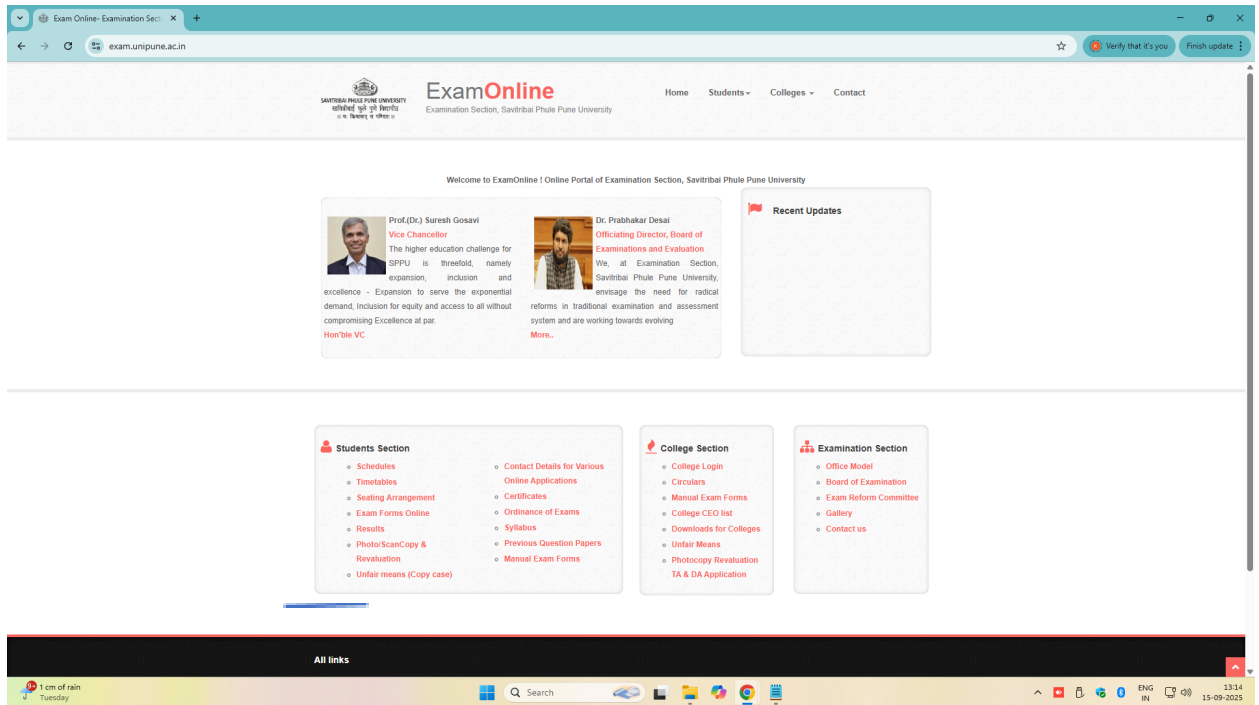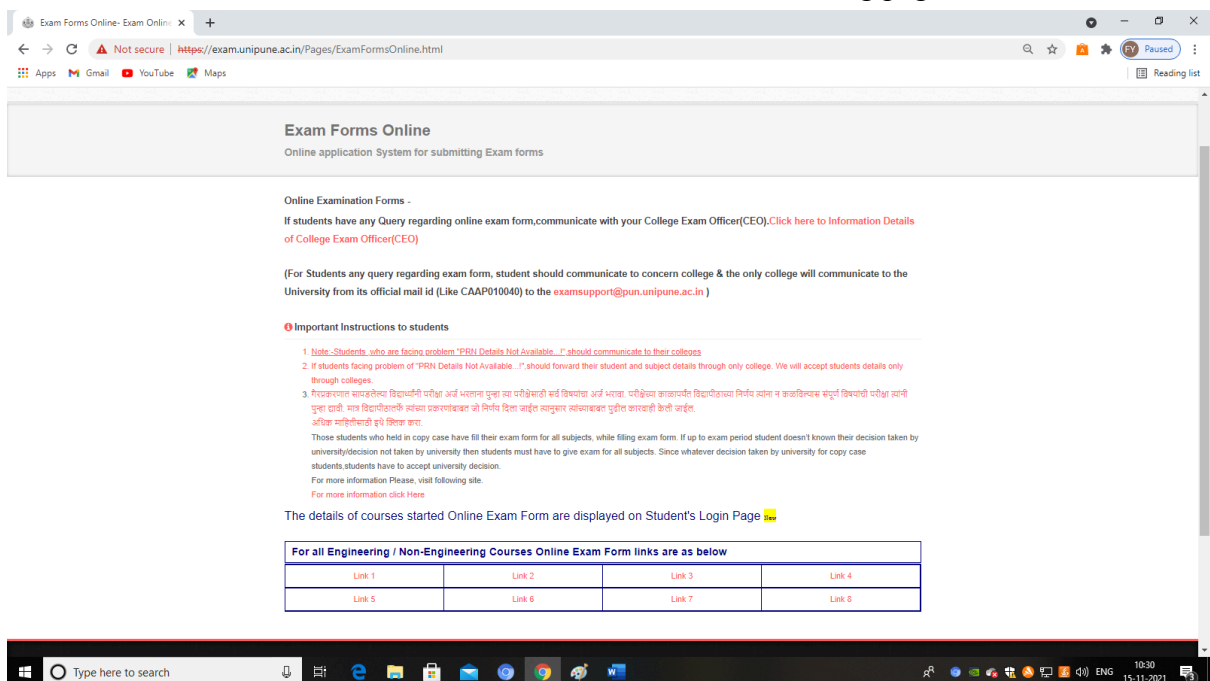# Kannada Sangha Pune's
Kaveri College of Arts, Science and Commerce
Guidelines for creation of exam account and course enrollment

