NIT AGARTALA • 19th Convocation

Convocation Portal – Student Registration Guide (Step-by-Step)

QUICK OVERVIEW – 13 simple steps

Part A | Create your account

1 Open portal → 2 Enter details → 3 Verify OTP → 4 Set password → 5 Done! → 6 Check email

Part B | Register for the convocation

7 Login → 8 Academic menu → 9 Select & check → 10 Show data → 11 Fill form → 12 Current status → 13 Submit

✓ Keep ready before you start

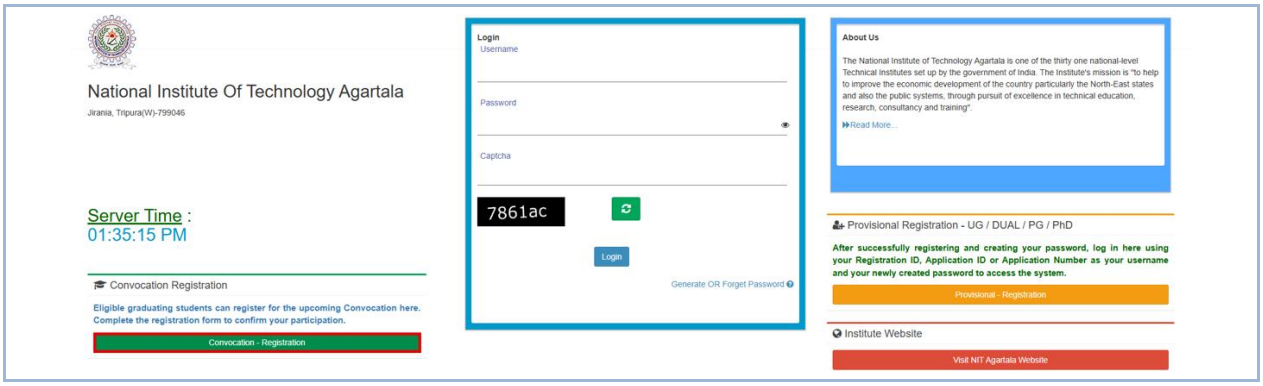
- Institute Enrollment Number
- Mis Registered Email ID and Mobile Number (OTP comes on both)
- Your 12-digit Aapar ID and your current address

PART A – Create Your Account

Steps 1 to 6

1 Open the portal and click “Convocation – Registration”

On the NIT Agartala ERP login page, find the **Convocation Registration** box (left side) and click the green **Convocation – Registration** button.

