काशी हिन्दू विश्वविद्यालय BANARAS HINDU UNIVERSITY

Internet User Registration Portal

User Manual

For students and staff of Banaras Hindu University

Portal address

https://urp.bhu.edu.in

Works on computers, tablets and mobile phones

Version 1.0 | November 2026

Computer Centre, Banaras Hindu University

Help: urp.cc@bhu.ac.in

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Please note: accounts created before this version

This manual describes the portal as it works for accounts registered or updated on this new version. If your account was created earlier, on the previous portal, **it keeps working and your internet access is not affected**, but some newer features may not be available to you yet, or may show limited information. See section 12 for details.

Quick reference

Portal: https://urp.bhu.edu.in
Login ID: enrollment number (students) / Employee ID (staff)
Password: 8 to 64 characters, not common, no personal details, no " or %, not ending with \
Wrong password 5 times: locked for 15 minutes
Forgot password: Login page > Forgot password? > code by email (10 minutes)
Account valid: 30 days after course completion / retirement. Extension: Dashboard > Request extension
Help: urp.cc@bhu.ac.in (include your Login ID)

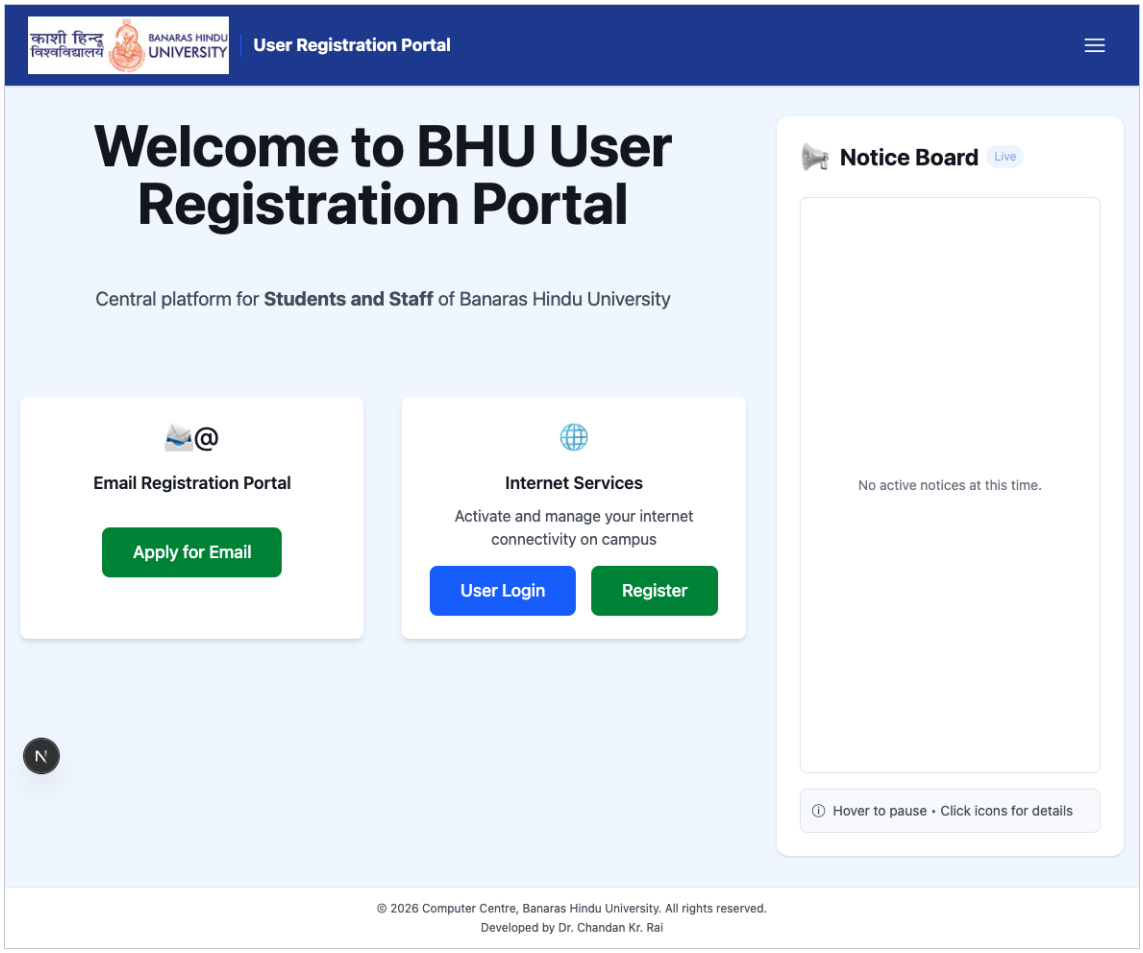
1. What this portal is for

The BHU User Registration Portal is where students and staff of Banaras Hindu University apply for internet access (Wi-Fi and LAN) on the campus network and then look after that account. You can:

- **Register** for an internet account and download your registration form (PDF).
- **Follow the progress** of your account: registered, activated, ready to use.
- **See how long your account is valid**, and ask for an **extension**.
- **Change your password**, or **reset it by email** if you forget it.
- **Update your email address and mobile number.**
- Read university **notices** and the **FAQ**, and open the separate **email account** application.

