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## User Reference Document – Affiliated Colleges Enterprise Portal

SAP Implementation At M D University  
Rohtak

By KPMG Professional Services

Date : 01.09.2015

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**Maharshi Dayanand University, Rohtak**

(Established under Haryana Act No. 25 of 1957)

('A' Grade NAAC Accredited)

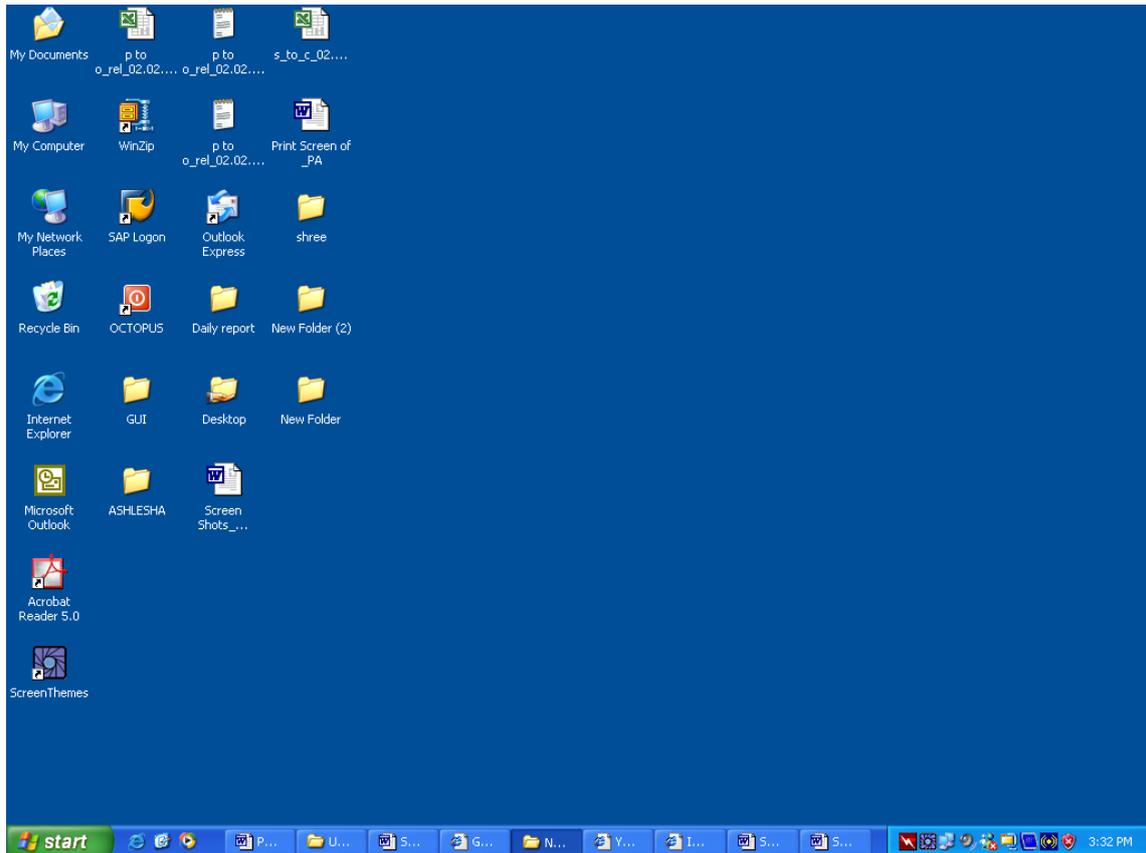


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## Getting Logged On to MDU Enterprise Portal

- 1 Switch ON your PC. A screen similar to the one shown below will flash on your PC: [Desktop Screen]

