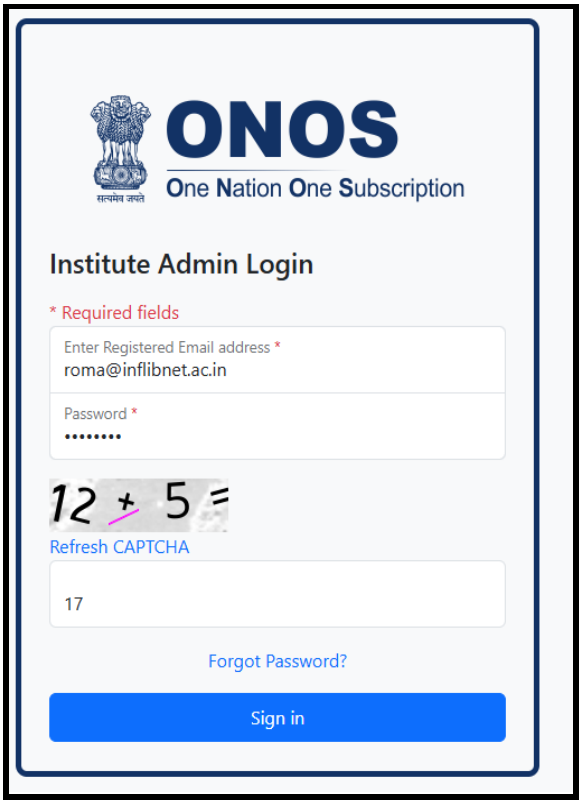
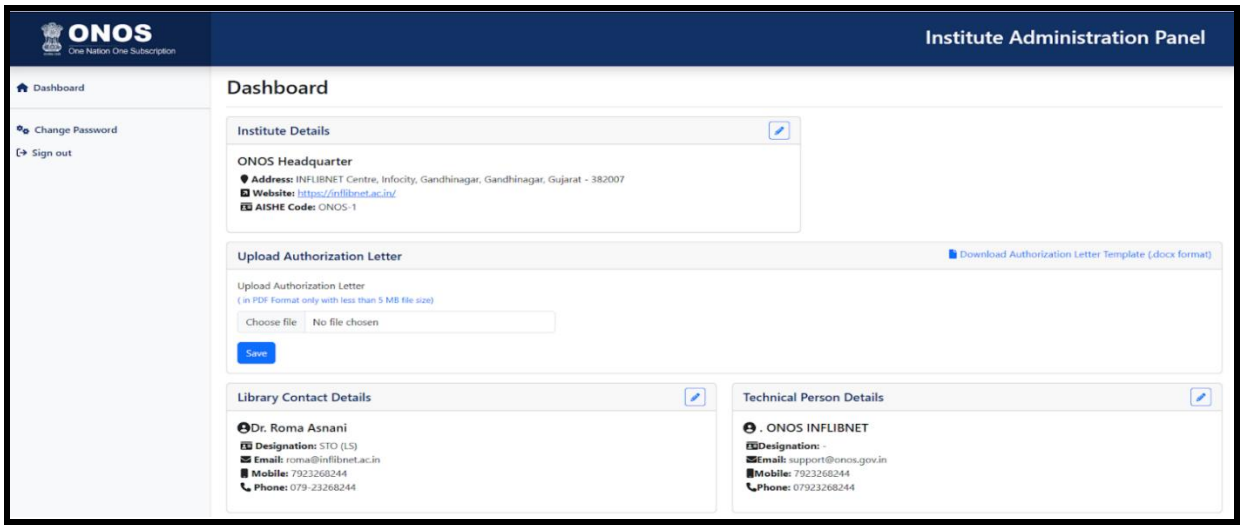
Institute Administration Module for Colleges

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

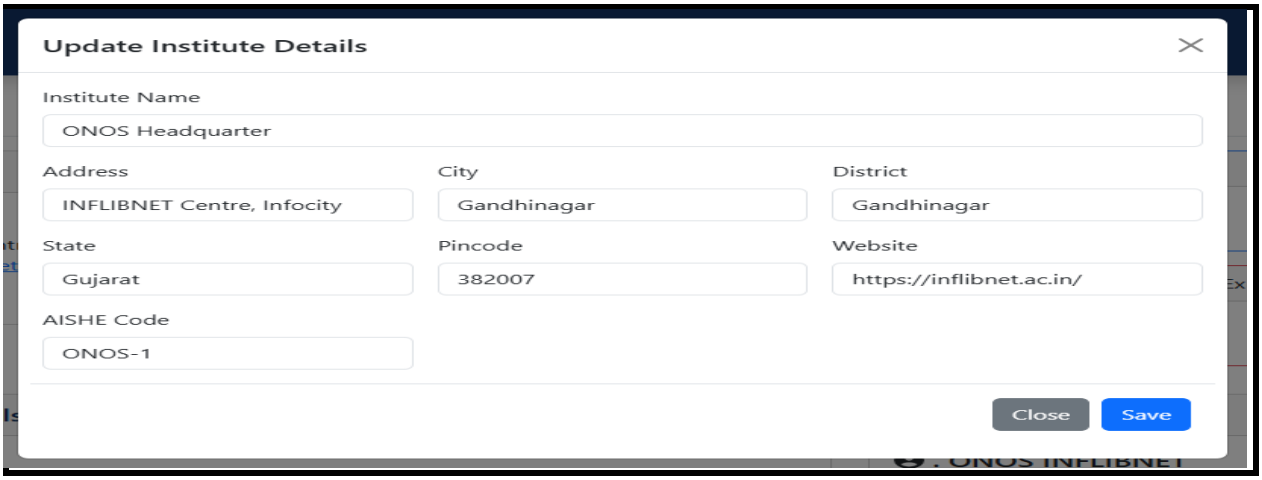
Enter the Librarian/Nodal Officer's email (username) & password and captcha for Institute Admin Login. Click on **Sign in.**



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

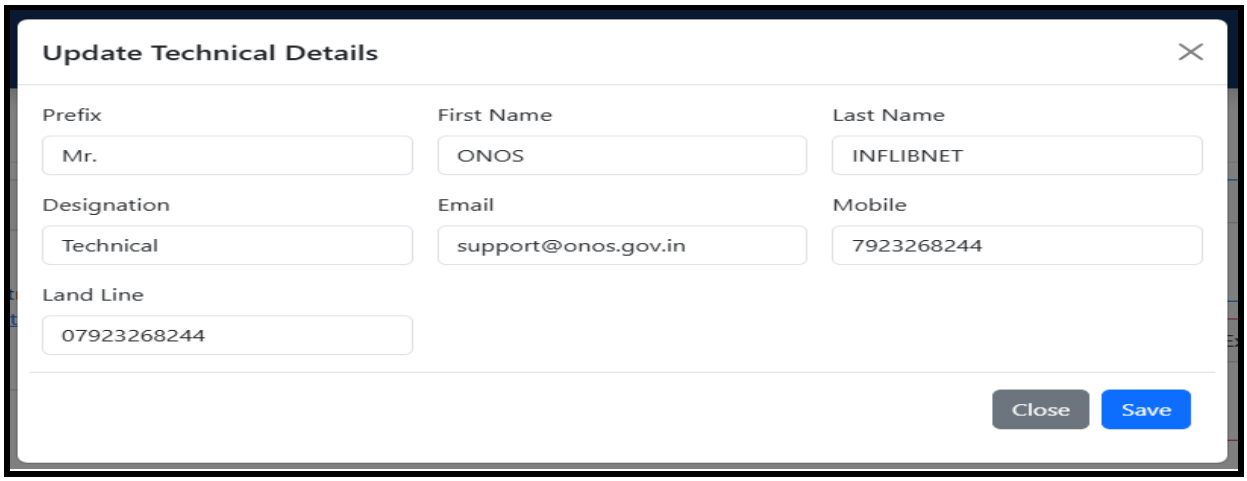


The Librarian/Nodal Officer can edit address, City, Pin code and Website only. Click on **Save**.



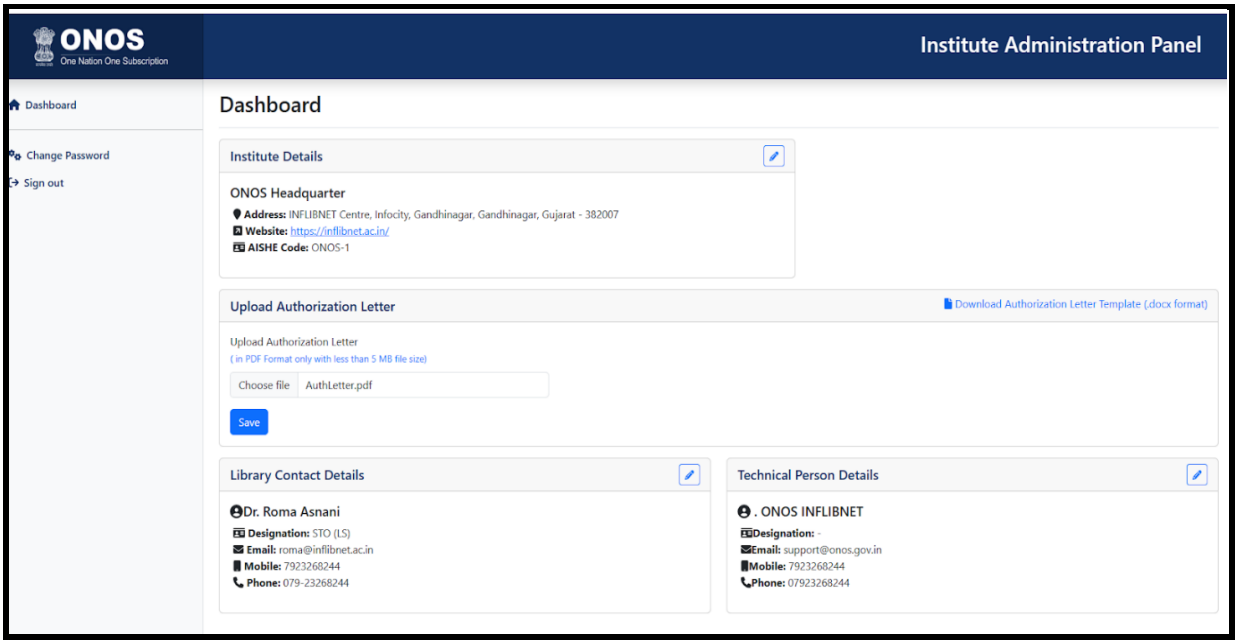
The Librarian/Nodal Officer can edit all the required Librarian's details. Click on **Save**.