The five steps from application to internet access

1 Register on the portal	**2** Print, check and sign the form; get it attested	**3** Submit it at the Computer Centre	**4** Computer Centre verifies and activates (about two working days)	**5** Connect with your Login ID and password



The home page: the email application, Internet Services (User Login and Register) and the Notice Board.

The menu button (top right) opens: **Home, LogIn, Registration, FAQ** and **Contact Us**. After you log in, your name at the top right opens a menu with your dashboard, profile, password change and Logout.

2. Before you register

Keep these ready; it takes about ten minutes.

- **Your Login ID:** enrollment number (students) or Employee ID (staff). This also becomes your Wi-Fi / LAN user name.
- **An email address you can read.** Reset codes and notices are sent there. Use a personal address that will still work after you leave your department.
- **A mobile number** (10 digits).
- **Course and department details**, and your **course completion date** (students) or **ID expiry / retirement date** (staff).
- A **printer**, or a place to print the form, and **one self-attested photograph** to paste on it.

> **Each person can register only once**
> The enrollment number or Employee ID, the email address and the mobile number must each be unique. While you type, the form tells you at once if one is **already taken**. If it is really yours, write to urp.cc@bhu.ac.in.

3. Registering

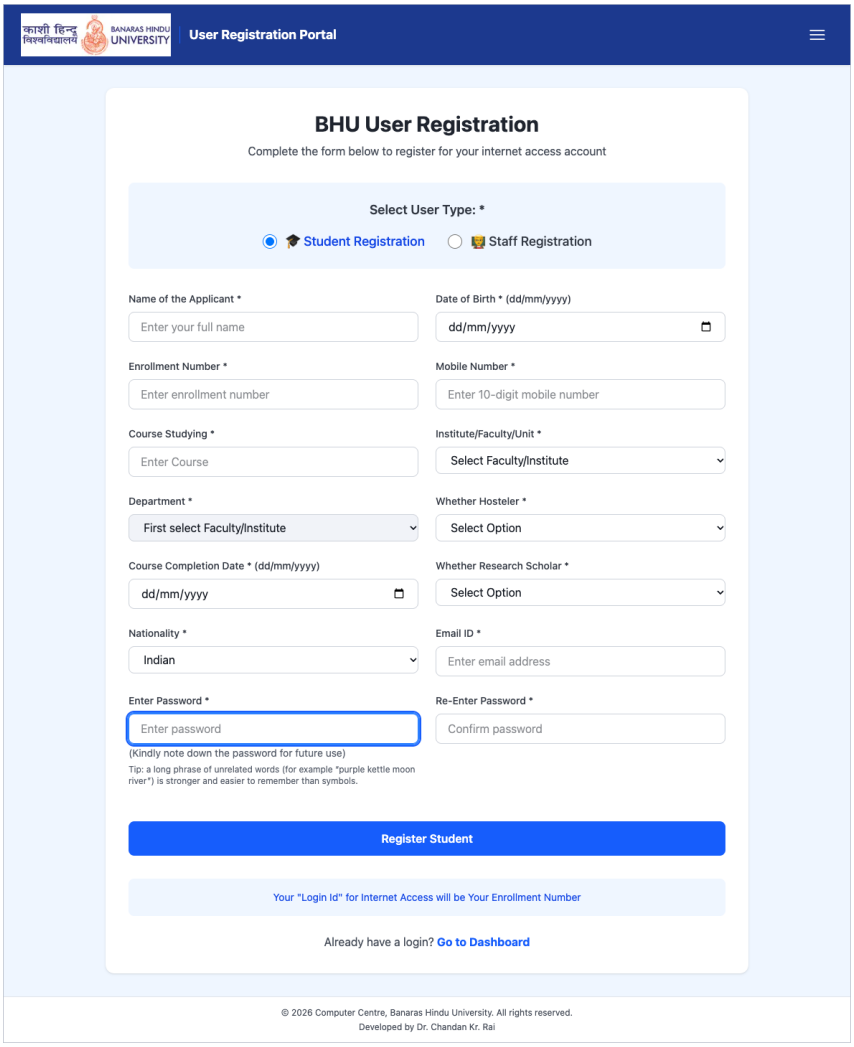
Open **https://urp.bhu.edu.in**, choose **Register** (or **Registration** in the menu) and select **Student** or **Staff**. Fill in the form and press **Register**.

Students are asked for

Field	What to enter
Name of the Applicant	Your full name as in university records
Date of Birth	dd/mm/yyyy
Enrollment Number	Your enrollment number. It becomes your Login ID
Mobile Number	10 digits
Course Studying	Your course
Institute / Faculty / Unit, Department	Pick the faculty first; the department list then fills in
Whether Hosteler	Yes or No. If Yes, pick your hostel
Course Completion Date	Must be a future date
Whether Research Scholar	Yes or No
Nationality, Email ID	Email must be one you can read
Password, Re-Enter Password	Must follow the password rules in section 4

Staff are asked for the same personal details, plus **Employee ID** (your Login ID), **Designation**, and **ID Expiry Date / Retirement Date**.

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The student registration form. Fields marked * are required.

4. Password rules

The portal checks your password as you type and shows a strength bar and a checklist. You cannot continue until every rule is met. The same rules apply when you register, when you change your password and when you reset it.

