

Step by Step User Guide

**Using Multiple Channels to Create ABC ID
for Students and Academic Institutions**

Date: 20 September 2023

Version 1.0

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Introduction

This comprehensive step-by-step guide is designed to establish a structured framework for the systematic generation of Academic Bank of Credits (ABC) IDs across diverse platforms.

This guide encompasses the entire process of generating ABC IDs for students through a range of channels, including academic institution portals, DigiLocker, UMANG, the Academic Bank of Credits portal, and the "UIDSE+" mode for bulk ID creation. Furthermore, it delineates the procedures for academic institutions to undertake bulk creation of student ABC IDs, leveraging the National Academic Depository (NAD) and dedicated APIs.

ABC ID Creation Flow

Modes of ID Creation:

There are two modes to create your ABC ID: Student Mode and Academic Institution Mode.

- In the "Student Mode," individuals are provided with multiple registration channels to establish an ABC ID. They have the flexibility to select from the available registration avenues, input their academic information into the designated form, and subsequently generate an ABC ID accompanied by a shareable PDF document.
- Conversely, in the "Academic Institution Mode," institutions are equipped with two distinct options for creating ABC IDs in bulk. They can opt for the National Academic Depository, a specialized portal dedicated to managing academic records, for bulk ID generation. Alternatively, they can leverage dedicated APIs designed for facilitating the creation of bulk ABC IDs.

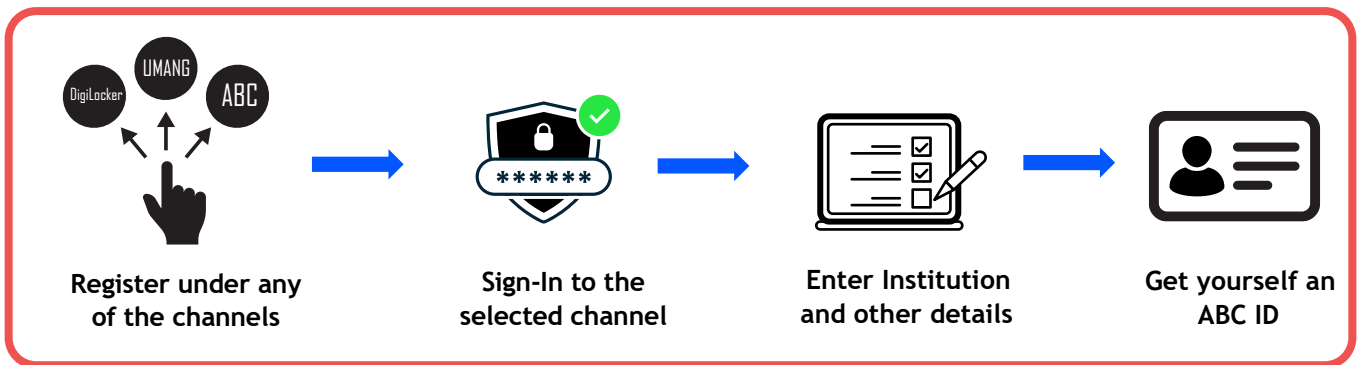
Benefits of ABC ID creation

Creating ABC IDs offers numerous benefits, including:

- **Unique Student ID:** The issuance of ABC IDs assigns a distinct and permanent identifier to each student, commencing from Class I. This ensures seamless academic tracking throughout their educational journey.
- **Academic Progress Monitoring:** ABC IDs facilitate continuous and comprehensive monitoring of students' academic performance from the outset.
- **Identifying Weaknesses:** Educators can discern subject-specific weaknesses in students' academic data linked to ABC IDs, enabling targeted interventions for improvement.
- **Streamlined Record Keeping:** The ABC securely stores students' academic records, significantly reducing reliance on traditional paper-based records and alleviating administrative burdens

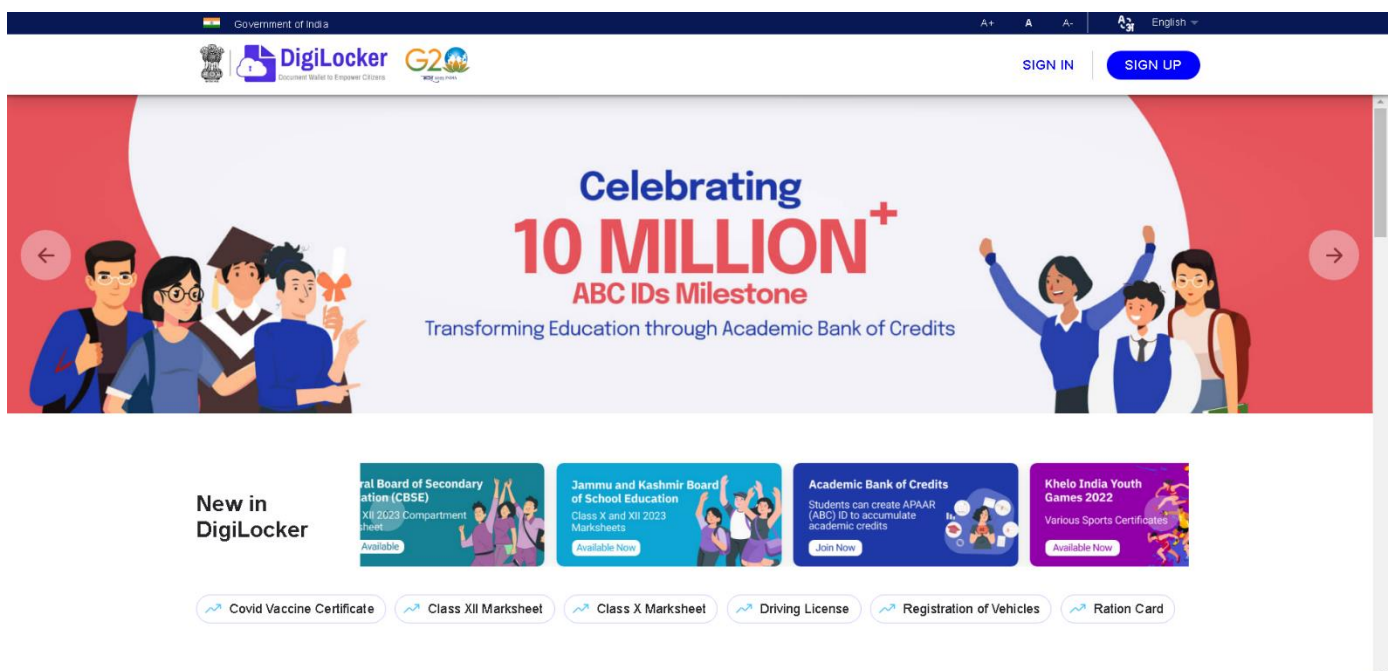
Students Mode

The step-by-step procedure for students to create their ABC ID is meticulously outlined below, accompanied by screenshots for enhanced clarity. Before that, the following overview demonstrates the user-friendliness and simplicity of the entire process:

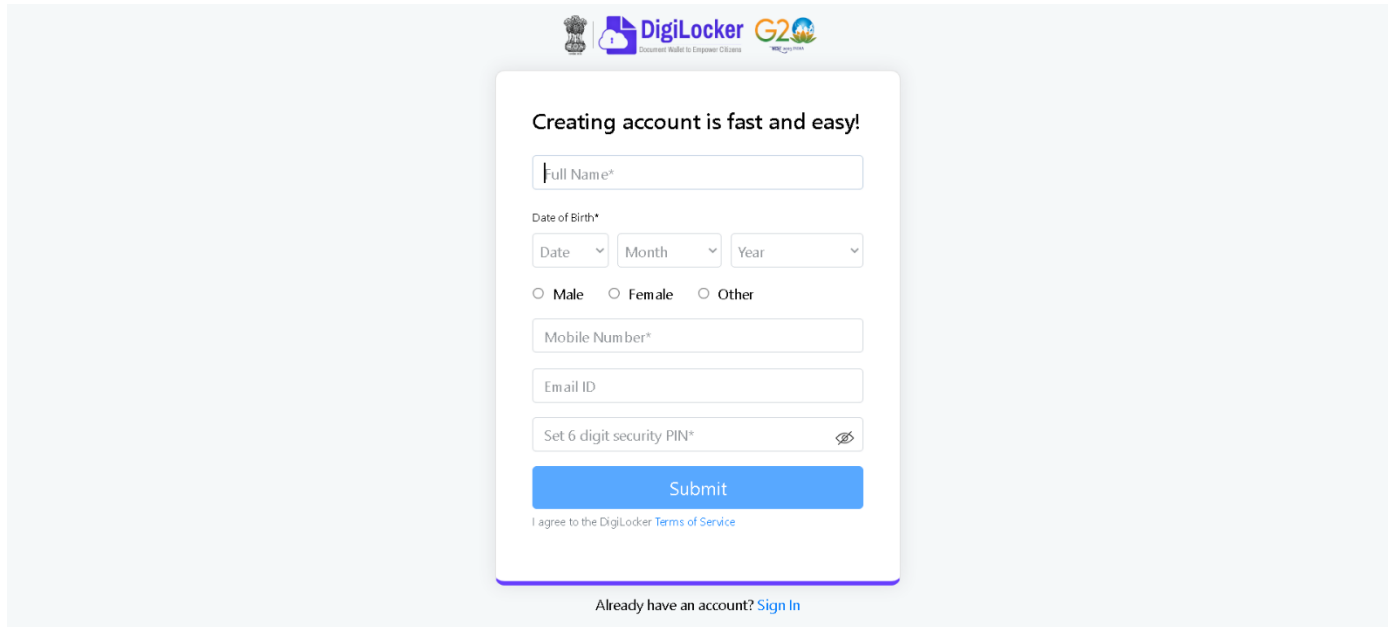


ID creation via DigiLocker Portal

- An ABC ID can be created in DigiLocker using various methods, including the web portal, mobile app, and the simplest method, QR code scanning
- Step 01: Visit the DigiLocker Portal at <https://www.digilocker.gov.in/>



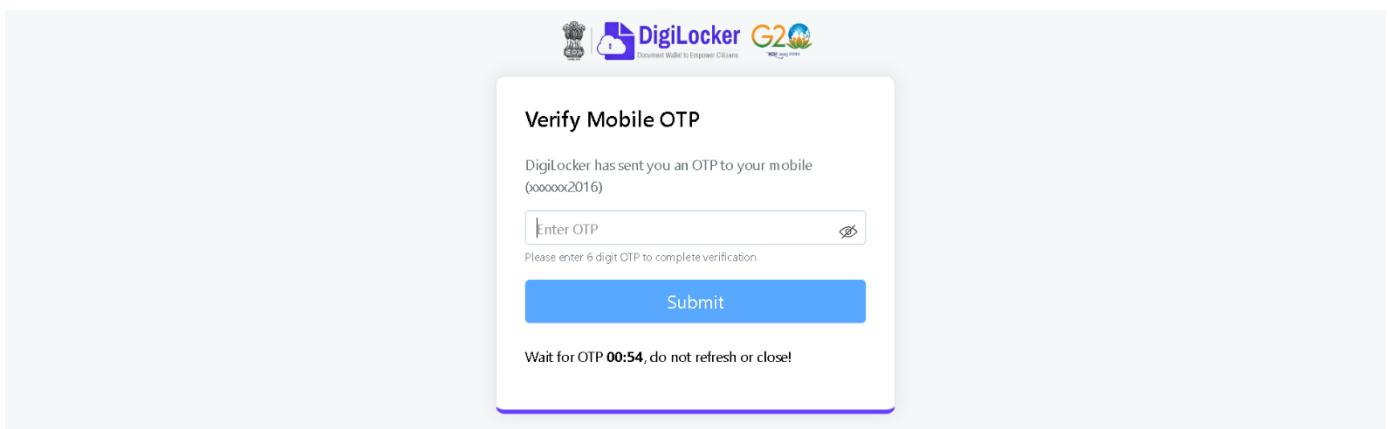
- Click on the “Sign in” button on the top corner, if you are a new user → click on the “Sign up” button



The screenshot shows the DigiLocker account creation interface. At the top, there are logos for the Government of India, DigiLocker (Document Wallet to Empower Citizens), and G20 India 2023. The main heading is "Creating account is fast and easy!". The form includes the following fields and options:

- Full Name* (text input)
- Date of Birth* (Date, Month, Year dropdowns)
- Gender: Male, Female, Other (radio buttons)
- Mobile Number* (text input)
- Email ID (text input)
- Set 6 digit security PIN* (text input with an eye icon for visibility)
- Submit button (blue)
- Link: I agree to the DigiLocker Terms of Service
- Link: Already have an account? Sign In

- Step 02: Fill all the requisite information as asked and set six-digit login PIN for additional security → hit the submit button
- Enter the OTP that was sent to the registered mobile and hit the “Submit”

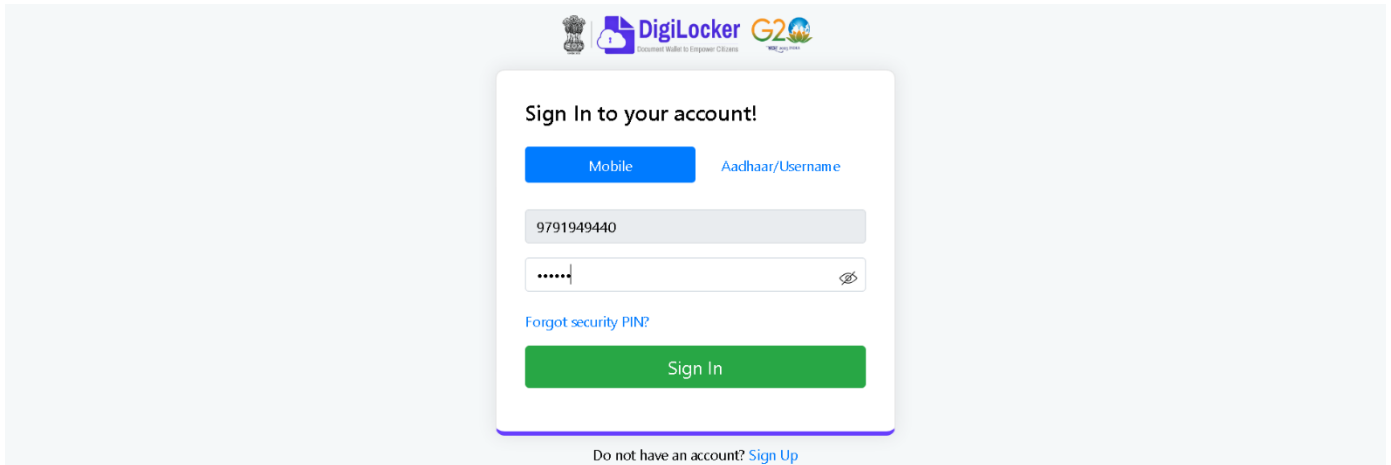


The screenshot shows the DigiLocker mobile OTP verification interface. At the top, there are logos for the Government of India, DigiLocker (Document Wallet to Empower Citizens), and G20 India 2023. The main heading is "Verify Mobile OTP". The screen displays the following information and fields:

- Message: DigiLocker has sent you an OTP to your mobile (0000002016)
- Enter OTP (text input with an eye icon for visibility)
- Text: Please enter 6 digit OTP to complete verification
- Submit button (blue)
- Text: Wait for OTP 00:54, do not refresh or close!

