

# SIVANANTH SASTRI COLLEGE

## CU Registration Process For Under Graduate Semester-I (Under CCF) 2024

### Introduction:

This manual provides step-by-step instructions for undergraduate students to complete the CU registration process.

Please follow each step carefully to ensure successful registration.

### Step 1: Know Your User Code :

- Click on the following link: [Check Your User Code]  
<https://45.79.201.62:8443/hrclIRP/ManageCheckDetailsAction.do?method=checkdetails>
- A new screen will appear.
- Enter your application number in the provided field and click the '**Check New User Code**' button to retrieve your User Code.
- After obtaining your new User Code, click on the '**Login with New User Code**' option.



The screenshot shows a web form titled "Know Your User Code". It features a text input field for "Application No." with a colon and a space before it. Below the input field is a green button labeled "Check New User Code". Underneath the button is another text input field for "New User Code" with a colon and a space before it. At the bottom of the form, there is a blue link that says "Login with New User Code".

### Step 2: Log in to Your Portal :

- Enter the new User Code you received in Step 1.
- The initial password for all students is '**welcome**'.
- Click the '**Login**' button.



The screenshot shows a web form titled "Login". It has several fields: "Institute" with a dropdown menu showing "SIVANATH SASTRI COLLEGE", "Session" with a dropdown menu showing "2024-25", "User Code" with a text input field, "User Name" with a text input field, and "Password" with a text input field. At the bottom, there are two buttons: a green button labeled "Forgot Password" and a green button labeled "Login".

### Step 3: Change Your Password :

- After logging in, a new screen will appear.
- Enter your date of birth and your old password (which is 'welcome').
- Set your new password and confirm it by entering it again. Then click 'Save'.



**Change Password**

Date Of Birth :  

Old Password :

New Password :

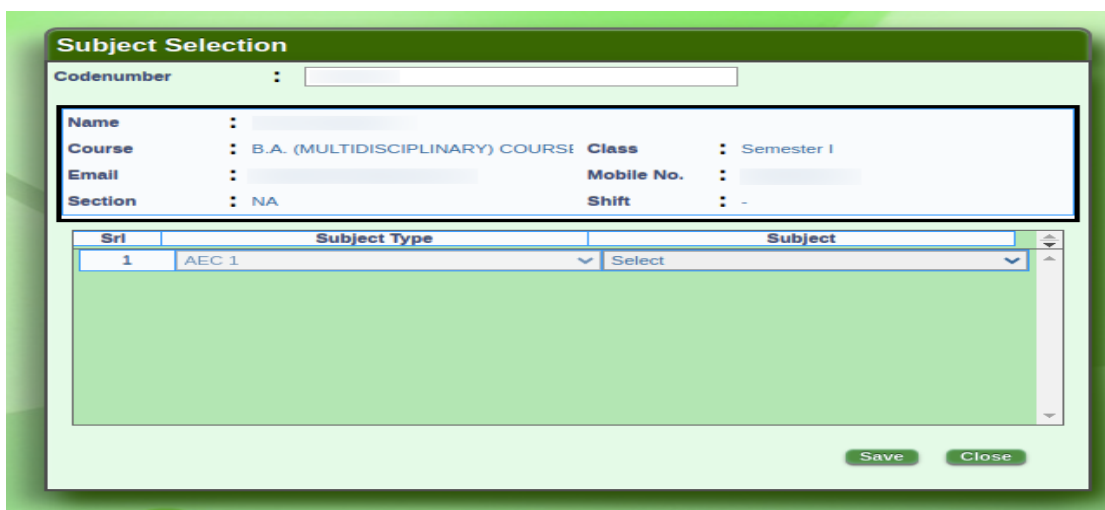
Confirm Password :

### Step 4: Subject Selection :

- After successfully logging in, you will be directed to the Student Dashboard.
- To select your subjects, go to **Student Console** → **Subject Selection** under the CCF option in the left side menu.



- A new screen will appear where you can select your desired AEC1 subject from the drop-down menu.
- After making your selection, click the 'Save' button.



**Subject Selection**


Codenumber :

Name	:	
Course	:	B.A. (MULTIDISCIPLINARY) COURSE
Email	:	<input type="text"/>
Section	:	NA
Class	:	Semester I
Mobile No.	:	<input type="text"/>
Shift	:	-

Srl	Subject Type	Subject
1	AEC 1	Select

### **Step 5: Document Upload:**

- To upload required documents, go to **Student Console** → **Document Upload** in the left side menu and click on it.
- A new screen will appear. Upload all the documents as specified.
- Enter your ABC ID (mandatory for all students) in the designated space on the document upload screen.



Srt	Saved	Particulars	Upload	View
1	<input type="checkbox"/>	Photo	<input type="button" value="Upload"/>	
2	<input type="checkbox"/>	Signature	<input type="button" value="Upload"/>	
3	<input type="checkbox"/>	Madhyamik Result	<input type="button" value="Upload"/>	
4	<input type="checkbox"/>	Madhyamik Admit	<input type="button" value="Upload"/>	
5	<input type="checkbox"/>	HS Result	<input type="button" value="Upload"/>	
6	<input type="checkbox"/>	Guardian Signature	<input type="button" value="Upload"/>	

ABC ID :

- Click the **'Submit'** button.

### **Important Notes:**

- File size of student photo, student signature & guardian signature must not exceed **50 KB** and other documents must be within **150 KB**.
- Accepted file formats are **.jpeg** or **.jpg**.

### **Step 6: Print CU Registration Form :**

- After submitting your documents, you will be redirected to a new screen.
- Click the **'Print Form'** button. Your CU registration form will be generated in **.pdf** format.
- Take a printout of this form and submit it to the college office within the specified time. (Please check the timings on the college website).



**Conclusion :**

Thank you for following this manual.

If you have any questions or encounter any issues during the registration process, please contact the college administration for assistance.

**Thank You !**