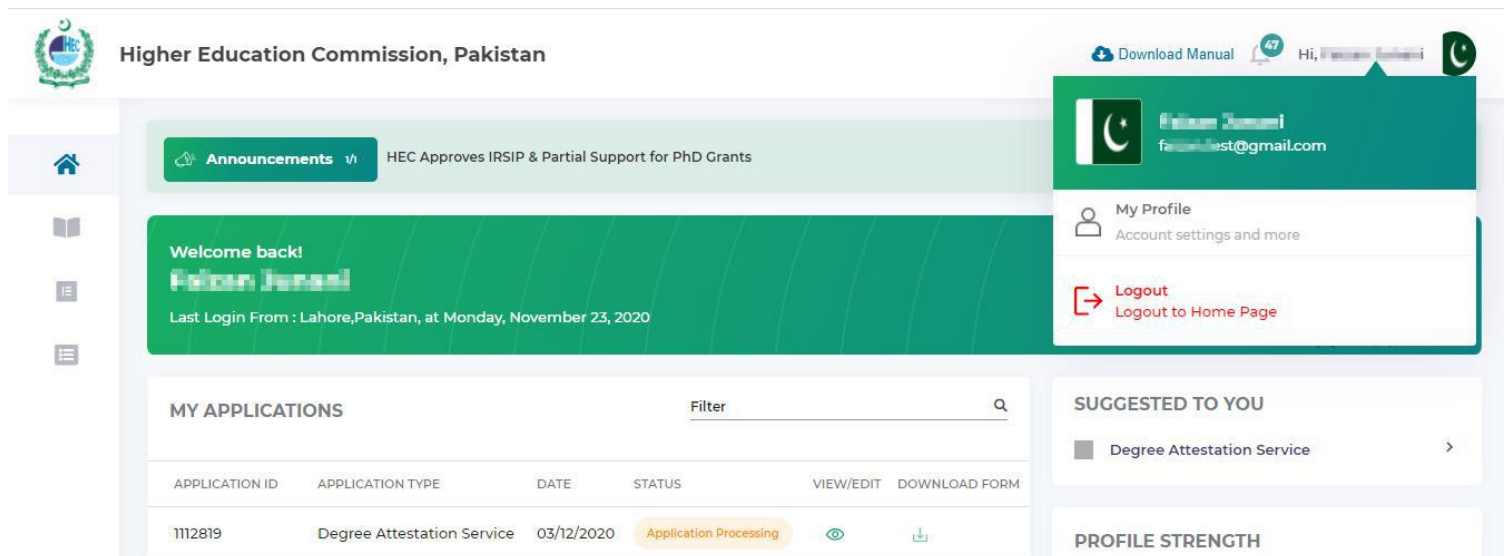


My Profile

1. When applicant signs in to the Eservices portal, dashboard is displayed
2. If the applicant wishes to fill up his profile section, he/she can click on their name on top right corner
3. A popup will appear where they will have two options, My Profile and Logout
4. To fill up your profile, click **My Profile** button
5. Profile page will be displayed to the applicant
6. The profile page consists of:
 - a. Personal Information
 - b. Address Information
 - c. Education Details
 - d. Change Password
 - e. Change Email
 - f. Change Phone Number



The screenshot shows the dashboard of the Higher Education Commission, Pakistan. The header includes the HEC logo, the text "Higher Education Commission, Pakistan", and a "Download Manual" link. The user is logged in as "Hi, [Name]" with a notification badge showing "47".

The main content area features a green banner with the text "Welcome back! Faizan Javed" and "Last Login From : Lahore, Pakistan, at Monday, November 23, 2020". Below this is a section titled "MY APPLICATIONS" with a "Filter" button and a search icon. The table below lists the user's applications:

APPLICATION ID	APPLICATION TYPE	DATE	STATUS	VIEW/EDIT	DOWNLOAD FORM
1112819	Degree Attestation Service	03/12/2020	Application Processing		

On the right side, there is a "SUGGESTED TO YOU" section with a link to "Degree Attestation Service". Below this is a "PROFILE STRENGTH" section.

The user's profile dropdown menu is visible, showing the user's name "Faizan Javed", email "faizan.javed@gmail.com", and options for "My Profile" (Account settings and more), "Logout", and "Logout to Home Page".

