



**NATIONAL ACADEMIC DEPOSITORY**  
Transparency & Transformation Through Digitization

# NATIONAL ACADEMIC DEPOSITORY

Ministry of Education, Government of India



## Registration to Award Data Publication

# Academic Institution User Manual

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## Overview

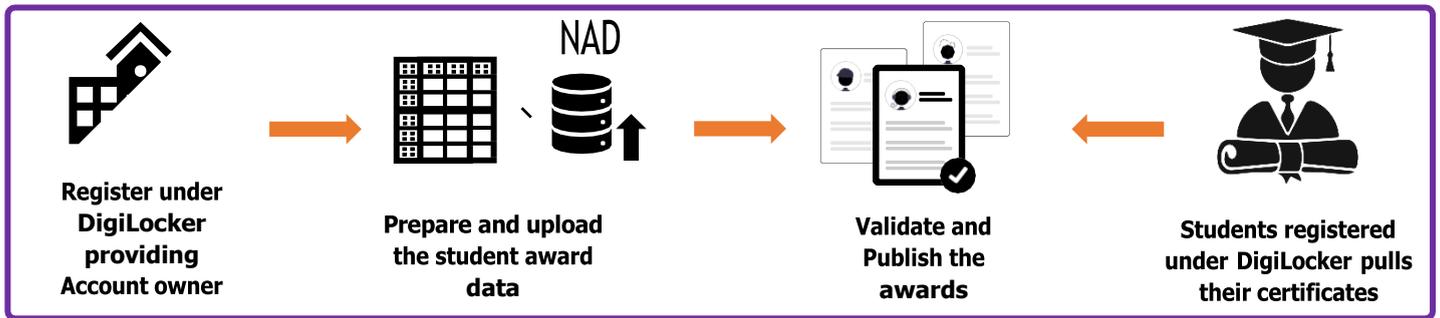
The idea of the National Academic Depository (NAD) emerged from the Government of India as an attempt to create an online repository for students to access all their academic awards at ease. NAD seeks to provide a legitimate and user-friendly method for online submission, verification, and validation of academic awards granted by various educational institutions. It would significantly minimize fraudulent activities such as certificate forgery and mark-sheet forgery by allowing online verifications of the same.

The DigiLocker NAD platform is a 24X7 online storehouse for all academic awards, such as certificates, diplomas, degrees, mark sheets, and so on, that have been officially digitized and registered by academic institutions/boards/eligibility assessment bodies. It enables simple access to and retrieval of an academic award and confirms and assures its validity and secure preservation.

The National Academic Depository (NAD) is a digital education portal that allows academic institutions to upload award data and students to view their academic awards. Academic institutions submit student data to the site, and students, after registration, can pull their certificates and documents to their individual DigiLocker account.

The NAD platform provides the establishment of a variety of roles, including creating student and academic accounts, the preparation of student data according to a standard certificate template, and the publication of year/course-specific data. The primary objective of this guide is to give step-by-step instructions to academic institutions and educate them on the registration process, data preparation, and all of the features of the NAD application until the publication of the awards.

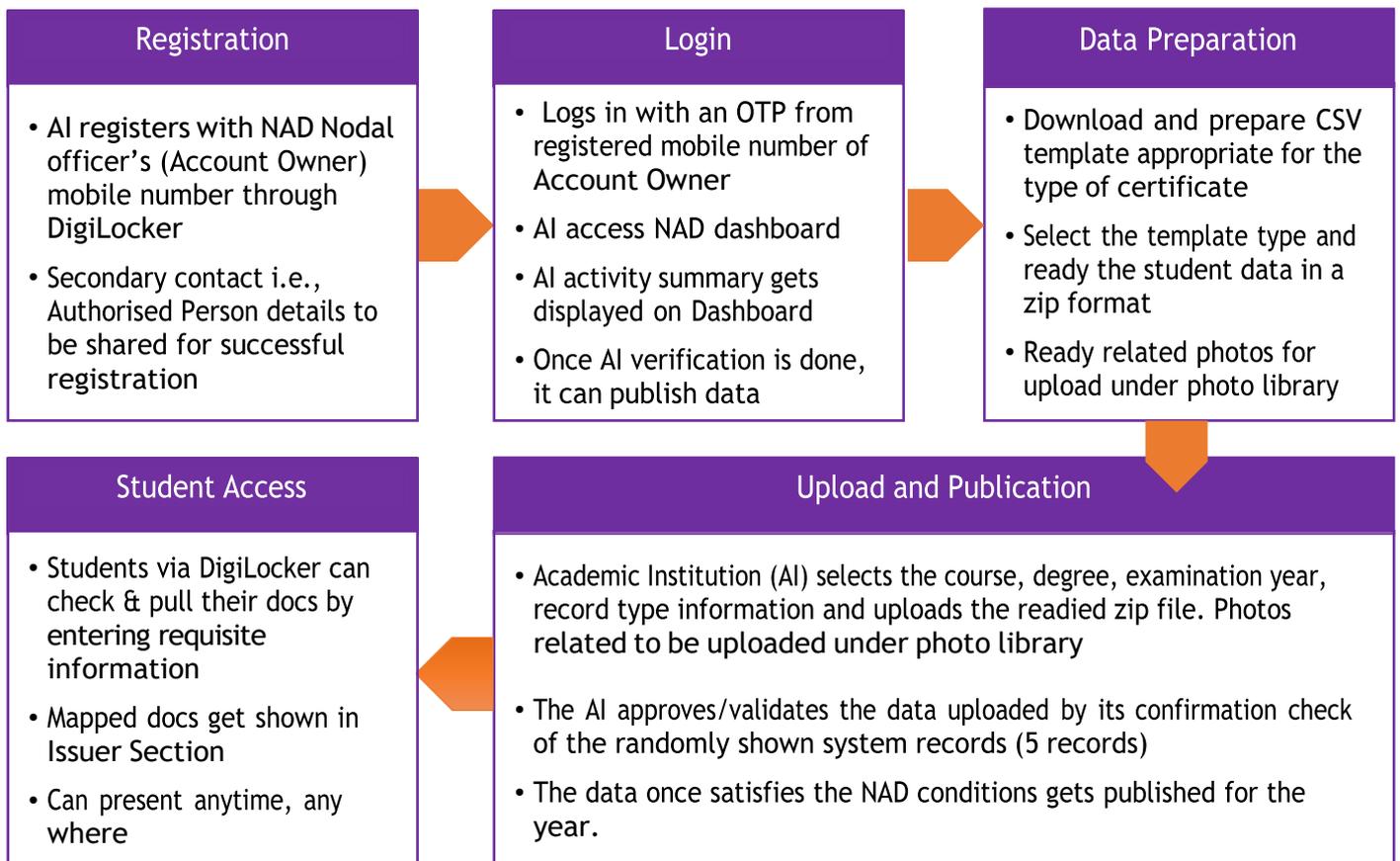
## Features of NAD Platform



The Academic Institutions will have access to the following functionalities in the NAD application:

- Registration for NAD account generation (AI's can assign Account Owner, the Nodal Officer for NAD, and Authorised Person, who operates the NAD account)
- NAD Dashboard for monitoring overall activities performed (under one window)
- Selection of templates from a variety of standardized certificate templates as per need.
- Viewing of the uploaded data and publication of student awards and their status
- Reinitiating of the Upload process at their conveyance.

## Workflow



### Registration

- AI registers with NAD Nodal officer's (Account Owner) mobile number through DigiLocker
- Secondary contact i.e., Authorised Person details to be shared for successful registration

### Login

- Logs in with an OTP from registered mobile number of Account Owner
- AI access NAD dashboard
- AI activity summary gets displayed on Dashboard
- Once AI verification is done, it can publish data

### Data Preparation

- Download and prepare CSV template appropriate for the type of certificate
- Select the template type and ready the student data in a zip format
- Ready related photos for upload under photo library

### Student Access

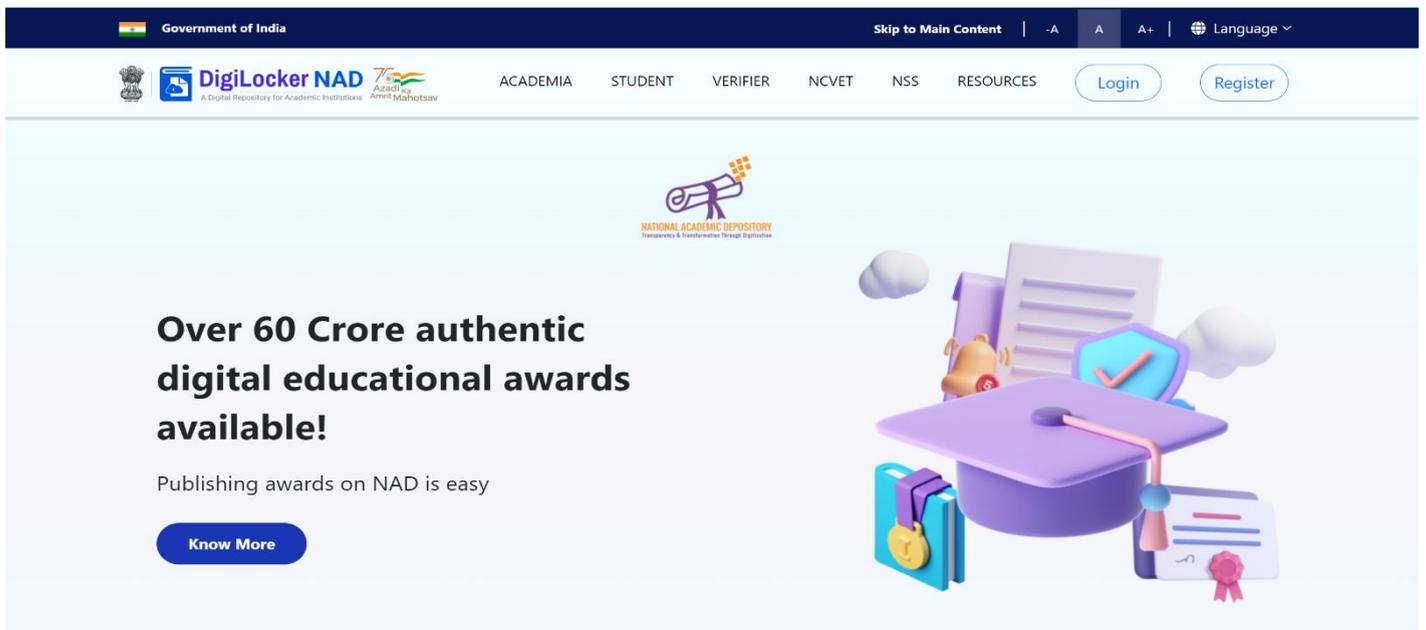
- Students via DigiLocker can check & pull their docs by entering requisite information
- Mapped docs get shown in Issuer Section
- Can present anytime, any where

### Upload and Publication

- Academic Institution (AI) selects the course, degree, examination year, record type information and uploads the readied zip file. Photos related to be uploaded under photo library
- The AI approves/validates the data uploaded by its confirmation check of the randomly shown system records (5 records)
- The data once satisfies the NAD conditions gets published for the year.

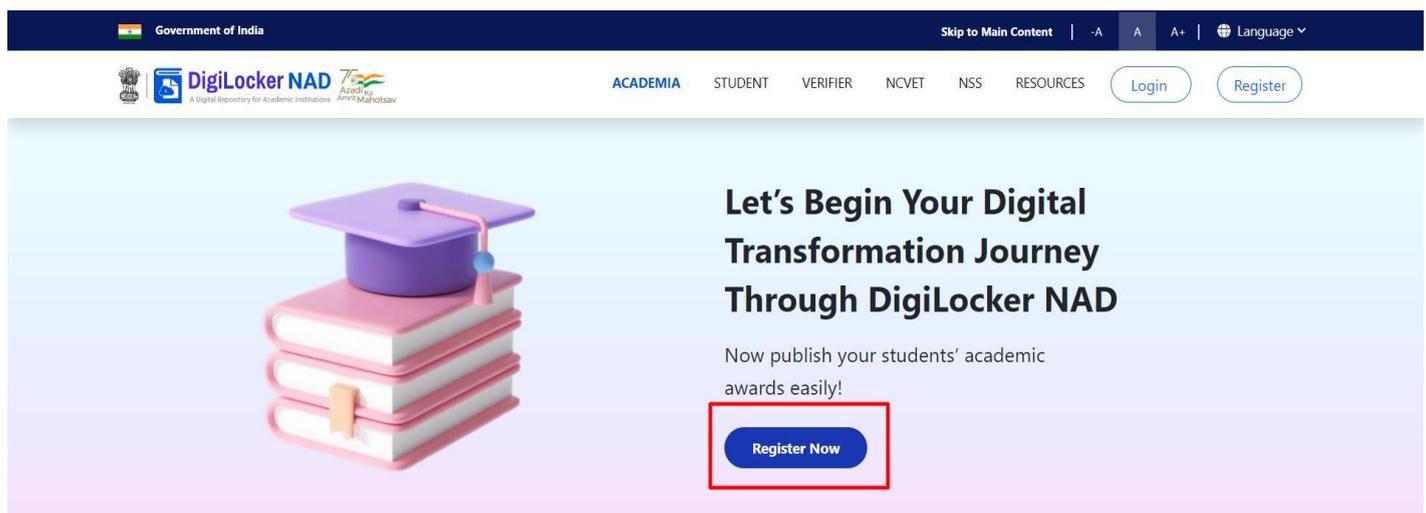
## 1. Registration

- Academic Institutions can register by logging in at [www.nad.digilocker.gov.in](http://www.nad.digilocker.gov.in)



