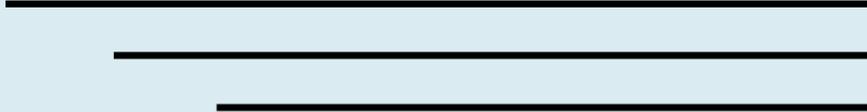


GUIDE FOR UNIONE PORTAL

FOR STUDENTS



INTRODUCTION

Dear Students,

We are pleased to inform you that Motilal Nehru College (Evening) is launching a dedicated UniOne portal for students. This platform will serve as a centralized system to help you efficiently track attendance, access the timetable, view IA marks, apply for certificates (like NOC, Bonafide, Provisional, etc.), apply for jobs/internships, and access other important academic information.

This presentation will guide you step-by-step on how to use the UniOne portal effectively.

Here is the official portal link: <https://mlnce.unilerp.in/>

Below are the steps you can follow to navigate and utilize the portal.

STEP 1:

To access your UniOne account, first enter your username and password, which were sent to the email address registered with the Samarth Portal.



MOTILAL NEHRU COLLEGE(E)

Please log in to your account

User Id

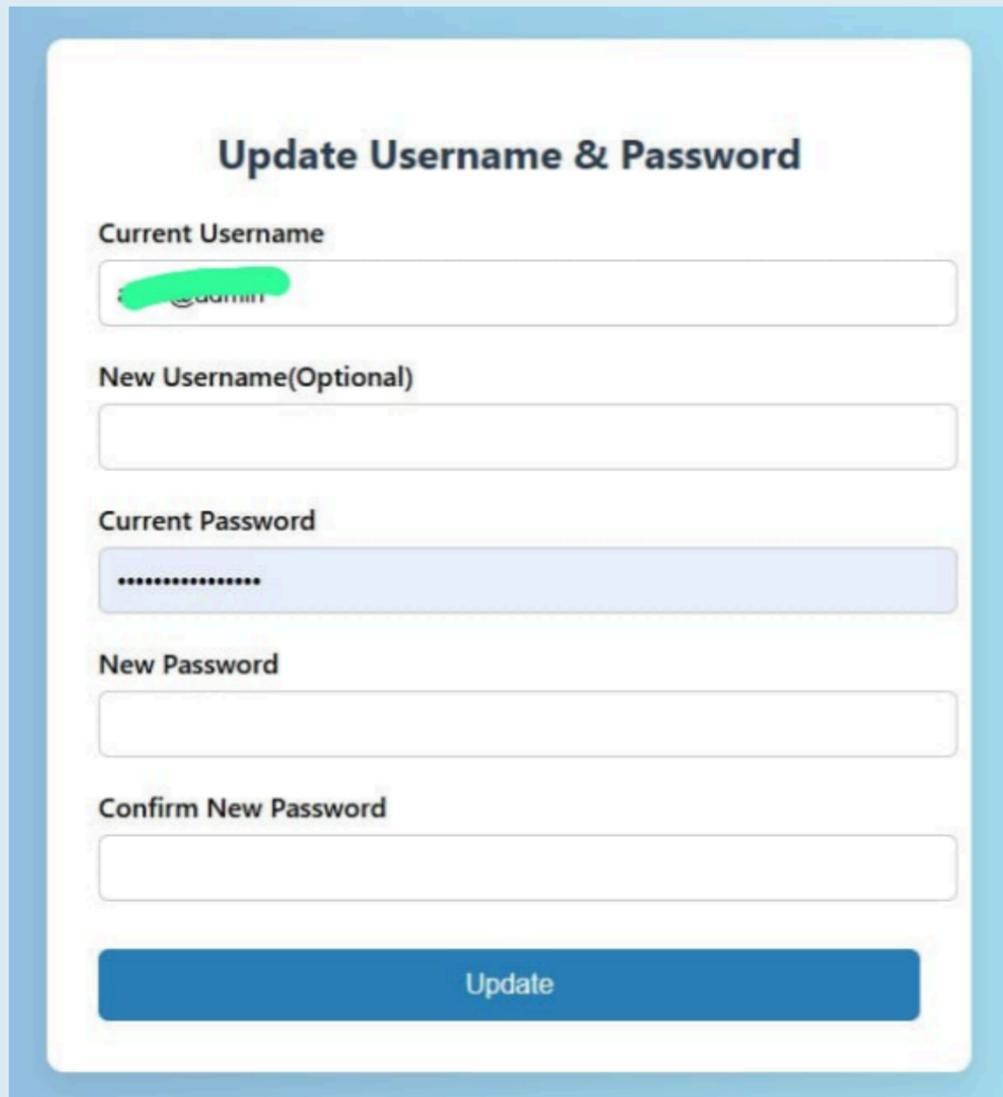
Password

[Forgot Password ?](#)

