

# REGISTRATION STEPS

01.

ACCESS THE REGISTRATION PORTAL

02.

USER ACCOUNT CREATION

03.

FILL THE INFORMATION IN DASHBOARD

04.

UPLOAD REQUIRED DOCUMENTS

05.

REVIEW THE APPLICATION AND SUBMIT

06.

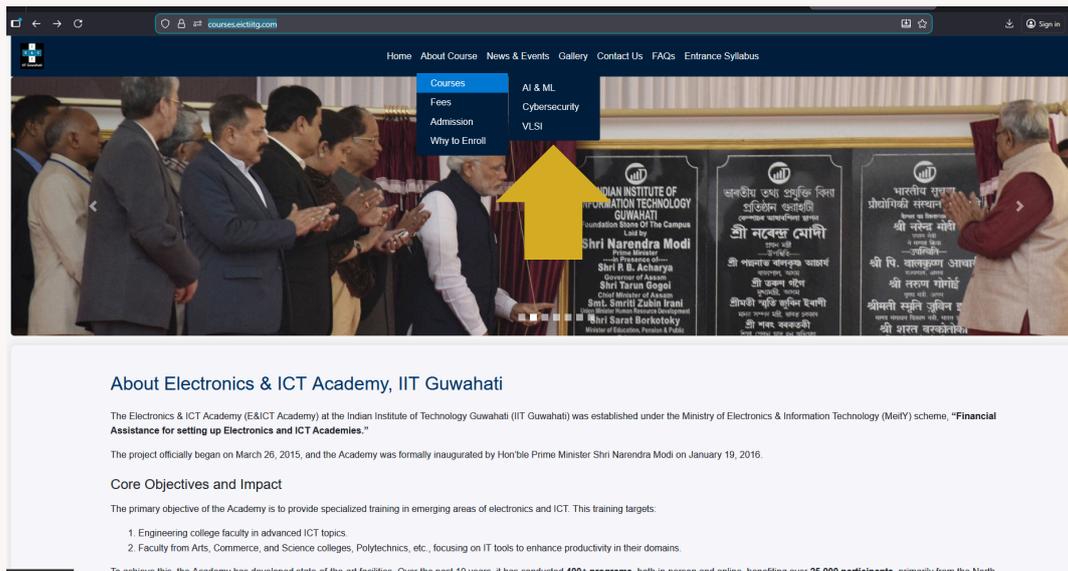
WELCOME EMAIL TO ELIGIBLE CANDIDATES

07.

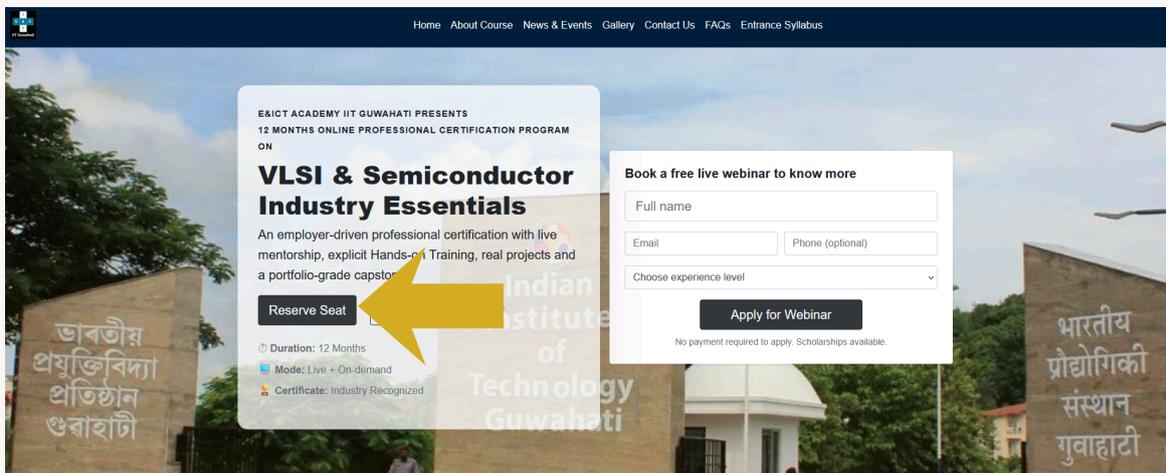
CONFIRMATION EMAIL

# STEP 1: ACCESS THE REGISTRATION PORTAL

- Visit the official website “<https://courses.eictitg.com/>” and select the course from the list.



- Carefully read the programme overview, eligibility criteria, and important instructions provided in the Landing page of the respective course before proceeding.
- Click on the “Reserve Seat / Apply Now” button.



- Or click on the “Register” button from the EICT Academy IITG home page.