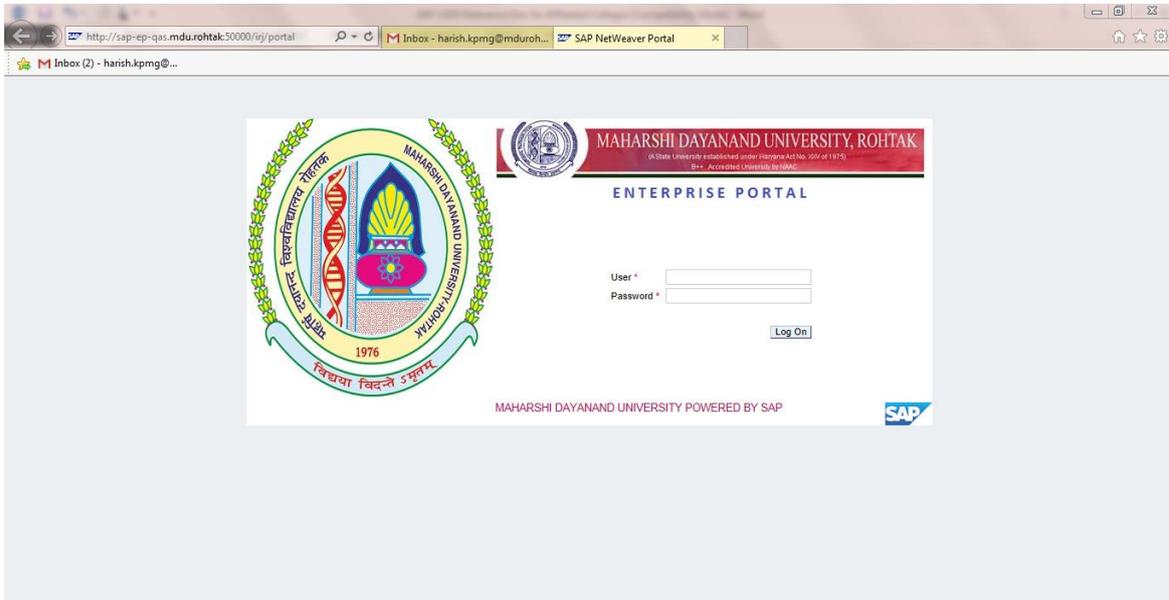


- 2 Open Internet Explorer (preferably IE 11) and open the below mentioned link.

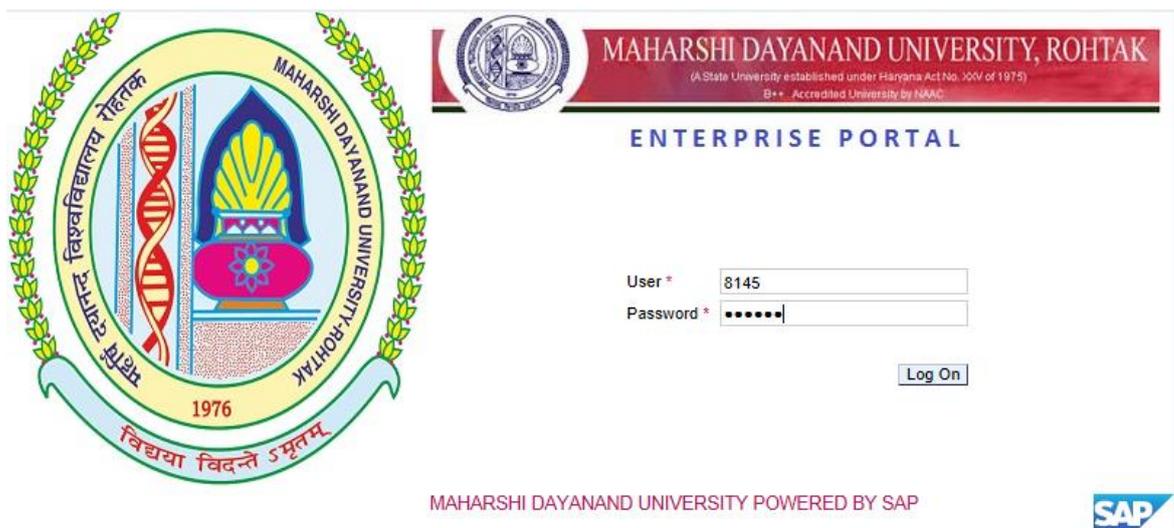
**MDU Enterprise Portal Link: <http://preet.mdurtk.in:8080/irj/portal>**

