

Step by Step User Guide

**Using Multiple Channels to Create ABC ID
for Academic Institutions**

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Version 1.0

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Introduction

This comprehensive step-by-step guide is designed to establish a structured framework for the systematic generation of Academic Bank of Credits (ABC) IDs across diverse platforms.

This guide encompasses the entire process of generating ABC IDs for students through a range of channels, including academic institution portals, DigiLocker, UMANG, the Academic Bank of Credits portal, and the "UIDSE+" mode for bulk ID creation. Furthermore, it delineates the procedures for academic institutions to undertake bulk creation of student ABC IDs, leveraging the National Academic Depository (NAD) and dedicated APIs.

Academic Institutions are equipped with two distinct options for creating ABC IDs in bulk. They can opt for the National Academic Depository, a specialized portal dedicated to managing academic records, for bulk ID generation. Alternatively, they can leverage dedicated APIs designed for facilitating the creation of bulk ABC IDs.

Benefits of ABC ID creation

Creating ABC IDs offers numerous benefits, including:

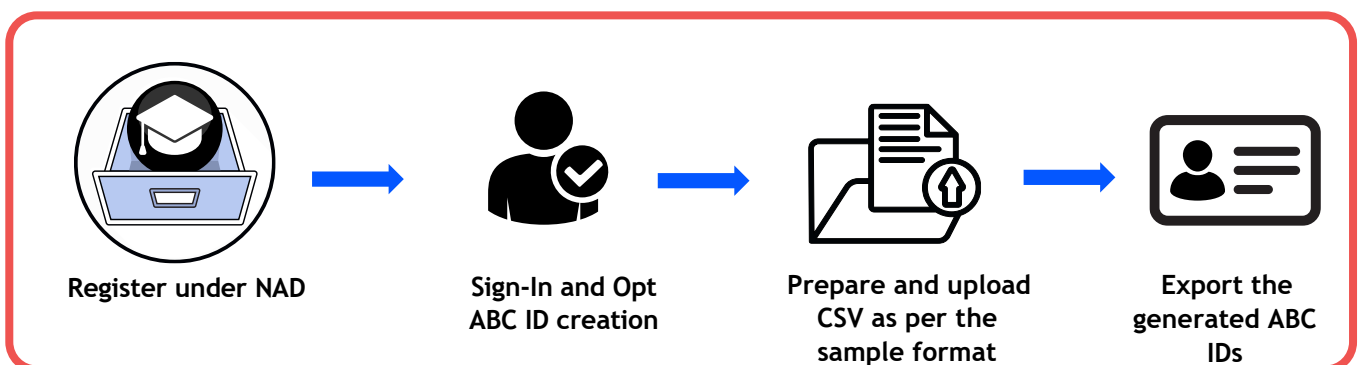
- **Unique Student ID:** The issuance of ABC IDs assigns a distinct and permanent identifier to each student, commencing from Class I. This ensures seamless academic tracking throughout their educational journey.
- **Academic Progress Monitoring:** ABC IDs facilitate continuous and comprehensive monitoring of students' academic performance from the outset.
- **Highlighting Areas for Growth:** Educators have the ability to pinpoint subject-specific areas where students may benefit from additional support

based on their academic data linked to ABC IDs, enabling targeted interventions for improvement.

- **Streamlined Record Keeping:** The ABC system provides a secure and organized repository for students' academic records, greatly diminishing the need for cumbersome paper-based documentation and simplifying administrative tasks.
- **Enhanced Student Flexibility:** The ABC empowers students with the freedom to multiple entry, multiple exit in their educational program, fostering a personalized learning journey.
- **Long-Term Credit Storage:** Student credits are securely preserved for a maximum of 7 years, ensuring that their academic achievements remain accessible and relevant throughout their career.
- **Streamlined Credit Transfer:** The system offers a single-window platform for the seamless transfer of credits, simplifying the process after the approval of both the sending and receiving academic institutions.
- **Verified Institution Uploads:** Only verified academic institutions are authorized to upload credits, maintaining the integrity of the system and ensuring the credits accumulation.

