GTU – Student portal manual

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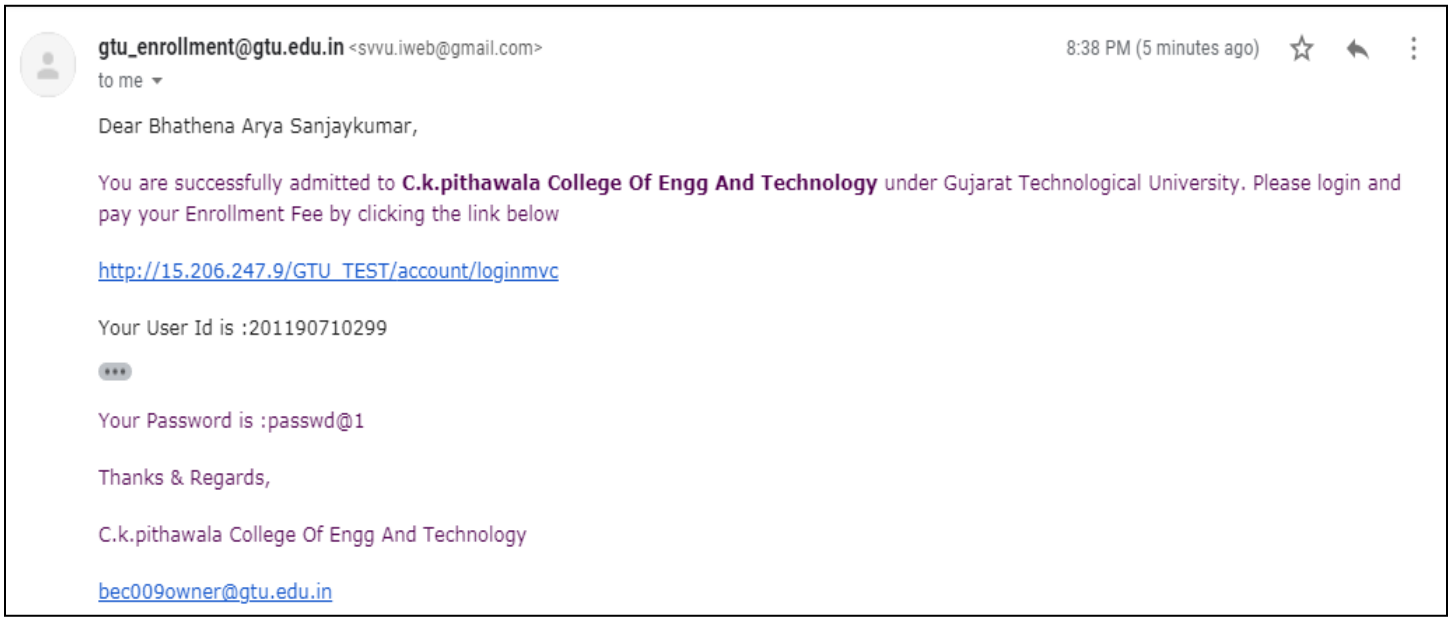
Note :All the Screen shots are taken from the Mobile view & attached in the below Manual.The Same Portal can work on any device.

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.



gtu_enrollment@gtu.edu.in <svvu.iweb@gmail.com> 8:38 PM (5 minutes ago)

to me

Dear Bhathena Arya Sanjaykumar,

You are successfully admitted to **C.k.pithawala College Of Engg And Technology** under Gujarat Technological University. Please login and pay your Enrollment Fee by clicking the link below

http://15.206.247.9/GTU_TEST/account/loginmvc

Your User Id is :201190710299

...

Your Password is :passwd@1

Thanks & Regards,

C.k.pithawala College Of Engg And Technology

bec009owner@gtu.edu.in

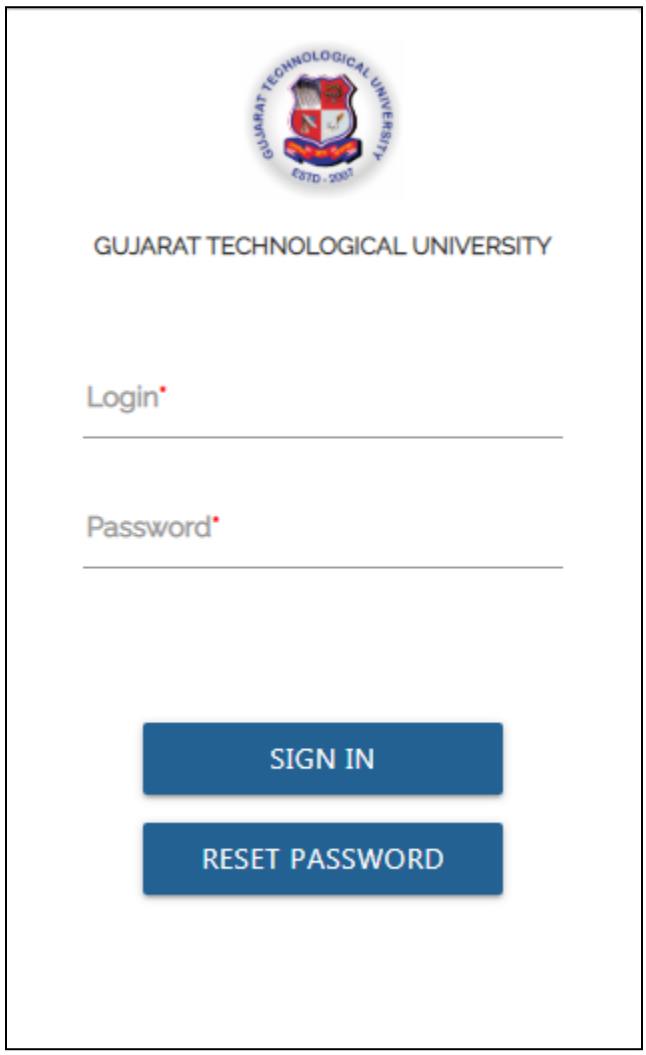
1. In this Registration mail, Student can see their Login details i.e Login Id & password along with link.

2. Click on GTU link which is present is the mail.

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

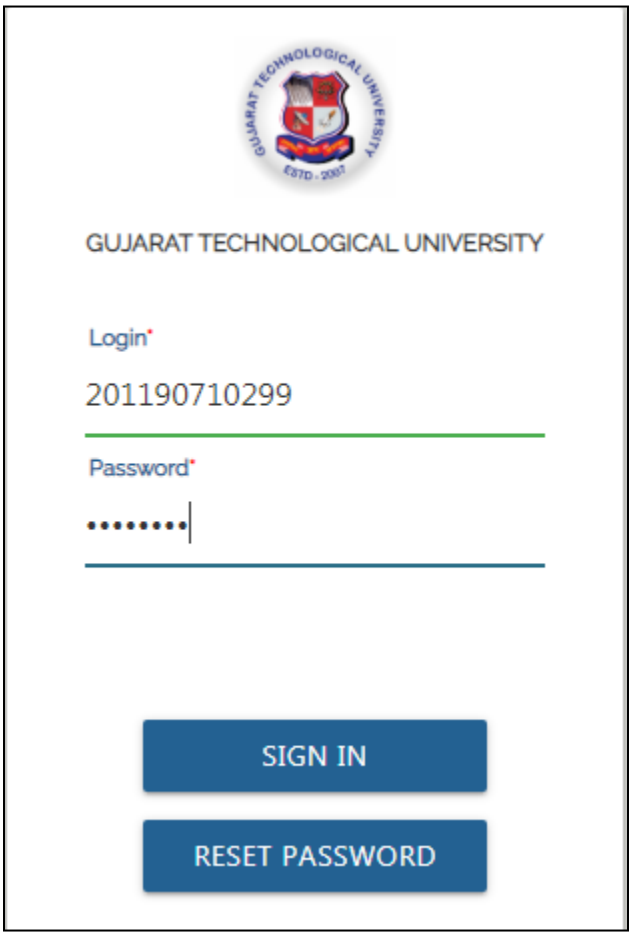
LOGIN PAGE

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



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

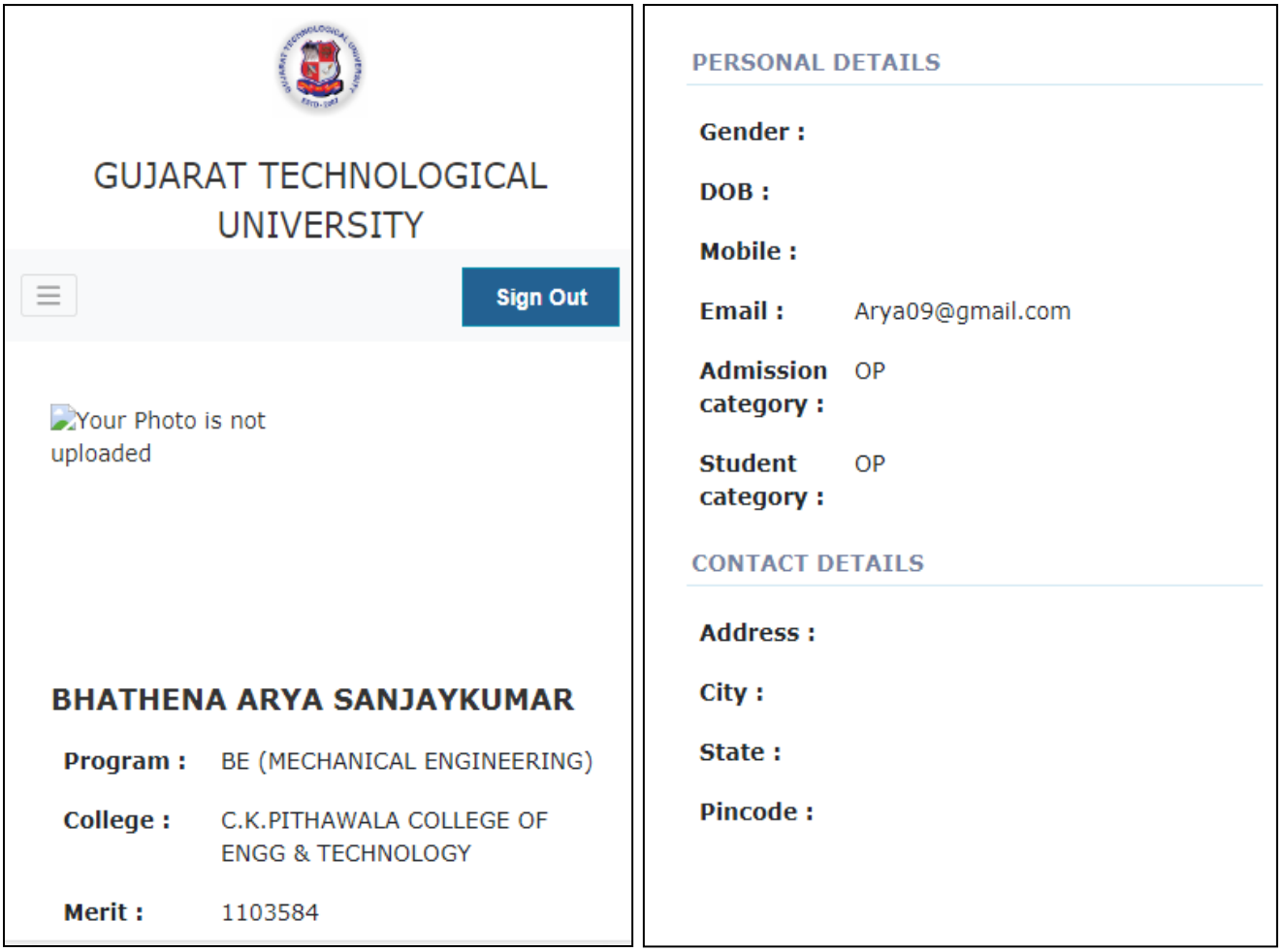
3. Click on **Sign In** button.



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

DASHBOARD

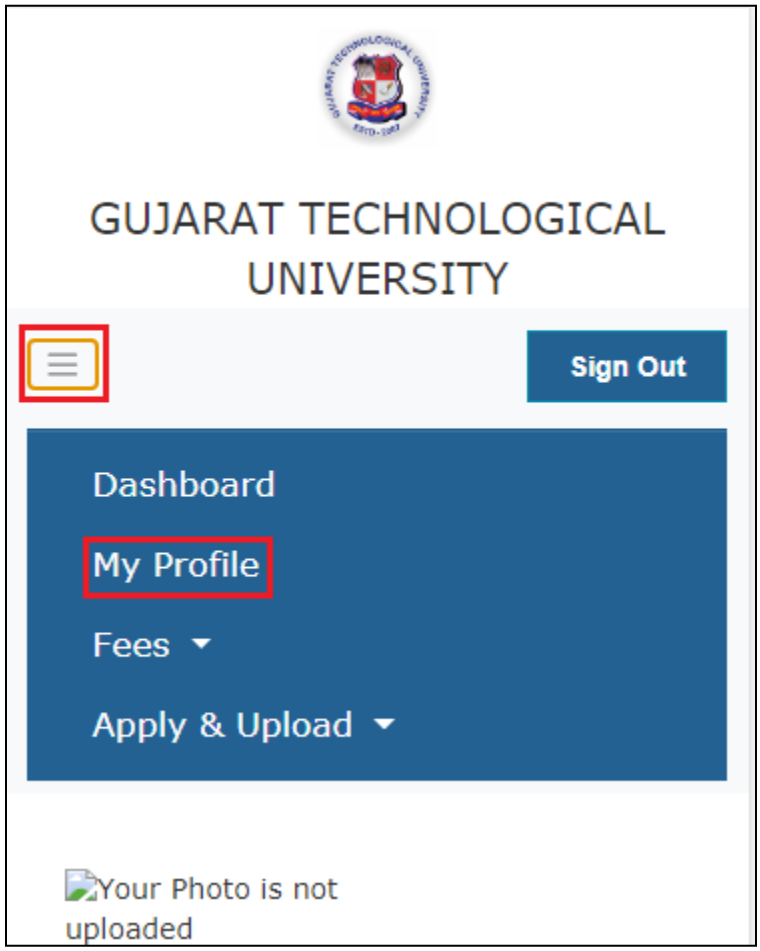
PURPOSE: In this page student can see their personal, contact details in read only mode.



