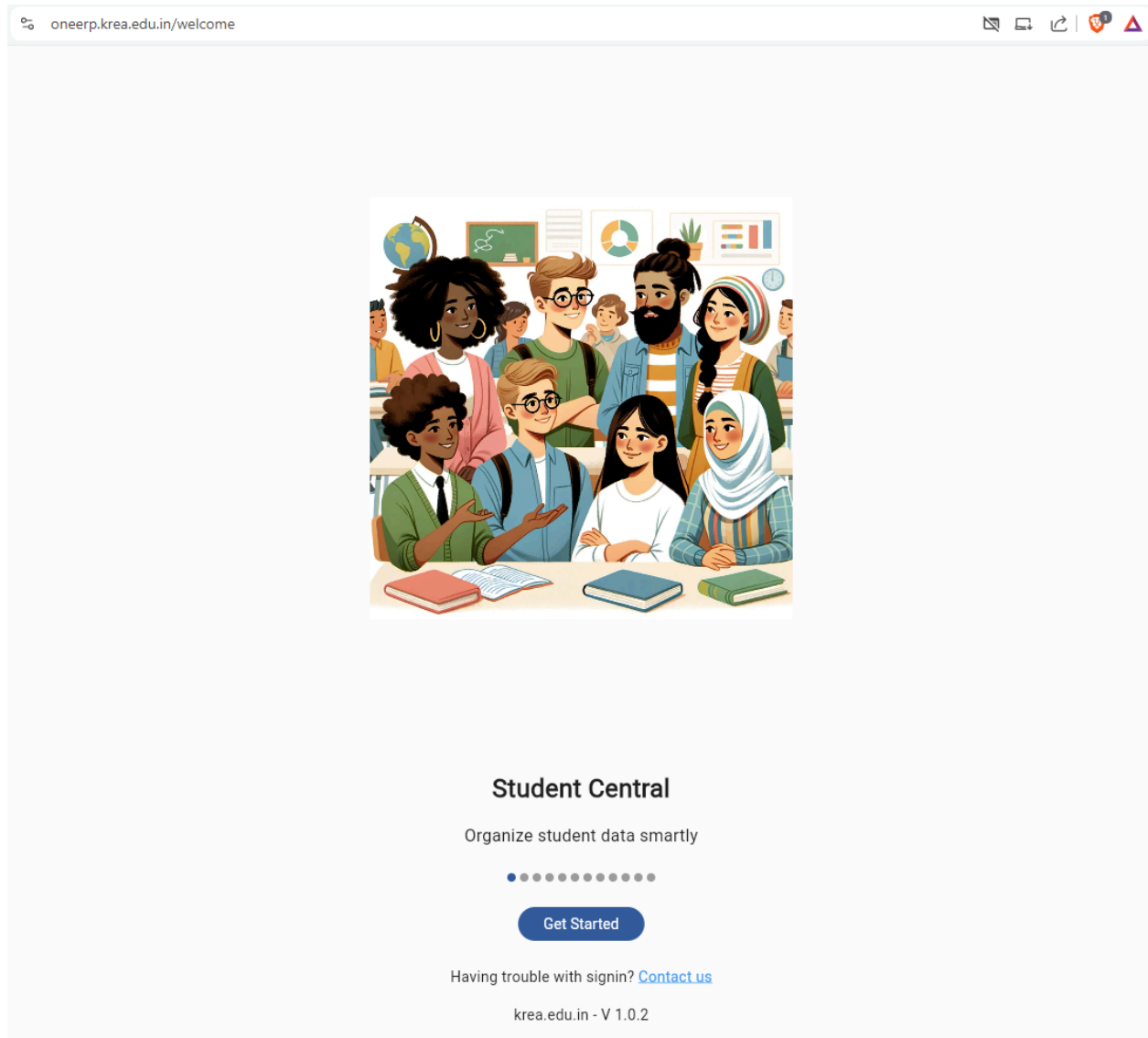


KREA ERP GUIDE

Login:



