

# ONLINE ENROLLMENT PROCESS

**The complete process has only 5 simple steps!**

## Step 1

Open your browser (Mozilla / Chrome etc) and search for <http://achieverscircle.org> .

Once the website is open, click 'Register' button at the top!



The screenshot shows the homepage of Achievers Circle (ACPL) Private Limited. The header includes the logo, name, and contact information. A navigation menu contains links for ABOUT US, ACADEMICS, COMPETITIVE EXAMS, ADMISSION, DOWNLOADS, GALLERY, RESULTS, and Online Payment. A search bar is present in the top right. Below the navigation, there are several promotional banners. One banner features a circular diagram with '5D' in the center, surrounded by arrows pointing to EXCLUSIVE GUIDANCE, STUDY MATERIAL, EXAMINATIONS, INFRASTRUCTURE, and EXPERIENCED FACULTIES. Another banner features a portrait of Dr. Sujoy Roy Chowdhury, Ph. D. (Chemistry), CMD, Faculty (Inorganic and Analytical), Achievers' Circle Pvt. Ltd. The footer contains a 'Quick Links' sidebar, an 'Updates' section with a red background, and a 'KEY FACTS ABOUT ACPL' section listing amenities like air-conditioned classrooms and purified drinking water.

Once you click here, you will be redirected to our 'INSTITUTE MANAGEMENT SYSTEM' (ims) application.



## Step 2



**ACHIEVERS' CIRCLE**

STUDENT SECTION

REG. NO

PASSWORD

DEFAULT PASSWORD FOR STUDENT LOGIN IS DATE OF BIRTH IN DDMMYYYYY FORMAT

**NEW REGISTRATION**

A

PRODUCTS / SERVICES OFFERED   TERMS & CONDITIONS   CANCELLATION / REFUND POLICY   SERVICE DELIVERY   CONTACT US

Click at new registration link as highlighted in the picture above!

## Step 3

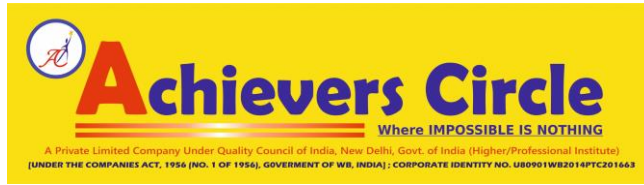
You will be redirected to page 3 and asked to fill your personal information. Check the image below:

**ACHIEVERS CIRCLE (ACPL)**  
PRIVATE LIMITED  
[UNDER THE COMPANIES ACT, 1956 (NO.1 OF 1956), GOVERNMENT OF WB, INDIA.]  
CORPORATE IDENTITY NO. U80901WB2014PTC201663

**PERSONAL DETAILS**

NAME *	<input type="text"/>	EMAIL *	<input type="text"/>
ACADEMIC YEAR *	SELECT	BATCH (YEAR OF JOINING) *	SELECT
DATE OF BIRTH *	<input type="text"/>	GENDER *	SELECT
FATHER'S NAME *	<input type="text"/>	MOTHER'S NAME *	<input type="text"/>
PARENT'S ANNUAL INCOME	<input type="text"/>	PARENT'S PHONE NO *	<input type="text"/>
PARENT'S GUARDIAN OCCUPATION	<input type="text"/>	PARENT'S EMAIL ID	<input type="text"/>
MARITAL STATUS	SINGLE	PHONE NO *	<input type="text"/>
CLASS / YEAR *	SELECT CLASS/YEAR	RELIGION *	SELECT
BRANCH *	SELECT BRANCH	MOTHER TONGUE *	<input type="text"/>
CATEGORY *	SELECT		
UPLOAD PROFILE IMAGE *	<input type="button" value="Choose File"/> No file chosen	COLLEGE NAME *	<input type="text"/>

PERMANENT ADDRESS DETAILS



Once you fill the details, then you need to click the proceed button at the bottom of the page. This will leads you to step 4!

