Manual for USER MANAGEMENT

Step 1: Open the attached EXCEL file and find the user details.
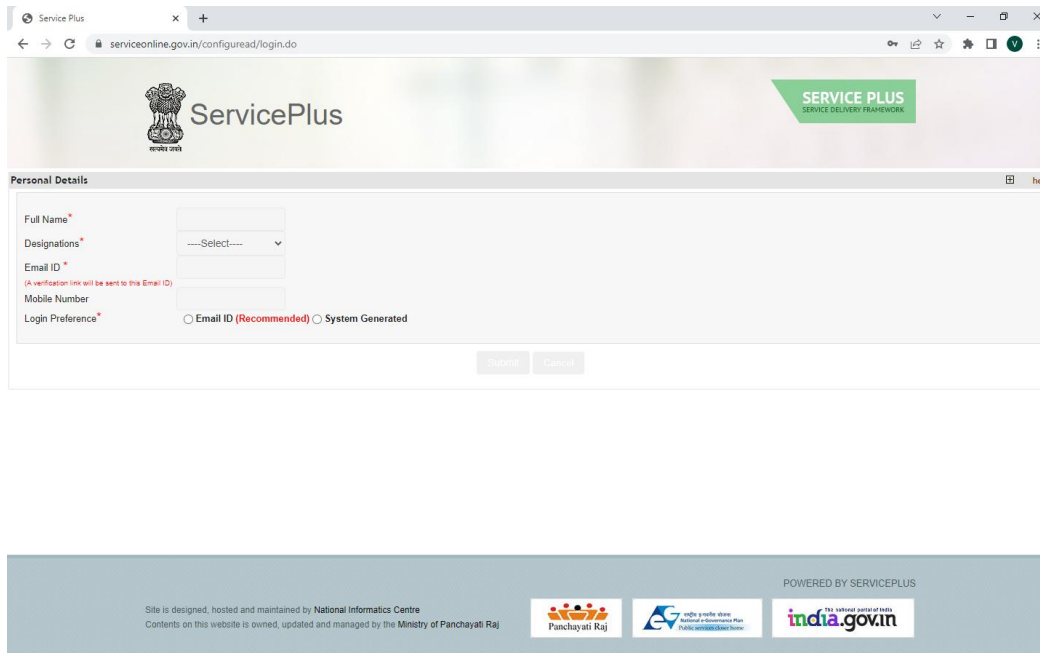

Step 2: Login with the given username and password.
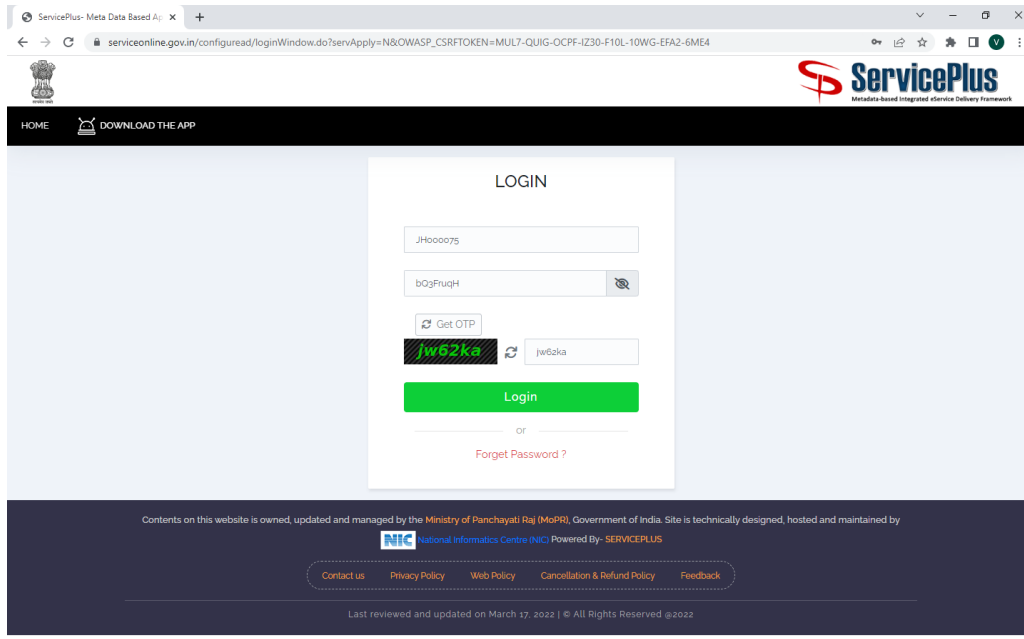
Once logged in, we will be landed into Personal Details page.