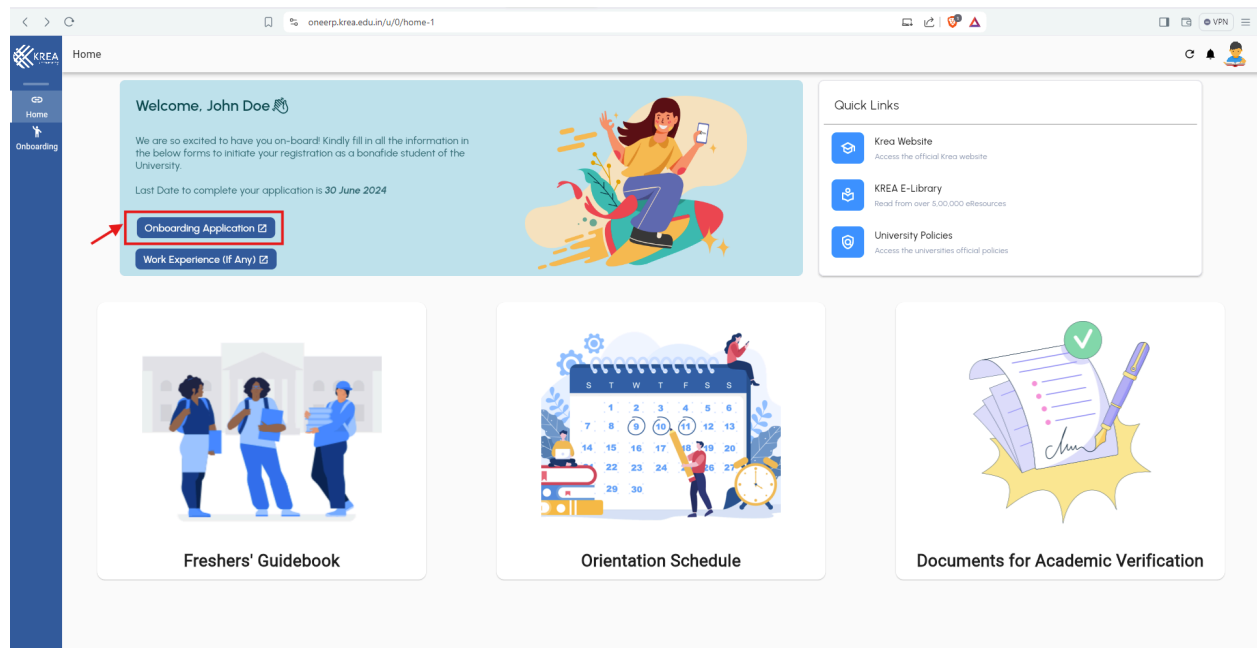
<https://oneerp.krea.edu.in/>

Upon clicking on [this](#) link, you will be redirected to a page as seen above. The page contains some basic information as to what this portal will allow you to do. Click on 'Get Started' to login and proceed.



- Click on Sign In with Google.
- Enter the credentials for the Krea Email ID provided in the Email, SMS or Whatsapp message* shared with you. Please change your password after you sign in for the first time.

Filling the Onboarding Application :



Once you have successfully signed in and entered the portal, you will see a page similar to this. You are required to fill in any missing information in your onboarding application. You can do so by clicking on the button labeled "Onboarding application", which will redirect you to the form as shown below.

The screenshot shows the 'Form Submission (Student)' page of the KREA Onboarding Portal. The page is divided into several sections: 'Personal Information', 'Address Details', 'Academic Details', 'Health Information', 'Insurance Details', 'Undertakings and Consent (Student)', 'Undertakings and Consent (Parents/Guardians)', and 'Preference'. The 'Personal Information' section is currently active and contains the following fields:

Personal Information	
Application Number *	Date of Birth *
BBA2024004	28-Nov-2003
First Name *	Middle Name
Siva1	<nil>
Last Name *	
Subramaniam	
Name (as per Govt. approved ID Card) *	Gender *
Siva Subramaniam	Male
Religion *	Category (SC/ST/OBC/...)
Nationality *	Aadhaar Number
	1243243546576
Passport Number	Upload Copy of Passport
1243243546576	Select Upload Copy of Passport file
Upload Passport size photo *	Select if parent(s) work in the Defence Forces? *
Select Upload Passport size photo file	

Note:
Guidelines for Uploading the Passport Photo: The size of the scanned jpg image of the passport size photo should not exceed 200 kb. The photo should cover 80% of the face without a mask. The photo should be a professional photo and informal selfies should not be uploaded. The photo must have been taken against a white light background. The photo must be a recent one (not older than 3 months). Any photo that does not follow these guidelines will not be accepted.

You can begin the process of filling out the different forms required for your application. You can proceed in order or select a specific section you wish to complete. Follow the on-screen

instructions to enter the necessary information. Each form is designed to capture specific details, so please ensure all fields are accurately filled out. For additional guidance, hover over the info icons next to each field.

