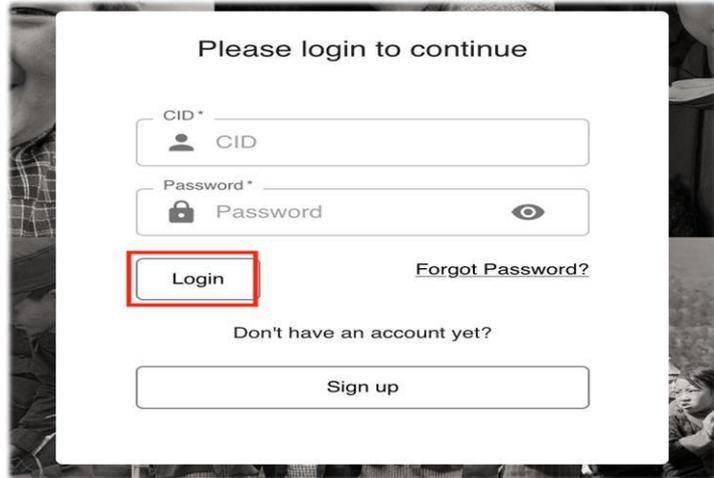


REGISTRATION USER MANUAL

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.



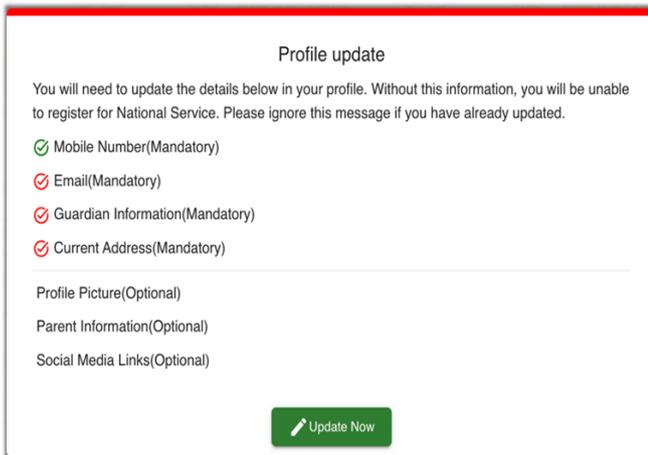
Please login to continue

CID*

Password*

Login [Forgot Password?](#)

Don't have an account yet?



Profile update

You will need to update the details below in your profile. Without this information, you will be unable to register for National Service. Please ignore this message if you have already updated.

- Mobile Number(Mandatory)
- Email(Mandatory)
- Guardian Information(Mandatory)
- Current Address(Mandatory)

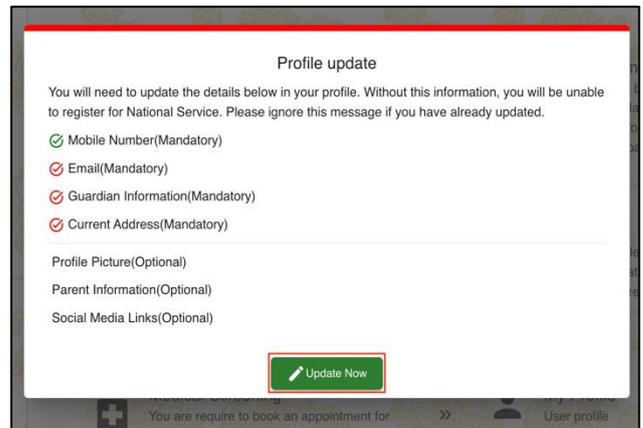
Profile Picture(Optional)

Parent Information(Optional)

Social Media Links(Optional)

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.



Profile update

You will need to update the details below in your profile. Without this information, you will be unable to register for National Service. Please ignore this message if you have already updated.

