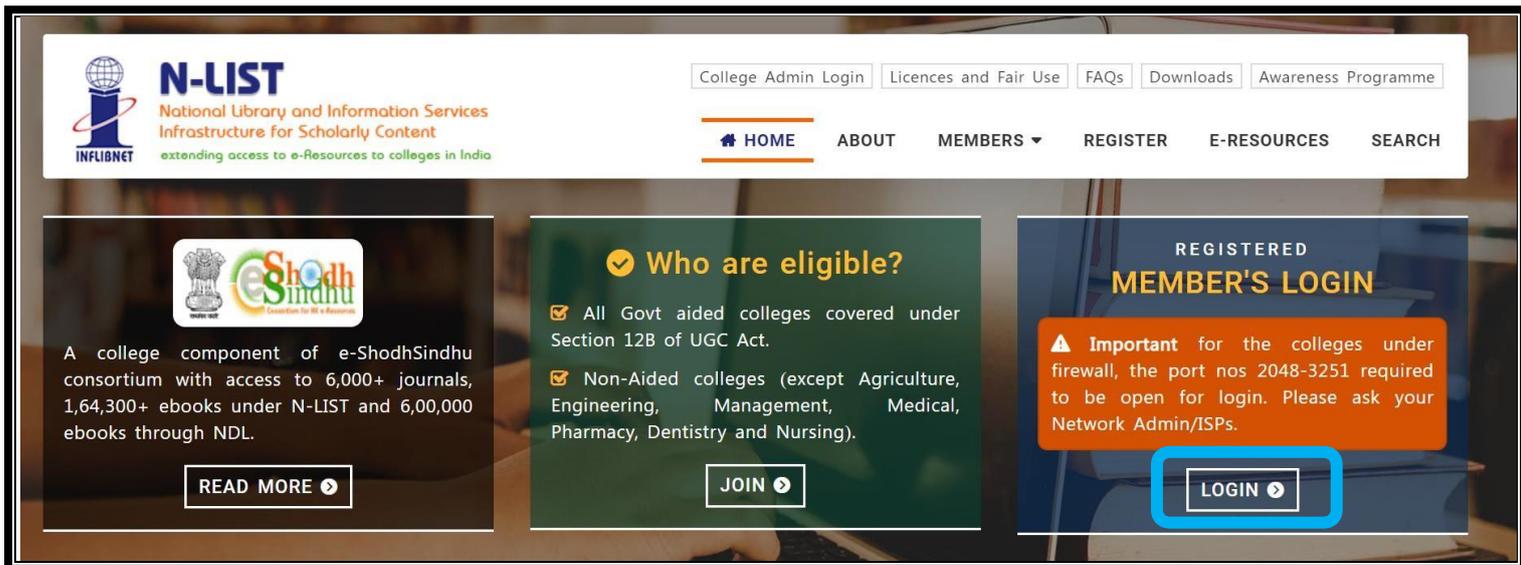


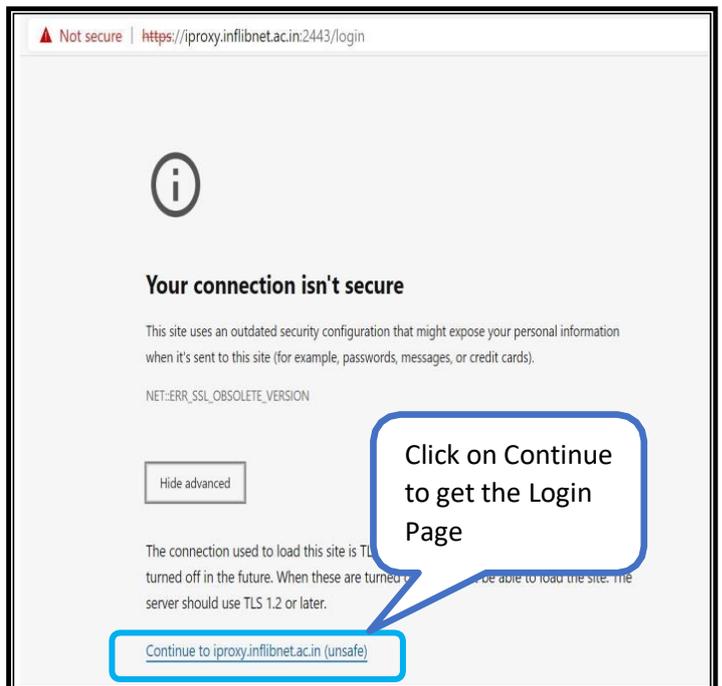
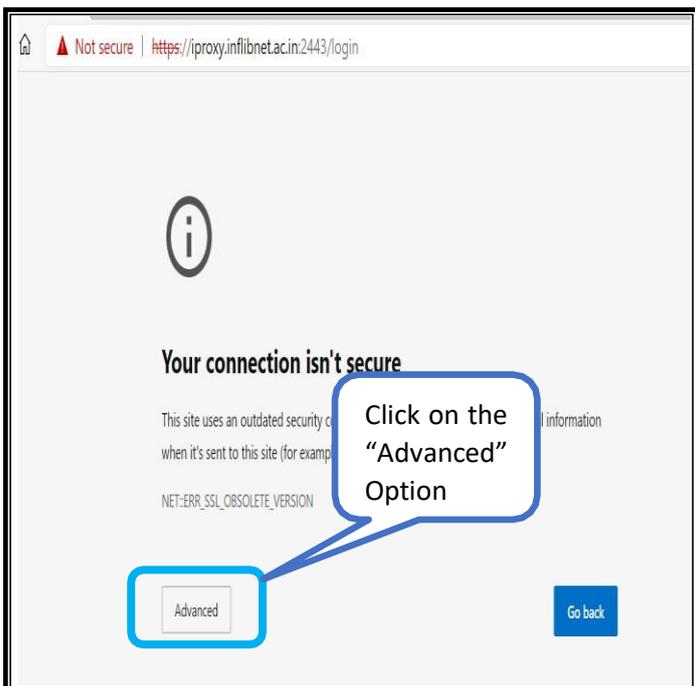
N-LIST USER MANUAL

Member's Login

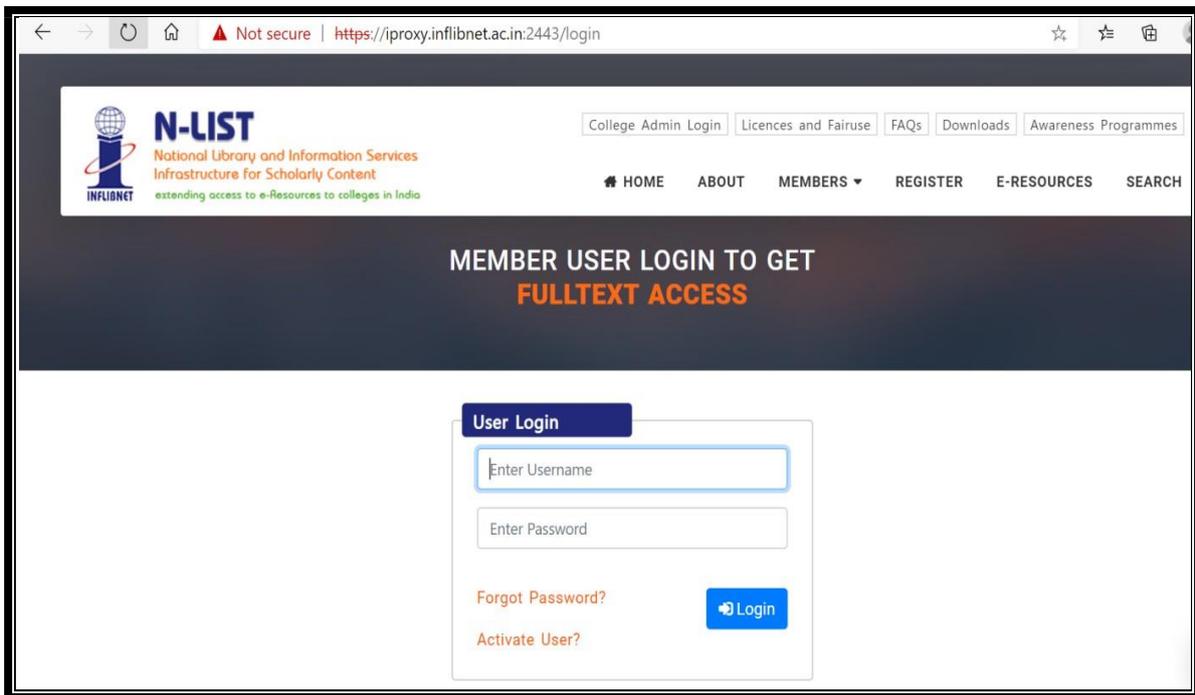
Click on Member's login to access N-LIST e-resources.



