THE GANDHIGRAM RURAL INSTITUTE - DEEMED UNIVERSITY

STUDENT PORTAL - INSTRUCTIONS

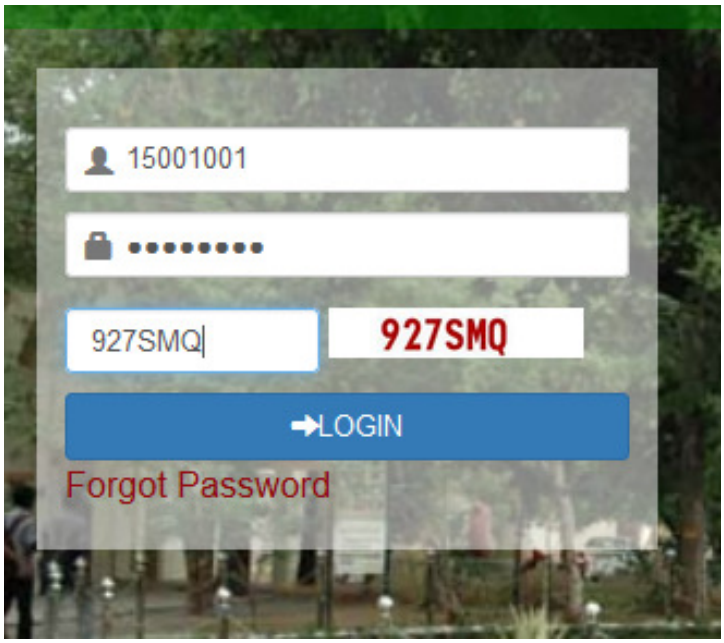
Website Name : http://portal.ruraluniv.ac.in

- Each and every student of our institute is provided a login to enter into the Student Portal.

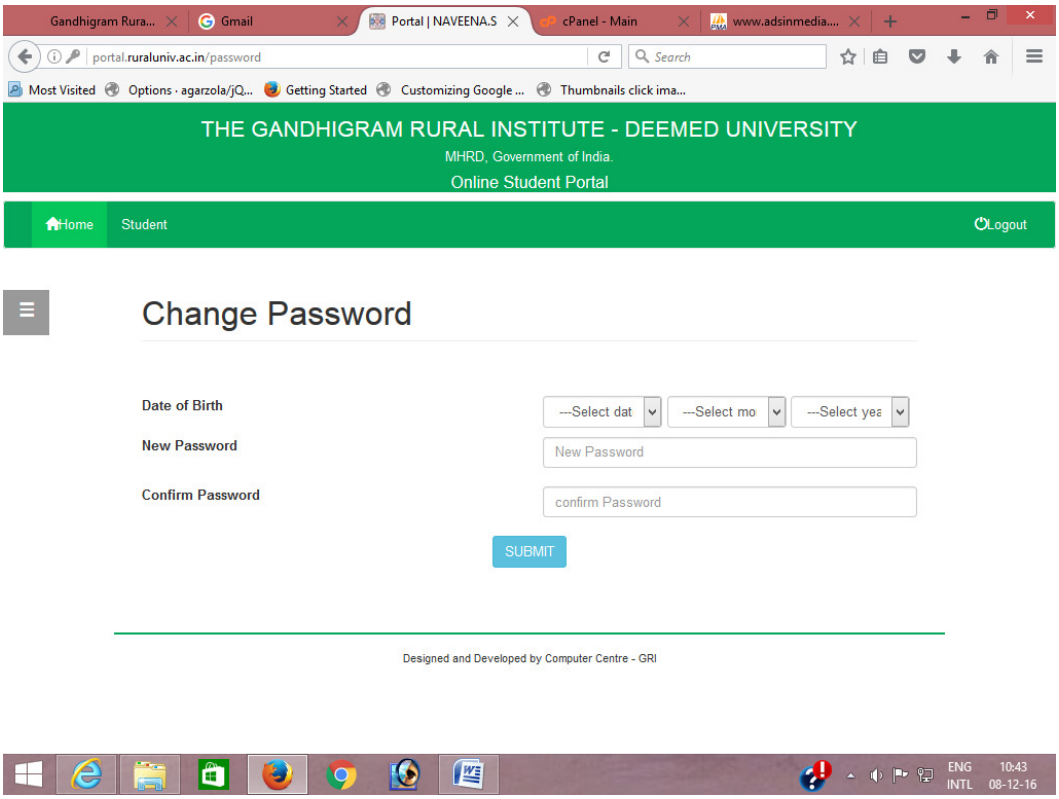
- Username is your Registration number.

