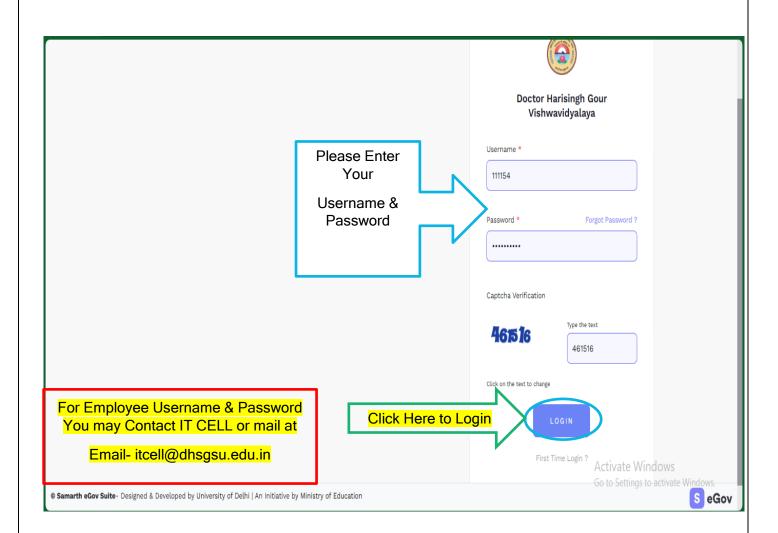
## Samarth Employee User

### **Tutorial on Updation of Samarth Employee Profile**

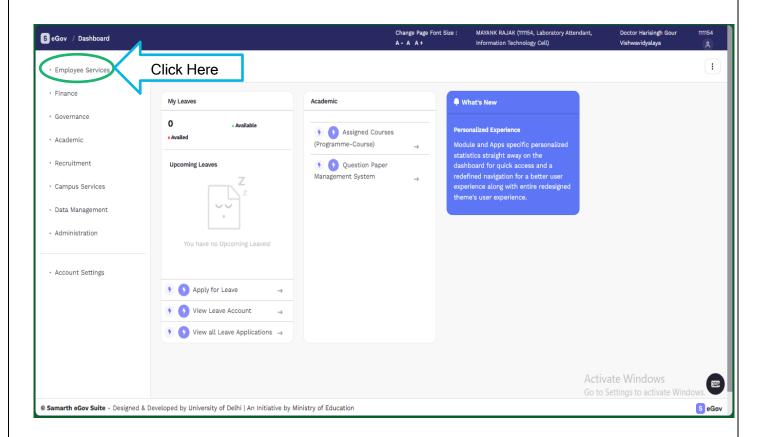
Login Link: - https://dhsgsu.samarth.ac.in/index.php/site/login

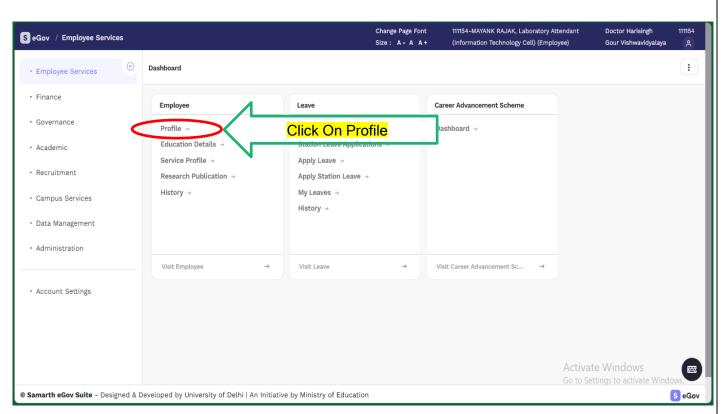
### **Contents**

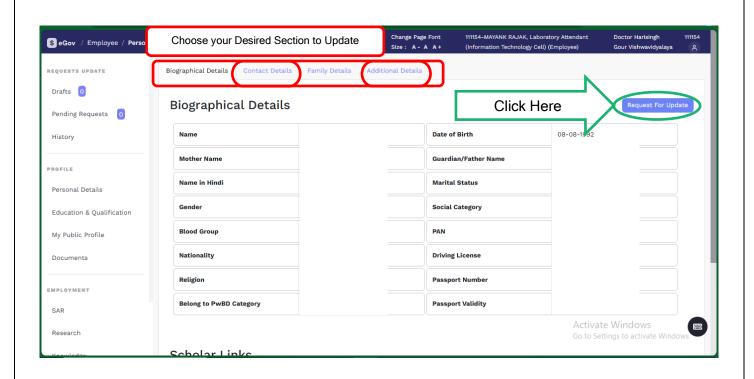
1)	How to update Biographical Details / Contact Details.	. 2
2)	How to Update Family Details/ Dependent Details.	. 5
3)	How to update Educational details	. 8
4)	How to Update / Change your Login Password	10

