Startup Odisha

YOUNG MINDS • REAL SOLUTIONS • BRIGHTER TOMORROW

OFFICIAL USER GUIDE

OSFIC PORTAL

USER MANUAL

REGISTRATION PROCESS

Odisha Seva First Innovation Challenge (OSFIC)

Young Minds • Real Solutions • Brighter Tomorrow



Government of Odisha

Micro, Small & Medium Enterprises Department

Startup Odisha

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https://osfic.startupodisha.org/

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WHAT'S NEW IN VERSION 1.5

- All registration screenshots updated to the current portal screens and header menu.
- Registration is now a **4-step process** – Category, Profile, Team Leader and Review & Submit. Step 3 has two parts: **Team Setup** and **Team Leader**.
- New fields: **Innovation Theme**, **Project Mentor**, **Other** gender option, **Send OTP** on the email address, **Semester** and **Branch / Stream**, and a **Verification CAPTCHA** before submission.
- New Section 8 covers the team portal after login: the **Select Innovation Theme** pop-up, the **Problem Statements** list and the **Solution** form (Save as Draft and Submit).

1. Introduction

The **Odisha Seva First Innovation Challenge (OSFIC)** – **Seva Sankalp Abhiyan** – invites innovators from across Odisha to build ideas that solve real problems. Participants register individually or as a team, select an innovation theme and a problem statement, and progress through the challenge journey to the Grand Finale.

Purpose of the OSFIC Portal

The OSFIC Portal (**osfic.startupodisha.org**) is the official online platform for OSFIC. It provides challenge information, media and downloads, key dates, themes and problem statements, registration, and the team portal for solution submission.

Purpose of this Manual

This manual guides you, step by step, through registering on the OSFIC Portal – from opening the portal to receiving your Official Registration Number – and through the first actions in the team portal after login.

What this Manual Covers

Accessing the portal, selecting a participation track, entering profile, team setup and team leader details, email OTP verification, the CAPTCHA, reviewing and submitting the application, the confirmation screen, theme selection after login, browsing problem statements and submitting a solution.

Who Should Use this Manual

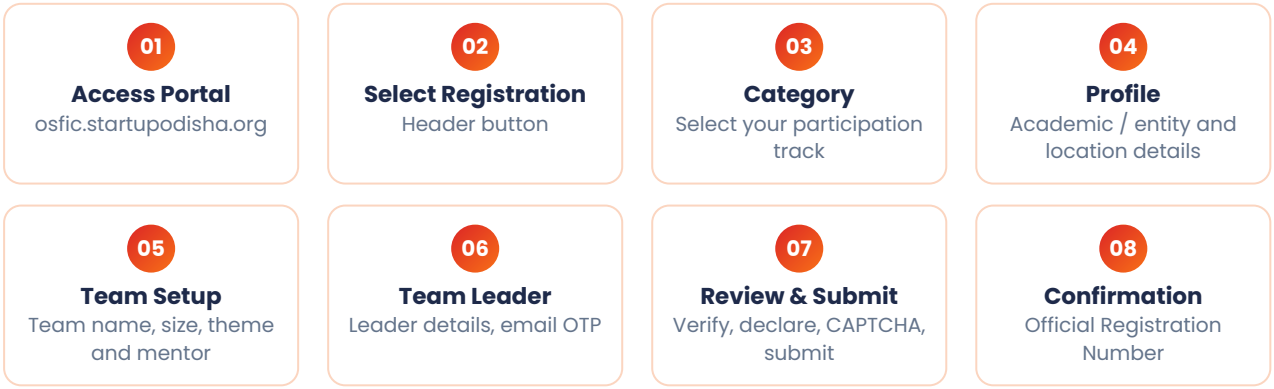
Individual participants, team leaders, team members, schools and colleges registering on behalf of students, and helpdesk and training teams supporting applicants.

BEFORE YOU BEGIN – KEEP THIS INFORMATION READY

- Your participation track and profile details – for students: academic track level and institution / organisation name (college and university levels also ask for details such as AISHE codes, university name and type of institute); for startups: startup recognition number (e.g., DPIIT or State certificate number) and entity name.
- Your district and City / GP / Village.
- A team name, your participation size – **1 participant (individual)** or a team of up to **5 members**, including the team leader – your **innovation theme**, and the name of your project mentor (optional).
- The team leader's full name (as printed on the official student / Aadhaar card), gender, social category, email address (it must be available to receive the OTP), 10-digit mobile number, and academic details such as semester and branch / stream.
- For each additional member: full name, gender, social category and academic details. Email and mobile are optional for members.

2. Registration Process Overview

Registration on the OSFIC Portal is a guided **4-step process**. A progress bar at the top of the registration page shows the four steps – **Category** , **Profile** , **Team Leader** and **Review & Submit** – and marks each completed step with a tick. Step 3 (Team Leader) is completed in two parts: **Part 1 – Team Setup** and **Part 2 – Team Leader**. After submission, the portal displays your Official Registration Number.



AFTER REGISTRATION

The confirmation screen displays your **Official Registration Number (Username)**. The team access password and the official confirmation are emailed to all registered member email addresses. Use the registration number (or any member email) with that password to **Log In to Team Portal** . After login, select your innovation theme if prompted, browse the problem statements and submit your solution.

Progress Step	Subtitle on Portal	What You Do
1 Category	Startup, Incubator or Mentor	Select your participation track.
2 Profile	Profile Details	Enter academic / institution or entity details and location (fields depend on the track).
3 Team Leader	Team Leader Details	**Part 1:** enter team name, participation size, innovation theme and project mentor. **Part 2:** enter the team leader's details and verify the email address by OTP.
4 Review & Submit	Verify & Submit	Check all details, accept the declaration, answer the CAPTCHA and submit the application.

3. Accessing the OSFIC Portal

Open any modern web browser (for example, Google Chrome) on your computer or mobile device and enter the portal address:

PORTAL ADDRESS

https://osfic.startupodisha.org/

The home page opens with the title **"Odisha Seva First Innovation Challenge"** and **"Seva Sankalp Abhiyan"**. The header at the top of the page contains the menu – **Home** , **Media & Download** , **About** , **Problem Statements** (drop-down) and **Key Dates** – the language option **ଓଡ଼ିଆ** , the **Login** button and the **Registration** button at the top-right corner.

