

Convocation Registration Guide



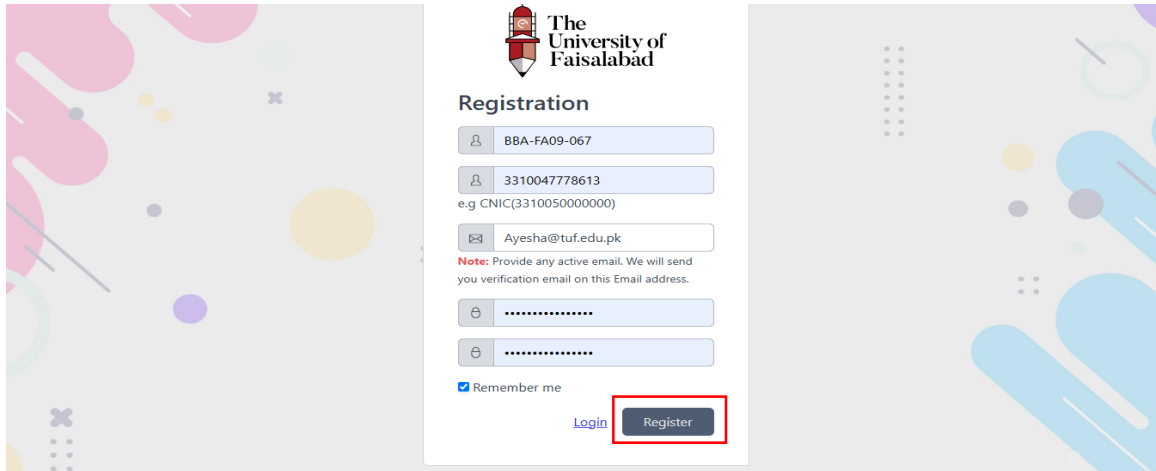
Contents

Register	3
Email Verification:	3
Add Candidate Details:	5
Edit Candidate Details:	6
Show Candidate Details:	8
Guest	8
Add Guests:	8
Edit Guest Details	10
Submit:	13
Candidate Gate Pass:	14
Guest Gate Pass:	15

Register

1. Enter the URL to register (<https://convocation.tuf.edu.pk/register>).
2. Enter the following details **Registration No, CNIC No, Email** and **password** and then click on **“Register”** Button.

Note: Only Eligible Students will be able to register for Convocation.

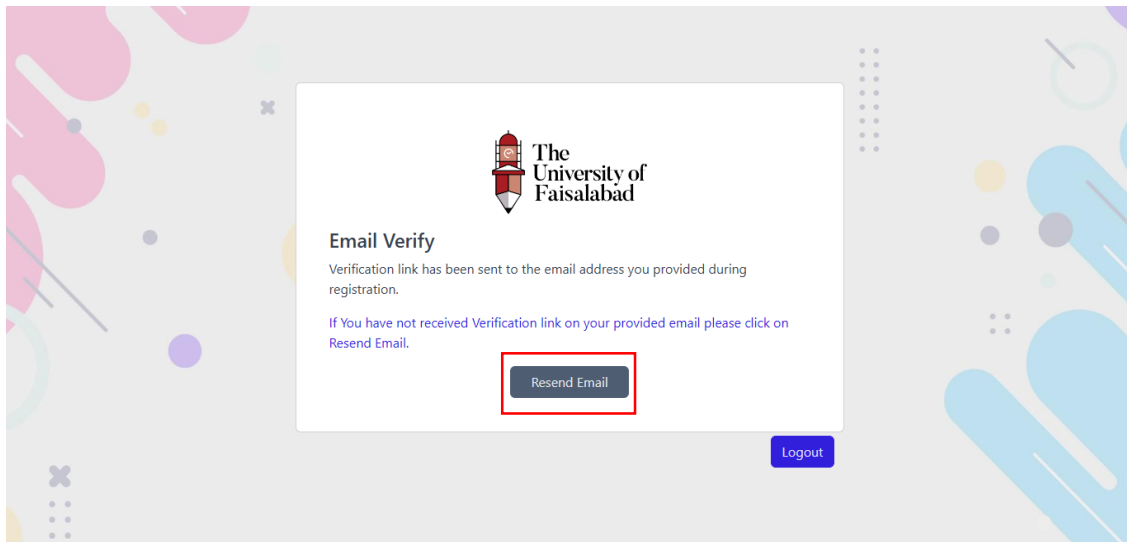
The image shows a registration form for The University of Faisalabad. The form is titled "Registration" and features the university's logo at the top. It contains several input fields: a registration number field (BBA-FA09-067), a CNIC number field (331004778613), an email field (Ayesha@tuf.edu.pk), and two password fields. A note below the email field states: "Note: Provide any active email. We will send you verification email on this Email address." There is a "Remember me" checkbox and a "Login" link. The "Register" button is highlighted with a red rectangle. The form is set against a background with abstract colorful shapes.

