

## **USER MANUAL FOR STUDENTS TO CREATE ACCOUNT IN STATE SCHOLARSHIP PORTAL (SSP) FOR POST-MATRIC SCHOLARSHIP FY 2022-23**

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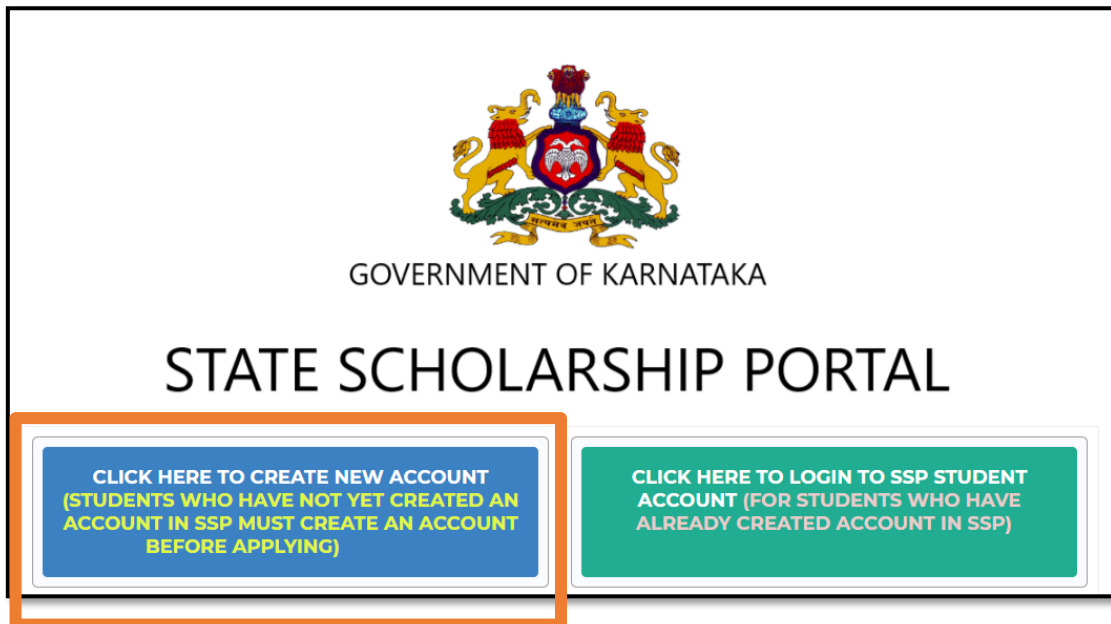
# User manual for Account Creation- 2022-23

## Account Creation Procedure for students who have not yet created account in SSP

### Step 1: URL for Account Creation

Please use the following link for SSP Account creation: <https://ssp.postmatric.karnataka.gov.in/>

Home page will be displayed as below.



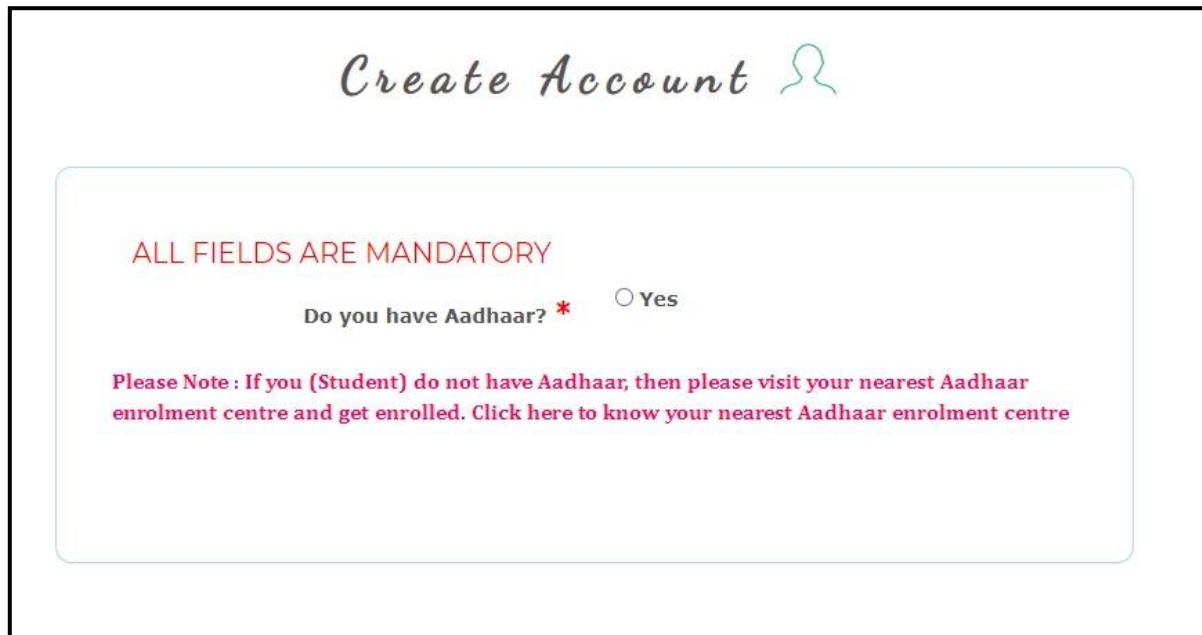
## Step 2: Click on Create New Account tab

