

# Step by Step User Guide

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

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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:

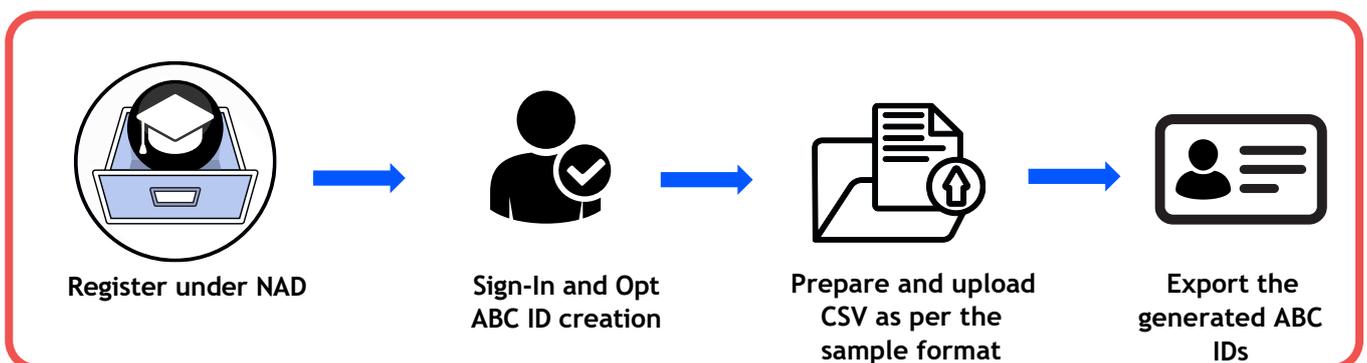
- **Unique Student ID:** The issuance of ABC IDs assigns a distinct and permanent identifier to each student, commencing from Class I. This ensures seamless academic tracking throughout their educational journey.
- **Academic Progress Monitoring:** ABC IDs facilitate continuous and comprehensive monitoring 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

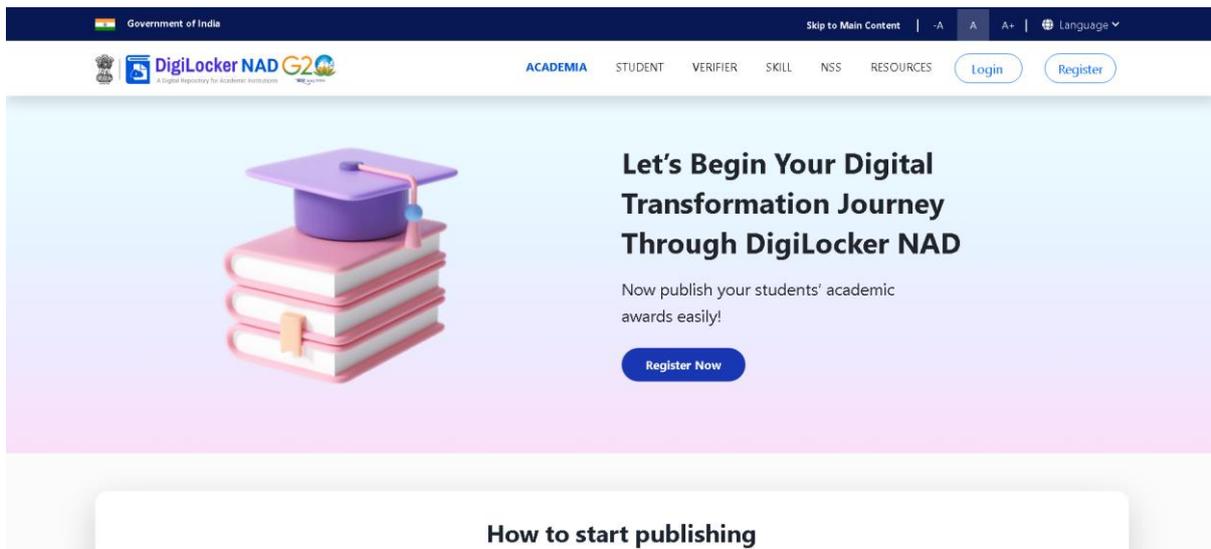
In the case of Academic Institutions, they can create ABC IDs in bulk from the National Academic Depository portal or from dedicated APIs. The creation of Bulk ABC IDs via NAD is discussed in detail here.