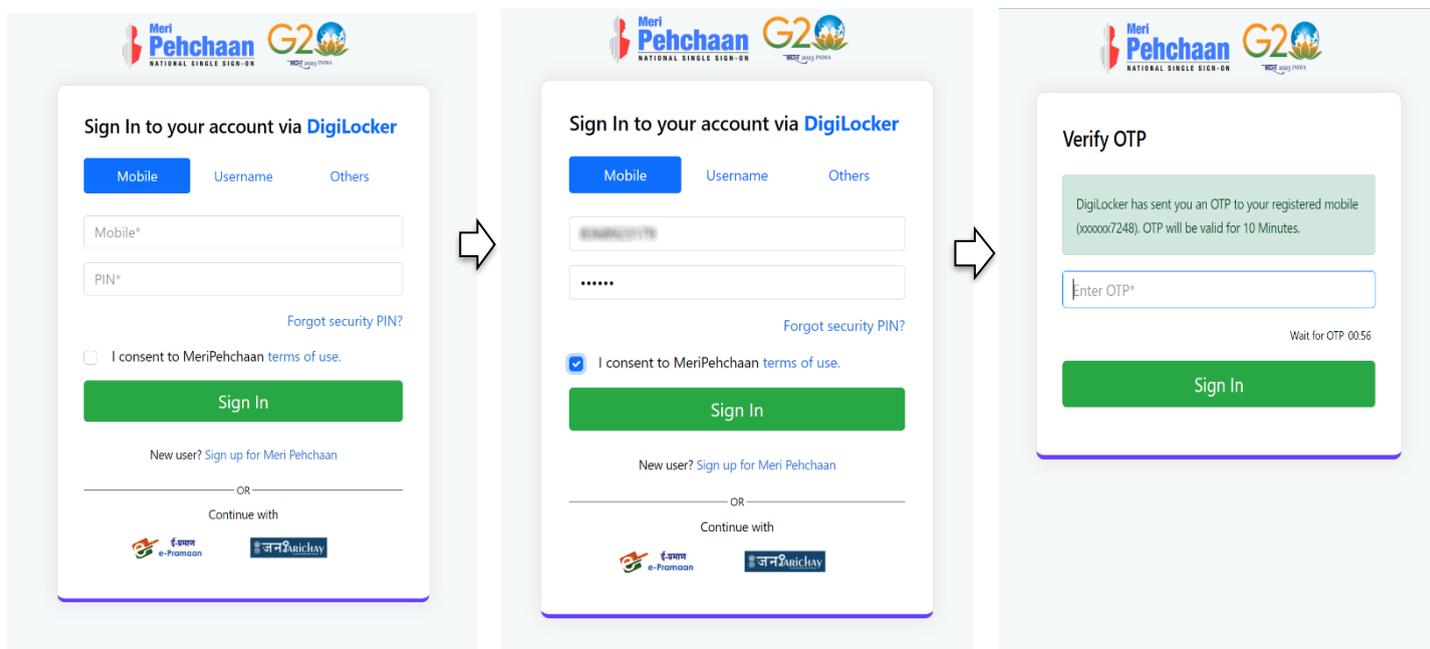
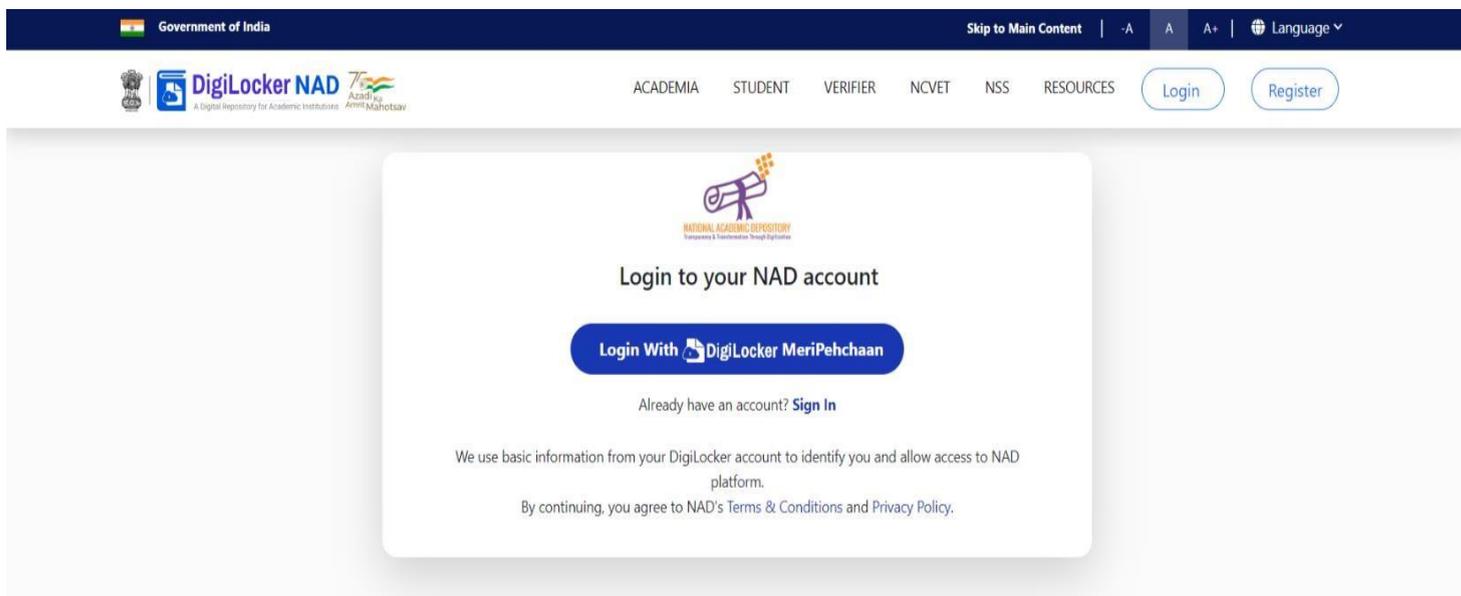
The screenshot shows the DigiLocker NAD homepage. At the top, there is a navigation bar with the Government of India logo, the DigiLocker NAD logo, and a 75th Azadi Ka Amrit Mahotsav logo. The main navigation menu includes ACADEMIA, STUDENT, VERIFIER, NCVET, NSS, and RESOURCES. There are 'Login' and 'Register' buttons. The main content area features a large illustration of a graduation cap, books, and a certificate. The text reads: "Over 60 Crore authentic digital educational awards available!" and "Publishing awards on NAD is easy". A "Know More" button is present.

Click on "Academia" → Register Now



The screenshot shows the 'Academia' page on the DigiLocker NAD website. The navigation bar is the same as in the previous screenshot. The main content area features a large illustration of a stack of books with a graduation cap on top. The text reads: "Let's Begin Your Digital Transformation Journey Through DigiLocker NAD" and "Now publish your students' academic awards easily!". A "Register Now" button is highlighted with a red border.

- Click on "Login with DigiLocker MeriPehchaan" → Enter valid mobile number → An OTP is sent at the phone number via SMS → Enter the OTP and click on "Continue" button → Enter Security PIN set created during Sign Up and click "Submit" Button



- The creation of DigiLocker account is mandatory to operate NAD.

1 Your Institution
2 Account Owner
3 Terms & Conditions

### Register Your Institution

Institution Name\*

Address\*

State\*

District\*

Pincode\*

Landline\*

Website URL\*

This should be your public website URL of your institution. We will verify about your institution accessing this website.

[Continue](#)

**STEP 1**

### Select Your Institution

- Select your Institution Name and it will autofill the essential information such as complete address, telephone number and website URL etc., as prescribed.
- Modify autofilled information shown against your Institution, if required.

**Note:** If Institution's name is not under the list, [Contact NAD Support](#)

1 Your Institution
2 Account Owner
3 Terms & Conditions

### Add your account details

Name (Fetched from DigiLocker)

Designation\*

Mobile Number\*

Official Email ID\*

This email will be used for official communication. Any notifications shall be sent to this email id only.

[Continue](#)

**STEP 2**

### Confirm Account Owner Details

- Please enter account owner's information. (This person will represent the institution as a Nodal Officer and will be the point of contact for DigiLocker-NAD relate issues).
- The account owner should be someone in a position of authority within the institution.

- Select your Institution from dropdown list → Address and other details will be auto populated.
- If your Institution is not under the list contact NAD support.



**DigiLocker**  
Document Wallet to Empower Citizens

Sign in to your account

Mobile / Aadhaar / Username

Sign in with OTP

Don't have DigiLocker account? Sign up



**DigiLocker**  
Document Wallet to Empower Citizens

Sign in to your account

Mobile / Aadhaar / Username  
9791949440

Enter OTP  
.....

DigiLocker has sent a One-Time Password (OTP) to your mobile. Please enter the OTP.

Did not receive OTP? Resend

Continue

Don't have DigiLocker account? Sign up



**DigiLocker**  
Document Wallet to Empower Citizens

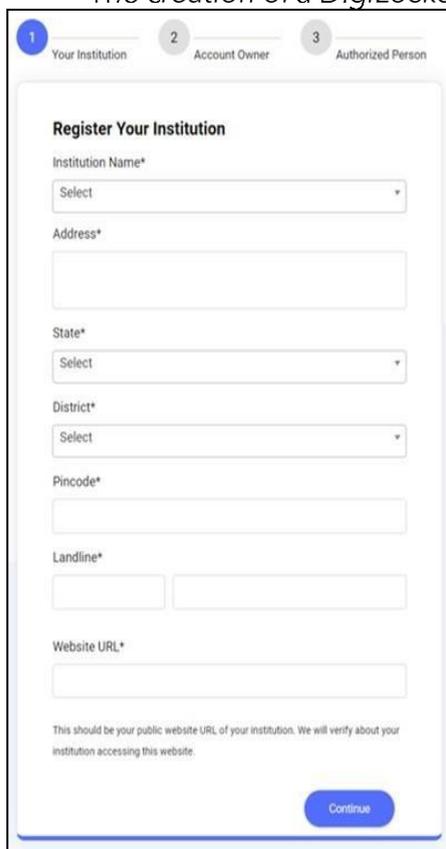
Enter security PIN to Sign in

Security PIN

Forgot my PIN

Submit

The creation of a DigiLocker account is mandatory to operate NAD



1 Your Institution 2 Account Owner 3 Authorized Person

**Register Your Institution**

Institution Name\*

Address\*

State\*

District\*

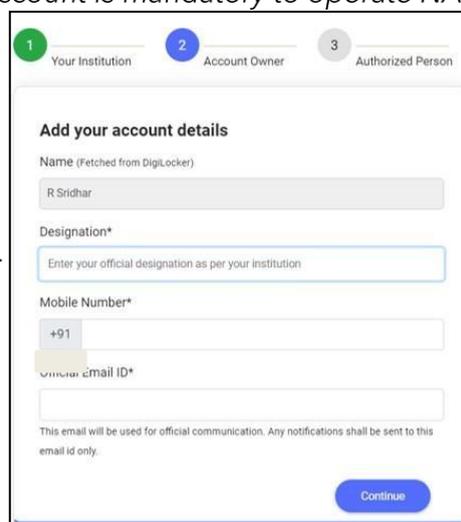
Pincode\*

Landline\*

Website URL\*

This should be your public website URL of your institution. We will verify about your institution accessing this website.

Continue



1 Your Institution 2 Account Owner 3 Authorized Person

**Add your account details**

Name (Fetched from DigiLocker)  
R Sridhar

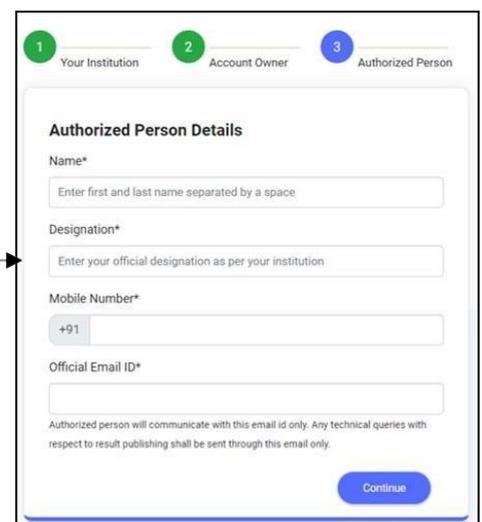
Designation\*

Mobile Number\*

Official Email ID\*

This email will be used for official communication. Any notifications shall be sent to this email id only.

Continue



1 Your Institution 2 Account Owner 3 Authorized Person

**Authorized Person Details**

Name\*

Designation\*

Mobile Number\*

Official Email ID\*

Authorized person will communicate with this email id only. Any technical queries with respect to result publishing shall be sent through this email only.

Continue

Select your Institution from dropdownlist Address and other details will be autopopulated  
If your Institution is not under the list contact NAD support

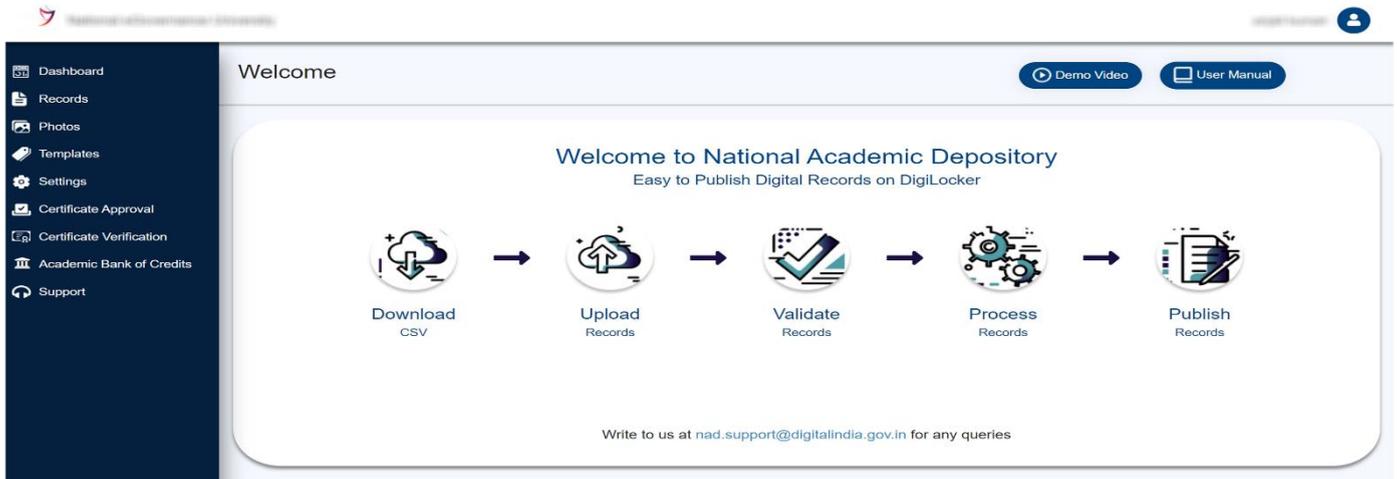
- **Account Owner\*** name will be auto-populated from DigiLocker → **Add Designation** → **Mobile number** → **Official Email ID**

*\*Account Owner can be any authorized decision-making authority who shall be the point of contact for any NAD related matters*

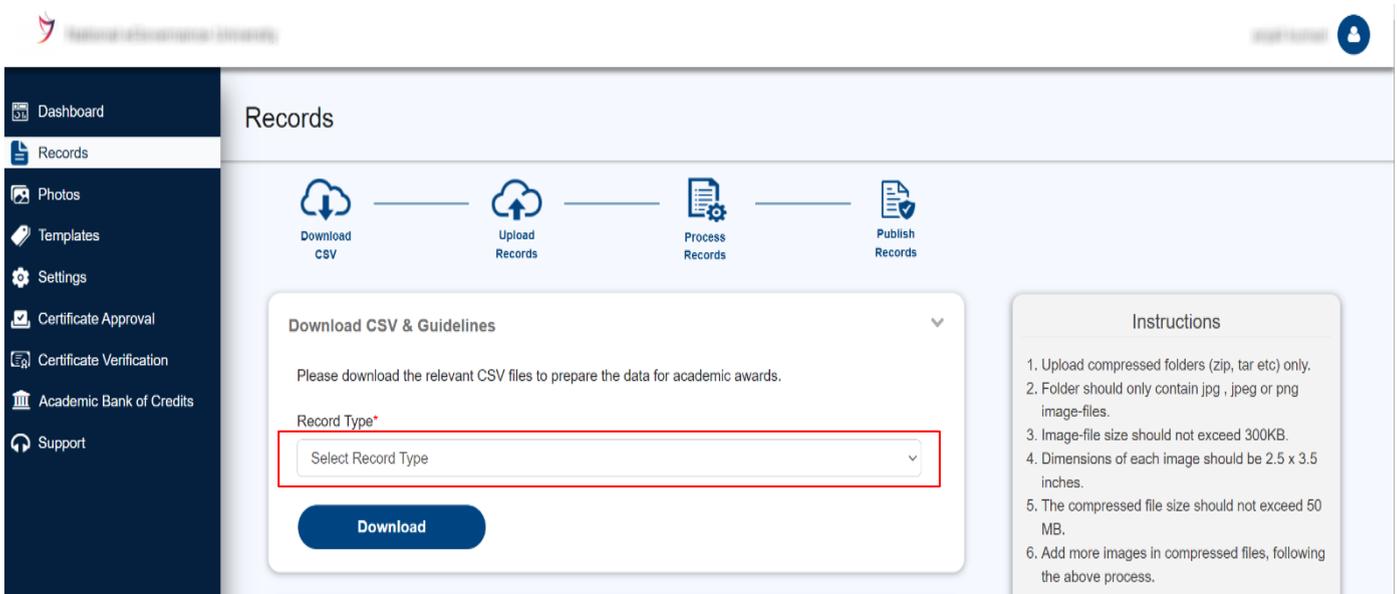
- **Enter Authorised Person\*** Details such as **Name, Designation, mobile, and official mail ID (Authorised Person is the secondary point of contact)**

