# 📢 Instructions for Updating / Registering Details in Vidya ERP

Before reporting to the college for admission confirmation, please log in using the *link provided below* to update your details, upload the required documents, and generate your application number.

🔗 **Vidya ERP Portal: [https://erp.vidyaacademy.ac.in/#](https://erp.vidyaacademy.ac.in/#)**

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🔷 **For New Users (First-Time Login)**

1. **Sign Up**
   - **Open the ERP portal and click on New User / Sign Up.**
   - **Enter your Full Name, Email ID, and Password.**
   - **Confirm your password and click Sign up.**
2. **Enter Basic Details**
   - **Fill in your Personal Information (Name, Date of Birth, Gender, etc.).**
3. **Provide Communication Address**
   - **Enter your Permanent and Correspondence Address, Mobile Number, and Email ID.**
4. **Add Educational Details**
   - **Enter your Plus Two (12th) Details.**
   - **Enter your KEAM Exam Details (Roll Number, Rank, etc.).**
5. **Upload Documents**

- Upload a Passport Size Photograph (as per the prescribed size and format).
- Upload your Signature (clear and legible).

6. **Save and Submit**
   - Review the details carefully.
   - Click Save and then Submit.

♦ **For Registered Users**

Registered users, please log in using your username and password to update the necessary information and upload the required documents.

For more detailed steps refer the following document :

[Click Here](#)