# SEMESTER REGISTRATION MODULE

# USER DOCUMENTATION
# FOR
# STUDENTS

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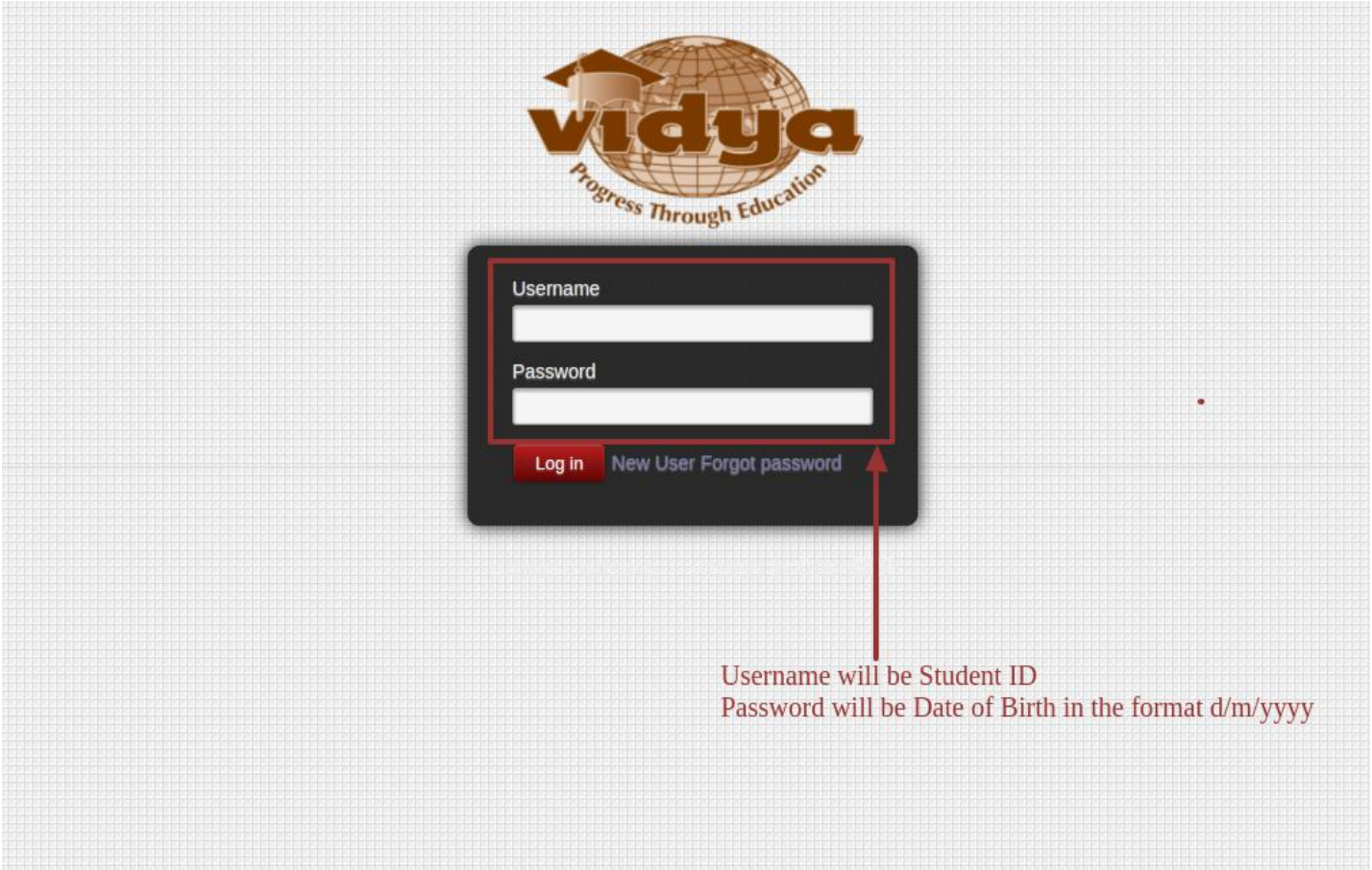
## 1. How can I access the Semester Registration Form?

**Step 1** : Go to the URL http://erp.vidyaacademy.ac.in:9191 or

Go to the following college website and click on the “Vidya ERP” link.

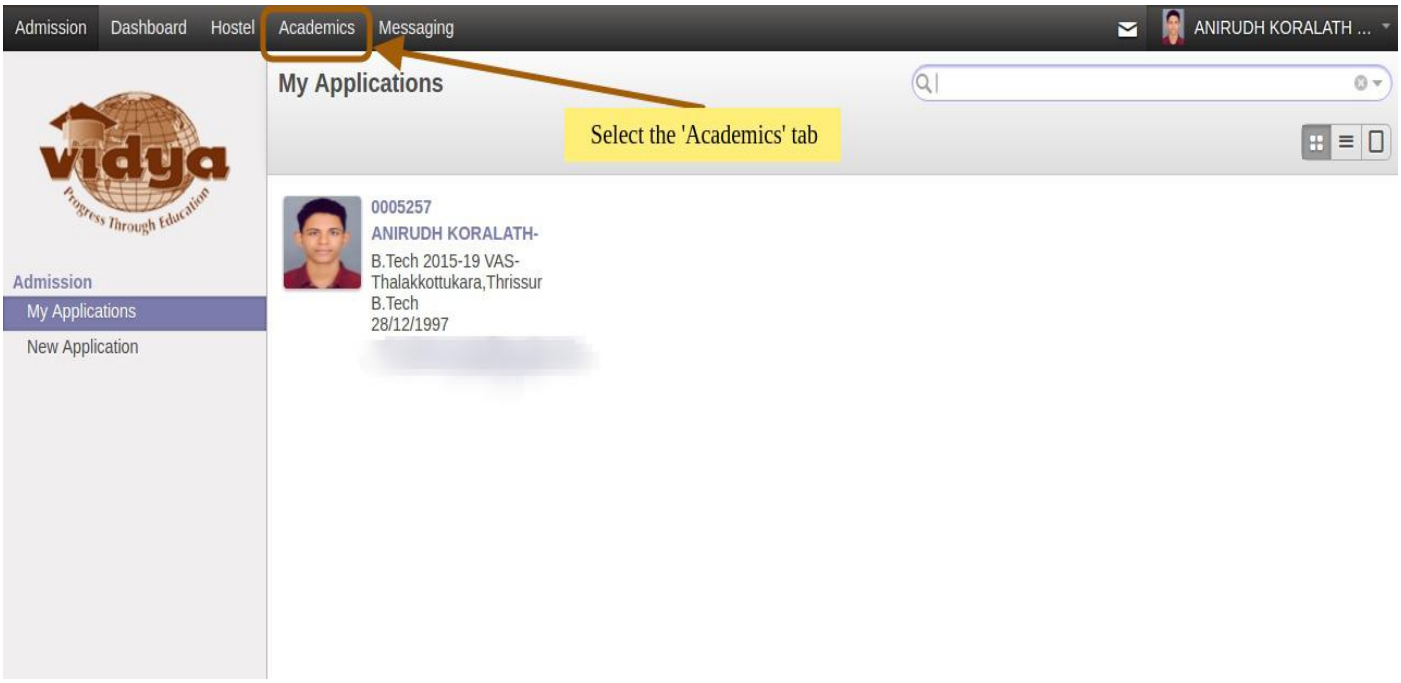
http://vidyaacademy.ac.in/

Then you will get the login page as follows.

