



## Course Registration Process

### iCloudEMS V2 APP

**Step 1.** Download the iCloudEMS V2 App from following:

**Android:** [https://play.google.com/store/apps/details?id=com.icloudems.v2&hl=en\\_IN&pli=1](https://play.google.com/store/apps/details?id=com.icloudems.v2&hl=en_IN&pli=1)

**iOS:** <https://apps.apple.com/in/app/icloudemsv2/id6738408708>

**Step 2.** Enter the registered email id or click on use mobile No. for entering the details to receive OTP

The screenshot shows the iCloudEMS V2 app interface. At the top, it says "Login For The Best Experience". Below this is the iCloudEMS logo. A red box highlights the "Enter your Email-ID" section, which includes the text "We will send you the 6 digit Verification code" and an input field labeled "Email". A yellow box highlights the "Use Mobile No." link. Below the input field, there is a line of text: "By continuing, you agree to CNV [Terms of Use](#) and [Privacy Policy](#)." At the bottom is a blue "Continue" button.

OR


The screenshot shows the iCloudEMS V2 app interface. At the top, it says "Login For The Best Experience". Below this is the iCloudEMS logo. A section titled "Enter your Mobile Number" includes the text "We will send you the 6 digit Verification code" and an input field labeled "Mobile Number". A blue box highlights the "Use Email-ID" link. Below the input field, there is a line of text: "By continuing, you agree to CNV [Terms of Use](#) and [Privacy Policy](#)." At the bottom is a blue "Continue" button.



**Step 3.** After entering required details. Enter the OTP received.

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VA-ICLEMS-S now  
Your iCloudEMS Login OTP - 529338 for user [redacted]

  
iCloudEMS  
V2

Please enter the verification code we've sent you on **9536841474**


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Didn't receive the OTP? [Resend OTP](#)

Verify

9:50 78%

← Login For The Best Experience

  
iCloudEMS  
V2

Please enter the verification code we've sent you on [redacted]

5 2 9 3 3 8

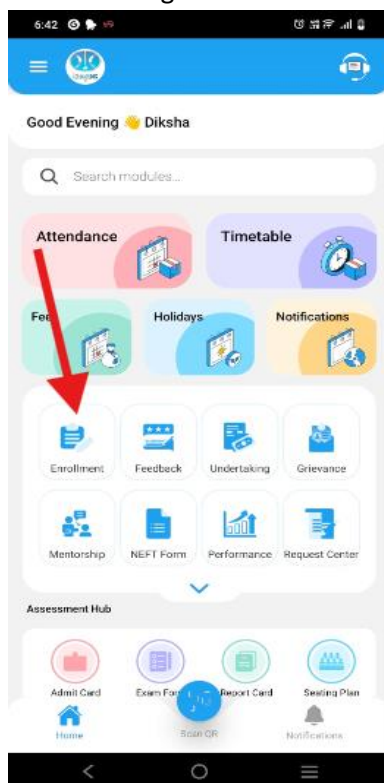
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Didn't receive the OTP? [Resend OTP](#)

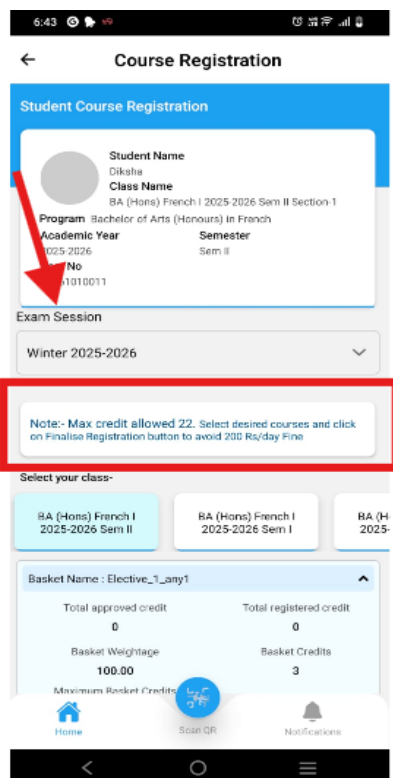
Verify



**Step-4.** Now, click on “enrollment” to start course registration.



**Step-5.** Note that you must choose the courses with minimum and maximum credit limits.





**Step-6.** After selecting the class, start selecting your courses.

The screenshot shows the 'Course Registration' screen. At the top, there is a dropdown menu for 'Winter 2025-2026'. Below it, a note states: 'Note: Max credit allowed 22. Select desired courses and click on Finalise Registration button to avoid 200 Rs/day Fine'. Under 'Select your class-', there are three buttons: 'BA (Hons) French I 2025-2026 Sem II', 'BA (Hons) French I 2025-2026 Sem I', and 'BA (H) 2025-'. Below these, a 'Basket Name : Elective\_1\_any1' section displays 'Total approved credit' as 0, 'Basket Weightage' as 100.00, and 'Maximum Basket Credits' as 3. To the right, 'Total registered credit' is 0 and 'Basket Credits' is 3. A red arrow points to the 'Course Code : K1UB208T' section, which shows 'Credit : 3.00', 'Title : Culture and Globalization', and 'Super Course Code :'. An 'Apply' button is at the bottom of this section. Below it, another course 'Course Code : K1UB209T' is partially visible. The bottom navigation bar includes 'Home', 'Scan QR', and 'Notifications'.

