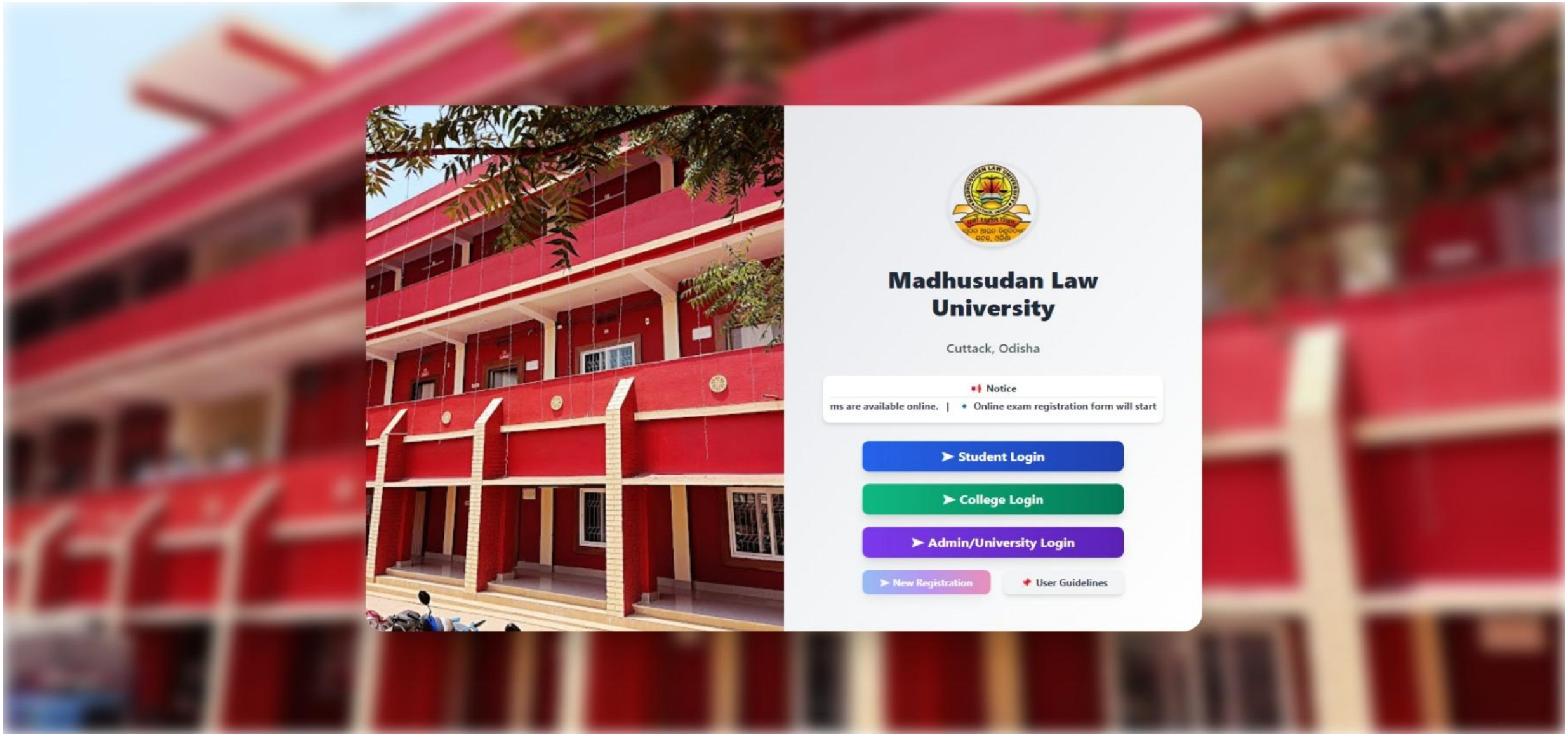


MADHUSUDAN LAW UNIVERSITY

USER GUIDE FOR STUDENT FORM FILL UP

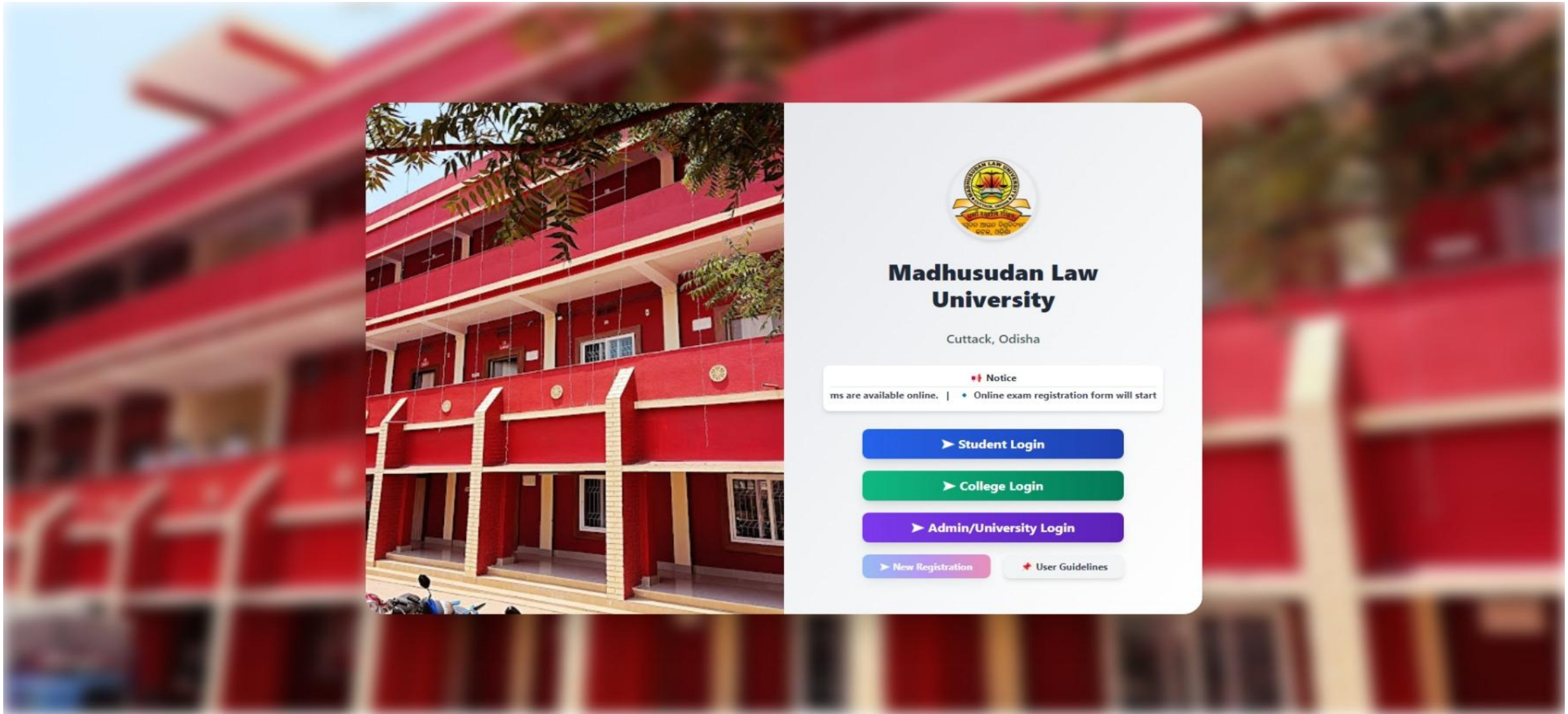
Step 1: Access the Login Page

To begin, open your web browser and go to the Madhusudan Law University student login page by clicking on the following link: https://mlu.datatech.ind.in/LogIn.aspx and click to Student Login



