



**School of Professional Attachment (SPA)  
THE NORTHCAP UNIVERSITY  
Sector 23-A, GURGAON – 122017**

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Institute URL : [www.ncuindia.edu](http://www.ncuindia.edu) Phone No. : +91 124 2365811 to 13, Fax : + 91 124 2367488  
Placement URL : [spa.ncuindia.edu](http://spa.ncuindia.edu) Email : [spa@ncuindia.edu](mailto:spa@ncuindia.edu)

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## Procedure for sign up & registration on the SPA Portal

- Step 1:** Login into SPA Portal (<http://spa.ncuindia.edu>)
- Step 2:** Click at the New User (to register your account) and supply following information)
- User name: (Your Roll Number)
  - Password: (Create your own password)
  - Email: (your personal email id)
  - Fill your First Name & Last Name:
- Step 3:** You will receive an email on your registered email id (as given above) for authentication. Open your email id and click on the link provided. Your account will get activated.
- Step 4:** Login with your user name and password and register yourself by filling the required details for creating your resume. (If you don't have details in any of the fields e.g. marks of a semester for which you are yet to appear, enter zero. However, you must keep on updating the details, as and when available)

**Important Note :** Registration on the SPA portal is mandatory for all the students of SOET, SOM & SOL - all courses. Students are required to register their details right in their first semester and keep it updated. The email id and mobile number given on the portal are used for all SPA communication related with Placements, Convocation, Alumni meet etc.