



# DMI/LIMS User Manual

## To

# Reset Password

Prepared By:

**NIC** राष्ट्रीय सूचना विज्ञान केंद्र  
National Informatics Centre

**Software Development and Testing Centre – SDTC, Nagpur**

**National Informatics Centre**

Ministry of Electronics & Information Technology  
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.

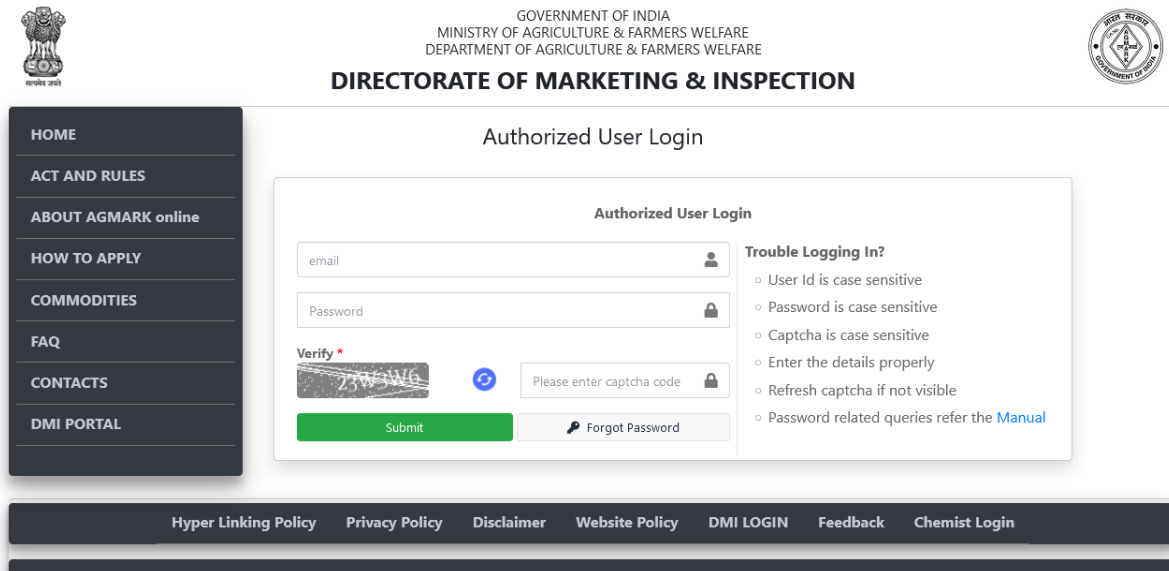
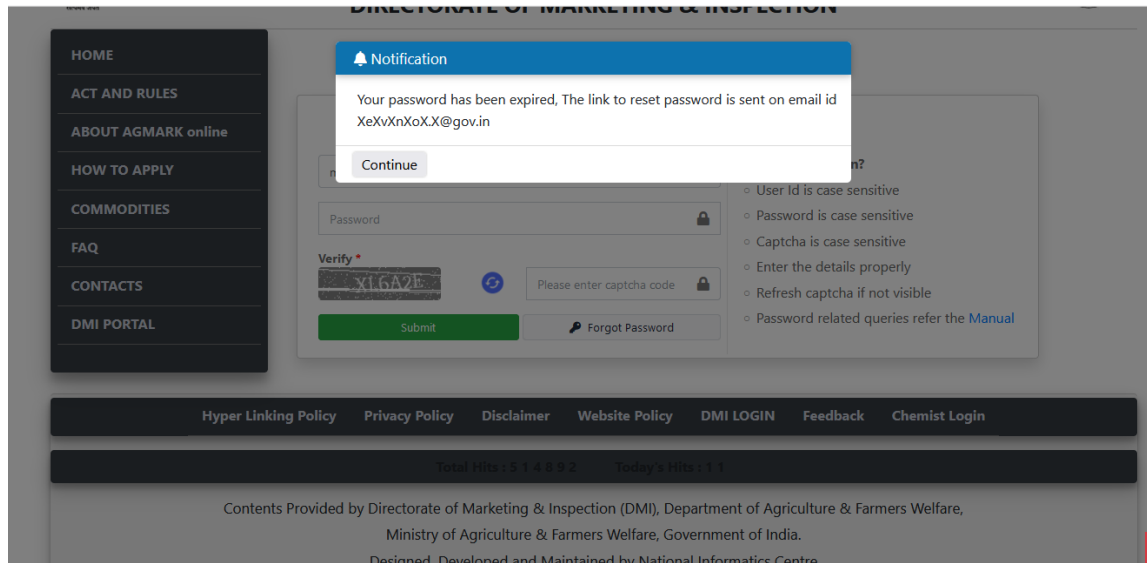
- a. The first time when user registered on the AQCMS portal.
- b. When any user forgot his/her password.
- c. When the existing password get expired.

