National University Convocation 2016
Registration Manual

Go to the link: http://103.16.74.234/website/ and will get the following screen:

Click here for registration
Then will get the following login screen:

![Convocation-2016 Login](image)

- **User Name**
- **Password**

Click here for Convocation Registration

- **Login**
- **Forget Password**
- **Convocation Registration**
- **Download Instruction**
Then will get the following login screen. Now fill up all necessary information and click on the “Submit” button. After successfully submission you will get Username and Password by E-mail and by SMS.
Now enter your Username and Password and click on the “Login” button.
After successfully login you will get the following screen:

If the available information is correct, then select “Yes” and click on the below “Next” button.

If the available information is not correct, then click here. Then you will go to your Student Profile software. Now login using that software Username and Password and then apply for corresponding services.
After click on “Next” button you will get the following screen. Now fill up all the information and click on the “Next” button.

If you want to collect another course certificate from this Convocation Program then select that Course, Exam Year and enter Exam Roll, Reg No.

If you provide valid information, then result will come.

Finally click on the “Next” button
After that you will get the following screen:

Select “Sonali Bank” option, if you want to pay using Sonali Seba.

Click here to download Payslip and Pay by Sonali Seba.
Select “DBBL Mobile Banking” option, if you want to pay using DBBL Mobile Banking.
Now follow the DBBL Mobile Banking instruction and complete your payment transaction. After completing your transaction you will get one DBBL Mobile Banking Transaction ID.

Put DBBL Mobile Banking Transaction ID here and click on the “Save” button.
Click on the Dashboard link and will get the following screen. Here you will get step by step instruction and follow that instruction.