# Smart Centre Finance User Manual

# PMKVY2.0

**28th September, 2016**

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Creating a Knowledgeable Workforce

## Introduction

Login procedure for Smart Centre.

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## Open Smart Centre Portal

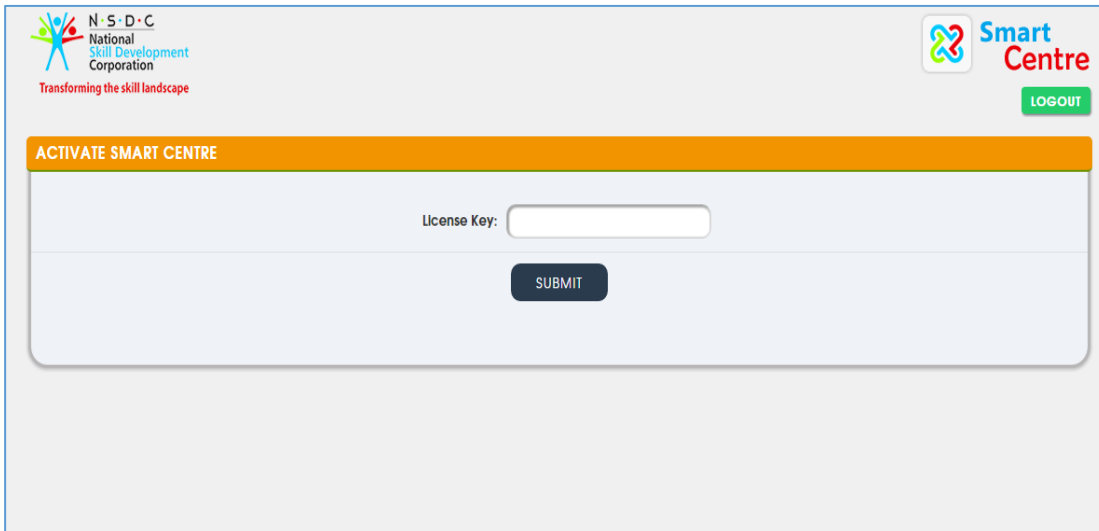Browse the URL mentioned below to open Smart Centre portal.

http://c20uatweb100.saas.talismaonline.com/PMKVY2

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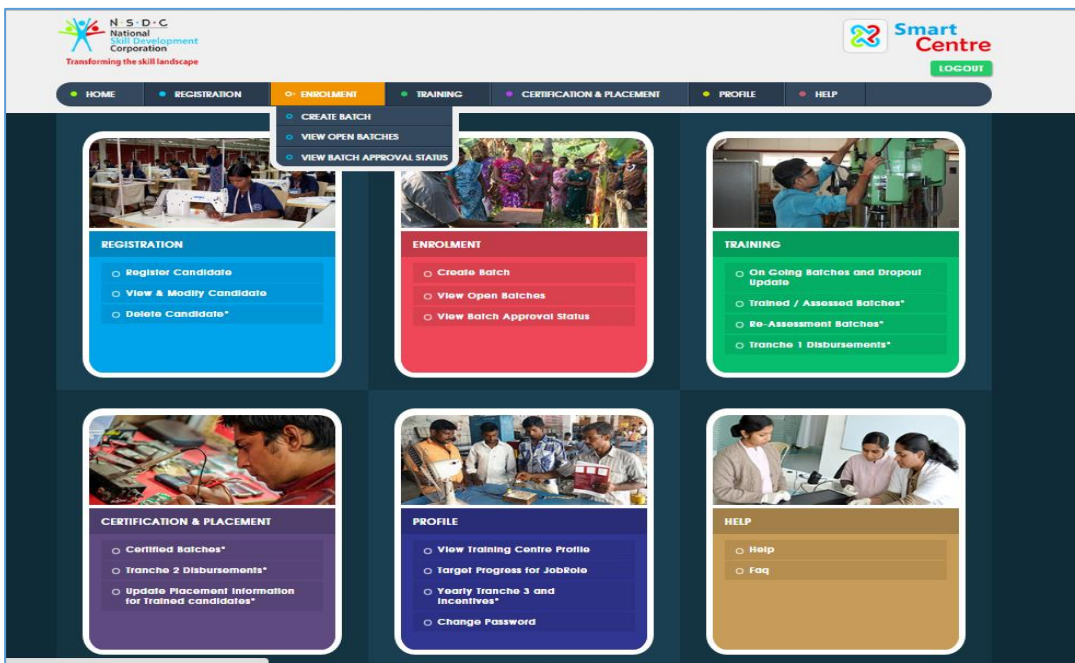
# Login to Smart Centre