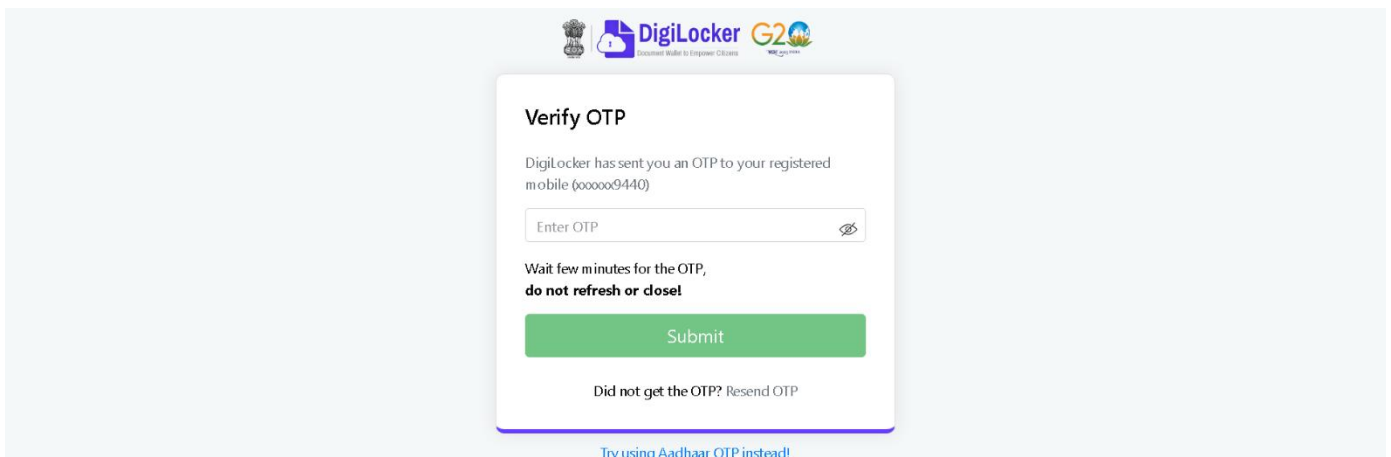
button again → a new account will be created

Step 03: Signout and Sign in to the DigiLocker portal by entering the registered credentials



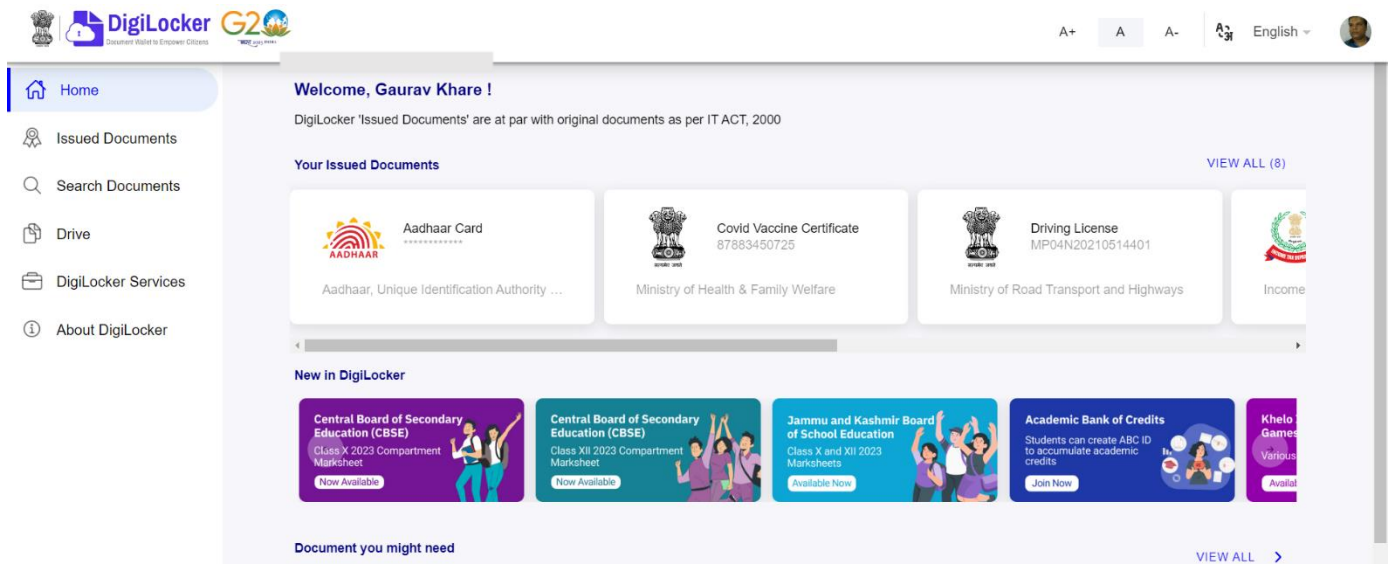
The screenshot shows the DigiLocker Sign In page. At the top, there are logos for the Government of India, DigiLocker, and G20. Below the logos, the text "Sign In to your account!" is displayed. There are two tabs: "Mobile" (selected) and "Aadhaar/Username". The "Mobile" tab has a text input field containing "9791949440" and a password input field with masked characters ".....". Below the password field is a link "Forgot security PIN?". At the bottom of the form is a green "Sign In" button. Below the form, there is a link "Do not have an account? Sign Up".

- Enter the registered mobile number, followed by security PIN → verify OTP will be prompted → enter the OTP and hit the “Submit” button



The screenshot shows the DigiLocker Verify OTP page. At the top, there are logos for the Government of India, DigiLocker, and G20. Below the logos, the text "Verify OTP" is displayed. The message "DigiLocker has sent you an OTP to your registered mobile (0000009440)" is shown. There is a text input field labeled "Enter OTP" with masked characters. Below the input field, the text "Wait few minutes for the OTP, do not refresh or close!" is displayed. At the bottom of the form is a green "Submit" button. Below the form, there is a link "Did not get the OTP? Resend OTP". At the very bottom, there is a link "Try using Aadhaar OTP instead!".

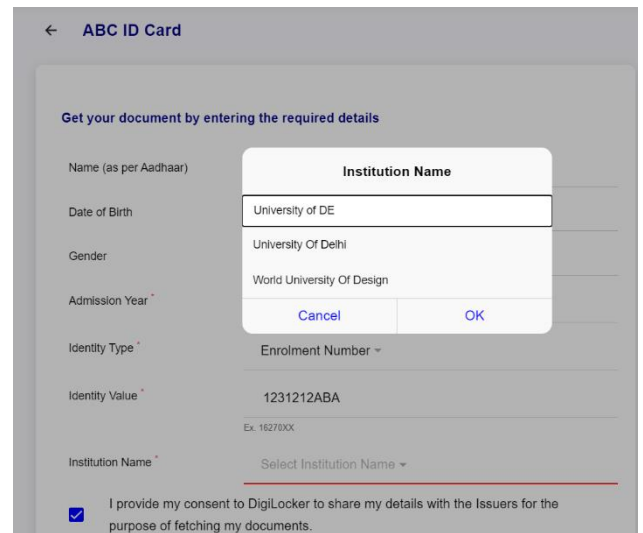
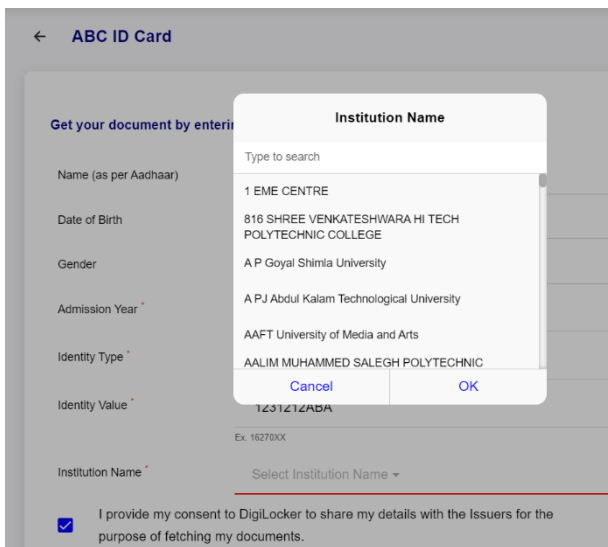
- Step 04: Once logged in, under the home page ->click the “Join Now” button of the Academic Bank of Credits banner → ABC (APAAR) ID creation window will pop up



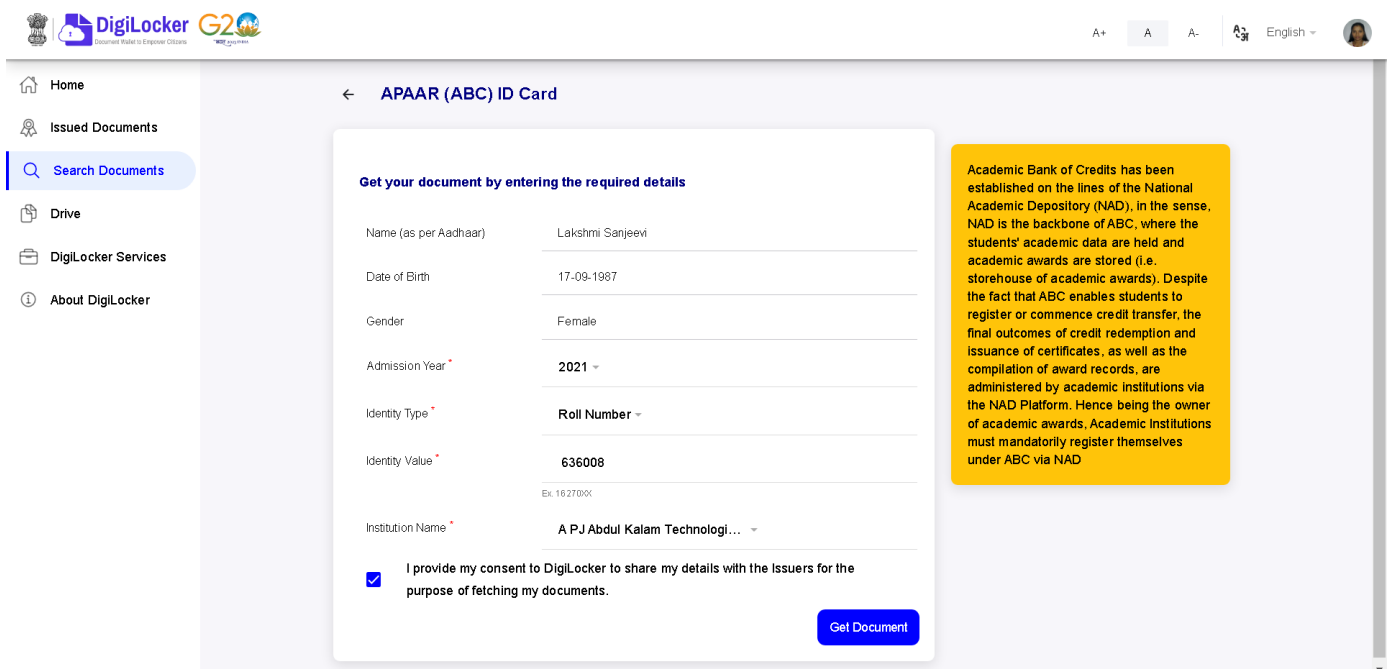
- Step: 05 Enter the requisite details and hit the “Get Document” button
- Name as per Aadhaar, Date of Birth and Gender would be prepopulated, you will have to enter the Admission Year, Identity Type, and Identity value and select your academic Institution from the drop-down window

A screenshot of the ABC ID Card form. The form has fields for Name (as per Aadhaar), Date of Birth, Gender, Admission Year, Identity Type, Identity Value, and Institution Name. The Admission Year dropdown menu is open, showing options from 2019 to 2023. The "Get your document by entering" button is visible at the top.A screenshot of the ABC ID Card form. The form has fields for Name (as per Aadhaar), Date of Birth, Gender, Admission Year, Identity Type, Identity Value, and Institution Name. The Identity Type dropdown menu is open, showing options: Roll Number, Registration Number, Enrolment Number, New Admission, and None. The "Get your document by entering" button is visible at the top.

- Under “Identify Type”, you have to select “Roll Number”, “Registration Number”, Enrolment Number or New Admission and enter its value



- Step 06: Scroll and select your Institution Name and hit “Ok”, once you are satisfied with the entered information → Check the consent statement and click the “Get Document” button.



- A confirmation message stating that “ Your request has been submitted” will be prompted next.

Get your document by entering the required details

Name (as per Aadhaar)	Lakshmi Sanjeevi
Date of Birth	17-09-1987
Gender	Female
Admission Year *	2021
Identity Type *	Roll Number
Identity Value *	636008
	Ex: 16270XX
Institution Name *	A P J Abdul Kalam Technologi...

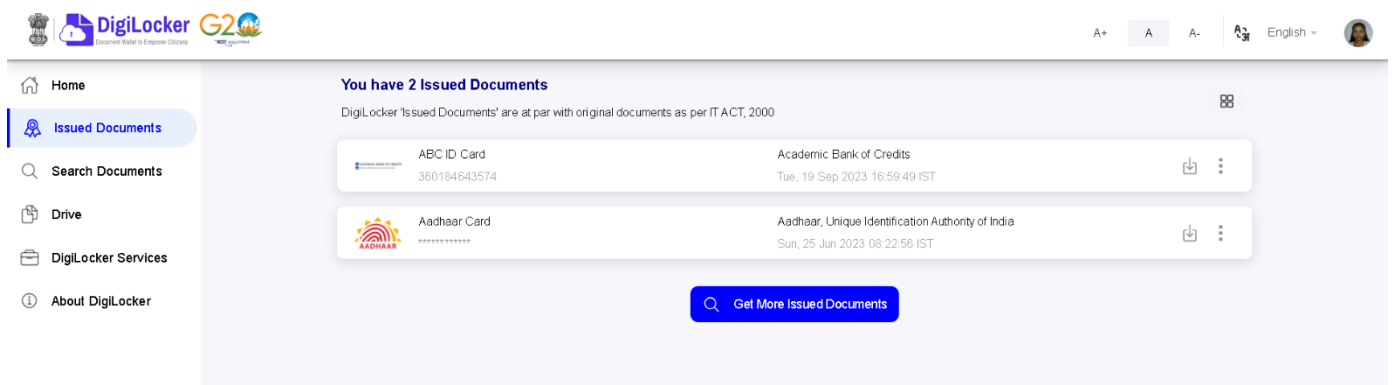
I provide my consent to DigiLocker to share my details with the Issuers for the purpose of fetching my documents.

[Get Document](#)

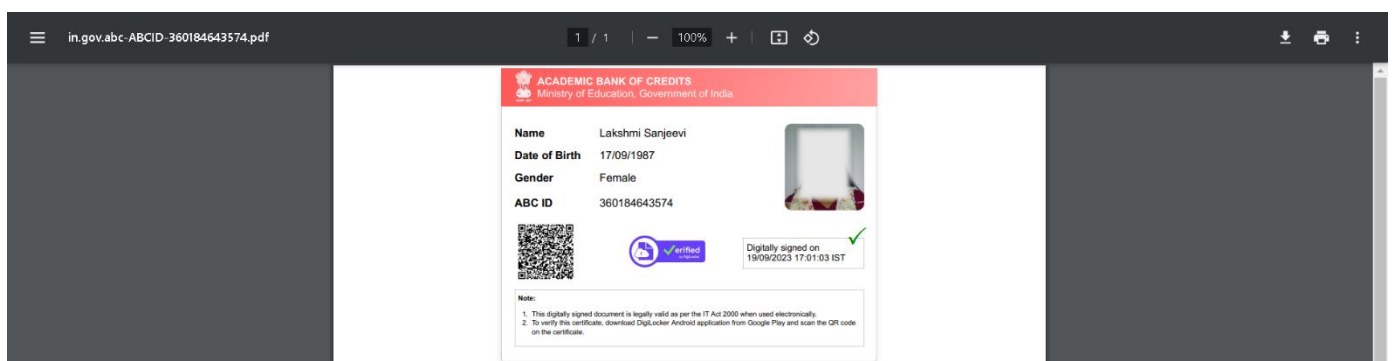
Your request has been submitted. Please wait for confirmation from the Issuer

Academic Bank of Credits has been established on the lines of the National Academic Depository (NAD), in the sense, NAD is the backbone of ABC, where the students' academic data are held and academic awards are stored (i.e. storehouse of academic awards). Despite the fact that ABC enables students to register or commence credit transfer, the final outcomes of credit redemption and issuance of certificates, as well as the compilation of award records, are administered by academic institutions via the NAD Platform. Hence being the owner of academic awards, Academic Institutions must mandatorily register themselves under ABC via NAD

- You will be redirected to the “Issued Documents” section immediately, where your ABC ID gets shown to you as under:



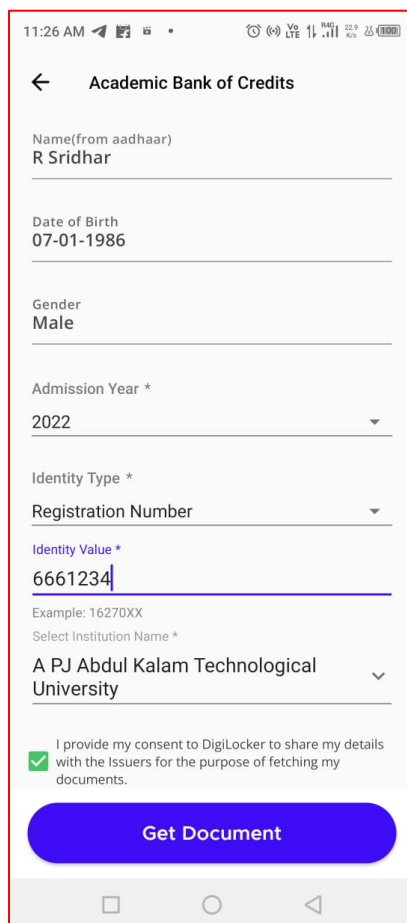
- Step 07: Hit the download icon and a PDF of your ABC ID gets shown to you as under



ABC ID creation via QR Code scanning:



- ABC ID creation via QR Code scanning is a straightforward approach and the simplest one.
- Step 01: Scan the QR Code → you will be redirected to DigiLocker app → Once you're logged in, you'll find a form that already contains your Name, Date of Birth, and Gender prepopulated. Next, choose the Admission year, your Identity Type, enter your Identity value, and select your Academic Institution from the provided dropdown list.
- Step 2: To complete the process, simply click the "Get Document" button, and you'll witness your ABC ID being generated or fetched as shown in the second screenshot.



