

# Guidelines to Print Enrollment Data and credential for student's login

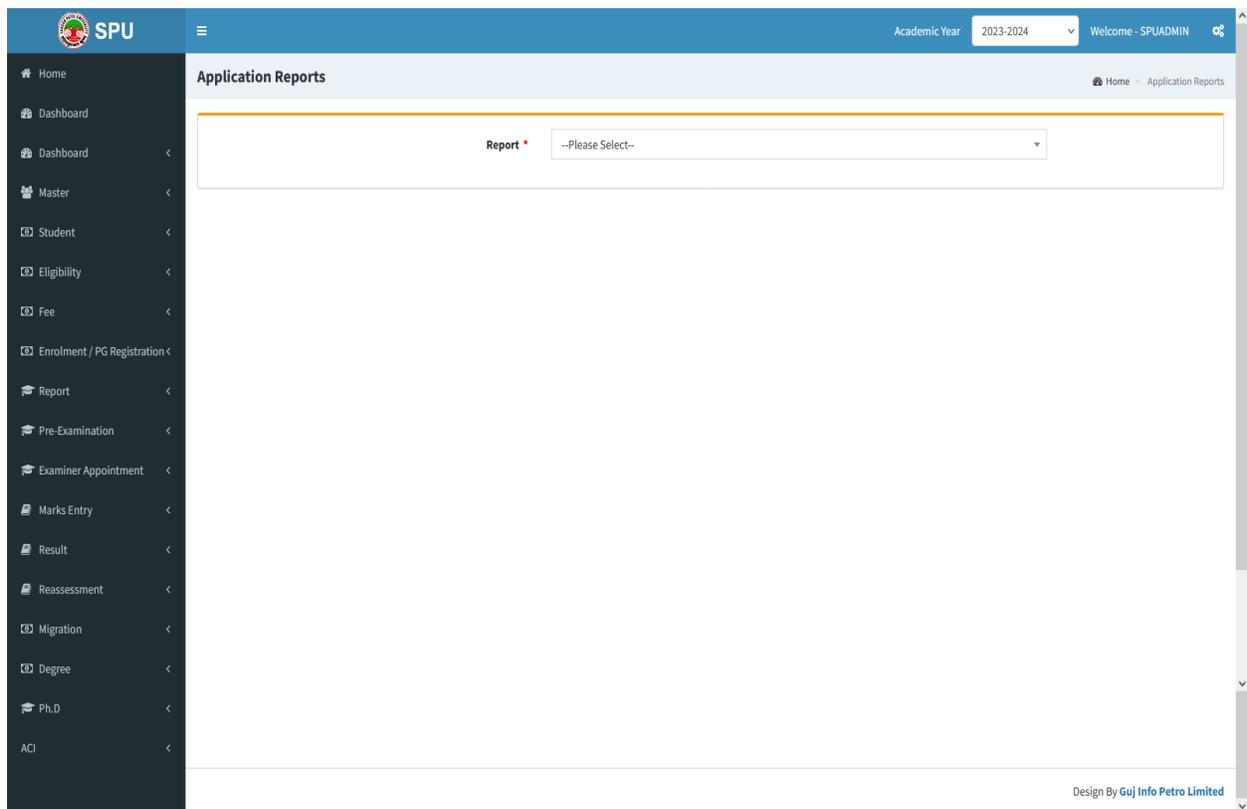
## Step – 1

Login using URL: <https://ums.spuportal.in>

Click on 'UMS' button

## Step - 2

Go To Report Menu and select Report - > Print Report

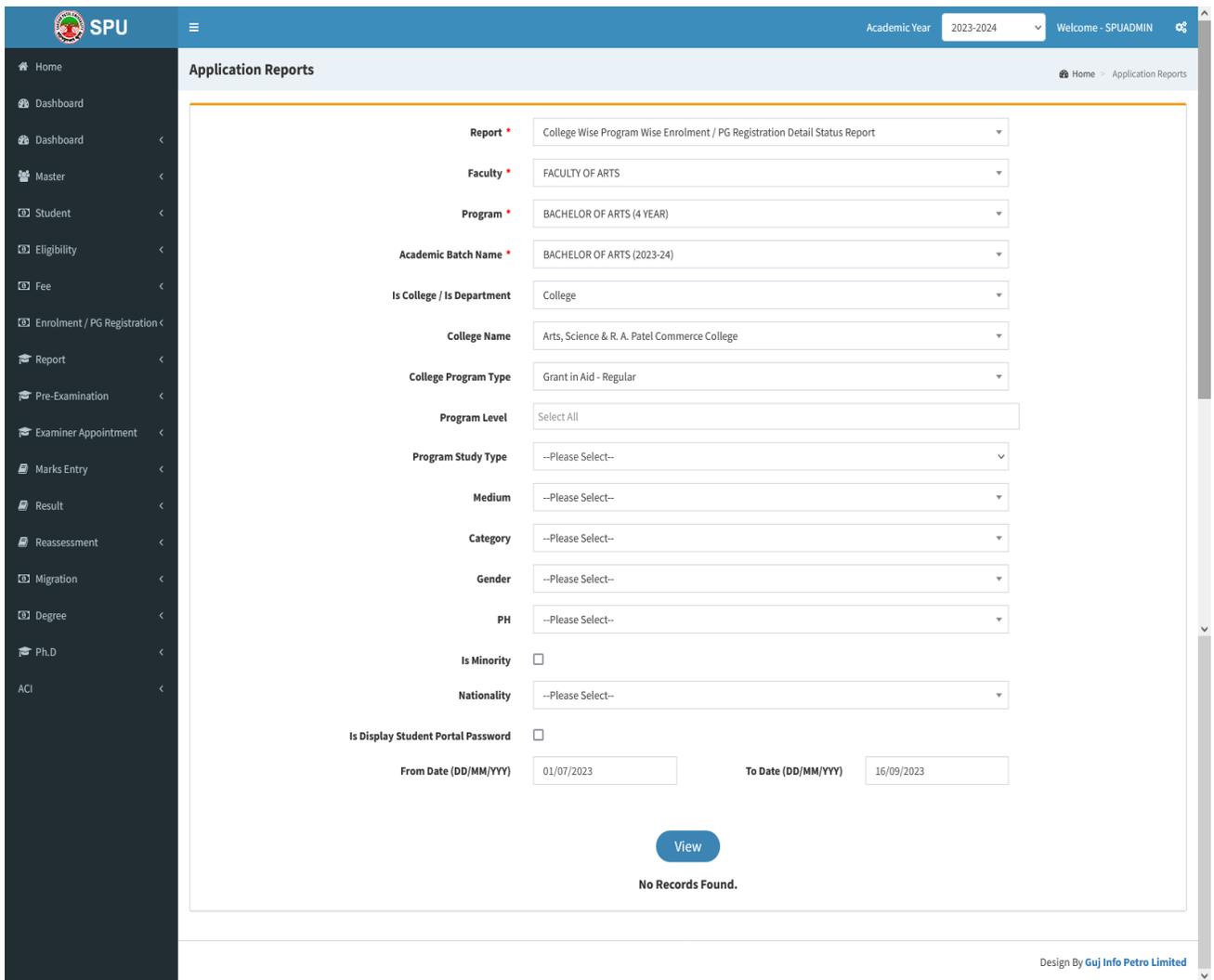


The screenshot displays the SPU UMS portal interface. The top navigation bar includes the SPU logo, a hamburger menu icon, the text 'Academic Year 2023-2024', and 'Welcome - SPUADMIN'. A dark sidebar on the left contains a list of menu items: Home, Dashboard, Master, Student, Eligibility, Fee, Enrolment / PG Registration, Report, Pre-Examination, Examiner Appointment, Marks Entry, Result, Reassessment, Migration, Degree, Ph.D, and ACI. The main content area is titled 'Application Reports' and features a dropdown menu labeled 'Report' with the text '--Please Select--'. The footer of the page reads 'Design By Guj Info Petro Limited'.

## Step - 3

Select “College Wise Program Wise Enrolment / PG Registration Detail Status Report”

Select the Faculty - > Program -> Batch -> College Name -> and other parameter as per your college



The screenshot displays the SPU (Sardar Patel University) Application Reports interface. The top navigation bar includes the SPU logo, a menu icon, the Academic Year (2023-2024), and a user welcome message (Welcome - SPUADMIN). A left sidebar contains a list of navigation options: Home, Dashboard, Master, Student, Eligibility, Fee, Enrolment / PG Registration, Report, Pre-Examination, Examiner Appointment, Marks Entry, Result, Reassessment, Migration, Degree, Ph.D, and ACI. The main content area is titled "Application Reports" and contains a form for generating a report. The form fields are as follows:

- Report**: College Wise Program Wise Enrolment / PG Registration Detail Status Report
- Faculty**: FACULTY OF ARTS
- Program**: BACHELOR OF ARTS (4 YEAR)
- Academic Batch Name**: BACHELOR OF ARTS (2023-24)
- Is College / Is Department**: College
- College Name**: Arts, Science & R. A. Patel Commerce College
- College Program Type**: Grant in Aid - Regular
- Program Level**: Select All
- Program Study Type**: --Please Select--
- Medium**: --Please Select--
- Category**: --Please Select--
- Gender**: --Please Select--
- PH**: --Please Select--
- Is Minority**:
- Nationality**: --Please Select--
- Is Display Student Portal Password**:
- From Date (DD/MM/YYYY)**: 01/07/2023
- To Date (DD/MM/YYYY)**: 16/09/2023

Below the form, there is a blue "View" button and a message "No Records Found." The footer of the page reads "Design By Guj Info Petro Limited".

## Step – 4

- Select the From Date as “01-07-2023”
- Click on View Button. You can show the number of students enrolled in your college
- You can download in excel also.
- For report click on “Submit” button.

For student login, the URL is

**<https://ums.spuportal.in>**

After login student can change the password

**Please note that the default password for the student’s is his/her birth date. If the birth date is “01/01/2022” then the password should be 01012022.**