1.  Enter the **Contact Code** and **Password** (provided in your email for first time login) and click **Login**.

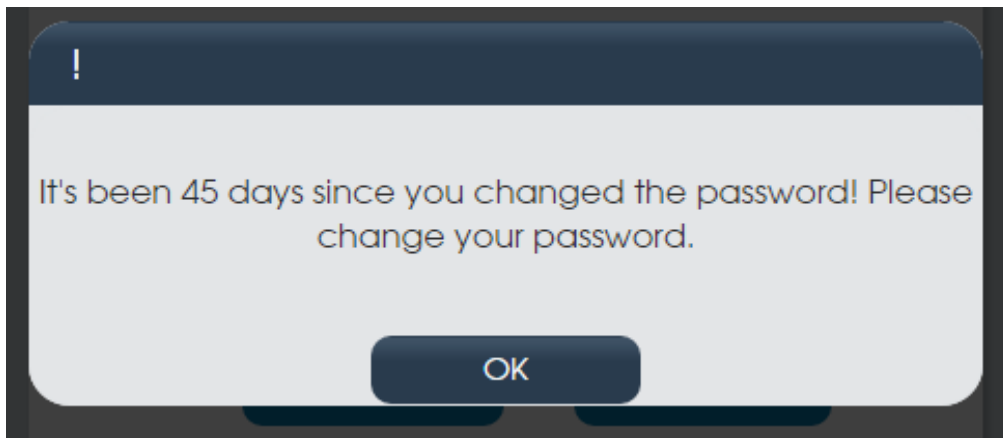    **Note**: **Clear** clears the entered details.

2.  On first time login, Activate Smart Centre. On entering login details you will be redirected to Activate Smart Centre screen for the first time.



3.  On License Key validation, user will be navigated to Smart Centre Home Screen.

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- Password has to be changed every 45 days. If password is not changed for 45 days user will be asked to change the password before logging in.
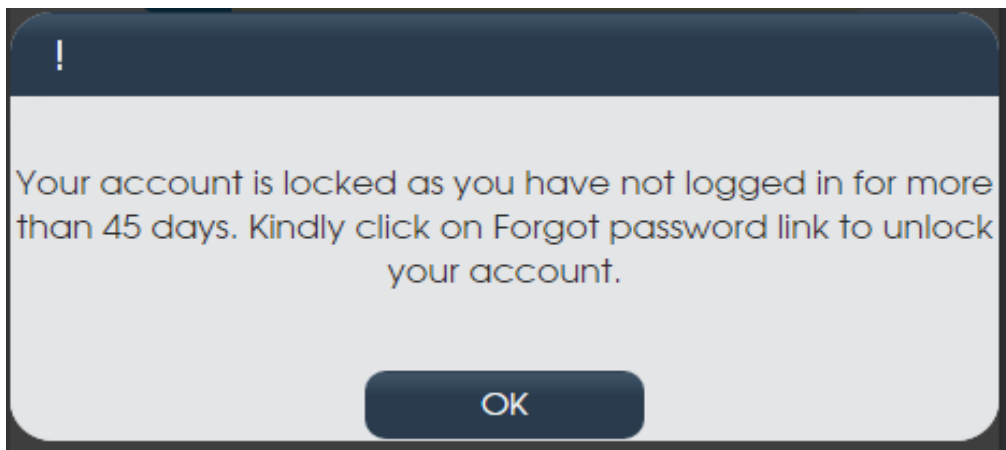


On click **OK**, user will be redirected to change password screen.

## Change Password



- Enter Old Password and New Password Details.
  **Note**: New password should meet the password complexity requirement.

- Click **SAVE**, password will be reset to new password.
  **Note**: TC User can also change the password in Smart Centre home screen using Change Password' option in Profiles tab.
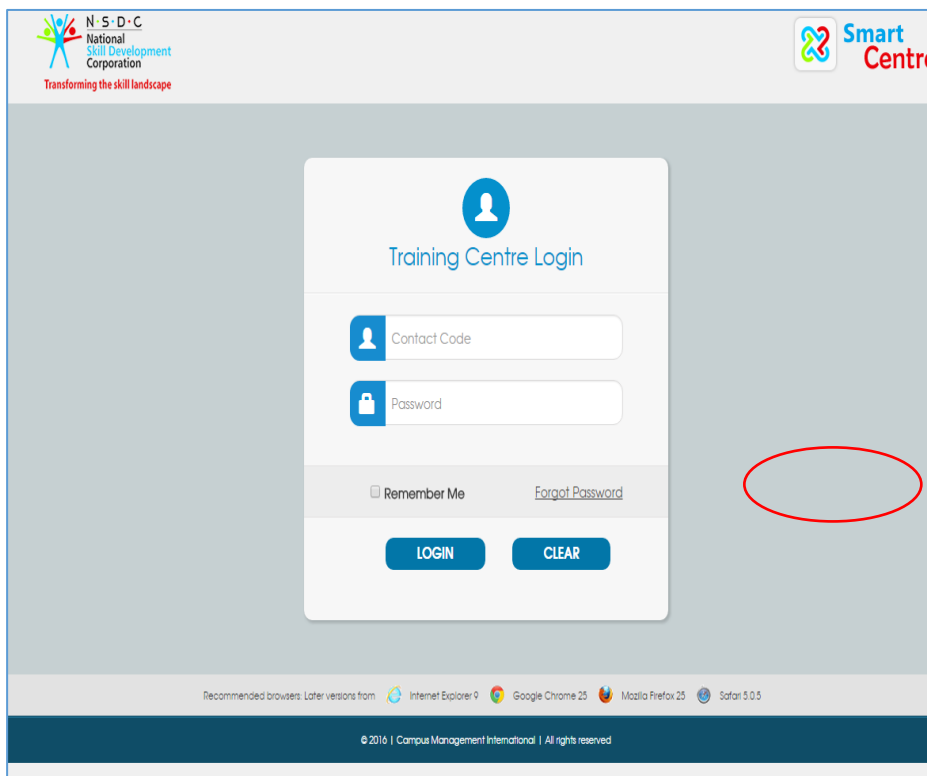
- User logs in after 45 days from the previous login.



