SEMCOM

S.G.M. ENGLISH MEDIUM COLLEGE OF COMMERCE AND MANAGEMENT

SEMCOMITE PORTAL MANUAL

For Student

Table of Contents

01 About Our Team

02 Meet The Team

03 Student Login

04 Student's Details Form

05 Student Dashboard

06 **Change your Password

About Our Team

"Anything worth having takes time."

A dynamic team of Utkarsh, Diya, Darsh, Manan, and Kunj (BCA 2021-2024) has collaboratively developed and designed an innovative college portal.

This robust platform seamlessly integrates functionalities for staff, students, and admin, revolutionizing campus management with user-friendly interfaces, efficient workflows, and enhanced communication channels.

Their combined expertise ensures a streamlined, efficient, and intuitive experience for all users.

Meet the Team

Utkarsh Rajput

Back-end Developer

Diya Patel

Designer

Kunj Patel

Designer

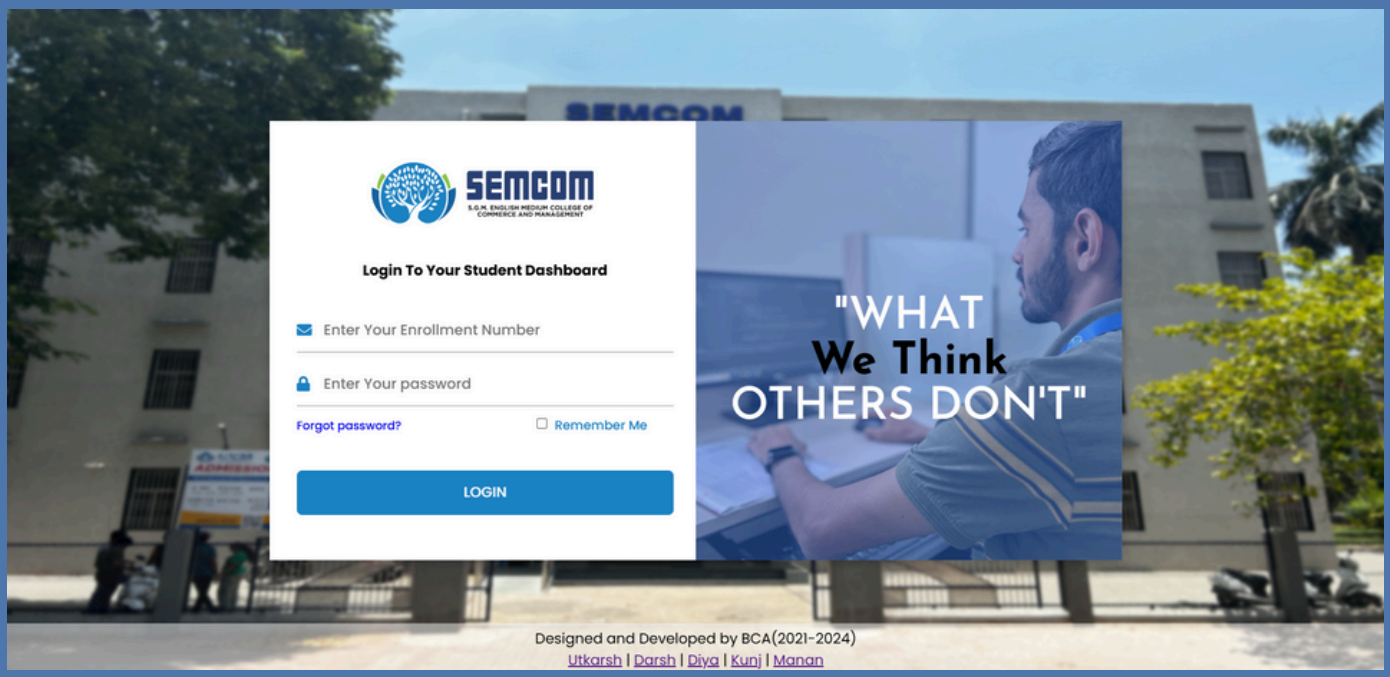
Darsh Parikh

Back-end Developer

Manan Patel

Front-end Developer

LOGIN TO THE PORTAL



Step 1: Enter Your Username

1. **On the login page, you will see two fields: one for the username and one for the password.**
2. **Type in the Enrollment number given to you by your teacher or librarian. Make sure you enter it exactly as provided.**

