**Credential Administrator**

**User Manual**





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**1. How to login to the Credential Administrator Portal**

**Access URL in Browser and enter the login credentials using employee ID and password along with corresponding Domain to login.**

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**2. Mandatory Account Registration for new user**

**Step1: For New user, once login, users will get below screen asking them to register themselves by setting PIN, Secret question & answer. Once click on ok, will be navigated to Home page**

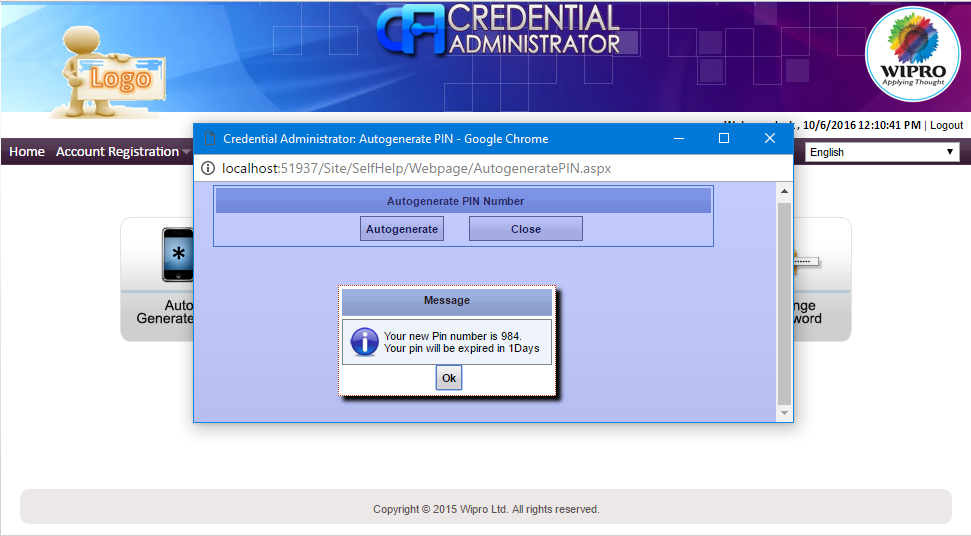
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**Using “Account Registration” menu or “Auto Generate PIN” and “Set Secret questions and Answers” buttons users can register themselves.**

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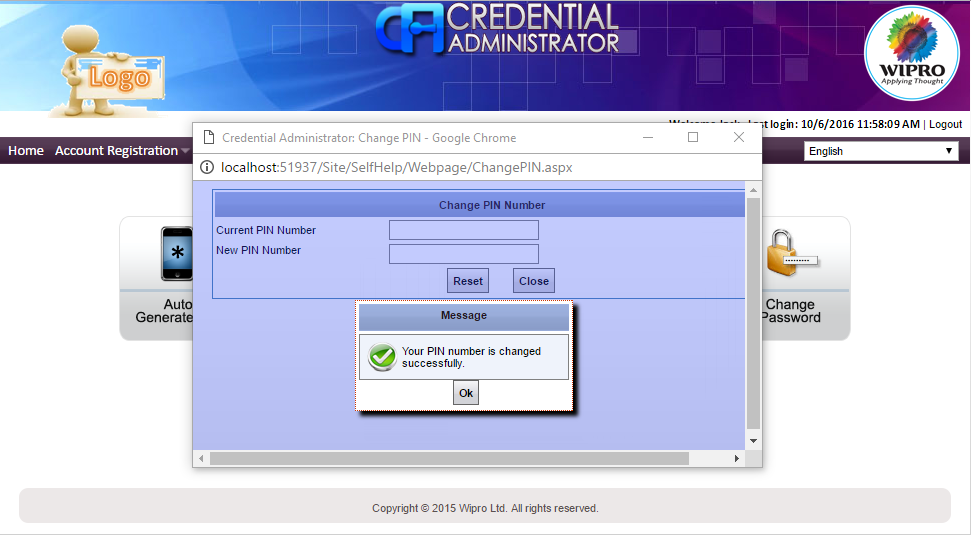
**Step2: Click on “Auto Generate PIN” image in Home page to generate new PIN number. PIN number will be displayed as a pop up message with expiry date as 30 days. Auto generated PIN should be taken to change PIN as user’s choice**

**Auto generate PIN**

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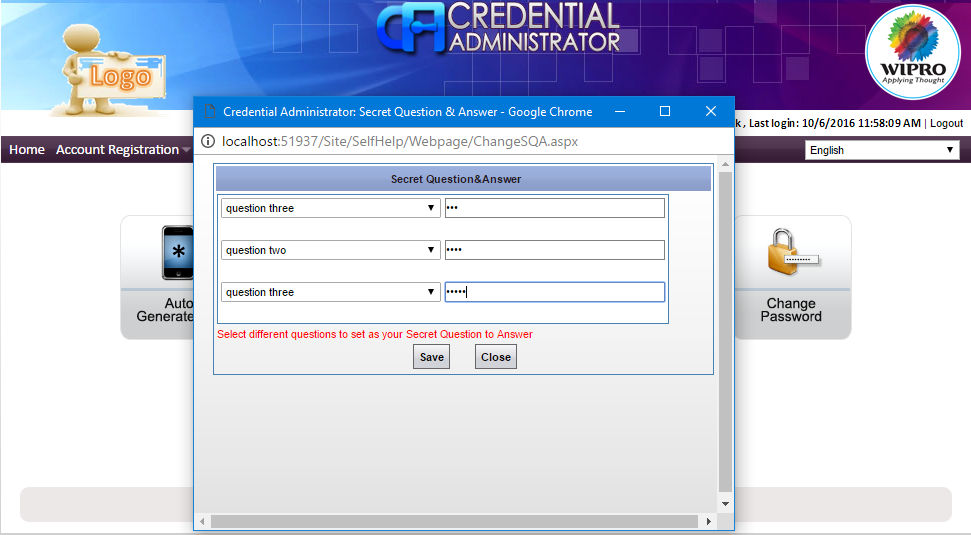
**Change PIN**

