

Website User Guide

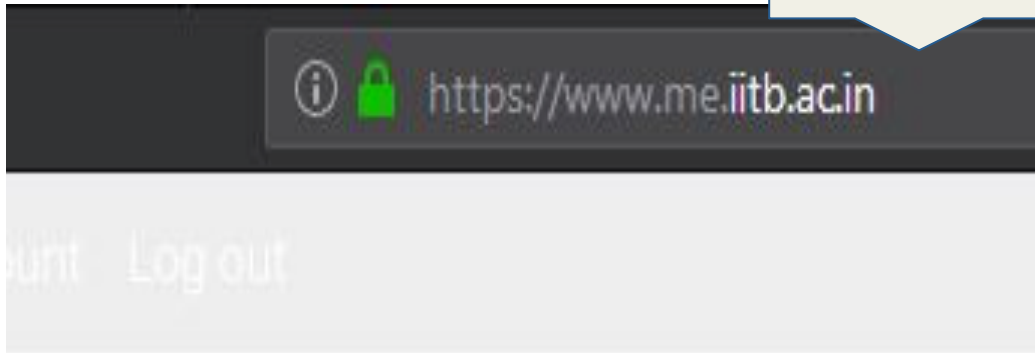
Vyankatesh Sawalapurkar, Alankar Alankar

**Department of Mechanical Engineering,
IIT Bombay**

March 10, 2019

How to edit profile page

Go to
www.me.iitb.ac.in



Department of
Mechanical Engineering
Indian Institute of Technology Bombay

User will find login option
at the bottom of the
homepage.

Scroll Down
the page
and click
Login.

Department of Mechanical Engineering

Indian Institute of Technology Bombay,
Powai, Mumbai 400 076,
Maharashtra, India.

