



User Manual of Student Registration & Login

Developed for

UNIVERSITY OF LUCKNOW



Submitted By:

Designed & Developed By:



UP ELECTRONICS CORPORATION

omni-NET[®]
TECHNOLOGIES PVT. LTD.

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1. Introduction

1.1 Overview of the Web Application

The software has been developed for registration and login of students on fee portal of University of Lucknow. The module is intended to be used by the authorized users or students to register and login on fee portal of the University of Lucknow, to send request and avail the students' centric services. This portal enables user to login and view the required details from the students' centric services through the fee portal of University of Lucknow and furnish the related details after login.

Along with, the services details, notifications, updates, and status of acceptance and rejection of requests, all will be available to the respective users for its further processes.

The concerned departmental users can also track the status of the entire execution of services from their login and will get SMS & Email alerts at all necessary steps.

1.2 Scope of the User Manual

This user manual provides step-by-step guidance on how the authorized users or students will use the software to login, register, and avail the students' centric services.

1.3 Intended Audience of the Application

Officials from the University of Lucknow will be the intended audience of this web application.

1.4 Application Convention

The application has the following conventions:

- a. Fields which have * sign indicate mandatory fields.
- b. Error messages will be displayed in the pop-up box.
- c. Success messages will be displayed in the pop-up box.
- d. All the menu links will be displayed in the side menu.

2. Student Registration

For student registration, click on [Not Registered Yet? Click Here](#) link from login page; the user will be redirected to the registration page of students' centric services. The registration page with the required details will appear, as shown below:

लखनऊ विश्वविद्यालय
University of Lucknow

Student Centric Services

1. Roll No./अनुक्रमांक*

2. Captcha/कैप्चा*

Validate Reset

Already Registered? Click Here to Login. पहले से पंजीकृत हैं? लॉगिन हेतु यहां क्लिक करें।

Technical Helpline/तकनीकी हेल्पलाइन : 0522-4150500 / 7897992064 / 7897999211 / 7897992062 (WhatsApp)
Time/समय : 09:00AM-07:00PM (Working Days Only/केवल कार्य दिवसों पर)
E-mail/ई-मेल : lu.support@otol.co.in

- Enter **Roll No.** and **Captcha** in the given fields and then click on **Validate** button below.
- Click on **Reset** button to reset details, if needed.
- Once the Roll No. is validated; registration page with the required fields will appear, as shown below:

लखनऊ विश्वविद्यालय
University of Lucknow

Student Centric Services

1. Roll No./अनुक्रमांक*

2250564010059

3. College Name/महाविद्यालय का नाम*

KEDAR NATH PATEL MAHAVIDYALAYA, LALPUR SIKATIHA, MAHOLI, ...

4. Student's Name/विद्यार्थी का नाम

DILEEP KUMAR

5. Father's Name/पिता का नाम

RAM RATAN

6. Mother's Name/माता का नाम

KUSUMA DEVI

7. Course/पाठ्यक्रम

B.Sc. (NEP)

8. Mobile No./मोबाइल नंबर*

7084053631

9. Email ID/ईमेल आईडी *

KNPMVSTP56@GMAIL.COM

Send OTP Reset

Already Registered? Click Here to Login. पहले से पंजीकृत हैं? लॉगिन हेतु यहां क्लिक करें।

Technical Helpline/तकनीकी हेल्पलाइन : 0522-4150500 / 7897992064 / 7897999211 / 7897992062 (WhatsApp)
Time/समय : 09:00AM-07:00PM (Working Days Only/केवल कार्य दिवसों पर)
E-mail/ई-मेल : lu.support@otol.co.in

- Enter **Roll No.** **College Name**, **Student's Name**, **Father's Name**, **Mother's Name**, **Course**, **Mobile No.** and **Email ID** in the given fields, respectively.
- Once the details are entered, click on **Send OTP** button below. An OTP will send on the registered mobile number.
- Click on **Reset** button to reset details, if needed.

3. Student Login

To access the student login (fee portal) page, click and open login page by entering the login URL <https://fee.lkouniv.ac.in/apps/Student/Account/StudentLogin> in the web browser; the page will appear, as shown below:

Student Login/विद्यार्थी लॉगिन

Username (LURN/Roll No.)/यूजरनेम (एलयूआरएन/अनुक्रमांक)*

Required

Password/पासवर्ड*

Captcha/कैप्चा

Enter Captcha/कैप्चा भरें*

Login

Reset

Forgot Password?
पासवर्ड भूल गए?

Not Registered Yet? Click Here
पंजीकरण नहीं किया? यहां क्लिक करें

Technical Helpline/तकनीकी हेल्पलाइन : 0522-4150500 / 7897992064 / 7897992062 (WhatsApp)
Time/समय : 09:00AM-07:00PM (Working Days Only)/केवल कार्य दिवसों पर
E-mail/ई-मेल : lu.support@otpl.co.in

- Enter **Username, Password & Captcha** in the respective fields and click on **Login In** button below. User will be redirected to the Dashboard screen.
- To reset new password, click on **Forgot Password** link below the Login button.
- For new registration, click on **Not Registered Yet? Click Here** link from login page.

3.1 Dashboard

Once logged in to the **Dashboard**; Dashboard page with required details will appear, as shown below:

Dashboard

Profile Completed 100%

College Name
CHANDRA BHANU GUPT KRISHI MAHAVIDYALAYA, BAKSHI KA TALAB, LUCKNOW

Program
B.Sc. (Ag) (Hons) (NEP)

Technical Support

Email ID
lu.support@otpl.co.in

Phone
0522-4150500

Mobile
7897-999-211
7897-992-064
7897-992-062

Timing
10 AM TO 6 PM

Student Centric Services Details

SNO.	SERVICE NAME	REQUEST ID	REQUEST DATE	STATUS
------	--------------	------------	--------------	--------

- To update profile, click on Profile and update the required details.
- Click on **Students Centric Services** to proceed with the further steps.

