Web Based Application software for computerization of Jharkhand Academic Council (JAC)

User Manual Document

Registration Module for Institute: Madhyama
Final Version 1.1

Stesalit Systems Ltd.
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1 Module Extract

This document aims at providing full flow of the Registration Module in Institute perspective of Web Based Application for Computerization of Jharkhand Academic Council (JAC). Using this module, registration and re-registration form can be filled up; correction of the form can also be done. The registered student list and student strength can also be filled up; correction of the form can also be done. The registered student list and student strength can also be viewed and increment request can be sent.

2 Getting to know the Module

This document aims at providing the complete flow of the Registration Module in the Institute’s perspective.
Apply Online For Student Re-Registration

Generate Challan For Registration

Re-print Challan For Registration

Pay Online Registration Fee
3 Registration Module - Key points

This document aims at providing the complete flow of the Registration Module from an institute’s perspective. This for an Institute Type “Madhyama”. The key points that the Institute can perform in the registration module of the system are as below:-

- Institute can View Student Strength
- Institute can Apply For Student Strength Increase
- Institute can Apply Online For Student Registration and Re-Registration
- Institute can Pay Online Registration Fee
- Institute can Apply Modification for Online For Registration Data
- Institute can View Uploaded Applications for Madhyama Student List
- Institute can View Registered Student List
- Institute can View Consolidated Statement
- Institute can View Registration Slip

4 JAC portal Home Page

4.1 HOME PAGE

The URL http://jac.jharkhand.gov.in is the home page of JHARKHAND ACADEMIC COUNCIL, RANCHI.

This provides the option ‘Online Registration Form’ to enable the Madhyama(Sanskrit) institutes to fill up registration form.

Open the browser and enter the website URL http://jac.jharkhand.gov.in
Step1: Click on <Institute Login> link button as shown in the figure above.

Step1: Click on <Madhyama (Sanskrit) Login> button; refer to the figure as shown above.
5 Login Process

5.1 Login

Steps to Login Page:

Step 1:-

1. Enter User Name into the text box. For example as shown in the figure above here entered user name is ‘42001’.
2. Enter Password in the text box. For example here entered password is ‘Sil@12345’ which will display as “………”
3. Enter Captcha as shown in Image, in the text box. For example here captcha entered in the textbox is – L7pvh. (Note:-Click on button to change the Captcha text.)
4. Click on “SUBMIT” Button to Login to the application.

Login User name and password data used here is a dummy user. While actually logging into the application, use your own user name and password provided to you.

Step2:-Click on <Send OTP>button in the OTP Validation page.
Step 3:- In OTP Validation page, enter the OTP which is sent to the registered mobile of the logged in user.

Step 4:- Entered OTP is added below and user clicks on <Submit> button.
6 Application Workflow – Home Page

6.1 Home Page

Home screen appears up after the login gets successful refer to the figure as shown in the below.

7 Application Workflow – Student Registration Strength

7.1 Steps to reach Page

1. Mouse over on “Registration” menu; please refer to the figure as shown above.
2. Click on “Student Registration Strength” Sub menu; please refer to the figure as shown above.

The “Sanskrit Student Strength” Page opens up showing the Sanskrit student strength; refer to the figure as shown below:-
8 Application Workflow – Strength Request Application

8.1 Steps to reach Page

1. Mouse over on “Registration” menu; please refer to the figure as shown above.
2. Click on “Strength Request Application” sub menu; please refer to the figure as shown above.
The “Sanskrit Student Strength Increment Request” screen appears up refer to the figure as shown above.

### 8.2 Steps to Set Student Strength Request

User can request and set the strength for student per year; please refer the figure as shown below.

1. Registration Year’s value will auto populate in the textbox; user can change the year as per requirement; for example refer to the figure as shown above.
2. Current Student Strength will auto populate based on the “Registration year” as selected; for example refer to the figure as shown above.
3. Fill in details into the “Comment” text box; for example please refer to the figure as shown above.
4. Fill in details into the “Student Strength to increase by”; for example refer to the figure as shown above.
5. Click on <Submit> button.

Step1: Success message will display on the page after the submission of page shown as above.
9 Application Workflow – Online Registration Form

9.1 Steps to reach Page

1. Mouse over on “Registration” menu; please refer to the figure as shown above.
2. Click on “Online Registration Form” Sub menu; please refer to the figure as shown above.

