



INSPIRED BY LIFE

Student Life Cycle Management (SLCM) Student Manual

May 2012

Sikkim Manipal University

Directorate of Distance Education

Directorate of Distance Education
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1. Student Life Cycle Management System Overview

1.1. Introduction: Sikkim Manipal University, Directorate of Distance Education launches Student Life Cycle Management system through the Student and Learning Centre online portal.

1.2. Student Portal

The new portal has a host of features covering the entire student life cycle. Some of the key services offered in the portal are:-

- a) Applying for a SMU DDE program
- b) Re-registration for subsequent semesters
- c) Apply for Re-sit examination papers
- d) Single sign on to all university services
 - a. Edunxt – Learning Portal
 - b. Online Examination Booking System
 - c. Help Desk
 - d. Student’s University Email
- e) Student Self Services
 - a. Learning Centre Transfer
 - b. Examination Centre Transfer
 - c. Change of Program/Specialization
 - d. Requests for – Duplicate ID card, Bonafide Certificate, Provisional Certificate etc.
 - e. Student Profile Change
 - f. Online Payment Gateway

1.3. About this manual

This manual has detailed instructions to perform key processes on the system.

1.4. Hardware and Software Requirement

In order to use the System it is recommended that the system has the following configuration

Processor : Intel Pentium Dual Core

RAM : 1 Gb

Browser : IE8 or Firefox 10

Adobe (acrobat reader): Version 10

Internet : DSL connectivity

1. Login

- Enter the URL <http://myzone.smude.edu.in/irj/portal>
- Enter your smu email id as the user id
- Enter the password. smu@123. (The password is case sensitive)



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2. Forgot Password

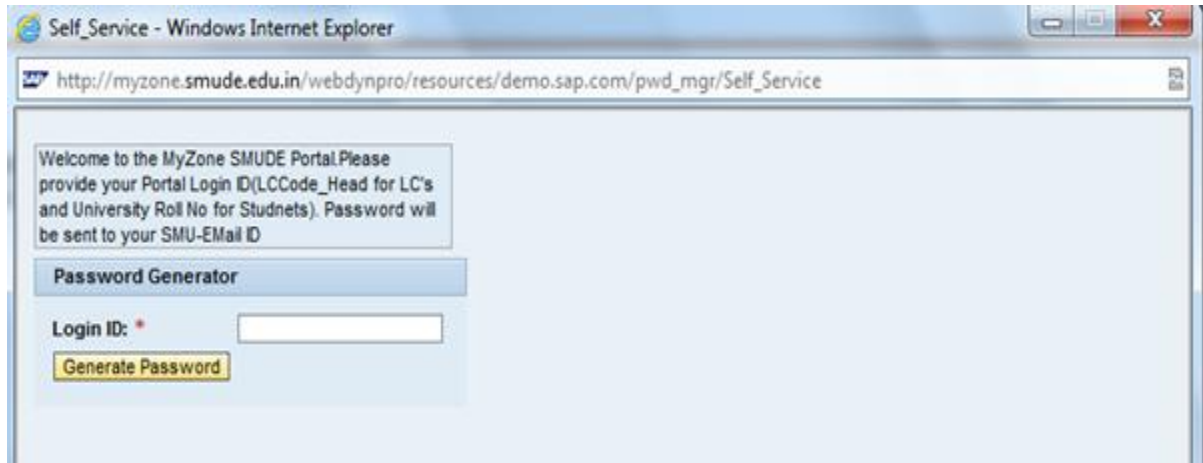
- If you forget the password. Select the 'Reset password'.

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ts-Use your University Roll No as user ID and smu@123 as password to login. Learning Centre- Refer email sent from the University on the centres user name and pa

- Enter Log (LC code_Head for LC's and Roll No. for student) click '*Generate Password*'
- An mail will be sent to your SMU-Email ID containing the password.



The following screen would be displayed on screen. Click '*Close Full Screen*' for to get tabs for navigation.