4. Students Centric Services

4.1 Provisional Certificate Request

To view and send new request for provisional certificate, click on **+Add New Request** button from the top right corner of the page.

The screenshot displays the 'Request for Provisional Certificate' page. On the left is a sidebar with the University of Lucknow logo, user profile 'ABHINANDAN SINGH', and a menu under 'STUDENT CENTRIC SERVICES' including 'Provisional Certificate', 'Duplicate Mark Sheet', 'Migration Certificate', 'View Answer Book', 'Language Certificate', 'Degree Certificate', 'Transcript', and 'Challenge Evaluation'. The main content area has a purple header with 'Fee Portal' and a user profile. Below the header, there's a section titled 'Request for Provisional Certificate' with an '+ Add New Request' button. A table with 10 columns (S.NO., REQUEST ID, COURSE NAME, DATE OF SUBMISSION, APPLICATION STATUS, COMPLETE/DELETE REQUEST, FEE PAYMENT STATUS, QUERY DETAILS, CERTIFICATE, ISSUED ON) is shown, but it is currently empty.

- Once clicked on **+Add New Request** button from the Provisional Certificate section page; a new page with **Course Name** selection field will appear, as shown below:

The screenshot shows the 'Application for Provisional Certificate' page. It features a sidebar identical to the previous one. The main content area has a purple header with 'Fee Portal' and a user profile. Below the header, there's a section titled 'Application for Provisional Certificate'. It contains a 'Course Name*' dropdown menu with '-Select-' as the current selection. Below the dropdown are two buttons: 'Submit' (green) and 'Reset' (orange).

- Select **course** and then click on **Submit** button below.
- Click on **Reset** button to reset details, if needed.

- Once the course is selected and submitted by clicking on **Submit** button, a new page with required fields will appear, as shown below:

University of Lucknow

>| Fee Portal

ABHINANDAN SINGH

Upload Documents For Provisional Certificate

Enrollment Number	78357815876	Roll Number	3511856015
College Name	SRI GHURAI LAL VERMA SCIENCE MAHAVIDYALAYA, NAYAGAON, HARDOI	Student's Name	GUNGUN SINGH
Father's Name	GYANENDRA SINGH	Course Name	BCA
Year of Admission	2021	Year of Passing	2023

File Type: PDF/JPG | File Size should be between: 50 KB to 500 KB

WES Form (If any form available then upload it)

Marksheet of BCA Semester 1 *

Marksheet of BCA Semester 2 *

Marksheet of BCA Semester 3 *

Marksheet of BCA Semester 4 *

Marksheet of BCA Semester 5 *

Marksheet of BCA Semester 6 *

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Submit Reset

- Upload the required files/documents by clicking on **Choose File** button/link and then click on **Submit** button below.
- Click on **Reset** button to reset details, if needed.

4.2 Duplicate Mark-sheet

To view and send new request for duplicate mark-sheet, click on **+Add New Request** button from the top right corner of the page.

University of Lucknow

<| Fee Portal

ABHINANDAN SINGH

+ Add New Request

Duplicate Mark Sheet List

S.No.	REQUEST ID	COURSE NAME	YEAR / SEMESTER	DATE OF SUBMISSION	APPLICATION STATUS	COMPLETE/DELETE REQUEST	FEE PAYMENT STATUS	QUERY DETAILS
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User Manual (Student Registration & Login) of Fee Portal, Developed for University of Lucknow, Uttar Pradesh

The screenshot shows the 'Application For Duplicate Marksheet' form. The left sidebar contains the University of Lucknow logo, user profile (ABHINANDAN SINGH), and a menu with options like DASHBOARD, PAY MISCELLANEOUS FEES, and STUDENT CENTRIC SERVICES. The main form area has a purple header with 'Fee Portal' and a user profile. The form fields include: Student Name (ABHINANDAN SINGH), College Name (CHANDRA BHANU GUPT KRISHI MAHAVIDYALAYA, BAKSHI KA TALAB, LUCKNOW), Father Name, Course* (dropdown), and Year / Semester* (dropdown). At the bottom are 'Submit' and 'Reset' buttons.

