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## JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD

(Established by JNTU Act No. 30 of 2008)

Kukatpally, Hyderabad – 500 085 Telangana (India)

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To

All The Principals of Affiliated colleges of JNTUH, University

Sub: JNTUH- Exam branch - Points to colleges while accessing Exam Portals of the University – Reg.

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All the principals of affiliated colleges of JNTUH are hereby informed, to observe the following points to use the Exam Portals for forth coming Examinations.

### **Guidelines to access Exam Portals:**

#### 1) Updating College Profile

After login to exam portal it is required to update college profile. A profile change screen will be displayed. After entering the following fields user has to click on *Update Profile* button. Then success message will be displayed. After that user has to logout and login again following fields need to be entered.

- Principal Name
- Mobile Number – For sending OTP during paper downloading
- Email Id – College/principal email id
- Landline Number – prefix with STD code

#### 2) Changing Login Password

After profile updating user should login again. Now *Change Password* screen will be displayed. As per the screen User has to fill *Current Password*, *new password* and *confirm new password* fields. After clicking on Change Password button, user will be shown success message and automatically logged out. Now user has to login by using new credentials for checking new password and has to access *View Profile* page to confirm profile changes.

#### 3) OTP authentication for downloading question papers

After clicking on Download Question Papers link, an OTP (one time password) will be send to updated mobile number. User has to enter the received OTP on the screen and click on *Approve* button. On successful OTP authentication downloads page will be displayed.

Note: It is mandatory to keep ready two systems especially for downloading the exam question paper.

Sd/-

**DIRECTOR OF EVALUATION**