A blue and black logo

Description automatically generated  

**Guidance Document for Applicants**

INSTRUCTIONS FOR FILLING APPICATION FORM

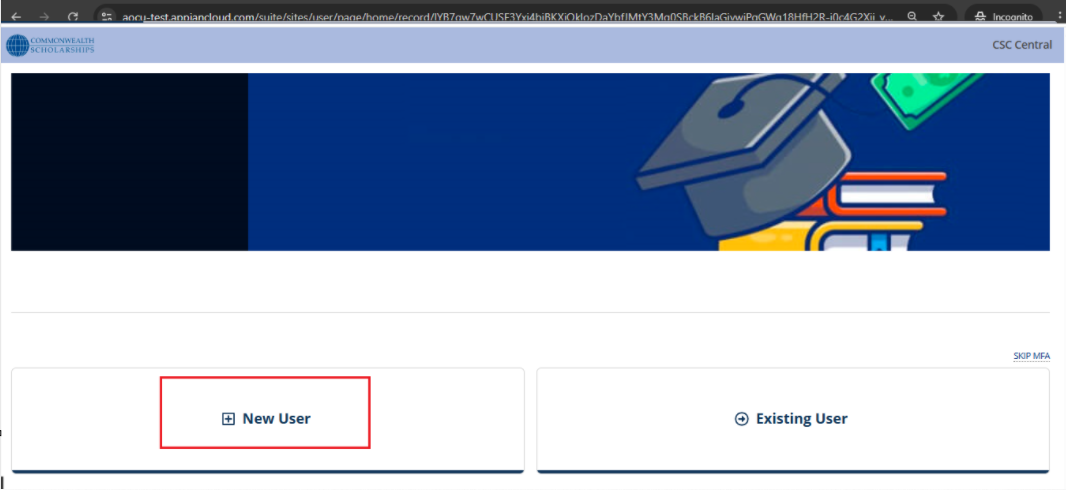
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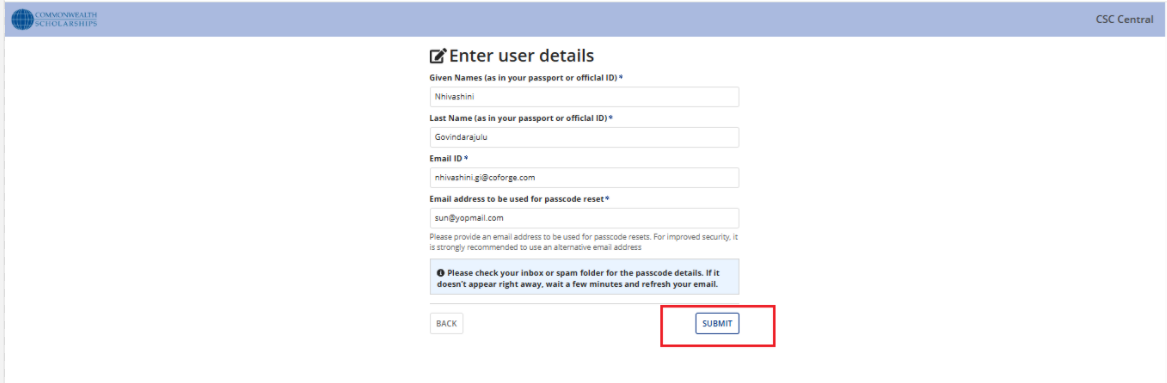
**1: User Registration**

### **1.1 New User Creation**

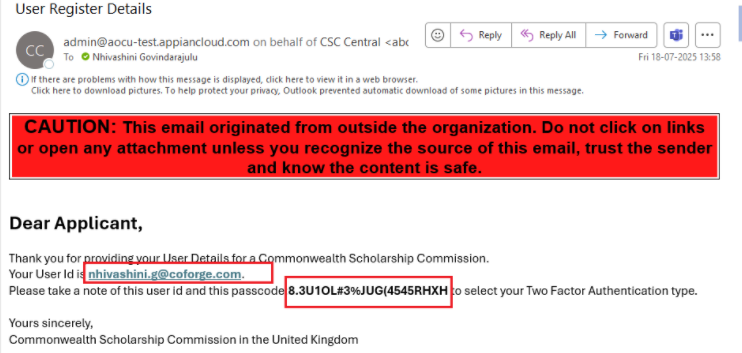
* **Action:** Applicant fills in registration details.



* **Trigger:** Clicks **Submit**.



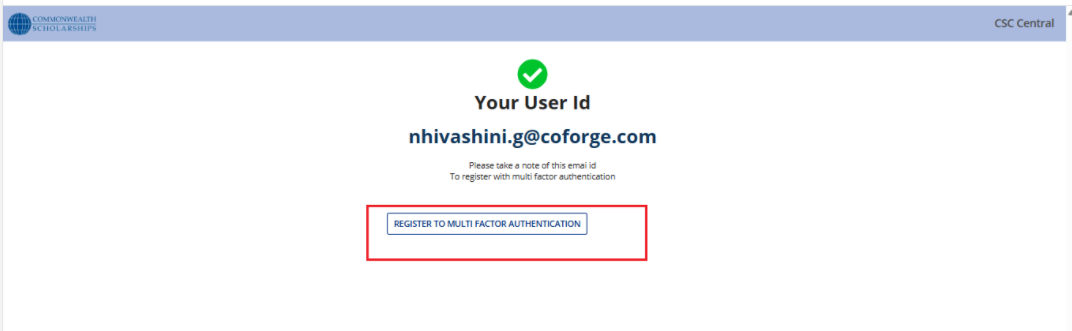
* **System Response:** Sends an **email with a passcode** to the applicant.



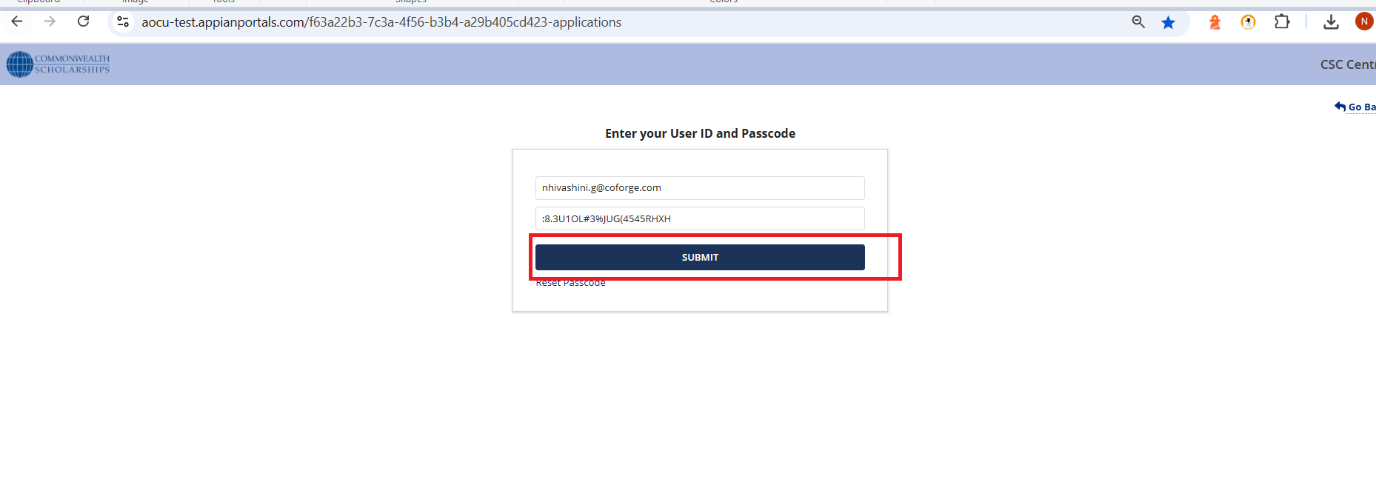
## **2: Register to MultiFactor Autentication(MFA)**

## **2.1 Login Process**

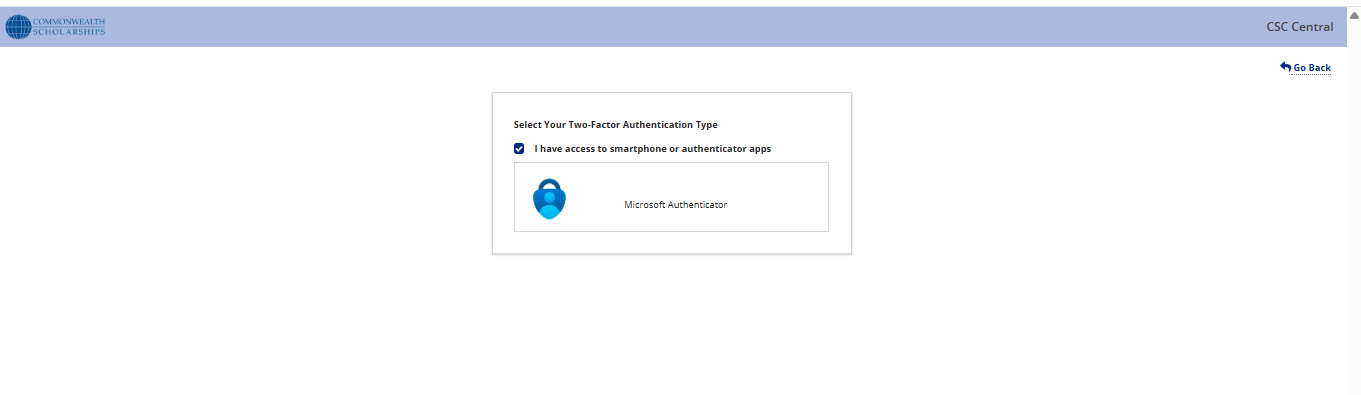
* **Action:** click on ‘Register ‘MultiFactor Autentication’ button



* **Input:** Registered **email ID** and **passcode**.



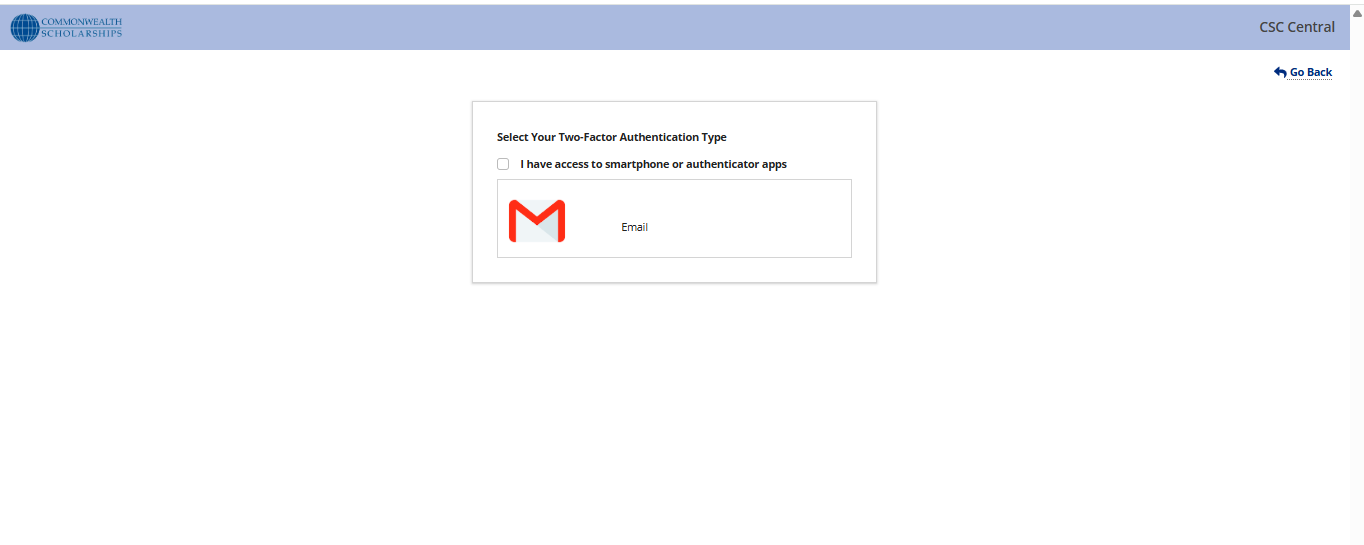
* **Next Step:** Proceeds to **Multifactor Authentication (MFA)**.



