User Manual
of
Student Registration & Login

Developed for

UNIVERSITY OF LUCKNOW

Submitted By: **Designed & Developed By:**

UP ELECTRONICS CORPORATION

Table of Contents

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:

- 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:

- 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:

- 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:

- 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.

- 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:

- 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:

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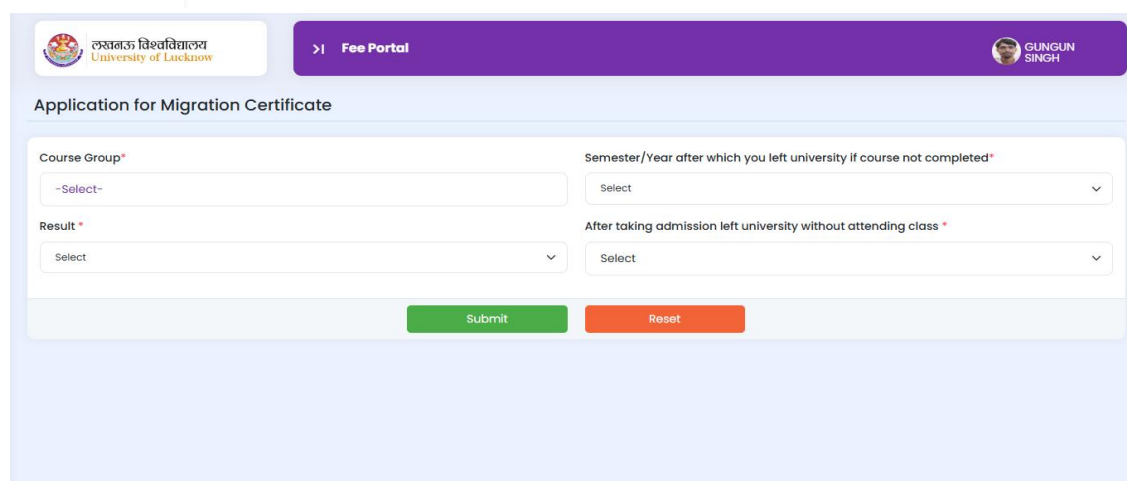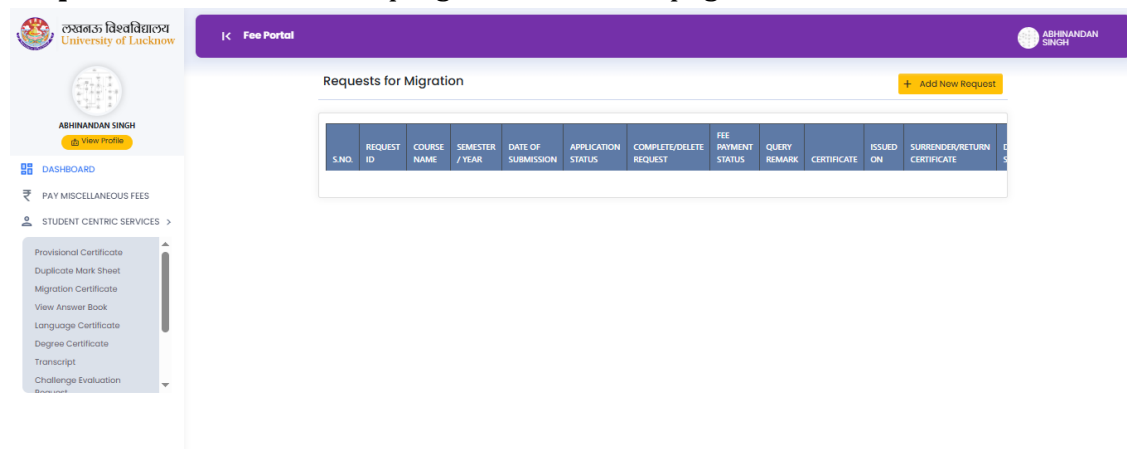
- Enter the required details in the given fields and then click on **Submit** button.
- Click on **Reset** button to reset details, if needed.
- Once the details are entered and clicked on **Submit** button; user will be redirected to the Upload Documents page, as shown below:
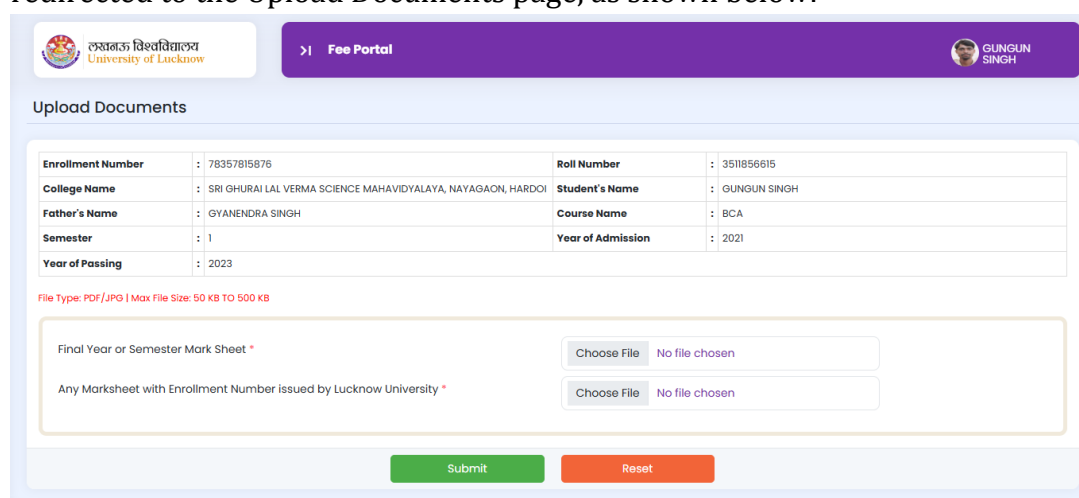

