

# User Manual For Applicants

HEP Portal

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## How to Login

Applicants can access the Online College Applications System by going to [www.ocas.punjab.gov.pk](http://www.ocas.punjab.gov.pk) and pressing on 'Apply Online', from any computer that is connected to the Internet, as shown below:

In order to log into the system, applicants must provide following information;

- Certificate (Default set as Intermediate)
- Roll Number
- Board
- Year
- Session
- Random Generated Security Code

042-111 11 20 20 (9am to 5pm)

Online Institute Admission System

### Apply Online for Admissions at Public Institutes

- ✓ Enter your Matric/Intermediate Roll Number, select your Board and Login
- ✓ Select Institute and Program. Print application processing fee slip.
- ✓ Deposit processing fee at any branch of Bank of Punjab.

📍 Bank of Punjab Branches

#### Please Fill

Certificate

Intermediate

Roll Number

Board

BISE Bahawalpur

Year

2021

Session

Annual

Security Code

goqer

Login

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Powered By Punjab Information Technology Board (PITB)

## Applicant Information Page

When an applicant logs into the system, Applicant Information Page is displayed

### View Personal Information

Applicant can view his/her Personal Information related to his/her enrollment with the relevant Board of Intermediate and Secondary Education of Punjab.

## Welcome to Higher Education Portal

### Applicant Information

Name:	FAIQA HAREEM	Roll#:	834325	Subject Group:	Pre-Engineering
Father Name:	QAMAR ALI	Marks:	1060	Status:	Pass

### Applications

[+ Create Application](#)

App ID	College	Program	Status	Status Updated	Fee Slip
21000005	GOVT. APWA COLLEGE (W), LAHORE	BS: 1st Shift - Information Technology	Submitted		Download

### Status Description

<b>Saved</b>	Application saved in the system, but not forwarded to college as fee not yet paid
<b>Submitted</b>	Fee paid and application submitted to college
<b>On Merit</b>	Applicant name is on merit list for particular college/program
<b>Notes</b>	<ol style="list-style-type: none"><li>1. Data in the Applicant Information section above is provided by Boards of Intermediate and Secondary Education. Please contact the relevant Board in case of queries. You may also verify your result from the website of the relevant Board.</li><li>2. If you have deposited application fee at Bank of Punjab, you can confirm fee payment status from the <a href="#">Bank's Online System</a>, two hours after fee deposit. Your application status in OCAS will also automatically change from 'Saved' to 'Submitted' within 24 hours of fee payment.</li><li>3. For future reference, applicants should retain their fee receipt, after depositing application fee at Bank of Punjab.</li></ol>

# Check Status of Applications

Applicant can view all the applications he/she has created

## Welcome to Higher Education Portal

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Applications						+ Create Application
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## Print Fee Slip

Applicant can click on 'Download' to access the fee slip. He/she may either save, or print fee slip directly from the system.

Printed fee slip must be presented at any branch of Bank of Punjab for depositing application fee.

Application fee is Rs. 25 per application.

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### IMPORTANT NOTES:

- PLEASE NOTE THAT YOUR APPLICATION WILL NOT BE FORWARDED TO COLLEGE UNLESS APPLICATION FEE HAS BEEN PAID.
- APPLICANTS CAN CHECK STATUS OF PAYMENT VIA THE BANK OF PUNJAB WEBSITE [WWW.BOP.COM.PK](http://WWW.BOP.COM.PK) , BY ENTERING THEIR FEE SLIP NUMBER.
- STATUS OF APPLICATION IN THE HEP PORTAL SHOULD CHANGE FROM "SAVED" TO SUBMITTED" ONCE FEE FOR AN APPLICATION HAS BEEN PAID AT THE BANK, AND BANK INITIATION HAS BEEN RECEIVED IN THE SYSTEM. THIS CAN TAKE UP TO 24 HOURS FROM THE TIME FEE WAS DEPOSITED IN BANK

## Creating a new Application

Applicant can apply online to any program of a participating college of his/her preference, by pressing 'Create Application', as shown below.



### Applicant Information

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[+ Create Application](#)

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Once the user clicks on the 'Create Application' button, they are directed to the following screen

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## Create New Application

Select District

ATTOCK

Select Institute

Select Institute

Select Program

Select Program

Select Quota

Open Merit

Hafiz-e-Quran

☐ Yes ☒ No

Mobile Number

Example: 0333-4242421

Application status/progress will be sent via SMS from 8070.

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Applicant may apply to any college by performing the following steps:

1. Select District. Districts will be shown in the drop down.
2. Select College. College located in the district selected in the previous step will be displayed.
3. Select Program. Programs offered by the college (chosen in the previous step) will be shown
4. Click Hafiz-e-Quran. Applicant may check this option if he/she is a Hafiz-e-Quran.
5. Press 'Save' to save the application in the system

Applicant may download fee slip by pressing 'Download Fee Slip'



## Applicant Information

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## HED Helpline

For general queries on the online college application system, or to log your complaints, you can call the HED helpline (111-11-20-20) – 7 days a week, 9am to 5pm

- The complainant will be assigned a complaint number. The complaint or query will be forwarded to the focal person of the concerned department
- Complainant may call back in case problem has not been resolved