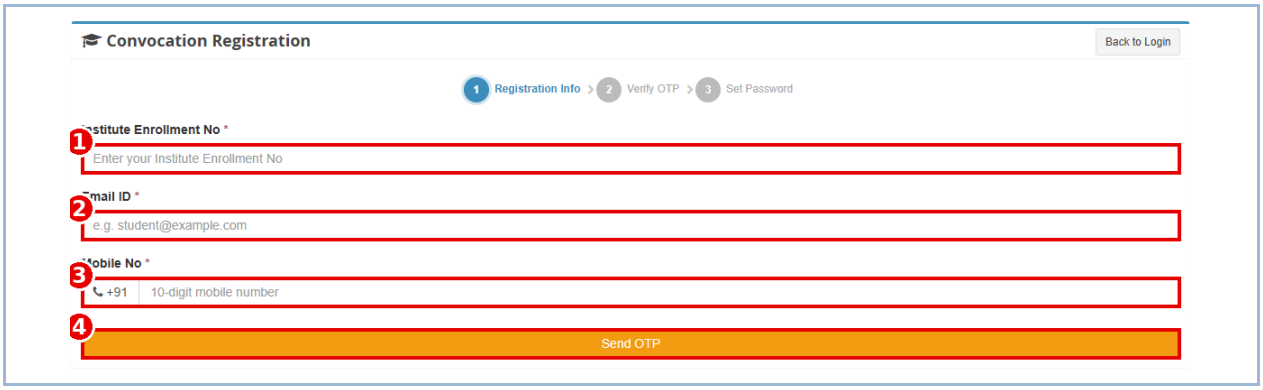


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Next: enter your details

2 Enter details and click “Send OTP”

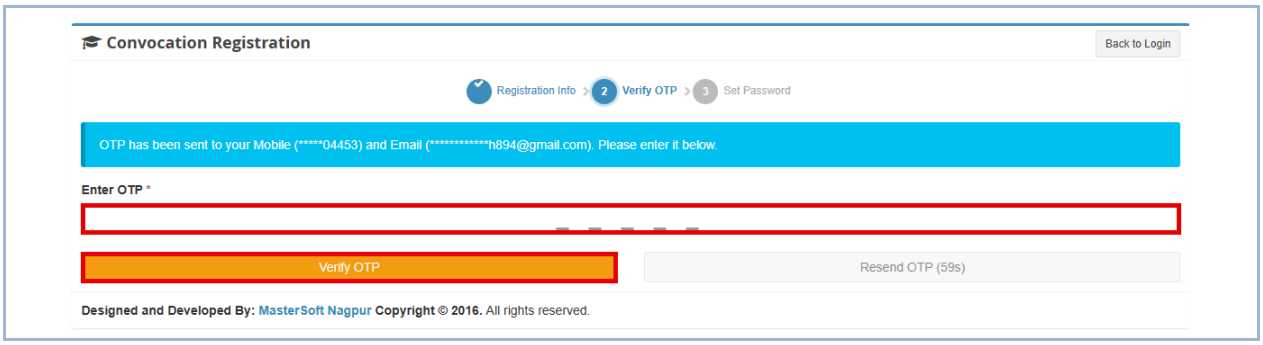
Fill in the three fields: **1 Institute Enrollment No**, **2 MIS Registered Email ID** and **3 Mobile No** (10 digits, without +91). Then click the **Send OTP** button.



Next: verify the OTP

3 Enter the OTP and click “Verify OTP”

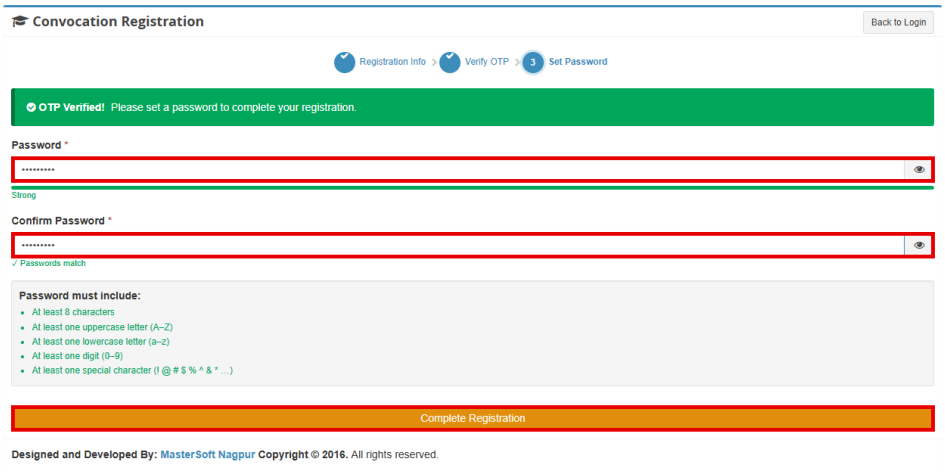
The OTP is sent to your mobile and email. Type it in the **Enter OTP** box and click **Verify OTP**. Not received? Wait for the timer and click **Resend OTP**.



Next: create a password

4 Set your password and click “Complete Registration”

Type a password, type it again in **Confirm Password**, and when it shows **Strong** and **Passwords match**, click **Complete Registration**.



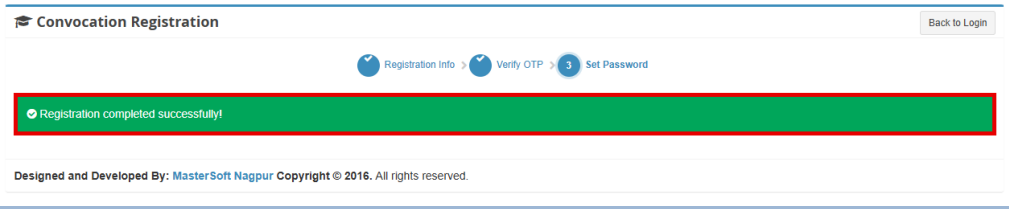
Password must have: 8+ characters • 1 capital letter • 1 small letter • 1 digit • 1 special character (! @ # $ % ^ & *)

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Next: confirmation

5 Registration completed successfully

A green message **“Registration completed successfully!”** means your account is created.