Sikkim Manipal University
Directorate Distance Education

Search: Search Here Log Off

Welcome: 510822000

Close Full Screen Options

University Announcements

Summer 2012 - Calendar of Events

Upcoming Events

Academic Calendar is available now.
Timing for May 2012 examinations OEBS extended
IA Submission tool- May 2012
Vidyadeep Case Study Contest III Zonal Winners anno
SMU-DE announces All India Guest Lecture Series for students

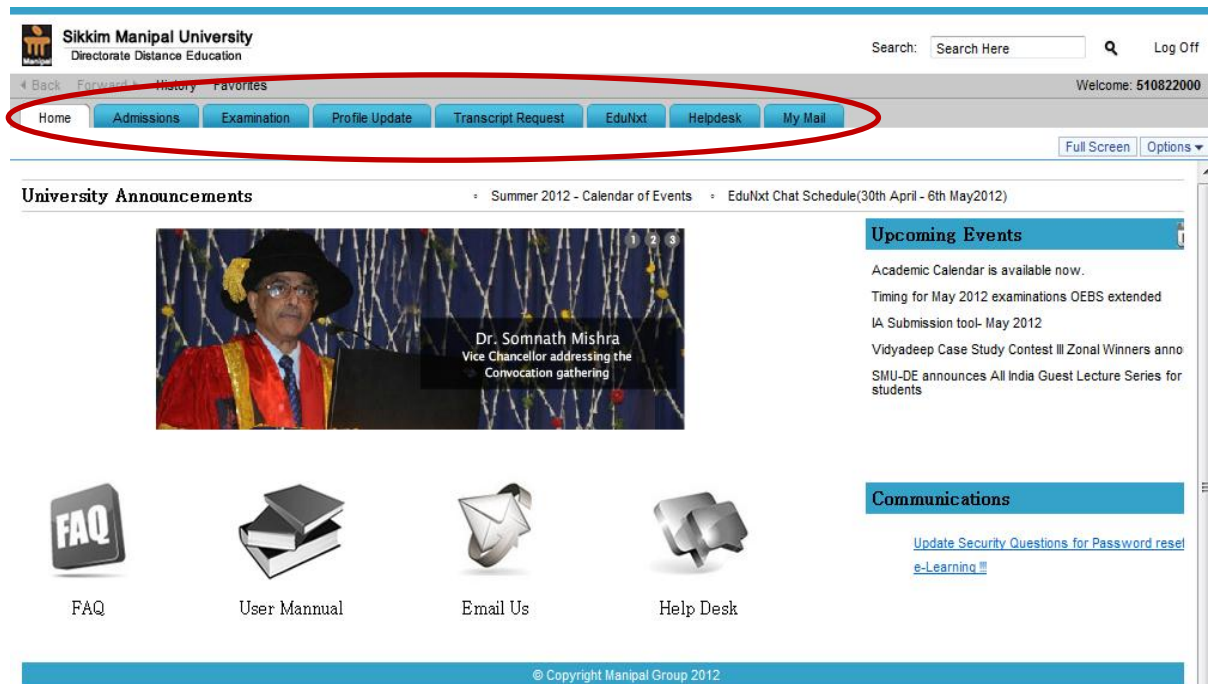
Communications

[Update Security Questions for Password reset](#)
[e-Learning](#)

