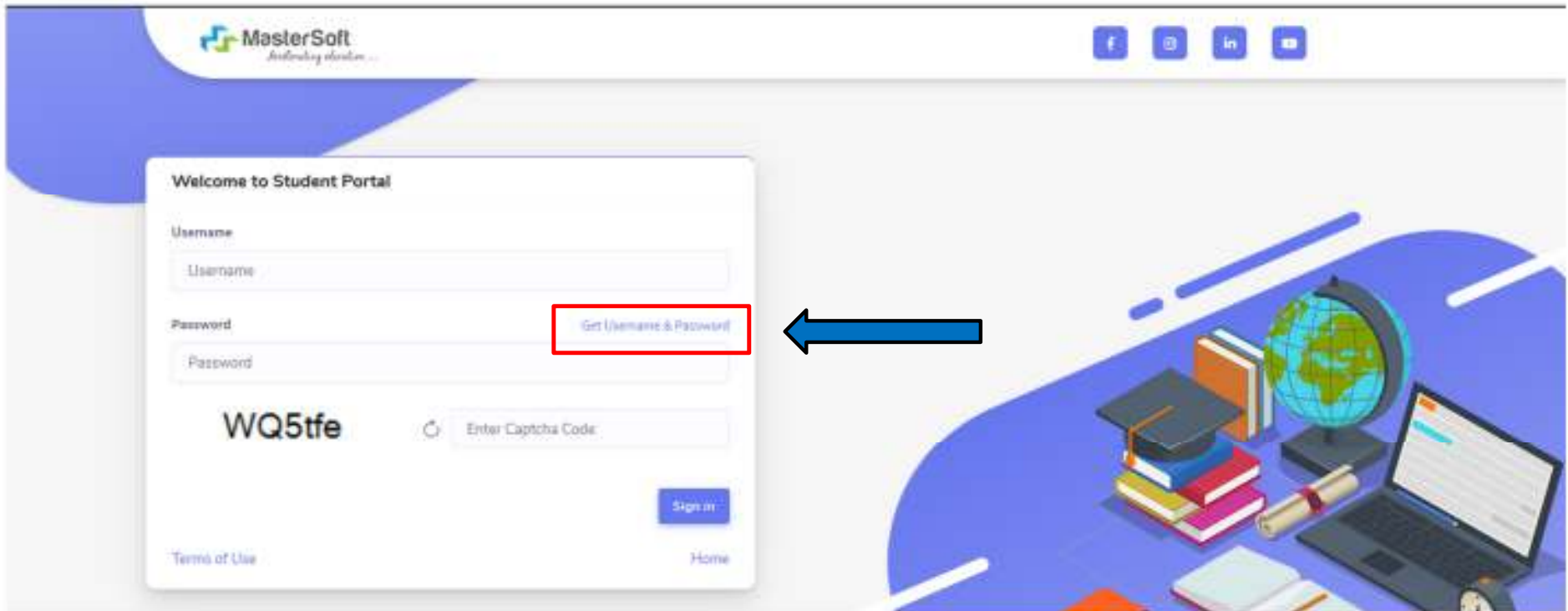


# How to Login into the Portal ...???

Click on <https://cimsstudentnewui.mastersofterp.in/> to visit **Student Portal**

Enter your Username and Password and Login into the System

*If you don't have your login credential click on the "Get Username and Password" button given on the screen to retrieve the same.*



The screenshot shows the Student Portal login interface. At the top left is the MasterSoft logo with the tagline 'Accelerating education...'. To the right are social media icons for Facebook, Instagram, LinkedIn, and YouTube. The main content area is a white box titled 'Welcome to Student Portal'. It contains a 'Username' input field, a 'Password' input field, and a button labeled 'Get Username & Password' which is highlighted with a red rectangular box. A blue arrow points from the right towards this button. Below the password field is a captcha code 'WQ5tfe' and an 'Enter Captcha Code' input field. At the bottom right of the form is a blue 'Sign in' button. Links for 'Terms of Use' and 'Home' are located at the bottom left and right of the form respectively. The background of the page features a blue abstract design with a globe, books, and a laptop.

# How to Get Username & Password..??

You need to enter your registered *Mobile Number* or *Registered Email-id*. Upon entering the mobile number or email id, username and password will be sent to your registered *Mobile Number* or *Email-id* Respectively.

Get Username and Password ✕

Password will be send on registered mobile number or email id!

Mobile  Email

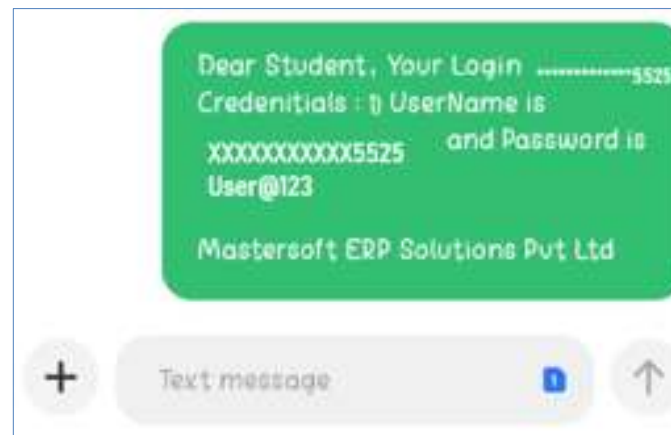
9999999999

Enter Captcha Code

Send Password

**MOBILE NUMBER**  
**OR**  
**EMAIL ID**

*Sample credentials SMS*



Get Username and Password ✕

Password will be send on registered mobile number or email id!

