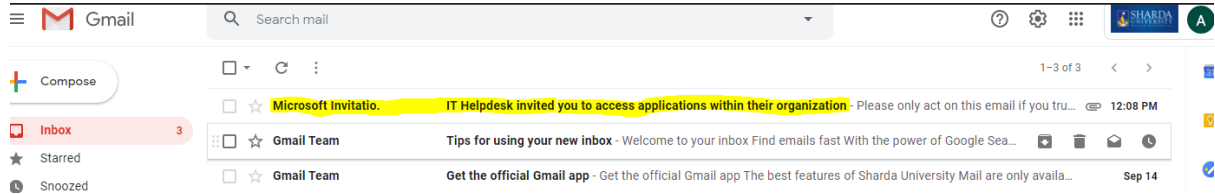


# Process for Student Registration in MS Team

You received one mail from Microsoft on behalf of Sharda University for invitation to register on Microsoft Team in your Sharda email ID.

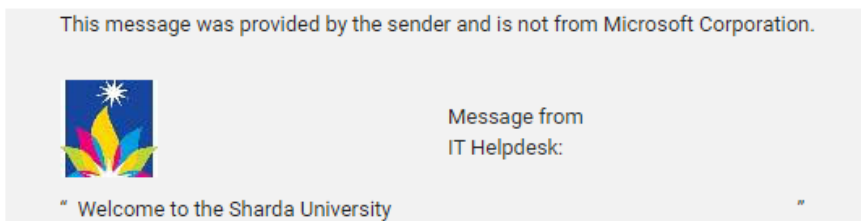


Now click on the received mail you will get the below information and need to click on **Accept Invitation**. After that you will get the Registration page and for registration process please follow the other Doc in Process for Student Registration in MS Team.

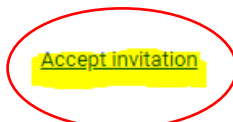


**i** Please only act on this email if you trust the individual and organization represented below. In rare cases, individuals may receive fraudulent invitations from bad actors posing as legitimate companies. If you were not expecting this invitation, proceed with caution.

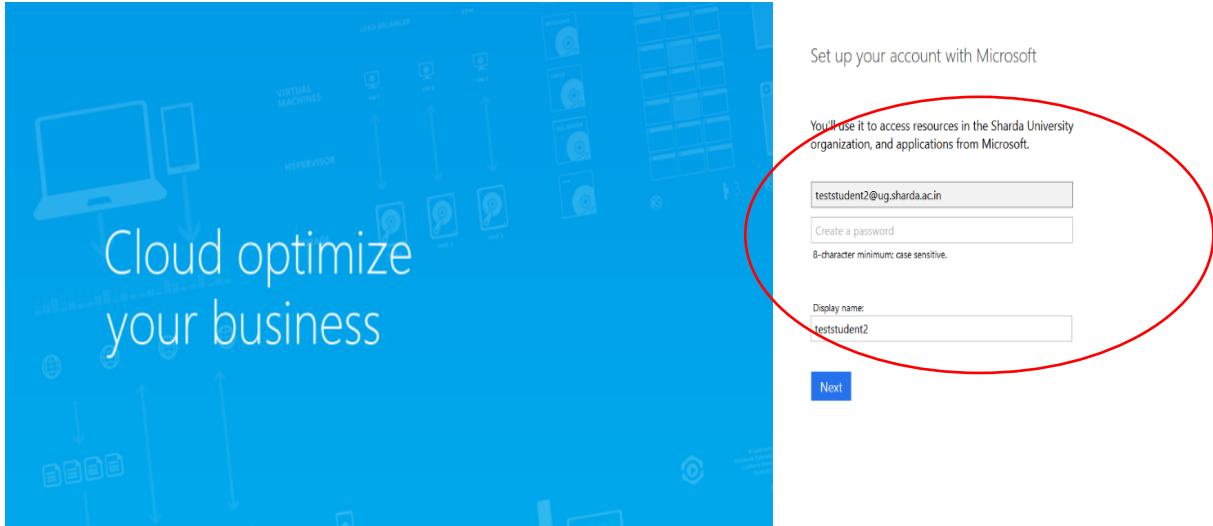
Sender: IT Helpdesk ([ithelpdesk@sharda.ac.in](mailto:ithelpdesk@sharda.ac.in))  
Organization: Sharda University  
Domain: [sharda.ac.in](http://sharda.ac.in)