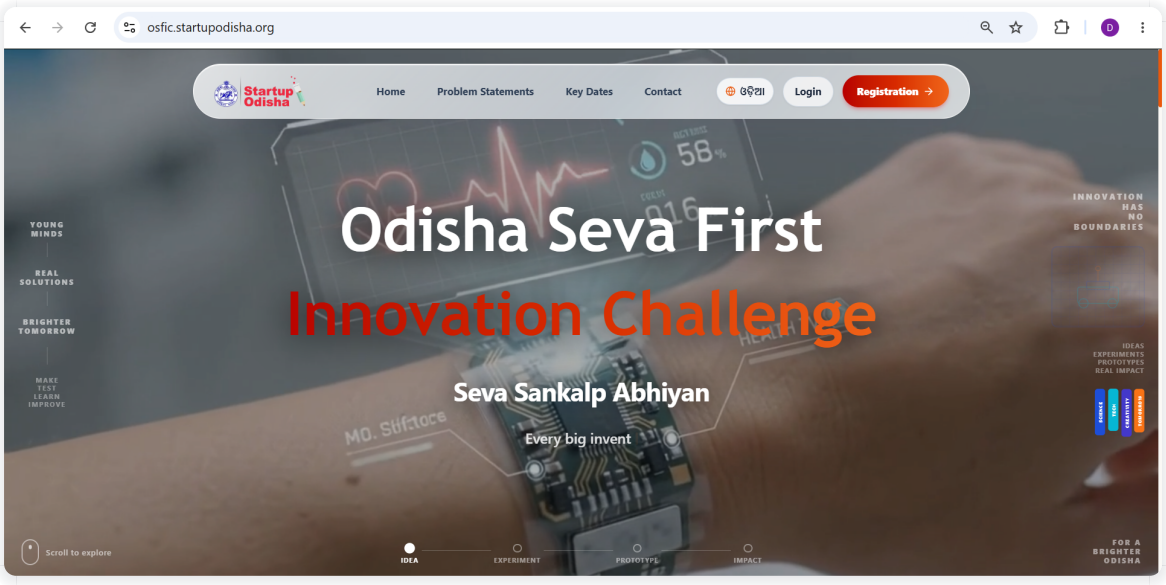


Figure 1: OSFIC Portal Home Page

Figure 1 shows the earlier header menu. The current header is shown in Figure 2.

Scrolling down the home page shows "Witness the Spirit of Innovation", "Prizes & Recognition" for the three participation tracks, "Your Journey to Innovation" with key dates and the registration countdown, "21 Themes. Infinite Possibilities.", the district map and the Ecosystem Partners section.

4. Starting the Registration Process

From any page of the OSFIC Portal, select the **Registration** button in the page header to begin the registration process. The **Join Now** buttons on the home page also lead to registration.

1. **Where the option appears:** at the top-right corner of the page header, next to the **Login** button.
2. **What to select:** the red **Registration** button.
3. **Which screen opens:** the **National Innovation Challenge Registration** page, with the message "Complete the 4-step registration process to participate in the National Innovation Challenge."
4. **What you see next:** Step 1 – **Select Your Participation Track**.

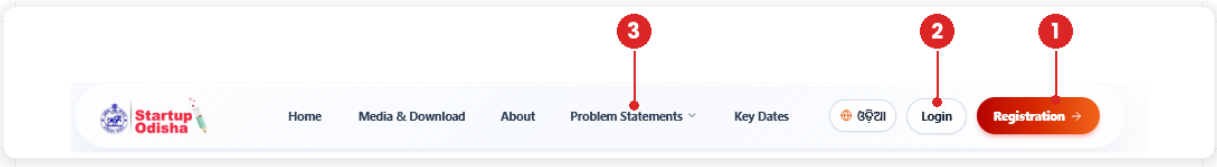


Figure 2: Portal header – Registration, Login and Problem Statements

1. **Registration** – starts a new registration.
2. **Login** – used by participants and teams that have already registered.
3. **Problem Statements** – drop-down menu to view the published problem statements.

> **ALREADY REGISTERED?**
> Do not register again. Duplicate email addresses or mobile numbers across teams are rejected. Use **Login** instead.

5. Registration Screen

The registration screen is a single guided page that takes you through four steps. Each step shows one form on the left and an information panel on the right ("Odisha Chapter – Build a Brighter, Innovative Odisha").

Screen elements

Element	Description
Page title and sub-title	"National Innovation Challenge Registration" – "Complete the 4-step registration process to participate in the National Innovation Challenge."
Progress bar	Shows the four steps – Category, Profile, Team Leader, Review & Submit. The current step is highlighted; completed steps show a tick mark.
Step badge	Shows the current step, e.g., "Step 1 of 5", "Step 3 — Part 1: Team Setup", "Step 3 — Part 2: Team Leader". The last step also shows "Final Step".
Guidelines & Instructions	Button on Step 1 that opens the Registration Guidelines.
Form area	Fields for the current step, grouped in sections (e.g., Academic Details, Location Details, Team Setup, Innovation Theme, Project Mentor, Leader Details). Fields marked with a red asterisk (*) are mandatory; fields without an asterisk may be left blank.
Previous button	Returns to the previous step (e.g., **Previous: Category**). Entered information is retained.
Continue button	Moves to the next step (e.g., **Continue: Team Details**). It becomes active when the mandatory fields are complete.
Verification CAPTCHA	A simple arithmetic question on the final step (e.g., "2 + 5 = ?"), with a refresh icon for a new question.
Submit Application	Available on the final step to submit the completed registration.

Button labels used in each step

Step	Buttons
Step 1 – Category	Select Track → · Guidelines & Instructions · Continue: Institution Details
Step 2 – Profile	Previous: Category · Continue: Team Details
Step 3 – Part 1: Team Setup	Previous: Institution Details · Continue: Team Leader
Step 3 – Part 2: Team Leader	Send OTP · Previous: Team Setup · Continue: Review & Submit
Step 4 – Review & Submit	Edit · Refresh CAPTCHA · Previous: Team Leader · Submit Application
Registration Confirmation	Copy · Log In to Team Portal · Print / Save as PDF · Preview Confirmation Slip
After login – Theme pop-up · Solution form	Submit · Choose File / Replace existing File · Cancel · Save as Draft

Registration Guidelines

1. Participation size
Participate individually (1 participant) or as a team of up to 5 members. In a team, Member 1 is the Team Leader and primary contact.

2. District selection
The selected district determines the official regional registration code (e.g., OSFIC-AN-2026-14). Select the correct district.

3. Unique credentials
Each person can participate in only one team. Duplicate email addresses or mobile numbers across teams are rejected.

4. Step navigation
You can move back to review or edit entered information. Form data is kept during the session until final submission.

COMPLETE REGISTRATION IN ONE SESSION
Form data is kept only during the current session until final submission. Keep all required details ready and do not close or refresh the browser before selecting **Submit Application** .

6. Registration Fields

The table lists the fields shown on the registration screens. Profile and academic fields depend on the selected track and academic track level.

Sl.	Field Name	Description	Mandatory / Optional	Input Type	Format / Validation
Step 1 – Category					
1	Participation Track	Promising Student Innovator, Promising Startups or Youth Innovators, or Promising Grassroots Innovators & Entrepreneurs	**Mandatory**	Selection (Select Track →)	One track per registration.
Step 2 – Profile (Promising Student Innovator)					
2	Academic Track Level	Level of study	**Mandatory**	Dropdown	"-- Select Academic Category --", e.g., School (Class 9 to 12) or College / University (Degree / Diploma / UG / PG / PhD).
3	Institution / Organization Name	Name of the institution	**Mandatory**	Text	Enter the full official name.
4	Level-specific academic details	Shown after the level is selected	**As marked ***	Text / Dropdown	e.g., School: Education Board. College / University: University AISHE Code, Name of University, Institute AISHE Code, Type of Institute (e.g., Government-Aided).
Step 2 – Profile (Promising Startups or Youth Innovators)					
5	Startup Recognition Number	Recognition number of the startup	**Mandatory**	Text	e.g., DPIIT or State certificate number.
6	Entity Name	Startup or company name	**Mandatory**	Text	e.g., startup or company name.
Step 2 – Location Details (all tracks)					
7	District	District of the participant / institution / entity	**Mandatory**	Dropdown	"-- Select District --". Determines the registration number code.
8	City / GP / Village	City, Gram Panchayat or village	**Mandatory**	Text	e.g., Bhubaneswar, Chandrasekharpur.
Step 3 – Part 1: Team Setup & Innovation Details					
9	Team Name	Unique identifier for your team	**Mandatory**	Text	e.g., Innovators Odisha / Team Agni. Must be unique.

