

# **Student User Manual**

## **For**

# **Online Re-Registration System**



**Indira Gandhi National Open University**  
**Maidan Garhi, New Delhi – 110068**  
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# 1

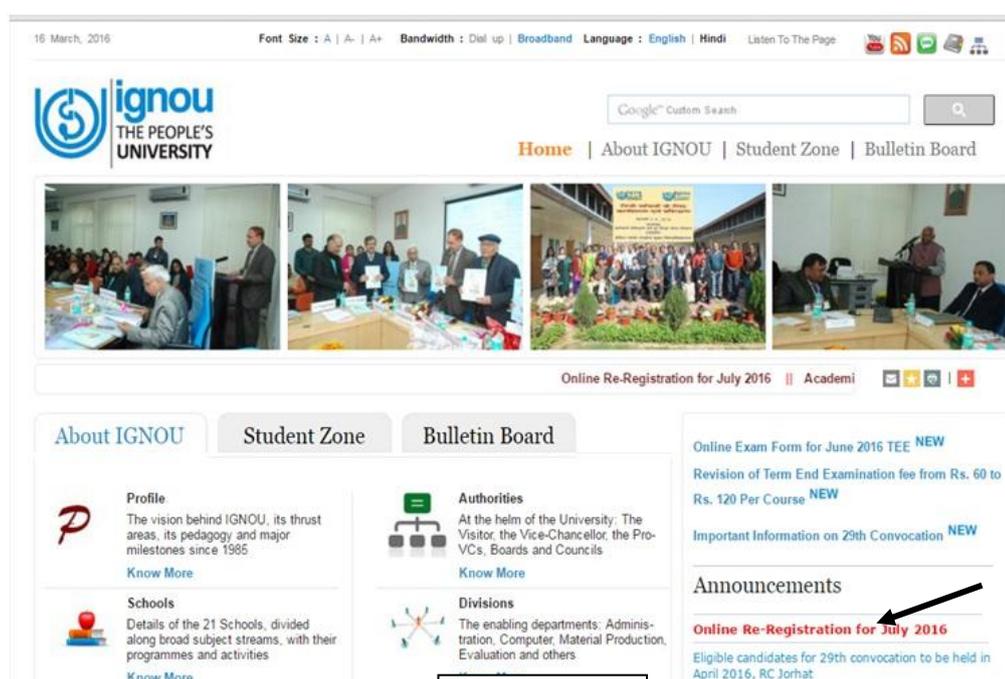
## Introduction

Indira Gandhi National Open University (IGNOU), as a part of its ongoing efforts for offering learner-friendly services, has introduced an **Online Re-Registration System (ORRS)**. Through this facility, existing learners shall be able to submit their application forms online and receive instant confirmation for successful submission of their application form through email as well as through SMS. There is provision for payment of Programme Fee on-line through Credit/Debit cards/Net-banking by using On-line Payment gateway. This facility is available for 5 academic programmes i.e. BA, B.Com, B.Sc, BSW & BTS which are currently on offer.

As this is a new system, the existing learners may require knowing about the process of Online Re-Registration. In order to facilitate them, 'Student User Manual' has been developed. This User Manual contains all essential information for the end users to navigate through the online re-registration system. This manual includes step-by-step procedures for system access and use.

### 1.0 Getting Started

1. Click on the Web browser (Internet Explorer, Google Chrome, Firefox Mozilla etc.) available on your computer.
2. On the address bar please type <http://ignou.ac.in/> and then press “ENTER” key from your keyboard.
3. Then, the following page of IGNOU web site will open.
4. Now, click on the “**Online Re-Registration for July 2016**” link as shown in Figure. 1



(Figure-1)

5. Now, Homepage of the Online Re-Registration System as shown in Figure- 2, will appear



(Figure-2)

You can also go to the Online Re-Registration page directly in the following way:

1. Click on the Web browser (Internet Explorer, Google Chrome, Firefox Mozilla etc.) available on your computer.
2. On the address bar please type <https://onlineadmission.ignou.ac.in/onlinerr/> and then press “**ENTER**” key from your keyboard.
3. In this way also you will reach to Online Re-Registration page as showing Figure. 2

## 2

# Online Re-Registration System

## 2.0 Home Page of Online Re-Registration System

If you see the Homepage of Online Re-Registration System, you will find that there are 10 links on this page. Now, see the Figure-3 given below which will give you information about the content covered in each link:

1. On clicking **link #1**, you will reach **the Homepage of the Online Re-Registration System** as shown in Figure-2.
2. On clicking **link #2**, you will get information **About IGNOU**.
3. On clicking **link #3**, you will be re-directed to the **“Apply Online RR”** page which you should fill up before.
4. On clicking **link #4**, you will be re-directed to the **“View form”** page to see the filled form.



