

# USER MANUAL - AFFILIATED COLLEGES ONLINE ADMISSIONS PORTAL

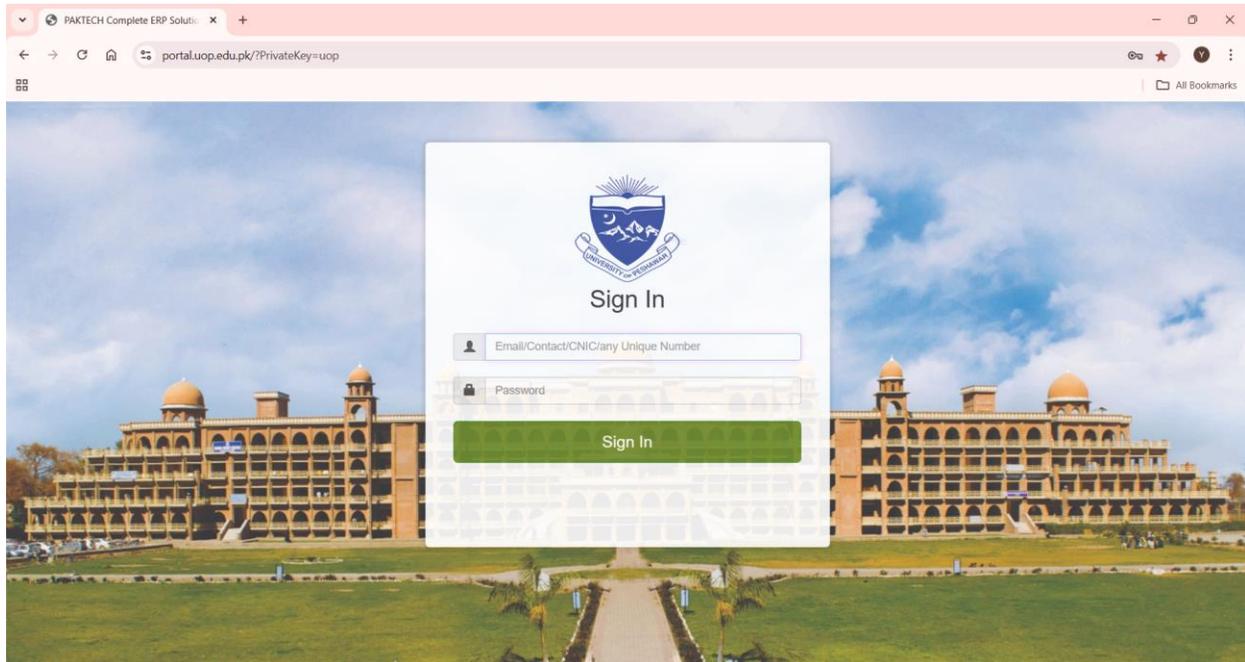
## Step = 1

Login Link = <https://portal.uop.edu.pk/?PrivateKey=uop>

### Login Page

**Username** = Your college email address

**Password** = Already emailed to you on above email address

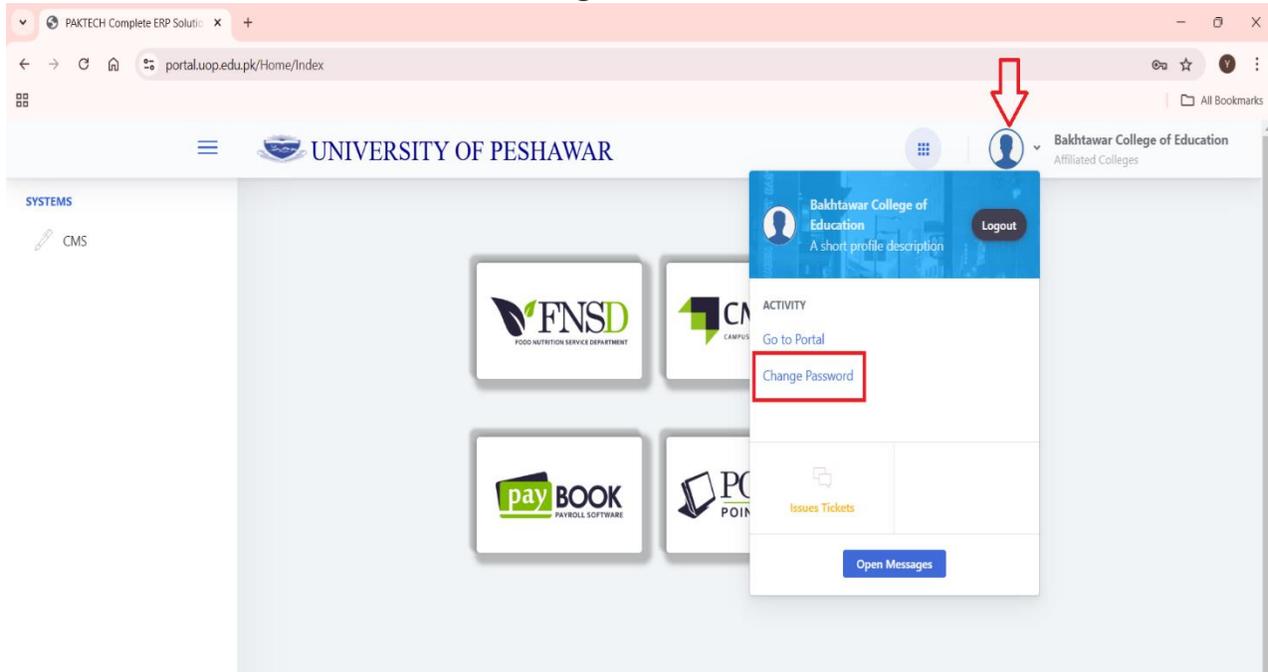


### Main Page (once logged in)



## Step = 2

### Change Password



### Enter new password

The screenshot shows the 'Change Password' form. The form has three input fields: 'Enter Old Password', 'Enter New Password', and 'Confirm New Password'. At the bottom right, there are two buttons: 'Change Password' and 'Close'. The breadcrumb navigation shows 'Home / Change Password'.