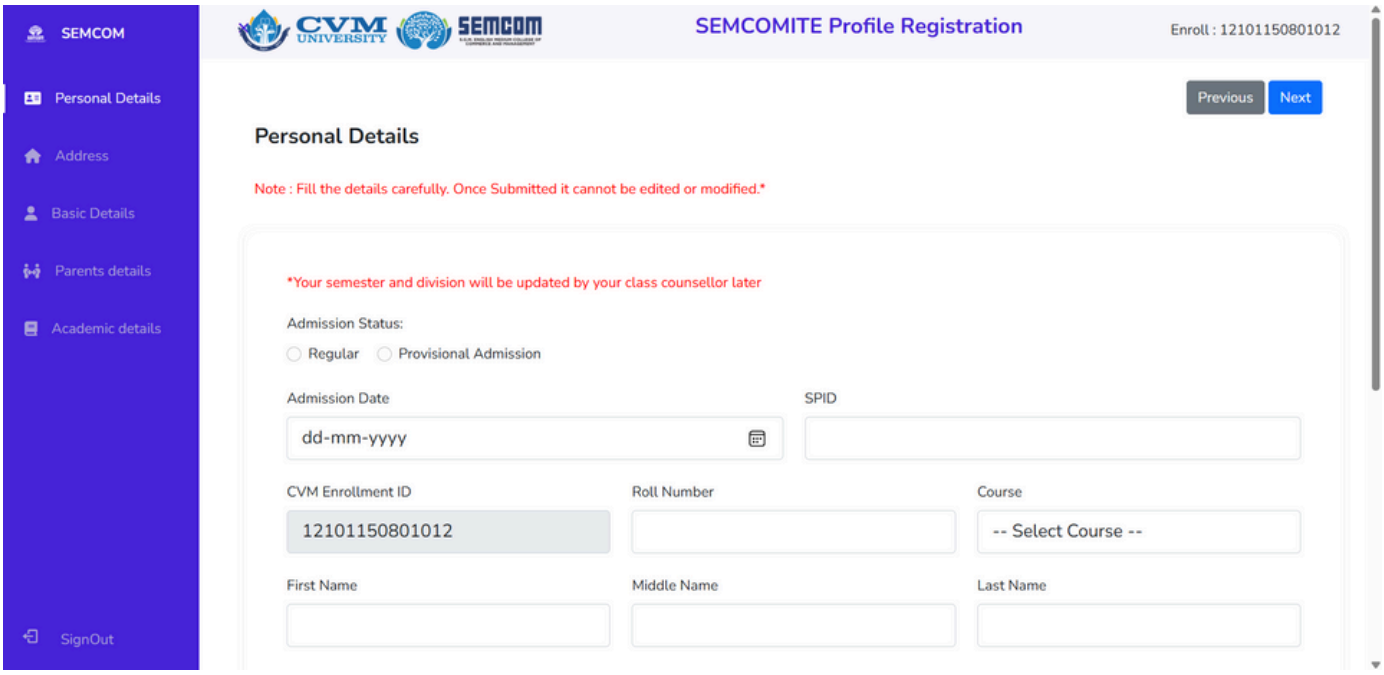
Step 2: Enter Your Password

1. **Click on the field labeled "Enter your Password" .**
2. **Type in the password given to you by your teacher or librarian. Passwords are case-sensitive, so be careful with uppercase and lowercase letters.**

Addition features :

1. Check the “Remember me” checkbox to save your email and password every time you visit this page.
2. Incase you forgot your password, you can answer the security question which was in your registration form to reset your password.