Form Submission (Student)
Onboarding

Personal Information

Application Number * BBA2024004

Date of Birth * 28-Nov-2003

Proof of Date of Birth * Select Proof of Date of Birth file

First Name * Siva1

Middle Name * <nil>

Last Name * Subramaniam

Name (as per your Govt. approved ID Card) * John Doe

Gender * -

Sex (Assigned at birth) * Male

Religion * -

Category (SC/ST/OBC/...) * -

Upload Category Certificate Select Upload Category Certificate file

Nationality * -

Aadhaar Number 1243243546576

Upload Aadhaar Card Select Upload Aadhaar Card file

Passport Number 1243243546576

Upload Copy of Passport Select Upload Copy of Passport file

Select if parent(s) work in the Defence Forces? * -

Upload Passport size photo * Select Upload Passport size photo file

Note:
Guidelines for Uploading the Passport Photo: The size of the scanned jpg image of the passport size photo should not exceed 200 kb. The photo should cover 80% of the face without a mask. The photo should be a professional photo and informal selfies should not be uploaded. The photo must have been taken against a white light background. The photo must be a recent one (not older than 3 months). Any photo that does not follow these guidelines will not be accepted.

Save & Next

To go to the next page, you can either click on one of the labels in the top bar (such as "Personal Information", "Address Details", etc.) or click on the "Save and Next" button on the bottom of the page.

IMPORTANT NOTE: Filled fields will NOT be saved unless you click on "Save and Next". For a page's fields to be saved, "Save and Next" has to be clicked on for that page.

Form Submission (Student)
Onboarding

Undertakings and Consent (Student)

Krea Code of Conduct: Student Undertaking * Select Krea Code of Conduct: Student Undertaking file

Undertaking for Prevention of Ragging (Students) * Select Undertaking for Prevention of Ragging (Students) file

Honour Pledge - Student * Select Honour Pledge - Student file

Undertaking: Counselling Services * Select Undertaking: Counselling Services file

Photography and Videography Permission and Consent Form * Upload File


Residence Life Undertaking * Select Residence Life Undertaking file

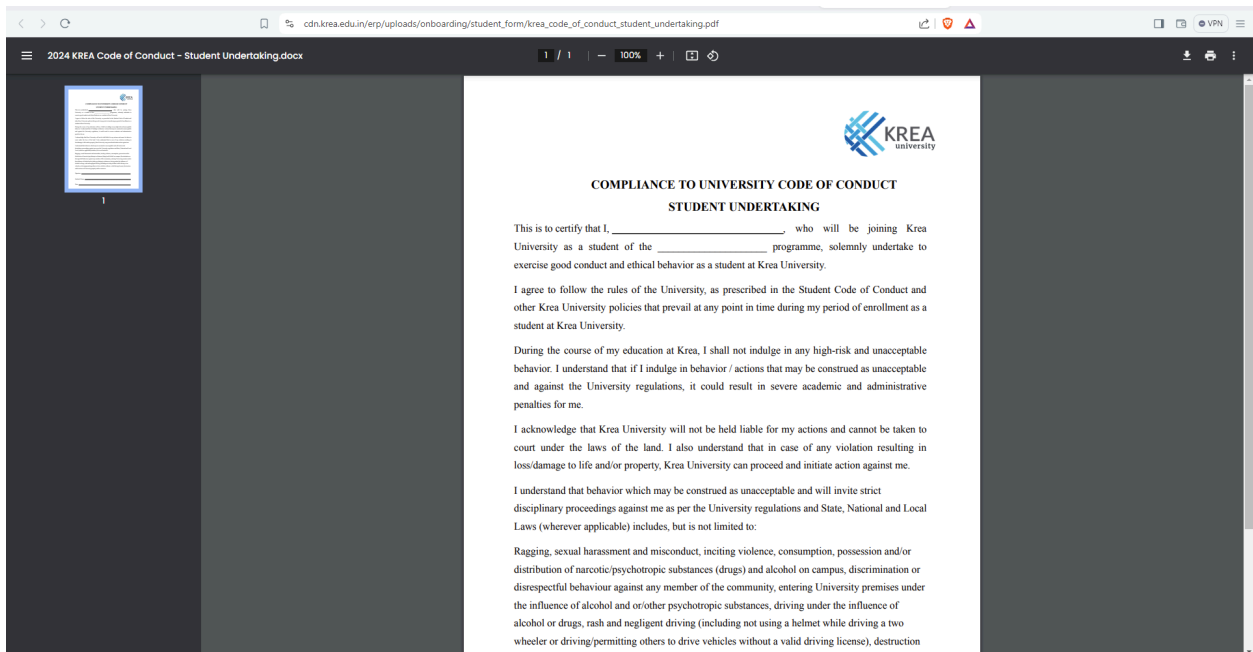
Note 1:
Kindly download the undertakings using the download icon shared above. Please upload all of the undertakings duly filled and signed by the student (you may either choose to upload filled and signed form in a PDF Format or may decide to take printouts of the form and submit the scanned copy).

