

Hostel Admission Portal

A step by step guide for applicants

This guide follows one applicant the whole way through the portal: registering an account, submitting the hostel fee document, and putting the rooms in the order they want them. Every picture in it is a real screen from the portal.

ABOUT THE DETAILS IN THE PICTURES

The applicant in this guide is a demo account created only to take these screenshots. The name, email address, phone number, application id and merit number on every screen belong to it and to nobody else. No real applicant's details appear anywhere in this document.

WHAT THE WHOLE THING LOOKS LIKE

- 1 Register**
Your email address, a six digit code, your photograph and a password.
- 2 Check your record**
The office's details of you, shown but not editable.
- 3 Fee document**
The receipt, or the signed undertaking if you cannot pay yet.
- 4 Wait for the office**
Preferences stay shut until the document is accepted.
- 5 Room preferences**
Put every room of your hostel in the order you want it, then save.

REGISTERING

STEP 1 OF 17

Start your registration

Open the portal and choose Register. The only thing this first screen asks for is your email address.

Type the address the hostel office holds for you, then press Register. Nothing else is asked at this stage, because the address is what decides everything that follows.

TIP

Use the address on your CAP application. If the portal tells you that you are not on the list, stop and contact the hostel office. No code is sent to an address with no seat behind it, so there is nothing to wait for.

Register

Use the email address that you put in the hostel form. We will send a verification code to it.

Email address

Continue

Already registered? [Sign in](#)

Enter the code sent to your email

A six digit code is emailed to the address you gave. Type it into this screen and press Verify.

If the email has not arrived, check the spam folder before asking for another code.

TIP

The code lasts two minutes. Reloading this page does not reset the timer and does not send a second code, so the countdown you see is the real one. Once it runs out, Resend becomes available.

Verify your email

Enter the 6 digit code sent to demo.student@example.com.

Verification code

2 4 6 8 1 0

Verify

The code is valid for 59:42. You can request a new one after it expires.

Check the details the office holds

Your name, branch, category and merit numbers come from the office's own record. They are shown here, not asked for, and you cannot edit them.

Read them carefully before going on.

TIP

If anything is wrong, contact the hostel office rather than working around it. Everything on this list is read from your applicant record every time it is shown, so a correction the office makes reaches your dashboard on its own. You do not register again.

Confirm your details

These come from your applicant record as the hostel office holds it. You cannot change them here. If anything is wrong, contact the office before continuing.

Name	Demo Student
Email	demo.student@example.com
Application ID	DEMO0000000
Phone	0000000000
Branch	Computer
Category	OPEN
Merit number	1000
All India merit	-
Merit list place	MH-CET 1

Add your photograph

Press Choose a photo and pick a clear picture of your face. A JPG or PNG up to 5MB. The photograph is needed, the account is not created without one.

Then choose a password of at least eight characters and type it twice. Press Confirm and create account.

TIP

Your photograph is shown to the hostel office, and to the people you share a room with once allotment is done. You can replace it later from My details, so a rushed photo now is not permanent.

Add your photograph

Your photograph



 Choose a different photo

profile-photo.png, 21 KB

Your photo is shown to the hostel office, and to the people you share a room with once allotment is done.

Choose a password

You will use it with this email address to sign in.

Password

.....



At least 8 characters.

Confirm password

.....



Confirm and create account

AFTER YOU REGISTER

STEP 5 OF 17

Your dashboard

Creating the account signs you in. The dashboard opens on a short list of what happens next, and your own record underneath it.

The menu on the left is the whole portal: your details, your fee document, and your room preferences.

TIP

Nothing here needs doing in a hurry, but nothing moves until you submit your fee document. That is the one step that unlocks the rest.

 **Hostel Admission Portal**
COEP Technological University

Overview

My details

Fee document

Preferences

 **Welcome, Demo Student**
Your registration is complete. Seat allotment has not started yet.

What happens next

1

Check your details
The record the hostel office holds for you is below. Tell the office if anything is wrong.

2

Submit your fee document
The receipt for your hostel fee, or the undertaking form if you cannot pay it yet.

3

Wait for verification
The hostel office checks what you sent.

4

Choose your room preferences
Put the rooms of your hostel in the order you want them. This opens once your document has been verified.

5

Receive your allotment
The hostel office announces the allotment.

