HELP DOCUMENTATION

FOR

ADMISSION REGISTRATION

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PREREQUISITE

➢ Valid email id
➢ Parent and Student mobile number

ADMISSION REGISTRATION

1. If you are a **New User** , click **"New User"** link.

2. Give your name in capital.Enter your Mail id in "Email(Username)" field.Then, enter the password and confirm password. Click on **Sign Up** Button.
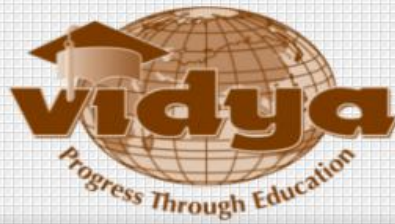
Click Here

3. Click **"Create"** Button under the menu **" Admission -> Registration -> Admission Registration"**
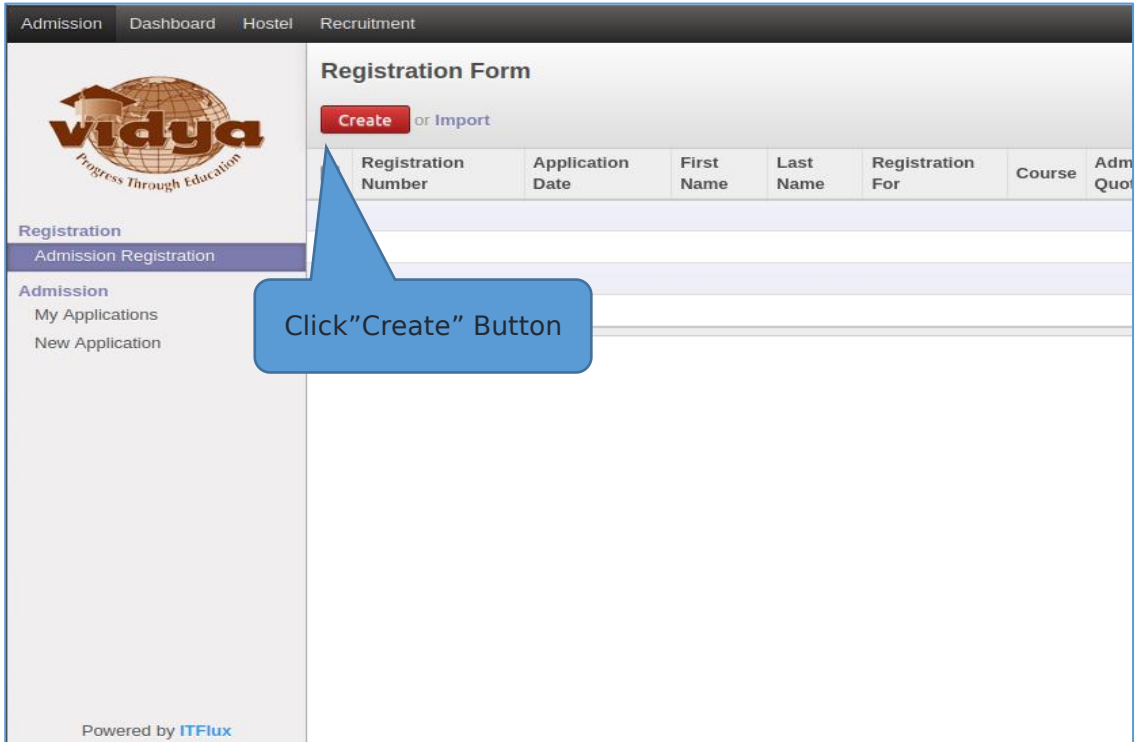
4. Select the Institute , Registration type, Admission quota from corresponding drop down list.
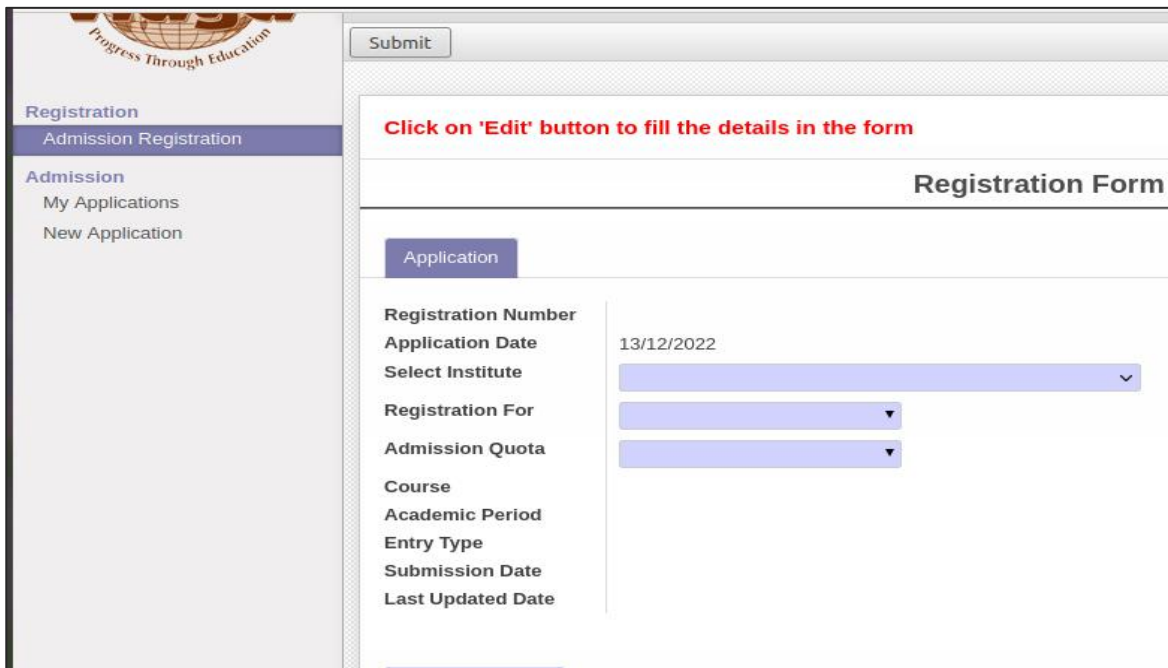
5．Select Branch options and Priority from the corresponding drop down list.

