

User Manual to apply for Accommodation at AIIMS campuses

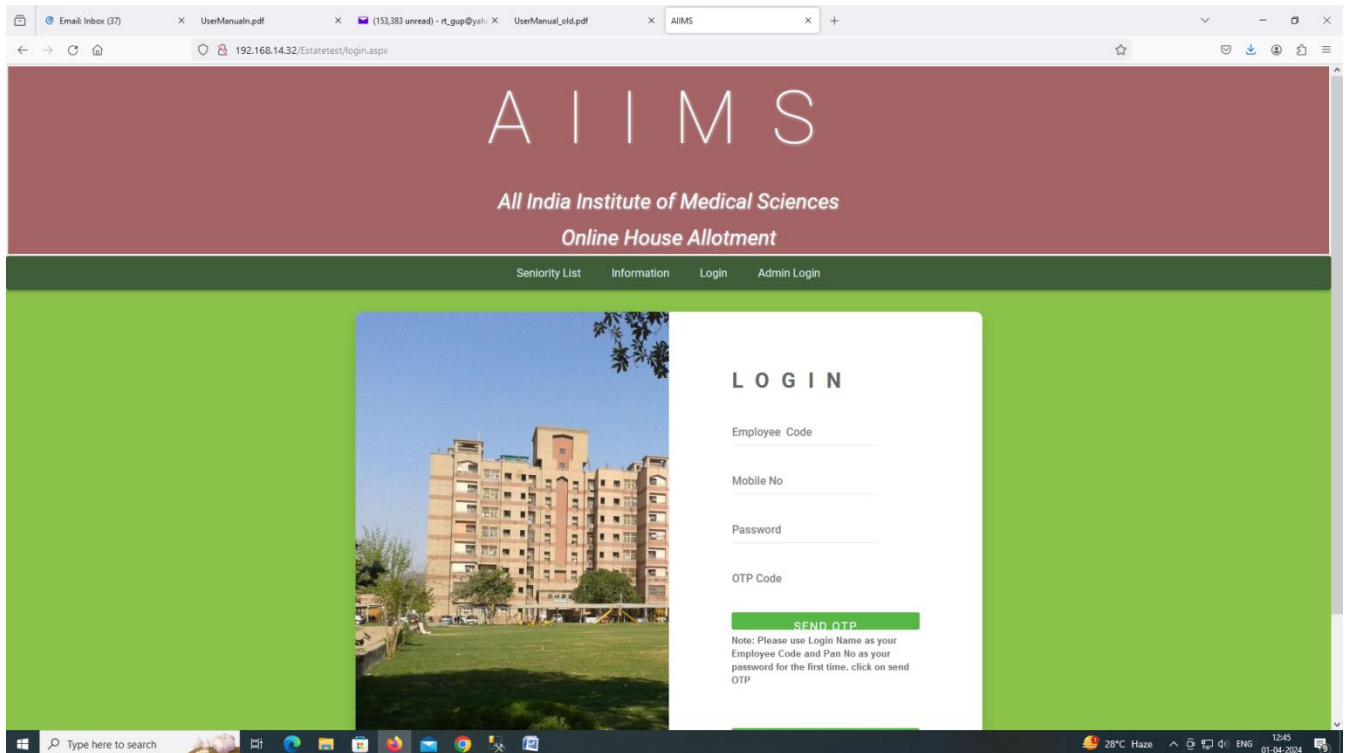
For Faculty

Step 1 For Logging in

Please type **www.aiims.edu** Go to **Faculty** and select the option **Online House Allotment**

OR

Type **https://cfapplication.aiims.edu/Estate/Login.aspx**



Use your Employee code as the Login. You will be prompted to add your Mobile no. so that OTP can be sent.

For first time use your Panno. as your Password.

Enter the OTP sent on your Mobile No. and click on Login. If OTP not received within 1 minute please click on Re-send OTP.(Resend OTP is limited to maximum 3 attempts only).

You will be re-directed to the Change Password Screen.

Change Password

The screenshot shows a web browser window with the URL `192.168.14.32/Statetest/Changepassword.aspx?tempid=E1900958&pan=9810058634`. The page header features the All India Institute of Medical Sciences logo and name. The main content area is titled "Change Password" and contains the following text: "please Enter at least one upper-case letter,at least one lower-case letter,at least one number,at least one special character and minimum length of 8". Below this text are three input fields: "Enter the old Password", "Enter the New Password", and "Confirm the new Password". A "Submit" button is located at the bottom right of the form. The browser's taskbar at the bottom shows the date as 01-04-2024 and the time as 12:55.

In Enter the Old Password text box, please enter your Panno for the first time

Please follow the changed password pattern while changing your Password i.e. (please Enter at least one upper-case letter, at least one lower-case letter, at least one number, at least one special character and minimum length of 8 characters).