- Mobile Number(Mandatory)
- Email(Mandatory)
- Guardian Information(Mandatory)
- Current Address(Mandatory)

Profile Picture(Optional)

Parent Information(Optional)

Social Media Links(Optional)

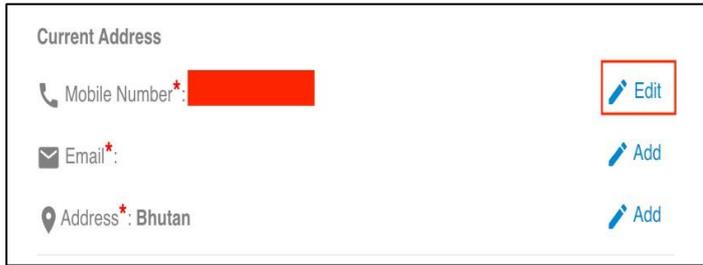
You are require to book an appointment for >>> User profile

REGISTRATION USER MANUAL

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.

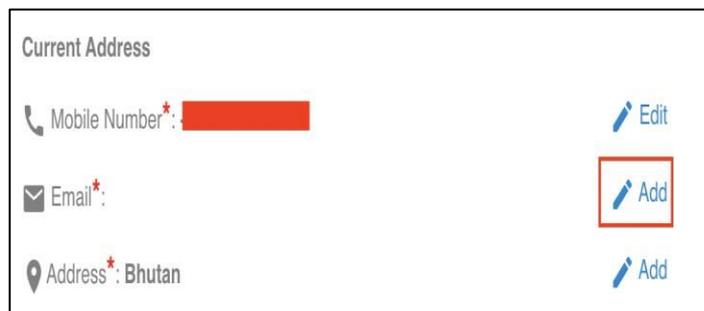
(a) **Current Address:** which is your **current residential address, current mobile number** and **valid email address.**



(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

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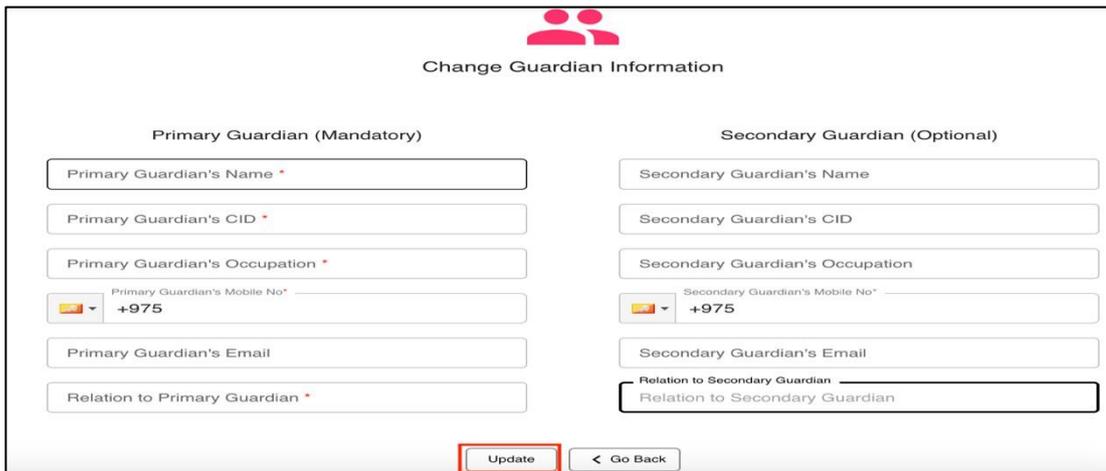
REGISTRATION USER MANUAL

knowledge of your parents. After filling the fields click on "Update" button to save the change.