11:26 AM

← Academic Bank of Credits

Name(from aadhaar)
R Sridhar

Date of Birth
07-01-1986

Gender
Male

Admission Year *
2022

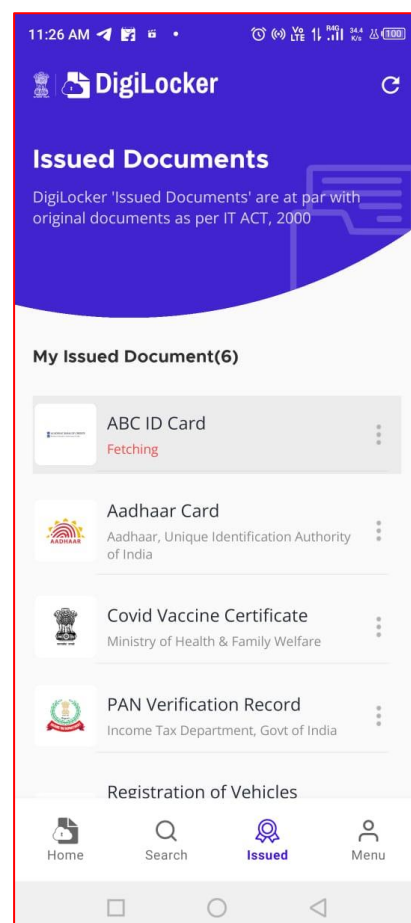
Identity Type *
Registration Number

Identity Value *
6661234
Example: 16270XX

Select Institution Name *
A PJ Abdul Kalam Technological University

I provide my consent to DigiLocker to share my details with the Issuers for the purpose of fetching my documents.

Get Document



11:26 AM

DigiLocker

Issued Documents

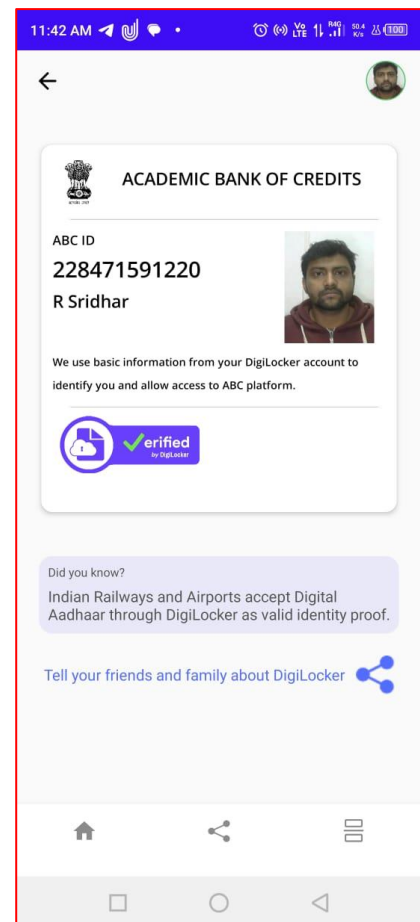
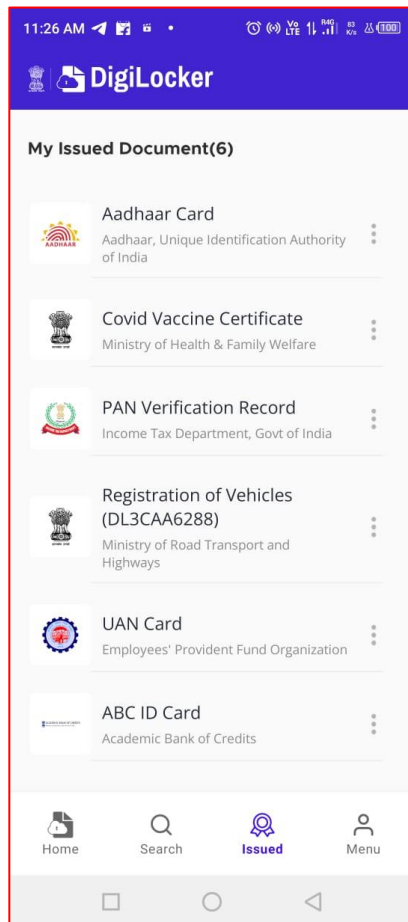
DigiLocker 'Issued Documents' are at par with original documents as per IT ACT, 2000

My Issued Document(6)

- ABC ID Card
Fetching
- Aadhaar Card
Aadhaar, Unique Identification Authority of India
- Covid Vaccine Certificate
Ministry of Health & Family Welfare
- PAN Verification Record
Income Tax Department, Govt of India
- Registration of Vehicles

Home Search Issued Menu

- Step 3: After the ABC ID is successfully created or fetched, you can locate it under the "My Issued Documents" section. To view your ABC ID, simply click on the three dots located on the right side of the entry.



ID creation via UMANG Portal

- Step 01: Visit the UMANG Portal at <https://web.umang.gov.in/landing/>
- Click on the “Login/Register” button on the top right corner of the landing

Ministry of Electronics and Information Technology

Kisatya Aarogya Mahatma

English

UMANG THE SPIRIT OF NEW INDIA

G20

Home About Us Services Dashboard Schemes

Login/Register

An Intelligent Online Platform to Support Agriculture, Access Kisaan Sarthi on UMANG App

Access Now

313 Departments	1,745 Services	Registrations	Transactions
Central: 155, State: 158	Central: 898, State: 847	Total: 5.58 Crores	Total: 383.67 Crores

What's New

Citizens may explore the newly added services on UMANG!

Ask UMANG

page

- UMANG offers two modes of login one directly via the Login page and secondly using Meri Pehchaan. Login via UMANG is a direct approach where you have to enter a mobile number and security PIN followed by an OTP verification and the Meri Pehchaan login is similar to ABC portal login which we have seen earlier (refer to ID creation via ABC portal)
- Here login via UMANG’s default mode is been discussed. If you are an existing user enter your mobile number and MPIN or you can use the mobile number and OTP login

UMANG
One App For Availing Many Government Services

Login with MPIN Login with OTP

Enter Mobile Number

This field is required

Enter MPIN

LOGIN

[Forgot MPIN??](#)

New on Umang - [Register here](#)

OR

[Login/Register with MeriPehchan](#)

MeriPehchan - National Single Sign-On - One citizen login for accessing multiple public services from various departments

NeGD
National e-Governance Division

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- Step 02: If you are a new user, click “Register here”, you will be prompted to the following window.

UMANG

Let's start by verifying your 10 digit mobile number.
We will send you an OTP on this number for verification

Enter Mobile Number

9816671433

Enter OTP

.....

75 Seconds

I agree to the terms and conditions of the End-user license agreement (EULA)

Register

Already have an account? [Login here](#)

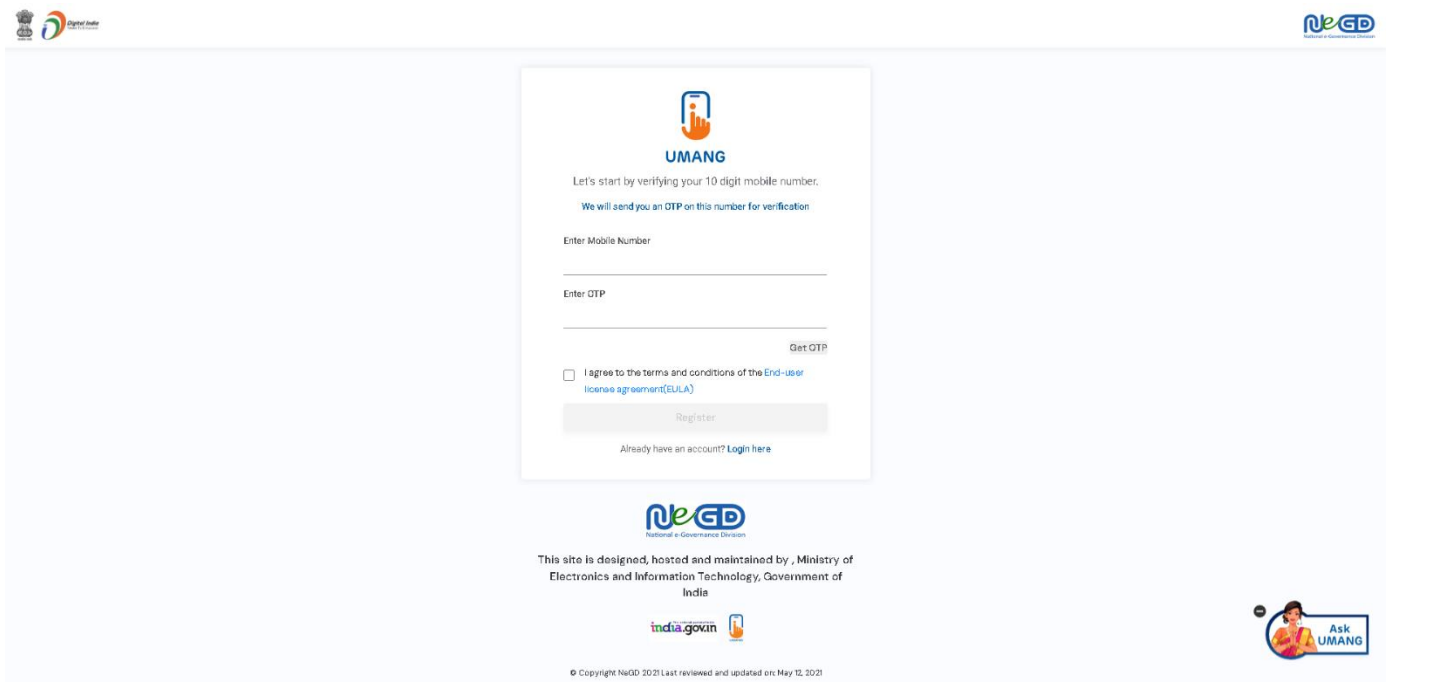
NeGD
National e-Governance Division

This site is designed, hosted and maintained by , Ministry of Electronics and Information Technology, Government of India

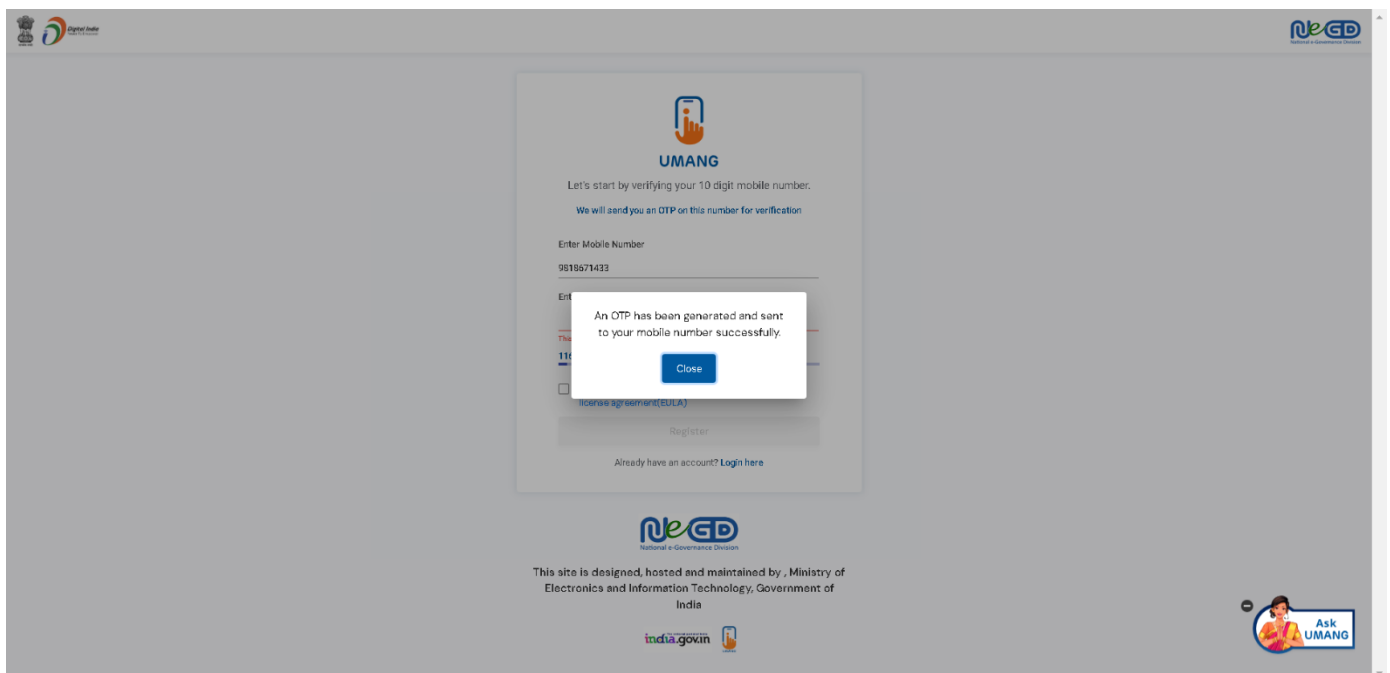
india.gov.in

Ask UMANG

- Enter your mobile number and hit the “Get OTP” link, an OTP will be sent to your registered mobile number. Enter the received OTP

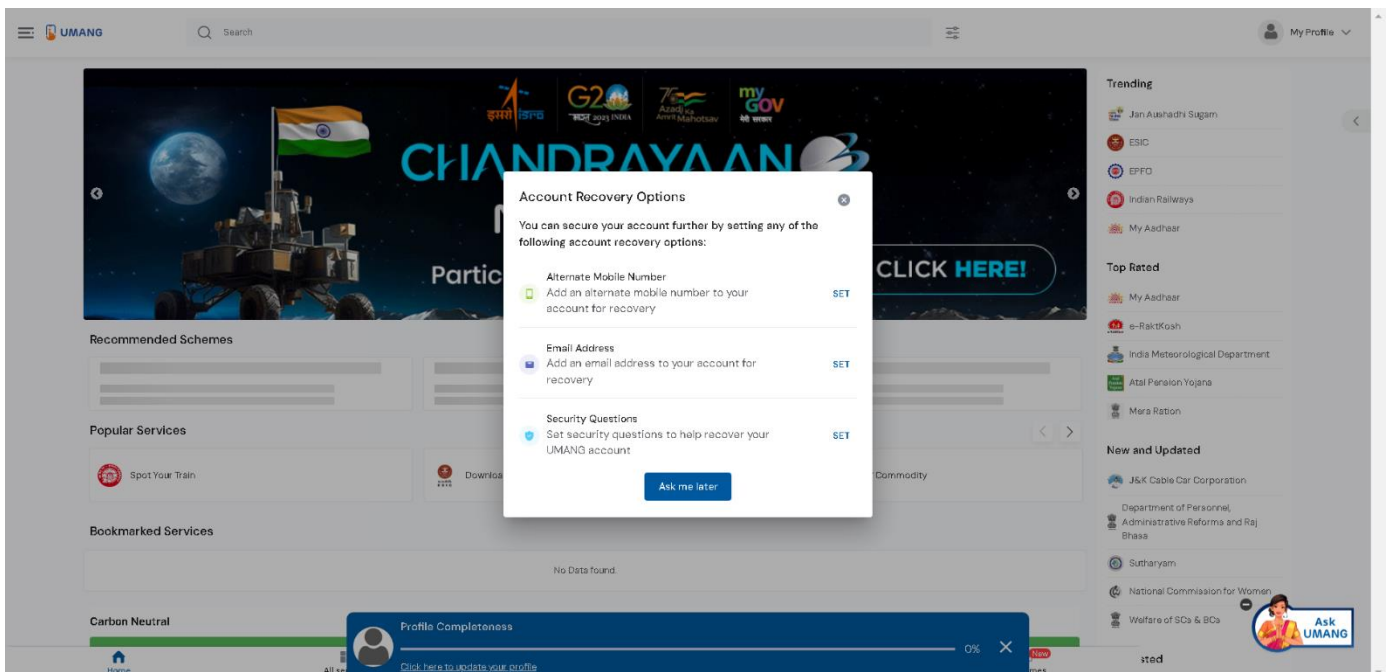
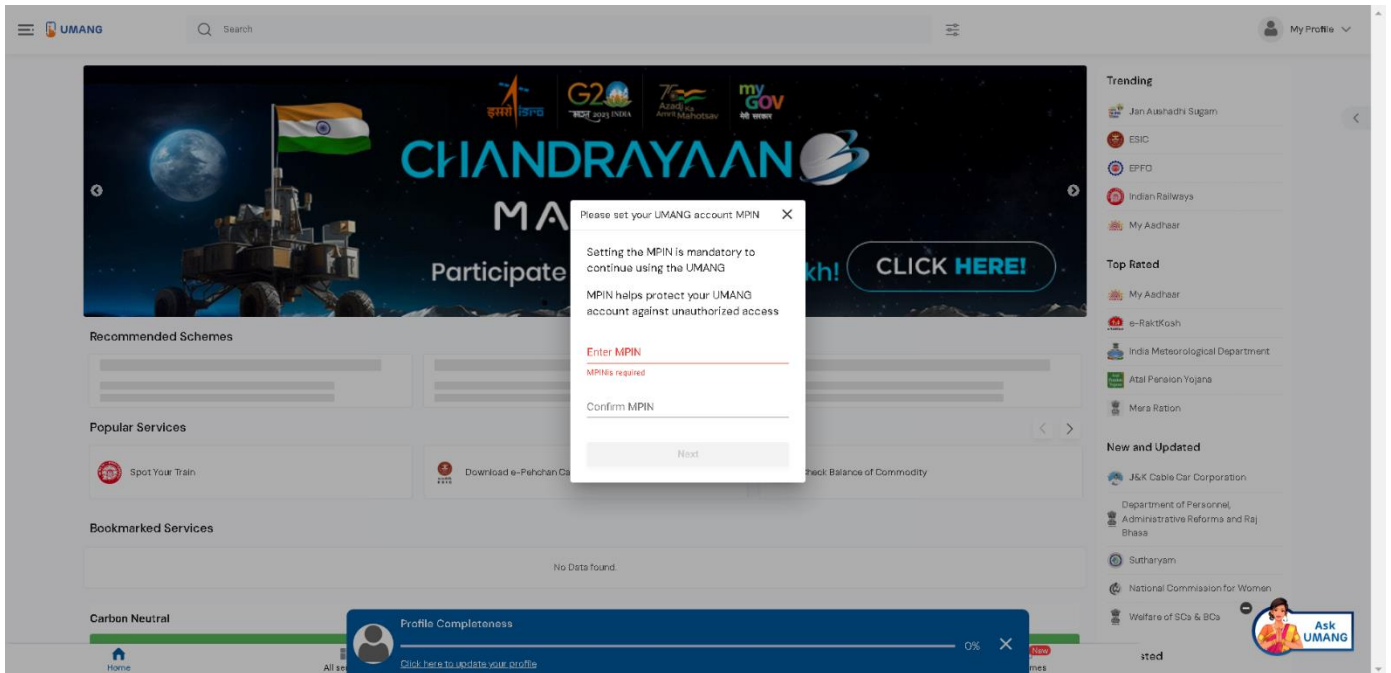


