

# Rawalpindi Medical University

Department of Information Technology



## USER MANUAL

STUDENT PROFILE

# USER MANUAL – STUDENT PROFILE

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# USER MANUAL – STUDENT PROFILE

## 1. Student Profile Registration

This user manual explains the student profile registration process mechanism in a clear and concise manner.

### 1.1 Checklist

Make sure that following documents should be available before filling form.

- ✓ CNIC/Passport (Self)
- ✓ Father CNIC/Passport
- ✓ Guardian CNIC/Passport (if applicable)
- ✓ Migration Certificate (if applicable)
- ✓ Father/Guardian Income Slip
- ✓ Educational Certificates (SSC, HSSC and MDCAT)
- ✓ Profile Picture (Passport size)
- ✓ Domicile
- ✓ Affidavit

### 1.2 General Instructions

- Arrange scanned copies of all required documents (mentioned above) in Jpg/Jpeg format and that should be readable.
- Use Scanner or Cam scanner application to scan documents. Images taken through Camera/Mobile will be rejected.
- Each file should be scanned on A4 size paper (8.3 x 11.7 inches), and each document should not exceed 250kb. Profile picture should be passport size (2 x 2 inches) with blue/white background and size should not exceed 25Kb.
- Scanned copy of CNIC must contain both front and back side on A4 size paper.

Example (Scanned Document):

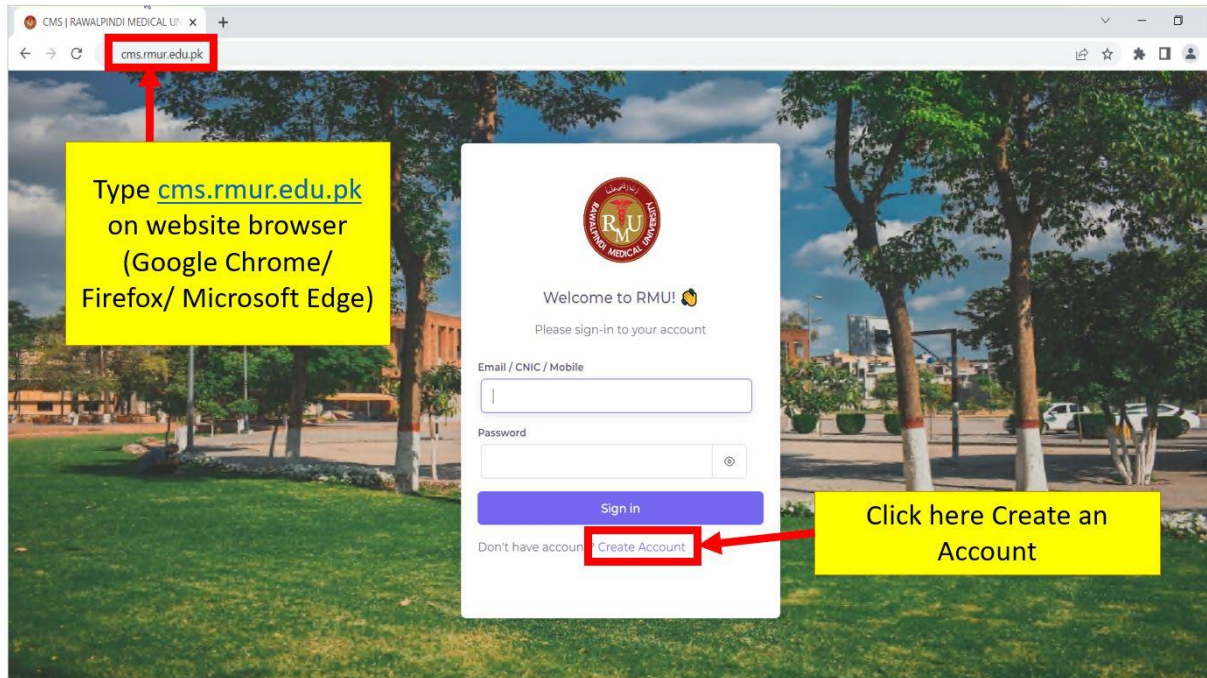


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### 1.3 Create an Account / Sign Up