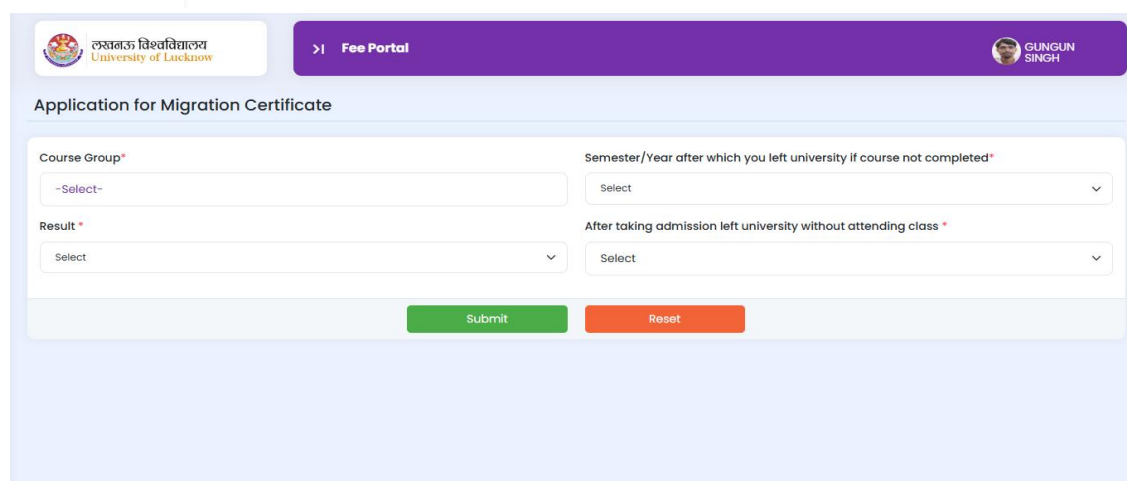
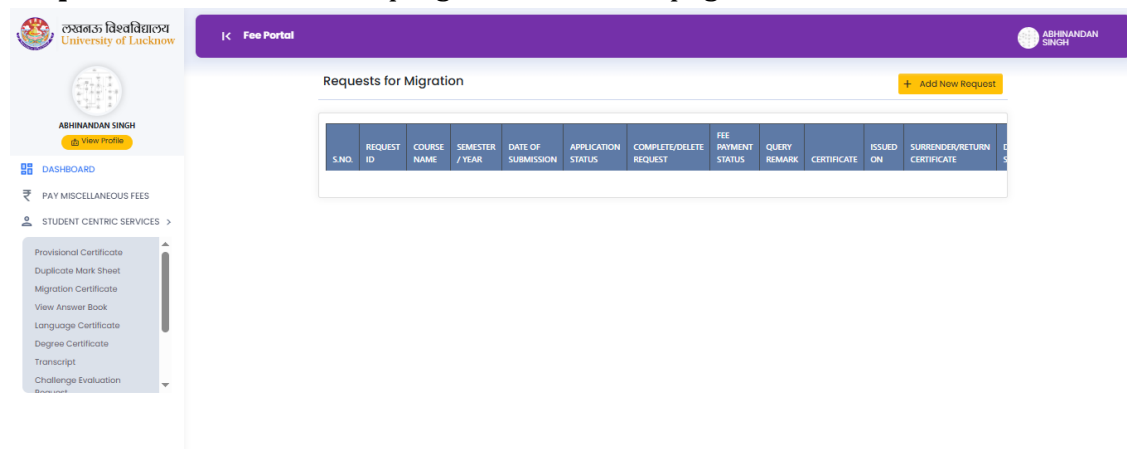
- Enter the required details in the given fields and then click on **Submit** button.
- Click on **Reset** button to reset details, if needed.
- Once the details are entered and clicked on **Submit** button; user will be redirected to the Upload Documents page, as shown below:

The screenshot shows the 'Upload Documents' page. The left sidebar is similar to the previous page. The main form area has a purple header with 'Fee Portal' and a user profile (GUNGUN SINGH). The form displays user details in a table: Enrollment Number (78357815876), Student Name (GUNGUN SINGH), College Name (SRI GHURAI LAL VERMA SCIENCE MAHAVIDYALAYA, NAYAGAON, HARDOI), Year / Semester (1), Year of Passing (2023), Roll Number (3511856615), Father Name (GYANENDRA SINGH), Course (BCA), and Year of Admission (2021). Below the table, there are three file upload sections for 'FIR Copy *', 'Affidavit *', and 'ID Proof *'. Each section has a 'Choose File' button and a 'No file chosen' status. At the bottom are 'Submit' and 'Reset' buttons.

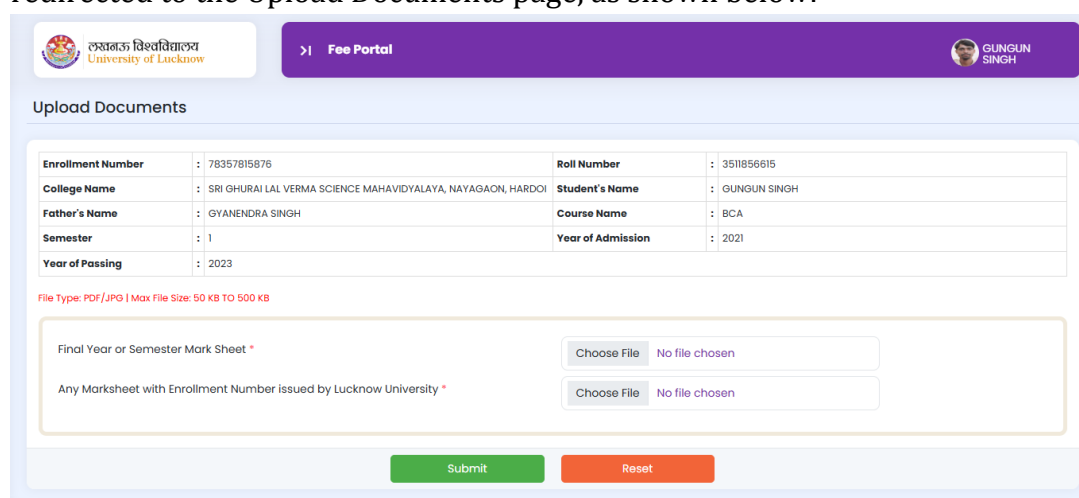
- Upload the required documents by clicking on **Choose File** button, respectively, and click on **Submit** button below.
- Click on **Reset** button to reset details, if needed.

4.3 Migration Certificate

To view and send new request for migration certificate, click on **+Add New Request** button from the top right corner of the page.



- Enter the required details in the given fields and then click on **Submit** button.
- Click on **Reset** button to reset details, if needed.
- Once the details are entered and clicked on **Submit** button; user will be redirected to the Upload Documents page, as shown below:



- Click on **Choose File** button to upload the required documents and click on **Submit** button.
- Click on **Reset** button to reset details, if needed.