### Note:

1. Registration in KUTUMBA portal is mandatory for availing scholarship in SSP.
2. Student will be allowed to create account in SSP only if his/her KUTUMBA ID is available.  
Click here to check whether you have KUTUMBA ID: <https://kutumba-services.karnataka.gov.in/KutumbaServices>
3. Therefore, if the student does not have KUTUMBA ID, then he/she should visit KUTUMBA portal and get registered. Following pop up will be displayed for students who have not registered in KUTUMBA. Such student can continue account creation only after registering in KUTUMBA portal.



### Step 3: Submission of Aadhar details by the student.



The screenshot shows a web form titled "Create Account" with a person icon. Below the title, a red message states "ALL FIELDS ARE MANDATORY". The main question is "Do you have Aadhaar? \*" with a radio button next to the word "Yes". Below this, a red note reads: "Please Note : If you (Student) do not have Aadhaar, then please visit your nearest Aadhaar enrolment centre and get enrolled. Click here to know your nearest Aadhaar enrolment centre".

- a. Click “Yes” to proceed further.

#### **Note:**

1. Aadhar number is mandatory to avail scholarship in SSP as Aadhaar is used as financial address to check the seeding status in NPCI and also for payment of scholarship into the Aadhaar seeded bank account of the student.
2. If you do not have Aadhaar, then please visit your nearest Aadhaar enrolment centre and get enrolled for Aadhar.

ALL FIELDS ARE MANDATORY

Do you have Aadhaar? \*  Yes

Please Note : If you (Student) do not have Aadhaar, then please visit your nearest Aadhaar enrolment centre and get enrolled. Click here to know your nearest Aadhaar enrolment centre

ENTER YOUR AADHAAR NUMBER: \*

ENTER YOUR NAME AS IN AADHAAR: \*

Gender: \*  Male  FeMale  Transgender

$2 + 8 =$  \*

I hereby give my consent to use my Aadhaar

1. To authenticate my identity with UIDAI by SSP for the purpose of scholarship disbursal.
2. To check the Aadhaar seeding status in NPCI and for making payment of scholarship.
3. To fetch data from KUTUMBA Database and to share my academic data to KUTUMBA Database .
4. To fetch my academic data from UUCMS/UNIDATA Database .

- Enter Aadhaar number of the student in the space given for “**ENTER YOUR AADHAAR NUMBER**”. Please make sure to enter the exact name as in Aadhar card.
- Enter Name of the student as in Aadhaar card in the space given for “**ENTER YOUR NAME AS IN AADHAAR**”.
- Select the Gender by clicking by clicking on the appropriate radio Button.
- Enter the answer for the mathematical calculation given in the space given.
- Tick the check box to give your consent for using your Aadhar for the purpose listen below.
- Click on “**PROCEED**” button.

