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.

MAN	Indian Institu	ute Of Technology Madra: Entry Pass Portal	s
Carlow of C	Registration Form		
SY A	Name Name		
2532	Email Id Email	Mobile No Mobile No	
	Address1 Address Line1	Address2	
	Password Enter Your Password	Re-Enter Password Please Re-Enter Your Password	
		ignup!	

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.

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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 \rightarrow User shall edit the user details except your Email-Id.

Edit Screen:

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# Home	User Details	
⊖ Profile >	Name	Email Id
I Passes >	Name	test@gmail.com
	Mobile No	Address1
🗅 Reports	Mobile No	Address Line1
	Address2	
	Address Line2	
		Change

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

Document Upload Screen:

# Home		Document Upload	
⊖ Profile >	RC Book *		
Passes >	Choose File mpdf (3).pdf	± Upload	
🗅 Reports			Open
	Photo*	2 Upload	
	COOLINE 1, MERCENYS		
	Signature*		
	Choose File 24-1024x512.jpg	2. Upload	
			202

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

Walker Pass Renewal Screen:

# Home				
O Profile	Walker Pass Renewal Form			
Passes				
🗅 Reports	Old Pass No	¥ Referred By	+ Gate	
		Submit		

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 .