

ANNEXURE I

STEP BY STEP GUIDE FOR TNPPCA-HS MEMBERS ONLINE TRUST REGISTRATION

1. Please Click on the link “ One Time Online Registration for Members Trust and Annual subscription payment for 2023 -2024 ” in our <http://www.tnppcahs.org/> website.

TRUST REGISTRATION



2. Trust Registration to create the login credential

A screenshot of the 'PARAMEDICAL DEGREE COURSES - LOGIN' page. The page has a dark blue header with the text 'PARAMEDICAL DEGREE COURSES - LOGIN' on the left and '28/2/2024 11:50 Sign In' on the right. The main content area is white. On the left, there is a login form with fields for 'User Name' and 'Password', a 'Login' button, a 'Clear' button, and a 'Reset Password' link. On the right, there is a 'TRUST REGISTRATION' dropdown menu with a red arrow pointing to it. Below the dropdown is a registration form with fields for 'Name of the Trustee / Institution', 'Email Address', 'Contact Number', 'User Name', 'Password', and 'Confirm Password'. There is a 'REGISTER' button at the bottom of the registration form with a red arrow pointing to it.

TRUST LOGIN

3. Login using the credential “User Name and Password” that you gave at the time of Registration

ANNEXURE I
STEP BY STEP GUIDE FOR TNPPCA-HS MEMBERS ONLINE TRUST REGISTRATION

PARAMEDICAL DEGREE COURSES - LOGIN 28/2/2024 11:50 Sign In

TRUST REGISTRATION ↓

User Name

Password

[Reset Password](#)

TRUST DASHBOARD



4. After login, you will be redirected to the Trust Dashboard

There you should submit the below information

- Trust information
- Chairman information
- Secretary information
- CEO information
- Administrative Officer information
- College/ Institution selection

ANNEXURE I
STEP BY STEP GUIDE FOR TNPPCA-HS MEMBERS ONLINE TRUST REGISTRATION

The screenshot shows the 'TRUSTEE LOGIN' dashboard. On the left, a navigation menu includes 'Dashboard', 'Documents Upload', 'Subscription', and 'College Information'. A red arrow points to the 'Dashboard' link. The main content area displays a 'Welcome to TNPPCA-HS' message and a 'TRUSTEE INFORMATION' form. The form fields are as follows:

TRUSTEE INFORMATION	
Name of the Trustee / Institution	<input type="text" value="Name of the Trustee / Institution"/>
Contact Number	<input type="text"/>
Minority Status	<input checked="" type="radio"/> Minority <input type="radio"/> Non Minority
Year of Joined to the Association	<input type="text"/>
Chairman of the Turstee	<input type="text"/>
Email Address	<input type="text"/>
Website Address	<input type="text"/>

5. Enter Chairman Contact Details

The screenshot shows the 'CHAIRMAN / PRESIDENT / M.D INFO.' registration form. It includes the following fields:

CHAIRMAN / PRESIDENT / M.D INFO.	
Name of the Chairman	<input type="text"/>
WhatsApp Contact Number	<input type="text"/>
Email Address	<input type="text"/>

Below the form are several expandable sections:

- SECRETARY INFO. (collapse icon)
- C.E.O INFO. (collapse icon)
- ADMINISTRATIVE OFFICE (collapse icon)
- COLLEGE SELECTION (expand icon)

ANNEXURE I
STEP BY STEP GUIDE FOR TNPPCA-HS MEMBERS ONLINE TRUST REGISTRATION

6. Enter Secretary Contact Details

CHAIRMAN / PRESIDENT / M.D INFO. ▼	
SECRETARY INFO. ▲	
Name of the Secretary	<input type="text"/>
WhatsApp Contact Number	<input type="text"/>
Email Address	<input type="text"/>
C.E.O INFO. ▼	
ADMINISTRATIVE OFFICE ▼	
COLLEGE SELECTION ▲	

7. Similarly you can fill the C.E.O. and Administrative Officer Details also

8. Continue Select you Colleges

By Clicking the Category, system will populate the list of colleges under the category, below image is an example by clicked the Nursing Category

Email Address	<input type="text"/>
COLLEGE SELECTION ▲	
Name of the Courses under the Trust	Dental Yoga & Naturo Nursing Pharmacy Physiotherapy Occ. Therapy
Select your Colleges	
Available Colleges	Selected Colleges
A.Dr.Vimal College of Nursing, Tb Sanitoriyam Post, Dharmavaram Ro; ▲ AAB College of Nursing, Arni Road, Thellur, Vandavasi, Thiruvannamal Adhiparasakthi College of Nursing, Melmaruvathur-603 319 Kancheep AJK College of Nursing,, Pichanur Village, Navakkarai, Coimbatore - 6 Al- Ameen College of Nursing, Somasipadi – 606 611, Tiruvannamalai ▼	>> <<
Save Info.	

