# USER MANUAL

# FOR

# IGNOU-SAMARTH

# PROJECT

## (VERSION 1.0)

**Prepared by**

**IGNOU SAMARTH IMPLEMENTATION TEAM**
**Indira Gandhi national Open University**
**Maidan Garhi, New Delhi – 110 068**

# ACKNOWLEDGMENTS

I am thankful to Hon'ble Vice Chancellor, Hon'ble Pro-Vice Chancellors, Registrar (Administration), Finance officer for giving me opportunity to analyze the administration activities and implement the SAMARTH PROJECT in the university.

SAMARTH is a Project under Ministry of Education, Govt. of India. It is "an Open Source, Open Standard enabled Robust, Secure, Scalable and Evolutionary Process Automation Engine for Universities and Higher Education Institutions". It is Designed & Developed By Institute of Informatics & Communication, University of Delhi under National Mission in Education through ICT.

We are also thankful to all the team members of SAMARTH Project for providing us all necessary support in implementation of the project in IGNOU.

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# CHAPTER-1

# INTRODUCTION

SAMARTH is a Project under Ministry of Education, Govt. of India. It is “an Open Source, Open Standard enabled Robust, Secure, Scalable and Evolutionary Process Automation Engine for Universities and Higher Education Institutions”. It is Designed & Developed By Institute of Informatics & Communication, University of Delhi under National Mission in Education through ICT

IGNOU being a Open University having many challenges in implementation of the SAMARTH PROJECT as it is uniformly designed for various university. Many of the activities carried out at IGNOU are not similar in nature of other universities. But SAMARTH Team and IGNOU Team worked together and finally the university is initiating the implementation of the SAMARTH Project.

**IMPLEMENTATION OF IGNOU-SAMARTH**: The SAMARTH project will be implemented in the University in Phase wise manner. Initially, User Management (UMS) and Employee Management System (EMS) will be

implemented and once all the employee login credentials are created and their data is verified the other modules like Leave, File Tracking and Management System (FTMS), Payroll will be implemented.

# CHAPTER-2

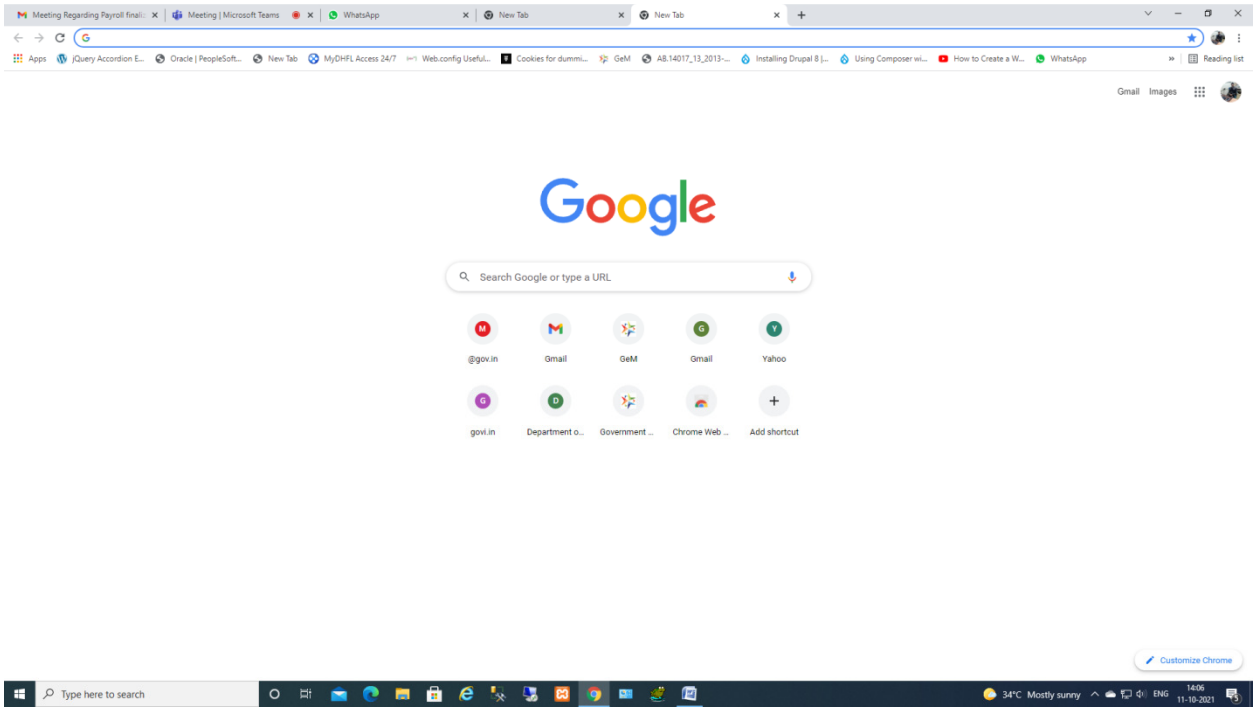
# LOGIN TO THE SYSTEM

User Management (UMS) module gives user the facility to enter into the Samarth Portal and access various modules as per their access right**. In Samarth Portal an user will have different login for their own activities and for administrative activity i.e.** for applying leave there will be one account and for approving leave there will be other account.

As Samarth is Web-Application we required internet to use this application.

