

User Login Manual



सत्यमेव जयते

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1 INTRODUCTION

This manual contains a step-by-step process of understanding how to login Parichay with different authentication methods. Once you understand all the authentication methods, you can select the best option to secure your Parichay account.

This manual is an extremely helpful document for the user logging for the first time.

2 How to Login Parichay

Step 1: Enter Parichay credentials (**Username and Password**). Username should be in the format of "userid@domainname" (Example: xxxxx@nic.in). Click **Next.**

Azadi ka Azadi ka Annti Mahobsav	Sabka Saath
	Sabka Vishwas Sabka Prayas
	Tip of the day Clear all your private data from the cookies while leaving
Please enter details to proceed Enter User Name eg. userid[at]domain[dot]in	Parichay Authenticator
Enter Password	Kavach 🖲 🍅 😨
Next	Parichay Authenticator and Kavach should be downloaded only from authentic platforms.
Forgot Password Ministry of Electronics & Information Technology Government of India	(Retired Officers) Profile

Fig. 1



****Please Note:** After 3 unsuccessful username and password attempts, the user will be redirected to the login with Captcha page.

Click on the Menu button given over the login fields and then, choose "**Register Complaint**" to register any complaint or

"FAQ" to see the frequently asked questions.

Sabka Prayes	Sabka Saath Sabka Vishwas Sabka Prayas
Please enter details to proceed	User Manual FAQ Register Complaint Privacy Policy Parichay Authenticator 6
Enter Password 🛷	Kavach 🖲 🧯 🕨 🔮
Next	Parichay Authenticator and Kavach should be downloaded only from authentic platforms.
Forgot Password	Extend ID Update Mobile & (Retired Officers) Profile
Ministry of Electronics & Information Technology Government of India	

Fig. 2

Step 2: Now, the user will be prompted to the **Two-step Authentication page** when logged in from Non-remembered Device*. Select an authentication method and click **Next**.



ARICHAY Single, Simplified, Safe
Two Step Authentication
Select one of the options and Click 'Next'
😟 OTP on Email
OTP as SMS and on Sandes
- Tap Authentication
🖔 Token Authentication
Next
Login as Different User
Ministry of Electronics & Information Technology Government of India
Fig. 3

a) OTP Authentication via Mobile

Enter 6-digit OTP received on the registered mobile no. and click Next to login.

ARICHAY Single Simplified Sofe
< Back
OTP successfully sent to registered Mobile +91*****3884
Enter OTP
Show OTP Resend OTP
Don't ask me again on this Device 💿
Next
Login as Different User
Ministry of Electronics & Information Technology Government of India

Fig. 4

****Please Note:** After 3 unsuccessful OTP attempts, the user will be redirected to the login page and resend OTP option will be disabled after 3 attempts.

****Please** Note: After 3 unsuccessful token attempts, the user will be redirected to the login page.

b) <u>Tap Authentication</u>

Accept the tap notification received on the registered Parichay Authenticator device to log in.



Fig. 6

****Please** Note: To use TAP or TOKEN as an authentication method, download Parichay Authenticator App and enable Multi-factor authentication from your Parichay account.

Go to Settings > Account Settings > Enable Multi-factor

c) <u>Token Authentication</u>

Enter the **token** generated by Parichay Authenticator App and click **Next** to login.







The user can select '**Don't ask me again on this device**' checkbox to remember the device (identified by IP, Browser ID, and User-Agent) thus skipping the two-step authentication process when log in from the same device in future. However, if the service has enabled the force authentication, the user needs to authenticate irrespective of the remembered browser.

User may want to sign in with a different ID within the same browser. In this case, the user may click on **Login as Different Browser** to login with different account.

**Please Note: After 3 unsuccessful token attempts, the user will be redirected to the login page.



3 TIMEOUT

The session expiration time may vary from service to service. After the service timeout, the user will be redirected to the password page.

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	Service Timeout	Clear all your private data from the cookies while leaving the PC Parishav Authenticator 0	
	Next Login us Different User	Forgot Password	Kavach 0 (1) Patrichay Authenticator and Kavach should be downloaded only
	Ministry of Dischemics the Information Technology Government of Inda	rears(i) National Informatica Centra	Driena ID Budate Mobile & Profile

Fig. 8

Step 1: Enter Password again

Step 2: User will be prompted for the two-step authentication in case of forced authentication settings by the service.