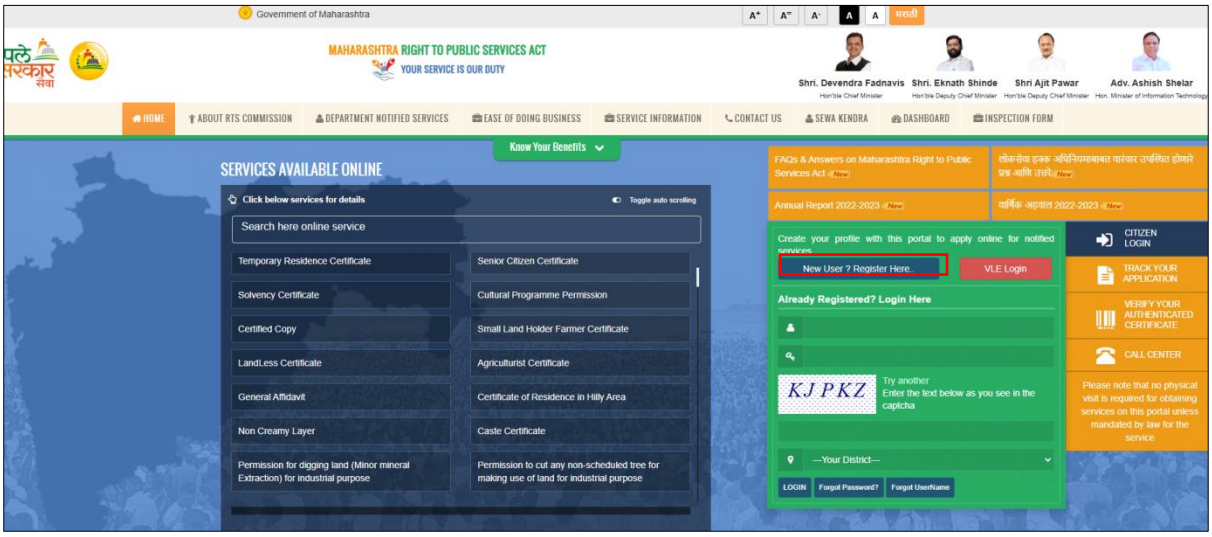
**Student User Manual to apply for sports grace marks 10th & 12th**

**Step 1: Access the Aaple Sarkar Portal**

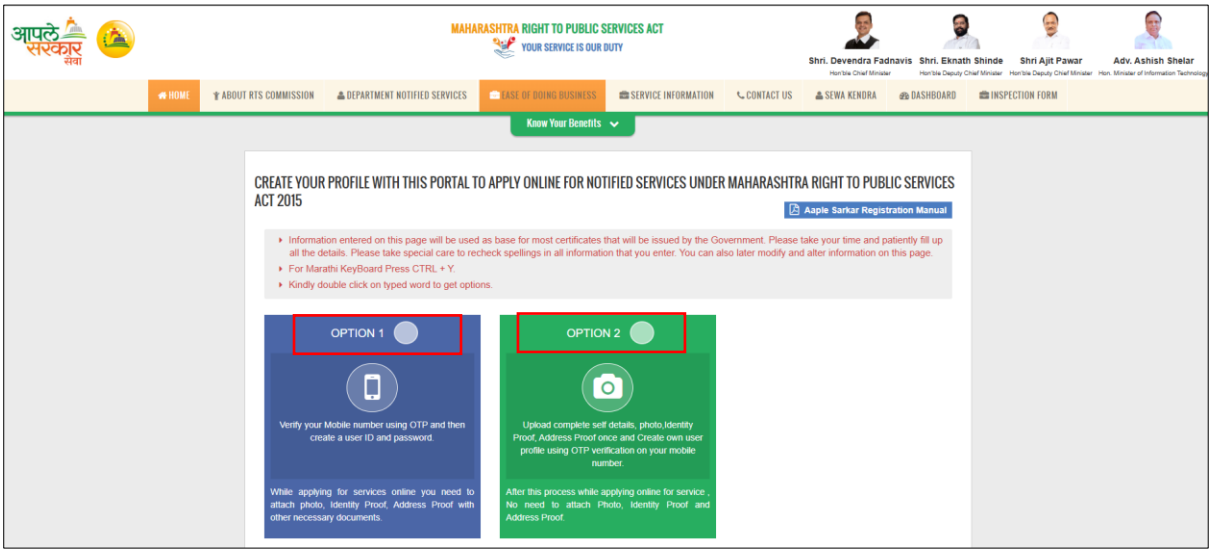
1. Open your web browser and go to the following URL: https://aaplesarkar.mahaonline.gov.in

