

## Quick User Guide for New Registration - Ministry/Department/State Users

### 1. Registration of new users

- ✓ Browse <https://reserve.nic.in/v2>.
- ✓ Click icon "**REGISTER**" for registered user has to update their Details.



- ✓ Every User has to register in the Portal for booking the VC.
- ✓ Clicking the Register icon, fill-up the mandatory details.

 A screenshot of the RESERVE registration form page. The page title is 'Request for E-Reservation of Videoconferencing (RESERVE)'. The form is titled 'Registration Form' and contains several input fields:
 

- \* Email (User ID): [text input]
- \* Password: [password input]
- \* Name: [text input]
- \* Mobile No.: [text input]
- \* Designation: [text input]
- \* Ministry: [dropdown menu]
- \* Department: [dropdown menu]
- \* Office Address: [text input]
- Enter Captcha: [text input with value 358043]

 A 'Submit Request' button is located at the bottom right of the form. The page footer contains the text: 'Site best viewed at 1024 x 768 resolution in Mozilla 3.5 or 3.5+ http://reserve.nic.in (Version: 3.0) Designed & Developed by Video Conferencing Division, NIC, A Block, CGO Complex, Lodhi Road, New Delhi'.

- ✓ Enter the details like Email ID (NIC/GOV ID), password, Mobile No, Name, Designation, User Type (Center/State), Ministry, Department and Office Address. After Registration is over, the user will get OTP in Mobile Number as well as Email for Verification.
- ✓ Registration request will go the VC Coordinators for approval.
- ✓ After approving the registration request, the user will get approval message via Email and SMS.
- ✓ After approval registered users will be allowed to book Video Conference.

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