### Procedure for registering online query regarding Examination on PTU Student Support Centre

Step 1 Log on to PTU website (<u>ptu.ac.in</u>) Step 2 Click on Support Centre link.



Step 3 Click on Sign-up to register.



Step 4 Click on Register Student by entering basis details.



Step 5 After student registration confirmation, click on Sign-in.



Step 6 Login using Username & password created by you recently.



Step 7 Click on add new query to post a query.

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	Student Support Centre Department : Student 18 August 2015			© Change Password G- Bign Out				
abcd Student	Welcome to PTU Support Centre							
Dashboard      View Queries	In order to streamline support requests and better serve you, we utilize a support ticket system. Every support request is assigned a unique ticket number which you can use to track the progress and responses online. For your reference we provide complete archives and history of all your support requests. A valid email address is required to submit a ticket.							
Log off	Check Status of Query Enter Query number Search							
	Open A New Query Please provide as a solution or solide to we can best assist you. To upda  Add New Query	te a previously submitted ticket, please login.	Check Old Queries We provide archives and history of all your current and past support requests complete with View Queries	responses.				
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Step 8 Fill all columns to provide desired information & click on send button to Create Ticket.



Step 9 Click on Ticket no. to view your query.



Step 10 Here you can view your query by clicking on ticket-no.

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abcd Student	QUERY NO: #6085	SUBJECT: RESULT				
NAVIGATION						
# Dashboard	Status: Open	College/Center:	Sainik Institute, Jalandhar			
☑ View Queries 🕜	Create Date: 18-Aug-201	15 11:18:07 Regular/Distance:	Regular			
Log off	Today Date: 18-Aug-201	15 11:18:58 Department:	EXAMINATION DISTANCE			
Log on	Student: ABC	Course:	B.Sc.(IT)			
	Roll No: 1120003008	92 Reason:	Any Query in Exam Distance Education			
	EMail ID: aboggmail	.com Session:	2009 TO 2012			
	Student : «socr> Result of semester-1 , 1120	00530092				18 August 2015
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Your enquiry will be submitted to its concerned department and an three digit Ticket Number will be assigned to you. You can track the status of your query any time on the same portal using your userid/password and Ticket Number. Help Line no. related to query- 18002662501, 08437709888, 9815677660.

#### Steps to track online query :

1. Login to your account with user name & password.



# 2. Click on view queries.

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	Student Support Centre Department : Student 18 August 2015			© Change Peccentred Gr Bign Out		
abcd Student	Welcome to PTU Support	Centre				
NAVISATION	In order to streamline support requests and better serve you, we utilize a support ticket system. Every support request is assigned a unique ticket number which you can use to track the progress and responses online. For your reference we provide complete archives and history of all your support requests. A valid email address is required to submit a ticket.					
☑ View Queries 0						
Log off	Check Status of Query	Enter Query number		Search		
	Open A New Query Please provide as much detail as possible so we can b Add New Query	est assist you. To update a previously submitted ticket, please login.	Check Old Queries We was atchives and history of all your exceeded past support View Queries	requests complete with responses.		
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#### 3. Click on query no.



## 4. Check your status here .

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	Student Support ( Department : Student 18 August 2015	Centre	Change Passwor	G Sign Out	ŕ
abcd Student	QUERY NO: #6085 SUBJECT:	RESULT			
NAVISATION			-		1
# Dashboard	Status: Closed	College/Center: Sainik Institute, Jalandhar			
View Queries	Create Date: 18-Aug-2015 11:18:07	Regular/Distance: Regular			
Los off	Today Date: 18-Aug-2015 11:45:34	Department: EXAMINATION DISTANCE			
208 011	Roll No: 11200520002	Course: B.Sc.(II)  Research Ann Over in Even Distance Education			
	FMail ID: sho@amail.com	Reason: Any Query in Exam Distance Education Section: 2000 TO 2012			
	Phone: 9465884817	IP Address: 202.184.58.114			
	COURTERS COURTERS COURT				
	Student : secone Result of semester-1 , 11200530092			18 August 2015	
	Admin : <navjet></navjet>			18 August 2015	Í
	Dear Student The result of Roll no. 11200530092 semester-1 has been declared & you got 357 marks in session 512.				
	Admin : «arga»			13 August 2015	
	Your Ticket has been closed				
	Click here to Reply		ĥ		
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