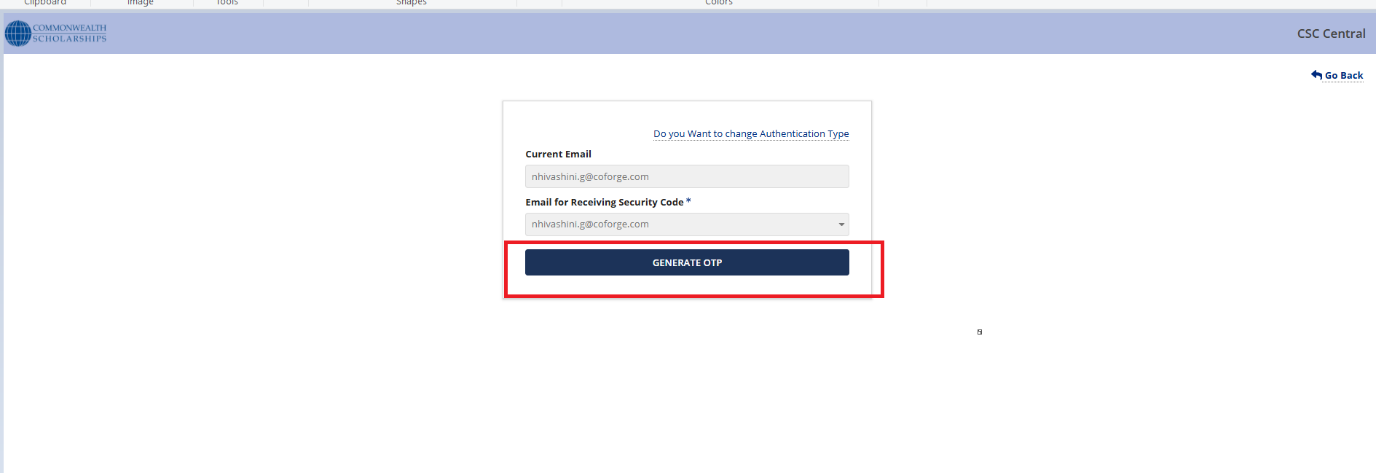
## **2.2. Multifactor Authentication (MFA)**

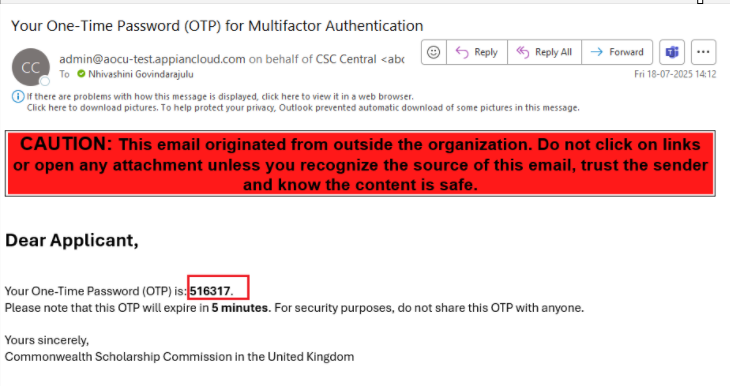
### **2.1.1. Type: Email**

1. Deselect the checkbox.

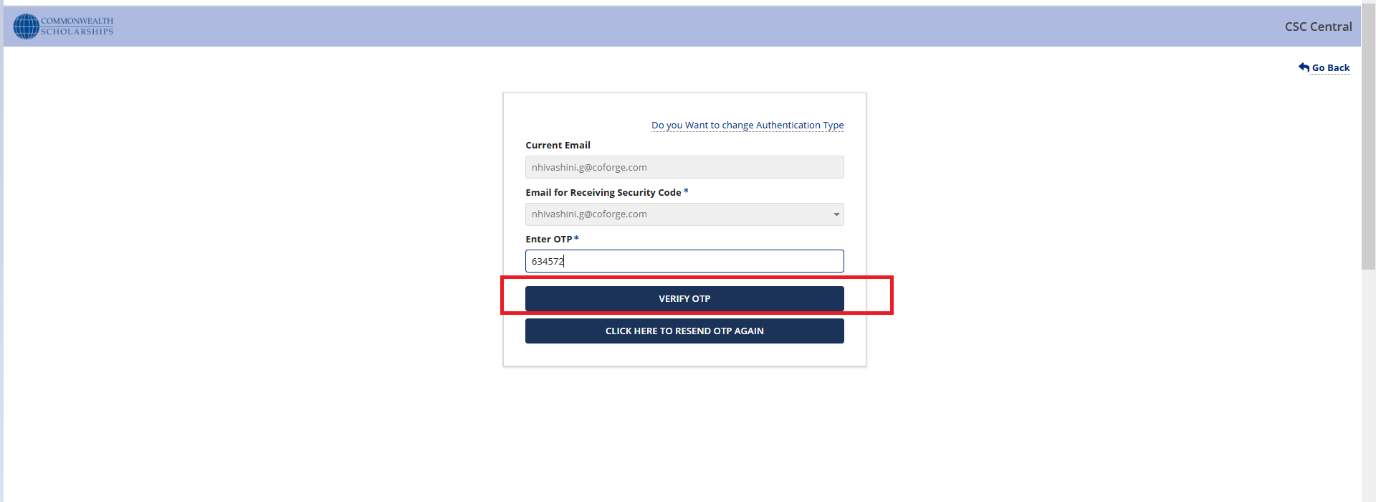


1. Click on ‘Email’ button
2. Click on ‘Generate OTP’ button

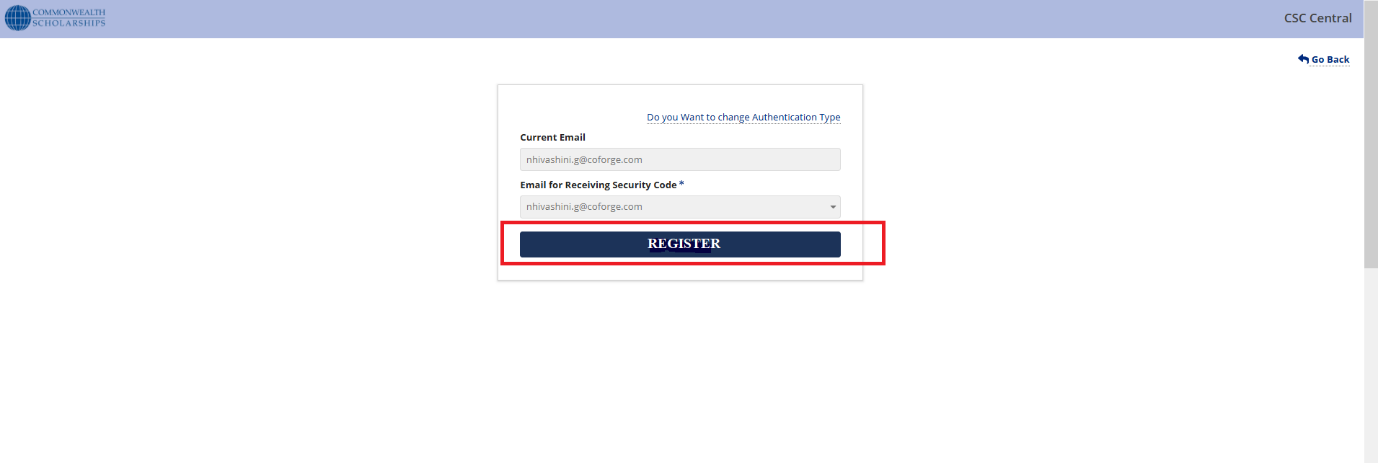




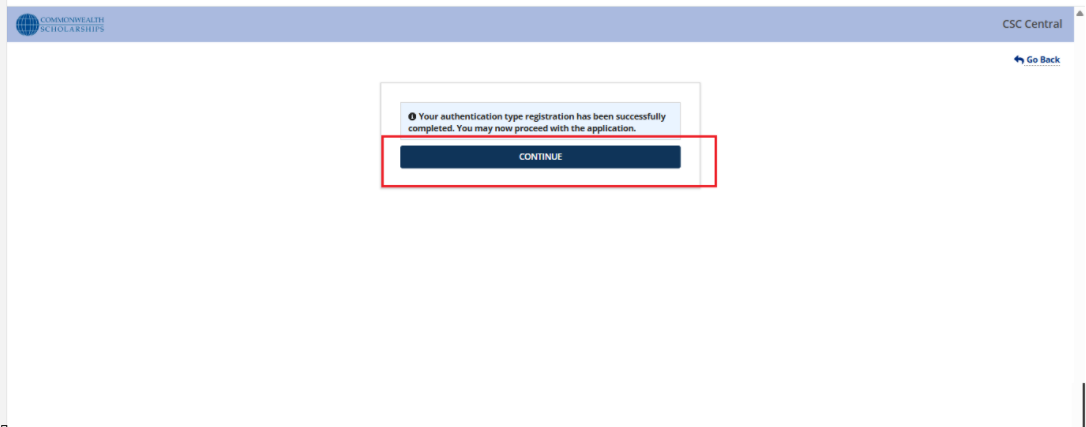
1. Click **Verify OTP**.



1. Click **REGISTER**.

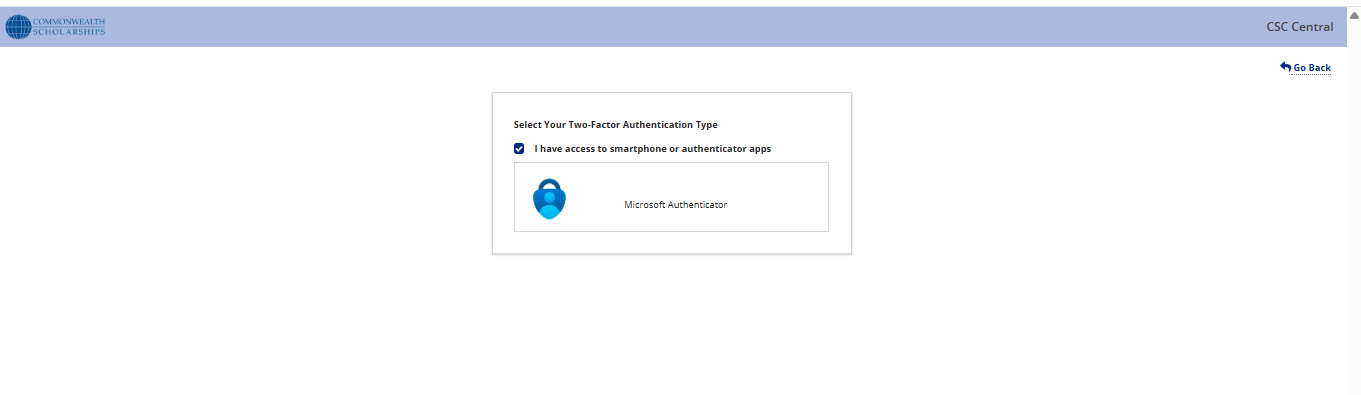


1. **System Response:** Display **"Registration Completed"** confirmation message.

