Convocation Registration Guide





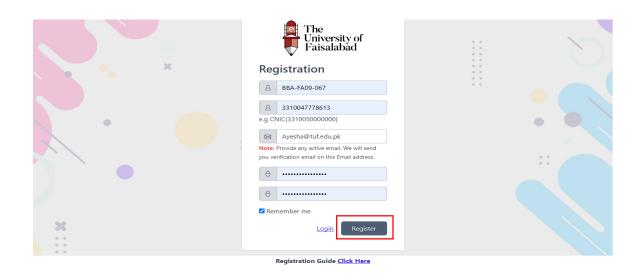
Contents

Register	3
Email Verification:	
Add Candidate Details:	
Edit Candidate Details:	
Show Candidate Details:	
Guest	
Add Guests:	
Edit Guest Details	
Submit:	
Candidate Gate Pass:	
Guest Gate Pass:	15

Register

- 1. Enter the URL to register (https://convocation.tuf.edu.pk/register).
- 2. Enter the following details **Registration No, CNIC No, Email** and **password** and then click on "**Register**" Button.

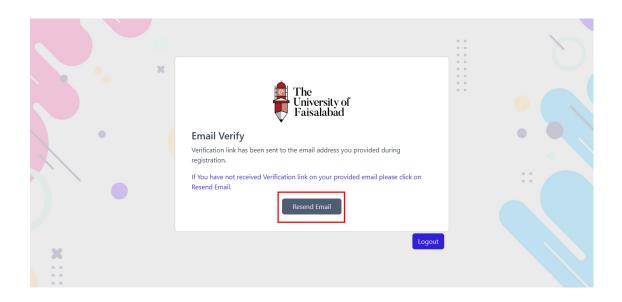
Note: Only Eligible Students will be able to register for Convocation.



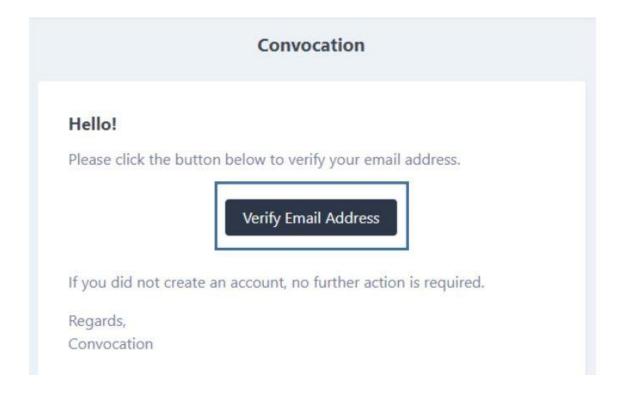
Email Verification:

1. After Registration Candidate is going to receive "Verification Email".

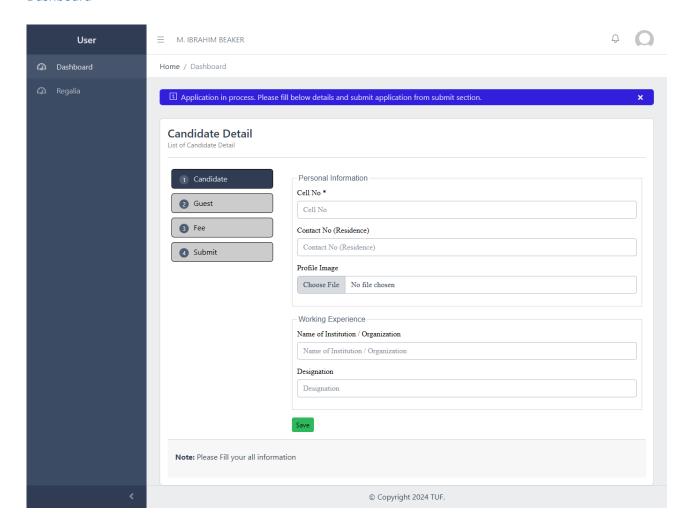
Note: If you have not received Verification link on your provided email please click on Resend Email Button.



