

## Password Activation Process through Registration

(For HOI under DPI)

- i. First open the web portal of Swami Vivekananda Merit cum Means Scholarship from any browser.  
(<https://svmcm.wbhed.gov.in>)

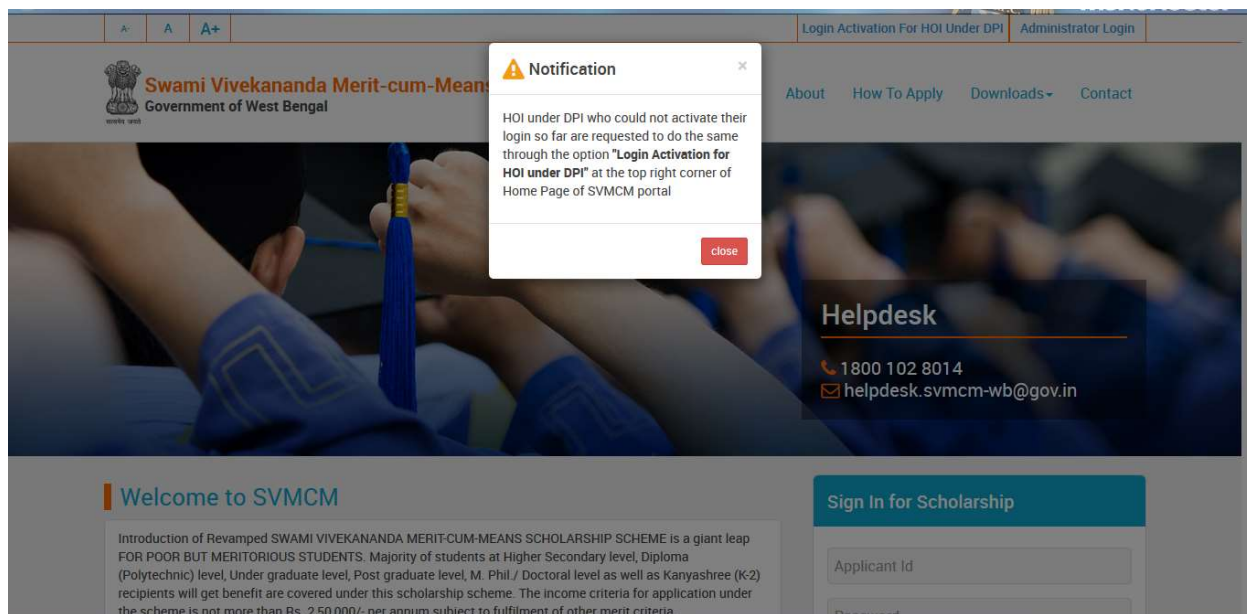


Fig:1

- ii. Then click on 'Login Activation For HOI Under DPI' option, given at top right side of the home page.



Fig:2

- iii. A registration Form will be appeared. The form may be Filled up with correct inputs and then click on 'Submit Registration' button.



### College Registration

Select District\*

Select Institution\*

Enter AISHE Code\*

(For Example: if AISHE code is C-1234 then enter C1234)

Enter Name of HOI\*

Enter Mobile No. of HOI\*

Enter Office Phone No.

Enter Email ID of HOI\*

**Submit Registration**

Fig:3

Select District\*

Select Institution\*

Enter AISHE Code\*

(For Example: if AISHE code is C-1234 then enter C1234)

Enter Name of HOI\*

Enter Mobile No. of HOI\*

Enter Office Phone No.

Enter Email ID of HOI\*

**Submit Registration**

Fig:4

- iv. After the submission of registration form a success message regarding the registration will be shown

College Registration

Registration has been done successfully. The Password Activation link has been send to the Email address:soumyapratimbanerjee@outlook.com

Select District\*

Select Institution\*

Enter AISHE Code\*

(For Example: if AISHE code is C-1234 then enter C1234)

Enter Name of HOI\*

Enter Mobile No. of HOI\*

Fig:5

- v. If the given College Name, AISHE code and Email Id is verified with the data stored in the application then **Password Activation Link** will be sent to the registered mail id immediately after the registration. Otherwise an approval from Directorate end will be needed. After the approval from Directorate end, **Password Activation Link** will be sent to the registered mail id.

