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#### Access the URL

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

#### 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.



First Name * Ali	Last Name * Azhar
Nationality * Pakistan	
CNIC *	Password *
Confirm Password *	Primary Cell Phone Country * Pakistan
Primary Cell Phone Number * +92	Primary email *
+92 3121234567	username@provider.com
Back	SIGNUP

**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.



Enter OTP Code s Number	ent to your registered	Email Address and Cell
<ul> <li>hat statte saight</li> </ul>	dicom	
Enter Email Verification Code 88185	6	
		27 Second
C REALINGTON		
Enter Phone Number Verificat 16678	on Code *	
		28 Second
		28 Secon

**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.

٢	Hig	gher Education Comm itating Institutes of Higher Learning to s	nission, Pakistan serve as an Engine of Growth for the Socio-Economic	Development of Pakistan			~	
		Active Applications						
		📕 HAT LAW GAT						
		My Applications						
		Application ID	Application Type	Date	Status	View	Download	
			No	o records found				
					Items per page: 10 📼	0 of 0	< < > >	

## 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.

٢	Hig Facilit	her Education Commission, P ating Institutes of Higher Learning to serve as an Eng	<b>akistan</b> jine of Growth for the Socio-Economic Deve	elopment of Pakistan					
		Active Applications						/	
		🔲 HAT LAW GAT							
		My Applications							
		Application ID	Application Type	Date	Status	View	Download		
			No reco	rds found					
					Items per page: 10 🛛 👻	0 of 0	< < >	×	

٢	Hig Facili	gher Education Commission tating Institutes of Higher Learning to serve as an		• sala sinti					
		Active Applications							akom
		HAT LAW GAT						View Profile	
		My Applications						Account settings	Logout
		Application ID	Application Type		Date	Status	View	Download	
			,	lo records t	found				
						Items per page: 10 💌	0 of 0	$ \langle \rangle \rangle >  $	

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.

٩	Higher Education Com Facilitating Institutes of Higher Learning I	to serve as a	n, Pakistan In Engine of Growth for the Socio	-Economic Development of Pakistan		* 8			
	My Profile								
	Tell us About Yourse	Tell us About Yourself							
-	asdks skladk Emait Mobile: + Titlo	Ar and the st	First Namo	Middlo Namo	Last Namo				
	Title *		and in	Midlde Name	anautri				
	Date of Birth Date of Birth * Gender Male Pemale Other		Father Name *	Father CNIC Father CNIC e.g.1234512345671					
	Туро		Country	City					

	a altada			
Ema	it : le: +			
Title	First Name	Middle Name	Last Name	
Mr.	- Alexandrov Alexandrov	Midlde Name	and a state of the	
Date of Birth	Father Name	Father CNIC		
7/3/1985	🖆 Azeez	25145146712345		
Gender		e.g 1234512345671		
Male O Female	O Other			
Postal Address	s Details			
Туро	Country	City	District	
	Pakistan	Karachi	Hyderabad	

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

		e.g 1234512345671		
Gondor Male Female Other	er			
Postal Address Det	ails			
Туре	Country	City	District	
Mailing	Pakistan	Karachi	Hyderabad	
Addross				
bourne 234 2402 2320 2034 (Boof 4	davit ad			,
Nationality Info				
Idetification Number	Туре	Country		
804723478374	CNIC	Pakistan		

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

Postal Address De	Juno			
Туре	Country	City	District	
Mailing	Pakistan	Karachi	Hyderabad	
Address				
Teneral 201 2012 2020 2020 (010	f s Bailf al			1
	Su	ccess		
Nationality Info	You	profile has been successfully updated		
Idetification Number	Туре	Ok	1	
804723478374	CNIC	. "kist	lan	
			Cancel	Save changes

### Submit the Application Form

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

٩	Higher Education Comm Facilitating Institutes of Higher Learning to s	<b>ission, Pakistan</b> serve as an Engine of Growth for the Socio-Econ	nomic Development of Pakistan				• cata ana 🙆
	Active Applications						
	HAT LAW GAT						
/	My Applications						
	Application ID	Application Type	Date	Status	View	Download	
			No records found				
				items per page 10 👻	0 of 0	< < >	>1
$\frown$							

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.

