

GOVERNMENT OF ANDHRA PRADESH

OFFICE OF THE
DIRECTOR OF TECHNICAL EDUCATION
ANDHRA PRADESH: MANGALAGIRI

Cir. Memo. No.: EHE02/14/2024-ITCTE/DigiLocker

Dated: 14.09.2024

Sub: Technical Education – Installation of DigiLocker Mobile App by all Diploma students – Instructions to Principals of Government, Aided and Private Polytechnics – Issued - Regarding

The attention of all the Principals of Government, Aided and Private Polytechnics is invited to the subject cited and it is informed that the Government has directed all the students of educational institutions in the state to ensure the installation of DigiLocker Mobile app to facilitate the students to fetch their educational certificates and other documents.

DigiLocker is a digital platform launched by the Government of India which provides a secure way to store and access important documents online. This app is essential for accessing educational records such as SSC Certificate, Diploma certificates etc.

In this Connection, Principals of all the Government, Aided and Private Polytechnics are instructed to make necessary arrangements to see that all the students of their Institution to download and install the DigiLocker Mobile app by 20.09.2024 without fail. Treat this as most urgent.

The Regional Joint Directors of Technical Education, Kakinada and Tirupati are requested to monitor the progress of DigiLocker installation by the students of all Government, Private and Aided Polytechnics in their purview.

Sd/- G. GANESH KUMAR
DIRECTOR

To
The Principals of all Govt. Polytechnics.
The RJDs, Kakinada and Tirupati for necessary action.

Copy to
The Secretary, SBTET, A.P for information.


Chief Digital Transformation
Officer

USER MANUAL

Procedure to Start a DigiLocker Account

1. Visit the DigiLocker Website or Download the App:

- Website: <https://www.digilocker.gov.in>
- Mobile App: Download the DigiLocker app from the Google Play Store or Apple App Store.



2. Register for a DigiLocker Account:

- On the Website: Click on “Sign Up” on the homepage.
- On the Mobile App: Open the app and tap on “Create Account.”
- Fill in your personal details like your full name, date of birth, and email address, etc.

A screenshot of the DigiLocker account creation form. The form is titled "Creating account is fast and easy!". It contains several input fields: "Full Name*", "Date of Birth*" (with dropdowns for Date, Month, and Year), "Mobile Number*", "Email ID", and "Set 6 digit security PIN*" (with a strength indicator). There are radio buttons for "Male", "Female", and "Other". A blue "Submit" button is at the bottom, with a link to "I agree to the DigiLocker Terms of Service." below it.



3. Verify Your Mobile Number: Enter the OTP received on your mobile phone to verify your number.

A screenshot of the DigiLocker mobile OTP verification form. The form is titled "Verify Mobile OTP". It contains a message: "DigiLocker has sent you an OTP to your mobile (xxxxxxx5567)". Below this is an input field for "Enter OTP" with a strength indicator. A blue "Submit" button is at the bottom. At the very bottom, there is a timer: "Wait for OTP 00:49, do not refresh or close!".

4. **Enter your Aadhaar Number:** Enter the Aadhaar Number and click next.

Verify Aadhaar

Verify your Aadhaar to avail the complete feature of your DigiLocker account.

Enter Aadhaar Number*  


DigiLocker uses Aadhaar to verify identity of the user and also enable authentic document access

Next

5. **Verify Your Aadhaar Number:** Enter the OTP received on your mobile phone which is linked to Aadhaar.

Verify Aadhaar OTP

UIDAI has sent a temporary OTP to your mobile ending in *****5567(valid for 10 mins).

Enter OTP 

Please enter 6 digit OTP to complete verification

I hereby state that I have no objection in authenticating myself with Aadhaar based authentication system and consent to providing my Aadhaar number and One Time Pin (OTP) data for Aadhaar based authentication. I understand that the OTP I provide for authentication shall be used only for obtaining my e-KYC through Aadhaar e-KYC service to make my Aadhaar card available in DigiLocker 

Submit

Wait for OTP **00:52**, do not refresh or close!

6. **Login to Your DigiLocker Account:** After registration, you can log in. Once logged in, you can upload and manage your documents. DigiLocker allows you to upload various documents like your Aadhaar card, educational certificates, and other important papers.

Note: (1) Keep your DigiLocker account credentials safe and secure. (2) Once the Board/University was integrated with the DigiLocker system, Students can access their educational certificates. i.e., they can fetch documents directly.