Sl.	Field Name	Description	Mandatory / Optional	Input Type	Format / Validation
10	Participation Mode & Size	Individual or team size	**Mandatory**	Dropdown	"-- Select Individual or Team Size --": "1 Participant (Individual)" or a team, e.g., "2 Members (Leader + 1 Member)", up to 5 members.
11	Innovation Theme NEW	Primary challenge theme under which your team will innovate	**Mandatory**	Dropdown	"-- Select Innovation Theme --", e.g., Tribal and Rural Development.
12	Mentor Name NEW	Faculty guide, teacher or mentor guiding the innovation	**Optional**	Text	e.g., Prof. S. Panda. If provided, the name is acknowledged on the team certificate and submission record.
Step 3 – Part 2: Team Leader Details					
13	Leader Full Name	Team leader's full name	**Mandatory**	Text	As printed on the official student / Aadhaar card.
14	Gender	Team leader's gender	**Mandatory**	Radio button	Male, Female or Other.
15	Social Category	Team leader's social category	**Mandatory**	Dropdown	Default "General".
16	Email Address (OTP Verification)	Team leader's email	**Mandatory**	Email + Send OTP	e.g., leader@example.com; verified by OTP; must not be used in another team.
17	Primary Mobile Number	Team leader's mobile number	**Mandatory**	Number	10-digit mobile number; must not be used in another team.
18	University / Institution Name	Leader's institution	**Mandatory**	Text	"Inherited from Step 2" (pre-filled).
19	Semester	Leader's current semester (college / university level)	**Mandatory**	Text	e.g., Semester 5.
20	Branch / Stream	Leader's branch or stream (college / university level)	**Mandatory**	Text	e.g., Computer Science / Mechanical / AI.
Team members (team registrations only – for each additional member)					
21	Full Name, Gender, Social Category	Member's personal details	**Mandatory**	Text / Radio / Dropdown	Name as printed on the student / Aadhaar card.

Sl.	Field Name	Description	Mandatory / Optional	Input Type	Format / Validation
22	Email Address, Contact Mobile Number	Member's contact details	**Optional**	Email / Number	If an email is entered, login credentials are emailed to it.
Step 4 – Review & Submit					
23	Declaration	Confirmation that the information is true and accurate	**Mandatory**	Checkbox	Must be selected before Submit Application.
24	Verification CAPTCHA NEW	Human verification	**Mandatory**	Text	Enter the answer to the arithmetic question shown (e.g., 2 + 5 = ?).
After login – Select Innovation Theme pop-up					
25	Theme NEW	Innovation theme of the team's project	**Mandatory**	Dropdown	"Select theme..." – one theme per team.

7. Step-by-Step Registration Procedure

Follow the steps below in order. Numbered red markers on each screenshot correspond to the numbered items in the instructions.

STEP 01 Access the OSFIC Portal

WHAT YOU SEE

The OSFIC Portal home page with the header menu, the **Login** button and the **Registration** button (Figure 1).

WHAT YOU NEED TO DO

1. Open a web browser.
2. Enter **https://osfic.startupodisha.org/** in the address bar and press Enter.

EXPECTED RESULT

The OSFIC Portal home page opens.

STEP 02 Select Registration

WHAT YOU SEE

The page header with the **Registration** button at the top-right (Figure 2, marker 1).

WHAT YOU NEED TO DO

1. Select **Registration**.

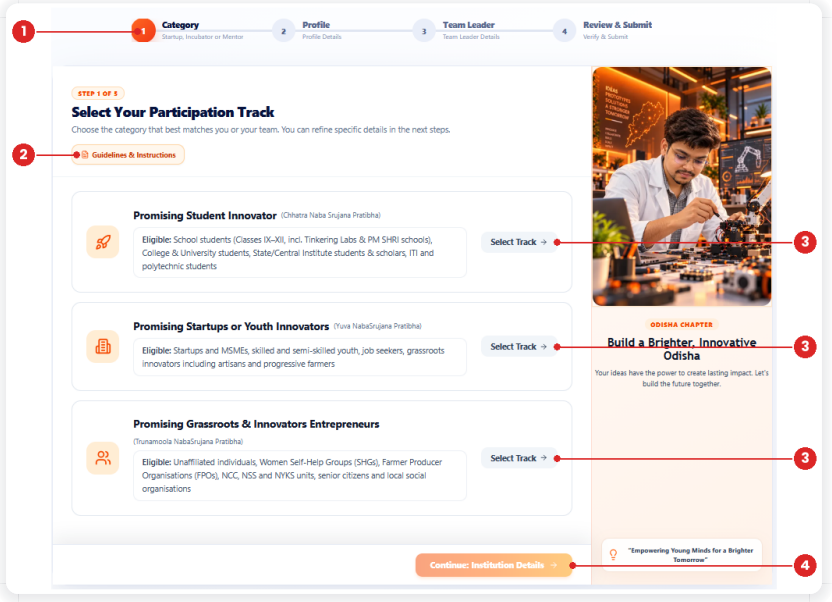
EXPECTED RESULT

The registration page opens at Step 1 – Select Your Participation Track.

STEP 03 Select Your Participation Track

WHAT YOU SEE

Step 1 – Select Your Participation Track. "Choose the category that best matches you or your team. You can refine specific details in the next steps." Three track cards are shown, each with an **Eligible** description and a **Select Track →** button.



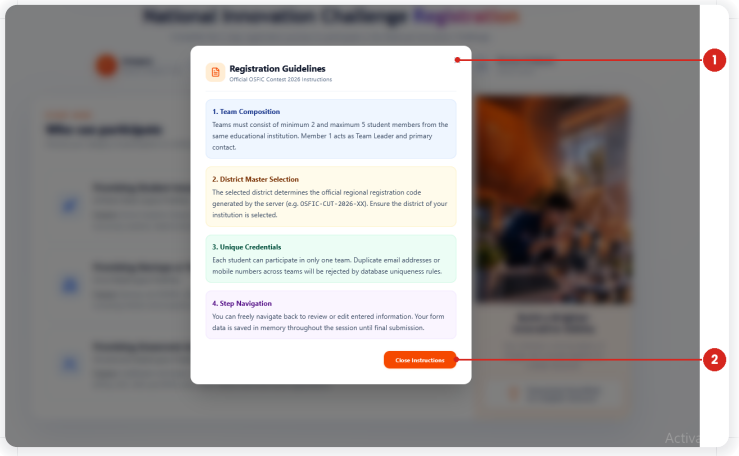
1. **Progress bar** – Step 1 "Category" is highlighted.
2. **Guidelines & Instructions** – opens the Registration Guidelines.
3. **Select Track →** – selects the track shown on that card.
4. **Continue: Institution Details** – continues to Step 2 after a track is selected.