- Upload the required documents by clicking on **Choose File** button, respectively, and click on **Submit** button below.
- Click on **Reset** button to reset details, if needed.

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.
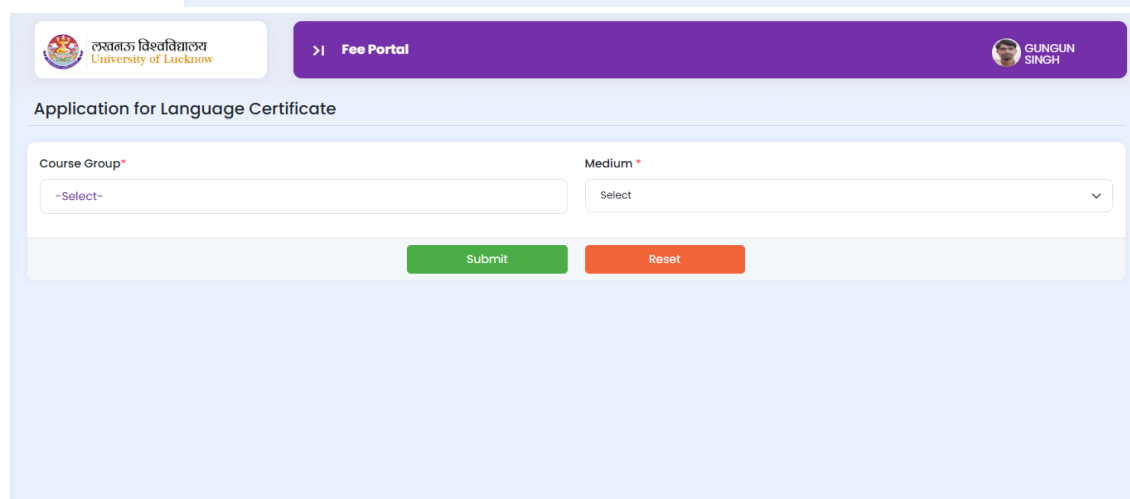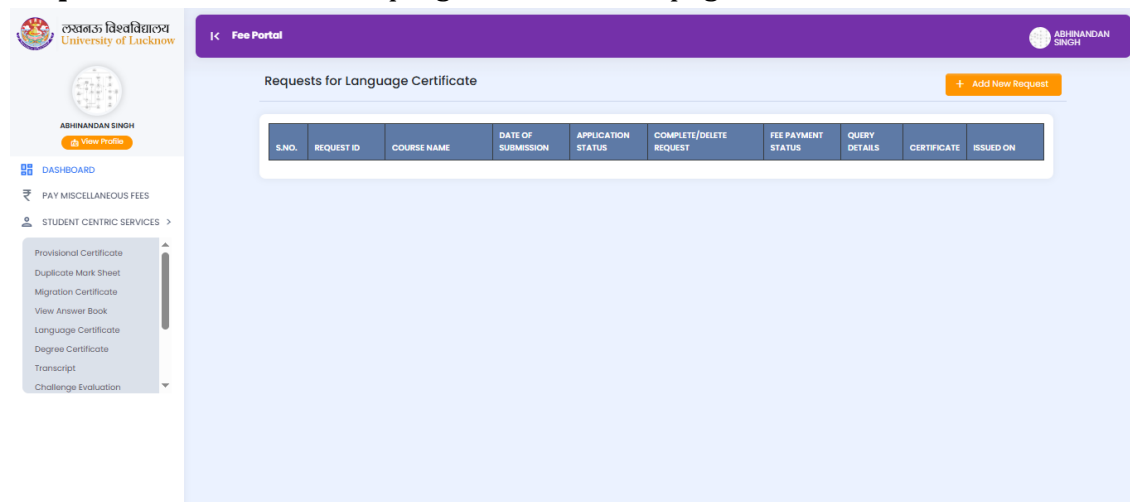
4.4   View Answer Book