(Figure-3)

In continuation of the Figure-3, please see Figure- 4 also

1. On clicking **link #5**, you will get the **General Instructions** for filling the online admission form.
2. On clicking **link #6**, you will get details of the **Form Filling Steps** for online admission.
3. On clicking **link #7**, you will get information on **Programmes of IGNOU** available.
4. On clicking **link #8**, the “**Student Registration Form**” will open which is basically the first step for online re-registration.
5. On clicking **link #9**, you will be re-directed to the “**Frequently Asked Questions**” screen. Read them carefully. It will help in clarifying your doubt if any.
6. On clicking **link #10**, you will be re-directed to the “**Login**” screen.



# 3

## **General Instructions for Online Re-Registration**

Before Registration please read carefully about Eligibility, Fee Details, and other Details about the courses available under the selected Programme.

Before Registration you must also have:

1. Enrolment Number.
2. Registered email ID and mobile number, if not then get it registered by contacting the concerned regional centre or by visiting the below URL:  
<http://admission.ignou.ac.in/changeadmdata/admissionstatusnew.asp>
3. Identify courses which are to be opted by visiting the below URL:  
<http://www.ignou.ac.in/ignou/studentzone/download/rrr>

Fee can be paid by following methods:

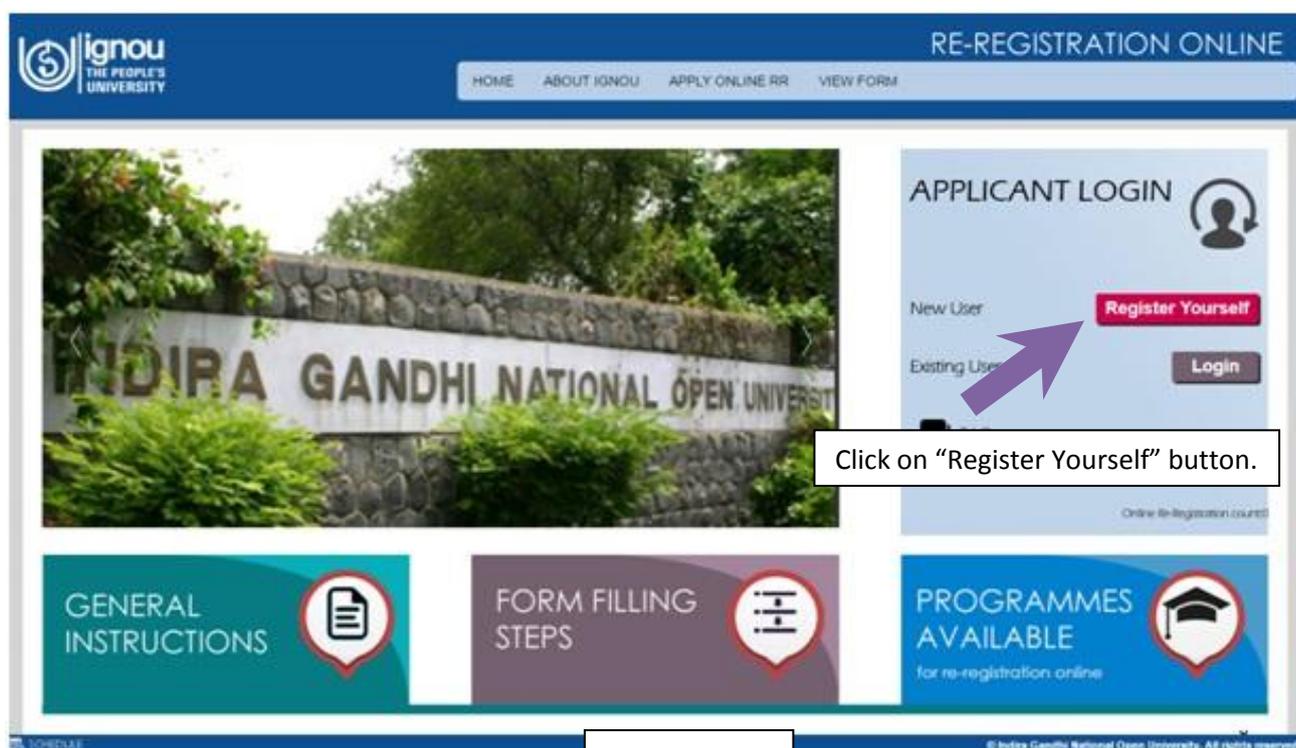
- Credit Card/Debit Card (Master/Visa/Rupay)
- Net Banking

