User Manual for Registration into Tapovan Center

For Registration in to Tapovan Center:

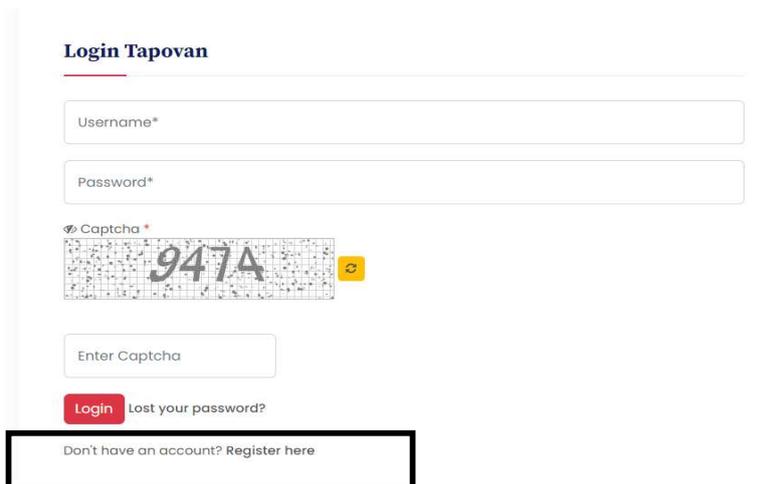Click on: https://web.cugujarat.ac.in/Tapovan

For Existing User:

Login with: Username, Password & Captcha

For New Registration:

For first time users lick here (New Registration)

By clicking register here. It will open new screen & its look like as follows:

Above image shows the details about registration page.

For New Registration/First time registration. In Registration Type, you have to select New Registration. All filed are compulsory. Entering all correct information & after click on Register button you will get following message. Registered successfully message send to your mobile number as well as your email id.
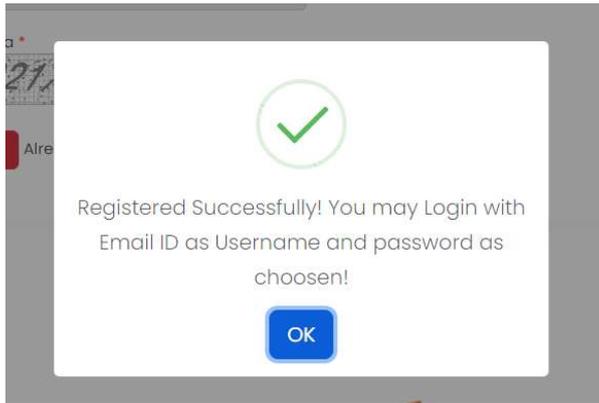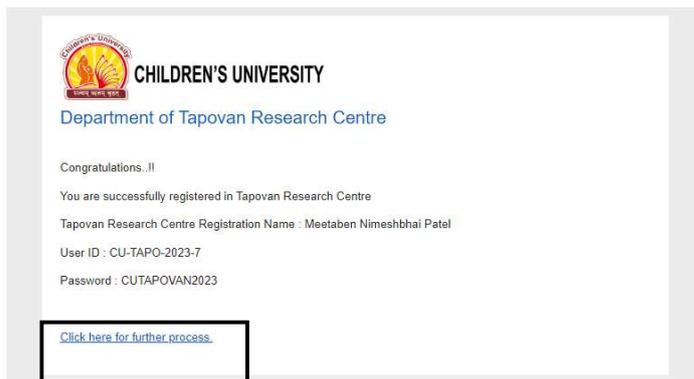
By clicking <u>OK</u> button. You will be redirected to the login of Tapovan.

In your mail, you will get your mail screen like below;

By clicking, further process. You will back to the login page.

In the login page, enter your username & password which is given to you by message on phone & email.

You have to change your password by entering current password (which was provided by university) New password (you can set as per your wish). After clicking Change password, you will get following message & redirect to the Tapovan dashboard.

Your password has been changed successfully. You are being redirected...

Tapovan Dashboard looks as follow;

In the Dashboard, three section available. Profile, Payment & Payment Receipt.

1. **Profile:**

Profile includes basic information, Bank details & Health details.

Basic information includes; Name, Photo, Date of Birth, Address, Caste, Education & Adhar card no.

Note: The information provided at the time of Registration that will be automatically fetch. You cannot change it or alter it or delete it.

