

## **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**

- viewing personal data
- applying and approving leave
- checking leave balances
- viewing and downloading pay slips
- Income Tax Declarations
- Viewing Income tax projections
- 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](mailto: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.

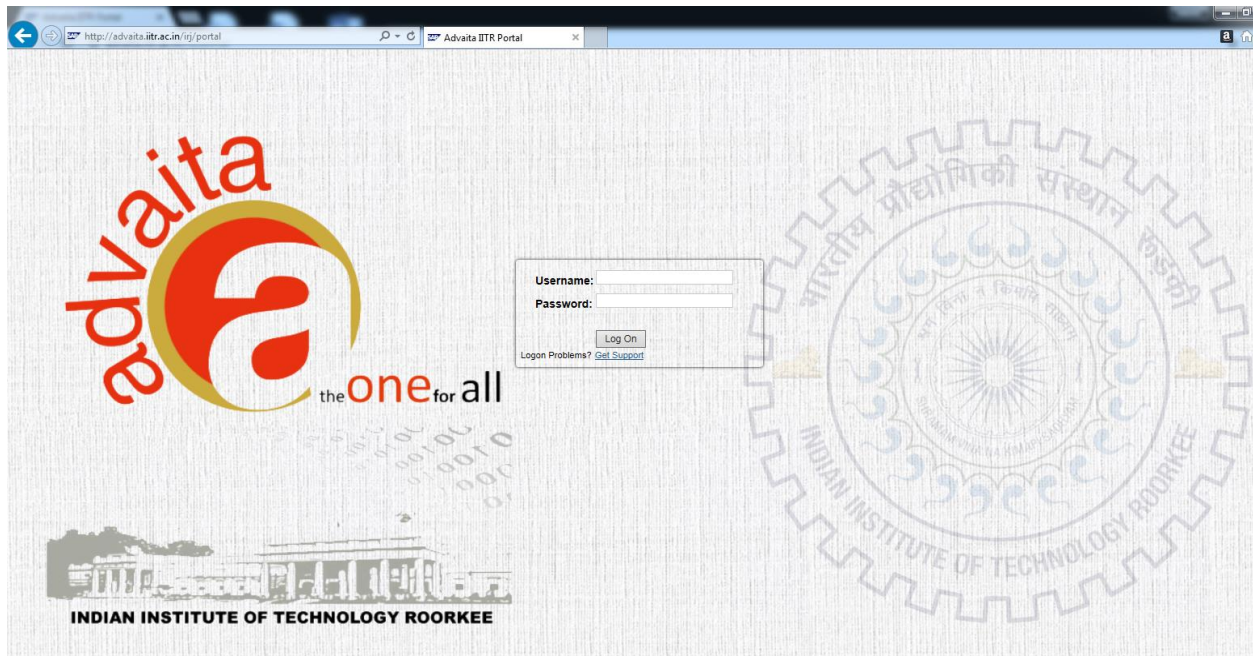
**INCLUDE YOUR EMPLOYEE ID, FULL NAME, DEPT. & CONTACT DETAILS in any correspondence that you send to the ERP Team**

Enclosures:

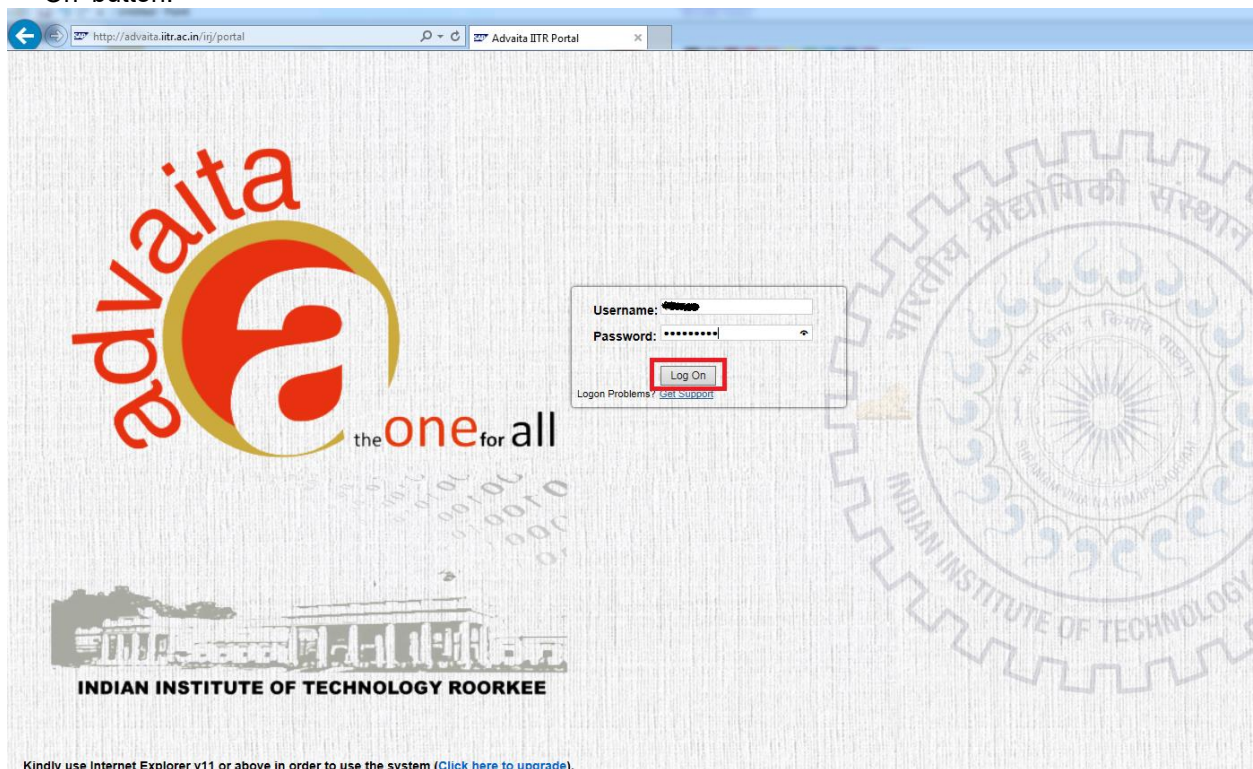
1. Steps to login and to view the personal data in Employee Portal
2. How to change your Portal password?

