User Manual for Registration on Student Portal

Introduction

This document is the reference for students, for the registration (Self-registration) process on Samarth student portal.

Login

Step 1: Open the student portal link, the homepage will appear as below:
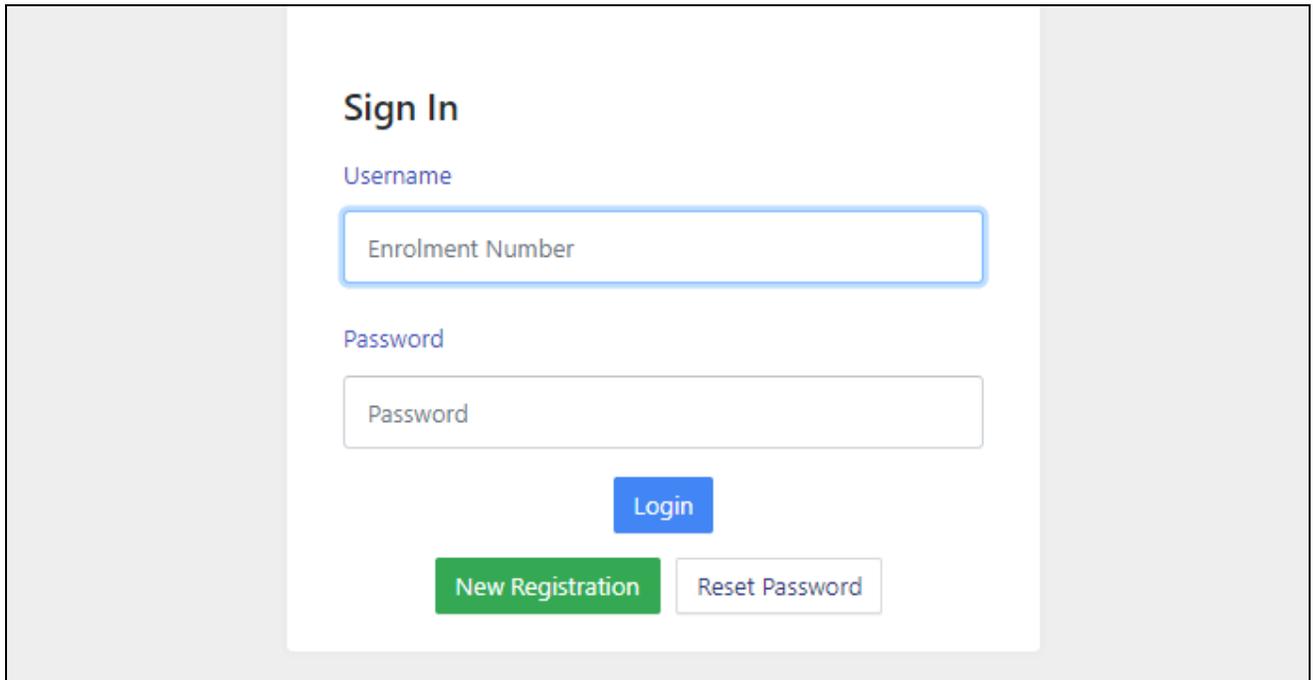
In the student portal homepage, students will be able to see three (3) options as follows:

1. **Login**
   a. Already registered students can directly login using their login credentials of 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 themself 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
  - Enrollment Number
  - Examination Roll Number
- Enrollment Number/ Examination Roll Number

Then, click on the **Submit** button.

After that, a new window will appear. In that, the OTP needs to be entered for the new registration which is received on the registered Mail/SMS:
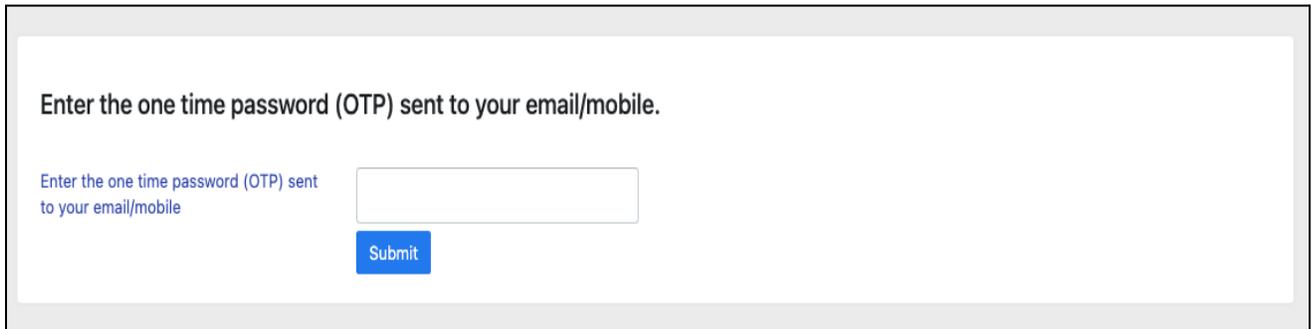
Enter the one time password (OTP) sent to your email/mobile.

Enter the one time password (OTP) sent to your email/mobile

Submit

Then, click on the Submit button.

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

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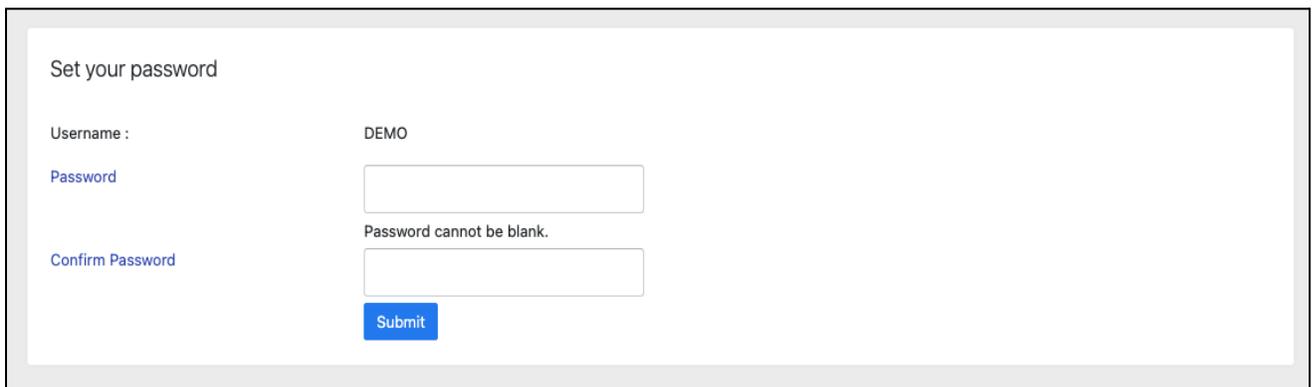
Set your password

Username :   DEMO

Password

Password cannot be blank.

Confirm Password

Submit

Then, click on the Submit button.

After successful registration on the student portal, students can login into the student portal with their login credentials.

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

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