Student Life Cycle Management (SLCM) Student Manual

May 2012

Directorate of Distance Education
Sikkim Manipal University
Syndicate House, MANIPAL – 576 104
www.smude.edu.in

Table of Contents

Contents   Page No

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

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

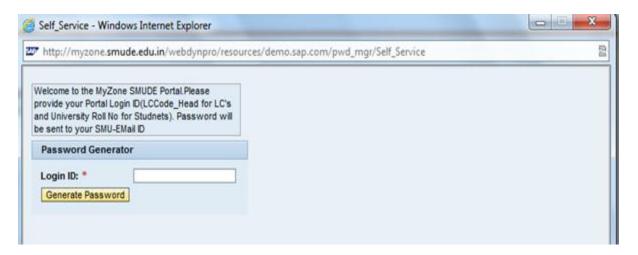# 2. Forgot Password
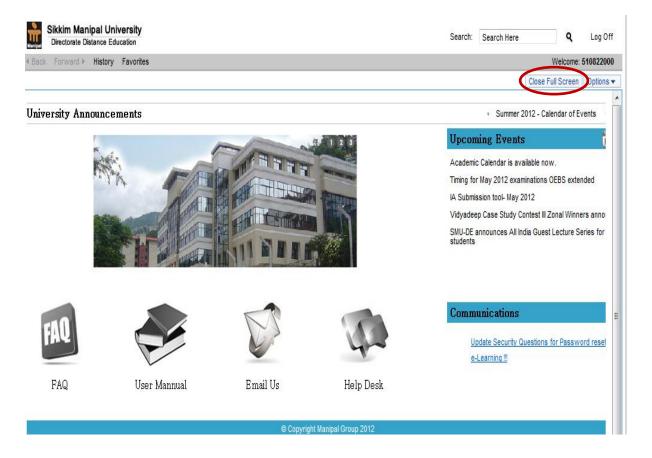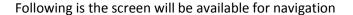
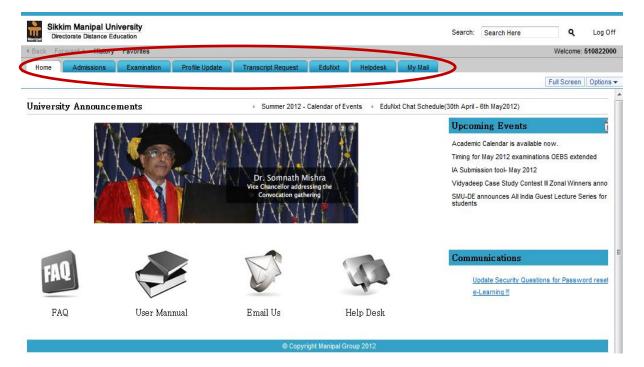- If you forget the password. Select the *'Reset password'*.

- 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 navgation.
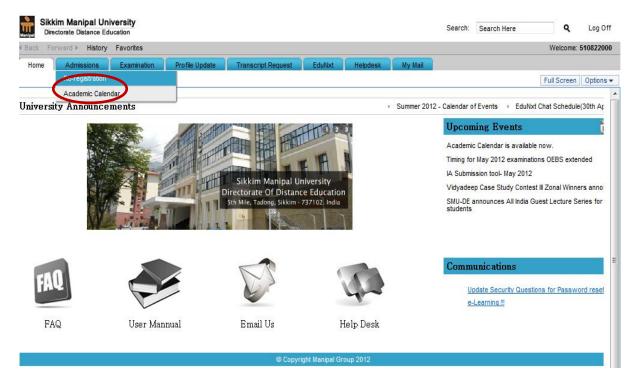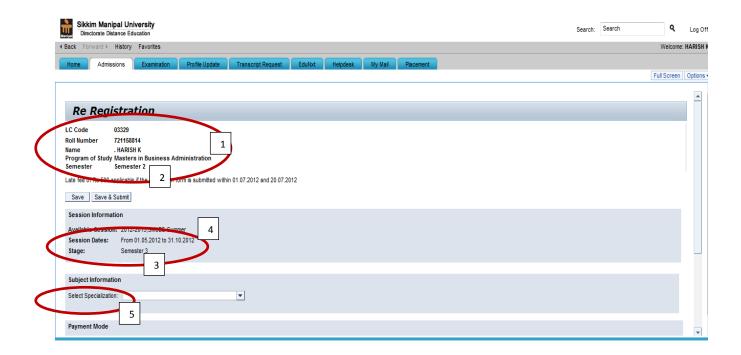
Following is the screen will be available for navigation