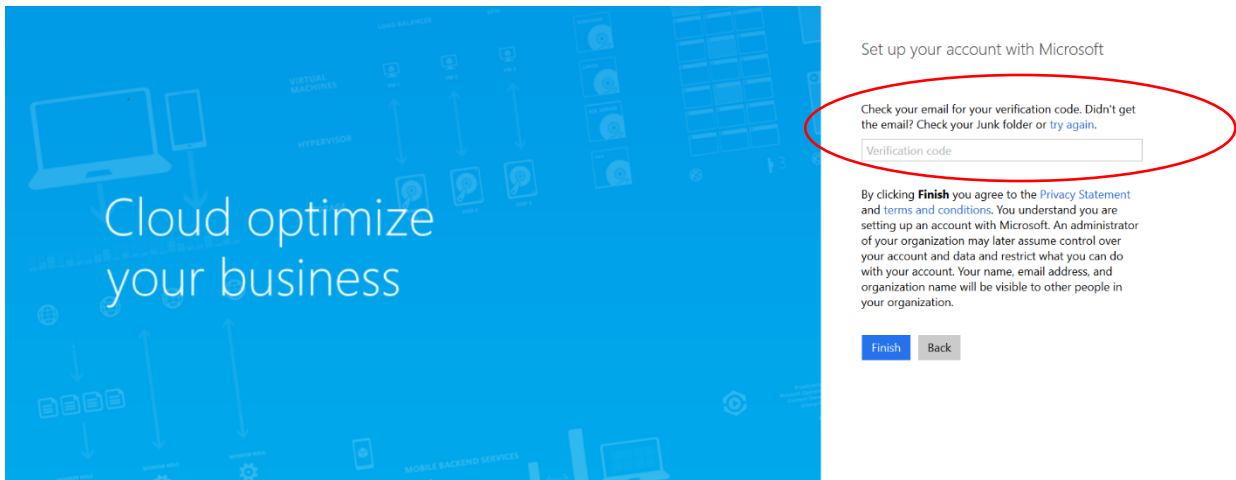
If you accept this invitation, you'll be sent to <https://myapps.azure.com>.



**Student will get the Link for Registration of Microsoft Team on Sharda University Mail ID from IT-HELPDESK. After clicking on the Link, you will get the below Screen and the student will get the registration page which need to register by using Sharda Mail ID.**



**After that he will get the Code and this code need to verify here.**



**After this process, the Student E-mail ID will be verified.**

Verify your email address to complete the sign up process. Inbox x



**Microsoft Invitations** <invites@microsoft.com>  
to me ▾

9:47 PM (0 minutes ago) ☆ ↶ ⋮

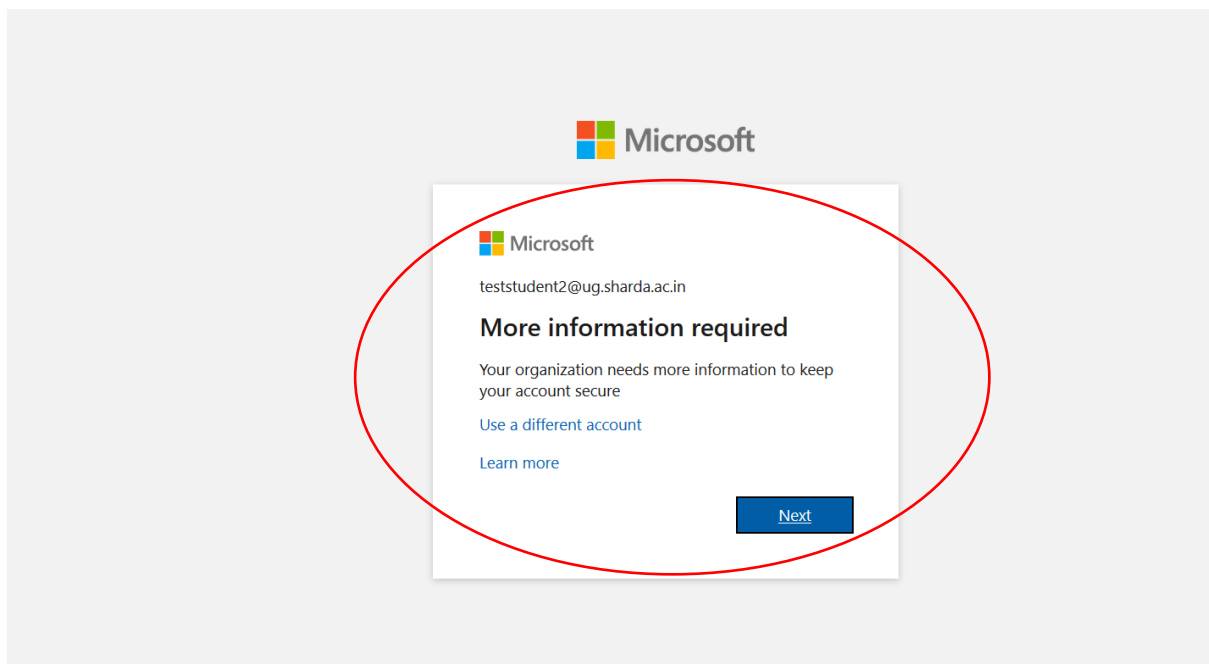
Please use the following verification code to verify your email with Microsoft:

694055

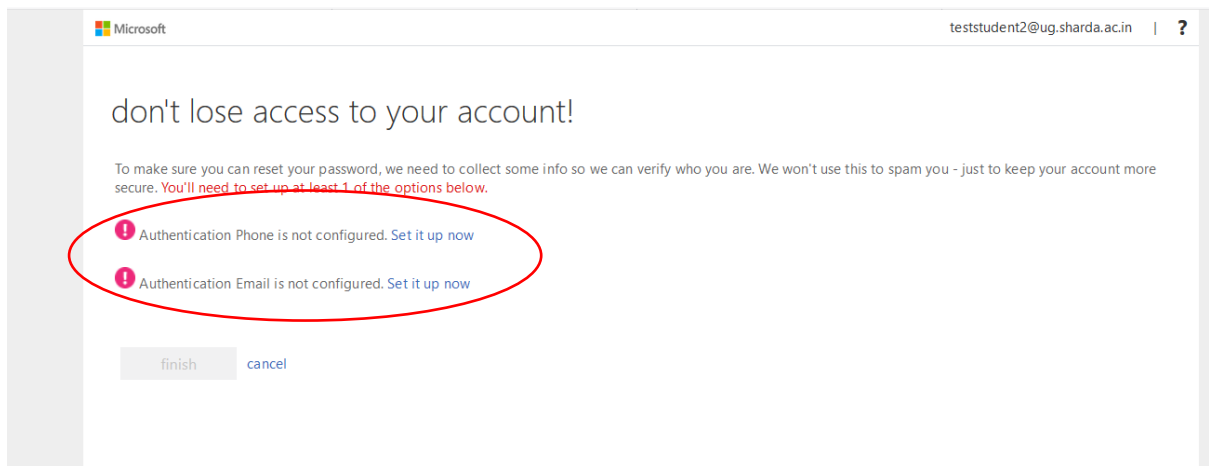
If you didn't request this code, you can safely ignore this email. Someone else might have typed your email address by mistake.

