



Association of Otolaryngologists of India, Andhra Pradesh

# Member Portal — User Guide

Log in, view your dashboard & profile, and download your Certificate & ID Card

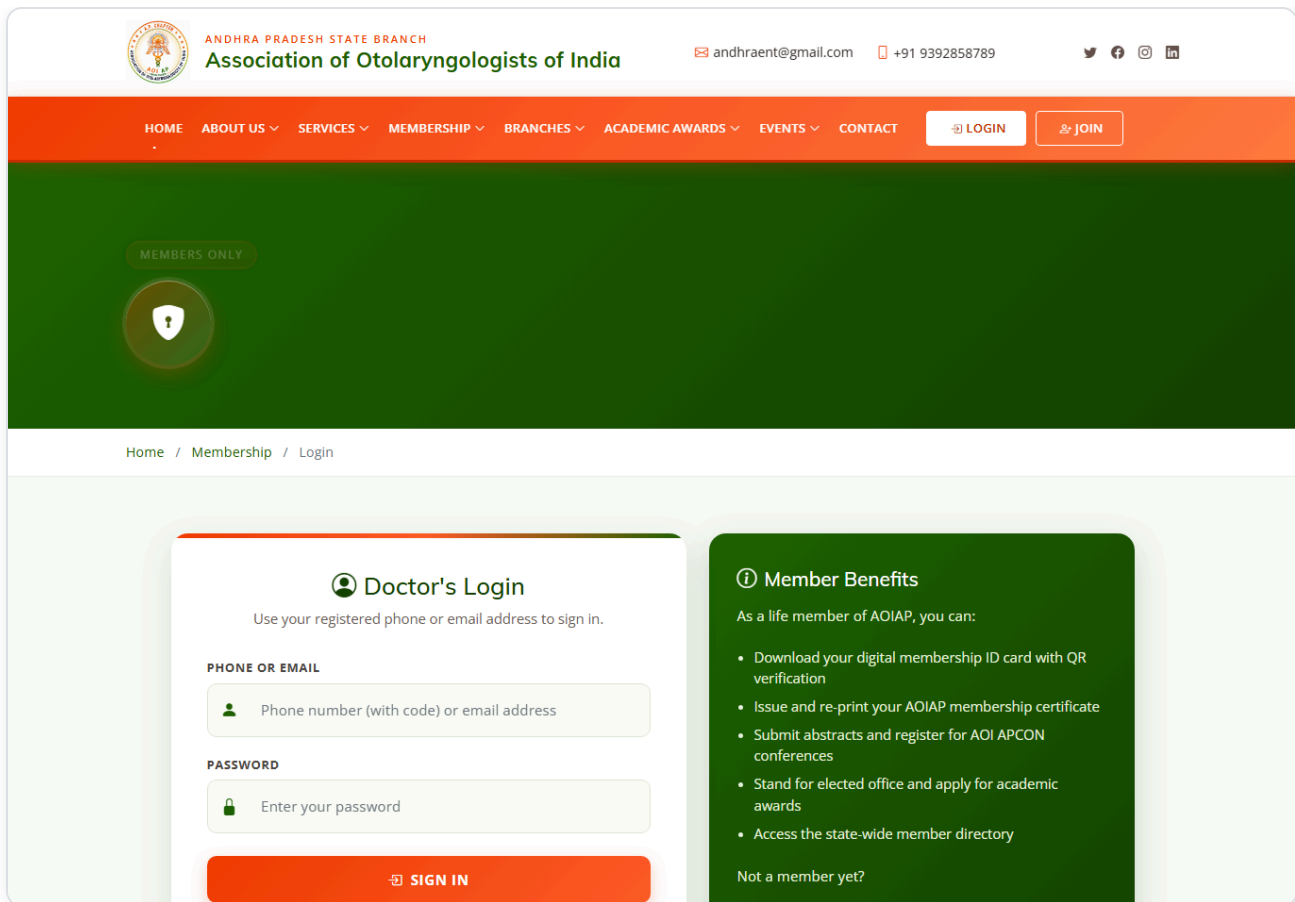
Portal: <https://aoiap.org/login>

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## 1 Logging in

1. Open <https://aoiap.org/login> in your browser.
2. Enter your **Username** — use any one of: your **Membership Number** (e.g. LM0733 ), your registered **Mobile Number**, or your registered **Email**.
3. Enter your **Password** — this is your **registered mobile number** (10 digits).
4. Click **Login**.



