CERTIFICATE REQUISITION PORTAL

User Manual

CONTENTS

1. Login

1.1. Intended Audience

Students

1.2. To Login please follow steps below,
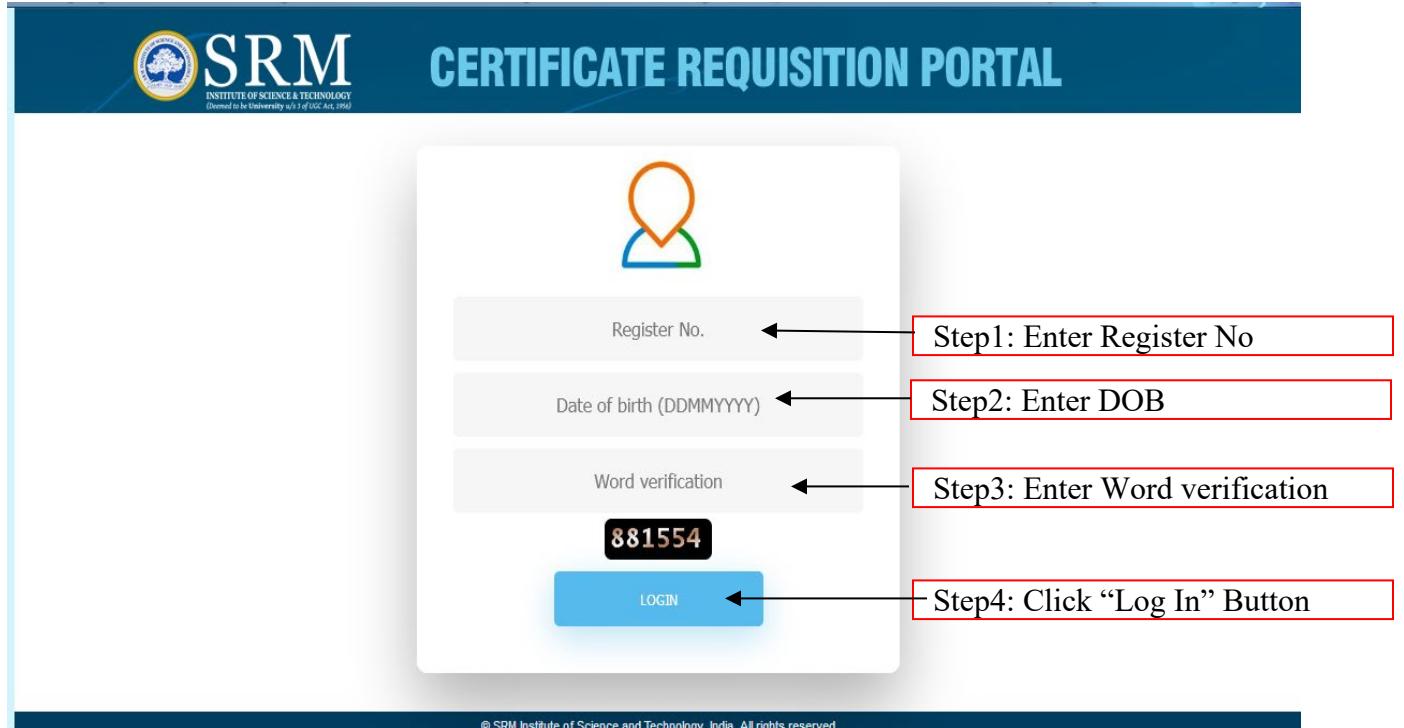
Figure 1.1.

2. Registration

2.1. On Successful login, user can have access to registration page as shown in fig. 2.1.

Figure 2.1.

