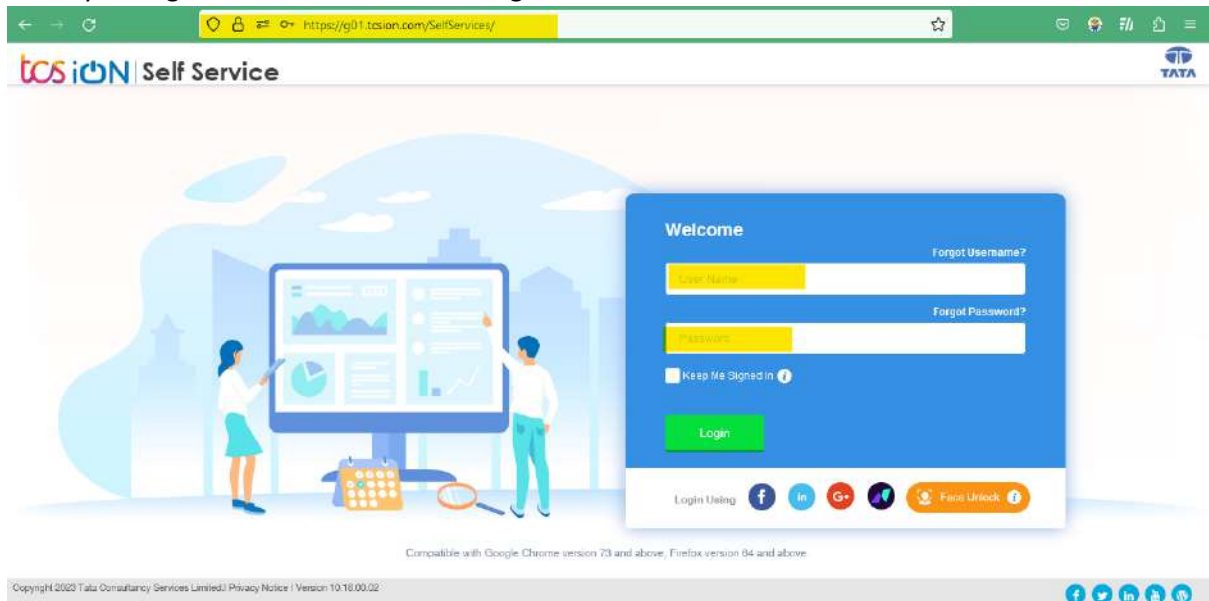


Backlog Form Help file

1. Navigate to <https://www.tcsion.com/SelfServices/>
2. Insert your login credentials then Click "Login"

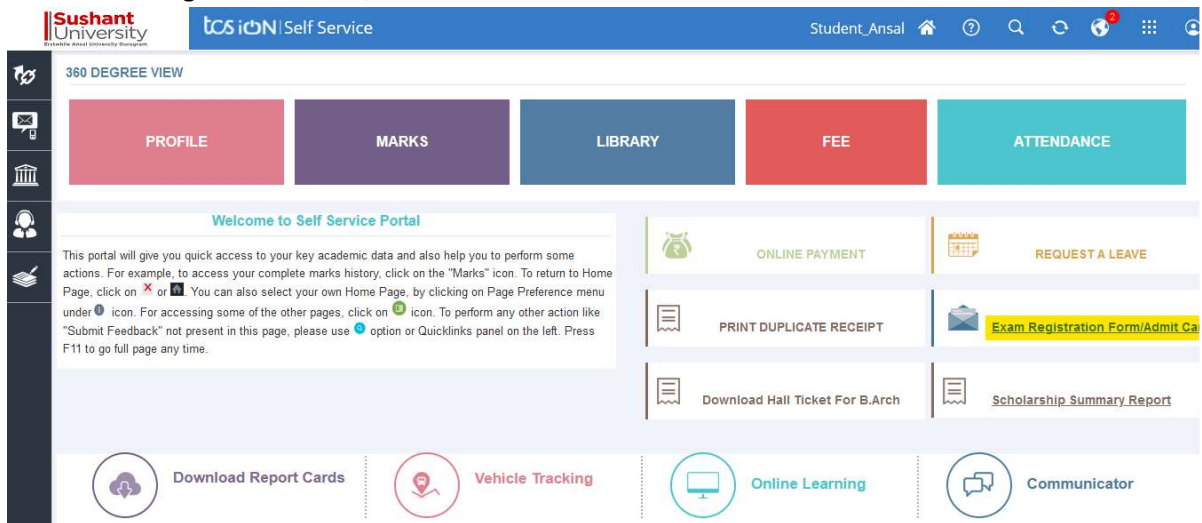


The screenshot shows the TCS iON Self Service login page. The browser address bar displays <https://g01.tcsion.com/SelfServices/>. The page features a large illustration of two people interacting with a large screen displaying charts and graphs. On the right, there is a 'Welcome' login box with the following fields and options:

- Forgot Username? (link)
- Username (input field)
- Forgot Password? (link)
- Password (input field)
- ☐ Keep Me Signed In (checkbox)
- Login (button)
- Login Using (social media icons: Facebook, LinkedIn, Google+, Twitter, and a 'Face Unlock' option)

At the bottom of the page, there is a compatibility note: 'Compatible with Google Chrome version 73 and above, Firefox version 84 and above.' and a copyright notice: 'Copyright © 2020 Tata Consultancy Services Limited | Privacy Notice | Version 10.16.00.02'.

