## 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.

How to sign-up at Vidyasaarathi?

1. Click on **Sign Up** button for sign in Vidyasaarathi portal (www.vidyasaarathi.co.in).
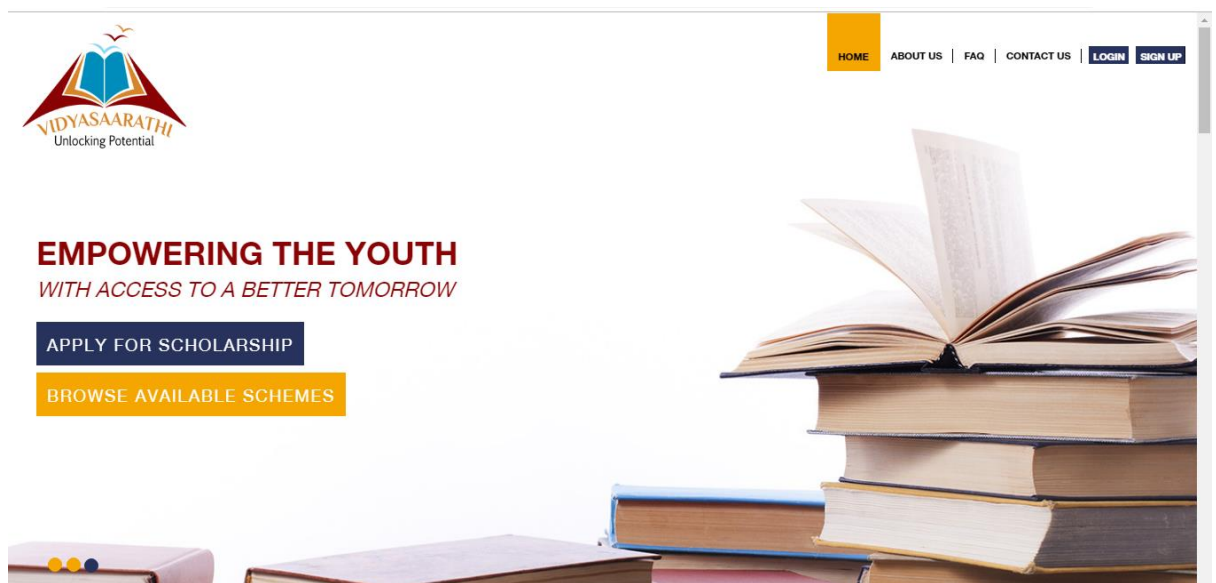
2. Once student click on Sign Up, system will redirect to the sign in page. User has to fill Title, Full Name, Mobile Number, Email ID. Set Password and confirm the same. Enter Captcha. After that, click on Submit Button.

