

Office Automation

Better Data, Better Outcomes

Education Management Information System



Delhi Public School Bhilai

Open Compas is an Online Education Management Information System (EMIS) designed to collect and report data on education system of Delhi Public School Bhilai. It manages a broad range of information, including data on:

- | | | |
|---------------|-------------------|-----------------------------|
| ✓ Classes | ✓ Enrollment | ✓ Finances |
| ✓ Time Table | ✓ Lesson Planning | ✓ Attendance |
| ✓ Examination | ✓ CCE | ✓ Front Office |
| ✓ Transport | ✓ Hostel | ✓ Extra Curricular Activity |
| ✓ Health | ✓ Inventory | ✓ Human Resource |
| ✓ Homework | ✓ News | ✓ Library |



Minimum System Requirements

For effective online operation of the system the following components should be installed in your system. If not installed, please use the links provided.

A. Mozilla Firefox (Latest Version)

Link: <https://support.mozilla.org/en-US/kb/how-download-and-install-firefox-windows>
(For step by step installation of Firefox for windows)

B. Shockwave Flash Player (Latest Version)

Link: <https://www.adobe.com/shockwave/download/alternates/>
(For installation of Shockwave Flash Player for windows)

C. Adobe Reader (Latest Version)

Link: <https://get.adobe.com/reader/>
(For installation of Adobe Reader for windows)

Please make sure that all the above-mentioned software/components are configured with your system. For any assistance please contact **8269275701**.

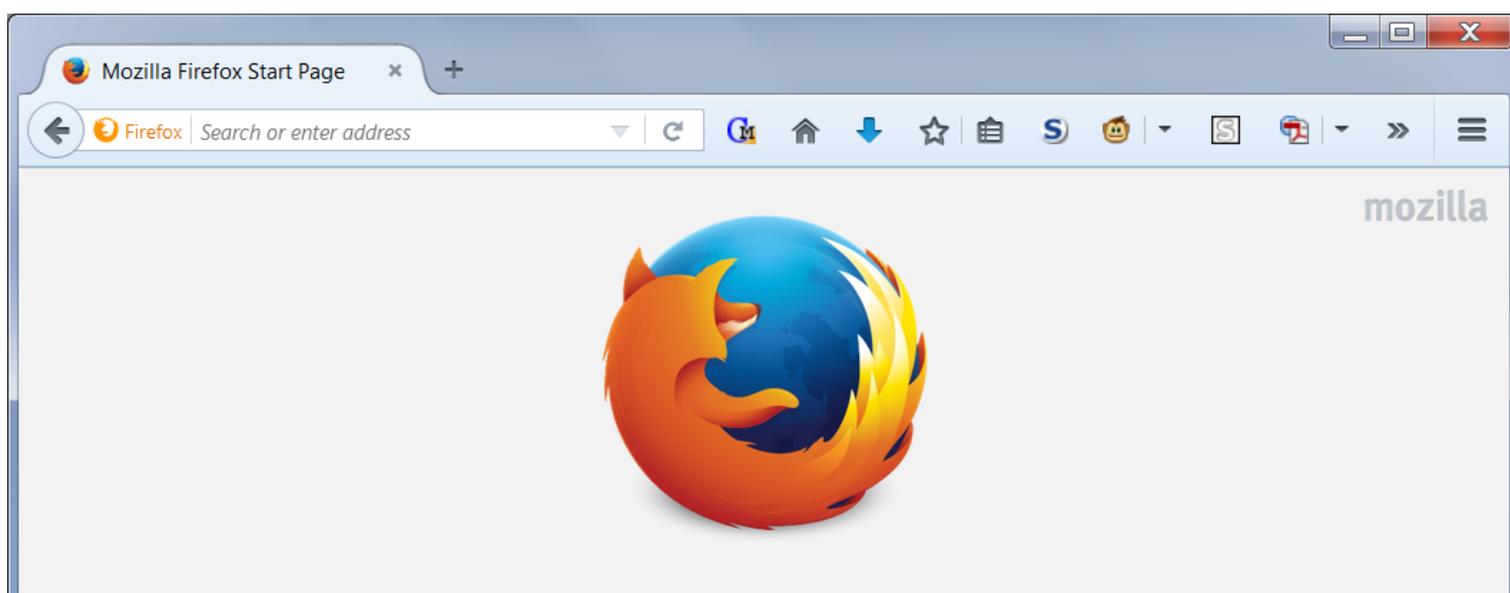
Online Login Process

Please follow below mentioned steps for Quick Start of Open Compas:

1. Please click the Mozilla Firefox icon in your computer:



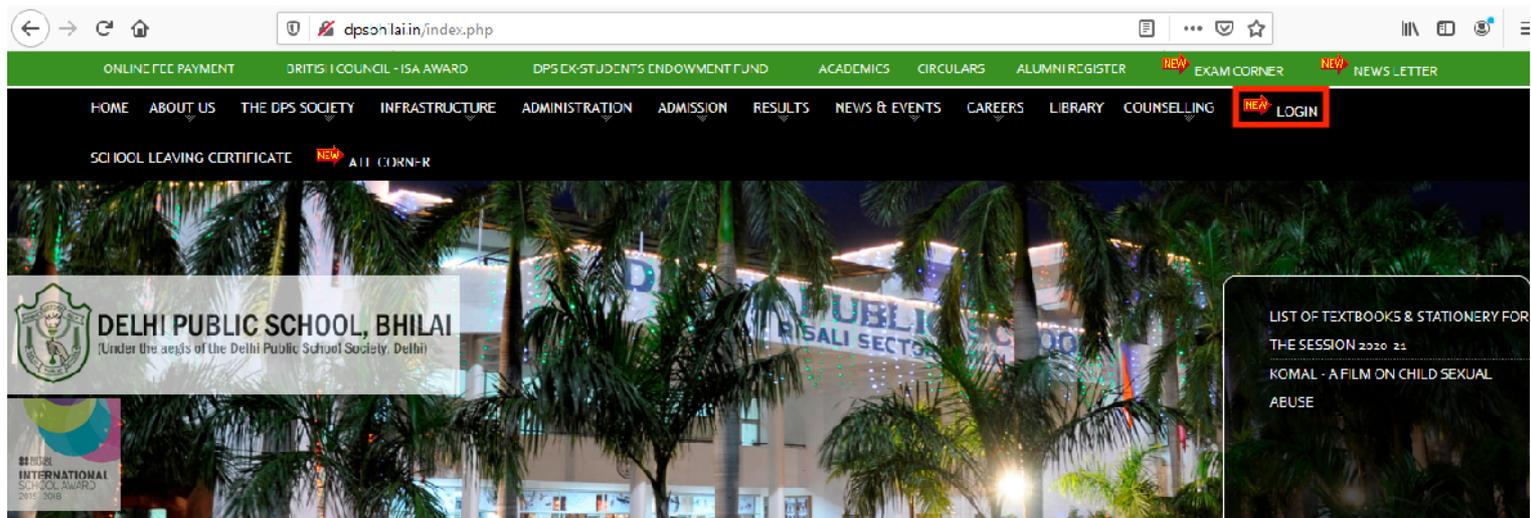
2. Mozilla Firefox Start Page will open as below.



3. There are two methods to get to the EMIS (Education Management Information System) Login Page of Delhi Public School, Bhilai.

Method 1

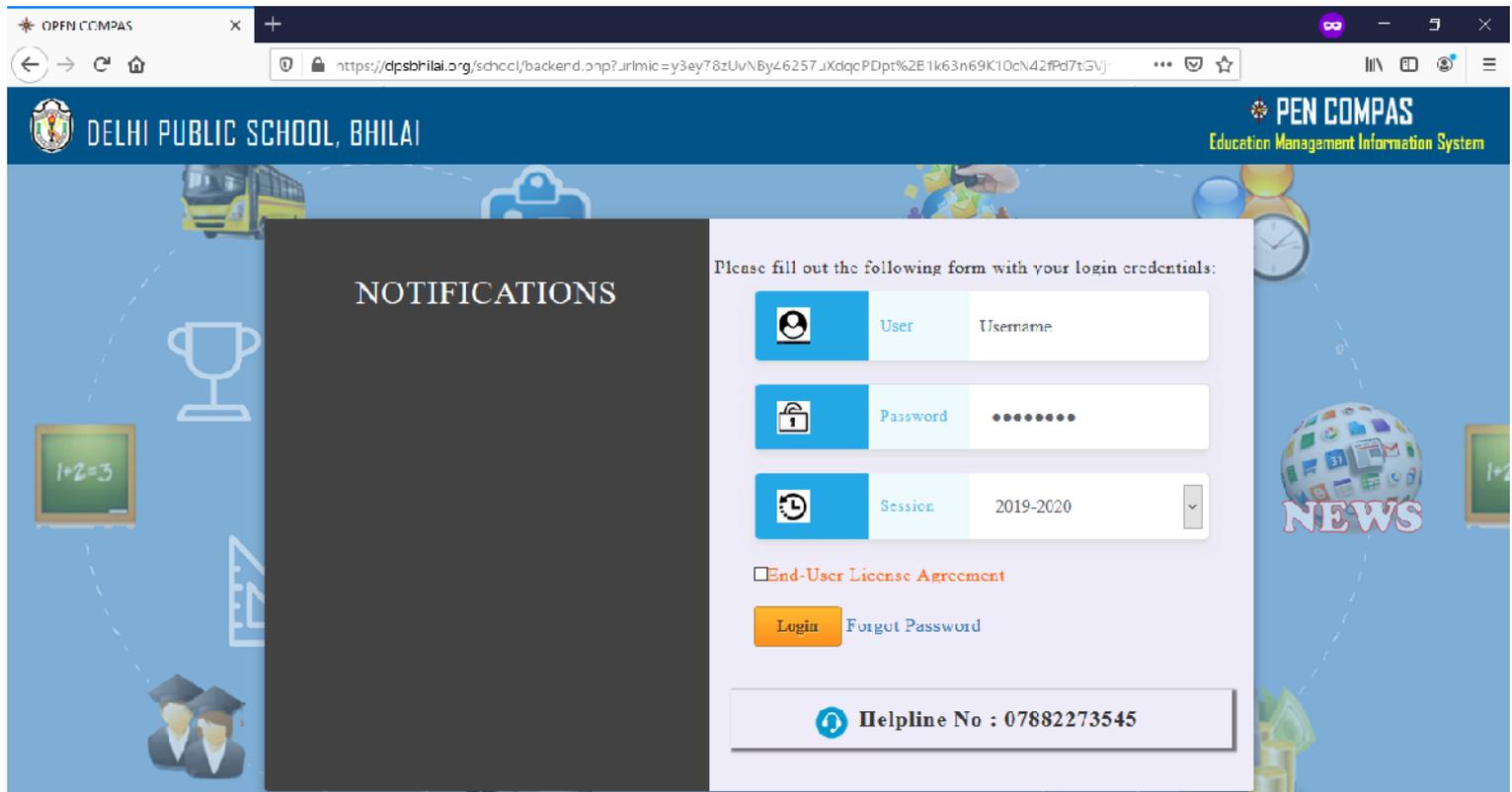
Please visit the school website by typing the URL dpsbhilai.in in *Search or enter address*.