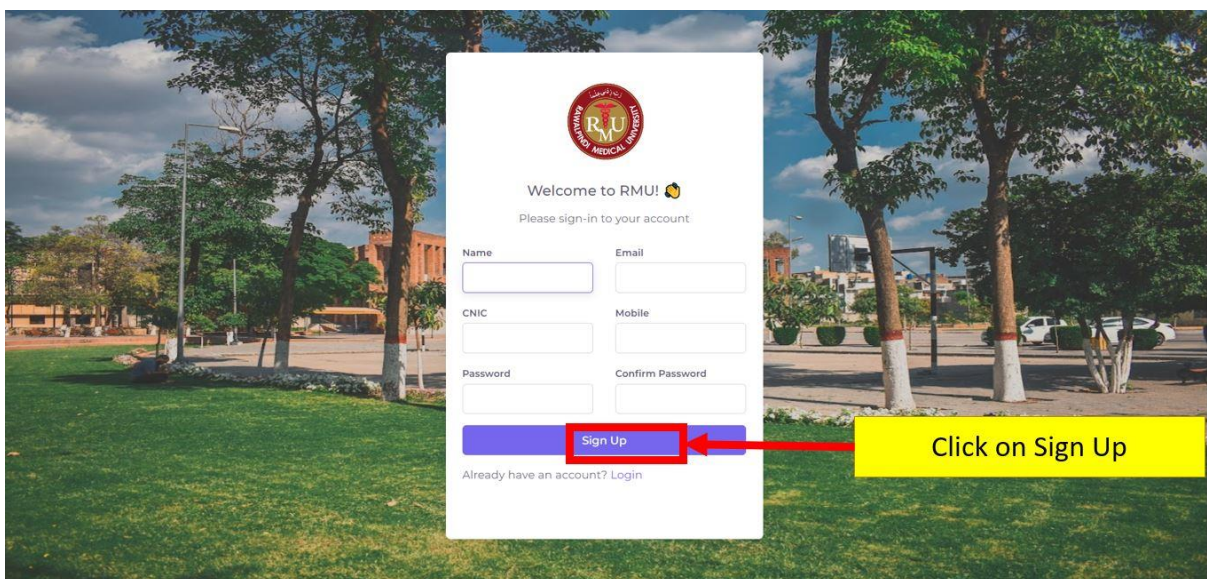
Visit link [cms.rmur.edu.pk](https://cms.rmur.edu.pk). This link opens CMS website application.

Create a new user account. Follow steps of creating an account. Click on Create an Account link provided below Sign In Button on screen



On clicking Create an account link you can see a user form containing empty fields. Fill these fields respectively. And click on Sign Up

Create **ONE ACCOUNT** for profile registration. Don't try/force to create multiple accounts.





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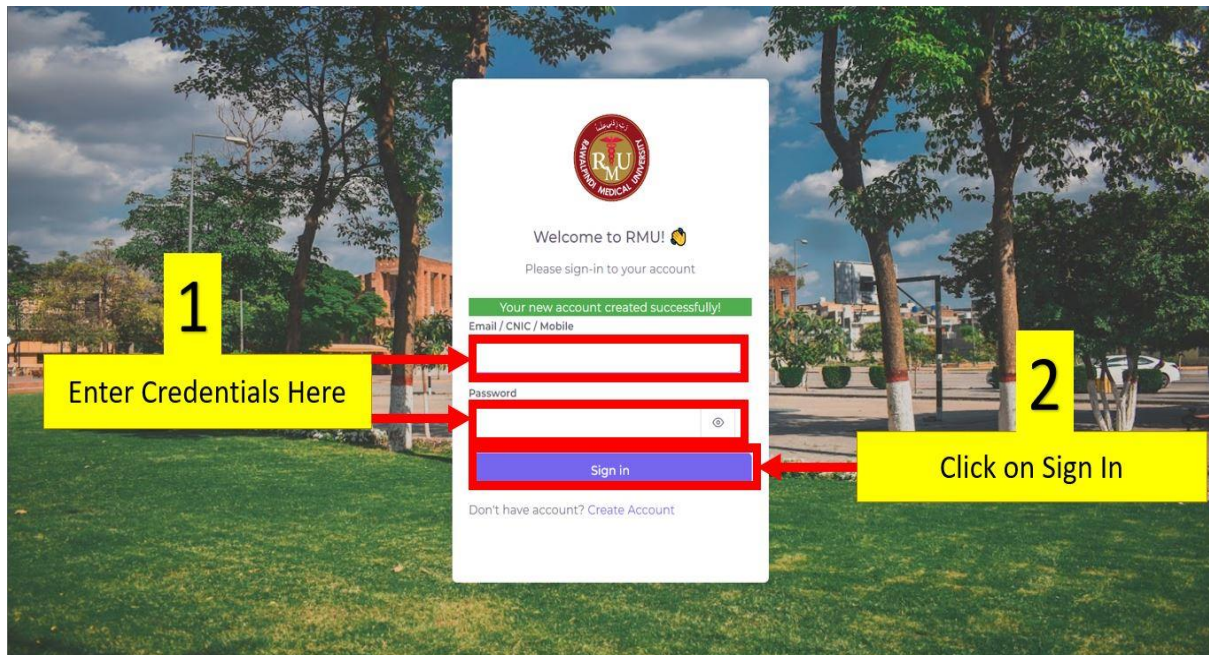
After successfully sign up this message displays on screen

