

This document guides user on how to  
register for PM Laptop Scheme

# User Guide

For Update Students



## UPDATE STUDENT GUIDE

**Note:** Only those students who registered themselves in the previous Prime Minister's National laptop scheme but didn't receive their laptop will be eligible to Update Profile.

All Academic Updating Data of Profile should be entered as on 30th June'2015 as per the policy for (Passed exam i.e. Annual/Semester) Prime Minister's National Laptop Scheme.

Following steps will be followed to update your profile:

**Step 1:** Open the link "<http://pmnls.hec.gov.pk/>" in your browser. It will open a page as shown below.

University City: Choose City University: Choose university CNIC: Filter Result **Click here**

Show 10 entries Search:

NAME OF STUDENT	FATHER NAME	ENROLLMENT NO	DEGREE PROGRAM	CGPA	ACTION	MERIT STATUS
Select your city, university and enter your CNIC number to fetch your record. If your record is found, you will be required to update your profile. Alternately, you will be advised to Apply Online.						

Showing 0 to 0 of 0 entries Previous Next

Select your city, university, enter CNIC and click on filter result to access your information.

If you are already a **Registered Student**. You will be redirected to your record as shown below.

University City: Choose City University: Choose university CNIC: Filter Result

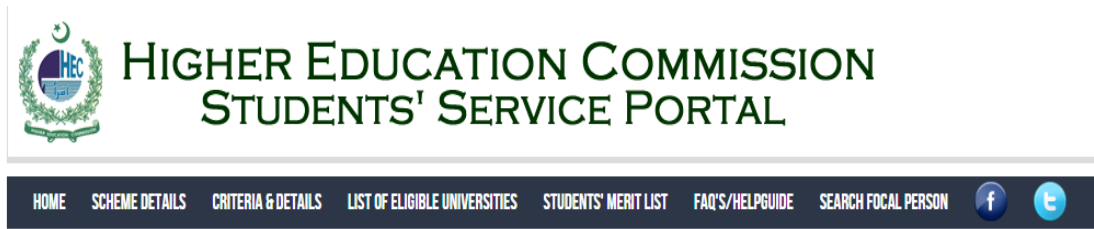
Show 10 entries Search:

NAME OF STUDENT	FATHER NAME	ENROLLMENT NO	DEGREE PROGRAM	CGPA	ACTION
Manan Khan	Awal Khan	FA13-R62-002	19	0	<b>Update</b> <b>Click here</b>

Showing 1 to 1 of 1 entries Previous Next

Please use your own email address, CNIC and mobile number for registration process, as the provided data will be used for further processing. In case of incorrect data or same email address used on behalf of other students may lead to cancellation of registration.

**Step 2:** You will be directed to this Page. Follow the instructions as guided



## Instructions

1. To update your academic profile accurately with proper understanding Read **News section on helpdesk** and download Guide **Download**
2. If you remember your helpdesk registered email and password, that you had used for validation on PMNLS portal, then Click **Login** and update your Academic Profile from helpdesk
3. If you have **forgot** your helpdesk registered **Email** , then **Click here** to retrieve your email.

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**Step 3:** As per the point 3 to retrieve your email. Follow guide as per the below image

1. To update your academic profile accurately with proper understanding Read **News section on helpdesk** and download Guide **Download**
2. If you remember your helpdesk registered email and password, that you had used for validation on PMNLS portal, then Click **Login** and update your Academic Profile from helpdesk
3. If you have **forgot** your helpdesk registered **Email** , then **Click here** to retrieve your email.

\*  → **Same CNIC**  
\* Enter your cnic number without dashes(-).

\*  → **your father name as provided in data**

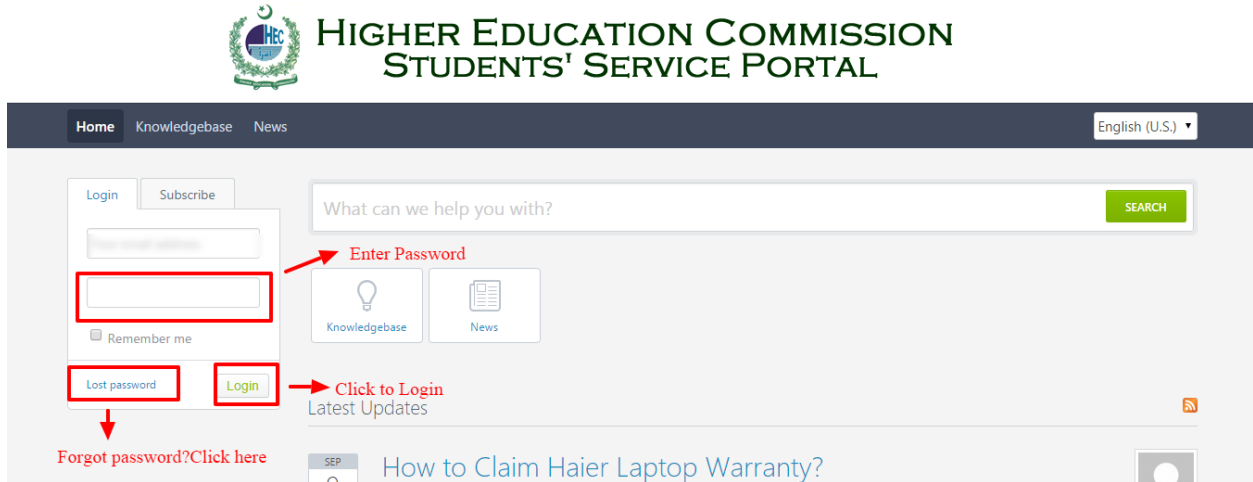
\*  → **Number that you had already used for validation**  
\* Enter the phone number you have used for validation.