FAQ User Manual Email Us Help Desk

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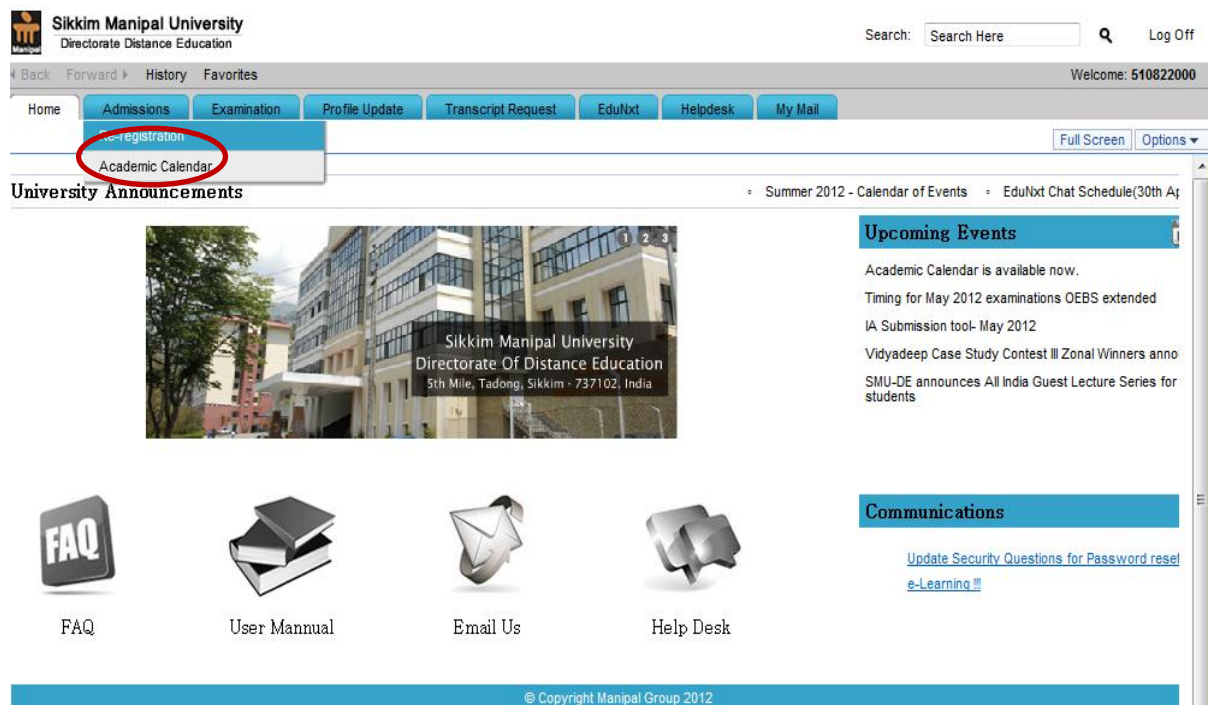
Following is the screen will be available for navigation



3. Re-registration

2.1 Click Admission.

2.2 From the drop down list select 'Re-registration'.



2.3 The Re-registration screen will be displayed with the details of 'Program of Study'¹, 'Current Semester'², 'Semester Applying'³, 'Session Dates'⁴ and 'Subject Information'⁵.

Re Registration

LC Code: 03329
 Roll Number: 721158814
 Name: HARISH K
 Program of Study: Masters in Business Administration
 Semester: Semester 2

Late Fee of Rs. 500 applicable if the form is submitted within 01.07.2012 and 20.07.2012

Save Save & Submit

Session Information

Available Session: 2012-2013, SMIUDE-Summer
 Session Dates: From 01.05.2012 to 31.10.2012
 Stage: Semester 3

Subject Information

Select Specialization: [Dropdown]

Payment Mode

2.4 Select the specialization by clicking on the drop down arrow.

Session Information

Available Session: 2012-2013, SMIUDE-Summer
 Session Dates: From 01.05.2012 to 31.10.2012
 Stage: Semester 3

Subject Information

Select Specialization: [Dropdown menu open showing:
 International Business Specialization
 Banking Management
 Finance Management]

Payment Mode

Offline Online

Calculate Fees

Payment Information

Fees Amount: 0.00

Payment Mode: Demand Draft Challan Credit/Debit Card Online Payment

Save Save & Submit

2.5 Select the Payment mode

- a. Offline¹:- Payment made through Demand Draft (DD), Challan and Credit/Debit card.