٢	Hig Facilit	her Education Commission, tating Institutes of Higher Learning to serve as an Er	Pakisto Igine of Orc	<b>311</b> owth for the Socio-Economic Develop	ment of Pakistan		~	
	HA	AT LAW GAT						
		1 Personal Information 2 Appli	cation Form	1				
		Applicant Information						
		Email: Mobile						
		Title		First Name		Middle Name		
		Mr.		antra		Midlde Name		
		Last Name						
		skladkl						
		Date of Birth 7/3/1985	Ē	Father Name Azeez		Father CNIC		
		Gender	0			e.g 1234512345671		
		Male O Female O Other						
٢	Hig Facilite	her Education Commission, P ating Institutes of Higher Learning to serve as an En	' <b>akistaı</b> gine of Grov	<b>n</b> wth for the Socio-Economic Developm	ent of Pakistan		~	
		Mailing		Pakistan		Karachi		
		District						
		Hyderabad						
		Address						
							11	
		Nationality Info						
		Idetification Number	Туре		Country			
		804723478374	CNIC		Pakistan			
								1
							_	
							Save & Close Next	

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.

Application For	m							
Test Name LAW GAT 15	<b>*</b>	Subject Academic studies in Education	*	Preferred Test City Karachi		•	Bank Name hbl bank	
Deposit Transaction Date 5/4/2020	Ē	Challan Number						
Education Detai	ls							
Education Detai	Country	Board/University	City/District/ Ag	ency Progra Name	am/Degree Pa:	ssing Year	Total Marks	Marks Obtained

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.

Decost Trensaction Date Challan Number 5/4/2020 20 Education Details			•	▼ Karachi	Academic studies in Education	•	LAW GAT 15
Education Details						È	
Education Level Country Board/University City/District/ Agency Program/Degree Name Passing Year Total Marks Marks Obt	s Obtained Actions	Total Marks M	Passing Year	City/District/ Agency	Board/University		
LLB - Bachelor's Degree	1						LLB - Bachelor's Degree

Education Level	Country		Board/University	City/District/	Agency	Program/Degree Name	Passing Year	Total Marks	Marks Obtained	Actions
LLB - Bachelor's Degree										1
Education Form		Country Pakis		•	Board / Unive	<sup>rsity *</sup> ad Ali Jinnah Univers	ity, Karachi 🛛 👻	<sup>City</sup> * Karachi		*
Program / Degree Name * _LB		Passing 1999		*	Curre	ently Enrolled		Total Marks * 550		
Marks Obtained * 455										,

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

LAW GAT 15	•	Academic studies in Education	- Karachi	-	▼	hbl bank		
Deposit Transaction Date 5/4/2020		Challan Number						
Education Detai	S	Board/University	City/District/ Agency	Program/Degree Name	Passing Year	Total Marks	Marks Obtained	Actions
LLB - Bachelor's Degree	Pakistan	Muhammad Ali Jinnah University, Karachi	Karachi	LLB	1999	550	455	1

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

LAW GAT 15	*	Subject Academic	studies in Education	*	Preferred Test Cit Karachi	P		*	Bank Name hbl bank		
Deposit Transaction Date 5/4/2020	ē	Chailan Nu	Message								
			You application is su	bmitted su	iccesfully. Appli	cation Id is 4793	301				
Education Deta	ils										
Education Level	Country	E				Ok	ig Year		Total Marks	Marks Obtained	4
LLB - Bachelor's Degree	1					LB	1999		550	455	

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

٢	Higher Educ Facilitating Institutes	of Higher Learning to	nission, Pakistan serve as an Engine of Growth for the Socia	-Economic Development of Pakisto	n			
	Active A	oplications						
	📕 HAT LAV	N GAT						
	My Applica	tions						
	Application	ID	Application Type	Date	Status	View	Download	
	67932		HAT LAW GAT	17/05/2020	Submitted	Ø	±	
					items per page: 10	- 1-1of1	$\langle \rangle$	1

## 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.

٢	Higher E Facilitating Ins	Education Commission, P stitutes of Higher Learning to serve as an Eng	akistan jine of Growth for the Socio-Economic Develop	pment of Pakistan			~	- 3
	Activ	e Applications						
	т н	IAT LAW GAT						
	My A	pplications						
	Ap	plication ID	Application Type	Date	Status	View	Download	
			No records	s found				
					Items per page: 10 🔹	0 of 0	I< < > >I	
٢	Higher E Facilitating Ins	Education Commission, P stitutes of Higher Learning to serve as an Eng	akistan gine of Growth for the Socio-Economic Develo	pment of Pakistan			~ 0	
٢	Facilitating Ins	Education Commission, P stitutes of Higher Learning to serve as an En-	akistan gine of Growth for the Socio-Economic Develo	ppment of Pakistan				
٢	Facilitating Ins	stitutes of Higher Learning to serve as an Eng	akistan jine of Growth for the Socio-Economic Develo	pment of Pakistan				
٢	Facilitating Ins	stutes of Higher Learning to serve as an Eng	akistan gine of Growth for the Socio-Economic Develo	opment of Pakistan				Logout
٢	Facilitating Ins Activ	stitutes of Higher Learning to serve as an Eng 70 Applications	akistan gine of Growth for the Socio-Economic Develo	opment of Pakistan	Status	View	Viow Profilo	eduar.
٢	Facilitating Ins Activ	ve Applications	jine of Growth for the Socio-Economic Develo	Date	Status	View	View Profile Account settings	eduar.
٢	Facilitating Ins Activ	ve Applications	pine of Growth for the Socio-Economic Develo	Date	Status		View Profile Account settings	eduar.
٢	Facilitating Ins Activ	ve Applications	pine of Growth for the Socio-Economic Develo	Date			Vicw Profile Account settings Download	eduar.

