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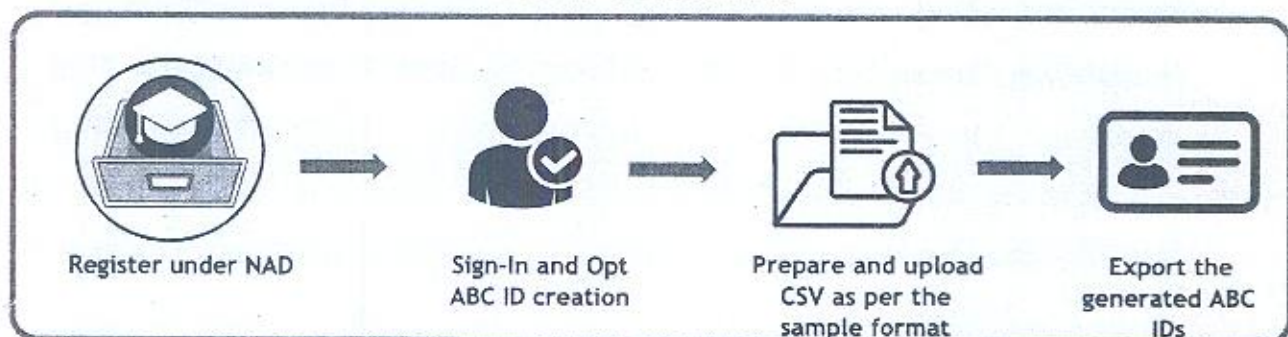
based on their academic data linked to ABC IDs, enabling targeted interventions for improvement.

- **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.



| Register under NAD | Sign-In and Opt ABC ID creation | Prepare and upload CSV as per the sample format | Export the generated ABC IDs |

## 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/.



How to start publishing

- 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.
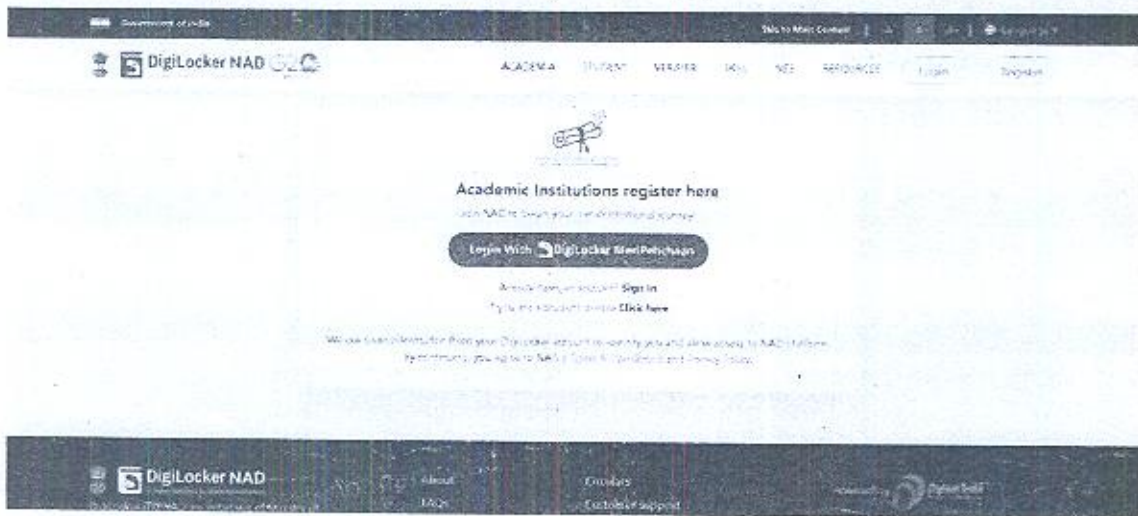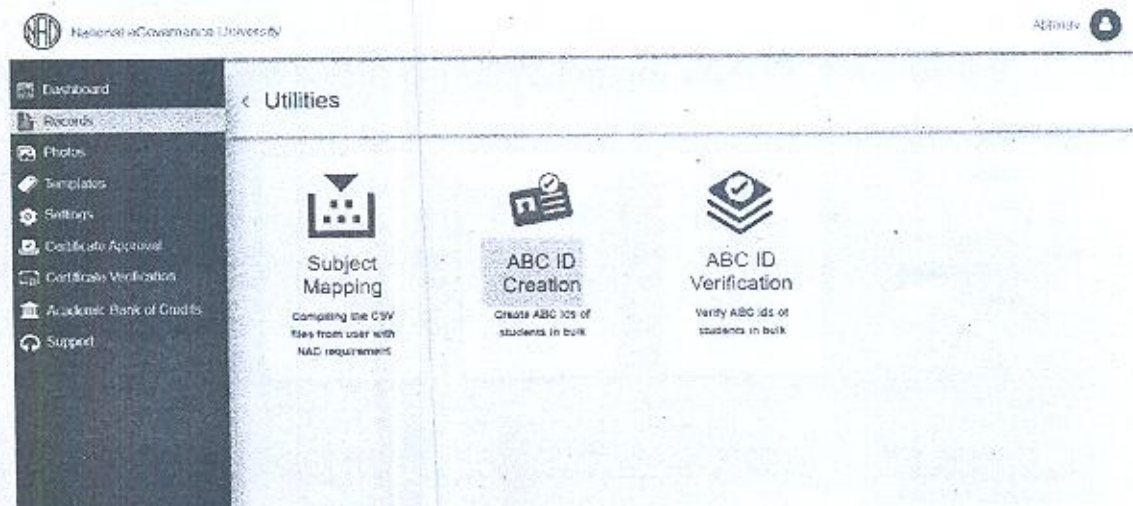