Registration Guide [Click Here](#)

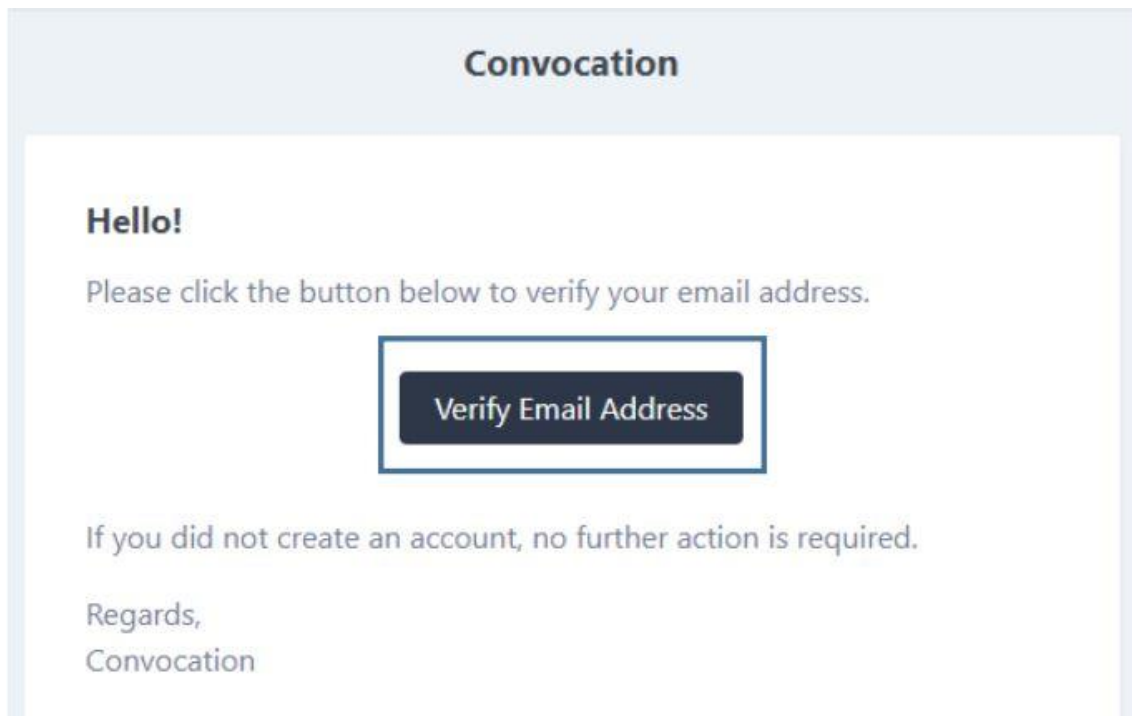
Email Verification:

1. After Registration Candidate is going to receive **“Verification Email”**.

Note: If you have not received Verification link on your provided email please click on Resend Email Button.