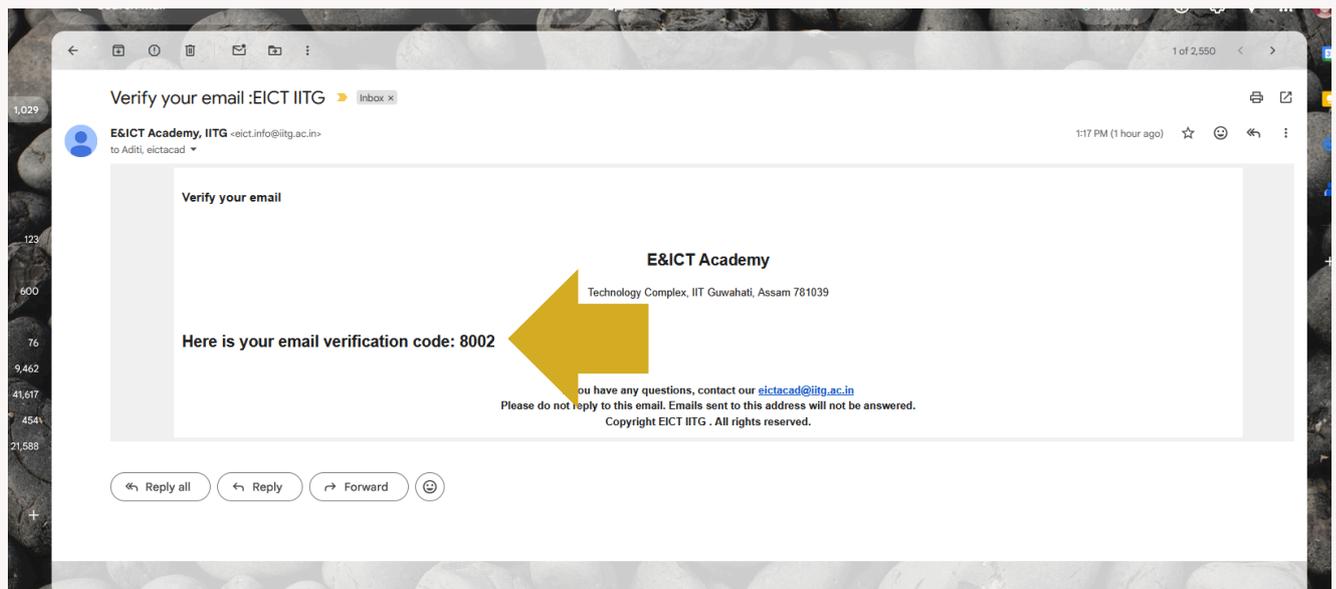


## STEP 2: USER ACCOUNT CREATION

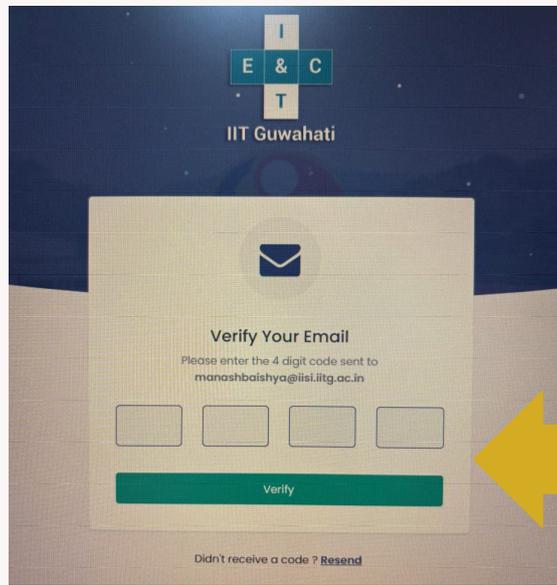
- Sign up by filling all the information and select the user type as “Graduate/Working Professional”.

The screenshot shows the 'Create New Account' form on the IIT Guwahati website. The form fields are: Name (with placeholder 'Enter Name'), Email (As username) (with value 'aditbiswas.329@gmail.com'), Password (with masked characters), User Type (with a dropdown menu showing '--Select-'), and Phone No (with placeholder 'Enter Phone No'). A captcha field contains the text '34680'. A green 'Sign up' button is located below the form. Two yellow arrows point to the 'User Type' dropdown and the 'Sign up' button. Below the form, there is a link for 'Already have an account? [Signin](#)' and a note: 'NOTE: On click of Signup button, you will receive an email to validate your email id. After the email id validation you will be able to login. Some time email may not go to your inbox, so kindly check spam email also.'

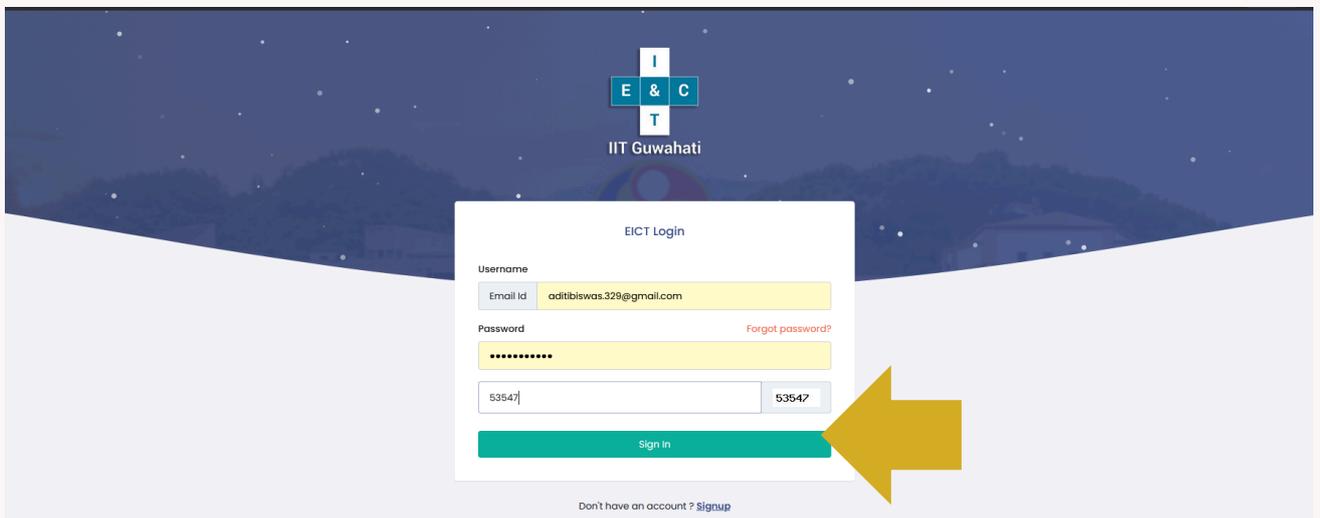
- After clicking on “Sign up” a verification email will be sent to the email ID provided.
- This email will contain a four digit numeric code which will be used for verification purpose.



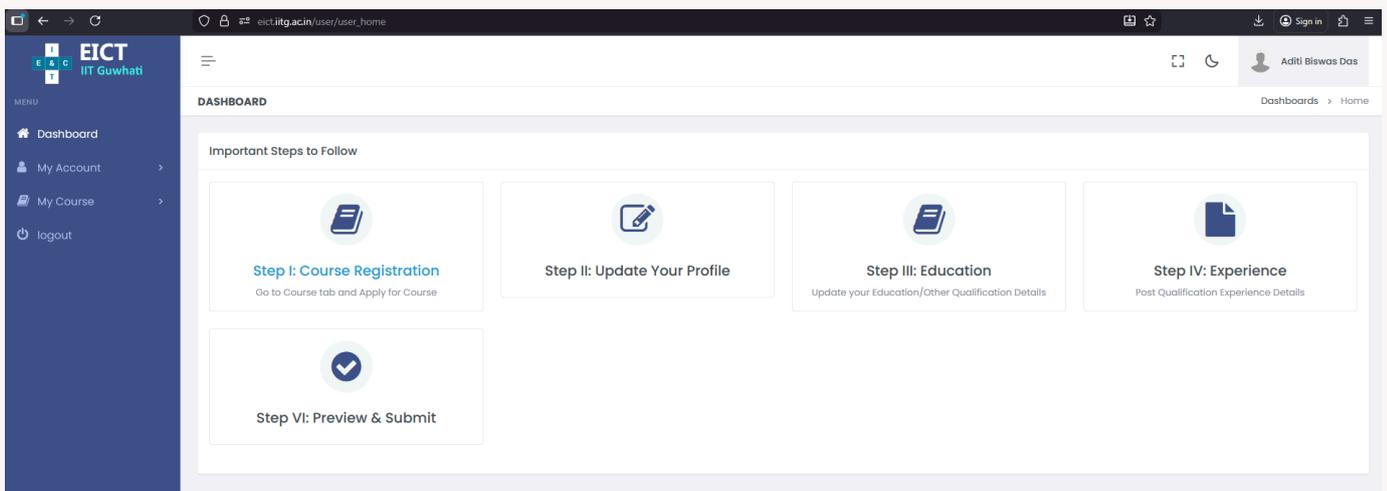
- A following verification pop-up will be displayed in the portal. Please put your verification code here and click on “Verify”.



- Sign-in again using the numeric captcha..



