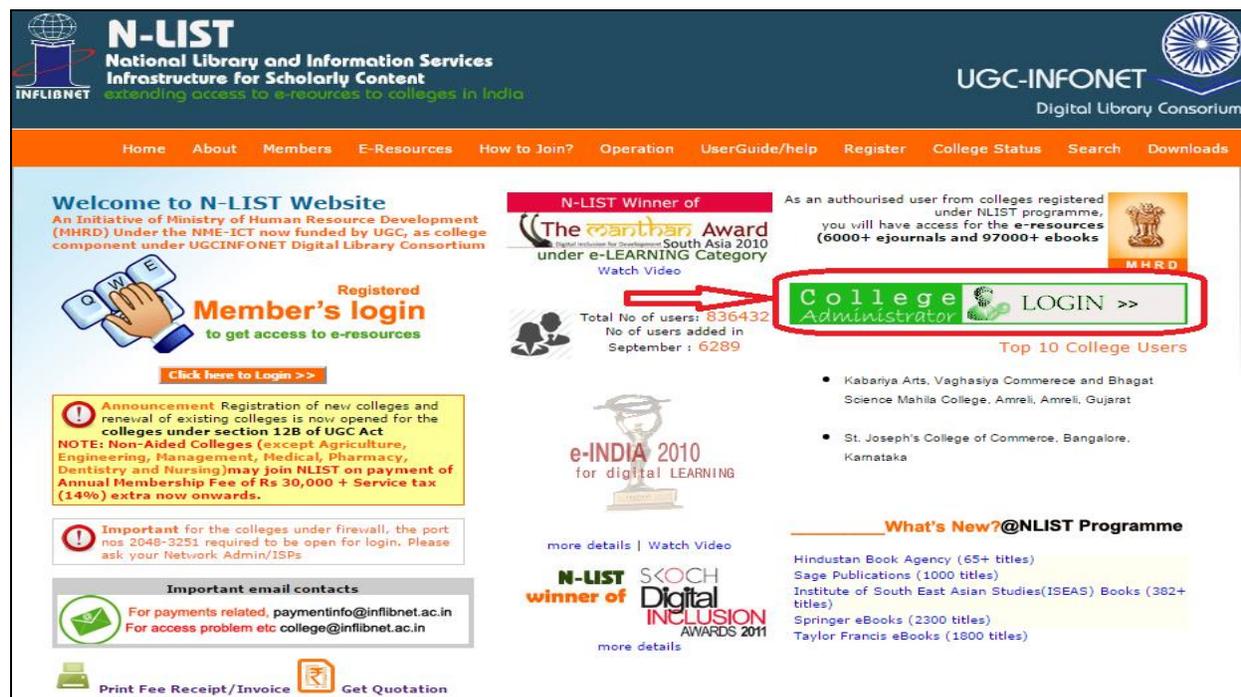


## User Guide for N-LIST Members(College Admin)

INFLIBNET Centre has developed an interface called "College Admin Login" module which allows colleges to create/edit/download Id and password of authorized users, download usage and online Receipt/Invoice using the college admin username and password. The interface is accessible from N-LIST Homepage at <http://nlist.inflibnet.ac.in/user/login.php>.

