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.

	▲ Not secure https://iproxy.inflibnet.ac.in:2443/login
i	(j) Your connection isn't secure
Your connection isn't secure	This site uses an outdated security configuration that might expose your personal information when it's sent to this site (for example, passwords, messages, or credit cards).
This site uses an outdated security of Click on the Unformation when it's sent to this site (for examp "Advanced" Option	Hide advanced Click on Continue Dage
Advanced Go back	The connection used to load this site is TL turned off in the future. When these are turned off is the future. The server should use TLS 1.2 or later. Continue to iproxy inflibret.ac.in (unsafe)

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

\leftarrow	\rightarrow D	A Not secure https://iproxy.i	nflibnet.ac.in:2443/login	☆ ¢	: 🖻 🕻
	INFLIBNET	N-LUST National Library and Information Services Infrastructure for Scholarly Content extending access to e-Resources to colleges in India	College Admin Login Licences and Fairuse FAQs Downloads	Awareness Pr	rogrammes SEARCH
			MEMBER USER LOGIN TO GET FULLTEXT ACCESS		
			User Login Enter Username Enter Password Forgot Password? Activate User?		

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

N-LIST	College Admin Login Licences and Fairuse FAQs Downloads Awareness Programmes
National Library and Information Services Infrastructure for Scholarly Content extending access to e-Resources to colleges in India	₩ HOME ABOUT MEMBERS - REGISTER E-RESOURCES SEARCH
-Resources @N-LIST	-€ Logo
Search e-Journals and e-Books	
You may search e-Books or e-Journals	All Fields
The Consortium subscribes to the following resources for publisher's website. E-Journals (Fulltext)	or the colleges. All electronic resources subscribed under N-LIST Programme are available from th
The Consortium subscribes to the following resources fo publisher's website. E-Journals (Fulltext)	or the colleges. All electronic resources subscribed under N-LIST Programme are available from th
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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.



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 (<u>https://nlist.inflibnet.ac.in</u>) and click on College Administrator Login.

Notional Library and Information Services Infrastructure for Scholarly Content extending access to e-flessources to colleges in India		College Admin I	ABOUT MEMB	Fair Use FAQs Downloads Awareness Programme ERS • REGISTER E-RESOURCES SEARCH
A college component of e-ShodhSindhu consortium with access to 6,000+ journals, 1,99,50+ ebooks under N-LIST and 6,00,000 ebooks through NDL. READ MORE •	 ♥ W. ♥ All colleges and 2(f) of the ♥ Non-Aided Engineering, N Dentistry and 	ho are elig s covere under b UGC Act. i colleges (exce danagement, Me Nursing). JOIN •	gible? Sections 12(8) Sept Agriculture, dical, Pharmacy,	REGISTERED MEMBER'S LOGIN
paymentinfo[at]inflibnet.ac.in	Search e-bo	ATISTICS		College[at]inflibnet.ac.in
Administrator Login Admin Manual The Proforma Invoice, Invoice and Payment	4116 Beneficiary Colleges	662659 Total Active Users	30130 Users Activated in Nov-2022	 Selvamm Arts & Science Collegy (Autonomous), Namakkal, Tamil Nadu CSSR & SRRM Degree & P G College Kadapa, Andhra Pradesh
for the financial Year 2022-2023 can be generated by clicking below link.	WHAT'S NEW			 Shri Shivaji College of Physical Education Amravati, Amravati, Maharashtra Dr. N.G.P. Arts & Science College Coimbatore, Tamil Nadu Shri V. B. Patel College of Commerce

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

INFLIBNET	N-LIST National Library and Information Services Infrastructure for Scholarly Content extending access to e-fleseurces to colleges in India	College Admin Login Licences and Fair Use FAQs Downloads Awareness Programme
		COLLEGE ADMINISTRATOR Home Administrator Login
College Login college 10 4d Forgot I Activate	e Administrator Login @inflibnet.ac.in • * 4 (*) * 4	 Instructions Only authorized college administrator can login to this system. If your college is not having college admin login details, please download the Authorization Letter from here and send the duly filled signed copy to INFLIBNET Centre at college[at]inflibret.ac.in. If College has already made payment for N-LIST membership for the year (2022-2023), but N-LIST service is not started in the college then please submit your payment details. Refer the N-LIST College Administrator Manual for more details about managing your college users and college details. For further query/help, please contact us on +91 79 2326 8243/8244.

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

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.

INFLIBNCT	y and Information Services or Scholarly Content o e-flesources to colleges in India	College Admin Login	Licences and Fair Use	FAQs Downloads REGISTER E-R	Awareness Programme
		INFLIBNET			
		ome Admin Dashbo	ard		
Dashboard	DASHBOARD				
Users Details	INFLIBNET Address: INFLIBNET, Gandhinaga	ar, Gujarat - 382007		173 Active Users	19 Expired Users
Activate Bulk Users	 Website: www.inflibnet.ac.in AISHE Code: C-00000 GST No: 24AAATI1480J1ZS (Ver 	ified)		19 Pending Users	0 Delete Request
Usage Statistics					
Invoice / Receipt	Principal Details	N-LIST College Ad	min Details 🕝	Technical Pers	on Details 🛛 🕝
Activity Log	Prof J P Singh Joorel college@inflibnet.ac.in	🛔 Roma Asnani	et ac in	Aakansha ess pa2@inf	libnet ac in
Change Password	ssword Image: State of the state				5

