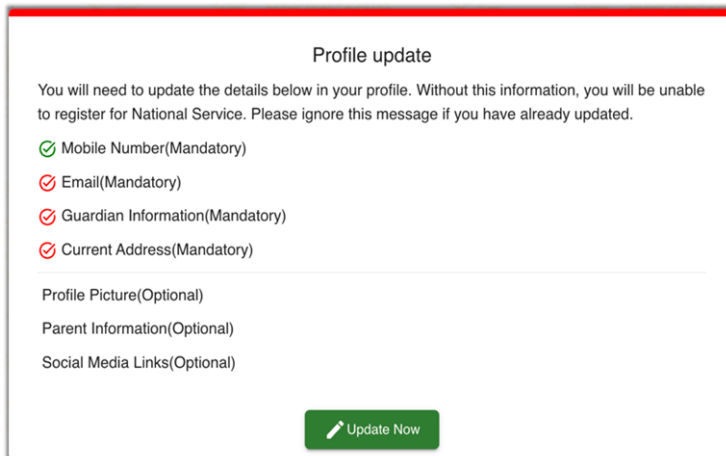
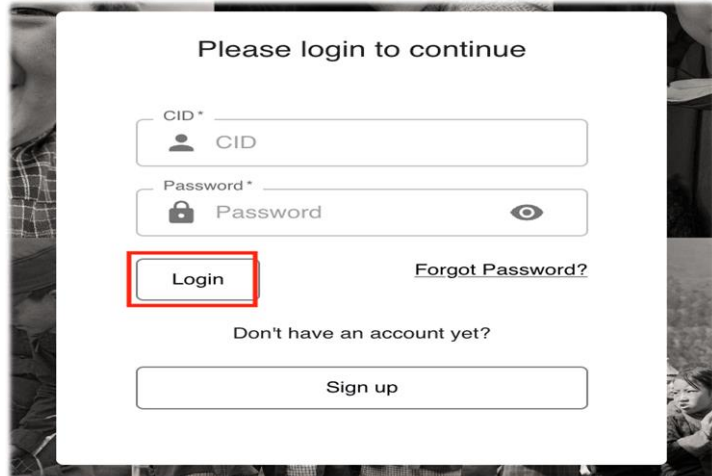


# Gyalsung Portal User Manual

## 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.

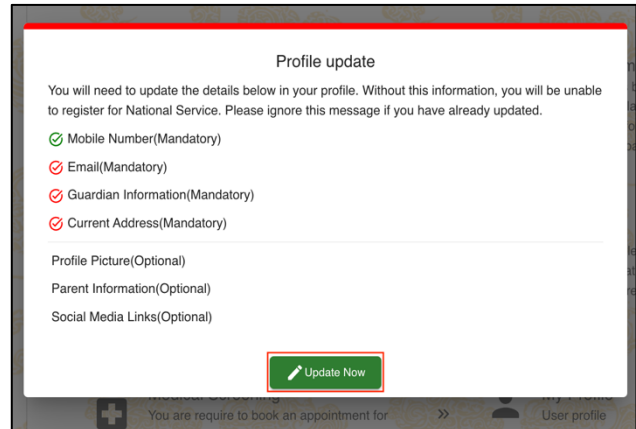
**Step 1:** You will be directed to Login Page. After entering the credential click on the **"Login"** button.



**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.

## Gyalsung Portal User Manual

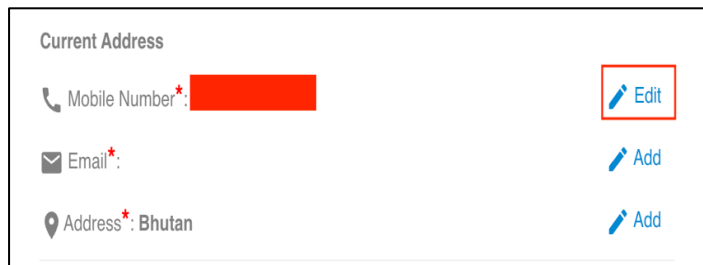
**Step 3:** After clicking the “**Update Now**” button, you will be directed to your profile where you can update various details.



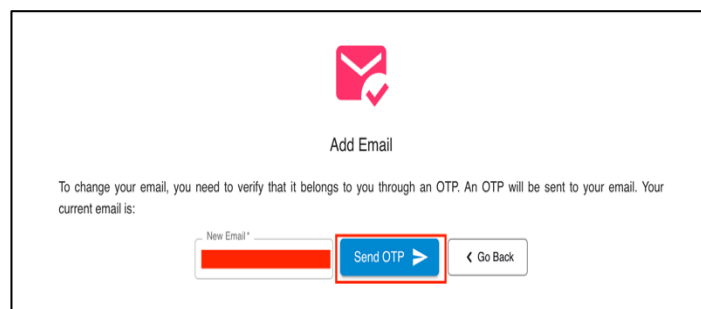
**Note:** The field which are labeled with red asterisk (\*) marks are mandatory field and you have to fill the field before proceeding to next step.

