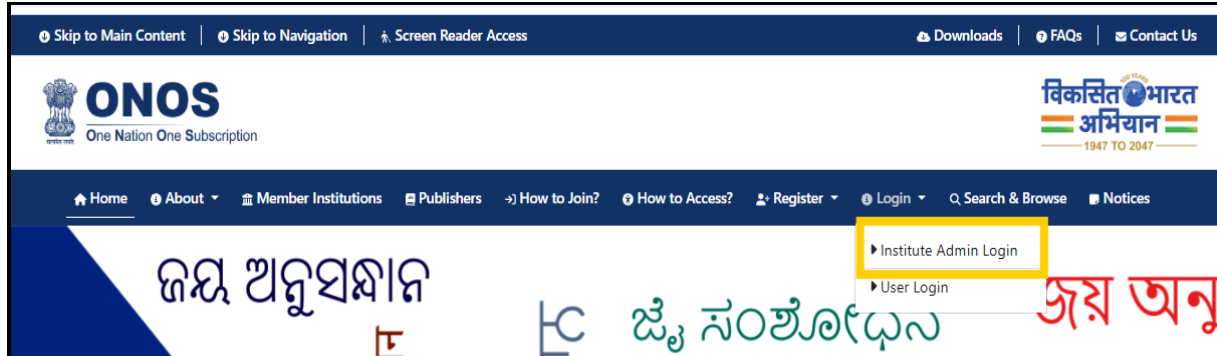


## Institute Administration Module for Colleges

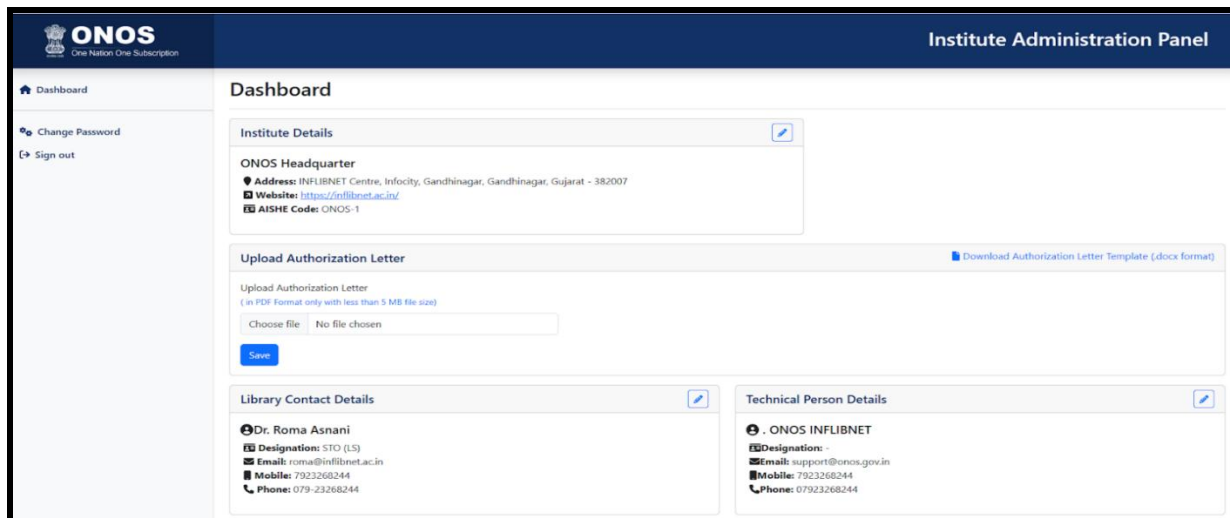
Visit <https://www.onos.gov.in/ums/index> for Institute Admin Login and update institute details, creating user account of students and faculty members.



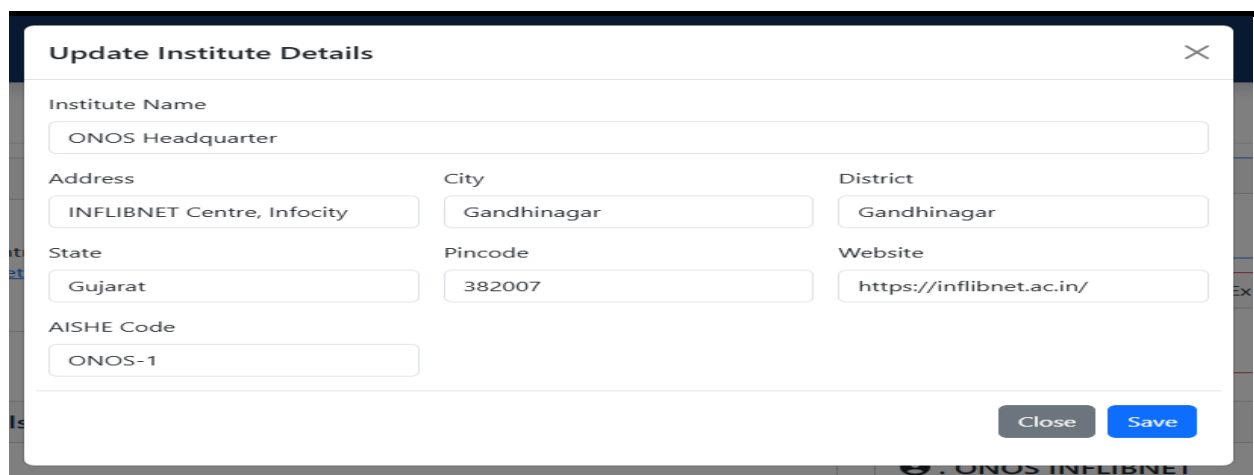
Enter the Librarian/Nodal Officer's email (username) & password and captcha for Institute Admin Login. Click on **Sign in**.

The image shows the 'Institute Admin Login' form on the ONOS website. At the top, there is the ONOS logo and tagline 'One Nation One Subscription'. Below this, the title 'Institute Admin Login' is displayed. A red asterisk indicates required fields. There are two input fields: 'Enter Registered Email address \*' with the value 'roma@inlibnet.ac.in' and 'Password \*' with masked characters. Below the password field is a CAPTCHA image showing the equation '12 + 5 ='. A 'Refresh CAPTCHA' link is provided. Below the CAPTCHA is an input field containing the number '17'. A 'Forgot Password?' link is located below the CAPTCHA field. At the bottom, there is a blue 'Sign in' button.

The Librarian/Nodal Officer can see the institute details and edit the institute details, Library Contact Details and Technical Person Details on Dashboard.



The Librarian/Nodal Officer can edit address, City, Pin code and Website only. Click on **Save**.



