# INSTRUCTION MANUAL FOR FILLING STUDENT LOGIN

WE HAVE CREATED THIS MANUAL TO EXPLAIN HOW TO COMPLETE STUDENT PROFILE:

STUDENT WILL GET THEIR CREDENTIALS SUCH AS LOGIN_ID & PASSWORD THROUGH SMS SERVICE.

NOTE: STUDENTS CAN SAVE THEIR RECORDS ONLY ONCE SO PLEASE FILL ALL THE DETAILS CAREFULLY BECAUSE AFTER SAVING THE RECORD YOU CANNOT EDIT OR SAVE AGAIN.
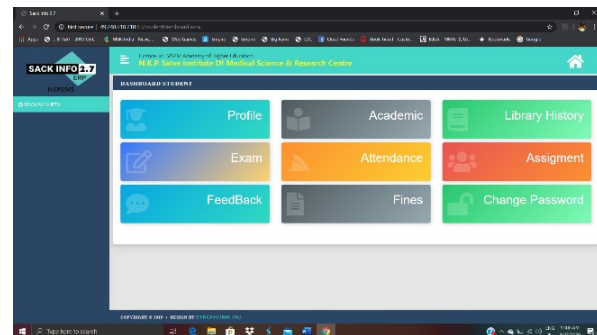
DESKTOP VIEW:
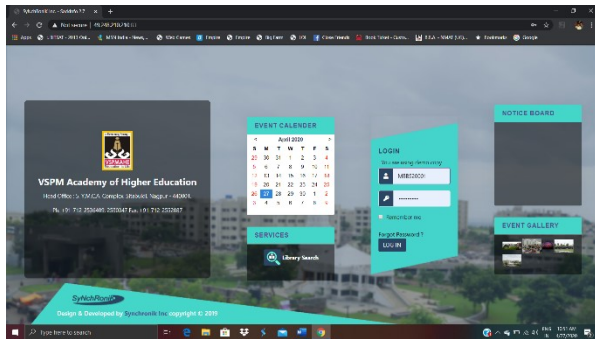
1> CLICK ON THE LINK PROVIDED IN THE SMS SENT FOR USER ID & PASSWORD. THEN YOU CAN SEE LOGIN PAGE
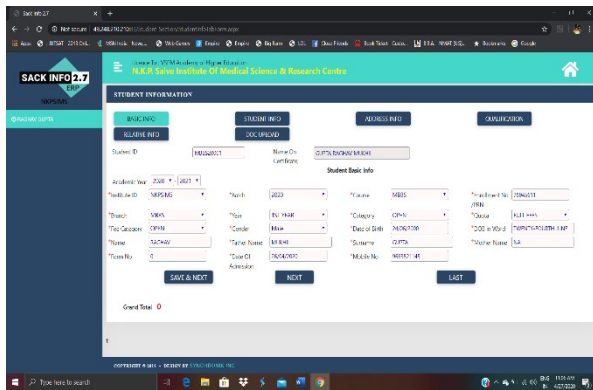FILL YOUR LOGIN_ID & PASSWORD RECEIVED FROM SMS INTO USERNAME & PASSWORD TEXTFIELDS.
EXAMPLE:
USERNAME:MBBS2001
PASSWORD:MBBS20001.

2>AFTER SUCCESSFULLY LOGGED IN THEN SELECT PROFILE TAB.

3>NOW YOU ARE IN BASIC INFO TAB WHICH IS ALREADYFILLED SO CLICK TO SAVE & NEXT BUTTON TO SAVE YOUR BASIC INFO DETAILS AND IT WILL NAVIGATE TO NEXT TAB AS WELL.BUT IF YOU ALREADY SAVED YOUR RECORD THEN JUST CLICK TO NEXT BUTTON TO MOVE TO NEXT PAGE & LAST BUTTON TO MOVE TO LAST PAGE.
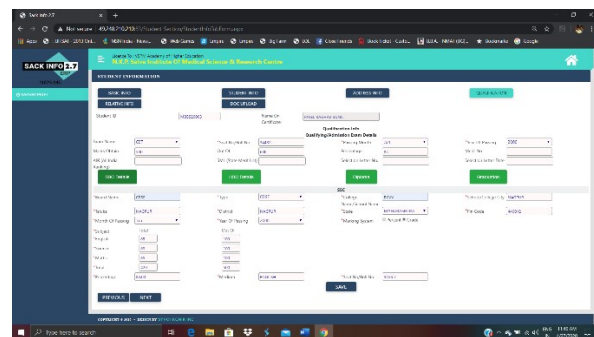
4>NOW YOU ARE IN STUDENT INFO TAB FILL ALL THE MANDATORY FIELDS MARK WITH ASTRIK(*) THEN CLICK TO CHOOSE FILE BUTTON IN ORDER TO UPLOAD YOUR RESPECTIVE PROFILE & SIGNATURE IMAGES THEN CLICK TO UPLOAD BUTTON.CLICK TO SAVE & NEXT BUTTON TO SAVE YOUR INFORMATION SUCCESSFULLY & IF YOU ALREADY SAVED YOUR INFO THEN JUST CLICK TO NEXT BUTTON OR PREVIOUS BUTTON TO NAVIGATE BACK AND FORTH.
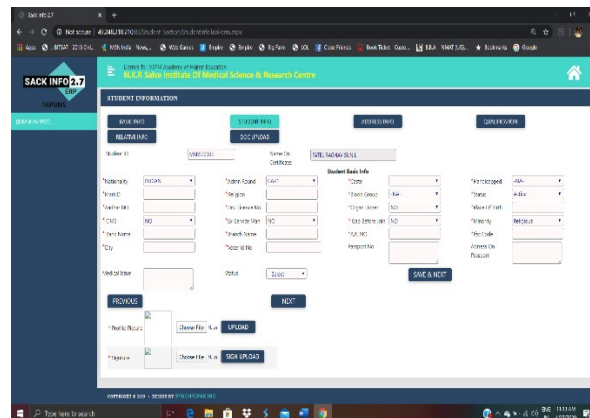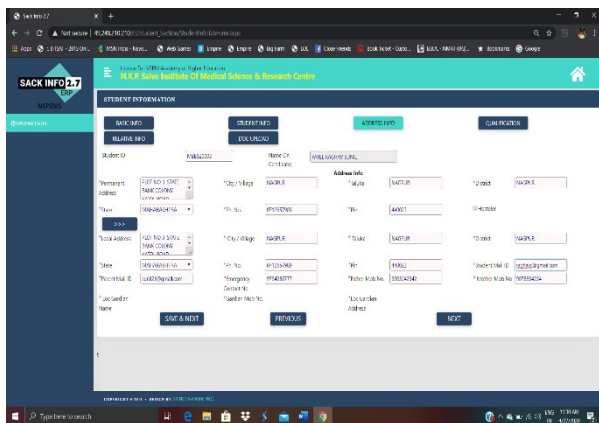
5>NOW YOU ARE INADDRESS TAB FILL YOUR PERMANENT ADDRESS INFO FIELDS & IF YOUR LOCAL ADDRESS IS SAME JUST CLICK TO (>>>) BUTTON THEN CLICK TO SAVE & NEXT BUTTON TO SAVE YOUR ADDRESS INFORMATION SUCCESSFULLY & NAVIGATE TO NEXT PAGE.

