The following steps need to be followed to make of use of WebVPN to access the CSIR eOffice application on network other than NKN connectivity:

1. Type the URL **https://saccess.nic.in** in the address of a browser. Following screen will appear.

| NIC WEBVPN | Sign-in |
|--|------------------------|
| NIC WebVPN service provides user friendly and secure access to internal applications over public network. | Complete Email Address |
| Users can access internal web applications hosted in NIC Data Centers over any internet connected device using a web browser. | Password |
| Please contact your respective NIC coordinator for details regarding accounts and access. | Sign-in |
| Unauthorized access is prohibited. All access is logged on NIC WebVPN. | |
| (W) Network Diagnostic Test | |
| Click here to download HySecure Client. | |

- 2. Sign-in using registered email address of NIC as username and password "same as the government email address password".
- **3.** Second factor of authentication requires users to enter an OTP which can be obtained using any of the two method viz. SMS Token and Mobile Token.



- 4. Select Token type as either SMS Token or Mobile Token.
- a) If SMS Token is selected, then the user will receive the OTP on his/her registered Mobile Number. After selecting your choice, click on '**Get OTP**'.

- b) Mobile Token based OTP is provided via a mobile app called Accops HyID available for iOS and Android platforms from their respective app stores. The user needs to install this app on their smart phones and then register Mobile Token for OTP.
- 5. Enter the OTP received and finally click on 'Sign in'.
- 6. After successful login, user shall see the following screen:

| NIC | | | |
|---|------------------------|---|--|
| | Remote Applications | vly Profile Logout | |
| sandeep.mavi@csir.res.in | Unauthorized access is | prohibited. All access is logged on NIC WebVPN. | |
| Welcome to NIC WebVPN | WEB APPLICATIONS | | |
| Message from administrator In case the application/website is not working after login into saccess, please click on WebVPN_Test. If WebVPN_Test works then saccess is working fine. Please contact application/website providers for | eOffice_CSIR | WebVPN_Test | |
| issues related to it. | | | |

- 7. Click on the 'eOffice_CSIR' icon under Web Applications.
- 8. The Parichay webpage of CSIR eOffice instance will open in a new browser window.

| ← → O B https://saccess.nic.in/parid | | nttps%3A%2F%2Fjan_com%2Fmail%2F6ipp=1&scc=1&dmpl=default&itmplcache=2&emr=1 | |
|--------------------------------------|---|--|-------------|
| | | | English v |
| | | Sabka Saath Sabka Vikas Sabka Vikas | |
| | Please enter details to proceed | Tip of the day Keep changing your Password often and make them complex and not guessable. |) *. |
| | Enter User Name eg. userid[at]domain[dot]in | Parichay Authenticator 0 🗴 🕨 🎉 | |
| | Enter Password | Kavach 0 (Comparing the second | |
| * | Next Forgot Password Ministry of Exctronics & Information Technology | Extend ID Update Mobile & (Retired Officers) Profile | |

9. Login into eOffice account using your credentials.