- b. Online²:- Payment made through Internet /Online Banking.
- 2.5.1 Click 'Calculate Fees'. This generates the total amount of fees to be paid.
 - 2.5.2 Select the mode of payment and click 'Add'.
 - 2.5.3 A combination of two modes of payment is acceptable, e.g.:- DD-Rs 10000 and Debit card:- Rs3150.
 - 2.5.4 Select 'Submit'.

The screenshot displays the Sikkim Manipal University Directorate Distance Education portal. The top navigation bar includes a search box, a 'Log Of' button, and a 'Welcome: HARISH' message. Below the navigation bar are several menu items: Home, Admissions, Examination, Profile Update, Transcript Request, EduLvt, Helpdesk, My Mail, and Placement. The main content area shows a list of courses: MU0011 Management & Organizational Development, MU0012 Employee Relations Management, and MU0013 Hr Audit. Below the course list, there are two radio buttons for 'Payment Mode': 'Offline' (labeled with a circled '1') and 'Online' (labeled with a circled '2'). Below the payment mode selection, there is a 'Calculate Fees' button. The 'Payment Information' section shows a 'Fees Amount' of 13,150.00 and a 'Payment Mode' section with radio buttons for 'Demand Draft', 'Challan', 'Credit/Debit Card' (checked), and 'Online Payment'. Below this is a 'Credit Card Info' section with an 'Add' button (circled in red) and a 'Remove' button. Below the 'Add' button is a table with columns for 'Credit/Debit Number', 'Approval Number', 'Date', and 'Amount'. The 'Amount' column shows a value of 0.00. At the bottom of the form, there are 'Save' and 'Submit' buttons (both circled in red).

Credit/Debit Number	Approval Number	Date	Amount
			0.00

4 Profile Update

4.1 Select the 'Profile Update' tab, from the drop down select 'My Profile'.

Sikkim Manipal University
Directorate Distance Education

Search: Search Here Log Off

Welcome: 510822000

Home Admissions Examination **Profile Update** Transcript Request Edu/xt Helpdesk My Mail

Full Screen Options

Change Name

Current Name

First Name: KAZI NAZRUL ISLAM
Last Name: .
Name as per 10th Marks Card: KAZI NAZRUL ISLAM

New Name

First Name:
Last Name:
Name as per 10th Marks Card:

Document Upload

Document Type:

Uploaded Document

Document Category	Creation Date	Document Name	View Document
The table does not contain any data			

4.2 To edit the name use 'New Name' column for the same.

Sikkim Manipal University
Directorate Distance Education

Search: Search Log Off

Welcome: HARISH K

Home Admissions Examination **Profile Update** Transcript Request Edu/xt Helpdesk My Mail Placement

Full Screen Options

Change Name

Current Name

First Name:
Last Name: HARISH K
Name as per 10th Marks Card: HARISH K

New Name

First Name:
Last Name:
Name as per 10th Marks Card:

Document Upload

Document Type:

Uploaded Document

Document Category	Creation Date	Document Name	View Document
The table does not contain any data			

- 4.3 Select the document to upload from drop down menu.
- 4.4 Click 'Browse' to search for the document.
- 4.5 Click 'Upload'

The screenshot shows the user interface of the Sikkim Manipal University Directorate of Distance Education. At the top, there is a search bar and a 'Log Off' link. Below the navigation menu, the 'Change Name' section contains two columns of input fields for 'Current Name' and 'New Name', each with fields for First Name, Last Name, and Name as per 10th Marks Card. Below this, the 'Document Upload' section features an 'Upload' button circled in red, a 'Document Type' dropdown menu currently set to 'MARRIAGE CERTIFICATE', and a 'Browse...' button. At the bottom of this section, there is an 'Uploaded Document' table with columns for Document Category, Creation Date, Document Name, and View Document, which currently displays the message 'The table does not contain any data'.