The “Online Registration Form” Application form appears refer to the figure as shown below.
9.2 Steps to Fill up Registration form

[Note: - Red border around fields suggests that the field is mandatory to fill. In case if it is left as blank then error message will display on the page.]
Form No., Registration Year, School Code, School Name

1. Fill in details into the “Form No.” textbox; then press enter button; for example here refer to the figure as shown above.
2. Click on “Registration Year” dropdown; then choose a year as per user requirement; for example here year 2017 has been selected; refer to the figure as shown above.

[Note: - A session year 2017-19 will display on the page when Registration year is selected.]

3. “School Code” will auto populate on the page; as shown above please refer to the figure.
4. “School Name” will auto populate on the page; as shown above please refer to the figure.

Serial No., Gender, Regular(R)/Private (P)

5. Fill in details into the “Serial No.” textbox; for example refer to the figure as shown above.
6. Select “Gender” from the radio button as shown in the figure above.
7. Select “Regular(R)/Private (P)” from the radio button as shown in the figure above.

Category, Attach Category certificate

8. Select “Category” from the dropdown as shown in the figure above.
9. To “Attach Category Certificate” Click on <Choose File> browse button; select Category document then click on <Upload> button; for example refer to the figure as shown above.
**Divyang**

**Case 1: Divyang = No**

10. Click on “No” radio button for field “Divyang”; refer to the figure as shown above.

**Case 2: Divyang = Yes**

11. Click on Yes for “Divyang” radio button;
12. “Divyang Type” section will be visible. Select a type as per requirement
13. “Upload Document” section will be visible. Attach a desired document and click on <Upload>. Added document will be visible as shown below.

### Aadhaar No., Upload Document

14. Fill up the Aadhaar No. as shown above.
15. Select <Choose File> and select a file from local system.
16. Attached Aadhaar document shows as below
**Student's Name, Mother's Name, Father's Name, Parent's/Guardian's Name, District, Sub-Division, Vill/Muhalla, P.O.**

17. Fill in details into the “Student’s Name” textbox; for example refer to the figure as shown above.
18. Fill in details into the “Mother’s Name” textbox; for example refer to the figure as shown above.
19. Fill in details into the “Father’s Name” textbox; for example refer to the figure as shown above.
20. Fill in details into the “Parent's/Guardian's Name” textbox; for example refer to the figure as shown above.
21. Click on the “Sub-Division” dropdown; then select a district from the dropdown as per user requirement; for example refer to the figure as shown above.
22. Click on the “District” dropdown; then select a district from the dropdown as per user requirement; for example refer to the figure as shown above.
23. Fill in details into the “P.O.” textbox; for example refer to the figure as shown above.
24. Fill in details into the “Vill/Muhalla” textbox; for example refer to the figure as shown above.

**Date of Birth Proof, Admission No., Admission Date, Class, Section**

25. Click on to the “Date of Birth” textbox; a calendar pop ups; then choose an appropriate date from the calendar; for example refer to the figure as shown above.
26. Date of birth in words will auto populate into the textbox; refer to the figure as shown above.
27. Click on <Choose File> upload control button; select attachment of date of birth proof; refer to the figure as shown above.
28. Click on <Upload> button; “Date of Birth Proof” attachment will display as shown above in to the figure.
29. Fill in details into the “Admission No.” textbox; for example refer to the figure as shown above.
30. Fill in details into the “Admission Date” textbox; for example refer to the figure as shown above.
31. Fill in details into the “Class” textbox; for example refer to the figure as shown above.
32. Fill in details into the “Section” textbox; for example refer to the figure as shown above.

**Recent Photograph of the Applicant**

33. Click on <Choose File> button.
34. In the local machine, select a picture
35. Click on <Open>

**Note:** When the file shows beside the Choose File button, click on <Upload> button.
36. Uploaded image shows as above.

**Upload Signature**

37. Follow steps 33 to 35 to upload signature. Uploaded signature shows as below.

![Upload Signature](image)

**Form Submission Date, Subjects offered**

38. Fill in details into the “Form Submission Date” refer to the figure as shown above.

39. Compulsory Subject Details will auto populate on the page; as shown in the figure above.

40. Click on “Optional” dropdown; a menu list pop ups; then choose optional subject as per user requirement; refer to the figure as shown above.
41. Click on “Additional” dropdown; a menu list pop ups; then choose Additional subject as per user requirement; refer to the figure as shown above.

42. Click on <Submit> button.

Note: - To re fill up the details into the form, click on <Reset> button. Details in form will get blank so that user can enter the details in to the form.

[Note: - Click <back> button to navigate previous page from current page.]

