KREA ERP GUIDE
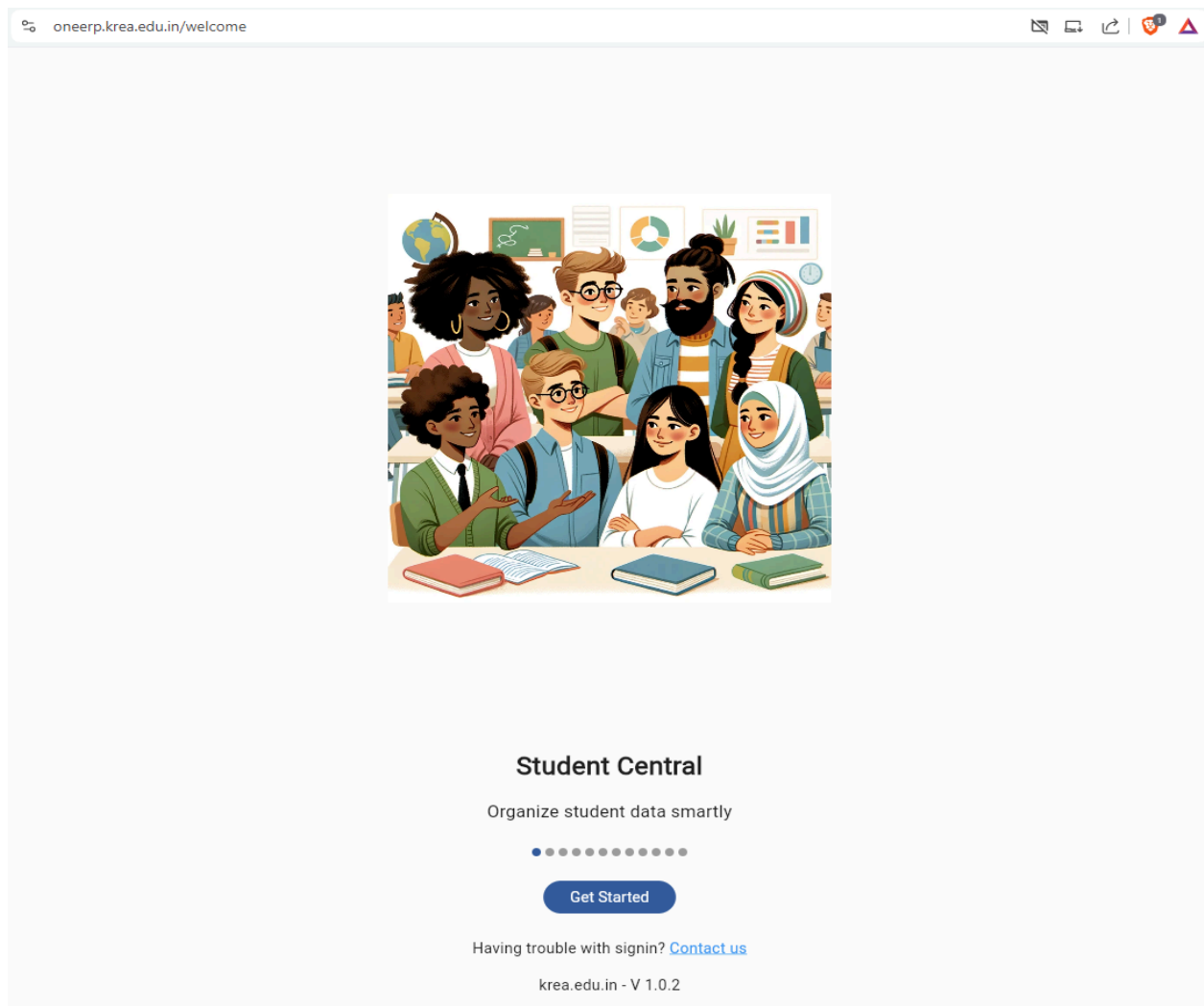
Login:

Upon clicking on this link, you will be redirected to a page as seen above. The page contains basic information on 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 :
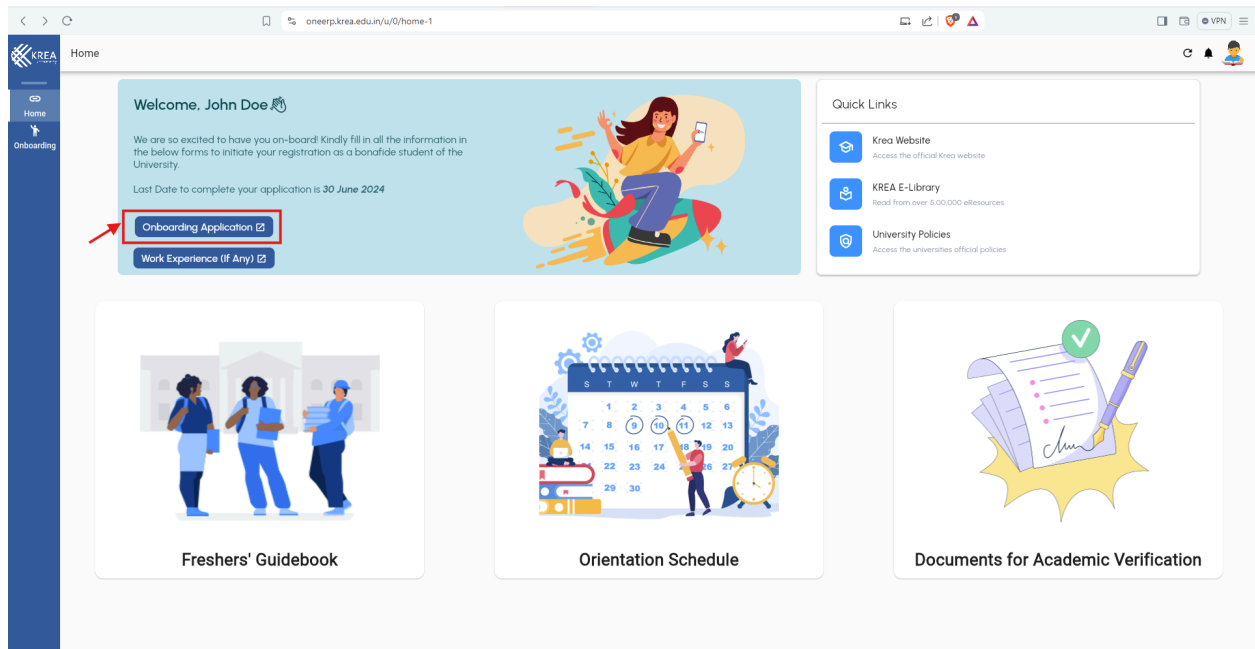
Once you have successfully signed in and entered the portal, you will see a page similar to this. You are required to fill in any missing information in your onboarding application. You can do so by clicking on the button labeled 'Onboarding Application', which will redirect you to the form as shown below.

You can begin by filling out the 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.
