



Procedure for Authority Management & User Registration

Version 1.0

Created on February 01, 2023





Table of Contents

Authority Management	3
Each Authority needs to be named and assigned to a geological region.	3
Authority Creation	
Steps to create Authority (For Central & State Users only)	4
User Registration (For State & District Users only)	4
Registration Approval(For State & Central Users only)	5
Updating User Profile	6
Change Password	7





Authority Management

In the organization hierarchy, the lower levels like States, Districts are termed as Authority in the admin panel. Central user can create State level Authorities. State users can create District level authorities.

Each Authority needs to be named and assigned to a geological region.



Authority Creation

The state authorities are created by Central user. State users need to register in the soil health card portal only after the creation of state authorities.

State users then need to create district authorities by logging in to their account. After the creation of district authorities, users can register under the district authority. District users need to enter STL details of the their district after creating their account by logging in to their account.







Steps to create Authority (For Central & State Users only)

State users can create district authorities by following the steps given here:

- First login to the admin panel as a state user
- Click on Authority Management and select Create Authority Button
- Fill in the name of the authority and select the region
- Click Submit Button.
- Repeat this process to create all authorities.

1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	wernment of India nistry of Agriculture and Farmers W partment of Agriculture and Farmer	elfare s Weitare	😒 Soil Health Card					4	8
::	Dashboard	agement	Authorities						
•	GFR	ugement	Name						_
			,↓, EXPORT					CREATE AUTHORITY	* 🔁
			Farmers	Status	Cr	eatedAt	UpdatedAt	Action	- 1
				Active	2/	14/2023, 8:37:19 PM	2/14/2023, 8:37:19 PM	MANAGE EDIT	
				Active	2/	14/2023, 8:31:00 PM	2/14/2023, 8:31:00 PM	MANAGE EDIT	
\$ 0	Government of India Ministry of Agriculture and Fermer: Department of Agriculture and Fer	a Wielfare ares Welfare	Soil Health Card						• 8
:	Dashboard Authority Ma	anagement	Create Authority						
e	GFR		Name*			Search Region			•
=	Test				SUBM	IIT			
•	Report						C3		
	Сгор								

After creating authority, the users can enroll under the authority by following a registration process.

User Registration (For State & District Users only)





- Open https://soilhealth.dac.gov.in/ and click the Login button
- In the Login Page, click User Registration
- In the User Registration page, select the User Type as State User or DistrictUser
- Select your State and District
- Select the Authority. If your authority is not showing, contact the State agriculture office or Submit a ticket at https://soilhealth.dac.gov.in/
- Fill in your details like Name, Mobile number, Email, Staff ID, Department and Address
- Type a unique username and a strong password.
- Click the **Submit** Button

il Health Card	⊠ helpdesk-soil@go.in ⓒ 011-2430559, 24305948	🚯 Language English 🗸 🕕 Login >	Government of India Ministry of Agriculture and Farmers Welfare Department of Agriculture and Farmers Welfare	🛓 划 Soil Health Card
iponent Progress 🗸 🛛 Videos	Photo Gallery About Us	Contact Us		
		Soil Health Dashboard >		Sign in
ते महोत्सन	8	Scheme Progress > 🖗	Usertype *	•
रधारा,	\rightarrow	Progress of Portal Entries	Username/Email +	
हारा कृषि क्षेत्र		CSC Dashboard	Password	0
		👔 Success Stories 🔰 🛞	Forgot password?	User registration? SIGN IN
	Ge Mi	verment of India nistry of Agriculture and Farmers Welfare Departm Agriculture and Farmers Welfare User F	" ڏ 🕅 Soil Health	l Card
	User Type		State	*
	District	¥	Authorities	•
	Name		Phone Number	
	Email		Staff id*	
	Department Name*		Address	•
	Username*		Password	٥
			UBMIT	

Registration Approval(For State & Central Users only)

- State user approval will be done by the central admin.
- District user approval will be done by the State Admin
- Login to the admin panel
- Click Authority Management
- In the list of authorities, click the Manage button





- Select the User type as Pending
- List of users pending for approval is shown
- Clich the user and select Accept button.

