

Instructions for UPRTOU Alumni Portal

For Registration on the Alumni Portal

1. Fill your **Enrollment Number** (as per the highest qualification from UPRTOU) and **Registered Mobile Number** (registered in the University during enrollment) in the respective fields and click on **Verify** button to register yourself on the portal.
2. An **OTP** will be sent on your registered Mobile Number. Kindly, fill the **OTP** in the respective field and click on **Verify OTP** button.
3. After this, your Password will be sent on your Registered Mobile No.
4. If you have not received the **OTP** on your registered Mobile No. then click on **Resend OTP** button, after which an **OTP** will be sent on your Registered Mobile No.
5. After verification, a pop-up regarding successful verification of OTP will appear on the screen.
6. Click on **OK** button present on the pop-up to continue.
7. After clicking on **OK** button, you will be redirected to the **Login** page.

For Login

1. Fill your **Enrollment No.**, **Password** sent on your Registered Mobile No. and calculated **Captcha** value in the respective fields present on **Login** Page and click on **Login** button to log into your account.
2. If you want to reset the details in the filled fields, then click on **Reset** button.
3. In case you have forgotten your password, click on **Forgot Password?** button and follow the related process to continue.

Forgot Password

1. Enter your **Enrollment Number** in the respective field given on **Forgot Password** page and click on **Submit** button.
2. After clicking on **Submit** button, an **OTP** will be sent on your Registered Mobile No.
3. Fill the **OTP** on the respective field in **OTP Verification** page and click on **Verify** button.
4. If you have not received the **OTP** on your registered Mobile No. then click on **Resend OTP** button, after which an **OTP** will be sent on your Registered Mobile No.
5. After clicking on **Verify** button, you will be redirected to the **Change Password** page.
6. Enter **New Password** and **Confirm New Password** in the respective fields present on the **Change Password** page and click on **Submit** button.
7. After clicking on **Submit** button, a pop-up regarding successful **Password Change** will appear on the screen. Click on **OK** button present on the pop-up to continue to **Login** page.

Note: Your password must be of minimum 8 characters and must contain at least 1 Numeric, 1 Upper Case , 1 Lower Case and 1 Special Character.

Change Password after First Login

1. On your first login due to security reasons you will have to change your auto-generated password for which you will be redirected to the **Change Password** page.
2. To change your password, enter **New Password** and **Confirm New Password** in the respective fields and click on **Submit** button.
3. After clicking on **Submit** button, a pop-up regarding succesful **Change of Password** will appear on the screen. Click on **OK** button present on the pop-up to continue to **Login** page.
4. On **Login** page fill your **Enrollment Number**, new **Password** and calculated **Captcha** value in the respective fields and click on **Login** button to log into your account.

Note: Your password must be of minimum 8 characters and must contain at least 1 Numeric, 1 Upper Case , 1 Lower Case and 1 Special Character.

Online Payment of Registration Fee

1. On your first login after changing your auto-generated password, you will be redirected to the **Online Payment** page.
2. On this page, click on **Proceed to Payment** button to pay the **Registration Fee Online** through **Debit Card/ Credit Card/ Net Banking**.
3. After successful payment, payment receipt will be displayed on the screen.
4. Click on **Proceed to fill form** button to continue.

Fill General Information Form

General Information Form consist of four sections i.e. **Basic Information**, **Additional Qualification**, **Occupational Details** and **Address**. To complete the form and proceed, you have to fill all the mandatory fields of the aforesaid sections step-wise.

A. Fill Basic Information

- Fill your **Email ID**, **Mother's Name**, **Father's Name**, **Gender**, **Marital Status**, **ID Type**, **ID Number**, **Nationality** in the respective fields and select your recent passport size photograph in required format in **Photograph** field and continue to **Additional Qualification** details section.

B. Fill Additional Qualification Details

- Fill the additional qualification details (obtained from some other College/ University/ Institute) in **Course, Year of Passing** and **Name of College/ University/Institute** fields.
- If you want to add more information, click on **Add More** button and add details. After adding details continue to **Occupational Details** section of the form.

C. Fill Occupational Details

- Fill **Company Name/Organization Name/ Government Department, Type of Occupation, Designation** and select **Period of Working Years, Country** and **State** from the dropdown list of respective fields.
- If you want to add more information, click on **Add More** button and add details.
- After this, fill **Any Special Achievement/Recognition?** (if any) and then continue to **Address Details** section.

D. Fill Address Details

- To Fill **Correspondence Address** details enter **Address** and select **State, District** and **Pin Code** from respective dropdown of fields.
- If your **Permanent Address** is same as **Correspondence Address** then click on the checkbox of **Same as Correspondence Address** else fill your **Permanent Address** and select **State, District** and **Pin Code** from respective dropdown of fields.

After filling all the mandatory information in the four sections of the General Information Form, click on **Submit** button. If you want to reset the details in filled fields click on **Reset** button and fill the details again.

After submitting all the details in the form, a pop-up message regarding successful submission of details will appear on the screen. To continue click on **OK** button present on the pop-up.

Dashboard

- After filling all the details correctly in **General Information Form**, you will be redirected to the Dashboard.