2.2. Verify the details and click OK in registration page as shown in fig. 2.2.
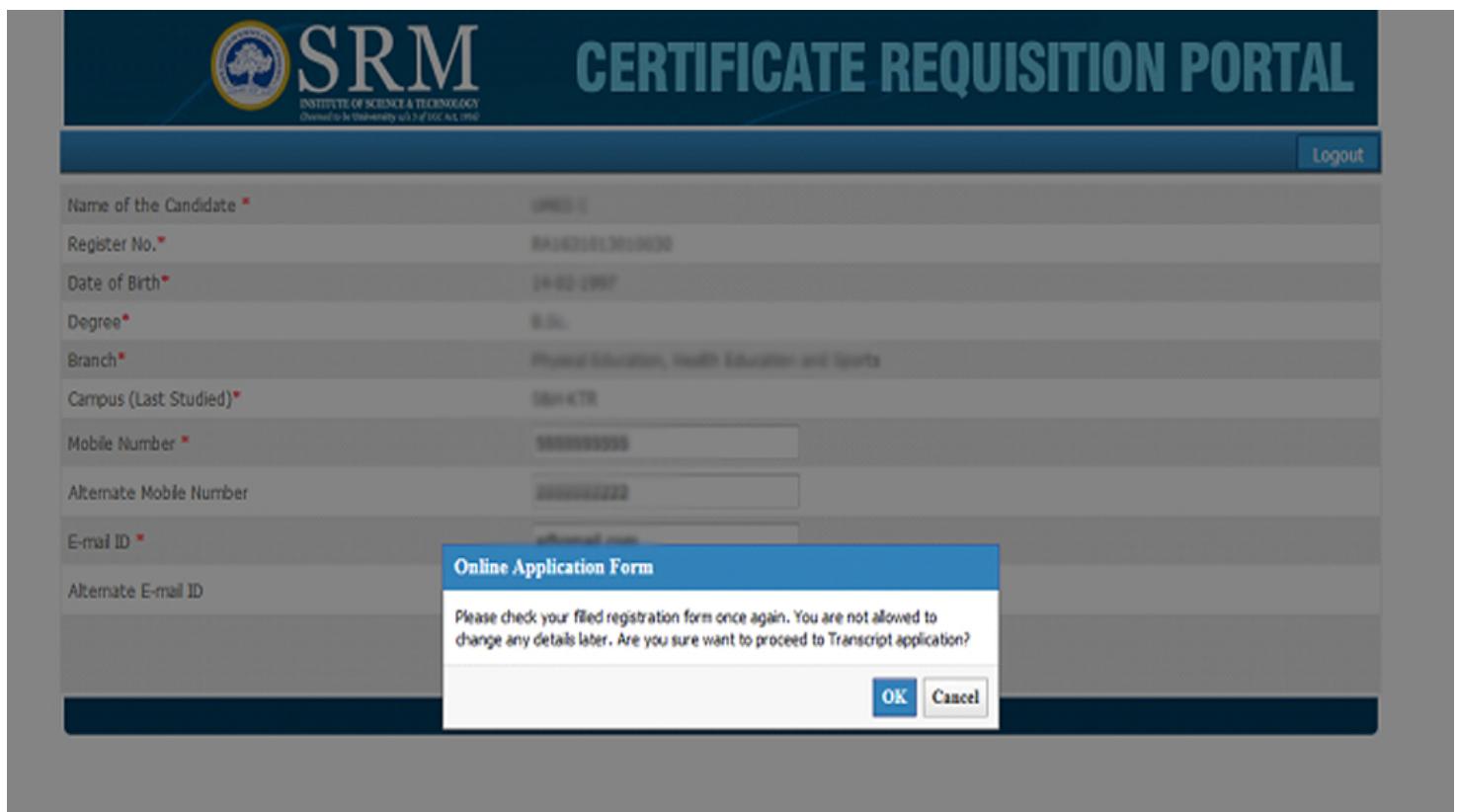
Figure 2.2.

