

Step by Step User Guide

**Using Multiple Channels to Create ABC ID
for Academic Institutions**

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Version 1.0

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Introduction

This comprehensive step-by-step guide is designed to establish a structured framework for the systematic generation of Academic Bank of Credits (ABC) IDs across diverse platforms.

This guide encompasses the entire process of generating ABC IDs for students through a range of channels, including academic institution portals, DigiLocker, UMANG, the Academic Bank of Credits portal, and the "UIDSE+" mode for bulk ID creation. Furthermore, it delineates the procedures for academic institutions to undertake bulk creation of student ABC IDs, leveraging the National Academic Depository (NAD) and dedicated APIs.

Academic Institutions are equipped with two distinct options for creating ABC IDs in bulk. They can opt for the National Academic Depository, a specialized portal dedicated to managing academic records, for bulk ID generation. Alternatively, they can leverage dedicated APIs designed for facilitating the creation of bulk ABC IDs.

Benefits of ABC ID creation

Creating ABC IDs offers numerous benefits, including:

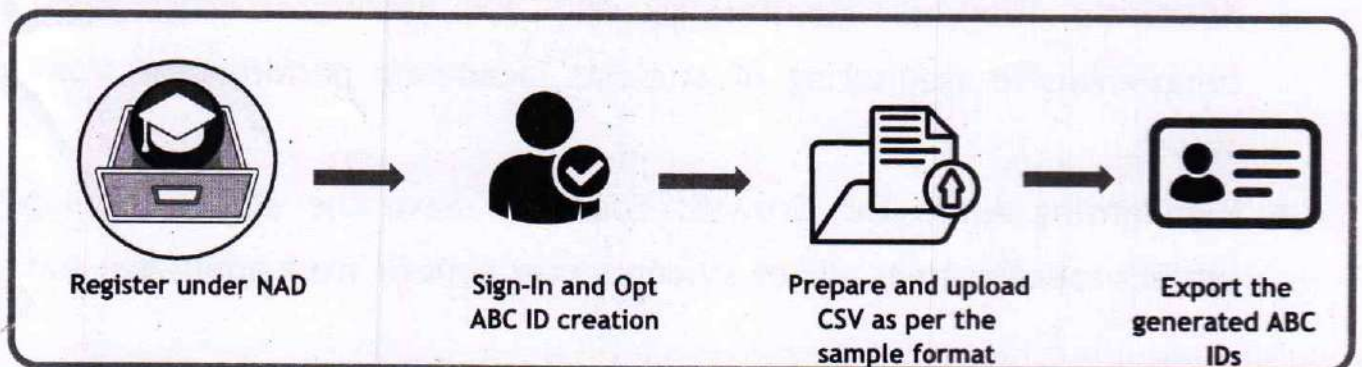
- **Unique Student ID:** The issuance of ABC IDs assigns a distinct and permanent identifier to each student, commencing from Class I. This ensures seamless academic tracking throughout their educational journey.
- **Academic Progress Monitoring:** ABC IDs facilitate continuous and comprehensive monitoring of students' academic performance from the outset.
- **Highlighting Areas for Growth:** Educators have the ability to pinpoint subject-specific areas where students may benefit from additional support

based on their academic data linked to ABC IDs, enabling targeted interventions for improvement.

- **Streamlined Record Keeping:** The ABC system provides a secure and organized repository for students' academic records, greatly diminishing the need for cumbersome paper-based documentation and simplifying administrative tasks.
- **Enhanced Student Flexibility:** The ABC empowers students with the freedom to multiple entry, multiple exit in their educational program, fostering a personalized learning journey.
- **Long-Term Credit Storage:** Student credits are securely preserved for a maximum of 7 years, ensuring that their academic achievements remain accessible and relevant throughout their career.
- **Streamlined Credit Transfer:** The system offers a single-window platform for the seamless transfer of credits, simplifying the process after the approval of both the sending and receiving academic institutions.
- **Verified Institution Uploads:** Only verified academic institutions are authorized to upload credits, maintaining the integrity of the system and ensuring the credits accumulation.

