

Manav Sampada Tutorials Tutorial 16: Reset password

Contact your PMIS Nodal Officer visiting : <http://bit.ly/2v45Msi>
Contact us: pmis.dee@gmail.com

FOR DISTRICT NODAL OFFICERS:

Step: 1) Go to <http://admis.hp.nic.in/genpmis/> or just type **Manav Sampada** in Google and click on first web link.

Step: 2) Login through your Nodal Officer ID (as taught in **Tutorial 1**)

Step: 3) Go to **Nodal Officer** → **Update Employee Role**



Step: 4) Under **Select Employee:**

Office Level: Block/High School

Estab./Posting Office: Select the block office for which the role is to be changed

Employee Name: Type Employee Name/PMIS Code

Under **Assigning Application Role**

Application Type: Personal MIS

Role Purpose: Tick Data Entry/Administrator/General

Role to be assigned: General

Department of Elementary Education
Himachal Pradesh, Shimla-171001



The screenshot shows the 'Set Initial Password' section of the application. The 'Current Status' is checked and set to 'Active'. A green tooltip message reads: '*Check this to allow login to user'. The 'User Password' field is currently empty.

Under Set Initial Password:

- Click on **Active**.
- Set **User Password**: Type in the new password (ideally 123456)

And then click on Save/Assign Role

The screenshot shows the 'Set Initial Password' section after the password has been entered. The 'User Password' field now contains the text '22400_2016'.

Step 5) Communicate the new password to the concerned person