**Step-7.** Once all the courses are selected, review whether the credits are properly selected and click on “Finalize Registration” Button to complete the registration process.

The screenshot shows the 'Course Registration' screen with student details. At the top, there is a dropdown menu for 'Winter 2025-2026'. Below it, a note states: 'Note: Max credit allowed 22. Select desired courses and click on Finalise Registration button to avoid 200 Rs/day Fine'. A red box highlights this note and the 'Finalise Registration' button. Below the note, there is a 'Select your class-' section with three buttons: 'BA (Hons) French I 2025-2026 Sem II', 'BA (Hons) French I 2025-2026 Sem I', and 'BA (H) 2025-'. Below these, a 'Basket Name : Elective\_1\_any1' section displays 'Total approved credit' as 0, 'Basket Weightage' as 100.00, and 'Maximum Basket Credits' as 3. To the right, 'Total registered credit' is 9 and 'Basket Credits' is 3. The bottom navigation bar includes 'Home', 'Scan QR', and 'Notifications'.



## **SOP For Course Registrations on iCloud**

**URL- [gustudent.icloudems.com](https://gustudent.icloudems.com)**

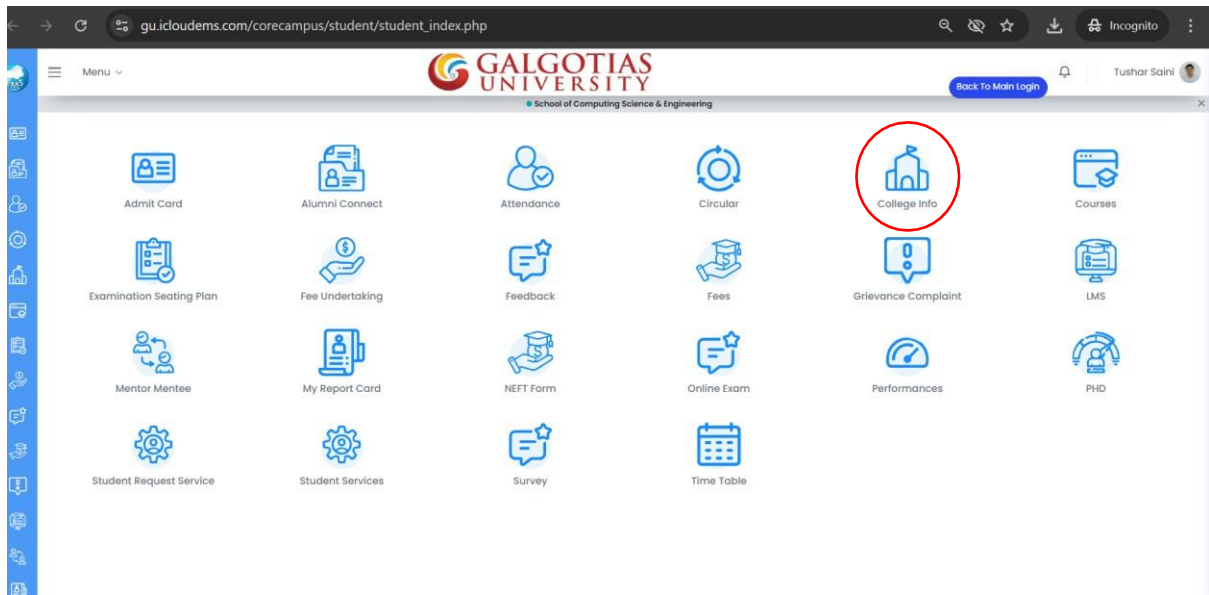
**Step 1.** Enter your registered mobile number or email ID, then click ' Sign In

A screenshot of the iCloudEMS Authenticator sign-in page. The page has a light blue background. At the top left is the iCloudEMS logo. The main heading is 'Welcome to iCloudEMS Authenticator'. Below this is a white box with the title 'Sign in to your account' and the instruction 'Enter your credentials to access your account.' There is a text input field for 'Mobile No. or Email'. Below the field is a checked checkbox labeled 'Remember me'. At the bottom of the white box are two buttons: a blue 'SIGN IN' button and an orange 'Reset Authenticator' button.

**Step-2.** Proceed with OTP and do the Authenticator process.

A screenshot of the Mobile Authenticator Setup page. The page has a light blue background. The main heading is 'Mobile Authenticator Setup'. Below this is a yellow warning box that says 'You need to set up Mobile Authenticator to activate your account.' There are two numbered steps: 1. 'Install one of the following applications on your mobile:' with links to Microsoft Authenticator, Google Authenticator, and FreeOTP. 2. 'Open the application and scan the barcode:' followed by a large QR code. Below the QR code is a link 'Unable to scan?'. Step 3 is 'Enter the one-time code provided by the application and click Submit to finish the setup.' Below this is a text input field for 'One-time code \*'. There is also a text input field for 'Device Name' with the instruction 'Provide a Device Name to help you manage your OTP devices.' At the bottom is a checked checkbox labeled 'Sign out from other devices' and a blue 'Submit' button.