3. Home Page

3.1. On Successful registration, user can have access to Home page as shown in fig. 3.1.
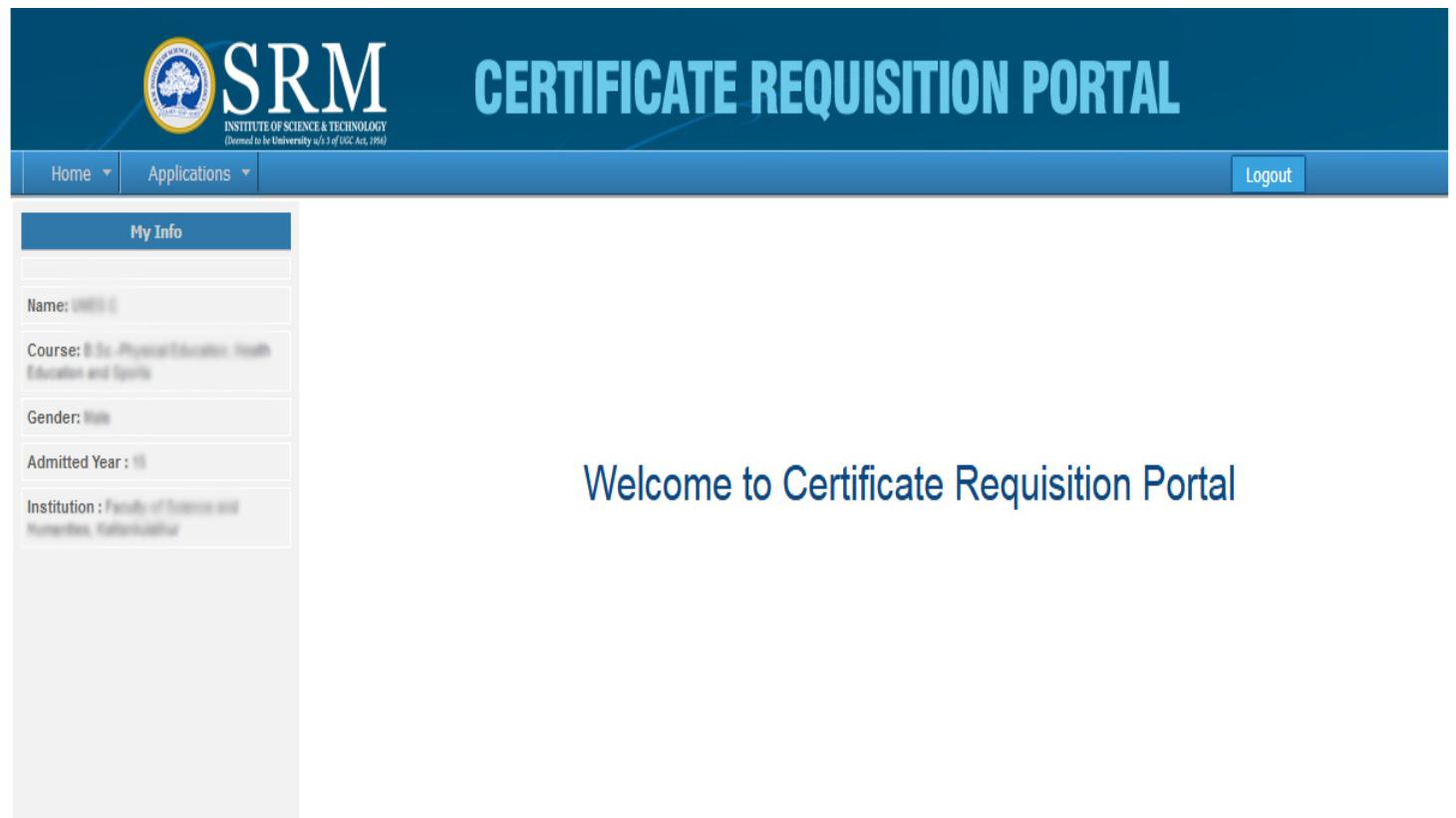
Figure 3.1.