**Click on “Change PIN” button in Home page to change PIN as of user’s choice. Enter Current PIN which was auto generated and then New PIN and click on Reset**

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**Set Secret Question and Answer**

**Click on “Set Secret Question and Answers” image in Home page to set answers for default secret questions. Secret questions cannot be set with duplication.**

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**3.Password Reset**

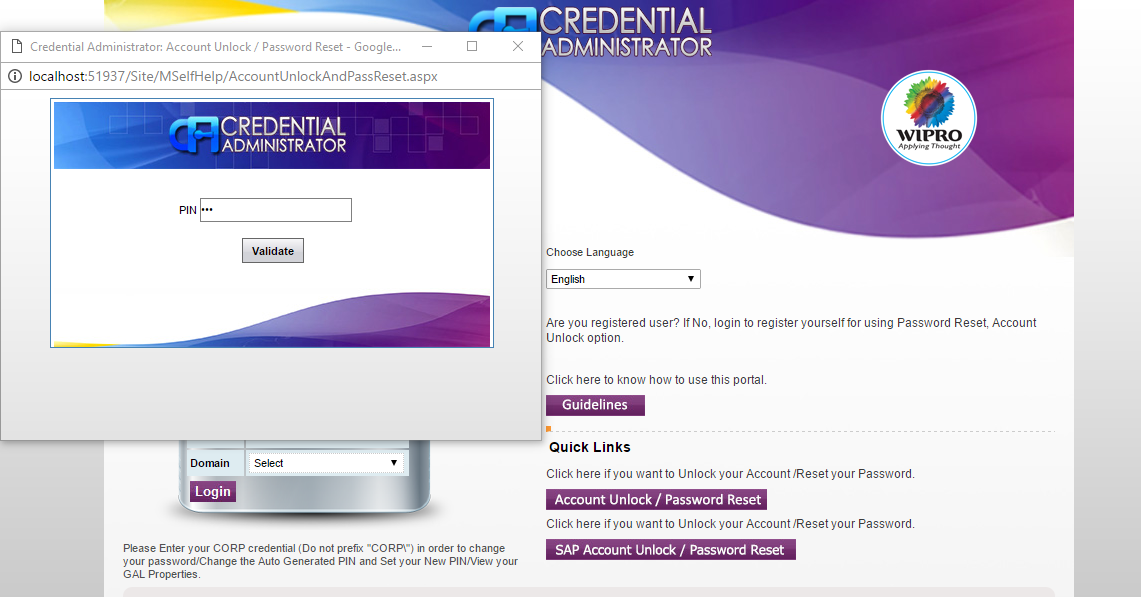
**Click on “Account Unlock/Password Reset” in login page to reset the password using PIN mechanism. For SAP related accounts, click on “SAP Account Unlock/Password Reset”.**

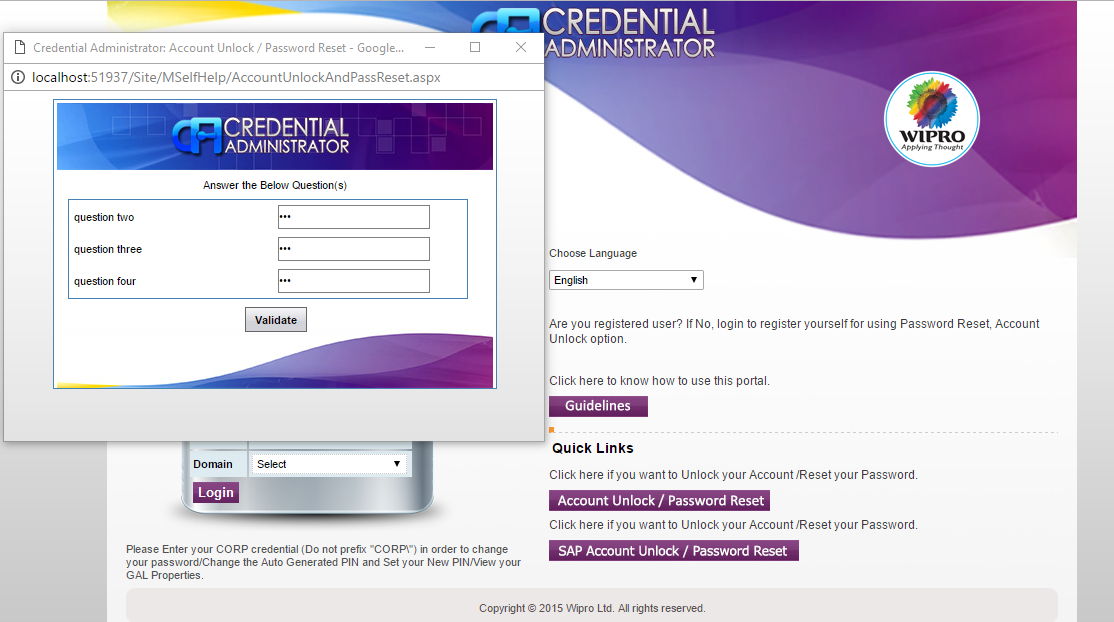
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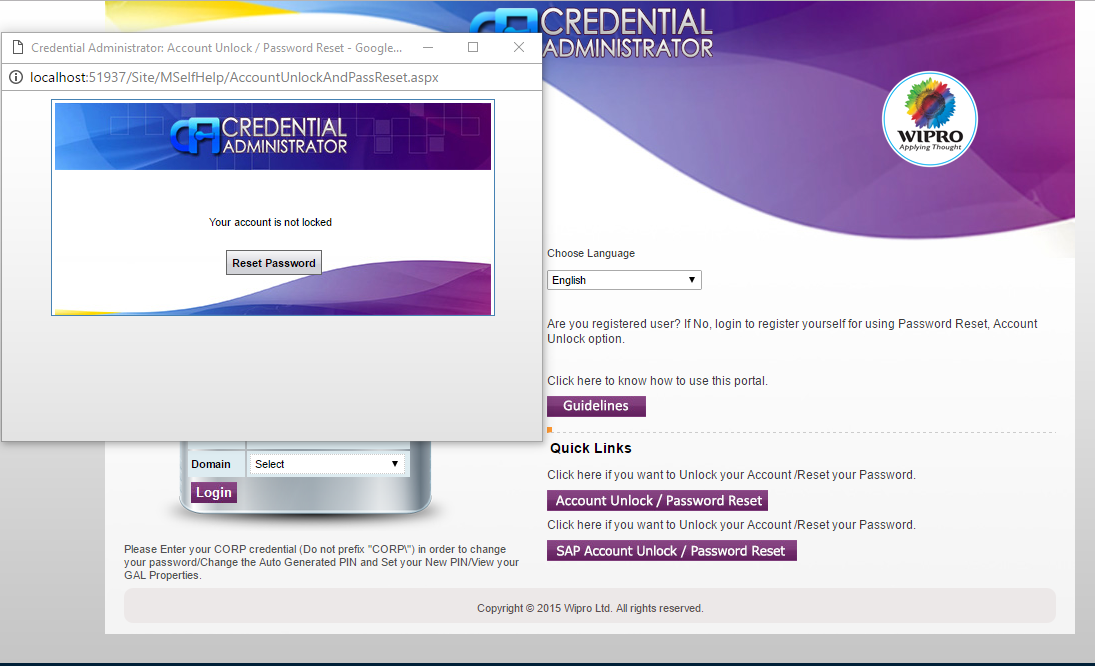
**Step1: Enter User ID and captcha image details and click on verify to proceed further**

