# GUIDELINE - STUDENT PORTAL

**Registration:**

**Q1. How to register in student portal after admission?**

**Q2. How to update personal details in my student portal?**

**Log In:**

**Q3.I am unable to open my student portal/forgot password to log in. What to do?**

**Q4. How can I log in to my student portal?**

**Q5. What will be log in I'd and password?**

**Class Related:**

**Q6. Where can I check session log in I'd and passwords?**

**Q7. How can I request to change my batch?**

**Q8. How can I cover my pending/missed sessions?**

**Q9. How can I mark my attendance?**

**Q10. How to give feedback?**

**Complaint/Request:**

**Q11.How can I raise ticket through student portal?**

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**Q12. Where can I check out study materials from my student portal?**

**Q13. Where can I check out class Power point presentations?**

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**Placement:**

**Q18. When can I apply for placement?**

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**Examination**


**Q20. When can I appear for the exam?**

**Q21. Where will I get the option to attend the exam?/ How can I appear for the exam?**

**Q22. How can I download my certificates?**

**Q23. When will I receive my certificates?**

**Q24. What is the minimum score to pass the exam?**

**Q25. Which type of qns will be there?**

**Q26. Why one notice board option is there?**

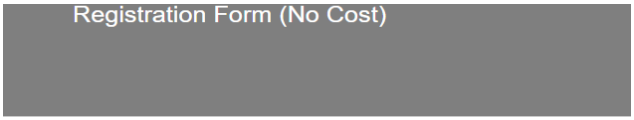
# GUIDELINE - STUDENT PORTAL

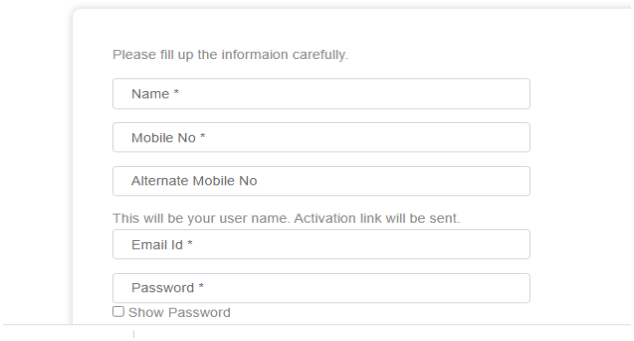
**Q1. How to register in student portal after admission?**

Ans:

- 1. Fill up the Sign-up form by clicking on the below link. Enter correct mail id, as this mail id will be your user name and activation link will be sent in this mail id.

  Link : https://onlinehrspot.com/studentportal/new_student_registration.php



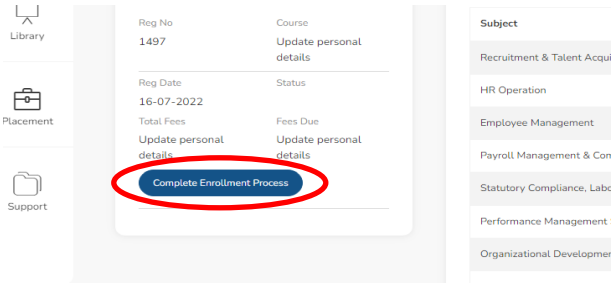




- Kindly open your mail box to get the activation link.

- Click onto the activation link and wait for some time to get a msg of "Activation Successful".
- Then click on the below link to open your portal with the mail id and password entered by you to login.

  Link: https://www.onlinehrspot.com/studentportal/hrspot-student-login.php

- Once your payment is updated by us (Will take 2 working days) you have to update your personal details and upload your photo in the portal to complete the enrollment process.



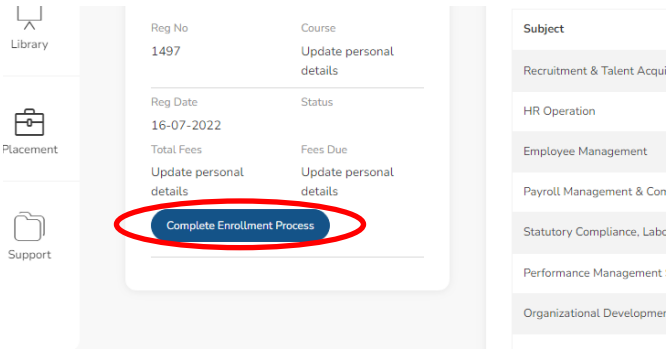
# GUIDELINE - STUDENT PORTAL

- Once the enrollment process is completed, you can now explore the portal and see course materials, video, presentation etc.
- You can also see the class schedule, meeting id and password to attend class.

**Q2. How to update personal details in my student portal?**

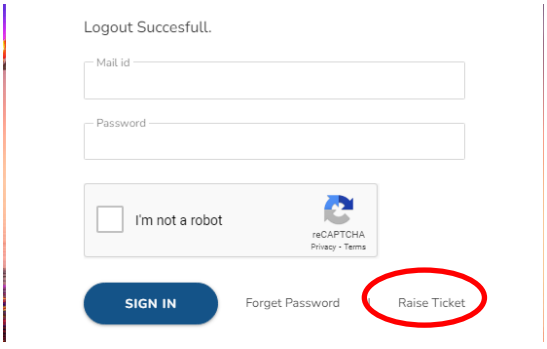
Ans:

- Once your payment is updated by us (Will take 2 working days) you have to update your personal details and upload your photo.
- Click on "complete enrollment process" and update your personal details like the following.

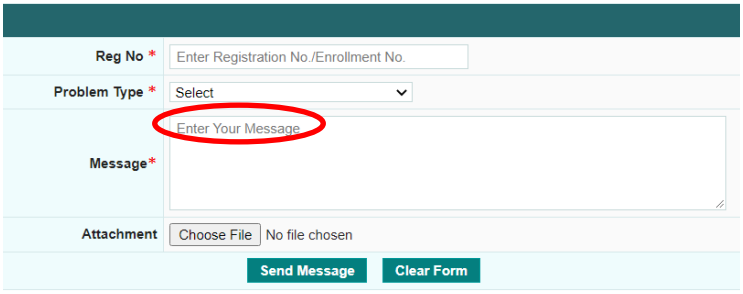



**Q3.I am unable to open my student portal. What to do?**

- Ans: Go to log in page and try to log in.
- Again if getting any error message, for password mismatch process towards “forgot password” otherwise raise a ticket regarding other problem.



