

## Frequently Asked Questions (FAQ)

- For stage-I, every staff (teaching/non-teaching both regular, non-regular, contractual Staff) shall register their name.
- Outsourced Staff may not need to register their name to the system as of now.
- Fill in the primary and important information only at this stage, i.e., PAN, Dependent List, Experience, Qualifications.
- Publication Details, SCOPUS ID, ORC ID, etc., may be desired only for teaching staff.
- There is no need to fill every field, but try to fill the maximum possible fields.
- Try to check the data before submission; corrections can be made afterward but might cause difficulties in some instances.
- Keep your new Login, Password in a safe place for future use.
- Different Modules/Sections may be activated later with proper notifications.
- Menu/Module/Section may be visible, and that does not mean they are activated/available.
- If you cannot self-register, go to the Help Desk for support.
- If your name is not present in the list (employee), go to the Help Desk.
- You can contact: [erpdesk@faculty.iiests.ac.in](mailto:erpdesk@faculty.iiests.ac.in) to report any issues/suggestions.
- Self Registration can be done at <https://erp.iiests.ac.in/>
- Video links for Self Registration are available: Bengali, English, and Hindi.
- The site is accessible 24x7 from anywhere in the world, connected through the internet.
- Your browser and computer system should be updated and secured.
- Text Document for Self Registration