First time Login

- Use your registration number for both user name and password.
- Enter the captcha exactly as shown in the box. It is case sensitive.
- Then Click login.

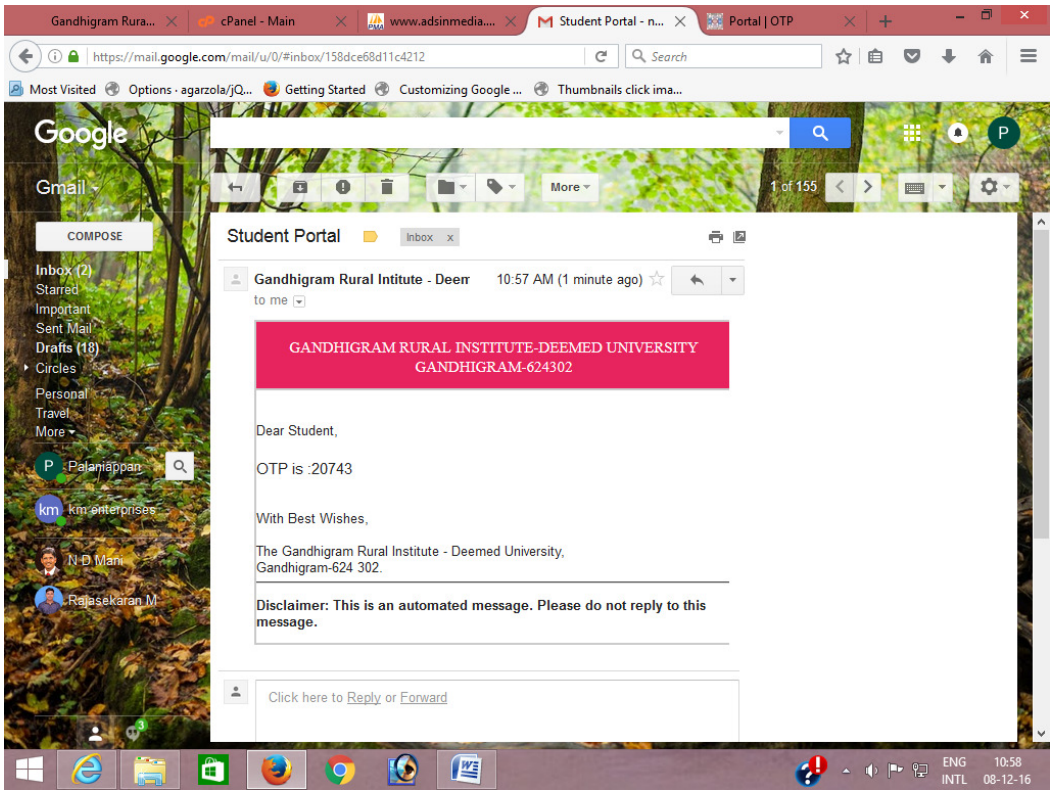


- First time password change screen appears.
- Enter your date of birth.
- Enter the new password and confirm it again.
- Then click the submit button.