**You will be forced to log in again. Use below given login link:**

<https://portal.uop.edu.pk/?PrivateKey=uop>

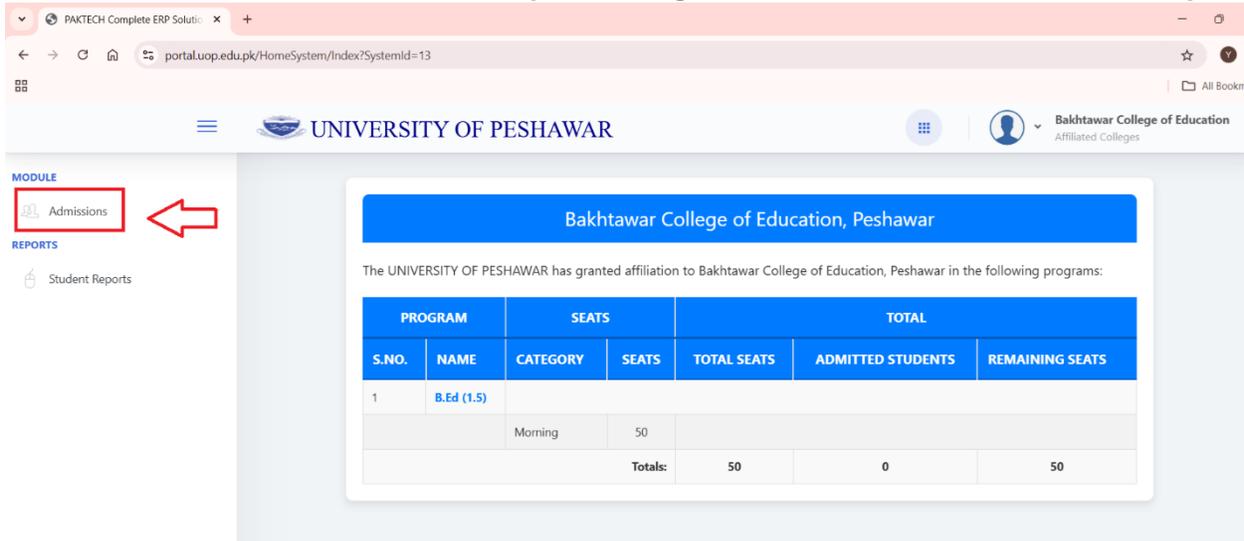
## Step = 3

### Main Page – Click CMS



The screenshot shows the main page of the University of Peshawar's ERP system. The browser address bar shows 'portal.uop.edu.pk/Home/Index'. The page header includes the University of Peshawar logo and the name 'UNIVERSITY OF PESHAWAR'. On the right, it identifies the user as 'Bakhtawar College of Education' and lists 'Affiliated Colleges'. A sidebar menu on the left is titled 'SYSTEMS' and contains a 'CMS' icon, which is highlighted with a red box and a red arrow pointing to it. The main content area displays six software logos: FNSD (Food Nutrition Service Department), CMS365 (Campus Management System), PAK BOOK (Accounting Software), pay BOOK (Payroll Software), POS247 (Point of Sale), and Store BOOK (Inventory Software).

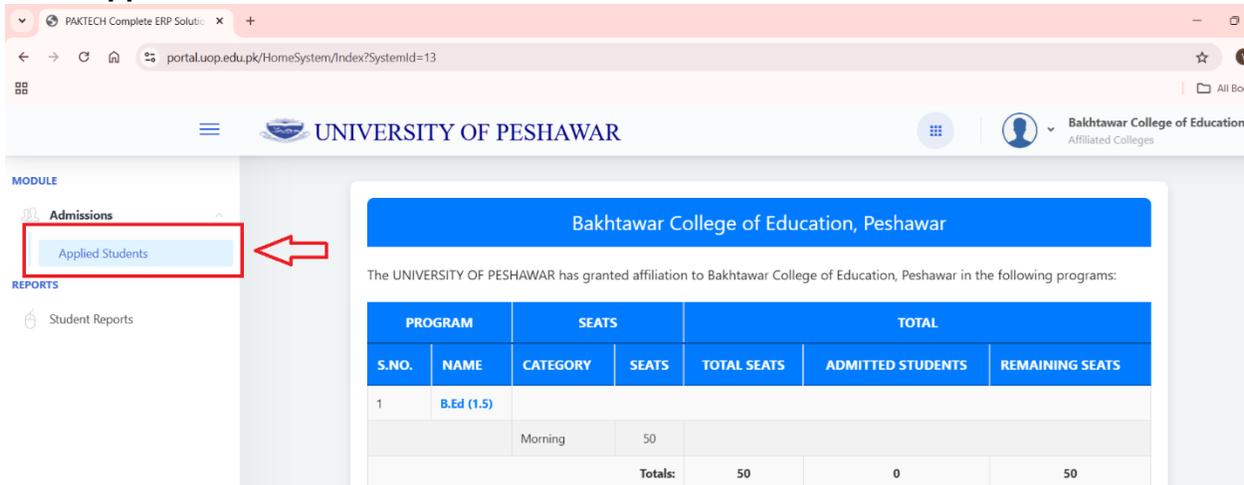
### You will be directed to Dashboard of your college with admissions related summary



The screenshot shows the dashboard for Bakhtawar College of Education, Peshawar. The browser address bar shows 'portal.uop.edu.pk/HomeSystem/Index?SystemId=13'. The page header is identical to the previous screenshot. The sidebar menu on the left is titled 'MODULE' and contains an 'Admissions' icon, which is highlighted with a red box and a red arrow pointing to it. Below 'MODULE' is a 'REPORTS' section with a 'Student Reports' icon. The main content area features a blue header for 'Bakhtawar College of Education, Peshawar' and a text block stating: 'The UNIVERSITY OF PESHAWAR has granted affiliation to Bakhtawar College of Education, Peshawar in the following programs:'. Below this is a table with the following data:

PROGRAM		SEATS		TOTAL		
S.NO.	NAME	CATEGORY	SEATS	TOTAL SEATS	ADMITTED STUDENTS	REMAINING SEATS
1	B.Ed (1.5)	Morning	50			
Totals:				50	0	50

### Click Applied Students



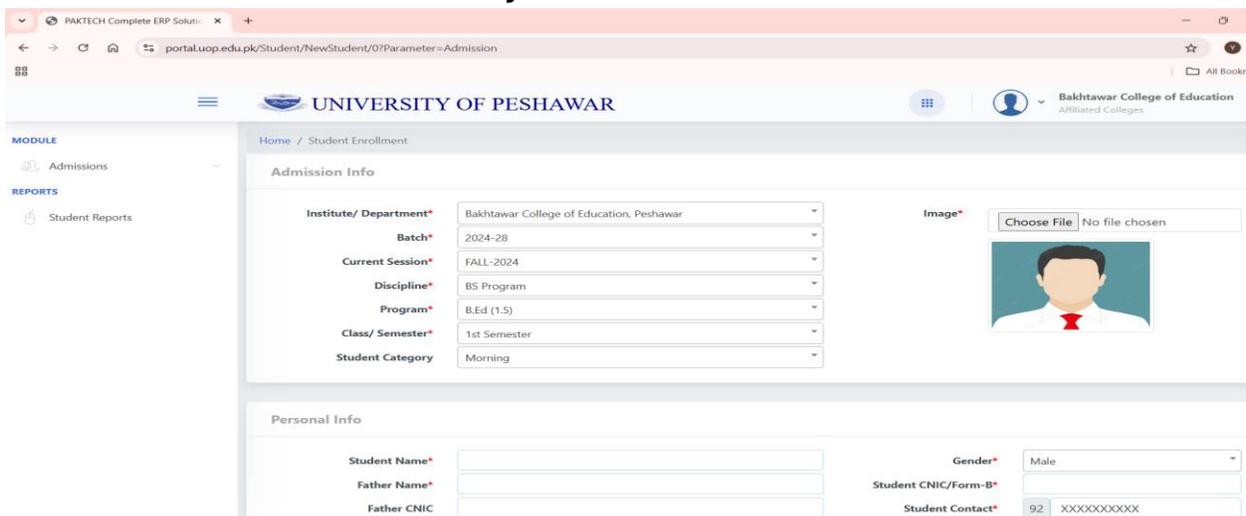
The screenshot shows the same dashboard as the previous one. The 'Admissions' icon in the sidebar is highlighted with a red box. Inside the 'Admissions' dropdown menu, the 'Applied Students' option is highlighted with a red box and a red arrow pointing to it. The rest of the dashboard content, including the table, remains the same as in the previous screenshot.