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

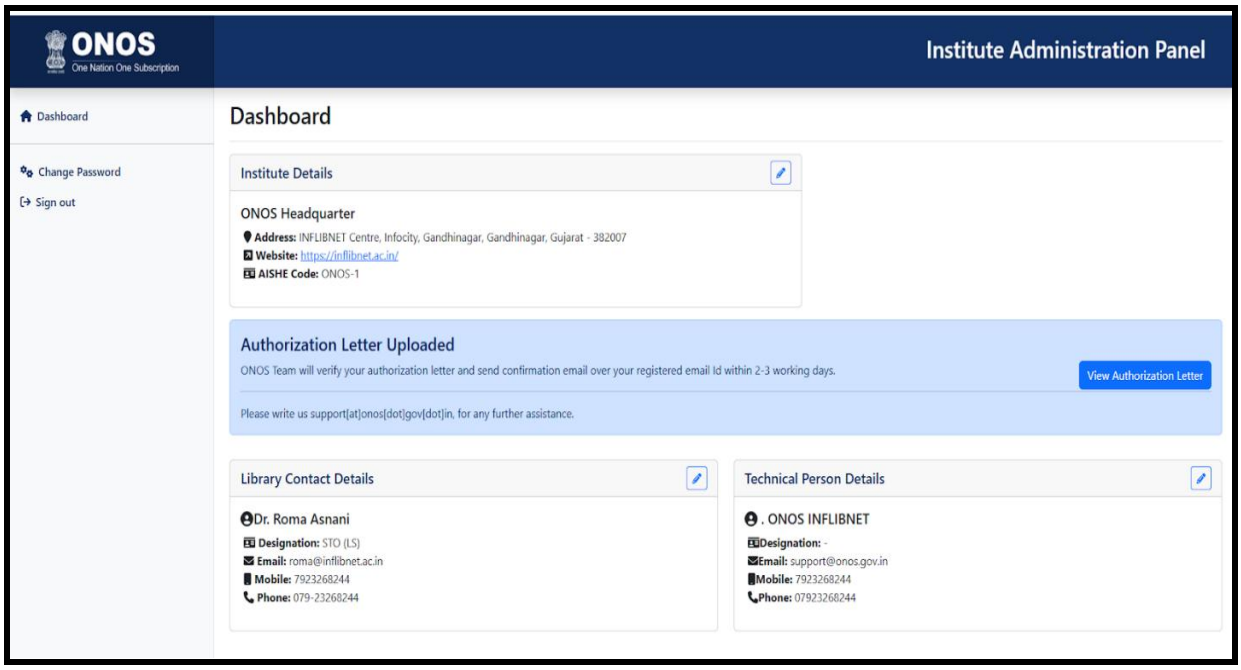


The Authorization letter is mandatory to upload in Institute Administration Panel. The sample letter is available (Prescribed format of Authorization Letter (in .DOCX format) [Only for Colleges]) at https://onos.gov.in/download.

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**.



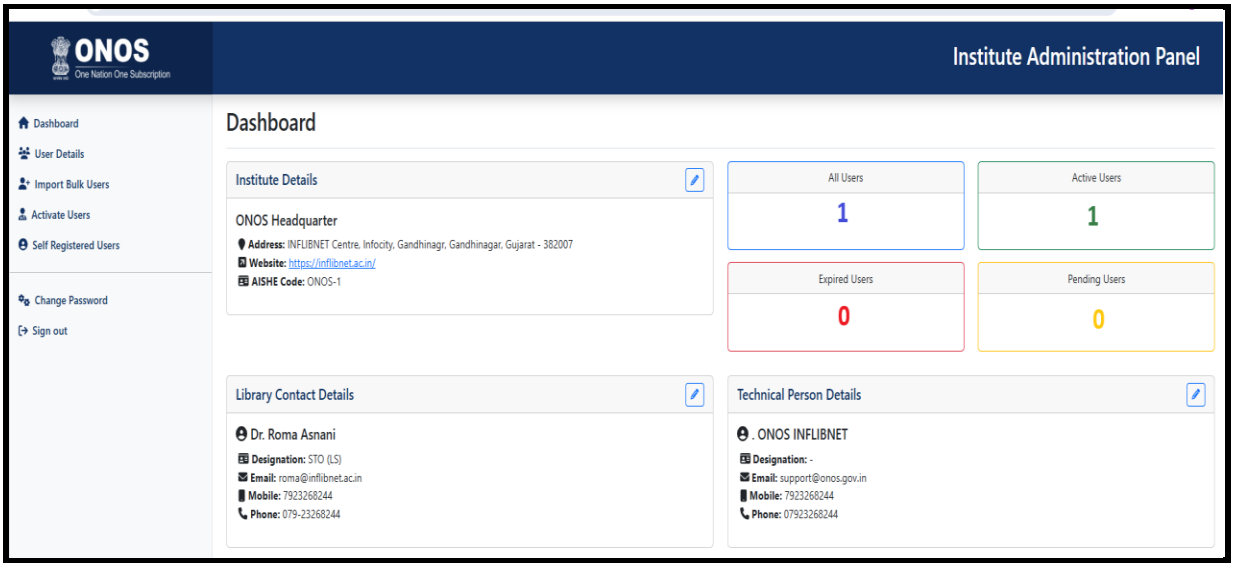
The ONOS Team will verify the authorization letter and send the confirmation email on registered Email.

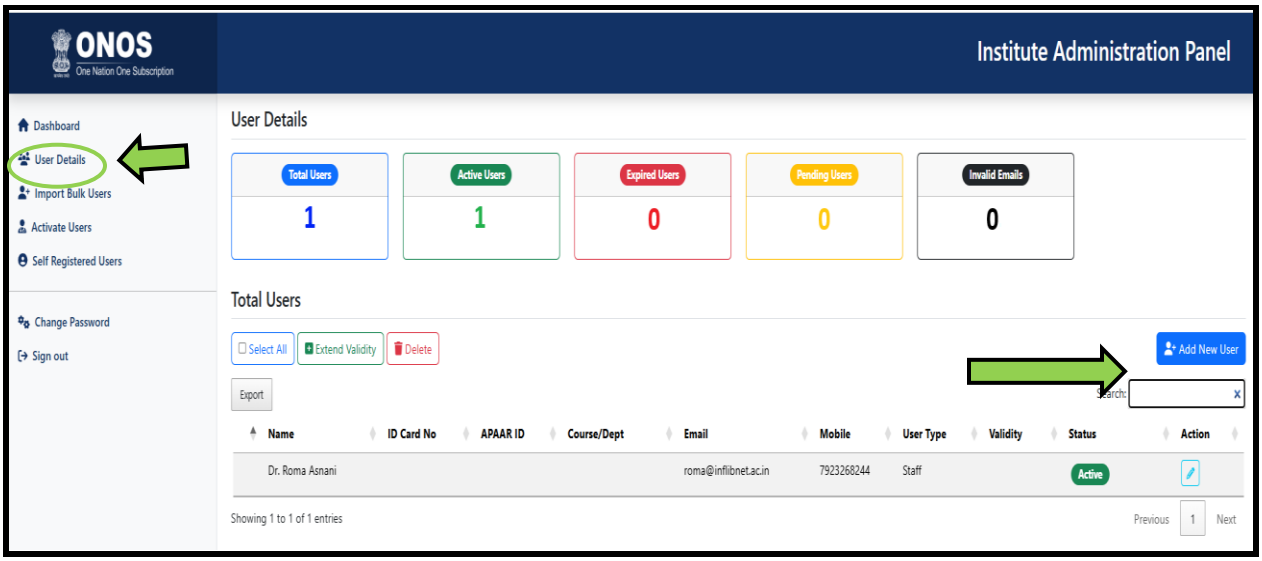


After the verification, the Librarian/Nodal Officer can create the username and password for faculty members and students individual or in bulk user.