Email: office.me@iitb.ac.in

Phone: (+91) 22 - 2576 7501/02/03

Fax: (+91) 22 - 2572 6875

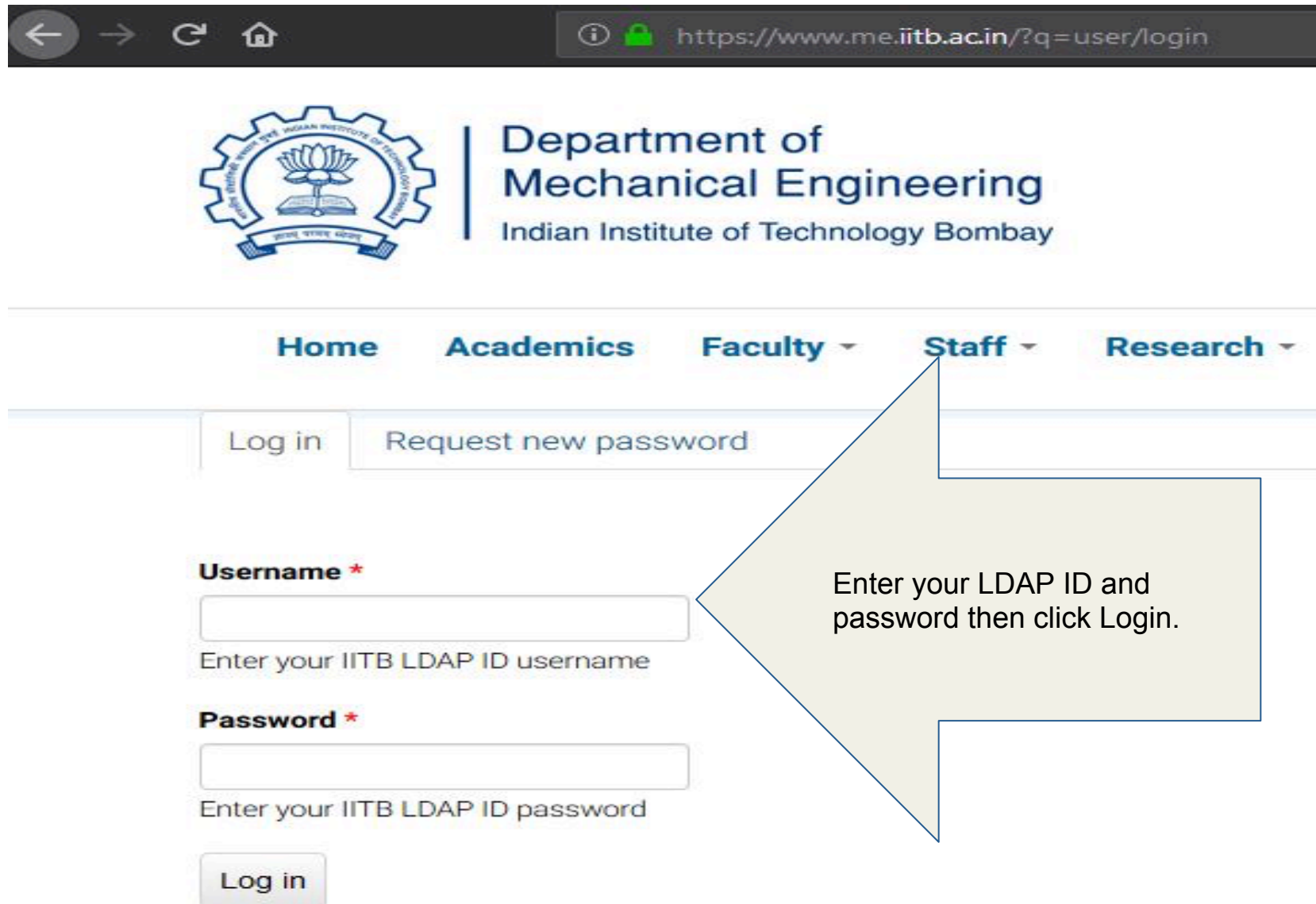
Webmaster: webmaster.me@iitb.ac.in

User menu


- [Login](#)



A new window as shown below will appear.



← → ↻ 🏠 https://www.me.iitb.ac.in/?q=user/login

 Department of Mechanical Engineering
Indian Institute of Technology Bombay

Home Academics Faculty ▾ Staff ▾ Research ▾

Log in Request new password

Username *

Enter your IITB LDAP ID username

Password *

Enter your IITB LDAP ID password

Log in

Enter your LDAP ID and password then click Login.

After successful login window with user's information will open.



Department of
Mechanical Engineering
Indian Institute of Technology Bombay

[Home](#)

[Academics](#)

[Faculty](#) ▾

[Staff](#) ▾

[View](#)

[Edit](#)

webmaster



For updating profile information click on 'Edit'.



Department of
Mechanical Engineering
Indian Institute of Technology Bombay

[Home](#)

[Academics](#)

[Faculty](#) ▾

[Staff](#) ▾

[View](#)

[Edit](#)

webmaster



New window as shown below will appear.

[Home](#) [Academics](#) [Faculty](#) [Staff](#) [Research](#) [Students Activities](#) [Admissions](#) [Alumni](#) [Collaborators](#)

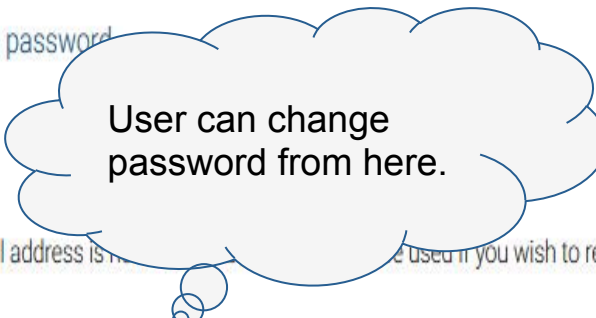
[View](#) [Edit](#)

Current password

Enter your current password to change the *E-mail address* or *Password*. Request new password

E-mail address *

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.



User can change password from here.

Password

Password strength:

Confirm password

To change the current user password, enter the new password in both fields.

To change the picture.

1) Check the 'Delete picture' box.

2) Click on 'Browse...' button upload a new picture.

Picture



Delete picture

Click on this box.

Check this box to delete your current picture.

Upload picture

Browse...

No file selected.

Your virtual face or picture. Pictures larger than 1024x1024 pixels will be scaled down.

User can edit his/her information like
Name , Designation , Room No, Academic
Background etc.

Faculty Name *

Surname

Designation

Room No

Building

To edit Academic Background ,Professional Experience and Research Interests it is suggested to write that content on Notepad or any other similar text editor and then paste it to the given boxes to get proper display.

After any edits in your profile save those changes by pressing 'Save; button .

Research Group

display email

Save

To add new publications

Login to your account.
Click on Dashboard in user menu.