# 4

## Filling Online Re-Registration Form

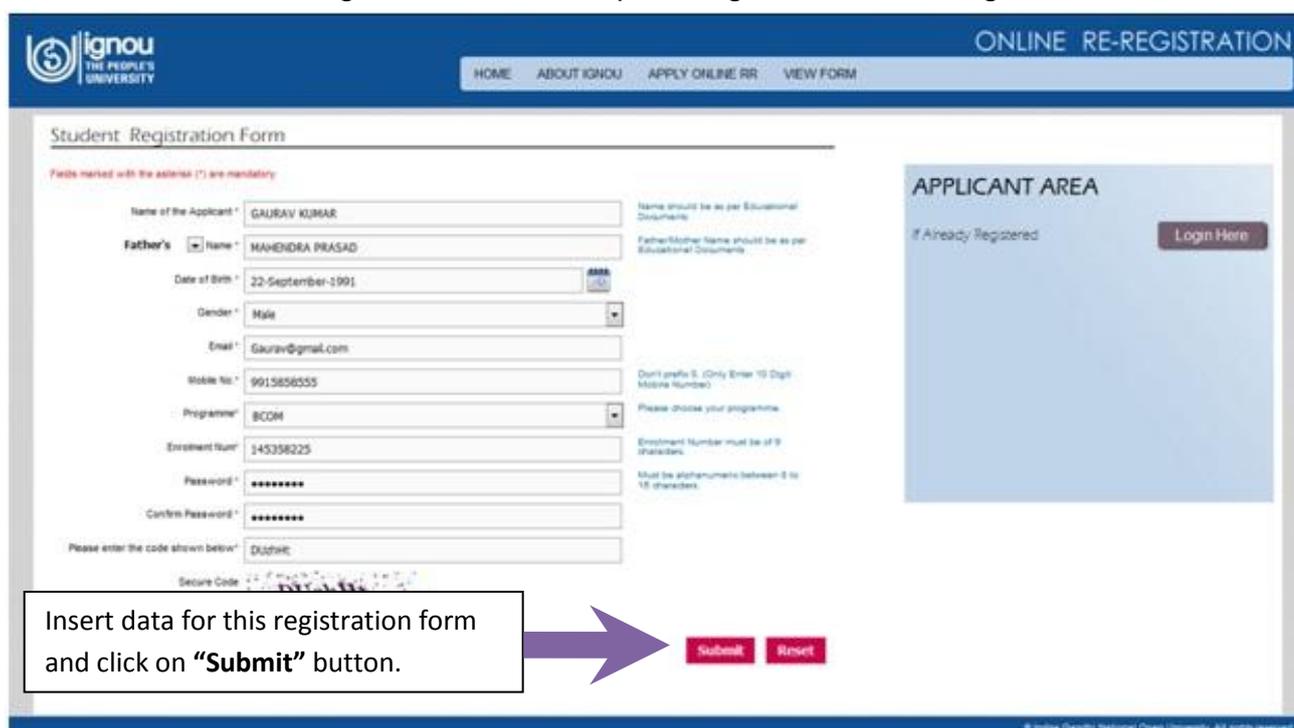
### 4.1 Register Yourself

**Step -1:** The first step to fill up the Online Re-Registration form is to register you. For this please click on the button “**REGISTER YOURSELF**” that appears on the applicant login area as shown in Figure-5.



(Figure-5)

**Step-2:** After clicking on registration link, '**Student Registration Form**' will be displayed as shown below in the Figure- 6. Now, Fill up the registration form as given below:-



