

INSTRUCTIONS TO STUDENTS for UPLOADING PHOTOS & DATA for IDENTITY CARDS

(For newly admitted students who have received 'sms' of Username and Password for filling details for Identity card)

1. Visit <http://vgvaze.digitaledu.in/>
2. Login to the Portal, using details sent via sms
3. After Login, Click 'Student' (This option will appear beside 'Home')
4. Click 'Update Student info' in Submenu
5. Check the existing data and fill the remaining fields to complete the form.
6. **Upload Scanned Photo as per instructions. Photo should be passport photo style, recent and in colour.** Photos clicked using mobile phones and selfies, will not be accepted under any circumstances. Students uploading such photos for their identity cards will face disciplinary action.
7. Click on 'SAVE' button to save your data.
8. Click on 'View ID card'.
9. Verify details on Id card, If everything is OK, Click 'Place Order' button. Once you place the order, this button will not be available again. **Hence, verify your details properly before placing order.**
10. **PLEASE DO NOT USE YOUR MOBILE PHONES TO FILL THE DATA OR UPLOAD YOUR PHOTO.**



[Signature]
08/8/17
LIBRARIAN