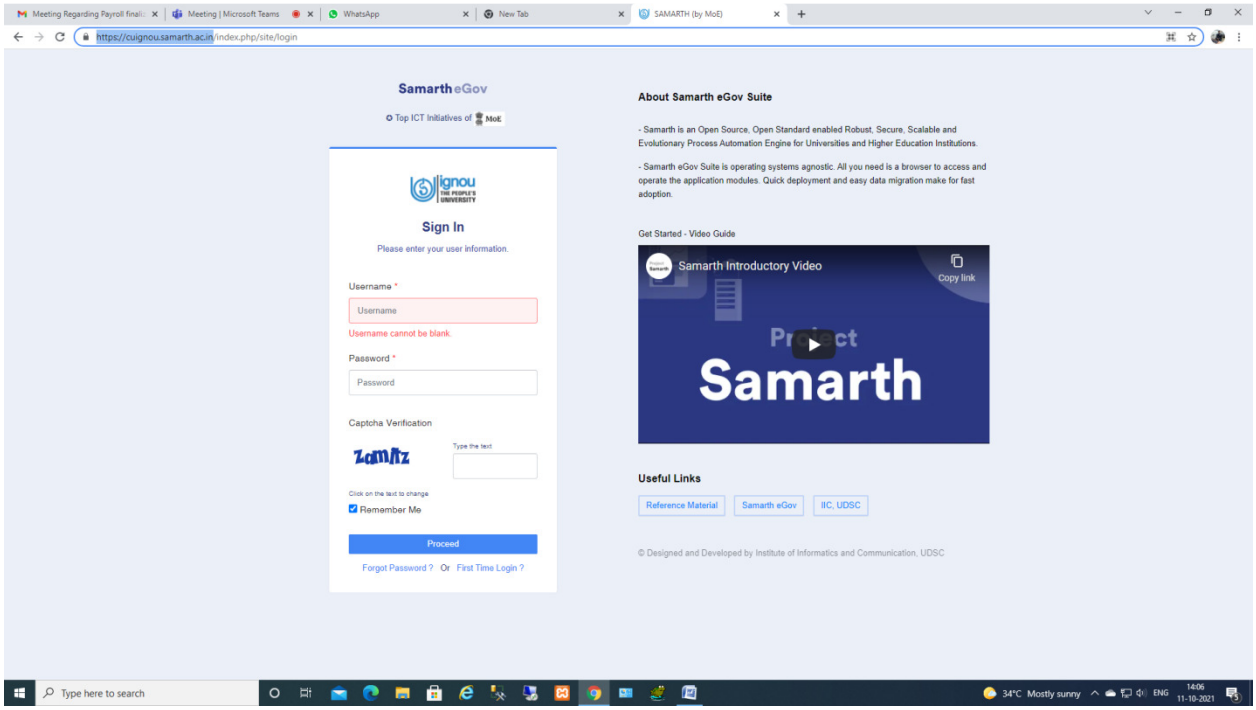
The various steps for login is as under:

1. Open any web browser

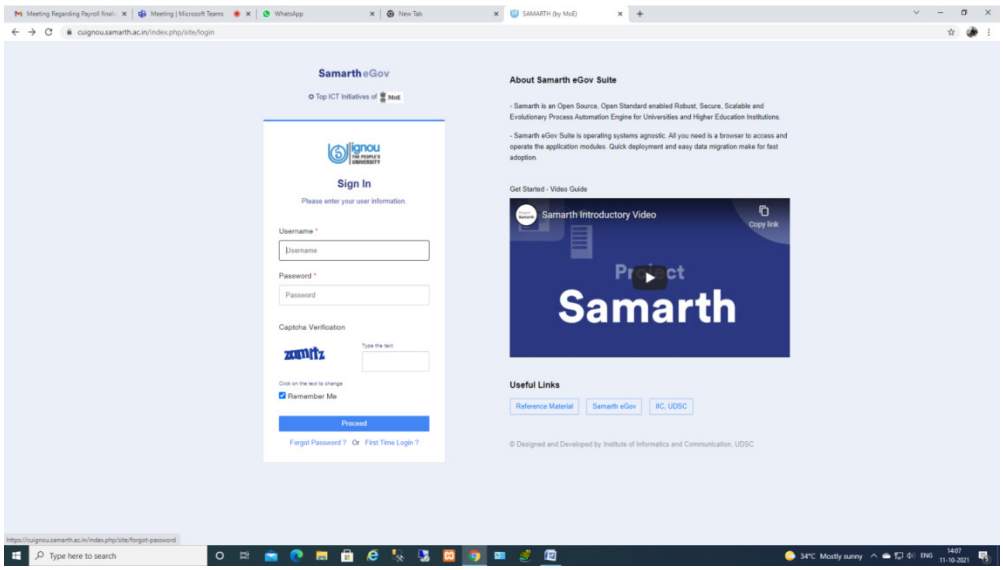


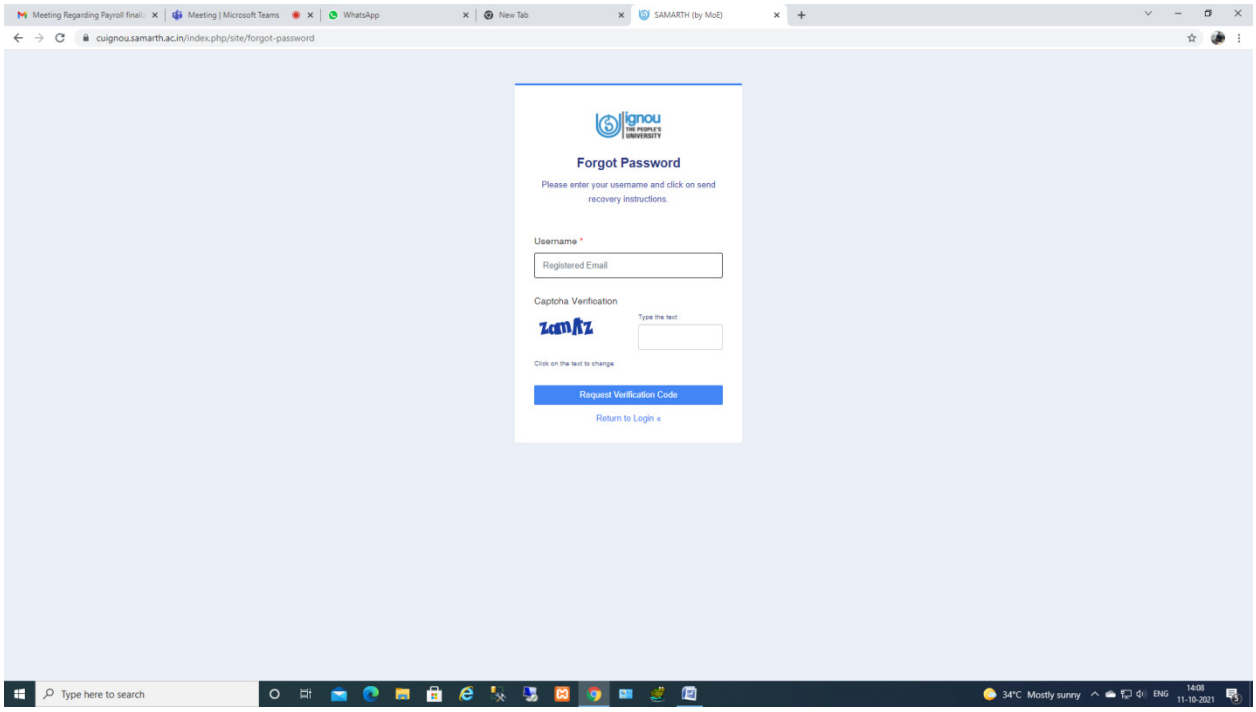
2. Enter the address of IGNOU-SAMART Portal

