

GTU – Student portal manual



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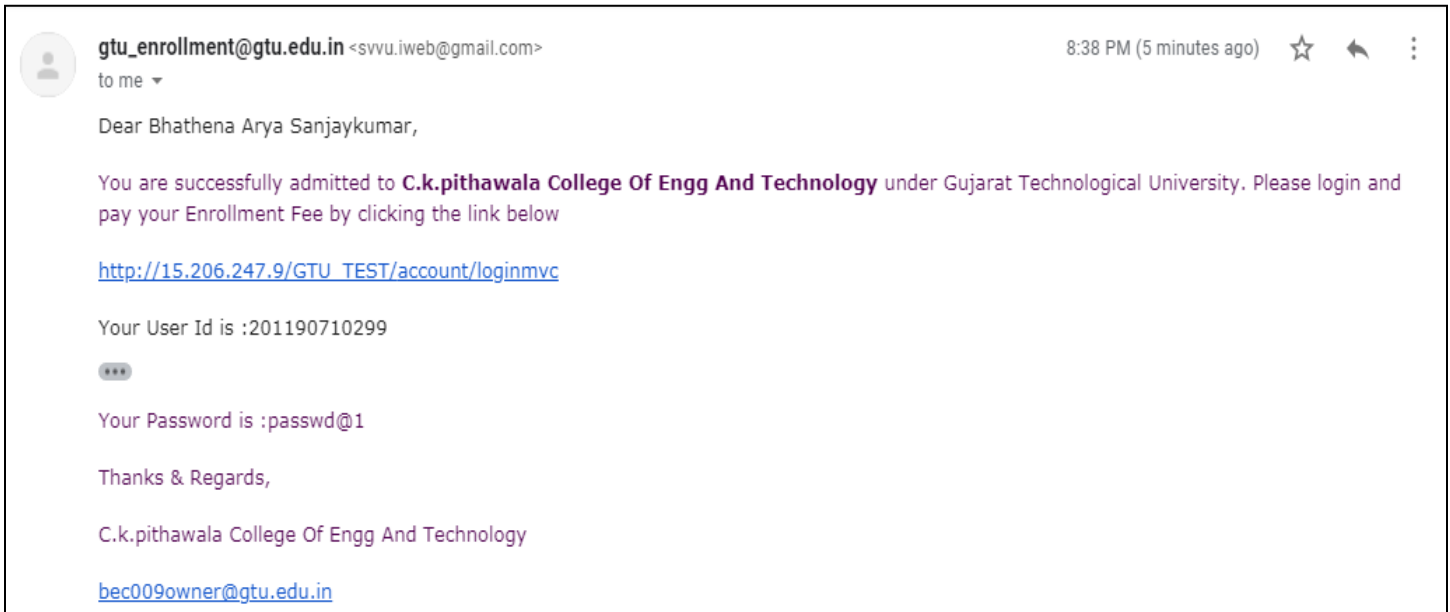
TABLE OF CONTENTS

REGISTRATION CONFIRMATION	3
LOGIN PAGE	4
DASHBOARD.....	6
APPLY & UPLOAD.....	13
FEE PAYMENT	17
ENROLLMENT CONFIRMATION.....	27
PAYMENT HISTORY	28
RESET PASSWORD.....	32

Note :All the Screen shots are taken from the Mobile view & attached in the below Manual.The Same Portal can work on any device.

REGISTRATION CONFIRMATION


Purpose: Once the student is admitted, email of **Registration Confirmation** will be auto-triggered on the click of Save Admitted Status button available on the same screen.



1. In this Registration mail, Student can see their Login details i.e Login Id & password along with link.
2. Click on GTU link which is present in the mail.
3. After clicking on the GTU link, the user will be re-directed to the Login page for login.

LOGIN PAGE

1. After clicking on the link, the user will re-directed to the Login page for login.



GUJARAT TECHNOLOGICAL UNIVERSITY

Login*


Password*

SIGN IN

RESET PASSWORD

2. Student can login by their **Roll no.** (Walking student can login by their **Email Id**)& entering password as **passwd@1**

3. Click on **Sign In** button.



GUJARAT TECHNOLOGICAL UNIVERSITY

Login*

201190710299

Password*

.....|




SIGN IN

RESET PASSWORD

4. After clicking on **Sign In** button dashboard page will display.

DASHBOARD

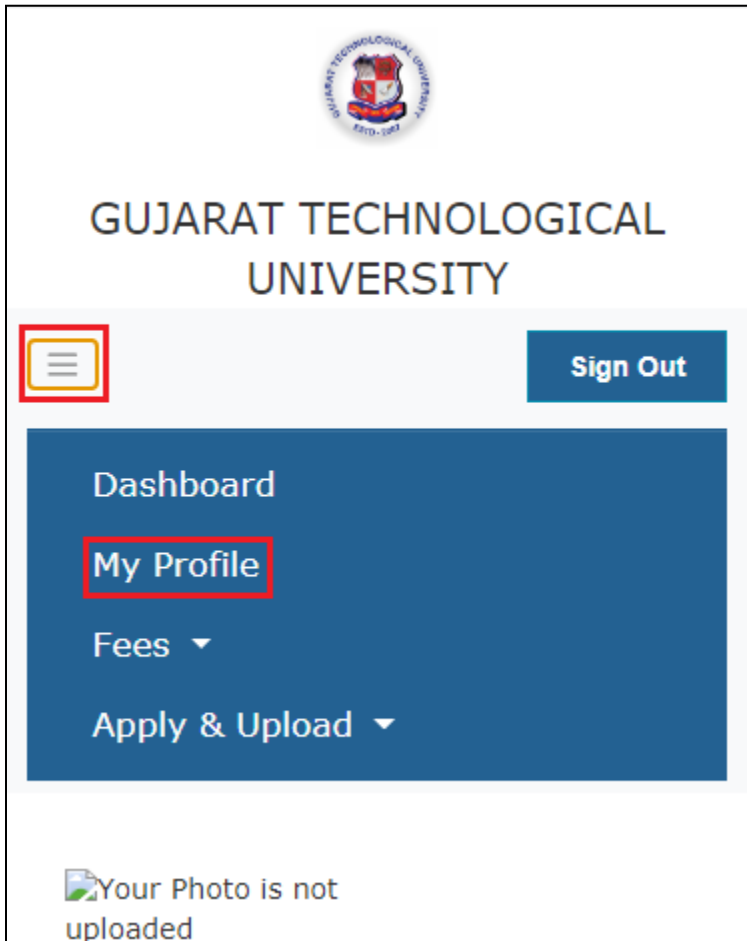
PURPOSE: In this page student can see their personal, contact details in read only mode.