1. Check your email and click on “**Verify Email**” button. After Verification user will redirected to Candidate Dashboard.



Dashboard

User

Dashboard

Regalia

M. IBRAHIM BEAKER

Home / Dashboard

Application in process. Please fill below details and submit application from submit section.

Candidate Detail

List of Candidate Detail

1 Candidate

2 Guest

3 Fee

4 Submit

Personal Information

Cell No *
Cell No

Contact No (Residence)
Contact No (Residence)

Profile Image
Choose File No file chosen

Working Experience
Name of Institution / Organization
Name of Institution / Organization
Designation
Designation

Save

Note: Please Fill your all information

© Copyright 2024 TUF.

Add Candidate Details:

1. **Enter your personal Information like Cell Phone, Residence Contact, Profile Image & Working Experience if any and then click on Save Button.**

Without Required Fields like Cell No Data will not be “Submitted”.

User

Dashboard

Regalia

M. IBRAHIM BEAKER

Home / Dashboard

Application in process. Please fill below details and submit application from submit section.

Candidate

Guest

Fee

Submit

Personal Information

Cell No *

03123123123

Contact No (Residence)

03219321043

Profile Image

Choose File images.jpg

Working Experience

Name of Institution / Organization

TUF

Designation

WEB DEVELOPMENT

Save

Note: Please Fill your all information

© Copyright 2024 TUF.

Edit Candidate Details:

Edit/Update the candidate details and then click on “**Save**” button.

Note: The Cell No field is empty by keeping this field empty data will not be updated.

User

Dashboard

Regalia

M. IBRAHIM BEAKER

Home / Dashboard

Application in process. Please fill below details and submit application from submit section.

Candidate Detail

List of Candidate Detail

1 Candidate

2 Guest

3 Fee

4 Submit

Show 10 entries

Search:

#	Name	contact No	Residence Cell No	Name of Institution	Designation	Profile Image	Actions
1	M. IBRAHIM BEAKER	03123123123	03219321304	WEB	WEB DEVELOPER		<div>edit</div> <div>delete</div>

Showing 1 to 1 of 1 entries

Previous

1

Next

Note: Please Fill your all information

© Copyright 2024 TUF.

User

Dashboard

Regalia

M. IBRAHIM BEAKER

Home / Dashboard

Application in process. Please fill below details and submit application from submit section.

Candidate Detail

List of Candidate Detail

1 Candidate

2 Guest

3 Fee

4 Submit

View All

Personal Information

Cell No *

03123123124

Contact No (Residence)

03219321304

Profile Image

Choose File

No file chosen

Working Experience

Name of Organization

WEB

Designation

WEB DEVELOPER

Save

© Copyright 2024 TUF.

Show Candidate Details:

To View Created Candidate Details click on **“Show”** button placed in front of the record on List All Candidate Details page.

User: M. IBRAHIM BEAKER

Home / Dashboard

Application in process. Please fill below details and submit application from submit section.

Candidate Detail

List of Candidate Detail

1 Candidate

2 Guest

3 Fee

4 Submit

how 10 entries

Search:

#	Name	contact No	Residence Cell No	Name of Institution	Designation	Profile Image	Actions
1	M. IBRAHIM BEAKER	03123123124	03219321304	WEB	WEB DEVELOPER		edit show

Showing 1 to 1 of 1 entries

Previous 1 Next

Note: Please Fill your all information

© Copyright 2024 TUF.

Guest

Here user will be allowed to add a Free Guest

Add Guests:

After filling in the candidate details enter the guest details by selecting **“Guest”** from the sidebar and then click on **Add New**.

User

Dashboard
Regalia

M. IBRAHIM BEAKER

Home / Dashboard

Application in process. Please fill below details and submit application from submit section.

