User Management Process

User Guide (Secure Login)

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INTRODUCTION

The Ministry of Parliamentary Affairs, Government of India would be responsible for the implementation/coordination/supervision/monitoring and training of MLAs and Officers with respect to the NEVA platform. It is also responsible for the upgradation and maintenance of NeVA site at regular intervals or as and when required.

Keeping this in view, the CPMU NeVA has been working constantly towards the capacity building measures of the Legislatures, Members and various other stakeholders of the application. To facilitate this, it has come up with the elaborate training modules, presentations and the short video tutorials for the guidance and the assistance of the stakeholders. Various efforts will be made in this direction for the trainings of the stakeholders.

This training module is named as “USER MANAGEMENT PROCESS MODULE”. This module is designed to help the prospective users of NEVA platform by providing them a firsthand information about the process through which a person becomes a user of the NEVA platform.

The NEVA platform caters to the needs of multiple and different stakeholders/users. Also NEVA platform can be used to perform diverse functions and different roles by different users. In this context “USER MANAGEMENT PROCESS MODULE” provides an integrated solution to the diverse needs of diverse users. This single module describes the whole process through which different type of users can get them register and can perform different roles, functions based on their official position. The different stakeholders are mentioned below:

In Central Government:
- Central Ministers
- Central Ministries and associated Departments – Staff/Employees (Secretaries, HODs and others)
- Parliament (Rajya Sabha and Lok Sabha) – Speaker, Deputy Speaker, Chairman, Deputy Chairman, Staff (including secretary general) and MPs.
- Chief Parliamentary Secretary
- Committee Chairperson
- Personal Staff of Member

In State/UT Governments:
- State Ministers
- Vidhan Sabha secretariat/Legislative House and councils – Speaker, Deputy Speaker, Chairman, Deputy Chairman, their staff and MLAs.
- State Government Departments and associated offices – Staff/Employees (secretaries/HODs and others)
- Departmental Head of Sub Divisional Level
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- District Administration and SDM
- Subdivision Administration
- Pradhan
PURPOSE OF THE DOCUMENT

As mentioned above, this module is “USER MANAGEMENT MODULE”. This module describes step by step process through which a prospective user/stakeholder can register him on NEVA platform in order to become a part of the integrated and multi-stakeholder NEVA system.

Any person who wants to use NEVA platform should first get himself registered on NEVA platform. This process is described in the NEW USER REGISTRATION chapter, in which a user has to provide his basic personal information. The end result of this process results in the generation of the user’s personal especific login credentials in form of User Id (Neva Id) and Password.

The second chapter USER REGISTRATION FORM mainly deals with the official position of the user, which decides a person’s roles, duties, powers, functions etc. and thereby his level of access control to various functions provided online by NEVA platform.

The PROFILE UPDATE chapter describes the process through which a person requests access to various role descriptions (along with the extent of access) present in NEVA platform based on his official position and accordingly sends request to the Web Administrator/SuperAdmin. The sending of requests for access control is described in the SEND REQUEST chapter.

Finally the APPROVE ROLE REQUEST chapter describes the process through which WebAdministrator/SuperAdmin approves the level and extent of the access control a user is permitted to based on user’s request for access control.

In order to make the above mentioned processes easy to understand, we have also used a number of pictures/screenshots from the NEVA platform itself so that the module becomes interactive and easily comprehensible.
Finding the Application (Site Login Page)

First of all, the users have to enter the URL https://cms.neva.gov.in/ in the browser, this will redirect them to the login page displaying a form wherein the general/public login credentials (as provided) have to be entered.

NEW USER REGISTRATION

In order to become a user first select appropriate Neva unit (from Select Neva Unit Name dropdown) in which you want to become a user then, fill-up general/public login credentials as following :- In User ID*: nevauser & Password*: welcome. Then enter the Captcha from the image and click on Login tab. This user registration form is shown below:

Figure 1: Site Login Page displaying login form
**USER REGISTRATION FORM**

After public login following screen will appear in which you have to fill your personal information. Enter your Email Id, Name, Gender, Date of Birth, Father’s name, Mobile no., Address in respective spaces. Your e-mail id will be your user Id and you can also upload your photo by using **Select Photo** tab.

![User Registration Form](image)

**Figure 2: New User Registration form**

After filing above information click on the **Save** button to register yourself. After clicking on **Save** button, a Successful Registration message will come with a new User Id and Password. Please copy this personal user Id (NeVA Id) and personal Password from the message. This is shown below:

![Successful Registration message](image)

**Figure 3: Successful Registration message with new ID and Password**
Now the user has to visit the URL https://cms.neva.gov.in/ again in the browser, to open a login page form as shown below. In this page the user has to select the appropriate Neva unit, enter his personal NeVA Id in the User ID column and personal password in Password column along with correct Captcha from image. The user has to login with his new NeVA User ID and Password which are auto generated after successful registration. After this click on Login button.