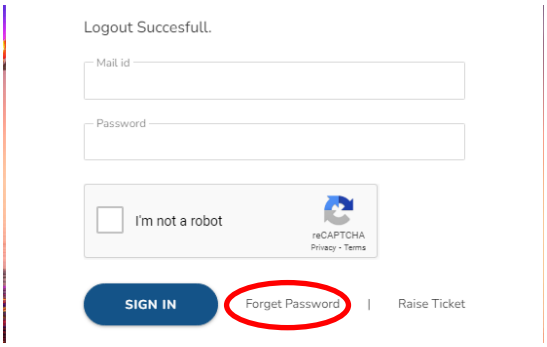
# GUIDELINE - STUDENT PORTAL




**4. What if I forget my log in password?**

Ans:

- First check your registered email I'd for log in password. Use the password and try to log in.
- Again if getting any error message, check whether if it's saying password mismatch.
- Then go to log in page and click on "forgot password".

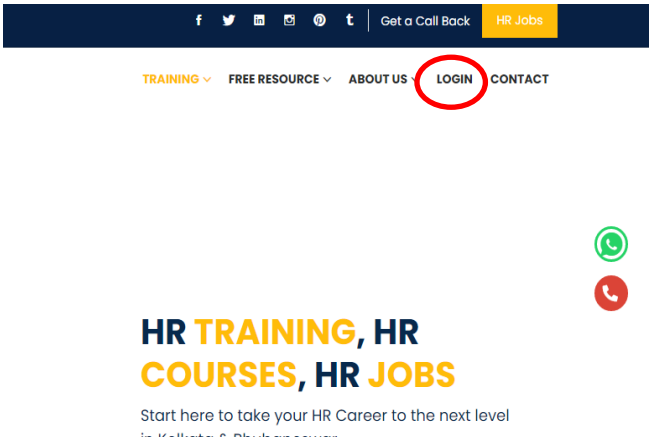



- Follow the steps to reset your password.

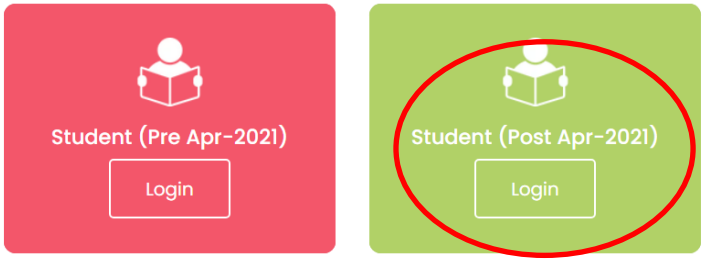
**Q5. How can I log in to my student portal?**

- Go to - www.onlinehrspot.com then select "log in" option

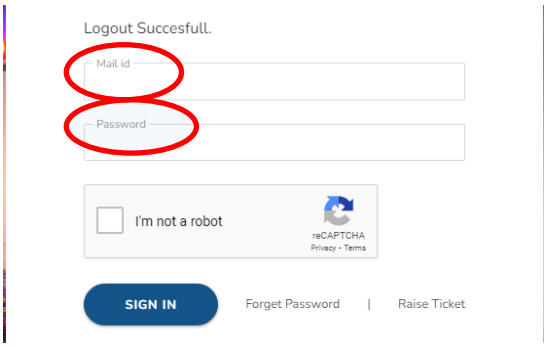
# GUIDELINE - STUDENT PORTAL




- Then select “log in option Post Apr -2021”




- And use the registered email ID and password to log in as credentials.




**Q6. What will be user-id and password?**

Ans:

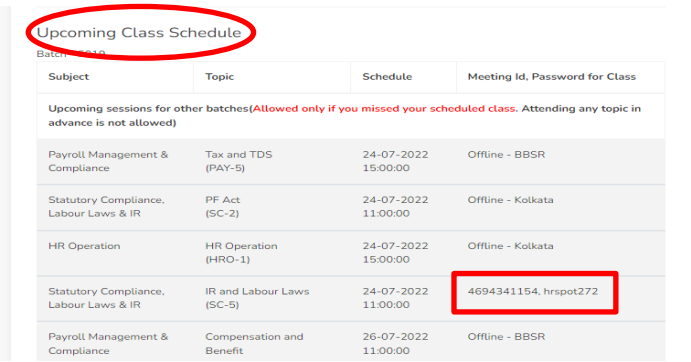
- Your registered “email I’d” will be used as your uder-id and password, which you previously set when you registered.

# GUIDELINE - STUDENT PORTAL

**Q7. Where can I check session log in I'd and passwords?**

Ans:

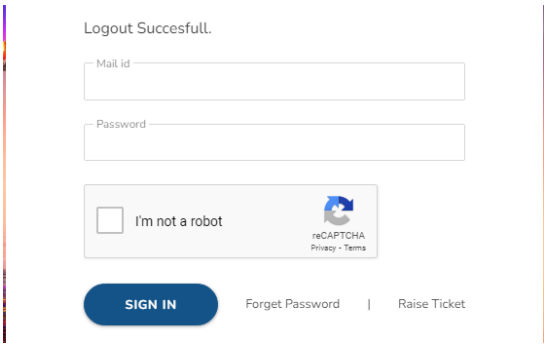
- After logging in to your student portal, scroll down and you can check your log in ID and passwords under "upcoming class schedule".




**Q8. How can I request to change my batch?**

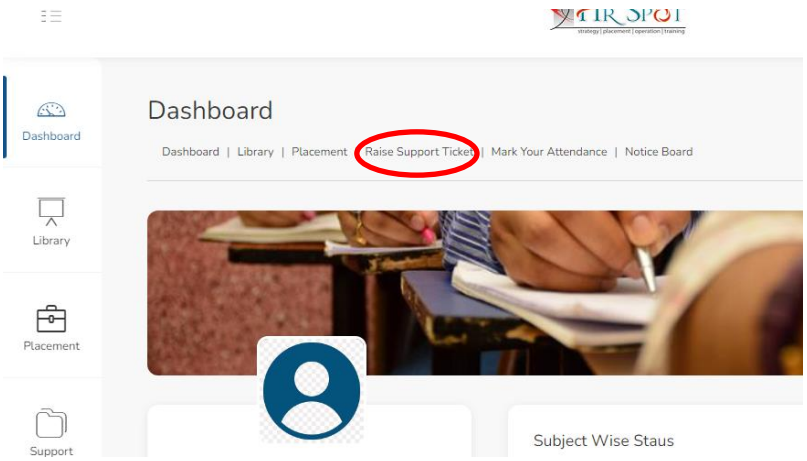
Ans:

- Log in to your portal by using your ID and password.

