University Data Resource Centre
University of Lucknow
Lucknow
Faculty Profile Creation Guidelines

To Start

1. Check whether your mobile and email ID are updated on the UDRC database.
2. You can check from the departmental profile on the University of Lucknow website. The details of faculty members are given there. If you see your mobile number and email then you just have to create your password using the steps given below.
3. If no or you have forgotten your User ID then whatsapp your email ID and mobile number to any of the contact numbers of the UDRC team members given below.

Resetting the password

4. If you have already created your login and verified the mobile number and email, then click forgot password, enter your user ID and choose mobile. You will get the OTP on the registered mobile number.
   a. If you have forgotten your User ID then whatsapp your email ID and mobile number to any of the contact numbers of the UDRC team members given below.
5. Enter the OTP and create a new password
   a. Pattern should be minimum 8 characters, at least one capital, one small one number and one special character.

First time login

6. If you are logging in for the first time you will have to follow the following steps
   a. Click forgot password and choose mobile. You will get the OTP on the registered mobile number.
   b. Enter the OTP and create a new password
      i. Pattern should be minimum 8 characters, at least one capital, one small one number and one special character..
   c. Login using the new password. You have to verify your mobile number and email ID.
      i. The mobile number will have to be authenticated through a verification code sent on this number.
      ii. The email ID will be authenticated through a verification link sent on this email.
   d. Login using the password created in step 6b. Since this is your first login after authentication of your mobile number and email, you have to reset the password again.
      i. If you want you can retain the earlier password by entering it in all the three fields.
7. Now you are set to create your profile.

Creating your profile

8. Fill in the details on the first page
9. You have to upload your latest photo.

10. If you want you can also upload your complete CV in pdf format.

11. The following fields will not be visible on the website. These are required to create the faculty database.

    a. Personal details

    b. Identity and bank details

12. In qualifications only degree, board and year will be shown.

13. In academic details only those headings will be visible that have been filled.

14. After filling all the details you can view the complete profile to check the data and correct if entered wrongly.

15. You can view the page as it would appear in the website by clicking the "view external profile" button.

16. After you are satisfied that all entries are final you have to inform the web administrator in the LU Computer Centre. For this you have to send an email to **faculty.udrc@gmail.com** from your registered email ID.

    c. Your profile would be visible on the LU website only after it has been verified by the web administrator.

17. If you need to update any data at a later stage just login and add the correct entry. Then follow the instructions given in point 17.

Contact Person

S.No	Name	Mobile Number
1.	Prof. Anil Mishra	9415006008
2.	Prof. Naveen Khare	9415006072
3.	Dr. Joy Sarkar	9415408635
4.	Dr. Vineet Saxena	9415704024
5.	Dr. Ravi Shanker Gupta	9450366236
6.	Mr. R.S. Rathore	9415542891
7.	Mr. R.D. Singh	9415794529