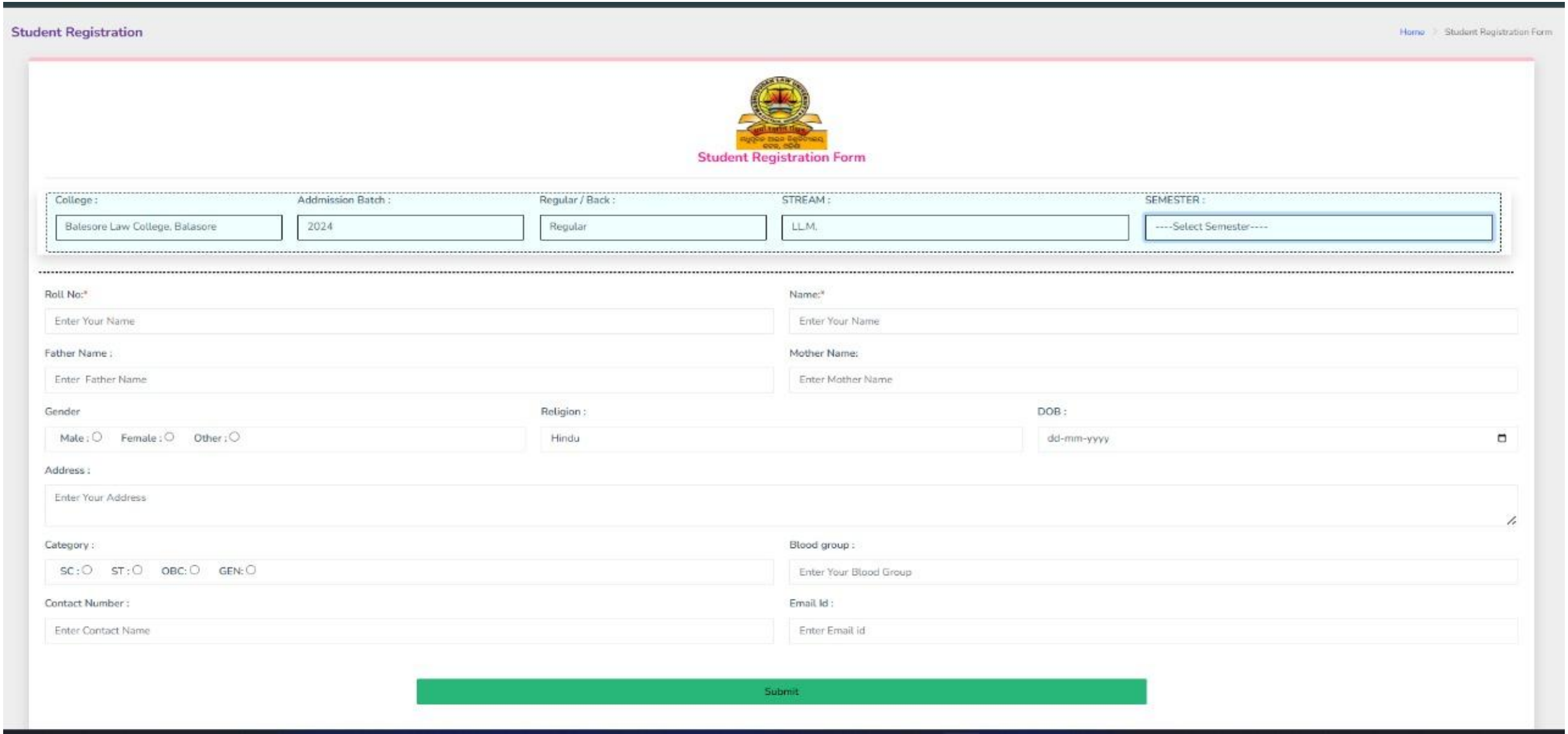
(I) Login Page

Students can log in to access course details, exam registration, and results, while colleges manage student data, and admins oversee operations. New students must complete registration before accessing services. Check the "User Guidelines" and notifications for updates or assistance.