View

Edit

webmaster



Department of Mechanical Engineering

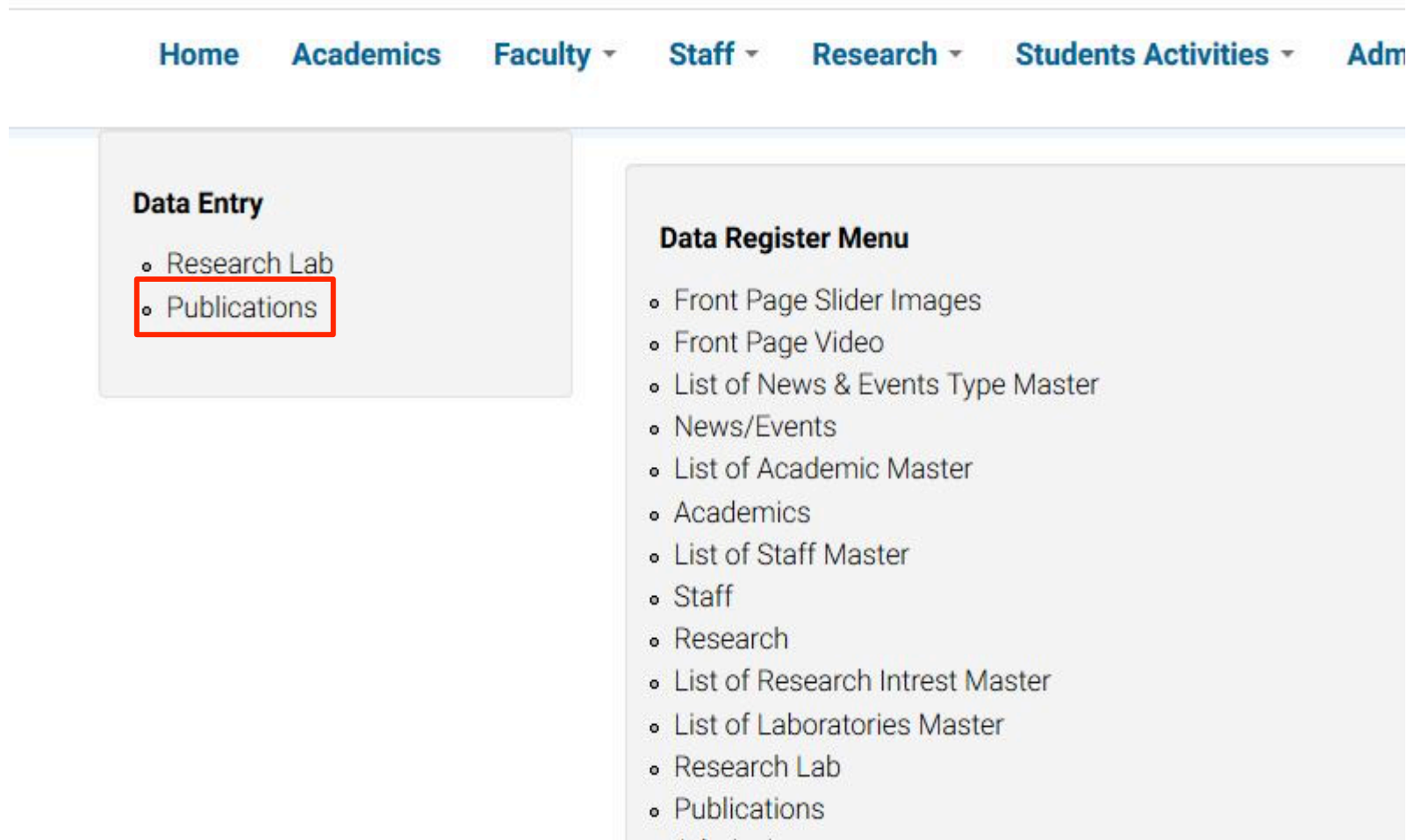
Indian Institute of Technology Bombay,
Powai, Mumbai 400 076,
Maharashtra, India.

User menu

- **Dashboard**
- My account
- Log out

Facebook

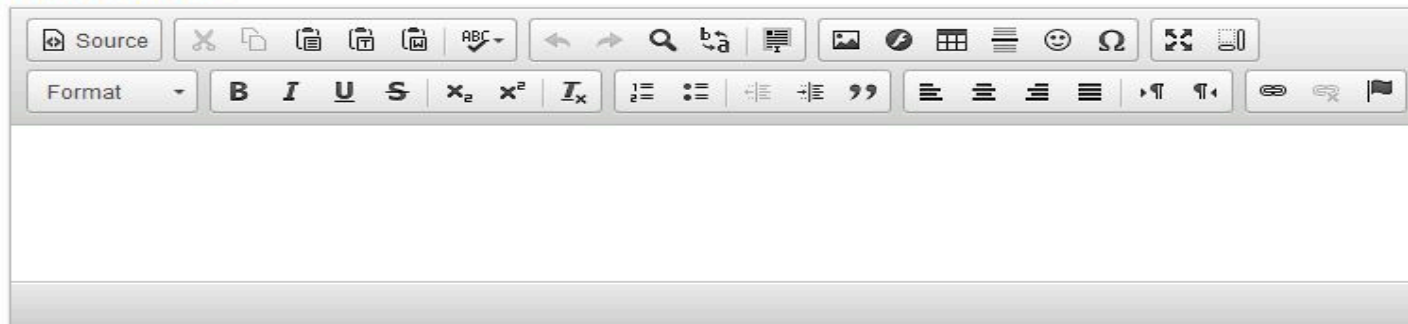
A new window will appear as shown.
Click on 'Publications' in 'Data entry' Section.