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

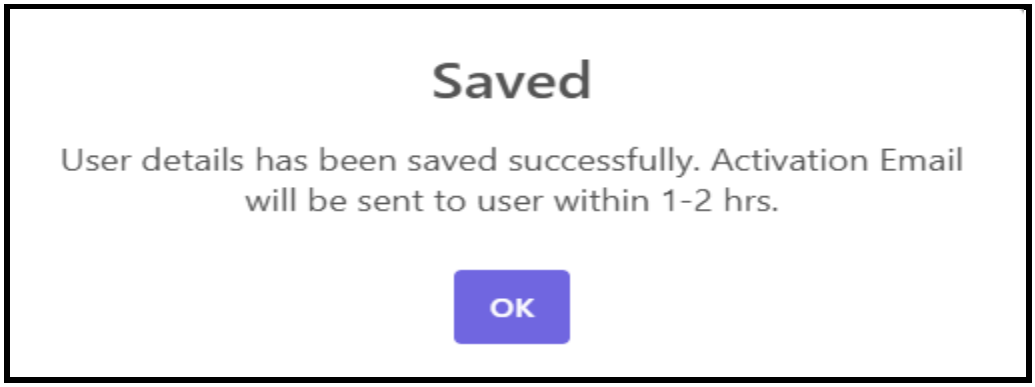
Click on User details. The Librarian/Nodal Officer can create the individual username and password for faculty members and students by clicking on **Add New User**.



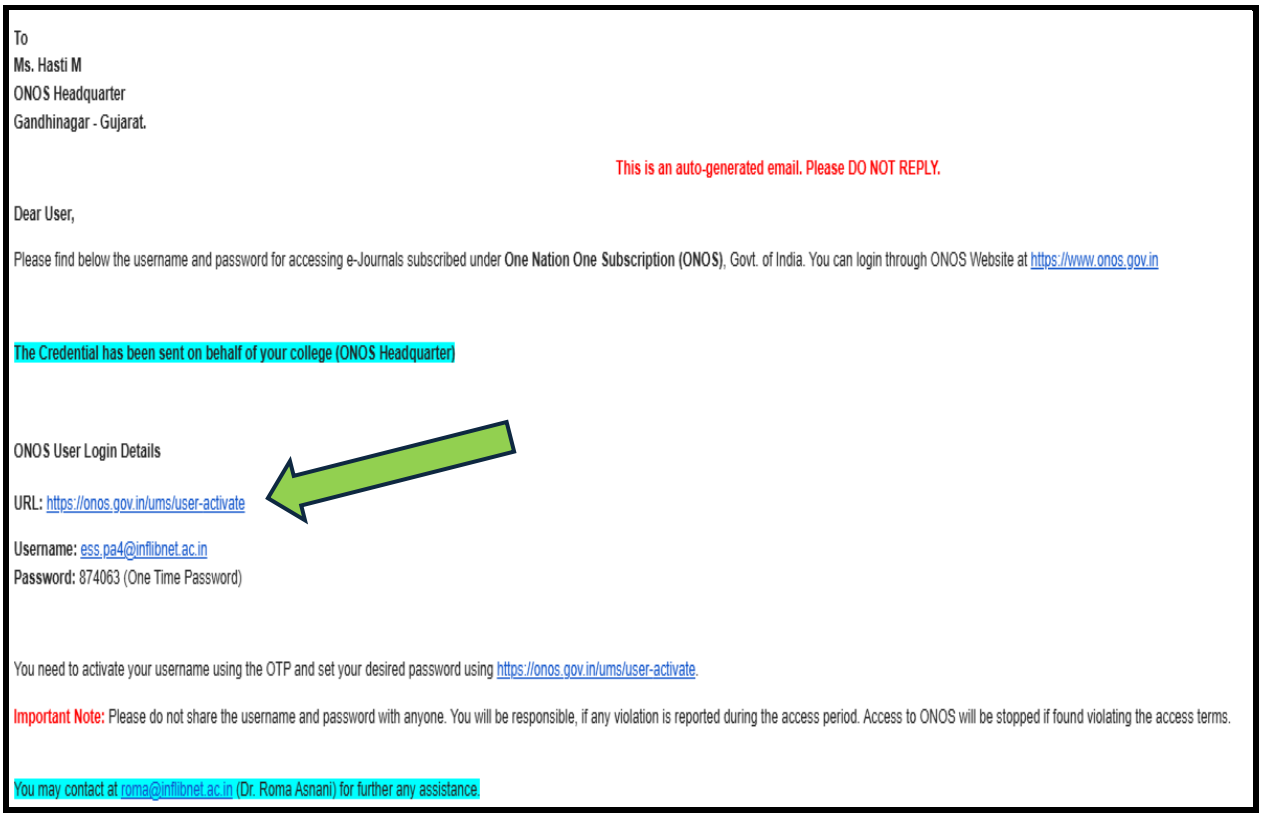


Fill in the Individual new user details i.e. name, student id, course, user type, email, mobile number and validity. Click on **Save**.

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.



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



To
Ms. Hasti M
ONOS Headquarter
Gandhinagar - Gujarat.

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

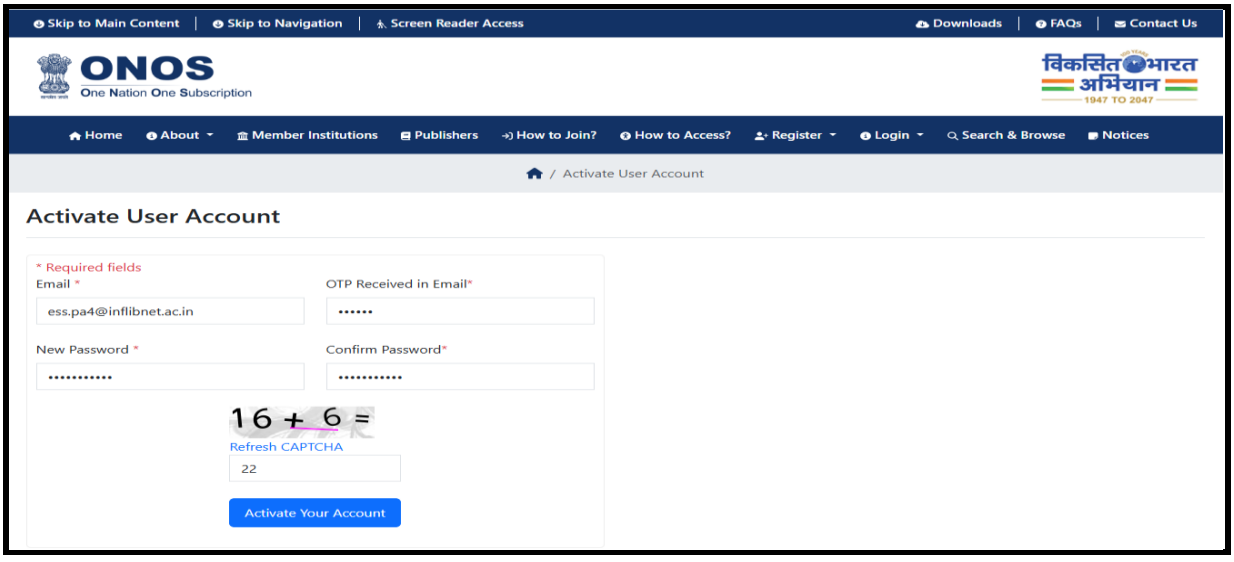
Username: ess.pa4@inflibnet.ac.in
Password: 874063 (One Time Password)

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@inflibnet.ac.in (Dr. Roma Asnani) for further any assistance.

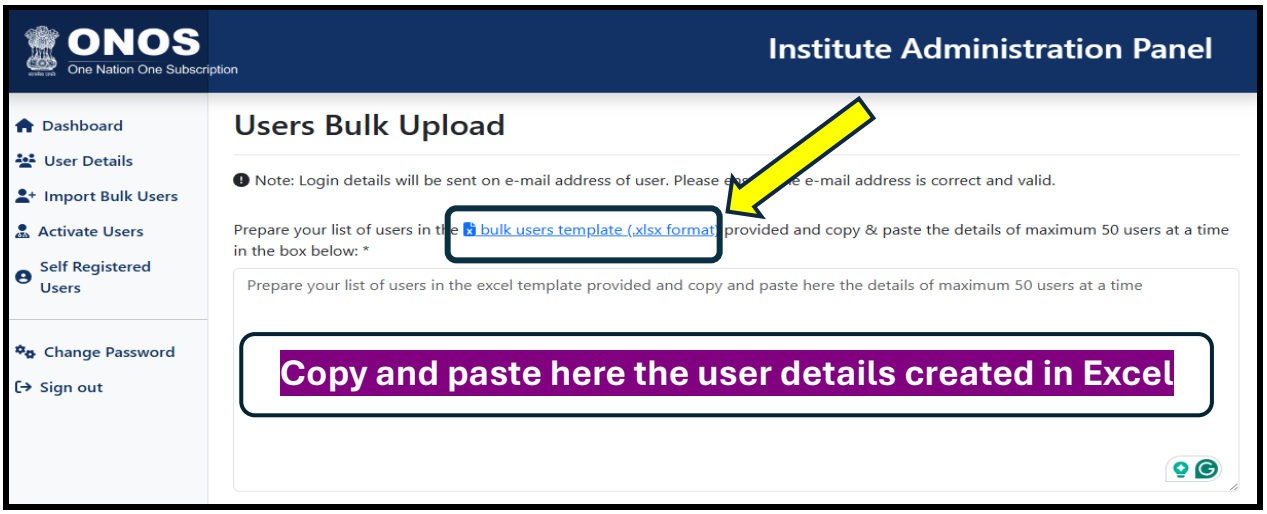
A User needs to enter email, OTP, New Password, Confirm Password and Captcha. Click on **Active your Account**. After the activation, A user can access the e-resources with username and password from ONOS Website.



