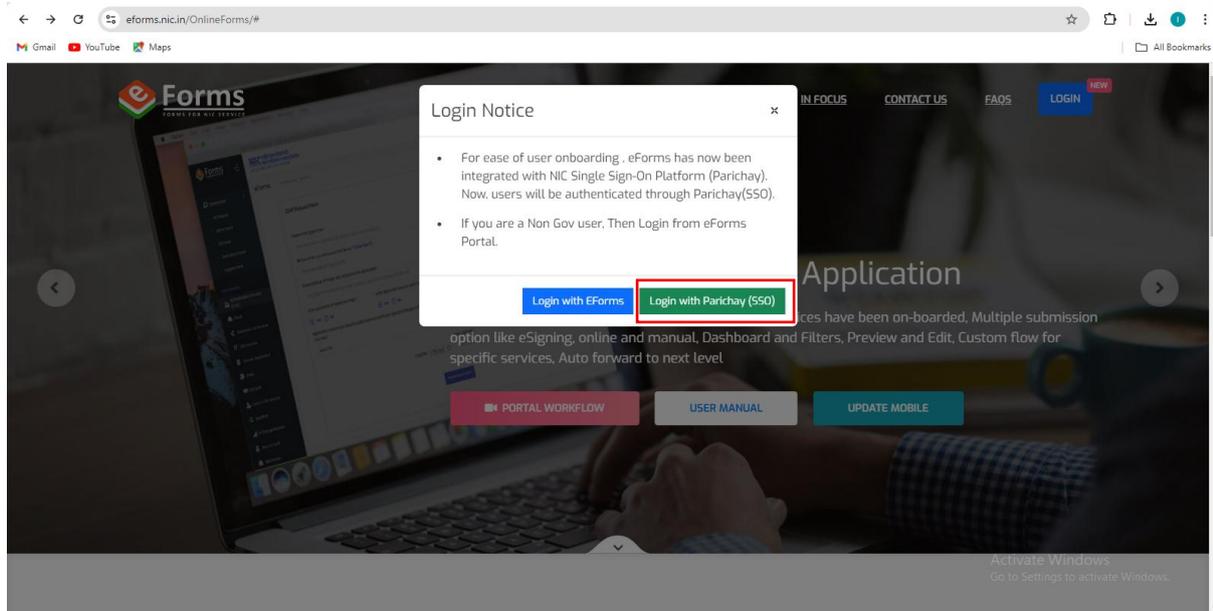
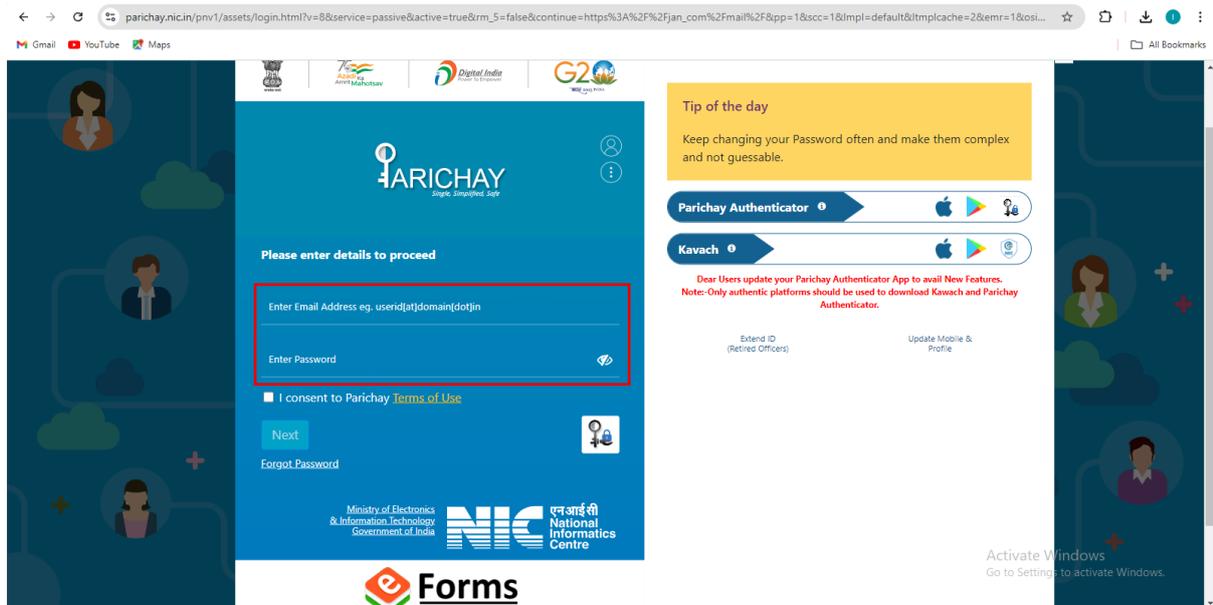