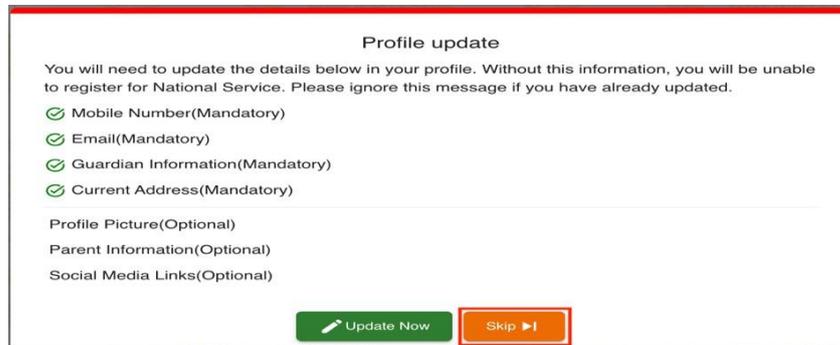
The screenshot shows a form titled "Change Parent Information" with a pink icon of two people. The form is divided into two columns for Father and Mother. Each column contains fields for Name, CID, Occupation, Mobile Number (with a dropdown for country code, currently set to +975), and Email. At the bottom, there are two buttons: "Update" (highlighted with a red box) and "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.



The screenshot shows a form titled "Change Guardian Information" with a pink icon of two people. The form is divided into two columns: "Primary Guardian (Mandatory)" and "Secondary Guardian (Optional)". The Primary Guardian section has fields for Name, CID, Occupation, Mobile No (with a dropdown for country code, currently set to +975), Email, and Relation to Primary Guardian. The Secondary Guardian section has fields for Name, CID, Occupation, Mobile No (with a dropdown for country code, currently set to +975), Email, and Relation to Secondary Guardian. At the bottom, there are two buttons: "Update" (highlighted with a red box) and "Go Back".

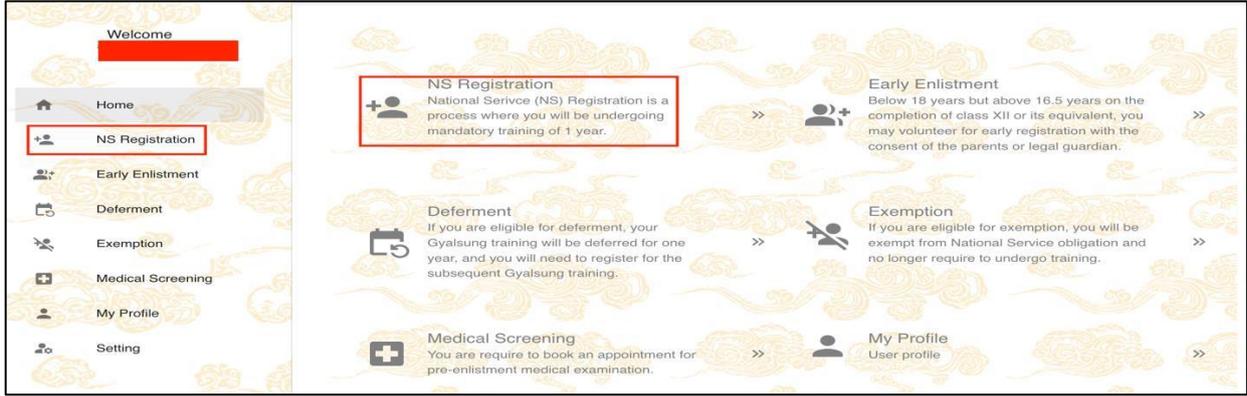
Step 5: If all the mandatory fields are added, the "Skip" button will appear. You may click the "Skip" button to proceed to next step.



