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LIMITLESS EXCELLENCE

***Provision to Create New User for
Department/DRCC Login in MNSSBY Application***

Introduction

Department/DRCC User will get the privilege to create a new user for Department/DRCC Login for accessing the MNSSBY Portal post approval of higher official.

New User Form consist below fields:

- i) Employee ID *
- ii) Employee Name *
- iii) User Type *
- iv) District *
- v) Aadhar Number
- vi) E-mail ID *
- vii) Mobile No. *
- viii) OTP *
- ix) Status *
- x) Remarks

Manager will get the authority to approve MPA & AMS user request and rest user (Manager & DPO) will required to be approved from SPMU.

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.

Process Flow:

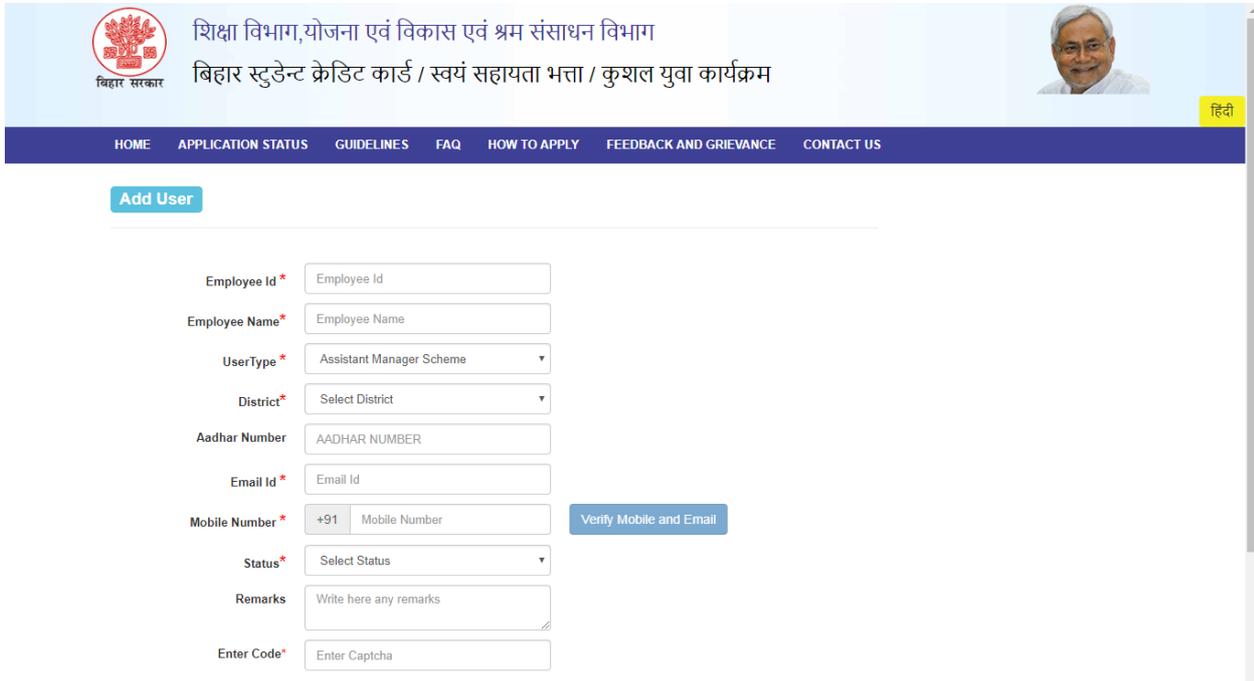
Create Department User Screen

- 1) Click on **Create Department User Link**



The screenshot displays the MNSSBY website interface. At the top left is the Bihar State Government logo. The main header contains the text "शिक्षा विभाग, योजना एवं विकास विभाग एवं श्रम संसाधन विभाग" and a navigation menu with links: HOME, APPLICATION STATUS, GUIDELINES, FAQ, HOW TO APPLY, FEEDBACK AND GRIEVANCE, CONTACT US, and DOWNLOAD MOBILE APP. A notification banner at the top right states: "Kindly update your profile properly since you will be require to use OTP based login very soon." Below the header, a message in Hindi and English informs applicants of the 30-day deadline for online applications. The main content area features a yellow banner for "7 मिश्रय" (7 Initiatives) with the slogan "आर्थिक हल, युवाओं को बल" (Economic Solution, Strength to Youth) and icons for "बिहार स्टूडेंट क्रेडिट कार्ड योजना", "मुख्यमंत्री निश्चय स्वयं सहायता भत्ता योजना", and "कुशल युवा कार्यक्रम". On the right, a dark blue sidebar contains a login form with fields for email, password, and captcha, and buttons for "New Applicant Registration", "Login Here", "Login", "Department Login", "DRCC Login", and "Create Department User" (highlighted with a red box). A "Forgot Password?" link is also present.

