

## Student Manual

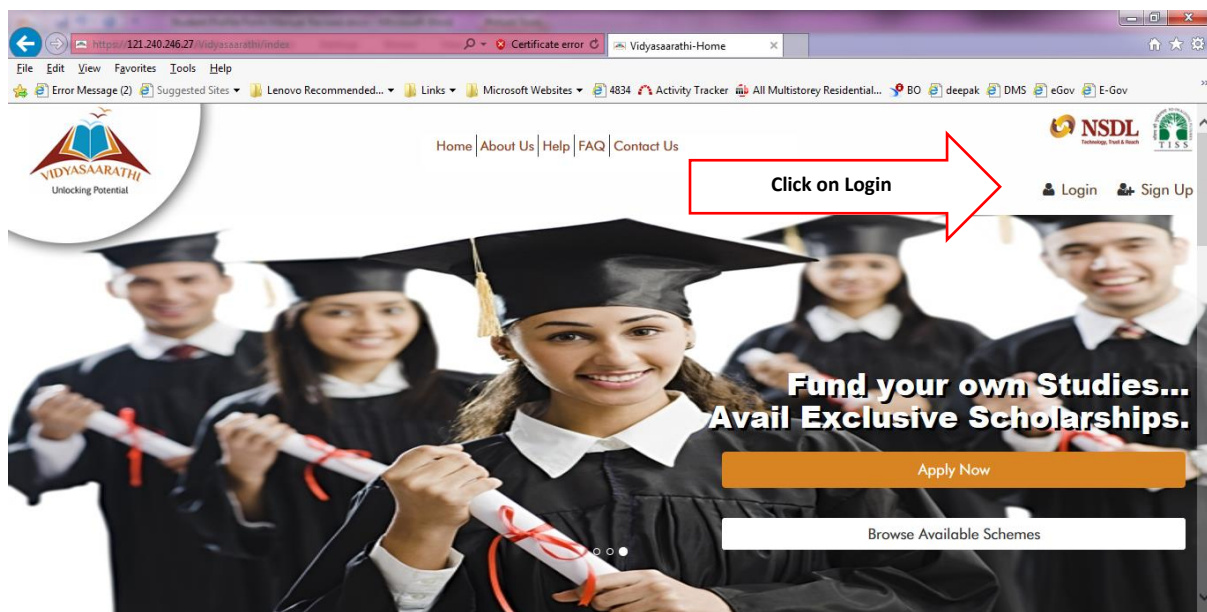
### Instructions for Signup / Login at Vidyasaarathi Portal:

Students are required to complete sign up process to register on Vidyasaarathi portal. Students who have completed "Sign up / Registration" can apply for scheme / scholarship through Vidyasaarathi portal.

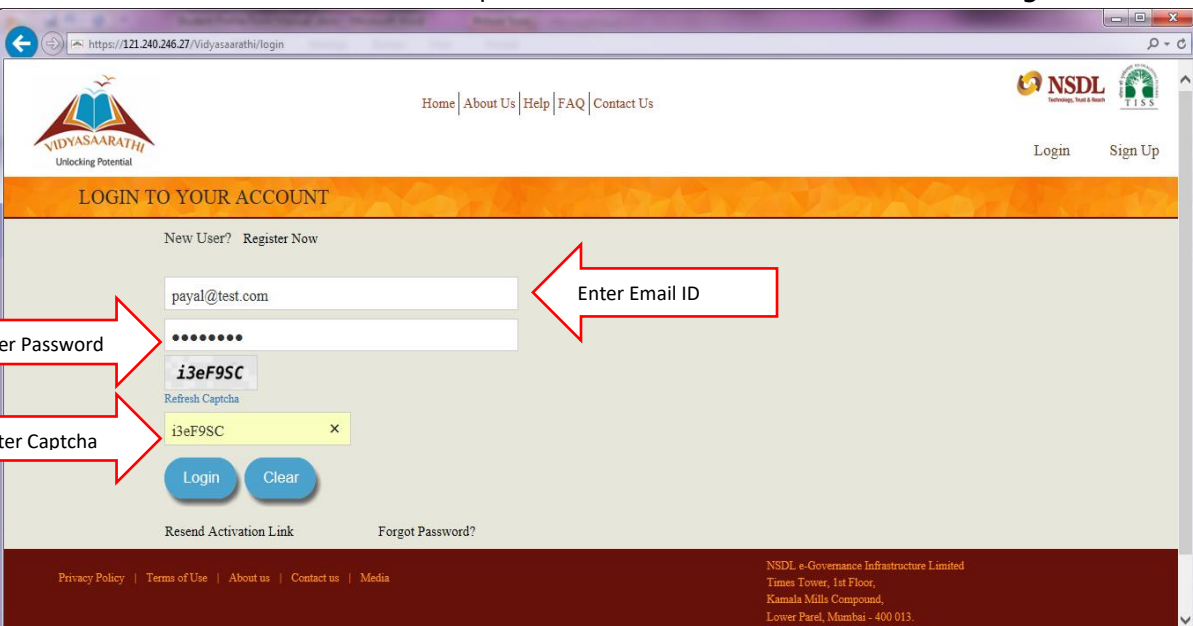
**Note:** Asterisk (\*) represent mandatory fields.