Re-enter the changed Password in the Confirm the new Password Option.

This screenshot shows the same "Change Password" form as the previous one, but with a success message displayed in a white dialog box. The message reads: "192.168.14.32 Password is Changed.Please Login Again with new Password". The dialog box has an "OK" button. The background form is dimmed, and the "Submit" button is visible at the bottom right. The browser's taskbar at the bottom shows the date as 01-04-2024 and the time as 13:03.

You will receive this message as shown on the screen i.e.(Password is Changed. Please Login again with new Password).

On Logging again with new Password Dashboard appears.

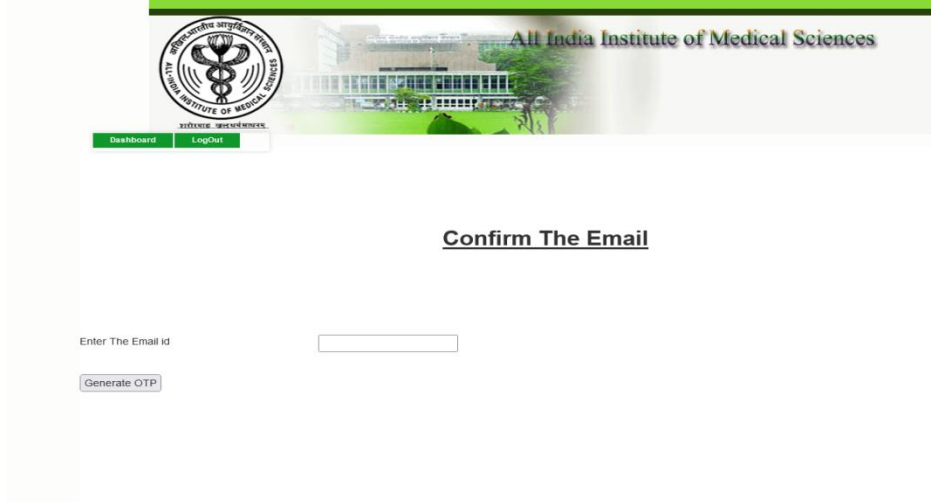
Step 2 For Applying for a house

The screenshot displays the 'Application Status' page on the AIIMS website. The page features a header with the AIIMS logo and name, a navigation bar with 'Dashboard' and 'Logout' buttons, and a main section titled 'Application Status'. Below this, there is a 'History' section with fields for Name, Email, Designation, Phone No, Department, and Present Quater No. A table below shows columns for WaitList No., Request For, and Alloted Quarter, with the message 'No Records Found' displayed. A note at the bottom states: '* Note: In case of any inadvertent Discrepancy because of shift from offline to online mode , will be looked by AO(Estate) and HAAC.' A button labeled 'Apply for the House Application' is visible at the bottom of the main content area.

Please click on the button **Apply for the House Application**.

You will be re-directed to confirm your Email.