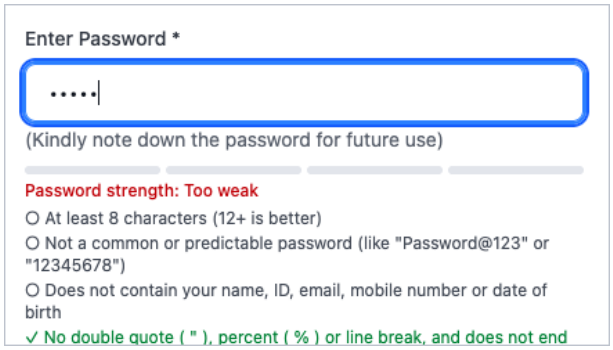
A password must

• be **8 to 64 characters** long (**12 or more is better**);
• **not be common or predictable**, for example Password@123, 12345678, qwerty123, Bhu@12345, India@2024, P@ssw0rd;
• **not be a pattern**, for example aaaaaaaa, abcdefgh, 12341234;
• **not contain your name, Login ID, the first part of your email address, your mobile number or your date of birth**;
• **not contain** a double quote ("), a percent sign (%) or a line break, and **not end with a backslash** (\ ) (these characters would break the network account);
• when you change it, be **different from your current password**.

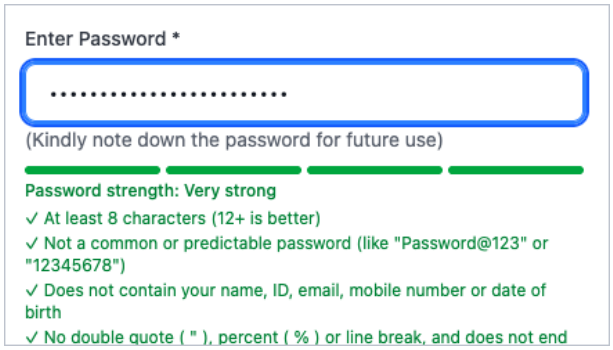
You do **not** need capital letters, digits or symbols. Length matters more. A good choice is a **phrase of unrelated words**, easy to remember and hard to guess.

Not accepted	Why	Accepted
Password@123	Very common	purple kettle moon river
12345678	Pattern / common	my cat sits on 14 mats
rahul@2004	Contains your name	blue-harbor-lamp-37
Bhu@12345	Common start plus digits	correct horse battery staple

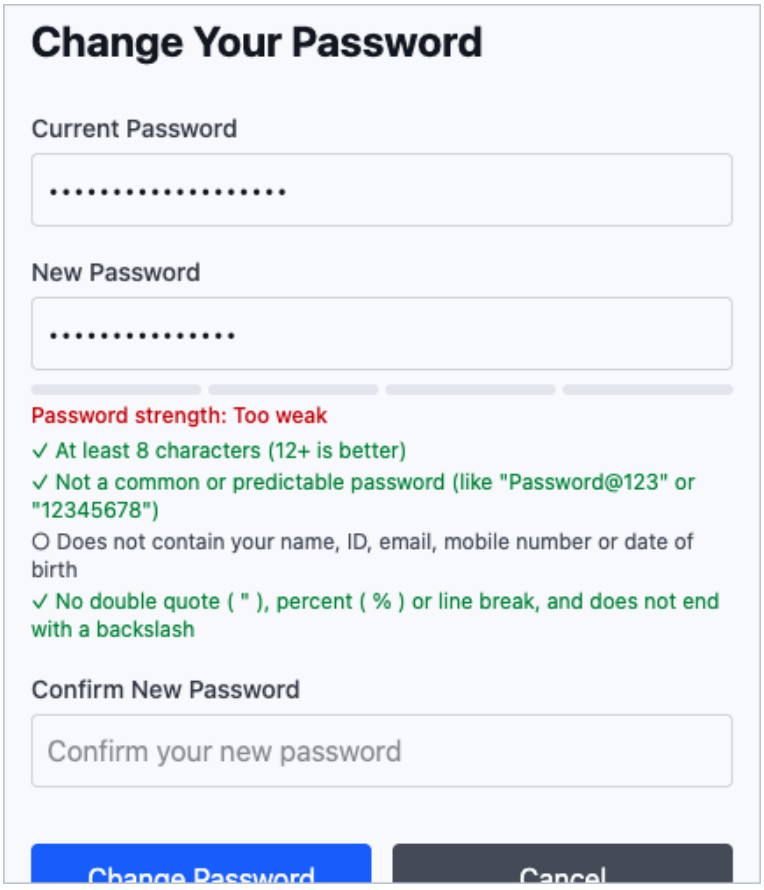
These are examples only. **Do not use any of them as your own password.**



A weak password: the bar stays empty and the failed rule is marked with a circle.



A strong phrase: every rule is met and the strength shows as very strong.



Here the password contains the person's name, so that rule is not met. Remove it and the form accepts the password.

Keep your password safe

Write it down somewhere private. **Never share it with anyone**; nobody from the Computer Centre will ask for it. After **5 wrong passwords** in a row, login is **locked for 15 minutes**.