12 Z	vernment of India nistry of Agriculture and Farmers Welfare partment of Agriculture and Farmers Welfare		😒 Soil Health Ca	rd			• 8
∷ ₽	Dashboard Authority Manager	nent	Authorities				
•	GFR		Name				
=							CREATE AUTHORITY
•	Report		ناب EXPORT				
			Farmers	Status	CreatedAt	UpdatedAt	Action
				Active	2/14/2023, 8:37:19 PM	2/14/2023, 8:37:19 PM	MANAGE EDIT
				Active	2/14/2023, 8:31:00 PM	2/14/2023, 8:31:00 PM	MANAGE
				Active	2/14/2023. 8:31:14 PM	2/14/2023. 8:31:14 PM	MANAGE EDIT

Gev Mini Dip	international disputsion and format Williams	•* (8)×
	Dashboard Usorrama Panding -	-
Ø	Authorit User details	
82	Test Ma Email : Chhattisgarh Email : Chhattisgarh@amail.com	
	Report Phone : +919999999995 Username : ca2023	
	Grop Address : Registration date : 17/02/2023, 16:09:02	< >
Ø	Manufar ACCEPT DE IECT	
Ð	Farmer 1	
õ	Farmer	
20		
Ø	GFR	

Updating User Profile

- On the dashboard, click the circular icon on the top right-side of the screen.
- Select User Profile
- Update your profile & click Submit

		Governn Ministry o Departmo	nent of India of Agriculture and Farmers Welfare ent of Agriculture and Farmers Welfare	Soil Health Card
Government of the second secon	ernment of India try of Agriculture and Farmers Well ritment of Agriculture and Farmers'	are Melfare	🐯 Soil Health Card	• 8
# @	Dashboard Authority Mana GFR	gement	CROP MAP YEARWISE TIME-INTERVAL	Profile Change Password Sign out
	Test Report Crop	* * *	Chance MAHARASHTRA Mumbai Pune	Gujarat P Haryana
	vernment of India nistry of Agriculture and Farmers W partment of Agriculture and Farmer	elfare s Welfare	Soil Health Card	* (8)
:: ₽	Dashboard Authority Man	agement	User Profile	52 5
Ð	GFR		Staff id*	Username*
			Name*	Address SH67, Bolpugudde, Gandhinagar, Kavoor, Mangaluru taluk, Dr
	Report		State Karnataka	District Dakshina Kannada district
			Phone*	Email*
			Department Name*	
	SUBMIT			

Change Password

- On the dashboard, click the circular icon on the top right-side of the screen.
- Select Change Password
- Enter a new password and click Submit

10.00 10.00	overnment of India nistry of Agriculture and Farmers Welfare gartment of Agriculture and Farmers Welfare	Soil Health Card	• 8
	Dashboard	Dashboard	ACCOUNT Profile
Ø	Authority Management		Change Password
•	GFR	CROP MAP YEARWISE TIME-INTERVAL	Sign out
8		Turkmenistan Tajikistan GANSU	•
•	Report 🗸	Tehran Mashhad OC Chhattis	garh
*		Jran Afghanistan (2.K. Faislabad H.P. TIBET CHON Dadra a Shiraz Pelkitan Ninni A.P.	nd Nagar Haveli and and Diu

Govern Ministry Departn	ment of India r of Agriculture and Farmers nent of Agriculture and Farn	Welfare ners Welfare	ecole 160, do 160	Soil	Health	ו Card
	Government of India Ministry of Agriculture and Department of Agriculture	Farmers Welfare and Farmers Welfare	sten ive Briter Sector, SP 21	Soil I	Health Carc	ł
		Change Passw	vord			
		Old Password *				
		New Password *				
		Confirm Password*				
			SUBMIT			