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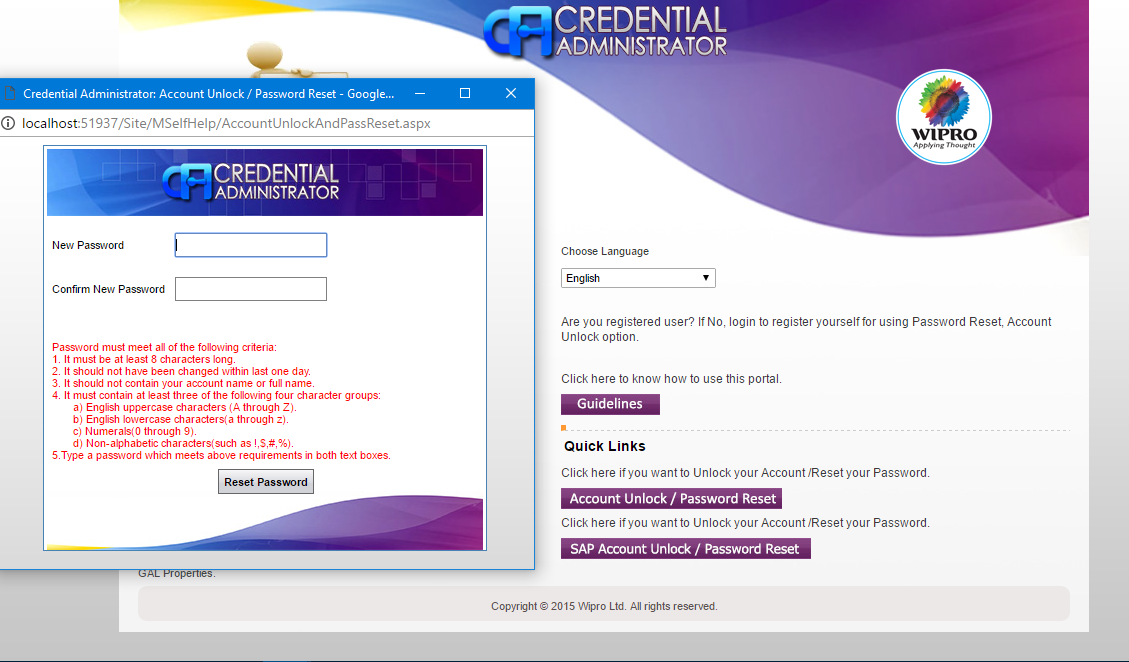
**Step2: Enter PIN number and click on validate**

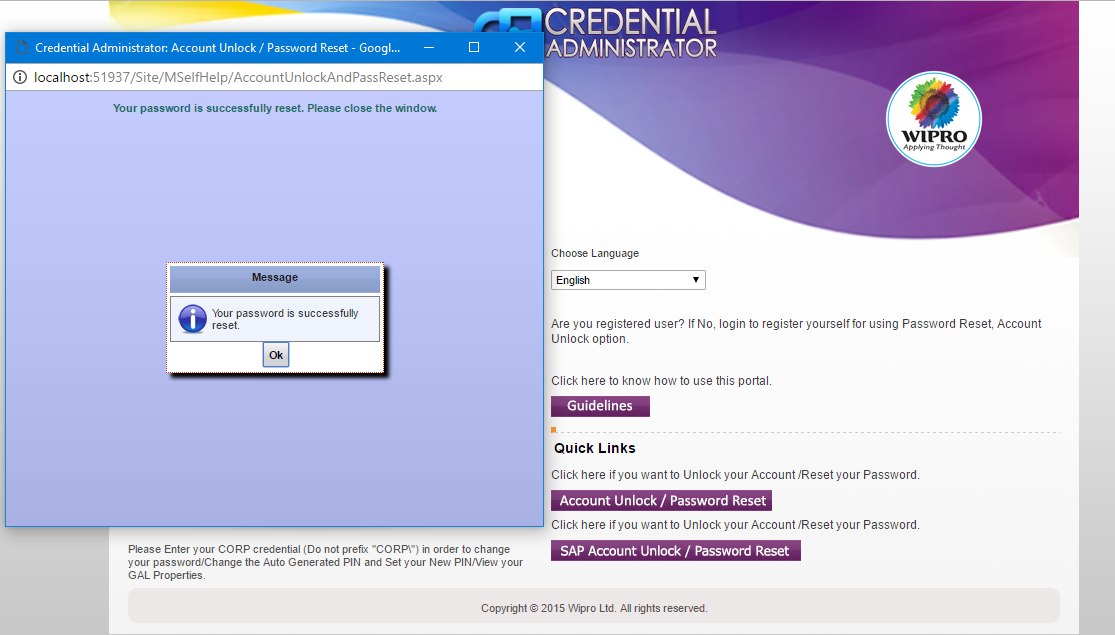
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**Step3: Enter answer for randomly generated secret question and click on validate**