5. After you register: the form and activation

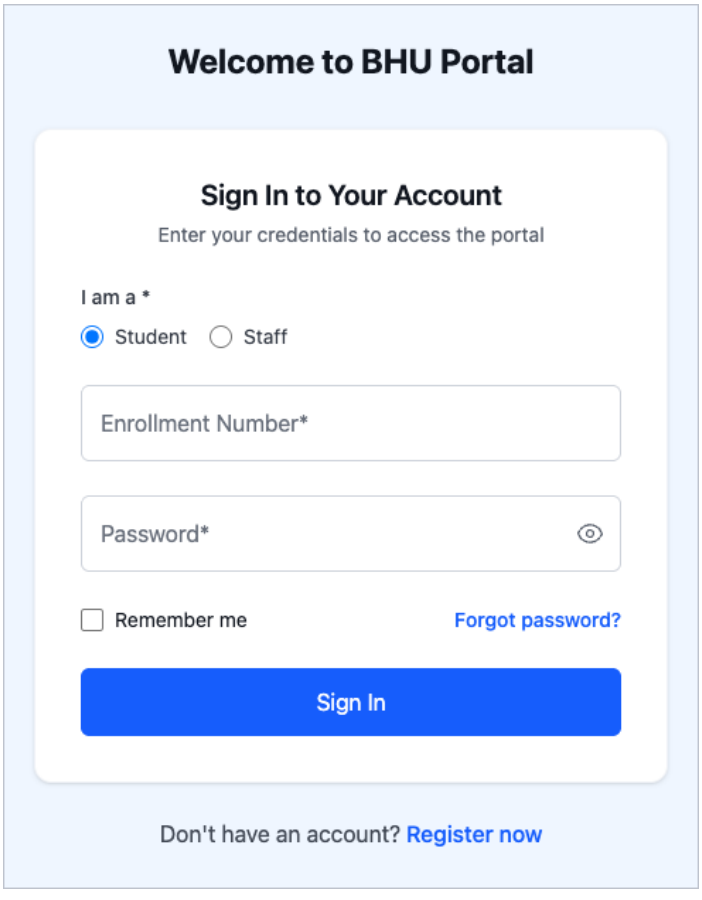
When registration succeeds you see a confirmation with your **Login ID** and the date your account is valid until, and a button to **download your registration form (PDF)**. You can download it again at any time from your dashboard (**Download Registration Form**). Your internet account is **not active yet**.

1. **Print** the form and check every detail. Read the undertaking and **sign** it.
2. Paste your **self-attested photograph**.
3. Get the **declaration signed and stamped** by the Head / Dean of your department. Students living in a university hostel also need the **Warden's declaration**.
4. Students: **attach a photocopy of your passbook** after signing the form.
5. **Submit the form at the Computer Centre.**
6. After verification the Computer Centre activates your account. This can take **about two working days**. Your dashboard shows the progress (section 7).

> **Using the internet account**
> Your Wi-Fi / LAN **user name is your Login ID** (enrollment number for students, Employee ID for staff). The **password is the one you chose** (or the latest one you set). Connect only after your dashboard says **Active**.

6. Logging in

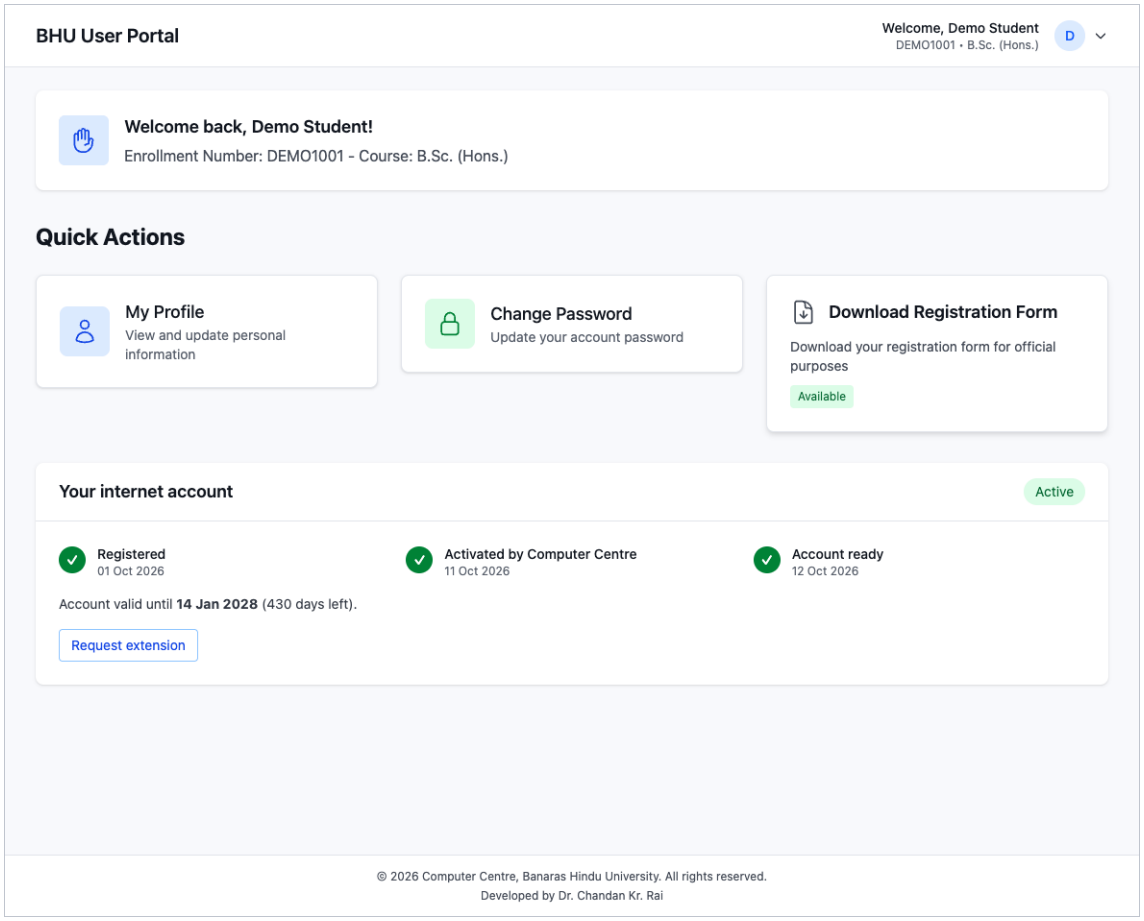
Choose **Student** or **Staff**, enter your enrollment number or Employee ID and your password, and press **Sign In**. Use **Forgot password?** if you cannot remember it (section 9).



