

# User Manual for Registration on Student Portal

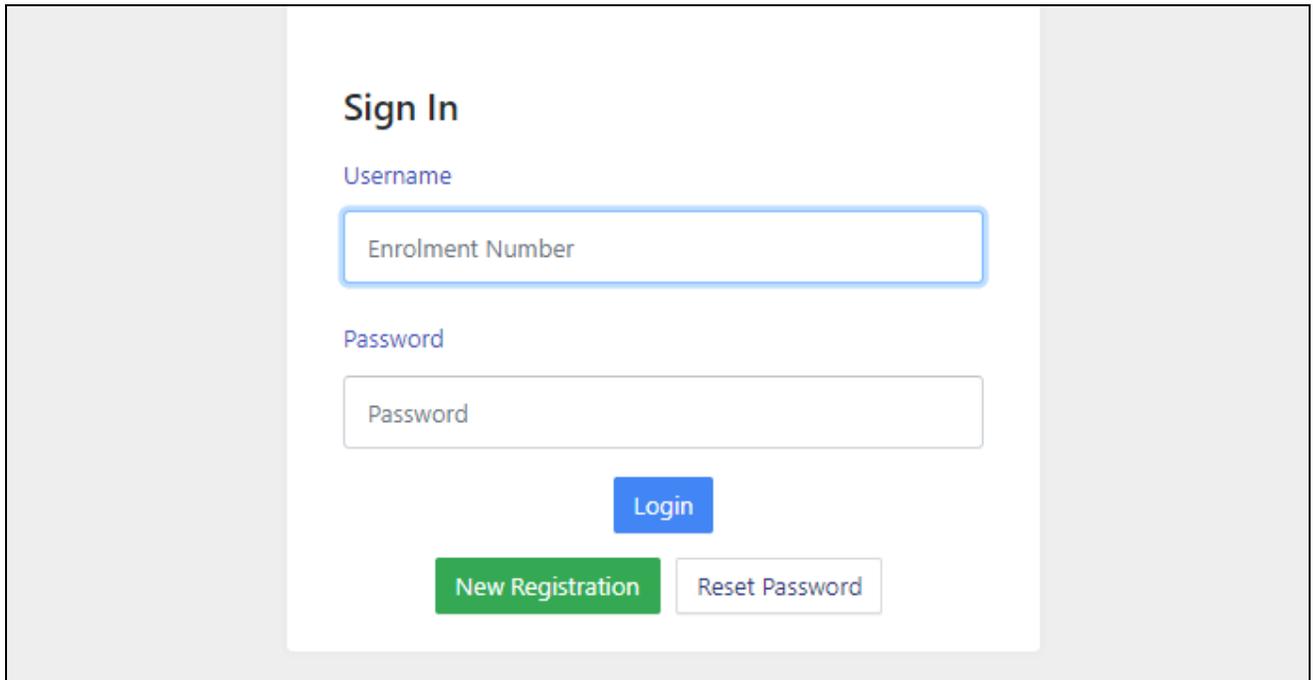
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## Introduction

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:

A screenshot of a web portal's sign-in page. The page has a white background with a light gray border. At the top, the text "Sign In" is displayed in a bold, dark font. Below this, the label "Username" is followed by a text input field containing the placeholder text "Enrolment Number". Underneath, the label "Password" is followed by a text input field containing the placeholder text "Password". Below the password field is a blue button labeled "Login". At the bottom of the form area, there are two buttons: a green button labeled "New Registration" and a white button with a gray border labeled "Reset Password".

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 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.

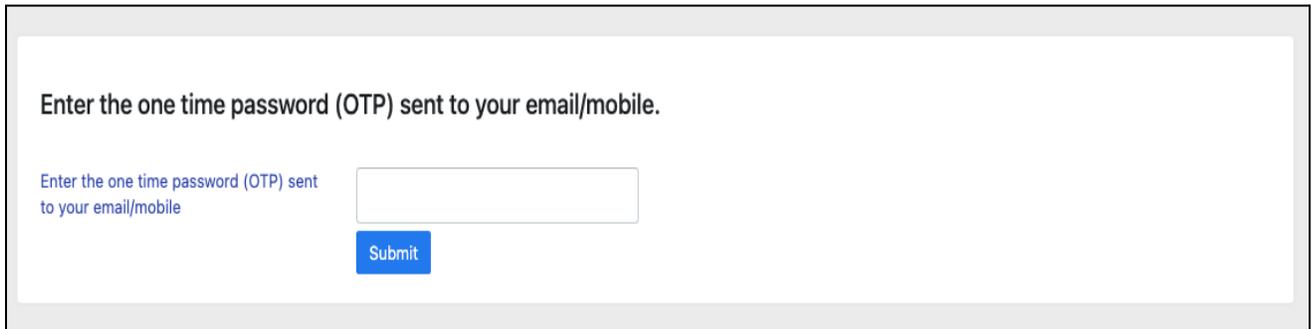
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### Student Registration Form

Select Programme	<input type="text" value="503 : Bachelor of Commerce (F2F)"/>
Name (as on ID card)	<input type="text" value="DEMO"/>
Mode of Registration	<input type="text" value="Enrolment Number"/>
Enrolment Number	<input type="text" value="DEMO"/>
<input type="button" value="Submit"/>	

Then, click on the  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.

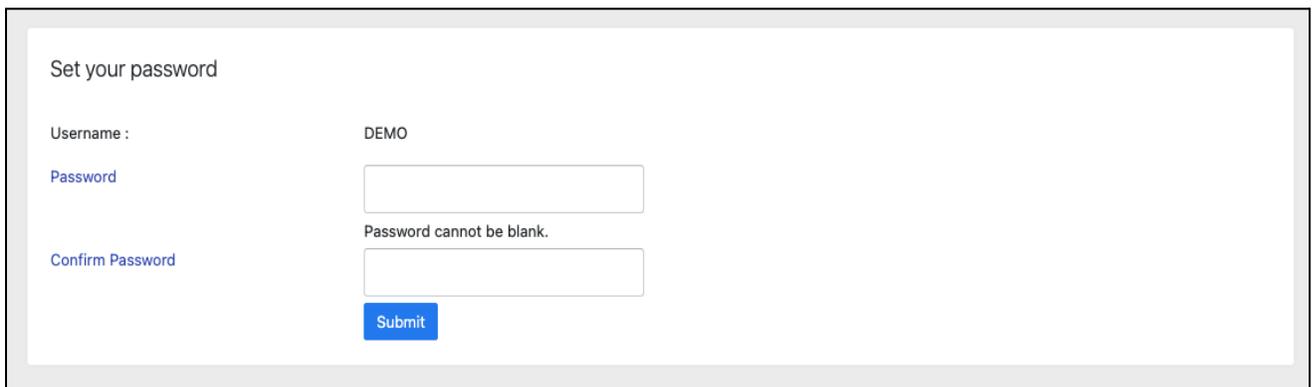
Enter the one time password (OTP) sent to your email/mobile

Submit

Then, click on the  button.

After successful verification of the OTP received via Mail/SMS, click on the  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  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.

\*\*\*\*\*End of document\*\*\*\*\*