Instruction Manual for Distance Students (IUMS Portal)
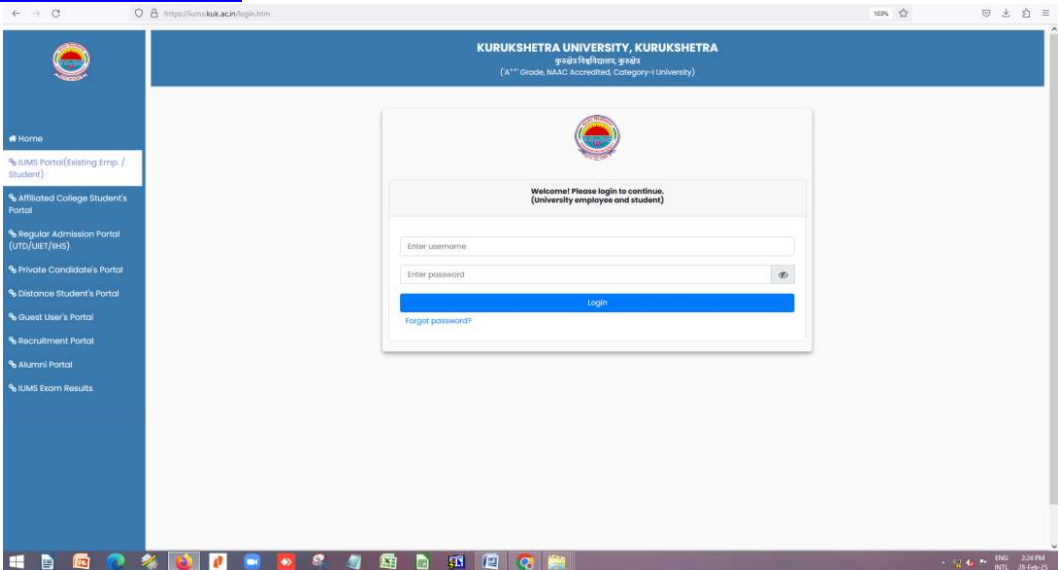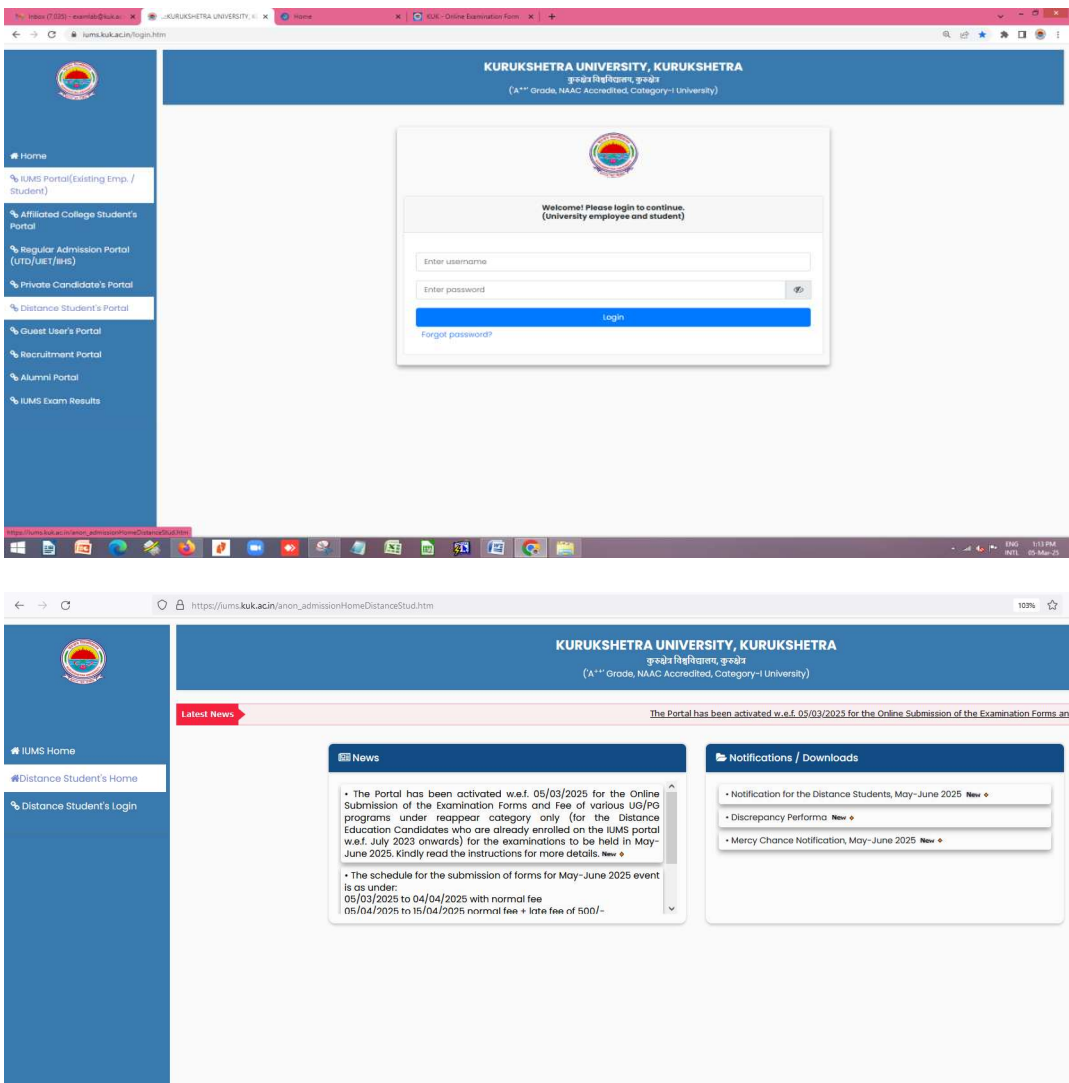
A. How to submit the examination form and fee by an already registered user under Reappear category? **(Page 1)**
B. How to apply for Re-evaluation examination form and fee through login? **(Page 3)**
C. How to view the result through login? **(Page 5)**
D. How to download admit card through login? **(Page 5)**
E. What to do if you forget your username or password? **(Page 6)**