5 Learning center Transfer

The screenshot displays the Sikkim Manipal University Directorate of Distance Education portal. The 'My Profile' dropdown menu is open, and the 'Learning Center Transfer' option is highlighted with a red circle. Other menu items include 'My Profile' and 'Change Password'. Below the menu, there are sections for 'University Announcements', 'Upcoming Events', and 'Communications'. The 'Upcoming Events' section lists several academic events, including the availability of the Academic Calendar, extended timing for May 2012 examinations, and a case study contest. The 'Communications' section includes links for 'Update Security Questions for Password reset' and 'e-Learning !!'. At the bottom, there are icons for 'FAQ', 'User Manual', 'Email Us', and 'Help Desk'. A footer at the very bottom reads '© Copyright Manipal Group 2012'.

6 Password change

6.1 Select 'Profile Update' tab

The screenshot shows the Sikkim Manipal University Directorate Distance Education portal. The user is logged in as 510822000. The 'Profile Update' menu is open, showing options: My Profile, Learning Center Transfer, Change Password (highlighted), Security Question for Password, and Reset. The 'Change Name' form is visible, with fields for Current Name (First Name: KAZI NAZRUL ISLAM, Last Name: ., Name as per 10th Marks Card: KAZI NAZRUL ISLAM) and New Name (First Name, Last Name, Name as per 10th Marks Card). Below the form are sections for Document Upload and Uploaded Document.

6.2 Click 'Modify'.

The screenshot shows the 'Change Password' form. The 'Modify' button is circled in red. The form displays the user's profile information: Logon ID: harish.k@manipalu.com, Last Name: harish k, First Name: , and E-Mail Address: harish.k@manipalu.com.

6.3 Type the old Password.

6.4 Type the new password in 'Define Password'.

6.5 After typing in the confirmed password, click 'Save'

Modify | Save | Cancel

Change Password

Logon ID:

Old Password:

Define Password:

Confirm Password:

7 Transcript Request

Sikkim Manipal University
Directorate Distance Education

Search:

◀ Back Forward ▶ History Favorites Welcome: HARISH K

Home Admissions Examination Profile Update **Transcript Request** EduVxt Helpdesk My Mail Placement

Correspondence Request Form

LC Code 03329
Roll Number 721158814
Name . HARISH K
Program of Study Masters in Business Administration
Semester Semester 2

Select Certificate

Bonafide Certificate Internship Certificate Provisional Certificate Duplicate ID Card

Reason: *

DD should be taken in favour of Sikkim Manipal University,DE, Payable at Manipal/Udipi and sent to:

Indicate where you would like the certificate sent to

My Address

Use this Address:

- 7.1** Select ' *Transcript Request* ' tab for Bonafide Certificate, Internship Certificate, Provisional Certificate and Duplicate ID.
- 7.2** Select on the document required.
- 7.3** Give justification in 'Reason' for why it is needed.
- 7.4** Select the address where you would like to receive it.

Sikkim Manipal University
Directorate Distance Education

Search: Search

Back Forward History Favorites Welcome: HARISH K

Home Admissions Examination Profile Update Transcript Request EduNxt Helpdesk My Mail Placement

Full Screen Options

DD should be taken in favour of Sikkim Manipal University,DE, Payable at ManipalUdipi and sent to:

Indicate where you would like the certificate sent to

My Address

Use this Address:

My Addresses

Address	Country
The table does not contain any data	

LC Address

Payment Information

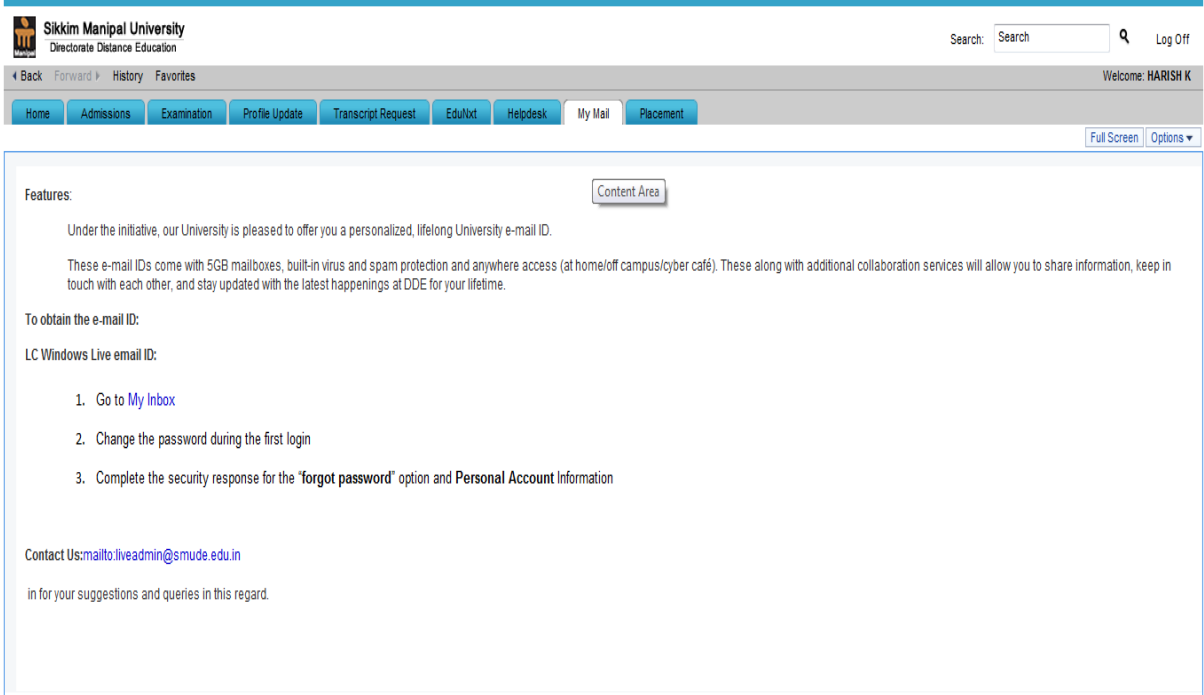
Payment Mode Demand Draft Challan Credit/Debit Card Online Payment

7.5 Select the 'Payment Information'

7.6 Click 'Submit Transcript Request'

8 My Mails

8.1 Select My Mail tab for accessing all information or updates mail from University's side.



The screenshot displays the Sikkim Manipal University website interface. At the top left, the university logo and name "Sikkim Manipal University Directorate Distance Education" are visible. A search bar and "Log Off" link are on the top right. Below the header is a navigation menu with tabs for Home, Admissions, Examination, Profile Update, Transcript Request, Edu/xt, Helpdesk, My Mail (which is highlighted), and Placement. A "Welcome: HARISH K" message is shown on the right side of the menu. The main content area contains a "Features:" section with a "Content Area" button. The text describes the university's initiative to offer personalized, lifelong e-mail IDs with 5GB mailboxes, virus and spam protection, and anywhere access. It also provides instructions on how to obtain the e-mail ID, specifically for LC Windows Live email ID, and lists three steps: 1. Go to My Inbox, 2. Change the password during the first login, and 3. Complete the security response for the "forgot password" option and Personal Account Information. A contact email address, mailto:liveadmin@smude.edu.in, is provided for suggestions and queries.

Features: [Content Area](#)

Under the initiative, our University is pleased to offer you a personalized, lifelong University e-mail ID.

These e-mail IDs come with 5GB mailboxes, built-in virus and spam protection and anywhere access (at home/off campus/cyber café). These along with additional collaboration services will allow you to share information, keep in touch with each other, and stay updated with the latest happenings at DDE for your lifetime.

To obtain the e-mail ID:

LC Windows Live email ID:

1. Go to [My Inbox](#)
2. Change the password during the first login
3. Complete the security response for the "forgot password" option and **Personal Account** Information

Contact Us: <mailto:liveadmin@smude.edu.in>

in for your suggestions and queries in this regard.