## Step 4: Submission of Family Member Details

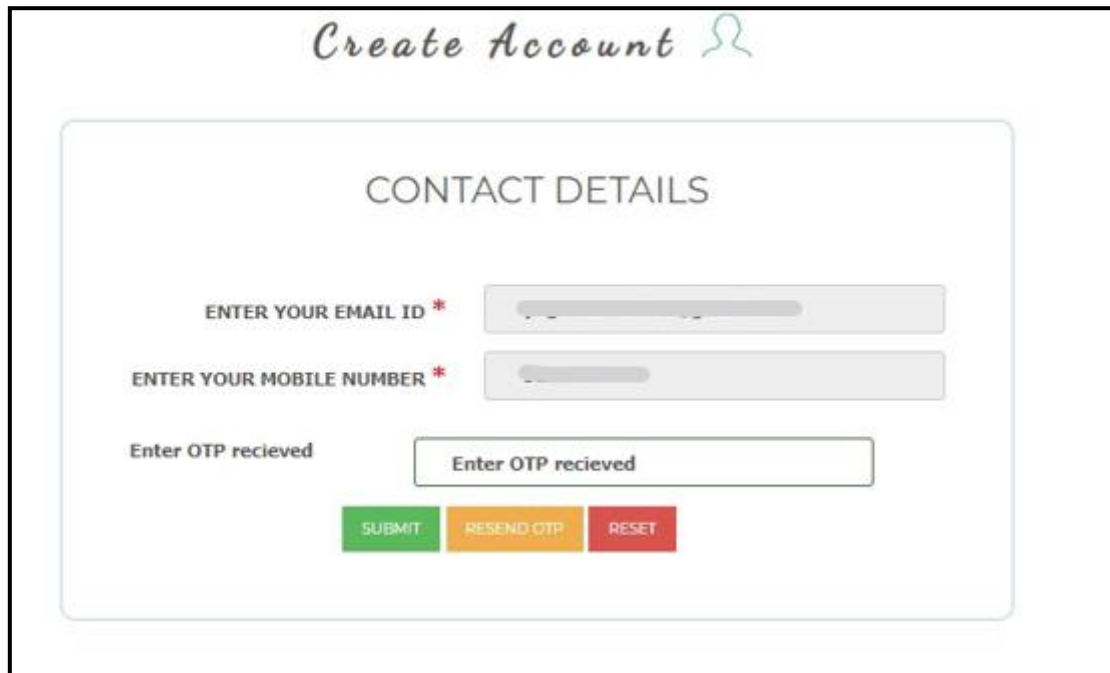
Create Account 

PARENT DETAILS

| Sr No | Family Id                           | RC Number            | Aadhar Number          | Member Name          | Gender | Relation   |
|-------|-------------------------------------|----------------------|------------------------|----------------------|--------|--|
| 1     | <input type="text"/><br>Son         | <input type="text"/> | xxxx-<br>xxxx-<br>xxxx | <input type="text"/> | M      | Self   |
| 2     | <input type="text"/><br>Family Head | <input type="text"/> | xxxx-<br>xxxx-<br>xxxx | <input type="text"/> | F      | -Please Select-<br>-Please Select-<br>Father<br>Mother<br>Guardian<br>Brother<br>Sister<br>Wife<br>Husband<br>Others |
| 3     | <input type="text"/><br>Husband     | <input type="text"/> | xxxx-<br>xxxx-<br>xxxx | <input type="text"/> | M      |  |

1. After submission of Student Aadhar details, details of all the members of his/her family will be displayed as shown in the above screenshot.
2. Against each family member select the relationship from the relation dropdown list.
3. Click on “**Reset**” button if relationship selected by you is incorrect so that you can reselect the relationship of the members displayed.
4. Click on “**PROCEED**” button.

## Step 5: Submission of student Contact Details



The screenshot shows a web form titled "Create Account" with a user icon. The main section is "CONTACT DETAILS". It contains three input fields: "ENTER YOUR EMAIL ID \*" (with a red asterisk), "ENTER YOUR MOBILE NUMBER \*" (with a red asterisk), and "Enter OTP recieved". Below the fields are three buttons: "SUBMIT" (green), "RESEND OTP" (orange), and "RESET" (red).


1. Enter Email ID of the student in the space given for “**ENTER YOUR EMAIL ID**”.
2. Enter Mobile number of the student in the space given for “**ENTER YOUR MOBILE NUMBER**”.
3. After submission of the mobile number, enter the OTP which is received in the “**Enter OTP recieved**” input field.
4. Click on “**RESEND OTP**” button if OTP is not received to the given mobile number.
5. Click on “**RESET**” button if the email ID/Mobile Number enter by you is incorrect.
6. After submission of valid OTP, click on “**SUBMIT**” button to proceed further.

### Note:

1. Providing Mobile number of the student is Mandatory
2. Please ensure that Mobile Number entered during Account creation belongs to the student itself as SMS Alerts related to Scholarship Disbursal will be sent to the registered mobile number only.