Academic Institution Mode

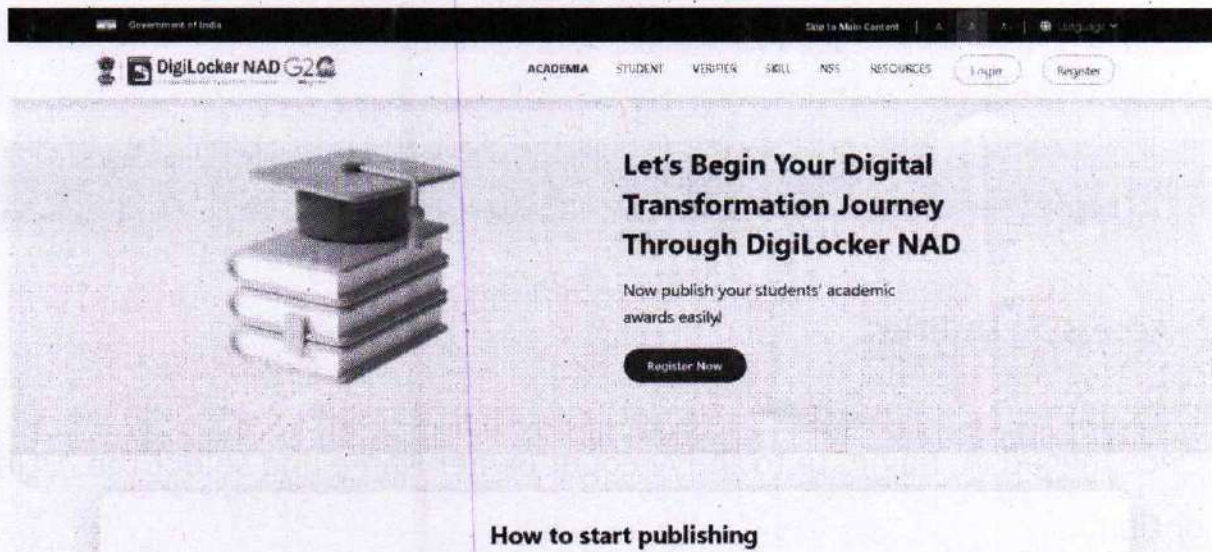
In the case of Academic Institutions, they can create ABC IDs in bulk from the National Academic Depository portal or from dedicated APIs. The creation of Bulk ABC IDs via NAD is discussed in detail here.



