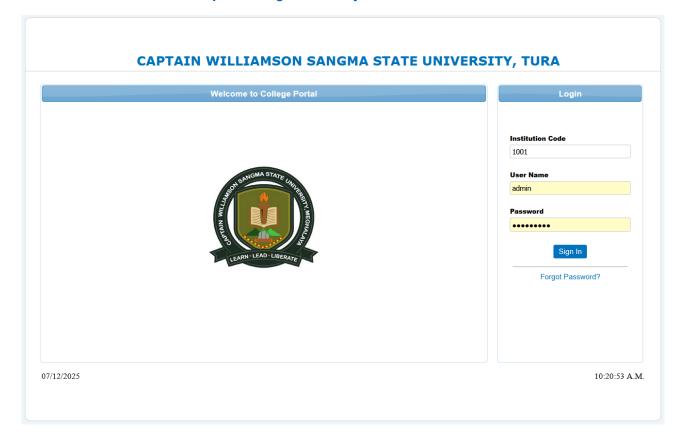
## **Exam College Portal**

### Introduction

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

https://college.universitysolutions.in/cwssu/



#### **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
- Useis 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.

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