Steps for login password setting :-

1. After the registration process, application is approved by District Authority. After approval an email notification is triggered to the e-mail address provided by the school with password generation link.

2. Kindly check your inbox/junk/spam folder for the e-mail.In e-mail you will get the following detail :-

Dear Principal/Head Master/Head Mistress (School Incharge) of JAGMOHAN PUBLIC SCHOOL,

Congratulations!

Registration of your School Authority under INSPIRE Award Scheme has been approved by District Authority.

Your User ID and Login Password are given below :

UserID : xxxxxxxxx

For Login Password, please Copy/Paste below below mentioned URL in browser :

http://125.19.63.174//inspireDemo/confirm.aspx?u=anBzbm9ydGqgdHJpcHVy&v=OTc4QVBQMzI5NTYxMjI=&t=SUIk&to=1

You are suggested to change password at the first login, due to security measures.
Important notes:-

* The new password should be at least 6 characters long, including combination of alphabets, numeric.
* Password is case sensitive, you would be required to enter the password in the same case in which it was changed to i.e. UPPER/lower Case.
* You should never disclose your password to anyone.

This Email is system generated. Please do not reply to this email ID. For any queries, please call on telephone number 011 265 90 500 .

3. For setting a password of User's choice, the User can either click on the link provided in the e-mail or copy the link and paste it on the address bar of the browser.

4. Then a new window opens as below.

Set your password to login:
Please enter the following detail:

User Id *:

Password *:

Re-type password *:

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Please enter given code to login*:

[Save]

Important Notes:-

* The new password should be at least 6 characters and Maximum 15 characters long, including combination of alphabets, numeric.

* Password is case sensitive, you would be required to enter the password in the same case in which it was changed to i.e. UPPER\lower Case.

* You should never disclose your password to anyone.

5. For setting the new password , please enter the **UserId** provided in your e-mail

6. Next ,please enter the password that you want to set. Please note following precautions before setting the password :-

    a. The new password must contain Minimum 8 characters atleast 1 UpperCase Alphabet, 1 LowerCase Alphabet, 1 Number and 1 Special Character

    b. Password is case sensitive, you would be required to enter the password in the same case in which it was changed to i.e. UPPER\lower Case.

    c. You should never disclose your password to anyone.
    (Eg:- Pass@123 which satisfies all the above conditions.)

7. Next ,please re- enter the same password that you have entered above.

8. Please enter the given code. Please note that it is case sensitive.

9. Please click the save button and you will get confirmation message.

10.   If the above-mentioned steps have been followed correctly, User ID and password for the School will be set and the user will be navigated to the Login Page of the School Authority.
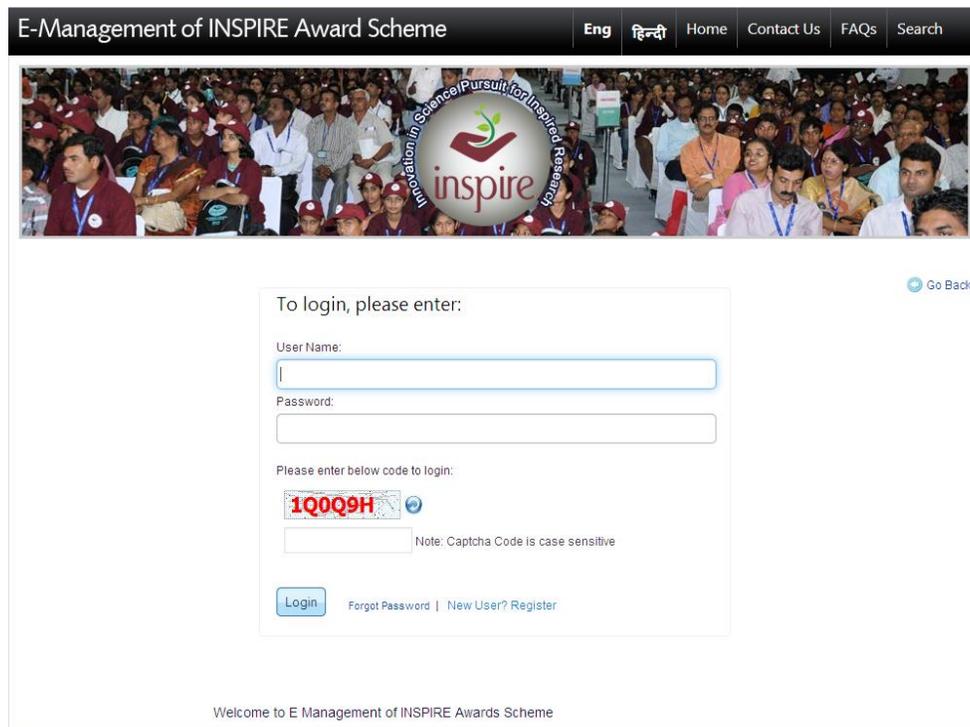
Steps for login in school authority :-