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

٢	Hig	tating Institutes of Higher Learning	mmission, Pakistan ng to serve as an Engine of Growth for the Socio-	Economic Development of Pakistan		Accounts Settings ×
		Active Applicatior	าร			UPDATE YOUR PRIMARY EMAIL
		🚆 HAT LAW GAT				Primary Email *
		My Applications				Update
		Application ID	Application Type	Date	Status	
		479301	HAT LAW GAT	17/05/2020	Submitted	
					Items per page: 10	

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.

٢	Higher Education Com Facilitating Institutes of Higher Learning	to serve as an Engine of Growth for the Soc	io-Economic Development of Pakistar	ì	Accounts Settings × Primary Email Primary Password Primary Contact
	Active Applications	3			UPDATE YOUR PRIMARY EMAIL
	📕 HAT LAW GAT				Primary Email *
	My Applications				Update
	Application ID	Application Type	Date	Status	1
	475321	HAT LAW GAT	17/05/2020	Submitted	/
				items per page: 10	

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

Hi	igher Education Com	nmission, Pakistan to serve as an Engine of Growth for the Socie		n	Accounts Settings
2000	5				Primary Email Primary Password Primary Contact
	Active Applications	3		L	UPDATE YOUR PRIMARY EMAIL
	📕 HAT LAW GAT			[	Verification Code is sent, Enter verification code
					Primary Email *
	My Applications				username@provider.com
	Application ID	Application Type	Date	Status	Update 🔘
	479321	HAT LAW GAT	17/05/2020	Submitted	aidsd@nkdd.ocm Enter Email Cade *
					27164
				Items per page: 10	Resend Code
					Verify Code

5. Your email will be updated successfully.

٢	her Education Commissio tating Institutes of Higher Learning to serve as a		Development of Pakistan		Accounts Settings × Primary Email Primary Password Primary Contact
	Active Applications				UPDATE YOUR PRIMARY EMAIL
	HAT LAW GAT				Email is updated
	My Applications				Primary Email * usemame@provider.com
	Application ID	Application Type	Date	Status	Update O
	47602	HAT LAW GAT	17/05/2020	Submitted	
				Items per page: 10	

**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.

٢	Hig Facili	her Education Comm tating Institutes of Higher Learning to	nission, Pakistan serve as an Engine of Growth for the Socio-Economic	: Development of Pakistan				~	- 0
		Active Applications						/	
		👜 HAT LAW GAT							
		My Applications							
		Application ID	Application Type	Date	Status	View	Download		
			No	o records found					
					items per page: 10 🛛 👻	. 0 of 0	K < >	×	

٢	Hig Facili	her Education Com tating Institutes of Higher Learning	v osta stadi 💄				
		Active Applications	3			View Profile	nikorn
		My Applications				Account settings	Logout
		Application ID	Application Type	Date	Status View	Download	
			No f	records found	items per page: 10 💌 0 of i	□ I< < > >I	

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

٢	Higher Education Com Facilitating Institutes of Higher Learning	to serve as an Engine of Growth for the Soc	Accounts Settings × Primary Email Primary Password Primary Contact		
	Active Applications	3			UPDATE YOUR PRIMARY MOBILE NUMBER
	📕 HAT LAW GAT				Primary Cell Phone Country *
	My Applications				Primary Cell Phone Number * e.g. +92 3121224567
	Application ID	Application Type	Date	Status	
	479321	HAT LAW GAT	17/05/2020	Submitted	Update
				items per page: 10	

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.