2) Enter the details for mandatory fields as shown below:



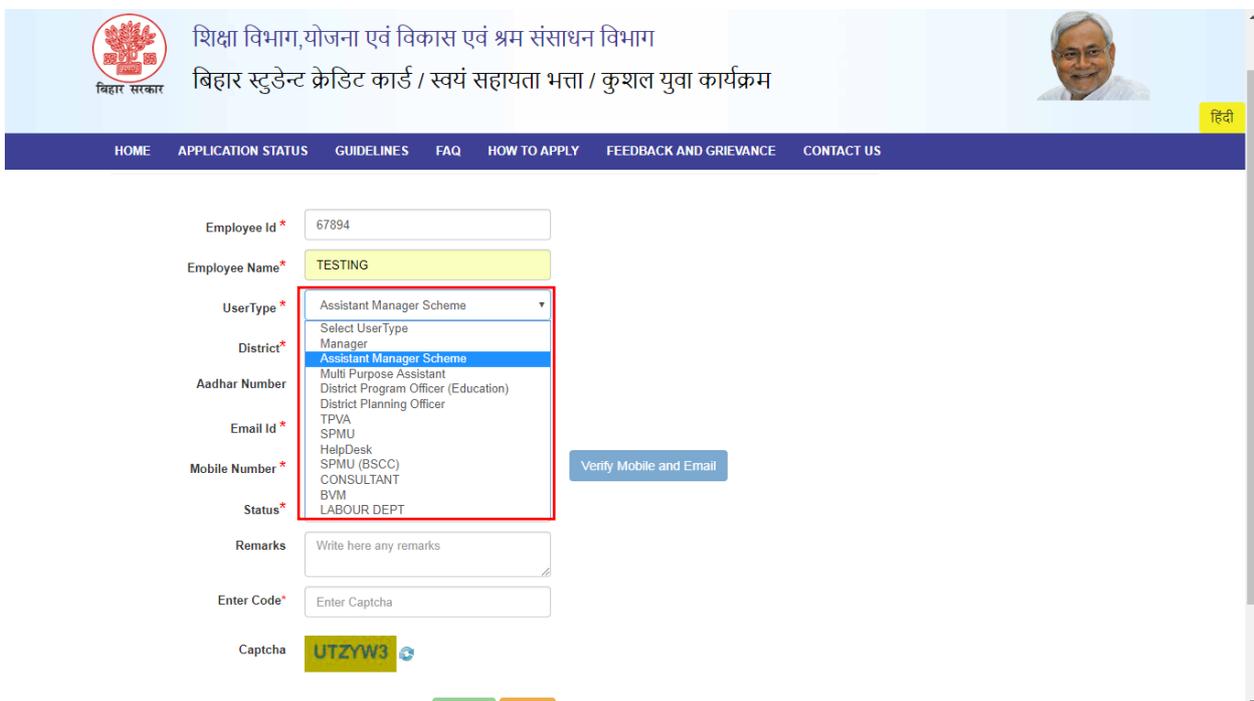

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Add User

Employee Id *
 Employee Name *
 UserType *
 District *
 Aadhar Number
 Email Id *
 Mobile Number * [Verify Mobile and Email](#)
 Status *
 Remarks
 Enter Code *

3) Select the User Type from the given dropdown as showing below:

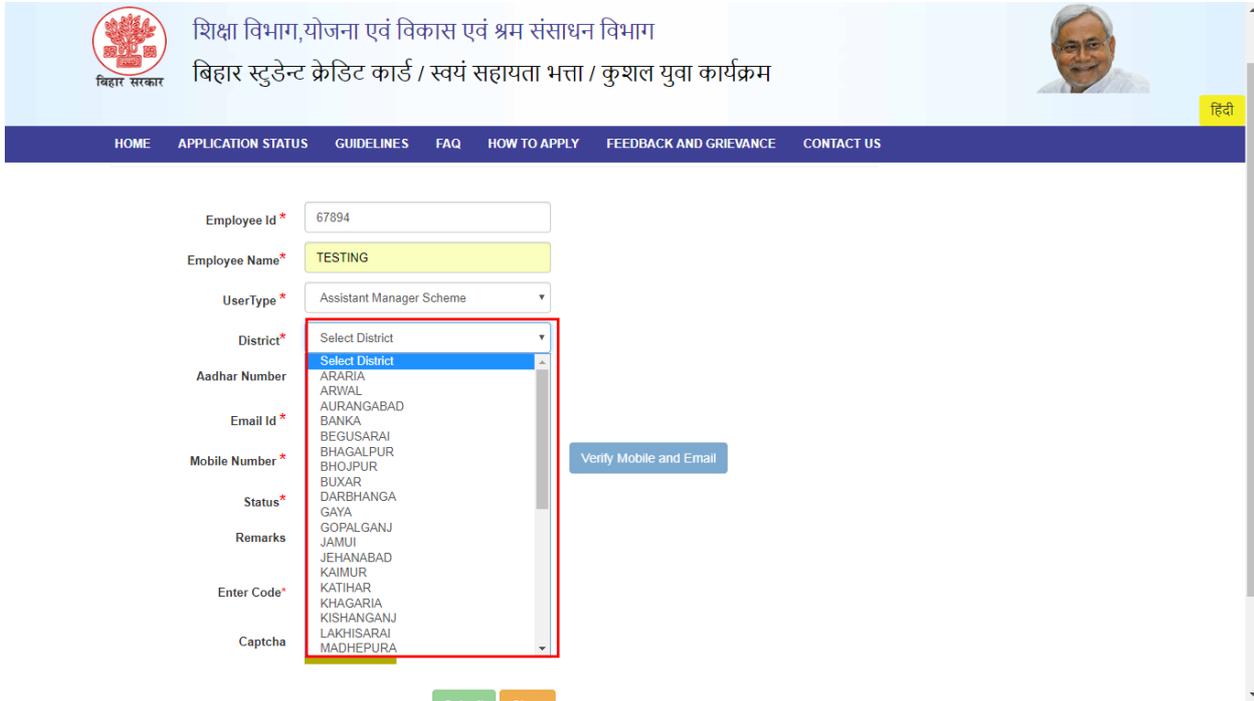



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Employee Id *
 Employee Name *
 UserType *
 District *
 Aadhar Number
 Email Id *
 Mobile Number * [Verify Mobile and Email](#)
 Status *
 Remarks
 Enter Code *
 Captcha

