



Nagaland Building and Other Construction Workers' Welfare Board

CSC (Common Service Centre)
User Registration & Management
Version - 1.0

(<https://nbocw.nagaland.gov.in>)

Prepared for: -

**Nagaland Building and Other Construction
Workers' Welfare Board (NBOCWBB)**
Civil Secretariat Road
Kohima 797001
Email : nbocw-ngl@gov.in

Prepared by: -

NK Square Infotech Private Limited
ISO 9001:2015
62 High School Junction, Peraciezie
Kohima 797001
Email : support@nksquare.co.in



CSC (Common Service Centre)
User Registration & Management

Version 1.0

Nagaland Building and Other Construction Workers' Welfare Board



Document Details

Version	Date	Description	Author
1.0	19-Jul-2022	CSC (Common Service Centre) User Registration & Management	NK Square Infotech Pvt. Ltd.



Table of Contents

1. INTRODUCTION.....	4
1.1. Checklist before Proceeding with CSC Registration.	4
2. NEW CSC REGISTRATION.....	4
2.1. Register or First Time Login	4
3. Change Password	7
4. Forgot Password	8

1. INTRODUCTION

The purpose of this document is to provide a step-by-step instruction for the CSC (Common Service Centre's) Users to register in Nagaland Building & Other Construction Workers Welfare Board Portal (<https://nbcw.nagaland.gov.in>).

1.1. Checklist before Proceeding with CSC Registration.

- ✓ CSC ID: The ID, which is issued from the Digital Seva Portal (CSC).
- ✓ Registered Mobile Number in Digital Seva Portal (CSC).
- ✓ Valid Email Address

2. NEW CSC REGISTRATION

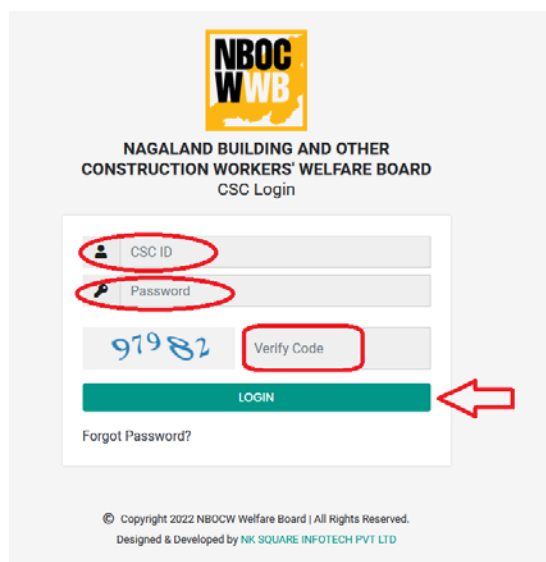
NOTE: This is only applicable for the first time user. If your CSC ID is not found in the NBOCWWB Portal, then kindly contact the helpdesk.

2.1. Register or First Time Login

Go to the LINK: <https://nbcw.nagaland.gov.in/csc/login>

Enter your CSC ID and Registered Mobile number as per the Digital Seva Portal (CSC).

By default, CSC ID is your username and Mobile number is the default password for registration or first time login.





CSC (Common Service Centre)
User Registration & Management

Version 1.0

Nagaland Building and Other Construction Workers' Welfare Board



The system will validate your CSC ID and if found it will redirect you to a new page to update your email ID and set the New Password.

Note: Password should be alpha numeric with at least one special character and minimum length of 8 characters.

Enter your valid email address and the desired password, click on "UPDATE EMAIL & SET PASSWORD"

UPDATE EMAIL CSC

Please set up your email before logging in for the first time. ×

Please enter a valid working email. All communication will be sent to this email.