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.

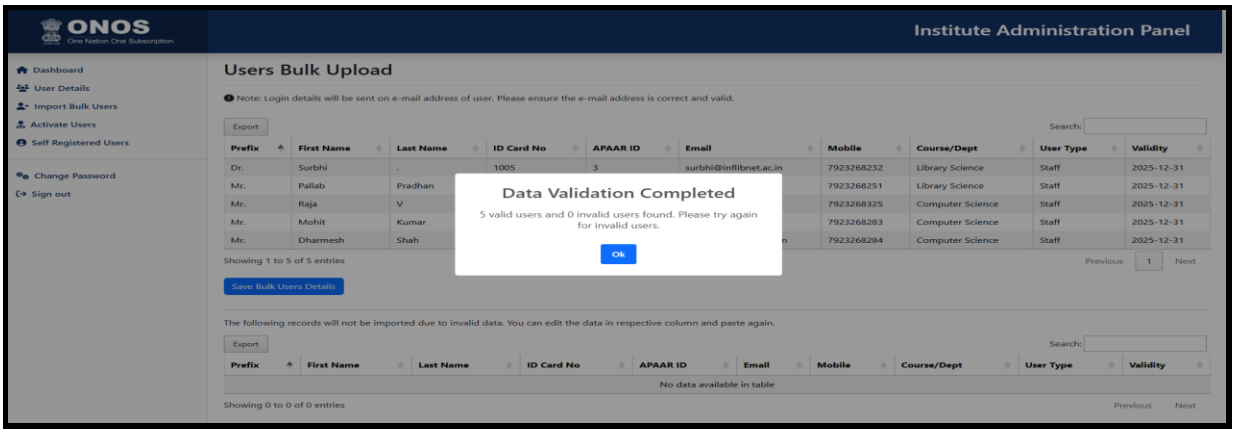
It can be uploaded 50-50 users in bulk at a time afterward there is no bound in numbers to upload the bulk users.



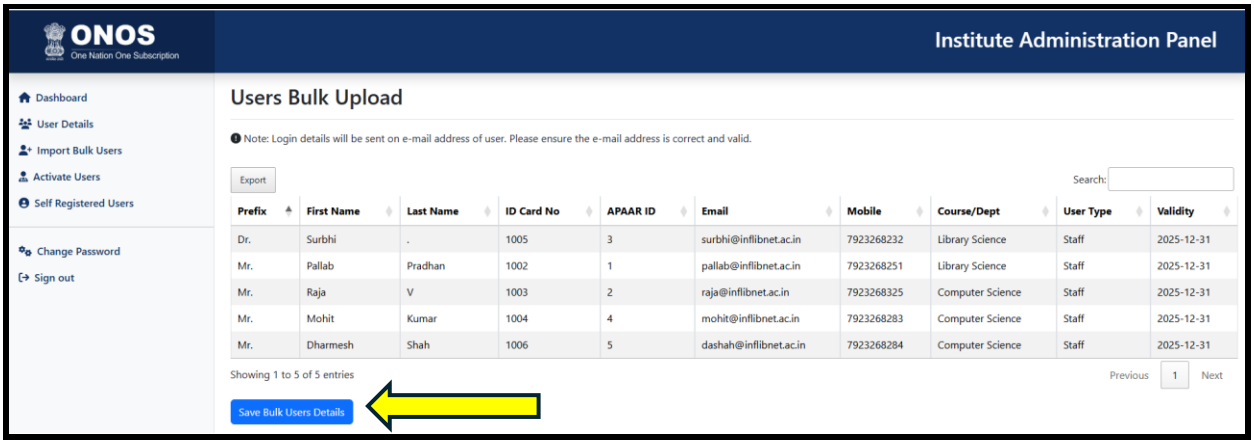
Prepare a users' list in prescribed excel format and upload the list in the mentioned box.

	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	pallab@inflibnet.ac.in	7923268251	Library Science	Staff	12/31/2025
3	Mr.	Raja	V	1003	2	raja@inflibnet.ac.in	7923268325	Computer Science	Staff	12/31/2025
4	Dr.	Surbhi	.	1005	3	surbhi@inflibnet.ac.in	7923268232	Library Science	Staff	12/31/2025
5	Mr.	Mohit	Kumar	1004	4	mohit@inflibnet.ac.in	7923268283	Computer Science	Staff	12/31/2025
6	Mr.	Dharmesh	Shah	1006	5	dashah@inflibnet.ac.in	7923268284	Computer Science	Staff	12/31/2025

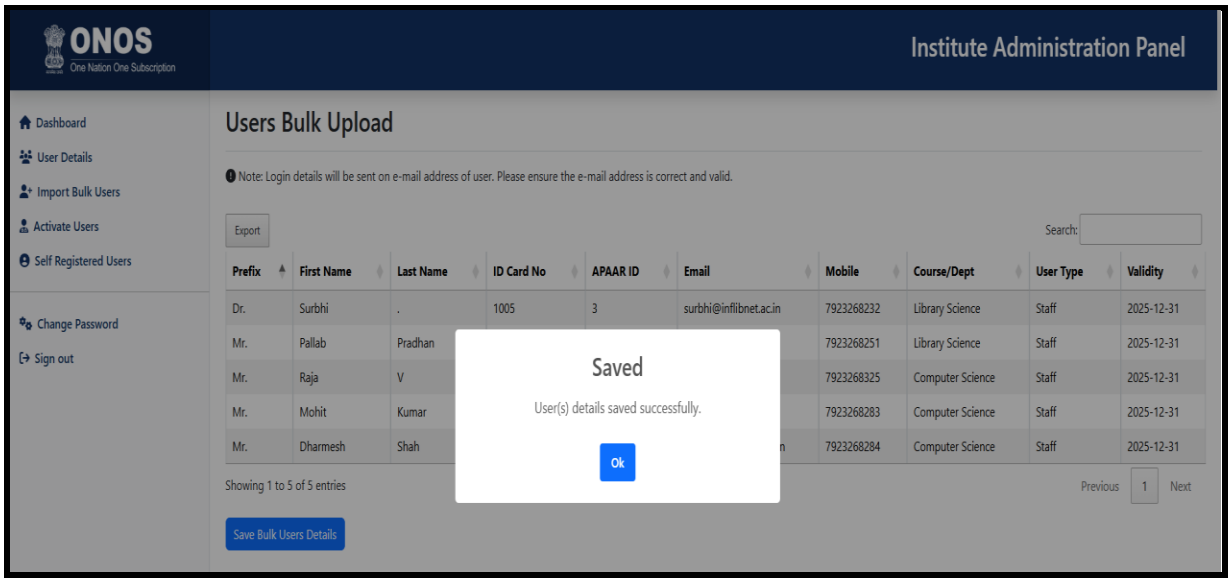
The Valid records will be inserted here, and the message will be showing as '**Data Validation Completed'**. Click on **Ok** button for the further process.



Click on **Save bulk User Details.**

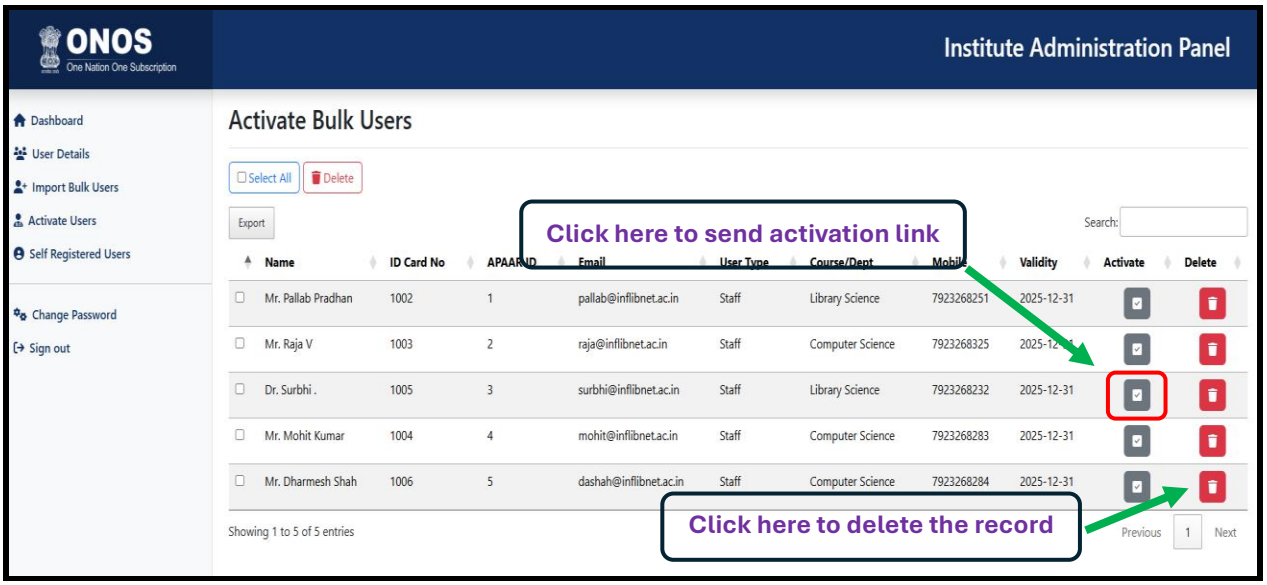


If any invalid field (i.e. Prefix, First Name. Last Name, ID card No., APAAR ID, Email, Mobile, Course/Dept., User Type and Validity) details have been uploaded then it will be shown as an **Invalid Fields**. The valid details of users will get Saved and the records will be showing in the Activate users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



