**GRAPHIC ERA (DEEMED TO BE) UNIVERSITY**

**DIRECTORATE OF DISTANCE AND ONLINE EDUCATION, DEHRADUN, UTTRAKHAND**

Ref: DDOE/November/2023/C-01                                        November 04, 2023

## **STUDENT CIRCULAR**

KIND ATTENTION: DDOE Learners

Dear Learners,

You are required to upload your passport size photograph on student.geu.ac.in portal for Examinations and to be printed on your degree certificate as applicable by 15-Nov-2023.

Step by Step guide on how to upload your passport size photograph on student.geu.ac.in portal is attached herewith for your reference.

Director
(Directorate of Distance and Online Education)

Copy to:

1. Website in charge- geuonline.com.
2. Office records

# How to upload your passport size photograph on student.geu.ac.in portal
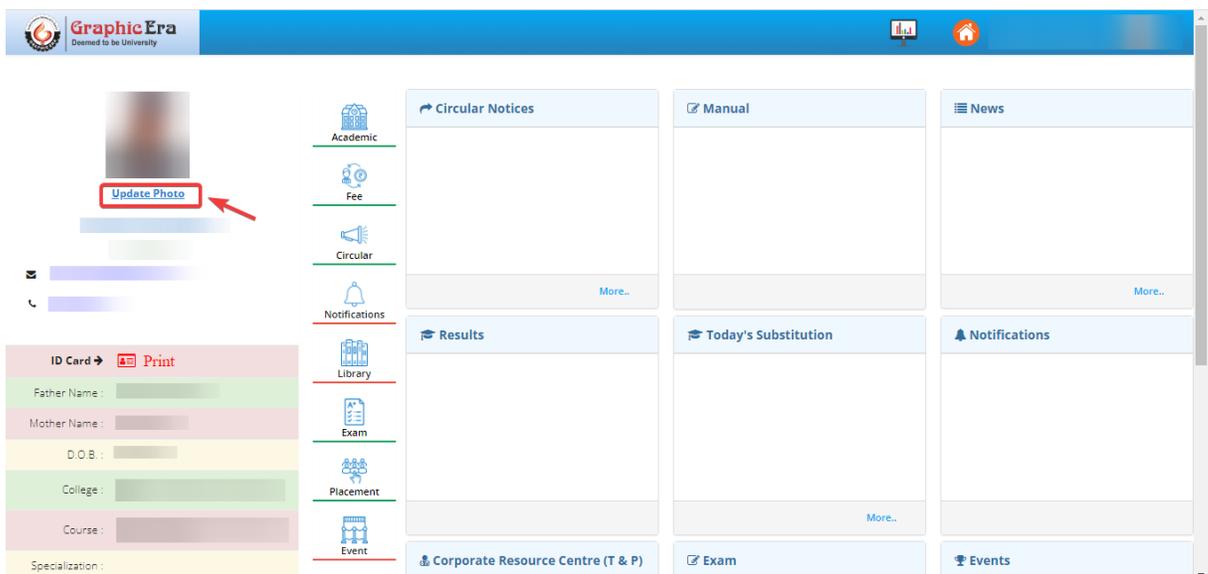
1. Login to https://student.geu.ac.in/ with username as student id and password as changed.

   ## Note:

   • By default, username and password is your student id.

   • In case you don't remember your password, you can click on forget password to reset your password or you can drop a mail to infocell@geu.ac.in mentioning your student id for password reset.

   • Student id starts with 2 and it is in number format only, example 233412123



2. Click on **Upload photo button**

3. Click on **Choose button** to select your passport size photograph.



**Update Image**

Instructions Regarding Editing Photo on ERP

While Editing/Uploading Your Photo make sure:

i). That photo should be in uniform i.e Shirt and Tie.*

ii). Background should be a plain wall.

iii). Your face should be towards camera only.

iv). This should be a formal photo in all aspects as it is not a profile picture.

v). It should be up to chest only(passport size only) Like the photo given :

**\* Point i) is not applicable to ODL and OL Learners**

Upload Image

\* Only jpg/jpeg/png format can be uploaded. \* Please upload your recent passport size photo.

Choose

Upload

4. Click on **Upload button** to upload chosen passport size photograph.



**Update Image**

Instructions Regarding Editing Photo on ERP

While Editing/Uploading Your Photo make sure:
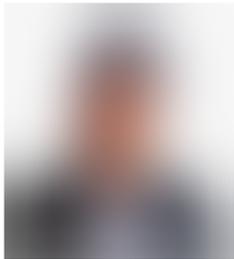
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