

Login Process for SAP Applications

Please go to the **Internet explorer** and type the following link (This link works only in Internet Explorer). Please ensure to have Internet Explorer.

<http://www.cidcoindia.com/intranet>

The screenshot shows the CIDCO Intranet Portal interface. The page title is "Welcome to Cidco Intranet Portal". The main content area is divided into several sections:

- Initiatives:** Features a large image of an airplane on a runway. Below the image, it says "NMIA" and "04 Jul, 2017" with a link to "Expiry of Registration of RMC Plant-Swastik Infra Logic (India) Private Limited dated 04.07.2017".
- Circulars / Orders:** Contains several announcements, including "06 Jul, 2017" regarding training policy, "04 Jul, 2017" regarding RMC plant registration, "16 Mar, 2017 (PERSONNEL)" regarding a provisional seniority list, "08 Feb, 2017 (DATA CENTER)" regarding a PC request, and "02 Dec, 2016 (PERSONNEL)" regarding an employee retirement list.
- Meetings / Initiatives:** Includes a meeting notice for "05 Dec, 2016 (MD)" and a link to the "SAP ESS / MSS Portal" which is circled in green. The description for this link is "Portal for Employees & Managers to access and maintain all their HR services online."
- Sign In:** A section for user authentication with fields for "User ID" and "Password", a "Sign me in" button, and links for "I forgot my password" and "New Login".
- Social networks:** A row of social media icons for Facebook, Twitter, YouTube, and Google+, along with "e-office" and "e-Phonebook" buttons.

At the bottom of the page, there is a footer that reads "Inessj - Mahatma Gandhi".

Click on the link [SAP ESS /MSS Portal](#)

Step 1 – SAP Portal Login Page

Enter Your User ID and PW

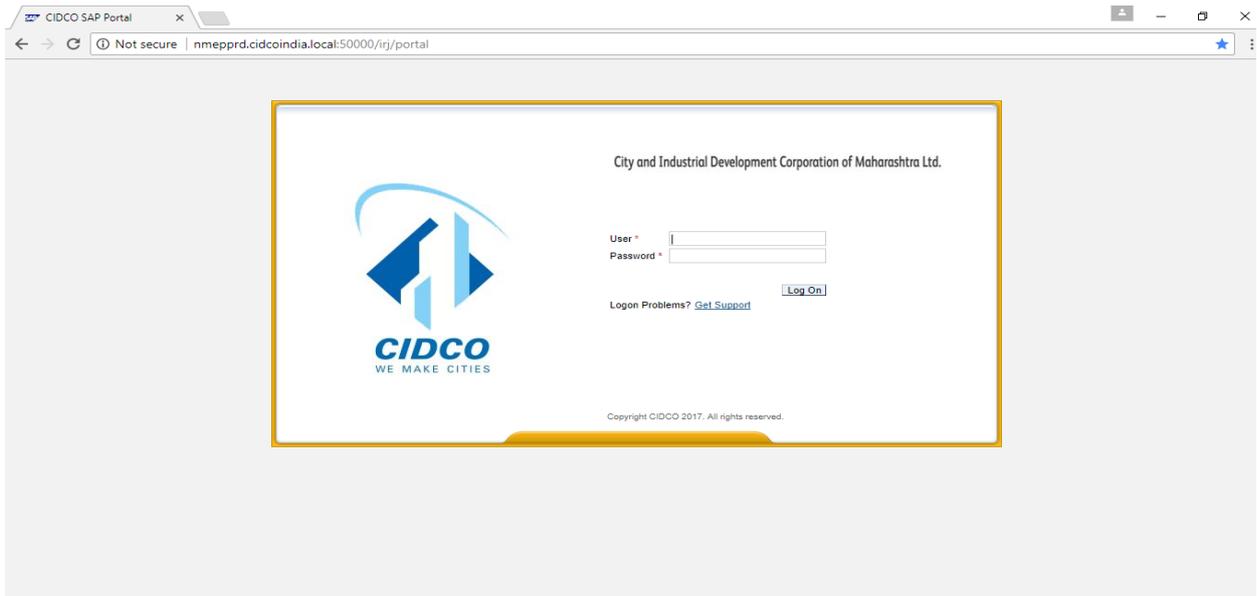
User ID : **Employee ID**

Password: **combination of first 4 or 3 letters (as applicable) of surname(first letter in capital)and year of birth (AbcdYYYY)**