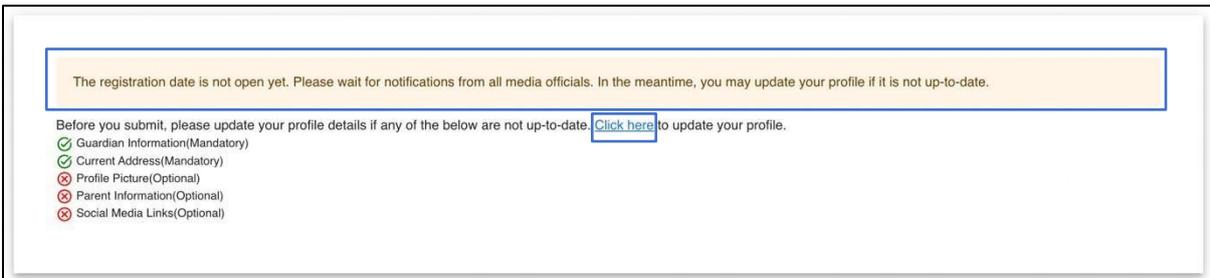
The screenshot shows a "Profile update" confirmation screen. It contains a message: "You will need to update the details below in your profile. Without this information, you will be unable to register for National Service. Please ignore this message if you have already updated." Below the message is a list of items with green checkmarks: Mobile Number(Mandatory), Email(Mandatory), Guardian Information(Mandatory), and Current Address(Mandatory). Underneath, there are three optional items: Profile Picture(Optional), Parent Information(Optional), and Social Media Links(Optional). At the bottom, there are two buttons: "Update Now" (green) and "Skip" (orange).

Step 6: After all the mandatory fields are added, navigate to the Register for National Service page. You can **Restricted**

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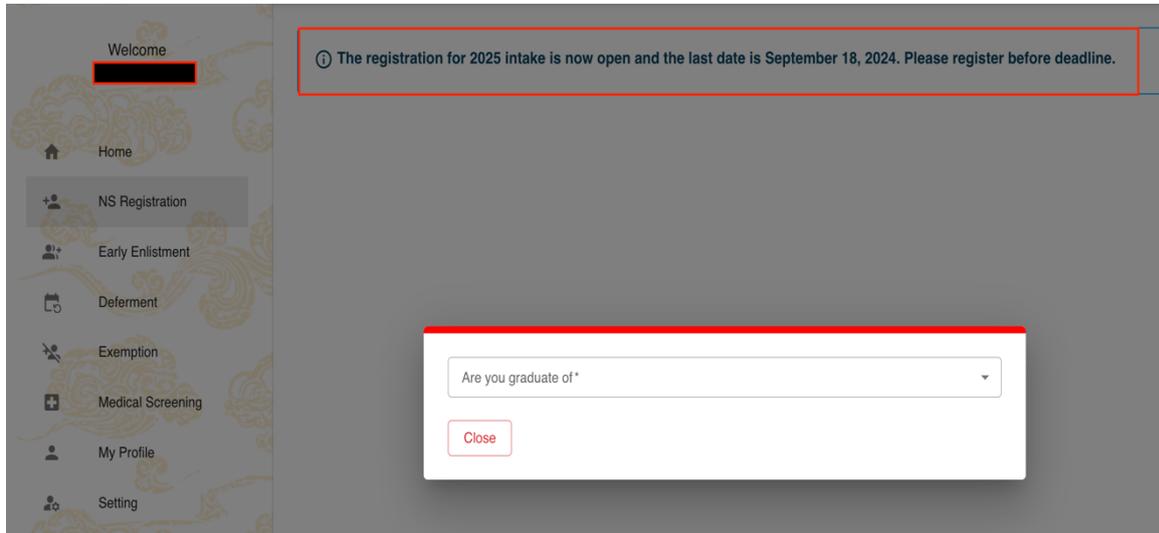
Step 7: Registration date not open: Wait for registration date to be opened by Gyalsung Head Office. If the registration date is not open, you will not be able to register. Meanwhile, you may update your profile if you have changed any details, such as your mobile number, email, current address, parent information, guardian information, profile picture, and social media links.