1 Candidate

2 Guest

3 Fee

4 Submit

Free Guest

Free Guest Allow is 1

Show 10 entries

Search:

#	Candidate	Name	Contact No	CNIC	Image	Actions
No data available in table						

Showing 0 to 0 of 0 entries

PreviousNext

Paid Guest

Showing 10 entries

Search:

#	Candidate	Name	Contact No	CNIC	Image	Actions
No data available in table						

Showing 0 to 0 of 0 entries

PreviousNext

Add New

© Copyright 2024 TUF.

After clicking in the **Add New**, enter the guest details by selecting “**Guest**” from the sidebar and then entering guest details like **name**, **CNIC**, **Contact No** and **Relation** and then click on “**Save**” button.

User

Dashboard
Regalia

M. IBRAHIM BEAKER

Home / Dashboard

Application in process. Please fill below details and submit application from submit section.

1 Candidate

2 Guest

3 Fee

4 Submit

Guest Information

Add Guest Information

View All

Name *

Name

CNIC

Enter CNIC Without Dashes

e.g CNIC(3310050000000)

Contact Number *

contact No

Relation *

Please Select

Profile Image

Choose File

No file chosen

The Image Should not be greater than 1 mb

Save

Add More

© Copyright 2024 TUF.

9

Edit Guest Details

Edit/update the free guest details as per your choice and then click on “**Save**” button.

User

Dashboard

Regalia

M. IBRAHIM BEAKER

Home / Dashboard

Application in process. Please fill below details and submit application from submit section.

Guest Information

Add Guest Information

1 Candidate

2 Guest

3 Fee

4 Submit

Name *

Ayesha

CNIC

3310367737222

e.g CNIC(3310050000000)

Contact Number *

03026789452

Relation *

Sister

Profile Image

Choose File

sis.jpg

The Image Should not be greater than 1 mb

Save

Add More

© Copyright 2024 TUF.

User

Dashboard

Regalia

M. IBRAHIM BEAKER

Home / Dashboard

Application in process. Please fill below details and submit application from submit section.

Guest Information

List of Guest Information

1 Candidate

2 Guest

3 Fee

4 Submit

Free Guest

Add New

Free Guest Allow is 1

Show 10 entries

Search:

#	Candidate	Name	Contact No	CNIC	Image	Actions
1	M. IBRAHIM BEAKER	Ayesha	03026789452	3310367737222		

Showing 1 to 1 of 1 entries

Previous 1 Next

Paid Guest

Show 10 entries

Search:

#	Candidate	Name	Contact No	CNIC	Image	Actions
No data available in table						

Showing 0 to 0 of 0 entries

Previous Next

© Copyright 2024 TUF.

User

Dashboard

Regalia

M. IBRAHIM BEAKER

Home / M. IBRAHIM BEAKER

Application in process. Please fill below details and submit application from submit section.

M. IBRAHIM BEAKER

Fee

1Candidate

2Guest

3Fee

4Submit

Candidate

Show10entries

Search:

#	Name	Registration No	Email	Image	Status
1	M. IBRAHIM BEAKER	BBA-FA09-067	ayeshayasin307@gmail.com		paid

Showing 1 to 1 of 1 entries

Previous

1

Next

Guest

Show10entries

Search:

#	Candidate	Name	Contact No	CNIC	Image	Status
No data available in table						

Showing 0 to 0 of 0 entries

Previous

Next

© Copyright 2024 TUF.

12

Submit:

Submit the Application by Agreeing upon all the information you filled out is correct and accurate.

Note: Your application will be considered incomplete without submission.