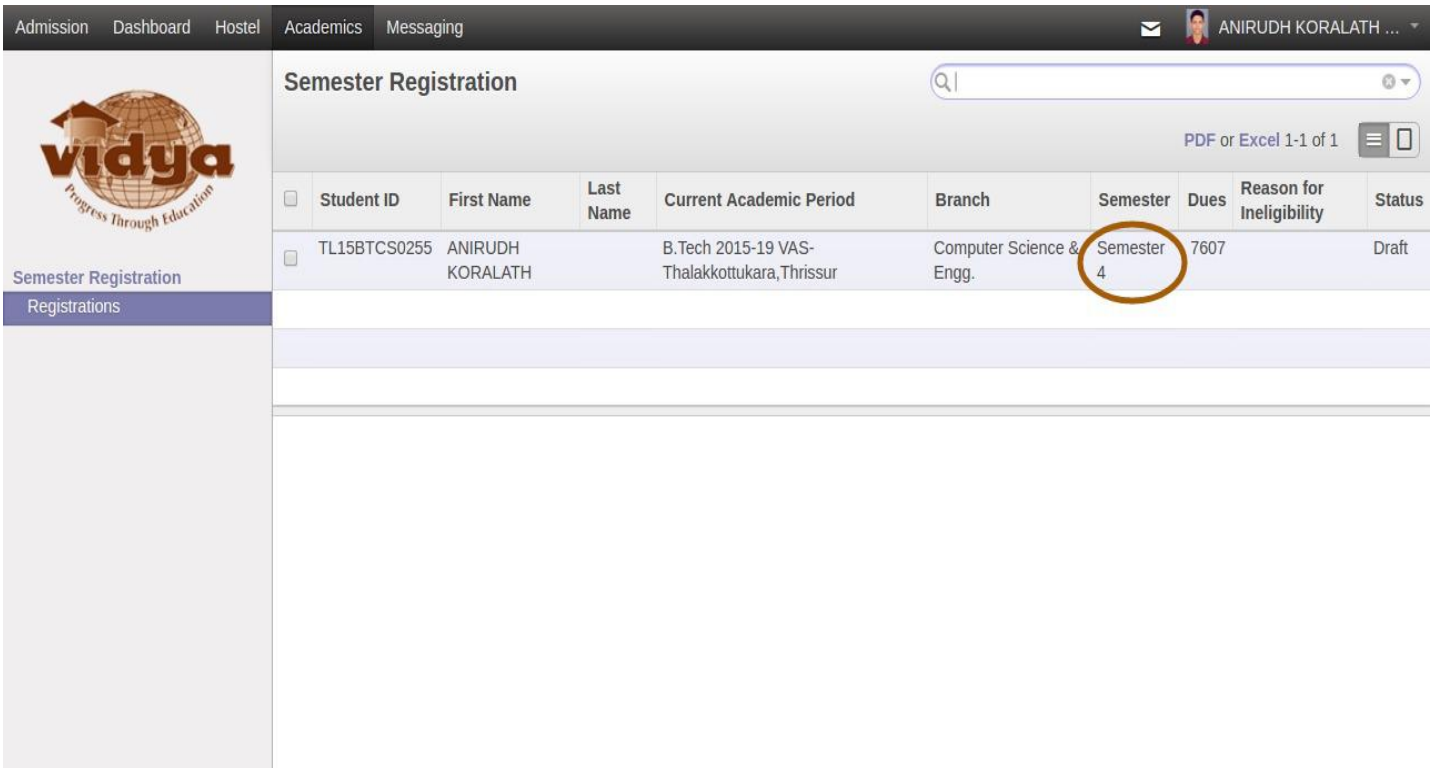


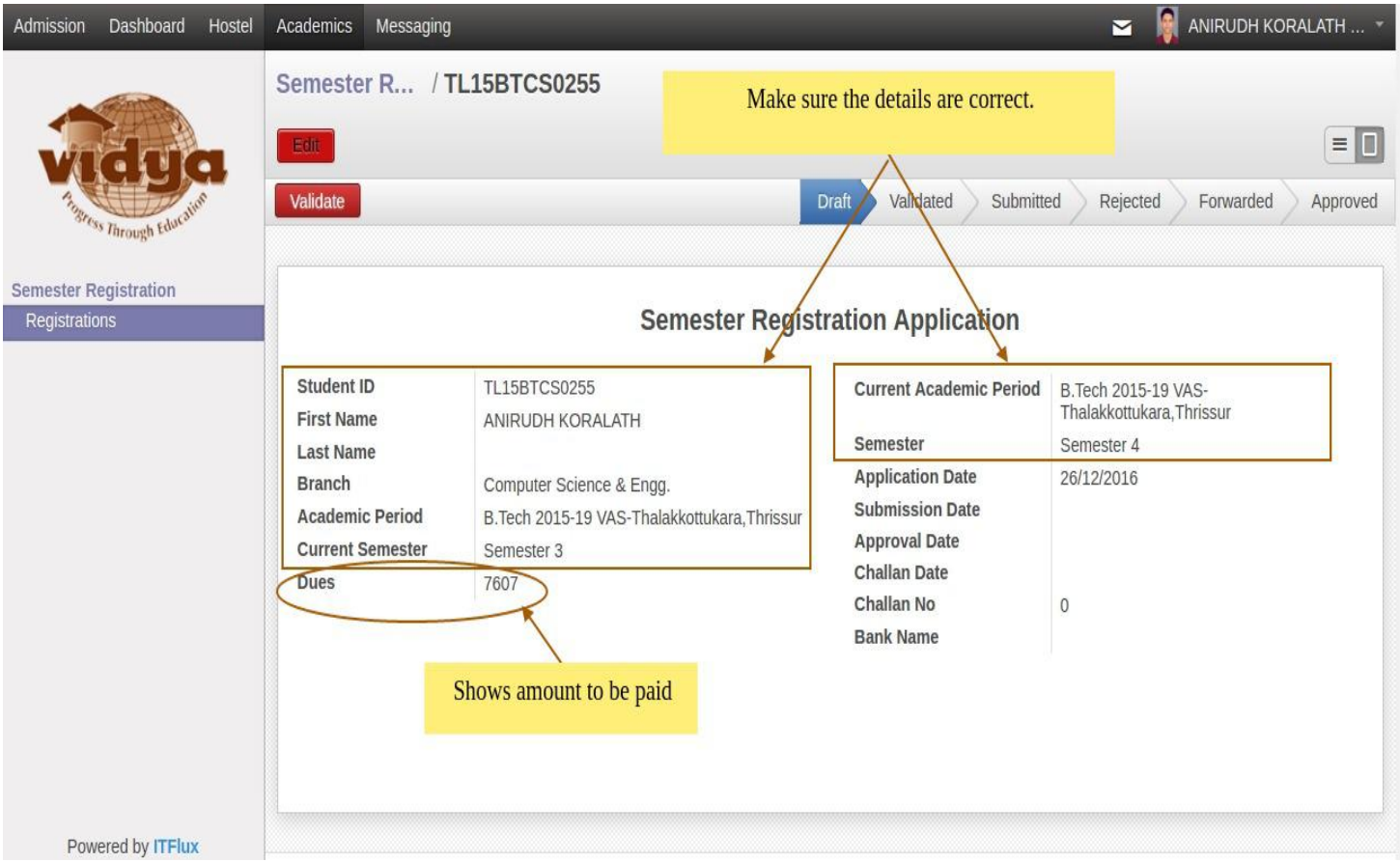

**Step 2** : Fill in the Username and Password to log in, to the Vidya ERP.

## **Step 3** : Select the Academics