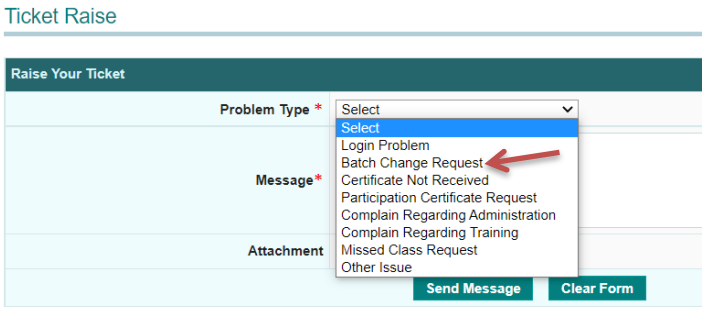



- And then select "Raise Support Ticket".

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- Then send the message after selecting the problem type as "Batch change request" and typing your message in the inbox.

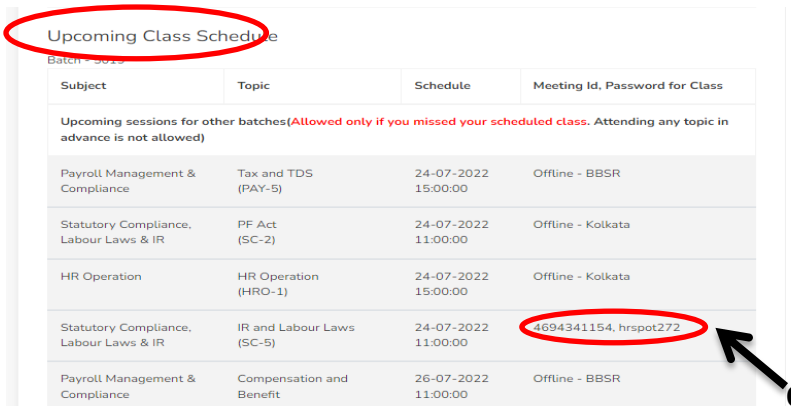



**Q9. How can I cover my pending/missed sessions?**

Ans:

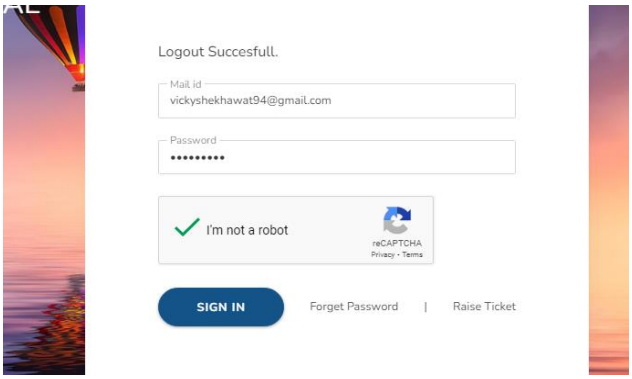
- After logging in to the student portal, go to "Upcoming Class Schedule" and you can check out all the upcoming classes in a timely manner.
- And according to the schedule, you can attend the session you missed.
- For online sessions collect log in I'd & password to connect through zoom and for offline sessions check out the time of session and visit institute accordingly.

# GUIDELINE - STUDENT PORTAL

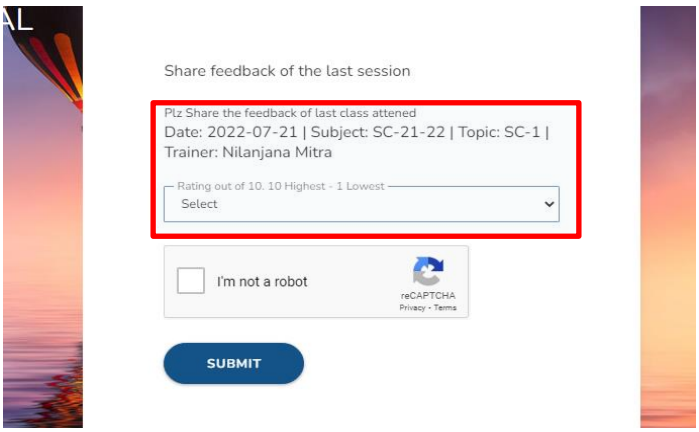



**Q10. How can I share class feedback?**

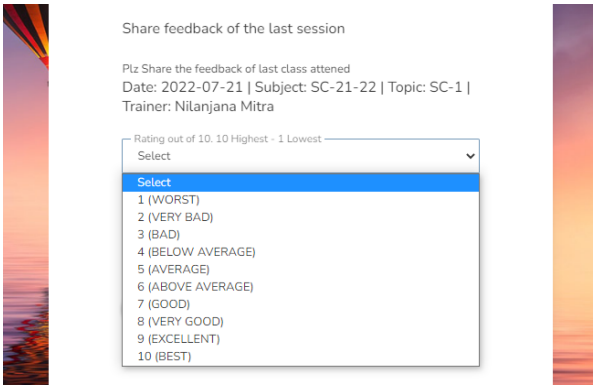
- Once you will log in using email I'd and password after any session.



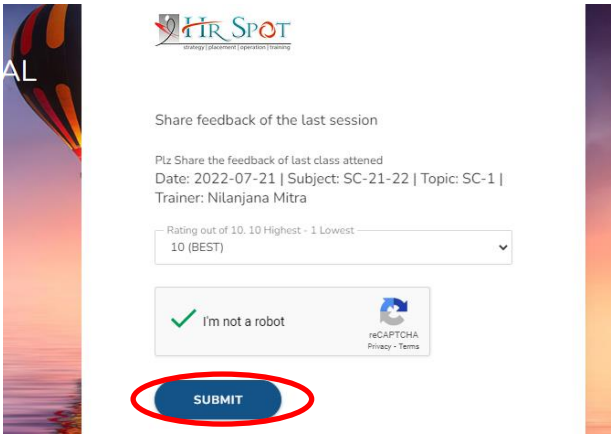

- You will get the option share feedback for last session.