The screenshot shows a web application interface for submitting an application. On the left is a dark blue sidebar with the title 'User' and two menu items: 'Dashboard' and 'Regalia'. The top header area shows the user's name 'M. IBRAHIM BEAKER' and a profile picture. Below the header, the breadcrumb 'Home / Dashboard' is visible. A blue notification banner at the top of the main content area reads: 'Application in process. Please fill below details and submit application from submit section.' The main content area is titled 'Submission' with the subtitle 'List of Submission'. It features a vertical list of four steps: '1 Candidate', '2 Guest', '3 Fee', and '4 Submit'. The '4 Submit' step is highlighted with a dark blue background. To the right of this list is a 'Submit' section containing a checked checkbox and the text: 'I certify that the information provided in this application is accurate. I agree to follow and abide by the University policies and procedures'. Below this text is a green 'Submit' button, which is highlighted with a red rectangular border. At the bottom of the main content area, there is a light gray box with the text: 'Click on submit button to submit this application.' The footer of the page contains the copyright notice '© Copyright 2024 TUF.'

After Submitting wait for the approval of your application from Student Affairs. As your application is approved the status will be changed as shown below:

User

Dashboard

Regalia

M. IBRAHIM BEAKER

Home / M. IBRAHIM BEAKER

1

Your registration has been confirmed. Please download pass from candidate and guest section. You are required to get pass scanned at the reception on convocation day.

M. IBRAHIM BEAKER

Fee

1

Candidate

2

Guest

3

Fee


4

Submit

Candidate

Show 10 entries

Search:

#	Name	Registration No	Email	Image	Status
1	M. IBRAHIM BEAKER	BBA-FA09-067	ayeshayasin307@gmail.com		Candidate Is Approved

Showing 1 to 1 of 1 entries

Previous

1

Next

Guest

Show 10 entries

Search:

#	Candidate	Name	Contact No	CNIC	Image	Status
No data available in table						

Showing 0 to 0 of 0 entries

Previous

Next

© Copyright 2024 TUF.

Candidate Gate Pass:

To Download the Gate pass follow the steps mentioned below:

1. Select Candidate from the sidebar and click on **"Gate Pass"** button placed in front of the candidate. This will download the gate pass of candidate.

User

Dashboard

Regalia

M. IBRAHIM BEAKER

Home / Dashboard

1

Your registration has been confirmed. Please download pass from candidate and guest section. You are required to get pass scanned at the reception on convocation day.

Candidate Detail

List of Candidate Detail

1

Candidate

2

Guest

3


Fee

4

Submit

Show 10 entries

Search:

#	Name	contact No	Residence Cell No	Name of Institution	Designation	Profile Image	Actions
1	M. IBRAHIM BEAKER	03123123124	03219321304	WEB	WEB DEVELOPER		Gate Pass

Showing 1 to 1 of 1 entries

Previous

1

Next

Note: Please Fill your all information

© Copyright 2024 TUF.

14



Guest Gate Pass:

1. Select Guest from the sidebar and click on “**Gate Pass**” button placed in front of the guest details as mentioned below in the screenshot. This will download the gate pass of Guest.

User

Dashboard

Regalia

M. IBRAHIM BEAKER

Home / Dashboard

1

Candidate

2

Guest

3

Fee

4

Submit

Free Guest

Free Guest Allow is 1

Show

10

entries

Search:

#	Candidate	Name	Contact No	CNIC	Image	Actions
1	M. IBRAHIM BEAKER	Ayesha	03026789452	3310367737222		<div>Gate Pass</div>

Showing 1 to 1 of 1 entries

Previous

1

Next

Paid Guest

Show

10

entries

Search:

#	Candidate	Name	Contact No	CNIC	Image	Actions
No data available in table						

Showing 0 to 0 of 0 entries

Previous

Next

© Copyright 2024 TUF.

Guest

Convocation 2024 TUF

Name : Ayesha
CNIC : 3310367737222
Contact : 03026789452



The
University of
Faisalabad

You are required to get this card scanned at the reception and submit your cell phone at mobile booth.



02
December

Time : 11:00 AM
Student Name : M. IBRAHIM BEAKER
Registration # : BBA-FA09-067
Relation : Sister

The University Of Faisalabad
Sargodha Road, University Town
Faisalabad.

