

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,

Click on Student

Online UG/PG/Diploma/Certificate Courses Admission 2020-21



Home General Instructions Regional Center Student FAQ Support



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.

Online UG/PG/Diploma/Certificate Courses Admission



Home

Welcome to Online Admission Portal

Registered User Login

Click here for New Registration

CLICK HERE FOR NEW REGISTRATION

Instruction to Fill Application Form Online

- 1.If you are a first time applicant you are advised to click the available programme tab on the homepage of the KSOU website and select the desired programme and carefully read the details of programme including eligibility criteria, fee details, duration, etc.
- 2.You are also requested to download the Prospectus and read carefully the **Rules of the KSOU and UGC in KSOU MYSORE** Website.
- 3.For Online Admission click Online Admission 2019-20, It will reroute to Online Admission Portal.
- (a).Click on the Menu student for **NEW REGISTRATION** that appears in the Online Admission Portal and fill the required registration details.
- (b).Remember, while choosing your UserName it must be in between 8 to 16 characters.
- (c).While choosing your password It must be alphanumeric and between 8 to 16 characters long.
- (d).After filling the mandatory information click the "REGISTER" button.
- (e).Your username will be instantly sent to you via e-mail or SMS.
- 4.Remember your Username and Password for subsequent login.
- 5.Login Details
- (a).If you have already registered i.e you are an existing user click the "LOGIN" button in Registered User Section
- 6.Before proceeding for filling the form online the applicant must have the following:-
 - (a).Scanned Photograph (Between 10 KB to 50 KB)
 - (b).Scanned Signature (Between 10 KB to 50 KB)

User Name

Password

for Online Application Submission

Login Clear

Click here for Forgot Password?

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 Registration Form as Follows



Applicant Registration Form

User Name *	SHASHI
Password *	*****
Confirm Password *	*****
Date of Birth *	20-10-1991
Mobile No *	9108130253
Email	shashi@gmail.com

* Required Fields

Click here Register

Register Clear

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

Registered User Login

User Name	SHASHI
Password	*****

for Online Application Submission

Login Clear

[Click here for Forgot Password?](#)

Figure: showing For Login.

After entering correct Username and Password, Click on 'Login' button would open the Application 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.

ಕರ್ನಾಟಕ ರಾಜ್ಯ ಮುಕ್ತ ವಿಶ್ವವಿದ್ಯಾನಿಲಯ Karnataka State Open university	Online Admission System	Welcome, shashi12345
	Home Fill Application Upload Photo & Signature Make Payment Download Logout	

1	2	3	4
Application Entry	Photo & Signature Upload	Processing Fee Payment	Download

Information! you are requested to make Sure Regional Center, Study Center, Course and Fee structures.

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.

KSOU USER GUIDE



ಕರ್ನಾಟಕ ರಾಜ್ಯ ಮುಕ್ತ ವಿಶ್ವವಿದ್ಯಾನಿಲಯ
Karnataka State Open University

Online Admission System

Welcome,shashi12345

Home
Fill Application
Upload Photo & Signature
Make Payment
Download
Logout

Online Application For UG/PG/Diploma/Certificate Courses(* Required Fields)

Personal Details

Candidate Name(As Mentioned in SSLC Marks Card) *		SHASHIKANTH	
Date of Birth *	20-10-1991	Gender *	MALE
Mother Name *	Iramma	Father/Husband/Guardian Name *	shamprasad
Address of the Student for Correspondance *		gulbarga	
Nationality *	Indian	Aadhar No	2112447878
Pass Port No	Enter Passport No	Passport Validity(Expiry Date)	01-01-0001
Visa No	Enter Visa No	Visa Validity(Expiry Date)	01-01-0001
Category-Caste-Subcaste *	IIIB	hindu lingayat	barrayar
Whether Belongs <input type="checkbox"/> DIFFERENTLY ABLED <input type="checkbox"/> DEFENCE <input type="checkbox"/> RURAL <input type="checkbox"/> URBAN <input type="checkbox"/> BPL(Womens Only) <input checked="" type="checkbox"/> KALYANA KARNATAKA(HK)			
Mobile No *	9108135257	Land Line No	Enter Land Line No
E-Mail	kurleshashi@gmail.com	Annual Income	120000
Applicant's Profession *	BUSINESS	Social Welfare Online No(SC/ST Only)	No
Bank Account No	8989832389	Account Holder Name	shashi
Bank Name & Branch	SBI	IFSC Code	SBI1234545