4) Select the district from given dropdown

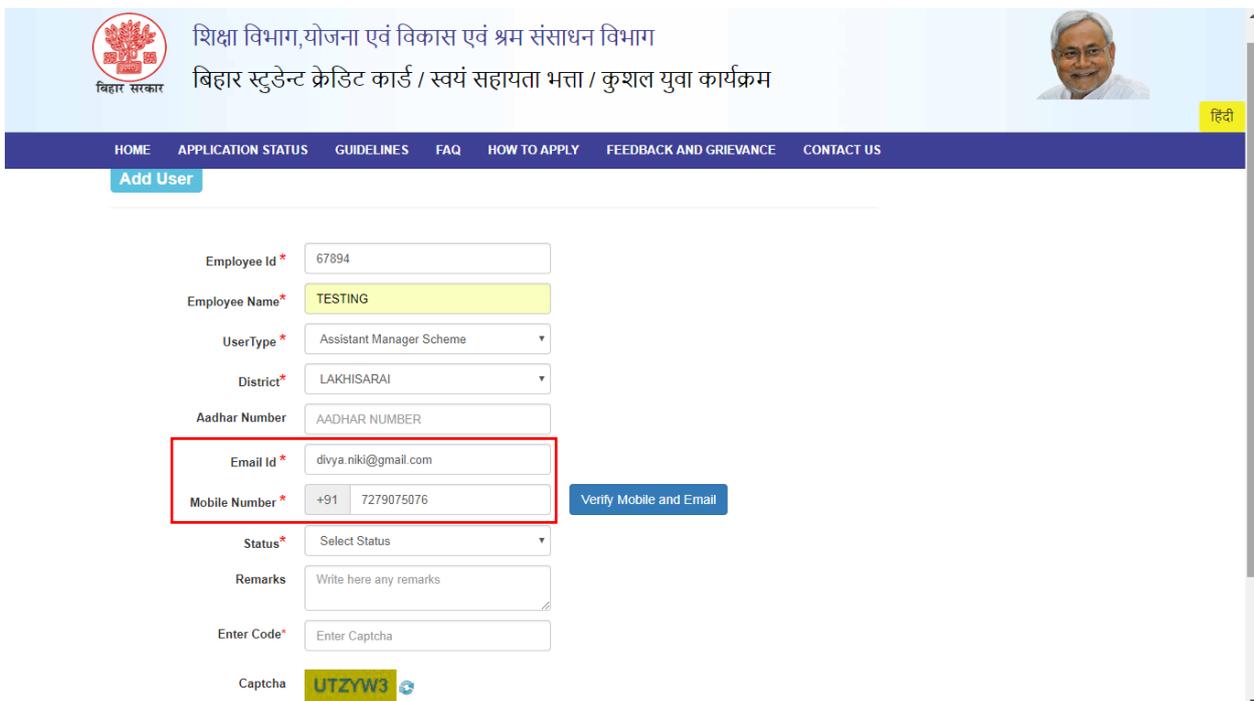


The screenshot shows the registration form with the following fields and values:

- Employee Id*: 67894
- Employee Name*: TESTING
- UserType*: Assistant Manager Scheme
- District*: Select District (dropdown menu is open, showing a list of districts including ARARIA, ARWAL, AURANGABAD, BANKA, BEGUSARAI, BHAGALPUR, BHOJPUR, BUXAR, DARBHANGA, GAYA, GOPALGANJ, JAMUI, JEHANABAD, KAIMUR, KATIHAR, KHAGARIA, KISHANGANJ, LAKHISARAI, and MADHEPURA)
- Aadhar Number: [Empty]
- Email Id*: [Empty]
- Mobile Number*: [Empty]
- Status*: [Empty]
- Remarks: [Empty]
- Enter Code*: [Empty]
- Captcha: [Empty]

A red box highlights the District dropdown menu. A blue button labeled "Verify Mobile and Email" is visible to the right of the form.

5) Enter the e-mail & mobile number to be registered



The screenshot shows the registration form with the following fields and values:

- Employee Id*: 67894
- Employee Name*: TESTING
- UserType*: Assistant Manager Scheme
- District*: LAKHISARAI
- Aadhar Number: AADHAR NUMBER
- Email Id*: divya.niki@gmail.com
- Mobile Number*: +91 7279075076
- Status*: Select Status
- Remarks: Write here any remarks
- Enter Code*: Enter Captcha
- Captcha: UTZYW3

A red box highlights the Email Id and Mobile Number fields. A blue button labeled "Verify Mobile and Email" is visible to the right of the form.

6) Click on Verify Mobile and Email



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Employee Id *

Employee Name *

UserType *

District *

Aadhar Number

Email Id *

Mobile Number * Verify Mobile and Email

OTP successfully sent to email and mobile

Enter OTP send to Email *

Enter OTP send to Mobile *

Status *

Remarks

Enter Code *

7) Enter the received OTP on your E-mail & Mobile



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Aadhar Number

Email Id *

Mobile Number * Verify Mobile and Email

Enter OTP send to Email * OTP matched and Email Verified

Enter OTP send to Mobile * OTP matched and Mobile Number Verified

Status *

Remarks

Enter Code *

Captcha 

Submit
Close

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8) Select Status as “Inactive”



The screenshot shows the registration form for the Bihar Student Credit Card / Self-Help Scheme / Skill Youth Program. The form includes fields for Aadhar Number, Email Id, Mobile Number, OTP, and Captcha. The 'Status' dropdown menu is open, and 'Inactive' is selected. A 'Verify Mobile and Email' button is visible. The form is submitted successfully, and a message is displayed.

