MANUAL

FOR

ONLINE REGISTRATION AT UUCMS PORTAL

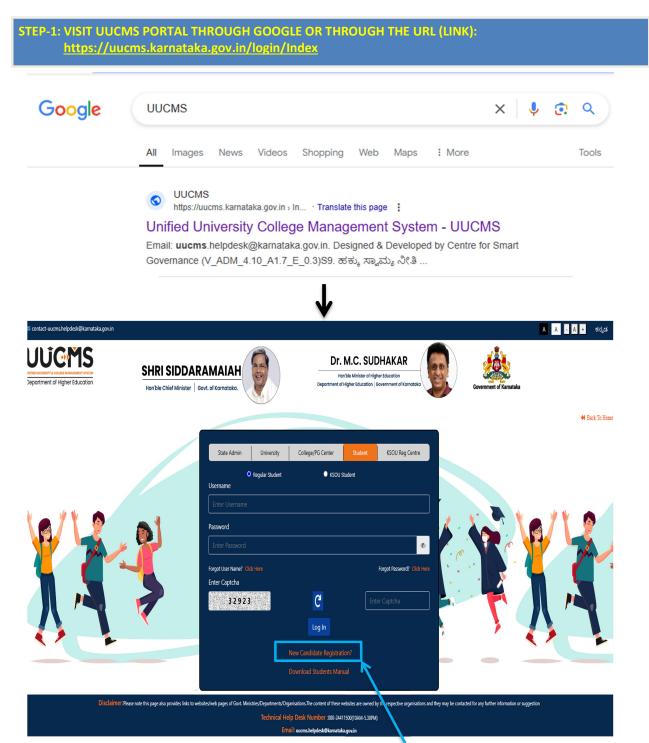
Manual for Student Registration at UUCMS Portal, Course Registration and Other procedures are demonstrated in two Annexures. **Annexure-1: (Prepared by Kuvempu University)** Annexure-2: (Prepared by Centre for Smart Governance-CSG, Dept. of Higher Education, **Govt. of Karnataka.** Please refer ANY ONE of the annexures for Online Admission and Other Procedures at **UUCMS** portal.

Thank you

ANNEXURE-1 PREPARED BY KUVEMPU UNIVERSITY

KUVEMPU UNIVERSITY OFFICE OF THE NODAL OFFICER, UUCMS

STEP-BY-STEP DEMONSTRATION FOR STUDENT REGISTRATION AND COURSE REGISTRATION AT UUCMS PORTAL



Click New Candidate Registration

Then, you will be redirected to New Candidate Registration Page

<u>There you find Five tabs namely, Personal Details, Photo & Signature, Category/Special Category/Quota Details & Previous Education Details</u>

STEP-2: Fill the Personal Details Personal Details Photo & Signature Category / Special Category Quota Details Previous Education Details Please select the program level you are applying for*: Note: PU Board Fetch will work for only PU board students . For those outside Karnataka, other than PU boards, international students can manually enter the details be Email Address*: Guardian's Name: Date of Birth*: Alternate Email Address : ☐ Same as Primary Email Address ☐ Same as Permanent Address District*: ಇ-ಕೆವೈಸಿ ಸೇವೆ / e-KYC Service While validating your Aadhar Number ಇ-ಕೆವೈಸಿ ಸೇವೆ / e-KYC Service through your registered mobile Department of Higher Education / Department of Higher Education number you will be redirected to ಉದ್ದೇಶ / Purpose ಉದ್ದೇಶ / Purpose Aadhar w-KYC Service Page, there you Registration Of Students should provide your aadhar number ಆಧಾರ್ ಸಂಖ್ಯೆ / Aadhaar Number for getting OTP. After entering OTP B. SIN, SECRET SINN-B (selently information) assifus asid sank-larvini, columbia, and dispoint in over a side of the replacetions, for the netherational research service on St., a.b., if and exelection std, abstration, cargoscob, stoness (https: sanders asid or shaper sens someous states using tractor about senseling someous states using tractor about senseling someous states. Side were cot about senseling someous states using ☑ ನನ್ನ ಆಧಾರ್ ಮಾಹಿತಿ (deenly information) ಹಾಗೂ ಇತರ ಮಾಹಿತಿಗಳನ್ನು ಯು.ಎ.ಡಿ.ಎ.ಐ ನೊಂದಿಗೆ e-NYC ಅಥವಾ ಹೌದು / ಇಲ್ಲ ದ್ಯರ್ಥಿಕರಂತ್, (tex /No Authentication) ಸರ್ಕಾರ ಬಳಳಲು ನನ್ನ ಒಪ್ಪಿಟ್ಟಿಗೆ ಇದೆ. ಇಲಾಕೆಯ ನನ್ನ ಮಿನೆರಗಳನ್ನು ಪೂರ್ವರಲ್ಲಿ ನಮೂರ್ಟಿಟ್ಟಿಗೆ ನಾರ್ಮಕರು ಹಾಗು DET ಮೂಲ್ ಹರ್ ಹರ್ನಾಯ ಮಾಡಲು ಮತ್ತು ಸರ್ಕಾರಯ ವಿವಧಿಯ ಮತ್ತು ಸರ್ಕಾರಯ ವಿವಧಿಯ ಇದಾಖೆಗಳ ಕಲ್ಪಾಣ ಯೋರನುವಳಲ್ಲಿ ಬಳಳಲು ನನ್ನ ಸಹಮತಿ ಇದೆ. I agree to share my Adahaar details (deenly information) and other information with Government for the purpose of e-NYC or Yea/No Authentication with UDIAL i piec consent to the Department to seed my data in to the database, to make poyment through DET and use it in welfare schemes of various Departments of Government. your Aadhar Number will be verified ದ್ಯರ್ಧೀಕರಣದ ವಿಧಾನವನ್ನು ಆಯ್ಕೆಮಾಡಿ / Choose Mode of ▶ 0:00 / 0:00 — · · · · ಒಟಿಪಿ ನಮೂದಿಸಿ / Enter OTP ದೃಢೀಕರಣದ ವಿಧಾನವನ್ನು ಅಯ್ಯೆಮಾಡಿ / Choose Mode of ® OTP □ Face Capture □ Fingerprint Capture □ Iris Capture ಒಟಿಪಿ ಪಡೆಯಿರಿ / Generate OTP

At the end of Personal Details page you will have to create your own password and click Generate OTP

Constant December 1		
Create Password		
Password*:		
Confirm Password*:		
Enter OTP*:	Generate OT	Р
Password Rules:		
There should be at least one C	tter	
There should be at least one N		
	haracter(!, @, # or \$) are allowed	
	length of 8 characters and maximum length of 15 c	characters

You will get OTP to your mobile number, enter the OTP and click Verify.

