"Guidelines for NITW Users"
for Booking Online Slot through I-STEM Portal

1. **Visit the CRIF Page**
    - Navigate to https://nitw.ac.in/crif and click the "Slot Booking" option.
2. **Access I-STEM Portal**
    - Click on the I-STEM link for your required service or facility.
3. **Login/Register**
    - **If already registered:** Login using your username and password.
    - **If not registered:** Click "Register," fill out the form, and complete the registration.
4. **Select Required Analysis**
    - Choose the appropriate category:
        - Internal Academic User
        - Academic Internal (different department)
    - Select the sample and equipment reservation, tick the checkbox, and submit.
5. **Download the CSRF Form (Requisition Form)**
    - Fill out the form, get it approved by your supervisor and HOD along with a stamp/seal, and convert it to a PDF.
6. **Check Availability**
    - Review the calendar for available dates and time slots.
7. **Choose a Slot**
    - Pick a suitable date and time.
8. **Submit Booking Request**
    - Provide the required details like Project details, Purpose of use, and Any special requirements
9. **Upload Documents (Mandatory)**
    - Attach the approved CSRF (Requisition) form.
10. **Review and Proceed with Booking**
    - Verify all details and click "Submit/Proceed Booking."
11. **Receive Confirmation from Operator**
    - Address any operator queries and await confirmation regarding your booking status.
12. **Submission of Samples & Requisition form**
    - Submit the samples & requisition form at the allotted slots.
13. **Analysis and Report Collection**
    - Get the samples analyzed and collect the reports from the operator.
14. **Submit Feedback**
    - Log in to the I-STEM portal and provide feedback on the process.