

# User guide to register at DUHS-recognized PhD Supervisor E-Portal

## STEP – 1

### (Signup / Registration)

The screenshot shows the login page for the DUHS-recognized PhD Supervisor ePortal. On the left side, there is a logo for the University of Health Sciences (DUHS) and a heading "DUHS-recognized PhD Supervisor ePortal". Below this, there is a paragraph of text regarding the discontinuation of the HEC-recognized PhD supervisor policy and the establishment of a new Faculty Evaluation Committee. At the bottom left, there is a copyright notice "© 2024 DUHS" and links for "Legal" and "Privacy".

On the right side, there is a "Sign In" section with the following fields and options:

- Sign In** (heading)
- Enter your credential to get access
- \* CNIC No.** (required field): Enter CNIC No. (Please Enter 15 Digit CNIC No. with Dashes)
- \* Password** (required field): Enter Password (Forgot Password? link)
- RLoU** (required field): Enter String (Please type the string as appeared in the image)
- Don't have an account? [Signup](#) (link, circled in red)
- Sign In** (button)

Click on Signup to “REGISTER” your account.

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## STEP – 2 (Signup / Registration)

DUHS-recognized PhD Supervisor ePortal

Recent notification from HEC regarding discontinuation of HEC-recognized PhD supervisor policy dated December 22, 2023, is self-explanatory. With the transfer of this authority to higher education institutions, Dow University of Health Sciences has adopted a [Policy for Recognizing Approved Supervisors and Clinical Co-Supervisors for PhD Students](#) and has established a PhD Faculty Evaluation Committee which is Chaired by the Vice Chancellor. To facilitate this process, we have established a Faculty e-Portal. All new faculty seeking approval to serve as PhD supervisors or clinical co-supervisors and those who are currently HEC-recognized PhD supervisors are required to register using this e-portal. If you have any questions and/or need facilitation, please contact us by sending an email: [PFEC@duhs.edu.pk](mailto:PFEC@duhs.edu.pk)

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Sign Up  
Create your account to get access

\* Full Name  
Enter Full Name

\* Email  
Enter Email Address

\* CNIC No.  
Enter CNIC No.  
Please Enter 15 Digit CNIC No. with Dashes

\* Password  
Enter Password

\* Retype Password  
Retype Password  
Please Retype Password

3gs7m  
Enter String  
Please type the string as appeared in the image

Register

Don't have an account? [Signin](#)

After the signup page will open.  
To register your account, you need to  
enter your **Initial Information**.