FILL UP YOUR DETAILS



Step 1: Fill in the Details

After logging in, you will be redirected to the detail fill-up page. Follow the steps below to complete your information:

- **Personal Details**
- **Address Details**
- **Basic Details**
- **Parents' Details**
- **Academic Details**

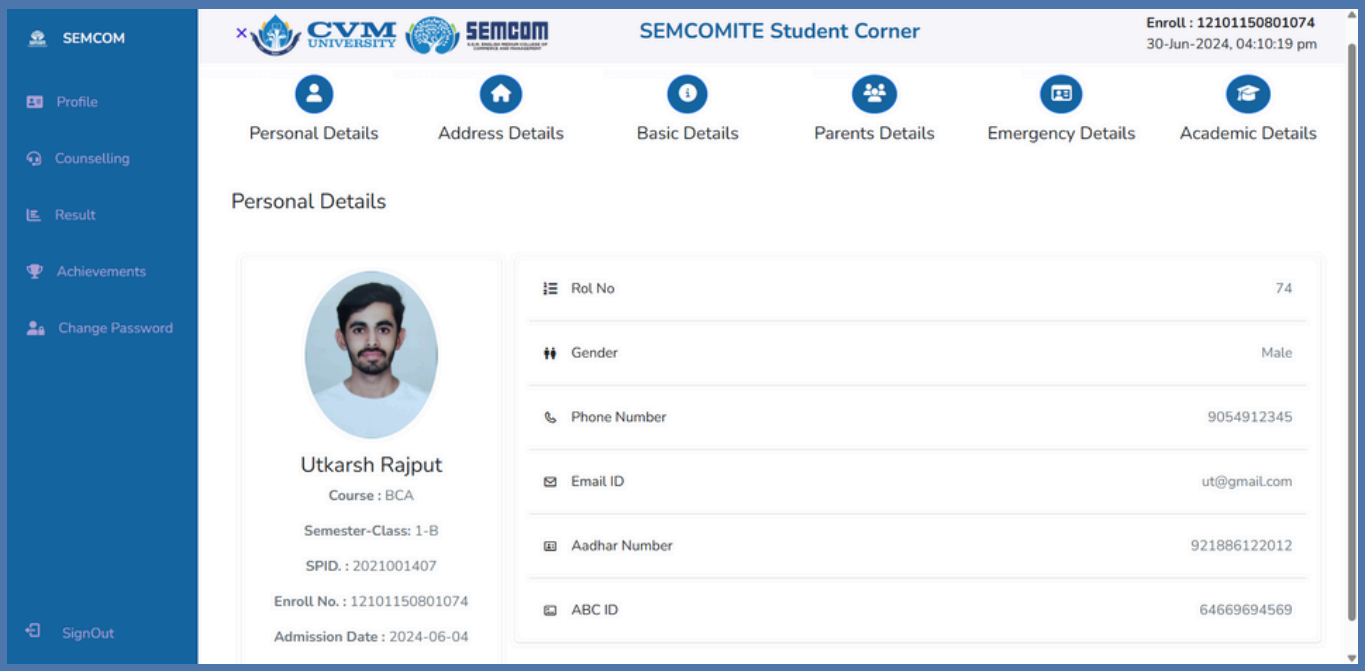
Step 2: Review and Submit

1. **Review all the details you have entered. Ensure all information is accurate and complete.**
2. **Once you are satisfied with the details, click on the "Complete Submission" button at the top of the form.**

NOTE:

1. **Your enrollment number will be displayed on the right corner of the page.**
2. **Once you have submitted the details, you won't be able to edit it by yourself. In this case, you need to contact to your class councilor.**
3. **After submission, you will see a confirmation message.**