Thanks,  
Microsoft

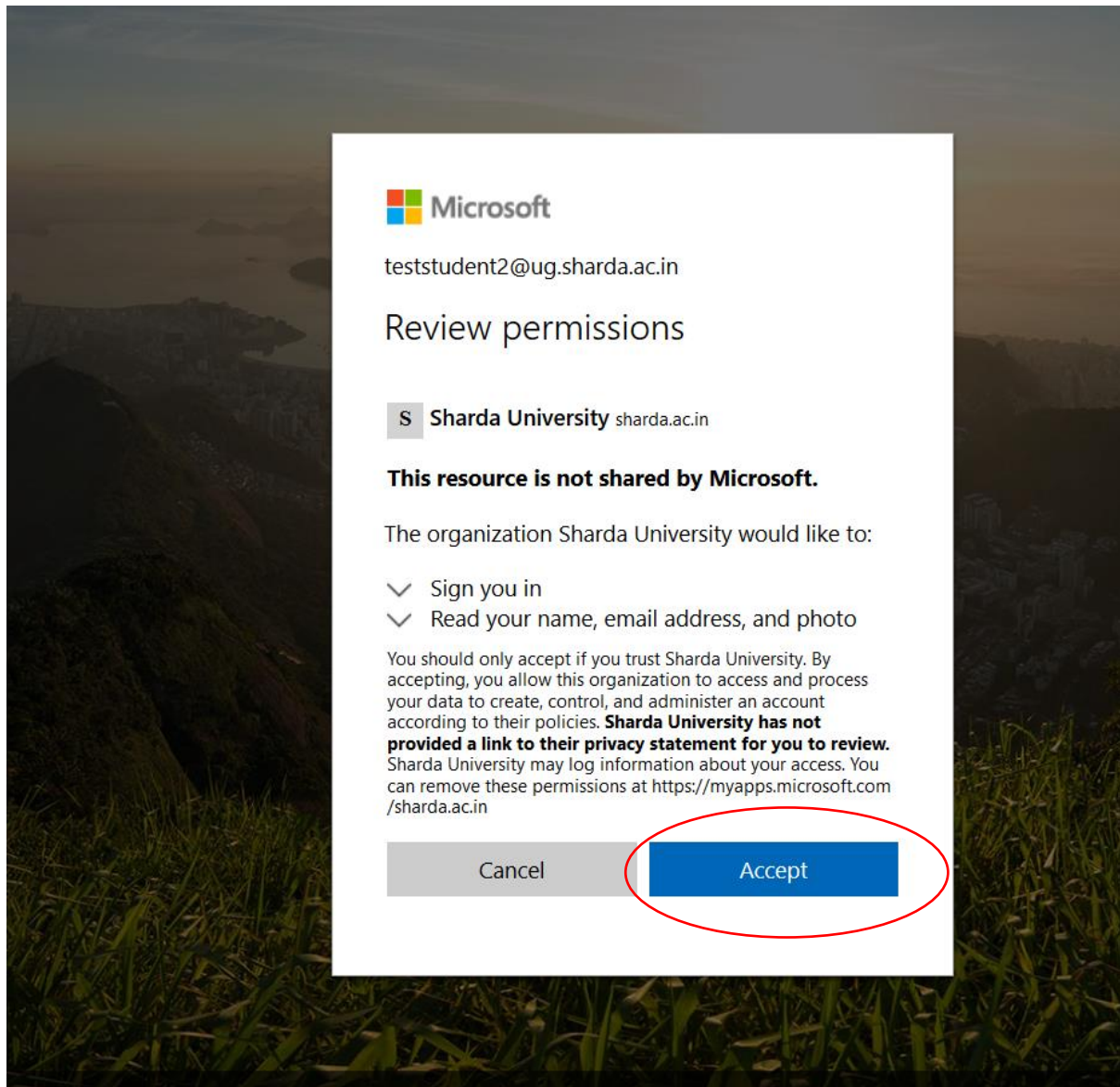
Now you will get the below screen.



