User Manual for WebVPN

The following steps need to be followed to make of use of WebVPN to access the applications conveniently,

    A. First time login
    B. Change password (for non-gov, non-nic email addresses only)

A. First time login

1. Please type the URL https://saccess.nic.in (s[ecure] access) in the address of a browser.
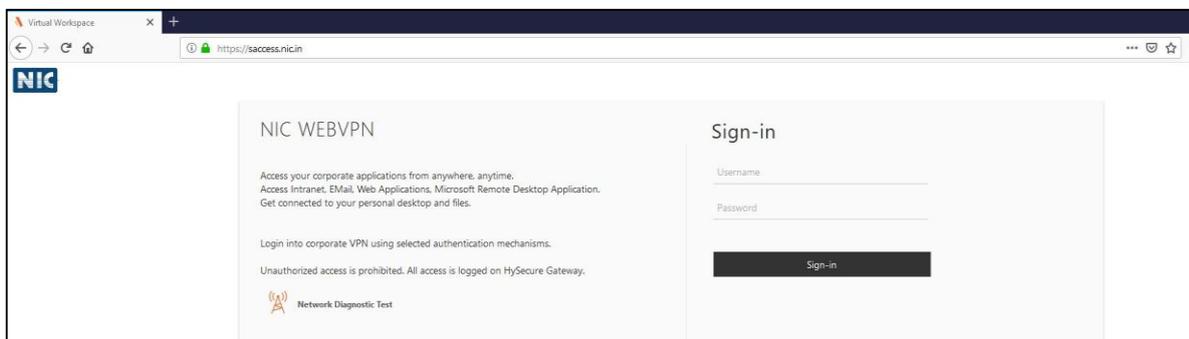
2. Login using registered email address as username including @domain. The password for **government email addresses** like @gov.in, @nic.in, @mea.gov.in etc. is the same as the email account password and cannot be changed from the change password option.

   The password for all other **non-government email addresses** like @gmail.com, @yahoo.co.in, @rediffmail.com etc. is provided to the user and needs to be changed on successful login.
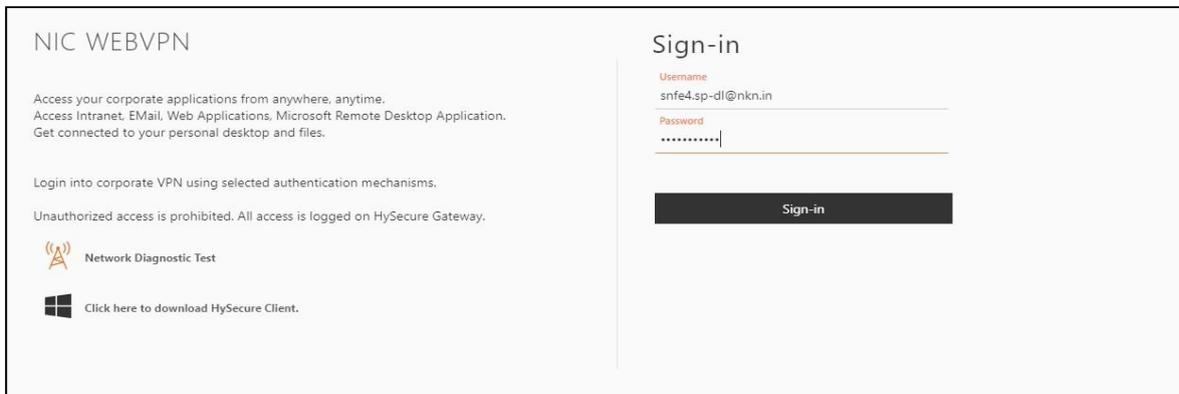
3. Second factor of authentication requires users to enter an OTP which can be obtained using any of the three method viz. Email, SMS and Mobile App.
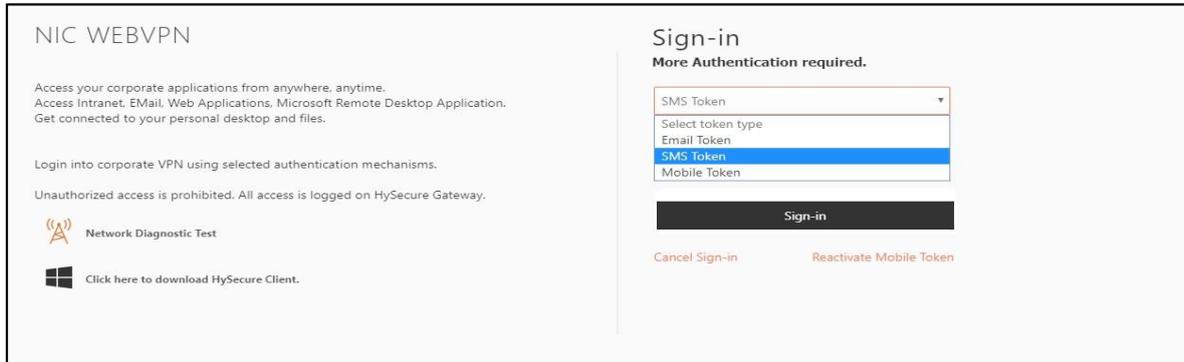
4. Select either E-Mail token or SMS Token. If E-Mail token is selected then the user will receive the OTP on his/her registered E-Mail address. If SMS Token is selected then the user will receive the OTP on his/her registered Mobile Number. After selecting your choice, click on '**Get OTP**'

5. Enter the OTP received and finally click on '**Sign In**'.

6. After successful login, user shall see the following option:

National Informatics Centre
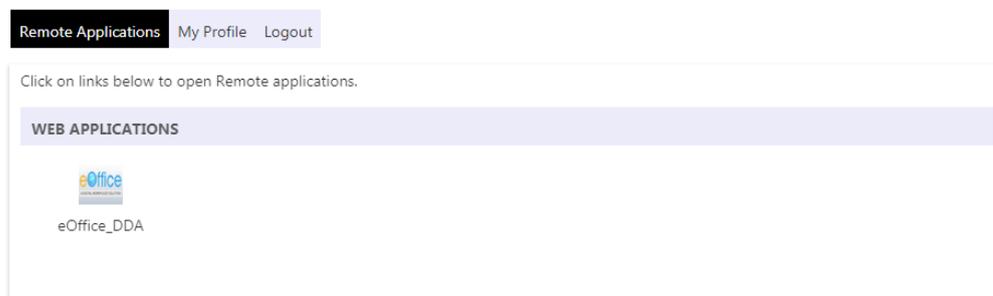
7. Click on the '**eOffice_DDA**' icon under Web Applications.

8. E-Office instance will open in a new browser window.

B. Steps to Change Password

1. The password for **government email** addresses like @gov.in, @nic.in, @mea.gov.in etc. is the same as the email account password and **cannot be changed** from the change password option.

2. The password for all other **non-government email** addresses like @gmail.com, @yahoo.co.in, @rediffmail.com etc. is provided to the requestor and **needs to be changed** on successful login.

3. After successful login, click on **My Profile** tab to change password. Now use this password with the email address to login into WebVPN.