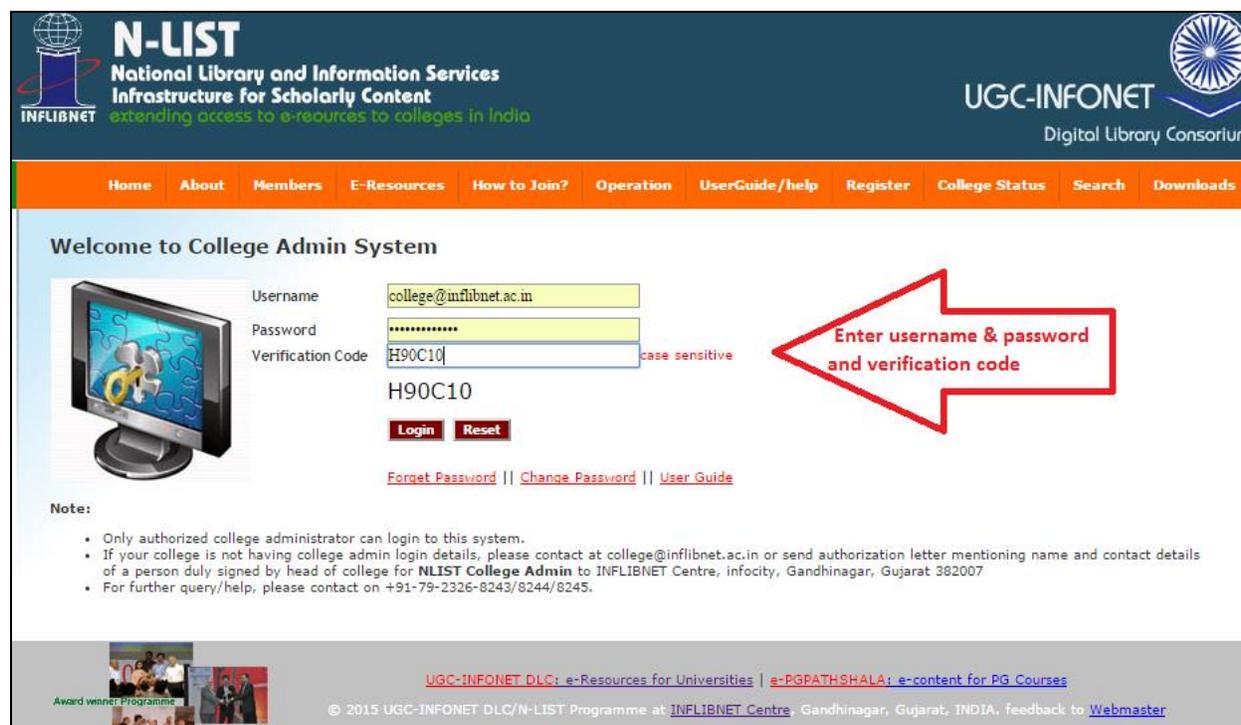
### ❖ College Admin Module at NLIST Home page:



The screenshot shows the N-LIST homepage with the following elements:

- Header:** N-LIST National Library and Information Services Infrastructure for Scholarly Content, extending access to e-resources to colleges in India. UGC-INFONET Digital Library Consortium.
- Navigation:** Home, About, Members, E-Resources, How to Join?, Operation, UserGuide/help, Register, College Status, Search, Downloads.
- Main Content:**
  - Welcome to N-LIST Website:** An Initiative of Ministry of Human Resource Development (MHRD) Under the NME-ICT now funded by UGC, as college component under UGCINFONET Digital Library Consortium.
  - Registered Member's login:** to get access to e-resources. [Click here to Login >>](#)
  - Announcement:** Registration of new colleges and renewal of existing colleges is now opened for the colleges under section 12B of UGC Act. NOTE: Non-Aided Colleges (except Agriculture, Engineering, Management, Medical, Pharmacy, Dentistry and Nursing) may join NLIST on payment of Annual Membership Fee of Rs 30,000 + Service tax (14%) extra now onwards.
  - Important:** For the colleges under firewall, the port nos 2048-3251 required to be open for login. Please ask your Network Admin/ISPs.
  - Important email contacts:** For payments related, [paymentinfo@inflibnet.ac.in](mailto:paymentinfo@inflibnet.ac.in). For access problem etc [college@inflibnet.ac.in](mailto:college@inflibnet.ac.in).
  - Print Fee Receipt/Invoice** and **Get Quotation** buttons.
- Right Side:**
  - N-LIST Winner of The Manthan Award South Asia 2010 under e-LEARNING Category.** Watch Video.
  - As an authorised user from colleges registered under NLIST programme, you will have access for the e-resources (6000+ ejournals and 97000+ ebooks)** (MHRD logo).
  - College Administrator LOGIN >>** (highlighted with a red box and arrow).
  - Total No of users: 836432**, No of users added in September: 6289.
  - Top 10 College Users:**
    - Kabariya Arts, Vaghasiya Commerce and Bhagat Science Mahila College, Amreli, Amreli, Gujarat
    - St. Joseph's College of Commerce, Bangalore, Karnataka
  - What's New?@NLIST Programme:**
    - Hindustan Book Agency (65+ titles)
    - Sage Publications (1000 titles)
    - Institute of South East Asian Studies(ISEAS) Books (382+ titles)
    - Springer eBooks (2300 titles)
    - Taylor Francis eBooks (1800 titles)

### ❖ College Admin Login Page:



The screenshot shows the College Admin Login page with the following elements:

- Header:** N-LIST National Library and Information Services Infrastructure for Scholarly Content, extending access to e-resources to colleges in India. UGC-INFONET Digital Library Consortium.
- Navigation:** Home, About, Members, E-Resources, How to Join?, Operation, UserGuide/help, Register, College Status, Search, Downloads.
- Main Content:**
  - Welcome to College Admin System**
  - Login Form:**
    - Username:
    - Password:
    - Verification Code:  (case sensitive)
    - Buttons: **Login**, **Reset**
    - Links: [Forget Password](#) || [Change Password](#) || [User Guide](#)
  - Note:**
    - Only authorized college administrator can login to this system.
    - If your college is not having college admin login details, please contact at [college@inflibnet.ac.in](mailto:college@inflibnet.ac.in) or send authorization letter mentioning name and contact details of a person duly signed by head of college for **NLIST College Admin** to INFLIBNET Centre, infocity, Gandhinagar, Gujarat 382007.
    - For further query/help, please contact on +91-79-2326-8243/8244/8245.
- Footer:** UGC-INFONET DLC: e-Resources for Universities | e-PGPATHSHALA: e-content for PG Courses. © 2015 UGC-INFONET DLC/N-LIST Programme at INFLIBNET Centre, Gandhinagar, Gujarat, INDIA. feedback to [Webmaster](#)

## ❖ Change Password:

After first login, you will be asked to change the Password. Changes must be done according to your convenience.

The screenshot shows the 'Change Password' form on the N-LIST website. The form is titled 'Welcome : INFLIBNET' and includes a note: '\* Indicates All Fields are Mandatory'. The form fields are:

- College Id : 0 \*
- Email Id : college@inflibnet.ac.in \*
- Old Password : ..... \*
- New Password : ..... \*
- Confirm Password : ..... \*

Below the form are two buttons: 'Change Password' and 'Clear All'. Underneath the form, the requirements for the password are listed:

- At least one letter
- At least one capital letter
- At least one number
- Be at least 8 characters

## ❖ My Account:

After successfully login, you can see your college details information and download the acknowledgement letter, user ID/password along with other supplementary information for official record. Please note that there is no postal communication for the same.

The screenshot shows the 'My Account' page on the N-LIST website. The page is titled 'Welcome : INFLIBNET Centre' and includes the following information:

- INFLIBNET [ ]**
- Address:** INFLIBNET Centre, Gandhinagar Gandhinagar, Gujarat, INDIA. 382007
- Tel:** 079-23262354 fax: 079-23262354
- E-mail:** college@inflibnet.ac.in
- 2F/12B Status:** No
- Administrative Contact(s):**
  - Admin name: saroj, ph: 079-23262354 fax: 079-23262354 email: college@inflibnet.ac.in
- Technical Contact(s):**
  - Tech name: svyam, ph: 079-23262354 fax: email: prakash2sam@gmail.com

The 'Last login At : 2015-05-06 12:02:20' is displayed in the top right corner. A red box highlights the 'Download' section, which contains the following links:

- [Welcome Letter \(pdf\)](#)
- [Current User-Id & Password \(Click Here \) \[xls\]](#)
- [Create User-Id/Password Instantly \[ New \]](#)
- [Resources Under N-LIST Programme \(doc\)](#)
- [Brief Description About Nlist E-Resources \(pdf\)](#)
- [How to Access E-resources?\(pdf\)](#)

A red arrow points to the 'Current User-Id & Password (Click Here ) [xls]' link with the text: 'Download all files for your record'.

**Note :** Please download all the files for your record. There will be no manual communication to your college. Everything is provided by Online. Still you have any query please contact NLIST at college@inflibnet.ac.in or For further query please contact on +91-079-2326-8243/8244/8245.

## ❖ User Detail:

Here you(admin user) can see the list of college users that are created by you for ready reference.

You can also create/edit/delete username and password of college authorized users, download them in excel file and distributed to individuals.

The college admin is responsible for activating/deactivating user's credentials based on students course admission/end date and for Faculty/staff's based on their joining/retirement date. **The college will be responsible, if any violation is reported during the access period.**

My Account **User Detail** Receipt/Invoice Usage Statistics Logout

Welcome : INFLIBNET Centre

Search User Details

Search:  Name

**Add/Update User Details** \* Indicates All Fields are Mandatory

Collegeid :  \*

Name :  \*

Designation :  \*

Department :  \* [Add Department](#) **Add Department**

Phone No :  \*

Email Id :  \*

Username :  \*

Password :  \*

Validity :  \*

[Back](#) **Bulk User Upload (Beta)** **Note :Your Email-Id As Username** **Total Users: ( 89 )**

[Download All User-Id Passowrd \[Excel File\]](#)

| Sr. No. | Name         | Email                       | Department              | Designation       | Validity   | Edit |
|---------|--------------|-----------------------------|-------------------------|-------------------|------------|------|
| 1       | Anita khanna | anita452in@gmail.com        | Dummy                   | Student           | 2015-12-31 |      |
| 2       | Ankur Verma  | contactankurverma@gmail.com | Department of Education | Programme Officer |            |      |
| 3       | Anu Xavier   | anuxavier15@gmail.com       | Department of Education | Programme Officer |            |      |

**Note:** The username and password created today will be activated within 24 hours.

**Add Department** - While creating user, you may need to add the user department if it is not available in the dropdown list. Which will help you for searching/browsing the users details according to department wise and then you can edit/delete them easily.