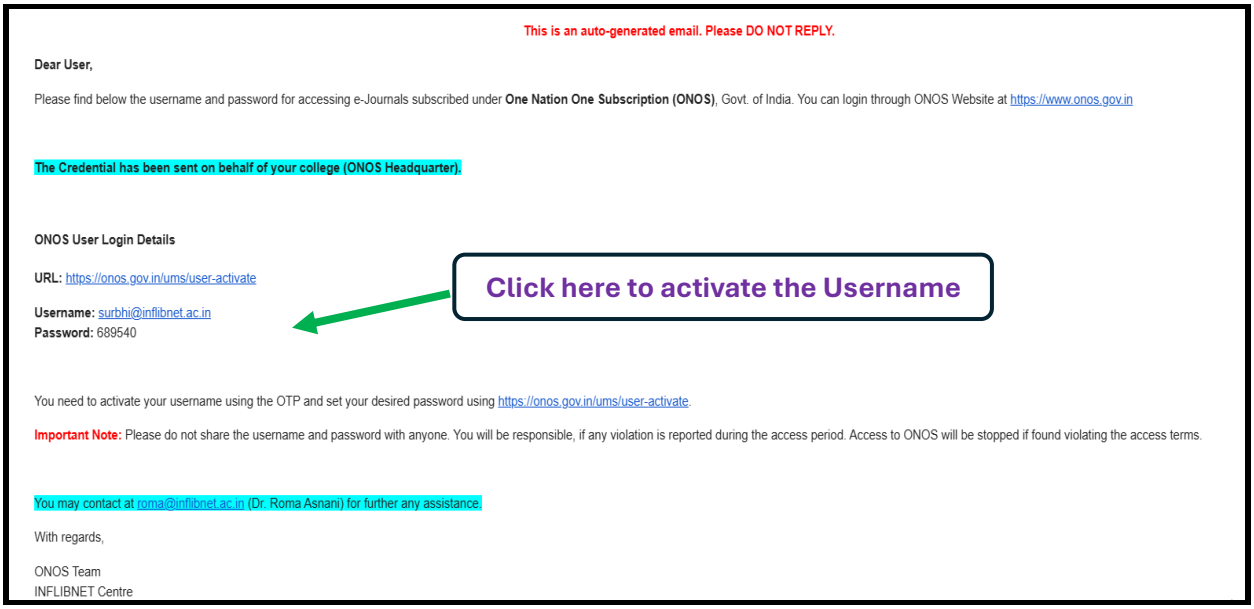
The Librarian/Nodal Officer needs to send an activation link via email to individual user by clicking on activate symbol . Also, he/she can delete the record by clicking on the delete symbol .

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).

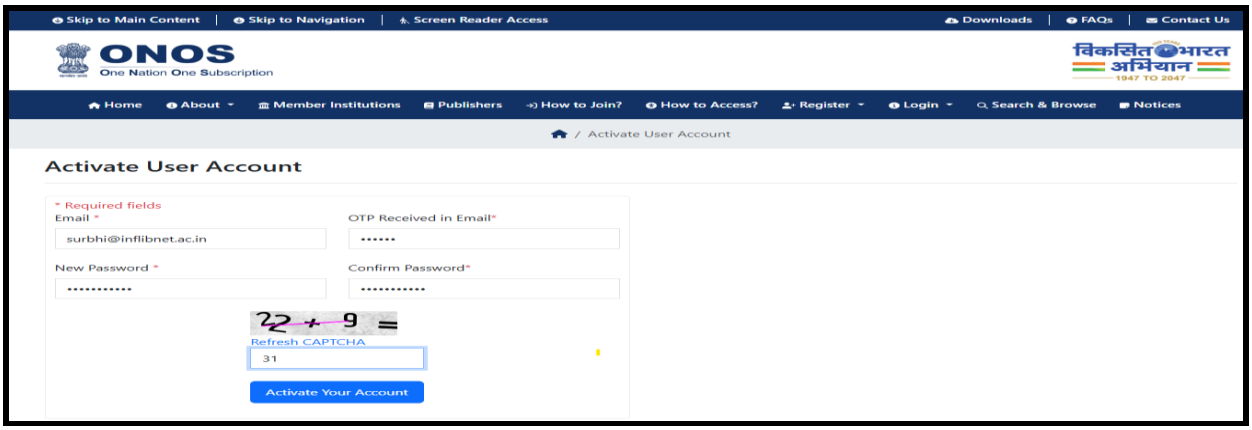


The system will send **OTP** to users via email. The message will be shown as **OTP Sent** to the user.

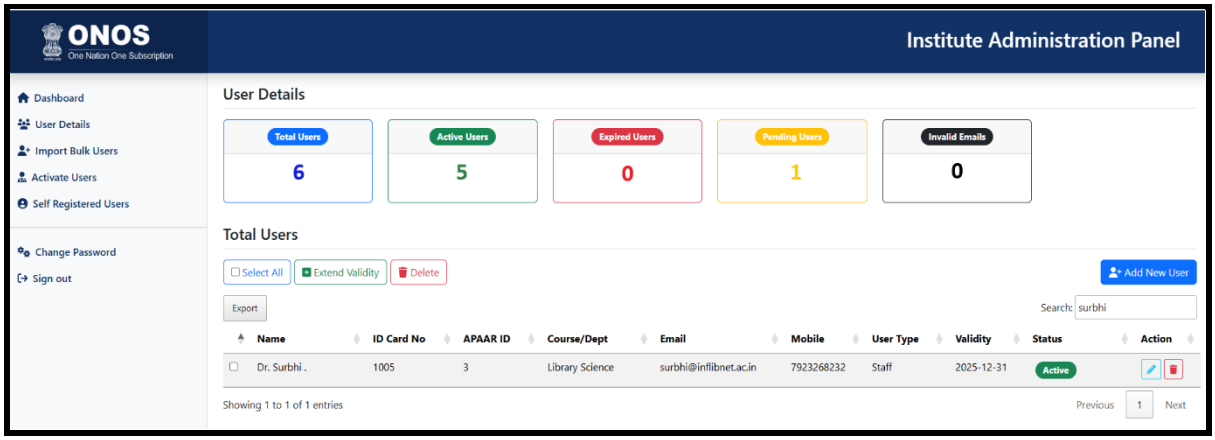
The System will send an email with OTP (One time Password) and activation link to user. Users must activate the account by clicking on **URL** which they will be receiving in their respective emails.



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**.



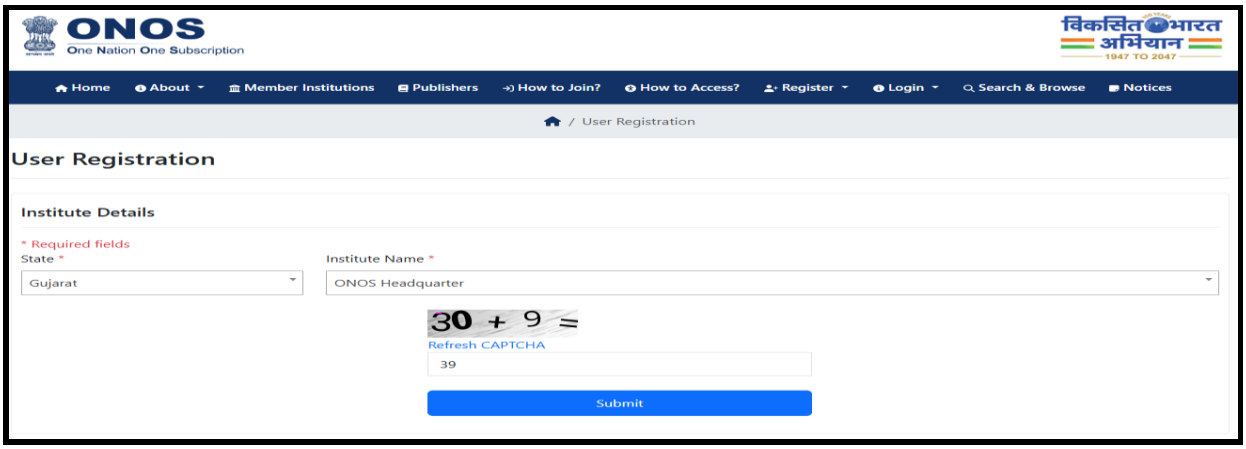
After completing the user activation process, the Status will be displayed as **Active** in the User Details list. **A user can access the ONOS e-resources with a username and new password.**



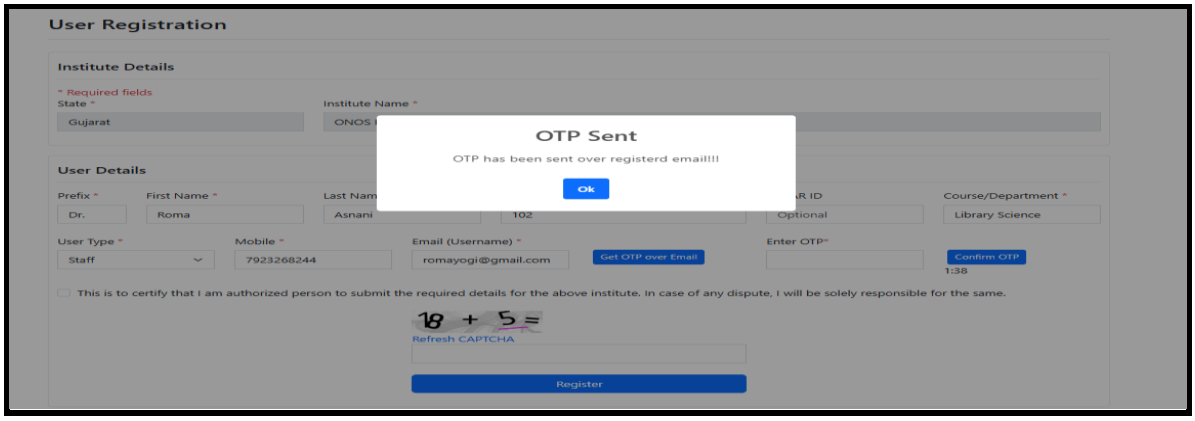
How to do Self Registration?

