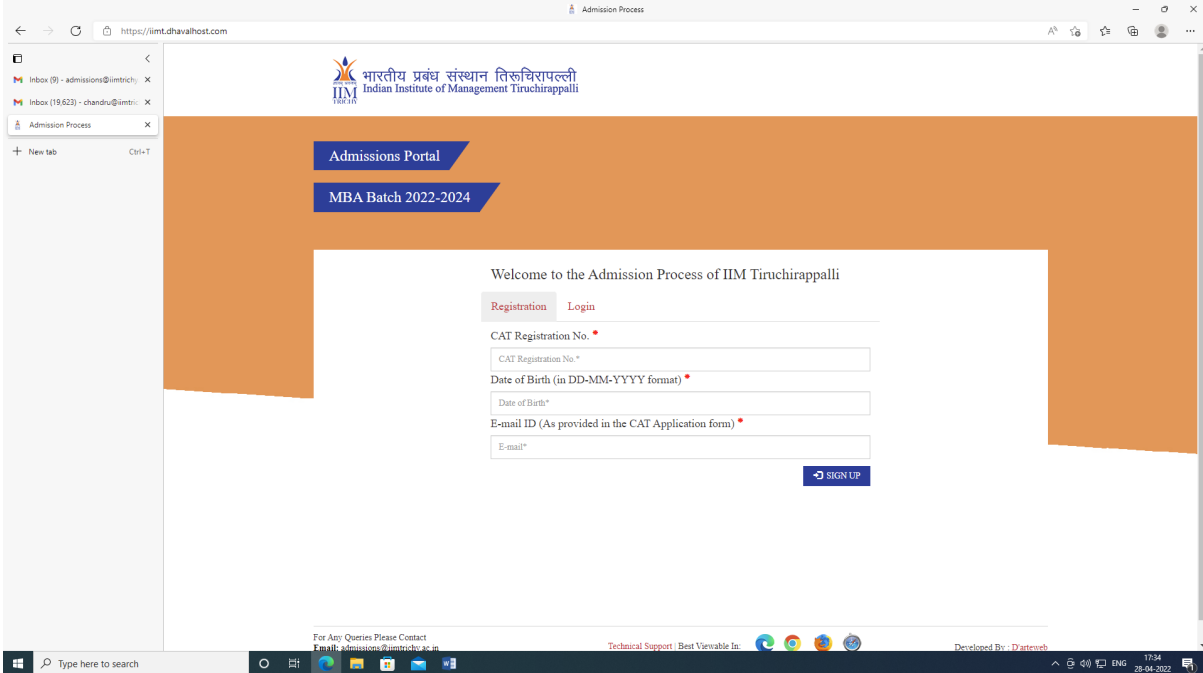# User Guide for accessing the Admission Portal

Step 1:

The candidate has to click on **the "Registration"** button first and provide the details of CAT Registration Number, DoB & Email address (email address has to be provided at the time of CAT Registration), then click on **the "Sign up"** button. The screenshot of the page is given below:

Step 2:

After entering an OTP, which is received through the registered mobile and email id, the candidate should reset their password. The screenshot of the page is given below:

(Screenshot will be provided by the D'artweb)

Step 3:

After resetting the password, the candidate has to click on **the "Login"** button, provide the CAT ID and the new password set by you, and click on the **"Sign In"** button. If the candidate has forgotten the password, they can again create a new password by clicking on **the "Forgot Password"** button. The screenshot of the page is given below:
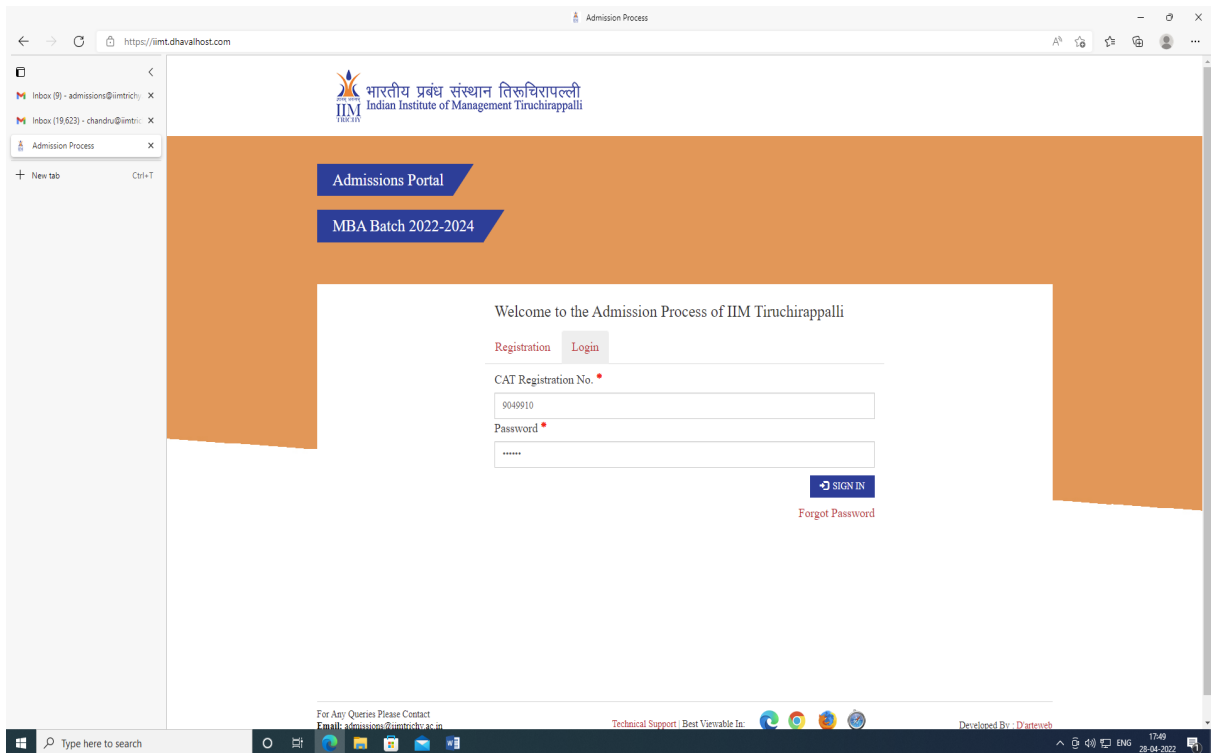
Step 4:

After logging in, the candidate will find the Dashboard page. If a Candidate has opted for both the Programme (PGPM & PGPM-HR), she/he has to choose their preference of Course-1 (either PGPM or PGPM-HR) in the dashboard, and then only the payment option will be enabled to the students for making the payment. The screenshot of the page is given below:

(Screenshot will be provided by the Vendor)

Step 5:

On the dashboard page, the candidate can see the following features on the left side:

- Dashboard
- General Instructions
- Profile
- Personal Data Form
- First Term Fee
- Payment History
- PGPM Calendar
- PGPM-HR Calendar
- Excess Amount Withdrawal
- Bank Details for availing Education Loan
- FAQs and Download Formats
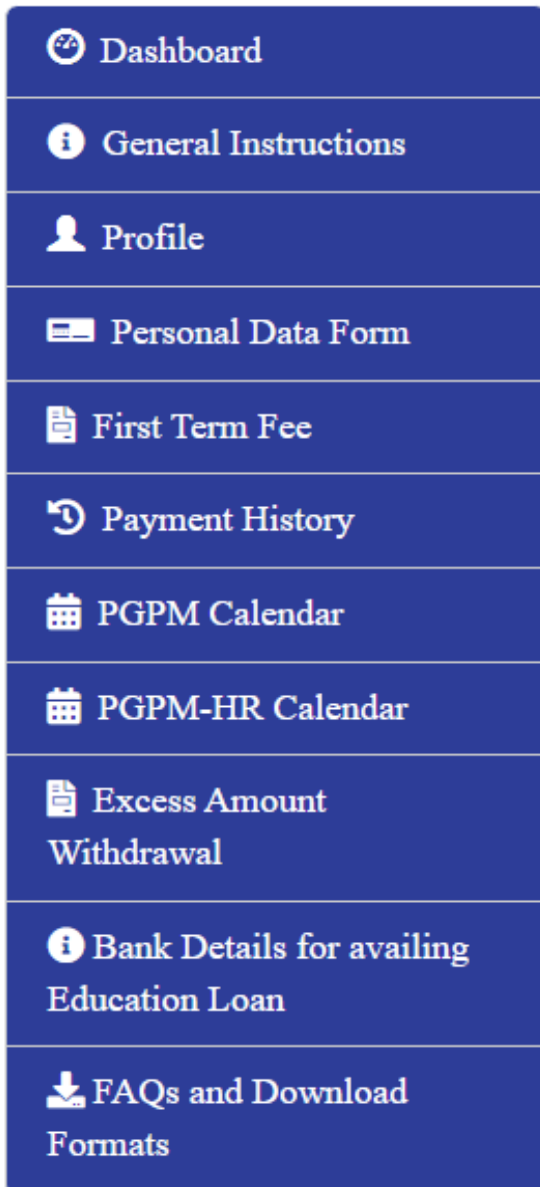
1	**Dashboard**	By clicking this menu, the candidate can go back to the main dashboard from any other page. Candidates can also download the Payment Receipt, Offer Letter and Acceptance from the dashboard menu.

