



# DELHI PUBLIC SCHOOL R. N. EXTENSION

(Under the aegis of the Delhi Public School Society, New Delhi)

DPSRNE/Cir/24-25/02/37

Date: 7 May 2024

## CIRCULAR FOR PARENTS

### STUDENT'S DIGILOCKER ACCOUNT ACTIVATION (CLASSES: X AND XII 2023-24) (Through: Class Teacher Session 2023-24/School Website)

Dear Parents (Classes: X and XII Session 2023-24),

Greetings from Delhi Public School R. N. Extension!

As per the information from CBSE, Board Results for Classes: X and XII Academic Session 2023-24 are likely to be declared after 20 May 2024.

Keeping in mind the sensitivity, security and privacy of Student's Data, CBSE has introduced a **SIX DIGITS ACCESS CODE** based activation for **STUDENTS' DIGI LOCKER ACCOUNT** to view their **DIGITAL ACADEMIC DOCUMENTS** under the **Issued Documents Section** in collaboration with **National E-Governance Division (NEGD), Ministry of Electronics and Information Technology.**

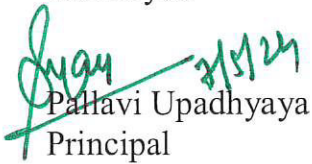
In continuation, the school has received the **Security Pin for Students' DigiLocker** and the same has been shared with the respective **Class Teachers of Classes: X and XII Session 2023-24.**

**ALL THE STUDENTS OF CLASSES: X AND XII SESSION 2023-24 ARE INSTRUCTED TO CONTACT THEIR CLASS TEACHER (SESSION 2023-24) FOR THE SAME. THE DETAILS OF CLASS TEACHERS ARE AS:**

Class	Section	Class Teacher	Contact No.
Class-X	A	Ashish Punj	9871857814
	B	Varun Kumar	9711055123
	C	Ruchi Poonia	7982960628
Class-XII (SCI)	A	Sonia Saraswat	9899172880
Class-XII (COM)	B	Pooja Kohati	9958400476
Class-XII (HUM)	C	Ritu Priya	9899809501

The **USER MANUAL** with regard to **DigiLocker Account Activation** is also attached herewith for your ready reference and further action at your end.

Thank you

  
Pallavi Upadhyaya  
Principal

Enclosed: User Manual-DigiLocker Account Activation

Copy to:

1. All Staff Members
2. Class Teachers (Classes: X and XII Session 2023-24)-For further and necessary action



# केन्द्रीय माध्यमिक शिक्षा बोर्ड

( शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन )

## CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation under the Ministry of Education, Govt. of India)



No: CBSE/IT/HQ/2024

DATE: 03.05.2024

### CIRCULAR

To,

The Principal/Head  
All Schools affiliated to CBSE

**Subject: Access Code for DigiLocker accounts of Class X and XII students to access their Digital Academic Documents (Marksheets cum Certificates & Migration Certificates) pertaining to Board results – 2024 exam.**

Dear Sir/ Madam,

**Greetings!**

You are aware that for the past several years, CBSE in technical collaboration with NeGD has been opening DigiLocker accounts for Class X and XII students every year in advance to provide digital academic documents through CBSE's digital academic repository, "Parinam Manjusha," immediately after the declaration of result.

In order to further strengthen security & privacy of students' data, CBSE introduced a **6-digit Access Code based activation** for students' DigiLocker accounts. After activation of DigiLocker accounts, students can access their Digital Academic Documents under the 'Issued Documents' section.

The results of Board Exam-2024 will be declared shortly. The student wise **Access Code** file is being made available to Schools in their DigiLocker accounts from where schools can download and disseminate **Access Code** to individual students.

Schools can follow the below mentioned steps to download the **Access Code** file for their students.

**Step 1:** School will go to the link-: <https://cbse.digitallocker.gov.in/public/auth/login> and login using the LOC credentials and select 'Login as School' from the dropdown as shown below.



