



Step by Step User Guide

Updating APAAR ID Card from DigLocker

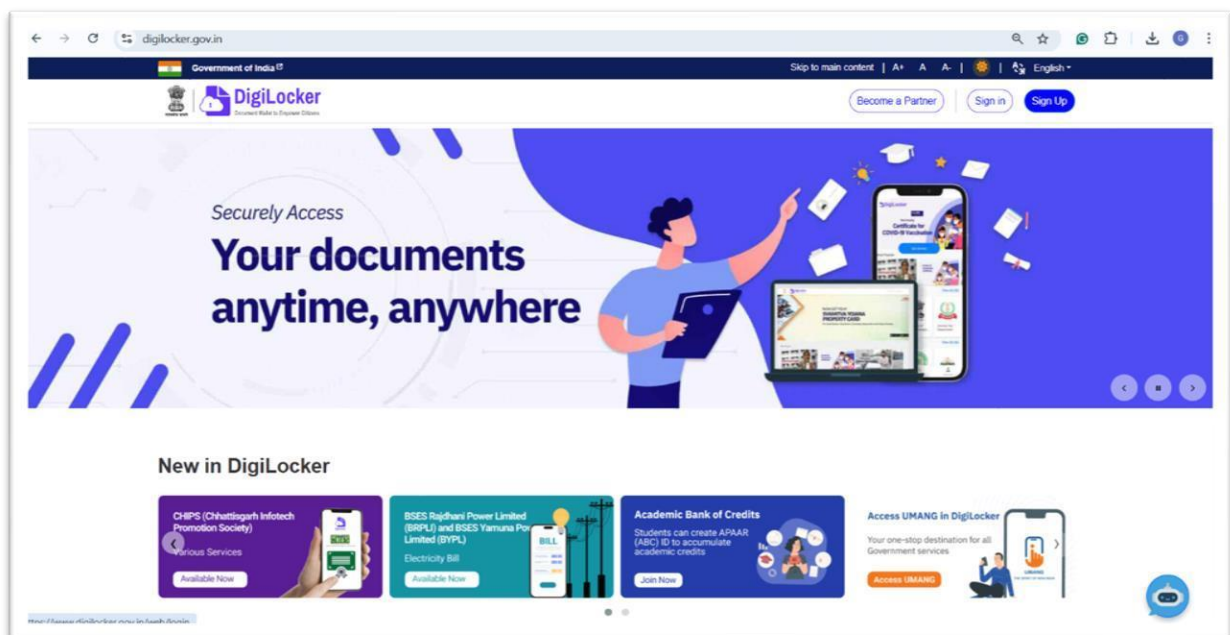
Automated Permanent Academic Account Registry

APAAR - "One Nation, One Student ID"

Updating basic details on APAAR ID

Step 1: Visit DigiLocker

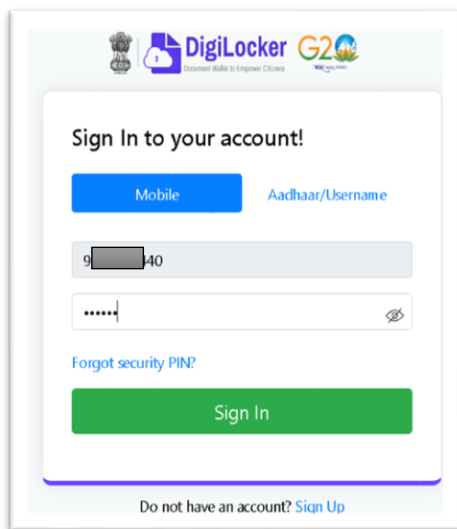
- Have a DigiLocker Account → **(Goto Step-2)**.
If you don't have one, visit the DigiLocker website (<https://www.digilocker.gov.in>) or download the app.
(The phone number must be linked to the Aadhaar).
You'll need to sign up using your Aadhaar number or mobile number and set a security PIN (e.g., 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.