Click Login which will take you to EMIS (Education Management Information System) Login Page of Delhi Public School, Bhilai.

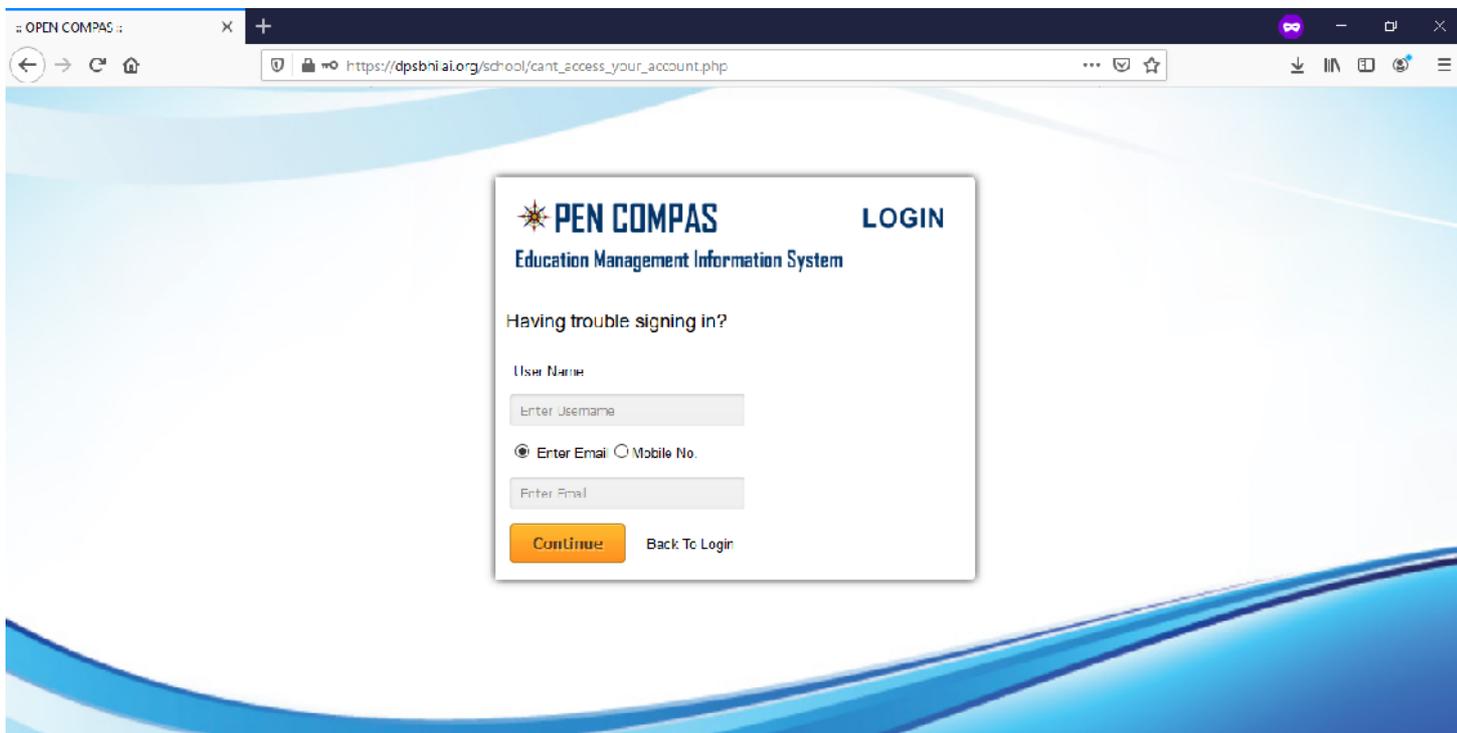
Method 2

Please type the URL dpsbhilai.org in *Search or enter address* which will directly take you to EMIS (Education Management Information System) Login Page of Delhi Public School, Bhilai.