Mobile  Email

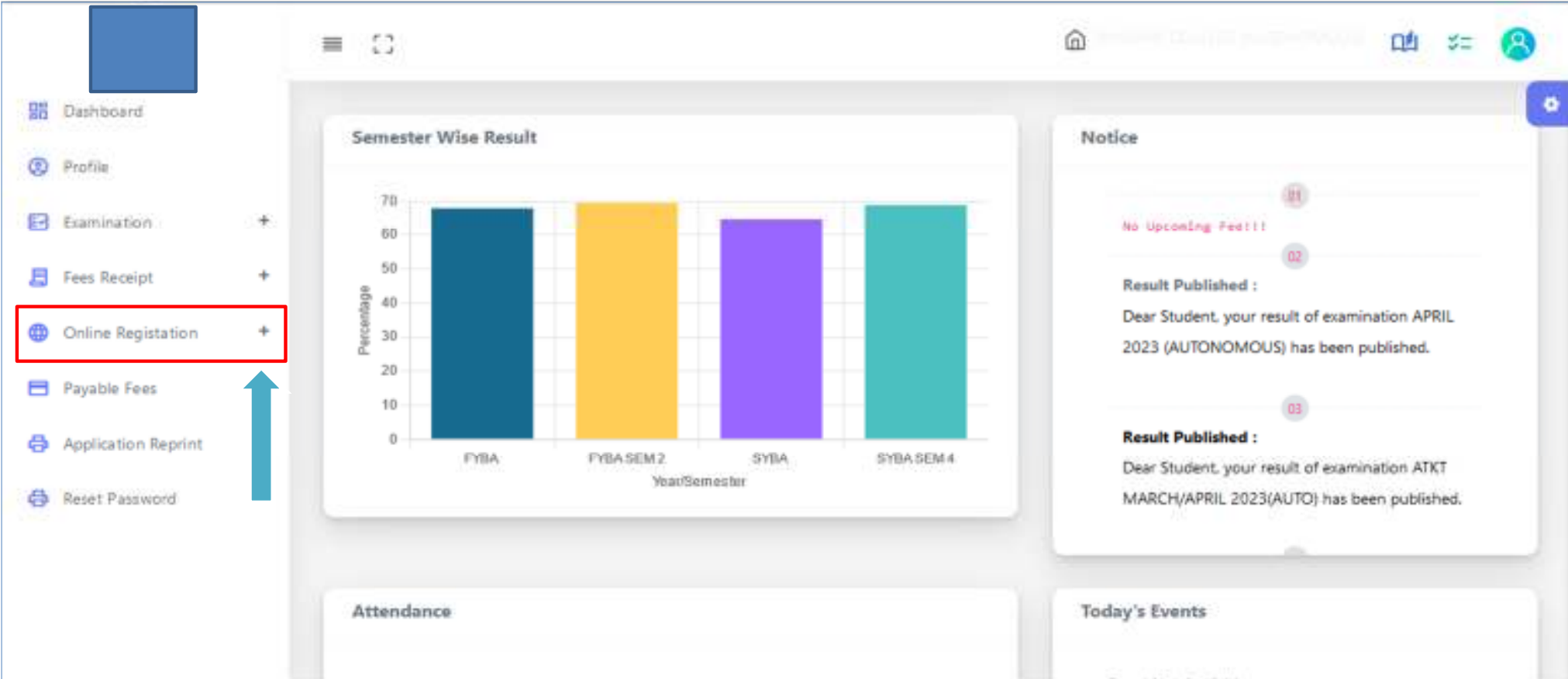
teststudent@gmail.com

Enter Captcha Code

Send Password

# How to Start the Registration Process ?

To start the form filling process, click on the **Online Registration Option** present on the left-hand side of the screen.



The screenshot displays the MasterSoft dashboard interface. On the left-hand side, there is a vertical sidebar menu with several options: Dashboard, Profile, Examination, Fees Receipt, Online Registration, Payable Fees, Application Reprint, and Reset Password. The 'Online Registration' option is highlighted with a red rectangular box, and a blue arrow points upwards towards it. The main content area of the dashboard features a 'Semester Wise Result' bar chart, a 'Notice' section with two announcements, and 'Attendance' and 'Today's Events' sections at the bottom.

