Access to Advaita Employee Portal

The **Employee Portal**, which is part of the 'Advaita' project of the Institute, is now available to all employees belonging to Faculty, Group A, Group B, Group C and C-MTS.

The Portal can be accessed in Intranet via. ***http://advaita.iitr.ac.in/***

- ✓ Login details:
  User Id is your **Employee ID**
  Password is **IITRddmmyyyy** where ddmmyyyy is your **date of birth**. **E.g. if your date of birth is 8th Sept. 1980, password would be IITR08091980**

- ✓ **You will be prompted to change your password when you login for the first time. Please change the password.**

- ✓ Your personal details can be viewed in **'Employee Self-Service' tab under 'Personal Information' (Personal Profile & Additional Personal Info)**

The services provided by Portal include

- o viewing personal data
- o applying and approving leave
- o checking leave balances
- o viewing and downloading pay slips
- o Income Tax Declarations
- o Viewing Income tax projections
- o downloading Form-16

Recommended version: Internet Explorer v11 or above.

User manuals can be found at **http://erp.iitr.ac.in/**

- ▪ For Portal login issues, call the ERP team @4261 or email to advaita-support@iitr.ac.in.

- ▪ For discrepancies in Personal information, use the google form
  https://goo.gl/forms/DDSZ2CE4sFiPYC3C2   or

