



GOVERNMENT OF INDIA
MINISTRY OF AGRICULTURE & FARMERS WELFARE
DEPARTMENT OF AGRICULTURE COOPERATION & FARMERS WELFARE
DIRECTORATE OF MARKETING & INSPECTION



DMI/LIMS User Manual

To

Reset Password

Prepared By:

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National Informatics Centre

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Government of India

Introduction:

This manual is useful to help user while he/she needs to reset the existing password. There will be three scenarios when user needs to reset their password.

- a. The first time when user registered on the AQCMS portal.
- b. When any user forgot his/her password.
- c. When the existing password get expired.

So this manual will help user step by step to reset there password properly. This will be helpful for both DMI users and LIMS users.

Described in details:

a. Reset the Password on DMI/LIMS User Registration:

1. When user successfully registered on AQCMS online portal, the system will generate a link to reset the password. This link will be sent on the registered email id.
2. The email provider may have treated the mail to set/reset the password as 'Spam' mail. Please check the 'Spam', 'Junk' folder of email.
3. In Some cases User has experienced the delay of 6 hours to receive email, in email providers like 'Gmail'
4. Also, for some email providers like 'Gmail', this mail is not visible if you are accessing the account through Gmail App. In such case, open the account through any browser.
5. Click the link provided in the email OR copy the link and paste it to any browser's address bar and hit enter.
6. This link will be active only for 24 hours, if not used within the time it will be expired and the user will need to proceed again from “**Forgot Password**” Option on the login screen.

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MINISTRY OF AGRICULTURE & FARMERS WELFARE
DEPARTMENT OF AGRICULTURE COOPERATION & FARMERS WELFARE
DIRECTORATE OF MARKETING & INSPECTION

HOME
ACT AND RULES
ABOUT AGMARK online
HOW TO APPLY
COMMODITIES
FAQ
CONTACTS
DMI PORTAL

Sorry.. This link to reset password is already used or expired.
Please proceed through "Forgot Password" again.

Ok

GOVERNMENT OF INDIA
MINISTRY OF AGRICULTURE & FARMERS WELFARE
DEPARTMENT OF AGRICULTURE COOPERATION & FARMERS WELFARE
DIRECTORATE OF MARKETING & INSPECTION


HOME
ACT AND RULES
ABOUT AGMARK online
HOW TO APPLY
COMMODITIES
FAQ
CONTACTS
DMI PORTAL

Authorized User Login

Personal

Email Id *

Password *

Verify * 

Submit

Forgot Password

7. If the link is valid then the user will be redirected to the reset password window, where he/she needs to enter details and click the submit button.



Reset Password


Personal

User Id *

Note:- Password length should be min. 8 char, min. 1 number, min. 1 Special char. and min. 1 Capital Letter

New Password *

Confirm Password *

Verify * 

Activate Windows
Go to Settings to activate

Reset Password


Personal

User Id *

Note:- Password length should be min. 8 char, min. 1 number, min. 1 Special char. and min. 1 Capital Letter

New Password *

Confirm Password *

Verify * 

Activate Windows
Go to Settings to activate

Password Changed Successfully

8. If all the password strength criteria passed, the new password will be reset successfully and user will be redirected to login screen, to login there account with new password.

b. Reset the Password through “Forgot Password” Option:

1. This option to reset the password will be useful when any user forgot his/her password and unable to login the account.
2. User needs to click the “**Forgot Password**” option on the login screen as shown below.


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MINISTRY OF AGRICULTURE & FARMERS WELFARE
DEPARTMENT OF AGRICULTURE COOPERATION & FARMERS WELFARE
DIRECTORATE OF MARKETING & INSPECTION

