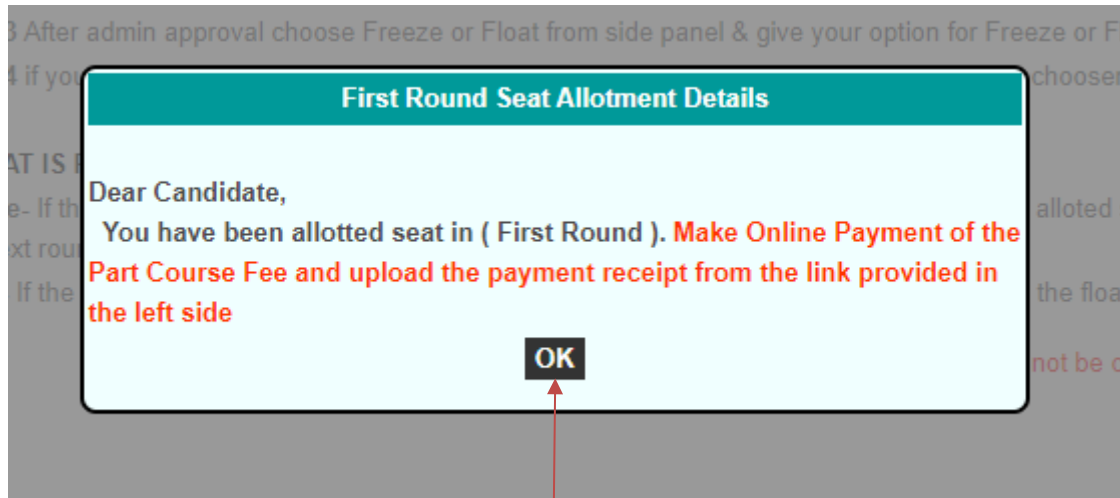


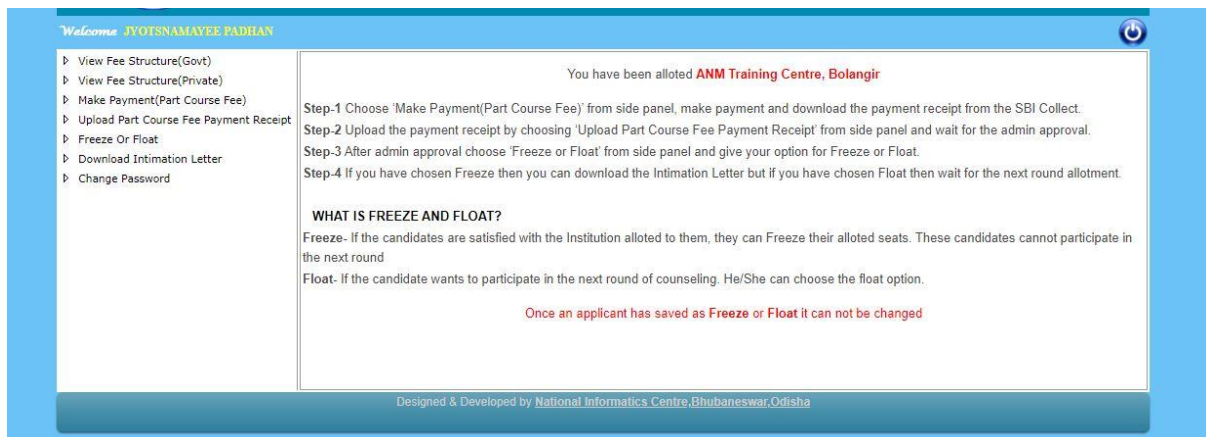
USER MANUAL
FOR
ALL APPLICANTS
[Year: 2021-2022]