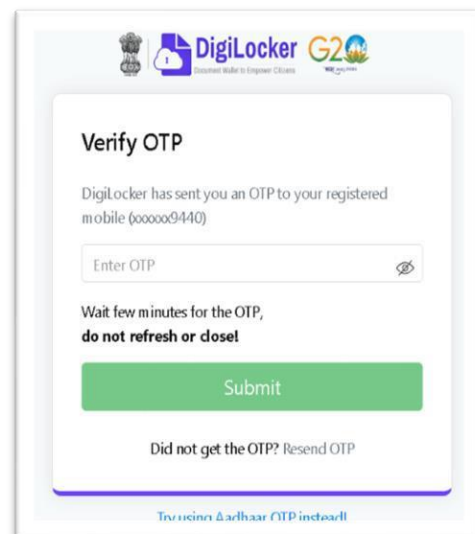
Step 2: Log in to DigiLocker

- 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.
 - In case you forgot the PIN - Opt for the *"Forgot Security PIN"* clickable link



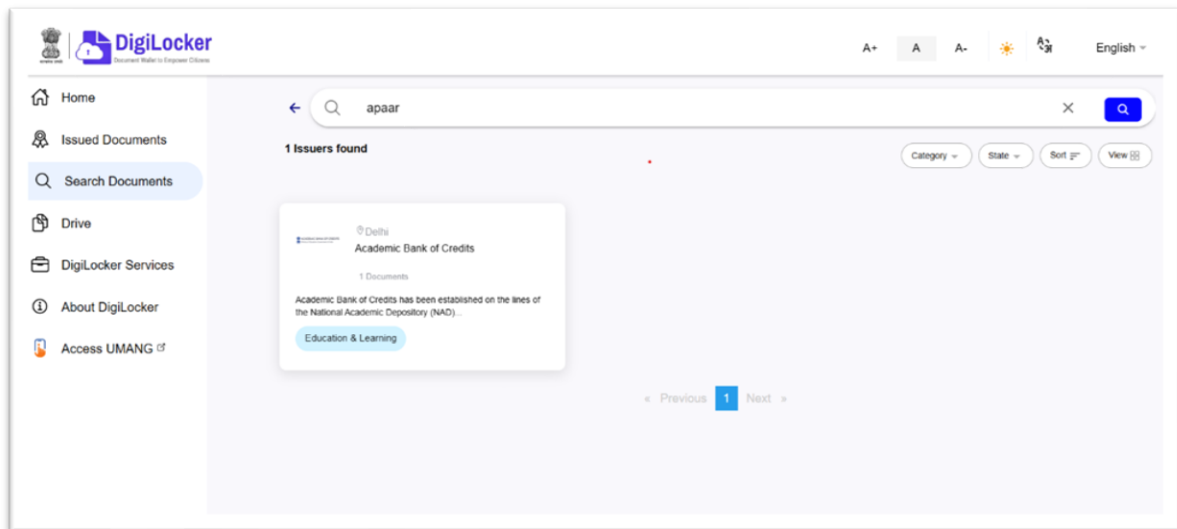
The image shows the 'Sign In to your account!' screen of the DigiLocker application. At the top, there are logos for the Government of India, DigiLocker, and G20. Below the title, there are two tabs: 'Mobile' (selected) and 'Aadhaar/Username'. There is a text input field for the mobile number, which contains '91' followed by a masked number '40'. Below this is a password input field with a masked password '*****' and an eye icon to toggle visibility. A link 'Forgot security PIN?' is located below the password field. A large green 'Sign In' button is at the bottom. At the very bottom, there is a link 'Do not have an account? Sign Up'.



