### **Applicant Instruction Guide: Updating Profile and Academic Details**

#### **Step 1: Open Profile**

Click on the 'Open Profile' link from the dashboard.



#### **Step 2: Access Complete Profile**

A new screen will appear. Click on the 'Complete Profile' button.



#### **Step 3: Preview Profile**

A profile preview page will open. Scroll to the bottom and click on the 'Update Details' button.

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# Step 4: Update Panel

A panel will open where you can update your details as required.

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+ Go Back									Eating : Profile Databa
Personal Details									
Full Name of the Applicant *				Applicant's Registered Email *					
Shaktidhar sharma				shaktidharsharma826@g	mail.com				
Registered Mobile Number *				Alternate Email					
8176895076									
Alternate Mobile Number (Parent's/Guardian's)				Applicant Date of Birth*					
				4	~	August	~	2007	~
Age as on Jul 1, 2025 *				Applicant's Gender *					
17 Years 10 Month 28 Days				Male					~
Do you have domicile of Uttar Pradesh? *				Category *					
Yes			¥	General					~
Marital Status				Blood Group					
Unmarried			~	Not Known					~

#### **Step 5: Save Updated Information**

After making changes, click on the 'Save Details' button.

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#### **Step 6: Confirm and Pay**

You will be redirected to a preview screen. Scroll down and click on the 'Confirm Details and Pay Registration Fee' button.

	p/personal/preview/final-detail-preview	《☆ <b>]</b> [] -]
010	Signature	
Uploaded	Uploaded	
claration		
s is an important step. Please ensure that you have v	enfied the profile details for correctness. No modification will be allowed after this step .	
do hereby declare that all the statement made in the profile of	details are true, complete and correct to the best of my knowledge and belief. I am duly aware that in the ever	nt of any particulars or introquition furnished by me is found to be false/incorrect/incomplete or if i
found indulging in some unlawful act at any time during the o	course period, my candidature is liable to be summarily rejected/cancelled.	
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#### Step 7: Make Payment

On the next screen, click on 'Click Here to Make Payment'.

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	Father's Name	ANGAD SHARMA		
	Registration Fee Tetal Amount To be Paid	P 100		
		Click here to make payment		

### **Step 8: Verify on Dashboard**

After that my transaction page will come, then click on dashboad, print your form, check, details are updated.

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#### **Updating Academic Details**

Go to the Dashboard. Scroll down to the Program List section. Click on the 'Update Academic Details' button and make the necessary changes.

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# **Updating Academic Documents**

Click on the 'Update Uploads' button on the dashboard. Re-upload or replace the required academic documents.