![Figure 4: Site Login Page displaying login form](image)

**PROFILE UPDATE**

After successful login, the opened page shows user dashboard. Click on your name (Welcome Name tab) on upper right end of the page and then click on Profile tab.

![Figure 5: New User Dashboard](image)

After Click on Profile button following form/screen will appear as shown below. This
form contains your already filled personal details where you can also upload your photo and signature. The second section is Designation Section, which describes a user’s official position and hence in this section a user has to select proper User Type, Sub User Type, Department and Designation.

Figure 6: Profile update form

First click on User Type drop down and select one (out of four alternatives) according to your profile/official position: 4 User Types are:
Government Secretariat – if you are a staff of the government ministry.
Vidhan Sabha Secretariat – if you are a staff of Legislative House only.
Department – if you belong to a department of the government (centre or state).
Legislative House – if you are a member(minister also) of any Legislative house.

Sub user Type: Based on above mentioned User Types, you have to select appropriate sub-user types. See below list of Sub User types:

Government Secretariat
Administrative Secretary(Head)
Other than Administrative Secretary(Head)

Legislative House Secretariat
Legislative House Secretary
Other than Legislative House Secretary
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Department
Head Of Department
Other than Head Of Department
Departmental Head of Sub Divisional Level
District Administration
Subdivision Administration
Pradhan

Legislative House
Member of House
Speaker
Minister
Chief Parliamentary Secretary
Committee Chairperson
Personal Staff of Member
Deputy Speaker
SDM

**SEND REQUEST**

After Updating profile, next process is to send request using *Send Request* button. For this first click on your photo/name (*Welcome Name* tab) on upper right end of the page and then click on *Send Request* tab as shown below in figure.

![Send Request tab on user Dashboard](image)

*Figure 7: Send Request tab on user Dashboard*
After clicking on **Send Request** tab following screen will appear. In the **Submit Department Request section** you can update your department and secretary and then click on **Send Department Request** button. In the **Submit Access Request** section, a user has to request access to different roles based on his official position by clicking on appropriate check boxes against different **Access Descriptions**. He also has to check different boxes (**Send, Save, Edit, Delete**), based on the extent/level of access required within each Access Description. After this click on **Send Role Request** button.

![Figure 8: Requested roles and Access Control list](image)

After Clicking on **Send Role Request** button you will see the requested access control list at the bottom of the page with **pending** status.
After you send your role request for different levels of access control with respect to different roles, your request is approved by Web administrator/SuperAdmin and you have to wait till your request is approved by SuperAdmin.

**APPROVE ROLE REQUEST (ACCESS CONTROL) BY SUPERADMIN**

Users’ requested access control role will be approved by Super Admin, for this SuperAdmin has to follow following process. First visit the URL https://cms.neva.gov.in/ again in the browser, to open a login page form as shown above initially. In this page the user has to select the appropriate Neva unit and login with SuperAdmin login credentials. See following process:

SuperAdmin login using his credentials ➔ click on My Dashboard button ➔ click on Access Control dropdown button ➔ Click on Pending Request ➔ Show all list.

From the list, click on correct checkbox against the name of the user for whom you want to approve the access request for various roles. After this you can click on + sign below the name of the user to give limited access to various roles as requested by the user by selecting limited access requests. After this click on Accept Request or Reject Request buttons to accept or reject access control request by the user.
SuperAdmin Dashboard

Figure 10: Approval of Requested roles and access control
After Clicking on **Accept Request** tab, a popup containing confirmation message will appear. Click OK to confirm. In order to verify the accepted requests go to **Accepted Request** tab. You can easily search and check there. Follow below process:

**SuperAdmin** ➔ **My Dashboard** ➔ **Access Control** button ➔ **Accepted Request** button ➔ **Show all list**

And then search your NeVA ID or check with pagination.

![Figure 11: Pane showing the list of Accepted Request in SuperAdmin dashboard](image)

Finally After Approval of your Role Request by Super Admin you can again login with your generated email id or password on [https://cms.neva.gov.in](https://cms.neva.gov.in). On left hand side a menu containing your approved access items/roles will be seen. You can access these as seen below:

![Figure 11: User Dashboard after the requested roles have been approved](image)
For any feedback/comments

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