Example : User ID : **1234**

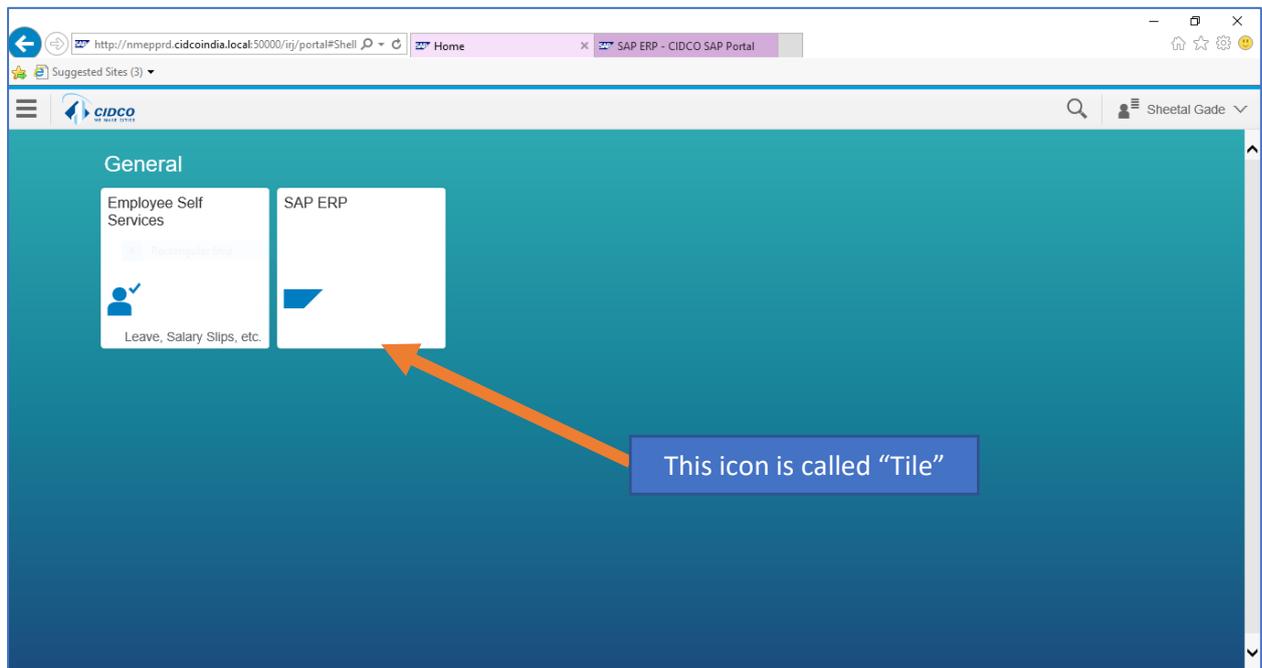
Password: **Pati1980 OR Pai1965**

Please verify the same. In case of any issues related to the User ID and or PW please write mail to basissupport@cidcoindia.com