Academic Institution Mode

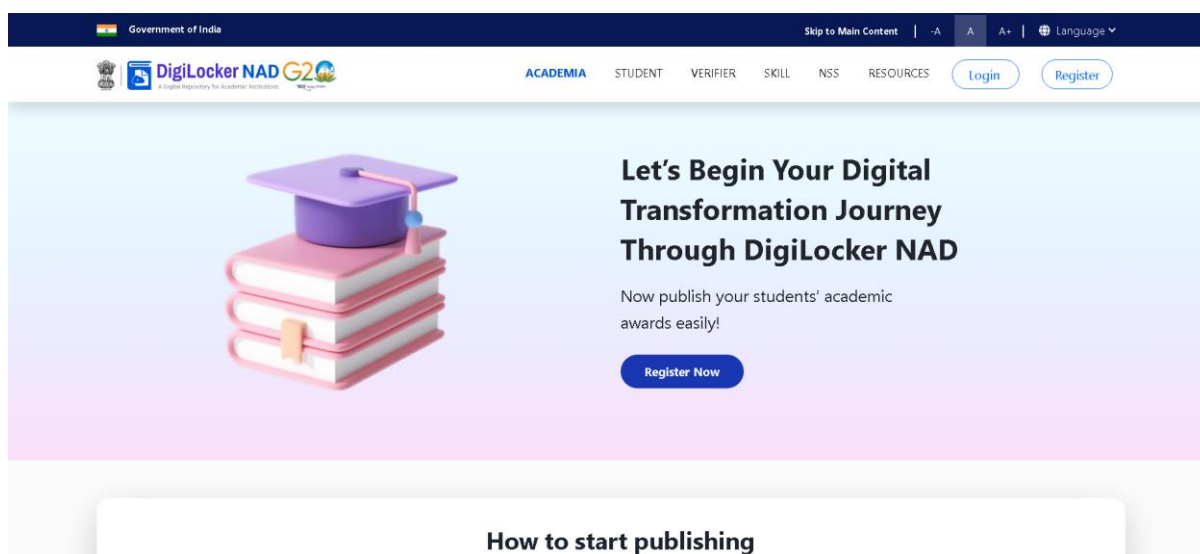
In the case of Academic Institutions, they can create ABC IDs in bulk from the National Academic Depository portal or from dedicated APIs. The creation of Bulk ABC IDs via NAD is discussed in detail here.



