

USER LOGIN MANUAL PARICHAY



सत्यमेव जयते

Submitted By:



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1 INTRODUCTION

This manual contains a step-by-step process of understanding how to login Parichay with different authentication methods. User can follow the steps to understand all the authentication methods and select the best option to secure their Parichay account.

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

2 How to Login Parichay

2.1 PASSWORD-BASED AUTHENTICATION

Following are steps to login Parichay (<u>https://parichay.nic.in</u>) using password-based authentication where user needs to:

Step 1: Enter their login credentials (**Username and Password**). Username should be in the format of "userid@domainname" (Example: xxxxx@nic.in). Then, they need to provide the consent and click "**Next**" button. [Refer fig. 1]

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Next Forgot Password			9		
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Fig. 1



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

>>Now, the user will be prompted to OTP verification Page.

Step 2: OTP Authentication on SMS and on Sandes:

Enter the **6-digit OTP** received on the registered mobile no. and click **Next** to login. [Refer Fig. 2]

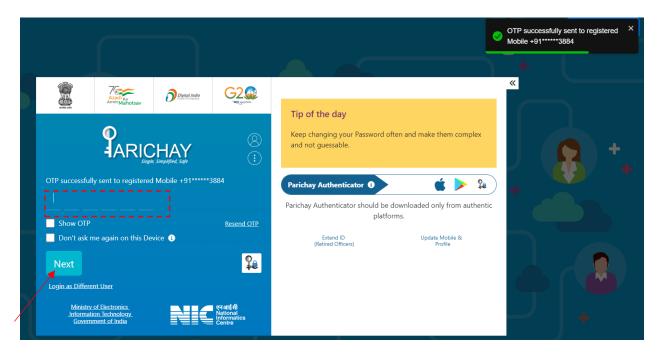


Fig. 2

****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.

>> Post-successful OTP based verification, user will be redirected to Parichay Dashboard. [Refer Fig. 3]



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» Andhra Pradesh Services	FEATURED SERVICES							
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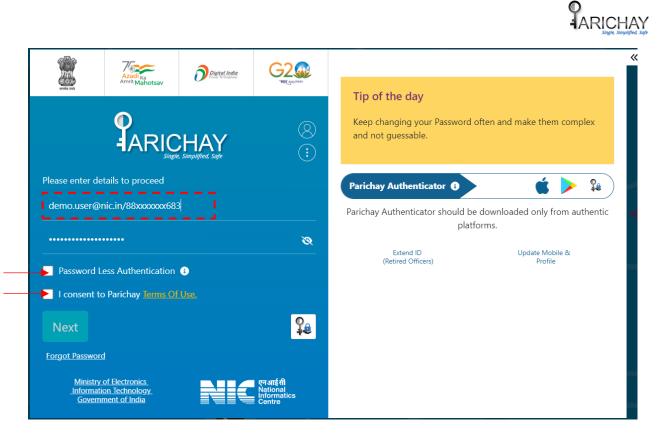
Fig. 3

2.2 PASSWORD-LESS AUTHENTICATION

Following are steps to login Parichay (<u>https://parichay.nic.in</u>) using password-less authentication where user needs to:

Step 1: Enter either **Email** or **Mobile Number** and mark the checkboxes to enable Password-less option and provide **consent** to Parichay Terms of Use. [Refer Fig. 4]

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Step 2: Now, click the "Next" button to continue. [Refer Fig. 5]



Fig. 5



>> User will be redirected to OTP based verification Page.

Step 3: Enter the **6-digit OTP** received on the registered mobile no. and click **Next** to login. [Refer Fig.]

				OTP successfully sent to registered × Mobile +91*****3884
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Login as Differe	ent User			
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Fig. 6

>> Post-successful verification, user will be redirected to Parichay Dashboard. [Refer Fig. 7]

					AD
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			nd Maintained by National Informatics Ce ation Policies Terms & Conditions	ntre	
			Fig. 7		



3 MULTI-FACTOR AUTHENTICATION USING PARICHAY AUTHENTICATOR

Users can enable MFA by logging in to their Parichay Account using any of the two methods mentioned above including the default OTP based verification and following the steps given-below afterwards:

Step 1: Click on the top-right "button" to see the "Settings" option. [Refer fig. 8]

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Service Groups					Type in the service name			
» Default					type in the service name			
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Step 2: Click on the "Settings" option to proceed. [Refer fig. 9]

					AD
Service Groups					Type in the off41.del@nkn.in
 » Aarogya Setu App 	FEATURED SERVICES				A Settings
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Step 7: Click to switch the button from "OFF" to "ON" and enable the Multi-factor Authentication in Account Settings tab. [Refer fig. 10]