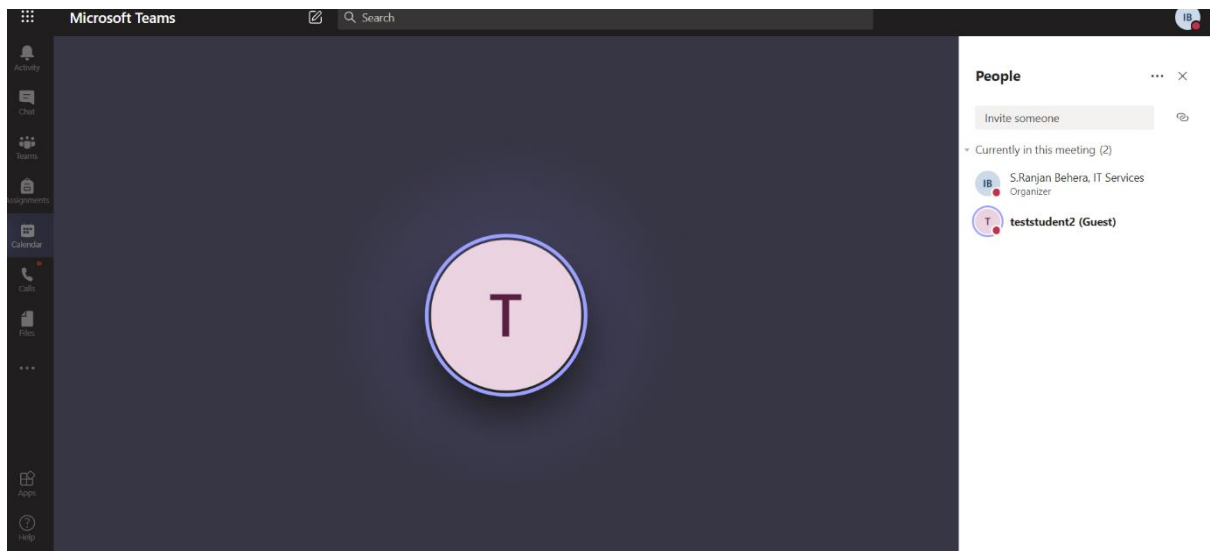
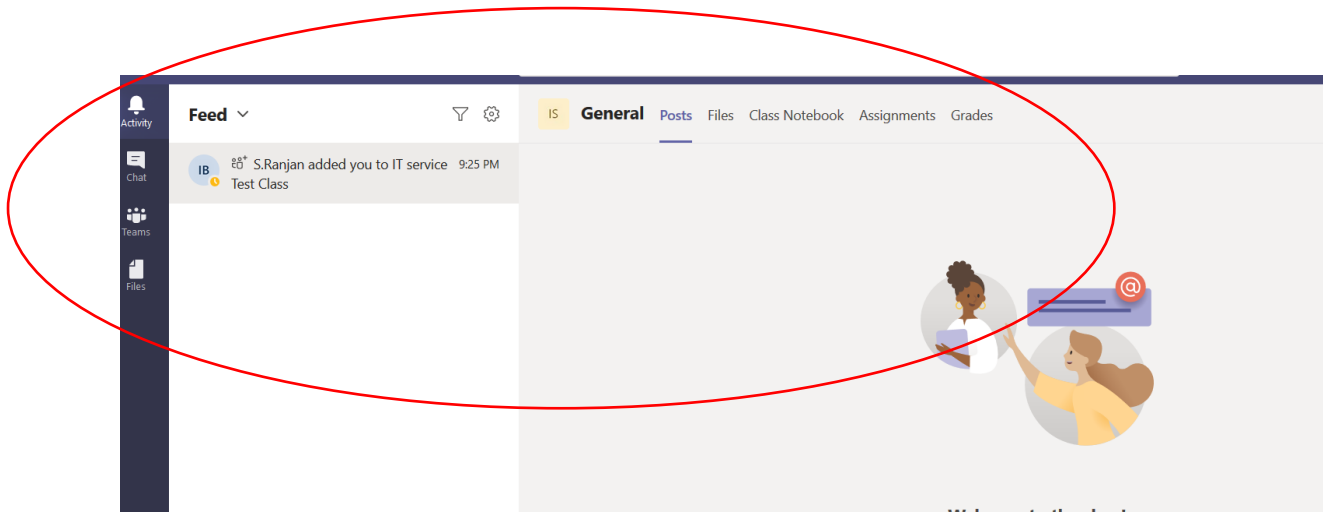
Now need to authentication of Phone and E-mail.



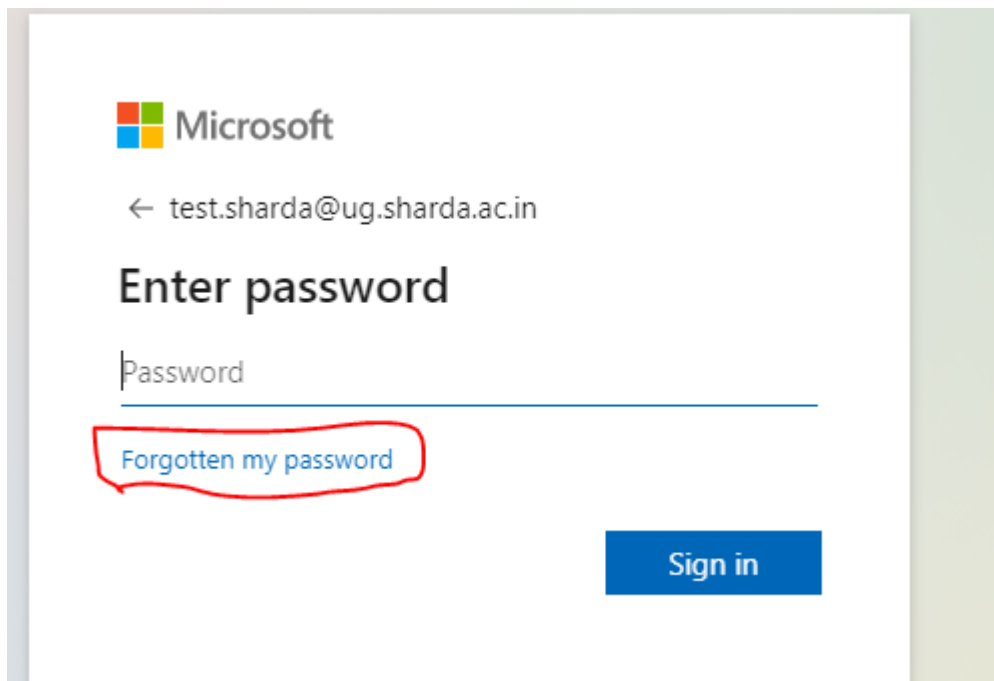
Now you will get the below screen and Accept the term & condition.