Personal Information

Tell Us about Yourself

1. The first section of Personal Information is **Tell Us About Yourself**
2. Click on the **Pencil** icon to edit your Personal Information section at once



Higher Education Commission, Pakistan

[Download Manual](#)


Hi, Faizan Junani



PERSONAL INFO



Faizan Junani

4[REDACTED]35

EMAIL:
fa[REDACTED]st@gmail.com

PHONE:
+923434323434

LOCATION:

Tell Us About Yourself

Title:
Mr.

First Name:
Fa[REDACTED]

Last Name:
Junani

Cell Phone:
+923434323434

Gender:
Male

Religion:
Islam

Marital Status:
Married

3. Enter the details for following fields:
 - a. Title
 - b. First Name (should be same as on CNIC)
 - c. Middle Name (should be same as on CNIC)
 - d. Last Name (should be same as on CNIC)
 - e. Cell Phone
 - f. Gender
 - g. Marital Status

PERSONAL INFO



Faizan Junani

EMAIL:
fa[REDACTED]st@gmail.com

PHONE:
+923434323434

LOCATION:


Personal Information



PERSONAL INFO

Edit Picture


Title *
Mr.

Please select title

Last Name *
Ju[REDACTED]

Please enter last name

First Name
Fa[REDACTED]

Please enter first name

Marital Status


Middle Name


Please enter your middle name


Gender


Biographical Information

- The second section of Personal Information is **Biographical Information**
- Enter the details for the following fields:
 - Date of Birth (should be same as on CNIC)
 - Country of Birth (should be same as on CNIC)
 - Religion
 - Domicile Province
 - Domicile City
 - Domicile District

 Address Information

 Education Details

 Change Password

BIOGRAPHICAL INFORMATION

Date of Birth

Please select date of birth

Country of Birth *

Please select country of birth

Religion *

Please select religion

Domicile Province *


Please select domicile province


Domicile City *


Please select domicile city


Domicile District *

Please select domicile district

 Personal Information >

 Address Information

 Education Details

 Change Password

Biographical Information

Date Of Birth: Wed Jul 11 2001

Domicile City: Awaran


Country Of birth: Pakistan

Age: 19 Year(s) 4 Month(s) and 22 Day(s)

Father's Information

- The third section of Personal Information is **Father's Information**
- Enter the details for the following fields:
 - Father Name (should be same as on CNIC)
 - Father CNIC
 - Father Status
 - Father Occupation
 - Currently Employed (check if your father is currently employed or working)

 Change Email

 Change Mobile Number

FATHER'S INFORMATION

Father Name *

Please enter father name

Father CNIC *

Please enter father cnic

Father Status *

Please select father status

Father Occupation

Please select father occupation

☒ Currently Employed

[✉ Change Email](#)
[📱 Change Mobile Number](#)

Father's Information

Father Name:
Mo [REDACTED] mani

Father CNIC:
8556952647855

Father Status:
Alive

Father Currently Employed:
Yes

Father Occupation:
Accounting Specialist

Nationality Info

1. The last section of Personal Information is **Nationality Info**
2. If you have registered yourself with CNIC/Passport, then your CNIC/Passport will be displayed here already in read-only form
3. After you're done with filling up your Personal Information section, click on **Save and Close** button to save your Personal Information section

NATIONALITY INFO

IDENTIFICATION NUMBER	TYPE	COUNTRY	ACTIONS
4 [REDACTED] 5	CNIC	Pakistan	SAVE & CLOSE CLOSE



Nationality Info

IDENTIFICATION	TYPE	COUNTRY
42 [REDACTED] 5	CNIC	Pakistan

[NEXT STEP](#)


Address Information

Permanent Address

1. To enter your permanent address, click on the **Pencil** icon
2. Enter correct details for the following fields
 - a. Address
 - b. Country
 - c. City
 - d. District
 - e. Postal Code (if available)
3. Click on **Save Address** button to save your Permanent Address

Permanent Address Details

Address *

Flat 701, Block 7, Phase 1, DHA, Karachi

Please enter address

Country *

Pakistan

Please select country

City *

Karachi South

Please select city

District *

Karachi Central

Please select district


Postal Code

Please select postal code

SAVE ADDRESS

CANCEL

PERSONAL INFO



Full Name: Muhammad Ali

Gender: Male

EMAIL:

faiyaz.st@gmail.com

PHONE:

+923434323434

LOCATION:

Permanent Address

Address:

Flat 701, Block 7, Phase 1, DHA, Karachi Sindh

District:

Karachi Central

City:

Karachi South

Country:

Pakistan

Mailing Address

1. To enter your permanent address, click on the **Pencil** icon
2. Enter correct details for the following fields
 - a. Address
 - b. Country
 - c. City
 - d. District
 - e. Postal Code (if available)
3. Click on **Save Address** button to save your Mailing Address

Mailing Address Details

Address *

Flat 7

Please enter address

Country *

Pakistan

Please select country

City *

Karachi South

Please select city

District *

Karachi Central

Please select district

Postal Code

Please select postal code

SAVE ADDRESS

CANCEL

Personal Information

Address Information

Education Details

Change Password

Change Email

Change Mobile Number

Mailing Address

Address:
Flat 7

District:
Karachi Central

City:
Karachi South

Country:
Pakistan

Current Address

1. To enter your permanent address, click on the **Pencil** icon
2. Enter correct details for the following fields
 - a. Address
 - b. Country
 - c. City
 - d. District
 - e. Postal Code (if available)
3. Click on **Save Address** button to save your Mailing Address

Current Address Details

Address *

Flat 7

Please enter address

Country *

Pakistan

Please select country

City *

Karachi South

Please select city

District *

Karachi Central

Please select district

Postal Code

Please select postal code

SAVE ADDRESS

CANCEL

Change Mobile Number

Current Address

Address:
Flat 7

District:
Karachi Central

City:
Karachi South


Country:
Pakistan

NEXT STEP

Education Details

1. Click on **Add Education** to open Add Education screen
2. In the profile section of Eservices Portal, you can add all your educations that you wish to add, from Matric to Post Doctorate
3. In the profile section of Degree Attestation Application, you can add only degrees that are attested by HEC (this is explained in Degree Attestation Application section)

PERSONAL INFO





Farhan Nadeem
[Redacted]


EMAIL:
farhan.nadeem@gmail.com


PHONE:
+923434323434


LOCATION:


 Personal Information

 Address Information


 **Education Details** >

 Change Password

 Change Email

 Change Mobile Number

Education Details



2001
Secondary School Certificate / Matriculation / O - level
Matric
BIE Karachi
Grade/GPA/Marks: 1100

2003
Higher Secondary School Certificate / Intermediate/ A - level
Intermediate
BISE Sindh
Grade/GPA/Marks: 500

2020
Bachelor (16 Years) Degree
B.E
NED University of Engineering & Technology, Karachi
Grade/GPA/Marks:

Add Education

a. Qualification Details

- i. Select the **Qualification Level** of your Degree you want to get attested
- ii. Choose if it's **Incomplete Education** or if you are **Currently Enrolled**
- iii. Select the **Start Date** and **End Date** of your degree
- iv. Enter your **Name on Degree** that will be printed by your University
- v. After adding all the data, click **Next** button to move to **Degree/Certificate Awarding Institute Details** section

Qualification Details Enter your Qualification details in the below fields

Qualification Level *
Bachelor (16 Years) Degree

☐ Incomplete Education ☐ Currently Enrolled

Start Date *
6/10/2009

End Date *
11/20/2010

Name on Degree *
[Redacted]

Cancel

Next ▶

b. Degree/Certificate Awarding Institute Details

- i. In case of Pakistani Education, select the **Country** and **Degree Awarding Institute** from the list
- ii. Select your degree's **Program Title** and **University Name on Degree** from the list
- iii. Select the **Campus** and **Department** of your university
- iv. Select the **Degree Type** and **Session Type** from the list
- v. Enter **Area of Research** in case of **Masters or PhD** qualification
- vi. Enter your **Registration/Roll Number**
- vii. After adding all the data, click **Next** button to move to **Degree/Certificate Details** section

Degree / Certificate Awarding Institute Details Type your degree and certification details

If details of your campus/college/degree title are not available, please contact focal person of your University or lodge a complaint at Onlinehelp.hec.gov.pk and select Pakistan Qualification Register(PQR) in Service tab. To check list of focal person, please [Click here](#)

Country * Pakistan Please select country	Degree Awarding Institute * Please select degree awarding institute	Program Title * Please select program title
University Name on Degree * Please select university name on degree	Campus * Please select campus	Department * Please select department
Degree Type * Please select degree type	Session Type * Please select session type	Area of Research Please enter area of research
Registration/Roll Number * Please enter registration/roll number		

