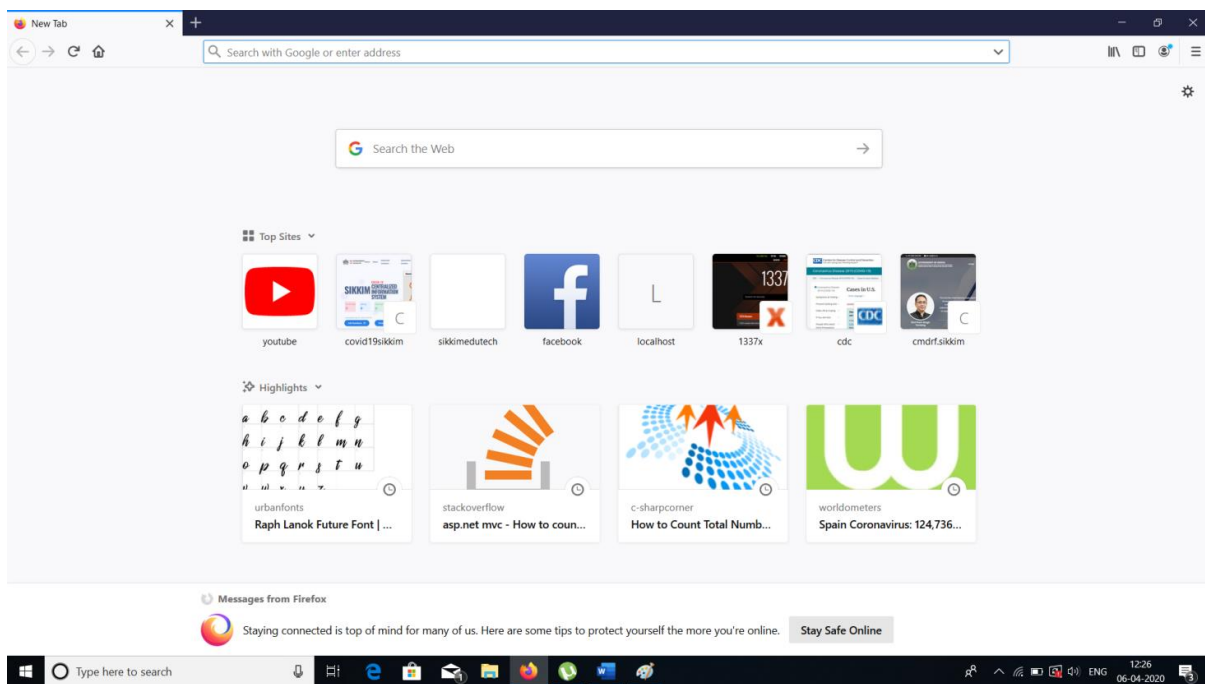# USERS' LOGIN MANUAL

The following manual will assist all the users to login and use the Human Resource Information System (HRIS) web application with ease.
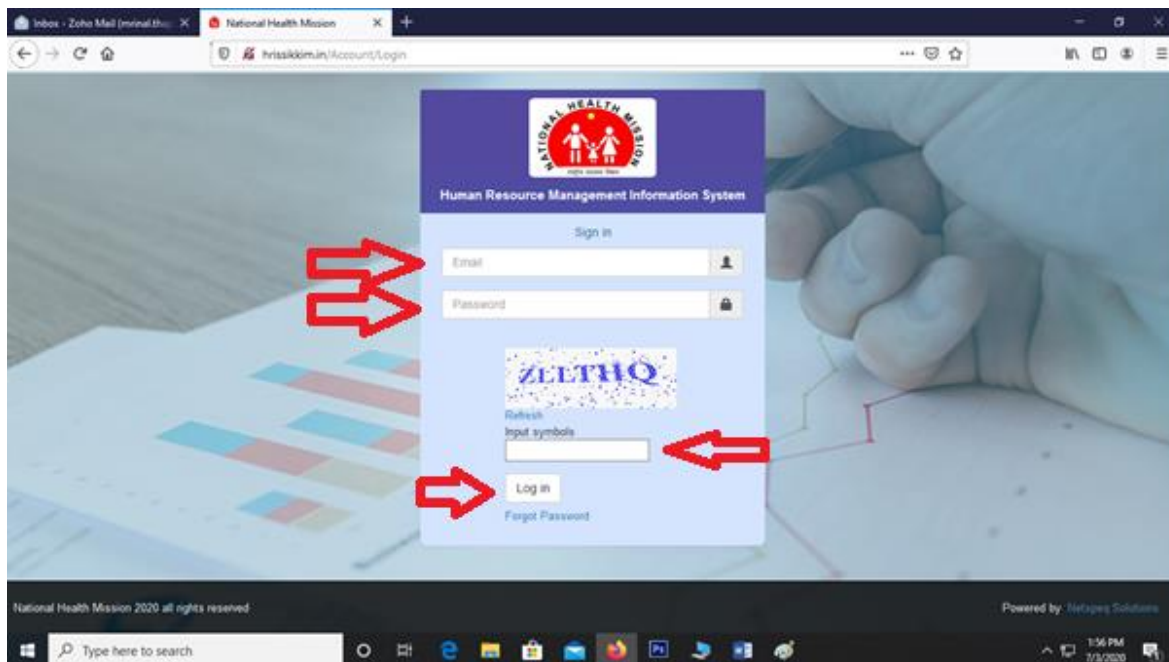