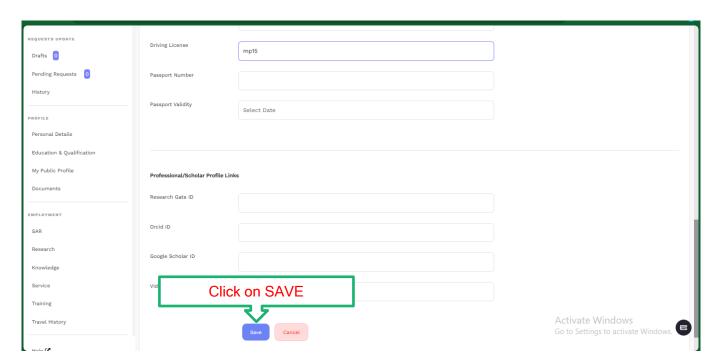


#### 1) How to update Biographical Details / Contact Details.



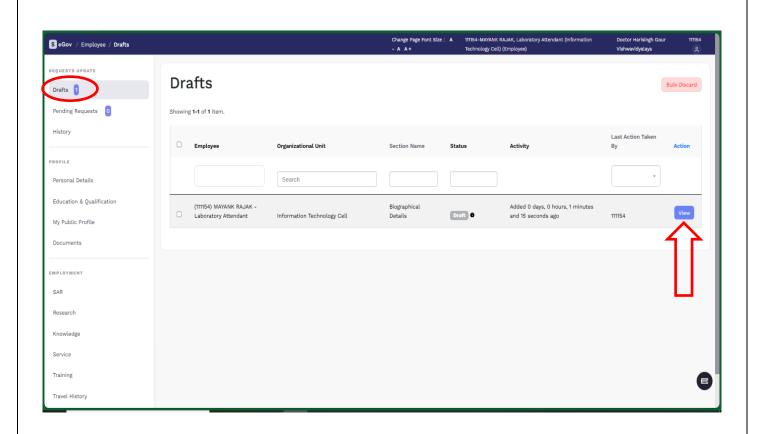


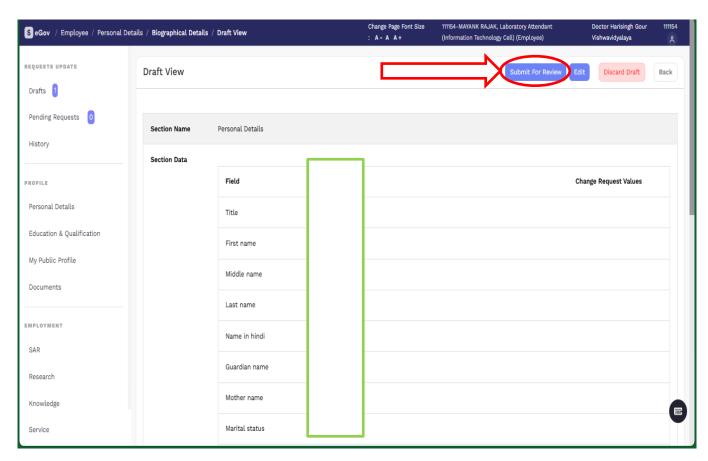


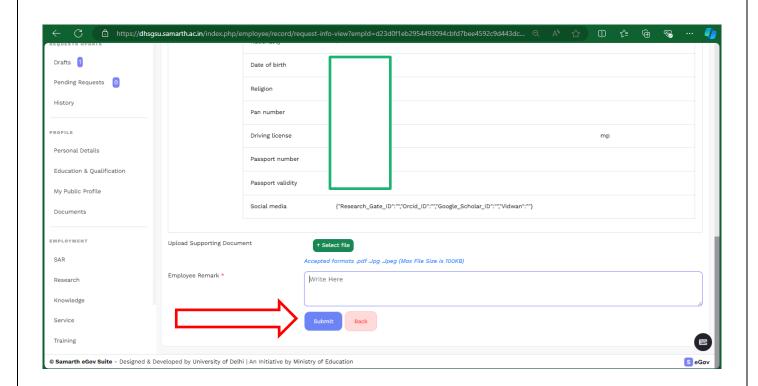


After click on SAVE Button the details are Draft. You have to check and submit the draft for verification.

