

Profile edit/update Procedure of Faculty/Staff through ERP System

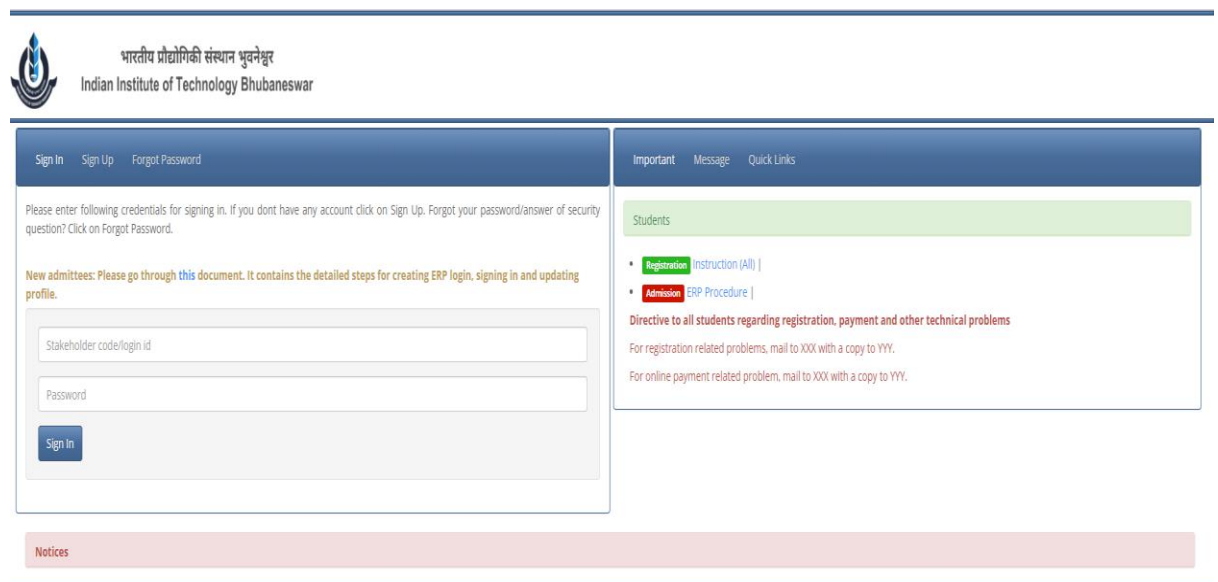
ERP System for IIT Bhubaneswar addresses all stakeholders (including institute employees) of the Institute. You are the primary stakeholder. Our development of ERP has started with you in mind. The manual given herewith walks a first time user Sign Up through the various steps as to how to make use of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

- New User Sign Up
- Sign In
- 3. Update your Profile

1. New User Sign Up (please complete this process before Sign In ERP)

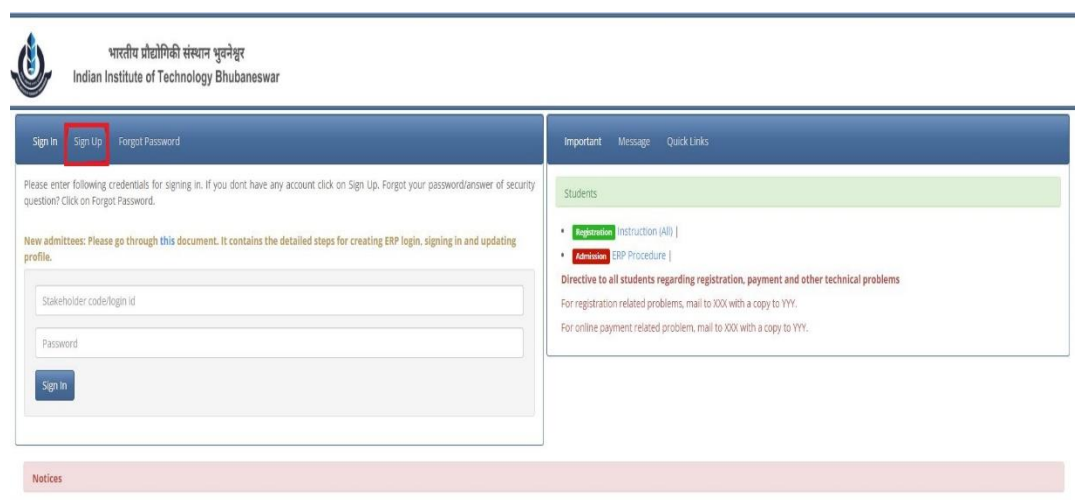
Please open any Web Browser (Mozilla or Google Chrome, Microsoft Edge) and use the below url address to open ERP system. It will show in the below picture

<https://eims.iitbbs.ac.in/>



The screenshot shows the login page of the ERP system. The header features the IIT Bhubaneswar logo and name. The main content area has a navigation bar with 'Sign In', 'Sign Up', and 'Forgot Password' options. Below the navigation bar, there is a login form with fields for 'Stakeholder code/login id' and 'Password', and a 'Sign In' button. To the right of the login form, there is a 'Students' section with links for 'Registration Instruction (All)' and 'Admission ERP Procedure'. Below the login form, there is a 'Notices' section.

2. First click on SignUp option [First time to create new ERP account]



The screenshot shows the login page of the ERP system with the 'Sign Up' option highlighted in the navigation bar. The header features the IIT Bhubaneswar logo and name. The main content area has a navigation bar with 'Sign In', 'Sign Up', and 'Forgot Password' options. Below the navigation bar, there is a login form with fields for 'Stakeholder code/login id' and 'Password', and a 'Sign In' button. To the right of the login form, there is a 'Students' section with links for 'Registration Instruction (All)' and 'Admission ERP Procedure'. Below the login form, there is a 'Notices' section.

