

SAMARTH

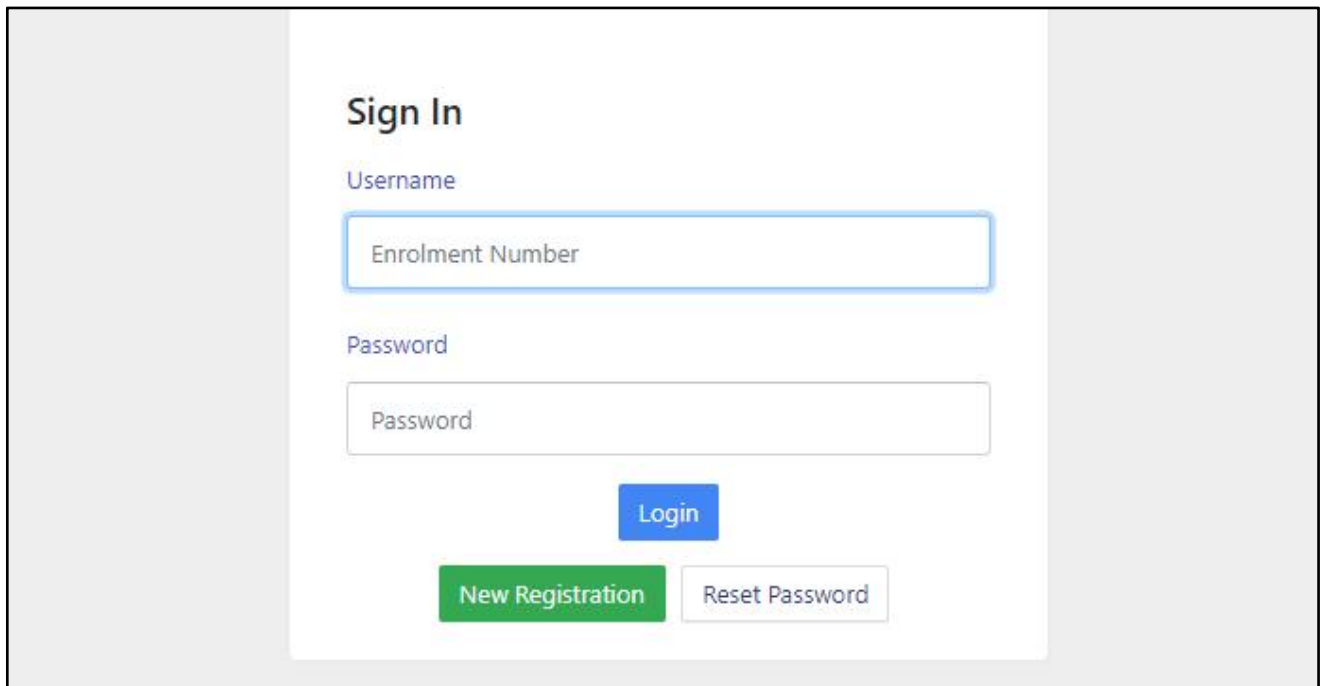
User Manual for Student Portal

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 displays the login interface of the SAMARTH student portal. It is titled "Sign In" and includes the following elements:

- Username:** A text input field with the placeholder text "Enrolment Number".
- Password:** A text input field with the placeholder text "Password".
- Login:** A blue button.
- New Registration:** A green button.
- Reset Password:** A white button with a grey border.

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 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
 - Enrollment Number
 - Examination Roll Number
- Enrollment 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

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)

Enter the following details to continue your registration.

Enter your mobile number:

Required

Enter your email address:

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Then, click on the button.

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

button to proceed further.

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

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

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

Password cannot be blank.


Confirm Password

Submit

Then, click on the button.

After the student completes the new registration process, they can Fill the username or password.

The image shows a 'Sign In' form. At the top, the title 'Sign In' is displayed. Below it, 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 'Login' button. At the bottom of the form are two buttons: a green 'New Registration' button and a white 'Reset Password' button with a grey border.

Then, click on the  button.

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