The “REGISTRATION PAYMENT SLIP” screen appears up with the details on the page

Step1:- Click on <Print> button to take out the print out of registration Payment slip.
10 Application Workflow – View Uploaded Application

10.1 Steps to reach Page

1. Mouse over on “Registration” menu; please refer to the figure as shown above.
2. Click on “View Uploaded Application” Sub menu; please refer to the figure as shown above.

“Uploaded Registration Form List (Madhyama (Sanskrit))” screen appears up as shown in the figure above.
10.2 Steps to view Uploaded Registration Form

1. Click on “Registration Year” dropdown; a menu list opens up; then choose year as per requirement; For example refer to the figure as shown above.
2. If Record exists will display on the page in the tabular format. Please refer to the figure as shown above.

10.2.1 Print Slip

Step1: Click on <Print Slip> link button.
Step2:- “Registration Payment Slip” page opens up. Now click on <Print> button to take print out of slip.

10.2.2 Excel and PDF Download

**PDF Download Steps**

Click on button as shown in the figure above;
PDF File will get download in to system. Refer the Excel file shown above.

**EXCEL Download Steps**

Click on the button as shown in the figure above;

Excel File will get download in to system. Refer the Excel file shown above.
11 Application Workflow – Generate Challan for Registration

11.1 Generate Challan for Registration

11.1.1 Steps to reach Page

1. Mouse over on “Payment” menu; please refer to the figure as shown above.
2. Click on “Generate Challan for Registration” sub menu; please refer to the figure as shown above.

The “Generate Challan for Registration” page appears refer to the figure as shown below.

Steps to Generate Challan

In the Registration Student List, for the students shown in the grid below, an e-challan will be generated.
Step 1:- Click on <Generate Challan> link as shown below

Step 2:- CHALLAN page is displayed as below
This e-Challan has to be submitted to the bank for payment along-with requisite fees at any Branch of Allahabad Bank after 24 hours of generation of the same from the online registration portal system.

The Challan No., Journal No. needs to be noted for Registration Fee Payment and further use.

Note: The Challan Date, Challan No., School Code & Name, Payment Heads will auto populate.

Step 3:- Click on <Print> to take the printout of the e-challan as shown below.
12 Application Workflow – Registration Fee Payment

12.1 Registration fee Payment

12.1.1 Steps to reach Page

1. Mouse over on “Payment” menu; please refer to the figure as shown above.
2. Click on “Registration Fee Payment” Sub menu; please refer to the figure as shown above.

The “Sanskrit Student Registration Payment” Application form appears up refer to the figure as shown above.

12.1.2 Steps to make Payment

Sanskrit Student Registration Payment are displayed with Payment options- Online and Offline

Case 1:- Online Payment

Case 2:- Offline Payment

12.1.2.1 Case 1:- Online Payment

Steps to Online Payment

If the institute has to perform Online Payment, then generate challan is not necessary. The payment can be directly done from here bypassing the Generate Challan step.

Step 1:- Check the “Online Payment” checkbox as shown below

Step1: - Click on < Pay Now> radio button

Online payment will be initiated and an online response page will open where the user can pay online, the registration fees.
On Successful payment, a successful submission message will show.

But if the payment status is pending/unsuccesful, follow the steps accordingly shown in the payment response page to re-initiate the payment.

12.1.2.2 Case 2: Offline Payment
This is only applicable when online payment is not done and generate challan is performed.

An e-Challan that has been generated by the system is to be submitted to the bank for payment along-with requisite fees at any Branch of Allahabad Bank after 24 hours of generation of the same from the online registration portal system.

The Challan No., Challan Date, Journal No. while presenting the challan at any Branch of Allahabad Bank needs to be noted for Registration Fee Payment and further use.

Step1:-

1. Click on “Offline Payment” radio button as shown above.
2. Select the “Challan No.” (Same as which was generated in step 11) from the dropdown list as shown above.

3. The Registration List containing the list of students for whom the e-challan was generated is displayed.

4. “Challan Date” gets auto populated based on the challan details as shown above.

5. Fill in details into “Transaction No.” textbox; for example please refer to figure as shown above.

6. Click on “Payment Date” textbox; then calendar will pop up; now choose appropriate date from the calendar; for example please refer to figure as shown above.

