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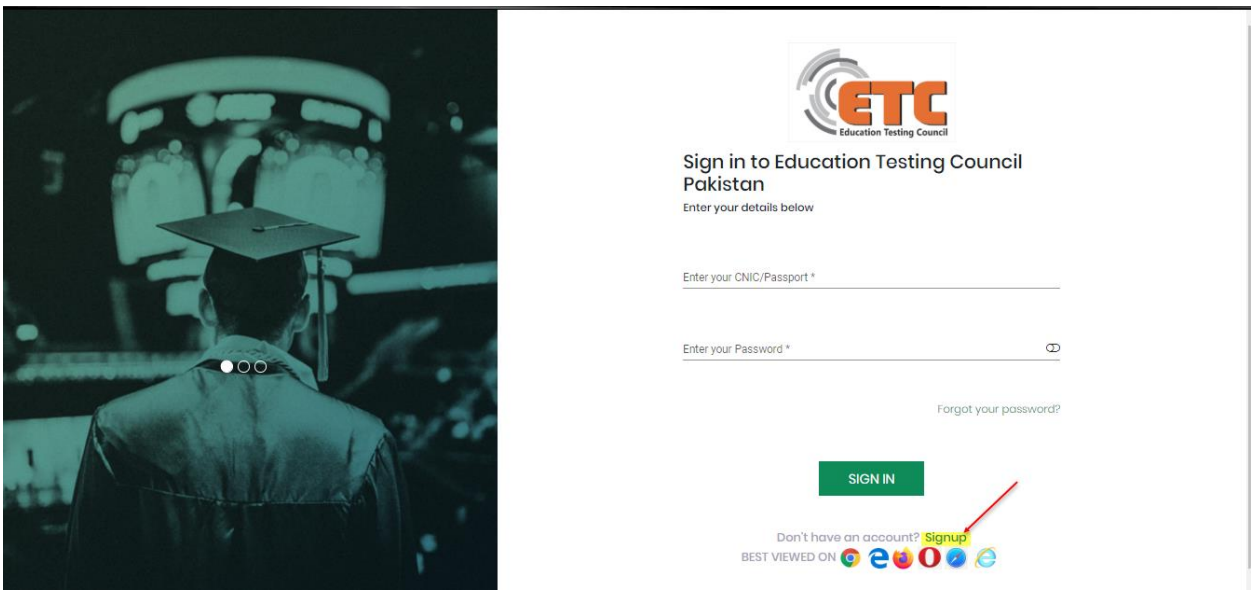
Access the URL

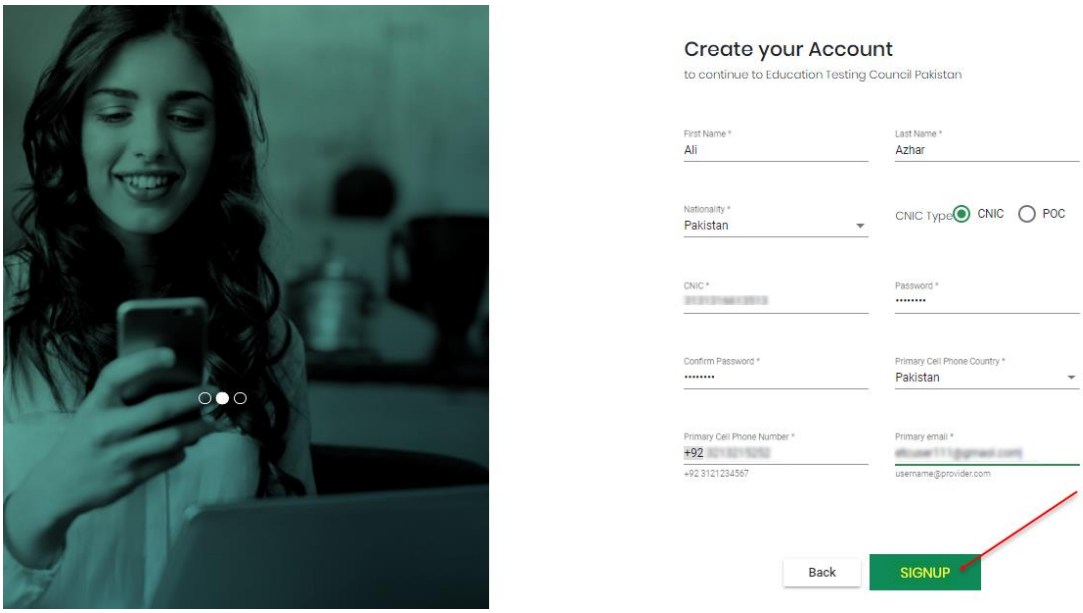
1. Access this URL: https://etc.hec.gov.pk/

Register a New User

1. To register the new user on the ETC portal, click on the *sign up* button on the Login screen.

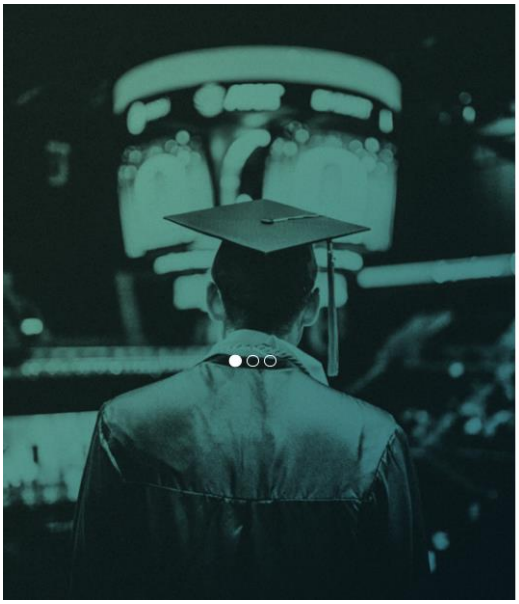


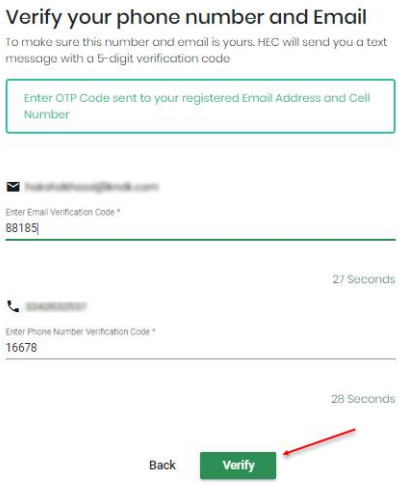
2. You will be navigated to the Sign up screen. Fill in the blank fields with valid data and click on the *Sign Up* button. On clicking the *sign up* button, you will receive the verification codes on your cell number and email ID.



Note: If you want to register using the CNIC/POC then choose 'Pakistan' as the country of nationality otherwise choose country other than Pakistan to register using the passport.

3. Enter the mobile verification code and email verification code in the respective fields and click on the *verify* button.

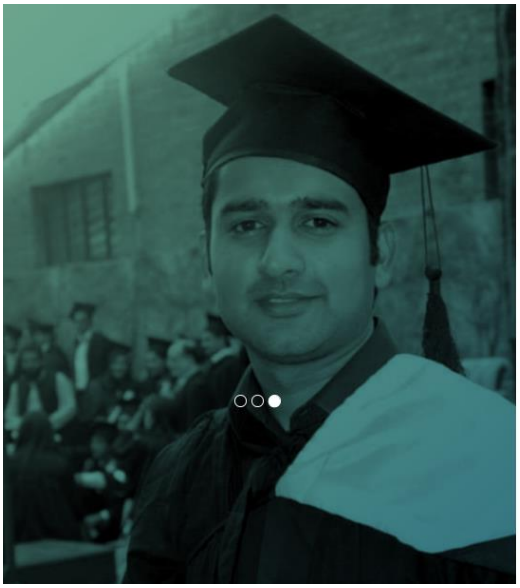




Note: If you do not receive any of the verification code then click on the resend button available on the right bottom of the desired field. Verification code will be resent through email/SMS.

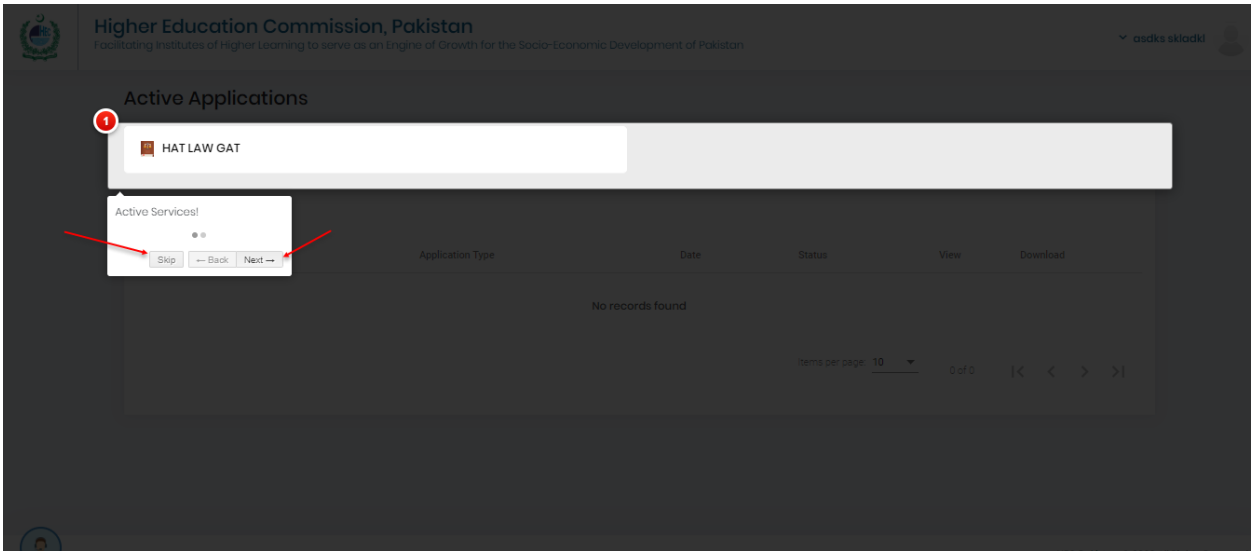
Login into Your Account

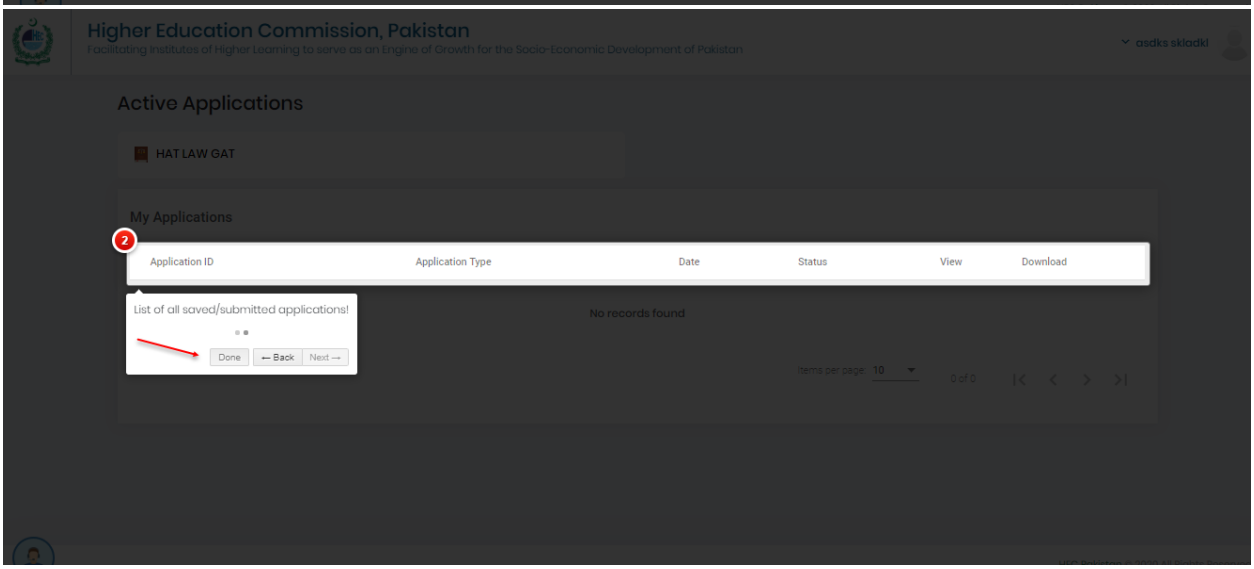
1. On the Login screen, enter your valid credentials and click on the *sign in* button.



