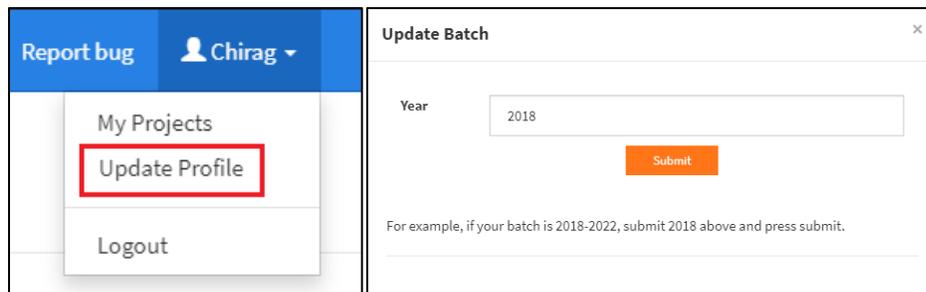


Procedure for using the SG/CW Portal

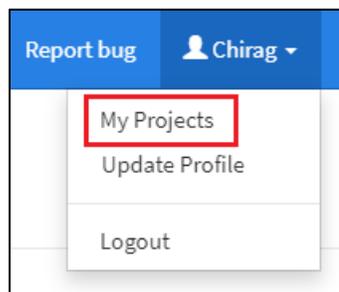
Account Registration Phase

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 <http://sgcw.iiitd.edu.in/>
3. In case your Email ID doesn't match your current batch (for example your email is abc17001@iiitd.ac.in however you are a student of 2018 batch), go to the update profile section and change your current batch to 2018.

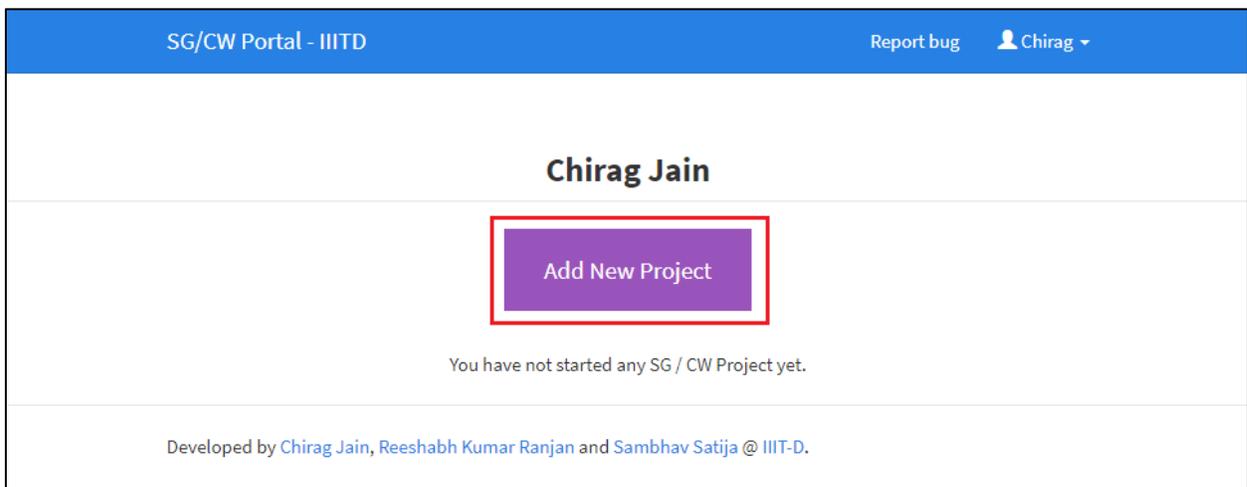


Project Registration Phase

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 ▾

Category
Community Work ▾

Title
Teaching Young Kids

Credits
2 ▾

Organisation Name
Make a Difference

Organisation Details
Delhi, India

Supervisor at Organisation
Mr Kumar

Supervisor contact information
9876543210

SG/CW Portal - IIITD Report bug Chirag ▾

Schedule

1. My first week schedule
2. My second week schedule
3. My third week schedule
and so on.

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.