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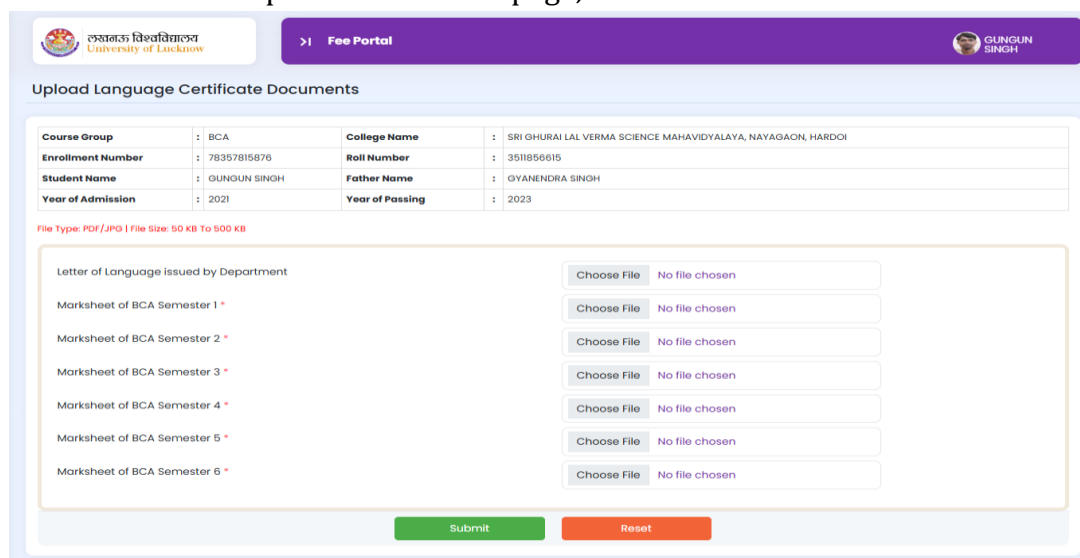

- Enter the required details in the given fields and then click on **Submit** button below.
- Click on **Reset** button to reset details, if needed.

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.

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

- 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:

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

- 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.

- 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:

- 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:

- 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:
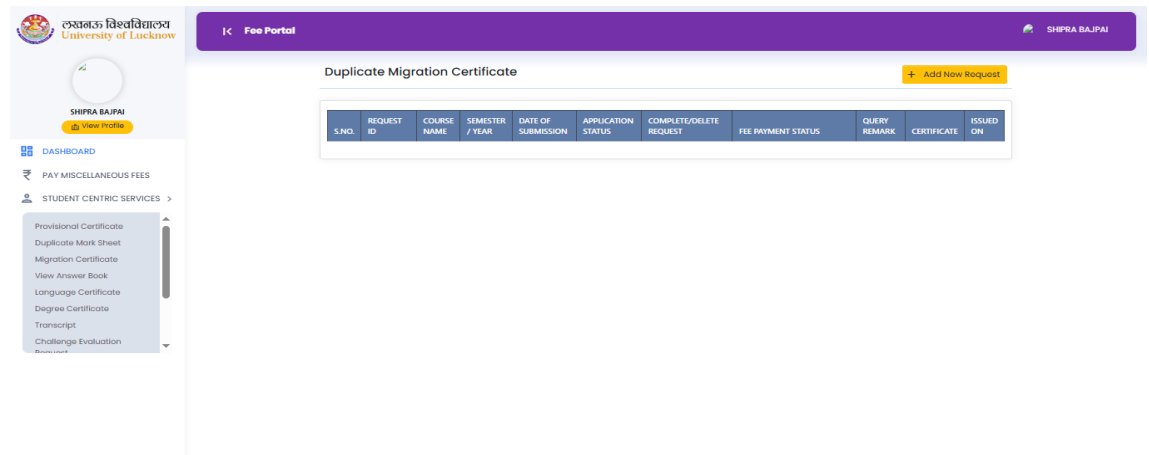

- Enter the required details and click on **Submit & Next** button below.
- Click on Reset button to reset details, if needed.

