Creating NAD (National Academic Depository) ID

[NAD ID will have total 12 digits only & starts with “N”]

1. Open the website [https://nad.ndml.in/](https://nad.ndml.in/) (The following Screen will come)

2. Click on **REGISTER** button as shown below: -
3. Then the following webpage will open.....

4. NAD ID will be created in 2 ways :-
   a. **WITHOUT AADHAR** (Acknowledgement No. generates here & it will be like A100xxxxxxxx of 12 digits)
      
      *(Steps from 5 to 8)*
   
   b. **WITH AADHAR** (NAD ID will be generated immediately. NAD ID will be like N100xxxxxxxx of 12 digits)
      
      *(Steps from 9 to 13)*

5. Click on **WITHOUT AADHAR** button:-
   
   If you are not having AADHAR card *(or)* Mobile no. entry was not done in AADHAR card *(or)* The Mobile no. given in the AADHAR card was not working due to any reason.
6. If you want to create the NAD ID without AADHAR
   a. Your NAD Account needs your recent passport size photo and signature image to help identify you and provide services.
   b. You need to upload a scanned image or mobile photo. JPG / JPEG / TIFF format between 4KB - 100 KB is accepted.
   c. You need to upload your scanned PHOTOGRAPH & SIGNATURE of size 4KB – 100KB at the time of filling the form.
   d. Make sure that you are ready with your scanned Photo & Sign, without which you can’t create the NAD ID.
   e. If your PHOTO (or) SIGN size is above100KB/lessthan4KB, then you can resize them using the PAINT program. (Open the PHOTO/SIGN with PAINT program and then click on the RESIZE button. Now you can increase/decrease the photo/sign KB)
   f. You need enter your mobile number at the time of filling the form, and OTP also need to be entered at the end.
   g. If you successfully create the NAD ID without AADHAR, you will get a 12 digit Acknowledgment number (which will be like A200XXXXXXXX) at the end of the process.
   h. This Acknowledgement number should be sent to the entrance@uohyd.ac.in for verification purpose.
   i. Now Academic Institute will verify the Acknowledgment no. given by you and NAD ID will be generated, after that it will be sent to your email id in reply.

7. Once you click on the WITHOUT AADHAR button the following webpage will open:-

![Webpage Screenshot]

To get a consolidated view of all your certificates, it is important to use your existing NAD ID if already registered.

This registration would need verification by Academic Institution

Personal Details

Full Name*

Father's Name / Guardian's Name*  Mother's Name
8. Now start filling the form:-

(8.a) ➔ Enter your **Personal Details**: 1. Full Name, 2. Father Name, 3. Mother Name, 4. Date of Birth, 5. Gender and 6. Residing Country as shown below:-

![Personal Details Form](image1)


![Communication Details Form](image2)
(8.c) Now upload your PHOTOGRAPH & SIGNATURE.

(8.d) Now you need to fill the details of ACADEMIC INSTITUTION THAT WILL AUTHORIZE YOUR DETAILS

Fill your Institute details & your details wherever applicable as shown below screen shot:-
(8.e) ➔ Now CREATE YOUR LOG-IN DETAILS

**User ID:** - Choose/Create your User Id here of Min. 6-Characters & Max. 50-Characters (Alphabets, Numbers, Special Characters, *!@#$^-_. are allowed.)

**Password:** - Password should contain Min. one special character, one No. & One small alphabet. *(Use !@#$^-+=[]{}_,.? as special characters.)*

(8.f) ➔ Now click on the check box, Type Text shown in the image.

(8.g) ➔ Now you need to enter OTP which was sent to your mobile.

(8.h) ➔ After the verification of OTP, Acknowledgement No. will be generated here & it will be like A100xxxxxxxxx of 12 digits only, which should be sent to entrance@uohyd.ac.in for verification purpose.

9. **Click on WITH AADHAR button:**

   If you are having AADHAR card and Mobile no. is linked with your AADHAR. The Mobile no. given/linked in the AADHAR card was working fine as you will receive OTP sent from AADHAR portal.
10. **To Create/Register for NAD ID with AADHAR:**
   Here we need to create AADHAR PAPERLESS OFFLINE e-KYC, follow the below steps.

11. **Download your Aadhaar from UIDAI for registration on NDML**
   Visit → [https://resident.uidai.gov.in/offlineaadhaar](https://resident.uidai.gov.in/offlineaadhaar)

12. **Screen 1 (Refer Screenshot below for reference):**
    
    I. Enter your ‘Aadhaar Number’ (available on your Aadhaar card);
    II. 2. Enter the ‘Security Code’ as displayed on the screen; if the code is not clear / visible, you can generate another code by clicking on “Try another”
    III. 3. Select “Send OTP”. An OTP will be sent to your Mobile number registered with your Aadhaar number.
13. Screen 1 (Contd.)

IV. Enter the OTP received on your registered mobile number;
V. Enter your desired ‘Share Code (just like a Password)’ to protect your record;
VI. Select ‘Download’ button
VII. The Zip file containing the digitally signed XML will be downloaded to your machine and would be available in “Downloads”. Photo, DOB, Email, Mobile, Gender and Address will be included in the downloaded file. This file can now be used to perform your KYC on NDML NAD.
VIII. Upload your Aadhaar ZIP File in NAD and submit the “Share Code” to instantly open your NAD account.