4.4 View Answer Book

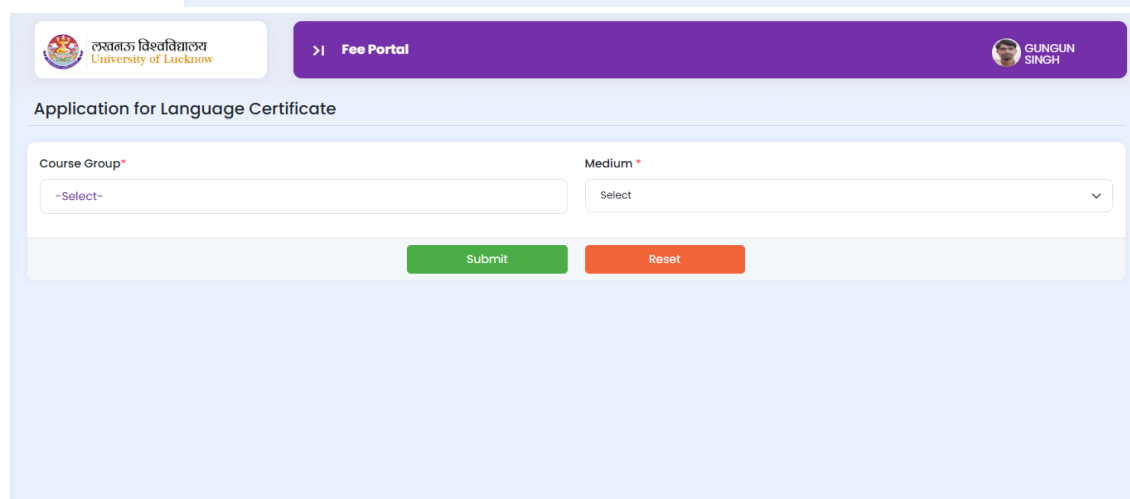
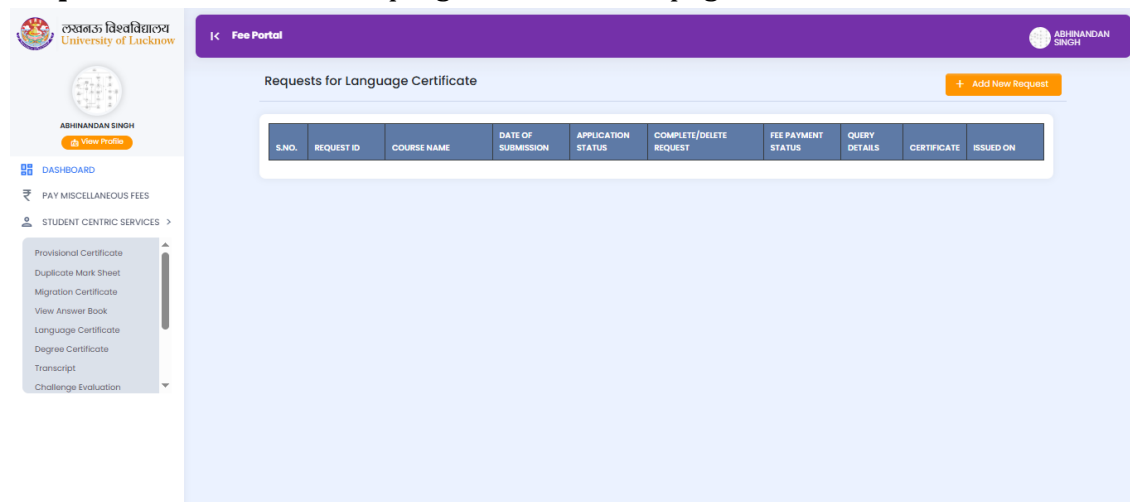
To view and send new request for answer book view, click on **+Add New Request** button from the top right corner of the page.

The screenshot displays the 'View Answer Book Request' page on the University of Lucknow Fee Portal. The interface includes a top navigation bar with the university logo, 'Fee Portal' text, and a user profile for ABHINAVAN SINGH. The main content area features a 'View Answer Book Request' header with an '+ Add New Request' button. Below this is a table with columns: S.NO., REQUEST ID, COURSE, PAPER NAME (CODE), DATE OF SUBMISSION, APPLICATION STATUS, COMPLETE/DELETE REQUEST, FEE PAYMENT STATUS, QUERY DETAILS, VIEW ANSWER BOOK, and ACTION. The bottom section, titled 'Application For View Answer Book', contains a form with fields for Student Name (GUNGUN SINGH), College Name (SRI GHURAI LAL VERMA SCIENCE MAHAVIDYALAYA, NAYAGAON, HARDOI), Father Name (GYANENDRA SINGH), Enrollment Number, Course (dropdown), and Year / Semester (dropdown). Below the form is a 'Paper Details' section with a 'Paper' input field. At the bottom are 'Submit' and 'Reset' buttons.

