Step by Step User Guide

Updating APAAR ID Card from DigiLocker

Automated Permanent Academic Account Registry

APAAR – "One Nation, One Student ID"

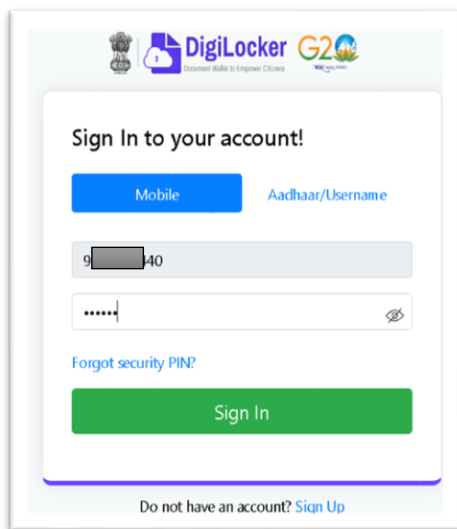## Updating basic details on APAAR ID

Step 1: **Visit DigiLocker**

- Have a DigiLocker Account → **(Goto Step-2).**
  If you don't have one, visit the DigiLocker website
  (https://www.digilocker.gov.in) or download the app.
  (The phone number must be linked to the Aadhaar).
  You'll need to sign up using your Aadhaar number or mobile number and
  set a security PIN (e.g., the first 6 digits of your mobile number).
- Click the "Sign In" button located at the top corner and log in to
  DigiLocker using your registered mobile number, Aadhaar number, or
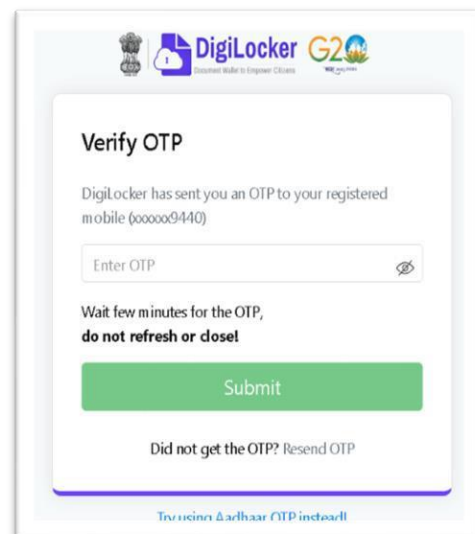 username along with your security PIN.
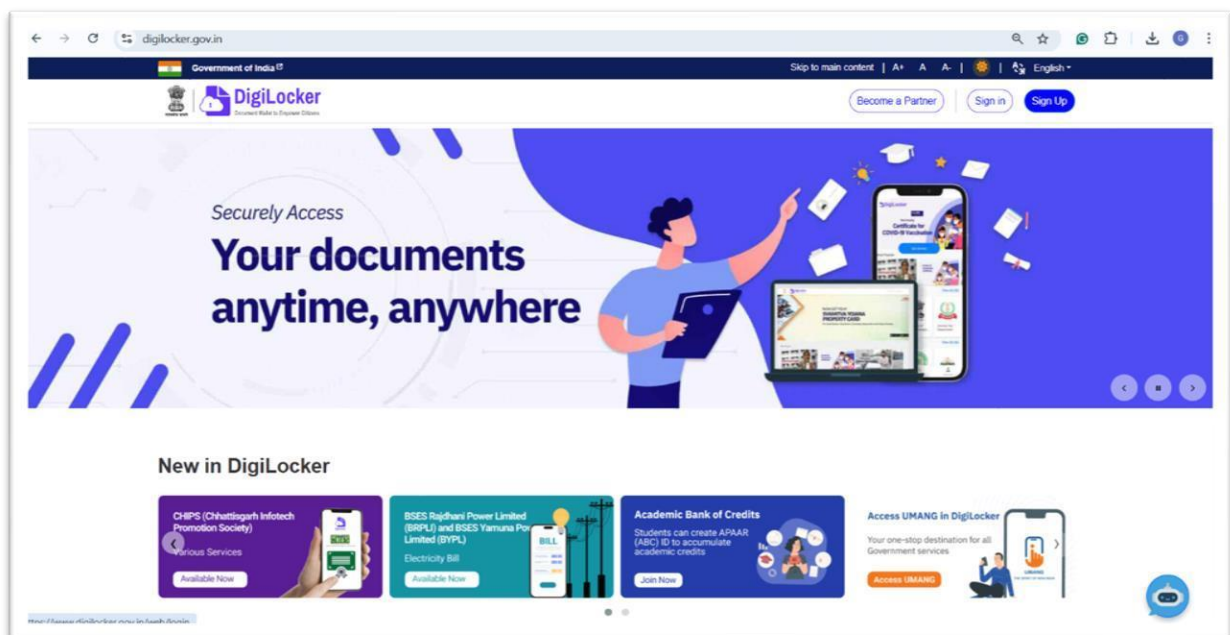
Step 2: **Log in to DigiLocker**

- Enter your registered mobile number, username or Aadhaar Number,
  followed by security PIN.

