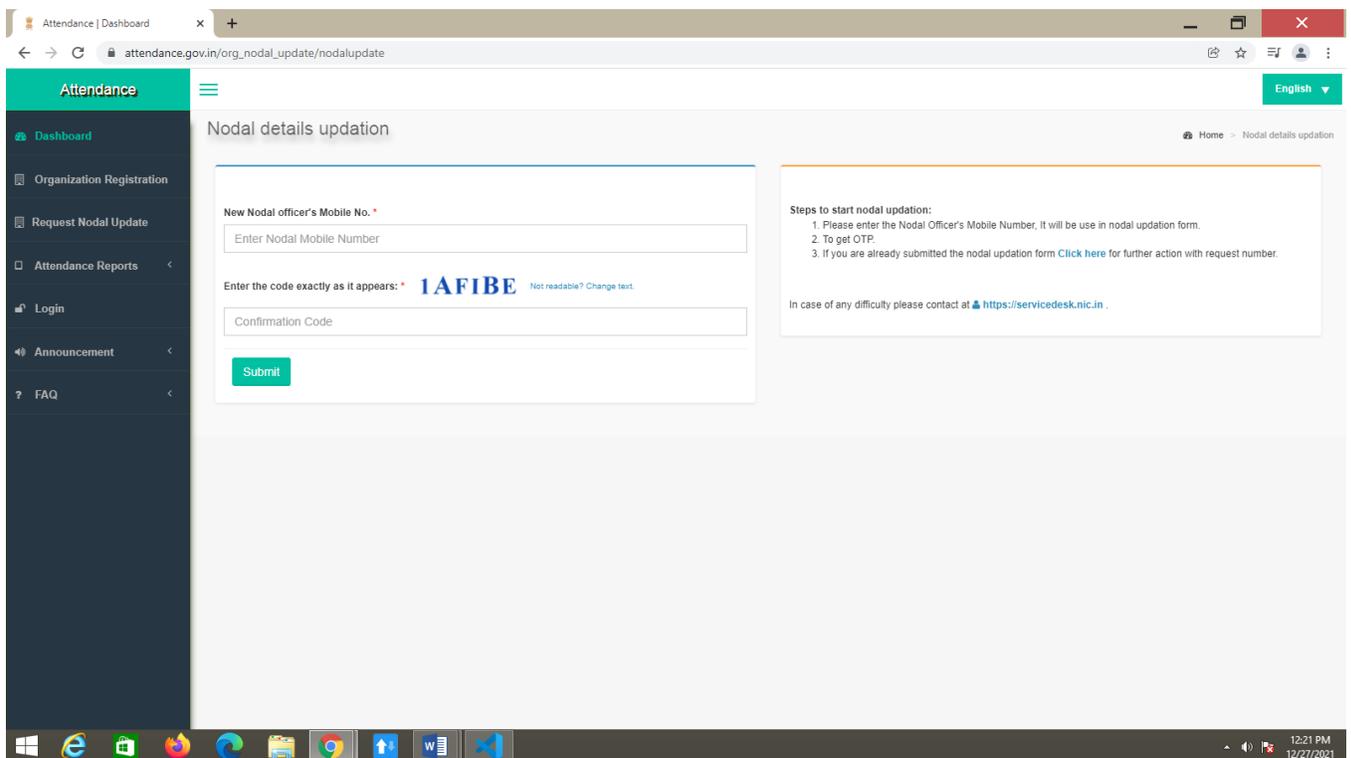# Aadhaar Enabled Biometric Attendance System

(Online Nodal Officer Change Request Manual)

ONLINE NODAL OFFICER CHANGE REQUEST FORM

The New Nodal officer will follow the below mentioned procedure to change nodal officer of organization.

- On the Attendance portal, select *'Request Nodal Update'* from the side menu.

- The New Nodal Officer fills up the Mobile No for authentication.

Figure 1.1

- After Submitting Captcha Code and form, below screen appears.