Step for filling VPN Registration form for accessing SPARROW on your home laptop/ desktop:

1. Go to <http://eforms.nic.in>, click on login and click login with Parichay.



2. Enter you NIC email ID



3. If Profile has already been updated then go to step no 4.

If not updated then follow the steps below:

After login update your User Profile (click your user name on the right top corner to go to the profile update page).

- Update Your Personal Info and click next.

The screenshot shows the 'User Profile' update page on the eforms.nic.in website. The page has a dark sidebar on the left with navigation options like 'Dashboards', 'My Request', and 'OUR SERVICES'. The main content area is titled 'User Profile' and includes a note: 'Entries marked with asterisk (*) are mandatory'. There are two tabs: 'Personal Info' (selected) and 'Organizational Info'. The 'Personal Info' section contains the following fields:

User Name *	Employee Code	
Abc Def	12345	
Mobile *	Email Address *	
+91XXXXXXXX270	abc.def@neigrihms.gov.in	
Telephone Number(O)	Telephone Number(R)	
Enter Official Telephone Number [STD CODE-TELEPHONE]	Enter Residence Telephone Number [STD CODE-TELEPHONE]	
Designation *	Enter Your Official Address *	
Lower Division Clerk	NEIGRIHMS Mawdiangdiang 793018	
State where you are posted *	District/City Name *	Pin Code *
MEGHALAYA	EastKhasiHills	793018

- Update Organisational info as follows

- Under the “*Search your organisation details*” textbox, select North Eastern Indira Gandhi Institute of Health And Medical Sciences: (Ministry of Health and Family Welfare).
- Under “*Reporting/Nodal/Forwarding Officer Email*” textbox, enter the email address of your Reporting Officer (your in charge). **Please do not enter the email ID of the Nodal Officer/Programmer of IT Cell.**
- Enter the Telephone Number.
- Now Under the “*Search your organisation details*” textbox, remove the line (Ministry of Health and Family Welfare) and type NKN.
- Click on Submit as shown below

Forms
FORMS FOR GOVT SERVICE

- Dashboards
- My Request
- OUR SERVICES
- Email (@gov)
- Bharat VC
- DA Onboarding
- Distribution List Services
- DNS Services
- Mail Transfer
- Org Onboarding
- Sandes
- Sewak Service
- SMS Service
- SMTP Gateway
- Update Profile In (@gov)



Personal Info **Organizational Info**

Search your organization details

North Eastern Indira Gandhi Institute Of Health And Medical Sciences,shillong:(Ministry of Health And Family Welfare)

Organization Category *

Central Government

Ministry *

Ministry of Health And Family Welfare

Sub Category *

Department of Health and Family Welfare

Department/Division/Domain *

North Eastern Indira Gandhi Institute Of Health And Medical Sciences,shillong

Reporting/Nodal/Forwarding Officer Email *

Reporting/Nodal/Forwarding Officer Name *

Reporting/Nodal/Forwarding Officer Mobile *

Reporting/Nodal/Forwarding Officer Telephone *

Reporting/Nodal/Forwarding Officer Designation *

Professor

I declare that my Reporting/Nodal/Forwarding Officer belongs to the same Ministry/Department from which i belong.

NOTE: • If any "PSU/Ministry/Department" needs to be added, please send the details to [eforms\[at\]nic\[dot\]in](mailto:eforms[at]nic[dot]in)

SUBMIT

Activate Windows
Go to Settings to activate Windows.

