Institute/School” provided on the left hand side in their Dash Board as shown below.

Now search the School / Institute from the option “Search Institute/School/ITI registered with NSPI” shown on the RHS of the Dashboard. Populate the list and use “Reset Password” option to reset the password and send it to the newly appointed nodal officer. Detailed instructions with Screen Shot is also available on click of the button “Help>>>For Add School/Institute”. Instructions can be directly accessed through the following link

3. **How to Add School / Institute with valid DISE or AISHE code**

The Schools / Institutes, with valid DISE or AISHE code, not registered on NSP can request their District or State Nodal Officer to add them on NSP. A link “Add Institute/School” has been provided on District / State level nodal officer’s dash board. District or State level nodal officers can add institute through their dash board by using the link “Add Institute/School” provided on the left hand side in their Dash Board. Detailed instructions with Screen Shot is also available on click of the button “Help>>>For Add School/Institute”. Instructions can be directly accessed through the following link


**IMPORTANT : -** After successful addition School / Institute nodal officer are advised to update their profile, course levels and courses in their profile. School / Institute will not be shown to the students while applying for the scholarships if course level and courses are not updated on the school’s profile.

Institute can update their profile through the link “Edit Profile” provided on the LHS of the institute’s dashboard.

Course Level and Courses can be updated through the link “Add & Update Details”. On clicking the button “Add & Update Details” three option (as shown below) to update Course Level, Course and Fee will appear. The screen shot of the institute’s dash board is given below for the reference.