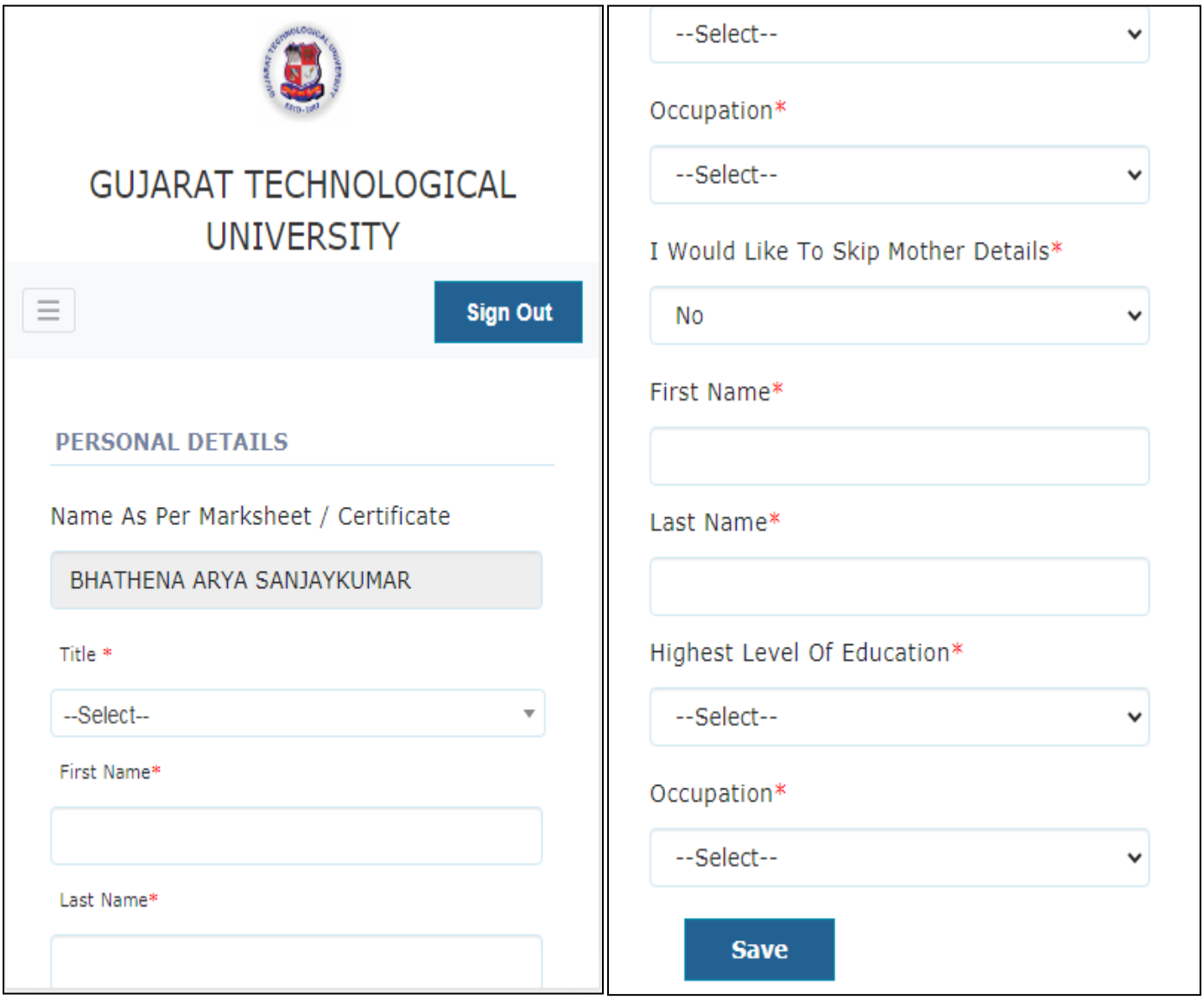
MY PROFILE

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

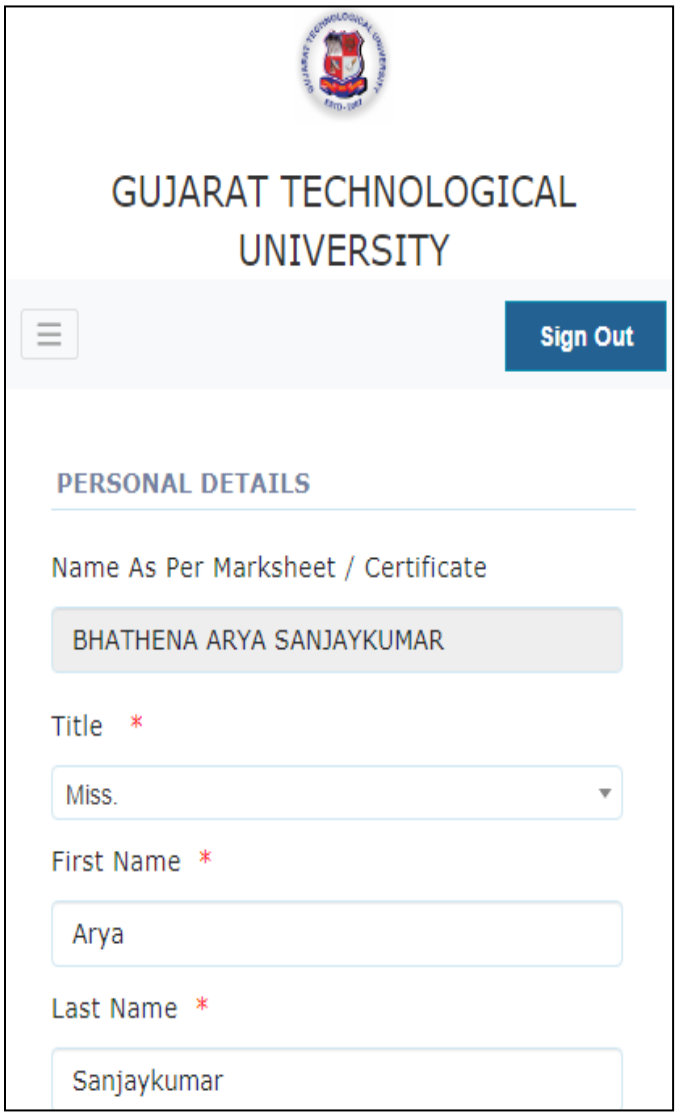
1. Expand menu-->Click on **MY PROFILE** Menu.

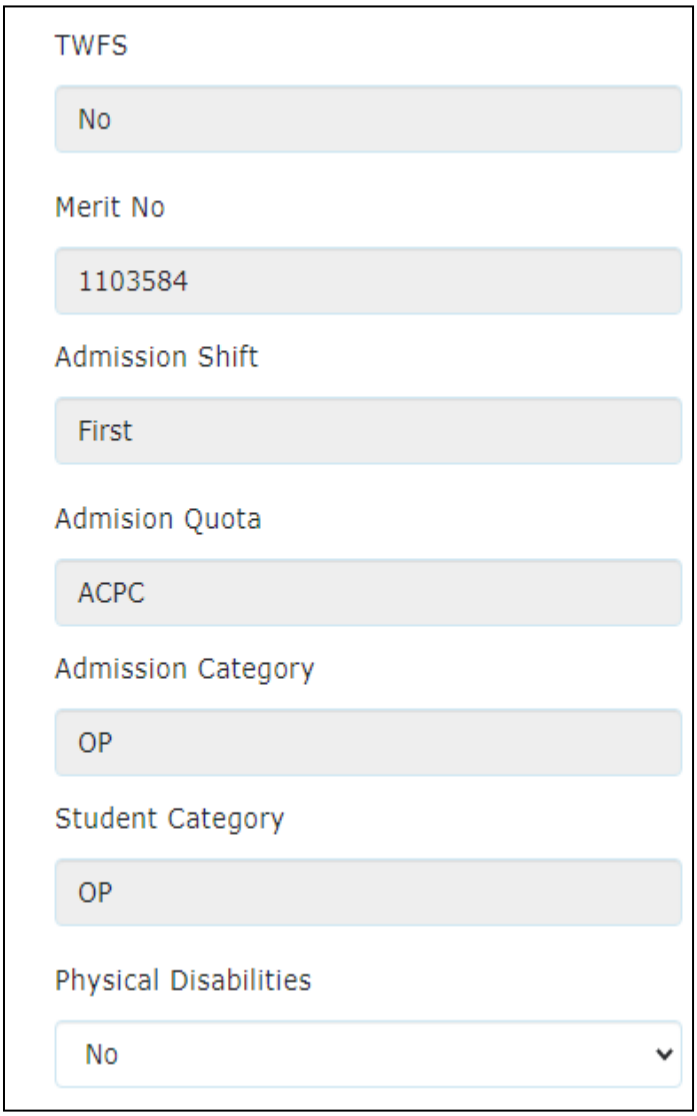


2. After clicking on **MY PROFILE** menu, below screen will be displayed.



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



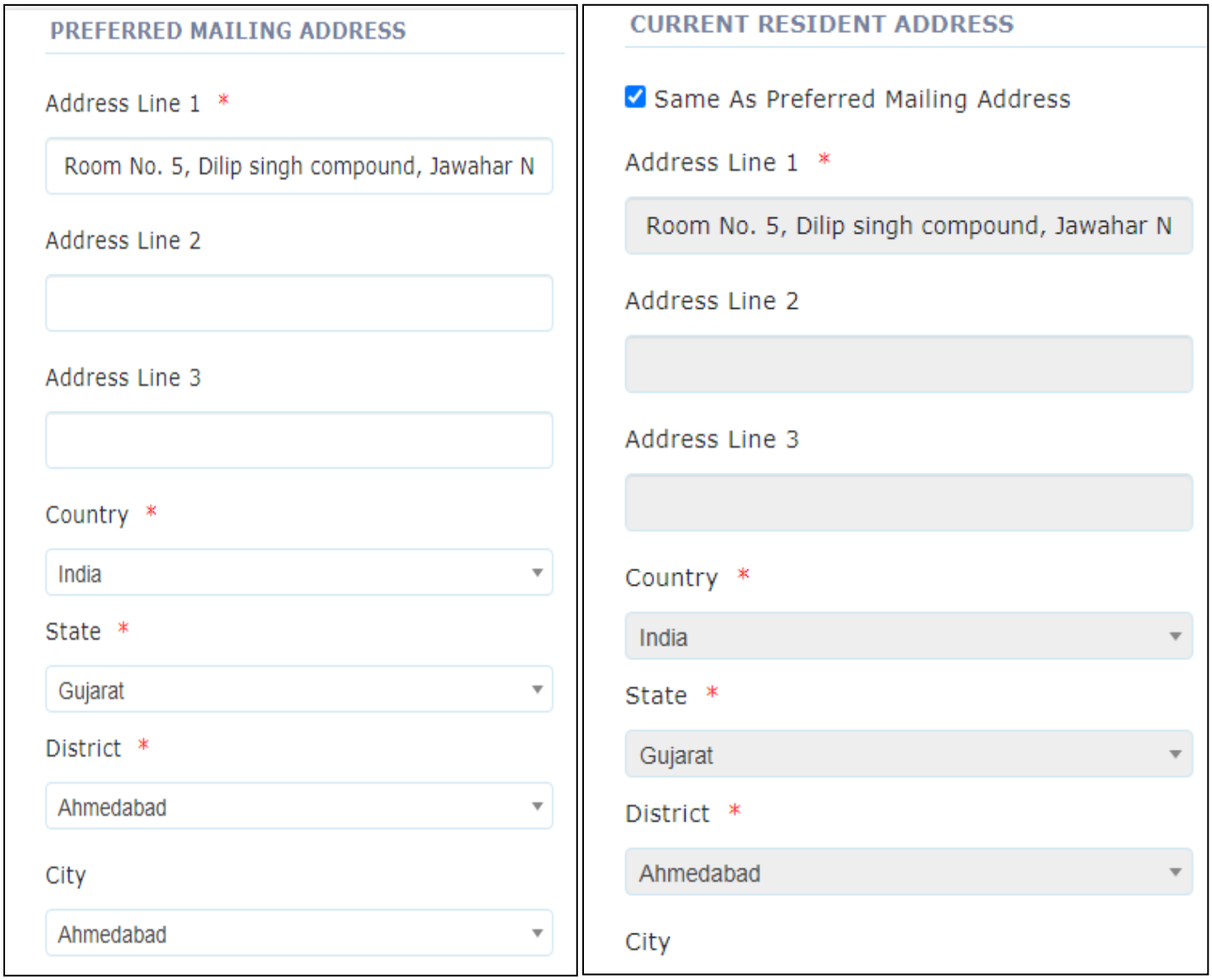


Note :1) The values which are imported will be auto-fetched & displayed to the students in a non-editable mode.

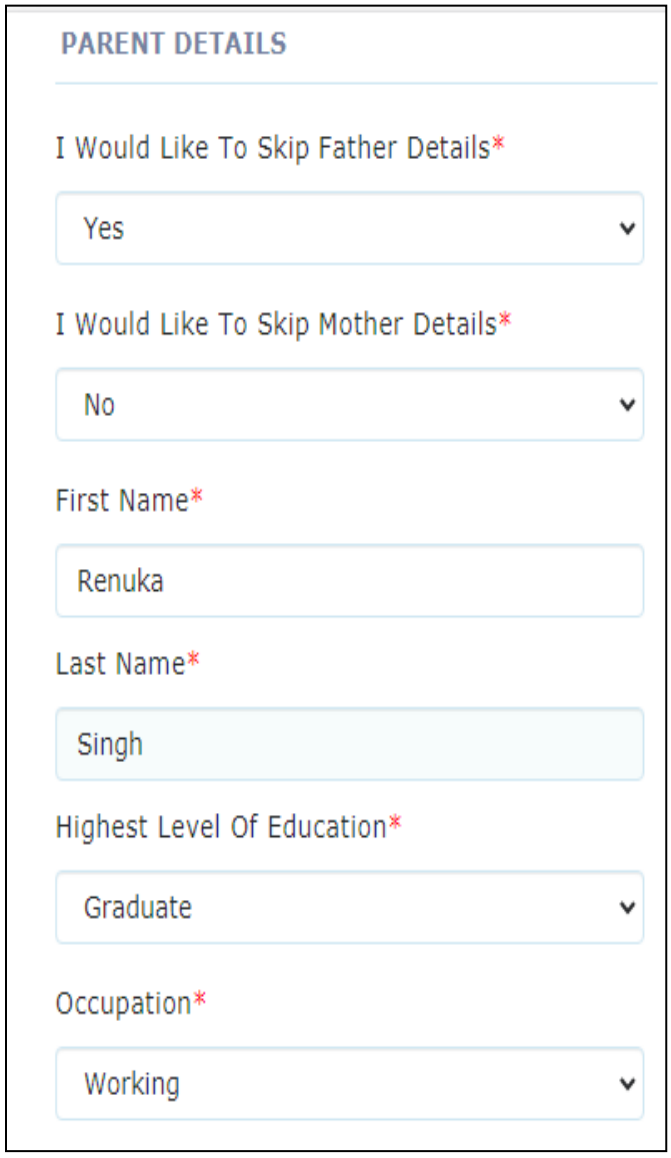
(Values imported are TWFS, Admission category, student category, Merit no. Admission Quota, Admission Shift).