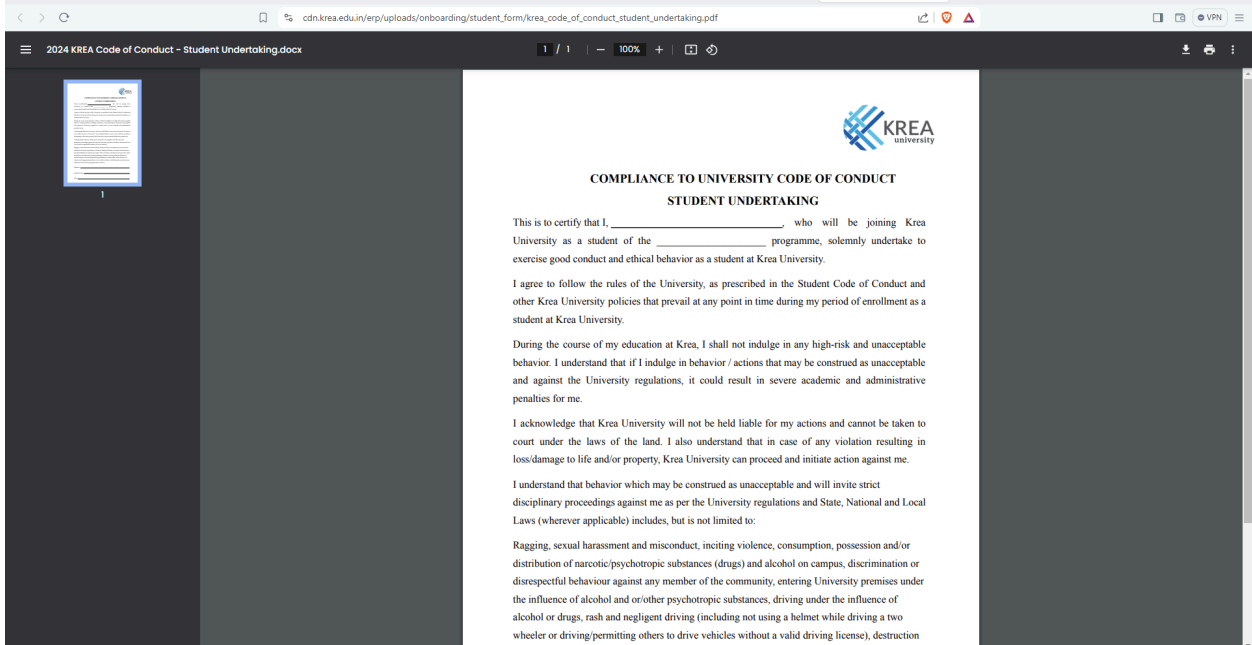
To go to the next page, you can either click on one of the labels in the top bar (such as 'Personal Information', 'Address Details', etc.) or click on the 'Save & Next' button at the bottom of the page.

IMPORTANT NOTE: Please click on 'Save & Next', to save the entered information before moving on to the next page. Filled fields will NOT be saved unless you click on '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.

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.

