Student User Manual

For

Online Admission System

Indira Gandhi National Open University

Maidan Garhi, New Delhi – 110068

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1 Introduction

Indira Gandhi National Open University (IGNOU), as a part of its ongoing efforts for offering learner-friendly services, has introduced an Online Admission System (OAS). Through this facility, prospective learners shall be able to submit their application forms online and receive instant confirmation for successful submission of their application form through email as well as through SMS. There is provision for payment of Programme Fee on-line through Credit/Debit cards/Net-banking by using On-line Payment gateway. This facility is available for 125 academic programmes at Master, Bachelor, PG Diploma, Diploma and Certificate level currently on offer.

As this is a new system, the prospective learners may require to know about the process of Online Admission. In order to facilitate them, Student User Manual’ has been developed. This User Manual contains all essential information for the end users to navigate through the online admission system. This manual includes step-by-step procedures for system access and use.

1.0 Getting Started

1. Click on the Web browser (Internet Explorer, Google Chrome, Firefox Mozilla etc.) available on your computer.
2. On the address bar please type [http://ignou.ac.in/](http://ignou.ac.in/) and then press “ENTER” key from your keyboard.
3. Then, the following page of IGNOU web site will open.

(Figure-1)
4. Now, click on the "**IGNOU launches Online Admission for January 2016 Session**" link as shown in Figure. 1
5. Now, Homepage of the Online Admission System as shown in Figure- 2, will appear

![Home page of the Online Admission System](image)

**(Figure-2)**

You can also go to the Online Admission page directly in the following way:

1. Click on the Web browser (Internet Explorer, Google Chrome, Firefox Mozilla etc.) available on your computer.
2. On the address bar please type [https://onlineadmission.ignou.ac.in](https://onlineadmission.ignou.ac.in) and then press "**ENTER**" key from your keyboard.
3. In this way also you will reach to Online Admission page as showing Figure. 2
2

Online Admission System

2.0 Home Page of Online Admission System

If you see the Homepage of Online Admission System, you will find that there are 12 links on this page. Now, see the Figure-3 given below which will give you information about the content covered in each link:

1. On clicking link #1, you will reach the Homepage of the Online Admission System as shown in Figure-2.
2. On clicking link #2, you will get information About IGNOU.
3. On clicking link #3, you will be re-directed to the “Student Registration Form” page which you should fill up before.
4. On clicking link #4, you will be re-directed to the “Know Your Status” screen. Here, by entering your Registration Number, you can get status of application submitted for Online Admission.
5. On clicking link #5, you will be re-directed to the “View form” page to see the filled form.

(Figure-3)
In continuation of the Figure-3, please see Figure-4 also

1. On clicking link #6, you will get the General Instructions for filling the online admission form.
2. On clicking link #7, you will get details of the Registration Process for online admission.
3. On clicking link #8, you will get information on Programmes of IGNOU available.
4. On clicking link #9, the “Student Registration Form” will open which is basically the first step for online admission.
5. On clicking link #10, the “User Manual” for online admission will open. You are advised to go through it thoroughly before registering.
6. On clicking link #11, you will be re-directed to the “Frequently Asked Questions” screen. Read them carefully. It will help in clarifying your doubt if any.
7. On clicking link #12, you will be re-directed to the “Login” screen.
General Instructions for Online Admission

Before Registration please read carefully about Eligibility Criteria, Fee Details, Duration and other Details of Programme.

Before Registration you must also have:

1. Scanned latest Photograph (Maximum 100 KB)
2. Scanned your latest Signature (Maximum 100 KB)
3. Scanned copy of your Age Proof.
4. Scanned copy of your relevant Educational Qualifications (Maximum 400 KB)
5. Scanned Copy of your Experience Certificate (If Any). (Maximum 400 KB)
6. Scanned Copy of your Category Certificate, if belongs to SC/ST/OBC. (Maximum 400 KB)
7. Scanned Copy of your BPL Certificate, If Below Poverty Line. (Must be less than 400 KB)
8. Fee can be paid by following methods:
   o Credit Card/Debit Card (Master/Visa/Rupay)
   o Net Banking
4
Filling Online Admission form

4.1 Register Yourself

**Step -1:** The first step to fill up the Online Admission form is to register you. For this please click on the button “REGISTER YOURSELF” that appears on the applicant login area as shown in Figure-5.

(Figure-5)
Step-2: After clicking on registration link, ‘Student Registration Form’ will be displayed as shown below in the Figure- 6. Now, Fill up the registration form as given below:-

![Student Registration Form](image)

Insert data for this registration form and click on “Submit” button.

(Figure-6)

a.) Once you have filled the registration form, check the entries and if satisfied, click on “Submit” button.

b.) If you want any change in the information, click on “Reset” button provided in the form. After changing the information, if any, click on “Submit” button.

c.) After you ‘Submit’, your User Name along with the Password is generated. You will be notified about the same via email on your email and SMS on your mobile.

