

## Steps to Create an Account into IRISSET portal and Registration into a course

### Step 1

Type <https://iriset.in> in the URL. Home Page appears as below. Click on New Registration

Copyright © 2024 IRISSET, Secunderabad. | All rights reserved. Total Visitors : 10

### Step 2

IRISSET - Registration

Date Of Birth\*

01-01-2000

SEARCH

Select Date of Birth and Click on the Search Option.

### Step 3



## IRISET - Registration

Date Of Birth\*

**SEARCH**

Sr.	Name	Mobile	Email
1	Test1	92*****08	ab*****l.com

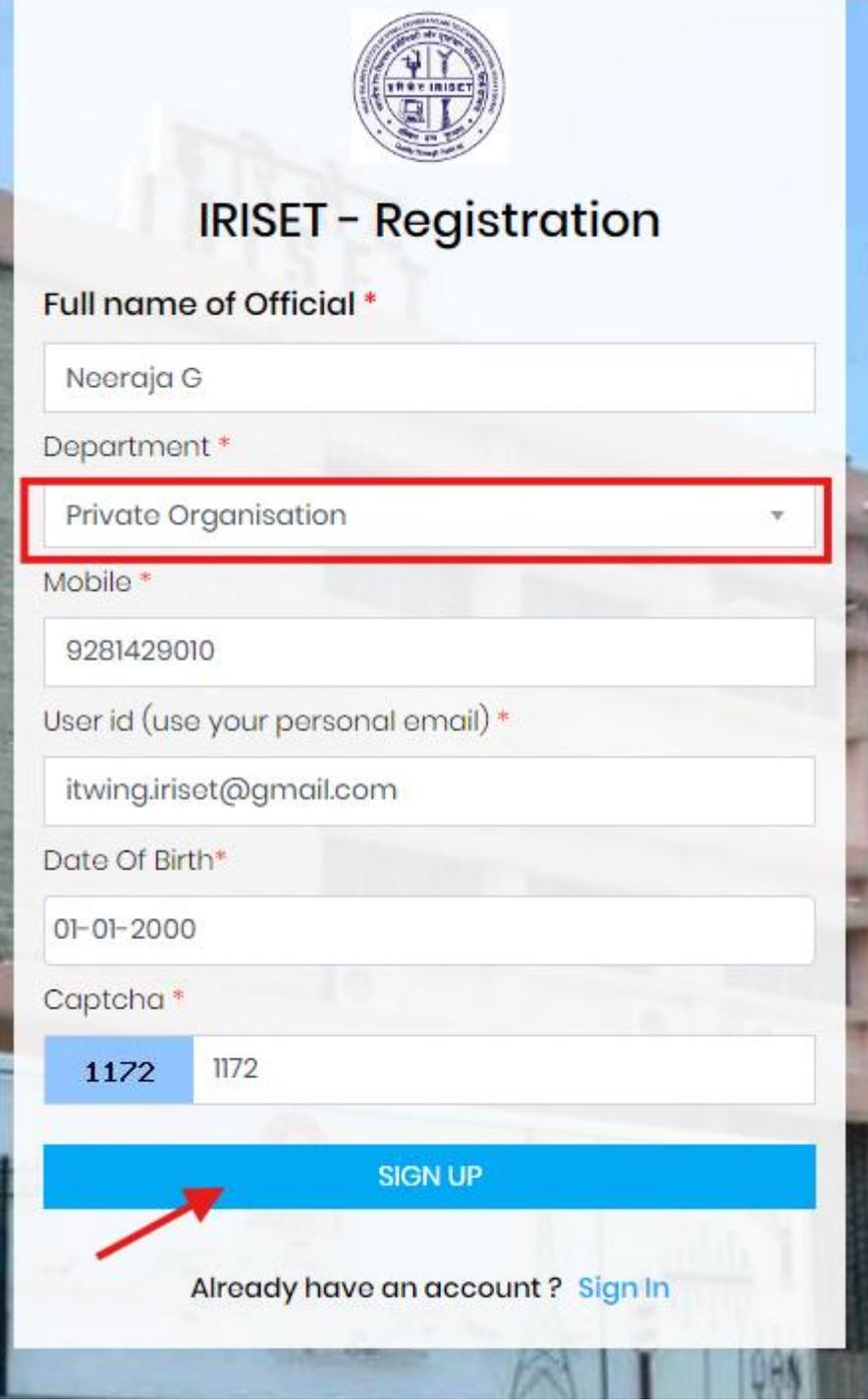
"If Your Account found in this list use your mobile no or email ID to Login the portal." **Login**

Not Record found in above list Press **New Registration**



Click on New Registration.