A. How to submit the examination form and fee by an already registered user under reappear category?

1. Click on **www.iums.kuk.ac.in** as shown below:

2. Click on **Distance Students' Portal > Distance Students' Login** as shown below:

- Click on **Exam > Reappear Exam Form** as shown below:

- Enter the **Exam Session and Semester/Year** as shown below:

- The reappear form along with auto filled subjects having reappear shall get displayed as shown below:

- Click on **Save** button and proceed to **Make Payment** as shown below for the final submission of the reappear examination form and fee.

- Upon the successful payment, the .pdf of the reappear examination form can be downloaded through the **Download** button by clicking again on **Exam> Exam Form**.

Process Complete

B. How to apply for Re-evaluation examination form and fee through login?

- Click on **Exam Form** tab after entering into your login and select **Exam Re-evaluation.**

- Select **Apply for Re-evaluation button** as shown below

- Select the subjects/courses in which you want to apply for re-evaluation.

- Click on **Save** button, enable the **check box of the Declaration** and **Click here to Pay** for final submission of the re-evaluation form and fee.

Process Complete

C. How to view the result through login?

- Login into your account.
- Click on the **Result Report** Tab under **Exam** menu.
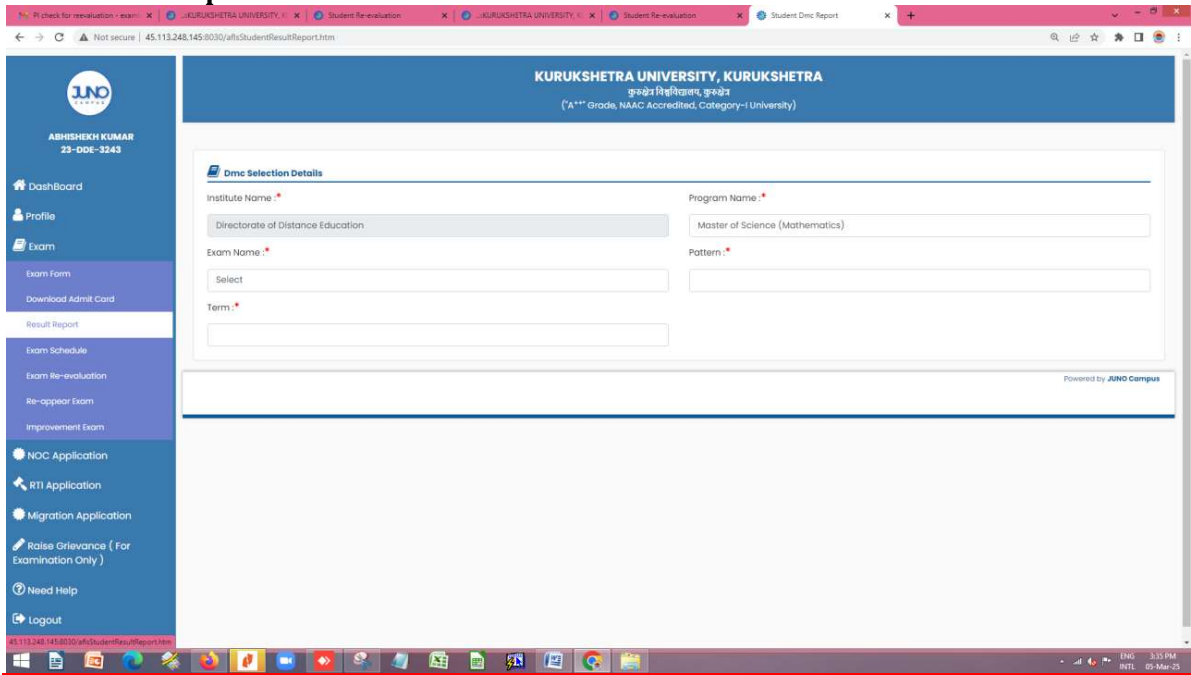
- Enter the desired information of the class, exam name, pattern, term as shown below and click on download button for obtaining the soft copy of the DMC.
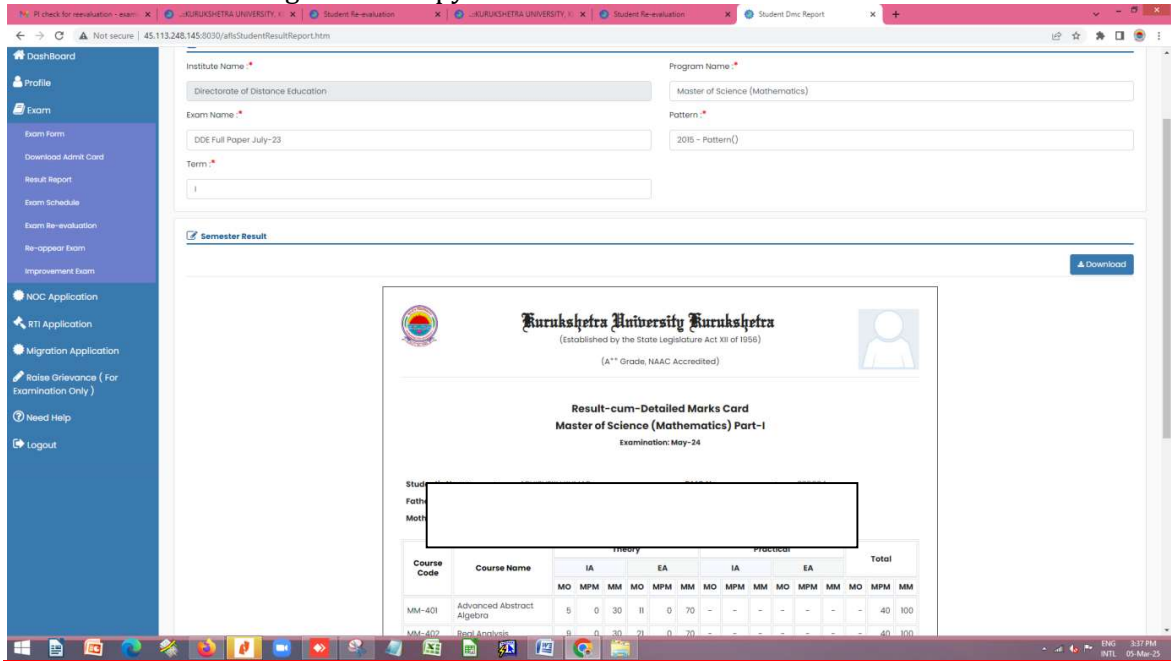
D. How to download admit card through login?