1. Guidelines

- Click on **Guidelines** menu given in side menu bar to read the Guidelines for Alumni Portal of UPRTOU.

2. Register yourself for Alumni Meet

- To register yourself for Alumni Meet organized in UPRTOU click on **Alumni Meet** menu given in side menu bar. A page will appear on the screen in which details related to Alumni Meet like **Topic of Meet, Description, Venue, Contact Person, Registration Fee, Date and Time of the Alumni Meet** and **Last Date for Registration** will display in a table form.
- To Search a particular Alumni Meet detail , fill it in Search box given on the page and press Enter button.
- To register yourself for a particular Meet, click on **Pay Now** button.

- After clicking on **Pay Now** button, you will be redirected to the Payment Gateway where you will have to pay the registration fee online for a particular meet (as mentioned in the Alumni Meet page) through **Credit Card/ Debit Card/ Net Banking**.
- After payment of registration fee, you will be redirected to the **Alumi Meet** page from where you can view the receipt by clicking on **View Receipt** button given in the row of respective Alumni Meet. In case of any update, you will be notified by the University on your registered contact details.
- Alumni Meet whose Registration is closed, **Registration Closed** message would appear in the Action column of it.

3. Request for Guest Lectures

- To request for Guest Lecture in the University, click on **Guest Lecture** menu given in side menu bar.
- On the page displayed on the screen, select **Course** (for which you want to give Guest Lecture), fill **Lecture Topic, Lecture Hours, Preferred Date of Lecture, Guest Lecture Details** and upload **Lecture Related File** (if any) in required format mentioned in the respective fields and then click on **Submit** button. The submitted request will be forwarded to the University and in case of any update, you will be notified by the University on your registered contact details.
- If you want to reset the details in the filled fields then you can click on **Reset** button.
- The details submitted to **Request for Guest Lecture** would appear on the same page in a table form.
- To Search a particular request, fill its detail in the **Search box** given on the page and press Enter button.

4. Provide Placement and Career Guidance

- To provide Placement and Career Guidance, click on **Placement and Career Guidance** menu given in the side menu bar of your Dashboard.
- On the page displayed on the screen, select radio button of either **Career Guidance** or **Job Requirement** whatever you want to provide to the current students of the University and then accordingly fill **Guidance Related Details** in the respective field. In case if you have any **Guidance Related File** then upload it in the respective field in the required format as mentioned.
- After filling all the details, click on **Submit** button.
- In case of any update, you will be notified by the University on your registered contact details.
- If you want to reset the filled fields then click on **Reset** button.
- All the details submitted will appear on the same screen in a table form.

- In case if you want to edit any submitted detail, then click on **Edit** button given in **Action** column of a particular entry.
- To Search a detail related to submitted details, fill it in the **Search box** given on the page and press Enter button.

5. Donate to University

- If you wish to donate some amount to University, then click on **Donation to University** menu given in the side menu bar of the Dashboard.
- On the page displayed on the screen, **Enter Amount of Donation (in Rs.)** and **Remark** in the respective fields and click on **Proceed to Pay** button.
- By clicking on **Proceed to Pay** button, you will be redirected to the Payment Gateway where you can make the payment through **Credit Card/ Debit Card/ Net Banking**.
- After successful payment, you will be redirected to **Donation to University** page and all the details related to the Donation made to University will be displayed on the same page in table form.
- To Search a detail related to donation made to University, fill the detail in the **Search box** given on the page and press Enter button.

6. Provide Feedback and Suggestions

- If you wish to provide feedback and suggestion to University, then click on **Feedback & Suggestions** menu given in the side menu bar of the Dashboard.
- On the page displayed on the screen, select radio button of **General Facilities/Course Curriculum/Teachers** related to which you want to give feedback/suggestion and fill **Feedback/Suggestion Details** in the respective field. In case if you want to upload **Feedback/Suggestions Related File**, upload the related file in required format as mentioned.
- After filling all the details, click on **Submit** button.
- In case if you want to reset the filled fields, then click on **Reset** button.
- All the submitted **Feedback/Suggestions** will be displayed in table form on the same page.
- To Search a detail related to Feedback/Suggestions submitted, fill the detail in the **Search box** given on the page and press Enter button.

7. Manage Profile

- If you want to edit your Profile, then click on User icon given on right side of header on your Dashboard and click on dropdown icon.
- By clicking on dropdown icon, a menu will appear. Click on **My Profile** menu from the dropdown menu.
- Your profile details will appear on the screen. Click on **Edit Details** button to edit required details. After editing, click on **Update** button to update the edited details.

- If you want to view the registration fee receipt then click on **View Payment Receipt** button given on your profile page.
- If you want to change your password, then click on **Change Password** menu from the dropdown menu given on right side of header of your Dashboard.
- On the page displayed on the screen, fill **Current Password**, **New Password** and **Retype New Password** in the respective fields and click on **Change Password** button.
- **Note:-** Your password must be of minimum 8 characters and must contain at least 1 Numeric, 1 Upper Case, 1 Lower Case and 1 Special Character.
- To log out of your account, click on **Logout** menu from the dropdown menu given on right side of header of your Dashboard.