1. Check your email and click on "**Verify Email**" button. After Verification user will redirected to Candidate Dashboard.



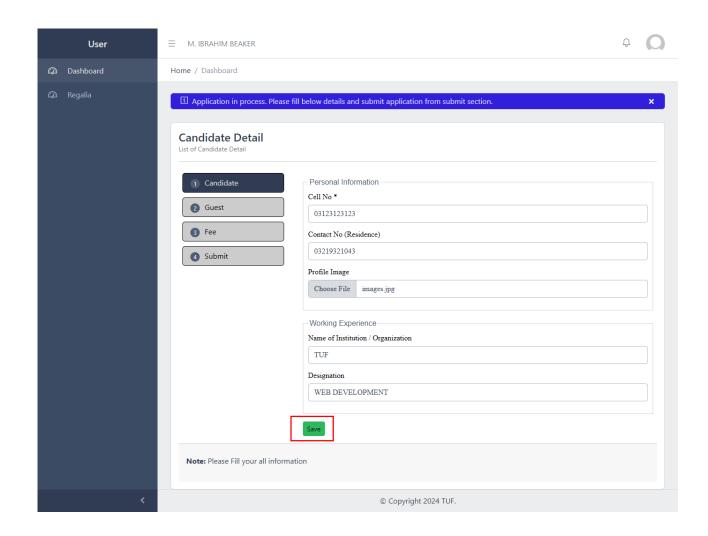
Dashboard



Add Candidate Details:

1. Enter your personal Information like Cell Phone, Residence Contact, Profile Image & Working Experience if any and then click on Save Button.

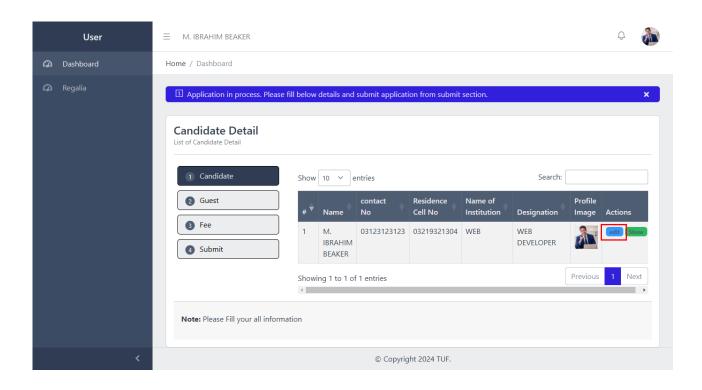
Without Required Fields like Cell No Data will not be "Submitted".

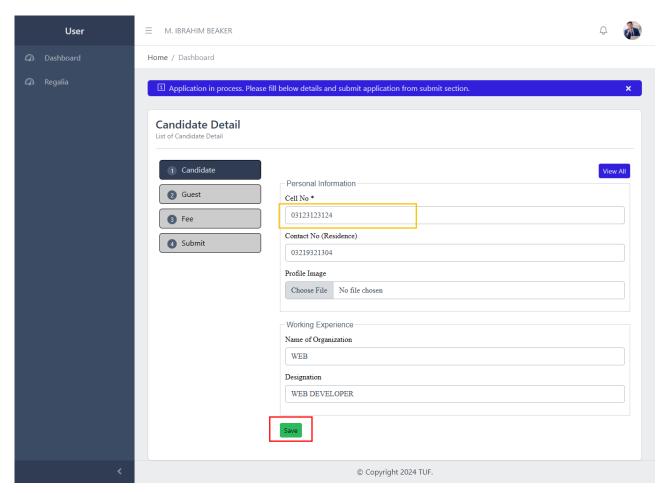


Edit Candidate Details:

Edit/Update the candidate details and then click on "Save" button.