## 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.

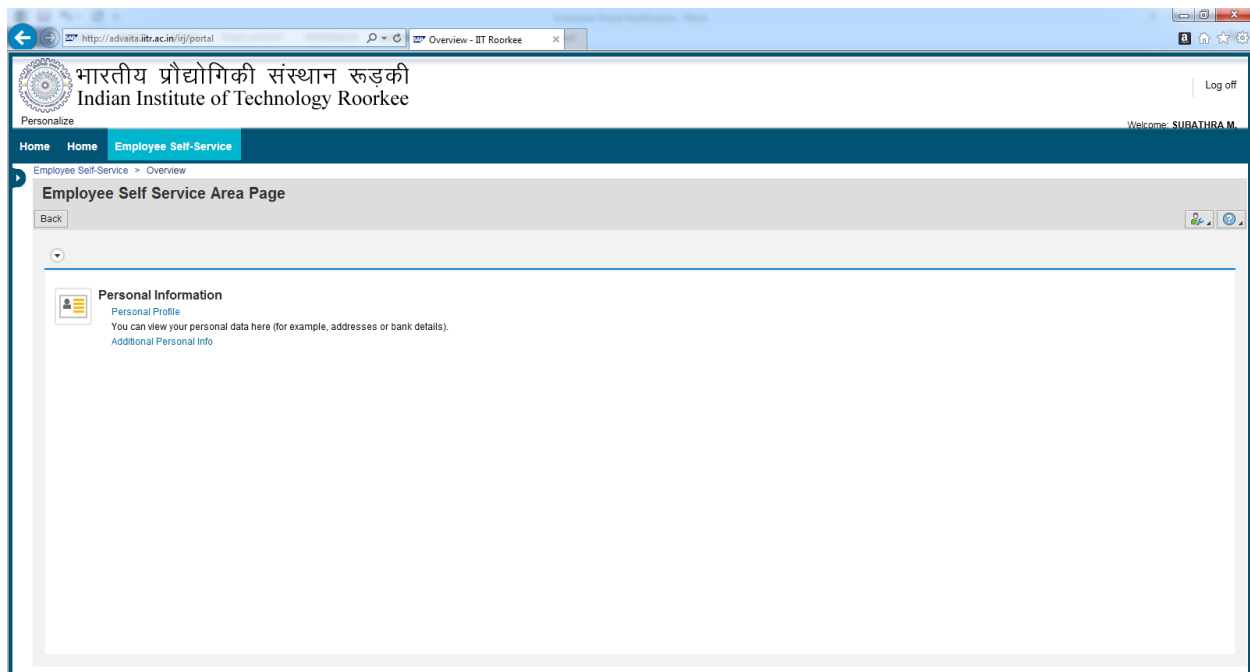


3. Click on 'Employee Self-Service' tab.

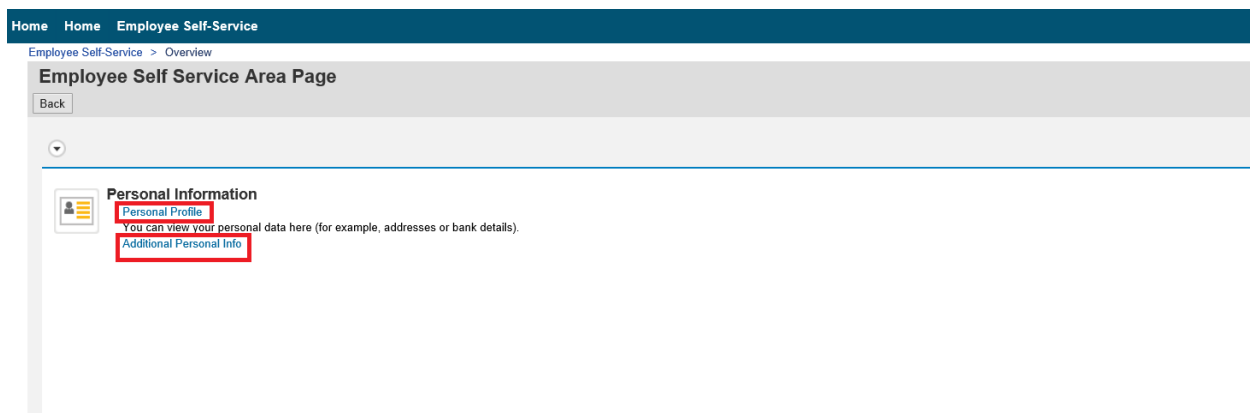
The screenshot shows the homepage of the Indian Institute of Technology Roorkee. The header includes the IIT Roorkee logo and name in Hindi and English. A navigation bar at the top contains links for 'Personalize', 'Home', and 'Employee Self-Service', with the latter being highlighted. Below the navigation bar, there is a large image of the main building. To the right, there is a section for 'Upcoming Events' listing several conferences and programs. At the bottom right, there are social media icons for Facebook, Twitter, YouTube, and LinkedIn.

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

The screenshot shows the 'Employee Self-Service' portal. The header includes the text 'Home Home Employee Self-Service'. Below the header, there is a section titled 'Employee Services' with a 'Map' tab selected. The 'Map' section contains four links: 'Overview', 'Personal Information' (highlighted with a red box), 'Leave Requests and Overview', and 'Benefits and Payments'. To the right of the 'Map' section, there are sections for 'Upcoming Birthdays and Anniversaries', 'Related Links', and 'Most Frequently Used'. The 'Most Frequently Used' section lists links for 'Personal Profile', 'Additional Personal Info', 'Code of Conduct', 'Public Holidays', 'Birthdays and Anniversaries Calendar', and 'Form 16'.



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.

**Personal Profile**

**Personal ID**

**PAN Number**

Number: [REDACTED] [Details](#)

Valid From: 01.04.2016

Valid To: 31.12.9999

**Addresses**

**Communication**

**Personal Data**

☒ Photo

Name: [REDACTED] [Details](#)

Date of Birth: [REDACTED]

Marital Status: [REDACTED]

**Family Members / Dependents**

No data available

**Bank Information**

**Main bank**

Payee: [REDACTED] [Details](#)

Bank name: State Bank of India For Employee

Bank Account: [REDACTED]

**Internal Data**

**HR GB Forms**

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

**Additional Personal Info**

Employee Name: [REDACTED]

First Name: [REDACTED]

Middle Name: [REDACTED]

Last Name: [REDACTED]

Date of Birth: [REDACTED]

Organizational Unit: ASC - Institute Computer Centre

Position: [REDACTED]