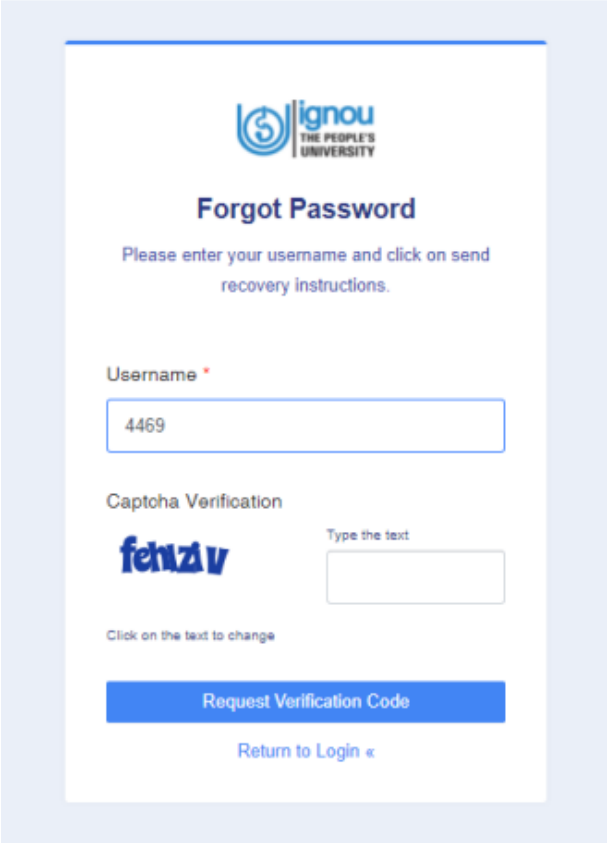
   "**cuignou.samarth.ac.in**"



