User Manual For Applying Vehiclepass / Entrypass

URL link **web.iitm.ac.in/vehiclepass/**

User shall able to see the Entry Pass screen.
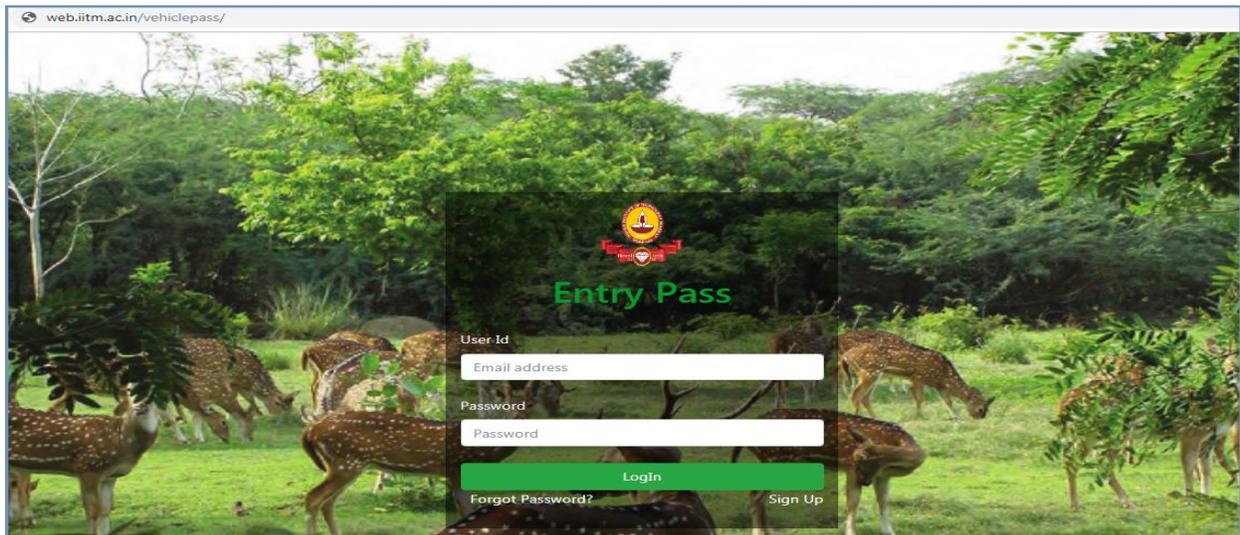
**Step 1**: Click on **Sign Up** to enter the user details.

User shall able to enter their Name,EmailId,MobileNo,Address1,Address2,Password and also Re-enter Password.

On Sign Up, An Email will be sent to the user Email-Id for verification. User shall verify the Email and Login to the portal for applying entrypass.

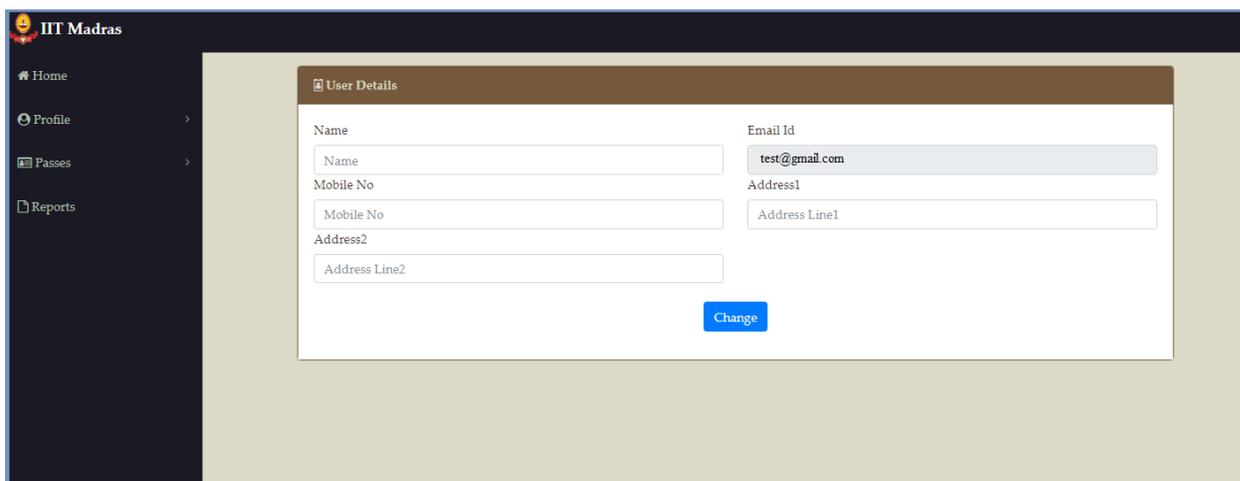**Step 2**: For Login,User shall enter the verified **Email-Id** and **Password** and click Login