- ▪ report the same to Establishment services

Any discrepancy in the personal data should be brought to the attention of Establishment Services immediately. Request your cooperation in this regard.
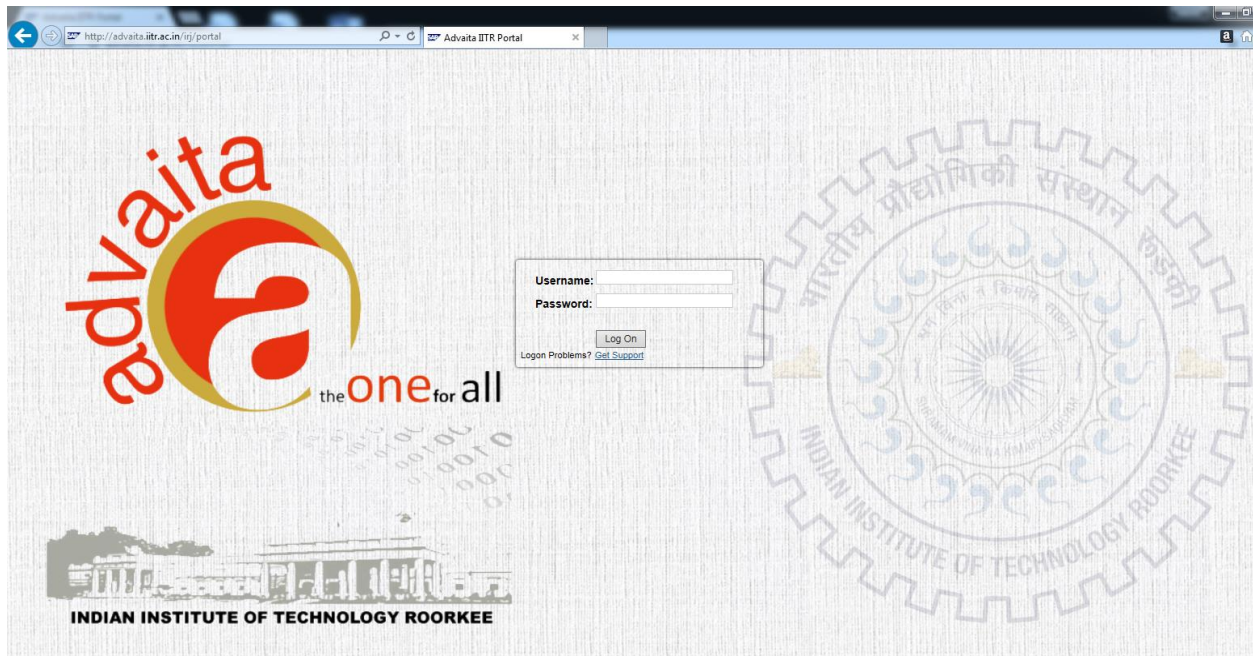
INCLUDE YOUR EMPLOYEE ID, FULL NAME, DEPT. & CONTACT DETAILS in any correspondence that you send to the ERP Team
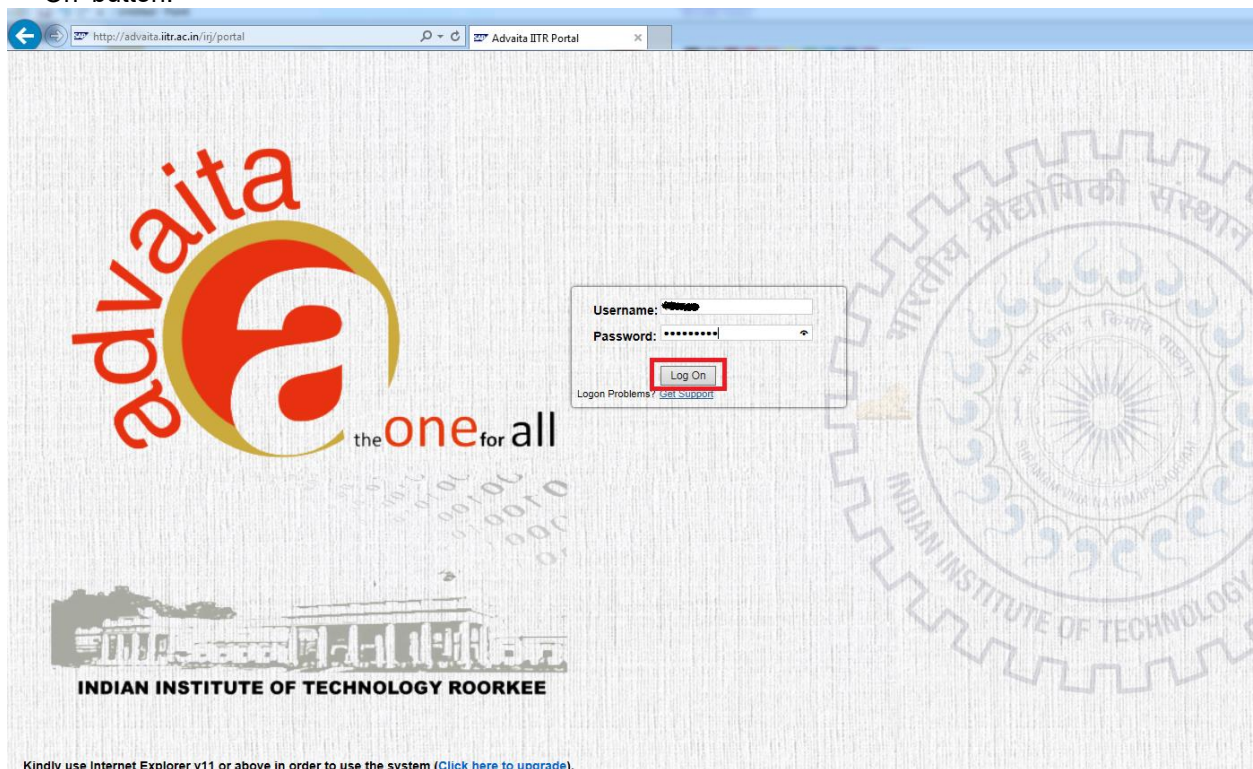
Enclosures:
1. Steps to login and to view the personal data in Employee Portal
2. How to change your Portal password?