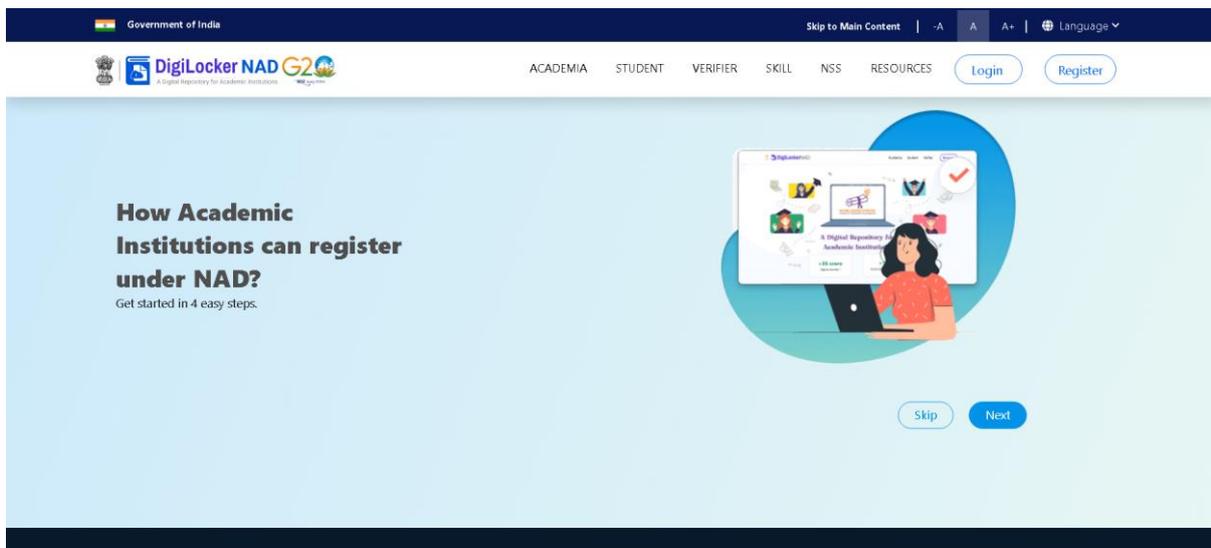
## Bulk ID creation via NAD Portal

### Step 1: Account Creation

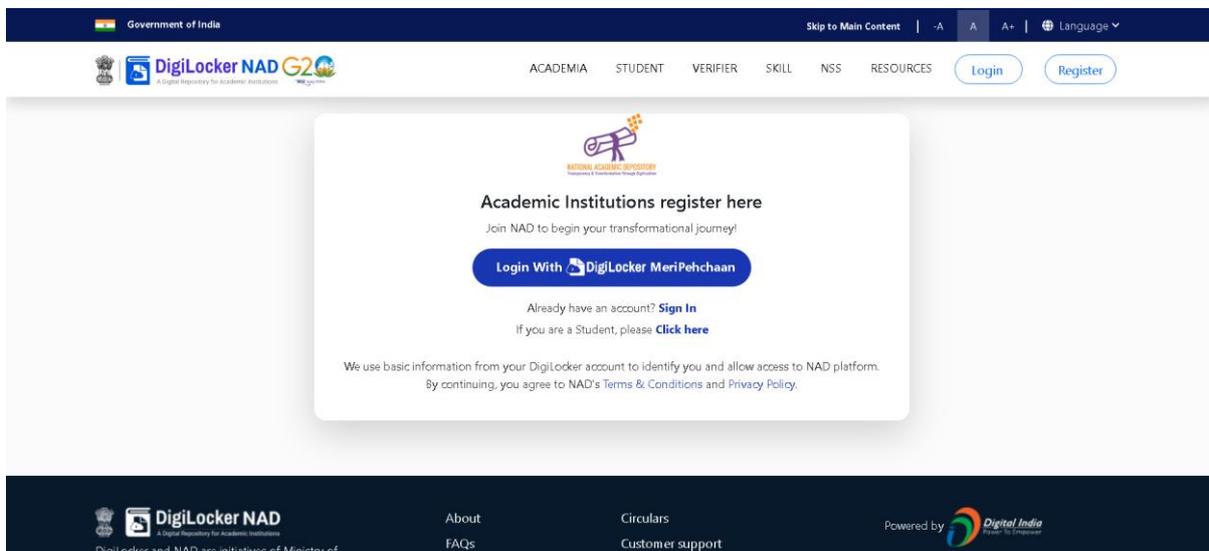
- Begin by accessing the National Academic Depository (NAD) portal at <https://nad.digilocker.gov.in/>.



