User Instructions - e-Scholarship System
1. Login Screen:

- This Screen is used for Login to the e-Scholarship Application by registered users.
- The applicant can register him/her online by clicking on “New Registration” link given on the screen.
- If the user forgets his/her password, then he can get a new password by clicking on the “Forgot Password” link.
2. Student Registration Screen:

- The fields are mandatory on this screen unless marked as (Opt).
- The user cannot login to main application until he/she is registered through this screen.
3. Home Page of Student Screen:

- The student can see the status of his/her application on this screen.
- He/She can “Edit” his/her profile at any time by “Edit Profile” link given on this screen.
- Once the user creates his application, the “Modify Application/Print Application” Links will be enabled.
- The status of the application will be shown on this page
- Student can also update the bank details using the link
4. **Create Application:**

![Application Form](image)

- **Scholarship Application Type:**
  - Fresh

- **Applicant's Details**
  - ** Applicant Name:** Ram Kumar Shai
  - **Date of Birth:** 01/01/1998
  - **Mother's Name:** Kumari
  - **State / Ulf of domicile:** Maharashtra
  - **Academic Year:** 2012 - 2013
  - **Application Date:** 02/08/2012

- **Institution Details**
  - **Name of District:** --Select District--
  - **Village:**
  - **Name of School where admitted:**
  - **Address:**
  - **Whether School is Approved:** Yes
  - **Institute Type of Approval:**

- **Details Of Course For Which Scholarship Is Being Sought**
  - **Year of the Course:** 1
  - **Percentage:**
  - **Division/Class/Grade:** Please Select

- **Fee Details**
  - **Course Fee includes Tution Fee,Library Fee,Examination Fee,etc other than refundable deposits.**
  - **Total Annual Course Fee:**
  - **Item:** Admission Fee
  - **Fee (Rs.):** 200

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The above 2 screenshots show the complete Application Form which the applicant has to fill in order to avail the scholarship.

- In this form all the fields are mandatory except fields which are marked as (opt.).
5. Application Summary Screen

- After filling the application form, the user will be directed to the Application Summary Page.
- The user can see the summary of the Course/Admission fee details for which he has applied for scholarship. On this screen, the user is required to enter the bank name, branch name and account number.
- The user has to select the documents from the document list displayed on the summary screen, which he will be submitting along with the application form at his respective institution.
- User can then print the application using the “Print Application” option on the home page. The print out will contain the annexure which needs to be filled manually and submitted to college for further processing.
5. Application Renewal Screen

- Above screen will be visible after the logging in, for renewal process.
- The user will need to edit his profile first, so that he can do the renewal.

- Above screen will be visible while editing the profile.
- The user can edit the required fields and click on Edit Profile after completing it.
• Above message will be shown on successfully editing the profile.
The above 2 screenshots show the complete Application Form which the applicant has to fill in order to renew the scholarship.

- In this form all the fields are mandatory except fields which are marked as (opt.).
- Further steps will be same as to “Create Application”.

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