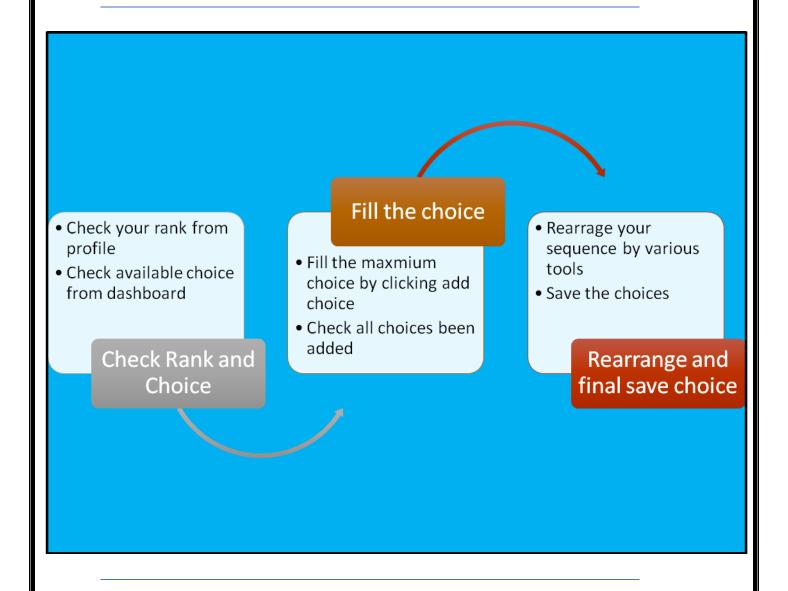
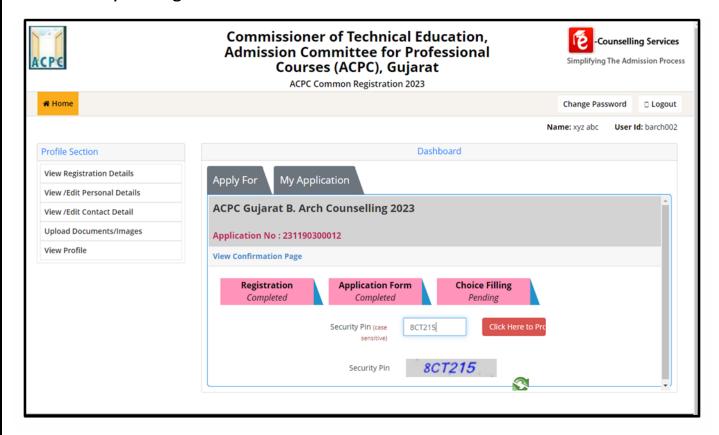
Steps for Choice filling