Aadhaar Enabled Biometric Attendance System
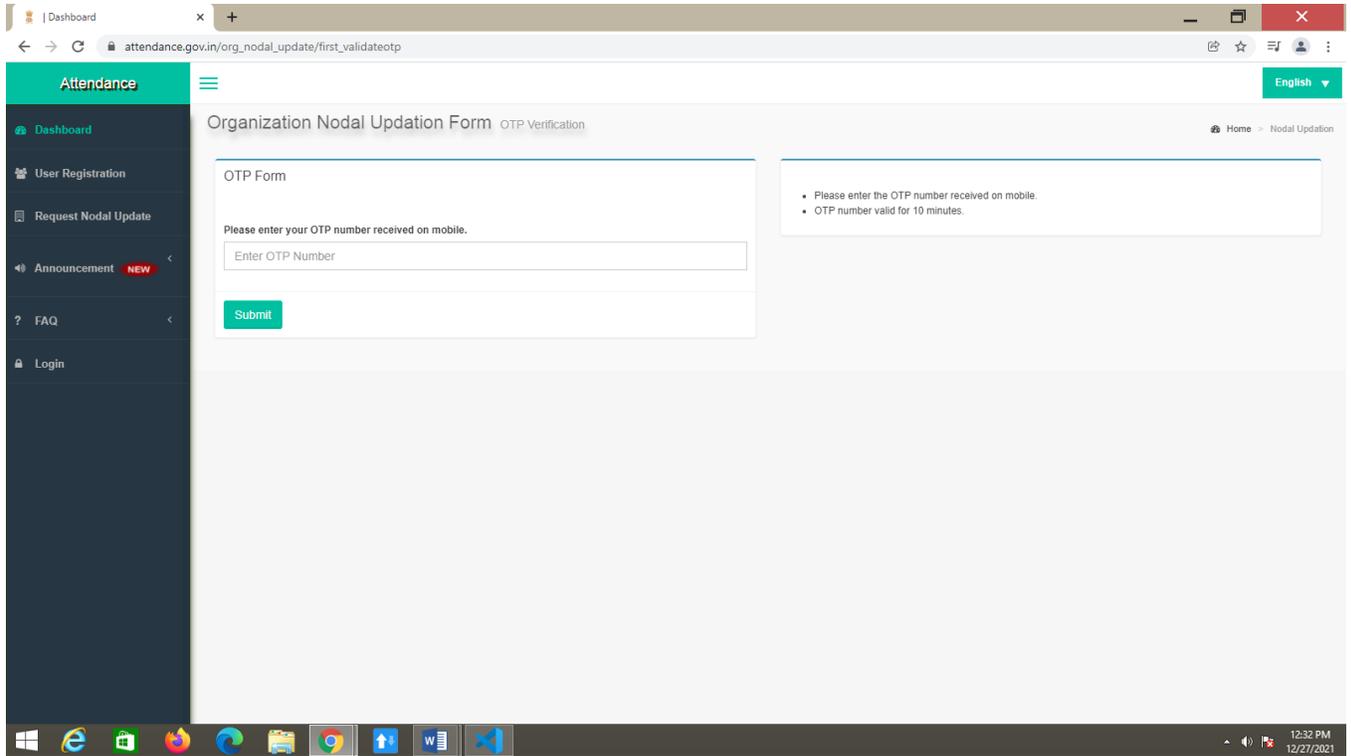
(Online Nodal Officer Change Request Manual)

Figure 1.2

Aadhaar Enabled Biometric Attendance System

(Online Nodal Officer Change Request Manual)

- Submit OTP received on Mobile for successful authentication.
- Now The Nodal Officer fills up the online form shown in the figure 1.3 and 1.4.

Figure 1.3

Figure 1.4

. Ensure that the Email OTP is filled for the successful submission of the online form

Having submitted the form, the system generates a Request Number and sends it on Nodal Officers mobile number and E-mail. The details such as Organization Name, Nodal Officer's Name, Nodal Officer's Email, Nodal Officer's Mobile, Request Status and Creation Date will reflect on the screen along with the Actions that can be taken- Print, Upload File and Logout. A Request Number is sent through SMS/E-mail. Keep the Request Number safe as it will be required to login for Edit/Upload/Print of nodal details before approval from our Helpdesk Team. Then the following screen will appear-

Figure 1.5

Print- The user will take a Print out of the form and get it signed and stamped, so that it can be uploaded.

