

# INDIAN INSTITUTE OF TECHNOLOGY DELHI

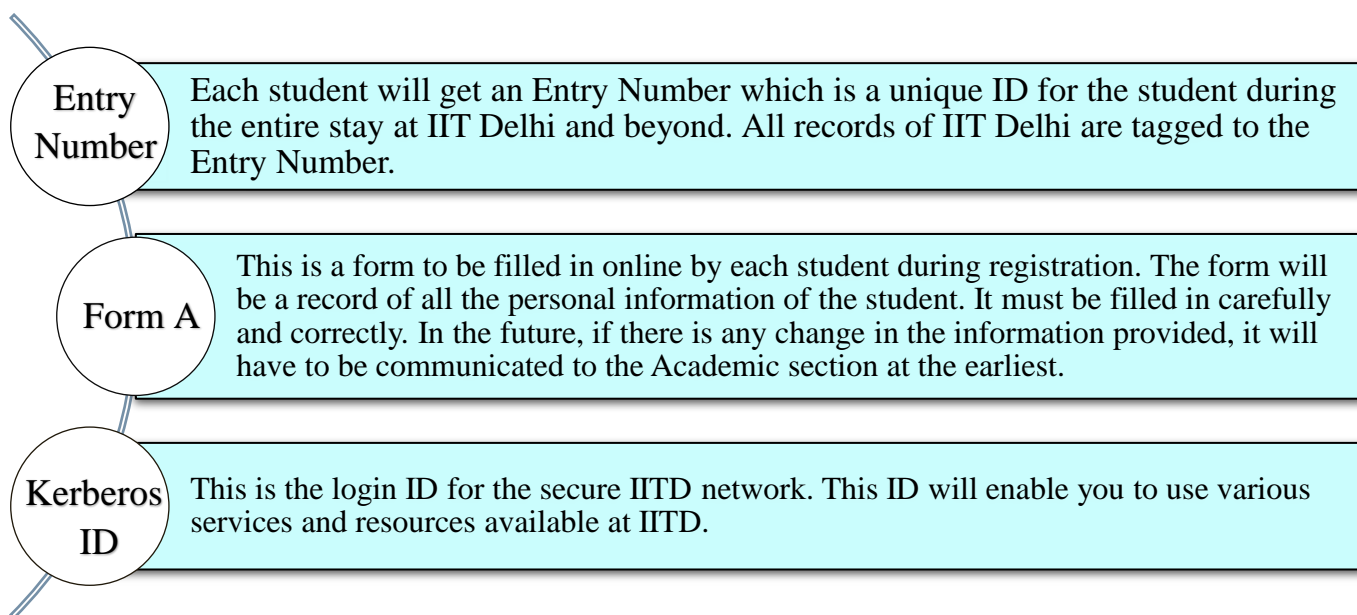
## ACADEMIC SECTION

### **Important Information on Orientation & Registration for New UG Student (2023 Entry)**

All Undergraduate students who have opted to join IIT Delhi in the Session 2023-24 are invited to the UG Orientation, which will provide a glimpse of the various facets of education at IITD. Besides, all the important information required for you to start the new session will be available on the webpage <https://home.iitd.ac.in/>. At a glance, the UG orientation/registration will consist of the following:

#### **A. Activities related to Online uploading the documents-**

In this regard, it is useful for you to understand a few terminologies first.

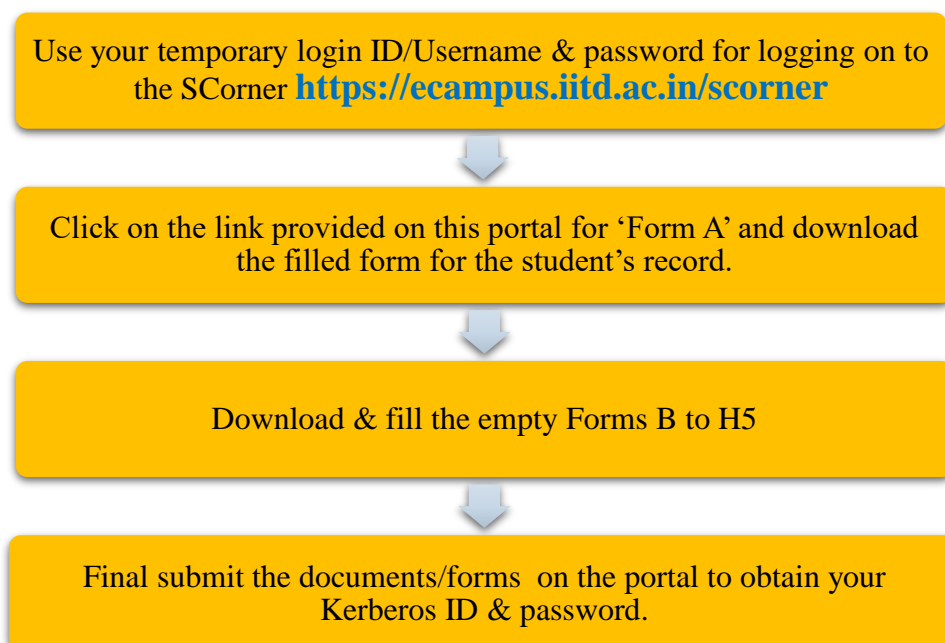


#### **A.1 Getting Entry Number and Access to Registration Portal**

A welcome e-mail with important information will be sent from IIT Delhi to the email address provided by the student in JEE Advanced between the dates of **17<sup>th</sup> July 2023 and 27<sup>th</sup> July 2023.**