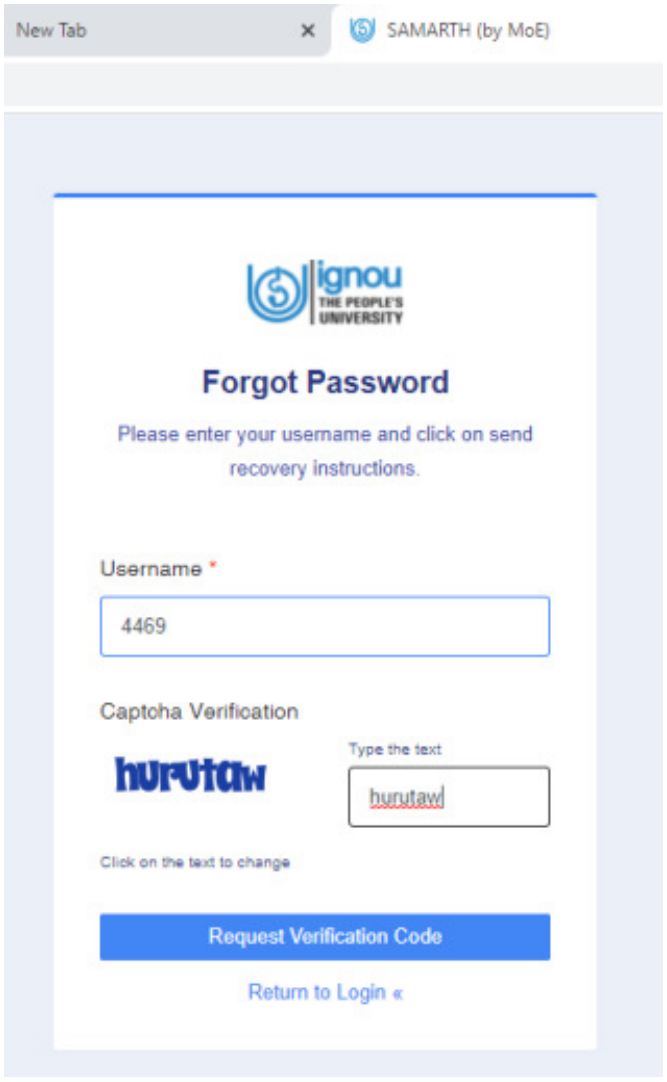

3. Click on forget Password and enter the ODL ID as user Id

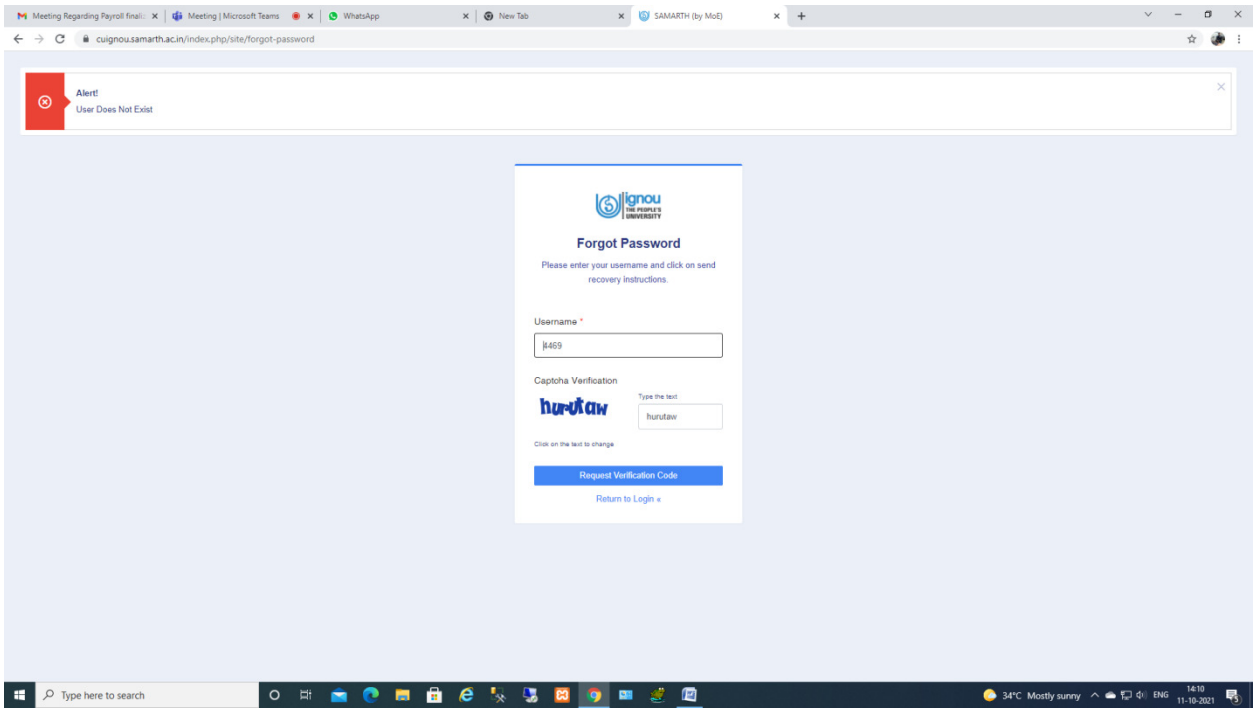



cuignou.samarth.ac.in/index.php/site/forgot-password
ignou
THE PEOPLE'S UNIVERSITY
Forgot Password
Please enter your username and click on send recovery instructions.
Username *
Registered Email
Captcha Verification
Type the text
Click on the text to change
Request Verification Code
Return to Login «
Type here to search
34°C Mostly sunny
ENG
14:08
11-10-2021

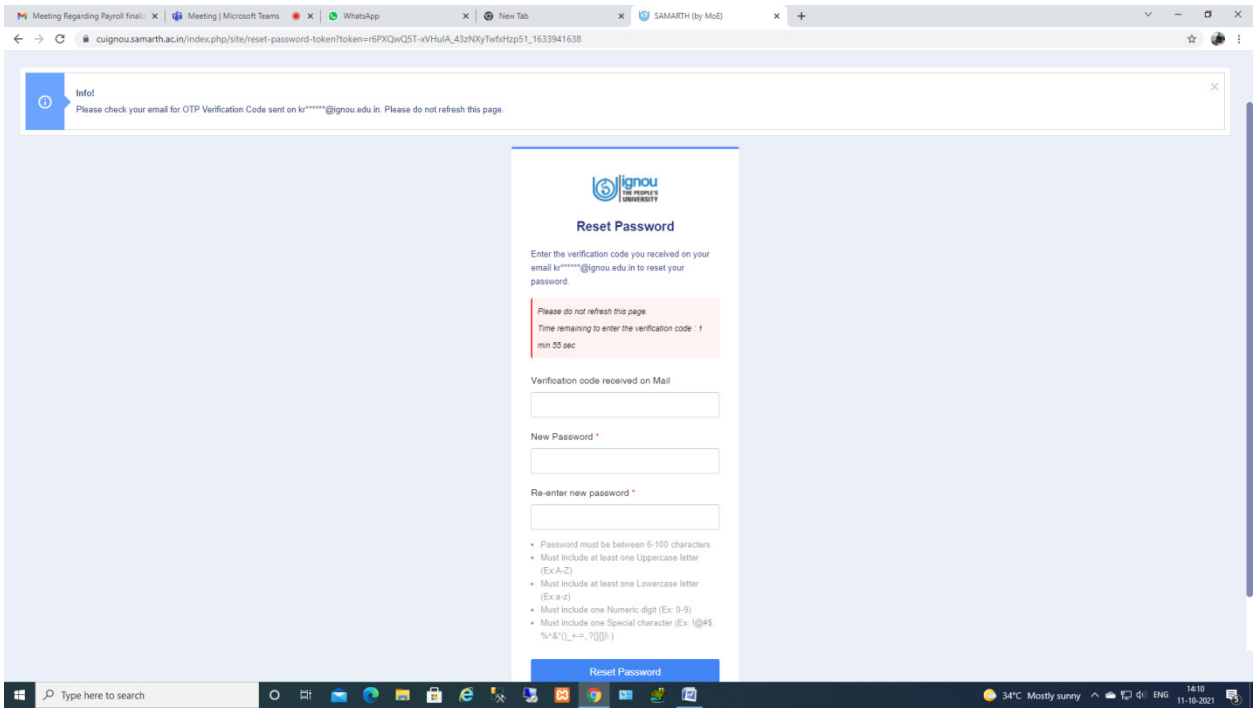

ignou
THE PEOPLE'S UNIVERSITY
Forgot Password
Please enter your username and click on send recovery instructions.
Username *
4469
Captcha Verification
Type the text
Click on the text to change
Request Verification Code
Return to Login «