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(Online Nodal Officer Change Request Manual)

Figure 1.6

Upload File and Logout- The user will upload the document and submit the form for processing. When the user clicks on Upload File , the following screen will appear:
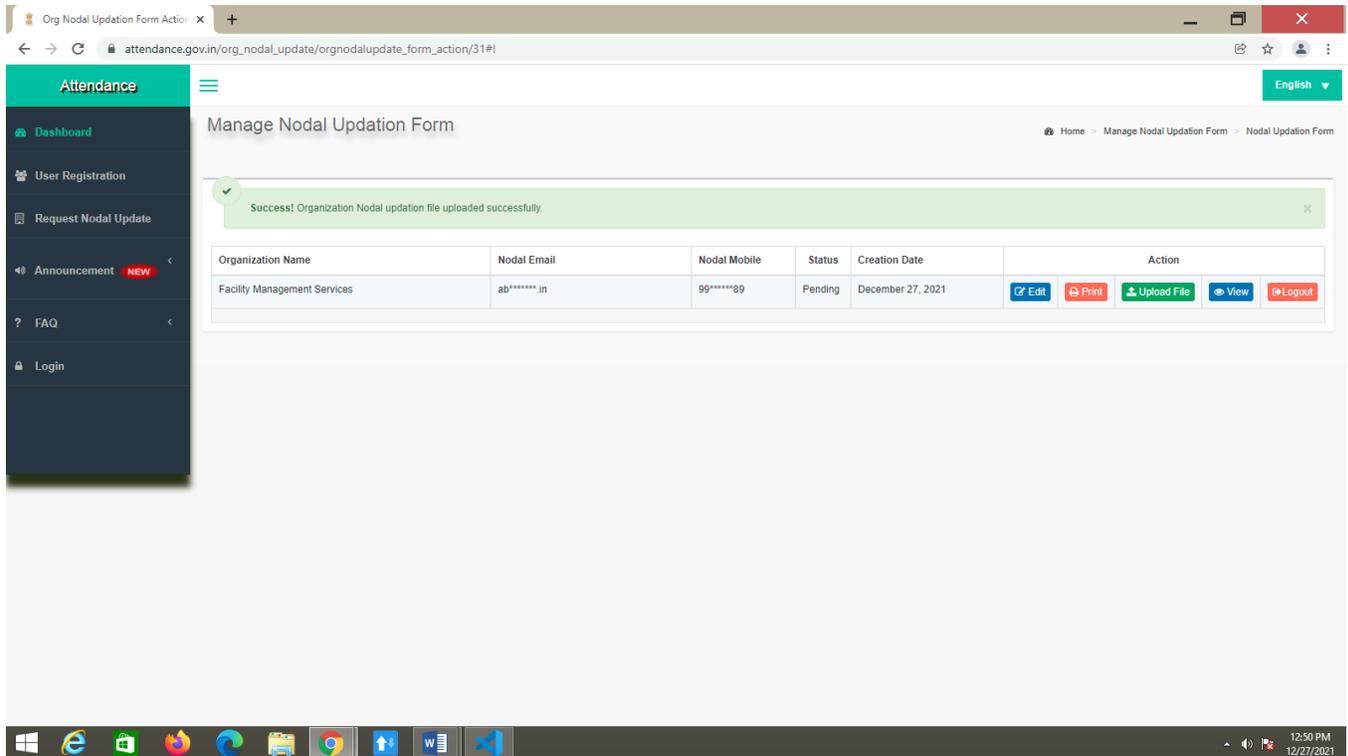
Figure 1.7

if you again want to make any changes in the form then Form can be updated as shown below-Please open the link https://attendance.gov.in/org_nodal_update/manage_onboardingform

- Enter the *Request Number'* which is sent on Nodal Officers as SMS/E-mail.

- Enter Mobile Number.
- Type the Security Code shown.

- Click on Submit

- Enter the OTP sent on the mobile number of the Nodal Officer.

Aadhaar Enabled Biometric Attendance System

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Figure 1.8

Aadhaar Enabled Biometric Attendance System

(Online Nodal Officer Change Request Manual)