FATHER'S NAME *	S C DAS	MOTHER'S NAME *	K DAS
PARENT'S ANNUAL INCOME		PARENT'S PHONE NO *	9433215895
PARENT'S GUARDIAN OCCUPATION	RETIRED	PARENT'S EMAIL ID	
MARITAL STATUS	MARRIED	PHONE NO *	9903092856
CLASS / YEAR *	1ST YEAR	RELIGION *	SELECT
BRANCH *	RASHBEHARI - HEAD OFFI...	MOTHER TONGUE *	BENGALI
CATEGORY *	GENERAL		
UPLOAD PROFILE IMAGE *	Choose File No file chosen	COLLEGE NAME *	IITM
PERMANENT ADDRESS DETAILS			
ADDRESS *	KALYANI	PINCODE / ZIPCODE *	741235
COUNTRY	INDIA		
STATE *	WEST BENGAL	CITY *	KALYANI
COURSE TYPE *	CLASSROOM		
<input type="button" value="Proceed"/> <input type="button" value="Go Home Page"/>			

## Step 4

Here you will find list of courses offered by us! You need to choose the courses and the faculty as well.

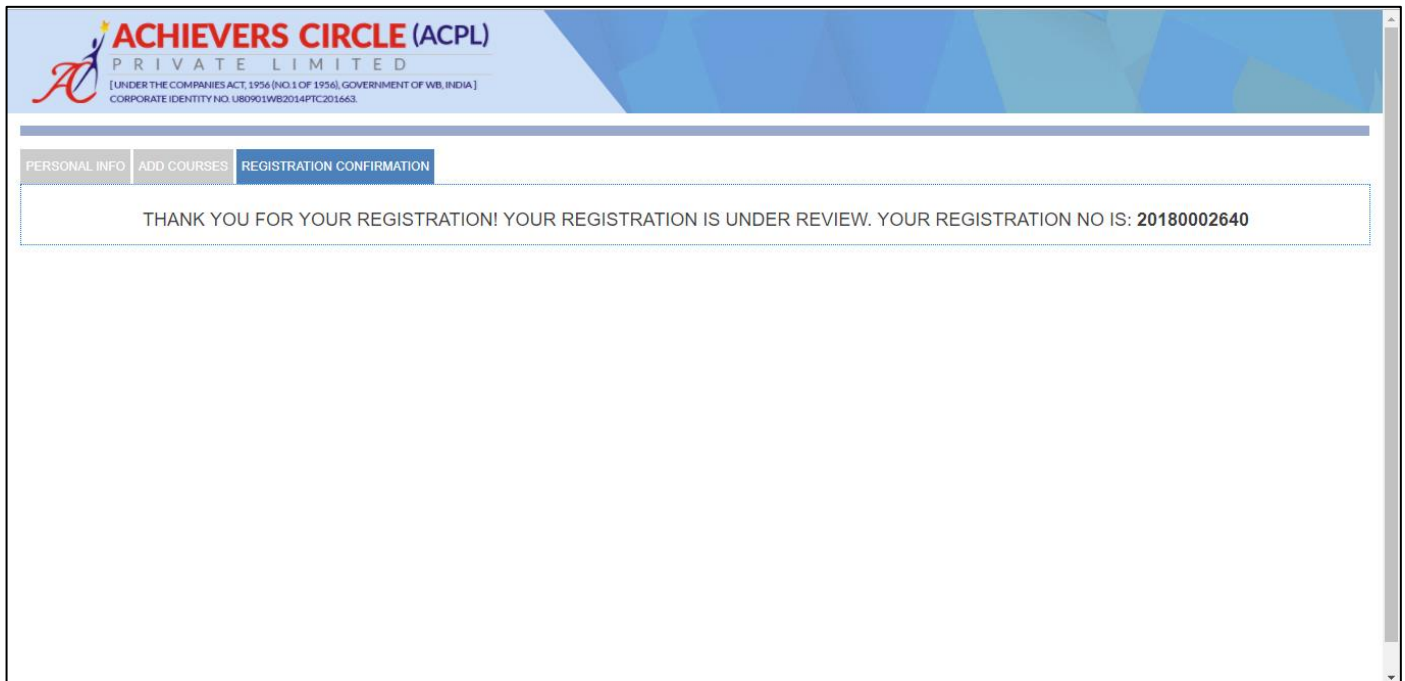
**Please remember that you need to select the drop down and then submit the checkbox next to it!**

Once done, you need to submit this page from the bottom of the page

You will be redirected to registration confirmation page!



## Step 5



**Please keep your registration number safely! This will work as your username and your date of birth will be your default password. (ddmmyyyy)**

**We always suggest you to change your default password immediately after first login.**