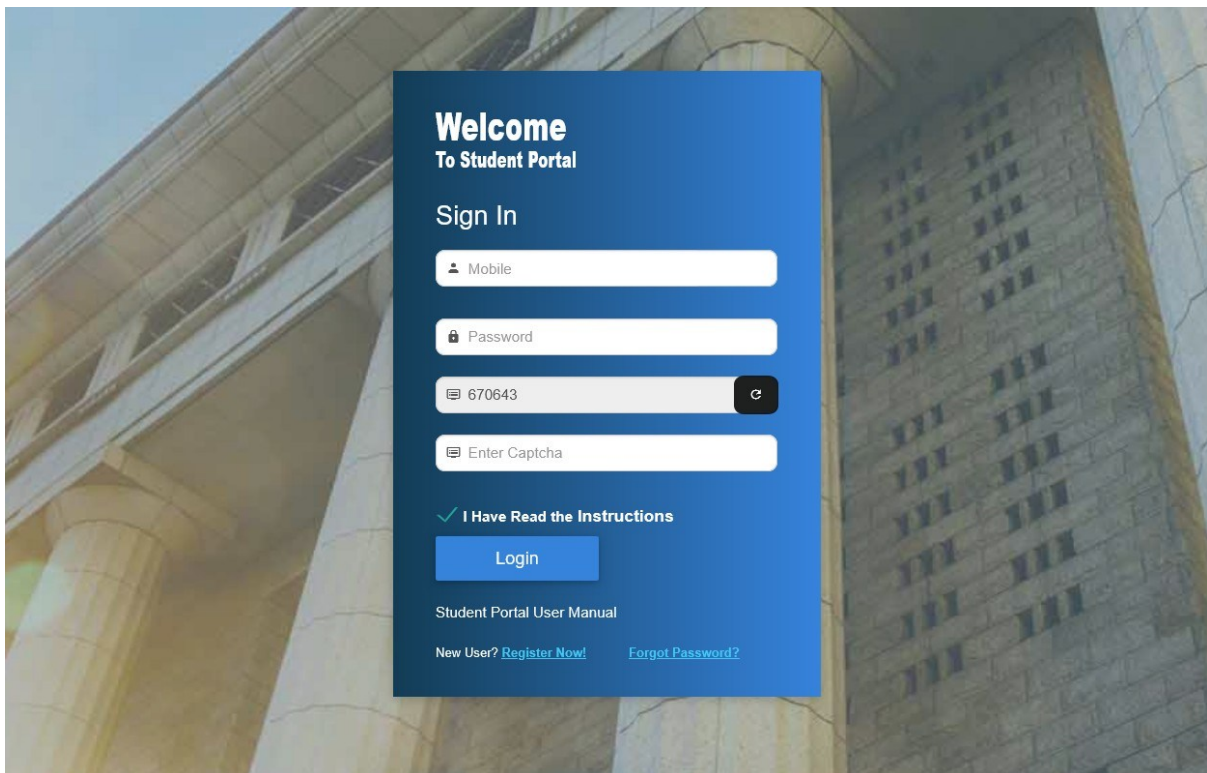# Student Portal

Student Portal – User SOP (Standard Operating Procedure)

- Open your web browser (Chrome/Firefox/Edge).

- Enter the Student Portal URL provided. URL: **studentportal.universitysolutions.in**

- Login screen will be displayed as shown below.

- To sign in, you must have:

  - ✓ Registered Mobile Number

  - ✓ Password (created during registration)
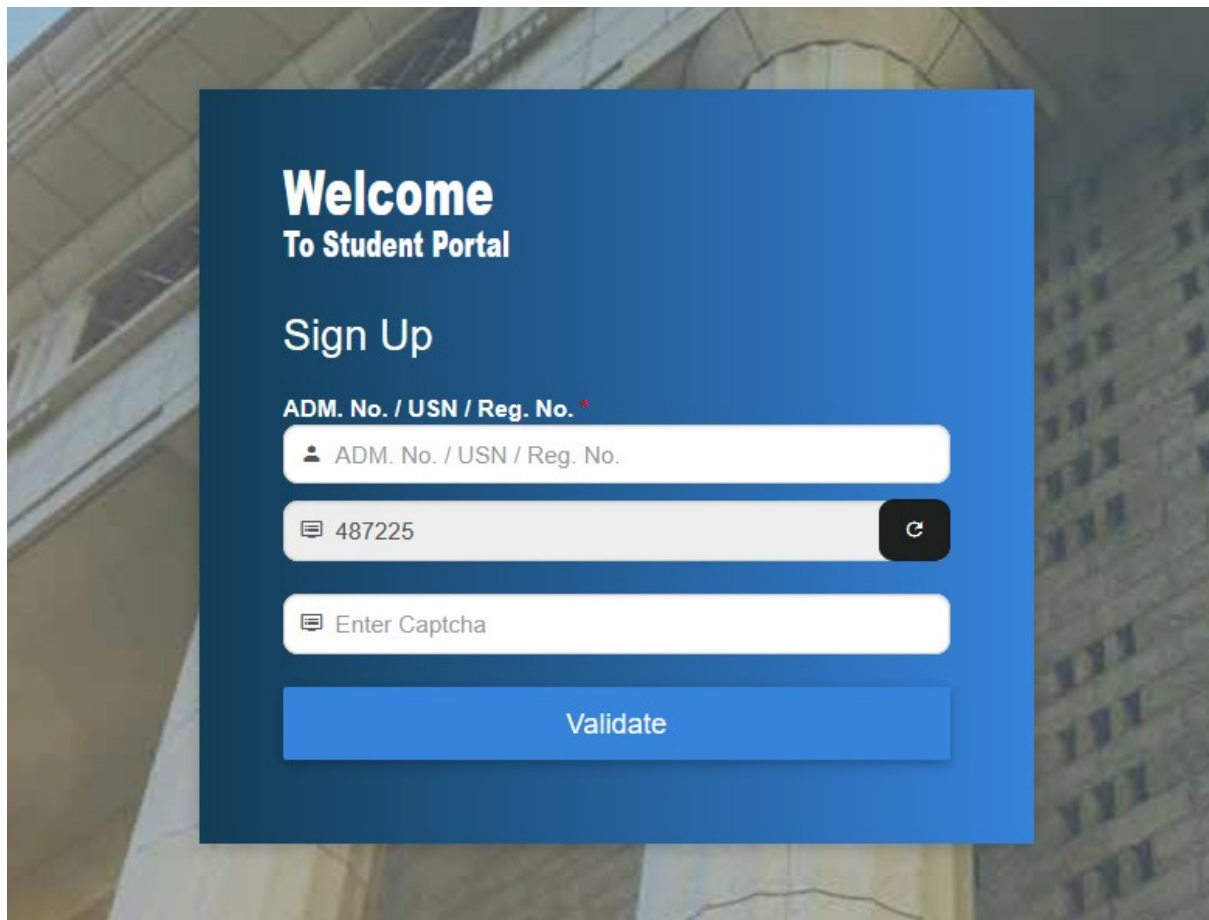
  - ✓ Valid Captcha Code

Student Portal

User Login (for Existing Users)

✓ Step 1: Enter Mobile Number

- Type your registered mobile number in the Mobile field.
- Ensure no spaces or country code (+91) is added unless instructed.

✓ Step 2: Enter Password

- Type your portal password exactly (password is case-sensitive).
- If you forgot the password, click "Forgot Password?" and follow the reset process.

✓ Step 3: Enter Captcha

- Check the captcha displayed
- Enter the same code in the Enter Captcha field.
- If unreadable, click the refresh icon next to it to generate a new one.

✓ Step 4: Read the Instructions

- Click the checkbox "I Have Read the Instructions".
- You cannot login without checking this box.

✓ Step 5: Click Login

- Press the Login button to access your portal dashboard.

Student Portal

Registration (for new Users)