**Step 2: Register as a New User**

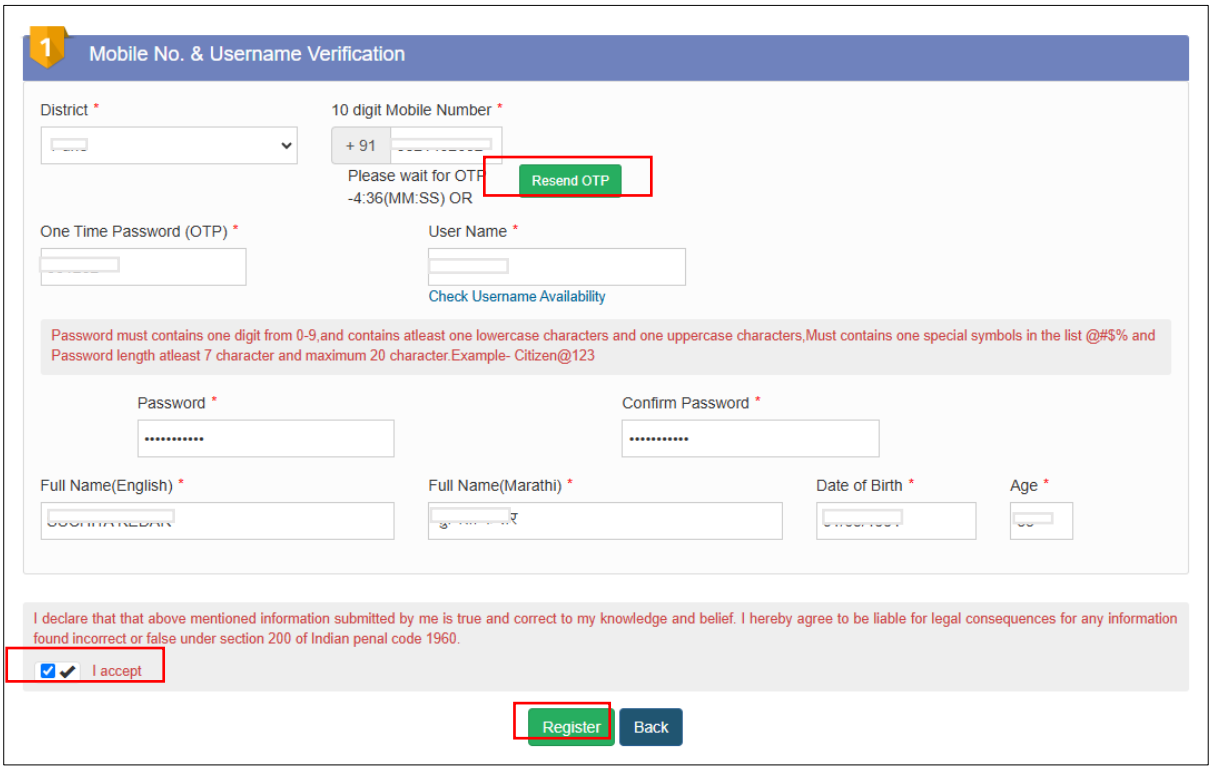
1. On the home page of the Aaple Sarkar portal, you will see the option "New User? Register Here".
2. Click on this button to begin the registration process.




