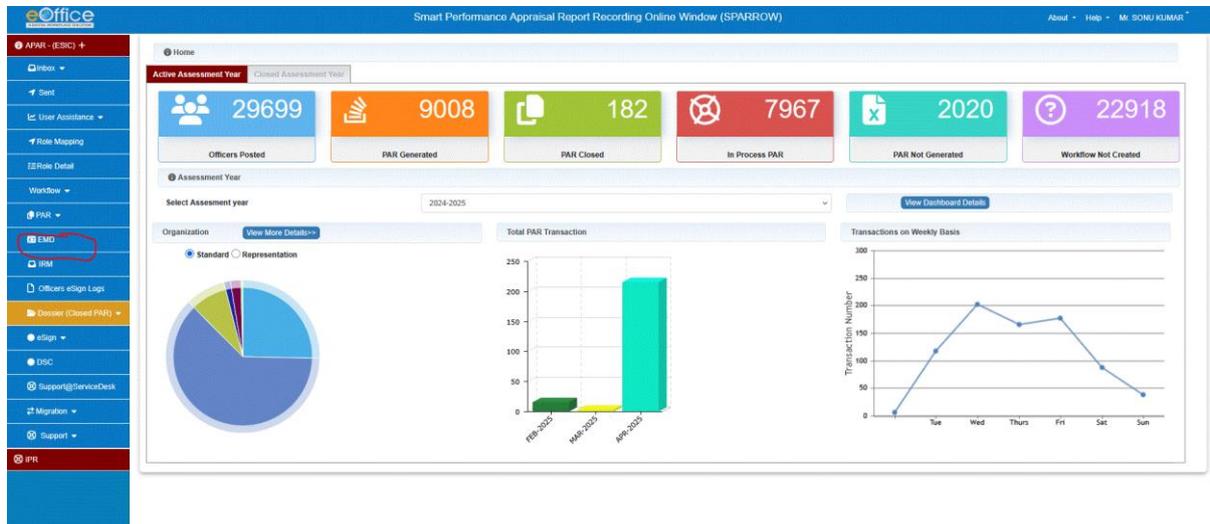
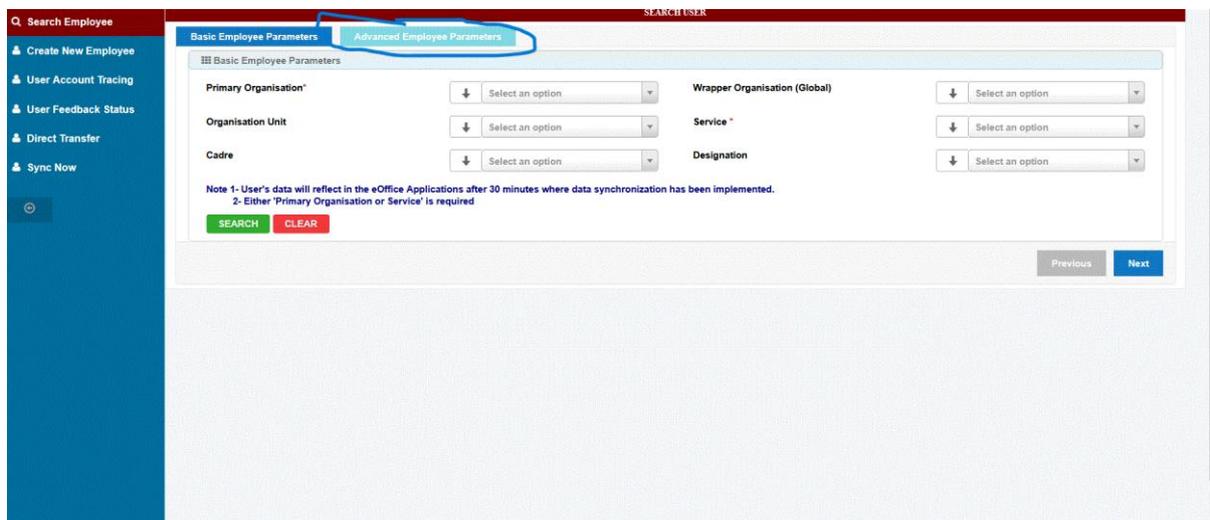


Step 1: Login into sparrow and click on EMD (Fig 1.0).