Other Information

Caste Certificate No	gul12345	Income Certificate No	gul12345
IC Issue Date	20-10-2019	IC Issue Place	kalaburagi
Religion	hindu	Other Religion	NO
BPL Card No	Enter BPL No		

Education Qulifications(SSLC onwards)

Sl	Examination Passed	Actual Passed	Board/University	Year of Passing	Register No	Subjects/Combination Studied	Max Marks	Marks Obtained	% Obtained	Class Obtained
1	SSLC/EQUIVALENT	sslc	state board	2010	201045878	state board syllabus	625	412	65.92	FC
2	PUC/EQUIVALENT	pu	state board	2012	2012	state board syllabus	600	500	83.33	Fc
3	UG DEGREE/EQUIVALENT	UG DEGREE/EQU					0	0		
4	LATERAL(OPTIONAL)	LATERAL(OPTION					0	0		

Course Details

Admission Type *	DIRECT	Year *	1 YEAR
Course *	B.Com	Medium *	KANNADA
Level 1/2(MA/MCOM Only) *	LEVEL-1		
Application Submitted in KSOU Head Office/Regional Center *	MYSURU	Learner Support Centre(Study Center) *	MARIMALLAPPAS EDUCATIONAL INSTITUT
Remarks	Any Remarks		

Subject Selection

SELECT ANY 2 LANGUAGES
☒ KANNADA
☒ ENGLISH
☐ HINDI
☐ URDU
☐ SANSKRIT
☐ TELUGU

SELECT ANY 1 OPTIONAL/CORE SUBJECTS
☒ BCOM

SELECT ANY 1 COMPULSORY SUBJECTS
☒ ICHR & ES

SELECT ANY 1 SKILL DEVELOPMENT TRAINING
☒ COMPUTER FUNDAMENTALS
☐ WEB DESIGNING
☐ COMPUTER HARDWARE TECHNOLOGY
☐ DESKTOP PUBLISHING
☐ BASICS OF NETWORKING
☐ COMMUNICATION SKILLS
☐ ADALITHA KANNADA BASHE

Clear
Save Save Clear Next

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

Next

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?

The screenshot shows the 'Upload Photo and Signature' page of the KSOU Online Admission System. The page header includes the university logo, name in Kannada and English, and the system name. The navigation bar contains links for Home, Fill Application, Upload Photo & Signature, Make Payment, Download, and Logout. The main content area is titled 'Upload Photo and Signature' and contains two sections: 'UPLOAD PHOTO' and 'UPLOAD SIGNATURE'. Each section has a 'Choose File' button and a 'No file chosen' status. Below these sections is a blue bar with the text '* Upload 10KB to 50KB Photo and Signature'. At the bottom are three buttons: 'Previous', 'Update', and 'Next'.

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.


ಕರ್ನಾಟಕ ರಾಜ್ಯ ಮುಕ್ತ ವಿಶ್ವವಿದ್ಯಾನಿಲಯ
Karnataka State Open University

Online Admission System

Welcome,shashi12345

[Home](#)
[Fill Application](#)
[Upload Photo & Signature](#)
[Make Payment](#)
[Download](#)
[Logout](#)

