

## Admission Procedure of Students through ERP System

ERP System for IIT Kharagpur addresses all stakeholders (including institute students) of the Institute. You are the primary stakeholder. Our development of ERP has started with you in mind. The manual given herewith walks a first time user through the various steps as to how to make use of the system:

1. Machine Setup
2. New User Sign Up
3. Sign In
4. Update and Print Student Profile
5. Fees Payment

### 1. Machine Setup:

You have to use Mozilla Firefox as your web browser for gaining admittance to ERP system of IIT Kharagpur. Please install Mozilla from [www.mozilla.com](http://www.mozilla.com) using any web browser if you do not have Firefox. Alternatively you can also use Google Chrome for browsing ERP System of the institute.

### 2. New User Sign Up (please complete this process before you come for registration)

Please create your account in ERP System by clicking on the link *New User Sign Up*. The above link (new user) will help you to create your account and give you access to ERP. By clicking on the new user link you have to provide information which is stated below. Please remember that all fields are case sensitive.

- (a) Please select *New Admission* in Stakeholder Type drop down menu.
- (b) Select your entrance examination code (given in following table) and put registration/application number, as asked for, in appropriate field. Your applicable log in ID, which is a temporary one, would be generated as per the format specified in the table below

Type	Entrance Exam	Details	Applicable Login ID
UG	JAM	M.Sc. Candidates through JAM	<b>JAM</b> <Regn. Number>
UG	JEE	JEE Candidates through JEE	<b>JEE</b> <Regn. Number>
UG	PREP	PREP Candidates through JEE(PREP)	<b>PREP</b> <Existing PREP Rollno>
UG	JPRGUG	M.Sc. in Chemical & Molecular Biology	<b>JPRGUG</b> < Application Number>
PG	DEF	PG Candidates of Defence Category	<b>DEF</b> <Application Number>
PG	EMBA	Executive MBA Candidates	<b>EMBA</b> <Application Number>
PG	GATE	PG Candidates through GATE	<b>GATE</b> <Application Number>
PG	MMST	MMST Candidates	<b>MMST</b> <Application Number>
PG	MBA	Candidates for MBA Programme	<b>MBA</b> < Application Number>
PG	MHRM	Candidates for MHRM Programme	<b>MHRM</b> <Application Number>
PG	LLB	Candidates for LLB	<b>LLB</b> <Application Number>
PG	LLM	Candidates for LLM	<b>LLM</b> <Application Number>
PG	SPON	PG Candidates in Sponsored Category	<b>SPON</b> <Application Number>
PG	JPRG	PGDBA Candidates	<b>JPRG</b> <Assigned Roll No.>
RESEARCH	MS	Candidates for MS	<b>MS</b> <Application Number>
RESEARCH	PHD	Candidates for PHD (all category)	<b>PHD</b> <Application Number>

(c) **Your temporary Login ID** will automatically be generated as <entrance exam><registration number>. Ex. JEE20102103451, GATE7258059, JAM5111133 etc. **Your temporary login id will be automatically changed to your roll number after the documents submitted by you are verified by academic section.**

(d) **Password**: Enter your login password (At least 8 characters with a mix of alphabets and numerals preferably with one special character like @ # \* & \$ etc.). Refrain from using simultaneous numbers like 12345, or alphabets abcde or similar. Use at least one letter as capital. A good example of a very strong password is 9753#&moQS or 1q3E%t\*I (use your eyes and the look of the keyboard so that you do not have to commit the actual password to memory, you will remember the process) Please remember the password as it will be required at the time of login to ERP and ever after. (Please refrain from using names of your parents, siblings, and dates of birth or any data which is there already in your original application or in public data base to ensure security of your log in).

(e) **Confirm Password**: Retype the password

(f) **Digital Signature Information**: The “Alias” and “Passphrase” are required for your Digital Certificate creation. No document will be authenticated unless it is digitally signed. You have to remember the Alias and Passphrase for digitally signing any document and you need to keep it secret. The alias and passphrase will be your login id and password you have given above, by default. However, you can change the passphrase later for enhanced security.

