



# Welcome to Electronic Project Proposal Management System (ePPMS) (User Registration Help Manual)

Electronic Project Proposal Management System is developed for automation of project proposals submitted to DRDO under its various schemes by a Principal Investigator (PI) along with his/her CO-PIs.

This user registration help manual is exclusively designed for any user interested in submitting a proposal to DRDO. The registration process is depicted below along with screenshots for ready reference.

## 1. Registration

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1. Kindly visit [www.drdo.gov.in](http://www.drdo.gov.in)
2. Click on 'Outreach' menu in the top menubar.
3. Under that, click on the last link titled 'ePPMS'. This should take you to ePPMS website. Kindly verify link in browser as 'https://academyresearch.drdo.gov.in/DRDO'
4. On the top right corner, click on a flashing 'Login/Signup' icon. A login page pops-up.

Note: You may enable pop-ups from this website in your browser for accessing full features of the website.

5. On the bottom of login form, click on 'New User' button. Click on that to open registration form.
6. On registration form, you will be required to provide following information:
  - i. Username: same as email id you want to register yourself with. Account will be activated by receiving a link on this email id you provide.
  - ii. Password: choose a password acc to following password policy-
  - iii. Confirm password
  - iv. Name
  - v. Date of Birth
  - vi. Mobile Number: should be a valid mobile number where you wish to receive SMS notifications

- vii. Gender
  - viii. Category
  - ix. Is differently abled or not
  - x. Nationality: by default, 'Indian' is selected
  - xi. Identity proof details: either pan card or Aadhar card; provide chosen id details
  - xii. Present Affiliation
    - a. State
    - b. District
    - c. Institute
  - xiii. Do you wish to receive SMS alerts: toggle bar is set to yes, by default
  - xiv. Captcha
  - xv. Agreement for DRDO terms of service and privacy policy: by default, it is not selected
  - xvi. Use 'Submit' button to submit details. Use 'Reset' to clear the filled details
7. If the registration is not successful, relevant error messages pop up on the screen for your quick reference.

If the registration is successful, a success message is displayed informing you to check your email inbox/spam folders for activating your account. It is requested to wait for email for at least 10 minutes before contacting helpdesk or re-registering.