You can access the required university policies on the landing page by clicking on the 'University Policies' icon.

Note 2:
If you are digitally signing the forms, please ensure you sign the document using the 'upload file option' in PDF where you can digitally upload your signature. Please ensure that you are not typing out your name to sign the document. The latter will not be accepted.

Save & Next

To download an undertaking form, click on the download button () in that section. This will start the download. Select a location on your device to save the form, and confirm the download.



The screenshot shows a web browser window with the address bar displaying the URL: cdn.krea.edu.in/erp/uploads/onboarding/student_form/krea_code_of_conduct_student_undertaking.pdf. The document is titled "2024 KREA Code of Conduct - Student Undertaking.docx". The main content of the document is a form titled "COMPLIANCE TO UNIVERSITY CODE OF CONDUCT STUDENT UNDERTAKING". The form includes the KREA University logo and the following text:

This is to certify that I, _____, who will be joining Krea University as a student of the _____ programme, solemnly undertake to exercise good conduct and ethical behavior as a student at Krea University.

I agree to follow the rules of the University, as prescribed in the Student Code of Conduct and other Krea University policies that prevail at any point in time during my period of enrollment as a student at Krea University.

During the course of my education at Krea, I shall not indulge in any high-risk and unacceptable behavior. I understand that if I indulge in behavior / actions that may be construed as unacceptable and against the University regulations, it could result in severe academic and administrative penalties for me.

I acknowledge that Krea University will not be held liable for my actions and cannot be taken to court under the laws of the land. I also understand that in case of any violation resulting in loss/damage to life and/or property, Krea University can proceed and initiate action against me.

I understand that behavior which may be construed as unacceptable and will invite strict disciplinary proceedings against me as per the University regulations and State, National and Local Laws (wherever applicable) includes, but is not limited to:

Ragging, sexual harassment and misconduct, inciting violence, consumption, possession and/or distribution of narcotic/psychotropic substances (drugs) and alcohol on campus, discrimination or disrespectful behaviour against any member of the community, entering University premises under the influence of alcohol and/or other psychotropic substances, driving under the influence of alcohol or drugs, rash and negligent driving (including not using a helmet while driving a two wheeler or driving/permitting others to drive vehicles without a valid driving license), destruction

Once you have downloaded the forms, you can fill in your details using one of the following methods:

1. Print the downloaded form. Write your details on the hard copy of the form. Upload clear pictures or scanned copies of the completed form.
2. Open the downloaded form using a PDF reader or editor. Fill in your details electronically. Save the completed form and upload it.

Form Submission (Student)

Onboarding

Academic Details Health Information Insurance Details Undertakings and Consent (Student) Undertakings and Consent (Parents/Guardians) Preferences Student Declaration and Honour Pledge

Student Declaration and Honour Pledge

Declaration 1 *

☐ I hereby declare that the information provided in this form is true and to the best of my knowledge. If at any time during the course of my enrollment as a student of Krea University or later, the information provided by me is found to be false, untrue or incorrect, then Krea University may exercise the right to nullify/suspend my enrollment during or after the programme and/or may rescind the degree conferred on me.

Declaration 2 *

☐ I also take the responsibility of informing the Office of Student Life regarding any changes pertaining to the non-academic information shared in the form during the course of my programme and enrollment as a student of the University. Similarly, in case there are any changes pertaining to my educational background and academics shared in the form, I will duly notify the Admissions Office and the Academic Office.

Submit Back

Please read the declarations carefully and tick the checkboxes to affirm your commitment.

