

User Manual

for

**INO and HoI to perform Biometric
Authentication**

using

**Aadhar-based Face Authentication
(FaceAuth)**

Version 1.0

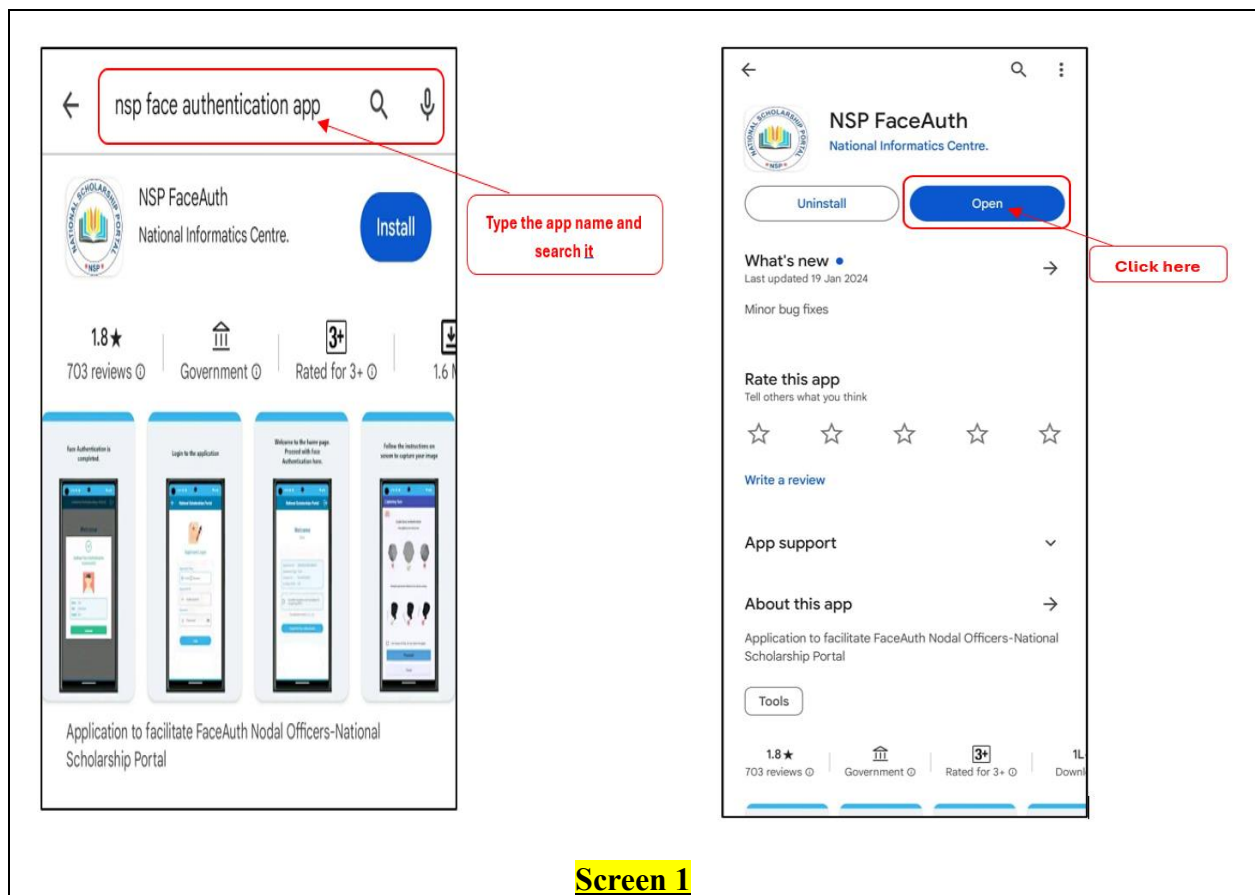
Operational Steps for INO and HoI to perform Biometric Authentication using Aadhar-based Face Authentication (FaceAuth)

Note: In order to complete Biometric Authentication for institutes, **First INO**, and **then HoI** 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.)