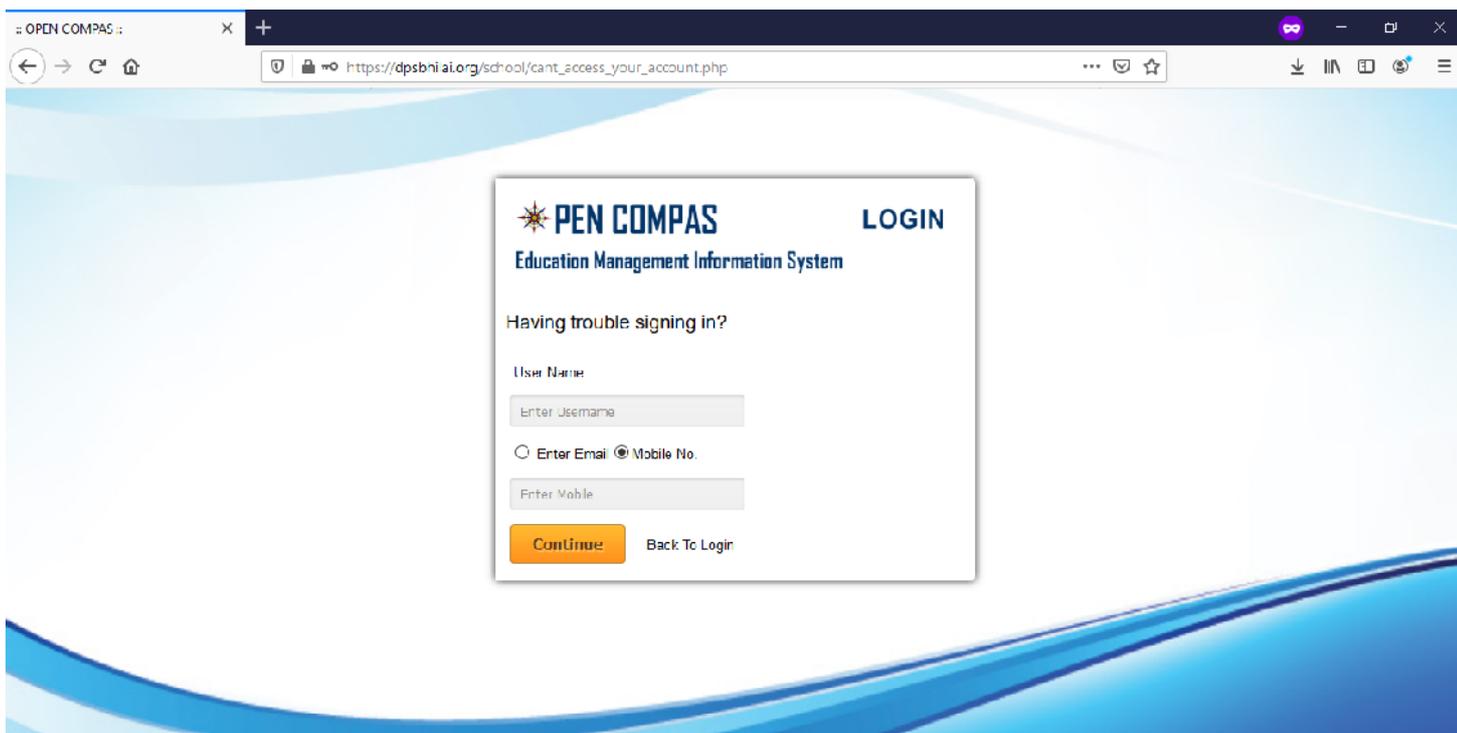
4. Please use your ward's admission number as Username and your registered mobile number as your Password (●●●●●●●●) if you are accessing the EMIS for the first time or your current password if you have ever changed it and go to Step 8. If you have forgotten your password, click Forgot Password adjacent to the login button.

5. After entering the Username (which is your ward's admission number), your email which is registered with DPS Bhilai will automatically appear. If your email is incorrect kindly contact the support team whose number is given under Minimum System Requirements on top of the second page of this document, else go to Step 6. Click on continue to receive your new password through email. Please check your inbox and/or spam/junk folder of your email for the password. Then click **Back To Login**.