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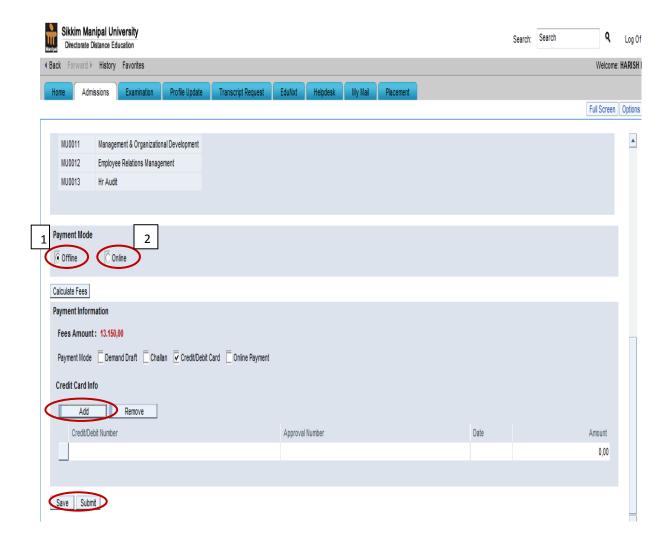
2.4 Select the specialization by clicking on the drop down arrow.

2.5 Select the Payment mode

    a. Offline[1]:- Payment made through Demand Draft (DD), Challan and Credit/Debit card.

b. Online[2]:- 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.
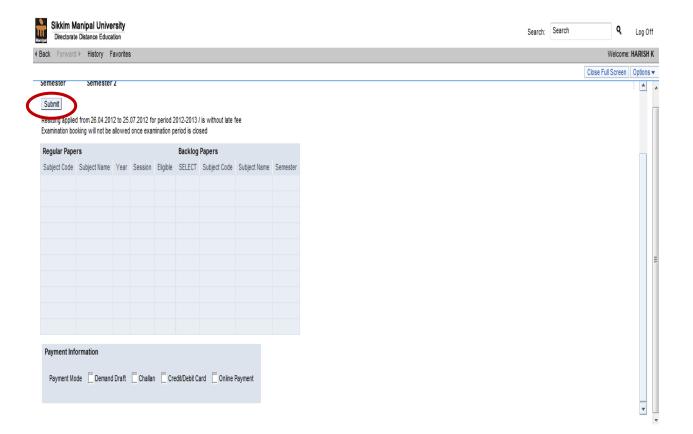
2.5.4 Select '*Submit'*.

4. Re- Sitting Applications

3.1 Select Examination Tab, from the drop down select ' *Re-Sitting Application'*.

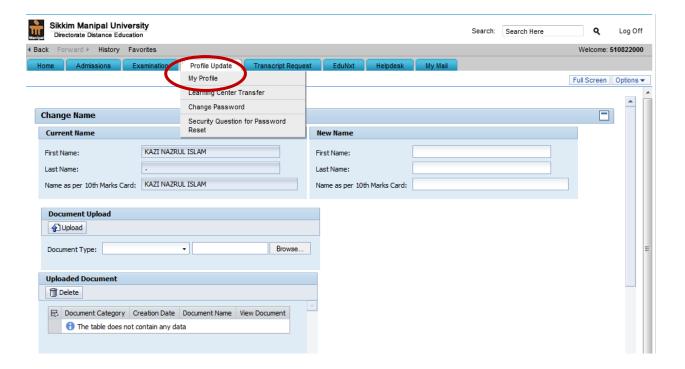**3.2** Select the paper of backlog.

