



# **IT Assets Web Portal**

## User Login Manual

– Version 1.0

## Table of Contents

<b>1. About IT Assets Portal.....</b>	<b>3</b>
<b>2. Pre-requisites.....</b>	<b>3</b>
<b>3. Getting Started.....</b>	<b>3</b>
<b>3.1. Logging into the Portal.....</b>	<b>3</b>

# 1.About IT Assets Portal

In accordance with G.O.MS.No.4, Dated: 10.01.2019, APTS a Nodal Agency has established “Andhra Pradesh Cyber Security Policy”, to complement and supplement the National Cyber Security Policy 2013.

Our mission is to deliver effective Cyber Security Assurance services to all the Government departments and State owned entities to build a secure and resilient cyberspace for citizens of Andhra Pradesh.

## 2.Pre-requisites

To access the application, go to the URL: <https://itassets.aps.gov.in/>. The application will work in all the browsers and more effective in Google Chrome.

Departments should nominate an officer as a Single Point of Contact (SPoC), who shall be responsible for Security Compliance of respective Department enter the CII details. In the absence of Primary SPoC, the details of the in-charge SPoC should be entered in the Portal.

Department should have Login details (Username and Password) provided by APTS to access the portal.

## 3.Getting Started

### 3.1. Logging into the Portal

#### Step 1

(Ref Figure 3.1.1), Click on the Department Login from Logins Tab in the home page.

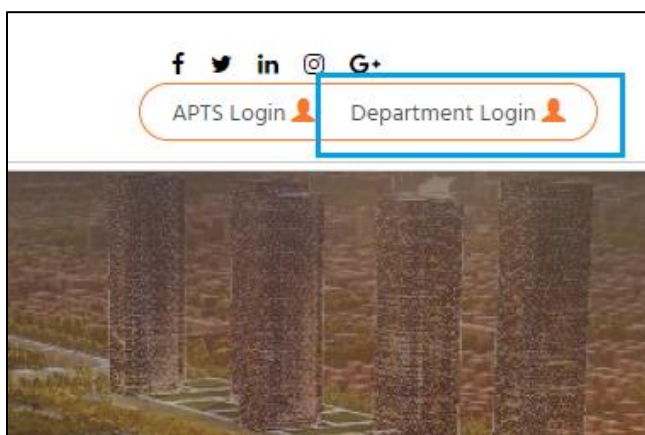
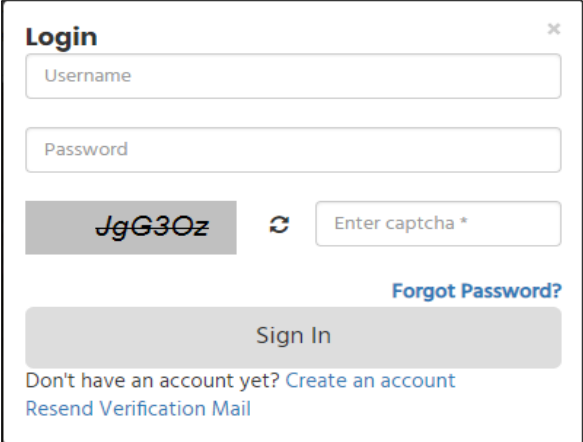


Figure 3.1.1

## Step 2

(Ref Figure 3.1.2), Log in to the Web Portal using your Username & Password details provided. Click on the Sign in Button.

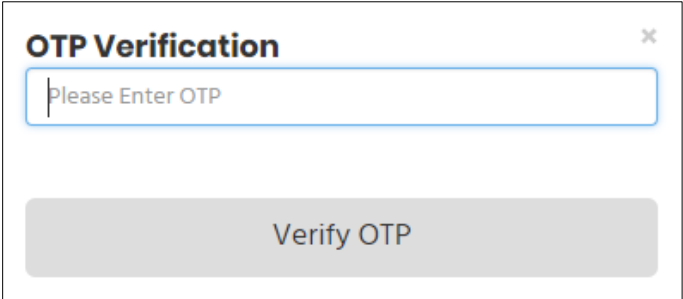


The screenshot shows a 'Login' dialog box with a close button (X) in the top right corner. It contains the following elements: a 'Username' input field, a 'Password' input field, a captcha image showing 'JgG3Qz' with a refresh icon, and an 'Enter captcha \*' input field. Below these is a 'Forgot Password?' link, a 'Sign In' button, and two links: 'Don't have an account yet? Create an account' and 'Resend Verification Mail'.

Figure 3.1.2

## Step 3

(Ref Figure 3.1.3), Enter OTP which will send to Department SPOC's Mobile number & Email address.

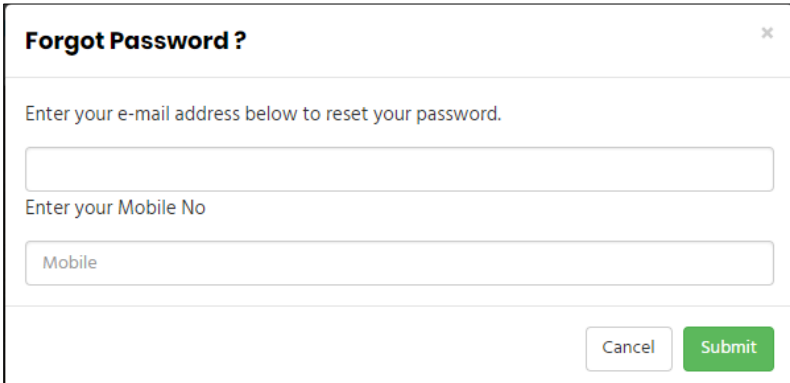


The screenshot shows an 'OTP Verification' dialog box with a close button (X) in the top right corner. It features a text input field with the placeholder text 'Please Enter OTP' and a 'Verify OTP' button below it.

Figure 3.1.3

## Step 4

(Ref Figure 3.1.4), If you've forgotten your password, click on the Forgot password and enter your email address and Mobile number to send Reset Password Link to create new password.



The screenshot shows a 'Forgot Password?' dialog box with a close button (X) in the top right corner. It contains the text 'Enter your e-mail address below to reset your password.' followed by an email input field. Below that is the text 'Enter your Mobile No' followed by a mobile number input field. At the bottom right, there are 'Cancel' and 'Submit' buttons.

Figure 3.1.4