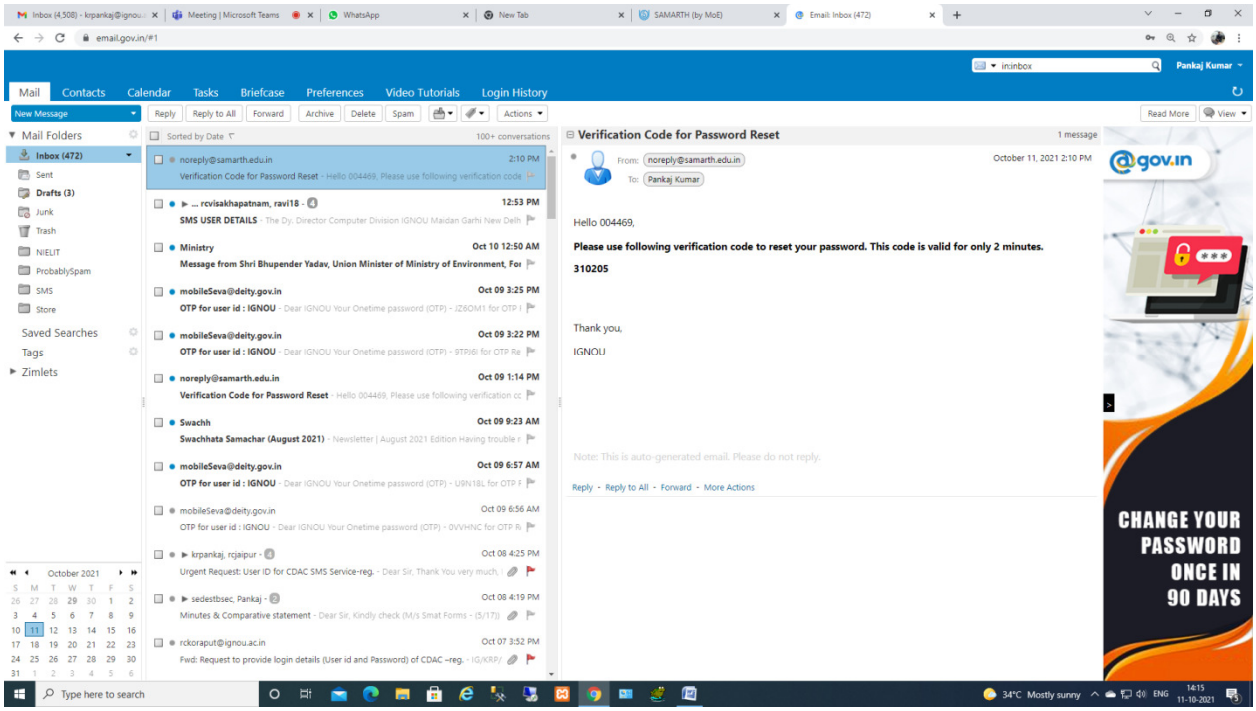
4. Enter the ODL-ID (four digit) as user Id and captcha and click submit.



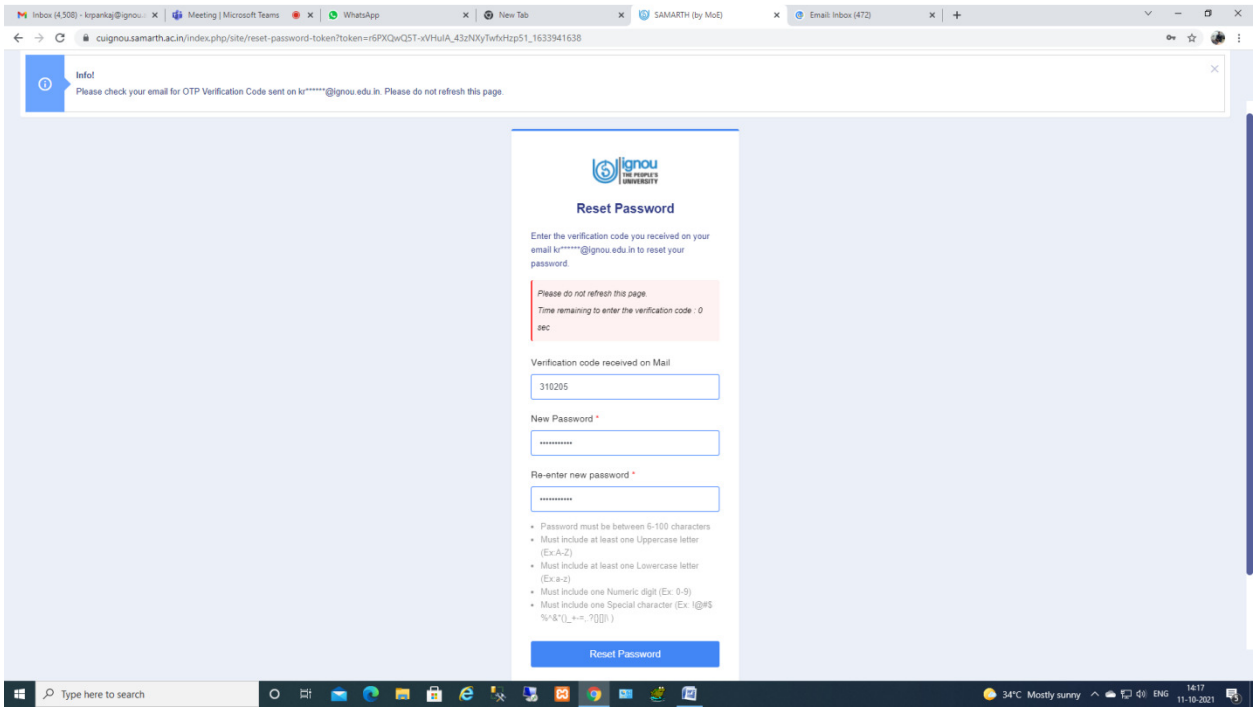



5. If you get a user does not exist error, please try again with ODL-ID (Six digit) i.e. prefix two zeros. If ODL ID is 4469, try with 004469.
6. Once you entered correct user id a verification code will be sent to your email id.

