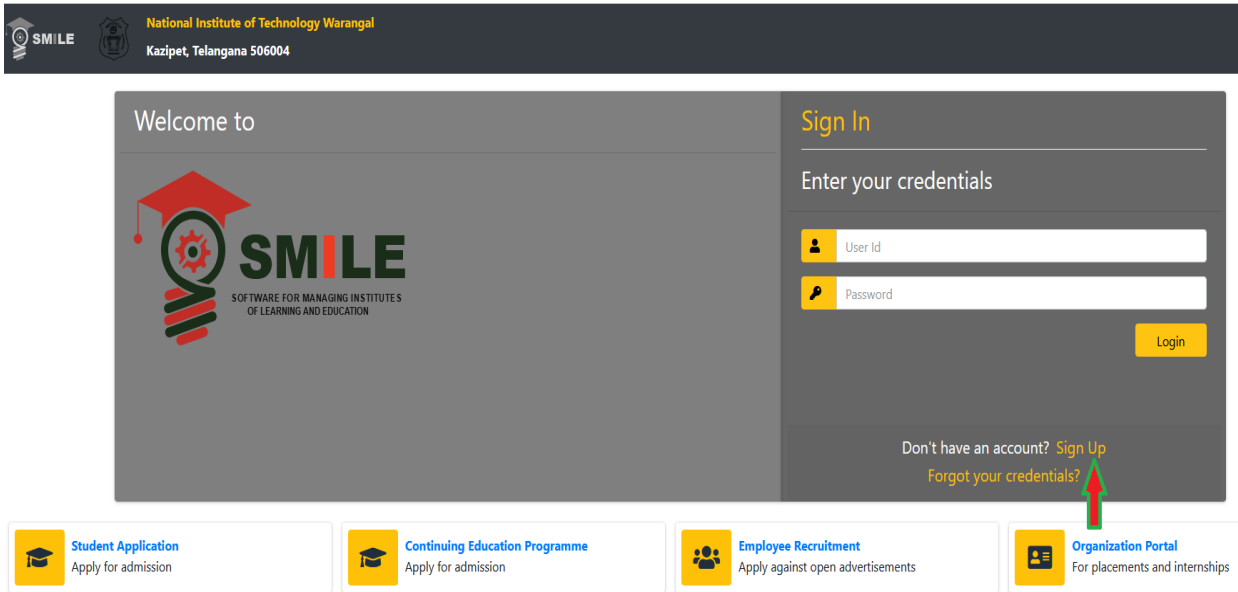


First Time Sign Up procedure for SMILE Server.

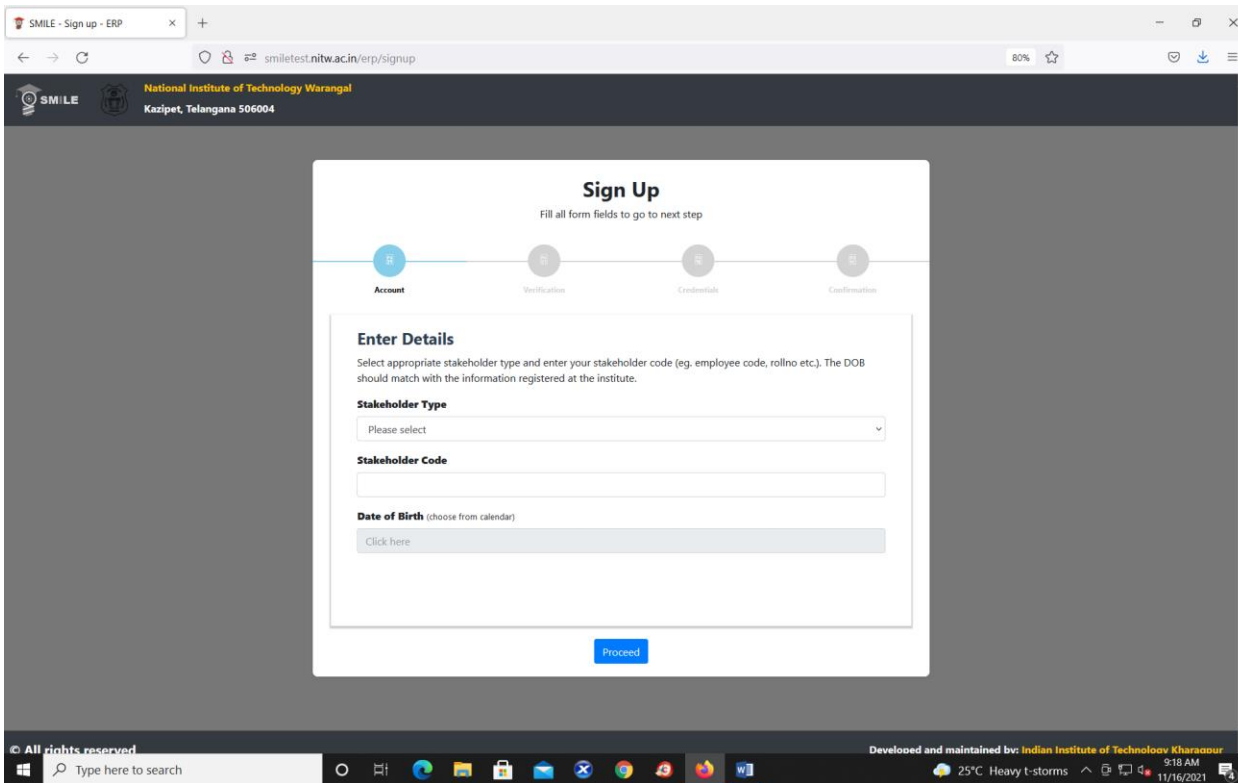
Preferred Browser is Mozilla / Chrome

URL → erp.nitw.ac.in

### Step 1.



Step 2:- Click on **Sign Up** will get the below screen.