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

The form will only accept submission if all required mandatory fields have been filled with valid information. In case there are any missing fields, you will be presented with a warning, as shown above, indicating the page(s) that have unfilled fields..
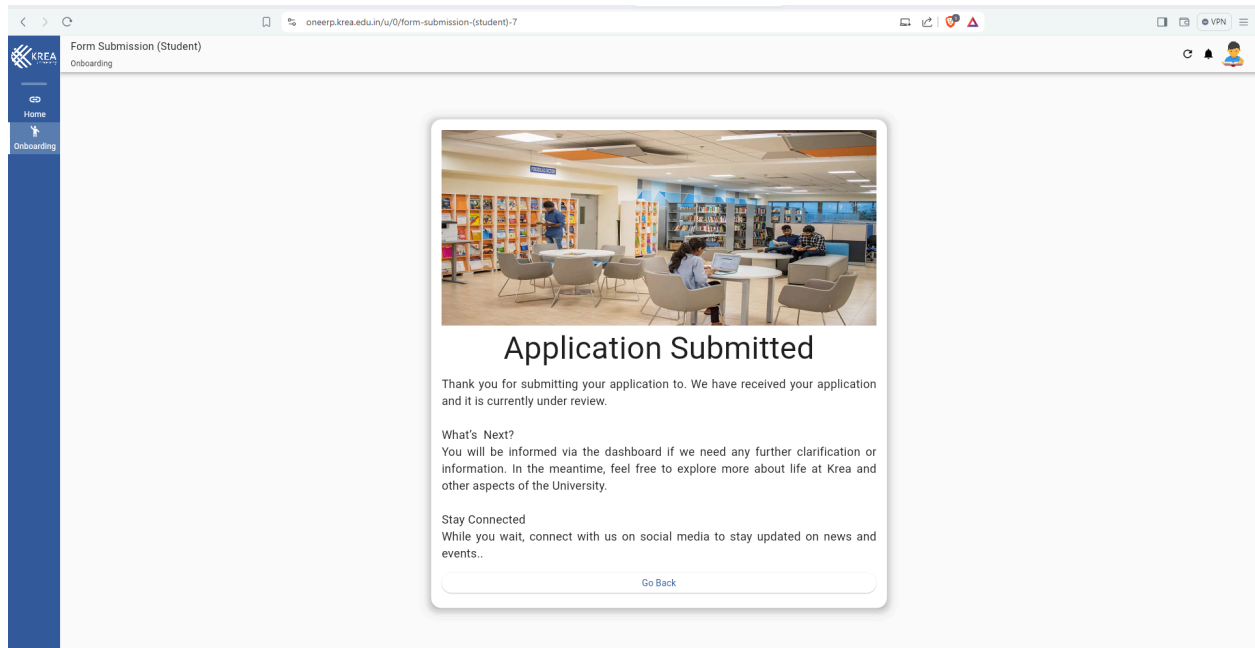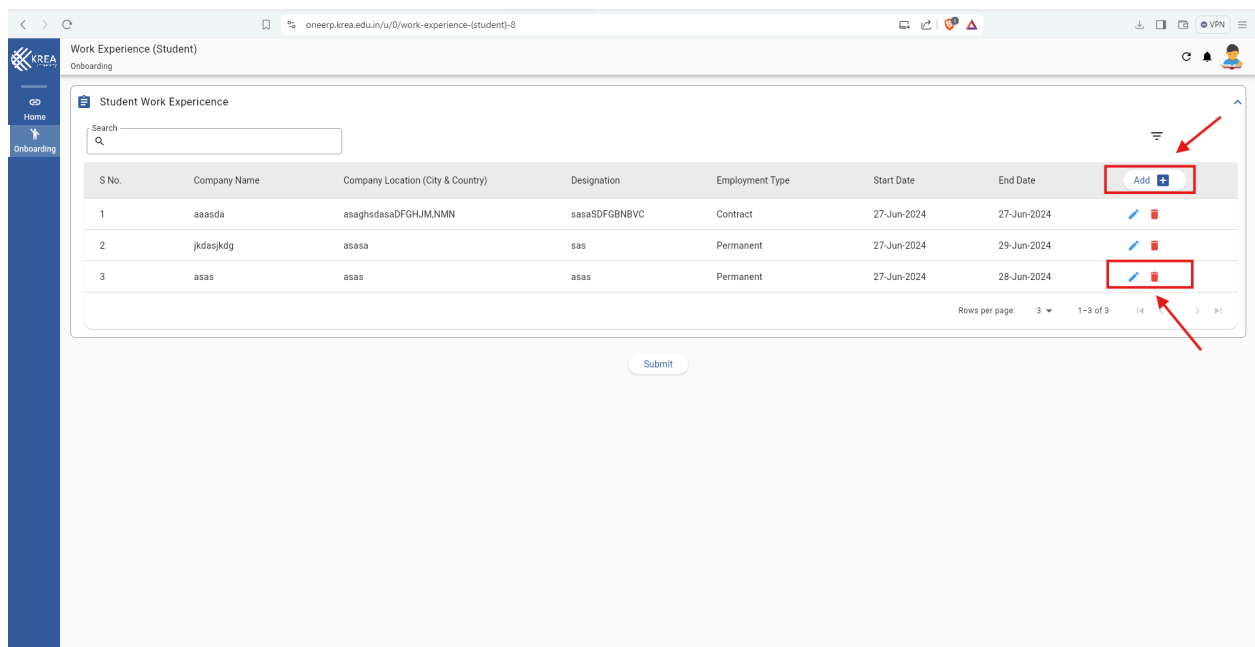

Once the form has been successfully submitted, you will be greeted with this page.