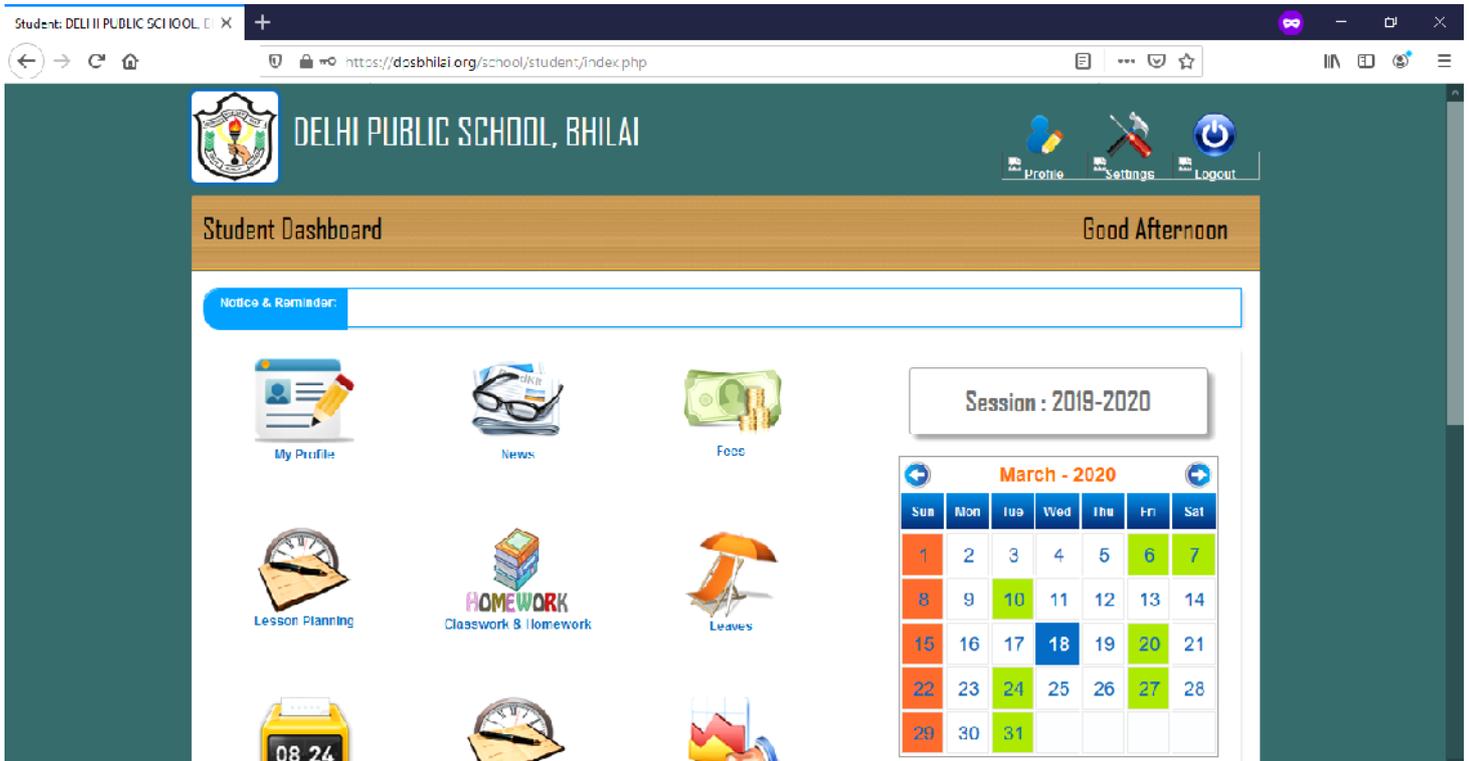
The screenshot shows a web browser window with the URL https://dpsbhilai.org/school/cant_access_your_account.php. The page features the PEN COMPAS logo and the text "Education Management Information System". Below this, there is a "LOGIN" section with the heading "Having trouble signing in?". The form includes a "User Name" field with the placeholder "Enter Username". Below it, there are two radio buttons: "Enter Email" (which is selected) and "Mobile No.". There is also an "Enter Email" field with the placeholder "Enter Email". At the bottom of the form, there is an orange "Continue" button and a "Back To Login" link.

6. If you wish to receive a new password through sms, then after entering the Username (which is your ward's admission number), click on the radio button before Mobile No. and your mobile number which is registered with DPS Bhilai will automatically appear. If your mobile number is incorrect kindly contact support team whose number is given under Minimum System Requirements on top of the second page of this document. Click on continue to receive your new password through sms. Then click **Back To Login**.