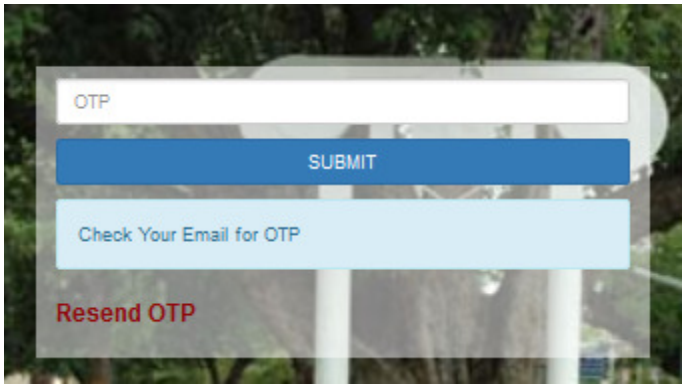


Successive Logins

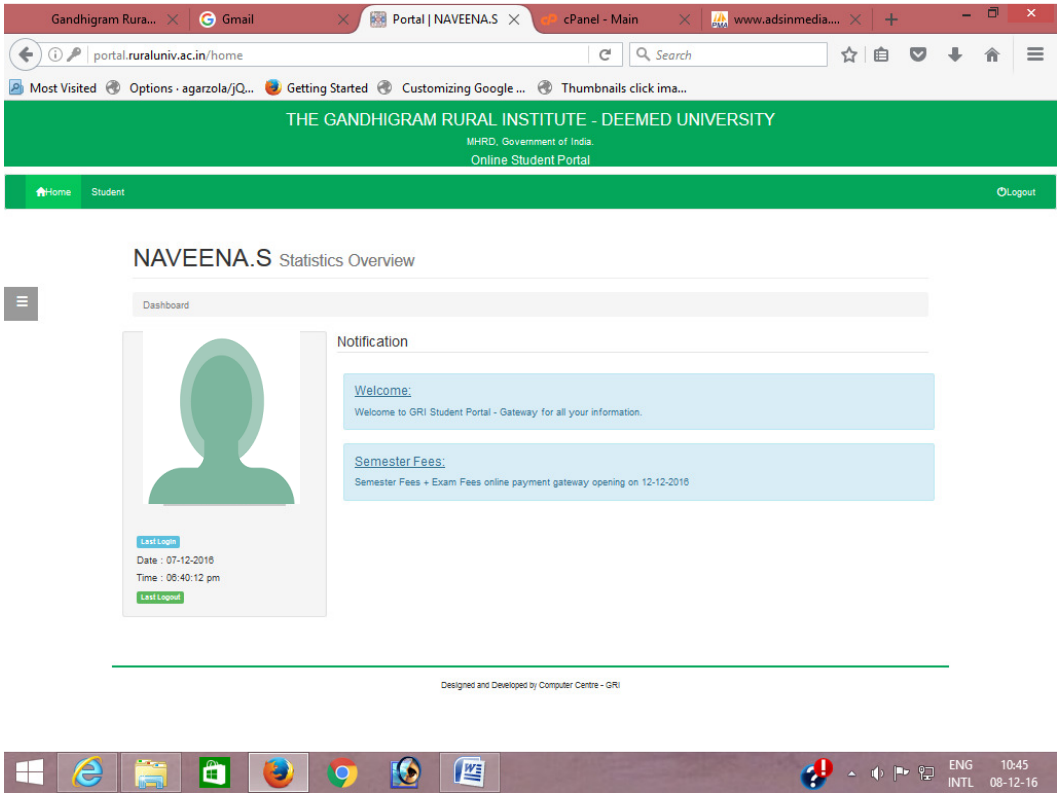
- Use your registration number as user name.
- Enter the new password you had created.
- Enter the captcha as shown in the box. It is case sensitive.
- Then Click login.
- For security reasons you will receive an OTP (One Time Password) to your registered Email every time you login into the student portal.



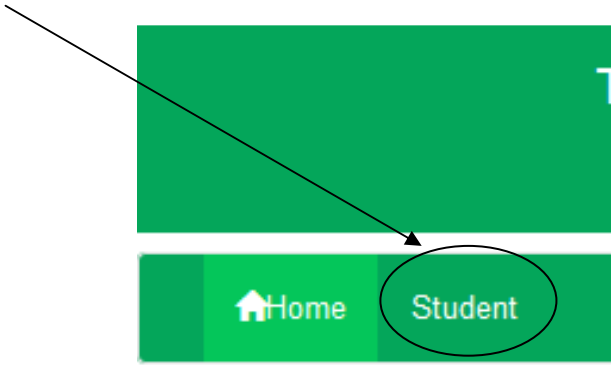
- Enter the OTP you got from your email in the following screen. There is an option to resend the OTP if you have not received it.