The member login page

 **Tip:** After your first login, please change your password (see Section 8).

**Forgot your password?** On the login page click *Forgot Password* → enter your registered mobile number → an **OTP is emailed** to your registered email → enter the OTP and set a new password. The OTP is valid for **10 minutes** (check your spam folder if it doesn't arrive).

## 2 Your dashboard

After logging in you'll see your dashboard: a welcome banner with your photo, name, **membership number** and status, plus quick-access tiles and a left-hand menu.

The screenshot displays the AOIAP Member Dashboard. At the top left, the logo and text 'AOIAP Member' are visible. A search bar is located at the top center, and the user's name 'Dr. Grace Vandana Jyothi' is shown at the top right. The dashboard features a sidebar on the left with the following menu items: Dashboard, My Membership, My Certificates, My Membership Cards, and Notifications. The main content area is titled 'Dashboard' and includes a welcome message: 'Welcome back Dr. Grace Vandana Jyothi R # LM0733 Active Member'. Below this, there are six interactive tiles: 'My Profile' (View your details), 'My Certificate' (Download certificate), 'My ID Card' (Download ID card), 'Notifications' (Latest announcements), 'Service Request' (Raise & track requests), and 'Change Password' (Update your password). At the bottom of the dashboard, there is a copyright notice: '© Copyright AOIAPAdmin. All Rights Reserved. Developed by: DV Soft'.

The member dashboard — quick links to Profile, Certificate, ID Card, Notifications, Service Request and Change Password

### 3 My Profile

Click **My Profile** (tile) or menu → **My Membership** to view your full details — membership number, name, mobile, email, address, institute and more. From here you can also open *Edit Profile* or *Change Password*.

**AOIAP Member** Search Dr. Grace Vandana Jyothi

**My Profile**  
Home / Profile

**Dr. Grace Vandana Jyothi R**  
LM0733  
Active Member

[Edit Profile](#)  
[Change Password](#)

**Profile Details**

#	MEMBERSHIP NO	LM0733
	FULL NAME	Dr. Grace Vandana Jyothi R
	GENDER	—
	MOBILE	949356XXXX
	EMAIL	gracy****@gmail.com
	ADDRESS	XXXXXXXXXX (hidden)
	DISTRICT	—
	INSTITUTE	Narayana medical college

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Your profile page

## 4 Edit your profile

1. On the profile page, click **Edit Profile**.
2. Update your details across the sections — *Personal Details, Contact Details, Education, and Medical Council Registration*.
3. Click **Update Now** to save.

AOIAP Member Search Dr. Grace Vandana Jyothi

**Dashboard**

- My Membership
- My Certificates
- My Membership Cards
- Notifications

### Edit Profile

Home / Profile / Edit

#### Personal Details

First Name	Last Name
Dr. Grace Vandana Jyothi	R
Father's Name	Date of Birth
XXXXX	dd-mm-yyyy

#### Contact Details

Mobile Number	Email
949356XXXX	gracy****@gmail.com
Present Address	Permanent Address
XXXXXXXXXX (hidden)	XXXXXXXXXX (hidden)

#### Education

MBBS University	MBBS Year of Passing
Dr.NTR university of health sciences	2017
PG University	PG Year of Passing
Dr.NTR university of health sciences	2021

#### Medical Council Registration

Registration No	Date of Registration
XXXXXX	dd-mm-yyyy
State	Institute Name
Andhra Pradesh	Narayana medical college
Branch	
vijayawada	

[Update Now](#)