Forms
FORMS FOR GOVT SERVICE

- Dashboards
- My Request
- OUR SERVICES
- Email (@gov)
- Bharat VC
- DA Onboarding
- Distribution List Services
- DNS Services
- Mail Transfer
- Org Onboarding
- Sandes
- Sewak Service
- SMS Service
- SMTP Gateway
- Update Profile In (@gov)



Personal Info **Organizational Info**

Search your organization details

North Eastern Indira Gandhi Institute Of Health And Medical Sciences,shillong:gg:NKN

No Record found

Reporting/Nodal/Forwarding Officer Email *

Reporting/Nodal/Forwarding Officer Name *

Reporting/Nodal/Forwarding Officer Mobile *

Reporting/Nodal/Forwarding Officer Telephone *

Reporting/Nodal/Forwarding Officer Designation *

Professor

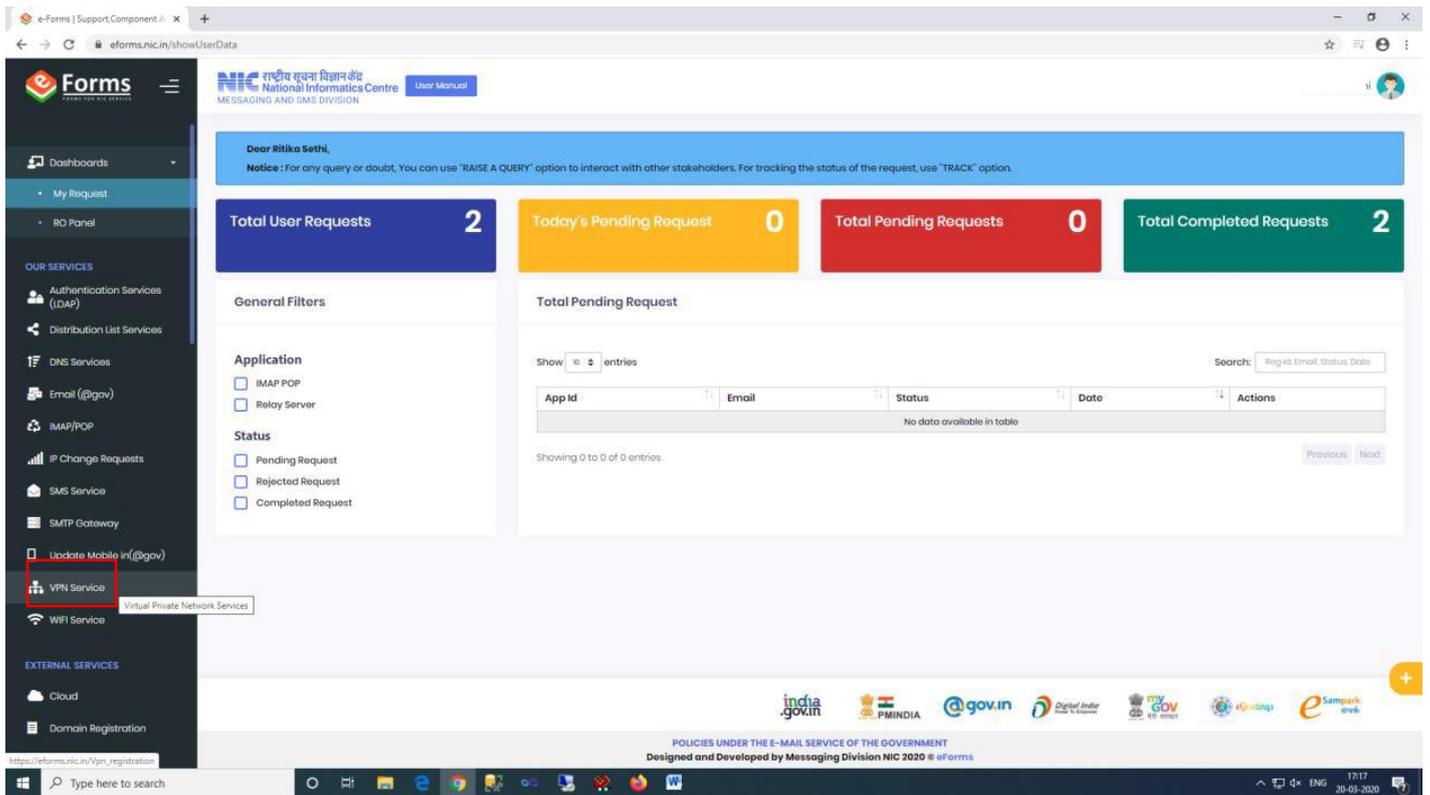
I declare that my Reporting/Nodal/Forwarding Officer belongs to the same Ministry/Department from which i belong.