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

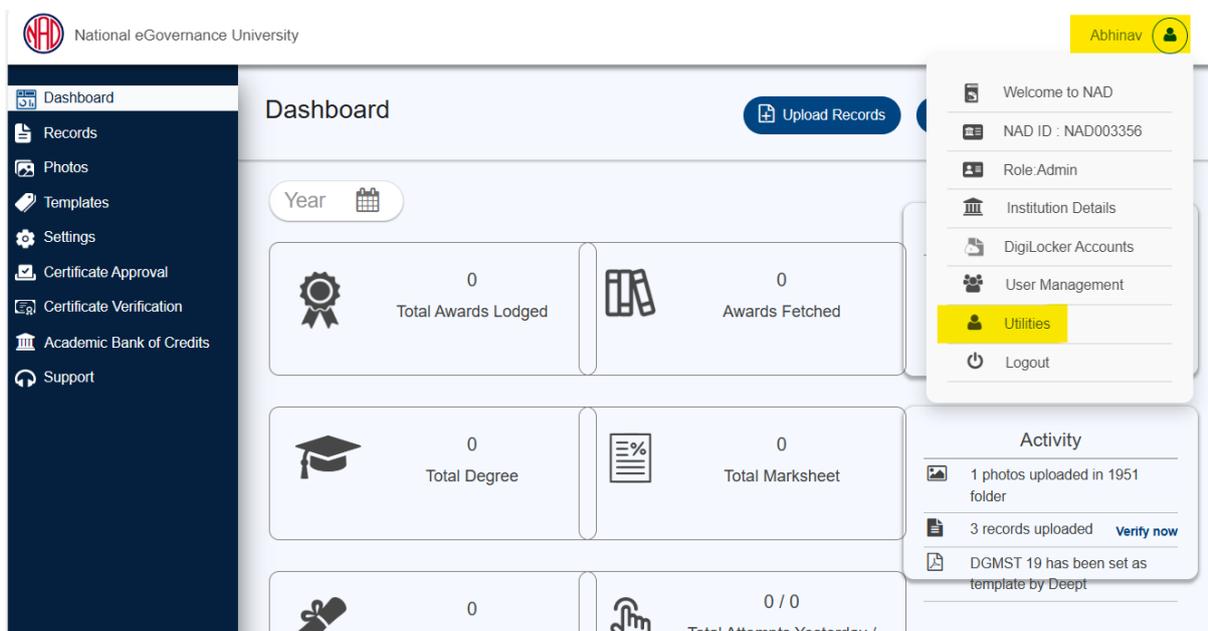


- If you already have an account, log in using your DigiLocker-NAD credentials.