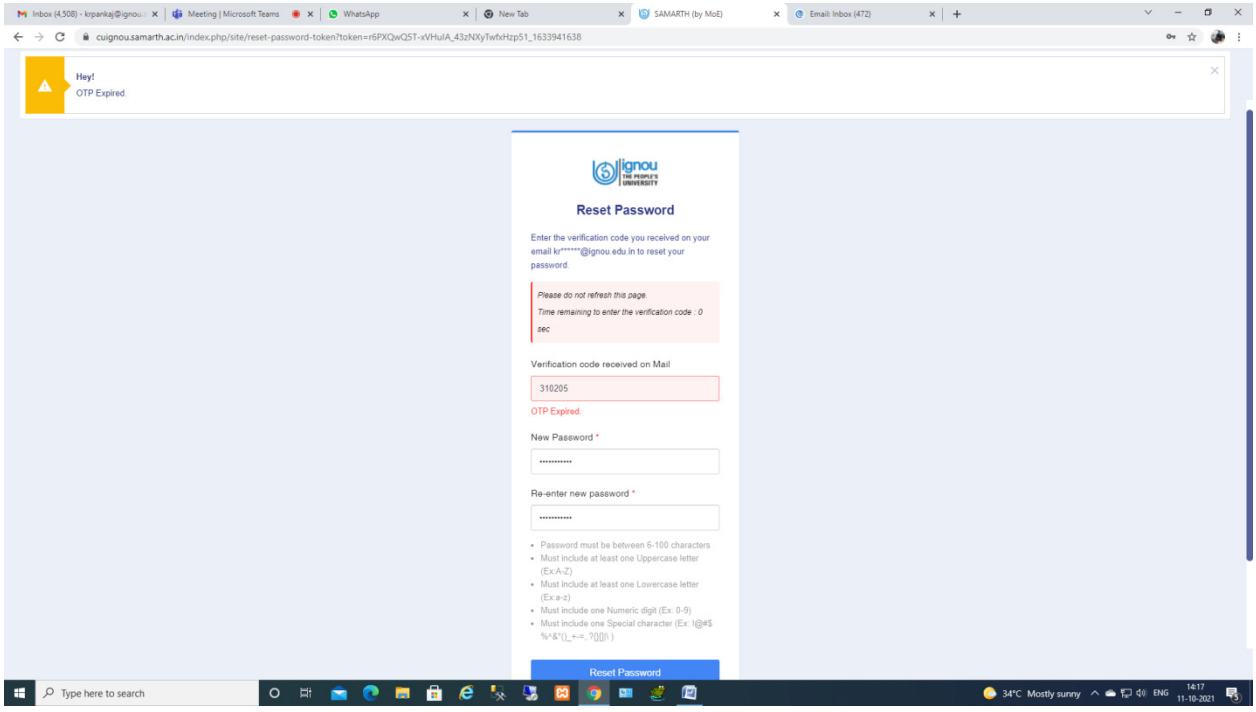

Info!
Please check your email for OTP Verification Code sent on kr******@ignou.edu.in. Please do not refresh this page.
Reset Password
Enter the verification code you received on your email kr******@ignou.edu.in to reset your password.
Please do not refresh this page.
Time remaining to enter the verification code : 1 min 55 sec
Verification code received on Mail
New Password *
Re-enter new password *
Password must be between 6-100 characters
Must include at least one Uppercase letter (Ex:A-Z)
Must include at least one Lowercase letter (Ex:a-z)
Must include one Numeric digit (Ex: 0-9)
Must include one Special character (Ex: !@#$ %^&*()_+-=. ?{}[]\ )
Reset Password


Mail
Contacts
Calendar
Tasks
Briefcase
Preferences
Video Tutorials
Login History
Verification Code for Password Reset
Hello 004469,
Please use following verification code to reset your password. This code is valid for only 2 minutes.
310205
Thank you,
IGNOU
CHANGE YOUR PASSWORD ONCE IN 90 DAYS

7. Enter the verification code and login into the system and reset your password.




8. Login to the portal using the user id and newly reset password.



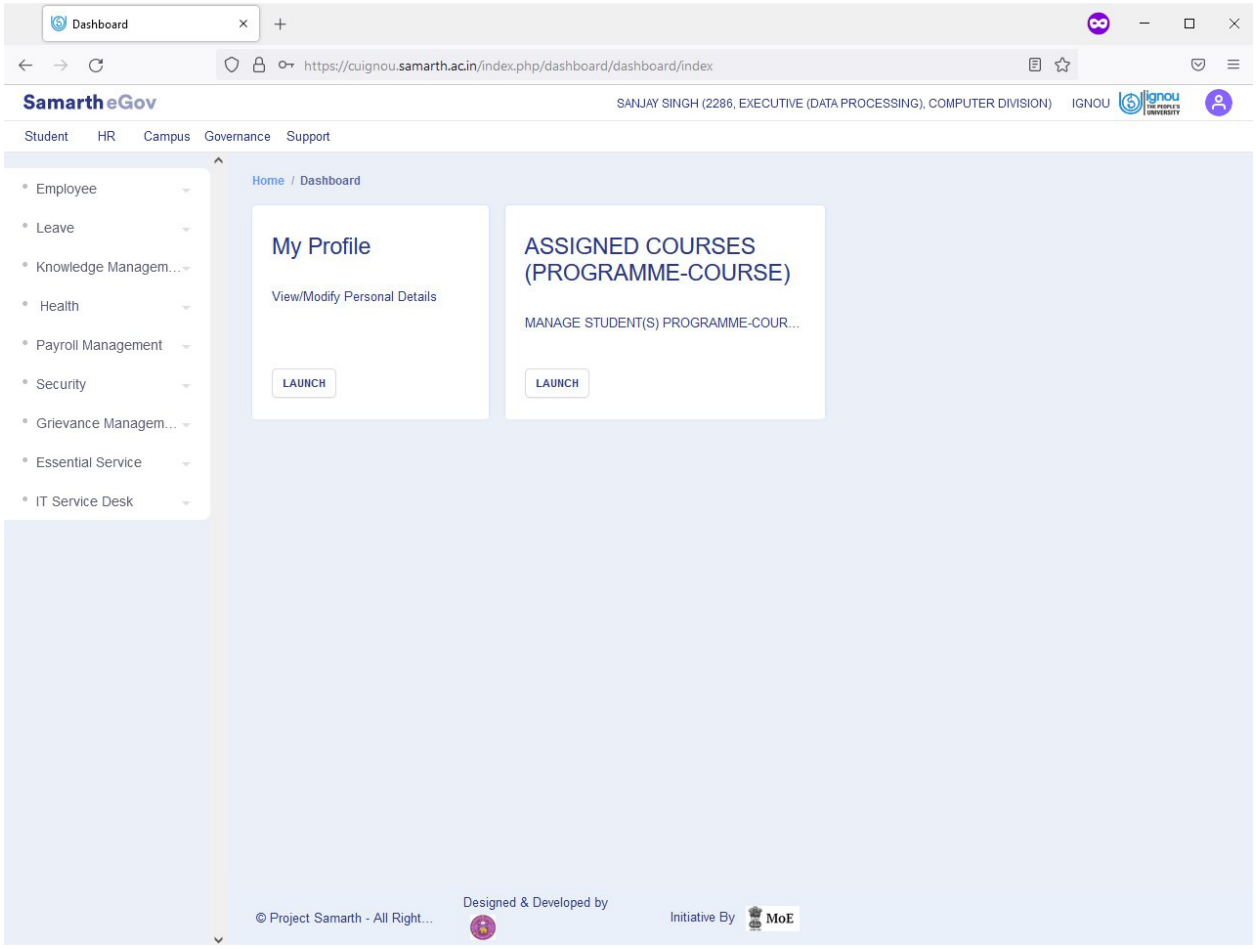
9. In case of any difficulty, please send email to