Tab

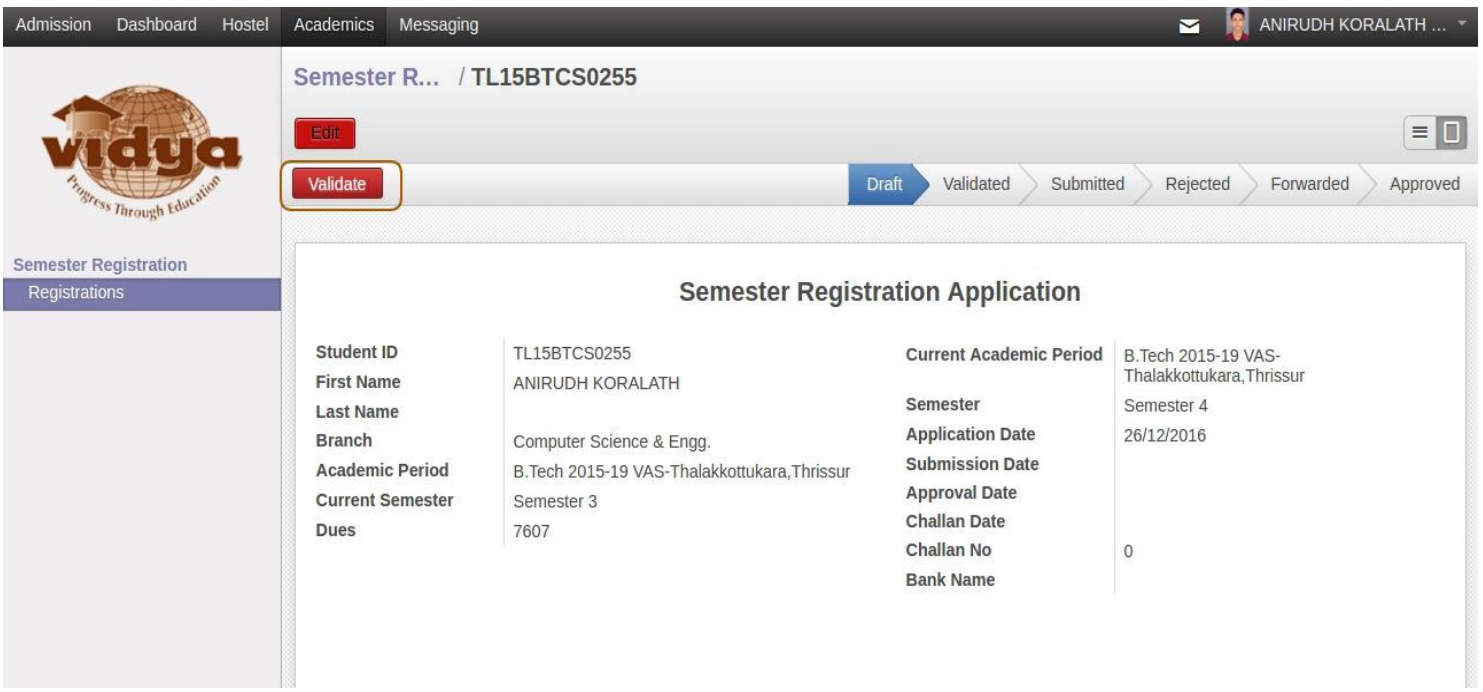



## **Step 4** : Select the application for the corresponding Semester which is in draft status .

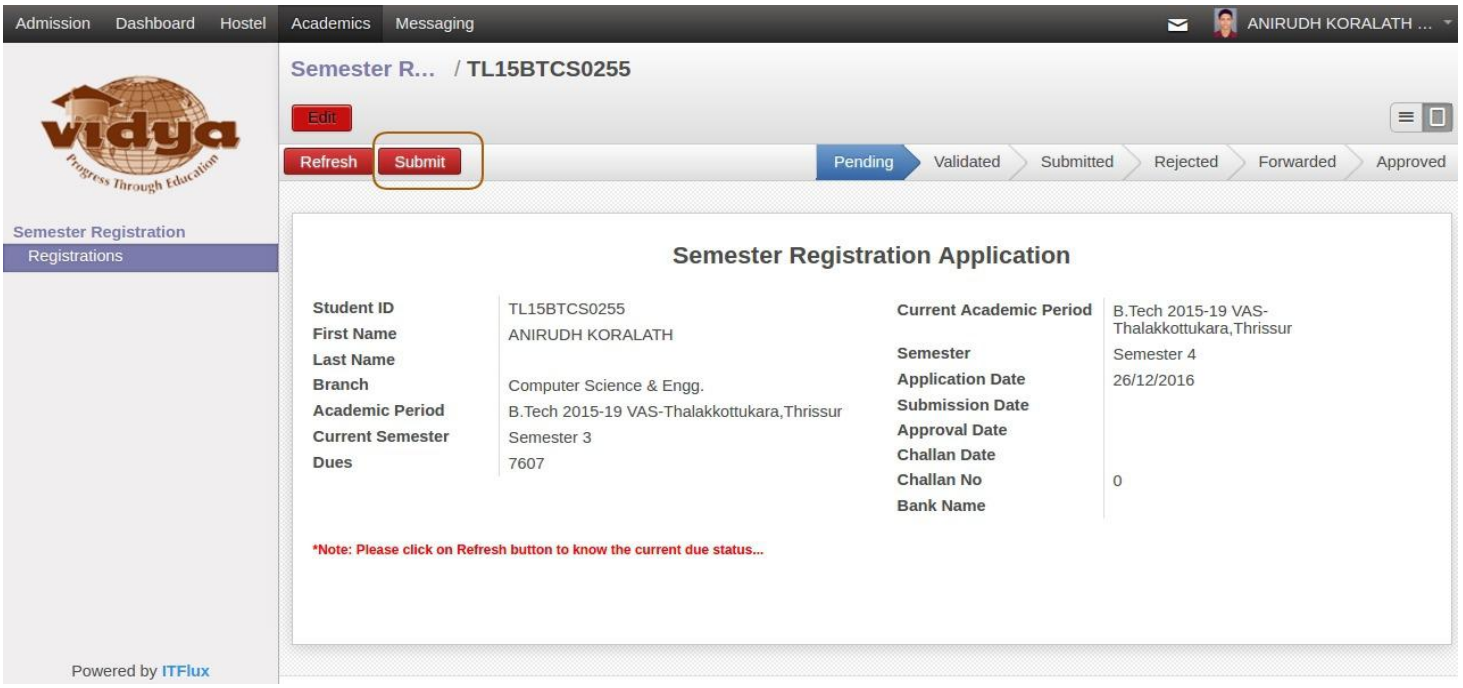