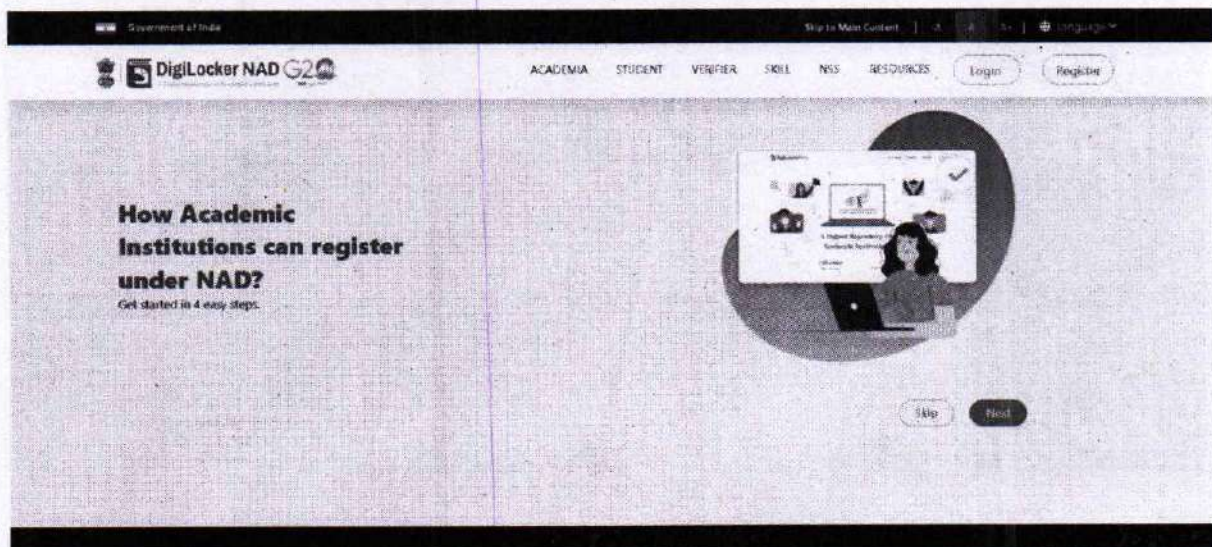
Bulk ID creation via NAD Portal

Step 1: Account Creation

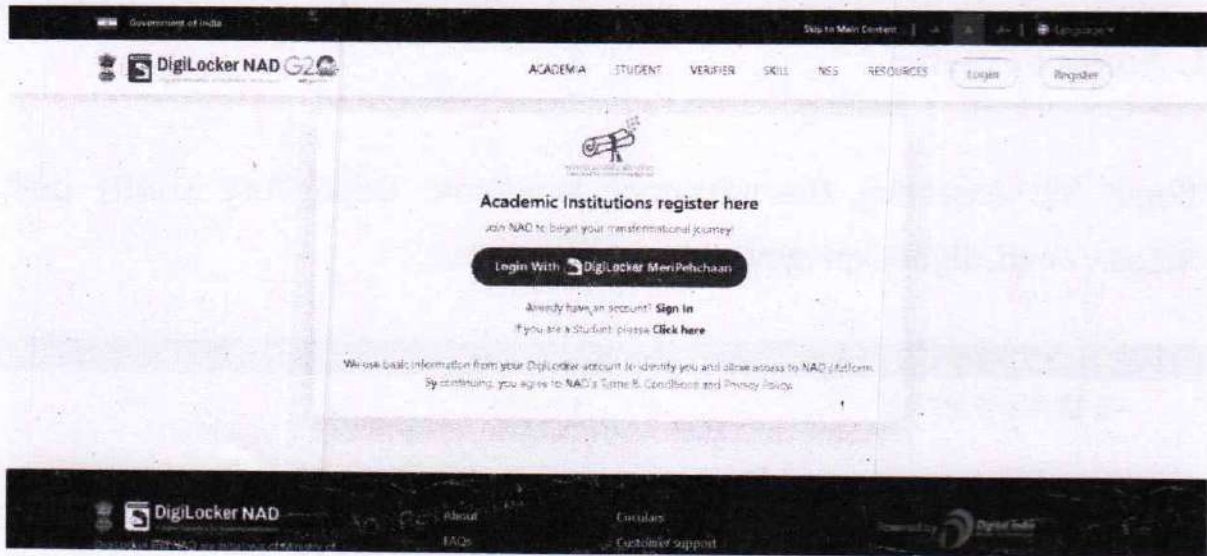
- Begin by accessing the National Academic Depository (NAD) portal at <https://nad.digilocker.gov.in/>.



- If you are a new user representing an academic institution, register your account.