   "**samarth.support@ignou.ac.in**"

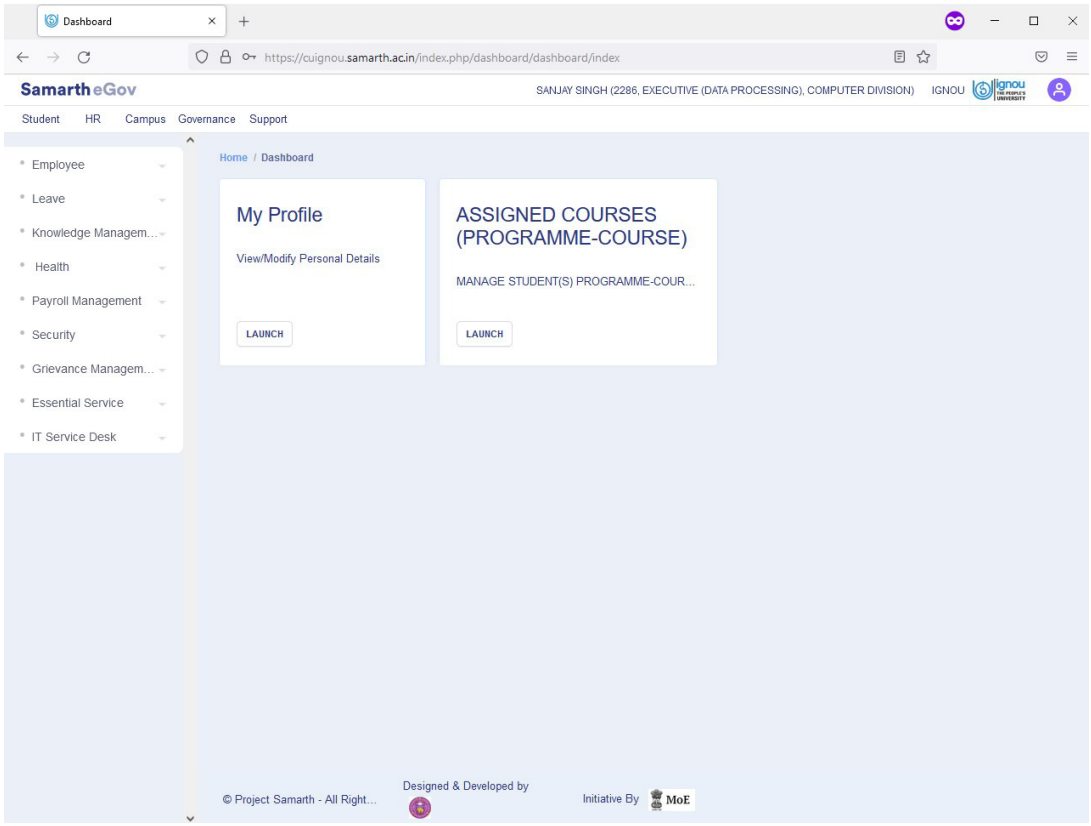
# CHAPTER-3

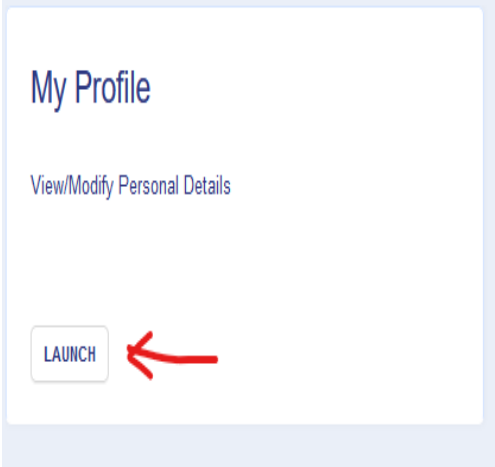
# UPDATING INFORMATIO/DATA

1. After successful login following screen will be displayed

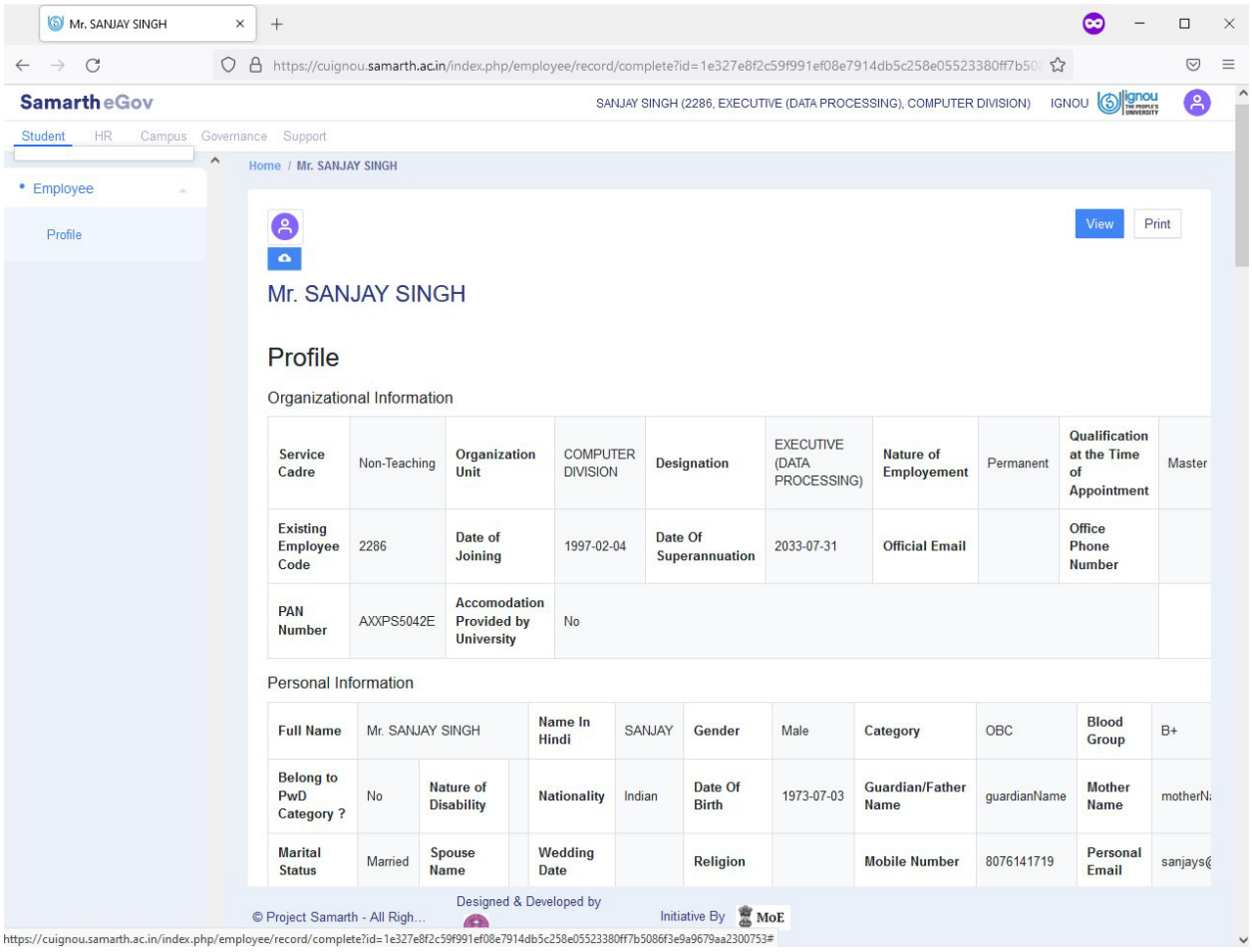


2. To view your personal details click on LAUNCH button on My Profile Tile as shown below