### How to fill the profile?

1. Click on Login button for log in Vidyasaarathi portal (www.vidyasaarathi.co.in).



2. Once user click on login, system will redirect to the login page. User has to fill the registered Email id, Password and Captcha. After that, click on Login Button.

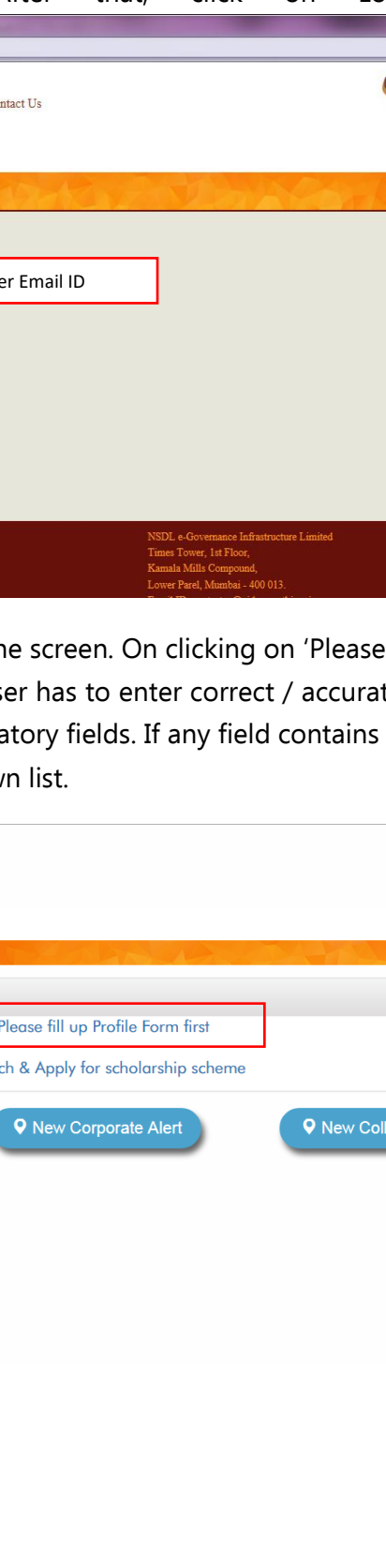


The screenshot shows the login page of the VidyaSarthi portal. The URL in the browser is <https://121.240.246.27/Vidyasaarathi/login>. The page features the VidyaSarthi logo and navigation links: Home, About Us, Help, FAQ, Contact Us. There are also links for Login and Sign Up. The main heading is "LOGIN TO YOUR ACCOUNT". Below this, there is a link for "New User? Register Now". The login form includes an email input field containing "payal@test.com", a password input field with masked characters, a captcha image showing "i3eF9SC", and a "Refresh Captcha" link. There are "Login" and "Clear" buttons. Below the form are links for "Resend Activation Link" and "Forgot Password?". The footer contains links for Privacy Policy, Terms of Use, About us, Contact us, and Media, along with the address of NSDL e-Governance Infrastructure Limited.

Annotations on the screenshot:

- Red arrow pointing to the email field: "Enter Email ID"
- Red arrow pointing to the password field: "Enter Password"
- Red arrow pointing to the captcha field: "Enter Captcha"

3. After login, Student Dashboard displays on the screen. On clicking on 'Please fill the profile form first', student can fill the profile details. User has to enter correct / accurate information in profile form. Asterisk (\*) sign show the mandatory fields. If any field contains dropdown list then student has to select values from dropdown list.