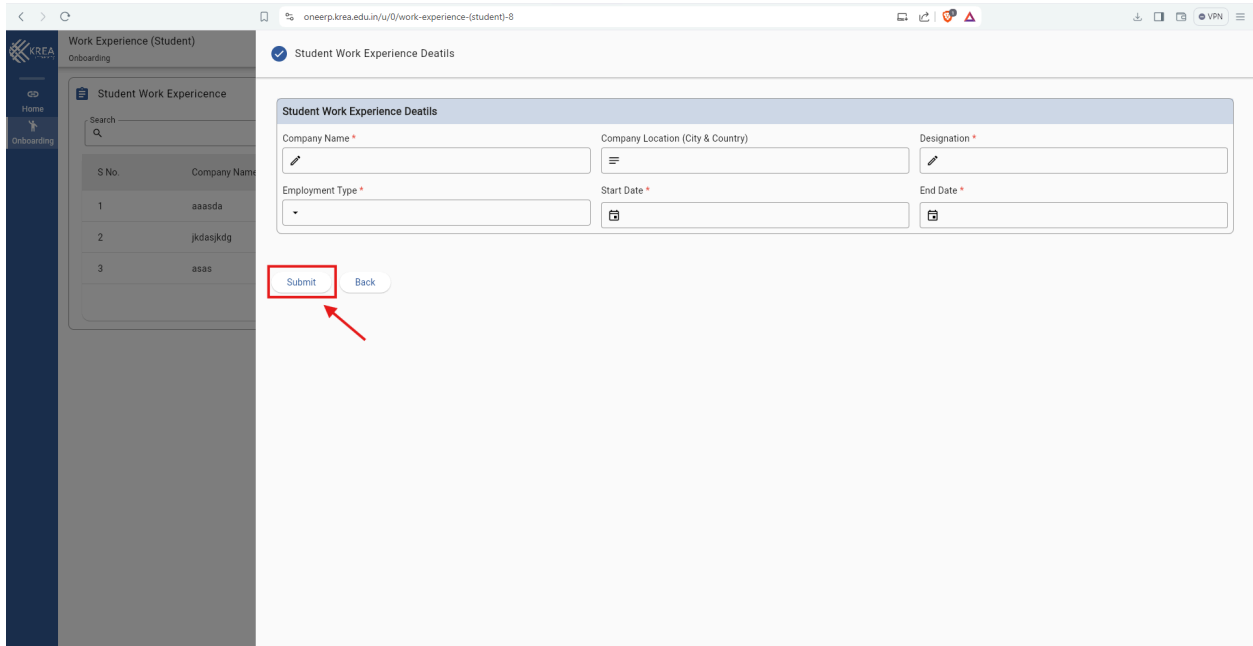
Work Experience:
This section is only applicable for those with existing work experience.