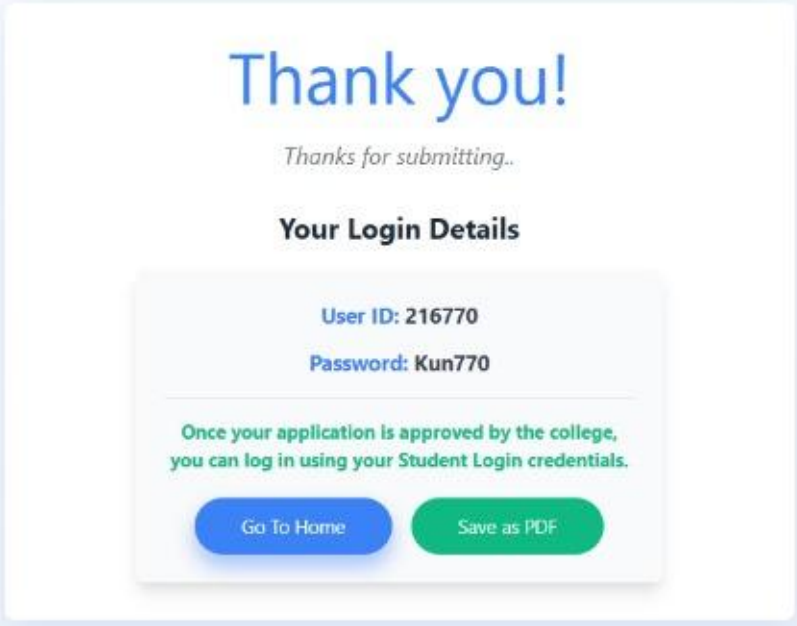
(II) Registration Page

Please fill in all the required fields accurately, including your name, roll number, and contact details. Ensure you select the appropriate category, semester, and other relevant options before clicking the "Submit" button.



(III) Login Credentials Confirmation

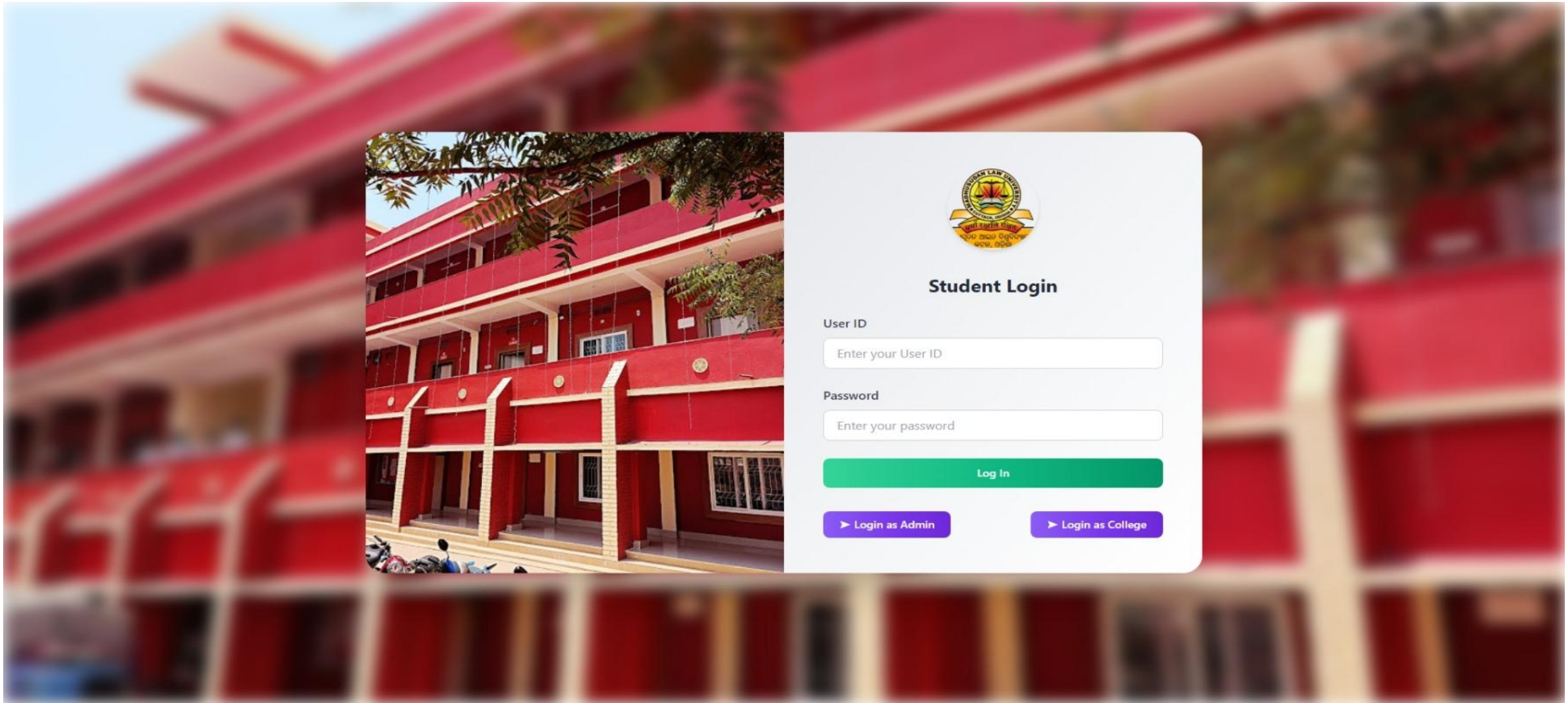
Save your User ID and Password securely for future login. You can download the details as a PDF and log in once your application is approved.



