

STEP WISE PROCEDURE FOR FILLING THE FORM OF IDENTITY CARD

Step 1: Login to the ERP Portal given below
<https://erp.bharati.du.ac.in/smartprof/index.php>

Step 2: Enter your login credentials provided by the College on the ERP Portal and choose **student** option

Username: Only **your** Email ID

Password: _____

*Student can use **Forget Password** option to recover your password in your email. (To be done in case no mail is received by you in your inbox).

Step 3: Enter into your Account, visit extreme left panel and go to the option "**MyIDCard**"

Step 4: Fill your complete personal details required in the ID card form, and upload **clear latest passport size photograph, and clear visible signatures.**

*Make sure the signatures should be done on clear blank white background sheet (Don't use any other background sheet)

Step 5: Check the preview of the ID card and make sure all details entered are correct. **Also make sure that photograph & signatures are clear and correctly uploaded**

Note: Failure to comply with the above instructions will result in the ID card not being printed.