Personal Information Address Details Academic Details Health Information Insurance Details Undertakings and Consent (Student) Undertakings and Consent (Parents/Guardians)

Student Declaration and Honour Pledge

Declaration 1 *

☒ I hereby declare that the information provided in this form is true and to the best of my knowledge. If at any time during the course of my enrollment as a student of Krea University or later, the information provided by me is found to be false, untrue or incorrect, then Krea University may exercise the right to nullify/suspend my enrollment during or after the programme and/or may rescind the degree conferred on me.

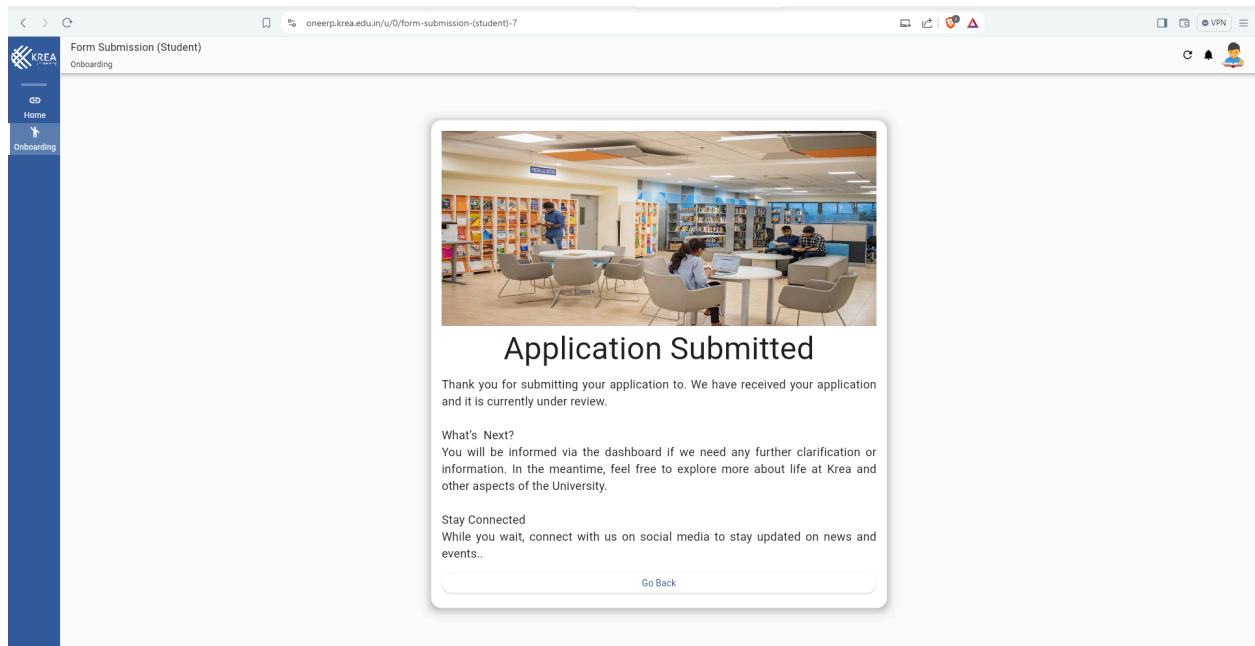
Declaration 2 *

☒ I also take the responsibility of informing the Office of Student Life regarding any changes pertaining to the non-academic information shared in the form during the course of my programme and enrollment as a student of the University. Similarly, in case there are any changes pertaining to my educational background and academics shared in the form, I will duly notify the Admissions Office and the Academic Office.