Figure 3: Step 1 – Select Your Participation Track

Track	Eligible (as displayed)
Promising Student Innovator (Chhatra Naba Srujana Pratibha)	School students (Classes IX–XII, incl. Tinkering Labs & PM SHRI schools), College & University students, State/Central Institute students & scholars, ITI and polytechnic students
Promising Startups or Youth Innovators (Yuva NabaSrujana Pratibha)	Startups and MSMEs, skilled and semi-skilled youth, job seekers, grassroots innovators including artisans and progressive farmers
Promising Grassroots Innovators & Entrepreneurs (Trunamoola NabaSrujana Pratibha)	Unaffiliated individuals, Women Self-Help Groups (SHGs), Farmer Producer Organisations (FPOs), NCC, NSS and NYKS units, senior citizens and local social organisations

WHAT YOU NEED TO DO

1. Select **Guidelines & Instructions** 2 and read the Registration Guidelines (Figure 4). Select **Close Instructions** to return.
2. Read the "Eligible" description of each track.
3. Select **Select Track →** 3 on the track that applies to you.
4. Select **Continue: Institution Details** 4.



1. **×** – closes the guidelines.
2. **Close Instructions** – closes the guidelines and returns to Step 1.

Figure 4: Registration Guidelines

INDIVIDUAL PARTICIPATION IS ALLOWED

You may register as **1 participant (individual)** or as a team of up to 5 members. If the guidelines shown on screen mention a minimum of 2 members, follow this manual – the on-screen text is being updated.

EXPECTED RESULT

Step 1 is marked complete and Step 2 – Profile opens with the form for your selected track.

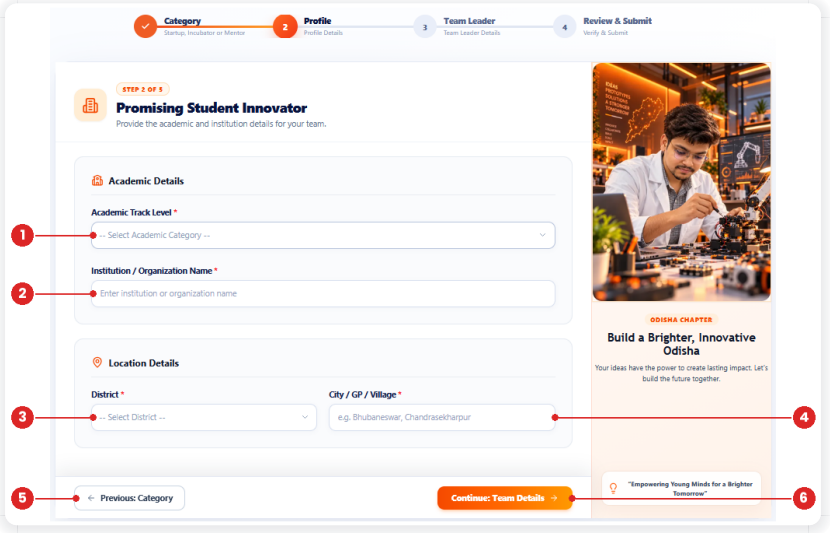
STEP 04 Enter Profile Details

WHAT YOU SEE

Step 2 – Profile. The heading and sections depend on the track selected in Step 03.

A. Promising Student Innovator

"Provide the academic and institution details for your team."



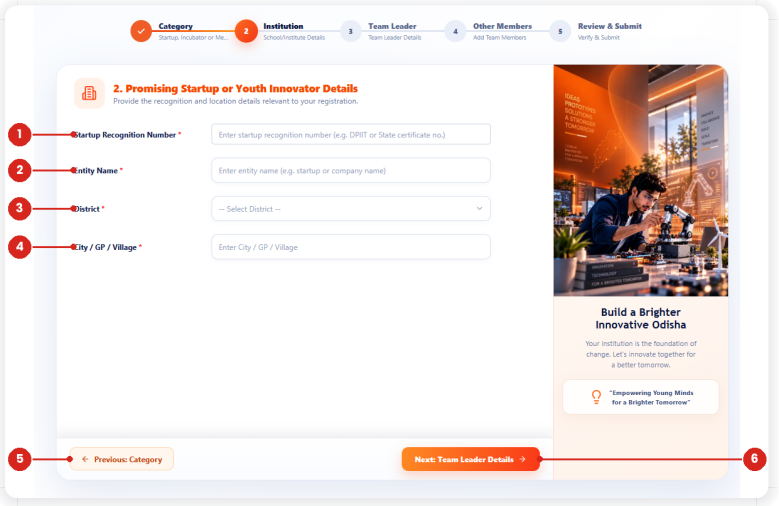
1. **Academic Track Level** – select your level, e.g., School (Class 9 to 12) or College / University.
2. **Institution / Organization Name** – enter the full official name of your institution.
3. **District** – select your district.
4. **City / GP / Village** – e.g., Bhubaneswar, Chandrasekharpur.
5. **Previous: Category** – returns to Step 1.
6. **Continue: Team Details** – continues to Step 3.

Figure 5: Step 2 – Promising Student Innovator profile

The fields under Academic Details change with the Academic Track Level you select. For example, the College / University level asks for the University AISHE Code, Name of University, Institute AISHE Code and Type of Institute (see the Review screen in Figure 10).

B. Promising Startups or Youth Innovators

"Provide the recognition and location details relevant to your registration."

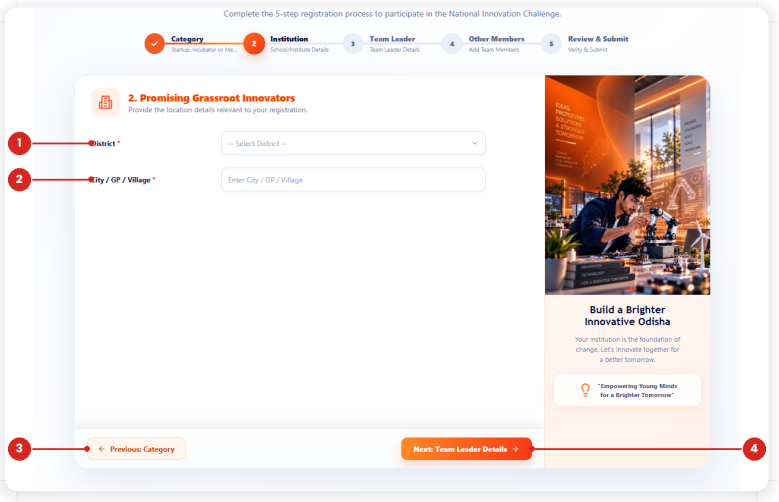


1. **Startup Recognition Number** – e.g., DPIIT or State certificate number.
2. **Entity Name** – startup or company name.
3. **District** – select the district.
4. **City / GP / Village** – enter the location.
5. **Previous: Category**
6. **Continue** – continues to Step 3.

Figure 6: Step 2 – Promising Startup or Youth Innovator Details

C. Promising Grassroots Innovators & Entrepreneurs

"Provide the location details relevant to your registration."



1. **District** – select the district.
2. **City / GP / Village** – enter the location.
3. **Previous: Category**
4. **Continue** – continues to Step 3.

Figure 7: Step 2 – Promising Grassroot Innovators

NOTE

Figures 6 and 7 show the earlier screen design for these two tracks. The current screens follow the same new layout as Figure 5 (four-step progress bar); the fields are the same.