Step 3: We have to fill the personal details of that user.

a) Fill User full name
b) Select the Designation from the drop down list.

c) Fill the email id
d) Fill the mobile number.

e) Select "System Generated" ratio button,

f) Click on Submit Button (Button will be gray color. Don't worry).

Then it will send verification link to the given email id.

ServicePlus has sent a verification link on your Email ID vexxxxxx@uxxx.in. Please confirm your Email ID by clicking on the link and Reset Password. The Verification link is available for one time use only. Link is valid for 24 hrs. From the time of request

Logout

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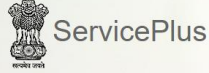Contents on this website is owned, updated and managed by the **Ministry of Panchayati Raj**

Step 4: Check the email for verification link.

Verification Link   December 22, 2022 3:45 PM

From: noreply serviceonline
To: venkadeshv tcs

Hi,
You have requested to add venkadeshv.tcs@uidai.net.in to your Service Plus account.

Reference ID t0dcqj0wbp
Before you start using your Service Plus account, Please click the below link to confirm your Email ID
https://serviceonline.gov.in/configuread/linkVerification.do?
verificationLink=229e9dc6e0c2442240ba88d03c33343a-b5276b5e43cec61a529efaee1bb049b5
If you click the link and it appears to be broken, please copy and paste it into new browser window. Please do not reply to this mail. Thanks Service Plus

Step 5: Click on verification link from the email. Then it will redirect to Change Password page.

Step 6: Give new and confirm password and click submit button

Then it will redirect to below page.

Your Password has been successfully changed. The request has been sent to your Admin for approval. You can you use your Service Plus account once the request gets approved.

Back

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Step 7: Login with State Nodal officer login credentials.

LOGIN

JHooooo2

Get OTP

jw62ka

Login

or

Forget Password ?

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Step 8: Click on "User Management" menu and click on "Manage User(s)" submenu.

Then below page will be loaded.

Step 9: Select "Add Employee to Office" from the drop down list

Step 10: Click on "Unapproved Users" ratio button.

