

## Guidelines for submitting Account Details, Performance Reports and Mark Sheets Online for Scholarship for Higher Education (SHE)

Please read this guideline before uploading the documents online at the website [www.online-inspire.gov.in](http://www.online-inspire.gov.in)

Before logging in, please scan and store the following documents as separate files. The same needs to be uploaded as required during the 'On-line Submission' process.

Sl. No.	Name of the Document	File Type	Maximum Size
1.	Front page of SBI Bank passbook (containing account No. and your name)	PDF	1 MB
2.	BSc/Int. MSc Performance Report Please click this link to download the blank format. <a href="http://www.online-inspire.gov.in">www.online-inspire.gov.in</a>	PDF	1 MB
3.	BSc/Int. MSc. annual or semester Mark Sheets	PDF	1 MB

**Step 1:** **LOG in** to the portal by entering the registered email id as user name and the registered password. If you are already logged in, go to Step 2.

**Step 2:** Upon logging in, a screen will appear where you have to click '**Scholarship**' link.

**Step 3:** Click the **Related Link icon** at the right hand corner.

To view and print the Offer Letter, please click '**View Offer Letter**' link. Please read the Offer Letter carefully before going to Step 4.

**Step 4:** Fill in the State Bank of India Account details carefully in the respective fields. Upload scanned copy of first page of SBI passbook containing the account number and name.

**Step 5:** Press **Submit** button.

After successful submission of bank details, a pop up message will appear stating that '*Your bank details updated successfully*'.

**Step 6:** Go to **Related Link icon**. Click '**Documents for BSc/MSc**' icon.

**Step 7:** Upload your documents one by one by selecting 'Documents for the year', 'Mark Sheets' and 'Performance Report'.

**Step 8:** Press **Submit** button.

After successful submission of Performance Reports and Mark Sheets, a pop up message will appear stating that '*Documents uploaded and submitted for approval. You will be notified if your documents are incomplete or needs further clarification*'.

**Step 9:** Press **Logout** button.

**DO NOT SEND ANY DOCUMENTS BY POST**