The Librarian/Nodal Officer can edit all the required Librarian's details. Click on **Save**.



The Librarian/Nodal Officer can edit all the required Technical Contact Person's details. Click on **Save**.

Prefix	First Name	Last Name
Mr.	ONOS	INFLIBNET
Designation	Email	Mobile
Technical	support@onos.gov.in	7923268244
Land Line	07923268244	

Close Save

The Authorization letter is mandatory to upload in Institute Administration Panel. The sample letter is available ([Prescribed format of Authorization Letter \(in .DOCX format\) \[Only for Colleges\]](https://onos.gov.in/download)) at <https://onos.gov.in/download>.

The Librarian/Nodal Officer needs to prepare an authorization letter on the College Letterhead with the Principal's stamp and signature, upload the letter in PDF format and Click on **Save**.

ONOS One Nation One Subscription

Institute Administration Panel

Dashboard

Change Password

Sign out

**Dashboard**

**Institute Details**

ONOS Headquarter

Address: INFLIBNET Centre, Infocity, Gandhinagar, Gandhinagar, Gujarat - 382007

Website: <https://inlibnet.ac.in>

AISHE Code: ONOS-1

**Upload Authorization Letter**

Download Authorization Letter Template (.docx format)

Upload Authorization Letter

(in PDF Format only with less than 5 MB file size)

Choose file AuthLetter.pdf

Save

**Library Contact Details**

Dr. Roma Asnani

Designation: STO (LS)

Email: roma@inlibnet.ac.in

Mobile: 7923268244

Phone: 079-23268244

**Technical Person Details**

ONOS INFLIBNET

Designation: -

Email: support@onos.gov.in

Mobile: 7923268244

Phone: 07923268244

The ONOS Team will verify the authorization letter and send the confirmation email on registered Email.

**ONOS**  
One Nation One Subscription

Institute Administration Panel

Dashboard

**Dashboard**

**Institute Details**

ONOS Headquarter  
 Address: INFLIBNET Centre, Infocity, Gandhinagar, Gandhinagar, Gujarat - 382007  
 Website: <https://inflibnet.ac.in/>  
 AISHE Code: ONOS-1

**Authorization Letter Uploaded**

ONOS Team will verify your authorization letter and send confirmation email over your registered email id within 2-3 working days. [View Authorization Letter](#)

Please write us support[at]onos[dot]gov[dot]in, for any further assistance.

**Library Contact Details**

Dr. Roma Asnani  
 Designation: STD (LS)  
 Email: roma@inflibnet.ac.in  
 Mobile: 7923268244  
 Phone: 079-23268244

**Technical Person Details**

. ONOS INFLIBNET  
 Designation: -  
 Email: support@onos.gov.in  
 Mobile: 7923268244  
 Phone: 07923268244

After the verification, the Librarian/Nodal Officer can create the username and password for faculty members and students individual or in bulk user.

### **How to create individual username and password for Faculty Members and Students?**

Click on User details. The Librarian/Nodal Officer can create the individual username and password for faculty members and students by clicking on **Add New User**.

**ONOS**  
One Nation One Subscription

Institute Administration Panel

Dashboard

**Dashboard**

**Institute Details**

ONOS Headquarter  
 Address: INFLIBNET Centre, Infocity, Gandhinagr, Gandhinagar, Gujarat - 382007  
 Website: <https://inflibnet.ac.in/>  
 AISHE Code: ONOS-1

**Library Contact Details**

Dr. Roma Asnani  
 Designation: STD (LS)  
 Email: roma@inflibnet.ac.in  
 Mobile: 7923268244  
 Phone: 079-23268244

**Technical Person Details**

. ONOS INFLIBNET  
 Designation: -  
 Email: support@onos.gov.in  
 Mobile: 7923268244  
 Phone: 07923268244

**User Statistics:**

- All Users: 1
- Active Users: 1
- Expired Users: 0
- Pending Users: 0

The screenshot shows the ONOS Institute Administration Panel. The top left features the ONOS logo and the tagline 'One Nation One Subscription'. The top right displays 'Institute Administration Panel'. The left sidebar contains navigation options: Dashboard, User Details (highlighted with a green circle and arrow), Import Bulk Users, Activate Users, Self Registered Users, Change Password, and Sign out. The main content area is titled 'User Details' and includes five summary cards: Total Users (1), Active Users (1), Expired Users (0), Pending Users (0), and Invalid Emails (0). Below these is a 'Total Users' section with buttons for 'Select All', 'Extend Validity', and 'Delete', and an 'Add New User' button (highlighted with a green arrow). A table lists users with columns for Name, ID Card No, APAAR ID, Course/Dept, Email, Mobile, User Type, Validity, Status, and Action. The first entry is 'Dr. Roma Asnani' with email 'roma@inflibnet.ac.in' and status 'Active'. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' navigation links.

Fill in the Individual new user details i.e. name, student id, course, user type, email, mobile number and validity. Click on **Save**.

The 'Add New User Details' form contains the following fields:

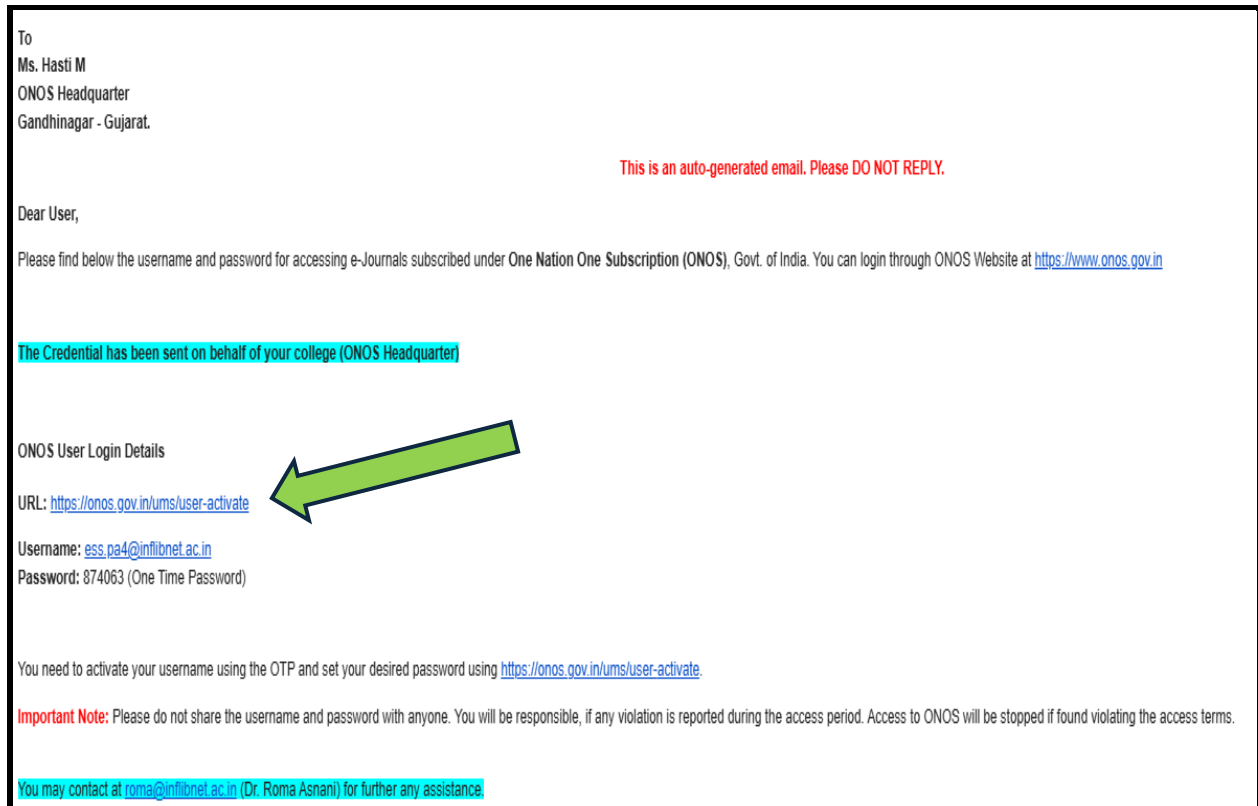
- Prefix \*: Ms.
- First Name \*: Hasti
- Last Name: M
- Institute ID/Student ID \*: 1001
- APAAR ID: optional
- Course/Department \*: Library
- User Type \*: Student
- Email Address (Username) \*: ess.pa4@inflibnet.ac.in
- Mobile \*: 7923268243
- Validity \*: 12/31/2025

Buttons at the bottom: Close, Save.

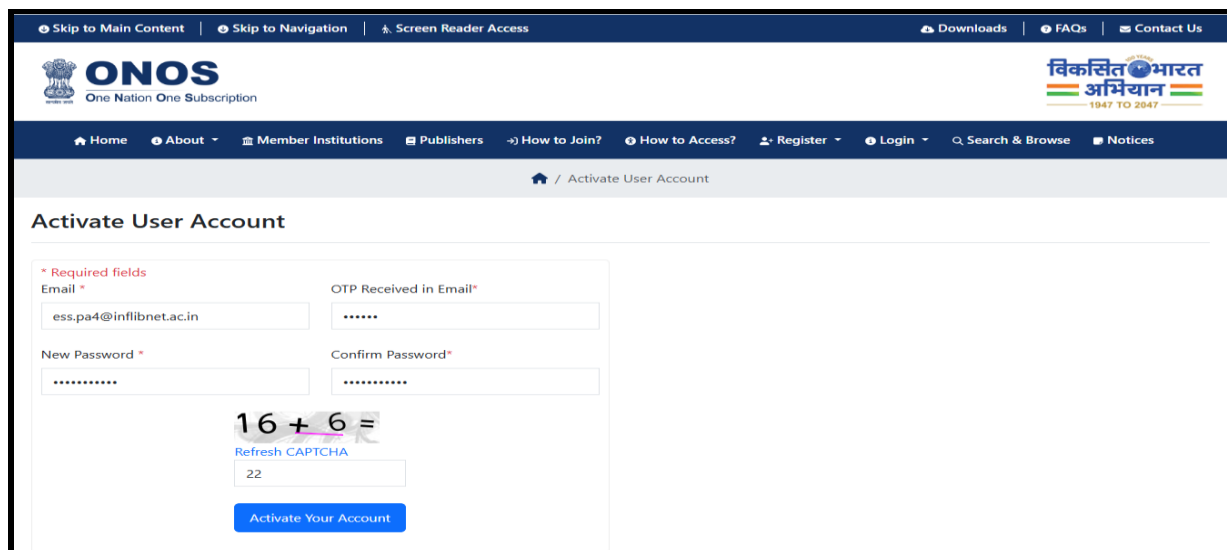
Click on **OK**. The system will send the activation link on the user's email. It may take 1-2 hours to receive the link into a user's email.

The confirmation message reads: "Saved" followed by "User details has been saved successfully. Activation Email will be sent to user within 1-2 hrs." and an "OK" button.

A User will get the URL for activation along with username and password and needs to click on URL.



A User needs to enter email, OTP, New Password, Confirm Password and Captcha. Click on **Active your Account**. After the activation, A user can access the e-resources with username and password from ONOS Website.



## How to create username and password for Faculty Members and Students in Bulk users?

Click on **Import Bulk Users**. The Librarian/Nodal Officer needs to download prescribed excel format and prepare a users' list accordingly then upload the list in the mentioned box.

It can be uploaded 50-50 users in bulk at a time afterward there is no bound in numbers to upload the bulk users.

**ONOS** One Nation One Subscription  
Institute Administration Panel

### Users Bulk Upload

Note: Login details will be sent on e-mail address of user. Please ensure the e-mail address is correct and valid.

Prepare your list of users in the [bulk users template \(.xlsx format\)](#) provided and copy & paste the details of maximum 50 users at a time in the box below: \*

Prepare your list of users in the excel template provided and copy and paste here the details of maximum 50 users at a time

**Copy and paste here the user details created in Excel**

Prepare a users' list in prescribed excel format and upload the list in the mentioned box.

	A	B	C	D	E	F	G	H	I	J
1	Prefix [Mr./Ms./Mrs./Dr./Prof.]	First Name	Last Name	ID Card No	APAAR ID	Email	Mobile	Course/Department	User Type [Student/Faculty/Staff]	Validity [mm/dd/yyyy]
2	Mr.	Pallab	Pradhan	1002	1	<a href="mailto:pallab@inflibnet.ac.in">pallab@inflibnet.ac.in</a>	7923268251	Library Science	Staff	12/31/2025
3	Mr.	Raja	V	1003	2	<a href="mailto:raja@inflibnet.ac.in">raja@inflibnet.ac.in</a>	7923268325	Computer Science	Staff	12/31/2025
4	Dr.	Surbhi	.	1005	3	<a href="mailto:surbhi@inflibnet.ac.in">surbhi@inflibnet.ac.in</a>	7923268232	Library Science	Staff	12/31/2025
5	Mr.	Mohit	Kumar	1004	4	<a href="mailto:mohit@inflibnet.ac.in">mohit@inflibnet.ac.in</a>	7923268283	Computer Science	Staff	12/31/2025
6	Mr.	Dharmesh	Shah	1006	5	<a href="mailto:dashah@inflibnet.ac.in">dashah@inflibnet.ac.in</a>	7923268284	Computer Science	Staff	12/31/2025

The Valid records will be inserted here, and the message will be showing as '**Data Validation Completed**'. Click on **Ok** button for the further process.