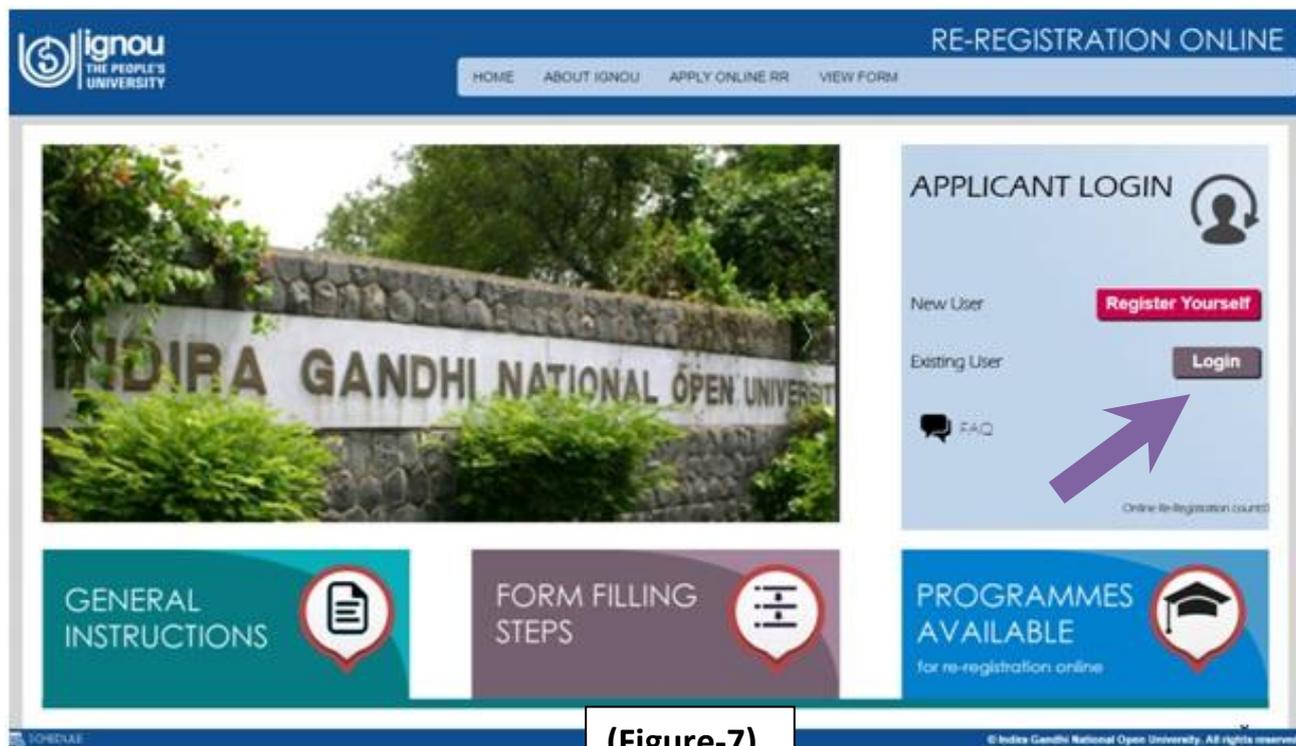
**(Figure-6)**

- a.) Once you have filled the registration form, check the entries and if satisfied, click on "**Submit**" button
- b.) If you want any change in the information, click on "**Reset**" button provided in the form. After changing the information, if any, click on "**Submit**" button.
- c.) After you '**Submit**'; your **User Name** along with the **Password** is generated. You will be notified about the same via email on your email and SMS on your mobile.

**Note:** Using your 'User Name' and 'Password', you can Login directly. **Remember** your 'User Name' and 'Password' for future Login with the Online Re-Registration System.

## 4.2 Filling up the Online Form

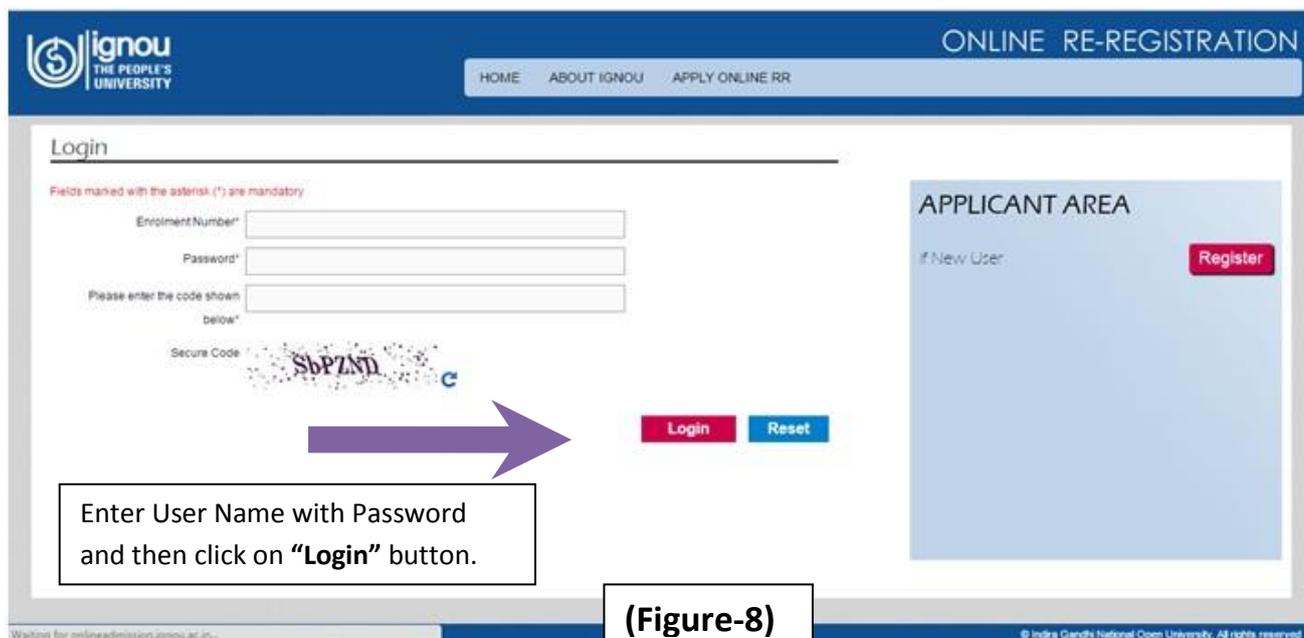
**STEP 1.** Click on “Login” button given in the homepage of Online Re-Registration (Figure 7)



(Figure-7)