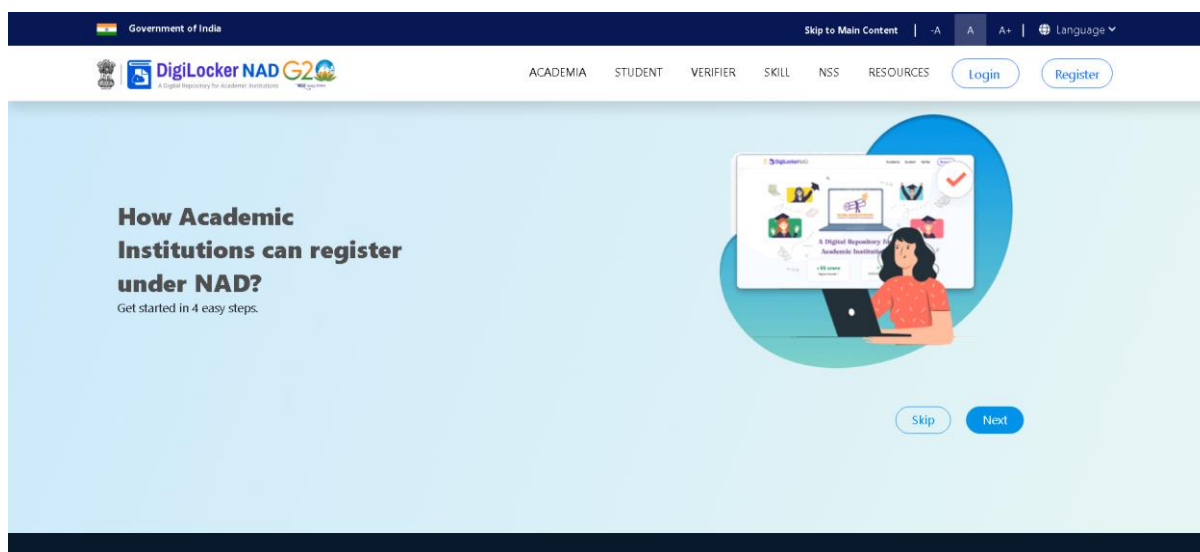
Bulk ID creation via NAD Portal

Step 1: Account Creation

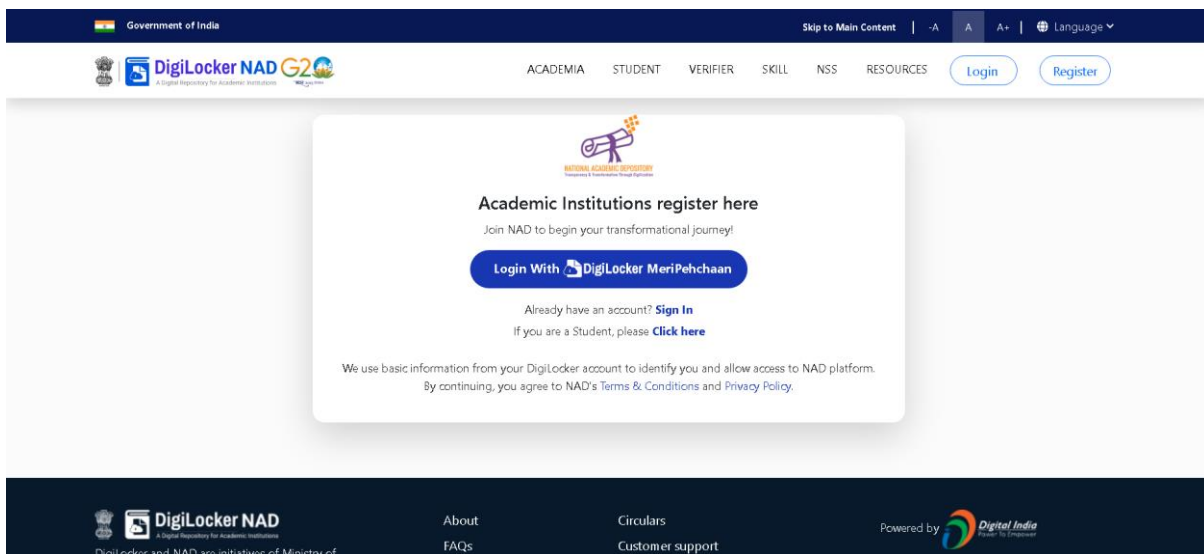
- Begin by accessing the National Academic Depository (NAD) portal at <https://nad.digilocker.gov.in/>.



- If you are a new user representing an academic institution, register your account.