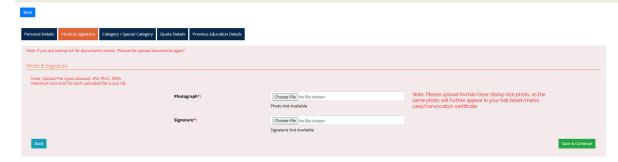


After verification of OTP, Enter Captcha then click the button: Save & Continue



After clicking Save & Continue

STEP-3: Upload your recent Photo and Signature (Click Choose File and select saved images of photo and signature from your phone/Computer/Laptop)

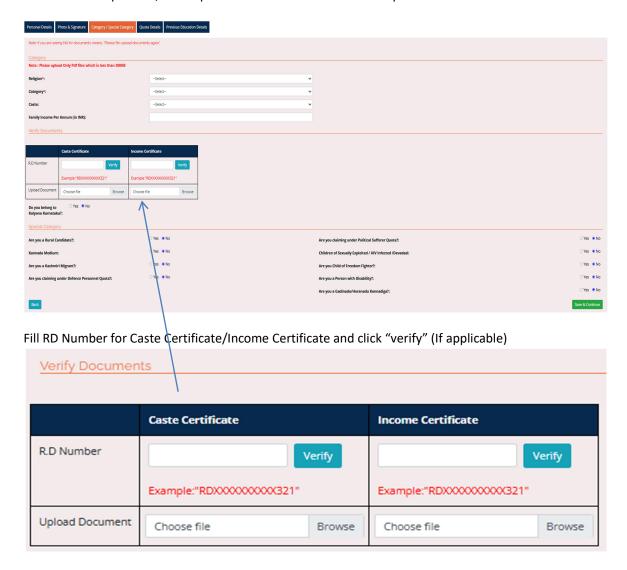


Note: Please upload formal/clear stamp size photo, as the same photo will further appear in your hall ticket/marks card/convocation certificate

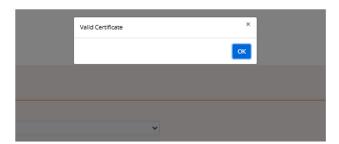
After uploading the Photo and Signature images, Click Save & Continue

STEP-4: CATEGORY/SPECIAL CATEGORY PAGE

Select from Drop-Down, Click Option Button and Fill Wherever required

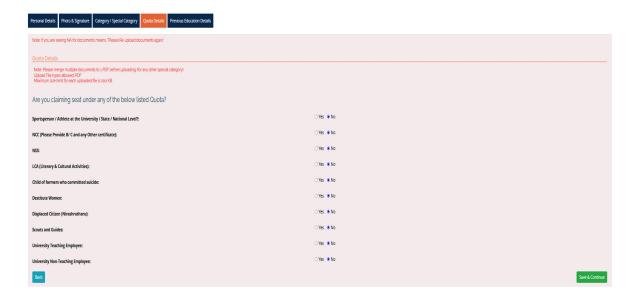


If the RD Number of the document is valid, you will get the below message and you need not to upload the document. Otherwise upload the concerned document.

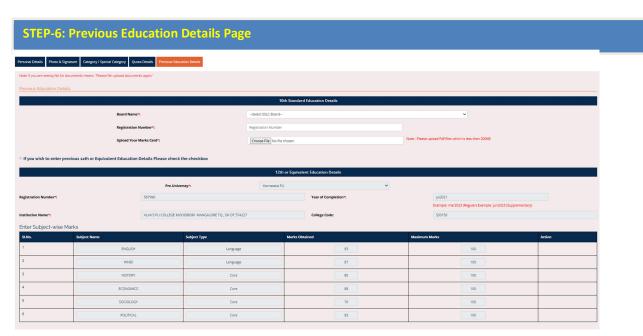


After Filling, Opting, Selecting all particulars in this page, you can Click Save & Continue Button

STEP-5: Quota Details: Opt quotas from the list you are claiming for..



After Selection click Save & Continue



First Select Board, Fill Registration Number and Upload Marks Card of 10th /SSLC/Equivalent Grade



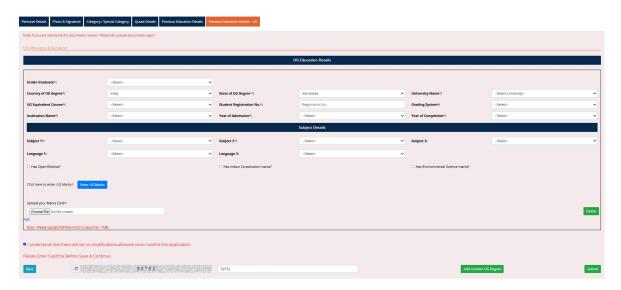
The Details of PU/Equivalent will be auto-fetched from concerned Board, You just upload the Marks card only by clicking browse button below.



After that, opt below and continue by clicking Save & Continue Button



Fill/Select all the details regarding your Undergraduate Degree.



For entering details of your previously studied UG Course, Select all Drop-Down from above two segments, then Click the "Enter UG Marks" Button to enter the details of your UG Marks. After entering required information like (Max Marks, Obtained Marks, Percentage, CGPA etc.,), upload the pdf file containing your UG Marks Cards and Degree Certificate.