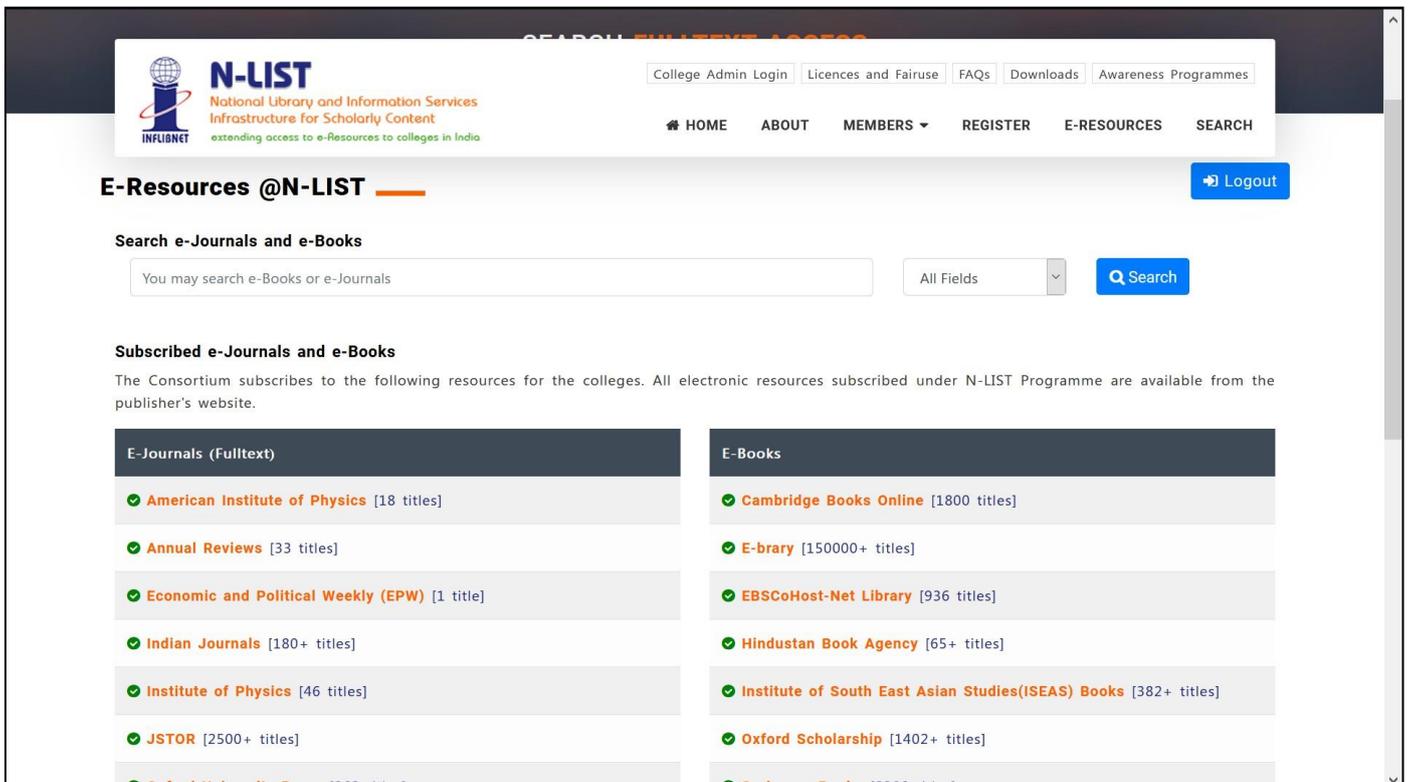
Once click on member's login, the below screenshot will open and said 'your connection isn't secure'. Please click on Advanced button to proceed the next step and click on Continue to iproxy.inflibnet.ac.in(unsafe) link to get member's login webpage. It will ask one time only while using latest version browser of Chrome, Firefox or Microsoft edge etc.



Please enter the username and password to access the N-List e-resources.



Upon Login You will get the list of e-Resources available to you. Click on any resource name to access the resource.



In case of some of the e-resources (American Institute of Physics, Annual Reviews, Institute of Physics, Royal Society of Chemistry, Cambridge Books, Springer Books, Taylor & Francis Books etc), you will be prompted to re-login through the Shibboleth based login using INFED. Please re-login using the same username and password again.

INFED

INFLIBNET

Login to Atypon SP

Username

Password

Don't Remember Login
 Clear prior granting of permission for release of your information to this service.

Login

[Forgot your password?](#) | [Need Help?](#)

Atypon Atypon Systems operates a hosting platform that provides content delivery services to a wide range of professional and scholarly publishers.

Atypon

You are about to access the service:
Atypon SP of Atypon Systems, Inc

Description as provided by this service:
Atypon Systems operates a hosting platform that provides content delivery services to a wide range of professional and scholarly publishers.
[Additional information about the service](#)

Information to be Provided to Service	
eduPersonEntitlement	http://nlist.inflibnet.ac.in/general
eduPersonScopedAffiliation	member@nlist.inflibnet.ac.in
uid	kruti@inflibnet.ac.in

The information above would be shared with the service if you proceed. Do you agree to release this information to the service every time you access it?

Select an information release consent duration:

- Ask me again at next login
 - I agree to send my information this time.
- Ask me again if information to be provided to this service changes
 - I agree that the same information will be sent automatically to this service in the future.
- Do not ask me again
 - I agree that **all** of my information will be released to **any** service.

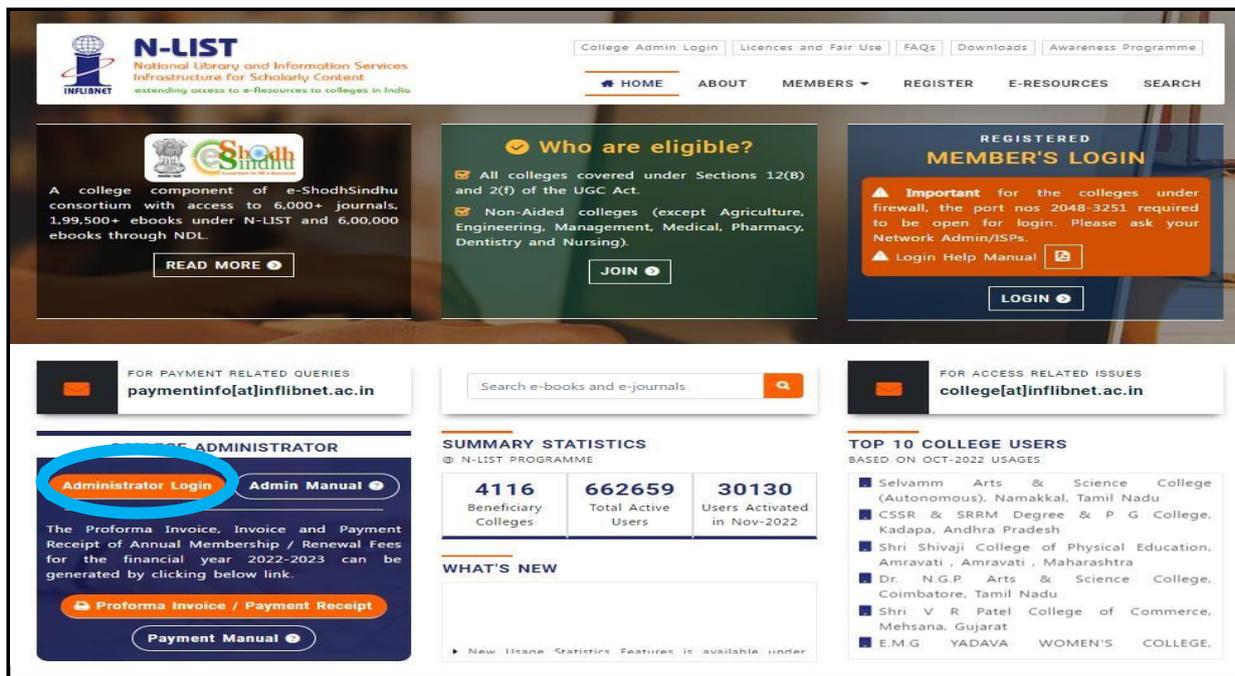
This setting can be revoked at any time with the checkbox on the login page.

Click on the Accept button to Continue to Access the e-resource Selected. This screen will be prompted once for the resource. After accepting you will be re-directed to the publisher page for access to the e-resource.

