



GOVERNMENT OF MAHARASHTRA
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Facilitation Center Activation Process

For creating / activating FC login -

- Login to your Institute using your institute code and default password.
- On the left side menu click on 'Create Your FC' link.
- Fill the required details and set the password for your FC login and submit.
- Go to the FC / SUBFC Login link on the left side menu on the admission portal home.
- Use your FC code and the password you set at the time of FC creation in the above step to login to your FC.
- Click on 'Edit FC details' link and fill in all the details.
- Now Your FC is activated.

For creating SUBFC -

- In your FC login on the left side menu click on 'Create SUB-FC' link.
- Fill in all the details asked and submit.
- Now your SUBFC is created and you can start using it.

Note :- Follow all the on screen instructions.