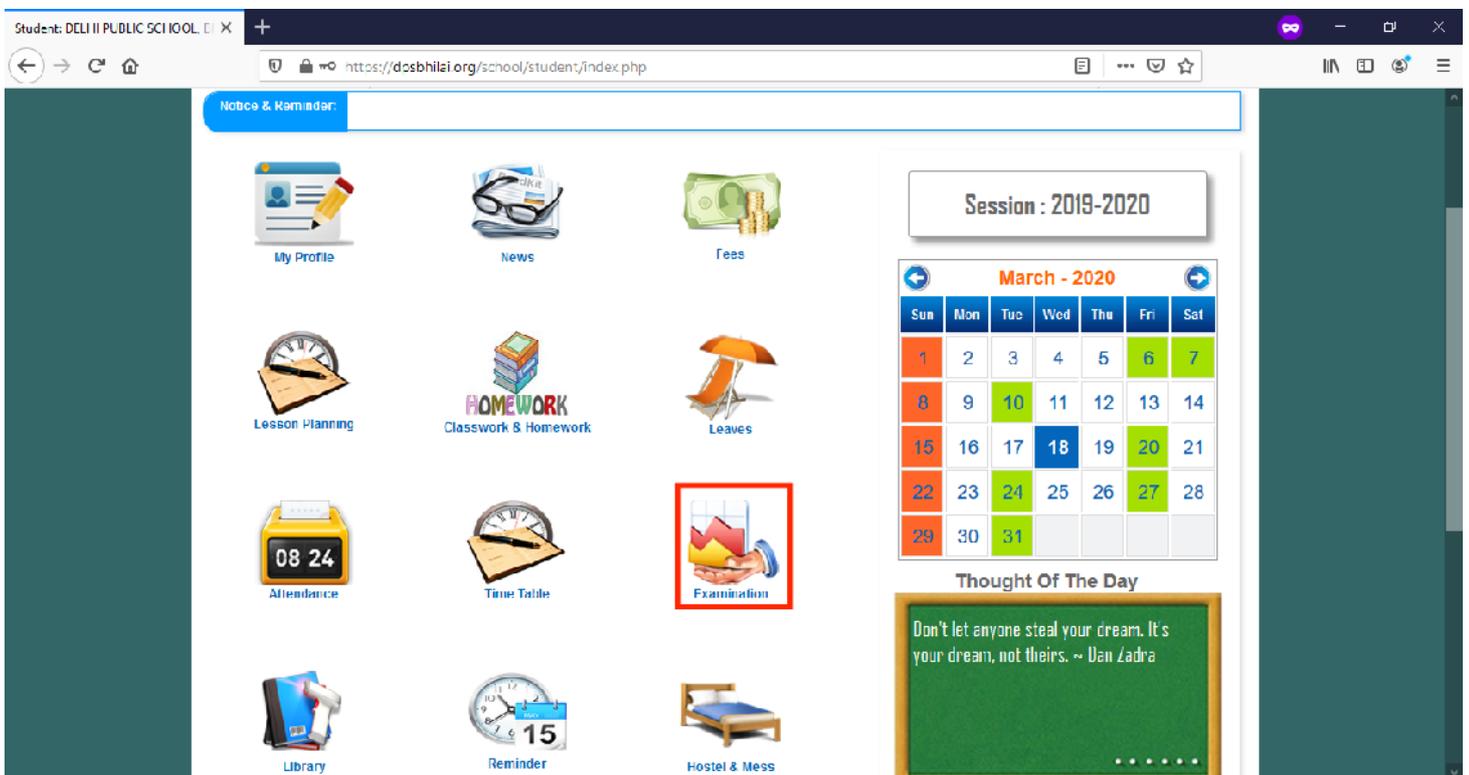


The screenshot shows the same web browser window as above. In this version, the "Mobile No." radio button is selected. The "Enter Email" field is now empty, and a new "Enter Mobile" field has appeared with the placeholder "Enter Mobile". The "Continue" button and "Back To Login" link remain at the bottom of the form.