WHAT YOU NEED TO DO

1. Complete all fields marked with * for your track.
2. Select the correct **District** – it determines your official registration code.
3. Select **Continue: Team Details** .

EXPECTED RESULT

Step 2 is marked complete and Step 3 – Part 1: Team Setup opens.

STEP 05 Team Setup & Innovation Details

WHAT YOU SEE

Step 3 — Part 1: Team Setup. "Configure your team profile, participation mode, and innovation overview." The screen has three sections: **Team Setup**, **Innovation Theme** and **Project Mentor**.

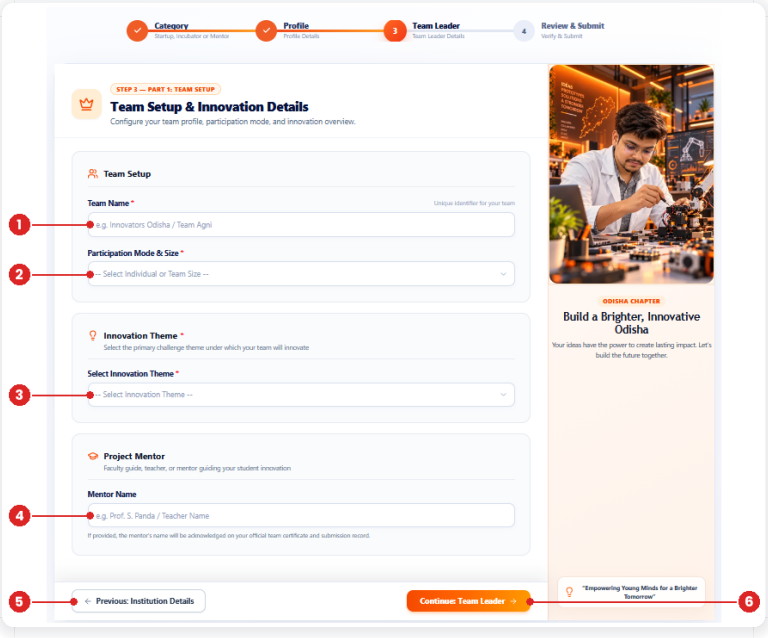


Figure 8: Step 3, Part 1 – Team Setup & Innovation Details

1. **Team Name** – a unique identifier for your team, e.g., Innovators Odisha / Team Agni.
2. **Participation Mode & Size** – select "1 Participant (Individual)" or the team size, e.g., "2 Members (Leader + 1 Member)".
3. **Select Innovation Theme** – the primary challenge theme under which your team will innovate.
4. **Mentor Name** (optional) – faculty guide, teacher or mentor guiding your innovation; acknowledged on the official team certificate and submission record.
5. **Previous: Institution Details** – returns to Step 2.
6. **Continue: Team Leader** – continues to Part 2.

WHAT YOU NEED TO DO

1. Enter a unique **Team Name**.
2. Select the **Participation Mode & Size**.
3. Select your **Innovation Theme**.
4. Enter the **Mentor Name**, if you have a mentor.
5. Select **Continue: Team Leader** .

EXPECTED RESULT

Step 3 — Part 2: Team Leader opens.

STEP 06 Enter Team Leader Details

WHAT YOU SEE

Step 3 — Part 2: Team Leader. "Provide verified contact information and academic details for the primary contact." The orange **Leader Details** panel is marked **Primary Contact**. For an individual participant the heading reads "Leader Details (Individual Participant)".

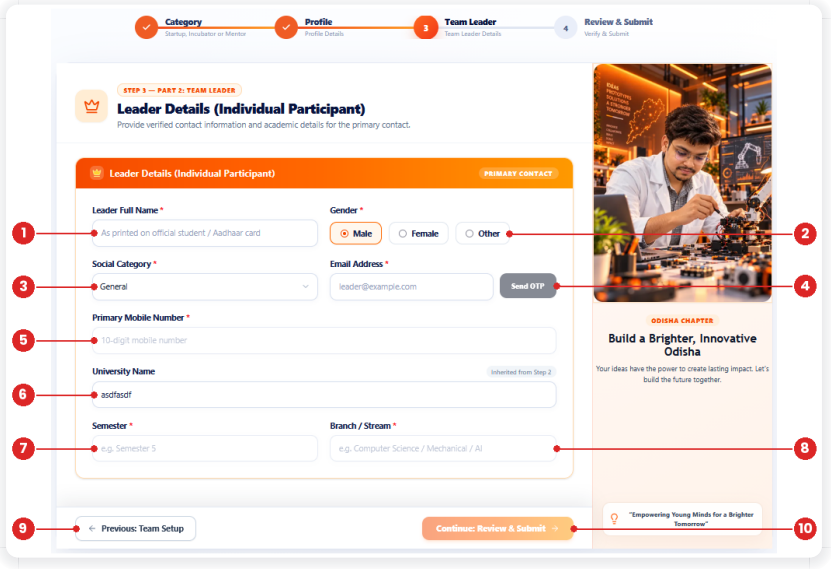


Figure 9: Step 3, Part 2 – Leader Details (college / university level)

1. **Leader Full Name** – as printed on the official student / Aadhaar card.
2. **Gender** – Male, Female or Other.
3. **Social Category** – default General.
4. **Email Address** and **Send OTP** – enter the leader's email, select Send OTP and enter the OTP received on that email.
5. **Primary Mobile Number** – 10-digit mobile number.
6. **University Name** – inherited (pre-filled) from Step 2.
7. **Semester** – e.g., Semester 5.
8. **Branch / Stream** – e.g., Computer Science / Mechanical / AI.
9. **Previous: Team Setup** – returns to Part 1.
10. **Continue: Review & Submit** – continues to the final step.

The academic fields in this panel follow the Academic Track Level selected in Step 2 (for example, school level asks for the class; ITI level asks for the trade / specialization).

WHAT YOU NEED TO DO

1. Enter the team leader's details. Use an email address and mobile number that are not registered with any other team.
2. Select **Send OTP** and complete the OTP verification of the **Email Address** as prompted on screen.
3. For a team, enter the details of each additional member as prompted on screen.
4. Select **Continue: Review & Submit**.

OTP VERIFICATION AND TEAM MEMBERS

The team leader's email address is verified by OTP. The OTP entry screen, validity period and resend option, and the member entry screen for teams, are **not available in the provided reference**; follow the instructions shown on the portal.

EXPECTED RESULT

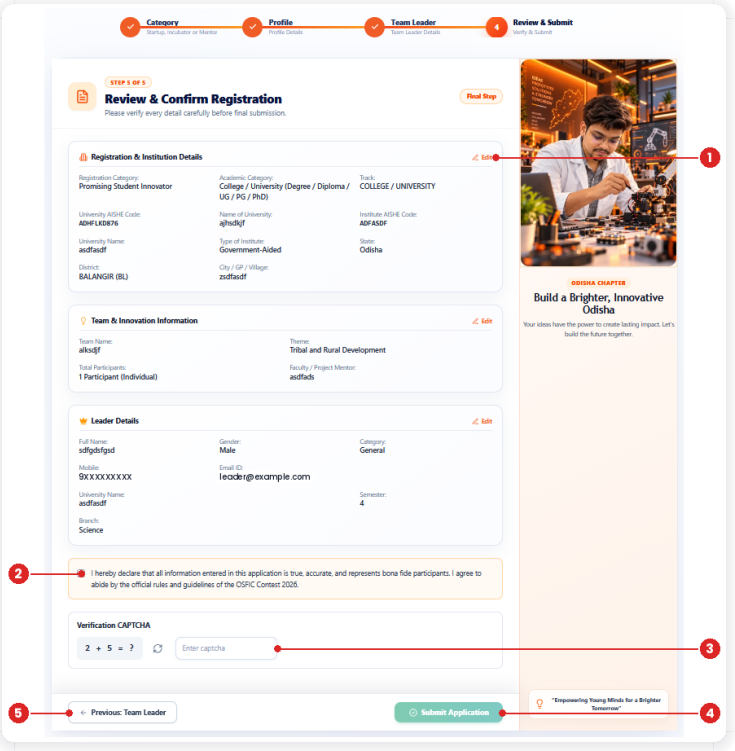
Step 3 is marked complete and Step 4 – Review & Confirm Registration opens.