## Step = 4

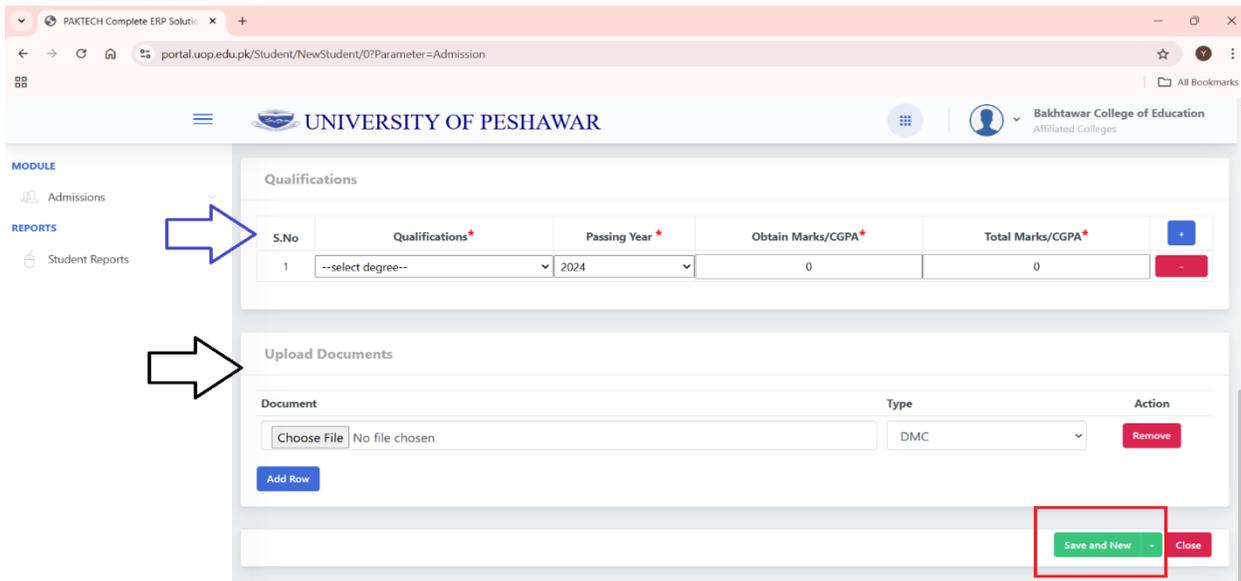
You will be directed toward students admission record page. Click New Admission



Enter the relevant information of the concerned student  
Fields marked with \* are mandatory.



Enter Qualification and upload relevant documents such as DMC, LAT result etc.  
Click Save and New



## Step = 5 (Online Payments)

Click on admission to see the students list

At right corner, CHALLAN No i.e. **0829091019250** for **Rs. 800.00** with status **UnPaid**

**Note** = The above generated challan number is **KUICKPAY voucher**, payable from any online banking app i.e. Easy Paisa, Jazz Cash, UPaisa or any other banking application.

PAKTECH Complete ERP Solution | portal.uop.edu.pk/Admission/AppliedStudents

UNIVERSITY OF PESHAWAR | Baktawar College of Education

Home / Applied Students

Filter Options - Search Student...

S.No	Form No	Student Name	F/Name	Gender	Date Applied	CNIC#	Contact#	Discipline	Program	Category	Challan No	Action
1	17826	testing student name	testing father name	Male	12/30/2024	1234567891235		BS Program	B.Ed (1.5)	Morning	0829091019250 Rs. 800.00 UnPaid	

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To edit a student's information, click on Action and Edit

PAKTECH Complete ERP Solution | portal.uop.edu.pk/Admission/AppliedStudents

UNIVERSITY OF PESHAWAR | Baktawar College of Education

Home / Applied Students

Filter Options - Search Student...

S.No	Form No	Student Name	F/Name	Gender	Date Applied	CNIC#	Contact#	Discipline	Program	Category	Challan No	Action
1	17826	testing student name	testing father name	Male	12/30/2024	1234567891235	923009002393	BS Program	B.Ed (1.5)	Morning	0829091019250 Rs. 800.00	

Page No.1 of Total Page(s).1

Actions

- Edit

You can print student application form once payment has been made successfully

portal.uop.edu.pk/Admission/AppliedStudents

UNIVERSITY OF PESHAWAR | Aisha Institute of Modern Sciences

Home / Applied Students

Filter Options - Search Student...

S.No	Form No	Student Name	F/Name	Gender	Date Applied	CNIC#	Contact#	Discipline	Program	Category	Challan No	Action
1	17825	psy eve	asdfsdf	Male	12/27/2024	11111-1111111-1		BS Program	BS Psychology	Evening	0829091019153	

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Actions

- Print Form

--End--