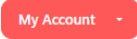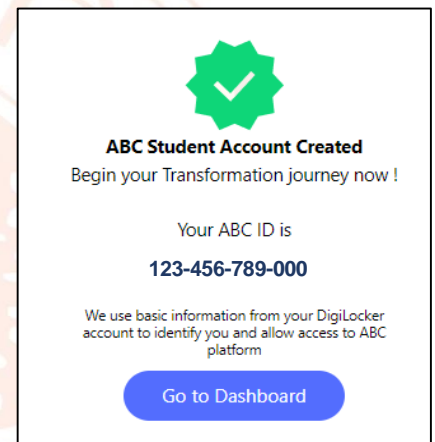# SOP/Guidelines to generate Academic Bank of Credits (ABC) ID

OPTION-A: On ABC Portal

1) Open official website www.abc.gov.in/
2) The Click on **My Account** tab [My Account ▾] on right hand of the web-page.
3) Select **Student** 👤 Student from the drop-down list and
   a) *If you have account on the DigiLocker follow these steps:*
      - Sign-in using your details and OTP.
   b) *If you do NOT have account on the DigiLocker follow these steps:*
      - Click on Sign-up for *Meri Pehchaan* (https://digilocker.meripehchaan.gov.in/).
      - Create an account using your *Mobile Number* linked with your **Aadhaar**.
      - Sign-in using your details and OTP.
4) After sign-in, select the University tab from the options and search **Central University of Punjab** by in the dropdown-list.
5) Click on the **Central University of Punjab** to complete the Registration Process on ABC.
6) Please note down and keep your **ABC ID** for future references.

OPTION-B: On DigiLocker Portal *(for those who have DigiLocker account)*

1) Open official website www.digilocker.gov.in/
2) Click on **Search Documents** at the left panel and type **'ABC ID'** in the search column.
3) Click on **ABC ID Card- Academic Bank of Credits** in the search results.
4) Select **University** from the drop-down list in the *Institution Type* option on your dashboard and click OK.
5) Search **Central University of Punjab** in the *Institution Name* option.
6) Click on the **Central University of Punjab** from the drop-down list and click OK.
7) Check the consent box and click on Get document button.
8) Get your ABC ID by clicking the ABC ID Card option from your Issued Documents list.
9) Please note down and keep your **ABC ID** for future references.
10) Following YouTube video *(of DigiLocker)* explains the process to generate ABC ID: www.youtube.com/watch?v=Gw3DUHaJg1c