



## USER MANUAL

### UPDATION OF EMAIL & PASSWORD RESET BY PIMS NODAL OFFICERS

1. Login to the GovtID Management Portal (<https://govtid.nagaland.gov.in>) and select **"MANAGE EMPLOYEES"** option from your dashboard.

The screenshot displays the GovtID Management Portal dashboard. The top navigation bar shows the GovtID logo and the word 'Dashboard'. A dark sidebar on the left contains three menu items: 'Dashboard', 'PIMS Nodal Officers', and 'Manage Employees', with 'Manage Employees' being the active selection. The main content area is titled 'Dashboard' and features a user profile card for 'ITC Nodal Office Admin' with a profile icon and a blue checkmark button. Below this is a section for 'ID Card Applications' with a search input field labeled 'Search by Pims Code or Name' and a 'Sele' button. At the bottom, a table header is visible with columns for 'STATUS', 'ID #', 'FULL NAME', and 'EMP'.

2. **Search the employee for which changes are required to be made using their PIMS Code. Only registered employees will be listed. If the employee is not registered, they can register FRESH.**

The screenshot shows the GovtID Dashboard with a sidebar menu containing 'Dashboard', 'PIMS Nodal Officers', and 'Manage Employees'. The main content area is titled 'Dashboard' and features a search form with the label 'Enter PIMS Code \*', an empty text input field, and a blue 'Search' button.

This screenshot shows the search results for an unregistered employee. A red message box states: 'This employee is not currently registered in the system'. Below this, the search form is populated with the PIMS Code 'ITC0004' and the 'Search' button is visible.

**If employee is found the details will be displayed as indicated below:-**

This screenshot shows the search results for a found employee. The search form contains the PIMS Code 'ITC00031' and the 'Search' button. Below the form, the employee's details are displayed in a table format.

|                             |                      |
|-----------------------------|----------------------|
| Employee Name:              | Er. Yanger Longkumer |
| Employee PIMS Code:         | ITC00031             |
| Employee Registered Mobile: | 7005169576           |
| Employee Registered Email:  | yangeruzi@gmail.com  |

At the bottom of the details section, there are two buttons: 'Update Email' (blue) and 'Reset Password' (red).

### 3. Select the option, i.e “Update Email” or “Reset Password”

Dashboard

Enter PIMS Code \*

|                             |                      |
|-----------------------------|----------------------|
| Employee Name:              | Er. Yanger Longkumer |
| Employee PIMS Code:         | ITC00031             |
| Employee Registered Mobile: | 7005169576           |
| Employee Registered Email:  | yangeruzi@gmail.com  |

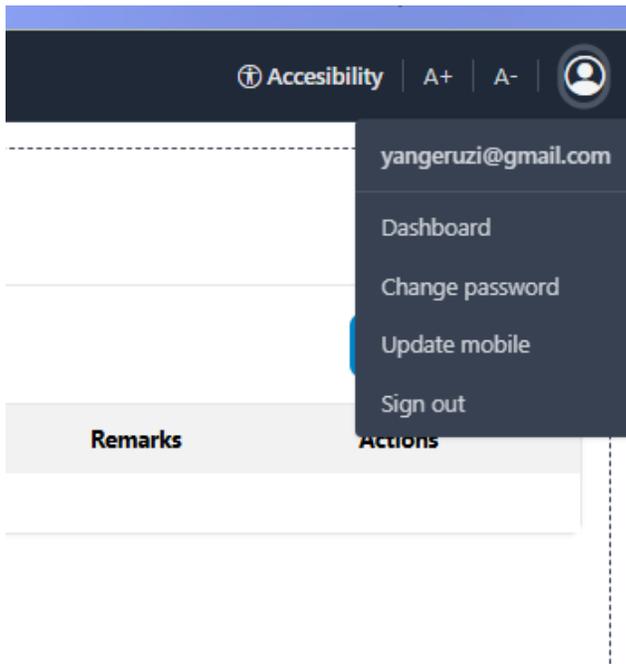
I. If the **UPDATE EMAIL** option is selected you will require to provide the correct email in the form as indicated below

Update Email for Er. Yanger Longkumer

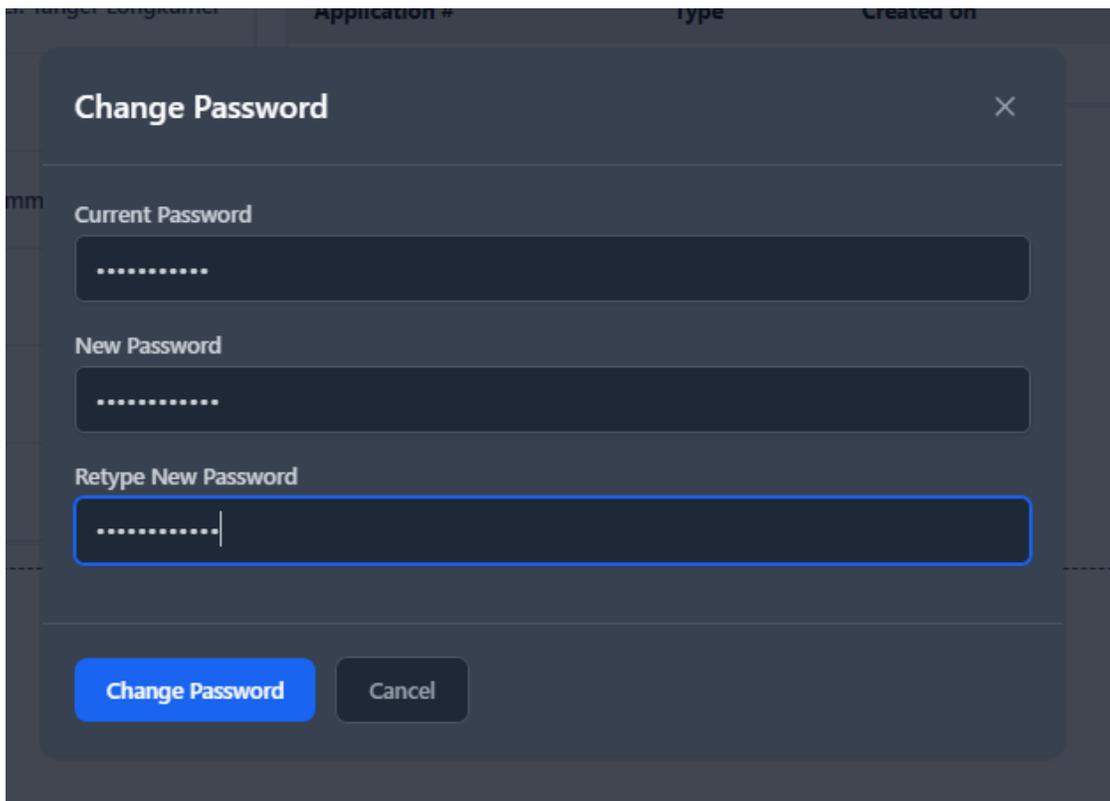
New Email \*

II. If the **RESET PASSWORD** option is selected, the new password will be displayed, which can be shared with the employee. The employee must login using the new password and change the password as indicated below:-

a. **Select your profile -> Change Password**



b. Fill up the fields for **current password** and **set a new password**.



c. Click the **CHANGE PASSWORD** button.