

User Manual for update the profile details of not migrated DRCC/ Department User



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Introduction

Department User will have to update his Profile details with their existing department Login credential.

Profile Details consist below fields:

- i) New User ID *
- ii) Employee Name *
- iii) Aadhar Number
- iv) E-mail ID *
- v) Mobile No. *

Note: (*) represents mandatory fields to be filled.

- i) User can keep user id of its choice; employee id is one of the options available with him/her
- ii) Email id to be entered should be the one, which is currently using by the user only, no one else should be aware of the password of that email id.
- iii) Please ensure that this e-mail is not being used by multiple person.
- iv) In case of transfer or resignation, it is their duty to inform and get the user id deactivated.

Process Flow:

MNSSBY HOME PAGE

1) Click on For Department/DRCC migration Link

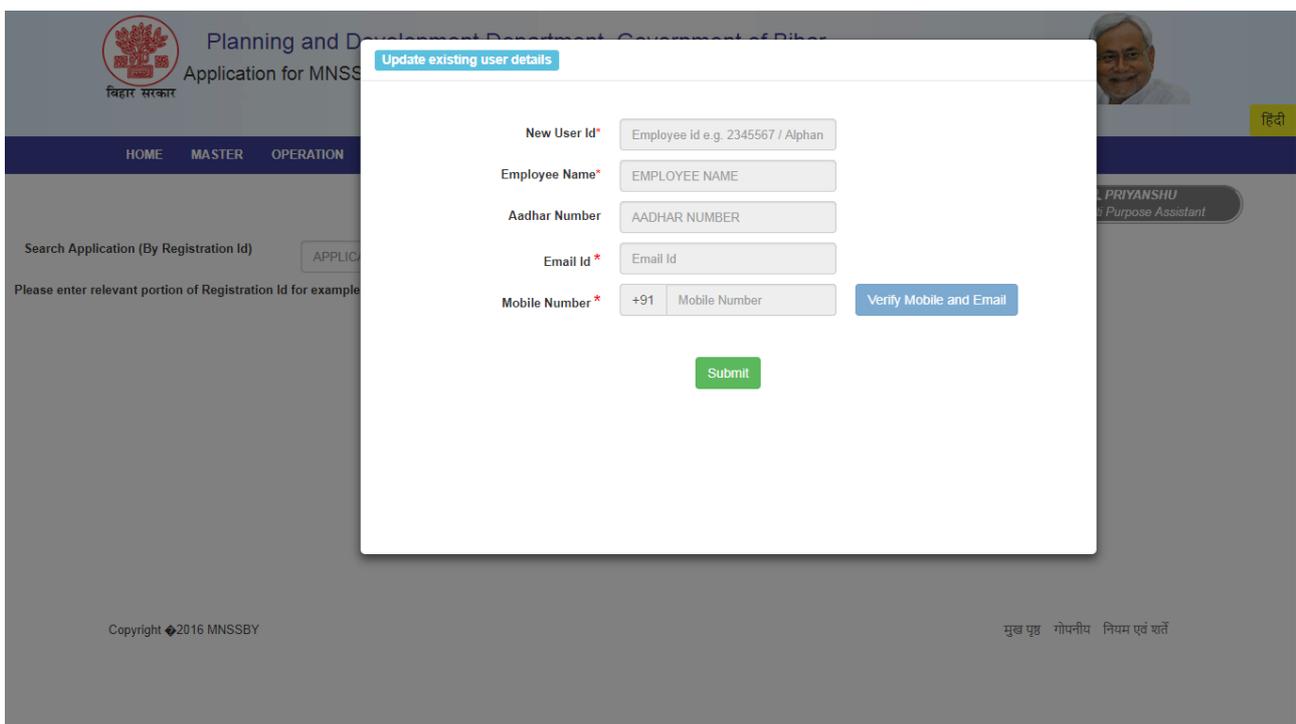


The screenshot shows the MNSSBY Home Page. The main banner features the Bihar Government logo and the text: "विकसित बिहार के 7 मिश्रय 'आर्थिक हल, युवाओं को बल' के अन्तर्गत राज्य के युवाओं के लिए". Below the banner are four icons representing different schemes: "स्टूडेंट क्रेडिट लिफ्ट योजना", "मुख्यमंत्री मिश्रय स्वयं सहायता भत्ता योजना", and "कुशल युवा कार्यक्रम". A red box highlights a link that says "For Department/DRCC migration kindly click here". To the right is a login panel with fields for "New Applicant Registration", "Login Here", "sbir4u@gmail.com", "Enter Captcha", and buttons for "YIGAMI", "Login", "Department Login", "DRCC Login", "Create Department User", and "Forgot Password?".