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

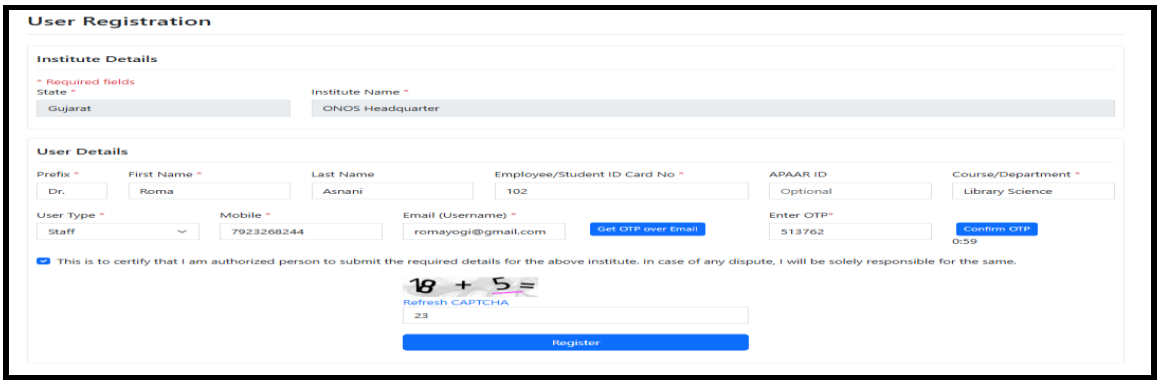
The institute details are given in the drop down. Users need to select the State and the Institute Name by entering respective state and institute name.

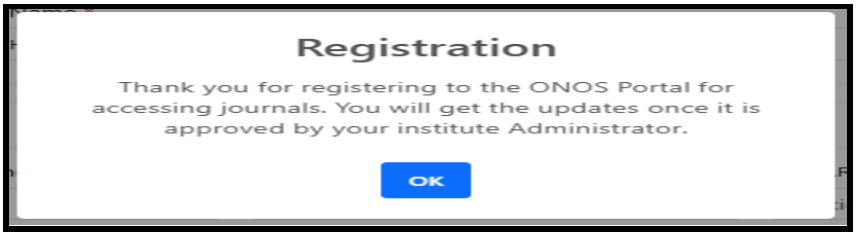


Fill all the mandatory **Users Details** with valid email and click on **get OTP over Email**.

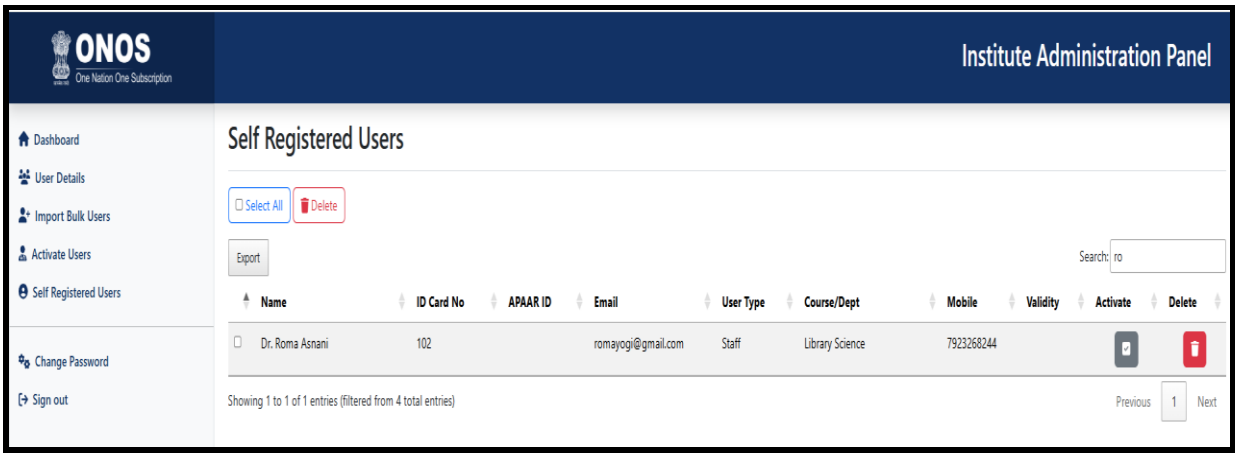


Enter the OTP received in email. Tick on the certification, enter the captcha and click on the **Register**.

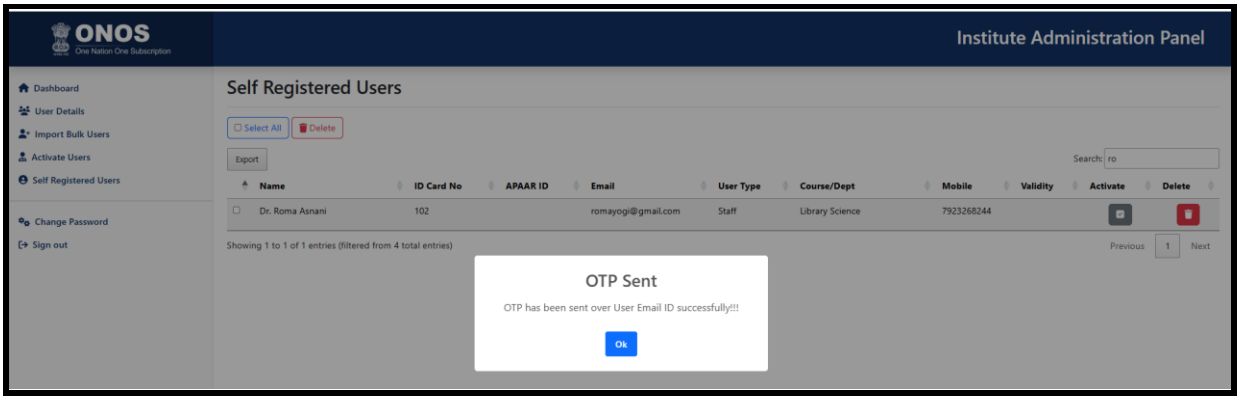




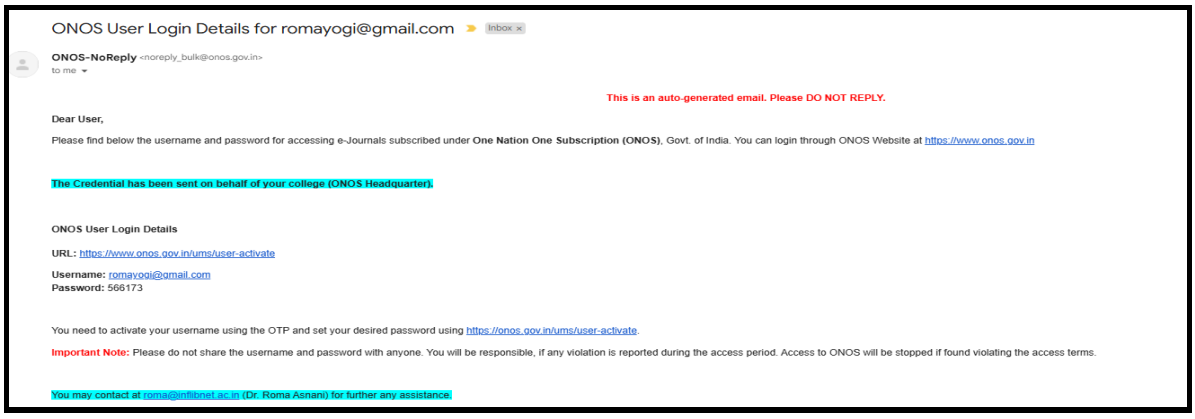
The Librarian/Nodal Officer needs to verify the user's details and send an activation link via email to individual user by clicking on activate symbol . Also, can delete the record if the user is not belonging to the respective institute by clicking on the delete symbol .