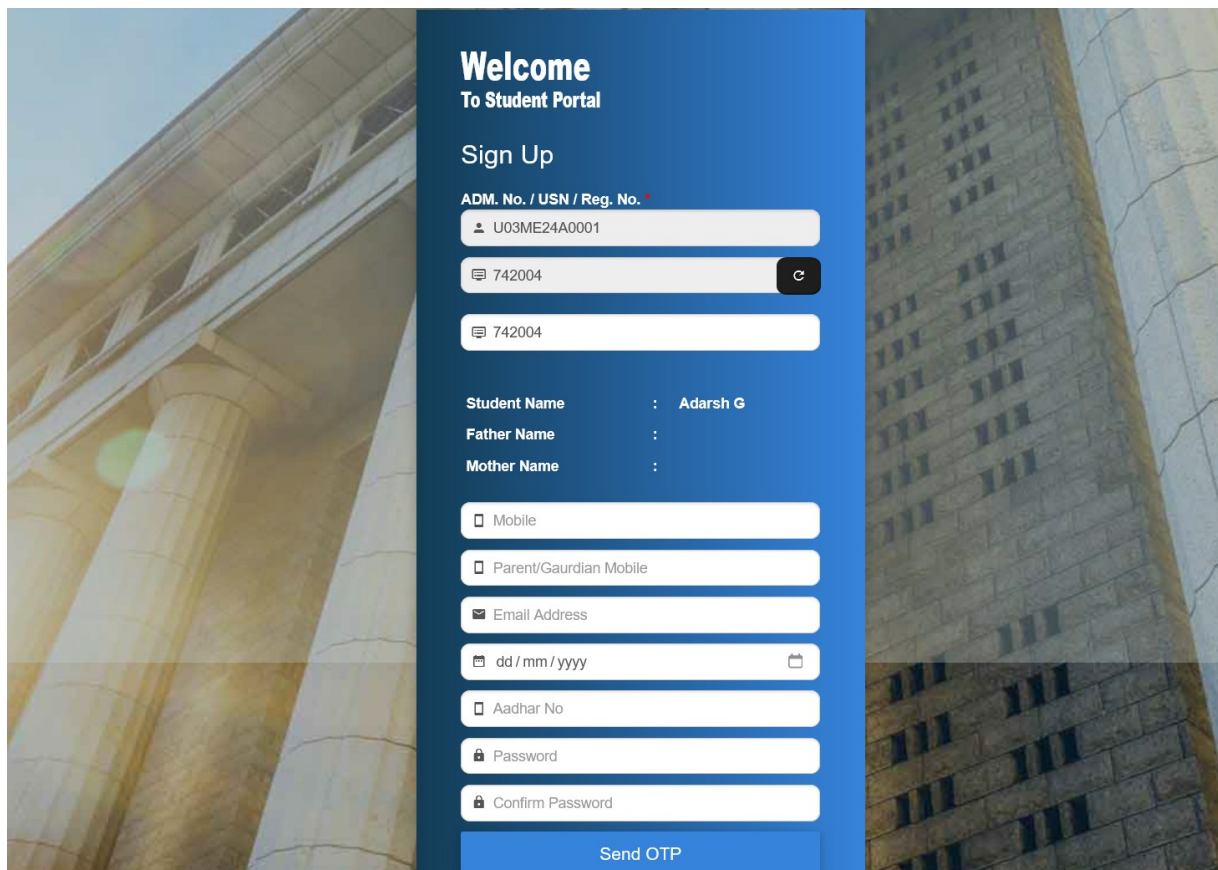First time / new users are required to register into the portal.

- ✓ **Step-1: Validate Your Admission / Registration Details**
  - Enter your **Admission Number / USN / Registration Number** exactly as provided by the institution.
  - Enter the **Captcha** shown on the screen.
  - Click the **refresh icon** to get a new captcha if required.
  - Click **Validate**.

    If the details are correct, the system will fetch your data and display the **full Sign-Up Form** (as shown in Image 2).

✓ **Step-2: Fill Full Sign-Up Form**

- After successful validation, the following details will be auto-displayed:

- **Auto-filled (Read-Only) Information**

    Student Name

    Father Name

    Mother Name

    Verify these details before proceeding.

- Fill the following:

    Mobile Number*

    Enter your personal active mobile number.

    Parent/Guardian Mobile*

    Enter the parent's/guardian's correct mobile number.

    Email Address

    Enter a valid email ID to receive notifications.

    Date of Birth*

    Select your correct DOB from the calendar.

Aadhaar Number (Optional / If required)

Enter your Aadhaar number without spaces.

Password*

Create a strong password.

Confirm Password*

Re-enter the same password.

- ✓ **Step-3: OTP Verification**
    - After filling all fields, click **Send OTP**.
    - You will receive an OTP on your registered mobile number.
    - Enter the OTP in the verification field (appears after clicking Send OTP).
    - Click **Verify & Complete Registration**.
- ✓ **Step-4: Registration Completion**
    - After OTP verification:
    - Your **Student Portal Account** will be successfully created.
    - You will be redirected to the **Login Page**.
    - Use your **Mobile Number + Password** to log in.

Important Notes

- ✓ Ensure that the Admission/USN/Reg. Number matches the institution records.
- ✓ The mobile number must be unique and should not be used for another account.
- ✓ If auto-fetched details (Name/Parent Name) are wrong, contact the institution before proceeding.
- ✓ Do not share your password with anyone.
- ✓ Use a valid mobile number to ensure OTP delivery.
- ✓ If OTP is not received, wait 1−2 minutes and try again.