1. First go to the website http://www.inspireawards-dst.gov.in/
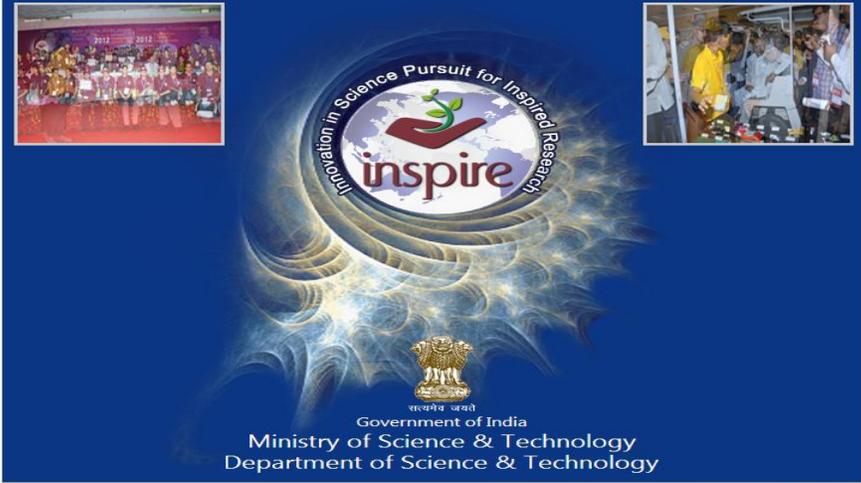
2. Then ,please click on school authority link .

3. Then it is redirected to the below page. And click on the link to login.

4. Then it is directed to the login page.

5. Please enter the **User Name** provided in your e-mail as UserId.
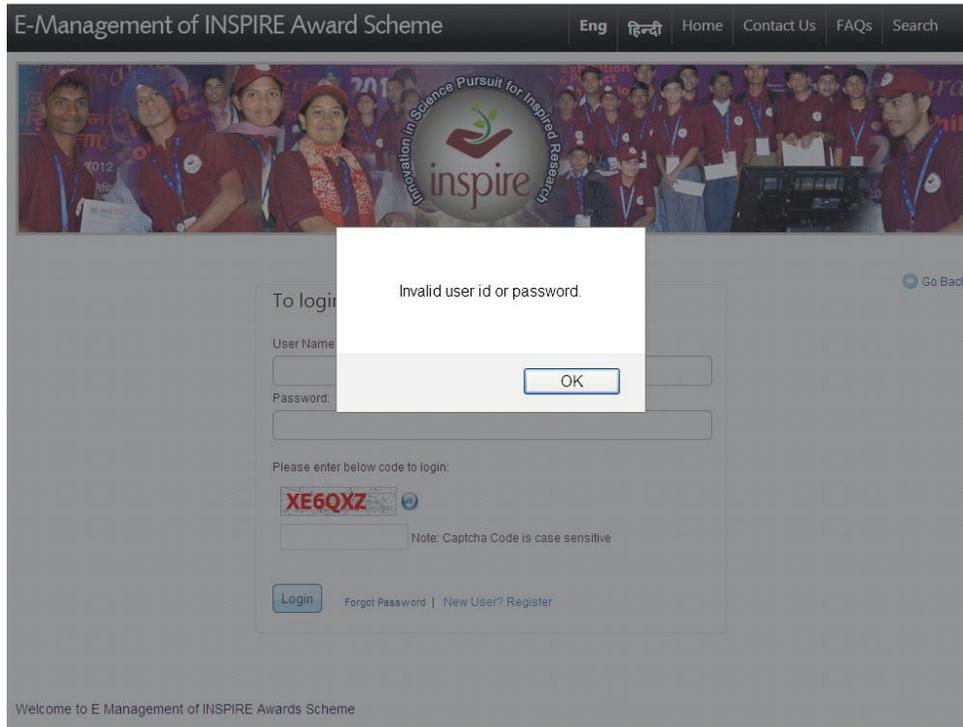
6. Next ,please enter the password that you had set.