Note: If you have registered using the CNIC/POC then enter it in the first field otherwise enter your passport if you have registered using the passport.

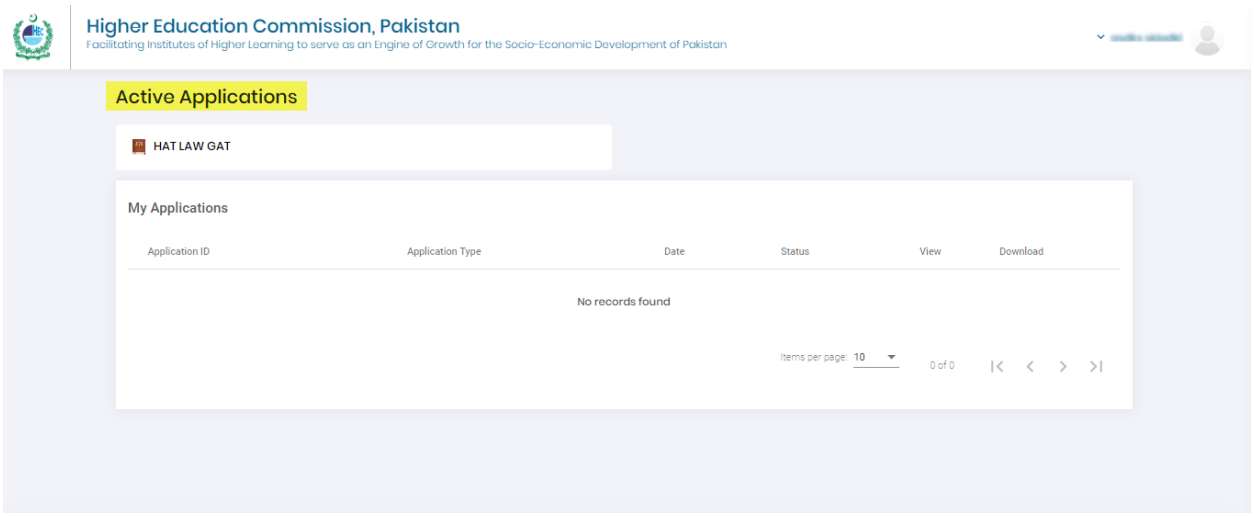
2. If credentials are valid, you will be logged in successfully and will be shown few tips regarding the portal. You can click on the *skip* button to skip the guide otherwise click on the *next* to view the next guide. If you have finished watching the full guide then click on the *done* button in the last tip.





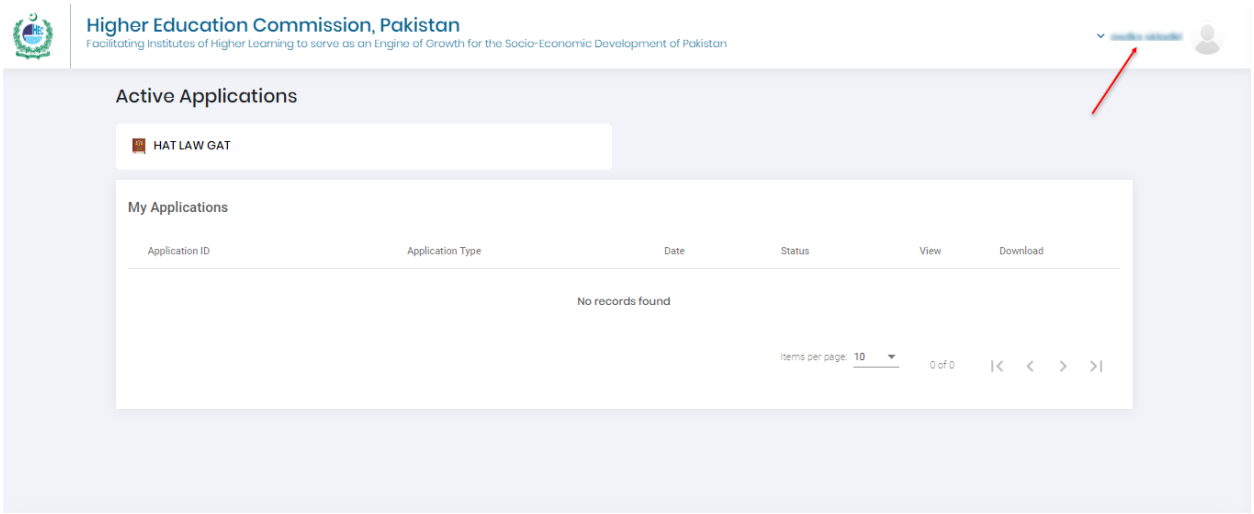
Dashboard

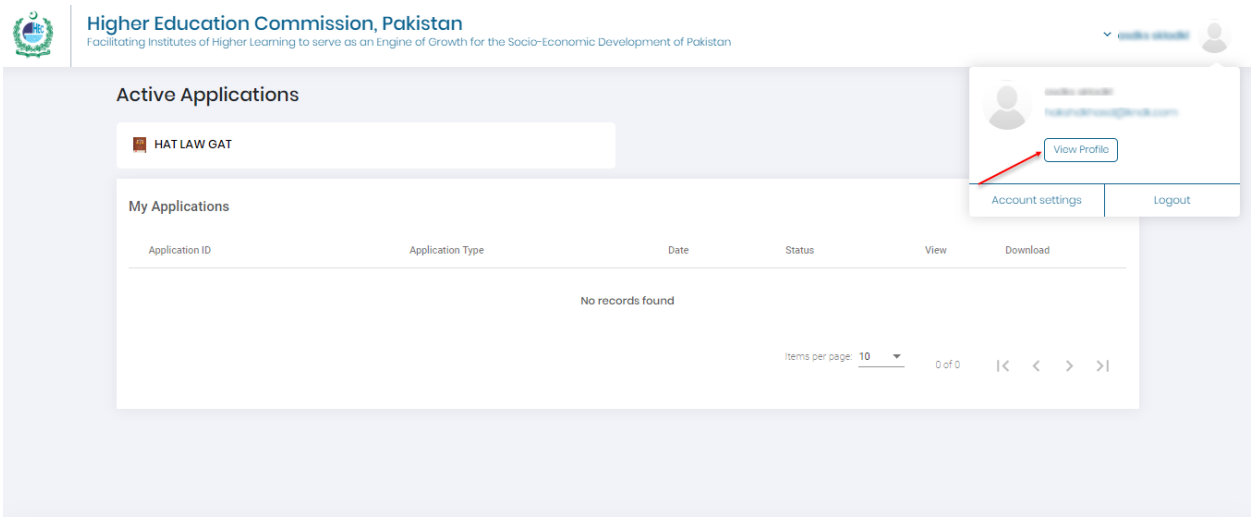
1. You can find the active services/applications provided by ETC HEC in the Active Application section. To view, download and check the status of your applications, you can find your desired applications in the My Application section.