Bank details:

Health details:

After entering & uploading all the information/documents, save it. You can see message like below image.
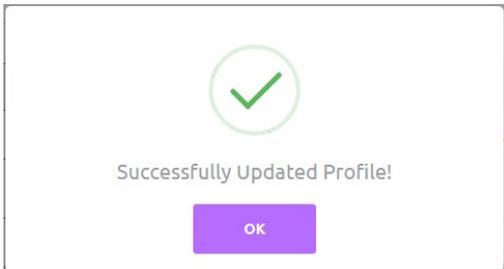
By clicking <u>OK</u> button. You will be redirected to the payment section.
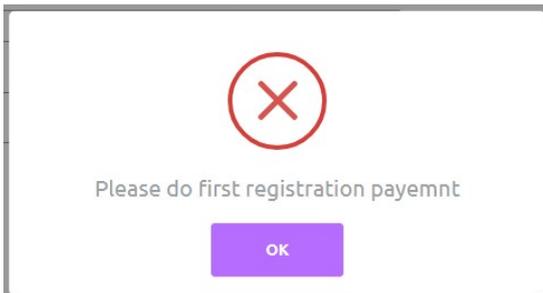
Note: You cannot move further for payment section without completion of the Profile.

2. **Payment:**

First you have to pay registration fees. After paying registration fees, you can pay month fees. If you will try it, you will see the following error.

To pay the registration fees, select HDFC, in payment duration select registration than click on Make Payment
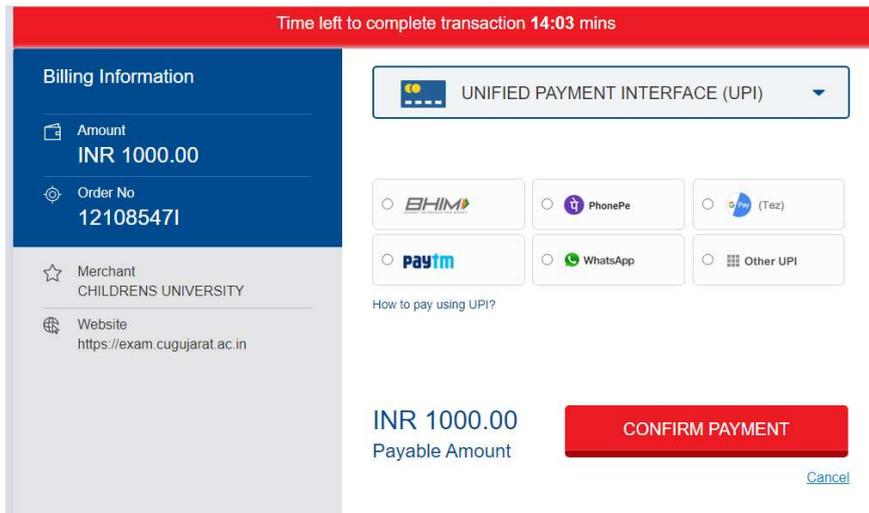
After click on Make Payment it directed to the gateway of HDFC Bank. You have to select option Pay with. There are different option provided which you can see in to the following image.
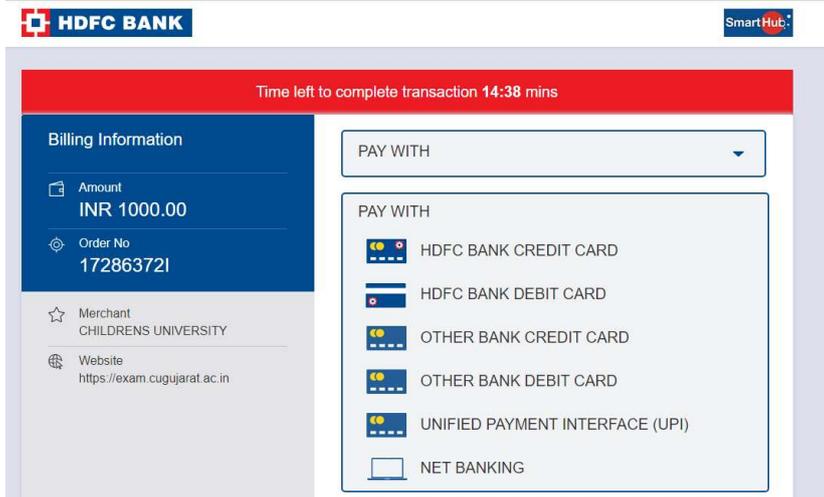
Here, I am selectiong UPI option than you will get the screen like this. By selectiong any option click on Confirm Payment.

If your transaction is successful. You received a successful payment message.

3. Payment Receipt:

Tapovan

Dashboard

Profile

Payment

Payment Receipt

Payment log

Payment Details

Sr No	Payment Category	Action
1	Registration	Payment Receipt