Job: [REDACTED]

Employee Group: Group A

Employee Sub Group: [REDACTED]

Joining Date: [REDACTED]

Nationality: IN

Mother Tongue: [REDACTED]

Knowledge of Hindi: Y

Minority Status: [REDACTED]



## 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.



भारतीय प्रौद्योगिकी संस्थान रुड़की  
Indian Institute of Technology Roorkee

Personalize

Home Home Employee Self-Service

Home > Home Page > Home Page

▼ Home Page

- Home Page
- Academic Calendar
- Counselling Cell
- Establishment Services
- Faculty Profiles
- Webmail
- Telephone Directory
- User Manual

Upcoming Events

|                                                                                              |
|----------------------------------------------------------------------------------------------|
| 13 Sep                                                                                       |
| TEQIP: TEQIP Special Training on "Nurturing Innovation for IP creation & Management in HEIs" |
| 04 Nov                                                                                       |
| GAIN PROGRAM: AN URBAN DISTRICTS AND AREA-BASED APPROACH TOWARDS SUSTAINABILITY              |
| 28 Nov                                                                                       |
| ICMAA 2016: International Conference on Mathematical Analysis and its Applications.          |
| 30 Nov                                                                                       |
| ICMAA 2016: International Conference on Mathematical Analysis and its Applications.          |

f t g+ yd in



भारतीय प्रौद्योगिकी संस्थान रुड़की  
Indian Institute of Technology Roorkee

Personalize

Portal

Reset Order of Tabs

Portal

Employee Self-Service

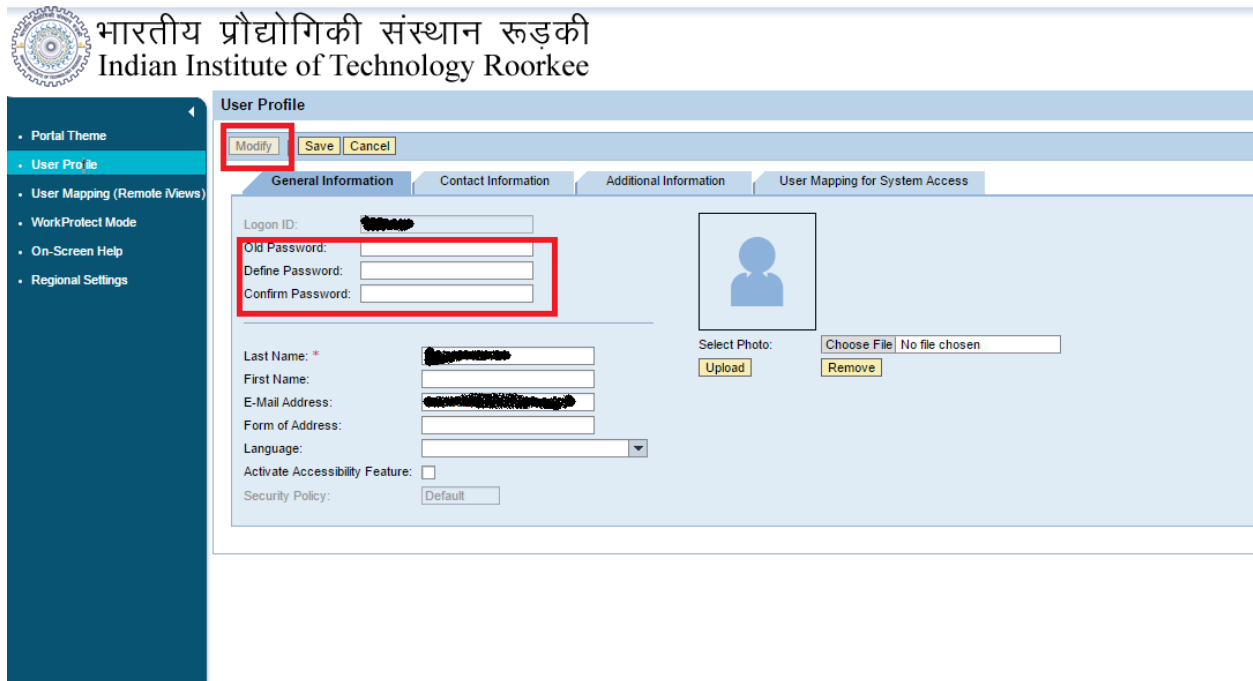
Home > Home Page > Home Page

▼ Home Page

- Home Page
- Academic Calendar
- Counselling Cell
- Establishment Services
- Faculty Profiles
- Webmail
- Telephone Directory
- User Manual

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.