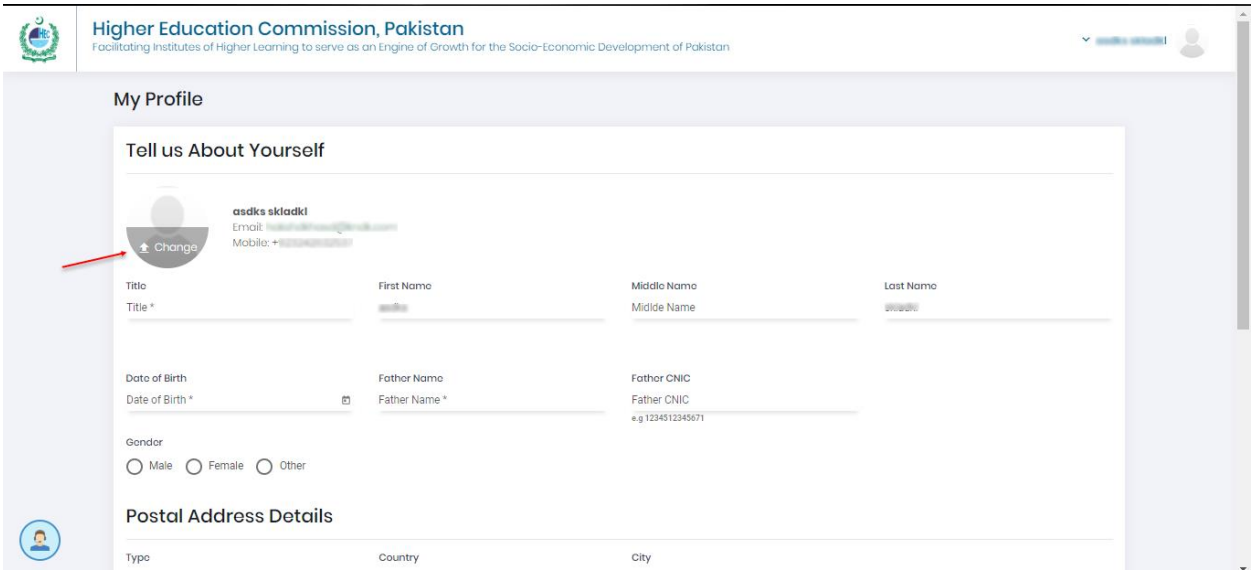
My Profile

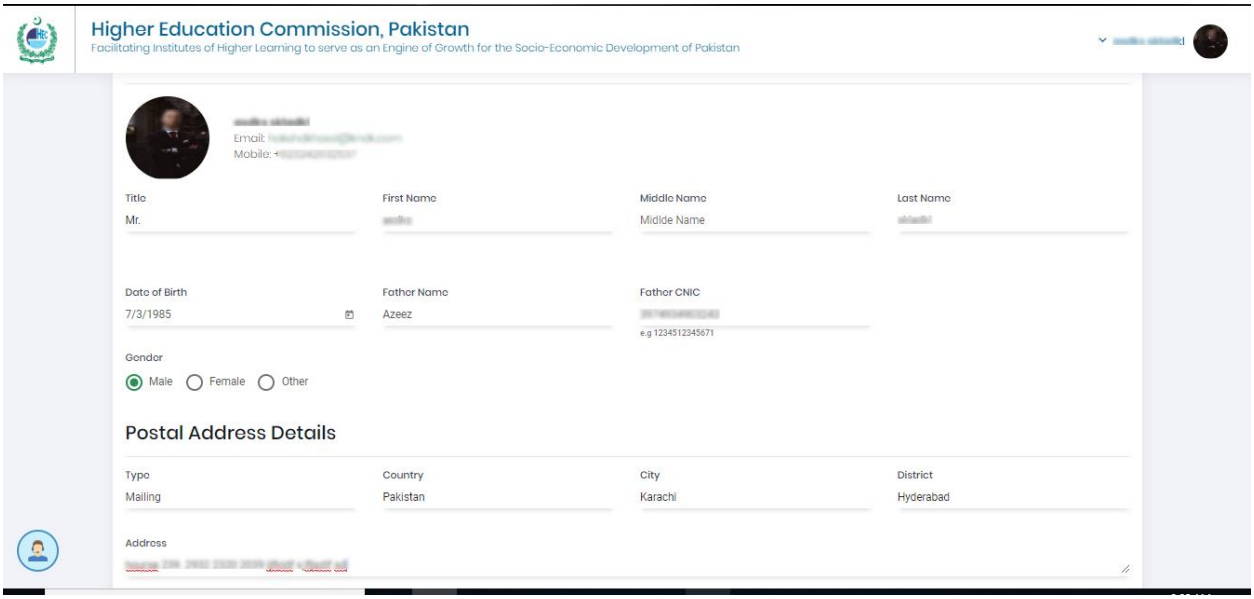
1. To access the My Profile screen, click on your name displayed on the right top of the screen, an accordion will be opened. Now click on the *view profile* button.



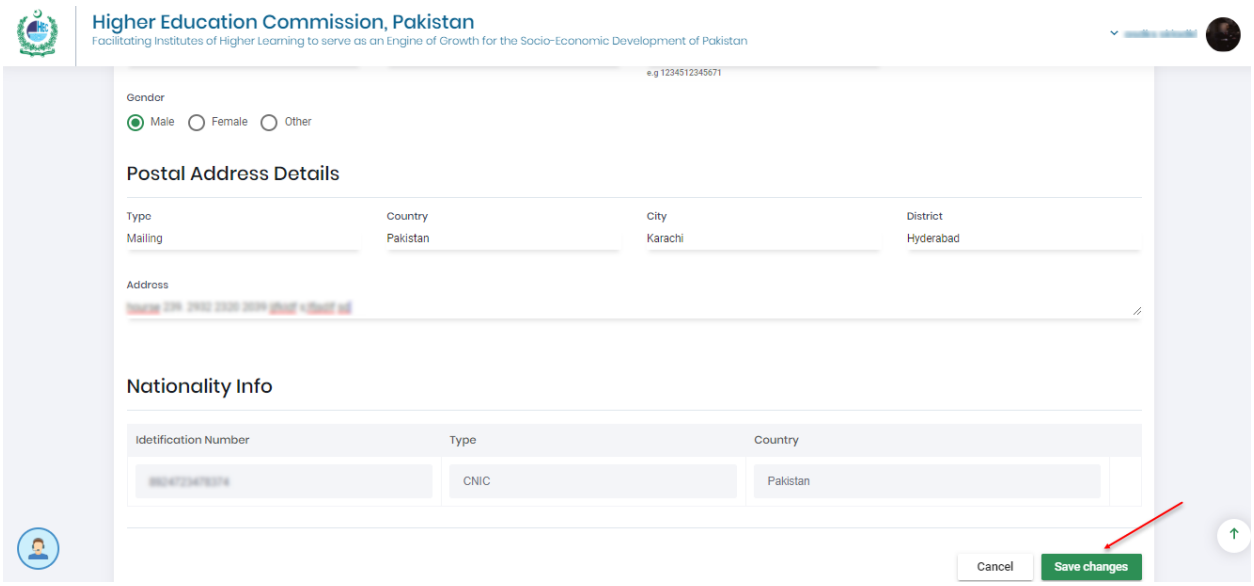


2. Enter the valid information in each of the field displayed on the screen. To upload the profile picture, click on the *change* button and upload an appropriate profile picture.

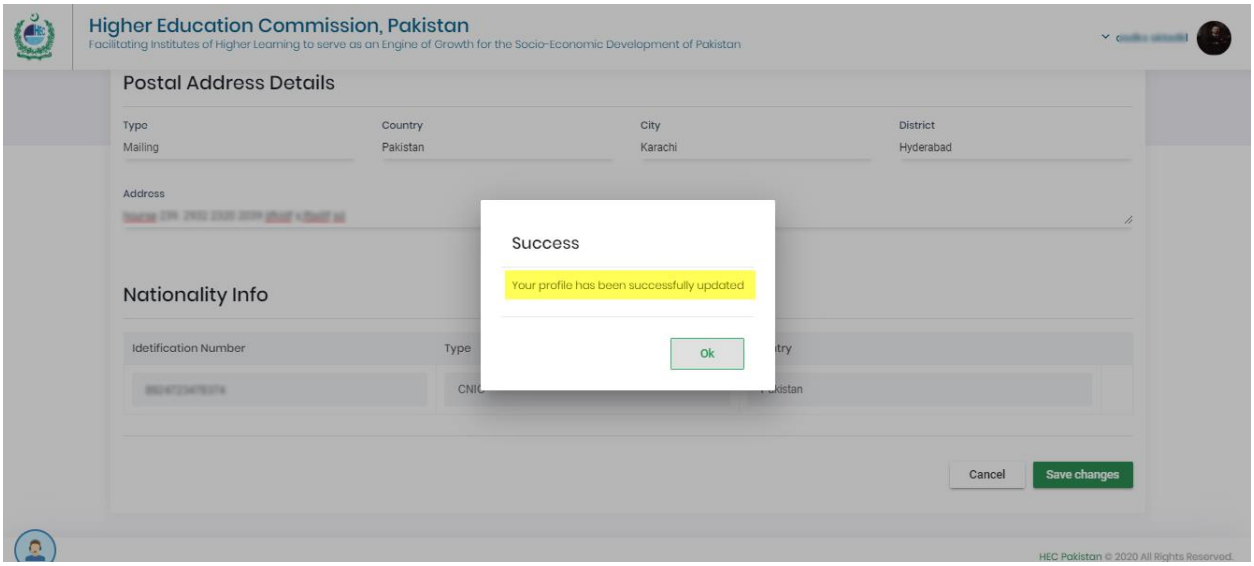




3. After entering the valid data in all mandatory fields, click on the *save changes* button to save your personal profile details.