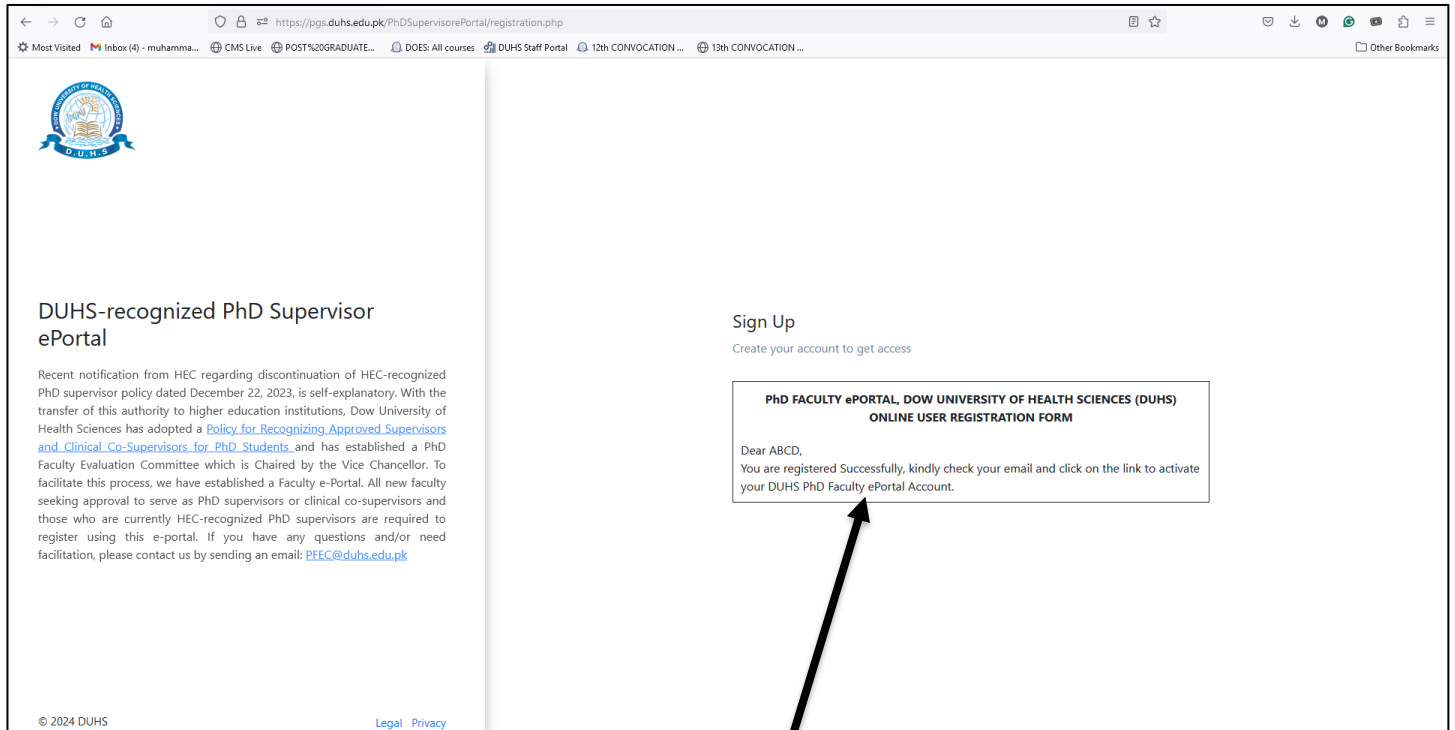
1. FULL NAME
2. EMAIL
3. CNIC No.
4. PASSWORD
5. STRING

After entering the initial information click on to “REGISTER”

# User guide to register at DUHS-recognized PhD Supervisor E-Portal

## **STEP – 3**

### **(Signup / Registration)**



The screenshot displays the registration page for the DUHS-recognized PhD Supervisor ePortal. On the left, there is a header with the DUHS logo and a section titled "DUHS-recognized PhD Supervisor ePortal" containing a recent notification from HEC. The main content area is titled "Sign Up" and includes the instruction "Create your account to get access". A success message is displayed in a box: "PhD FACULTY ePORTAL, DOW UNIVERSITY OF HEALTH SCIENCES (DUHS) ONLINE USER REGISTRATION FORM. Dear ABCD, You are registered Successfully, kindly check your email and click on the link to activate your DUHS PhD Faculty ePortal Account." A black arrow points from this message to a larger text box below the screenshot.

