

# **Step by Step User Guide**

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

**Date: 20 September 2023**

**Version 1.0**

Contents

Contents

Contents .....2

Introduction .....3

Benefits of ABC ID creation via Multiple Channels .....3

Academic Institution Mode.....4

    o Bulk ID creation via NAD Portal .....5



### 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

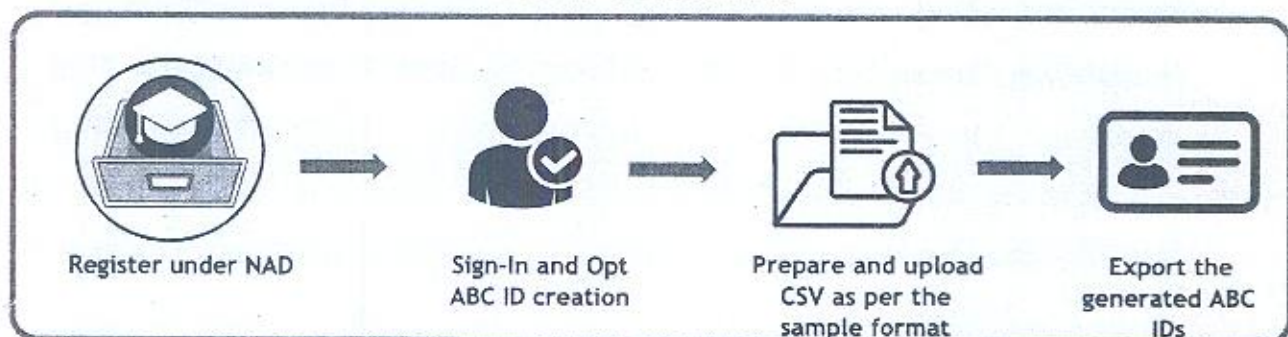


based on their academic data linked to ABC IDs, enabling targeted interventions for improvement.

- **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

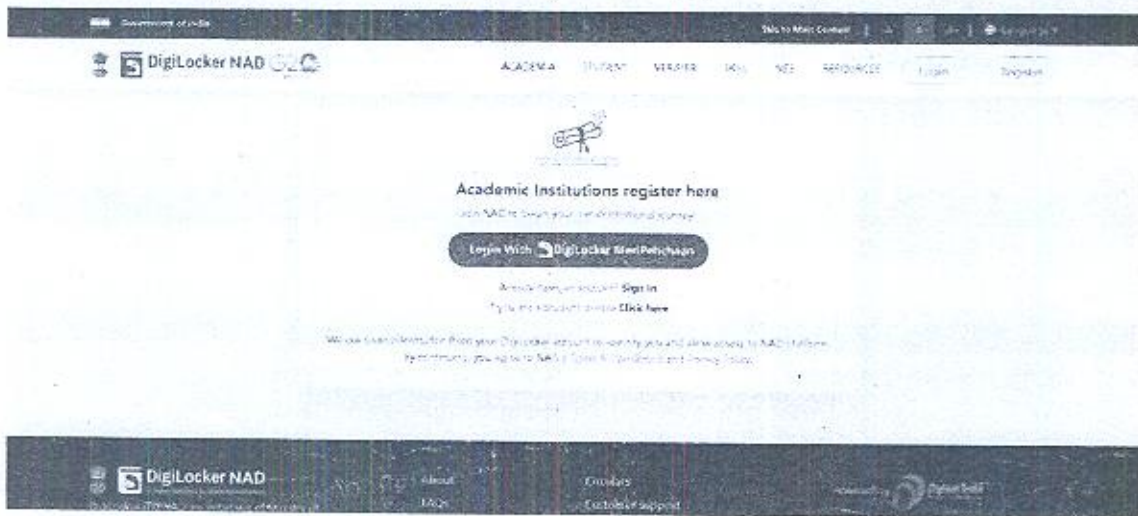
- Begin by accessing the National Academic Depository (NAD) portal at <https://nad.digilocker.gov.in/>.