Sign in

STEP 2:

After password is verified, you will be redirected to a page where you can change your username and password. Please enter your current username and password, followed by your new username and password, to update your login credentials successfully.

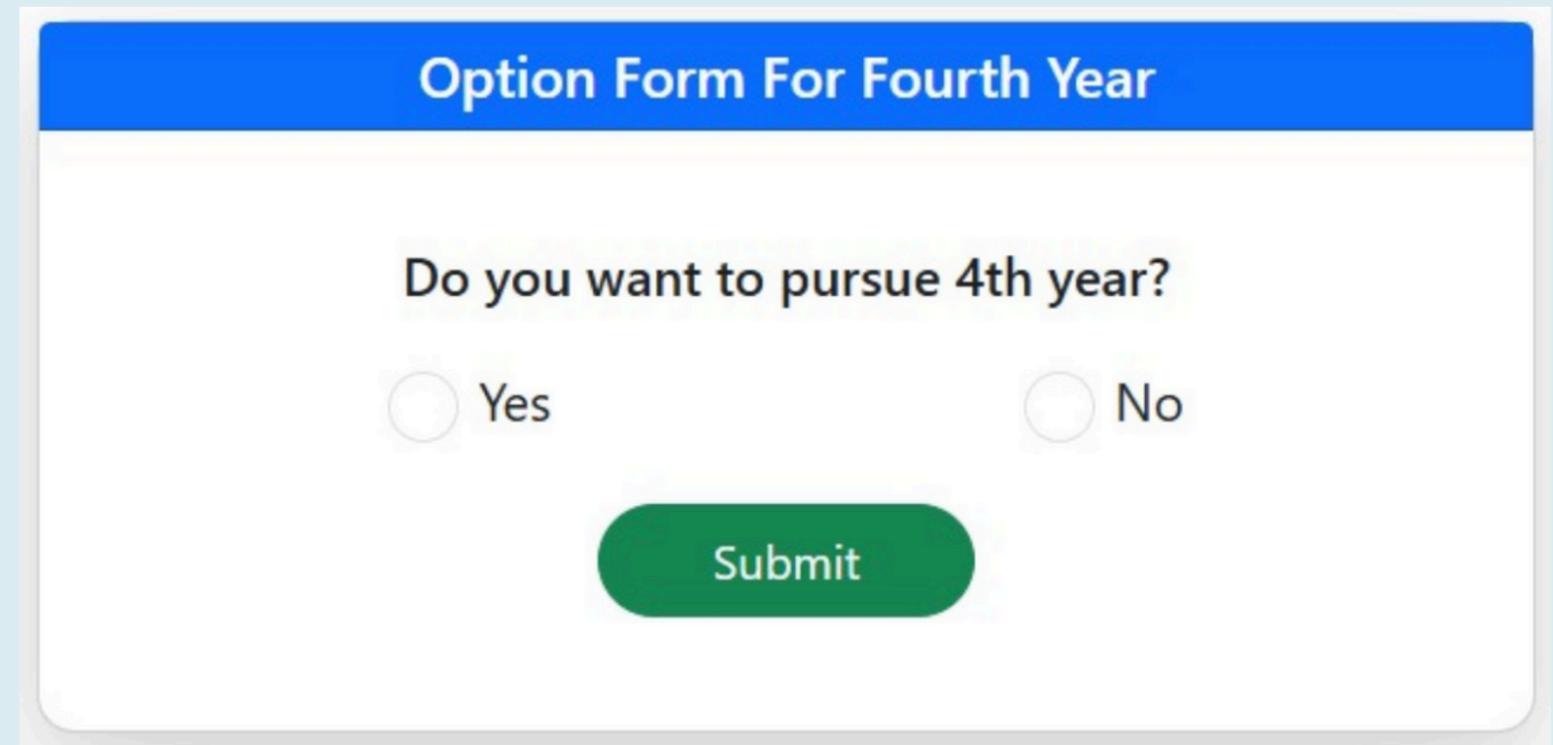


The screenshot shows a web form titled "Update Username & Password". It contains five input fields: "Current Username" (with "admin" visible), "New Username(Optional)", "Current Password" (masked with dots), "New Password", and "Confirm New Password". A blue "Update" button is at the bottom.

STEP 3: Only for Students who have completed 3rd YEAR

Students will be redirected to a survey page where you are required to indicate whether you wish to continue into the 4th year. **Please review the options carefully and select the one that applies to you.**

Note: This survey page will be visible **only to 3rd-year passing out students**. Students in other years will not see this step.



The screenshot shows a survey form titled "Option Form For Fourth Year". It asks "Do you want to pursue 4th year?" with two radio button options: "Yes" and "No". A green "Submit" button is at the bottom.

UPDATE YOUR PROFILE

Once the previous steps are completed, You will be redirected to the **profile update page** to provide your father's name, mother's name, date of birth, gender, category, email address, and other relevant details. Please ensure all information is accurate.

Update Your Profile

Basic Information

Father's Name*
V [REDACTED]

Mother's Name*
PC [REDACTED]

Date of Birth*
09 / [REDACTED] 3

Gender*
Male

Category*
Other Backward Class-Non Creamy Layer

Personal Email ID*
[REDACTED]@il.com

Mobile Number*
70 [REDACTED]

Current Address*

DASHBOARD

After updating your profile, a **dashboard** will open, where you can access academic information such as Class Schedule, Track Attendance, On-going Assignments and much more....

Displays the number of scheduled classes for the current day based on your timetable

Indicates the number of pending assignments that you need to complete

RISHAV RAJ
Course : [REDACTED] | Designation: Student
College Roll No. - [REDACTED] | Examination Roll No. - [REDACTED] | Enrollment No. - [REDACTED]