After completing this registration process the Student will login on MS Team and able to access the Resources.



## Reset Ms Team Password



The image shows a Microsoft login page for password reset. At the top left is the Microsoft logo. Below it is the email address 'test.sharda@ug.sharda.ac.in' with a back arrow. The main heading is 'Enter password'. Below the heading is a password input field with the placeholder text 'Password'. Underneath the input field is a link 'Forgotten my password' which is circled in red. To the right of the input field is a blue 'Sign in' button.

Type your Email ID

**Microsoft**

# Get back into your account

Who are you?

To recover your account, begin by entering your user ID and the characters in the picture or audio below.

User ID:

Example: user@contoso.onmicrosoft.com or user@contoso.com



Enter the characters in the picture or the words in the audio.

[Next](#) [Cancel](#)

Click on Email

Microsoft

## Get back into your account

verification step 1 > choose a new password

---

Please choose the contact method we should use for verification:

Email my alternative email address

Send a text to my mobile phone number

Call my mobile phone number

You will receive an email containing a verification code at your alternative email address (te\*\*\*\*\*@ug.sharda.ac.in).

Email

Cancel

Next screen is Enter Verification code. Which you received in your email ID



# Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

- Email my alternative email address
- Send a text to my mobile phone number
- Call my mobile phone number

We've sent an email message containing a verification code to your inbox.

Enter your verification code

Next

[Are you having any issues?](#)

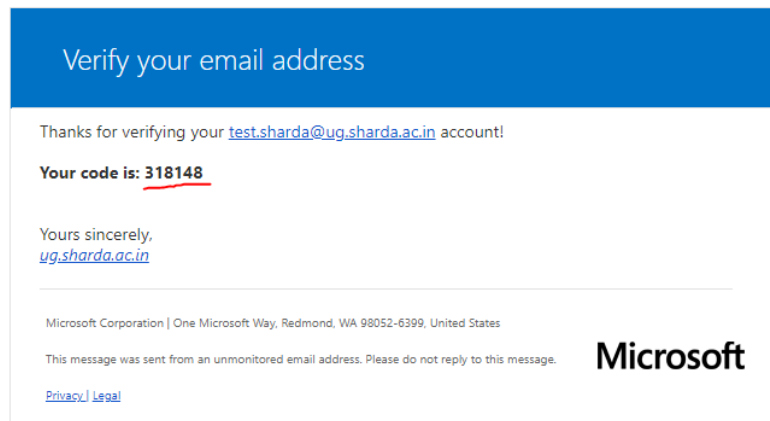
[Cancel](#)

Copy the Verification code and click next

ug.sharda.ac.in account email verification code Inbox x

msonlineservicesteam@microsoftonline.com  
to me ▾

12:21 PM (4 minutes ago) ☆ ↶



Login on MS Team with your credentials

Select sharda University(Guest) and continue

Microsoft Teams



### Welcome to Teams!

You don't have access to the **ug.sharda.ac.in** org in Teams. Select another org, or contact your admin for more details.

Select an invitation ▼

New invitations

- Sharda University (Guest)