6>NOW YOU ARE IN QUALIFICATION TAB IN WHICH YOU NEED TO FILL DETAILS ABOUT YOUR SSC,HSC,DIPLOMA & GRADUATION THEN CLICK TO SAVE BUTTON TO STORE YOUR ACADEMIC DETAILS SUCCESSFULLY AFTER THAT CLICK TO NEXT BUTTON TO NAVIGATE TO NEXT TAB.

7>NOW YOU ARE IN RELATIVE TAB FILL ALL THE MANDATORY INFORMATION ABOUT YOUR FATHER,MOTHER & LOCAL GUARDIAN THEN CLICK TO SAVE & NEXT BUTTON TO SAVE THE RECORD SUCCESSFULLY & NAVIGATE TO NEXT PAGE AS WELL.
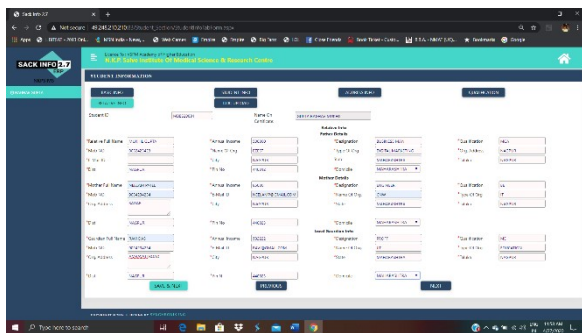
8>NOW YOU ARE IN DOCUMENT UPLOAD TAB IN WHICH YOU NEED TO UPLOAD YOUR RESPECTIVE DOCUMENTS INSIDE THE DOCUMENT LIST BUT FIRST SELECT THE CHECKBOX THEN CLICK TO CHOOSE FILE AFTER CHOOSING YOUR FILE CLICK TO UPLOAD BUTTON AND AFTER UPLOADING ALL YOUR DOCUMENTS SUCCESSFULLY CLICK TO PRINT RECEIPT BUTTON THEN CLICK TO SHOW BUTTON IN THE BOTTOM LEFT OF THE PAGE THEN YOU CAN HAVE RECEIPT OF ALL THE DOCUMENTS WHICH YOU HAVE UPLOADED.
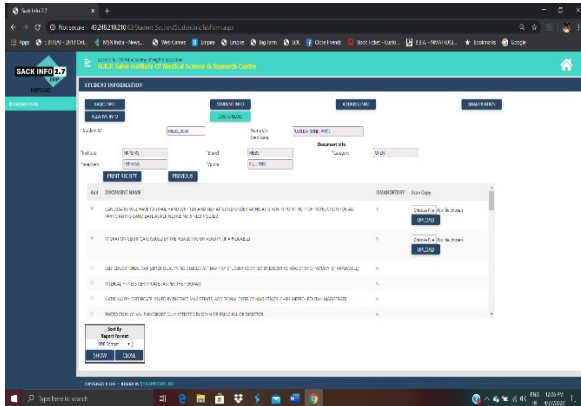
NOTE: AFTER UPLOADING THE DOCUMENTS SUCCESSFULLY USING DOCUMENT UPLOAD TAB USE PRINT ADMISSION FORM BUTTON TO VIEW YOUR RESPECTIVE ADMISSION DETAILS & THEN SEND IT TO YOUR COLLEGE AUTHORITIES VIA EMAIL.