USER MANUAL

FOR

IGNOU-SAMARTH

PROJECT

(VERSION 1.0)

Prepared by
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SAMARTH is a Project under Ministry of Education, Govt. of India. It is “an Open Source, Open Standard enabled Robust, Secure, Scalable and Evolutionary Process Automation Engine for Universities and Higher Education Institutions”. It is Designed & Developed By Institute of Informatics & Communication, University of Delhi under National Mission in Education through ICT.

We are also thankful to all the team members of SAMARTH Project for providing us all necessary support in implementation of the project in IGNOU.

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INTRODUCTION

SAMARTH is a Project under Ministry of Education, Govt. of India. It is “an Open Source, Open Standard enabled Robust, Secure, Scalable and Evolutionary Process Automation Engine for Universities and Higher Education Institutions”. It is Designed & Developed By Institute of Informatics & Communication, University of Delhi under National Mission in Education through ICT

IGNOU being a Open University having many challenges in implementation of the SAMARTH PROJECT as it is uniformly designed for various university. Many of the activities carried out at IGNOU are not similar in nature of other universities. But SAMARTH Team and IGNOU Team worked together and finally the university is initiating the implementation of the SAMARTH Project.

IMPLEMENTATION OF IGNOU-SAMARTH: The SAMARTH project will be implemented in the University in Phase wise manner. Initially, User Management (UMS) and Employee Management System (EMS) will be
implemented and once all the employee login credentials are created and their data is verified the other modules like Leave, File Tracking and Management System (FTMS), Payroll will be implemented.
CHAPTER-2

LOGIN TO THE SYSTEM

User Management (UMS) module gives user the facility to enter into the Samarth Portal and access various modules as per their access right. In Samarth Portal an user will have different login for their own activities and for administrative activity i.e. for applying leave there will be one account and for approving leave there will be other account.

As Samarth is Web-Application we required internet to use this application.

The various steps for login is as under:

1. Open any web browser
2. Enter the address of IGNOU-SAMART Portal

“cuignou.samarth.ac.in”

3. Click on forget Password and enter the ODL ID as user Id
Forgot Password
Please enter your username and click on send recovery instructions.

Username *

Registered Email

Captcha Verification

Type the text

Click on the text to change

Request Verification Code

Return to Login »
4. Enter the ODL-ID (four digit) as user Id and captcha and click submit.
5. If you get a **user does not exist error**, please try again with ODL-ID (Six digit) i.e. prefix two zeros. If ODL ID is 4469, try with 004469.

6. Once you entered correct user id a verification code will be sent to your email id.
7. Enter the verification code and login into the system and reset your password.

8. Login to the portal using the user id and newly reset password.
9. In case of any difficulty, please send email to

“samarth.support@ignou.ac.in”
CHAPTER-3

UPDATING INFORMATION/DATA

1. After successful login following screen will be displayed
2. To view your personal details click on LAUNCH button on My Profile Tile as shown below
3. Following page will be displayed

4. Employee may check his/her personal details in above page
In case of any discrepancy of data, please email to 
Samarth.support@ignou.ac.in by mentioning your ODLID, Name, email, Mobile, intercom and data where discrepancy is there.