The University of Burdwan

User Manual for Student Self Service Portal
(Affiliated College Student)
## CONTENTS

- Log in: ................................................................. 3
- Student Profile: ..................................................... 4
- Subject Enrollment details: ........................................... 5
- Exam Enrollment .......................................................... 6
- My Exam Result ............................................................. 7
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:

   ![Login page](image1)

   **Fig 1: Login page**

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

![Change password page](image2)

   **Fig 2: Change password page**
Step 3:

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

![Landing page](image)

**STUDENT PROFILE:**

**Step 4:**

1. Click on the “Student Profile”.
2. After click on “Student Profile” user will find the below screen where user get to see their Academic details, Personal details, Photo & Signature

![Student profile page](image)
SUBJECT ENROLLMENT DETAILS:

**Step 5:**

1. Click on the “Enrollment Details”.
2. After click on “Enrollment Details” user will find the below screen

![Fig 5.1: Exam enrolment subjects details page](image1)

3. User need to select “Semester I”
4. Then click on the “Generate Report” to view the subject details for respective program

![Fig 5.2: Enrollment details page](image2)

5. In right side corner one export button will be there
6. After click on export button user will find the below screen
7. Again user need to click on export if need to download enrollment details in excel format

![Fig 5.3: Data export 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.

![Exam enrollment page](image1)

Fig 5.1.1: Exam enrollment page

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.

![Exam enrollment form view page](image2)

Fig 5.1.2: Exam enrollment form view page

Subject Details

Regular Enrollment

<table>
<thead>
<tr>
<th>Semester II</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Serial No.</td>
<td>Subject Type</td>
<td>Subject Name</td>
<td>Subject Code</td>
</tr>
<tr>
<td>1.</td>
<td>COMPULSORY</td>
<td>History of Bengal literature (18-18th Century) &amp; Linguistics</td>
<td>MABENG021</td>
</tr>
<tr>
<td>2.</td>
<td>COMPULSORY</td>
<td>Poetry of Medieval &amp; Modern age</td>
<td>MABENG022</td>
</tr>
<tr>
<td>3.</td>
<td>COMPULSORY</td>
<td>Tagore's Fiction &amp; Modern Short-stories</td>
<td>MABENG023</td>
</tr>
<tr>
<td>4.</td>
<td>COMPULSORY</td>
<td>Drama &amp; Fiction</td>
<td>MABENG024</td>
</tr>
<tr>
<td>5.</td>
<td>COMPULSORY</td>
<td>Aesthetics, Critical Theory &amp; Essay-Literature</td>
<td>MABENG025</td>
</tr>
</tbody>
</table>

![Exam enrollment form view page](image3)

Fig 5.1.3: Exam enrollment form view page

3. User needs to click on “Submit” to submit the exam enrolment form.
4. After clicking the same one pop-up will display.
5. Click on “Proceed” to final 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.