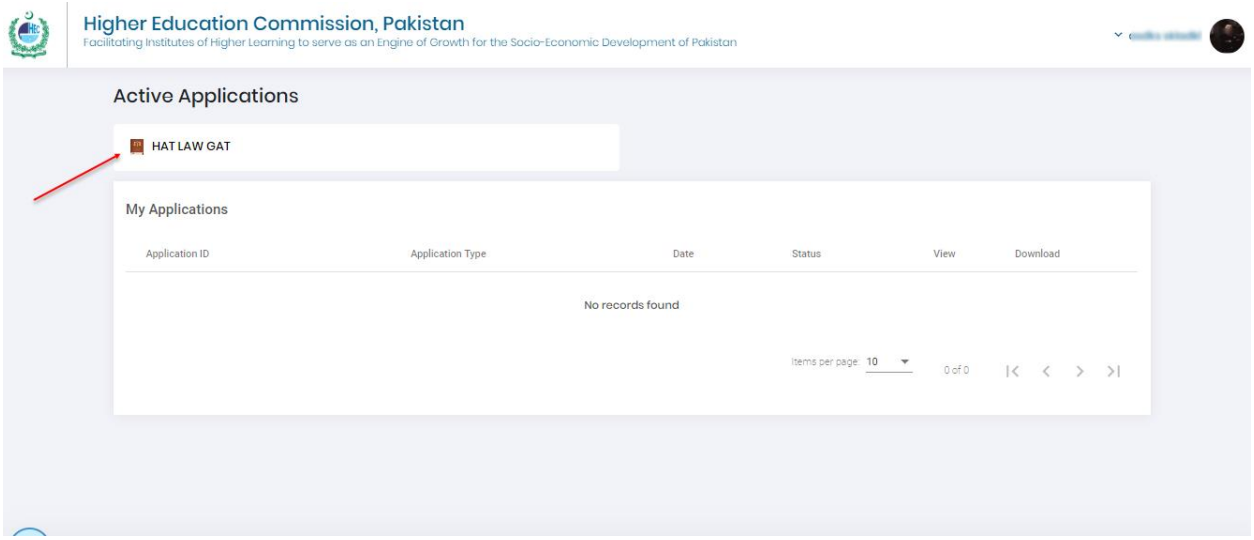


4. Valid details of the user will be saved successfully.

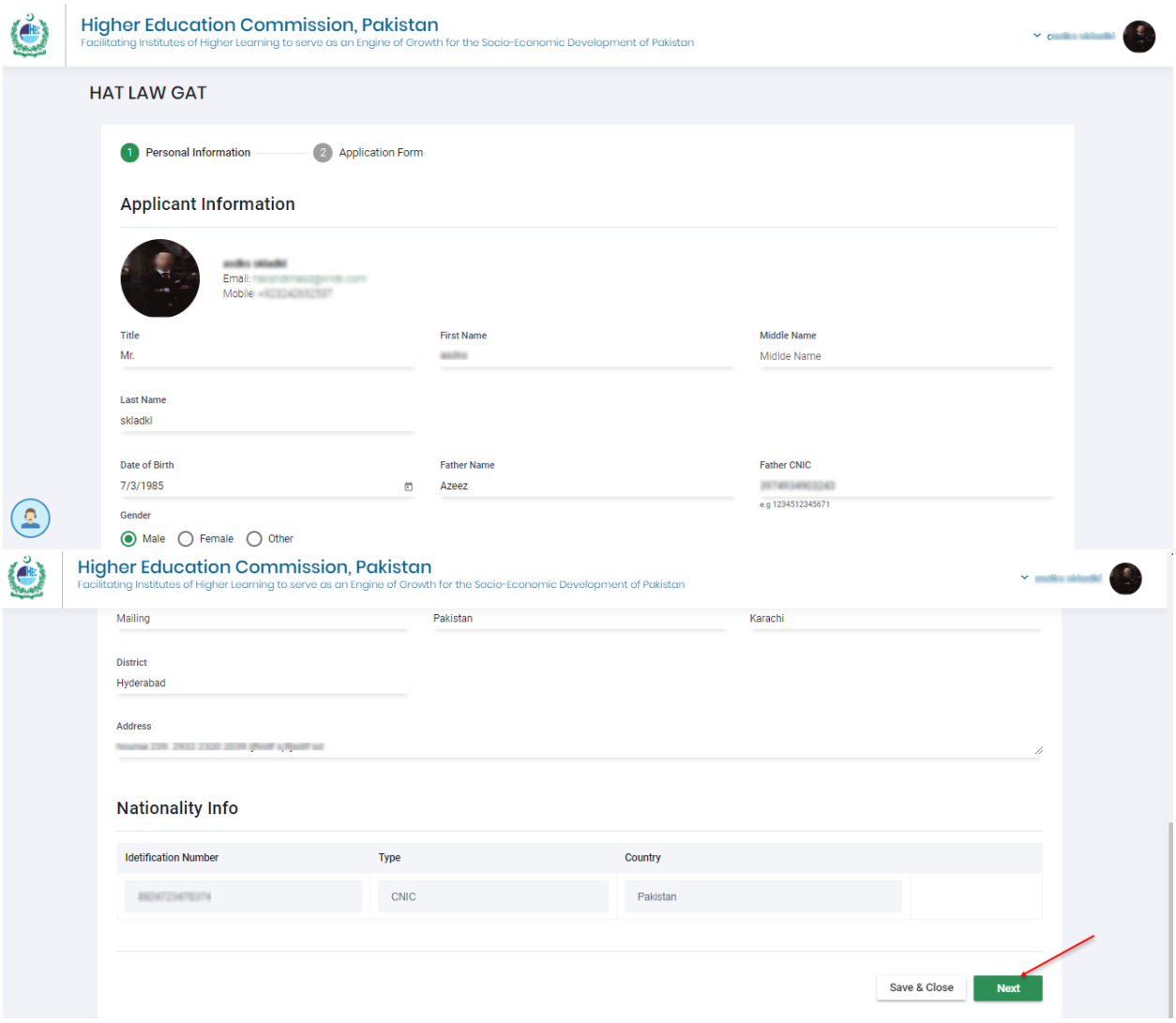


Submit the Application Form

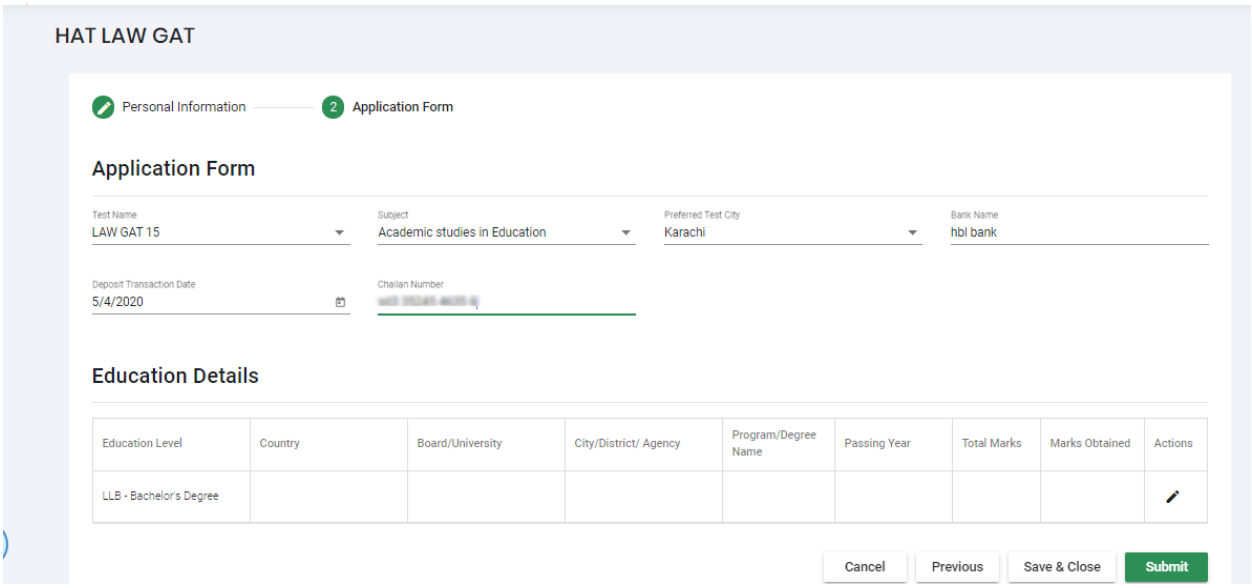
1. Access the desired application form from the dashboard and click on it.



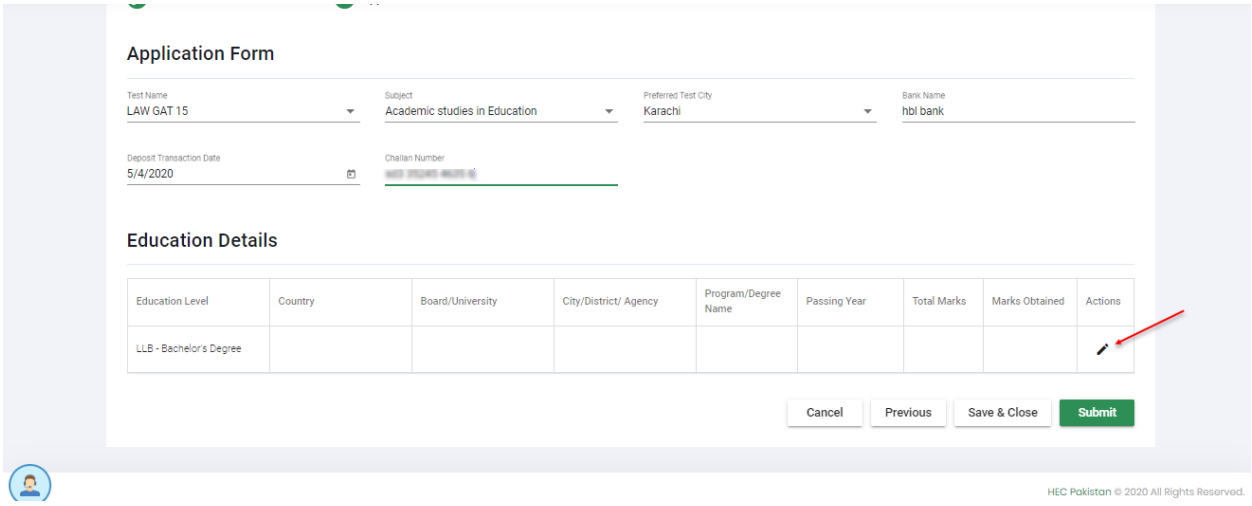
2. On clicking the application form, My Profile screen will be opened as the first step to fill the application form. Verify and fill the information on the screen carefully and click on the *next* button.

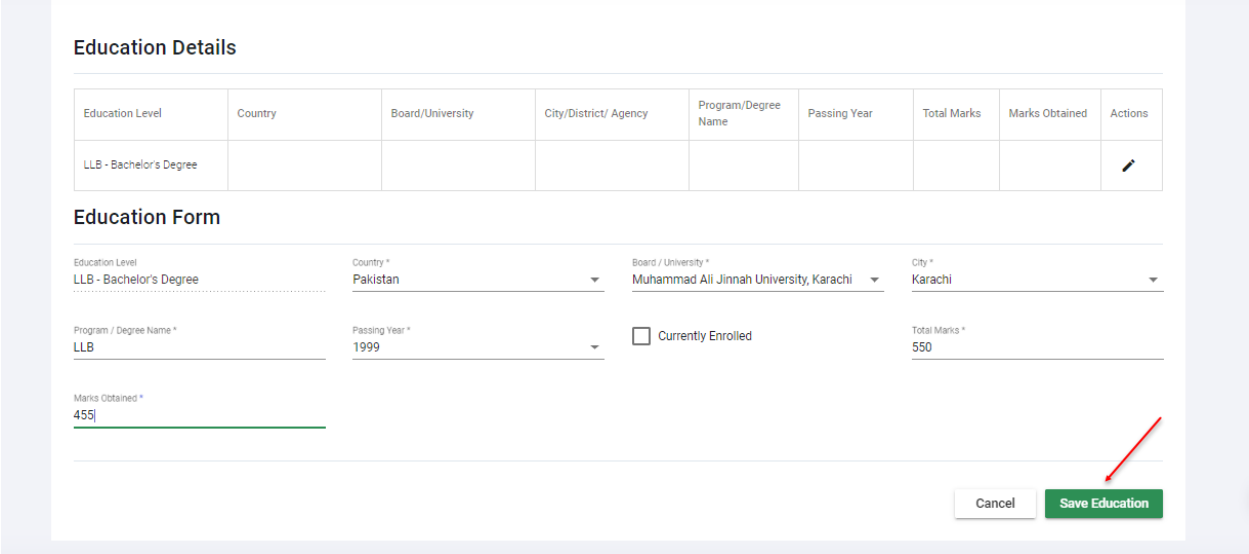


3. On clicking the *next* button, application form will be opened successfully. Fill in the blank fields with valid data carefully under the Application Form section. Select the test and subject, in which you want to apply.

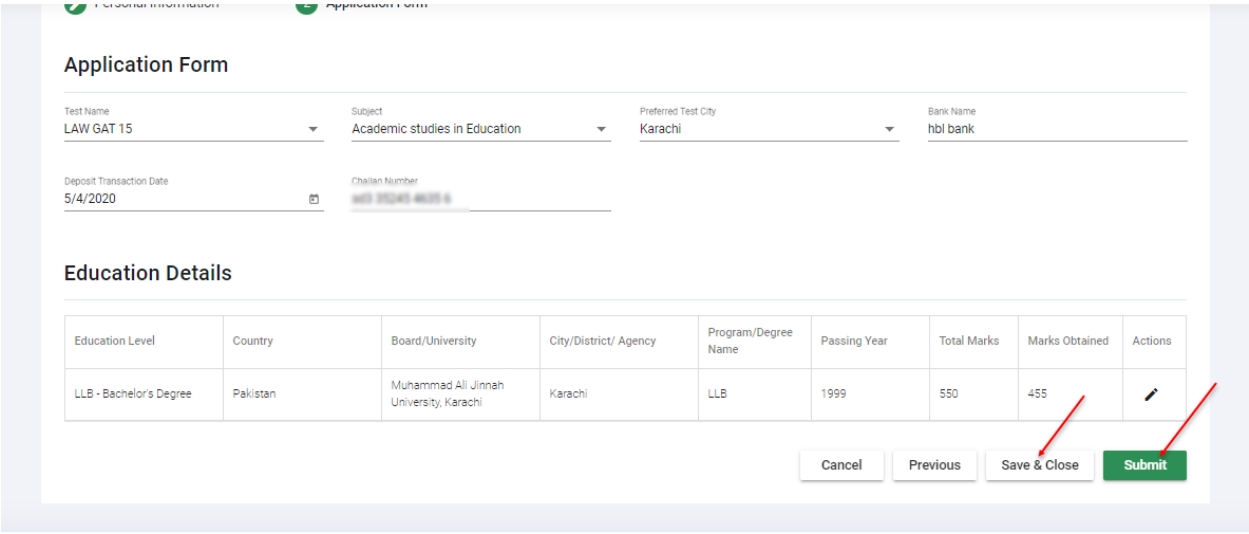


4. Under the section of educational details, click on the *action* button to add the details. Educational section will be opened in the editable mode. Enter all the details carefull and click on the *save education* button.





5. After filling out and verifying the complete application form, click on the *save/submit* button to save/submit the applicaton.