- Select the feedback you want to share.



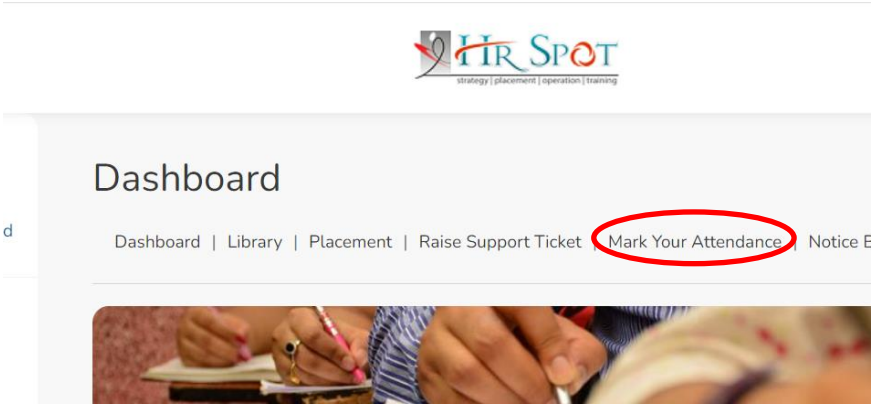

- Then click on “Submit”




**Q11. How can I mark my attendance if my classes are shown as absent?**

Ans:

- After logging into your portal, go to the mark your attendance option.



- And then click on “mark here” option right side of the required sessions.

Mark Your Attendance

| Sl. No. | Not Attended Subject | Topic | Action |
|---|---|---|---|
| 1 | HR Analytics 1 | AN-1 | Mark Here |
| 2 | HR Analytics 1 | AN-1 | Mark Here |
| 3 | HR Analytics 2 | AN-2 | Mark Here |
| 4 | HR Analytics 2 | AN-2 | Mark Here |
| 5 | Employee Management | EM-1 | Mark Here |
| 6 | Employee Management | EM-1 | Mark Here |
| 7 | HR Operation | HRO-1 | Mark Here |

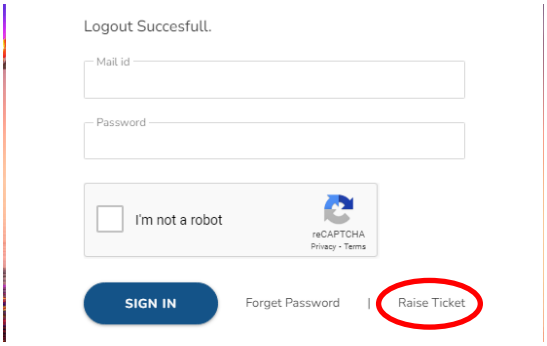
- List of classes with trainer name will appear, select the class you have attended and “submit” the request for approval.

Select class of **'Employee Management (EM-1)'**

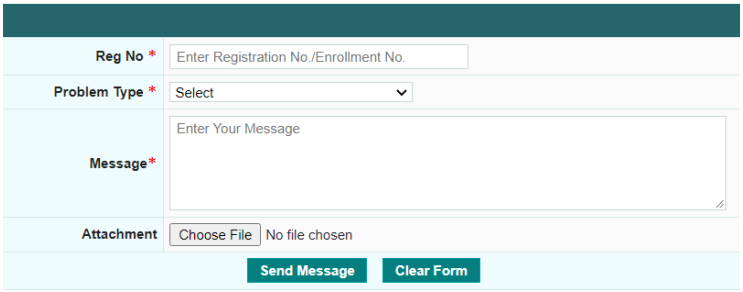
| Sl. No. | Class Date | Class Time | Trainer Name | Select Class |
|---|---|---|---|---|
| 1 | 31-Jul-2022 | 15:00:00 | Nilanjana Mitra | ○ |
| 2 | 21-Jul-2022 | 11:00:00 | Bijeta Pallai | ○ |
| 3 | 05-Jul-2022 | 20:00:00 | Nilanjana Mitra | ○ |
| 4 | 12-Jun-2022 | 15:00:00 | Bijeta Pallai | ○ |
| 5 | 29-May-2022 | 13:00:00 | Bijeta Pallai | ○ |
| 6 | 29-May-2022 | 11:00:00 | Madhurya Jana | ○ |

**Q12.How can I raise ticket through student portal?**

- Go to the log in page and click on “raise ticket” as marked below.



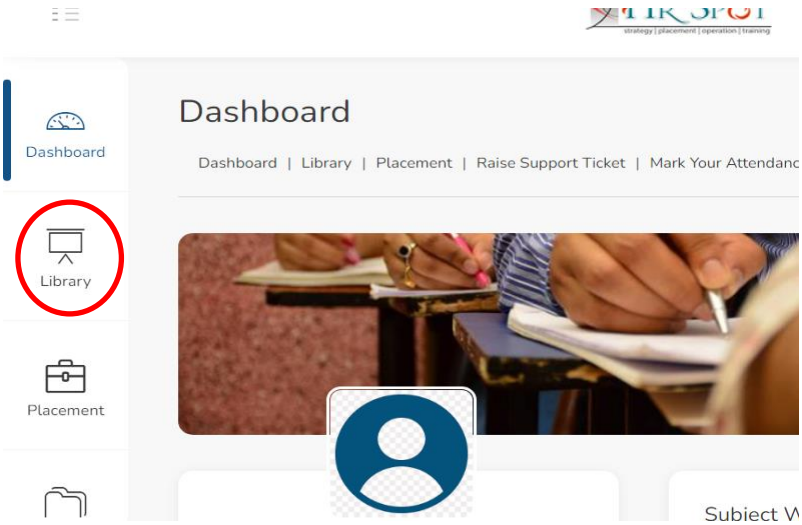

- One form will be opened like the following. Fill up the details, choose the problem type and submit.




