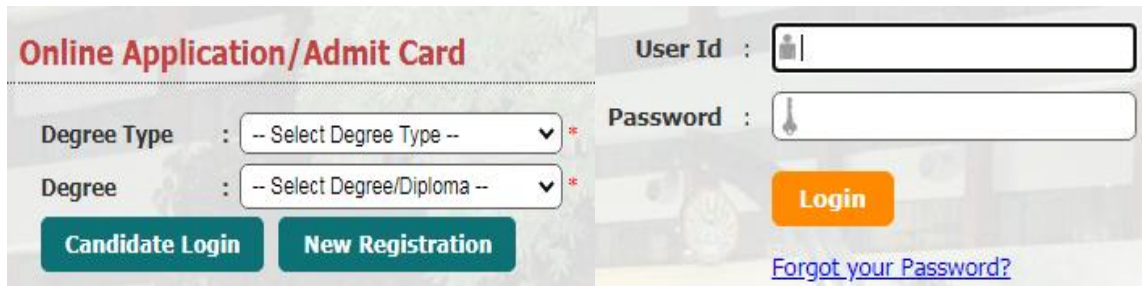


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Manual of Request for Modify Personal Information

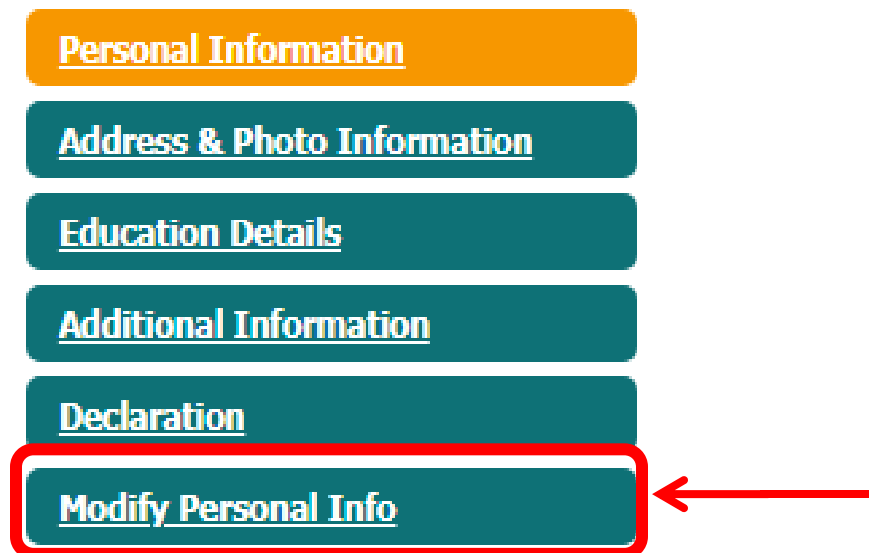
Basic Steps:-

1. Open the URL <http://admissions.hau.ac.in/>
2. Select the Degree Type and Degree.
3. Click on Candidate Login.
4. Enter the User Id and Password.



Steps for Modification of Personal Information:-

1. When successful login candidate will see a page attached below:



Candidates have to click on Modify Personal Info option **marked** in the above screenshot.

2. After clicking on the Modify Personal Info a page of request will be open like:

Modify Personal Information

Personal Information : -- Select Information -- *
Old Value :
New Value :
SAVE RESET

List Of Request

Steps for Online form filling

- Personal Information
- Address & Photo Information
- Education Details
- Additional Information
- Declaration
- Modify Personal Info

3. Candidates have to select option (what they want to change) from the drop down of Personal Information.

-- Select Information -- *

- Select Information --
- Exam type
- Name
- Father Name
- Mother Name
- Date of Birth
- Gender
- Religion
- Candidate Phone No
- Parent Phone No
- Blood Group
- Email Id
- Aadhar No

- Exam Type
- Name
- Father Name
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- Date Of Birth
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- Religion
- Candidate Phone No
- Parent Phone No
- Blood Group
- Email Id
- Aadhar No

4. After selection candidates will see the old value what they have entered at the time of filling the form.

5. Candidates will have option of entering or selecting from the dropdown in new value what they want to be updated.

Personal Information : Religion *

Old Value : Hindu

Religion : -- Select Religion -- *

SAVE RESET

6. After selecting or entering the new value candidates have to click on the save button.
7. By clicking on the save button they will see their new value has been added in the list of request.
8. Candidates can select multiple values at the same time but they have to click on save every time they select or enter the value.
9. Candidates will be able to view the list of request they have requested for change, they can also delete from the grid if they have entered anything my mistake.
10. **After checking the request they have requested for change they have to select the check box and click on agree for the final submit. After Clicking Agree, no further requests can be added or deleted.**

Modify Personal Information

Personal Information : -- Select Information -- ▾
 Old Value :
 Blood Group :
 SAVE RESET

List Of Request

S.No.	Description	Old Value	New Value	Request Date	DELETE
1	Gender	Female	MALE	8/12/2020 2:36:31 PM	
2	Religion	Hindu	BUDDHISM	8/12/2020 2:34:19 PM	
3	Blood Group	BP	B +	8/12/2020 2:36:42 PM	

Confirm Changes Requested

Yes, I have checked and filled above information carefully. I request to update same.

AGREE

Confirm Changes Requested

Yes, I have checked and filled above information carefully. I request to update same.

AGREE

Those requests for which AGREE button clicked will be considered only.

**Online correction in particulars of application forms except
 Category : 08.08.2020 to 16.08.2020**