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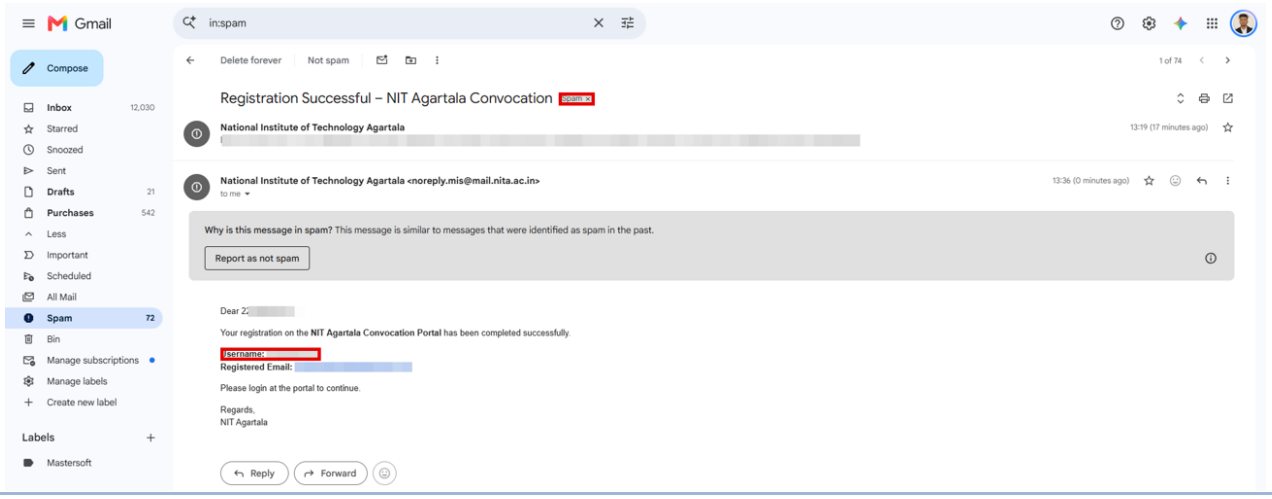
Next: get your username from your email

6 Check your email to get your Username

A mail from **NIT Agartala (noreply.mis@mail.nita.ac.in)** with subject **“Registration Successful – NIT Agartala Convocation”** arrives. It contains your **Username** – you need it to log in.

⚠ Mail not in your Inbox?

After registration you receive your USERNAME by email. If it is not in the Primary inbox, please check the SPAM folder. Open the mail and click “Report as not spam”.



Note: Your login username is the number written in this email. It can be different from your Enrollment No.

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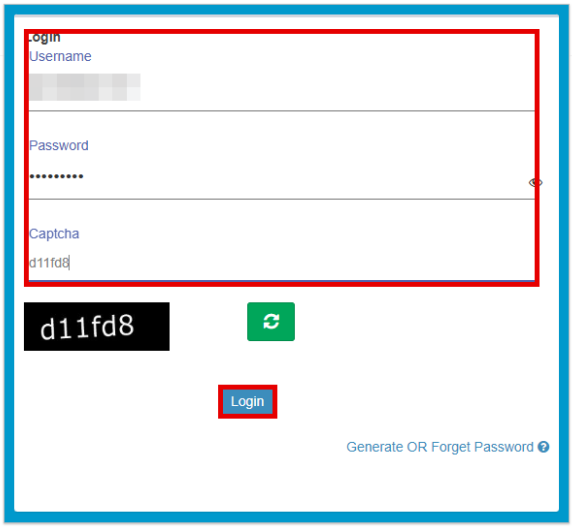
Next: log in with this username

PART B – Register for the Convocation

Steps 7 to 13

7 Log in to the portal

Go back to the login page and enter your **Username** (from the email), **Password** (created in Step 4) and the **Captcha** shown in the black box. Click **Login**.

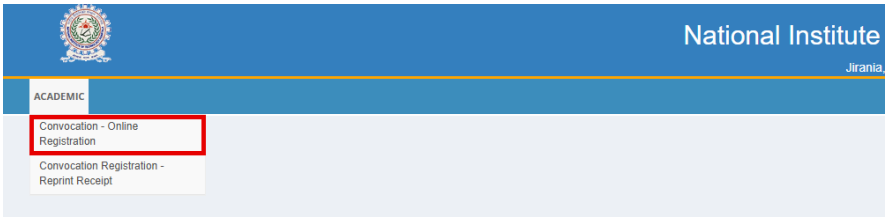


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Next: open the Academic menu

8 ACADEMIC → Convocation – Online Registration

Click **ACADEMIC** in the top menu, then choose **Convocation – Online Registration**.