Your details
These are read from your applicant record. A correction the hostel office makes shows here straight away.

Name

Demo Student

Email

demo.student@example.com

Application ID

DEMO000000

Phone

0000000000

Branch

Computer

My details, and changing your photo

My details shows your photograph beside the record the office holds.

Scroll down that page to replace the photograph. Uploading a new one puts it in place of the old, it does not add a second.

TIP

The photograph is the only thing on this page you can change yourself. Everything else belongs to the hostel office.


Hostel Admission Portal
 COEP Technological University

Overview

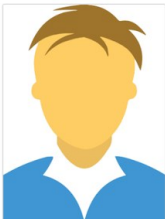
My details

 Fee document

 Preferences

My details

These come from the published merit list and cannot be changed here. Contact the hostel office if anything is wrong.



Your photograph

Name	Demo Student
Email	demo.student@example.com
Application ID	DEMO000000
Phone	0000000000
Branch	Computer
Category	OPEN
Merit number	1000
All India merit	-
Merit list place	MH-CET 1

Change your photograph

Your photo is shown to the hostel office, and to the people you share a room with once allotment is done. You can change it as often as you like.




 Choose a different photo

Choose which document you are sending

You settle the hostel fee one of two ways, and you hand in the proof either way.

Choose Fee receipt if you have already paid. Choose Undertaking if you cannot pay yet.

TIP

Choosing Undertaking reveals a button that downloads the blank form. Print it, fill it in, sign it with a parent or guardian, then upload the scan. The amount and the due date are left blank on purpose, the hostel office sets both.

**Hostel Admission Portal**
COEP Technological University

Overview

My details

Fee document

Preferences

Hostel fee document

Submit the receipt for your hostel fee. If you cannot pay it yet, submit the undertaking form instead. The hostel office checks what you send, and the preference form opens once it has been accepted.

Submit your document

Which document are you submitting?

☐ Fee receipt
The receipt for the hostel fee you have already paid.

☒ Undertaking
For a candidate who cannot pay the fee yet. Download the form, fill it in, sign it with a parent or guardian, then upload the scan.

[Download the undertaking form](#)

Upload your undertaking

Choose file No file chosen

A PDF, JPG or PNG, up to 5.0 MB.

[Submit document](#)

Demo Student
demo.student@example.com

[Sign out](#)

Upload it and wait for the office

Upload a PDF, JPG or PNG up to 5MB and press Submit document. The page then shows the state of what you sent.

Awaiting verification means the hostel office has not looked at it yet.

TIP

If it is turned down, the reason is shown on this page in full, and you upload a replacement. A replacement always goes back to awaiting verification, because a document the office has not seen is the only honest state for it.

 **Hostel Admission Portal**
COEP Technological University

Overview

My details

Fee document

Preferences

Hostel fee document

Submit the receipt for your hostel fee. If you cannot pay it yet, submit the undertaking form instead. The hostel office checks what you send, and the preference form opens once it has been accepted.

Awaiting verification

Fee receipt

The hostel office has not looked at this yet.

File

Submitted

fee-receipt.png (200 B)

11 Sept 2026

Submit a replacement

Which document are you submitting?

☒ **Fee receipt**
The receipt for the hostel fee you have already paid.

☐ **Undertaking**
For a candidate who cannot pay the fee yet. Download the form, fill it in, sign it with a parent or guardian, then upload the scan.

Upload your fee receipt

Choose file

No file chosen

A PDF, JPG or PNG, up to 5.0 MB.

ROOM PREFERENCES

STEP 9 OF 17

Preferences stay shut until your document is accepted

Opening Preferences before then tells you why it is shut and sends you back to your fee document.

TIP

Not having submitted anything and having been turned down leave you in exactly the same position here. Only a verified document opens the form.

**Hostel Admission Portal**
COEP Technological University

Overview

My details

Fee document

Preferences

Room preferences

Preferences open once the hostel office has verified your fee document.

🔒 Not open yet

Your document is marked "awaiting verification".

Go to my fee document

The form opens

You put every room in your hostel in the order you want it, your first choice at the top.

Boys are shown the boys blocks and girls the girls blocks. You never see, and can never choose, a room in the other hostel.

TIP

Every room has to be in your list before the Save button will work. The count at the top tells you how many are still to place. This is why the random fill exists, and why it is not a shortcut but the normal way to finish.