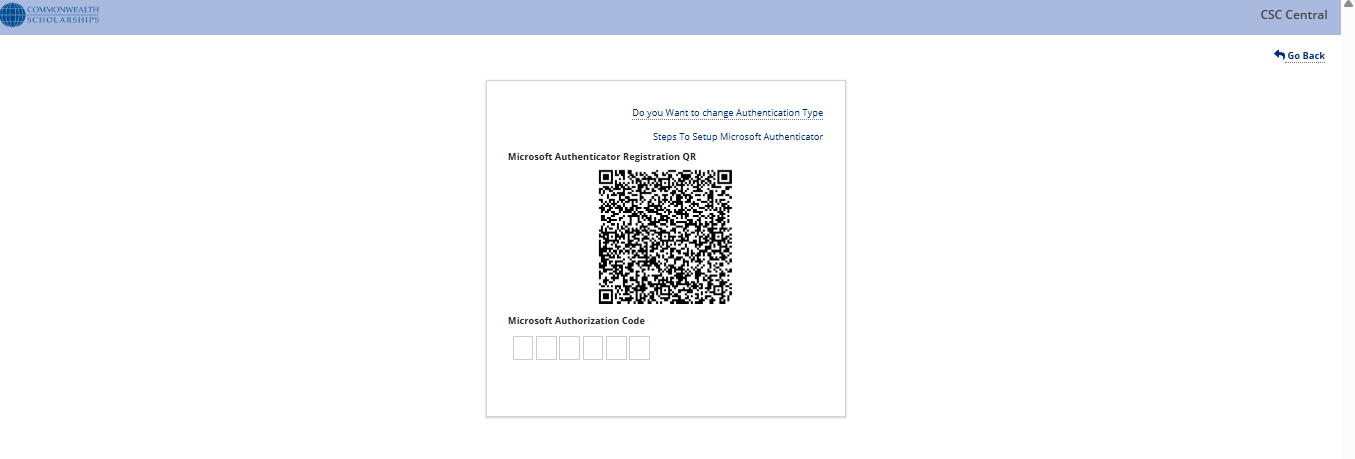


**2.1.2. Type: Authenticator App**

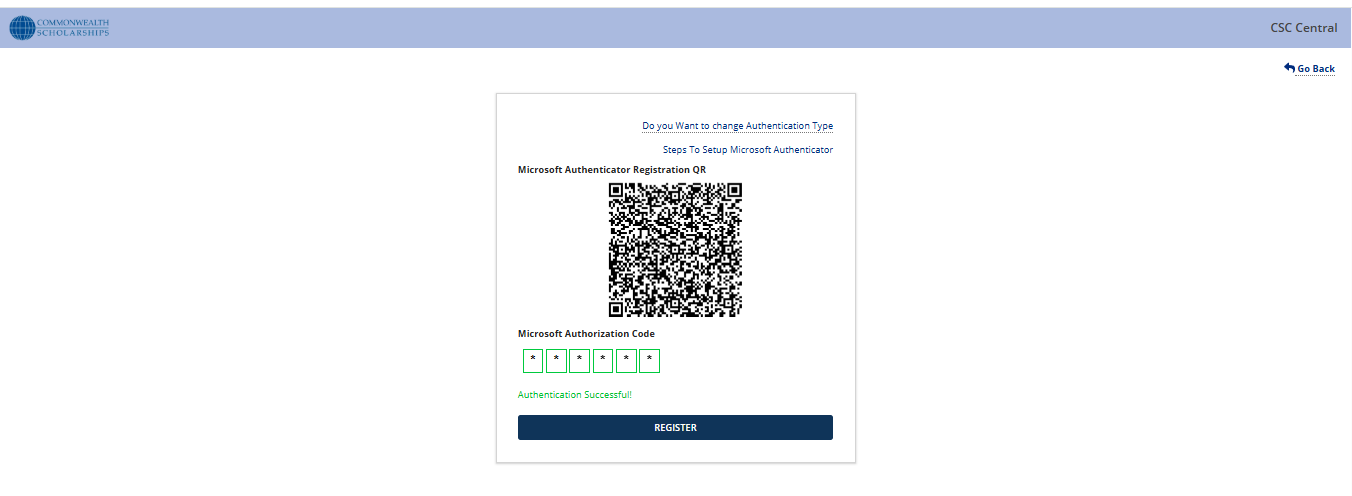
1. Select **Microsoft Authenticator** option.



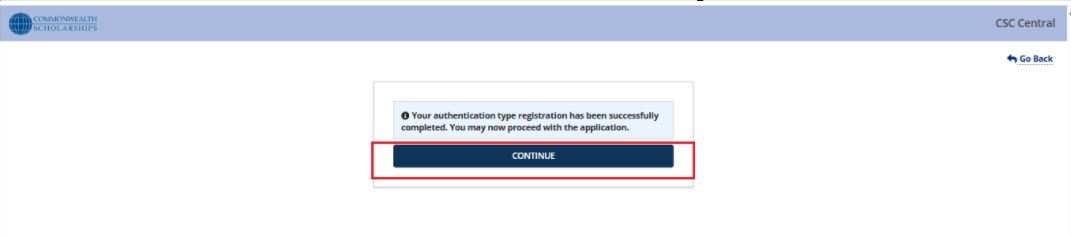
1. Scan **QR code** using an authenticator app.



1. Enter the code from the app.

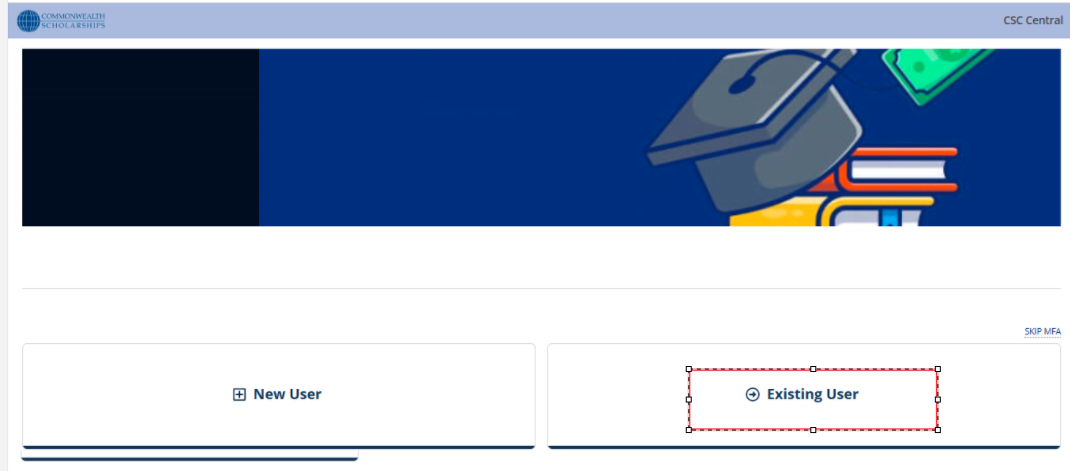


1. Click **Register**.
2. **System Response:** Display **"Registration Completed"** confirmation message.

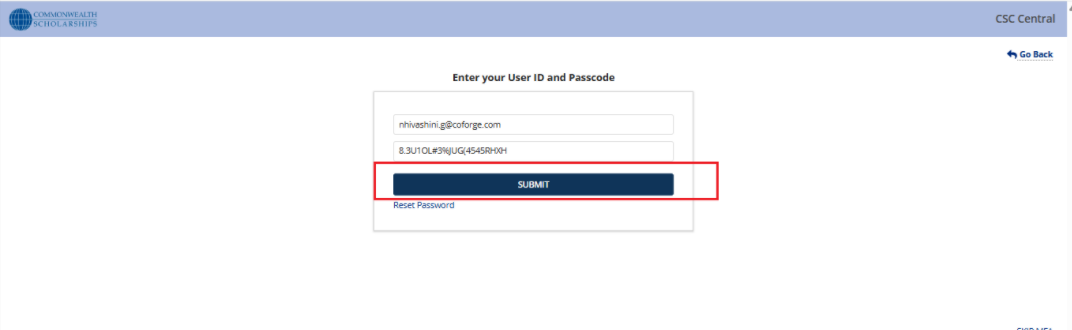
**3. Login as Existing User**

### **3.1 Login Process**

**1. Action:** Applicant selects **Existing User**.

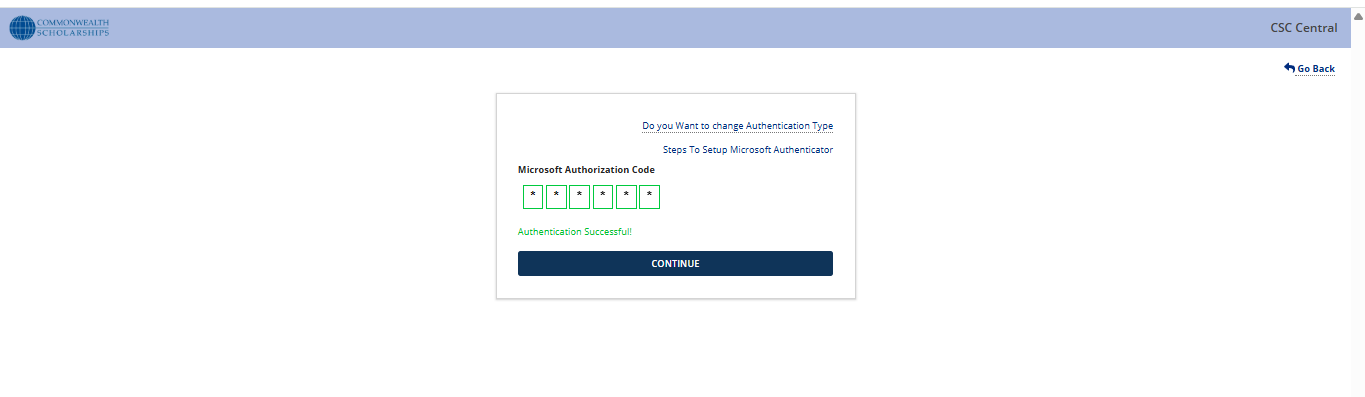


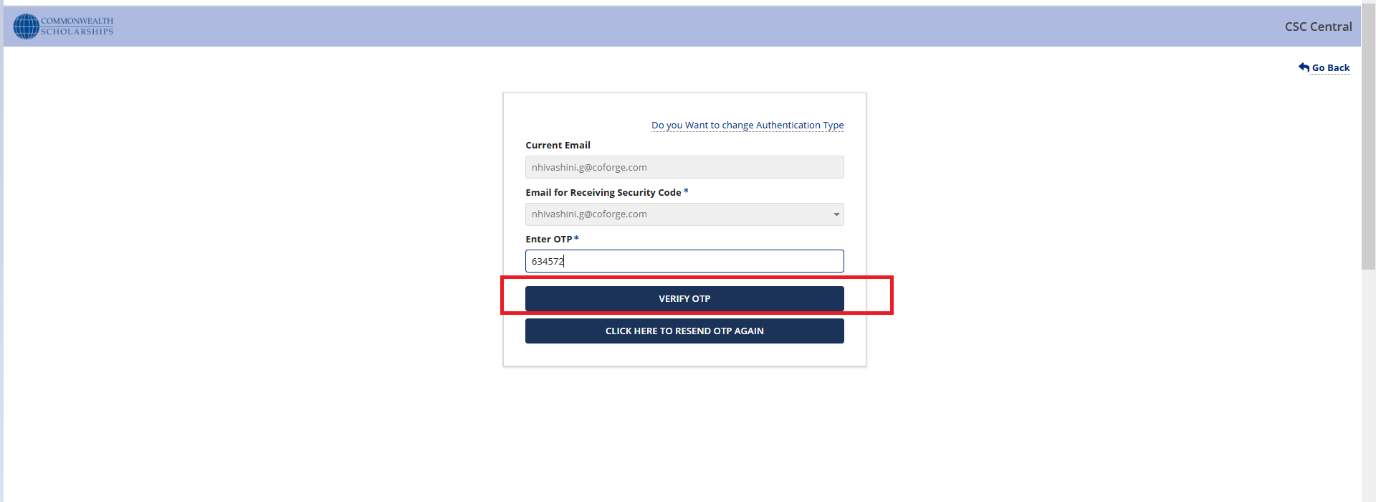
**2. Input:** Registered **email ID** and **passcode**.