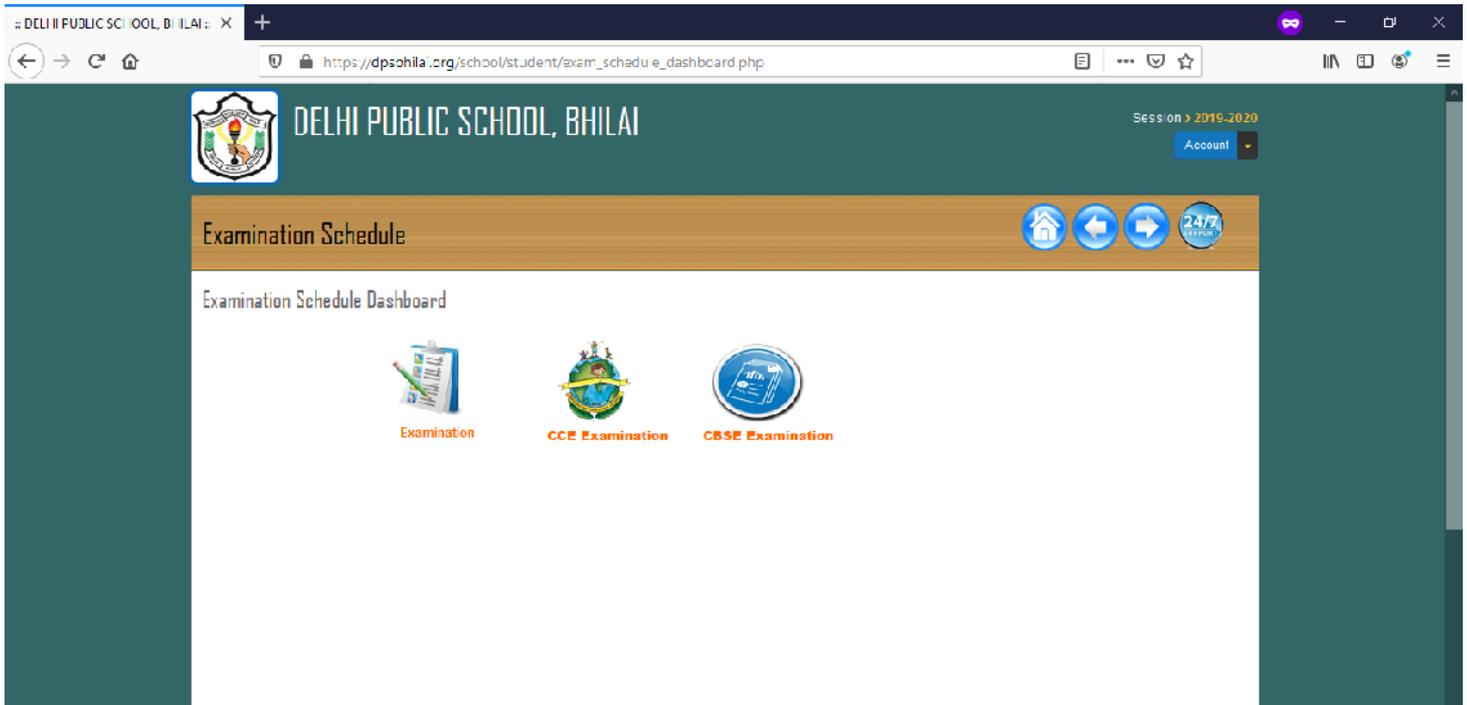
7. Enter the Username (which is your ward's admission number) and Password, select session 2019-2020 and tick End-User License Agreement and click Login
8. You will be welcomed to your ward's Student Dashboard.



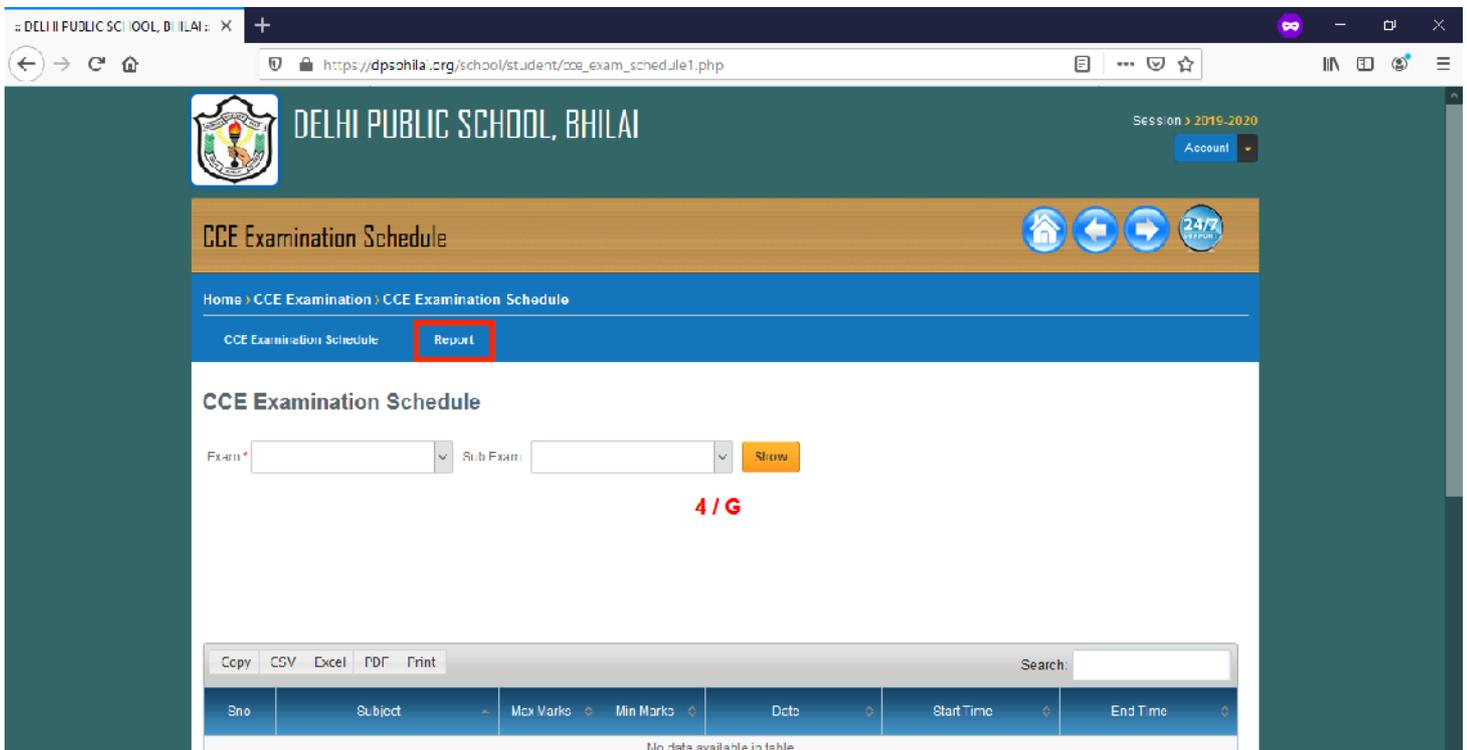
9. Scroll down to find the Examination Module icon. Click on it.