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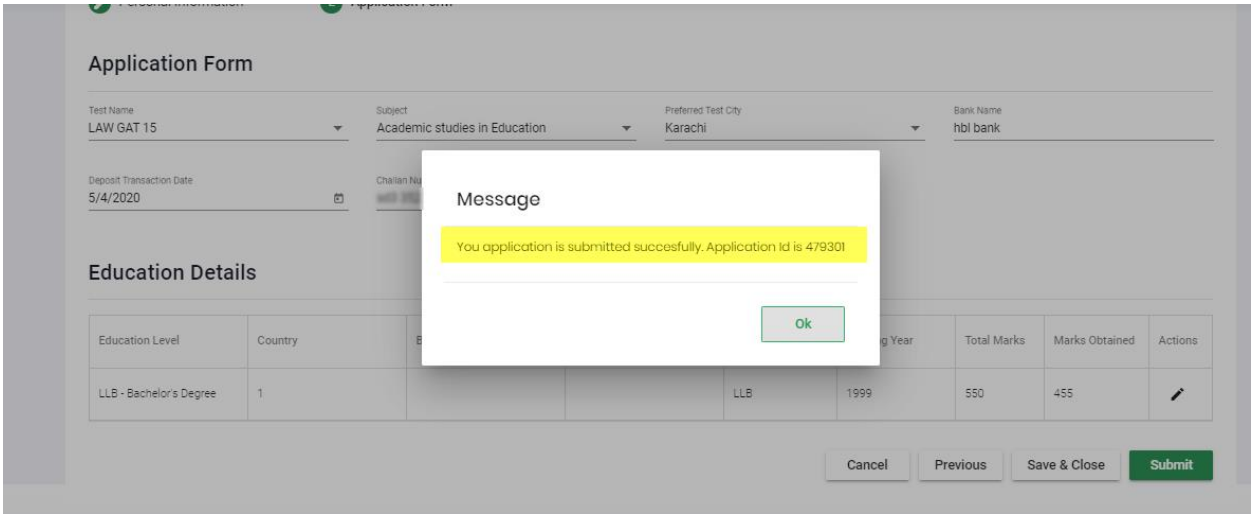
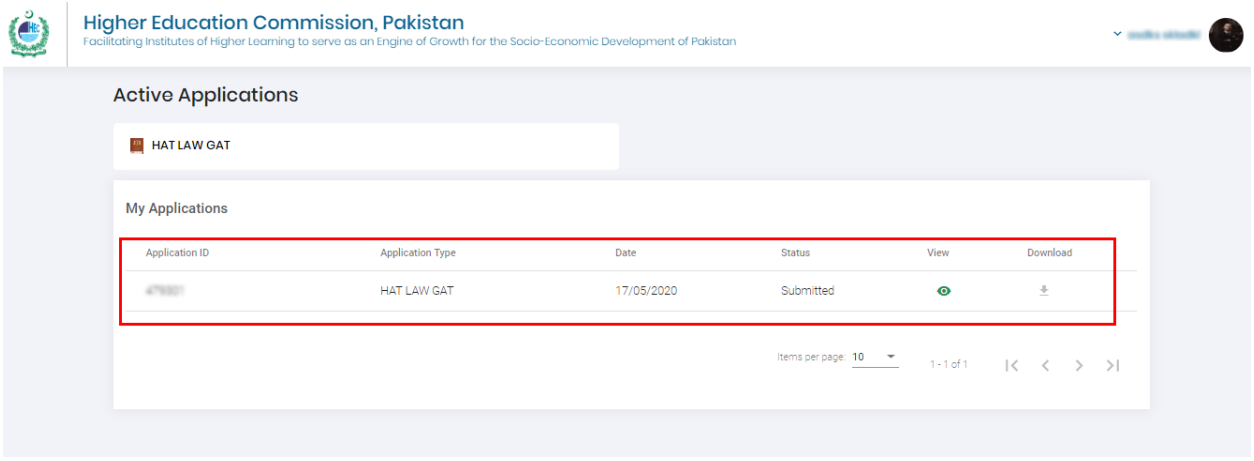
6. On successful submission of the application form, you will receive an on-screen confirmation and the application ID, displayed on the screen.

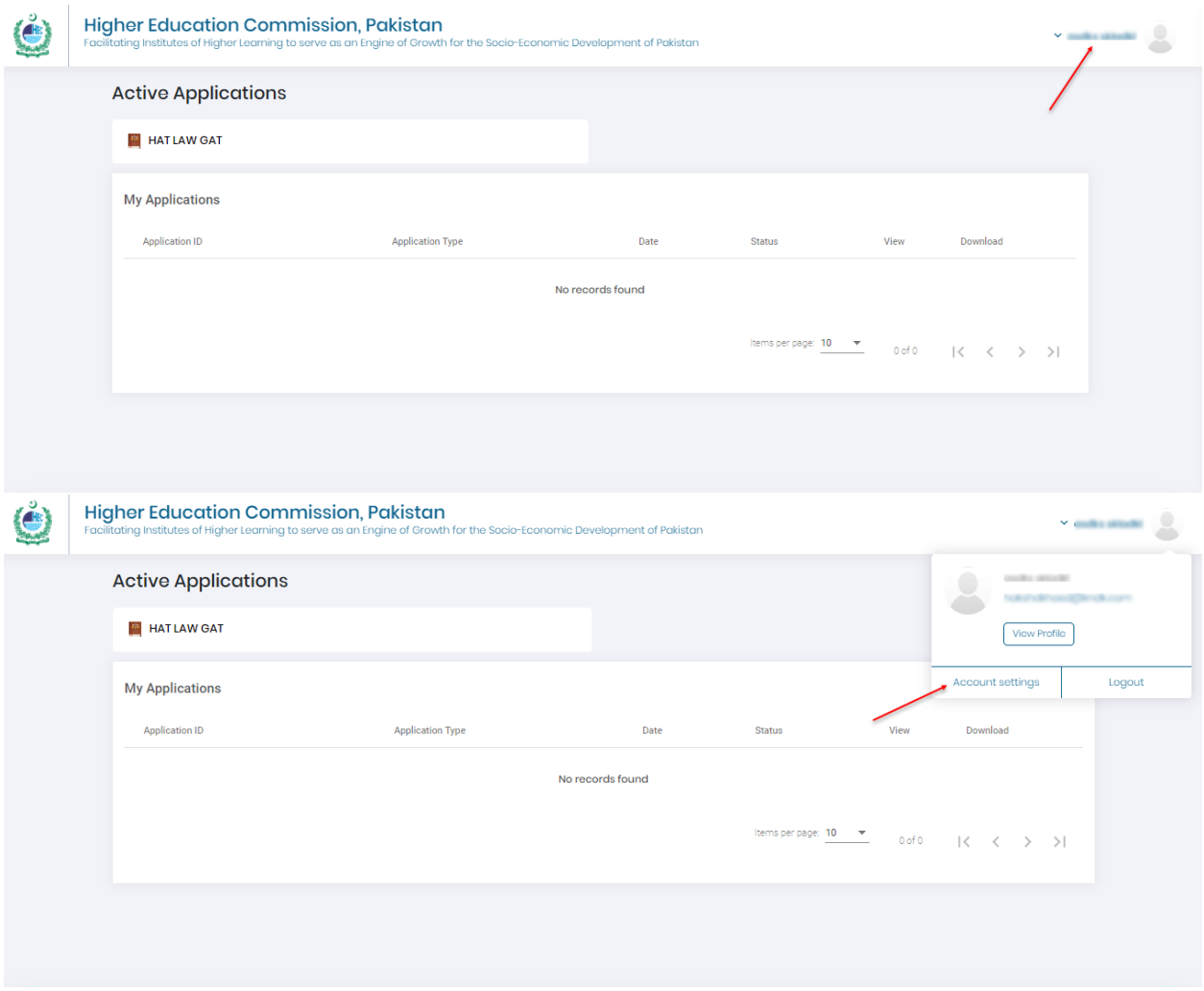


7. You can now view the status of your application from the dashboard.

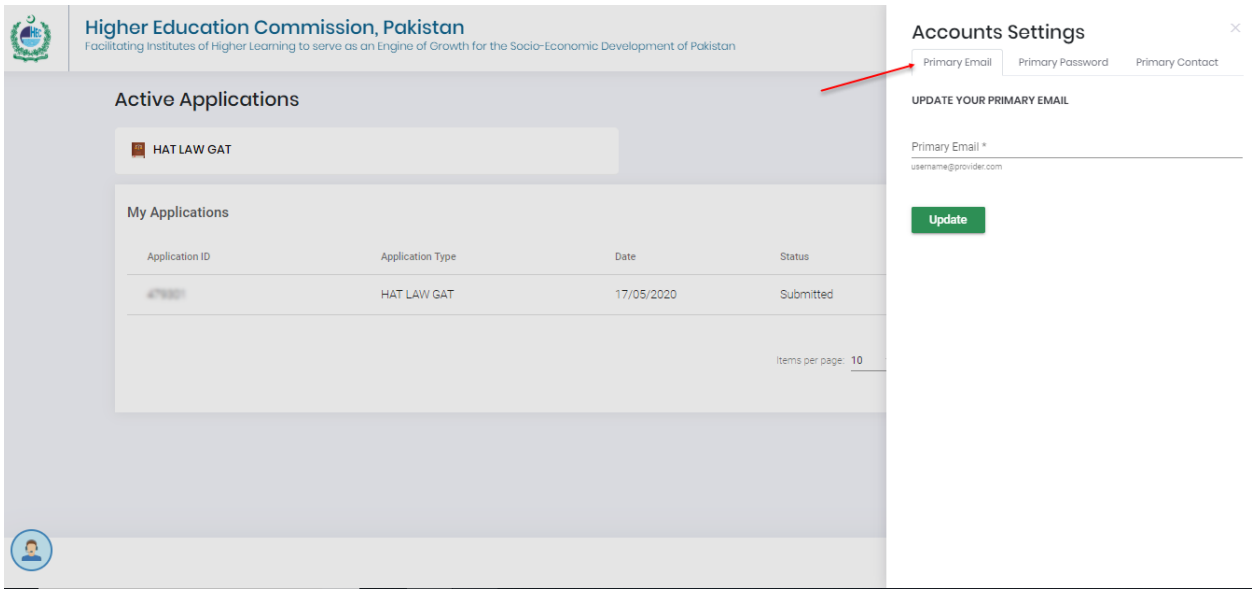


Account Settings- Update Email ID

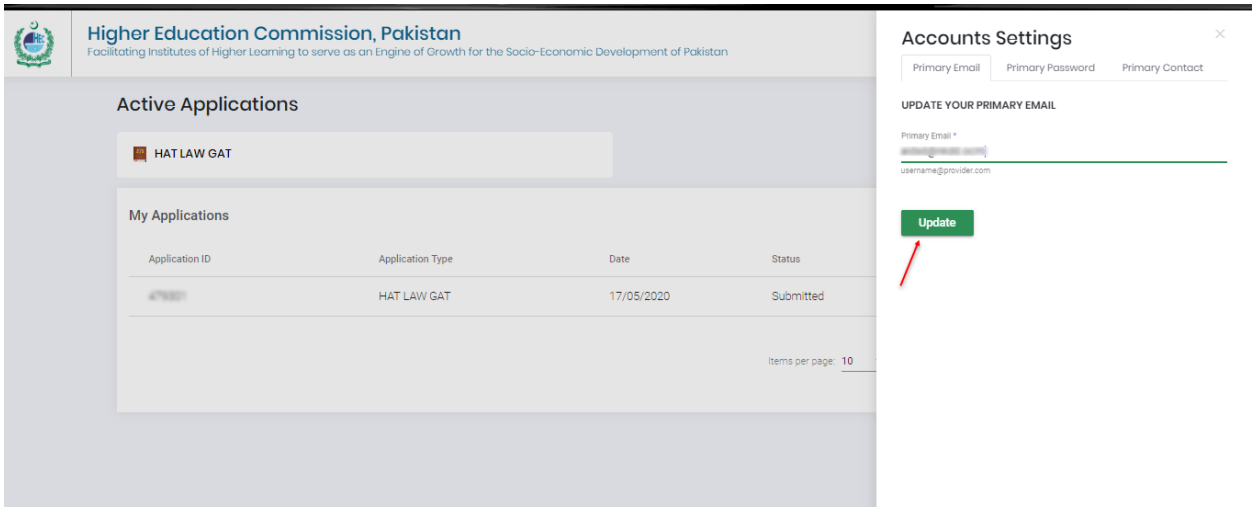
1. To access the Account Settings screen, click on your name displayed on the right top of the screen, an accordion will be opened. Now click on the *account settings* button.