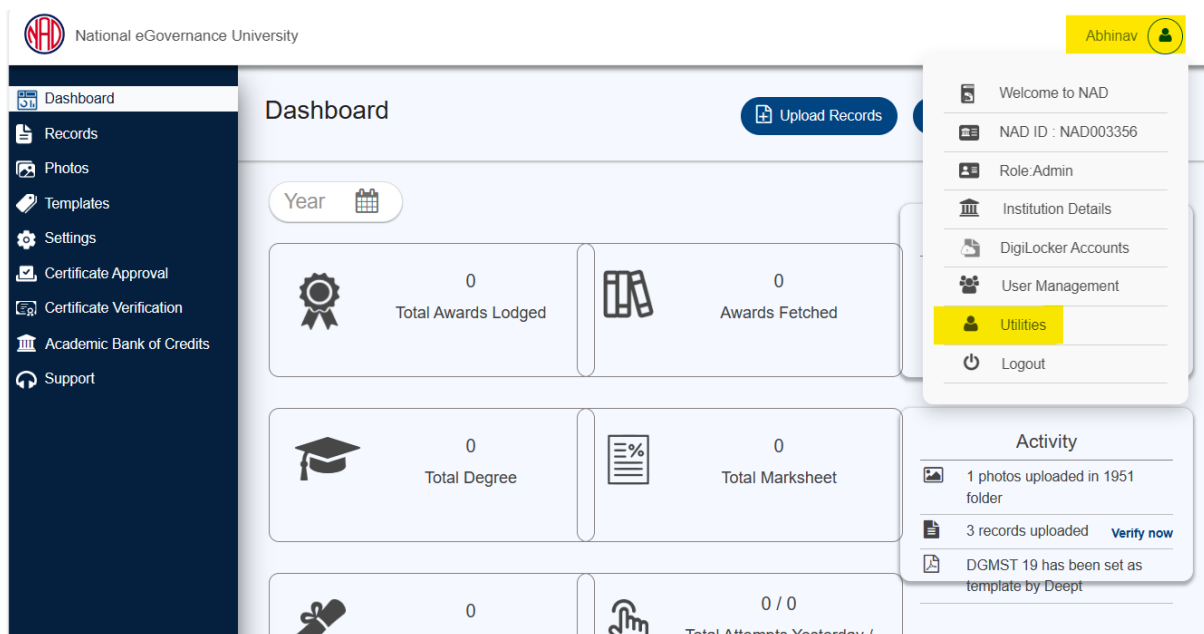


- If you already have an account, log in using your DigiLocker-NAD credentials.



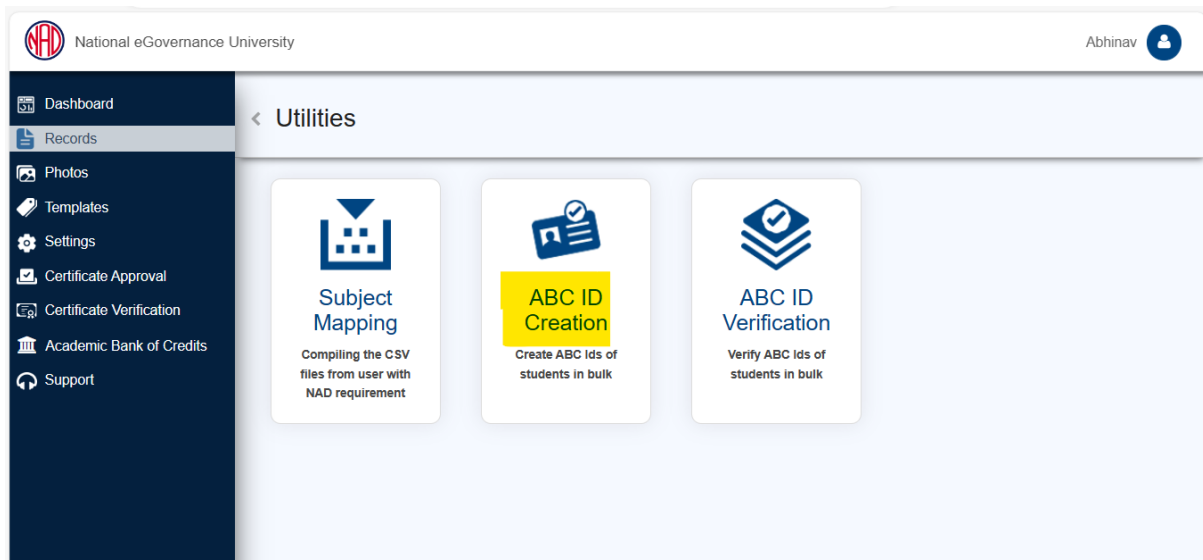
Step 2: Accessing Utilities

- Once logged in, navigate to the Account owner Name and select the "Utilities" option.