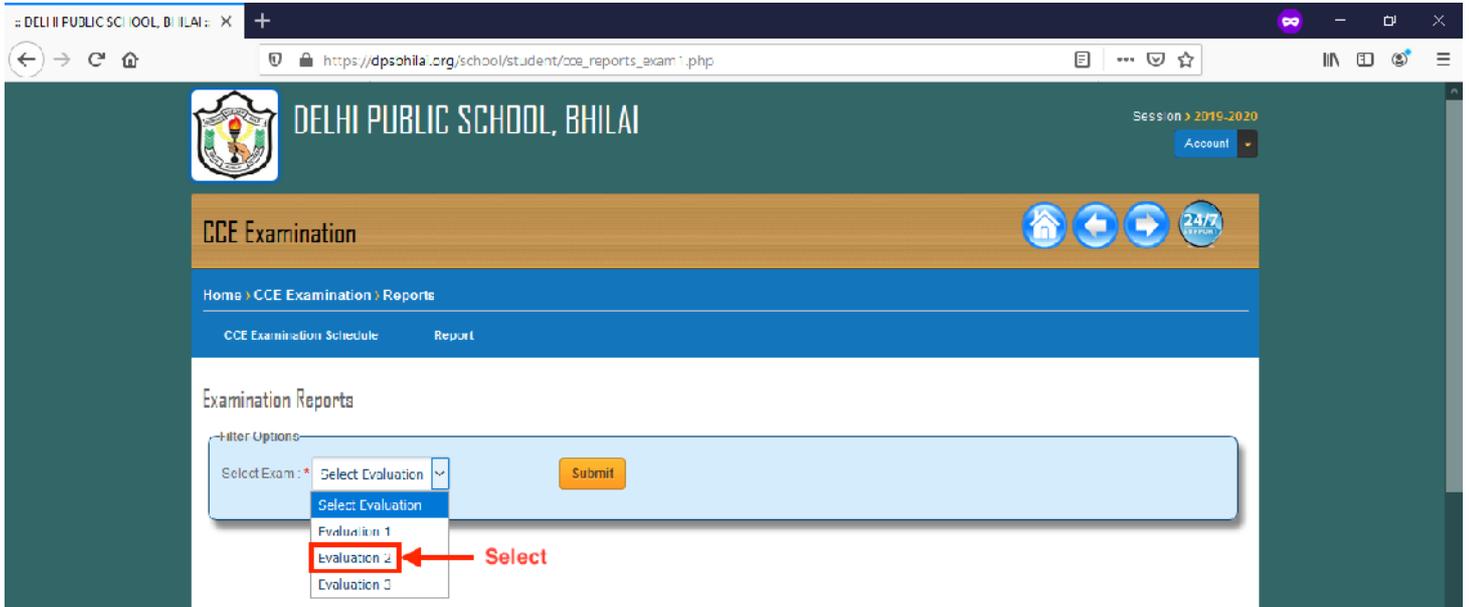
10. Upon clicking you will see the following page. Then click on the CCE Examination for viewing the results of Classes Nursery, Prep, 1, 2, 3, 4 and/or 5. Click on CBSE Examination icon for viewing the results of Classes 6, 7, 8 and/or 9. Click on Examination icon for viewing the results of Class 11.



11. Upon clicking you will see the following page. Then click on Report.



12. Select Evaluation 2 for viewing the results of Classes Nursery, Prep, 1, 2, 3, 4 and/or 5 from the drop-down menu of Select Exam. Select Annual Examination for viewing the results of Classes 6, 7, 8 and/or 9. Select Annual Examination for viewing the results of Classes 11. Then click on Submit button.



13. You will see your ward's result as a pdf (portable document format) which downloads in a new tab in your browser.
14. **Disclaimer:** Neither Delhi Public School Bhilai nor Reliable Services is responsible for any inadvertent error that may have crept in the results being published on the EMIS of Delhi Public School Bhilai. The results published on the EMIS are for immediate information to the examinees. Most care has been taken in preparing the result. Yet we do not deny typical mistake due to any other unintentional reason. This cannot be treated as original mark sheet. The original mark sheet will be issued by the school separately.