Student User Manual
For
Online Re-Registration System

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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/](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](image-url)
5. Now, Homepage of the Online Re-Registration System as shown in Figure-2, will appear

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/](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
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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.

(Figure-4)
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/changeadmddata/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
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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:-

![Student Registration Form](image)

**Insert data for this registration form and click on “Submit” button.**

(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)

![Login Button](image)

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

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

![Login Page](image)

Click on ‘Login’ button.
STEP-3: Then first part of the Online Re-Registration form will be displayed as shown in Figure 9. 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](image)

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.

![Figure-10](image)
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.
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

![Screen capture showing Fee Detail page with 'Select' option for Credit/Debit/Net banking]

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
Click on Make Payment Button

(Figure-14)
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.

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.
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.