



St. Edmund's College

(Affiliated to North-Eastern Hill University, Shillong)
Recognised by the University Grant Commission under 2 (f) and 12 (B) of the UGC Act 1956

Laitumkrah, Shillong – 793 003, Meghalaya, India

E-mail: stedmundscollege@gmail.com

Website: <https://sec.edu.in>

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Digilocker ABC ID Generation Guide for Students

Introduction:

Digilocker is a secure and user-friendly platform that allows you to store, access, and share your important documents and certificates digitally. To get started, you will need to create a Digilocker Account. This one-page manual will guide you through the simple process of creating a Digilocker Account and then generating your ABC ID.

Step to Create ABC – ID Card:

1. Open [DigiLocker](https://www.digilocker.gov.in) Official Website – <https://www.digilocker.gov.in>



2. Click on the “SIGN UP” Option if you do not have a Digilocker Account
3. After Registration, log in to the Digilocker Portal using your Aadhar Number and MPIN, which has to be set.
4. Click on “Search Documents” and Type Academic Bank of Credits in the Search column.
5. Click on Institutions Type and select “University”. In this case, it will be North Eastern Hill University/NEHU
6. The Identity value can be any identification number including the college roll number, e.g., 24BIOC001
7. After filling in all the information*, Click on “Get Document”
8. Click on “Issued Documents” and download your ABC ID Card
9. Save your ABC ID card

(Students are requested to submit the ABC ID Number to their respective departments at the earliest)

PLEASE NOTE: If you have any queries, kindly contact the Vice Principal (Academics) during office hours.

Sd/-
Principal I/C