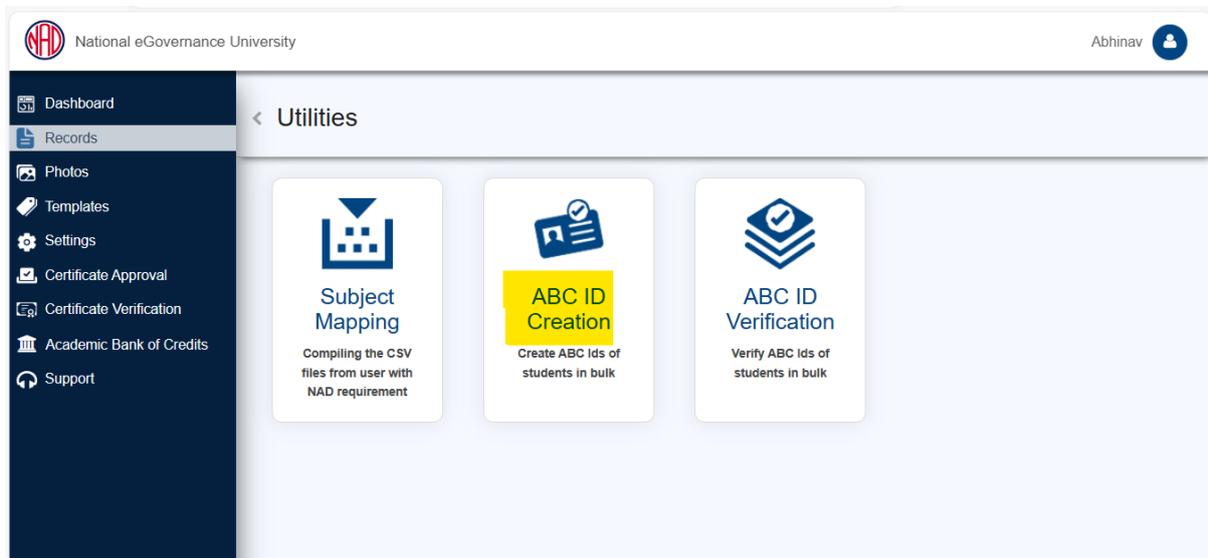
## Step 2: Accessing Utilities

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



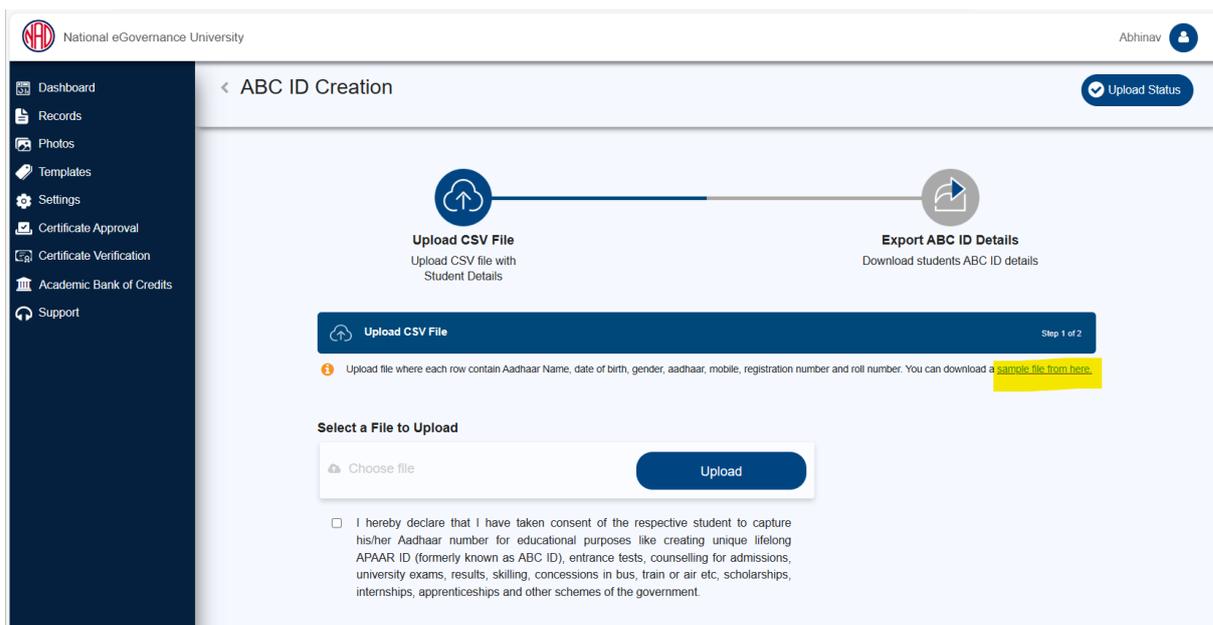
## Step 3: ABC ID Creation

- 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	Shrihari Sharma	05-05-2000	Male	523456789	987654321	001	1			
3	Shriyog Kannabhai Shastri	05-08-2000	Female	512345678	987654321	002	2			
4	Poojamma Vaidyanthi	07-07-2000	Female	890123456	765432109	003	3			
5	Sandeep Shantibhai Shrivastava	07-11-2000	Male	945678901	789012345	004	4			
6	Shreekrishna Shantibhai Patel	07-11-2000	Male	789012345	789012345	005	5			
7	Manoj Kumar Sankaranarayanan Srinivasan	08-07-2000	Male	234567890	890123456	006	6			
8	Mani Vaidyanthi Chatterjee	08-11-2000	Male	432109876	901234567	007	7			
9	Devendra Maheshbhai Patel	08-10-2000	Male	456789012	321098765	008	8			
10	Madhavi Sharma	08-11-2000	Female	200876543	901234567	009	9			
11	Rameshkumar Shantibhai	08-10-2000	Male	555555555	666666666	010	10			