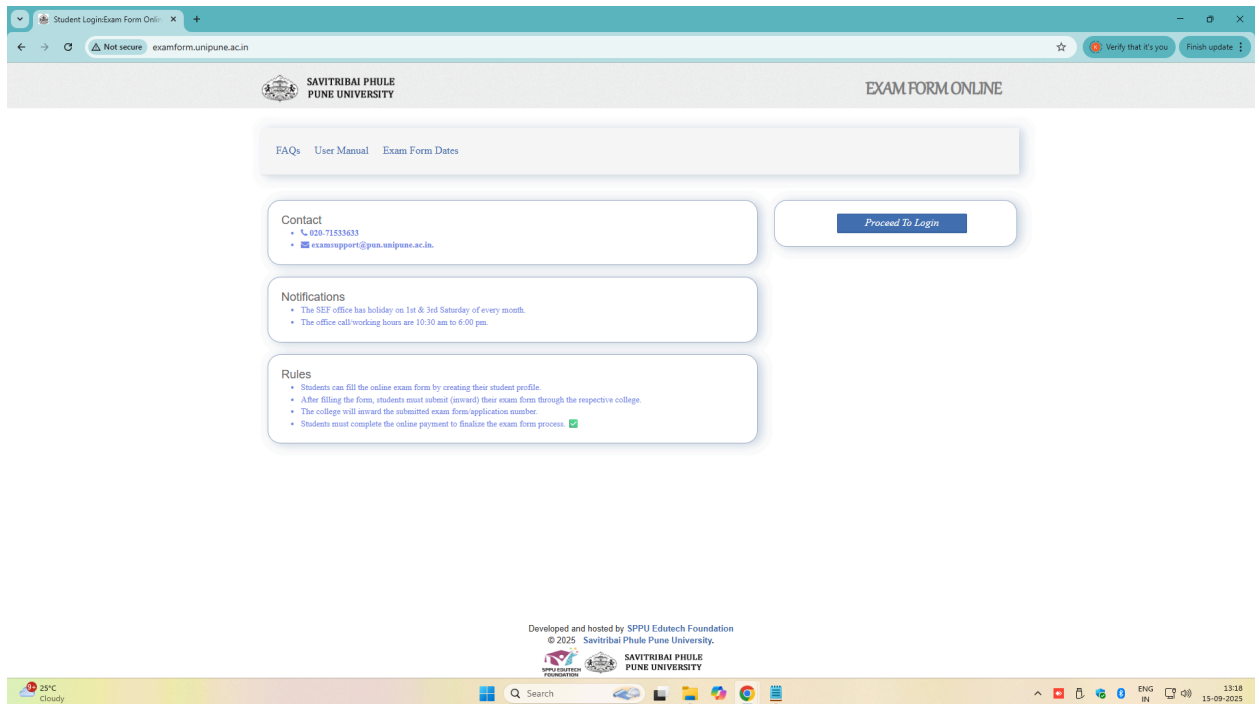Please follow the below steps to create exam account on SPPU site and enroll for the course.
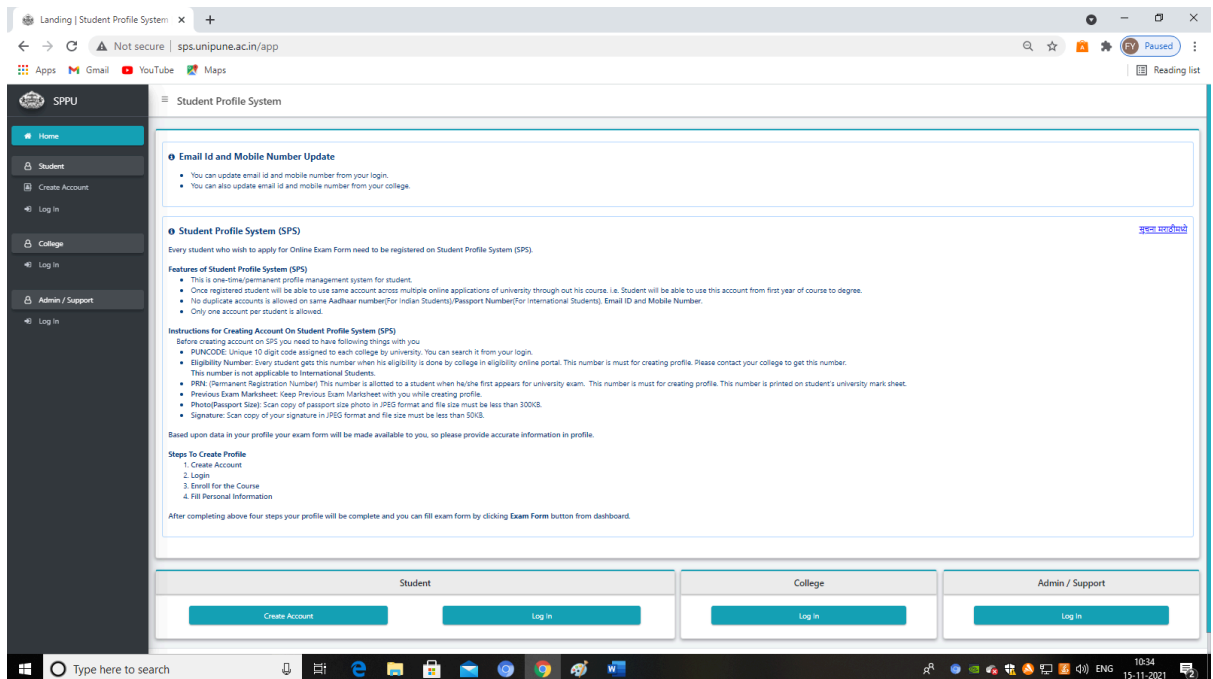
1) Visit exam.unipune.ac.in