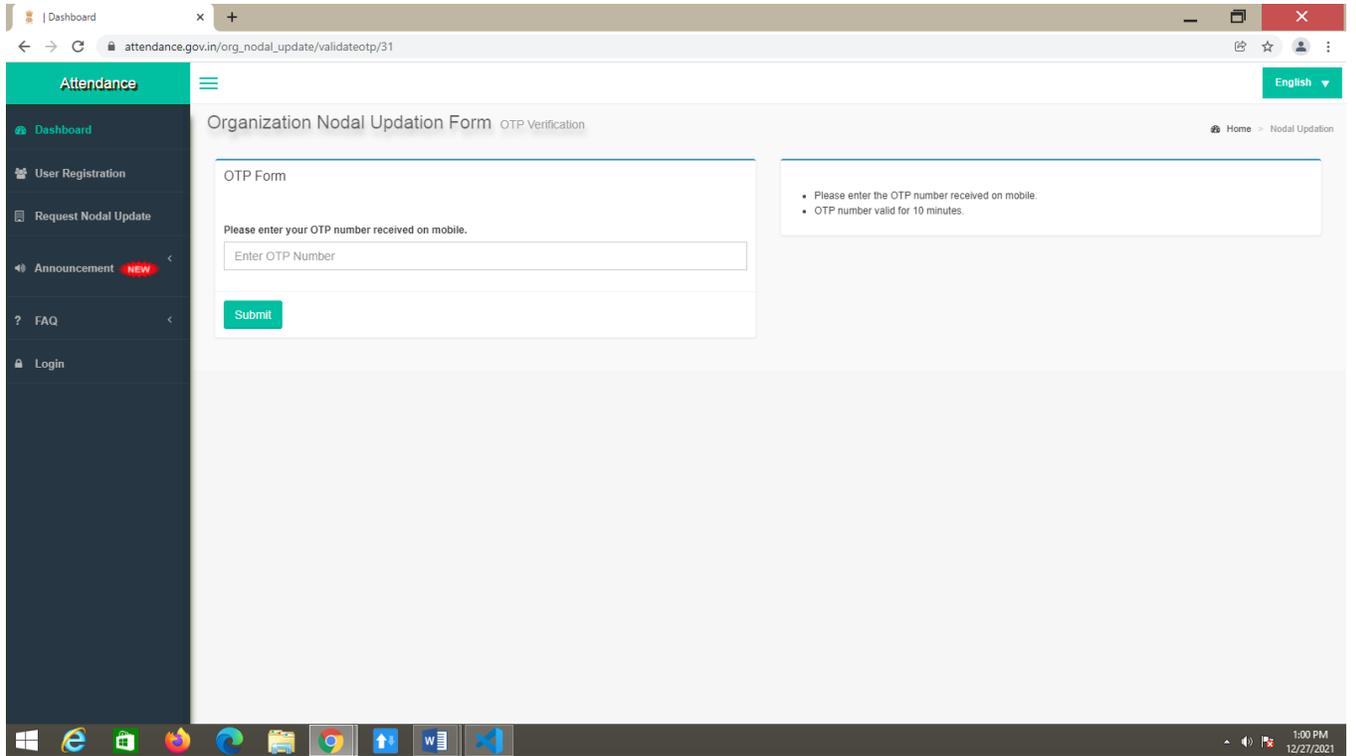Having submitted the form, the details such as *Organization Name, Nodal Email, Nodal Mobile, Status and Creation date* will reflect on the screen along with