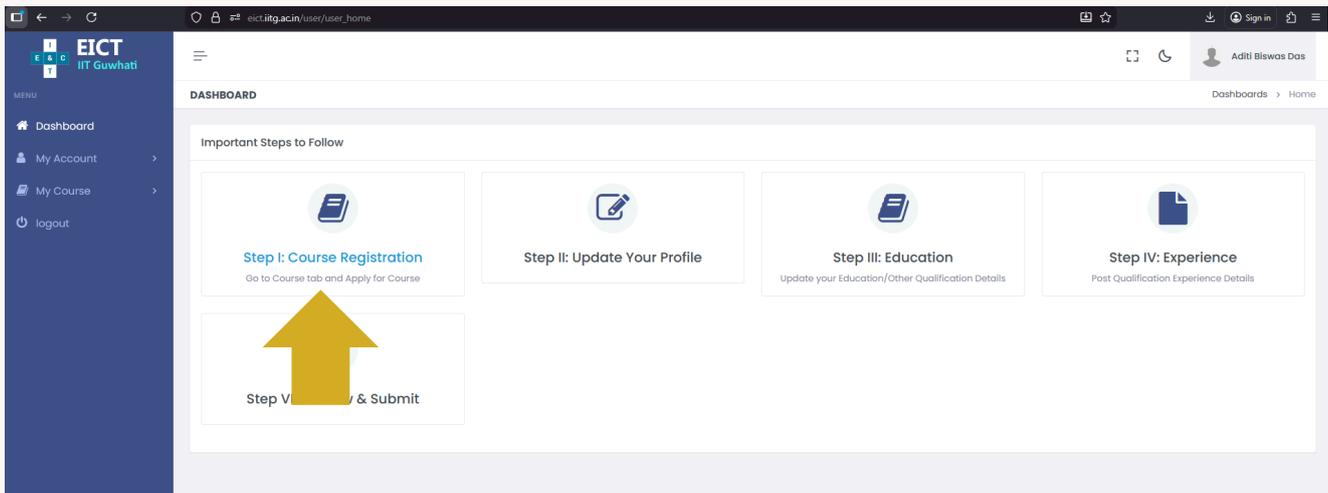
- After sign-in, a following Dashboard will appear on the screen.



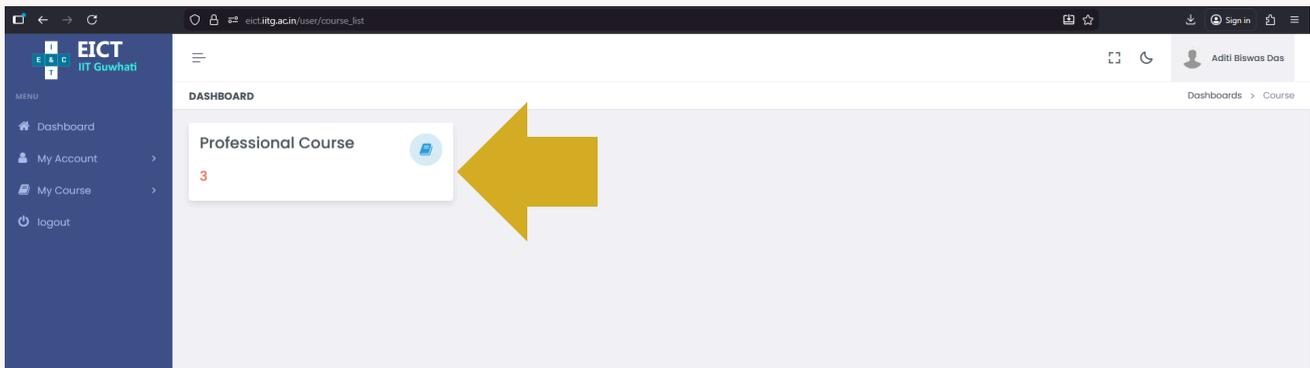
- This Dashboard will be used as a summary of all your future activities over this portal.
- The course you are interested in needs to be selected and accordingly your Profile, Education and Experience needs to be updated.
- Please check your Username appearing on the very right hand side of the screen.

# STEP 3: FILL THE INFORMATION IN DASHBOARD

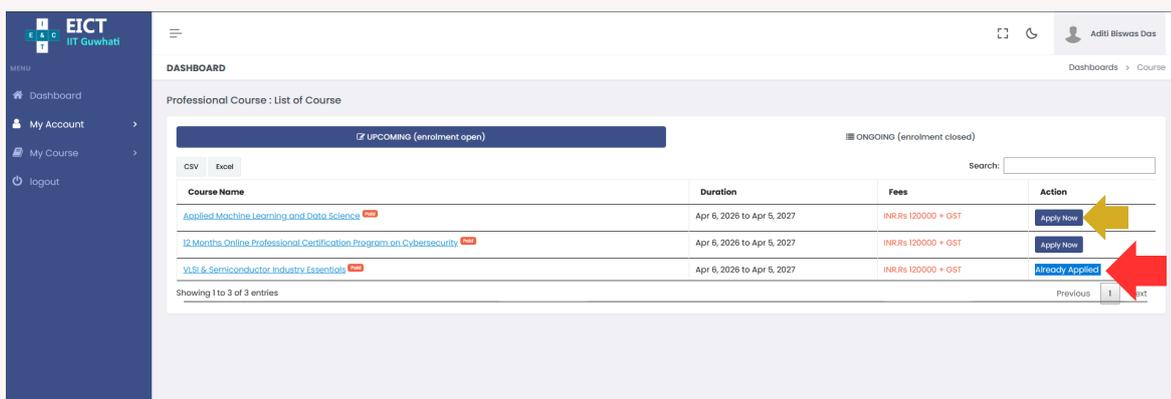
- Select the course you are interested in by clicking on “Course Registration”.



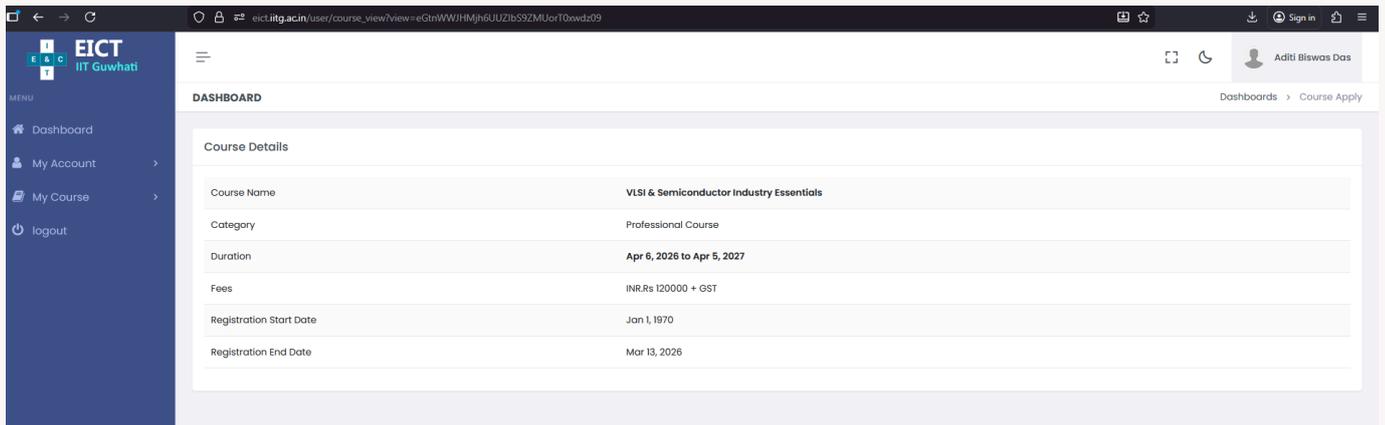
- After clicking on “Course Registration” the following will appear.
- Click on the “Professional Course”