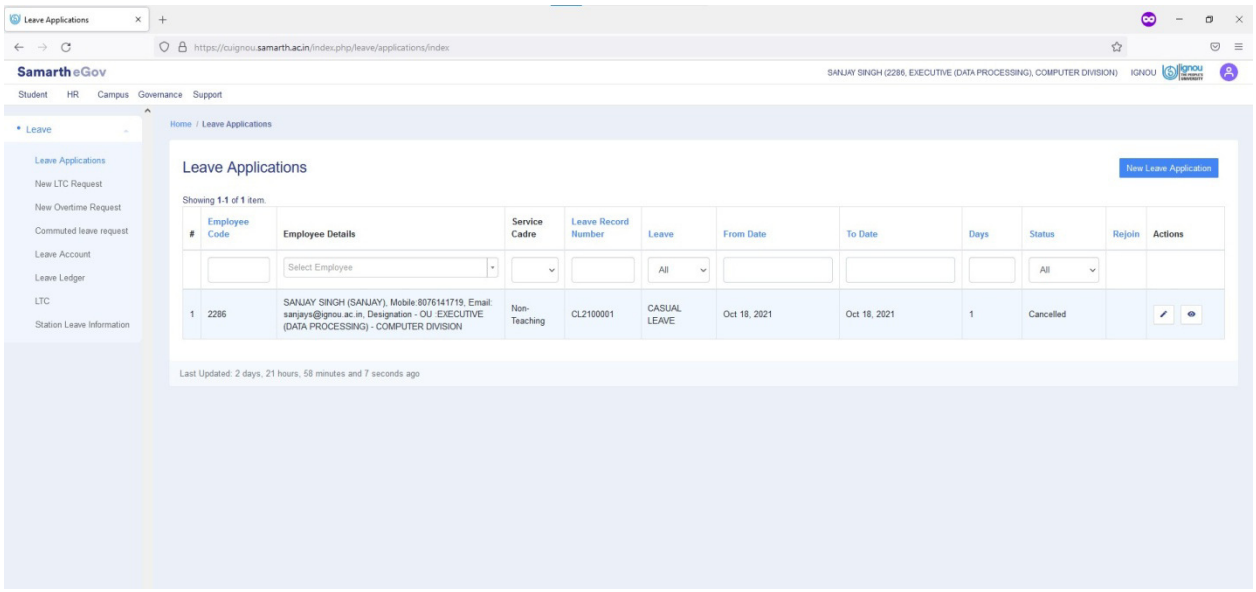


3. Following page will be displayed




4. Employee may check his/her personal details in above page




**In case of any discrepancy of data, please email to Samarth.support@ignou.ac.in by mentioning your ODLID, Name, email, Mobile, intercom and data where discrepancy is there.**