

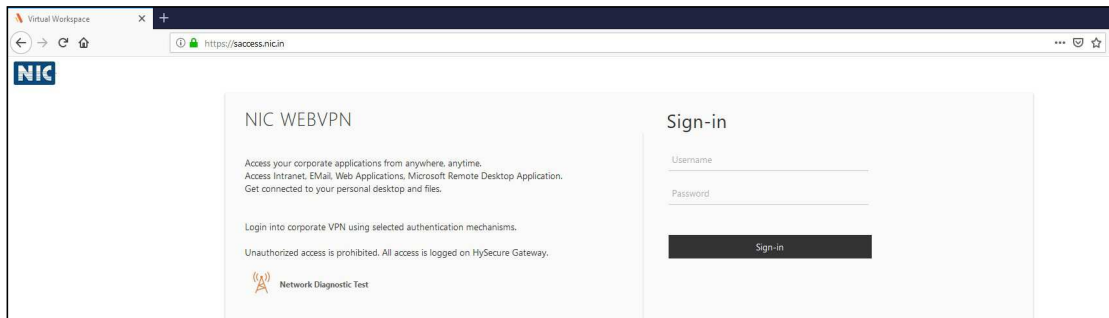
User Manual for WebVPN

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

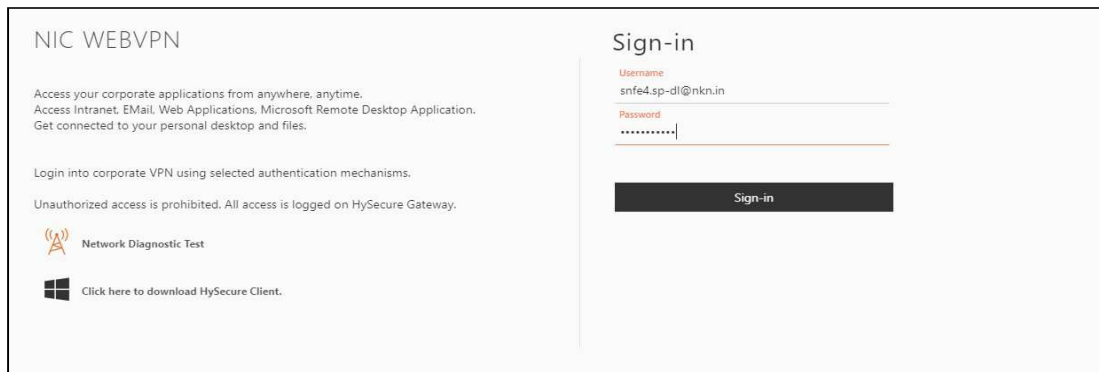
- A. First time login
- B. Register Mobile Token for OTP
- C. Change password (for non-gov, non-nic email addresses only)

A. First time login

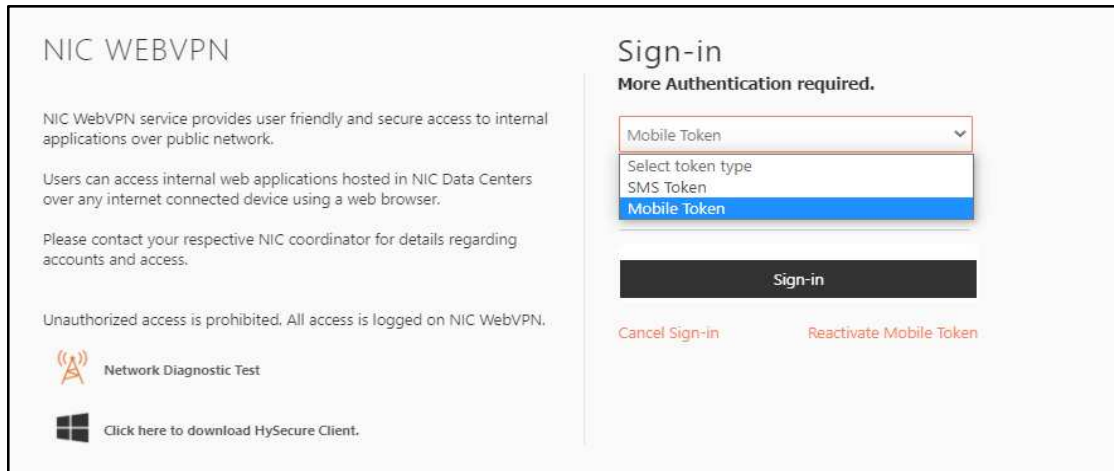
1. Please type the URL <https://saccess.nic.in> (s[ecure] access) in the address of a browser.



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.

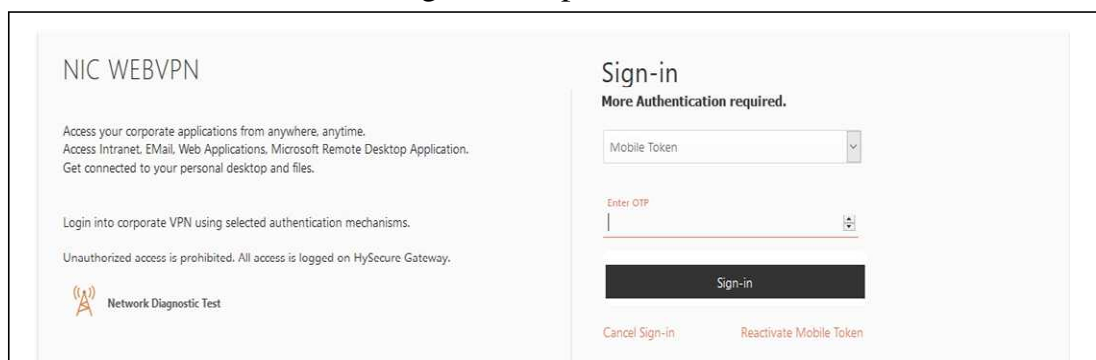


3. Second factor of authentication requires users to enter an OTP which can be obtained using any of the two method viz. SMS and Mobile App. SMS is dependent on the signal strength and data connectivity. Hence best way to obtain OTP is Mobile app based token.