Year/Semester	Percentage
FYBA	68
FYBA SEM 2	70
SYBA	65
SYBA SEM 4	69

**Notice**

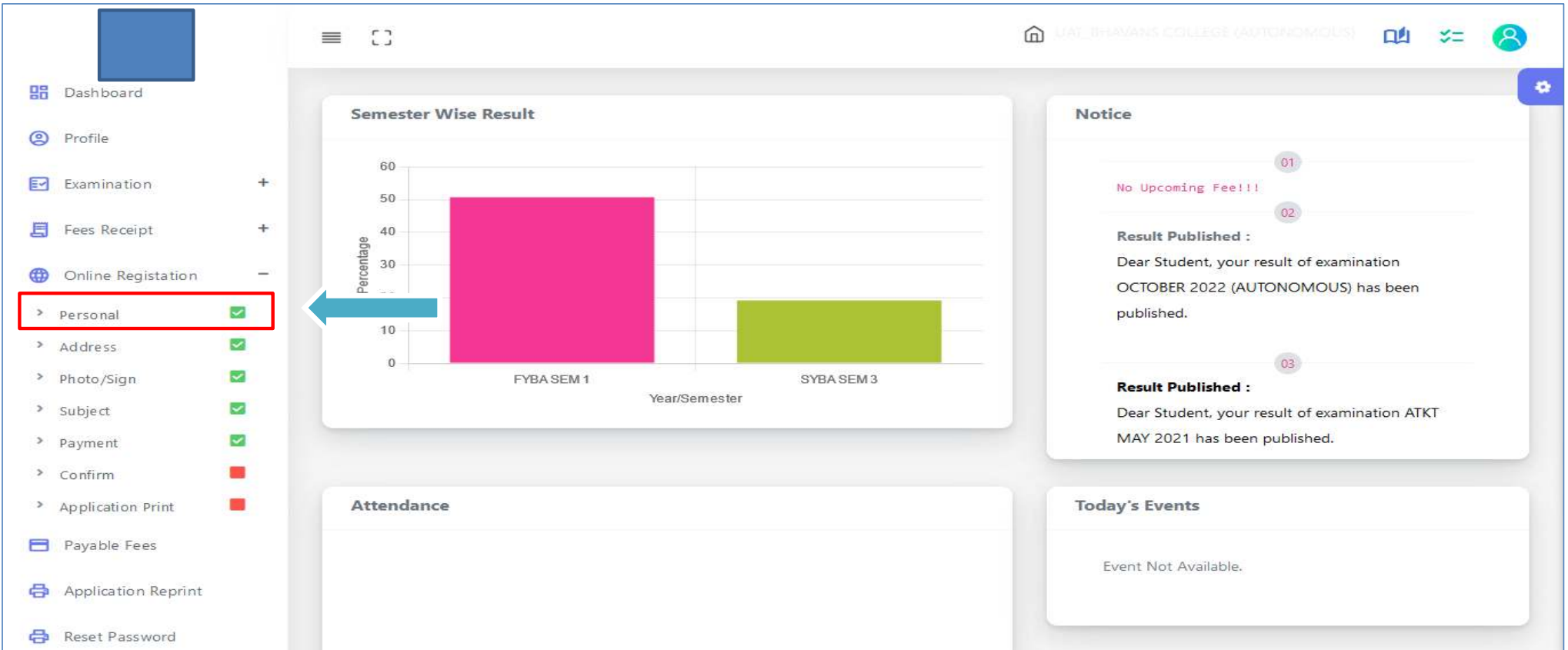
01  
No Upcoming Fees!!!

02  
**Result Published :**  
Dear Student, your result of examination APRIL 2023 (AUTONOMOUS) has been published.

03  
**Result Published :**  
Dear Student, your result of examination ATKT MARCH/APRIL 2023(AUTO) has been published.

# Step 1 :

As you click on the **Online Registration Option** present on the left-hand side of the screen., All the Sub menus will open up. Click on **Personal Tab** to Start Filling out the form

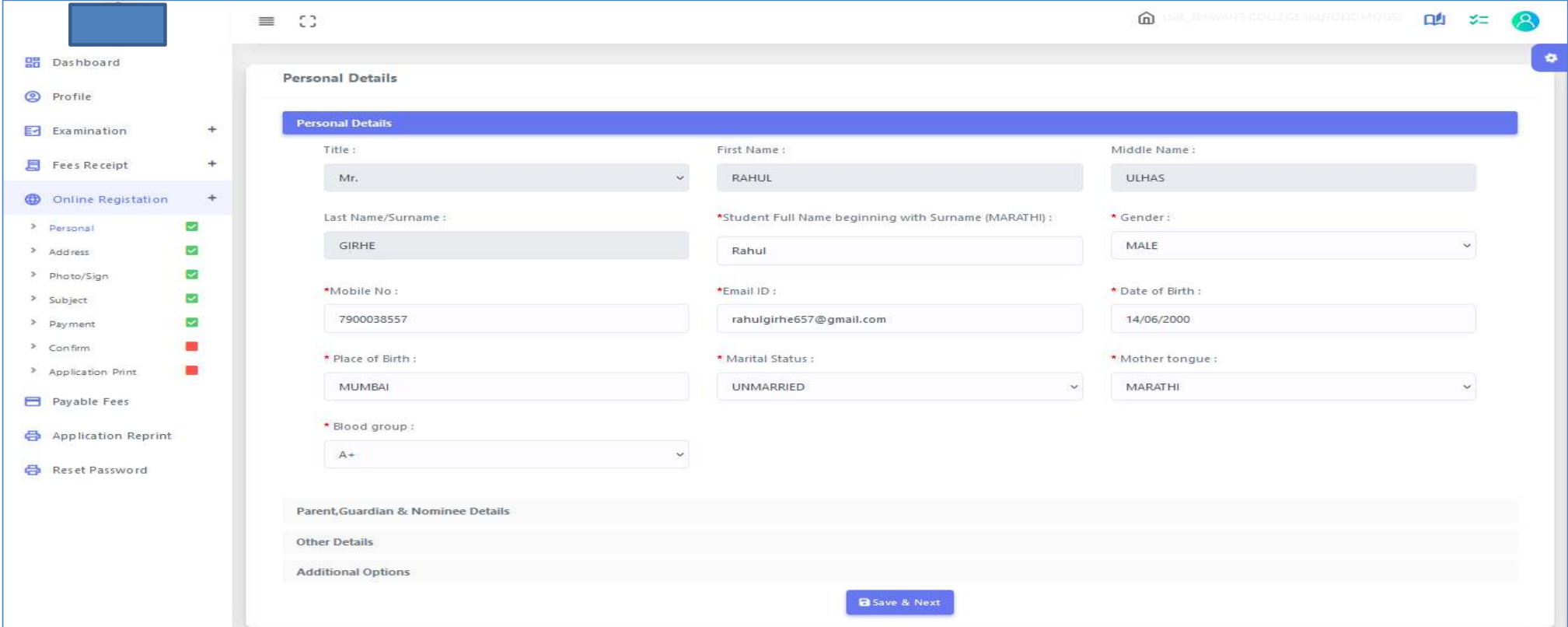


The screenshot displays the MasterSoft student portal interface. On the left-hand side, a navigation menu is visible, with the 'Online Registration' option expanded. The 'Personal' sub-menu item is highlighted with a red box, and a blue arrow points to it. The main content area features a 'Semester Wise Result' bar chart showing percentages for FYBA SEM 1 (50%) and SYBA SEM 3 (20%). Below the chart is an 'Attendance' section. To the right, a 'Notice' section contains two announcements: 'No Upcoming Fee!!!' and 'Result Published : Dear Student, your result of examination OCTOBER 2022 (AUTONOMOUS) has been published.' Below this is another 'Result Published' notice: 'Dear Student, your result of examination ATKT MAY 2021 has been published.' At the bottom right, a 'Today's Events' section indicates 'Event Not Available.' The top right corner shows the user's profile and the college name: 'UAT BHAVANS COLLEGE (AUTONOMOUS)'.