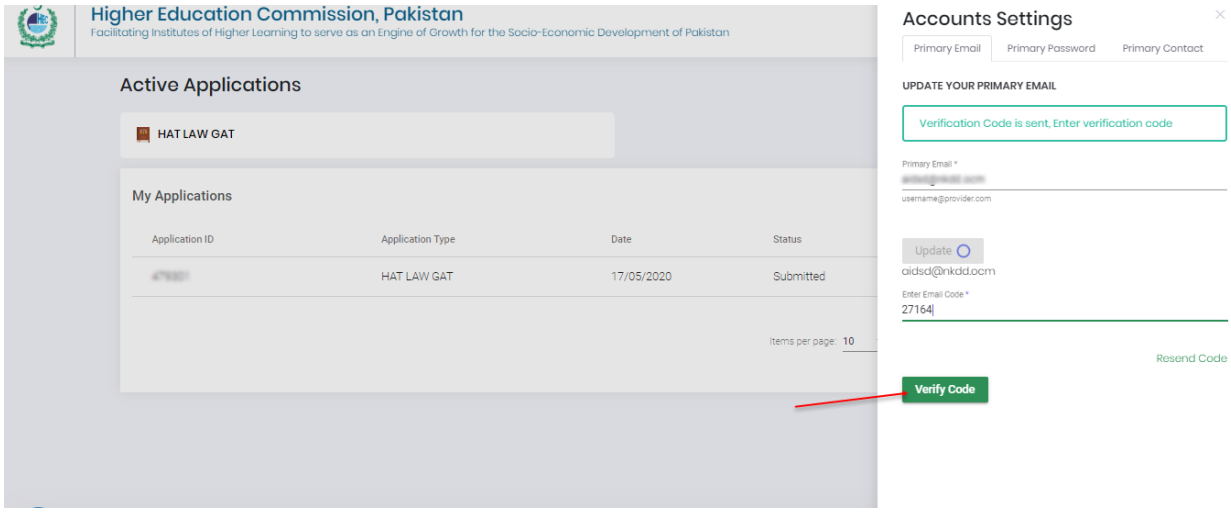
2. You will be naviagted to the account settings tab. Click on the sub-tab Primary Email.



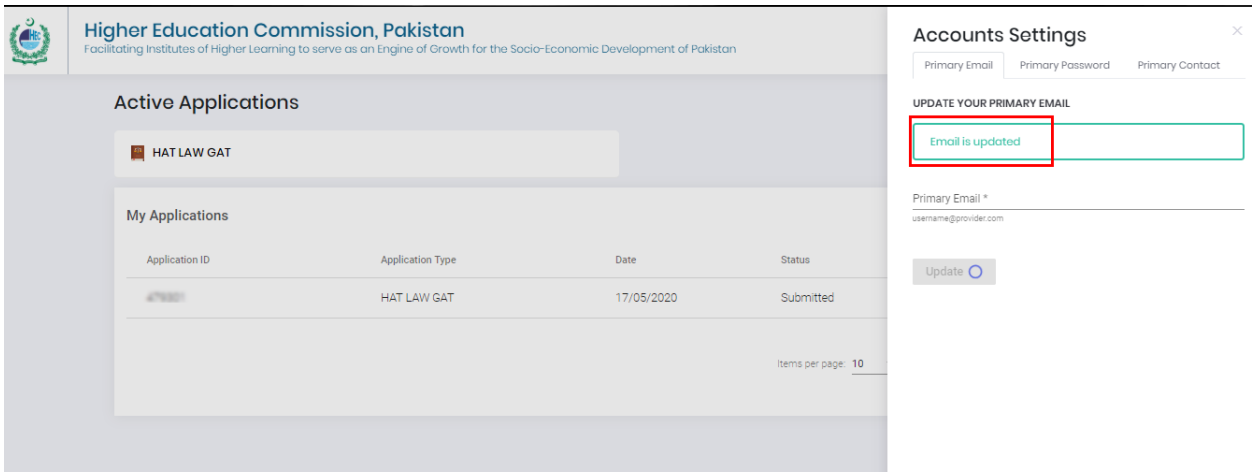
3. Enter your new valid email in this tab and click on the *update* button. A verification code will be sent to the entered email.



4. Enter the verification code you received through email in the verification code field and click on the *verify code* button.



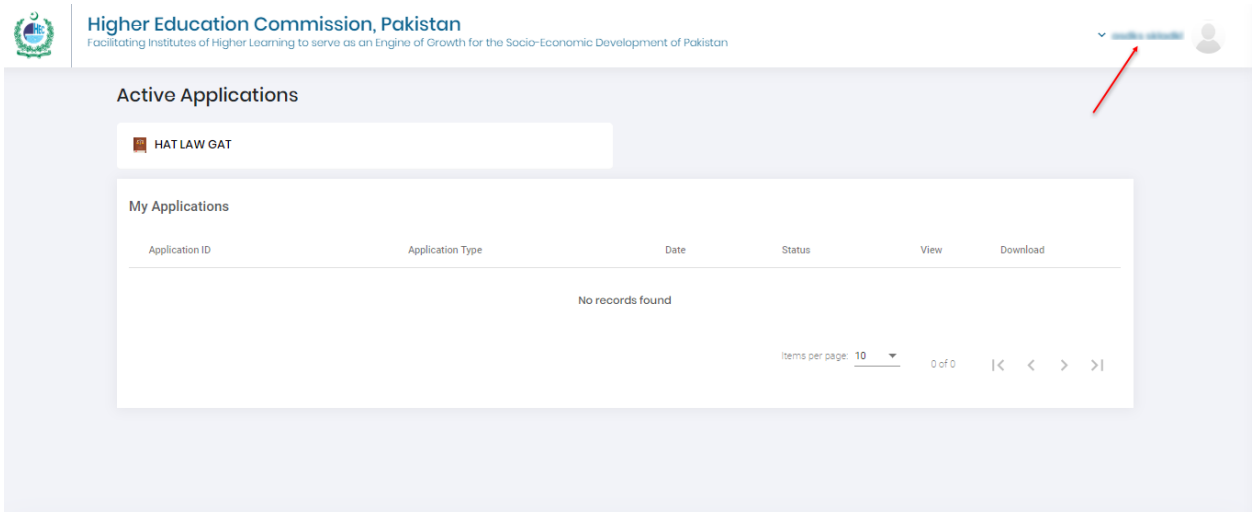
5. Your email will be updated successfully.

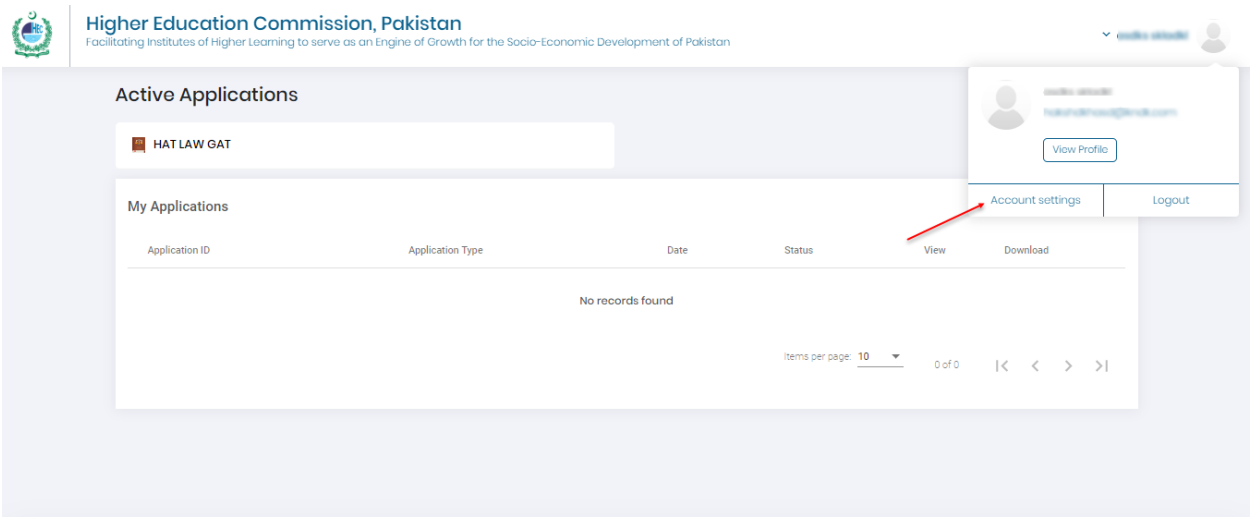


Note: If you do not receive the verification code then click on the resend button available on the right bottom of the desired field. Verification code will be resent through email.

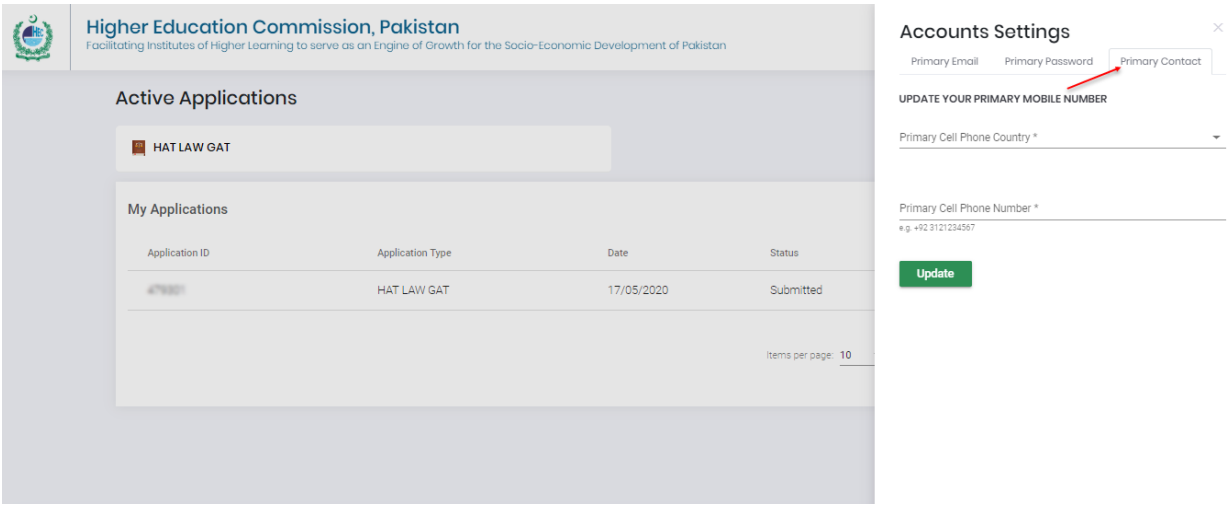
Account Settings- Update Cell Number

1. To access the Account Settings screen, click on your name displayed on the right top of the screen, an accordion will be opened. Now click on the *account settings* button.

