Instructions for Online Admission System 2018-19 for BIET

1.

- Students who have selected for admission in BIET, Jhansi need to register themselves by filling their respective **Course, Branch, Semester and their SEE Roll number** correctly.
- After filling the above details correctly click on **Validate** button. Click on **Reset** button if you wish to fill all the fields again.
- After clicking on Validate button click on **Confirm & Proceed** button after reviewing all the fields.
- After clicking on **Confirm & Proceed** button student will be redirected to the next page where they have to fill the details like **Domicile, Category, Fee Category, Hostel Required, Mobile Number and Email ID** correctly in the respective sections and click on Register button.
- After clicking on **Register** button an OTP will be sent to your registered mobile number. Fill that OTP in the given section and click on **Proceed** button. Your Login Credentials (USER ID and PASSWORD) will also be forwarded to your registered Mobile Number and Email ID.
- You will receive a pop-up message of Successful Registration.
- After successful Registration you will be Logged In automatically.

2.

- Enter your **User ID and Password** that have been forwarded to your mobile number/email ID correctly in the respective sections.
- Fill correct Calculated Value in given section. Click on refresh icon in case you want another question.
- After filling the correct calculated value click on **Login** button.
- You will receive a pop-up message of Successful Login.
- Click on Forgot Password button if you want to change your password.

3.

- After clicking on **Forgot Password** button you will be redirected on the Forget Password page.
- Fill your User ID and Enter Calculated Value correctly.
- Click on refresh icon in case you want another question.
- Click on **Submit** button after which your new password will be generated.
- You will receive a pop-up message of Successful Password Generation.

4.

Instructions

You have been Successfully Registered

DEAR BRIJESH KUMAR,

You have been Registered for seeking admission in Bundelkhand Institute of Engineering & Technology, Jhansi with following Registration ID and Password.

Registration ID : 18111001, **Password :** 1368d8

The above Registration ID & Password has been sent on your registered Email and Mobile No. submitted by you during the Registration process.

During the process of filling the form, applicant can make the entries and save the information

If the applicant is unable to fill the form in one sitting or somehow the process is interrupted there is no need to register again. They can login using the credentials sent on their mobile numbers and Email Ids continue the process from where they have left.

Applicants are advised to check all the data they have entered before submitting the application fee. If some

- Read the instructions carefully before moving further. After reading the instructions click on **Continue** button and do the necessary proceedings accordingly.

5.

- After clicking on **Continue** button you will be redirected to the Submit Fee page. Click on **Proceed to Pay Online** button.
- After clicking on **Proceed to Pay Online** button you will be redirected to the payment gateway page, where you can submit your fees through online mode i.e., Credit Card, Debit Card or Net Banking.
- Students who have taken loan from bank for their education are allowed to submit their College Fees/Mess Fees through offline mode i.e., Demand Draft. Student will have to fill the details of Demand Draft in the respective sections and generate challan. After which student will have to submit the challan at the respective Bank.

6.

- After successful payment you will be redirected to Personal Information page.
- Fill all your personal information like Father's Name, Date of Birth, Gender, Category, Aadhar Card Number etc. in the respective sections correctly and click on **Save & Continue** button.

- You will receive a pop-up message of Successful Submission of Personal Information.

7.

- After making successful submission of your Personal Information, student will be redirected to Education Details page.
- Candidates are advised to fill all the Educational Details of High School, Intermediate, Graduate and other details.
- Click on **Add Subject** button in case you need to add any additional subject in your educational details.
- After filling all the details correctly click on **Save and Continue** button.
- You will receive a pop-up message of Successful Submission of Education Details.

8.

- After successful submission of Education Details student will be redirected to Communication Details page.

- Fill all the contact details like, Alternate Mobile Number, Alternate Email ID, Parents Mobile Number, Correspondence Address and Permanent Address.
- After filling all the details correctly in the respective sections click on **Save and Continue** button.
- You will receive a pop-up message of Successful Submission of Communication Details.

9.

