

MY UPES PORTAL– USER GUIDE

Q 1. How to Login to Outlook Student Account?

A. Step-by-Step Instructions:

1. Click on this link to go to Outlook: <https://outlook.office.com/mail>
 2. Enter your Username and click Next: abc.123456@stu.upes.ac.in (Replace this with your actual student ID)
 3. Enter your Password and click Sign in: X\$586150265666ur (If you've changed it, use your updated password)
1. Click "Sign In" to access your UPES student email account.

Q 2. How to Login into Teams App?

A. For Laptop/Desktop:

1. Download the Teams App:

<https://www.microsoft.com/en-in/microsoft-teams/download-app>

2. Install the app on your system.
3. Open the Teams App.
4. Click "Sign in" or "Create or use another account".
5. Enter your UPES Outlook ID: abc.123@stu.upes.ac.in (Replace with your actual student ID)
6. Enter your Password: (You received this on your registered email ID with UPES)

For Mobile (Android/iOS):

1. Open Play Store or App Store.
2. Search for Microsoft Teams and install it.
3. Open the app and tap "Sign in".
4. Enter your UPES Outlook email and password.

Q 3. How to Login First Time into LMS (Orange Portal - Myupesbeta)?

A. LMS Portal Link: <https://myupes-beta.upes.ac.in>

Step-by-Step Instructions:

1. Click on the LMS link: <https://myupes-beta.upes.ac.in>
2. Click on "Forget Password" on the login page.
3. Enter your Username: abc.123@stu.upes.ac.in (Your UPES Outlook ID)
4. Now check your Outlook inbox – you will receive an OTP email.
5. Enter the OTP and create a new password for yourself.
6. Go back again to the login page: <https://myupes-beta.upes.ac.in>
7. Enter your Outlook ID and your new password to login successfully.

Q 4. How to check class schedule and how to join the class?

A. Open your LMS and Login.

1. Go to My-UPES Beta and log in with your UPES ID and password.

2. Click on the Date for which you want to check class schedule. You will see the list of session under Session & Circular/Notice section.

3. Click on Enter online classroom.

4. Click on Open Microsoft teams. (Use Teams app always and login teams with UPES ID

Q 5. How to View course content and class recording in Orange Portal?

A. Open your LMS and Login.

1. Go to My-UPES Beta and log in with your UPES ID and password.

2. Click on “Learning Management System (LMS) Tab”.

3. Click on the course (Exp. – Accounting for Managers)

4. You can access Self Learning Material (SLM) and E-Content here.

5. This is E-Book and pre-recorded videos.

6. These are your class recordings. (Note: Class recordings for the latest weekend will be available on Monday).

Q 6. Where to Find Assignments on LMS?

A. Open your LMS and Login.

1. LMS URL - <https://myupes-beta.upes.ac.in/oneportal/app/auth/login>

2. Click on the LMS option available in the top ribbon.

3. Open your course.

4. Check the left-hand Content panel — you'll find all elements there, including your

Assignments. Alternatively, scroll down the page to locate your assignment.

5. Assignment Submission Guidelines

- Attempt your assignment as per the instructions provided in the assignment question.
- Write your answers in a Word document.
- If your assignment involves numerical calculations, you may solve them in MS Excel and paste the calculation tables into your Word file.
- Save your Word file as a PDF.
- Ensure that the PDF file size is less than 5 MB.
- Upload the final PDF file in the Assignment section of your course.

6. How to submit the assignment?

- Open your Assignment in the LMS.
- Click on Add Submission
- Click on the prompt: "To submit a file to Turnitin, you must first accept our EULA."
- Click on I Agree.
- Click on Choose File.
- Select Upload a File and choose your assignment PDF.
- Click on Save Changes & Finally, click Submit Assignment.