**Q13. Where can I check out study materials from my student portal?**

Ans:

- First log in to the portal and then go to the library section.

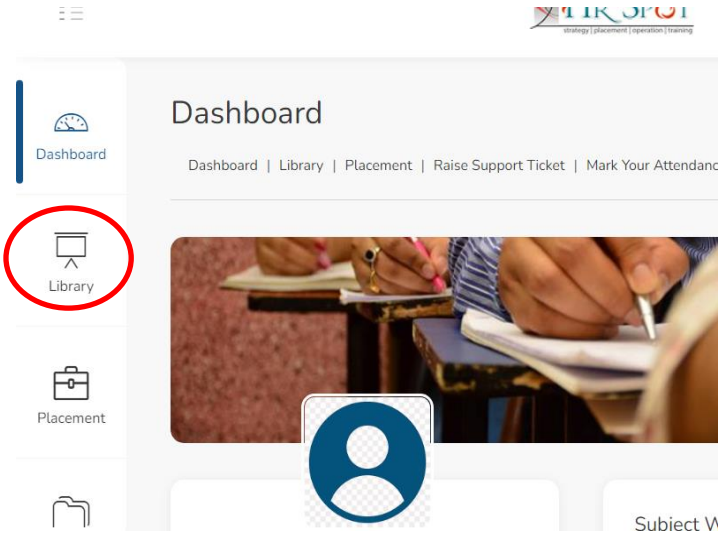


- You will get the knowledge materials section, where you can check out materials in different forms.

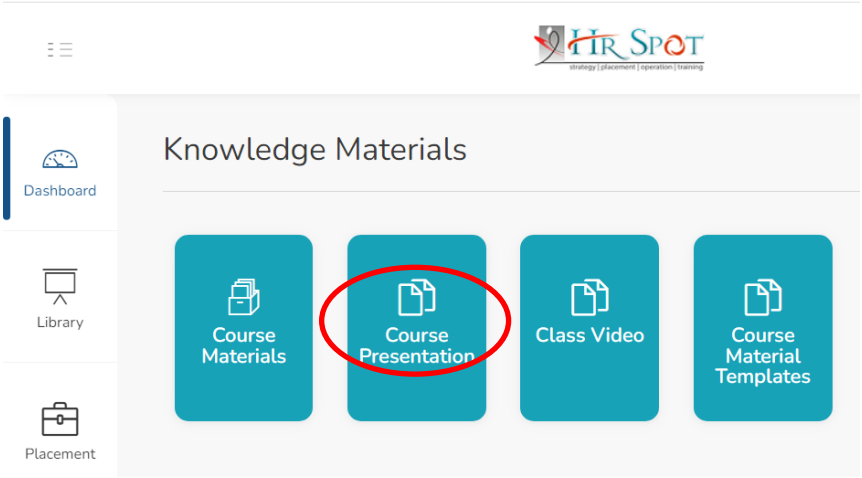
**Q14. Where can I check out class Power point presentations?**

Ans:

- After logging in, – go to the library section.

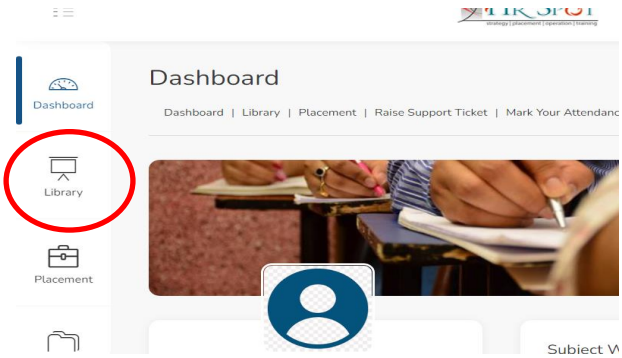



- Then click on **"Course Presentation"**

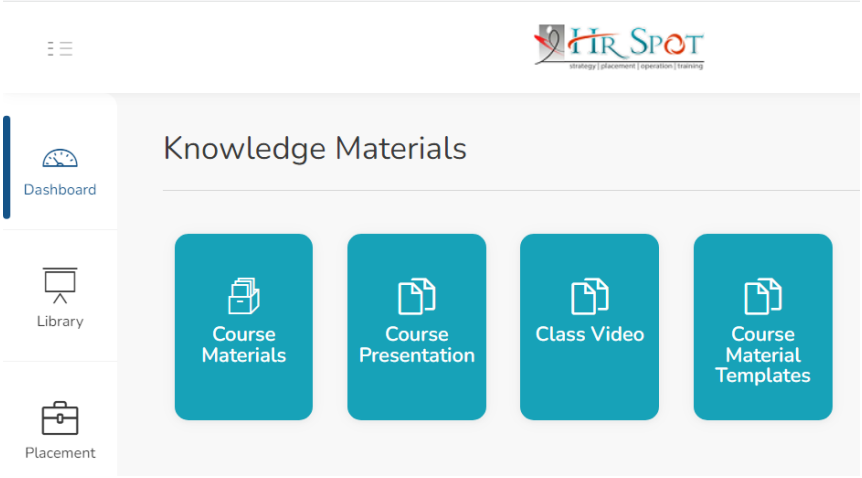



**Q15. Where shall I get class notes?**

Ans: After logging in, go to the library option, then you can access the study materials in different modes.



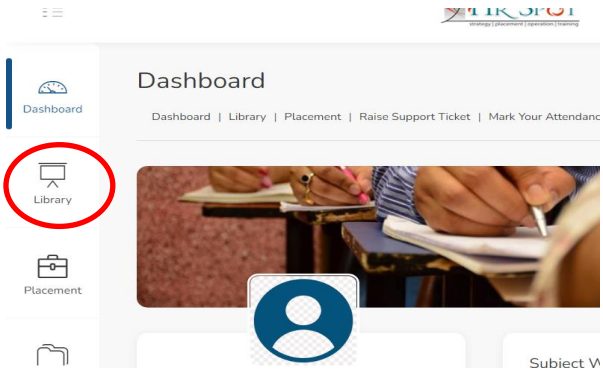

- Study materials in different modes.