Authorized User Login

Personal

Email Id *

Password *

Verify * 

3. On clicking the “Forgot Password” option will open the window to request the password change.



HOME
ACT AND RULES
ABOUT AGMARK online
HOW TO APPLY
COMMODITIES
FAQ
CONTACTS
DMI PORTAL

Forgot Password

Authorized Email Id

Link will be send on this email to reset password

Mobile No.*

Email Id *

Verify *

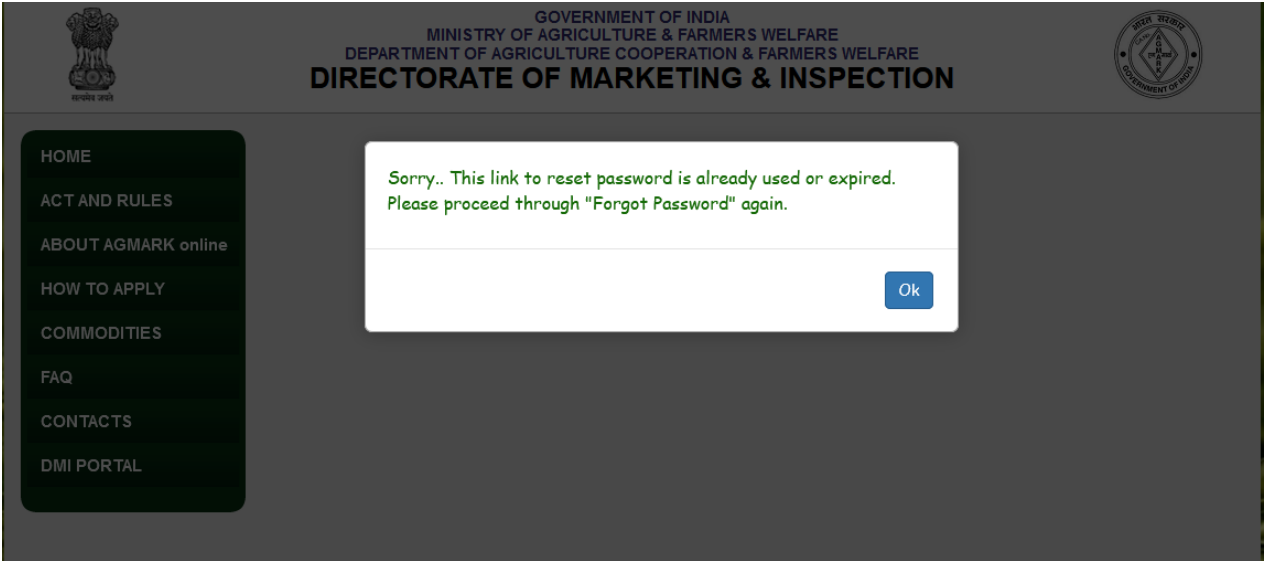
- The system will generate a link to reset the password. This link will be sent on the registered email id.

HOME
ACT AND RULES
ABOUT AGMARK online
HOW TO APPLY
COMMODITIES
FAQ
CONTACTS
DMI PORTAL

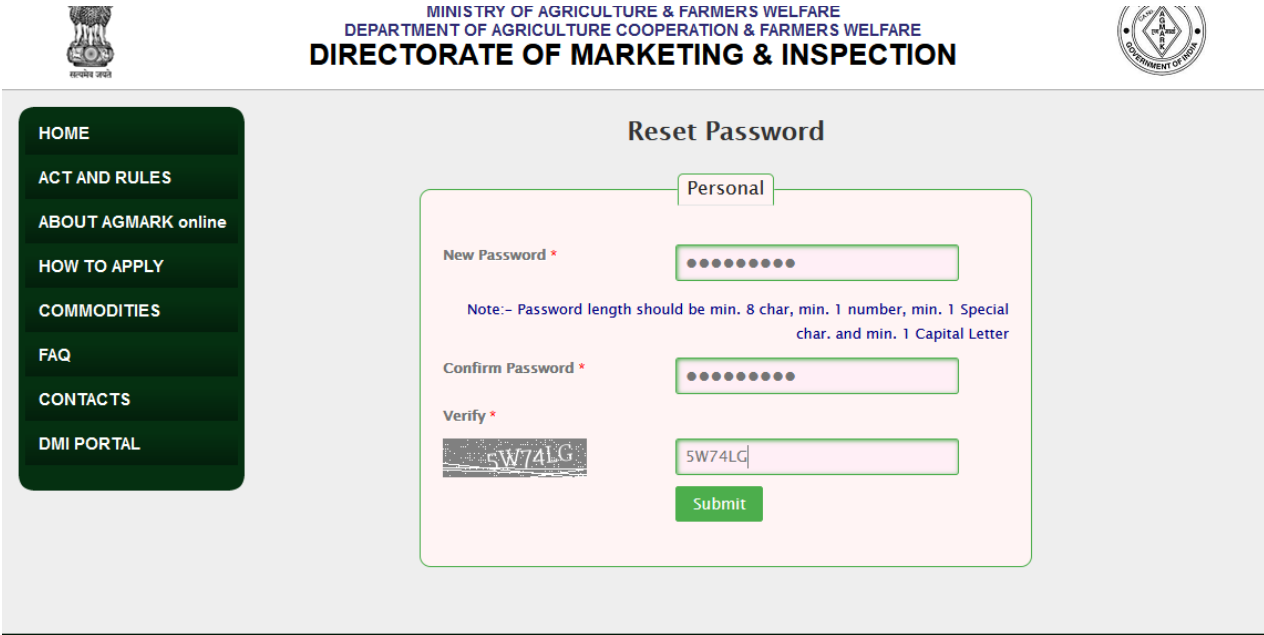
Change password link sent on XhXuXhXrX.XmXlX8@gmail.com