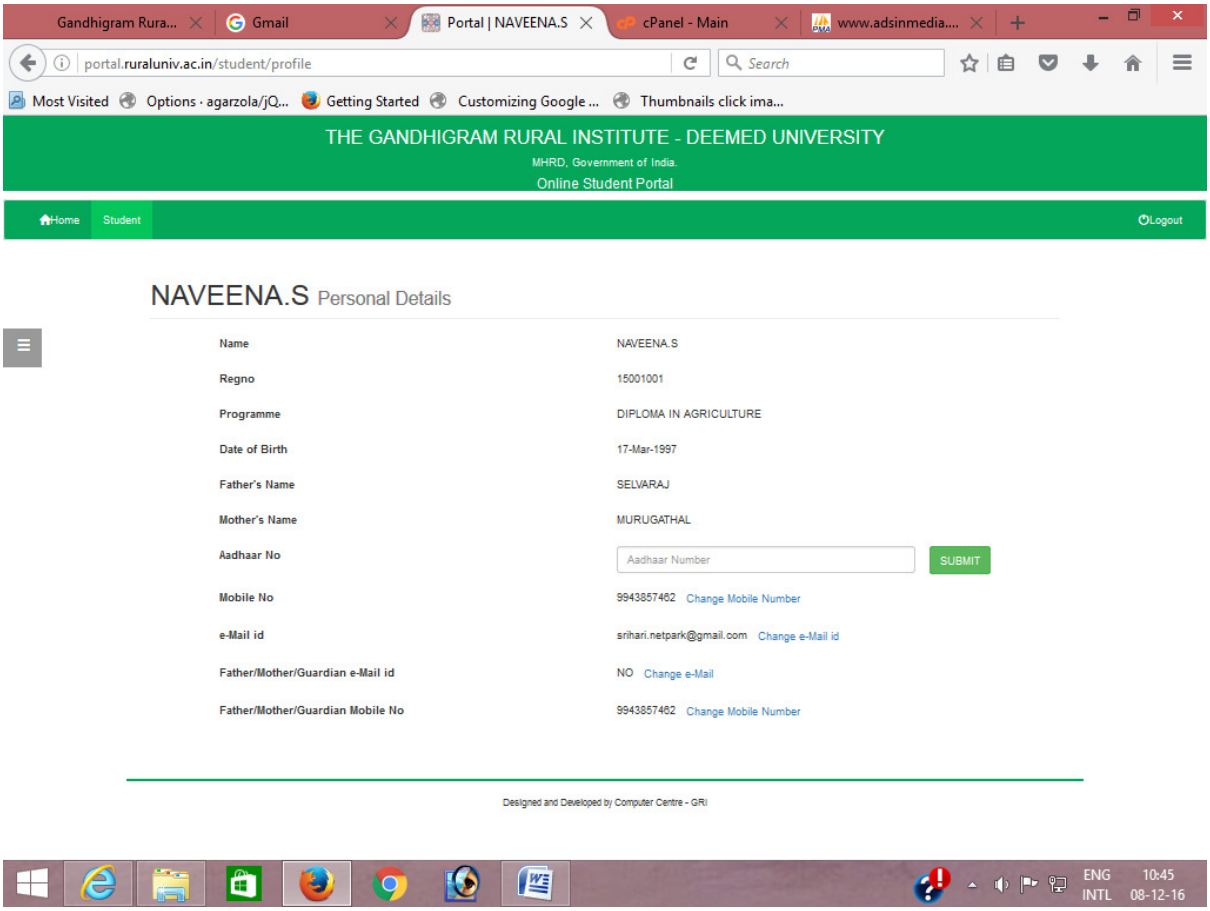
- While you are logging in for the first time, there is no OTP and you can edit your email id and other details.
- After entering the OTP, the Notification window appears. This displays the current notification for your information.
- It also displays the last login details with your photo.



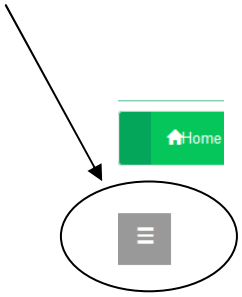
- Click the Student link to access the other details.