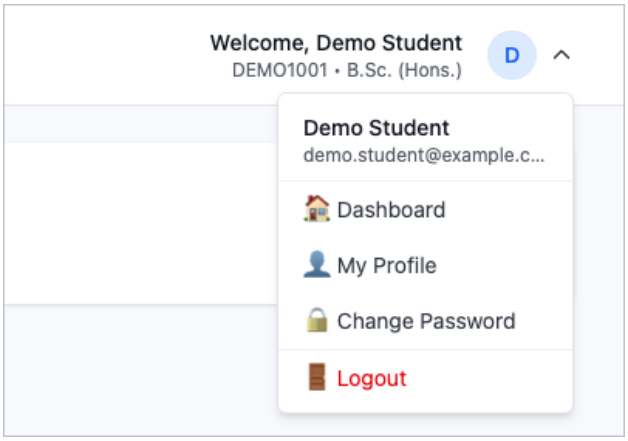
The login page.

7. Your dashboard

After login you see three quick actions: **My Profile**, **Change Password** and **Download Registration Form**, and below them the card **Your internet account**.



The dashboard of an active account. The card at the bottom is your account status.

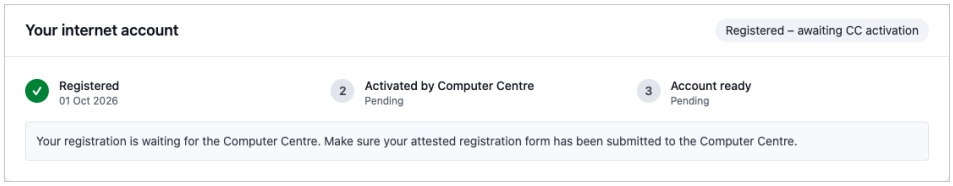


After login, your name at the top right opens this menu. Logout is at the bottom.

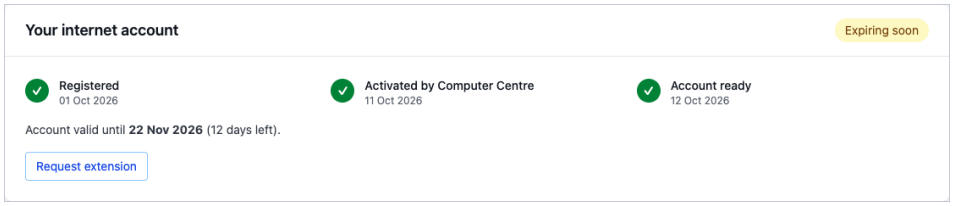
The status card follows your account through three steps: **Registered**, **Activated by Computer Centre** and **Account ready**. The label at its top right tells you where you are:

Status	Meaning and what to do
Registered - awaiting CC activation	The Computer Centre has not activated you yet. Make sure your signed and attested form has been submitted.

Status	Meaning and what to do
Activated by CC - being created	Approved. The network account is being created; it is usually ready within a day.
Active	Your account works. The card shows the date it is valid until.
Expiring soon	Less than 30 days of validity left. Request an extension if you still need it (section 8).
Expired	The account has run out. You can still log in to the portal and request an extension.

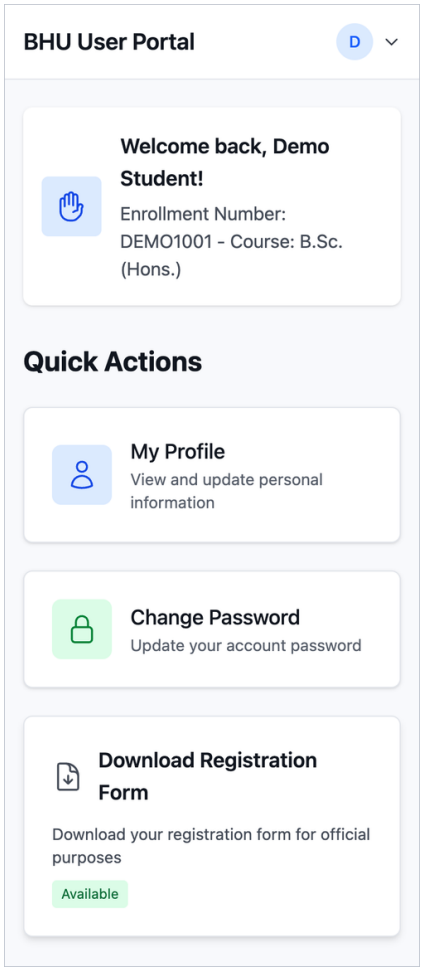


Status while waiting for the Computer Centre.



