

# Steps for applying Hostel Accommodation by Project Staff

[Except for PhD students under Project]

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## Step 1 - ERP Credential:

Apply for ERP Credentials from the following link

<https://online.iitg.ac.in/user/requisition/reqform>.

No need to apply for ERP credential, if ERP credential is already exist.

## Step 2 - Account Creation:

After getting ERP credentials, send a mail to HAB Office ([haboff@iitg.ac.in](mailto:haboff@iitg.ac.in)) with the following information:

**IITG Username:** [It must be your ERP login ID]

**IITG Email:**

**Full Name:**

**Father's Name:**

**Mother's Name:**

**Gender:**

**Correspondence Address:**

**Permanent Address:**

**Alternate Email:**

**Mobile Number:**

## Step 3: PS Onboarding

After getting the above mail, HAB Office will create an account for the Project Staff

## Step 4: Apply for Hostel Accommodation

The Project Staff can login and apply for Hostel accommodation through the HAB Portal in the following link –

<https://online.iitg.ac.in/sa/>

Scan here



## Step 5: Forwarding from R&D/IISI Office and HOS, R&D/IISI

After successful submission, R&D / IISI Office will verify the data and forward the application and HOS R&D/IISI will recommend the same.

## Step 6: Confirmation

An automatic mail will be received by the Project Staff from the concerned authority after approval. The Project Staff can also check the status by login to the HAB Portal. A room will be allotted in that hostel after physically reporting to the concerned hostel office.