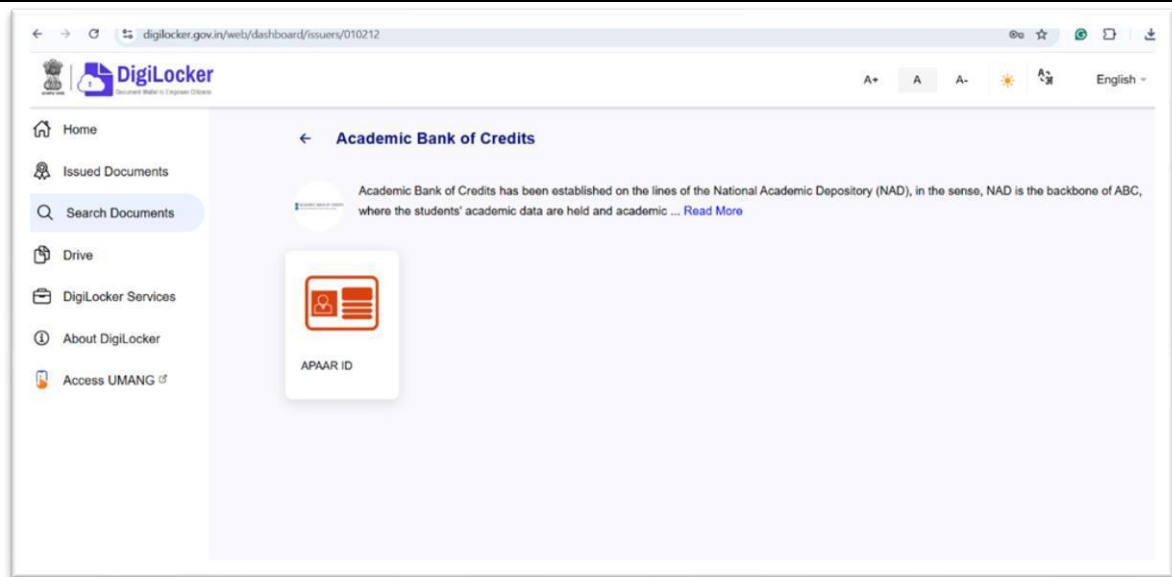
The image shows the 'Verify OTP' screen of the DigiLocker application. At the top, there are logos for the Government of India, DigiLocker, and G20. Below the title, there is a message: 'DigiLocker has sent you an OTP to your registered mobile (xxxxxx9440)'. There is a text input field for the OTP with a masked OTP 'xxxxxx' and an eye icon to toggle visibility. Below this is a green 'Submit' button. A message 'Wait few minutes for the OTP, do not refresh or close!' is displayed above the button. At the bottom, there is a link 'Did not get the OTP? Resend OTP' and a footer link 'Try using Aadhaar OTP instead!'.

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.



- 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.

The screenshot shows the 'Get your document' form on the DigiLocker website. The form is titled 'Get your document by entering the required details'. It contains the following fields:

- Name (as per Aadhaar): [Text input]
- Date of Birth: [Date picker]
- Gender: [Dropdown menu]
- Mobile: [Text input]
- Identity Value: [Text input, with example 'Ex: 107800']
- Identity Type: [Dropdown menu]
- Admission Year: [Dropdown menu]
- I am a student at: [Text input, with placeholder 'Select I am a student at...']

Below the form, there is a checkbox labeled 'I provide my consent to DigiLocker to share my details with the Issuers for the purpose of fetching my documents.' which is checked. A 'Get Document' button is located at the bottom right of the form.

On the right side of the form, there is a yellow box with text: 'Academic Bank of Credits has been established on the lines of the National Academic Depository (NAD); in the sense, NAD is the backbone of ABC, where the students' academic data are held and academic awards are stored (i.e. database of academic awards). Despite the fact that ABC enables students to register or commence credit transfer, the final outcomes of credit redemption and issuance of certificates, as well as the compilation of award records, are administered by academic institutions via the NAD Platform. Hence being the owner of academic awards, Academic Institutions must mandatorily register themselves under ABC via NAD.'

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