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

Edit Principal Details		×
* Required fields		
Name *	Email Address *	Mobile No *
Prof J P S Joorel	college@inflibnet.ac.in	079-23268243/44
TIGET STOOLE	concyceenmonecac.m	₽ Sat

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

Imin Details		×
Email Address *	Mobile No *	
college@inflibnet.ac.in	07923268244	
	Email Address * college@inflibnet.ac.in	Email Address * Mobile No * college@inflibnet.ac.in 07923268244

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

Edit Technical Pers	on Details	×
* Required fields		
Name *	Email Address *	Mobile No *
Aakansha	ess.pa2@inflibnet.ac.in	07923268245
		ave 2

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 administator needs to click on the search box and enter the username i.e. email id, to check the status and details of user.)

N-LIST National Library of Infrastructure for	and Information Services Scholarly Content		College Admin Login	Licences and Fair Use	FAQs Downloads	Awareness	Programm
INFUSACE extending access to e	-Nesources to colleges in mole						
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d Dashboard	USERS DETAILS						
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Member Delete list	🍟 Total Users						
La Usage Statistics	Active Users;	- Invalid Email ID; 🐵	- Activation Pending;	 Expired Users; 	Send Activatio	n Email	
Invoice / Receipt	Select All	Extend Validi	Click here to A	dd New Use	r	🛃 📥 Add 1	New Use
Activity Log	Show 10 💙 entri	es			Search: infl		
 Logout 	A Name 🔅	Email	Design	ation 🕴 Departm	ment 🕴 Validity 🕯	Status 🕆	Action
	Roma Asnani	college@inflibnet.ac.i	n College Adminis	NLIST	2025-03-	0	

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.

Ē
B Save

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

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

To Akansha Pandey Project Associate ESS 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: ess pa2@Inflibnet.ac.in Password: 905953 (One Time Password) Click here to activate
You need to activate your username using the OTP and set your desired password using https://nlist.inflibnet.ac.in/vactivate.obp. the username
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/vlicence.php

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.

N-LIST Notional Ubrary and Information See Infusion Construction See and Second	College Admin Login Licences and Fair Use FAQs Downloads Awareness Programme rvicess In India # HOME ABOUT MEMBERS • REGISTER E-RESOURCES SEARCH
	MEMBER USER ACTIVATION
	Home Member User Activation
	a second de la construcción de la c
lember User Activation / R	eset Password
lember User Activation / R	eset Password
Iember User Activation / R Activate User / Reset Password Email (Username) *	Current Password/One Time Password *
Tember User Activation / R Activate User / Reset Password Email (Username) * ess.pa2@inflibnet.ac.in	Current Password/One Time Password *
Iember User Activation / R Activate User / Reset Password Email (Username) * ess.pa2@inflibnet.ac.in New Password *	Current Password/One Time Password *
Iember User Activation / R Activate User / Reset Password Email (Username) * ess.pa2@inflibnet.ac.in New Password *	Current Password/One Time Password *
Activate User / Reset Password Email (Username) * ess.pa2@inflibnet.ac.in New Password * 	Current Password Curren

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)

	INFLIBNET
	Template for creating
	excelsheet
Dashboard	USERS BULK UPLOAD
Users Details	Note: Login details will be sent on e-mail address of user. Please ensure the e-mail address is a Copy & paste the use
Upload Bulk Users	Prepare your list of users in the bulk users template (xisx format) provided and copy & paste the details o
Activate Bulk Users	
Member Delete list	Prepare your list of users in the excel template provided and copy and paste here the details of maximum 50 users at a time
Usage Statistics	
Invoice / Receipt	
Activity Log	
The second second second second	

	D	С	D	E	F
Name	Email	Department	Designation	Contact No	Validity [mm/dd/yyyy]
Dinesh Pradhan	ranjan.dinesh@gmail.com	ESS	Scientist	7923268242	3/31/2030
Hitesh Solanki	hitesh.4259@gmail.com	ESS	Scientist	7923268249	3/31/2030
Roshni Yadav	roshniyadav963@gmail.com	SOUL	STO	7923268307	3/31/2030
Roma Asnani	roma.yogi@gmail.com	ESS	STO	7923268244	3/31/2030
	ame inesh Pradhan itesh Solanki oshni Yadav oma Asnani	ame Email inesh Pradhan ranjan.dinesh@gmail.com itesh Solanki hitesh.4259@gmail.com oshni Yadav roshniyadav963@gmail.com oma Asnani roma.yogi@gmail.com	ame Email Department inesh Pradhan ranjan.dinesh@gmail.com ESS itesh Solanki hitesh.4259@gmail.com ESS oshni Yadav roshniyadav963@gmail.com SOUL oma Asnani roma.yogi@gmail.com ESS	ame Email Department Designation inesh Pradhan ranjan.dinesh@gmail.com ESS Scientist itesh Solanki hitesh.4259@gmail.com ESS Scientist oshni Yadav roshniyadav963@gmail.com SOUL STO oma Asnani roma.yogi@gmail.com ESS StO	ameEmailDepartmentDesignationContact Noinesh Pradhanranjan.dinesh@gmail.comESSScientist7923268242itesh Solankihitesh.4259@gmail.comESSScientist7923268249oshni Yadavroshniyadav963@gmail.comSOULSTO7923268307oma Asnaniroma.yogi@gmail.comESSSTO7923268244

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

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.