1. LOGIN

➤ For the user to access the Human Resource Information System (HRIS) web application, you need to first open a browser (any browser), type in hrissikkim.in and then press the enter key.
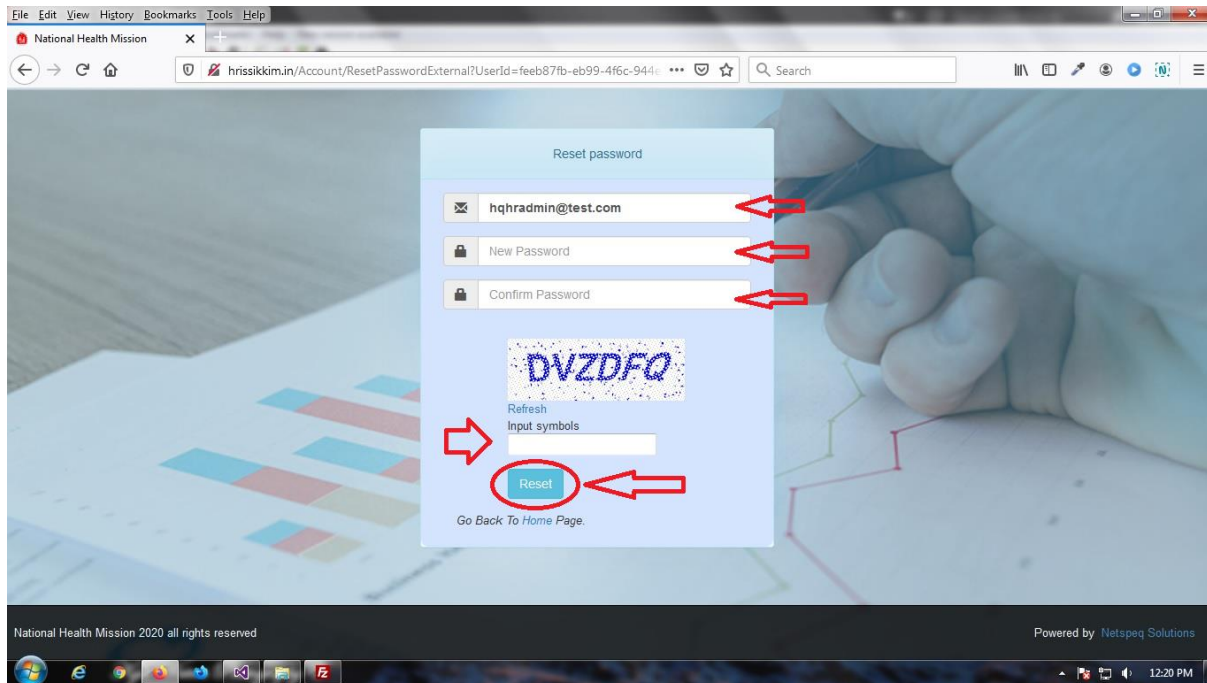