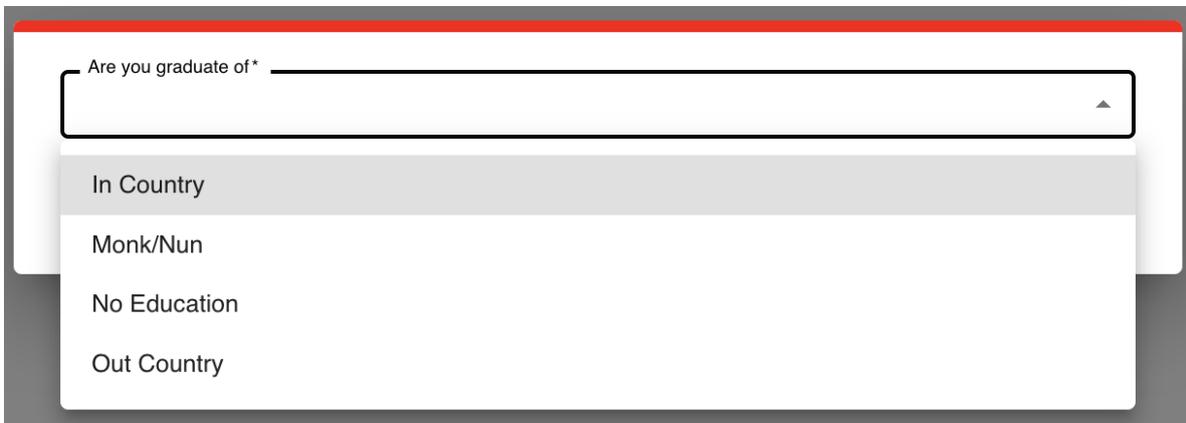
REGISTRATION USER MANUAL

Step 8: Registration date open: When you click on **NS Registration**, 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 deadline.

After clicking on the NS Registration, you will be prompted with question **"Are you graduate of"**.



Step 9: Choose appropriate option from the drop down.



Step 10: After that you will be prompted with the question **"Are you currently in class 12 or completed class 12 or its equivalent"**. If you are in class 12 or completed class 12 or its equivalent, then click **"Yes"**. Otherwise click **"No"**.

REGISTRATION USER MANUAL

Are you graduate of* In Country

Are you currently in class 12 or completed class 12 or its equivalent?

Yes No

If you click **"Yes"**.

The registration for 2025 intake is now open and the last date is September 18, 2024. Please register before deadline.

You have selected **In Country** as your graduate option. If you wish to change your selection, please choose from the following options:

- In Country:** If you have studied within Bhutan
- Out Country:** If you have studied outside Bhutan
- No Education:** If you have no formal education
- Monk/Nun:** If you are a monk or nun

Are you graduate of* In Country Year of completion of class 12*

Food Preference* Do you know how to swim?* Do you know how to ride bicycle?*

Indicate which method of transport you will use to commute to and from Gyalsung Academy.*

Drop and pick by parents/guardian in private vehicle Public transport/Taxi

Next →

If you click **"No"**

The registration for 2025 intake is now open and the last date is September 18, 2024. Please register before deadline.

You have selected **In Country** as your graduate option. If you wish to change your selection, please choose from the following options:

- In Country:** If you have studied within Bhutan
- Out Country:** If you have studied outside Bhutan
- No Education:** If you have no formal education
- Monk/Nun:** If you are a monk or nun

Are you graduate of* In Country Highest Education Qualification Year of completion of highest educa.*

Food Preference* Do you know how to swim?* Do you know how to ride bicycle?*

Indicate which method of transport you will use to commute to and from Gyalsung Academy.*

Drop and pick by parents/guardian in private vehicle Public transport/Taxi

Next →

After providing the required information, please click **"Next"** button.

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REGISTRATION USER MANUAL

Preview NS Registration

[← Go Back](#)

Are you graduate of?:	In Country
Highest Education Qualification:	Class 12
Year of completion of highest education qualification:	2024
Food Preference:	Non-Vegetarian
Do you know how to swim?:	No
Do you know how to ride bicycle?:	No
Transport mode using to report to Academy:	Drop and pick by parents/guardian in private vehicle

[Submit](#)

After that preview NS registration will be displayed. If the information provided is correct then click "**Submit**" button. You will receive a SMS and an email confirming that your registration was successful.



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