12	Pooja Pandey	08-07-2000	Female	456789012	321098765	011	11			
13	Pratik Shantibhai Purohit	08-07-2000	Male	212345678	987654321	012	12			
14	Urvashi Sankaranarayanan Srinivasan	08-08-2000	Female	645678901	901234567	013	13			
15	Madhavi Aparna Devi	08-10-2000	Female	901234567	901234567	014	14			
16	Mani Maheshbhai Shrivastava	11-10-2000	Male	578901234	987654321	015	15			
17	Vidhisha Sharma	05-05-2000	Female	245678901	976543210	016	16			
18	Shant Maheshbhai Purohit	02-05-2000	Female	254567890	901234567	017	17			
19	Poojamma Maheshbhai Purohit	02-11-2000	Female	678901234	876543210	018	18			
20	Shriyog Shastri	05-05-2000	Female	545678901	987654321	019	19			
	Mani Maheshbhai Shrivastava	05-05-2000	Female	578901234	987654321	020				

- 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.

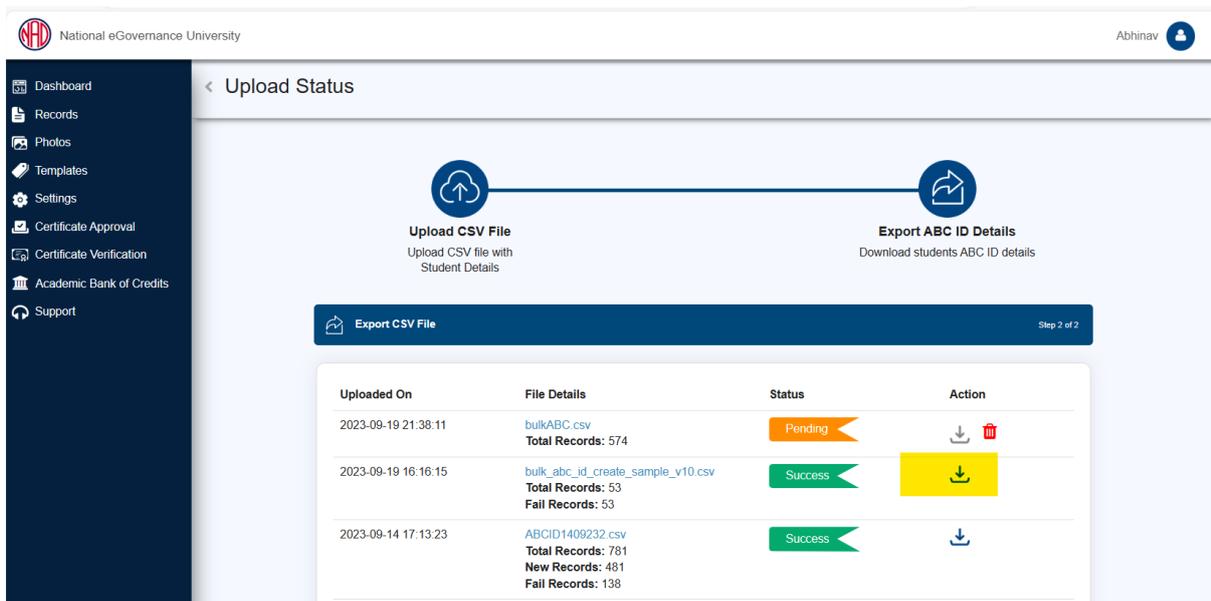
## Step 6: Uploading Data

- 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.