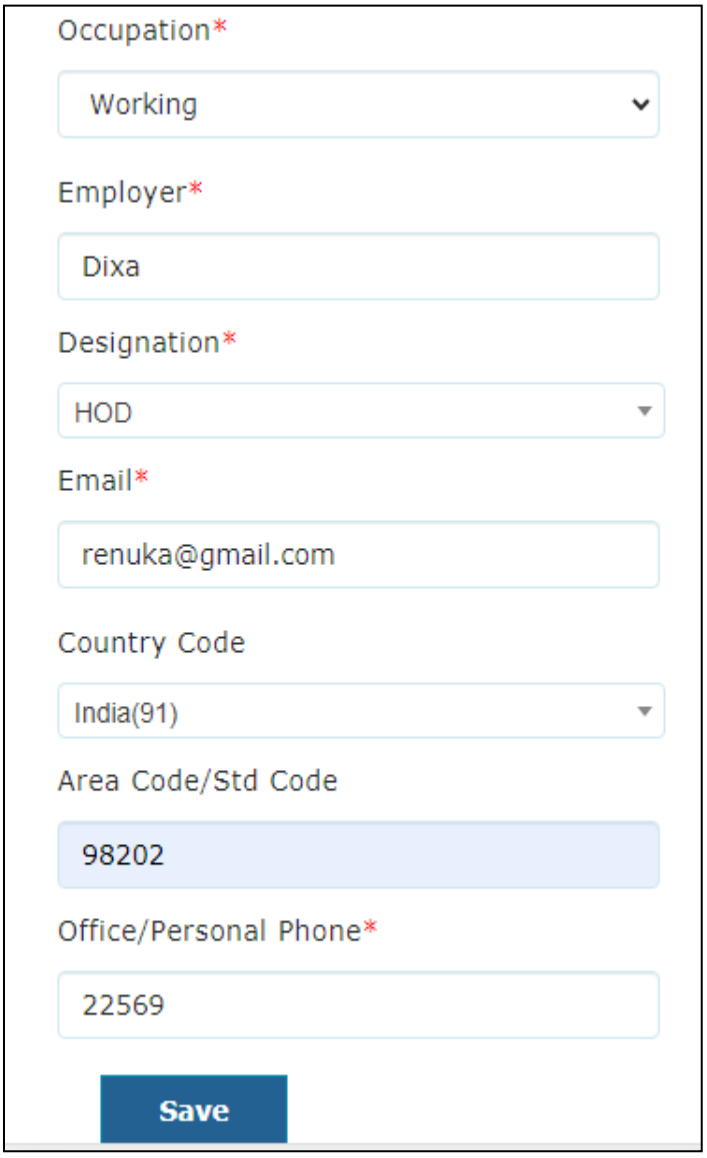
2) For direct registration student, details which are being entered at the time of registration should be auto-populated in the student record also.

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

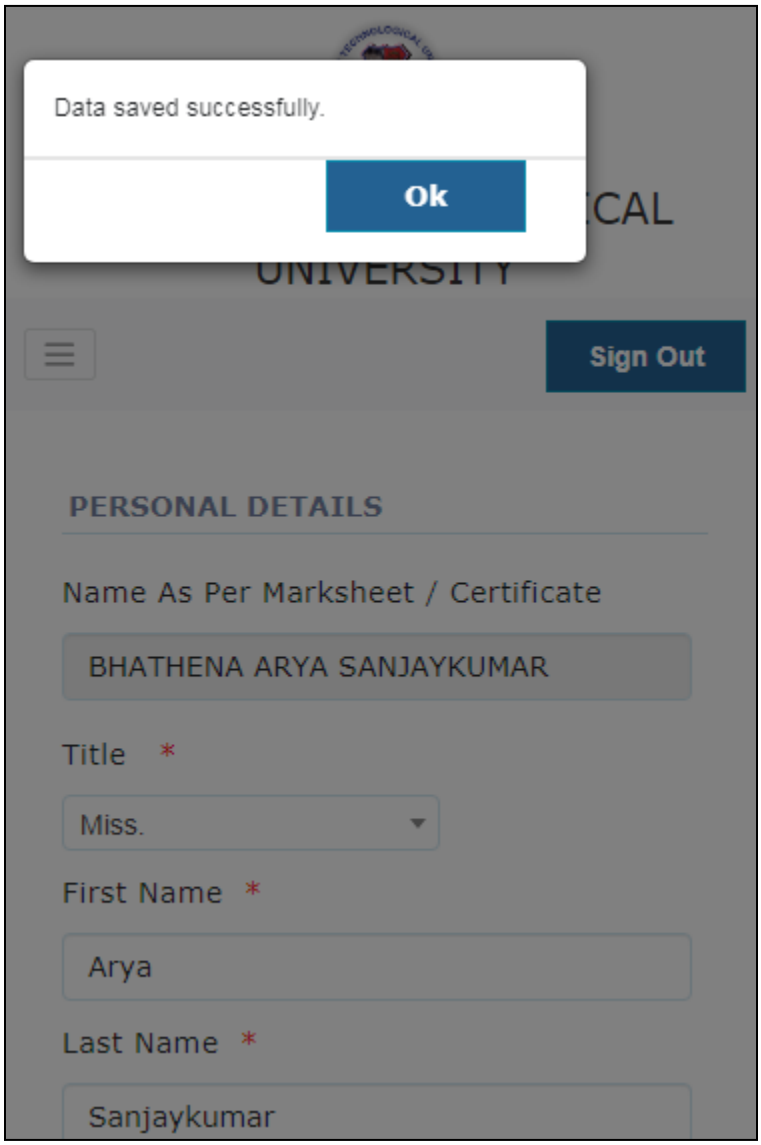


5. If user want to fill parent details then select ‘Yes’ flag & if want to skip parent details then select ‘No’ flag & click on save button.





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

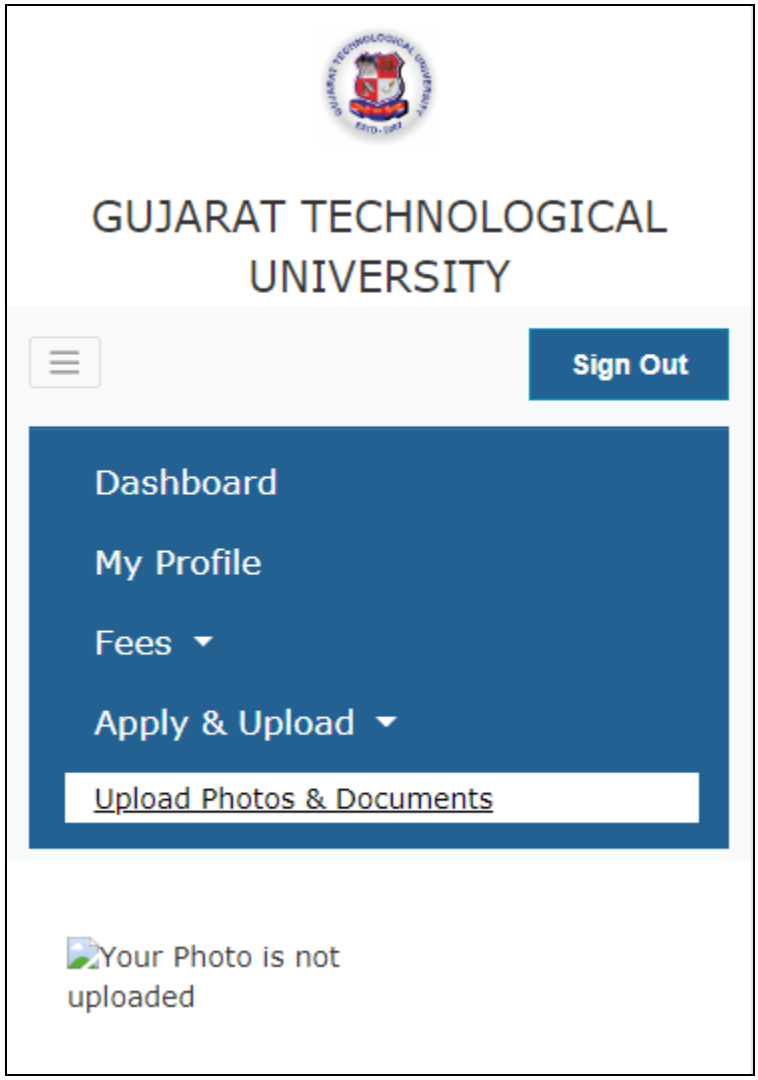


7. Click on '**Ok'** button to proceed further.

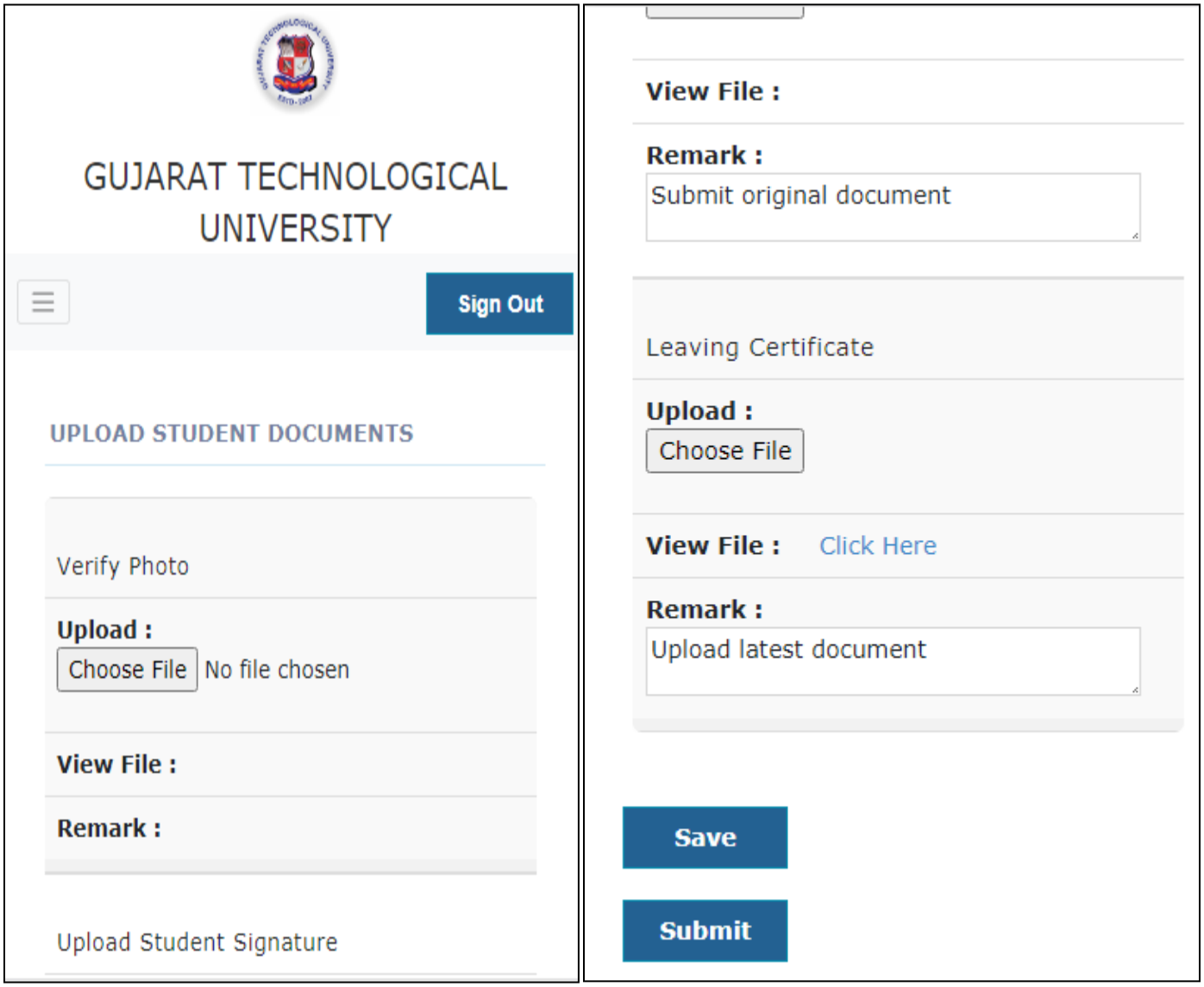
APPLY & UPLOAD

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 U**pload Photos & Documents** menu below page will display.

