STAFF ACCOUNT CREATION

User Manual

1. To start creating the account, click on the "create new account" link under the page www.auttvl.ac.in/staff.
2. In the page opened, with the question "Are you a Staff?" enter the password as staff@auttvl2007 for validating the authorized access. Then click verify.
3. The next page asks details for setting up your account. Provide a valid Staff Id and password and click next.
4. The next phase asks for your personal details.
5. Enter your full name, select designation and department from the drop down menu. Enter your areas of interest and using choose file option upload your passport size photograph (413*531px) and click next.
6. In the next step enter your professional info.
7. Enter your professional experience in the table based on the headings of the table cells where type here is present. To add a row to the table click + button, and to delete a row from the table click – button. Each professional experience should be entered row by row.
8. Enter the details for honors and awards, research achievements, research projects, publications, events organized, events attended, IRC, Administrative accomplishments, research guidance, membership in professional bodies and countries visited.
9. While entering details, to separate each items of the list in the details press enter after each list item.
10. Click submit button, and your profile is created which is confirmed by opening of your account.
11. You can login to your account at anytime using your staff Id and password using the link www.auttvl/ac.in/staff.

Note: All fields are mandatory at each step of account creation process. In case of lack of details type NIL.

For queries contact webteam@auttvl