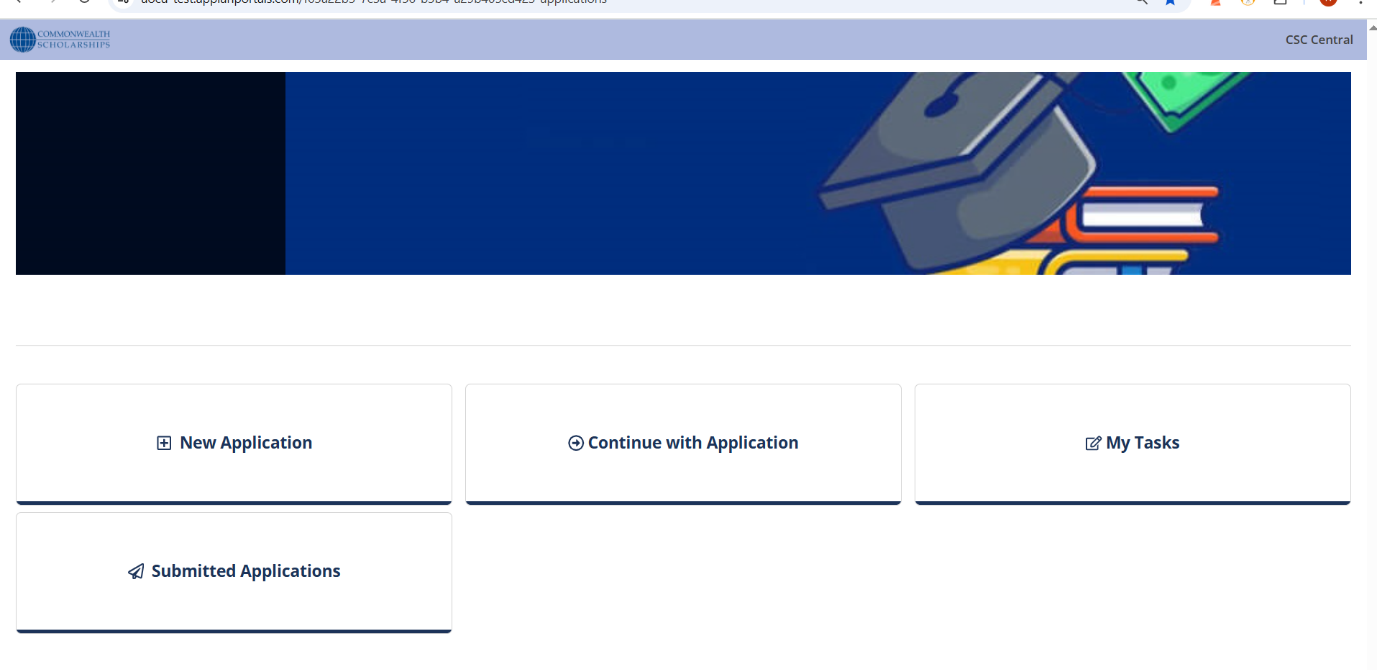
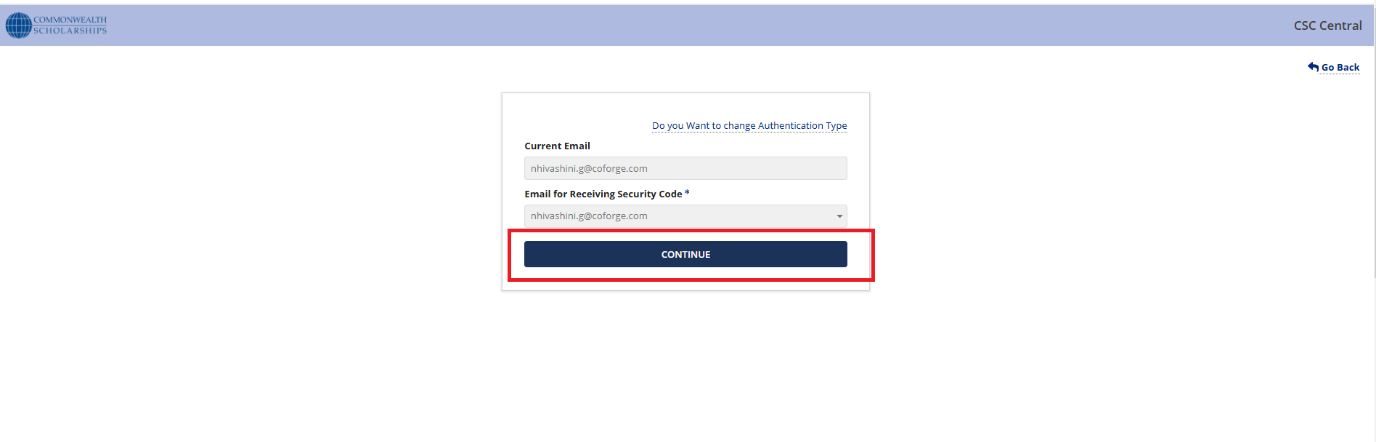


**3. Next Step:** Proceeds to **Multifactor Authentication (MFA)**.

**3.1.1** Once registered using the Authenticator App, the OTP Verification screen is displayed. Enter the code from your linked device to complete authentication.

**3.1.2** Registered with an email, the Email Verification screen is displayed. Enter the new code and click 'Verify OTP' -> ’Continue’ button to login to Landing page of portal



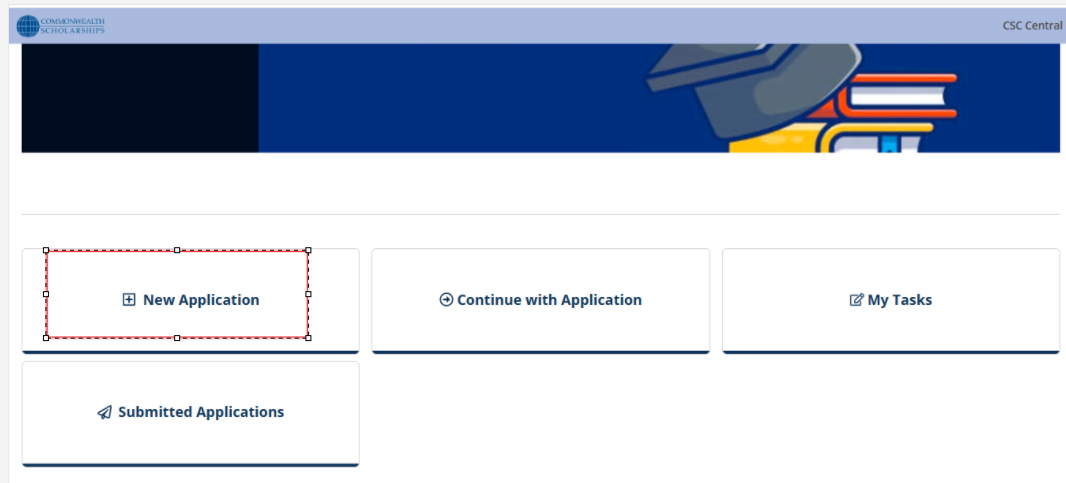


## **4. Application Form Filling Workflow**

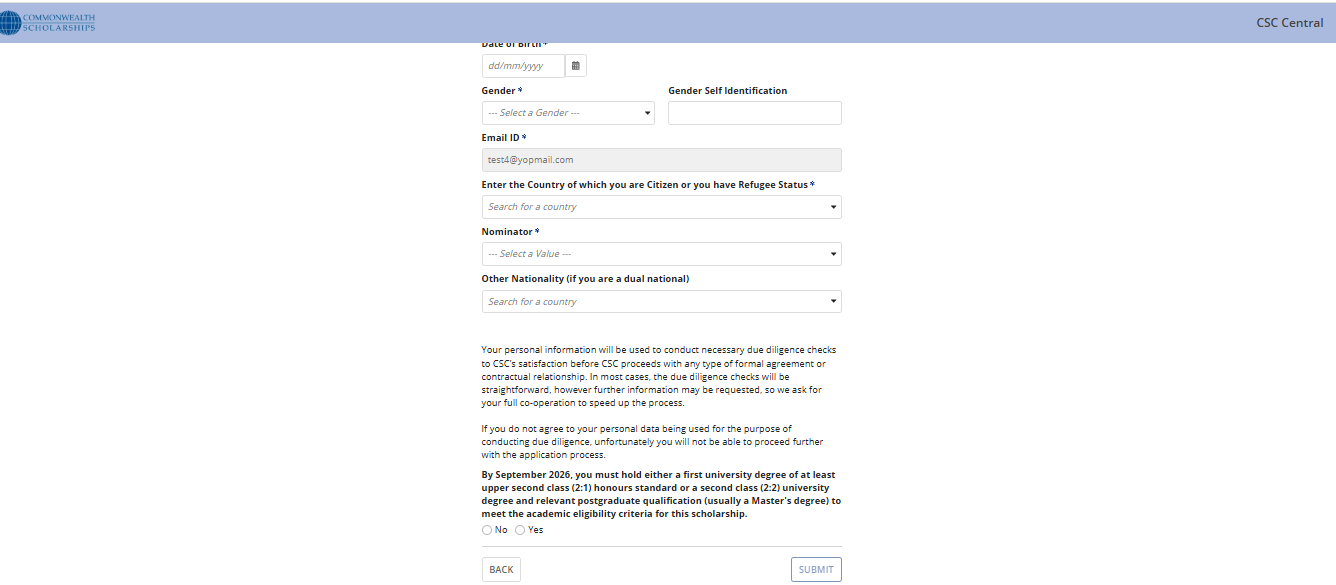
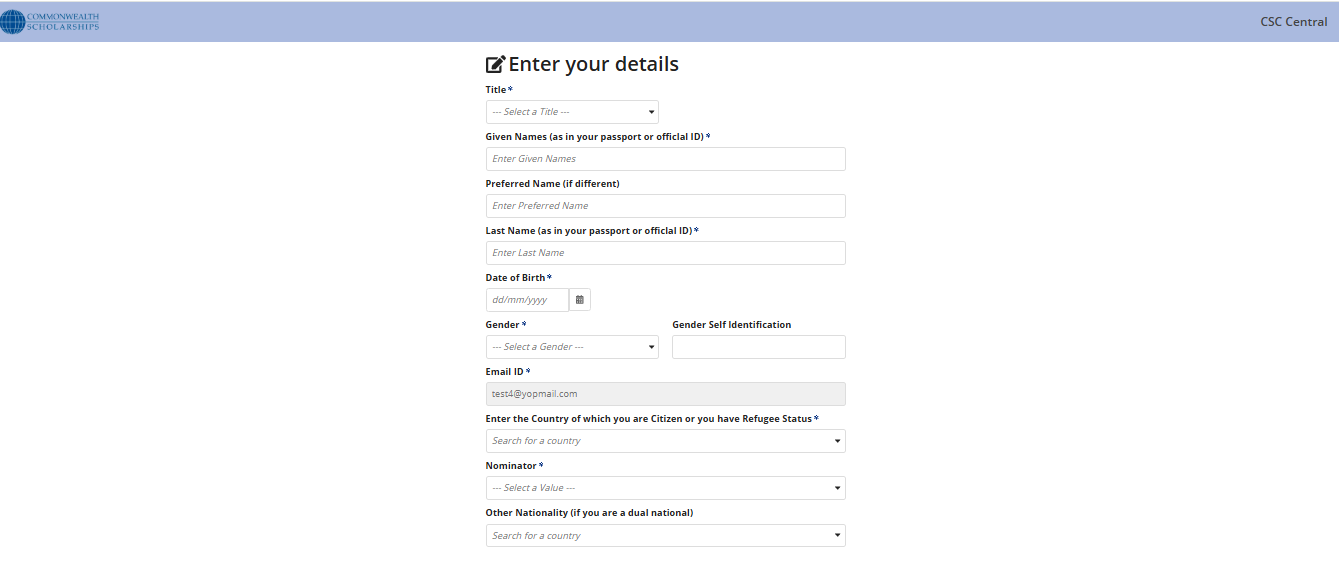
### **4.1 New Application**

**4.1.1. Start Application**

* Applicant initiates a new application process.