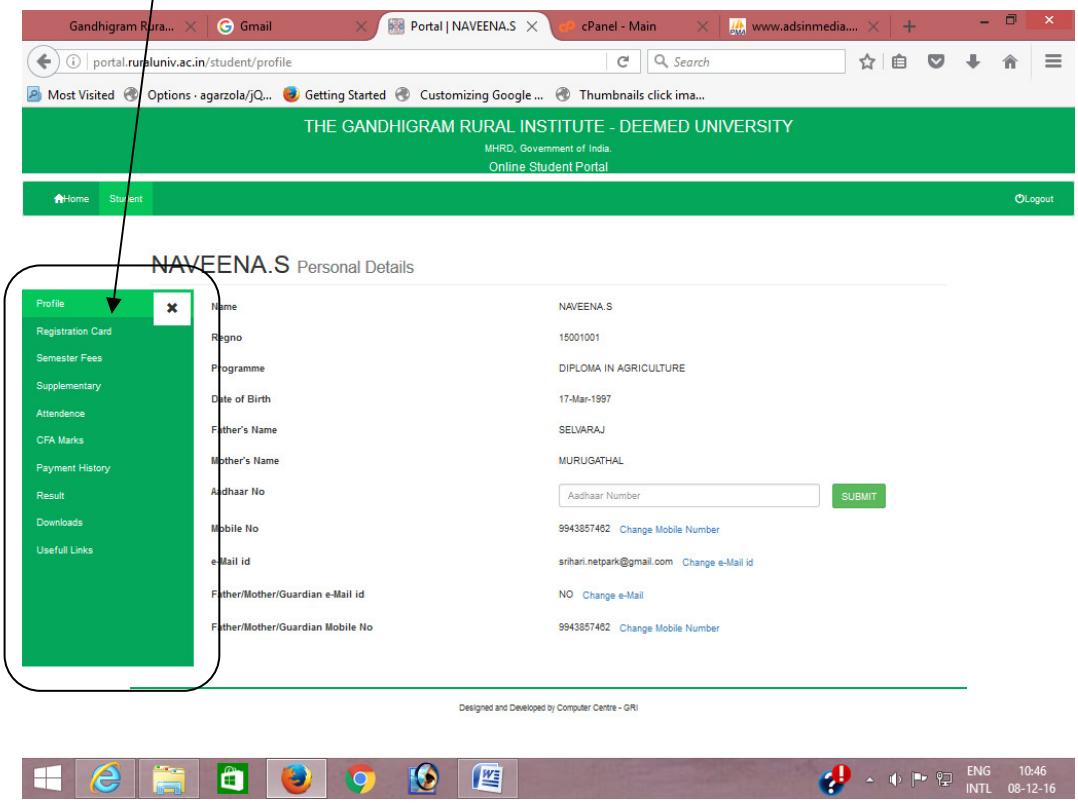
- Your Personal Profile appears on the screen



- You have to fill up the following details compulsory.
- Your Mobile number, Email id, Aadhar Number, Your Father/Mother/Guardian's Mobile number and Father/Mother/Guardian's Email id.
- You can change these details at any time. However all the information from the institute will be send to the mobile number or email id available in your personal profile.
- For displaying the menu click the button displayed in the left side of the screen.

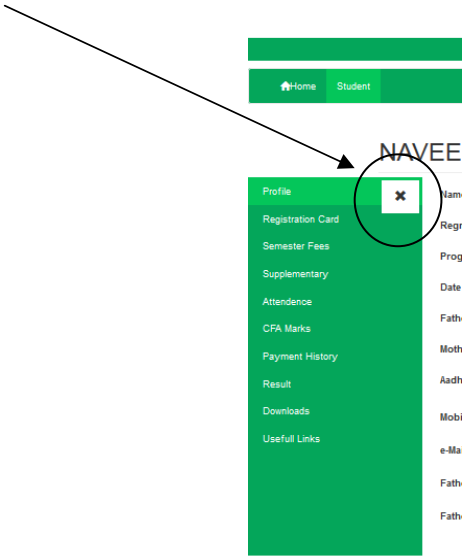


- The menu provides the following details.

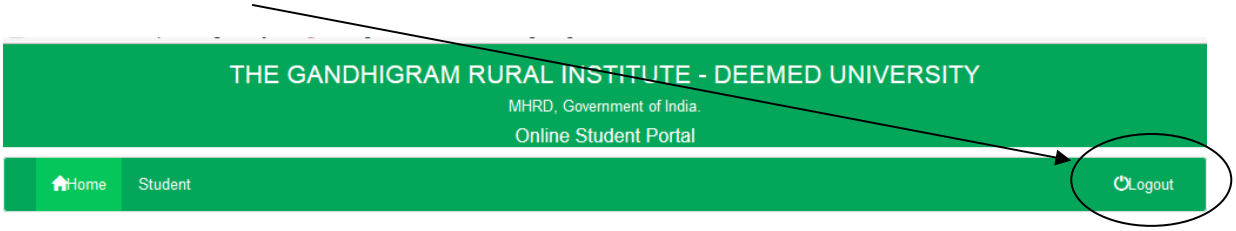


  - Registration Card - Registration Card Details
  - Semester Fee Payment - For making the Semester Fee and Exam Fee Payment
  - Supplementary Fee Payment - For making the Fee payment for your supplementary examinations.
  - Attendance - Your attendance details of the current semester
  - CFA Marks - Your CFA marks of the current semester
  - Payment History - Details of your online transactions made by you, with the transactions Ids.
  - Results - Results of the examinations you have appeared from the first semester.
  - Downloads - You can download the common formats.
  - Useful Links - Redirects you to some useful links.
- These menu items will be modified, added or hided based on the requirements.

