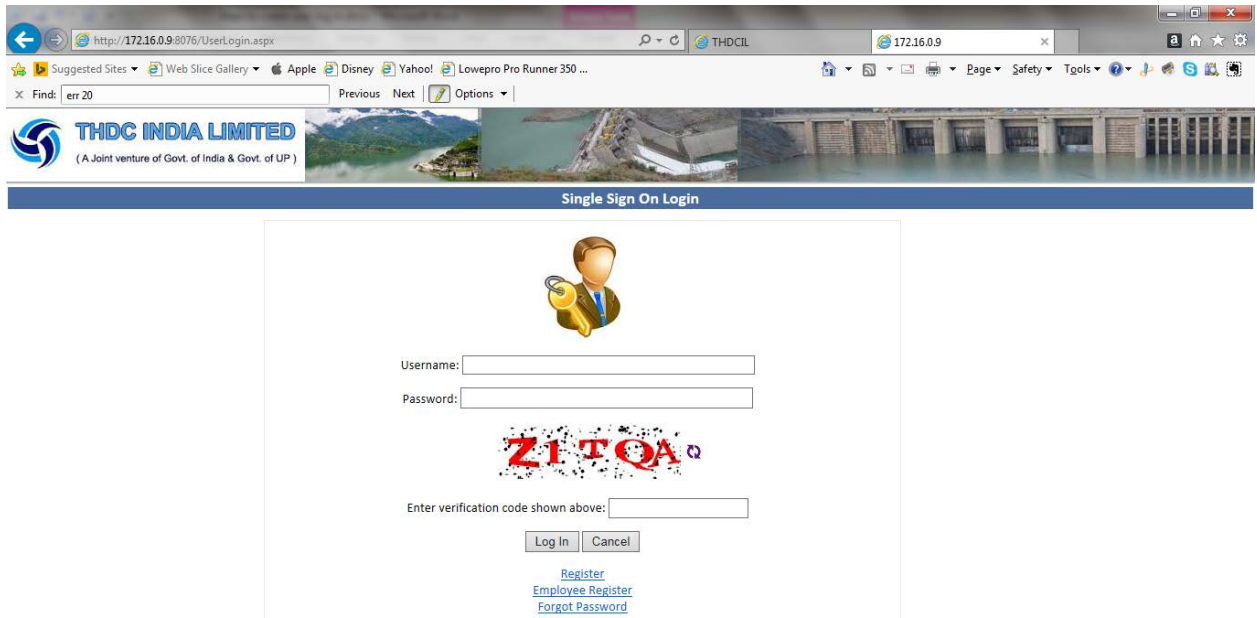




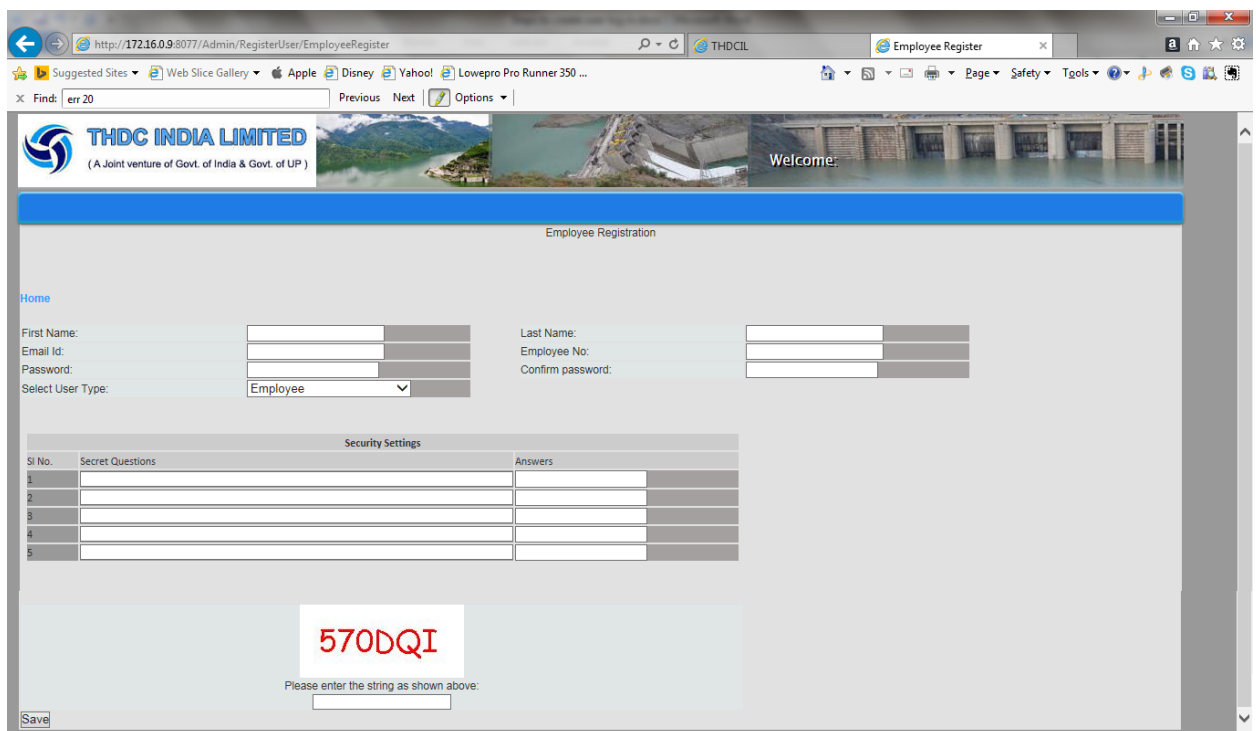
टीएचडीसी इंडिया लिमिटेड
THDC INDIA LIMITED