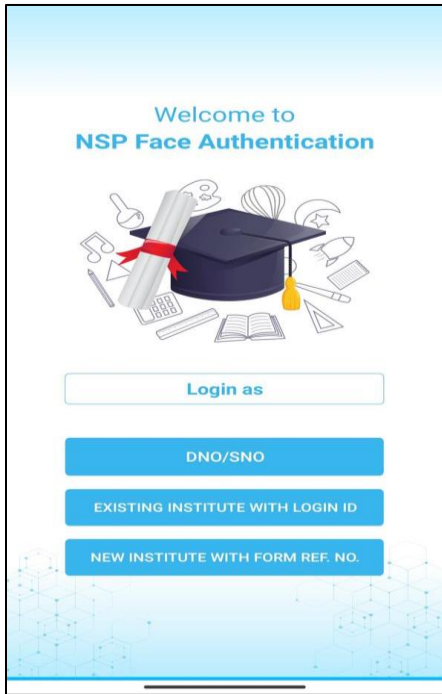
❖ Processing at the level of INSTITUTE NODAL OFFICER (INO) user

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).

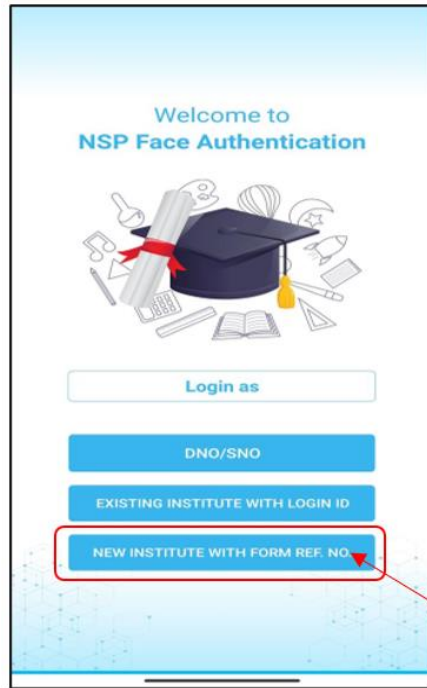


Screen 1

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



Screen 2



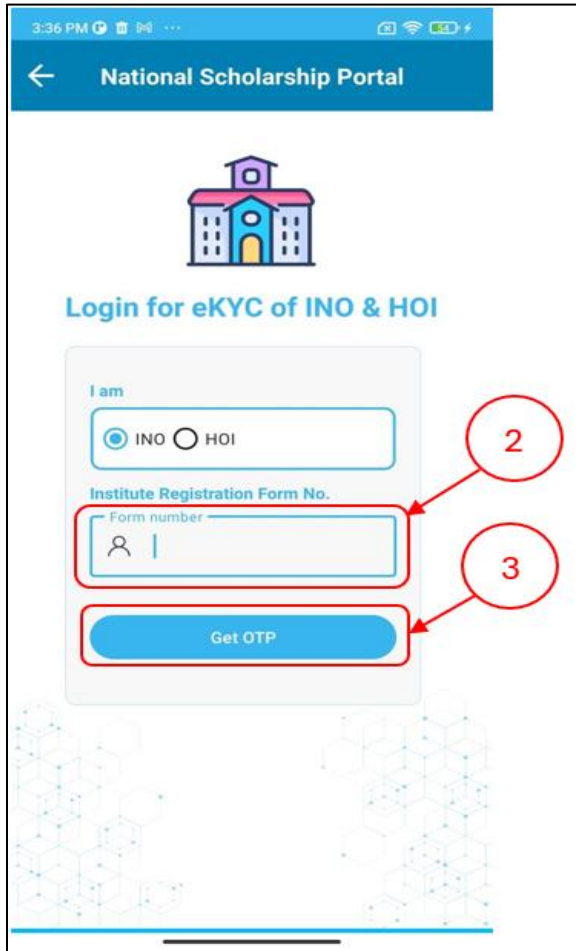
Screen 3

Step 3. Next click on INO as user under “I am” field (refer 1 in the Screen 4).



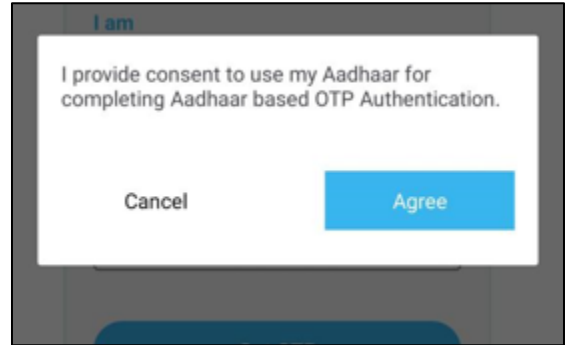
Screen 4

Step 4. Next, enter the Form Number (KYC Registration Number) under the “**Institute Registration Form No.**” field (refer 2 in the Screen 5) and then click on “**Get OTP**” button (refer 3 in the Screen 5).



