The data of regular students or readmitted students of session 2018 – 19 in all Affiliated and Associated colleges have been entered by the colleges in the UDRC portal. The students whose data has been entered have to update and complete the information by creating the college student login. The general guidelines are as follows

- Only those students can create the login whose data has been entered by the college.

- College authorities can download the complete list they have entered in excel format from their college login.

- This list would contain complete details of all students whose data they have entered. This data includes the Unique University ID and subjects allotted.

- On the basis of this data the students can create their login.

- **The final data of only those students would be considered for examination purposes who have created their login and updated their details. Merely entering the data by the college will not be considered enough.**

The regular students or readmitted students of session 2018 – 19 in all Affiliated and Associated colleges have to register in the portal of the University Data Resource Centre and complete their information. They have to access the **Student Login** link under UDRC which is available on the home page of the University website. Students have to complete their login by **September 25, 2018**.

The steps involved are as follows

Step 1 Receiving the Unique University ID

- The **Unique University ID** would be sent through SMS on the mobile number registered by the college at the time of data entry on the UDRC portal.

  o In case the mobile number of the student has been entered wrong or is changed they can submit an application to the Principal of the college to get it updated.

- Students can also get their Unique University ID directly from the Principal of the college.

Step 2 Registration and Password Creation

- Students have to access the **Student Login** link under UDRC which is available on the home page of the Lucknow University website (www.lkouniv.ac.in) and register using their Unique University ID sent on their mobile number entered by the college.

  o They will receive a verification code on this number.

- Thereafter they have to create their own password by entering the verification code. The password should contain minimum 8 characters with at least one capital, one small and one number.

Step 3 Data Verification and editing

- On first login, verify the data displayed on your profile carefully.
    - Some fields are non-editable (cannot be edited by you). While for editable fields, a text box has been provided that can be updated if required.
- All the fields which are marked '*' are mandatory and cannot be left blank.
- Check the data carefully before submitting it.
- After authentication this data will be further used for other activities.
- **You will be allowed to edit your data once only.**
- Once the data has been submitted, any further changes cannot be made in it.
- Take a printout of the form and submit it to your college.
- Last date of creation of the student login is **September 25, 2018**. No extension of this date would be done.

Step 4 Submitting printout

- Submit a print out of form to the Principal of your College
- University Roll Number and Enrolment number would be issued separately

Instructions to Colleges for Final List Submission

- After this process is over, the colleges would have to download the final list of admitted students who have created their login and submit a signed copy to the University latest by **September 28, 2018**.
- The process of submitting the examination fee of these admitted students would be communicated soon.