STEP 07 Review and Confirm Registration

WHAT YOU SEE

Review & Confirm Registration (Final Step). "Please verify every detail carefully before final submission." Your entries are shown in sections, each with an **Edit** link: **Registration & Institution Details**, **Team & Innovation Information** (including the theme and project mentor) and **Leader Details**

(and other team members, for teams). A declaration checkbox and the **Verification CAPTCHA** appear below.



1. **Edit** – opens that section's step to correct the information (available on every section).
2. **Declaration checkbox**
3. **Verification CAPTCHA** – type the answer to the question shown; use the refresh icon for a new question.
4. **Submit Application** – submits the registration.
5. **Previous: Team Leader** – returns to the previous step.

Figure 10: Step 4 – Review & Confirm Registration

Contact details in Figure 10 have been masked.

WHAT YOU NEED TO DO

1. Check every detail – especially the registration category, district, team name, theme, team leader's email address and mobile number, and member names.
2. Select **Edit** 1 on any section to correct it, then return to this step.
3. Read and select the declaration 2: *"I hereby declare that all information entered in this application is true, accurate, and represents bona fide participants. I agree to abide by the official rules and guidelines of the OSFIC Contest 2026."*
4. Enter the answer to the **Verification CAPTCHA** 3.
5. Select **Submit Application** 4.

CHECK BEFORE YOU SUBMIT

Review all information carefully. The district determines your official registration number, and login credentials are sent to the email addresses you enter.

EXPECTED RESULT

The application is submitted and the **Registration Confirmed!** screen is displayed.

STEP 08 Registration Confirmation

WHAT YOU SEE

APPLICATION SUBMITTED SUCCESSFULLY – Registration Confirmed! "Your official OSFIC Contest 2026 application has been recorded in the central database."

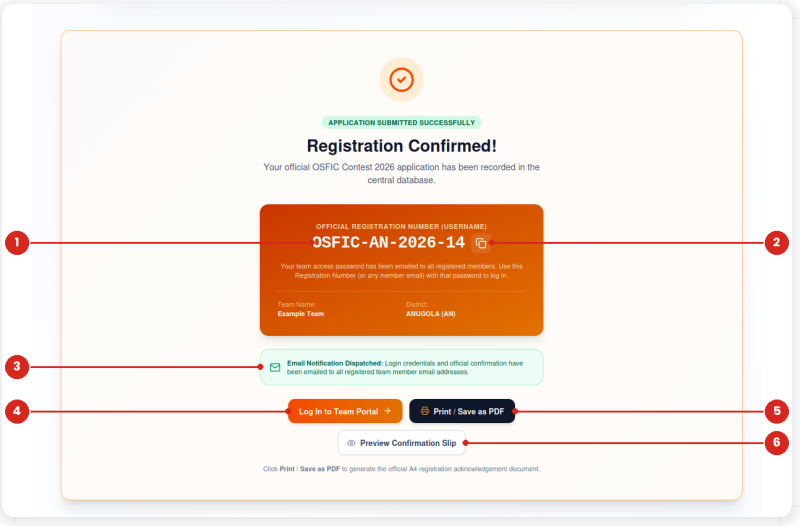


Figure 11: Registration Confirmed

1. **Official Registration Number (Username)** – e.g., OSFIC-AN-2026-14. The code includes your district.
2. **Copy** – copies the registration number.
3. **Email Notification Dispatched** – login credentials and the official confirmation have been emailed to all registered team member email addresses.
4. **Log In to Team Portal** – opens the team login.
5. **Print / Save as PDF** – generates the official A4 registration acknowledgement document.
6. **Preview Confirmation Slip** – shows the confirmation slip on screen.

WHAT YOU NEED TO DO

1. Note down or copy 2 your **Official Registration Number**.
2. Select **Preview Confirmation Slip** 6 to check the slip, then **Print / Save as PDF** 5 to keep the official acknowledgement.
3. Check the registered email inbox for the team access password.

YOUR LOGIN DETAILS

Username: your Official Registration Number (or any registered member email).
Password: the team access password emailed to all registered members.

STEP 09 Log In to the Team Portal

WHAT YOU NEED TO DO

1. Select **Log In to Team Portal** on the confirmation screen, or **Login** in the portal header.
2. Enter your Official Registration Number (or a registered member email) and the password received by email.

EXPECTED RESULT

The team portal opens. If a theme still has to be selected for your team, the **Select Innovation Theme** pop-up appears first (Step 10).

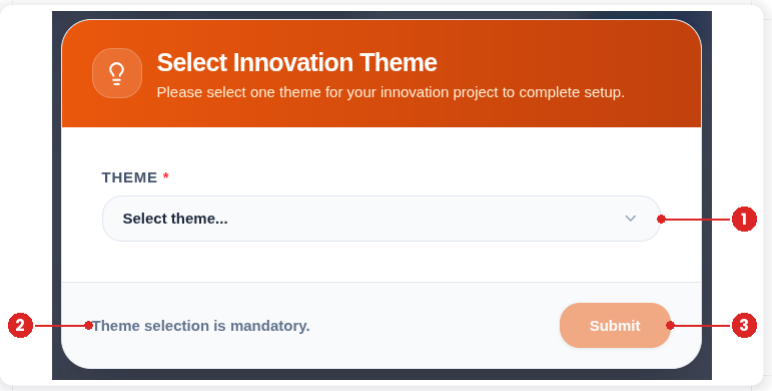
8. After Login – Team Portal

The team portal (OSFIC – Odisha Seva First Innovation Challenge) has a left-hand menu with **Dashboard**, **Problem Statements** and **Submition** (some screens also show **Teams**), and a **Logout Account** button at the bottom. Your team name and role are shown at the top-right.

STEP 10 Select Your Innovation Theme

WHAT YOU SEE

When you log in, the portal may show the **Select Innovation Theme** pop-up: "Please select one theme for your innovation project to complete setup." The page behind the pop-up is dimmed until a theme is submitted.



1. **Theme** – drop-down list ("Select theme..."); select one theme.
2. **Theme selection is mandatory** – the team set-up is completed only after a theme is submitted.
3. **Submit** – saves the selected theme. It becomes active after a theme is selected.

