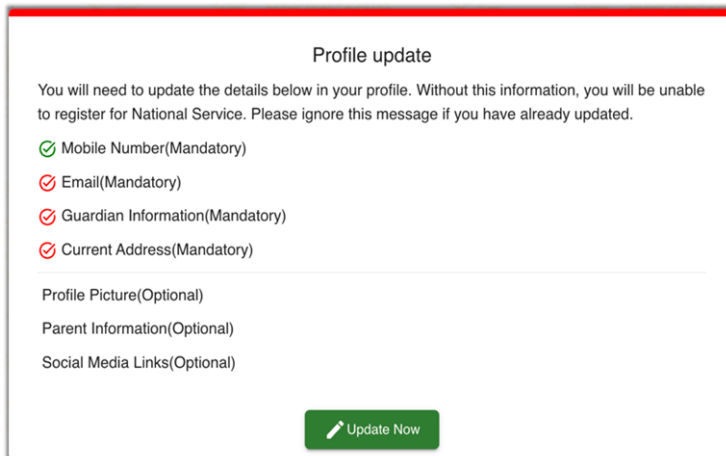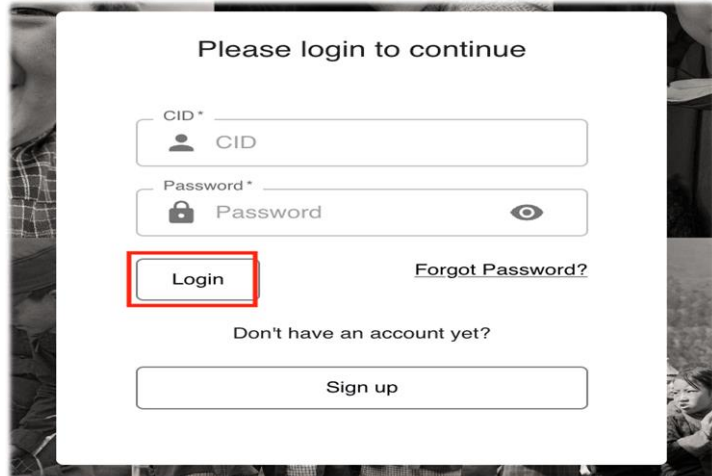# Gyalsung Portal User Manual

REGISTRATION

Note: To Register for the Gyalsung, Bhutan National Service, make sure that you have signed up in Gyalsung Portal. If you have already sign-up in Gyalsung Portal, open a browser on your mobile device or desktop, type the domain name **https://portal.gyalsung.bt**, and click enter.

Step 1: You will be directed to Login Page. After entering the credential click on the "**Login**" button.

Step 2: After logging in, you will be prompted to update your profile. Without updating your profile, you cannot proceed to register. Updated details will be marked with a green tick, while details that has not been updated will be marked with red tick.

Step 3: After clicking the "**Update Now"** button, you will be directed to your profile where you can update various details.
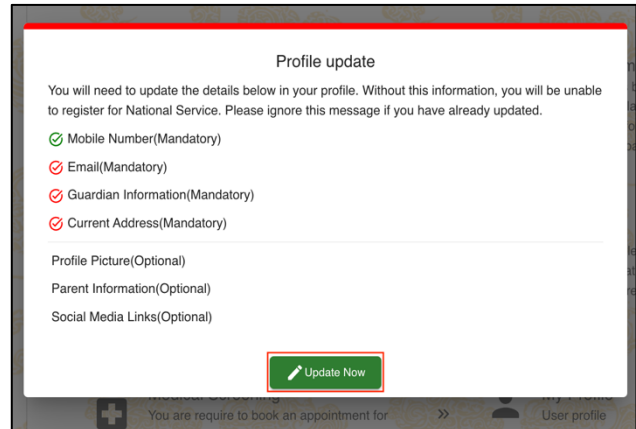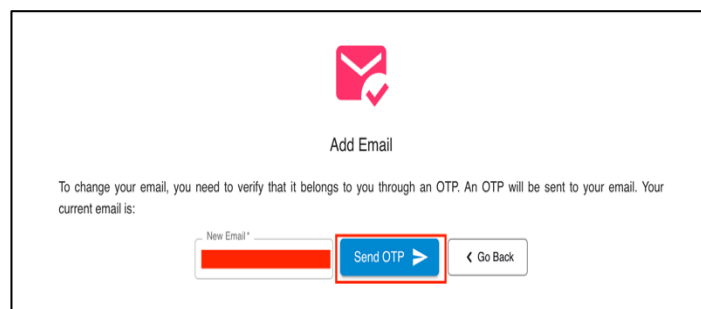

Note: The field which are labeled with red asterisk (*) marks are mandatory field and you have to fill the field before proceeding to next step.

