Step 1:

1. Open the below URL to access the self-service portal:
2. **https://www.tcsion.com/SelfServices/**

Or

1. Please find "TCSiON self-service portal" in the google and open the URL from the search result.
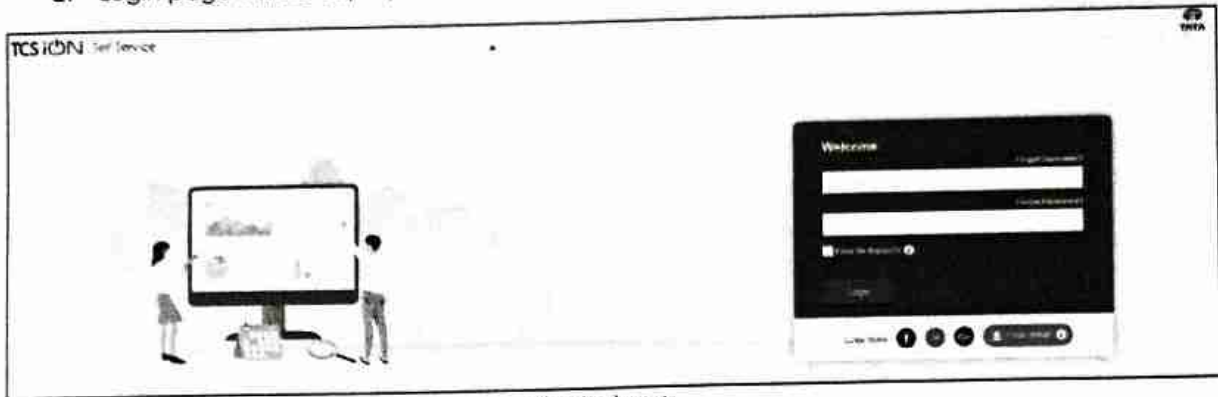2. Login page will be displayed as follows:

Fig 1: Login page

Step 2:

Provide user credential to login into the self-service portal. Post successfully login the following page will be displayed:
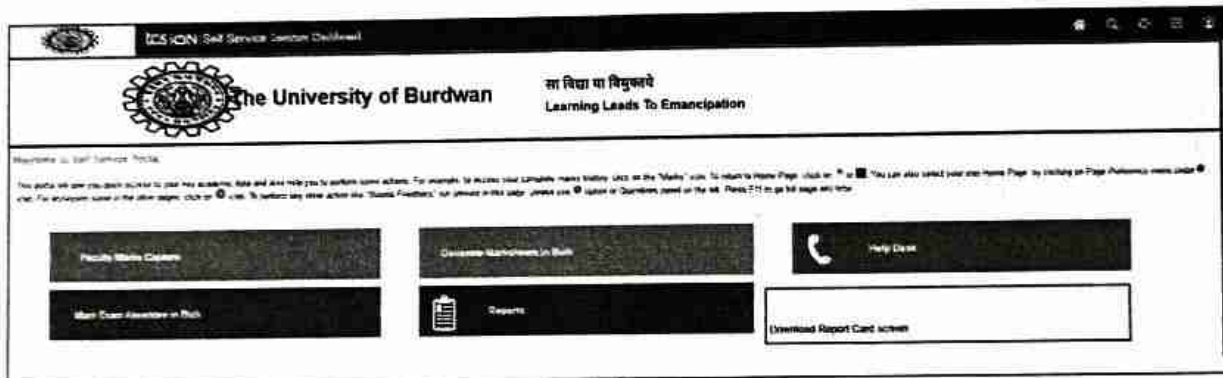

Fig 2: Landing page

Step 3:

1. Click on the **"Download report card screen"**.
2. User will find the below screen for select the required filters. All the filters marked in red boxes are mandatory.
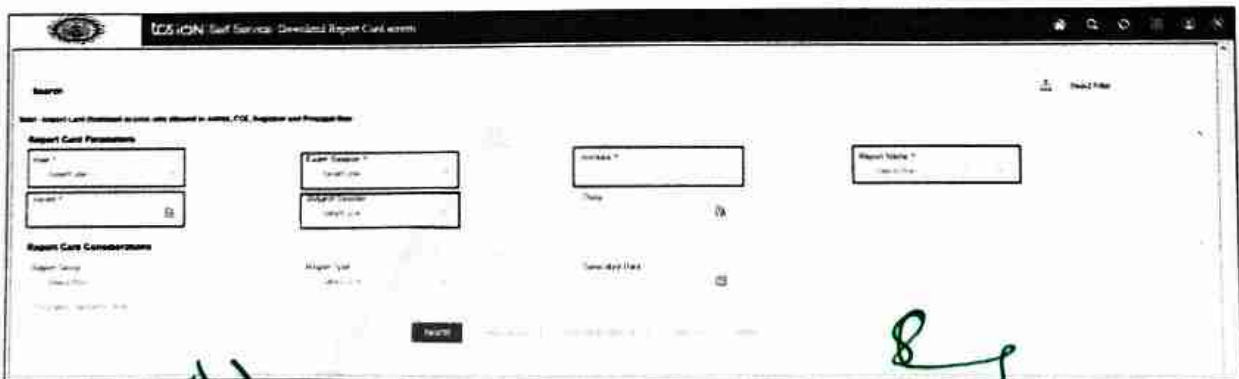

Fig 3: Filter selection page

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Step 3.1:

1. Roll will be "Principal".
2. Exam Session will be "**Dec 2020 (General)**" or "**Dec 2020 (Honours)**" as applicable for semester I 2020 examination.

Fig 3.1: Filter selection page

Step 3.2:

1. Select the search button situated in the "Institute" filter.
2. Again click on the "Search" button from the pop-up windows.

Fig 3.2: Filter selection page

1. User will found only the college as per the login credential
2. Select the radio button beside the college details and click on the "OK" button.

Fig 3.2.1: Filter selection page

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Step 3.3:

1. Select "Semester Report" from the drop down available in the "Report Name" filter.

Fig 3.3: Filter selection page

Step 3.4:

1. Select the value only as "B.A.", "B.Sc." or "B.Com" in the Award filter.

Fig 3.4: Filter selection page

Step 3.5:

1. Select "Subject Session" value from the drop down as applicable.

Fig 3.5: Filter selection page

Step 4:

1. Click on the button "Generate Merged Zip" post selecting the mandatory filters.

Fig 4: Report generation

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Step 5:

1. User will find the below message post click on the "Generate Merged Zip".

Fig 5: Job Id details

Step 6:

1. Click on the "View Log" button post getting the job ID.

Fig 6: Job Id details

Step 7:

1. The following details will be displayed as download log.
2. During the generation process, status will be shown as "In Progress".
3. Multiple click on the "View Log" button is allowed, until the status showing as "Success"

Fig 7: Job Id details

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Step 8:

1. After successfully generated the required output status will be displayed as "Success".
2. Click on the download button situated beside the requested job and save the file.

Fig 8: Final step to download

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