Hostel Admission Portal
 COEP Technological University

- Overview
- My details
- Fee document
- Preferences**

Room preferences

Put every room in your hostel in the order you would like it, your first choice at the top. The hostel office reads this order when it allots rooms. It is not a promise of any one room.

All 96 rooms have to be in your list before you can save. Place the ones you care about, then press Fill the remaining at random to put the rest in for you.

0 of 96 rooms placed

96 more rooms to place before you can save.

↻ Fill the remaining 96 at random

Choose your rooms

Press a room to add it to the end of your order. Press it again to take it out. The number on a room is the place it holds in your list.

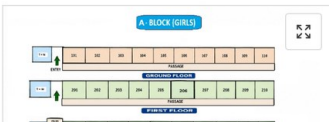
A block 0/30

B block 0/24

J block 0/42

A block
 Girls hostel, 30 rooms, 4 beds each, 120 beds in all

Add all 30 left in this block



Ground floor 10 rooms, 4 beds each

Add all 10

Look at the blocks before you choose

Each block shows its pictures beside its rooms. Press a picture to see it full size, and press Escape or the close button to come back.

Where a block has more than one picture, the arrows move between them and the strip underneath jumps straight to one.

TIP

The caption under a picture is written by the hostel office. A layout drawing tells you which rooms face which way, which is worth reading before you rank a floor.

Hostel Admission Portal
COEP Technological University

- Overview
- My details
- Fee document
- Preferences**

Room preferences

Put every room in your hostel in the order you would like it, your first choice at the top. The hostel office reads this order when it allots rooms. It is not a promise of any one room.

All 96 rooms have to be in your list before you can save. Place the ones you care

A block layout

A - BLOCK (GIRLS)

T + W = Toilets and Washrooms

101 102 103 104 105 106 107 108 109 110

201 202 203 204 205 206 207 208 209 210

301 302 303 304 305 306 307 308 309 310

First floor 10 rooms, 4 beds each

Add all 10

Press the rooms you want most

Press a room number to put it at the end of your list. The small number that appears on it is the place it now holds.

Press it again to take it out. Move between blocks with the tabs above.

TIP

The order you press them in is the order you get, so press your first choice first. Do the handful you actually care about here and leave the rest to the next two steps.

95 more rooms to place before you can save.

Choose your rooms

Press a room to add it to the end of your order. Press it again to take it out. The number on a room is the place it holds in your list.

A block 1/30 B block 0/24 J block 0/42

A block

Girls hostel, 30 rooms, 4 beds each, 120 beds in all

Add all 29 left in this block

Ground floor

10 rooms, 4 beds each

Add all 9

101 102 103 104 #1 105 106 107 108 109

110

First floor

10 rooms, 4 beds each

Add all 10

A-BLOCK (GIRLS)

layout Press to see it larger

Add a whole floor or a whole block

Add all beside a floor puts every room on that floor at the end of your list. The button on the block header does the same for the whole block.

Both skip anything you have already placed.

TIP

If what you really want is any room in one particular block, this is the fastest honest way to say so. Add that block first, then fill the rest at random.

10 of 96 rooms placed

86 more rooms to place before you can save.

Include the remaining 86 at random

Start again

Choose your rooms

Press a room to add it to the end of your order. Press it again to take it out. The number on a room is the place it holds in your list.

A block 10/30

B block 0/24

J block 0/42

A block

Girls hostel, 30 rooms, 4 beds each, 120 beds in all

Add all 20 left in this block

Ground floor 10 rooms, 4 beds each

101 #2

102 #3

103 #4

104 #1

105 #5

106 #6

107 #7

108 #8

109 #9

110 #10

First floor 10 rooms, 4 beds each

Add all 10

201

202

203

204

205

206

207

208

209

210

A-BLOCK (GIRLS)

101 102 103 104 105 106 107 108 109 110

GROUND FLOOR

201 202 203 204 205 206 207 208 209 210

FIRST FLOOR

layout

Press to see it larger

Fill the rest at random

Fill the remaining at random puts every room you have not placed into the end of your list in a random order.

The count reaches the total and the Save button becomes available.

TIP

It only fills what is left. The rooms you placed by hand stay exactly where you put them, so you can press this without losing your first choices.