**Step 3:** Select any one mode from given options to create user name and password i.e. User ID and Password by verifying photo, identity proof or Create own user profile using OTP verification on your mobile.



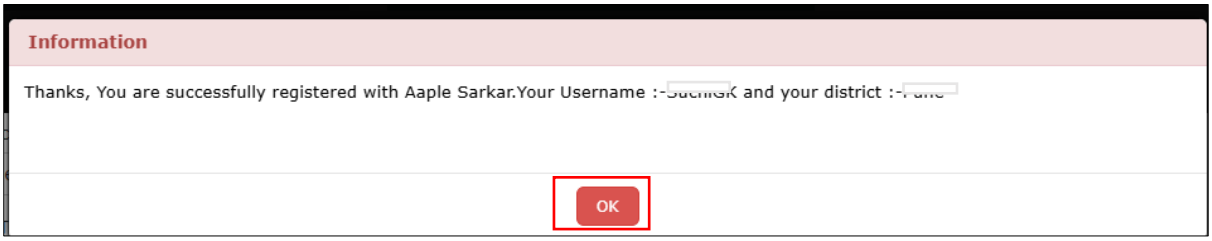
**Step 4:** Please fill the information to create User Name and Password through detail profile using OTP verification on your mobile number.




After filling in the necessary details for registration, click the Register button.

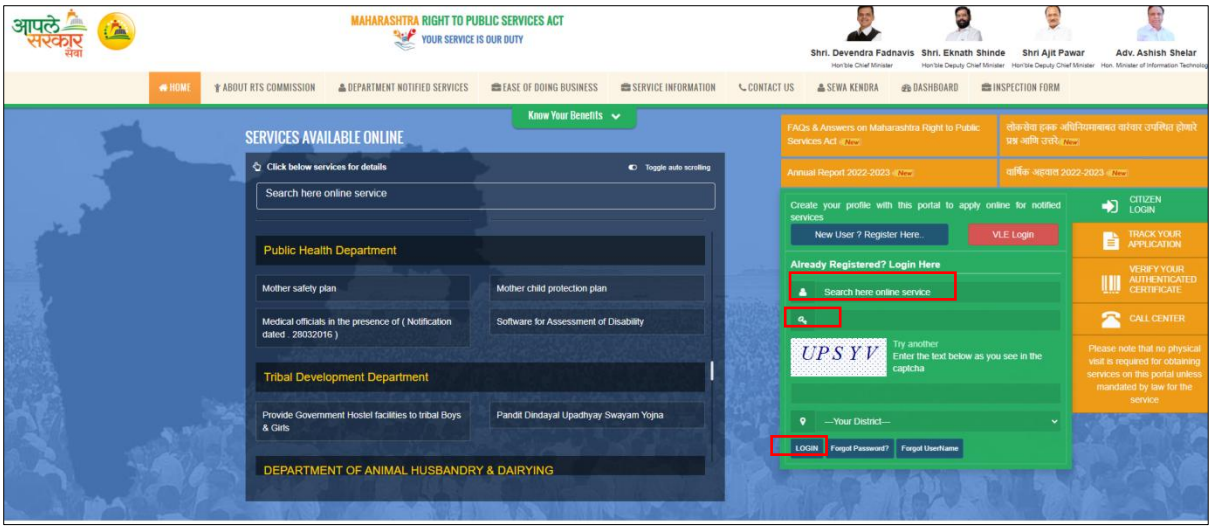
Upon successful registration, you will see the following confirmation message: **"Registration Successful!"**

- This confirms that you have successfully created your account.
- Click on OK to proceed.



