

# Tutorial for Authorizing MGNREGA users

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# Tutorial for Authorizing MGNREGA users

## Introduction

URL - <http://bhuvan.nrsc.gov.in/governance/nrega/register>

Following are the user levels and their corresponding roles-

User level	Role	Role Name	Jurisdiction	Access Details
Level 1	Data Collection	Spatial Enumerator (MSE) i.e Gram Rozgar Sahayak (GRS)/ Technical Assistant (TA)	Panchayat	provision to download the respective area asset details and log in to portal to view their uploaded asset details
Level 2	Moderation	GIS Asset Supervisor (GAS) i.e Programme Officer (PO)	Block	moderate mandal level details and statistics of data collection details
Coordination level 1	Coordination	District GIS Nodal Officer (DGNO)	District	Summary of mandal level assets and moderation status
Coordination level 2	Coordination	State GIS Nodal Officer (SGNO)	State	Summary of district level collection and moderation status
Central Level	Monitoring	Central Team	Country	Summary of state wise collection and moderation

State-level authority can approve District level and Block level authority.

Block-level authority can approve Panchayat level authority.

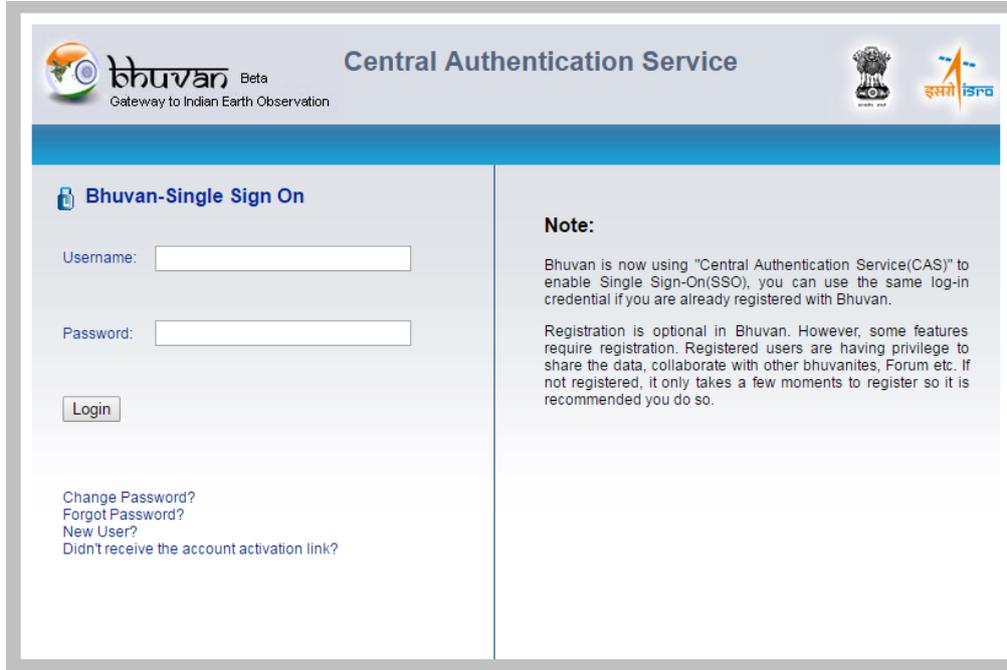
### Prerequisites for approval are below :

- District Level , Block Level, should have BHUVAN user account.
- Panchayat Level authority should have a Bhuvan account. And have also installed Bhuvan Andorid App in their mobile phone and **fill their profile with device id same as Bhuvan account username.**

# Tutorial for Authorizing MGNREGA users

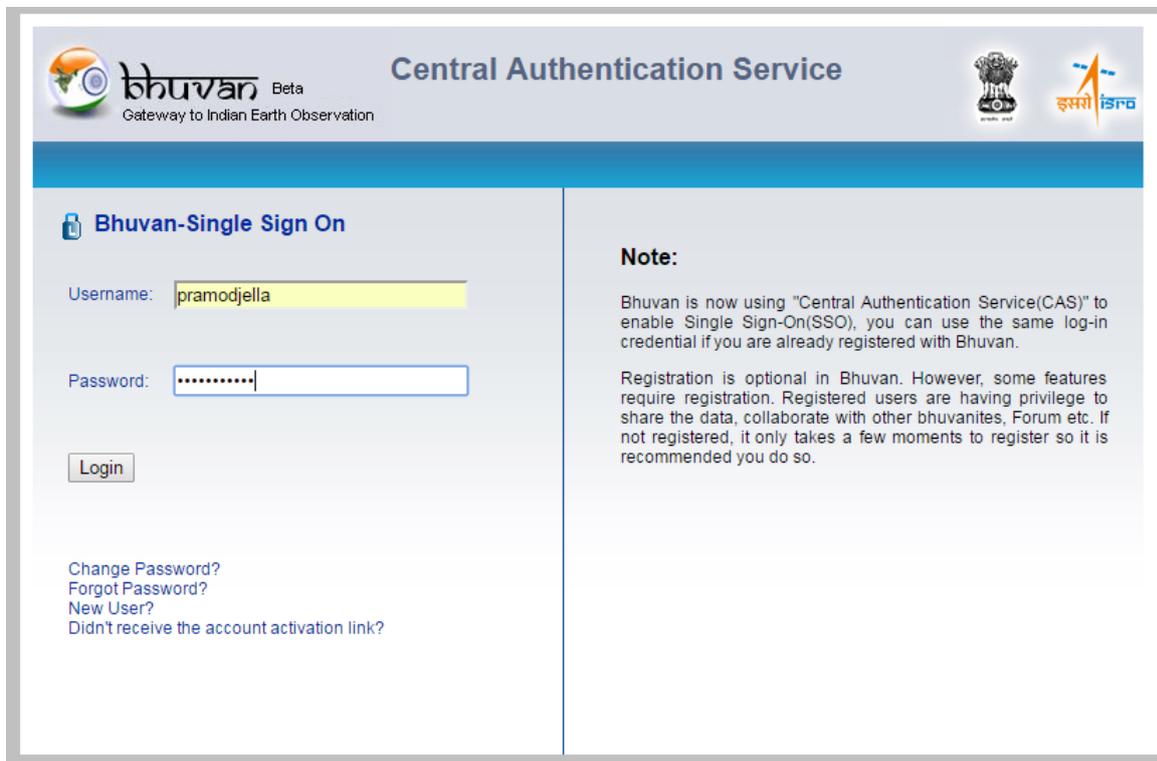
## MGNREGA user account activation process for District/Block/Panchayat authority