## Logging into MDU SAP Enterprise Portal

- 1 Once you open the above mentioned link, a similar window will appear. It is the login screen of M D University SAP Enterprise Portal – Affiliated Colleges



- 2 Kindly log-in using the User ID and Password provided to the college by M D University  
Please note: Password is case sensitive



Press “LOG ON” button after inserting User ID and Password.

## Student Module (Subject) Booking

Affiliated colleges are required to do subject booking activity for their students. Subject booking can be done using this link:

Subject Booking (Exam Papers)

**STUDENTS SUBJECT BOOKING**

College: A.I. JAT H.M. COLLEGE ROHTAK

\* Course: B.COM (PASS COURSE) \* Academic Year: Acad. Year 2015/16 \* Academic Session: Search

User are required to input appropriate data in selection parameter

Subject Booking (Exam Papers)

**STUDENTS SUBJECT BOOKING**

College: A.I. JAT H.M. COLLEGE ROHTAK

\* Course: M.Sc. (MATH) \* Academic Year: Acad. Year 2015/16 \* Academic Session: Semester 1 Search

Select the desired values from the dropdown provided and click on Search button.

Subject Booking (Exam Papers)

**STUDENTS SUBJECT BOOKING**

College: A.I. JAT H.M. COLLEGE ROHTAK

\* Course: M.Sc. (MATH) \* Academic Year: Acad. Year 2015/16 \* Academic Session: Semester 1 Search

Students Subject Booking

View: [Standard View] Print Version Export

Serial No.	Registration No.	Student No.	Date of Enrolment	Student Name	Father Name	Date of Birth	Gender	Admission Category
1		1100360010	31.08.2015	Test-1	xyz-1	28.09.1987	Male	General Quota
2		1100361741	31.08.2015	Jaibir Siwach	Risal Singh Siwach	20.02.1964	Male	General Quota
3		1100361742	31.08.2015	NILESH PURSHOTTAM SALLUNKE	PURSHOTTAM KESHAVRAO SALLUNKE	28.09.1987	Male	General Quota
4		1100361743	31.08.2015	Bhaumi Patel	Umedbhai Suresh Patel	28.09.1987	Male	General Quota

Update

Users will be presented with list of students from whom subject booking activity shall be performed.

Several search/filter options are available for selecting student. But subject booking activity can be performed one student per time.

Select the desired student from the screen and click on **Update** button to perform subject booking activity for the respective student.

**Important Notice**

- 1.Co-requisite Subject can only be Selected / Unselected along with the Main Subject.
- 2.Please take due care while booking subjects for the student. Please abide university rules and regulations
- 3.For further clarifications please contact Helpdesk - M D University, Rohtak

Users will not be able to edit any mandatory subject.

In case groups exist for a particular course and user is required book subjects belonging to group, he can select the corresponding available groups here.

Select Group:

Users can have clear idea on number of available subject groups, required subjects and status of their booking by the using below mentioned box

Group Wise Details :				
Groups	Required Subjects	Selected Subjects	Status	
GROUP A	7	7	Booked	
GROUP B	6		Not Booked	

Once subject booking is done, please click on  to book selected subjects for the respective student

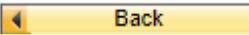
Once data is saved successfully, system will intimate the user by a message.

**Subject Booking (Exam Papers)**

Data saved successfully

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**STUDENTS SUBJECT BOOKING**

After that user can come back using  and select next student for processing.