Step 2: Enter Your Credentials

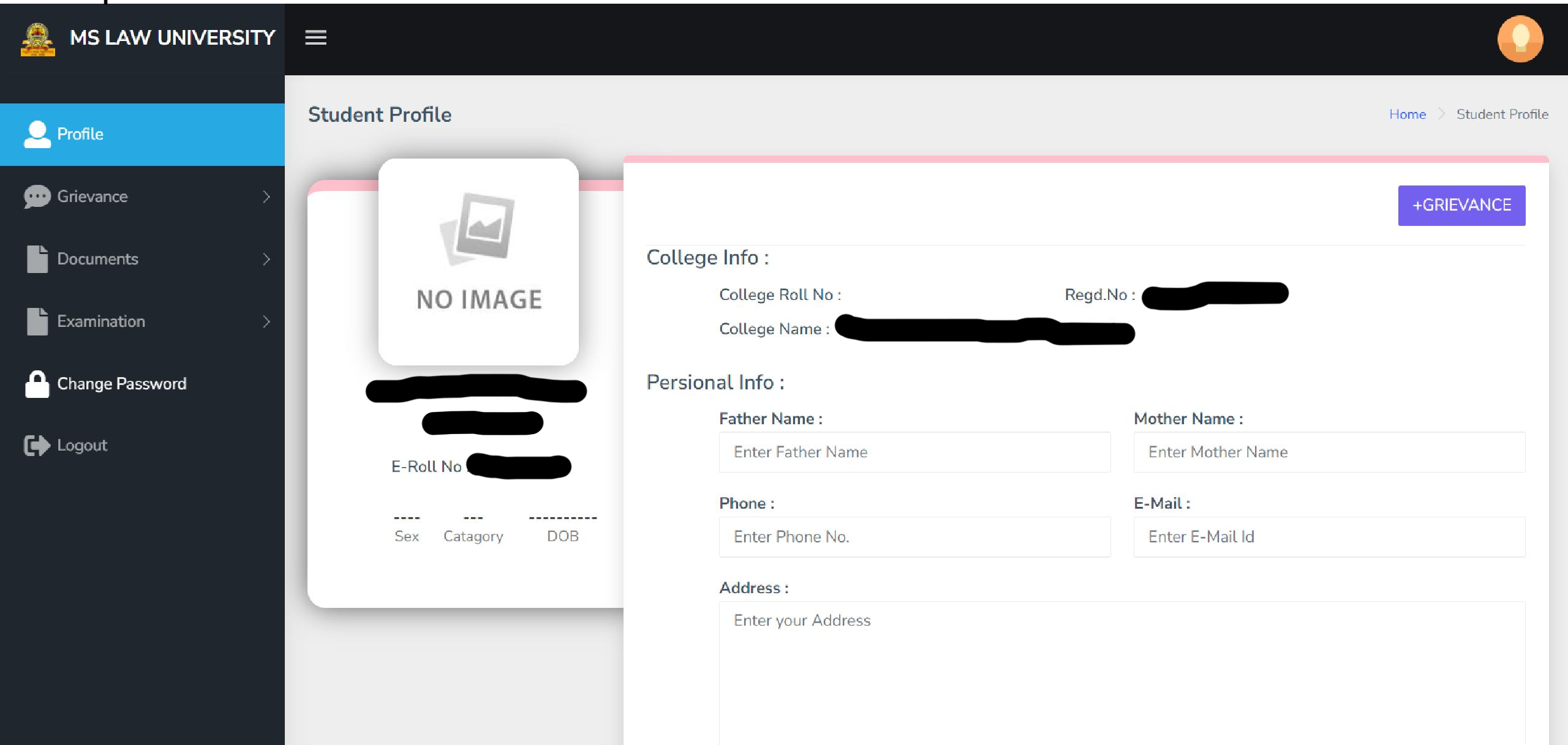
- Username: Enter your university-provided Exam Roll Number in the "Username" field. This is typically your student ID
- Password: Enter the password associated with your account. The default password is a combination of the first three capital letters of your name and the last three digits of your Exam Roll Number.

  Example: If your name is **John Doe** and your Exam Roll Number is **123456**, your default password will be **JOH456**.



Step 3: Your Dashboard

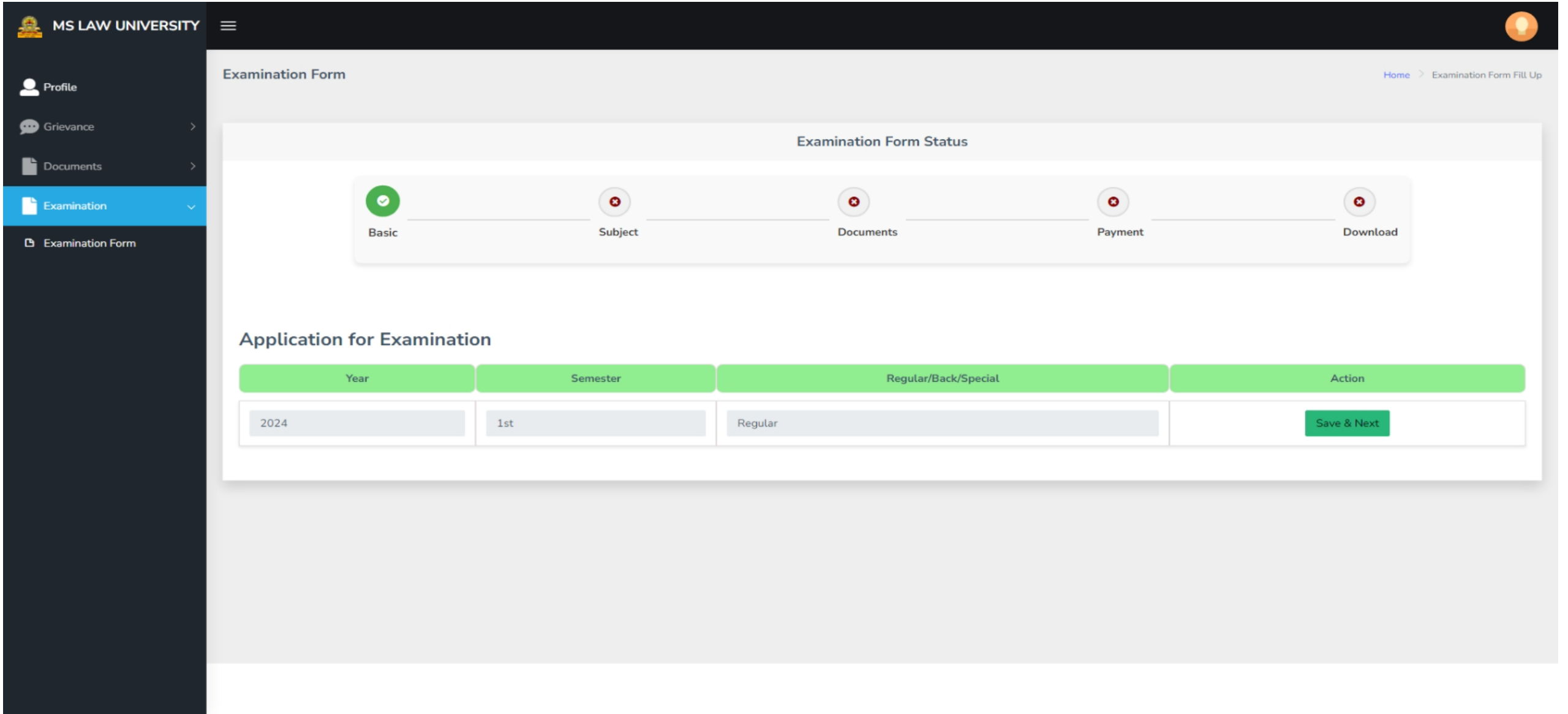
After logging in, you will be directed to your Student Profile dashboard, where you can view and manage your academic information. For your security, please update your password immediately. Go to the Change Password section to set a new, secure password.