Step 3:- Select the **Stakeholder Type** ( Institute Employee / Student / Admin )

**Sign Up**  
Fill all form fields to go to next step

Account Verification Credentials Confirmation

**Enter Details**  
Select appropriate stakeholder type and enter your stakeholder code (eg. employee code, rollno etc.). The DOB should match with the information registered at the institute.

**Stakeholder Type**

Please select

Institute Employee

Student

Admin

Click here

Step 4:- Select the Stakeholder Code type belongs to you ( Employee ID / Student Roll no / Admin ID )

**Sign Up**  
Fill all form fields to go to next step

Account Verification Credentials Confirmation

**Enter Details**  
Select appropriate stakeholder type and enter your stakeholder code (eg. employee code, rollno etc.). The DOB should match with the information registered at the institute.

**Stakeholder Type**

Institute Employee

**Stakeholder Code**

999

Enter your Employee ID / Student Rollo No

**Date of Birth** (choose from calendar)

Click here

Step 5:- Enter Date of Birth of the user using the calendar and then press button **Proceed**

## Sign Up

Fill all form fields to go to next step



Account



Verification



Credentials



Confirmation

### Enter Details

Select appropriate stakeholder type and enter your stakeholder code (eg. employee code, rollno etc.). The DOB should match with the information registered at the institute.

#### Stakeholder Type

Institute Employee

#### Stakeholder Code

999

#### Date of Birth (choose from calendar)

31-01-2000

← Date of Birth of the Stakeholder

Proceed

Step 6:- After Pressing the **Proceed** button will get displayed the below screen and the user will receive two emails to his/her registered mail id, copy and paste **Email Token** and **Mobile OTP** from his/her mail ID to the page displayed below and press **Next Step** button.

## Sign Up

Fill all form fields to go to next step



Account



Verification



Credentials



Confirmation

### Verification

Enter following information so that system can identify you as a valid internal stakeholder of the institute. The Email Token and Mobile OTP are sent to the registered email and mobile numbers respectively.

#### Email Token (Sent to \*\*vind@nitw.ac.in)

uQ4yaeZTptUOBsQPtVr146OOcZcLrGjmCqpbuqMKr9nFEnHNP0hYG8bdy8gExtce

#### Mobile OTP (Sent to \*\*\*\*\*9431)

44215305

Next Step

Step 7:- The user has to enter his/her choice of username, passwd & Confirmed passwd (passwd must be minimum 8 alphanumeric characters).

Select Security Question and then type the Answer to the security question and click on **Confirm** button.

**Sign Up**  
Fill all form fields to go to next step

Account Verification **Credentials** Confirmation

**Credentials**  
We are going to create your account. Please enter the credentials you want to use for login.

**Username**  
Srinivas

**Password**  
\*\*\*\*\*  
Minimum length is 8

**Confirm Password**  
\*\*\*\*\*

**Security Question**  
Please select

**Answer to the security question**  
Please remember the answer in exact format. It may be required for resetting the password in future.  
Warangal

Previous **Confirm**

Step 8:- Click on [Click here](#) button to login into SMILE.

SMILE National Institute of Technology Warangal  
Kazipet, Telangana 506004

**Sign Up**  
Fill all form fields to go to next step

Account Verification **Credentials** Confirmation

**Congratulations!**  
You have successfully signed up. [Click here](#) to login.

Step 9:- Enter your User ID and passwd then press **Login** button

Welcome to



**SMILE**  
SOFTWARE FOR MANAGING INSTITUTES  
OF LEARNING AND EDUCATION

Sign In

Enter your credentials

Login

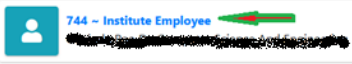
Don't have an account? [Sign Up](#)  
[Forgot your credentials?](#)

-  **Student Application**  
Apply for admission
-  **Continuing Education Programme**  
Apply for admission
-  **Employee Recruitment**  
Apply against open advertisements
-  **Organization Portal**  
For placements and internships

Step 10:- After Click on Login button the below screen displayed.

SMILE National Institute of Technology Warangal  
Kazipet, Telangana 506004

Select profile Logout

 **744 - Institute Employee**

Email: [redacted]@w.ac.in, Mob: + [redacted], Active from 01-Jul-1994 to 31-May-2027

Assigned Roles

Role Id	Role Name	Type	Access From	Access To	Status
D2	Non-teaching Employee	Default	-	-	Active

Step 11:- Click on [Institute Employee / Student Roll](#)

**Thank you for Sign Up**