**Note:** Using your ‘User Name’ and ‘Password’, you can Login directly. Remember your ‘User Name’ and ‘Password’ for future Login with the Online Admission System.
4.2 Filling up the Online Form

**STEP 1.** Click on “Login” button given in the homepage of Online Admission (Figure 7)

![Figure-7]

**STEP-2:** Now, login page will open as shown in Figure 8.

a) Enter your User Name & Password; provided while filling up the registration form
b) Enter the Secure Code as displayed in the Login form

![Figure-8]

Enter User Name with Password and then click on “Login” button.
Click on ‘Login’ button.

**STEP-3:** Then first part of the Online Admission form will be displayed as shown in Figure 9. It has 8 sections. You have to fill up each section carefully one by one using the “Continue” button.

- **a.** Click on “Continue” button.

![Figure 9](image)

**STEP 4:** The First Section of the Online Admission form is on **Programme Details** as shown in Figure 10

- **a)** Fill up the details related to your Programme Details, Study Centre, Medium of Study, etc.
- **b)** Once the details are entered, click “Save” and then “Next” button.

![Figure 10](image)
Note: The Online Admission form is basically the same as the hard copy of the Admission Form given in the Prospectus. But here as shown in margin box of the Figure. 10, it has been divided into 8 sections for ease of use.

Below are the next steps for filling Online Admission Form:-

STEP 5: The Second Section of the Admission Form is on Personal Details as shown in Figure – 11.

a) Fill up the requisite information in the form.

b) Once the Personal Details are entered, click “Save” and then “Next” button.

(Figure-11)
STEP 6: The Third Section is on Qualifications Details as shown in Figure - 12

a) Fill up your Qualification Details as per the fields given in the form
b) Once the details are entered, click “Save” and then “Next” button.

STEP 7: The Fourth Section is on Course Details as shown in Figure – 13.

a) Here details of the compulsory courses of your programme are automatically selected
b) Check the course details and select the elective/optional/Foundation Courses accordingly to programme.
   c) Click “Save” and then “Next” button.
STEP 8: The **Fifth Section** is on **Correspondence Details** as shown in Figure – 14.

a) Fill up the details of your Correspondence Address as per the fields given in the form.

b) Once the details are entered, click “Save” and then “Next” button.

![Figure-13](image-url)

**Enter Correspondence Details and click “Save” then “Next” button.**

![Figure-14](image-url)

**Enter Course Details and click “Save” then “Next” button.**
STEP 9: The **Sixth Section** is on **Document Upload** as shown in Figure – 15.

The final step for Online Registration process is to upload your documents like photo, signature & other supporting documents

- Select the document type and Click on “Next” button
- Browse and upload your scanned photograph and
- Similarly, browse and upload scanned signature & other supporting documents

You should ensure that the format of photograph is JPEG, JPG only and size is less then 100 KB.

It is suggested to scan documents from your originals.

**Note**: In case you don’t have originals then “self attestation” is mandatory for your xerox documents.

Once the documents are uploaded click (√) on the Declaration check box and then click “Next”
STEP 10: The Seventh Section is on Confirm Details as shown in Figure-17

a) Here, the details of all six sections are displayed; you have to verify the details provided by you while filling the online form.

b) If details are found OK, click “Next” button (see Figure 17); otherwise make changes in appropriate section by Clicking “Edit” button given against each section details.

c) There is a Declaration at the end of the page. Please tick (√) in the box. And then click “Next” button.

(Figure-17)

If details are found OK, click “Next” button; otherwise make changes in appropriate section by Clicking “Edit” button.
STEP 11: The Eight Section is on ‘Fee Details’ as shown in Figure-18.

a) When you ‘Select’ the mode of payment, you will see the following: “Credit/Debit/Net banking”

Next, you get a page as shown in Figure-18

(Figure-18)

b) When you select “Credit/Debit/Net banking”, you will get Online Payment window as shown in Figure-19

c) Now, click on “Make Payment” button
1. If you select Credit Card/Debit Card, you will get a page as shown in Figure-20.
2. After you fill up the required information of your Credit/Debit Card for payment, click on “Pay INR ……” Button.
3. It will take you to the payment gateway page of the bank.
4. Make necessary entries for making payment.
If you select “Net Banking” then
   a) Select your Bank then click on “Pay INR ……."
   b) It will take you to the payment gateway page of the bank as shown in Figure – 21 & 22.
When your payment is complete by Credit Card/Debit Card/Net Banking, you will get “Payment Confirmation” page as shown in Figure – 23.

Now you can “Print” the payment confirmation receipt.
You can Preview your filled in form as shown in Figure - 24. You can print or save the form for future references.