1. Login to <http://bhuvan.nrsc.gov.in/governance/nrega/register>



The screenshot shows the Bhuvan Central Authentication Service login page. The header includes the Bhuvan logo (Gateway to Indian Earth Observation) and the Central Authentication Service title. The main content area is divided into two columns. The left column contains the 'Bhuvan-Single Sign On' form with fields for 'Username:' and 'Password:', a 'Login' button, and links for 'Change Password?', 'Forgot Password?', 'New User?', and 'Didn't receive the account activation link?'. The right column contains a 'Note:' section with text explaining the use of Central Authentication Service (CAS) for Single Sign-On (SSO) and mentioning that registration is optional but recommended for certain features.

2. Login with BHUVAN username and password.



This screenshot shows the same Bhuvan Central Authentication Service login page as above, but with the 'Username:' field populated with 'pramodjella' and the 'Password:' field filled with dots. The 'Login' button is visible below the password field. The 'Note:' section on the right remains the same, providing information about the CAS and SSO process.

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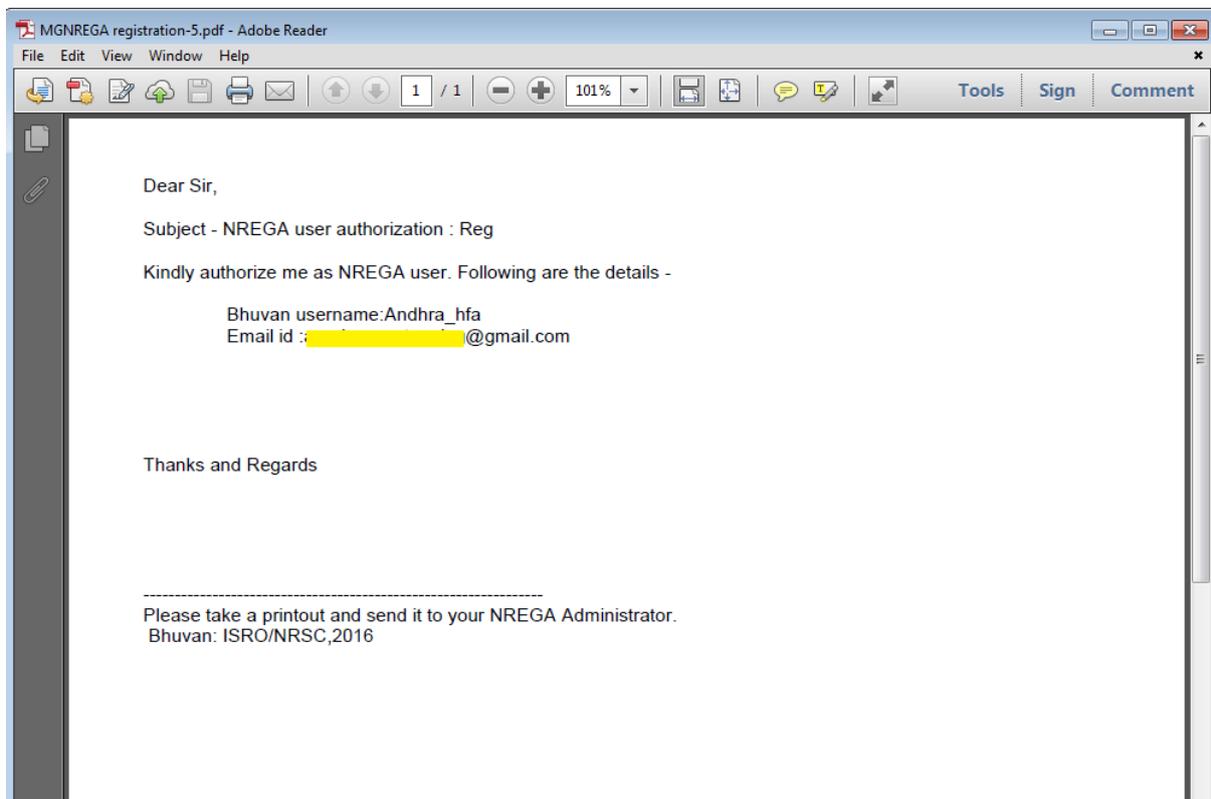
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3. You will see the following screen with a message " You are not authorized. Should you like to be NREGA user. please download this form and send it to your NREGA administrator."