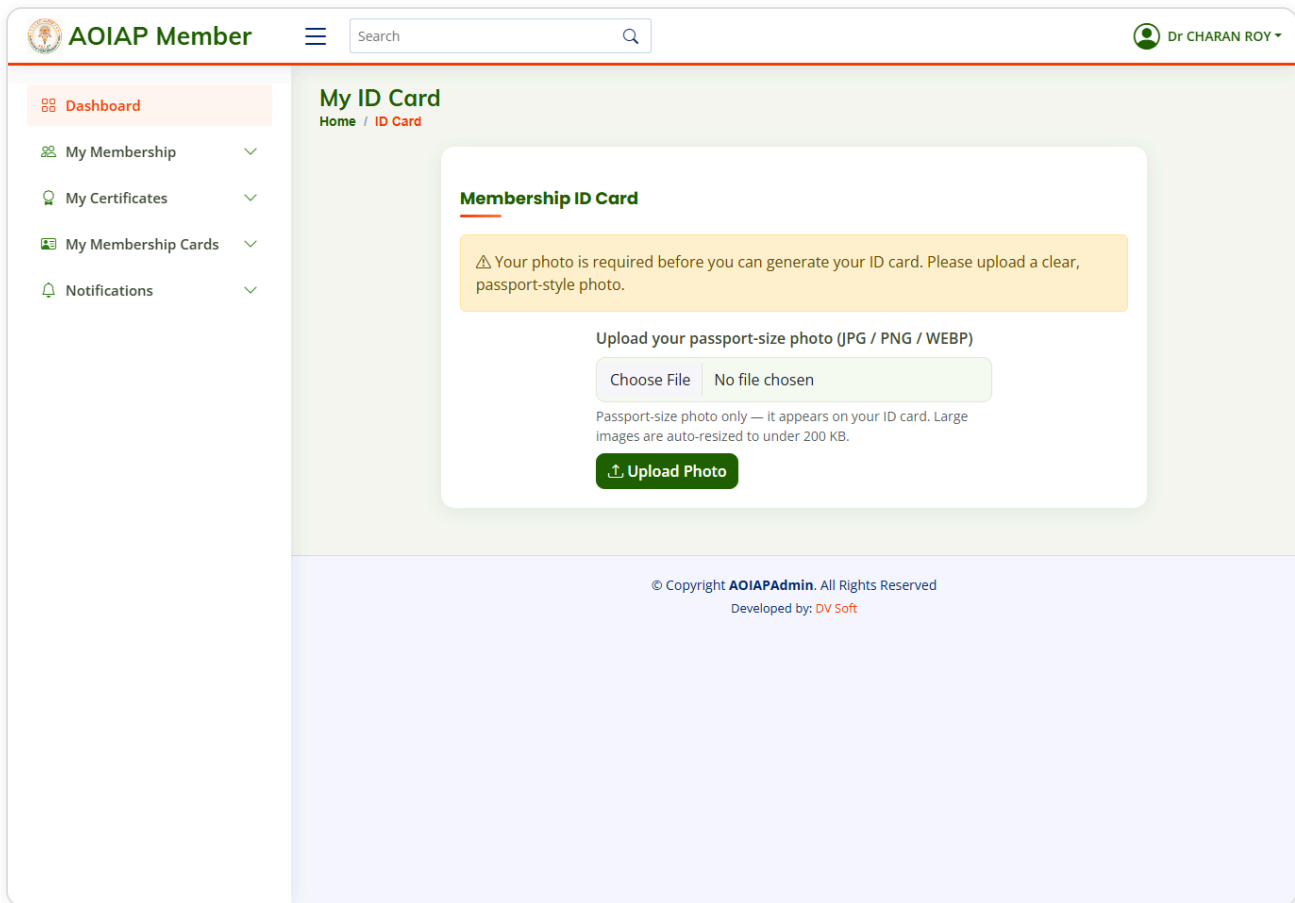
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The edit-profile form — update your details and click “Update Now”

## 5 Upload your photo (required for the ID card)

Your photo is printed on your ID card, so it must be on file before you can generate the card.

1. Open **My ID Card** (dashboard tile, or menu → *My Membership Cards*).
2. If no photo is on file you'll see an **upload box**.
3. Choose a **passport-size photo** (JPG / PNG / WEBP) and click **Upload Photo**.

