Edit Your Profile

1. Check Your Current Profile

- After logging in to the portal, go to the **Profile Tab** from the **Student Dashboard**.
- You'll be able to view:
  - Personal details (Name, CPI, Department, etc.)
  - Placement-specific fields
  - **NOC Status**

If any field is missing or incorrect, your profile needs to be updated.

| Profile | Upcoming/Ongoing Placements | Inactive Placements | Messages | Edit Profile | Queries |

NOC Requests

Profile Information

Welcome!

a   ·23b@iiitg.ac.in

Email address: al   ·23b@iiitg.ac.in

Full Name: A   r

Batch: N/A

Roll Number: N/A

Mobile Number: 9   5

Alternate Mobile Number: N/A

Email Address: a   23b@iiitg.ac.in

DOB:

Branch: N/A

Permanent Postal Address: 2   Guwahati

10th School Name : N/A

10th Board : N/A

2. Edit Your Profile

- Go to the **Edit Profile** section under the **Student Dashboard**.
- Fill in the required details accurately:
    - Academic Info (CPI, 10th/12th grades, branch, etc.)
    - Contact Information
    - Any other mandatory fields
- After entering the information, **click Save** to update your profile.

Profile	Upcoming/Ongoing Placements	Inactive Placements	Messages	**Edit Profile**	Queries

NOC Requests

Edit Profile

Mobile Number

9********5

Alternate Mobile Number

Gender

Male

Email Address

sample.student23b@iiitg.ac.in

DOB

dd-mm-yyyy

Permanent Postal Address

D-6, *************

10th percentage

**

12th percentage

**

Save Changes   **Cancel**

3. Upload Your Documents

- In the same **Edit Profile** section, scroll down to the **Upload CV and Grade Sheet** section.

- Upload the following documents:
    - **Latest CV** in PDF/Docx format
    - **Recent Grade Sheet / Marksheet**
- Ensure that files are correctly named and meet any specified format/size requirements.

Upload CV and Gradesheet

Upload CV (PDF, DOCX)

Choose File	No file chosen

Upload Gradesheet (PDF, DOCX)

Choose File	No file chosen

Upload Files