<div> GUJARAT TECHNOLOGICAL UNIVERSITY</div> <div><div></div><div>Sign Out</div></div> <div>Your Photo is not uploaded</div> <div>BHATHENA ARYA SANJAYKUMAR Program : BE (MECHANICAL ENGINEERING) College : C.K.PITHAWALA COLLEGE OF ENGG & TECHNOLOGY Merit : 1103584</div>	<div>PERSONAL DETAILS</div> <div>Gender : DOB : Mobile : Email : Arya09@gmail.com Admission category : OP Student category : OP</div> <div>CONTACT DETAILS</div> <div>Address : City : State : Pincode :</div>
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MY PROFILE

PURPOSE: The objective of the screen is to enter personal details and imported values will come auto fetch from system


1. Expand menu-->Click on **MY PROFILE** Menu.




2. After clicking on **MY PROFILE** menu, below screen will be displayed.

 GUJARAT TECHNOLOGICAL UNIVERSITY	
	Sign Out
PERSONAL DETAILS	
Name As Per Marksheet / Certificate	
BHATHENA ARYA SANJAYKUMAR	
Title *	
--Select--	
First Name*	
Last Name*	
--Select--	
Occupation*	
--Select--	
I Would Like To Skip Mother Details*	
No	
First Name*	
Last Name*	
Highest Level Of Education*	
--Select--	
Occupation*	
--Select--	
Save	

3. Enter all the mandatory details & click on save button.



GUJARAT TECHNOLOGICAL UNIVERSITY



Sign Out

PERSONAL DETAILS

Name As Per Marksheet / Certificate

BHATHENA ARYA SANJAYKUMAR

Title *

Miss.

First Name *

Arya

Last Name *

Sanjaykumar

TWFS

No

Merit No

1103584

Admission Shift

First

Admission Quota

ACPC

Admission Category

OP

Student Category

OP

Physical Disabilities

No

Note :1) The values which are imported will be auto-fetched & displayed to the students in a non-editable mode.

(Values imported are TWFS, Admission category, student category, Merit no. Admission Quota, Admission Shift).

2) For direct registration student, details which are being entered at the time of registration should be auto-populated in the student record also.

4. In case, if preferred mailing address & current residence address is same then check the checkbox of Same as preferred mailing address as shown below

PREFERRED MAILING ADDRESS	CURRENT RESIDENT ADDRESS
Address Line 1 *	<input checked="" type="checkbox"/> Same As Preferred Mailing Address
Room No. 5, Dilip singh compound, Jawahar N	Address Line 1 *
Address Line 2	Room No. 5, Dilip singh compound, Jawahar N
Address Line 3	Address Line 2
Country *	
India	Address Line 3
State *	
Gujarat	Country *
District *	India
Ahmedabad	State *
City	Gujarat
Ahmedabad	District *
	Ahmedabad
	City

5. If user want to fill parent details then select 'Yes' flag & if want to skip parent details then select 'No' flag & click on save button.

PARENT DETAILS

I Would Like To Skip Father Details*

Yes

I Would Like To Skip Mother Details*

No

First Name*

Renuka

Last Name*

Singh

Highest Level Of Education*

Graduate

Occupation*

Working

Occupation*

Working

Employer*

Dixa

Designation*

HOD

Email*

renuka@gmail.com

Country Code

India(91)