**ONOS** One Nation One Subscription  
Institute Administration Panel

### Users Bulk Upload

Note: Login details will be sent on e-mail address of user. Please ensure the e-mail address is correct and valid.

Export

Prefix	First Name	Last Name	ID Card No	APAAR ID	Email	Mobile	Course/Dept	User Type	Validity
Dr.	Surbhi	.	1005	3	<a href="mailto:surbhi@inflibnet.ac.in">surbhi@inflibnet.ac.in</a>	7923268232	Library Science	Staff	2025-12-31
Mr.	Pallab	Pradhan				7923268251	Library Science	Staff	2025-12-31
Mr.	Raja	V				7923268325	Computer Science	Staff	2025-12-31
Mr.	Mohit	Kumar				7923268283	Computer Science	Staff	2025-12-31
Mr.	Dharmesh	Shah				7923268284	Computer Science	Staff	2025-12-31

Showing 1 to 5 of 5 entries

**Data Validation Completed**  
5 valid users and 0 invalid users found. Please try again for invalid users.

Ok

Save Bulk Users Details.

The following records will not be imported due to invalid data. You can edit the data in respective column and paste again.

Export

Prefix	First Name	Last Name	ID Card No	APAAR ID	Email	Mobile	Course/Dept	User Type	Validity
No data available in table									

Showing 0 to 0 of 0 entries

Click on **Save bulk User Details.**

The screenshot shows the 'Users Bulk Upload' interface in the ONOS system. A table displays five user records with columns for Prefix, First Name, Last Name, ID Card No., APAAR ID, Email, Mobile, Course/Dept, User Type, and Validity. A yellow arrow points to the 'Save Bulk Users Details' button at the bottom left of the table area.

Prefix	First Name	Last Name	ID Card No	APAAR ID	Email	Mobile	Course/Dept	User Type	Validity
Dr.	Surbhi	.	1005	3	surbhi@inlibnet.ac.in	7923268232	Library Science	Staff	2025-12-31
Mr.	Pallab	Pradhan	1002	1	pallab@inlibnet.ac.in	7923268251	Library Science	Staff	2025-12-31
Mr.	Raja	V	1003	2	raja@inlibnet.ac.in	7923268325	Computer Science	Staff	2025-12-31
Mr.	Mohit	Kumar	1004	4	mohit@inlibnet.ac.in	7923268283	Computer Science	Staff	2025-12-31
Mr.	Dharmesh	Shah	1006	5	dashah@inlibnet.ac.in	7923268284	Computer Science	Staff	2025-12-31

If any invalid field (i.e. Prefix, First Name, Last Name, ID card No., APAAR ID, Email, Mobile, Course/Dept., User Type and Validity) details have been uploaded then it will be shown as an **Invalid Fields**. The valid details of users will get Saved and the records will be showing in the Activate users automatically.

The screenshot shows the same 'Users Bulk Upload' interface, but with a white dialog box overlaying the table. The dialog box contains the text 'Saved' and 'User(s) details saved successfully.' with an 'Ok' button.

The Librarian/Nodal Officer needs to send an activation link via email to individual user by clicking on activate symbol . Also, he/she can delete the record by clicking on the delete symbol .

**The Librarian/Nodal Officer can send an activation link to 100 users in a day (the system is sending activation link to remaining new uploaded users in limit (100 users) automatically in the midnight).**



**ONOS**  
One Nation One Subscription

Institute Administration Panel

Dashboard  
User Details  
Import Bulk Users  
Activate Users  
Self Registered Users  
Change Password  
Sign out

### Activate Bulk Users

Select All Delete

Export

Search:

Name	ID Card No	APAAR ID	Email	User Type	Course/Dept	Mobil	Validity	Activate	Delete
<input type="checkbox"/> Mr. Pallab Pradhan	1002	1	pallab@inlibnet.ac.in	Staff	Library Science	7923268251	2025-12-31	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Mr. Raja V	1003	2	raja@inlibnet.ac.in	Staff	Computer Science	7923268325	2025-12-31	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Dr. Surbhi .	1005	3	surbhi@inlibnet.ac.in	Staff	Library Science	7923268232	2025-12-31	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Mr. Mohit Kumar	1004	4	mohit@inlibnet.ac.in	Staff	Computer Science	7923268283	2025-12-31	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Mr. Dharmesh Shah	1006	5	dashah@inlibnet.ac.in	Staff	Computer Science	7923268284	2025-12-31	<input type="checkbox"/>	<input type="checkbox"/>

Showing 1 to 5 of 5 entries

Previous 1 Next

The system will send **OTP** to users via email. The message will be shown as **OTP Sent** to the user.

The System will send an email with OTP (One time Password) and activation link to user. Users must activate the account by clicking on **URL** which they will be receiving in their respective emails.

This is an auto-generated email. Please DO NOT REPLY.

Dear User,

Please find below the username and password for accessing e-Journals subscribed under **One Nation One Subscription (ONOS)**, Govt. of India. You can login through ONOS Website at <https://www.onos.gov.in>

The Credential has been sent on behalf of your college (ONOS Headquarter).

**ONOS User Login Details**

URL: <https://onos.gov.in/ums/user-activate>

Username: [surbhi@inlibnet.ac.in](mailto:surbhi@inlibnet.ac.in)

Password: 689540

You need to activate your username using the OTP and set your desired password using <https://onos.gov.in/ums/user-activate>.

**Important Note:** Please do not share the username and password with anyone. You will be responsible, if any violation is reported during the access period. Access to ONOS will be stopped if found violating the access terms.

You may contact at [roma@inlibnet.ac.in](mailto:roma@inlibnet.ac.in) (Dr. Roma Asnani) for further any assistance.

