User Registration Module

Help Manual
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1. URL and Login Page:
   Path: Open a Firefox/Chrome browser > Type and URL address as:
   https://pingala.iitk.ac.in
   Description: This will appear as the home page when the user will click on Above URL.

   Picture A: This picture shows the Login Page where the User will click on “New User register here” link to move to the next page for PF Number Verification.
2. New User Registration:-

Description: This page will ask user to enter their PF Number and click on “check” button to verify their PF number. If the PF No is not in the database then the User will have to check with Automation team for setting up. If the User as already registered then system will show an alert message that user is already registered. If PF No exists in the database then the system will display the basic details of the User and proceed as below

Picture 2: Please refer the below picture on steps to be followed.

Pic 2

Picture 3: This picture will help the user to check his/her details Like Email ID and Mobile Number (if Mobile is not stored database then system will display alert).

Pic 3 – If Mobile Number is missing.
Picture 4 – This screen will display as the final screen before generating OTP which will be sent to his registered Email ID & mobile no (as available in database). Once the OTP generated, a confirmation message will display. User will enter his/her OTP and click on Submit button.

3. Sign Up Form:-

Description:
1. This screen will help user to generate new User Name according to their wish and user will also create new password and same will be confirmed again. User will enter captcha for verification and will click on submit button to final submit.
2. This screen will also help user to create password that is defined in the system. Password policy will also display side by side.

Picture 5: Sign Up Screen
4. **Forgot password:**

   **Description:** This link will help user to retrieve his/her password if forgotten. Process will be followed as:

   1. User will click on Forgot password link to open Forgot password page where system will ask for User ID and user will click on check button to display the details. (Pic 6)

   2. User will enter his/her User ID and click on check button. Once the details open, User will click on “Generate OTP” and an OTP will sent to his/her registered Email ID which will display on the portal. (Pic 7)
3. Now when the User will click on submit button, the system will redirect to Generate Password page where the user will generate a new password and same will be confirmed, captcha will be entered and final click on submit button. (Pic 8)

Note: On successful submission, System will redirect this page to home screen where the User can log-in with new password and confirmation password will also display.
5. Change password:

Description: This will help User to change their password from the system only when they are logged in to the portal.

1. Click on the display that is showing on the right corner of the page and then click on profile button to open the profile page. (Pic 9)

![Pic 9](image)

2. Now the User will click on “change password” button to open the change password screen. (Pic 10)
3. Now on this screen User will enter his/her old password and create new password & same will be confirmed. Captcha will be entered by user for confirmation and on final submit, New password will be set. (Pic 11)

Note: Once the user click on submit Button, the system will display a confirmation message & redirect it to the Dashboard.