

#### **Notice**

Students of B.A./B.Sc. Semester -I Session 2024-25 are hereby informed to create their ABC (Academic Bank of Credits)/APAAR(Automated Permanent Academic Account Registry) ID required to place at the University registration form following the steps enclosed herewith.

Dr. Surajit Bari Principal Sagar Mahavidyalaya

Principal Sagar Mahavidyalaya Hainbari, Sagar, South 24 Pgs., Pin-743373

# **Sagar Mahavidyalaya** Affiliated to the University of Calcutta, NAAC Accredited Harinbari, Sagar Island, South 24 Parganas, PIN-743373

## <u>Steps to Create ABC (Academic Bank of Credits) ID/ APAAR(Automated</u> <u>Permanent Academic Account Registry) ID</u>

- 1. Please check that your own mobile number is linked /registered with your **AADHAAR** No.
- 2. If yes, then go to the website www.digilocker.gov.in
- 3. Click on SIGN UP

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4. Enter information in the necessary fields-Full Name, Date of Birth, Male/Female/Other, own mobile number( linked with Aadhaar), own email id, 6-digit security pin ( any 6-digit number to be entered by yourself). Please note/write down correctly this 6-dgit number. This 6-digit number is a password for future reference for the sign in purpose in the DigiLocker website. Then submit.

Skip to Main Content A+
Creating account is fast and easy!
Full Name*
Date V Month V Year V
Male     Female     Other
Mobile Number*
Email ID
Set 6 digit security PIN*
Submit
l agree to the DigiLocker Terms of Service.

5. Once you click on submit, one OTP will be received in your mobile to verify mobile number. Then enter OTP

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	Please enter 6 digit OTP to complete verification
	Submit
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6. Thereafter you will be asked to verify your Aadhaar no. as follows. Enter your Aadhaar No. and click on next . You will receive one OTP in your Aadhaar linked mobile. Enter the OTP and click on submit button.

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7. Thereafter you will be asked to create username as follows . Please see the guideline to create username ( it must start with an alphabet and end with an alphabet or number, it may lowercase alphabet and numbers, it includes special characters: - hyphen, underscore\_, . (dot) and (at sign @), no spaces or other special characters are allowed, two consecutive special characters of the same type are not allowed, user name must be minimum of 4 and maximum of 25 characters long). Enter your username and click on the submit.

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8. If username is accepted by the system, the following type of message will be displayed. Then click ok as follows. Otherwise re-enter different ways till accepted by the system.

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9. Due to power or internet failure, if you are logged out at any time, then you need to login again with the following way either through mobile / Aadhar OTP and 6-digit security pin as will be asked by the system and create username.

Government of India 🗹	Skip to Main Content A+ A
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	Enter your registered Mobile Number
	Next
	Do not have an account? Sign Up

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	Sign In to your account!
	Mobile Username Aadhaar
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	Next
	Do not have an account? Sign Up

10. Upon successful creation of username, you will be directed to your page. However, if logged out, you need to login again. You will be able to see the page as follows. Your photo will be visible on the right-side corner (top) on the screen. This photo has been populated from your Aadhaar No. by DigiLocker . On the page you will see Welcome, < Your Name>. Then click on search documents.



#### 11. Type ABC ID and press enter (from keyboard)

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12. You will be able to see Academic Bank of Credits as follows. Click on that issuer.



13. Once you will click ( as on step 12), you able to see APAAR ID button as follows. Click on APAAR ID button.



14. Thereafter you will be able to see the following window. Your name, date of birth and gender will be displayed. Here, you need to select and enter the information in the following steps

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16. Then enter identity value as your college roll number. Collect College Roll number from student list against your course against your name. For example, from the list of Political Science College Roll No. of Shantanu Maity is PLSH/24/20. So, student must enter his/her specific college roll no. as identity value.

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### 17. Select Admission Year as 2024 and click on OK.

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20. Download your ABC ID (APAAR ID) and take a printout. One can also download the ABC ID (APAAR ID) by clicking on the Issued Documents in future by login in to DigiLocker Portal.

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21. Sample ABC ID (APAAR ID) Card looks like as follows. In your card, you will be able to see your name, DOB, Gender, APAAR ID (ABC ID), QR Code and Your Photo.