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Aadhar Number AADHAR NUMBER

Email Id* divya.niki@gmail.com

Mobile Number* +91 7279075076 Verify Mobile and Email

Enter OTP send to Email* 862773 OTP matched and Email Verified

Enter OTP send to Mobile* 932428 OTP matched and Mobile Number Verified

Status* Select Status

Remarks Select Status InActive

Enter Code* Enter Captcha

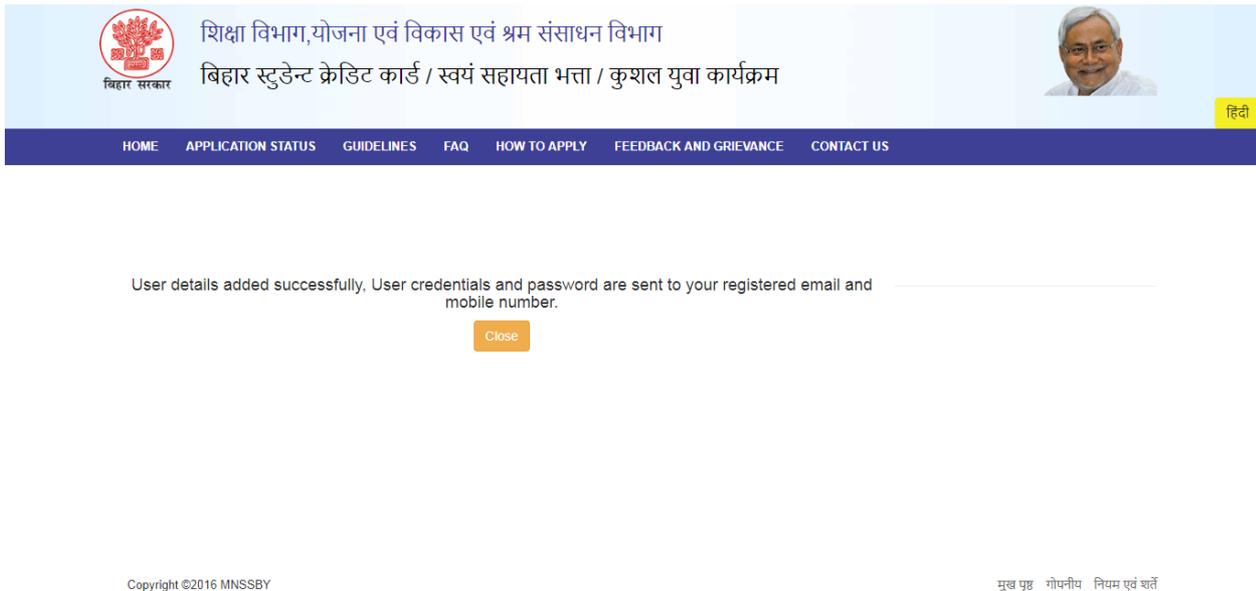
Captcha UTZYW3

Submit Close

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9) User will get the successful message as “User details added successfully”



The screenshot shows the registration form for the Bihar Student Credit Card / Self-Help Scheme / Skill Youth Program. The form includes fields for Aadhar Number, Email Id, Mobile Number, OTP, and Captcha. The 'Status' dropdown menu is open, and 'Inactive' is selected. A 'Verify Mobile and Email' button is visible. The form is submitted successfully, and a message is displayed.

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User details added successfully, User credentials and password are sent to your registered email and mobile number.

Close

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Note* User will be able to login with his credential post successful approval of higher official.



About 3i Infotech

3i Infotech is a global Information Technology company committed to Empowering Business Transformation.

With a comprehensive set of IP based software solutions and a wide range of IT services, 3i Infotech has successfully transformed business operations of customers globally. The Company has a very strong foothold in geographies like North America, India, Asia Pacific, Middle East and Africa and South Asia. The Company's products and services address the dynamic requirements of BFSI, Government, Manufacturing, Retail, Distribution, Telecom and Healthcare.

The flagship products include Amlock[®], Kastle[®], MFund[®], Orion[®] and Premia[®]. A robust capability in the services domain is evident through consulting services, business optimization services and an extensive expertise in mobility, data analytics, big data, testing and application development services.

The Company has over 4800 employees in 18 offices across 11 countries and over 1000+ customers in