Area Code/Std Code

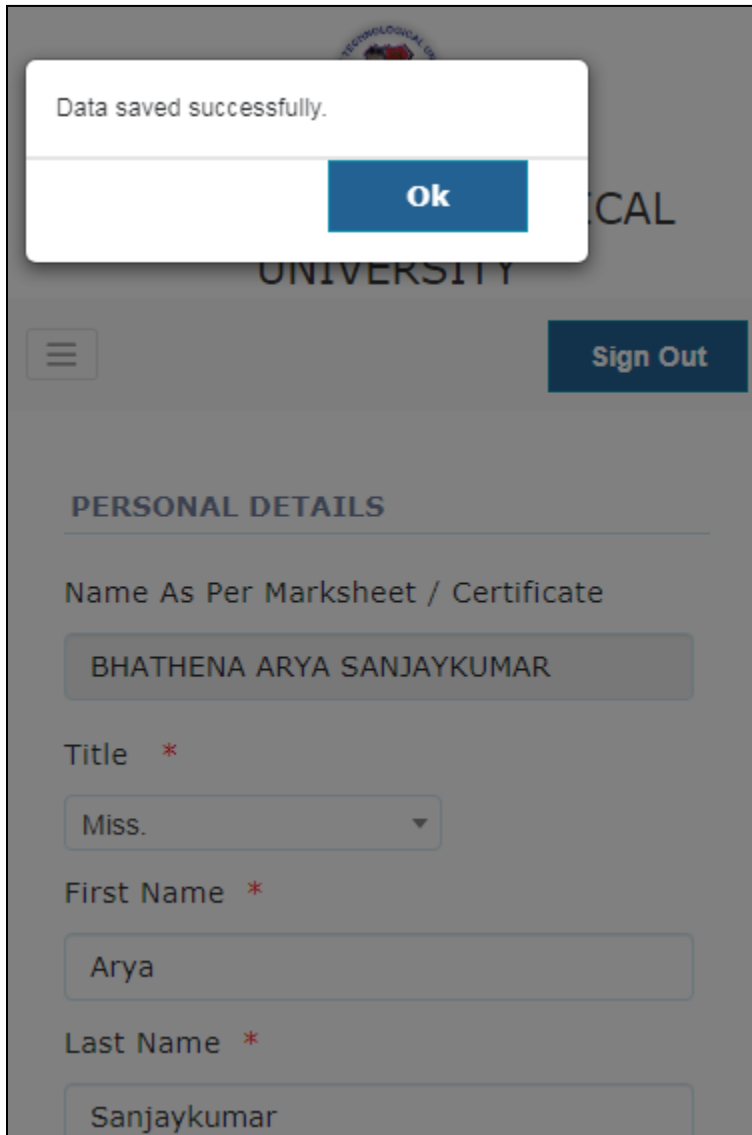
98202

Office/Personal Phone*

22569

Save

6. After clicking on save button, '**Data Saved successfully**' message we pop up on the screen



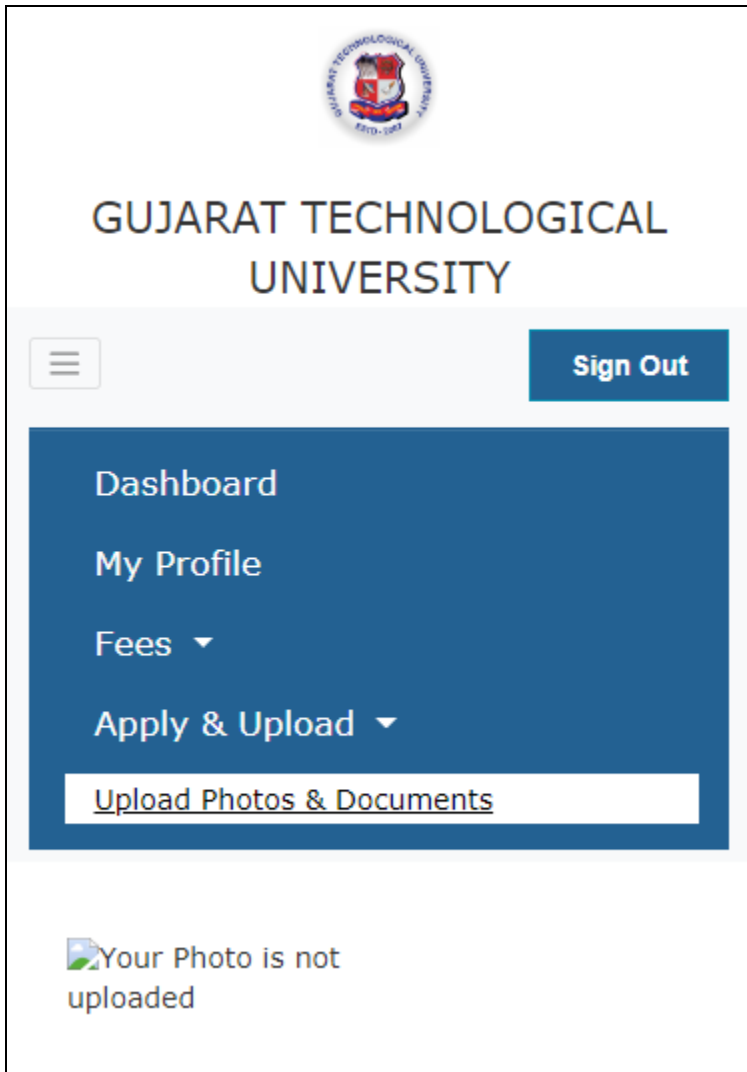
The screenshot shows a web application interface for Gujarat Technological University. A white modal box with a blue 'Ok' button is displayed in the foreground, containing the text 'Data saved successfully.'. In the background, the 'PERSONAL DETAILS' form is visible, featuring a 'Name As Per Marksheet / Certificate' field with the value 'BHATHENA ARYA SANJAYKUMAR', a 'Title' dropdown menu set to 'Miss.', and 'First Name' and 'Last Name' fields with values 'Arya' and 'Sanjaykumar' respectively. A 'Sign Out' button is located in the top right corner of the form area.

7. Click on '**Ok**' button to proceed further.



APPLY & UPLOAD

PURPOSE: The objective of the screen is to upload documents.

1. Expand menu-->Select **Apply & upload** --> **Apply & upload** Click on **APPLY & UPLOAD** Menu.




2. After clicking on **Upload Photos & Documents** menu below page will display.


 GUJARAT TECHNOLOGICAL UNIVERSITY	
	Sign Out
UPLOAD STUDENT DOCUMENTS	
Verify Photo	
Upload : <input type="button" value="Choose File"/> No file chosen	
View File :	
Remark :	
Upload Student Signature	

View File :
Remark : <input type="text" value="Submit original document"/>
Leaving Certificate
Upload : <input type="button" value="Choose File"/>
View File : Click Here
Remark : <input type="text" value="Upload latest document"/>
Save
Submit

3. Student can see admin comments as well as view documents which in uploaded by admin
4. User can upload document by clicking on browse button provided as shown below.
5. Click on save button.
6. After clicking on save button, '**DATA SAVED SUCCESSFULLY**' will pop-up on the screen.



GUJARAT TECHNOLOGICAL UNIVERSITY



[Sign Out](#)

UPLOAD STUDENT DOCUMENTS

Verify Photo

Upload :


Choose File

photo.jpg


View File :

Remark :

Upload Student Signature



GUJARAT TECHNOLOGICAL UNIVERSITY



[Sign Out](#)

UPLOAD STUDENT DOCUMENTS

Verify Photo

Upload :

Choose File

View File : [Click Here](#)

Remark :

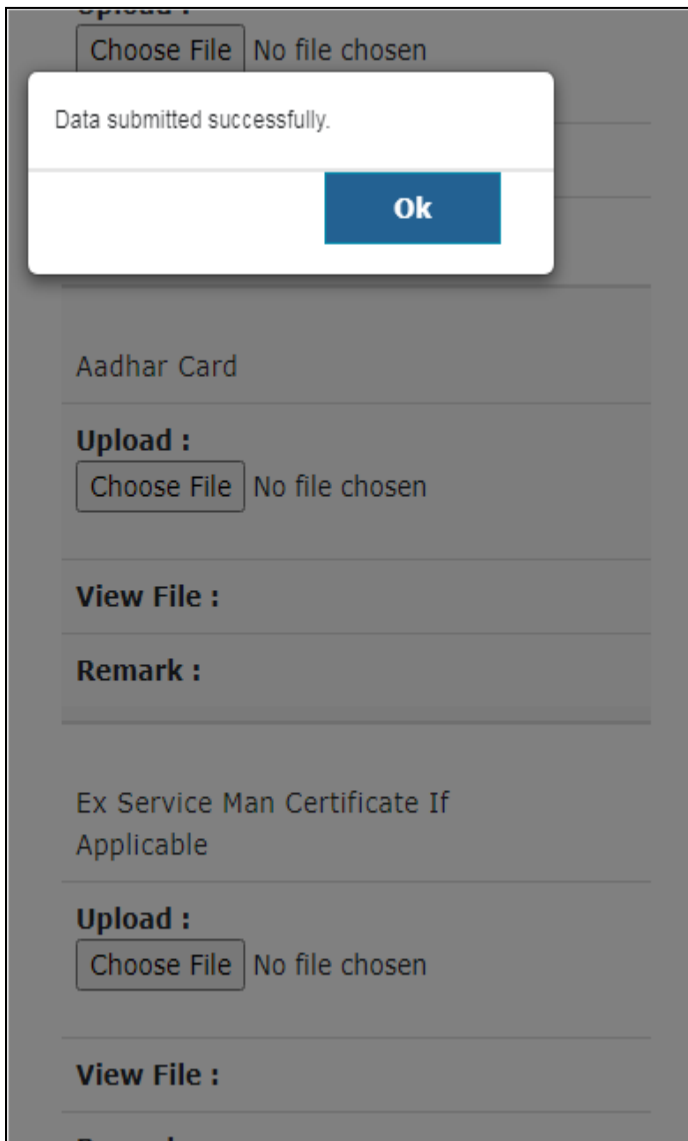
Upload Student Signature

Data saved successfully.

Ok

7. Then click on submit button.

8. After clicking on submit button, '**DATA SUBMITTED SUCCESSFULLY**' will pop-up on the screen.



The screenshot shows a web form with a grey background. A white pop-up box with a blue 'Ok' button is centered on the screen, displaying the message 'Data submitted successfully.'. The form behind the pop-up has several sections, each with an 'Upload :' label and a 'Choose File' button followed by the text 'No file chosen'. The sections are labeled 'Aadhar Card', 'Ex Service Man Certificate If Applicable', and 'Remark :'. The 'Remark :' section is partially visible at the bottom.

