

## **Guidelines for using the “Student Management System” (B.A./B.Sc. SEM 1 2018-19)**

1. Click the “**Student Management System**” link from the college website (www.bgc.org.in) for accessing the cloud portal.
2. Provide the **University Registration Number as the username and password** to log in to the portal (Home page) of the individual student.
3. The student may **change their password** after logging in for the first time and should **keep their password (strictly confidential)** for all the future correspondences to take admission to the next academic session.
4. The students may access the useful options like “**Profile**” and “**University Marks**”.
5. The students should check all the information/ details under their profile (**Name, Subject details, Mobile number, University details etc.**) and update/edit the same, if required.
6. The students may fill up the marks obtained in the WBSU SEM-1 examination, 2019 at the designated places in the website.
7. After carefully saving all the details, don’t forget to log out from the system.