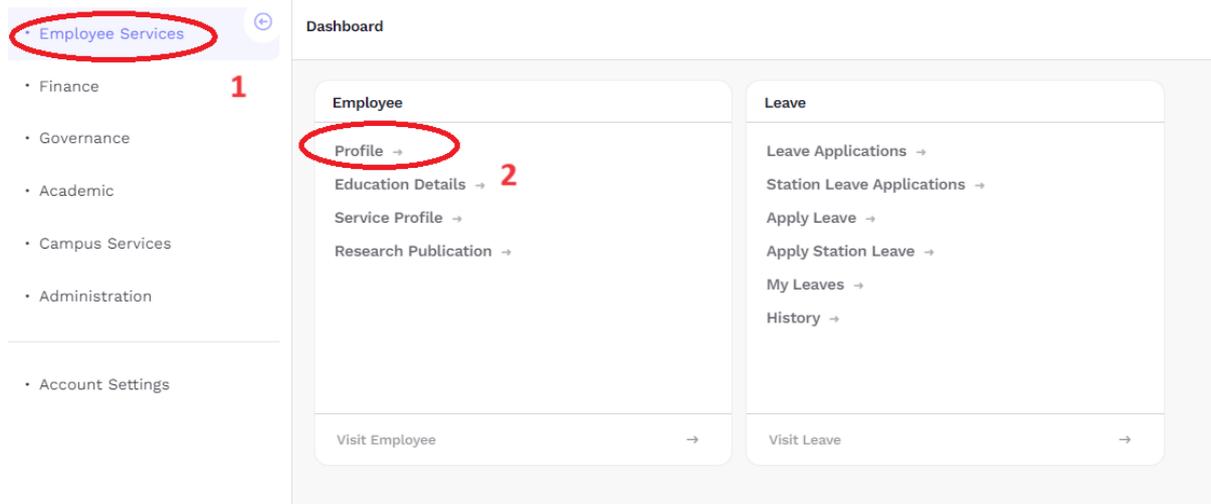


USER GUIDE: EMPLOYEE PROFILE UPDATE (SAMARTH PORTAL)

1. Login to Samarth Portal by visiting <https://mzu.samarth.ac.in> giving your username and password.

Additionally, you can access the portal from the link listed on the MZU website under the quick access.