*\*Authorised Person shall be the one who operates the Institution's NAD account and completes responsibilities, including uploading and publishing award data.*

## 2. AI Dashboard



**Click on the “Continue” button → for redirection to the “Welcome page” window**



- **Click on “Download Template” → explore a variety of standardized templates based on the “Record Type.” (You may select templates at this point)**
- **Click on “Read More” for a small step by step demo on how to upload students’ data**

*Note: Until your institution is approved, the dashboard will be notified with Verification Pending status.*

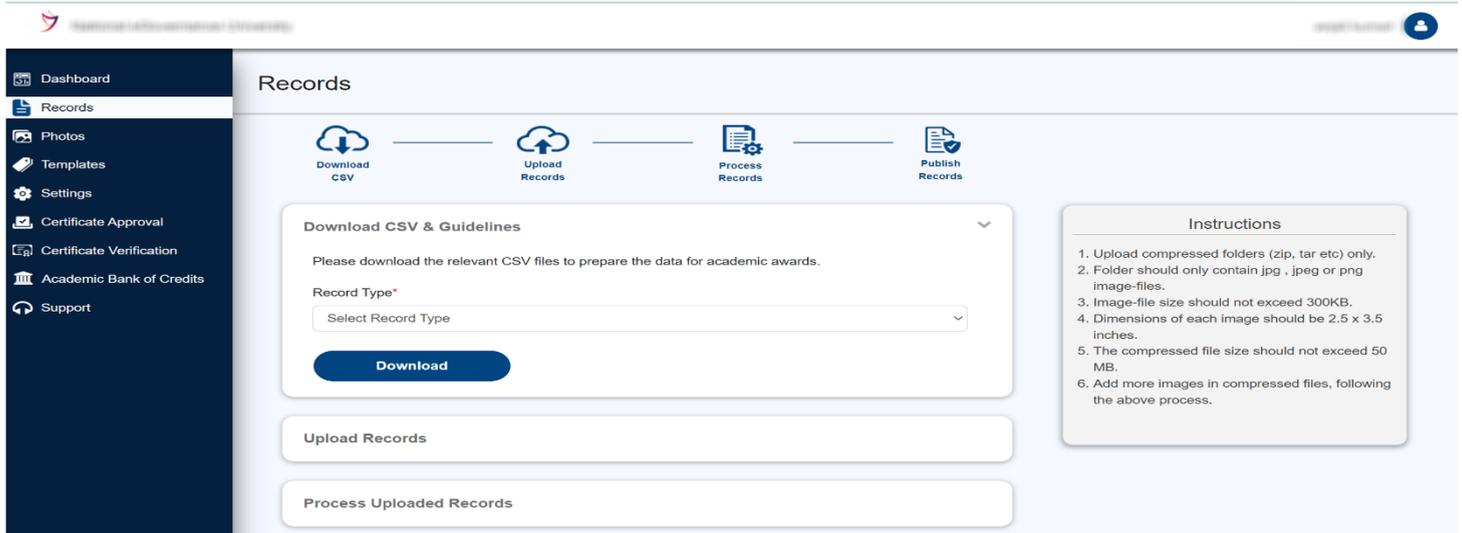
- Click on “Resource” for section-wise NAD Resources → Circulars, Policy documents, and Certificate Templates along with guidelines can be found at this part.

- Click on “Search” → Enter Roll No./ Student Name/ Course Name →

Roll Number	Student Details	Course Details	Documents	Download
[Redacted]	Name : [Redacted] DOB : 21/02/1997 Gender : M	BACHELOR OF ENGINEERING	All Documents	[Download Icon]
[Redacted]	Name : [Redacted] DOB : 21/02/1997 Gender : M	DIPLOMA IN ENGINEERING	All Documents	[Download Icon]
[Redacted]	Name : [Redacted] DOB : 15/03/1992 Gender : M	DIPLOMA IN ENGINEERING	All Documents	[Download Icon]
[Redacted]	Name : [Redacted] DOB : 21/08/1993 Gender : M	DIPLOMA IN ENGINEERING	All Documents	[Download Icon]
[Redacted]	Name : [Redacted] DOB : 30/09/1992 Gender : M	DIPLOMA IN ENGINEERING	All Documents	[Download Icon]

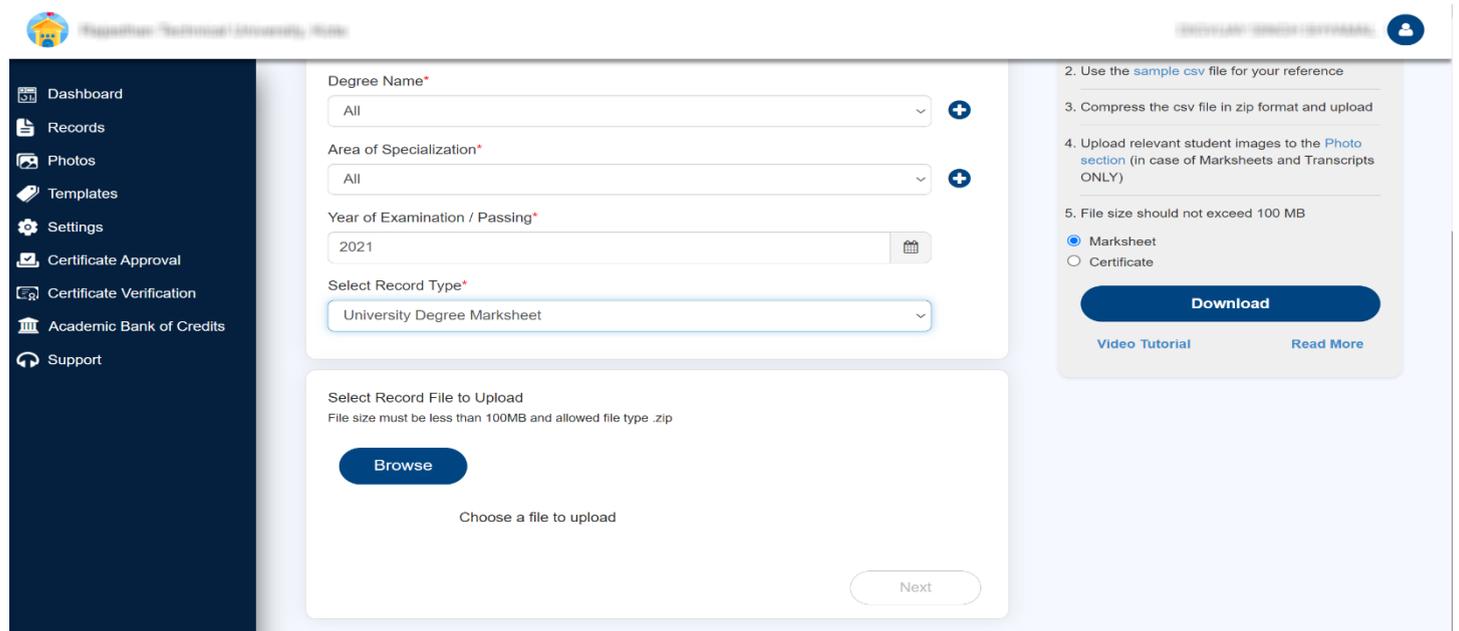
## 2.2. Records (Data Preparation & Upload)

**Records Section:** This portion handles most of the data processing (from data upload to publishing of awards).



- Click on "Download CSV" → Select "Record Type" of your convenience → Click "Download" → a sample CSV file with appropriate headers gets downloaded → Prepare student data as per the CSV format

*Note: Detailed instructions for preparing template-specific CSV may be found in the dashboard's Resources section*

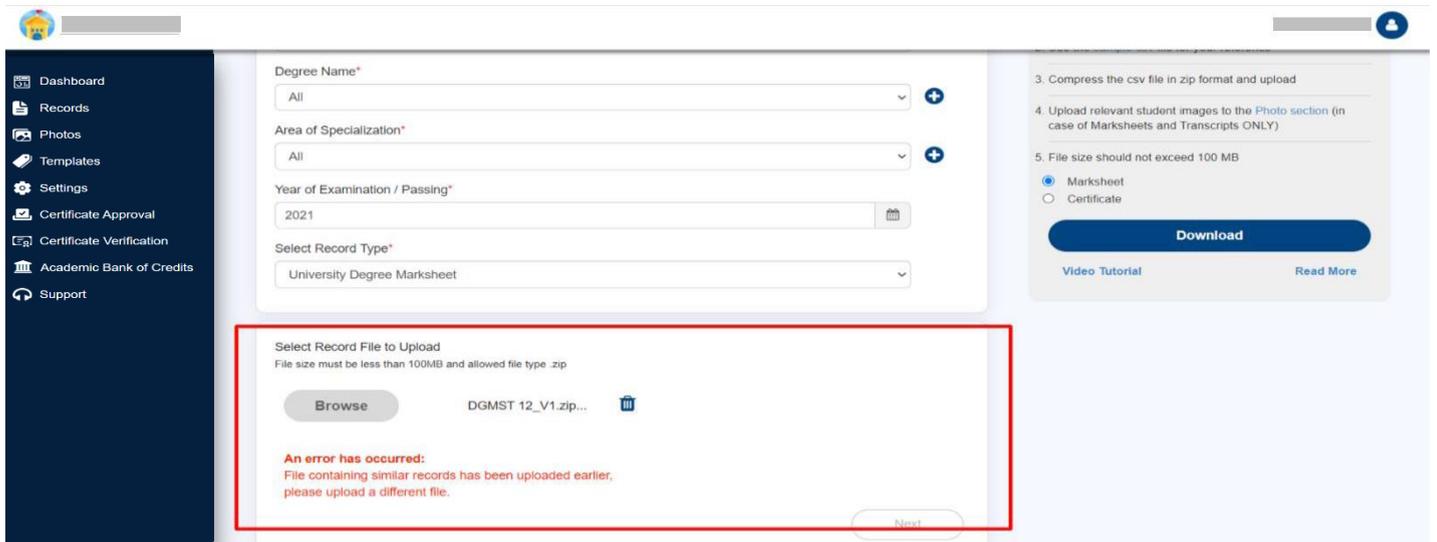


- Once the data is prepared → Compress the .csv file in .zip format and keep it ready
- Click on "Upload Records" → Pick the desired "Department," "Course Type," "Degree Name," "Area of Specialisation," "Year of Examination," and Record Type for the data to be uploaded → Click on "Browse" → select the record to upload →

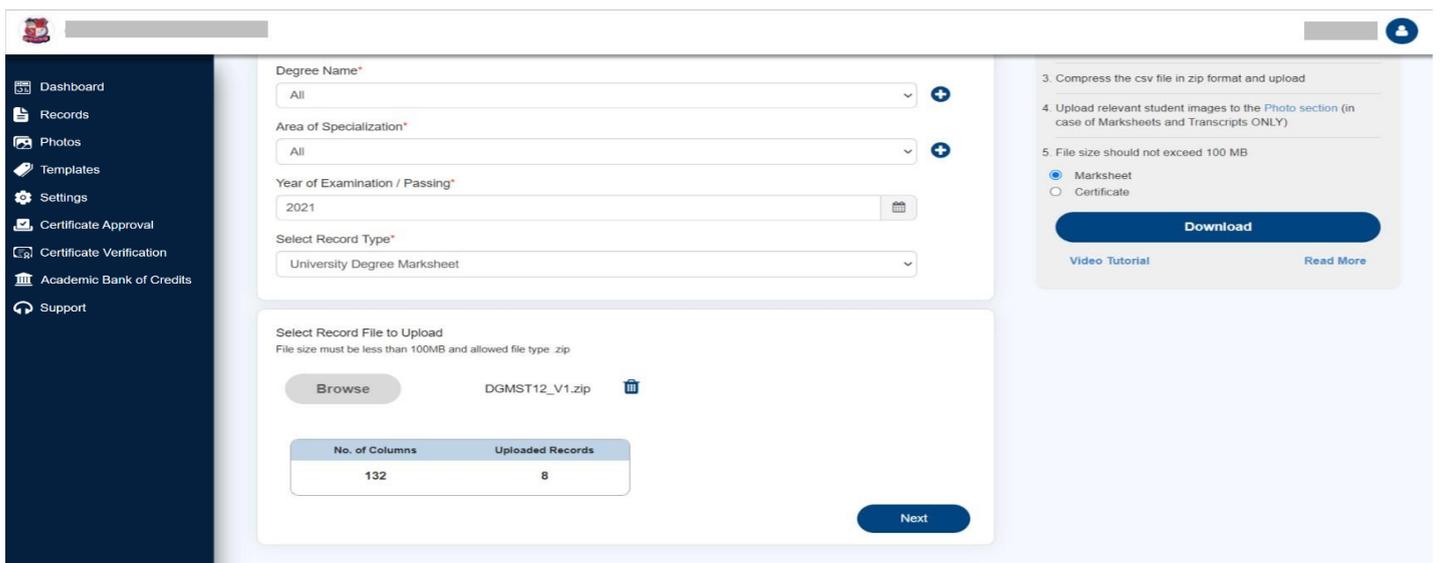
**check on "Use CSV Mapper" if the data to be uploaded headers are not mapped as per the sample CSV otherwise, Check on "Verify CSV Records."**

*Note: The "Department," "Course Type," "Degree Name," and "Area of Specialisation" choices may be left at "All," however choosing these parameters correctly assists in obtaining a better picture of the uploaded data in the long term, and this is displayed under the Dashboard statistics summary page.*

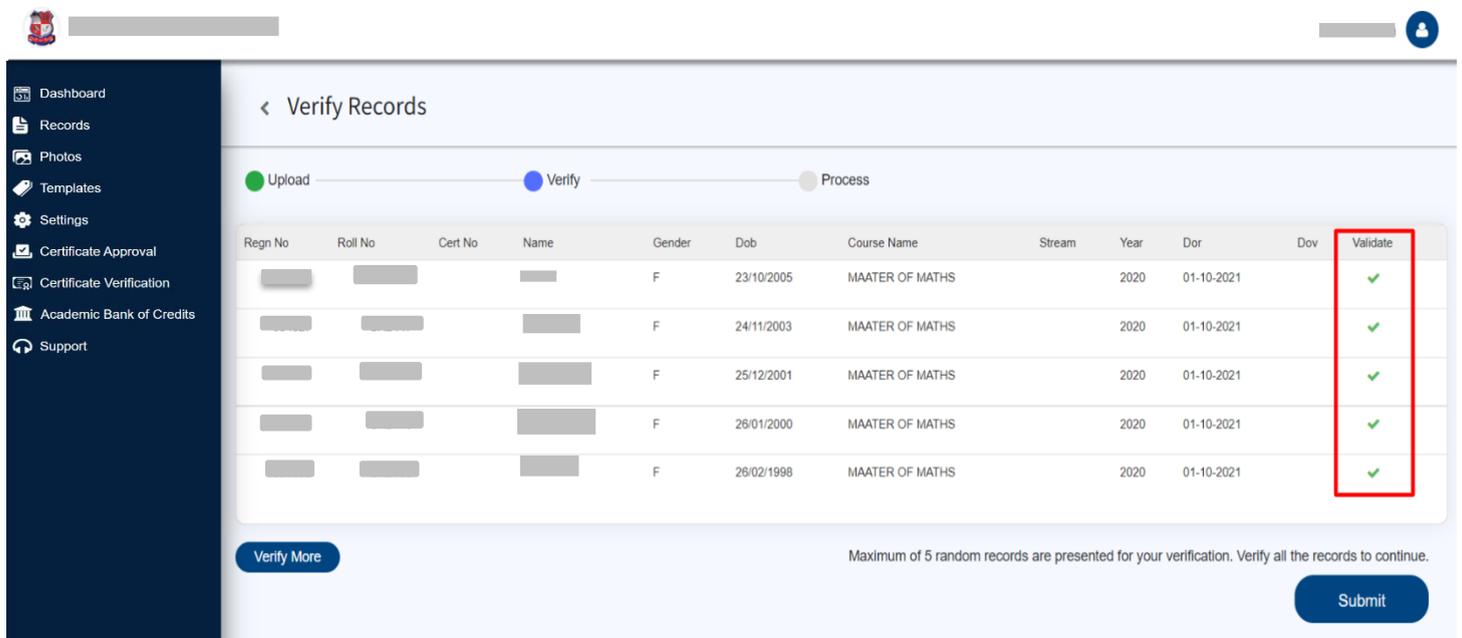
- **When the Record file is uploaded → a preview of the file structure gets shown → the system crosschecks whether the uploaded file data format is as per reference CSV format → If standards are not met → error messages on each error gets shown as under**