The screenshot shows the Student Dashboard for a user named Raj Patil. The dashboard includes a navigation menu with "Dashboard", "Search & Apply Schemes", "Profile", "Change Password", "Help", and "Logout". The user's profile is shown with a graduation cap icon. The main content area is titled "My Dashboard" and contains a red-bordered box with the instruction "1. Please fill up Profile Form first". Below this is another instruction: "2. Search & Apply for scholarship scheme". There are three alert buttons: "New Scheme Alert", "New Corporate Alert", and "New Colleges Alert". A "Welcome Raj Patil" section displays the following statistics:

Welcome Raj Patil	
Student UID No.:-	16115
Total Schol. Applied:-	=0
Total Schol. Awarded:-	=0
Total Schol. Disbursed:-	=0

At the bottom, there is a "Recent News" section.

4. User has to fill the details under Personal Details tab.

The screenshot shows a web application interface with a navigation bar at the top containing 'Dashboard', 'Search & Apply Schemes', 'Profile', 'Change Password', 'Help', and 'Logout'. Below the navigation bar is a form titled 'Personal Details'. The form contains the following fields:

- Title\*: A dropdown menu with '--Select--' selected.
- First Name\*: A text input field with a red error message below it: '(Please enter First Name)'. Above this field is a small text input with the constraint '(Only numbers are allowed , not more than 12 digits)'.
- Middle Name: A text input field with a red error message below it: '(Please enter Middle Name)'.
- Last Name\*: A text input field with a red error message below it: '(Please enter Last Name)'.
- Date of Birth\*: A date input field containing '09/04/1996'.
- Category\*: A dropdown menu with '--Select--' selected.
- Gender\*: A dropdown menu with '--Select--' selected.
- Marital Status\*: A dropdown menu with '--Select--' selected.
- E-mail ID\*: A text input field containing 'vikeshhasal@gmail.comzz' and a red error message below it: '(Email id cannot be changed)'.

6. Update the Current Address details under current address fields.

The screenshot shows the 'Current Address' section of the web application. The form is titled 'Current Address' and contains the following fields:

- Address Line 1\*: A text input field with a red error message below it: '(Not more than 60 characters)'. Above this field is a small text input with the constraint '(Only numbers are allowed , not more than 12 digits)'.
- Address Line 2: A text input field with a red error message below it: '(Not more than 60 characters)'.
- Village / Area/ Locality\*: A text input field with a red error message below it: '(Not more than 45 characters)'.
- PIN\*: A text input field with a red error message below it: '(Only numbers are allowed , not more than 6 digits)'. Below this field is a blue link: 'click here to select Pincode'.
- Block/Taluka /Sub-district/Town\*: A text input field with a red error message below it: '(Not more than 45 characters)'.

7. For PIN, click on 'Click here to select Pin code' option. Click on search for PIN Code details. Once user select the details click on 'Submit'. If you know your PIN Code then directly enter the pin code and search.

Pincode	Office	City	District	Taluka	State	Select
400012	BEST Staff Quarters		Mumbai	NA	MAHARASHTRA	<input type="radio"/>
400012	Chambarbaug		Mumbai	Mumbai	MAHARASHTRA	<input type="radio"/>
400012	Haffkin Institute		Mumbai	Mumbai	MAHARASHTRA	<input type="radio"/>
400012	Lal Baug		Mumbai	Mumbai	MAHARASHTRA	<input type="radio"/>
400012	Parel Naka		Mumbai	Mumbai	MAHARASHTRA	<input checked="" type="radio"/>
400012	Parel Rly Work Shop		Mumbai	NA	MAHARASHTRA	<input type="radio"/>
400012	Parel		Mumbai	Mumbai	MAHARASHTRA	<input type="radio"/>

8. If the permanent address and current address is same then select 'Yes' option from dropdown list. If both the address are different then select 'No' option. If selection is 'No' then user has to fill the details under 'Permanent/domicile Address'

Dashboard Search & Apply Schemes **Profile** Change Password Help Logout

State\* MAHARASHTRA

**Permanent / Domicile Address**

Is Current Address same as permanent Address\* --Select--

Address Line 1\* (Not more than 60 characters)

Address Line 2 (Not more than 60 characters)

Village / Area/ Locality\* (Not more than 45 characters)

PIN\* (Only numbers are allowed , not more than 6 digits)

Block/Taluka /Sub-district/Town\* (Not more than 45 characters)

[click here to select Pincode](#)

9. The user should mention the details under this section as per his/her Bank Passbook. Please ensure the correctness of the data entered as the same will be used for disbursement of funds.