7. Details of the “Bank Name” was automatically populate based on the Challan details selected.

8. Fill in details into “Branch Name” textbox; for example please refer to figure as shown above.

9. Fill in details into “Journal No.” textbox; for example please refer to figure as shown above.

10. Upload Challan can be uploaded as described below:

How to upload a Challan

Uploading Challan Step 1:-Click on <Choose File> button as shown below

Uploading Challan Step 2:-

1. Select image as per user requirement from the opened File dialog box

2. Click on <Open> button; for example please refer to the figure below.

Uploading Challan Step3:- File name will display beside the button; refer to the figure as shown below.
Step 2:- Click on <Pay Amount> to pay the Registration fee.

Success message that payment is successful will display on the page after payment; refer to figure as shown below.
The payment needs to be approved by the accounts department. Please contact the accounts department for more details.

Without approval from the accounts, no further steps can be possible.

Once successfully payment is done, the institute’s registered Mobile No. will receive a text message.

13 Application Workflow – Re-print Challan for Registration

13.1 Re-print Challan for Registration

In case this e-challan is needed to be printed again, which is to be submitted to the bank for payment along with requisite fees at any Branch of Allahabad Bank after 24 hours of generation of the same from the online registration portal system, this menu can be used.

13.1.1 Steps to reach Page

1. Mouse over on “Payment” menu; please refer to the figure as shown above.
2. Click on “Reprint Challan for Registration” sub menu; please refer to the figure as shown above.

The “Re-Print Challan for Sanskrit Registration” page appears.
13.2 Steps to reprint Challan

Step 1:

1. Select “Registration year” from the dropdown; for example refer to the figure above.
2. Click on <Search> button.
3. Record will display on the grid as above.

Step 2:

Click on Reprint Challan under<View Uploaded File> column as shown below
Note: Users can View Details of the student by clicking on <View Details> link. User can view the uploaded file by clicking on <View Uploaded File> link

Step 2:- CHALLAN page is displayed as below
This e-Challan has to be submitted to the bank for payment along-with requisite fees at any Branch of Allahabad Bank after 24 hours of generation of the same from the online registration portal system.

Step 3:- Click on <Print> to take the printout of the e-challan as shown below.
14 Application Workflow – View Registration Data

14.1 Steps to reach Page

1. Mouse over on “Registration” menu; please refer to the figure as shown above.
2. Click on “View Registration Data” Sub menu; please refer to the figure as shown above.
The “Madhyama (Sanskrit) Registered Student List” page appears up as shown in the figure above.

14.2 Steps to Search and View Registered Student List

1. Click on “Registration Year” dropdown; a menu list opens up; then choose year as per requirement; For example refer to the figure as shown above.
2. Click on “Student Type” dropdown; a menu list opens up; then choose student type as per requirement; For example refer to the figure as shown above.
3. Click on <Search> button.
4. Matching record will display on the page in the tabular format. Please refer to the figure as shown above.

And if in case any matching record does not exist, a message for “No Record found” will display.
14.3 View Student Details

Step 1: Click on the icon to View the Student Details as shown below:

Step 2: “Student Details” Page opens up with the details of the student as shown below;
14.4 PDF and EXCEL Download

14.4.1 Excel Download

Step 1: Click on [Download] to download the student details in Excel.

The excel report has been shown as above.
14.4.2 PDF Download

Step 1:- Click on \[\text{Download}\] to download the student details in PDF.

Step 2:- Downloaded PDF sheet as shown as above
15 Application Workflow – Online Re Registration Form

15.1 Steps to reach Page

1. Mouse over on “Registration” menu; please refer the figure as shown above.
2. Click on “Online Re Registration Form” Sub menu; please refer the figure as shown above.
15.2 Steps to Search Student

1. Click on “Previous Registration Year” dropdown; then select an option as per user requirement; for example please refer to the figure as shown above.
2. Click on <Search> button.
3. Record will display in tabular format on the page refer to the figure as shown above.

15.3 Re-Registration Form

Step1:- Click on button; refer to the figure as shown above.

“Madhyama (Sanskrit) Student Re-Registration” Page opens up with auto filled Student’s details as shown the figure below
15.4 Steps to Fill up Re Registration Form

Step1:-

1. Fill in details into “Form No.” text box for example refer to the figure as shown above.
2. Previous Registration Number “4204-001-00007-14” validates student’s Registration Number.
3. Enter details into “Serial No.” textbox; for example refer to the figure as shown above.

All other details in the above image are auto populated in the page.

Note: - Some fields may be editable user can fill admission number, admission date, class and section as accordingly.

Step2:-

Upload Old Registration Scan Doc

1. Click on <Choose File> button; refer to the figure below.
2. Select attachment from local system
3. Click on <Open> button

![Image of file upload interface]

4. File Name display as shown in figure above.
5. Click on <Upload> button.

![Image of file upload interface with File Attached]

File attachment shows as above in figure.