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.



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.

HOME

ACT AND RULES

ABOUT AGMARK online

HOW TO APPLY

COMMODITIES

FAQ

CONTACTS


DMI PORTAL

### Reset Password


Personal




User Id

melvinroy.p@gov.in

Enter New Password 

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

Confirm New Password 

  Enter captcha 

[Submit](#)

[Hyper Linking Policy](#) [Privacy Policy](#) [Disclaimer](#) [Website Policy](#) [DMI LOGIN](#) [Feedback](#) [Chemist Login](#)

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.

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

Authorized User Login

Authorized User Login

email

Password

Verify \*

Please enter captcha code

Submit [Forgot Password](#)

**Trouble Logging In?**

- User Id is case sensitive
- Password is case sensitive
- Captcha is case sensitive
- Enter the details properly
- Refresh captcha if not visible
- Password related queries refer the [Manual](#)

Hyper Linking Policy Privacy Policy Disclaimer Website Policy DMI LOGIN Feedback Chemist Login

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



**DIRECTORATE OF MARKETING & INSPECTION**

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

Forgot Password

Authorized Email Id

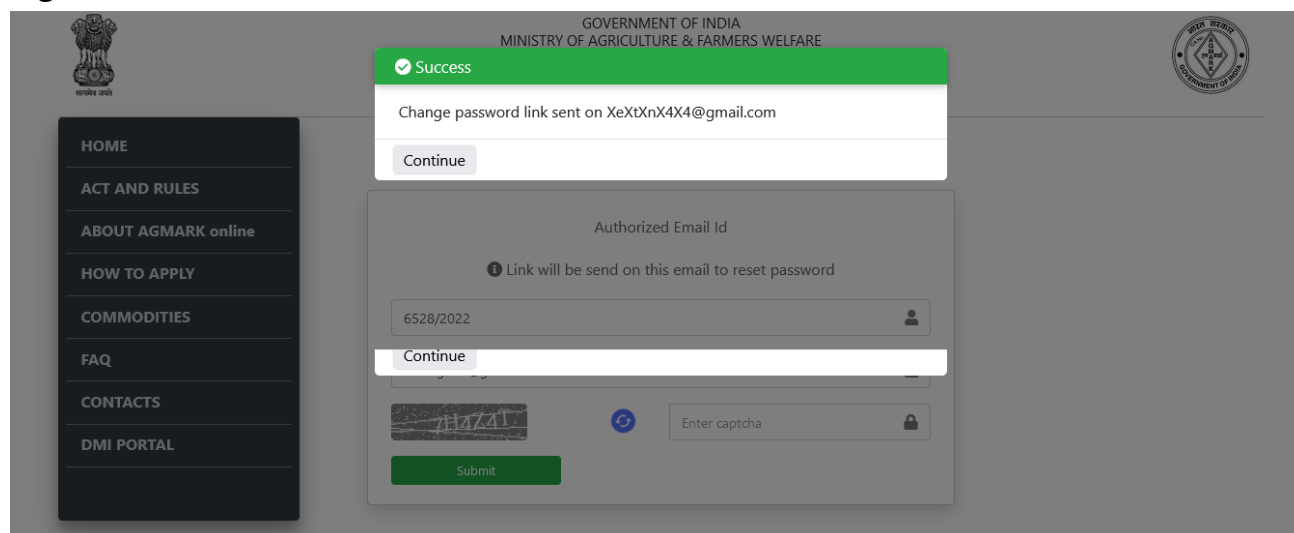
Link will be send on this email to reset password