- If the data format is fine → green ticks can be seen → check "Verify CSV Records" → click "Next" button



## Verify Records: A sample of 5 random records gets shown as under

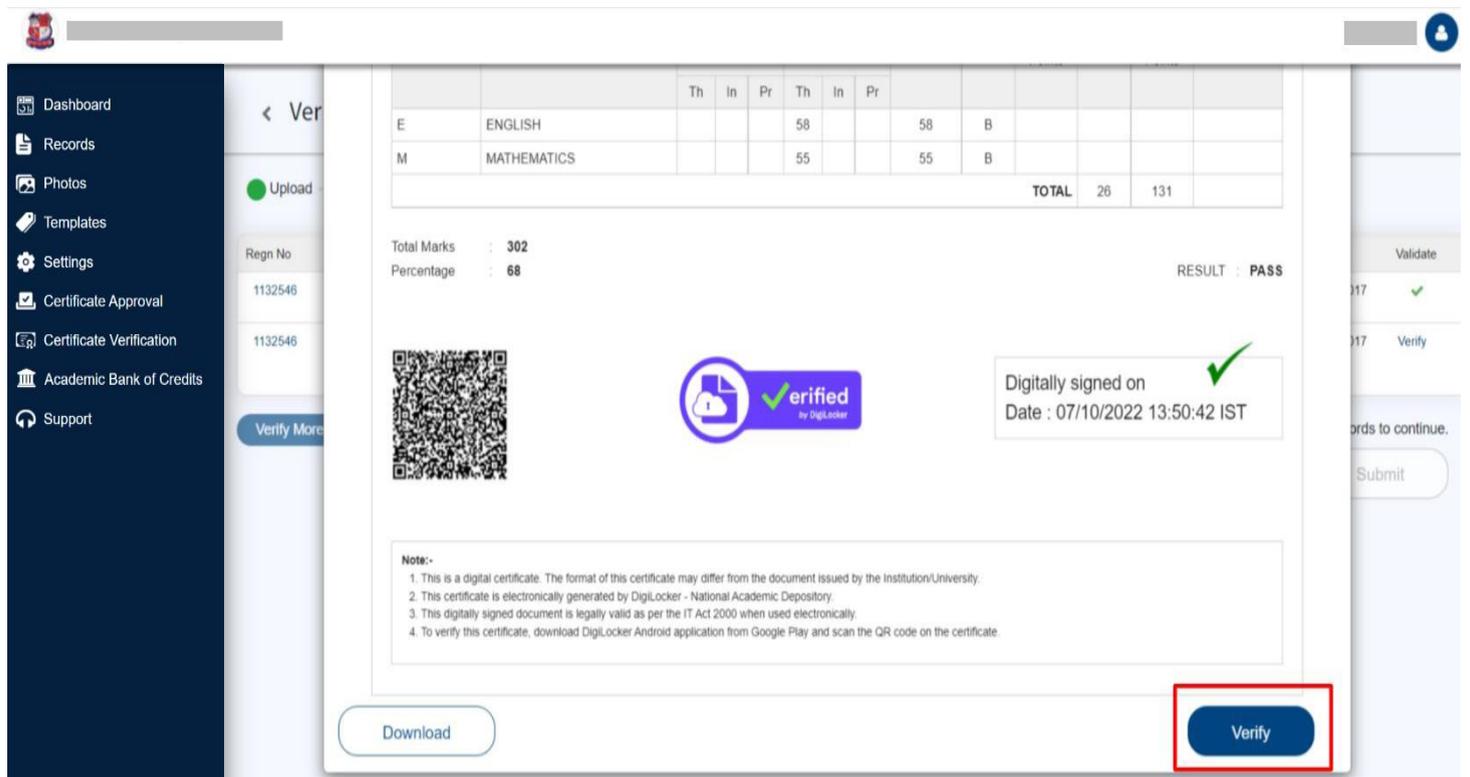


The screenshot shows the 'Verify Records' page with a navigation menu on the left. The main content area has a progress indicator with 'Verify' selected. Below it is a table with the following data:

Regn No	Roll No	Cert No	Name	Gender	Dob	Course Name	Stream	Year	Dor	Dov	Validate
[Redacted]	[Redacted]	[Redacted]	[Redacted]	F	23/10/2005	MAATER OF MATHS		2020	01-10-2021		✓
[Redacted]	[Redacted]	[Redacted]	[Redacted]	F	24/11/2003	MAATER OF MATHS		2020	01-10-2021		✓
[Redacted]	[Redacted]	[Redacted]	[Redacted]	F	25/12/2001	MAATER OF MATHS		2020	01-10-2021		✓
[Redacted]	[Redacted]	[Redacted]	[Redacted]	F	26/01/2000	MAATER OF MATHS		2020	01-10-2021		✓
[Redacted]	[Redacted]	[Redacted]	[Redacted]	F	26/02/1998	MAATER OF MATHS		2020	01-10-2021		✓

Buttons: 'Verify More' and 'Submit'. Text: 'Maximum of 5 random records are presented for your verification. Verify all the records to continue.'

- Click on "Verify" → a preview of the mark sheet (based on the opted template) gets shown as under



The screenshot shows the mark sheet preview for a student with Regn No 1132546. It includes a table of marks for English and Mathematics, a QR code, a digital signature, and a 'Verify' button highlighted by a red box.

		Th	In	Pr	Th	In	Pr					
E	ENGLISH				58			58	B			
M	MATHEMATICS				55			55	B			
<b>TOTAL</b>										26	131	

Total Marks : 302  
Percentage : 68  
RESULT : PASS

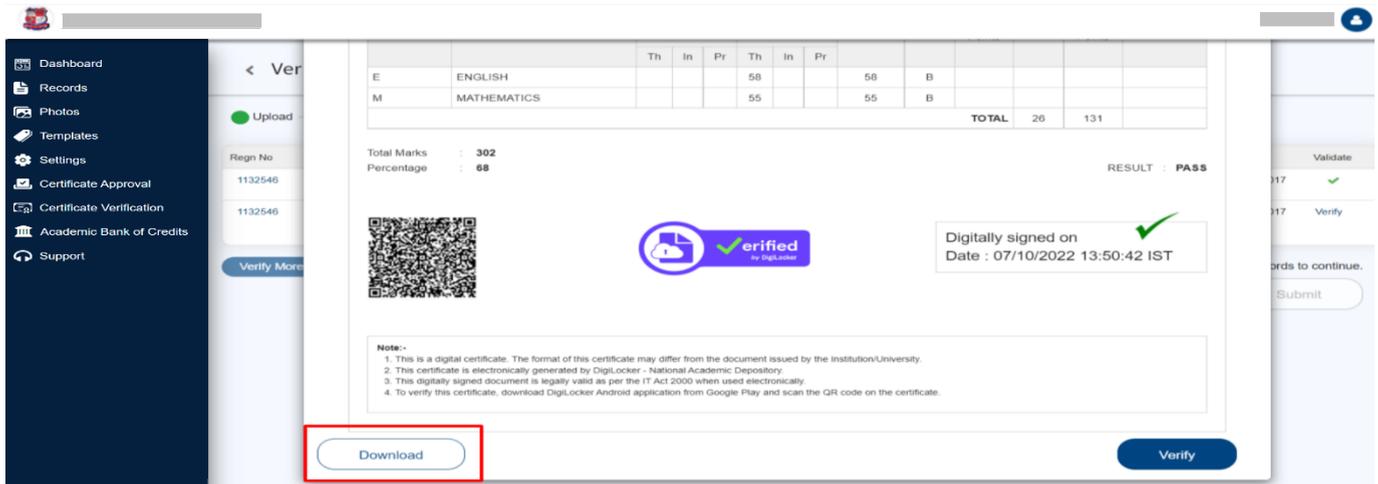
Digitally signed on  
Date : 07/10/2022 13:50:42 IST

**Note:-**

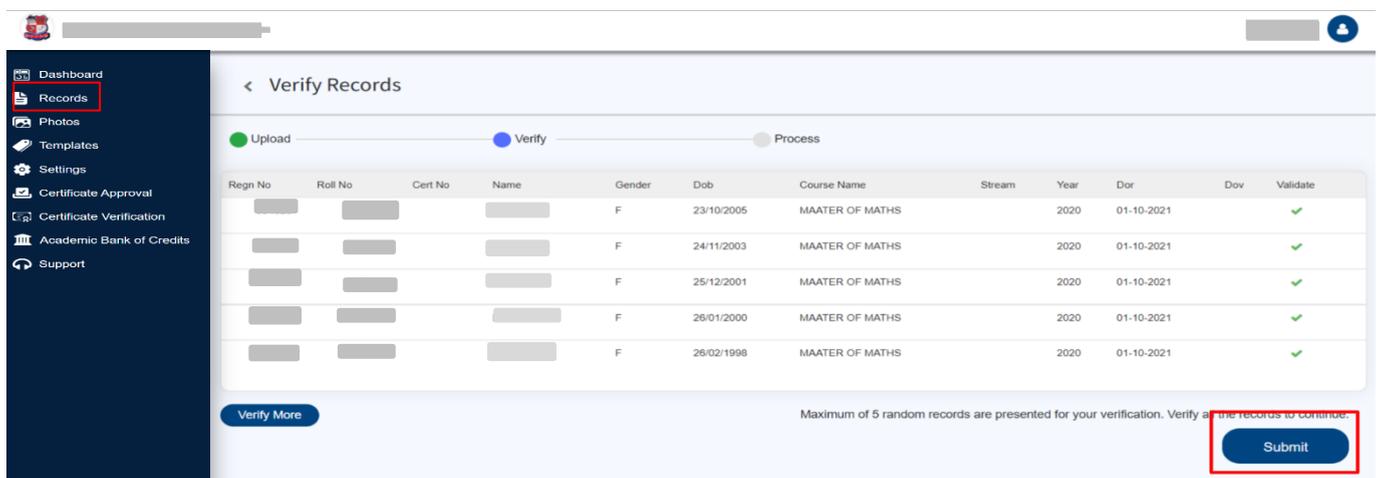
1. This is a digital certificate. The format of this certificate may differ from the document issued by the Institution/University.
2. This certificate is electronically generated by DigiLocker - National Academic Depository.
3. This digitally signed document is legally valid as per the IT Act 2000 when used electronically.
4. To verify this certificate, download DigiLocker Android application from Google Play and scan the QR code on the certificate.

Buttons: 'Download' and 'Verify'.

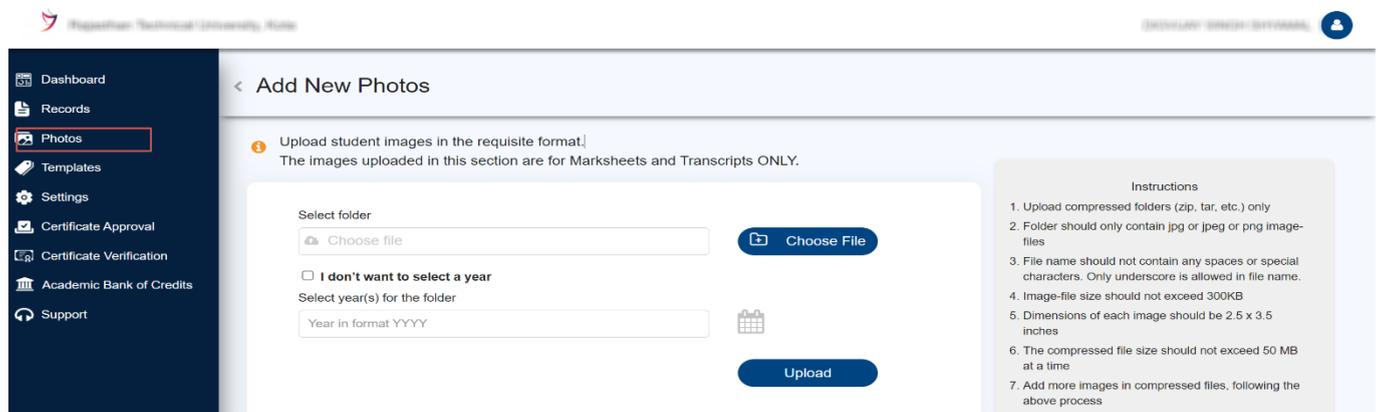
- Ensure whether the award data is imprinted as desired → Click on “View Next” → verify each of the random Marksheets



- You may even download a copy of the preview marksheet by clicking the “Download” button

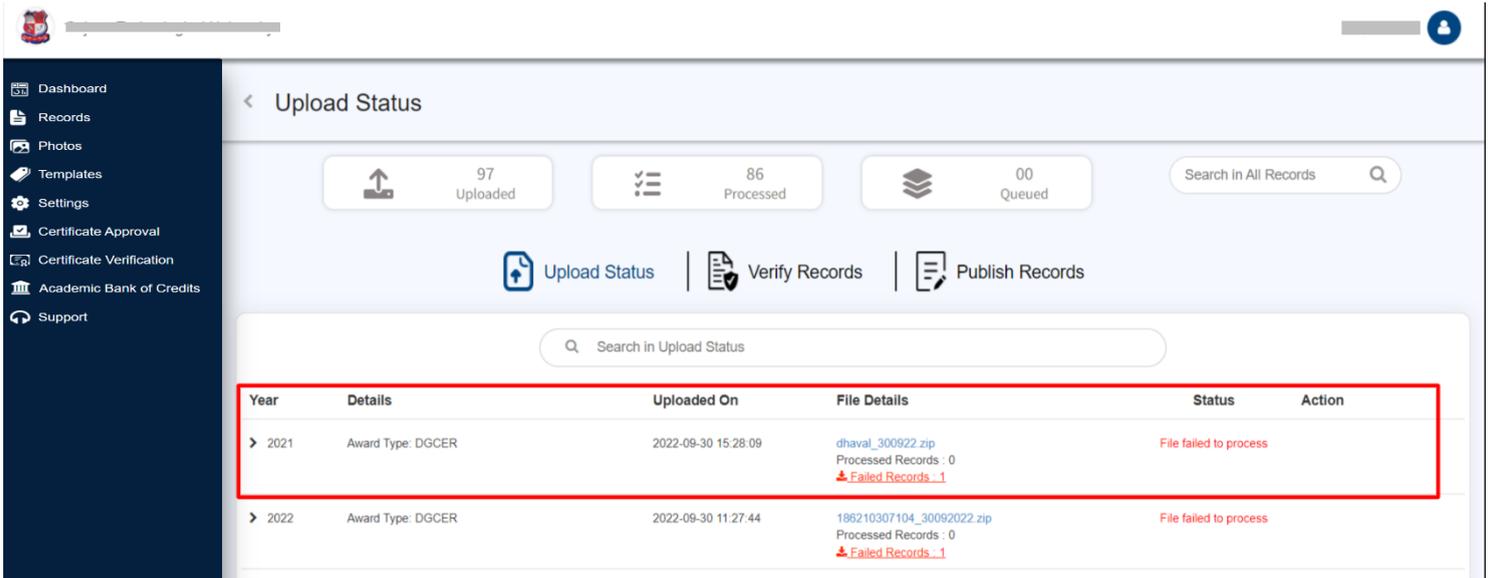


- Once all five random marksheets get verified → Click on “Submit” → Uploaded files get queued and later gets published
- The status of the upload can be seen under the “Upload Status” section  
*Note: Photos to be displayed on the certificates (especially for Marksheets and transcripts) must be added under the “Photos” section.*