Figure 12: Select Innovation Theme pop-up (after login)

WHAT YOU NEED TO DO

1. Open the **Theme** drop-down and select the theme that best matches your innovation project.
2. Select **Submit**.

CHOOSE CAREFULLY

Select the theme that matches the problem statement you intend to work on – problem statements in the team portal are grouped by theme. Whether the theme can be changed later is **not available in the provided reference**; contact the helpdesk if you need to change it.

EXPECTED RESULT

The pop-up closes and the team portal is available.

STEP 11 Browse Problem Statements

WHAT YOU SEE

The **Problem Statements** page shows the total number of published statements (e.g., "162 total statements"), a **Search & Filter Problem Statements** panel, and a table with the columns **#**, **Code** (e.g., PS-193), **Problem Statement**, **Organisation**, **Theme** and **Action**.

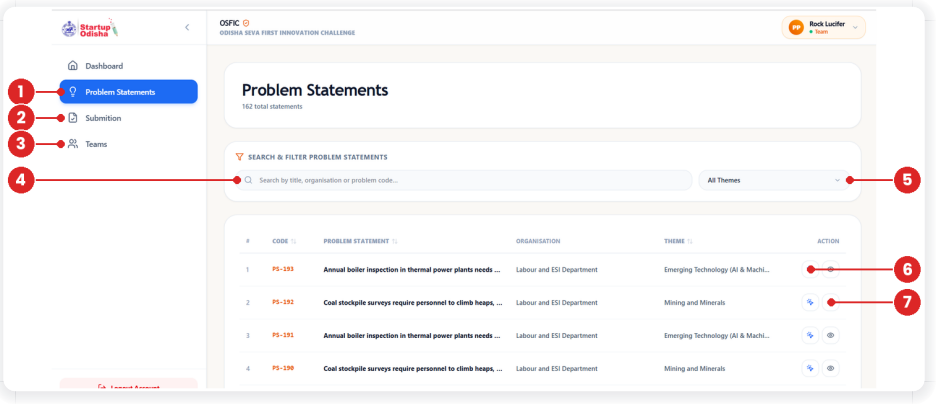


Figure 13: Team portal – Problem Statements

1 **Problem Statements** – menu option that opens this page.	2 **Submition** – opens the Problem Statement & Solution page (Step 12).
3 **Teams** – team details.	4 **Search** – search by title, organisation or problem code.
5 **All Themes** – filter the list by theme.	6 **Action icon** – action on the problem statement in that row (see the on-screen tooltip).
7 **View** (eye icon) – opens the full problem statement.	

WHAT YOU NEED TO DO

1. Select **Problem Statements** in the left-hand menu.
2. Use the search box or the theme filter (for example, your selected theme) to narrow the list.
3. Select the eye icon to read the full problem statement before you choose one.
4. Column headers with arrows (Code, Problem Statement, Theme) can be selected to sort the list.

STEP 12 Submit Your Solution

WHAT YOU SEE

Selecting **Submition** opens **Problem Statement & Solution** with two tabs – **Problem Statement** and **Solution**. The Solution tab shows the solution form. When a solution has already been saved, the form is titled **Update Solution** and an uploaded file shows **Replace existing File** (Figure 14).

WHAT YOU NEED TO DO

1. Check the problem statement on the **Problem Statement** tab, then open the **Solution** tab.
2. Enter the **Description** of your solution.
3. Select **Choose File** to upload the **Pitch Deck / Abstract & Approach Document** (PPT or PDF). To change a file you uploaded earlier, select **Replace existing File**.
4. If available, upload a **Supporting Document (PDF)** and an **Image (.jpg, .png)**, each within 5 MB.
5. Enter the **Video URL** and **Repository URL**, if available.
6. Select **Save as Draft** to keep working on it later, or **Submit** when the solution is complete.

BEFORE YOU SUBMIT

Only the **Description** and the **Pitch Deck / Abstract & Approach Document** are mandatory (*). Whether a solution can still be edited after **Submit**, and the confirmation message shown, are **not available in the provided reference**; use **Save as Draft** until your solution is final, and check the submission deadline under **Key Dates**.

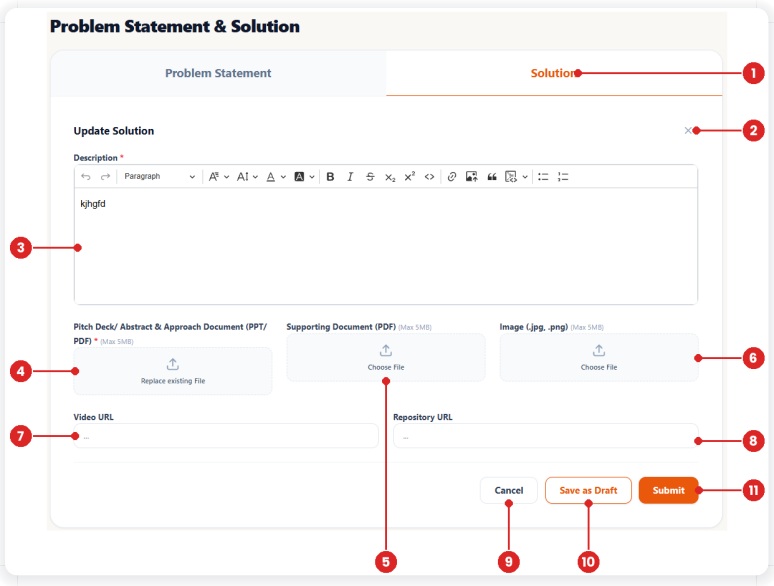


Figure 14: Team portal – Solution form (Update Solution)

1. **Solution** tab
2. **×** – closes the form
3. **Description** *
4. **Pitch Deck / Abstract & Approach (PPT / PDF)** * – max 5 MB
5. **Supporting Document (PDF)** – optional, max 5 MB
6. **Image (.jpg, .png)** – optional, max 5 MB
7. **Video URL** – optional
8. **Repository URL** – optional
9. **Cancel** – closes without saving
10. **Save as Draft** – continue later
11. **Submit** – final submission

9. Field-Level Reference

Field	What to Enter	Example / Format	Mandatory	Important Note
Participation Track	Your track	Promising Student Innovator	**Yes**	Decides the fields shown in Step 2.
Academic Track Level	Level of study	College / University (Degree / Diploma / UG / PG / PhD)	**Yes**	Student track only; decides the academic fields.
Institution / Organization Name	Official institution name	Full official name	**Yes**	Pre-filled for the leader in Step 3.
Startup Recognition Number	Recognition / certificate number	DPIIT or State certificate no.	**Yes**	Startup or Youth Innovator track only.
Entity Name	Startup or company name	—	**Yes**	Startup or Youth Innovator track only.
District	Your district	BALANGIR (BL)	**Yes**	Determines the registration number code.

