

User Manual for Registration at the Student Portal

Introduction 2

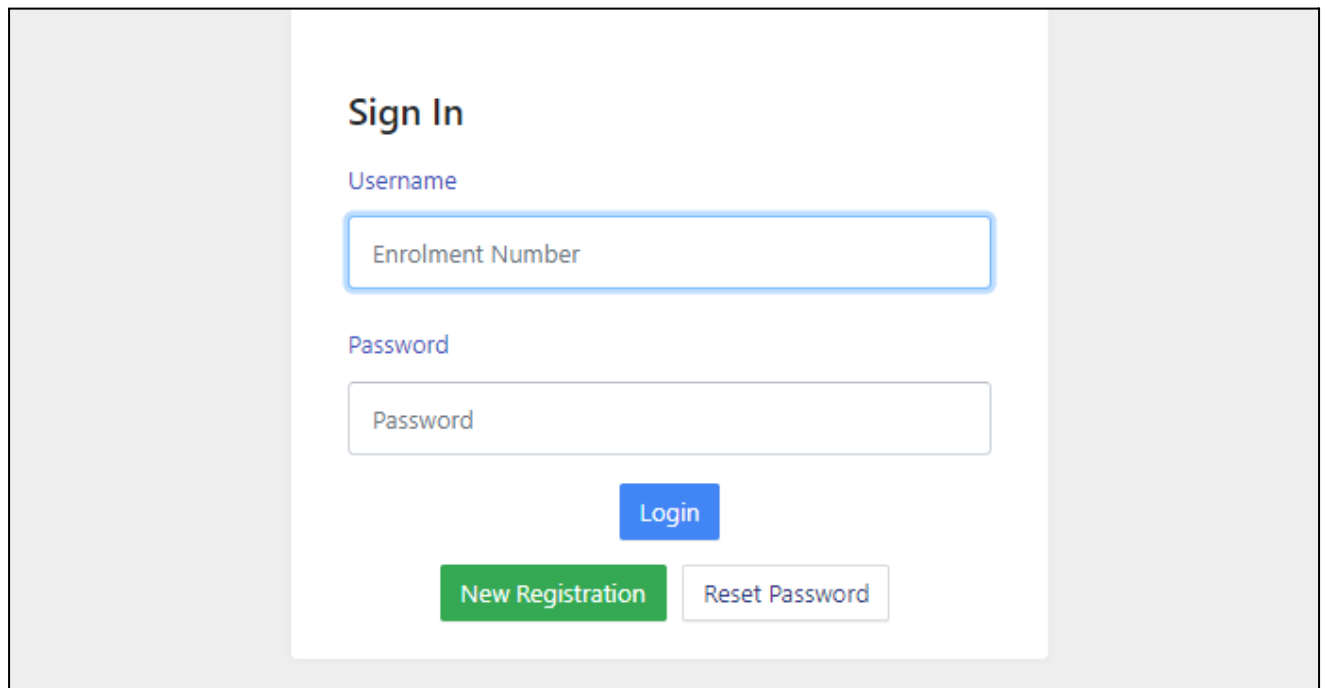
New Student Registration (Self-Registration) 3-5

Introduction

This document is the reference for students, for document upload through the Samarth student portal

Login

Step 1: Open the student portal link, the homepage will appear as below:



The screenshot shows a login form titled "Sign In". It features two input fields: "Username" with the placeholder text "Enrolment Number" and "Password" with the placeholder text "Password". Below the fields is a blue "Login" button. At the bottom, there are two buttons: a green "New Registration" button and a white "Reset Password" button with a grey border.

On the student portal homepage, students will be able to see three (3) options as follows:

1. **Login**
 - a. Already registered students can directly log in using their login credentials for the portal

2. **New Registration**

- a. Students doing first-time registration have to click on the “New Registration” option to generate their login credentials

3. Reset Password

- a. If a student forgets his/her password they can reset it using the “Reset password” option.

New Student Registration

Step 1. students can register themselves by clicking on the “New Registration” Button,

After that, the following details need to be selected/entered by the students:

- Programme
- Name (as on ID card)
- Mode of Registration
 - Enrolment Number
 - Examination Roll Number
- Enrolment Number/ Examination Roll Number

Registration Instructions for Students

- Students are advised to use their own mobile and email address details for the registration process.
- Register with your correct University Enrolment Number. If you are not able to register with your Enrolment Number please use your Examination Roll Number for registration process
- Keep record of your given user name.
- Use a strong password.

NB: If you're not able to register with your University Enrolment Number or Examination Roll Number please contact your College/Department for assistance.