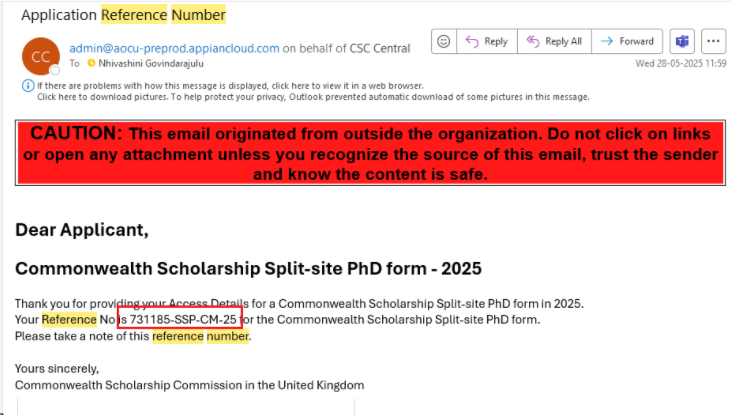
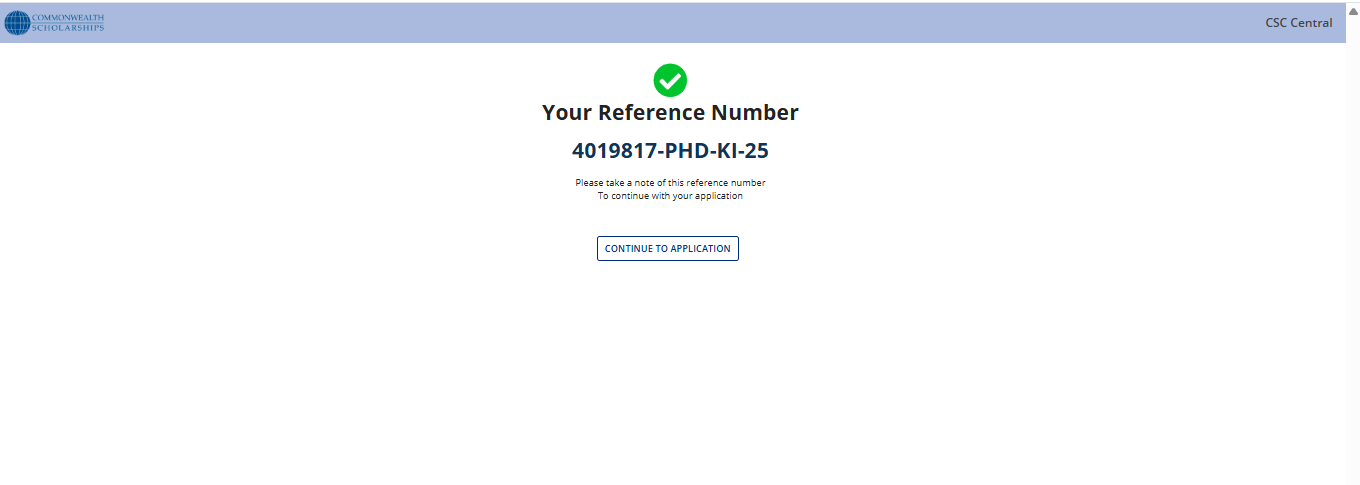
**4.1.2. Enter Access Details**

* Applicant Fills required identification details.



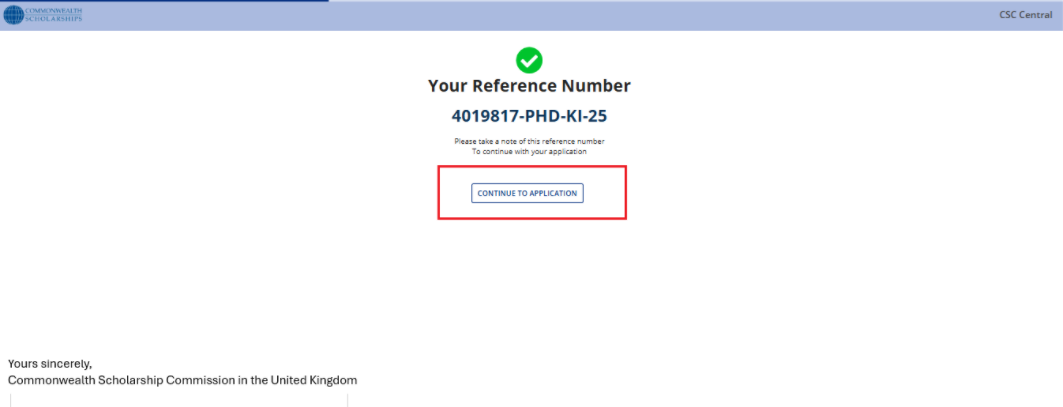
### **4.1.3. Reference Number Generation**

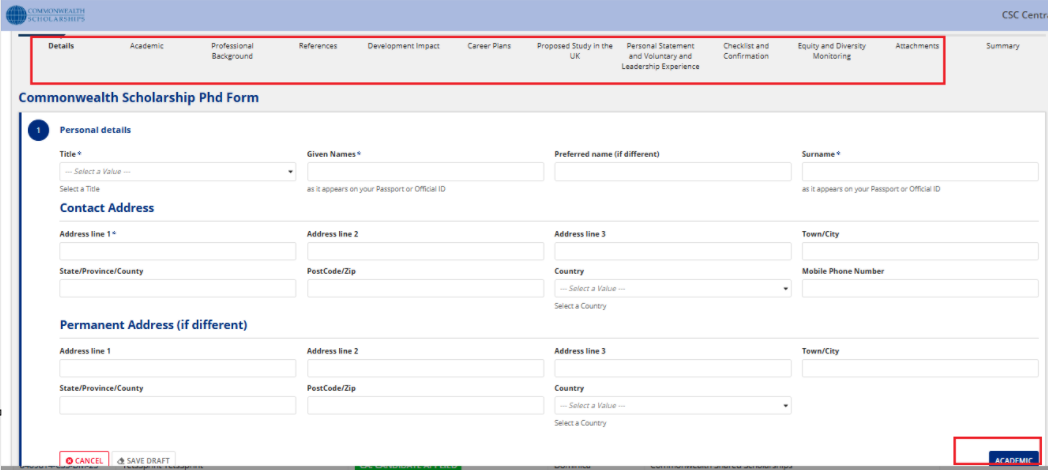
* As an applicant ‘**Submits’ Access details**, System generates a unique reference number for the application.



### **4.1.4. Fill Application Form**

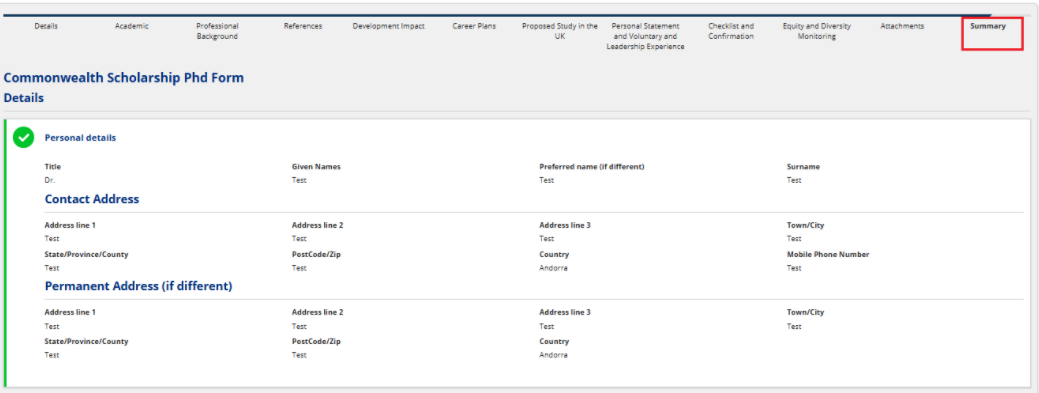
* As an applicant when clicking on **‘Continue To Application’**, Applicant completes all required fields in the application form.





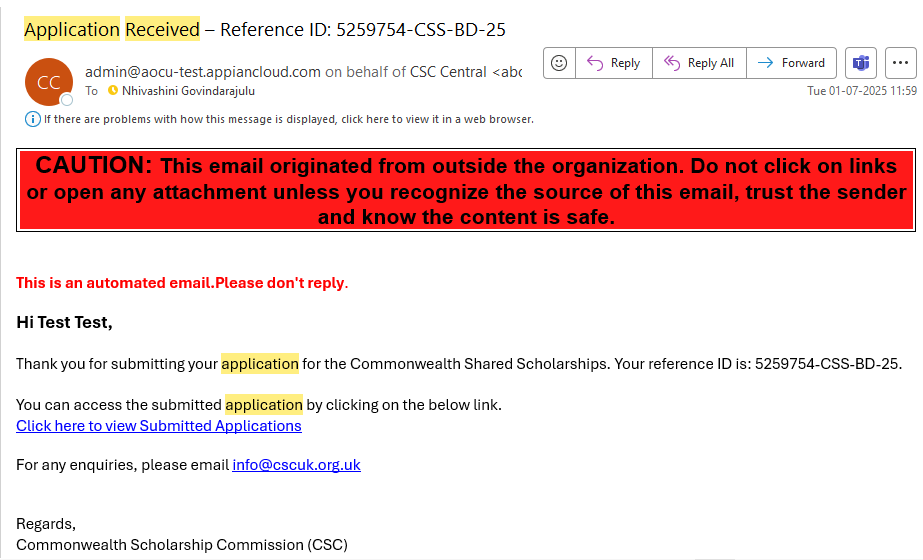
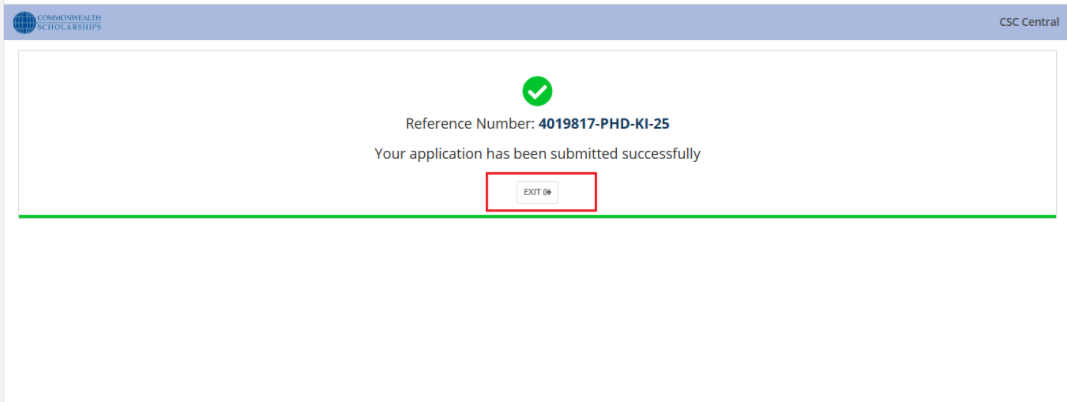
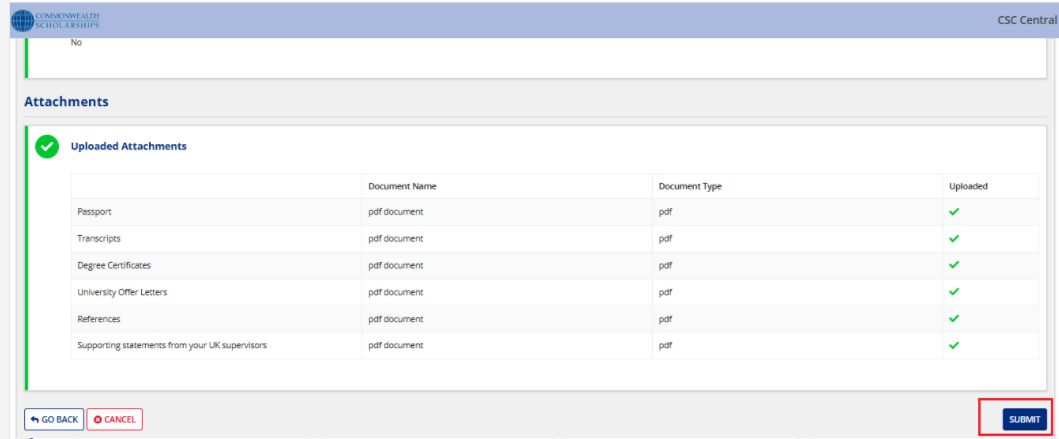
### **4.1.5. Preview Summary**

* As an Applicant reviews a summary of the entered information for accuracy.



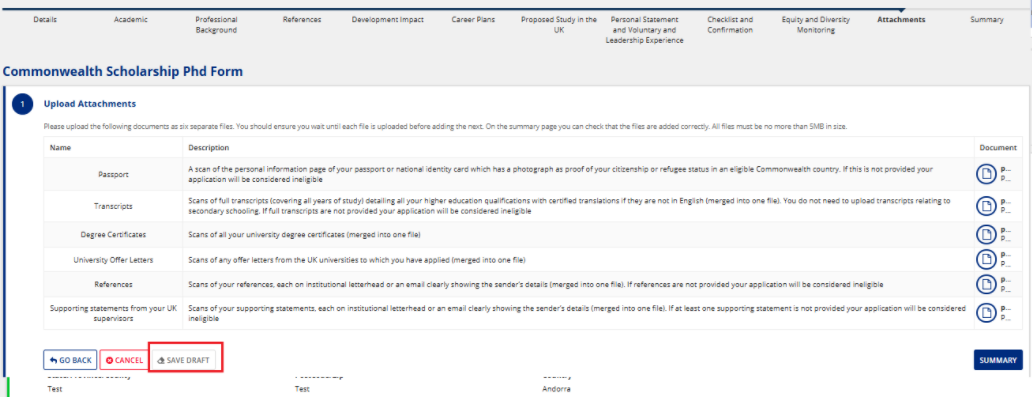
### **4.1.6. Submit to CSC Team**

* As an Applicant’s clicking on **‘Submit’** button, finalized application is submitted to the CSC Team for processing.