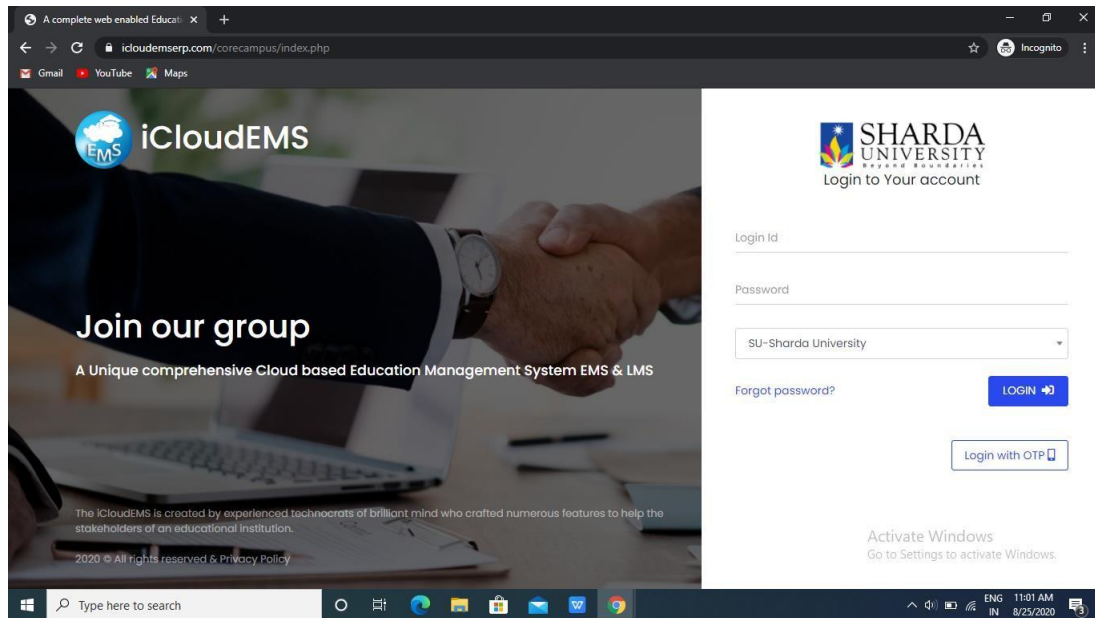
# Student Login

## iCloud EMS

1. First Go to the URL:

**<https://su.icloudems.com/>**

2. Enter the login id & password:



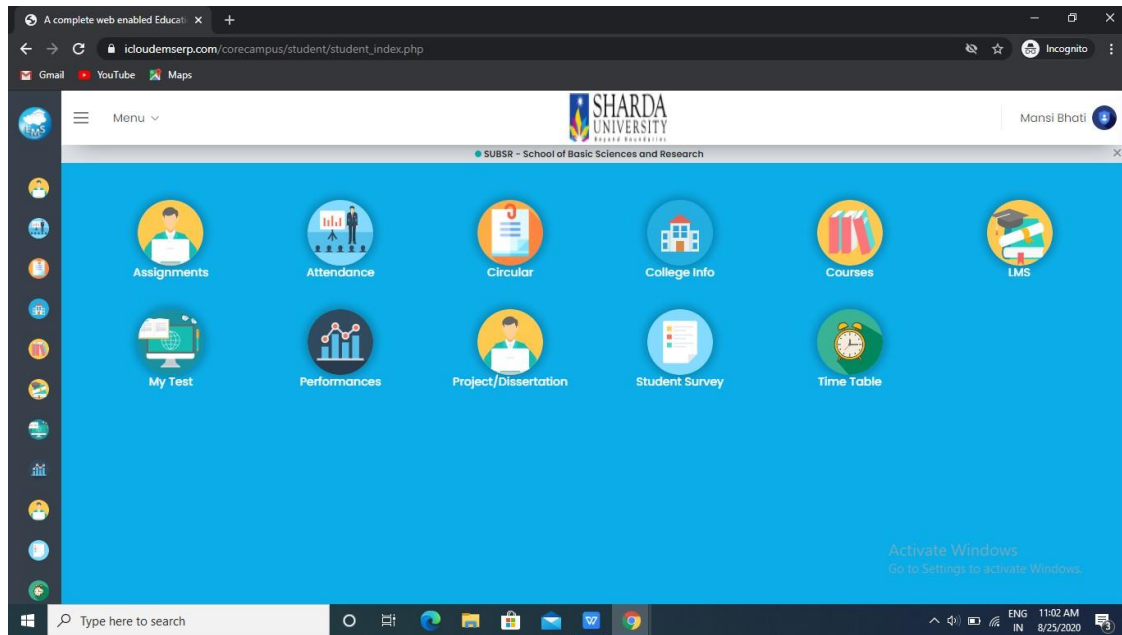
The screenshot shows a web browser window displaying the login page for iCloudEMS. The browser's address bar shows the URL [icloudemserp.com/corecampus/index.php](https://su.icloudems.com/corecampus/index.php). The page features a large banner on the left with the text "Join our group" and "A Unique comprehensive Cloud based Education Management System EMS & LMS". On the right, there is a login form with the following fields and buttons:

- Sharda University logo and text: "SHARDA UNIVERSITY Login to Your account"
- Input field for "Login id"
- Input field for "Password"
- Dropdown menu for "SU-Sharda University"
- "Forgot password?" link
- "LOGIN" button
- "Login with OTP" button

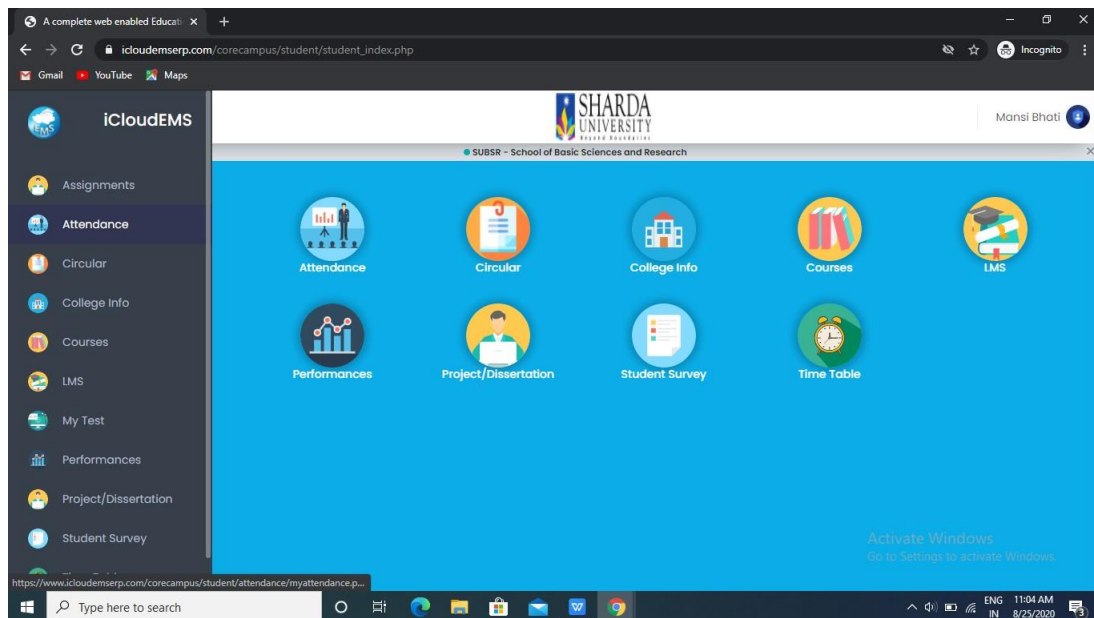
At the bottom of the page, there is a Windows taskbar showing the search bar, taskbar icons, and system tray with the date and time: "ENG 11:01 AM IN 8/25/2020".