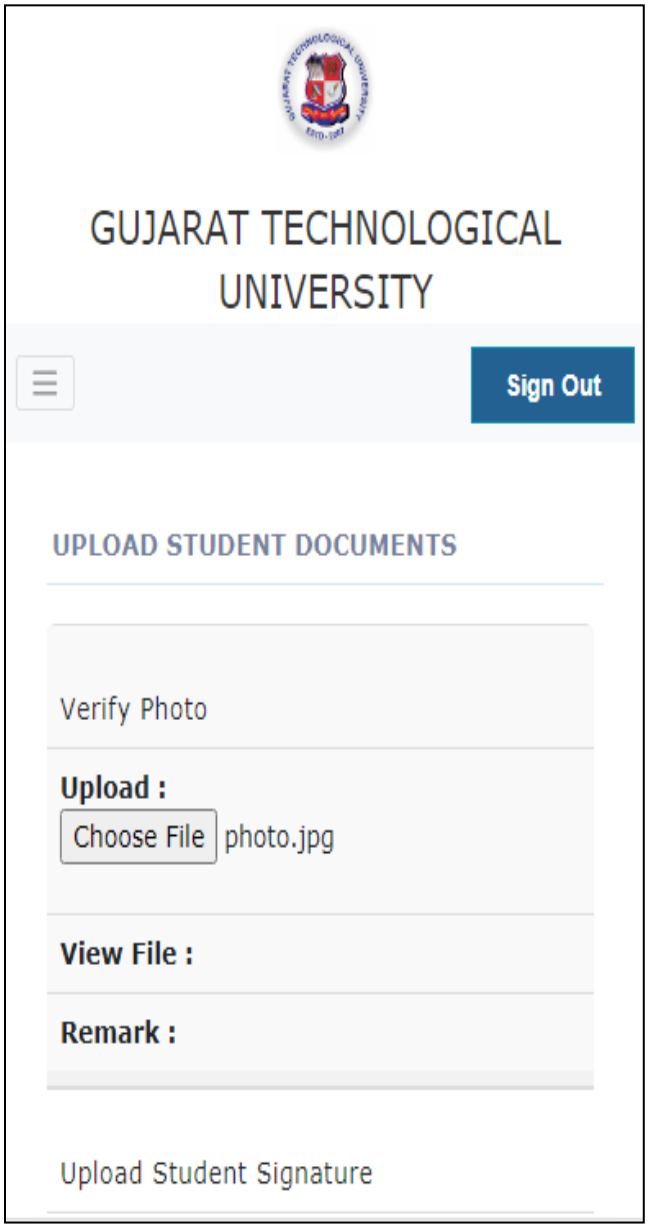


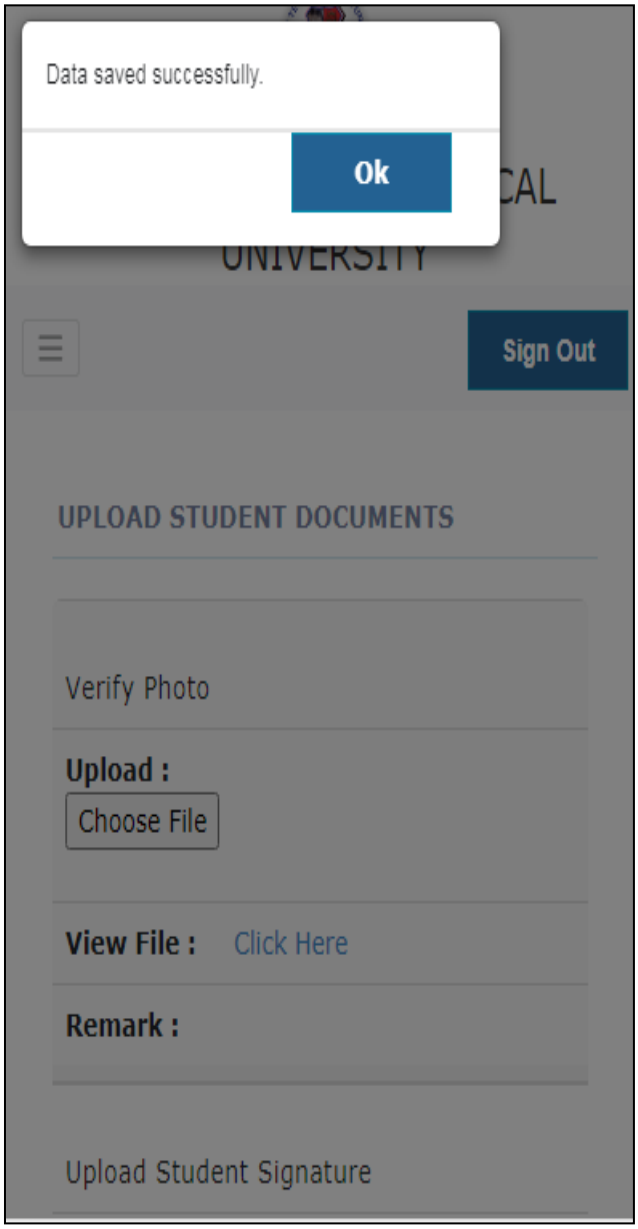
3. Student can see admin comments as well as view documents which in uploaded by admin

4. User can upload document by clicking on browse button provided as shown below.

5. Click on save button.

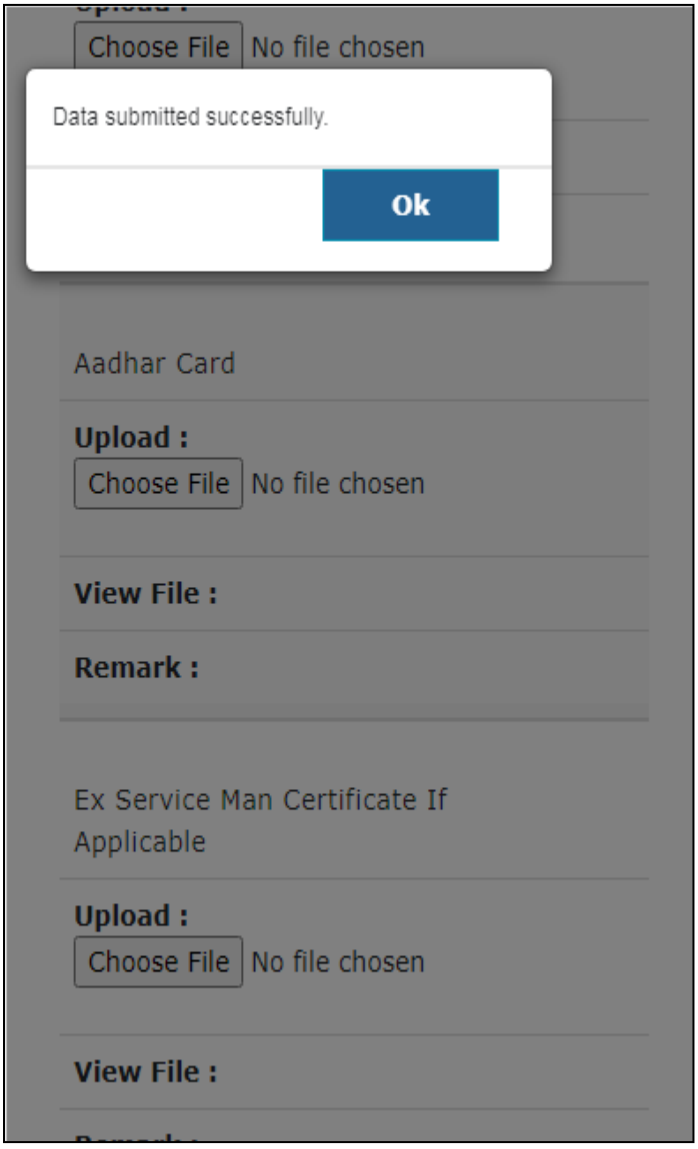
6. After clicking on save button, '**DATA SAVED SUCCESSFULLY'** will pop-up on the screen.





7. Then click on submit button.

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



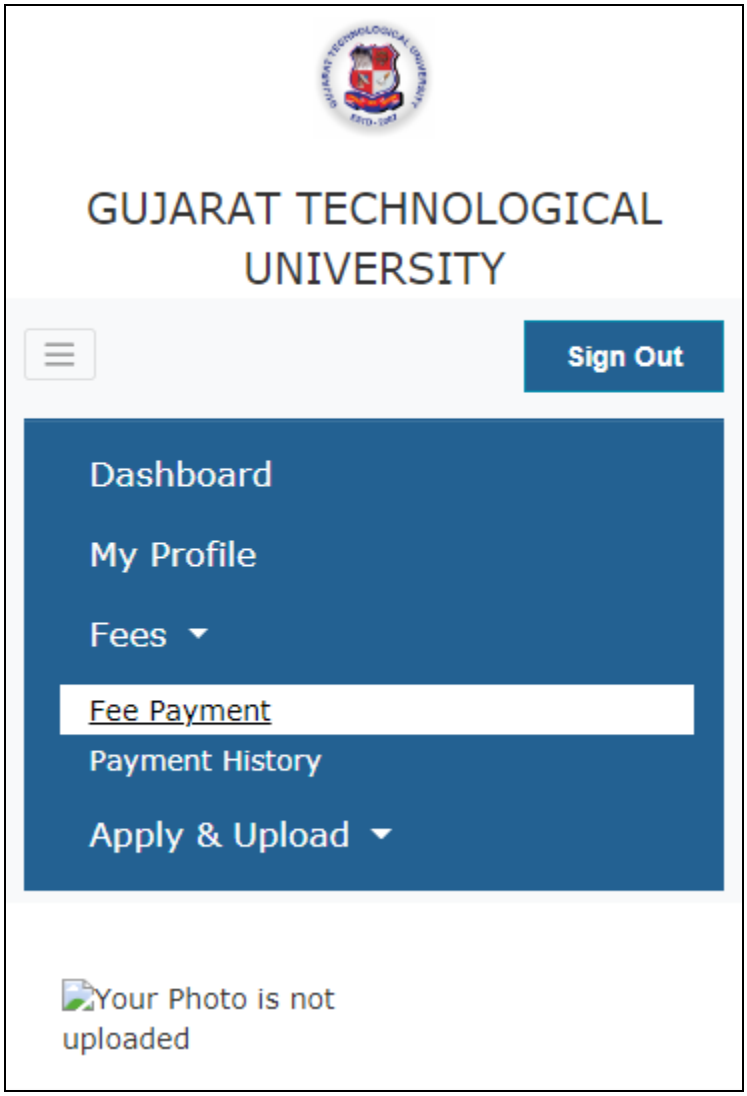
9. Click on '**Ok**' button to proceed further.

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

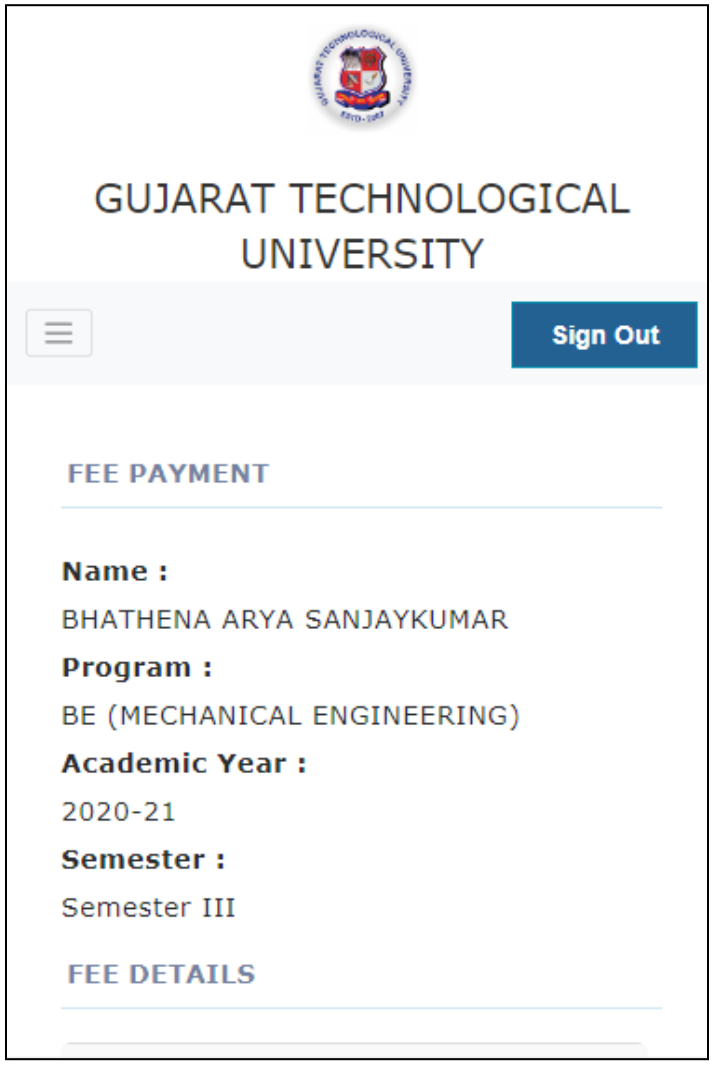
FEE PAYMENT

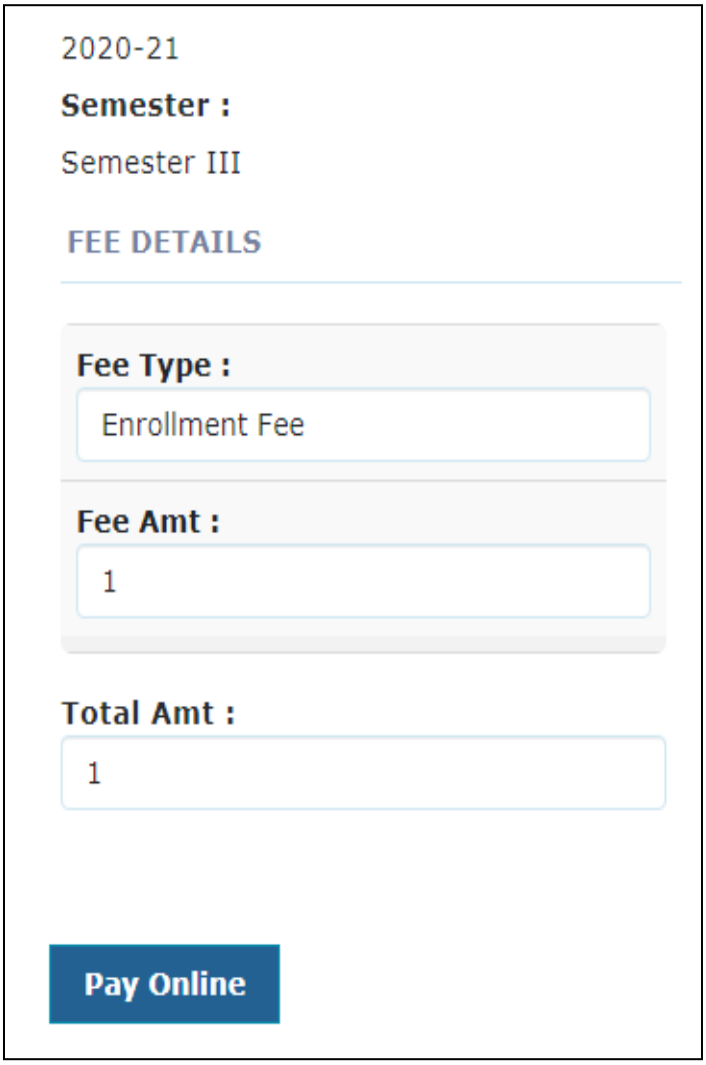
PURPOSE: The objective of the screen is to pay enrollment fee to get enrolled in university.

