Process for the exam application online entry.

Login	
User Name*	Enter login
Password*	Enter Password
FOXEF	ENTER CAPTCHA
	Login

 After Login Enter new Student details Don't enter the name in capital letters. First letter should be capital and other small letters type the name as Ex: Kantola Saraswathi,

		Student Manager ~	Exam Application ~ Change Password Logout
w Student			
First Name*	• Enter first name	Middle Name	Enter middle name
Last Name	Enter last name	Father Name*	Enter father name
Mother Name	Enter mother name	Date Of Birth*	Enter date of birth, Ex: dd/mm/yyyy
Gender*	О М • F	Mother Tongue*	Enter mother tongue
Place Of Birth	Enter place of birth	Caste*	● SC ○ ST ○ BC ○ OC ○ Others
Address1	Enter address line 1	Address2	Enter address line 2
City*	Enter city	District	Not Known 🗸
State*	Telangana	Pincode	Enter pincode
Phone Number	Enter phone number	Email	Enter email
Identity Mark 1*	Enter identity mark 1	Identity Mark 2	Enter identity mark 2
Photo*	Choose File No file chosen		

After Entering the details of student click on save option, then id will be generated. Note that **id.** This id has to be noted and saved for entering further details.

2. Go to Student Manager –Admissions –New- At the search by option select student ID in the dropdown and enter the id in the input.

			Student Manager ~	Exam Application ~	Change Password	Logout
Admission Student Sea	rch					
Search By*	Student ID	v	Search Input*	Search Input		
		S	earch			

The following screen appears and then click proceed option and enter the details and save.

	Stude	nt Manager v	Exam Manager ~	Registrations ~	Prints ~ Fil	le Uploads 🗸 🛛 Col	urse Manager ~	Institute Mana	ager ~ Logout	
Admiss	Admission Student Search									
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	Search									
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