**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.



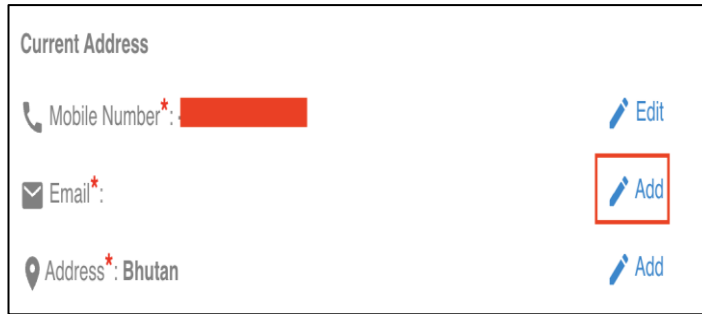
(i) After clicking the “**Edit**” button you will be directed to the respective address where you have to verify the mobile number and email address through an OTP. To do so click on the “**send OTP**” button.



**Restricted**

## Gyalsung Portal User Manual

(ii) If you are adding your information for the first time then click on **“Add”** button.



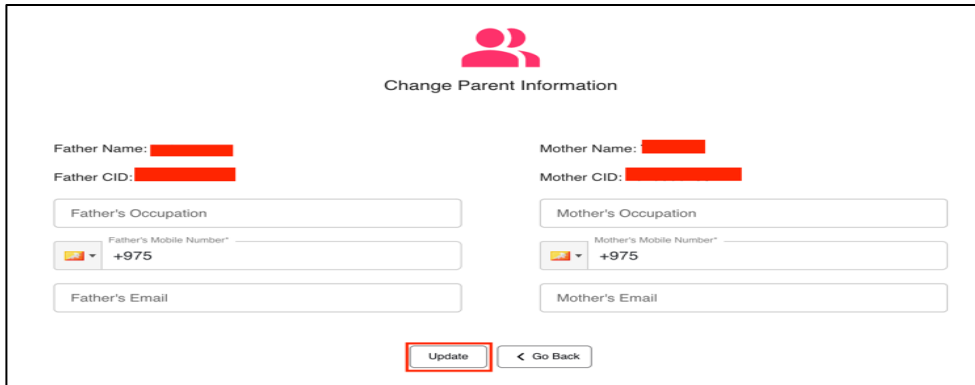
Current Address

Mobile Number\*: [Redacted] [Edit](#)

Email\*: [Redacted] [Add](#)

Address\*: Bhutan [Add](#)

(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.



Change Parent Information

Father Name: [Redacted] Mother Name: [Redacted]

Father CID: [Redacted] Mother CID: [Redacted]

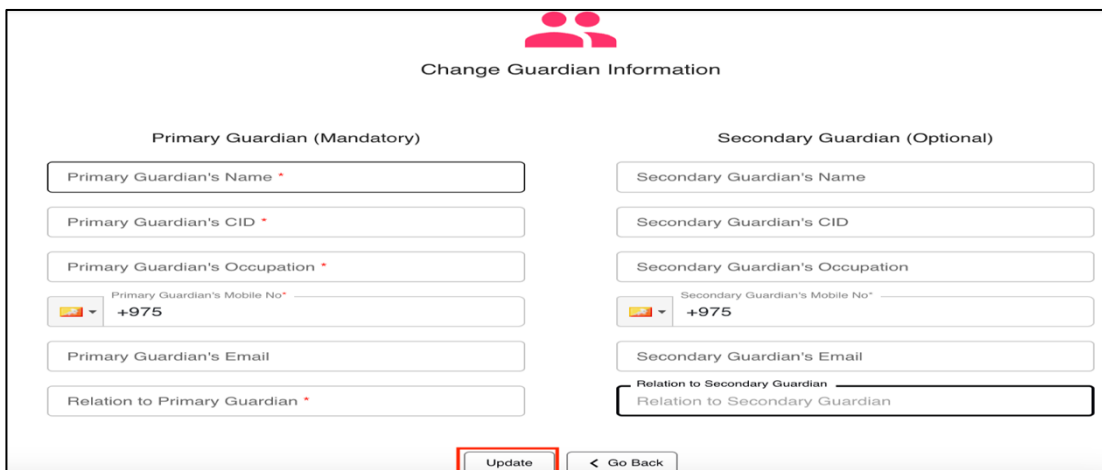
Father's Occupation: [Redacted] Mother's Occupation: [Redacted]

Father's Mobile Number\*: [Redacted] +975 Mother's Mobile Number\*: [Redacted] +975

Father's Email: [Redacted] Mother's Email: [Redacted]

[Update](#) [< Go Back](#)

(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.