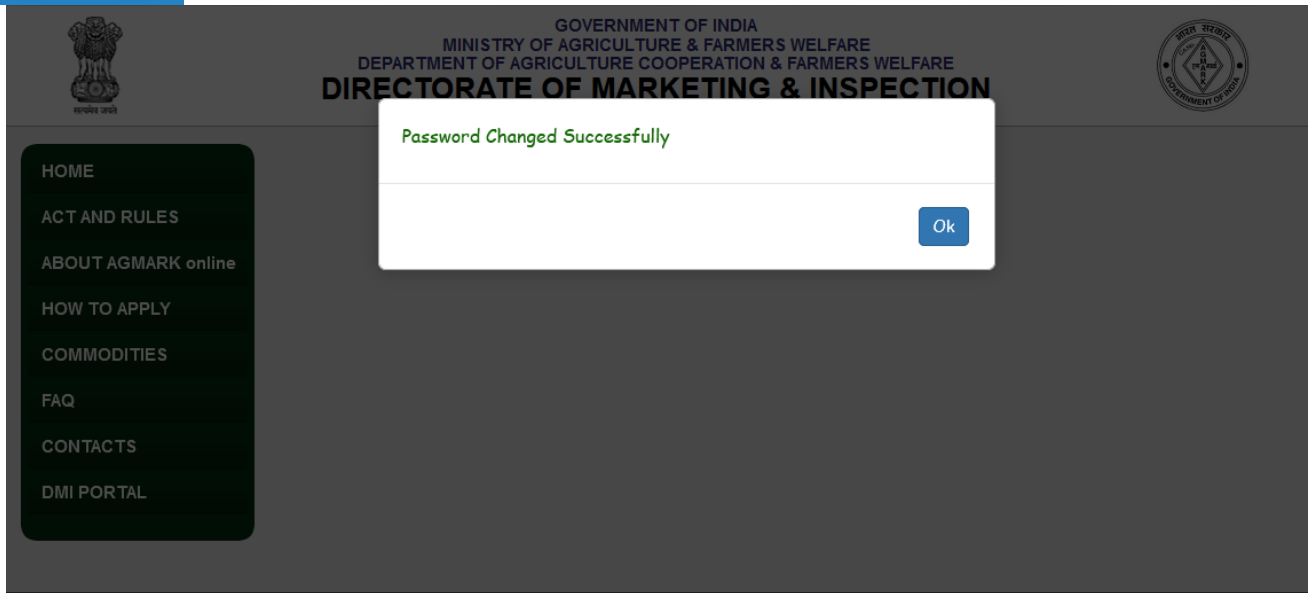
- The email provider may have treated the mail to set/reset the password as 'Spam' mail. Please check the 'Spam', 'Junk' folder of email.
- In Some cases User has experienced the delay of 6 hours to receive email, in email providers like 'Gmail'
- Also, for some email providers like 'Gmail', this mail is not visible if you are accessing the account through Gmail App. In such case, open the account through any browser.

- 8. Click the link provided in the email OR copy the link and paste it to any browser's address bar and hit enter.
- 9. This link will be active only for 24 hours, if not used within the time it will be expired and the user will need to proceed again through Forgot Password Option.



- 10. If the link is valid then the user will be redirected to the reset password window, where he/she needs to enter details and click the submit button.