NOTE: • If any "PSU/Ministry/Department" needs to be added, please send the details to [eforms\[at\]nic\[dot\]in](mailto:eforms[at]nic[dot]in)

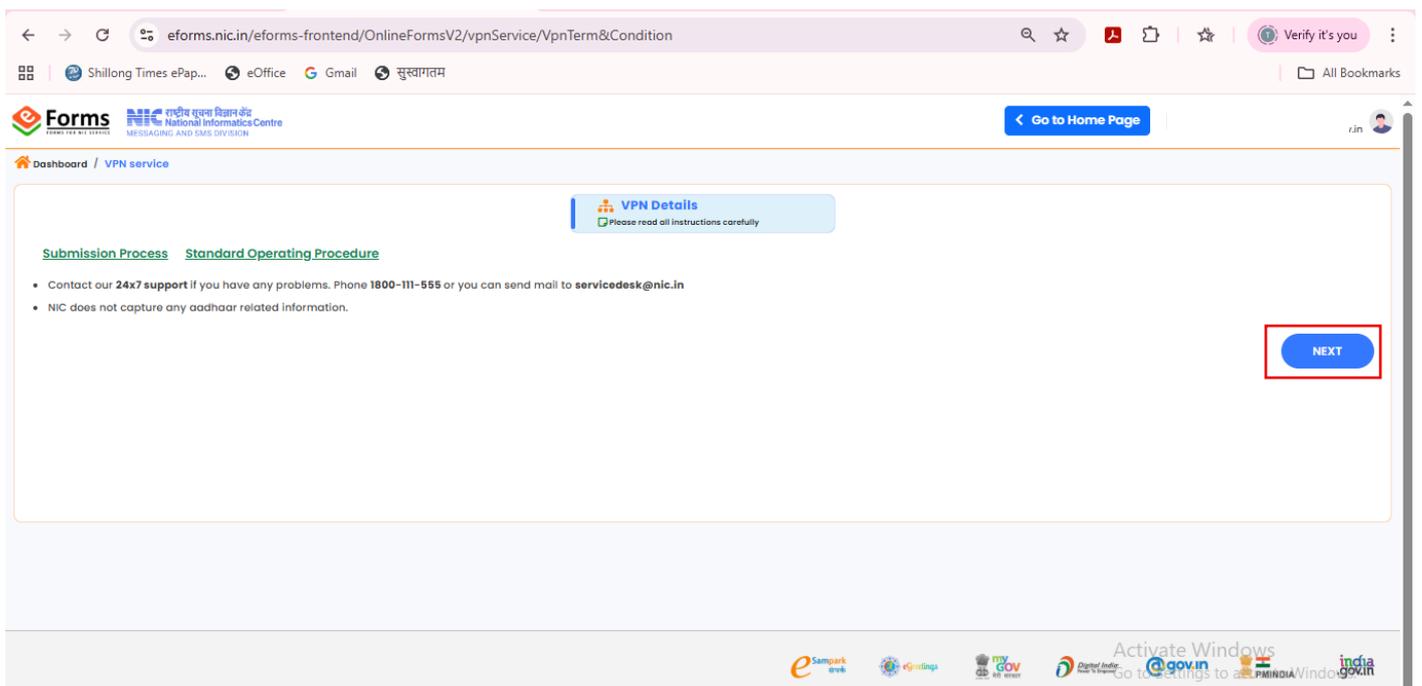
SUBMIT

Activate Windows
Go to Settings to activate Windows.

