

Tutorial for User Registration on DISHTAVO Portal

Step 1:

Go to [DISHTAVO](#) Homepage and click on the [Faculty Login](#) as shown in the image.



Step 2:

Click on [New User? Register Here.](#) You will be redirected to the registration page.

A screenshot of the 'Dishtavo Faculty Login' form. The form is white with a light gray border. At the top, it says 'Dishtavo Faculty Login'. Below this, there are two input fields: 'Email ID' and 'Password'. Under the 'Password' field, there is a checkbox labeled 'Show Password'. A blue button with the text 'Login' is positioned below the input fields. At the bottom of the form, there are two links: 'New User? Register Here.' and 'Forgot Password?'. A blue arrow points to the 'New User? Register Here.' link.

Step 3:

To register we need the following details like salutation,first name,last name,college , designation,type of appointment, email address , mobile number and From Date. Also, **Read the following instructions to know more** to understand about the From Date.

Sign Up

User Role
Faculty

Salutation
select

First Name
Type your name here.

Last Name
Type your name here.

College
Select College

Designation
Select Designation

Type of Appointment
Select type of Appointment

Date of Joining or Change in College/Type of Appointment/Designation(Recent Applicable only)**
[Read the following instructions to know more.](#)

Email Address
name@example.com

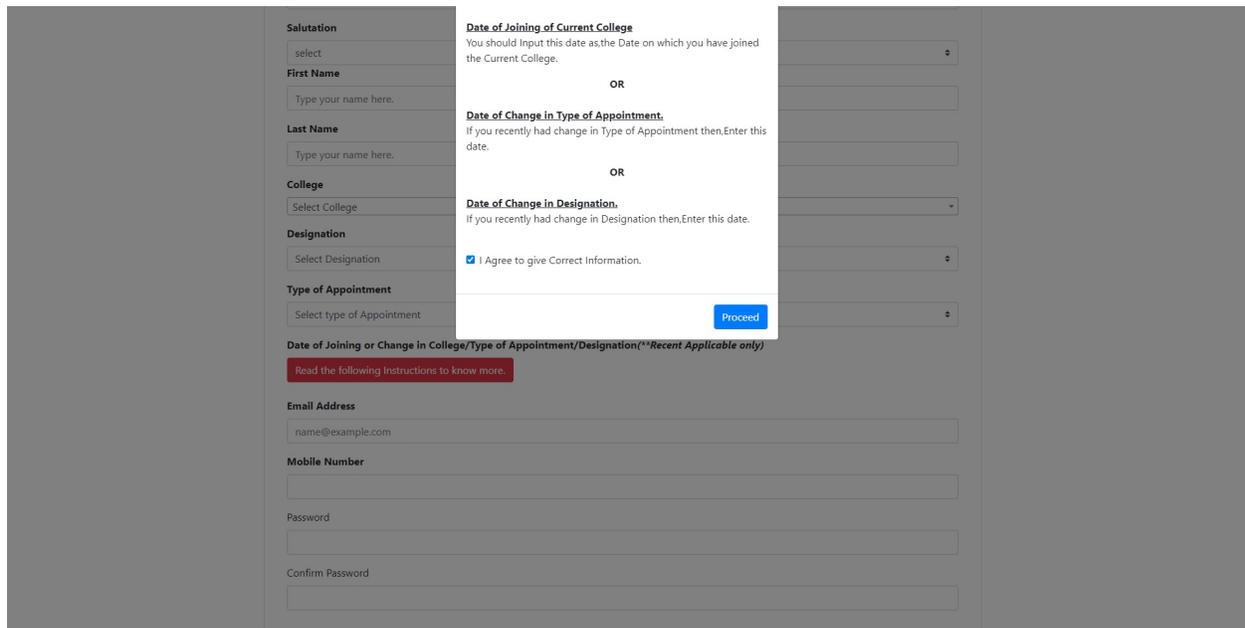
Mobile Number

Password

Confirm Password

Step 4:

Once you click on the **Read the following instructions to know more**, kindly read the instructions and click on I agree and Proceed.



The image shows a registration form with a modal window overlaid. The form fields include: Salutation (select), First Name (text), Last Name (text), College (select), Designation (select), Type of Appointment (select), Date of Joining or Change in College/Type of Appointment/Designation (**Recent Applicable only), Email Address (text), Mobile Number (text), Password (text), and Confirm Password (text). The modal window contains the following text: "Date of Joining of Current College. You should Input this date as, the Date on which you have joined the Current College." followed by "OR", "Date of Change in Type of Appointment. If you recently had change in Type of Appointment then, Enter this date." followed by "OR", "Date of Change in Designation. If you recently had change in Designation then, Enter this date." followed by a checked checkbox "I Agree to give Correct Information." and a "Proceed" button. A red button labeled "Read the following instructions to know more." is visible below the modal window.

Here, the brief guidelines are given on how to choose From Date..

- a. Regular Faculties should enter the From Date as the date of appointment/joining in the current college.
- b. Faculties who are on Contract Basis and Lecture Basis have to enter the From Date as the date of appointment for the current academic year in that particular college.
- c. If the faculties on lecture basis are working with two colleges simultaneously for a particular academic year, they should register only once and choose only one college of preference*.

*The college chosen will be the one that will appear in the certificate that would be generated on DISHTAVO Portal. Also, the duty report of these faculties will be sent to the college mentioned.

Sign Up

User Role
Faculty

Salutation
Dr.

First Name
jhon

Last Name
menezes

College
Government College of Arts, Science & Commerce, Khandola, Marcela - Goa

Designation
Professor

Type of Appointment
Regular

Date of Joining or Change in College/Type of Appointment/Designation (Recent Applicable only)**
From
03-01-2018

[Read the following instructions to know more.](#)

Email Address
jhon@gmail.com

Mobile Number
8888888888

Password

Confirm Password

[Request OTP](#)

Step 4:

Once you enter all the details you will get a button asking to request OTP.

Enter the OTP received on your phone and you will be registered on the DISHTAVO portal.