

# User manual for Staff Registration, Assigning of Role, login for State/District users in NREGASoft

## 1. Registration of login users:

In NREGASoft, now it is mandatory to register login users of Gram Panchayats, Program Officers, Blocks, Zilla Panchayats, Implementing Agencies, District Program Coordinator (DPC) and State DBA, using 'Staff Registration' module.

The Staff registration form captures the information about the staff such as his/her Designation, Name, Email ID, and mobile number, Aadhaar number, Name as per Aadhaar. Email-id is option for GP level Staff. Aadhaar information is optional. Details of Staff should be uniquely registered with one mobile number only. Same Staff should not be registered with different mobile nos.

Ministry of Rural Development  
Department of Rural Development  
Mahatma Gandhi National Rural Employment Guarantee Act  
28-Aug-20

Home Sign

### MGNREGA Staff Required at Block/Panchayat Level

State: DemoStateCHANDIGARH District: DemoDistrictCHANDIGARH Block: DemoBlockCHANDIGARH

Select Level for Staff:  Block  Panchayat

Line Department  MGNREGA

no	Designation	Staff Name	Email Id	Mobile	Select to enter Aadhaar Details	Aadhaar No	Name As Per Aadhaar
	--Select--				<input type="checkbox"/> +		

Submit

## 2. Assigning role to registered staff:

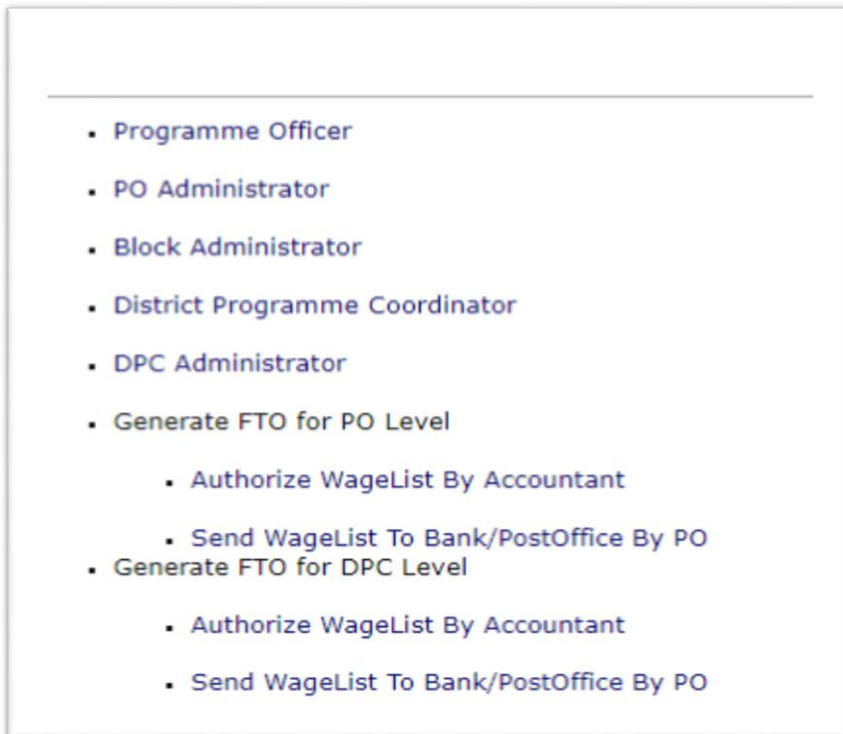
Once registration is completed, the registered staff details will be available to immediate next higher level login for assigning roles to these registered staffs. Like:



## 2. DPC Administrator

To assign Staff at District level as '**District Programme Coordinator**'.