SG/CW Portal - IIITD Report bug Chirag ▾

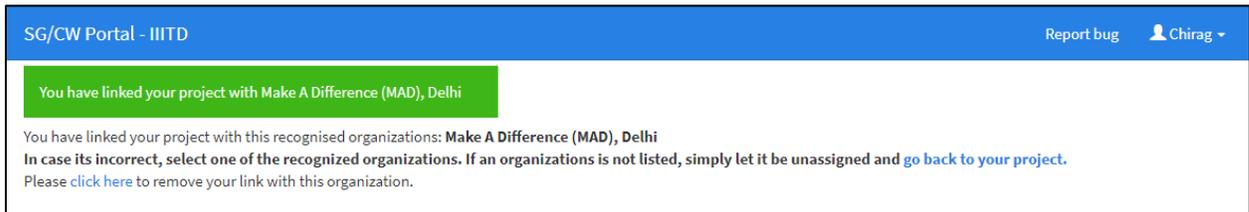
Your project was added successfully.

You have currently not linked your project with any recognised Organization.
Select an organization from the listed recognised organizations, **only if applicable**, or simply leave this and [go back to your project](#).

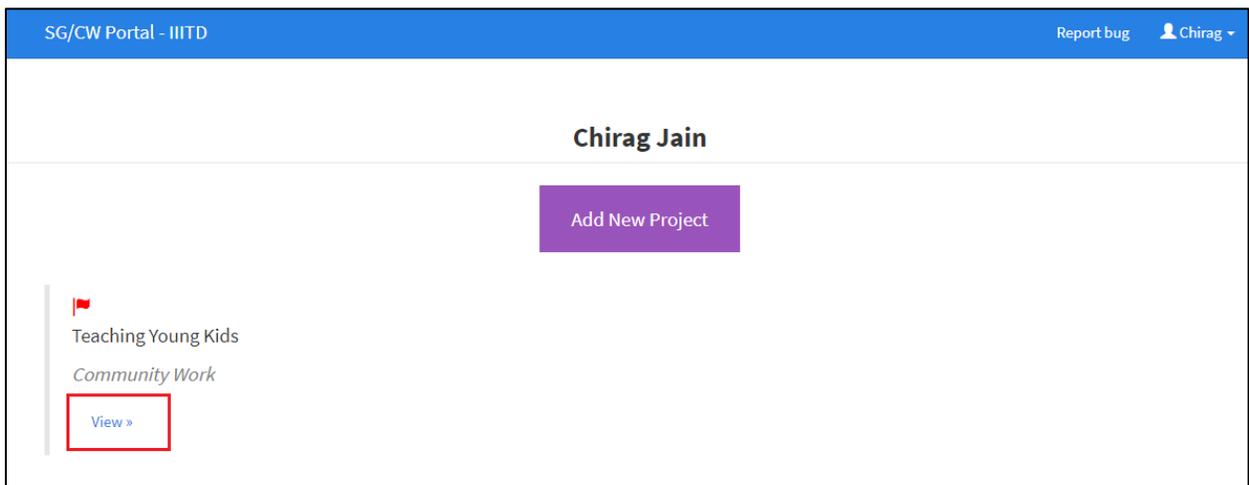
Recognised Organizations

#	Org Name	Org Link	Associate with this Organization
1	Make A Difference (MAD), Delhi	Make A Difference we work with Children at Risk in orphanages and street shelters, while at the same ...	