Prepared by: NATIONAL INFORMATICS CENTRE, Bhubaneswar, Odisha

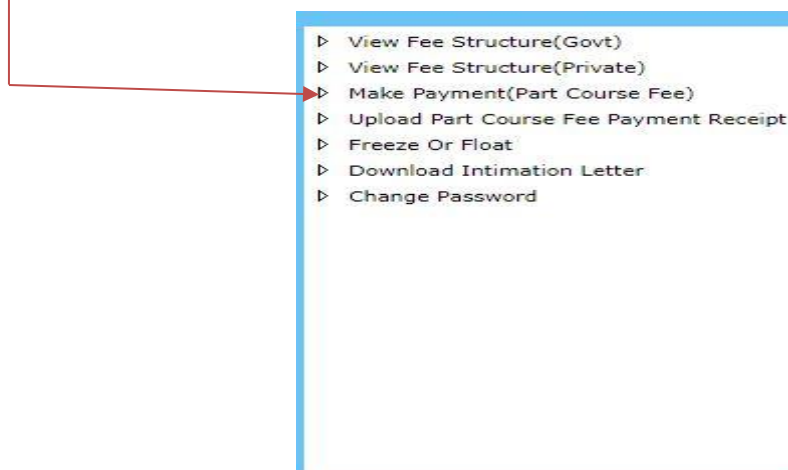
1. If you have been allotted a seat then, the following pop up will show in your home page after login.



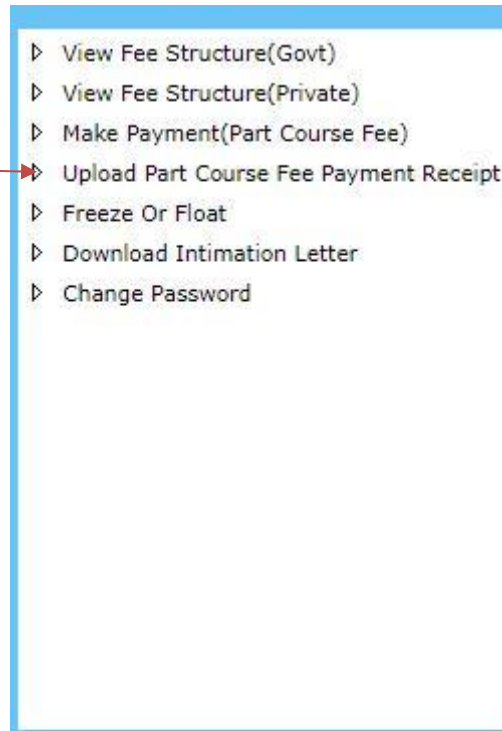
2. Then press 'OK' Button.



3. Choose 'Make Payment (Part Course Fee)' from left side panel, make payment and download the payment receipt from the SBI Collect.



4. Then choose '**Upload Part Course Fee Payment Receipt**' from left side panel to upload the payment receipt.



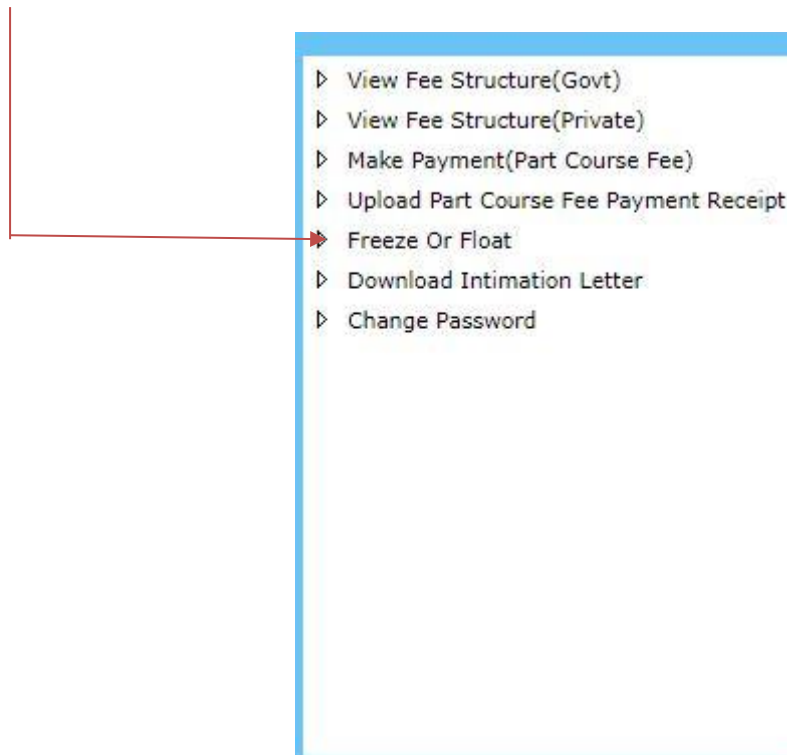
5. Then the following screen will come.