3. Please fill all the required details in the textboxes. Stakeholder code is your employee ID. Once you enter your employee ID and go to the next field, it should auto-populate your name and Login ID. **If this does not happen, please contact the Office of Establishment.**

PLEASE REMEMBER THE SECURITY QUESTIONS AND THEIR ANSWERS. THIS IS NEEDED FOR LOGGING IN.

Sign In Sign Up Forgot Password

New User Sign Up

Please do not use special character like ' / " \ % New admittees: Please select New Admission as stakeholder type.

Stakeholder Type

Stakeholder Code

Stakeholder Name

Your Login Id

Password

Confirm Password

Digital Signature Information

Alias

Passphrase

Confirm Passphrase

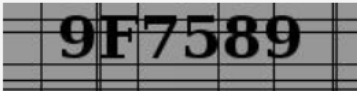
Information for Verification

Date of birth (DD-MM-YYYY)

Security Questions

<input type="text" value="First question"/>	<input type="text" value="Answer of first question"/>
<input type="text" value="Second question"/>	<input type="text" value="Answer of second question"/>
<input type="text" value="Third question"/>	<input type="text" value="Answer of third question"/>

Confirm



- After clicking on submit button it will show successful message [Account created].
- After click on Sign In option marked in the below screen shot to login into ERP Account. It will ask you your stakeholder ID, password, and security question (any one of the three provided by you).

- After login using the credentials it will open the window in the below manner.

- Then click on PIS [Personal Information] option marked with red color in the above screen shot then it will open below window.

- After that click on "Profile" option then select ->1. Profile Update option

9. Please upload your photo, signature and all required information through 'update or edit details' in your profile section.

You are in: PIS / Profile / Profile Update

Employee Profile

Stakeholder Code	Name	Department	Photo
230010	Praveen Kumar R	Computer and Information Technology Services Cell	 <p>Upload Your Current Photo</p>  <p>Upload Your Current Signature</p>

1. Contact Details and Information for Election Commission[Urgent Requirement]

Note: Click on 'Edit/Update' button to modify Information for Election Commission and contact details

Contact Type	Value	Contact Type	Value
Personal Email ID:	iampraveenkumar@gmail.com	Alternate Email ID:	
Institute Email:		Institute Email OTP(Must Reset):	
Mobile No:	9710282493	Department Extn. No:	8612
Residence Extn. No:		ORCID ID:	
ISI Researcher ID:		SCOPUS ID:	
Google Scholar ID:		Microsoft Academic ID:	
*Aadhar No:	987654321		

Election Commission Information

Assembly Constituency No.	<input type="text"/>	Assembly Constituency Name	<input type="text"/>
Part No.	<input type="text"/>	Serial No.	<input type="text"/>
Epic No.(Voter Photo ID Card)	<input type="text"/>	Present Assembly Constituency Number	<input type="text"/>
Permanent Assembly Constituency Number	<input type="text"/>	Place Of Posting Assembly Constituency Number	<input type="text"/>

[Edit/Update](#)

2. Qualification Details

Note: Only the name of highest degree will be shown in institute website

Education Level	Degree / Examination	College / Affiliating University	University/Board/ Institute/ Autonomous Body	Year of Passing	Discipline	Division/ Class	Obtained Marks/GPA	Total Marks/GPA	% of Marks	Rank in Board/University (If any)	Supporting File	Highest degree	Approval Status
Edit/Update													

3. Experience Details

Nature of Experience	Name of Univ./Org.	Univ./Org. web site (if any)	Designation	From Date	To Date	Total Period(in months)	Remarks (in Brief)	Before joining IISkgp (Yes/No)
No data available								
Edit/Update								

4. Publication (for Faculty)

Link: IIC >> Self Appraisal >> Update Publication

5. Profile Update for Institute Website

Link: IIC >> Update Website Information >> Update Personal Data for Website

6. Bank Account and Pan No

Bank A/C No	Bank IFSC Code	PAN No	Status
2018604520	SBIN0004285	CBOPP7489R	Approved
Edit/Update			

7. Permanent Address Details

Address	Village/Town/City	Police Station	Pin No.	District	State	Country
No 23AGS Colony II Cross SBII Main Road Sabari Nagar	Mugalivakkam	Chennai	600125	Chennai	TamilNadu	India
Edit/Update						

8. Mailing Address Details

Address	Village/Town/City	Police Station	Pin No.	District	State	Country
602 E2 Staff Quatres	Argul	Khordha	752050	Bhubaneswar	Odisha	India
Edit/Update						

9. Dependent Details

Sino	Dependent Name	Date of Birth	Relation	Sex	Activate from	Activate to	Approval Status
Edit/Update							

10. Declaration of Assets and Liabilities for continuing employee

[Edit/Update](#)

11. Property Declaration for newly joined employee

[Edit/Update](#)

12. Upload Medical Fitness Certificate Form

Title	Subject	File
Upload		

13. Upload Character Certificate Form

Title	Subject	File
Upload		

14. Upload Attestation Form

Title	Subject	File
Upload		

15. Apply for PF/New Pension Scheme

[Click to Apply](#)

16. Upload cast certificate(If Applicable)

Title	Subject	File
Upload		

17. Upload Physically challenged certificate(If Applicable)

Title	Subject	File
		<input type="button" value="Upload"/>

18. Personal Information Entry

Personal Information Entry

10. Clicking the edit/update/upload button will open different windows showing the information fields you need to fill up.

NOTE: Please fill all the required information, if you are facing any issues email us at: erp.admin@iitbbs.ac.in

*****THE END *****

11.