ANNEXURE I
STEP BY STEP GUIDE FOR TNPPCA-HS MEMBERS ONLINE TRUST REGISTRATION

9. You can click/select the College from the “Available Colleges” and use the Right Double Arrow button to move to the “Selected Colleges” list

The screenshot shows a web form with a sidebar on the left containing 'Dashboard', 'Documents Upload', 'Subscription', and 'College Information'. The main form has three input fields: 'Name of the Administrative Office', 'WhatsApp Contact Number', and 'Email Address'. Below these is a 'COLLEGE SELECTION' section with a header and an upward arrow. Under the header, there are buttons for course categories: 'Dental', 'Yoga & Naturo', 'Nursing' (highlighted in blue), 'Pharmacy', 'Physiotherapy', and 'Occ. Theraphy'. The 'Select your Colleges' area is divided into two columns: 'Available Colleges' and 'Selected Colleges'. The 'Available Colleges' list includes: 'Ellen College of Nursing, Navakkaraivillage, Madukkarai (Po), Coimbatore', 'Excel Nursing College, Ranganoor Road, Pallakkapalayam Village, Salem', 'G R T College of Nursing, G R T Mahalakshmi Nagar, Chennai-Tirupati', 'Ganga College of Nursing, No.442, Vattamalaipalayam , Nggo Colony', and 'Gem Institute of Nursing Education And Research, 4/146 Peedampalli'. A red arrow points to the 'G R T College of Nursing' entry, and another red arrow points to the right double arrow button (>>) between the columns. A 'Save Info.' button is located at the bottom of the form.

10. Likewise you can select any category and select your colleges and move to the “Selected Colleges”

11. **Finally SAVE, Click the “Save Info” button to save the changes**

This screenshot shows the same form as above, but with different selections. The 'Nursing' category is still selected. In the 'Available Colleges' list, the following colleges are visible: 'Asan Memorial Dental College & Hospital, Kancheepuram', 'Best Dental Science College, Madurai', 'Chettinad Dental College & Research Institute, Kancheepuram', 'CSI College Of Dental Sciences & Research, Madurai', and 'Dhanalakshmi Srinivasan Dental College, Perambalur'. The 'Selected Colleges' list now contains 'Adhiparasakthi Dental College & Hospital, Melmaruvathur'. A red arrow points to the 'Save Info.' button at the bottom of the form.

ANNEXURE I
STEP BY STEP GUIDE FOR TNPPCA-HS MEMBERS ONLINE TRUST REGISTRATION

12. After Save, system will display the below message with list of colleges you selected

Data saved successfully

LIST OF COLLEGES UNDER THE TRUSTEE	
DENTAL	
1)	Adhiparasakthi Dental College & Hospital, Melmaruvathur
NURSING	
1)	Adhiparasakthi College of Nursing, Melmaruvathur-603 319 Kancheepuram District.
PHARMACY	
1)	Adhiparasakthi College of Pharmacy, Melmaruvathur-603 319 Kancheepuram District
PHYSIOTHERAPY	
1)	Adhiparasakthi College of Physiotherapy and Paramedical Sciences, Melmaruvathur, Kanchipuram District 603 319

DOCUMENTS UPLOAD

13. This section will allow you to upload the required documents for the Institutions come under your Trust. The below example shows, the Trust is running colleges under **Dental** and **Nursing** Courses

Login as : test Sign out

DOCUMENTS UPLOAD

NOTE Uploading File format should be .jpeg or .png or .pdf files
File size should not exceed 4 MB
Upload one file at a time

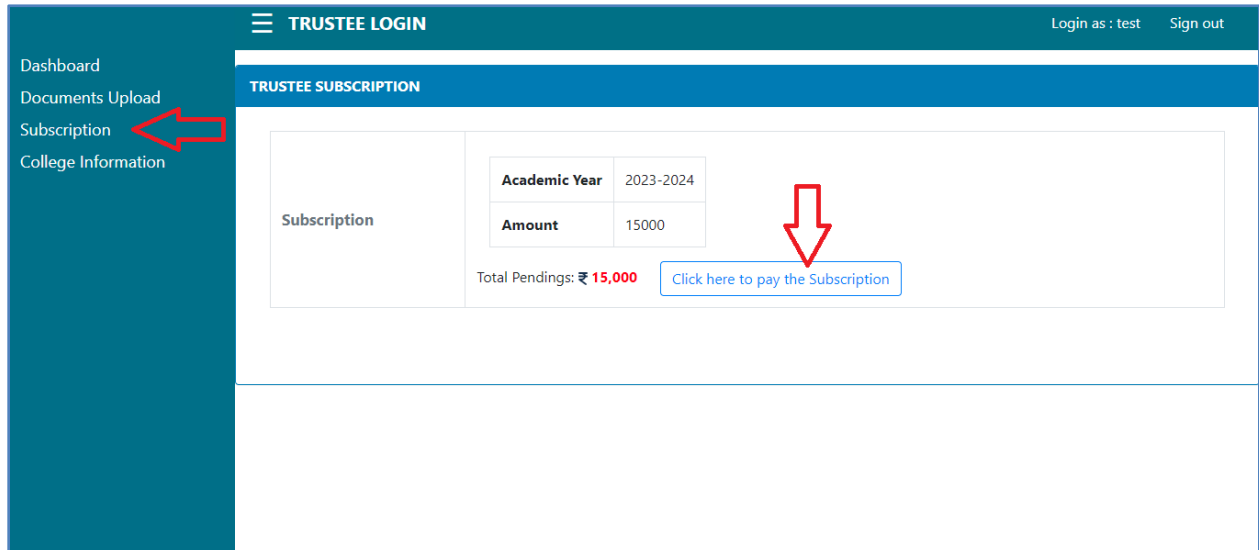
DENTAL		
DENTAL COUNCIL OF INDIA	<input type="button" value="Choose file"/> No file chosen	<input type="button" value="Upload"/>
TN DR. MGR UNIVERSITY AFFILIATED	<input type="button" value="Choose file"/> No file chosen	<input type="button" value="Upload"/>