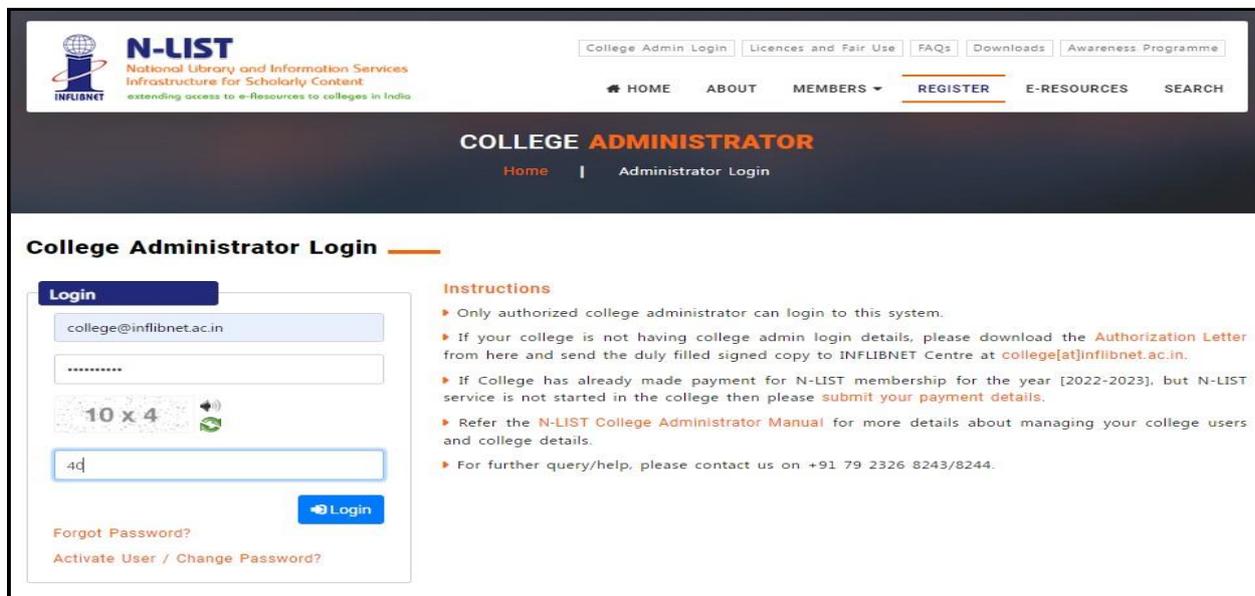
College Administration Module

How to Login College Administrator Module?

Visit N-LIST Website (<https://nlist.inflibnet.ac.in>) and click on College Administrator Login.



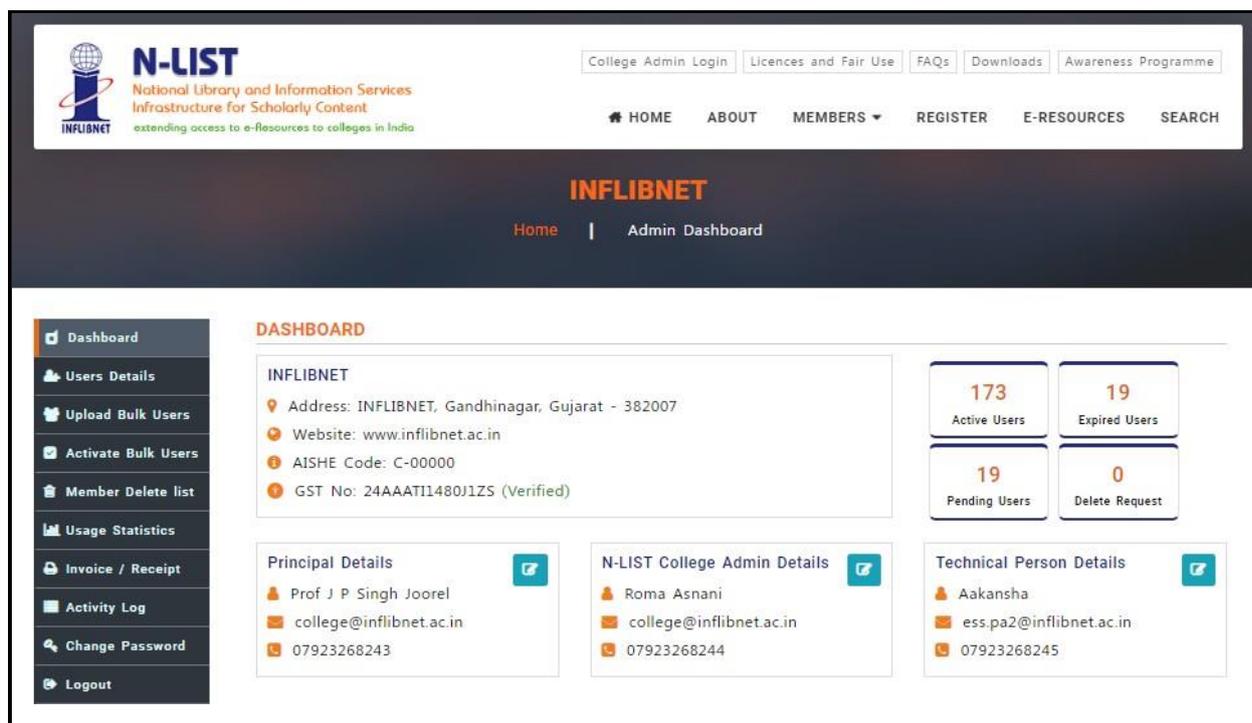
Enter the username and password which colleges get from the N-LIST Team via email and click on to Login button.



If N-LIST College do not have Administrator login credentials then send authorisation letter to college@inflibnet.ac.in, N-LIST Team will create username and password and send through email to particular colleges.

SRI A.S.N.M GOVT COLLEGE (A), PALAKOL | Library

After Login College Administrator Module, Dashboard will open which shows the details of the Colleges and their users i.e. active users, expired users and pending users. Colleges can edit the Principal, N-LIST College Admin and Technical Person's name and contact numbers only.

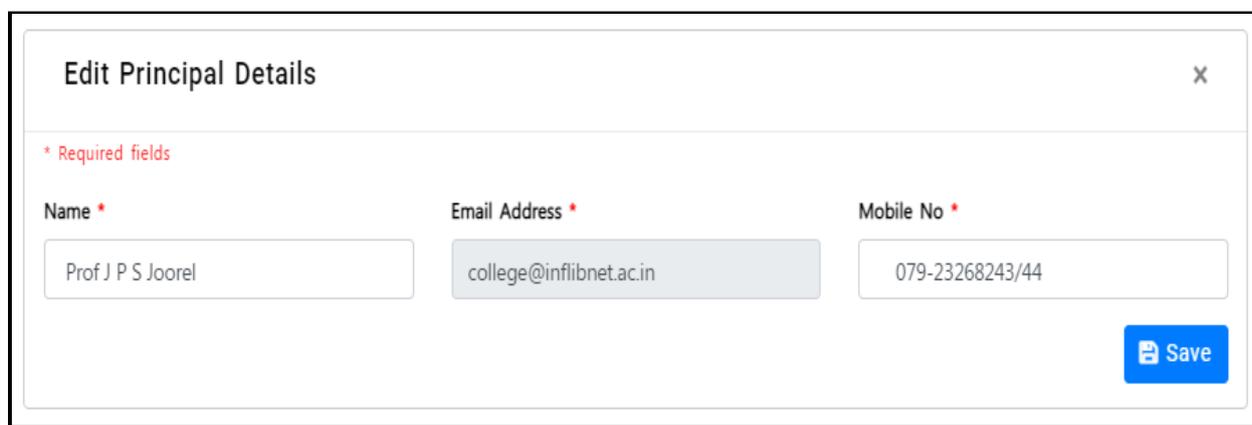


The screenshot displays the INFLIBNET Admin Dashboard. At the top, there is a navigation bar with links for 'College Admin Login', 'Licences and Fair Use', 'FAQs', 'Downloads', and 'Awareness Programme'. Below this is a main header with 'HOME', 'ABOUT', 'MEMBERS', 'REGISTER', 'E-RESOURCES', and 'SEARCH'. The dashboard itself is titled 'INFLIBNET' and shows the following details:

- INFLIBNET Details:**
 - Address: INFLIBNET, Gandhinagar, Gujarat - 382007
 - Website: www.inflibnet.ac.in
 - AISHE Code: C-00000
 - GST No: 24AAAT11480J1Z5 (Verified)
- User Statistics:**
 - Active Users: 173
 - Expired Users: 19
 - Pending Users: 19
 - Delete Request: 0
- Principal Details:** Prof J P Singh Joorel, college@inflibnet.ac.in, 07923268243
- N-LIST College Admin Details:** Roma Asnani, college@inflibnet.ac.in, 07923268244
- Technical Person Details:** Aakansha, ess.pa2@inflibnet.ac.in, 07923268245

A sidebar on the left contains menu items: Dashboard, Users Details, Upload Bulk Users, Activate Bulk Users, Member Delete list, Usage Statistics, Invoice / Receipt, Activity Log, Change Password, and Logout.

College Administrator can edit Principal's name and contact number only. College administrator needs to send email at college@inflibnet.ac.in for updating Principal's email id.



The screenshot shows the 'Edit Principal Details' form. It includes a close button (X) in the top right corner. Below the title, there is a red asterisk indicating required fields. The form contains three input fields:

- Name ***: Prof J P S Joorel
- Email Address ***: college@inflibnet.ac.in
- Mobile No ***: 079-23268243/44

A blue 'Save' button is located at the bottom right of the form.

College Administrator can edit College Administrator's name and contact number only. College administrator needs to provide soft copy authorization letter at college@inflibnet.ac.in for updating College Administrator's email id as well as for a new Credentials also.

College Administrator can edit Technical details i.e. name, email address and contact number.

How to create individual login credentials for faculty members and students?

Step 1: Login College Administrator Module. Click on **Users' Detail** and click on **Add New User**.