N-LIST INFLIGHT INFLIGHT INFLIGHT	and Information Services Scholarly Content -Resources to colleges in India	College Admi	n Login Licences a	nd Fair Use FAQs	Downloads A	wareness Programme
		INFLIBNI Home College /	E T Administrator			
 ☑ Dashboard ▲ Users Details ☑ Upload Bulk Users ☑ Activate Bulk Users 	USERS BULK	Data Validation C d users and 0 invalid users for for invalid users	ompleted	the e-mail a gain Sea n	address is correc	ct and valid.
Member Delete list Usage Statistics Invoice / Receipt	Name Dinesh F	Ok		ignation 🔶	Mobile	Validity
Activity Log	Hitesh Solanki	hitesh.4259@gmail.com	ESS	Scientist	7923268249	2030-03-31
& Change Password	Roma Asnani	roma.yogi@gmail.com	ESS	STO	7923268244	2030-03-31
🕒 Logout	Roshni Yadav	roshniyadav963@gmail.com	SOUL	STO	7923268307	2030-03-31
	Showing 1 to 4 of	4 entries			Previous	1 Next

Step 4: Click on save bulk User Details.

N-LIST	d Information Services	College Admir	n Login Licences a	nd Fair Use FAQs	Downloads A	wareness Programme
Infrastructure for Se INFLIBNET extending access to e-R	<mark>cholarly Content</mark> esources to colleges in India	🖀 НОМЕ	ABOUT MEN	MBERS - REGI	STER E-RESO	DURCES SEARCH
🖬 Dashboard	JSERS BULK UPLOAD					
users Details	ONOTE: Login details	will be sent on e-mail address	of user. Please e	nsure the e-mail	address is corre	ct and valid.
🕈 Upload Bulk Users					-	
Activate Bulk Users	Export			Sear	rch:	
🗃 Member Delete list	Name 🔺	Email 🔶	Department 💠	Designation 🕴	Mobile 🔶	Validity 🔅
LUsage Statistics	Dinesh Pradhan	ranjan.dinesh@gmail.com	ESS	Scientist	7923268242	2030-03-31
Invoice / Receipt	Hitesh Solanki	hitesh.4259@gmail.com	ESS	Scientist	7923268249	2030-03-31
Activity Log	Roma Asnani	roma.yogi@gmail.com	ESS	STO	7923268244	2030-03-31
 Logout 	Roshni Yadav	roshniyadav963@gmail.com	SOUL	STO	7923268307	2030-03-31
	Showing 1 to 4 of 4	4 entries			Previous	1 Next
		Click her	re to save th	he details		
	Save Bulk Users Details	CIICK HE				

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.

Note: Login details will be sent on e-mail address of user. Please ensure the e-mail address is correct and valid.
Export Search:
Name Email Department Designation Hobile Validity
Dinesh F 115t 7923268242 2030-03-31
Hitech S Saved tist 7923268249 2030.03.31
Roma As User(s) details saved successfully. 7923268244 2030-05-31
Roshni Y 7923268307 2030-03-31
Hitesh S Out VOt Itist 7923268249 20 Roma A: User(s) details saved successfully. 7923268244 20 Roshni Y 7923268307 20

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 [□].

National Librar Infeiter	y and Information or Scholarly Conte o e-Resources to calle	t Services ant gas in India	College Admin L	ogin Licences an ABOUT MEM	d Fair Use FAQ BERS ▼ REG	s Downloads	Awareness	Programme SEARCH	
🗂 Dashboard	ACTIVATE O Note: Log	Home BULK USERS in details will be sent on e-m	College Adr	ninistrator ser. Please ensure	the e-mail a	Clicl activat	k here to tion link	o send to users	
😁 Upload Bulk Users	Export				L	Search:	/		Ľ
Activate Bulk Users	Name *	Email \$	Designation 🕸	Department 🖗	Mobile 🕴	Validity 🍦	Activate	Delete 🌣	
 Member Delete list Usage Statistics 	Dinesh Pradhan	ranjan.dinesh@gmail.com	Scientist	ESS	7923268242	2030-03- 3 <mark>1</mark>			
🖨 Invoice / Receipt	Hitesh	hitesh.4259@gmail.com	Scientist	ESS	7923268249	2030-03-			
 Activity Log Change Password Logout 	Roma Asnani	roma.yogi@gmail.com	STO	ESS	7923268244	2030-03- 31			
	Roshni Yadav	roshniyadav963@gmail.com	STO	SOUL	7923268307	2030-03- 31		Clic	k here to
	Showing 1 t	o 4 of 4 entries		1	1	Pi	evious 1	delete	the record

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.