Email

Confirm Email

Password

Confirm Password

Password should be at least 8 characters, should contain at least one upper case letter(A-Z), one lower case letter(a-z) and at least one number(0-9) and at least one of the following characters # % & : = @ _ ' | ~

UPDATE EMAIL & SET PASSWORD

© Copyright 2022 NBOCW Welfare Board | All Rights Reserved.
Designed & Developed by NK SQUARE INFOTECH PVT LTD



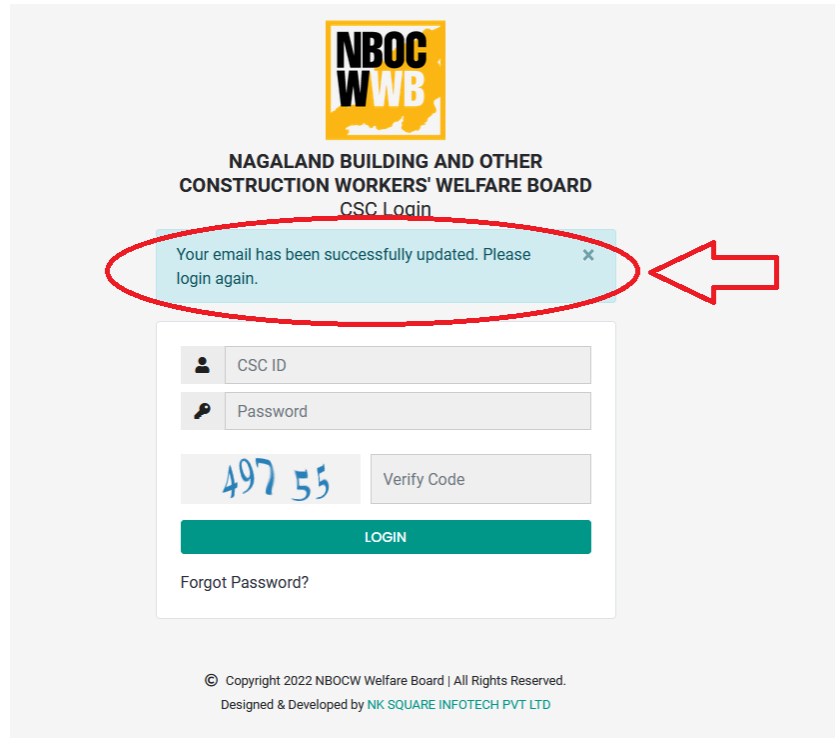
CSC (Common Service Centre)
User Registration & Management

Version 1.0

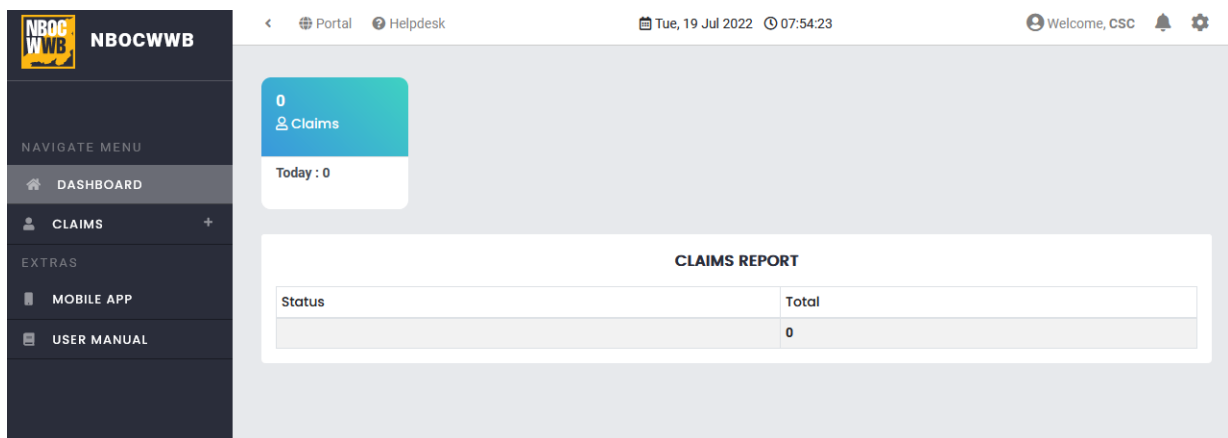
Nagaland Building and Other Construction Workers' Welfare Board



Once the email and password is successfully updated in the system, it will redirect you to the login page with a confirmation message as shown below.



Now use the updated password to login into the CSC dashboard. Below is a sample of CSC dashboard.