4. Now click on the VPN Service menu (see left menu panel) on the Dashboard page



5. Click Next button as shown below:



6. Click on VPN new Request as shown below:

The screenshot shows the 'VPN service' dashboard with four main request options, each with a 'Click Here' button:

- VPN New Request:** Request to submit new VPN services for your application. To formally initiate the provisioning of VPN access for an authorized user/system to securely connect to the organization's internal network/resources from a remote location.
- VPN Add/Delete Request:** Request to add/delete new/old VPN permissions to an existing application. To raise request for the addition or deletion of new or old access permissions, users, locations, or network resources to an existing VPN connection.
- VPN Renew Request:** Request to renew VPN permissions to an existing application. To seek the extension or renewal of an existing VPN connection that is nearing expiration, ensuring secured remote access to organizational systems and resources.
- VPN Surrender Request:** Request to delete VPN permissions for your existing application. To request the deactivation or termination of an existing VPN connection when it is no longer required by a user, department, or project.

At the bottom right, there is a watermark: 'Activate Windows. Go to Settings to activate Windows.'

7. In the next page, enter the details as follows:

- Click on “Select State Coordinator” checkbox and Choose State Coordinator as Rosemary Maisnam.
- Click on Single IP and enter the following:
 - i. IP address :43.239.62.44
 - ii. application URL :<https://sparrow.neigrhms.gov.in/>
 - iii. destination port : 443
 - iv. Server location : New Delhi
- Remarks: WebVPN access for SPARROW portal of NEIGRIHMS
- Click Next button

The screenshot shows the 'New Request' form with the following details:

- Choose Coordinator:** Organization Coordinator (unchecked), State Coordinator (checked). Selected: RosemaryMaisnam (rosemary.maisnam@nic.in)
- IP Address:** Single IP (selected), IP Range (unchecked)
- Server IP address:** 43.239.62.44
- Application URL:** <https://sparrow.neigrhms.gov.in>
- Destination Port:** 443
- Server Location:** NDC Delhi
- Remarks:** web vpn access for SPARROW portal of NEIGRIHMS

A 'NEXT' button is visible at the bottom right of the form.

8. Check your details and click on next button as shown:

Emp Code :		Officer Email :	
Postal Address :		Officers Name :	
State :		Officer Mobile :	
District :		Officer Telephone :	
Pincode :		Officer Designation :	
Telephone No. :			
Telephone No.(R) :		Organization Details :	
Mobile No. :		Organization Category :	Central Government
Email Address :		Ministry/Organization :	Ministry of Health And Family Welfare
		Department :	North Eastern Indira Gandhi Institute Of Health And Medical Sciences,shillong

VPN Details :

Remarks: web vpn access for SPARROW portal of NEIGRIHMS

Coordinator: rosemary.maisnam@nic.in

New Vpn Records

IP From	IP Range	Application URL	Destination Port	Server Location	Other Location
43.239.62.44		https://sparrow.neigrihms.gov.in	443	NDC Delhi	

I Agreed to [Terms & Conditions](#).

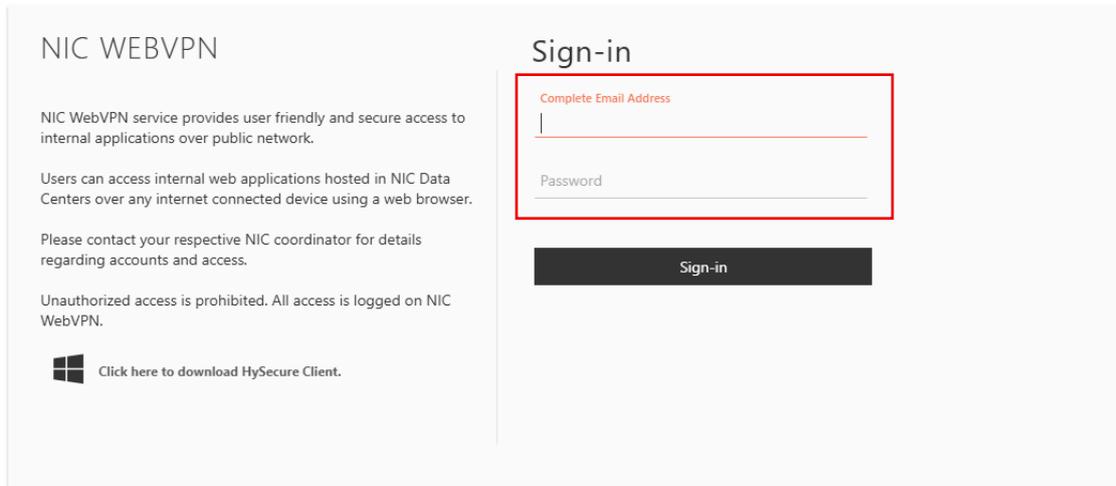
9. In the next page, click on proceed online and click submit button as shown:

The screenshot shows the eforms.nic.in website interface. At the top, there is a navigation bar with the 'Forms' logo and the National Informatics Centre (NIC) logo. Below the navigation bar, there is a progress indicator with three steps: 1. New Request, 2. Review Your Information, and 3. Submit your Request. The current step is 'Review Your Information'. The main content area displays a large blue box with the message: 'Your Form Has Been Successfully Submitted.' Below this message, it states: 'Your form has been submitted and your Registration number is VPN-FORM202603030122. For any assistance, please contact on 1800-111-555 or mail us to servicedesk@nic.in. You can use it to track your request. You can track your request using' followed by a 'Go to Dashboard' button. In the top right corner, there is a green success notification box that reads: 'Success Your request has been accepted for submission with Registration number VPN-FORM202603030122. You will be intimated Further!!!'. The footer of the page contains various logos including Samprad, eGov, and India.gov, along with an 'Activate Windows' watermark.

- # Now contact your Reporting Officer to forward your request for further process
- # Reporting Officer has to login to <http://eforms.nic.in> to forward the request.
- # Once the VPN is created, the user will get the details in his/ her email.
- # In case your request cannot be submitted, write to eforms@nic.in
- # To use eOffice outside NIC Network first connect to the web VPN using <https://saccess.nic.in> (Login using your nic/gov email id)
- # There are 3 options to get OTP (SMS/ Mobile Token/ Email Token). Most commonly SMS option is used.

Steps to access <https://saccess.nic.in> are as follows:

- I. On the web browser, type saccess.nic.in, the following will be displayed. Type your neigrihms official email and password and sign in



NIC WEBVPN

NIC WebVPN service provides user friendly and secure access to internal applications over public network.

Users can access internal web applications hosted in NIC Data Centers over any internet connected device using a web browser.

Please contact your respective NIC coordinator for details regarding accounts and access.

Unauthorized access is prohibited. All access is logged on NIC WebVPN.

 [Click here to download HySecure Client.](#)

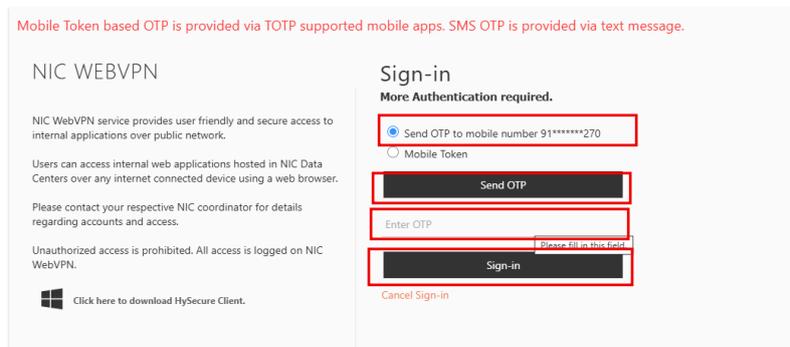
Sign-in

Complete Email Address

Password

Sign-in

- II. In the next page, select send OTP to mobile number and click on send OTP. Enter the OTP and click on sign in as shown below:



Mobile Token based OTP is provided via TOTP supported mobile apps. SMS OTP is provided via text message.

NIC WEBVPN

NIC WebVPN service provides user friendly and secure access to internal applications over public network.

Users can access internal web applications hosted in NIC Data Centers over any internet connected device using a web browser.

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Unauthorized access is prohibited. All access is logged on NIC WebVPN.

 [Click here to download HySecure Client.](#)

Sign-in

More Authentication required.

Send OTP to mobile number 91*****270

Mobile Token

Send OTP

Enter OTP Please fill in this field

Sign-in

[Cancel Sign-in](#)

- III. In the next page, click on the SPARROW_NEIGRIHMS icon as shown.
- IV. In the next page, click on Parichay and login to SPARROW.