Year/Semester	Percentage
FYBA SEM 1	50
SYBA SEM 3	20

## Step 2: Student's Personal Section

Enter your personal details here like your first name, middle name, last name, email, gender, etc. Once you complete filling in the personal details Click on "Save and Next"



**Personal Details**

**Personal Details**

Title :	Mr.	First Name :	RAHUL	Middle Name :	ULHAS
Last Name/Surname :	GIRHE	*Student Full Name beginning with Surname (MARATHI) :	Rahul	*Gender :	MALE
*Mobile No :	7900038557	*Email ID :	rahulgirhe657@gmail.com	*Date of Birth :	14/06/2000
*Place of Birth :	MUMBAI	*Marital Status :	UNMARRIED	*Mother tongue :	MARATHI
*Blood group :	A+				

Parent,Guardian & Nominee Details

Other Details

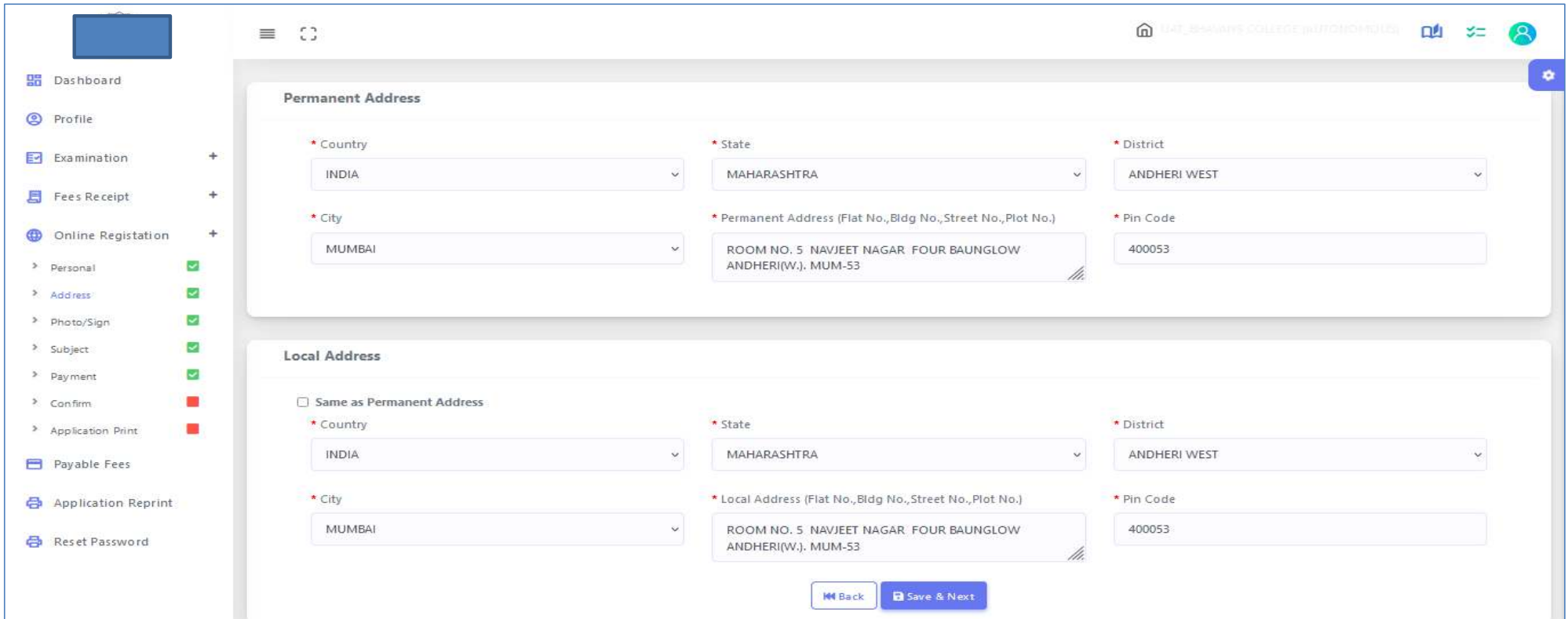
Additional Options

[Save & Next](#)

(Please note that all the fields marked with \* are mandatory)

## Step 3: Student's Address Details

Next page is address details, here you need to fill in your **Personal or Local address**. Once you complete filling in the address details form Click on **"Save and Next Button"**.



