

How to Register with EIS

1. Before starting the process make sure that you have access to your registered email account (the one you have provided for the UGC registration process). If you cannot access that mail account, please contact Assistant Registrar of your faculty.
2. Click **REGISTER** from the menu bar.



3. In the form, enter your **Registration Number** (The academic year in the registration number must be in two digits, as in **ASP/18/19/001**) and **National Identity Card Number** (for old NICs, with "V"). Then press **Go**.

Important: If your registration year is mentioned as 2019, you have to enter 18/19 as the registration year. e.g. if your registration number is ASP/2019/001, enter ASP/18/19/001.

Registration Number

National ID Number

Go

4. The system will generate a one-time password and send it to your registered email address (**If you do not get the mail, please check your spam folder**). Your **username** will be your **Registration Number**. Please enter the same password twice along with the one-time password sent to you. You are kindly requested to use a **strong password** (minimum of 2 uppercase letters, 2 lowercase letters, 2 numbers and 2 special characters) in order to avoid inconveniences due to hacking in future.

Username

Password

Re-type Password

One-Time Password

Register

5. You will get a message "**Your registration is complete. Please login.**"
6. You can proceed to login page by clicking **LOGIN** in the menu bar.