Enter Captcha: \*    
 → **Enter Captcha** [Privacy & Terms](#)

**After Submission You will get the email use that and login helpdesk**

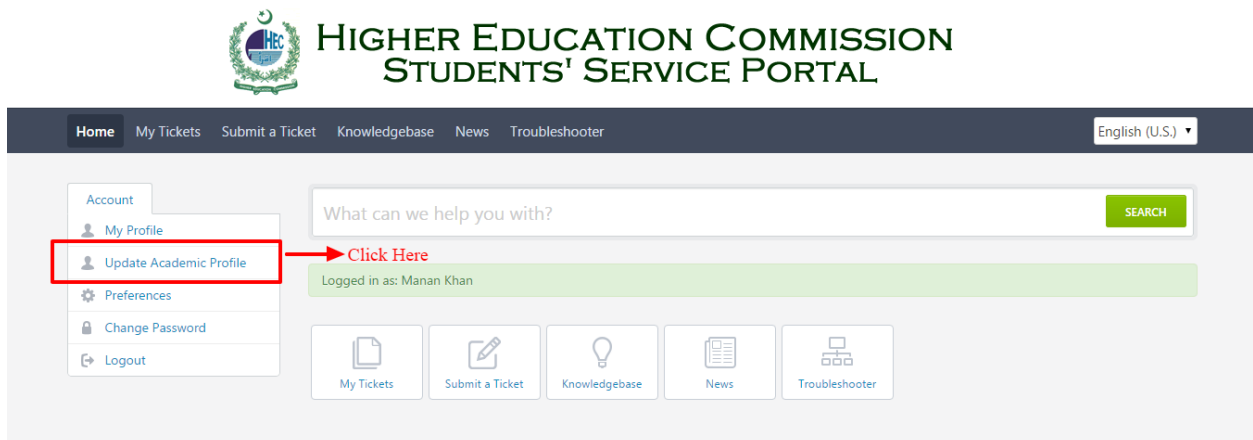
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**Step 4:** As per the point 2 in above instruction page if you have email with you along password OR for point 3 you had retrieved your email. You can simply go to helpdesk and login and forget password you can work as per below image



Enter your **login credentials** on Helpdesk and click on **Login** to get redirected to your profile.

**Note:** In case you forgot your password, click on **Lost password** and the reset link will be sent on your email address. Open the link and change your password. Save your time by keeping a track of your passwords in future, in order to avoid any inconvenience.



**Step3:** After Login, Click on **Update Academic Profile** and fill the form completely



# HIGHER EDUCATION COMMISSION STUDENTS' SERVICE PORTAL

Home My Tickets Submit a Ticket Knowledgebase News Troubleshooter

English (U.S.)

## Account

- My Profile
- Update Academic Profile
- Preferences
- Change Password
- Logout

What can we help you with?

SEARCH

Muhammad Khan



CNIC :

XXXXXXXXXXXX

### Update Academic Details :

Fill all the details

City of residence :	--Select City--
Permanent Address :	
Enrollment number :	FA13-R62-002
Date of Admission :	01 Month Year
Date of Completion :	01 Month Year
Disable quota :	No
City of University :	Islamabad
University :	COMSATS Institute of Information Technology
Campus :	-- Select Campus --
School Department :	--Select Subject--
Degree Level :	--Select Your Degree Level--
Degree Program :	--Select Degree Program--
System (Annual/Semester) :	--Select System--
Current Semester :	--Select Semester--
Current Year Of Study :	--Select Year--
Grading System :	--Select System--
Percentage in Last Exam :	0 0
Last exam CGPA :	0
Employment Status :	--Select status--

submit

Click Here

Help Desk Software by Kayako

Enter your details then, Click **Submit** to update your profile

**Note:** You will be allowed to update your academic details only ONCE so, please enter your correct information. Once you click on Submit, you will **NOT** be able to access this option again.

Make sure you enter your correct profile details. Incorrect details in any case will lead to **disqualification** from the Prime Minister's National laptop scheme.