Create an Account on Eportal

Please visit http://eportal.hec.gov.pk and new applicants are required to use Register option to proceed. Register an account with your CNIC OR NICOP. Enter your mobile number and email. Verify your email and mobile number by pressing send code.
1. If you don’t get a message on your cell number, please do the following in the exact order.
   a. Please make sure that promotional messages are not blocked for your cell carrier
   b. Please wait for 5-7 minutes
   c. If you are using an international number, please try to use a local number (only if you face an issue on international number)
   d. If, after following all the above mentioned steps, you are still not getting the verification message, please drop us an email at info.ana@hec.gov.pk

2. If you don’t get a verification email on your provided email address, please do the following in the exact order.
   a. Please make sure you are connected to the internet.
   b. Please wait for 5-7 minutes.
   c. If, after following all the above mentioned steps, you are still not getting the verification message, please drop us an email at info.ana@hec.gov.pk
Login
Login your account with your credentials.

1. If you are getting Service Maintenance Page

   This happens when we are doing some deployment, normally we place a maintenance page; but if you are already logged in you may experience an error. Deployment takes around 1 hour and is done in non-working hours. If you are continuously getting the maintenance page message for an hour, please clear your browser cache or change your browser.

2. If you are getting error 500 or unauthorized access error message

   Please use the link eportal.hec.gov.pk. The extra part after .pk/... is creating the issue for you. If the issue persists, please clear your browser cache or change your browser.
Forgot Password

If you have lost your password click on “forgot password” and enter your CNIC or Email. Code will be sent you on email by using that code you will reset your password.

1. If you have forgotten the password and don’t have access to your primary email on which the verification code is being sent
2. Please send your request for retrieval of password at info.ana@hec.gov.pk along with front & back scanned copies of your CNIC and scan signature as on CNIC. Also, confirm the email address entered in HEC database.
Profile

In profile section, you can enter your personal details, contact details, education details and upload documents.

1. “Ask the System Administrator” error message

This is an idle session time out message. Which means that the session was left idle for 20 Minutes or more. Please refresh your browser and log in again.
Contact Details

In contact details, you can enter your permanent, mailing and current address.

<table>
<thead>
<tr>
<th>Personal Details</th>
<th>Contact</th>
<th>Education</th>
<th>Employment</th>
<th>Publication</th>
<th>Project</th>
<th>Certifications</th>
<th>Skills</th>
<th>Affiliations</th>
<th>References</th>
<th>Document Uploaded</th>
</tr>
</thead>
</table>

Please use this section to add/update your address information

**Permanent Address Details**

<table>
<thead>
<tr>
<th>Type</th>
<th>Permanent</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City*</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Mailing Address Details**

<table>
<thead>
<tr>
<th>Type</th>
<th>Mailing</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City*</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Current Address Details**

<table>
<thead>
<tr>
<th>Type</th>
<th>Contact</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please use this section to add/update your contact information

<table>
<thead>
<tr>
<th>Contact Type</th>
<th>Contact Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Email</td>
<td><a href="mailto:oliverhenderson@gmail.com">oliverhenderson@gmail.com</a></td>
</tr>
<tr>
<td>Primary Cell Phone</td>
<td>+443030404020</td>
</tr>
</tbody>
</table>

**Social Contacts**

<table>
<thead>
<tr>
<th>Contact Type</th>
<th>Contact Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please use this section to add/update your social contact information

**Contact**

<table>
<thead>
<tr>
<th>Contact Type</th>
<th>Contact Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Education

In education tab, you should enter the complete detail of your education. Click on add button to add education. Enter you details about your education and click on ADD/Update to list button in last. Add all your education one by one. And in the last click next button.

If you have problem to locate your university department, campus and program title contact on this email: pmu@hec.gov.pk
1. My degree program/campus/department is not visible on the academic tab of profile. What should I do?

Please use "Search and Add Missing Degree Program" option to search or add a missing degree program, department in your education tab. The option is available in education tab of your profile. Alternatively, the list of focal person is available on HEC website (http://hec.gov.pk/english/services/universities/pqr/Pages/HEIs-Focal-Persons.aspx).

2. Error in entering the qualification level

Your degrees should be added in chorological order.

Upload Documents

Upload your personal and educational document. Uploaded documents size less than 500 kb.

1. File size upload error
   a. The maximum file size which may be uploaded is 500Kb.

2. Upload error, Error Retrieving documents, Document creation error, contact server administrator error
   a. Please wait for 15 minutes before retrying. If the problem persists please clear your browser cache or change your browser. If the issue persists for more than 1 hour; please drop us an email at info.ana@hec.gov.pk
Degree Attestation

1. **Eligibility Criteria**
   Please refer to HEC website.

