



## STUDENTS REGISTRATION PROCESS-FLOW

### APAAR ID Creation Process-Flow through the UDISE+ Portal

- **Step-1:** Organize a Parent-Teacher Meeting (PTM): Schools shall arrange and conduct a PTM to introduce APAAR & its unique use cases and Create “STUDENTS APAAR IDs”.
- **Step-2:** Distribute Consent Forms: Schools provide physical consent forms to parents.
- **Step-3:** Obtain Parental Consent: For minors, parents should fill up and sign the consent form, while the school verifies student and parent identities.
- **Step-4:** Educate on APAAR: Schools shall provide a complete overview of APAAR to students and their parents.
- **Step-5:** Capture Consent: Schools must collect & store the “physical consent form” from parents. The PTM may be disbursed post consent form collection.
- **Step-6:** Access APAAR Module: The school UDISE Coordinator or Class Teacher logs into the UDISE+ portal after the PTM and navigates to the APAAR Module tab.
- **Step-7:** Authenticate Information: School authorities authenticate student details **only for the students whose consent has been received** (e.g., name, gender, DOB, parents' names, Aadhaar number) to create the APAAR ID through the UDISE+ APAAR Module.
- **Step-8:** Generate APAAR ID: The UDISE Coordinator or Class Teacher creates the APAAR ID upon successful verification of Students details. It is then securely pushed to the student's DigiLocker account. A confirmation SMS will be delivered to the parents through their registered mobile number linked to **their UDISE+ account**.
- **Step-9:** Share APAAR ID: After successful APAAR ID creation, schools provide “APAAR ID” to students and their parents. Additionally, School authorities mention APAAR ID number in their School ID Card as well. A **confirmation SMS will be delivered to the parents through their registered mobile number updated in UDISE+ system**.
- **Step-10:** Failed to Create APAAR ID: Upon unsuccessful validation of Students details or any other errors, UDISE portal will highlight the Error message to the school authority. School may redirect the parents to the Common Service Centre (CSC) for the required corrections.





## ACTIONABLE POINTS FOR SCHOOLS



1. Organize Parent-Teacher Meetings (PTMs) in a phased manner while prioritizing from Class-IX to Class-XII.
2. For the PTM, School authority may invite either of the parents along with their AADHAAR card or any other photo ID proof.
3. In every PTM, conduct a 15-20 minute awareness session on APAAR.
4. Provide detailed information on APAAR to students and parents during the PTM.
5. APAAR introduction videos & document (FAQ) maybe circulated or shown at the time of PTM.
6. Ensure parental consent is collected physically for APAAR ID creation.
7. Parents need not be asked to stay for creation of APAAR IDs after PTM.
8. Verify and authenticate Students Name, Father's/Mother's Name, Gender, DOB, and other required details collected under UDISE+ portal, and it should match student AADHAAR details.
9. Ensure parental consent has been collected both physically and updated digitally on UDISE+ portal during the APAAR ID creation.
10. Following day the teacher shall share the APAAR IDs to students.
11. Student School ID card issued after the creation of APAAR ID, must contain the students APAAR ID.
12. Complete any additional tasks assigned by regulatory bodies or the education department.
13. Collect audio/video bytes or testimonials about APAAR from Students, their parents, or from teachers.

