

# Step by Step User Guide

Updating APAAR ID Card from DigiLocker

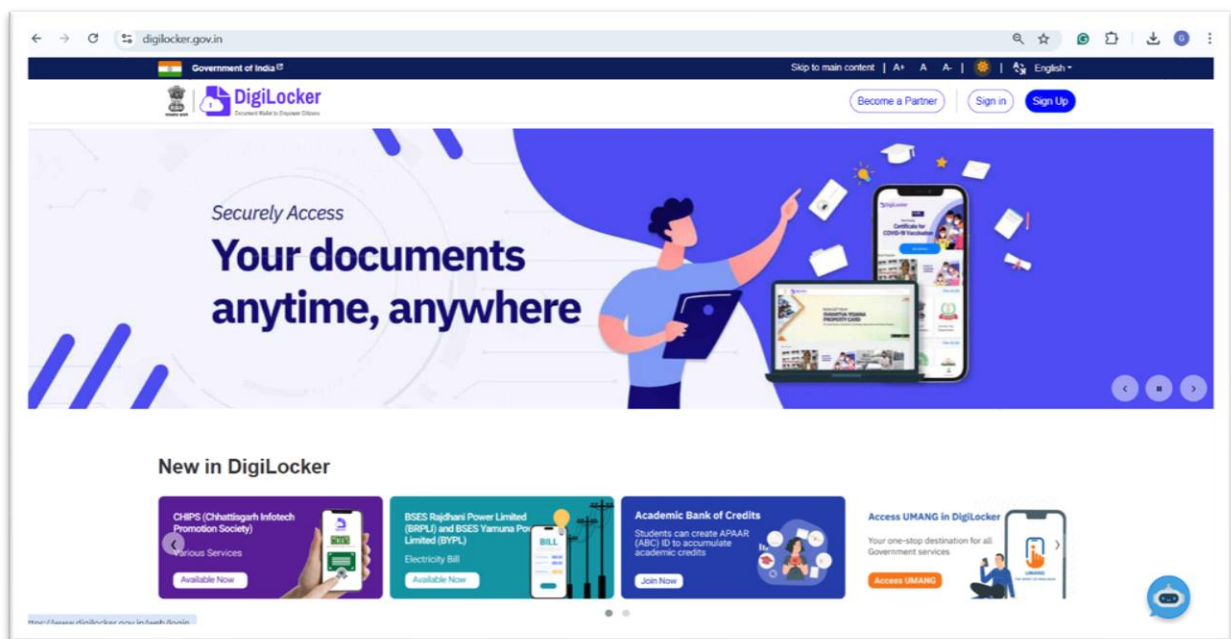
Automated Permanent Academic Account Registry  
**APAAR - “One Nation, One Student ID”**

Version 1.0

### Updating basic details on APAAR ID

#### Step 1: Visit DigiLocker

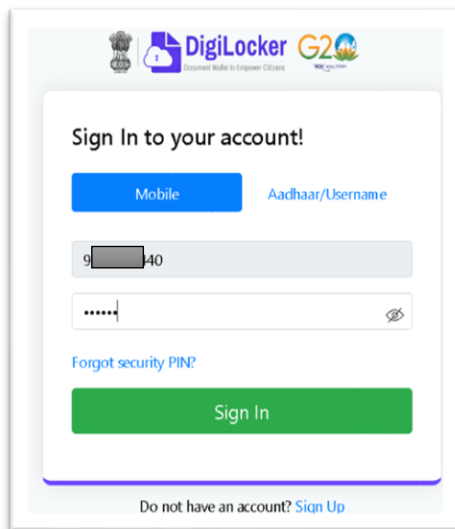
- Begin by accessing the DigiLocker website at <https://www.digilocker.gov.in>
- Click on the “Sign in” button on the top corner



