LOG IN:

Step 1:

1. Open the below URL to access the student self-service portal:
   https://g01.tcsion.com/per/g01/pub/1254/SelfServices/templates/login_page21092021011323/Login%20Page521092021011353.html
2. Login page will be displayed as follows:

![Fig 1: Login page](image1)

Step 2:

1. After first time login user will get following page for changing their default password and they need to set their own password
2. "Current Password" will be the default password
3. User need to confirm new password to login into the student self-service portal

![Fig 2: Change password page](image2)
**Step 3:**

1. Post successfully login the following page will be displayed:

![Landing page](image)

**STUDENT PROFILE:**

**Step 4:**

1. Click on the "**My Profile**".
2. User will find the below screen for select the required filters.

![Filter selection page](image)

**Step 4.1:**

1. After click on "My Profile" user will find the below screen where user get to see their Academic details, Personal details, Photo & Signature

![Profile view page](image)

**Step 4.2:**
1. After click on “360 Profile View” user will find the below screen

![Fig 4.2: 360 Profile view page](image1)

2. By click on “Subjects” user can view enrolled subject details for respective program

![Fig 4.2.1: 360 profile view page](image2)

**EXAM & GRADING:**

**Step 5:**

1. Click on the “Exam & Grading”
2. User will find the below screen

![Fig 5: Exam enrollment page](image3)
EXAM ENROLLMENT

Step 5.1:

1. After click on “Exam Enrollment”, one new window will open where student can able to apply for exam enrolment form for upcoming examinations

![Fig 5.1.1: Exam enrollment page](image)

2. Again need to click on “Exam Enrolment” button and user will find the below screen where all the details (Personal/Subjects/Fee) of user will reflect

![Fig 5.1.2: Exam enrollment form view page](image)

![Fig 5.1.3: Exam enrollment form view page](image)
3. User needs to click on “Submit” to submit the exam enrolment form
4. After clicking the same one pop-up will display

![Confirmation]

Fig 5.1.4: Exam enrollment form submit page

5. Click on “Proceed” to finally submit the form.

MY EXAM RESULT

Step 5.2:

1. After click on “My Exam Result”, one new window will open where student can able to view their result

![University of Burdwan]

Fig 5.2: Student result view page

VIEW HALL TICKET

Step 5.3:

1. After click on “View Hall Ticket”, one new window will open where student can able to view their current exam hall ticket
2. Click one the “Action” button to download of their own
3. Click one the “Download” button in right side corner to download of their own

**Fig 5.3.1: Student hall ticket view page**

**Fig 5.3.1: Student hall ticket download page**

**ACADEMICS:**

**Step 6:**

1. Click on the “Academics”
2. User will find the below screen
STUDENT MINOR ELECTIVE SELECTIVE

Step 6.1:

1. After click on “Student Minor Elective Selection View”, one new window will open where student can able to select “Student Selection Tab”
2. Click on “Student Selection” Tab

3. After click on “Student Selection” tab, below screen will be available
4. Click on “Apply”

5. After click on “Apply”, below screen will be available
6. Student needs to select “Purpose” as Minor Elective from drop down and click on “Submit”
7. After click on “Submit”, below screen will be available where students need to select available subjects preference-wise from drop down.

8. After select the preference click on “Submit”.

9. After click on “Submit”, Students will get below screen where all preference-wise selected subjects will be available.

10. Students can also change the preference till the date form is close by the “Click here to edit the application” button.
### Personal Details

<table>
<thead>
<tr>
<th>Application Seq No.</th>
<th>Student Registration Number</th>
<th>Student Name</th>
<th>Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>P4_20171421935</td>
<td>MNK2U25D2N</td>
<td>M.A.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program</th>
<th>Semesters/Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.A. in Arabic</td>
<td>Semester II</td>
</tr>
</tbody>
</table>

### Preference Details

- Preference 1: Commerce
- Preference 2: Bangal
- Preference 3: Assessment

**Fig 6.1.5 Student Selection page**