٢	Higher Education Com Facilitating Institutes of Higher Learning	Accounts Settings × Primary Email Primary Password Primary Contact			
	Active Applications				UPDATE YOUR PRIMARY MOBILE NUMBER
	HAT LAW GAT				Pakistan 👻
	My Applications				Primary Cell Phone Number * eg. 402.3121234567
	Application ID	Application Type	Date	Status	Update
	47500	HAT LAW GAT	17/05/2020	Submitted	Opulate
				items per page: 10	

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

٢	Higher Education Com Facilitating Institutes of Higher Learning	mission, Pakistan to serve as an Engine of Growth for the Soci	Accounts Settings Primary Email Primary Password Primary Contact			
	Active Applications	3			UPDATE YOUR PRIMARY MOBILE NUMBER Verification Code is sent, Enter verification code	
	My Applications				Pakistan	
	Application ID	Application Type HAT LAW GAT	Date 17/05/2020	Status Submitted	Primary Cell Prone Number * * # g +92 3121234567 Update	
				Items per page: 10	+923245408533 Enter Mobile Number Code * 58809	
				_	50 Seconds	

5. Your cell number will be updated successfully.

Higher Education Com Facilitating Institutes of Higher Learning	Accounts Settings			
Active Applications	5			UPDATE YOUR PRIMARY MOBILE NUMBER
HAT LAW GAT				Mobile Number is updated
My Applications				Primary Cell Phone Country *
Application ID	Application Type	Date	Status	Primary Cell Phone Number *
479301	HAT LAW GAT	17/05/2020	Submitted	×g +923121224567 Update

**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.

٢	Hig Facilit	Higher Education Commission, Pakistan Facilitating Institutes of Higher Learning to serve as an Engine of Growth for the Socio-Economic Development of Pakistan							
		Active Applications						/	
		📕 HAT LAW GAT							
		My Applications							
		Application ID	Application Type	Date	Status	View	Download		
			No re	cords found					
					Items per page: 10 💌	0 of 0	I< < >	×	

٩	Hig Facili	Jher Education Commission tating Institutes of Higher Learning to serve as	• onder stander				
		Active Applications				Vicw Profile	-
		My Applications				Account settings	Logout
		Application ID	Application Type	Date	Status View	Download	
			No	records found	items per page: <u>10 ▼</u> 0 of C		

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

gher Education Commission liftating Institutes of Higher Learning to serve as	Accounts Settings × Primary Email Primary Password Primary Contact			
Active Applications	PLEASE ENTER A NEW PASSWORD			
HAT LAW GAT				Old password *
My Applications				New password *
Application ID	Application Type	Date	Status	Confirm password *
479321	HAT LAW GAT	17/05/2020	Submitted	
			ltems per page: 10	Update

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.

٢	Higher Education Con Facilitating Institutes of Higher Learning	nmission, Pakistan g to serve as an Engine of Growth for the Soc	Accounts	Settings	×		
1000		, , ,			Primary Email	Primary Password	Primary Contact
	Active Applications	PLEASE ENTER A N	EW PASSWORD				
	HAT LAW GAT				Old password *		
	My Applications				New password *		
	Application ID	Application Type	Date	Status	Confirm password *		
	479321	HAT LAW GAT	17/05/2020	Submitted			
				Items per page: 10	Update		

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

٢	Higher Education Co Facilitating Institutes of Higher Learn	ommission, Pakistan ning to serve as an Engine of Growth for the Soci	Accounts Settings × Primary Email Primary Password Primary Contact				
	Active Applicatio	ns			PLEASE ENTER A NEW PASSWORD		
	HAT LAW GAT				Enter verification code		
	My Applications				Old password *		
	Application ID	Application Type	Date	Status	New password *		
	4980	HAT LAW GAT	17/05/2020	Submitted	Confirm password *		
				items per page: 10	Update O Enter Enter Code* 10357 Resend Code Verify Code		

5. Your new password will be updated successfully.

٢		her Education Commissi ating Institutes of Higher Learning to serve of	Accounts Settings × Primary Email Primary Password Primary Contact					
	,	Active Applications	PLEASE ENTER A NEW PASSWORD					
		HAT LAW GAT My Applications				Password updated		
						Old password *		
		Application ID	Application Type	Date	Status	New password *		
		479301	HAT LAW GAT	17/05/2020	Submitted	Confirm password *		
					Items per page: 10	Update 🔿		

**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.

٢	Hiç Facili	Higher Education Commission, Pakistan Facilitating Institutes of Higher Learning to serve as an Engine of Growth for the Socio-Economic Development of Pakistan							
		Active Applications	3						
		HAT LAW GAT							
		My Applications							
		Application ID	Application Type	Date	Status	View	Download		
		479301	HAT LAW GAT	17/05/2020	Submitted	Ø	±		
					ltems per page: 10 🔹	1 - 1 of 1	I< < >	>1	
							HEC Pakisto	in © 2020 All Rights Reserved.	