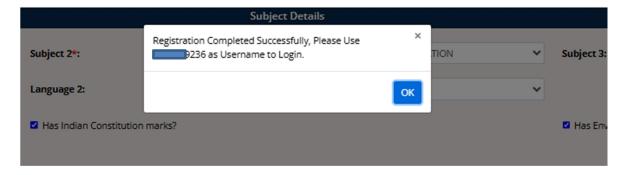


Click Add row to onter marks details for each /additional competer

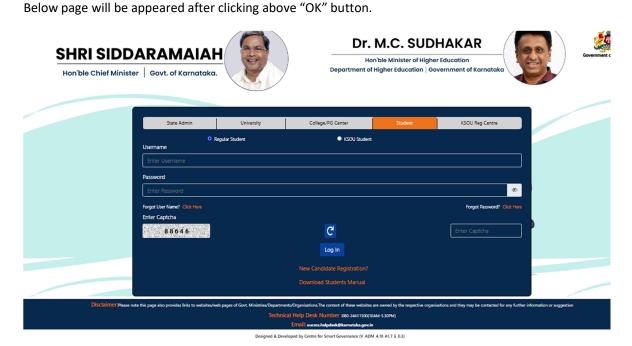
After completion of entry, enter captcha and click submit button.



After clicking submit button you will get below message:



Username will be assigned to you: Please use that user name for logging in to UUCMS Portal



Use that generated number for Used ID: Example: 2400xxxxxx

Use the password, you created at the beginning for password filed

Enter Captcha

Press Login

You will be redirected to your UUCMS Home Page

Follow the below steps for Course Registration, University Selection etc.,

ANNEXURE-2 PREPARED BY CSG, DEPT. OF HIGHER EDUCATION GOVT. OF KARNATAKA







Higher Education Department

Student Manual for Online Student Application - 2022

Prepared by:

HED - State Project Monitoring Unit &
Centre for Smart Governance (CSG)

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Online Student Application flow in UUCMS

Candidate Registers himself on UUCMS by entering personal, category, quota, bank details, previous education details and sets his/her own password
System generates Candidate ID 8 Password
Candidate Logs-in with Candidate ID 8 Password
Candidate creates a new application by choosing University, Program
Candidate provides his/her options for the College, Disciplines and enters priority for each option and submits the application of the College Principal enters the counselling date and sends out an invite to the Candidate for counselling.
College Principal verifies the documents uploaded by the candidate during submission & accepts the student's candidature acceptance.

Candidate Pays Fees

Candidate receives acceptance from one or more colleges, chooses one of them and pays fees.
Candidate pays fees online using the payment gateway / uploads a challan in case of offline fee payment.

College Principal provides Final Approval to the Candidate's Admission
USN is generated for the Student and sent via email.

Student logs-in with the USN (as username) and Date of birth (as password)

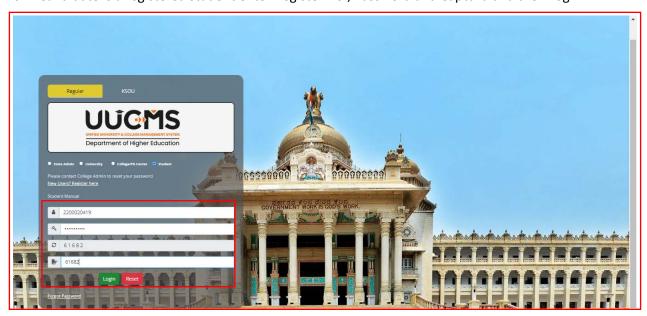
1. Student Registration

- 1. Open the portal using URL https://uucms.karnataka.gov.in
- 2. Recommended to use Desktop Google Chrome browser.
- 3. Click on Login



- 4. UUCMS Login page will be displayed.
- 5. Select the radio button **Student.**

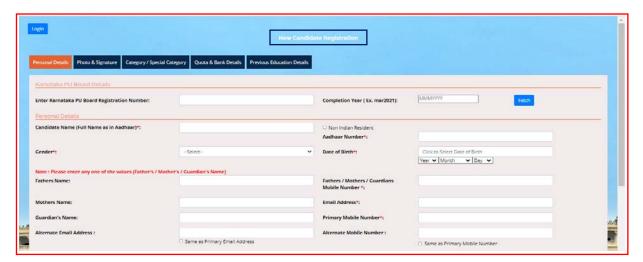
6. If Candidate is a registered student enter Register No., Password and Captcha and then Login.



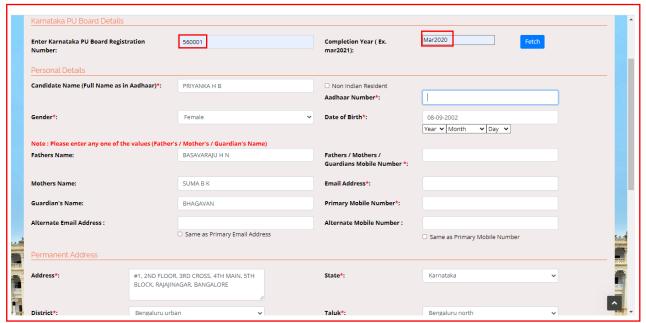
7. If the Candidate is new to UUCMS, then click on **New Users? Register Here.**



- 8. New Candidate Registration page will be displayed. Here Candidate needs to complete the below mentioned fields. He will be allowed to continue to the next menu only if the current menu is completed and saved. Each page will be having a **Captcha** to enter and then he has to click on **Save & Continue** to continue to the next menu.
 - Personal Details
 - (i) Indian Resident
 - (ii) Non-Indian Resident
 - Photo & Signature
 - Category / Special Category
 - Quota & Bank Details
 - Previous Education Details



9. If the Candidate had completed PUC from **Karnataka PU Board**, then enter the **Registration Number** and **Completion Year** in the provided columns, details will be fetched automatically.



Other Board students and those who have done equivalent to PU Course can skip this option and enter the details in **Previous Education Details Menu**.