Field	What to Enter	Example / Format	Mandatory	Important Note
City / GP / Village	Your location	Bhubaneswar, Chandrasekharpur	Yes	—
Team Name	Your team's name	e.g., Innovators Odisha / Team Agni	Yes	Must be unique.
Participation Mode & Size	Individual or team size	1 Participant (Individual); 2 Members (Leader + 1 Member)	Yes	1 to 5 participants.
Innovation Theme	Primary challenge theme	Tribal and Rural Development	Yes	One theme per team.
Mentor Name	Faculty guide / mentor	Prof. S. Panda	No	Shown on the team certificate.
Full Name	Name of leader / member	As printed on student / Aadhaar card	Yes	—
Gender	Gender	Male / Female / Other	Yes	—
Social Category	Category	General	Yes	—
Email Address – Leader	Leader's email	leader@example.com	Yes	Unique across teams; verified by OTP; receives login credentials.
Primary Mobile Number – Leader	Leader's mobile	10-digit number	Yes	Unique across teams.
Semester	Current semester	Semester 5	Yes	College / university level.
Branch / Stream	Branch or stream	Computer Science / Mechanical / AI	Yes	College / university level.
Email Address – Member	Member's email	member@example.com	No	If entered, receives login credentials.
Contact Mobile Number – Member	Member's mobile	10-digit number	No	—
Declaration	Tick the checkbox	—	Yes	Required to submit.
Verification CAPTCHA	Answer to the question	2 + 5 = ? → 7	Yes	Required to submit.
Theme (after login)	Project theme	Select theme...	Yes	Completes the team set-up.
Solution Description	Description of your solution	Text editor	Yes	—

Field	What to Enter	Example / Format	Mandatory	Important Note
Pitch Deck / Abstract & Approach Document	Main solution document	.ppt / .pptx / .pdf	**Yes**	Maximum 5 MB.
Supporting Document	Additional document	.pdf	**No**	Maximum 5 MB.
Image	Image of your solution	.jpg / .png	**No**	Maximum 5 MB.
Video URL / Repository URL	Links to video and code	https://...	**No**	—

10. Validation and Error Handling

Scenario	System Response	User Action
Mandatory field is blank	Mandatory fields are marked with a red asterisk (*); the Continue button stays inactive. The exact on-screen message: Not available in the provided reference.	Complete all fields marked * before selecting Continue.
Team name already in use	Not available in the provided reference.	Choose another team name.
Invalid information (e.g., mobile number not 10 digits)	Not available in the provided reference.	Enter the information in the format shown in the field (e.g., 10-digit mobile number).
Duplicate email or mobile number	Duplicate email addresses or mobile numbers across teams are rejected. Exact message: Not available in the provided reference.	Use an email address and mobile number not registered with any other team. Each person can be in only one team.
Email OTP not verified, invalid or expired	Not available in the provided reference.	Select Send OTP again, re-enter the OTP or follow the option displayed on screen.
Declaration not selected	The Submit Application button stays inactive.	Select the declaration checkbox.
Wrong CAPTCHA answer	Not available in the provided reference.	Re-enter the answer, or select the refresh icon for a new question.
Browser closed before submission	Form data is kept only during the session until final submission.	Complete and submit the registration in one session.
Theme not selected after login	"Theme selection is mandatory." The pop-up stays open.	Select a theme and select Submit.

Scenario	System Response	User Action
Mandatory solution field missing (Description or Pitch Deck)	Not available in the provided reference.	Enter the description and upload the pitch deck / abstract & approach document before selecting Submit.
Upload file too large or wrong type	Not available in the provided reference.	Use the file type shown and keep each file within 5 MB.

11. Important User Notes

01 Choose the right track
Read the "Eligible" description of each track before selecting it.

02 Select the correct district
The district determines your official registration number code.

03 One team per person
Each person can be in only one team. Duplicate emails or mobile numbers across teams are rejected.

04 Individual or team
Register as 1 participant (individual) or as a team of up to 5 members; the first member is the Team Leader and primary contact.

05 Use working contact details
The team leader's email receives the OTP, and registered email addresses receive the login password.

06 Enter names as per ID card
Enter full names as printed on the official student / Aadhaar card.

07 Finish in one session
Form data is not saved after you leave the page. Submit before closing the browser.

08 Keep your acknowledgement
Copy the Official Registration Number (your username) and use Print / Save as PDF to keep the official acknowledgement.

09 Select your theme after login

If the Select Innovation Theme pop-up appears, choose the theme that matches your project and select Submit.

10 Prepare your solution files

Keep your pitch deck / abstract & approach document (PPT or PDF) ready – it is mandatory – along with any supporting document (PDF) and image (.jpg / .png), each within 5 MB, and your video and repository links. Use Save as Draft until the solution is final.

OBSERVED ON THE PORTAL

- The registration sub-title refers to the "National Innovation Challenge"; the confirmation screen refers to the "OSFIC Contest 2026".
- The progress bar shows four steps, while the step badges read "Step 1 of 5", "Step 2 of 5" and "Step 5 of 5".
- Step 2 is called "Profile" in the progress bar; the buttons leading to and from it read "Continue: Institution Details" and "Previous: Institution Details".
- On some screens the third track card reads "Promising Grassroots & Innovators Entrepreneurs".
- The team portal menu option for solution submission is spelt "Submition".

12. Complete Process Flow

01 **Access Portal**
Open https://osfic.startupodisha.org/

02 **Select Registration**
Top-right button in the header

03 **Category**
Guidelines & Instructions · Select Track → · Continue: Institution Details

04 **Profile**
Academic / entity details · District · City / GP / Village · Continue: Team Details

05 **Team Setup**
Team Name · Participation Mode & Size · Innovation Theme · Mentor Name · Continue: Team Leader

06 **Team Leader**
Leader details · Send OTP (email) · Academic details · Continue: Review & Submit

07 **Review & Submit**
Check sections · Edit if needed · Declaration · CAPTCHA · Submit Application

08 **Registration Confirmed**
Official Registration Number · Credentials emailed · Print / Save as PDF · Preview Confirmation Slip

09 **Log In to Team Portal**
Registration Number (or member email) + emailed password

10 **Select Innovation Theme**
Pop-up after login · Theme · Submit

11 **Problem Statements**
Search · Filter by theme · View details

12 **Submit Solution**
Description · Pitch Deck / Abstract (PPT / PDF) · Supporting PDF · Image · Video URL · Repository URL · Save as Draft · Submit

13. Help and Support

For assistance with registration, contact the helpdesk using the details displayed in the OSFIC Portal footer.

Email
osfic@startupodisha.org.in

Phone
Toll-free: 1800-345-7100
Phone: 0674-2586176

Timings
Visiting Days: Monday to Saturday (working days)
Visiting Hours: 10:30 AM – 5:00 PM
Toll-free Helpline: 7:00 AM to 10:00 PM daily (except National Holidays)

ADDRESS
2nd Floor, Tower-A, Odisha Startup Incubation Centre (O-HUB), SEZ Road, CHANDAKA, Pincode-751024, Bhubaneswar, Odisha, India

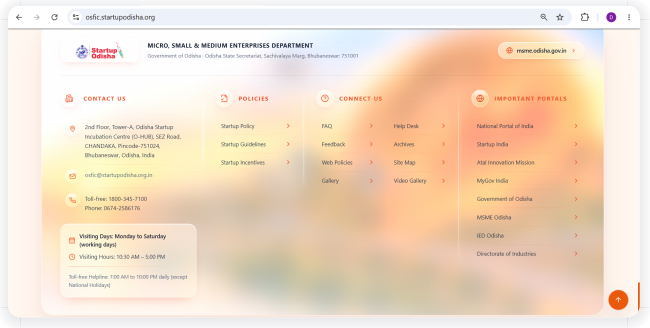


Figure 15: OSFIC Portal footer – contact information

This manual is based on the OSFIC Portal screens available at the time of preparation (October 2026). Screens and labels may be updated on the portal.