SAMARTH

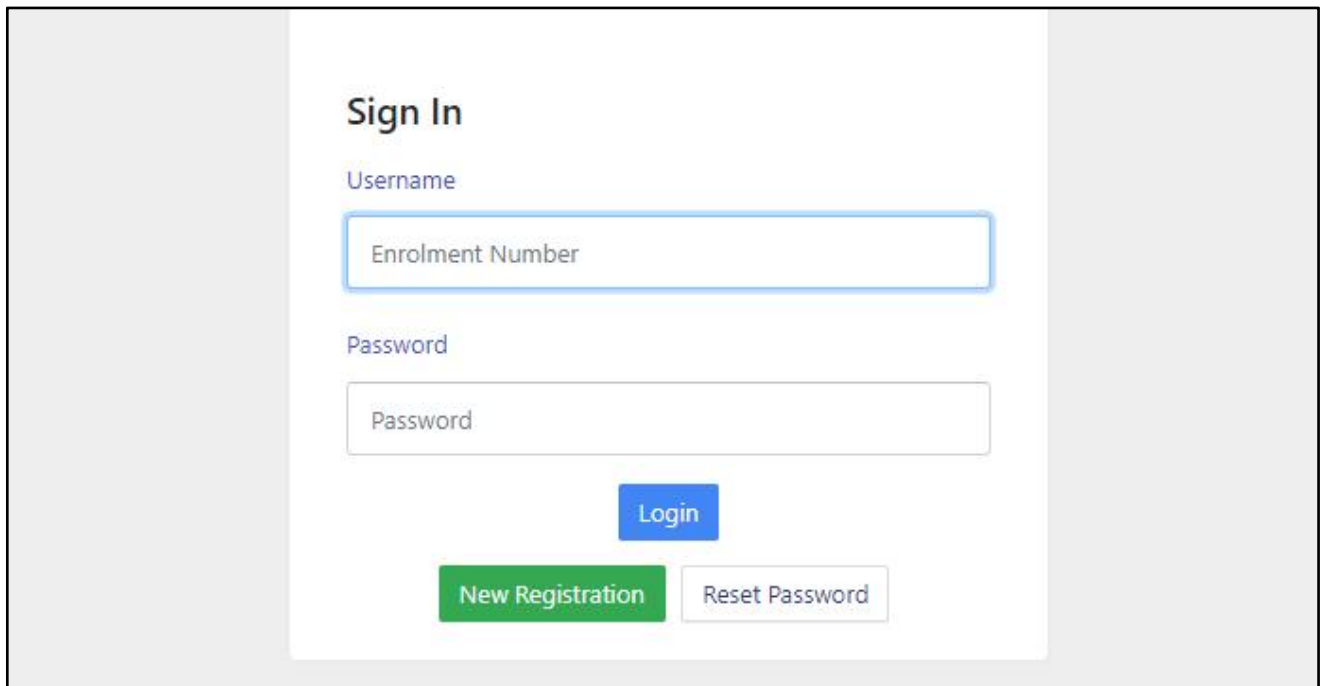# User Manual for Student Portal

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:

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 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 following details need to be entered for the new registration:
- Mobile Number
- Email Address
  (These details must be correct to receive OTP via mail)

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

After successful verification of the OTP received via Mail/SMS, click on the **Submit** 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 [Submit] button.

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

Then, click on the button.