**STEP-2:** Now, login page will open as shown in Figure 8.

- Enter your User Name & Password; provided while filling up the registration form
- Enter the Secure Code as displayed in the Login form

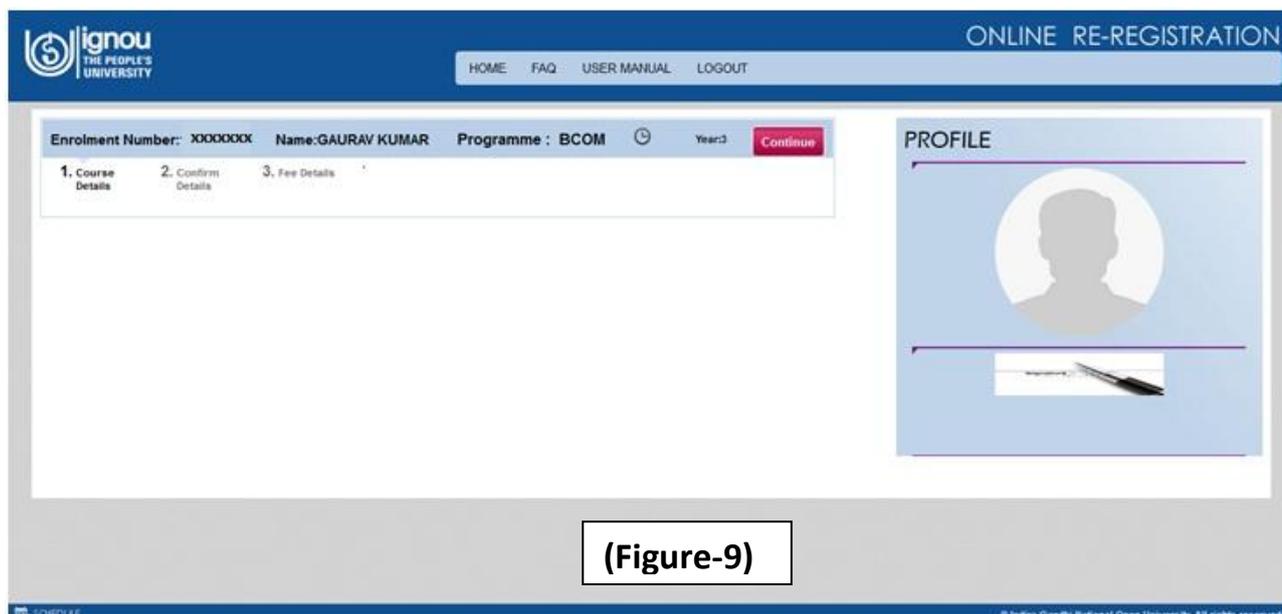


(Figure-8)

Click on ‘Login’ button.

**STEP-3:** Then first part of the Online Re-Registration form will be displayed as shown in Figure9. It has 3 sections. You have to fill up each section carefully one by one using the “Continue” button.

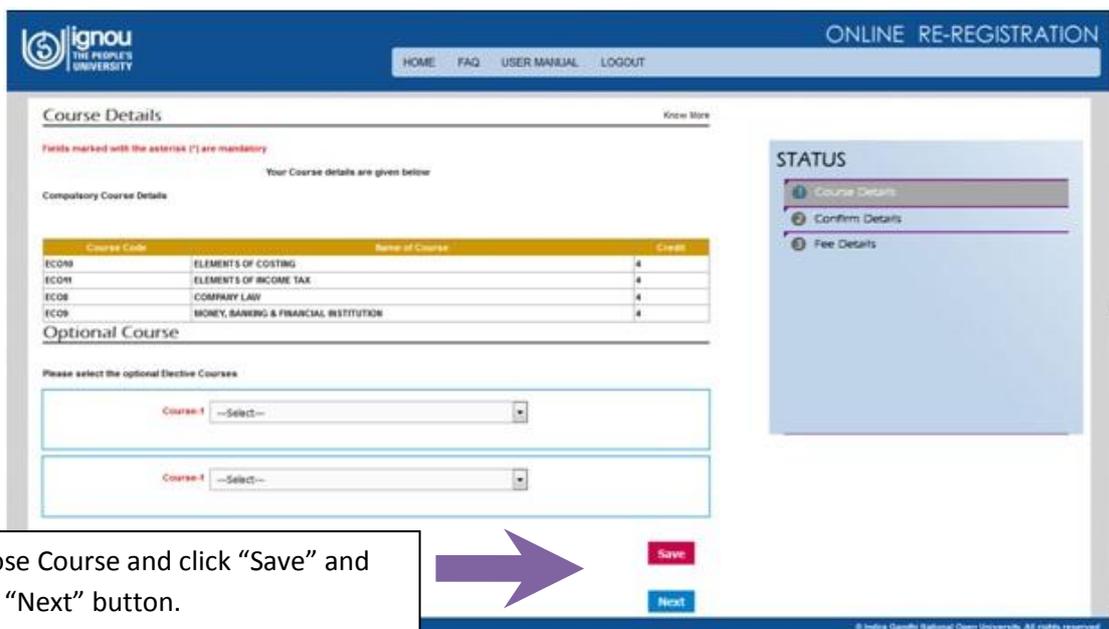
- a. Click on “Continue” button.