The screenshot shows the UMANG registration interface. At the top left is the Government of India logo and the Digital India logo. At the top right is the NeGD logo. The central white box contains the UMANG logo and the text: "Let's start by verifying your 10 digit mobile number. We will send you an OTP on this number for verification". Below this are two input fields: "Enter Mobile Number" and "Enter OTP". A "Get OTP" button is positioned to the right of the OTP field. Below the fields is a checkbox for "I agree to the terms and conditions of the End-user license agreement(EULA)", followed by a "Register" button. At the bottom of the box is a link: "Already have an account? Login here". Below the registration box is the NeGD logo and the text: "This site is designed, hosted and maintained by, Ministry of Electronics and Information Technology, Government of India". At the bottom center is the india.gov.in logo. At the bottom right is an "Ask UMANG" chatbot icon. At the very bottom, there is a copyright notice: "© Copyright: NeGD 2021. Last reviewed and updated on: May 12, 2021".



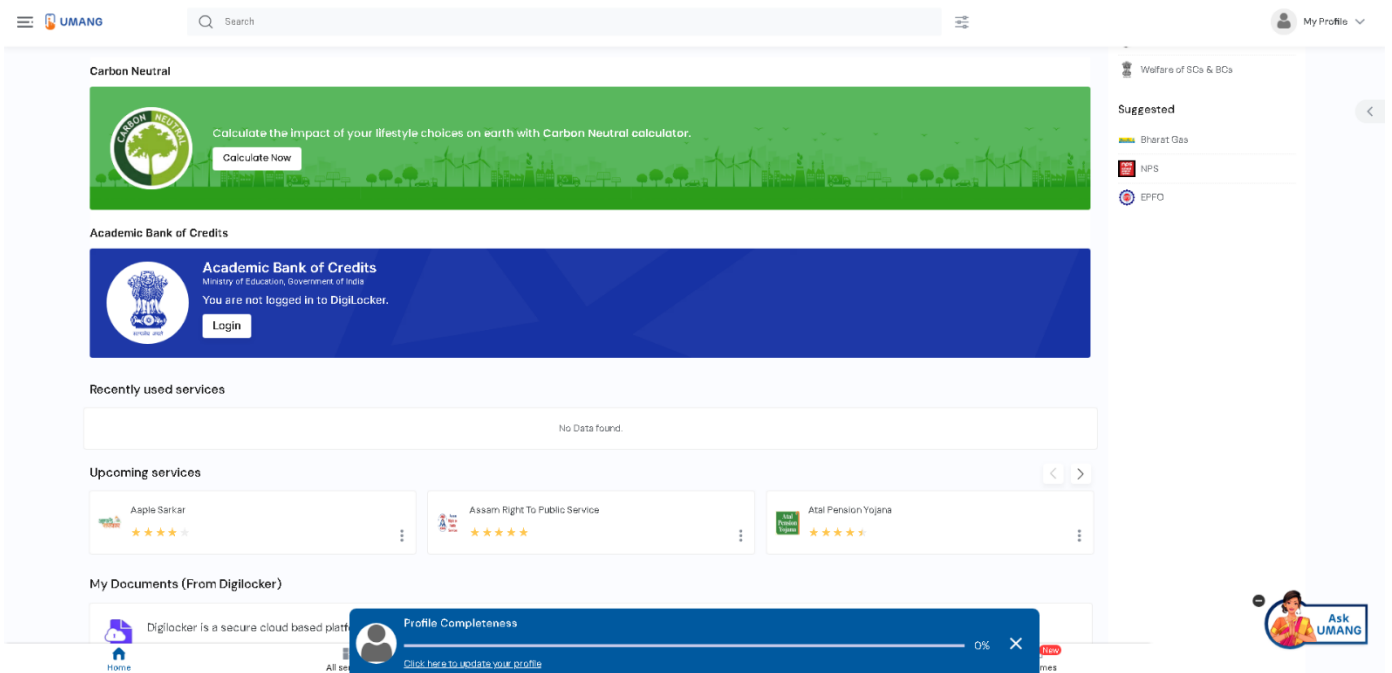
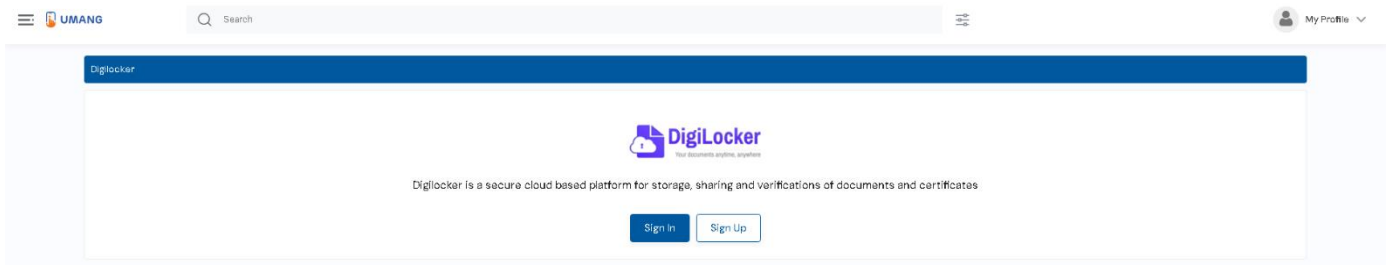
The screenshot shows the same UMANG registration interface as above, but with a success message overlay. The message box says: "An OTP has been generated and sent to your mobile number successfully." with a "Close" button. The background of the registration form is dimmed. All other elements, including logos and text, remain the same as in the previous screenshot.

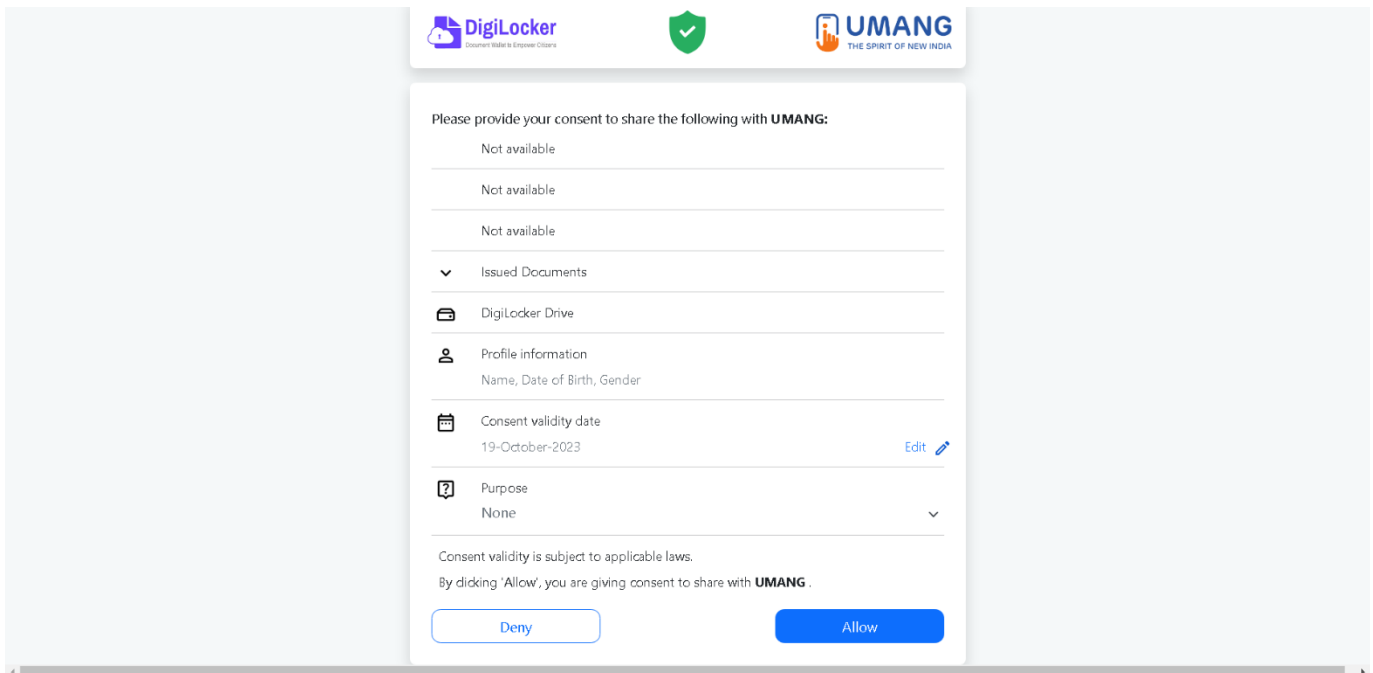
- Step 03: Once you enter the received OTP, you will be directed to the following page, where it asks for setting of the security PIN
- Following that it asks for setting up of the “Account Recovery options” such as alternative number, email address and security questions. You can click the “ask me later “ button



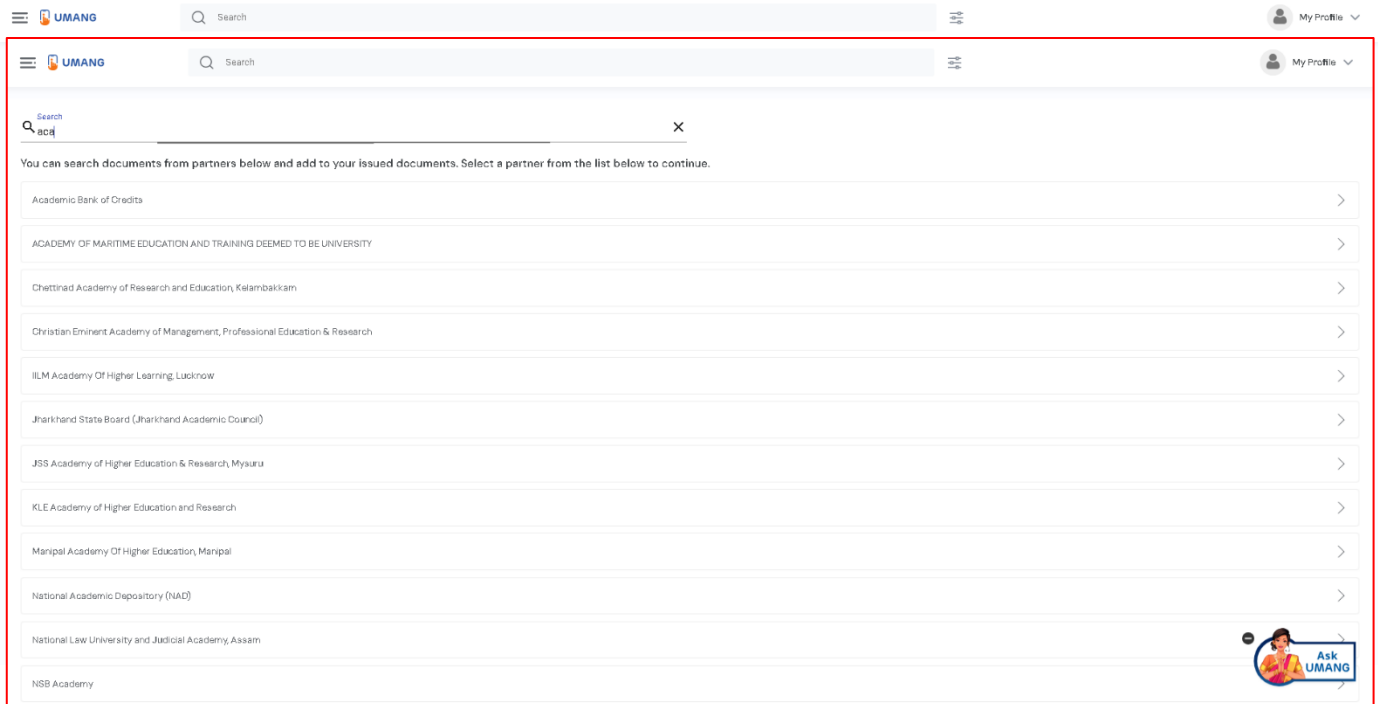
The dashboard page has a main banner to login to the ABC page

- Step 04: Click on the login button, it will take you to the Sign in and Sign up page



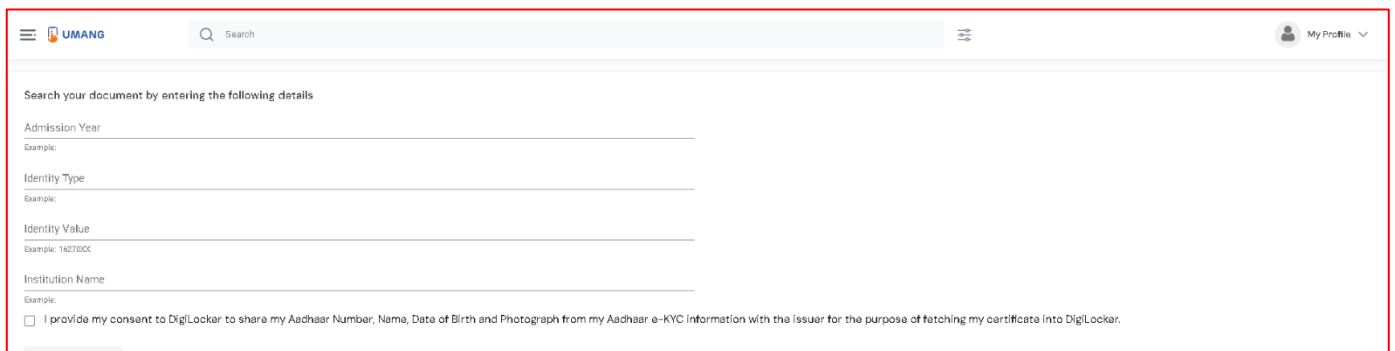


- Step 05: Provide consent and click the “Allow” button, and you will be taken to the Issued Document section of your DigiLocker account.

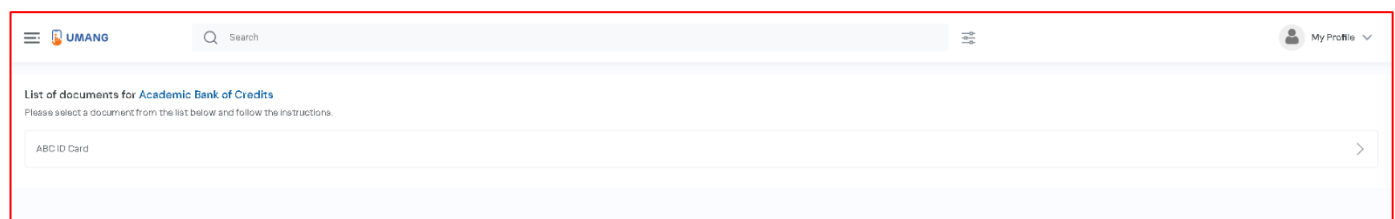


- Click the + Add button or type “ABC” or “Academic” word you will see Academic Bank of Credits dropdown option popping up, select that option.