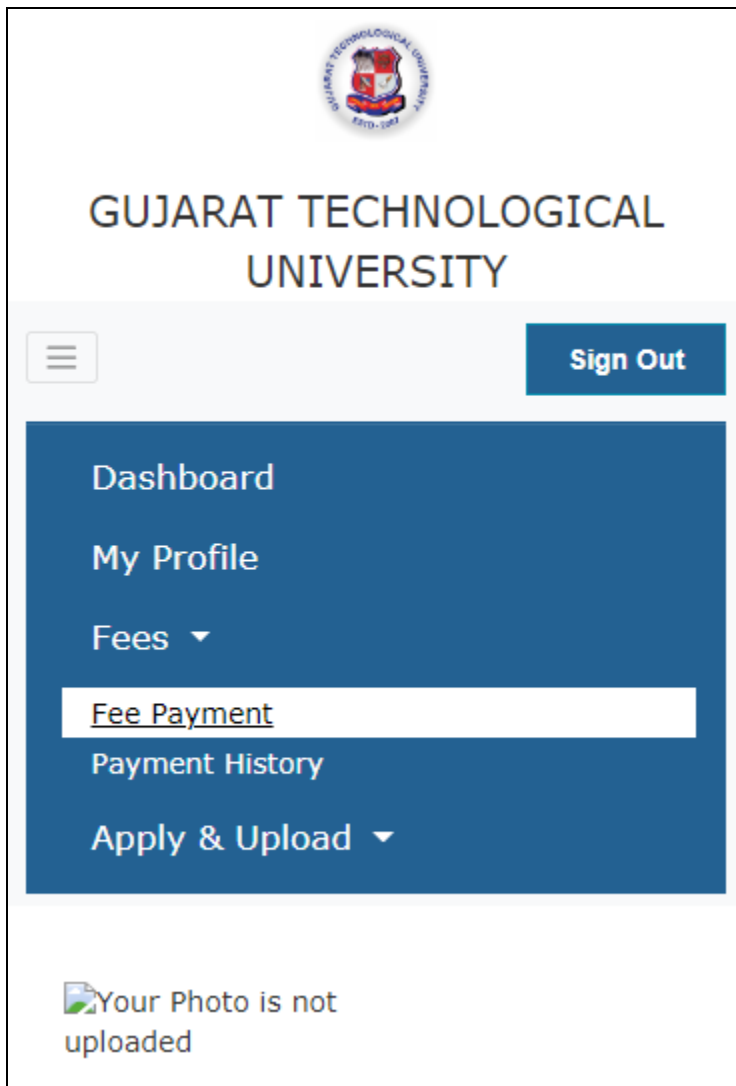
9. Click on '**Ok**' button to proceed further.

10. Once documents are submitted, editing is not permitted.



FEE PAYMENT

PURPOSE: The objective of the screen is to pay enrollment fee to get enrolled in university.

1. Expand menu-->Select **Fees**-->**Fee payment** Click on **FEE PAYMENT** Menu.



2. After clicking on **Fee payment** menu below page will display.

 GUJARAT TECHNOLOGICAL UNIVERSITY	
<div></div> <div>Sign Out</div>	
FEE PAYMENT	
Name : BHATHENA ARYA SANJAYKUMAR	
Program : BE (MECHANICAL ENGINEERING)	
Academic Year : 2020-21	
Semester : Semester III	
FEE DETAILS	
2020-21	
Semester : Semester III	
FEE DETAILS	
Fee Type : Enrollment Fee	
Fee Amt : 1	
Total Amt : 1	
Pay Online	

Note:

1. Before making enrollment payment, Student has to be upload signature & Photo. If not uploaded then After clicking on Pay Online button validation message will be reflected on screen as Please Upload Photo & Signature as shown below.

2. After Clicking on Ok button page will re-directed to **UploadPhoto & Documents** page.

The screenshot shows a web form for a student named BHATHENA ARYA SANJAYKUMAR. A modal dialog box is displayed in the center with the text "Please Upload Photo and Signature" and an "Ok" button. The background form is partially visible, showing the following fields:

- Semester :** Semester III
- FEE DETAILS**
- Fee Type :** Enrollment Fee
- Fee Amt :** 1
- Total Amt :** 1
- Pay Online** button

3. Check the Details i.e Name, program, Academics year & semester along with enrollment amount & then move further by clicking on the **Pay Online** button.





4. After clicking on Pay Online, the user will re-directed to the Airpay page for the fee payment.

English ▼


Gujarat Technological University

Order Id: MF2021019

Amount : 1


 <p>Credit Card</p>	 <p>Debit Card</p>
 <p>Net Banking</p>	 <p>UPI</p>


5. On this page, select the payment mode which you are going to use for making payment: Net Banking, Credit Card, Debit card, UPI.


English


Gujarat Technological University


Order Id: MF2021019

Amount : 1.01 

Card Number

Card Holder Name

Card Exp Date

CVV

☒ Save card now to enable express payments


MAKE PAYMENT

Please note: If your credit or debit card has not been used for ecommerce transactions, it will be blocked by your bank for all online transactions as per RBI notification effective March 16, 2020.

