Module

1

Main Page

About this module

This Module 1 of the training material discusses about the How to Enter For KSOU Application For Student Login?

To start with Ksou Application,

Figure: showing the Main Screen.

After entering KSOU Application, Click on Student Menu would open the Student Registration and Login Page.

Module

1.1

Registration And Login

About this module

This Module 1.1 of the training material discusses about the How to Register and Login For online Application?

To start with Student Menu, You will get screen as shown below.

Figure showing the Student Screen.

You are a New User, Click on 'Click Here For New Registration' button would open the Applicant Register Form Or else already Registered the UserName and Password then enter in 'Registered User Login'. Below Screen Shows Registeration Form as Follows

Click Here After Registration

Click here Register

Figure: showing the Registration Form.

After entering correct Username, Password, Date Of Birth ,Mobile No. and Email, Click on 'Register' button it will be saved and click on 'Login' Menu. You will get below Screen Shows Login Form as Follows

Figure: showing For Login.

After entering correct Username and Password, Click on 'Login' button would open the Applic ation and click on 'Clear' button would not open the application. Even with wrong Username or password user would not be allowed to login the application.

Figure: showing the Home Page.

Module

1.2

Understanding the Application Module

About this Module.

This Module 1.2 of the training material deals with the Application module of KSOU Application which is the main Online application Filling and Photo Uploading

Application Module
Application Entry
Photo Signature Upload
Processing Fee Payment.
Download

The main topics covered in this module are

- Application Entry
  - Personal Details
  - Other Information
  - Education Qualifications
  - Course Details
  - Subject Details
- Photo Signature Upload
  - Photo Upload
  - Signature Upload
- Processing Fee Payment
  - Through Net Banking
  - Through Debit Card or Credit Card
  - BHIM UPI OR Google Pay
- Download

Application Entry

1. Application Entry

i.   How to access Application Entry Form?

Step 1: Select the Application Entry

ii.   Illustration

Case: Consider a Application "19000001" in the form.

How do we proceed the Application Entry ?

Step	Procedure being executed
Step1	Select Application Entry, Enter new Application entry data
Step2	**Header Content**: Auto generated Sl. No., Enter Candidate Name, DOB, Gender, Mother Name, Father Name, Address, Nationality, Caste Category, Mobile No. Email Id etc...
Step3	Click on **Save** Button.
Step4	Record Saved on clicking Save Button and to add the Photo and Signature , click on **Next** Button. Also, you can Clear the record by clicking **Clear** button.
Step5	Finally Click on **Save** Button to Save the record.

Figure: showing the Online Application Entry Form filled with Illustration data

Outcome of providing the collection information in this form is that the collection information is recorded in the KSOU application. The record is identified by a system generated "Application No..". This number will be visible throughout the KSOU Application.

2. Photo Signature Upload

Step 1: Select Photo & Signature Upload.

i. How to access Photo Signature Upload?

Figure: showing For Uploading The Photos and Signature.

✧ **How do we proceed to Upload Photo & Signature?**

Step	Procedure being executed
Step1	Browse the data and choose Your file as per your requirement..
Step2	Click on **Update** button at the bottom to Update Changes.
Step3	Click On **Next** button at the bottom. You will get Application View to Processing Fee.

3. Processing Fee Payment.

✧ **How to access Processing Fee Payment?**

Step 1: Select Processing Fee Payment.

How do we proceed To Processing Fee Payment ?

Step	Procedure being executed
Step1	Here We get Application View Details.
Step2	View Required details
Step3	Click on **Proceed For Payment** Button, it goes to Payment Procedure.

Figure: showing the Application in View Mode

Figure: showing the Proceed Payment Mode

How do we proceed To Make Fee Payment ?

Step	Procedure being executed
Step1	After Click on Make Payment Button, it goes to Payment Procedure.
Step2	View Required Payment Details
Step3	Select a Payment Method and click on Pay Now Button.

Figure: showing the Payment Mode

4. **Download Application**

   1. **How to access Download Application Form?**

      Step 1: Select Download Application

Figure: showing the Download Mode

How do we proceed the Application Entry ?
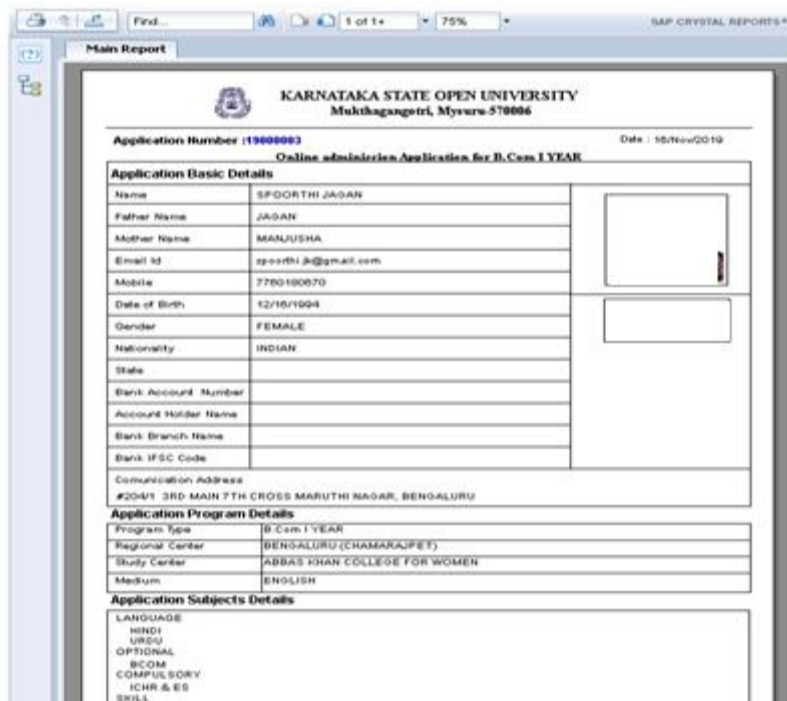
Step	Procedure being executed
Step1	Select Operation you wish to perform. Here, click on **Download** button of a record you would like to download details from Application entry.
Step2	You can view the report format in new Tab
Step3	Finally Click on **Download** Button to Print the record.

Figure: showing the Application Download

Logout

How to Logout?

Step 1: Click to this symbol exist at top right side

Figure showing logout information for user