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 <u>hrissikkim.in</u> and then press the enter key.

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- > 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.

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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.

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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.