



CAPTAIN WILLIAMSON SANGMA STATE UNIVERSITY

TURA, MEGHALAYA

Exam College Portal


Introduction

The portal is intended for college administrators, faculty, and staff to access academic and examination services provided by the university.

<https://college.universitiesolutions.in/cwssu/>

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Welcome to College Portal



Login

Institution Code

User Name

Password

[Forgot Password?](#)

07/12/202510:20:53 A.M.



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Login Procedure

1. Enter Institution Code

- Type the institution code assigned to your college.
- This code identifies your college within the university system.

2. Enter User Name / Login Id

- Provide your username (staff ID or assigned login name).
- Default user id is Admin
- Use is NOT CASE SENSITIVE

3. Enter Password

- Type your secure password.
- Password characters will appear masked (●●●●●●●).
- Default password is ADMINXXXX (where XXXX is your institution code)
- Password is NOT CASE SENSITIVE

4. Click “Sign In”

- Press the **Sign In** button to access the portal.
- If the credentials are correct, you will be redirected to the dashboard.

Forgot Password

1. Click on “Forgot Password?”

2. You will be redirected to a password recovery page.

3. Enter:

- Your Institution Code
- User Mobile No

4. Follow additional verification steps (email/OTP/security question depending on system setting).

5. Create a new password and confirm it.

6. Return to login page and sign in with the new password.



Common Login Issues & Solutions

✓ **Invalid Institution Code**

- Ensure the correct college code is used.
- Contact admin if unsure.

✓ **Invalid Username or Password**

- Recheck credentials for spelling or extra spaces.
- Use the **Forgot Password** option if needed.

✓ **Account Locked / Not working**

- Contact system administrator to unlock.

✓ **Page Not Loading**

- Check internet connection.
- Try refreshing the browser.
- Ensure the URL is correct.



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After successfully logging into the college portal, users are taken to the **Dashboard**. This page provides access to all academic and examination-related modules such as Masters, Before Exam, Practical Marks, During Exam, After Exam, and Utility.

Dashboard Layout Overview

A. Top Bar (Right Side)

- **Welcome Message:** Displays logged-in user name (e.g., *Raghu S*)
- **Home Button:** Returns to dashboard from any page
- **Logout Button:** Safely logs the user out
- **College Name:** Shows institution code and college name