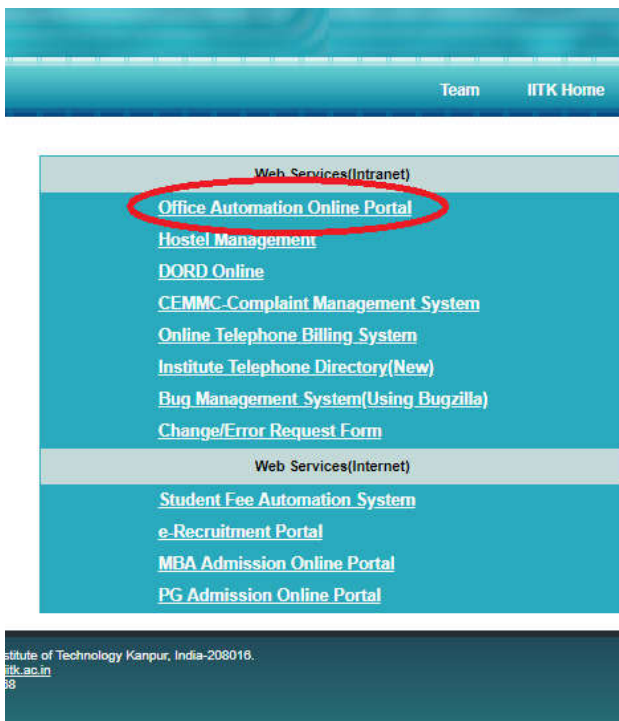# USER GUIDE
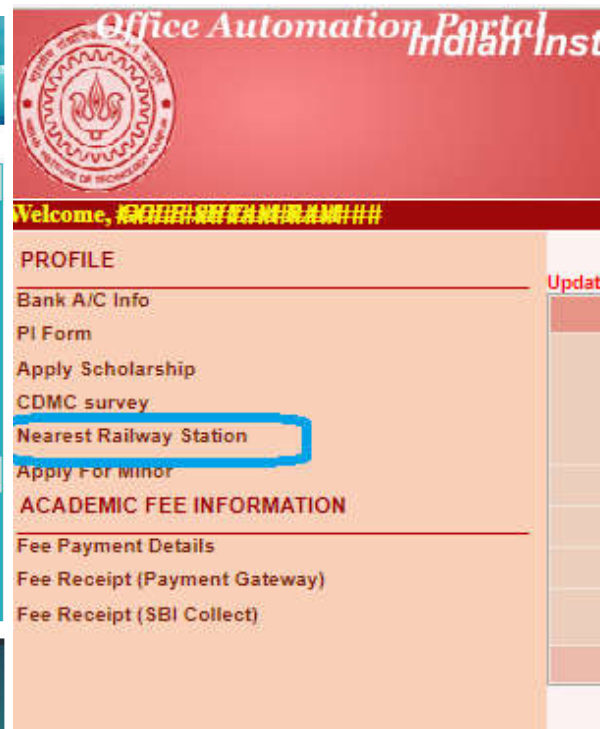
TO UPDATE NEAREST RAILWAY STATION

A. STEPS:-

1. Login to Office Automation Online Portal with your *'CC UserId'* and *'CC Password'*.

    a. Please go to this url *'https://oa.cc.iitk.ac.in/'* within the IIT Network.

    b. Click *the link ' Office Automation Online Portal'.*

2. After Successful Login Click to enter 'Student Profile'.

3. On the left pane under "PROFILE' section you can click on 'Nearest Railway Station' link.

4. By doing so you will see the screen to Update Your Nearest Railway Station.

5. After successfully using the service you may logout using option provided at upper right hand corner.

Figure-1   *Figure-2*

B. SERVICE WORK FLOW:-

1. After following '4' steps as mentioned above you will be able to view details as shown in the snapshot below provided you are eligible to use the service and you are trying to use the service within valid time interval only.

Note:- *Few Information in the image is masked intentionally to preserve privacy.*

Figure-3.

2. Here you will find your basic details along with *'Existing Nearest Railway Station'* which you have supplied during your admission process;

3. You will see a select drop down list of Railway Stations from which you have to choose the Railway Station Nearest to your home town.

4.If the *'Existing Nearest Railway Station'* is already up to date with the station name you can conveniently opt to logout from the Office Automation Portal.

C. AUTHORIZED USE PERMISSION :-

Only Valid IITK Student Eligible for Student Railway Concession with valid and active C UserId may be permitted to use the servie provided he/she is eligible to use the service within valid time span only.

D.WORD OF CAUTION:-

1. Students can avail concession to and fro his/her home town only.
2. This facility is provided to update Railway Station nearest to your home town only.
3. Misusage may initiate strict disciplinary action against such user/s.

E.O.F.