Steps to create user log in

1. Navigate to url path provided to you by the IT Department, THDCIL. You will see the web page as shown below.



2. Click on the hyperlink [Employee Register](#). You will get the web page as shown below:-



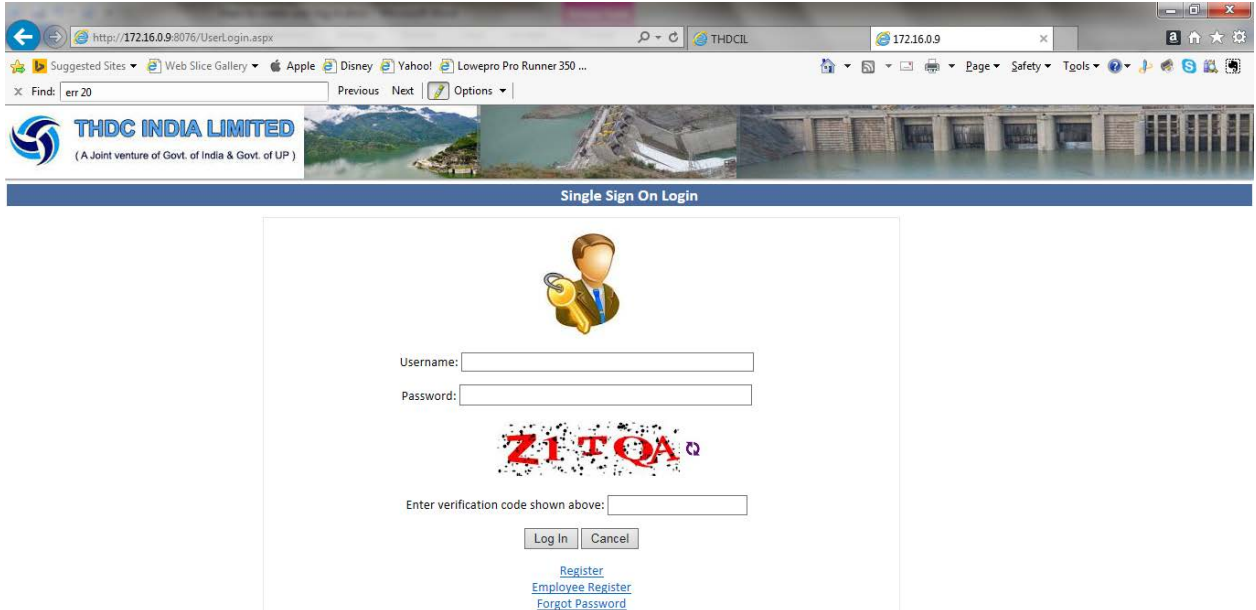
SN	Field	Remarks
1	First Name	Please input your first name
2	Last Name	Please input the last name
3	Email id	Please input your valid email id
4	Party Code	Please input your employee Number
5	Password / Confirm Password	Please input password of your choice. Please note password should : 1. Be 8 characters long 2. Contain atleast one character in Capitals 3. Contain atleast on character in small 4. Contain numeric numbers 5. Contain special characters such as @ or * or & or ^ or % or \$ or # or ` or ~ or _
6	Select User Type	By default "Employee" will be displayed in the dropdown box
7	Secret Questions	You are required to input minimum first and second secret question while the third and fourth secret question is optional. Corresponding to each secret question that you have inputted, kindly input the answer in the corresponding cell. Secret answer will be displayed as *
8	Captcha	Input the Captcha as shown and click on save

3. The system will generate a 10 digit random SSO ID. Please note the same. Click on the login hyper link and input your SSO ID and the password to log in into the system



Steps to log in

1. Navigate to url path provided to you by the IT Department, THDCIL. You will see the web page as shown below.



SN	Field	Remarks
1	Username	Please input your SSO id
2	Password	Please your password
3	Captcha	Please input the Captcha as shown and click on Login

2. Web page as shown below will be displayed on successful login. Please click on [HRMS](#) hyperlink to open the HRMS Application