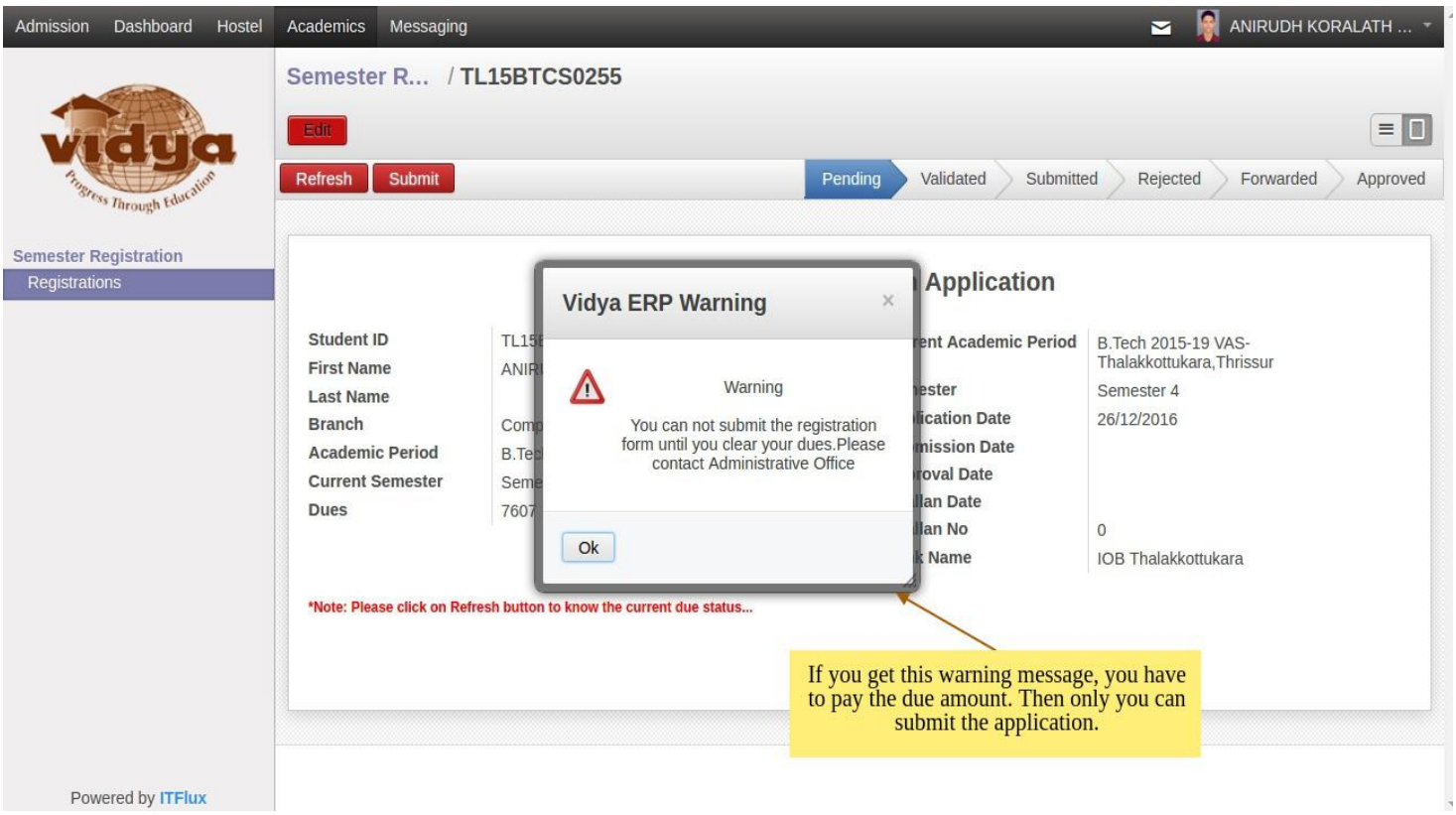

**Step 5** : Click on the 'Validate' button to validate the form.



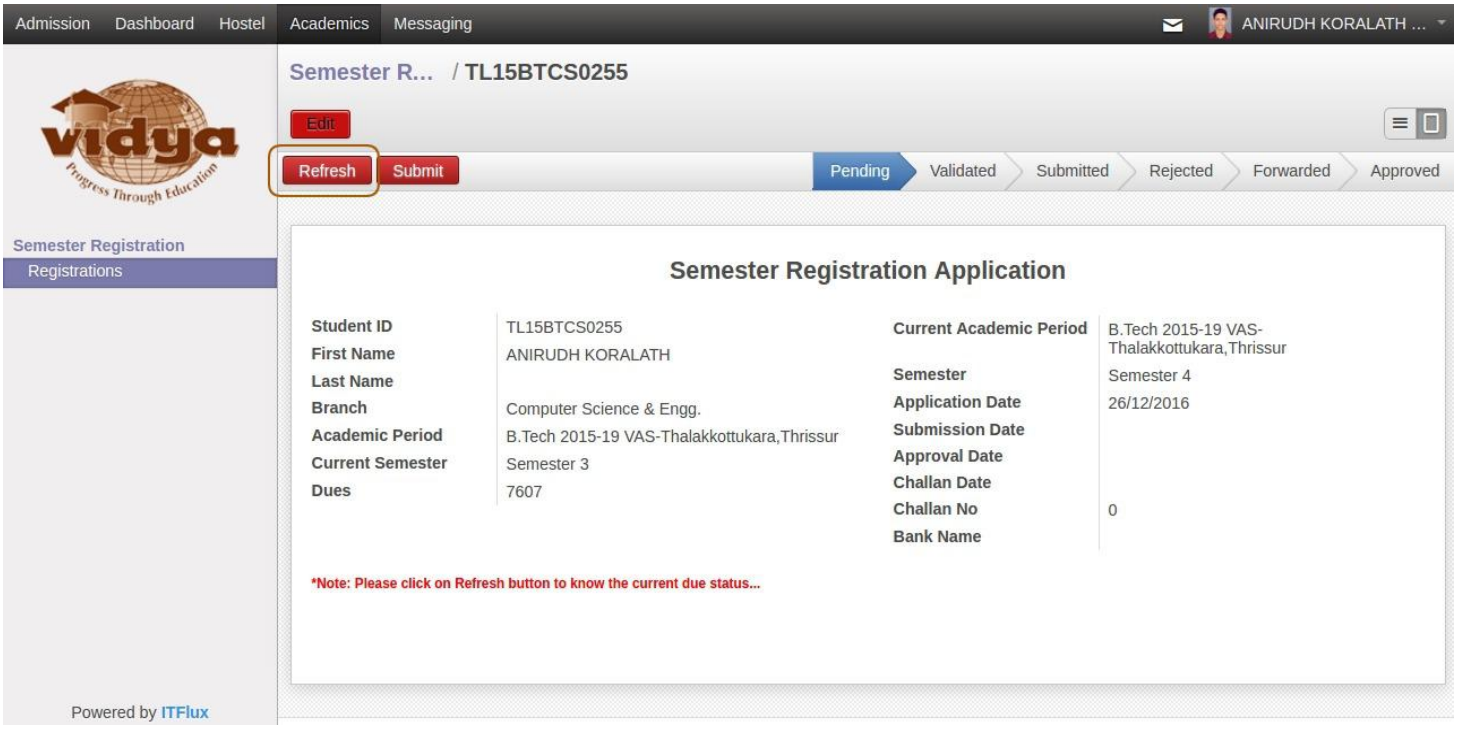
**Step 6**: If the form is in ‘validated’ status, Submit the semester registration form .



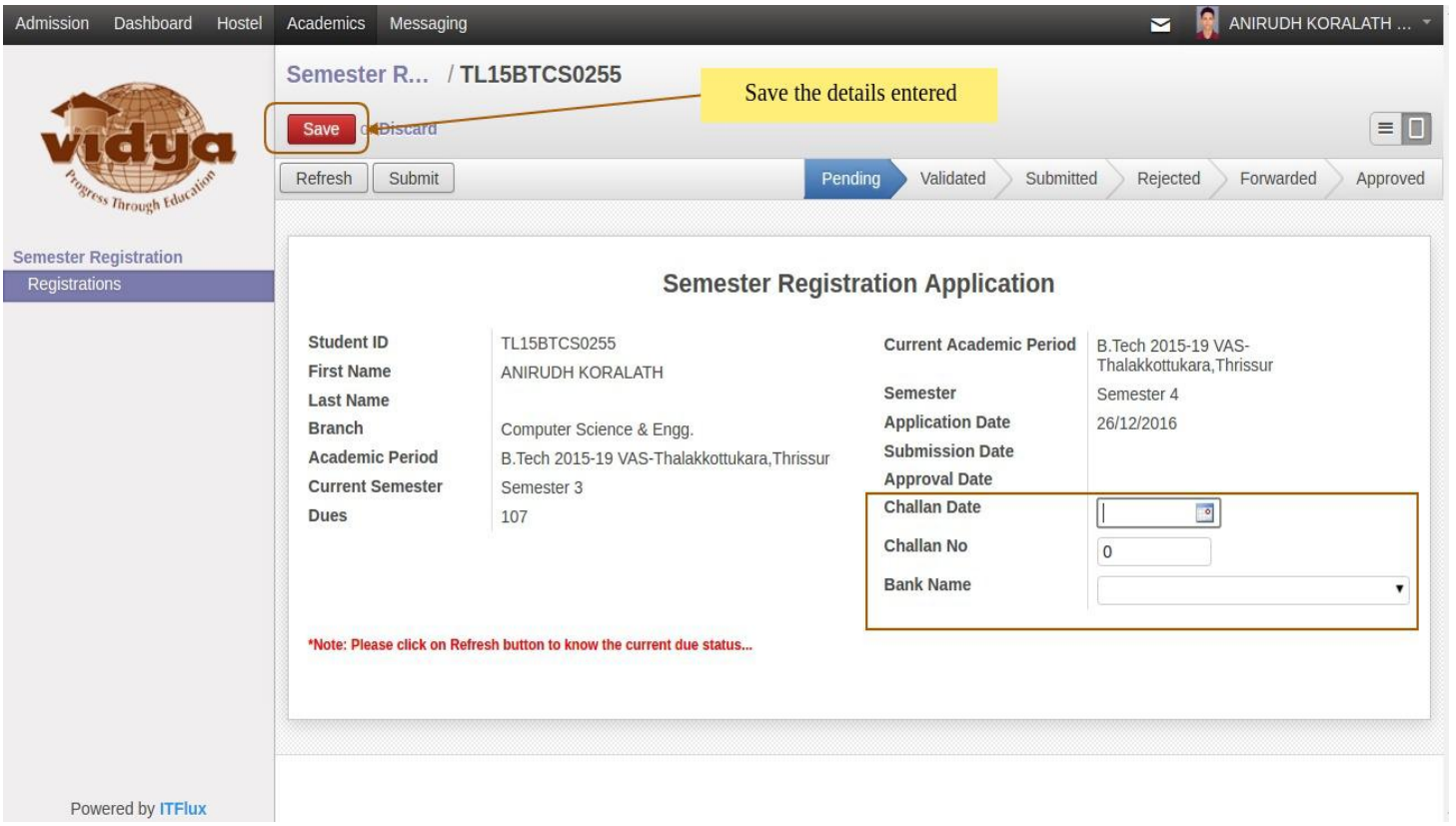

If the form is in ‘Pending’ status, a warning message will shown when you try to submit the form.



