



UDAYAM – COGENT

For

Higher and Technical Education – Government of Gujarat

User Manual

for

SCOPE

[Online Registration/Payment Method]



Society for Creation of Opportunity through
Proficiency in English

A Government of Gujarat Initiative



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1. "Registration & Verification"

SCOPE

Registration & Verification

Step 1.1 : Visit <https://scope.gujgov.edu.in/>

Step 1.2 : if you are already registered then Login with your Credentials.

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Education Department, Government of Gujarat.

<< Home

Username
Password

☐ Remember Me

Login

[Forgot Password?](#) [New User? Sign Up](#)

Click here for New Registration

Privacy - Terms

Step 1.3 : If you are new user, then click on "New User? Sign Up"

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Education Department, Government of Gujarat.

<< Home

Email
mituljani223@gmail.com

Your Mobile No.

Password

Confirm Password

Register

Already have an account? Login

Enter Email

Enter Mobile No.

Enter Password

Re-Enter Password

Click on REGISTER

If you are already register, then click here

Privacy - Terms

Step 1.4 : Enter Mobile Number, Email and Password for Verification.

Step 1.5 : Click on "REGISTER" button.



Note:

- Please Register with a valid Mobile Number and Email.
- OTP will be sent to these Details.

The screenshot shows the SCOPE UDAYAM-COGENT registration page. It includes the logo, the text "SCOPE UDAYAM-COGENT", and the full name "Society for Creation of Opportunities through Proficiency in English. Education Department, Government of Gujarat." Below this is a "<< Home" link. The main form area has two sections for OTP verification. The first section is for email verification, with a label "We have sent OTP to your mail id" and an input field "Enter Mail OTP". The second section is for mobile verification, with a label "We have sent OTP to your mobile no" and an input field "Enter Mobile OTP". Below these is a blue "Verify" button, a "resend OTP" link, and a "Already have an account? Login" link. Red arrows point from text boxes to these elements: "Enter OTP that you received on your Registered Email" points to the email OTP field; "Enter OTP that you received on" points to the mobile OTP field; "Click here for Verify Email & Mobile No." points to the "Verify" button; and "If you are not received OTP yet, then click here" points to the "resend OTP" link. A "Privacy - Terms" link is at the bottom right.

Step 1.6 : Enter Both OTP.

Step 1.7 : Click on **“VERIFY”** button.

The screenshot shows the SCOPE UDAYAM-COGENT login page. It includes the logo, the text "SCOPE UDAYAM-COGENT", and the full name "Society for Creation of Opportunities through Proficiency in English. Education Department, Government of Gujarat." Below this is a "<< Home" link. The main form area has two input fields for "Mobile No or Email" and "Password". Below the password field is a "Remember Me" checkbox. A blue "Login" button is below the checkbox. Below the "Login" button are links for "Forgot Password?" and "New User? Sign Up". Red arrows point from text boxes to these elements: "Enter Mobile No or Email" points to the first input field; "Enter Password" points to the second input field; and "Click on LOGIN" points to the "Login" button. A "Privacy - Terms" link is at the bottom right.

Step 1.8 : Login with your Registered Email or Mobile Number and Password.

Step 1.9 : Click on “**LOGIN**” button.





2. "Detailed Registration"


SCOPE


2.1 Personal Details


Step 2.1.1 : Enter Profession Detail, Personal Detail, and Contact Details.


**SCOPE**
UDAYAM - COGENT

Hello, Candidate 

Registration

Upload Documents


Finish

 Profession Detail

Profession *

Registration Purpose *

Name of organization *

 Personal Detail

First Name *


Middle Name *

Last Name *

Birthdate *

Gender *

Caste *

 Contact Detail

Address *

City *

State

District *

Taluka *

Pincode *

☐ I hereby, Declare that all the details filled in this form are true and correct to the best of my knowledge. I give consent to use my contact details for academically relevant purposes.

Submit

Click on SUBMIT

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Education Department – Government of Gujarat

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2.2 Upload Documents

Step 2.2.1 : Upload your **passport size photo** and **signature** in second step.