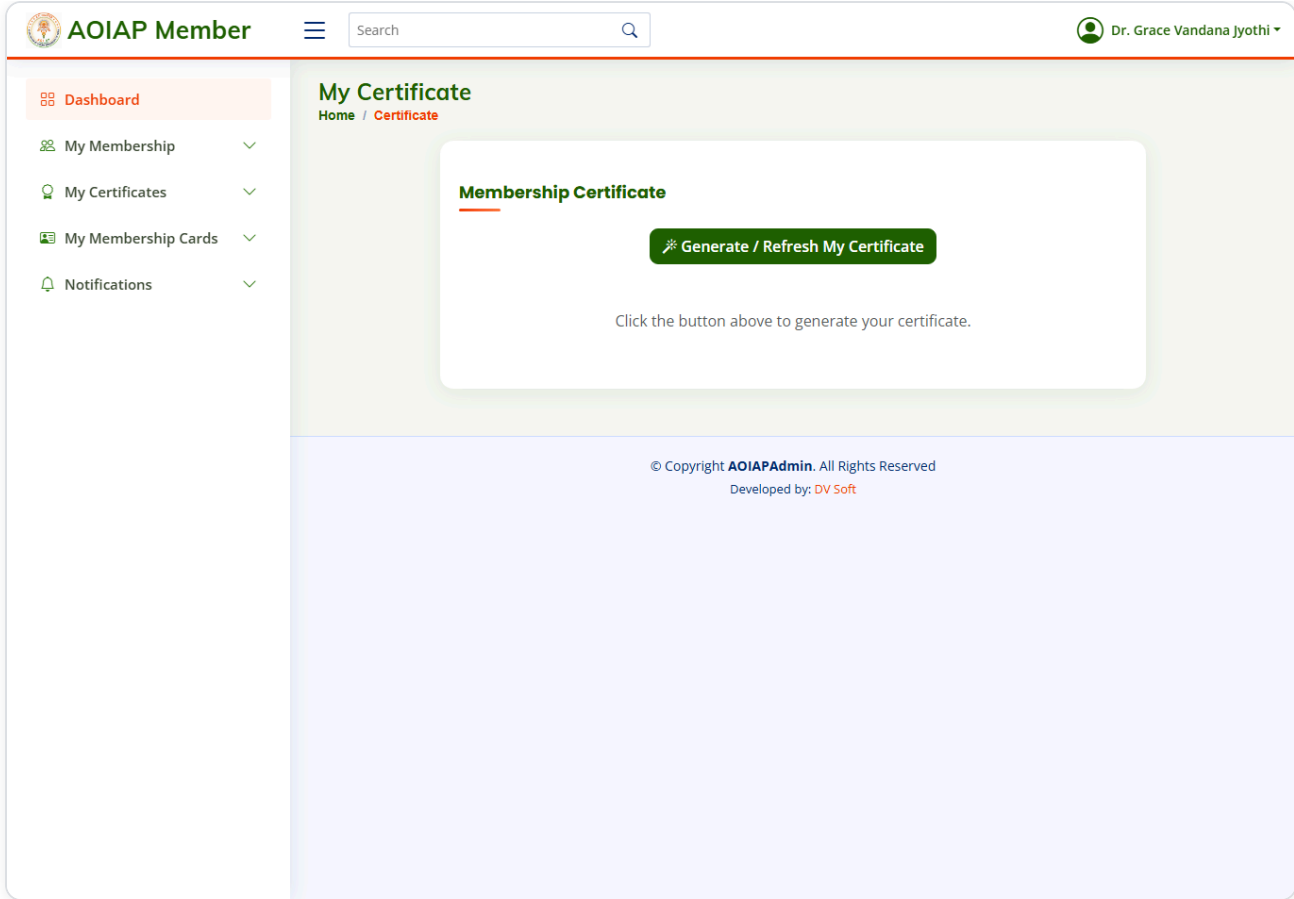


If your photo is missing, upload a passport-size photo first

Upload a **passport-size photo only** — it appears on your ID card. Large images are automatically resized (kept under 200 KB), so any clear photo works. To change it later, use *“Change my photo”* on the same page.

## 6 Generate & download your Certificate

1. Click **My Certificate** (tile) or menu → **My Certificates**.
2. Click **Generate / Refresh My Certificate**.
3. Wait a moment, then click **Download** to save it.



The certificate page — click “Generate / Refresh My Certificate”, then Download

**What your certificate looks like:**



Example of a generated Life Member certificate


## 7 Generate & download your ID Card

1. Make sure your **photo is uploaded** (Section 5).
2. Click **My ID Card** (tile) or menu → **My Membership Cards**.
3. Click **Generate / Refresh My Card**, then **Download Card**.