Application Details

Personal Details

Application Number	19000033	Candidate Name	SHASHIKANTH
Date of Birth	1991-10-20	Gender	MALE
Mother Name	Iramma	Father/Husband/Guardian Name	shamprasad
Address	gulbarga		
Nationality	Indian	Aadhar No	
Pass Port No		Passport Validity(Expiry Date)	0001-01-01
Visa No		Visa Validity(Expiry Date)	0001-01-01
Category-Caste -Subcaste	IIIB	hindu lingayath	banagar
Whether Belongs	<input type="checkbox"/> DIFFERENTLY ABLED <input type="checkbox"/> DEFENCE <input type="checkbox"/> RURAL <input type="checkbox"/> URBAN <input type="checkbox"/> BPL(Womens Only) <input checked="" type="checkbox"/> KALYANA KARNATAKA(HK)		
Mobile No	9108135257	Land Line No	
E-Mail	kurleshashi@gmail.com	Annual Income	120000
Applicant's Profession	BUSINESS	Social Welfare Online No(SC/ST Only)	No
Bank Account No	8989832389	Account Holder Name	shashi
Bank Name & Branch	SBI	IFSC Code	SBI1234545

Other Information

Caste Certificate No	gul12345	Income Certificate No	gul12345
IC Issue Date	2019-10-20	IC Issue Place	kalaburagi
Religion	hindu	Other Religion	NO
BPL Card No			

Education Qualifications(SSLC onwards)

Sl	Actual Passed	Board/University	Year of Passing	Register No	Subjects/Combination Studied	Max Marks	Marks Obtained	% Obtained	Class Obtained
1	sslc	state board	2010	2010458787	state board syllabus	625	412	65.92	FC
2	puc	state board	2012	2012	state board syllabus	600	500	83.33	Fc
3						0	0		
4						0	0		

Course Details

Admission Type	DIRECT	Year	1 YEAR
Course	B.Com	Medium	KANNADA
Level 1/2(MA/MCOM Only)	LEVEL-1		
Regional Center	MYSURU	Study Center	MARIMALLAPPAS EDUCATIONAL INSTITUTIONS.
Remarks			

Subject Selection

SELECT ANY 2 LANGUAGES
☒ KANNADA
☒ ENGLISH
☐ HINDI
☐ URDU
☐ SANSKRIT
☐ TELUGU

SELECT ANY 1 OPTIONAL/CORE SUBJECTS
☒ BCOM

SELECT ANY 1 COMPULSORY SUBJECTS
☒ ICHR & ES

SELECT ANY 1 SKILL DEVELOPMENT TRAINING
☒ COMPUTER FUNDAMENTALS
☐ WEB DESIGNING
☐ COMPUTER HARDWARE TECHNOLOGY
☐ DESKTOP PUBLISHING
☐ BASICS OF NETWORKING
☐ COMMUNICATION SKILLS
☐ ADALITHA KANNADA BASHE

Fee Details

Processing Fee	300.00
Platform charges	0.00
Total Fee	300.00

[Previous](#)
[Proceed For Payment](#)

Figure: showing the Application in View Mode

Proceed For Payment



Processing Fee Payment

Candidate Name	SHASHIKANTH
Application No	19000033
Course & Year	B.Com 1 YEAR
Mobile No	9108135257
Email	kurlhashi@gmail.com
Processing Fee	300.00
Platform Charges	0.00
Total Fee	300.00

I hereby declare that I have read and understood the terms and conditions of eligibility for the programme for which I seek admission. To the best of my knowledge and belief, I fulfill the minimum eligibility criteria and I have provided necessary information and relevant documents with this application

☒ I Agree that the above information is correct

Make Payment

Make Payment Cancel

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.

[← Back](#)

SHASHI

Email: shashi@gmail.com

Contact: 9108135257

Pay through **EASYEMI** with HDFC Bank Credit Cards

Select a payment method

HDFC Debit Card
All debit cards by HDFC Bank

HDFC Credit Card
All credit cards by HDFC Bank

Other Bank Debit Card
Visa, Mastercard, Maestro, Rupay

Other Bank Credit Card
Visa, Mastercard, Amex

HDFC Netbanking
Pay with HDFC Netbanking Account

Other Bank Netbanking
Pay with Internet Banking Account

PayZapp
Pay using PayZapp Wallet

UPI
Pay using BHIM, Tez and other UPI apps

Amount payable is

₹300

Pay using UPI

Enter your VPA

PAY NOW

Powered by

Your transaction is processed through a secure 128-bit HTTPS Internet connection.

