

Admission Procedure of Students through ERP System

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

1. **New User Sign Up**
2. **Sign In**
3. **Update and Print Your Profile, Generate Pay-in-Slip for Fees Payment**

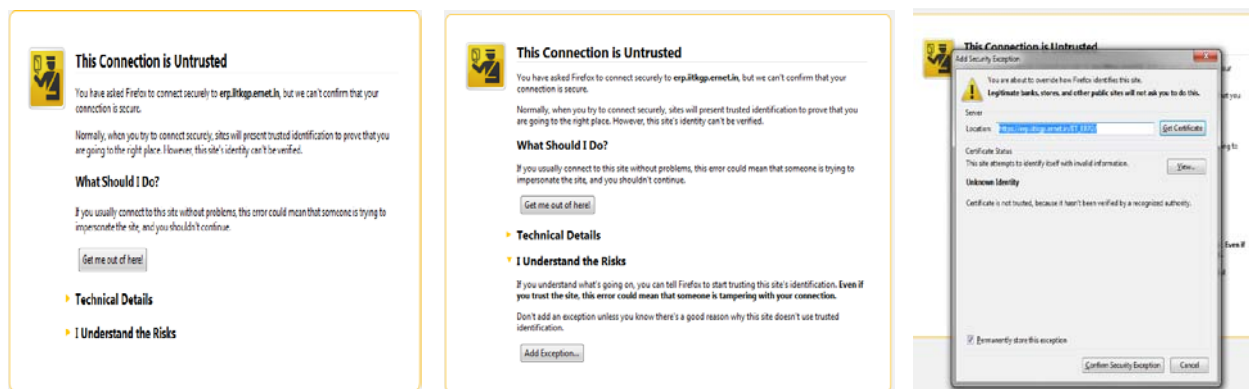
Please generate “student profile” from the ERP site after logging in and obtain print out of the same. The signed copy of printout should **be submitted at the time of admission**.

1. Machine Setup:

1.1 You have to use Mozilla Firefox (preferred version 4.0 and above) as your web browser for gaining admittance to ERP system of IIT Kharagpur. Please download Mozilla from www.mozilla.com using any web browser if you do not have Firefox.

- (a) Save it to your disc and then run to install Mozilla
- (b) While installation, you have to import everything from your existing browser.
- (c) After installation of Mozilla Firefox you may opt to use it as default browser. Please use the link **<http://erp.iitkgp.ernet.in>** at the address bar of your browser (Mozilla Firefox) to connect to the ERP System.

1.3 This ERP System is a secure site, so you have to trust this site once for your machine. Steps to trust this site are given below. *Please click on ‘I Understand the Risks’. Click on the button named “Add Exception”. Click on the button named “Confirm Security Exception”, the login page will appear*



2. New User Sign Up

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

- (a) Stakeholder Type: - This is a drop down field. In this field you have to give the stakeholder type: **“New Admission”**
- (b) Select your entrance exam and put registration/application number in appropriate field.

Entrance Exam Details

Type	Exam Code	Details	Applicable Id
UG	JAM	MSc Applicants through JAM	JAM<Regn. Number>
UG	JEE	Applicants through JEE	JEE<Regn. Number>
UG	PREP	Applicants through JEE(PREP)	PREP<Existing PREP Rollno>
PG	DEF	PG Applicants of Defence Category	DEF<Application Number>
PG	DIST	PG Applicants in Distance Mode	DIST<Application Number>
PG	EMBA	Executive MBA Applicants	EMBA<Application Number>
PG	GATE	PG Applicants through GATE and MMST applicants	GATE< Regn. Number>
PG	JMET	Applicants through JMET (MBA and MHRM)	JMET< Application Number>

PG	LLB	Applicants for LLB	LLB< Application Number>
PG	QIP	PG Applicants through QIP program	QIP< Application Number>
PG	SPON	PG Applicants in Sponsored Category	SPON< Regn. Number>
RESEARCH	MS	Applicants for MS	MS< Application Number>
RESEARCH	PHD	Applicants for PHD (all category)	PHD< Application Number>

- (c) **Your Login ID will automatically be generated as <entrance exam><registration number>. Ex. JEE20102103451, GATE7258059, JAM5111133, etc. However after academic document verification by academic section at the time of admission, your login id will be changed to your roll number.**
- (d) Password: - Enter your login password (At least 8 characters with a mix of alphabets + numerals preferably with one special character like “_” or “.”). Please remember the password as it will be required at the time of login to the ERP system. *(Please refrain from using names of your parents, siblings, your own date of birth or any data which is there already in your original application 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. You have to remember the Alias and Passphrase for digitally signing any document and you need to keep it secret. By default, the “alias” and “passphrase” will be your login id and password you have given above. 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 frame appropriate security questions (left side) and provide corresponding answers (right side). *Some suggestions are: (i) Name of first school you attended or (ii) Name of favourite sport/food/place/animal etc.* 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.
- (h) Lastly enter the code given in image box and click on the create account button, your account will be created.

3. Sign In

Please provide Login ID (Ex: JEE20102103451, GATE7258059, JAM5111133 etc.), password and the answer to the security question (which was provided by you at the time of creation of your account). If the inputs are correct you are signed into the ERP system. Information asked at the time of login is case sensitive.

4. Update and Print Your Profile, Generate Pay-in-Slip for Fees Payment

After successful login, go to **Academic→Update and Print Student Profile (New Admission)**. 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 print out from the button ‘Print’. **Please also take a print out of the pay-in-slip to deposit fees at the time of admission from the button “Generate Pay-in-Slip”. The print out of the Profile has to be submitted at the time of admission at the academic verification counter.**

NOTE: Once the admission is confirmed by academic section on the date of joining/registration day, 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.

For any online application software related problem please call 03222281017/18/19. For any other clarification call Academic Section. For UG: Assistant Registrar (UG), Ph: 03222282054 Email: arug@adm.iitkgp.ernet.in For PG and Research: Assistant Registrar (PGS&R), Ph: 03222282052 Email: asregpr@adm.iitkgp.ernet.in

5. After Joining the Institute

If you are connecting from inside IIT campus to the ERP System, please further configure your Mozilla browser as given below:

- (a) Use 144.16.192.55 as your preferred DNS Server (From network→~~Settings~~→~~Network~~→TCP/IP version 4 Properties) and
- (b) Bypass proxy for erp.iitkgp.ernet.in (From Mozilla→Tools→Options→Advanced→Network→Settings→Add erp.iitkgp.ernet.in in no proxy for list).