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



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

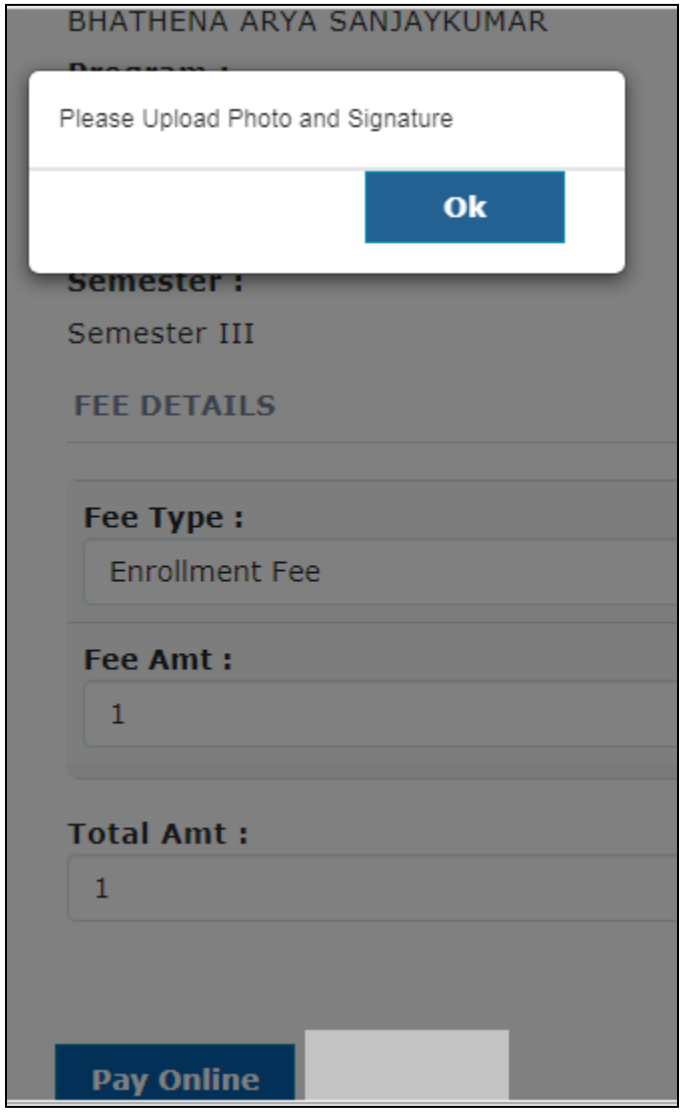




Note:

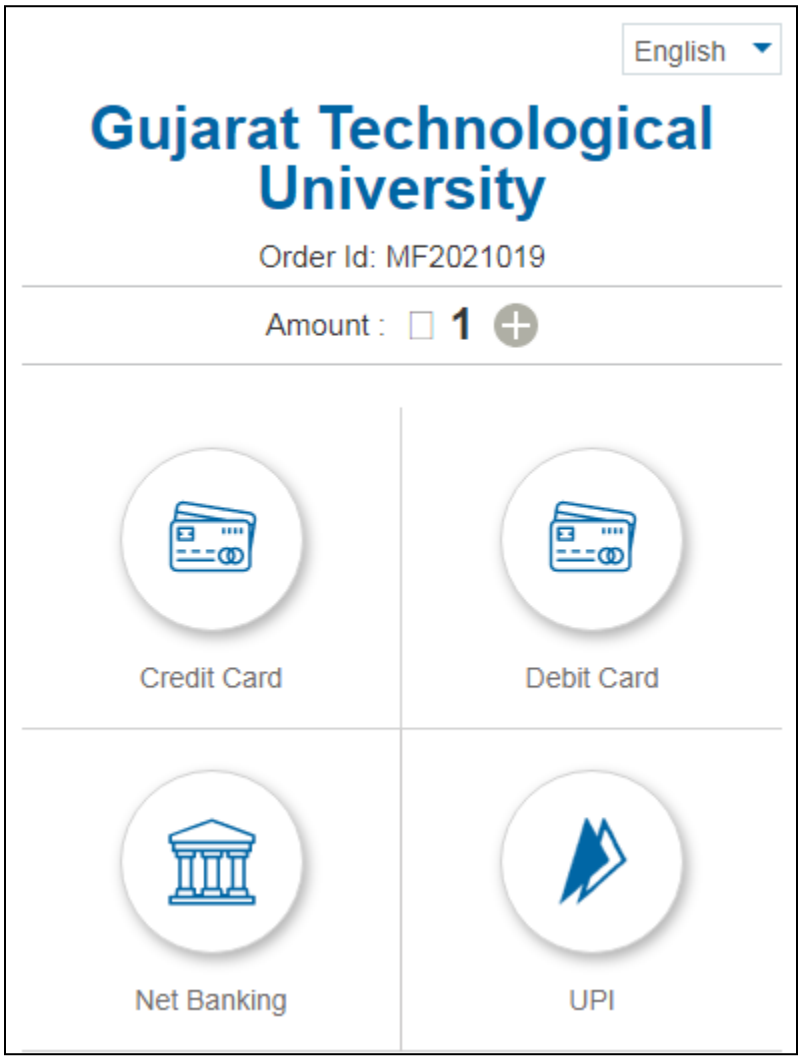
1. Before making enrollment payment, Student has to be upload signature & Photo. If not uploaded then After clicking on Pay Online button validation message will be reflected on screen as Please Upload Photo & Signature as shown below.

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

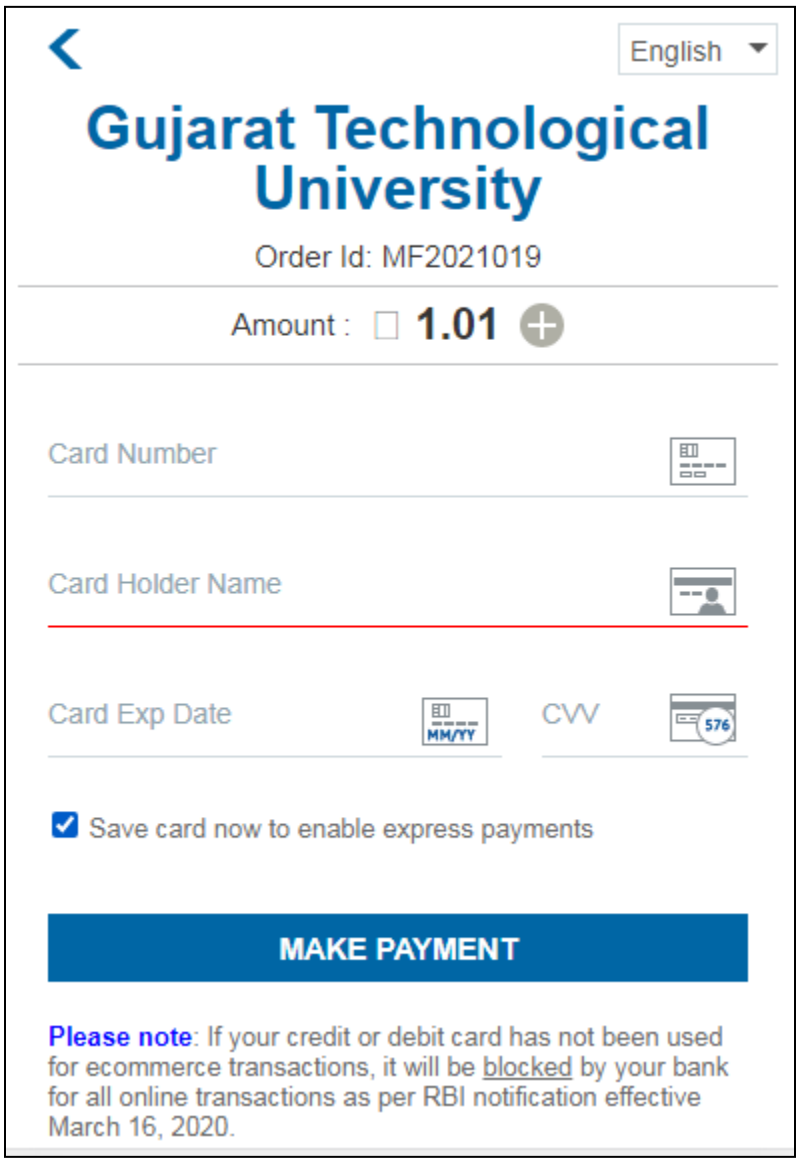


3. Check the Details i.e Name, program, Academics year & semester along with enrollment amount & then move further by clicking on the **Pay Online** button.

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



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

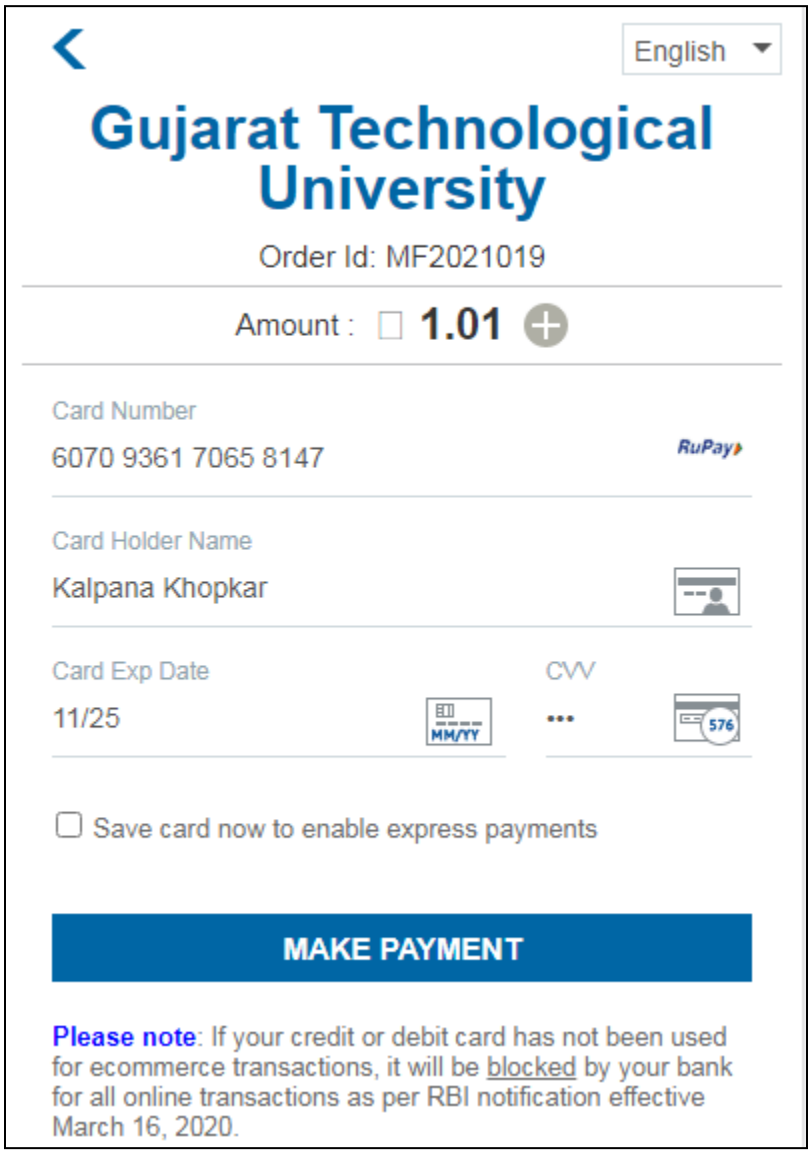


6. Enter valid card number

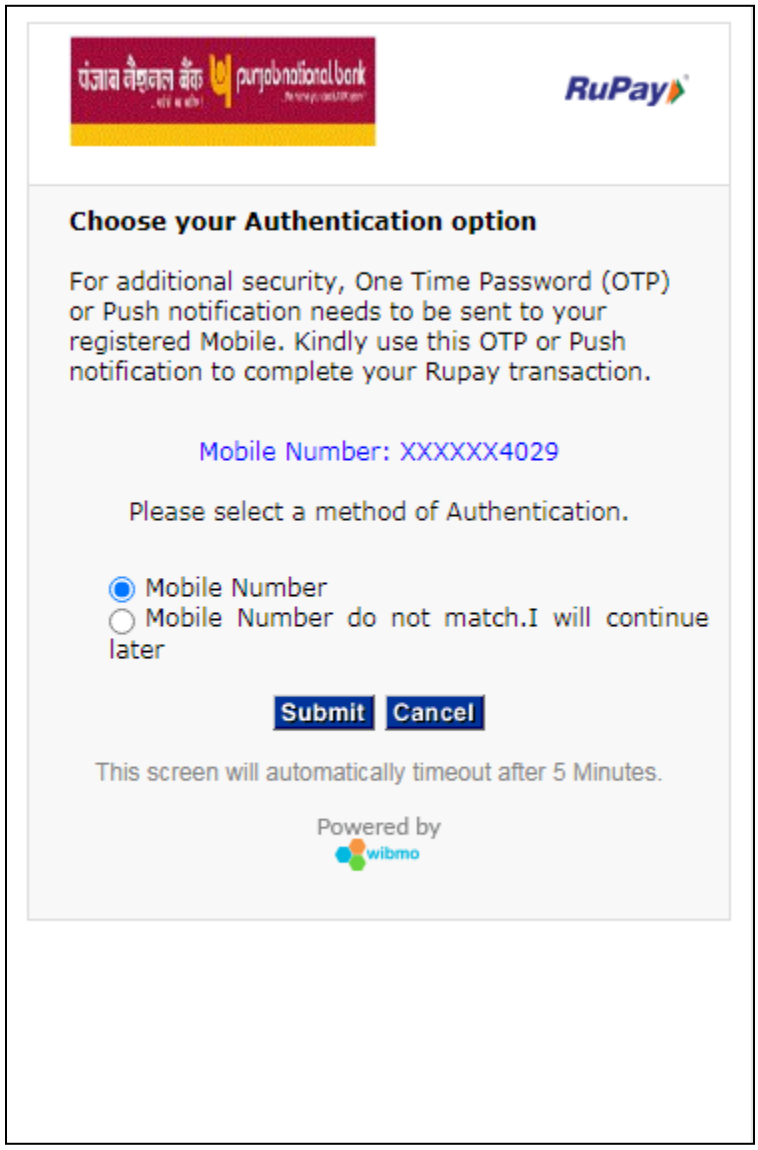
7. Enter valid card holder name.