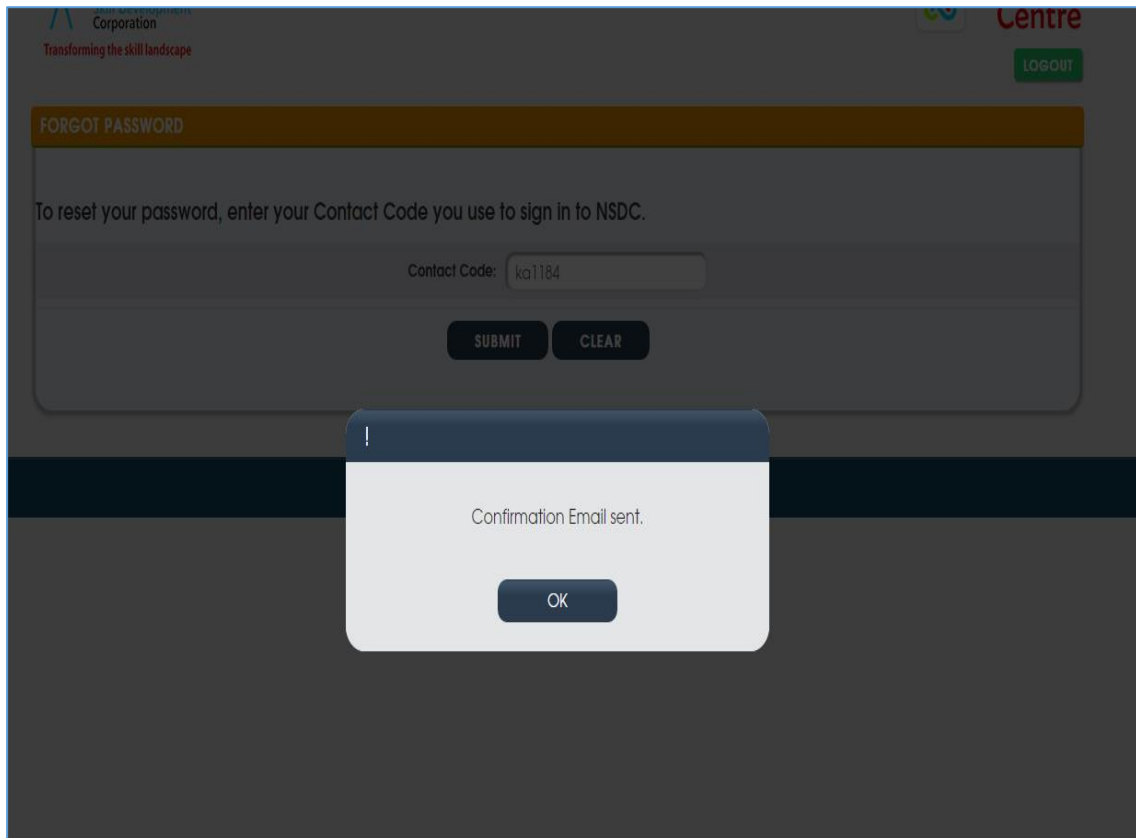User has to mandatorily click on forgot password link and reset the password.

# Forgot Password

Click **Forgot Password,** TC User will be navigated to "Forgot Password" screen.



- On **Forgot Password** screen, enter Contact Code and Click on 'Submit'.
- Click Submit, Reset Password link will be sent to TC User's (Contact's) email id.

**Note**: Forgot Password can be clicked whenever user forgets the password.

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## Reset Password

- Click **Reset Password**, user will be navigated to Reset Password page.



- Enter New Password details and click on Submit button. Password will be reset successfully and user will be navigated to Login Screen.

- On successful login, user will be navigated to the Smart Centre Home Screen.

## Remember Me

**Remember me** functionally save the login credentials to avoid entering the details every time.

## Browser Compatibility

Smart Centre works best in Google Chrome and Mozilla Firefox browser.