Dashboard Search & Apply Schemes **Profile** Change Password Help Logout

### Bank Details

Name(Your name as on bank passbook)\*

Savings Bank Account Number\*  
*(Only numbers are allowed , not more than 18 digits or less than 3 digits)*

IFSC Code\*  
*(Not more than 11 characters)*  [click here to fill IFSC details](#)

Bank Name\*

Bank Branch\*

Click on 'Click here to fill IFSC details' to search for Bank details. Once user select the details click on 'Submit'. If you know your IFSC Code, then directly enter the IFSC code and search.

Bank Name	City	Branch Name	IFSC Code
			HDFC0000143

One item found. 1

Banks	IFSC Code	Branch Name	Address	Select
HDFC BANK	HDFC0000143	MUMBAI ORAWFORD MARKET	2226 GROUND FLOOR,ADHOKA SHOPPING CENTRE,LOKMAHYA TILAK ROAD, ORAWFORD MKTMUMBAI400051	<input type="checkbox"/>

IFSC code has to be selected from IFSC code master. Once user fills all the requisite details then click on 'Save' and 'Next'.

10. User will move to 'Parent Details' tab. User has to enter parent personal and occupation details under this tab. Click on 'Save' and 'Next'.

Dashboard Search & Apply Schemes Profile Change Password Help Logout

Student Details Parent Details Education Details Current Academic Details Documents to be Uploaded

Previous Save Next

Personal Details

Title\* [dropdown]

First Name\* [text input]

Middle Name [text input]

Last Name\* [text input]

Relationship with Student\*  Father  Mother  Guardian

Occupation Details

Occupation\* [text input] Service [dropdown]

11. On 'Education Details' page user has to enter his/her qualification details (**all completed qualifications only**). User can fill the details till Post Graduation. Other course details to be entered under 'Others'. Click on 'Save' and 'Next'.

At the time of filling the Educational Details, for entering the percentage User should click on the hyperlink (click here to obtain percentage). This will help the student to calculate the accurate percentage / CGPA score.

Dashboard Search & Apply Schemes Profile Change Password Help Logout

Student Details Parent Details Education Details Current Academic Details Documents to be Uploaded