The screenshot shows the 'Student's Address Details' form. The left sidebar contains navigation options: Dashboard, Profile, Examination, Fees Receipt, Online Registration (with sub-items: Personal, Address, Photo/Sign, Subject, Payment, Confirm, Application Print), Payable Fees, Application Reprint, and Reset Password. The main content area is titled 'Permanent Address' and 'Local Address'. Both sections have the following fields:

- Country:** INDIA (mandatory, marked with \*)
- State:** MAHARASHTRA (mandatory, marked with \*)
- District:** ANDHERI WEST (mandatory, marked with \*)
- City:** MUMBAI (mandatory, marked with \*)
- Pin Code:** 400053 (mandatory, marked with \*)

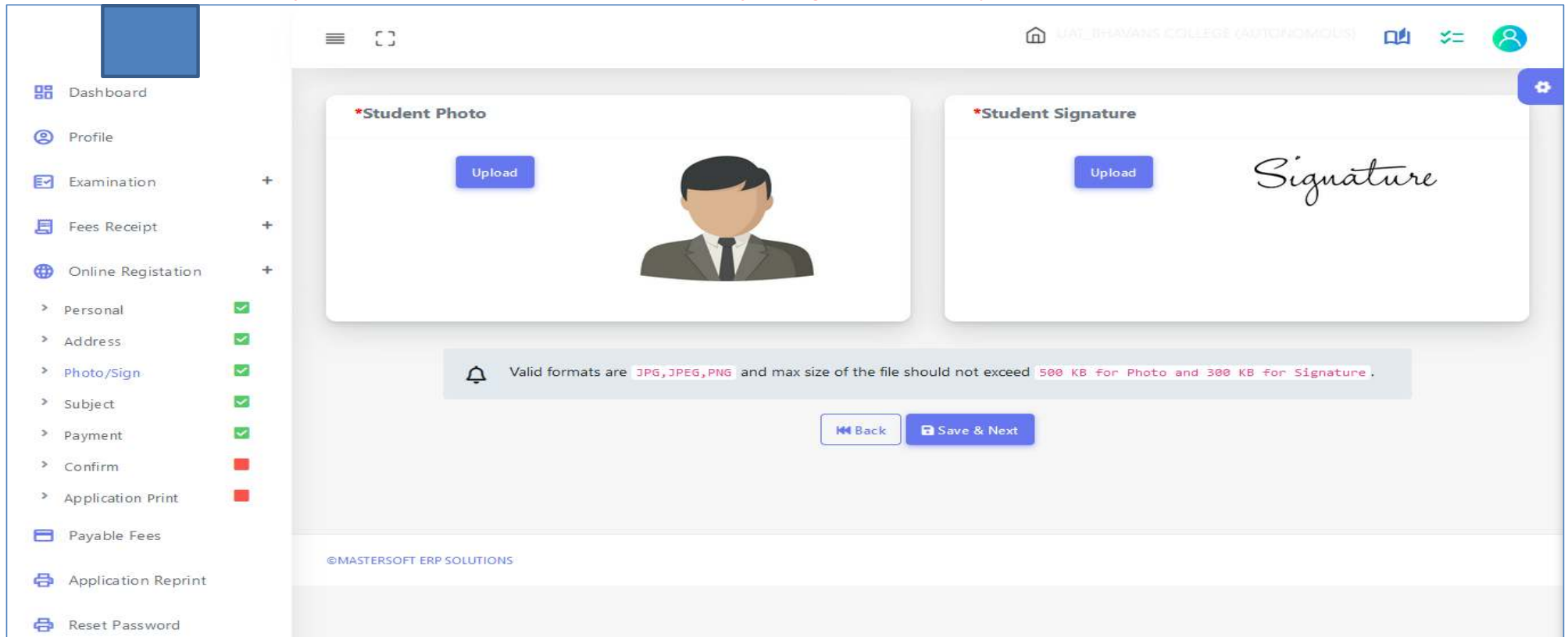
The 'Local Address' section includes a checkbox for 'Same as Permanent Address' which is currently unchecked. The 'Permanent Address' field is filled with 'ROOM NO. 5 NAVJEET NAGAR, FOUR BAUNGLOW ANDHERI(W.), MUM-53'. The 'Local Address' field is also filled with the same text. At the bottom, there are 'Back' and 'Save & Next' buttons.

*(Please note that all the fields marked with \* are mandatory)*

# Step 4: Photo & Signature Details

Upload your Photo (recent Passport Size) and Signature and select the valid file. Once you complete uploading the photo and signature then Click on "Save and Next"

*Please Note: Maximum Size of the Photo is 500kb and the Maximum Size of the Signature is 300kb)*