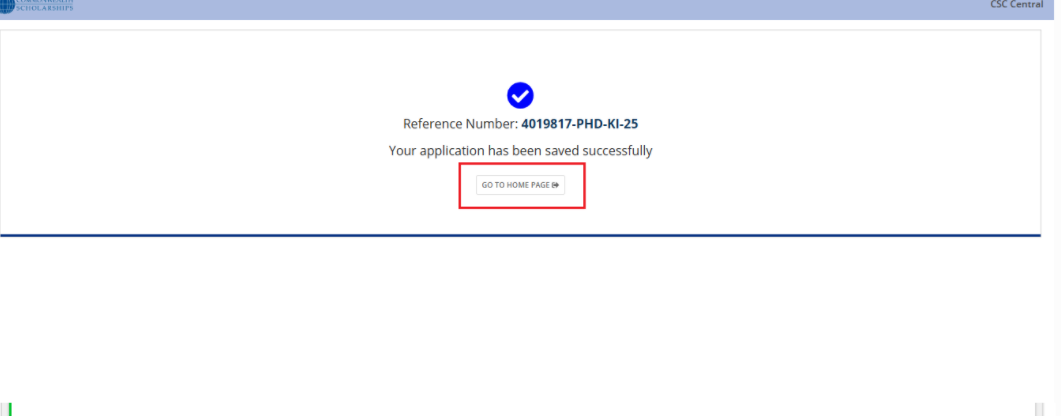


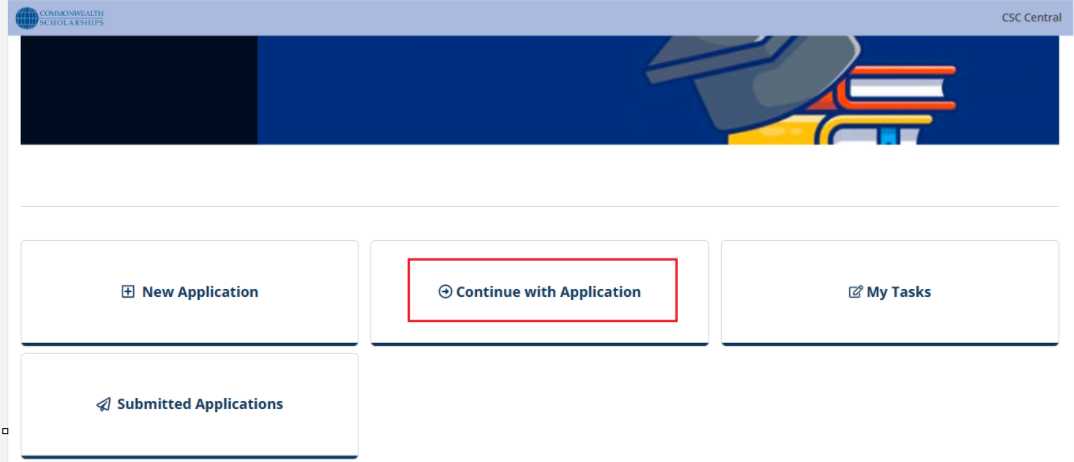
### **4.2 Continue with Application**

* As an applicant, clicking on ‘**Save Draft**’, Applicant resumes a **previously saved** application.



As an applicant, clicking on ’**Go To Home Page**’, Landing page is displayed

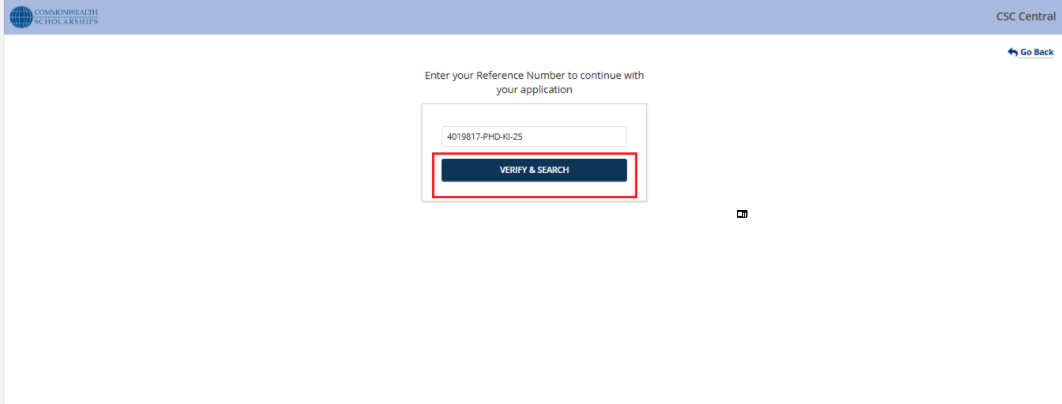
As an applicant, clicking on ’**Continue with Application**’ card, Search by Reference Number/Search by Email ID screen is displayed.

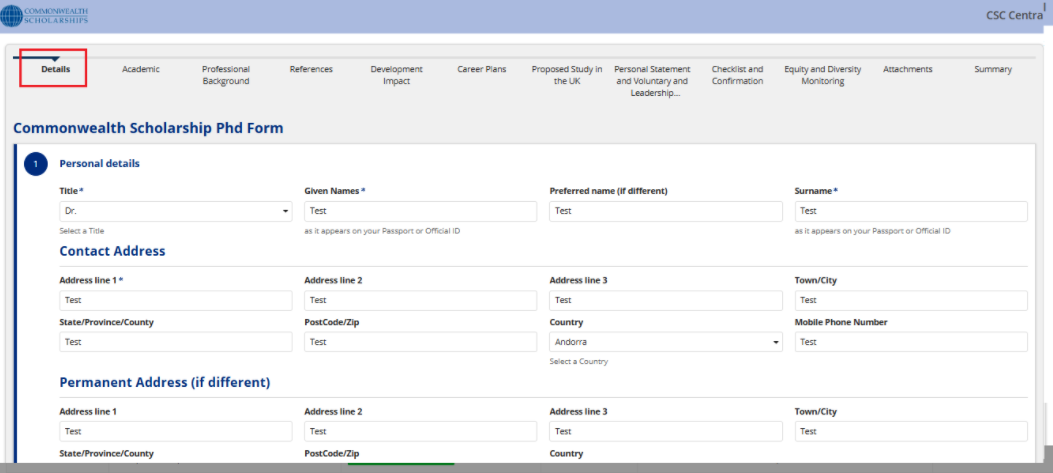


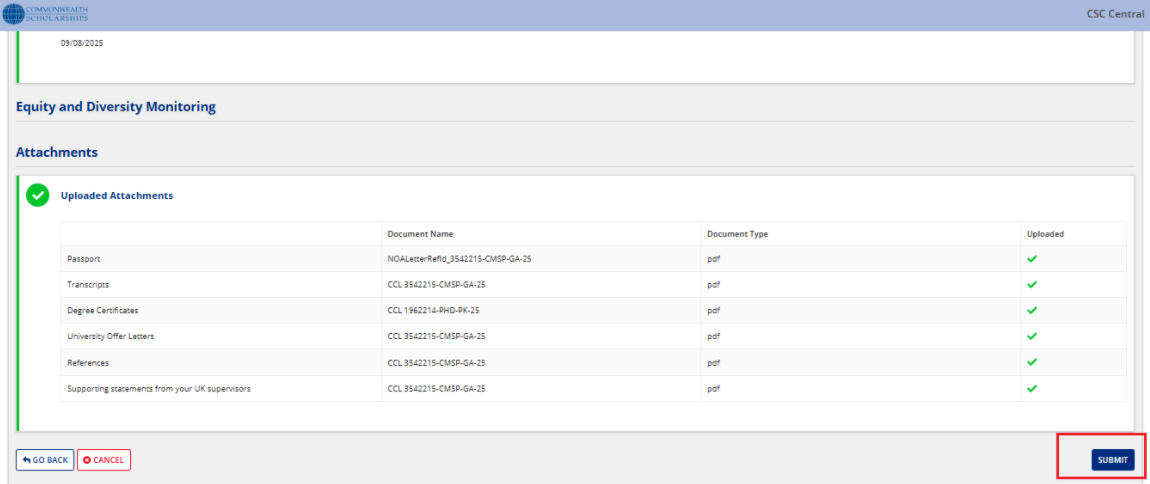
As an applicant, clicking on ‘**Continue with Reference Number’**, Enter your Reference number screen is displayed.



As an Applicant E**nter the Reference Number**

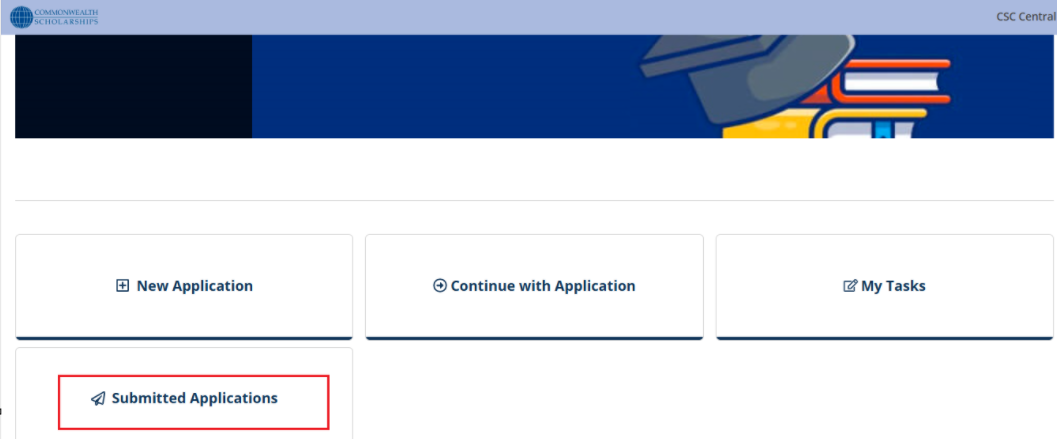
As an applicant, clicking on ’**Verify & Search**’ applicant can resume the application