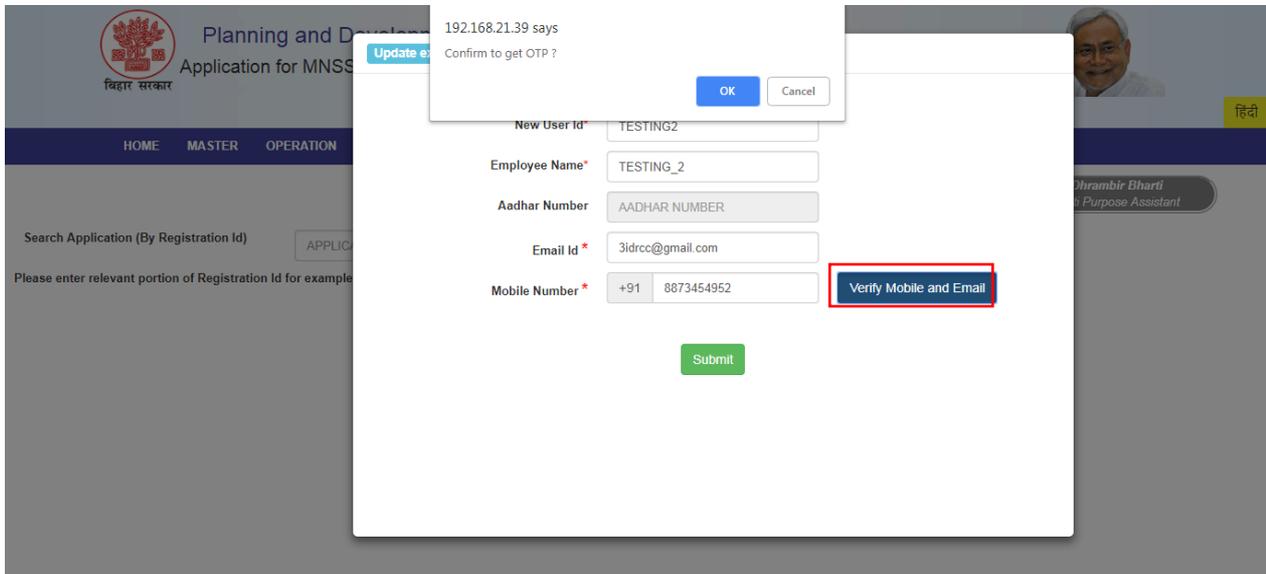
2) Enter the existing login credential of the User



3) Now System will display the Profile update screen post successful login of the User



- 4) After entering the user details, click on **Verify Mobile and Email** and **OK** button to get OTP



The screenshot displays the MNSSBY portal interface. A modal form is open for updating user details. The form fields are as follows:

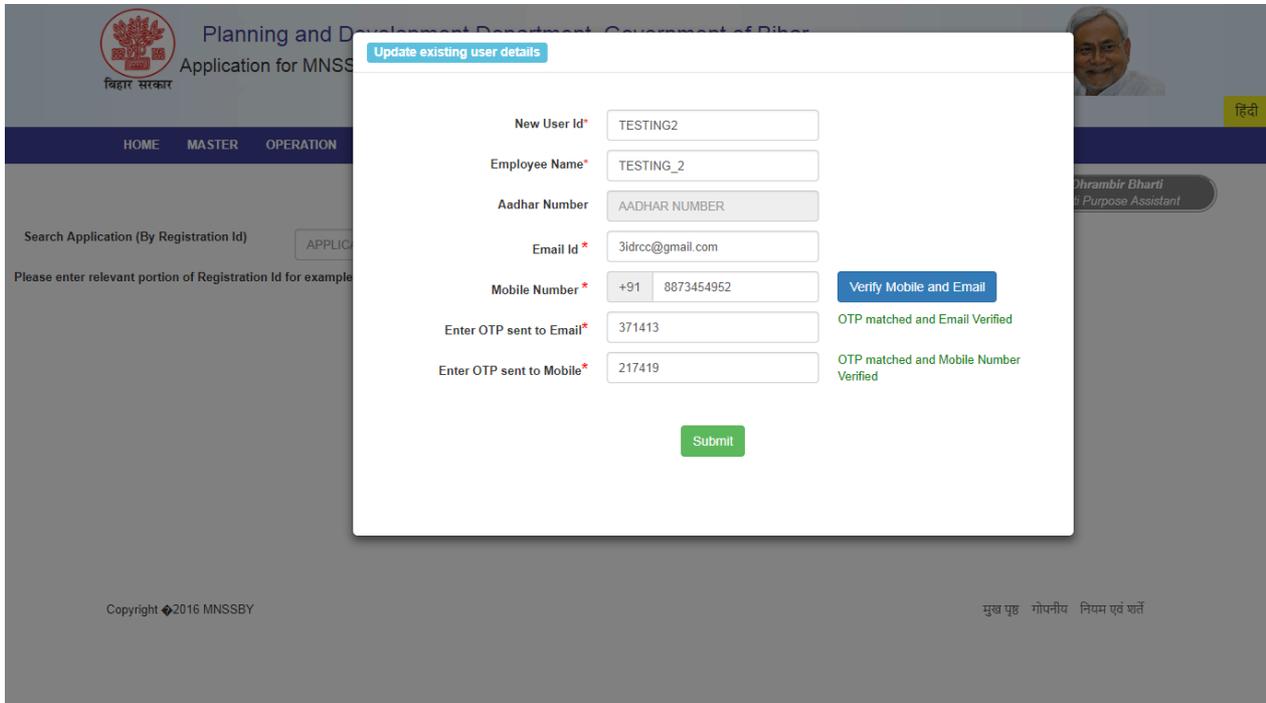
| Field | Value |
|----------------|-----------------|
| New User Id* | TESTING2 |
| Employee Name* | TESTING_2 |
| Aadhar Number | AADHAR NUMBER |
| Email Id* | 3idrc@gmail.com |
| Mobile Number* | +91 8873454952 |