Amount to be paid will be display based on your first branch priority

6．Fill Personal information and Communication Address

Save the application and make the payment for the amount displayed and get available of the scanned copy of the payment reference(Size:below 100kb,jpeg format)which is needed for uploading while entering payment details in the application form.If payment type is **cheque**,then you should submit the **cheque** at Administrative office at the earliest.

<u>Payment Details</u>

7. For entering the payment details,click on"**Add an item**" and fill the payment details.

8. Attached the scanned copy of payment reference(**Size:Below 100kb**)

For Attach the payment Reference,click "Select" Button

9. **Submit** the form after rechecking all the entered details.

Click Here to Submit The Form

10. Please confirm the submission of your application form by clicking **OK** Button
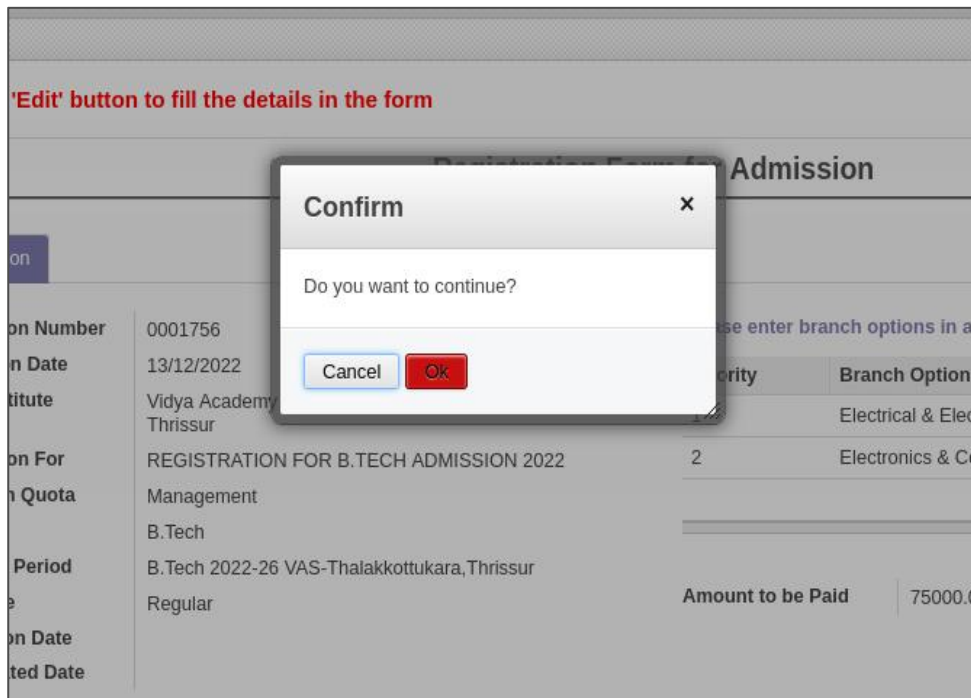
11. You can see a window showing successful submission
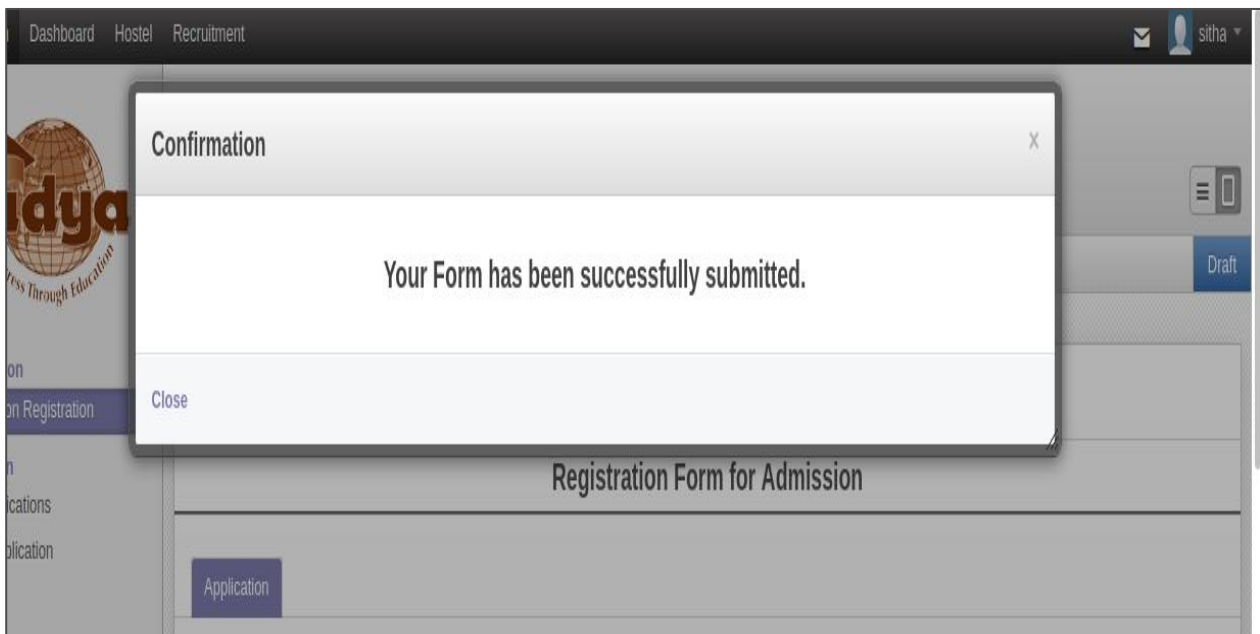
12. To take the printout,click on "**Print Registration Form"** Button