(If college administrators have already created username and password for their colleges' faculty members and students then college administrator needs to click on the search box and enter the username i.e. email id, to check the status and details of user.)

Name	Email	Designation	Department	Validity	Status	Action
Roma Asnani	college@inflibnet.ac.in	College Administrator	NLIST	2025-03-31	Active	[Edit]

Step 2: Add User's details like Name, Department, Designation, Email ID, Phone no. and set the validity as requirement of user (Students: 3 yrs. or 5yrs.; Faculty: 10 yrs.) and click on the Save Button.

User Details

* Required fields

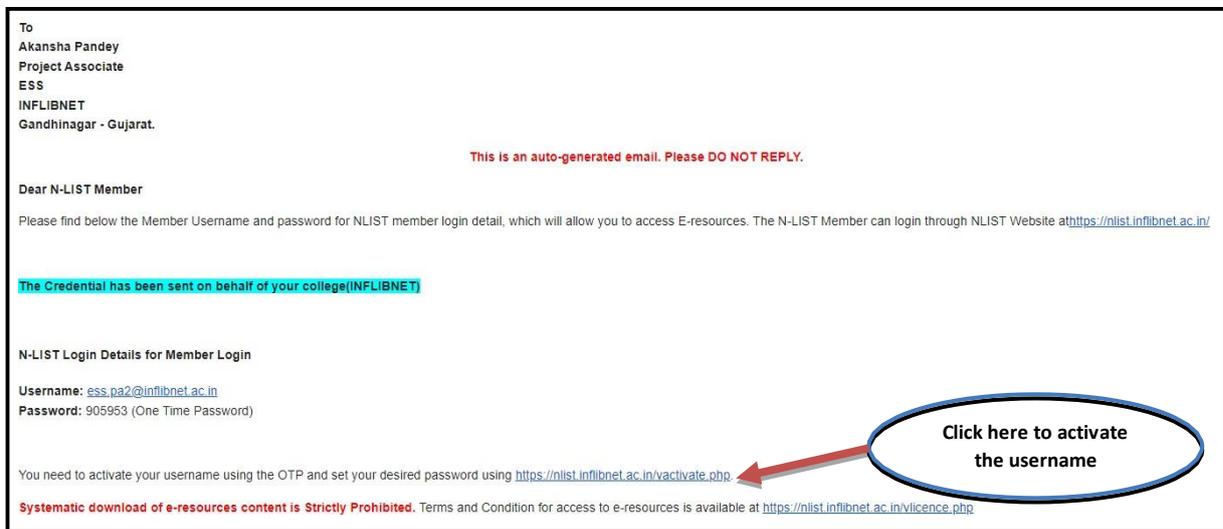
Note: Login details will be sent on e-mail address of user. Please ensure the e-mail address is correct and valid.

Name of User *	Department *	Designation *
<input type="text" value="Akansha Pandey"/>	<input type="text" value="ESS"/>	<input type="text" value="Project Associate"/>
Email Address (Username) *	Mobile	Validity *
<input type="text" value="ess.pa2@inflibnet.ac.in"/>	<input type="text" value="07923268243"/>	<input type="text" value="03/31/2030"/>

Saved

User details saved successfully. Activation Email has been sent to user.

Step 3: System will send an email to user with OTP (One time Password) and activation link.



Step 4: User needs to click on that activation link and enter the **Username**, **OTP** and set the desired **Password** and click on Activate User. After completing the user activation process, user can access the NLIST e-resources with username and new password.

How to upload bulk users?

College Administrator needs to prepare a users’ list in our prescribed format and upload the list in the mentioned box. He/she can create 50 username and password for the faculty members and students through Upload bulk users at a time and upload another 50-50 users in bulk upload afterward and there is no bound in numbers to upload the bulk users. He/she can create username and password and send 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).**

Step 1: Click on **Upload Bulk Users** option and Copy-paste the user details created in excel file. **(The format of excel is available in Bulk Users Template)**

Step 2: Prepare a user list in prescribed excel format, copy that list, and paste in the box.

	A	B	C	D	E	F
1	Name	Email	Department	Designation	Contact No	Validity [mm/dd/yyyy]
2	Dinesh Pradhan	ranjan.dinesh@gmail.com	ESS	Scientist	7923268242	3/31/2030
3	Hitesh Solanki	hitesh.4259@gmail.com	ESS	Scientist	7923268249	3/31/2030
4	Roshni Yadav	roshniyadav963@gmail.com	SOUL	STO	7923268307	3/31/2030
5	Roma Asnani	roma.yogi@gmail.com	ESS	STO	7923268244	3/31/2030

Step 3: If valid records will be inserted then the message will be showing as 'Data Validation Completed'. Click on Ok button for the further process.

Data Validation Completed

4 valid users and 0 invalid users found. Please try again for invalid users.

Ok

Name	Email	Department	Designation	Mobile	Validity
Dinesh Pradhan	ranjan.dinesh@gmail.com	ESS	Scientist	7923268242	2030-03-31
Hitesh Solanki	hitesh.4259@gmail.com	ESS	Scientist	7923268249	2030-03-31
Roma Asnani	roma.yogi@gmail.com	ESS	STO	7923268244	2030-03-31
Roshni Yadav	roshniyadav963@gmail.com	SOUL	STO	7923268307	2030-03-31

Step 4: Click on save bulk User Details.

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

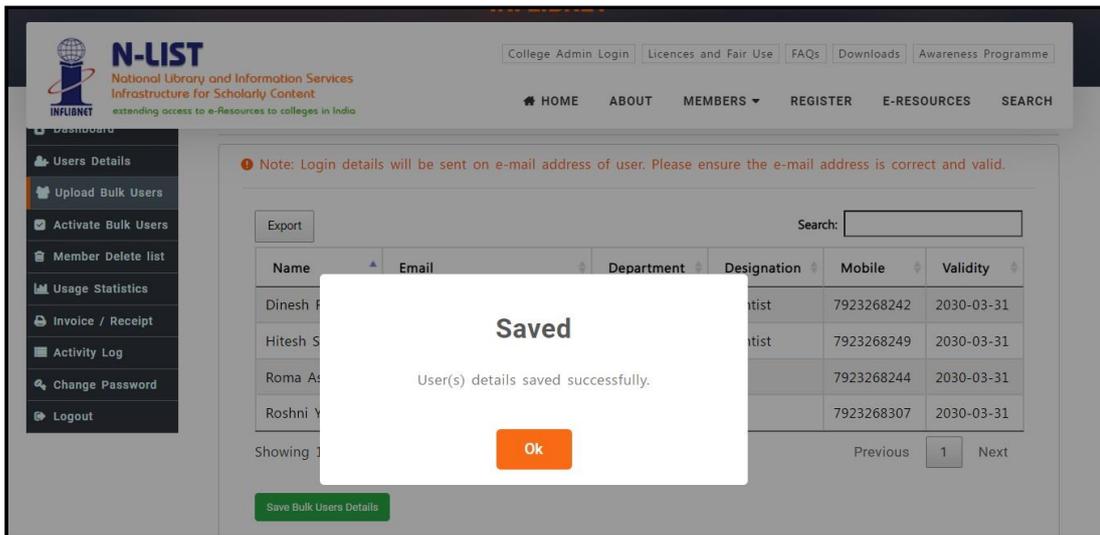
Name	Email	Department	Designation	Mobile	Validity
Dinesh Pradhan	ranjan.dinesh@gmail.com	ESS	Scientist	7923268242	2030-03-31
Hitesh Solanki	hitesh.4259@gmail.com	ESS	Scientist	7923268249	2030-03-31
Roma Asnani	roma.yogi@gmail.com	ESS	STO	7923268244	2030-03-31
Roshni Yadav	roshniyadav963@gmail.com	SOUL	STO	7923268307	2030-03-31