3. An OTP will be sent to your registered mobile number. Enter valid OTP and verify your mobile number. On successful mobile number verification your Vidyasaarathi account will get created successfully and system will send one link to your registered email id. Login to your registered Email Id and click on the link in mail to activate your account.
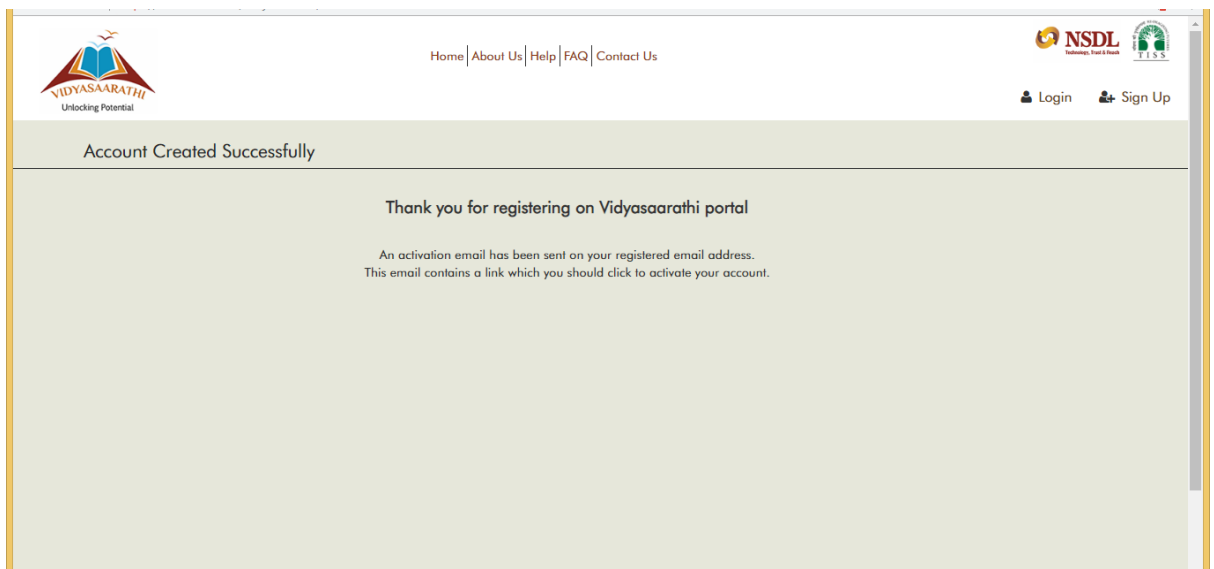
4. Once you click on the link given in mail,your Vidyasaarathi account will get activated.

How to fill the profile?

1. Click on Login button to log in Vidyasaarathi portal (www.vidyasaarathi.co.in).
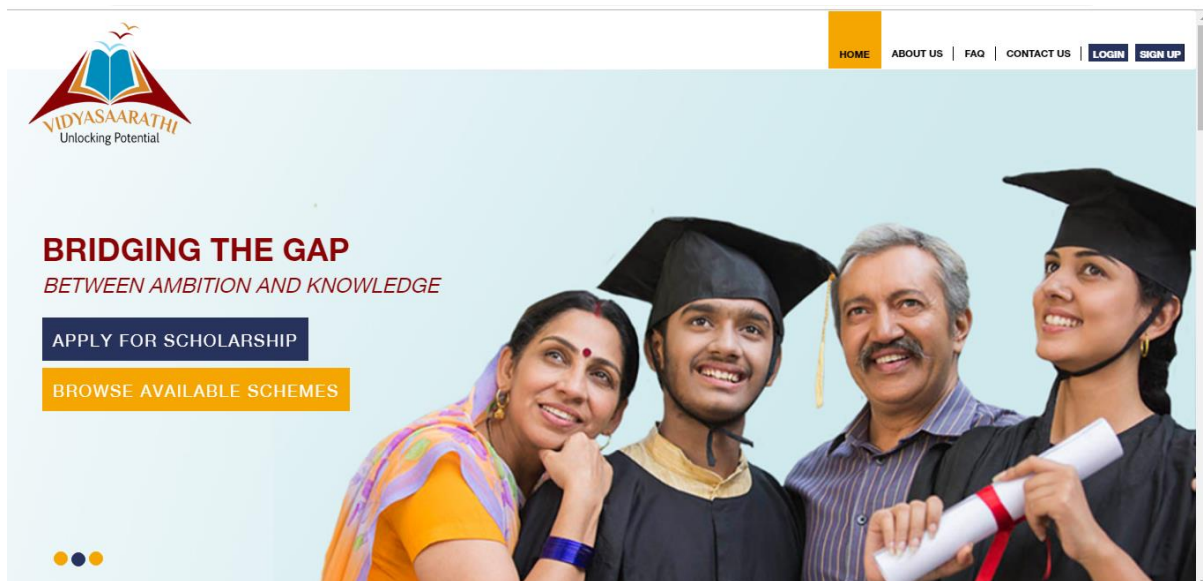
2. Once student click on login, system will redirect to the login page. Student has to fill the registered Email id, Password and Captcha. After that, click on Login Button.