**Step 7** : Click 'Refresh' button to know the current due status.



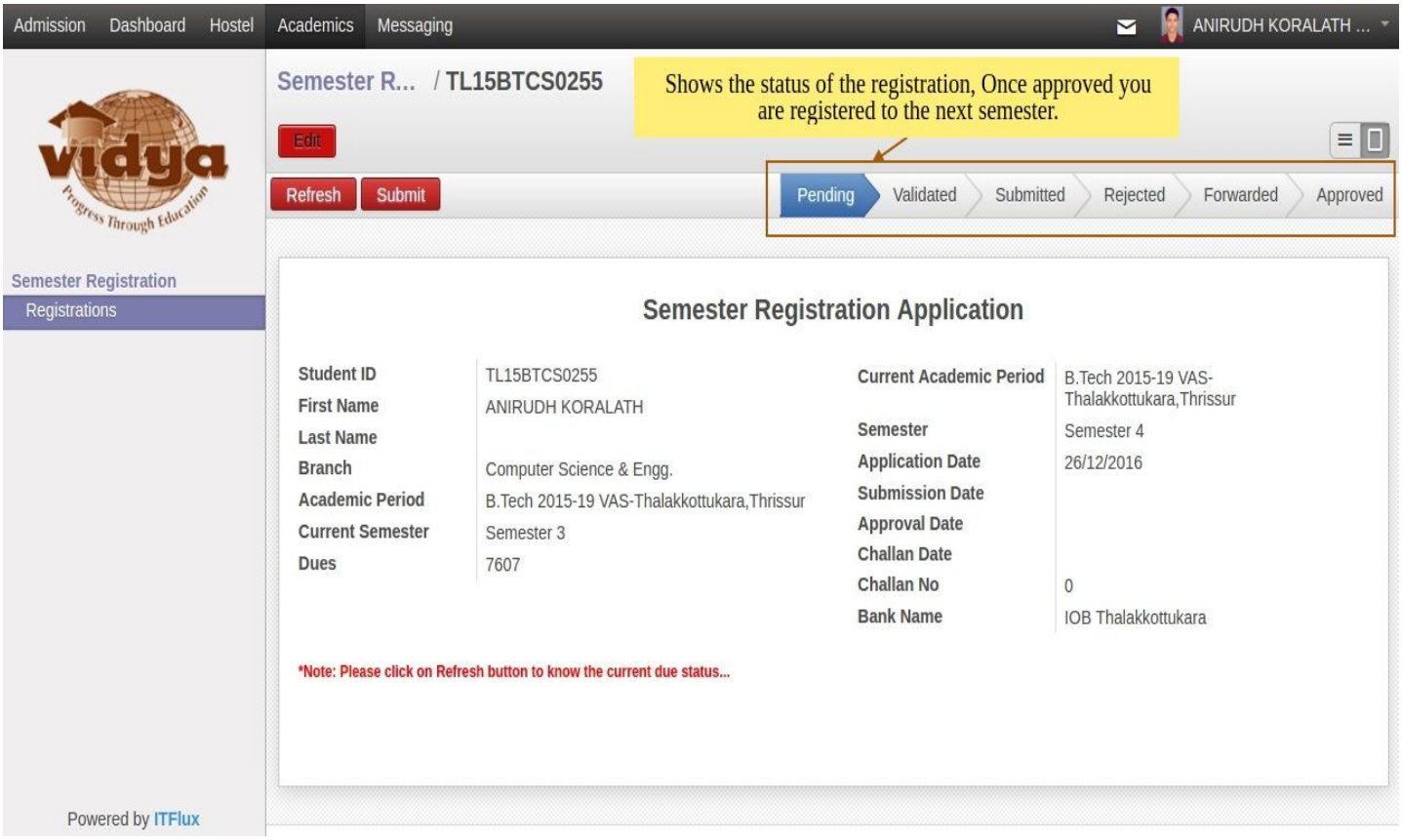

**Step 8** : Click Edit button to provide the challan details.




**Step 9** : Submit the semester registration form .

## 2. How can I know the status of my semester registration ?

Student can view the status of the registration on the header.

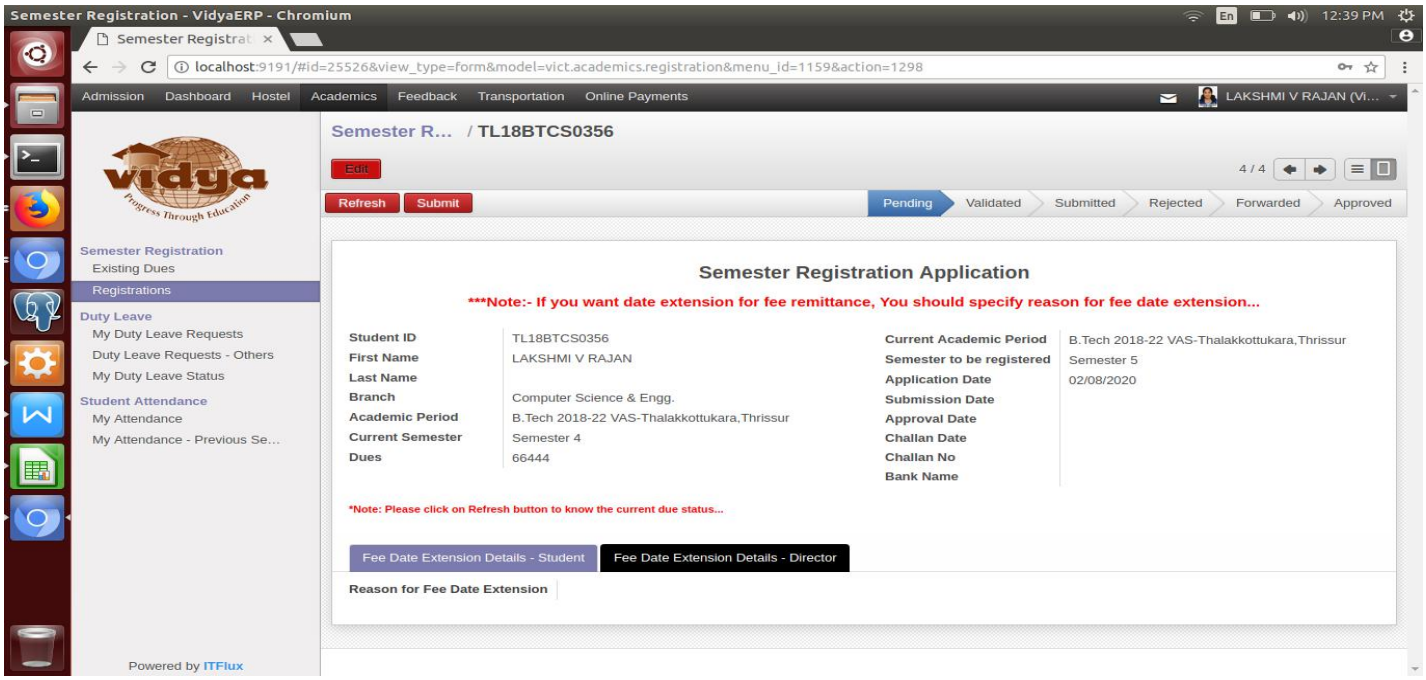



The status are as follows

- Draft : This registration is in draft status and yet to be validated.
- Validated : This registration form is validated and yet to be submitted.
- Pending : This registration form is pending, you have to pay your dues before submitting.
- Submitted : This registration form submitted to HoD for verification.
- Rejected : This registration is rejected.
- Forwarded : This registration is forwarded to Principal.
- Approved : This registration is approved. Now you are registered to the new semester.