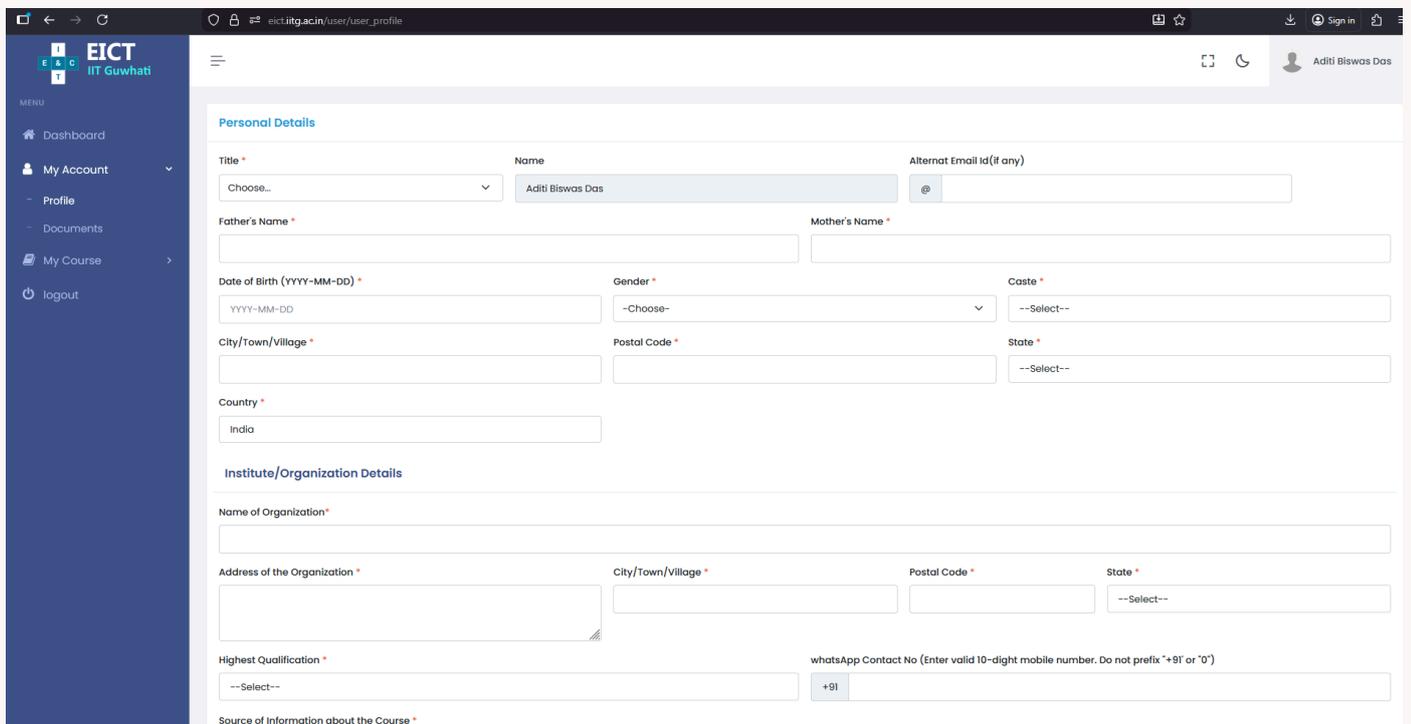
- Select the course from the list below and click on “Apply now” button.
- After clicking the “Apply Now” button you will automatically get applied for the course.
- “Already Applied” message will automatically appear after clicking. Refer the red arrow in the screenshot below.



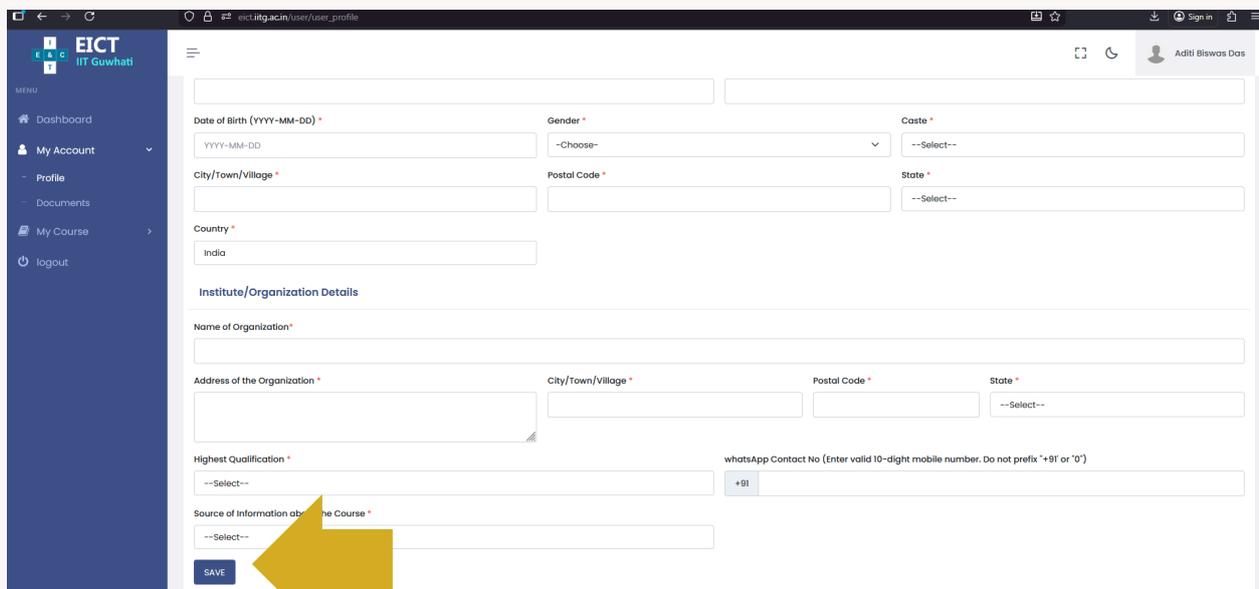
- Following information of the course will appear on the screen..