						AD
Account Settings Profile Account Activity	ACCOUNT SETTINGS ALERT & NOTIFICATIONS New Login Device ① AUTHENTICATION Multi-Factor ①	 CN ¢ Off	UPDATE PASSWORD Change Password ① Geo-Fencing Manage geo-fencing se	attings O	CT.	
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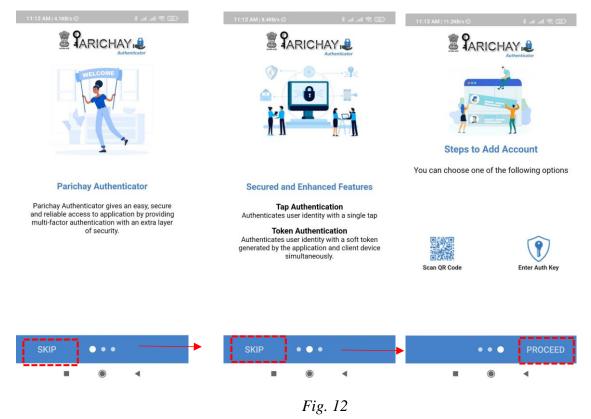
Fig. 10

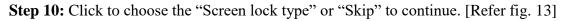
Step 8: Now, scan the QR using the Scanner feature of Parichay Authenticator app on your mobile. [Refer fig. 11]

LALTHING SETTINGS	
Add Device 😑	Device Not Exist
Please set up and account in Parichay Authen	icator app on your device. The account can be set up either by scanning the below QR Code or manually with the two-factor secret key.
	User ID: off41.del.nkn Auth key: QQ5NJ2ZH
Or	ce you set up the account, enter the six digit verification code generated by the Parichay Authenticator app.
	Submit

Fig. 11

Step 9: Open the Parichay Authenticator application on your smartphone (Android/iOS). Slide forward or click on the "Skip/Proceed" button. [Refer fig. 12]





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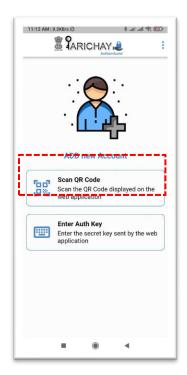


Fig. 14



Step 12: Scan the QR [Refer fig. 11] using the scan feature of Parichay Authenticator application. [Refer fig. 15]

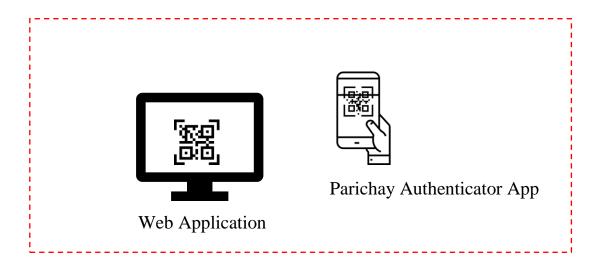


Fig. 15



Now, the user will be able to see the token on Parichay Authenticator, use this to configure your account. [Refer fig. 16]

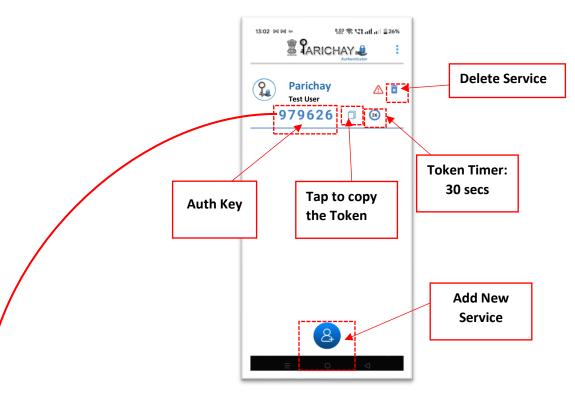


Fig. 16

Step 13: Enter the six-digit token number in the required field below the QR Code. [Refer Fig. 17]

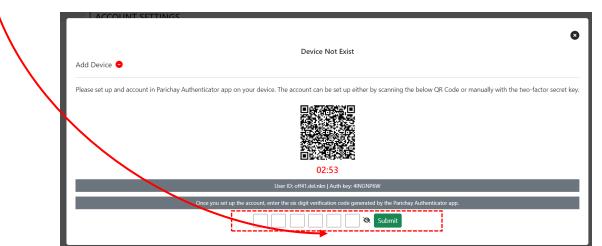


Fig. 17



Now, the user has successfully configured their account with Parichay Authenticator for both tap and token authentication.

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	Platform	Device Name	Updated On	Action		
	Android	CPH2487Build	2024-08-14 13:18:00 IST	Ē		
Add D	Device O					

Fig. 18

4 MFA BASED AUTHENTICATION

Step 1: User can choose either password-based or password-less authentication in the **first** step of login process:



Fig. 19



>> The user will be prompted to MFA page.