Below the form is a green 'Submit' button. A blue button labeled 'Verify Mobile and Email' is highlighted with a red border. A confirmation dialog box is visible at the top, stating '192.168.21.39 says Confirm to get OTP?' with 'OK' and 'Cancel' buttons.

Here the key points to be followed for feeding the data of above screen:

- i) New User ID * - It will be your Employee Id or Unique user id (in case of user is not having Employee ID)
- ii) Employee Name * - It will be the user name who is using the MNSSBY Portal for Department Login.
- iii) Aadhar Number – It will be the Aadhar number of the user.
- iv) E-mail ID * - it will be the personal, active & Valid e-mail id of the user and this e-mail id will be the Login id post successful updating the user profile.
- v) Mobile No. * - It will be the valid & active mobile no. of the user.

- 5) Enter the received OTP on your e-mail & Mobile separately to verify the given e-mail id & Mobile Number

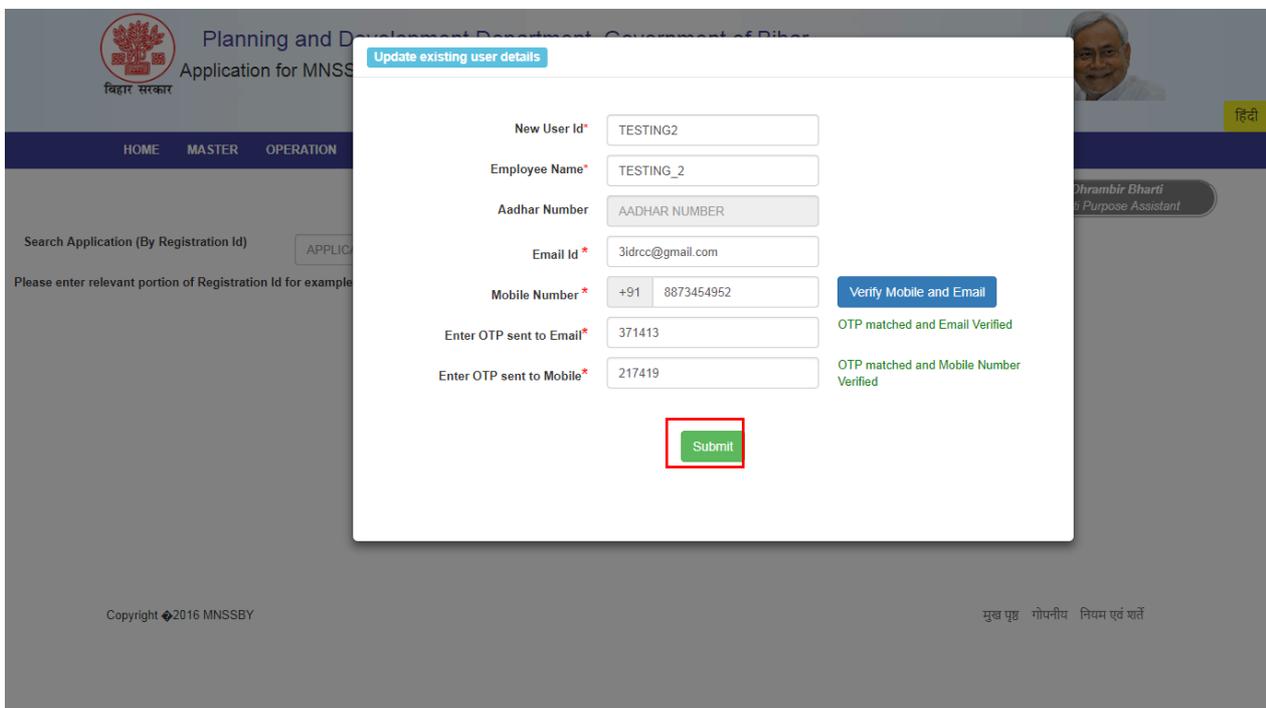


The screenshot shows the 'Update existing user details' form in the MNSSBY application. The form fields and their values are as follows:

| Field | Value | Status |
|---------------------------|-----------------|--|
| New User Id* | TESTING2 | |
| Employee Name* | TESTING_2 | |
| Aadhar Number | AADHAR NUMBER | |
| Email Id* | 3idrc@gmail.com | |
| Mobile Number* | +91 8873454952 | Verify Mobile and Email |
| Enter OTP sent to Email* | 371413 | OTP matched and Email Verified |
| Enter OTP sent to Mobile* | 217419 | OTP matched and Mobile Number Verified |

A green 'Submit' button is located at the bottom center of the form.

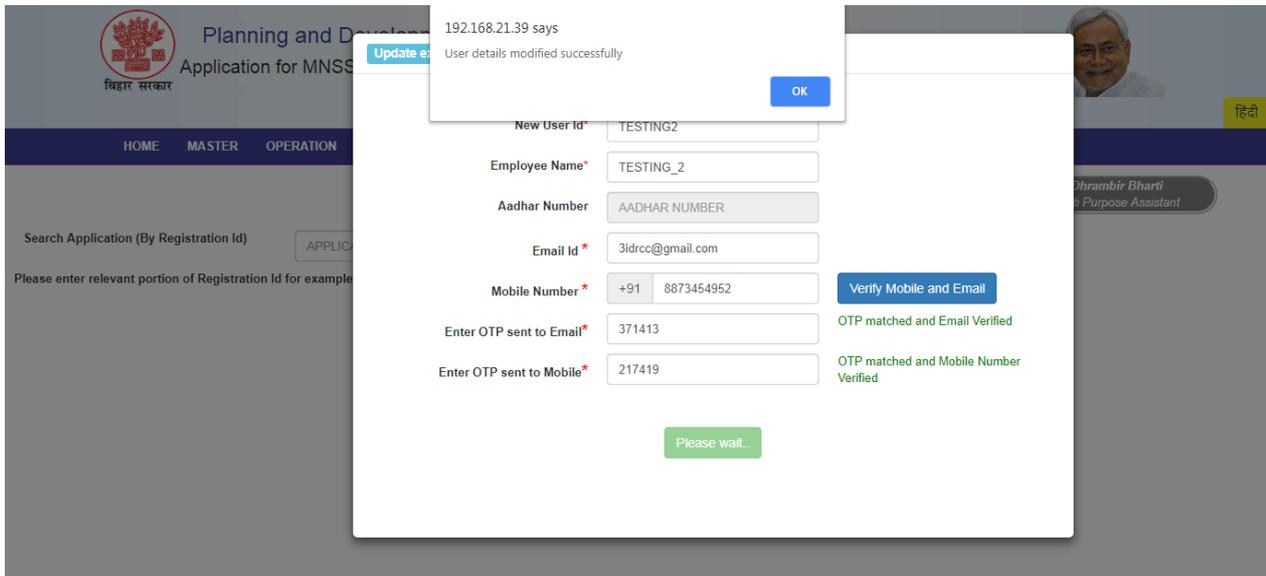
- 6) Click on submit button



This screenshot is identical to the previous one, but the green 'Submit' button at the bottom center of the form is highlighted with a red rectangular box.