Step 4: Please proceed to check if the details are correct, if not select "**Edit**" for each section of your profile. The following details requires your attention.

(a) **Current Address**: which is your current residential address, current mobile number and valid email address.
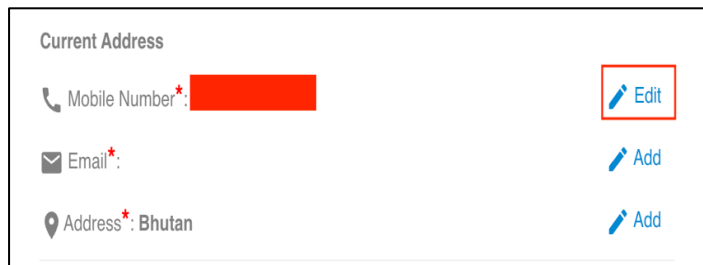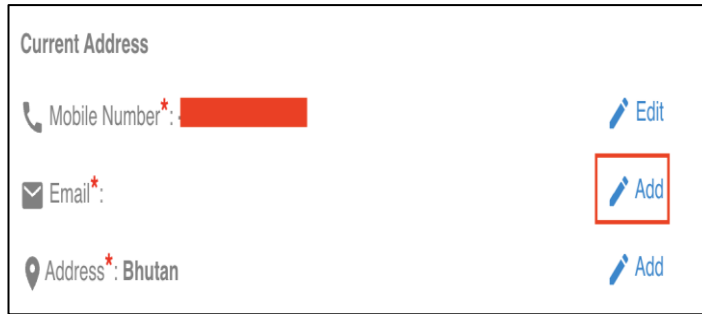

(i) After clicking the "**Edit"** button you will be directed to the respective address where you have to verify the mobile number and email address through an OTP. To do so click on the "**send OTP"** button.

(ii)   If you are adding your information for the first time then click on "**Add**" button.
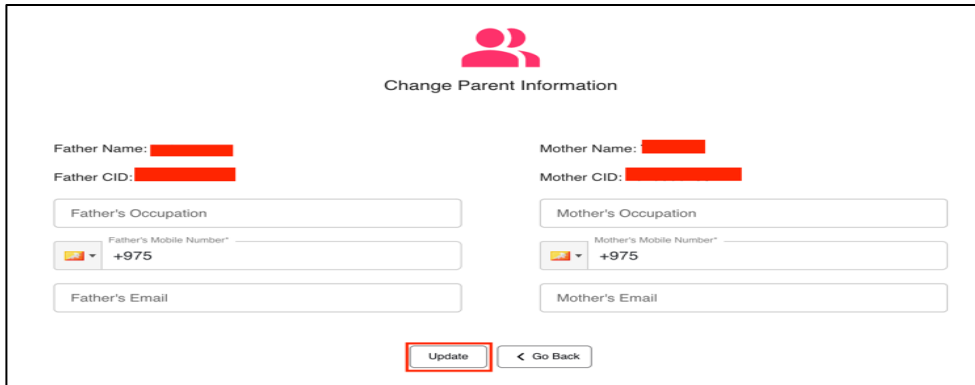
(b)   **Parent Information:** Reflects birth parentage details. Please update the details to the best of your knowledge of your parents. After filling the fields click on "**Update**" button to save the change.
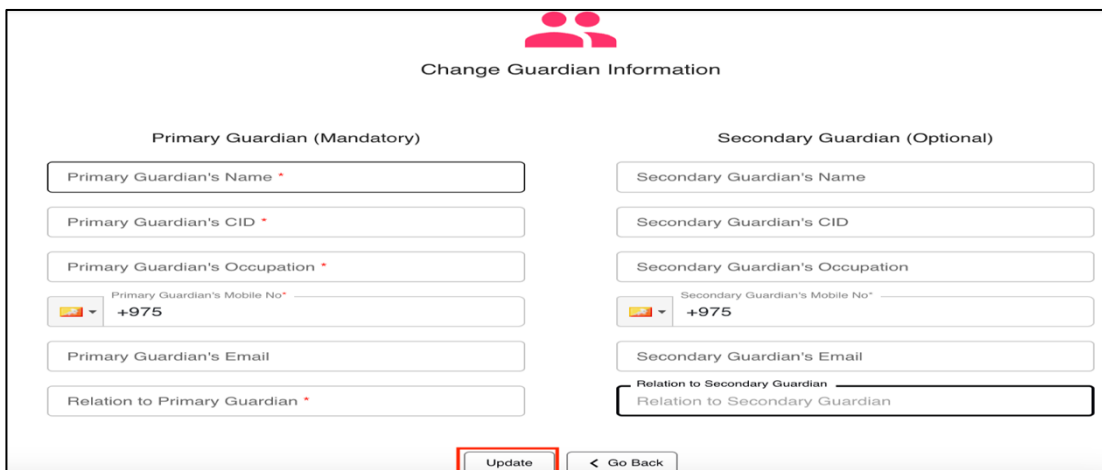
(c)   **Primary Guardian**: This is a **mandatory** field. By default, the Primary Guardian details will be your birth parents. If it is not, please provide the information to the best of your knowledge. The Secondary Guardian information is not mandatory but please provide the information if it is not displayed.

