

**Online Admission Workflow: (For students who will pay Admission Fee online)**

1. Student needs to click on **'Register New Student'** link for the registration which is there on login page.
2. Select the course which the student is interested in. Fill up all the required details & click on register button
3. After the registration is done, student will receive an email consisting the URL & Password.
4. The student can fill the admission form by clicking on **'Apply Link'**.
5. Student can fill his personal details, Course selection, Education Details, upload documents.
6. If the student clicks on Save & Submit button, then NO more editing will be possible for students.
7. The link **'Print Form'** will get activated only after the student does Save & Submit.
8. Once student has filled the admission form then admission department will verify the documents and then will shortlist the candidates using **'Update Shortlist Status'** screen. After verifying and shortlisting candidate, An Email will be send to student regarding fee payment.
9. The student will login into the system and will pay the **admission fee** online by clicking on **'PayNow'** link for admission fee payment.
10. Once **admission fee** is paid, student can print the receipt.
11. The **'PayNow'** link should get enabled & payment will be proceeded in below cases only:
  - a) After the status of student is shortlisted
  - b) The course selection done (**which is there on admission form**)
12. The payment of admission fees can be done by clicking on **'PayNow'** link.
13. While payment process is going on, please see if the amount is reflected correctly. If not then DO NOT go ahead for the payment process.
14. If the amount is correct, then proceed further for the payment. While the payment process is going on, please do not refresh the page.
15. Once the fee payment is done, student can print the receipt from the portal.