Hostel Admission Portal
 COEP Technological University

Overview
 My details
 Fee document
Preferences

Room preferences

Put every room in your hostel in the order you would like it, your first choice at the top. The hostel office reads this order when it allots rooms. It is not a promise of any one room.

All 96 rooms have to be in your list before you can save. Place the ones you care about, then press Fill the remaining at random to put the rest in for you.

96 of 96 rooms placed
↶ Start again

Every room is placed, so your order can be saved.

Choose your rooms

Press a room to add it to the end of your order. Press it again to take it out. The number on a room is the place it holds in your list.

A block 30/30

B block 24/24

J block 42/42

Straight to the top is there because moving a room up sixty places one press at a time is not a thing anybody would do.

A room you take out goes back to the pool and is not lost. Press the room again in the block above, or fill at random, to put it back.

Hostel Admission Portal, applicant guide

TIP

You can change and save this as often as you like while the form is open. When the hostel office closes it, your saved order stays readable but can no longer be changed, so do not leave it to the last day.

1

A 104

4 beds

⌵

⬆

⬇

✕

2

A 101

4 beds

⌵

⬆

⬇

✕

3

A 102

4 beds

⌵

⬆

⬇

✕

4

A 103

4 beds

⌵

⬆

⬇

✕

5

A 105

4 beds

⌵

⬆

⬇

✕

6

A 106

4 beds

⌵

⬆

⬇

✕

7

A 107

4 beds

⌵

⬆

⬇

✕

8

A 108

4 beds

⌵

⬆

⬇

✕

9

A 109

4 beds

⌵

⬆

⬇

✕

📄 Save changes

✓ Saved on 11 Sept 2026, 7:53 pm

➔ Sign out

🔄

It all works on a phone

Every screen in this guide works at phone width. The menu moves behind the button at the top, and the pictures of a block sit above its rooms instead of beside them.

Nothing is missing on a small screen, and nothing needs dragging.

TIP

There is no drag and drop anywhere in the preference form, on purpose. Every move is a button, so it works with one thumb and with a screen reader.



Hostel Admission Portal
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Room preferences

Put every room in your hostel in the order you would like it, your first choice at the top. The hostel office reads this order when it allots rooms. It is not a promise of any one room.

All 96 rooms have to be in your list before you can save. Place the ones you care about, then press Fill the remaining at random to put the rest in for you.

96 of 96 rooms placed

Every room is placed, so your order can be saved.

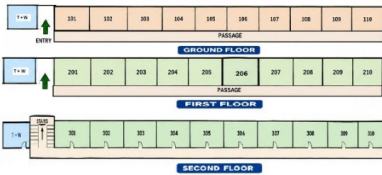
↶ Start again

Choose your rooms

Press a room to add it to the end of your order. Press it again to take it out. The number on a room is the place it holds in your list.

A block 30/30 B block 24/24 J block 42/42

A BLOCK (GIRLS)






T = W = Toilets and Washrooms

Things worth knowing

Your details are never yours to edit

Name, branch, category and merit numbers are read from the office's record every time they are shown. Ask the office for a correction and it reaches your dashboard on its own. You never register twice.

One fee document, replaceable until it is accepted

Sending a new one replaces the old and puts it back to awaiting verification. Once the office has accepted it you cannot swap it yourself, because that would knock you out of preferences you had already been let into. Ask the office instead.

A rejection always says why

The reason is shown on your fee document page in full. You are being asked for something else, so you are told what was wrong.

Preferences cover every room, not a top few

A part filled list cannot be saved. Place what you care about, add whole floors where you are easy either way, and fill the remainder at random.

Random fill never touches your own choices

It only places rooms you have not placed. Press it as often as you like.

Saving is not final while the form is open

Change and save again as often as you want. When the office closes the form your order stays readable but frozen, so do not leave it to the last day.

Your photograph can be changed

Replace it from My details at any time. It is shown to the hostel office and to the people you share a room with once allotment is done.

Nothing here decides your allotment

The portal records what you ask for. The hostel office allots seats against the published seat matrix, and your order is read as a preference, never as a promise of one room.

IF SOMETHING IS WRONG

Contact the hostel office. Deadlines, the fee and who holds a seat are theirs to decide, and nothing in the portal settles any of them.