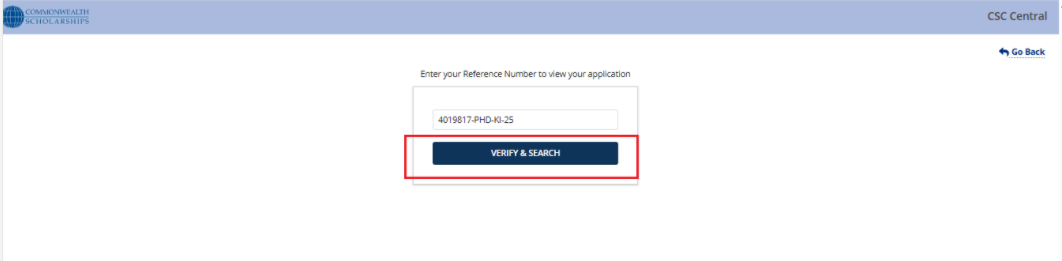




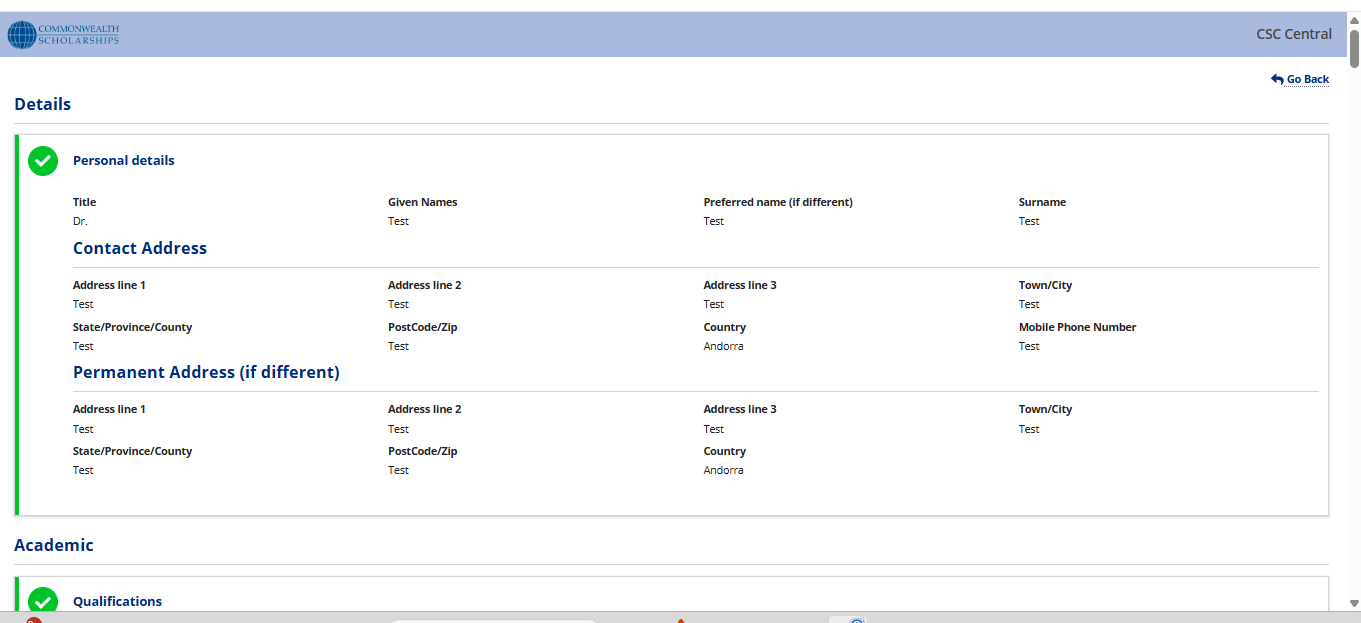
### **4.3 Submitted Application**

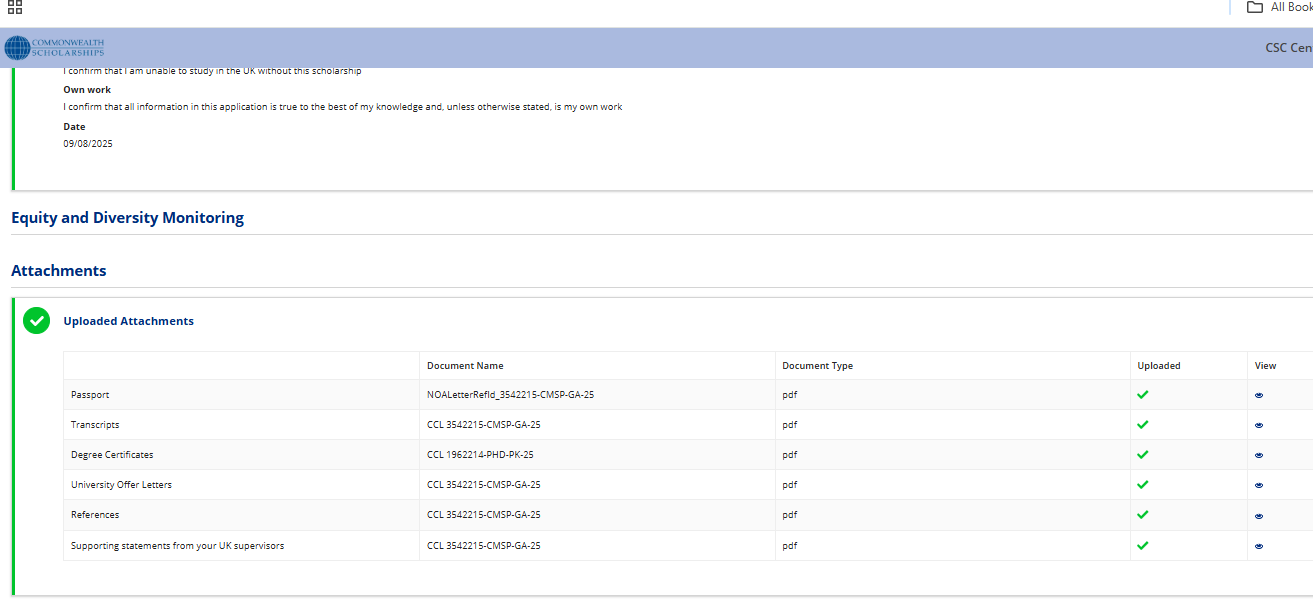
* As an applicant, clicking on '**Submitted Applications**’ in Landing page

As an Applicant E**nter the Reference Number**



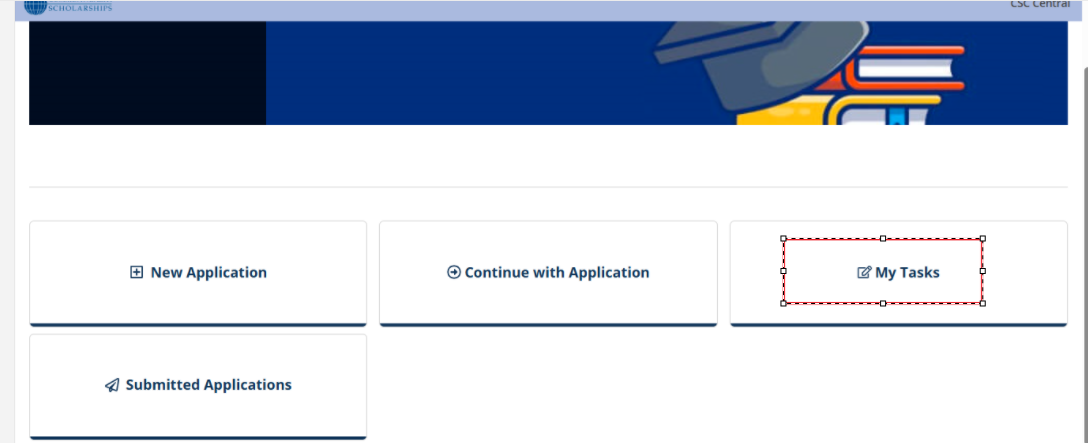
As an Applicant clicking on ‘**Verify and Search**’, Applicant views a **submitted application**.



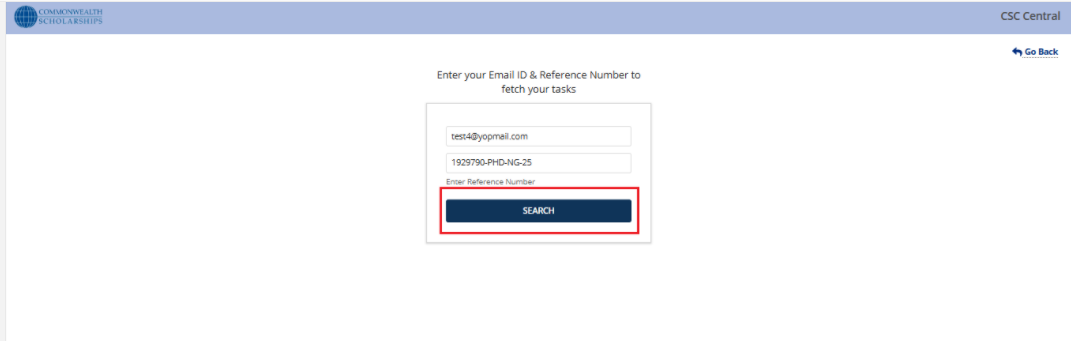


### **4.4 My Tasks**

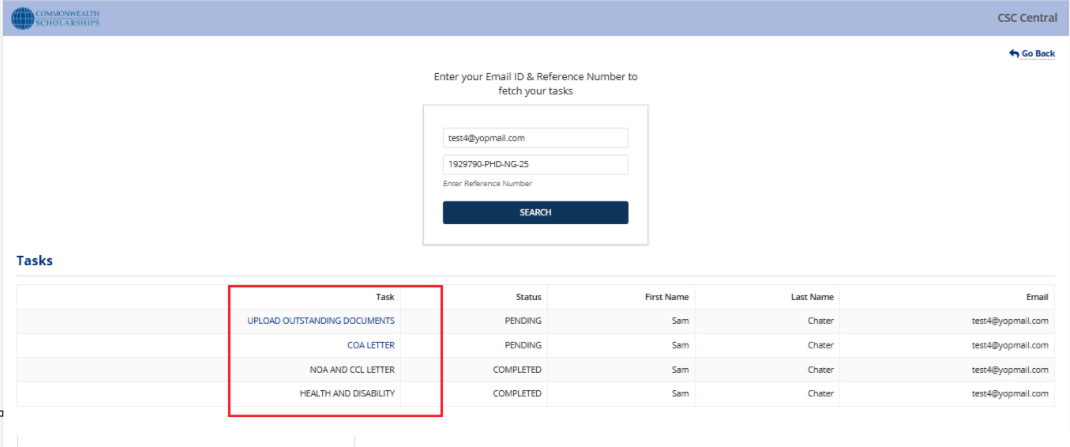
1. **Click on ‘My Task’ Card**  
   The applicant accesses the portal and selects the **"My Task"** section to view pending actions.



1. **Enter Email and Reference Number**  
   A form appears prompting the applicant to input:
   1. **Email ID** (used for identification)
   2. **Reference Number** (unique to their application)



1. **Click ‘Search’**  
   After entering the details, the applicant clicks the **"Search"** button.

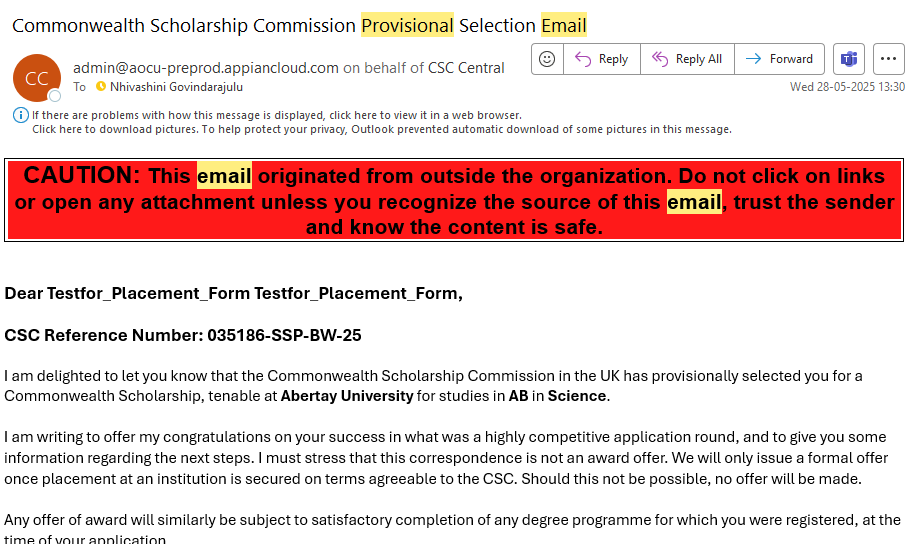


1. **View and Complete Pending Task**  
   The system retrieves any **pending tasks** associated with the provided credentials.  
   The applicant can then:
   1. View the task details
   2. Upload documents/ fill forms, or complete assessments
   3. Submit the task to proceed in the **Selection Process**