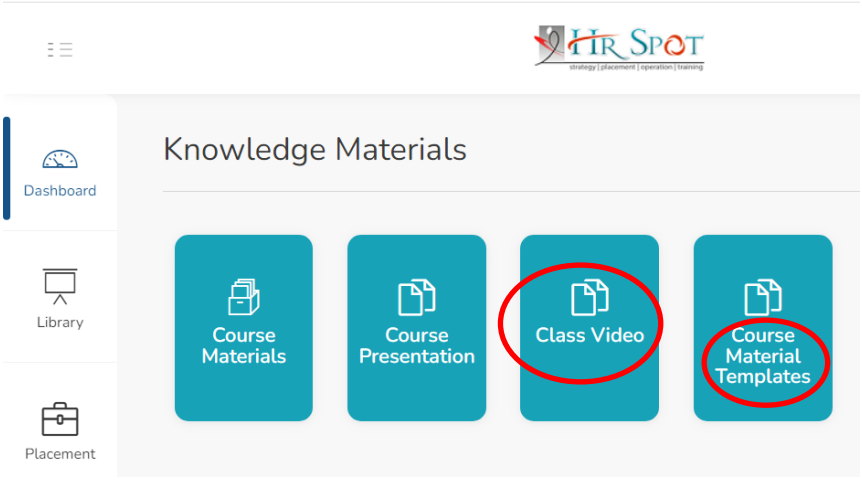

**Q16. How can I download study materials or notes?**

Ans:

- After logging in, go to the library option



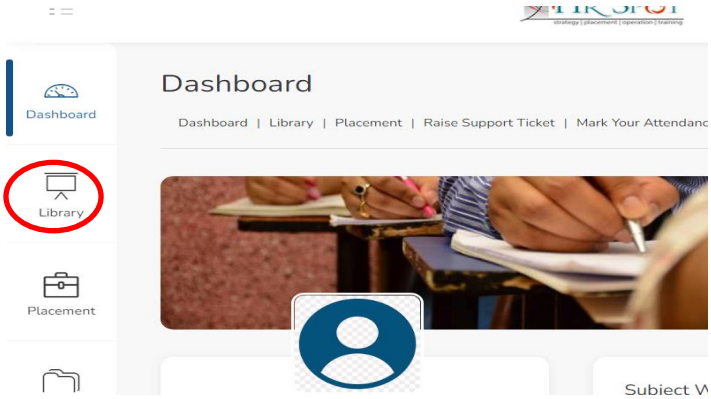
- Then you can access the study materials in different modes.
- Open the materials you want to download and, however, you can download "class video" and "course material templates" by right-clicking and selecting "download."




**Q17. How can I download class videos?**

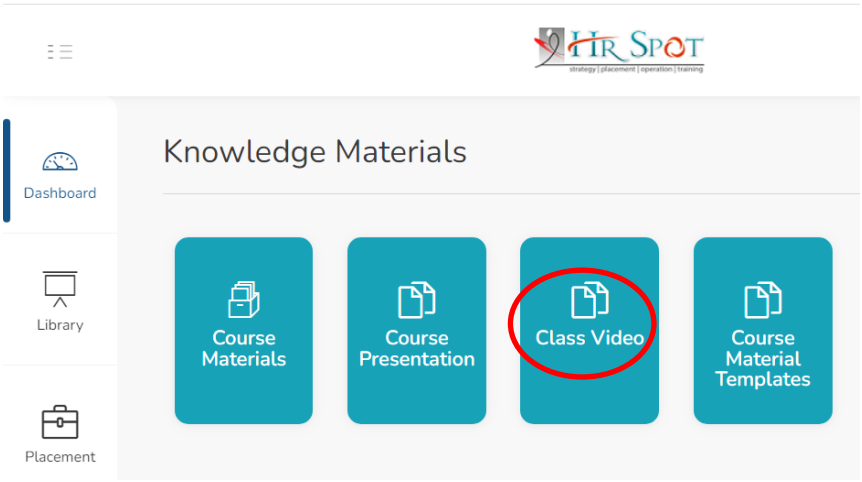
Ans:

- After logging in, go to the library option

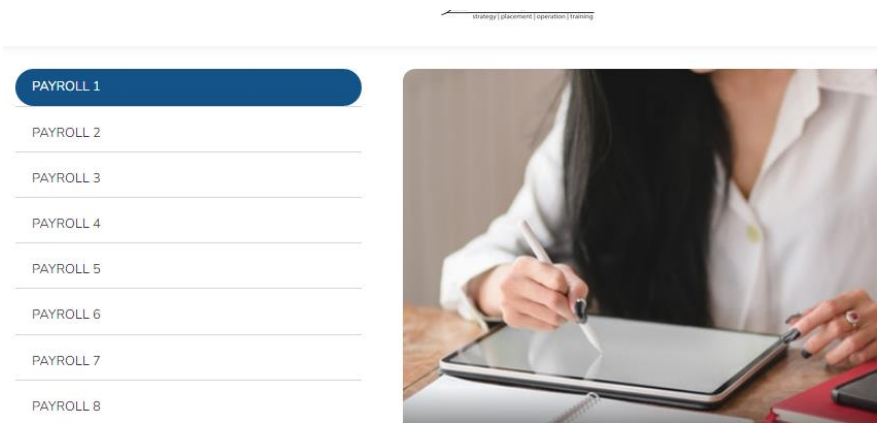



- Then you can access the study materials in different modes.
- Open the class video section, choose the module, and open the video you want to download.

# GUIDELINE - STUDENT PORTAL



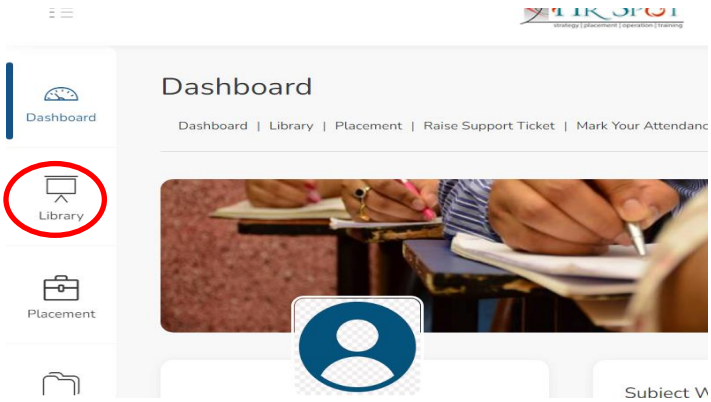

- You can download "class video" by right-clicking and selecting "download."