"शिक्षा केन्द्र", 2, सामुदायिक केन्द्र, प्रीत विहार, दिल्ली-110092  
"SHIKSHA KENDRA" 2, COMMUNITY CENTRE, PREET VIHAR, DELHI-110092

Phone (off.) : 011-22509256-59, 22041807-08, Website: www.cbse.gov.in, www.cbse.nic.in





# केन्द्रीय माध्यमिक शिक्षा बोर्ड

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## CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation under the Ministry of Education, Govt. of India)



**Step 2:** Click on the '**Download Access Code file**' option on the left panel of the screen. A new screen will appear from where schools can download the PIN:

- For Class X students - Click on **Download Access Code for Class X**
- For Class XII students - Click on **Download Access Code for Class XII**

After downloading the file, school can share the **Access Code** individually with the respective students in a secure manner. Also, a User Manual to guide the students for accessing the DigiLocker is available on the same page. School must download this User Manual and share with the students.

Digilocker access has also been extended to the students of CBSE affiliated schools abroad. The students of these schools can access their Digital academic documents via Digilocker in following ways.

- By visiting the portal <https://results.digilocker.gov.in/>
- By creating a ticket on <https://support.digitallocker.gov.in/> with the category "CBSE International Student 2024"

The link of the User Manual is also available on CBSE website.

**Best Wishes**

(Dr. Antriksh Johri)

Director (IT & Projects), CISO & CDO



"शिक्षा केन्द्र", 2, सामुदायिक केन्द्र, प्रीत विहार, दिल्ली-110092  
"SHIKSHA KENDRA" 2, COMMUNITY CENTRE, PREET VIHAR, DELHI-110092





# User Manual

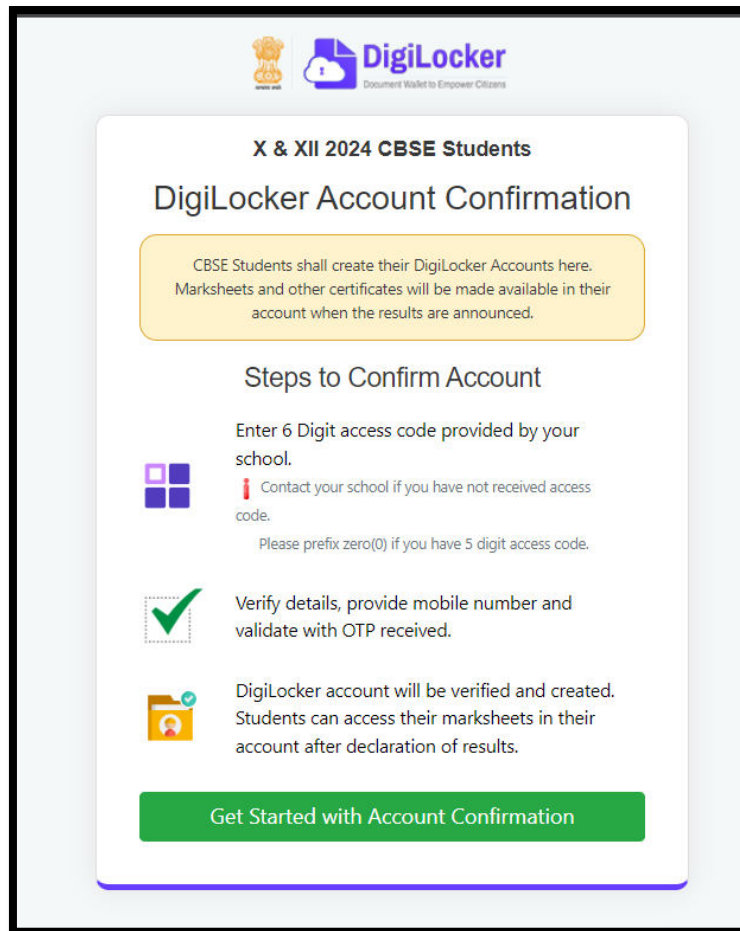
(For Students of CBSE affiliated schools India)

Stepwise User guide to access Class X and XII Marksheets cum Passing Certificate & Migration Certificate after the declaration of result.



## DigiLockerAccount Confirmation Process

1. Students can visit the URL <https://cbseervices.digilocker.gov.in/activatecbse> for initiation of the DigiLockeraccount confirmation process.
2. Once reached “Read the given instruction carefully and keep the necessary information ready”  
→ Click on Get Started with Account Confirmation.