Step 4: Fill Your Examination Form

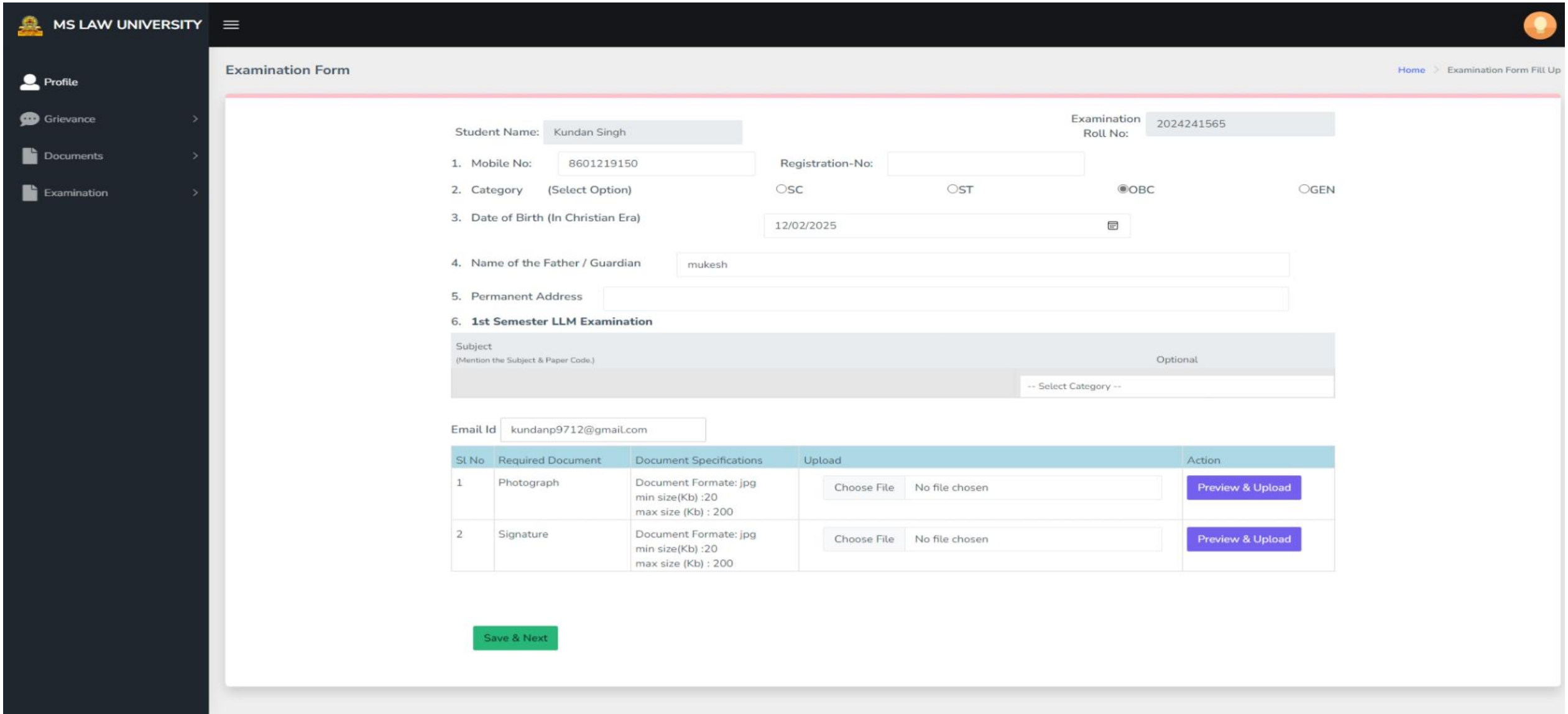
1.Navigate to the Examination Section:

1. From your dashboard, click on the "Examination" menu on the left-hand side.
2. Under this section, select "Examination Form" to access the form-fill-up page.



Step 5: Fill Your Examination Form

Please fill in your basic details accurately, including your mobile number, category, date of birth, your father's or guardian's name, and your permanent address. Make sure to select your subjects for the examination and provide a valid email ID for communication.



Step 5: Fill Your Examination Form

please upload your signature and a recent passport-sized photograph. Ensure that both files are clear and meet the required specifications for a smooth submission. (i) **Choose file and Click To Preview & Upload**

Subject (Mention the Subject & Paper Code.)		Optional
☑ Labour Law-II	☐ Mediation With Concilition	Private International Low
☑ Principles of Taxation Laws	☑ Moot Court	