SCOPE UDAYAM - COGENT Hello, Candidate

Registration Upload Documents Finish

Upload Documents

Instructions for uploading documents

1. It is mandatory to upload Passport size photo and signature.
2. Passport size photo and signature must be less than 50KB in size and in jpg format.
3. After selecting one file click on upload button. At a time you can upload a single file only.
4. After uploading any document if you want to change/re-upload any document the first delete already uploaded document and then re-upload it.

Upload Passport Size Photograph (jpg/jpeg only)

Choose a file... Upload

Upload Signature (jpg/jpeg only)

Choose a file... Upload

Next

Click on Upload

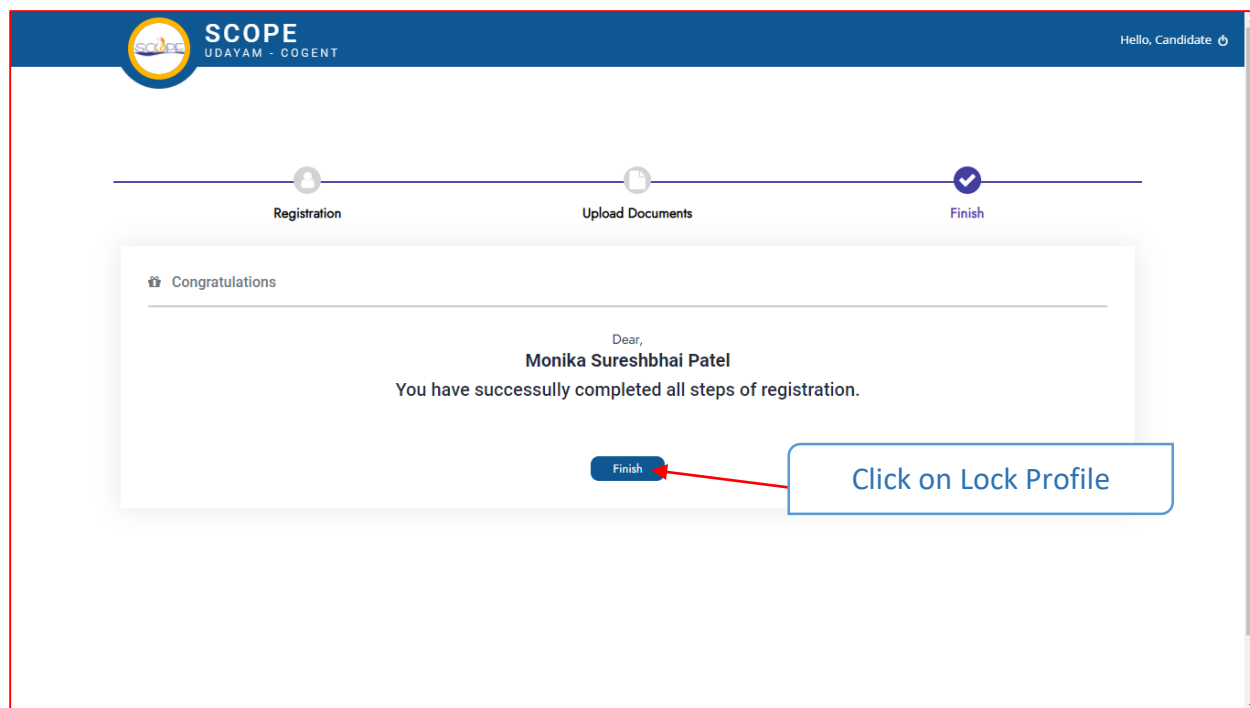
Choose file

Click on NEXT

Step 2.2.2 : Click on **“NEXT”** button.

2.3 Finish

Step 2.3.1 : Click on “**Lock Profile**” button.



1. Online Payment

Step 2.1 : Visit <https://scope.gujgov.edu.in/>

Step 2.2 : Login with your credentials.

Step 2.3 : After successfully login, go to “Exam List”.