8. Enter valid Card Exp date.

9. Enter valid CVV number.

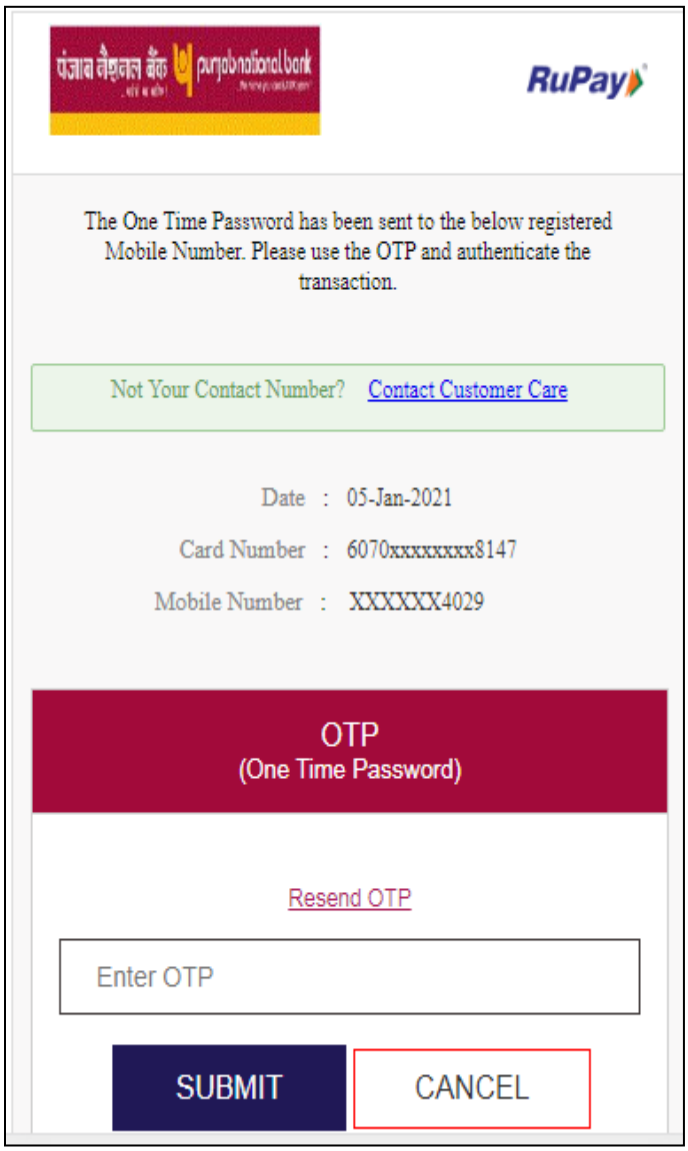


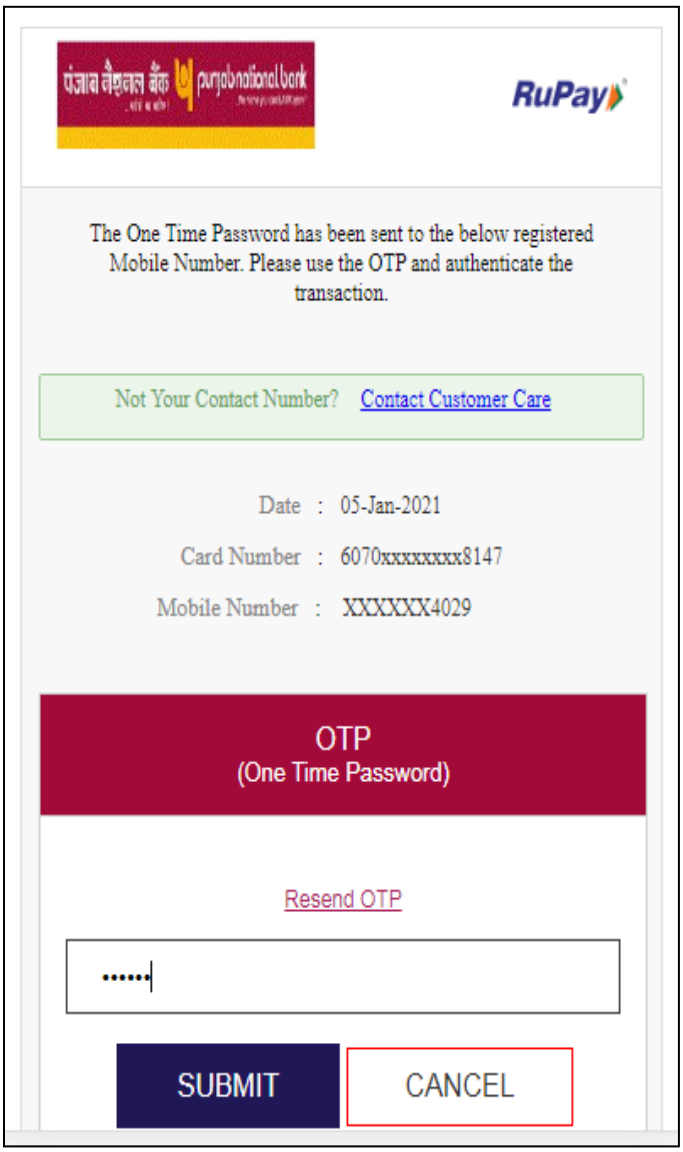
10. Click on **MAKE PAYMENT** button, bank page will be open, verify the details and select authentication option to get OTP number.



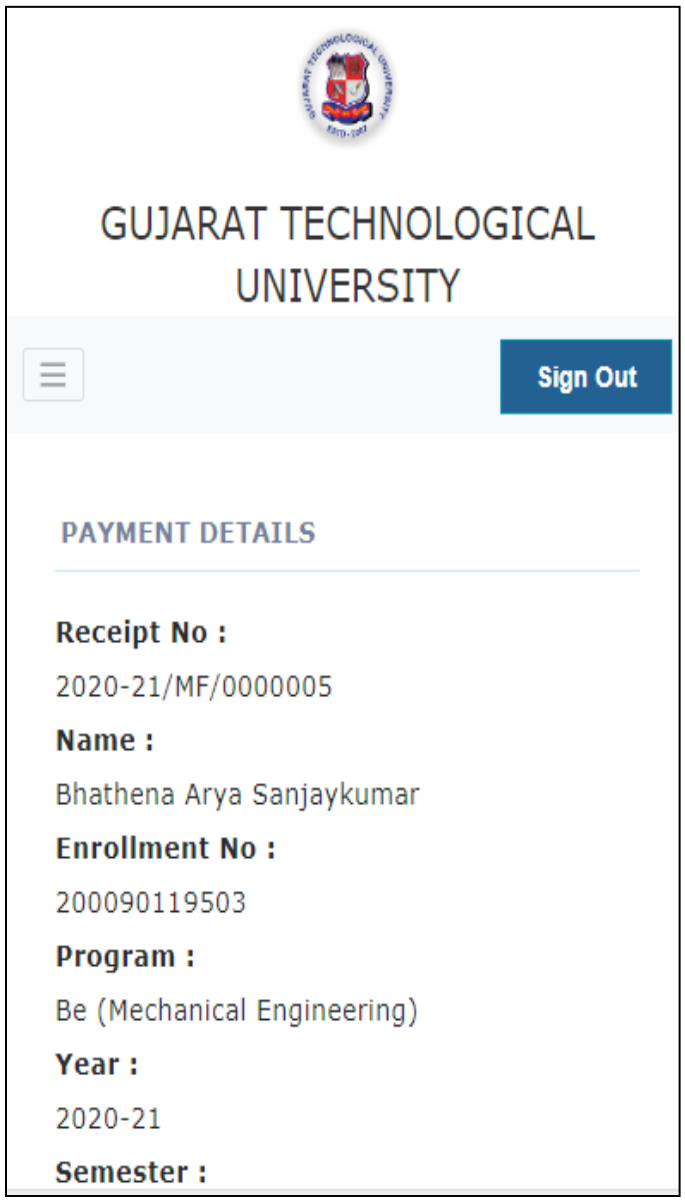
11. Click on submit button.

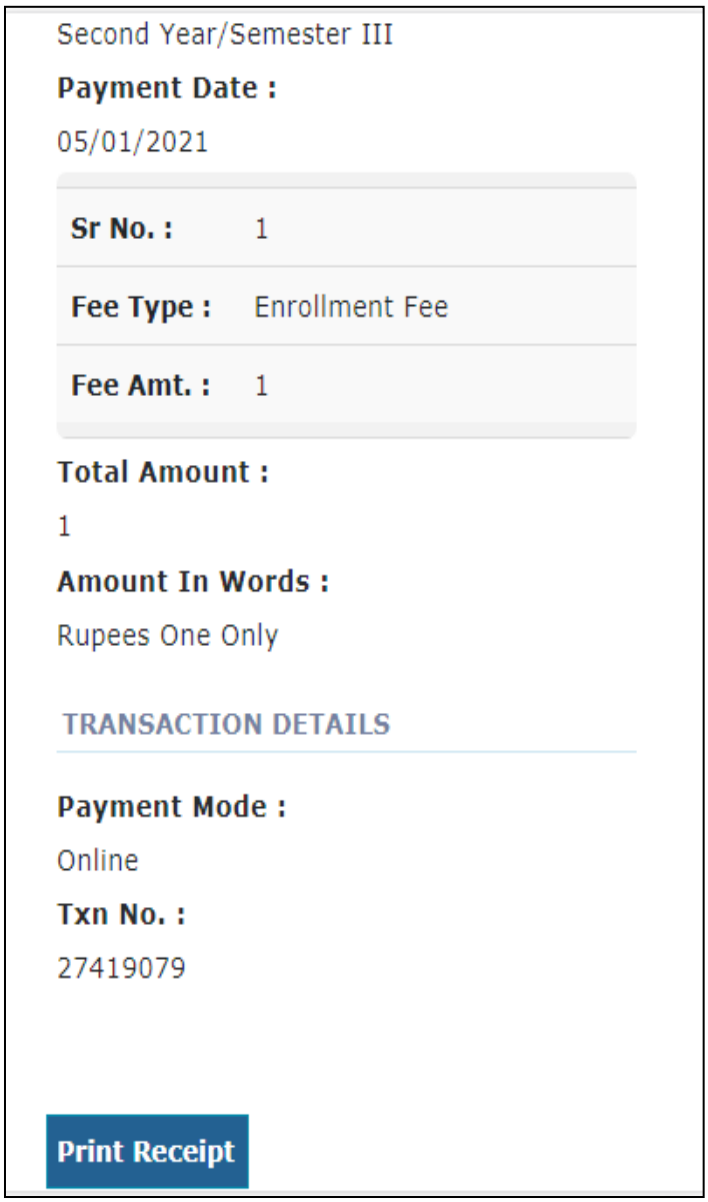
12. Enter the OTP and click on Submit button.





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





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

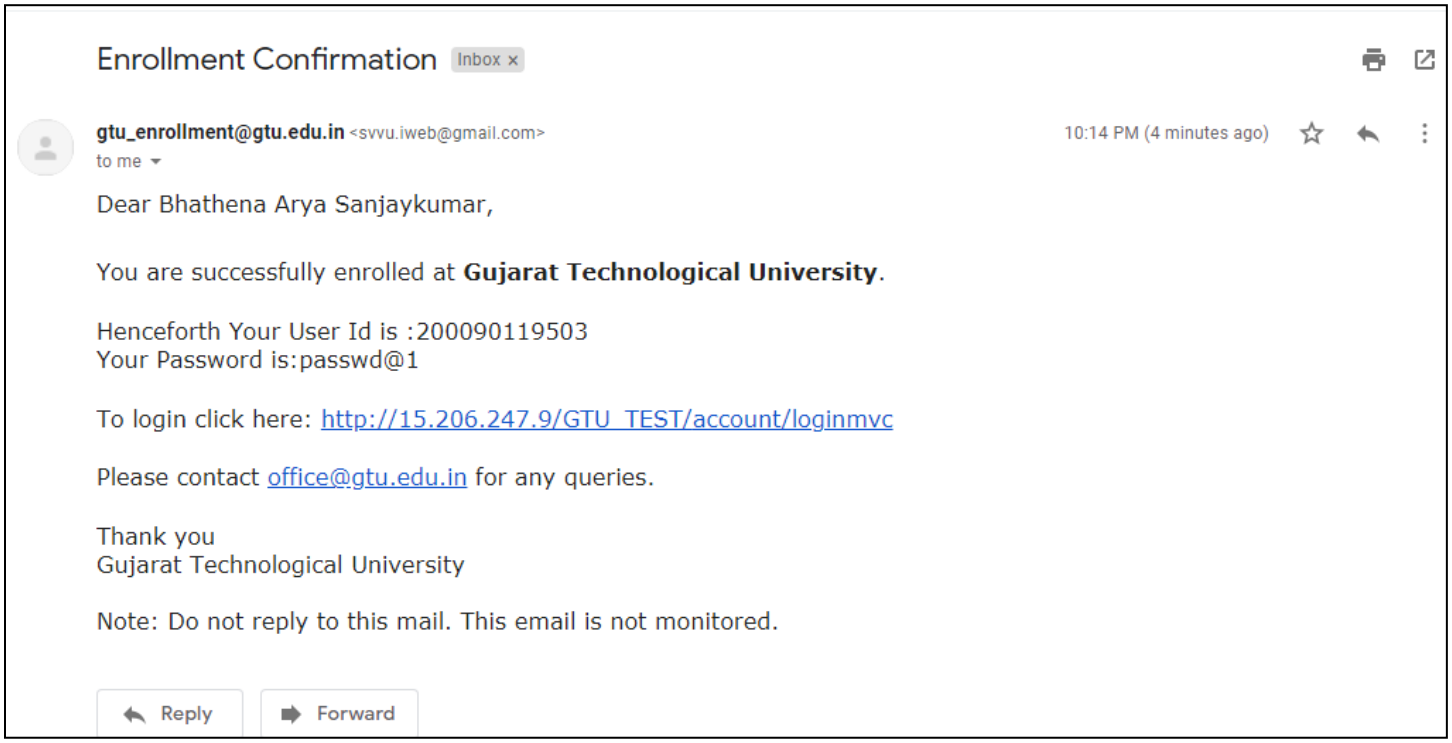
Sr No.	**Fee Type**	**Amount**
1	Enrollment Fee	1.00
Total Amount Paid :		**1.00**
Amount In Words :	**Rupees One Only**	
Details of Payment		
Payment Mode :	Online	**Txn No.** 27419079

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.