NURSING		
INDIAN NURSING COUNCIL	<input type="button" value="Choose file"/> No file chosen	<input type="button" value="Upload"/>
TAMILNADU NURSING COUNCIL	<input type="button" value="Choose file"/> No file chosen	<input type="button" value="Upload"/>
TN DR. MGR UNIVERSITY AFFILIATED	<input type="button" value="Choose file"/> No file chosen	<input type="button" value="Upload"/>

ANNEXURE I
STEP BY STEP GUIDE FOR TNPPCA-HS MEMBERS ONLINE TRUST REGISTRATION

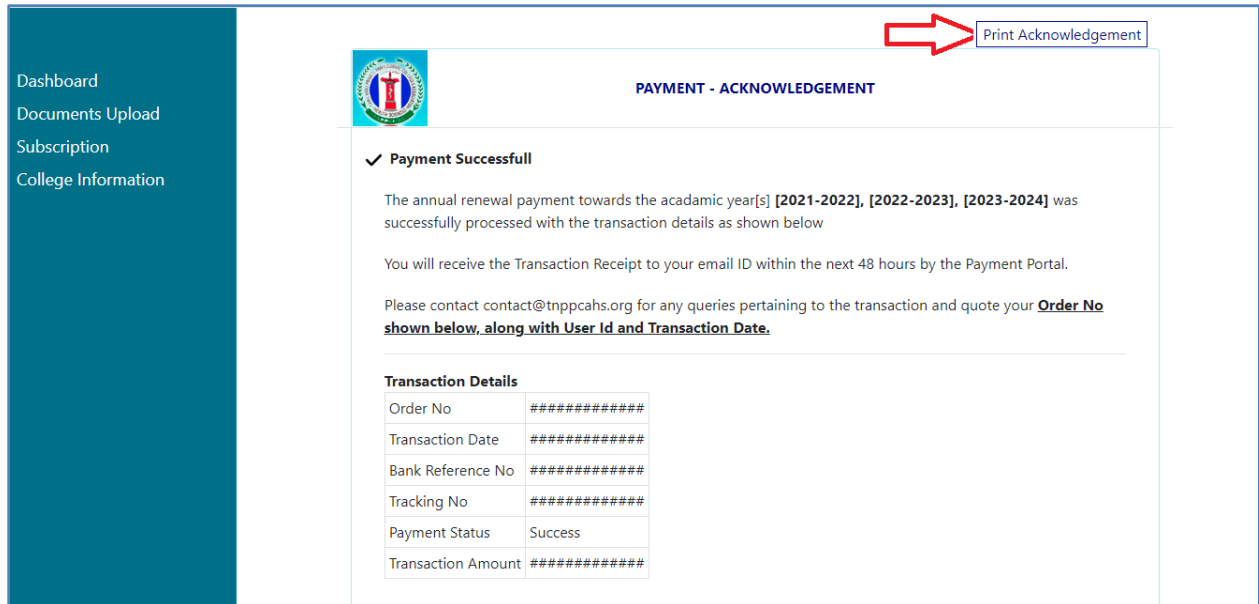
SUBSCRIPTION

14. This screen allows you to know the pending subscriptions and also provide you an option to pay the subscription through Online Transaction



15. After the payment is successfully, you will get an acknowledgement like below.

You can also use the "Print Acknowledgement" link to download/print the acknowledgement



ANNEXURE I
STEP BY STEP GUIDE FOR TNPPCA-HS MEMBERS ONLINE TRUST REGISTRATION

COLLEGE INFORMATION

16. Finally this College Information screen will allow you to enter all your colleges' details

This screen shows all the colleges under the Trust **after entering all the details for each Institution kindly click the save option and save the details of the entered institutions individually.**

The screenshot shows a web interface for entering college information. On the left is a dark blue sidebar with navigation links: 'Dashboard', 'Documents Upload', 'Subscription', and 'College Information'. A red arrow points to 'College Information'. The main content area is titled 'COLLEGES UNDER THE TRUSTEE' and contains a table with the following structure:

DENTAL	
YOUR COLLEGE NAME COME HERE	
Name of the Principal	<input type="text"/>
Contact Number	<input type="text"/>
Name of the Admin Officer	<input type="text"/>
Contact Number	<input type="text"/>
College Email Address	<input type="text"/>
College Contact Number	<input type="text"/>
College Address	<input type="text"/>
<input type="button" value="Save"/>	

A red arrow points to the 'Save' button at the bottom of the form.

[END]