

Step 1:

1. Open the below URL to access the self-service portal:
https://q01.tcsion.com//per/q01/pub/1254/SelfServices/templates/login_page21092021011323/Login%20Page521092021011353.html
2. Login page will be displayed as follows:



Fig 1: Login page

Step 2:

1. After first time login user will get following page for changing their default password and they need to set their own password
2. "Current Password" will be the default password
3. User need to confirm new password to login into the College self-service portal



Fig 2: Change password page

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Step 3:

1. Post successfully login the following page will be displayed:

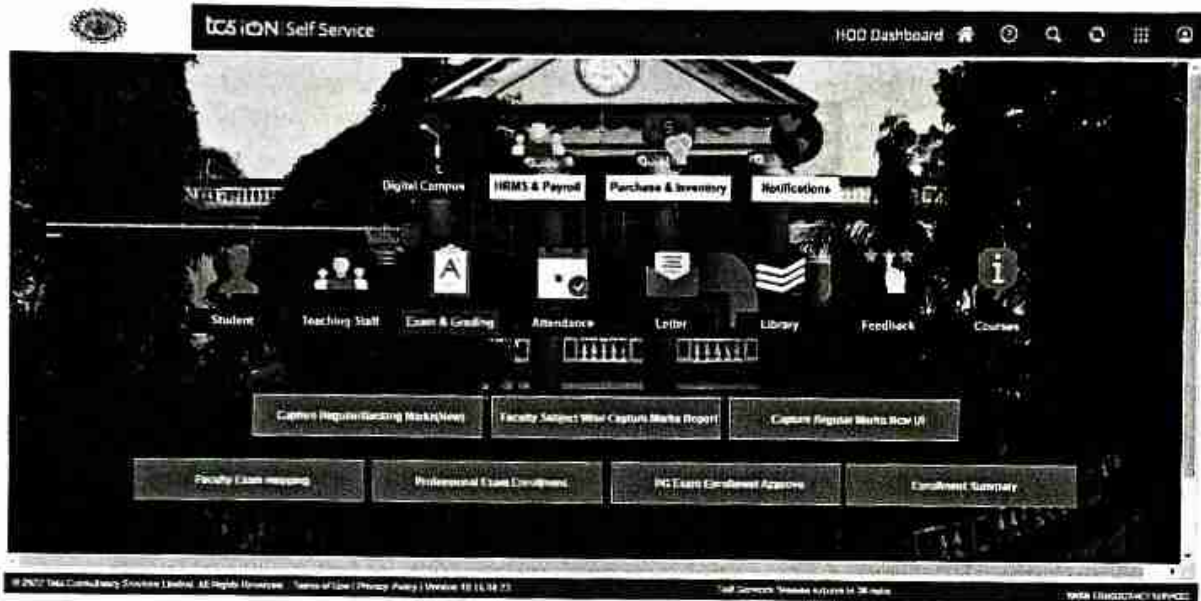


Fig 3: Landing page

Step 4:

1. Click on the "Student"
2. Then "Student Details"

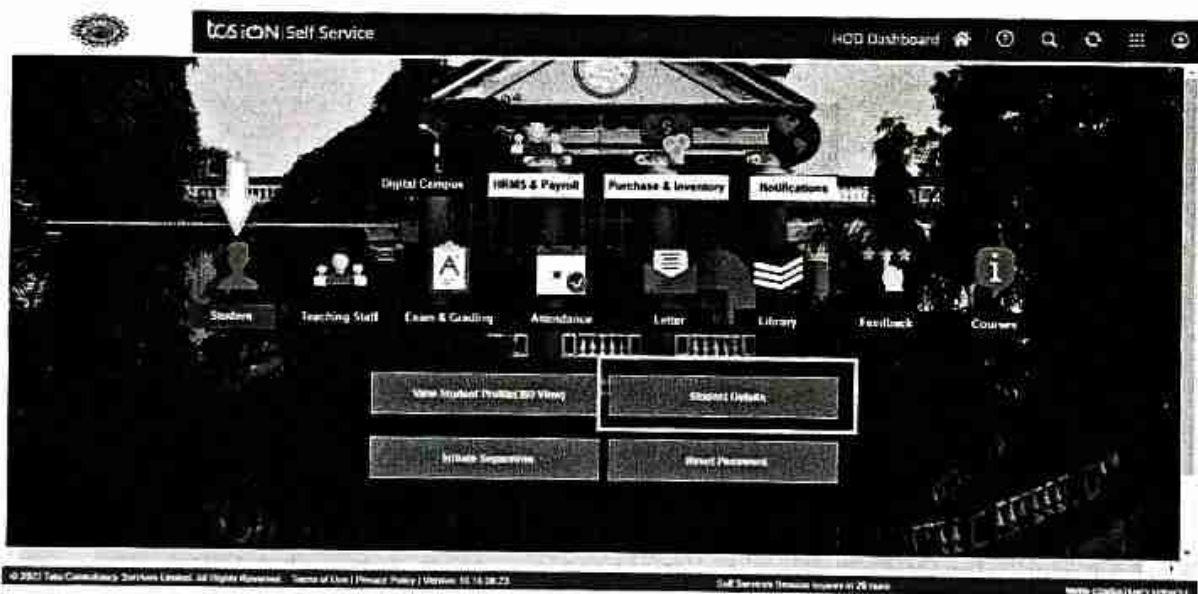


Fig 4: Student profile page

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PHOTO & SIGNATURE UPLOAD DETAILS:

Step 5:

1. Click on the "Student Details".
2. User need to search the student details with student registration no or roll no
3. Need to click on " Search"

The screenshot shows the 'Student Details' page with the following fields:

- Basic Search:** First Name, Middle Name, Last Name, Registration No, Email Name, Provincial Roll No, Academic Session, Current Acad Exam Session, Student Roll No, Site.
- Additional Detail:** Date of Birth, Admission Category, Student Status, Shift Name, Mobile Number, Date of Admission, Student Exam Status, Class, Fee Category, Academic Year, Lateral Admission, Fee Status, Photo Exam.

