Dept.Ref.:CSG/User-Accounts/   **September 3, 2025**

Sub: Instructions for First Year UG & PG Students for accessing your OCTA account, E-Mail facility.

CSG / NIT-T providing two (2) different login accounts:

Account	Usage
OCTA	To access the computing facility (Lab classes, Accessing License software, internet, etc.) at CSG Complex and your department lab computers which are connected in OCTA Domain
webmail	Official email account till the end of your course

Both the accounts have been created for First Year UG & PG Students

Username: Is Your Roll number **(9 digits without @nitt.edu)**

Password: (First letter of your blood group in capital letter, first 3 alphabets of your month of birth in lower case, 2 digits of your date of birth and followed by Last 3 digits of your mobile number given at the time of admission)

Example Password: Asep02418

Component	Source / Explanation
A	First letter of your **blood group** (e.g., A for AB+ve)
sep	First **three letters of your birth month** (e.g., *September*)
02	Your **date of birth** (e.g., 2nd of the month)
418	Last **three digits** of your **mobile number** (as provided during admission)

Email Facility:

Your NITT email id is your Roll number@nitt.edu, to access your webmail visit

https://students.nitt.edu/

(In login window use your Roll number without @nitt.edu as Username)

Password Reset:

The new students can also reset their webmail password through the OTP Verification by clicking forgot password option login page (https://students.nitt.edu/) of student's webmail.

Change your password immediately after logging in

Your password should be at least 8 characters/digits and should not contain your name.

OCTA Account Password Reset:

Password can be reset from the Lab computers. By Pressing **Ctrl+Alt+Delete** after login, you can change the password. You can also reset the password by using the following link through OTP Verification.

https://reset.nitt.edu/ (Please note that, this password reset link will work only in intranet / campus LAN)

Please remember the password must be at least 8 characters long and include:

➢ One uppercase letter (A-Z)
➢ One lowercase letter (a-z)
➢ One number (0-9)
➢ One special character (!@#$%^&* etc.)

Please remember that, both OCTA & Webmail are different account, password reset in one account will not change the other.

Contact CSG maintenance by sending E-mail to csgmaint@nitt.edu in case if you are not able to login.