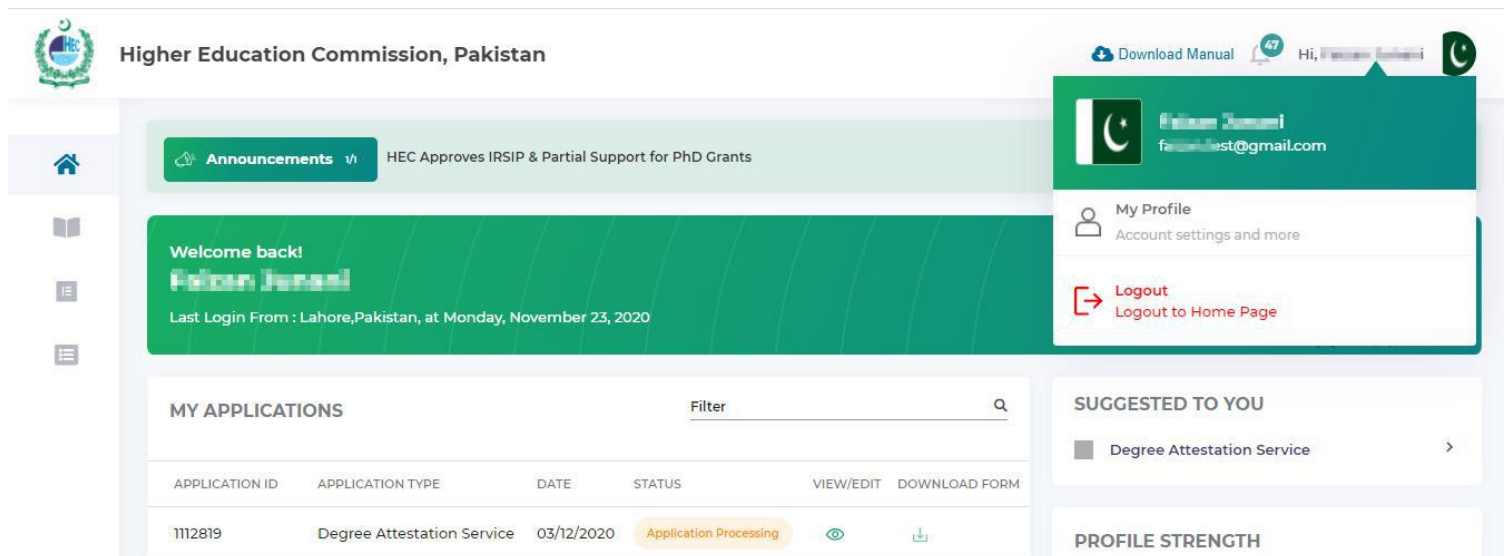# My Profile

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

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

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

Biographical Information

1. The second section of Personal Information is **Biographical Information**
2. Enter the details for the following fields:
   a. Date of Birth (should be same as on CNIC)
   b. Country of Birth (should be same as on CNIC)
   c. Religion
   d. Domicile Province
   e. Domicile City
   f. Domicile District

Father's Information

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

Father's Information

Father Name:	Father CNIC:	Father Status:
Mo▮▮▮▮ ▮▮▮▮ ▮ani	8556952647855	Alive

Father Currently Employed:	Father Occupation:
Yes	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.▮▮▮▮▮5	CNIC	Pakistan	

SAVE & CLOSE   CLOSE

Nationality Info

IDENTIFICATION	TYPE	COUNTRY
42▮▮▮▮▮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 7[blurred]

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

EMAIL:
fai[blurred]st@gmail.com

PHONE:
+923434323434

LOCATION:

Permanent Address

Address:
Flat 7[blurred] 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 .... Sindh

District: City:
Karachi Central   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▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒ Sindh

District: City:
Karachi Central   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)

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

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

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

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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 acamedic performance details   ⌄

Grading 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

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)

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 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)

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