2. After Logging in, go to employee services and profile as shown below:

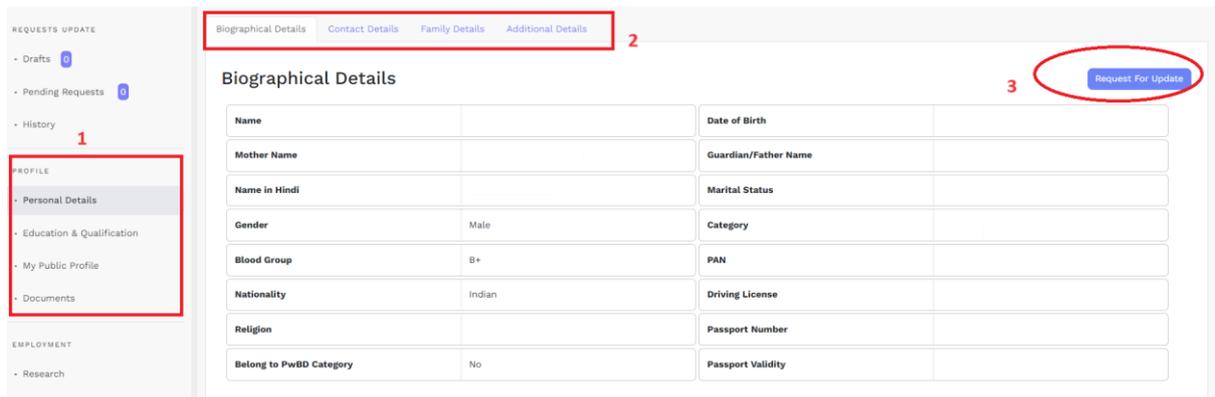


3. If you want to make any changes, click on request for update.

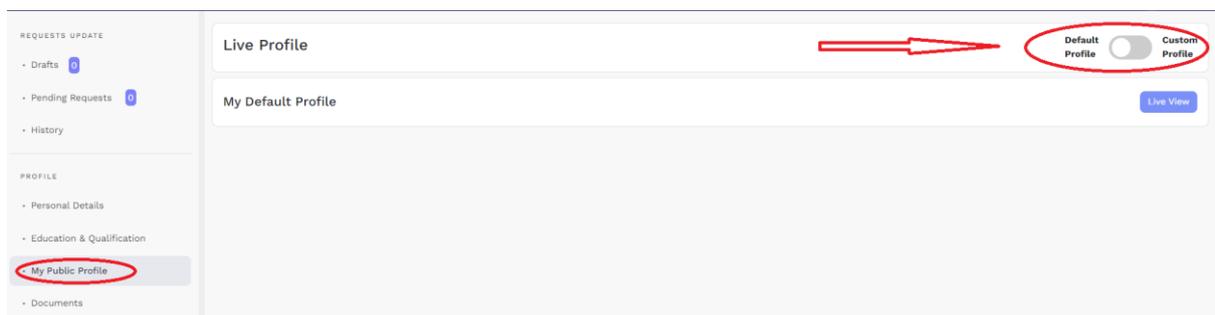
The screenshot shows the 'Additional Details' form. At the top, there is a blue header with the text 'Additional Details'. Below the header, there is a table with four rows. The first row has a red arrow pointing to a blue button labeled 'Request For Update', which is also circled in red. The table has the following structure:

	Date of Birth	
	Guardian/Father Name	
। सूरज सिंह	Marital Status	
	Category	

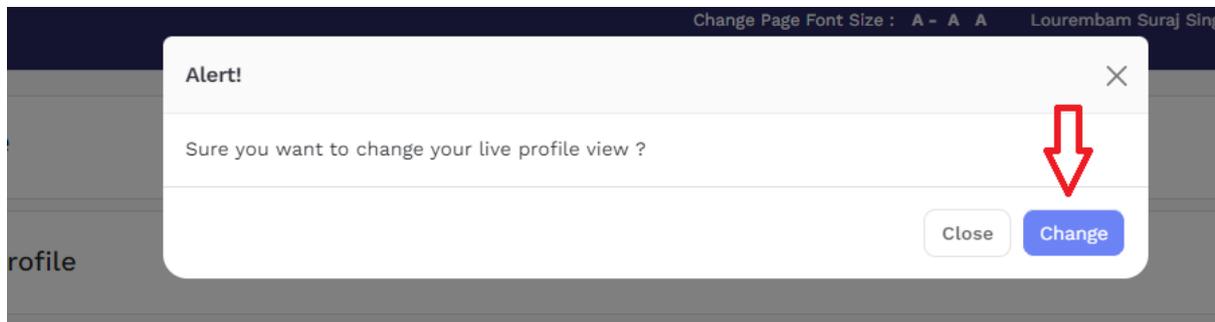
4. You can update any details related to you by selecting the left hand menu and corresponding tab as shown below:



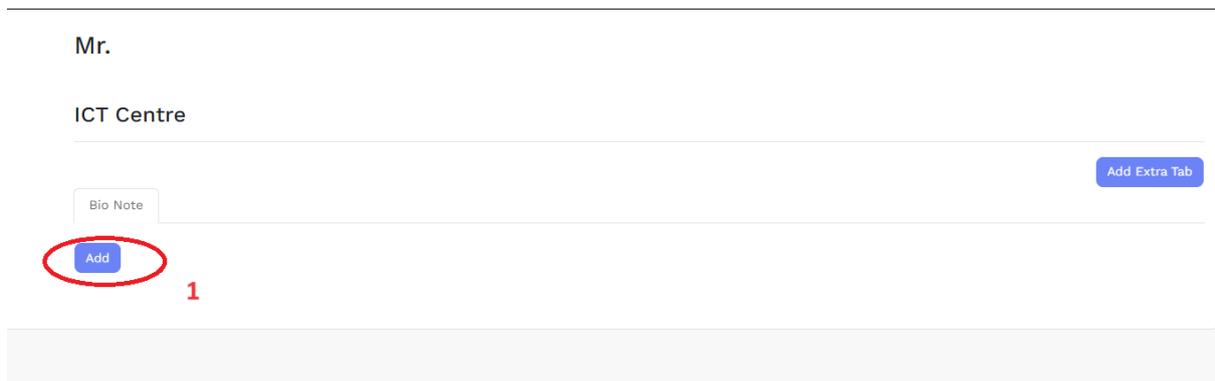
5. You can enable your own public profile by clicking on public profile and by clicking on custom profile so that you can control what you share in public.