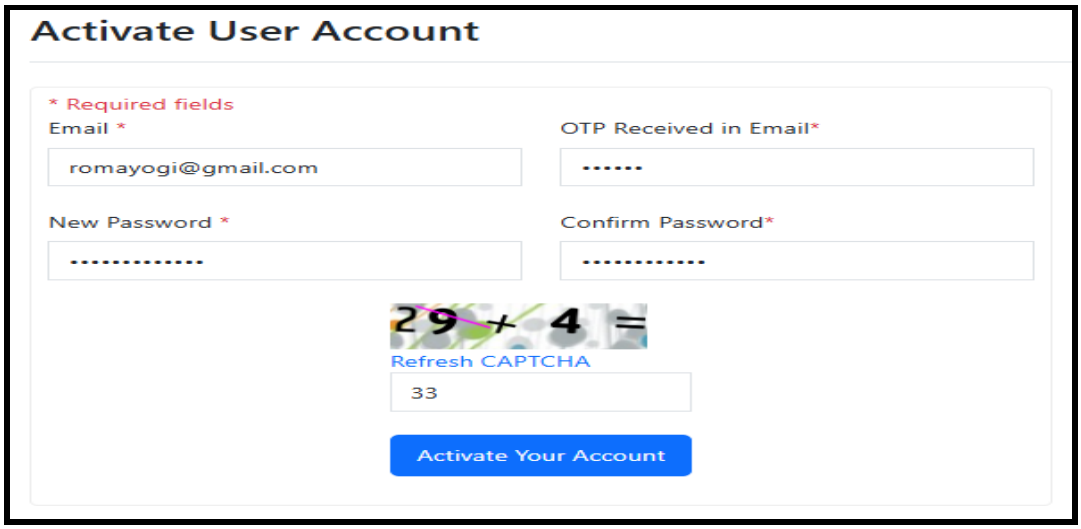
The system will send the activation link with OTP on the user's email.



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

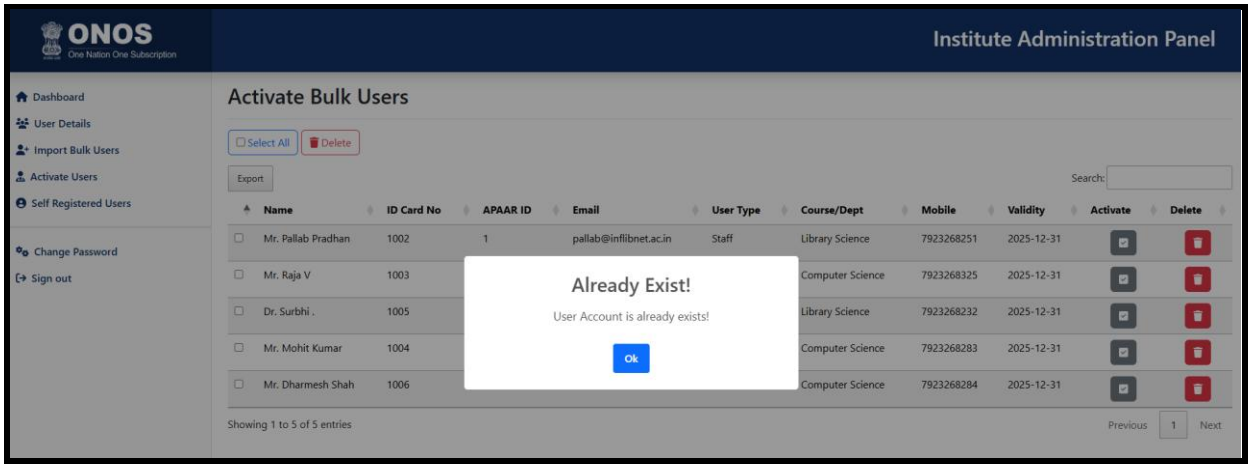


A User needs to enter email, OTP, New Password, Confirm Password and Captcha. Click on **Active your Account**. After the activation, A user can access the e-resources with username and password from ONOS Website.



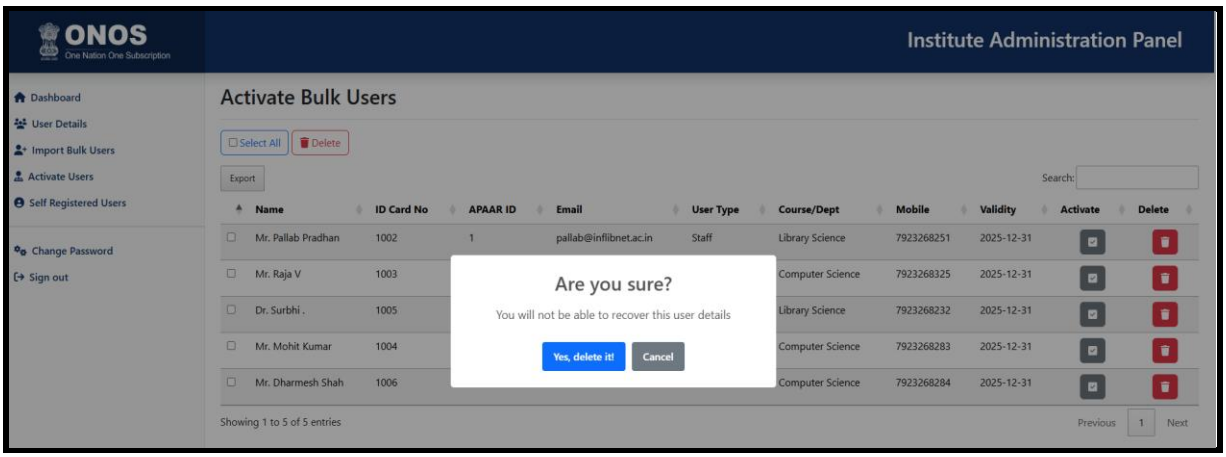
How to know User Account has already existed?

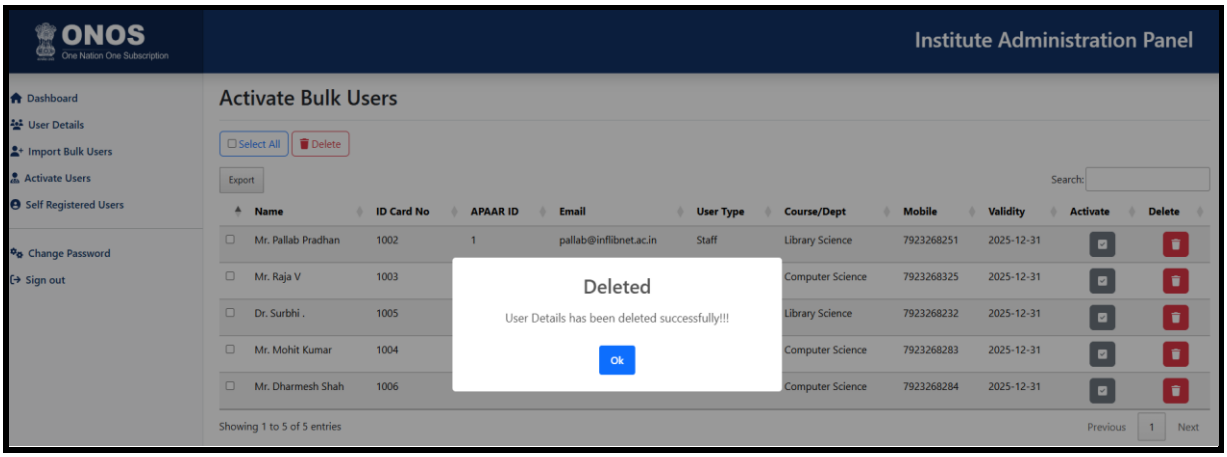
The Librarian/Nodal Officer has sent an activation link to all users and if any user is already associated with another Institute, then the system will be displayed a message as **Already Exist!**



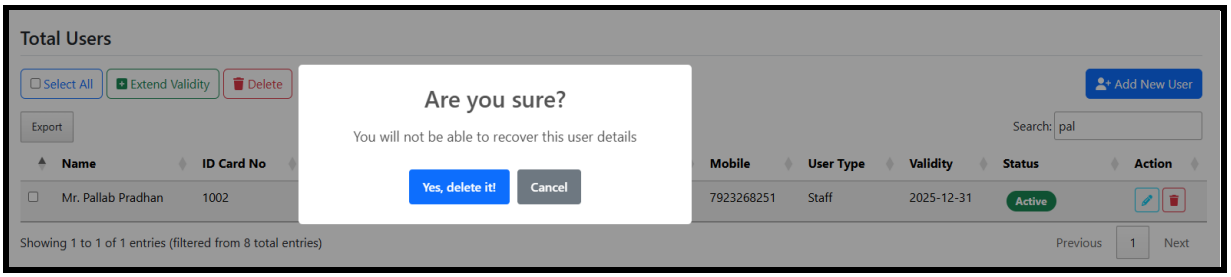
How to delete the user details in Activate Bulk Users and User Details?

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.