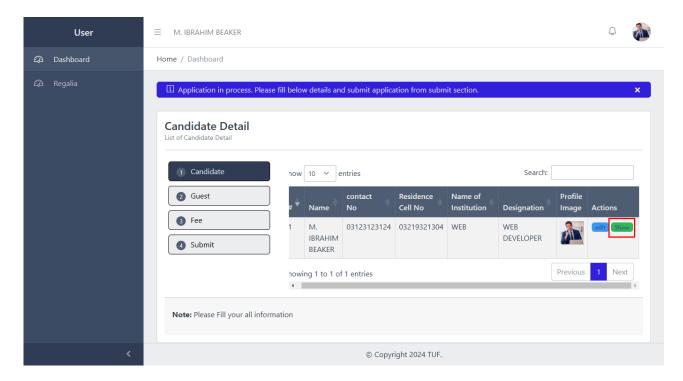
Note: The Cell No field is empty by keeping this field empty data will not be updated.





Show Candidate Details:

To View Created Candidate Details click on "**Show**" button placed in front of the record on List All Candidate Details page.

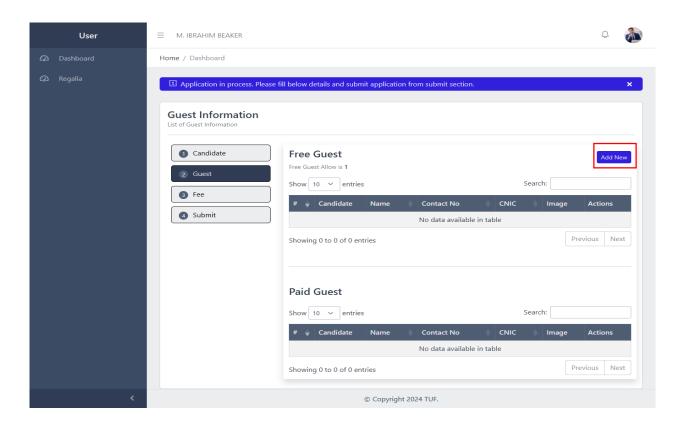


Guest

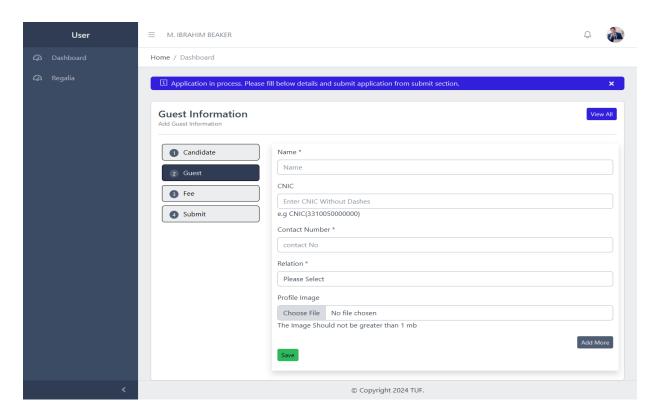
Here user will be allowed to add a Free Guest

Add Guests:

After filling in the candidate details enter the guest details by selecting "Guest" from the sidebar and then click on Add New.

