<u>User Guide</u>

Assam State Higher Education Admission Portal

2023-24

A comprehensive user guide for applicants on how to edit their profile details and submitted applications.

How to Edit your profile and submitted applications during the "Correction Window"

All applicants are provided an option to edit their profile and submitted applications through an editing window from 20th June 2023 to 22nd June 2023 till 9 PM. During this window the applicants can login to their profile and make changes to the profile and submitted applications.

Few important things to know before you edit your profile or applications:

- **Correction in Profile Details** : Applicants will be allowed to change multiple data fields filled at the time of completing their profile. Changes in some fields may affect eligibility in certain college/programme/subject or discipline, applicants must verify all submitted forms and profile fields.

- **Correction in Academic Details (Class XII or Class X)** : Applicants who have mistakenly submitted the form to college/university with incorrect subject and marks combination for class XII or Class X, are advised to verify the details for every form submitted and submit corrections wherever needed before the closing of correction window.

- Universities and Colleges may have revised rules since the launch of online admission portal. The changed rules may affect number of programmes offered by a university/college or subject options under a programme or major and minor options for a particular programme. Applicants are advised to review their submissions and confirm by submitting again before the closing of the correction window.

- All forms will be re-processed after the closure of correction window and some forms may get rejected based on the updated fields in profile.

- Applicants who do not require any correction may skip the process by not selecting the actions for editing profile and editing programme selection.