Status when the account is close to its end date, with the Request extension button.

On a phone the same page is arranged in one column:



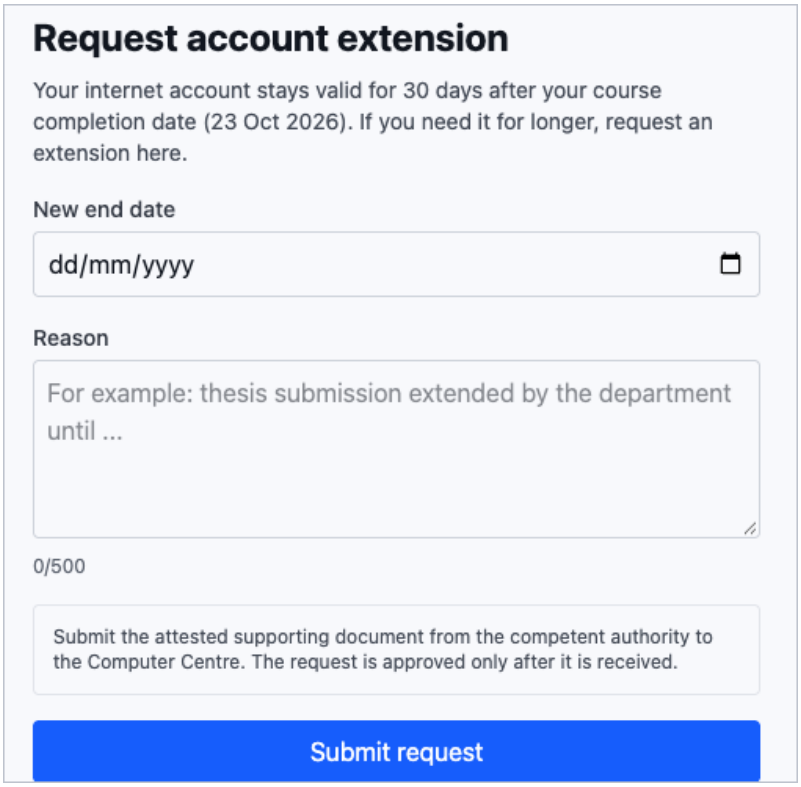
The dashboard on a mobile phone.

8. How long the account lasts, and extensions

Your internet account is valid until **30 days after your course completion date** (students) or **retirement / ID expiry date** (staff). The dashboard shows the exact date and the days left. The Computer Centre may also send a reminder email to your registered address before the end, but do not rely on it: **check the date on your dashboard**.

To ask for more time

1. On the dashboard press **Request extension**.
2. Choose the **new end date** (it must be later than your current end date) and write the **reason** (10 to 500 characters).
3. Press **Submit request**.
4. Give the **attested supporting document** from the competent authority (for example the department's letter) to the Computer Centre. **The request is approved only after the document is received.**
5. The dashboard shows the decision. If it is declined, the reason is shown and you can send a new request.



The extension request form.

You can have only one request waiting at a time. After an approval the new valid-until date appears on your dashboard.