Your new account created successfully!

Note: Do not forget your credentials. Keep the user Credentials (Specially Password) on your laptop/computer or in the form of manual notes to be used for future

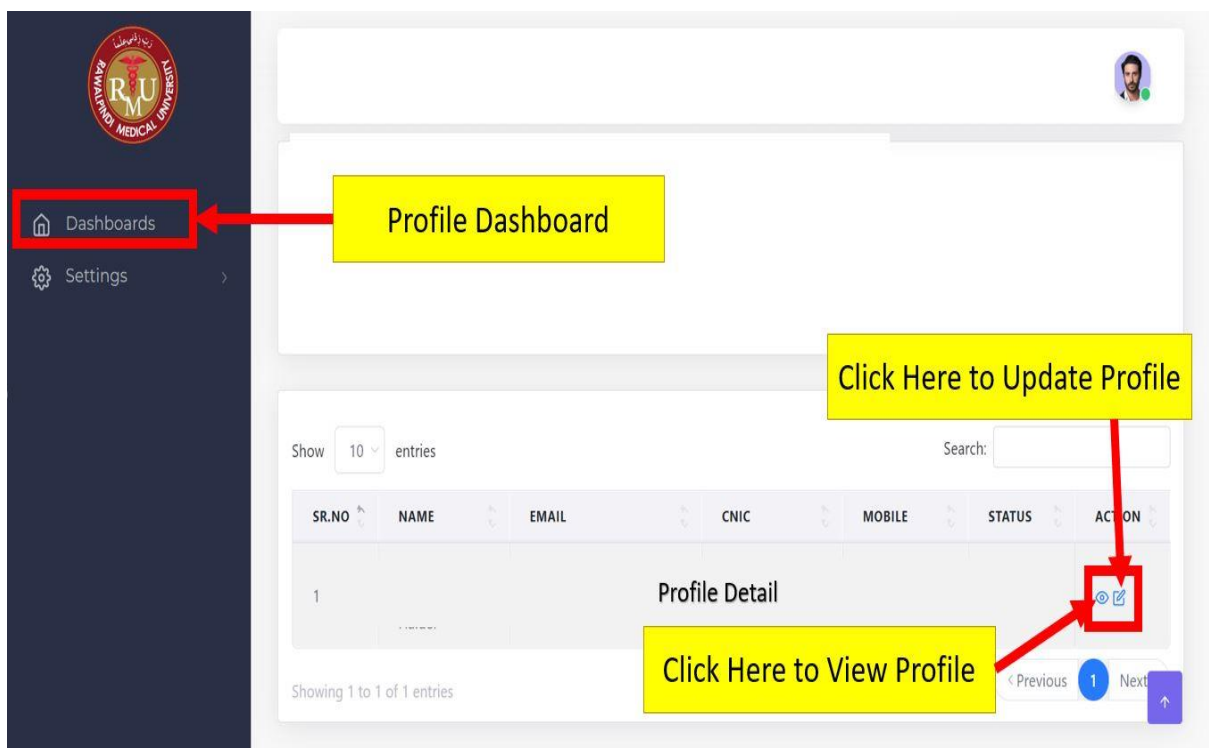
### 1.4 Sign In

Enter your credentials to Sign into the system



### 1.5 Dashboard


After successfully sign in dashboard appears.




