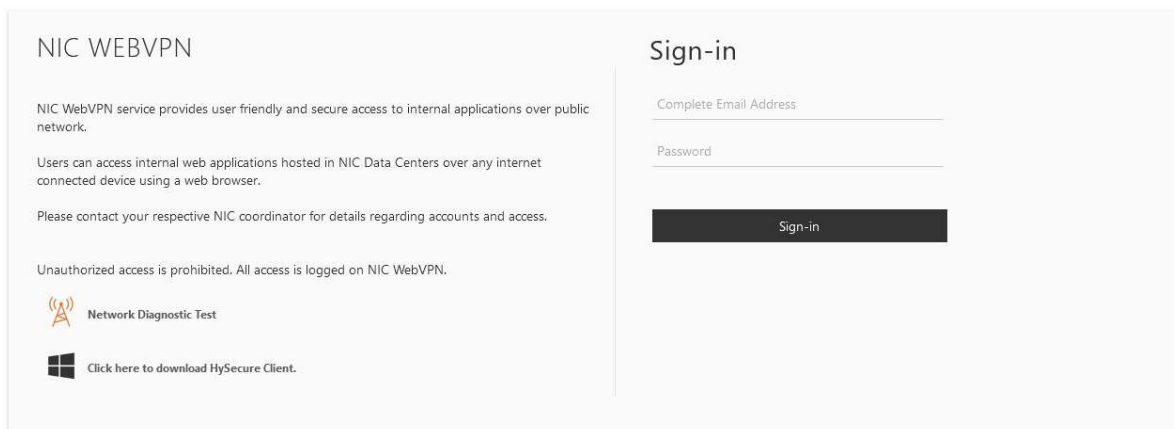


USER MANUAL TO ACCESS NIC WebVPN FOR e-OFFICE

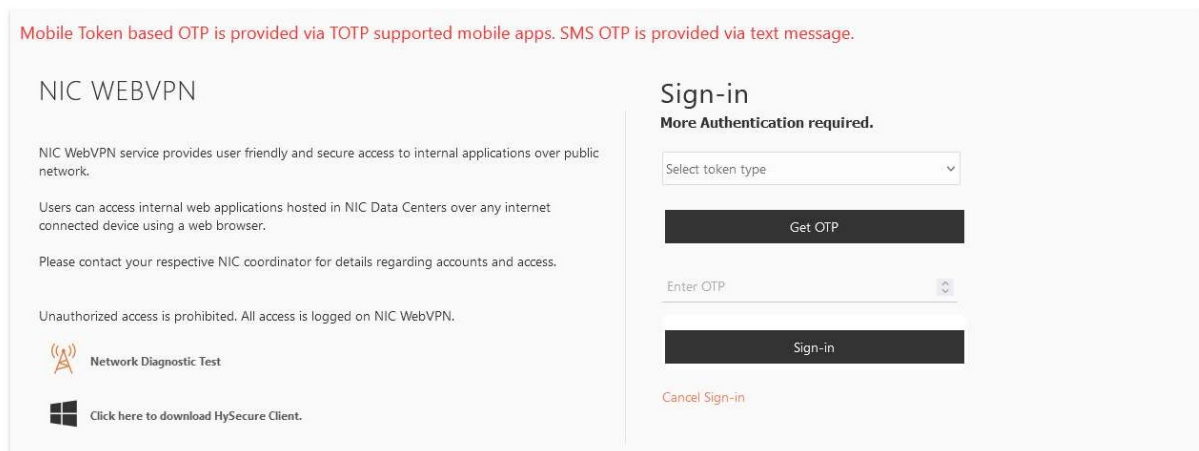
The following steps need to be followed to make use of WebVPN to access e-office application conveniently.

1. Please type the URL <https://saccess.nic.in> (s[ecure] access) in the address of a browser.
2. Login using registered email address / e-Office ID as username including @domain. e.g. abcd@aiims.gov.in and password (password is the same as the e-Office account password)



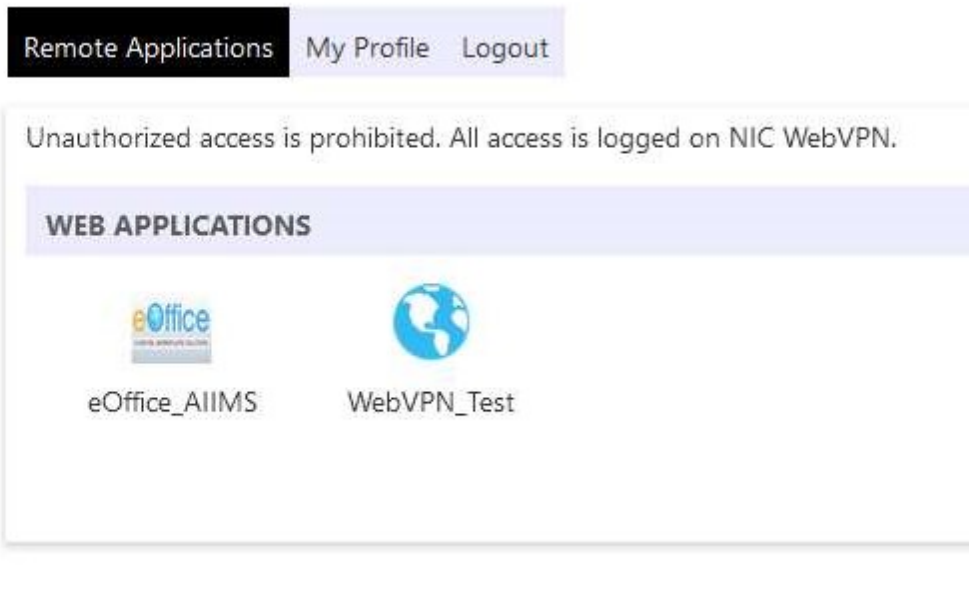
The screenshot shows the NIC WebVPN Sign-in page. On the left, there is a section titled "NIC WEBVPN" with the following text: "NIC WebVPN service provides user friendly and secure access to internal applications over public network. Users can access internal web applications hosted in NIC Data Centers over any internet connected device using a web browser. Please contact your respective NIC coordinator for details regarding accounts and access. Unauthorized access is prohibited. All access is logged on NIC WebVPN." Below this text are two links: "Network Diagnostic Test" (with a signal icon) and "Click here to download HySecure Client." (with a Windows logo icon). On the right, the "Sign-in" section contains a form with two input fields: "Complete Email Address" and "Password". Below these fields is a black "Sign-in" button.

3. Select SMS OTP in the Mobile Token Registration window.



The screenshot shows the NIC WebVPN Sign-in page with the "More Authentication required" step. At the top, a red message states: "Mobile Token based OTP is provided via TOTP supported mobile apps. SMS OTP is provided via text message." The "NIC WEBVPN" section on the left is identical to the previous screenshot. The "Sign-in" section on the right now displays "More Authentication required." Below this, there is a dropdown menu labeled "Select token type" with a downward arrow. A black "Get OTP" button is positioned below the dropdown. Underneath is an "Enter OTP" input field with a small refresh icon on the right. Below the input field is a black "Sign-in" button. At the bottom right of the sign-in section, there is a "Cancel Sign-in" link.

4. Enter the SMS OTP received and press Next button.
5. Select eOffice_AIIMS under Remote Applications.



6. The Parichay page will be displayed. Enter your e-office credentials to access e-Office