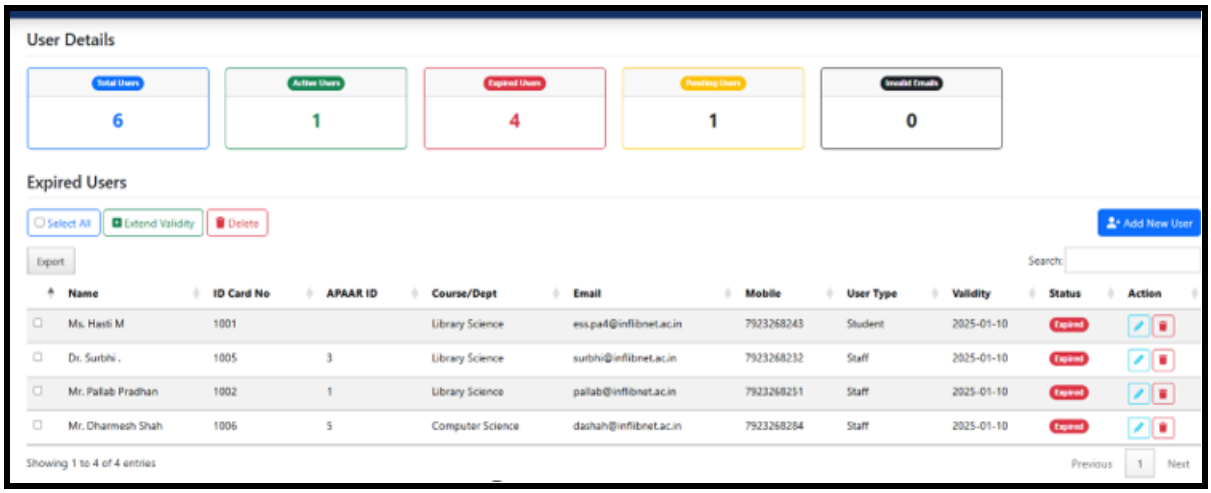


The Librarian/Nodal Officer can delete the user details by selecting the Particular User **OR** Click on **Select All**. Click on the **Delete** Button **OR** Delete Symbol .

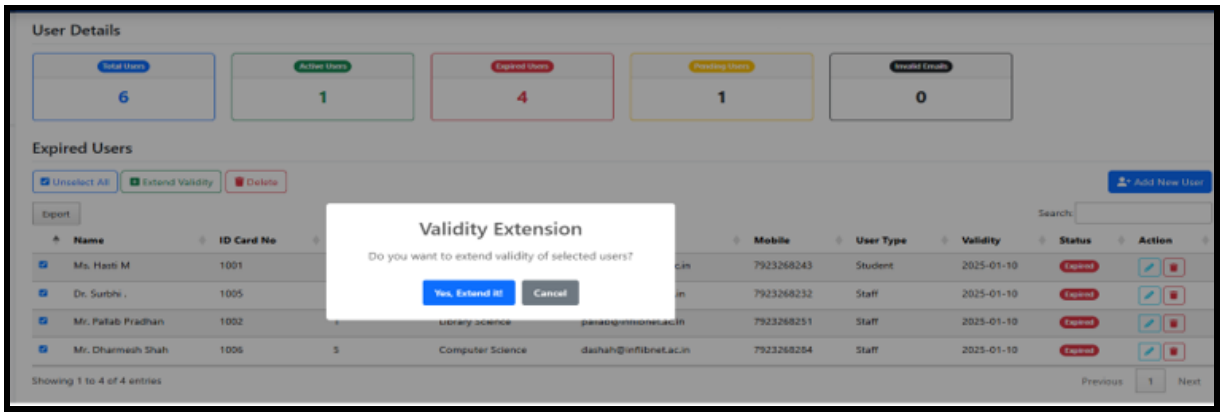


How to extend the validity of Expired Users?

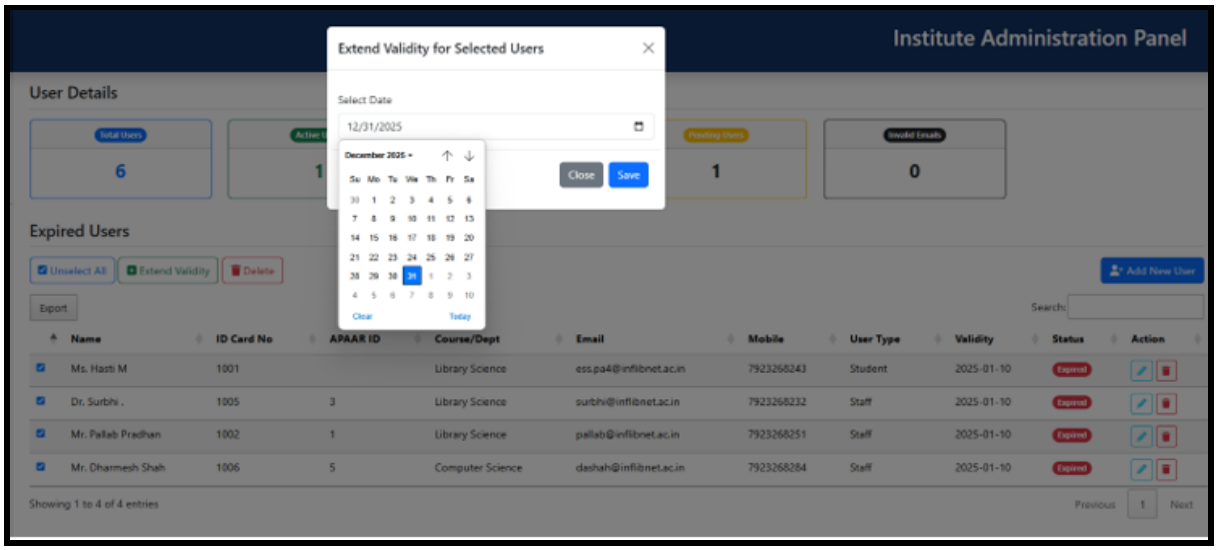
The Librarian/Nodal Officer can extend the validity of the **Expired Users**. Select the Particular user **OR Select All.**



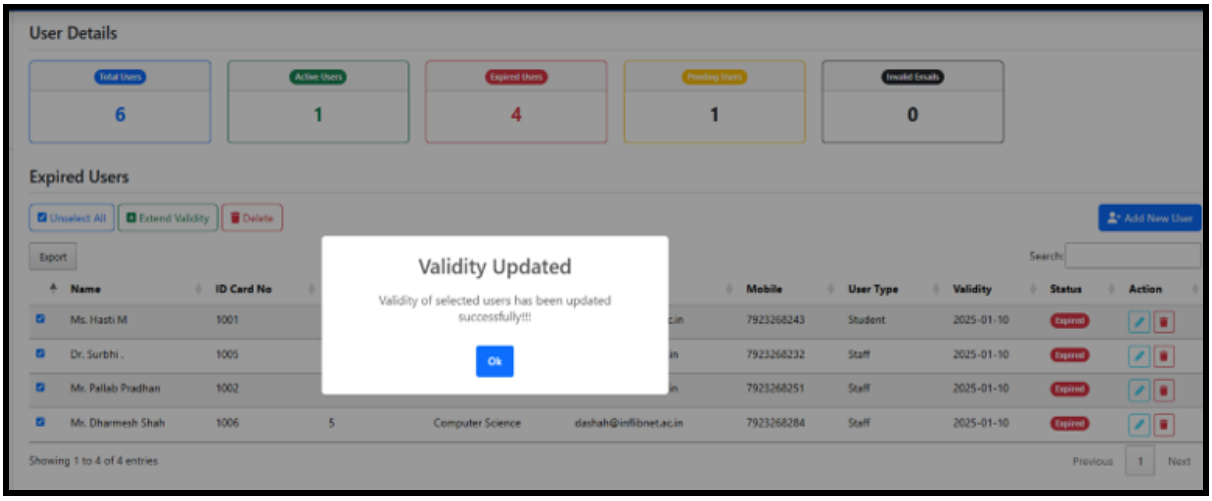
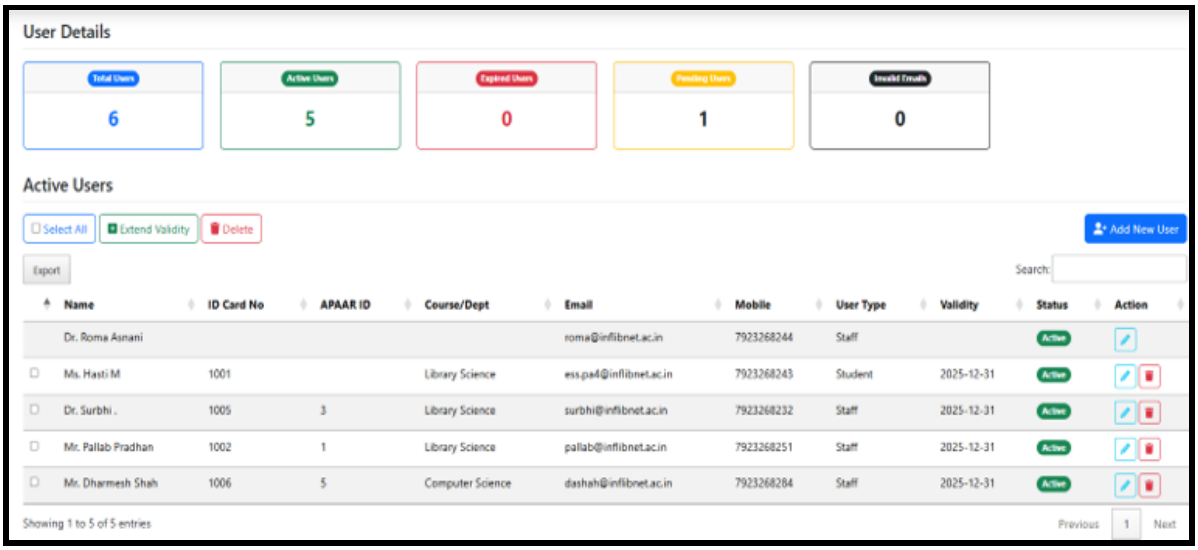
Click on the Extend Validity. The system will ask for the **validity Extension**. Click on **Yes, Extend It!**



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



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



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