Steps to login and to view the personal data in Employee Portal

1. Open the Employee Portal using the link http://advaita.iitr.ac.in/

2. Enter your employee id in the Username field and the password as mentioned. Then, click the 'Log On' button.

3. Click on 'Employee Self-Service' tab.
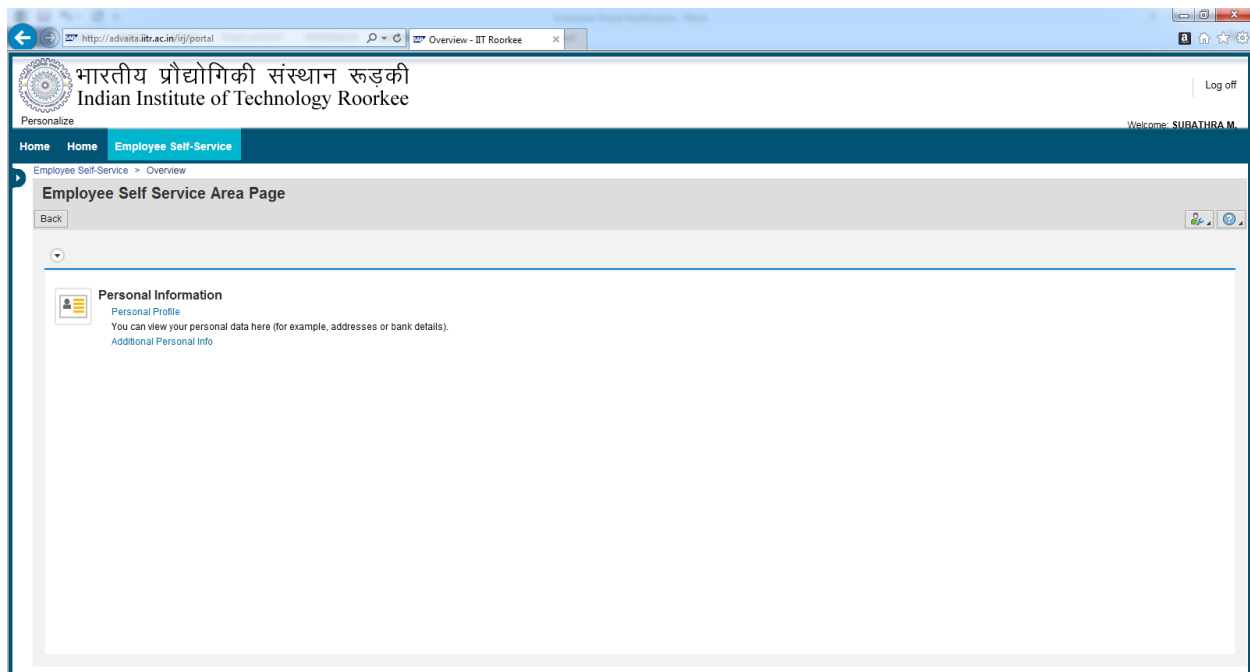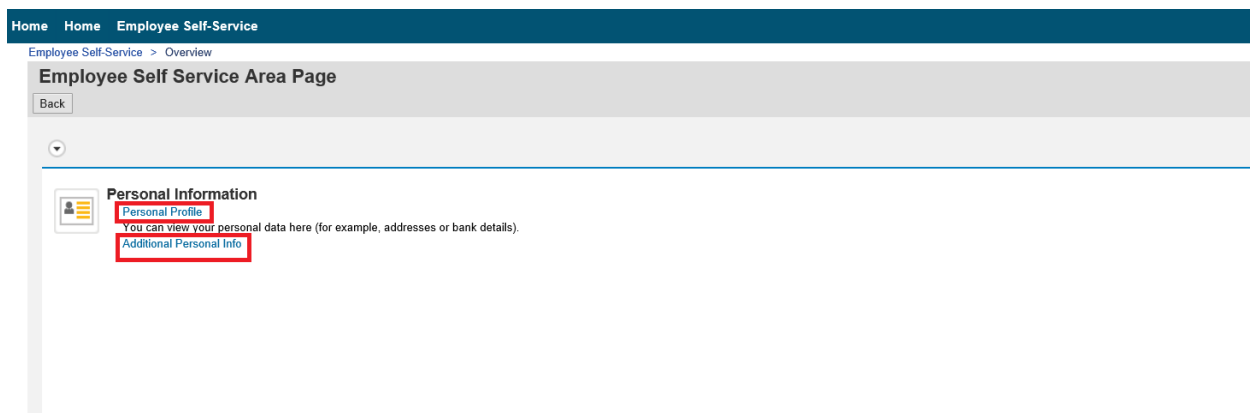