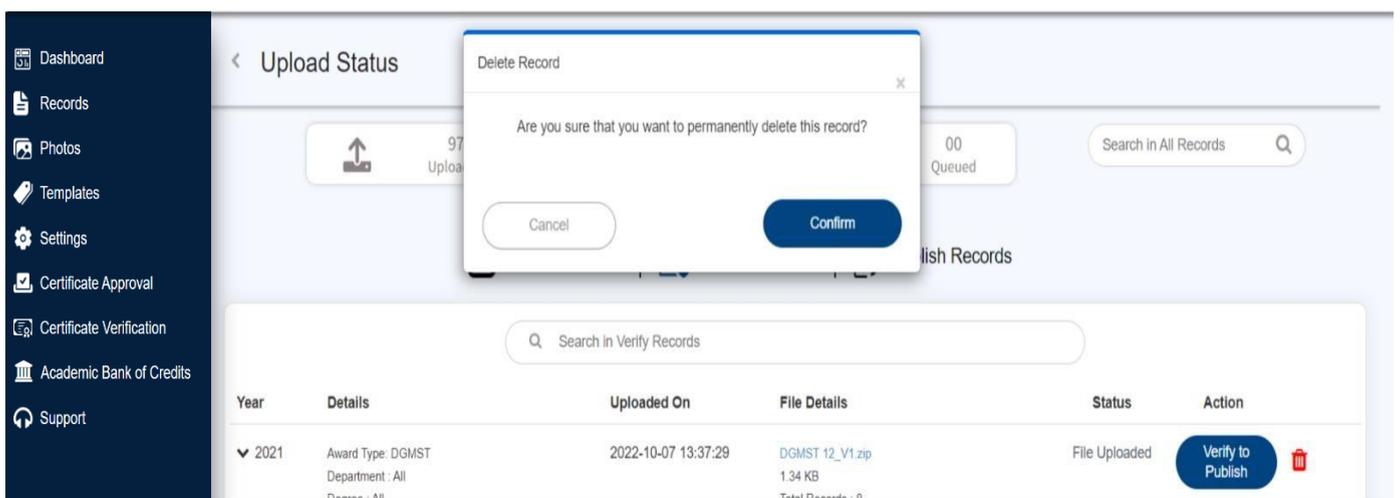


### Upload Status Section:

- Upload Status has two section's (i) A brief infographics of the Upload activity (ii) Individual Yearwise Detailed uploaded activity and status with actions
- Click on "Upload Status" → Lastest Uploaded activity will be shown as under



- The brief infographics show how many upload actions were initiated and how many were successfully processed and how many are under queued, i.e., still processing
- Click on to delete the activity



## Publish Records

- This part contains information on when student data was published, amended, and who has performed these activities.

Year	Published by	Published On	Modified by	Modified On	Action
2015		18/05/2021, 10:11:36 am		28/03/2022, 01:15:53 pm	<input checked="" type="checkbox"/>
2016		18/05/2021, 10:11:39 am		28/03/2022, 01:15:54 pm	<input checked="" type="checkbox"/>
2017		18/05/2021, 10:11:43 am		28/03/2022, 01:15:41 pm	<input checked="" type="checkbox"/>
2018		18/05/2021, 10:11:46 am		28/03/2022, 01:15:48 pm	<input checked="" type="checkbox"/>
2019		18/05/2021, 10:11:50 am		28/03/2022, 01:15:57 pm	<input checked="" type="checkbox"/>

## 2.3. Photos (Student Images Upload)

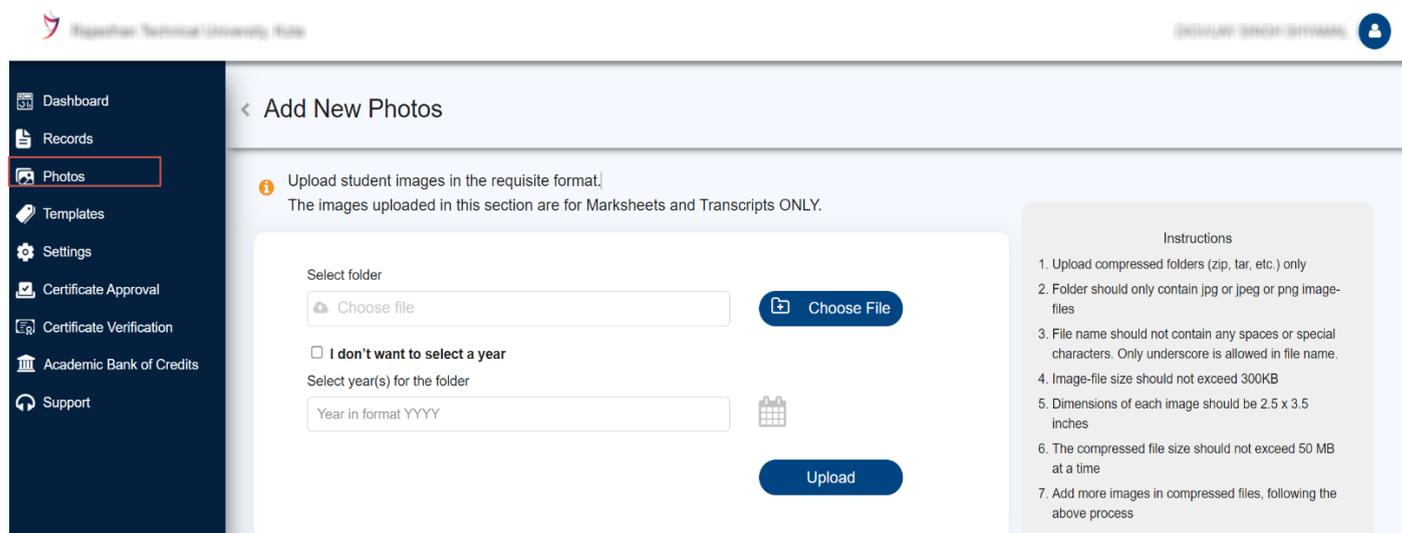
**Photos Section:** Student images to be displayed on the certificates, especially for the Marksheets and Transcripts, must be added under the "Photos" section

**Instructions**

1. Upload compressed folders (zip, tar, etc.) only
2. Folder should only contain jpg or jpeg or png image-files
3. File name should not contain any spaces or special characters. Only underscore is allowed in file name.
4. Image-file size should not exceed 300KB
5. Dimensions of each image should be 2.5 x 3.5 inches
6. The compressed file size should not exceed 50 MB at a time
7. Add more images in compressed files, following the above process

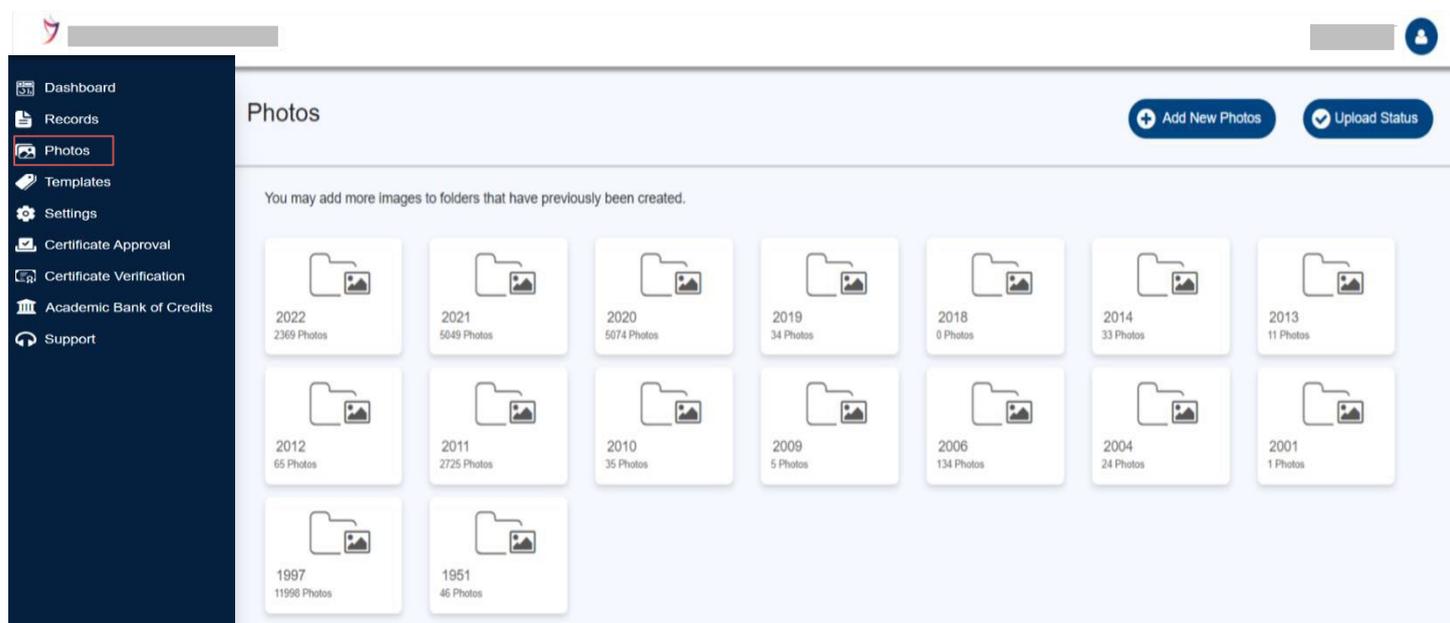
- Prepare the photos folder by adhering to the instructions → Filename of each image must be relevant Roll No or Regn. No → Folder name must be the prevalent year of record you have uploaded earlier → Should be compressed into .zip format → only .jpg and .png formats with should not exceed 300 kb and with the dimensions of 2.5x3.5 inches are allowed

- **Once ready → Enter the year of examination/select from date picker → click on "Upload" to select the readied .zip file → click "Next" button**



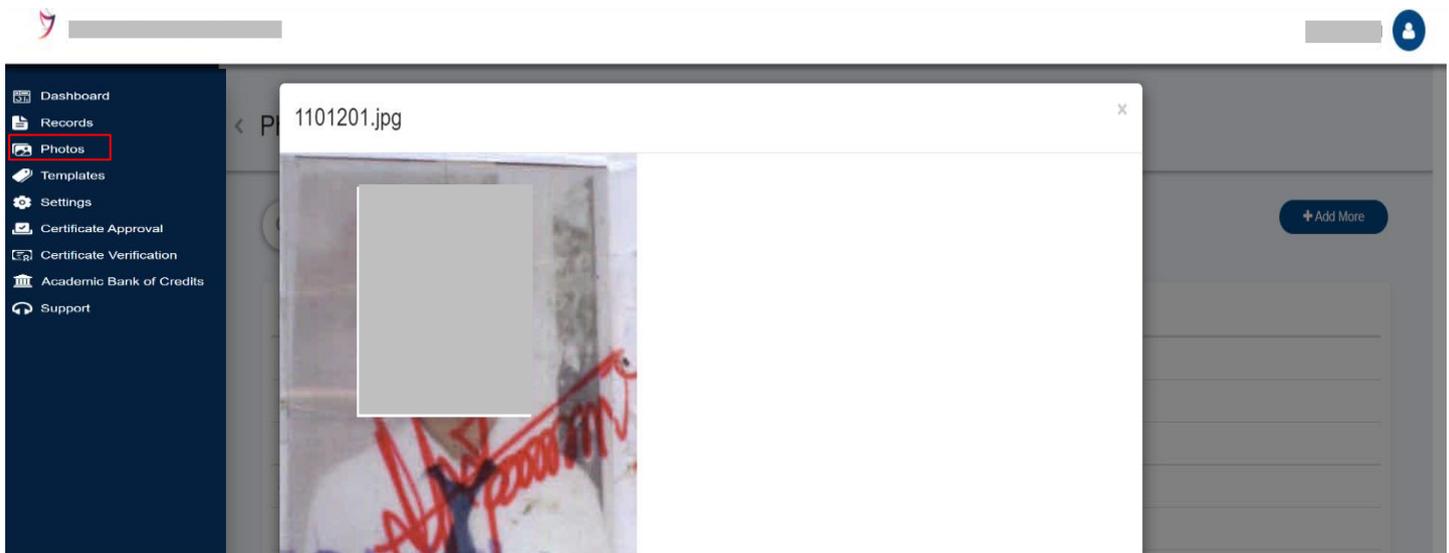
- **The status of photos upload will be shown via a success message as above**

*Note: Before moving on to the Photos part, CSV data must first be submitted under the Record section.*

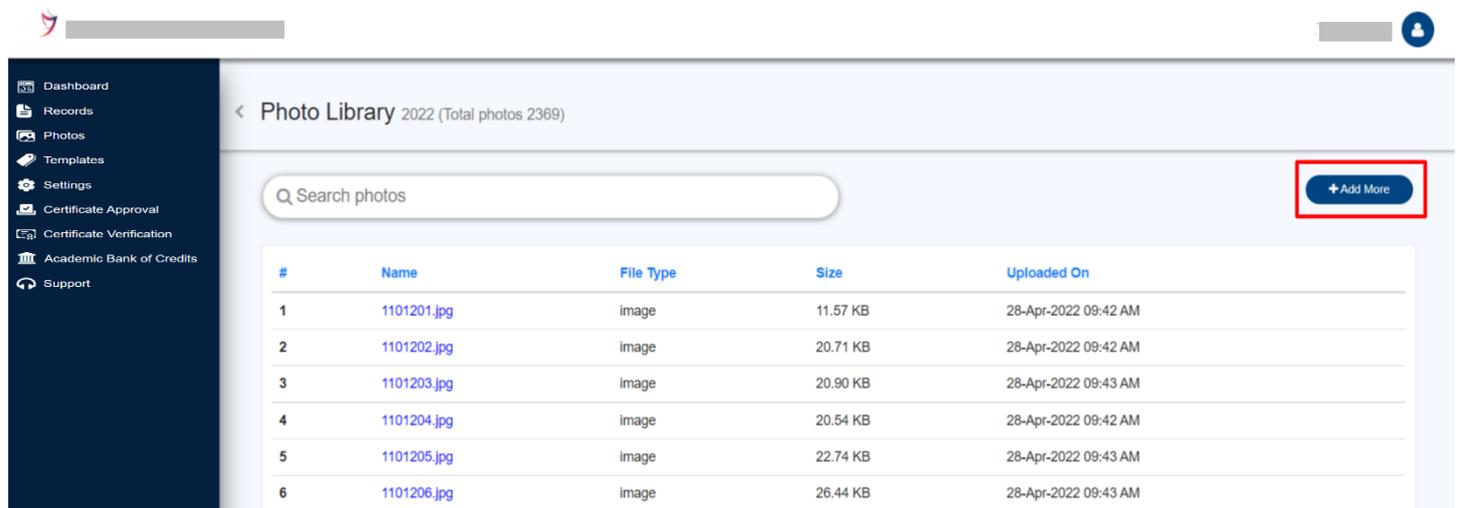


- **Click on "All Photos" to view the Photo Library → yearwise student photos folder uploaded for the Marksheets and Transcripts can be seen here.**