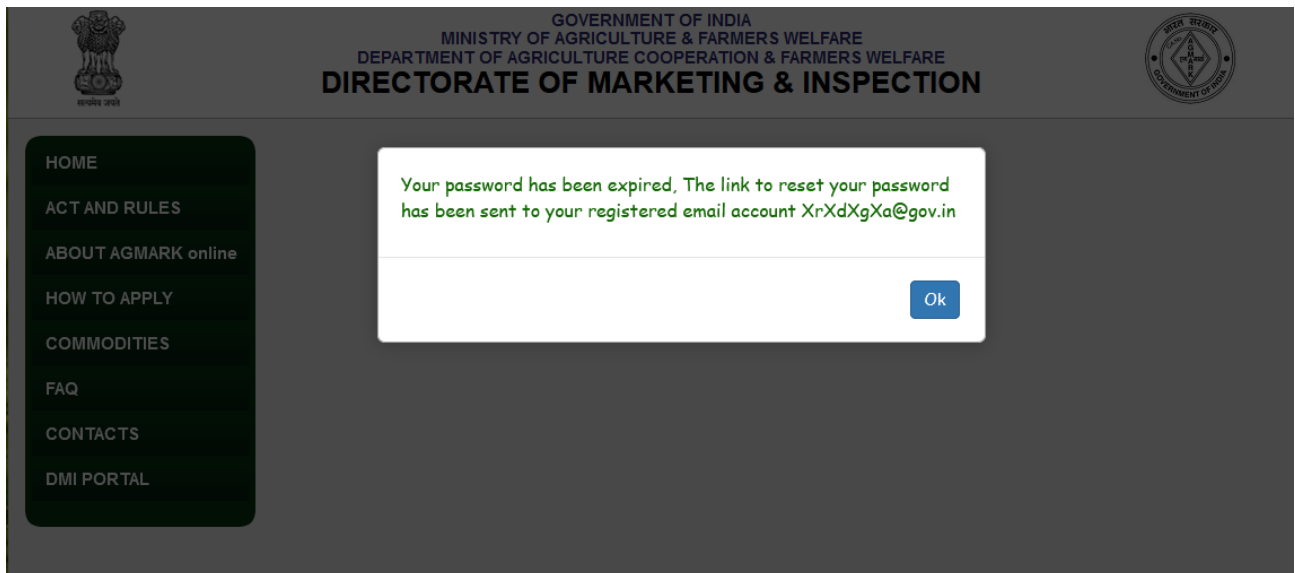




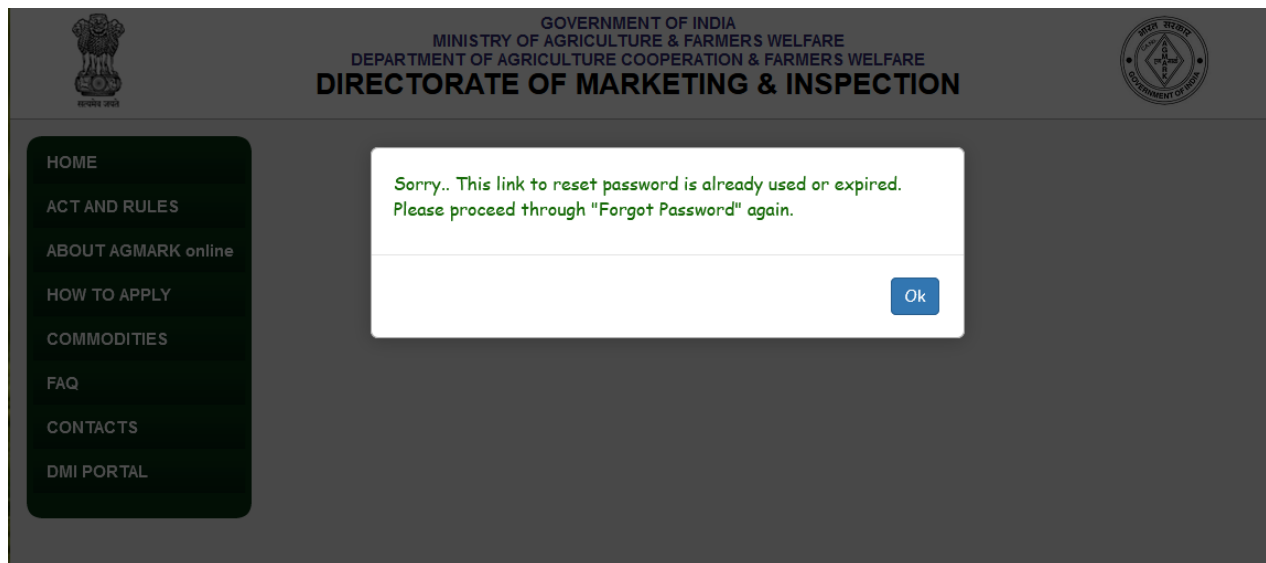
11.If all the password strength criteria passed, the new password will be reset successfully and user will be redirected to login screen, to login there account with new password.

c. **Reset the Password when Password Expired:**

1. This option to reset the password will be useful when the password get expired and shows the message as below on login failed.