- 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

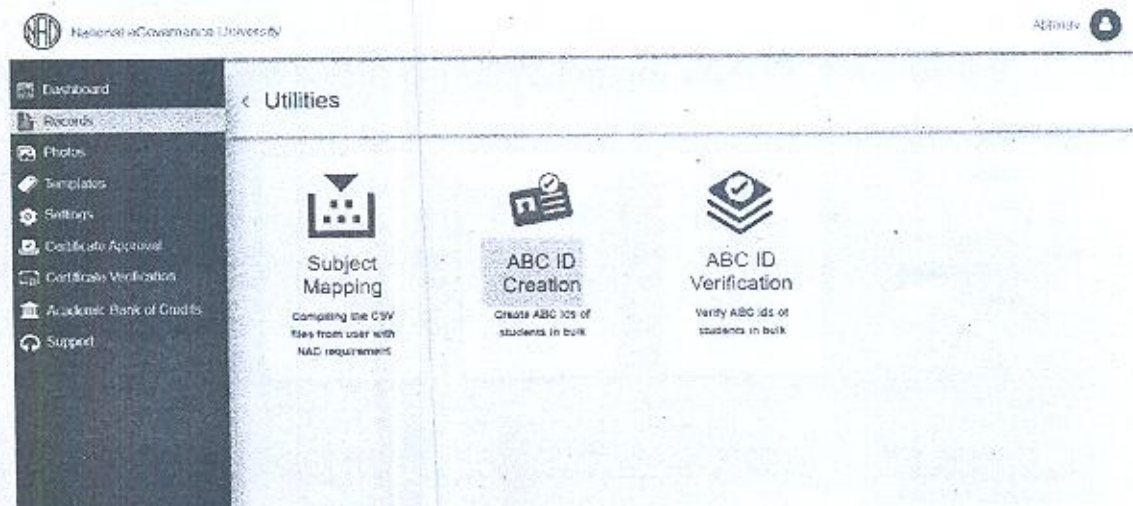
- Once logged in, navigate to the Account owner Name and select the "Utilities" option.