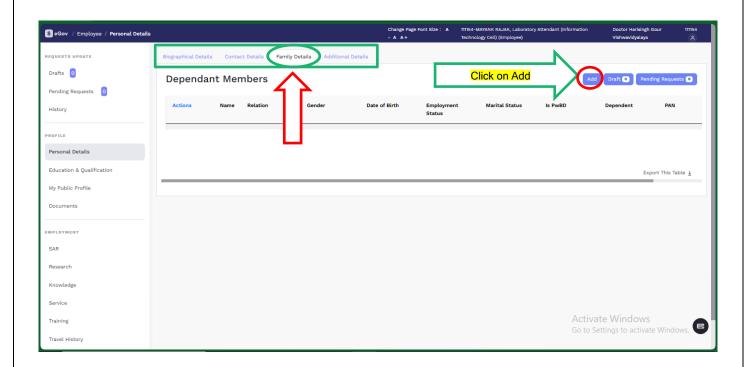
\*Steps to submit the draft given below

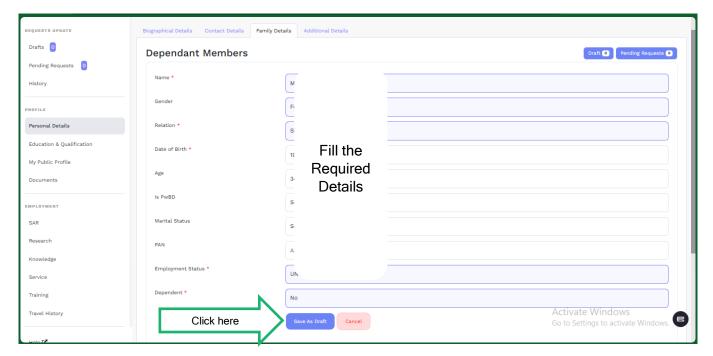






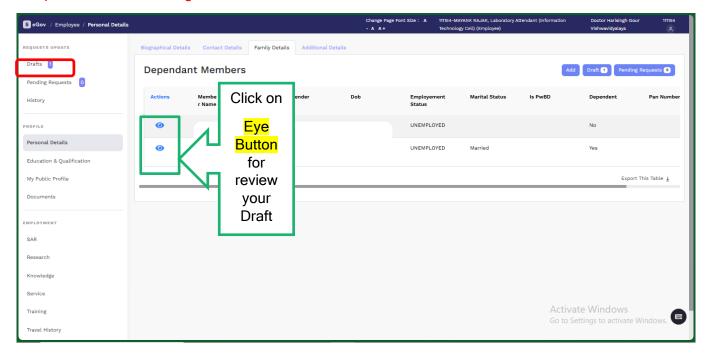
2) How to Update Family Details/ Dependent Details.

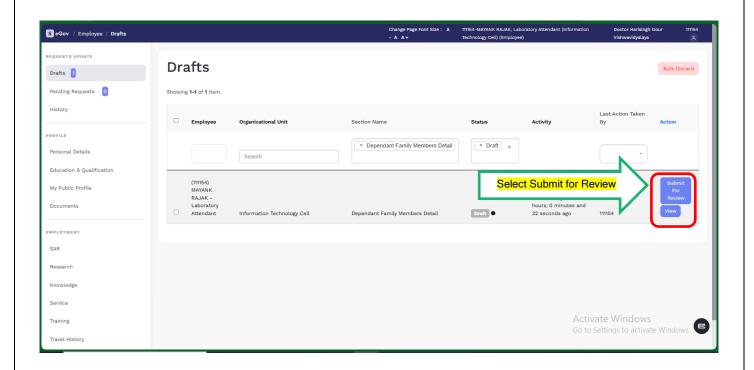


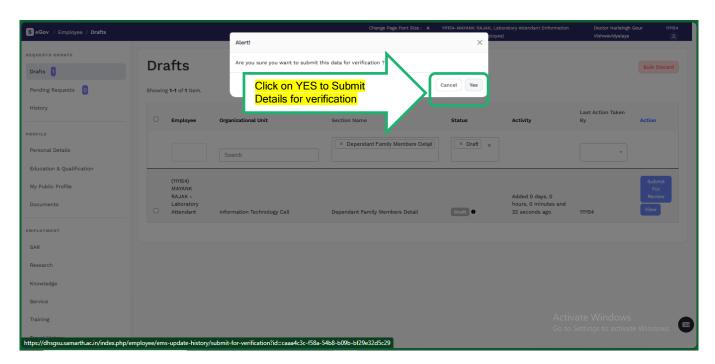


After click on SAVE As Draft Button the details are Draft. You have to check and submit the draft for verification.