Enter Information about the publication you have to add. Like 'Contributors', 'Journal', 'Year' etc.

Contributors or Authors

Publication Details

A rich text editor interface. The top part is a toolbar with various icons for text formatting (bold, italic, underline, strikethrough, subscript, superscript, text color, background color), alignment (left, center, right, justified), indentation, bulleted and numbered lists, link, unlink, and other functions. Below the toolbar is a large, empty text area for entering content.

[Switch to plain text editor](#)

Text format

- Web page addresses and e-mail addresses turn into links automatically.
 - Allowed HTML tags: <a> <cite> <blockquote> <code> <dl> <dt> <dd>
- Lines and paragraphs break automatically.

Journal

Volume

Faculty *

+ *

5) Write your LDAP ID here.

Add another item

Display on faculty page *

No

Yes

If you want this publication to be displayed on your page click Yes otherwise click No.

all text

This text will be displayed as your publication. So to maintain the uniformity please write the text in the format shown.

Contributors or Authors, Publication Details, Journal, Volume, Issue, Publication Year, DOI Number, Printed pages

Click Save

Save Preview

To add research Lab

Login to your account.
Click on 'Dashboard' in user menu.

View

Edit

webmaster



Department of Mechanical Engineering

Indian Institute of Technology Bombay,
Powai, Mumbai 400 076,
Maharashtra, India.

User menu

- **Dashboard**
- My account
- Log out

Facebook

A new window will appear as shown.
Click on 'Research Lab' in 'Data entry'
Section.

The image shows a website navigation menu with the following items: Home, Academics, Faculty, Staff, Research, Students Activities, and Adm. Below the menu, a 'Data Entry' section is highlighted with a red box. This section contains a list of items: Research Lab and Publications. To the right, a 'Data Register Menu' is expanded, showing a list of items: Front Page Slider Images, Front Page Video, List of News & Events Type Master, News/Events, List of Academic Master, Academics, List of Staff Master, Staff, Research, List of Research Intrest Master, List of Laboratories Master, Research Lab, and Publications.

Home Academics Faculty Staff Research Students Activities Adm

Data Entry

- o Research Lab
- o Publications

Data Register Menu

- o Front Page Slider Images
- o Front Page Video
- o List of News & Events Type Master
- o News/Events
- o List of Academic Master
- o Academics
- o List of Staff Master
- o Staff
- o Research
- o List of Research Intrest Master
- o List of Laboratories Master
- o Research Lab
- o Publications

A new window as shown below will appear.
Enter information about lab e.g. Lab Title, Research group, list of projects , Students etc.
5) Click Save.

Title *

Image

Add a new file *

Browse...

No file selected.

Upload

Files must be less than **50 MB**.

Allowed file types: **png gif jpg jpeg**.

Research Group

- None -

Faculty

+

To edit Research Lab Information

Login to your account.
Click on Dashboard in user menu.

View

Edit

webmaster



Department of Mechanical Engineering

Indian Institute of Technology Bombay,
Powai, Mumbai 400 076,
Maharashtra, India.

User menu

- **Dashboard**
- My account
- Log out

Facebook

A new window will appear as shown.
Click on 'Research Lab' in 'Data Register'
Menu.

[Home](#) [Academics](#) [Faculty](#) [Staff](#) [Research](#) [Students Activities](#) [Adm](#)

Data Entry

- Research Lab
- Publications

Data Register Menu

- Front Page Slider Images
- Front Page Video
- List of News & Events Type Master
- News/Events
- List of Academic Master
- Academics
- List of Staff Master
- Staff
- Research
- List of Research Intrest Master
- List of Laboratories Master
- Research Lab
- Publications

A new window will appear. Go to your lab page and edit.



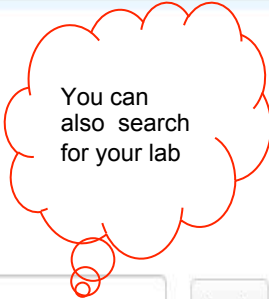
Achieving Excellence Together

Home Academics Faculty ▾ Staff ▾ Research ▾ Students Activities ▾ Admissions ▾ Alumni Collaborators

Research Lab

Displaying 1 - 25 of 37

Published **Research Group** **Title** **Search**



	Research Group	Title	Faculty	Heading	Description	List of Projects	Current Students List
	Thermal and Fluids Engineering	Thermal Hydraulics Test Facility		Research Activity		<p>The standard chunk of Lorem Ipsum used since the 1500s is reproduced below for those interested</p> <p>Contrary to popular belief, Lorem Ipsum is not simply random text</p>	

A new window will appear where user can edit lab details.
Save the changes by pressing 'Save' button at the bottom of the page.

**Please let us know if you need any
further assistance.**

webmaster.me 'at' iitb.ac.in