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**Step4: Enter New Password and Confirm Password and click on Reset Password**

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**Account Unlock**

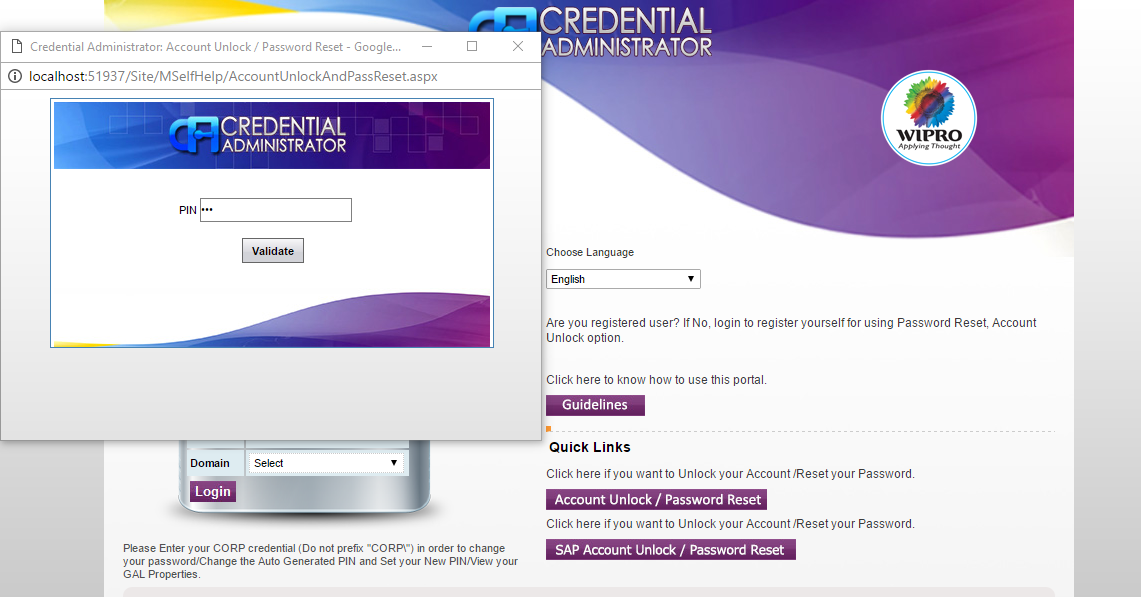
**Click on “Account Unlock/Password Reset” in login page to unlock account with secured mechanism.**

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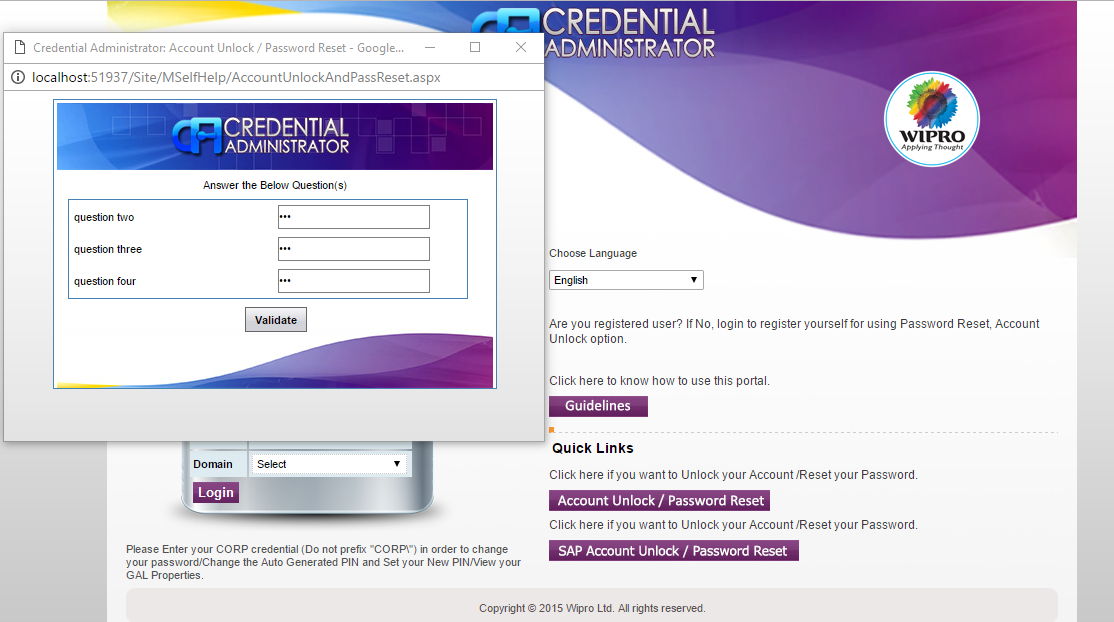
**Step1: Enter User Id and captcha image details and click on verify to proceed further**

