DOCUMENTATION FOR NALCO SWACHHATHON

NALCO Swachhathon

An Initiative of — नालको NALCO

स्वच्छ भारत
एक कदम स्वच्छता की ओर

User's Manual

- Go to http://nalcoindia.com ,and /or go to NALCO swachhathon link (https://mudira.nalcoindia.co.in/Account/LoginSWACHH.aspx).

- After clicking NALCO swachhathon, a new page will appear.

> **WELCOME TO NALCO SWACHHATHON!**
> NALCO Swachhathon, is being organized by National Aluminium Company Limited, a Navratna CPSE under Ministry of Mines, to crowd source solutions to some of the pressing sanitation and hygiene challenges faced by the Capital city of Odisha, Bhubaneswar. The company invites innovators from schools and colleges to come up with exciting, innovative, novel and affordable viable solutions covering the following topics:
> a) Swachh Basti (Slum)
> b) Swachh Colony
> c) Swachh Bazaar (Market)
> d) Swachh Saarvajanik Sthaan (Public place i.e parks, tourist spots, bus stops, play grounds
> e) Swachh School
> f) Swachh Marg (Roads)
> The participants will be required to make online submission of impactful original ideas on the NALCO portal (http://www.nalcoindia.com/).
>
> Participant must be a student and studying in any school/college and must be above 10 years of age.
>
> Last date for submission of entries is November 10th, 2018.
> Attractive cash prizes will be awarded to the winners. Further details are provided on the links provided below
> --

- In the main portal of NALCO swachhathon user can find rules and regulation tab, frequently asked questions tab, help document tab, and contact us tab, if any query persists then user need to address to DGM(CC) NALCO, in the email id asutosh.rath@nalcoindia.co.in/mob no-9437094533.

| Rules & Regulations | Frequently Asked Questions(FAQ) | Help Document | Contact Us |

- Then go to "log in to participate tab", existing user should enter user id and password fields and then log in.

- If the user forget their password then click on forget your password. After clicking on forget password a new page will appear. Then the user need to enter their username and click submit. After that password will be sent to registered email id or mobile number, from their user can reset their password.
- To sign up for new account (one time), new user should click on "new user? Register". After the new page appears.

- New users need to fill the following details like their full name, qualification, date of birth, address, pin code, city, user id, password, email mobile phone

number, the user need to set security question and answer for security purpose, upload a passport size photo (jpg/jpeg only) then at the last they have to upload a valid student id proof (pdf/jpg/jpeg) then click on create swachh sevak id.
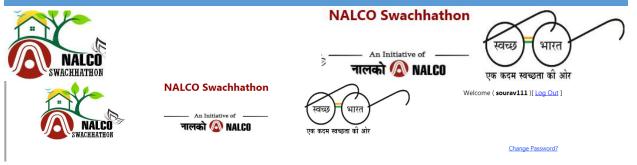
Create Swachh Sevak Id

- After clicking on create swachh sevak id an email is triggered to the registered email id. Confirm by clicking the link sent to the respective email. Then again go to "login to participate area" and enter your user id and password to login.
- After successfully logged in a new page will come.

To change the current password

- Login with declared user id and password
- In the next screen on the top right hand side click "change my password".

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Welcome (**sourav111**)[Log Out]

Change Password?

- Then click change password, a new page will appear.

CHANGE PASSWORD

Use the form below to change your password.

New passwords are required to be a minimum of 3 characters in length.

Account Information

Old Password:

● ● ●

New Password:

● ● ● ●

Confirm New Password:

● ● ● ●

Change Password   Cancel

- Then provide your existing password and then enter your new password.
- Then click change password. Your password will be changed.

Submission of Solution/Idea:

- If user want to submit a file then go to select button and click on select.

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Topics:

Select Topic

	Topic	Submission End Date
Select	**Swachh Basti (Slum) / Swachh Colony / Swachh Bazaar (Market) / Swachh Saarvajanik Sthaan (Public place; park, Tourist Spots, bus stops, Play grounds, Maindaans) / Swachh School / Swachh Marg (Roads)**	**10/11/2018**

- After clicking select, the screen will appear as below :

	Topic	Submission End Date
Select	**Swachh Basti (Slum) / Swachh Colony / Swachh Bazaar (Market) / Swachh Saarvajanik Sthaan (Public place; park, Tourist Spots, bus stops, Play grounds, Maindaans) / Swachh School / Swachh Marg (Roads)**	**10/11/2018**

Browse your File (Upload PDF File only): [ ] Browse...

☐ I accept the terms & conditions

[Upload] [Reset]

- Then browse your file. Accept the terms and conditions and then click upload.
- If you want to re-submit the document then click on edit against the article name.

Uploaded Article Details

Sl.No	Topic Name	Article Name	Submission Date	Wordcount	
1	Swachh Basti (Slum) / Swachh Colony / Swachh Bazaar (Market) / Swachh Saarvajanik Sthaan (Public place; park, Tourist Spots, bus stops, Play grounds, Maindaans) / Swachh School / Swachh Marg (Roads)	UserManual.pdf	26-10-2018	422	Edit

- A new section 'Upload your article here' will appear then browse your file and click on upload.

Update your article here!

Browse your File (Upload PDF File only): [ ] Browse...

☐ I accept the terms & conditions

[Upload] [Reset]

- Your file will be re-submitted.
- You shall be able to resubmit any number of time till the last day of Submission.

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