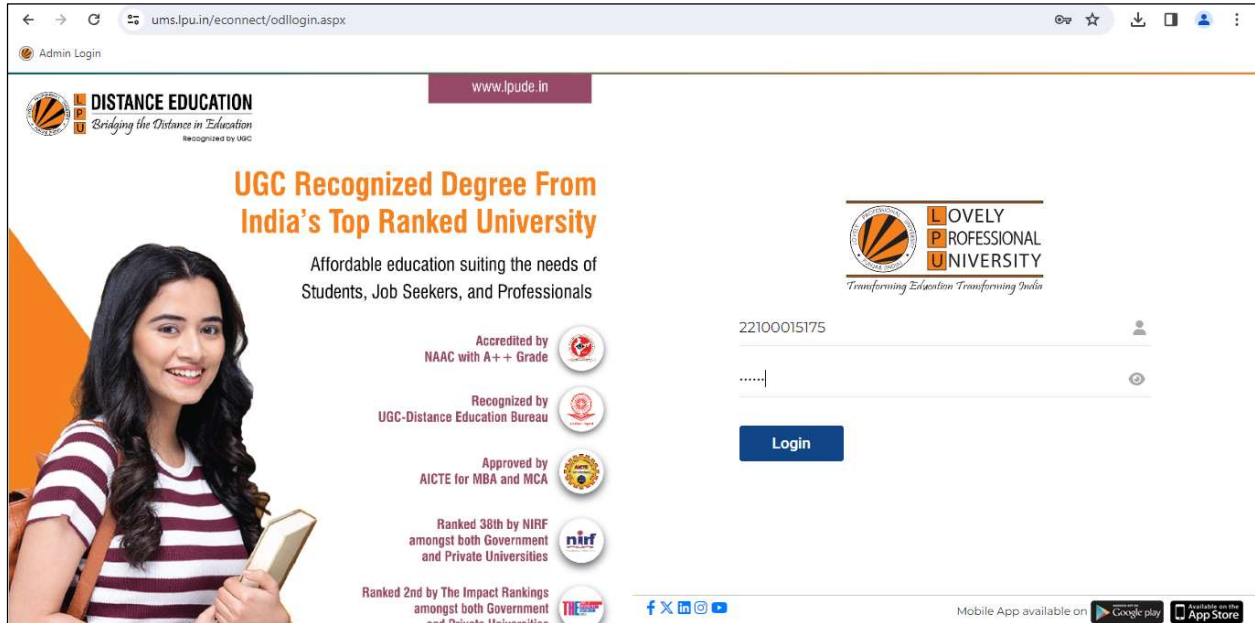
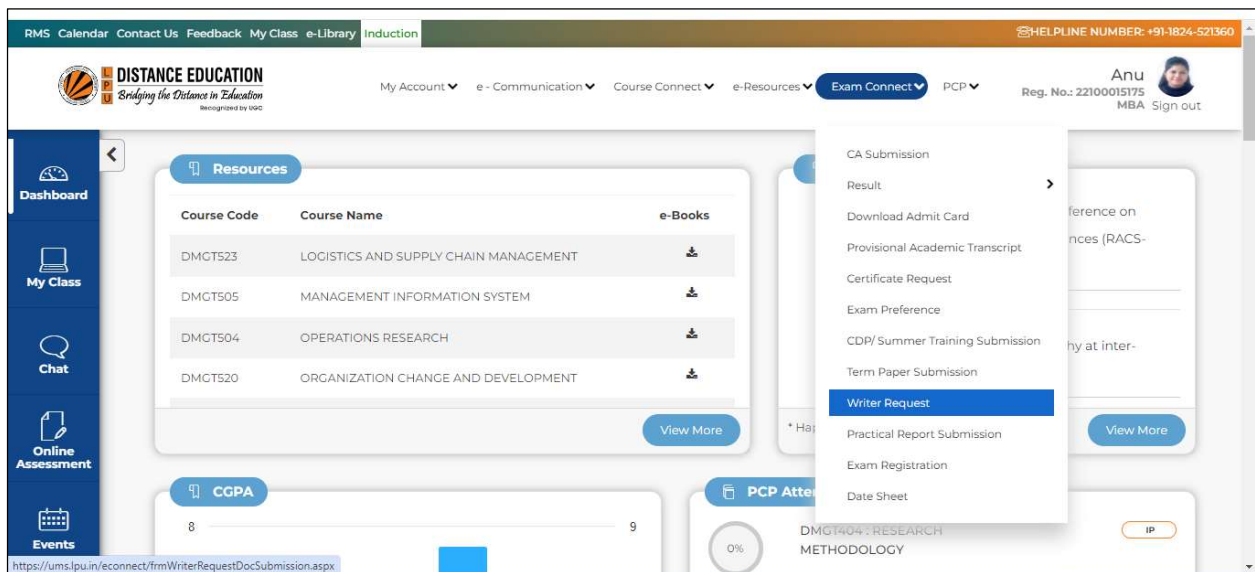


