

Procedure for those Institutes which are already completed KYC Registration & Profile Update under National Scholarship Portal 2022-23

Instructions: -

- Such of those institutes which are already completed KYC registration under NSP need to authenticate Institute Nodal Officer INO's Aadhar details.
- For Academic year 2022-23, all Institute Nodal Officers are required to give their Aadhar information while updating their profile, which will be verified from the UIDAI.
- INO is advised to carefully enter Aadhar related information (i.e., Aadhar number, Name, Gender, Mobile Number & Date of Birth), as mentioned in her/his Aadhar card.
- Profile will be updated only after successful verification of Aadhar information from UIDAI and subsequent OTP authentication.

Procedure to Authenticate INO's Aadhaar Details: -

- Step-1:** Go to the link <https://nsp.gov.in/instEKYCRegistrationIndex>. Click on Institute KYC Registration Form option to check whether your Institute KYC is been approved or not.
- Step-2:** Enter AISHE/DISE/NCVT Code & Captcha then click on submit button.
- Step-3:** When you enter AISHE/DISE/NCVT/SCVT Code, if it shows already functional on NSP, it means your institute KYC already approved then no need to apply for KYC Registration again.
- Step-4:** Go to Institute login page then select Institute Nodal Officer in dropdown and login to your account.
- Step-5:** Go to Administration, click on Update profile option, then enter received OTP & it will show your filled-in institute details.
- Step-6:** Under contact person details (INO details): Enter Aadhar number, Name as in Aadhar, Date of Birth, Gender & Mobile number as in Aadhar (Institute Nodal Officer is advised to carefully enter Aadhar related information as mentioned in her/his Aadhar card).
- Step-7:** Check other institute details and click on final submit. Profile will be updated successfully only after OTP authentication.
- Step-8:** Once institute profile update is done, go to **“Add update details”**, select your institute courses offered and update **course-wise fees- mandatory**.
Only after completion of the above 8 steps your institute name will be displayed on NSP Portal for students to apply and institutes to verify applications of their students.