(Figure-9)

**STEP 4:** The **First Section** of the Online Re-Registration form is on **Course Details** as shown in Figure-10

- a) Choose Course from available course groups
- b) Once the details are entered, click “Save” and then “Next” button.



Choose Course and click “Save” and then “Next” button.

(Figure-10)

**Course Details** Know More

Fields marked with the asterisk (\*) are mandatory

Your Course details are given below

Programme	Course Code	Name of Course	Credits
BCOM	AC51	CONSUMER STUDIES	3
BCOM	BECE15	ELEMENTARY MATHEMATICAL METHODS IN ECONOMICS (FORMERLY EEC5)	3
BCOM	ECO10	ELEMENTS OF COSTING	4
BCOM	ECO11	ELEMENTS OF INCOME TAX	4
BCOM	EC08	COMPANY LAW	4
BCOM	EC09	MONEY, BANKING & FINANCIAL INSTITUTION	4

"Edit" button.

**(Figure-11)**

**Note:** The Online Re-Registration form is basically the same as the hard copy of the Re-Registration Form. But here as shown in margin box of the Figure. 11, it has been divided into 3 sections for ease of use.

Below are the next steps for filling Online Re-Registration Form:-

**STEP 5:** The **Second Section** is on **Confirm Details** as shown in Figure-12

- a) Here, the details of all three sections are displayed; you have to verify the details provided by you while filling the online form.
- b) If details are found OK, click "Next" button (see Figure 11); otherwise make changes in appropriate section by Clicking "Edit" button given against each section details.
- c) There is a Declaration at the end of the page. Please tick (✓) in the box. And then click "Next" button.

**Confirm Detail**

**Personal Details**

Name	GAURAV KEMAR	Name of FATHER	MAHENDRA PRASAD
Date of Birth	22/05/1991	Nationality	A1 : INDIAN
Gender	A1 : MALE	Category	B2 : SC
Territory	B2 : RURAL	Marital Status	A1 : SINGLE
Religion	A1 : HINDU	Whether Minority	B2 : NO
Social Status	C3 : NOT APPLICABLE	Whether Kashmiri Migrant	B2 : NO

**Other Details**

Mode of Study		Nature of Disability	: NOT APPLICABLE
Whether Physically Handicapped	B2 : NO	Employment Status	A1 : UNEMPLOYED
Scholarship Received		Amount (Annual)	0
Department offering Scholarship		Family Income(Annual)	0
Jail Inmate	B2 : NO		

**Programme Details**

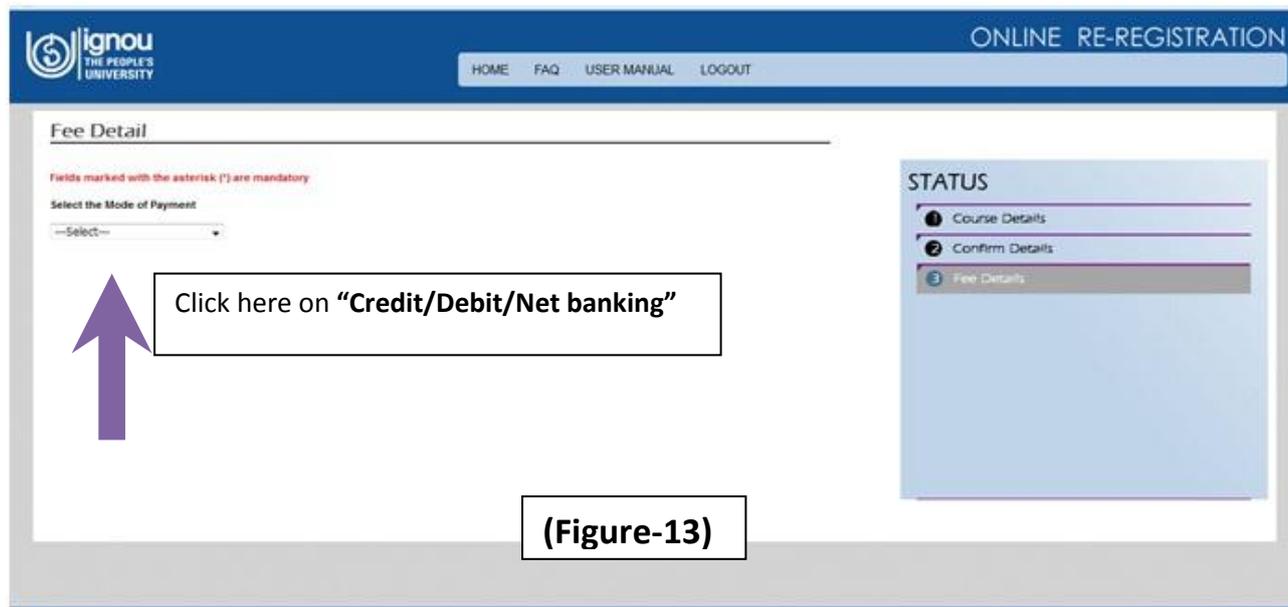
Programme	BCOM	Regional Centre	07
Study Centre Choice	1067	Study Center Address	

