



**CENTRE OF PROFESSIONAL ATTACHMENT AND ALUMNI ENGAGEMENT
THE NORTHCAP UNIVERSITY
Sector 23-A, GURGAON – 122017**

Institute URL : www.ncuindia.edu
Placement URL: <http://spa.ncuindia.edu>

Phone No. : +91 124 2365811 to 13, Fax : + 91 124 2367488
Email : cpaa@ncuindia.edu

CPAA Portal Update Details/ Photographs Procedure 2024

Dear Students,

This is to inform you that despite our regular follow-ups you have not registered yourself yet on the CPAA portal (<https://spa.ncuindia.edu>). You are advised to immediately register yourself on the CPAA portal and update your records. The email id and mobile number given on the portal are used for all CPAA communication related to Placements and other related activities.

IT IS MANDATORY FOR ALL THE STUDENTS OF NCU TO ADHERE WITH IT

PROCEDURE FOR UPDATE DETAILS & UPLOAD PHOTOGRAPHS

Step 1: Login into CPAA Portal (<http://spa.ncuindia.edu>)

- User name: (Your Roll Number)
- Password:

Step 2: Click at “View Your Details”

Step 3: Click at “Update Your Details”

Step 4: Check your details and update

Step 5: Click at “Save & Continue”

Step 6: For **Upload Your Photo**

1. Image file size should be less than 300 KB
2. Image file size should be 300*300 px
3. png and jpeg format are accepted

Step 7: Choose file

Step 8: Save

After that press button Shift+F5, you will see the photo uploaded.

For any query visit CPAA office Room No. N 301, New Building, 3rd Floor, NCU Gurgaon

Important Note: Registration on the CPAA 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 CPAA communication related with Placements, Convocation, Alumni meet etc.