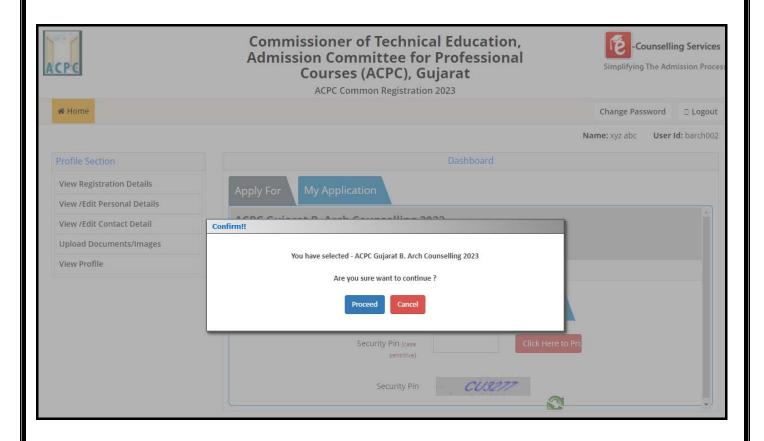
Step 1: Check your rank

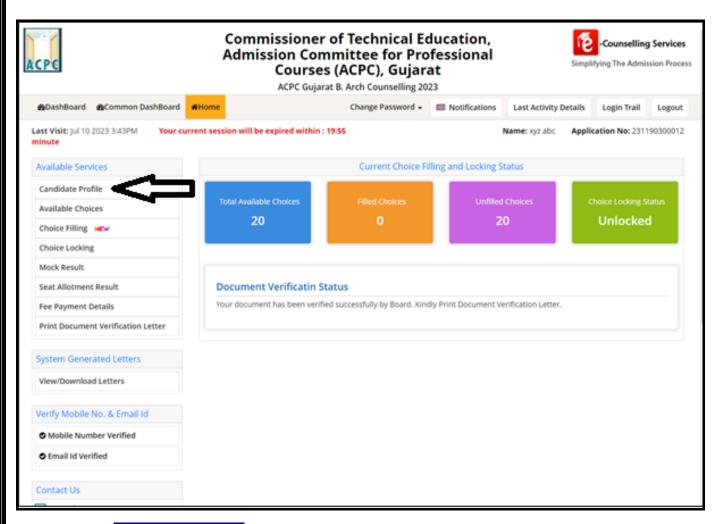
- Currently, you can check your rank from your profile.
- The available choices been displayed in dashboard by choice filling and locking. All choices will be automatically locked on 12 midnight at last day of choice filling.
- Before that, you can modify, add and rearrange choices as many times as you want to.

• Enter your login credentials.



- Enter Security Pin. You will se the dashboard as below.
- Enter Proceed to see dashboard.

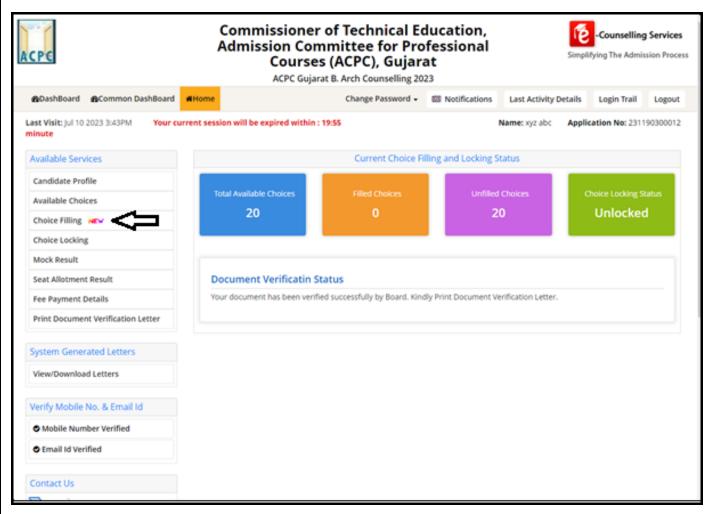


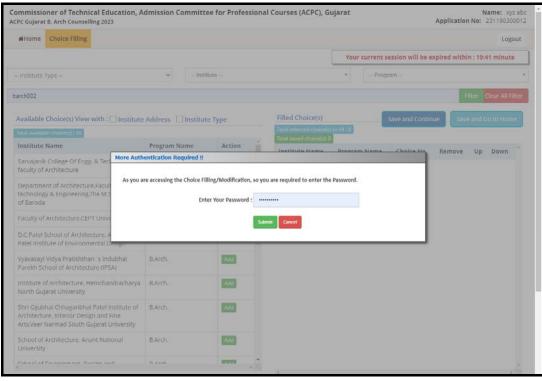


Select Candidate Profile from top left menu and know your merit number.

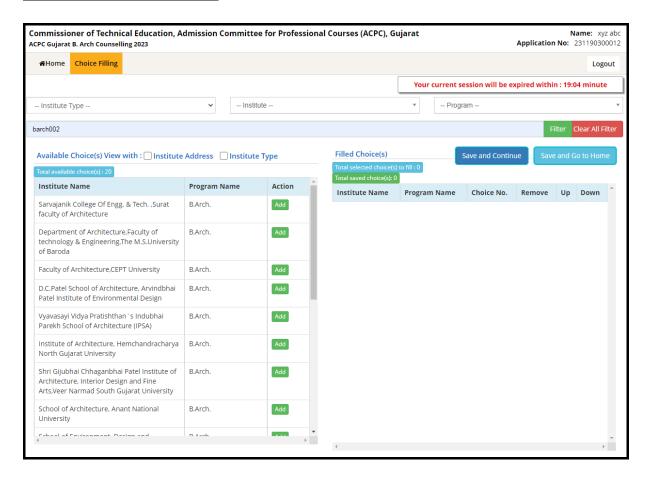
Step 2: Fill the choices

• Select Choice filling from left menu and Enter your password.