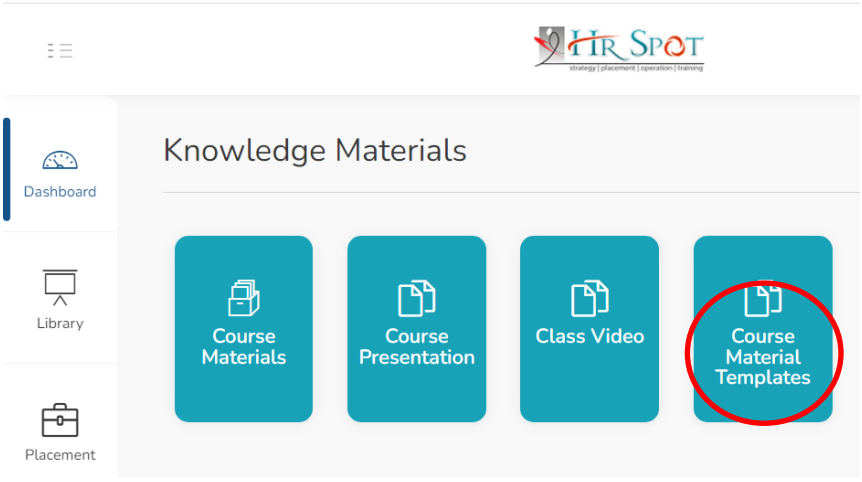

**Q18. Where shall I get formats related to various modules?**

Ans:

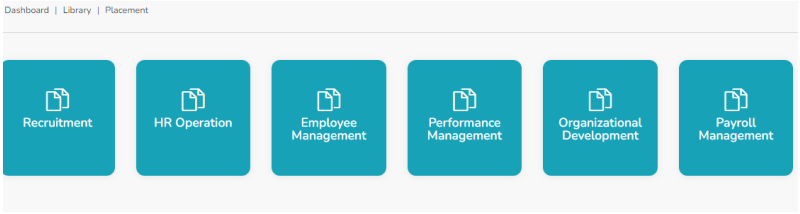
- After logging in, go to the library option



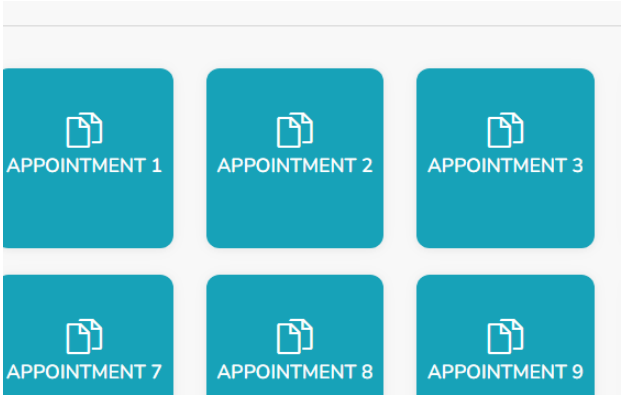
- Then you can access the study materials in different modes. Select “Course Material Templates”




- Double click to check formats for different modules.




- Select the module, check out the formats and click on the same to download.




**Q19. When can I apply for placement?**

Ans:

- Once you complete your course and clear the final evaluation procedure (exam), then you will be eligible to apply for placement by registering for the same.

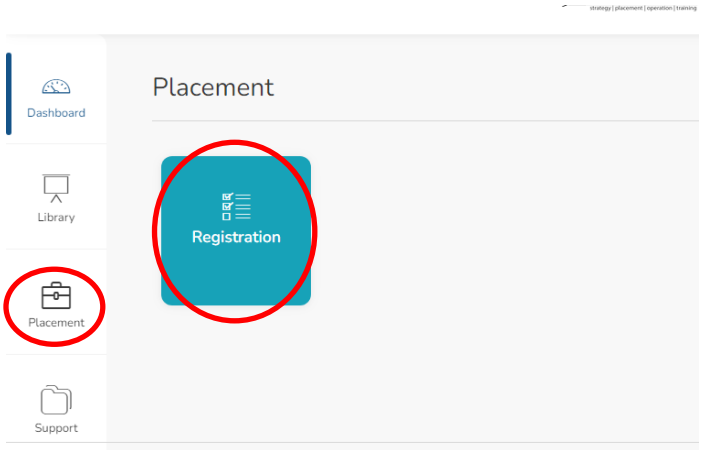
**Q20. How can I apply for placement registration?**

Ans:

- Once you complete your course and pass the final evaluation procedure (exam), then you will be eligible to register for placement.

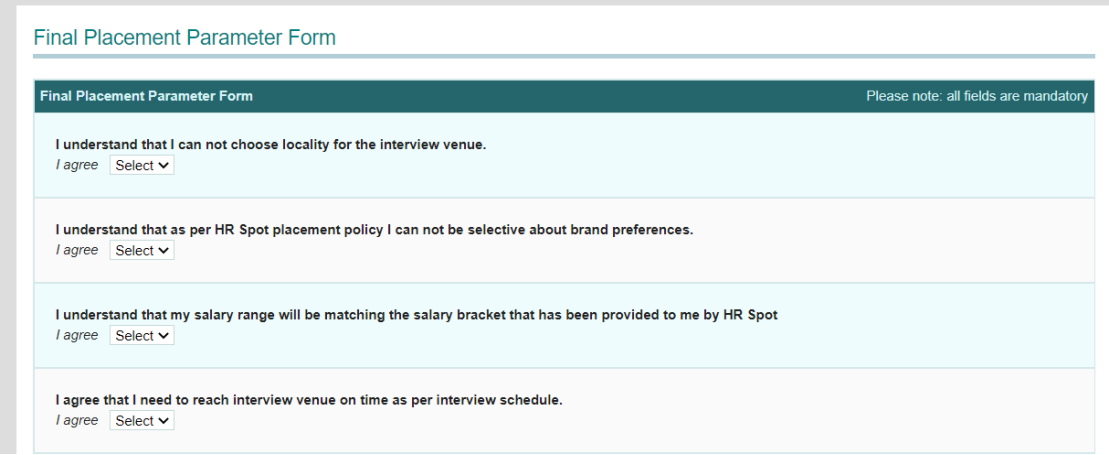
- After the exam, you will get one auto-generated email related to placement.

