#### **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

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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

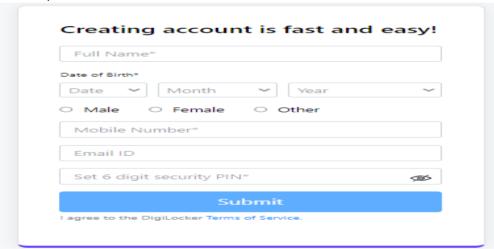
# 1. Visit the DigiLocker Website or Download the App:

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

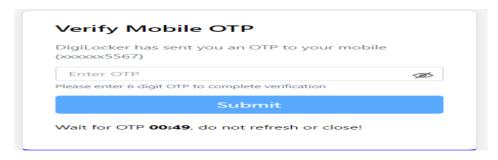


## 2. Register for a DigiLocker Account:

- 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.

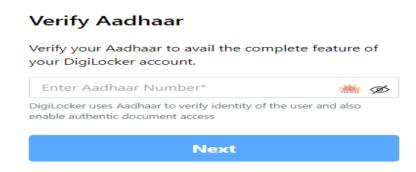


3. **Verify Your Mobile Number:** Enter the OTP received on your mobile phone to verify your number.



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



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



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.