Step 5: If all the mandatory fields are added, the "Skip" button will appear. You may click the "**Skip**" button to procced to next step.
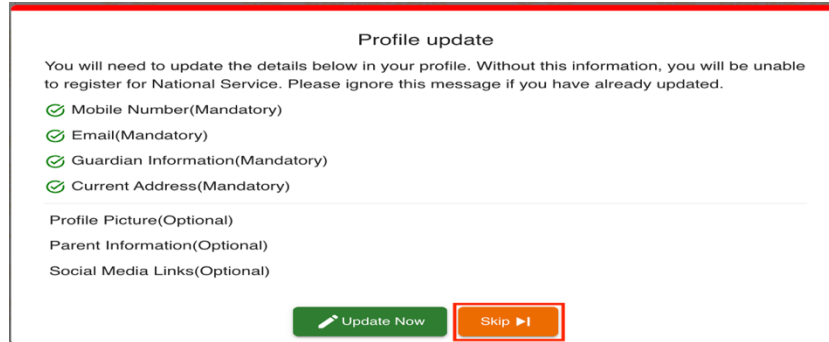
Step 6: After all the mandatory fields are added, navigate to the Register for National Service page. You can navigate to National Service Registration page from the dashboard or from the side menu. Click NS Registration.

Step 7: **Registration date not open:** Wait for registration date to be opened by Gyalsung Head Office. If the registration date is not open, you will not be able to register. Meanwhile, you may update your profile if you have changed any details, such as your mobile number, email, current address, parent information, guardian information, profile picture, and social media links.
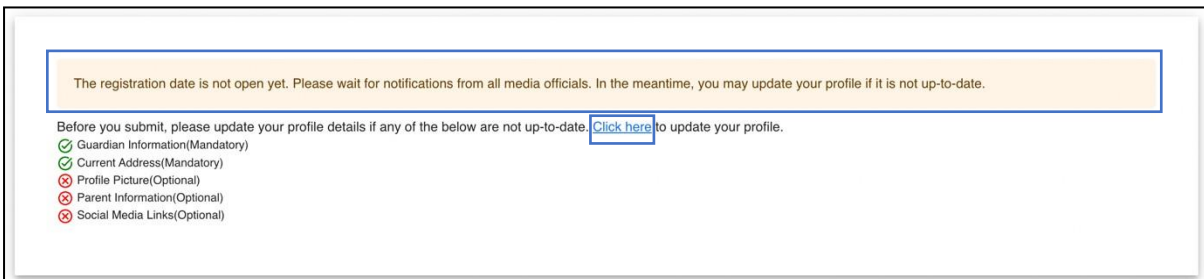
Step 8: **Registration date open:** When the registration period becomes available, you will encounter a dynamic banner at the top of the page displaying a registration deadline message. It is important that you complete your registration before the specified due date.

To register for Gyalsung Training, fill up the fields for education and food preference and then click the "Register Now" button.

Step 9: On clicking the "**Register Now**" button, a pop-up dialog will appear, confirming your decision on registering for Gyalsung training.

After accepting your decision, a success message will be displayed. Then you will receive a SMS and an email confirming that your registration was successful.