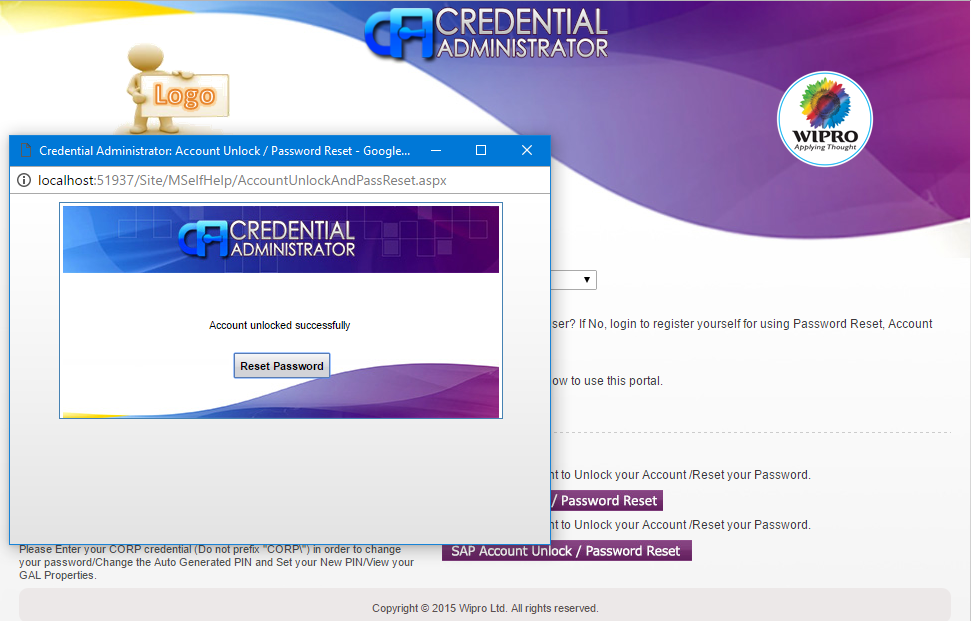
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**Step2: Enter PIN number and click on validate**

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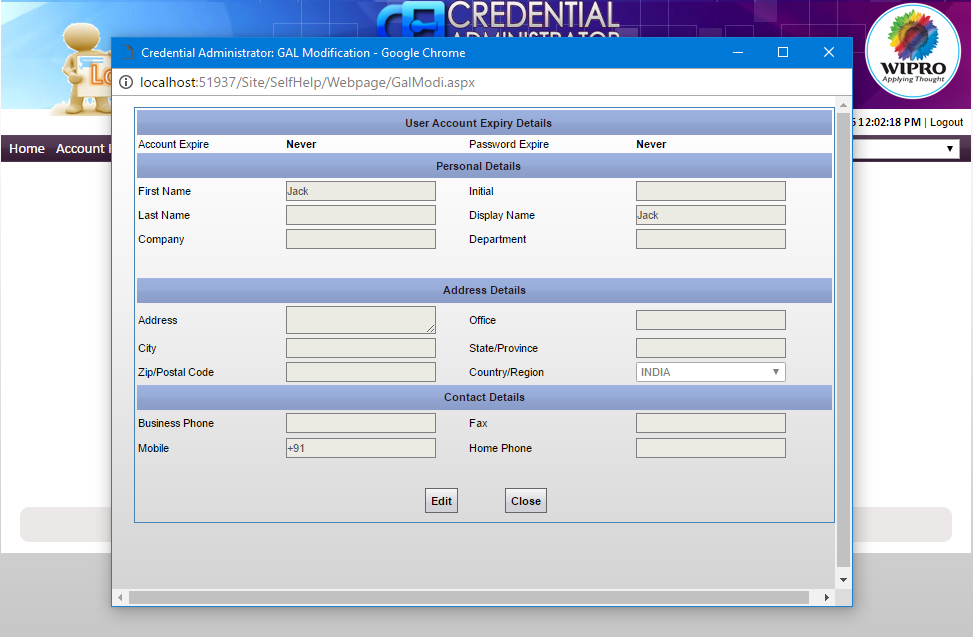
**Step3: Enter answer for randomly generated secret question and click on validate. Account will be unlocked and display confirmation message**

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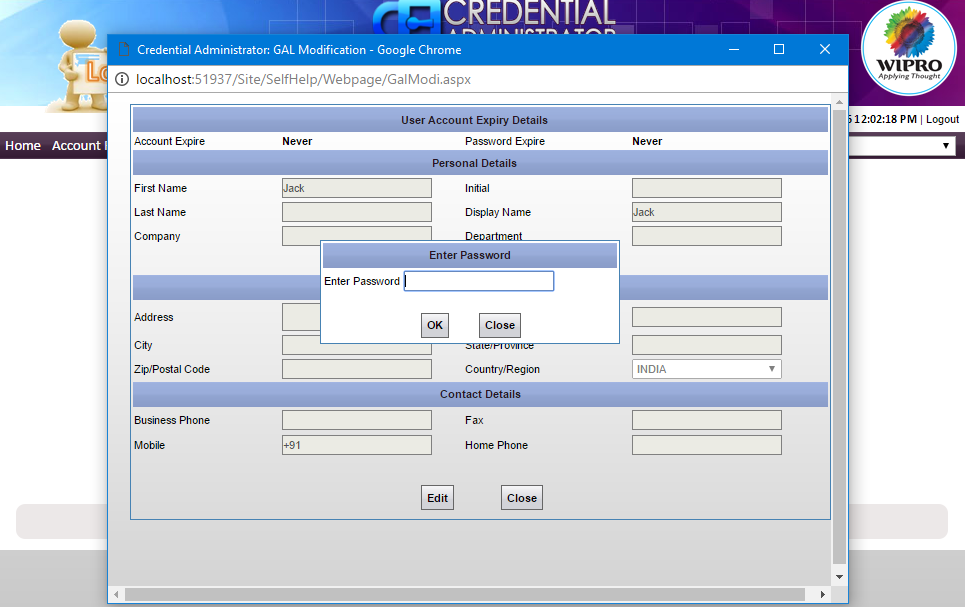
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**4.GAL Modification**