the Actions that can be taken- *Edit, Print, Upload File, View* and *Logout.* The following screen will appear.
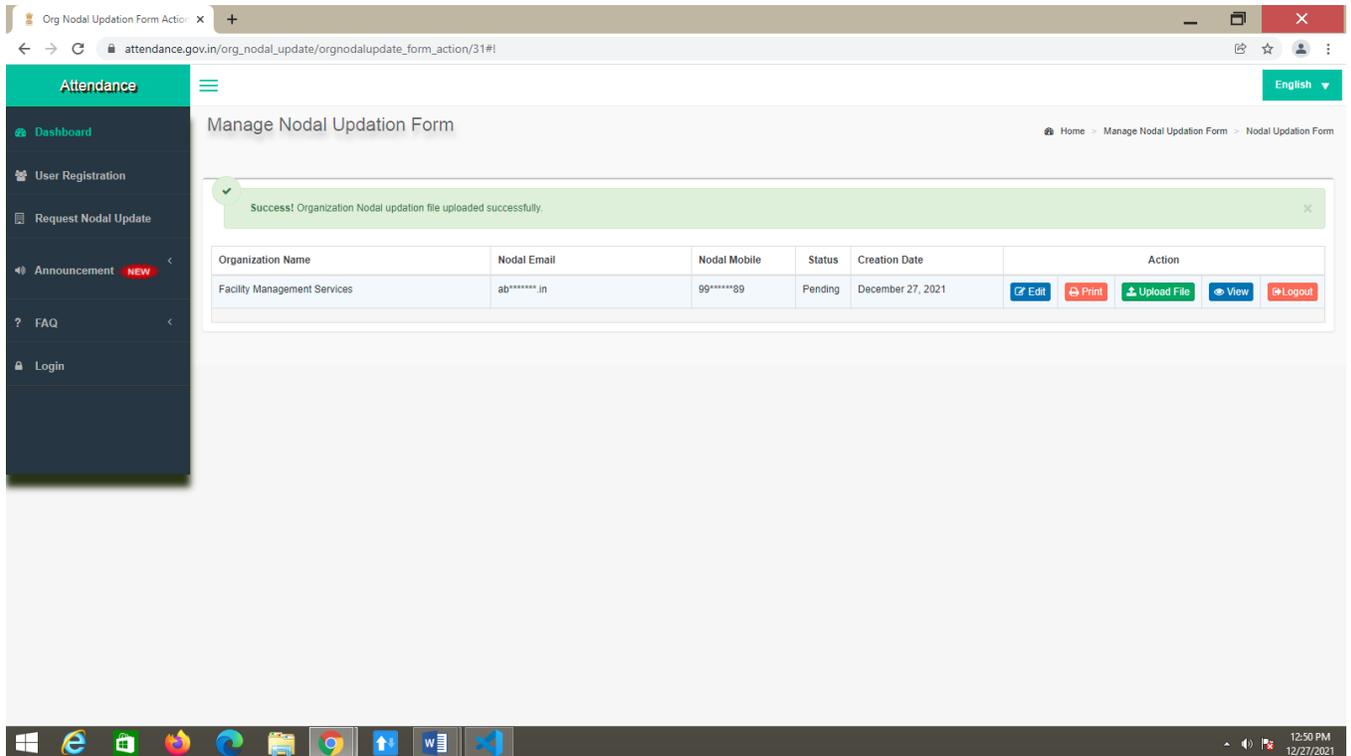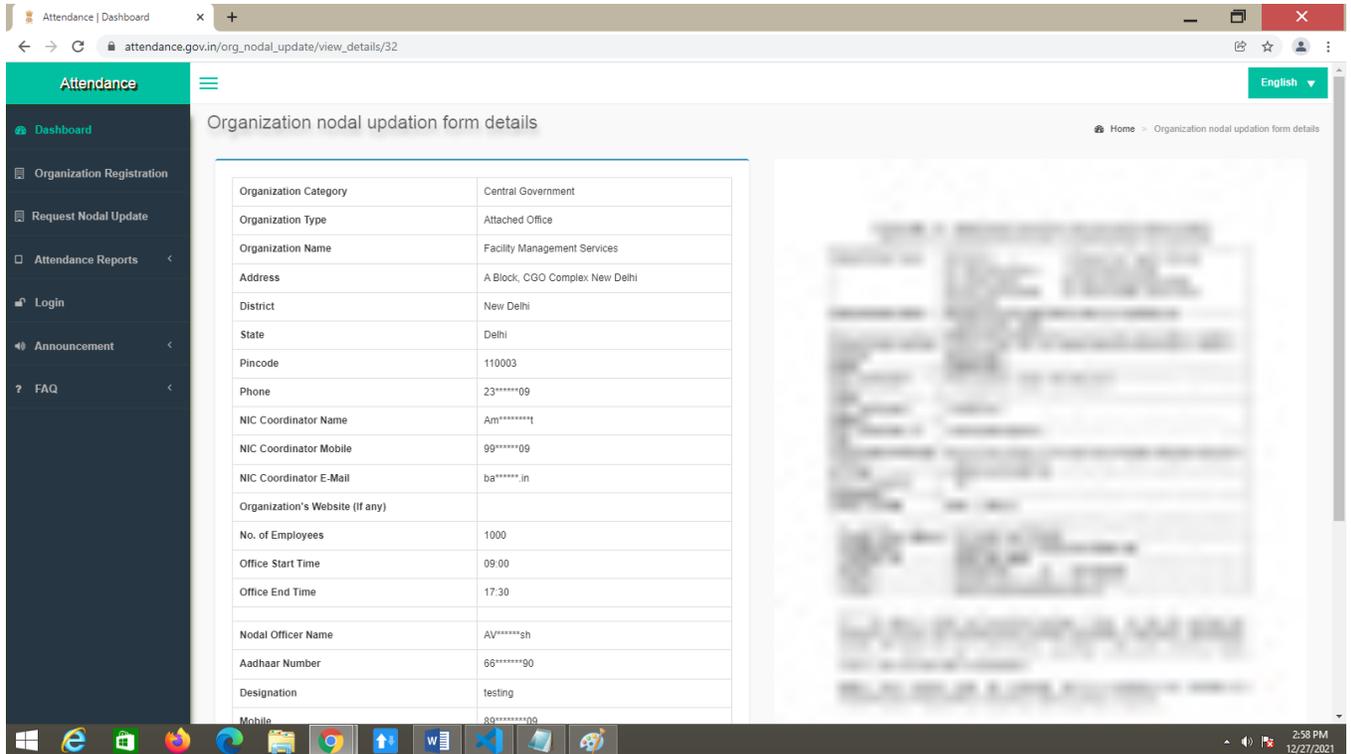

