User Manual

for

INO and HoI to perform Biometric Authentication

using

Aadhar-based Face Authentication (FaceAuth)



Operational Steps for INO and HoI to perform Biometric Authentication using Aadhar-based Face Authentication (FaceAuth)

Note: In order to complete Biometric Authentication for institutes, First INO, and then Hol would complete Aadhar-based Face Authentication.

A. Procedural Steps (in case of INO and HoI of New Institute who are in the process of Institute's KYC Registration and have Form reference No.)

* Processing at the level of INSTITIUE NODAL OFFICER (INO) user

Step 1. At the first step INO user need to search and install the AadhaarFaceRD and NSP FaceAuth app available on Google Play store (only available for android devices), on their android-based devices with camera (refer Screen 1).

NSP FaceAuth National Informatics Centre. 1.8 ★ 111 3+ 121 2 703 reviews 0 Government 0 Rated for 3+ 0 1.61	What's new ● Open Last updated 19 Jan 2024 → Minor bug fixes Rate this app Tell others what you think
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Application to facilitate FaceAuth Nodal Officers-National Scholarship Portal	Tools 1.8 ★ 1.703 reviews © Government © Rated for 3+ ⊙ Downl

<u>Step 2.</u> Once the app is opened, its home screen gets appeared (refer <u>Screen 2</u>). Click on NEW INSTITUTE WITH FORM REFERENCE NO.



<u>Step 3.</u> Next click on **INO** as user under "<u>I am</u>" field (refer 1 in the <u>Screen 4</u>).

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Scr	een 4

<u>Step 4.</u>Next, enter the Form Number (KYC Registration Number) under the "Institute Registration Form No." field (refer 2 in the <u>Screen 5</u>) and then click on "Get OTP" button (refer 3 in the <u>Screen 5</u>).

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I am INO O HOI Institute Registration For Form number R	2 m No. 3

<u>Screen 5</u>

<u>Step 5.</u>Next, INO clicks on "Agree" button to provide the consent to use Aadhaar for completing Aadhaar-based FaceAuth process (refer <u>Screen 6</u>).



<u>Step 6.</u> Next, INO enters the 6 digits OTP received on their mobile number registered with Aadhaar No. and then clicks on "Login button" (refer <u>Screen 7</u>).



<mark>Screen 7</mark>

<u>Step 7.</u> After successful login, the INO user receives the <u>Screen 8</u> where the User ID, User Type i.e. INO and INO's Aadhaar No. (in masked form) gets visible. After verifying the details, INO clicks on "Proceed for INO's Face Authentication" button.

	Welcome	9
	rest User	
User ID	988 XXXXXX	1
User Type Aadhaar No	INO XXXXXXXXXXXXXX	
Proce	eed for Face Authen	itication

<u>Screen 8</u>

<u>Step 8. Next</u>, <u>Screen 9</u> appears where INO reads the **consent statement** and if agrees, clicks on "Agree" button.



<u>Step 9.</u>Next, INO will receive the <u>Screen 10</u> where the INO's face gets authenticated by the INO's mobile phone's camera with their Aadhar data.



<u>Step 10.</u> Once its authenticated, the user will receive the <u>Screen 11</u> showing the successful completion of **Aadhar based Face Authentication**.

National Scholarship Portal	€
Welcome	
Aadhaar Face Authentication is successful	
Name: User DOB: 0X-0X-20XX Gender: XXX	
CONTINUE	
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Screen 11

* Processing at the level of HEAD OF INSTITUTE (HoI) user

HoI will follow the same procedural steps for completion of Aadhaar-based FaceAuth similar to INO as explained above from <u>Screen no. 1 to 11</u>, except the <u>Screen No. 4</u> where HoI needs to select the **"HoI"** as user under "<u>I am</u>" field.

B. Procedural Steps (in case of INO and HoI of Existing Institute who have Login ID & Password)

In this process following cases might occur:

Case I. INO is changed but HoI not changed <u>OR</u> INO and HoI both changed during the same academic year

In this case firstly, INO needs to perform Aadhaar based FaceAuth process and then similarly, HoI would complete the FacAuth process.

* Processing at the level of INSTITIUE NODAL OFFICER (INO) user

<u>Step 1.</u> At the first step INO user need to search and install the NSP FaceAuth app available on Google Play store (only available for android devices), on their android-based devices with camera (refer <u>Screen 12</u>).



<u>Step 2.</u> Once the app is opened, its home screen gets appeared (refer <u>Screen 13</u>). Click on EXISTING INSTITUTE WITH LOGIN ID.



<u>Step 3.</u> Next click on "**INO**" as user under "I am" field (refer 1 in the <u>Screen 14</u>).



<u>Step 4.</u> Next, INO inputs their User ID and Password and clicks on "Login" button.



<u>Step 5.</u> After successful login, the INO user receives the <u>Screen 16</u> where the User ID, User Type i.e. INO and INO's Aadhaar No. (in masked form) gets visible. After verifying the details, INO clicks on "**Proceed for INO's Face Authentication**" button.



<u>Step 6.</u> Next, <u>Screen 17</u> appears where INO reads the **consent statement** and if agrees, clicks on "Agree" button.

ľ	I am	use my Aadhaar for based OTP Authentication.
	Cancel	Agree
		Screen 17

<u>Step 7.</u> Next, INO will receive the <u>Screen 18</u> where the INO's face gets authenticated by the INO's mobile phone's camera with their Aadhar data.



Step 8. Once its authenticated, the user will receive the Screen 19 showing the successful completion of Aadhar based Face Authentication.



* Processing at the level of Head of Institute (HoI) user

HoI will follow the same procedural steps for completion of Aadhaar-based FaceAuth process similar to INO as explained above from <u>Screen no. 12 to 19</u>, except the Screen No. 14 where HoI needs to select the **"HoI"** as user under "<u>I am</u>" field.

Case II. HoI is changed but INO is not changed during the same academic year

In this case, INO would not be needed to perform Aadhaar-based FaceAuth process, However, HoI would have to complete the same. The procedural steps for HoI's FaceAuth are explained below:

Step 1 to Step 4: The process would remain same as explained in Screen no. 12 to 15.

Step 5 and further: After successful login, HoI will receive <u>Screen no. 20</u> where HoI will be needed to verify the INO details (Name and masked Mobile no.). In order to confirm the INO details, HoI would click on **"Confirm" in <u>Screen no. 20</u>** and will further follow the next step as explained in <u>Screen no. 16 to 19</u>.



<mark>Screen 20</mark>

Cont..

However, if HoI clicks on "**Deny**" in <u>Screen</u> <u>no. 20</u>, HoI would receive the Screen no. 21 showing alert message suggesting INO's profile to be updated by DNO level and then HoI would be able to complete FaceAuth process.

¢	National Scholarship Portal	
	Institute Login	
P ai H	lease complete INO biometric uthentication first before proceeding with OI biometric authentication.	1
	R 98890813722	
	Password	
	Login	

Screen 21

Case III. HoI is going to perform Aadhaar based FaceAuth but INO's Biometric Authentication (BioAuth) is not yet completed

In this case after completing the steps (in <u>Screen no. 12 to 15</u>) HoI would receive the <u>Screen no. 22</u> showing alert message suggesting to complete INO's BioAuth first and then HoI would be able to complete BioAuth process.



Screen 22