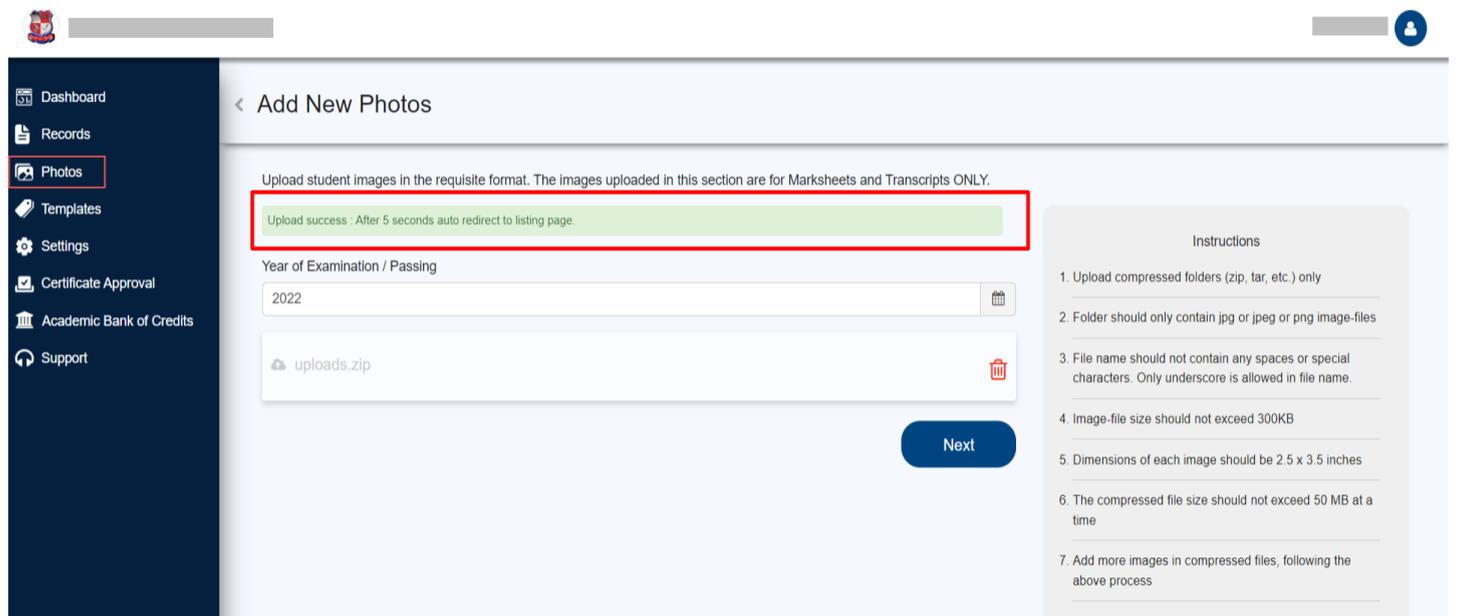
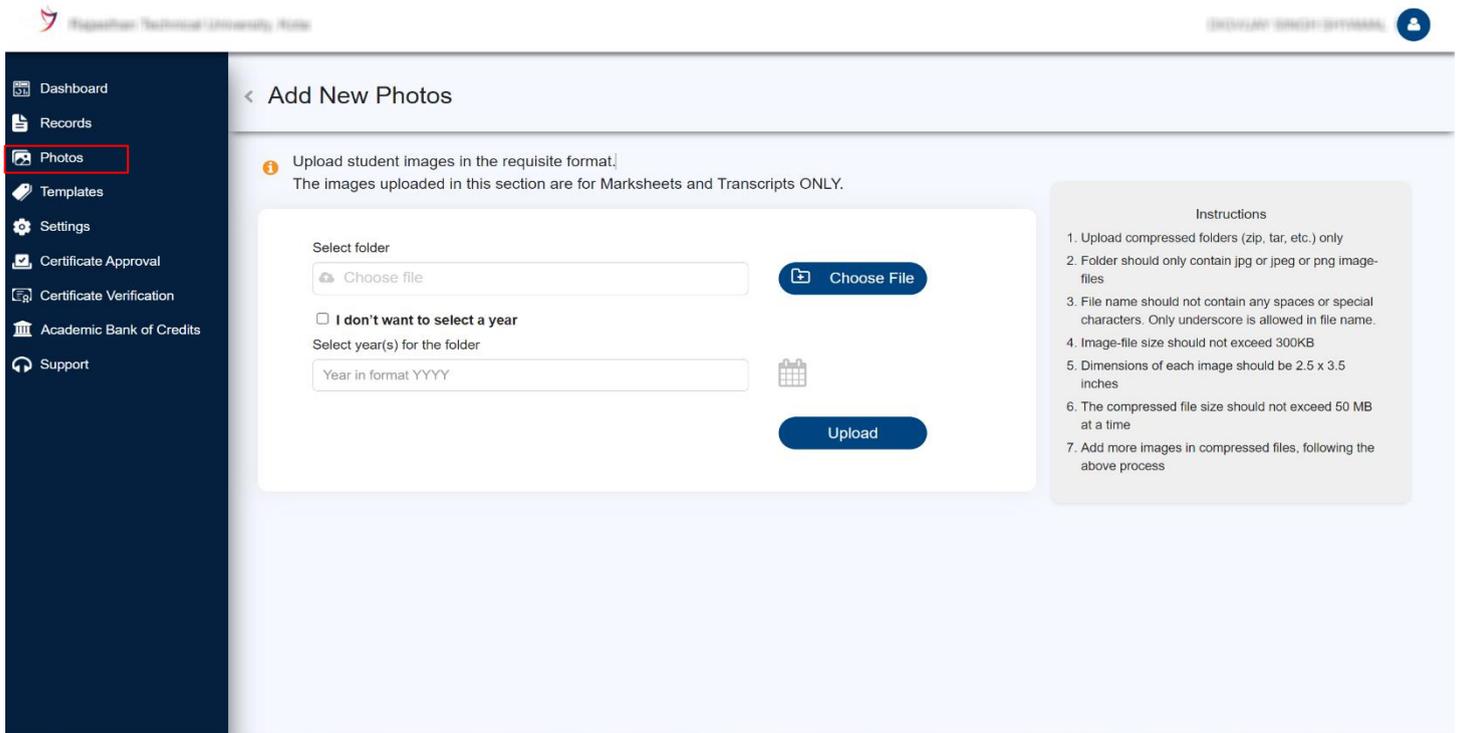
- Clicking on individual image Name will preview the student photo



Click on “Add More” in case additional student images need to be added.



- **The exact process followed for fresh photos upload needs to be followed here → prepare photo folder zip as per instructions → choose and upload the file → if all fine → A success message will be prompted as under**

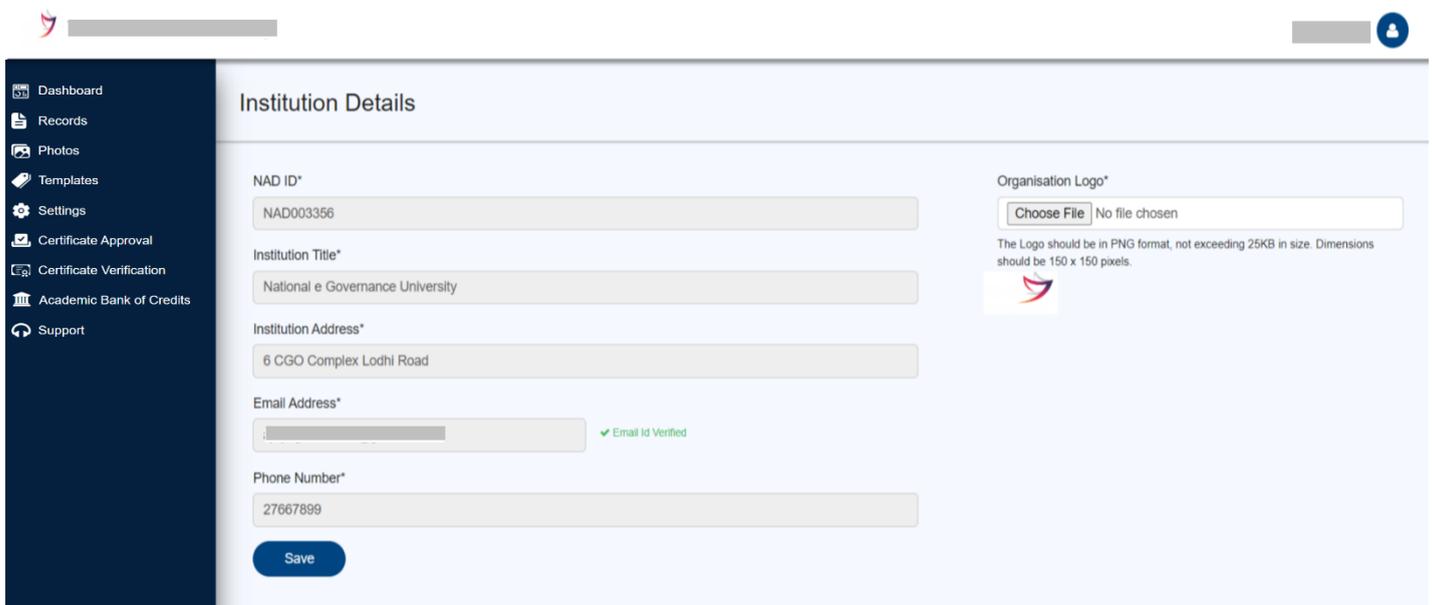


## 2.4. Settings

The section is categorized into three main subsections 1. General 2. Templates and 3. Users

**General:** This is section nothing but a regular profile section where basic details can be seen, and for some, it can be modified and added

- The section has six heads 1. Institution Details, 2. Authorised Person Details 3. Departments, 4. Degree Course, 5. Area of Specialization and 6. Terms and Conditions



The screenshot shows the 'Institution Details' form in the DigiLocker NAD interface. The form is divided into several sections:

- NAD ID\*:** A text input field containing 'NAD003356'.
- Institution Title\*:** A text input field containing 'National e Governance University'.
- Institution Address\*:** A text input field containing '6 CGO Complex Lodhi Road'.
- Email Address\*:** A text input field with a green checkmark and the text 'Email Id Verified' next to it.
- Phone Number\*:** A text input field containing '27667899'.
- Organisation Logo\*:** A section with a 'Choose File' button and the text 'No file chosen'. Below it, a note states: 'The Logo should be in PNG format, not exceeding 25KB in size. Dimensions should be 150 x 150 pixels.' A small logo icon is visible below the note.

A dark blue sidebar on the left contains navigation links: Dashboard, Records, Photos, Templates, Settings, Certificate Approval, Certificate Verification, Academic Bank of Credits, and Support. A 'Save' button is located at the bottom of the form.

- Click on "Institution Details" to view the Summary of the Institution → you can upload your institution logo

*Note: Details here are auto-populated from the information given by the academic institutions' appropriate Regulators; any change to be made can be requested by contacting the DigiLocker NAD support team via your institutions' official email ID with necessary supporting documents*

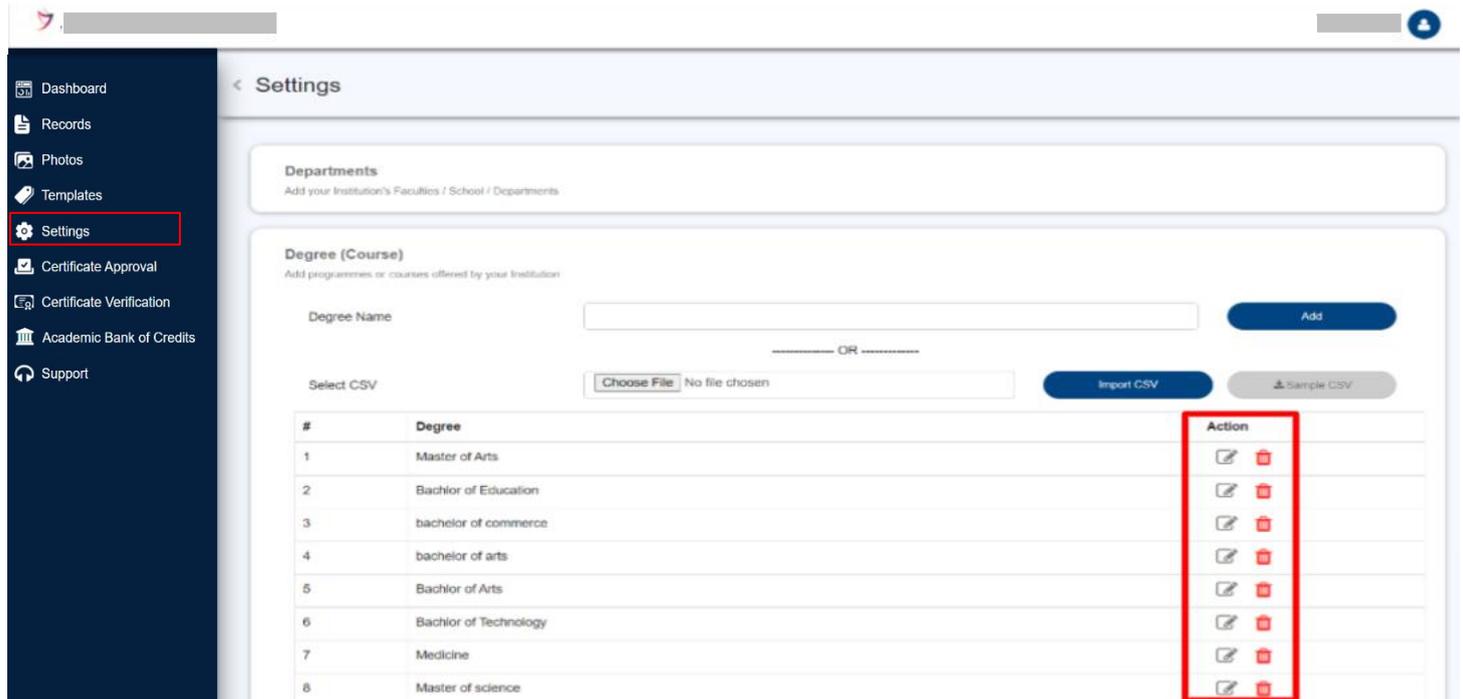
- **The same information will be sent to regulators like UGC and AICTE; upon their consent, the sorted change will be made in the Institution Details section**
- **Click on Authorised Person → Modify the details as per the need → click the “Update” button**
- **Click on the “Departments” section → Total domain wise departments under your institution can be added here,**  
*Note: Options like 3. Departments, 4. Degree Course and 5. Area of Specialisation helps in creating a database of curriculum that your institution has offered*
- **A sample of added Department is shown under for reference, options for editing and delete can be found under the “Action” column header**

The screenshot shows the 'Settings' page in the DigiLocker NAD interface. On the left is a dark blue sidebar with navigation options: Dashboard, Records, Photos, Templates, Settings (highlighted with a red box), Certificate Approval, Certificate Verification, Academic Bank of Credits, and Support. The main content area is titled 'Settings' and contains a section for 'Departments'. Below this is a form to 'Add your Institution's Faculties / School / Departments' with a text input for 'Department Name' and an 'Add' button. A table lists 10 departments, each with an 'Action' column containing edit and delete icons. The 'Action' column is highlighted with a red box. At the bottom of the table, it says 'Showing 1 to 10 of 12 entries' and has pagination controls for 'Previous', '1', '2', and 'Next'.