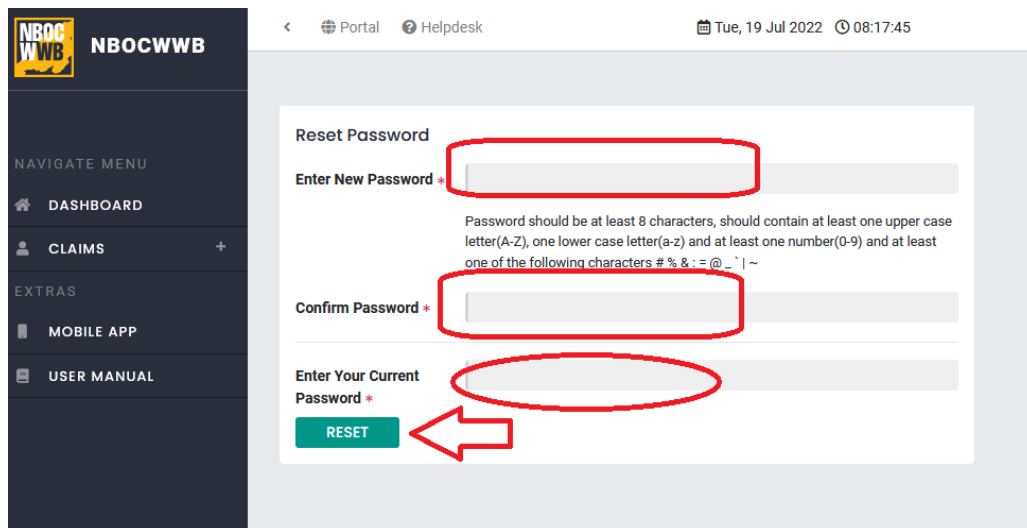


3. Change Password

Go to Setting > Reset Password



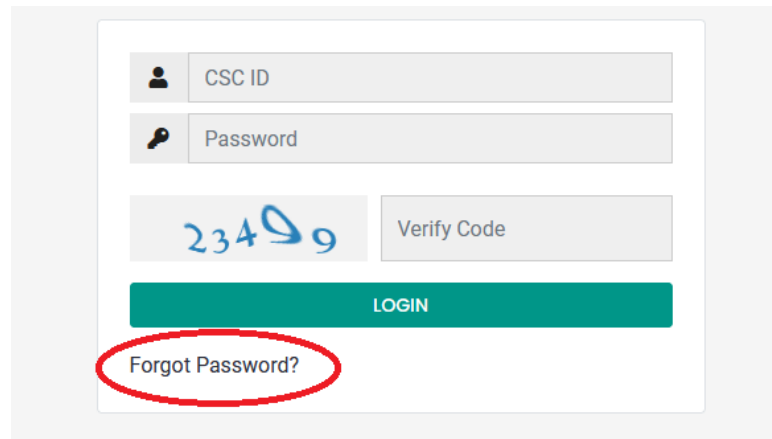
Enter your new password and the existing/current password to change the password.



4. Forgot Password

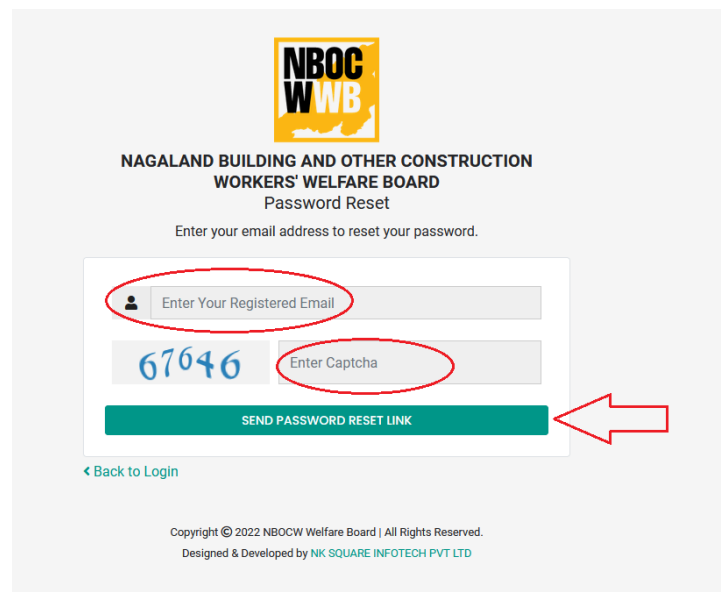
In case if you have forgot your password, you can reset it by using your email ID.