## Step 6: Password Creation

*Create Account* 

**NEW PASSWORD POLICY**

Password length should be minimum 8 and maximum 15 characters

Password should contain atleast one digit(0-9)

Password should contain atleast one Uppercase character(A-Z)

Password should contain atleast one Lowercase character(a-z)

Password should contain atleast one special charcter( Allowed charcter is @, #, \*, \$, %, &, !)

Password should not contain blank space

New Password should not be same as your last 10 password

**New Password**

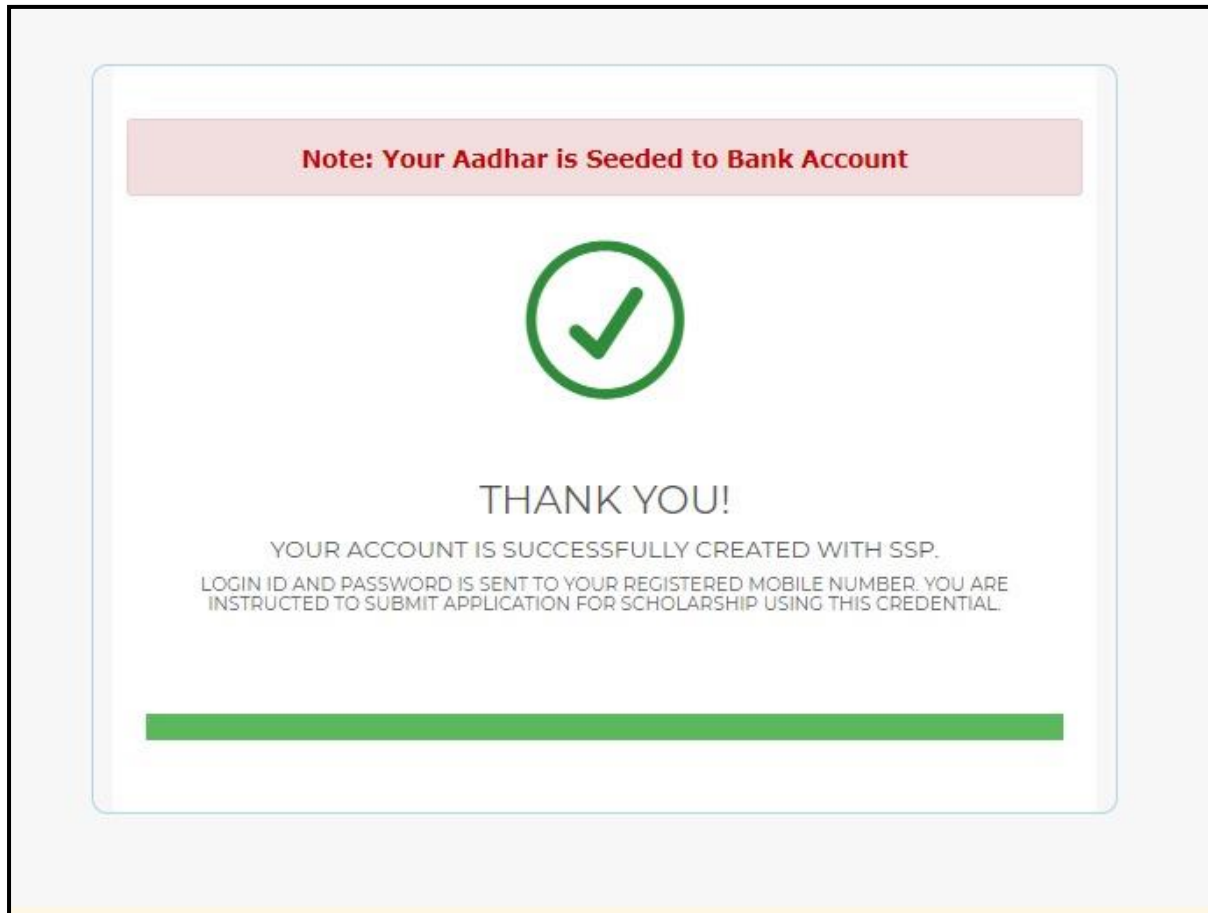
**Confirm Password**

1. Enter the password for your SSP Account in the space given for “**New Password**”.
2. Re-enter the password in the space given for “**Confirm Password**”.
3. Click on “**SUBMIT**” button.

### **Note:**

Please ensure that password entered meets the Password Policy displayed in the left-hand corner of the Password creation page.

## Step 7: Completion of account Creation



Upon Successful creation of account, a pop-up message as shown above will be displayed and login credentials will be sent to the registered mobile number.