

STEP-WISE PROCEDURE FOR FILLING THE ONLINE IDENTITY CARD FORM

Step 1:

Log in to the College ERP Portal using the following link:

<https://erp.bharati.du.ac.in/smartprof/index.php>

Step 2:

Enter the login credentials provided by the College.

- Select the **Student** option.
- **Username:** Your College Email ID
- **Password:** Your ERP Password

Note: If you have forgotten your password, click on the "**Forgot Password**" option to reset it. The password reset link/details will be sent to your registered email address. If you do not find the email in your Inbox, please check your **Spam/Junk** folder.

Step 3:

After logging in successfully, go to the menu on the **left-hand panel** and click on "**My ID Card**".

Step 4:

Fill in all the required personal details carefully including your current residence/pg address with pin code and upload the following:

A. Passport Size Photograph

- Upload your latest passport-size photograph.
- The photograph should have a **white or light-coloured background**.
- Ensure that your face is clearly visible and the image is of good quality.

B. Signature

- Sign on a **plain white sheet of paper** using a **blue or black pen**.
- Take a clear photograph or scan of your signature.
- Crop the image so that only the signature is visible and remove all unnecessary white margins.
- Ensure the signature is clearly visible and is on a **plain white background only**. Do not use coloured or patterned backgrounds.

Step 5:

Preview your ID Card carefully and verify that all the information entered is correct.

Step 6:

Before submitting the form, ensure that:

- All personal details are accurate.
- The photograph is clear and properly uploaded.
- The signature is clear, correctly cropped, and properly uploaded.

Note:

Failure to follow the above instructions or uploading incorrect/unclear Photograph or Signature may result in **non-generation or delay in printing of your Identity Card**.