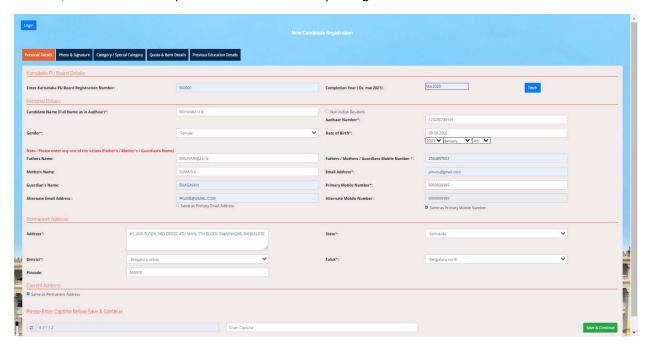


Personal Details

10. Enter Candidate's Personal Details.

(i) Indian Resident

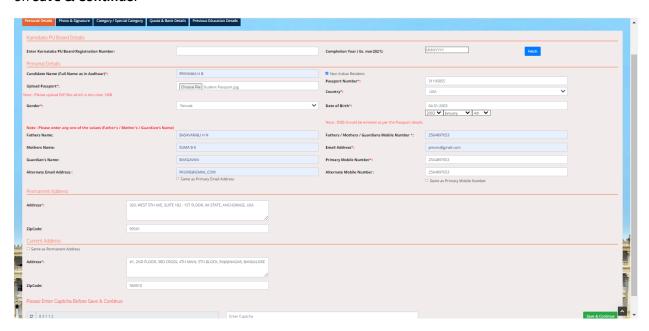
If Candidate is an Indian Resident, enter Aadhar No. and the other details. If the Current Address is same as the Permanent Address, then tick the box given. If Current Address is different from Permanent Address, then entre the required fields. Enter the Captcha given and click on **Save & Continue**.



(ii) Non-Indian Resident

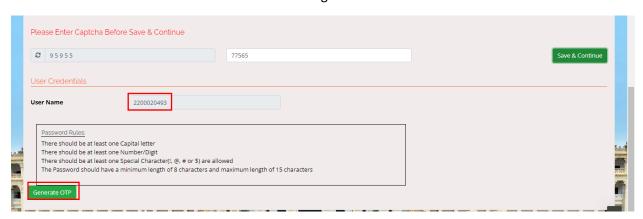
If Candidate is a Non-Indian Resident, then he has to enter his Passport No., Country Name and upload a scanned copy of Passport.

11. Enter all the required details. Columns with (*) are compulsory. After filling, enter captcha and click on **Save & Continue**.



12. Username will be generated, the same will be sent to Candidate's mail Id and to his mobile number given for registration. The Username generated will be used for login until Candidate gets his Student Registration Number.

Click on Generate OTP. An OTP will be sent to the registered mobile number.



Candidate will be asked to enter the OTP sent to the registered mobile number.

13. Enter the OTP and click on Verify. Then type the password (set according to the rules given) and click on **Save & Continue** to the next page.

5 ·	755700		
Enter OTP*:	756799		
Password*:	•••••		
Confirm Password*:			
Password Rules: There should be at least one Capital let There should be at least one Number/E There should be at least one Special Ch The Password should have a minimum Save & Continue	Digit naracter(!, @, # o		

Candidate Id generated and Password set in this menu will be used as login credentials until the Candidate gets his Student Registration Number.

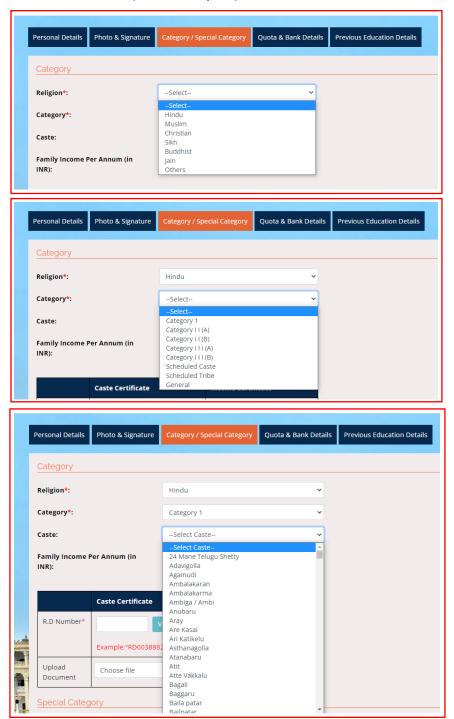
Photo and Signature

14. Upload Candidate's photograph and scanned signature copy in JPG, PNG or JPEG format with a size limit of below 1 MB, enter the Captcha and click on **Save & Continue**.

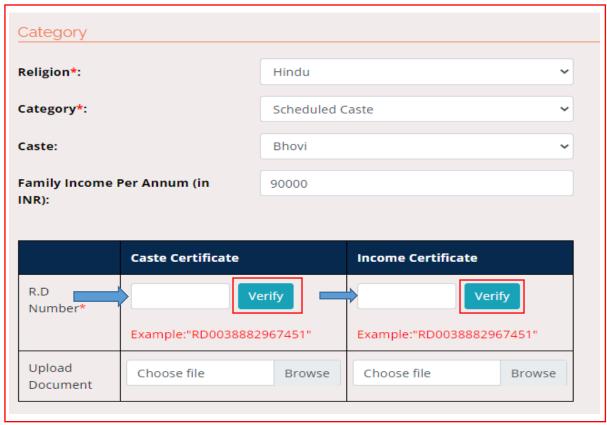


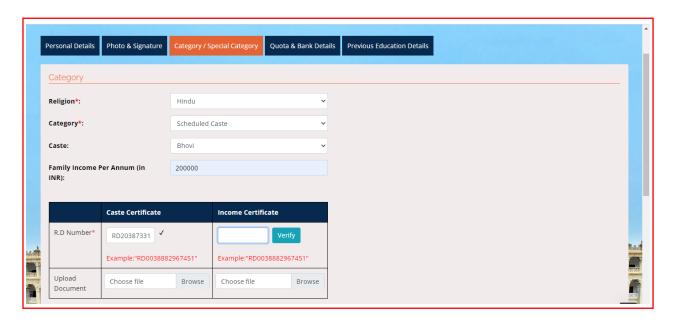
Category / Special Category

15. Select Candidate's Religion, Category and Caste details from the drop down list. Mention Family Income Per Annum (in Indian Rupees).