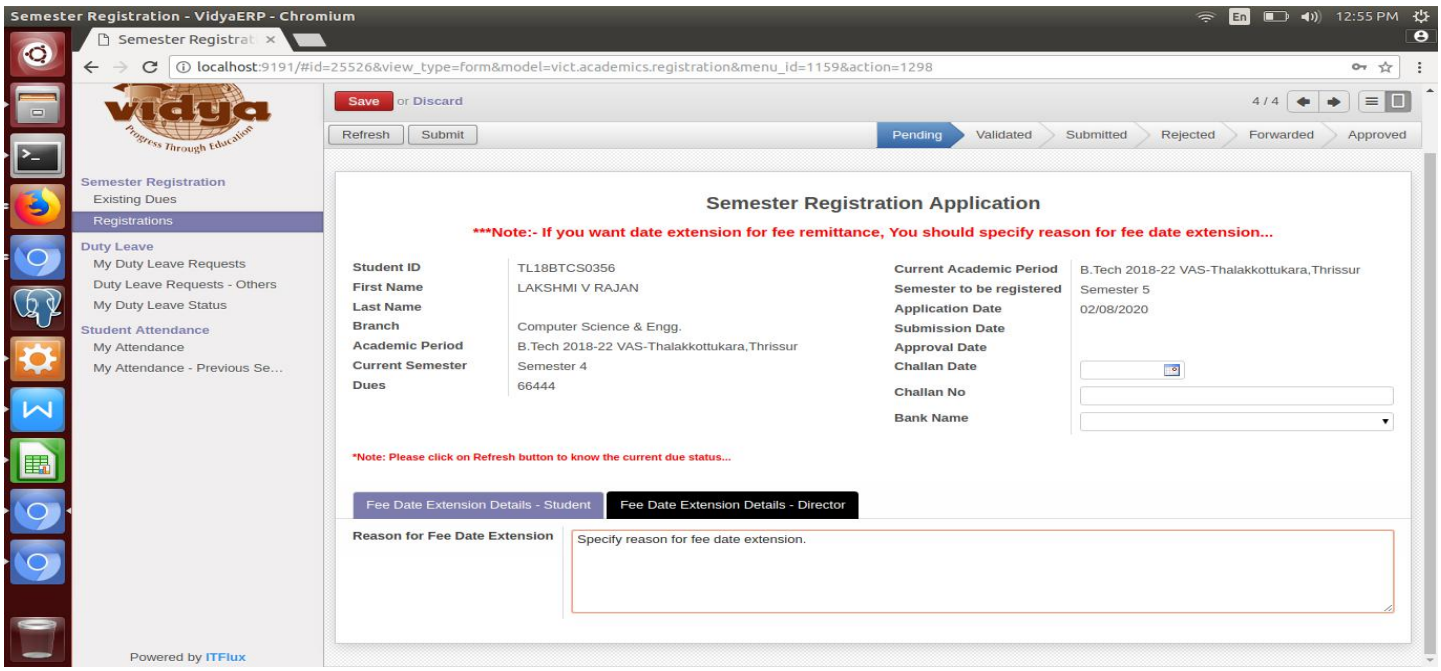
## 3. How to request date extension for fee remittance?

Student can request date extension for fee remittance if the semester registration form is in '**Pending**' status. If your form is in draft status, Click on 'Validate' button to change the status.




Step 1 : Click on 'Edit' button to enter the reason for fee date extension.

Step 2: Enter reason in 'Fee Date Extension Details-Student' tab.

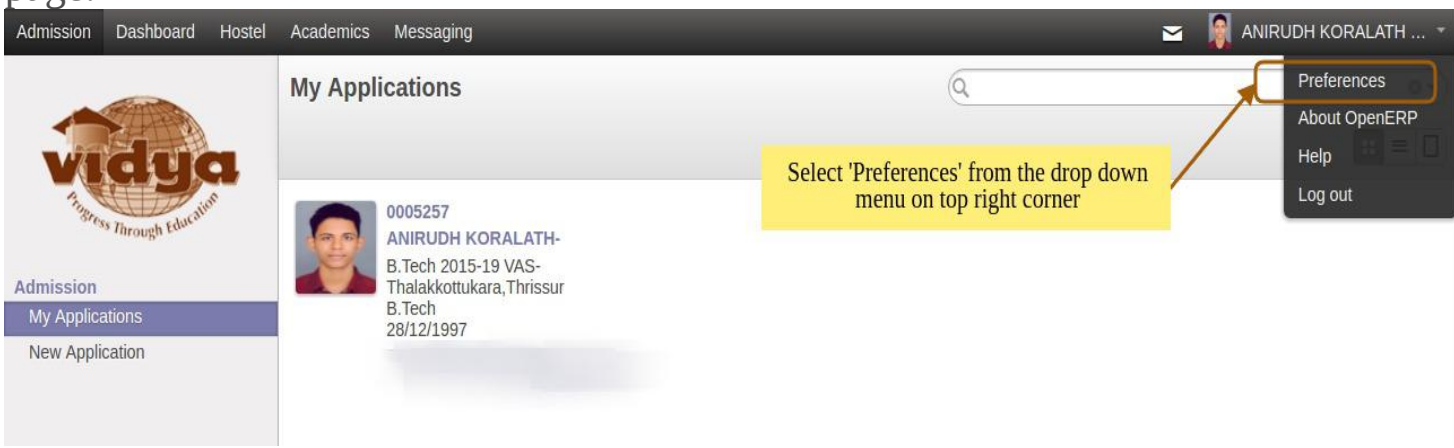


Step 3: Click on ‘Save’ button.