- After successful submission of Communication Details student will be redirected to Bank Details page.
- Fill all the Bank Details of Student like Name of Bank, Name of Account Holder, Account Number, Pan Card Number, IFSC Code and click on **Save & Continue** button.
- You will receive a pop-up message of Successful Submission of Bank Details.
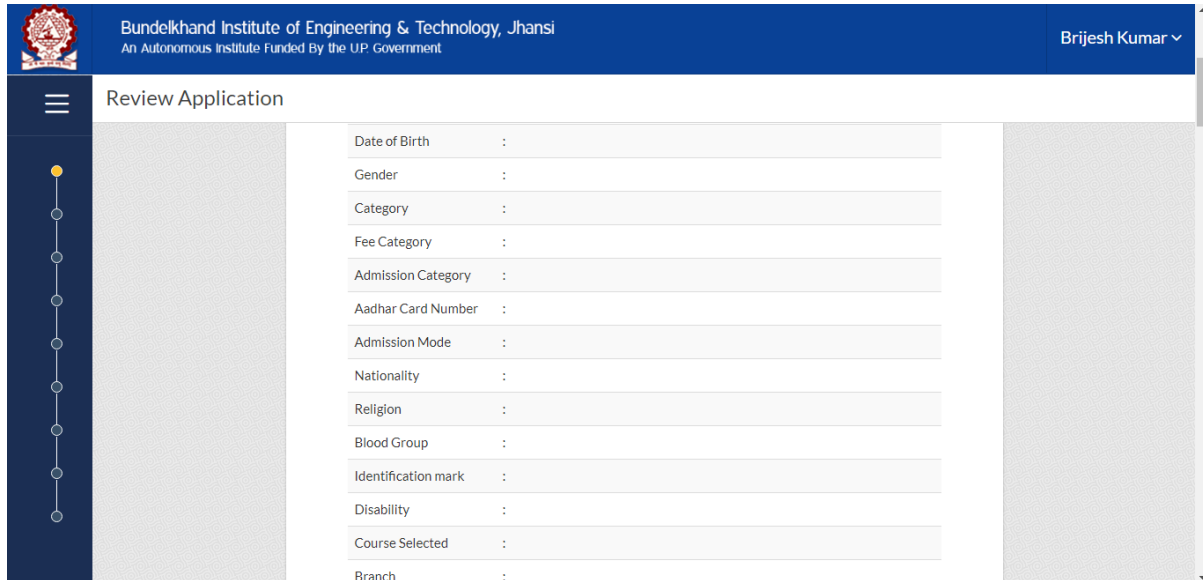
10.

- After successful submission of Bank Details student will be redirected to the Upload Document page.

- You are required to upload your photo and signature in the respective columns. File format should be JPEG/JPG and should not exceed 1500 KB.
- After successful upload of photo and signature files click **on Save & Continue** button.
- You will receive a pop-up message of Successful Uploading of Documents.

11.
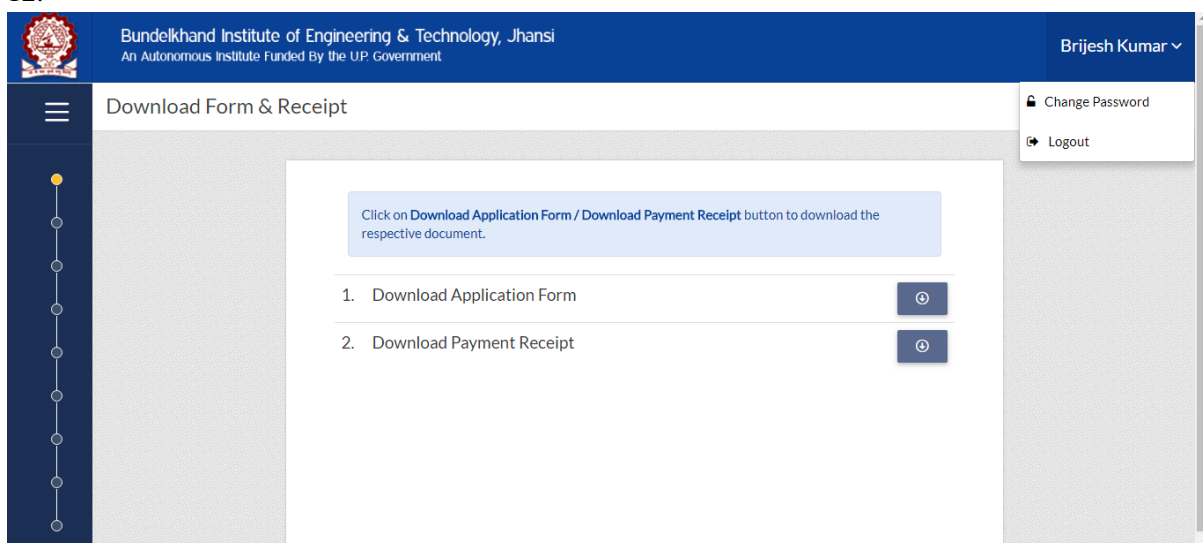
- After successful submission of documents student will be redirected to Review Application page.
- Students are advised to check all the details submitted by them carefully and make corrections/changes if needed, because no changes will be applicable in the application after final submission of form.
- If you wish to make any changes then click on Edit button, else click on **Final Submit** button.
- You will receive a pop-up message of Successful Final Submission of Data.

12.

- After final submission of form Student will be redirected to the Download Form & Receipt page from where they can download their Application Form and Payment Receipt by clicking on respective button.
- After completion of procedure student can click on User Icon on upper right side and Logout their account.
- They can change their password by clicking on Change Password button.