With regards,

ONOS Team  
INFLIBNET Centre

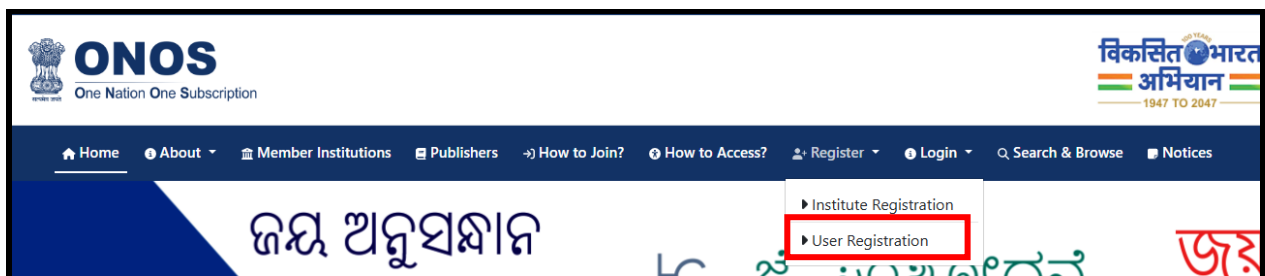
After Clicking on Activation link, user needs to enter the **Username**, **OTP Receive in Email** and set the desired **Password** and click on **Activate Your Account**.

After completing the user activation process, the Status will be displayed as **Active** in the User Details list. **A user can access the ONOS e-resources with a username and new password.**

Name	ID Card No	APAAR ID	Course/Dept	Email	Mobile	User Type	Validity	Status	Action
Dr. Surbhi .	1005	3	Library Science	surbhi@inlibnet.ac.in	7923268232	Staff	2025-12-31	Active	[Edit] [Delete]

### How to do Self Registration?

Visit the ONOS website (<https://onos.gov.in/>) and click on **Register** and **User Registration**.



The institute details are given in the drop down. Users need to select the State and the Institute Name by entering respective state and institute name.

**ONOS**  
One Nation One Subscription

विकसित भारत  
अभियान  
1947 TO 2047

Home About Member Institutions Publishers How to Join? How to Access? Register Login Search & Browse Notices

User Registration

**User Registration**

**Institute Details**

\* Required fields

State \* Gujarat

Institute Name \* ONOS Headquarter

30 + 9 = 39  
Refresh CAPTCHA

Submit

Fill all the mandatory **Users Details** with valid email and click on **get OTP over Email**.

**User Registration**

**Institute Details**

\* Required fields

State \* Gujarat

Institute Name \* ONOS

**OTP Sent**  
OTP has been sent over registered email!!!  
Ok

**User Details**

Prefix \* Dr. First Name \* Roma Last Name \* Asnani Employee/Student ID Card No \* 102 APAAR ID \* Optional Course/Department \* Library Science

User Type \* Staff Mobile \* 7923268244 Email (Username) \* romayogi@gmail.com Enter OTP \* 513762

Get OTP over Email Confirm OTP 1:38

This is to certify that I am authorized person to submit the required details for the above institute. In case of any dispute, I will be solely responsible for the same.

18 + 5 = 23  
Refresh CAPTCHA

Register

Enter the OTP received in email. Tick on the certification, enter the captcha and click on the **Register**.

**User Registration**

**Institute Details**

\* Required fields

State \* Gujarat

Institute Name \* ONOS Headquarter

**User Details**

Prefix \* Dr. First Name \* Roma Last Name \* Asnani Employee/Student ID Card No \* 102 APAAR ID \* Optional Course/Department \* Library Science

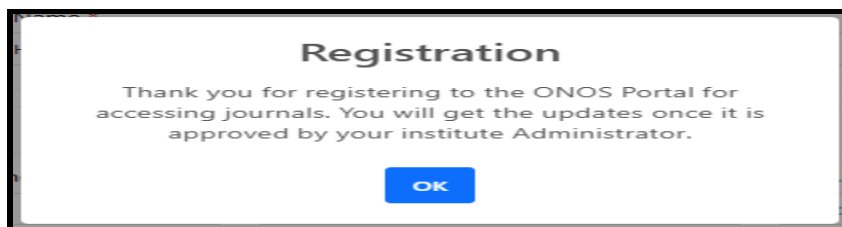
User Type \* Staff Mobile \* 7923268244 Email (Username) \* romayogi@gmail.com Enter OTP \* 513762



Get OTP over Email Confirm OTP 0:59

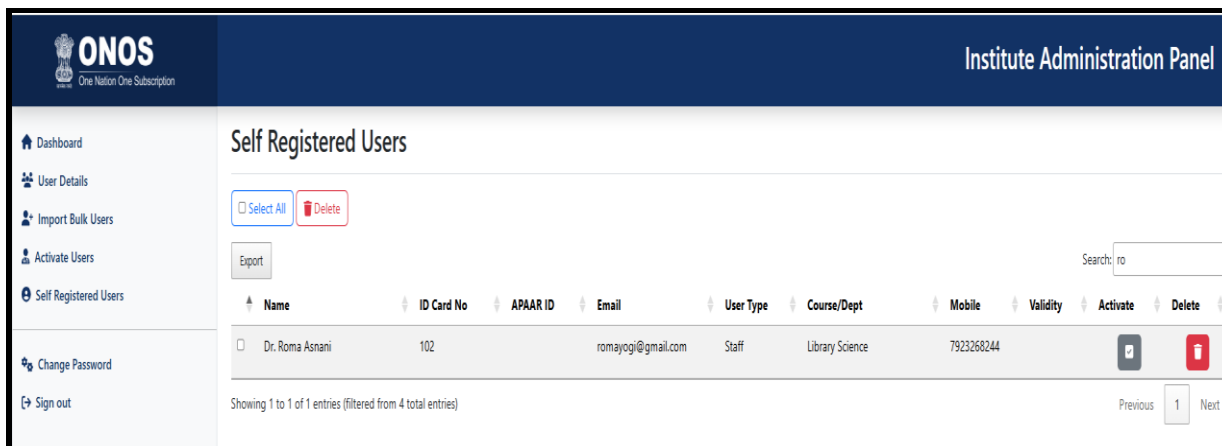
This is to certify that I am authorized person to submit the required details for the above institute. In case of any dispute, I will be solely responsible for the same.

18 + 5 = 23  
Refresh CAPTCHA

Register



The Librarian/Nodal Officer needs to verify the user's details and send an activation link via email to individual user by clicking on activate symbol . Also, can delete the record if the user is not belonging to the respective institute by clicking on the delete symbol .