Mobile No \*

Email Id \*

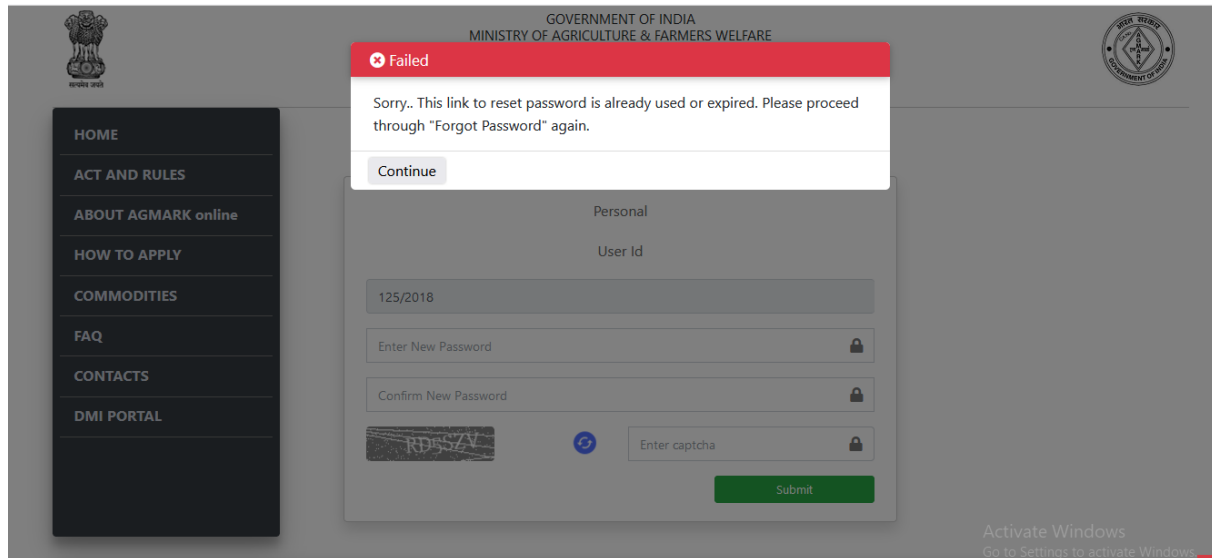


4. The system will generate a link to reset the password. This link will be sent on the registered email id.

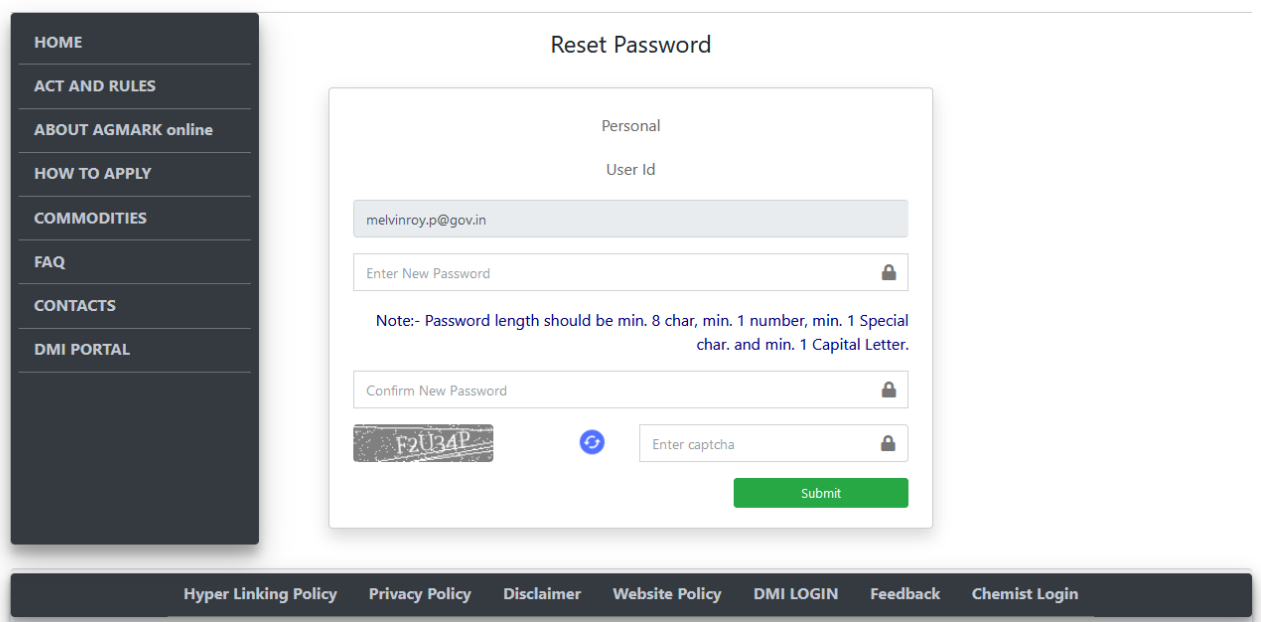


5. The email provider may have treated the mail to set/reset the password as 'Spam' mail. Please check the 'Spam', 'Junk' folder of email.
6. In Some cases User has experienced the delay of 6 hours to receive email, in email providers like 'Gmail'
7. Also, for some email providers like 'Gmail', this 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.



