

# **ID CARD NOTICE**

24<sup>th</sup> December, 2024

## **REMINDER**

**All the Students admitted in 2024 are hereby informed that the last date (without late fees) for filling the Identity Card form in ERP Portal**

**<https://erp.bharati.du.ac.in/smartprof/index.php> is 31<sup>st</sup> December, 2024.**

**Thereafter, late fees of 100/- INR will be recovered for defaulters for the Identity Card.**

**Sd/-  
Principal**

**\*For step wise procedure for form filling see next page**

## **PROCEDURE FOR FORM FILLING**

Step 1: Login to the ERP Portal given below  
<https://erp.bharati.du.ac.in/smartprof/index.php>

Step 2: Enter your credentials on the ERP Portal and choose **student** option  
Username: Only **Your** Email ID given in CSAS Portal  
Password:

\*Student can use **Forget Password** option to recover your password in your email. (To be done in case no mail is received by you in your inbox).

Step 3: Enter into your Account, visit extreme left panel and go to the option **“MyIDCard”**

Step 4: Fill your complete personal details required in the ID card form, and upload **clear latest passport size photograph, and clear visible signatures.**

\*Make sure the signatures should be done on clear blank white background sheet (Don't use any other background sheet)

Step 5: Check the preview of the ID card and make sure all details entered are correct. **Also make sure that photograph & signatures are clear and correctly uploaded**