\*Steps to submit the draft given below.

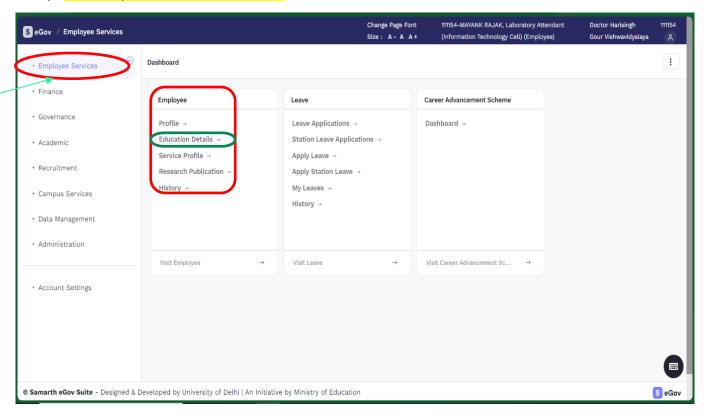


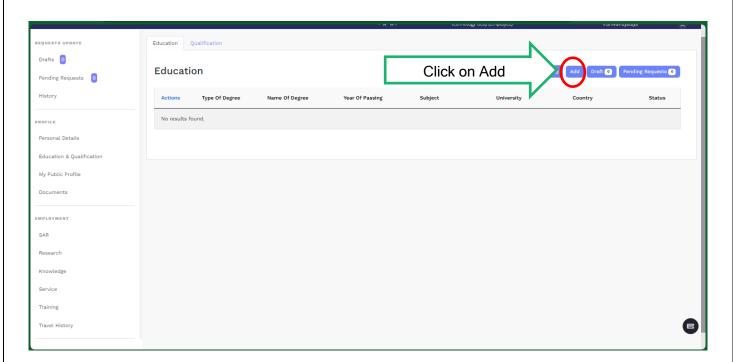


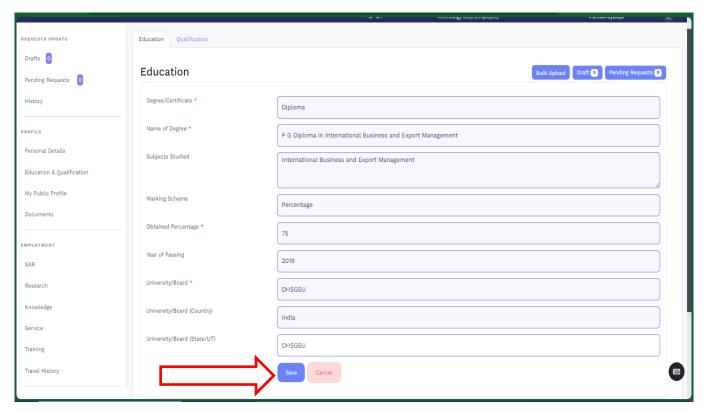


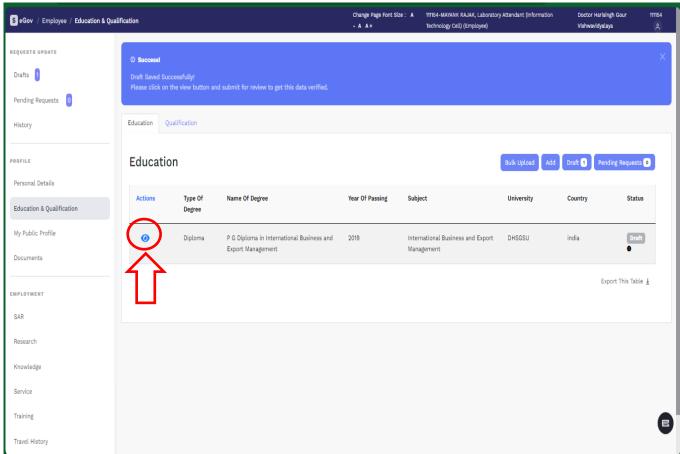
- \*The Request for Update (All Type) will verified within 2 working days. In case if the Details not updated you may Contact the concerned Section:-
- -NON-TEACHING STAFF Contact Establishment section.
- -TEACHING STAFF Contact DOFA.