**ONOS** One Nation One Subscription

Insite Administration Panel

Self Registered Users

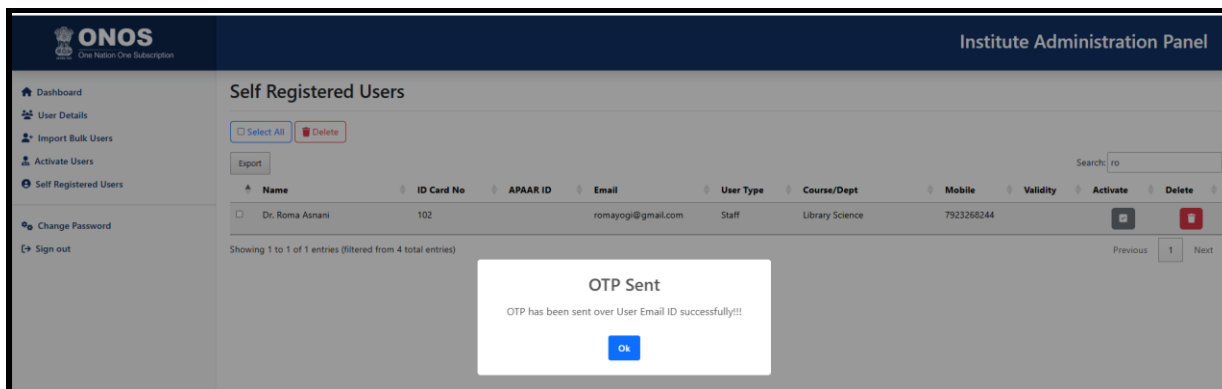
Select All Delete

Export Search: ro

Name	ID Card No	APAAR ID	Email	User Type	Course/Dept	Mobile	Validity	Activate	Delete
<input type="checkbox"/> Dr. Roma Asnani	102		romayogi@gmail.com	Staff	Library Science	7923268244			

Showing 1 to 1 of 1 entries (filtered from 4 total entries) Previous 1 Next

The system will send the activation link with OTP on the user's email.





**ONOS** One Nation One Subscription

Insite Administration Panel

Self Registered Users

Select All Delete

Export Search: ro

Name	ID Card No	APAAR ID	Email	User Type	Course/Dept	Mobile	Validity	Activate	Delete
<input type="checkbox"/> Dr. Roma Asnani	102		romayogi@gmail.com	Staff	Library Science	7923268244			

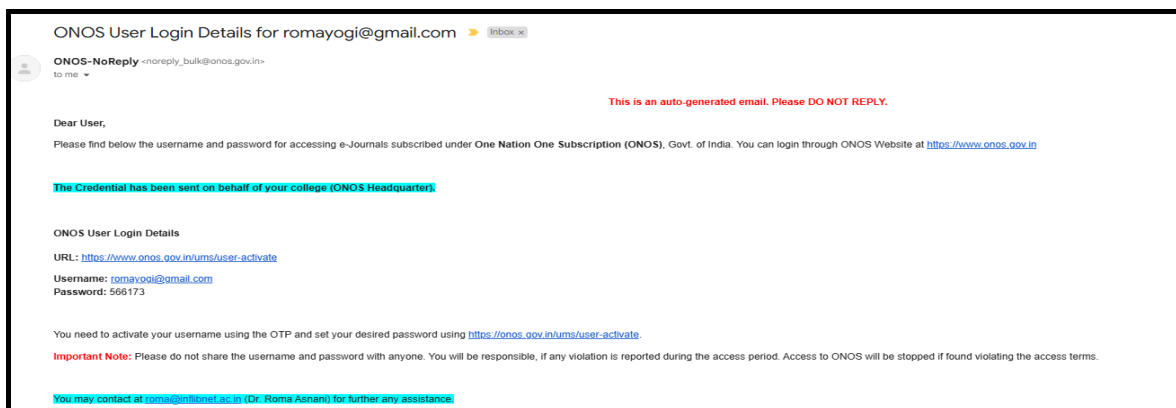
Showing 1 to 1 of 1 entries (filtered from 4 total entries) Previous 1 Next


**OTP Sent**

OTP has been sent over User Email ID successfully!!!

[OK](#)

A User will get the URL for activation along with username and password and needs to click on URL.



ONOS User Login Details for romayogi@gmail.com 

**ONOS-NoReply** <noreply\_bulk@onos.gov.in> to me

**This is an auto-generated email. Please DO NOT REPLY.**

Dear User,

Please find below the username and password for accessing e-Journals subscribed under One Nation One Subscription (ONOS), Govt. of India. You can login through ONOS Website at <https://www.onos.gov.in>

**The Credential has been sent on behalf of your college (ONOS Headquarter).**

ONOS User Login Details

URL: <https://www.onos.gov.in/ums/user-activate>

Username: romayogi@gmail.com

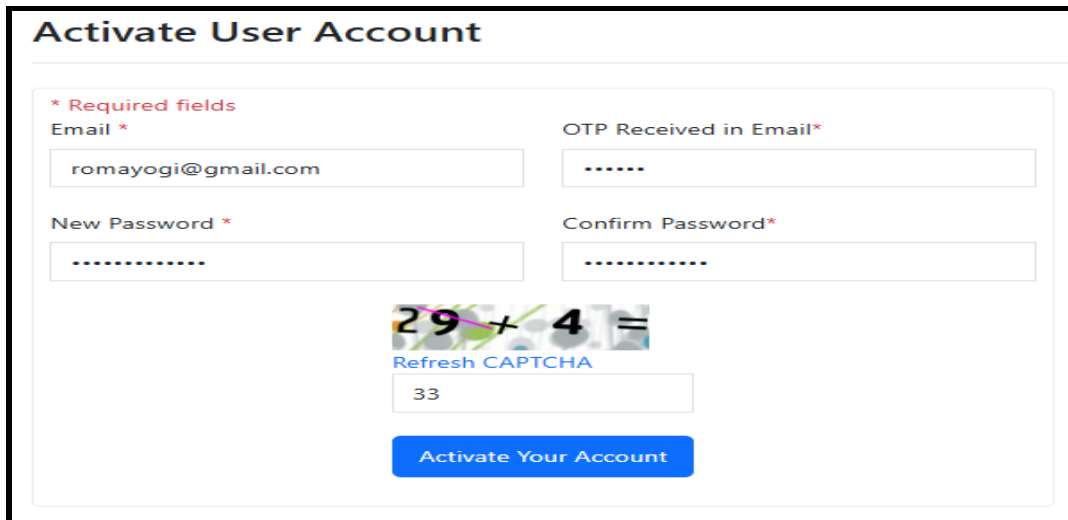
Password: 569173

You need to activate your username using the OTP and set your desired password using <https://onos.gov.in/ums/user-activate>.

**Important Note:** Please do not share the username and password with anyone. You will be responsible, if any violation is reported during the access period. Access to ONOS will be stopped if found violating the access terms.

You may contact at [roma@ononet.ac.in](mailto:roma@ononet.ac.in) (Dr. Roma Asnani) for further any assistance.