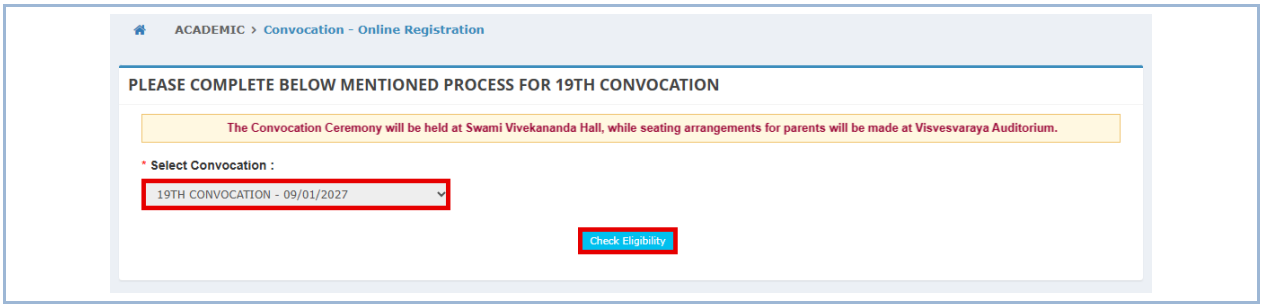
Tip: Use “Convocation Registration – Reprint Receipt” from the same menu to print your receipt later.

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Next: select the convocation

9 Select the convocation and click “Check Eligibility”

Click **Check Eligibility**. Note the venue: ceremony at Swami Vivekananda Hall; parents’ seating at Visvesvaraya Auditorium.

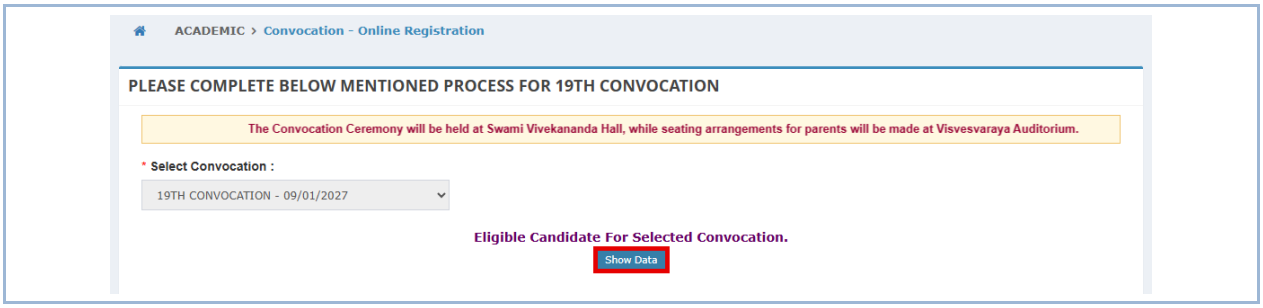


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Next: if eligible, show your data

10 Eligible candidate → click “Show Data”

If you see **“Eligible Candidate For Selected Convocation.”**, click the blue **Show Data** button.

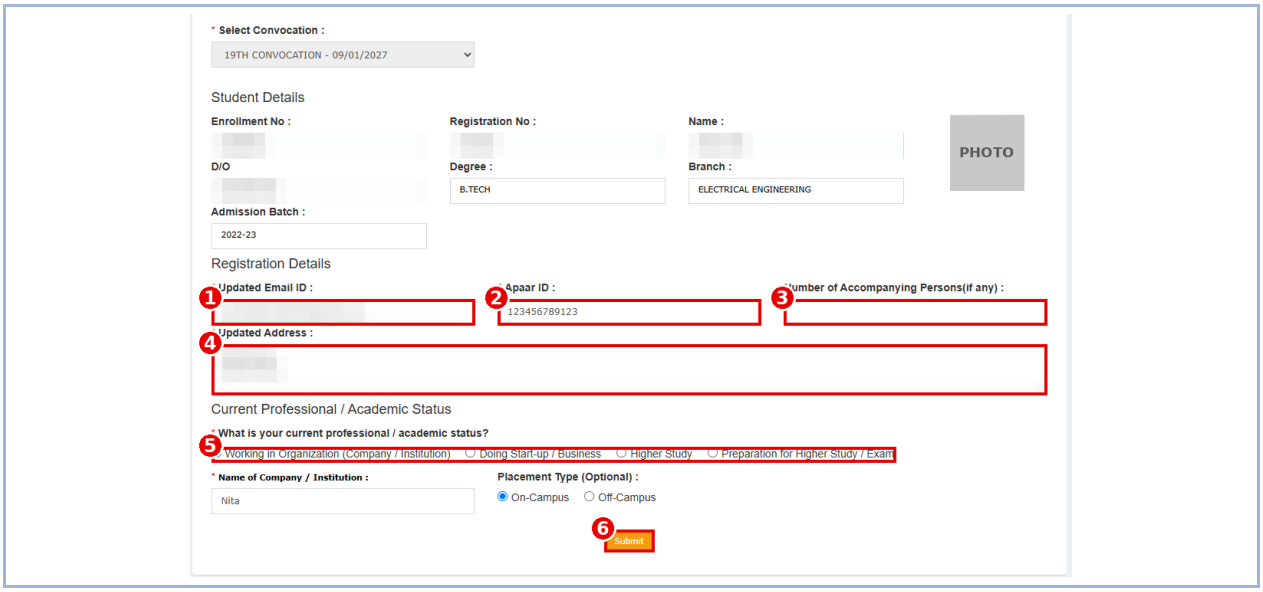


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Next: fill the registration form