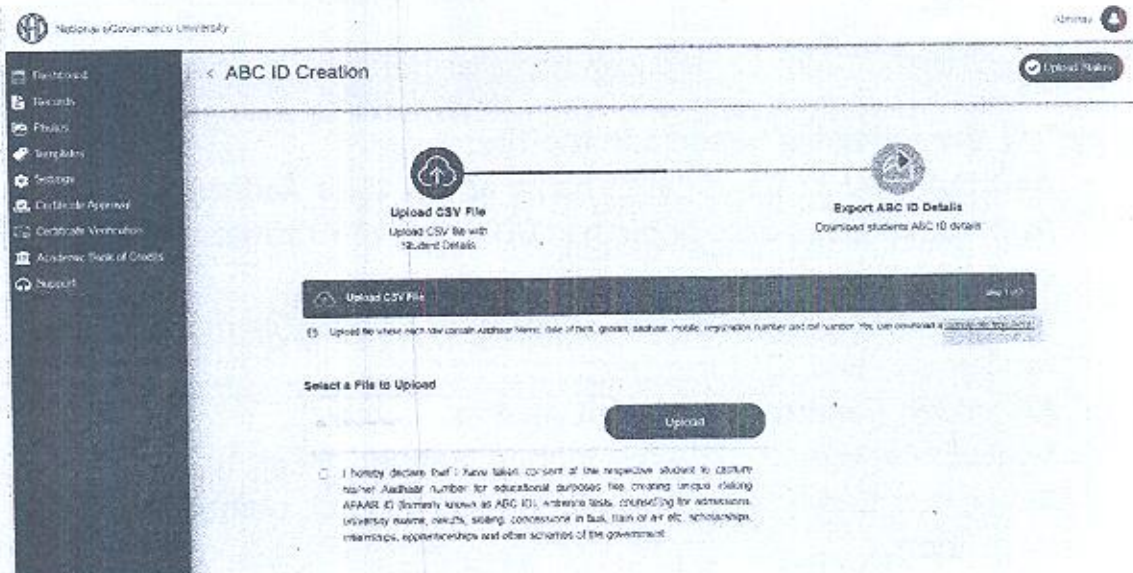
### Step 3: ABC ID Creation

- 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
	AADHAAR NAME	DOB	GENDER	AADHAAR	MOBILE	REGN_NO	RROLL			
1	AADHAAR NAME	DOB	GENDER	AADHAAR	MOBILE	REGN_NO	RROLL			
2	ABHINAV KUMAR	01/01/1990	M	123456789012	9876543210	123456789	1			
3	ABHINAV KUMAR	01/01/1990	M	123456789012	9876543210	123456789	2			
4	ABHINAV KUMAR	01/01/1990	M	123456789012	9876543210	123456789	3			
5	ABHINAV KUMAR	01/01/1990	M	123456789012	9876543210	123456789	4			
6	ABHINAV KUMAR	01/01/1990	M	123456789012	9876543210	123456789	5			
7	ABHINAV KUMAR	01/01/1990	M	123456789012	9876543210	123456789	6			
8	ABHINAV KUMAR	01/01/1990	M	123456789012	9876543210	123456789	7			
9	ABHINAV KUMAR	01/01/1990	M	123456789012	9876543210	123456789	8			
10	ABHINAV KUMAR	01/01/1990	M	123456789012	9876543210	123456789	9			
11	ABHINAV KUMAR	01/01/1990	M	123456789012	9876543210	123456789	10			
12	ABHINAV KUMAR	01/01/1990	M	123456789012	9876543210	123456789	11			
13	ABHINAV KUMAR	01/01/1990	M	123456789012	9876543210	123456789	12			
14	ABHINAV KUMAR	01/01/1990	M	123456789012	9876543210	123456789	13			
15	ABHINAV KUMAR	01/01/1990	M	123456789012	9876543210	123456789	14			
16	ABHINAV KUMAR	01/01/1990	M	123456789012	9876543210	123456789	15			
17	ABHINAV KUMAR	01/01/1990	M	123456789012	9876543210	123456789	16			
18	ABHINAV KUMAR	01/01/1990	M	123456789012	9876543210	123456789	17			
19	ABHINAV KUMAR	01/01/1990	M	123456789012	9876543210	123456789	18			
20	ABHINAV KUMAR	01/01/1990	M	123456789012	9876543210	123456789	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 shows the 'ABC ID Creation' page of the Tashkent Governance University portal. On the left is a sidebar menu with options: Dashboard, Records, Photos, Templates, Settings, Certificate Approval, Certificate Verification, Academic Bank of Credits, and Support. The main content area has a progress bar with two steps: 'Upload CSV File' (active) and 'Export ABC ID Details'. Below the progress bar, there is a section titled 'Upload CSV File' with a sub-instruction: 'Upload CSV file with Student Details'. A file upload box is present with the text 'Select a File to Upload'. Below this is a declaration checkbox: 'I hereby declare that I have taken consent of the respective student to capture their Academic number for educational purposes (eg. creating unique Student Academic ID/formerly known as ABC ID), entrance tests, counselling for admissions, university exams, results, grading, discussions in bus, train or at air, teleconferencing, internships, apprenticeships and other schemes of the government.' At the bottom right of this section is a 'Next' button.