4. Profile

4.1. To view the profile, click Profile menu under Home Button.
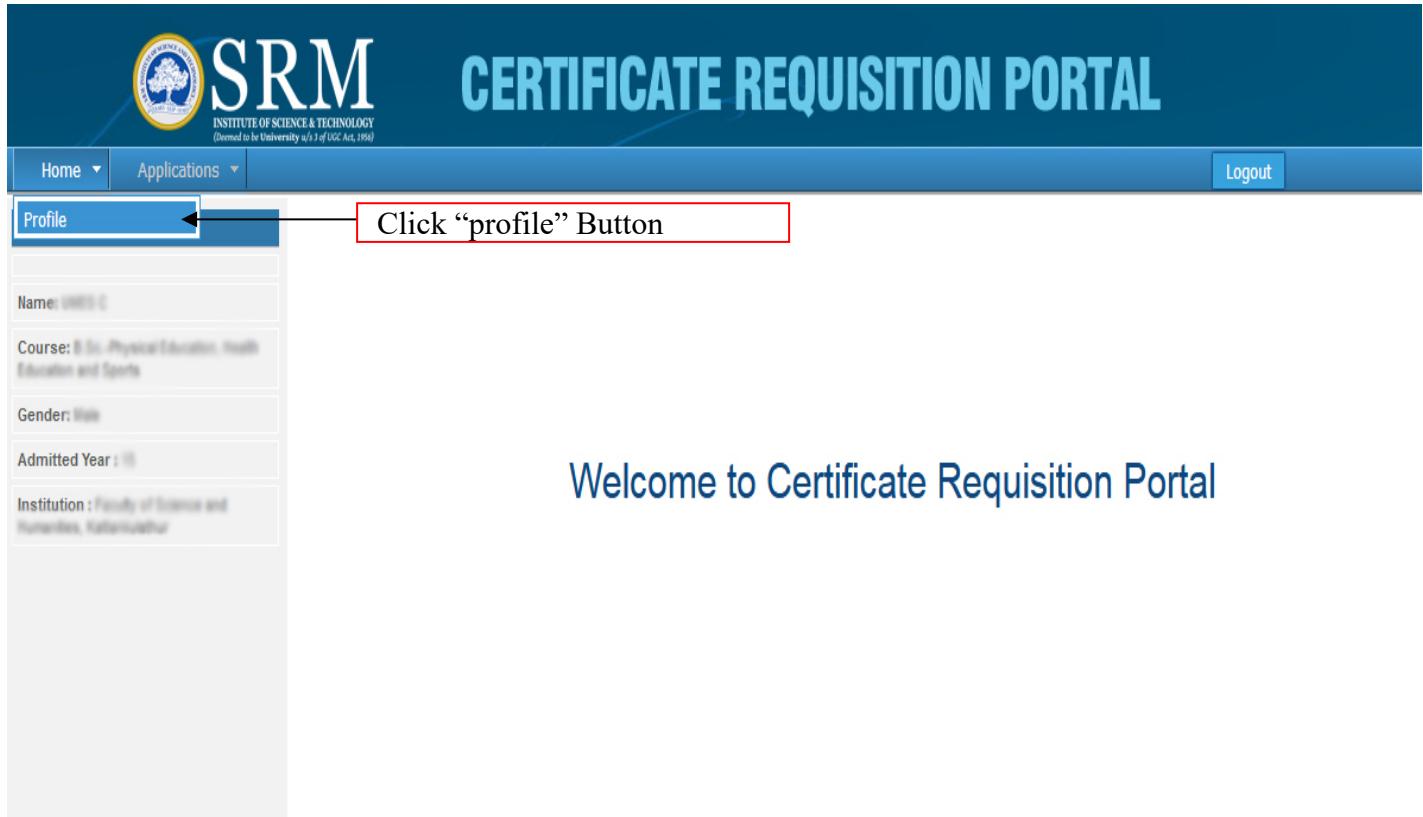
Figure 4.1.

5. Transcript

5.1. To request transcript, click Transcript menu under Applications button.

Figure 5.1.

Figure 5.2.

5.2. Enter the No of sets of Transcripts required in Transcript Application Form.

5.3. Provide the preference to get Transcript in Envelope sealed and signed.

Transcript Application Form

All fields are mandatory   Instructions

| Number of sets of Transcript required | 2 (2 copies per set) |

* Transcript will be issued till last semester of appearance for which Grade sheets are issued.
* Candidates applying for Transcript should have cleared all the subjects at the time of applying

Provide us your preference to get Transcript in Envelope sealed and signed

Number of Transcript not to be sealed	Number of Transcripts to be sealed (1 Transcript per envelope)	Total number of envelopes
1	3	4

| Mode of collection of documents | Applicant-In Person ⊙ | Applicant-By Post ⊙ |
| | Authorized person-In Person ◉ | Authorized person-By Post ⊙ |

Figure 5.3.

5.4. (Number of sets of Transcript required*2) = Number of Transcript not to be sealed + Number of Transcripts to be sealed per envelope. Check the value as shown in Figure 5.3.

5.5. Please select the mode of collection of documents.

5.6. Please enter the required details, based on the mode of collection of documents as shown in Figure 5.4.

Figure 5.4.

5.7. Please upload the required documents as shown in Figure 5.5.

5.7.1. Kindly upload .pdf files only, maximum 3MB.

Figure 5.5.

5.8. Kindly refer the instructions link for clarification.

Agree the Terms and conditions and select the payment mode.

Finally Click "Proceed to pay" button as shown in the Figure 5.6.

Figure 5.6.

6. Payment

6.1. By Clicking "Proceed to pay" button. The page will be redirected to payment gateway.

Figure 6.1

6.2. Enter the card details and proceed.

6.3. Figure 6.2 Payment success status.

Figure 6.2

6.4. Figure 6.3 Payment Failure status.

Figure 6.3

6.5. To view payment status, click "Payment transaction log" menu under Applications button.

Figure 6.4

6.6. View and verify the transactions if pending.

Figure 6.5

6.7. Click "Apply New" button to apply Transcript again