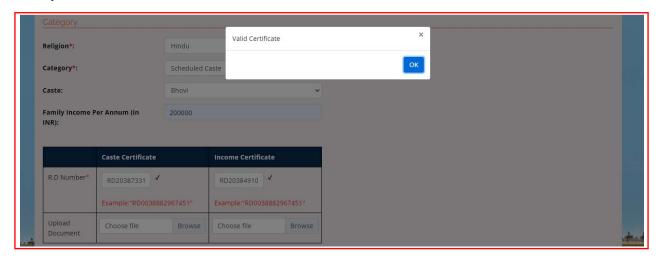


If the Candidate comes under any Reservation on caste basis, he has to enter the **RD certificate number** (Issued by AJSK) and click on **Verify** button for verification which is a mandatory. If Verified, Uploading document for the same is not compulsory.





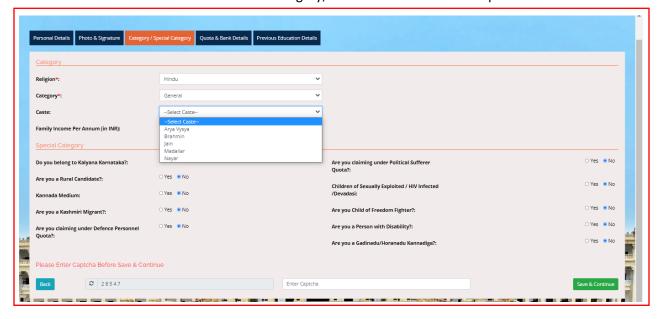
If you possess Income Certificate, enter the document number in the provided column and click on **Verify**.



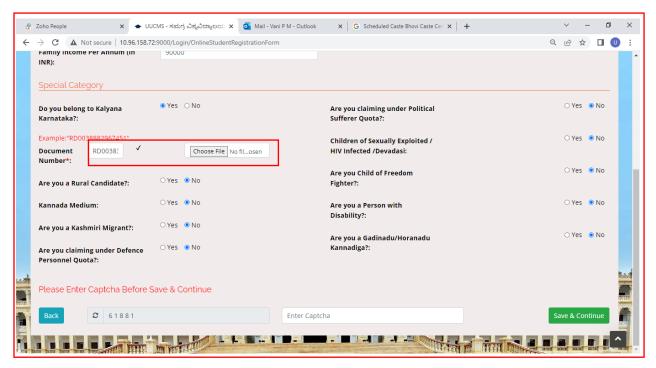
Please note once the verification is done successfully, candidate can see a pop up box saying Valid Certificate and a tick mark () will appear in the place of Verify.



16. If the Candidate comes under General category, select a caste from the drop down menu.



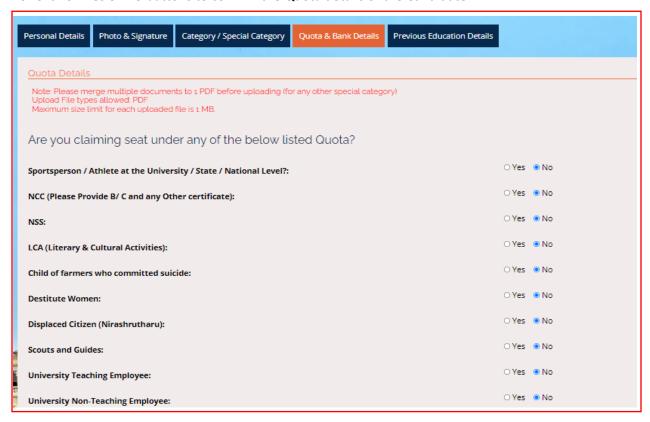
17. Enter the Special Category details. If the Candidate comes any of the special category, he has to provide supporting document number for verification. Uploading the document is not mandatory. Verification will be done instantly when **Verify** button is pressed and Tick mark () will appear as the successful verification.



18. Click the appropriate button, enter Captcha and click on Save & Continue to the next page.

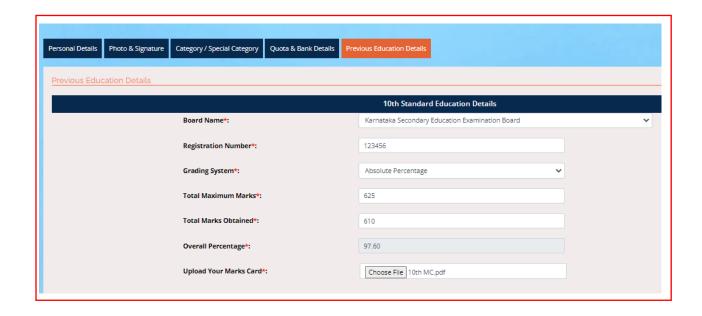
Quota Details

19. Click on Yes or No buttons to confirm the Quota details of the Candidate.

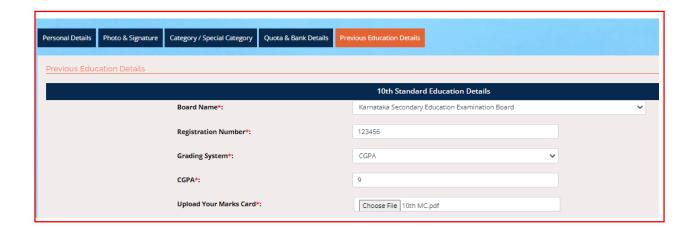


Previous Education Details

21. In this menu, Candidate has to provide his 10th or SSLC and PUC details. PUC details will reflect here if he had already fetched data in Personal Details page. If he belongs any other Board other than Karnataka State PU Board, he has to provide details here.

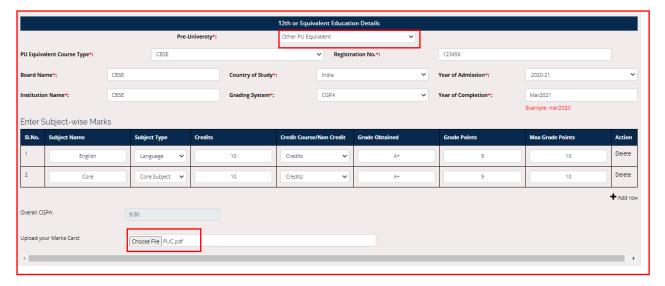


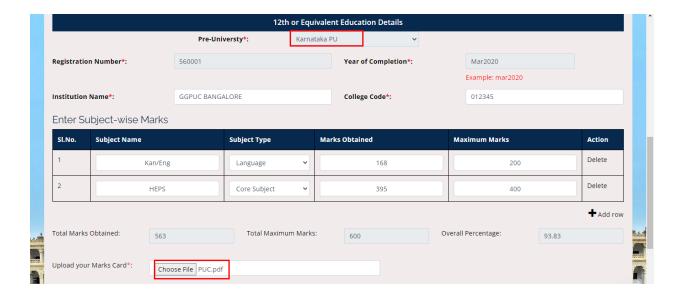
Note: If the grading system is Absolute Percentage, enter Total Maximum Marks and Total Marks Obtained. Overall Percentage will be calculated automatically. If CGPA is the grading system, enter CGPA points obtained.