Step 2: Now, choose any of the MFA options to continue. [Refer fig. 20]

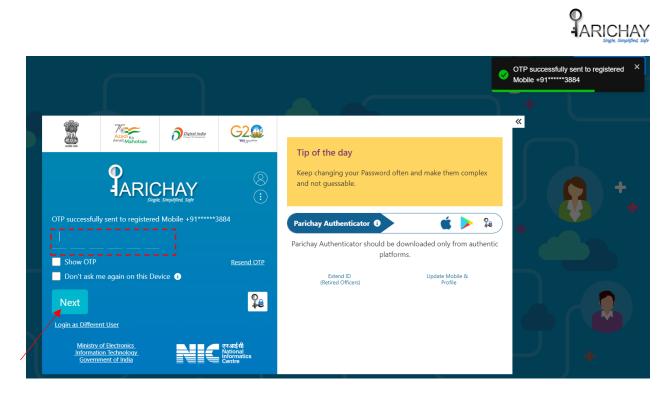
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🔒 Tap Auth 🖑 Token Aut	entication hentication			Extend ID (Retired Officers)	Update Mobile & Profile	
Next Login as Differe <u>Ministry</u>	of Electronics		रू न आई सी			
<u>Informati</u> <u>Govern</u>	ion Technology ment of India		National Informatics Centre			

Fig. 20

>> User can choose any of the MFA options and following will be the authentication scenarios:

Step 3.1: OTP as SMS and on Sandes

Enter the **6-digit OTP** received on the registered mobile no. and click **Next** to login. [Refer Fig. 21]





>> Post-successful verification, user will be redirected to Parichay Dashboard.

Step 3.2: Tap Authentication

a. User needs to choose the "Tap Authentication" and click "Next" to proceed. [Refer Fig. 22]



Fig. 22



Now, User needs to check the pull notification for their Parichay Authenticator App.

b. Tap the "Accept" option to continue. [Refer Fig. 23]

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C Delhi,India	
Aug 17,2024 13:41:55 Saturday	
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4	
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>> Post-successful verification, user will be redirected to Parichay Dashboard.



Step 3.3: Token based Authentication

a. Choose the "Token Authentication" and click "Next" to proceed. [Refer Fig. 22]

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		, Simplified, Safe	8 :	Tip of the day Keep changing your Password often and make them complex and not guessable.	
	Two Step A u elect one of the op 1S and on Sandes	i thentication tions and Click 'Ne:	ct'	Parichay Authenticator (3) (2) (2) (2) (2) (2) (2) (2) (2) (2) (2	+
Tap Auth	entication		✓	Extend ID Update Mobile & (Retired Officers) Profile	
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Now, User needs to check the 6-digit "Token" for their Parichay Authenticator App.

b. Enter the "Token" in the required field to continue. [Refer Fig. 23]



Fig. 23

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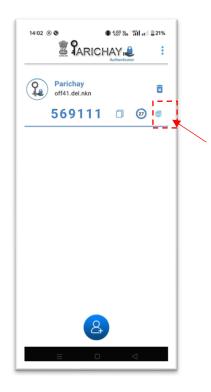


>> Post-successful verification, user will be redirected to Parichay Dashboard.

5 GEOFENCING

User can manage geofencing for their Parichay Account accessibility via Parichay Authenticator Application. Following is the step-wise procedure:

Step 1: Open the Parichay Authenticator application configured with Parichay Account and Click the "**Geofencing**" icon to proceed. [Refer Fig. 24]





Step 2: Click to switch the button and enable Geofencing Settings. [Refer Fig. 25]



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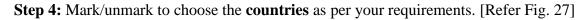
Step 3: Now, click the "Manage" button to view the list of countries. [Refer Fig. 26]

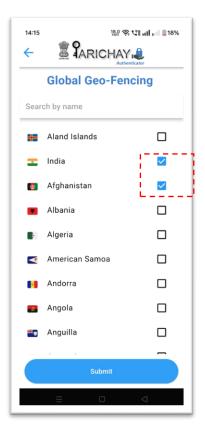
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Step 5: Now, click the "Submit" button and press back to view the applied changes. [Refer Fig.





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6 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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Fig. 29

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.

7 HELP & SUPPORT

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. [Refer Fig. 30]

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I consent to	o Parichay <u>Terms O</u> l		₽ ₽		
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Fig. 30



8 LOGIN VIA INTEGRATED SERVICE

For example: The user wants to login to Analytics (*analytics.gov.in*) service integrated using service through service homepage. Following are the required steps:

Step 1: Visit the service URL (ex: <u>https://analytics.gov.in</u>) [Refer Fig. 31]

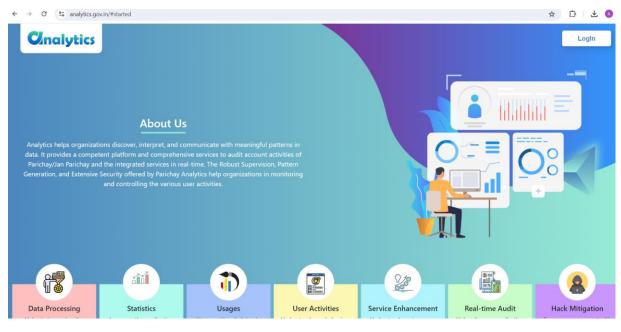


Fig. 31

Step 2: Click the "Login with Parichay" option to continue.



Fig. 32



>> User will be redirected to Parichay Login Page.

Step 3: Now, user can login either using the Password-based or Password-less authentication procedures mentioned above. [Refer Fig. 33]

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Fig. 33