Higher Education Portal
Board of Technical Education

User Manual for Student Enrollment Management
(2016-2017)
Note :- For access of any application in Higher and Technical Portal (HTE) SSO ID is pre-requisite so before access the HTE Portal. kindly create your SSO ID.

Step 1 :- Go to URL https://sso.rajasthan.gov.in/signin and Click on New User! Sign up/Register.
Step 2 :- fill all the necessary detail and register in Single Sign on and keep your SSO ID and Password with you for further use.
Step 3: Visit the college and collect the Enrollment form Hard Copy.
Step 4: There are two ways for Enrollment Fee payment

- Offline Mode (E-Mitra Kiosks)
- Online Mode

i) For Offline Mode -

1. Visit to nearest E-Mitra and Keep your Enrollment form with you and share following information:

- SSO Username/ ID
- Username (As mentioned in Application Form)
- Date of Birth
- Serial Number (As mentioned in Application Form)
2. After filling all fields, Kiosk User will click on Proceed and following screen will display:-

You have to pay amount of Rs 100 and Rs 10. So your total amount becomes Rs 110/-
3. Kiosk User will click on Pay Fee button and Pay Enrollment Fee from his E-Mitra Wallet and give you Enrollment Fee Receipt.

---

**Government of Rajasthan**

**Board of Technical Education, Rajasthan**

**Enrollment Form Fee Receipt**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>..................</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student’s Name</strong></td>
<td>..........................</td>
</tr>
<tr>
<td><strong>Date of Birth</strong></td>
<td>..........................</td>
</tr>
<tr>
<td><strong>Father’s Name</strong></td>
<td>..........................</td>
</tr>
<tr>
<td><strong>Mother’s Name</strong></td>
<td>..........................</td>
</tr>
<tr>
<td><strong>Transaction ID</strong></td>
<td>..........................</td>
</tr>
<tr>
<td><strong>Fee Amount(INR)</strong></td>
<td>100/-</td>
</tr>
<tr>
<td><strong>Date of Payment</strong></td>
<td>..........................</td>
</tr>
</tbody>
</table>

Note: Service Charge to be paid additionally at E-mitra
ii) for Online Mode :-

1. Go to URL [https://sso.rajasthan.gov.in/signin](https://sso.rajasthan.gov.in/signin) and Login with your SSO ID and Password.
2. Following screen with the list of all the applications is displayed with all the applications:

3. Click on HTE icon and following screen will display:

How would you like to register yourself?

- University/Board Admin
- College/Institute Admin
- Student

CONTINUE...
4. Select ‘Student’ radio button
   - Click on Continue Button. Following screen will open with following fields:
     - Username (As mentioned in Application Form): Textbox
     - Date of Birth: Textbox
     - Serial Number (As mentioned in Application Form): Textbox

Note: - All these information are mentioned in Enrollment Form.

5. Click on Login button
   - The user is taken to the College Admin page as shown in the screenshot:
   - Now click on ‘Enrollment Management’ in applications.
6. Click on Pay Fee button and user will redirect to Payment Gateway :-
7. After successful Payment, Enrollment Fee Receipt will generate.
<table>
<thead>
<tr>
<th>Student’s Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Birth</td>
<td></td>
</tr>
<tr>
<td>Father’s Name</td>
<td></td>
</tr>
<tr>
<td>Mother’s Name</td>
<td></td>
</tr>
<tr>
<td>Transaction ID</td>
<td></td>
</tr>
<tr>
<td>Fee Amount(INR)</td>
<td>100/-</td>
</tr>
<tr>
<td>Date of Payment</td>
<td></td>
</tr>
</tbody>
</table>

Note: Service Charge to be paid additionally at E-mitra

**Helpline Number** :- 7891153527