The ID-card page — click "Generate / Refresh My Card", then Download

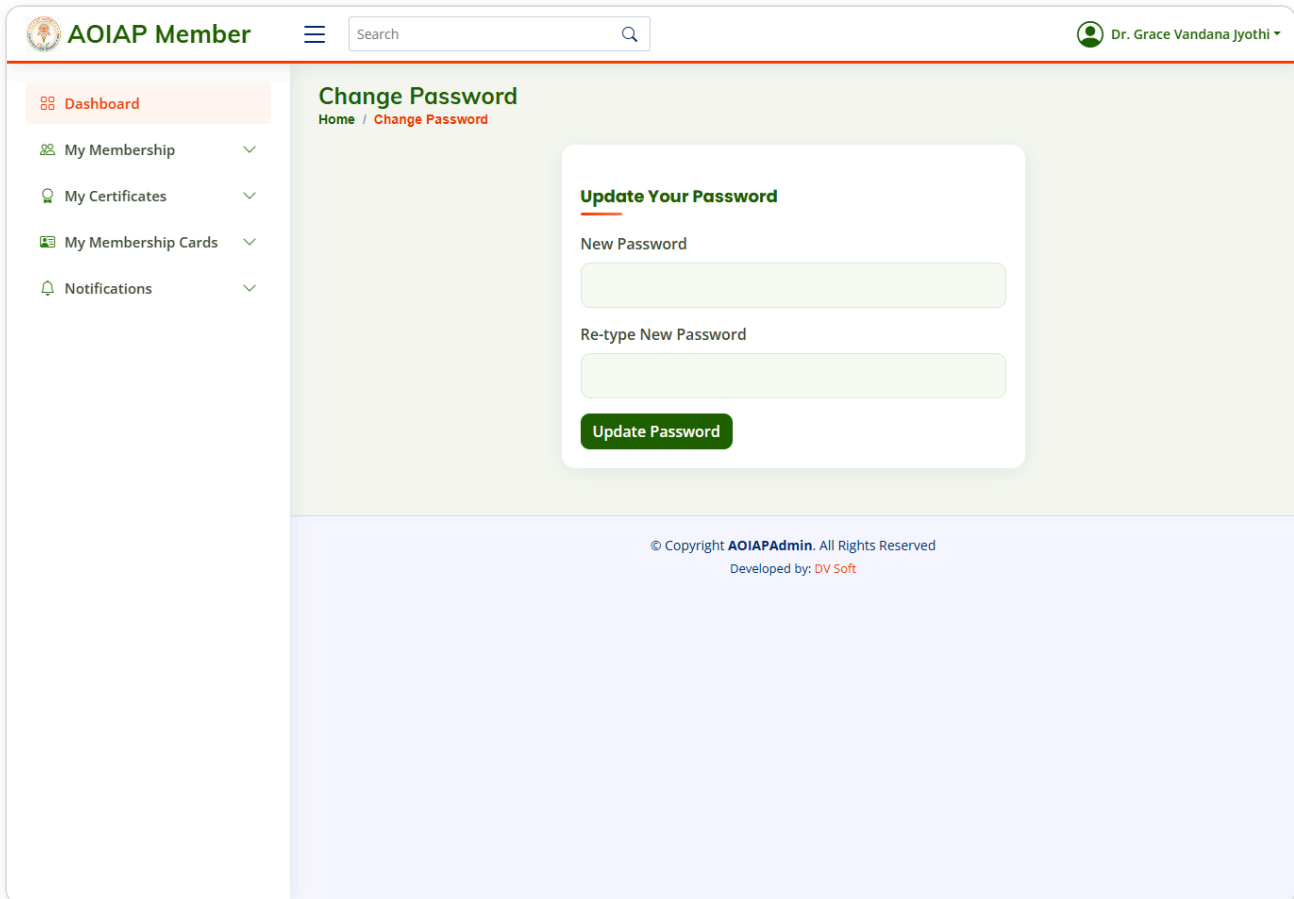
### What your ID card looks like:

Example of a generated credit-card-size membership ID card (photo, membership number & QR)

 **QR code:** your card is credit-card size and carries a QR code. Scanning it opens <https://aoiap.org/member.php?Im=<your-number>> , confirming you are a verified AOIAP Life Member.

## 8 Change your password

1. Click **Change Password** (tile) or open it from the profile page.
2. Enter and confirm your new password, then save.
3. Use the new password the next time you log in.