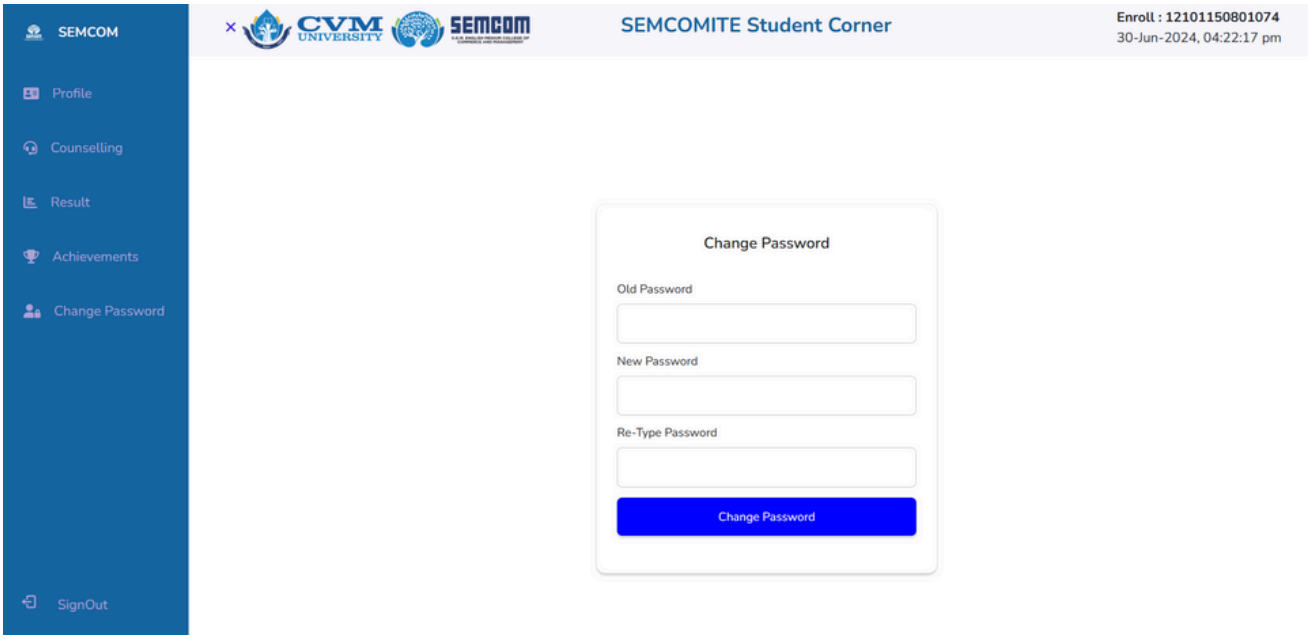
PERSONAL DASHBOARD



Once you have submitted your details, you will be redirected to your personal dashboard. Here, you can view various sections of your profile:

1. **Profile Info: View the personal and academic details you filled previously. These details are read-only and cannot be edited.**
2. **Counseling Details: View any counseling sessions you have attended or are scheduled to attend.**
3. **Results: View your academic results details you filled previously**
4. **Achievements: View any awards, honors, or recognitions you have filled previously.**
5. ****Change Password: Your are required to change your password mandatorily, click on the "Change Password" option.**

CHANGE PASSWORD



MANDATORILY CHANGE YOUR PASSWORD at least once when you get your credentials for the first time:

1. **Enter Current Password**
2. **Enter New Password**
3. **Confirm New Password: Re-enter the new password for confirmation.**
4. **Click on the "Change Password" button to save your new password.**

Security Tips

- **Do not share your login credentials with anyone.**
- **Always log out when you are done using the system, especially on public or shared computers.**
- **If you suspect any unauthorized access to your account, report it immediately to your teacher or librarian.**

CVM UNIVERSITY
(Established under Gujarat Private Universities
(Second Amendment) Act : 2019 Gujarat Act No. 20 of 2019)

SEMCOM
S.G.M. ENGLISH MEDIUM COLLEGE OF
COMMERCE AND MANAGEMENT

THANK YOU