21

Gujarat Technological University


6. Enter valid card number
7. Enter valid card holder name.
8. Enter valid Card Exp date.
9. Enter valid CVV number.




English ▼

Gujarat Technological University


Order Id: MF2021019

Amount : ☐ **1.01** 


Card Number

6070 9361 7065 8147 


Card Holder Name

Kalpana Khopkar 

Card Exp Date

11/25 

CVV

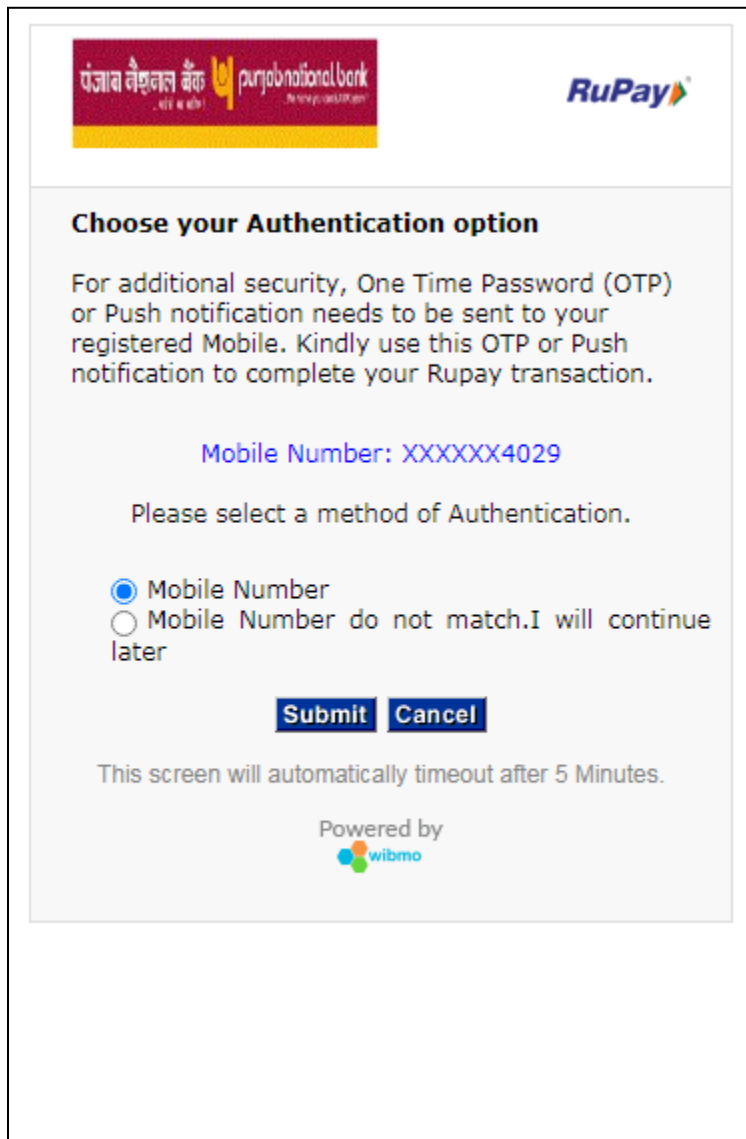
... 

☐ Save card now to enable express payments

MAKE PAYMENT

Please note: If your credit or debit card has not been used for ecommerce transactions, it will be blocked by your bank for all online transactions as per RBI notification effective March 16, 2020.

10. Click on **MAKE PAYMENT** button, bank page will be open, verify the details and select authentication option to get OTP number.



The screenshot shows the Punjab National Bank RuPay payment interface. At the top, there are logos for Punjab National Bank and RuPay. The main heading is "Choose your Authentication option". Below this, a message states: "For additional security, One Time Password (OTP) or Push notification needs to be sent to your registered Mobile. Kindly use this OTP or Push notification to complete your Rupay transaction." The mobile number "XXXXXX4029" is displayed. A prompt asks the user to "Please select a method of Authentication." There are two radio button options: "Mobile Number" (which is selected) and "Mobile Number do not match.I will continue later". Below the options are "Submit" and "Cancel" buttons. At the bottom, a note says "This screen will automatically timeout after 5 Minutes." and it is powered by Wibmo.

पंजाब नैशनाल बैंक Punjab National Bank

RuPay

Choose your Authentication option

For additional security, One Time Password (OTP) or Push notification needs to be sent to your registered Mobile. Kindly use this OTP or Push notification to complete your Rupay transaction.

Mobile Number: XXXXXX4029

Please select a method of Authentication.

☒ Mobile Number

☐ Mobile Number do not match.I will continue later

Submit **Cancel**


This screen will automatically timeout after 5 Minutes.


Powered by **wibmo**

11. Click on submit button.

12. Enter the OTP and click on Submit button.

ਪੰਜਾਬ ਨੈਸ਼ਨਲ ਬੈਂਕ
ਪੰਜਾਬ ਨੈਸ਼ਨਲ ਬੈਂਕ

punjabnationalbank
ਪੰਜਾਬ ਨੈਸ਼ਨਲ ਬੈਂਕ



The One Time Password has been sent to the below registered Mobile Number. Please use the OTP and authenticate the transaction.

Not Your Contact Number? [Contact Customer Care](#)

Date : 05-Jan-2021
Card Number : 6070xxxxxxxx8147
Mobile Number : XXXXXX4029


OTP
(One Time Password)


[Resend OTP](#)

SUBMIT

CANCEL

ਪੰਜਾਬ ਨੈਸ਼ਨਲ ਬੈਂਕ
ਪੰਜਾਬ ਨੈਸ਼ਨਲ ਬੈਂਕ

punjabnationalbank
ਪੰਜਾਬ ਨੈਸ਼ਨਲ ਬੈਂਕ



The One Time Password has been sent to the below registered Mobile Number. Please use the OTP and authenticate the transaction.

Not Your Contact Number? [Contact Customer Care](#)

Date : 05-Jan-2021
Card Number : 6070xxxxxxxx8147
Mobile Number : XXXXXX4029


OTP
(One Time Password)

[Resend OTP](#)


SUBMIT

CANCEL

13, After clicking on submit button, the user will re-directed to the Payments details page.



**GUJARAT TECHNOLOGICAL
UNIVERSITY**



Sign Out

PAYMENT DETAILS

Receipt No :
2020-21/MF/0000005

Name :
Bhathena Arya Sanjaykumar

Enrollment No :
200090119503

Program :
Be (Mechanical Engineering)

Year :
2020-21

Semester :

Second Year/Semester III

Payment Date :
05/01/2021

Sr No. :	1
Fee Type :	Enrollment Fee
Fee Amt. :	1

Total Amount :
1

Amount In Words :
Rupees One Only

TRANSACTION DETAILS


Payment Mode :
Online

Txn No. :
27419079

Print Receipt

14. Student can see their payments details in read only mode i.e Receipt no. , payment date, enrollment no., payment mode, transaction no. etc.

