

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". The entire form is set against a light green background with a subtle geometric pattern.

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 contains 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 of the form, there are two buttons: a green button labeled "Forgot Password" and a green button labeled "Login". The form is set against a light green background with a subtle geometric pattern.

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 :

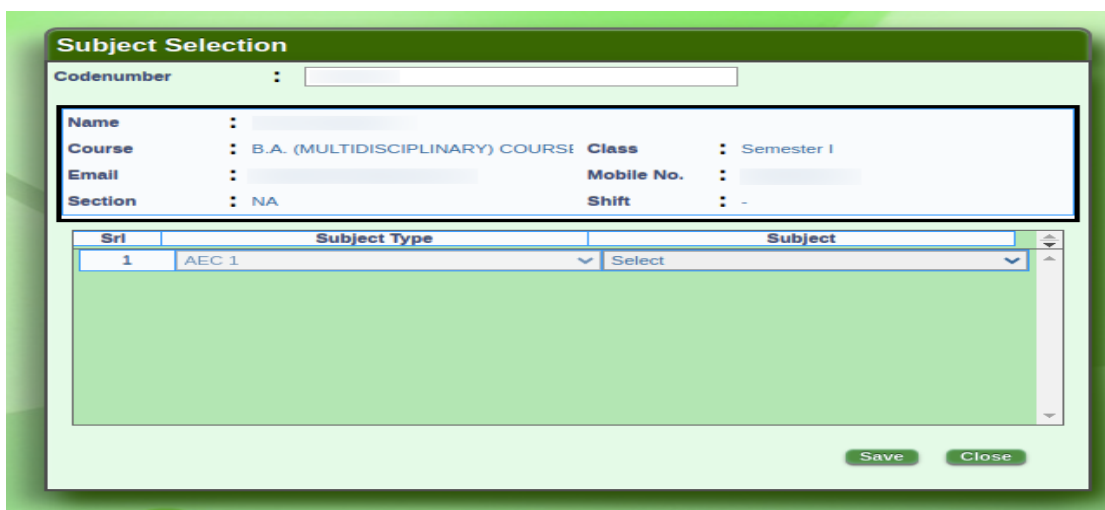
Confirm Password :

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 **Class** : Semester I

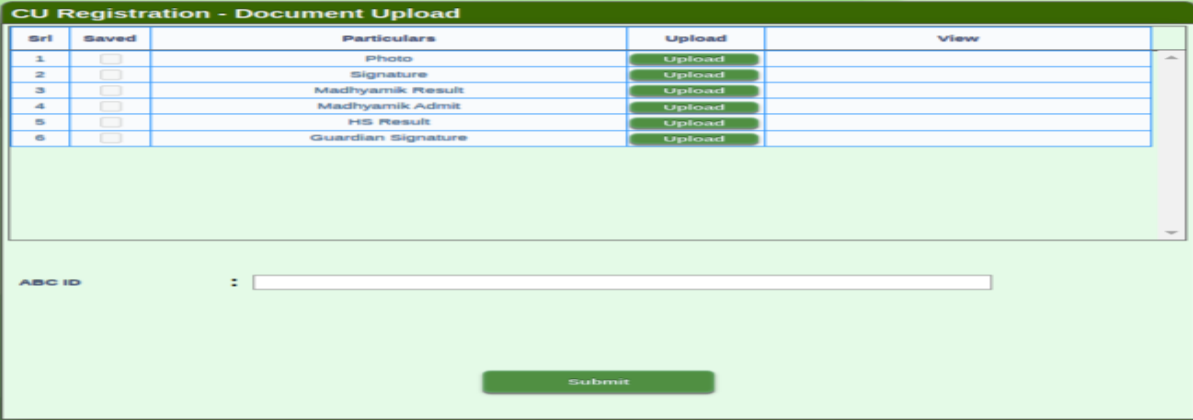
Email : **Mobile No.** :

Section : NA **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.



Srl	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:

- The file size of each document must not exceed 50 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).



CU Registration Form

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 !