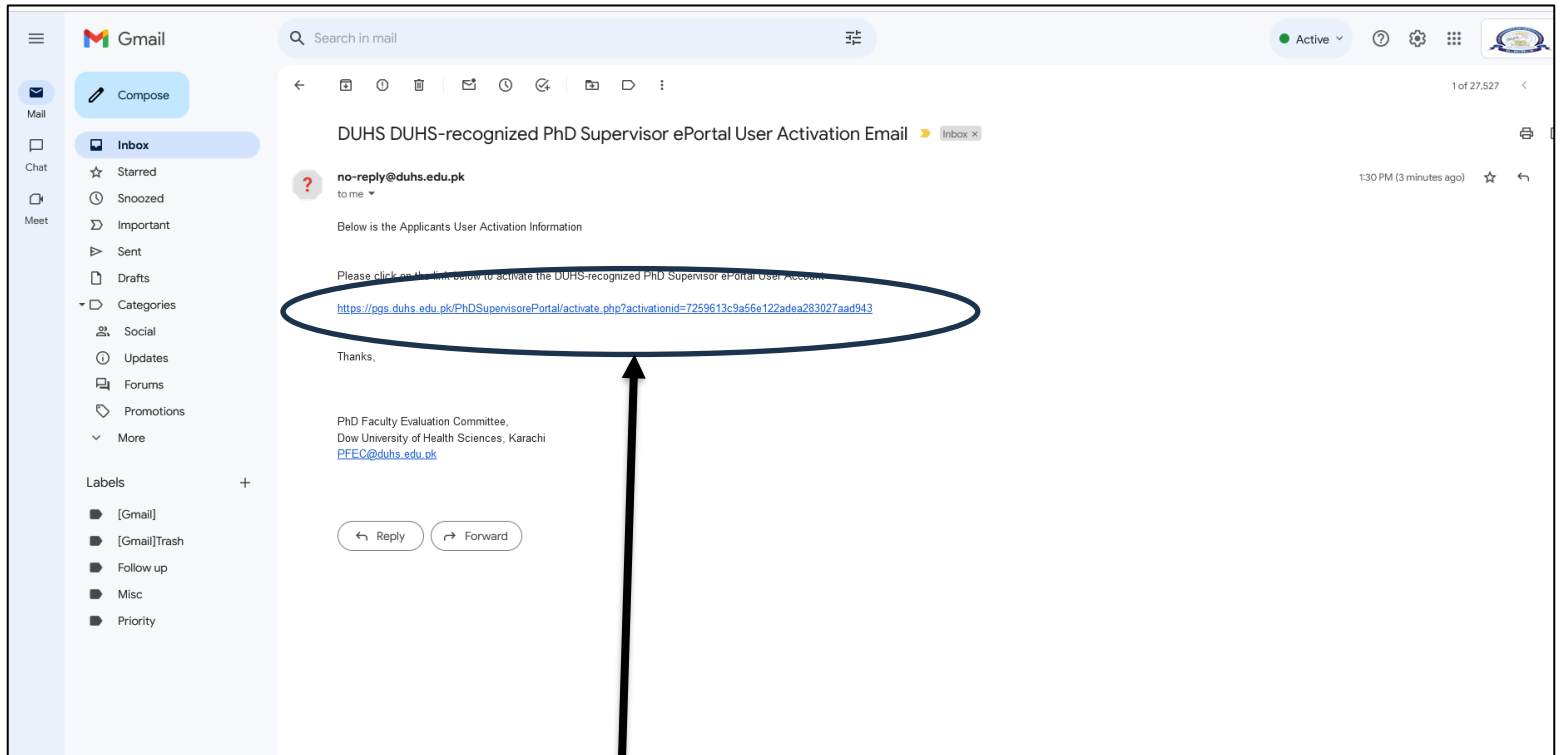
The successful registration of account will appear on your screen.

You will need to check your email and click on the “**LINK**” to “**ACTIVATE DUHS PhD Faculty ePortal Account.**”