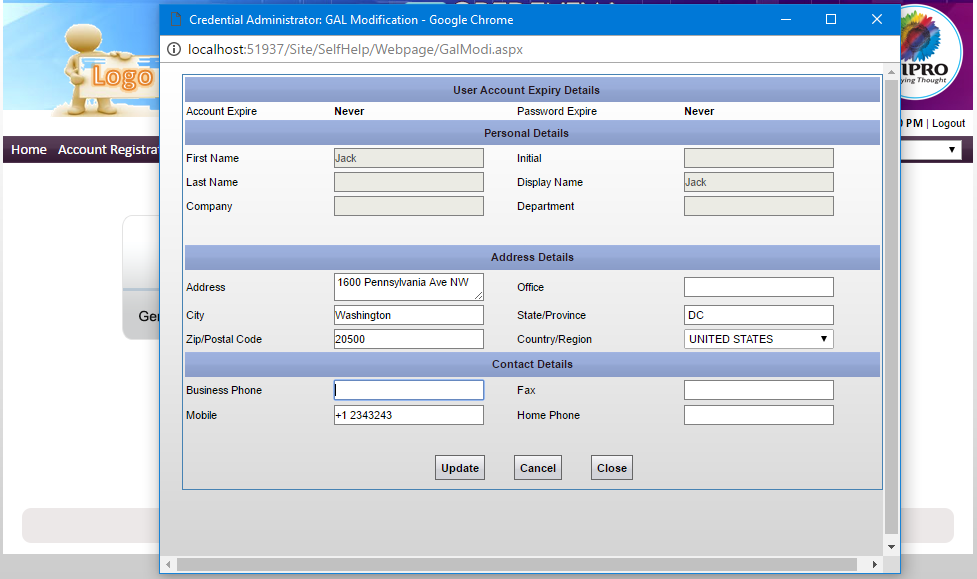
**Steps: Click on “GAL Modification” in Home page and click on edit button to edit details in GAL modification page.**

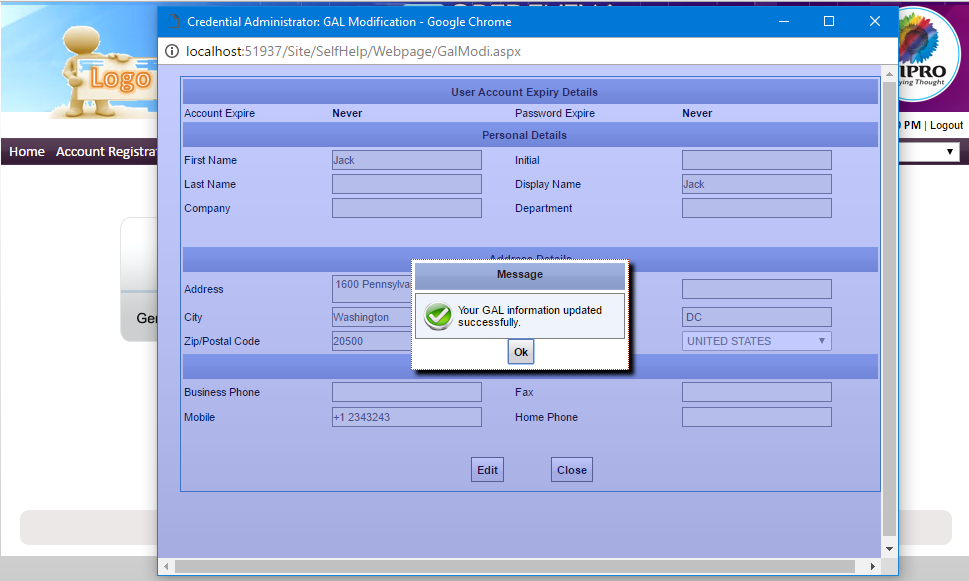
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**Enter current password for the account and click on OK.**

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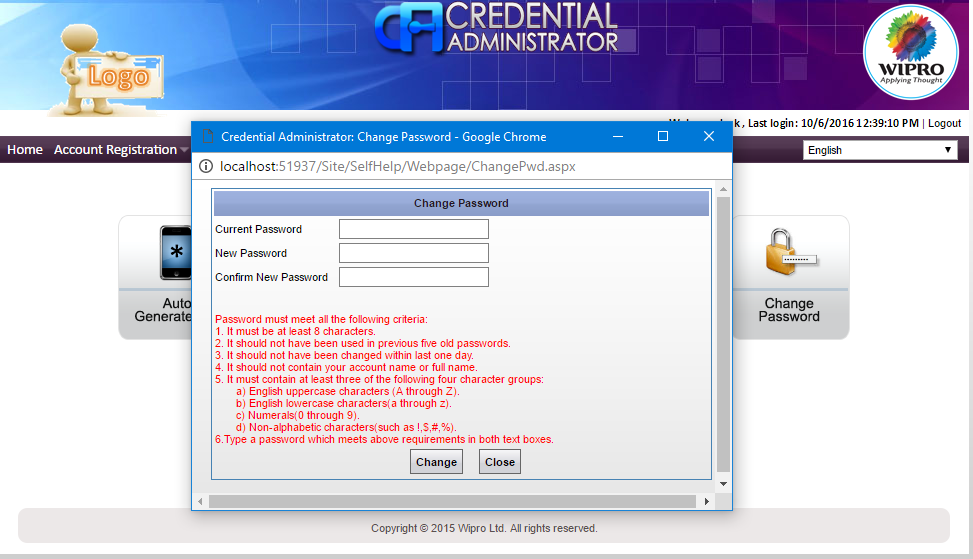
**Modify the details and click on update button.**