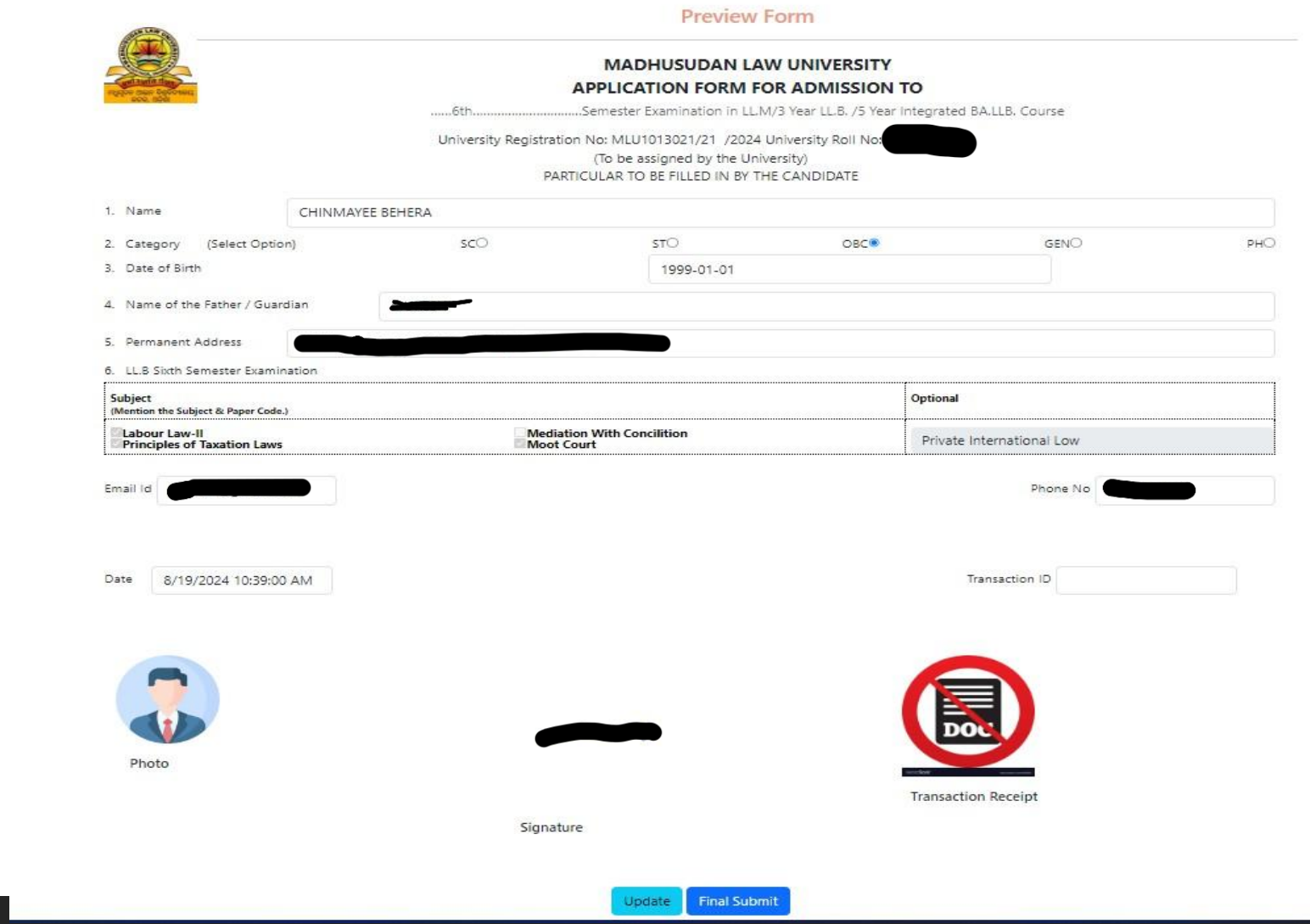
Email Id: Kundan@gmail.com

Sl No	Required Document	Document Specifications	Upload	Action
1	Photograph	Document Formate: jpg min size(Kb) :20 max size (Kb) : 200	Choose File No file chosen 	Preview & Upload
2	Signature	Document Formate: jpg min size(Kb) :20 max size (Kb) : 200	Choose File No file chosen	Preview & Upload

Save & Next

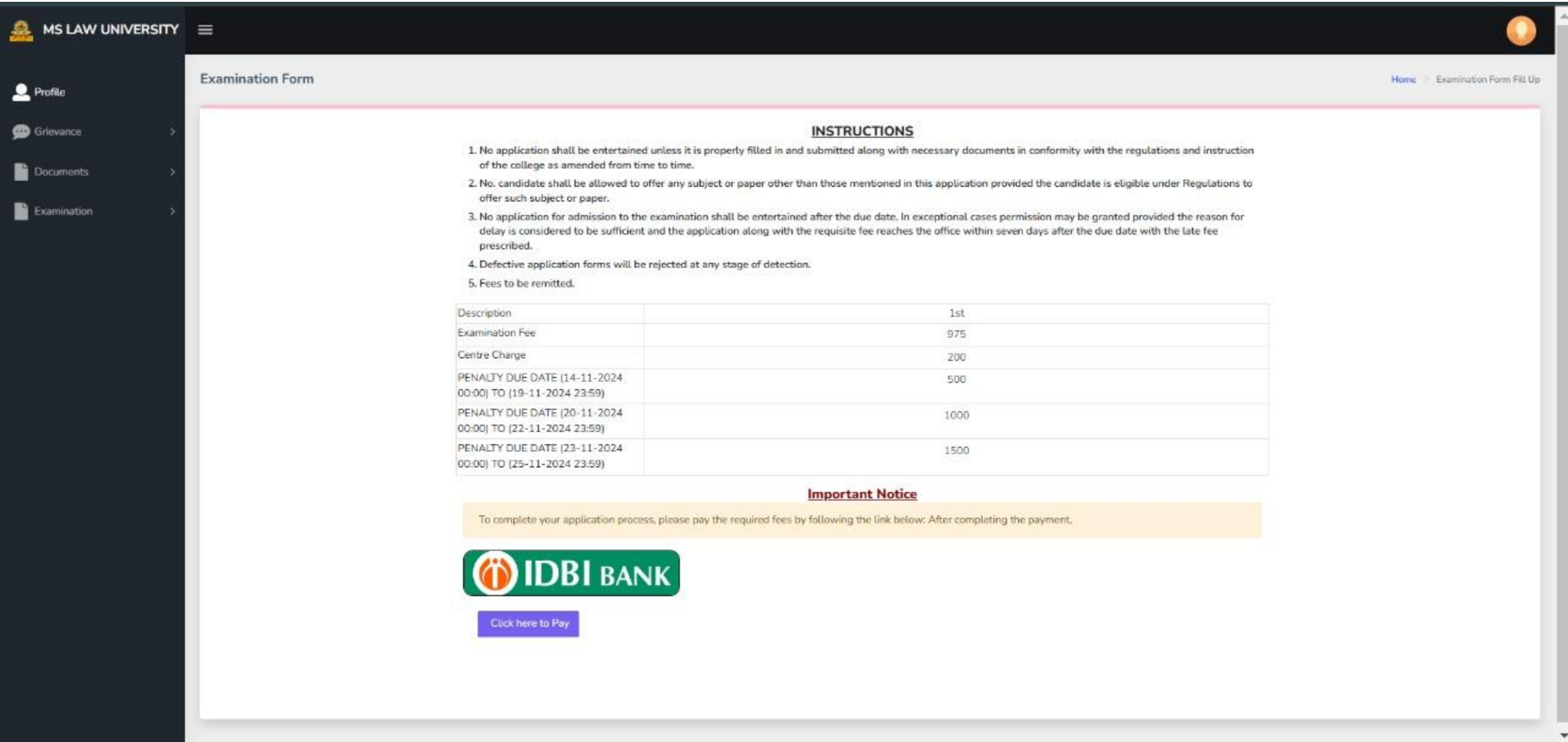
Step 6: Examination Fee Payment

review the information on your Examination form carefully. If everything looks correct and you are satisfied with the details, click the Final **Submit** button. If you need to make any changes, click the **Update** button to revise your form.