The screenshot displays the AOIAP Member portal interface. At the top, the user is identified as 'Dr. Grace Vandana Jyothi'. The main content area is titled 'Change Password' and features a form with the following elements:

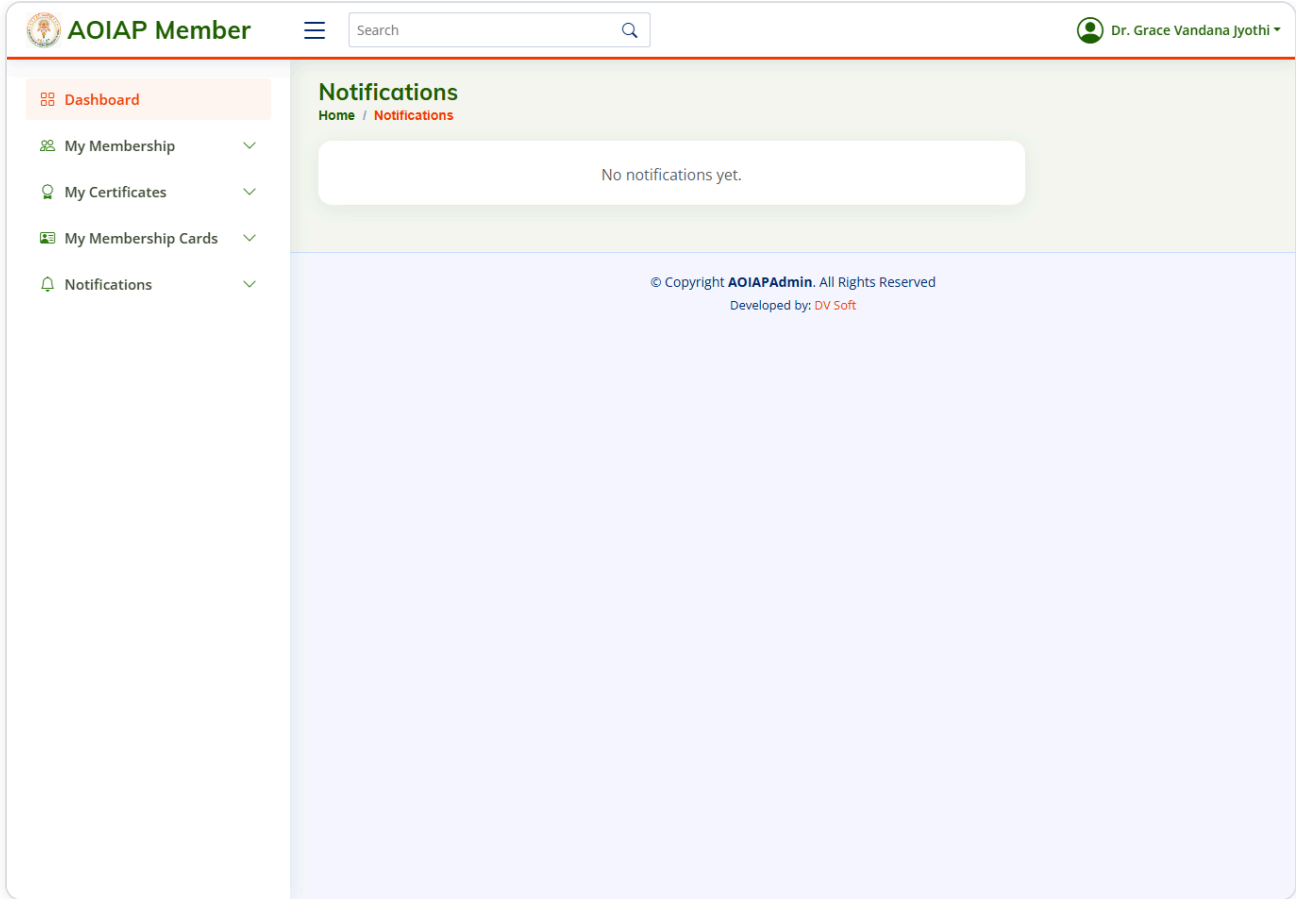
- Update Your Password** (Section Header)
- New Password** (Input field)
- Re-type New Password** (Input field)
- Update Password** (Submit button)

The footer of the page contains the text: © Copyright AOIAPAdmin. All Rights Reserved. Developed by: DV Soft.

The change-password page

## 9 Notifications & Service Requests

**Notifications** — view announcements published by the AOIAP office.



Notifications from the AOIAP office

**Service Request** — submit a query/request to the office and track the reply.

AOIAP Member

Search

Dr. Grace Vandana Jyothi

Dashboard

My Membership

My Certificates

My Membership Cards

Notifications

### Service Requests

Home / Service Requests

#### Raise a Request

Subject

Details

Submit Request

#### My Requests

You haven't raised any requests yet.

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Raise and track a service request

**Need help?** If you cannot log in or your details are incorrect, contact the AOIAP office at [contact@aoiap.org](mailto:contact@aoiap.org).