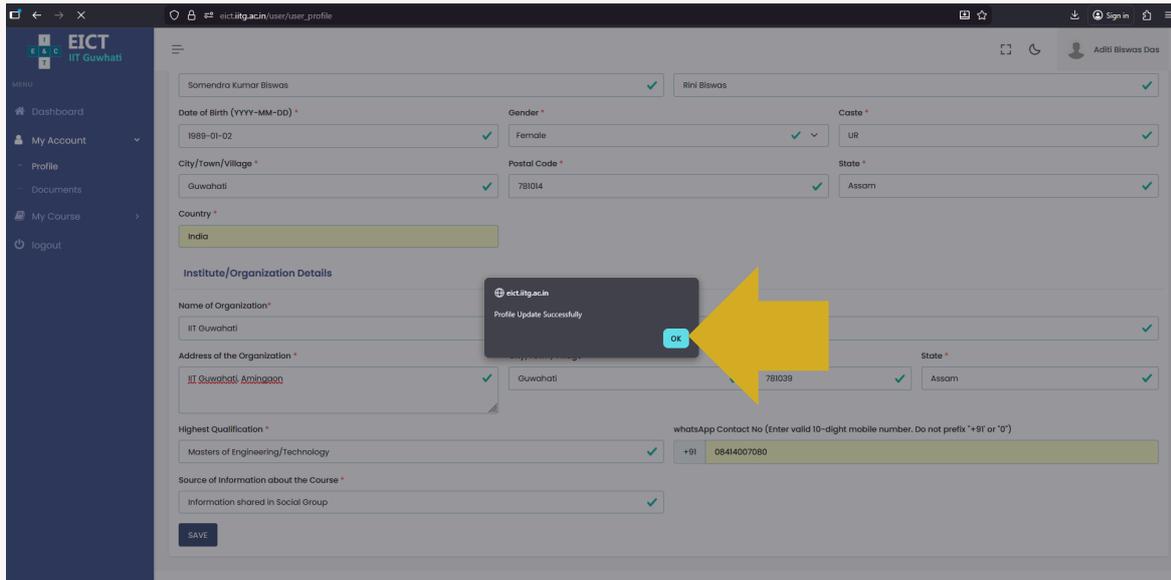
- Then go to the Dashboard and Update your Profile by filling all the required information.



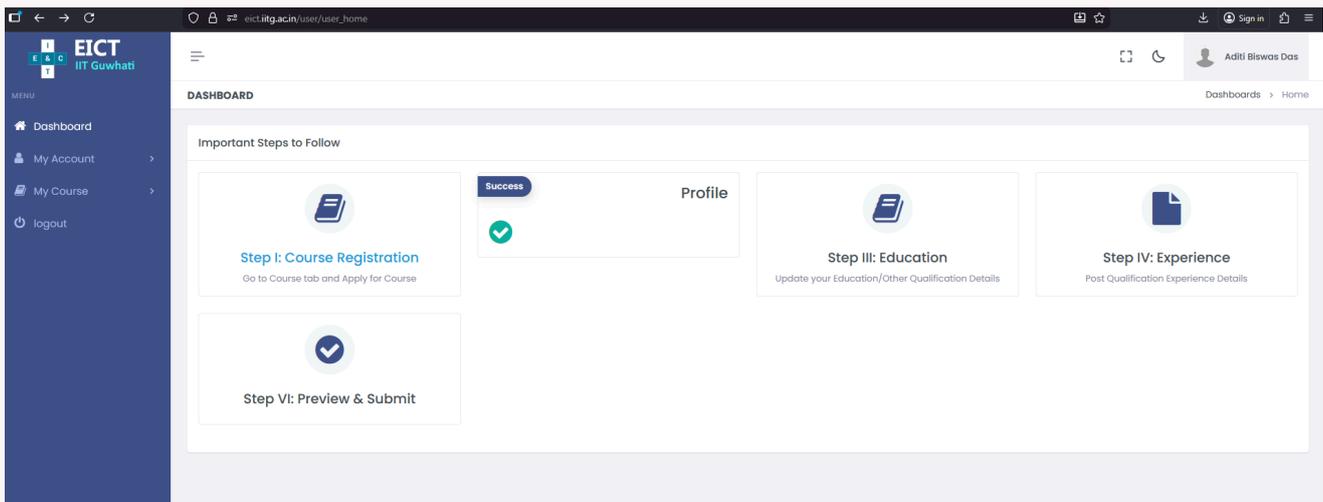
- While selecting the Year of Birth the list is not auto scroll. Please select the lower year limit then the year list will automatically show earlier years.



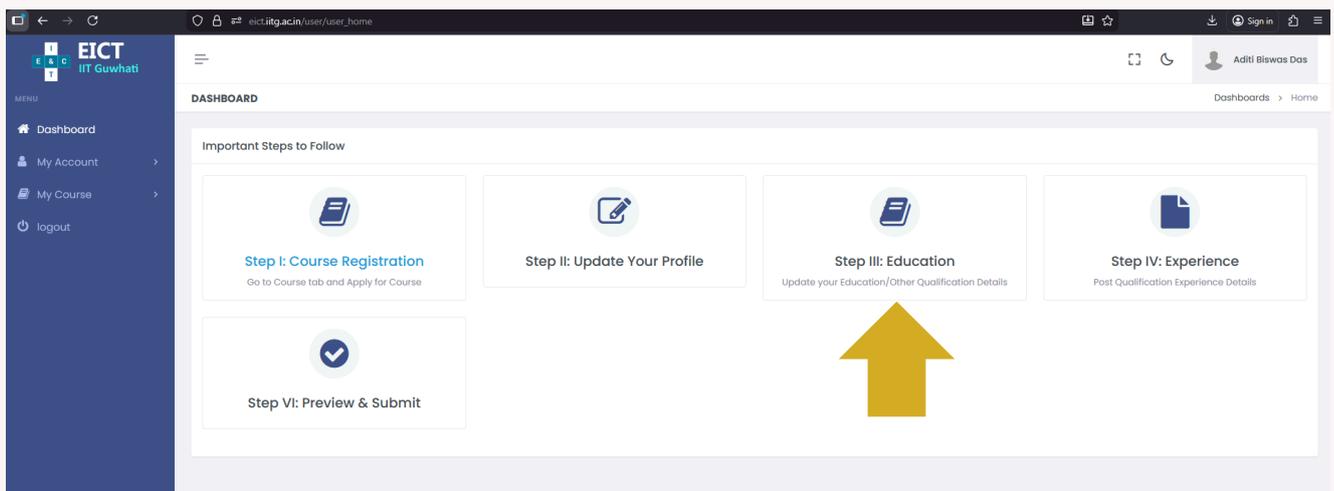
- Click on “Save” button to save all the filled in information. A green tick will appear on all the fields and following message will appear.



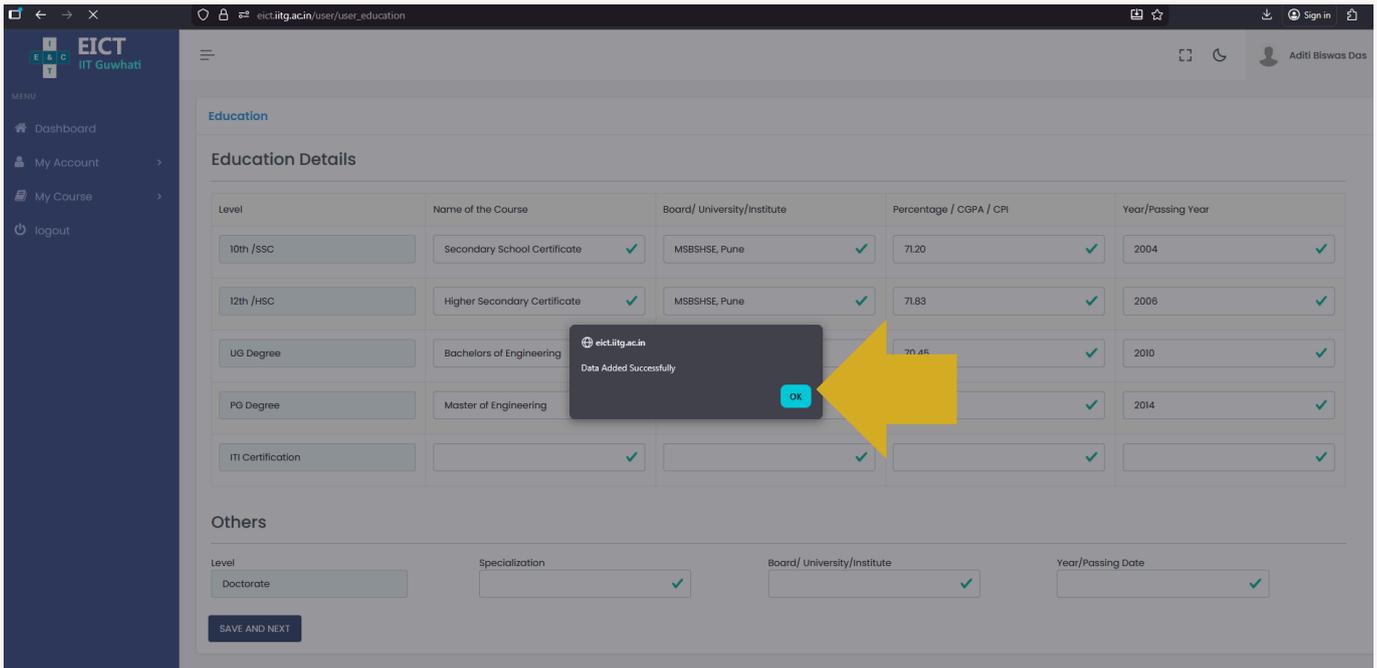
- Click on “OK” button to save all the filled in information.
- Go to the Dashboard again.