Figure 1.9

View- On selecting the *View* button, the following screen will appear where all details entered in the form can be seen and a checked for any errors.

Aadhaar Enabled Biometric Attendance System

(Online Nodal Officer Change Request Manual)

Figure 2.0

The user can select **Back** to go to the previous screen.

Edit- In case of an incorrect entry in any of the fields, the information can be edited by clicking on the **_Edit_** button. The following screen will appear where changes can be made.

Figure 2.1

Aadhaar Enabled Biometric Attendance System

(Online Nodal Officer Change Request Manual)
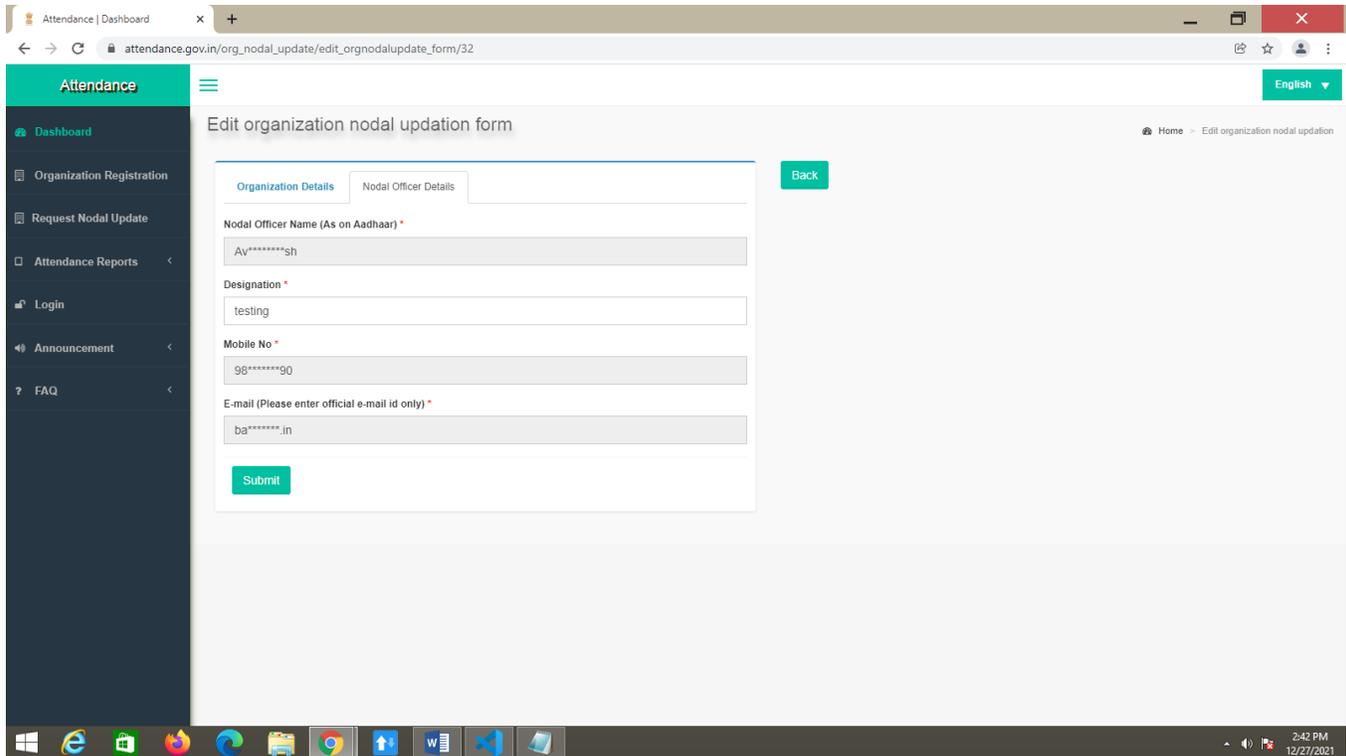
After editing the required fields, the user should ensure that the corrected form is uploaded.
Once upload is successful, the sure will submit.
This will be considered for processing