Enrollment Confirmation Inbox ×

gtu_enrollment@gtu.edu.in <svvu.iweb@gmail.com> 10:14 PM (4 minutes ago)

to me

Dear Bhathena Arya Sanjaykumar,

You are successfully enrolled at **Gujarat Technological University**.

Henceforth Your User Id is :200090119503
Your Password is:passwd@1

To login click here: http://15.206.247.9/GTU_TEST/account/loginmvc

Please contact office@gtu.edu.in for any queries.

Thank you
Gujarat Technological University

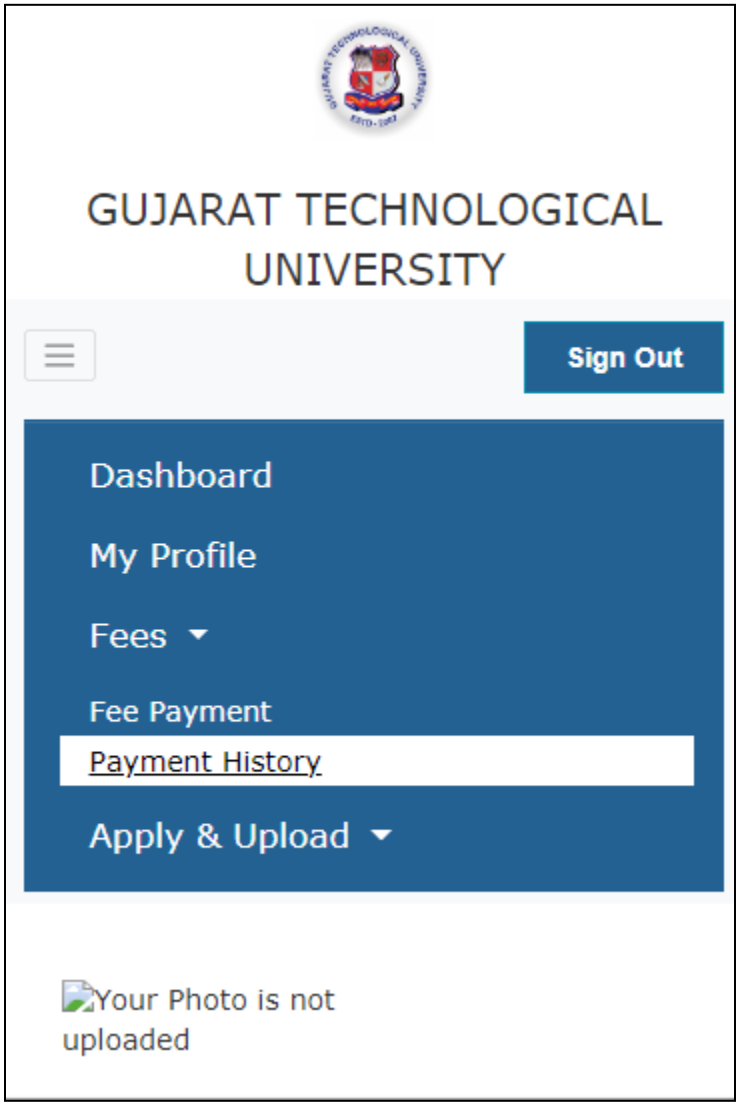
Note: Do not reply to this mail. This email is not monitored.

Reply Forward

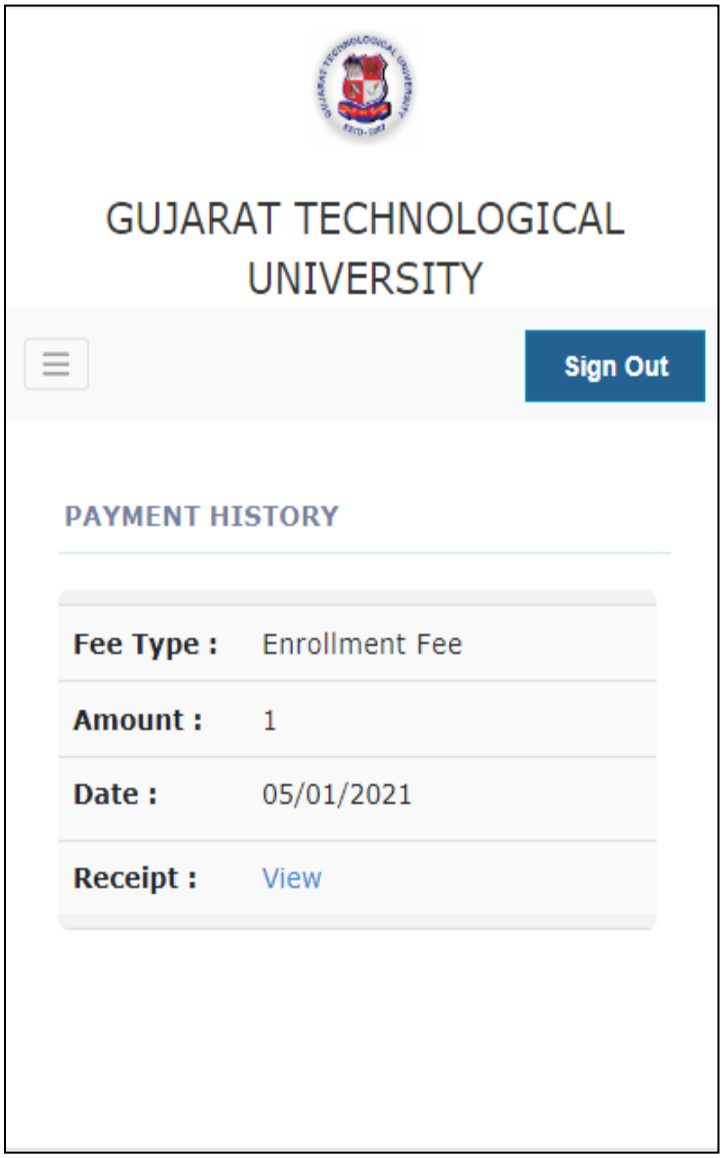
PAYMENT HISTORY

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

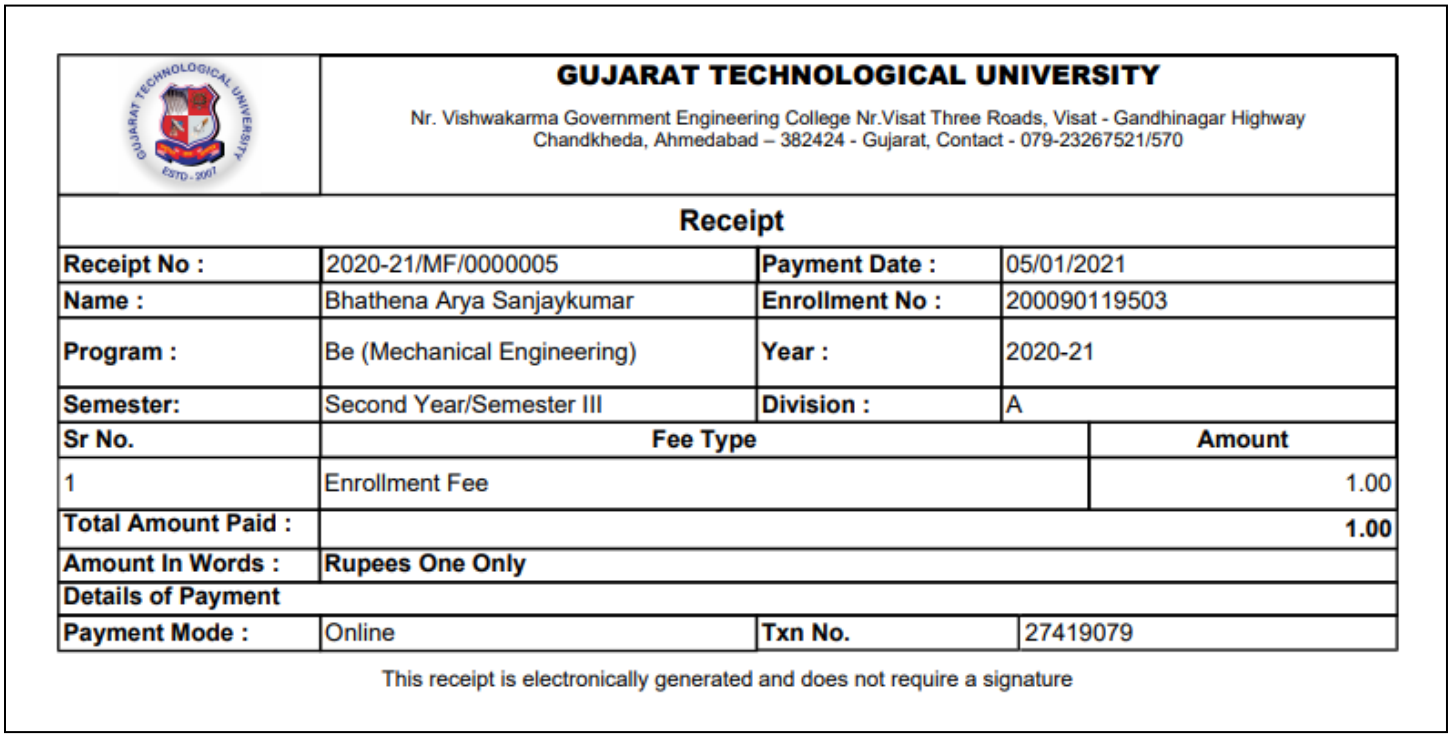
1. Expand menu-->Select **Fees**-->**Payment History** Click on **PAYMENT HISTORY** Menu.



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



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



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

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.

GUJARAT TECHNOLOGICAL UNIVERSITY

Sign Out

BHATHENA ARYA SANJAYKUMAR 200090119503

Program :	BE (MECHANICAL ENGINEERING)
College :	C.K.PITHAWALA COLLEGE OF ENGG & TECHNOLOGY

PERSONAL DETAILS

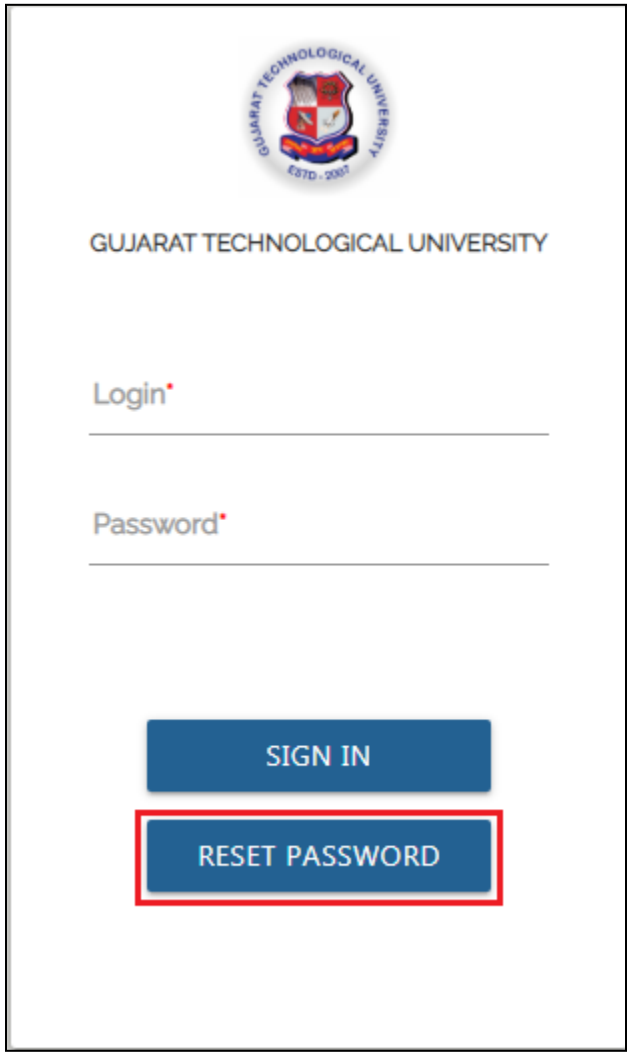
Gender :	Female
DOB :	15/02/2000
Mobile :	9899999999
Email :	Arya09@gmail.com
Admission category :	OP
Student category :	OP

CONTACT DETAILS

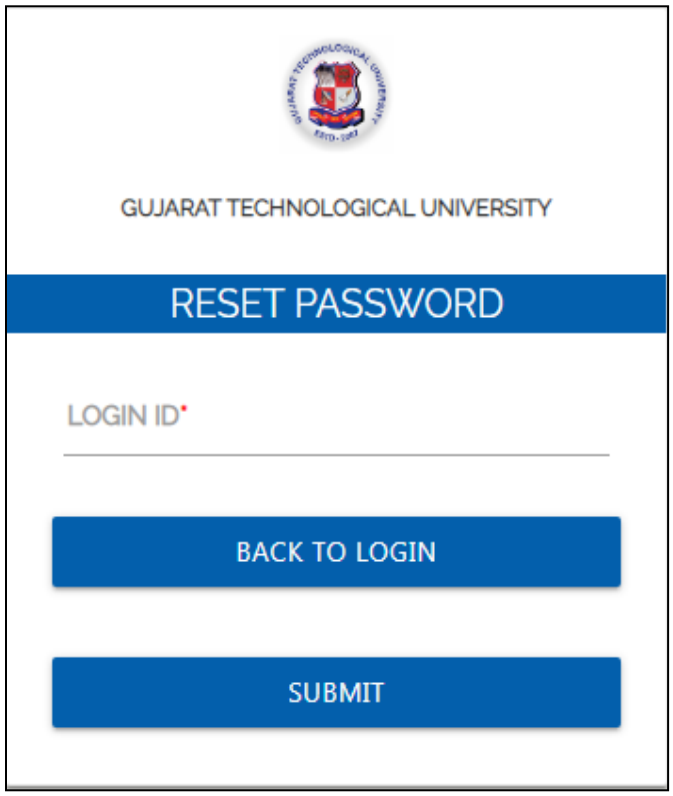
Address :	Room No. 5, Dilip singh compound, Jawahar Nagar Room No. 5, Mahad west
City :	Ahmedabad
State :	Gujarat
Pincode :	409098

