MyGov Registration/Login Process

Register- User from any geographic location can create account on portal. Click on the ‘Register’ link present on the top strip menu.

User is directed to the MyGov Auth page.
Fill the required detail in the account creation form. Click on ‘Create new account’ button after filling all the details.

Full Name – Enter the full name.
Email – Enter email id by which user want to create the account.
Country – Select country from the drop down.
Mobile Number – Enter the mobile number without country code. Mobile number is not a required field and system sends different OTP to email and mobile while registration.

Complete Registration using OTP (One Time Password) sent on email id – This OTP would be valid only for five minutes. If user has not got OTP, then option of resending OTP is auto generated after 60 seconds. Enter the OTP in the present textbox...to complete verification process.
Account is created with message – “You are successfully registered on MyGov!”

‘Password Link’ mail – After account creation a password mail is sent to the user’s email address. Click on the link present in the mail. User should create his unique password using the link.
Login — User can login from any geographic location to the portal. Click on the ‘Login’ present on the top strip of the page.

User is directed to the login page of Auth. User can login by following three ways...

1. **Login using OTP** — Enter your email id or mobile number in the 'Login with OTP' section. Click on ‘Submit’ button.

   An OTP would be sent on your email id and mobile number. Provide that OTP in the text box.
Resend OTP button is enabled after 60 seconds. OTP is the onetime password, which is valid only for five minutes for a particular session. OTP is generated whenever a user tries to login.

2. **Login with Password** – Enter 'Email' and 'Unique Password' in respective fields and click on the 'Log In With Password'.

After login user is directed to the home page of the portal.

3. **Login with Social Media Account** – Alternatively user can directly login using any of his/her social media accounts viz. Facebook, Twitter, Google, LinkedIn and Github. It would automatically register as well as login with MyGov.

   Click on required social media account icon.

   For Ex. - Logging in using LinkedIn account.

   Fill login credentials of the LinkedIn account in the Email id/Password fields.
Click on ‘Allow access’, user is logged in to the MyGov account as well.
**MyGov Team Creation and Submission Process**

**Do (Task)** – Following are the demo steps of participation in a Team task. Tasks can be accessed from home page slider banner or horizontal menu or from the ‘Activities’ section present in the bottom …Click on the ‘Do’ menu and User is directed to the ‘Do’ page. Page contains all open and closed tasks.

Click on the task “Global Design Competition for National War Memorial”/“Global Architectural Competition for Indian National War Museum” in which user wants to participate.

**Do this Task** – After login user accepts the task by clicking on ‘Do this task now’ button.

A notification of acceptance is sent on email id and mobile number. User can also view notification in the ‘Notification’ list available on your Name Button (available in the right top bar of MyGov).

This enables user to “Create the team” or he/she can also participate as “Individual”
Steps to submit as individual:

1. Click on “Submit as Individual” button
2. Enter the comment
3. Upload the submission and click on save button

**NOTE 1:** If user is submitting the entry as individual, he/she need to give his/her Affiliation/Registration Number. Type #Affiliation – Registration Number in comment box while submitting the entry.
Steps To create the team:

1. Click on “Create Your Team” button to create the team.
2. Provide/Enter the required information to create the team name and team details. No one would be able to edit any of these details once the team information is saved.

**NOTE 2 - If user is submitting the entry as a team, he/she need to give his/her affiliation on team creation page while creating the team.**

**NOTE 3 - A user can create a team and submit the task before the end date mentioned on the task details page. Details are given in the Terms and Conditions.**
3. To add team member(s), click on “Add New Team Member” button. Enter the member(s) details and click on “Add member” button and save the team information. System will send the invitation notification to members email address. Members have to accept the invitation from team leader by clicking on link sent in the invitation notification email.
Create a Team for Global Architectural Competition for Indian National War Museum

Thank you for your interest in the contest. This is a team based contest please fill out the team registration form given below to register your team. Please follow the team registration rules listed as follows:
- Team leader should register on the MyGov portal with his/her mobile number.
- Project title should be unique. Keep your project title concise.
- Team should consist of a minimum of 2 members and maximum of 5 including the team leader.
- All team members have to accept the task to create their team and, to submit the team proposal.
- Team members registered here will be sent an email informing them of their nomination for the team.
- All the team members have to register with MyGov and login to MyGov
- Before submission make sure the following things are complete:
  - Team information provided is correct and complete.
  - All the members have accepted the task (failing to do this, members who have not accepted will be removed from the team).
  - Documents with all the required information as per the submission template.

**Teams will not be able to edit any team details once the team information is saved.**

<table>
<thead>
<tr>
<th>Team Name/Project Title *</th>
<th>Affiliation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample team</td>
<td>Sample Affiliation</td>
</tr>
</tbody>
</table>

Affilitation is collected, institution, organisation, government, nongovernment, name and any associated as number etc. to be given in this space.
You have added 1 out of 4 allowed Team Members

<table>
<thead>
<tr>
<th>Name *</th>
<th>Email *</th>
<th>Country Code</th>
<th>Mobile Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>team1</td>
<td><a href="mailto:team1es@teamtest.com">team1es@teamtest.com</a></td>
<td>India</td>
<td>*</td>
</tr>
</tbody>
</table>

is faculty/architect

**I have read and agree to the Terms & Conditions.**

[Save]
4. Team leader can submit their task (after at least one member accepts the invite) by clicking on comment box.