## Step 2: Accessing Utilities

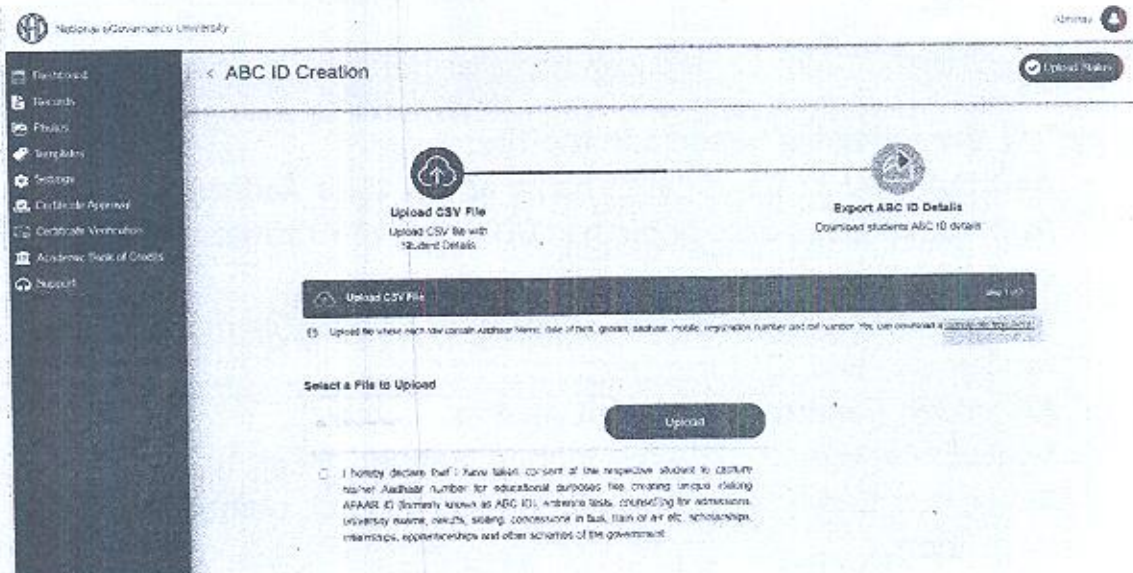- Once logged in, navigate to the Account owner Name and select the "Utilities" option.

## 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.



- 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

o  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.