3. After login, Student Dashboard displays on the screen and system notifies to update profile. Click on OK button.
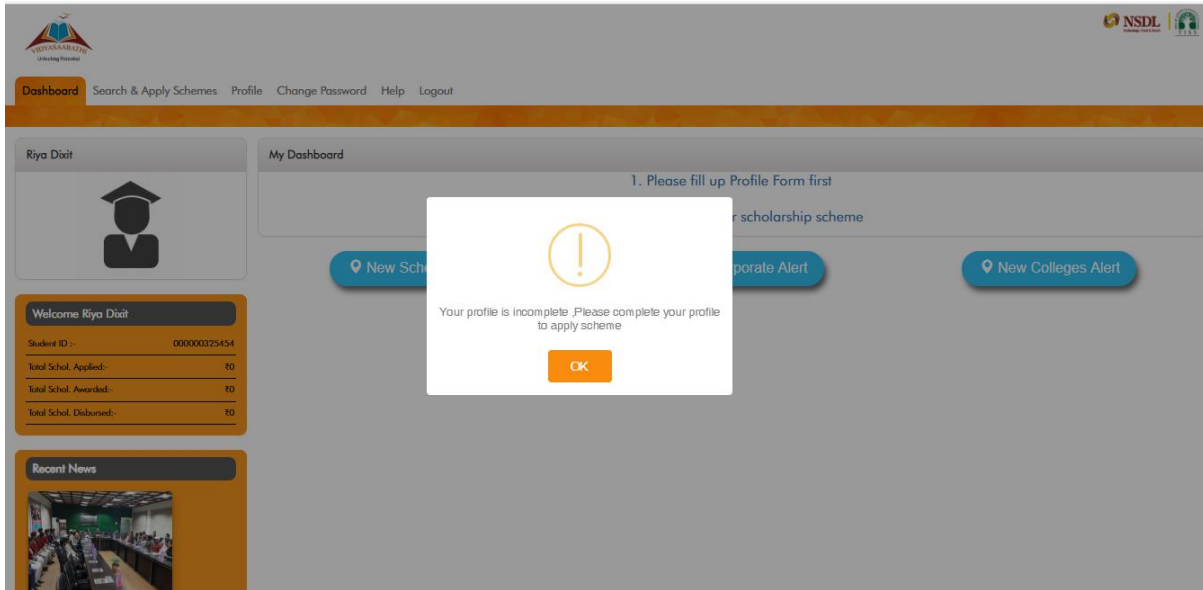
4. Student has to enter correct / accurate information in profile form. Asterisk (*) sign show the mandatory fields. If any field contains dropdown list then student has to select values from dropdown list. Student has to upload all the documents which are required in the profile form.

5. Student has to fill the personal details under Student Details tab. Also student has to upload the profile photo, proof of identity, and proof of income certificate.

6. Update the Address details under Communication Address fields. For PIN, type in at least 5 letters and wait. System will generate list of pin codes with area. Select your pin from the list.

7. The student should mention the details under Bank Detail 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.

Type first 5 letters of you bank IFSC number, system will generate list of IFSC code with bank branch. Select your IFSC number from list.

8. Update Current Education details under Current Academic Details tab

If student has already secured admission in Institute, then select YES. Filling of the below details on this is mandatory:

- Current Course Level and Course Name (Select values from dropdown)
- Institute and State
- Month and Year of Passing
- For entering the percentage based on the type i.e CGPA or Marks, Student should enter Total Marks Obtained and Out of Marks on which percentage will be auto calculated. Also student has to Upload Mark sheet/s of the previous year. It has to be scanned and uploaded as a single file.
- Under Current Year Course Fees update Tuition Fees and Non-Tuitions Fees. Uploading of receipts Tuition, Non Tuition, Admission letter is mandatory.
- If you have received any other scholarship then one needs to provide the name of the scholarship and amount received.
- All the mandatory fields under this tab should be entered.

9. On 'Education Details' tab student has to enter his/her qualification details **(all completed qualifications only)**. Student can fill the details till Post Graduation. Other course details to be entered under 'Others'.

10. Click on '**Save**' button to save the profile form.