MNSSBY

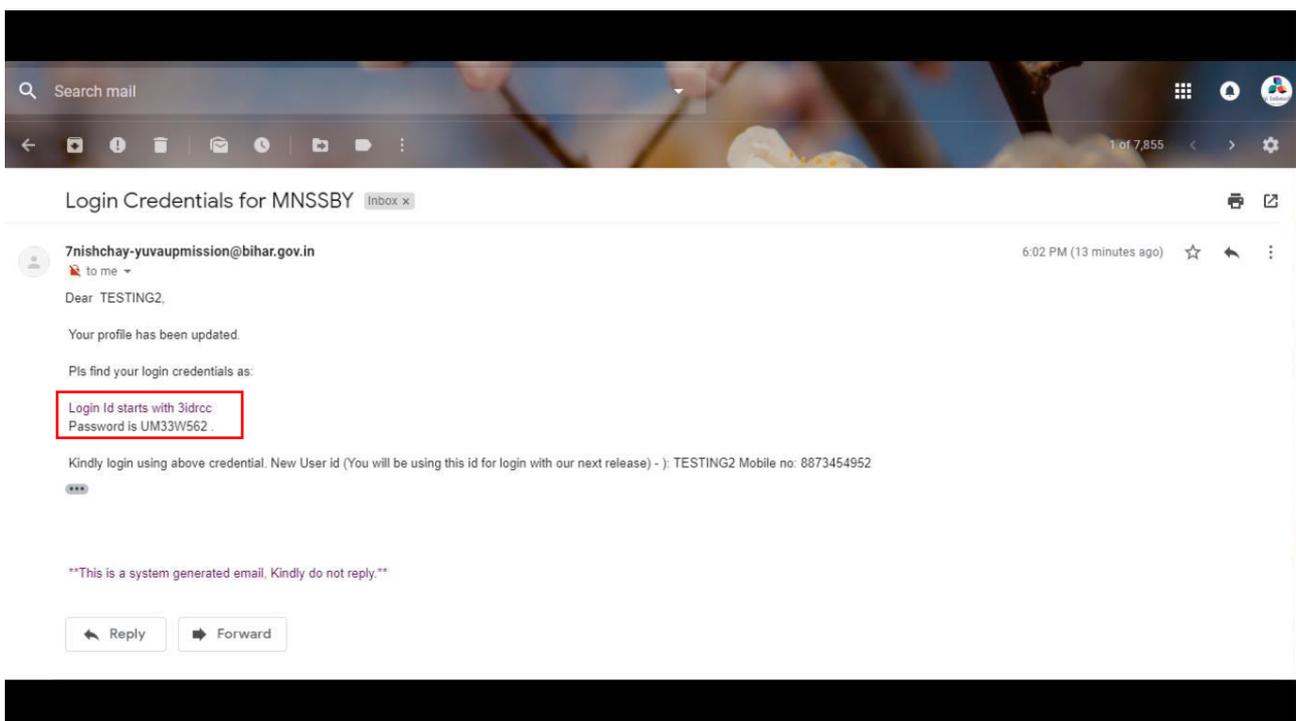
- 7) After clicking on submit button, system will display the successful message as “User Details modified Successfully”



Note:- User id will “In Active” until approval from Department.

- 8) Post approval from department, User has to login with his new login credential which has received on given E-mail ID & MobileNumber as well.

E-mail format will be shown as below:



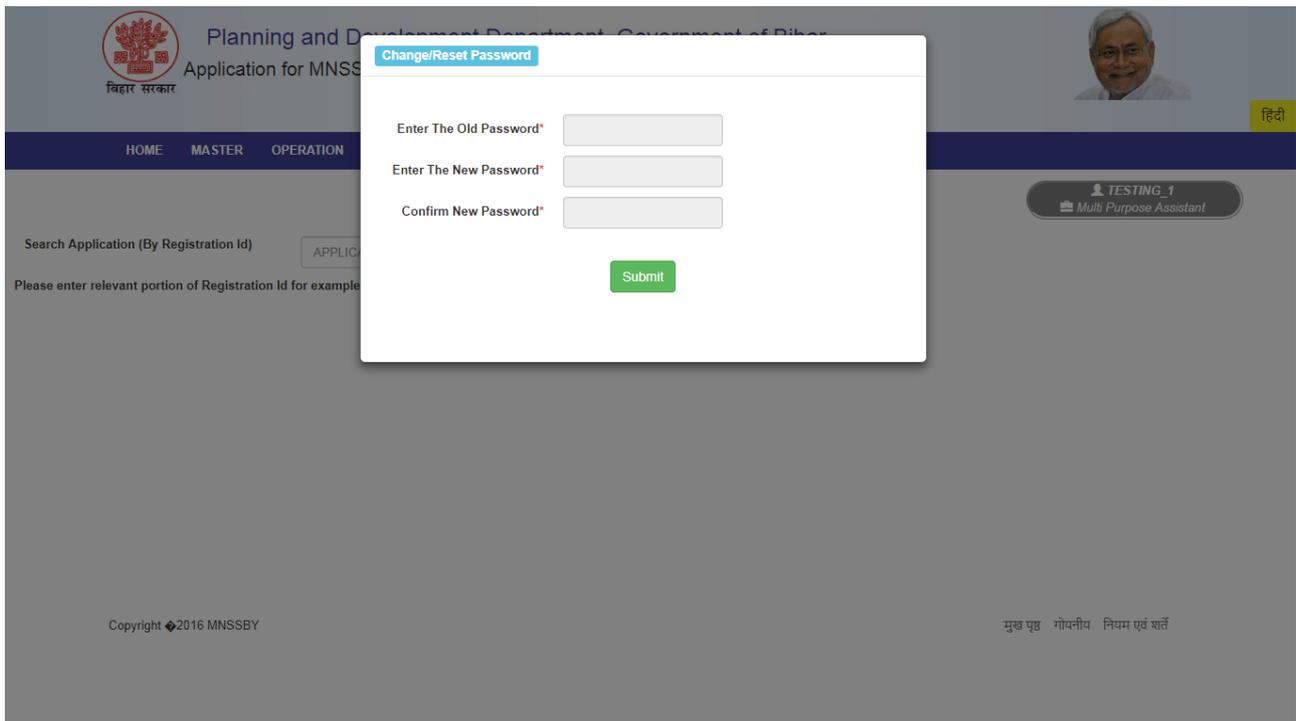
9) Enter the Login credential for successful Department Login