Steps to Edit Profile Details

Step 1: Login to your registered account on the admission portal
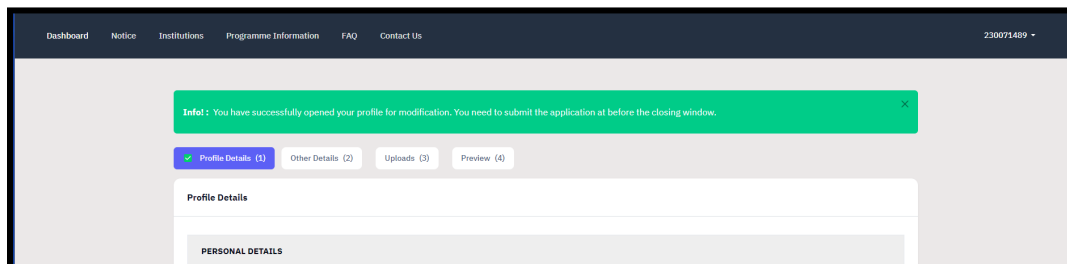
Step 2: Click on "Edit Profile Details" from Dashboard
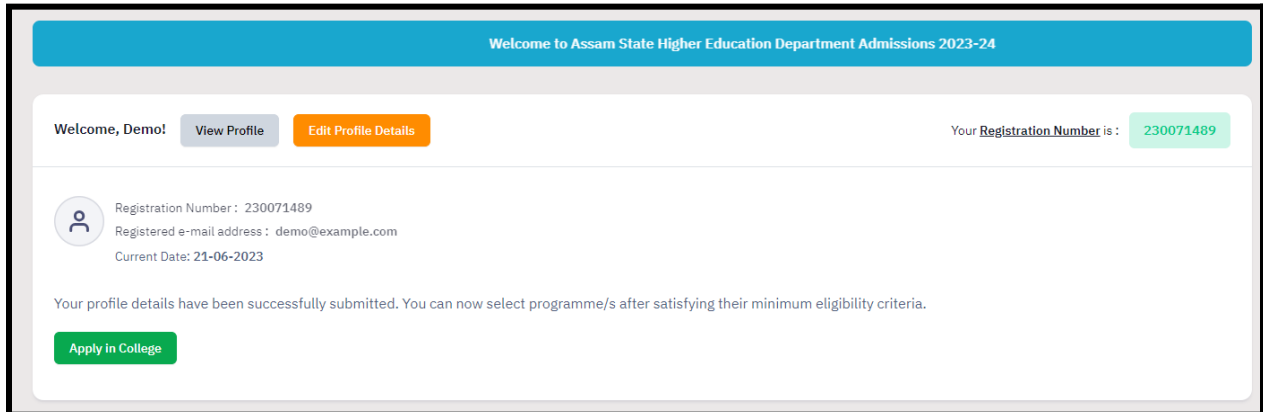
Step 3: Check all points of the declaration and click on "I Agree"
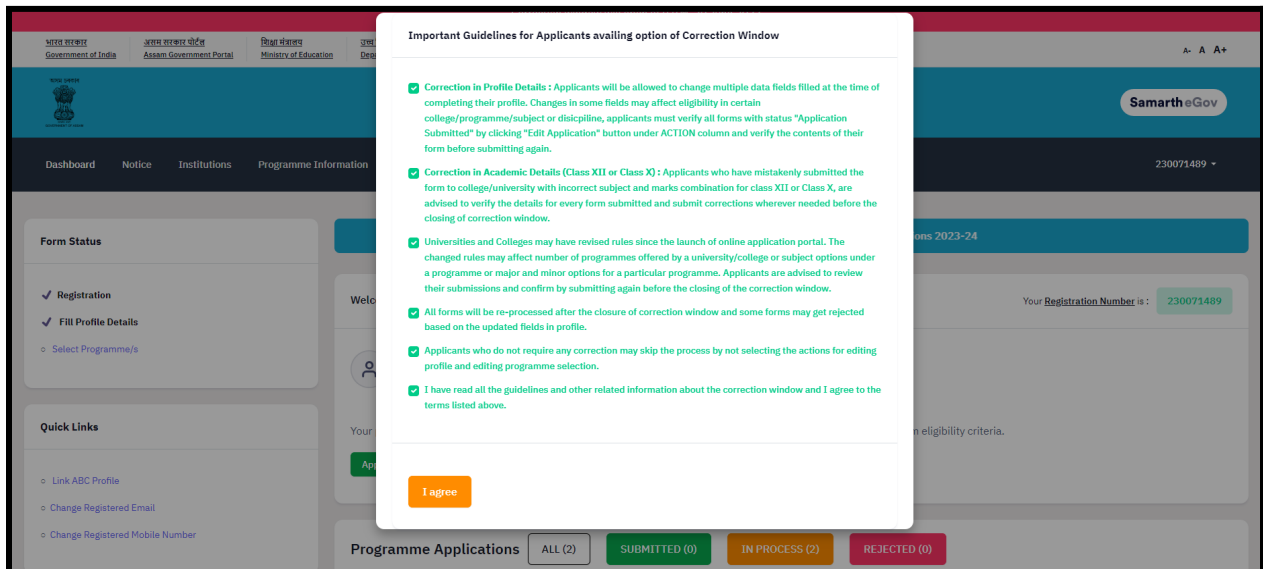
Step 4: Profile is now unlocked for modifications. Start editing the profile by clicking on "Update" button at the bottom of the form.

Steps to Edit Submitted Applications

Step 1: Navigate to "Programme Applications" Section on the Dashboard

- *Here the applicants will be able to see All/Submitted/In Process and Rejected applications.*

Step 2: Click on "Edit Application" Button for the Form Number you want to edit.

Step 3: Now you can start editing the application. Verify and confirm the details and submit the form again by clicking "Submit"

Form Declaration

"I do hereby declare that all the statement made in the application are true, complete and correct to the best of my knowledge and belief. I am duly aware that in the event of any particulars or information furnished by me is found to be false/incorrect/incomplete or if i am found indulging in some unlawful act at any time during the course period, my candidature is liable to be summarily rejected/cancelled."Additionally undertaking for students whose results are awaited: "I, having been permitted to be provisionally admitted to University hereby undertake to produce the proof of having successfully qualified in the final qualifying examination with requisite percentage of marks if failing, I shall forthwith vacate the seat and shall have no claim for refund of fees already paid."

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