Process for the exam application online entry.
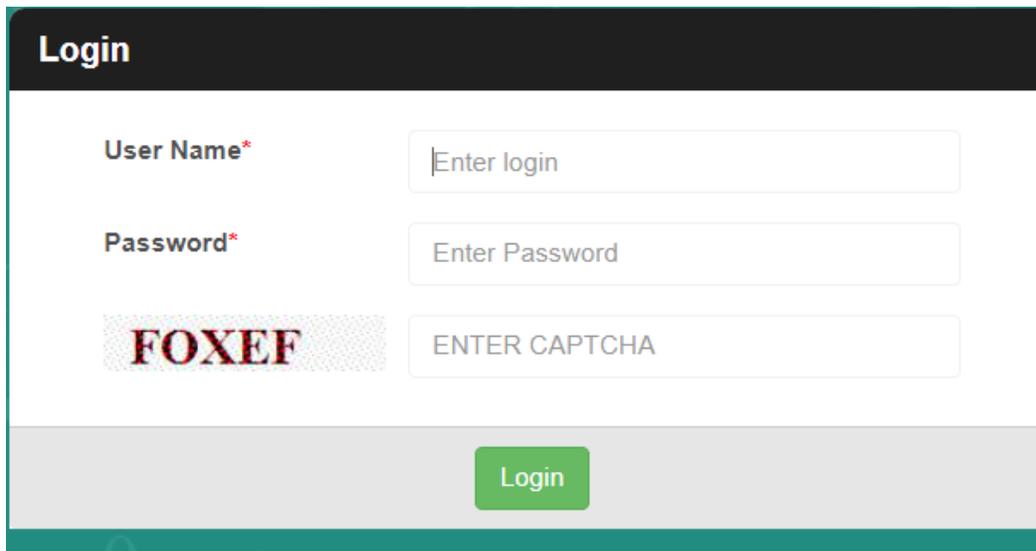
1. After Login Enter new Student details
   Don't enter the name in capital letters. First letter should be capital and other small letters
   type the name as
   Ex: Kantola Saraswathi,
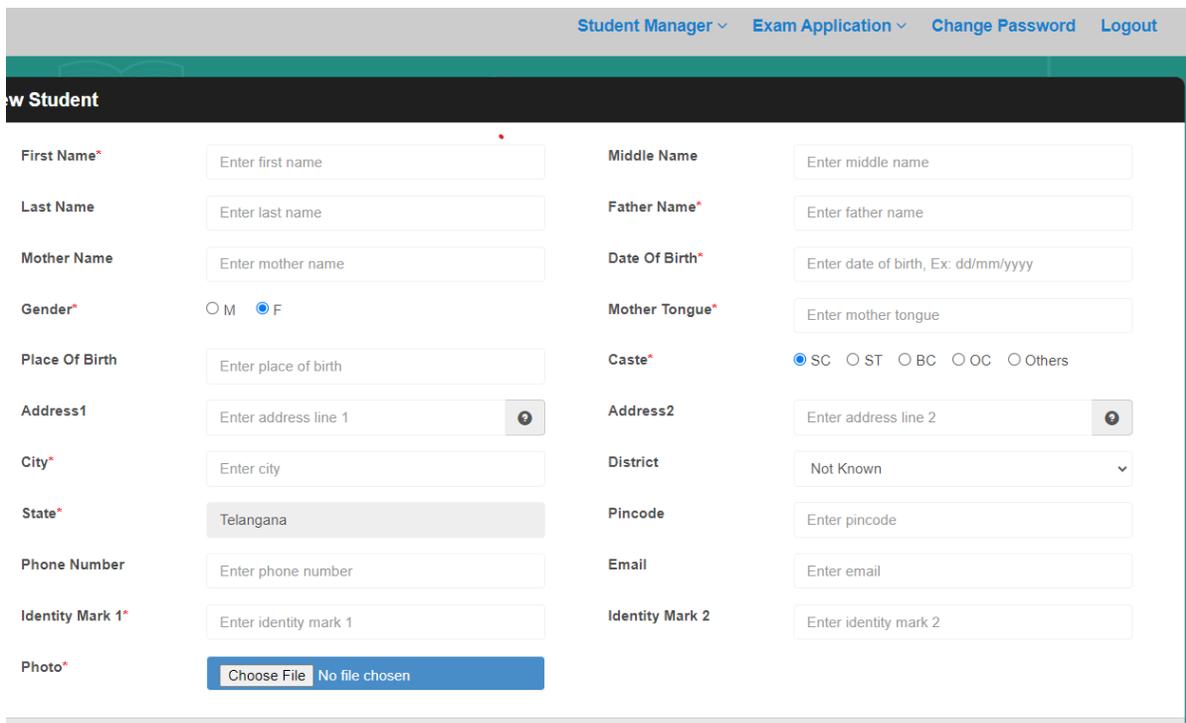
After Entering the details of student click on save option, then id will be generated. Note that **id.** This id has to be noted and saved for entering further details.

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 Search

Search By*   Student ID   Search Input*   Search Input

Search

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

Student Manager ∨   Exam Manager ∨   Registrations ∨   Prints ∨   File Uploads ∨   Course Manager ∨   Institute Manager ∨   Logout

Admission Student Search

Search By*   Student ID   Search Input*   77543

Search

SI No	Student ID	First Name	Middle Name	Last Name	Date of Birth	Action
1	77543	Kunti	santoshi	rani	1998-01-12	Proceed

<<   1   >>