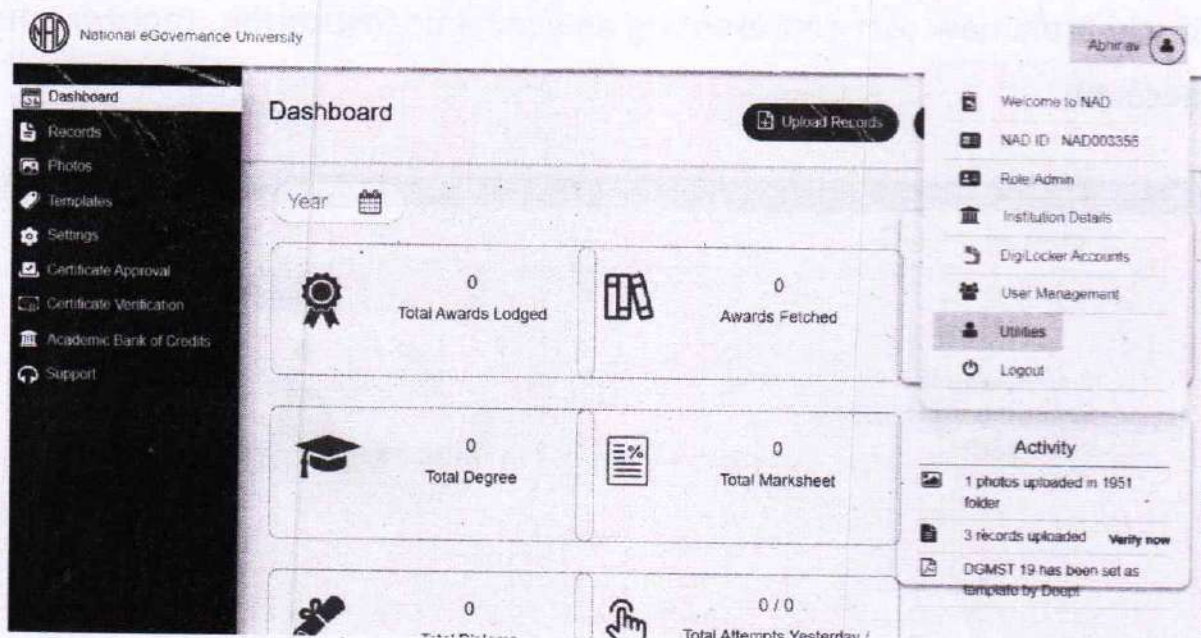


- If you already have an account, log in using your DigiLocker-NAD credentials.



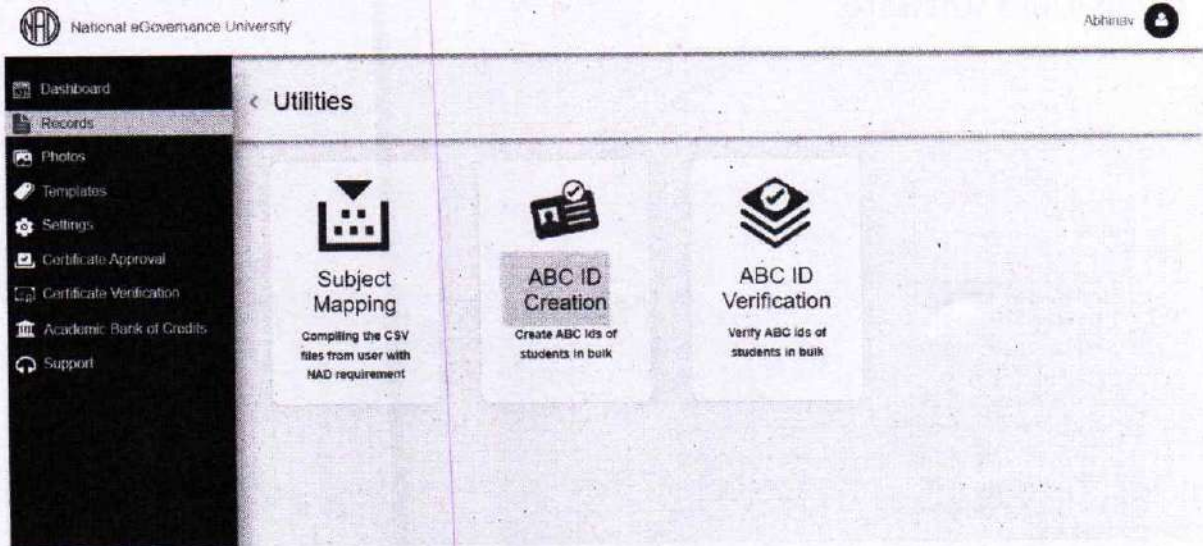
Step 2: Accessing Utilities

- Once logged in, navigate to the Account owner Name and select the "Utilities" option.