Print- The user needs to take a Print out of the form and get it signed and stamped from the
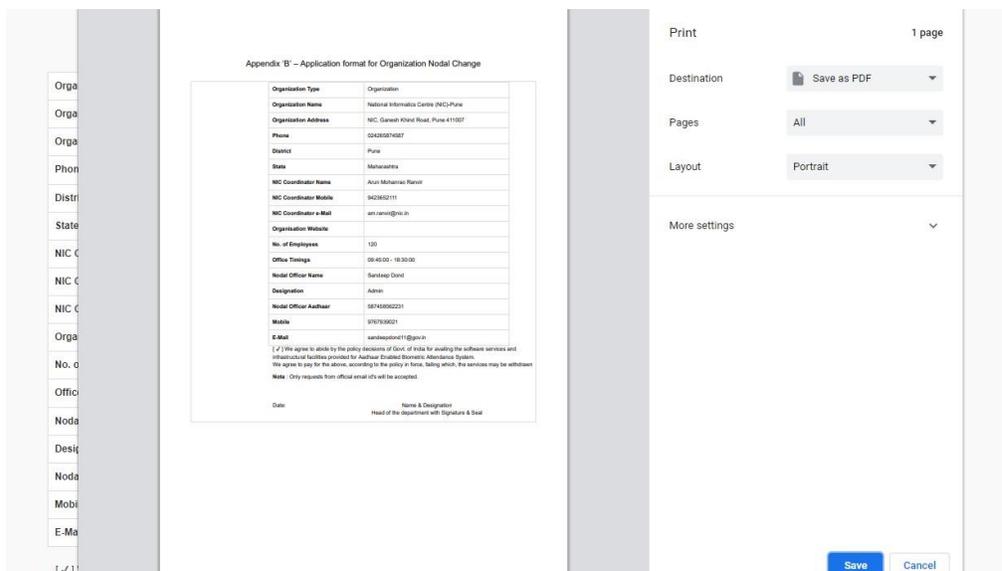Head of   Organisation, After the needful, scanned copy of the form needs to be uploaded

