

NOTICE/2023/3108001

Dated: 31/08/2023

REGISTRATION IN DIGI LOCKER
(ACADEMIC BANK OF CREDIT)

As per the UGC guidelines, a student's Digi Locker (Academic Bank Credit) account is mandatory.

We are writing to inform you about the crucial process of registering your DigiLocker account, an essential platform that offers secure storage and access to your important documents and certificates in a digital format.

The procedure is as follows:-

****Step 1: Visit the DigiLocker Website**:** - Go to the official DigiLocker website: <https://digilocker.gov.in/>

****Step 2: Click on "Sign Up"**:** - On the homepage, you'll find an option to "Sign Up." Click on it.

****Step 3: Provide Your Mobile Number**:** - Enter your mobile number, and you'll receive an OTP (One-Time Password) on that number.

****Step 4: Verify OTP**:** - Enter the OTP you received on your mobile number to verify your identity.

****Step 5: Create a Username and Password**:** - After verifying your identity, you'll be prompted to create a username and password for your DigiLocker account.

****Step 6: Link Aadhaar (Optional)**:** - You'll have the option to link your Aadhaar number to your DigiLocker account. Linking Aadhaar can provide you with access to a wider range of government-issued documents.

****Step 7: Account Creation Complete**:** - Once you've completed the necessary steps, your DigiLocker account will be created.

****Step 8: Accessing and Uploading Documents**:** - Log in to your DigiLocker account using your username and password. - You can upload documents such as PAN card, driver's license, education certificates, etc., and store them digitally.

All students are requested to complete their DigiLocker account registration immediately. Mentors are requested to get their mentees on to Digilocker earliest but not later than 05 Sep 23 and a report be forwarded by mentors to this office. **Students will not be permitted to get their admit cards for examinations in case they have not logged in to Digilocker (Academic Bank of Credit).**

Col Yash Saxena,
Registrar