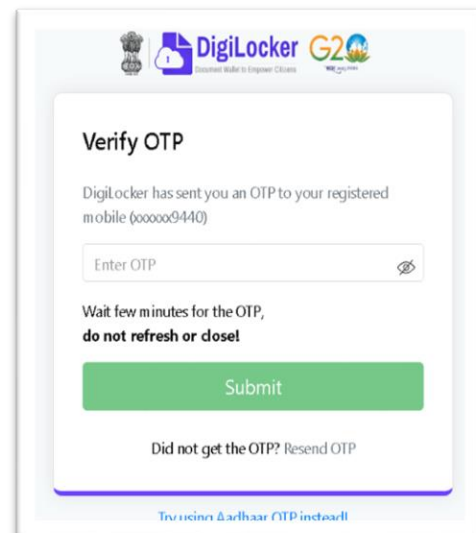
#### Step 2: Log in to DigiLocker

- Enter your registered mobile number, username or Aadhaar Number, followed by security PIN.
- Click on the "Sign In" button.
- Enter the OTP sent to your registered mobile number.
  - In case you forgot the PIN - Opt for the “*Forget Security PIN*” clickable link





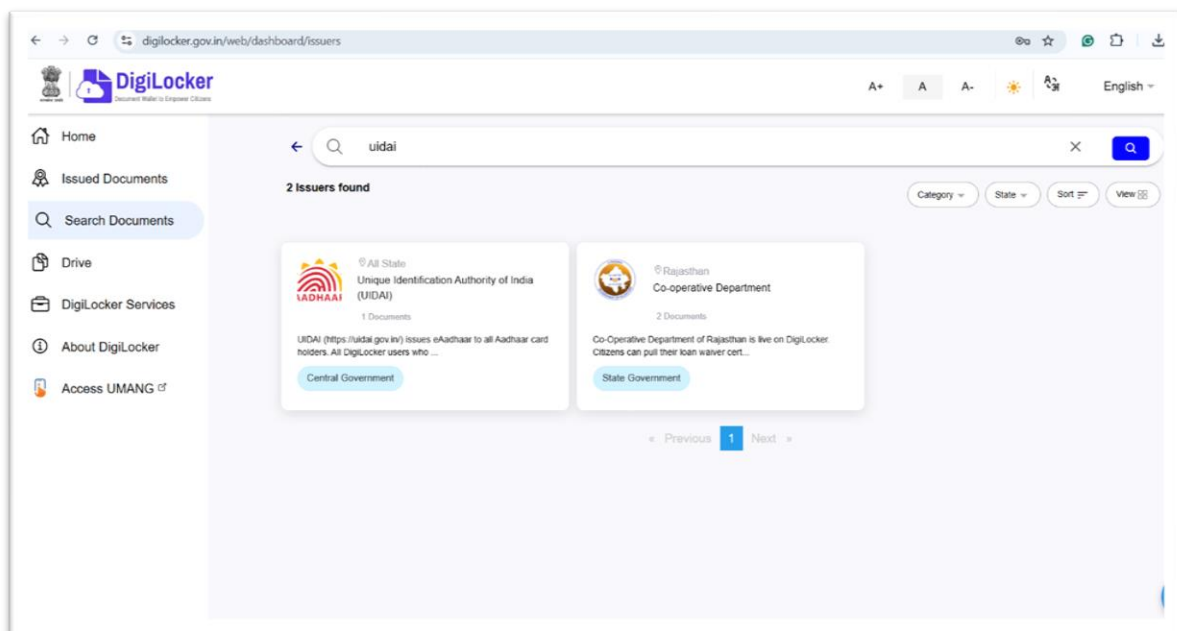
The image shows the 'Sign In to your account!' screen of the DigiLocker application. At the top, there are logos for the Government of India, DigiLocker, and G20. Below the header, there are two tabs: 'Mobile' (selected) and 'Aadhaar/Username'. Under the 'Mobile' tab, there is a text input field for a mobile number (partially filled with '9140') and a password field with a toggle for visibility. A link 'Forgot security PIN?' is located below the password field. A large green 'Sign In' button is at the bottom. At the very bottom, there is a link 'Do not have an account? Sign Up'.