## Step 4



The image shows a registration form for IRISSET. At the top center is the IRISSET logo, a circular emblem with text in Hindi and English. Below the logo is the title "IRISSET - Registration". The form consists of several input fields, each with a red asterisk indicating it is required. The fields are: "Full name of Official" with the value "Neeraja G"; "Department" with a dropdown menu showing "Private Organisation" (highlighted with a red border); "Mobile" with the value "9281429010"; "User id (use your personal email)" with the value "itwing.iriset@gmail.com"; "Date Of Birth" with the value "01-01-2000"; and "Captcha" with the value "1172" (the first "1172" is highlighted in blue). Below the captcha field is a blue "SIGN UP" button, with a red arrow pointing to it. At the bottom, there is a link: "Already have an account ? [Sign In](#)".

Enter the required fields like Name, Mobile No, Email. In Department section, select the organisation like S&T, Private Organisation, PSU, Traffic, Electrical, Mechanical, Engineering, RPF or IRMS depts from the drop down menu. Fill in the Captcha and click on Sign Up.

## Step 5

IRISSET

Home / User Profile

Please Complete Your Profile to get access all services of IRISSET.  
(1) gender (2) desi\_id (3) rail\_zone

Compulsory Profile Info

Full Name\* (As in Official Docs- No Abbreviations Please) Full Name\* (Hindi) (As in Official Docs- No Abbreviations Please)

Neeraja G

Personal Mobile:\* Personal Email:\* Birth Date:\*

9281429010 itwing.iriset@gmail.com 01-01-2000

Gender:\*

Male  Female

MAC For Mobile MAC Address Insert MAC without : character

MAC For Laptop MAC Address Insert MAC without : character

Designation:\* Rail Zone, CT/PU etc.\* Division/Workshop/Head Quarters:\*

Select Select Select

other

Others

UPDATE

The above window appears after completion of creation of account. Fill the fields in Profile. If a particular designation doesn't appear in the drop down menu of Designation, selection Others option.

## Step 6

Home / User Profile

Please Complete Your Profile to get access all services of IRISSET.  
(1) gender (2) desi\_id (3) rail\_zone

Compulsory Profile Info

Full Name\* (As in Official Docs- No Abbreviations Please) Full Name\* (Hindi) (As in Official Docs- No Abbreviations Please)

Neeraja G

Personal Mobile:\* Personal Email:\* Birth Date:\*

9281429010 itwing.iriset@gmail.com 01-01-2000

Gender:\*

Male  Female

MAC For Mobile MAC Address Insert MAC without : character

MAC For Laptop MAC Address Insert MAC without : character

Designation:\* Full Designation Name:\* Designation Short Code:\*

Others Team Leader Team Leader

Rail Zone, CT/PU etc.\* Division/Workshop/Head Quarters:\*

KERNEX HYDERABAD

Photo:

UPDATE

When Others option is selected in Designation, you will get an option to type in the designation. Also select the organisation in Zone and Division options. Click on Update.

## Step 7

IRISSET

Home / Change Password

Please Update your password.