3. To confirm your DigiLocker account you have to select your class first either X or XII →Then, enter your school code, roll number, and 6- digit access code (the access code shall be provided by your school, if not recd please contact your school) →click “Next”

**DigiLocker Account Confirmation**

Class:  X  XII

School Code\*  
Enter your school code.

Roll No\*  
Enter your roll number.

6 digit access code\*  
Enter your access code provided by school.

Next

Enter Only numeric Value as a  
**Access Code**

**Example:** Access code (as given by your school) if Access code is '012345', student should enter only 012345

Your basic details will be shown as under → Enter your ten-digit mobile number → and click on the "Submit" button.

**Note: in case of Class XII, you may also be prompted to enter your "Date of Birth"**

**DigiLocker Account Confirmation**

**Name :** Yashi Gupta  
**Gender :** FEMALE

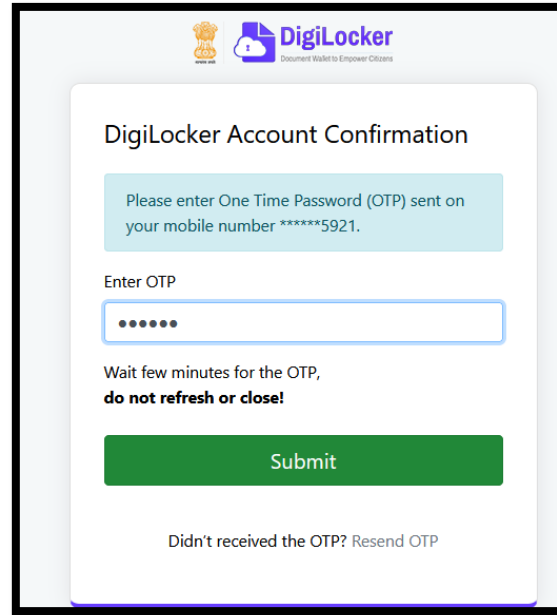
Enter Your Mobile No.  
8840565921

Verify your Date of Birth  
22 / 12 / 1998

Please enter your date of birth as per your admit card

Submit

4. An OTP will be sent on mobile no entered. Now enter OTP (One time password) received on your mobile number → click on the "Submit" button.



DigiLocker Account Confirmation

Please enter One Time Password (OTP) sent on your mobile number \*\*\*\*\*5921.

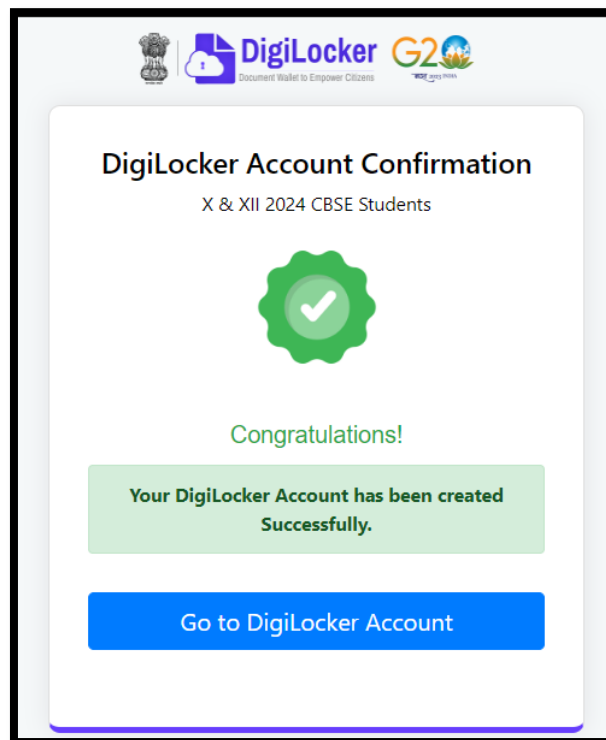
Enter OTP

Wait few minutes for the OTP,  
**do not refresh or close!**

[Submit](#)


[Didn't received the OTP? Resend OTP](#)