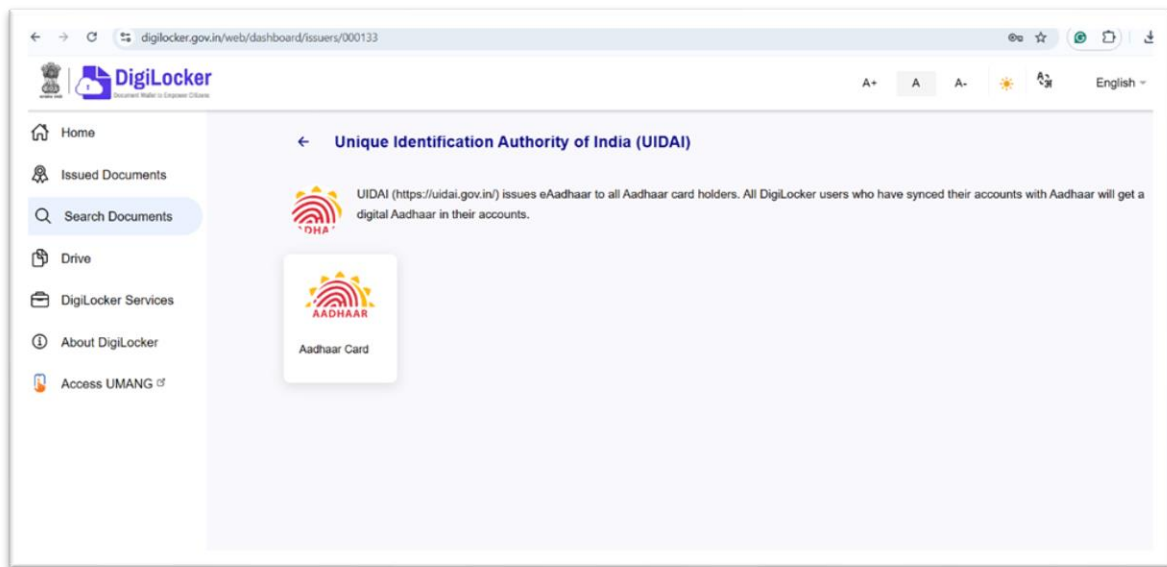
The image shows the 'Verify OTP' screen of the DigiLocker application. At the top, there are logos for the Government of India, DigiLocker, and G20. Below the header, the text says 'Verify OTP' and 'DigiLocker has sent you an OTP to your registered mobile (xxxxxx9440)'. There is a text input field for the OTP. Below the field, it says 'Wait few minutes for the OTP, do not refresh or close!'. A large green 'Submit' button is at the bottom. At the very bottom, there is a link 'Did not get the OTP? Resend OTP'.

### Step 3: Search for AADHAAR Card/UIDAI

- Click on the "Search Documents" tab.
- Type "AADHAAR Card" or "UIDAI" in the search bar.