- You need to revert back if you are interested in placement.
- Accordingly, you will get a call from the placement department for the placement registration process.
- After registration fee payment, log in to your portal and click on the placement tab.
- Then click on registration

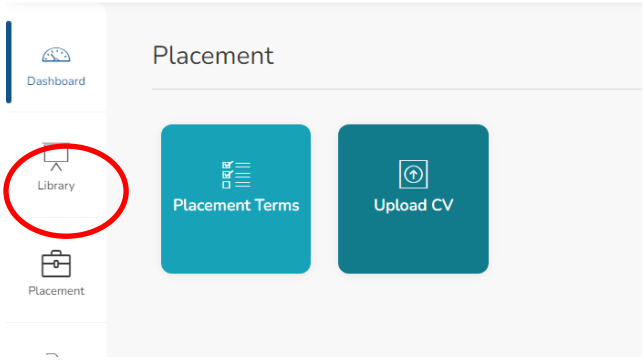



- Fill the placement parameter form.

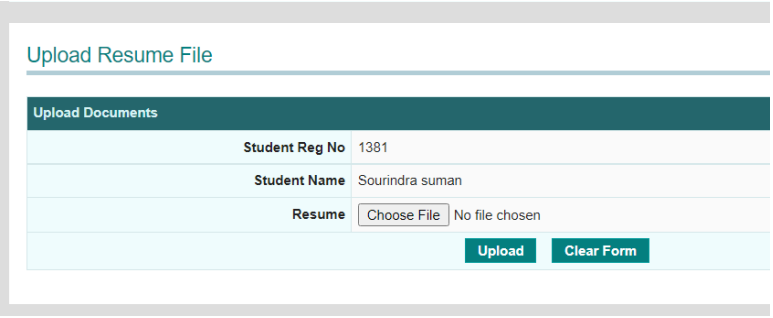
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- Submit the form.
- Then click on upload your CV




- Select your resume and upload.




- Next process will be taken care by placement department.

**Q21. When can I appear for the exam?**

Ans:

- Once you have completed all your sessions and all your attendance has been marked like the following then you will be eligible to appear for your exam.




**Q22. Where will I get the option to attend the exam?/ How can I appear for the exam?**

Ans:

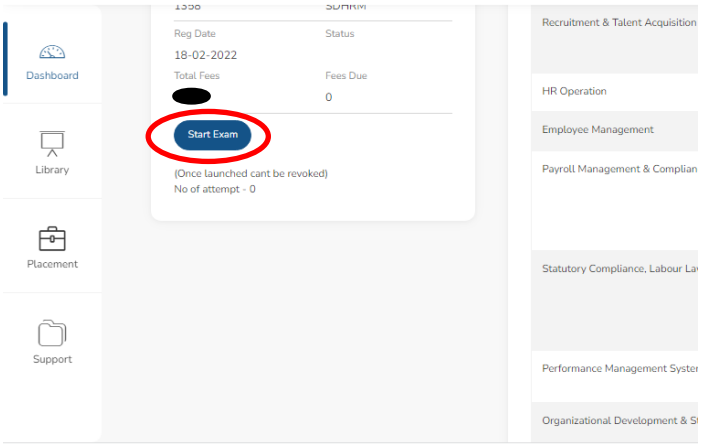
- Once you have completed all your sessions and all your attendance has been marked as following, you will be eligible to appear for your exam.




- After that “Start Exam” link will be activated. Click on “Start Exam” to appear.

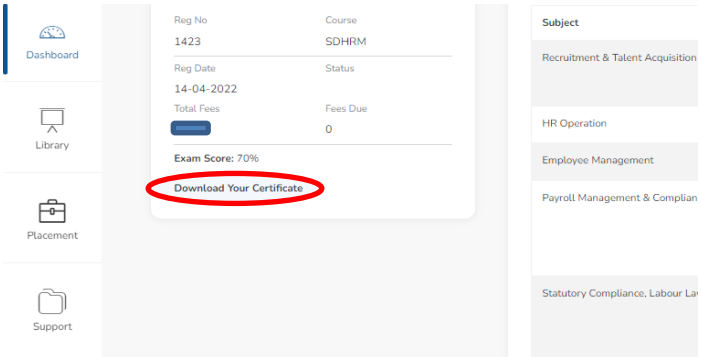
- Once you click on the link, you will be able to attend your final exam.

# GUIDELINE - STUDENT PORTAL




**Q23. How can I download my certificates?**

Ans: Once you pass the exam, the "download your certificate" link will be activated in the dashboard section.



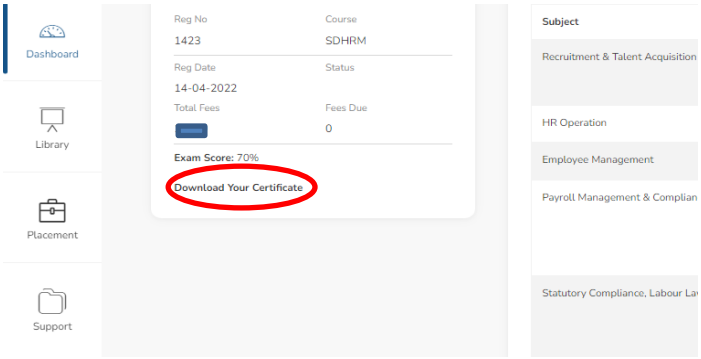

Click on the link to download your certificates.

**Q24. When will I receive my certificates?**

Ans:

- Within 15 days of clearing your exam, your certificates will be updated. Then you can download your certificates from your student portal.

# GUIDELINE - STUDENT PORTAL




**Q25. What is the minimum score to pass the exam?**

Ans:

- You have to score at least 50% to crack the exam.

**Q26. Which type of qns will be there?**

- Multiple choice types of questions will be there.

Q**27. Why one notice board option is there?**

Ans:

- When there will be any announcements related to holidays, important updates related to class, and other situational issues, you will be notified at that time, and you can check the details by visiting the "Notice Board" option.