Screen 5

Step 5. Next, INO clicks on “**Agree**” button to provide the consent to use Aadhaar for completing Aadhaar-based FaceAuth process (refer Screen 6).



Screen 6

Step 6. Next, INO enters the **6 digits OTP** received on their mobile number registered with Aadhaar No. and then clicks on “**Login** button” (refer Screen 7).



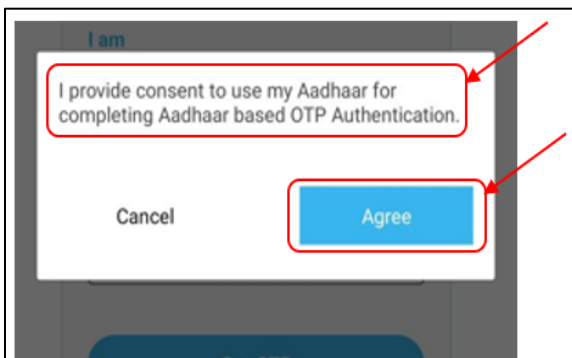
Screen 7

Step 7. After successful login, the INO user receives the Screen 8 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.



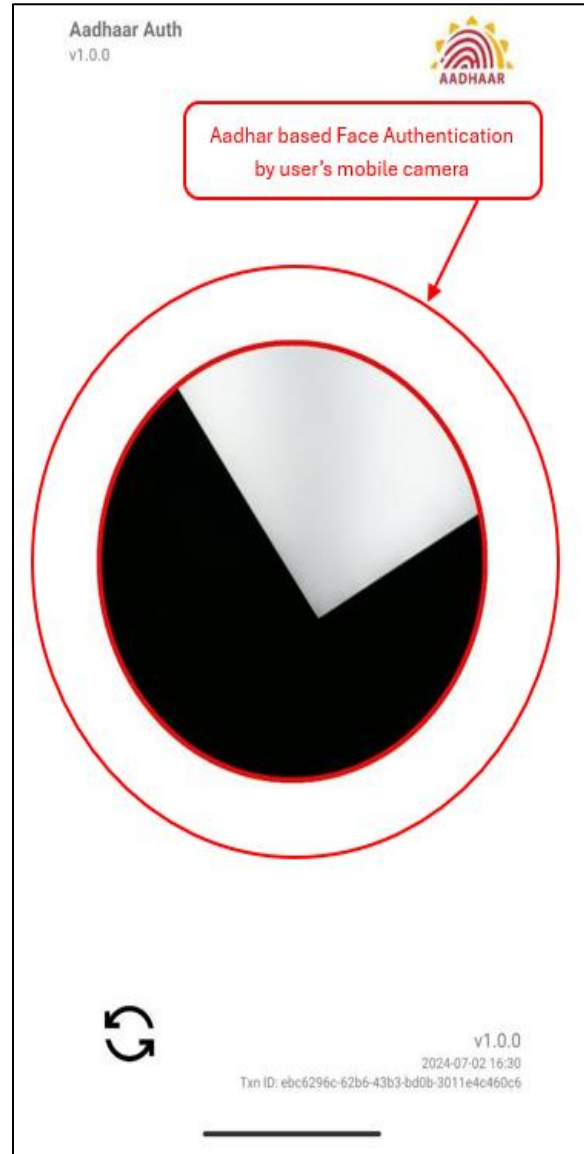
Screen 8

Step 8. Next, Screen 9 appears where INO reads the **consent statement** and if agrees, clicks on “**Agree**” button.