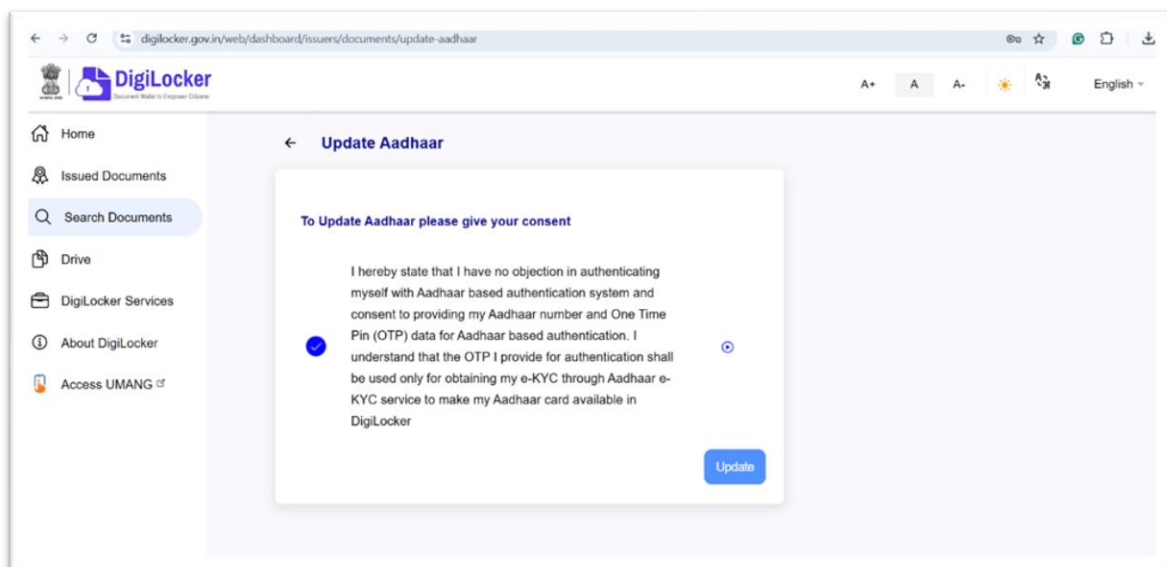


- Select the AADHAAR Card/UIDAI widget option from the search results.

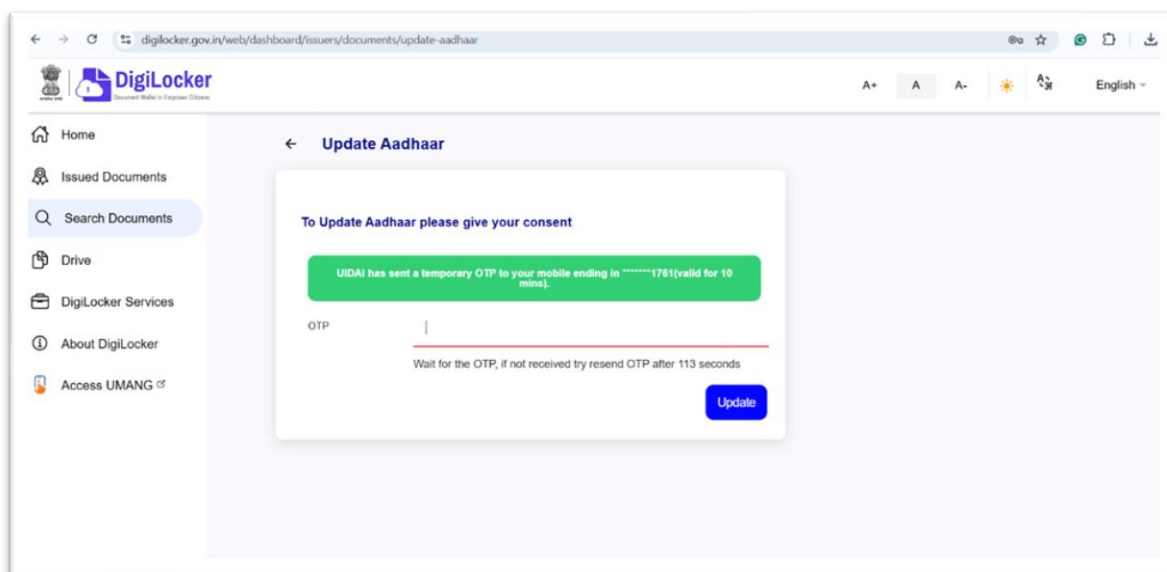


### Step 4: Provide e-KYC Consent

- Read the consent message and select the radio button.
- Click on the "Update" button to provide eKYC consent.



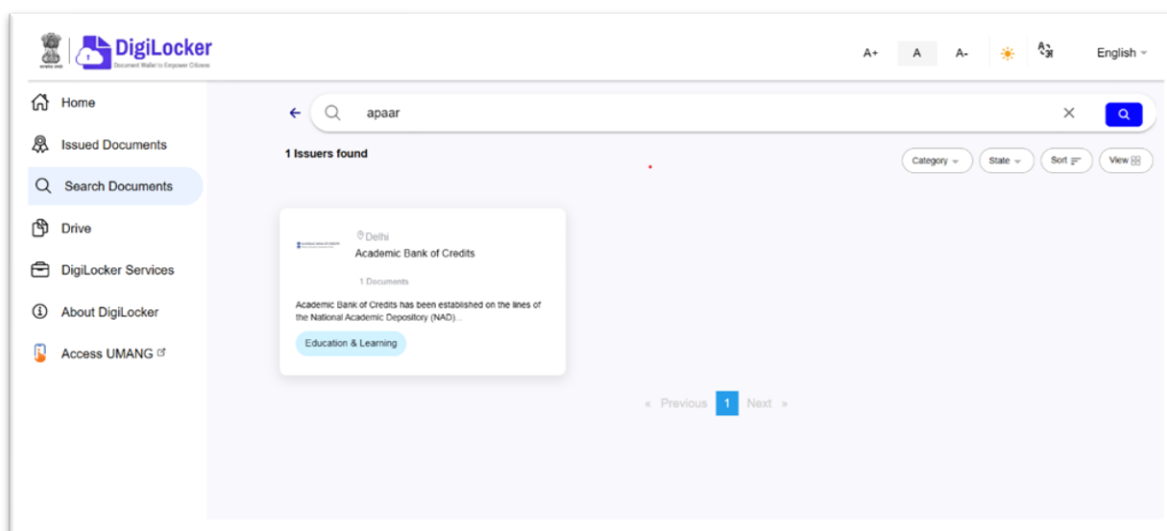
- Enter the OTP sent to your Aadhaar-linked registered mobile number and select the "Update" button.