**You are not Authorized. Should you like to be NREGA user please download [this \(MGNREGA registration\) form](#) and send it to your NREGA Administrator.**

Logout

3. MGNREGA registration.pdf will be downloaded with the following content.



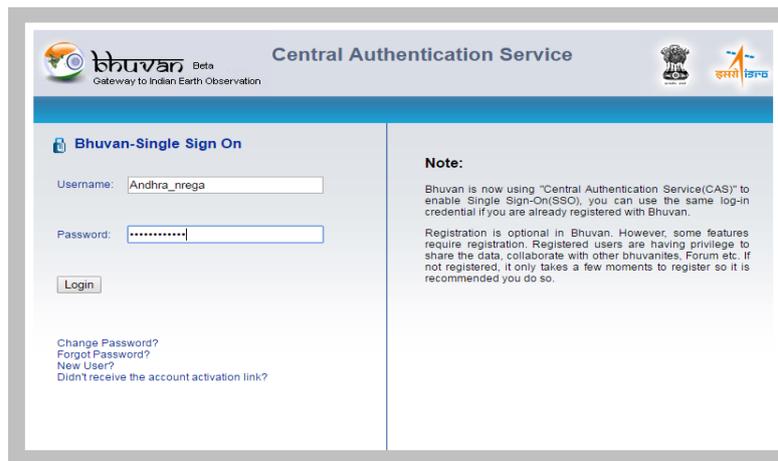
# Tutorial for Authorizing MGNREGA users

## Steps to authorize District Level Authority and Block Level Authority By State Level Authority

**Both District Level and Block Level Authority should send the downloaded MGNREGA Registration.pdf to their the respective state level authority.**

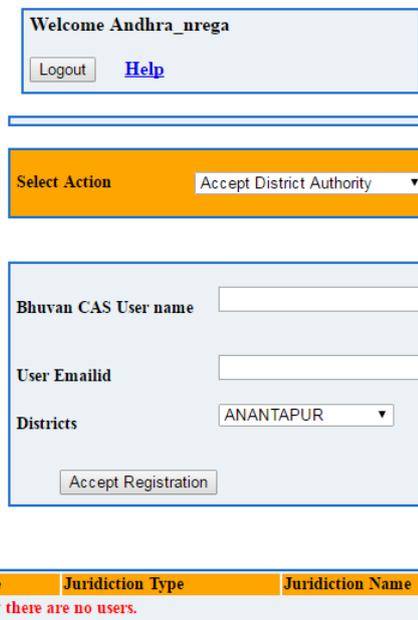
1. Login with your BHUVAN Username and password.

<http://bhuvan.nrsc.gov.in/governance/nrega/register>



The screenshot shows the 'Bhuvan-Single Sign On' page. It features a header with the Bhuvan logo and 'Central Authentication Service'. The main content area has a 'Username' field with 'Andhra\_nrega' entered, a 'Password' field with masked characters, and a 'Login' button. A 'Note' section on the right explains that Bhuvan uses CAS for SSO and that registration is optional but recommended for full functionality. Links for 'Change Password?', 'Forgot Password?', 'New User?', and 'Didn't receive the account activation link?' are provided at the bottom left.

2. After Login as state level authority.



The screenshot displays the state level authority dashboard. It starts with a 'Welcome Andhra\_nrega' message and 'Logout' and 'Help' buttons. Below this is a 'Select Action' dropdown menu currently set to 'Accept District Authority'. The main section contains input fields for 'Bhuvan CAS User name', 'User Emailid', and a 'Districts' dropdown menu set to 'ANANTAPUR'. An 'Accept Registration' button is located at the bottom of this section. At the very bottom, a table header is shown with columns for 'Username', 'Jurisdiction Type', and 'Jurisdiction Name', followed by the text 'Currently there are no users.'

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3. You have options to authorize District /Block Level Authority or delete already authorized District/Block Level Authority.

Select Action	Accept District Authority ▼
	Accept District Authority
	Accept Block Level Authority
	Delete User

4. Currently there is no user authorized by you

Username	Jurisdiction Type	Jurisdiction Name
Currently there are no users.		

4. Select Action - For accepting District Authority. Give the username and Email id provided to you by your District Supervisor. Choose the District to be assigned with and click on "Accept Registration".

Select Action	Accept District Authority ▼
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Bhuvan CAS User name	<input type="text" value="bhuvan"/>
User Emailid	<input type="text" value="bhuvan@nrsc.gov.in"/>
Districts	<input style="border: none; border-bottom: 1px solid black;" type="text" value="ANANTAPUR"/>
<input type="button" value="Accept Registration"/>	

Username	Jurisdiction Type	Jurisdiction Name
Currently there are no users.		

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6. If the username and Email id entered by you is wrong you will get above message

**RECORD NOT Found in Bhuvan-Central Authentication Service. Please ask the user to register with Bhuvan and share their email id and username with you.**

7. If correct username & Email id is given you will get the screen Below. And list of users approved by you will be shown as a list with their username , jurisdiction type and Jurisdiction name.

Welcome Andhra\_nrega

[Help](#)

Previous RECORD added succesfully.

Select Action

Bhuvan CAS User name

User Emailid

Districts

Username	Jurisdiction Type	Jurisdiction Name
bhuvan	District	ANANTAPUR

8. In order to authorize a block level authority select action "Accept Block Level Authority". and provide username and email id shared by block level authority for approval and select the block to be assigned and then click accept registration.

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Select Action

Bhuvan CAS User name

User Emailid

Blocks

9. After successful registration of Block Level Authority. List of users approved by you shown as a list with username, jurisdiction type and jurisdiction name.

Welcome Andhra\_nrega

[Help](#)

Previous RECORD added succesfully.

Select Action

Bhuvan CAS User name

User Emailid

Districts

Username	Jurisdiction Type	Jurisdiction Name
pramodjella	Block	Agali

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10. You will have access to delete the users approved by you. Select action as Delete User and select the user you want to delete.