# Student Login

## 3. You will find Home page:



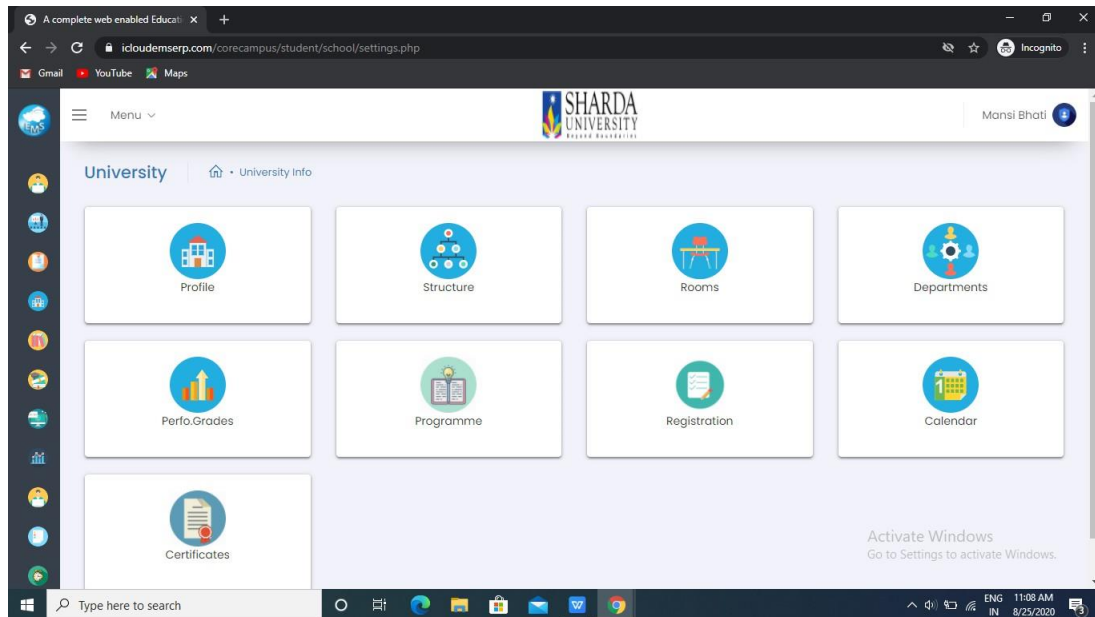
## 4. You will find module left hand side:



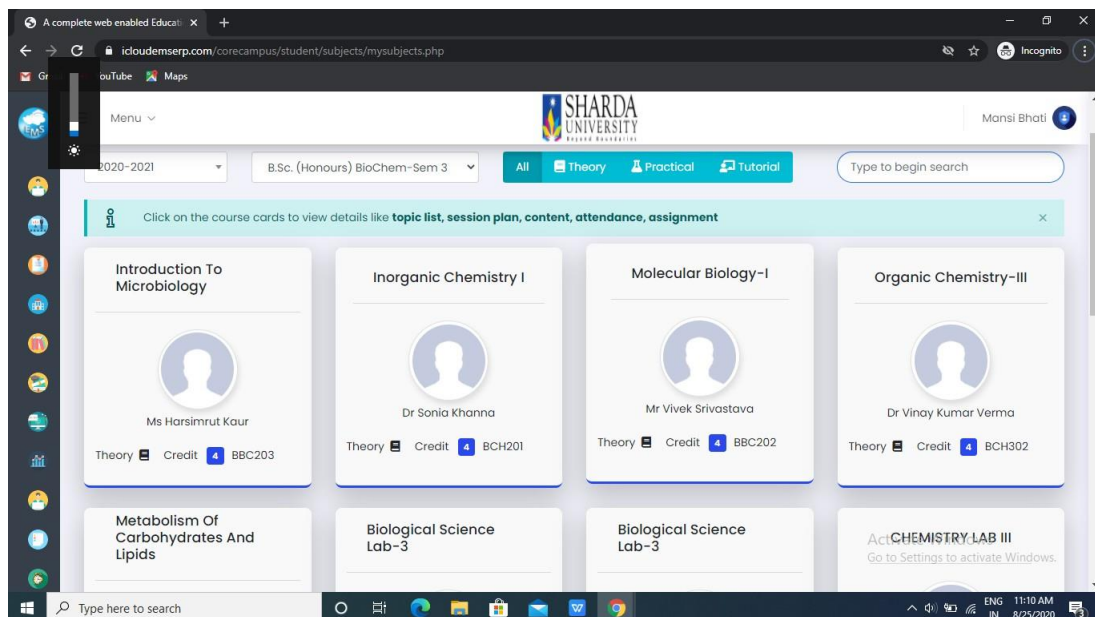
# Student Login

5. You will find College Info module left hand side & Open the College Info module showing.

All college information here shows.



