

Instructions for new Users

1. Choose **Sign Up Now** link. All the fields are mandatory except Last Name.
2. Please enter your First Name and Last name (optional).

Sample:

Sign up for Your New Account	
First Name :	<input type="text" value="Anisha"/>
Last Name :	<input type="text" value="Roy"/>

3. Enter your designation, organisation name with official ID, Landline with STD code and mobile no. as given below.

Sample:

Designation :	<input type="text" value="Project Developer"/>
Organisation Name :	<input type="text" value="KSITM"/>
Official ID No. :	<input type="text" value="101028"/>
STD Code & Landline No. :	<input type="text" value="0471"/> - <input type="text" value="2252479"/>
Mobile :	<input type="text" value="9878767543"/>


4. Please enter your valid Official e-mail id and username. Enter a password of minimum 6 characters length and maximum 15. Re-enter your password in confirm password field.

Sample:

Official E-mail :	<input type="text" value="abc@keralaitmission.org"/>
User Name :	<input type="text" value="Anisharoy"/>
Password :	<input type="password" value="....."/>
Confirm Password :	<input type="password" value="....."/>

5. For security, please select a security question and answer. Also enter the code as produced in the image.

Sample:


Security Question :	<input type="text" value="In which city were you born?"/> ▼
Security Answer :	<input type="text" value="Trivandrum"/>
Enter the code shown below	<input type="text" value="8BX1f"/>
	

6. Please click on **Create Account** button given below.
7. After the successful registration, a verification code is send to your email address. You have to follow that link for confirmation.


Thank you for your registration.To access to our website, you have to verify your email address.An email with verification code is sent to your registered email address.Please follow the instructions in the mail message.

Successfully Completed..


8. After login you can open your account:


[Welcome back Anisharoy | Logout | Dashboard]


- User Profile
- Requests
- New Request
- Change Password




New Request



My Requests



Edit profile



Change password

9. a) [User Profile](#):

You can update your profile. Press **Update** button after editing.

Update Your profile Information

First Name :	<input type="text" value="Anisha"/>
Last Name :	<input type="text" value="Roy"/>
Designation :	<input type="text" value="Software Engineer"/>
Organisation Name :	<input type="text" value="KSITM"/>
Official ID No. :	<input type="text" value="102013"/>
Landline No. :	<input type="text" value="2324254"/>
Mobile :	<input type="text" value="9878767543"/>
Official E-mail :	<input type="text" value="anisha11.jl@gmail.com"/>
	<input type="button" value="Update"/>

- b) [Request](#):

Display the requests already sent.

- c) [New Request](#): To access Data Centre.

Submit Request

Requestor Name :
Designation :
Organisation :
Mobile :
Official Email :
DataCentre : Old SDC New SDC
Date of visit : Time:
To: Time:
Equipments Held :
Purpose of visit :
Access area :

Type the equipments
you held

To add
visitor

Sl.no.	Visitor Name	Organisation	Mobile	Official Id
1	<input type="text" value="Anisharoy"/>	<input type="text" value="Keltron"/>	<input type="text" value="9878767543"/>	<input type="text" value="101028"/>

To delete
visitor

Submit Close

- **Date of visit:** Visitors are permitted to visit within 14days from current date.
- **Access area:**
Server room: Production Server room.
Staging room: Checking for security issues.
- **Visitor Details:** Visitor is the person who physically goes to data centre.
Minimum 1 and maximum 5 visitors are permitted.
- Press **Submit** button after the completion.
Note: Request id is generated after submission. A confirmation mail is sent to the visitor's mail address; please follow the link for confirmation.

Your Request has been received.The RequestID is 149.After verification an Email with confirmation will be sent to your registered Email address

Requestor Name : Anisha Roy
Designation : Software Engineer
Official Id : 101213
Organisation : KSITM
Date Of Request : 6/5/2013 10:23:00 AM

Datacentre : Old SDC
Access Area : Server Room
Purpose : Official
Equipments :
Visit date : 6/6/2013 1:00:00 AM
End date : 6/11/2013 1:00:00 AM

Mobile : 9878767543
Email : anisha11.jl@gmail.com

VisitorID	Name	Organisation	Official Id	Mobile
170	Anisharoy	Keltron	101028	9878767543

d) [Change Password](#): You can change your password here.