- Login into your account.
- Click on the **Download Admit Card** Tab under **Exam** menu.
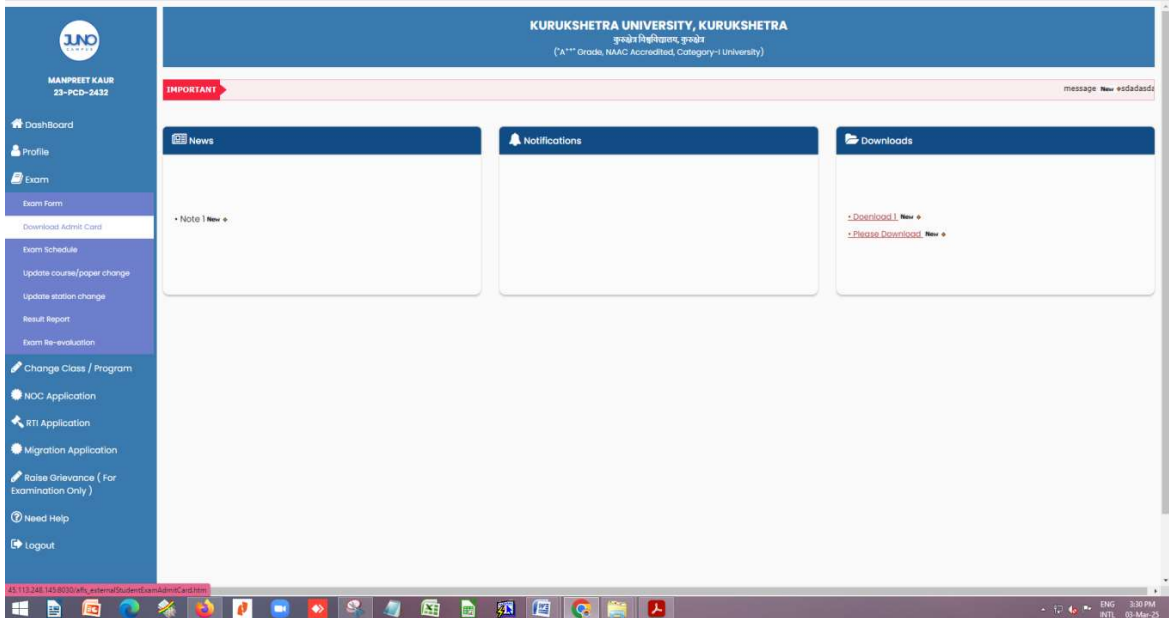
- Click on the Download button for obtaining the desired admit card.

Process Complete

E. What to do if you forget your user name or password?

- Click on **Distance Students' Portal > Distance Students' Login** as shown below:

    - If you have forgotten the password, then
    - Click on **Forgot password?**
    - Enter your **user id , captcha** and click on **Submit** button

- A password reset link will be sent on your user id i.e. email id and also on your registered mobile number as shown below. **Please note that same password reset link is sent to email and mobile number.**

- The password can be reset either by clicking on the link as received on user id/email id or by clicking on link as received on the mobile number as shown below.
- **How to reset password through password reset link as received on Email or on Mobile number?**
    - Click on any one of the link as shown below:

Password reset link on email id	Password reset link on mobile no.
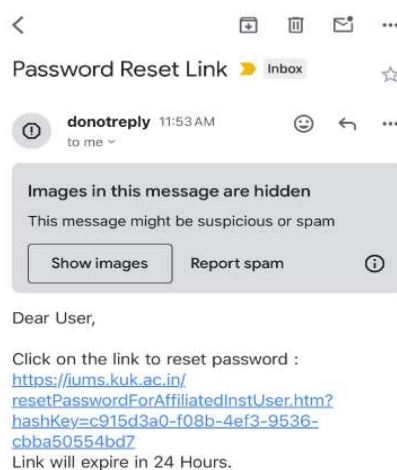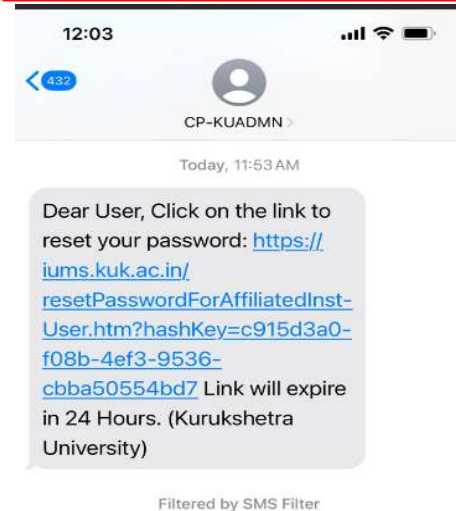
OR

- Enter the new password and also confirm the new password. Then click on **Submit** button as shown below:

- The new password gets successfully reset. You will be redirected to the login page from where you can login again using the user id and new password.

- If the student has forgotten the username, then s/he can submit the Discrepancy Performa to the Exam Enquiry, KUK for obtaining the username for the successfully submitted examination form.

Process Complete