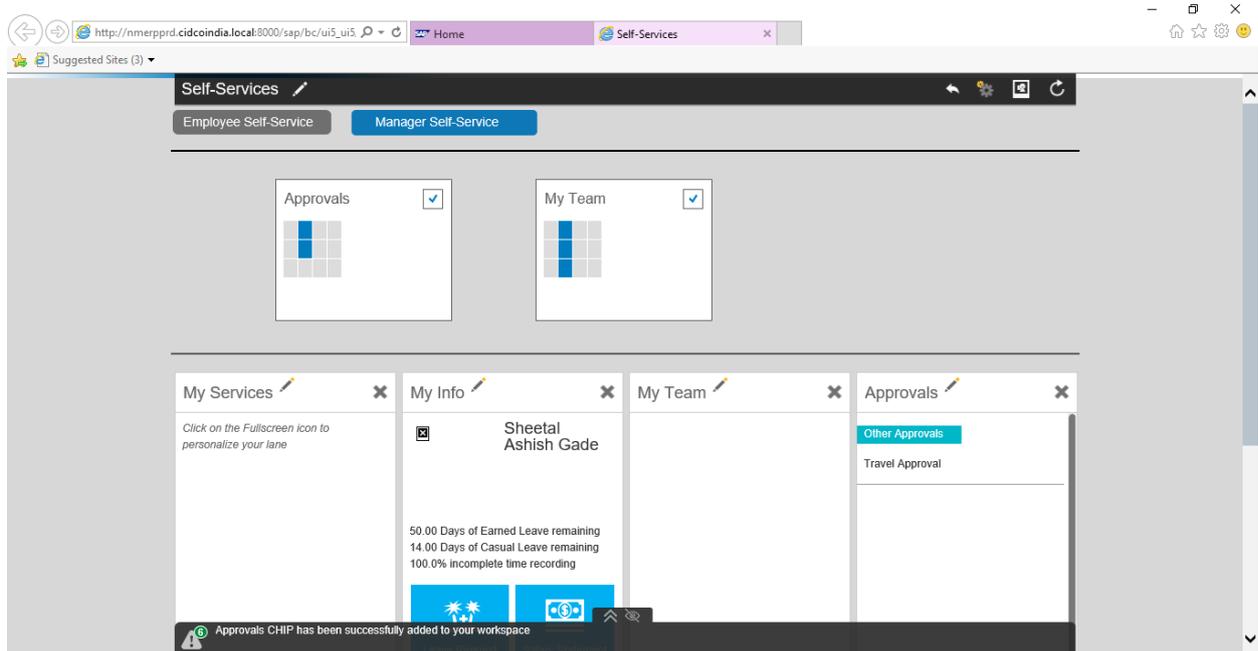
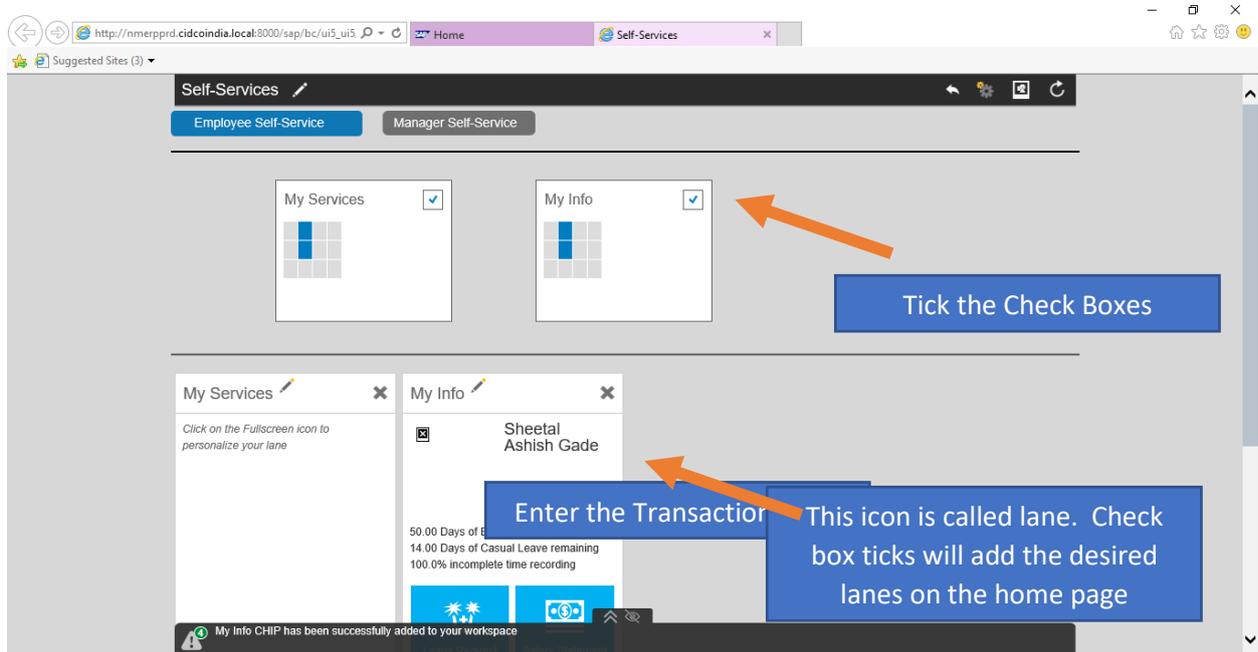


Step 2 – SAP Portal Landing Page

Click on the required Tiles. In the following screenshot the SAP ERP tile is shown which will take you to SAP ERP system shown in Step 3