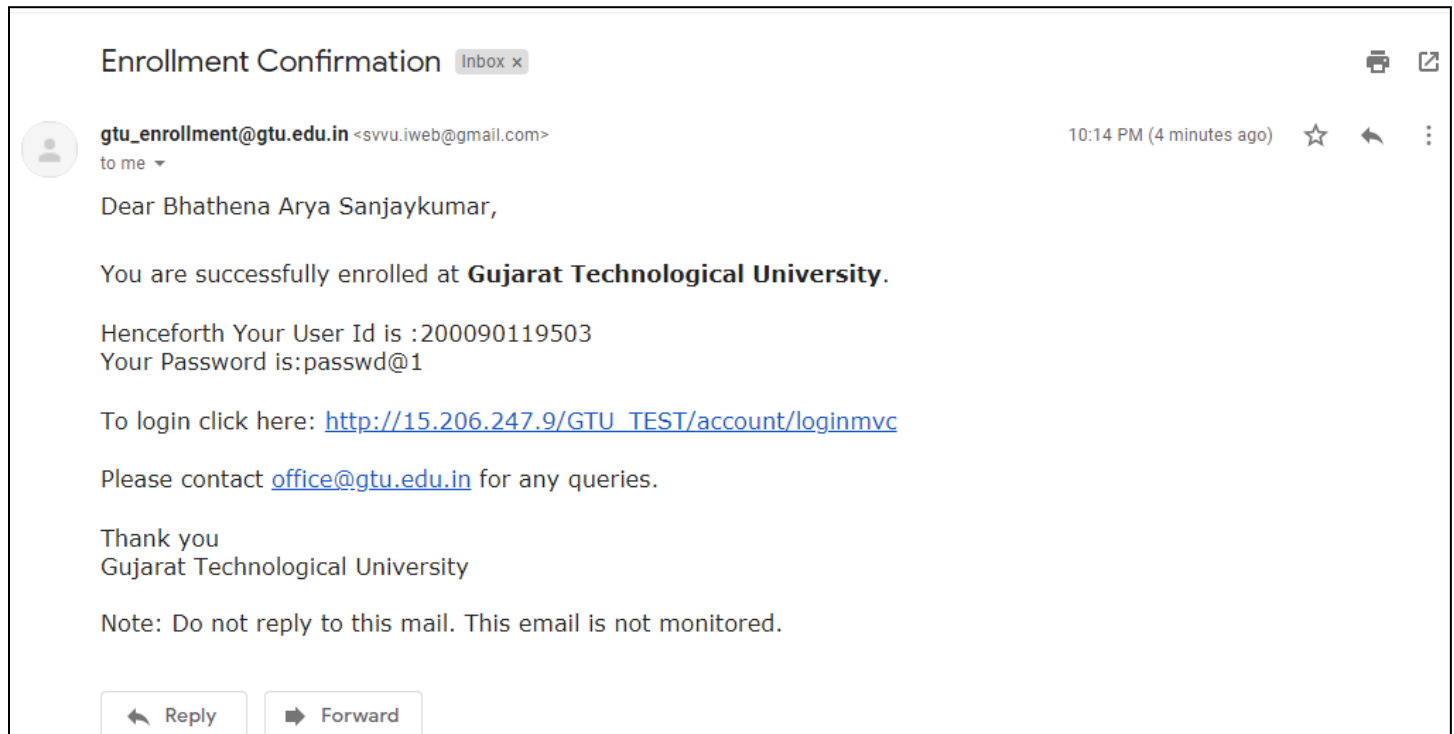
15. Click on **Print Receipt** button to generate Receipt.

	GUJARAT TECHNOLOGICAL UNIVERSITY Nr. Vishwakarma Government Engineering College Nr.Visat Three Roads, Visat - Gandhinagar Highway Chandkheda, Ahmedabad – 382424 - Gujarat, Contact - 079-23267521/570		
Receipt			
Receipt No :	2020-21/MF/0000005	Payment Date :	05/01/2021
Name :	Bhathena Arya Sanjaykumar	Enrollment No :	200090119503
Program :	Be (Mechanical Engineering)	Year :	2020-21
Semester:	Second Year/Semester III	Division :	A
Sr No.	Fee Type	Amount	
1	Enrollment Fee	1.00	
Total Amount Paid :	1.00		
Amount In Words :	Rupees One Only		
Details of Payment			
Payment Mode :	Online	Txn No.	27419079
This receipt is electronically generated and does not require a signature			

ENROLLMENT CONFIRMATION

Once enrollment payment is done, Enrollment number will be generated which is now student's login id. & **Enrollment Confirmation** email will be go to student.

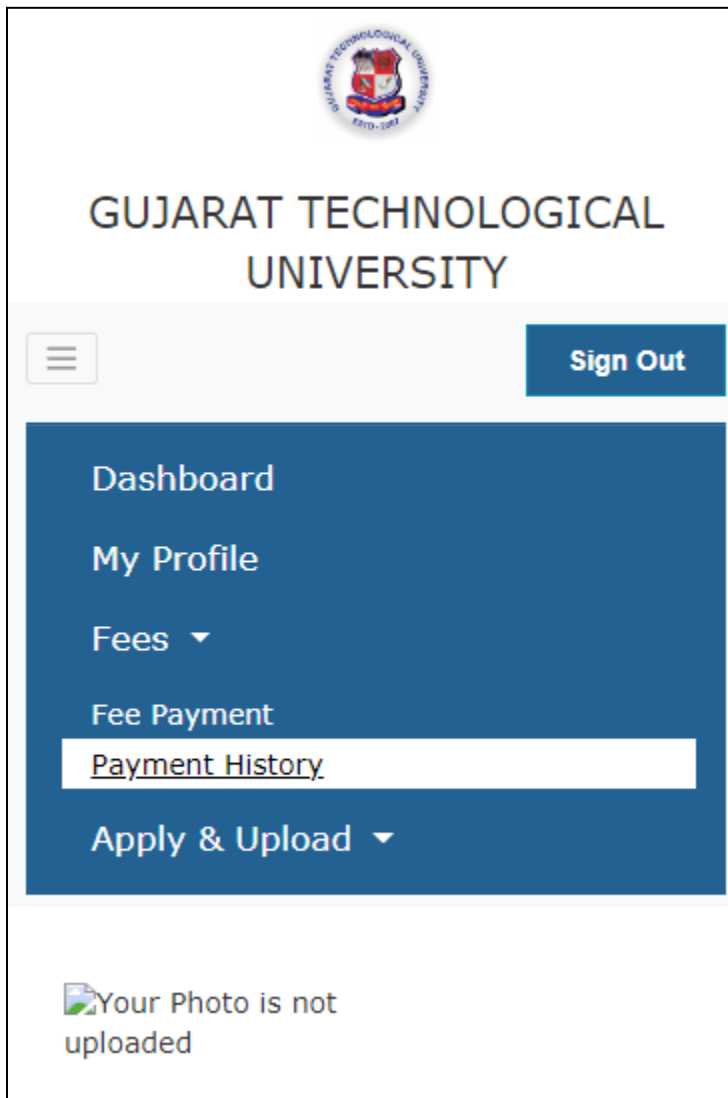
Note: Once enrollment number is generated, student will not able to login By Roll No or EmailId.




PAYMENT HISTORY

PURPOSE: The objective of the screen is to view all their past payments history


1. Expand menu-->Select **Fees**-->**Payment History** Click on **PAYMENT HISTORY** Menu.



2. After clicking on **Payment History** menu below page will display.




GUJARAT TECHNOLOGICAL UNIVERSITY

[Sign Out](#)

PAYMENT HISTORY

Fee Type :	Enrollment Fee
Amount :	1
Date :	05/01/2021
Receipt :	View




3. Student can generate their past payment receipt by clicking on Receipt link against that fee type.

	<p align="center">GUJARAT TECHNOLOGICAL UNIVERSITY</p> <p align="center">Nr. Vishwakarma Government Engineering College Nr.Visat Three Roads, Visat - Gandhinagar Highway Chandkheda, Ahmedabad – 382424 - Gujarat, Contact - 079-23267521/570</p>				
Receipt					
Receipt No :	2020-21/MF/0000005	Payment Date :	05/01/2021		
Name :	Bhathena Arya Sanjaykumar	Enrollment No :	200090119503		
Program :	Be (Mechanical Engineering)	Year :	2020-21		
Semester:	Second Year/Semester III	Division :	A		
Sr No.	Fee Type	Amount			
1	Enrollment Fee	1.00			
Total Amount Paid :	1.00				
Amount In Words :	Rupees One Only				
Details of Payment					
Payment Mode :	Online	Txn No.	27419079		

This receipt is electronically generated and does not require a signature


After uploading profile photo & entering personal details those details will be displayed in dashboard.