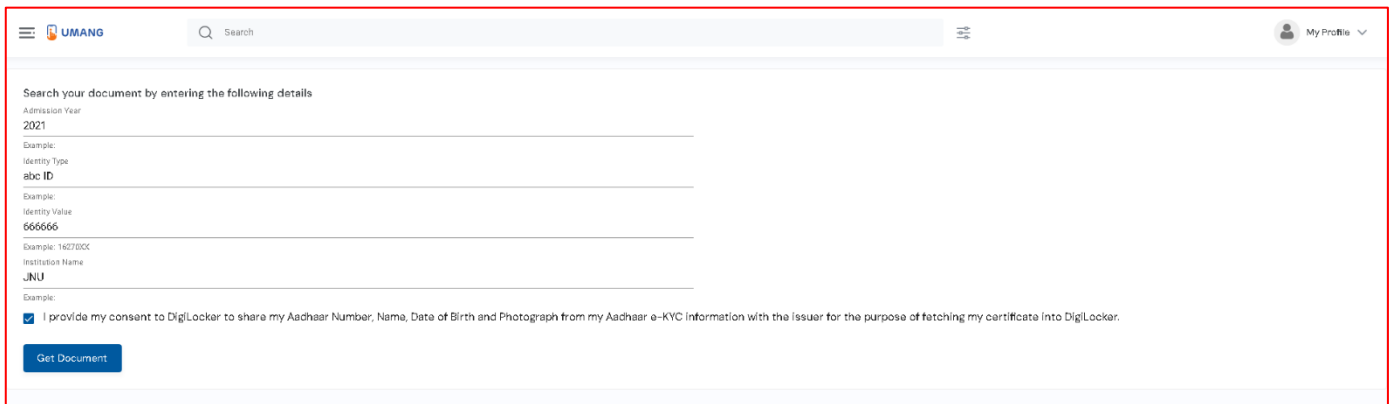
- Window with List of Academic Bank of Credits gets shown, click on the “ABC ID Card”
- A window shall pop up like that of the DigiLocker portal
- Step 06: Enter the Admission Year, Identity Type (i.e, your Roll Number, Register Number, Enrollment Number or the Admission Number) and Identity value (selected Identity Types’ value Eg: BE20230146) and select your academic Institution from the drop-down window and check the consent language (read thoroughly) and hit the “Get Document” button



The screenshot shows the UMANG portal interface. At the top, there is a search bar with the text "Search" and a magnifying glass icon. To the right of the search bar is a "My Profile" dropdown menu. Below the search bar, the text "Search your document by entering the following details" is displayed. There are four input fields: "Admission Year" with an example "Example:", "Identity Type" with an example "Example:", "Identity Value" with an example "Example: 16270CC", and "Institution Name" with an example "Example:". Below these fields is a checkbox labeled "I provide my consent to DigiLocker to share my Aadhaar Number, Name, Date of Birth and Photograph from my Aadhaar e-KYC Information with the Issuar for the purpose of fetching my certificate into DigiLocker." The checkbox is currently unchecked.

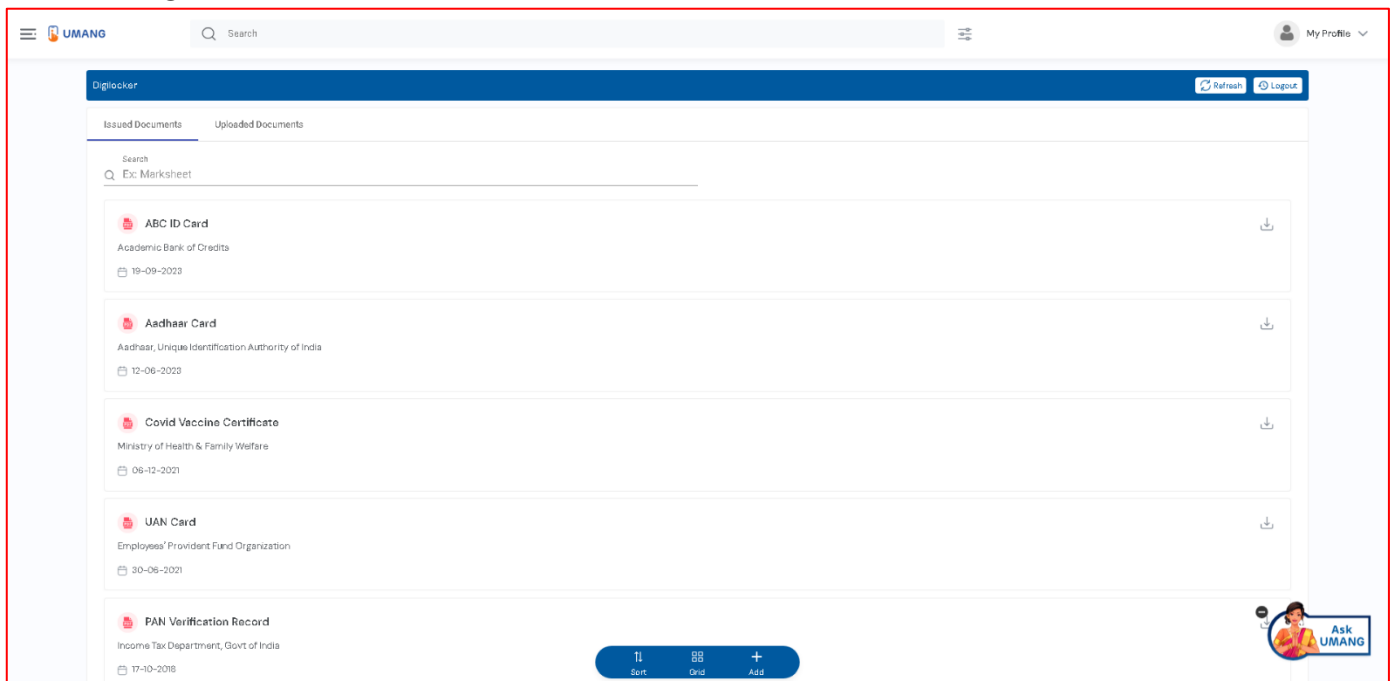


The screenshot shows the UMANG portal interface. At the top, there is a search bar with the text "Search" and a magnifying glass icon. To the right of the search bar is a "My Profile" dropdown menu. Below the search bar, the text "List of documents for Academic Bank of Credits" is displayed. Below this text is a sub-header "Please select a document from the list below and follow the instructions." and a list of documents. The first document in the list is "ABC ID Card" with a right-pointing arrow next to it.



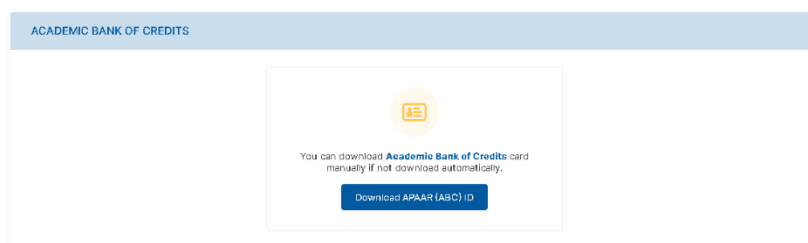
The screenshot shows the UMANG search interface. At the top, there is a search bar and a 'My Profile' dropdown. Below the search bar, there is a section titled 'Search your document by entering the following details'. This section contains several input fields: 'Admission Year' (with example '2021'), 'Identity Type' (with example 'abc ID'), 'Identity Value' (with example '666666'), and 'Institution Name' (with example 'JNU'). There is also a checkbox for consent: 'I provide my consent to DigLocker to share my Aadhaar Number, Name, Date of Birth and Photograph from my Aadhaar e-KYC information with the issuer for the purpose of fetching my certificate into DigLocker.' A 'Get Document' button is located at the bottom left of the form.

- You will be redirected to the Issued Documents section, where you can see the generated ABC ID



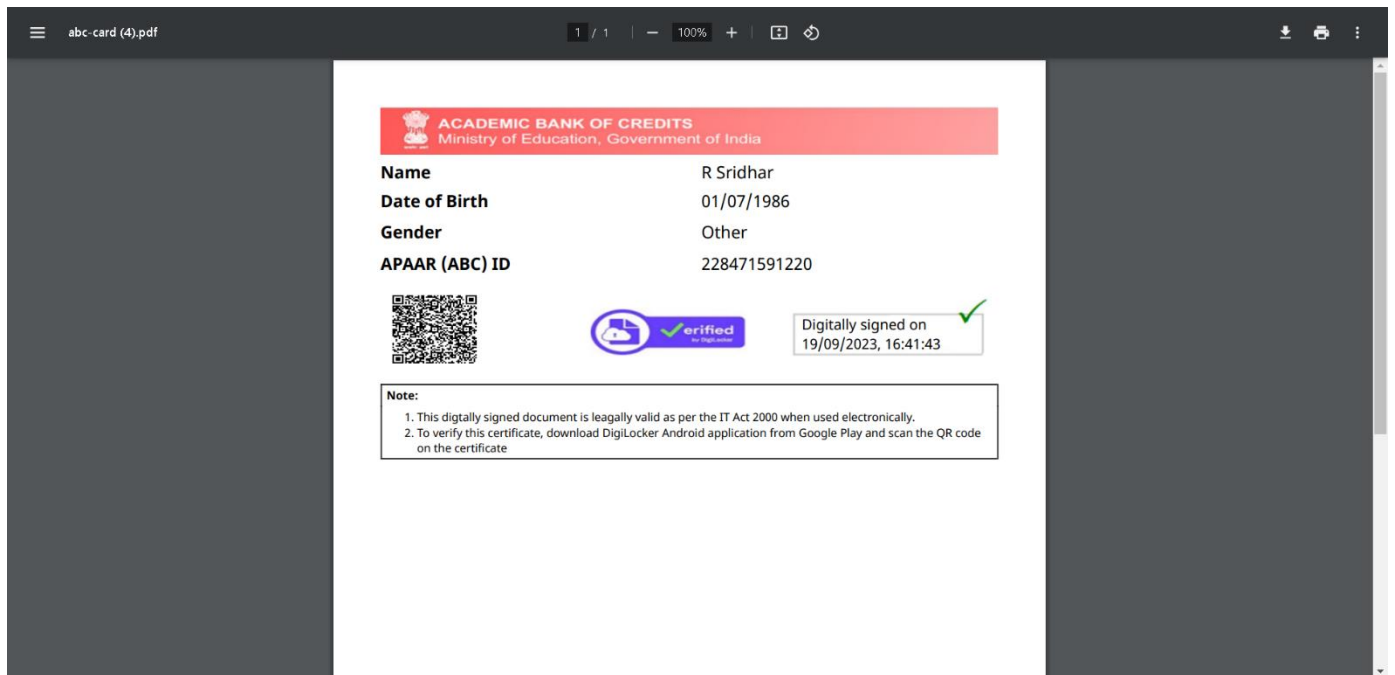
The screenshot shows the 'Issued Documents' section of the UMANG portal. The page has a blue header with 'DigLocker', 'Refresh', and 'Logout' buttons. Below the header, there are tabs for 'Issued Documents' and 'Uploaded Documents'. A search bar is present with the text 'Ex: Marksheet'. A list of documents is displayed, each with a red document icon, a title, the issuer name, and a date. The documents listed are: 'ABC ID Card' (Academic Bank of Credits, 19-09-2023), 'Aadhaar Card' (Aadhaar, Unique Identification Authority of India, 12-06-2023), 'Covid Vaccine Certificate' (Ministry of Health & Family Welfare, 06-12-2021), 'UAN Card' (Employees' Provident Fund Organization, 30-06-2021), and 'PAN Verification Record' (Income Tax Department, Govt of India, 17-10-2018). At the bottom right, there is an 'Ask UMANG' chatbot icon. At the bottom center, there are buttons for 'Sort', 'Grid', and 'Add'.

- Step 07: Click on the “ABC ID Card”, you will be redirected to the download window of the ABC card



The screenshot shows a download window for the ABC ID card. The header is 'ACADEMIC BANK OF CREDITS'. In the center, there is a yellow document icon with a red 'X' over it. Below the icon, the text reads: 'You can download Academic Bank of Credits card manually if not download automatically.' At the bottom, there is a blue button labeled 'Download APAAR (ABC) ID'.

- Step 08: Click the “Download APAAR (ABC) ID” button, and your ABC ID card gets downloaded, upon double-clicking, you can view the same.



- Your ABC ID card has been successfully created.

ID creation via ABC Portal

- Step 1: Visit the dedicated portal of the ABC website at <https://www.abc.gov.in/>

The screenshot shows the homepage of the Academic Bank of Credits (ABC) website. The header includes the Government of India logo, the ABC logo, and navigation options like 'Skip to Main Content' and 'Language'. The main banner features the text 'Academic Bank of Credits Enabling students mobility across Higher Education Institutions' and a 'Credit Bank for Students' section. The 'Credit Bank for Students' section includes five data cards and a map of India.

Category	Value	Description
Total No. of ABC ID Cards	1.98 Cr	Total No. of ABC ID Cards
Total No. of AAs (Universities, IITs) registered on ABC	1549	Total No. of AAs (Universities, IITs) registered on ABC
Total No. of AAs (IITs) + uploaded merit lists (2017-18)	370	Total No. of AAs (IITs) + uploaded merit lists (2017-18)
Unique ABC accounts uploaded on ABC	10.07 Lacs	Unique ABC accounts uploaded on ABC
Total No. of students registered on ABC in applied UBI-ABC ID	19.16 Lacs	Total No. of students registered on ABC in applied UBI-ABC ID

Total Institutions Onboarded: 0 to 127

- Step 2: Click on the student dropdown option, and you shall be redirected to the Meri Pehchaan sign-in window.
- You shall be offered three modes of login option.
 - Mobile PIN OTP login
 - Username PIN OTP Login
 - And Others Login Option

Option 01

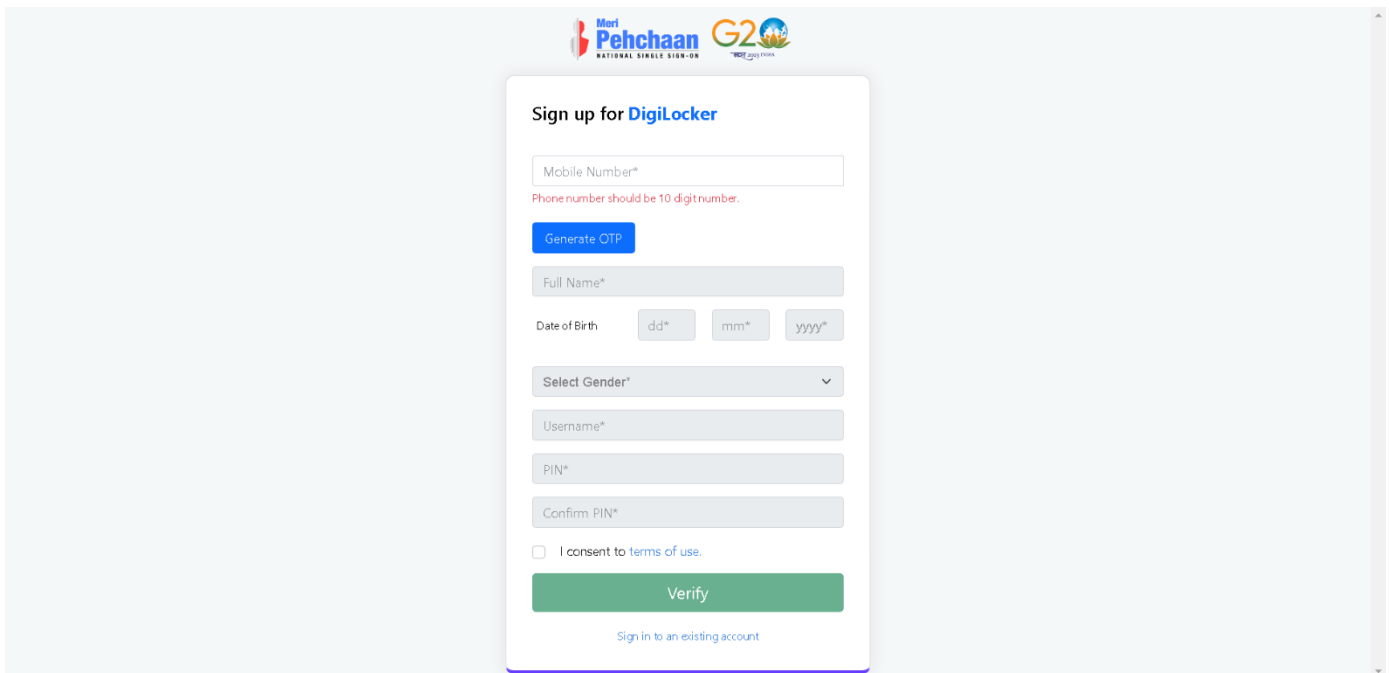
Option 02

Option 03

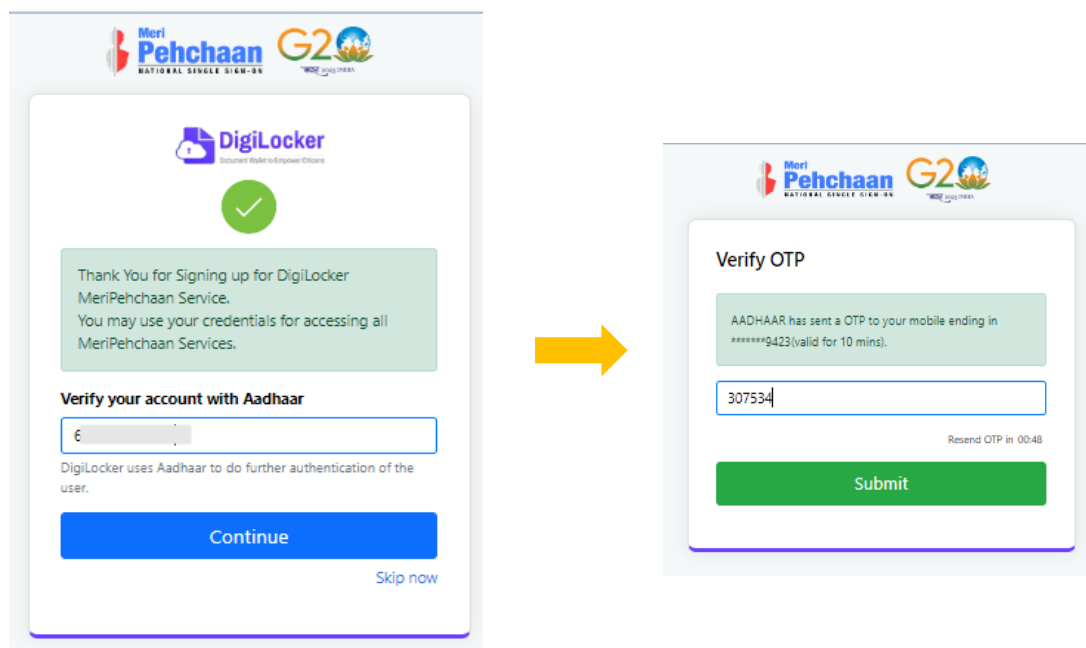
- Step 3: Select the option which suits you, before that if you are a new user, register afresh -> click on the “Sign Up” button.