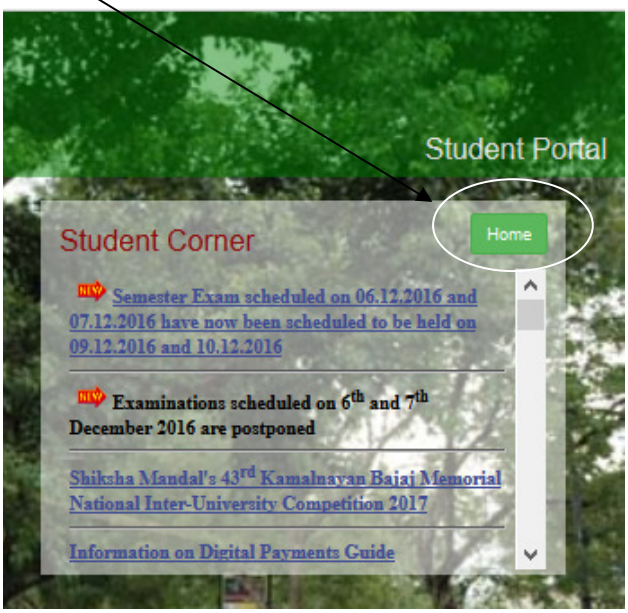
- Click this button to hide the menu.



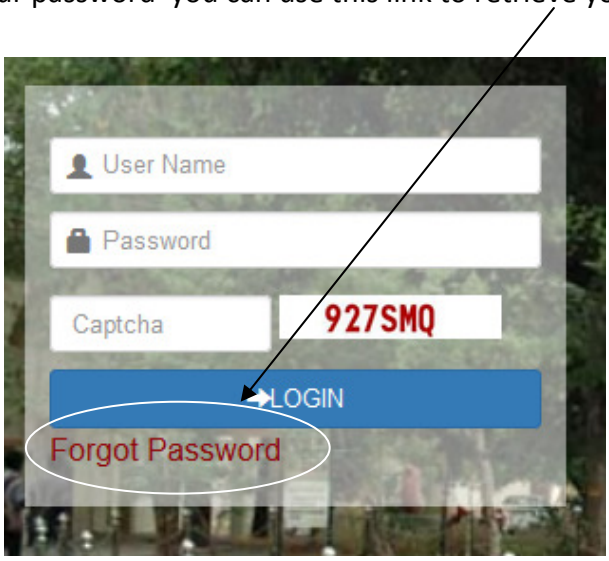
- Click logout to close the portal.



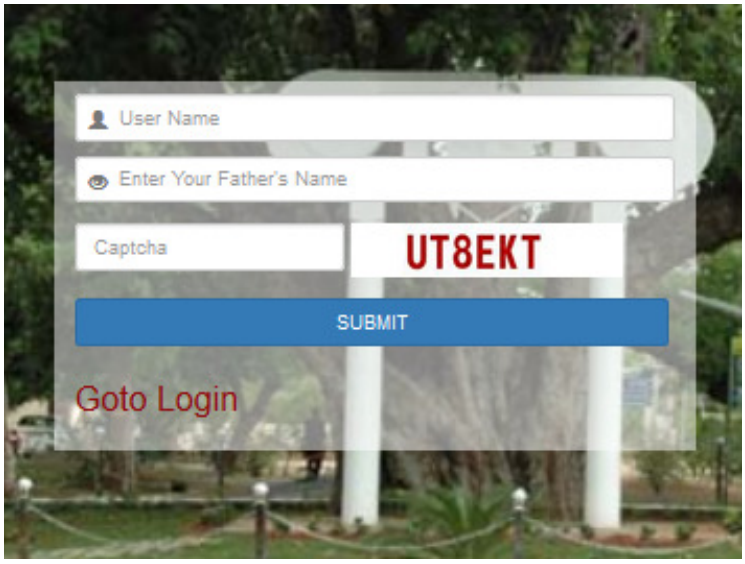
- Clicking Home button in the index screen will redirect you to our institute home page.



- If you forget your password you can use this link to retrieve your password.



- The screen below will appear on the screen.



- You have to answer for the above questions. If the answer matches then a new password will be send to your email id.
- The second question changes randomly among your available personal profile details.
- After login with the registration number and new password, you have to match your date of birth and enter the new password as you have done during the first login.

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