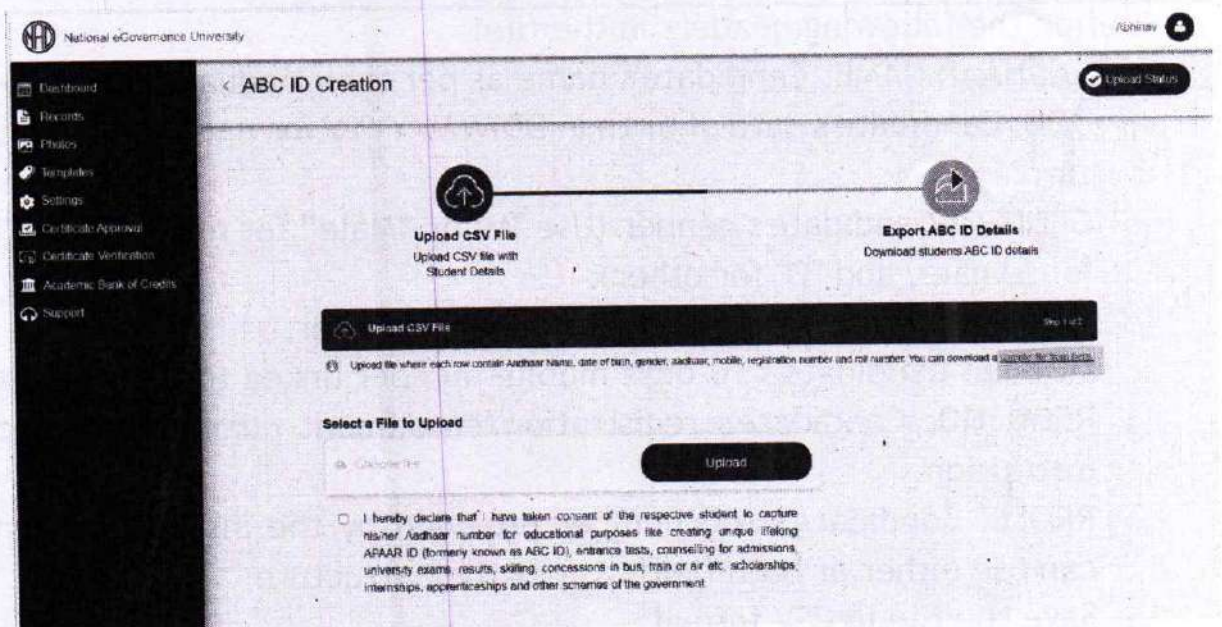
Step 3: ABC ID Creation

- Under "Utilities," choose the "ABC ID Creation" option.



Step 4: Sample File Download

- Download the provided sample file. This file will serve as a template for bulk ABC ID creation.