Password \*

Confirm Password \*

Update Cancel

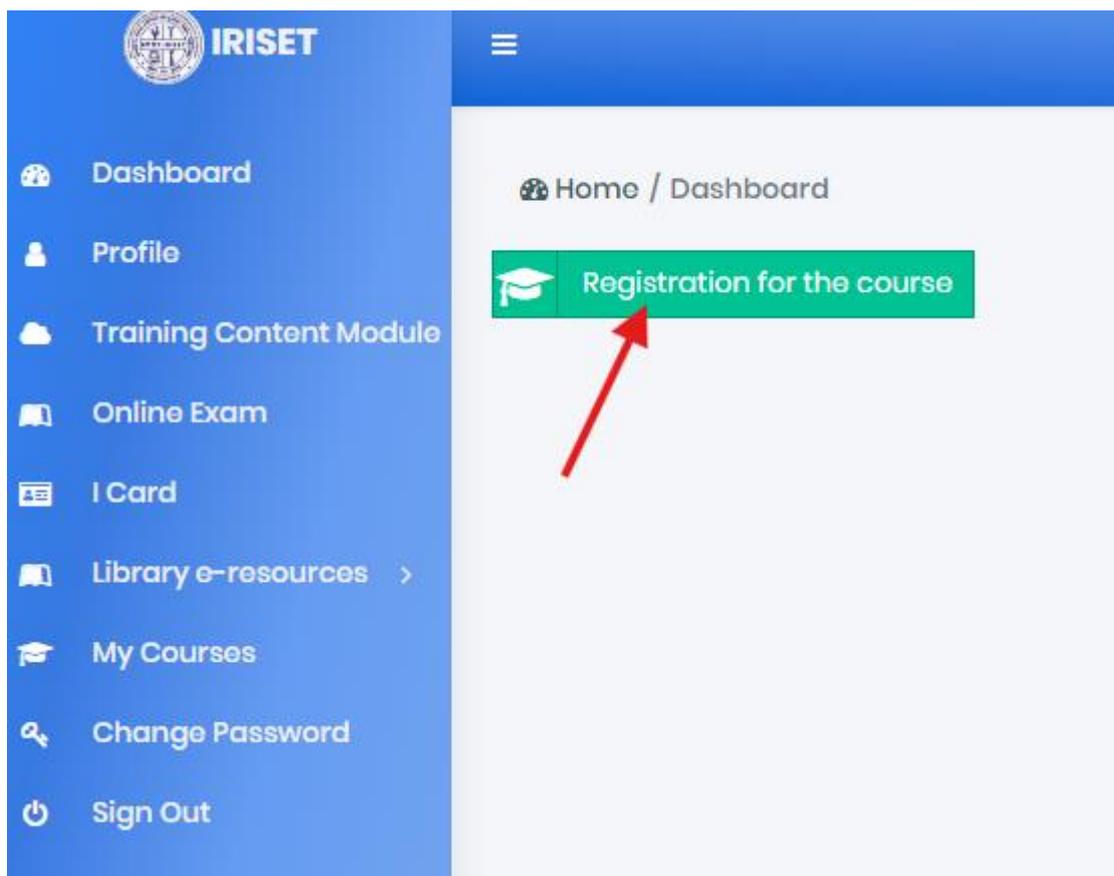
Passwords Match!!

Password must contain the following:

- ✓ A lowercase letter
- ✓ A capital (uppercase) letter
- ✓ A number
- ✓ A special character
- ✓ Minimum 8 characters

Create a password in the shown format and then Click Update.

## Step 8



After the completion of Profile section and creation of Password, the Dashboard appears as shown where the trainees has to register for the course in which they have been nominated.

## Step 9

I, hereby declare that, during my Training at IRISSET, I shall adhere to the following:

1) I Shall

- Maintain discipline, punctuality and abide by the rules & regulations in force from time to time.
- Abstain from drugs/alcohol/smoking/tobacco/pan/gutkha, both inside and outside the campus, nor support their usage by others. Allow to search my room, belongings, body search by IRISSET Staff/Security Staff and allow Breath Analyser test or any other test as required.
- Participate in all the 'Shramdaan' programs as assigned
- Do my homework diligently and utilize my time for learning
- Behave with all others - Trainees, IRISSET Faculty & Staff, in a courteous manner

2) I shall not

- Indulge in any activity which tarnishes the image of IRISSET or any staff in any manner
- Litter the premises/cause any damage to any asset
- Carry any banned items (like Alcohol, Drugs, Pan, Gutkha etc) nor possess them
- Adopt unfair means in the exam
- Carry Mobile Phones/Tabs in Class Rooms/Labs

I shall adhere to above discipline in letter & spirit.  
I am aware that I am liable to be expelled from the Campus and/or any other action as per discretion of IRISSET Administration for violation (if any).

**Undertaking on onboarding to iGOT – Karmayogi portal**

1. I hereby give undertaking that I will complete the following mandatory courses on iGOT – Karmayogi portal within 15 days duly completing onboarding exercise.

**OR**

I have already completed the mandatory courses mentioned below.

- a. Code of conduct for Government Employees (30 minutes)
- b. Prevention of sexual harassment of women at the workplace (2 hours)
- c. Introduction to emerging technologies (2.5 hours)
- d. Yoga break at workplace (30 minutes)
- e. Orientation module on Mission LIFE (30 minutes)
- f. Stay safe in Cyber Space (1.5 hours)

I confirm that I have read all the terms and conditions and agree to be bound by them.