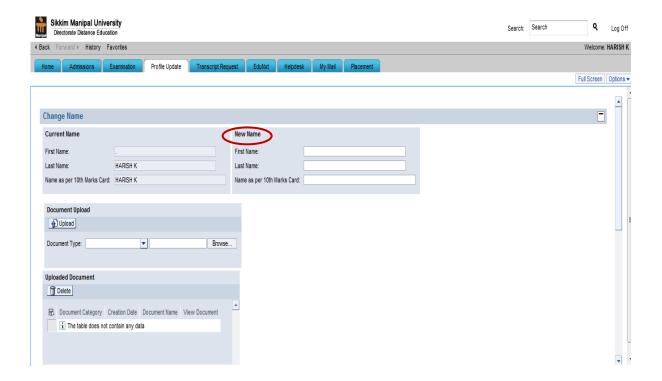**3.3** Select the payment mode, fill in the details.

3.4 Select '*Submit*'
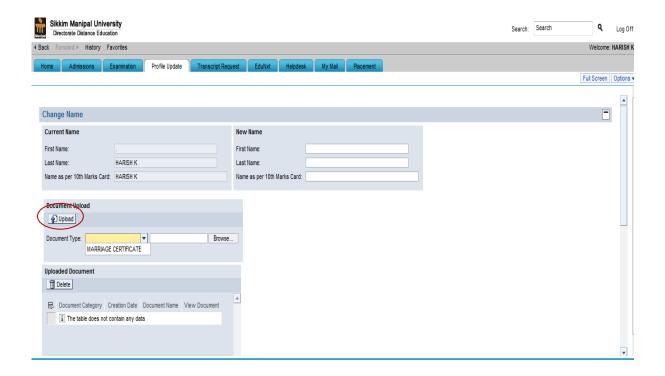
4 Profile Update

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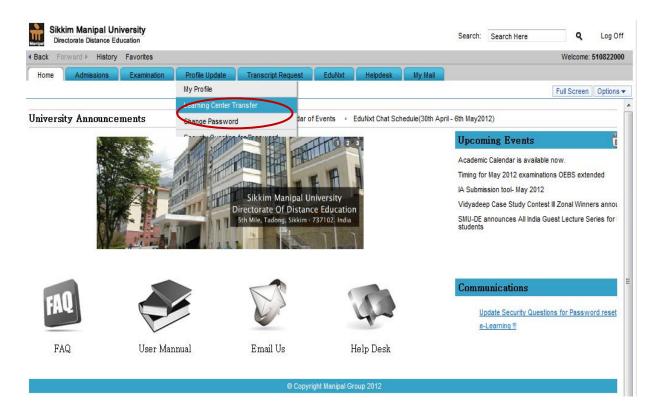

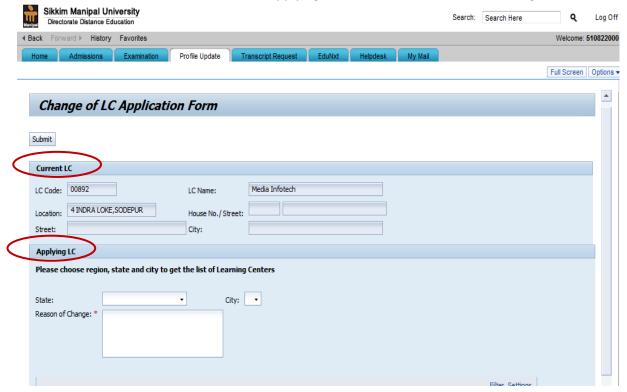**4.2**To edit the name use '*New Name*' column for the same.

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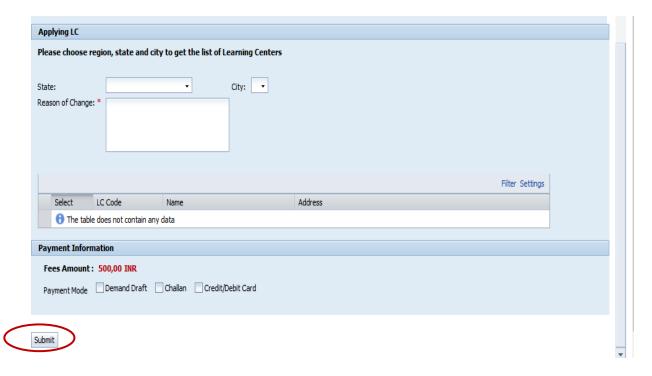**4.5** Click '*Upload*'