- A registration form window will be prompted in which your basic details need to be entered.

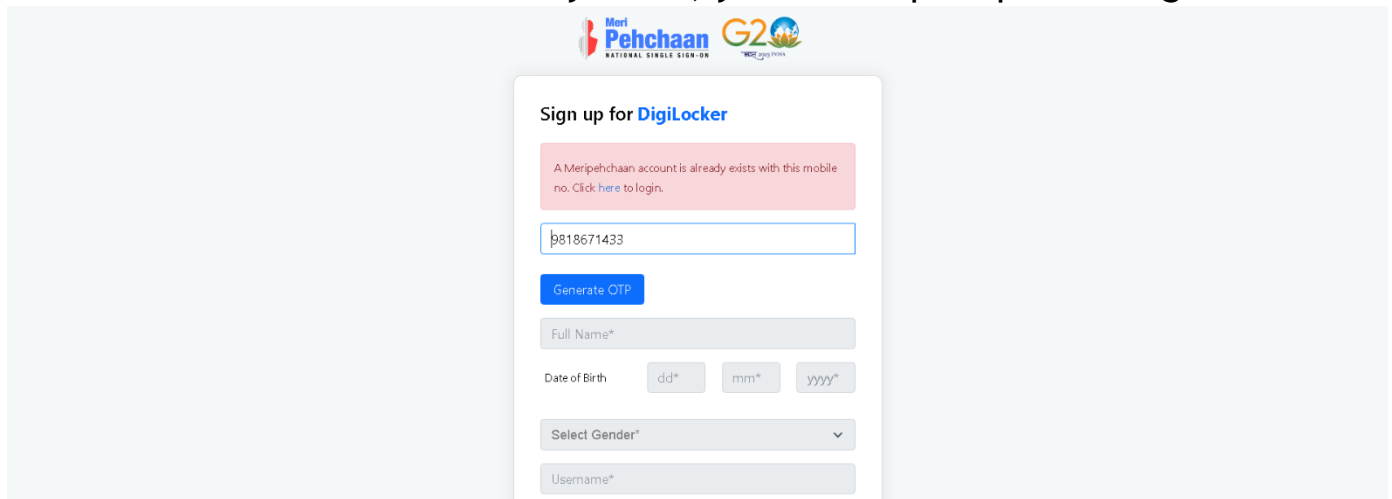
- Enter your ten-digit mobile number → click “Generate OTP” button →



- Once the OTP is entered, enter the rest of the details such as your full name, Date of Birth, Gender, Username, and Six-digit PIN → click the consent check box, before that, read the terms of use conditions thoroughly → click the “Verify” button → upon successful verification, you shall be prompted to enter your aadhaar followed by OTP verification



- If the mobile number already exists, you will be prompted to login as under



Meri Pehchaan G20
NATIONAL SINGLE SIGN-ON

Sign up for DigiLocker

A Meripehchaan account already exists with this mobile no. [Click here](#) to login.

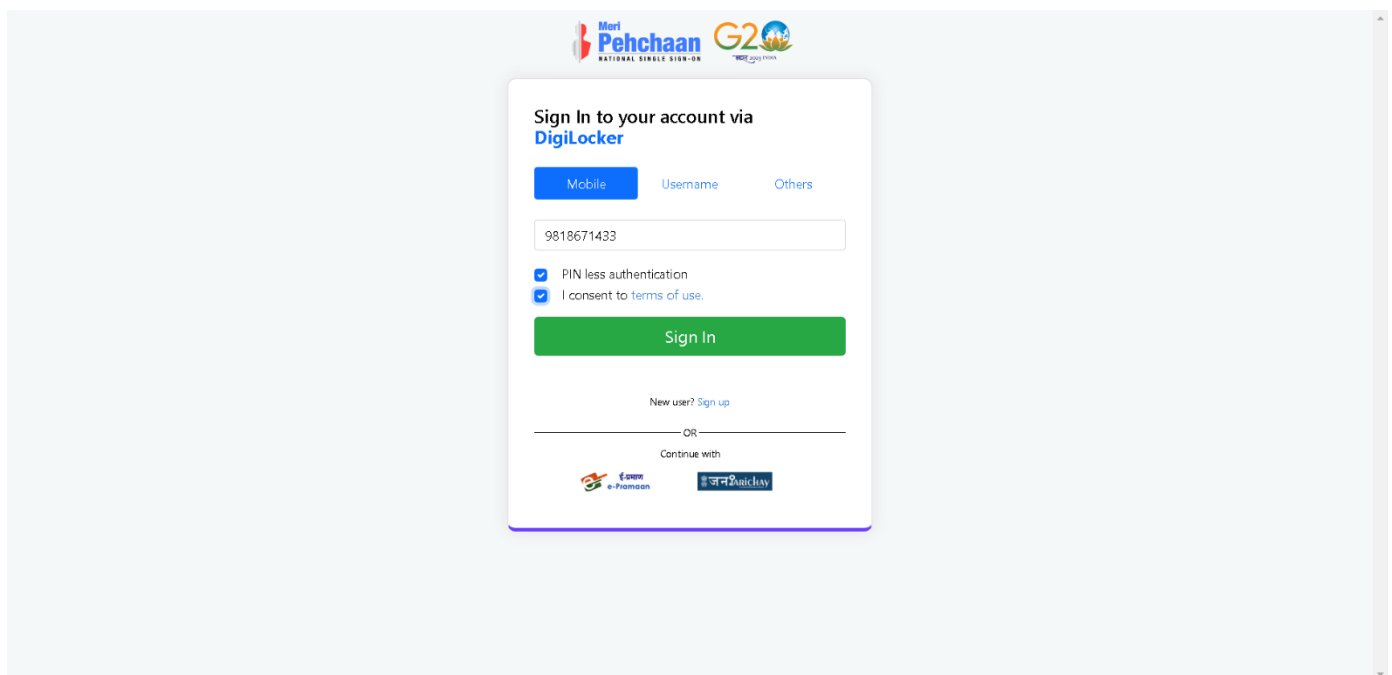
Generate OTP

Full Name*

Date of Birth

Select Gender*

Username*



Meri Pehchaan G20
NATIONAL SINGLE SIGN-ON

Sign In to your account via DigiLocker

Mobile Username Others



PIN less authentication
 I consent to [terms of use](#).

Sign In

New user? [Sign up](#)

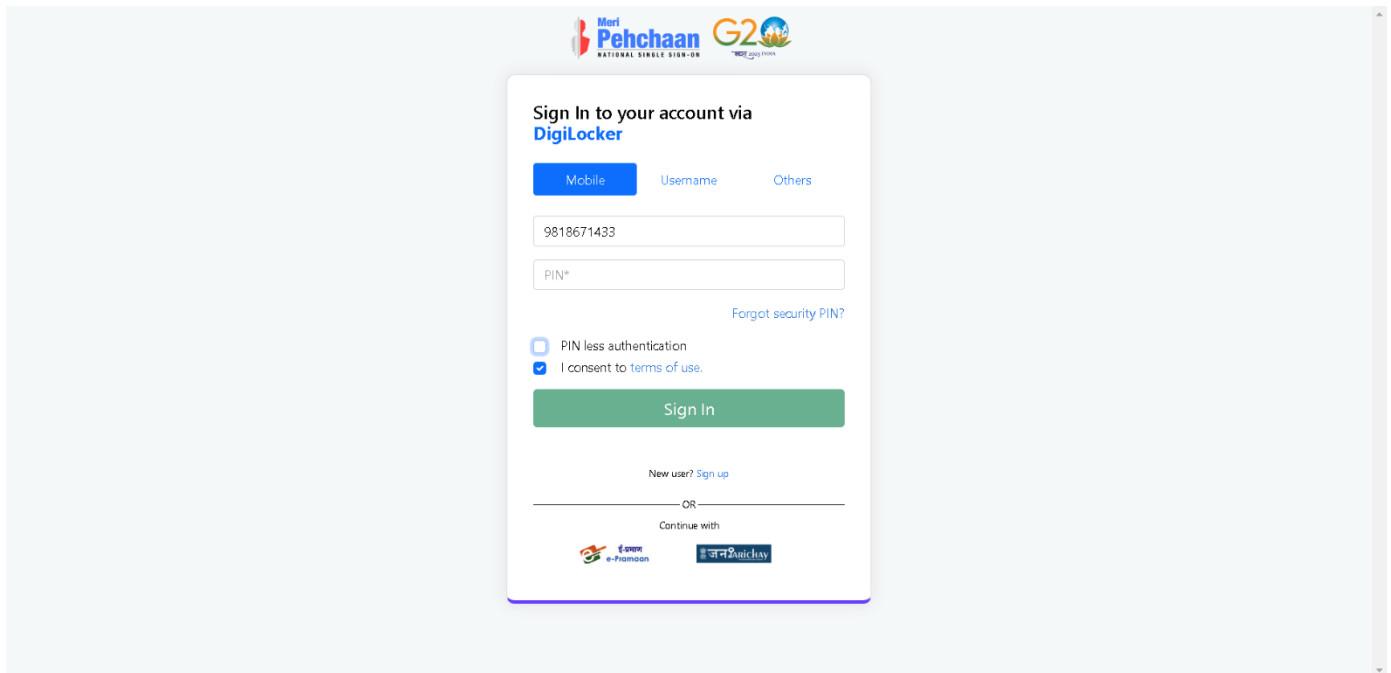
OR

Continue with

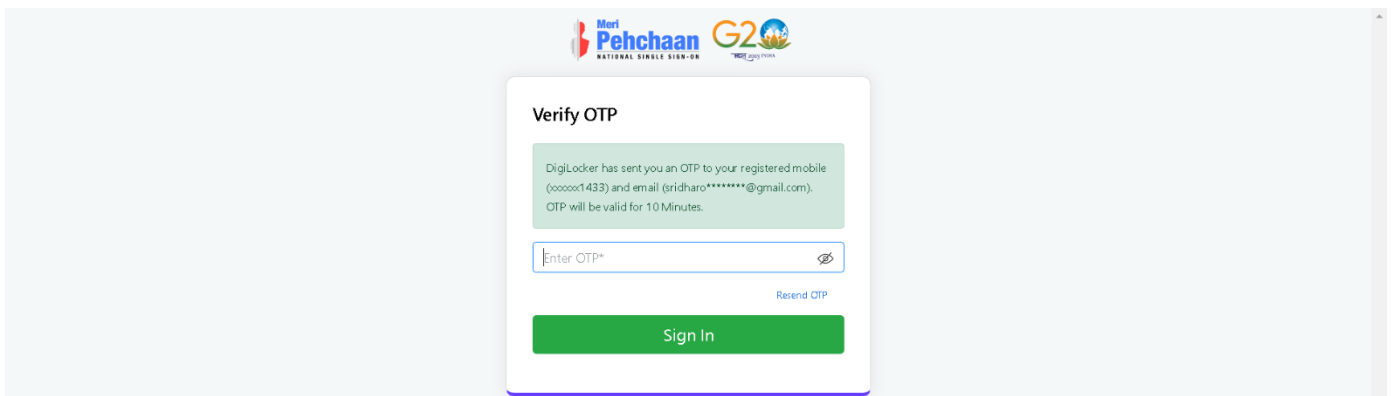
- Step 4: Enter your ten-digit number → you choose PIN-less authentication by clicking the “PIN-less authentication” or you enter the PIN that you have created at the time of registration

- In case you forgot the PIN → Opt for the “Forget Security PIN” clickable link



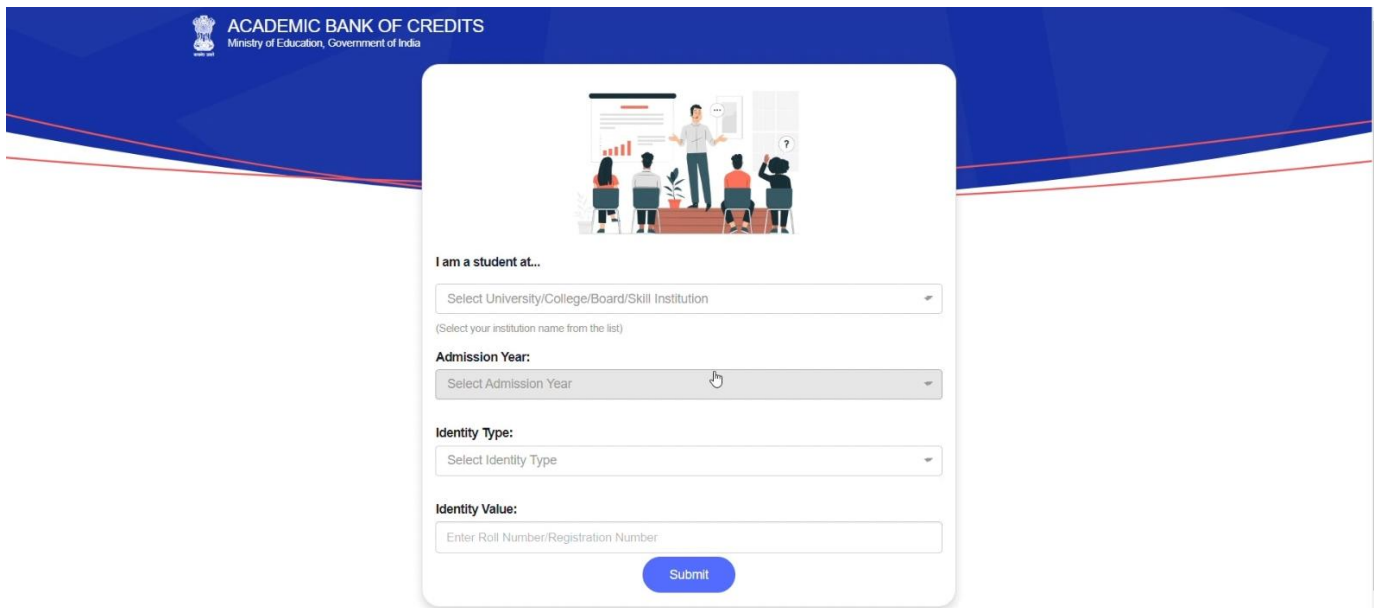
The screenshot shows the Meri Pehchaan DigiLocker login interface. At the top, there are logos for Meri Pehchaan (National Single Sign-On) and G20 India 2023. The main heading is "Sign In to your account via DigiLocker". Below this, there are three tabs: "Mobile" (selected), "Username", and "Others". A text input field contains the mobile number "9818671433". Below it is a "PIN*" input field. To the right of the PIN field is a link that says "Forgot security PIN?". There are two checkboxes: "PIN less authentication" (unchecked) and "I consent to terms of use." (checked). A green "Sign In" button is positioned below the checkboxes. At the bottom, there is a link for "New user? Sign up" and a section for "Continue with" featuring logos for e-Panchayat and Jan Aushikasya.

