



No: SPCB/PS/CH/ 1314-32
Date: 06.10.2017

CIRCULAR

Subject: Creation of new passwords in case of blocking of User IDs – reg:

It has been observed that the officers/officials using OCMMS now and then request OCMMS Admin to unblock their IDs and recreate new passwords as they frequently block their OCMMS login IDs by giving wrong password repeatedly, which results in hampering of work. In order to avoid delay in re-creating new passwords, it is advised that officers/officials using OCMMS may re-create their passwords themselves with the help of **Hint Question** and using **Forget Password Option** available on the home page of the OCMMS. Every user shall have to remember/take record of answer to the **Hint Question**.

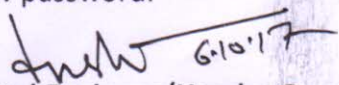
In order to view/know current **Hint Question** and its **Answer**, the following steps are to be followed:

- Step 1: Open your OCMMS account by providing log in details i.e., User ID and password.
- Step 2: Click on '**User Management**' button to view your profile page.
- Step 3: Click on '**Edit**' button shown at the bottom and you will see your present hint question and its answer.
- Step 4: Remember/keep record of '**Answer of your Hint Question**' from your profile page as it is always required for the re-creation /changing of your password.

After keeping record of '**Answer of the Hint Question**' from the users' profile as stated above, the user can change/re-create password by taking the following steps:

- Step 1: Click on '**Forget Password**' option on the home page of OCMMS.
- Step 2: Type your user name in the box provided.
- Step 3: Give answer to your hint question.
- Step 4: Set your new password in both the boxes.
- Step 5: Click the '**Submit**' button.
- Step 6: A confirmation message of password changed will flash on the screen.
- Step 7: Go to the home page and open your ID with new password.

'By order'


Environmental Engineer/Head e-Governance

Copy to the following for information:

1. Regional Director, J&K SPCB, Jammu/Kashmir.
2. Director, NIC, New Delhi for uploading in the OCMMS website.
3. All District Officers, J&K SPCB _____ for necessary action.
4. Coordinator (OCMMS) Jammu/Kashmir.
5. P A to Chairman, J&K SPCB for the information to the Chairman
6. PA to Member Secretary, J&K SPCB for the information to the Member Secretary.