Submit Back

Please fill all required fields in Academic Details

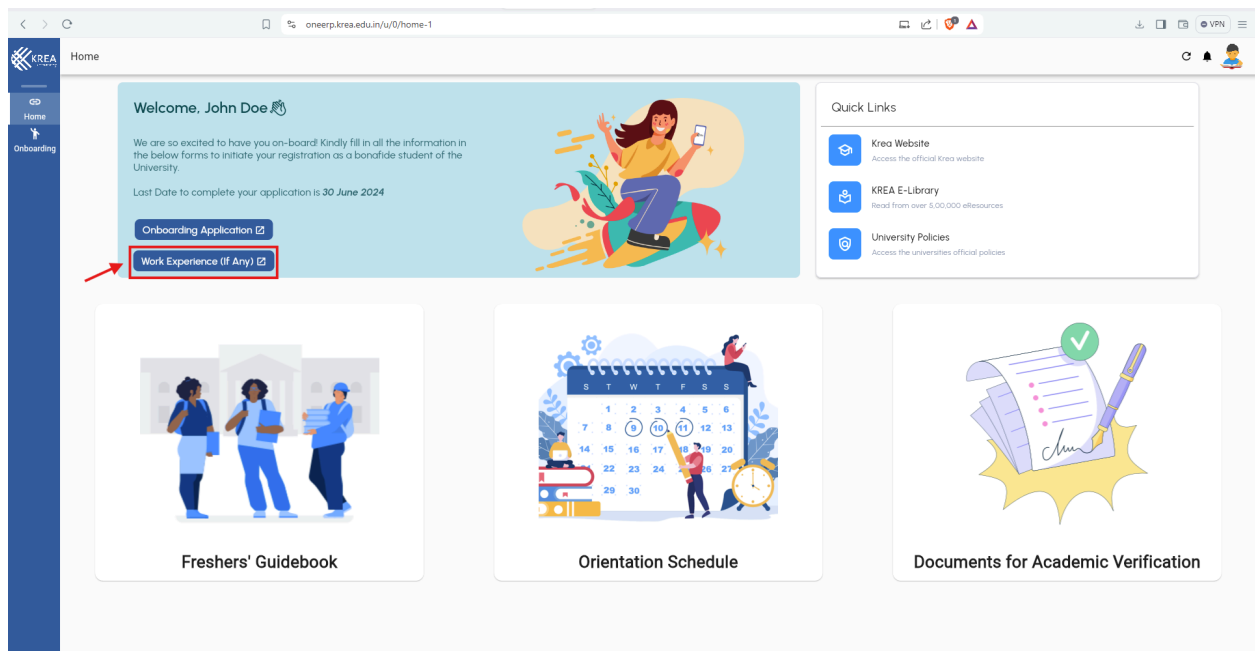
The form will only accept submission if all required fields have been filled with valid information. In case there are unfilled fields, you will be presented with a warning as shown above, with the pages that need to be completed.



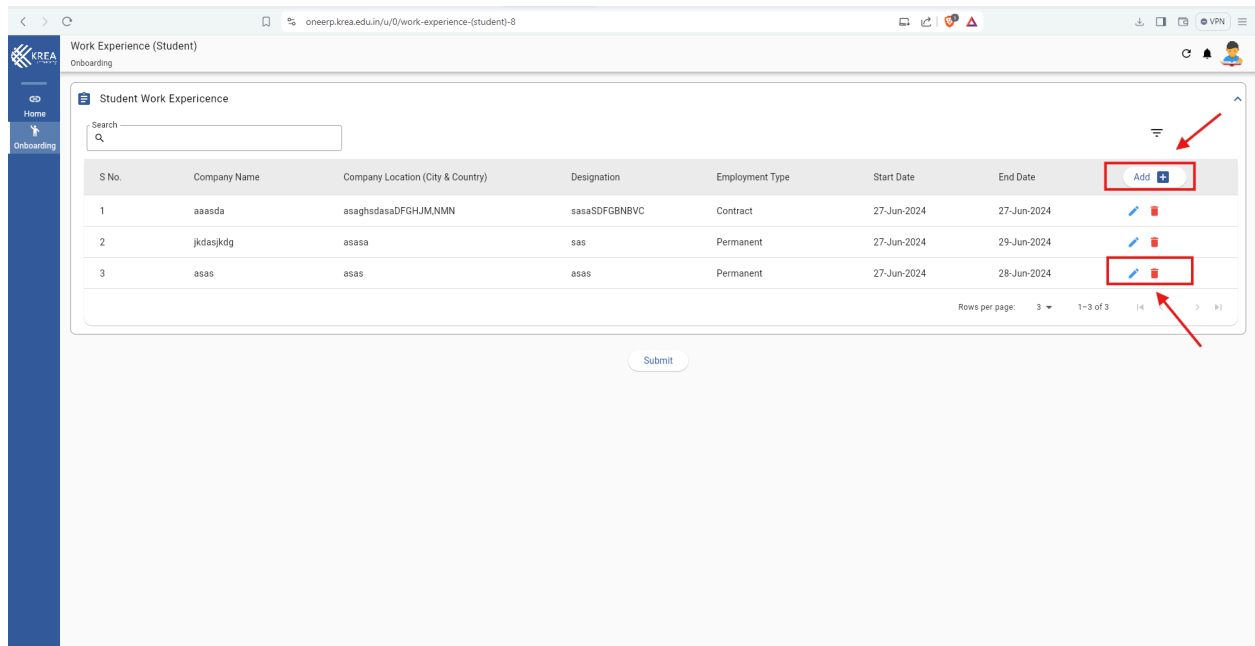
Once the form has been successfully submitted, you will be greeted with this page.