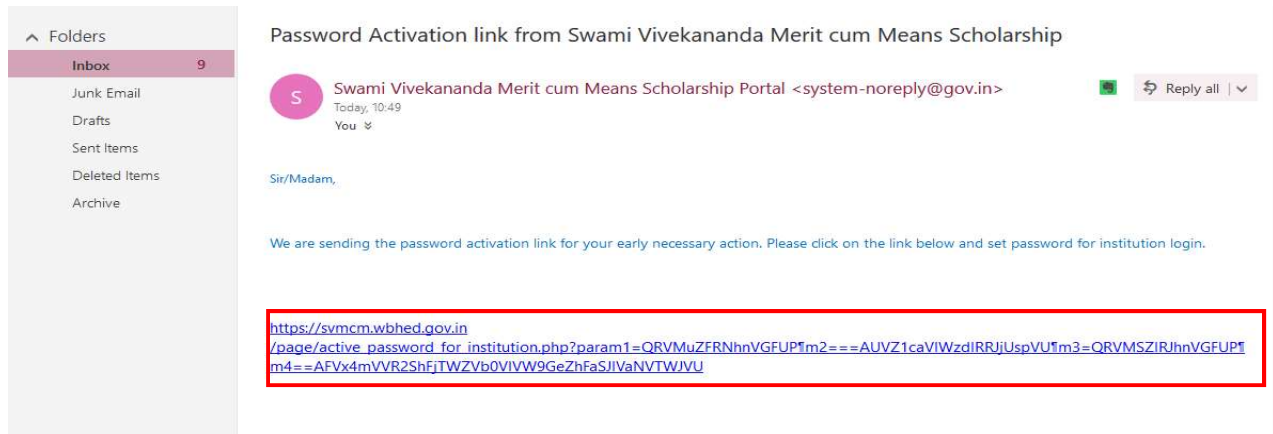


Fig:6

- vi. On click of the link in the mail, user will be forwarded to password activation page. Set a password according to the password policy. After that click on '**Submit**' button.

Fig:7

- vii. After successful activation of password, a success message will be shown and an email containing **User Id** will be sent to the registered mail id.