Confirm your Email



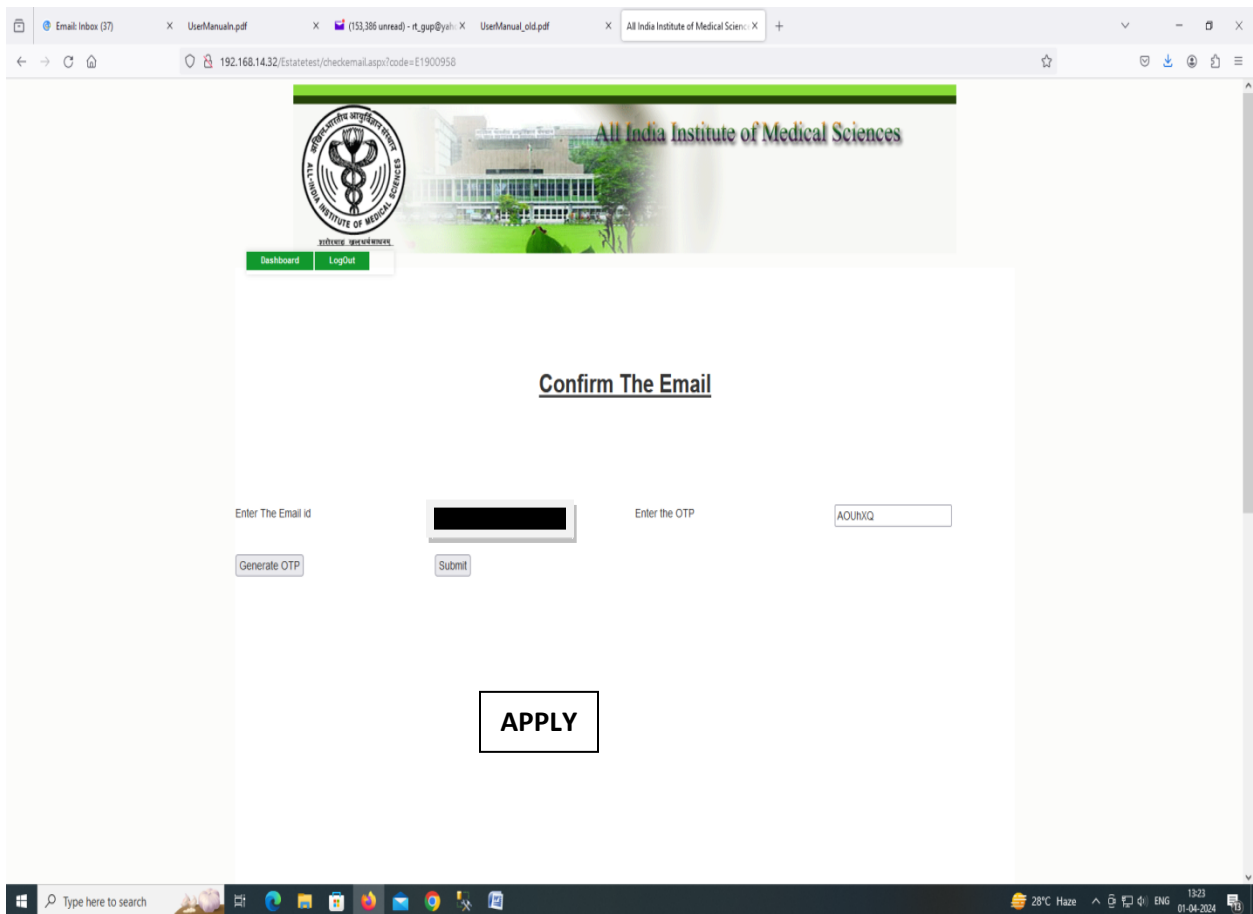
Dashboard LogOut

Confirm The Email

Enter The Email id

Generate OTP

Click on Generate OTP. After entering the OTP You will receive a message that “Email is Updated”.



Email: Inbox (37) x UseManual.pdf x (153,386 unread) - rt_gup@yali x UseManual_old.pdf x All India Institute of Medical Sciences x +