INFLIBNCT Notional Libra	ry and Informatio for Scholarly Cont to e-Resources to coll	n Services ent eges in India	HOME	ABOUT ME	MBERS - REG	ISTER E-R	ESOURCES	SEARCH
Dashboard	ACTIVATE	BU			-			
🖌 Users Details	• Note: Log	gin Activati	on Ema	ul Sont	e-mail add	tress is corre	ct and valid.	
Upload Bulk Users	Export	Activati		in Sent		Search:		
2 Activate Bulk Users	Name *	Activation ema	il sent to use	er successfully.	obile 🕴	Validity	Activate	Delete
Member Delete list							-	-
L Usage Statistics	Dinesh Pradhan	ra	Ok		23268242	2030-03- 31		
Invoice / Receipt	Hitesh	hitesh.4259@gmail.com	Scientist	ESS	7923268249	2030-03-		
Activity Log	Solanki					31		
e Change Password	Roma	roma.yogi@gmail.com	STO	ESS	7923268244	2030-03-		
A CONTRACTOR OF A CONTRACT OF	Asnani					31		
Logout		roshnivadav963@gmail.com	STO	SOUL	7923268307	2030-03-		

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.



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

N-LIST National Ubrary and Infor Infrastructure for Scholark extending access to e-Resources	nation Services Content to colleges in India	College Admin Login Lice	ences and Fair Use FAC	Qs Downloads Awareness	Programme SEARCH
Aember User Activatio	on / Reset Password	-			
Email (Username) *	Current Password	d/One Time Password *			
roshniyadav963@gmail.com					
New Password *	Retype New Pas	sword *			
4 x 4 ♣) 36	Act	ivate User / Reset Passwo	rd		

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 administrar 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.

N-LUS INFLIGNET	ry and Information Service for Scholarly Content to e-Resources to colleges in In	as dio	College Adr	nin Login Licence: ABOUT M	and Fair Use FAG	GISTER E-RE	Awareness	Programme SEARCH
						Search	the pai	rticular
d Dashboard	USERS DETAILS					user fr	om Sea	rchbox
🐣 Users Details 👻 Upioad Bulk Users	213	173 • Active Users	19 • Expired	J Users @ Per	20 nding Users	1 Invalid Email		/
Activate Buik Users	 Total Users Active Users; 	3 - Invalid Email ID; @	Click	on it to rese	end s;	Send Activation	n Email	/
Invoice / Receipt	Select All	+ Extend Validity	the a	ctivation li	nk			New User
Activity Log	Show 10 × ont	rior	che e					
4 Change Password	316W 10 + Ph	nes	Export			Search: pay		
le Logout	A Name 🔶	Email	۰	Designation	Department	Validity	Status 🌖	Action 0
	Roma	paymentinfo@inflibne	e <mark>t.ac.in</mark>	STO	Library Science	2023-03- 31	•	
	Roma Showing 1 to 1 of	paymentinfo@inflibne	et.ac.in n 213 total er	STO	Library Science	2023-03- 31	evious 1	

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.

To Roma STO
Library Science INFLIBNET Control Cont
Ganoninagar - 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 login interface is available at https://iproxy.inflibnet.ac.
N-LIST Login Details for Member Login
Username: paymentinfo@inflibnet.ac.in Password: 522496 (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/vlicence.php
Important Note: Please do not share the username and password with any one. You will be responsible, if any violation is reported during the access period. Access to N-LIST e-resources will be stopped if found violating the access terms:
You may contact us on <u>college@inflibret.ac.in</u> for further any assistance.

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

N-LIST National Library and Information S	College Admin Login Licences and Fair Use FAQs Downloads Awareness Programme
INFLIGNET extending access to e-Resources to college	HOME ABOUT MEMBERS - REGISTER E-RESOURCES SEARCH
	MEMBER USER ACTIVATION
	Home Member User Activation
lember User Activation /	Reset Password
Activate User / Reset Password	
Email (Username) *	Current Password/One Time Password *
paymentinfo@inflibnet.ac.in	
New Password *	Retype New Password *
the second s	
4 x 3 👏	Activate User / Reset Password
4 x 3 🕈	Activate User / Reset Password

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

N-LIST National Library and Information Infrastructure for Scholarly Conte extending access to e-Resources to cole	College Admin Login Licences and Fair Use FAQs Downloads Awareness Programme wit HOME ABOUT MEMBERS - REGISTER E-RESOURCES SEARCH get in India
	MEMBER USER ACTIVATION Home Member User Activation
ember User Activation / Activate User / Reset Password	Reset Password
Email (Username) *	Current Password/One Time Password *
naumentinfo@inflibnet.ac.in	

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.

INFLIDENT Notional Librar Infrastructure fr extending access to	y and Information Services or Scholarly Content o e-Resources to colleges in India		College Admin Login	Licences and Fair Use	FAQs Downloads	Awareness Programme
			NFLIBNET			
d Dashboard	USERS DETAILS					
Le Users Details	213	174 C Active Users	19 S Expired Users	19	1 Invalid Email	
 Member Delete list Lat Usage Statistics 	 Total Users Active Users; 	Invalid Email ID; 🐵	- Activation Pending;	8 - Expired Users	Send Activation	Email
 Invoice / Receipt Activity Log 	Select All	Extend Validity	Delete	Click on Ed	lit button	Add New User
🧠 Change Password	Show 10 🛩 entries		Export		Search:	
🕒 Logout	▲ Name ♦	Email	Des	ignation 🔶 Departr	ment 🍦 Validity 🌢	Status 🌒 Action 🔷
	Roma Asnani	college@inflibnet.a	ac.in Colle Adm	ge NLIST inistrator	2022-03- 31	

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.