- Step 5: Enter all the requisite login information → Upon pressing the “Sign In”, an OTP shall be sent to your registered mobile number and email address.



The screenshot shows the Meri Pehchaan DigiLocker OTP verification page. At the top, there are logos for Meri Pehchaan (National Single Sign-On) and G20 India 2023. The main heading is "Verify OTP". Below this, a green box contains the message: "DigiLocker has sent you an OTP to your registered mobile (xxxxxx1433) and email (sridharo*****@gmail.com). OTP will be valid for 10 Minutes." Below the message is an "Enter OTP*" input field with a visibility toggle icon. To the right of the input field is a link that says "Resend OTP". A green "Sign In" button is positioned below the input field.

- Once the OTP is entered, you shall be directed to the Meri Pehchaan Dashboard as under



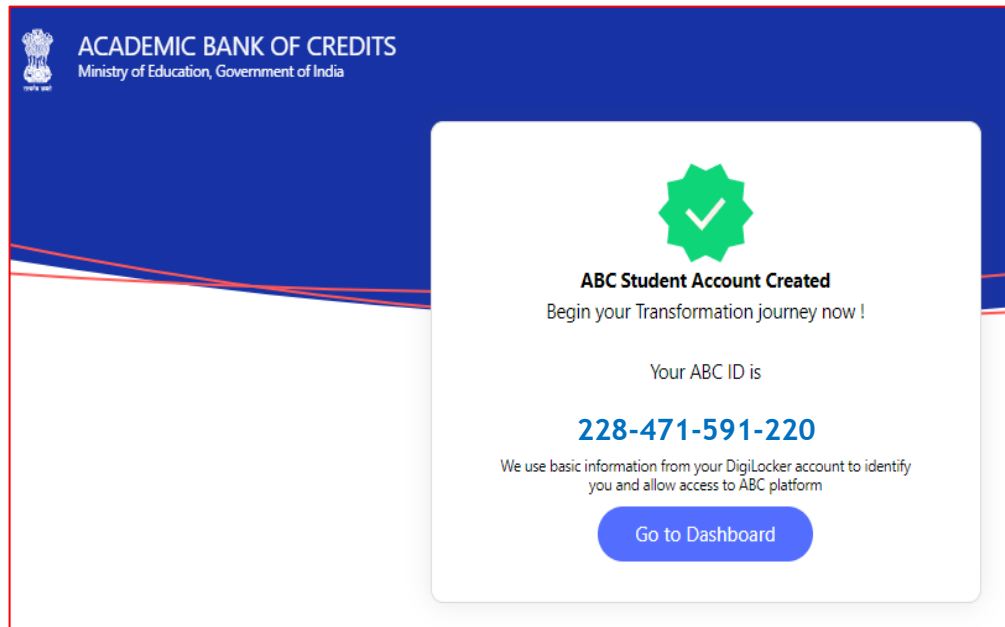
The screenshot shows the ABC ID Creation form on the Academic Bank of Credits website. The header includes the logo of the Ministry of Education, Government of India, and the text "ACADEMIC BANK OF CREDITS". The form is titled "I am a student at.." and contains the following fields:

- I am a student at..**: A dropdown menu with the placeholder text "Select University/College/Board/Skill Institution". Below it, a note says "(Select your institution name from the list)".
- Admission Year:**: A dropdown menu with the placeholder text "Select Admission Year".
- Identity Type:**: A dropdown menu with the placeholder text "Select Identity Type".
- Identity Value:**: A text input field with the placeholder text "Enter Roll Number/Registration Number".

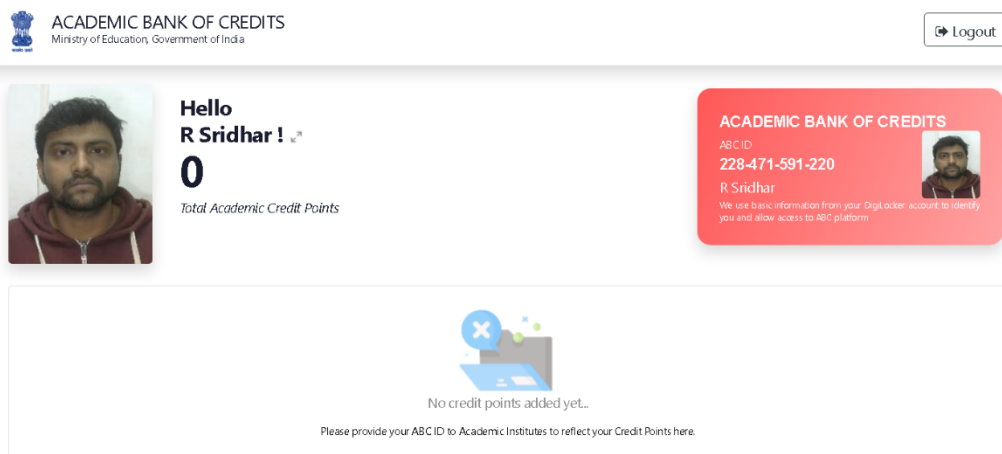
A blue "Submit" button is located at the bottom right of the form.

- Step 6: For a new user, you shall be prompted with a window, asking Name of your existing Academic Institution, Admission Year, Identity Type (Roll Number, Registration Number, Admission Number etc) and Identity value (Identity Type value Eg: Roll No: 636008)
- Select and enter all the requisite information, and hit the “Submit” button.


- Upon clicking the “Submit” button, a new ABC student ID account shall be generated as under:



- Click on the “Go to Dashboard” button → you shall be redirected to the ABC student Dashboard.




- Here is a sample representation of a student's credit accumulation from their academic institution against their ABC ID:



ACADEMIC BANK OF CREDITS
Ministry of Education, Government of India

Logout



Hello R Sridhar !
626
Total Academic Credit Points

ACADEMIC BANK OF CREDITS

ABC ID
228-471-591-220

R Sridhar

We use basic information from your DigitalLocker account to identify you and allow access to ABC platform.

Credit Points Accumulation

S.No.	Academic Institution	Course	Session	Credit Points	Action
1	BITS PILANI	MASTER OF BUSINESS ADMINISTRATION	2014-2016	626	✎

Showing 1 to 1 of 1 entries Previous 1 Next

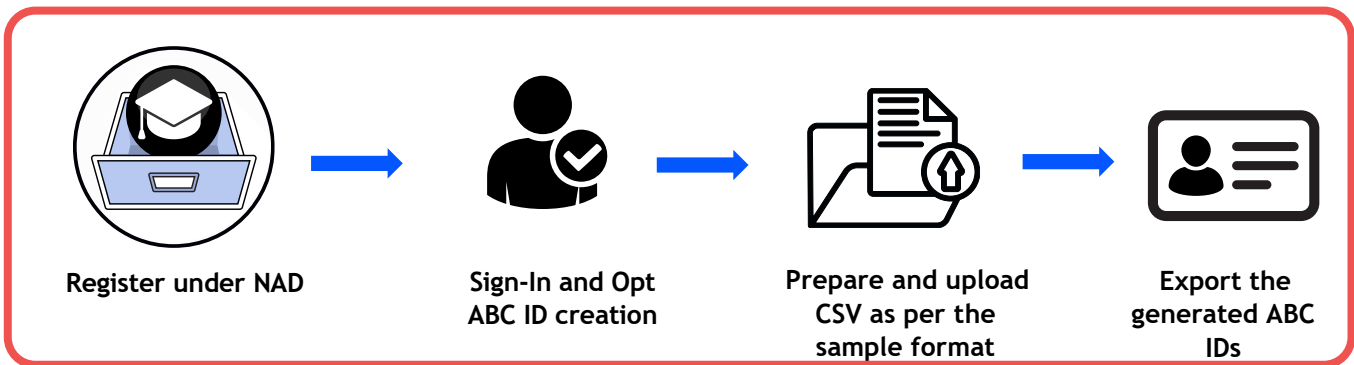
Credit Points Transfer History

S.No.	Request Date	Transfer Date	Beneficiary Institution	Redeemer Institution	Credit Points
No Records Found					

Showing 0 to 0 of 0 entries Previous Next

Academic Institution Mode

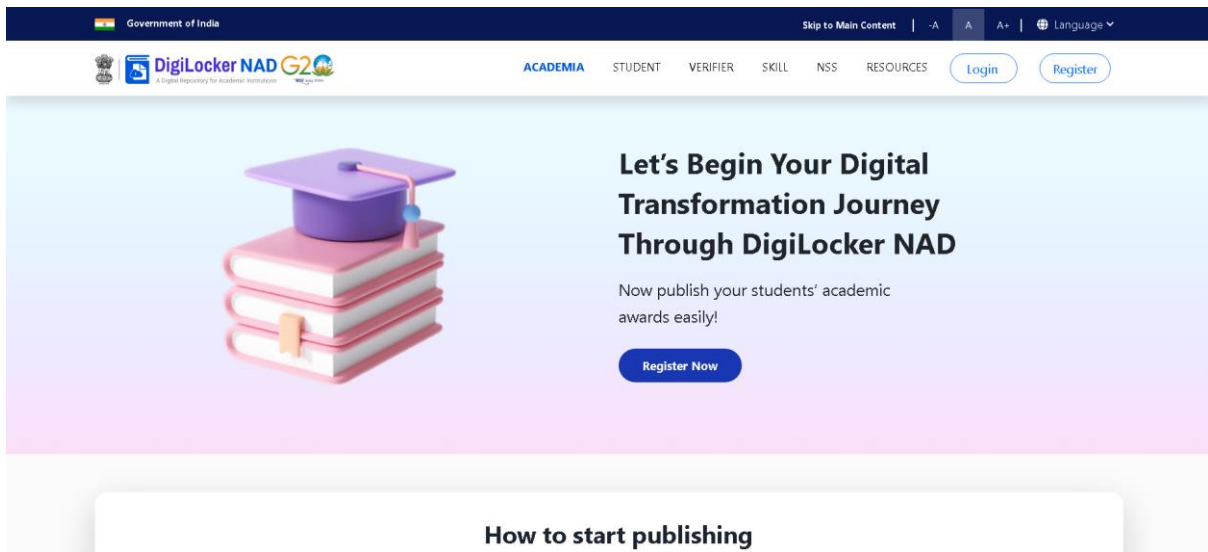
In the case of Academic Institutions, they can create ABC IDs in bulk from the National Academic Depository portal or from dedicated APIs. The creation of Bulk ABC IDs via NAD is discussed in detail here.



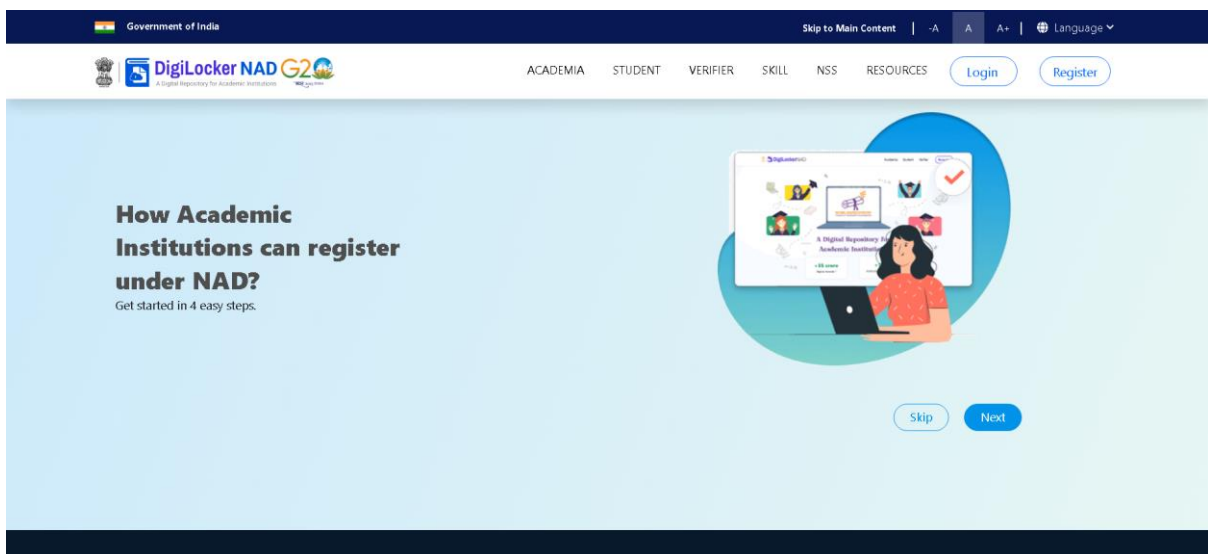
Bulk ID creation via NAD Portal

Step 1: Account Creation

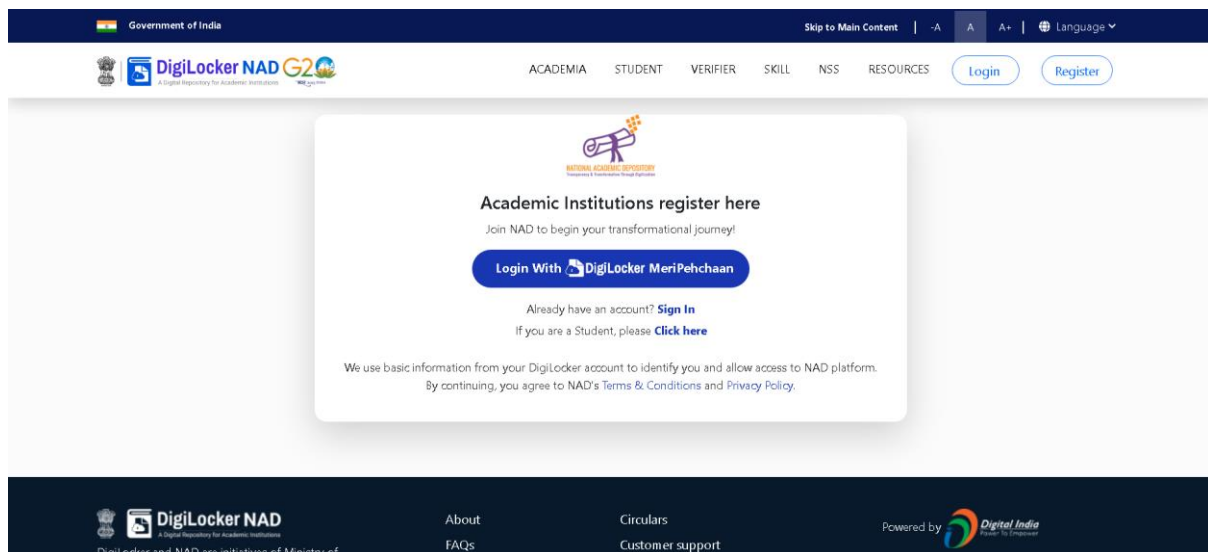
- Begin by accessing the National Academic Depository (NAD) portal at <https://nad.digitallocker.gov.in/>.



- If you are a new user representing an academic institution, register your account.

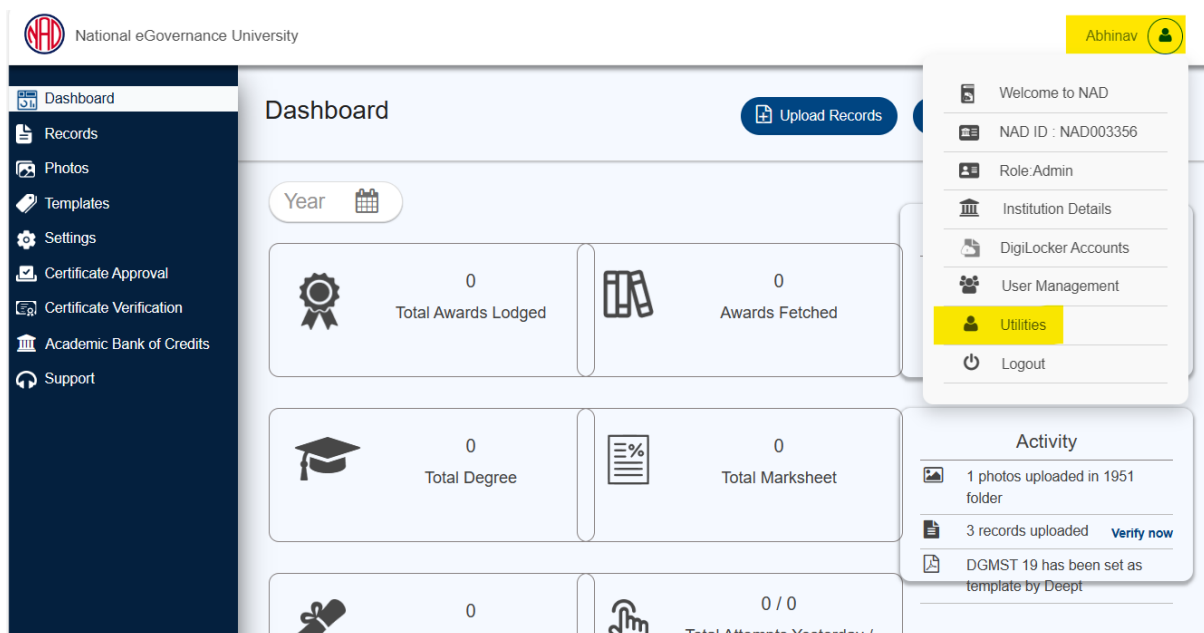


- If you already have an account, log in using your credentials.



