# OFFICE OF THE REGISTRAR
## Department of Information Techonology
## Navsari Agricultural University
**Eru Char Rasta, Dandi Road, Navsari – 396450**

**Navsari Agricultural University**

150 YEARS OF CELEBRATING THE MAHATMA

**Dr. H. R. PANDYA**
**REGISTRAR**

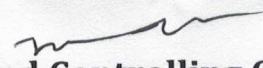✉ Email: registrar@nau.in ¦ ☏ Contact: (O): 02637-282832 (M): 9825136793

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OW.No. NAU/REG/IT/ **33** /2020                                      Dt. **20**/**05**/2020

## CIRCULAR

All the Staff members of NAU are informed to update their latest informations (mobile number compulsory) in NAU tour software from your Unit Head tour account. It is complusory for all the Staff members (class I/II/III/IV) to create their new NAU tour account using nau.in based email-id, whose NAU tour account does not exist. Guidelines to create the new nau.in based email-id and NAU Tour account is attached below.

Any faculty can contact ITCell through email on itcell@nau.in , if find any difficulty or need support.

**Registrar and Controlling Officer IT**
**Navsari Agricultural University**
**Navsari**

# User manual for Creating new NAU Tour Account

**1. Web View. (www.nau.in -> click on IT Services into browser)**
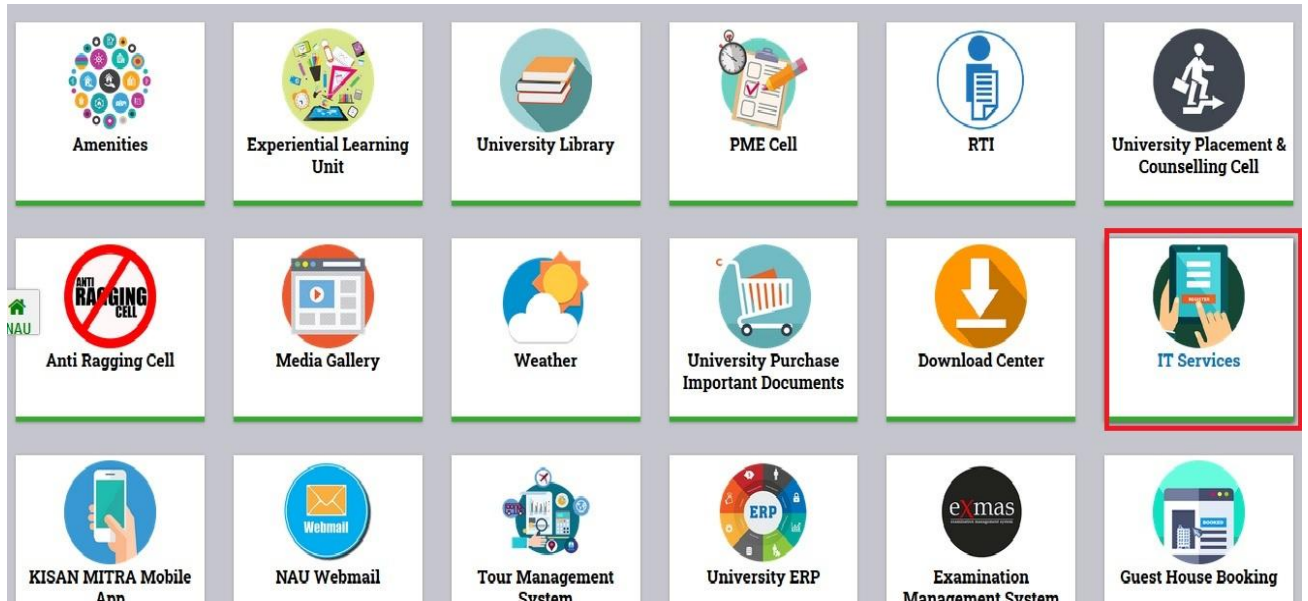


**2. NAU IT Services Page. (click on →** New Recruited Staff (Not registered in Tour Management System) **Link) New user (Tour/Email/Internet) have to follow same link.**

## NAU IT Services

### NAU Account (Email/Tour/Internet) Login Creation Portal

1. New Recurited Staff (Not registered in Tour Management System)

2. NAU Email Creation Portal(For Existing Tour Users Only)

**3. NAU Tour Account information Page.** (Fill the required information form and click on Submit button)

## NAU Account (Email/Tour/Internet) Login Creation Portal

**Email address**

Example: abc@nau.in

**First Name**

Enter FirstName

Please fill out this field.

**Last Name**

Enter LastName

**Mobile Number:**

Enter Mobile Number

**Select Class:**

Select Class

**Select Employee Type:**

Select Employee Type

**Employee Designation:**

Employee Designation

**Date Of Birth**

mm / dd / yyyy

**Joining Date**

mm / dd / yyyy

**Retirement Date**

mm / dd / yyyy

**Unit:**

Select Unit

**Department:**

Select Department

SUBMIT

**4. After clicking on submit button, your request is sent to your unit head tour account for approval . After approval of your unit head, request is forwarded to IT department for final approval. Once IT department give the approval to your request, your email-id, tour and internet account activate automatically.**

# User manual for Creating new NAU email account with Existing NAU Tour Account

**1. Web View. (www.nau.in -> click on IT Services into browser)**



**2. NAU IT Services Page. (click on → NAU Email Creation Portal(For Existing Tour Users Only) Link)**

## NAU IT Services

### NAU Account (Email/Tour/Internet) Login Creation Portal

1. New Recurited Staff (Not registered in Tour Management System)

2. NAU Email Creation Portal(For Existing Tour Users Only)

### 3. NAU Email Creation information Page. (Fill the required information form and click on Submit button)



## NAU Email Creation Portal(For Existing Tour Users Only)

**Note:** જો તમારી પાસે પહેલા થી "NAU" નું "પર્સનલ મેઇલ એકાઉન્ટ" હોઈ તો આ ફોર્મ ભરવાનું રહેશે નહિ અને તમારું એકાઉન્ટ લિંક કરવા માટે "ITCell,NAU" નો સંપર્ક કરો.

**Select Employee:**

Select Employee

**Email address**

Enter Email-ID You Want To Create

Example: abc@nau.in

**First Name**

Enter FirstName

**Last Name**

Enter LastName

**Mobile Number:**

Enter Mobile Number

**Select Employee Type:**

Select Employee Type

**Employee Designation:**

Employee Designation

**Date Of Birth**

mm/dd/yyyy

Please fill out this field. ng Date

mm/dd/yyyy

**Retirement Date**

mm/dd/yyyy

Unit:

Activate Windows
Go to Settings to activate Window

SUBMIT

### 4. After clicking on submit button, your request is sent to IT department for final approval. Once IT department give approval to your request, your email-id activated automatically.