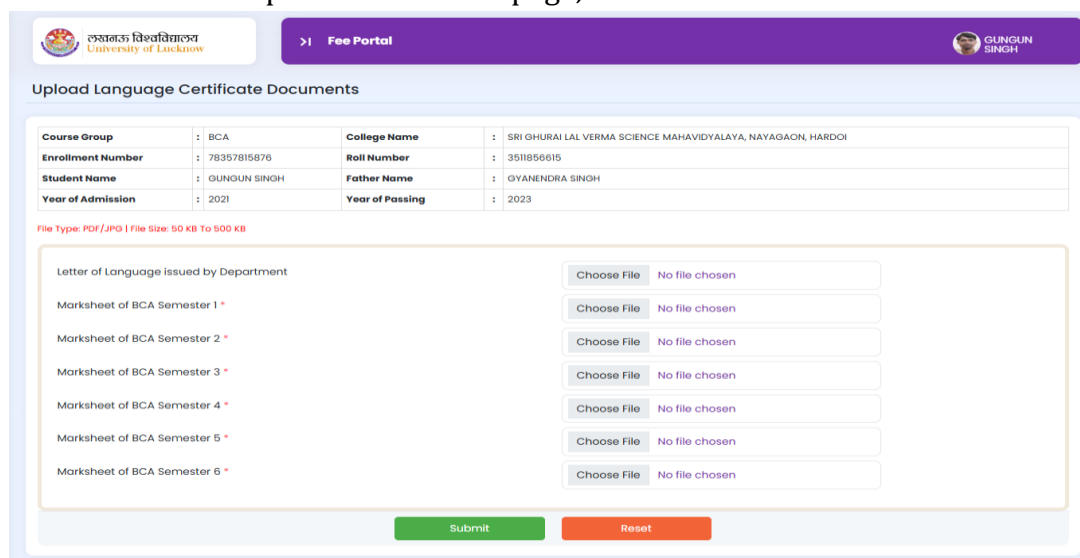
- Enter the required details in the given fields and then click on **Submit** button below.
- Click on **Reset** button to reset details, if needed.

4.5 Language Certificate

To view and send new request for language certificate, click on **+Add New Request** button from the top right corner of the page.



- Select **Course Name** and **Medium** from the dropdown and click on **Submit** button below.
- Click on **Reset** button to reset details, if needed.
- Once the details are entered and clicked on **Submit** button; user will be redirected to the Upload Documents page, as shown below:



- Upload documents by clicking on **Choose File** button/link and click on **Submit** button below.
- Click on **Reset** button to reset details, if needed.

4.6 Degree Certificate

To view and send new request for degree certificate, click on **+Add New Request** button from the top right corner of the page.

The screenshot shows the 'Requests for Degree Certificate' page. The sidebar on the left contains the University of Lucknow logo, user profile (ASHNANDAN SINGH), and a menu with options like Dashboard, Pay Miscellaneous Fees, and Student Centric Services. The main content area has a table with columns: S.NO., REQUEST ID, COURSE NAME, DATE OF SUBMISSION, APPLICATION STATUS, COMPLETE/DELETE REQUEST, FEE PAYMENT STATUS, QUERY DETAILS, and DEGREE CERTIFICATE. An 'Add New Request' button is located in the top right corner of the main area.

- Select **Course Group** from dropdown and click on **Submit** button.
- Click on **Reset** button to reset details, if needed.

The screenshot shows the 'Application for Degree Certificate' form. It includes a 'Course Group' dropdown menu. Below it, there are two columns of form fields. The left column contains: Enrollment Number (78357815876), Student's Name (GUNGUN SINGH), College Name (SRI GHURAI LAL VERMA SCIENCE MAHAVIDYALAYA, NAYAGACH, HARDOI), and Year of Admission (2021). The right column contains: Roll Number (351856615), Father's Name (GYANENDRA SINGH), Course Name (BCA), and Year of Passing (2023). At the bottom, there are 'Submit' and 'Reset' buttons.

- Upload documents and click on **Submit** button below.
- Click on **Reset** button to reset details, if needed.

4.7 Transcript

To view transcript, click on Transcript from side menu; page will appear as shown below:

Application For Transcript

S.NO.	COURSE NAME	SUBJECT 1	SUBJECT 2	SUBJECT 3	YEAR OF ADMISSION	YEAR OF PASSING	DIVISION	IS APPEARED	TRANSCRIPT
1	Acharya	Acharya			2008	2009	1	Yes	Marks Entry

Is Ph.D. Completed ☐

[Calculate Payment](#)

- To perform action against marks entry, click on Marks Entry icon from the grid; page with required fields will appear, as shown below:

Fill the Paper

Acharya Marksheet

Select Year *
Select Year

Select Month *
Select Month

Upload Marksheet *
Choose File No file chosen

Minimum Aggregate Marks *

Note: Allowed file formats are .jpg, .jpeg, .pdf.

Subject Name	Paper Code/Name	Theory			Practical			Internal			Total			Only For Grading Systems			
		Max	Min	Obt	Max	Min	Obt	Max	Min	Obt	Max	Min	Obt	Grade Point Awarded (G)	Credit Point Assigned (C)	Credit Point Secured (S)	Credit Point (G/C)
Paper 1:																	

[Add Paper](#)

If there is backpaper Acharya Semester 1 Regular then fill the backpaper form.

[Save & Continue](#)

- Once the required details are entered, click on **Save & Continue** button below.

4.8 Challenge Evaluation Requests

To view and send new request for challenge evaluation requests, click on **+Add New Request** button from the top right corner of the page.

The screenshot shows the 'Fee Portal' interface for the University of Lucknow. On the left is a sidebar with the user's name 'ABHINANDAN SINGH' and a 'View Profile' button. Below this are links for 'DASHBOARD', 'PAY MISCELLANEOUS FEES', and 'STUDENT CENTRIC SERVICES'. The 'STUDENT CENTRIC SERVICES' menu is expanded, showing options like 'Provisional Certificate', 'Duplicate Mark Sheet', 'Migration Certificate', 'View Answer Book', 'Language Certificate', 'Degree Certificate', 'Transcript', and 'Challenge Evaluation Request'. The main content area is titled 'Challenge Evaluation Request' and features a '+ Add New Request' button in the top right corner. Below the button is a table with the following columns: S.NO., EVALUATION REQUEST ID, COURSE, PAPER NAME (CODE), EVALUATION DATE, APPLICATION STATUS, FEE PAYMENT STATUS, MAX MARKS, OBTAIN OLD MARKS, OBTAIN NEW MARKS, and ACTION.