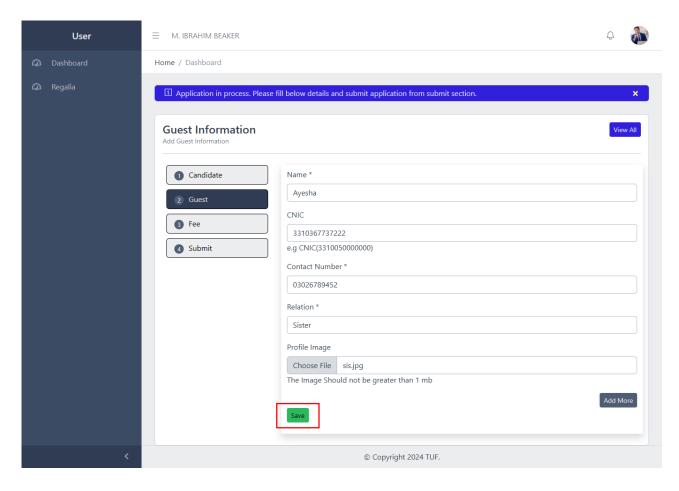


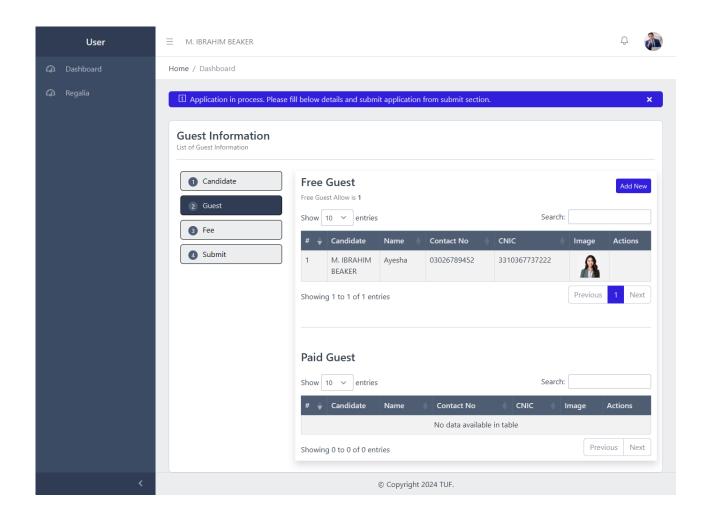
After clicking in the **Add New**, enter the guest details by selecting "**Guest**" from the sidebar and then entering guest details like **name**, **CNIC**, **Contact No** and **Relation** and then click on "**Save**" button.

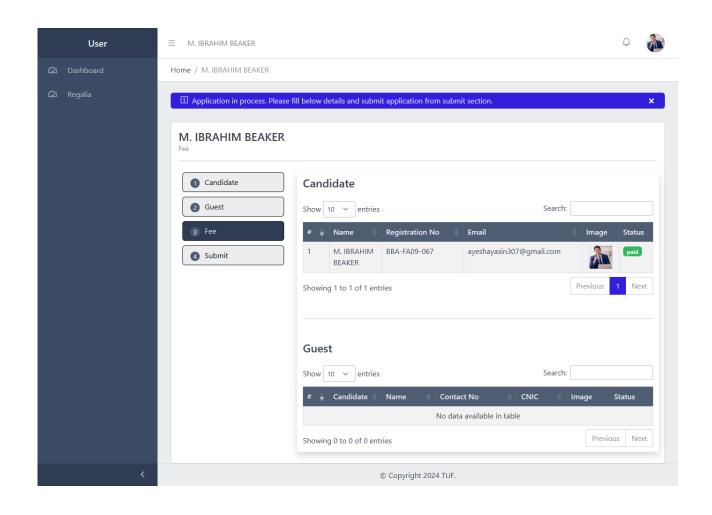


Edit Guest Details

Edit/update the free guest details as per your choice and then click on "Save" button.