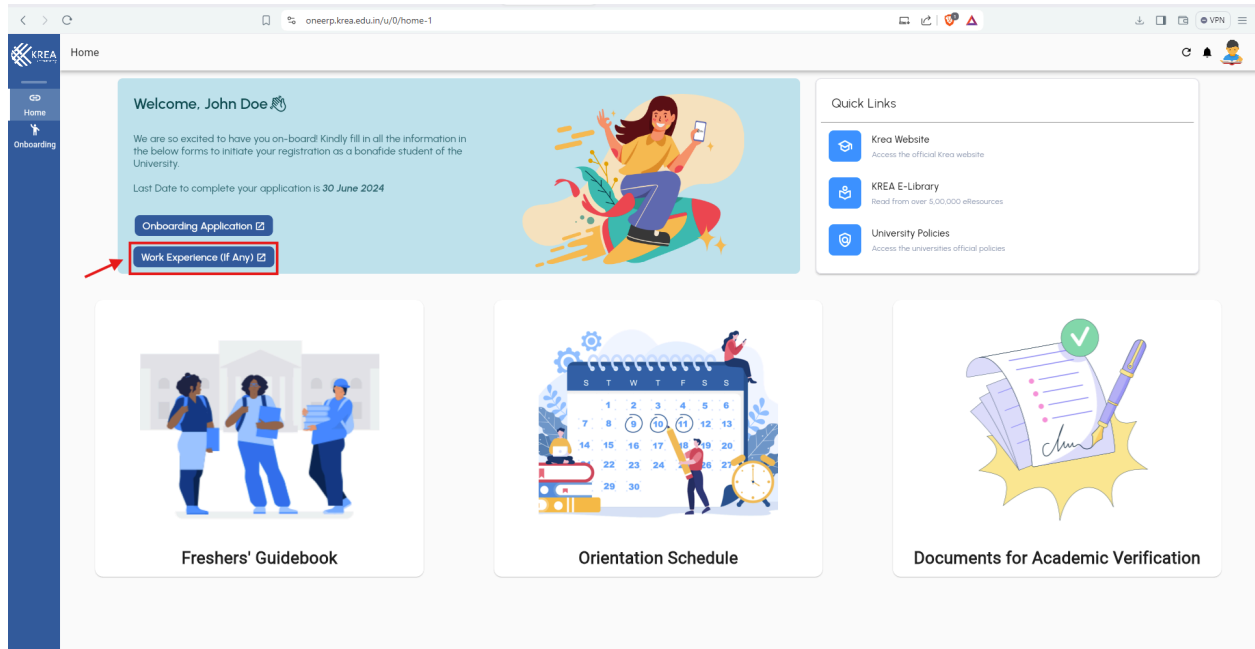
The page can be accessed by clicking on the button labeled 'Work Experience (If Any)'. It will redirect you to the page below.

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.
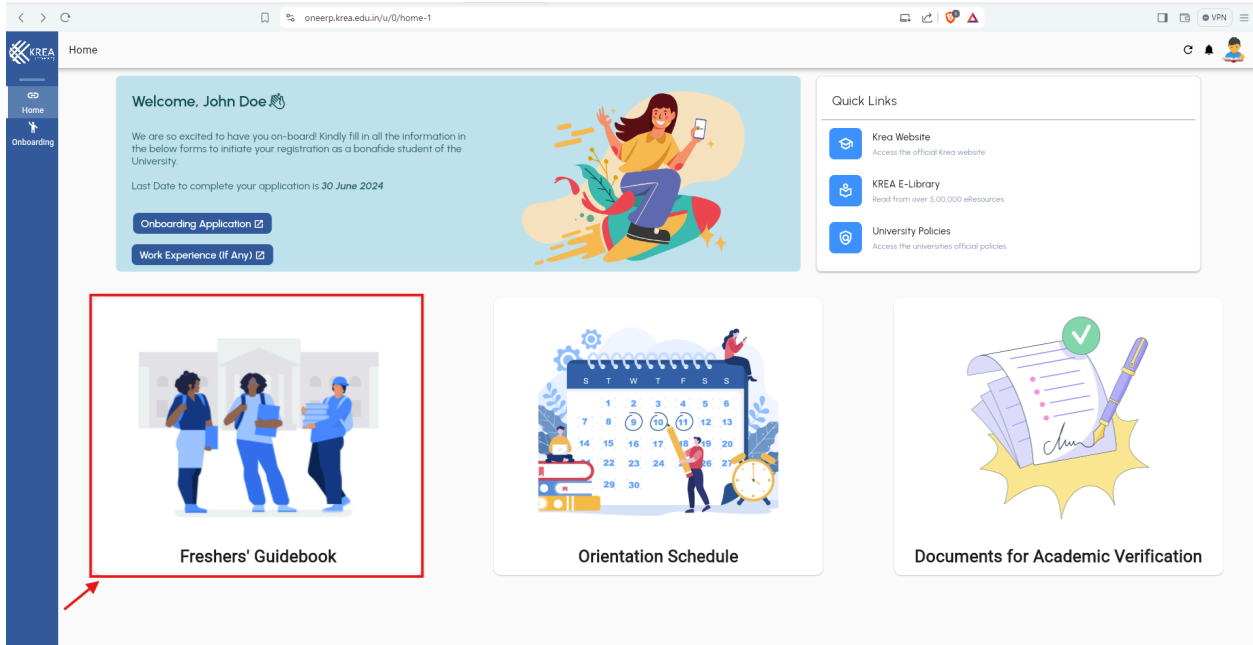

While adding, a pop-up as shown above will appear. Fill in the details and click 'Submit' to add your details.