- Click on **+Add New Request** button from the top right corner of the page, New Request for challenge evaluation page will appear, as shown below:

The screenshot shows the 'Application For Challenge Evaluation' form. At the top, it displays the user's name 'GUNGUN SINGH' and the 'Fee Portal' header. The form contains the following fields: 'Student Name' (GUNGUN SINGH), 'Father Name' (GYANENDRA SINGH), 'College Name' (SRI GHURAI LAL VERMA SCIENCE MAHAVIDYALAYA, NAYAGAON, HARDOI), and 'Enrollment Number'. Below these are dropdown menus for 'Course' (currently showing '-Select-') and 'Year / Semester' (currently showing 'Select Year / Semester'). A 'Paper Details' section contains a 'Paper' dropdown menu. At the bottom of the form are two buttons: 'Submit' (green) and 'Reset' (orange).

- Select **Course** and **Year/Semester** from dropdown and then click on **Submit** button to submit details.
- Click on **Reset** button to reset details, if needed.

4.9 Correction of Mark Sheet

To view and raise new request for correction of mark sheet, click on **Correction of Mark Sheet** from side menu; page with the required details will appear, as shown below:

The screenshot shows the 'Requests for Correction Of Marksheet' page. On the left is a sidebar with the University of Lucknow logo, user profile (ABHINANDAN SINGH), and a menu including 'DASHBOARD', 'PAY MISCELLANEOUS FEES', and 'STUDENT CENTRIC SERVICES' with a sub-menu for 'Correction of Mark Sheet'. The main area has a purple header 'Fee Portal' and a table with columns: S. NO., REQUEST ID, STUDENT NAME, COURSE, COLLEGE NAME, DATE OF SUBMISSION, FEE PAYMENT STATUS, APPLICATION STATUS, COMPLETE/DELETE REQUEST, QUERY DETAILS, and APP. FORM DETAILS. An 'Add New Request' button is in the top right.

- To raise new request, click on **Add New Request** button from top right corner; a new page with required details will appear, as shown below:

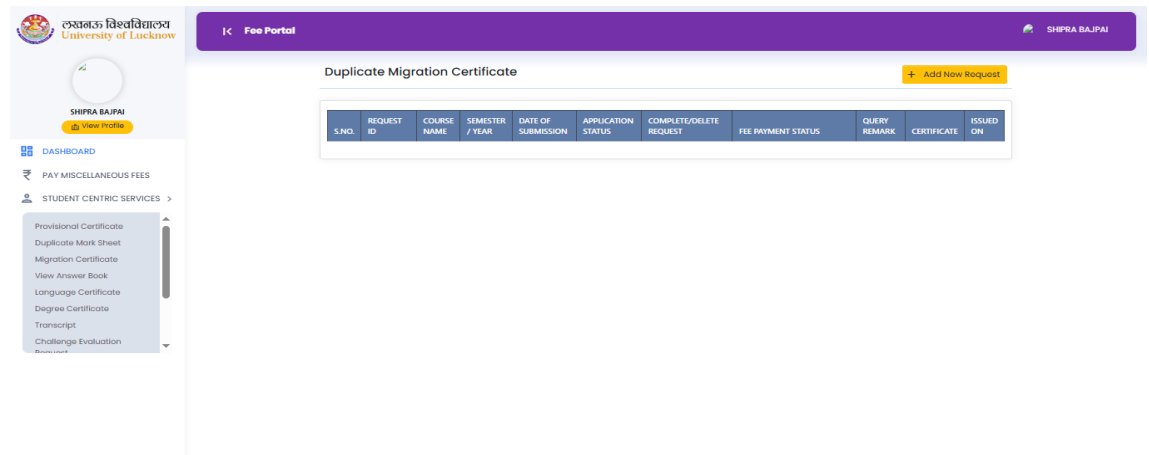
The screenshot shows the 'Application For Correction Of Marksheet' form. It includes a course name field (Aacharya), a note about submitting the mark sheet to the university, and a field for 'Original Copy Submitted' (Offline at the Exam Cell of the University). There are three checkboxes: 'Basic Details Correction' (checked), 'Marks Correction', and 'Enrollment Correction'. Below is a 'Basic Detail's Correction' table with columns: CORRECTION TYPE, OLD DETAILS, NEW DETAILS, and UPLOAD HIGH SCHOOL MARKSHEET (FILE TYPE: PDF/JPG | FILE SIZE SHOULD BE BETWEEN: 50 KB TO 500 KB). The table has rows for Name, Father's Name, Mother's Name, Date of Birth, and Photo. At the bottom, there is a 'Year / Semester' dropdown, a 'Remarks of Correction' text area, and 'Submit & Next' and 'Reset' buttons.

CORRECTION TYPE	OLD DETAILS	NEW DETAILS	UPLOAD HIGH SCHOOL MARKSHEET (FILE TYPE: PDF/JPG FILE SIZE SHOULD BE BETWEEN: 50 KB TO 500 KB)
<input type="checkbox"/> Name	ABHINANDAN SINGH	ABHINANDAN SINGH	Choose File No file chosen
<input type="checkbox"/> Father's Name			Choose File No file chosen
<input type="checkbox"/> Mother's Name			Choose File No file chosen
<input type="checkbox"/> Date of Birth	07/25/2004	07/25/2004	Choose File No file chosen
<input type="checkbox"/> Photo	NA	Choose File No file chosen	Choose File No file chosen