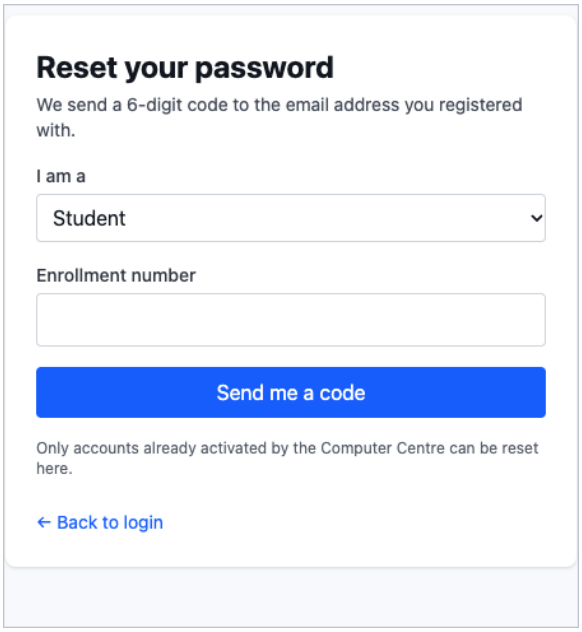
9. Change or reset your password

Change a password you know

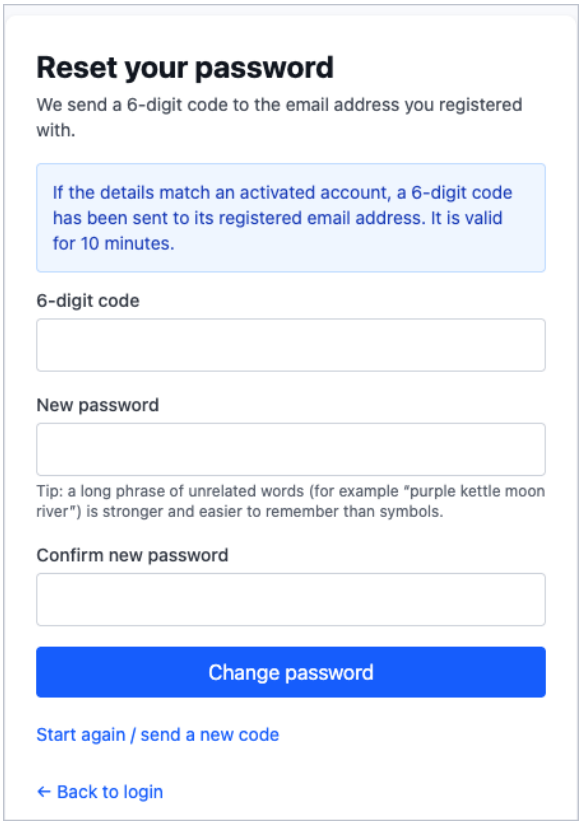
Dashboard > **Change Password**. Enter your current password, then the new one twice. The rules in section 4 apply. This works once your account has been activated. A new password reaches the network account within a few minutes.

Forgot your password

1. On the login page press **Forgot password?**.
2. Choose **Student** or **Staff**, enter your Login ID and press **Send me a code**.
3. Open your **registered email**. A **6-digit code** arrives from "URP Computer Center"; it works for **10 minutes**.
4. Enter the code and your new password twice (the rules in section 4 apply) and press **Change password**.



Step 1: enter your Login ID.



Step 2: enter the code from your email and choose a new password.

Good to know

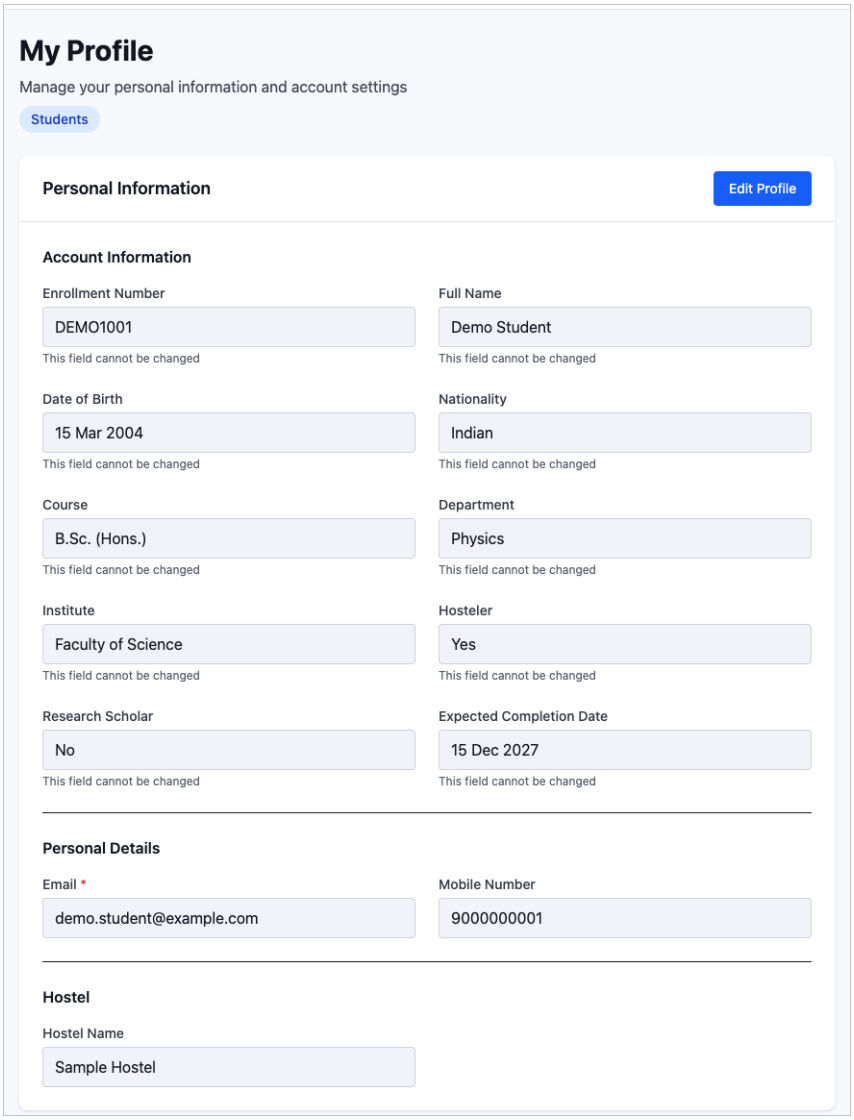
• The page shows the same message whether or not your details match, to protect everyone's privacy. If no email arrives in a few minutes, check the spam folder, then check you used the right Login ID.
• You can ask for a new code after one minute, at most 5 times an hour. A code works once, and **5 wrong guesses cancel it**.
• Only **activated** accounts can be reset online, and the code goes to the **email address on record**. If that address is wrong or no longer works, write to urp.cc@bhu.ac.in.

10. Your profile

Dashboard > **My Profile** shows your details. Press **Edit Profile** to change what can be changed:

- **Email** and **mobile number** (both must stay unique to you);
- students living in a hostel: the **hostel name**; staff: the **designation**.

