

## Procedure for using the SG/CW Portal

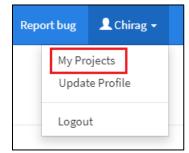
## **Account Registration Phase**

- 1. Connect to the IIITD network using Forticlient VPN in case you aren't present on the IIITD network already.
- 2. Login using your IIITD account at <a href="http://sgcw.iiitd.edu.in/">http://sgcw.iiitd.edu.in/</a>
- 3. In case your Email ID doesn't match your current batch (for example your email is <u>abc17001@iiitd.ac.in</u> however you are a student of 2018 batch), go to the update profile section and change your current batch to 2018.

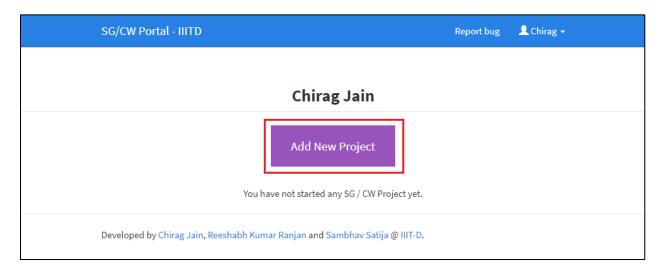
Report bug	👤 Chirag 🗸	Update Batch		×
My Pro		Year	2018 Submit	
Logou	t	For example, if yo	our batch is 2018-2022, submit 2018 above and press submit.	

## **Project Registration Phase**

1. Go to the "My Projects" section on the homepage.



2. Click on "Add New Project" for adding a new project. Please note that the button would not be visible once the registration gets over.



3. Add all necessary details about the project in the next page. Select Category as "Self Growth" or "Community Work" according to the work you are planning to do.



SG/CW Portal - IIITD		Report bug	👤 Chirag 🗸
Ca	ategory		
	Community Work 🗸		
т	itle		
	Teaching Young Kids		
Ci	redits		
	2		
0	rganisation Name		
	Make a Difference		
0	rganisation Details	1	
	Delhi, India		
St	upervisor at Organisation		
	Mr Kumar		
St	upervisor contact information		
	9876543210		
SG/CW Portal - IIITD		Report bug	👤 Chirag 🗸
		h	
	Schedule 1. My first week schedule		
	2. My second week schedule 3. My third week schedule		
	and so on.		
		h	
	Semester		
	Winter 2021	~	
	Start Project		

- 4. Ensure that you are selecting the correct semester and click on Start Project.
- 5. (Optional) You can associate your project with an organization currently recognized by the institute. It will help us in the future in finding statistics related to a particular organization.

G/CW Portal - IIITD			Report bug 👤 Chirag 🕇
Your project was added s	successfully.		
	ed your project with any recogr n the listed recognised organiza	nised Organization. ations, <b>only if applicable, or simply leave this and go back to your project.</b>	
		Recognised Organizations	
# Org Name	Org Link		Assosciate with this Organization
1 Make A Difference (MA	AD), Delhi Make A Differencev	we work with Children at Risk in orphanages and street shelters, while at the sa	ame 💊



After successfully associating, you will get the following message.

SG/CW Portal - IIITD	Report bug	👤 Chirag 🗸
You have linked your project with Make A Difference (MAD), Delhi You have linked your project with this recognised organizations: Make A Difference (MAD), Delhi		
In case its incorrect, select one of the recognized organizations. If an organizations is not listed, simply let it be unassigned and go back to your pr Please click here to remove your link with this organization.	oject.	

6. Go back to your "My Projects" section and head over to your current project.

SG/CW Portal - IIITD		Report bug 📃 Chirag 🛨
	Chirag Jain	
	Add New Project	
<b>P</b>		
Teaching Young Kids Community Work		
View »		

7. Go to the bottom of the page and go to the "Upload Files" section. Use the template provided <u>here</u> and submit a new PDF file as "Proposal".

Upload a file for your project		
Select a file	Choose File Teachingroposal.pdf max. 10 Mb.	
Category	Proposal	~
	Type of Document	
		Upload

8. Now wait for the admin to verify your project. Once the project is verified by the admin, you will receive the following mail.



CW: Teaching Young Kids 🕨 Inbox ×			ē	Ø
<b>communitywork@iiitd.ac.in</b> to me ▼	3:55 PM (0 minutes ago)	☆	*	:
Congratulations, your project has has been verified. Please reply to this mail for an	iy assistance.			
Title: Teaching Young Kids Category: Community Work Credits: 2 Semester: Winter 2021 Created: 2020-12-26 15:49:07.416787				
Name: Chirag Jain Roll Number: 2017041 Email: <u>chirag17041@iiitd.ac.in</u> Batch: 2017				
Organization: Make a Difference Organization Details: Delhi, India Supervisor: Mr Kumar Supervisor Contact: 9876543210				
Please follow the next steps as described in the guidelines Please register the SG/CW credits on the ERP Portal too.				

## **Project Completion Phase**

1. Once the project/work is completed, go back to your current projects on the SG/CW Portal and upload your logs, final report (as a PDF, using the template <u>here</u>) and your presentation/poster for the report.

Upload a fil	e for your project	×
Select a file	Choose File Final_Report.pdf max. 10 Mb.	
Category	Final Report	~
	Type of Document	
		Upload

2. Once you have uploaded all files, click on submit project so that the Admin can receive your project so that they can mark it as completed. They can NOT mark it as complete unless it's not submitted.



SG/CW Portal - IIITD	Report bug	👤 Chirag 🗸
<ol> <li>My first week schedule</li> <li>My second week schedule</li> <li>My third week schedule</li> <li>and so on.</li> </ol>		
Documents		
Proposal: Teaching_Young_Kids_Proposal.pdf Final Report: Final_Report.pdf Log: Teaching_Kids_Log.pdf Presentation/Poster: Teaching_Kids_Presentation.pdf		
Revision History		
No edits made to the details until now.		
Edit Project details         Upload files         Submit Project         Delete this project		

- 3. Present your work during the SG/CW Presentation session which happens every semester.
- 4. Once the presentation is completed, the admin will mark your project as "Completed" and "Presented" and you will receive the following email.

CW: Teaching Young Kids 🕨 🏾	nbox ×		8	Ľ
communitywork@iiitd.ac.in to me 👻	4:04 PM (0 minutes ago)	☆	•	:
Congratulations, your project has been accepted an	d marked completed by the a	admin.		
Reply Forward				

5. Congrats you have successfully completed your SG/CW Project. You can see the progress on the SG/CW Portal under every project.