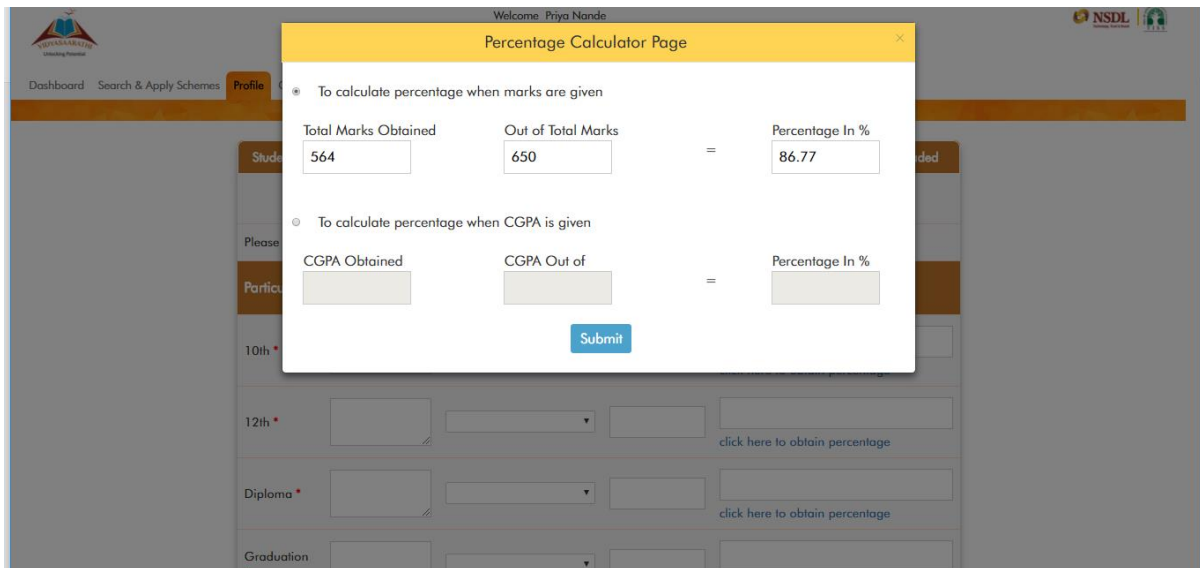
Previous Save Next

Please select Highest Qualification Received\*

Particulars	Name of Institute	State	Percentage
10th*	[text input]	[dropdown]	[text input]
12th*	[text input]	[dropdown]	[text input]
Diploma*	[text input]	[dropdown]	[text input]
Graduation*	[text input]	[dropdown]	[text input]
Post	[text input]	[dropdown]	[text input]

click here to obtain percentage

By clicking on the hyperlink 'click here to obtain percentage' below page will be displayed on screen for calculation of percentage or CGPA.



To calculate percentage, user has to enter 'Total Marks Obtained' and 'Out of Total Marks'.

To calculate CGPA, user has to enter 'CGPA Obtained' and 'CGPA out of'.

12. On 'Current Academic Details' tab user has to enter below details:

If students have already secured admission in Institute, then select YES.

Filling of the below details on this is mandatory:

- State, Institute, Current, Course Level and Course Name ( Select values from dropdown)
- Last academic year completed (This is a non-editable field)
- Number of years completed for current course-  
If number of years is selected other than **None** then marks obtained in the previous year (**all semesters/terms in the said year should be considered**) should be mentioned.
- For entering the percentage User should click on the '**Click here to obtain percentage**'.

- Upload Mark sheet/s of the last year (all semesters/terms). It has to be scanned and uploaded as a single file.

Dashboard Search & Apply Schemes **Profile** Change Password Help Logout

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Current Year Course Fees

Tuition Fees(₹)\*  
(Please note that the amount entered must match with the receipts uploaded under documents to be uploaded tab)

Non-Tuitions Fees(₹)

  
(If you have any Bills/Receipts/ Invoices then please upload)  No file chosen

Total Scholarship Required (₹)\*  
(Total amount can not be zero or negative.)

Are you in receipt of any other Scholarship from Govt. or any other institution?\*

Yes  No

If Yes, Please enter details:

Name of the Scholarship\*

Amount of Scholarship (₹)\*  
(Total amount can not be zero or negative.)

- Under Current Year Course Fees update Tuition Fees and Non-Tuitions Fees separately. Uploading of receipts for Non-Tuitions fees is mandatory, If Non-Tuitions fees is paid and value is enter against the said field.
- If you have received any other scholarship then one needs to provide the name of scholarship and the amount of scholarship received.



13. User has to upload all the mandatory documents under 'Documents to be uploaded' tab.

Dashboard Search & Apply Schemes **Profile** Change Password Help Logout

Student Details Parent Details Education Details Current Academic Details **Documents to be Uploaded**

Previous

**Documents Upload Instructions**

- Only jpeg, png, pdf files are allowed.
- Total size of all documents is 5 MB

Applicant Photo *	Browse...
Proof of Identity*	Browse...
Proof of Address*	Browse...
Bank Passbook/Statement*	Browse...
Proof of Income Certificate *	Browse...
Domicile Certificate	Browse...
10th Marksheet*	Browse...

Click here

Dashboard Search & Apply Schemes **Profile** Change Password Help Logout

Post Graduation Marksheet	Browse...
Admission Letter/Other Marksheet	Delete
Last Exam Marksheet	Browse...
PAN Card Copy	Browse...
Aadhaar Card Copy	Browse...
Fee Receipt of Current Course	Delete

Upload

I / We declare that all the particulars and information given in the application form are true, correct and complete and binding on me / us. I / We agree to the website agreement terms & conditions.

\* Please accept terms & conditions by clicking checkbox and submit the form.

Previous Submit

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Best viewed in Internet Explorer 11.0 and Chrome 54.0

After selection of all the documents click on the 'Upload' button. Once documents are uploaded, please read the agreement section and **tick (v)** on the agreement statement which is given at the bottom of the page. Click on the Submit Button to submit the Profile Form.