

Steps involved in Registration Correction, Session 2025-26

Step-1

Login:

1. Access the system by entering your **ID (Institution Code)** and **Password** on the login page.
2. Use the **Forgot Password** option, if required.

Step-2

Modify and Submit:

1. Navigate to the **Registration Tab**.
2. Go to **Registration Correction Tab**.
3. Click **Edit Option** to make necessary corrections as required.
4. Upload **HSLC Admit Card** and **Recommendation Letter (if applicable)**.
5. After modifications, click **Submit** to finalize.

Step-3

Download and Print Checklist:

1. Locate the **Print Checklist** section on **Actions Coloumn**.
2. Download the checklist and print it for your records.

Step-4

Proceed to Payment:

1. Print the **Checklist**.
2. **Proceed to the Payment** section on the top of the **Students Lists**.

Step-5

Payment of Fees:

1. Available payment options-

Payment Mode	Click on
Online Payment	Click on- - Debit / Credit / Prepaid Cards - Internet Banking - UPI - NEFT
Challan Generation (Offline Payment)	- Click on " SBI Branch Payment " to generate a challan - Visit any nearest SBI Bank Branch - Submit the challan and pay at the counter before the Challan expiry date. - Ensure payment of the generated challan within the Expiry date as mentioned on the Challan .

Step-6

Check Status:

1. After payment, check the status of the payment on the **Payment Status Coloumn**.
2. After payment approval, download the Statement showing student-wise correction details.
3. Check the status of correction on the **Correction Status Coloumn**.
4. In case of any query raised, answer the query and re-upload the document (if required).

Additional Information

Reset Correction:

1. Correction application can be reset using the **Reset Correction Tab**.
2. **Reset Correction option** will be available after printing of Checklist.