COGENT

Hello, MITUL JANI

Search

SCOPE

Exam List

Activity Type *

Select

Search

Exam / Event / Training List

Show 10 entries

Search:

| Activity Type | Activity Mode | Activity Name | Activity Fees | Activity Code | Capacity | Registration End Date | Apply |
|---------------|---------------|-------------------------------|---------------|---------------|----------|-----------------------|-------|
| Event | Online | Rapid English Speaking Course | Rs. 500 | 20003 | 500 | 03-12-2021 | Apply |
| Exam | On Center | CEPT | Rs. 450 | 20001 | 8000 | 20-10-2021 | Apply |

Showing 1 to 2 of 2 entries

Previous 1 Next

Click here to Apply for Exam

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Step 2.4 : Click on “Apply”.

Step 2.5 : Select “Fees Mode”(Online).

The screenshot shows the 'Exam Apply' form in the COGENT system. The 'Select Fees mode' dropdown menu is open, and 'Online' is selected. A red box highlights the dropdown, and a red arrow points to the 'Online' option. A blue callout box with the text 'Select Exam Mode' points to the dropdown. The form includes fields for 'Activity Type' (Event), 'Activity Mode' (Online), 'Exam / Event / Training Name' (Rapid English Speaking Course), and 'Exam / Event / Training Fees' (500). A table on the right shows 'Exam Fees: Rs. 500', 'Training Fees: Rs. 00.00', and 'Total Amount: Rs. 500'.

Step 2.6 : Click on “I agree”.

Step 2.7 : Click on “Apply for Exam”.

The screenshot shows the 'Exam Apply' form with a modal dialog box titled 'Apply and Proceed'. The dialog box contains the text: 'Are you sure all the details you have entered are correct? After Applied you will not able to update any detail.' There are two buttons: 'NO' and 'Proceed to Pay'. A red arrow points to the 'Proceed to Pay' button, and a blue callout box with the text 'Click here to confirm' points to it. The background form shows 'Exam / Event / Training Name' (CEPT 2), 'Exam / Event / Training Fees' (500), and three 'Select Exam Center Preference' dropdowns. A table on the right shows 'Exam Fees: Rs. 500', 'Training Fees: Rs. 00.00', and 'Total Amount: Rs. 500'.

Step 2.8 : Click on “Proceed to Pay” for Confirmation.



Step 2.9 : Select “Payment Type”.

The screenshot shows the HDFC BANK SmartHub payment interface. At the top, a red banner indicates "Time left to complete transaction 14:57 mins". On the left, the "Billing Information" section displays:

- Amount: INR 500.00
- Order No: 332
- Merchant: Society for Creation of Opportunity through Profic
- Website: <https://cogentpg.gujgov.edu.in/>

On the right, the "PAY WITH" dropdown menu is open, showing the "INR 500.00 Payable Amount". A red arrow points to the dropdown menu, and a blue box with the text "Select Payment Type" is overlaid on the screen.

The screenshot shows the HDFC BANK SmartHub payment interface with the "PAY WITH" dropdown menu expanded. The menu lists the following options:

- HDFC BANK CREDIT CARD
- HDFC BANK DEBIT CARD
- OTHER BANK CREDIT CARD
- OTHER BANK DEBIT CARD
- NET BANKING

A red arrow points to the "NET BANKING" option, and a blue box with the text "Select Payment Type from here" is overlaid on the screen. The "Billing Information" section on the left remains the same, and the red banner at the top now shows "Time left to complete transaction 14:53 mins".

Step 2.10 : Enter your bank card Details (Credentials for payment).

HDFC BANK SmartHub

Time left to complete transaction 14:26 mins

Billing Information

Amount
INR 500.00

Order No
332

Merchant
Society for Creation of Opportunity through Profic

Website
<https://cogentpg.gujgov.edu.in/>

OTHER BANK DEBIT CARD

RuPay

Card Number

Your Name

MM/YY CVV

Enter your credentials

INR 500.00
Payable Amount

CONFIRM PAYMENT

Confirm Payment

Privacy - Terms

Step 2.11 : Click on “Confirm Payment”