Showing 1 to 4 of 4 entries

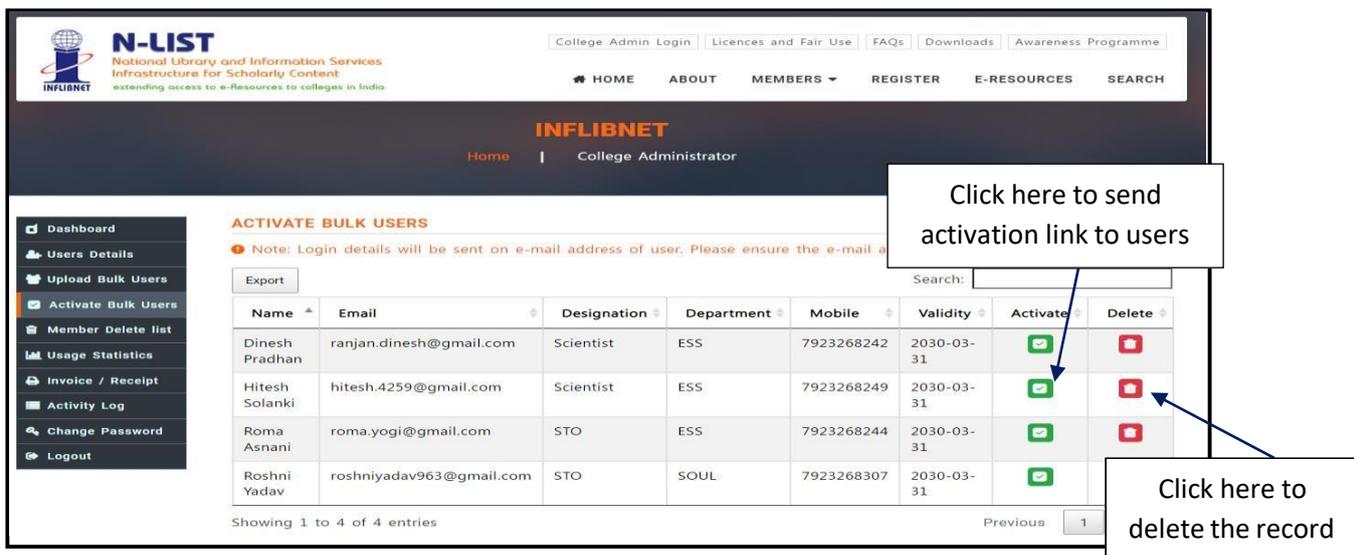
Save Bulk Users Details

Click here to save the details

If invalid mail Id has been uploading in the file than it will be showing as an **Invalid Email ID**. The valid details of users will get saved and the records will be showing in the Activate Bulk users automatically.



Step 5: College Admin needs to send activation link via email to individual user by clicking on activate symbol  and also can delete the record by clicking on the delete symbol .



Step 6: After clicking on activate button the system will send activation link to users. The message will be show as **Activation Email sent** to the user.

SRI A.S.N.M GOVT COLLEGE (A), PALAKOL | Library

The screenshot shows the N-LIST INFLIBNET College Administrator interface. A modal window titled "Activation Email Sent" is displayed in the center, with the message "Activation email sent to user successfully." and an "Ok" button. In the background, a table lists users with columns for Name, Email, Role, Category, Mobile, Validity, Activate, and Delete. The table contains four entries:

Name	Email	Role	Category	Mobile	Validity	Activate	Delete
Dinesh Pradhan	ra...			83268242	2030-03-31		
Hitesh Solanki	hitesh.4259@gmail.com	Scientist	ESS	7923268249	2030-03-31		
Roma Asnani	roma.yogi@gmail.com	STO	ESS	7923268244	2030-03-31		
Roshni Yadav	roshniyadav963@gmail.com	STO	SOUL	7923268307	2030-03-31		

Step:7 System will send an email to user with OTP (One time Password) and activation link and users must activate the account by clicking on activation link which they will be receiving in their respective emails.

The screenshot shows an email from INFLIBNET. The recipient is Roshni Yadav, STO, SOUL, INFLIBNET, Gandhinagar - Gujarat. The email contains the following text:

To
Roshni Yadav
STO
SOUL
INFLIBNET
Gandhinagar - Gujarat.

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

Dear N-LIST Member

Please find below the Member Username and password for NLIST member login detail, which will allow you to access E-resources. The N-LIST Member can login through NLIST Website at <https://nlist.inflibnet.ac.in/>

The Credential has been sent on behalf of your college(INFLIBNET)

N-LIST Login Details for Member Login

Username: roshniyadav963@gmail.com
Password: 848447 (One Time Password)

You need to activate your username using the OTP and set your desired password using <https://nlist.inflibnet.ac.in/vactivate.php>

Systematic download of e-resources content is Strictly Prohibited. Terms and Condition for access to e-resources is available at <https://nlist.inflibnet.ac.in/licence.php>

A callout box with the text "Click here to activate the username" has an arrow pointing to the activation link in the email body.

Step 8: After Clicking on Activation link, user needs to enter the **Username, OTP** and set the desired **Password** and click on Activate user.

After completing the user activation process, user can access the NLIST e-resources with username and new password.

How to resend the activation link?

If users have not activated the account or College Administrator notice that users have not activated the account and showing as activation pending, then College Administrator must resend the activation link to users one by one.

After login College Administrator Module, Click on Users' Details. College administrator can search particular user from searchbox and send the activation link to that user. After clicking on activate button the system will send activation link to users. The message will be showing as **Activation Email sent** to the user.

USERS DETAILS

213 Total Users | 173 Active Users | 19 Expired Users | 20 Pending Users | 1 Invalid Email

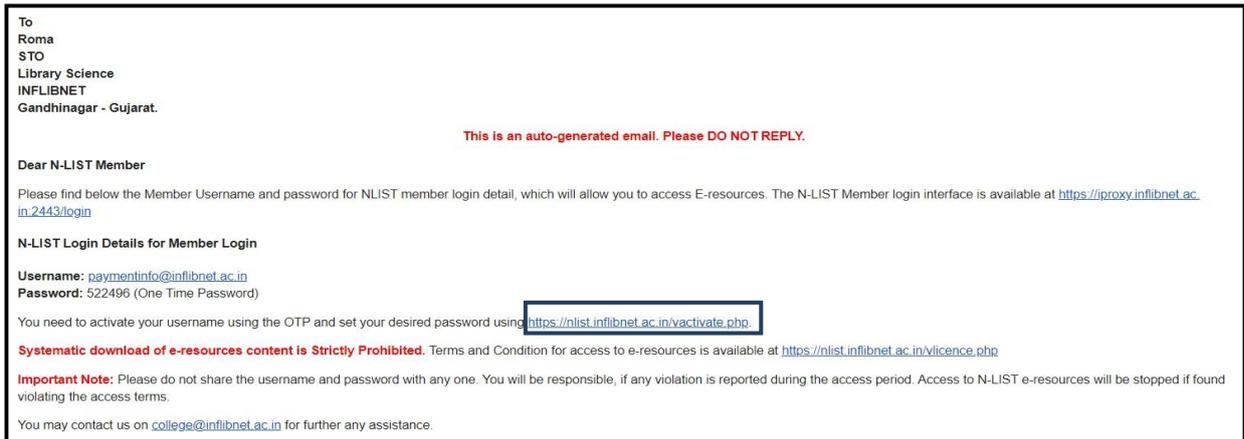
Total Users
 - Active Users; - Invalid Email ID; - Expired Users; - Pending Users

Buttons: Select All, Extend Validity, Send Activation Email, Add New User

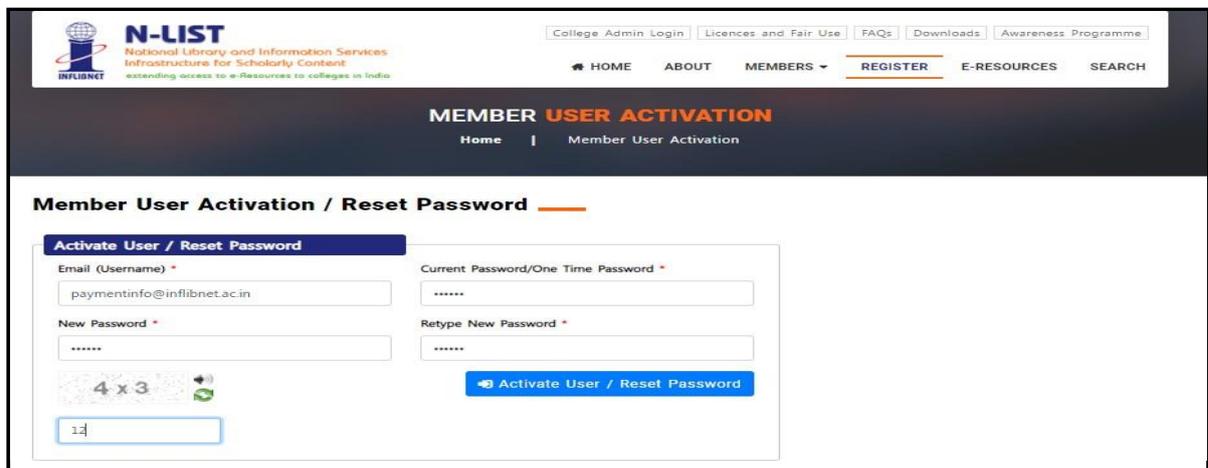
Name	Email	Designation	Department	Validity	Status	Action
Roma	paymentinfo@inlibnet.ac.in	STO	Library Science	2023-03-31	Pending	Send Activation Email

Showing 1 to 1 of 1 entries (filtered from 213 total entries)