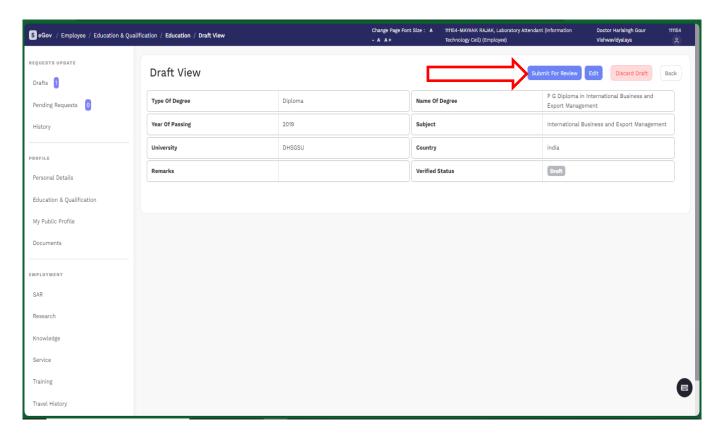
#### 3) How to update Educational details



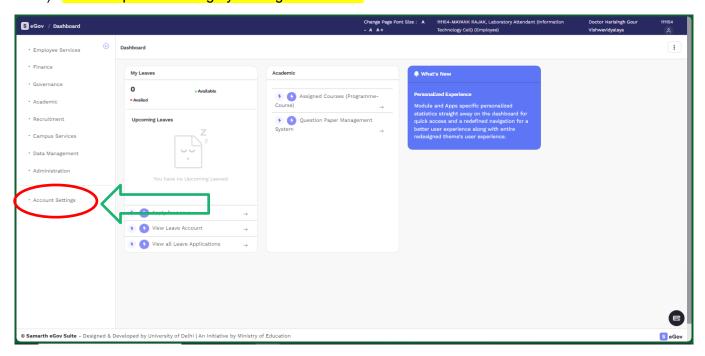


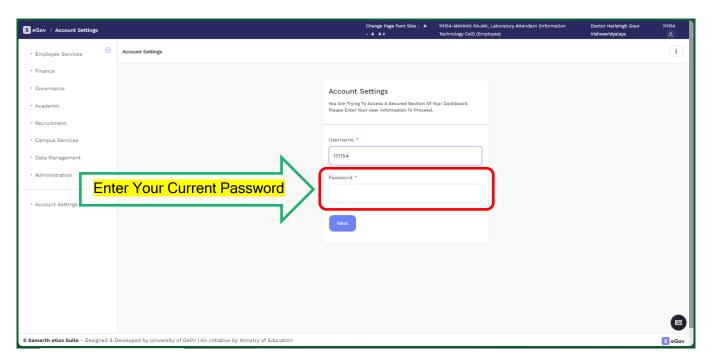


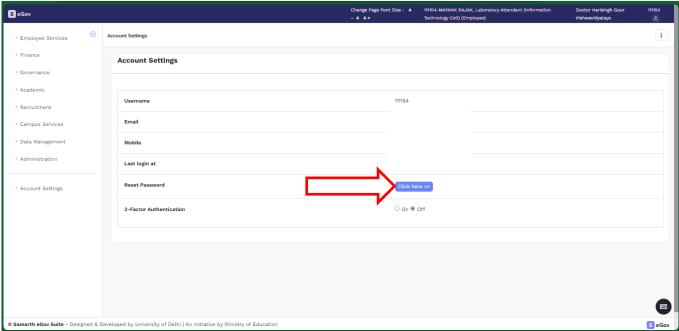


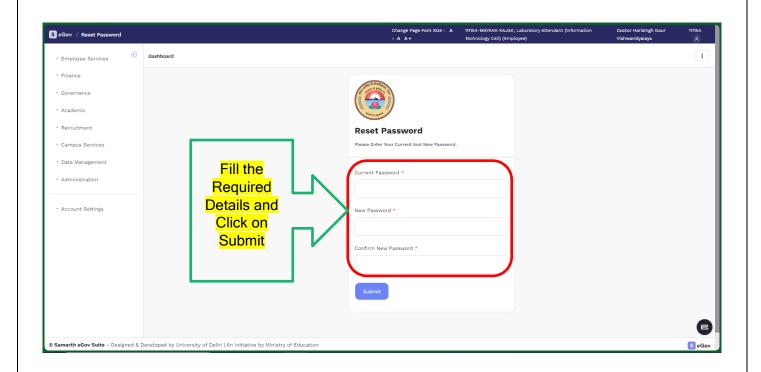


- \*The Request for Update (All Type) will verified within 2 working days. In case if the Details not updated you may Contact the concerned Section :-
- -NON-TEACHING STAFF- Contact Establishment section.
- -TEACHING STAFF Contact DOFA.
  - 4) How to Update / Change your Login Password









# Thank You

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