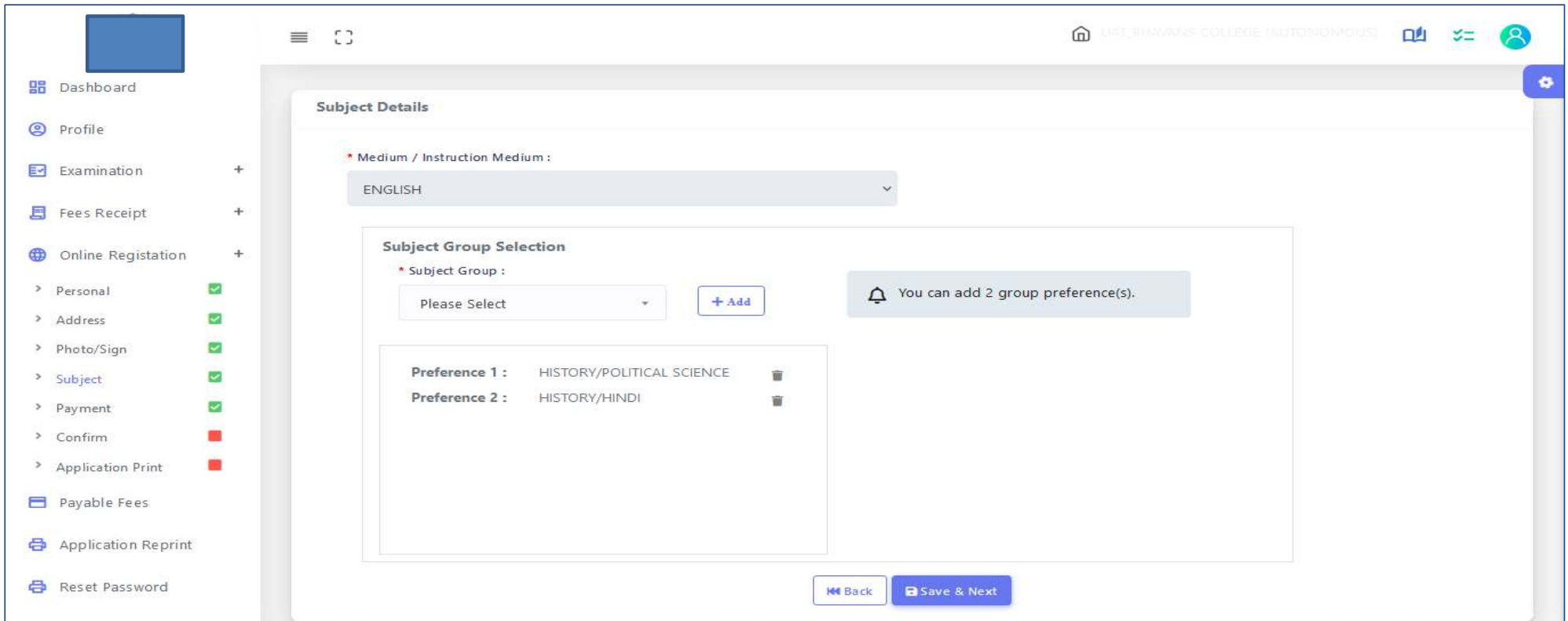


The screenshot displays the MasterSoft ERP interface for Step 4: Photo & Signature Details. On the left is a sidebar menu with the following items: Dashboard, Profile, Examination, Fees Receipt, Online Registration, Personal, Address, Photo/Sign, Subject, Payment, Confirm, Application Print, Payable Fees, Application Reprint, and Reset Password. The main content area features two mandatory upload sections: '\*Student Photo' and '\*Student Signature'. Each section contains an 'Upload' button. Below these sections is a notification bar with a bell icon and the text: 'Valid formats are JPG, JPEG, PNG and max size of the file should not exceed 500 KB For Photo and 300 KB for Signature.' At the bottom of the main content area are 'Back' and 'Save & Next' buttons. The footer of the page reads '©MASTERSOFT ERP SOLUTIONS'.

*(Please note that all the fields marked with \* are mandatory)*

## Step 5 : SUBJECT DETAILS (Not Applicable for Compulsory Subjects Courses)

Select Subject/subject group from the given options, then click on the "Add" button according to your preference. After adding, click on "Save and Next."



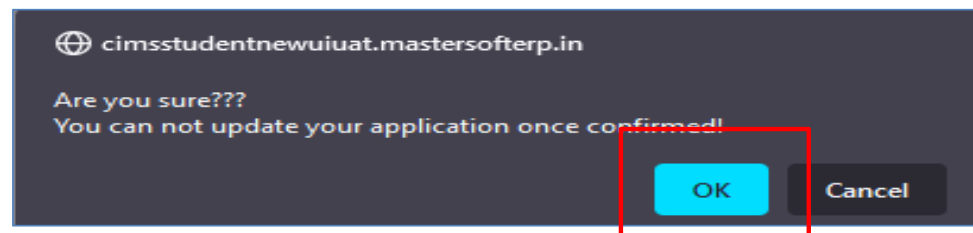
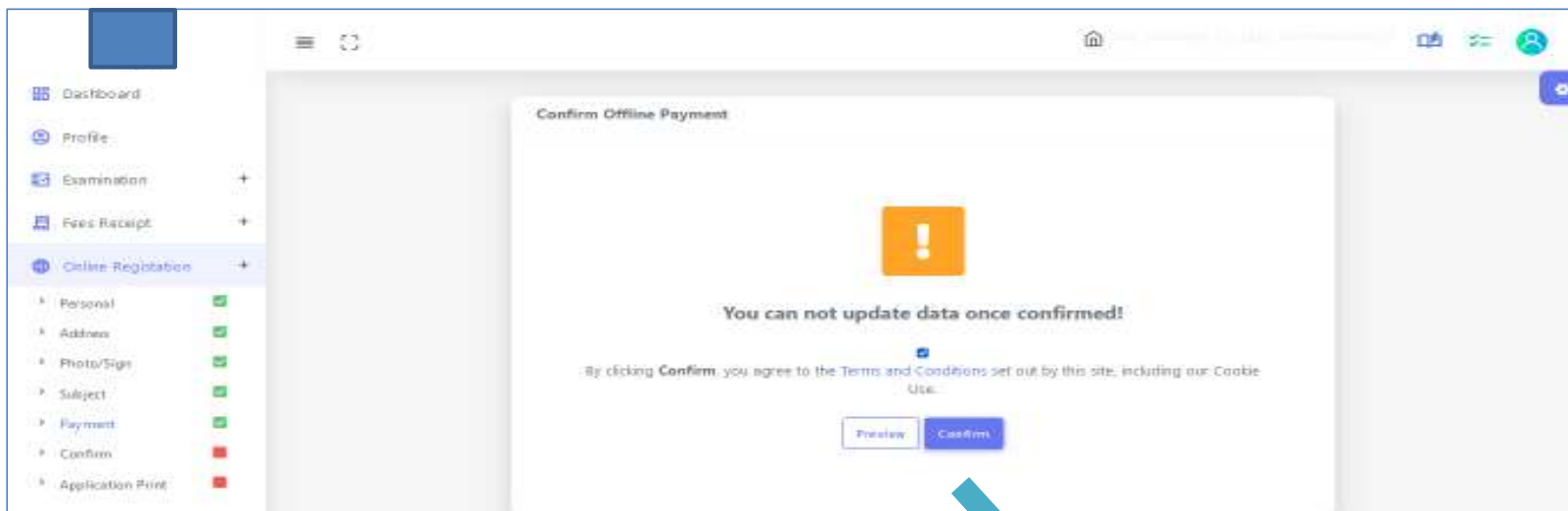
The screenshot shows the 'Subject Details' form in the MasterSoft system. The form is titled 'Subject Details' and is located within a user interface for 'UAT BHAWAN'S COLLEGE (AUTONOMOUS)'. The form includes a dropdown menu for 'Medium / Instruction Medium' set to 'ENGLISH'. Below this is a 'Subject Group Selection' section with a 'Subject Group' dropdown set to 'Please Select' and an '+ Add' button. A notification bubble indicates 'You can add 2 group preference(s)'. Two preferences are listed: 'Preference 1 : HISTORY/POLITICAL SCIENCE' and 'Preference 2 : HISTORY/HINDI', each with a trash icon. At the bottom of the form are 'Back' and 'Save & Next' buttons. A sidebar on the left contains navigation options: Dashboard, Profile, Examination, Fees Receipt, Online Registration (with sub-items: Personal, Address, Photo/Sign, Subject, Payment, Confirm, Application Print), Payable Fees, Application Reprint, and Reset Password. The 'Subject' sub-item is marked with a green checkmark.

