User Manual for Aadhaar Authentication

Step 1 - Student need to visit to Digishakti website (URL- https://digishakti.up.gov.in) and click on the **e-KYC through MeriPehchaan Portal** button.

Step 2 - Select/fill following fields available on the screen and click on **"Search"** button.

Step 3 - Details of student from the Digishakti Portal will be fetched and appear on the screen. If the Aadhaar e-KYC Status is Pending, click on **"Verify through the Login Using e-Pramaan MeriPehchaan"** button.

Note:- If the student Data is on portal but pending for Department Lock then the below given screen with alert message 'Your data verification is Under Process'.

Step 4 - Student will be redirected to MeriPehchaan for Sign-In/Sign-Up.

- If a student already has an account with "MeriPehchaan", he/she can **Sign-In** through his/her Log-In credentials.

- In case of new user, student need to click on **"New user? Signup for MeriPehchaan".**

Step 5 - In case of new user, Student need to enter Mobile Number, click on Generate OTP and then Verify through OTP.

Step 6 - Accept the terms & conditions and click on sign-up button as shown in the next step.

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User Responsibility:
You must:

- Be a natural person to access or seek to access Service.
- Have a MeriPehchaan Service account.
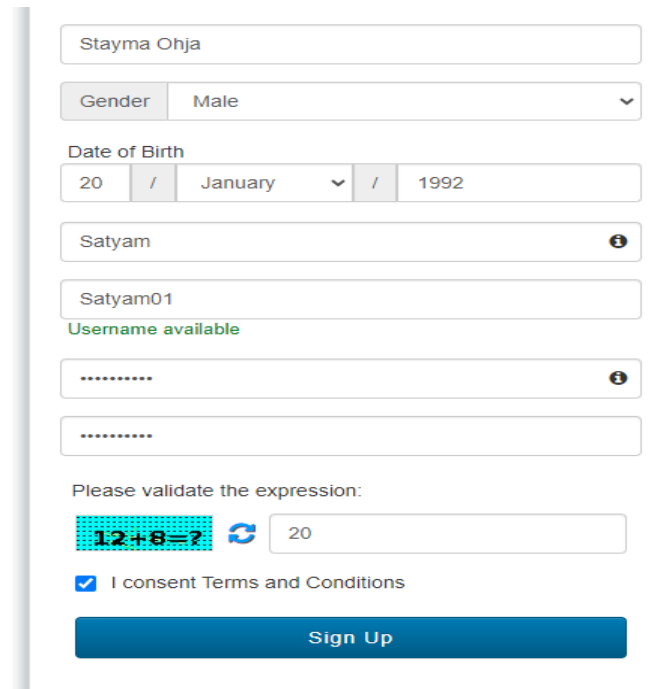- Not permit any other person to use your username and password or any credentials; keep your account username, password or any credentials safe and confidential, at all times and not disclose your to anyone else;
- Report to the MeriPehchaan HelpDesk immediately if you suspect that the security of your MeriPehchaan account may have been compromised e.g.: your password or username has been lost or stolen. Contact MeriPehchaan helpdesk using the details available at Contact Us;
- Ensure your personal details (including your name, Gender, date of birth, Aadhaar number, PAN number, mobile number,) are accurate and kept up to date with MeriPehchaan;
- Details on MeriPehchaan may only be accessed through the MeriPehchaan portal, and only using the username and authentication details which have been specifically allocated to you.
- You must use MeriPehchaan service and your MeriPehchaan account in accordance with these Terms of Use. This includes avoiding conduct which is unlawful or which may harass or cause distress or inconvenience to any person, the transmission of obscene or offensive content or disruption to MeriPehchaan.
- You must not transmit via MeriPehchaan any unlawful, defamatory, obscene, offensive or scandalous material, or any material that constitutes or encourages conduct that would contravene any law.

Accept   Decline

Step 7 - After filling the details and accepting the terms and conditions, Student need to click on **"Sign-UP"** button

Step 8 - Aadhaar e-KYC page will appear. Student will enter Aadhaar number and Choose OTP medium as mobile or email and click on **"verify through e-KYC"** button.
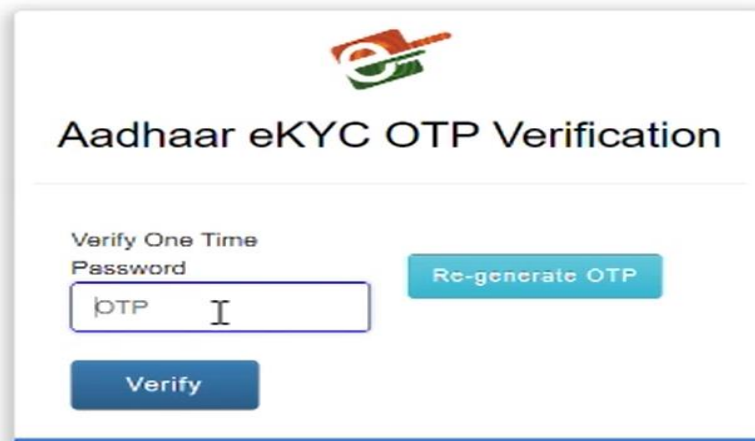
Step 9 - An OTP will be sent on Registered Mobile Number or Email id. Enter the OTP and click on **"Verify"** button.

Step 10- A Success Message will appear if details are verified Successfully.

Step 11- After Successful verification, the Verification Status on "**Search Student Details**" page will change to **"Verified"** and "Verify through the Login Using e-Pramaan MeriPehchaan" button will disappear.

In case of "Verified" Status-

- The student's data will be visible at Institute level for forwarding the data to District nodal officer level to get the device.

- In case the data is already forwarded to District then data will be visible to District nodal officer level for selection.

Step 12- In case the details **(Name, Gender & Date of Birth)** of student on the Digishakti Portal uploaded by their respective Institute do not match with the details available on his/her Aadhaar then an alert message with mismatched details will appear.

Step 13- If the Verification Status on Digishakti Website Link shows as **"Failed"**, Student need to contact his/her Institution Nodal Officer to edit the mismatched details on the Digishakti portal or make necessary amendments in the details of his/her Aadhaar card.

In case of "Failed" Status-

- The student needs to contact his/her Institution Nodal Officer to edit the mismatched details on the Digishakti portal or make necessary amendments in the details of his/her Aadhaar card.

- After corrections, the student's data undergoes the complete authentication process (verification by institution, approval by University, and locking by Department).

- Following this, the data becomes available again for Aadhaar verification by the student.