➤ Once you hit the enter key, the HRIS web application homepage will open up.

➤ On the homepage, towards the right-hand side top corner you will find the **"Login"** button, you need to click on it.
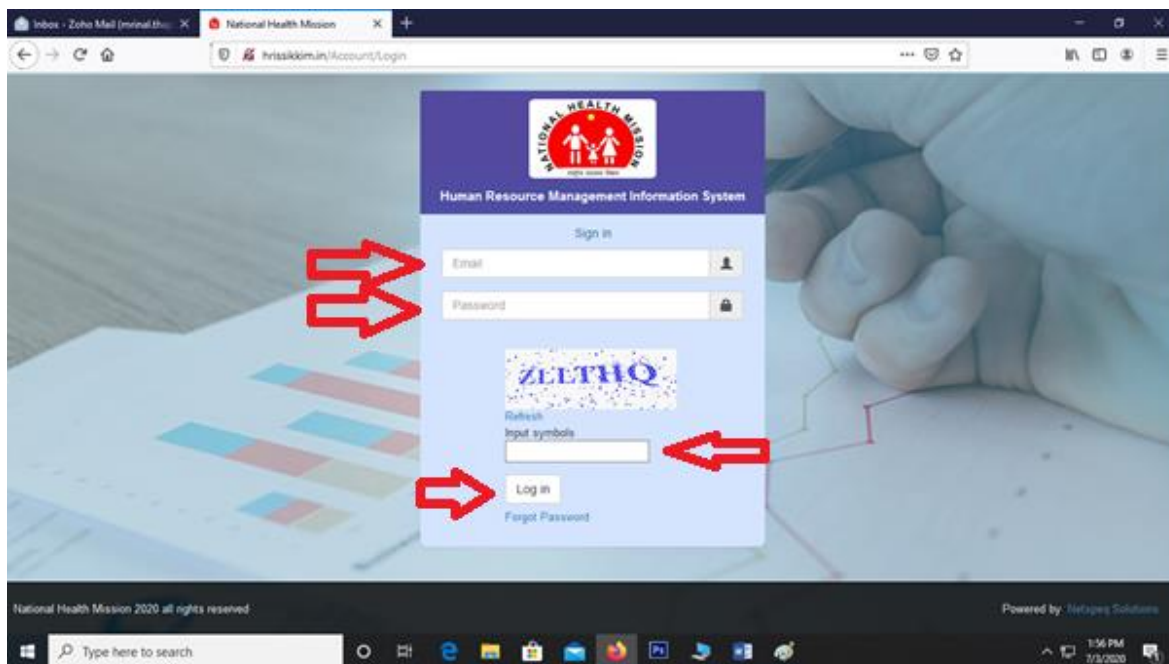
- ➢ Once you click on the login button, it will take you to the Human Resource Information System (HRIS) login page.
- ➢ Here you need to enter the **"User Name, Password (sent to your registered email) and Captcha".** Once you have enter these details you need to click on the **"Login"** button as shown in the figure below.

➢ After this you need to reset your password, enter the same username, new password, confirm password and the click on **"Reset".**

➢ Once you click on it, you will be redirected to the Login page again, here you need to enter **"Username, New Password and Captcha"** and then click on the **"Login"** button.

➢ Once logged in, it will take the users to their respective dashboards and on the left hand side you will see a list of menu items.