The screenshot displays the 'ABC ID Creation' interface. On the left is a dark sidebar with navigation options: Dashboard, Records, Photos, Templates, Settings, Certificate Approval, Certificate Verification, Academic Bank of Credits, and Support. The main content area shows a progress bar with two steps: 'Upload CSV File' (active) and 'Export ABC ID Details'. Below the progress bar, there is a section titled 'Upload CSV File' with a sub-header 'Upload CSV file with Student Details'. A yellow box highlights the 'Upload Status' button in the top right corner. Below the main heading, there is a blue bar with 'Upload CSV File' and 'Step 1 of 2'. An information icon is followed by the text: 'Upload file where each row contain Aadhaar Name, date of birth, gender, aadhaar, mobile, registration number and roll number. You can download a [sample file from here](#).' Below this is a 'Select a File to Upload' section with a file named 'bulkABC.csv' and a trash icon. A checkbox is checked, with the text: 'I hereby declare that I have taken consent of the respective student to capture his/her Aadhaar number for educational purposes like creating unique lifelong APAAR ID (formerly known as ABC ID), entrance tests, counselling for admissions, university exams, results, skilling, concessions in bus, train or air etc, scholarships, internships, apprenticeships and other schemes of the government.' A yellow box highlights the 'Next' button at the bottom right.

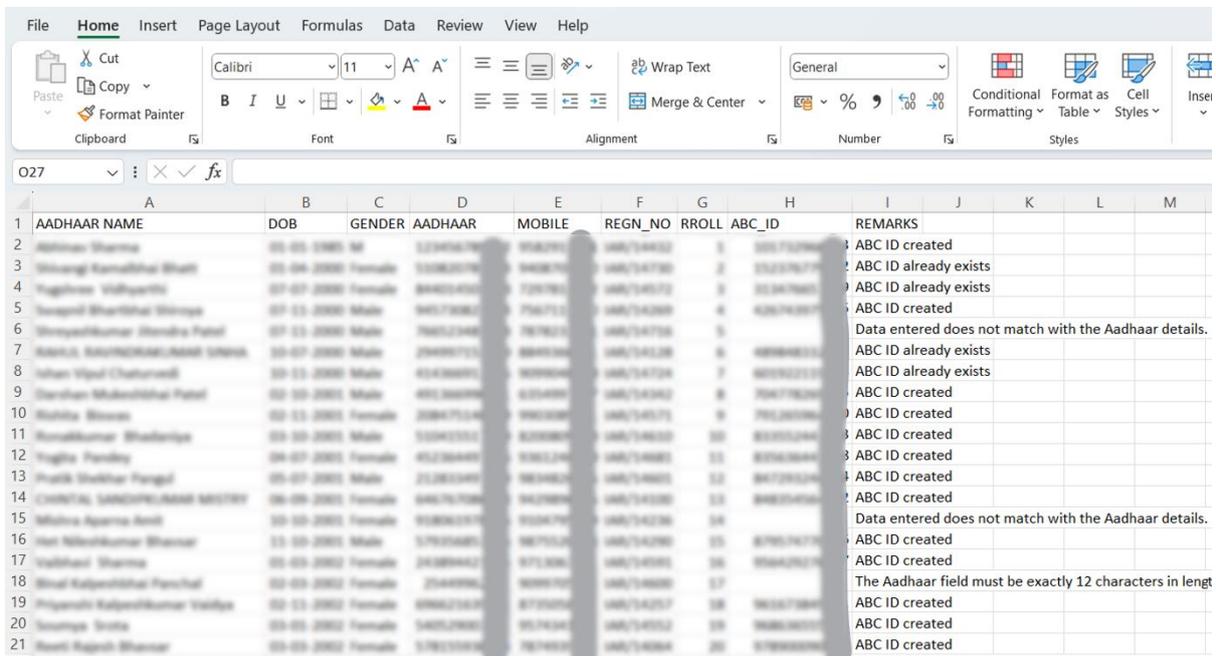
## Step 7: Monitoring Upload Status

- 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.