भारतीय प्रौद्योगिकी संस्थान रुड़की  
Indian Institute of Technology Roorkee

User Profile

Modify Save Cancel

General Information Contact Information Additional Information User Mapping for System Access

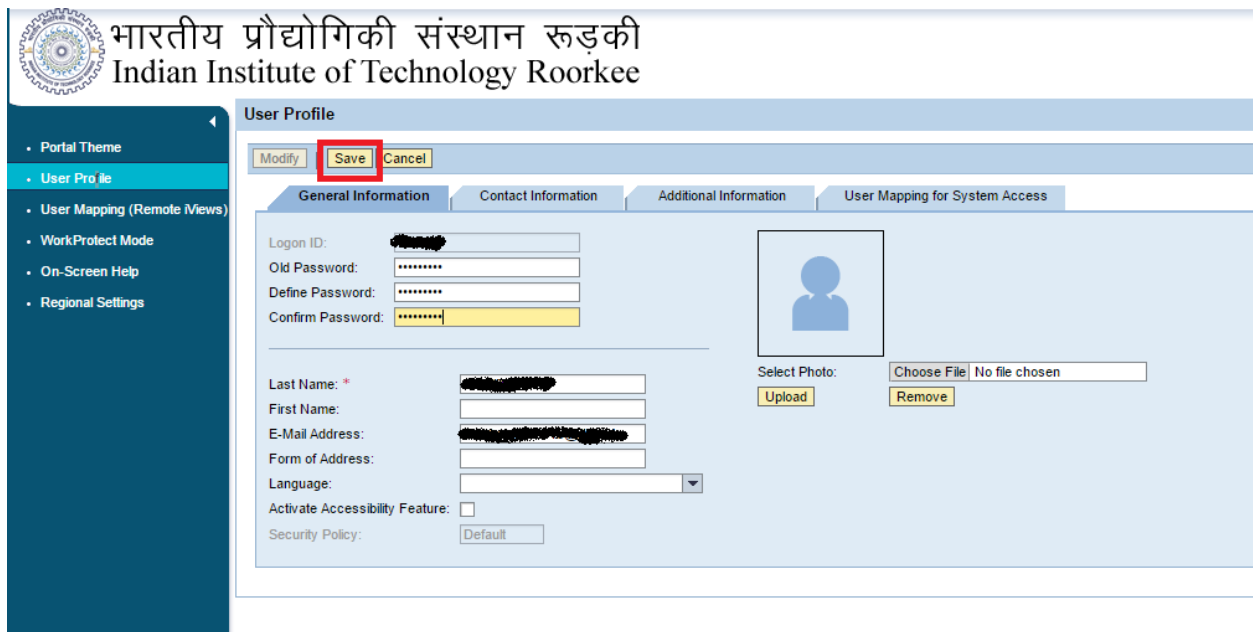
Logon ID: [Redacted]

Old Password: [Redacted]  
Define Password: [Redacted]  
Confirm Password: [Redacted]

Last Name: \* [Redacted]  
First Name: [Redacted]  
E-Mail Address: [Redacted]  
Form of Address: [Redacted]  
Language: [Redacted]  
Activate Accessibility Feature: ☐  
Security Policy: Default

Select Photo: Choose File No file chosen  
Upload Remove

3. Once you enter the old and new passwords, click on 'Save' button. You will get a confirmation that your password has been changed.



भारतीय प्रौद्योगिकी संस्थान रुड़की  
Indian Institute of Technology Roorkee

User Profile

Modify Save Cancel

General Information Contact Information Additional Information User Mapping for System Access

Logon ID: [Redacted]

Old Password: \*\*\*\*\*  
Define Password: \*\*\*\*\*  
Confirm Password: \*\*\*\*\*

Last Name: \* [Redacted]  
First Name: [Redacted]  
E-Mail Address: [Redacted]  
Form of Address: [Redacted]  
Language: [Redacted]  
Activate Accessibility Feature: ☐  
Security Policy: Default

Select Photo: Choose File No file chosen  
Upload Remove