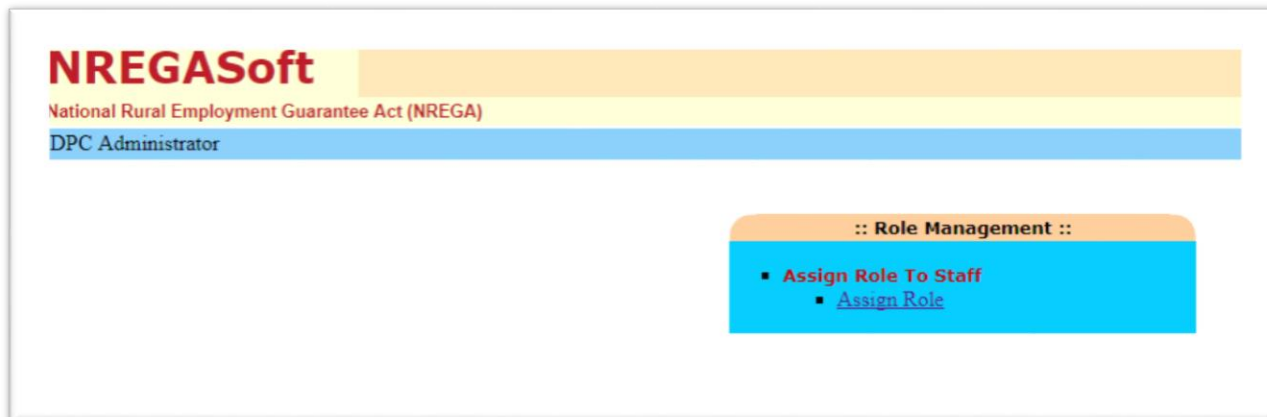
DPC Administrator may access nrega.nic.in->District/Block Coordinator->Select State and District -> Click 'Data Entry'. On Clicking of 'Data Entry', the following screen will be displayed:



Click the 'DPC Administrator' link. On clicking of the link, the following login screen will be displayed:

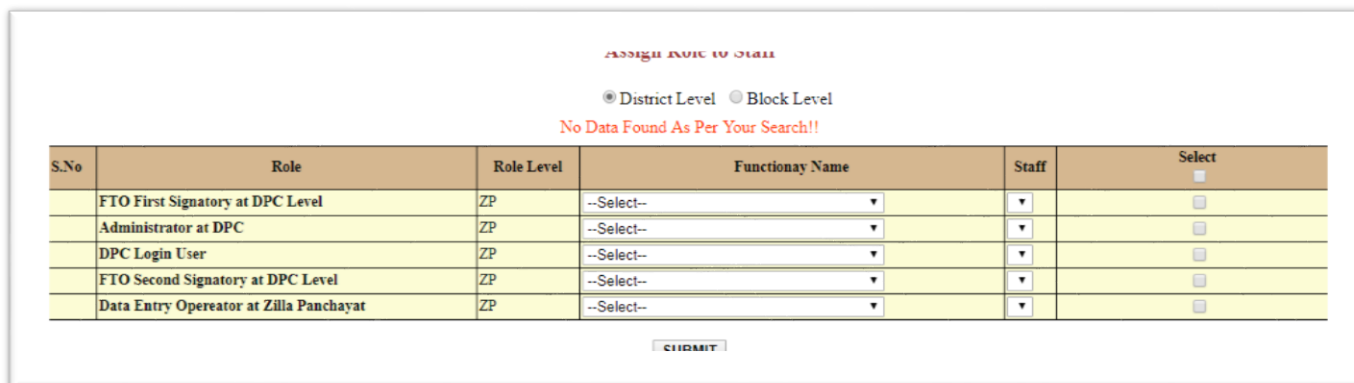


1. Now, DPC Administrator can select Financial Year, District and enter User-Id and password received through SMS and Click 'Login'. After successful login, the following screen would be displayed



On clicking the link 'Assign Role', the following screen will be displayed:

On clicking of the 'District Level' option, the following roles can be assigned:



### To assign a Role Of 'DPC Login user' (District Programme Coordinator ) to a Staff:

Click the option 'District Level'. To assign role of District Programme Coordinator, Select the row having the Role as 'DPC login user' (S. No. 3) and select 'Functionary name' (Designation) and all the staffs corresponding to selected designation will be displayed. Select the Staff to whom the 'DPC login user' is to be assigned. And click 'Check box' and then click 'Submit' button.

On clicking 'Submit' button, the selected Staff details would be displayed in the bottom grid and click 'Password' to send the new user-id and password through SMS to the staff's mobile number registered in NREGASoft . **Before clicking 'Allow Pop-up Blocker' should be enabled.**