Step 5: Data Preparation

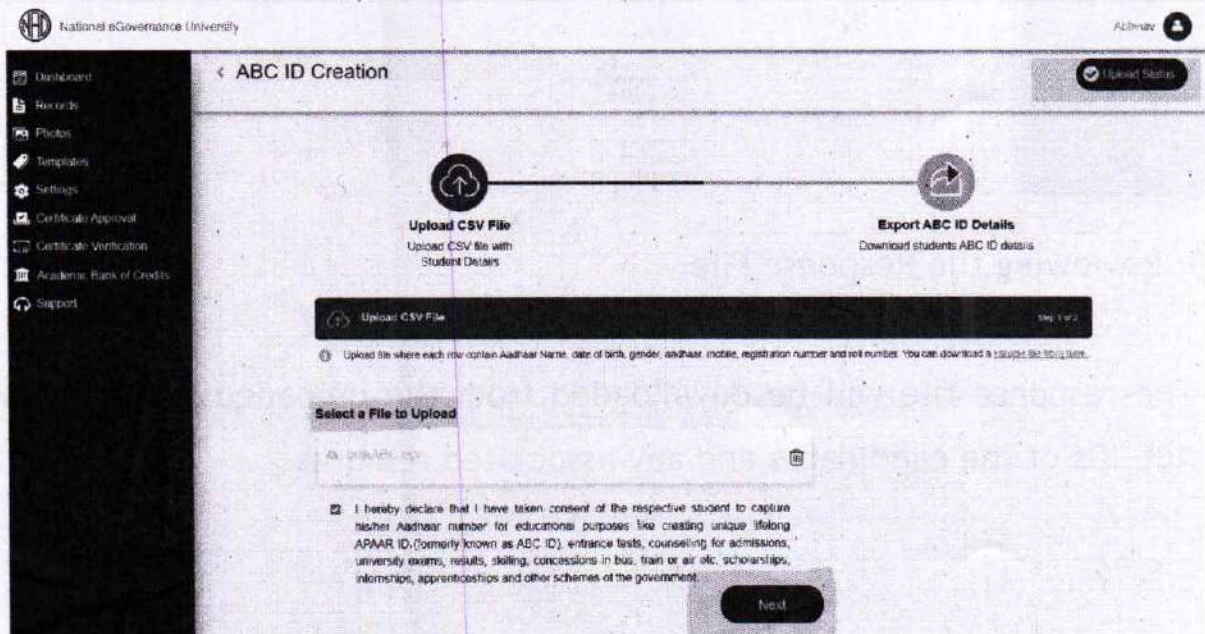
- Prepare the bulk ABC ID data file in CSV format using Microsoft Excel or any compatible software.

	A	B	C	D	E	F	G	H	I	J
1	AADHAAR NAME	DOB	GENDER	AADHAAR	MOBILE	REGN_NO	RROLL			
2	Abhishek Sharma	05-05-1985	M	123456789012	9876543210	ABC123456	1			
3	Arjun Kumar Singh	01-08-1990	Female	234567890123	8765432109	DEF789012	2			
4	Rajesh Singh	15-03-1988	Female	345678901234	7654321098	GHI345678	3			
5	Deepak Singh	08-11-1992	Male	456789012345	6543210987	JKL901234	4			
6	Shruti Singh	03-02-1986	Male	567890123456	5432109876	MNO567890	5			
7	Neeraj Singh	10-07-1995	Male	678901234567	4321098765	PQR123456	6			
8	Manish Singh	28-12-1989	Male	789012345678	3210987654	STU789012	7			
9	Devika Singh	02-04-1991	Male	890123456789	2109876543	VWX345678	8			
10	Rishabh Singh	18-06-1987	Female	901234567890	1098765432	YZA901234	9			
11	Adarsh Singh	07-09-1993	Male	012345678901	9876543210	BCD567890	10			
12	Yash Singh	14-01-1984	Female	123456789012	8765432109	EFG123456	11			
13	Pratik Singh	09-10-1996	Male	234567890123	7654321098	HIJ789012	12			
14	Chiranjeev Singh	25-08-1982	Female	345678901234	6543210987	KLM345678	13			
15	Shikha Singh	04-03-1994	Female	456789012345	5432109876	NOP901234	14			
16	Sanjay Singh	11-05-1988	Male	567890123456	4321098765	QRS567890	15			
17	Harman Singh	06-12-1997	Female	678901234567	3210987654	TUV123456	16			
18	Shubham Singh	01-04-1983	Female	789012345678	2109876543	WXY789012	17			
19	Prachi Singh	13-07-1999	Female	890123456789	1098765432	ZAB345678	18			
20	Sumit Singh	08-02-1985	Female	901234567890	9876543210	ABC901234	19			