Figure: showing the Payment Mode

4. Download Application

1. How to access Download Application Form?

Step 1: Select Download Application

Home Fill Application Upload Photo & Signature Make Payment Download Application Change Password									
Application Download									
Sl	Appln No	Name	Course	Fee Type	Amount	Payment ID	Date	Status	Print
1	19000033	SHASHIKANTH	B.Com I YEAR	PROCESSINGFEE	300.00	pay_Dnim4sT6ChIKW0	03-12-2019	Success	Download
2	19000033	SHASHIKANTH	B.Com I YEAR	PROCESSINGFEE	300.00				Failure

Figure: showing the Download Mode

How do we proceed the Application Entry ?

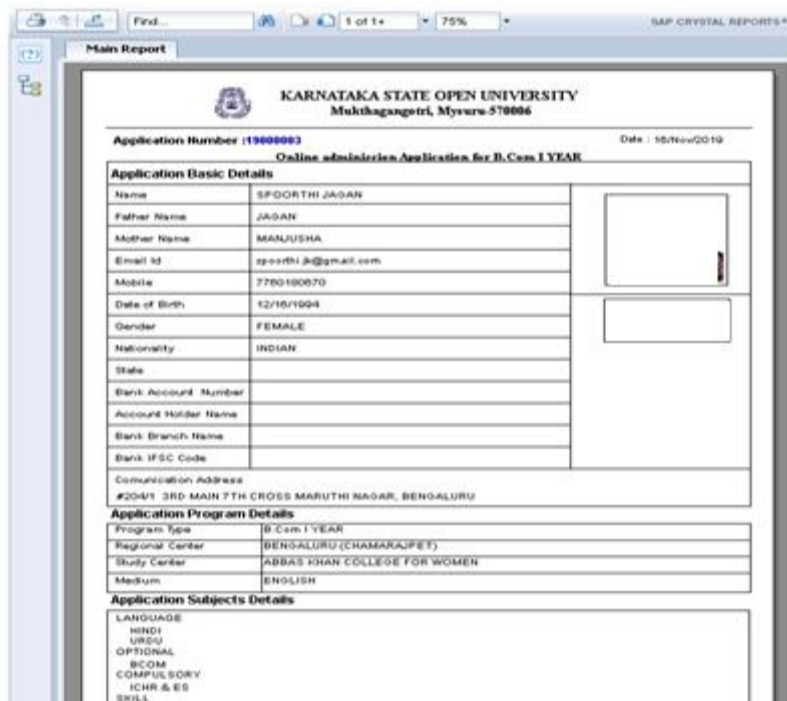
Download

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.



KARNATAKA STATE OPEN UNIVERSITY
Mukthagangotri, Mysuru-570006

Application Number :19000033 Date : 16/Nov/2019

Online admission Application for B.Com I YEAR

Application Basic Details

Name	SPOORTH JAGAN
Father Name	JAGAN
Mother Name	MANJUSHA
Email Id	spoorthi.j@gmail.com
Mobile	7760190670
Date of Birth	12/10/1994
Gender	FEMALE
Nationality	INDIAN
State	
Bank Account Number	
Account Holder Name	
Bank Branch Name	
Bank IFSC Code	
Communication Address	#20/11 3RD MAIN 7TH CROSS MARUTHI NAGAR, BENGALURU

Application Program Details

Program Type	B.Com I YEAR
Regional Center	BENGALURU (CHAMARAJPET)
Study Center	ABBAS KHAN COLLEGE FOR WOMEN
Medium	ENGLISH

Application Subjects Details

LANGUAGE	HINDI
	URDU
	OPTIONAL
	BCOM
	COMPULSORY
	ICHR & ES
	SKILL

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

Click Here to logout