



Prijith Jacob Thomas <fmnclibrary@gmail.com>

Approval of request of Fatima Mata National College Kollam for Institutional registration in NDL India

1 message

NDL-Support <ndl-support@iitkgp.ac.in>
To: fmnclibrary@gmail.com

Fri, Nov 3, 2017 at 3:51 PM

Dear Prijith Jacob Thomas,

Your request for Institutional registration facility in NDL India is approved. Please register all the users (students, research scholars, faculty members and staff) of Fatima Mata National College Kollam, who are not yet registered in NDL India, by clicking the **"Add User"** button of the NDL India portal available to you after you login to NDL India (<https://ndl.iitkgp.ac.in>).

There are two options: Single User Registration and Bulk User Registration. Single User Registration is self-explanatory. For Bulk User Registration please prepare CSV file, strictly as per the following format, and then upload the file:

- e-mail id (of user)*
- First Name (of user)*
- Last Name (of user)

Note that the e-mail id and First Name are mandatory for each person but Last Name is optional. Also there should not be more than 1000 (One Thousand only) users in a CSV file. The registration process gets completed once the registration mails are sent to all the users listed in the file. It may take some time to complete this mail sending process and you may observe the status in the tab "Status".

In case you need to register more than 1000 users, please do this by making multiple files, each file not containing more than 1000 users, and uploading each file separately, and one by one. The next file should be uploaded only when the registration process for the previous file is completed, which may be confirmed from the "Status" tab.

Since new students, faculty, staff join every 6 months, please collect details of new users enrolled in Fatima Mata National College Kollam every 6 month period and get them registered in NDL India.

If you face any problem or need any clarification, please get in touch with us at ndl-support@iitkgp.ac.in.

We solicit your cooperation in getting all users of Fatima Mata National College Kollam registered in NDL India regularly.

Let's all enjoy NDL India!

Best Regards,

The NDL India team