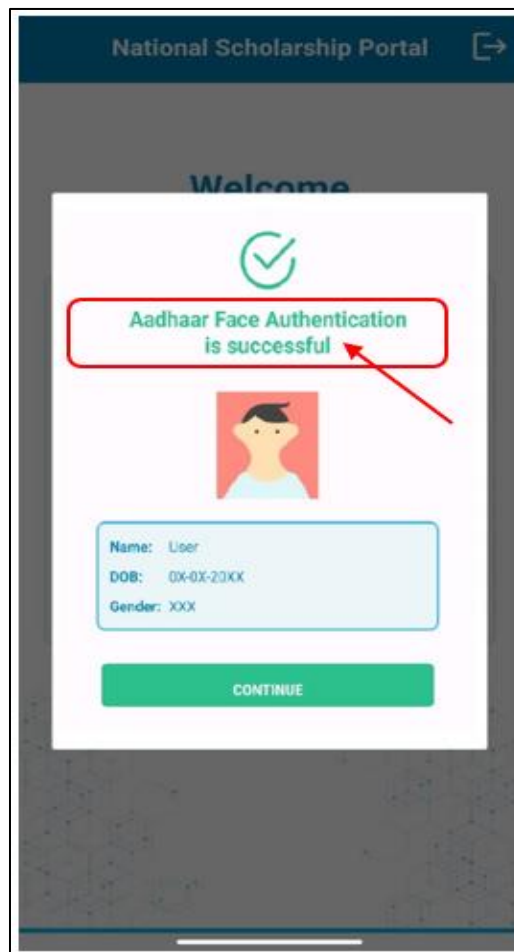
Screen 9

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



Screen 10

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



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 Screen no. 1 to 11, except the Screen No. 4 where HoI needs to select the **“HoI”** as user under “I am” field.

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

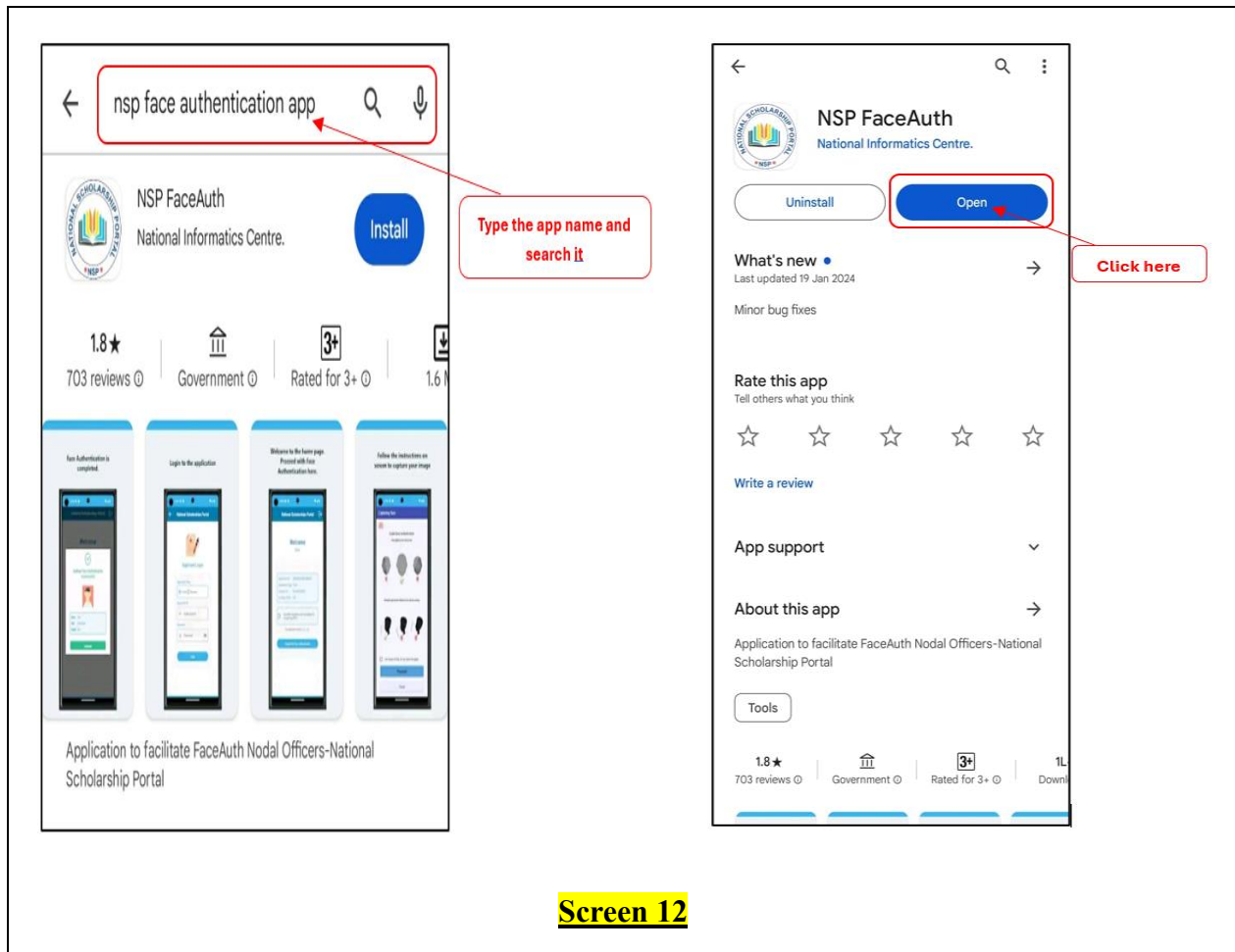
In this process following cases might occur:

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

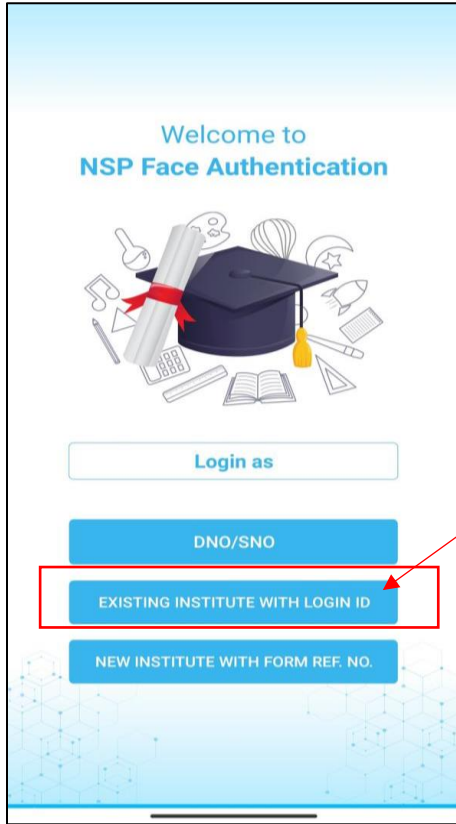
In this case firstly, INO needs to perform Aadhaar based FaceAuth process and then similarly, HoI would complete the FacAuth process.

❖ Processing at the level of INSTITUTE NODAL OFFICER (INO) user

Step 1. 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 Screen 12).

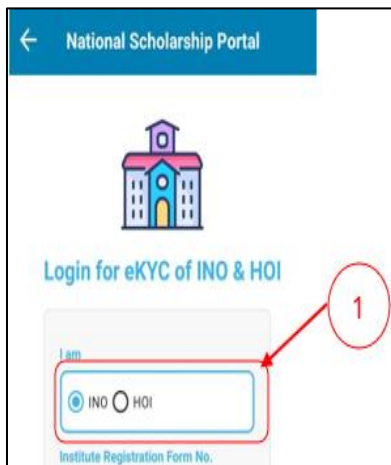


Step 2. Once the app is opened, its home screen gets appeared (refer Screen 13). Click on EXISTING INSTITUTE WITH LOGIN ID.



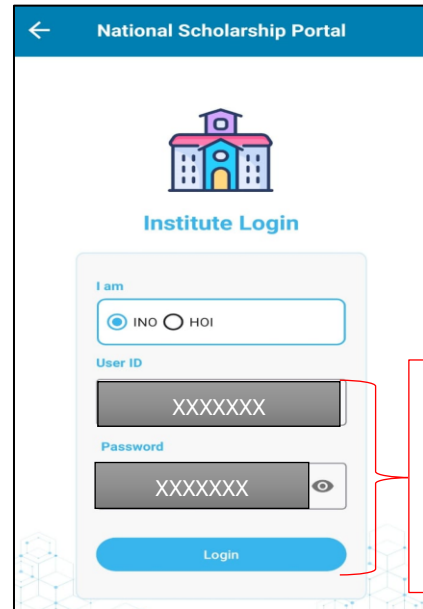
Screen 13

Step 3. Next click on “INO” as user under “I am” field (refer 1 in the Screen 14).