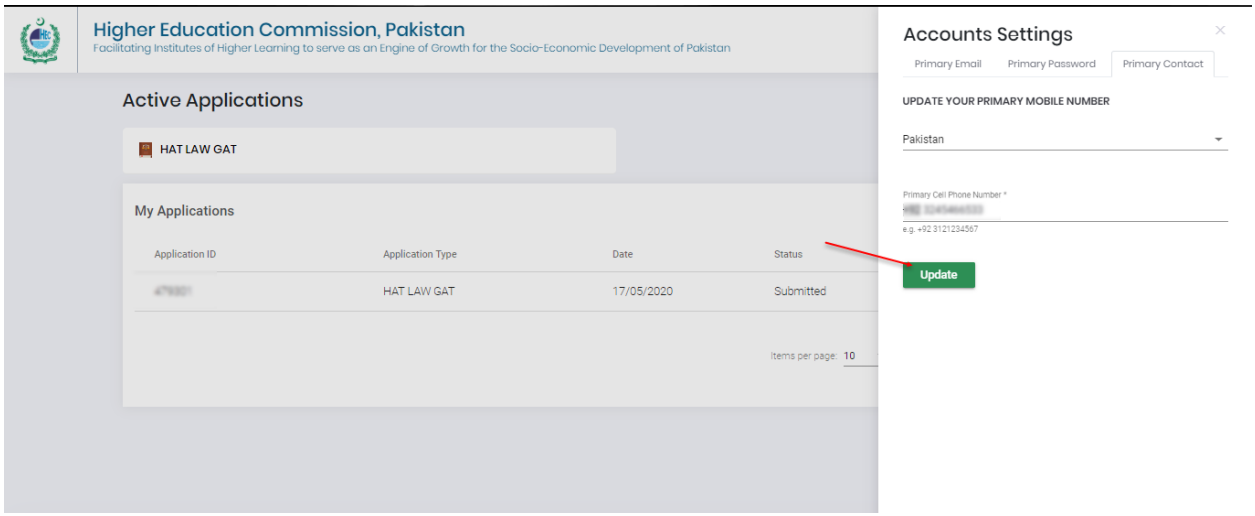




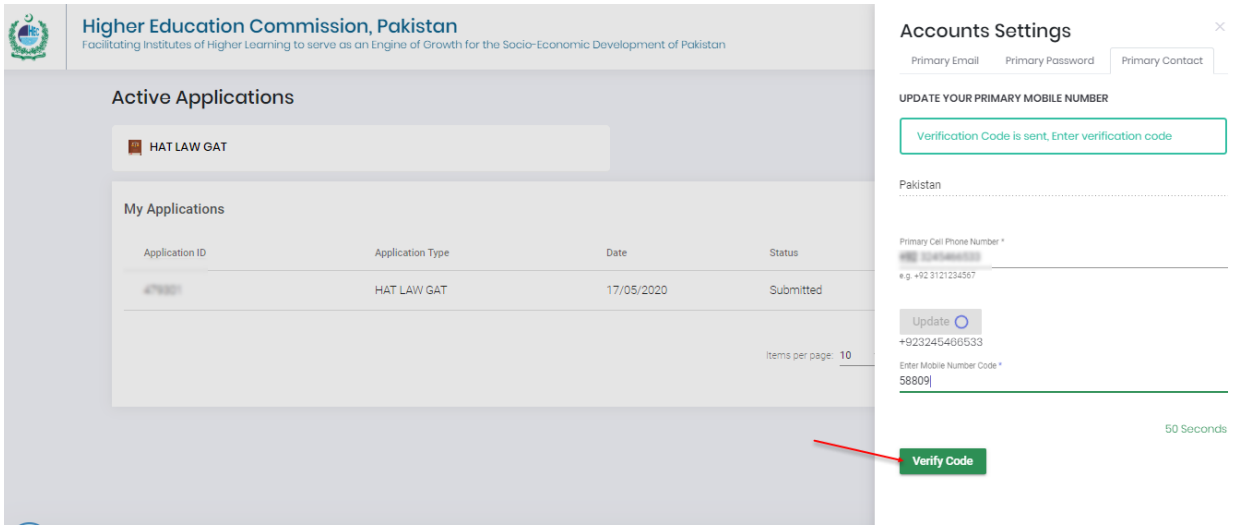
2. You will be naviagted to the account settings tab. Click on the sub-tab Primary Contact.



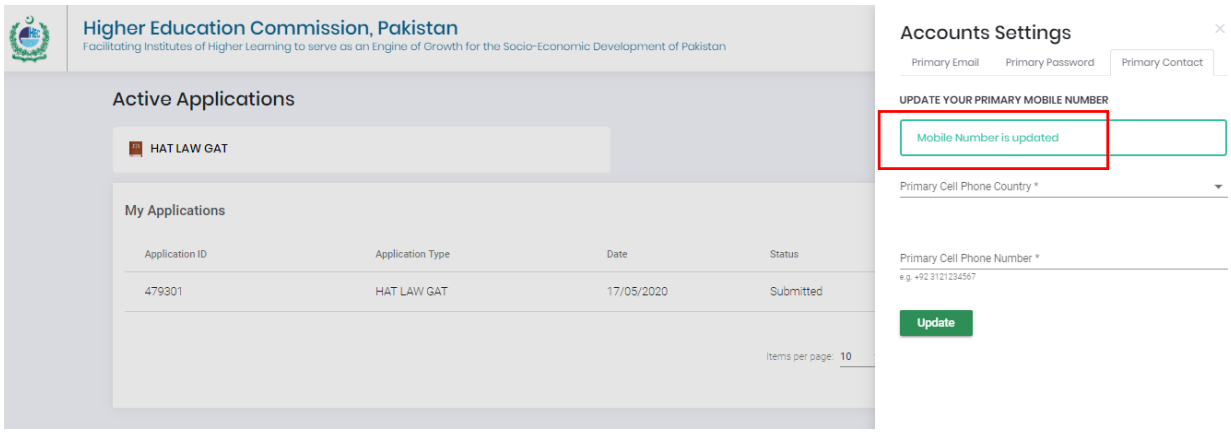
3. Enter your new valid cell number in this tab and click on the *update* button. A verification code will be sent to the entered cell number.



4. Enter the verification code you received through SMS in the verification code field and click on the *verify code* button.



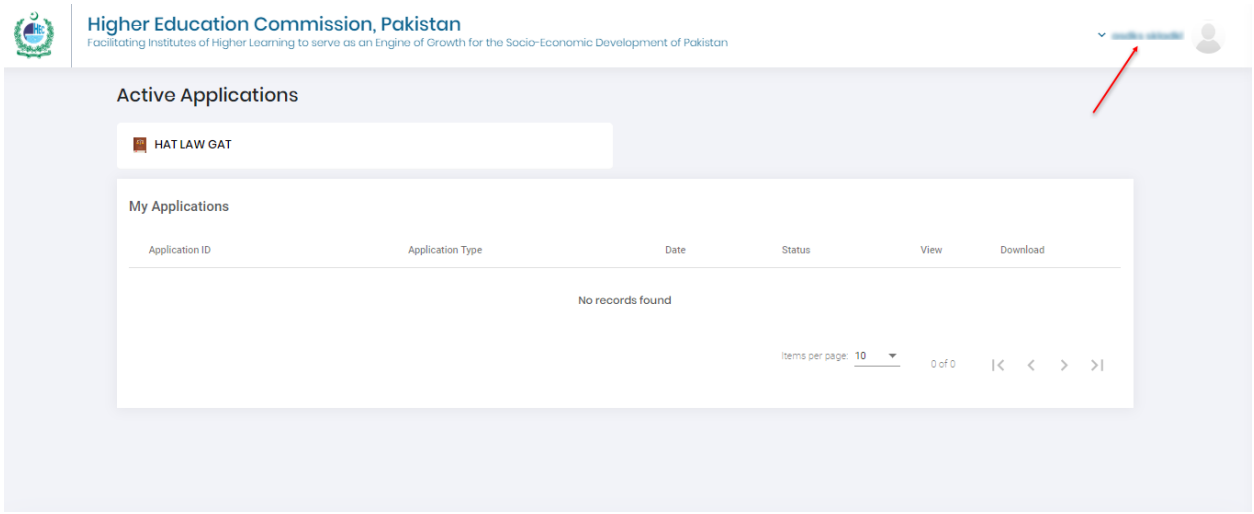
5. Your cell number will be updated successfully.

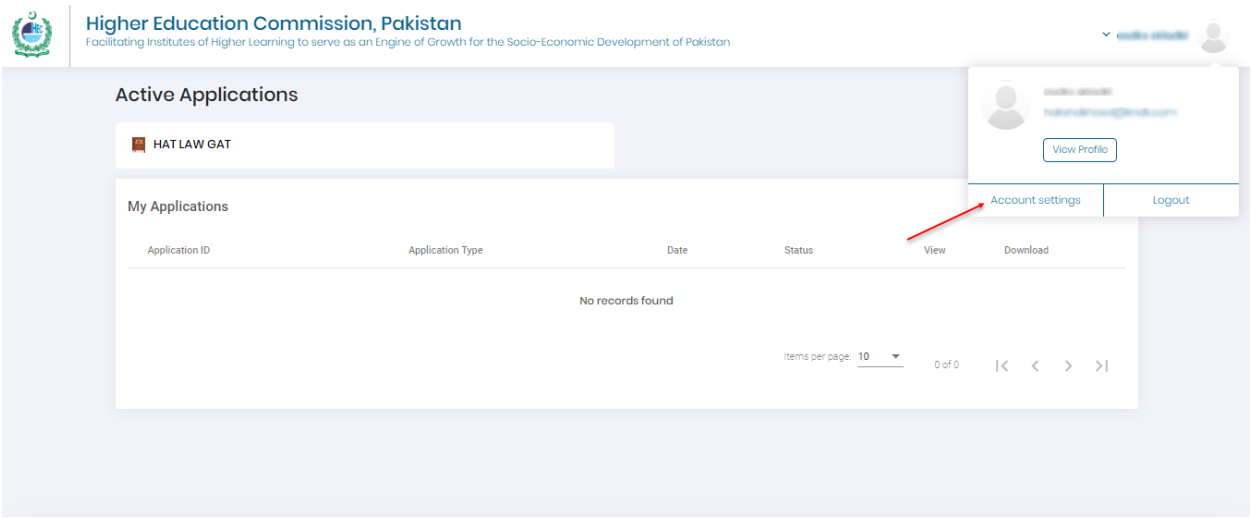


Note: If you do not receive the verification code then click on the resend button available on the right bottom of the desired field. Verification code will be resent through SMS.

