



## **XPLOR ID CREATION PROCESS**

1. For Creating a new user id, use the form Xplor\_user\_id\_creation.doc.
2. Please ensure you fill in all the details.
3. Whatever is not applicable write N/A.
4. Submit the soft copy of the user id creation form to BU Head for email Approval.
5. Put CC to [IN SITA DL IT Applications <insitadlitapplications@sita.in>](mailto:insitadlitapplications@sita.in)
6. After receiving an approval email from BU Head, Your Xplor id will be activated.