

Amrita Vishwa Vidyapeetham – Coimbatore.

Dept. of ICTS.

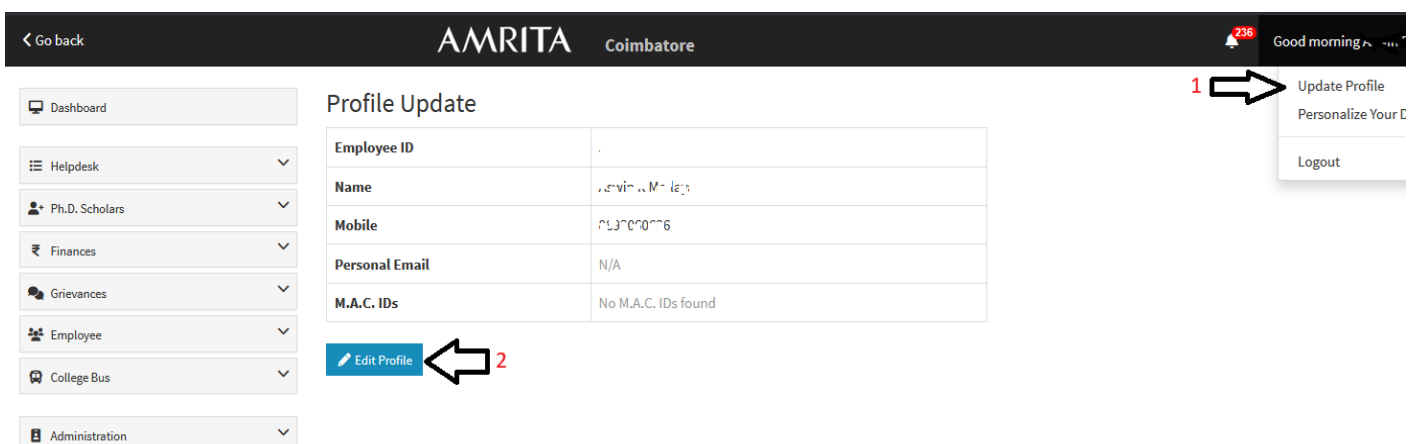
Guidelines for registering the MAC address of personal laptops in the CMS portal.

1. Please login to the CMS portal (<https://cms.cb.amrita.edu>) with your college email id and password by clicking on the button “Sign In with Office 365” as shown below.



The image shows the CMS Login page. On the left is the Amrita Vishwa Vidyapeetham logo with the motto 'श्रद्धावान् लभते ज्ञानम्'. The main heading is 'CMS | Login'. There are two input fields: 'Enter your username' and 'Enter your password'. Below these is a link 'Having trouble logging in ?'. There are two buttons: 'Login' and 'Reset'. At the bottom, there is a blue button with a cloud icon and the text 'Sign in with Office 365', which is circled in red with an arrow pointing to it.

2. Once successfully logged in, please click on the name displayed on the top right corner of the page and then on the “Update Profile” option as shown below.



The image shows the CMS Dashboard after login. The top header includes 'Go back', 'AMRITA Coimbatore', a notification bell with '236', and a greeting 'Good morning'. On the left is a sidebar menu with options: Dashboard, Helpdesk, Ph.D. Scholars, Finances, Grievances, Employee, College Bus, and Administration. The main content area is titled 'Profile Update' and contains a table with the following information:

Employee ID	
Name	Aravind M. S.
Mobile	9876543210
Personal Email	N/A
M.A.C. IDs	No M.A.C. IDs found

Below the table is a blue button labeled 'Edit Profile' with a pencil icon, which is pointed to by a red arrow labeled '2'. In the top right corner, there is a user profile dropdown menu with the name 'Aravind M. S.' and a red arrow labeled '1' pointing to it. The dropdown menu contains the options: 'Update Profile', 'Personalize Your D', and 'Logout'.

- Click on the "Edit Profile" Button as shown below.

AMRITA Coimbatore

Profile Update

Employee ID	
Name	
Mobile	
Personal Email	
M.A.C. IDs	No M.A.C. IDs found

 Edit Profile

- The following Screen will appear. Please enter your existing valid mobile number, email id and the correct MAC address of your laptop and click the "Save" Button.

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Profile Update

Employee ID	31513530
Name	J. S. S.
Mobile	9876543210
Personal Email	N/A
M.A.C. IDs	No M.A.C. IDs found

 Edit Profile

Update Profile

Mobile

Email ID

M.A.C. IDs

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Close

Save

- Your MAC registration process in the CMS is now completed. Please note, the MAC address registration is only a one-time process and can not be changed/updated on your own.