Everything else (name, date of birth, enrollment number or Employee ID, course, department and the end date) is shown as *This field cannot be changed*. If something there is wrong, write to urp.cc@bhu.ac.in. Changing your profile does not change your Login ID or your password.

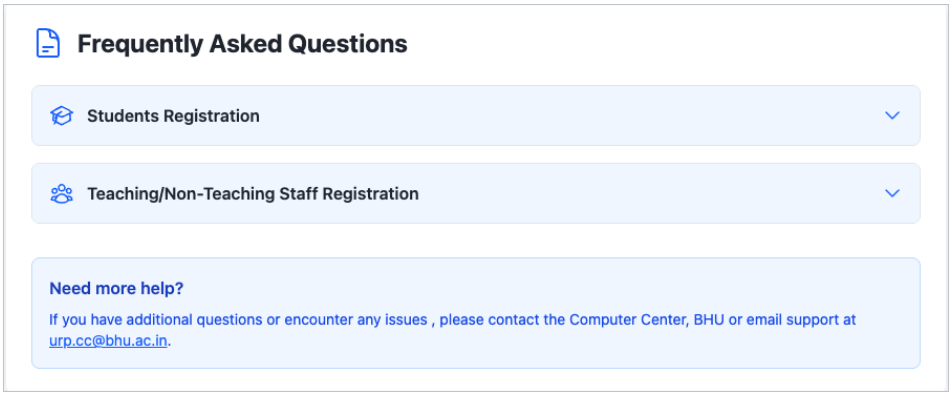


The profile page.

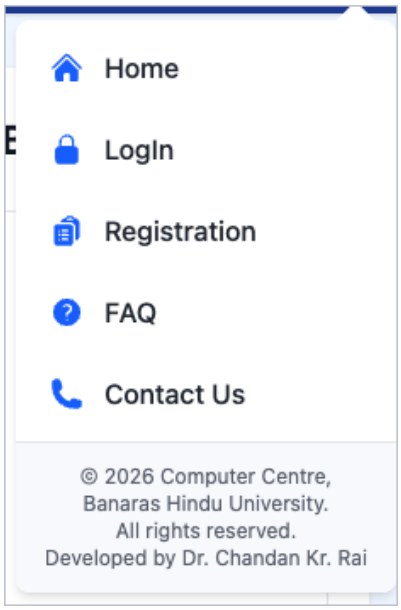
> **Keep your email address up to date**
> Password reset codes are sent only to the address on your profile. Check it now, especially if your account is not new.

11. Notices, FAQ, email and help

- **Notice Board** (home page): current university notices; some include links or attachments.
- **FAQ**: step-by-step registration instructions for students and staff. It is for visitors who are not logged in.
- **Apply for Email** (home page): opens the university's separate email-account application.
- **Contact Us** (menu): the Computer Centre contact page. It may open only from the university network.
- **Logout**: use your name at the top right, then Logout, especially on a shared computer.



The FAQ page.



The portal menu (before login).

Help: write to **urp.cc@bhu.ac.in**. Always include your **Login ID** and a short description of the problem. Never send your password.

12. If your account was created before this version

The portal has been replaced by a new version with more features. If you registered on the earlier portal:

- Your account **continues to work**, and so does your Wi-Fi / LAN access. You do not need to register again.
- You can log in with your Login ID and your existing password.
- **Some newer features may not be available to you yet, or may show limited information**, because your record was created before they existed. Examples: the **valid-until date and days-left count**, the **detailed status card**, **expiry reminder emails**, and the online **extension request**.
- The Computer Centre brings older accounts up to date step by step. Nothing is lost in the meantime.
- **Password rules:** your existing password keeps working, but any **new** password you set must follow section 4.

What to do

1. Log in and check your **profile**: make sure your **email address** and **mobile number** are correct (the email is needed to reset a forgotten password).
2. If a feature described in this manual is missing for you, or shows wrong details, write to **urp.cc@bhu.ac.in** with your Login ID and say which feature.

13. Common problems

What you see	What to do
"This password is too common or predictable"	Choose a longer phrase of unrelated words (section 4).
"Password must not contain your name, ID ..."	Remove your name, ID, email name, mobile number or birth date from the password.
"Password must not contain double quotes ("), percent signs (%)..."	Remove those characters, and do not end with a backslash.
Email, mobile or enrollment number "already taken"	Each must be unique. If it really is yours, write to urp.cc@bhu.ac.in.
"Too many attempts. Please try again in N minute(s)"	Wait for the time shown, then try again. Use Forgot password if you do not remember it.
"Your account has not been activated yet"	The Computer Centre has not activated it. Check that the signed, attested form was submitted.
No reset code in your email	Check spam, wait a minute, check the Login ID, then ask for a new code. If the email on record is wrong, write to urp.cc@bhu.ac.in.
"The code is invalid or has expired"	Request a new code (they last 10 minutes and work once).
Cannot connect to Wi-Fi after activation	User name is your Login ID, password is your portal password. After a password change wait a few minutes. Then write to urp.cc@bhu.ac.in.
Cannot see the FAQ or Registration pages	These are for visitors who are not logged in. Logout first.

14. Responsible use

When you sign the registration form you accept the university's undertaking. In short:

- You are responsible for everything done with your ID.
- The university network is for academic use; do not misuse it.
- Do not intrude on anyone's privacy.
- You allow the university to scan the network as needed, and breaking the rules can lead to disciplinary action.

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