**(Figure-12)**

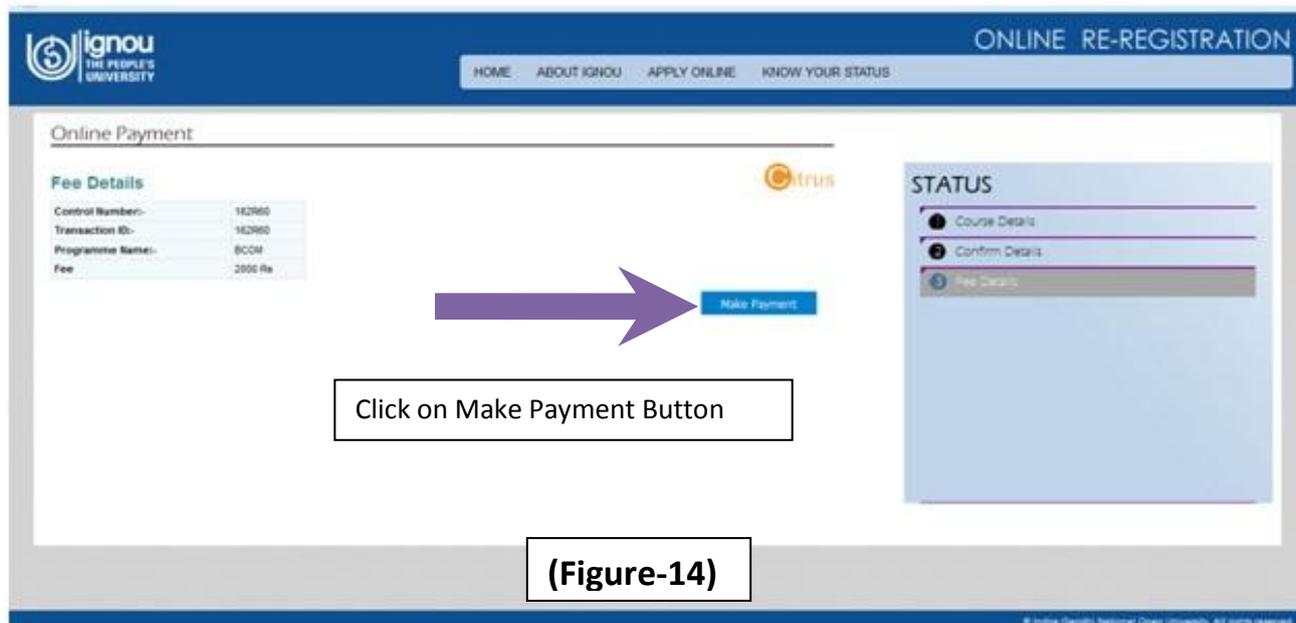
**STEP 6:** The **Third Section** is on '**Fee Details**' as shown in Figure-13.

- a) When you 'Select' the mode of payment , you will see the following:  
**“Credit/Debit/Net banking”**

Next, you get a page as shown in Figure-13



- b) When you select **“Credit/Debit/Net banking”**, you will get **Online Payment** window as shown in Figure- 14
- c) Now, click on **“Make Payment”** button



Online Payment

Fee Details

Control Number:-	162960
Transaction ID:-	162960
Programme Name:-	BCOM
Fee	2000 Rs