Select Action

Select User

Username	Jurisdiction Type	Jurisdiction Name
bhuvan	District	ANANTAPUR
pramodjella	Block	Agali

11. After Delete User operation, the following screen appears with list of current users approved by you.

Welcome Andhra\_nrega

[Help](#)

Previous Request for user deletion is processed successfully.

Select Action

Select User

Username	Jurisdiction Type	Jurisdiction Name
pramodjella	Block	Agali

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## Steps to authorize Panchayat Level Authority By Block Level Authority

Block Level Authority should have BHUVAN user account and account and should be approved by respective state level authority as MGNREGA user.

### Prerequisites are below :

- **Panchayat Level Authority** - should have a Bhuvan account. And have also installed Bhuvan Andorid App in their mobile phone and **fill their profile with device id same as Bhuvan account username.**

1. Block Level Authority can login with their Bhuvan username and password.

and the following view will be shown.

Welcome pramodjella

[Logout](#) [Help](#)

Select Action Accept Panchayat Authority ▼

Bhuvan CAS User name

User Emailid

Panchayat AGALI ▼

Unique Mobile Id ▼

Username	Jurisdiction Type	Jurisdiction Name
Currently there are no users.		

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2. provide the username and email id of the panchayat level authority. The moment you enter the Username automatically "Unique Mobile Id" drop-down will appear if the official has installed Bhuvan Andorid App in their mobile phone and **fill their profile with device id same as Bhuvan account username**. If not list will be empty.

Finally assign the respective panchayat from drop down list to the corresponding authority. and then click on accept registration.

Welcome pramodjella

[Logout](#) [Help](#)

Select Action

Bhuvan CAS User name

User Emailid

Panchayat

Unique Mobile Id

Username	Jurisdiction Type	Jurisdiction Name
Currently there are no users.		

3. As seen above user 'sonal' has a registered profile through mobile App, thus Unique Mobile Id is visible. Click on Accept registration.

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Welcome pramodjella

[Help](#)

Previous RECORD added succesfully.

Select Action

Bhuvan CAS User name

User Emailid

Panchayat

Unique Mobile Id

Username	Jurisdiction Type	Jurisdiction Name
sonal	Panchayat	KODIHALLI

4. To delete any user , please select action as delete user. and select the user you wish to delete from the list of authorised users by you.

Welcome pramodjella

[Help](#)

Previous RECORD added succesfully.

Select Action

Select User

Username	Jurisdiction Type	Jurisdiction Name
sonal	Panchayat	KODIHALLI

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5. After clicking on delete user button , the following screen will be shown with message Previous request for user deletion is processed successfully and the list of all currently authorised users by you are shown.

**Welcome pramodjella**  
 [Help](#)

Previous Request for user deletion is processed succesfully.

**Select Action**       ▾

**Bhuvan CAS User name**   
**User Emailid**   
**Panchayat**  ▾  
**Unique Mobile Id**  ▾

Username	Jurisdiction Type	Jurisdiction Name
Currently there are no users.		

6. Same user can be assigned to multiple jurisdictions of same jurisdiction type.

Username	Jurisdiction Type	Jurisdiction Name
sonal	Panchayat	KODIHALLI
sonal	Panchayat	AGALI

Note:

1. District and panchayat level authority have only permission for moderation under their jurisdiction. They do not authority to approve any one. If they login, following message will be shown.

# Tutorial for Authorizing MGNREGA users

You are Authorized user. But You do not have authority to approve any one.  
Thank you,  
MGNREGA Logout

2. same user can be assigned to multiple jurisdictions of same level. For example as shown below user "bhuvan" is assigned to two different districts.

Select Action Delete User

Select User bhuvan

Delete User

Username	Jurisdiction Type	Jurisdiction Name
bhuvan	District	EAST GODAVARI
bhuvan	District	ANANTAPUR
pramodjella	District	ANANTAPUR
sandept491	Block	Dharmavaram

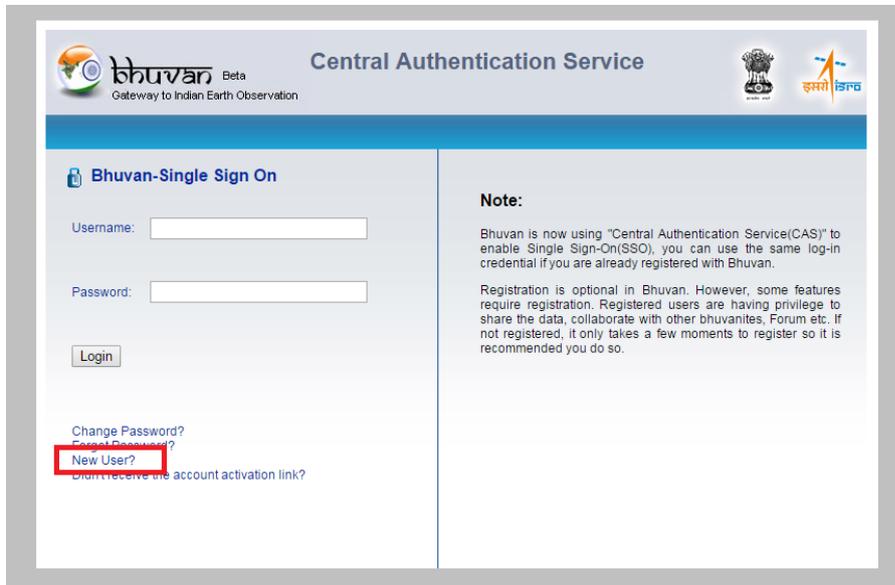
If you delete user eg. "bhuvan" , he will be unauthorised from all , and all MGNREGA user accounts pertaining to him removed.

