

NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI

COMPUTER SUPPORT GROUP

STUDENT QUICK START GUIDE

for First Year UG, PG & Ph.D. Students



Welcome to NIT Tiruchirappalli!

The Computer Support Group (CSG) provides two separate user accounts to access computing and e-mail facilities.

ACCOUNTS PROVIDED



OCTA ACCOUNT

Used to access computing facilities such as lab classes, licensed software, Internet, etc., at CSG Complex and departmental lab computers connected to the OCTA Domain.



WEBMAIL ACCOUNT

Official NIT Tiruchirappalli e-mail account which will remain active until the completion of your course.

Both the accounts have been created for UG, PG & Ph.D. Students.

1 USERNAME



Your Roll Number is your username.

- Enter the 9-digit Roll Number only.
- For OCTA login, use the Roll Number as provided by the Institute.
- For Webmail login, do not include @nitt.edu in the username field.

2 INITIAL PASSWORD

The initial password is **SAME** for both OCTA and Webmail accounts.

First letter of
blood group
(UPPERCASE)

First three
letters of birth
month
(lowercase)

Two-digit
date of
birth

Last three
digits of
mobile number
(at admission)

Example Password: **Asep02418**

Component	Source / Explanation
A	First letter of the blood group in uppercase (e.g., A for AB+ve)
sep	First three letters of the birth month in lowercase (e.g., September → sep)
02	Two-digit date of birth (e.g., 2nd → 02)
418	Last three digits of the mobile number provided at the time of admission



Important: Change your password immediately after your first successful login.

3 OFFICIAL E-MAIL FACILITY



Your official NIT Tiruchirappalli e-mail ID is:

<Roll Number>@nitt.edu

To access the student webmail facility, visit:



<https://students.nitt.edu/>

At the login page:

- **Username:** Enter your Roll Number without @nitt.edu.
- **Password:** Use the initial password provided above.

4 WEBMAIL PASSWORD RESET



If you have forgotten your Webmail password, you can reset it using the Forgot Password option on the Webmail login page through OTP verification.

Webmail: <https://students.nitt.edu/>



Students are advised to change their password immediately after the first successful login.

The new password should:

- ✓ Contain at least 8 characters.
- ✓ Not contain your name.
- ✓ Follow the password requirements displayed by the Webmail system.

5 OCTA ACCOUNT PASSWORD RESET



The OCTA password can be changed from a laboratory computer after logging in.

Press: **Ctrl + Alt + Delete** → **Change a password**

Alternatively, the OCTA password can be reset through OTP verification using:

<https://reset.nitt.edu/>

Important:

The above password-reset facility is accessible only through the **NIT Tiruchirappalli Intranet / Campus LAN.**

The OCTA password must be at least 8 characters long and contain all of the following:



One
uppercase letter
(A–Z)



One
lowercase letter
(a–z)



One
number
(0–9)



One
special character
(!@#\$%^&* etc.)

6 OCTA AND WEBMAIL ARE SEPARATE ACCOUNTS



Please note that OCTA and Webmail are two independent accounts.

Changing or resetting the password of one account will not change the password of the other.

Students should therefore maintain and remember the passwords for both accounts separately.

7 ASSISTANCE / TECHNICAL SUPPORT



If you are unable to log in to your OCTA or Webmail account even after following the above instructions, please contact the CSG Maintenance team by sending an e-mail to:



csgmaint@nitt.edu



While contacting CSG, students are requested to mention their Roll Number and provide a brief description of the login issue for prompt assistance.