11 Check your details and fill the Registration Form

Your **Student Details** (name, enrollment no., degree, branch, batch) appear automatically – just verify them. Then fill the fields numbered below:



1	**Updated Email ID**	Your current email (required)
2	**Aapar ID**	Your 12-digit Aapar ID (required)
3	**Accompanying Persons**	Number of people coming with you, if any
4	**Updated Address**	Your current address (required)
5	**Current Status**	Choose one option – see Step 12
6	**Submit**	Click only after everything is filled

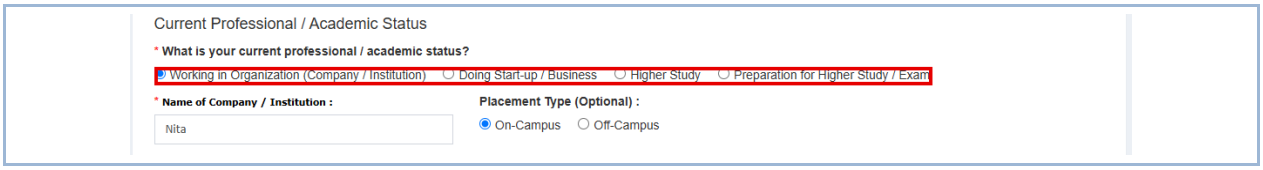
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Next: choose your current status

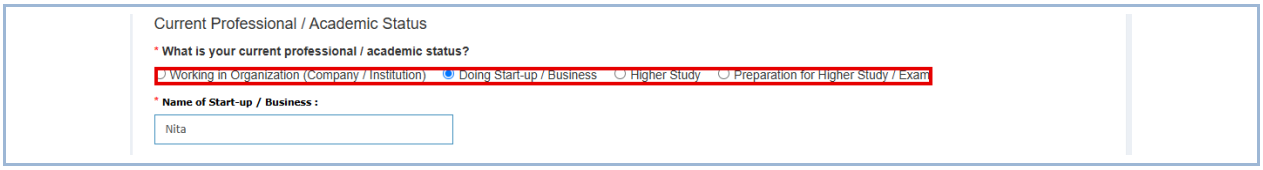
12 Choose your Current Professional / Academic Status

Select **one** option. Extra fields appear depending on your choice:

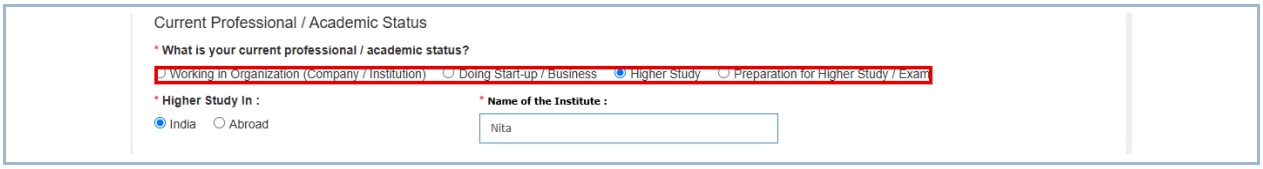
➜ **Working in Organization** – Enter Name of Company / Institution. Placement Type (optional): On-Campus / Off-Campus.



➜ **Doing Start-up / Business** – Enter Name of Start-up / Business.



➜ **Higher Study** – Choose India or Abroad, then enter Name of the Institute.



➜ **Preparation for Higher Study / Exam** – select it and fill the details that appear on screen.

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Next: click Submit

13 Click "Submit" – Registration Complete!

Click the orange **Submit** button. When you see **"Registration completed successfully."** your convocation registration is done.



★ Final Checklist & Tips

☐ Username mail received (check Spam if missing)

☐ Student details verified ☐ Email, Aapar ID, Address filled

☐ Current status selected ☐ "Registration completed successfully." seen

Tips: keep username & password safe • use Chrome 70+ / Firefox 65+ • technical help: nitmisagt@mail.nita.ac.in