Username	Jurisdiction Type	Jurisdiction Name
pramodjella	District	ANANTAPUR
sandept491	Block	Dharmavaram

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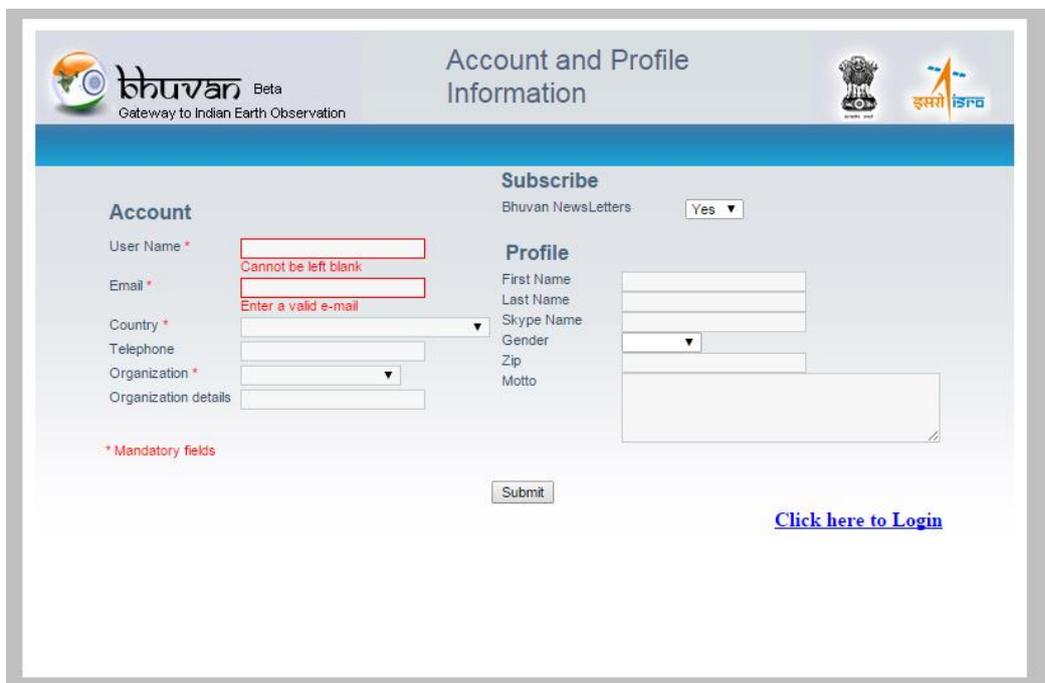
## Creating Bhuvan user Account

1. User can register by clicking on the New user link of the Login screen. This Login screen is common to all Bhuvan applications.



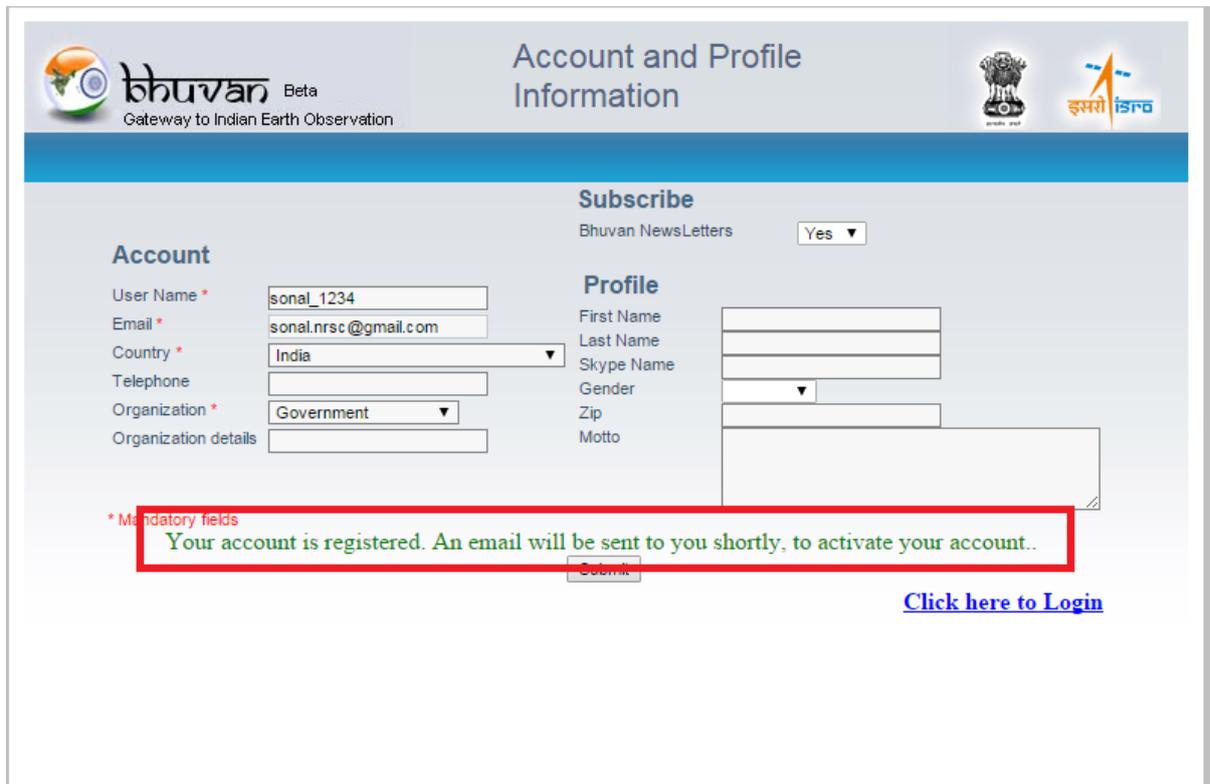
2. On click of New user following screen appears where user has to give his username, Email id, Country and organization details. Filling other details is optional.