(g) **Security Question and Answers**: You will be requested here to give your date of birth. Please use the calendar to enter the date of birth. Please write in the security questions on left side and provide corresponding answers on right side of the table.

Some suggested security questions are: (i) Name of first school you attended or (ii) Name of favorite season/sport/food/place/animal, (iii) the favorite deodorant or perfume you use or any personal toiletries, (iv) your favorite author/singer/music composer/playwright/person, (v) organization you would like to work for etc which is known to you only if possible. Please provide all the three questions and their corresponding answers because any one of these three questions will be asked at random when you try to “sign in” later. Please refrain from using names of parents, siblings, dates of birth, bank name/account number etc which is in public data base and hence can be used to hack into your account

(h) Enter the code given in image box and click on the create account button, your account will be created.

**NB:** If you happen to forget the “log in” password or the “security questions and answers” you can use the password recovery button on ERP front page to recover them.

### **3. Sign In (please complete this process before you come for registration)**

Please provide Login ID (Ex: JEE20102103451, GATE7258059, JAM5111133 etc.), password and the answer of the security question which was created by you at the time of “log In” creation in to “sign in” into the ERP System. All information asked at the time of “sign in” is case sensitive.

### **4. Update and Print Student Profile (please complete this process before you come for registration)**

After logging in, select the “Academic” menu from the bar at top. Go to “Update and Print Student Profile” (New Admission) link and click on it. Please note down your tentative roll number and hall

shown in the link. Update all the details and click on “Update” button to save the changes. After successfully saving your data take a printout using the “Print Profile” button. “Print Profile” and “Pay Fees” button would be enabled only after the data saved in ERP.

Students shall generate “student profile” from the ERP site after logging in and obtain print out of the same. They **should submit signed copy of the students profile at the time of registration.**

## 5. Payment of fees

Please refer to the “***Instruction to Students for Fees Payment***” sent to you through email / hosted at ERP login page.

NOTE: Once the admission is confirmed after reporting on the day registration and all document verification, your login id to ERP system will be automatically changed to your roll number. From then onwards you should login to the ERP system through your assigned roll number.

**The print out of the Profile and Fees Acknowledgement form is mandatory at the time of admission. Your admission can not be processed without these two documents.**

For any other clarification call the appropriate unit in Academic Section:

For UG: Assistant Registrar (UG), Ph: 03222-2-82054 Email: [arug@adm.iitkgp.ernet.in](mailto:arug@adm.iitkgp.ernet.in)

For PG: Assistant Registrar (PGS&R), Ph: 03222-2-82052 Email: [asregpgr@adm.iitkgp.ernet.in](mailto:asregpgr@adm.iitkgp.ernet.in)

You can also contact Deputy Registrar(Academic) for any academic related queries:

at Ph: 03222-2-82050 Email: [dracad@adm.iitkgp.ernet.in](mailto:dracad@adm.iitkgp.ernet.in)

For any online application software related problem please call : 03222-2-81019/18/17

## After Joining the Institute

1. If you are connecting to ERP using Institute LAN/Wifi, please ensure that (a) You are using **172.16.1.164** as your preferred DNS Server and **172.16.1.180** as your alternate DNS Server (From network settings › Local Area Network › TCP/IP version 4 › Properties) and (b) Bypass proxy for **.iitkgp.ernet.in** and **.iitkgp.ac.in** (From Mozilla › Tools › Options › Advanced › Network Settings › Add erp.iitkgp.ernet.in in no proxy for list).

However, if you are connecting to ERP by data card one should chose “automatically detect settings”.

2. Computer and Informatics Centre of Institute (CIC) will automatically generate Institute id for using iitkgp mail. This will be your principal mail id and it is the only one faculty and administration will use for communicating with you during your period of study here. Your personal mail id shall be moved to “other mail id”