A User needs to enter email, OTP, New Password, Confirm Password and Captcha. Click on **Active your Account**. After the activation, A user can access the e-resources with username and password from ONOS Website.



**Activate User Account**


\* Required fields

Email \*

OTP Received in Email\*

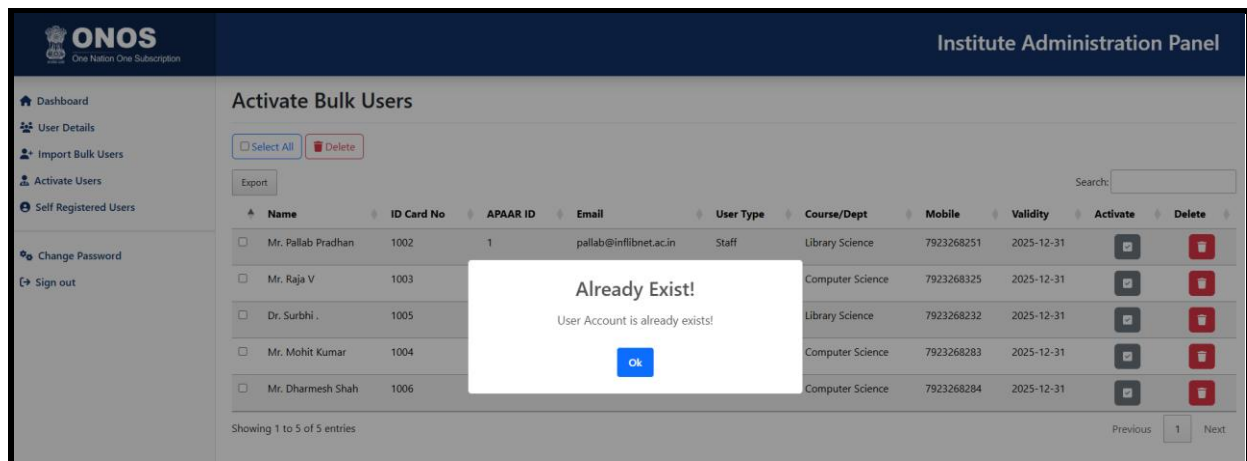
New Password \*

Confirm Password\*

  
Refresh CAPTCHA

### How to know User Account has already existed?

The Librarian/Nodal Officer has sent an activation link to all users and if any user is already associated with another Institute, then the system will be displayed a message as **Already Exist!**



**ONOS** One Nation One Subscription

Institute Administration Panel

Activate Bulk Users

Select All

Export

Name	ID Card No	APAAR ID	Email	User Type	Course/Dept	Mobile	Validity	Activate	Delete
<input type="checkbox"/> Mr. Pallab Pradhan	1002	1	pallab@infibnet.ac.in	Staff	Library Science	7923268251	2025-12-31	<input type="button" value="📧"/>	<input type="button" value="🗑️"/>
<input type="checkbox"/> Mr. Raja V	1003				Computer Science	7923268325	2025-12-31	<input type="button" value="📧"/>	<input type="button" value="🗑️"/>
<input type="checkbox"/> Dr. Surbhi .	1005				Library Science	7923268232	2025-12-31	<input type="button" value="📧"/>	<input type="button" value="🗑️"/>
<input type="checkbox"/> Mr. Mohit Kumar	1004				Computer Science	7923268283	2025-12-31	<input type="button" value="📧"/>	<input type="button" value="🗑️"/>
<input type="checkbox"/> Mr. Dharmesh Shah	1006				Computer Science	7923268284	2025-12-31	<input type="button" value="📧"/>	<input type="button" value="🗑️"/>


Showing 1 to 5 of 5 entries

Previous  Next

**Already Exist!**

User Account is already exists!

### How to delete the user details in Activate Bulk Users and User Details?

The Librarian/Nodal Officer can delete the record by clicking on the delete symbol . Click on **Yes, Delete it!** and **OK**. The User details will be deleted permanently from Activate Bulk Users.

**ONOS**  
One Nation One Subscription

Institute Administration Panel

Dashboard  
User Details  
Import Bulk Users  
Activate Users  
Self Registered Users  
Change Password  
Sign out

### Activate Bulk Users

Select All

Export

Search:

Name	ID Card No	APAAR ID	Email	User Type	Course/Dept	Mobile	Validity	Activate	Delete
<input type="checkbox"/> Mr. Pallab Pradhan	1002	1	pallab@infibnet.ac.in	Staff	Library Science	7923268251	2025-12-31	<input type="checkbox"/>	<input type="button" value="Delete"/>
<input type="checkbox"/> Mr. Raja V	1003				Computer Science	7923268325	2025-12-31	<input type="checkbox"/>	<input type="button" value="Delete"/>
<input type="checkbox"/> Dr. Surbhi .	1005				Library Science	7923268232	2025-12-31	<input type="checkbox"/>	<input type="button" value="Delete"/>
<input type="checkbox"/> Mr. Mohit Kumar	1004				Computer Science	7923268283	2025-12-31	<input type="checkbox"/>	<input type="button" value="Delete"/>
<input type="checkbox"/> Mr. Dharmesh Shah	1006				Computer Science	7923268284	2025-12-31	<input type="checkbox"/>	<input type="button" value="Delete"/>

Showing 1 to 5 of 5 entries

Previous 1 Next

**ONOS**  
One Nation One Subscription

Institute Administration Panel

Dashboard  
User Details  
Import Bulk Users  
Activate Users  
Self Registered Users  
Change Password  
Sign out

### Activate Bulk Users

Select All


Export

Search:

Name	ID Card No	APAAR ID	Email	User Type	Course/Dept	Mobile	Validity	Activate	Delete
<input type="checkbox"/> Mr. Pallab Pradhan	1002	1	pallab@infibnet.ac.in	Staff	Library Science	7923268251	2025-12-31	<input type="checkbox"/>	<input type="button" value="Delete"/>
<input type="checkbox"/> Mr. Raja V	1003				Computer Science	7923268325	2025-12-31	<input type="checkbox"/>	<input type="button" value="Delete"/>
<input type="checkbox"/> Dr. Surbhi .	1005				Library Science	7923268232	2025-12-31	<input type="checkbox"/>	<input type="button" value="Delete"/>
<input type="checkbox"/> Mr. Mohit Kumar	1004				Computer Science	7923268283	2025-12-31	<input type="checkbox"/>	<input type="button" value="Delete"/>
<input type="checkbox"/> Mr. Dharmesh Shah	1006				Computer Science	7923268284	2025-12-31	<input type="checkbox"/>	<input type="button" value="Delete"/>

Showing 1 to 5 of 5 entries

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The Librarian/Nodal Officer can delete the user details by selecting the Particular User **OR** Click on **Select All**. Click on the **Delete** Button **OR** Delete Symbol .