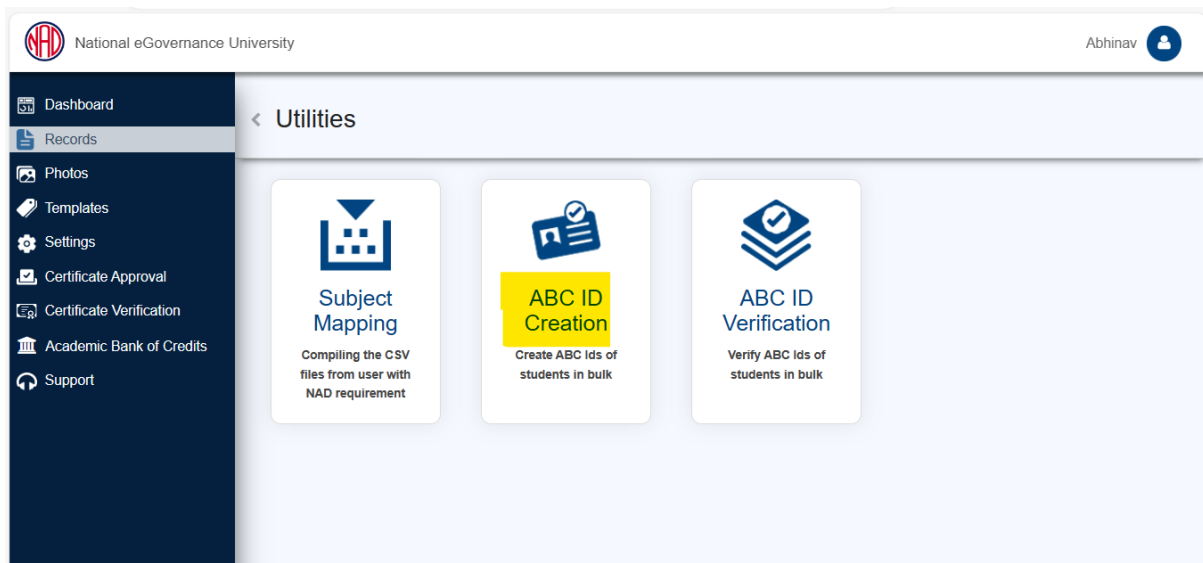
Step 2: Accessing Utilities

- Once logged in, navigate to the Account Name and select the "Utilities" option.



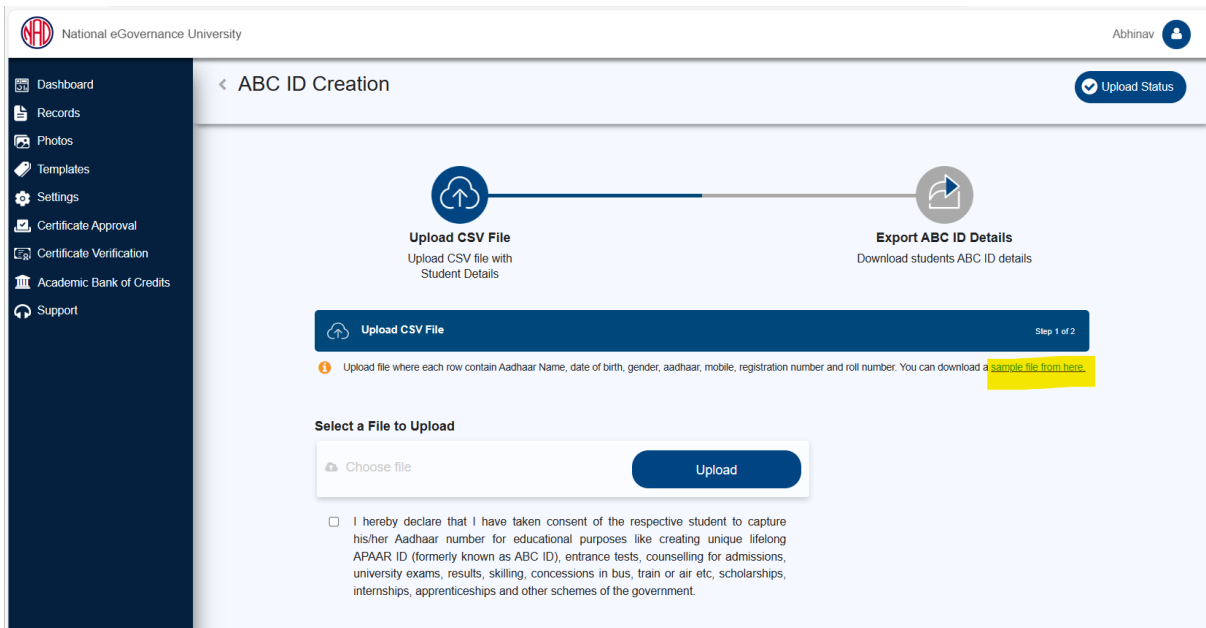
Step 3: ABC ID Creation

- Under "Utilities," choose the "ABC ID Creation" option.



Step 4: Sample File Download

- Download the provided sample file. This file will serve as a template for bulk ABC ID creation.



Step 5: Data Preparation

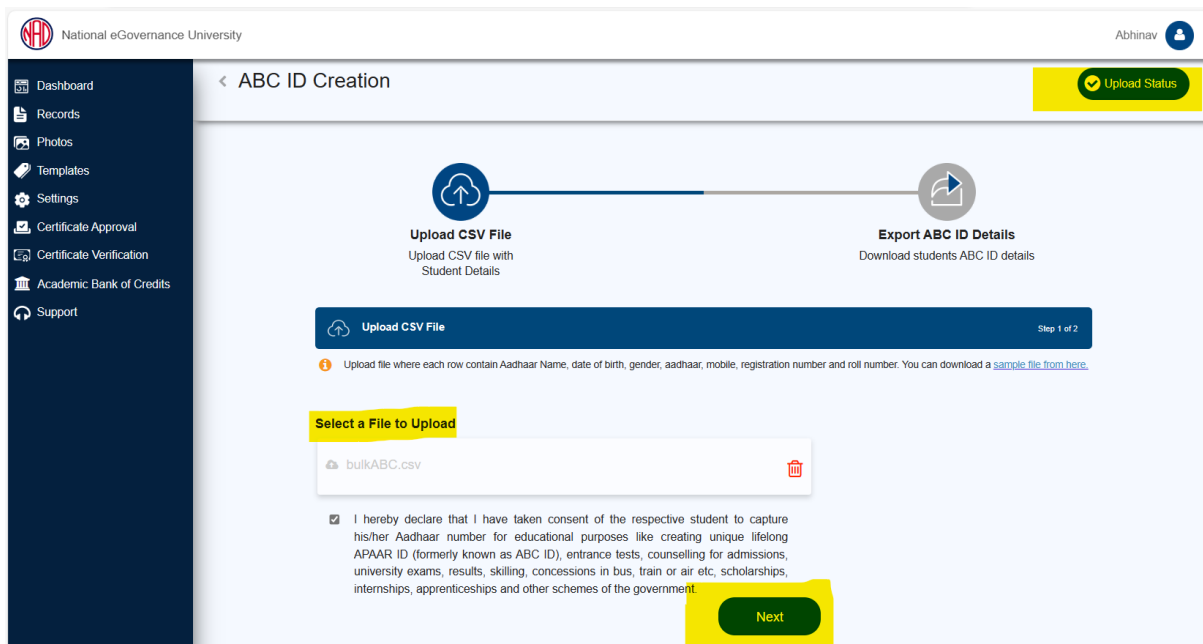
- Prepare the bulk ABC ID data file in CSV format using Microsoft Excel or any compatible software.

	A	B	C	D	E	F	G	H	I	J
1	AADHAAR NAME	DOB	GENDER	AADHAAR	MOBILE	REGN_NO	RROLL			
2	Shrinani Sharma	05-05-2000	Male	524966794	98829954	AAH/24432	1			
3	Shivangi Kamalkishu Bharti	05-04-2000	Female	520820776	94087000	AAH/24730	2			
4	Poojitree Vaidya	07-07-2000	Female	844024502	72978022	AAH/24572	3			
5	Deepak Shantkishu Sharma	07-11-2000	Male	945730802	79671122	AAH/24209	4			
6	Shreyashkumar Shendia Patel	07-11-2000	Male	766523440	78782112	AAH/24726	5			
7	Manish Kumar	08-07-2000	Male	204497121	88493000	AAH/24128	6			
8	Adnan Usaf Chaturvedi	08-11-2000	Male	414300019	90900000	AAH/24724	7			
9	Sanjay Mukundkishu Patel	02-10-2000	Male	401300004	62540007	AAH/24002	8			
10	Pratik Sharma	02-11-2000	Female	208471124	99030000	AAH/24571	9			
11	Rishabh Kumar Shandekar	03-10-2000	Male	520411111	82000000	AAH/24020	10			
12	Pooja Pandey	04-07-2000	Female	452204440	93012100	AAH/24080	11			
13	Pratik Shikhar Pargal	05-07-2000	Male	212813440	98340020	AAH/24001	12			
14	Umesh Kumar	06-09-2000	Female	646767000	94200000	AAH/24120	13			
15	Meha Aparna Bhat	08-11-2000	Female	910001010	91047000	AAH/24230	14			
16	Harsh Maheshkumar Sharma	11-10-2000	Male	579230000	98711122	AAH/24200	15			
17	Yashraj Sharma	01-05-2000	Female	24300042	971200	AAH/24001	16			
18	Shradha Kalpankishu Panchal	02-03-2000	Female	25440002	90907000	AAH/24000	17			
19	Prayanshi Kalpankishu Vaidya	02-11-2000	Female	406623442	87200000	AAH/24207	18			
20	Trishika Srivastava	03-05-2000	Female	540520000	95700000	AAH/24012	19			
21	Harsh Rajesh Sharma	03-05-2000	Female	17810000	78700000	AAH/24000				

- Define the following headers in the file:
 - AADHAAR NAME: Candidate's name as per their Aadhaar card.
 - DOB: Candidate's date of birth in DD/MM/YYYY format as per their Aadhaar card.
 - GENDER: Candidate's gender (Use "M" or "Male" for male, "F" or "Female" for female, and "O" for other).
 - AADHAAR: Candidate's 12-digit Aadhaar number.
 - MOBILE: Candidate's 10-digit mobile number linked to their Aadhaar.
 - REGN_NO: Candidate's registration/enrollment number provided by the institution.
 - RROLL: Candidate's roll number provided by the institution. Institutions can use either or both fields as per their structure.
 - Save the file in CSV format.

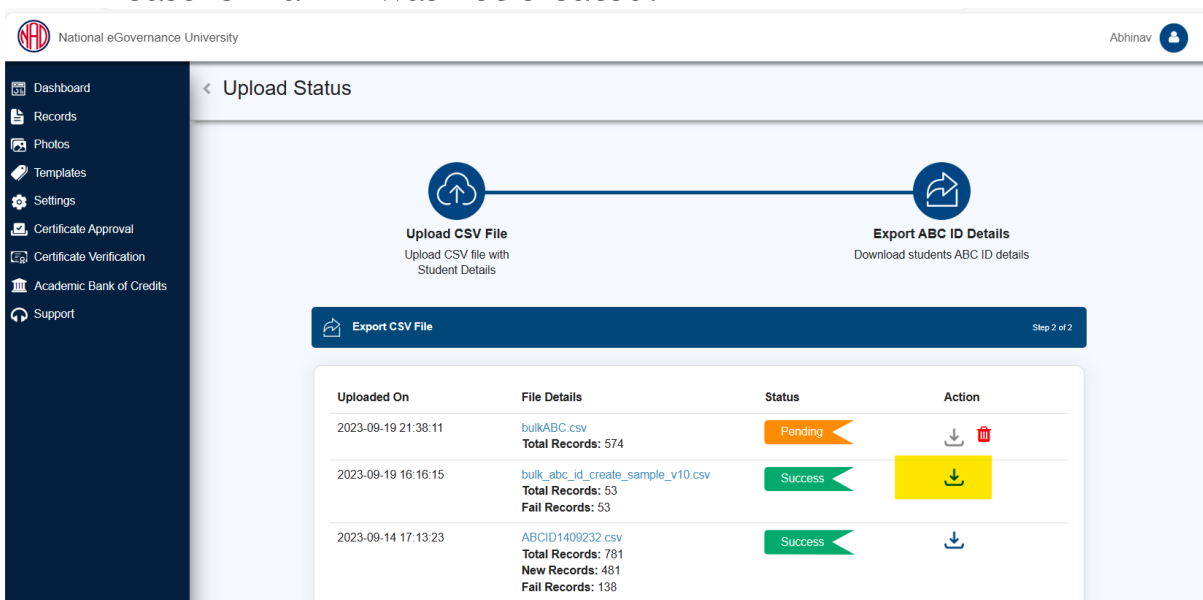
Step 6: Uploading Data

- Return to the portal, specifically to the "ABC ID Creation" page.
- Upload the CSV file you prepared. After uploading, click the "Next" button to submit the file. You can monitor the upload status on the right side of the screen.



Step 7: Monitoring Upload Status

- In the "Upload Status" section, you can view the real-time status of the uploaded file.
- Within a few hours, a response file will be generated, which includes the ABC ID of the candidates. It also has a remarks column explaining reasons if an ID was not created.



Step 8: Reviewing the Response File

- The response file will be in a structured format, providing ABC IDs for

candidates and any associated remarks.

	A	B	C	D	E	F	G	H	I	J	K	L	M
	AADHAAR NAME	DOB	GENDER	AADHAAR	MOBILE	REGN_NO	RROLL	ABC_ID	REMARKS				
1													
2	Adhikar Sharmar	05-05-2000	Male	52345678	987654	1442/144532	3	0007320000	ABC ID created				
3	Shivangi Ramakrishna Shastri	05-04-2000	Female	51234567	945678	1442/147100	2	0123781770	ABC ID already exists				
4	Tugghar VaidyaRishi	07-07-2000	Female	84567890	723456	1442/145712	3	01347860	ABC ID already exists				
5	Tanujal Bhairabhai Shiroga	07-11-2000	Male	94578901	756711	1442/142000	4	4200743007	ABC ID created				
6	Shreyashkumar Shivabha Patel	07-11-2000	Male	78901234	787821	1442/147100	5		Data entered does not match with the Aadhaar details.				
7	Manoj Baburamkrishna Ashok Shiroga	05-07-2000	Male	20449711	884454	1442/141200	6	449944011	ABC ID already exists				
8	Manoj Vijay Chaturvedi	05-11-2000	Male	41434455	909004	1442/147204	7	441022111	ABC ID already exists				
9	Sanjivan Mukundkrishna Patel	02-02-2001	Male	49134455	610490	1442/143402	8	704178004	ABC ID created				
10	Madhu Shiroga	02-11-2001	Female	20847114	980004	1442/145711	9	70120004	ABC ID created				
11	Ramakrishna Bhadrabha	05-09-2001	Male	51041111	610000	1442/146100	10	810112444	ABC ID created				
12	Tuggha Pradnya	04-07-2001	Female	41234455	910124	1442/146001	11	810020444	ABC ID created				
13	Pratik Shashir Prangal	05-07-2001	Male	21281144	981440	1442/146011	12	841201144	ABC ID created				
14	CHANDRA SANKRISHNAKUMAR MATHUR	04-09-2001	Female	64476704	942004	1442/141000	13	844024444	ABC ID created				
15	Madhu Aparna Bhat	02-02-2001	Female	91000111	910074	1442/142200	14		Data entered does not match with the Aadhaar details.				
16	Sanjivan Kumar Shiroga	11-02-2001	Male	17910440	987114	1442/147000	15	879014174	ABC ID created				
17	Vaidhyan Sharmar	05-05-2002	Female	24389442	971300	1442/141001	16	974421074	ABC ID created				
18	Shree Kalyankrishna Prangal	02-05-2002	Female	21449966	909074	1442/146000	17		The Aadhaar field must be exactly 12 characters in length				
19	Shreyashi Rajendrakumar Vaidya	02-11-2002	Female	40442111	871004	1442/142117	18	981011044	ABC ID created				
20	Shreyasi Siroga	05-01-2002	Female	54052000	917414	1442/141112	19	988020111	ABC ID created				
21	Sanjay Rajendra Shiroga	05-05-2002	Female	17821004	787404	1442/146004	20	978000044	ABC ID created				

By following these steps, academic institutions can efficiently create ABC IDs for their students within the National Academic Depository (NAD) system.