7. Please enter the given code. Please note that it is case sensitive.

8. Please click the login button and you will be redirected to your dashboard.

## Steps in case not able to login :-

1. In case ,you have entered wrong User Name or password you get following screen shot.

2. In this case , please re-check your User name and password that you have entered .

3. If still you are not able to login ,then you can reset the password by clicking forget password option.
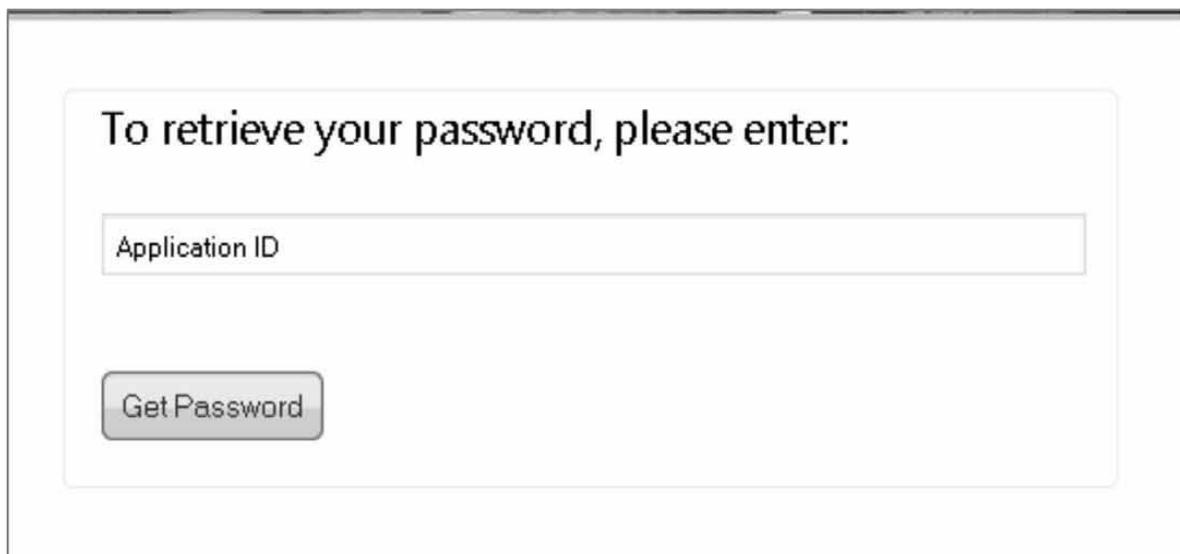
Steps in case of forget password :-

1. Click on the link forget password link to retrieve the password as shown :-
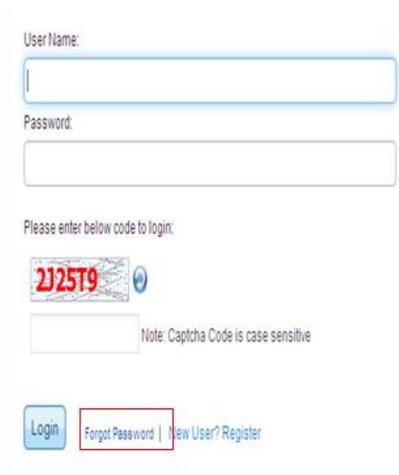
2. Click on the link forget password to retrieve the password. You will get following screen :-

3. Please enter your application code and click on Get Password .

4. After clicking the Get Password , you will get the following message :-

Password has been sent to the registered email.

OK

5. Please   check in your registered e-mail inbox or spam folders for setting the password.

6. Please follow the same procedure for setting the password as mentioned above.