Step 3: On Login user shall able to see the **Home** page.User shall ale to see Home,Profile,Passes and Report.
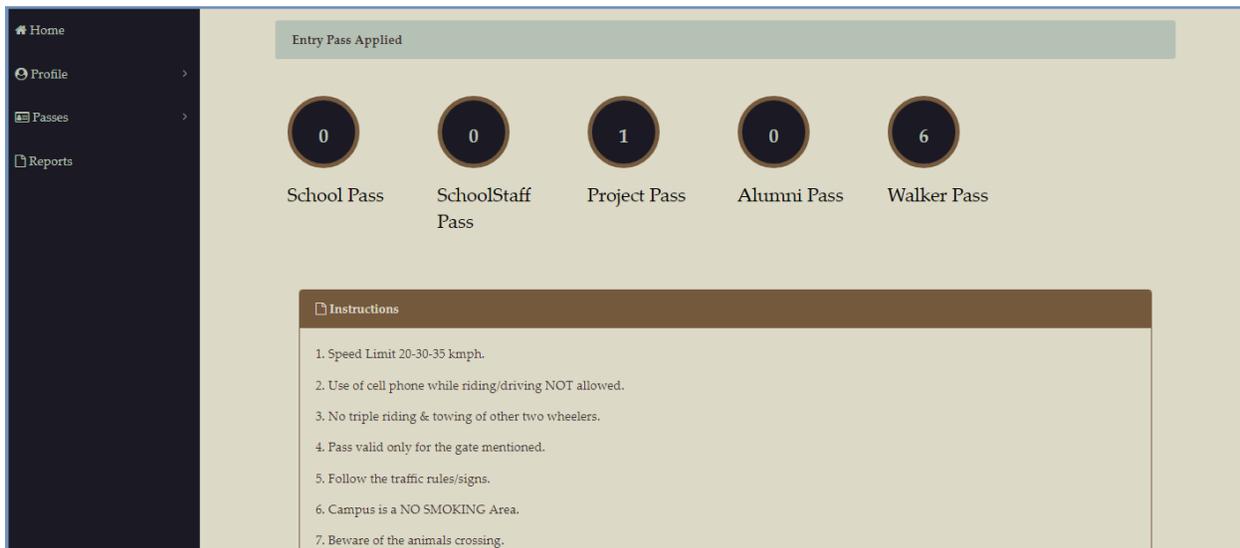
Step 4: User shall click on the **Profile** to Edit and also to upload the relavant documents for the entry pass

Edit →User shall edit the user details except your Email-Id.

Edit Screen:

DocumentUpload →User shall able to upload their RC,Photo and Signature and click upload button for security section verification.

Document Upload Screen:

Step 4: User shall click on the Passes menu to apply their individual passes.

Walker Pass Renewal Screen:

Note: For Walker pass renewal ,Pass validation is based on their Old Pass No.

User should enter their OldPassNo, Refferd By,and respective Gate. Before submitting check whether you have uploaded your Photo and Signature.

Step 5: User shall click on the **Reports** Menu to view their pass status.

For queries mail to **workflow@rt.iitm.ac.in .**