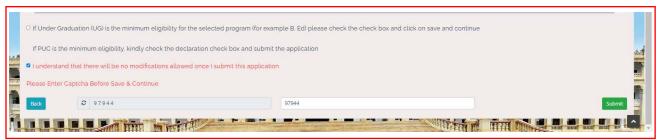
If the Candidate has finished his 12th or PUC in Karnataka State Board, he has to fetch the data in the first menu **Personal Details**. The same will be reflected here.

If he has taken exam through other state boards, he has to enter all the required details and upload the certificate.



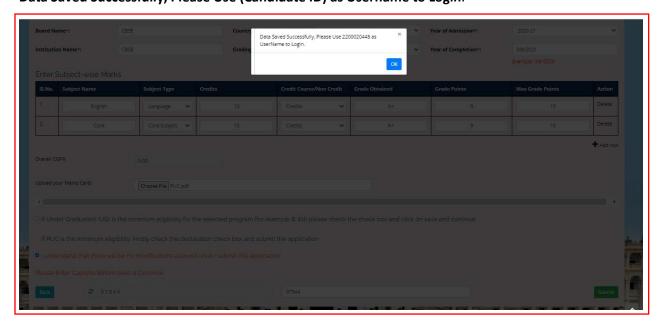


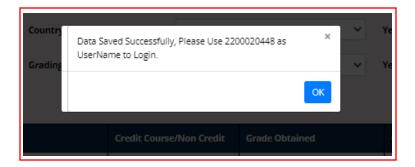
22. Tick the appropriate check box, enter Captcha and then click on the **Submit** button to finish Registration process.



23. Once the Candidate submits his application, pop-up box will be displayed and shows message:

Data Saved Successfully, Please Use (Candidate ID) as Username to Login.



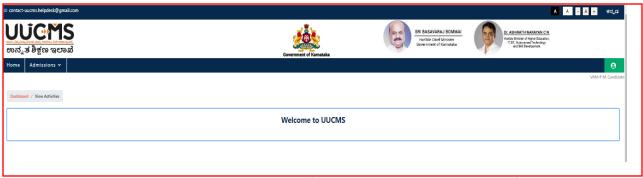


2. Create Application

1. Open the portal using URL - https://uucms.karnataka.gov.in. Student has to login to UUCMS portal by using his Candidate ID and Password created at the time of registration.



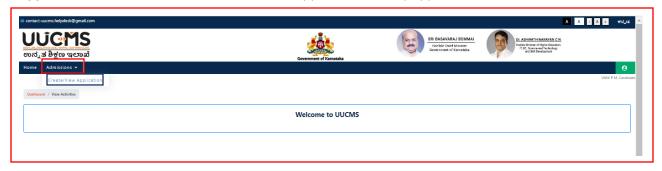
2. Once logged in UUCMS, Home Page will be displayed.

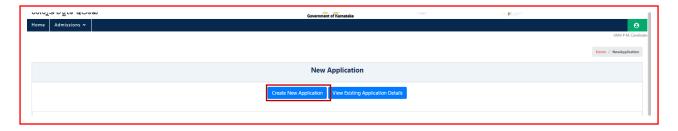


3. Student can edit his details entered at the time of registration through **Manage Profile** and save the data.



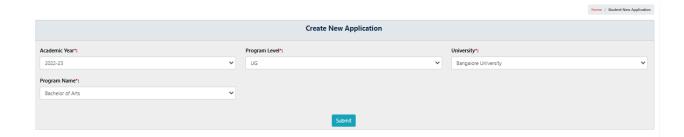
4. To apply for the desired course, student has to click on the **Admissions** Menu > **Create / View Application**. He can also view the status of his application already applied for the course.



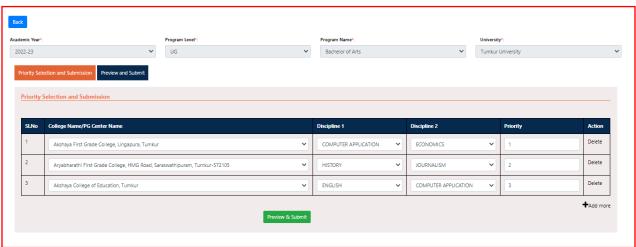


5. Select Academic Year, Program Level, University and Program Name from the drop down list and **Submit.**

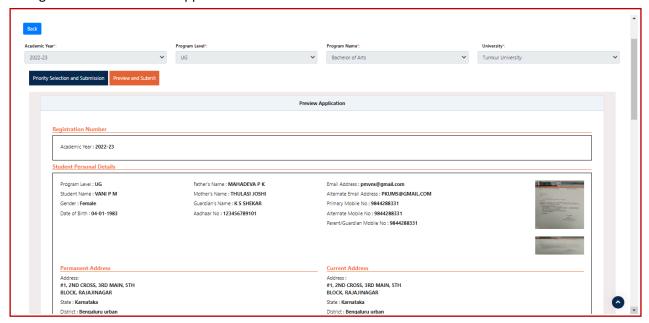




6. Student can apply from the drop down list of Colleges of selected University on priority basis along with the Disciplines and click on **Preview & Submit.**



7. Once **Preview & Submit** button clicked Candidate will be able to see his Application. Tick the check box given at the end of the application for declaration and then **Submit**.