Work Experience:

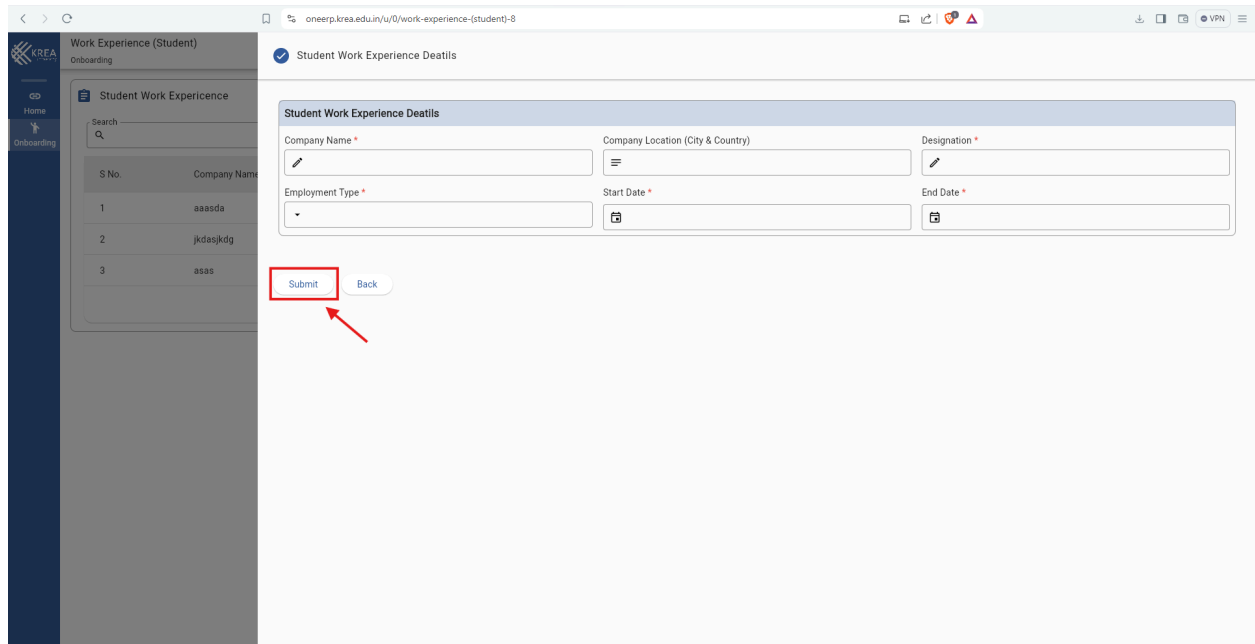
This section is only applicable for those with existing work experience.



The page can be accessed by clicking on the button labeled "Work Experience (If Any)". It will redirect you to the page below.