Manual to submit Writer Request for Examination through LPU e-Connect

Step 1: Login to your LMS account through ums.lpu.in/econnect using “Username” and “Password”



Step 2: Go to “Writer Request” option under “Exam Connect” menu



Step 3: Mention the “Reason” for Writer Request and upload the relevant proof(s) in only .zip or.rar format. File can be uploaded by browsing or by dragging.

The screenshot shows the 'Writer Request' form on the LPU e-connect portal. The form includes a table with student details, a text area for the reason, a file upload area, and important instructions.

Student Name	Registration No	Programme	Current Term	Physically Handicapped (PH)	Type of Disability	% age of Disability
Anu	22100015175	3521 - Master of Business Administration	4	No		

Upload file in .zip or .rar format

Please State the reason of special request for examination: *

Reason for Writer Request...

Drop your file here or Click to browse

Important Instructions:

- Ensure the soft copy of the original medical proof/certificate of disability and valid ID proof is uploaded.
- Create a zip folder containing all documents and the size of the zip folder should not exceed 1MB.
- Upload clear and readable valid documents to facilitate the verification process.
- The approval or disapproval messages will be communicated through the "My Message" section of LPU e-connect.
- The university reserves the right to accept or decline requests based on the verification of submitted documents. The decision of the university is final and binding on all individuals.

Step 4: Ensure the correct file uploading before clicking on “OK” in alert message.

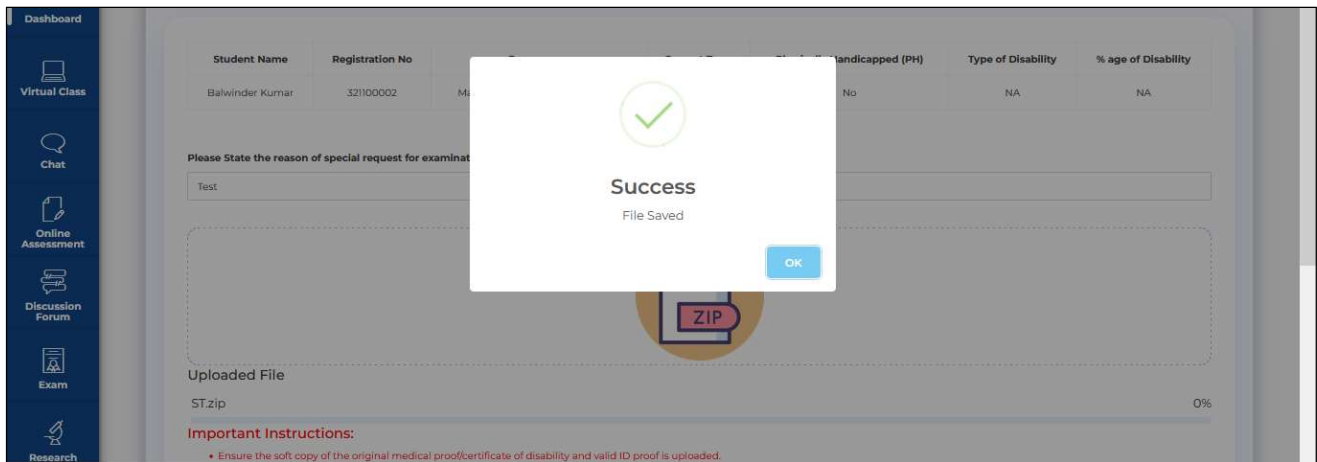
The screenshot shows the 'Writer Request' form on the LPU e-connect portal with a confirmation dialog box overlaid. The dialog box asks 'Are you sure? You want to submit request?' with an 'OK' button.

Are you sure?

You want to submit request?

OK

After uploading of the file, message will be reflected as “Success”.



Request processing status can be accessed through the same interface against column name “**Current Status**”