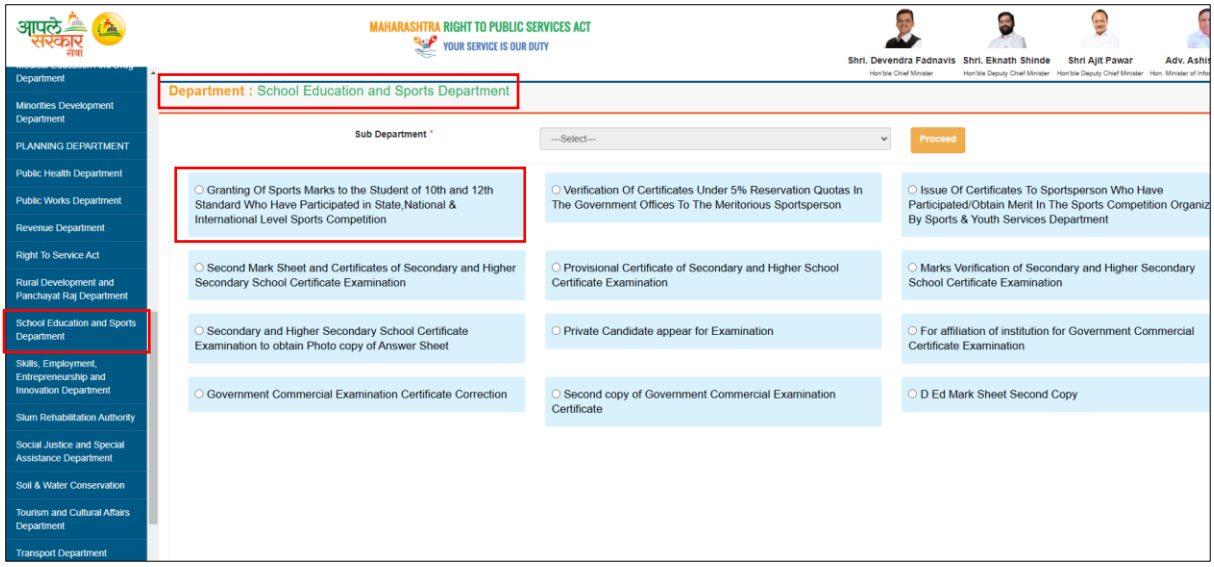

**Step 5: Login to the Portal**

- After registering, **login** to the Aaple Sarkar portal using your **username** and **password**.
- Enter your credentials and click on **Login**.




**Step 6:** After login with User Name & Password, on left side user can see Department Names like Agriculture, Home Department, Industries Energy and Labour Department, **on selection of School Education and Sports department** user will get list of services of respective department for application.