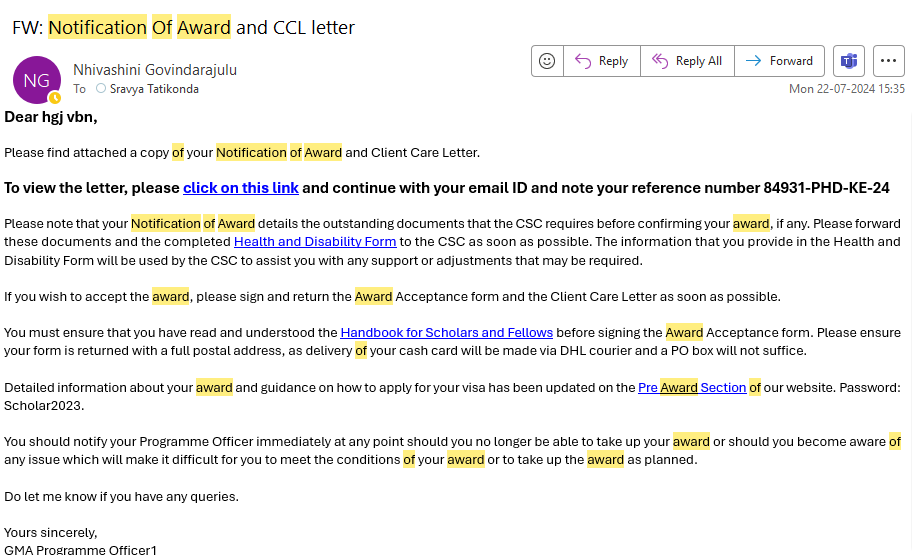
**Note:**

Below is the email sent to scholars, prompting them to complete their pending tasks as part of the selection process

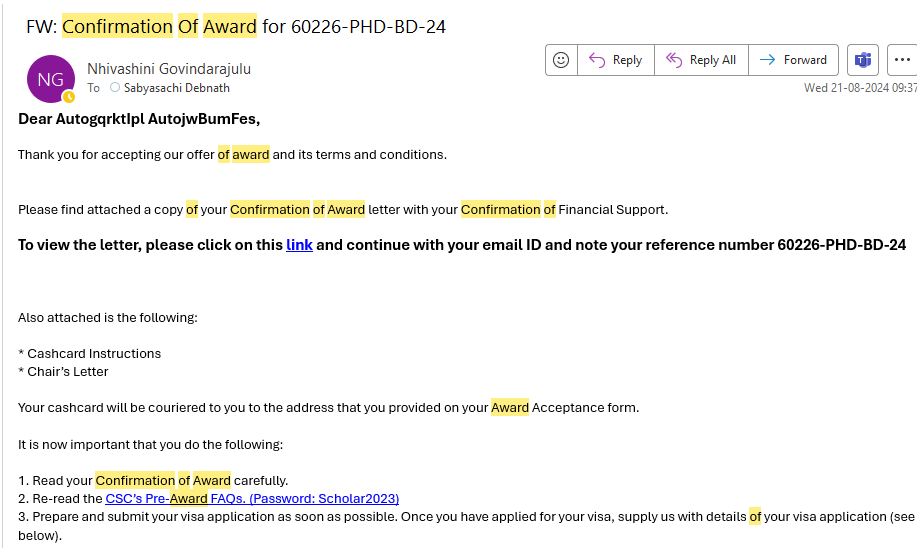
**Provisional Email to Scholar**



Notification of Award to Scholar



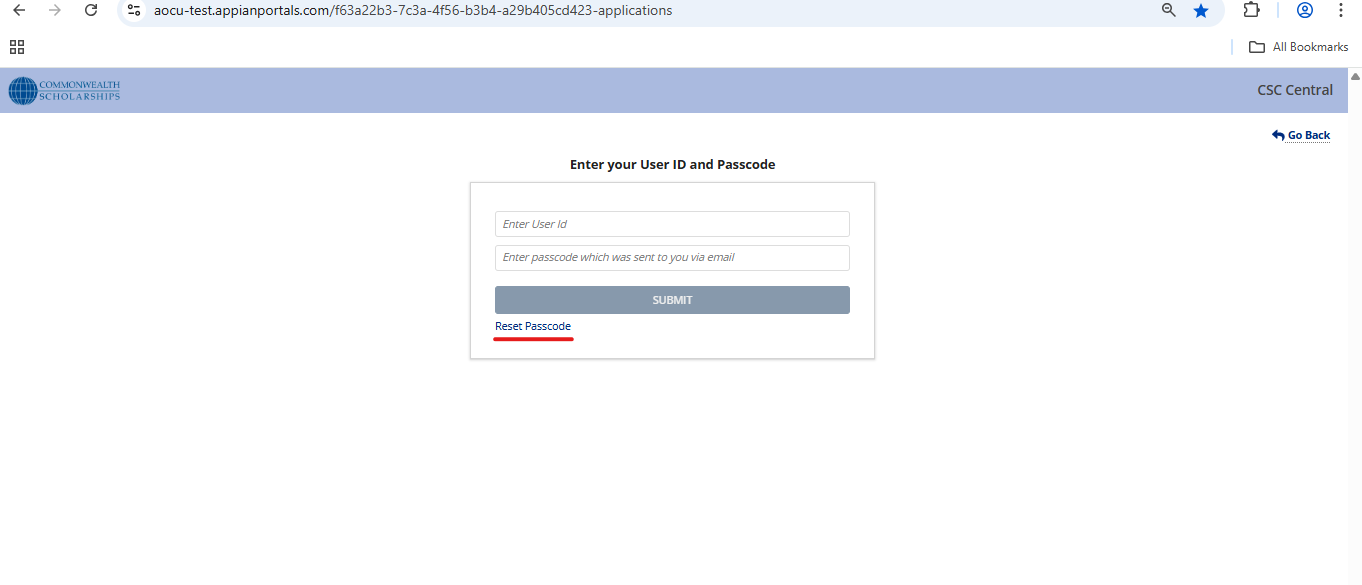
Confirmation of Award to Scholar



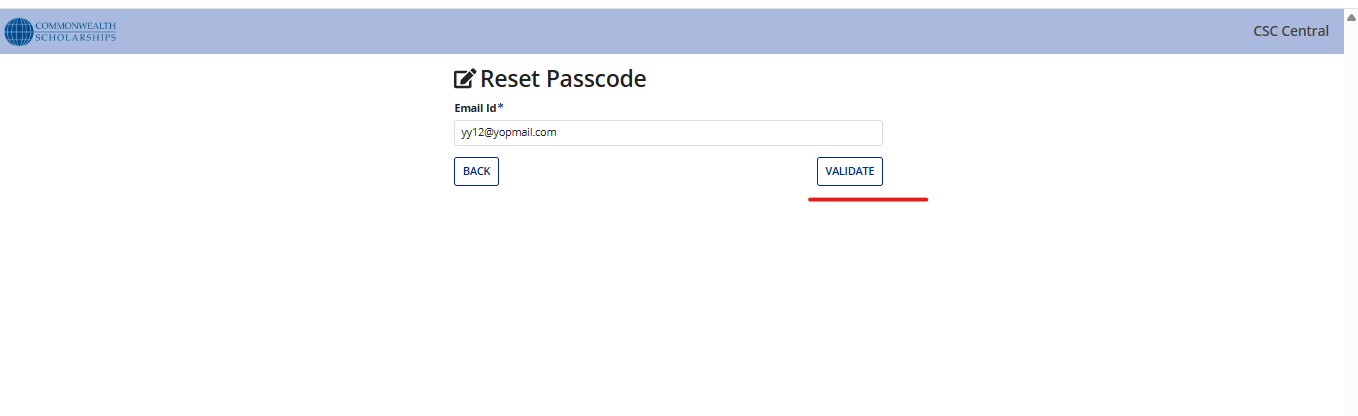
1. **Reset Passcode**

As a Scholar, you can reset your passcode using the following steps:

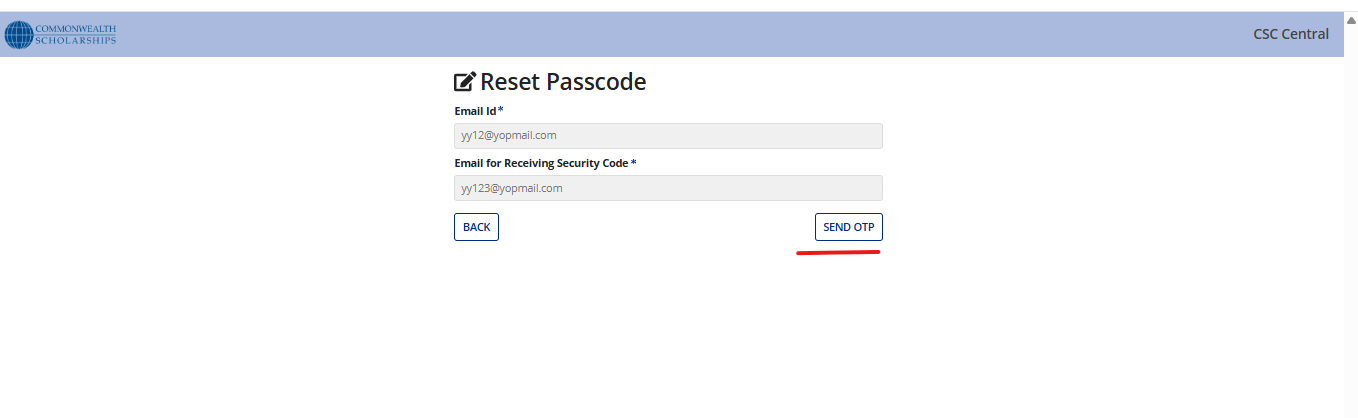
1. In the landing page, Click on the "**Existing User**" tab.
2. Click on the "**Reset Passcode**" link.



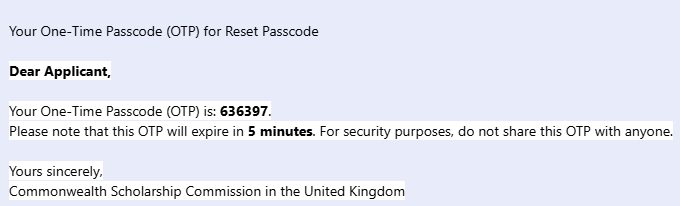
1. Enter your registered email address.
2. Click the "**Validate**" button.



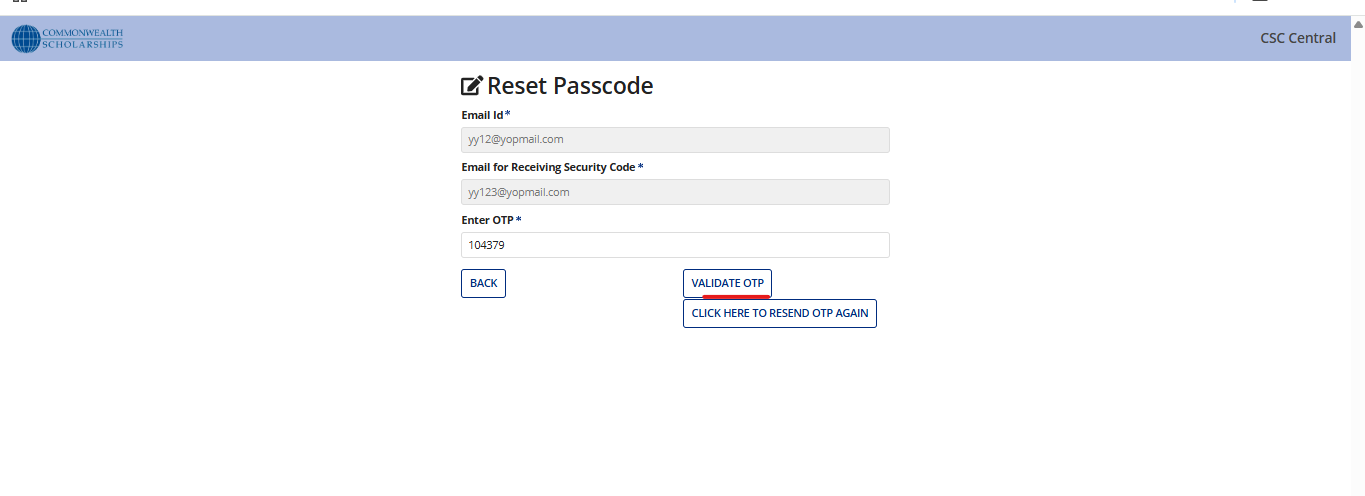
1. Click the "**Send** **OTP**" button to receive a secure One-Time Passcode via email.



1. **Receive a secure One-Time Passcode (OTP)** sent to your selected email (Secondary).



1. **Use the OTP to reset your passcode** and regain access to your account.



When selecting either your **Primary** or **Secondary** email address, the passcode reset email will be sent to that address. You can then log in as an existing user using the new passcode.