P.S. Departments may vary from college to college and depends on what type of college is yours.

**Bulk User Upload** - You can upload a list of valid users in the prescribed format (Excel File) and avoid one-by-one creation. All fields in the excel sheet are compulsory. Once submitted successfully, the user list will again be verified by INFLIBNET Centre and the User-ID & Password will be created after 24/48 hours. You may check your NLIST College Administrative account after 24/48 hours.

Welcome : INFLIBNET Centre

### Upload Userlist

**Note :** Please upload list of valid user in the prescribed format ([Excel File](#)). All fields in the excel sheet are compulsory. After the successful submission, the users data then will be verified by INFLIBNET Centre and create User-ID & Password for you within 24/48 hours . You may check your NLIST College Administrative account after 24/48 hours. In case of any query, please contact on college@inlibnet.ac.in or For further query please contact on +91-079-2326-8243/8244/8245.



**Download**

[Prescribed Format Excel File\(xls\)](#)

**Create Your User ID /Password Instantly**

Download the excel file from here  
Fill-up the user's details information and save it in your computer.  
Choose the file from your computer and upload.  
Then, Submit it

**Browse and Upload Your Excel file (.xls format only)**

Select Your Excel File  No file chosen

#### ❖ **Receipt/Invoice:**

You can check your payment status and print receipt online along with the invoice. The online receipt/invoice will be generated only after realization of payment done through DD/Multicity Cheque or Bank Transfer.



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



**UGC-INFONET**  
Digital Library Consortium

My Account
User Detail
Receipt/Invoice
Usage Statistics
Logout

Welcome : INFLIBNET Centre

### Track & Get print out of Membership Fee Receipt Online

Please enter DD/Cheque/UTR(In case of RTGS/NEFT Bank Transfer), date of payment and select mode of payment. The members are encouraged to pay membership fee through RTGS/NEFT transfer. [See bank transfer account details](#)

Enter DD/Cheque/UTR. (In case of RTGS/NEFT) No. / :  \*

Select Payment Option :  \*

DD/Cheque/RTGS/NEFT Date (YYYY-MM-DD) :  \*

**Note:**  
Receipt will be generated after realisation of DD/Multicity Cheque and Tranfer  
Invoice will be generated after receipt of payments  
[Get Membership Quotation](#)

#### ❖ **Usage Statistics:**

You can track your college usage by using the "College Admin" module. You may download it in excel file.



# N-LIST

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



UGC-INFONET

Digital Library Consortium

[My Account](#)

[User Detail](#)

[Request User-ID & Password](#)

[Receipt/Invoice](#)

[Usage Statistics](#)

[Logout](#)

Welcome : INFLIBNET Centre

Select Year

### Usage Summary Report ( From January 2010 Onwards )

[Download](#)

| Total Users : 130 |                         |          |       |            | <a href="#">Excel File</a> |
|-------------------|-------------------------|----------|-------|------------|----------------------------|
| Sr.No             | Users                   | Month    | Years | Page Views |                            |
| 1                 | user4                   | October  | 2014  | 152        |                            |
| 2                 | kruti@inflibnet.ac.in   | October  | 2014  | 60         |                            |
| 3                 | ankur@inflibnet.ac.in   | October  | 2014  | 231        |                            |
| 4                 | user1@sr3114            | October  | 2014  | 862        |                            |
| 5                 | svraghavan              | October  | 2014  | 25         |                            |
| 6                 | hramsohok@npccmauritius | October  | 2014  | 350        |                            |
| 7                 | westhak@gmail.com       | October  | 2014  | 6          |                            |
| 8                 | user3                   | October  | 2014  | 215        |                            |
| 9                 | dinesh@inflibnet.ac.in  | October  | 2014  | 267        |                            |
| 10                | ashok                   | October  | 2014  | 100        |                            |
| 11                | college                 | October  | 2014  | 59         |                            |
| 12                | user5                   | October  | 2014  | 7          |                            |
| 13                | user2                   | October  | 2014  | 215        |                            |
| 14                | user3@sh190             | November | 2014  | 69         |                            |

**For further queries please contact to NLIST team.**

**Call to: 079 23268243/44/45**

**or**

**E-mail to: college@inflibnet.ac.in**