Essential Resources:

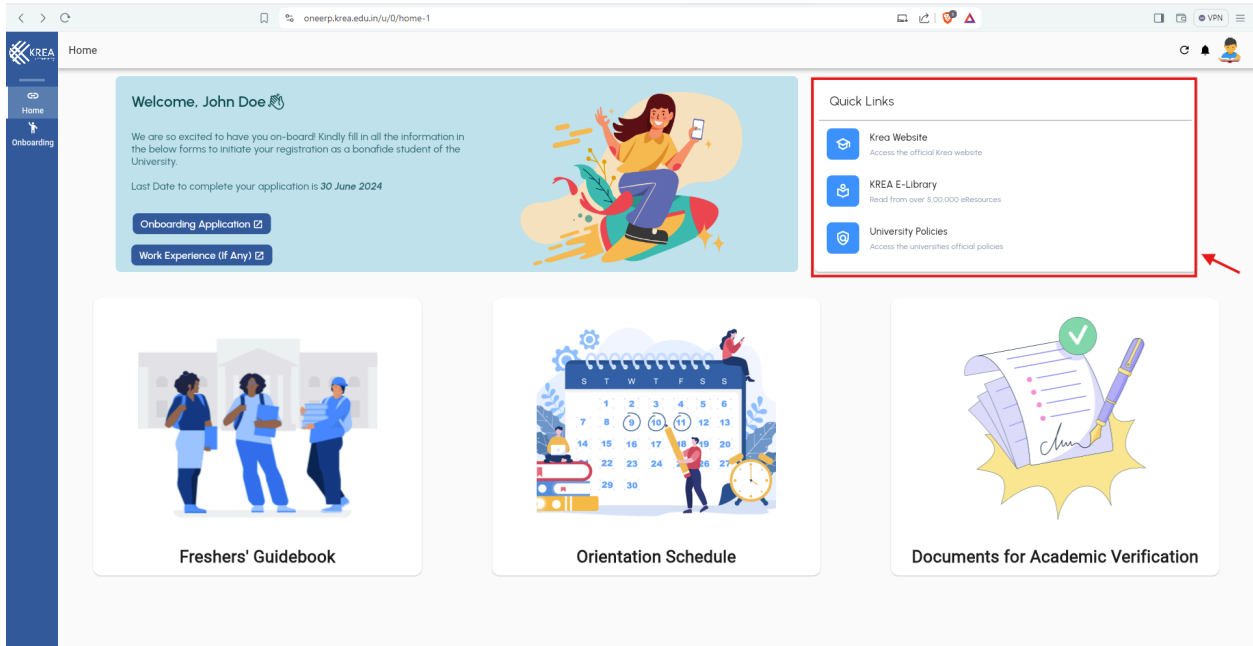You will also find essential resources, such as the Fresher's Guidebook (highlighted above), Documents for Academic Verification and the Orientation Schedule on your homepage. We request that you review these resources and follow the instructions on the respective forms.

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.