2020 © IRISSET, Secunderabad.

An undertaking pops up as shown. Click on the Agree button.

## Step 10

Registration for the course

For \* Course \*

Select Select

Select

Gazetted Courses

Non Gazetted Courses (SIGNAL)

Non Gazetted Courses (TELECOM)

General Courses

PSUs/Private Sector Courses

For Registration into the course, Select on the drop down menu as shown for the category of the course.

## Step 11

### Registration for the course ✕

**For \*** Non Gazetted Courses (SIGNAL) ▾

**Course \*** Select ▾

Do You Want To Book A vehicle ? \*

Yes  No

Is Hostel Accommodation Required ? \*

Yes  No

Do you want to available mess facility ? \*

Yes  No

Apply Close

Select

ISJE/02/01/2024 (03-Jun-24 to 06-Sep-24)

RSSJE/0349 (29-Jul-24 to 23-Aug-24)

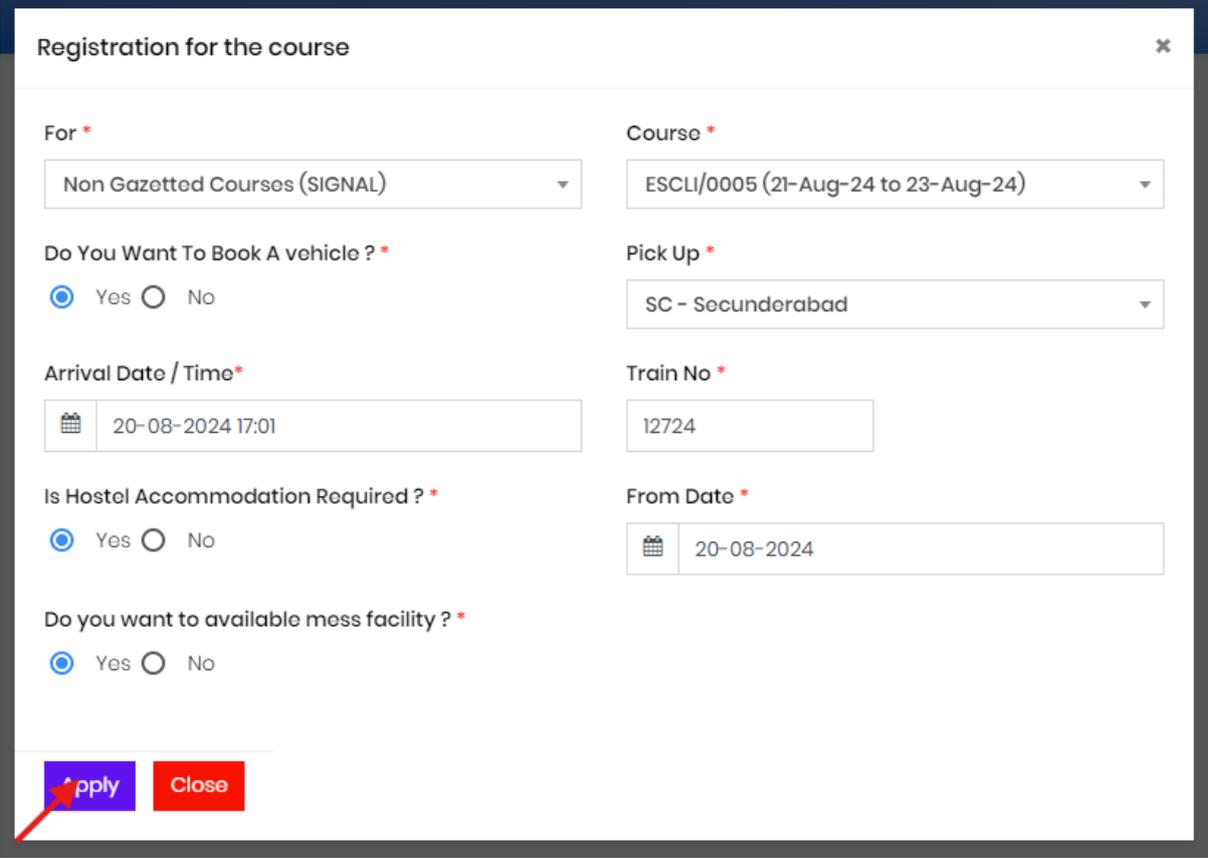
ESHITACHI/0014 (12-Aug-24 to 30-Aug-24)

ESCLI/0004 (12-Aug-24 to 14-Aug-24)

IDSJE/01/01/2024 (19-Aug-24 to 18-Oct-24)

Then Select the course nominated for from the Course drop down box.