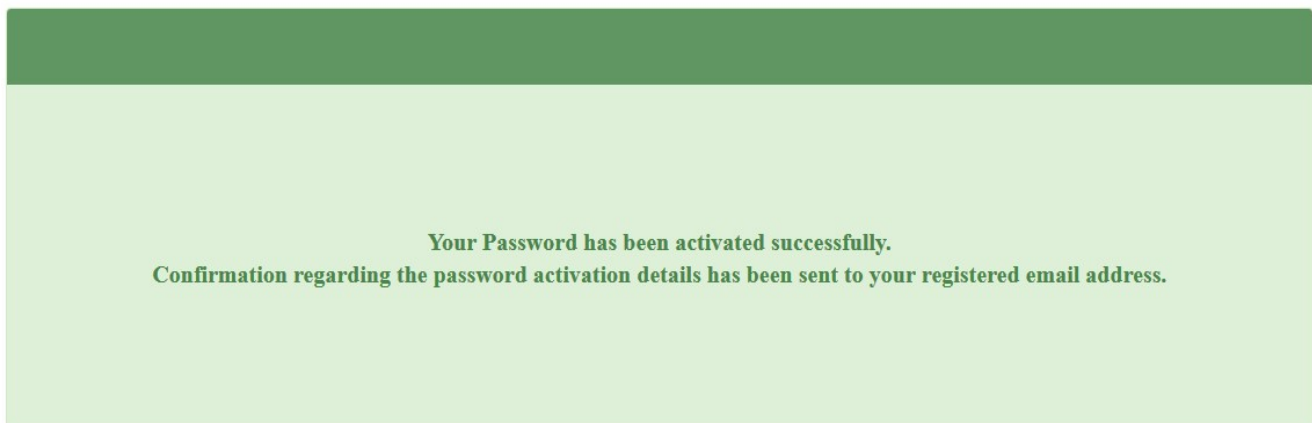


Fig:8

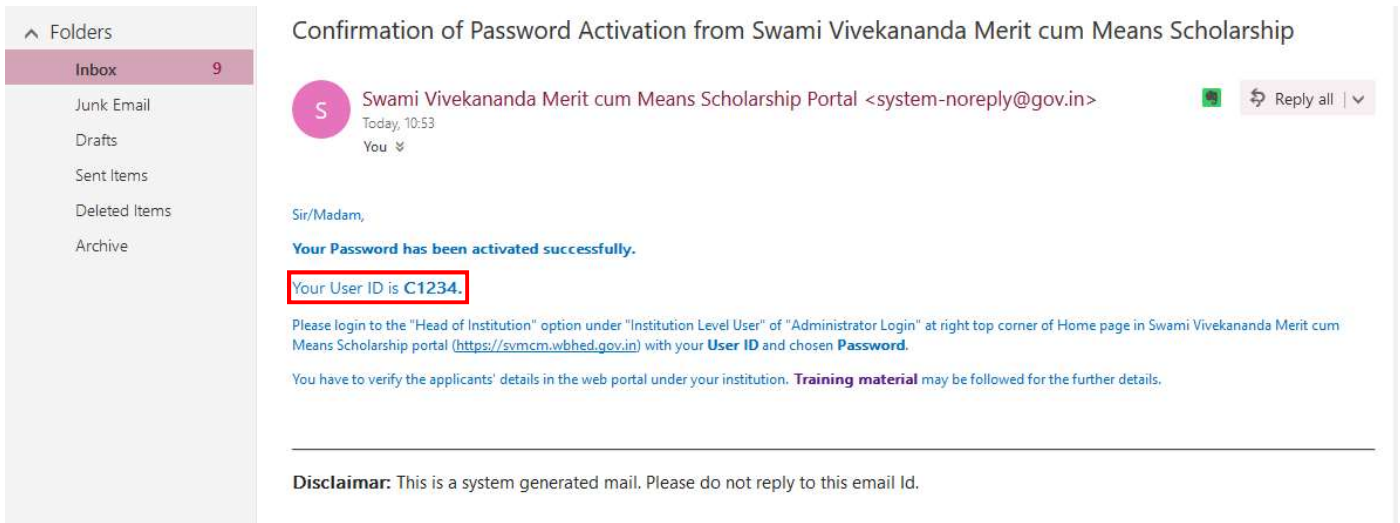


Fig:9

viii. Now open the Home page and click on 'Administrator Login', given top right side of the home page.

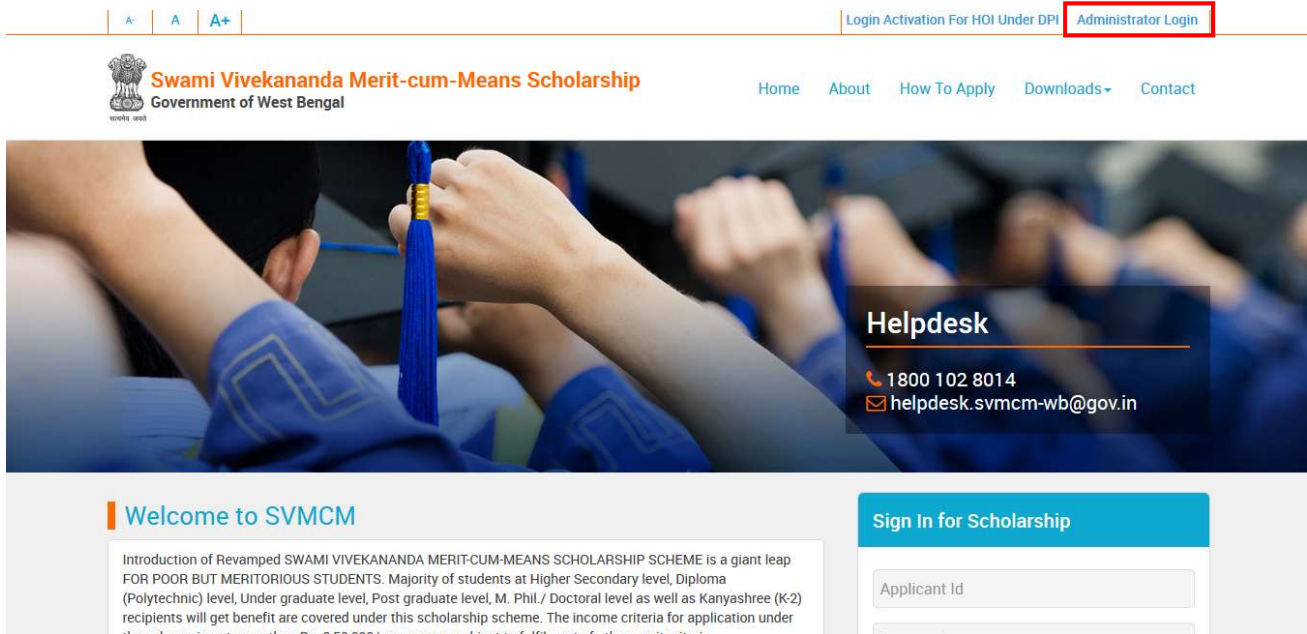


Fig:10

- ix. A pop up to sign in will be appeared. At first select the user type as ‘**HEAD OF THE INSTITUTION**’, then enter **User Id**, received at registered email and chosen **Password**, set from password activation link. At last enter the **Security Code** and click on the ‘**Login**’ button.