Enter the payment details later in the saved form

Make the payment for the amount displayed in the form (under column **Amount to be Paid**) and get available of the scanned copy of the payment reference(Size:below 100kb,jpeg format) which is needed for uploading while entering payment details in the application form.If payment type is **cheque**,then you should submit the **cheque** at Administrative office at the earliest.

13. Login the ERP by entering the Username and Password.

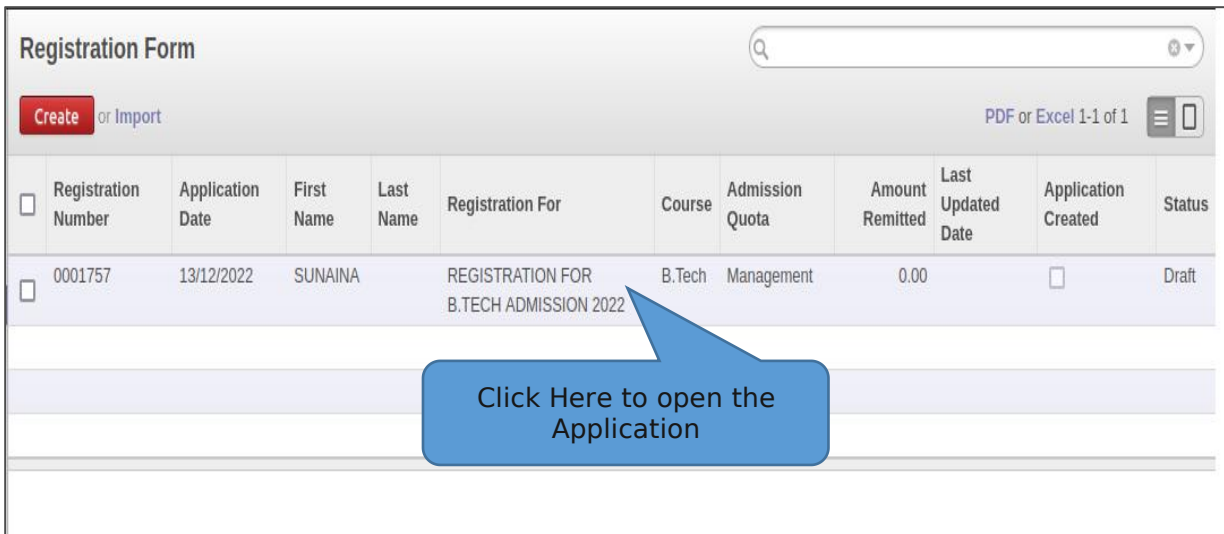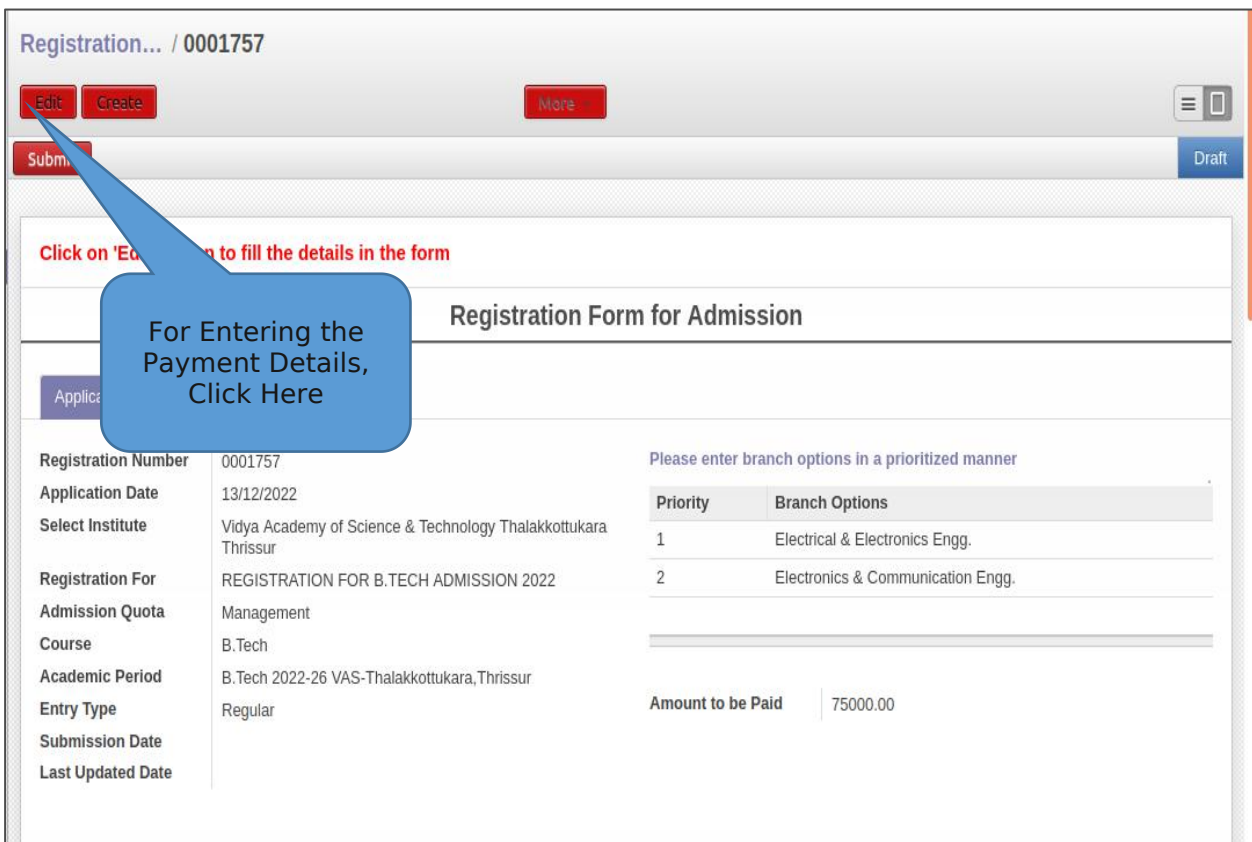**14.** Click on the "**Admission**->**Registration** ->**Admission Registration**"

Click Here to open the Application

15. For entering the Payment details Click "**Edit**" Button and go to the payment details tab.

For Entering the Payment Details, Click Here

Payment Details

Payment Type	Transaction Date	Transaction Reference No	Amount Paid	Cheque Date	Cheque No	Remarks	Attach Payment Reference	
▾	📅		0.00				📁 Select	💾 Save A

RTGS
Cheque
NEFT
DD
Cash
ECS
Online Payment

0

16. After entering the payment details **Submit** the form

Bank details for payment

Bank Account Holder's Name : Vidya Academy of Science and

Technology – Technical Campus

Bank Name   : Indian Overseas Bank

Bank Account No.   : 3 3 2 0 0 2 0 0 0 0 5 0 1 0 0

Type of Account   : CC

Bank Branch Name   : Kilimanoor

Bank IFSC Code   : IOBA0003320

THANK YOU