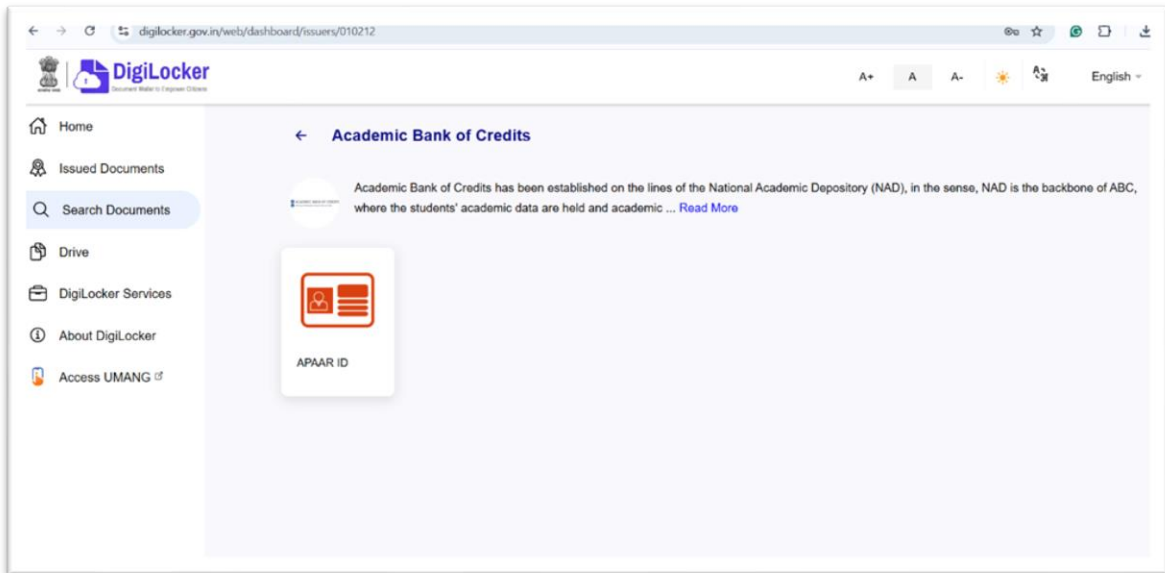
- Once the e-KYC process is complete, you can access your updated AADHAAR Card from the "Get Issued Documents" Section.

### Step 5: Regenerate/Refetch APAAR ID Card

- Click on the "Search Documents" tab.
- Type "APAAR ID" in the search bar.



- Select the APAAR ID widget option from the search results.



- Enter the required information and select the "submit" button.

The screenshot shows the DigiLocker web dashboard with the 'Get your document by entering the required details' form. The form fields are: Name (as per Aadhaar), Date of Birth, Gender, Mobile, Identity Value (with an example '102789XX'), Identity Type (dropdown), Admission Year (dropdown), and I am a student at... (dropdown). There is a checkbox for consent: 'I provide my consent to DigiLocker to share my details with the Issuers for the purpose of fetching my documents.' and a 'Get Document' button. A yellow informational box on the right explains the Academic Bank of Credits (ABC) and its role in storing academic data and awards.

- Access your updated APAAR ID Card from the "Get Issued Documents" Section.