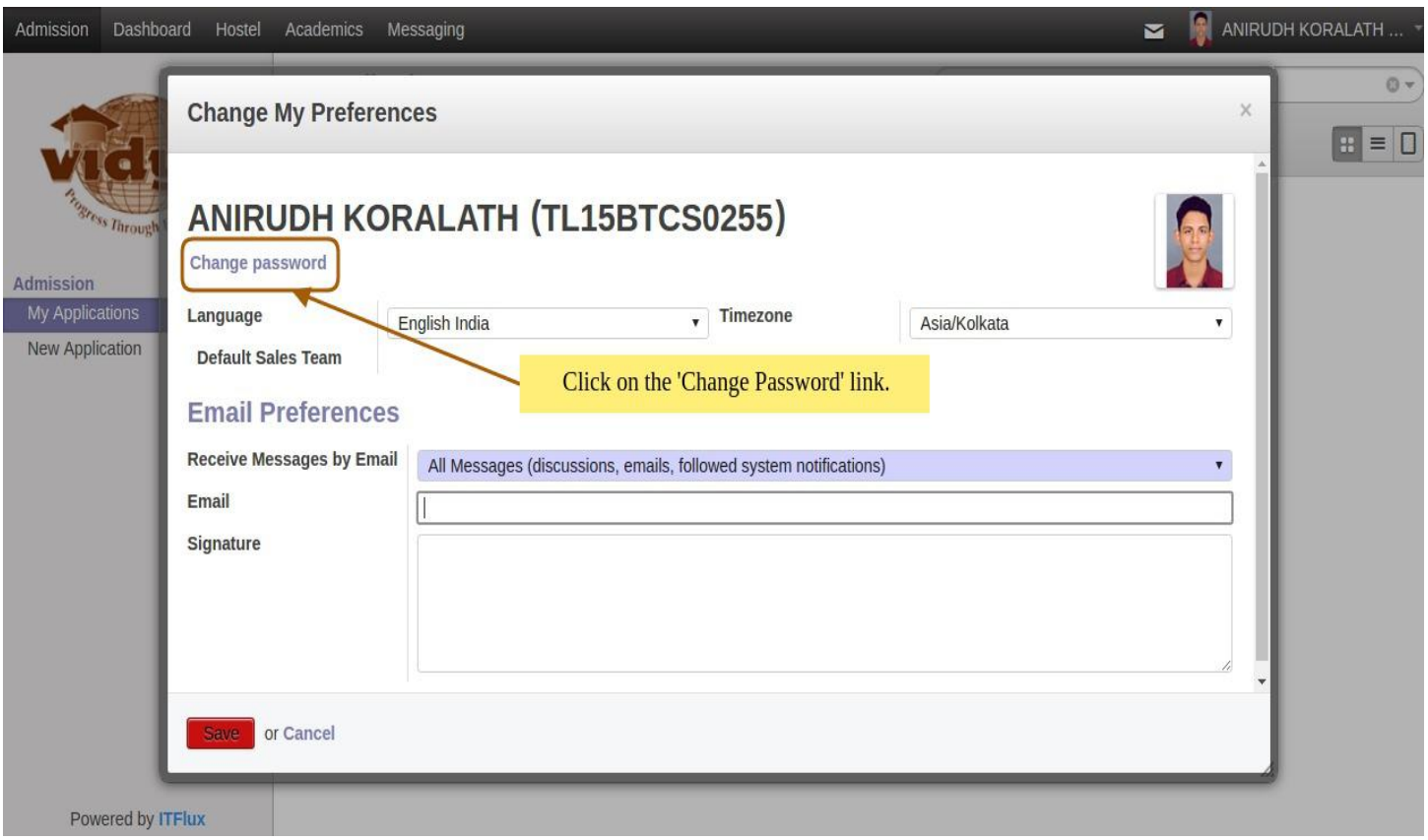
Now your request can view to higher authorities for further action.

## 4. How can I change my password ?

- Step 1 : Select the ‘Preferences’ menu from drop down on top right corner of your ERP page.

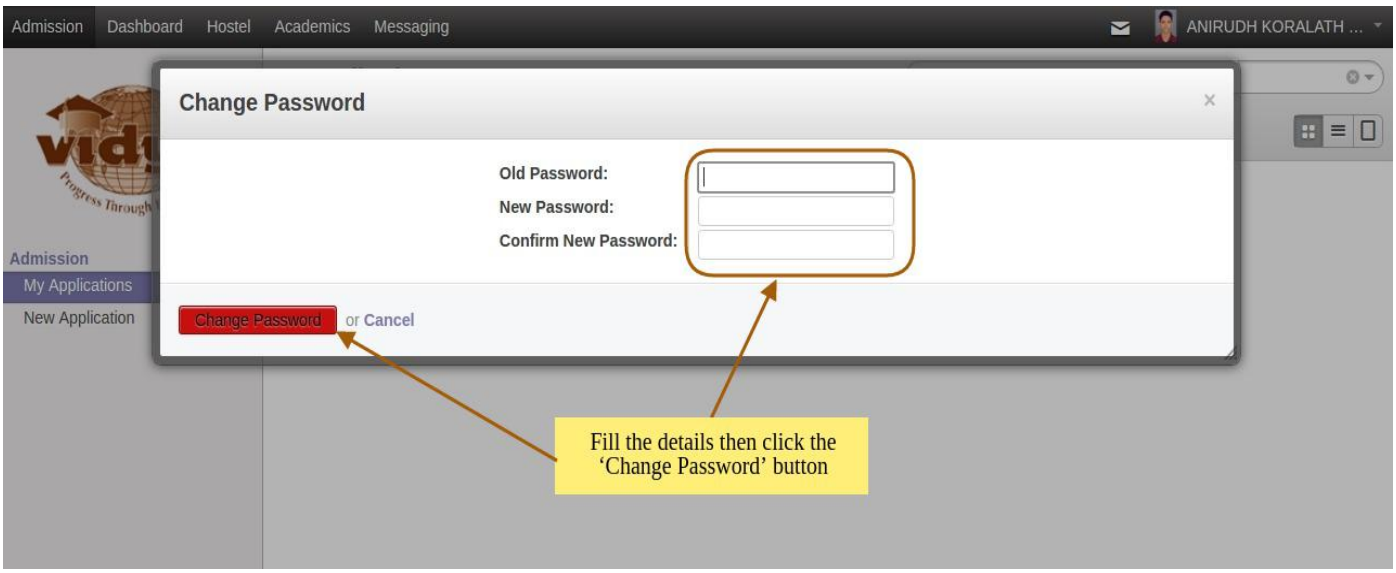



- Step 2 : The following window will pop up.




- Click on ‘Change Password’ link.

Step 3 : Fill Old password, and the new password you wish to use, confirm new password then click the ‘Change Password’ button. You will be logged out automatically. Login again with new password.



# Thank You