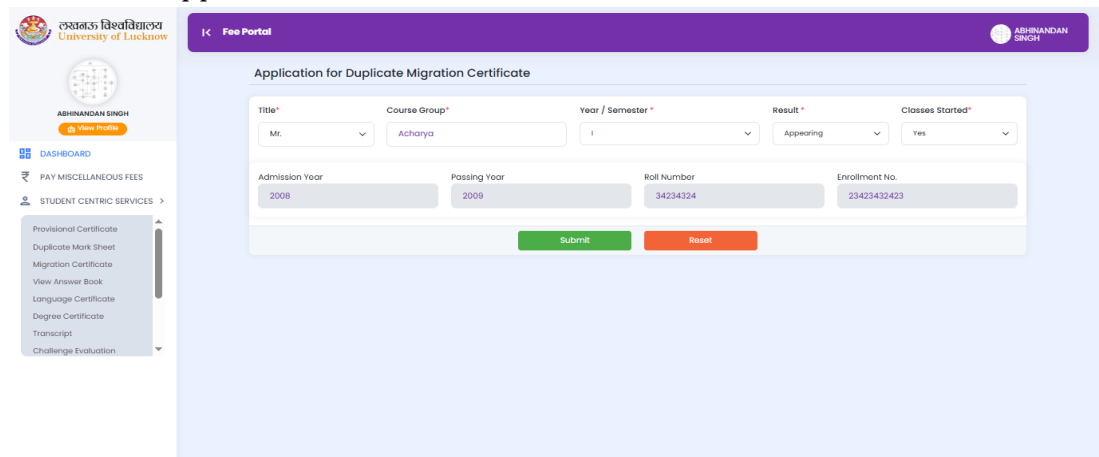
- Enter the required details and click on **Submit & Next** button below.
- Click on Reset button to reset details, if needed.

4.10 Duplicate Migration

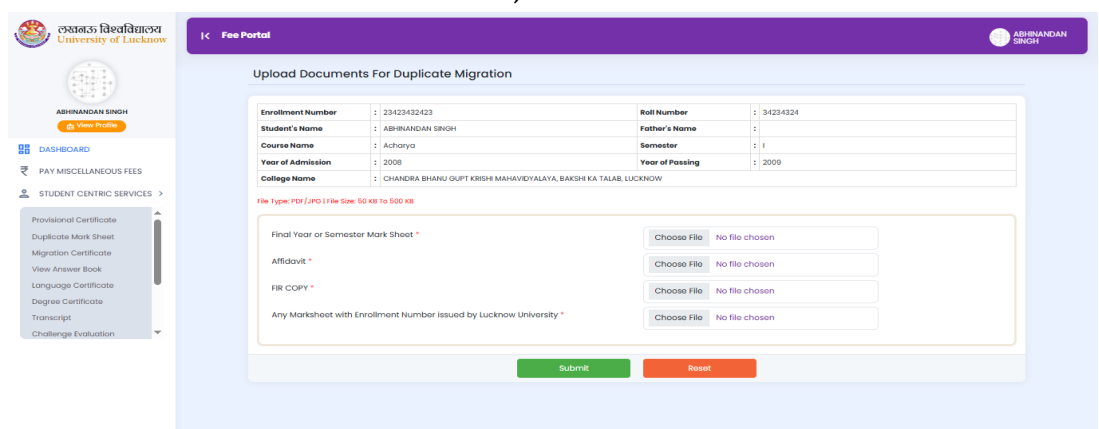
To view and send new request for Duplicate Migration, click on **+Add New Request** button from the top right corner of the page.



- Once clicked on **+Add New Request** button, new page with the required details will appear, as shown below:



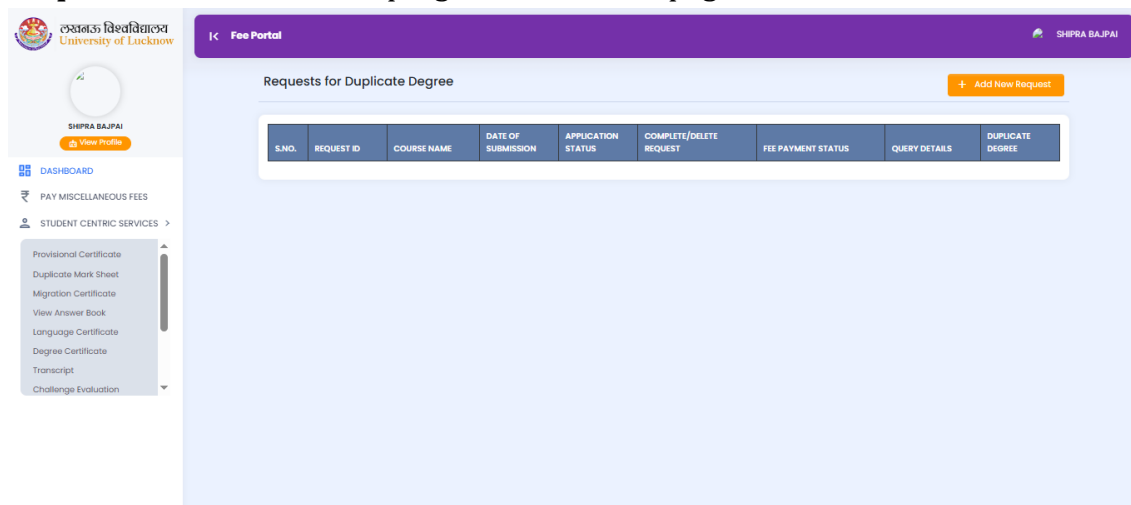
- Enter **Title, Course Group, Year/Semester, Result** and **Classes Started** in given fields and click on **Submit** button.
- Click on **Reset** button to reset details, if needed.



- Click on **Submit** button to submit details.