## Step 12



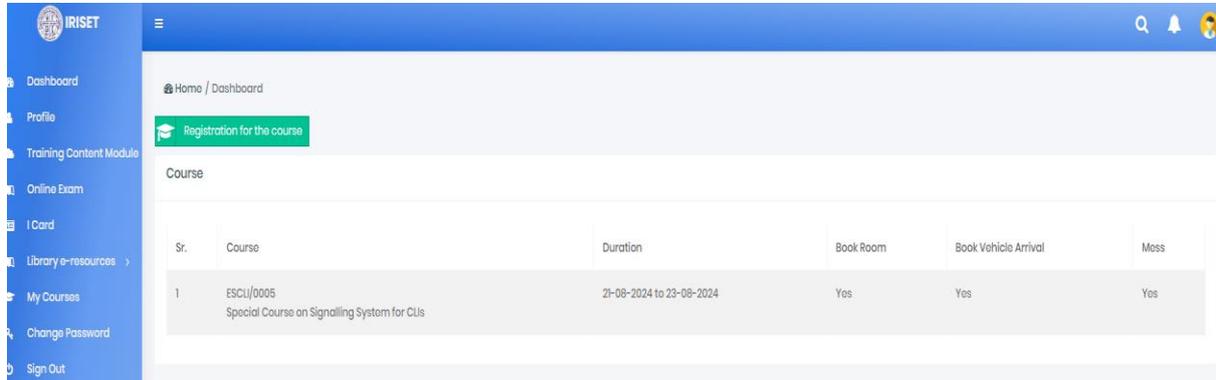
The image shows a web form titled "Registration for the course" with a close button (X) in the top right corner. The form is divided into two columns. The left column contains: "For \*" with a dropdown menu showing "Non Gazetted Courses (SIGNAL)"; "Do You Want To Book A vehicle ? \*" with radio buttons for "Yes" (selected) and "No"; "Arrival Date / Time\*" with a date and time input field showing "20-08-2024 17:01"; "Is Hostel Accommodation Required ? \*" with radio buttons for "Yes" (selected) and "No"; and "Do you want to available mess facility ? \*" with radio buttons for "Yes" (selected) and "No". The right column contains: "Course \*" with a dropdown menu showing "ESCLI/0005 (21-Aug-24 to 23-Aug-24)"; "Pick Up \*" with a dropdown menu showing "SC - Secunderabad"; "Train No \*" with an input field showing "12724"; and "From Date \*" with a date input field showing "20-08-2024". At the bottom left, there are two buttons: a blue "Apply" button with a red arrow pointing to it, and a red "Close" button.

After selecting the course,

- 1) If the trainee needs to book a vehicle for pick up from Railway station to IRISSET, Opt on the button yes for vehicle. The station to be picked up to be selected from drop down box. Also the arrival date and train number is also to be provided.
- 2) If the trainee needs hostel accommodation, yes option is to be selected and the date from which it is needed also to be mentioned.
- 3) If the trainee needs to avail mess facility, he has to opt for yes option.

Then Click on Apply Option as shown.

## Step 13



The screenshot displays the IRISSET dashboard interface. On the left, a blue sidebar contains navigation options: Dashboard, Profile, Training Content Module, Online Exam, I Card, Library e-resources, My Courses, Change Password, and Sign Out. The main content area features a blue header with the IRISSET logo and navigation icons. Below the header, a breadcrumb trail shows 'Home / Dashboard'. A green notification banner reads 'Registration for the course'. The 'Course' section contains a table with the following data:

Sr.	Course	Duration	Book Room	Book Vehicle Arrival	Mess
1	ESCI/0005 Special Course on Signalling System for CLIs	21-06-2024 to 23-08-2024	Yes	Yes	Yes

The Dashboard appears with Course details as shown. This completes the process of Creating an Account into IRISSET portal and Registration into a course.