#1, 2ND CROSS, 3RD MAIN, 5TH BLOCK, RAJAJINAGAR

PinCode: 560010

State : Karnataka District : Bengaluru urban Taluk : Bengaluru north

0

0

PinCode: 560010 Special Catagory

State : Karnataka

District : Bengaluru urban

Taluk : Bengaluru north

#1, 2ND CROSS, 3RD MAIN, 5TH BLOCK, RAJAJINAGAR

Religion : Hindu Caste: Brahmin Category: General Family Income Per Annum (in INR) : 200000 Kannada Medium? :

Do you belong to Kalyana Karnataka? : Are you claiming under Political Sufferer Quota? : Are you a Rural Candidate? : Are you a Kashmiri Migrant? :

Are you a Person with Disability? : Are you a Gadinadu/Horanadu Kannadiga? : Are you claiming under Defence Personnel Quota? :

Children of Sexually Exploited / HIV Infected /Devadasi :

Quota, Bank Details and Other Documents

 $\label{eq:sportsperson} Sportsperson \ / \ Athlete \ at the \ University \ / \ State \ / \ National \ Level?: NSS:$ NCC (Please Provide B/ C and any Other certificate) : Scoutes and Guides :

LCA (Literary & Cultural Activities) : Displaced Citizen (Nirashrutharu) : Child of farmers who committed suicide : University Teaching Employee : Destitute Women : University Non-Teaching Employee :

Enter Your Bank Details Bank Name : ANDHRA BANK Account Number: 123456789101010

IFSC Code: ANDB0001661 Previous Education Details

Previous Education Details

10th Standard Education Details Registration Number: 123456 Board Name : Karnataka Secondary Education Examination Board Marks Card: 2200020448_10thMarkCard.pdf

Other Pu Equivalent

Board Name : CBSE Grading System : CGPA PU Equivalent Course Type : CBSE Registration No : 123456 Institution Name : CBSE Overall CGPA: 9.00

Year of Completion : Mar2021

Marks Card : 2200020448_12thMarkCard.pdf Country of Study: India

Program Details

Program Name : Bachelor of Arts University Name : Tumkur University

Priority Selection Details

SI. No	University Name	College Name	Program Name	Discipline1 Name	Discipline2 Name	Priority
1	Tumkur University	Akshaya First Grade College, Lingapura, Tumkur	Bachelor of Arts	COMPUTER APPLICATION	ECONOMICS	1
2	Tumkur University	Aryabharathi First Grade College, HMG Road, Saraswathipuram, Tumkur-572105	Bachelor of Arts	HISTORY	JOURNALISM	2
3	Tumkur University	Akshaya College of Education, Tumkur	Bachelor of Arts	ENGLISH	COMPUTER APPLICATION	3

Program Name : Bachelor of Arts University Name : Tumkur University

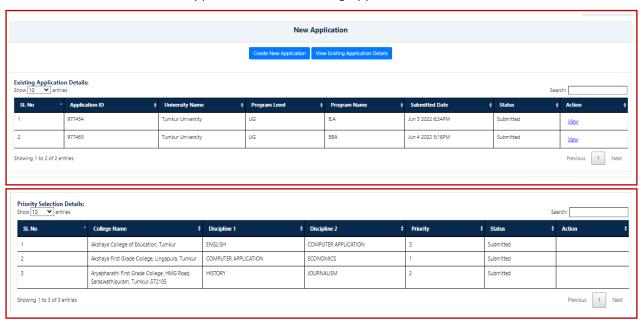
Priority Selection Details

SI. No	University Name	College Name	Program Name	Discipline1 Name	Discipline2 Name	Priority
1	Tumkur University	Akshaya First Grade College, Lingapura, Tumkur	Bachelor of Arts	COMPUTER APPLICATION	ECONOMICS	1
2	Tumkur University	Aryabharathi First Grade College, HMG Road, Saraswathipuram, Tumkur-572105	Bachelor of Arts	HISTORY	JOURNALISM	2
3	Tumkur University	Akshaya College of Education, Tumkur	Bachelor of Arts	ENGLISH	COMPUTER APPLICATION	3

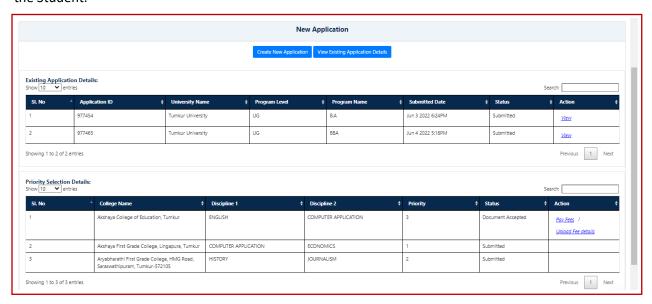
I hereby declare that the information furnished above is true, complete and correct to the best of my knowledge and belief. I understand that in the event of my information being found false or incorrect at any stage, my candidature / application shall be liable to cancellation without notice.



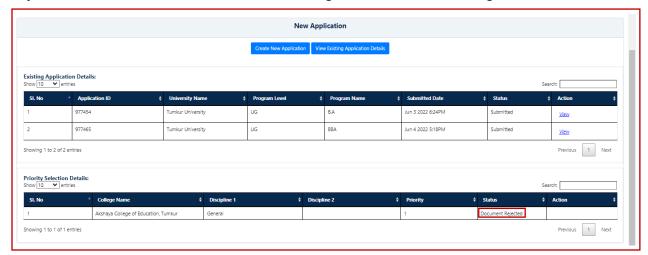
- 8. Candidate can view his application and check the status.
- → Admissions > Create/View Application > View Existing Application



9. Status of the application remains **Submitted** until the College Admin verifies the document for admission. Once the verification done successfully at the college and approved by the college admin, the status changes to **Pay Fees / Upload Fee Details**. The same will be informed through email and SMS to the Student.

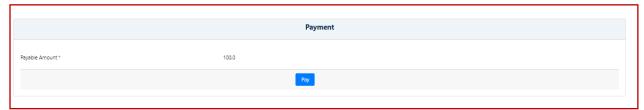


10. If the Application is rejected at the time of document verification, status changes to **Documents Rejected** the same will be informed to student through email and SMS to the registered mobile number.