*Kindly be informed that this page will only be visible to the course after it has been activated by the college*



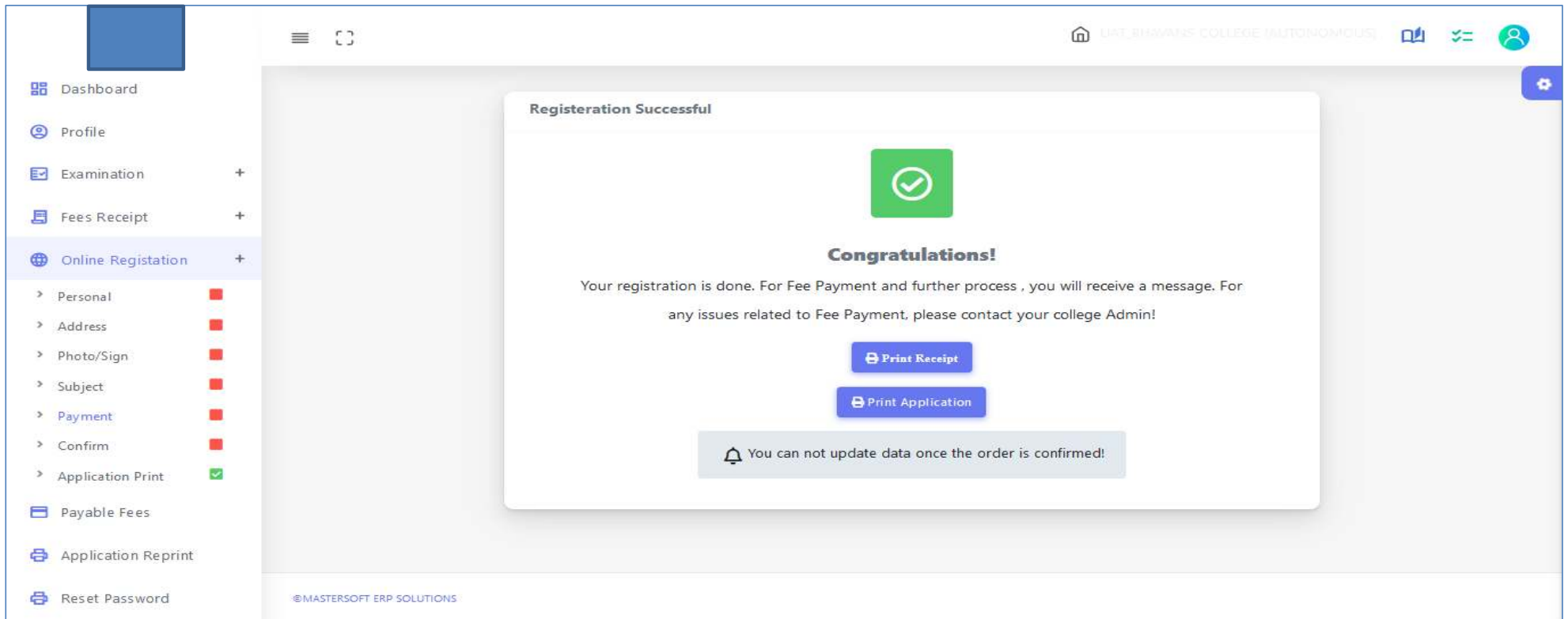
# APPLICATION CONFIRMATION

Please verify the details you have entered by generating a preview report to ensure their accuracy. Please note that after confirmation, **you won't be able to update or edit the data**. Once you are certain that the entered details are true and correct, click on the **"Confirm"** button.



# APPLICATION PRINT

To download the Application Report use the "Print Application" Option".  
To download the Application Payment Receipt use the " Print Receipt" Option



The screenshot displays the MasterSoft ERP interface. On the left is a navigation menu with the following items: Dashboard, Profile, Examination, Fees Receipt, Online Registration (highlighted), Personal, Address, Photo/Sign, Subject, Payment, Confirm, Application Print, Payable Fees, Application Reprint, and Reset Password. The main content area shows a "Registration Successful" message with a green checkmark icon. The message reads: "Congratulations! Your registration is done. For Fee Payment and further process , you will receive a message. For any issues related to Fee Payment, please contact your college Admin!". Below the message are two buttons: "Print Receipt" and "Print Application". A warning message at the bottom states: "You can not update data once the order is confirmed!". The top right of the interface shows the user's name "UAT, BHAWAN'S COLLEGE (AUTONOMOUS)" and a user profile icon. The footer contains the text "© MASTERSOFT ERP SOLUTIONS".