- Define the following headers in the file:
 - AADHAAR NAME: Candidate's name as per their Aadhaar card.
 - DOB: Candidate's date of birth in DD/MM/YYYY format as per their Aadhaar card.
 - GENDER: Candidate's gender (Use "M" or "Male" for male, "F" or "Female" for female, and "O" for other).
 - AADHAAR: Candidate's 12-digit Aadhaar number.
 - MOBILE: Candidate's 10-digit mobile number linked to their Aadhaar.
 - REGN_NO: Candidate's registration/enrollment number provided by the institution.
 - RROLL: Candidate's roll number provided by the institution. Institutions can use either or both fields as per their structure.
 - Save the file in CSV format.

Step 6: Uploading Data

- Return to the portal, specifically to the "ABC ID Creation" page.
- Upload the CSV file you prepared. After uploading, click the "Next" button to submit the file. You can monitor the upload status on the right side of the screen.



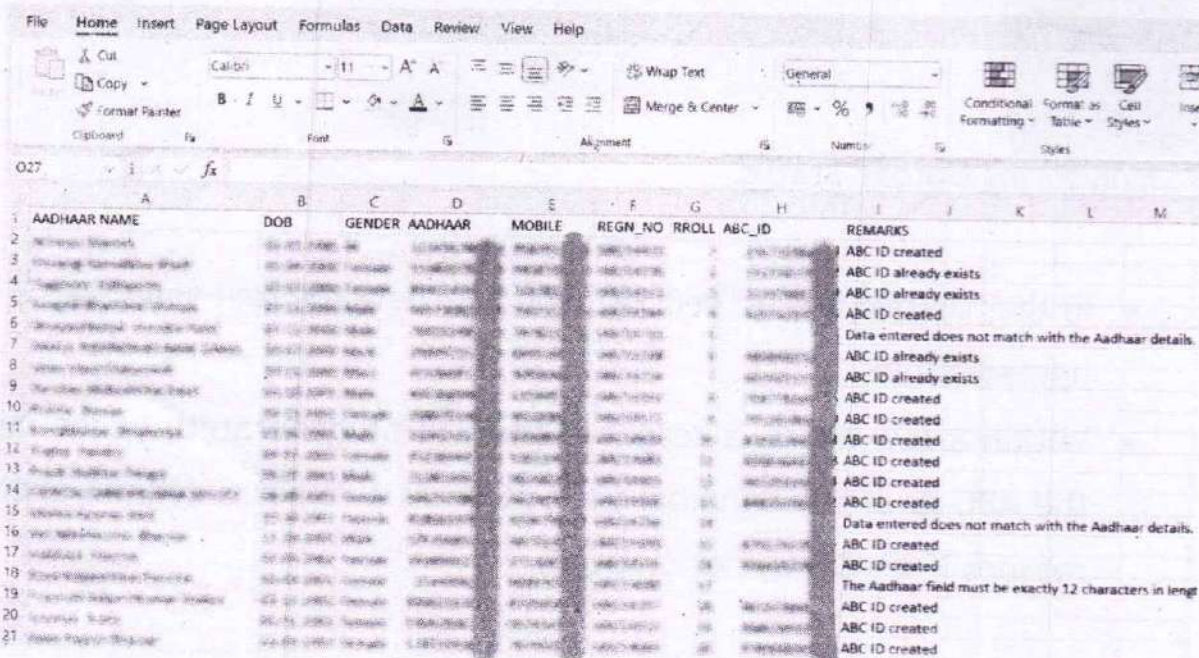
Step 7: Monitoring Upload Status

- In the "Upload Status" section, you can view the real-time status of the uploaded file.
- Within a few hours, a response file will be generated, which includes the ABC ID of the candidates. It also has a remarks column explaining reasons if an ID was not created.



Step 8: Reviewing the Response File

- The response file will be downloaded from the uploaded status, providing ABC IDs of the candidates and any associated remarks.



By following these steps, academic institutions can efficiently create ABC IDs for their students within the National Academic Depository (NAD) system.