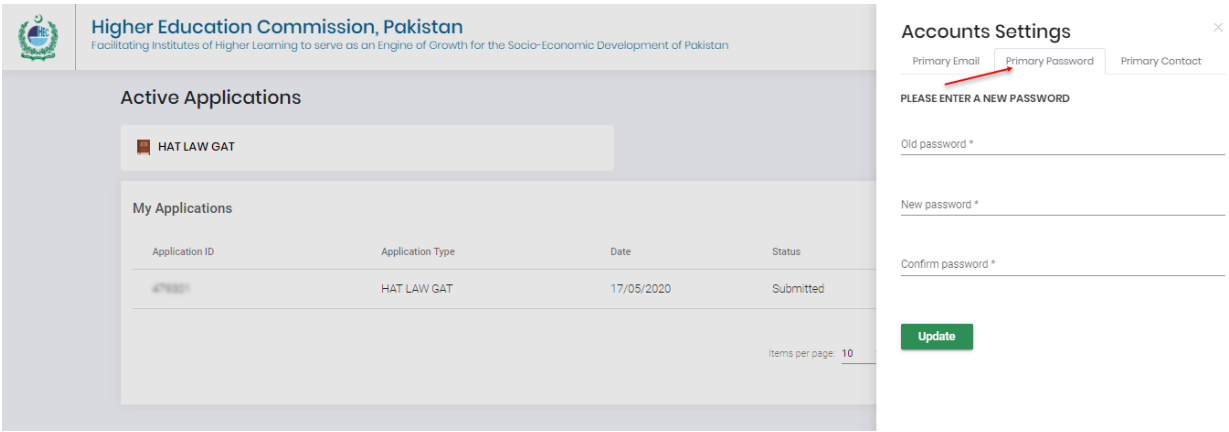
Account Settings- Update Password

1. To access the Account Settings screen, click on your name displayed on the right top of the screen, an accordion will be opened. Now click on the *account settings* button.

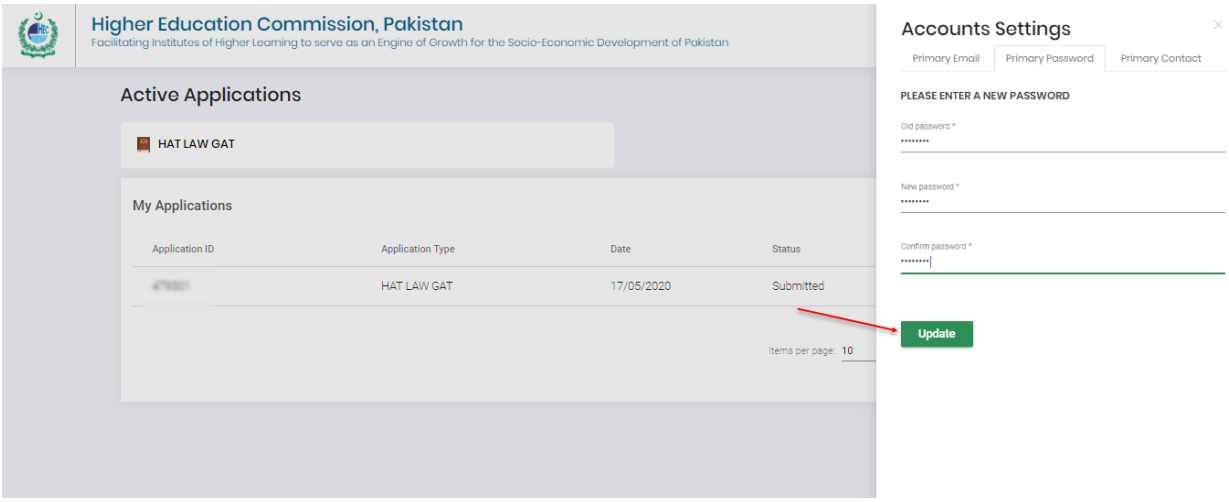




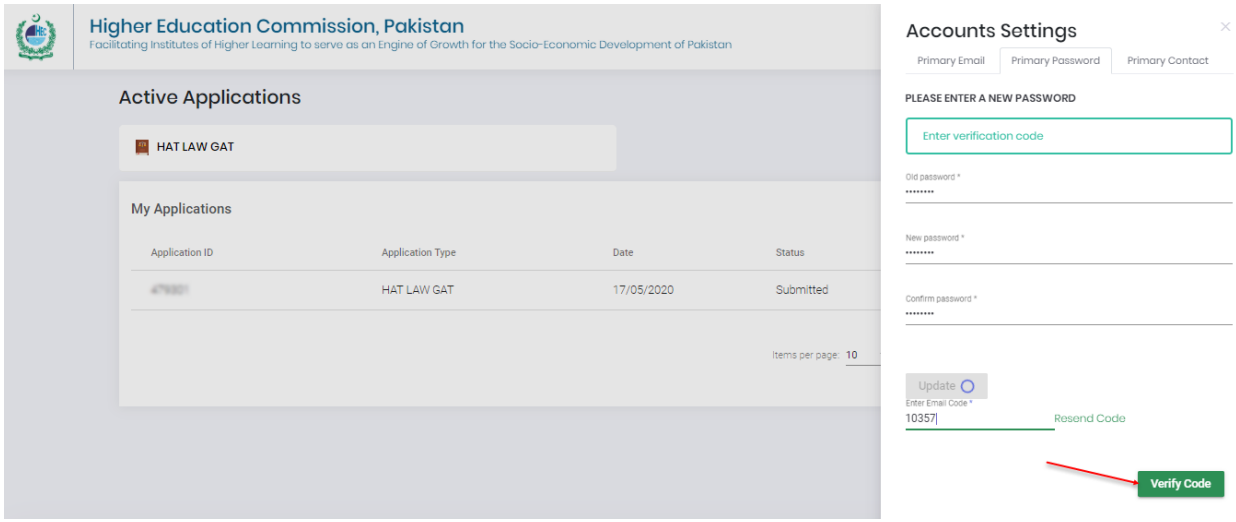
2. You will be naviagted to the account settings tab. Click on the sub-tab Primary Password.



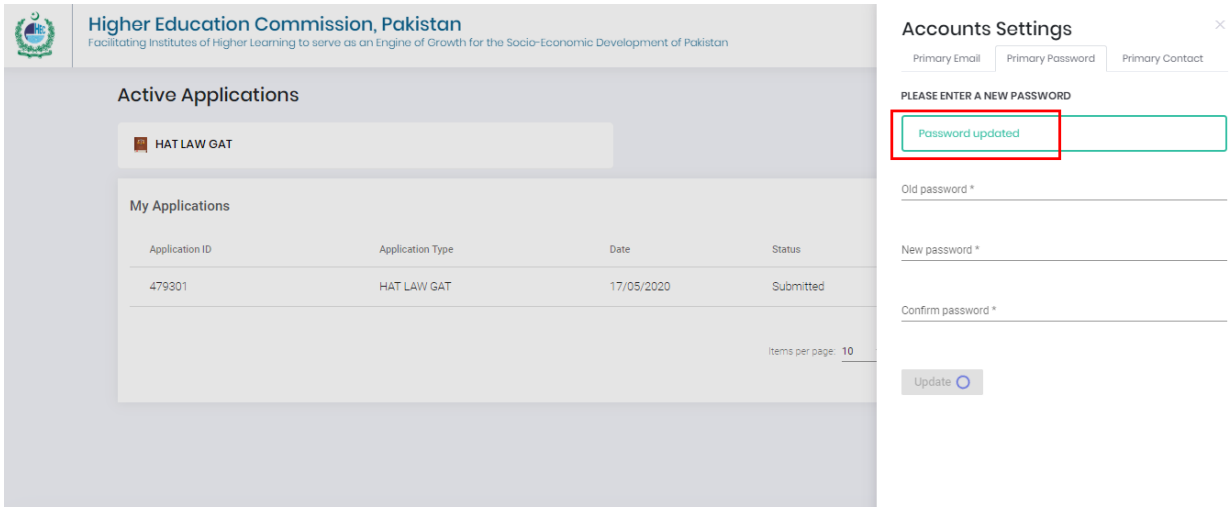
3. Enter the valid old passoword and new password and then click on the *update* button. A verification code will be sent to your email.



4. Enter the verification code you received through email in the verification code field and click on the verify code button



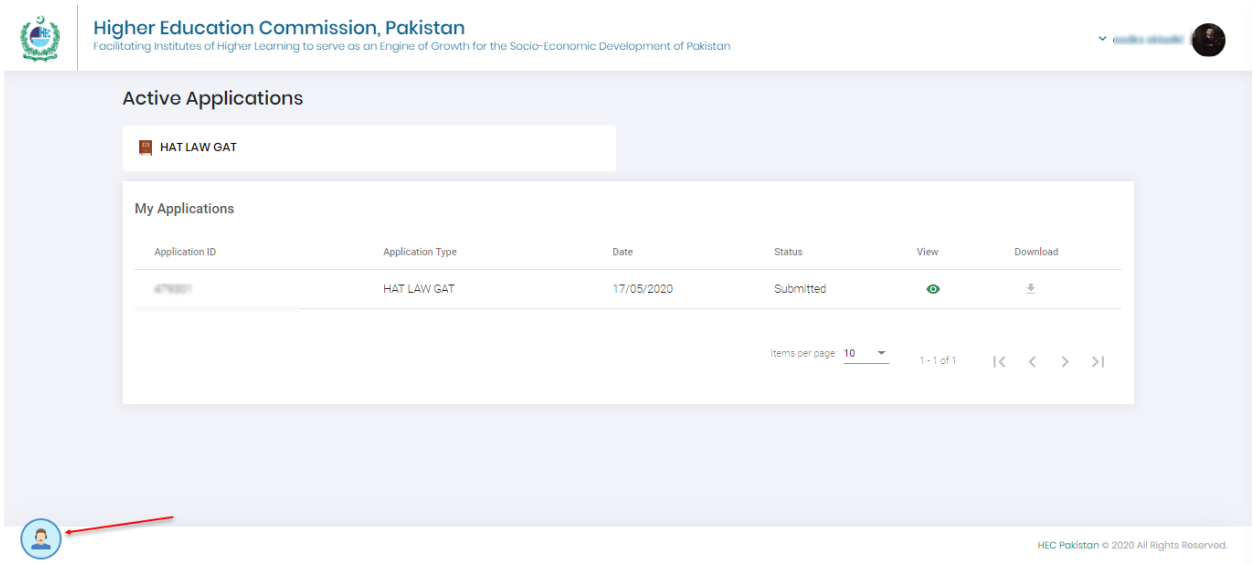
5. Your new password will be updated successfully.



Note: If you do not receive the verification code then click on the resend button available on the right bottom of the desired field. Verification code will be resent through email.

Online Help

1. In case of any issue or query, you can get the online help by clicking on the help icon available anywhere on the portal.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My Applications
Application ID
Application Type
Date
Status
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