# How to Pay the fees

**Go to Payable Fees Tab and select your Semester -> Click on Pay Now**

- Dashboard
- Profile
- Examination +
- Fees Receipt +
- Online Registration +
- Payable Fees**
- Application Reprint
- Reset Password

Note : **Total Fees = Total Fee - (Concession Fees/Writeoff Fees)**

Payable Fees

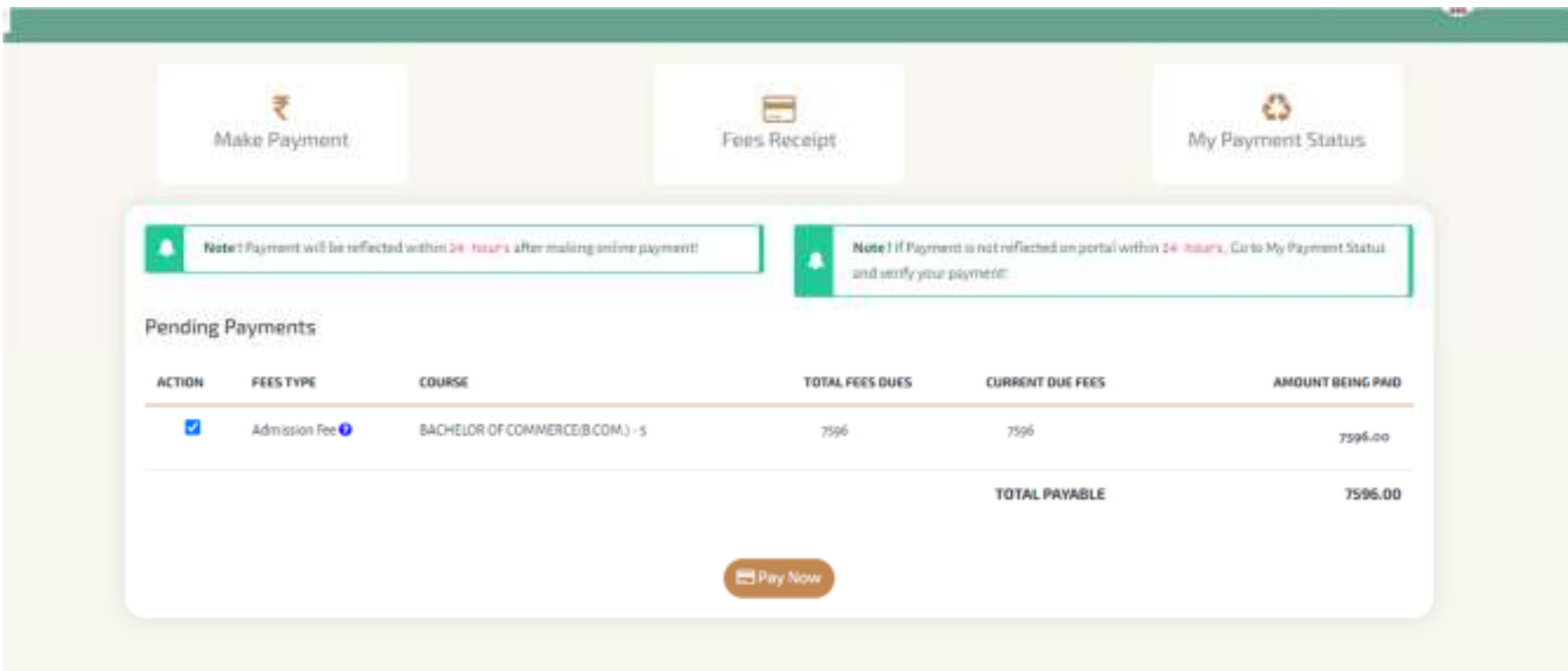
\* Course :

BACHELOR OF COMMERCE(B.COM.) - 5

ACTION	FEE TYPE	TOTAL FEE	PAID / ADJUSTED FEE	BALANCE FEE	CURRENT FEE
<a href="#">Pay Now</a>	Admission Fee	7596.00	0.00	7596.00	7596.00

# Payment of Fees

You will be redirected to Payment Gateway, Click on Pay Now and pay the fees  
After successful payment, you can generate the Fees Receipt



The screenshot displays the MasterSoft payment portal interface. At the top, there are three main navigation buttons: "Make Payment" (with a rupee symbol icon), "Fees Receipt" (with a receipt icon), and "My Payment Status" (with a refresh icon). Below these are two green notification boxes. The first box states: "Note! Payment will be reflected within 24 hours after making online payment!". The second box states: "Note! If Payment is not reflected on portal within 24 hours, Go to My Payment Status and verify your payment!".

The main section is titled "Pending Payments" and contains a table with the following data:

ACTION	FEES TYPE	COURSE	TOTAL FEES DUES	CURRENT DUE FEES	AMOUNT BEING PAID
<input checked="" type="checkbox"/>	Admission Fee ⓘ	BACHELOR OF COMMERCE(B.COM.) - 5	7596	7596	7596.00
				<b>TOTAL PAYABLE</b>	<b>7596.00</b>


At the bottom of the table, there is a prominent orange "Pay Now" button.


# Modes of Payment

Time left to complete transaction 14:38 mins

## Billing Information

 Amount  
**INR 23430.00**

 Order No  
**4962424**

PAY WITH 

PAY WITH



HDFC BANK CREDIT CARD



HDFC BANK DEBIT CARD



OTHER BANK CREDIT CARD



OTHER BANK DEBIT CARD



NET BANKING

**Thank You**