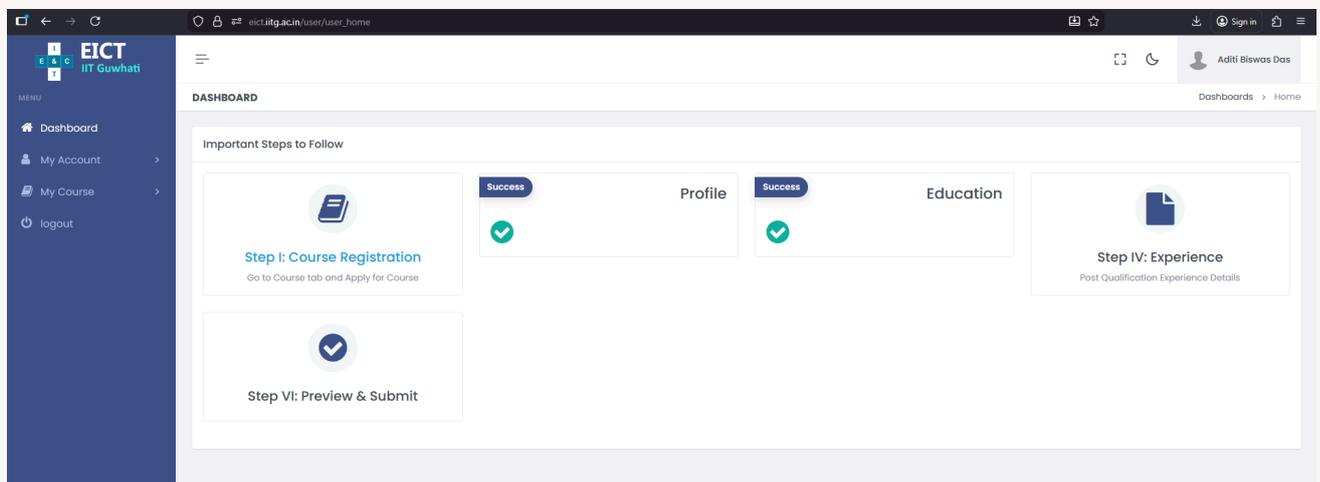
- In the Dashboard a green tick will appear in the “Profile” section if all the details are saved successfully.
- Next click on the “Education” Section.



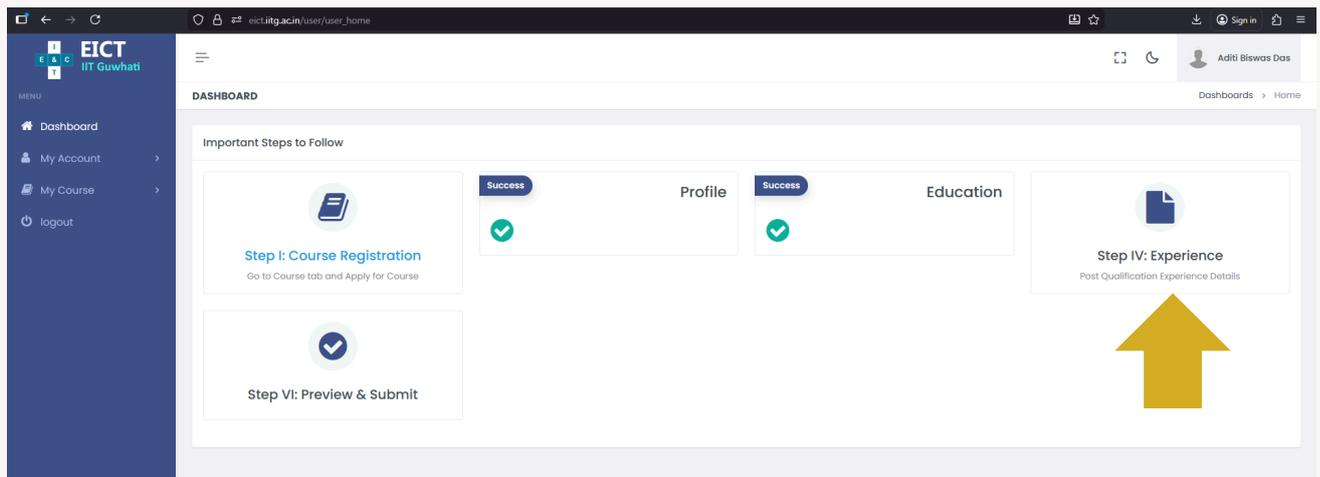
- Fill up the Education details and click on “Save and Next”.



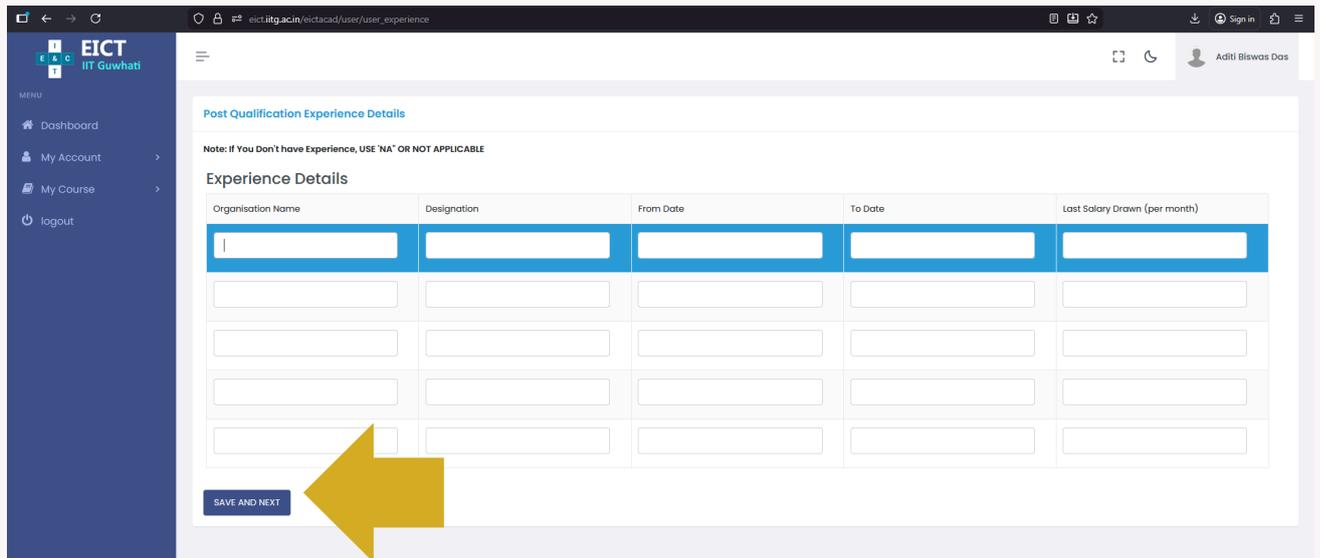
- Click on “Ok” option to save the data.
- Go to the Dashboard again. A green tick will appear in the Education section if all the information are saved successfully.