5. Your DigiLocker account shall be activated → upon successful confirmation → Click on “Go to DigiLocker account”



DigiLocker Account Confirmation

X & XII 2024 CBSE Students

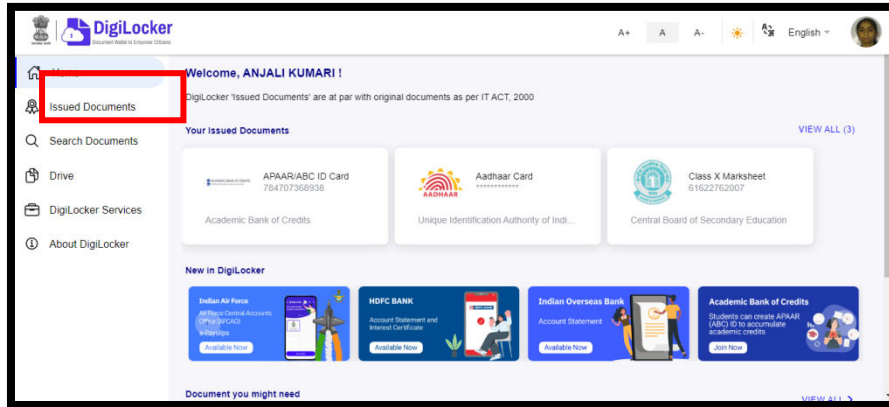


Congratulations!

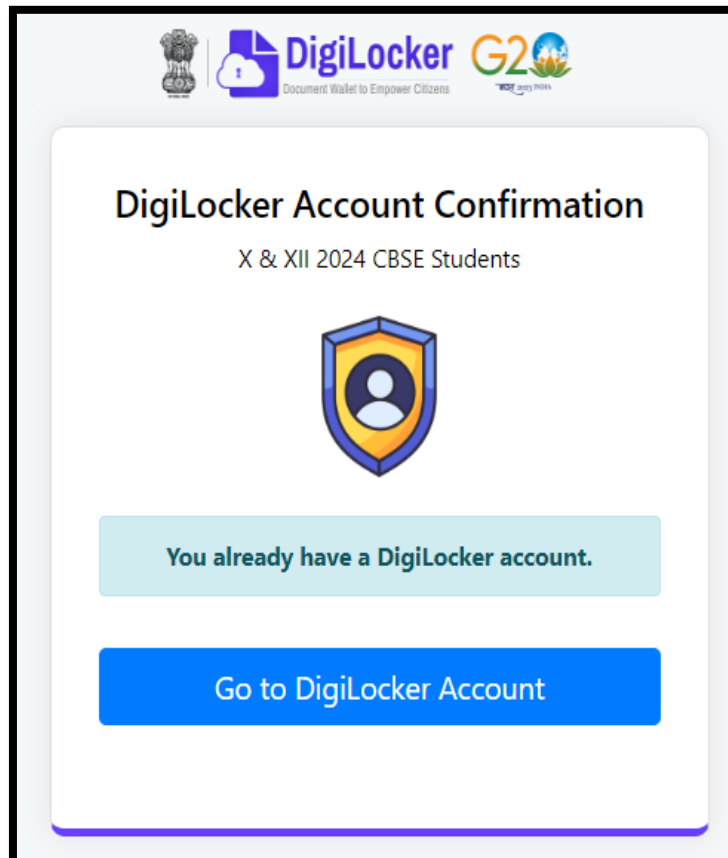
Your DigiLocker Account has been created  
Successfully.

[Go to DigiLocker Account](#)

**Note:** Once the CBSE Results for your class get published, you will view your digital mark sheet cum certificate and migration certificate under the “Issued documents section”.



6. In case, if you are already a registered user of DigiLocker i.e. your mobile number is already registered with DigiLocker, you may be prompted with the following message i.e. “Please click on Go to DigiLocker account”.



**Note:** For DigiLocker accounts activated using the 6-digit Access code (similar to the above process), the mark sheets are automatically pushed to the issued section. However, for DigiLocker accounts created using the general process (not the above process), the user must search and pull their marksheets by manually entering the search parameter.





# User Manual

(For Students of CBSE affiliated schools Abroad)

Stepwise User guide to access Class X and XII  
Marksheets cum Passing Certificate & Migration  
Certificate after the declaration of result.