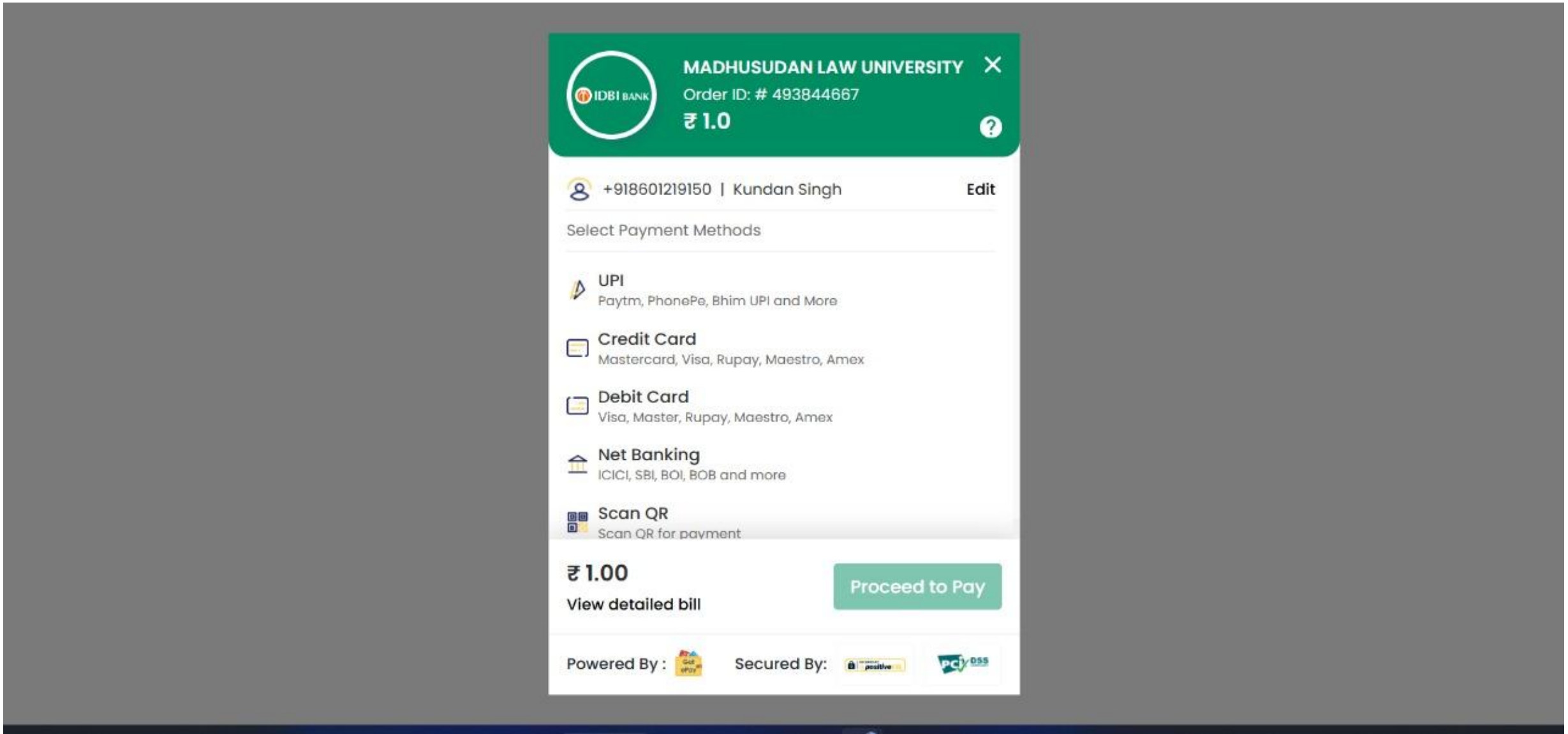
Step 7: Examination Fee Payment

After completing your form, proceed to pay the examination fee. Please review the fee details carefully before making the payment. Click the "Pay Now" button to proceed with the payment, and ensure the transaction is successful.