(3) N-UST: National Library and Infi × +						✓ – Ø ×
← → C (@ nlistinflibnet.ac.in/collegeadmin/v	userslist.php					Q 🖻 🏚 🖨 🚺 🔕 E
						_
	User Details				× rogra	nme:
INFLIANCE	* Required fields				SEA	RCH
	O Note: Login details will be sent on e-mail a	ddress of user. Please ensure the e	e-mail address is correct	and valid.		
	Name of User *	Department *		Designation *		
	Roma Asnani	NLIST		College Administrator		
	Email Address (Username) *	Mobile		Validity *		
Dashboa	college@inflibnet.ac.in	07923268244		03/31/2025		
🛻 Usors D				March 2025 - 1		
🐭 Upload I				Su Mo Tu We Th Fr Sa	save	
C Activate				23 24 25 26 27 28 1		
Member De	lete list 🎽 Total Users			2 3 4 5 6 7 8		
Lant Usage Stati	aties S - Active Users; S - In	valid Email ID; 🧐 - Activation	n Pending; 🛛 - Expir	16 17 18 19 20 21 22	Email	
D Invoice / Re	sceipt Select All 🖬 Ext	end Validity 📋 Delete		23 24 25 26 27 28 29	Add New U	ser
Activity Log	Show 10 ~ entries	Emoret		30 31 1 2 3 4 5		
4, Change Pas	isword	Export		Clear Today		
@ Logout	* Name © Em	ail 8	Designation	Department Validity	Status Actio	on 🔹
	Roma colle Asnani	ege@inflibnet.ac.in	College Administrator	NLIST 2022-03- 31	•	
	Dinesh ranj. Pradhan	an.dinesh@gmail.com	Scientist	ESS 2030-03- 31		

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-LLS INFLIGNET	To and Information Services for Scholarly Content s to e-Resources to colleges in India		College Admin Login	Licences and Fair Use	FAQs Downloads	Awareness Programme SOURCES SEARCH
🖬 Dashboard	USERS DETAILS					
🖶 Upload Bulk Users	213	173	19	20	1	
Activate Bulk Users	Total Users	Active Users	S Expired Users	@ Pending Users	Invalid Email	
🗃 Member Delete list	誉 Total Users					
Usage Statistics	🕏 - Active Users; 🖬 -	Invalid Email ID; 🐵	- Activation Pending;	🛚 - Expired Users;	Send Activation	Email
Invoice / Receipt	Select All	Extend Validity	T Delete			Add New Liser
E Activity Log						
🔩 Change Password	Show 10 v entries		Export		Search: pay	
Logout	🔺 Name 🔶	Email	Designa	tion 🔶 Departme	ent 🔶 Validity 🛊	Status Action
	🗆 Roma p	aymentinfo@inflibne	et.ac.in STO	Click on Edit	button	<u> </u>
	Showing 1 to 1 of 1 e	entries (filtered from	213 total entries)		Pre	vious 1 Next

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.

2	User De	tails					× rogramme
INFLIBNET	* Required field	is					SEARCI
	Note: Login	details will be sent on e-mail add	dress of user. Please ensure th	e e-mail address is correc	t and valid.		
	Name of User	*	Department *		Designation *		
ri Dashboa	Roma		Library Science		STO		
de Users D	Email Address	(Username) *	Mobile		Validity *		
🐨 Upload E	paymentinfo@inflibnet.ac.in		02923268244		03/31/2023		•
Activate						Ph Say	
🗑 Member							
Lind Usage Sta	tistics	🗢 - Active Users; 🖬 - Invi	alid Email ID; 🐵 - Activat	ion Pending; 🙂 - Exp	ired Users; 🔲 Se	nd Activation Emai	1.00
Invoice / I	Receipt	Select All	nd Validity 🛛 💼 Delete			-	Add New User
Activity Lo	e a						
🔩 Change Pa	assword	Show 10 v entries	Export		Se	arch: pay	
		🔺 Name 🔅 Ema	ii	Designation	Department 🔍	Validity 🔹 Stat	us Action
B≫ Logout				STO	Library Calaman	2022.02	

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.



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

National Ubran	y and Information Ser for Scholarly Content	vices	HOME ABOUT	MEMBERS - REGI	STER E-RES	OURCES SEARCH
Dashboard	USERS DETAIL	.S				
🏭 Users Details						
😸 Upload Bulk Users	213	173	19	20	1	
🗹 Activate Bulk Users	Total Use				Invalid Email	
🖹 Member Delete list	醟 Total User	Validity	Extension			
al Usage Statistics	 Active User 			rs; 🗖 Si	end Activation I	Email
🕒 Invoice / Receipt	K Upsalast A	Do you want to extend	I validity of selected (users?		Add New Liser
Activity Log	Offsetect A					
& Change Password	Show 10 🖌	Cancel	Yes, Extend it!	S	earch: pay	
i≱ Logout	* Name	Email	Designation	Department	Validity	Status Action
	🖾 Roma	paymentinfo@inflibnet.ac	in STO	Library Science	2023-03-	• • • • • •