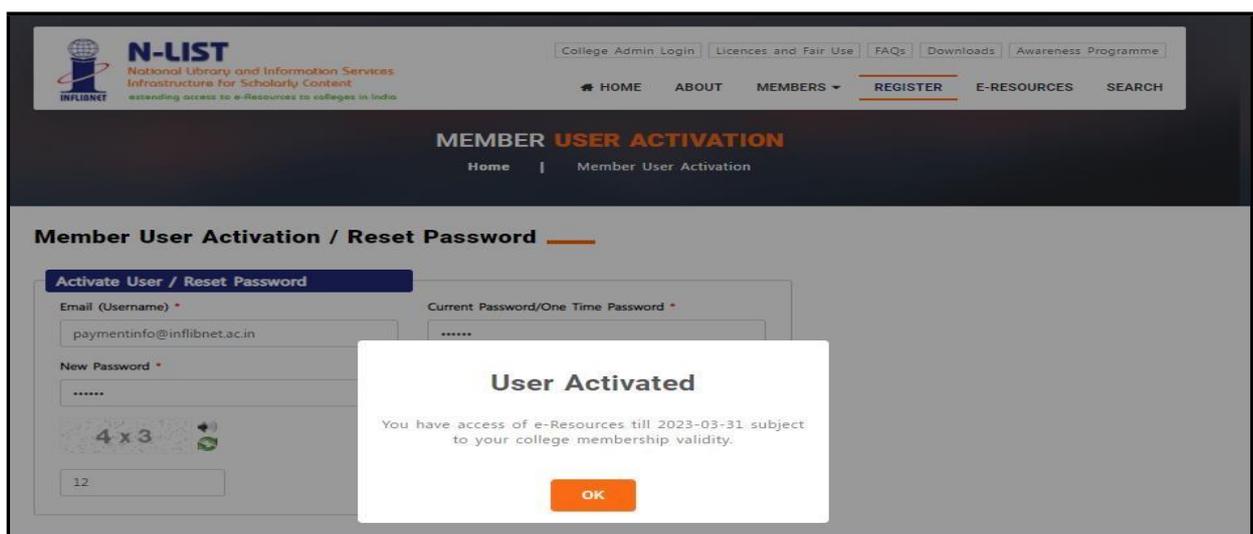
System will send an email to user with OTP (One time Password) and activation link and users must activate the account by clicking on activation link which they will be receiving in their respective emails.



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

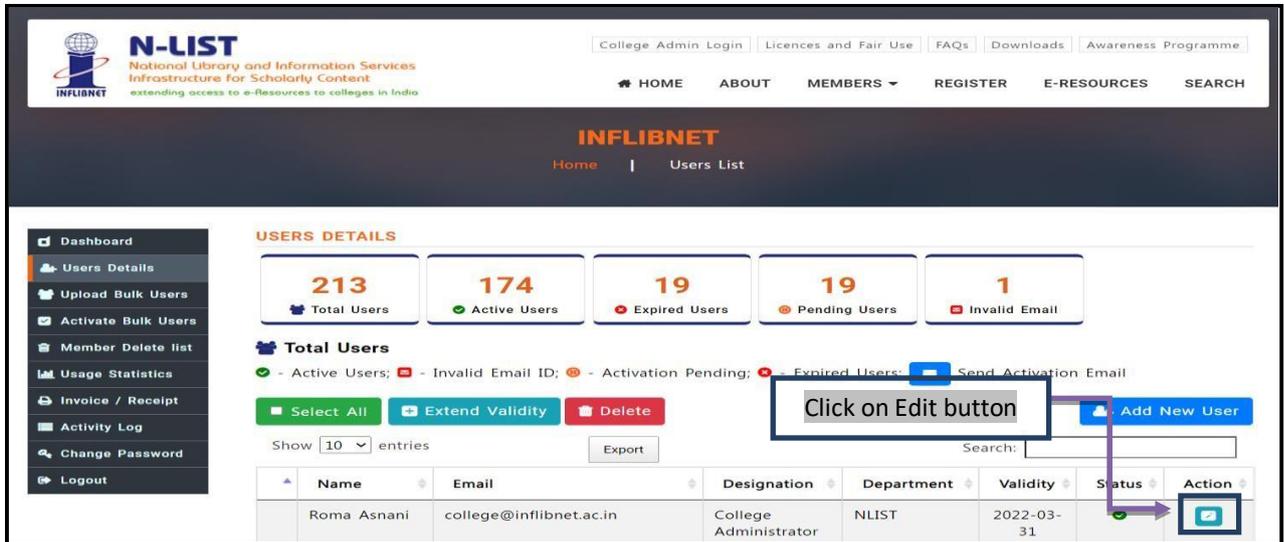


After completing the user activation process, user can access the NLIST e-resources with username and new password.



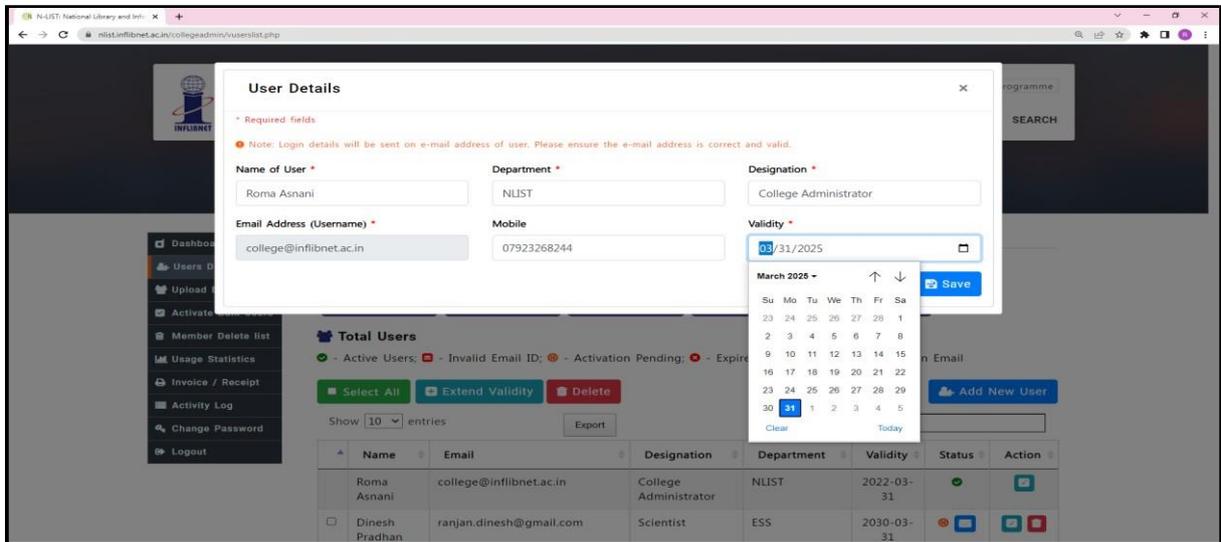
How to extend validity of College Administrator's account?

After login College Administrator Module, Click on Users' Details, first user detail can be seen as College Administrator details. Click on edit button to extend the validity.



College Administrator details can be editable in the field of Name, Department, Designation, Mobile and extend the validity as per require but email id is not editable.

For validity extension, click on calendar in validity and select the date from the drop down. Then click on Save button.



How to extend the user's validity?

Step 1: After login College Administration Module, click on users' details and search the name or username i.e. email id, click on the edit button.

N-LIST
National Library and Information Services
Infrastructure for Scholarly Content
extending access to e-Resources to colleges in India

College Admin Login | Licences and Fair Use | FAQs | Downloads | Awareness Programme

HOME ABOUT MEMBERS REGISTER E-RESOURCES SEARCH

USERS DETAILS

213 Total Users | 173 Active Users | 19 Expired Users | 20 Pending Users | 1 Invalid Email

Total Users
Active Users; Invalid Email ID; Activation Pending; Expired Users; Send Activation Email

Select All | Extend Validity | Delete | Add New User

Show 10 entries | Export | Search: pay

Name	Email	Designation	Department	Validity	Status	Action
Roma	paymentinfo@inflibnet.ac.in	STO		03-		

Showing 1 to 1 of 1 entries (filtered from 213 total entries) | Previous 1 Next

Click on Edit button

Step 2: User details can be editable in the field of Name, Department, Designation, Mobile and extend the validity as per require but email id is not editable. Then click on Save button.

User Details

* Required fields

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

Name of User *
Roma

Department *
Library Science

Designation *
STO

Email Address (Username) *
paymentinfo@inflibnet.ac.in

Mobile
02923268244

Validity *
03/31/2023

Save

Active Users; Invalid Email ID; Activation Pending; Expired Users; Send Activation Email

Select All | Extend Validity | Delete | Add New User

Show 10 entries | Export | Search: pay

Name	Email	Designation	Department	Validity	Status	Action
Roma	paymentinfo@inflibnet.ac.in	STO	Library Science	2023-03-31		

Showing 1 to 1 of 1 entries (filtered from 213 total entries) | Previous 1 Next

How to extend the validity of Users in Bulk?

Step: 1 After login College Administration Module, click on users' details then expired users' box and tick on those users for which college Administrator wants to extend the validity of the users or tick on select all for all 10 users which is showing at the front then click on the extend the validity button. College Administrator can show 10, 25, 50 and 100 entries by selecting number of entries from the show drop down.