![Image of subject list]

Step3:- Click on <Submit> button as shown in above figure.

The following message screen appears up as shown below.
Note: - Click on <Reset> button to clear the contents on the page, then user can re fill the form.

16 Application Workflow – Registration Edit Request

16.1 Steps to reach Page

1. Mouse over on “Registration” menu; please refer to the figure as shown above.
2. Click on “Registration Edit Request” Sub menu; please refer to the figure as shown above.
The “Madhyama (Sanskrit) Student Registration Update Request” Page opens up; refer to the figure as shown above.

16.2 Request for Registration data edit
User can send a request for editing registration data.

Steps to Request for editing registration data
Step1:- Click on <Request for edit> link button as shown in the figure above against the student whose details user wishes to edit as shown in the figure above.

“Madhyama (Sanskrit) Student Registration Edit Request” page opens up refer the figure as shown below.

Note:-

- The already entered values while the form was filled up will show as “Old value”; refer to the figure as shown as below.
- To edit any particular field, check on the checkbox against the field which the user wishes to modify

---

Type 1:-FIELD MODIFICATION

---

![Image of Madhyama (Sanskrit) Student Registration Edit Request page]

![Image of Vill/Muhalla field modification]
1. Click on “Villa/Mohalla” checkbox; “Old Value” will display on the page automatically; refer the figure as shown above.
2. Enter new details as per requirement; for example refer the figure as shown above.

**Type 2:- UPLOADED IMAGE/DOCUMENT MODIFICATION**

1. Click on “Upload Photo” checkbox. Old value shown as in circle area as shown in the figure above.
2. Click on <Choose File> button; a file dialog box will open then select the file as per user requirement; attached file shows as below; please refer the figure as shown below.

[Note: - Click on <View> button to download photo.]

**16.3 Submit post Student Registration Data Edit**

**Step1:-**

1. Fill in details into the “Comments” textbox as shown in the figure above.
2. Click on <Submit> button.

Note:- Click on <Reset> button to clear the contents on the page; then user can re fill up the form.

**Step2:-** Success message will display on the page as shown in the figure above.
17 Application Workflow – View Consolidated Statement

17.1 Steps to reach Page

1. Mouse over on Registration Menu; please refer the figure as shown above.
2. Click on “View Consolidated Statement” sub menu; please refer to the figure as shown above.

Then below screen appears as shown...

17.2 Steps to View Report

Note: - Red border in the fields suggests that it is mandatory to fill in those. So if it left as a blank an error message will display on the page.
1. Click on “Registration Year” dropdown and select year as per requirement, for example refer to the figure as shown above.

1. Value in “District” dropdown list is populated based on the school which is currently logged in, for example refer to the figure as shown above.

2. Value in “School” dropdown list is populated based on the school which is currently logged in, for example refer to the figure as shown above.

3. Click on <View Report> button.

Report opens in a new window as below.

REPORT points 1:- The report will display in tabular format.

REPORT points 2:- Report can also be downloaded in PDF and EXCEL format as shown in the figure above.

18 Application Workflow – View Registration Slip

18.1 Steps to reach Page

1. Mouse over on Registration Menu; please refer the figure as shown above.
2. Click on “View Registration Slip” sub menu; please refer to the figure as shown above. Then a screen appears as below...

18.2 Steps to View Registration Slip

Step1:-

1. Click on “Registration Year” dropdown and select the option as per user requirement, for example refer to the figure as shown above.
2. Record displays in tabular format as shown above
3. Click on <View> button as shown above.
Click on <Print> button to print the Registration Slip.

19 Application Workflow – Change Password

Users can Change Password using the Change Password link.

Step 1: Click on the < Change Password > link on the top right hand of the page.

The “Change Password” Page opens up please refer the figure as shown below.
1. Enter “Old Password” into the textbox, for example in the figure above the old password filled into textbox is “Sil@12345” which show as “---------”

2. Enter “New Password” into the textbox, for example in the figure above the new password filled into textbox is “Sil@1234” which show as “---------”

3. Enter “Confirm Password” into the textbox, for example in the figure above the new password filled into textbox is “Sil@1234” which show as “---------”

4. Click on <Submit>
Successful submission of form shows as above.

Verify that the user can now login with the newly changed password.

20 Logout Process

20.1 Logout

Step1:- Click on <Logout> button as shown in the figure above.
The Login page will show as shown above in the figure above, now user can re login into the system.