**Select Granting of sports marks to student of 10th and 12th standard who participated in state, national etc option.**



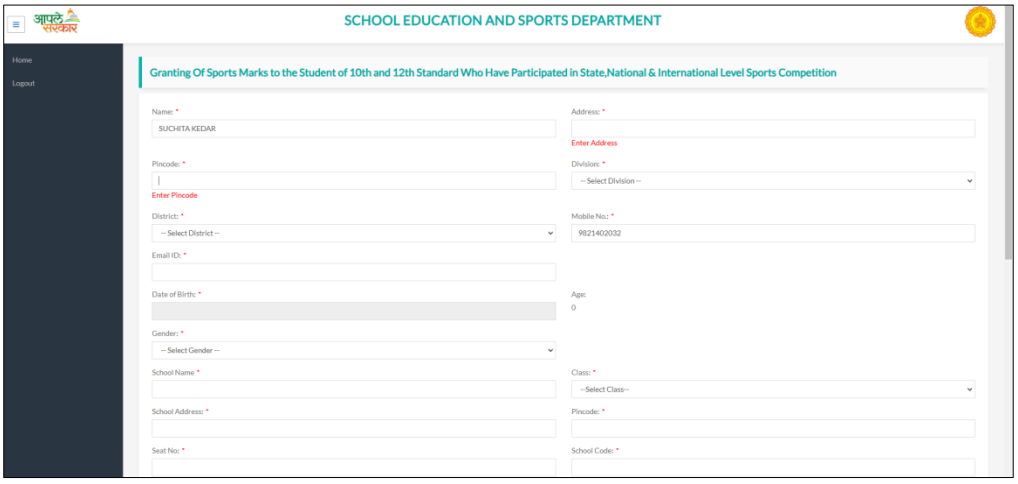

**Step 7: Download the Performa**

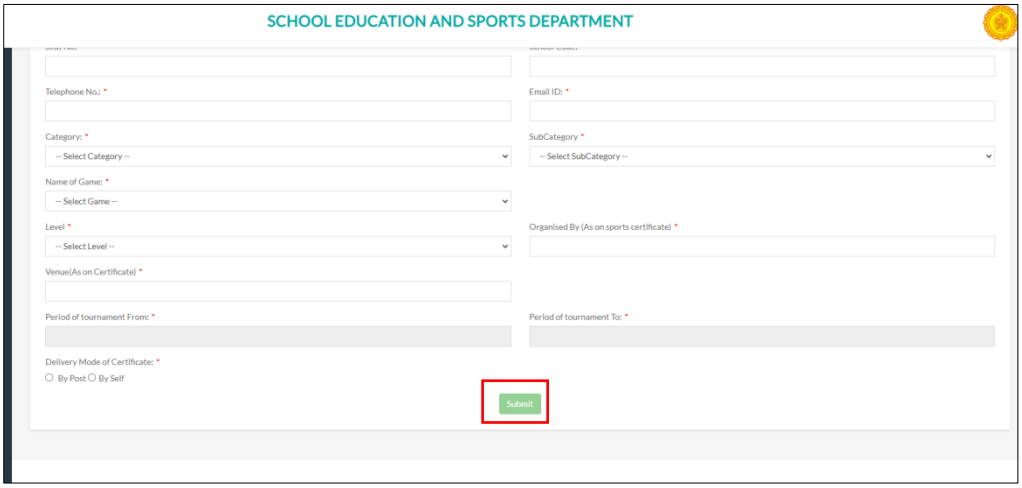
1. Download the necessary application form.
2. Open the form, fill in the required details.
3. click on **Agree** after reading the terms and conditions.

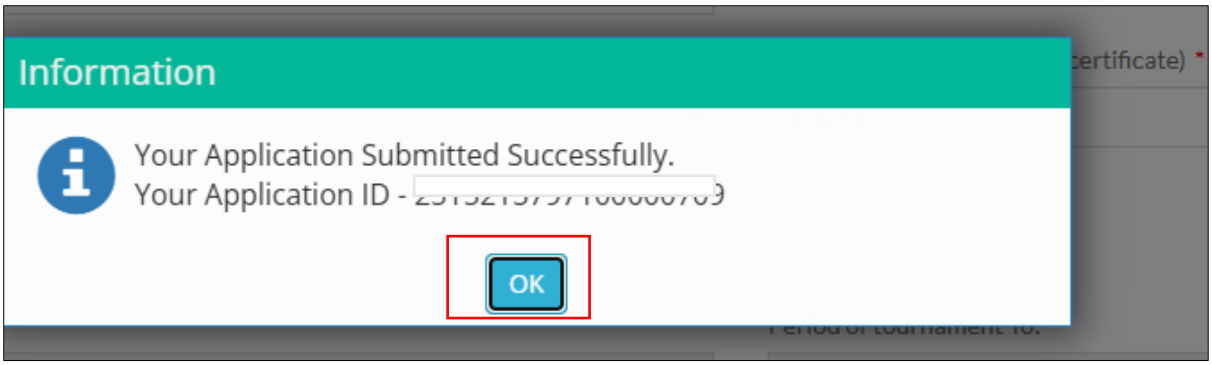



**Step 8:** Fill and Submit the Application Form

1. Carefully fill in all fields of the application form with accurate and correct details.
2. After completing the form, click on Submit.
3. A message will appear on the screen saying "Application Successful".
4. Click OK to confirm and move forward.