USERS DETAILS

213 Total Users | 173 Active Users | 19 Expired Users | 20 Pending Users | 1 Invalid Email

Total Users
 - Active Users; - Invalid Email ID; - Activation

Unselect All | Extend Validity | Delete | Add New User

Show 10 entries | Export | Search: pay

Name	Email	Designation	Department	Validity	Status	Action
<input checked="" type="checkbox"/>	Roma	paymentinfo@inflibnet.ac.in	STO	Library Science	2023-03-31	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Showing 1 to 1 of 1 entries (filtered from 213 total entries) | Previous 1 Next

Callout 1: Click here to extend validity for selected users (points to 'Extend Validity' button)

Callout 2: Tick on selected user or tick on Select All (points to 'Unselect All' button)

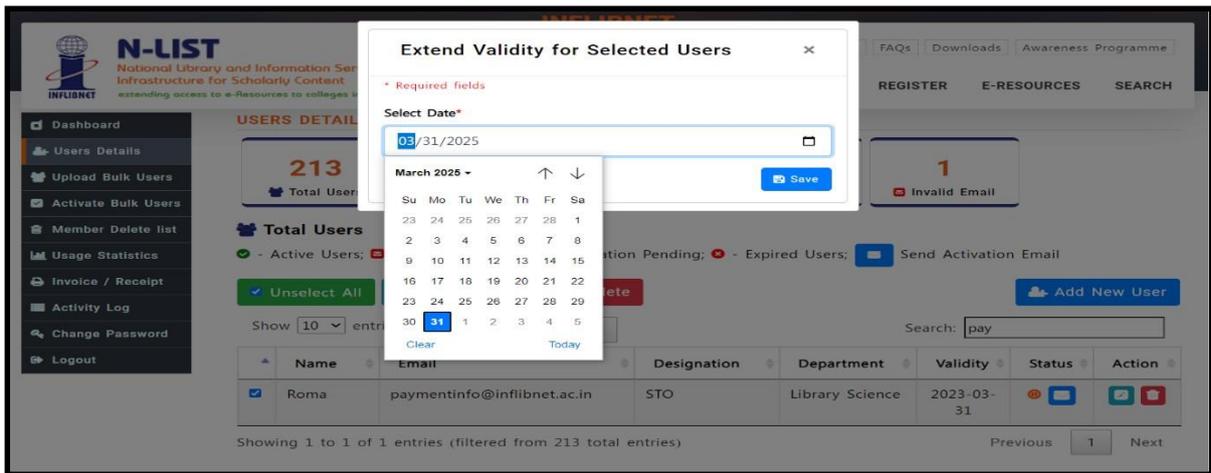
Step 2: System will ask for confirmation. Click on yes, extend it then refresh the webpage.

Validity Extension

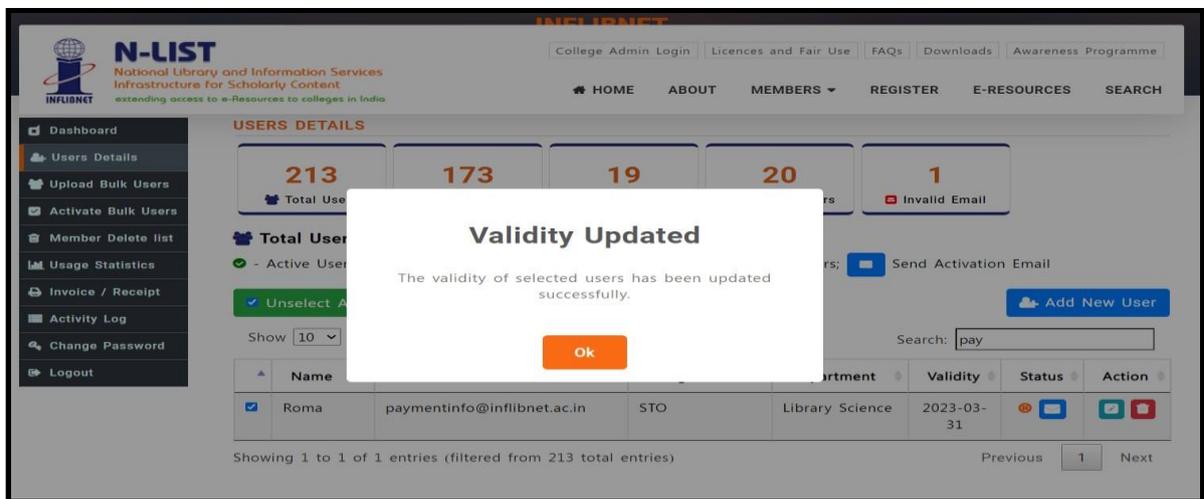
Do you want to extend validity of selected users?

Cancel | Yes, Extend it!

Step 3: For validity extension, click on calendar in validity and select the date from the drop down. Then click on Save button.



Step 4: Click on Ok button to complete the process of extension of validity.



How to delete the single User?

Step: 1 After login College Administration Module, click on users' details and search the name or username i.e. email id, click on the Delete button.

USERS DETAILS

213 Total Users | 174 Active Users | 19 Expired Users | 19 Pending Users | 1 Invalid Email

Active Users

Active Users; Invalid Email ID; Activation Pending; Expired Users

Select All | Extend Validity | Delete | Add New User

Show 10 entries | Export

Name	Email	Designation	Department	Validity	Status	Action
Roma Asnani	college@inflibnet.ac.in	College Administrator	NLIST	2025-03-31	✓	[Icon]
Abhishek Kumar	abhishek@inflibnet.ac.in	Scientist-D	INFLIBNET	2025-03-31	✓	[Icon] [Delete]
Gauravprakash	gaurav@inflibnet.ac.in	Scientist-C (CS)	Inflibnet	2025-03-31	✓	[Icon] [Delete]
Mitesh	mitesh@inflibnet.ac.in	Scientist-C	INFLIBNET	2025-03-31	✓	[Icon] [Delete]

Step:2 System will ask for confirmation. Click on yes, Delete it then refresh the webpage.

Are you sure?

You will not be able to recover this user details

Cancel | Yes, delete it!

How to check Usage Statistics?

College administrator can get the monthly usage statistics report in new format from July 2021 onwards. Usage Statistics can be downloadable before July 2021 through Old Usage Format.

SRI A.S.N.M GOVT COLLEGE (A), PALAKOL | Library

Usage statistics can be downloadable in selected interval months also. College administrators need to select the start month from July 2021 onwards and end month as per their requirement. Unique users, times login and page views of selected interval months can see and download in JPEG format and CSV format.

College Administrator can download the month-wise usage report in CSV format as well as Usage chart in JPEG format.

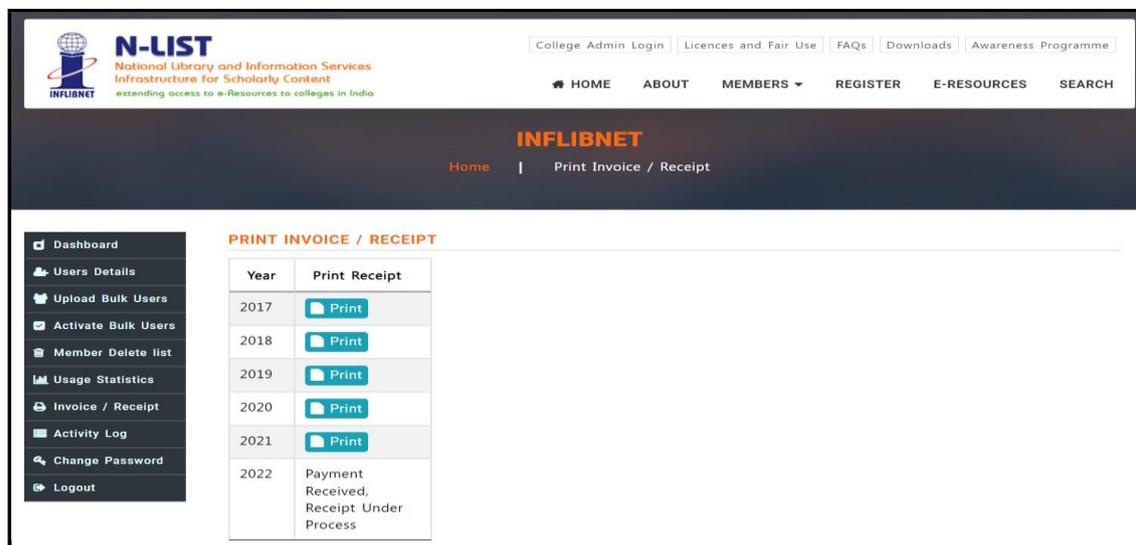
Month-wise usage report can be downloadable in CSV format as well as Usage chart can be downloadable in JPEG format.

Usage report can be exported in csv format

Name	Username	Department	Month	Year	Times Logged In	Page Views
Roshni Yadav	roshni@inflibnet.ac.in	ess	01	2022	25	519
Roshni Yadav	roshni@inflibnet.ac.in	ess	02	2022	48	482
Mr. Pallab	pallab@inflibnet.ac.in	INFLIBNET and OTHER Members	05	2022	5	306
Mrs. Hema	hema@inflibnet.ac.in	INFLIBNET and OTHER Members	01	2022	9	296
Mr. Mohit	mohit@inflibnet.ac.in	INFLIBNET and OTHER Members	02	2022	7	286

How to generate the invoice/receipt?

