

**Samarth eGov**

# **How to Register Applicants from Admin**

**UK HED Admissions 2023-24**

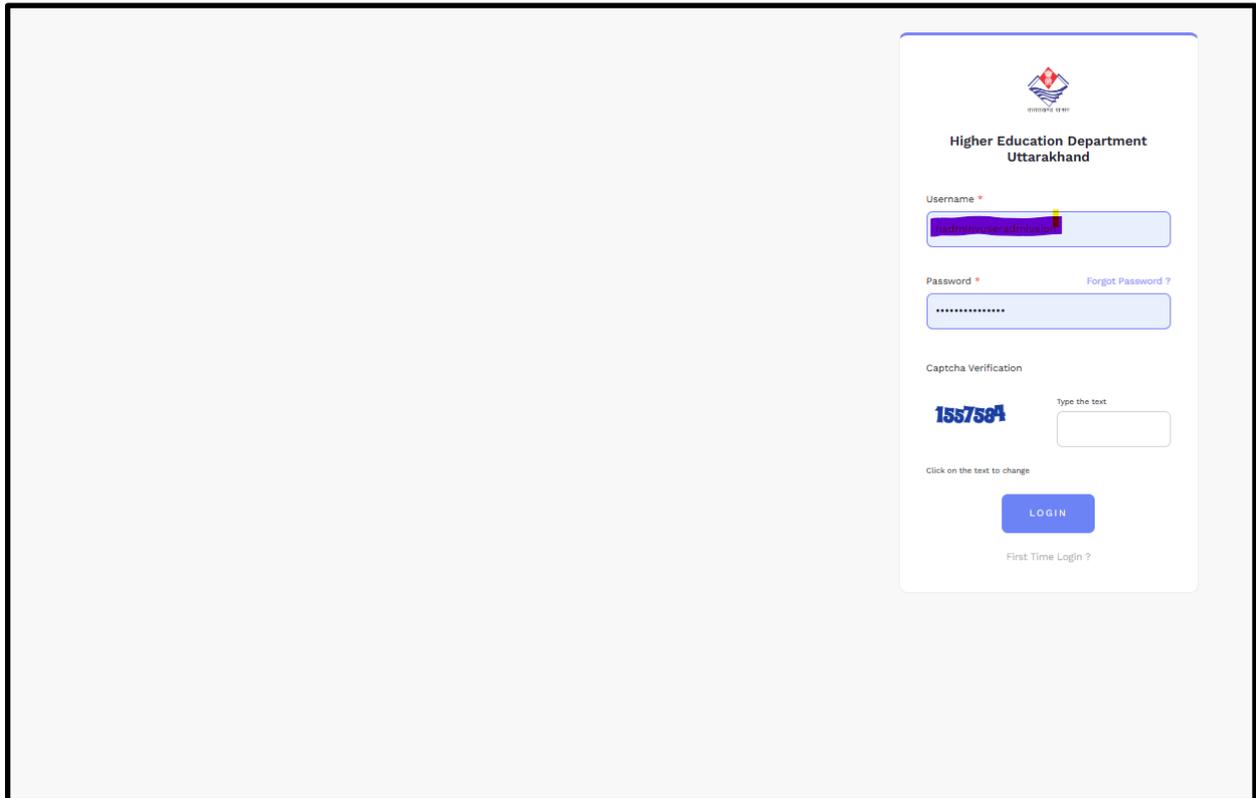
**(For University/College Use Only)**

# How to Register a new candidate for admission.

## Step 1: Accessing the Admission Module

Launch the Uttarakhand HED Admin Portal on your preferred web browser.

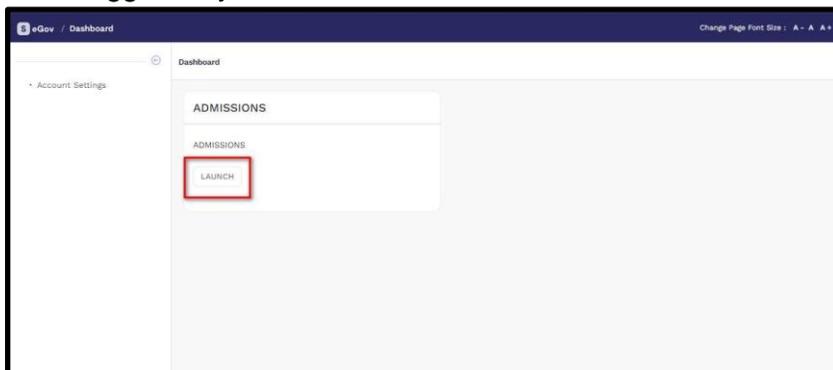
<https://uttarakhand.samarth.ac.in/index.php/>



The screenshot shows the login interface for the Higher Education Department Uttarakhand. At the top right, there is a logo and the text "Higher Education Department Uttarakhand". Below this, there are three input fields: "Username" with the text "admin@hedaadmission" entered, "Password" with masked characters "\*\*\*\*\*", and "Captcha Verification" with the text "1557584" and a "Type the text" input box. A "Forgot Password ?" link is next to the password field. Below the captcha field, there is a "Click on the text to change" link. At the bottom, there is a blue "LOGIN" button and a "First Time Login ?" link.

Log in to the portal using your credentials.

Once logged in, you will be directed to the dashboard.



## Step 2: Navigating to “New Candidate Registration”

Locate the left-side menu panel on the dashboard.

Click on the "New Candidate Registration" option in the Configuration section.