Screen 14

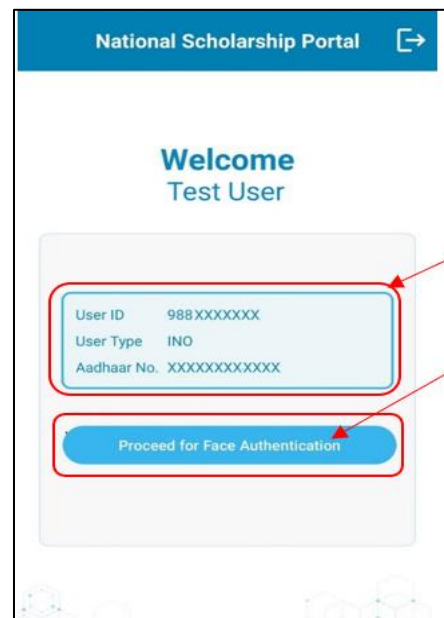
Step 4. Next, INO inputs their User ID and Password and clicks on “Login” button.



Input User ID and Password of INO

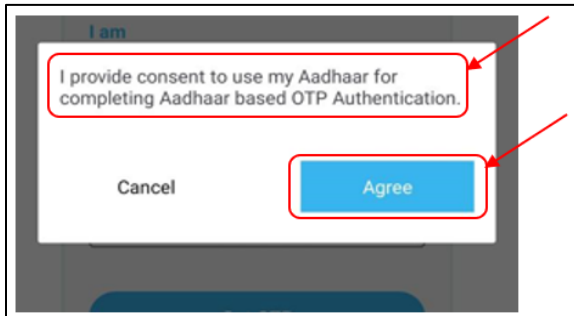
Screen 15

Step 5. After successful login, the INO user receives the Screen 16 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.



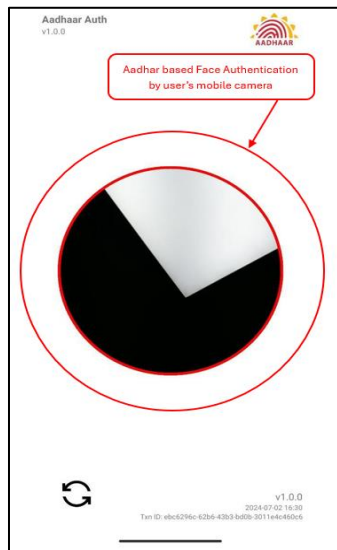
Screen 16

Step 6. Next, Screen 17 appears where INO reads the **consent statement** and if agrees, clicks on “**Agree**” button.



Screen 17

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



Screen 18

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



Screen 19

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

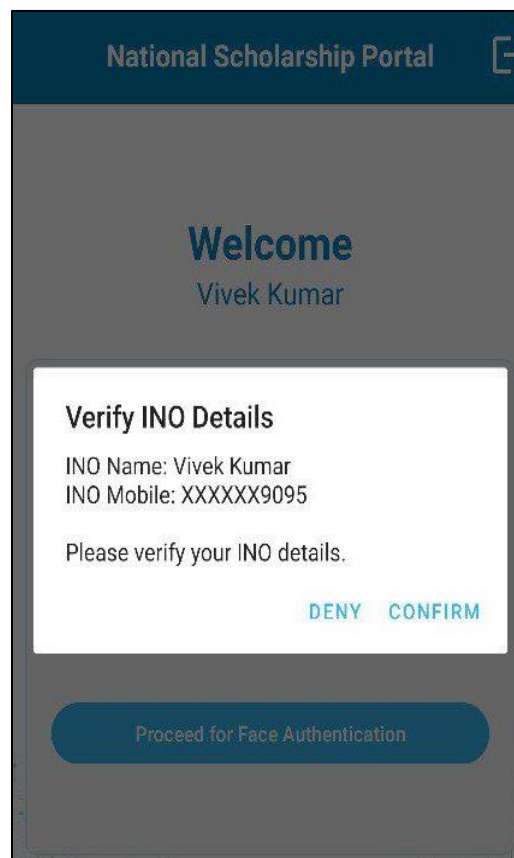
HoI will follow the same procedural steps for completion of Aadhaar-based FaceAuth process similar to INO as explained above from Screen no. 12 to 19, except the Screen No. 14 where HoI needs to select the “**HoI**” as user under “I am” field.