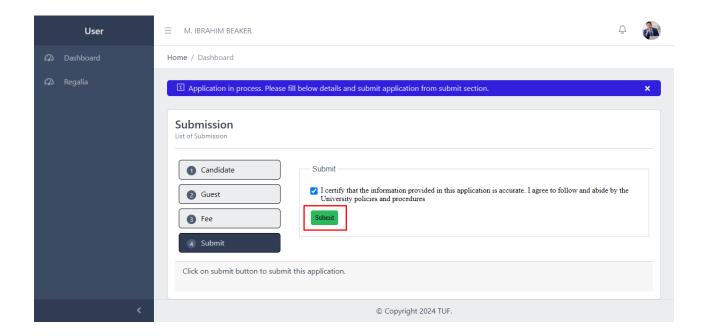




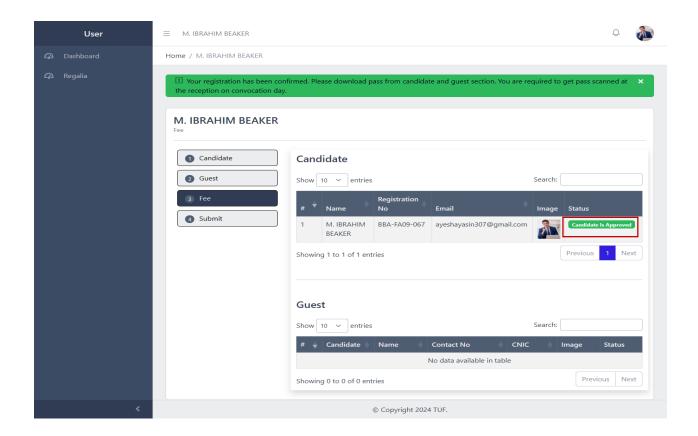
Submit:

Submit the Application by Agreeing upon all the information you filled out is correct and accurate.

Note: Your application will be considered incomplete without submission.



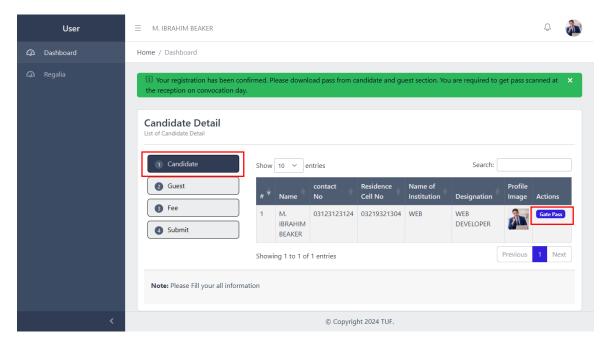
After Submitting wait for the approval of your application from Student Affairs. As your application is approved the status will be changed as shown below:



Candidate Gate Pass:

To Download the Gate pass follow the steps mentioned below:

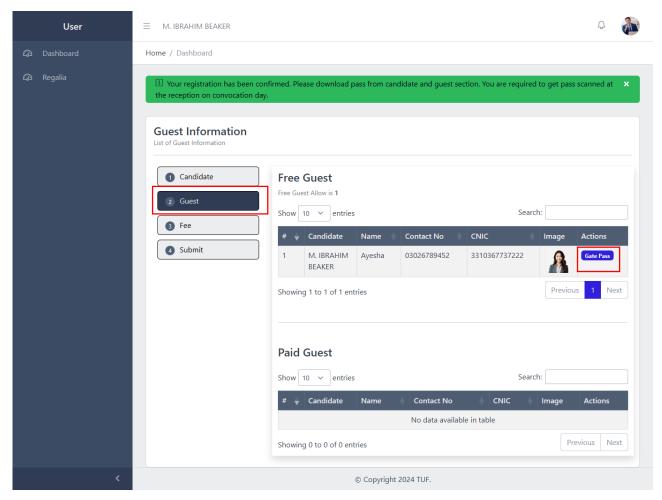
1. Select Candidate from the sidebar and click on "Gate Pass" button placed in front of the candidate. This will download the gate pass of candidate.





Guest Gate Pass:

1. Select Guest from the sidebar and click on "Gate Pass" button placed in front of the guest details as mentioned below in the screenshot. This will download the gate pass of Guest.



Guest

Convocation 2024 TUF

Name : Ayesha

CNIC: 3310367737222 Contact: 03026789452

You are required to get this card scanned at the reception and submit your cell phone at mobile booth.









02 December

Time: 11:00 AM

Student Name: M. IBRAHIM BEAKER Registration #: BBA-FA09-067

Relation : Sister

The University Of Faisalabad Sargodha Road, University Town

Faisalabad.