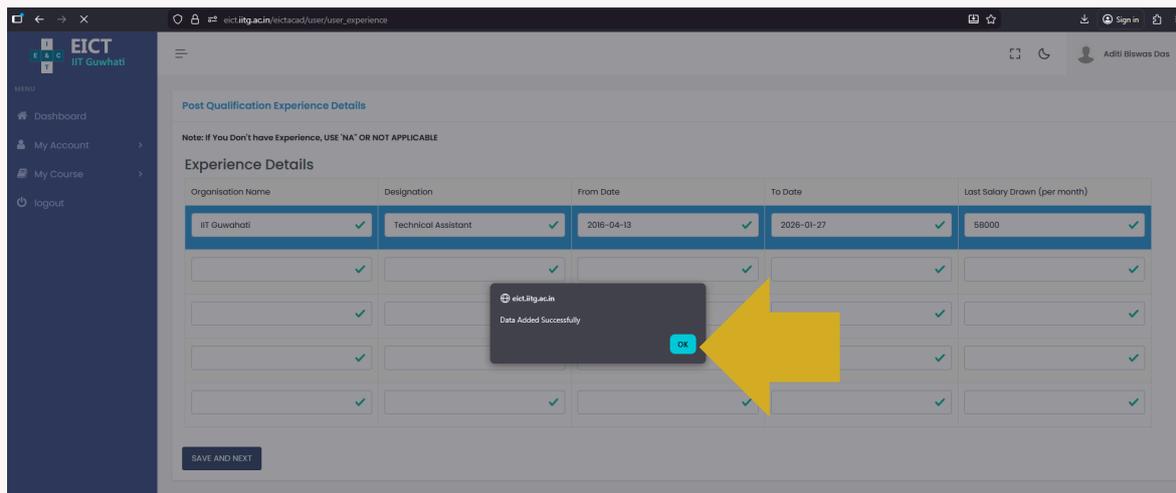
- Next click on the “Experience” Section.



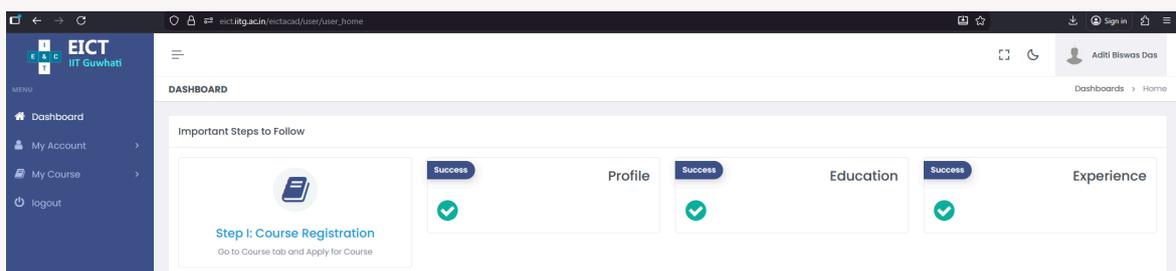
- After clicking the “Experience” section following screen will appear.



- Fill up the details and click on “Save and Next” button. Following window will appear.
- Please click on “OK” button.

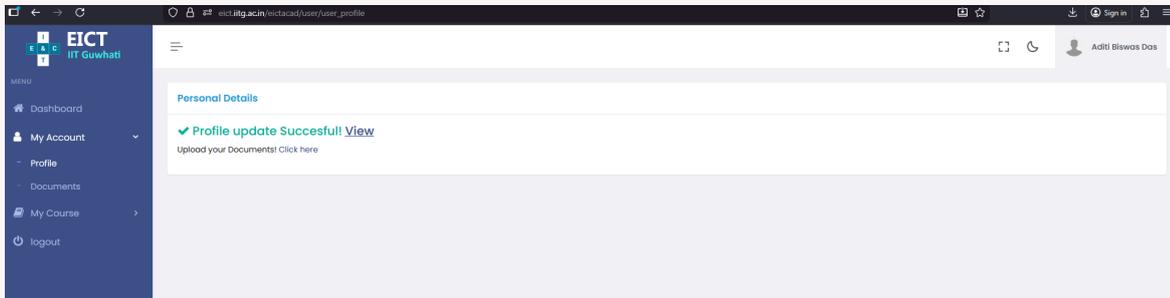


- Fill up the details and click on “Save and Next” button. Following window will appear.
- Please click on “OK” button.
- Go to Dashboard. A green tick will appear in the “Education” Section if all the data is saved successfully.