Step 11: Click on "Select Department Level" and Select "District" from the list.
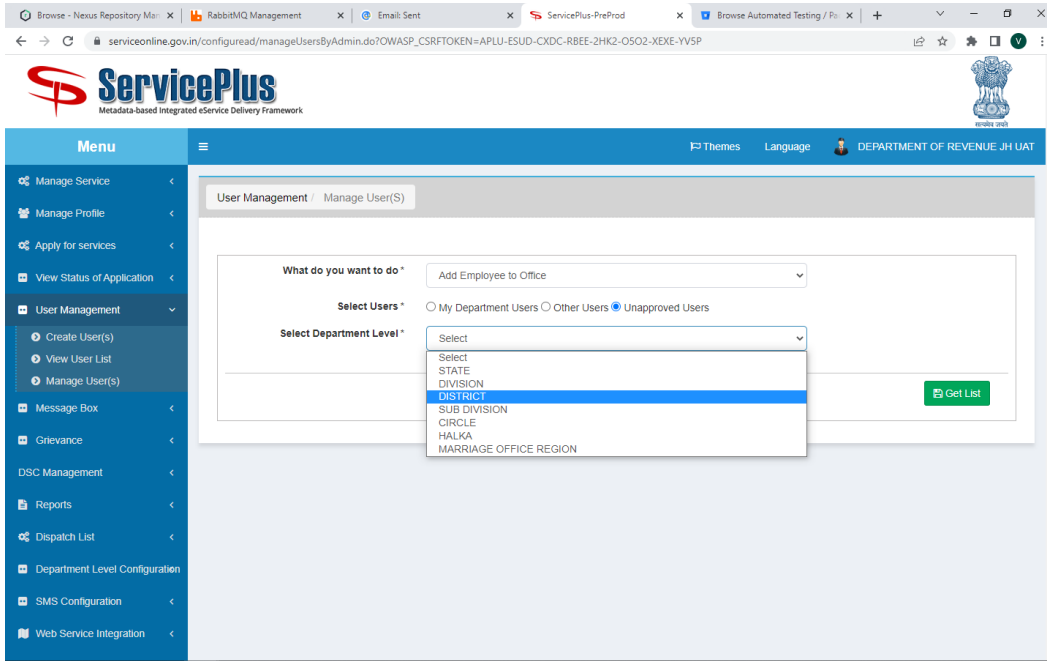
Step 12: Click on "Select Department Office" and select "Office of Deputy Commissioner".
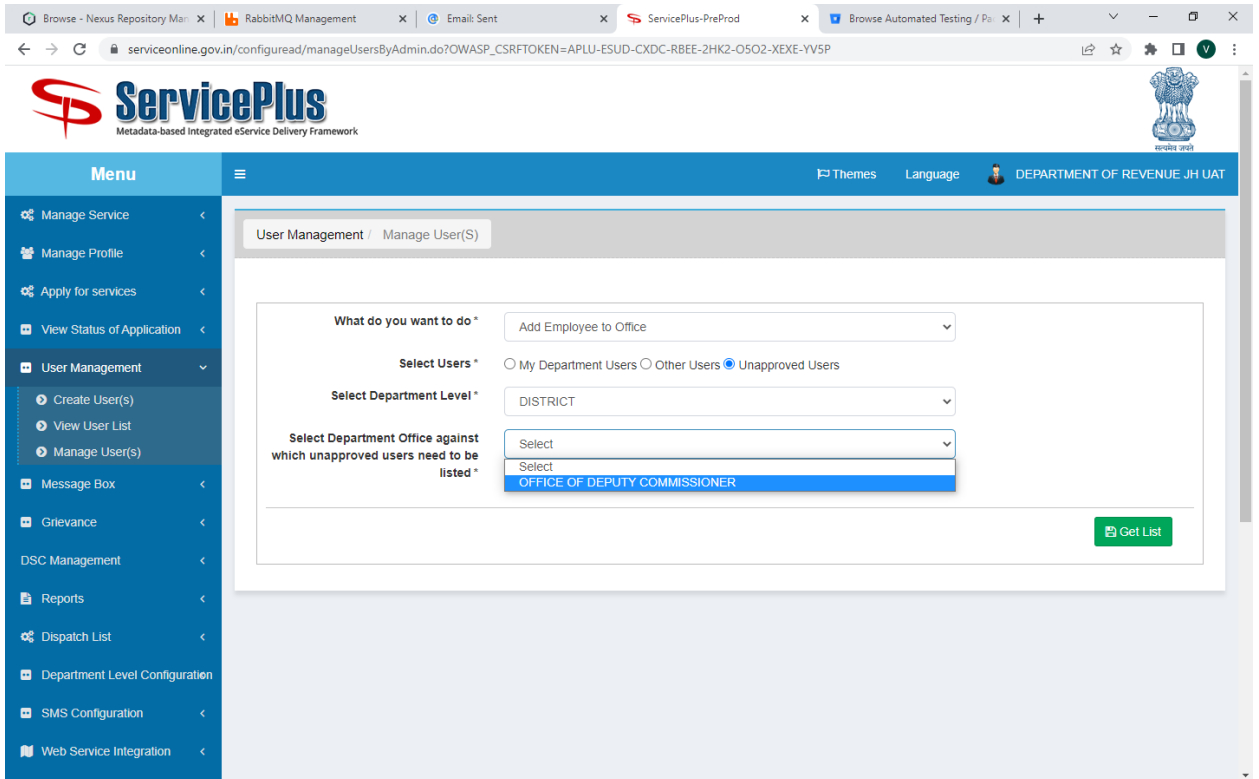
Step 13: Click on "Get List".