**ONOS**  
One Nation One Subscription

Institute Administration Panel

Dashboard  
User Details  
Import Bulk Users  
Activate Users  
Self Registered Users  
Change Password  
Sign out

### Total Users

Select All

Export

Search:

Name	ID Card No	Mobile	User Type	Validity	Status	Action
<input type="checkbox"/> Mr. Pallab Pradhan	1002	7923268251	Staff	2025-12-31	Active	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Showing 1 to 1 of 1 entries (filtered from 8 total entries)

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## How to extend the validity of Expired Users?

The Librarian/Nodal Officer can extend the validity of the **Expired Users**. Select the Particular user **OR Select All**.

**User Details**

Total Users: 6    Active Users: 1    Expired Users: 4    Pending Users: 1    Invald Enrols: 0

**Expired Users**

Select All   
 Extend Validity   
 Delete   

Export    Search: \_\_\_\_\_

Name	ID Card No	APAAR ID	Course/Dept	Email	Mobile	User Type	Validity	Status	Action
<input type="checkbox"/> Ms. Hasti M	1001		Library Science	ess.pa4@infibnet.ac.in	7923268243	Student	2025-01-10	Expired	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Dr. Surbhi .	1005	3	Library Science	surbhi@infibnet.ac.in	7923268232	Staff	2025-01-10	Expired	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Mr. Pallab Pradhan	1002	1	Library Science	pallab@infibnet.ac.in	7923268251	Staff	2025-01-10	Expired	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Mr. Dharmesh Shah	1006	5	Computer Science	dashah@infibnet.ac.in	7923268284	Staff	2025-01-10	Expired	<input type="checkbox"/> <input type="checkbox"/>

Showing 1 to 4 of 4 entries    Previous 1 Next

Click on the Extend Validity. The system will ask for the **validity Extension**. Click on **Yes, Extend It!**

**User Details**

Total Users: 6    Active Users: 1    Expired Users: 4    Pending Users: 1    Invald Enrols: 0

**Expired Users**

Unselect All   
 Extend Validity   
 Delete   

Export    Search: \_\_\_\_\_

**Validity Extension**

Do you want to extend validity of selected users?

Name	ID Card No	APAAR ID	Course/Dept	Email	Mobile	User Type	Validity	Status	Action
<input checked="" type="checkbox"/> Ms. Hasti M	1001		Library Science	ess.pa4@infibnet.ac.in	7923268243	Student	2025-01-10	Expired	<input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/> Dr. Surbhi .	1005	3	Library Science	surbhi@infibnet.ac.in	7923268232	Staff	2025-01-10	Expired	<input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/> Mr. Pallab Pradhan	1002	1	Library Science	pallab@infibnet.ac.in	7923268251	Staff	2025-01-10	Expired	<input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/> Mr. Dharmesh Shah	1006	5	Computer Science	dashah@infibnet.ac.in	7923268284	Staff	2025-01-10	Expired	<input type="checkbox"/> <input type="checkbox"/>

Showing 1 to 4 of 4 entries    Previous 1 Next

Select the date from the dropdown calendar Menu. Click on **Save**.

**User Details**

Total Users: 6    Active Users: 1    Expired Users: 4    Pending Users: 1    Invald Enrols: 0

**Expired Users**

Unselect All   
 Extend Validity   
 Delete   

Export    Search: \_\_\_\_\_

**Extend Validity for Selected Users**

Select Date

12/31/2025

December 2025 -    ↑   ↓

Se	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Clear    Today

Name	ID Card No	APAAR ID	Course/Dept	Email	Mobile	User Type	Validity	Status	Action
<input checked="" type="checkbox"/> Ms. Hasti M	1001		Library Science	ess.pa4@infibnet.ac.in	7923268243	Student	2025-01-10	Expired	<input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/> Dr. Surbhi .	1005	3	Library Science	surbhi@infibnet.ac.in	7923268232	Staff	2025-01-10	Expired	<input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/> Mr. Pallab Pradhan	1002	1	Library Science	pallab@infibnet.ac.in	7923268251	Staff	2025-01-10	Expired	<input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/> Mr. Dharmesh Shah	1006	5	Computer Science	dashah@infibnet.ac.in	7923268284	Staff	2025-01-10	Expired	<input type="checkbox"/> <input type="checkbox"/>

Showing 1 to 4 of 4 entries    Previous 1 Next

Click on **Ok**. The validity will be extended and updated till the selected period.

**User Details**

Total Users: 6, Active Users: 1, Expired Users: 4, Pending Users: 1, Invalid Users: 0

**Expired Users**

Unselect All, Extend Validity, Delete, Add New User

Export

Search:

Name	ID Card No	Mobile	User Type	Validity	Status	Action
Ms. Hasti M	1001	7923268243	Student	2025-01-10	Expired	[Edit] [Delete]
Dr. Surbhi .	1005	7923268232	Staff	2025-01-10	Expired	[Edit] [Delete]
Mr. Pallab Pradhan	1002	7923268251	Staff	2025-01-10	Expired	[Edit] [Delete]
Mr. Dharmesh Shah	1006	7923268284	Staff	2025-01-10	Expired	[Edit] [Delete]

Showing 1 to 4 of 4 entries

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**Validity Updated**

Validity of selected users has been updated successfully!!!

Ok

The system will update the user's validity and show as active users in user details.

**User Details**

Total Users: 6, Active Users: 5, Expired Users: 0, Pending Users: 1, Invalid Users: 0

**Active Users**

Select All, Extend Validity, Delete, Add New User

Export

Search:

Name	ID Card No	APAAR ID	Course/Dept	Email	Mobile	User Type	Validity	Status	Action
Dr. Roma Asnani				roma@inlibnet.ac.in	7923268244	Staff		Active	[Edit]
Ms. Hasti M	1001		Library Science	ess.pad@inlibnet.ac.in	7923268243	Student	2025-12-31	Active	[Edit] [Delete]
Dr. Surbhi .	1005	3	Library Science	surbhi@inlibnet.ac.in	7923268232	Staff	2025-12-31	Active	[Edit] [Delete]
Mr. Pallab Pradhan	1002	1	Library Science	pallab@inlibnet.ac.in	7923268251	Staff	2025-12-31	Active	[Edit] [Delete]
Mr. Dharmesh Shah	1006	5	Computer Science	dashah@inlibnet.ac.in	7923268284	Staff	2025-12-31	Active	[Edit] [Delete]

Showing 1 to 5 of 5 entries

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