[< Previous](#)[Next >](#)

c. Academic Performance Details

- i. Select your **Grading System** from the list:
 - CGPA Based
 - Percentage Based
 - Marks
- ii. Select your **Total CGPA** from the list:
 - 4.0
 - 5.0
- iii. Enter your **Obtained CGPA**
- iv. Enter your **Obtained Percentage** if you have it
- ii. Click **Add Education** button to successfully add your education details in your Profile

Qualification Details Enter your Qualification details in the below fields**Degree / Certificate Awarding Institute Details** Type your degree and certification details**Academic Performance Details** Type your academic performance detailsGrading System *
CGPA Based

Please select grading system

Total CGPA *
4.0

Please select total gpa

Enter Obtained CGPA *

Please select Enter Obtained CGPA

Obtained Percentage

Please enter obtained percentage

◀ Previous

Add Education

Cancel

View Education

1. To view your education details, click on 3 dots icon besides each of your education
2. A list menu will open giving your 3 options
3. Click on **View** button to view your education in read-only form



Edit Education

1. To change any of your education details, click on 3 dots icon besides each of your education
2. A list menu will open giving your 3 options
3. Click on **Edit** button to open you education in editable mode and change details
4. **Once you have applied for Degree Attestation, you cannot edit the education for which you have applied for Degree Attestation**




Delete Education

1. To delete any of your education, click on 3 dots icon besides each of your education
2. A list menu will open giving your 3 options
3. Click on **Delete** button to delete the education.
4. **Once you have applied for Degree Attestation, you cannot delete the education for which you have applied for Degree Attestation**



Change Password

1. If you wish to change your password, select the **Change Password** option
2. Enter your Current Password and the New Password you wish to change to
3. Click on **Change Password** button to update your password

PERSONAL INFO

fa...st@gmail.com
+923434323434
LOCATION:

Personal Information

Address Information

Education Details

Change Password

Change Password change or reset your account password

Configure user passwords to expire periodically. Users will need warning that their passwords are going to expire, or they might inadvertently get locked out of the system!

Current Password *

Please enter current password

New Password *

Please enter password should be atleast 8 characters long,alphanumeric and contain atleast one capital letter

Confirm Password *

Please enter password for confirmation

CHANGE PASSWORD

CANCEL

Change Password change or reset your account password

✓ Password is updated Successfully

Current Password *

.....

Please enter current password

New Password *

.....

Please enter password should be atleast 8 characters long,alphanumeric and contain atleast one capital letter

Confirm Password *

.....

Please enter password for confirmation


CHANGE PASSWORD

CANCEL

Change Email

1. If you wish to change your current email address to a different one, select the **Change Email** option
2. Enter the new email address and click **Change Email** button (the new email address should not be registered previously on EServices Portal)

PERSONAL INFO




Full Name: [Redacted] ✓

Username: [Redacted]

EMAIL:
fa[Redacted]st@gmail.com

PHONE:
+923434323434

LOCATION:

 **Change Email** >

Change Email change your account email

Please enter email in correct format e.g: username@provider.com

CHANGE EMAIL

CANCEL

3. A verification code will be sent to your entered email address
4. Enter the verification code and click on **Verify Code** button to change your email address

Change Email change your account email

✓

Verification Code is sent to your entered email address, Enter verification code below

✉ fa[Redacted]@gmail.com

51 Seconds

Please enter email verification 5 Digits Code from new Email


Verify Code

CANCEL

Change Phone Number

1. If you wish to change your mobile number to a different one, select the **Change Phone Number** option.
2. Enter the new phone number and click **Change Phone** button (the new phone number should not be registered previously on EServices Portal)

PERSONAL INFO




Faizan Junani ✓
4220189633455

EMAIL:
faizan.test@gmail.com


PHONE:
+923434323434

LOCATION:

 [Change Mobile Number](#) >

Change Phone Number change your account Phone Number

Primary Cell Phone Number

 +92 ▾


Please enter phone number in correct format e.g: +92 3472748202


CHANGE PHONE

CANCEL

3. A verification code will be sent to your entered phone number
4. Enter the verification code and click on **Verify Code** button to change your phone number

Change Phone Number change your account Phone Number

 Verification Code is sent to your entered mobile number, Enter verification code below

 +923336262629

Phone Number Code *

57 Seconds

Please Enter Phone Number Verification 5 Digits Code from Registered Phone Number

Verify Code

CANCEL