

Swagatam

Onboarding:

- a. Enter GOV or NIC email id. If LDAP profile is found then password of the email is to be entered in next screen else otp will be sent to the email id. Please enter the otp and login.
- b. Create a new request for onboarding with the appropriate details. Officer details entered will be the nodal officer for the department. One person can submit multiple onboarding requests and will serve as nodal officer for all the departments requested by him.
- c. Once request is submitted a form will be generated. Please sign the form and get it stamped from organization head.
- d. Upload the form using the upload option provided in the dashboard of the requests.
- e. Once uploaded NIC will verify the details and process the onboarding request.
- f. Once processed nodal officer will receive details of the login.