3. Click "Exam Registration Form/Admit Card Download"



The screenshot shows the Sushant University Self Service Portal dashboard. The top navigation bar includes the Sushant University logo, the text 'tcs iON Self Service', and a user profile 'Student_Ansal'. Below the navigation bar, there is a '360 DEGREE VIEW' section with five main menu items: PROFILE, MARKS, LIBRARY, FEE, and ATTENDANCE. A 'Welcome to Self Service Portal' message is displayed, along with a list of available services:

- ONLINE PAYMENT
- REQUEST A LEAVE
- PRINT DUPLICATE RECEIPT
- Download Hall Ticket For B.Arch
- Exam Registration Form/Admit Card Download** (highlighted)
- Scholarship Summary Report

At the bottom of the dashboard, there are four more service icons: Download Report Cards, Vehicle Tracking, Online Learning, and Communicator.

4. Click "Exam Enrollment"

The screenshot shows the Sushant University Self Service portal. The header includes the university logo, 'bcs iON Self Service', and navigation icons. A sidebar on the left contains icons for various services. The main content area is titled 'Exam Enrollment' and features a table with enrollment details. Below the table are 'Exam Enrollment' and 'Refresh' buttons.

Action	Application Seq No	SGM Name	Name	Current Semester
	7682	Dec_2022ODDSEM	NAVYA SINGH	Semester-3
	3573	Dec_2021ODDSEM	NAVYA SINGH	Semester-1

5. In subject enrollement details Click plus icon to view to the subject.

The screenshot shows the 'Subject Enrollement Details' page. The 'Repeat Compulsory' section displays 'Form Status: Pending' and a list of subjects. A yellow '+' button is visible next to the subjects list. Below this is the 'Fee Details' section, showing 'Grand Fee to be paid(In Rupees): 0' and a 'Submit' button.

6. Semester name will be visible to select the subject

The screenshot shows the 'Subject Enrollement Details' page. The 'Repeat Compulsory' section displays 'Form Status: Pending' and a list of subjects. The 'Semester-2' option is highlighted in yellow. A yellow '+' button is visible next to the subjects list. Below this is the 'Fee Details' section, showing 'Grand Fee to be paid(In Rupees): 0' and a 'Submit' button. The version number 'Version: 15.00.01' is displayed at the bottom.

7. On clicking the + icon to select the subject

The screenshot shows the 'Subject Enrollement Details' page. The 'Repeat Compulsory' section displays 'Form Status: Pending' and a list of subjects. The 'Semester-2' option is highlighted in yellow. A yellow '+' button is visible next to the subjects list. Below this is the 'Fee Details' section, showing 'Grand Fee to be paid(In Rupees): 0' and a 'Submit' button. The version number 'Version: 15.00.01' is displayed at the bottom.

8. Select the repeat subject

Subject Enrollement Details

Repeat Compulsory

Form Status: Pending

Semester-2

S.No.	Subject Type	Subject Name	Subject Code	Enrolled Status	Enrolled Type
1	Compulsory	Art 2	21BAR-5AF12S	<input type="checkbox"/>	
2	Compulsory	Para Design 2	21BAR-5PD12S	<input type="checkbox"/>	
3	Compulsory	Theory and Method 2	21BAR-5TM12S	<input type="checkbox"/>	
4	Compulsory	OCIS 1 (Off Campus Independent Study 1)	21BAR-7ST12S	<input checked="" type="checkbox"/>	
5	Compulsory	Architectural Design 2	21BAR-1DS12P	<input type="checkbox"/>	
6	Compulsory	Building Construction and Materials 1	21BAR-2BC12P	<input type="checkbox"/>	
7	Compulsory	Survey & Documentation	21BAR-2SD12S	<input type="checkbox"/>	
8	Compulsory	Structural Systems and Design 1	21BAR-3SS12T	<input type="checkbox"/>	
9	Compulsory	History of Architecture 2	21BAR-4HA12P	<input type="checkbox"/>	
10	Compulsory	Architectural Drawing 2	21BAR-5AD12S	<input type="checkbox"/>	

9. Verify the fee details click on submit button.

Fee Details

Repeat Compulsory

Semester-2

Per subject fee for Semester-2 : 5000

Total Fee to be paid for Semester-2: 5000

Grand Fee to be paid(in Rupees): 5000

Submit

10. Click "Proceed".

Confirmation









- Once submitted the details cannot be changed.
- On click of 'Proceed' button you will be redirected to Payment Gateway page.

Proceed

Cancel

11. Click “Pay Now”

PayU**biz**

Total Amount Rs. 5074.86		Transaction ID: 923020230214133940	
Transaction Amount Rs. 5000.00 Convenience Fee* Rs. 63.44 GST (On Convenience Fee) : Rs. 11.42		<small>*Won refundable. Inclusive amounts only. Please check exact amount on bank page.</small>	
Choose a payment method PayU is now PayUbiz			
Credit Card	Card Type     		
Debit Card	Card Number <input type="text"/>		
Net Banking	Name on Card <input type="text"/>		
	CVV Number <input type="text"/> <small>What is CVV number?</small>		
	Expiry Date <input type="text"/> Month <input type="text"/> Year <input type="text"/>		
	<small>Note: In the next step you will be redirected to your bank's website to verify yourself.</small>		
UPI	<input type="button" value="Pay Now"/>		
Scan and Pay 