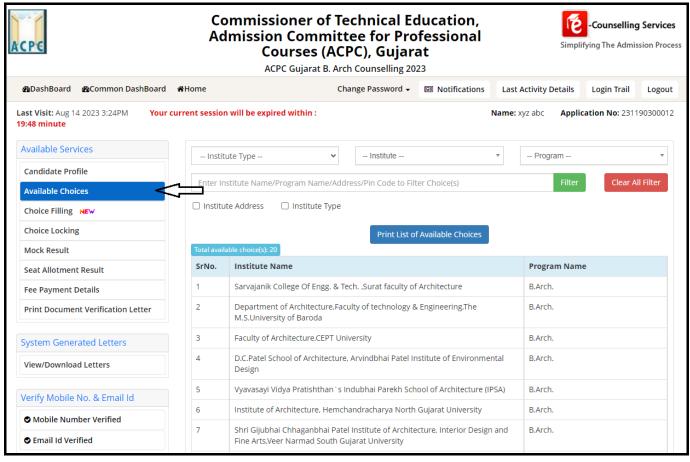


Choice Filling Dashboard:



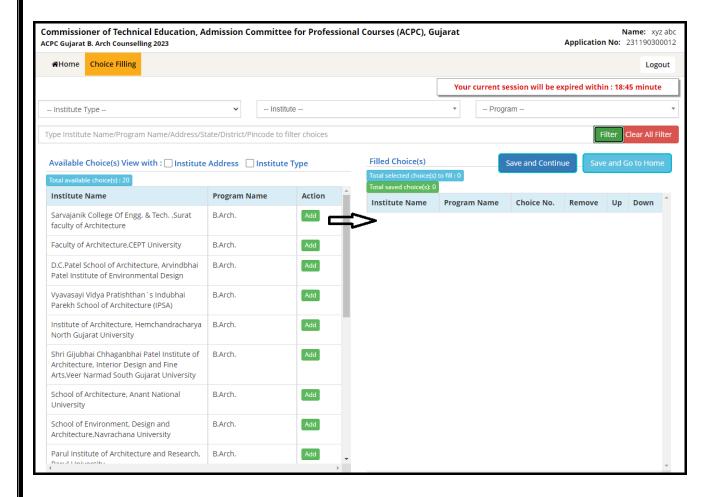
- The all available choices will be displayed to you. The same will have bifurcation of <u>Institute name and Type of Institute (Government or Private)</u>. By adding the choice, you can easily add the choice on table.
- The choices can be filter, by <u>Type of Institute</u> (<u>Govt or Private</u>), and <u>by name of Institute</u>.
- Student can fill all available choice. There is no restriction in choice filling.
- Secondly, you can add all choices and later you can arrange it. All time it will be saved automatically in fix duration of time.
- You can also save the choice by clicking on <u>Save and Continue</u>.

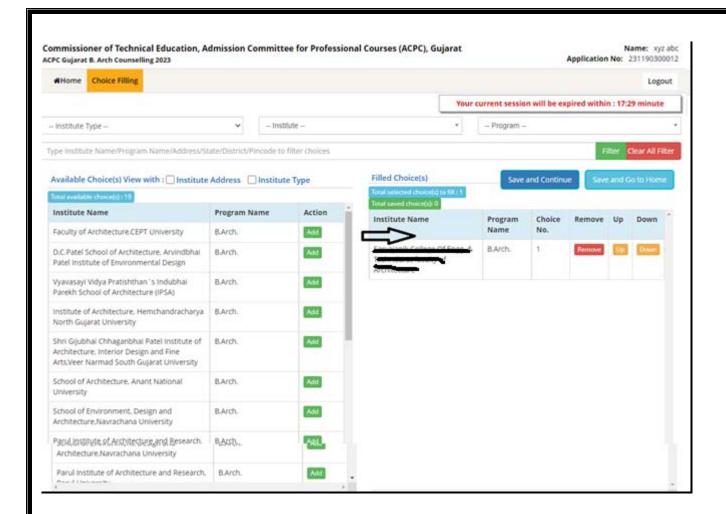
Available Choices:



- You can filter Available Choice by Institute Type(Government or SFI)
- You can also filter Available Choice by Institutename wise

Fill Choice:



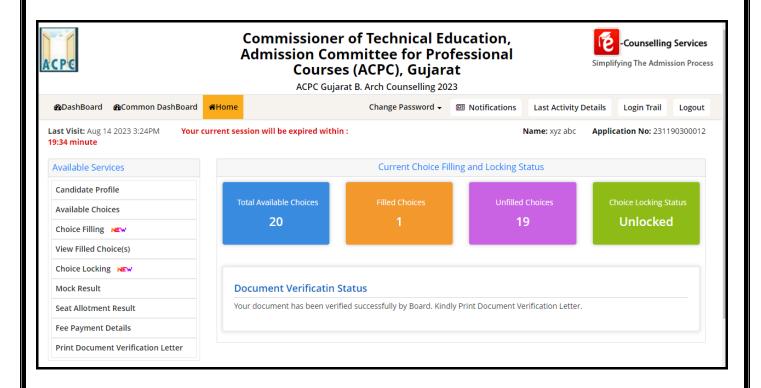


Step 3: Rearrange the choices

- After adding all available choices, you can now rearrange the choices based on your priority. However, you can also add choices or delete choices anytime during choice filling schedule and later rearrange it.
- The Remove ,UP and Down choices buttons are already available in choice filling section. The major rearrangement can be easily done by Manage filed choice, Choice interchange, Choice rearrange or Multiple deletion.

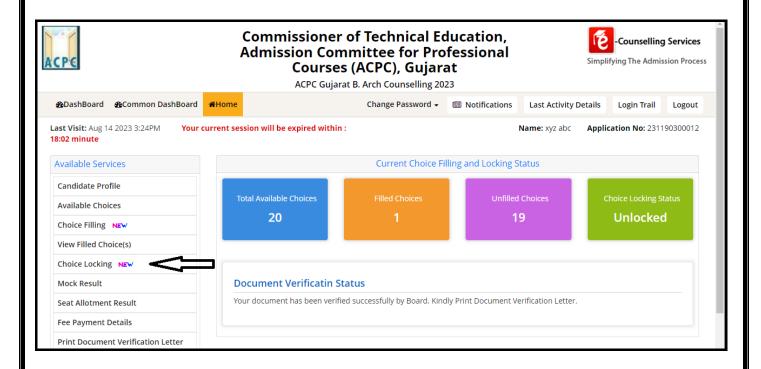
Function	Activity		
Remove	Single choice removed and shift to available choice. You can again add it if you want		
Up	Choice will be moved up by a step		
Down	Choice will be moved down by a step		
Manage filed choice	Choices will be removed, moved up and moved down together		
Choice interchange	Particular set of choices can be altered in their position (3 to $1/1$ to 3)		
Choice rearrange	All added choices will be displayed and priority can be given in single step		
Multiple deletion	More than one choice can be deleted in single step		

Dashboard Display After Choice filling



Choice Locking

Select Choice Locking menu from left menu on Dashboard.



You will see the choices filled by you. Once the choices are finalized tick,
 agree to lock my choice/s
 Lock choices by login password.

ACPE	-Counselling Services Simplifying The Admission Process					
# Home C	hoice Filling			Logout		
Your current session will be expired within: 19:37 minute Name: xyz abc Application No: 2311903000						
Locking Agreement						
After locking, Candidate is not allowed to make any modifications in Filled Choice(s). Please check all the Filled Choice(s) carefully before Locking.						
Institute Type Wise Filled Choices Summary:						
Institute Type		Filled Choices				
State Government		0				
Private Institute		1				
I agree to lock my choice(s) I will lock my choice(s) later						
Total Filled Choice(s) - 1 Institute Address Institute						
Choice No.	Institute Name	Program Name				
1	Survey of Fings & Task (Sarocraciany of Astronecture)	B.Arch.				

- If candidate has forgot to Lock choices from portal, all choices will be automatically locked at 12 midnight on Last day of the choice filling.
- Before that, you can modify, add and rearrange choices as many times as you want to.