Buttons at the bottom include: Search, Reset, Bulk Capture FirstPhoto, and View Filter.

Fig 5.1: Student details view page

- 3 After click on "Search" user will find the below details of that particular student
- 4 Select the "Student Profile"

The screenshot shows the search results page with the following table:

Search Listing	Student Name	Registration No	Roll No	Site	Batch Name	Academic Session	Class	Student Status	Lateral Admission	Currency
				BU, THE UNIVERSITY OF BURDWAN		Year 1		Active	NA	INR

Buttons at the bottom include: Student Profile, Change Password, Change Application, Change Email, Reset Password, and Export.

Fig 5.2: Student details page

- 5 After click on "Student Profile" user will find the below screen where user get to see their Academic details, Personal details, Photo & Signature

Handwritten signature

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6 Click on the "Upload image" of photo area .

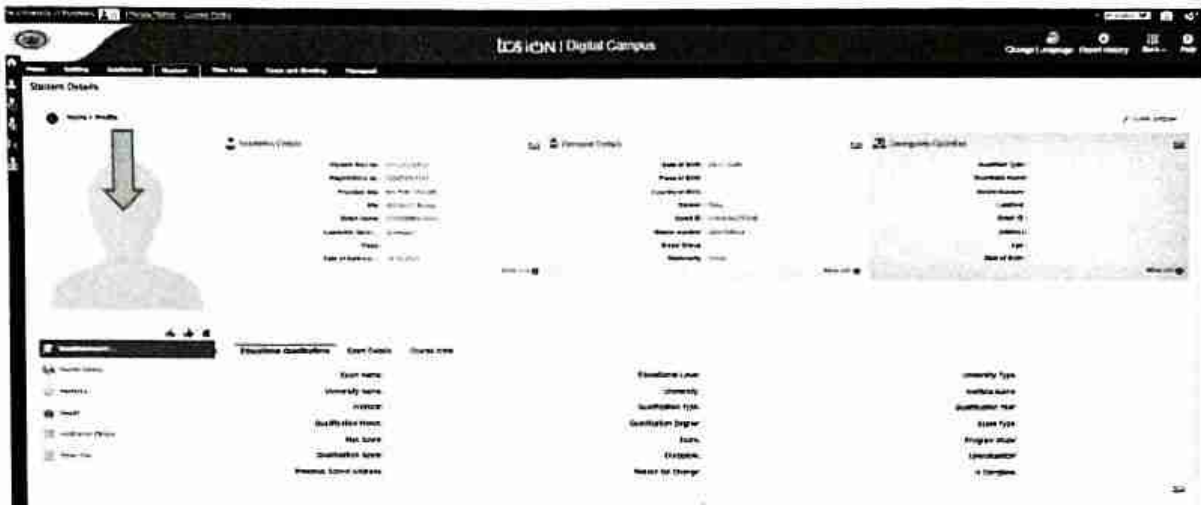


Fig 5.3: Student profile view page

9 Click on the area where written "click here to browse file" and select the address where the Photo and Signature are present. Then click on the "Upload" button and click on the **save** button.

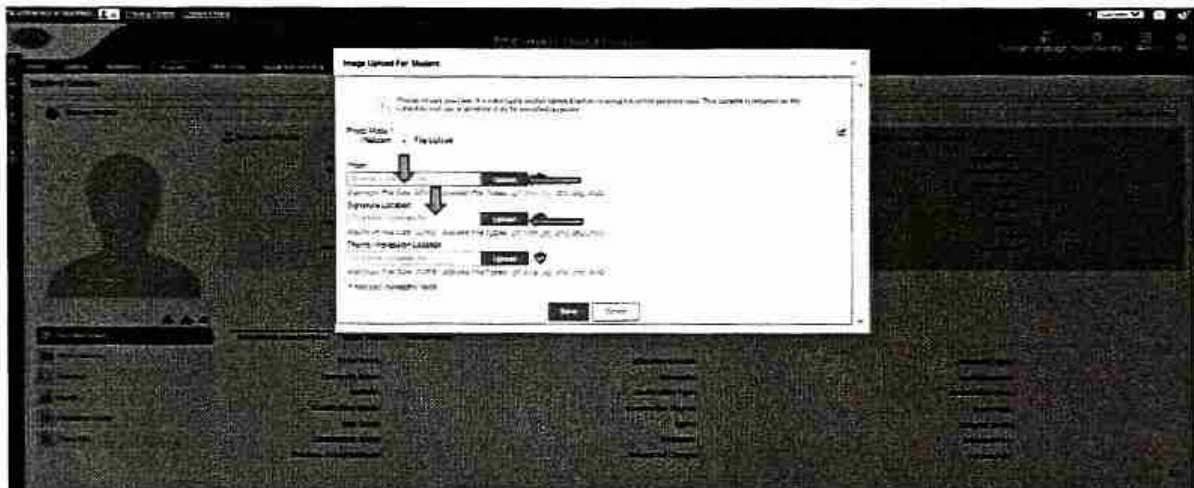


Fig 5.4: Photo and signature upload page


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