College Administrator can get the invoice/receipt from the college administrator module, and it can be downloadable after receiving the confirmation email regarding invoice/receipt by the College Administrator and Principal of the college.

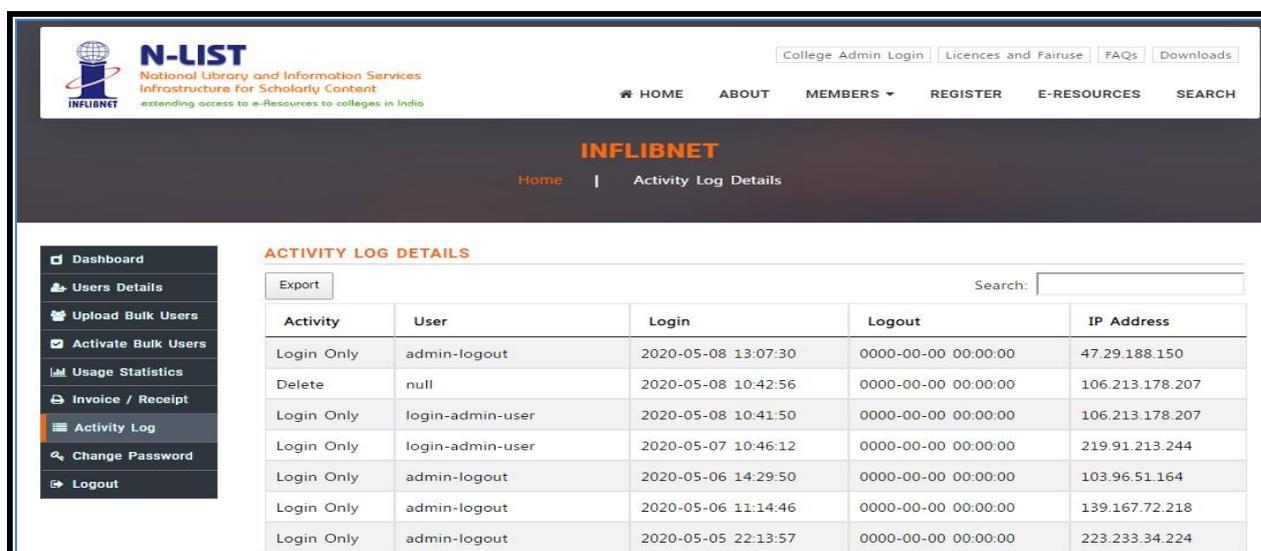


Click on **Print** and it will be generated the invoice/receipt in pdf format. College Administrator can also check the status of the invoice/receipt, if invoice/receipt is not generated then the status will be showing as **payment has been received and receipt is under process**.

How to check daily activity of College Administrator?

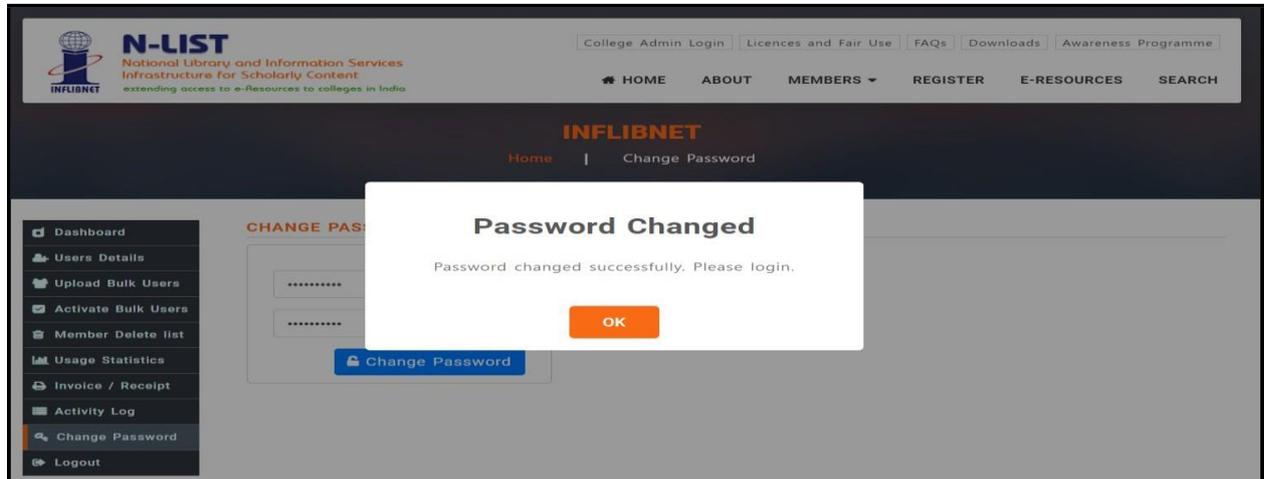
An activity log is a report in which all the daily activities are sequentially ordered and displayed. College Administrator can add, edit and delete the users.

This function can helps to College Administrator to check when he/she login and logout the college administrator, he/she also see the records which add, edit and delete on particular date along with the detail of the IP Address.



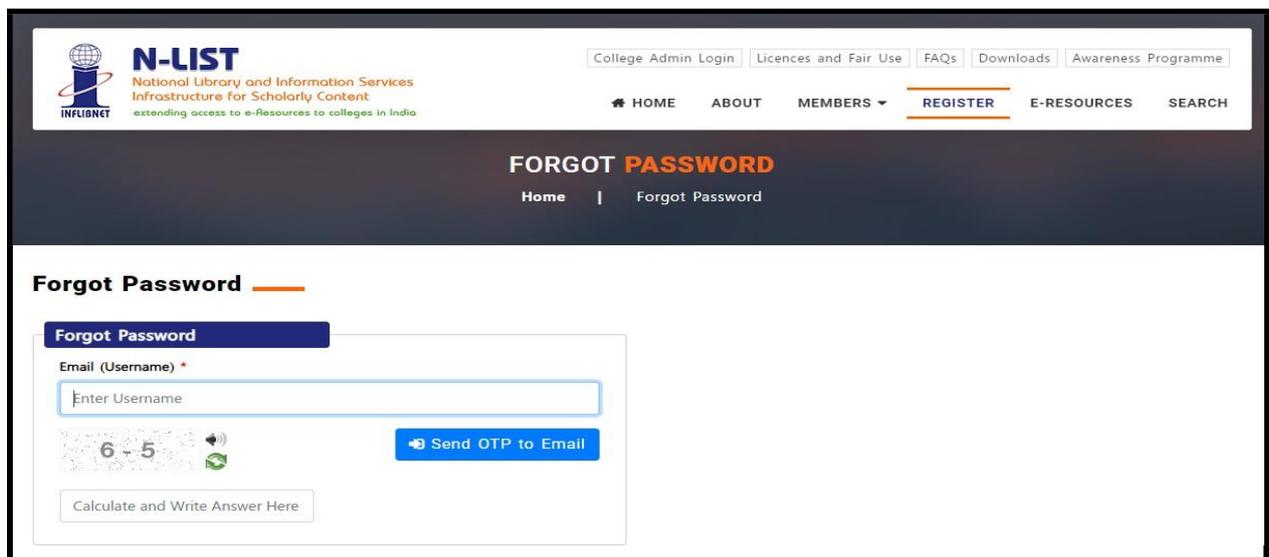
How to change Password?

After login College Administrator Module, if College Administrator wants to change the password then click on **change password**, enter the **new password** & **Retype new password** and click on Change Password.



How to reset the password?

Step 1: If College Admin forgets the password OR unable to login in College Administrator Module, then Go to College Administrator page and click on **Forgot Password**; enter the username and click on send OTP to Email.



Step 2: New OTP will receive in the email along with the link. College Admin have to click on that link, enter the username, OTP and set the new password.

The screenshot shows the N-LIST website interface. At the top left is the N-LIST logo with the text 'National Library and Information Services Infrastructure for Scholarly Content' and 'extending access to e-Resources to colleges in India'. To the right are navigation links: 'College Admin Login', 'Licences and Fair Use', 'FAQs', 'Downloads', and 'Awareness Programme'. Below these are main menu items: 'HOME', 'ABOUT', 'MEMBERS', 'REGISTER', 'E-RESOURCES', and 'SEARCH'. The main heading is 'MEMBER USER ACTIVATION' with a breadcrumb trail 'Home | Member User Activation'. The form title is 'Member User Activation / Reset Password'. The form itself is titled 'Activate User / Reset Password' and contains the following fields and elements:

- Email (Username) ***: Input field with placeholder 'Enter Username'.
- Current Password/One Time Password ***: Input field with placeholder 'Enter Current Password / OTP'.
- New Password ***: Input field with placeholder 'Enter New Password'.
- Retype New Password ***: Input field with placeholder 'Enter Confirm Password'.
- 8 x 4**: A CAPTCHA image showing the number 8 x 4.
- Calculate and Write Ar**: A button to solve the CAPTCHA.
- Activate User / Reset Password**: A blue button to submit the form.

For any queries related to access mail us at college@inflibnet.ac.in & related to payment mail us on paymentinfo@inflibnet.ac.in OR Please contact us on +91 79-2326 8243/8244.