

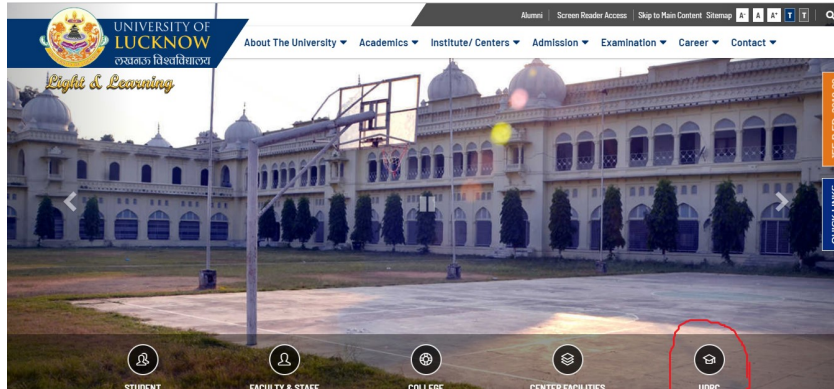


# UNIVERSITY OF LUCKNOW LUCKNOW

## UNIVERSITY DATA RESOURCE CENTRE

### Student Login Guidelines and Instructions

The students admitted to the LU Campus in the session 2018 – 19 have to register in the portal of the University Data Resource Centre and complete their information. They have to access the **Student Login** link under UDRC which is available on the home page of the University website. Students have to complete their login by August 27, 2018.



The steps involved are as follows

### Step 1 Registration:

- Students have to register using their University roll number issued at the time of admission. They will receive a verification code on their mobile number entered by them at the time of form filling.
  - In case the mobile number of the student is changed they can submit an application in the University Data Resource Centre (DTP Cell) in the Administrative Building of University of Lucknow along with a copy of their ID card or copy of their allotment letter to get it updated.

### Step 2 Password Creation

- Students have to create their own password by entering the verification code. The password should contain minimum 8 characters with at least one capital, one small and one number.

### Step 3 Data Verification and editing

- On first login, Check the data displayed on your profile carefully.
- Some fields are non-editable (cannot be edited by you). While for editable fields, a text box has been provided that can be updated if required.
- All the fields which are marked '\*' are mandatory and cannot be left blank.
- Check the data carefully before submitting it.
- After authentication this data will be further used for other activities.



# UNIVERSITY OF LUCKNOW LUCKNOW

## UNIVERSITY DATA RESOURCE CENTRE

### Student Login Guidelines and Instructions

- **You will be allowed to edit your data once only.**
- Once the data has been submitted, any further changes cannot be made in it.
- The edited data fields will be subjected to approval from University authorities.
- Take a printout of the changed Student data and submit it in the University Data Resource Centre (DTP Cell) in the Administrative Building of University of Lucknow for approval.

#### **Step 4 Instruction for Students if they have edited the data**

- Take a printout of the changed Student data and submit it in the University Data Resource Centre (DTP Cell) in the Administrative Building of University of Lucknow
- You have to submit necessary documentary proof for all the changes you have requested in the profile.
- The changes requested by you in the Profile are subject to verification by the University against the documentary proof.
- Once the changes have been verified by the University Data Resource Centre (DTP Cell), it will be visible in your Profile.
- For any other data that was not editable please submit an application to the In Charge University Data Resource Centre (DTP Cell) in the Administrative Building of University of Lucknow along with documentary proof of change.