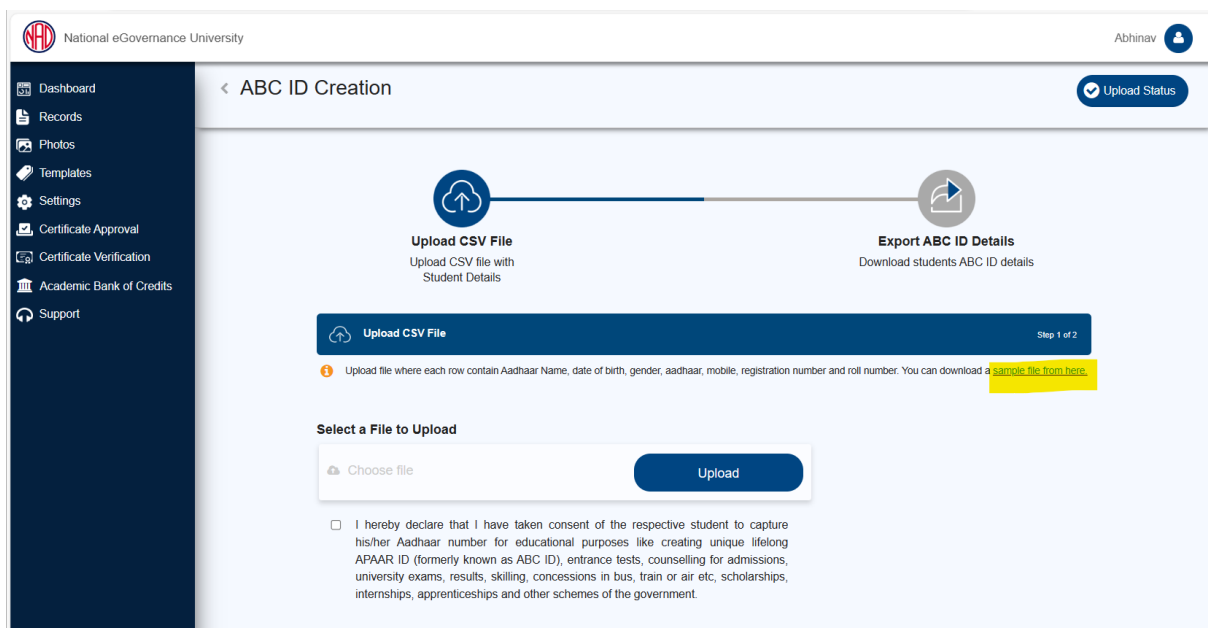
Step 3: ABC ID Creation

- Under "Utilities," choose the "ABC ID Creation" option.



Step 4: Sample File Download

- Download the provided sample file. This file will serve as a template for bulk ABC ID creation.



Step 5: Data Preparation

- Prepare the bulk ABC ID data file in CSV format using Microsoft Excel or any compatible software.

	A	B	C	D	E	F	G	H	I	J
1	AADHAAR NAME	DOB	GENDER	AADHAAR	MOBILE	REGN_NO	RROLL			
2	Shrihari Sharma	05-05-2000	Male	523456789	987654321	0001	1			
3	Shriyog Kannadhaa Shastri	05-08-2000	Female	512345678	987654321	0002	2			
4	Poojithra Valliparthi	07-07-2000	Female	890123456	765432109	0003	3			
5	Tejaswi Shasthaa Shrinaga	07-11-2000	Male	945789012	756711234	0004	4			
6	Shreevishwanath Shasthaa Patel	07-11-2000	Male	789012345	787654321	0005	5			
7	Manoj Kumar Shasthaa Shasthaa	08-07-2000	Male	234567890	890123456	0006	6			
8	Manoj Kumar Shasthaa	08-11-2000	Male	432109876	901234567	0007	7			
9	Shriyog Kannadhaa Shastri	08-11-2000	Male	456789012	321098765	0008	8			
10	Shriyog Kannadhaa Shastri	08-11-2000	Female	20847514	987654321	0009	9			
11	Shriyog Kannadhaa Shastri	08-11-2000	Male	555432101	876543210	0010	10			
12	Poojithra Shastri	08-07-2000	Female	456789012	321098765	0011	11			
13	Pratik Shasthaa Poojithra	08-07-2000	Male	212345678	987654321	0012	12			
14	Shriyog Kannadhaa Shastri	08-08-2000	Female	645789012	942345678	0013	13			
15	Shriyog Kannadhaa Shastri	08-11-2000	Female	912345678	912345678	0014	14			
16	Shriyog Kannadhaa Shastri	11-11-2000	Male	578901234	987654321	0015	15			
17	Shriyog Kannadhaa Shastri	05-05-2000	Female	245678901	976543210	0016	16			
18	Shriyog Kannadhaa Shastri	02-05-2000	Female	254567890	987654321	0017	17			
19	Shriyog Kannadhaa Shastri	02-11-2000	Female	698765432	876543210	0018	18			
20	Shriyog Kannadhaa Shastri	05-05-2000	Female	545678901	987654321	0019	19			

