From

Director Secondary Education,
Haryana, Panchkula

To

All District Education Officers
All District Elementary Education Officers
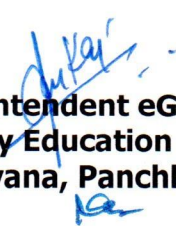
Memo No.1/101-2016-eGov. Cell
Dated, Panchkula the 17.01.2022

Subject: - **Regarding issuance of new password to the Schools / Employees on expiree of existing password.**

Reference to this office letter No.1/101-2016-eGov.Cell dated 14.01.2022 on the subject cited above.

Vide letter under reference, it was requested that direction to all the schools and employees be issued to ensure that their latest contact details (mobile number & email address) are updated in their profiles/basic information on MIS Portal which will help them to reset the password at their own level. It was also requested to resolve all the requests relating to change of new password at District Level after due confirmation and verification of the identity of concerned School/Employee. Still the number of requests are being received at Directorate level as their requests not entertained at District Level. The Steps for Updation of Contact Details on MIS by the School & Employee personally is also attached herewith for necessary action.

It is, therefore, again requested to ensure that all such requests are to be resolved at District Level after due confirmation and verification of the identity of concerned School/Employee. Further, directions may also be issued to all School authorities / employees of your district to ensure that their latest contact details (Mobile & email address) are updated in their profiles which will help them to reset password at their own level in future by the sharing the steps with them attached herewith.

Superintendent eGov./IT
for Secondary Education Department
Haryana, Panchkula

Steps for Updation of Contact Detail on MIS Portal
by the Schools and Employees at their level
(*It will work only if userid & password working properly*)

By the School: -

=>Login on MIS Portal
=>Go to School Definition
=>Define School
=>Contact

School Definition > Define School > Contact

> Basic Information
> Vision and Mission
> Wing
> Address
> **Contact**
> Committees & Associations
> Bank Account
> School Body Meetings
> School Development Plan
> Other Details

School Contact Details

Head of School	+91 -	Enter Area Code	Enter Landline
Respondent	+91 -	Enter Area Code	Enter Landline
Registered Mobile Number	+91 -	Enter Phone Number
Email ID 1 *	Enter Email ID 1	
Email ID 2 (if any)	Enter Email ID 2	
School Website	Enter school website address/UR	

[Save] Clear

By the Employee: -

=>Login on MIS Portal
=>Go to My Profile
=> Basic Profile
=> Contact Details

My Profile > Basic Profile >

> Personal Information
> Photograph & Signature
> Address Details
> Contact Details

Sr.No.   Task Name

Contact Details

Instruction: The primary contact details shall be used for making transactions and receiving transactional messages from this portal.

Landline Number	+91 -	Enter Area Code	Enter Landline Number
Primary Mobile Number	+91 -	Enter Primary Mobile Number
Alternate Mobile Number	+91 -	Enter Alternate Mobile Number
Primary Email ID *	Enter Primary Email Id	
Alternate Email ID	Enter Alternate Email Id	

[Save] Clear

Benefits:

- School/Employee can change the password at own without anyone's help.
- No need to request anyone for getting new password in case of lost/ expiree/ forget password;
- Should change password randomly atleast once in a quarter.

Note: It will work only if userid & password working properly