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.
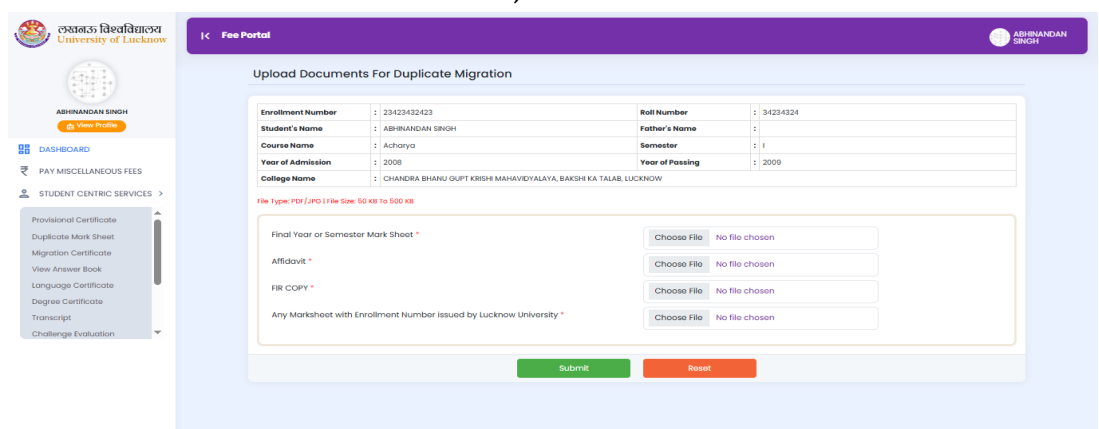
4.12 Degree Correction

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

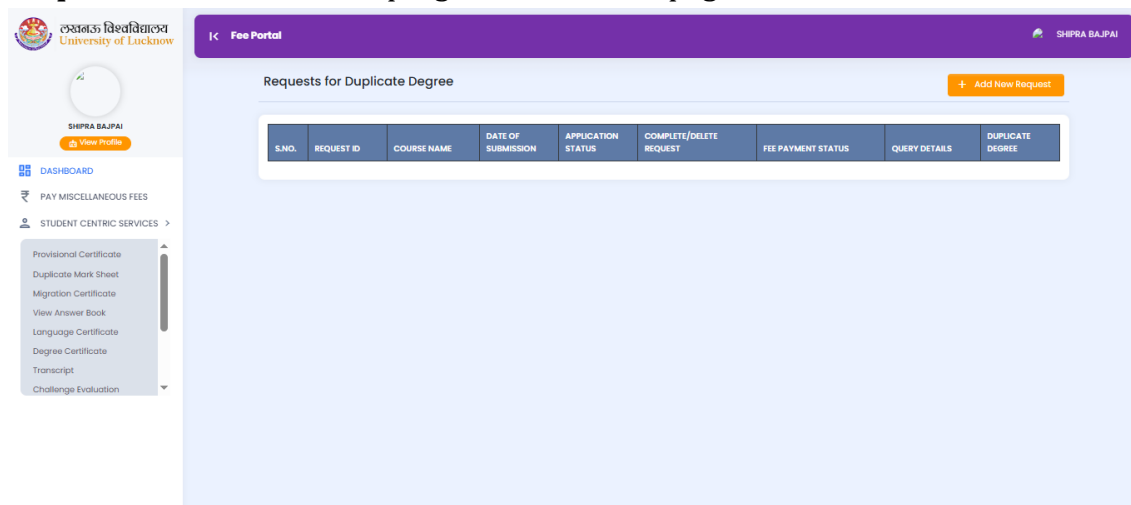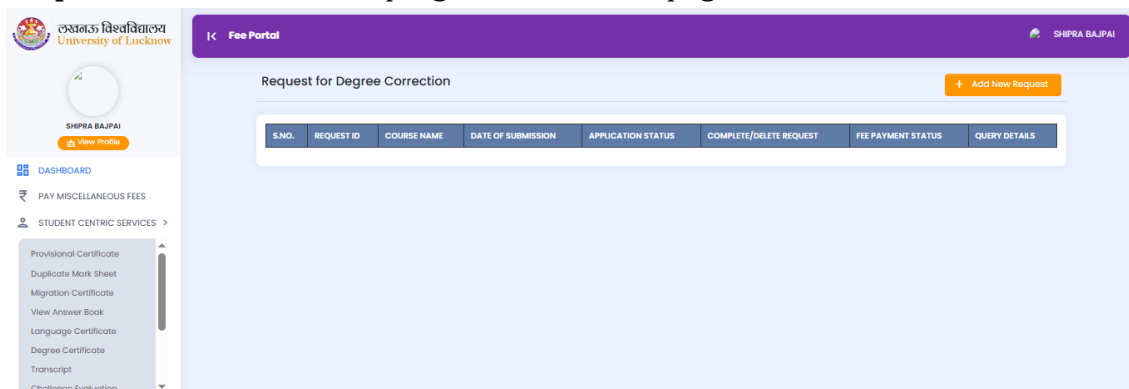- Once clicked on **+Add New Request** button, new page with the required details will appear, as shown below:

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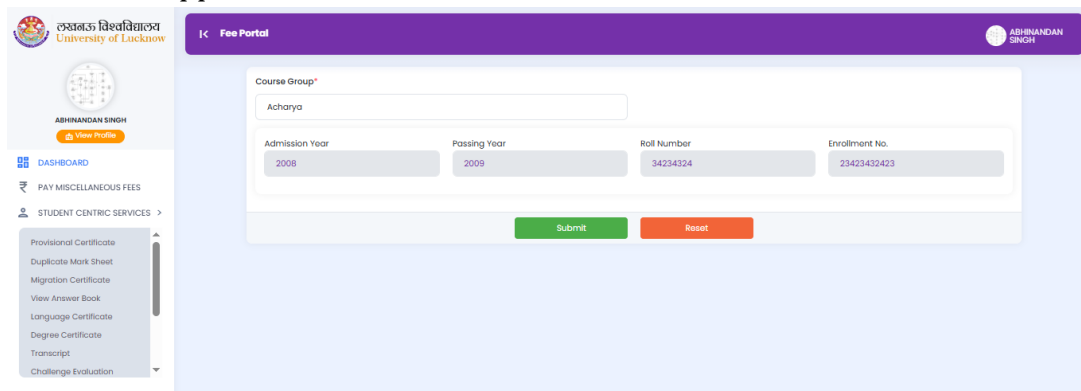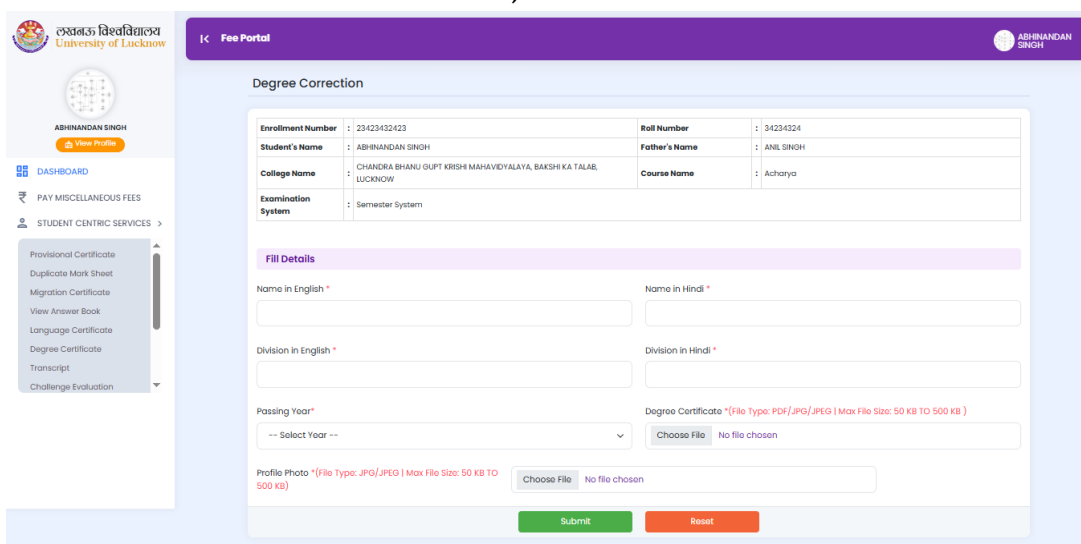- Click on **Reset** button to reset details, if needed.

- 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.