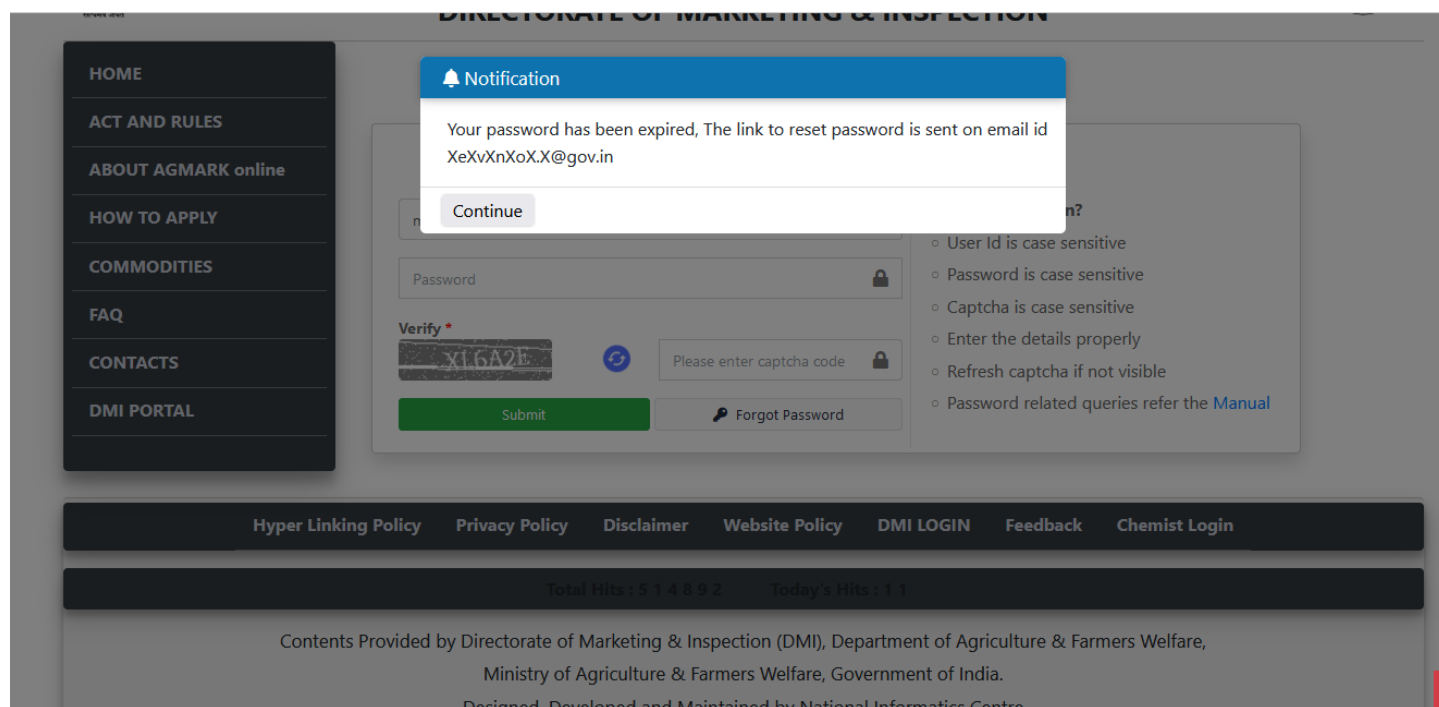
10. If the link is valid then the user will be redirected to the reset password window, where he/she needs to enter details and click the submit button.



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.

GOVERNMENT OF INDIA  
MINISTRY OF AGRICULTURE & FARMERS WELFARE  
DEPARTMENT OF AGRICULTURE & FARMERS WELFARE

**DIRECTORATE OF MARKETING & INSPECTION**

Applicant Login for Certificate of Authorisation

HOME

ACT AND RULES

ABOUT AGMARK online

HOW TO APPLY

COMMODITIES

FAQ

CONTACTS

DMI PORTAL

**Sign In**

Company Id/Premises Id

Password

- OR -

**Trouble Logging In?**

- o User Id is case sensitive
- o Password is case sensitive
- o Captcha is case sensitive
- o Enter the details properly
- o Refresh captcha if not visible
- o Password related queries refer the [Manual](#)

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.

**HOME**

**ACT AND RULES**

**ABOUT AGMARK online**

**HOW TO APPLY**

**COMMODITIES**

**FAQ**

**CONTACTS**


**DMI PORTAL**

### Reset Password


Personal




User Id

melvinroy.p@gov.in

Enter New Password 

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

Confirm New Password 

  Enter captcha 

**Submit**

[Hyper Linking Policy](#) [Privacy Policy](#) [Disclaimer](#) [Website Policy](#) [DMI LOGIN](#) [Feedback](#) [Chemist Login](#)

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.