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10) System will display the change Password screen

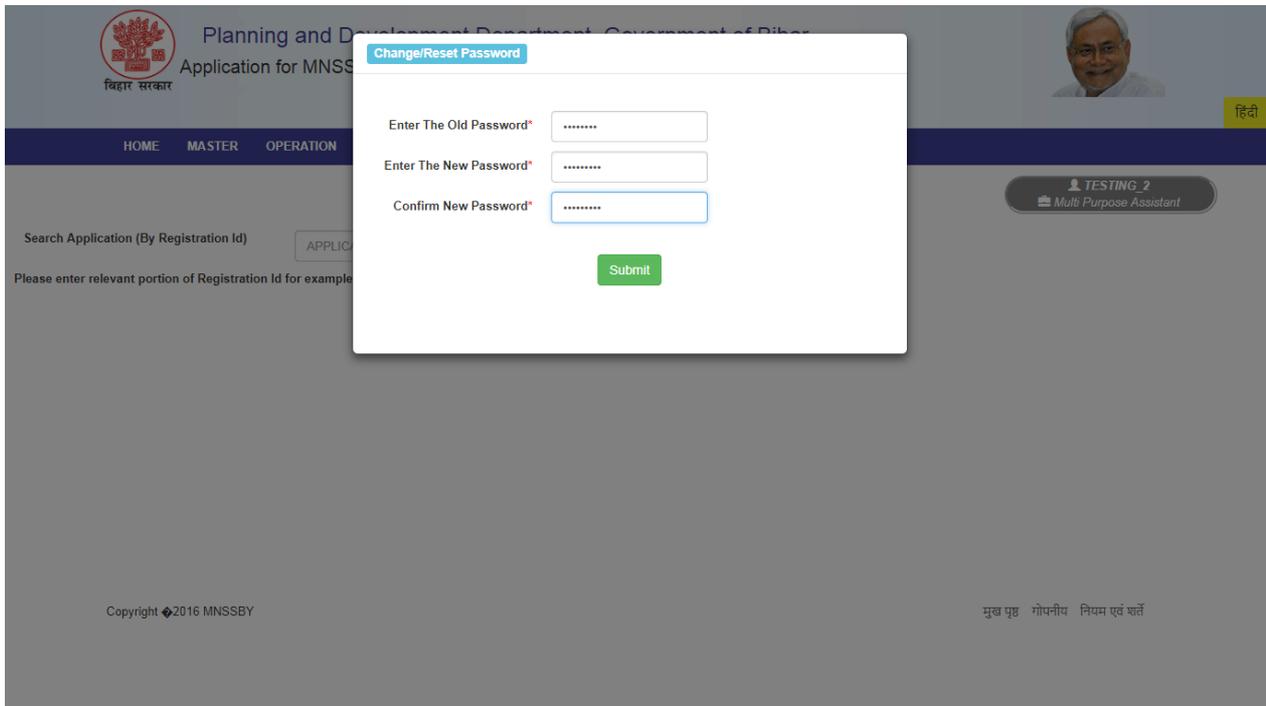


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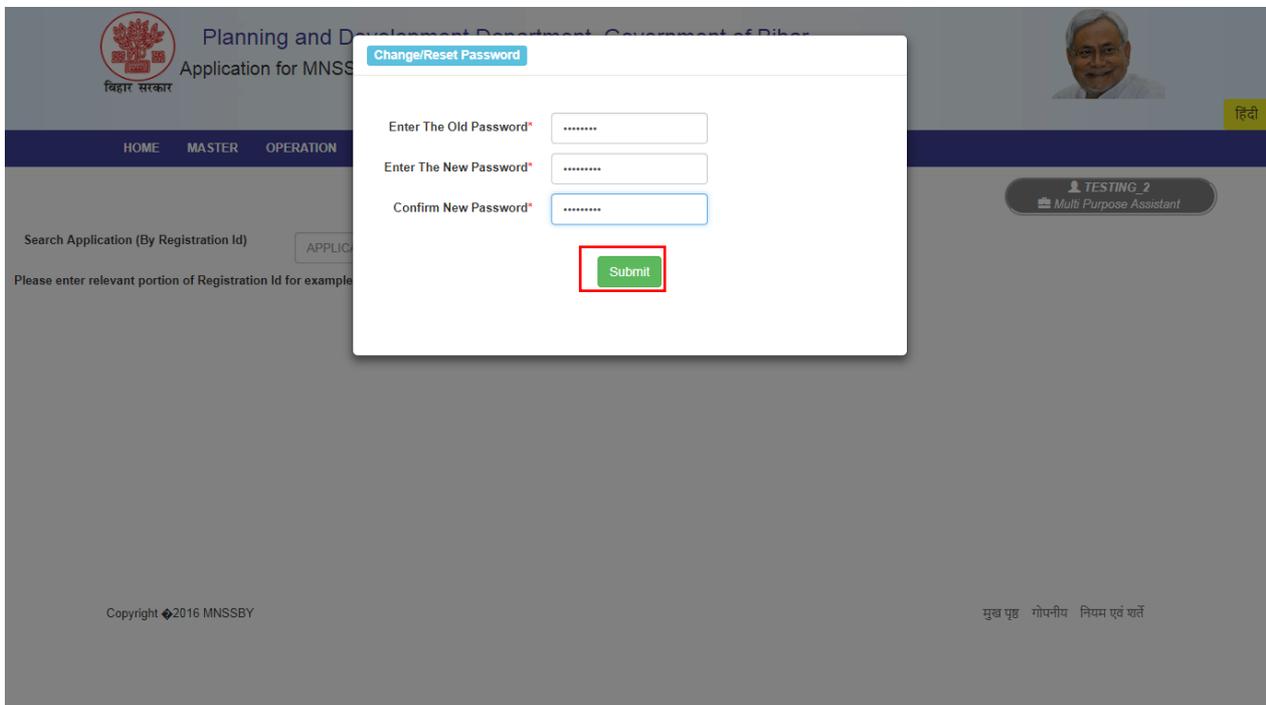
MNSSBY

- 11) Enter the old Password what user has received on E-mail & Mobile no. as well and then enter new desired Password



The screenshot shows the MNSSBY web application interface. A modal window titled "Change/Reset Password" is displayed in the center. It contains three input fields: "Enter The Old Password*", "Enter The New Password*", and "Confirm New Password*", each with a masked password field. A green "Submit" button is located below the fields. The background shows the application header with the Bihar Government logo, navigation tabs (HOME, MASTER, OPERATION), and a user profile section for "TESTING_2" (Multi Purpose Assistant). The footer includes copyright information for 2016 MNSSBY and the motto "मुख पृष्ठ गोपनीय नियम एवं शर्तें".