(Fig 1.0)

Step 2: The following page would appear (Fig 2.0). Click on Advanced Employee Parameter.



(Fig 2.0)

Step 3: The following would appear (**Fig 3.0**). Fill the credentials i.e. Primary Organisation or Service along with Employee Code of officials/officers who are facing the issue and search for the same.

(Fig 3.0)

Step 4: The details of the officer/official would appear as shown in **Fig 4.0** and click on arrow.

S.NO	EMPLOYEE CODE	EMPLOYEE NAME	DESIGNATION	SERVICE	CADRE	PRIMARY ORGANISATION	WRAPPER ORGANISATION	ORGANISATION UNIT	LOGIN ID	EMAIL ID	MOBILE NUMBER	ACTION
1	173140	SONU KU...	ASSISTANT	ESIC	NON-ME...	EMPLOY...	ESIC -HE...	ESTABLJ...	sokum	sonu...	7603885615	

(Fig 4.0)

Step 5: Details would appear in next tab as shown in **Fig (5.0)**. Click on that tab.

SEARCH USER SONU KUMAR ✕

Basic Employee Parameters | **Advanced Employee Parameters**

Advanced Employee Parameters

Primary Organisation* Wrapper Organisation (Global)

Organisation Unit Service*

Cadre Designation

Employee Code Employee Name

Email ID Login ID

Mobile Number From Date(DOB)

To Date(DOB)

Note 1- User's data will reflect in the eOffice Applications after 30 minutes where data synchronization has been implemented.
2- Either 'Primary Organisation or Service' is required

Search User

Show 10 entries per page Search:

S.NO	EMPLOYEE CODE	EMPLOYEE NAME	DESIGNATION	SERVICE	CADRE	PRIMARY ORGANISATION	WRAPPER ORGANISATION	ORGANISATION UNIT	LOGIN ID	EMAIL ID	MOBILE NUMBER	ACTION
1	173140	SONU KU...	ASSISTANT	ESIC	NON-ME...	EMPLOY...	ESIC -HE...	ESTABLI...	sokum	sonu...	7503885615	<input type="button" value="✕"/>

Showing 1 of entries from 1 to 1 Previous Next

(Fig 5.0)

Step 6: The following page would appear (**Fig 6.0**). Click on Employee Account and then Update login ID.

SEARCH USER SONU KUMAR ✕

Personal Info + | **Employee Account**

Employee Basic Information

 Name: SONU KUMAR DOB: 02/01/1991 Gender: MALE Employee Code (For current organisation): 173140

Designation: ASSISTANT Login ID: sokum

(Fig 6.0)

Step 7: The following page would appear **(Fig 7.0)**.

The screenshot shows a web application interface for updating user login information. The user profile at the top is for SONU KUMAR, DOB: 02/01/1991, Gender: MALE, Designation: ASSISTANT, and Login ID: sokum. The 'Update Login Information' section has three radio buttons for 'Login Type*': 'Temporary Login ID', 'NIC/Gov-LDAP ID' (which is selected), and 'Other Local LDAP'. Below this are four text input fields: 'Existing Login-Id' (containing 'sokum'), 'Existing Ldap-Id', 'New Login-Id', and 'New Ldap-Id'. There are also 'Creator Remarks' and 'Modifier Remarks' text areas. A green 'DATA INFORMATION' button is on the right, and a blue 'UPDATE' button is at the bottom left of the form.

(Fig 7.0)

Step 8: Enter the Login-Id in New Login-Id. The login ID/UID of the official concerned can be obtained as mentioned (copy attached) and update the same and advise the individual to login after 24 hours.

Note : Login Type should be NIC/Gov-LDAP ID