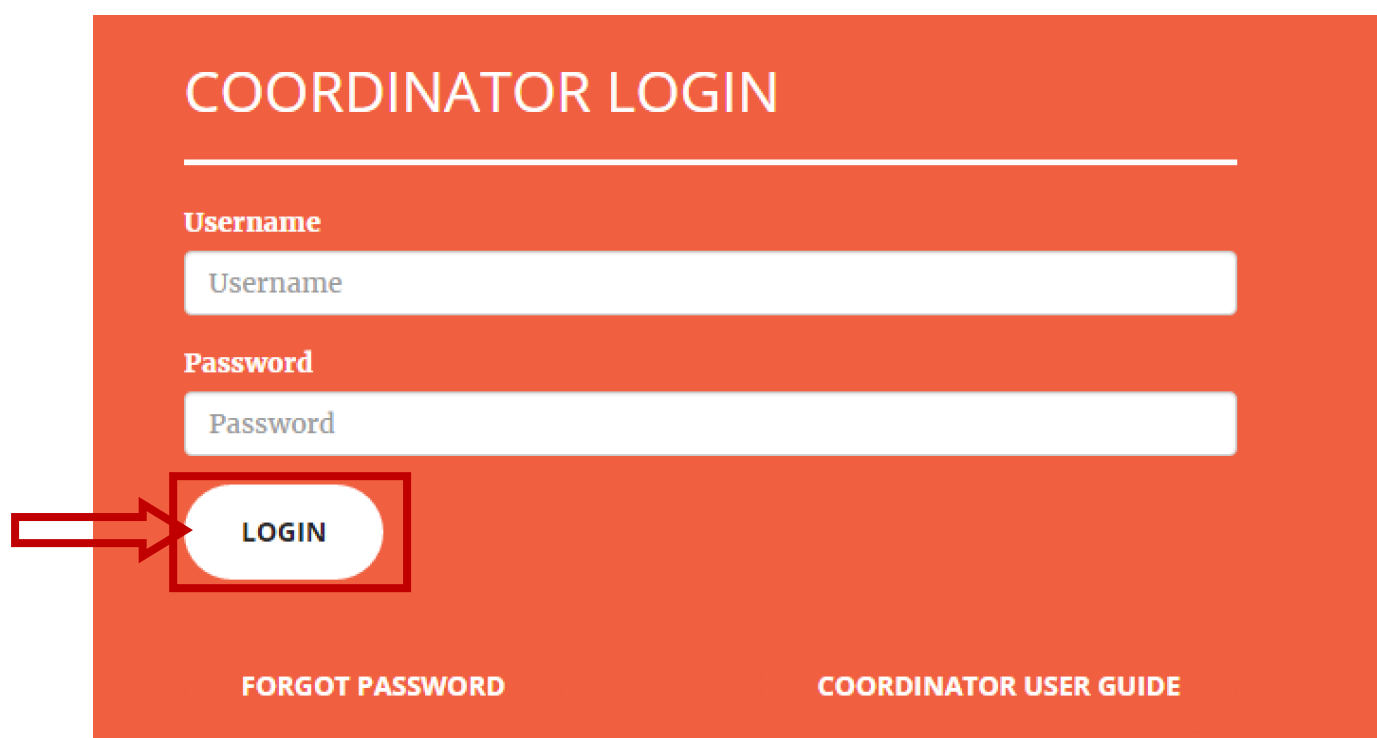


**Procedure for Online Approval of Students Requests by Coordinator**

1. Coordinators need to login with their registered username (i.e. your institutional Email ID) and password at URL “myamu.ac.in” or 172. 16.1.88.

(For Example: If your email id is [coordinator.cco@amu.ac.in](mailto:coordinator.cco@amu.ac.in) then use the username as **coordinator.cco** and password same as username (i.e. **coordinator.cco**) for the first login at Intranet Portal AMU).

AMU Intranet Portal Login Credentials	
<b>Username</b>	coordinator.cco
<b>Password</b>	coordinator.cco (for first login)