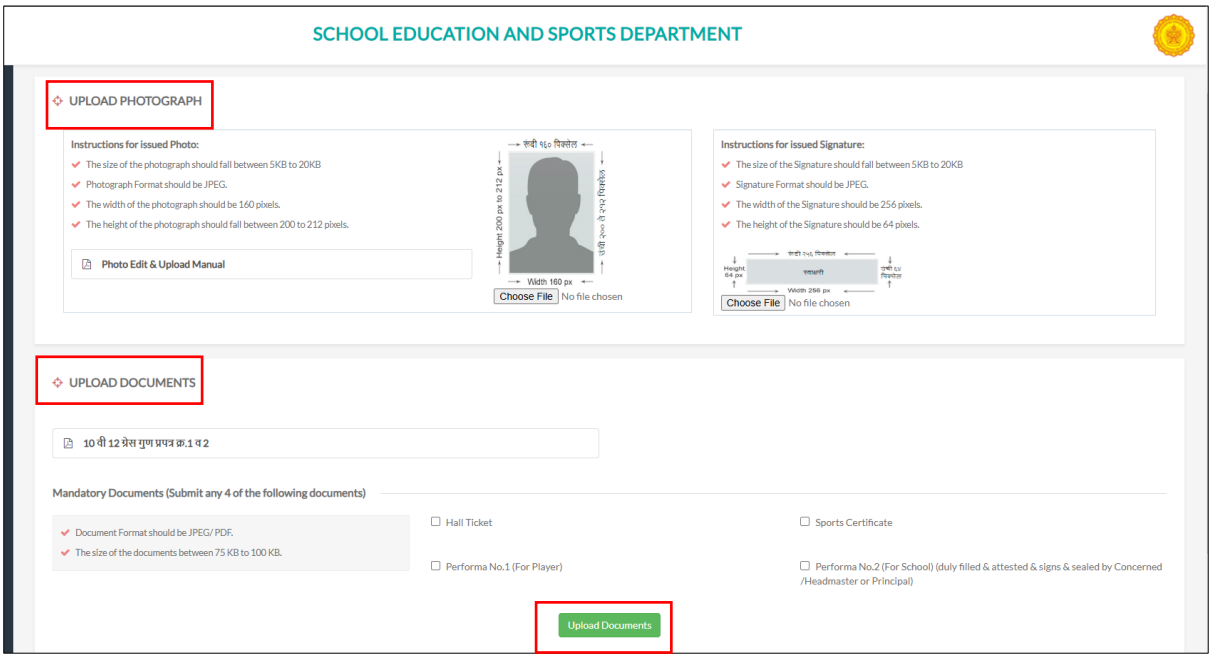





**Step 9:** Upload Documents

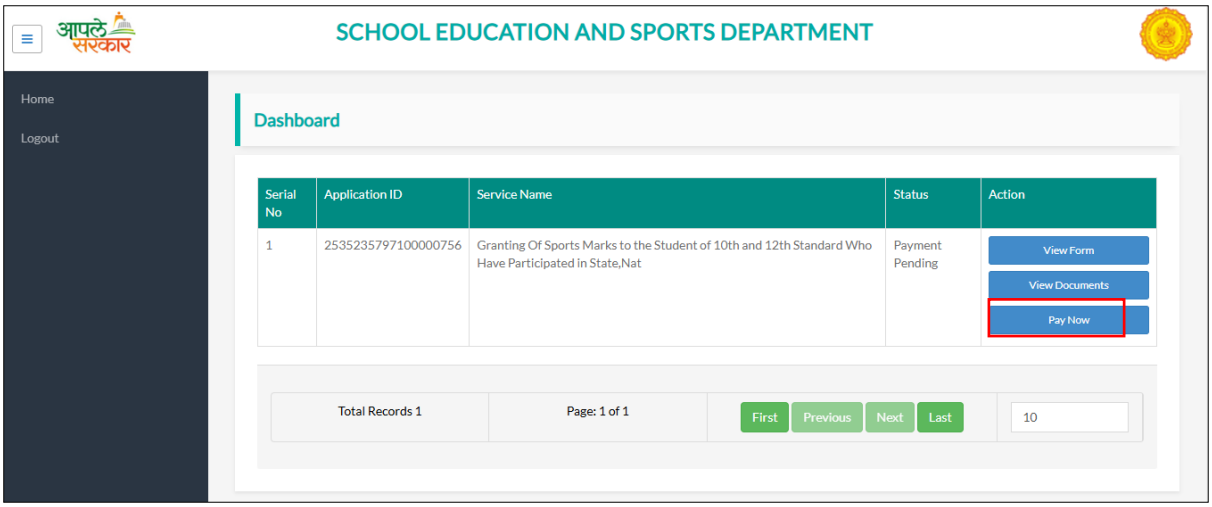
1. You will need to upload a recent photograph and signature according to the instructions provided on the screen.
2. Ensure that both the photograph and signature meet the specified requirements for size and format.
3. Proceed to upload the necessary documents (such as Hall ticket, Performa No 1, 2, Sports Certificate, etc.).



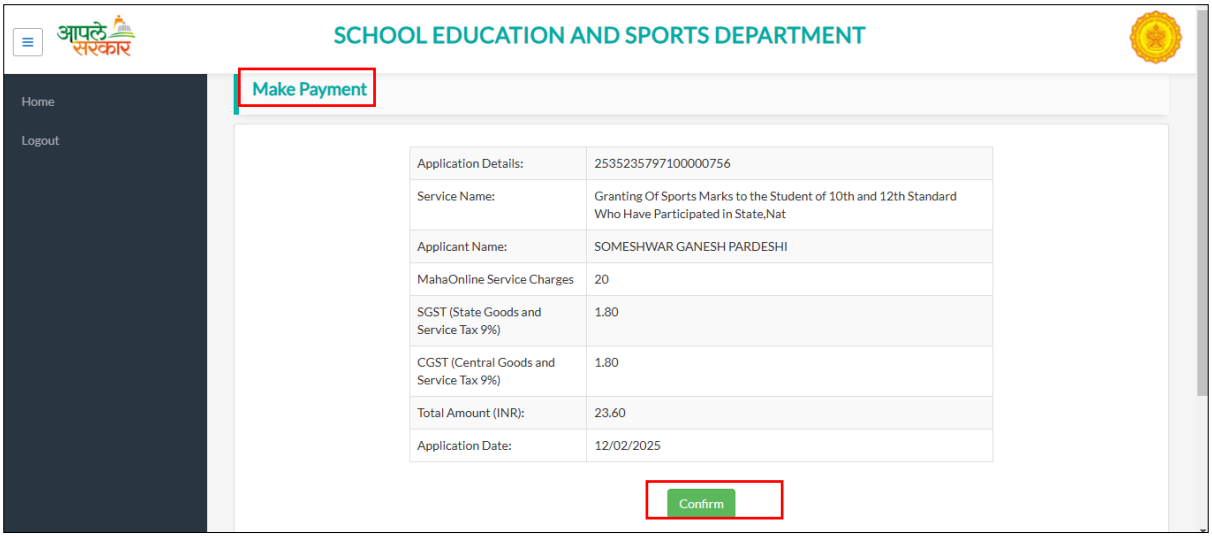

**Step 10:** Once you have uploaded your documents, you will be able to see your application listed on the screen.

## Proceeding to Payment

- Click on the **Pay Now** button next to your application.




- This will open the **Make Payment** window
- **Confirming Payment.**
- In the **Make Payment** window, click on the **Confirm** button to proceed with your payment.




## Completion of Application Process

- After your payment has been successfully processed, your application process will be completed.