UDAYAM – COGENT

For

Higher and Technical Education – Government of Gujarat

User Manual

for

SCOPE

[Online Registration/Payment Method]

SCOPE

Society for Creation of Opportunity through Proficiency in English

A Government of Gujarat Initiative
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Registration & Verification

**Step 1.1** : Visit [https://scope.gujgov.edu.in/](https://scope.gujgov.edu.in/)

**Step 1.2** : if you are already registered then Login with your Credentials.

**Step 1.3** : If you are new user, then click on “New User? Sign Up”

**Step 1.4** : Enter Mobile Number, Email and Password for Verification.

**Step 1.5** : Click on “REGISTER” button.
**Note:**
- Please Register with a valid Mobile Number and Email.
- OTP will be sent to these Details.

**Step 1.6:** Enter Both OTP.

**Step 1.7:** Click on “VERIFY” button.

Enter OTP that you received on your Registered Email

Enter OTP that you received on your Registered Mobile No.

If you are not received OTP yet, then click here

Enter Mobile No or Email

Enter Password

Click on LOGIN
**Step 1.8** : Login with your Registered Email or Mobile Number and Password.

**Step 1.9** : Click on “LOGIN” button.
2. “Detailed Registration”

2.1 Personal Details

**Step 2.1.1**: Enter **Profession Detail, Personal Details, and Contact Details**.

**Profession Detail**
- **Profession**
  - Select Profession
- **Registration Purpose**
  - Select Registration Purpose
- **Name of organization**

**Personal Details**
- **First Name**
- **Middle Name**
- **Last Name**
- **Date of Birth**
- **Gender**
- **Caste**

**Contact Details**
- **Address**
- **City**
- **State**
- **District**
- **Taluka**
- **Pincode**

I hereby declare that all the details filled in this form are true and correct to the best of my knowledge. I give consent to use my contact details for academically relevant purposes.

Click on SUBMIT
2.2 Upload Documents

**Step 2.2.1**: Upload your **passport size photo** and **signature** in second step.

**Step 2.2.2**: Click on **“NEXT”** button.
2.3 Finish

Step 2.3.1: Click on “Lock Profile” button.
1. **Online Payment**

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**Step 2.1** : Visit [https://scope.gujgov.edu.in/](https://scope.gujgov.edu.in/)

**Step 2.2** : Login with your credentials.

**Step 2.3** : After successfully login, go to “Exam List”.

![Image of the COGENT interface showing exam list and apply options]

**Step 2.4** : Click on “Apply”.

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Step 2.5: Select “Fees Mode” (Online).

Step 2.6: Click on “I agree”.

Step 2.7: Click on “Apply for Exam”.

Step 2.8: Click on “Proceed to Pay” for Confirmation.
Step 2.9 : Select “Payment Type”.

Step 2.10 : Enter your bank card Details (Credentials for payment).
Step 2.11: Click on “Confirm Payment”