4. To view your personal information, click on 'Personal Information' link.

5. In the 'Personal Information' screen, click on 'Personal Profile' link and 'Additional Personal Info' to view your personal data.

6. Check all the details in the Personal profile screen. Wherever applicable, click on the 'Details' link and check the details.

7. Check all the details in the 'Additional Personal Info' screen.

How to Change your Portal password?

1. To change the password, click on the 'Personalize' link on the top of the page and then select 'Portal' from the list.

2. Click on 'User Profile' link from the menu on the left. Then, click on 'Modify' button.

Here, you can change your password. Enter your current password in the 'Old Password' field. Enter your new password in the 'Define Password' and 'Confirm Password' fields.
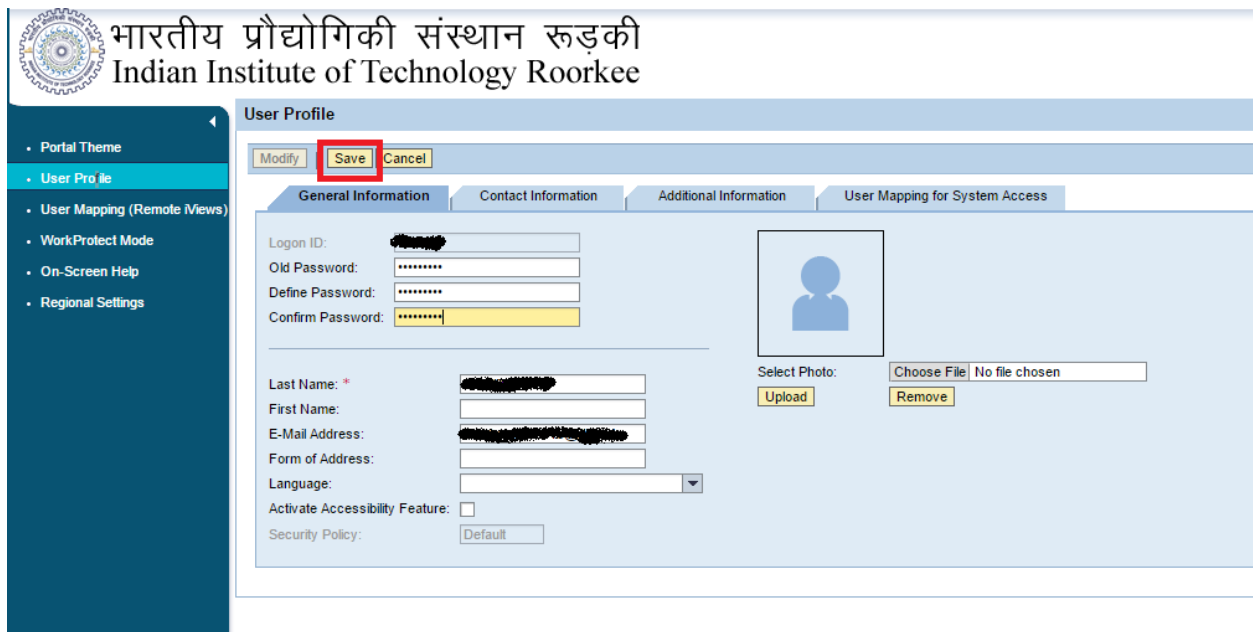
3. Once you enter the old and new passwords, click on 'Save' button. You will get a confirmation that your password has been changed.