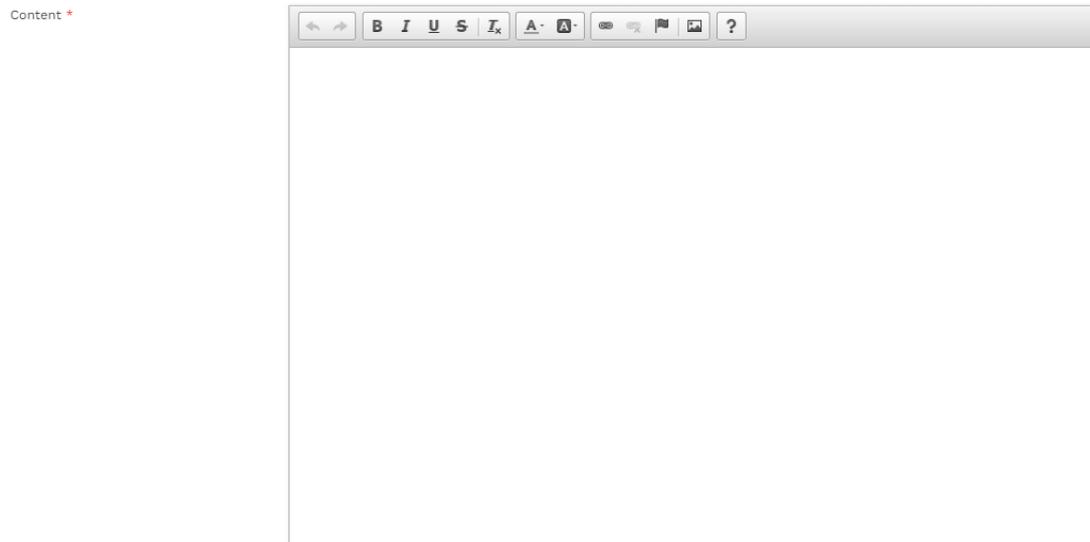
6. Once you enable custom profile, it will ask for your confirmation. Click on “Change” to enable it.



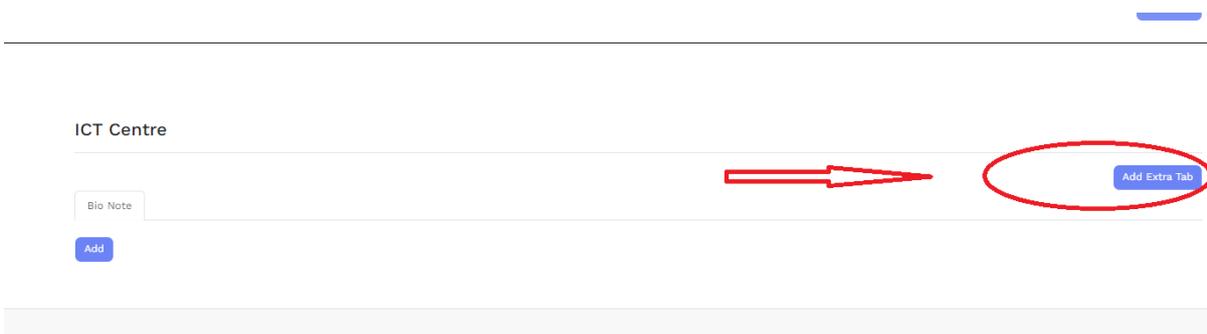
7. Click on “Add” under your bio note and you can write your details here.



8. It will open up a window where you can type or copy paste from any word file.
Don't forget to set action to "Published" and "Save"



9. If you want to add extra tab, you can do so by clicking on "Add Extra Tab"



10. In order to view your profile and share it, click on LIVE view.



11. Now you can check yourself how your profile has been shared over the internet. Click on share link and it will copy the link of your LIVE page automatically. Paste the link to any word file or notepad for sharing to friends and over the internet.