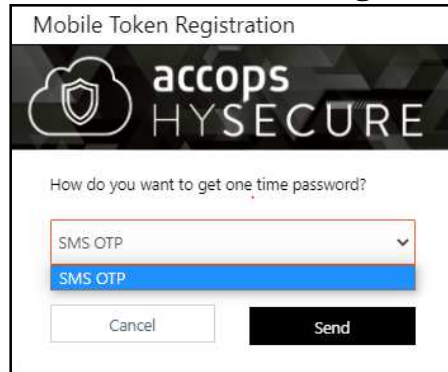


B. Register Mobile Token for OTP

1. Mobile Token based OTP is provided via a mobile app called **Accops HyID** available for iOS and Android platforms from their respective app stores. The user needs to install this app on their smart phones.
2. Open the URL <https://saccess.nic.in> and login as described in the previous section. In the OTP section, select Mobile Token from the dropdown menu and click **Reactivate Mobile Token** under the Sign-in button. It is a one-time registration process.



3. Select SMS OTP in the **Mobile Token Registration** window.



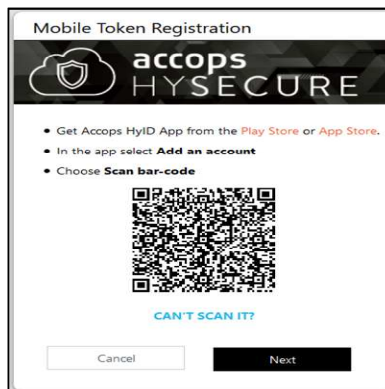
The screenshot shows the 'Mobile Token Registration' window for 'accops HYSECURE'. It asks 'How do you want to get one time password?' and has a dropdown menu with 'SMS OTP' selected. There are 'Cancel' and 'Send' buttons at the bottom.

4. Enter the SMS OTP received and press **Next** button.




The screenshot shows the 'Mobile Token Registration' window for 'accops HYSECURE'. It asks 'Enter one time password' and has a text input field containing '654078'. There is a 'Resend' link and 'Back' and 'Next' buttons at the bottom.

5. Open **Accops HyID** app on your mobile and click on plus (+) sign to add an account. Next **scan the 2D bar-code** displayed on the WebVPN portal on your computer from the app and click **Next**.



The screenshot shows the 'Mobile Token Registration' window for 'accops HYSECURE'. It lists instructions: 'Get Accops HyID App from the Play Store or App Store.', 'In the app select Add an account', and 'Choose Scan bar-code'. A QR code is displayed, and there is a 'CAN'T SCAN IT?' link. There are 'Cancel' and 'Next' buttons at the bottom.

6. Enter the 6-digit Mobile Token visible in the **Accops HyID** app on the WebVPN page. This OTP changes automatically every 30 seconds. Now click **Verify** button.



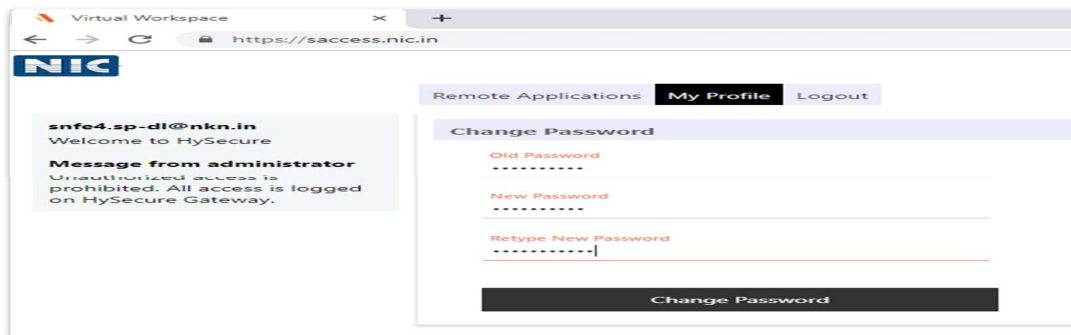
The screenshot shows the 'Mobile Token Registration' window for 'accops HYSECURE'. It asks 'Set up Authenticator' and 'Enter the 6-digit Accops HyID Token you see in the app.'. There is a text input field containing '554692' and a 'Verify' button at the bottom.

7. One-time Mobile Token registration process is complete. This mobile token can be used as the second factor of authentication in WebVPN along with SMS OTP. No Internet or mobile signal is required to use this token for authentication.



C. 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.



The screenshot shows a web browser window with the URL <https://saccess.nic.in>. The page features the NIC logo and a navigation menu with 'Remote Applications', 'My Profile', and 'Logout'. The 'My Profile' tab is active, displaying a 'Change Password' form. The form includes three password input fields: 'Old Password', 'New Password', and 'Retype New Password', each with a red asterisk indicating a required field. A 'Change Password' button is located at the bottom of the form. On the left side of the page, there is a message from the administrator: 'snfe4.sp-di@nkn.in Welcome to HySecure. Message from administrator: Unauthorized access is prohibited. All access is logged on HySecure Gateway.'