Make Payment

STATUS

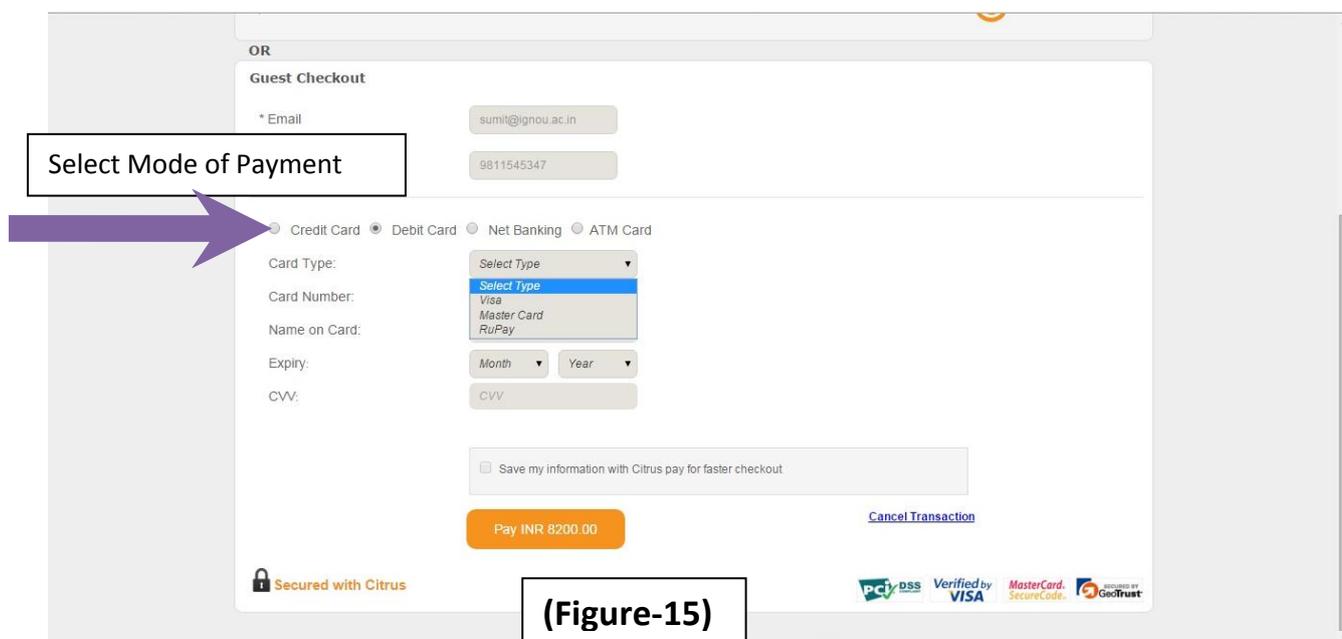
- 1 Course Details
- 2 Confirm Details
- 3 Fee Details

Click on Make Payment Button

(Figure-14)

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1. If you select Credit Card/Debit Card, you will get a page as shown in Figure-15.
2. After you fill up the required information of your Credit/Debit Card for payment, click on “Pay INR .....” Button.
3. It will take you to the payment gateway page of the bank.
4. Make necessary entries for making payment.



OR

Guest Checkout

\* Email: sumit@ignou.ac.in

9811545347

**Select Mode of Payment**

Credit Card
  Debit Card
  Net Banking
  ATM Card

Card Type: Select Type

Card Number: Select Type

Name on Card: Select Type

Expiry: Month Year

CVV: CVV

Save my information with Citrus pay for faster checkout

**Pay INR 8200.00** [Cancel Transaction](#)

Secured with Citrus

**(Figure-15)**

PCI BSS Verified by VISA MasterCard SecureCode GeoTrust

If you select “Net Banking” then

- a) Select your Bank then click on “Pay INR .....”
- b) It will take you to the payment gateway page of the bank as shown in Figure – 16 & 17.

Programme:

RCCODE:

[Pay with your Citrus Account](#) 

OR

**Guest Checkout**

\* Email:

\* Mobile:

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Credit Card  Debit Card  Net Banking  ATM Card

Bank Name:

A surcharge of INR 11.40 is applicable on this transaction  
You Pay ~~INR-8200.00~~ INR 8211.40 (Convenience Fee)

Save my information with Citrus pay for faster checkout

[Cancel Transaction](#)

**(Figure-16)**

**Internet Banking Login\*\***

User ID   \*\*

Login Password   \*\*

**Please Note: 3 wrong password attempts will disable your User Id.**

**Use of Virtual Keyboard:**  
We recommend to use virtual keyboard always, especially when you are accessing from a public place. Click on the check box beside the text boxes for enabling & using it. [Click here for Help.](#)

**Disclaimer !!**

- : This is only a Payment Channel.
- : Payments once made can not be stopped or reversed.
- : The Bank does not take any responsibility of product delivery or quality.
- : Complaints and refunds must be dealt with respective service provider.

**\*\* Virtual Keyboard**

c	a	z	y	x	u	q	o	6	0
k	h							5	
w	d	p	t	j	l	b	r	3	7
n								1	
m	i	f	s	e	v	g		4	2
-	:	?	"	'	&	/	=	8	
(	)								9
@	*	{	}	^	>	)	%		\$
+	=	}	\		<	#	.	:	
Back Space		Clear		Caps Lock					

**Security Note:**  
Your user id & password travel in a highly secured SSL mode with 128 bit encryption.



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(Figure-17)

When your payment is complete by Credit Card/Debit Card/Net Banking, you will get “Payment Confirmation” page from where you can “Print” the payment confirmation receipt.

Also you can Preview your filled in form and print or save the form for future references.