0 Classes Today	Overall Attendance : 66.41%	0 Assignment Pending	1 Faculty On Leave Today
-----------------	-----------------------------	----------------------	--------------------------

Shows your total attendance percentage across all subjects

Lists the number of faculty members on leave today.

MENU

After a successful login, you can use the **menu bar** on the **left-hand side** to access and navigate through various modules available on the UniOne portal, as well as additional features.

Here you can view your attendance.

 Assignment <

 Attendance <

 Certificates <

 Internal Assessment <

 Jobs/Internship <

 Subjects <

 Time Table <

Here you can request certificates like NOC, Bonafide, Provisional, etc., and download the e-certificate from here

Here you can view Jobs/Internship openings, apply, and track your application status.

Here you can view your timetable, which displays your scheduled classes

Here you can check your internal assessment marks.

Here you can view your approved subjects, once the subject allotment process has been completed and verified.

SUBJECT SELECTION

For subject selection, please click on the **selection** button located beneath the subjects dropdown menu. This action will redirect you to a new page where you will be required to fill the preference for your SEC, VAC, GE and DSE. Instructions are given in website notice.

- Assignment <
- Attendance <
- ID Card <
- Internal Assessment <
- Subjects** v
- Approved
- Selection
- Time Table <

STUDENT SUBJECT MAPPING

Note 1. Choose the respective department GE which you have already studied in your previous semester.
Note 2. In the case of SEC (Skill Enhancement Courses), students are advised NOT to select a subject they have already studied.

College* Motilal Nehru College(E) Course* B.A. (H) English Semester* 3

SELECT DSC *

- (2032102301) - Romantic Literature
- (2032102302) - Victorian Literature
- (2032102303) - Literary Criticism

SELECT SEC *

Select

SELECT VAC *

Select

SELECT GE *

Please select an item in the list.

Select

SELECT AEC *

Select

Cancel Submit

Copyright © 2025. All rights reserved by UniOne ERP Solutions.

After filling it, click on the **submit** button.



THANK YOU!!