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

		INDER DESKEPTE	
N-LIST	and information Ser	Extend Validity for Selected Users ×	FAQs Downloads Awareness Programme
Infrastructure fo	or Scholarly Content	* Required fields	REGISTER E-RESOURCES SEARCH
INFEIDRET BERMUNNIG BECKES CO		Select Date*	
d Dashboard	USERS DETAIL	1 /21/2025	
🐣 Users Details			
👹 Upload Bulk Users	213	March 2025 - ↑ ↓	1
Activate Bulk Users	Total User	Su Mo Tu We Th Fr Sa	Invalid Email
😫 Member Delete list	👹 Total Users	23 24 25 26 27 28 1	
Lat Usage Statistics	 Active Users; 	2 3 4 5 6 7 8 9 10 11 12 13 14 15 Ition Pending; O - Expired Users;	Send Activation Email
🖨 Invoice / Receipt		16 17 18 19 20 21 22	
Activity Log	Unselect All	23 24 25 26 27 28 29 ete	Add New User
Chapter Recovered	Show 10 🗸 entr	n 30 <mark>31</mark> 1 2 3 4 5	Search: pay
- Change Password		Clear Today	
Ge Logout	* Name 🔮	Email Designation Departm	nent Validity Status Action
	🖾 Roma	paymentinfo@inflibnet.ac.in STO Library S	cience 2023-03- @ 🗐 🛛 🚺
	Showing 1 to 1 of	1 entries (filtered from 213 total entries)	Previous 1 Next

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

N-LIST	r	Col	ege Admin Login	icences and Fair Use	FAQs Downloads	Awareness F	rogramme
INFLIGNET	y and Information Service for Scholarly Content to e-Resources to colleges in In	etia.	HOME ABOUT	MEMBERS -	REGISTER E-R	ESOURCES	SEARCH
d Dashboard	USERS DETAILS						
🖀 Users Details	213	173	19	20	1		
🛛 Activate Bulk Users	Total Use			rs	Invalid Email	_	
Member Delete list	☆ Total User	Validity	Updated				
L Usage Statistics	 Active User 	The validity of selected	users has been u	ipdated rs;	Send Activatio	n Email	
Activity Log	🗹 Unselect A	succe	ssfully.			Add N	lew User
Change Password	Show 10 🗸		Ok		Search: pay		
De Logout	A Name			artm	ent 🔹 Validity 🕯	Status 🔅	Action
	🗹 Roma	paymentinfo@inflibnet.ac.i	n STO	Library Sc	lience 2023-03- 31		
	Showing 1 to 1 of	1 entries (filtered from 213	total entries)		Pr	evious 1	Next

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.

N-LLS' National Ubre Infrastructure extending access	ry and Information Services for Scholarly Content to e-Resources to colleges in India		College Ad	min Login Li E ABOUT	icences and Fair Use	FAQs Down	Awareness	Programme SEARCH
d Dashboard	USERS DETAILS							
Lisers Details	213	173	1	9	20	1(
Activate Bulk Users	Total Users	Active Users	© Expire	d Users	Pending Users	🖬 Invalid	CIICK IT TO	o delete
a Member Delete list	🞽 Total Users						a particu	ılar user
La Usage Statistics	 Active Users; 	- Invalid Email ID; 📵	- Activation	Pending; 😣	- Expired Users;	Send Act	Vacion Linan	
Invoice / Receipt								
Activity Log	Select All	Extend Validity	Delete				Add	New User
& Change Password	Show 10 🖌 entrie	25	Export			Search:	рау	
€ Logout	🔺 Name 🍦	Email	÷	Designatio	on 🔶 Departme	ent 🔶 Valio	dity 🕴 Status 🕯	Action 🔅
	Roma	paymentinfo@inflibne	et.ac.in	STO	Library Sc	ience 2025 31	-03- 🔞 🖸	
	Showing 1 to 1 of 1	entries (filtered from	n 213 total e	entries)			Previous	1 Next

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

N-LIST National Library and Information Services standing access to e-Resources to calleges in Indi	College Ad	min Login Licences i	and Fair Use FAQs	Downloads	Awareness Progr	amme EARCH
	INFLIBA Home I U	JSET List				
 ☐ Dashboard ↓ Users Details ↓ Upload Bulk Users △ Activate Bulk Users △ Member Delete list ▲ Usage Statistics ④ Invoice / Receipt 	Are you su You will not be able to recov Cancel Yes	ure? er this user details , delete it!	rs 🗖 I	1 nvalid Email nd Activation I	Email	
Activity Log Change Password Show 10 entri	Extend Validity Delete Export Export		S	earch: pay	Add New	User
🔂 Logout 🌲 Name 🔅	Email	Designation 🔅	Department	Validity	Status 🔍 🗛	tion 0
Roma	paymentinfo@inflibnet.ac.in	STO	Library Science	2025-03- 31	•	