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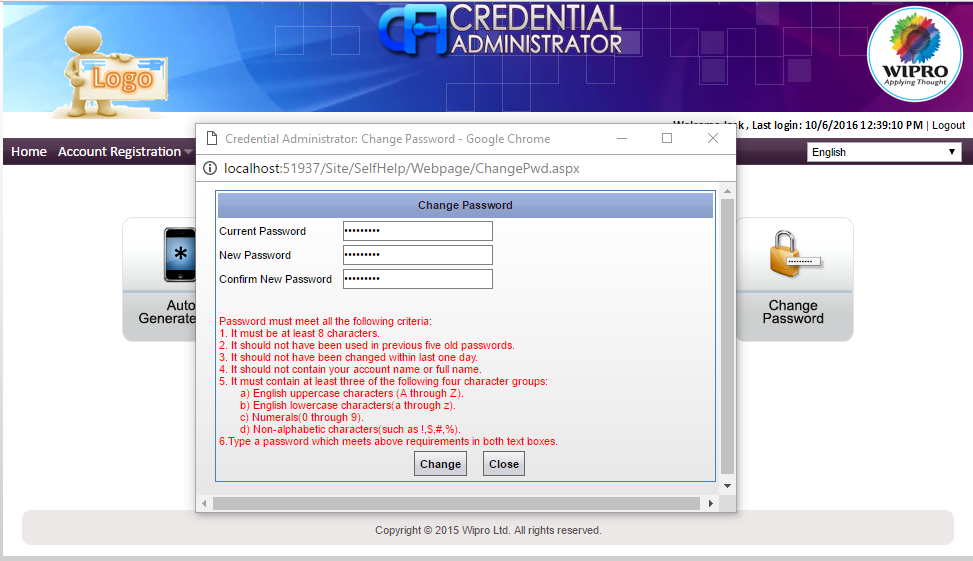
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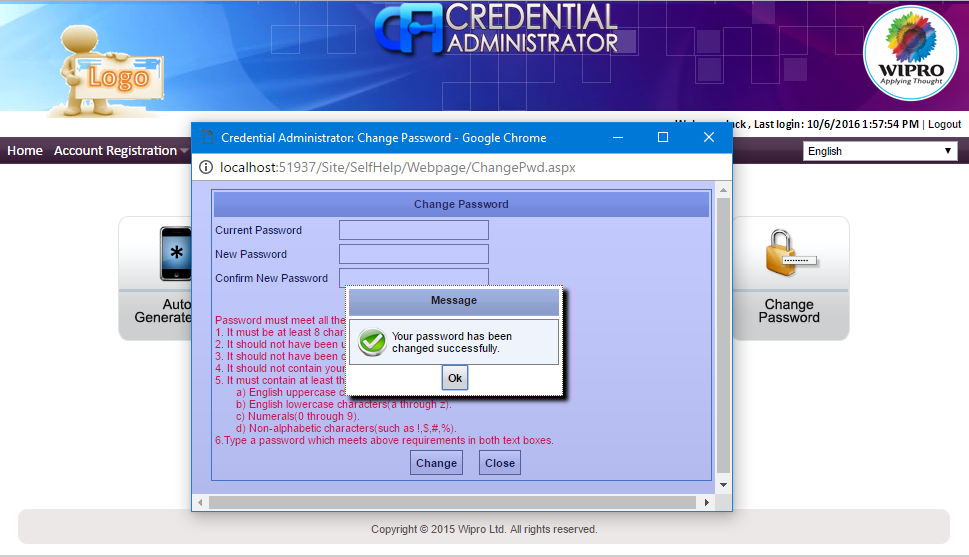
**Change Password**

**Click on “Change Password” button in Home page to change the password.**

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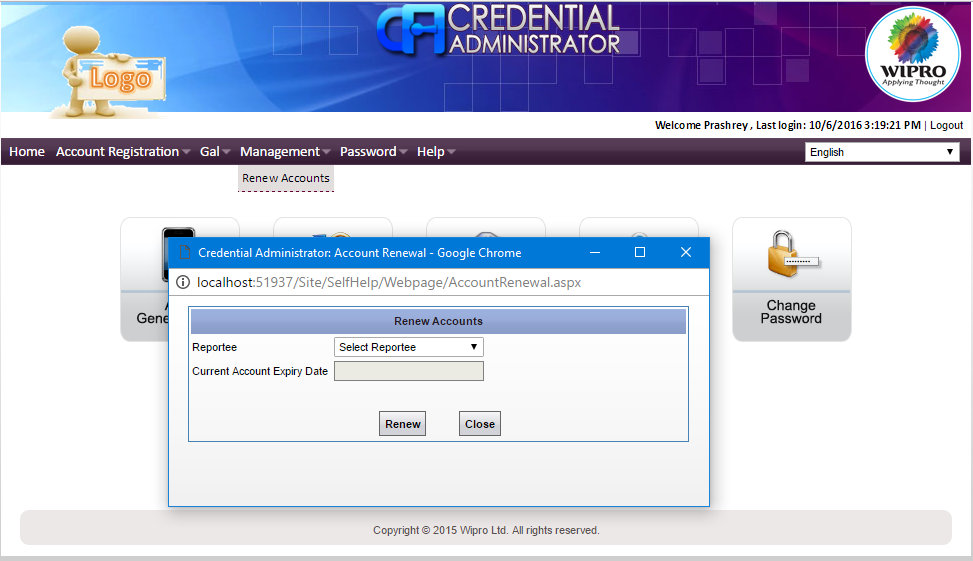
**Enter Current Password, New Password and Confirm Password same as New Password and click on change.**