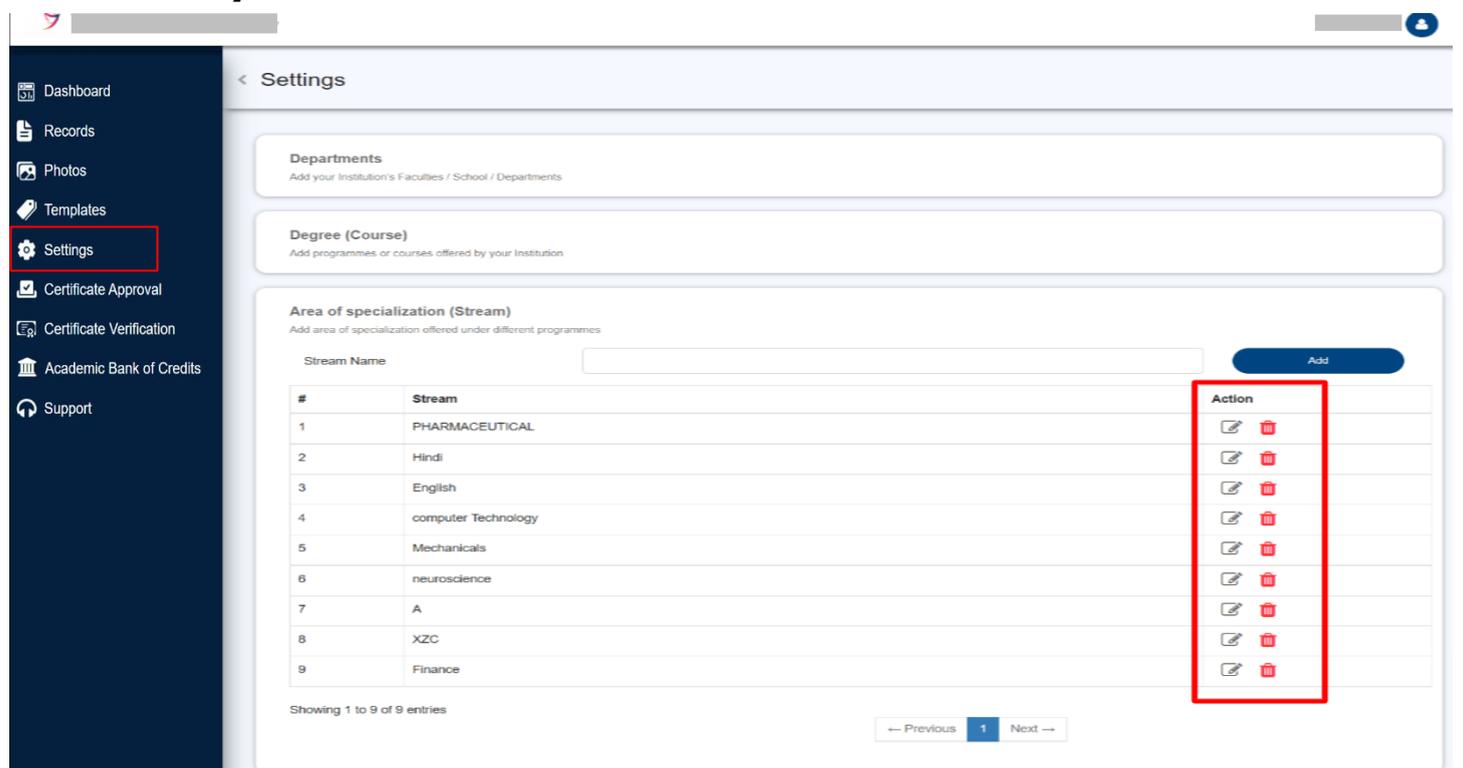
#	Department	Action
1	NURSING	[Edit] [Delete]
2	SCHOOL OF ARTS	[Edit] [Delete]
3	DIPLOMA IN PHARMACY	[Edit] [Delete]
4	Department of Economics	[Edit] [Delete]
5	Finance and Marketing	[Edit] [Delete]
6	Ba LLb Hons	[Edit] [Delete]
7	BA	[Edit] [Delete]
8	computer lab 1	[Edit] [Delete]
9	Department of Technology	[Edit] [Delete]
10	Science	[Edit] [Delete]

**Degree (Course) section:** can be filled by entering the Degree Name one by one, or an option is available to upload the list of Degree names via CSV

*Note: A sample CSV was also available for reference.*



• Similarly, the Area of Specialization (Stream) can be filled by entering the stream Name one by one as under



**Templates:** A variety of Templates is available under this section ( You are advised to set your default templates based on the certificate type before uploading the record data.

**Templates**

These are the standardized templates. Select the appropriate template & "SET or SET FOR SPECIFIC COURSE or YEAR or SESSION".

### University Degree Marksheet

This Template is set for:  
• Course: Bachelor of Science

This Template is set for:  
• Course: MBA, B.TECH

☆☆☆☆  
(139 Users)

### Diploma Certificate

☆☆☆☆  
(146 Users)

☆☆☆☆  
(87 Users)

Additional options are available against each template, click on to Hide/show fields in the selected template

- Dashboard
- Records
- Photos
- Templates
- Settings
- Certificate Approval
- Certificate Verification
- Academic Bank of Credits
- Support

< Template
< >

**National eGovernance University**  
(Course Name) (Session)  
(Stream)  
(Month) (Year) Examination

**Reg No.** (Registration Number)  
**Name** (Name)  
**Father's Name** (Father's Name)  
**College/Department Name** (Institute Name)

**MC No.** (Certificate Number)  
**Roll No.** (Roll Number)  
**Mother's Name** (Mother's Name)

S.No.	Sub Code / Course ID	Subject/Papers	Theory			Practical			IA			VIVA			Total Marks			Grade	Grade Points	Credit	Credit Points	Remarks
			Max	Min	Sec	Max	Min	Sec	Max	Min	Sec	Max	Min	Sec	Max	Min	Sec					
1	(Sub Code 1)	(Subject 1)	(Th)	(Th)	(Th)	(Pr)	(Pr)	(Pr)	(IA)	(IA)	(IA)	(VIVA)	(VIVA)	(VIVA)	(Max1)	(Min1)	(Tot1)	(Grade pt1)	(Grade pt1)			
2	(Sub Code 2)	(Subject 2)	(Th)	(Th)	(Th)	(Pr)	(Pr)	(Pr)	(IA)	(IA)	(IA)	(VIVA)	(VIVA)	(VIVA)	(Max2)	(Min2)	(Tot2)	(Grade pt2)	(Grade pt2)			
3	(Sub Code 3)	(Subject 3)	(Th)	(Th)	(Th)	(Pr)	(Pr)	(Pr)	(IA)	(IA)	(IA)	(VIVA)	(VIVA)	(VIVA)	(Max3)	(Min3)	(Tot3)	(Grade pt3)	(Grade pt3)			
4	(Sub Code 4)	(Subject 4)	(Th)	(Th)	(Th)	(Pr)	(Pr)	(Pr)	(IA)	(IA)	(IA)	(VIVA)	(VIVA)	(VIVA)	(Max4)	(Min4)	(Tot4)	(Grade pt4)	(Grade pt4)			
5	(Sub Code 5)	(Subject 5)	(Th)	(Th)	(Th)	(Pr)	(Pr)	(Pr)	(IA)	(IA)	(IA)	(VIVA)	(VIVA)	(VIVA)	(Max5)	(Min5)	(Tot5)	(Grade pt5)	(Grade pt5)			
TOTAL			(Total Max Marks Theory)	(Total Min Marks Theory)	(Total Marks Theory)	(Total Max Marks Practical)	(Total Min Marks Practical)	(Total Marks Practical)	(Total Max Marks IA)	(Total Min Marks IA)	(Total Marks IA)	(Total Max Marks VIVA)	(Total Min Marks VIVA)	(Total Marks VIVA)	(Total Max Marks)	(Total Min Marks)	(Total Marks)	(Total Grade)	(Total Grade Points)			

Percentage : (Percentage)  
Dated : (Date)  
Remarks : (Remarks)

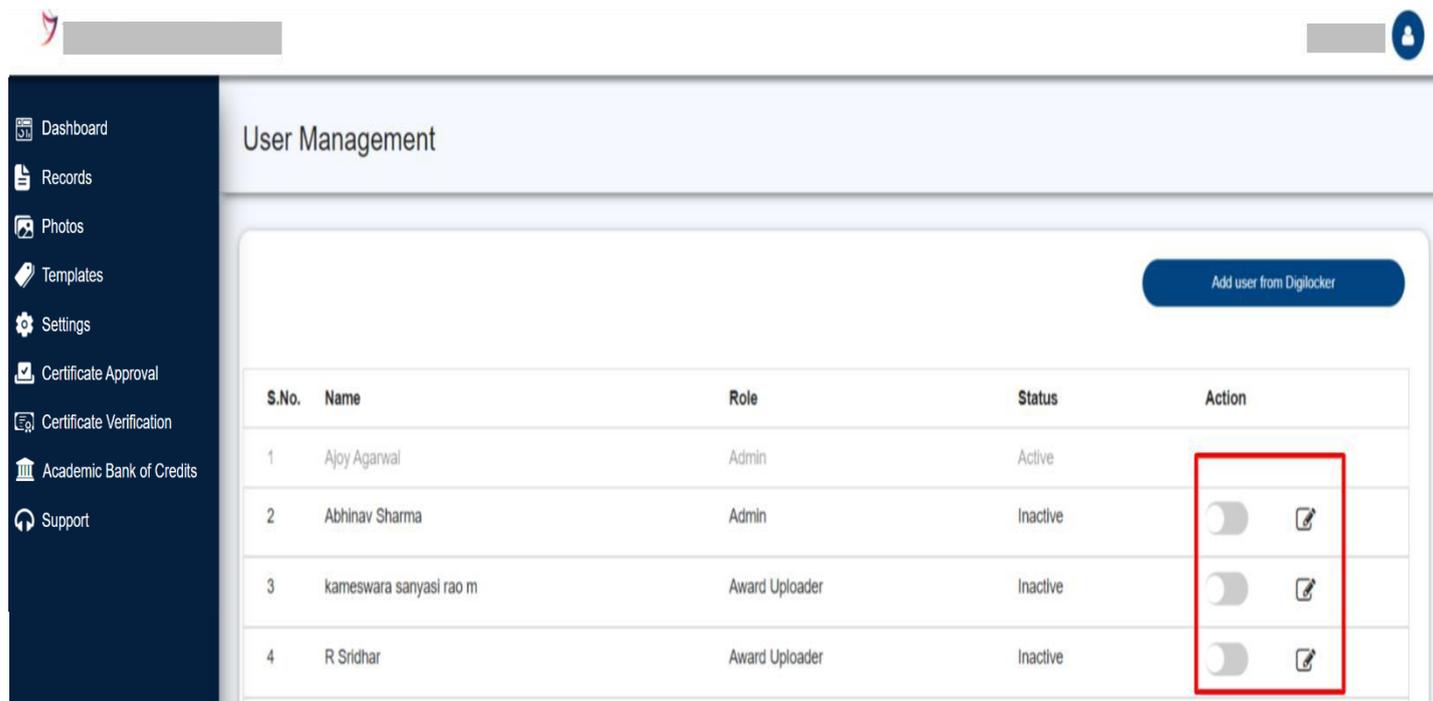
SGPA : (SGPA)  
CGPA : (CGPA)

**Hide/show fields in this template**

- header
- title
- photo
- termtyp
- semester
- year
- coursename
- session
- serialnumber
- subcode
- totalmarks

## User Management:

- All the assigned users, i.e., Account Owner and other Authorised person added by your institution, will be seen here
- Basic Details and actions for enabling/disabling a user and editing their information are also possible.



The screenshot displays the 'User Management' page. On the left is a dark sidebar with navigation icons and labels: Dashboard, Records, Photos, Templates, Settings, Certificate Approval, Certificate Verification, Academic Bank of Credits, and Support. The main area has a light blue header 'User Management' and a blue button 'Add user from DigLocker'. Below is a table with columns: S.No., Name, Role, Status, and Action. The table lists four users. A red box highlights the 'Action' column for the last three users, showing a toggle switch and an edit icon for each.

S.No.	Name	Role	Status	Action
1	Ajoy Agarwal	Admin	Active	
2	Abhinav Sharma	Admin	Inactive	<input type="checkbox"/> 
3	kameswara sanyasi rao m	Award Uploader	Inactive	<input type="checkbox"/> 
4	R Sridhar	Award Uploader	Inactive	<input type="checkbox"/> 

- Click on the edit icon to view the role of the selected user→
- Three roles
  1. Award Uploader
  2. Award Publisher
  3. Admin and their given permission are listed here

- Click on the select button against the roles in case you wish the change → click the "Submit" to save the changes

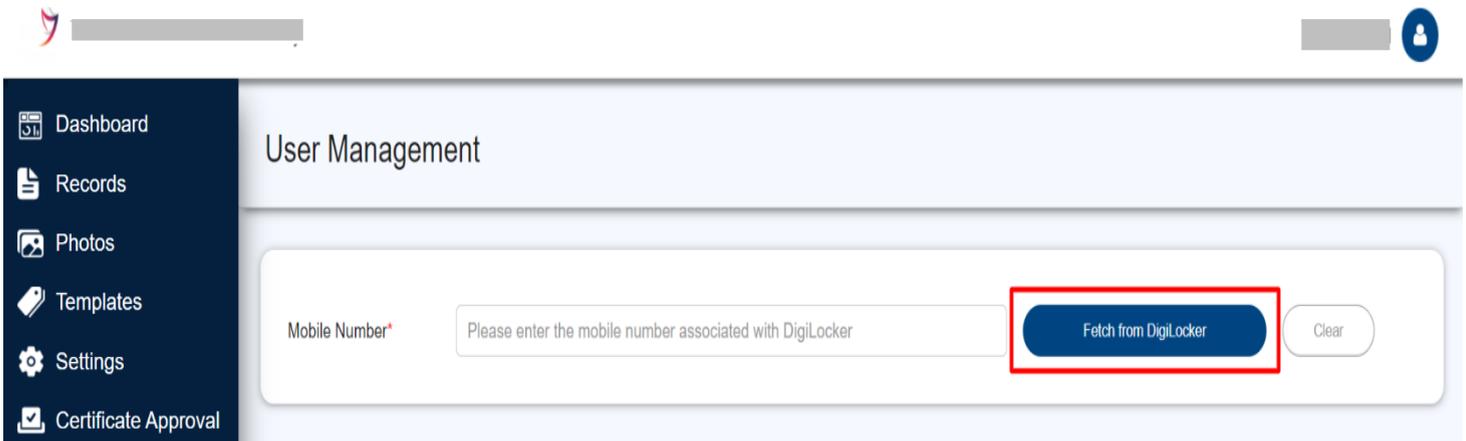
Note: Please ensure only the authorized person of your institution accesses the User Management system. DigiLocker NAD will be responsible for any change or modification under this section.