2. The system will generate a link to reset the password. This link will be sent on the registered email id.
3. User needs to login the email account with registered email id. And the inbox for the email sent from DMI system to reset the password.
4. The email provider may have treated the mail to set/reset the password as 'Spam' mail. Please check the 'Spam', 'Junk' folder of email.
5. In Some cases User has experienced the delay of 6 hours to receive email, in email providers like 'Gmail'
6. Also, for some email providers like 'Gmail', this mail is not visible if you are accessing the account through Gmail App. In such case, open the account through any browser.
7. Click the link provided in the email OR copy the link and paste it to any browser's address bar and hit enter.
8. This link will be active only for 24 hours, if not used within the time it will be expired and the user will need to proceed again from “**Forgot Password**” Option on the login screen.







Authorized User Login

Personal

Email Id *

Password *

Verify *  

9. If the link is valid then the user will be redirected to the reset password window, where he/she needs to enter details and click the submit button.


Reset Password

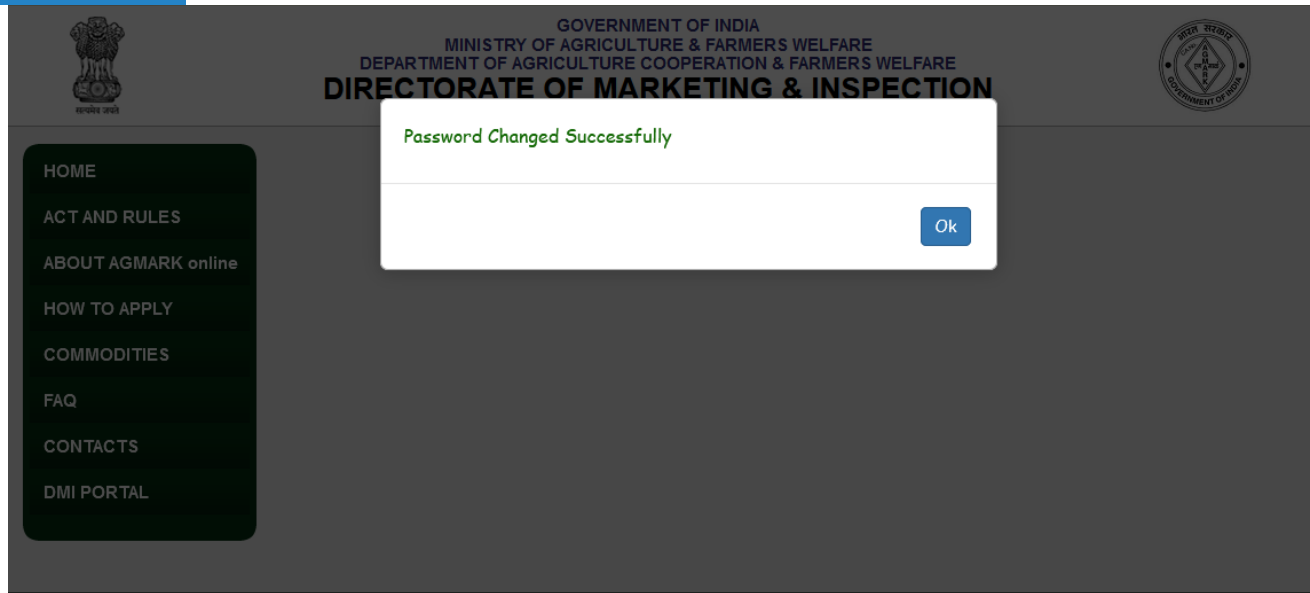
Personal

New Password *

Note:- Password length should be min. 8 char, min. 1 number, min. 1 Special char. and min. 1 Capital Letter

Confirm Password *

Verify * 



10.If all the password strength criteria passed, the new password will be reset successfully and user will be redirected to login screen, to login there account with new password.