# User guide to register at DUHS-recognized PhD Supervisor E-Portal

## STEP – 4

### (Signup / Registration)

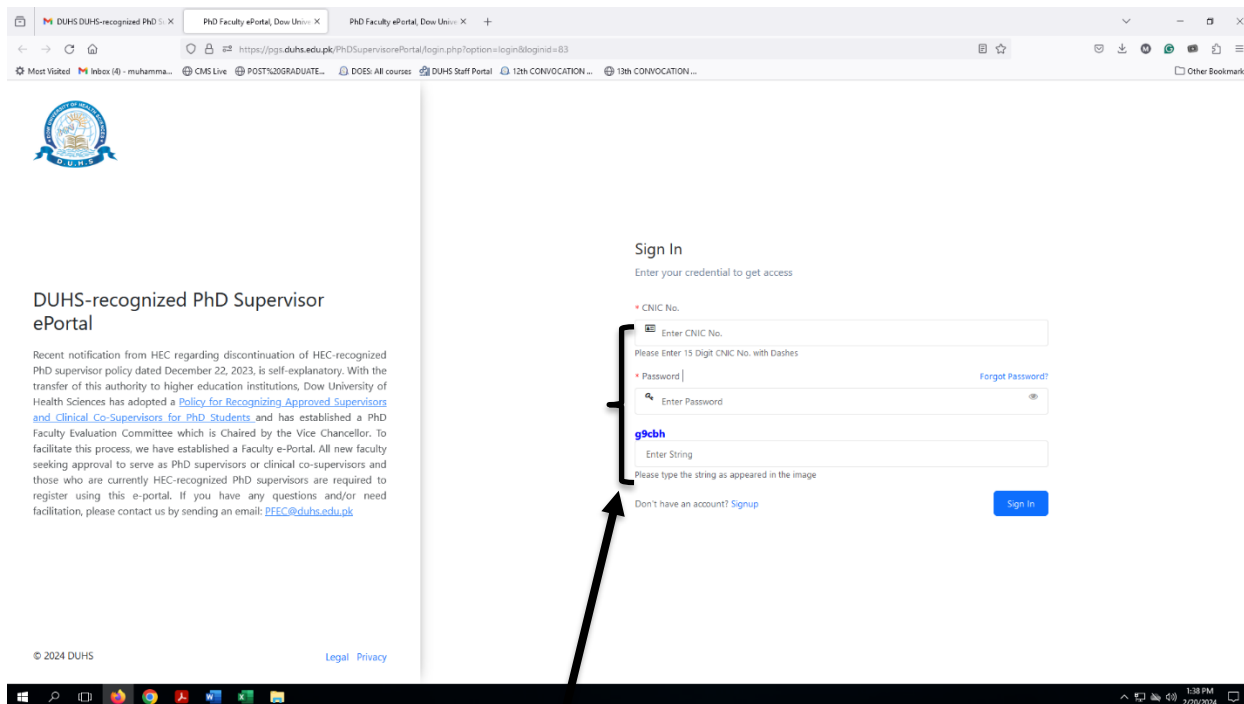


Please click the link to activate your **DUHS-recognized PhD Supervisor ePortal account.**