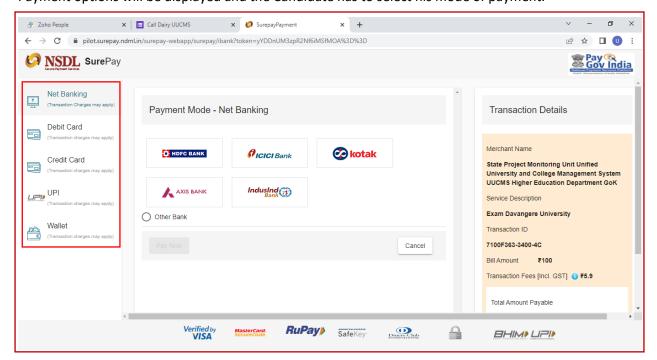


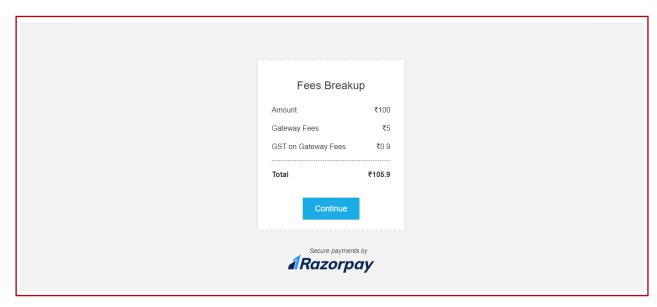
3. Pay Fees

Candidate has to click on the Pay Fees button to proceed for online payment and click Pay.

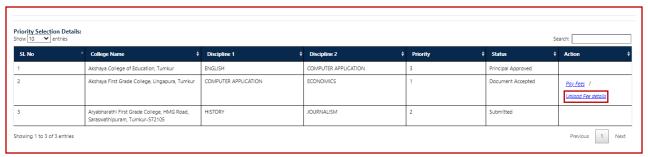


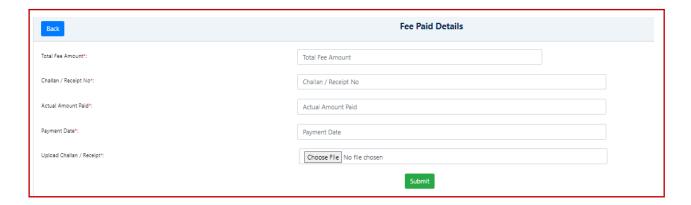
Payment options will be displayed and the Candidate has to select his mode of payment.





If the Candidate pays fees offline in the bank, he has to enter the **Fee Paid Details,** upload the scanned copy of challan and **Submit**.

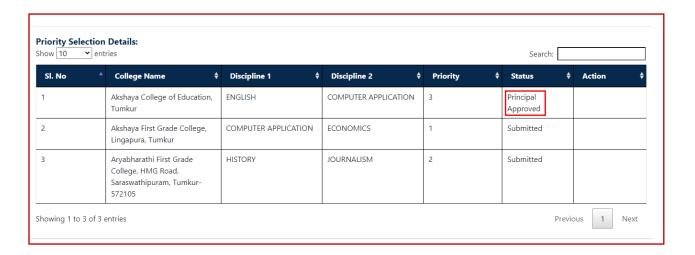




Once the payment is done, status in the application changes to **Admission Fee Paid**.



After the approval from Principal, status changes to **Principal Approved** and the same will be informed to the Student through email and SMS to his registered mobile number.



Important Note

After Principal's Approval, Candidate will receive his **Student Registration Number (USN)** through **e-mail and SMS** along with his login credentials (username and password).

He has to login using his new credentials i.e., **Student Registration No. as Username** and **Date of Birth** as **Password**.

Note: By default, password will be Student's Date of Birth. After login to his account, student can change the password.

If the Student is unable to login, he has to contact the College Admin, to get his password RESET.

4. Forgot Username / Password

If the Student forgets his Username, to recover it, he has to follow the following steps:

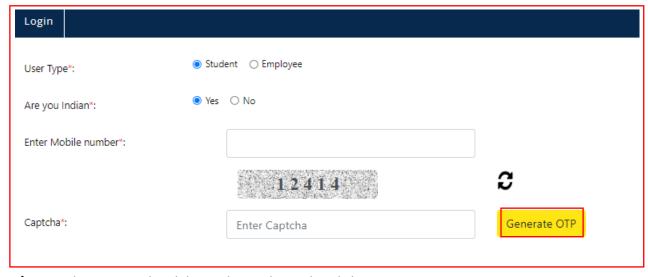
- → Open the portal using URL https://uucms.karnataka.gov.in
- → Click on Forgot Username / Forgot Password



ightarrow UUCMS Home page will be displayed. There click on the radio button Student.



→ Select Yes Indian student

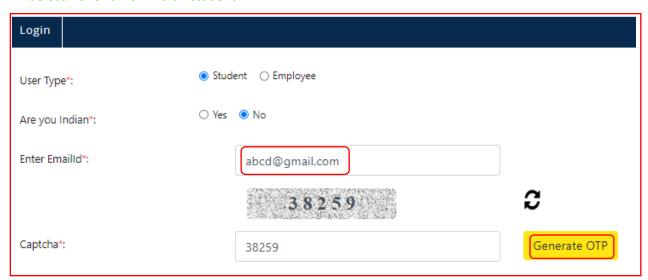


→ Enter the registered mobile number and Captcha, click on **Generate OTP**.

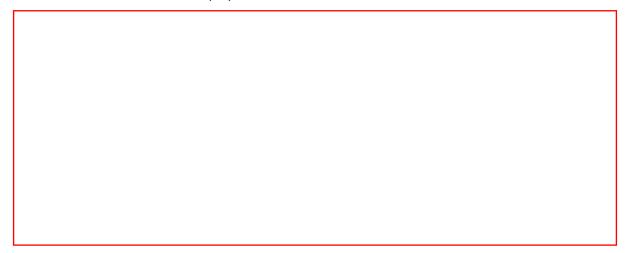
- → Student will receive OTP on the mobile number. Enter OTP and click on **Submit**.
- → Student Username will be displayed.



→ Select No for a Non-Indian student



- → Enter the registered email id and Captcha, click on **Generate OTP**.
- → Student will receive OTP on the email id. Enter OTP and click on **Submit**.
- → Student Username will be displayed.



Enter OTP*:						
865801						
	Resend OTP		Submit			
UserName:		22	00020493			