## SOP for user requests for accounts at Computer Centre (CC) Servers

For use:  TIFR employee who is in need of any CC service

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Computer Center provides E-mail, Web, FTP, Computational and SSL-VPN services. Each service has to be separately requested for with proper approval of authorities.

### A.  Procedure for mail account request for users:

### Pre-requisites

- The requester should have a presence in the People Finder with a digital photograph

### Steps

1. Open the URL http://www.tifr.res.in/signup. (At anytime you can track the status of progress of your request here by entering the computer code)
2. Insert your computer code. If you have a presence in People Finder with a digital photograph, you will be able to move forward.
3. Provide the details of personal email / mobile no at the form provided. This personal email / mobile is your registered data at Computer Center and will be used to send the One Time Password (OTP) to the user on account creation.
4. Choose the faculty member who will be approving your request and submit the request. (Faculty can choose oneself and self-approve his / her email request)
5. Your request is electronically forwarded to the faculty chosen in sl. no 4 for approval.
6. Once the electronic approval is obtained, a One Time Password is generated and sent to the personal email and the mobile no provided at sl. 3 above.
7. Please enter your computer code at the sign up area.
8. You can enter the OTP and generate a secure password for you.
9. You have to take a print of the form, sign it.
10. Submit the form to the Computer centre at CG18. You will have to carry the ID card / letter from the establishment on your appointment at TIFR for verification.
11. CC service engineers will verify the identity and your email account will be activated.

## B. Procedure for other CC server accounts ( web / FTP / SSL-VPN / TIFRC4 / TIFRC5 / HPC):

### Pre-requisites

1. The requester has to have an active mailhost account

### Steps

1. Open the URL http://www.tifr.res.in/signup
2. Insert your computer code.
3. Choose the other server account that you require.
4. Choose the faculty member who will be approving your request and click submit. (Faculty members can choose one-self and self-approve his / her email request.
5. Your request is electronically forwarded to the faculty chosen in sl. No 4 for approval.
6. Once the electronic approval is obtained, an email is sent to you in your official email id.
7. You will get a confirmation of account creation at your registered mobile.
8. You have to take a print of the form, sign it.
9. Submit the form to the Computer centre at CG18.
10. CC service engineers will verify the identity and your server account will be activated.

**Note:** Once the account is activated, the same login credentials can be used for availing E-mail, Web, FTP and SSL-VPN services. Computational server (TIFRC4 / TIFRC5 / HPC) account credentials will be provided to you at the time of account activation.