# User guide to register at DUHS-recognized PhD Supervisor E-Portal

## STEP – 5

### (SignIn / Login)

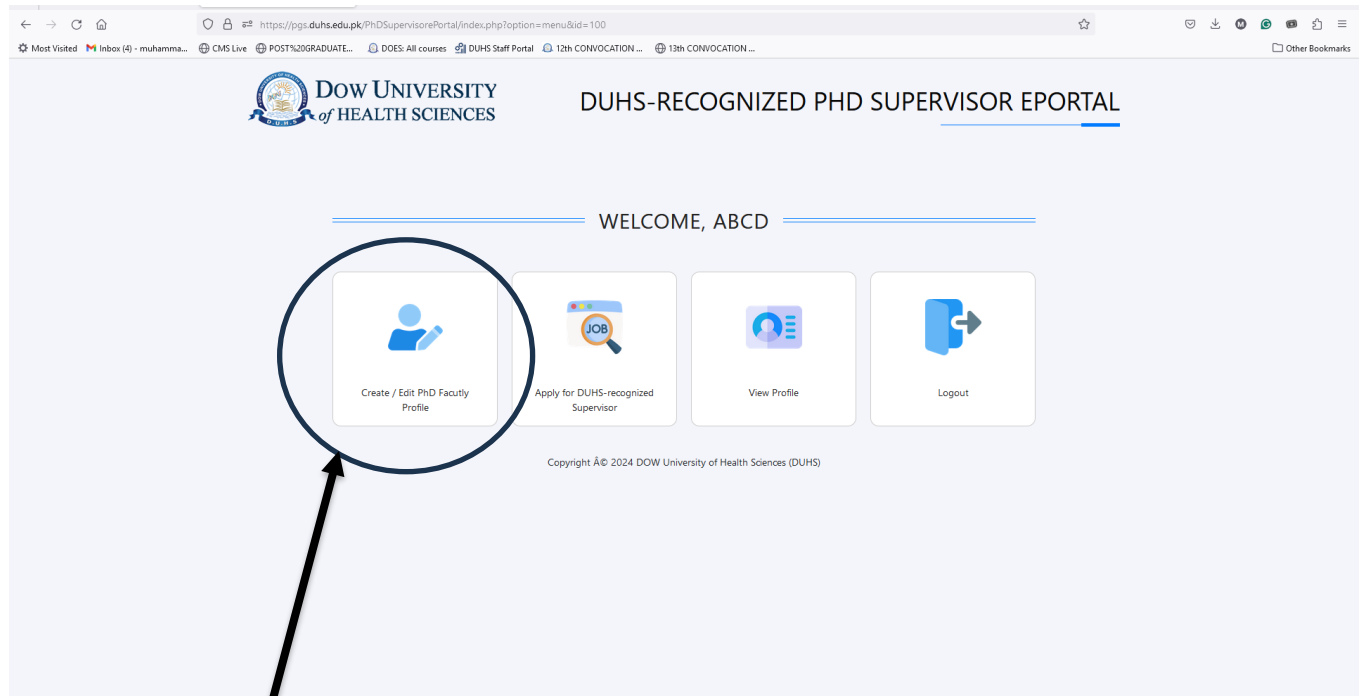


Sign In with your registered CNIC No., and password.

The default string will also be required to enter.

# User guide to register at DUHS-recognized PhD Supervisor E-Portal

## **STEP – 6**



**The welcome screen will appear after successfully sign in.**

Please click on To Create / Edit PhD Faculty Profile.

# User guide to register at DUHS-recognized PhD Supervisor E-Portal

## STEP – 7

**DUHS-RECOGNIZED PHD SUPERVISOR EPORTAL**

Back To Dashboard

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**PERSONAL INFORMATION**

NAME \*  
Name As per your CNIC without salutations  
FATHER'S / HUSBAND'S NAME

SALUTATION \*  
Select

GENDER \*  
 MALE  FEMALE

MARITAL STATUS  
 SINGLE  MARRIED

CNIC NUMBER \* FORMAT: XXXXX-XXXXXX-X  
00000-0000000-0  
PHD DEGREE ATTESTATION NUMBER OR PHD DEGREE EQUIVALENCE LETTER BY HEC \*  
PHD DEGREE ATTESTATION NUMBER OR PHD DEGREE EQUIVALENCE LETTER BY HEC

DEGREE ACCREDITATION COUNCIL  
Choose...  
DEGREE ACCREDITATION COUNCIL NUMBER  
DEGREE ACCREDITATION COUNCIL NUMBER

**BIOGRAPHICAL'S INFORMATION**

DATE OF BIRTH \*  
mm / dd / yyyy  
COUNTRY OF BIRTH \*  
SELECT COUNTRY OF BIRTH

DOMICILE PROVINCE \*  
SELECT DOMICILE PROVINCE  
DOMICILE REGION \*  
SELECT DOMICILE REGION

Please enter your credentials from Step 1 to Step 10

Complete the Faculty Profile and then apply for DUHS Recognized PhD Supervisor

# User guide to register at DUHS-recognized PhD Supervisor E-Portal

## Forgot Password

**DUHS-recognized PhD Supervisor ePortal**

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\* Password [Forgot Password?](#)  
Enter Password

**RLoU**  
Enter String  
Please type the string as appeared in the image

Don't have an account? [Signup](#) [Sign In](#)

Click on **Forgot Password** to recover your password by entering your CNIC Number



# User guide to register at DUHS-recognized PhD Supervisor E-Portal

## Change Password



After login Click on **Change Password** to change your password