### Step 3. Click on college info



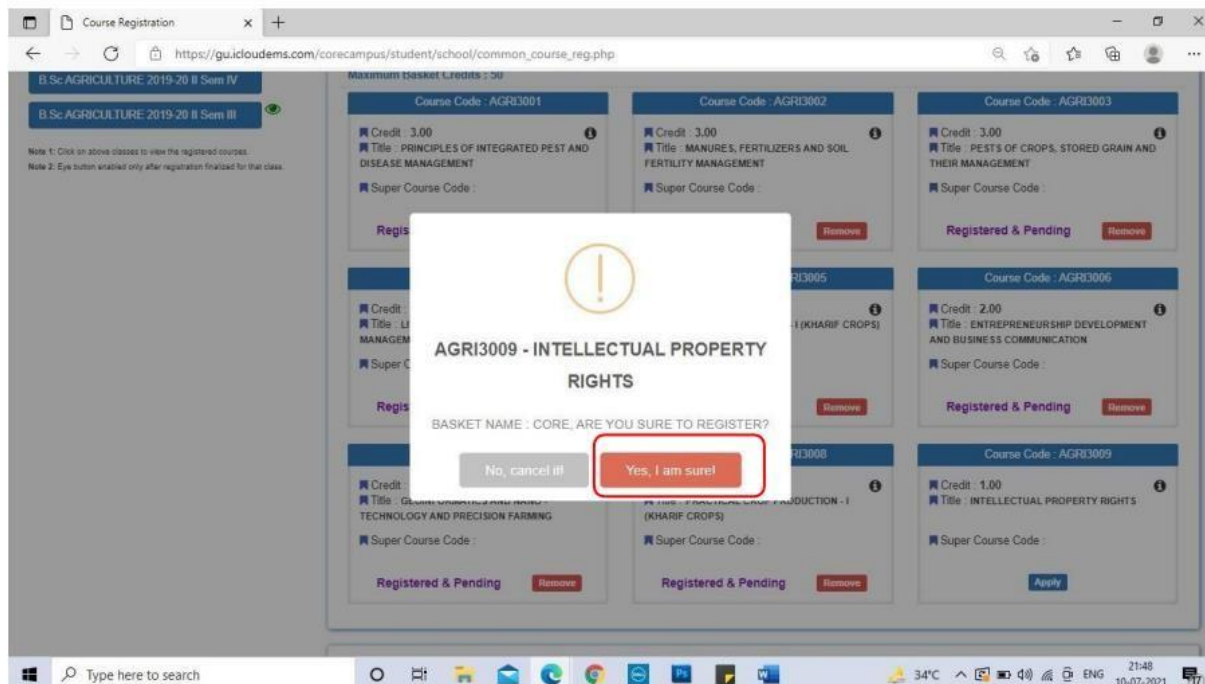
**Step 4.** Click on Registration Tab

The screenshot shows the Galgotias University portal. At the top, the university logo and name are displayed. Below the header, there is a navigation bar with a 'Back To Main Login' button. The main content area features a grid of icons for various services: Profile, Structure, Rooms, Departments, Perfo.Grades, Programme, Registration (highlighted with a red border), Calendar, and Certificates. Below this grid, a 'Registration' modal is open, showing three tabs: 'Exam Form Fillup', 'Course Registration' (selected), and 'Term Promotion'. A 'Close' button is located at the bottom of the modal.

**Step 5.** Click on Top white tab and click on “Apply” buttons for the courses you wants to register for the courses.

The screenshot shows the 'Course Registration' page. At the top, there is a header with the program name 'Bachelor of Science (Honours) in Agriculture', the academic year '2021-2022', and the semester 'Sem V'. Below the header, there is a list of courses. The first course, 'B.Sc AGRICULTURE 2019-20 III Sem V', is highlighted with a red border. Below the list of courses, there is a 'Basket Name : Core' section. This section displays a grid of course details, including the course code, credit, title, and super course code. The 'Apply' button for the first course (AGRI3001) is highlighted with a red border. The basket summary at the top right shows 'Total approved credit : 0', 'Total registered credit : 0', 'Basket Weightage : 100.00', and 'Basket Credits : 25'.

**Step 6.** Click on **“Yes Iam Sure button”** to add the course for registrations. Do it for all other courses/subjects you wants to register and meet the maximum credit limit required for registrations.



**Step 7.** Student to see the Maximum credit required for registrations and Its mandatory to click on **finalise registrations button**.

- If students unable to click on finalise button then their registration is not going to be completed.
- Late registration fine of Rs.200/day will be charged if students not going to complete the registration process on timelines of registrations shared by Registrar Office.
- Once student click on finalise button a green coloured eye button will appear and students have to download PDF as registrations completed.
- The course registrations will be approved by school program chairs.