**Note:** For username only alphabets, numbers, period (.), and underscore(\_) are allowed.



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3. Once the form is submitted, following message appears. After that check your email id for activation link.



**Bhuvan** Beta  
Gateway to Indian Earth Observation

Account and Profile Information

**Subscribe**  
Bhuvan NewsLetters  Yes

**Account**

User Name \*   
Email \*   
Country \*   
Telephone   
Organization \*   
Organization details

**Profile**

First Name   
Last Name   
Skype Name   
Gender   
Zip   
Motto

\* Mandatory fields

**Your account is registered. An email will be sent to you shortly, to activate your account..**

[Click here to Login](#)

4. Following is the snapshot of mail which will be received at your email-id. Click on the link highlighted below.

Bhuvan Registration Confirmation  Inbox x

Team Bhuvan

to me

Dear sonal\_1234

Thank you for registration on Bhuvan.

Please [Click here](#) to complete the registration process.

or

Copy and Paste the below URL

[http://bhuvan2.nrsc.gov.in/bhuvan/webclient/PresentationLayer/user\\_account\\_activation.aspx?mdm=C...1xUeYW7xQoO0iOLih8Q&un=sonal\\_1234](http://bhuvan2.nrsc.gov.in/bhuvan/webclient/PresentationLayer/user_account_activation.aspx?mdm=C...1xUeYW7xQoO0iOLih8Q&un=sonal_1234)

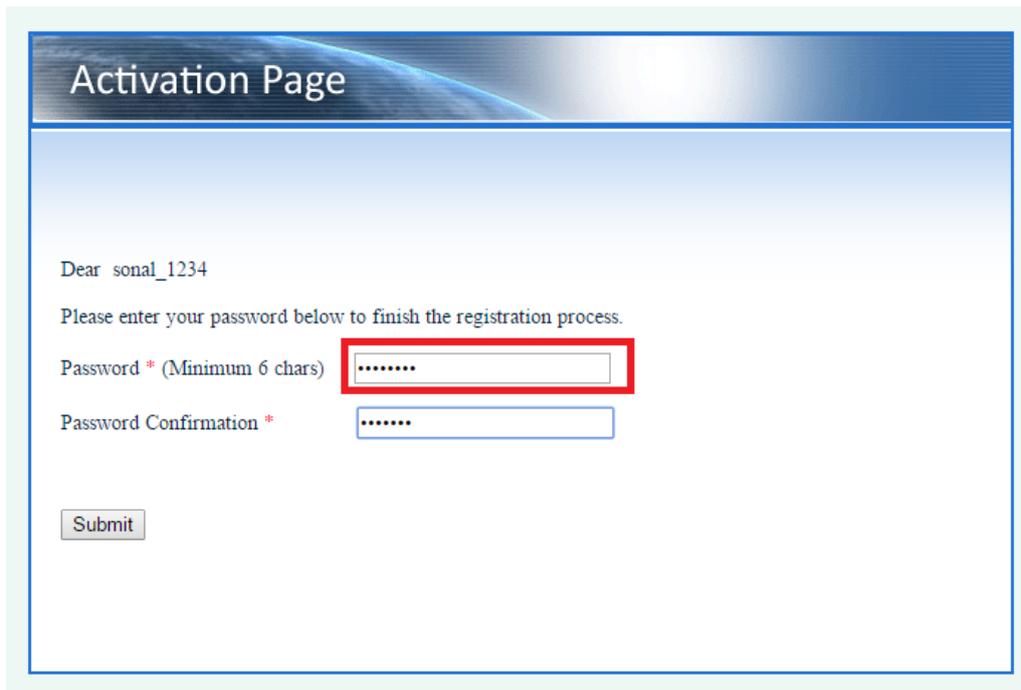
in your browser address bar and execute it to complete the registration process

Sincerely,  
Team Bhuvan

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5. Following window appears where you can give your password, to complete registration process.



The screenshot shows a web page titled "Activation Page" with a blue header. The main content area is light blue and contains the following text and form elements:

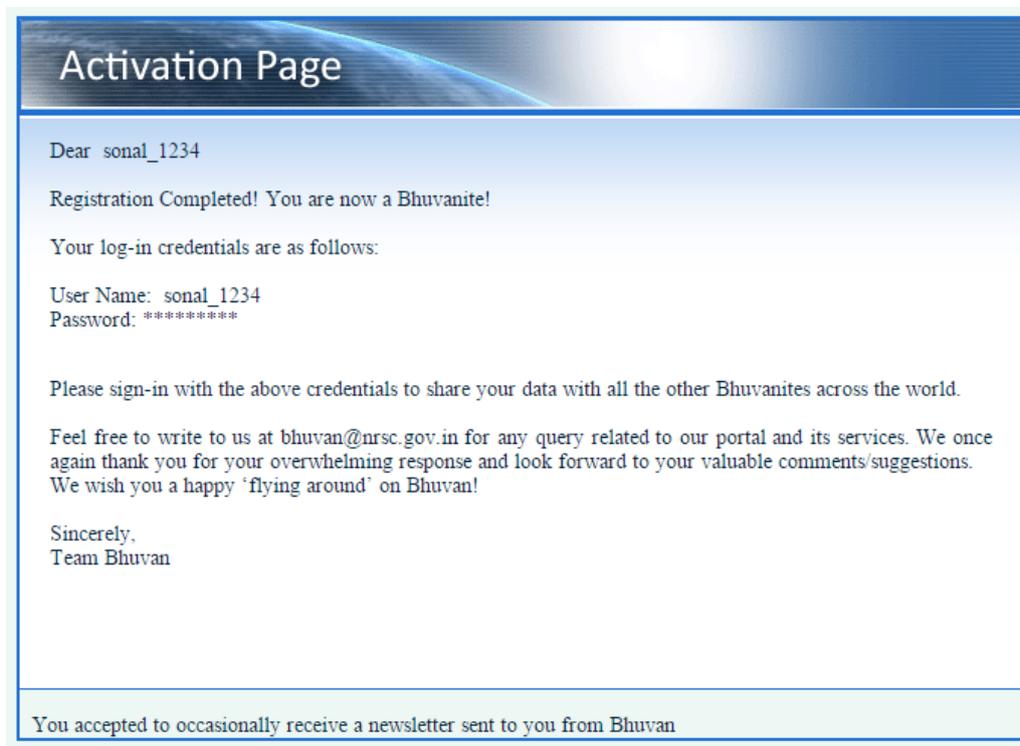
Dear sonal\_1234

Please enter your password below to finish the registration process.

Password \* (Minimum 6 chars)

Password Confirmation \*

6. After successfully submitting the form the following screen appears. Now you can use your username and password for Sign- in to any bhuvan application.



The screenshot shows the same "Activation Page" header. The main content area is light blue and contains the following text and form elements:

Dear sonal\_1234

Registration Completed! You are now a Bhuvanite!

Your log-in credentials are as follows:

User Name: sonal\_1234  
Password: \*\*\*\*\*

Please sign-in with the above credentials to share your data with all the other Bhuvanites across the world.

Feel free to write to us at [bhuvan@nrsc.gov.in](mailto:bhuvan@nrsc.gov.in) for any query related to our portal and its services. We once again thank you for your overwhelming response and look forward to your valuable comments/suggestions. We wish you a happy 'flying around' on Bhuvan!

Sincerely,  
Team Bhuvan

You accepted to occasionally receive a newsletter sent to you from Bhuvan

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## Other Steps - Account Reactivation

7. In case you do not receive activation link - It is likely that you have entered wrong/different email id during registration. Please verify the same by clicking on - '[Didn't receive the account activation link?](#)' of the login screen.

**Central Authentication Service**

**Bhuvan-Single Sign On**

Username:

Password:

Login

[Change Password?](#)  
[Forgot Password?](#)  
[New User?](#)  
[Didn't receive the account activation link?](#)

**Note:**

Bhuvan is now using "Central Authentication Service(CAS)" to enable Single Sign-On(SSO), you can use the same log-in credential if you are already registered with Bhuvan.

Registration is optional in Bhuvan. However, some features require registration. Registered users are having privilege to share the data, collaborate with other bhuvanites, Forum etc. If not registered, it only takes a few moments to register so it is recommended you do so.

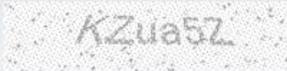
8. On clicking of the link mentioned in step 7. following screen appears, enter your email id and submit. It will give the status of your registered email id. In case account not-activated It will re-send the activation link.

**Account Reactivation**

Enter your Email and click "reactivate" button for re-activation  
your account is already activated.

Email

Enter the code (characters are case-sensitive)



[Refresh](#)

[Click here to Login](#)

## Tutorial for Authorizing MGNREGA users

**Bhuvan** Beta  
Gateway to Indian Earth Observation

Account Reactivation

Enter your Email and click "reactivate" button for re-activation  
**email doesnot exist**

Email:

Enter the code (characters are case-sensitive):

 [Refresh](#)

[Click here to Login](#)

### Other Steps - Forgot Password

9. In case you forgot your password click on the "[Forgot Password](#)" link to get a new password.

**Bhuvan** Beta  
Gateway to Indian Earth Observation

Central Authentication Service

**Bhuvan-Single Sign On**

Username:

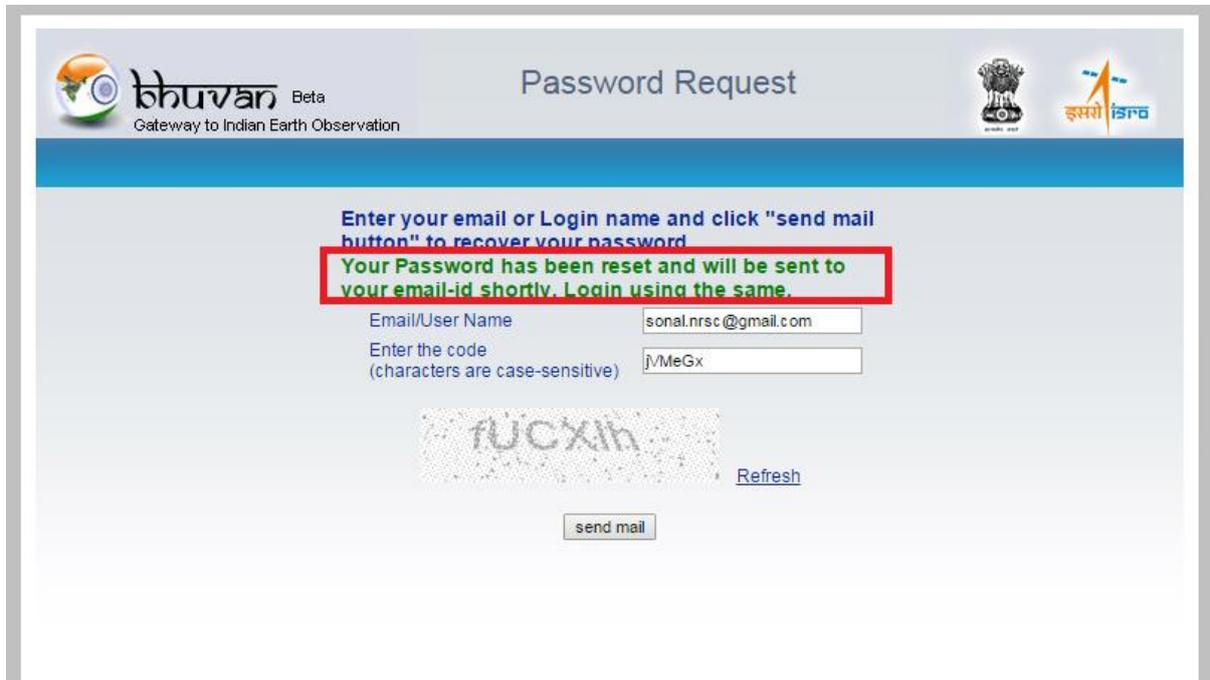
Password:

[Change Password?](#)  
**[Forgot Password?](#)**  
[New User?](#)  
[Didn't receive the account activation link?](#)

**Note:**  
Bhuvan is now using "Central Authentication Service(CAS)" to enable Single Sign-On(SSO), you can use the same log-in credential if you are already registered with Bhuvan.  
Registration is optional in Bhuvan. However, some features require registration. Registered users are having privilege to share the data, collaborate with other bhuvanites, Forum etc. If not registered, it only takes a few moments to register so it is recommended you do so.

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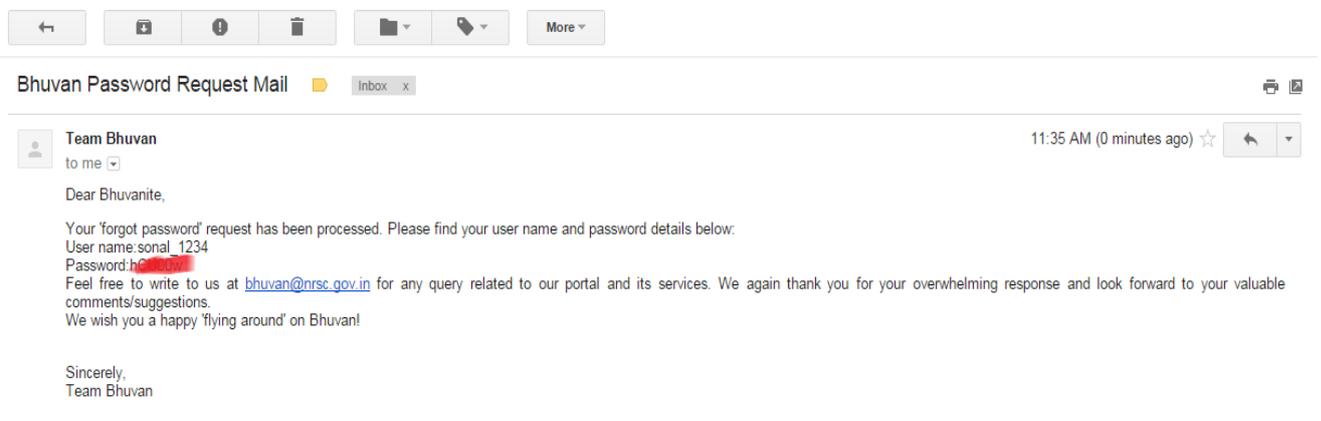
10. By clicking the above linking following screen appears, where you can give or email id or username for placing the password reset request. On entering your valid username/emailid, an email is sent to your registered mail id. It may take few minutes to receive the mail. So need not submit the request multiple times.



The screenshot shows the 'Password Request' page on the Bhuvan portal. The page header includes the Bhuvan logo (Beta Gateway to Indian Earth Observation) and the ISRO logo. The main heading is 'Password Request'. Below the heading, there is a blue bar with the text: 'Enter your email or Login name and click "send mail button" to recover your password'. A red box highlights a green message: 'Your Password has been reset and will be sent to your email-id shortly. Login using the same.' Below this, there are two input fields: 'Email/User Name' with the value 'sonal.nrsc@gmail.com' and 'Enter the code (characters are case-sensitive)' with the value 'jVMeGx'. A CAPTCHA image shows the characters 'rUCXih'. There is a 'Refresh' link next to the CAPTCHA and a 'send mail' button at the bottom.

11. Following is the snapshot of email received for "forgot password" request. The same can be used for sign-in to Bhuvan. It is recommended that the user changes his password from the default system-generated one.

**Note** - Do not add extra space while entering the password in log-in form. It is suggested to explicitly type the password in the form provided (login screen) instead of using copy-paste of the password from mail.



# Tutorial for Authorizing MGNREGA users

## Other Steps - Change Password

12. In order to change password, click on "[change password](#)" link of the login screen as below and by entering the existing username and password, the password can be changed successfully.

**Central Authentication Service**

**Bhuvan** Beta  
Gateway to Indian Earth Observation

**Bhuvan-Single Sign On**

Username:

Password:

Login

**Change Password?**  
Forgot Password?  
New User?  
Didn't receive the account activation link?

**Note:**

Bhuvan is now using "Central Authentication Service(CAS)" to enable Single Sign-On(SSO), you can use the same log-in credential if you are already registered with Bhuvan.

Registration is optional in Bhuvan. However, some features require registration. Registered users are having privilege to share the data, collaborate with other bhuvanites, Forum etc. If not registered, it only takes a few moments to register so it is recommended you do so.

**Change Password**

**Bhuvan** Beta  
Gateway to Indian Earth Observation

If your account is not activated you cannot change your password.

**Your password is updated successfully.**

User Name:

Old Password:

New Password:

New Password Confirm:

submit

[Click here to Login](#)