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.

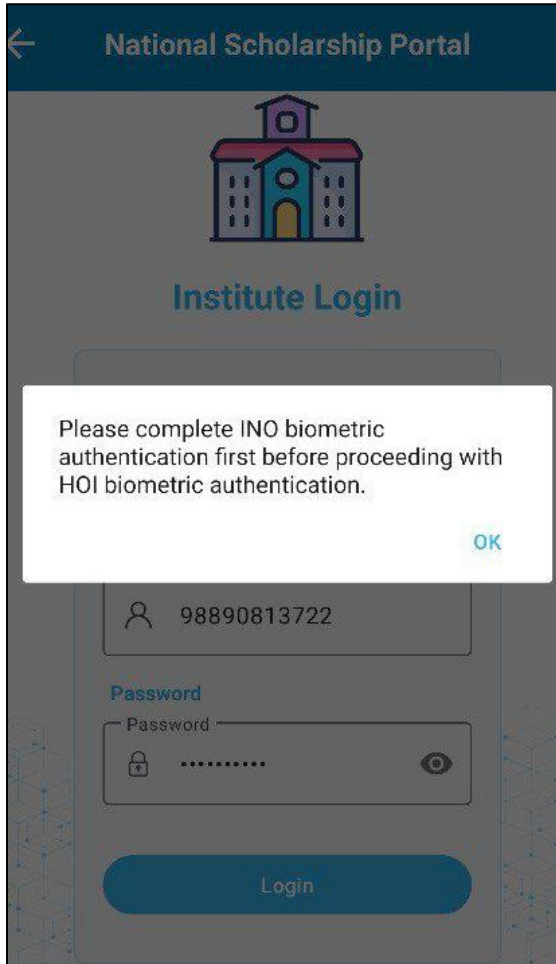
Step 5 and further: After successful login, HoI will receive Screen no. 20 where HoI will be needed to verify the INO details (Name and masked Mobile no.). In order to confirm the INO details, HoI would click on **“Confirm”** in Screen no. 20 and will further follow the next step as explained in Screen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



Screen 20

Cont..

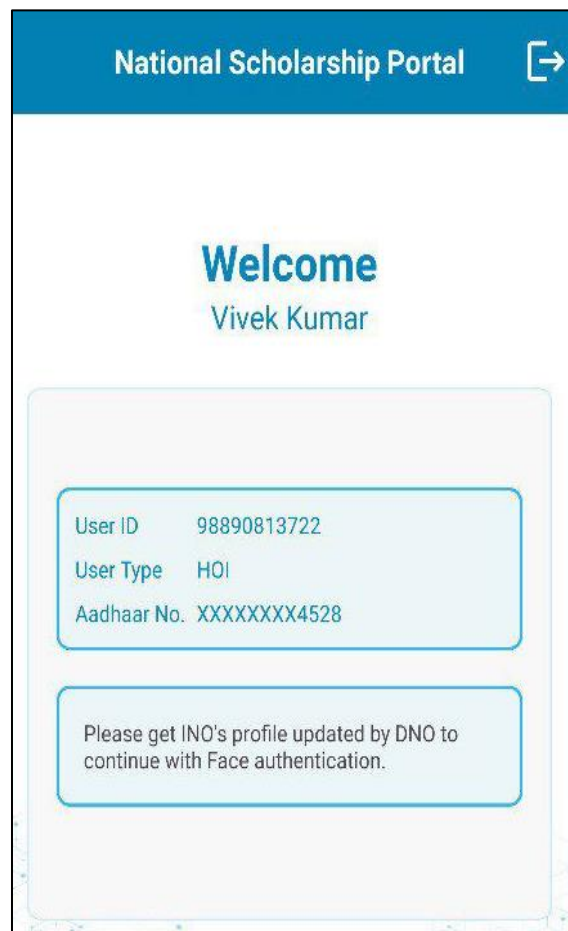
However, if HoI clicks on “Deny” in **Screen no. 20**, HoI would receive the Screen no. 21 showing alert message suggesting INO’s profile to be updated by DNO level and then HoI would be able to complete FaceAuth process.



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 **Screen no. 12 to 15**) HoI would receive the **Screen no. 22** showing alert message suggesting to complete INO’s BioAuth first and then HoI would be able to complete BioAuth process.



Screen 22