Step 14: Then it will load the user for approval.

Step 15: Select the user and click on "Approve Users" button.

Then will ask you to assign designation and assign role.
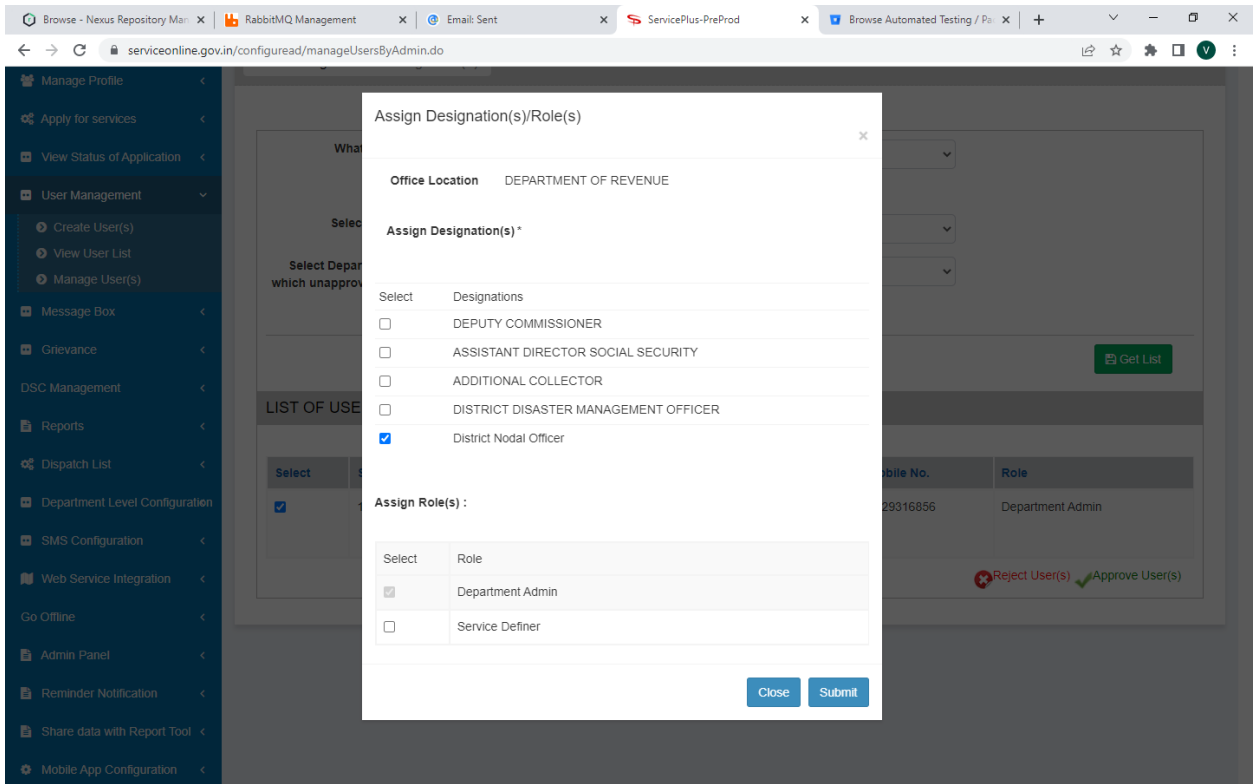
Step 16: Click on Submit button. Then we will get below screen.
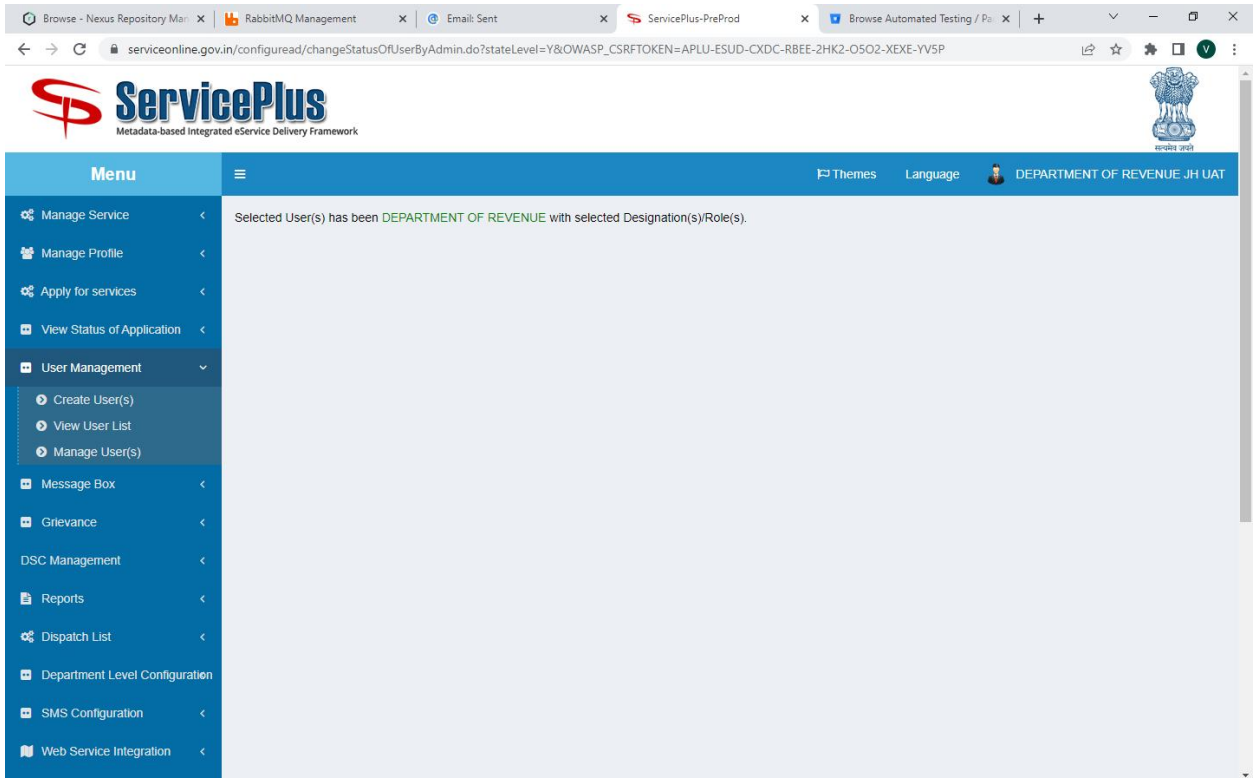
Step 17: This user has to login with his new credentials to Service Plus

Then we will be loaded into this page.

Step 18: Go to "Manage Service" menu and click on "Assign Officials" sub menu.

Then below screen will appear.

Step 19: Select the service and click submit button.

Then below screen will appear.

Step 20: Click on the user from the "Assign/Replace User" column in the table, then user details will be displayed in the pop up.

Step 21: Select the user and submit.

Step 22: Do the Step 20 and 21 for each task.

Step 23: Finally click "Submit" button

Finally, Now the user is able to see the applications in the Inbox and able to do any action.

The End.