## Guidelines for students outside India

CBSE in technical collaboration with DIC/NeGD ,Digilocker access has also been extended to the students of CBSE affiliated schools abroad. CBSE-2024 students outside India can access their digital marksheets and certificates in the following two ways via DigiLocker after declaration of results:

Option 1: By visiting the portal <https://results.digilocker.gov.in/>

Option 2: By creating a ticket on <https://support.digitallocker.gov.in/> with the category “CBSE International Student 2024”



The screenshot shows the DigiLocker Support page. At the top, there are logos for the Government of India, DigiLocker (Document Wallet to Empower Citizens), and G20. The main heading is "Welcome to DigiLocker Support". Below this, there is a message: "In process of our continued efforts to improve the user experience, all your past conversations will be available for your reference in 'check ticket status'." Another message follows: "Onwards we will encourage you to use our ticket system only. Assure your best of co-operation." The page identifies itself as "DigiLocker Support, Government of India". There is a text input field labeled "Enter your email" and a blue "Submit" button.

**The various options mentioned are explained below:**

*Option 1:* Follow the steps to access the mark sheet and certificate via portal



A. Visit <https://results.digilocker.gov.in/>

- Enter the required details
- Click on **Submit** as shown in the screenshot below

DigiLocker Issued Certificates are legally valid as per the IT Act, 2000

CENTRAL BOARD OF SECONDARY EDUCATION  
Examination 2024- Result

Roll Number\*

12345678

Class

X

Date of Birth\*

DD/MM/YYYY

I have read and agree to [terms of use](#)

Submit

Get your authentic CBSE digital mark sheet in DigiLocker!


[Access DigiLocker Now](#)

B. You can see your result as shown below.

- Go to the footer as shown in the screenshot and click on the tab 'Click here'



DigiLocker Issued Certificates are legally valid as per the IT Act, 2000

 **CENTRAL BOARD OF SECONDARY EDUCATION**  
**SECONDARY SCHOOL EXAMINATION (CLASS X) 2024**

**ROLL NO** 13100014  
**CANDIDATE NAME** SHUBHAM KUMAR  
**MOTHER'S NAME** MAMTA  
**FATHER'S NAME** SHASHI KUMAR  
**DATE OF BIRTH** 15/02/2005  
**SCHOOL NAME** BAL NIKETAN SR MODEL SCH SECT 37-A CHANDIGARH

S.CODE	SUBJECT	TH	IA/P.RAC.
184	ENGLISH LNG & LIT.	021	016
002	HINDI COURSE-A	030	012
241	MATHEMATICS BASIC	012	013
086	SCIENCE	020	013
087	SOCIAL SCIENCE	023	012
004	PUNJABI	028	011

**Are you a Foreign CBSE Student?**

To get your authentic digital mark sheet on your email [Click here](#)

In case of any query/issue, please contact our [Support](#)



Get your authentic CBSE digital mark sheet in DigiLocker!



**Are you a Foreign CBSE Student?**

To get your authentic digital mark sheet on your email [Click here](#)

In case of any query/issue, please contact our [Support](#)



C. Enter your **Roll Number, Date of Birth, Phone Number** and **Email ID** then click on **‘Submit’**.



DigiLocker Issued Certificates are legally valid as per the IT Act, 2000

Foreign students get CBSE 2024 result on your email

Roll Number\*(12345678)

X

Date of Birth\* (DD/MM/YYYY)

Phone Number\* (xxxxxxxxxx)

Email ID\*


I have read and agree to [terms of use](#)

Submit

D. Your digital mark sheet will then be sent to your email address.



DigiLocker Issued Certificates are legally valid as per the IT Act, 2000



Your requested CBSE Mark sheet will be sent  
on your email

- or -

You can get it right now in DigiLocker

[Access DigiLocker](#)

*Option 3:* Students can access the mark sheet and certificate by creating a ticket on <https://support.digitallocker.gov.in/> with the category “CBSE International Student 2024”.



### Open a New Ticket

Please fill in the form below to open a new ticket.

Enter Your Full Name

Enter Your Mobile Number for communication

**Need Help\***

**Sub Category \***

**Sub Category 2 \***

**Add Details \***

Please write your issue in detail with screenshot of error.

Drop files here or choose them

**Alert: Details is a required field**