Figure 2.2

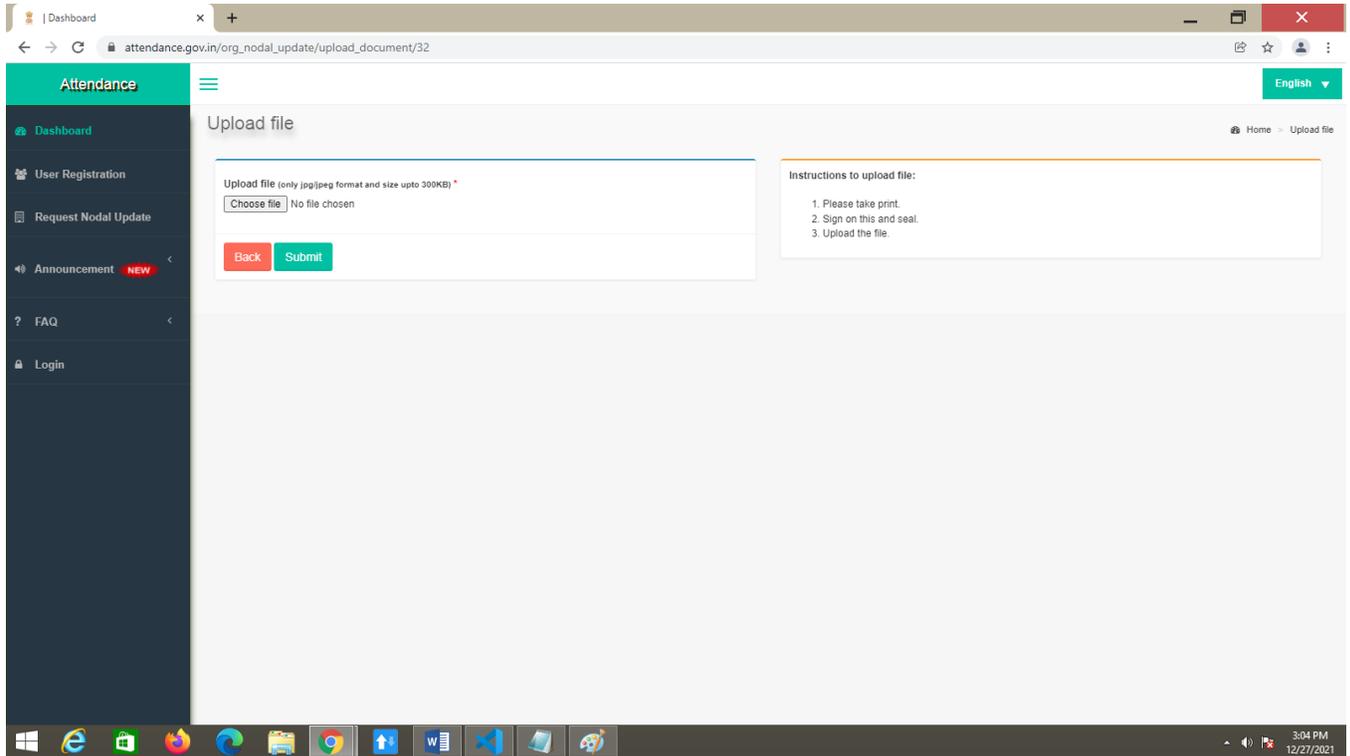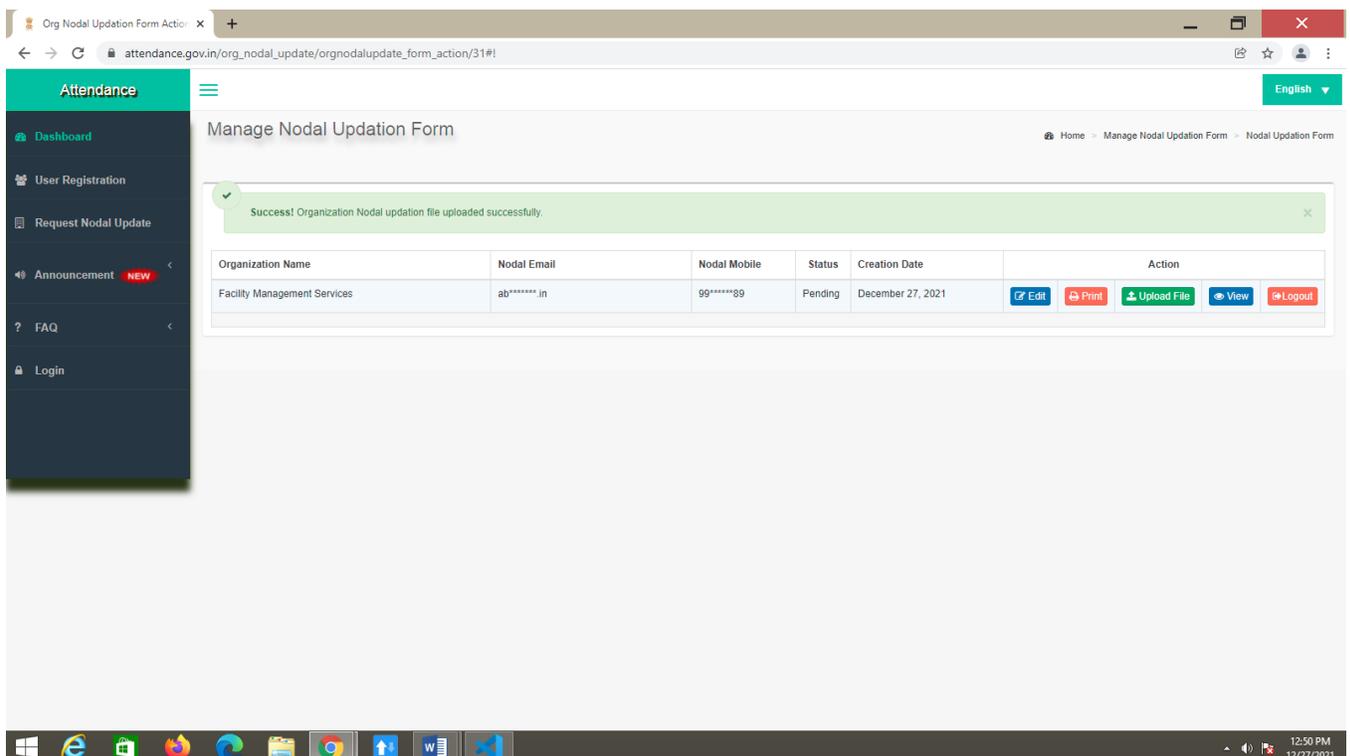**Upload File**- The user will upload scanned copy of the form and submit the form for processing

Figure 2.3

Upon submitting the form, the following screen will appear-

Aadhaar Enabled Biometric Attendance System

(Online Nodal Officer Change Request Manual)

Figure 2.4

The form is uploaded successfully.

Once the form is successfully submitted, The request is then sent to the Helpdesk Team.
If there are any corrections to be made, e-mail will be sent to the Nodal email for the required changes/clarifications.Once the Nodal Change request is approved, an email is sent along with the new password for Nodal Officer's Login.
Nodal Updation process may take 2-3 working days.

_____END _____