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Student Registration Form

Select Programme: 503 : Bachelor of Commerce (F2F)

Name (as on ID card): DEMO

Mode of Registration: Enrolment Number

Enrolment Number: DEMO

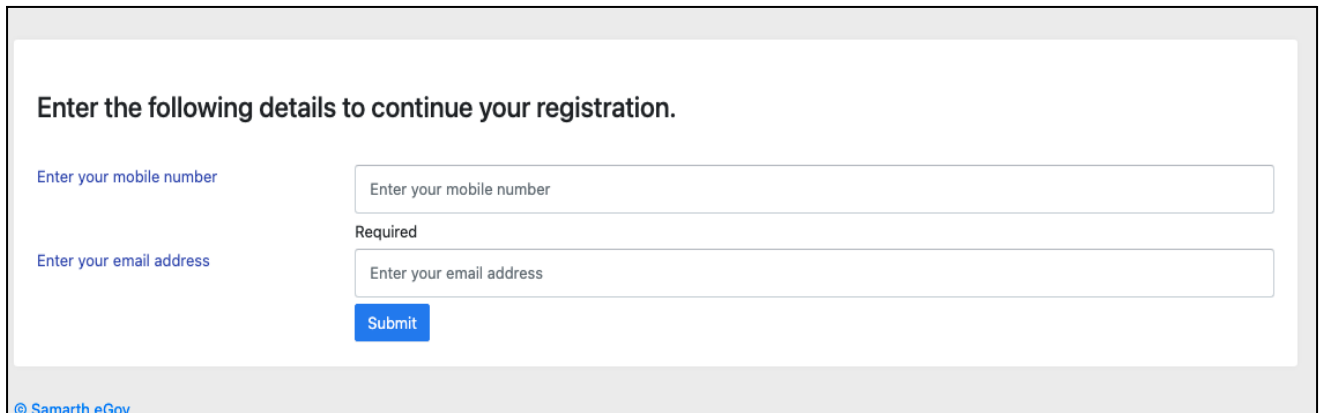
Submit

Then, click on the  button.

After that, a new window will appear. In that, the following details need to be entered for the new registration:


- Mobile Number
- Email Address


(These details must be correct to receive OTP via mail)

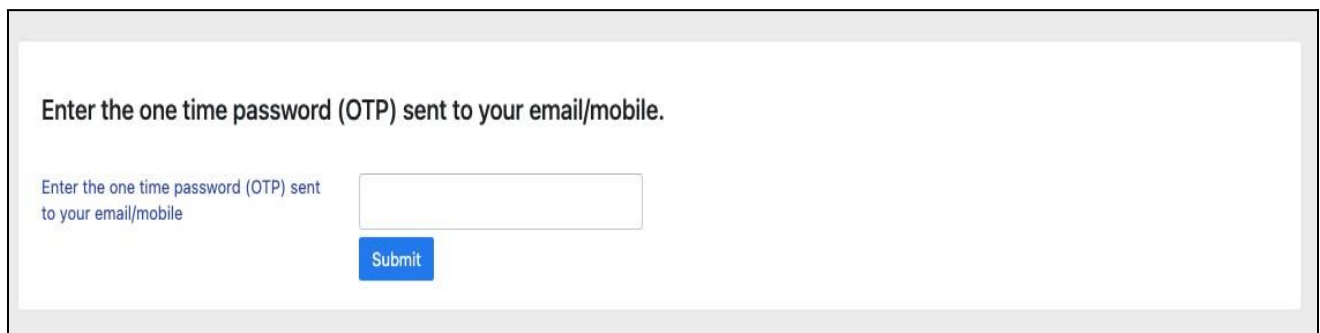


The screenshot shows a registration form with the following elements:

- Header:** "Enter the following details to continue your registration."
- Mobile Number Field:** A text input field with the placeholder "Enter your mobile number".
- Email Address Field:** A text input field with the placeholder "Enter your email address".
- Submit Button:** A blue button labeled "Submit".
- Footer:** A small copyright notice: "© Samarth eGov".

Then, click on the  button.

After successful verification of the OTP received via Mail/SMS, click on the  button to proceed further.



The screenshot shows an OTP verification form with the following elements:

- Header:** "Enter the one time password (OTP) sent to your email/mobile."
- OTP Field:** A text input field with the placeholder "Enter the one time password (OTP) sent to your email/mobile".
- Submit Button:** A blue button labeled "Submit".

Once OTP will be verified, students need to set a password for their login in a new window

Set your password

Username : DEMO

Password

Confirm Password

Password cannot be blank.

Then, click on the button.

Note: The students need to note down the username for further use.

****End of the Document****