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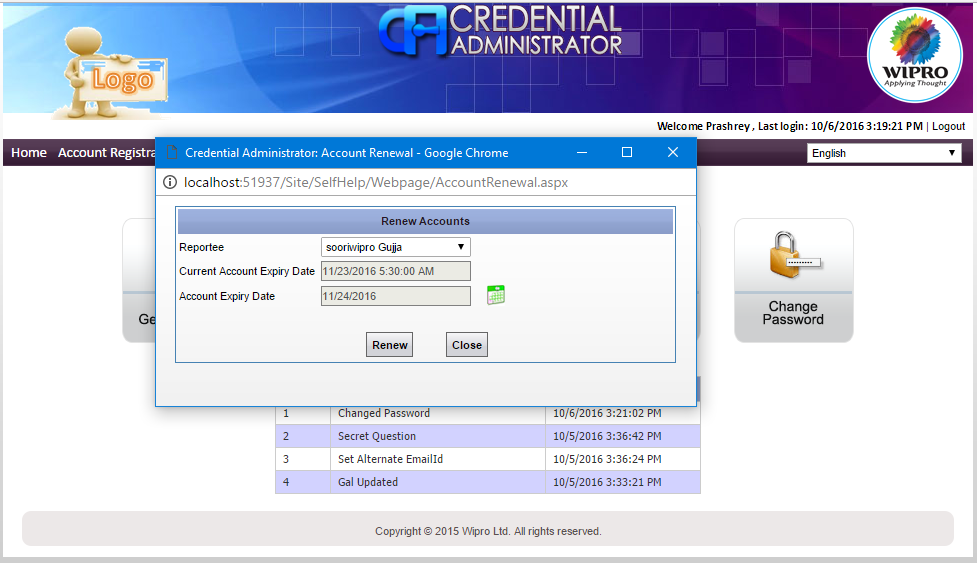
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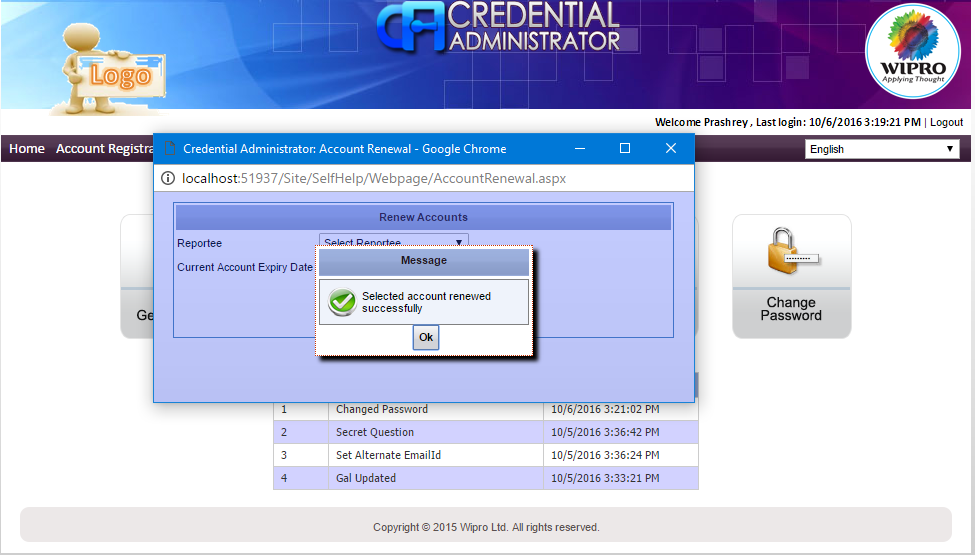
**5.Renew Account**

**Steps 1: Select Reportee from Reportee**

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**Steps 2: Select Account Expiry Date and Click on Renew**

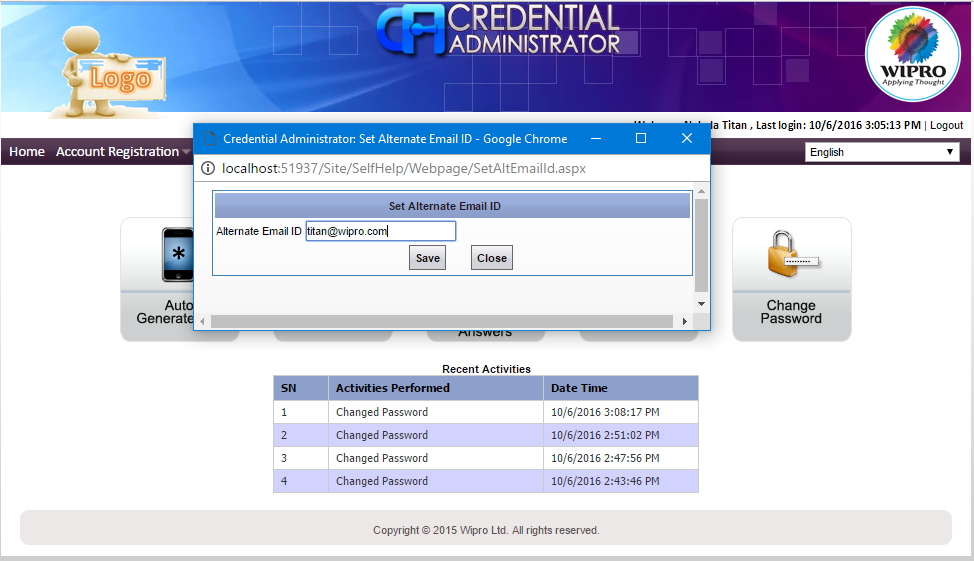
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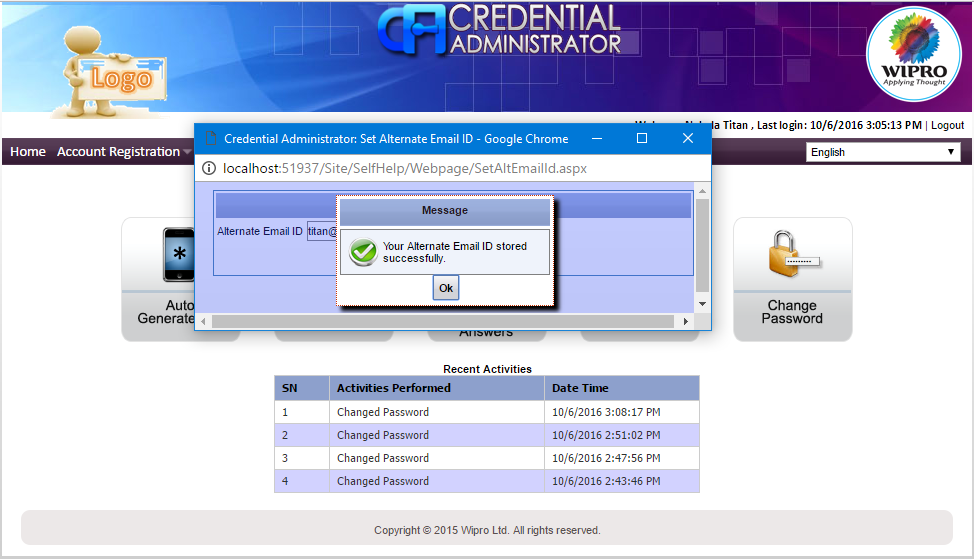
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**6. Set alternate E-mail ID**

**Click on “Set Alternate Email ID” under “Account Registration” in main menu.**

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**Enter the alternate Email ID and click on save.**

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