A screenshot of a form titled 'Upload Payment Details'. The form contains the following fields: Application Number (1900100007), Bank Reference No (65654), Transaction Date (05/11/2020), Upload Payment Receipt (Choose File button, No file chosen), and Status (Uploaded). Below the fields is a checkbox labeled 'Check To agree the terms and conditions' which is checked. An 'Upload' button is located below the checkbox. A red line connects the 'Upload' button to step 9 and the 'Choose File' button to step 8.

6. Then click on checkbox to agree with all the terms and conditions.
7. Fill all the details (i.e. '**Application Number**' , '**Bank Reference No.**' , '**Transaction Date**')
8. '**Upload Payment Receipt**' by clicking on '**Choose File**' Button.
9. Then click on '**Upload**' Button.

10. Wait for admin approval. It will take few minutes.

11. After admin approval choose '**Freeze or Float**' from side panel.



12. Then following screen will come.

Freeze Or Float

NOTE:
ONCE AN APPLICANT HAS SAVED AS FREEZE OR FLOAT IT CAN NOT BE CHANGED

Counselling Round	: 01
Application No	: 2100400096
Applicant Name	: NIHARIKA ROUT
Rank GN	: 36
Alloted Seat Under Category	: UR
UR Rank	: 33
Institute Name	: College of Nursing, VIMSAR, Burla under Health & Family Welfare Deptt. Govt of Odisha, Sambalpur(Paediatric Nursing)
Choice No	: 2

Do you want to Freeze or Float your allotment?

→ Float Freeze ←

SAVE

Activate Windows
Go to Settings to activate Windows.

13. Give your option for '**Freeze**' or '**Float**'.

14. If you want to stay with your **allotted institute**, then click on '**Freeze**' Button.

15. Or if you are not satisfied with your **allotted institute** and want to take part in second round allotment, then click on '**Float**' Button.
16. If you have chosen '**Freeze**', then you can download the **Intimation Letter** or else if you have chosen '**Float**', then wait for the next round allotment.
17. After **Freeze** or **Float** this page will come and take a print out of your **status**.

Student Details

Applicant Details(1st Round)

Counselling Round	: 01
Application No	: 2100400096
Applicant Name	: NIHARIKA ROUT
Rank GN	: 36
Alloted Seat Under Category	: UR
UR Rank	: 33
Institute Name	: College of Nursing, VIMSAR, Burla under Health & Family Welfare Deptt. Govt of Odisha, Sambalpur(Paediatric Nursing)
Choice No	: 2

Status

You have opted for : **FREEZE**

Signature Of Applicant

IP Address : 10.26.32.15 Date : 23/12/2021 17:08:22 PM



Activate Window

18. Here you can take print out of this by clicking the '**Print Image**' Button.
19. Then choose '**Download Intimation Letter**' from left side panel to download the Intimation Letter.

- ▷ View Fee Structure(Govt)
- ▷ View Fee Structure(Private)
- ▷ Make Payment(Part Course Fee)
- ▷ Upload Part Course Fee Payment Receipt
- ▷ Freeze Or Float
- ▷ **Download Intimation Letter**
- ▷ Change Password

20. Then the following screen will come.



21. Click on '**Download Now**' Button to download your **Intimation Letter**.