192.168.14.32/Estatetest/checkemail.aspx?code=E1900958

Dashboard LogOut

Confirm The Email

Enter The Email id

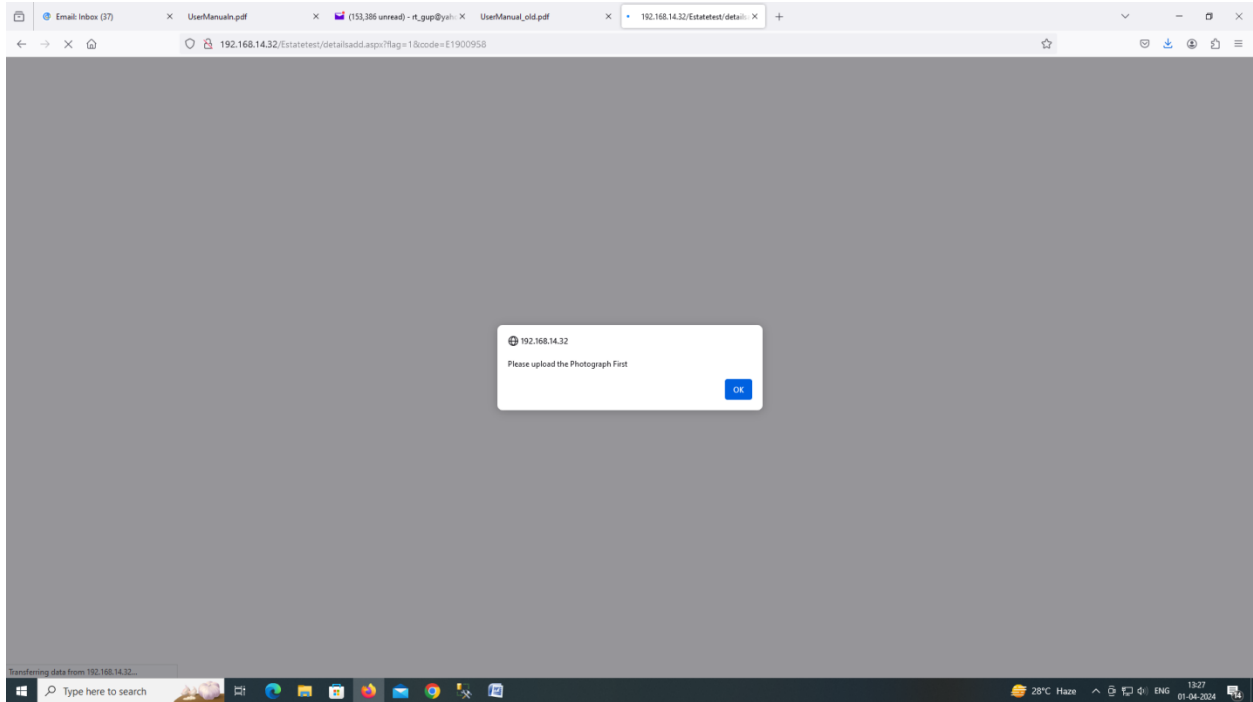
Enter the OTP

Generate OTP Submit

APPLY

Type here to search 28°C Haze 13:23 01-04-2024

Click on **Apply**.



You will be prompted to upload your photograph first. Photograph should be jpeg/jpg file and the image should be between 50kb to 1mb in size.

Click on Browse select your image and click on Upload. The image is uploaded.

Please note: On this page some fields will be pre-filled and cannot be changed. If you feel there is an error in any of these fields please email the Estate section at aiims.ao.estate@gmail.com. You should also contact the concerned Establishment Section as the information has to be verified by them before any change is made.

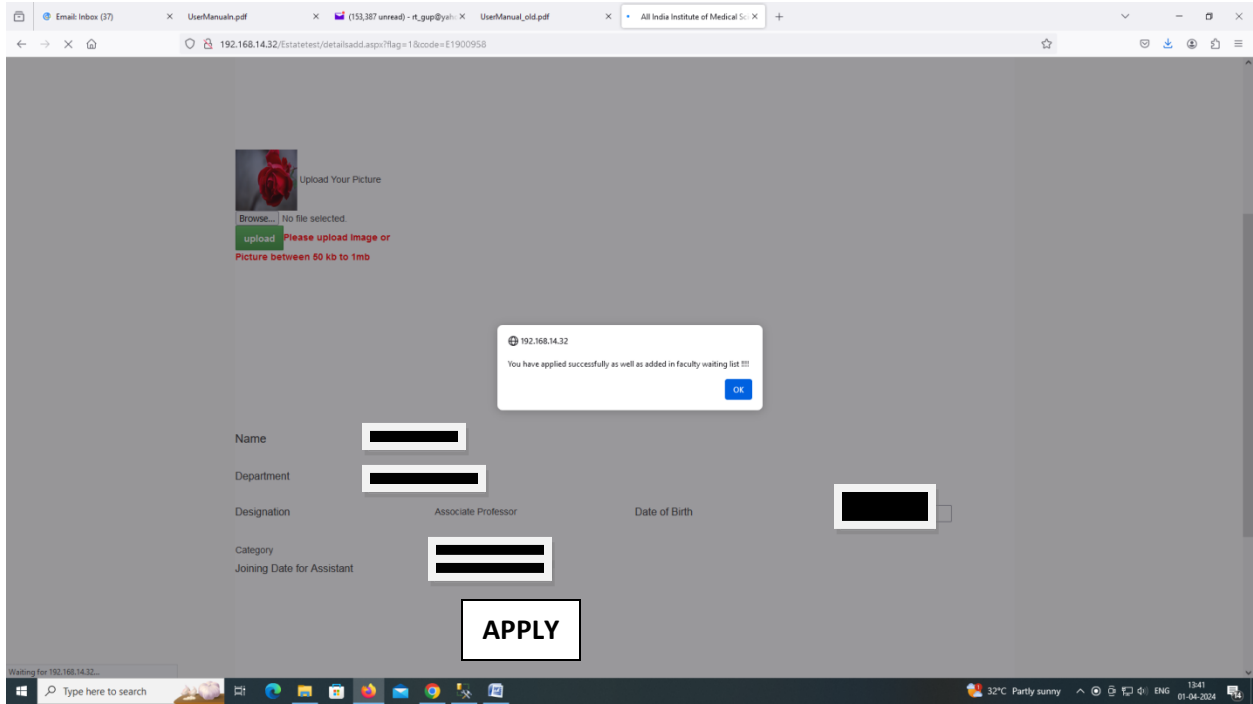
All communications/alerts will be sent to the mobile/email.

Your Name, Department, Designation, Date of birth and Date of Joining of Assistant Prof. is reflected on the portal. In case of designation as Assoc. Prof./ Addl. Prof. only date of joining of Assistant Prof. will be displayed. In case of designation as Professor you will be prompted to enter date of Joining of Professor.

Please select the Category and click on **Apply**.

Message will be seen on the screen as **“You have applied successfully “**. On clicking on OK eligible type of quarters applied will be displayed on the screen.

An email regarding successful application and types applied will be sent on the email address updated on the portal.



Please click on Logout for Logging out the application.