



Government of India
Ministry of Agriculture and Farmers Welfare
Department of Agriculture and Farmers Welfare



Soil Health Card

Procedure for Authority Management & User Registration

Version 1.0

Created on February 01, 2023



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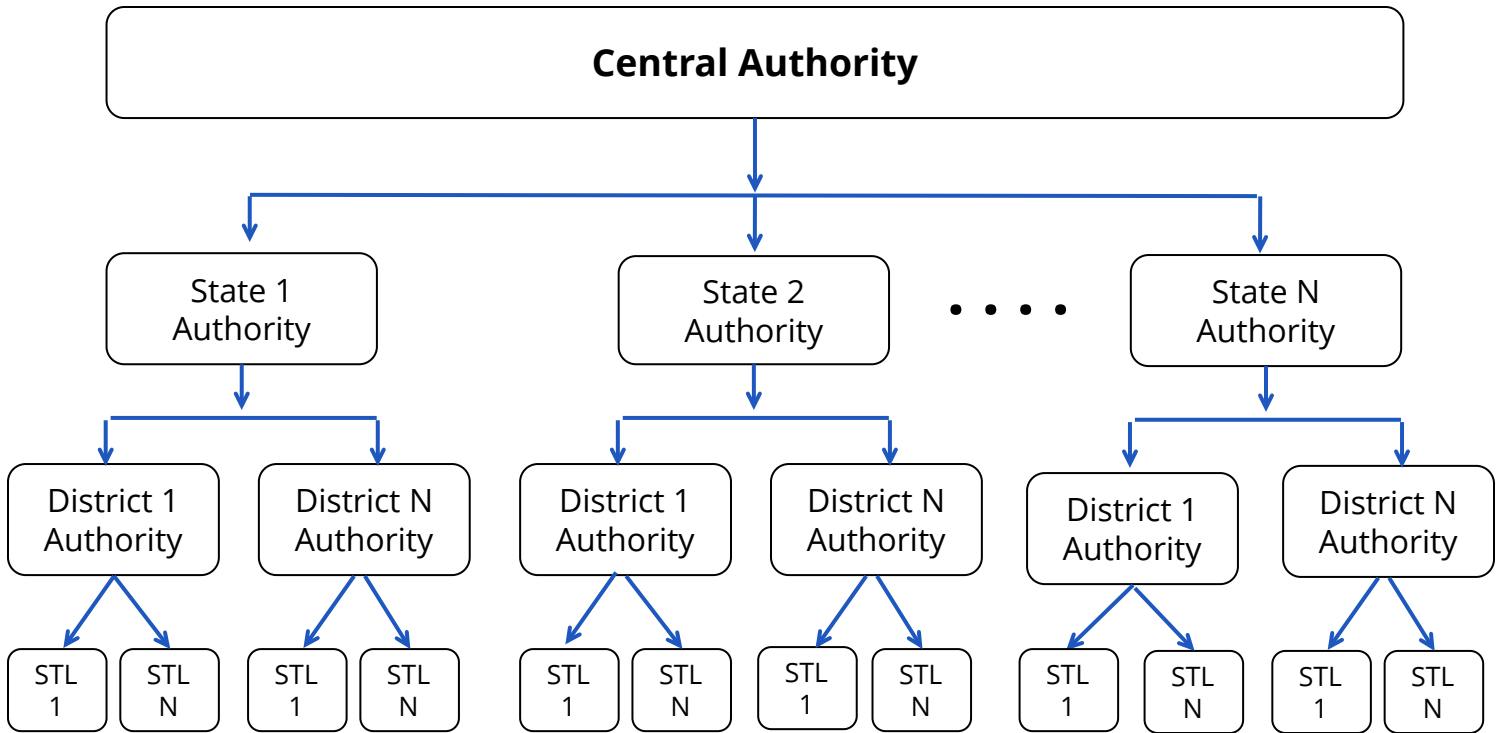
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Authority Management

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.

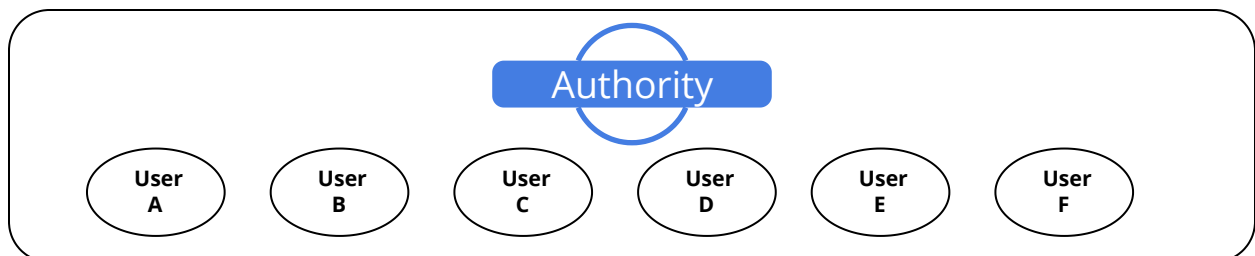


Authority Creation

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.

Authorities

Name

CREATE AUTHORITY

[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 EDIT

Create Authority

Name*

Search Region

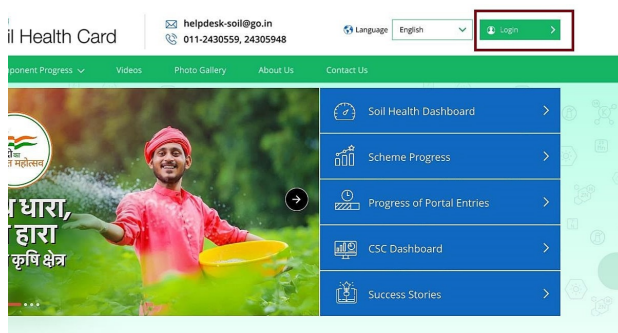
SUBMIT

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



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
- Click the user and select **Accept** button.

Authorities

Name

CREATE AUTHORITY

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 EDIT
	Active	2/14/2023, 8:31:14 PM	2/14/2023, 8:31:14 PM	MANAGE EDIT

User details

Name : Chhattisgarh
Email : Chhattisgarh@gmail.com
Phone : +919999999995
Username : cg2023
Address :
Registration date : 17/02/2023, 16:09:02

ACCEPT REJECT

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**



The screenshot shows the dashboard interface. On the left is a green sidebar with navigation options: Dashboard, Authority Management, GFR, Test, Report, and Crop. The main content area is titled 'Dashboard' and includes a map of Maharashtra and a list of states: Gujarat and Haryana. In the top right corner, a user profile icon is clicked, opening a dropdown menu with the following options: ACCOUNT, Profile (highlighted with a red box), Change Password, and Sign out.

The screenshot shows the 'User Profile' form. It contains several input fields: Staff id*, Username*, Name*, Address (SH67, Bolpugudde, Gandhinagar, Kavoor, Mangaluru taluk, D...), State (Karnataka), District (Dakshina Kannada district), Phone*, Email*, and Department Name*. A blue 'SUBMIT' button is located at the bottom right of the form.

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**

The screenshot shows the dashboard interface. On the left is a green sidebar with navigation options: Dashboard, Authority Management, GFR, Test, Report, and Crop. The main content area is titled 'Dashboard' and includes a map of India and a list of states: Chhattisgarh and Dadra and Nagar Haveli and Daman and Diu. In the top right corner, a user profile icon is clicked, opening a dropdown menu with the following options: ACCOUNT, Profile, Change Password (highlighted with a red box), and Sign out.



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Soil Health Card

Change Password

SUBMIT