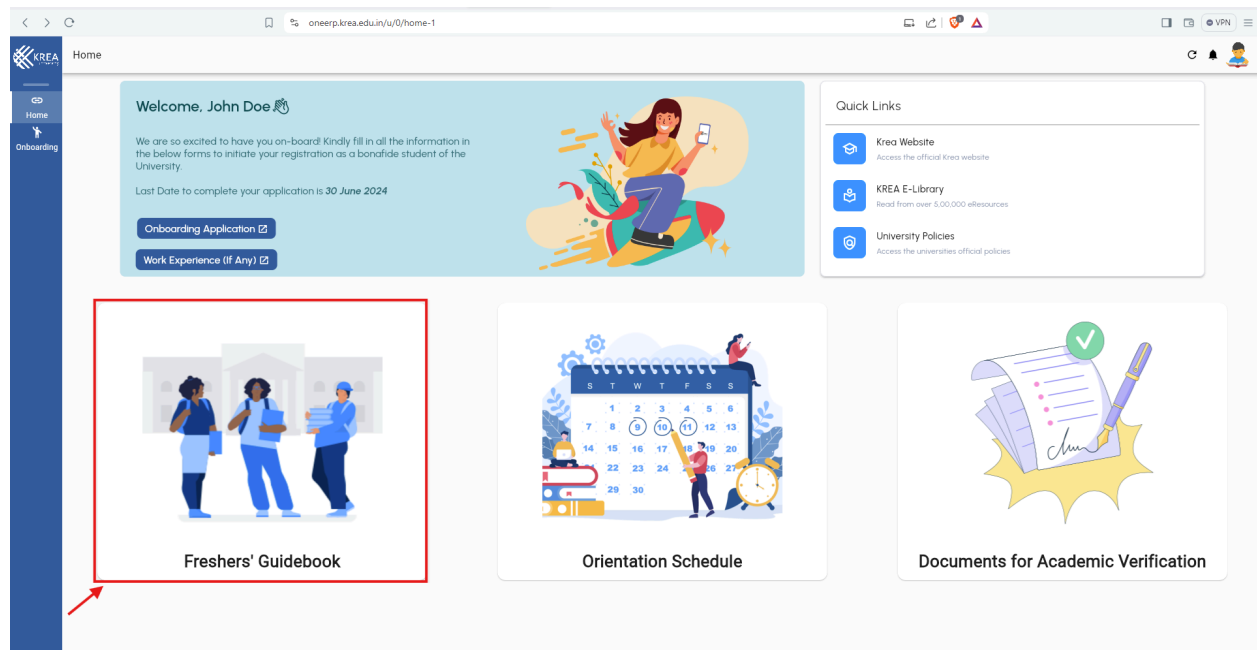


To add work experience to the list, click on the button labeled "Add". To delete, click on the bin icon that has been highlighted, and to edit, click on the pencil icon.



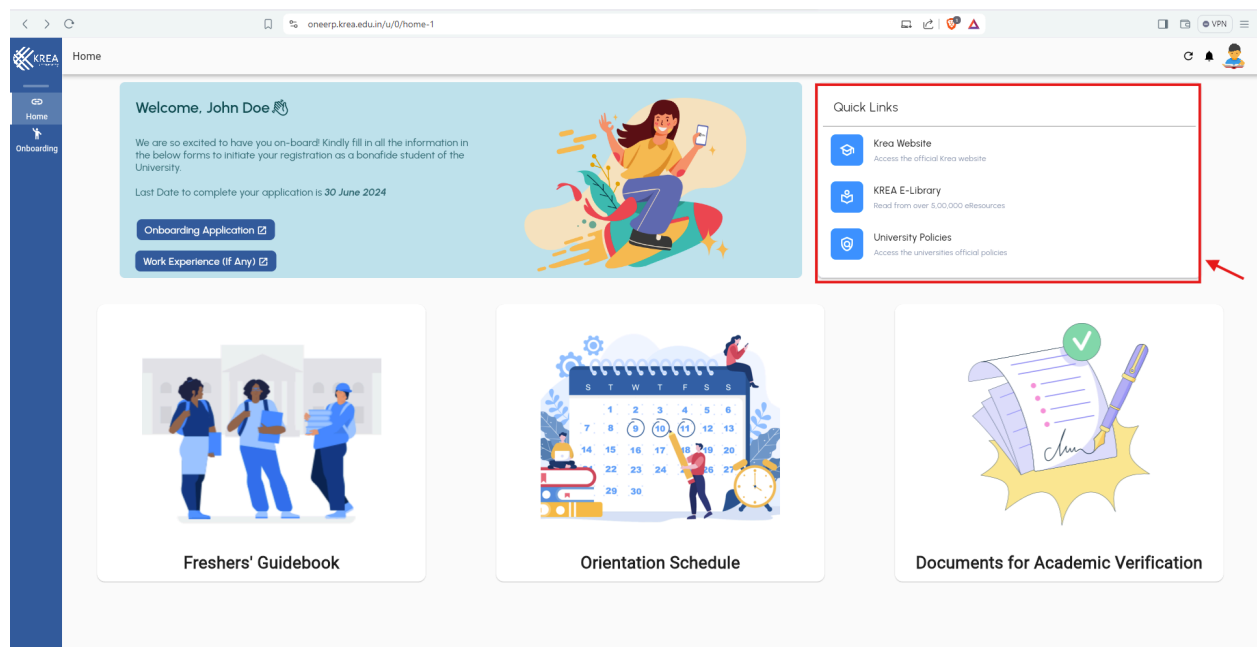
While adding, a pop-up as shown above will appear. Fill in the details and click "Submit" to add your details.

Freshers' Guidebook :



For any information you will require as a fresher, please click on the “Freshers’ Guidebook” that will have any details you may require.

Accessing Quick Links :



To access any resources (such as the E-library, University Policies etc.), click on any of the links in the “Quick Links” section.