2) Click the link "Exam Form Online" which will redirect to following page

3) Click on any of the links to proceed further which will show the following page.

4) Click on Proceed to Login will display the following webpage.

5) First Year students must first create an account on the university portal. **THESE LOGIN CREDENTIALS SHOULD BE USED FOR ALL EXAM FORM SUBMISSIONS UNTIL GRADUATION.**

For First year students, after clicking on Create Account, following page will be displayed.

6) Enter the following details properly
   a. Select the Nationality
   b. Student Name (As per your name on Previous Marksheet) for First Year students Name as per 12th Marksheet
   c. Email Id
   d. Mobile Number
      Use Email Id and Mobile number which will be active till completion of your graduation.
   e. Click on Verify Email and Mobile number
   f. Separate OTP will be sent on email address as well as on mobile number to verify both.
   g. Enter the OPT received on email address and mobile number in appropriate textboxes.
      For Email address, check spam mails if mail having OTP is not received in Inbox.
   h. Enter the password. Password should be minimum of 6 characters and maximum of 10 characters.
   i. Enter the Captcha shown
   j. If everything is OK, your account will be created by clicking on "Create Account" button

7) Once account is created, click Log In Link

8) Select Login By (Either through email address or mobile number which students have used while creating the SPS account)

9) As FY students have not been enrolled for any course, students have to enroll for new course

10) Select Student type as "Existing"

Enter all the details. Previous Examination Details are required to create the profile.

College/Department PUNCODE : caap012310

Select Medium of instructions as **English**

Have you got PRN number from university : **NO**

Have you got Eligibility Number from university : **YES** **(then enter the eligibility number which is available in PDF shared by the coordinator)**

Click on Save and then complete the profile in next page

11) After successful creation of profile, enter personal information
While filling personal information, **Mother name should be entered only FIRST name not a full name.**
Here students will require a scan copy of Photo and Signature.
To enter name in Devnagari, student can take help of Google Input Tools

12) Once the course enrollment and profile is complete, students can fill the exam form as per the guidelines from the coordinator.