5 Learning center Transfer

5.1 Select *'Learning Center Transfer'*

5.2 Current LC information would be displayed

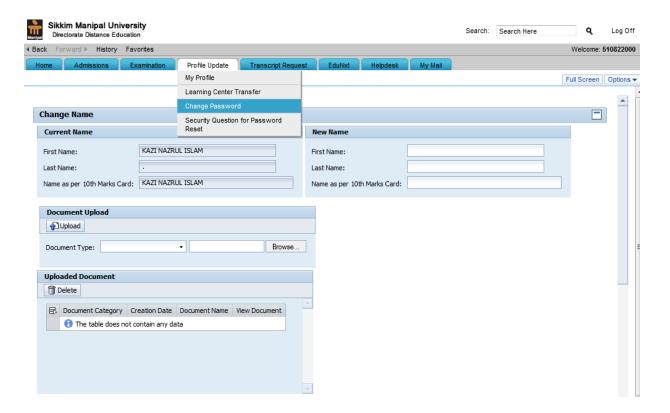**5.3** Fill in the details in Applying LC for the LC the candidate is taking a transfer to.

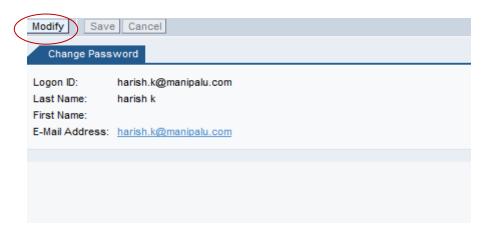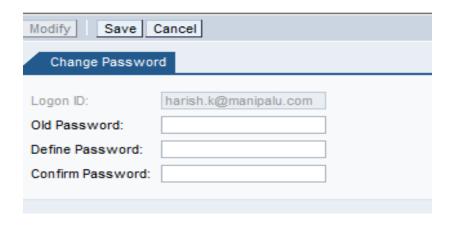**5.4** Fill in the payment details and click *'Submit'*.

6   Password change
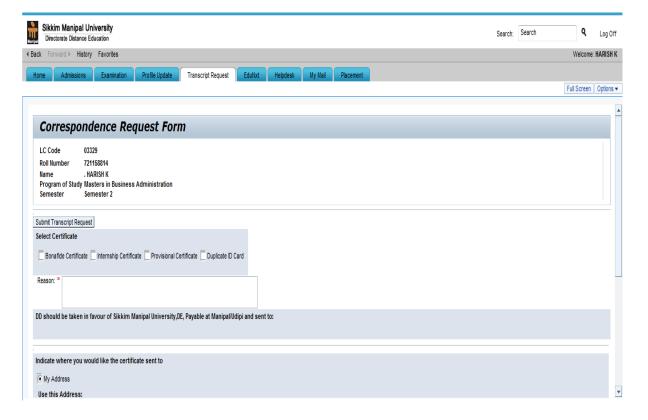
6.1 Select '*Profile Update*' tab
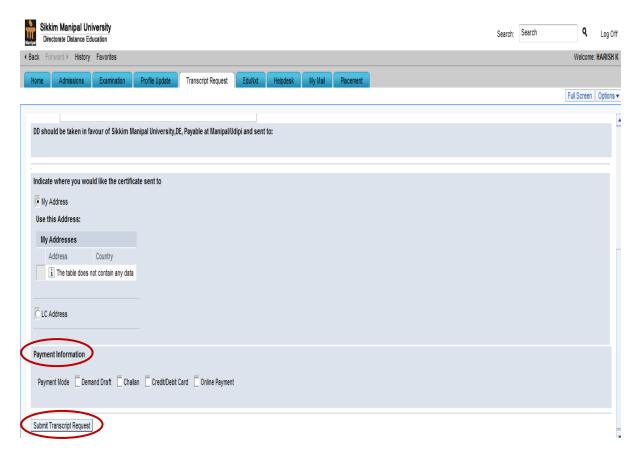

6.2 Click '*Modify*'.

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*'

7 Transcript Request

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.

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.