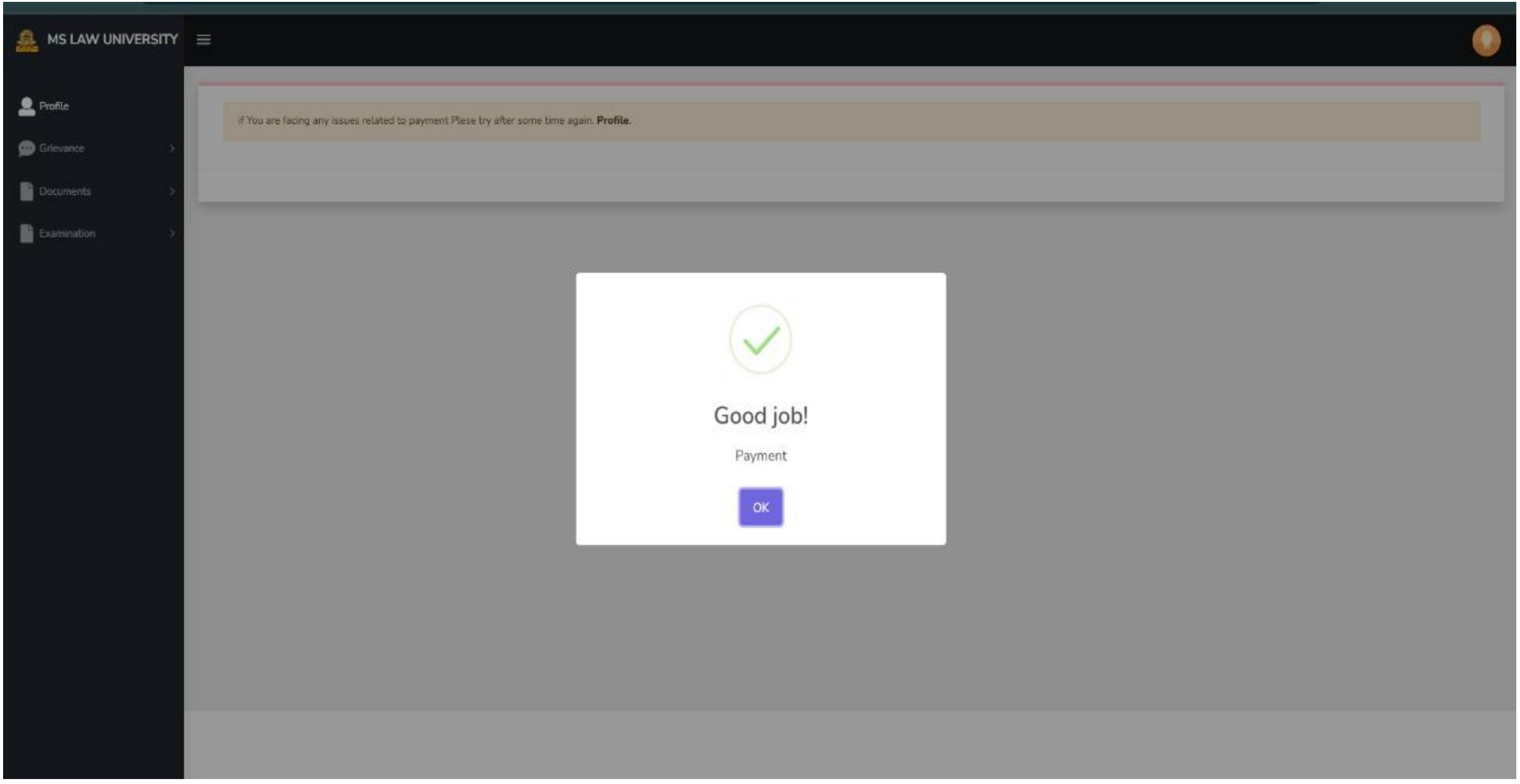
Step 8: Examination Fee Payment

Select your preferred payment method and complete the transaction. After a successful payment, wait for GetePay approval before proceeding.



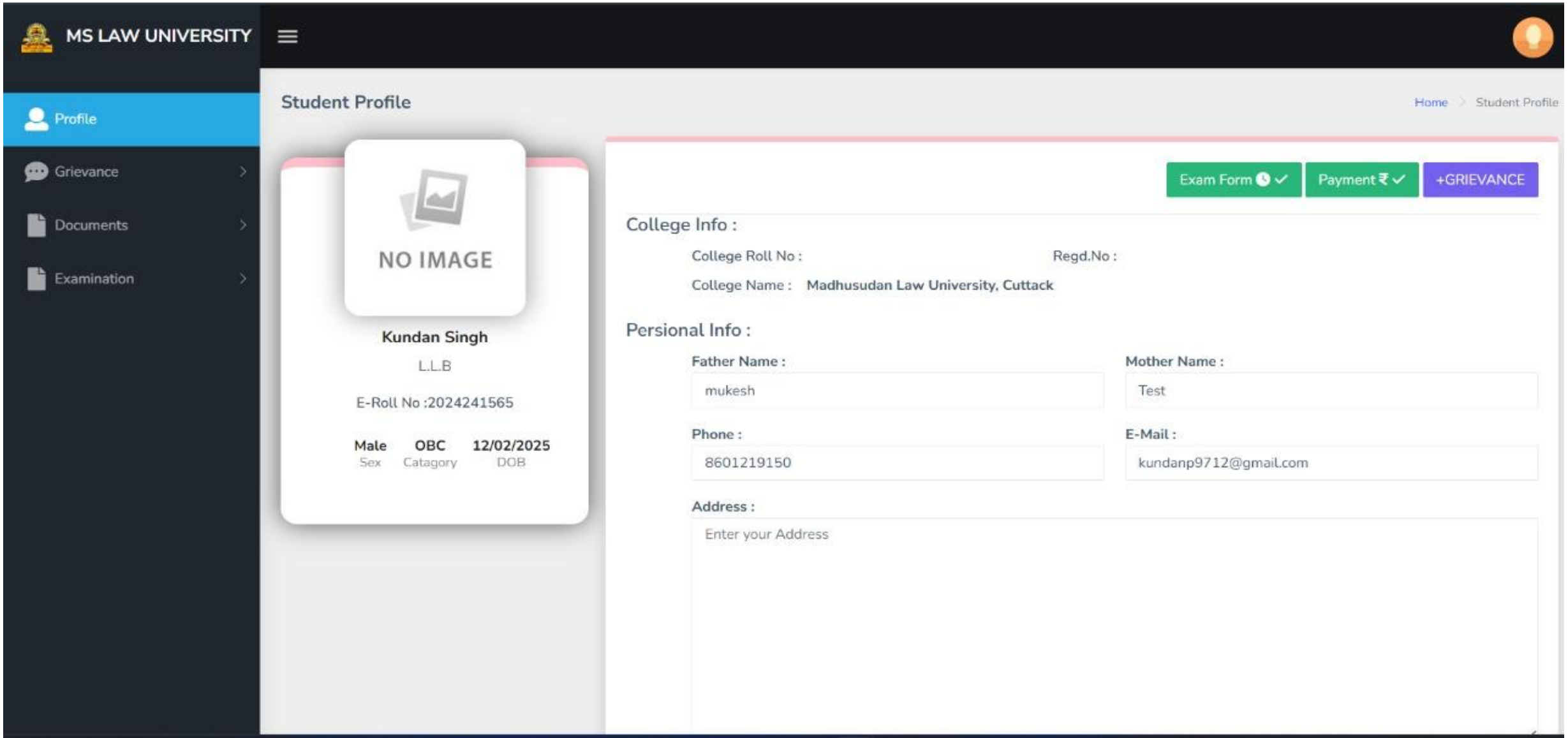
Step 9: Payment Confirmation

Your payment has been successfully processed. If you face any issues, please try again later or check your profile for updates.



Step 10: Student Profile

Ensure all personal and college details are correct. After successful payment, the "Exam Form" and "Payment" text background colour should turn green, indicating successful processing that you can see in your **Profile Page**. If it does not appear green in your profile, contact your college immediately.





Madhusudan Law University | ମଧୁସୂଦନ ଆଇନ ବିଶ୍ୱବିଦ୍ୟାଳୟ

State University, Established under The Odisha Universities Act ,1989

THANK YOU

datatech
A HOUSE OF DATA PROCESSING & SOFTWARE DEVELOPMENT