The email will contain:

- The Entry Number of the student.
- A **temporary** login ID/Username and password for accessing the SCorner. The step-by-step process of uploading the form is as follows:



## NOTE:

- i) The list of documents & important instructions is given in the **INSTRUCTION SHEET -2** given in the following link: <https://owncloud.iitd.ac.in/nextcloud/index.php/s/bHMnQL3S9b69QFg>
- ii) If you do not have any document/ certificate available with you at the time of online registration, you need to upload an undertaking in the prescribed format available at the following link <https://owncloud.iitd.ac.in/nextcloud/index.php/s/prHgDQFYl7Wg3RA>
- iii) You may partially save FORM A by clicking on the 'Save as Draft' option before submitting other forms, but the **FINAL SUBMISSION** of all forms and documents is mandatory to obtain your Kerberos ID & password.
- iv) Upon submission, you will see the following information on the screen:
  - ✓ Name:
  - ✓ Entry No:
  - ✓ Kerberos ID:
  - ✓ Password:
  - Note down this information.
- v) All original documents & forms will be required for physical verification on the scheduled dates for each programme displayed on the webpage <https://home.iitd.ac.in/>. **Till then your admission will be provisional.**
- vi) If you do not receive the welcome e-mail within the specified dates, please e-mail [arugs@iitd.ac.in](mailto:arugs@iitd.ac.in). Communication must be from the email ID provided in the JEE form. The subject of the email should be **"No Welcome Email from IITD."**

## A.2 Logging into Student Portal

- i) Once you have the Kerberos ID, use this ID and Password to log on to the student academic portal using the link: <https://eacademics.iitd.ac.in/sportal/login>. **This portal is only accessible within the IIT Delhi campus.**  
**Remember to LOGOUT.**
- ii) This ID will enable you to access IIT Delhi network. The ID will also be used for accessing IITD official email-id, Course Registration portal and other important services in the Institute. Please note that the temporary username and password for the UG registration portal given through the welcome e-mail will be deactivated after you get the Kerberos ID and password. For accessing any of the services provided by the Institute, you will need to use the Kerberos ID and Password for logging on to IITD network.
- iii) In case your Kerberos ID is not working please send an e-mail to [sysadm@cc.iitd.ac.in](mailto:sysadm@cc.iitd.ac.in). **(Only in the case of Institute Webmail)**

## A.3 Payment of Fees

- The student has to pay fees by **30<sup>th</sup> July 2023** **after receiving the Entry Number**. After this period, a fine will be charged. Information about the amount to be paid (**INSTRUCTION SHEET 3**) is available at the following link: <https://owncloud.iitd.ac.in/nextcloud/index.php/s/3PQwdNRYm6pDfYZ>
- Payment of institute fees is allowed only in the ONLINE MODE. Step-by-step instructions for fee payment are available at the following link: <https://owncloud.iitd.ac.in/nextcloud/index.php/s/ZYef3Y6T87x3EoS> (**Annexure D**). **READ THE INSTRUCTIONS CAREFULLY.**
- It is mandatory to have a savings bank (S/B) account in the State Bank of India (any branch in the country) for the hostel residents. If a student does not have S/B account in SBI, then it is advised to open S/B account in SBI, IIT Delhi Branch on arrival in the campus (Mandatory). The form for opening an account in SBI can be obtained after joining the Institute campus.
- A separate e-mail would be sent by the **Student Affairs Section** regarding the payment of the hostel & mess fee.

## **B. IITD email**

- An IITD email account is associated with Kerberos ID and it can be accessed through this address <https://webmail.iitd.ac.in/src/login.php>
- You can also access it through IITD main website. On the Home page, click on “For Students” and then on “Access IITD e-mail”. Then, use your Kerberos ID and password for logging in.
- Please note that after orientation, all the students will get any official notification from any office or faculty member of the Institute **ONLY on their IITD e-mail**. This E-mail address is the only channel through which the Institute would communicate with the student. **Thus, it is very important to check the IITD email regularly (at least once a day).**
- For cyber security reasons, e-mail accounts/Kerberos logins that are not used for a certain length of time are disabled and such accounts are locked/deleted by the Institute.
- Students must therefore login into their e-mail accounts/ Kerberos logins regularly. **Further, the Kerberos login password should not be shared with anyone as it may lead to many legal complications including disciplinary action.**
- In case your Kerberos ID is not working please send an e-mail to [sysadm@cc.iitd.ac.in](mailto:sysadm@cc.iitd.ac.in). (Only in the case of Institute Webmail)

## **C. Mentor Coordinator**

Allocated hostels and mentors will be informed in due course. Please keep checking the IITD Website for updates.  
For query, email: [bswgsec@admin.iitd.ac.in](mailto:bswgsec@admin.iitd.ac.in) & [adsw@admin.iitd.ac.in](mailto:adsw@admin.iitd.ac.in)

## **D. Beginning of Classes- Classes will start from 31<sup>st</sup> July 2023.**

## **E. Must read Policies and Guidelines –**

- i) Security – <https://owncloud.iitd.ac.in/nextcloud/index.php/s/8qyd64oTRG7nX7E>
- ii) CSC - <https://owncloud.iitd.ac.in/nextcloud/index.php/s/DA3zb8FAD65WgLK>