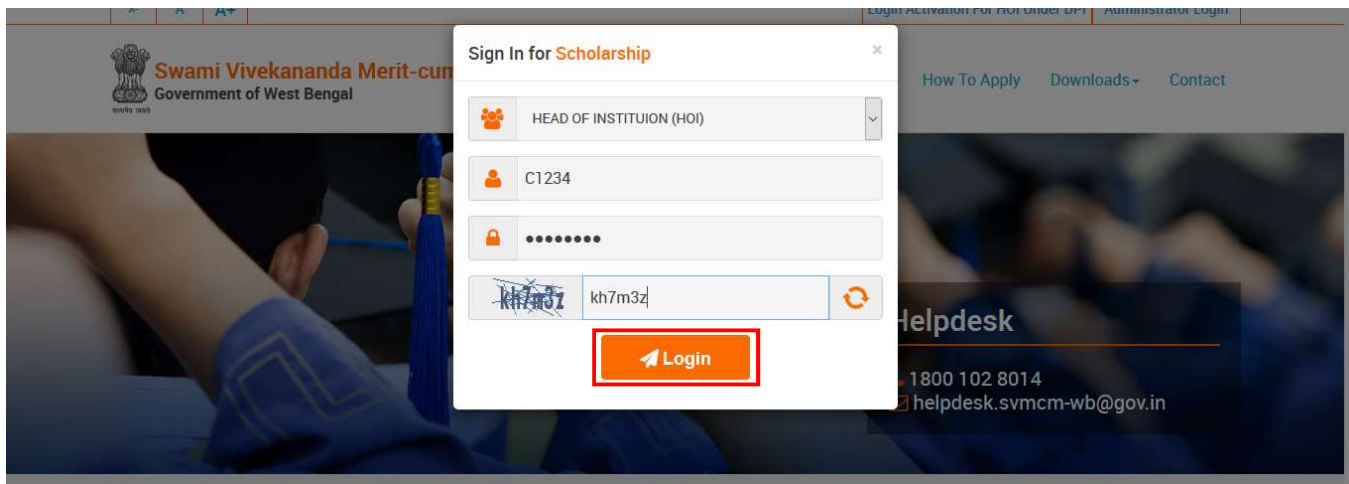


Fig:11

- x. After successful login, dashboard of the concerned HOI will be appeared.

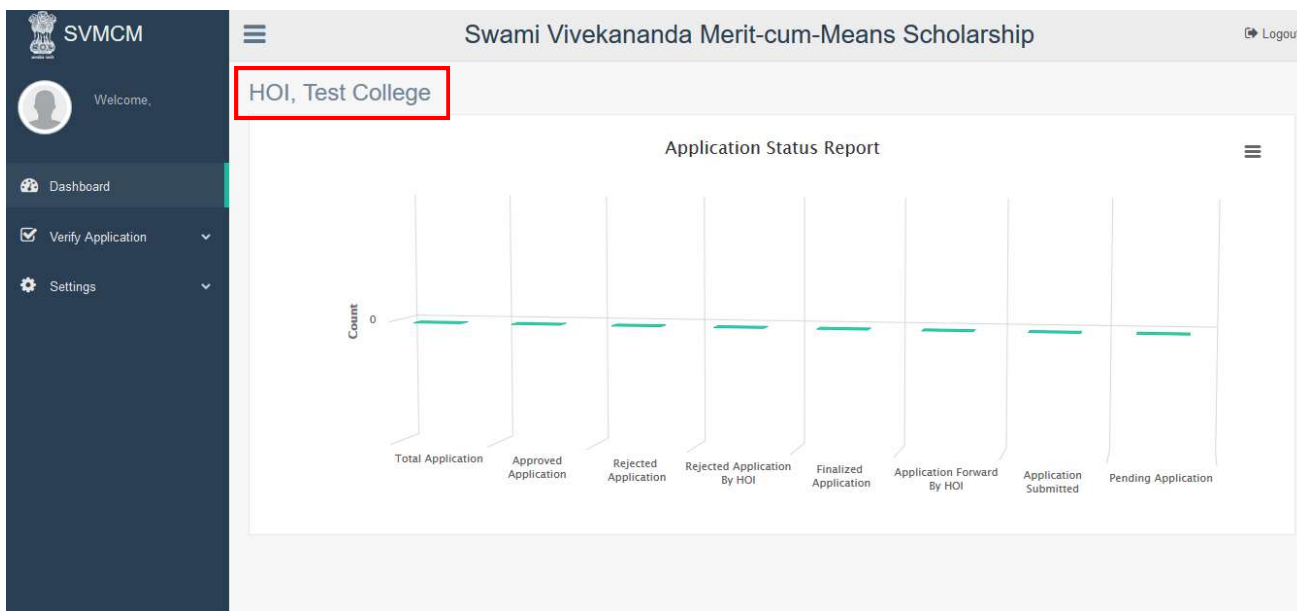


Fig:12