How to delete the Users in Bulk

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

N-LLST Notional Librar Infrastructure fr extending access to	y and Info or Schola	ormation Services rly Content tes to colleges in India		College Admin L	ogin Licences an ABOUT MEM	d Fair Use FAQs BERS ▼ REGIS	Downloads	Awareness SOURCES	Programme SEARCH
			Home	NFLIBNET	List				
d Dashboard	USEI	RS DETAILS							
Lusers Details		213 Total Users	174 • Active Users	19 © Expired Use	ers 🛛 🔋 Pendin	g Users	1 valid Email		
Member Delete list Usage Statistics	 ○ A ○ -) 	ctive Users Active Users; ⊠ -]	invalid Email ID; 🐵 ·	- Activation Pen	ding; 🛛 - Exp		- delete	J il	
 Invoice / Receipt Activity Log Change Password 	Sho	Select All 🕀 E	xtend Validity	Export		selected	users	Add N	lew User
G Logout		Name 🔶	Email	¢	Designation	Department 🕴	Validity 🌢	Status 🕴	Action \$
Tick on		Roma Asnani	college@inflibnet.a	ac.in	College Administrator	NLIST	2025-03- 31	٥	
selected user or tick		Abhishek Kumar	abhishek@inflibne	t.ac.in	Scientist-D	INFLIBNET	2025-03- 31	۲	
on Select		Gauravprakash	gaurav@inflibnet.a	c.in	Scientist-C (CS)	Inflibnet	2025-03- 31	٥	
All		Mitesh	mitesh@inflibent.a	c.in	Scientist-C	INFLIBNET	2025-03-	0	

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

Notional Library Infrastructure for extending Success to	and Information Services Scholarly Content e-Resources to colleges in India	College Admi	n Login Licences and	d Fair Use FAQs BERS - REGIS	Downloads	Awareness SOURCES	Programme
Dashboard	USERS DETAILS						
💩 Users Details	010				-	1	
🐭 Upload Bulk Users	213	Are you su	ro?		1		
Activate Bulk Users	Total Use	Ale you su	ie:		ivalid Email		
Member Delete list	Active Use	You will not be able to recover	this user details				
Let Usage Statistics	 Active User 			rs; 🛄 Ser	nd Activation	Email	
Invoice / Receipt	Unselect A	Cancel Yes, o	lelete it!			🐣 Add I	New User
Activity Log	Show 10 × entries			5.0	This INC.	IET	
A Change Password		export		56	aren. Invitibi	AL I	
G+ Logout	* Name 0	Email	Designation I	Department 0	Validity ©	Status 0	Action ©
	Roma Asnani	college@inflibnet.ac.in	College Administrator	NLIST	2025-03- 31	•	
	Abhishek Kumar	abhishek@inflibnet.ac.in	Scientist-D	INFLIBNET	2025-03- 31	0	
	Gauravprakash	gaurav@inflibnet.ac.in	Scientist-C (CS)	Inflibnet	2025-03- 31	•	
	🖾 Mitesh	mitesh@inflibent.ac.in	Scientist-C	INFLIBNET	2025-03- 31	•	

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.

INFLIBNET	rary and Information Services e for Scholarly Content ss to e-Resources to colleges in India	College Admin Lo	ogin Licences and Fair Use FAQs Downloads Awareness Programme ABOUT MEMBERS - REGISTER E-RESOURCES SEARCH
		INFLIBNET Home Usage Sta	atistics
d Dashboard	USAGE STATISTICS	College Administrators can do of June 2021 from Old Usage R	ownload usage report Format
🖶 Upload Bulk Users	Start Month *	End Month *	Old Usages Format
Activate Bulk Users	2022-09	2022-09	Get Usages
 Member Delete list Usage Statistics Invoice / Receipt Activity Log Change Password Logout 	Summary Statistics of S	SEP - 2022 Usage report can as usage chart can active Users	a be downloadable in csv format as well in be downloadable in JPEG format
	 60 Time 128 P 	es Logged In age Views	Image Pinflibnet.ac.in Image hipura@yahoo.com Image hipura@yahoo.com Image hipibnet.ac.in Image hipibnet.ac.in

College Administrator can download the usage statistics month-wise, year-wise and visited pages by the clicking on the header (column name) of the table. He/she needs to click on export the usage report and it will be downloaded in excel format. He/she can sort out the usage statistics through year-wise, month-wise and visited pages as per the requirement.



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.

N-LUS INFLIGNET	ry and Information Services for Scholarly Content to e-Resources to colleges in India	College Admin Login Licences	and Fair Use FAQs Downloads Awareness Programme EMBERS - REGISTER E-RESOURCES SEARCH
		INFLIBNET Home Usage Statistics	
Dashboard Jose Details Upload Bulk Users Activate Bulk Users Activate Bulk Users	Start Month *	End Month * 2022-09 Get	Old Usages Format
	User: Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec	CSV JPEC	0 Users CSV JPEC additional filteret as the additional filteret as the
	W 300 W 300	60 Times Logged in 30 José José José José José José José José	una Lievan Inder Lac.in International Internation

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



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.

N-LUST INFLIGHT	ry and Informa for Scholarly C to e-Resources to	<mark>ition Services</mark> ontent colleges in India		College Admir	ABOUT	ences and Fair Use	FAQs Dow	Awareness	Programme
				INFLIBNE	ice / Receip				
d Dashboard	PRINT I	NVOICE / RECEIP	т						
🐣 Users Details	Year	Print Receipt							
🖶 Upload Bulk Users	2017	Print	1						
Activate Bulk Users	2018	Print							
Member Delete list	2010								
Let Usage Statistics	2019	Print							
🖨 Invoice / Receipt	2020	Print							
Activity Log	2021	Print							
🔩 Change Password	2022	Payment							
🖶 Logout	2022	Received, Receipt Under Process							

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.

