

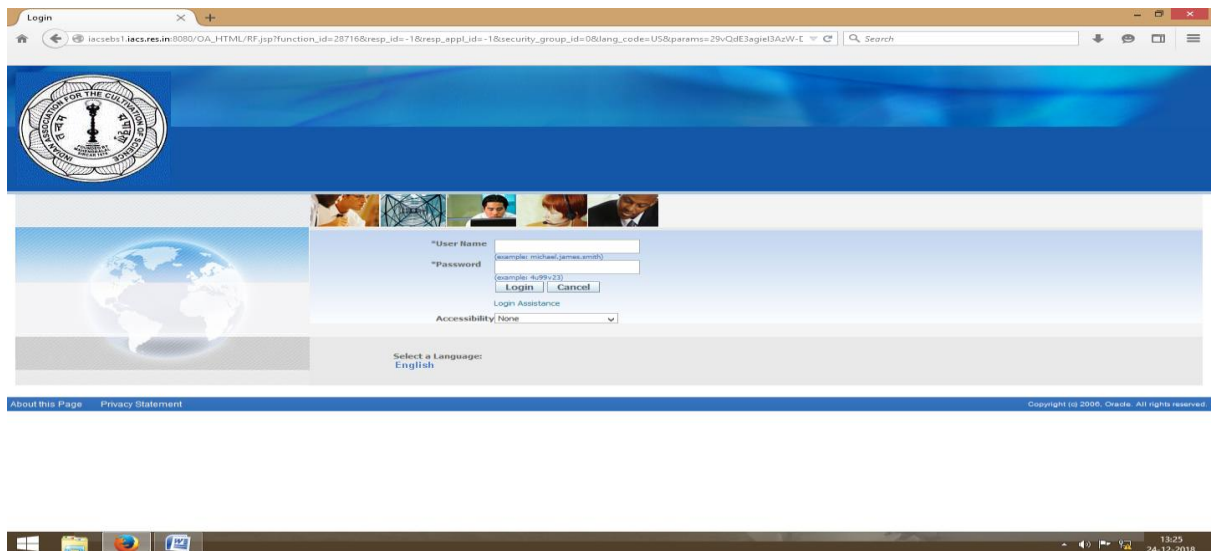
Step By Step Instruction for Biometric Attendance Checking

1. Open oracle ERP Systems on your Mozilla browser

By clicking on the link given below:

URL: <http://iacsebs1.iacs.res.in:8080>

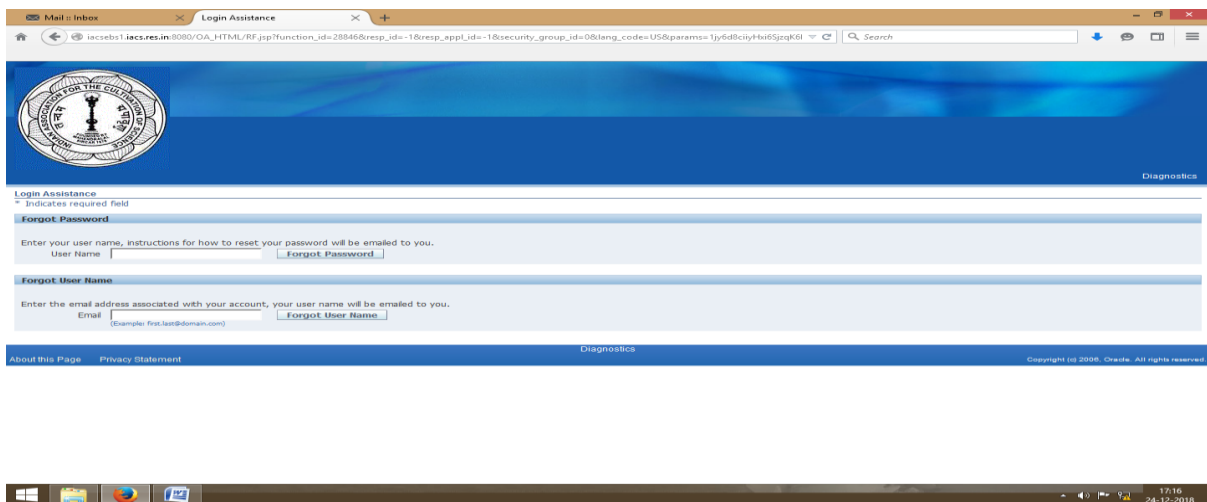
Or you can visit IACS website URL: <http://www.iacs.res.in> go to Administration menu and click on “Online Ordering, Requisition & Employee Self Portal” (5th point of this menu).