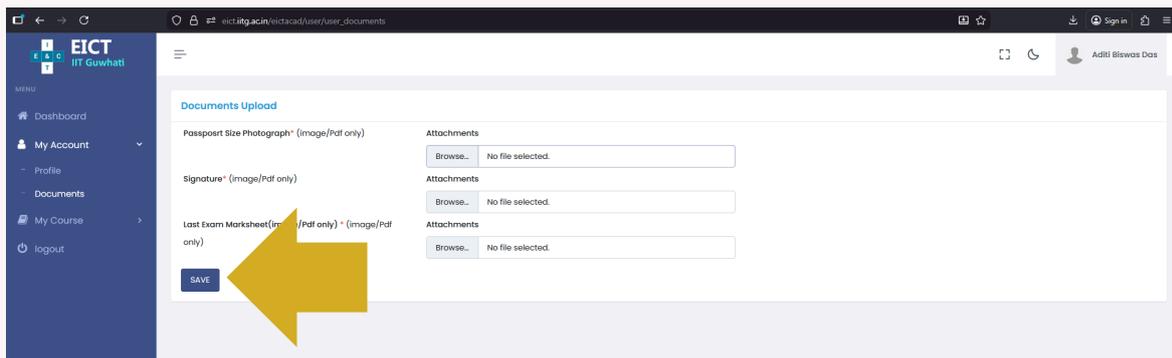


## STEP 4: UPLOAD REQUIRED DOCUMENTS

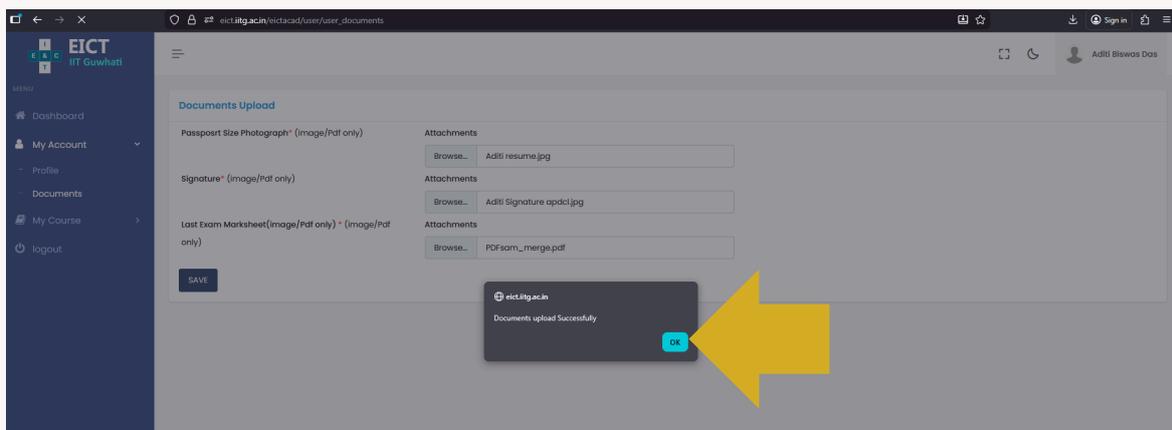
- Next click on the “Document Upload” section. The following will appear.
- You can view your Profile by clicking in the “View” button.
- Click on the “Click Here” button to upload the documents.



- Following window will appear in the Document upload section.
- While uploading the documents please check the file limit and the type of the documents to be uploaded. It should be according to the portal.
- Click on “Save” button.

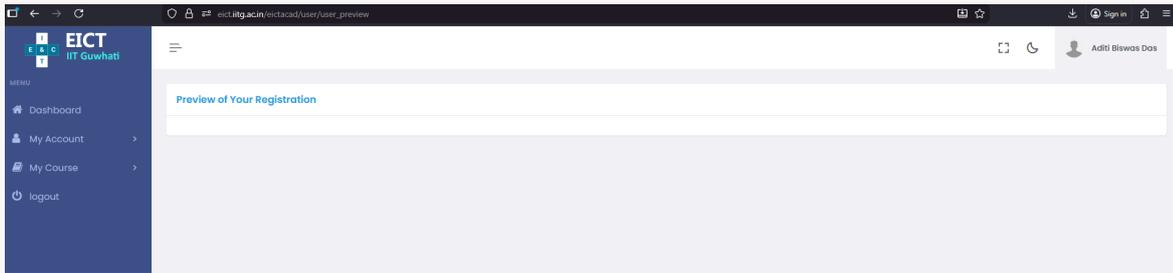


- Click on “OK” button to save all the documents successfully.



# STEP 5: REVIEW THE APPLICATION AND SUBMIT

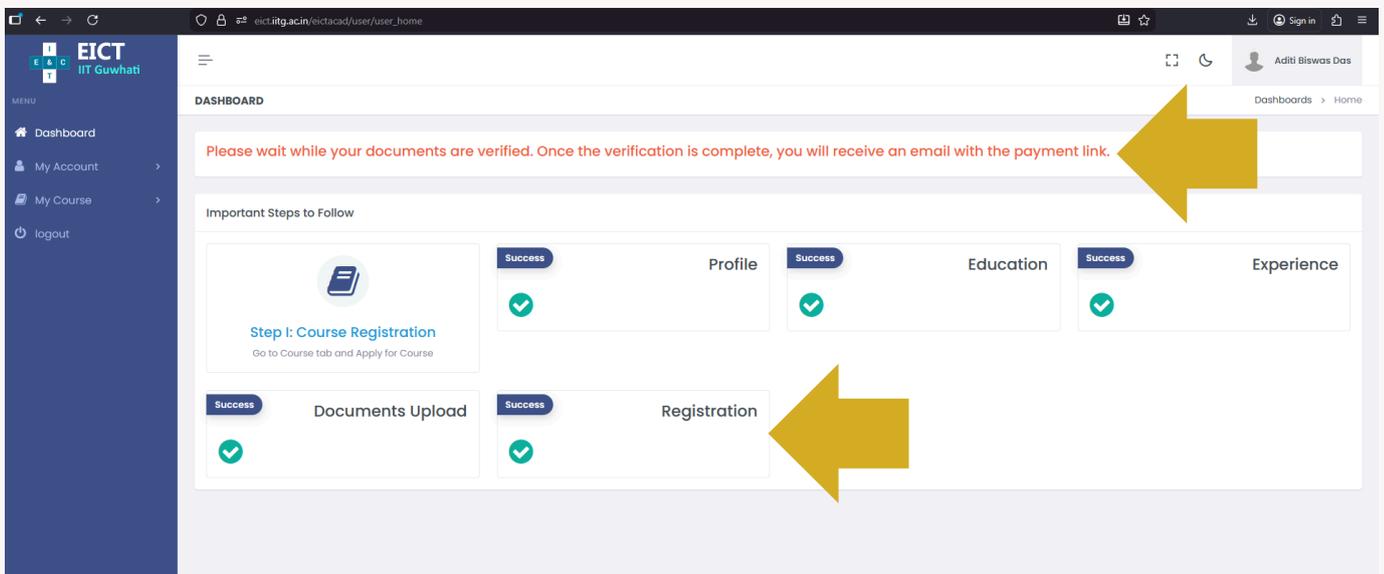
- Preview your registration form and check all the details.



- Click on the disclaimer part and click on the “Submit” button.



- After Submitting your application go to the dashboard. All the sections should show a green tick and the Registration process on the portal ends here.
- The following screen will appear.



## STEP 6: WELCOME EMAIL TO ELIGIBLE CANDIDATES

- After Submitting your application your documents will be verified by the Team of E&ICT Academy IIT Guwahati.
- After verification of the details eligible candidates will receive email (Welcome Message) for the initial registration payment of Rs. 1000/-.
- The candidates need to provide the UTR number and receipt of the payment in the same trail mail.
- The bank details for the payment is provided below.

**BANK NAME: STATE BANK OF INDIA**  
**ACCOUNT NAME: IIT GUWAHATI R AND**  
**D E AND ICT ACADEMY**  
**ACCOUNT NO.: 36071160089**  
**IFSC CODE: SBIN0014262**



## STEP 7: CONFIRMATION EMAIL

- After verification of the payment the participants will receive a Confirmation mail for the Entrance Exam.
- The Syllabus and Reference/ Study materials of the Entrance Exam will be provided in the Email.
- Please note that the Entrance Exam will be online and proctored exam.
- Other details related to the exam will be shared in due course of time.
- The participants who will pass this entrance exam will be allowed for the final registration for the course.
- The initial registration fee will be adjusted in the final Course Fee.
- In case of any queries please contact “[eict.info@iitg.ac.in](mailto:eict.info@iitg.ac.in)”.
- You can “Apply for a Webinar” also in order to understand the entire process.