4.11 Duplicate Degree

To view and send new request for Duplicate Degree, click on **+Add New Request** button from the top right corner of the page.



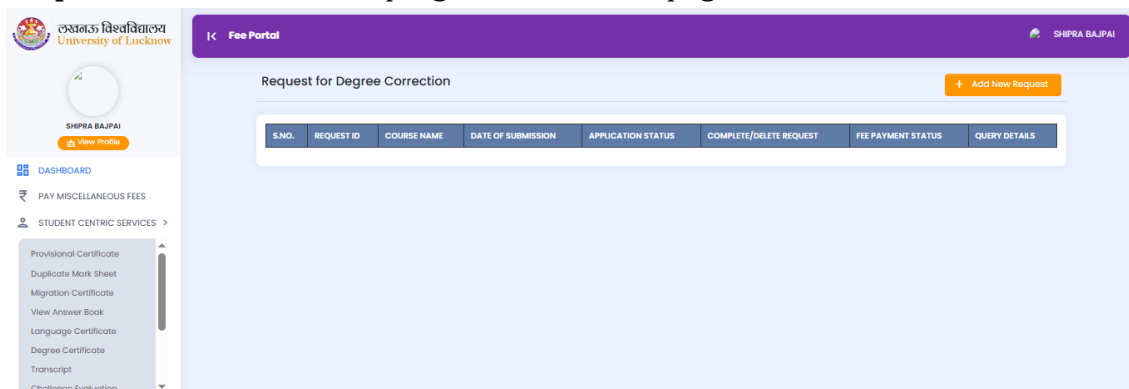
- Once clicked on **+Add New Request** button, new page with the required details will appear, as shown below:

- Select Course Group from dropdown and click on **Submit** button.
- Click on **Reset** button to reset details, if needed.

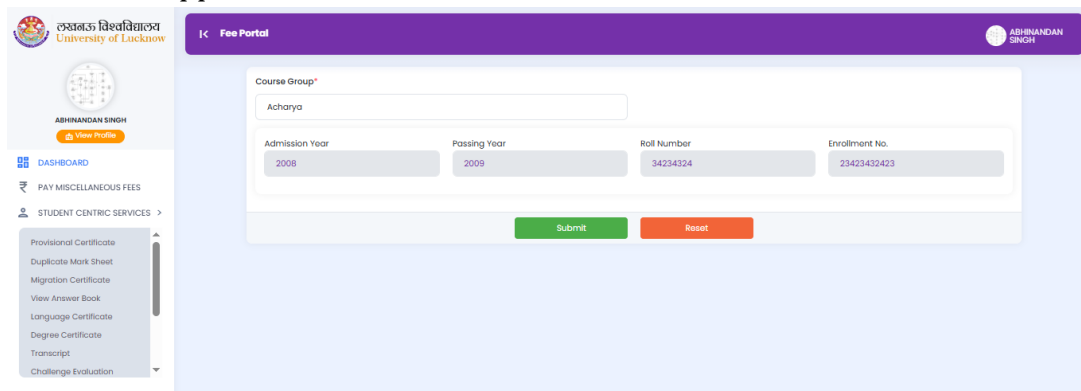
- Upload required documents and click on **Submit** button below.

4.12 Degree Correction

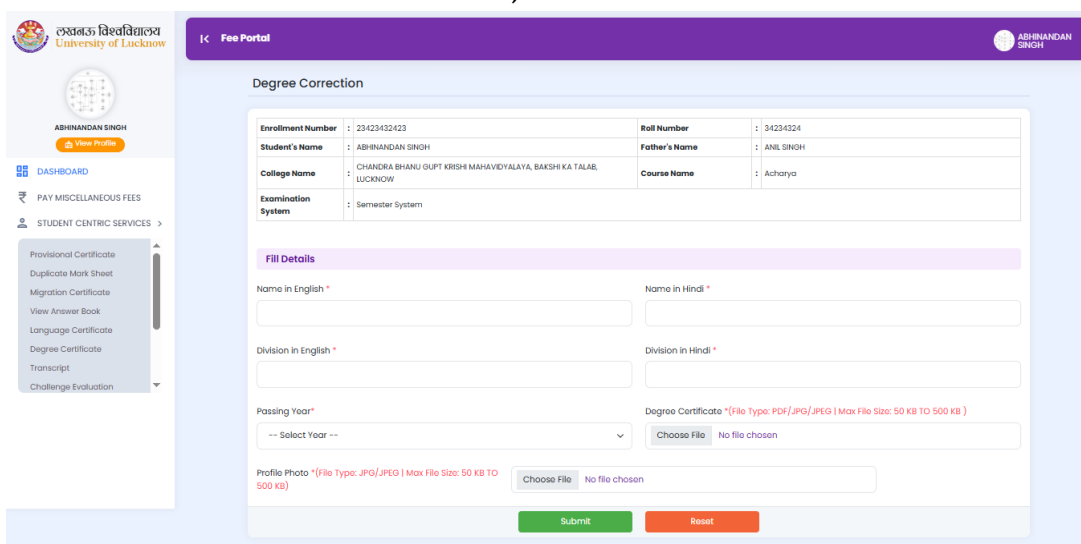
To view and send new request for Degree Correction, click on **+Add New Request** button from the top right corner of the page.



- Once clicked on **+Add New Request** button, new page with the required details will appear, as shown below:



- Select Course Group from dropdown and click on **Submit** button.
- Click on **Reset** button to reset details, if needed.



- Enter and upload the required documents and click on **Submit** button below.
- Click on **Reset** button to reset details, if needed.

5. For Technical Support

While using this software application if any technical error occurs, you can contact us on our Technical Helpline Number +91-522-4150500 or can raise your query by emailing us at support@otpl.co.in.