

## Guidelines for Registration & Submission of Application Form

**Note:** Kindly open the Internet Browser (preferably Google Chrome or Firefox) and enter the URL <https://mesacs.edchemy.com/> in the main address tab

### Steps to Register

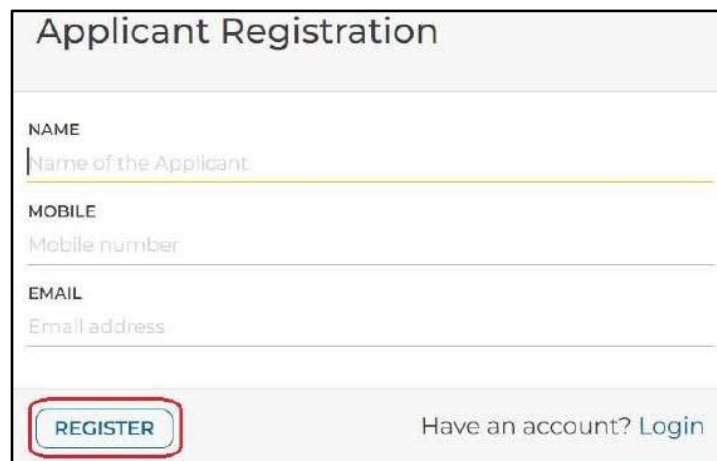
- Click on **Register** button



Registration form with the following fields and buttons:

- USERNAME: User Name
- PASSWORD: \*\*\*\*\*
- Register button (highlighted with a red box)
- Forgot Password ? link

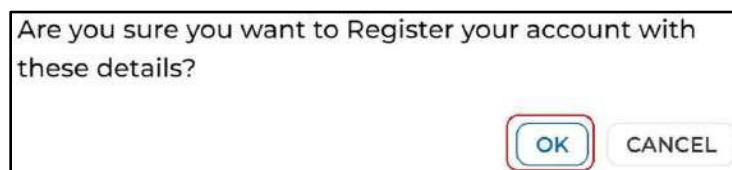
- Enter the **Name, Mobile Number, Email ID** and click on **Register** button



Applicant Registration form with the following fields and buttons:

- NAME: Name of the Applicant
- MOBILE: Mobile number
- EMAIL: Email address
- REGISTER button (highlighted with a red box)
- Have an account? Login link

- Click on **Ok** button



Confirmation dialog box with the following text and buttons:

Are you sure you want to Register your account with these details?

- OK button (highlighted with a red box)
- CANCEL button

## Steps to Login

- Enter registered mobile number in the **Username** field and enter the one-time password received on your registered mobile number in **Password** field
- Click on **Login** button



USERNAME  
User Name

PASSWORD  
\*\*\*\*\*

Register Forgot Password ?

**LOGIN**

- Enter the new password in New Password and Confirm Password fields and click on **Change Password** button (this is the one-time activity)



CHANGE PASSWORD

NEW PASSWORD  
Password

CONFIRM PASSWORD  
Password

*It is mandatory to change password for your account safety*

**CHANGE PASSWORD**

- After clicking on **Change Password** button, screen will be redirected to login page again. Kindly login with the same Username and with the new Password

## Steps to Submit Application Form

- After logging into your account, click on **Apply Here** button

Admissions for 2023-2024

Applications for the year 2023-2024 are now open. Please click on **Apply Here** button below to fill in the application form for respective courses.

[APPLY HERE](#)

- Select the **Course** from the dropdown given and click on **Apply** & then **Ok** buttons

To Apply select the Course and click the Apply button

B.A (Aided) - History, Optional Kannada ▾ [APPLY](#)

- Fill the details in the application form and click on **Submit Application Form** button to submit your application

Personal Details | Special Category | Other Details | Previous Education Details

All the fields which has (\*) mark are mandatory.

**NO IMAGE AVAILABLE** Student Photo (Max 1 MB - Supported Formats: jpg, jpeg, png) \*  
[UPLOAD IMAGE](#) [DOWNLOAD IMAGE](#)

<b>Student Name *</b> Student Name	<b>Gender *</b> Select ▾	<b>Date of Birth *</b> Date of Birth
<b>Aadhar Number *</b> Aadhar Number	<b>Mobile *</b> Mobile	<b>Email *</b> Email

Parent Information

<b>Father Name *</b> Father Name	<b>Father Mobile *</b> Father Mobile	<b>Father Email</b> Father Email
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[SAVE AS DRAFT](#) [SUBMIT APPLICATION FORM](#) [CLOSE](#)

- Click on **Print Application Form** button to save the submitted application form in pdf or to print the same

Applied For	Form Status	Student Name
B.A (Aided) - History, Economics	FORM SUBMITTED	Shashi Edchemy
Application Number. 0001/23-24	<a href="#">PRINT APPLICATION FORM</a>	