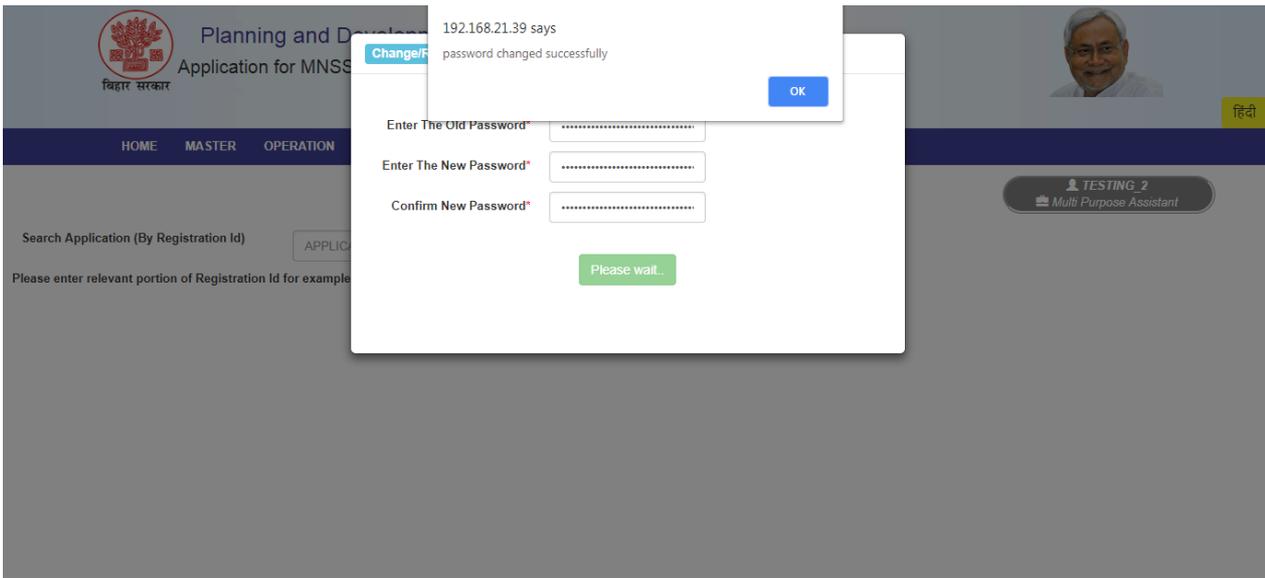
- 12) Click on submit button



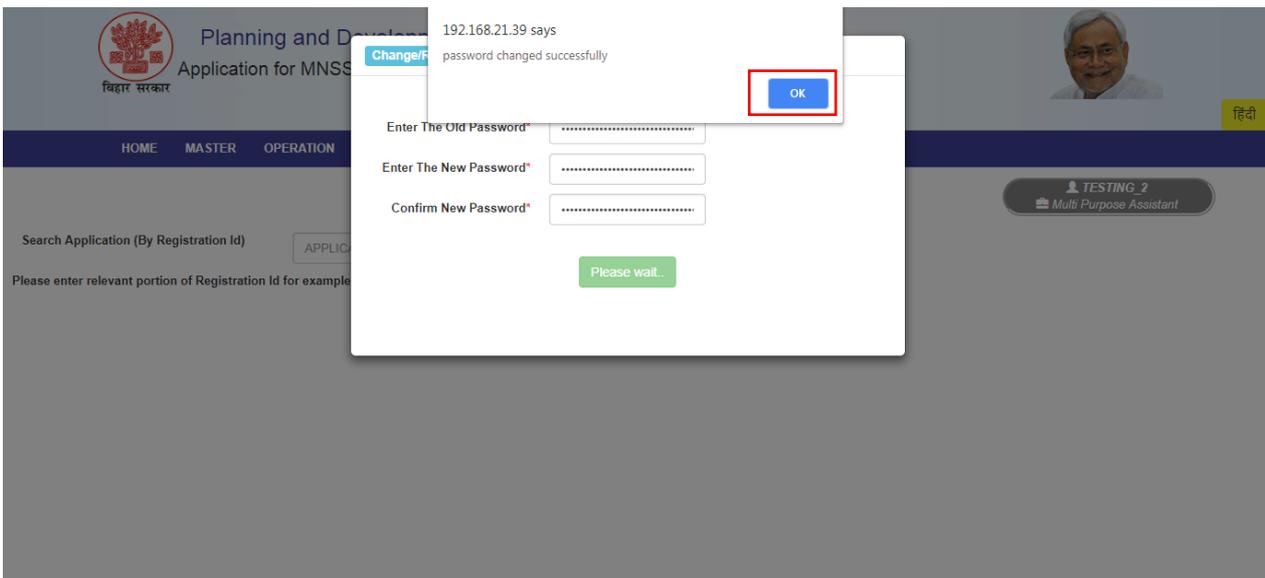
This screenshot is identical to the previous one, but the green "Submit" button is highlighted with a red rectangular box, indicating the next step in the process.

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13) System will display Password Changed successful message as below:



14) Click on **OK**



15) Now System will display with the Updated User profile to proceed the application as below:



The screenshot shows the top navigation bar of the application. On the left is the Bihar Government logo with the text 'बिहार सरकार'. In the center, it says 'Planning and Development Department, Government of Bihar' and 'Application for MNSSBY/BSCC/KYP'. On the right is a user profile picture of a man with glasses. Below the header is a dark blue navigation menu with links: HOME, MASTER, OPERATION, PRINT PDF, CHANGE PASSWORD, LEARNING, SUPPORT, LOG OUT. A yellow button labeled 'हिंदी' is on the far right.

TESTING_2
Multi Purpose Assistant

Search Application (By Registration Id)

Please enter relevant portion of Registration Id for example,for Registration Id : CM7RSHA092016000000001 Enter 1