2. Login using User Name: EMP4 digit employee id

Password: personal

If you forget your password click on “**Login Assistance**” and it will redirect you to a new screen

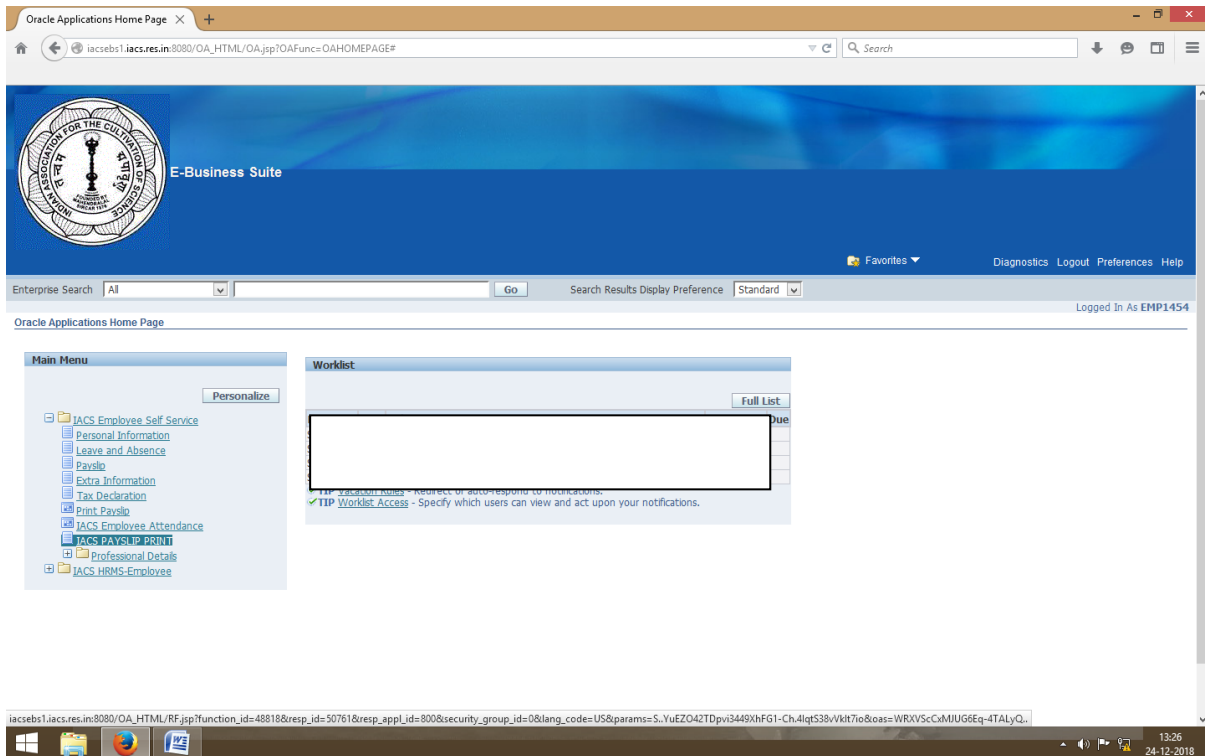


Put your user name and click on Forget Password Button

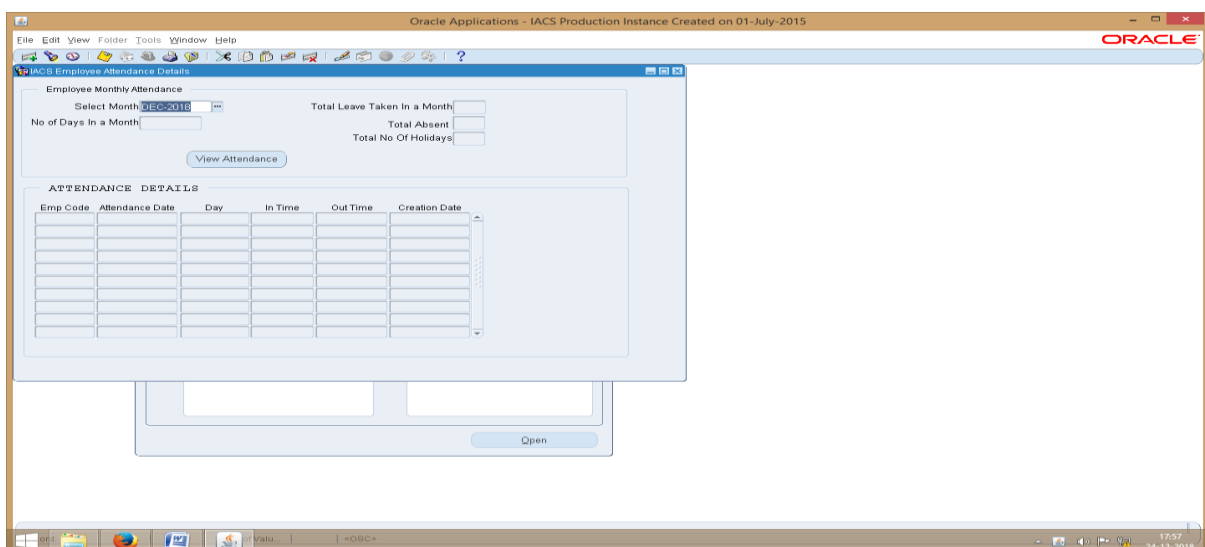
3. After login the below screen will appear

Click on IACS Employee Self Service - IACS Employee Attendance

Note: If menu options are not working, press F5 or Ctrl+F5 (Page Refresh) once and try again.



4. It will open a new JAVA window. To check monthly attendance you just need to select month and click on View Attendance button.



JRE 6.43 plug-in required and this plug-in works with Mozilla version below 50 and internet Explorer