INFLIENCE National Librar Infrastructure f extending access i	y and Information Se or Scholarly Content to e-Resources to colleges	irvices in India	Colleg.	e Admin Login Licences and F	Fairuse FAQs Downloads	
			NFLIBNET			
			Activity Log Details			
🗖 Dashboard	ACTIVITY LOC	DETAILS				
A Users Details	Search: Search:					
Le occio Detano					6	
🗃 Upload Bulk Users	Activity	User	Login	Logout	IP Address	
YUpload Bulk Users	Activity Login Only	User admin-logout	Login 2020-05-08 13:07:30	Logout 0000-00-00 00:00:00	IP Address 47.29.188.150	
Upload Bulk Users Activate Bulk Users	Activity Login Only Delete	User admin-logout null	Login 2020-05-08 13:07:30 2020-05-08 10:42:56	Logout 0000-00-00 00:00:00 0000-00-00 00:00:00	IP Address 47.29.188.150 106.213.178.207	
Y Upload Bulk Users 고 Activate Bulk Users 네 Usage Statistics 금 Invoice / Receipt	Activity Login Only Delete Login Only	User admin-logout null login-admin-user	Login 2020-05-08 13:07:30 2020-05-08 10:42:56 2020-05-08 10:41:50	Logout 0000-00-00 00:00:00 0000-00-00 00:00:00 0000-00-00 00:00:00	IP Address 47.29.188.150 106.213.178.207 106.213.178.207	
 Upload Bulk Users Activate Bulk Users Lusage Statistics Invoice / Receipt Activity Log 	Activity Login Only Delete Login Only Login Only	User admin-logout null login-admin-user	Login 2020-05-08 13:07:30 2020-05-08 10:42:56 2020-05-08 10:41:50 2020-05-07 10:46:12	Logout 0000-00-00 00:00:00 0000-00-00 00:00:00 0000-00-00 00:00:00 0000-00-00 00:00:00	IP Address 47.29.188.150 106.213.178.207 106.213.178.207 219.91.213.244	
 Upload Bulk Users Activate Bulk Users Invoice / Receipt Activity Log Activity Password 	Activity Login Only Delete Login Only Login Only	User admin-logout null login-admin-user login-admin-user admin-logout	Login 2020-05-08 13:07:30 2020-05-08 10:42:56 2020-05-08 10:41:50 2020-05-07 10:46:12 2020-05-06 14:29:50	Logout 0000-00-00 00:00:00 0000-00-00 00:00:00 0000-00-00 00:00:00 0000-00-00 00:00:00 0000-00-00 00:00:00	IP Address 47.29.188.150 106.213.178.207 106.213.178.207 219.91.213.244 103.96.51.164	
 ✓ Upload Bulk Users ☑ Activate Bulk Users ☑ Activate Bulk Users ☑ Invoice / Receipt ☑ Activity Log ④ Change Password ➢ Logout 	Activity Login Only Delete Login Only Login Only Login Only	User admin-logout null login-admin-user login-admin-user admin-logout admin-logout	Login 2020-05-08 13:07:30 2020-05-08 10:42:56 2020-05-08 10:41:50 2020-05-08 10:41:50 2020-05-06 14:29:50 2020-05-06 11:14:46	Logout 0000-00-00 00:00:00 0000-00-00 00:00:00 0000-00-00 00:00:00 0000-00-00 00:00:00 0000-00-00 00:00:00 0000-00-00 00:00:00 0000-00-00 00:00:00	IP Address 47.29.188.150 106.213.178.207 106.213.178.207 219.91.213.244 103.96.51.164 139.167.72.218	

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.

NFLIGHT	T rary and Information Services e for Scholarly Content ss to e-Resources to colleges in India	College Admin Login Licences and F	Fair Use FAQs Down	e-RESOURCES	Programme
		INFLIBNET Home Change Password			
Dashboard Jeeses Dotalls Upload Buik Users Activate Buik Users Activate Buik Users Member Delete list Let Usage Statistics Invoice / Receipt Activity Log G. Change Password G. Logout	CHANGE PAS:	Password Changed Password changed successfully. Please login.			

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.

INFLIBNET	N-LUST National Library and Information Services Infrastructure for Scholarly Content extending access to e-Resources to colleges in India		College Admin	ABOUT	nces and Fair Us	e FAQs Dow	nloads Awareness	Programme SEARCH
		FORG	OT PASS	WORD				
		Home	Forgot	Password				
rgot l	Password							
rgot orgot P	Password							
rgot Forgot P Email (Use	Password rassword rmame) *							
Forgot F Email (Use Enter Use	Password *assword *mame) * sername							

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.

N-LUST 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
	MEMBER USER ACTIVATION Home Member User Activation
lember User Activation / Res	t Password
Activate User / Reset Password	
Email (Username) *	Current Password/One Time Password *
Enter Username	Enter Current Password / OTP
New Password *	Retype New Password *
Enter New Password	Enter Confirm Password
8 x 4 €	Activate User / Reset Password
Calculate and Write Ar	

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