2. **The read only fields in the application form shows wrong data**

   All the read only fields in the application form are being fetched from your profile. To change these values, you must change these values in your profile. If there is any discrepancy between the values in your profile and the data in your application form, please email us at info.ana@hec.gov.pk
**Degree Attestation**

- **Accessing the Application Form**

Click on 'Accreditation and Attestation' to open the sub menu.

Click 'Degree Attestation)' to open another sub menu and then click 'Application Form' to access DAS Application Form.
- **Attest New Degree**
  - Select Attest a Degree and click **PROCEED**.

- **Select Degree tab**
  - On Select Degree tab, select the degree you want to get attested.
  - If your degree is previously attested, select Degree Attested Before as Yes and enter the stamp number of your degree.
- **Attestation Details tab**
  - Enter the number of pages of original documents that you will submit for attestation.
  - Enter the number of pages of photocopy documents that you will submit for attestation.
  - Number of pages for Original Degree Document should be only 1.
  - In case of foreign qualification, Number of page of original documents of Equivalence Certificate should be only 1.
Details Verification Tab

You are submitting your application with the details shown in the page below. Your application will be scrutinized based on your CNIC and scanned degree. Any discrepancy found will result in rejection of your application and your fee will be forfeited.

Application Details

- Application Reference Number: HEC/ASA/DAS/2019/11330
- CNIC: 4220199153405
- CNIC Expiry Date: 22 Jan 2021

Selected Degrees for Attestation

- Degree: Bachelor (14 Years) Degree
- University: NED Uni of Engineering & Technology, Karachi

Personal Details

- Full Name: Faizan Junjali
- Father Name: Mohammad Adnan
- Date of Birth: 22-Sep-1983
- Gender: Male
- Permanent Address: Address1, Karachi, Karachi Central, Pakistan
- Current Address: Address2, Karachi, Karachi Central, Pakistan

Please check if your NADRA details have been updated since you have created this account.
○ **Document Checklist Tab**
  ○ Upload a scanned copy of your Degree and Transcript documents for the Degree you have selected to get attested.
- **Undertaking Tab**
  - Select the regional center from where you want to the Degree Attested.
  - Upload any other optional documents you wish to upload.
  - Click UNDERTAKING checkbox and click SUBMIT.
Photocopy Attestation

In order to get your Original/Photocopy Transcript attested or Photocopy of Degree attested, for the already attested degree, select Attest a Degree and click PROCEED.

Select the degree that was already attested and click NEXT.
- Enter the number of pages for Original and Photocopy Documents.
- Pages of Original Documents for Degree should be 0.
- Click NEXT after the document details have been added.
- **Duplicate Attestation**
  - To get a duplicate of your degree attested, select Duplicate Attestation and click PROCEED.

- Select the degree that is already attested and click NEXT.
- Enter the number of pages for Original Document for Degree.
- Number of pages should not be greater than 1.
- **Update an Attested Degree**
  - If some details of your already attested degree have been updated, select Update an Attested Degree and click PROCEED.

- Select the degree that is already attested and click NEXT.
- The selected degree details are displayed above the document grid.
- Scroll to the right and click UPDATE DETAILS button.
- Update your details and click UPDATE to save the details.

- Enter number of pages for your Degree and Transcript documents.
- Number of pages for Original Degree document should be 1.
General FAQs:

1. **Modus Operandi for Raising a query**
   a. All of the queries sent to the support email address should be properly addressed with a subject in the email.
   b. Please share your CNIC and screenshot of the error in your email.
   c. Please use 1 email thread for correspondence
   d. We will get back to you in 72 hours time, if not then please send us a reminder over the same thread.
   e. Please don’t reply to computer generated emails.

2. **If you are getting Service Maintenance Page**
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4. **Date Errors in entering the qualification level**

Your degrees should be added in chronological order.

4. **File size upload error**

The maximum file size which may be uploaded is 500Kb.

5. **Upload error, Error Retrieving documents, Document creation error, contact server administrator error**

Please wait for 15 minutes before retrying. If the problem persists please clear your browser cache or change your browser. If the issue persists for more than 1 hour; please drop us an email at info.ana@hec.gov.pk

6. **I am unable to download the application form print. What should I do?**

Please ensure that the pop-up blocker of your browser is disabled.

7. **I am getting an error “The maximum age criteria does not meet” What should I do?**

Please read the eligibility criteria on the HEC website.

8. **The read only fields in the application form shows wrong data**

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9. **How do I submit my application?**

Submit button is on the last tab of the application form. Please make sure that you hit this button otherwise your application will not be considered.

10. **How to check the status of application?**

The status of application can be seen on the dashboard screen.