On successful payment, the auto-generated enrollment no. will be displayed in the dashboard as shown below.

<div> GUJARAT TECHNOLOGICAL UNIVERSITY</div> <div><div>Sign Out</div></div> <div> BHATHENA ARYA SANJAYKUMAR 200090119503 Program : BE (MECHANICAL ENGINEERING) College : C.K.PITHAWALA COLLEGE OF ENGG & TECHNOLOGY</div>	<div>PERSONAL DETAILS</div> <div>Gender : Female DOB : 15/02/2000 Mobile : 9899999999 Email : Arya09@gmail.com Admission category : OP Student category : OP</div> <div>CONTACT DETAILS</div> <div>Address : Room No. 5, Dilip singh compound, Jawahar Nagar Room No. 5, Mahad west City : Ahmedabad State : Gujarat Pincode : 409098</div>
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RESET PASSWORD

Purpose: The objective of this screen to help users securely re-establish access to their accounts through the **RESET PASSWORD** button.



GUJARAT TECHNOLOGICAL UNIVERSITY

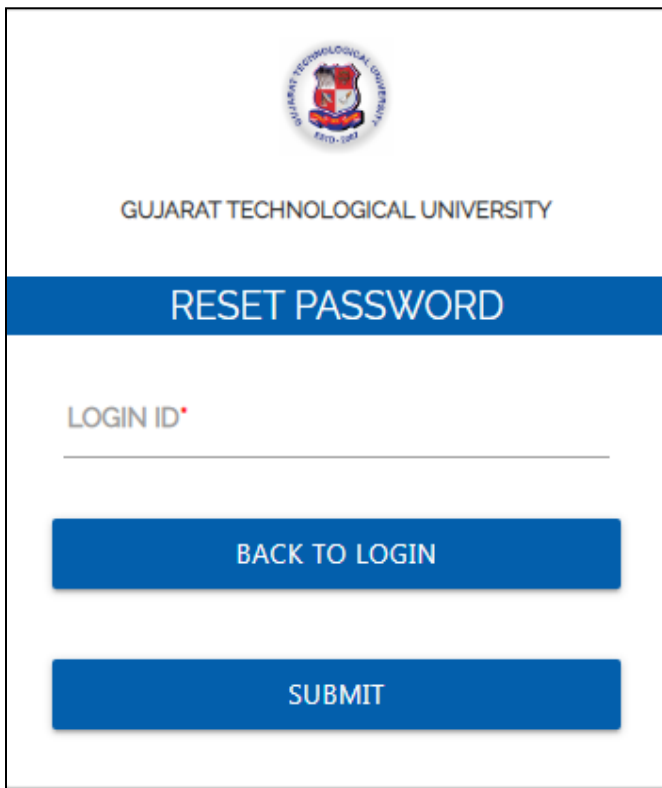
Login*

Password*

SIGN IN

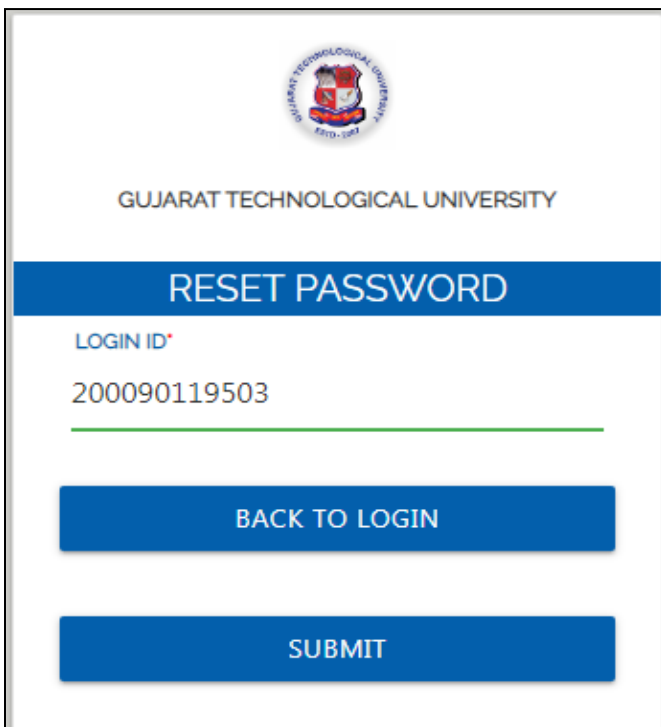
RESET PASSWORD

1. After clicking on the **'Reset Password'** , the below screen will be displayed.



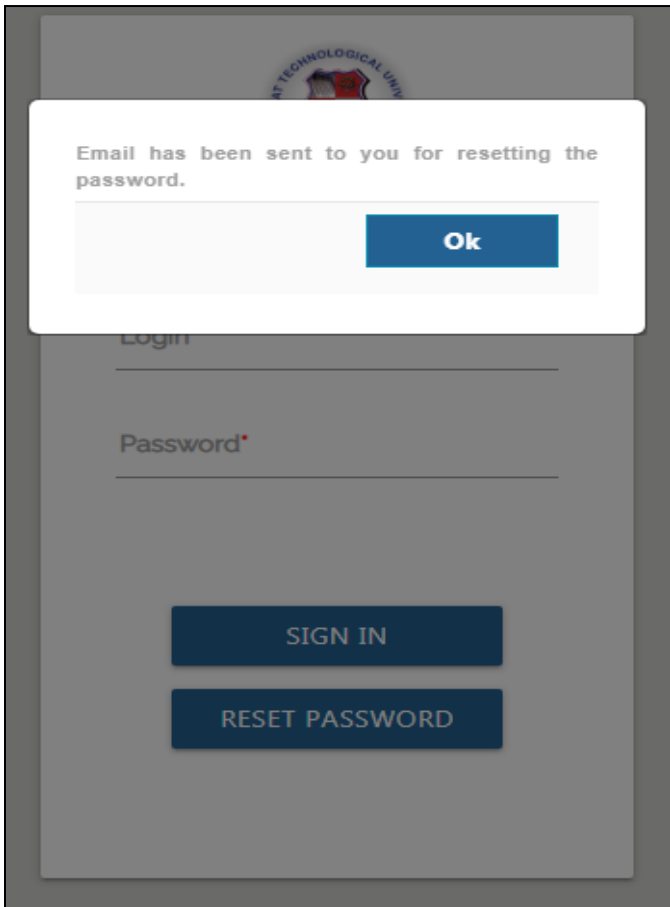
The screenshot shows the Gujarat Technological University logo at the top, followed by the text "GUJARAT TECHNOLOGICAL UNIVERSITY". Below this is a blue header bar with the text "RESET PASSWORD". Under the header, there is a label "LOGIN ID*" followed by a text input field. Below the input field are two blue buttons: "BACK TO LOGIN" and "SUBMIT".