		Withdrawal Option: This menu is for withdrawal of the offer acceptance. During withdrawal, candidates have to enter the required details for processing the refund. An OTP will be generated and sent to the candidates for reconfirmation before submission of the withdrawal form.
2	**General Instructions**	Candidates can view all the instructions for filling the Personal Data Form.
3	**Create New Password**	Candidates can create a new password by using this tab.
4	**Personal Data Form**	After making the payment of OAA, the offered candidates can fill up the form and save it., The candidates can only submit their Personal Data form after making payment of the balance Term I Fee of Rs. 2,25,000/-
		Before the final submission, there will be a preview page. Candidates have to review all the filled information before the final submission of the form. After clicking the final submission button, the candidates will not be allowed to edit any information. The candidate can refer to section (2) of this document for the details regarding filling up the Personal Data Form.
5	**First Term Fee**	The candidate can use this tab to pay the balance Term I fee.
6	**Payment History**	Candidates can view all the payments made in the Payment History and take a print of the receipt from this tab.
7	**PGPM Calendar**	Candidates can view all the `Offered Lists' that have been generated as on date along with necessary deadlines.
8	**PGPM-HR Calendar**	Candidates can view all the `Offered Lists' that have been generated as on date along with necessary deadlines.
9	**Bank details for availing of Education Loan**	Candidates can view the following Bank facilities and the contact person details for availing Education Loan: **SBI, Canara Bank, Union Bank of India, PNB – To be updated.**
10	**FAQs and Download Formats**	Candidates can view the Frequently Asked Questions (FAQs) and the reply provided for the clarification.

		In addition, the formats for the Undertaking, Medical Certificate, and Affidavit are also available in the download formats.
11	**Excess Amount Withdrawal**	This tab will appear for those candidates who have paid the excess amount. The candidates can process a refund through this tab to get the extra amount paid to IIM Trichy.

Step 6:

Under each programme (PGPM/PGPM-HR) for the offered /waitlist; the status and category will be shown, and there will be two buttons for the following:

> Button for making payment.
> Button for downloading the Offer / Waitlist Letter.

After making the payment, the candidate can download the receipt. The candidate can download their Offer Letter / Waitlist Letter from the same window.

Waitlist Candidates can refer to last year's waitlist movement of the Institute from the same dashboard.

The screenshot of the page is given below:

(Screenshot will be provided by the Vendor)

Step 7:

- The **"Payment History"** button provided on the dashboard provides information about all the payments made by the candidates in the Admissions portal. Candidate can also download their payment receipts for each transaction from this page.

- Offered candidates have to pay an amount of Rs.1,00,000/- (rupees one lakh only) as Offer Acceptance Amount within four days and

- Waitlist candidates have to pay an amount of Rs. 20,000/- as Waitlist Commitment Fee within four days to remain on the Active Waitlist.

(Screenshot will be provided by the Vendor)

Additional Information:

- As mentioned in the Offer Letter, the admission offered candidates will have to pay their remaining course fee and submit their **"Online Personal Data Form"** within the due date as mentioned in the respective offer letters.

- Only those who have paid Rs. 20,000/- as a Waitlist commitment fee will be considered on the Active Waitlist. Accordingly, the second admission offer list will be generated and published.

- Once the second admission offer list is published, the offered candidates have to pay their balance Term I fee and should submit their **"Online Personal Data Form"** within the due date as mentioned in the offer letter.

- The exact timeline for the payment of the above referred OAA and waitlist commitment amount will be mentioned on the respective Offer letter of the candidates.

- Waitlist candidates (Second list onwards) can view their Rank and the category wise `Offer made up to' on the dashboard under each programme.