**COORDINATOR LOGIN**

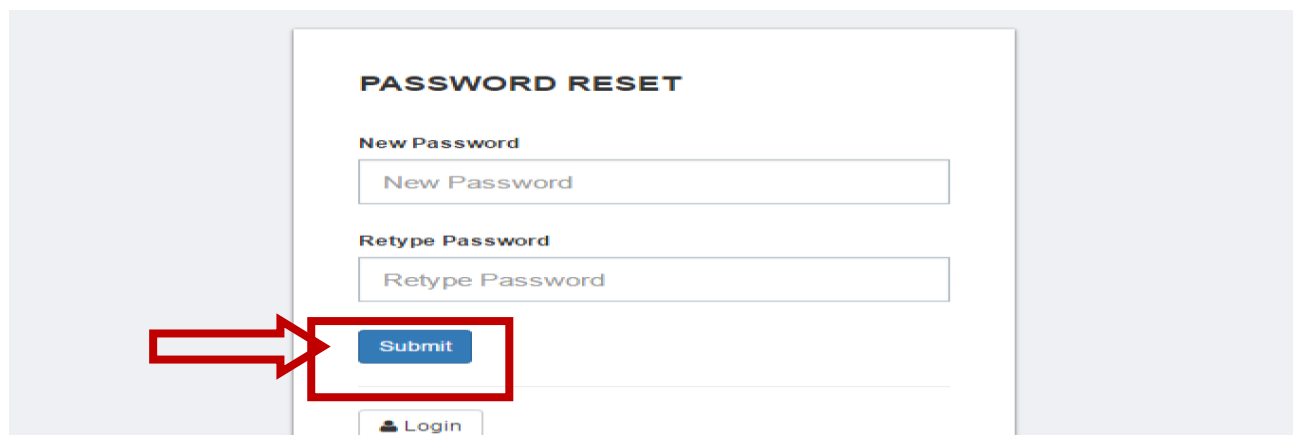
Username

Password

**LOGIN**

**FORGOT PASSWORD** **COORDINATOR USER GUIDE**

2. On the First login it will take you to the Password reset page where you need to reset your password.



**PASSWORD RESET**

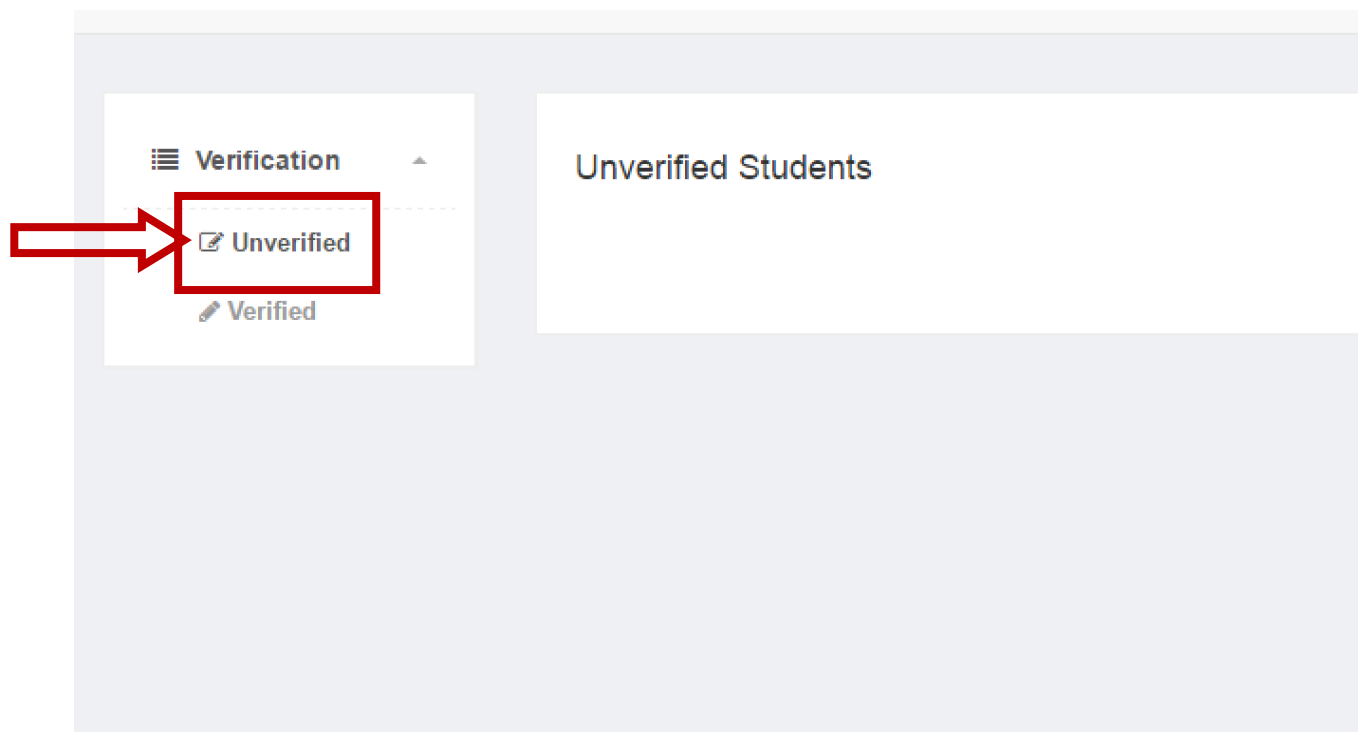
New Password

Retype Password

**Submit**

Login

3. After resetting the password your dashboard will appear, in which you have to click on the Unverified menu as shown below.



4. (i) Students pending requests pertaining to the respective Centres will be displayed for your perusal and approval.  
(ii) Action from Coordinators is needed for online Approval.

SR#	<input type="checkbox"/>	Name of Students	Enrollment No	Faculty No	Course
1	<input type="checkbox"/>	Habiba Shah	gj5188	16-WSM-10	M.A. (WOMENS STUDIES)
2	<input checked="" type="checkbox"/>	AAMIR ALTAF WAR	gj5439	16WSB03	B.A. (Hons)(WOMENS STUDI
3	<input type="checkbox"/>	Suheba Khan	gh6644	15phdwos01	Ph.D / M.Phil. (Social Sc.)
4	<input type="checkbox"/>	MUHAMMAD SHAHAAB	gj5437	16WSB02	B.A. (Hons)(WOMENS STUDI
5	<input type="checkbox"/>	MOAZZAM AHMAD KHAN	ge0701	15PHD-02	Ph.D / M.Phil. (Social Sc.)
6	<input type="checkbox"/>	SANA HASHMI	ge8506	15PHDWOS06	Ph.D / M.Phil. (Social Sc.)



## Sample Data

5. Upon approval, the request will be automatically forwarded to concerned team of Computer Centre for further necessary action.

**Note: In Case of any Assistance Please do call:**

- a.     **Mr. Aaqib Saleem Khan**  
Technical Consultant, Computer Center  
+91-9997008244
  
- b.     **Mr. Mohammad Amir**  
Input-Output Assistant Gr-I, Computer Center  
+91-7417082446