Change Guardian Information

**Primary Guardian (Mandatory)**

Primary Guardian's Name \*

Primary Guardian's CID \*

Primary Guardian's Occupation \*

Primary Guardian's Mobile No\* +975

Primary Guardian's Email

Relation to Primary Guardian \*

**Secondary Guardian (Optional)**

Secondary Guardian's Name

Secondary Guardian's CID

Secondary Guardian's Occupation

Secondary Guardian's Mobile No\* +975

Secondary Guardian's Email

Relation to Secondary Guardian

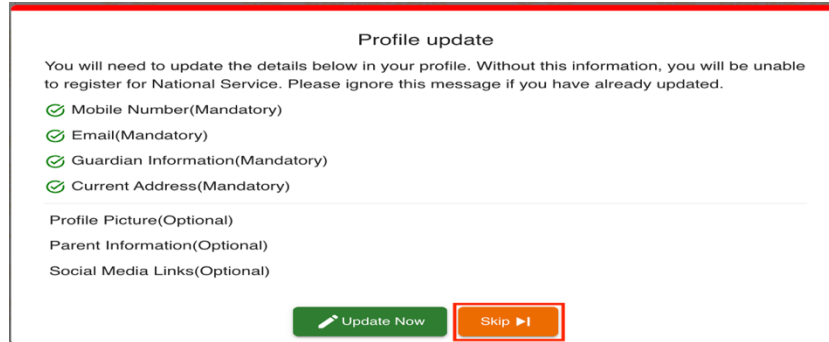
Relation to Secondary Guardian

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**Restricted**

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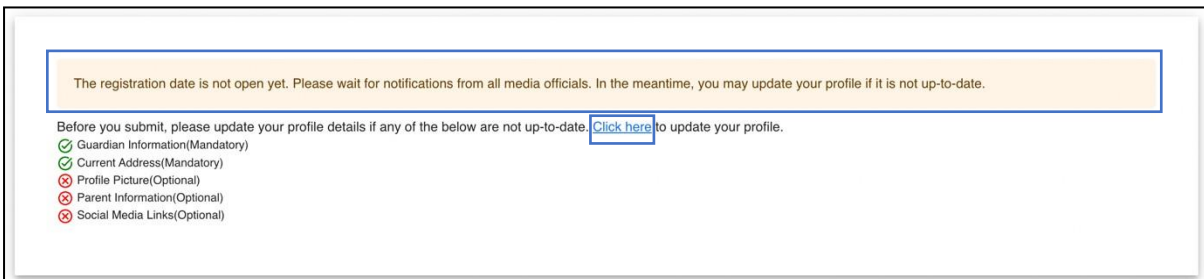
**Step 5:** If all the mandatory fields are added, the “Skip” button will appear. You may click the “Skip” button to proceed to next step.



**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.



## Gyalsung Portal User Manual

**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.

The screenshot shows a registration form with a red-bordered banner at the top stating: "Registration for 2023 Gyalsung training is now open and will be closed on December 31, 2023. Please register before the deadline to avoid eviction." Below the banner, there is a list of profile details to be updated: Guardian Information (Mandatory), Current Address (Mandatory), Profile Picture (Optional), Parent Information (Optional), and Social Media Links (Optional). The form includes several dropdown menus: "Are you graduate of" (set to "In Country"), "Highest Education Qualification" (set to "Class 11"), "Year of completion of highest education qualification" (set to "2022"), "Current Education Qualification" (set to "Class 12"), and "Food Preference" (set to "Non-Vegetarian"). A "Register Now" button is highlighted with a red box.

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

The screenshot shows the same registration form as in Step 8, but with a "Confirmation" pop-up dialog box overlaid. The dialog box contains the text: "You are about to register for National Service Training. Are you sure? It cannot be undone once you confirm." There are two buttons: "No, Cancel" and "Yes, Sure". The "Yes, Sure" button is highlighted with a red box.

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.

The screenshot shows a green-bordered banner with a large green checkmark icon. Below the icon, the text reads: "Registration Success". Underneath, it says: "Mr. [REDACTED] You have successfully registered for National Service Training. Gyalsung Head Office will inform you about the training academy. If you have any queries, please contact Gyalsung head office."