### 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.



- |    | A               | B          | C      | D                  | E          | F        | G        | H          | I   | J | K | L | M |
|----|-----------------|------------|--------|--------------------|------------|----------|----------|------------|---|---|---|---|---|
|    | AADHAAR NAME    | DOB        | GENDER | AADHAAR            | MOBILE     | REGN_NO  | ROLL     | ASC_ID     | REMARKS   |   |   |   |   |
| 1  | Abhishek Sharma | 01-01-2000 | Male   | 123456789012345678 | 9876543210 | 12345678 | 90123456 | 1234567890 | ABC ID created  |   |   |   |   |
| 2  | Abhishek Sharma | 01-01-2000 | Male   | 123456789012345678 | 9876543210 | 12345678 | 90123456 | 1234567890 | ABC ID already exists                                     |   |   |   |   |
| 3  | Abhishek Sharma | 01-01-2000 | Male   | 123456789012345678 | 9876543210 | 12345678 | 90123456 | 1234567890 | ABC ID already exists                                     |   |   |   |   |
| 4  | Abhishek Sharma | 01-01-2000 | Male   | 123456789012345678 | 9876543210 | 12345678 | 90123456 | 1234567890 | ABC ID created  |   |   |   |   |
| 5  | Abhishek Sharma | 01-01-2000 | Male   | 123456789012345678 | 9876543210 | 12345678 | 90123456 | 1234567890 | Data entered does not match with the Aadhaar details      |   |   |   |   |
| 6  | Abhishek Sharma | 01-01-2000 | Male   | 123456789012345678 | 9876543210 | 12345678 | 90123456 | 1234567890 | ABC ID already exists                                     |   |   |   |   |
| 7  | Abhishek Sharma | 01-01-2000 | Male   | 123456789012345678 | 9876543210 | 12345678 | 90123456 | 1234567890 | ABC ID already exists                                     |   |   |   |   |
| 8  | Abhishek Sharma | 01-01-2000 | Male   | 123456789012345678 | 9876543210 | 12345678 | 90123456 | 1234567890 | ABC ID created  |   |   |   |   |
| 9  | Abhishek Sharma | 01-01-2000 | Male   | 123456789012345678 | 9876543210 | 12345678 | 90123456 | 1234567890 | ABC ID created  |   |   |   |   |
| 10 | Abhishek Sharma | 01-01-2000 | Male   | 123456789012345678 | 9876543210 | 12345678 | 90123456 | 1234567890 | ABC ID created  |   |   |   |   |
| 11 | Abhishek Sharma | 01-01-2000 | Male   | 123456789012345678 | 9876543210 | 12345678 | 90123456 | 1234567890 | ABC ID created  |   |   |   |   |
| 12 | Abhishek Sharma | 01-01-2000 | Male   | 123456789012345678 | 9876543210 | 12345678 | 90123456 | 1234567890 | ABC ID created  |   |   |   |   |
| 13 | Abhishek Sharma | 01-01-2000 | Male   | 123456789012345678 | 9876543210 | 12345678 | 90123456 | 1234567890 | ABC ID created  |   |   |   |   |
| 14 | Abhishek Sharma | 01-01-2000 | Male   | 123456789012345678 | 9876543210 | 12345678 | 90123456 | 1234567890 | ABC ID created  |   |   |   |   |
| 15 | Abhishek Sharma | 01-01-2000 | Male   | 123456789012345678 | 9876543210 | 12345678 | 90123456 | 1234567890 | ABC ID created  |   |   |   |   |
| 16 | Abhishek Sharma | 01-01-2000 | Male   | 123456789012345678 | 9876543210 | 12345678 | 90123456 | 1234567890 | Data entered does not match with the Aadhaar details      |   |   |   |   |
| 17 | Abhishek Sharma | 01-01-2000 | Male   | 123456789012345678 | 9876543210 | 12345678 | 90123456 | 1234567890 | ABC ID created  |   |   |   |   |
| 18 | Abhishek Sharma | 01-01-2000 | Male   | 123456789012345678 | 9876543210 | 12345678 | 90123456 | 1234567890 | ABC ID created  |   |   |   |   |
| 19 | Abhishek Sharma | 01-01-2000 | Male   | 123456789012345678 | 9876543210 | 12345678 | 90123456 | 1234567890 | The Aadhaar field must be exactly 12 characters in length |   |   |   |   |
| 20 | Abhishek Sharma | 01-01-2000 | Male   | 123456789012345678 | 9876543210 | 12345678 | 90123456 | 1234567890 | ABC ID created  |   |   |   |   |
| 21 | Abhishek Sharma | 01-01-2000 | Male   | 123456789012345678 | 9876543210 | 12345678 | 90123456 | 1234567890 | ABC ID created  |   |   |   |   |

Page 10 of 10