2. Enter valid login id & click on submit button as shown below.



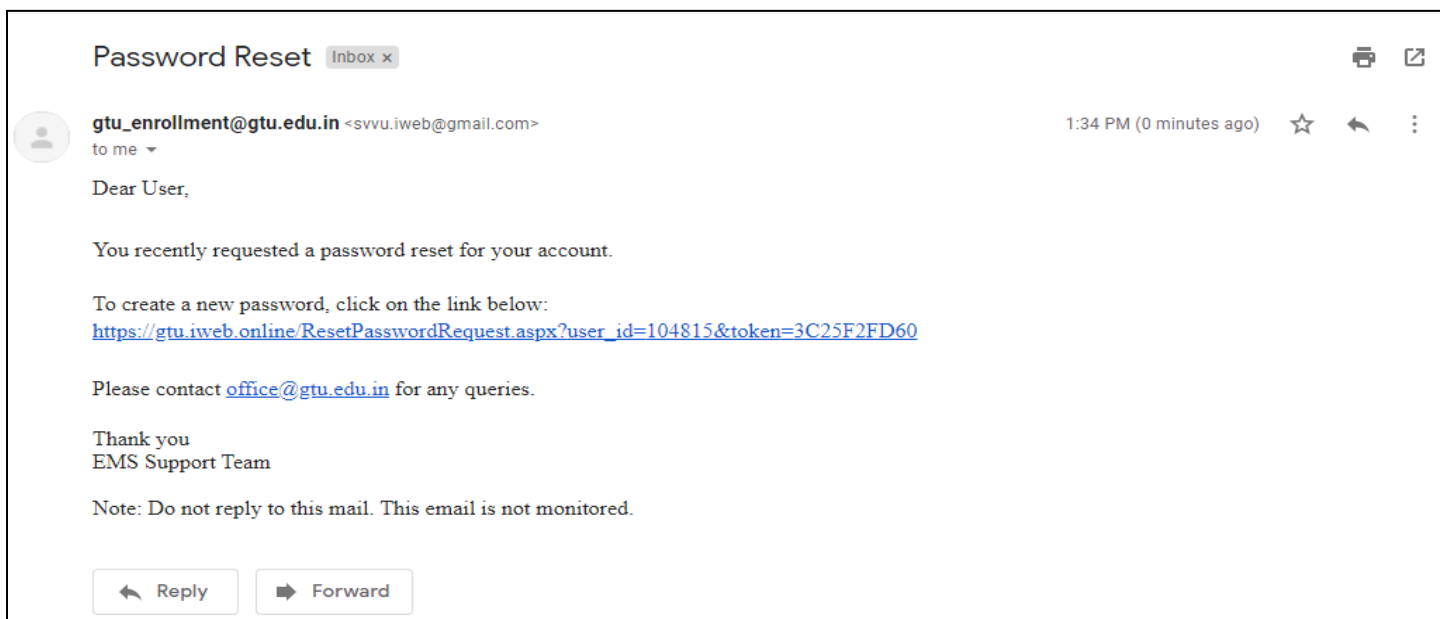
The screenshot shows the same Gujarat Technological University logo and header as the previous image. The "LOGIN ID*" label is followed by the text "200090119503" entered in the input field. Below the input field are the same two blue buttons: "BACK TO LOGIN" and "SUBMIT".

3. After clicking on submit button, 'Email has been sent to you for resetting the password.' will pop-up on the screen.




4. Click on '**Ok**' button to proceed further.

5. Email of **Password Reset** will be auto-triggered on the click of submit button available on the same window.



6. Click on link which is mentioned in same mail.

7. After clicking on link below **Change password** link will be displayed on screen.



GUJARAT TECHNOLOGICAL UNIVERSITY

CHANGE PASSWORD

LOGIN ID*

200090119503


PASSWORD*

CONFIRM PASSWORD*

SAVE

8. Login id will auto fetch from system.

9. Enter your new password & click on save button.



GUJARAT TECHNOLOGICAL UNIVERSITY

CHANGE PASSWORD

LOGIN ID*

200090119503

PASSWORD*

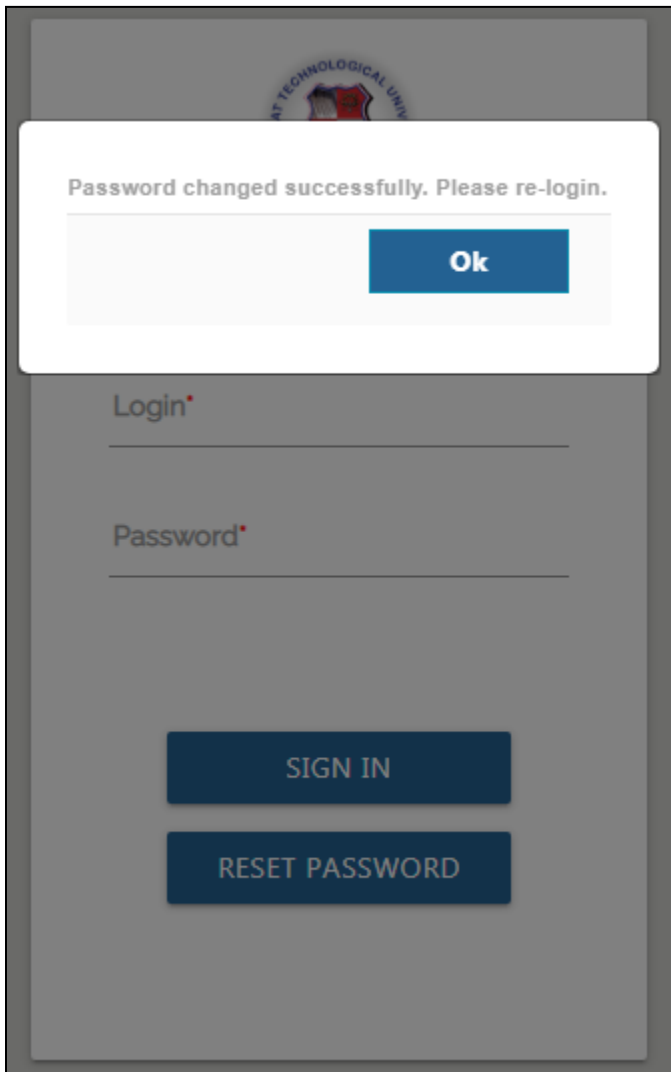
••••••••

CONFIRM PASSWORD*

••••••••

SAVE

10. After clicking on submit button, '**Password changed successfully. Please re-login.**' will pop-up on the screen.



11. Click on '**Ok**' button to proceed further.

END MANUAL