The screenshot shows a web application interface with a sidebar on the left and a main content area. The sidebar is divided into two sections: 'DOWNLOADS' and 'CONFIGURATION'. Under 'CONFIGURATION', the 'New Candidate Registration' option is highlighted with a blue box. The main content area displays a form titled 'Personal Details' with the following fields:

- Full Name of the Applicant \*
- Applicant's Gender \*
- Marital Status \*
- Applicant's Date of Birth (Day, Month, Year)
- Age as on July 1, 2023 \*
- Social Category \*
- Applicant's Email \*
- Alternate Email
- Mobile Number \*
- Alternate Mobile Number (Parent's/Guardian's)
- Blood Group
- Domicile State \*

### Step 3: Fill the Profile Details and Pay Registration Fee

After filling the profile details, the user will be redirected to the payment gateway for payment of registration fee. Once the payment is successful, The Registration process is completed.

### How to Apply to Programme.

After the registration is completed. The admin user can apply to programmes for the Candidate. (Note: The admin user will be able to apply for programmes in their respective colleges only.)

## Step 1: Click on “Apply in Programme” from Side menu

Dashboard

DOWNLOADS

- Admission Reports
- Enrollment Number Data
- Registration Data
- All Excel Data
- Data by Admission Status
- Download Photo and Signature
- Ou Wise Data Download
- Download Alerts
- Download Admission Reports
- Data

Candidate Admissions Via Admin

Search by Registration Number      Search by Name      Search

Find a Registered Candidate

Showing 1-5 of 5 items.

#	Registration No.	Name	Email	Mobile	Form Status	Form Number	Programme	Programme Status
1	230076634	[REDACTED]	abc@example.com	[REDACTED]	SUBMITTED	NA	NA	NA
2	230076633	TEST test	[REDACTED]	9876543210	DRAFT	NA	NA	NA
3	230076632	Test Application n [REDACTED]	[REDACTED]	9874563210	SUBMITTED	NA	NA	NA
4	230074267	M [REDACTED] R [REDACTED]	ho [REDACTED].com	9 [REDACTED] 1	SUBMITTED	630070138	B.Sc. (Home Science)	SUBMITTED

Apply in Programme

## Step 2: Search candidate by “Registration Number” or “Name” and Click on “Apply in New Programme”

nit [REDACTED].com	9874563210	SUBMITTED	NA	NA	NA	adminuseradmission	Apply in New Programme
hos [REDACTED].ail.com	[REDACTED]	SUBMITTED	630070138	B.Sc. (Home Science)	SUBMITTED	System	View Applied Programmes Apply in New Programme

(Note: To find a candidate who is already registered, Click on “Find a Registered Candidate Button” and provide the details to proceed for programme application.)

### Step 3: Select programme and Click on “Proceed”

Programme Selection (1)   Academics (2)   Uploads (3)   Preview (4)

Registration Number : 230076634

**Select The Programme You Want To Apply**

**University \***

**College \***

**Programme Level**

**Programme \***

### Step 4: Fill “Academic Details” and Click on “Save and next”

Qualification Details - XII Or Equivalent

**Class XII Qualification Status \***

**Class XII Year of Passing \***

**Class XII Stream \***

**XII Maximum Marks (Total Maximum Marks of all subjects) \***

**XII Marks Obtained (Total in all subjects) \***

**Class XII Board/University \***

**Class XII Roll/Registration Number \***

**Class XII Name of the Institution/School \***

**Class XII Subject Combination \***

## Step 5: Provide “Uploads” and Preview the information.

Bachelor of Commerce(Commerce)

Preview



Uttarakhand State Higher Education Admission Portal  
Admission Session 2023-2024



**University:** SSJU: Soban Singh Jeena University Almora  
**College:** SSJU9: DR. PRATAP BISHT GOVERNMENT DEGREE COLLEGE, BHIKYASEN, ALMORA

Course(s) Chooosed:  
Subject I (Major): BUSINESS REGULATORY FRAMEWORK  
Subject II (Major): FINANCIAL ACCOUNTING  
Subject III (Major Elective): ECONOMICS  
Subject 4 (Minor Elective):

<b>Blood Group:</b> O+	<b>Religion :</b> Islam
<b>Nationality:</b> Indian	
<b>Registered Email :</b> abc@example.com	<b>Registered Mobile Number :</b> <input type="text"/>
<b>Alternate Email :</b> <i>Not Provided</i>	<b>Alternate Mobile :</b> <i>Not Provided</i>
<b>Permanent Address:</b> ad1, ad2, , Daman and Diu -564432, India	<b>Correspondence Address :</b> ad1, ad2, , Daman and Diu -564432, India
<b>ID Proof :</b> School ID Card	<b>ID Proof No :</b> 565697

**0 REGISTRATION DETAILS (IF APPLICABLE)**

<b>Have you enrolled in University before? :</b> No	<b>Registration number :</b> <i>Not Provided</i>
<b>Name of 0 School/Department/Faculty/College :</b> <i>Not Provided</i>	<b>Programme registered in :</b> <i>Not Provided</i>

**FAMILY DETAILS**

<b>Mother's Name :</b> mother name	<b>Father's Name :</b> father name
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## Step 6: Click on “Submit” to complete the application

Class X Percentage (If your mark is in CGPA, please convert to equivalent percentage as per your CGPA score and CGPA Scale)	89.00
Class X Name of the Institution/School	Test
Class X Board/University	BANASTHALI VIDYAPITH
X Subject Combination	pcm
Class X Division	Second Division

Qualification Details - XII Or Equivalent

Class XII Qualification Status	Passed
XII Year of Passing Final Examination	2023
Class XII Stream	Arts
Class XII Percentage	50.00
Class XII Division	Second Division
Class XII Name of the Institution/School	test
Class XII Board/University	BIHAR BOARD OF OPEN SCHOOLING & EXAMINATION
Class XII Subject Combination	pcm
Class XII Roll/Registration Number	44747474747

[Previous](#) [Submit](#)