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### 1.6 Personal Details


When click on icon to update profile. Enter personal details don't left any field blank. Fill N/A were field not applicable. Fill all fields respectively and click on Save & Next.

 Personal Details  
Setup Personal Details


>

 Guardian Details  
Add Guardian Details


>

 Education Details  
Add Education Details

>

 Admission Details  
Add Admission Details

>

 Supporting Documents  
Upload Supporting Documents

Full Name \*

CNIC/Passport \*

Religion \*

Nationality \*

Gender \*

Email \*

Is Student Migrated from other University/College? \*

Date of Birth \*

Mobile No. \*

Seat Category \*

Domicile \*

Current/Present Address \*

Institute \*

Is Student Foreigner? \*

Blood Group \*

Permanent Address \*

Program \*


← Previous

Click Save & Next


Save & Next →

### 1.7 Guardian Details


Enter guardian details and clearly mention relation with guardian, don't left any field blank. Fill N/A were field not applicable. Fill all fields respectively and click on Save & Next.

 Personal Details  
Setup Personal Details


>

 Guardian Details  
Add Guardian Details


>

 Education Details  
Add Education Details

>

 Admission Details  
Add Admission Details

>

 Supporting Documents  
Upload Supporting Documents

Father/Guardian Name

Father/Guardian CNIC/Passport

Father/Guardian Email.

Father/Guardian Telephone No.

Father/Guardian Mobile No.

Father/Guardian Address

Relation with Guardian

Income

← Previous

Finish →

Click Save & Next

Save & Next →

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### 1.8 Educational Details

Enter educational details. Click on **+ Add New Qualification** to add. Also attach relevant scanned copy of attachment of each certificate.

Note: In case of A, O level. Write your serial no at registration No as per your certificate.

The screenshot shows the 'Education Details' form with the following fields and annotations:

- Navigation Bar:** Personal Details (Setup Personal Details), Guardian Details (Add Guardian Details), **Education Details (Add Education Details)**, Admission Details (Add Admission Details), Supporting Documents (Upload Supporting Documents).
- Form Fields:**
  - Certificate: Select (dropdown)
  - Institute Name: Text input
  - Board/University: Select (dropdown)
  - Passing Year: dd/mm/yyyy (date picker)
  - Registration No: Text input
  - Roll No: Text input
  - Obtained: Text input
  - Grade/Division: Text input
  - Attachment: Choose file / No file chosen (file upload)
- Buttons and Annotations:**
  - + Add New Qualification:** Highlighted with a red box and a yellow callout box saying 'Click to Add New Qualification' with a red arrow pointing to it.
  - Save & Next:** Highlighted with a red box and a yellow callout box saying 'Click Save & Next' with a red arrow pointing to it.
  - Other buttons: Previous, Finish.

### 1.9 Upload Supporting Documents

Read instructions carefully and upload supporting documents. Check disclaimer first and click on finish to save profile registration.

The screenshot shows the 'Supporting Documents' page with the following elements and annotations:

- Navigation Bar:** Personal Details (Setup Personal Details), Guardian Details (Add Guardian Details), Education Details (Add Education Details), **Supporting Documents (Upload Supporting Documents)**.
- Instructions:**
  - Please attach scan copies of your documents.
  - Documents should be scanned on A4 Size Paper and Size should not exceed 250kb.
  - Profile Picture Size should not exceed 25kb.
  - Scanned copy of CNIC must contain both front and back side.
- Document Upload Areas:** Profile, Cnic/Passport, Father Cnic/Passport, Dom, Affidavit, Income Slip. Each area has a cloud upload icon.
- Disclaimer:** A checkbox is checked, with a yellow callout box (1) saying 'Read Disclaimer and check this checkbox first' and a red arrow pointing to the checkbox.
- Finish Button:** Highlighted with a red box and a yellow callout box (2) saying 'Review application carefully and click on Finish' with a red arrow pointing to it.
- Buttons:** Previous, Finish.

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### **1.10 Support**

In case of any support regarding Student Profile Registration, please send an email at “soft-admin@rmur.edu.pk”. Mention “Student Profile Registration” in the subject of the email and describe the relevant issue/problem in the body of the email, any screenshots related to issue also attach in the same email.

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