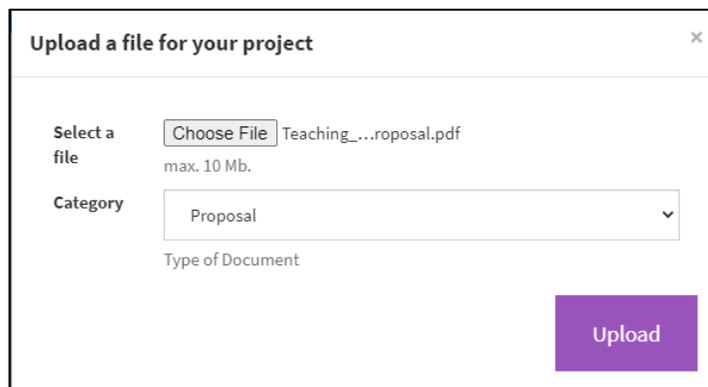
After successfully associating, you will get the following message.



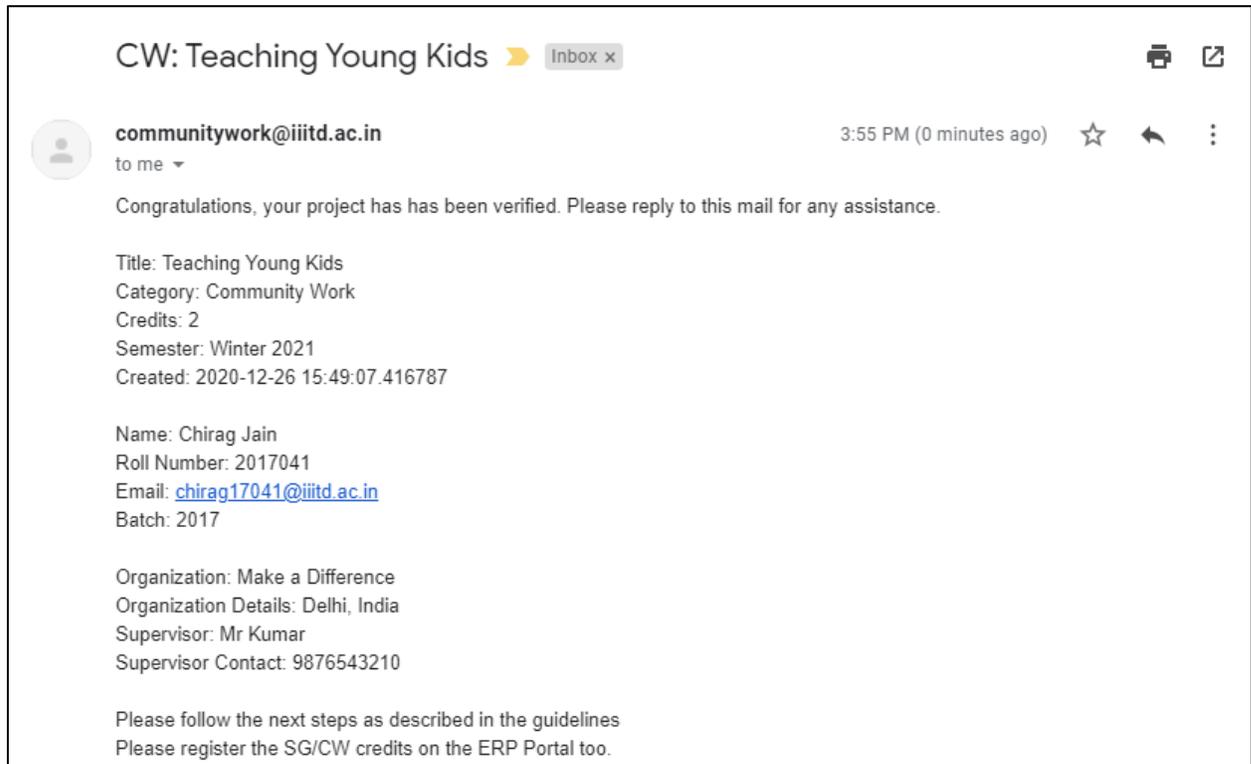
6. Go back to your “My Projects” section and head over to your current project.



7. Go to the bottom of the page and go to the “Upload Files” section. Use the template provided [here](#) and submit a new PDF file as “Proposal”.



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



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 [here](#)) and your presentation/poster for the report.

Upload a file for your project x

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.

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.

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