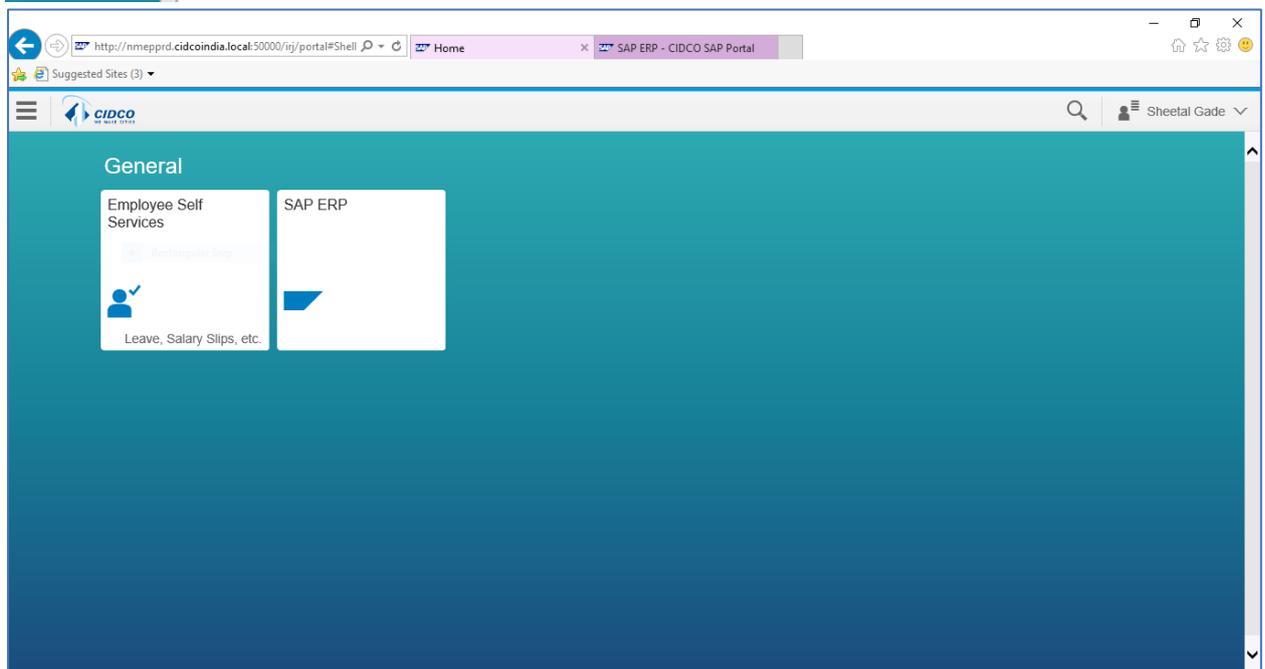
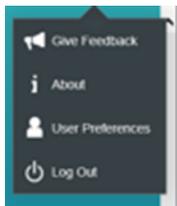
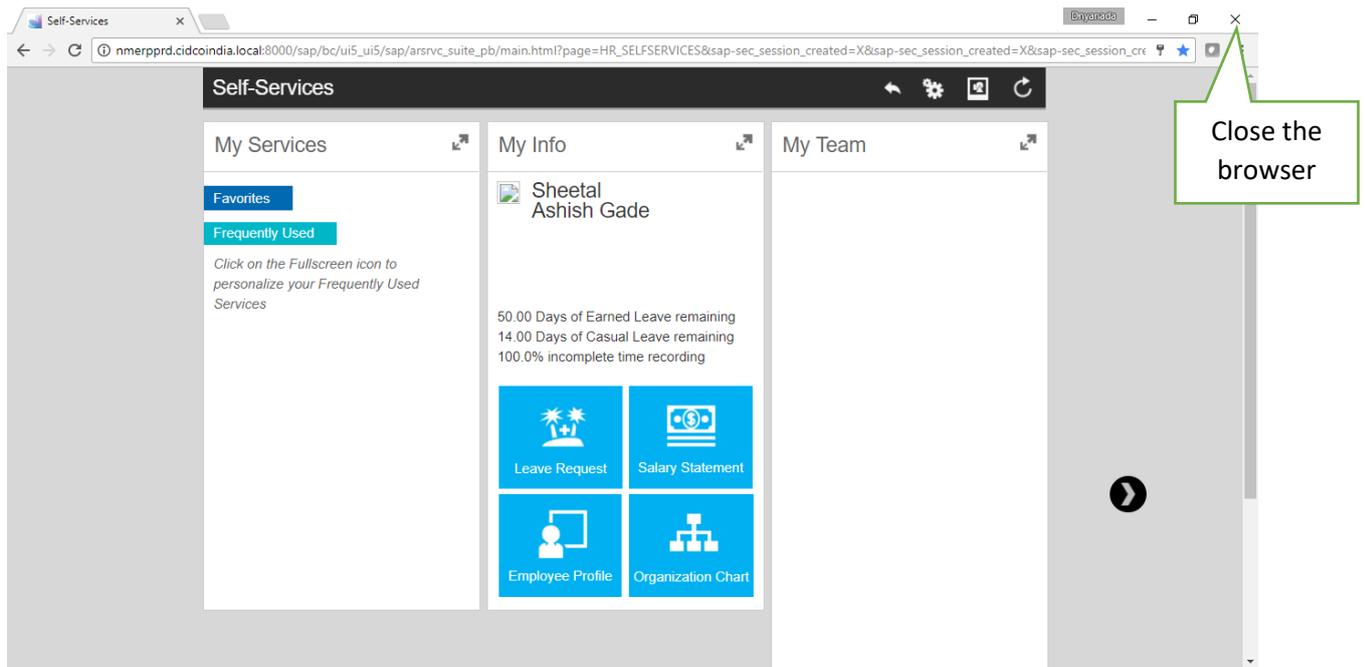


Step 4 – ESS -MSS Landing Page



Step 5 – Logout Process

You can close the tab as shown in Step -3. System will take you back to your portal landing page as shown below. You can then logout from the portal as shown below.



Please note that additional tiles for SAP ERP will populate in the above Landing page as per the access allowed to your User ID.

Kindly close all Active browser session, as soon as you will close complete browser,ESS will automatically log off .