6. You will find Courses left hand side & Open the courses showing.(Theory, Practical etc)



# Student Login

## 7. You will find timetable left hand side & Open the Timetable.

The screenshot shows a web browser displaying the iCloudEMS student interface. The page title is "Timetable for B.Sc. (Honours) BioChem Sem 3 / Date : 24 Aug 2020 To 30 Aug 2020". The timetable is organized into a grid with columns for days of the week (Monday to Sunday) and rows for time slots (08:45 - 09:35 and 09:40 - 10:30). Each cell in the grid contains details about the class, including the course name, room number, and an "Online Class" button. The user's name, Mansi Bhati, is visible in the top right corner.

Time Slots	Monday 24/08/20	Tuesday 25/08/20	Wednesday 26/08/20	Thursday 27/08/20	Friday 28/08/20	Saturday 29/08/20	Sunday 30/08/20
08:45 - 09:35		B.Sc. (Honours) BioChem Sem 3- A Introduction to Micr () -BBC203 (Room 209 B) <a href="#">Online Class</a>	B.Sc. (Honours) BioChem Sem 3- A Metabolism of Carbo. and lipid () -BBC201 (Room 209 B) <a href="#">Online Class</a>				
09:40 - 10:30	B.Sc. (Honours) BioChem Sem 3- A Metabolism of Carbo. and lipid () -BBC201 (Room 209 B) <a href="#">Online Class</a>			B.Sc. (Honours) BioChem Sem 3- A Introduction to Micr () -BBC203 (Room 209 B) <a href="#">Online Class</a>	B.Sc. (Honours) BioChem Sem 3- A BBC 202 () -BBC 202T (Room 209 B) <a href="#">Online Class</a>		

## 8. You Will find Performance left had side & Open & showing your Performance Select Academic year, class, name & click on Submit button.

The screenshot shows the "Performances >> Report Card Of Mansi Bhati" page. The page features a sidebar menu with options like Assignments, Attendance, Circular, College Info, Courses, LMS, My Test, Performances, Project/Dissertation, Student Survey, and Time Table. The main content area displays the student's name, admission number, class, division, roll number, programme, and application number. Below this information, there are dropdown menus for selecting the Academic Year, Class, and Exam Name. A "Submit" button is located at the bottom of the form.

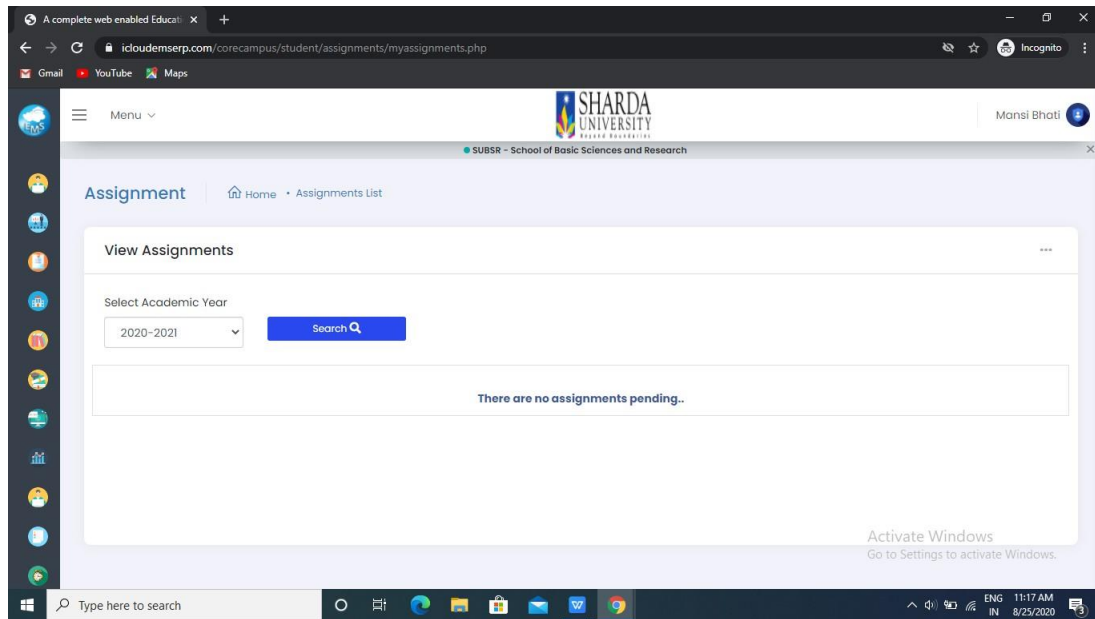
**Mansi Bhati**  
Admission No. : E2019003674  
Class : B.Sc. (Honours) BioChem Sem 3  
Division : A  
Roll No. : 001  
Programme : Bachelor of Science (Honours) BioChemistry [ SBR0103]  
Application No. : 2019003674

Academic Year :   
Class :   
Exam Name :

[Submit](#)

# Student Login

## 9. You Will find Assignment left hand side & Showing Assignment list:



-----Thank You-----  
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