- Dashboard
- Records
- Photos
- Templates
- Settings
- Certificate Approval
- Certificate Verification
- Academic Bank of Credits
- Support

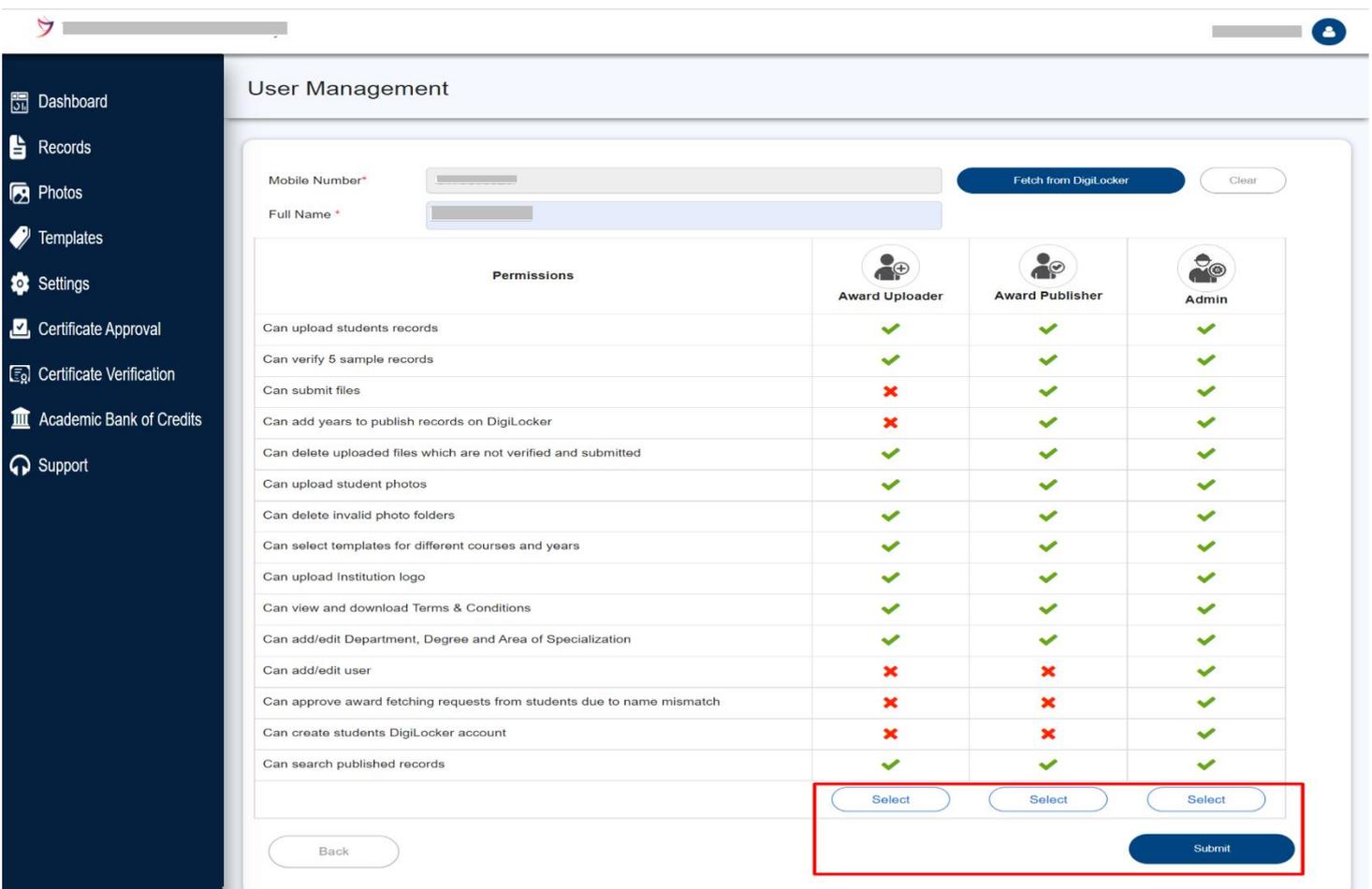
## User Management

Permissions	Award Uploader	Award Publisher	Admin
Can upload students records	✓	✓	✓
Can verify 5 sample records	✓	✓	✓
Can submit files	✗	✓	✓
Can add years to publish records on DigiLocker	✗	✓	✓
Can delete uploaded files which are not verified and submitted	✓	✓	✓
Can upload student photos	✓	✓	✓
Can delete invalid photo folders	✓	✓	✓
Can select templates for different courses and years	✓	✓	✓
Can upload Institution logo	✓	✓	✓
Can view and download Terms & Conditions	✓	✓	✓
Can add/edit Department, Degree and Area of Specialization	✓	✓	✓
Can add/edit user	✗	✗	✓
Can approve award fetching requests from students due to name mismatch	✗	✗	✓
Can create students DigiLocker account	✗	✗	✓
Can search published records	✓	✓	✓

- **Addition of User: Authorised Person users can be added just by entering their mobile number that is registered in the DigiLocker platform as under**



**Select the role of your choice → click the Submit button**



**Note: Please check all the role permission before assigning the user. Your institution has to give the user appropriate privileges based on their role and responsibility.**

## 2.5. Student DigiLocker (DL) Accounts

### DL Accounts creation :

- It is otherwise called as DigiLocker Accounts
- The “Create New Accounts” section is specially made for the purpose of bulk Student account creation. Accounts created under this section can access their appropriate academic awards uploaded by your institution.

- Dashboard
- Records
- Photos
- Templates
- Settings
- Certificate Approval
- Certificate Verification
- Academic Bank of Credits
- Support

### User Management

Mobile Number\*

Full Name\*

[Fetch from DigiLocker](#)

[Clear](#)

Permissions	 Award Uploader	 Award Publisher	 Admin
Can upload students records	✓	✓	✓
Can verify 5 sample records	✓	✓	✓
Can submit files	✗	✓	✓
Can add years to publish records on DigiLocker	✗	✓	✓
Can delete uploaded files which are not verified and submitted	✓	✓	✓
Can upload student photos	✓	✓	✓
Can delete invalid photo folders	✓	✓	✓
Can select templates for different courses and years	✓	✓	✓
Can upload Institution logo	✓	✓	✓
Can view and download Terms & Conditions	✓	✓	✓
Can add/edit Department, Degree and Area of Specialization	✓	✓	✓
Can add/edit user	✗	✗	✓
Can approve award fetching requests from students due to name mismatch	✗	✗	✓
Can create students DigiLocker account	✗	✗	✓
Can search published records	✓	✓	✓

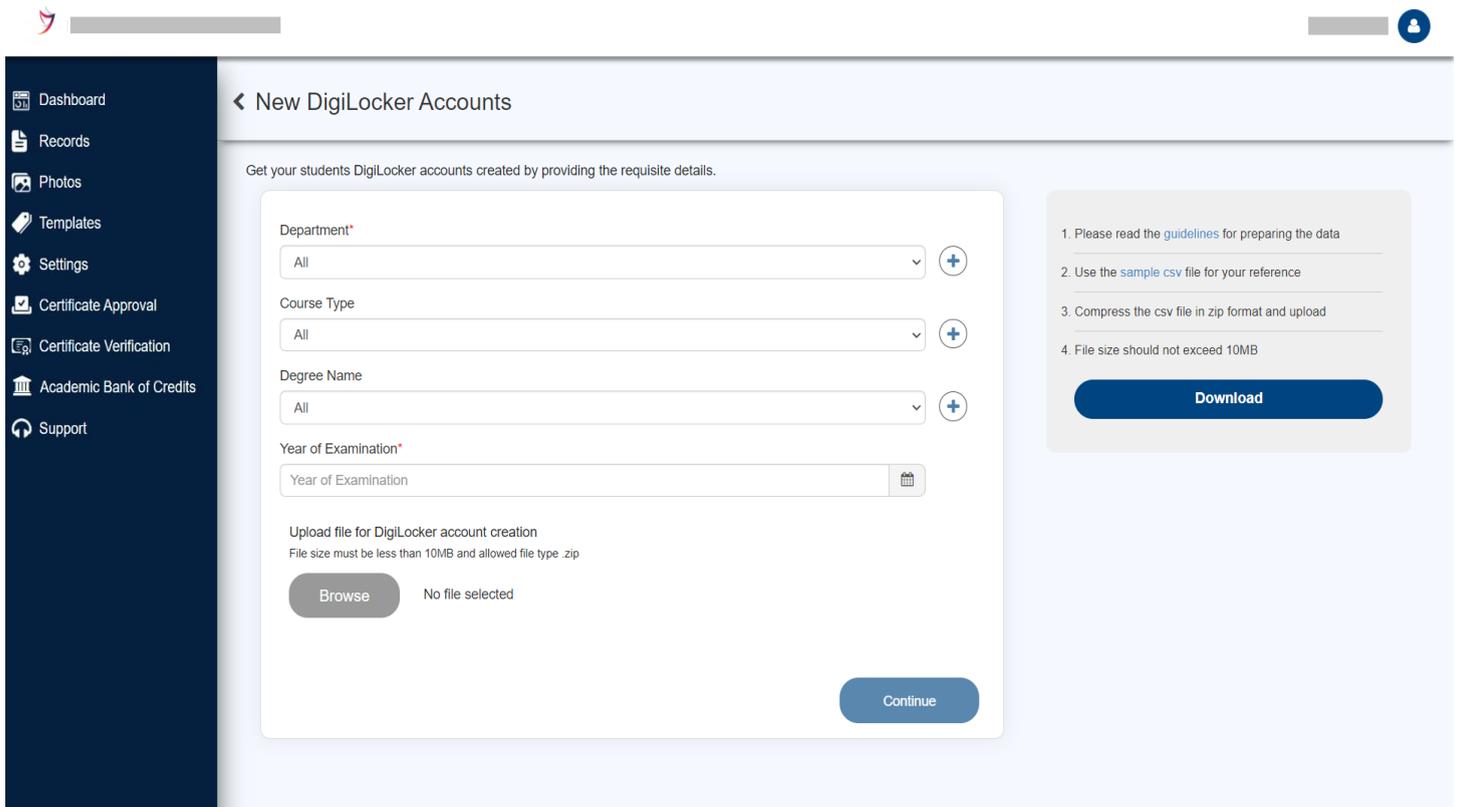
[Back](#)

[Selected](#)

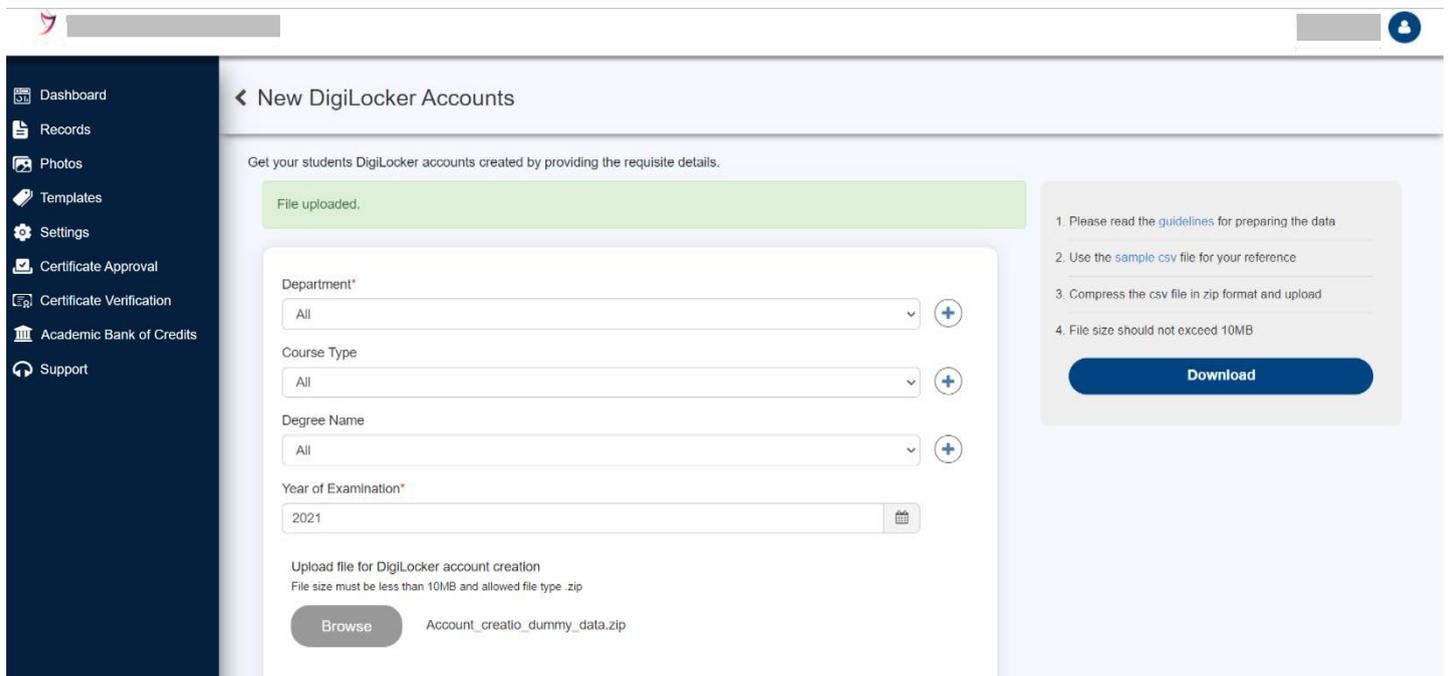
[Select](#)

[Select](#)

[Submit](#)



**The approach is similar to that of the "Record Upload" part → Download a sample CSV from the instructions section → prepare students data as per the data definition or guideline document → prepare a zip of the created CSV format → select the "Year of Examination" → Browse and the choose the readied Zip file → click the "Continue" button**



**Accounts Status:** The Section shows all the students DigiLocker Accounts that your institution has created

- Just like the "Upload Status" section that has two parts (i) A brief infographics of the Upload activity (ii) Individual Yearwise Detailed uploaded activity and status with actions
- Additionally, a search feature is also given to search the file name that has been uploaded
- Lastest Uploaded activity will be shown as under →click on action icon to view the summary of Uploaded Students Records

All Students DigiLocker Account

20 Total Uploaded | 18 Processed | 2 Queued

Search by file name

Meta Details	File Details	Uploaded On	Status	Action
Department :All Course : All Degree : All Year : 2021	Account_creatio_dummy_data.zip Size : 559 bytes Total Rows: 0 Total Success : 0 Total Fail: 0	07-Oct-2022 17:05 PM	Job in queue	
Department :All Course : All Degree : All Year : 2021	Account_creatio_10data.zip Size : 559 bytes Total Rows: 0 Total Success : 0 Total Fail: 0	07-Oct-2022 17:02 PM	Job in queue	
Department :All Course : All Degree : All Year : 2021	ACCOUNT_CSV_NAVODYA.zip Size : 670.00 KB Total Rows: 34415 Total Success : 34121 Total Fail: 294 Failed_Data.csv	01-Jun-2022 12:20 PM	Data Error	⋮
Department :All Course : All Degree : All Year : 2022	Account_creatio_10data_V1.zip Size : 524 bytes Total Rows: 10 Total Success : 10 Total Fail: 0	31-May-2022 17:44 PM	Account Created	⋮
Department :All Course : All Degree : All Year : 2021	CTET_2021_DEC_ACCOUNT_3_2_1_New.zip Size : 684.79 KB Total Rows: 25000 Total Success : 25000 Total Fail: 0	11-May-2022 11:31 AM	Account Created	⋮
Department :All Course : All Degree : All Year : 2021	CTET_2021_DEC_ACCOUNT_3_0_1_New.zip Size : 669.26 KB Total Rows: 25000 Total Success : 25000 Total Fail: 0	11-May-2022 11:16 AM	Account Created	⋮

An overview of the “Uploaded Students Records is shown as under;

- A search feature is given to crosscheck or verify whether the uploaded process has created all the intended students’ account
- Essential details like Name, DOB, Gender, along with the generated Locker ID, can also be seen here.

#	Name	DOB	Gender	Mobile	Email	Locker ID
1		24/12/2009	F	9805701566		635bc14c-6f9b-5343-9d80-9fb7b43c2a55
2		9/9/2009	F	7018496001		e99b436c-2470-58ee-b186-bbc947f87099
3		19/12/2009	F	9459008678		43807d06-5c04-5fed-8e22-becf28deb8b0
4		27/07/2009	F	7018526425		17bc2beb-3cdd-51ce-bf1a-d2d4469dff0a
5		28/04/2010	F	9418600510		3ab92cbf-1ce2-53ef-be75-e4a29ab67e79
6		5/1/2010	F	7807518018		fd8cbab0-c7be-59dc-a957-87a53d1bc52c
7		29/06/2010	F	7018196078		Profile data does not match
8		26/01/2010	F	9805925909		085ccde3-221f-58de-8e26-c343d39c56d1
9		22/03/2009	F	9816348476		8cccfce6-dc46-5f55-9760-a42173a5cc9d

## 2.6. Academic Bank of Credits

Academic Bank of Credits usage and its functionalities can be referred under this link

<https://www.abc.gov.in/assets/resources/Academic-Bank-of-Credits User Manual V3.pdf>