- Define the following headers in the file:
 - AADHAAR NAME: Candidate's name as per their Aadhaar card.
 - DOB: Candidate's date of birth in DD/MM/YYYY format as per their Aadhaar card.
 - GENDER: Candidate's gender (Use "M" or "Male" for male, "F" or "Female" for female, and "O" for other).
 - AADHAAR: Candidate's 12-digit Aadhaar number.
 - MOBILE: Candidate's 10-digit mobile number linked to their Aadhaar.
 - REGN_NO: Candidate's registration/enrollment number provided by the institution.
 - RROLL: Candidate's roll number provided by the institution. Institutions can use either or both fields as per their structure.
 - Save the file in CSV format.

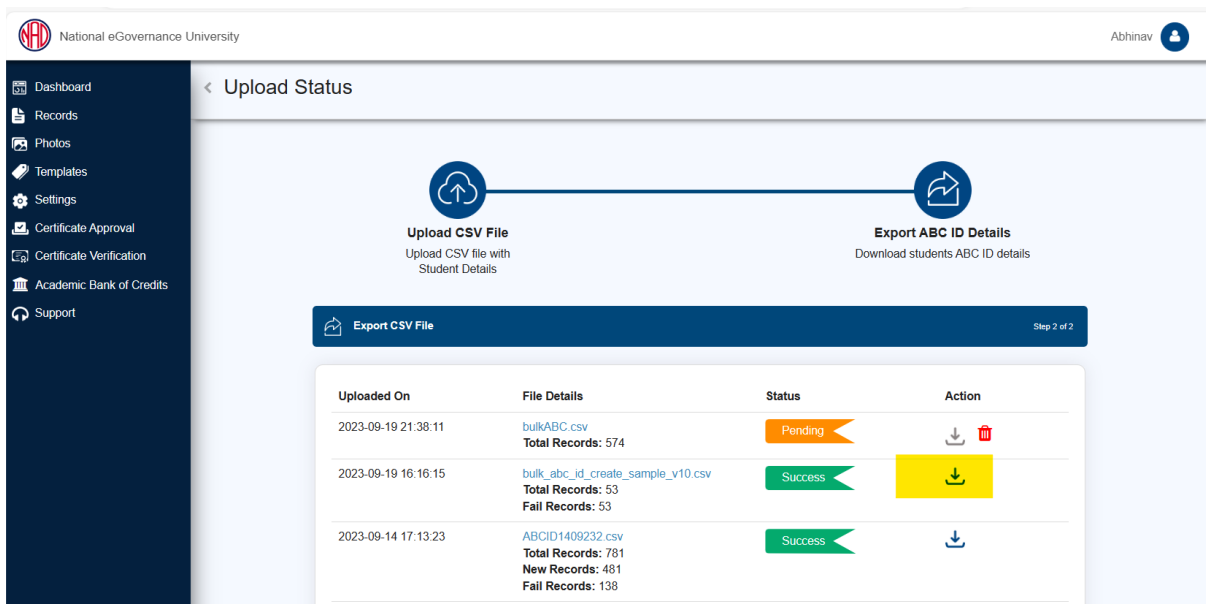
Step 6: Uploading Data

- Return to the portal, specifically to the "ABC ID Creation" page.
- Upload the CSV file you prepared. After uploading, click the "Next" button to submit the file. You can monitor the upload status on the right side of the screen.