RESET PASSWORD

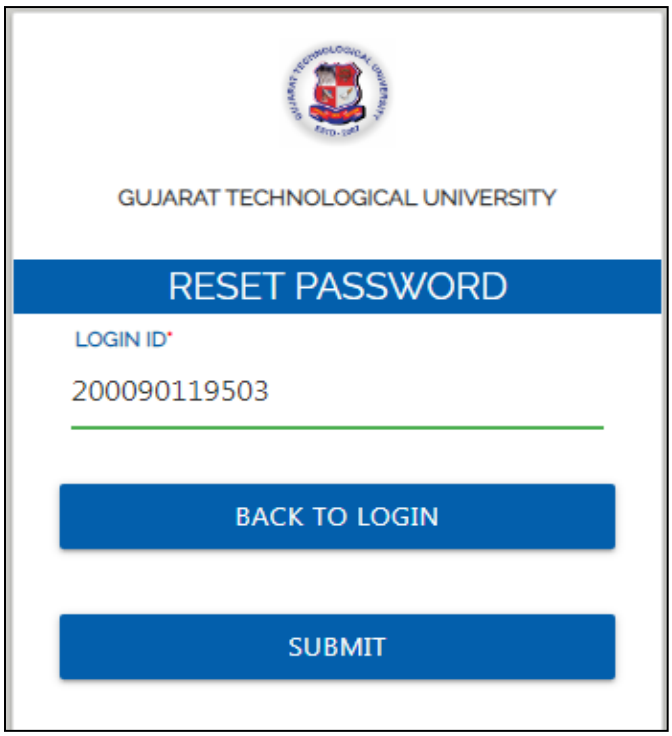
Purpose: The objective of this screen to help users securely re-establish access to their accounts through the **RESET PASSWORD** button.



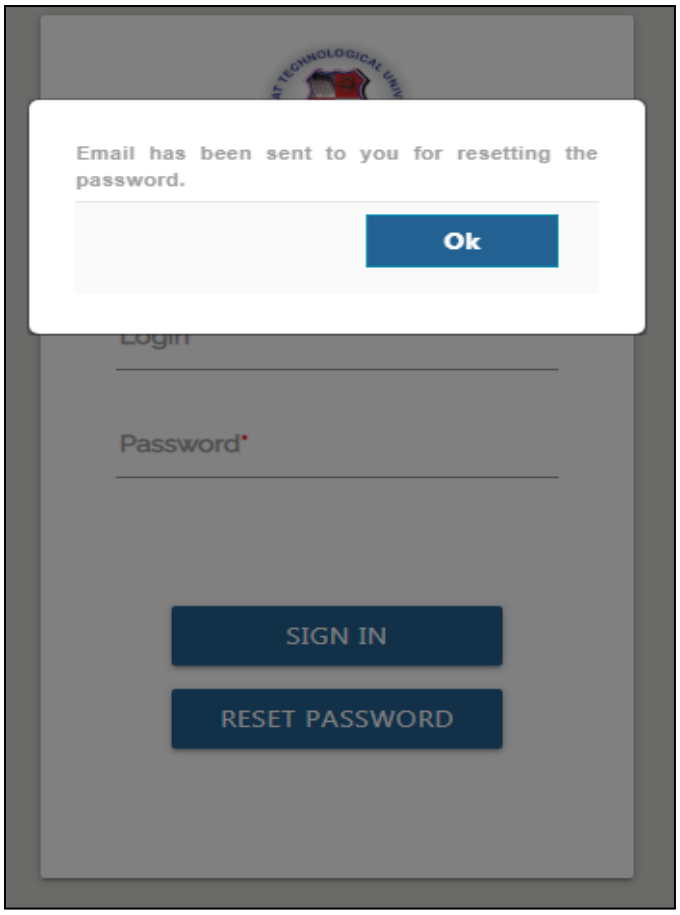
1. After clicking on the **'Reset Password'** , the below screen will be displayed.



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

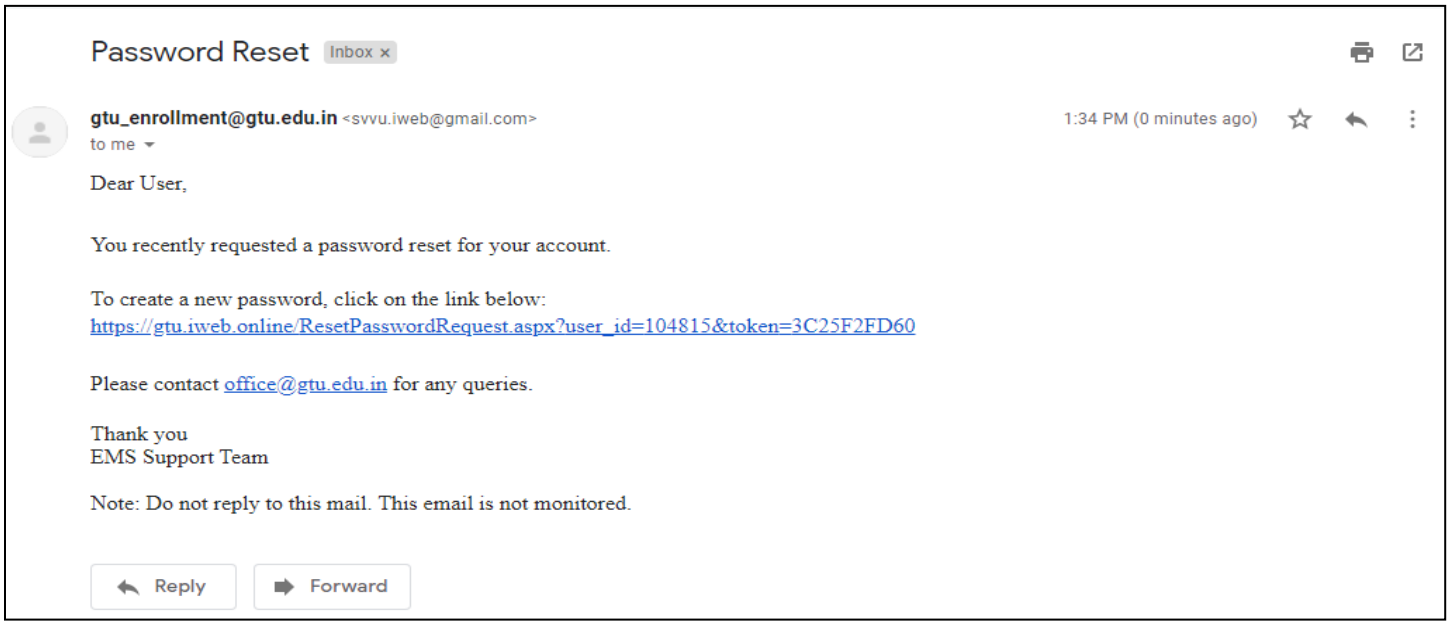


3. After clicking on submit button, **'Email has been sent to you for resetting the password.'** will pop-up on the screen.



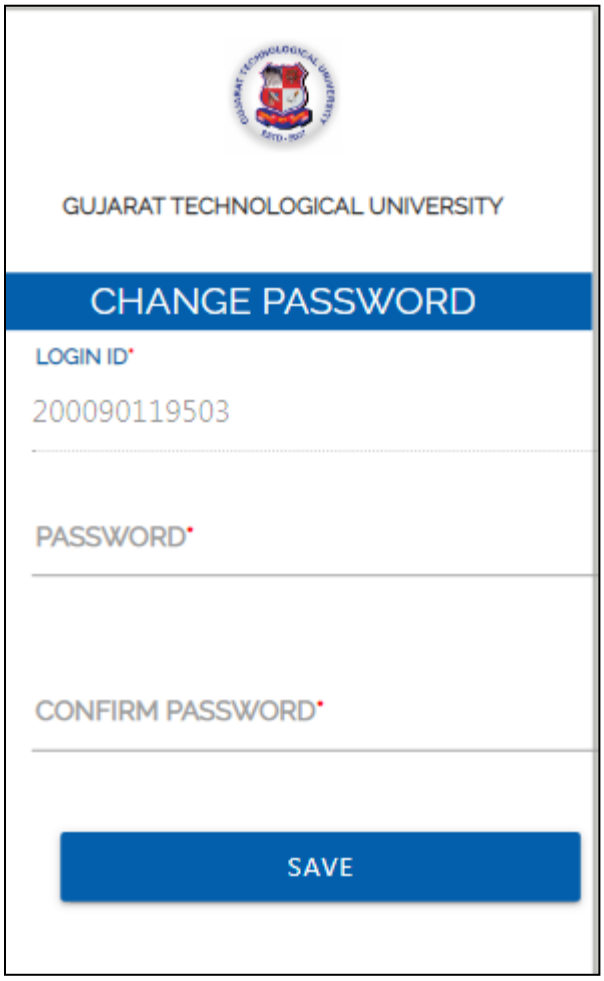
4. Click on '**Ok**' button to proceed further.

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



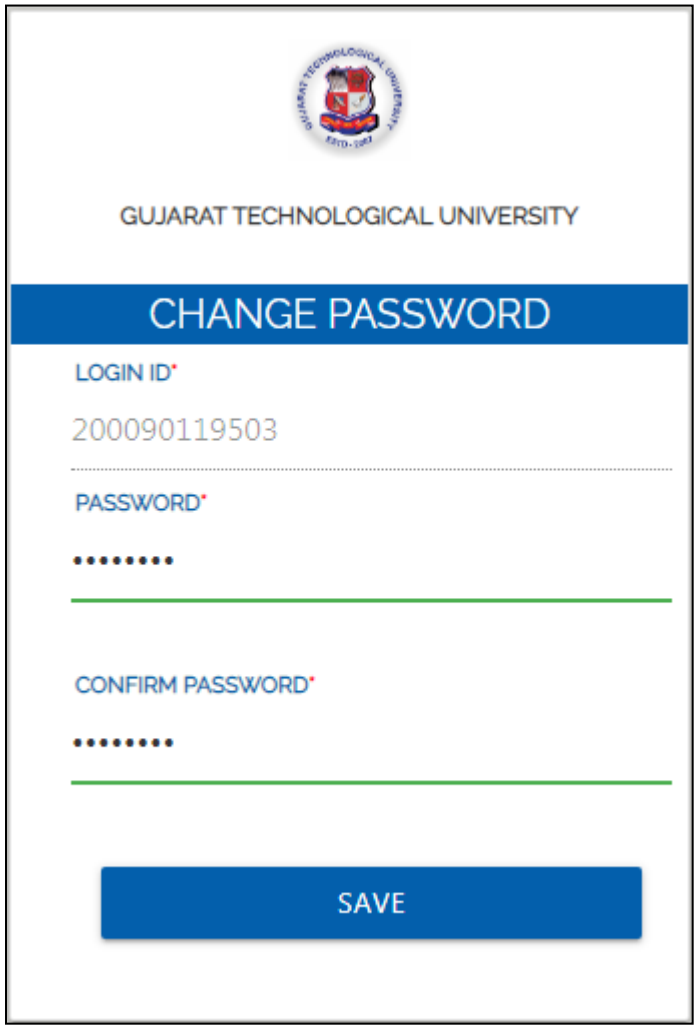
6. Click on link which is mentioned in same mail.

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

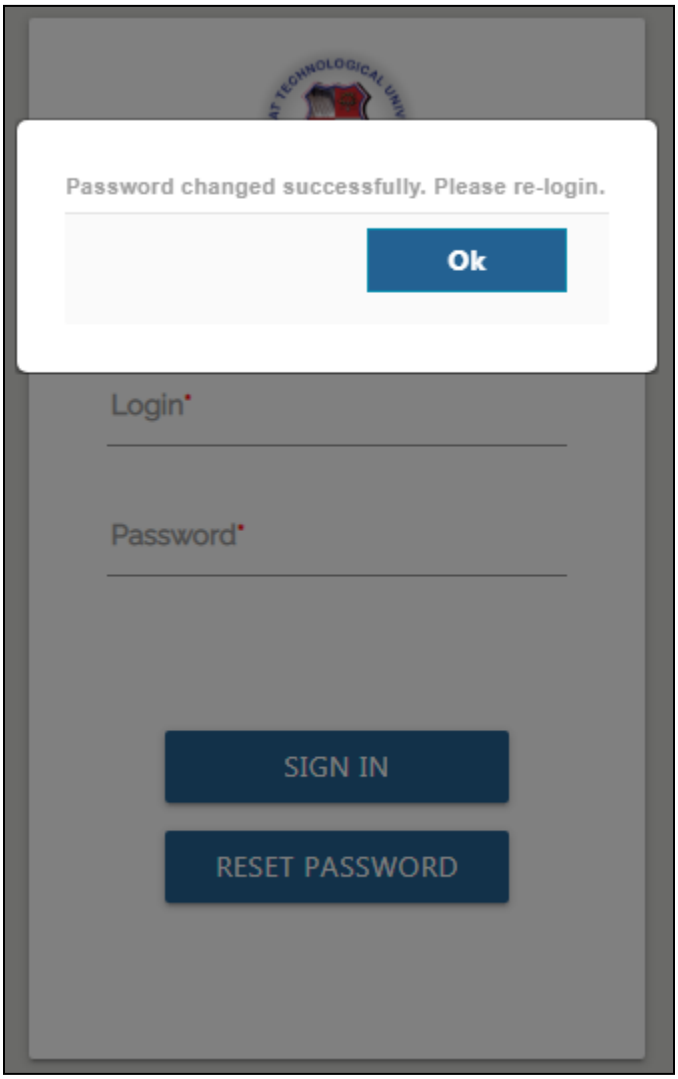


8. Login id will auto fetch from system.

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



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