OW.No. NAU/REG/IT/36/2020   Dt. 27/05/2020

CIRCULAR

All the Deans/Principals/Unit heads/Faculty/Staffs (teaching, non-teaching, technical, non-technical) and students of NAU are informed to provide the information of their travel history, Covid 19 test and Qaurantine during Lockdown period using NAU E-class software. Data entry of travel history information can be made using following steps (eclass.nau.in -> Click on Staff/Student Login -> Sign in with your registered valid nau email-id/enrollment number -> From Left Panel select link from Covid 19 Manager). Now onwards, it is mandatory to make data entry of the travel history information by the guideline attached herewith.

All Deans, Principals and unit heads should inform their respective staff and student to complete data entry of their travel history, Quarantine & Test report information, if any.

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

I/C. Registrar and Controlling Officer IT
Navsari Agricultural University
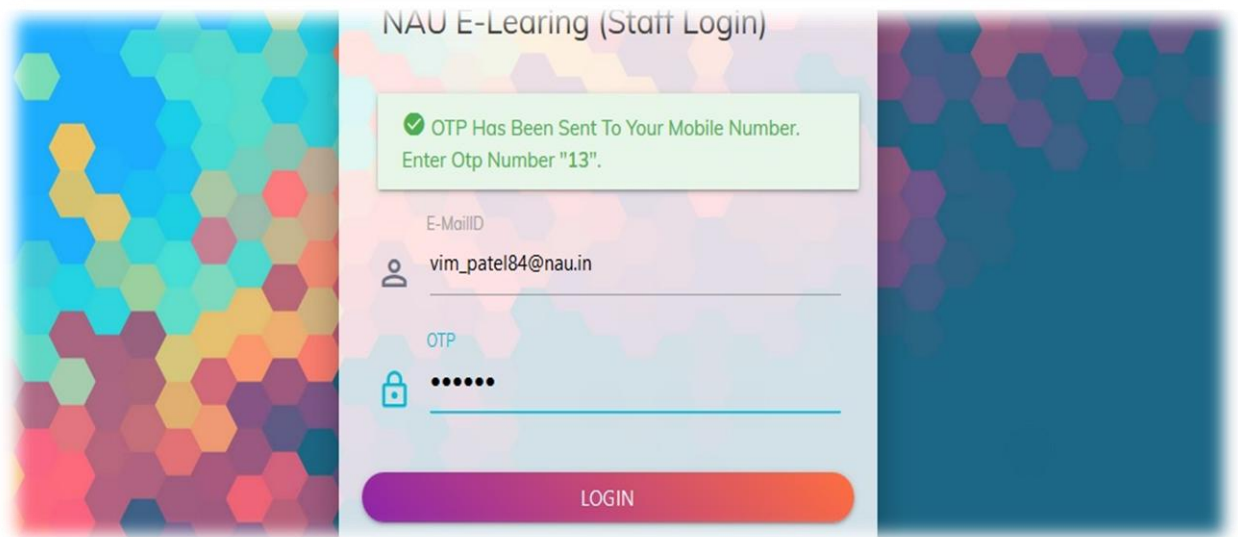Navsari

User manual for COVID 19 Manager

1. **Web View. (www.nau.in -> click on NAU E-Class into browser)**

2. **Staff Login Page. (click on → Staff Login Link)**

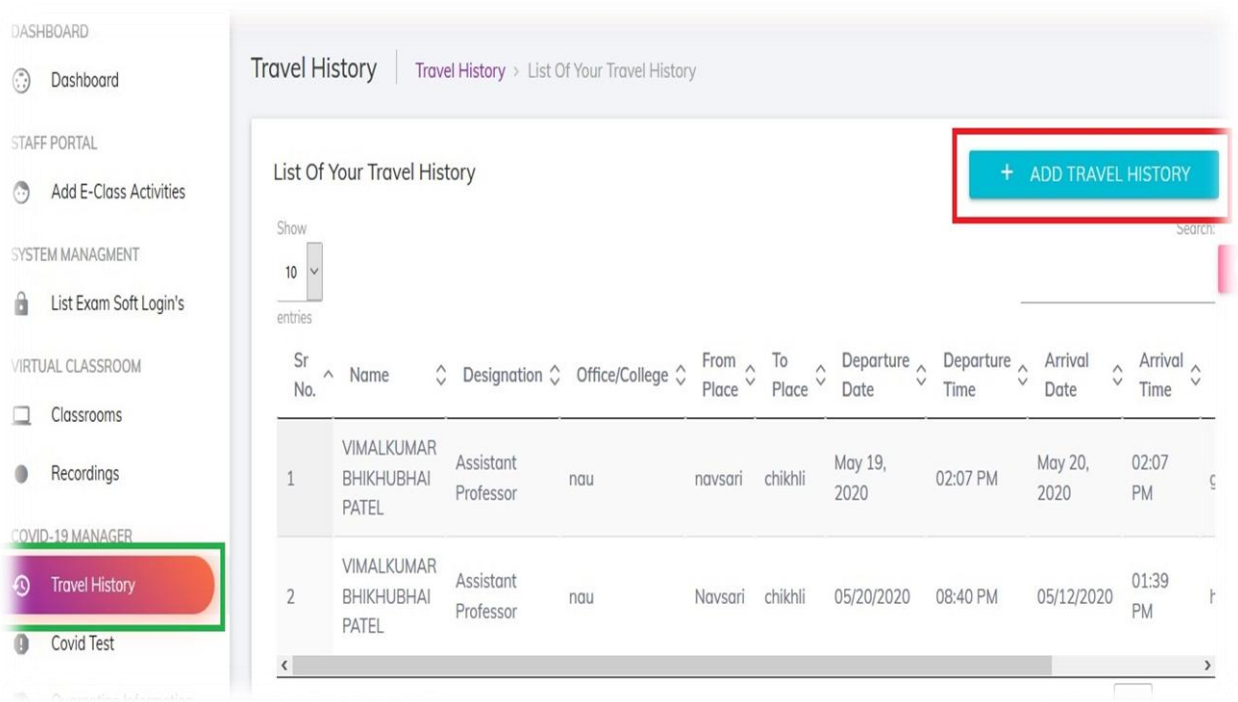**3. Login information Page. (Fill the Login information and click on Login button)**

4. Travel History Home Page. (Select Travel History link from left pane and click on Add Travel History button)

5. Travel History information Page. (Fill the Travel History information and click on Submit button)

6. Covid Test Home Page. (Select Covid Test link from left pane and click on Add Covid Test Information button)

7. Covid Test Information Page. (Fill the Covid Test information and click on Submit button)

8. Quarantine Information Home Page. (Select Quarantine Information link from left pane and click on Add Quarantine Information button.)

9. Quarantine Information Page. (Fill the Quarantine information and click on Submit button)

Thank you