The screenshot displays the 'ABC ID Creation' page on the National eGovernance University portal. The page is titled 'ABC ID Creation' and features a progress bar with two steps: 'Upload CSV File' (current step) and 'Export ABC ID Details'. The 'Upload CSV File' section includes a sub-header 'Upload CSV File' and a description: 'Upload CSV file with Student Details'. Below this, there is a 'Select a File to Upload' section with a file named 'bulkABC.csv' selected. A checkbox is checked, indicating consent for capturing student details for educational purposes. A 'Next' button is visible at the bottom right of the form area. A yellow 'Upload Status' button is located in the top right corner of the page.

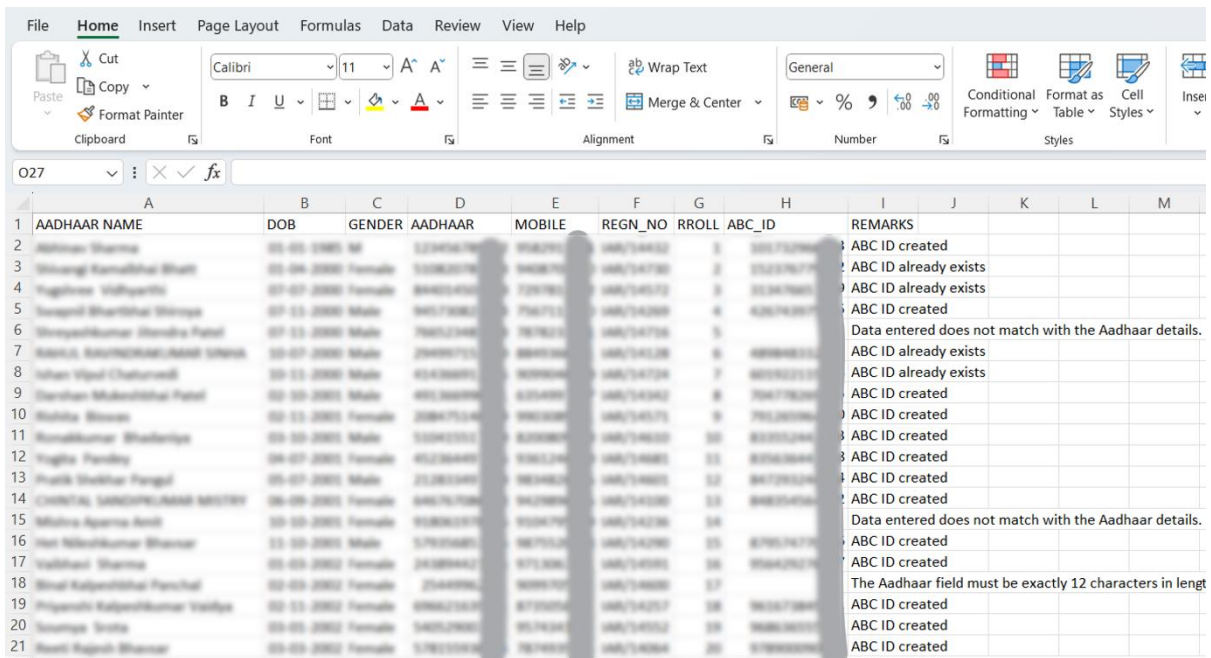
Step 7: Monitoring Upload Status

- In the "Upload Status" section, you can view the real-time status of the uploaded file.
- Within a few hours, a response file will be generated, which includes the ABC ID of the candidates. It also has a remarks column explaining reasons if an ID was not created.



Step 8: Reviewing the Response File

- The response file will be downloaded from the uploaded status, providing ABC IDs of the candidates and any associated remarks.



By following these steps, academic institutions can efficiently create ABC IDs for their students within the National Academic Depository (NAD) system.