- Click on the "Sign In" button.
- Enter the OTP sent to your registered mobile number.
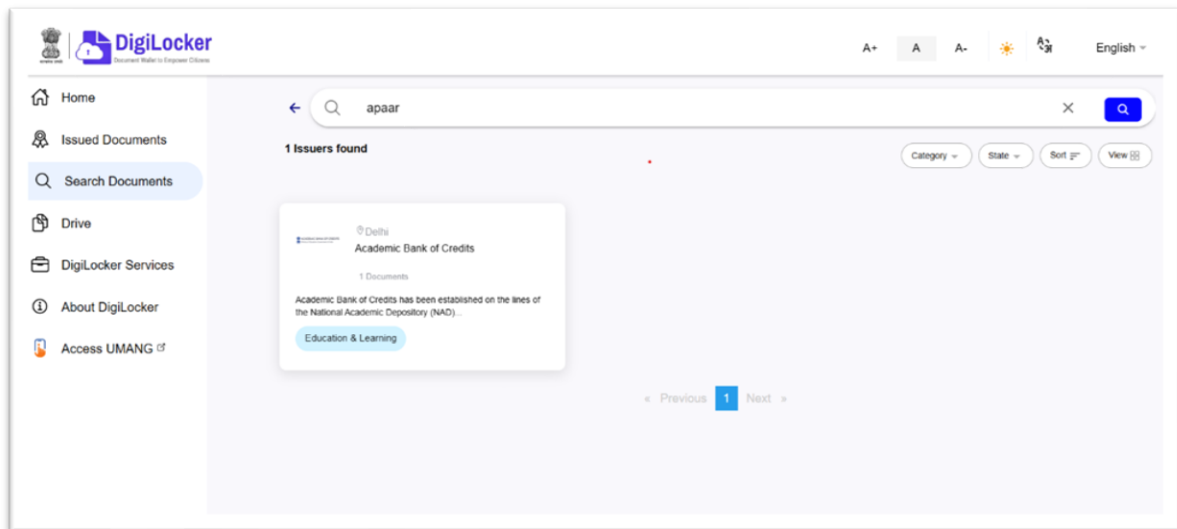 - o In case you forgot the PIN - Opt for the *"Forgot Security PIN"* clickable link

Step 3: Generate/Refetch APAAR ID Card

- Click on the "Search Documents" tab.
- Type "APAAR ID" / "Academic Bank of Credits (ABC Card)" in the search bar.

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- Select the APAAR ID widget option from the search results.
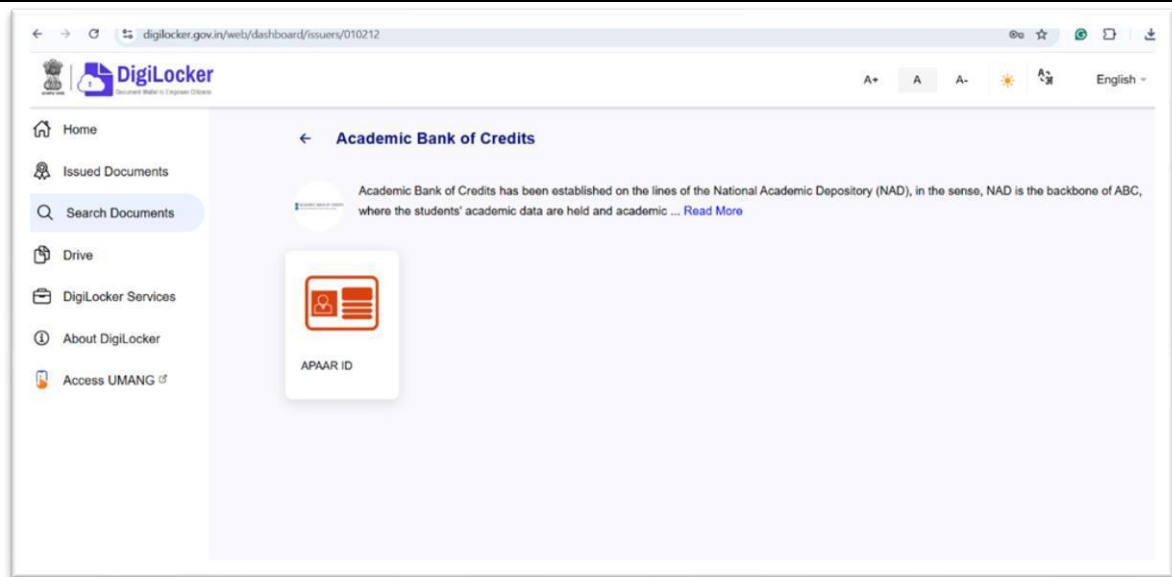
- Enter the required information

  (1) Name (as per your ETlab Registration)

  (2) Date of Birth

  (3) Gender

  (4) Admission Year

  (5) Identity Value (University Reg. No eg., **SJC24AD001** or Aadhaar number**)**

  (6) Identity Type (Registration Number)

  (7) Institution Name (type "PALAI" to search and select your college from the dropdown list)

  (8) Tick the consent box and click "Get Document" to generate your ABC ID.

- Access your updated APAAR ID Card from the "Get Issued Documents" Section.
- Download the APAAR ID and save it for institutional credit mapping purposes.