Go to LINK: <https://nbcw.nagaland.gov.in/csc/login> click on **Forgot Password**.



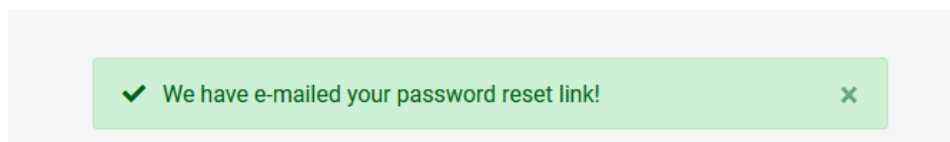
The screenshot shows a login form with the following fields: CSC ID, Password, and Verify Code (containing the number 23499). Below the fields is a green LOGIN button. A red circle highlights the 'Forgot Password?' link located below the LOGIN button.

Enter your registered email ID, captcha and click on Send Password Reset Link



The screenshot shows the password reset page with the NBOC WWB logo and the text 'NAGALAND BUILDING AND OTHER CONSTRUCTION WORKERS' WELFARE BOARD Password Reset'. Below this, it says 'Enter your email address to reset your password.' The form contains three fields: 'Enter Your Registered Email' (circled in red), 'Enter Captcha' (containing the number 67646 and circled in red), and a green 'SEND PASSWORD RESET LINK' button (indicated by a red arrow). There is also a '< Back to Login' link and a footer with copyright information.

Confirmation message



The screenshot shows a green confirmation message box with a checkmark icon and the text 'We have e-mailed your password reset link!' and a close button (X).



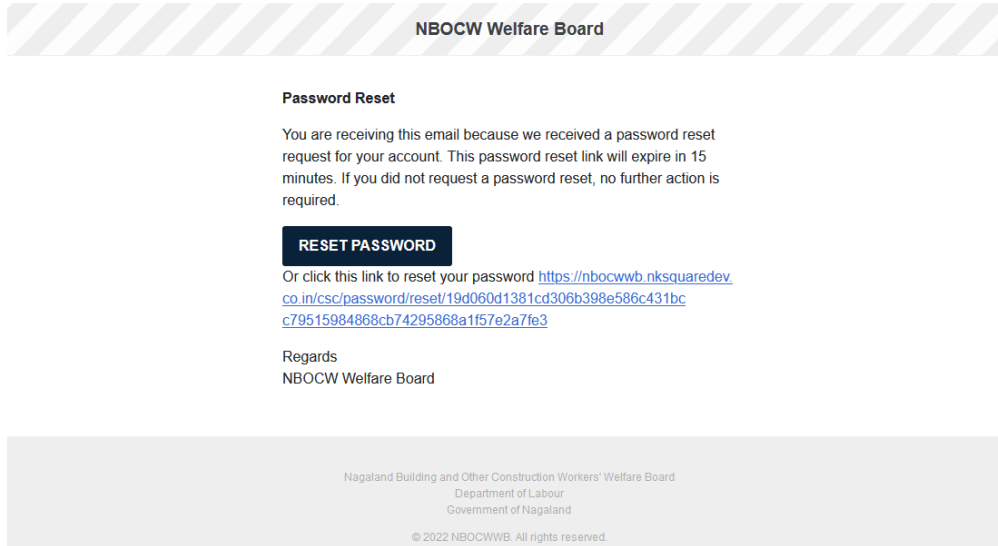
CSC (Common Service Centre) User Registration & Management

Version 1.0

Nagaland Building and Other Construction Workers' Welfare Board



Check your email Inbox, if mail is not in the inbox check in the SPAM or Junk email.
Click on the "RESET PASSWORD" button to reset the new password, if the button is not working you can also use the give link as mentioned in the email.



It will redirect you to password reset option, enter your registered email ID, password, captcha and click on RESET PASSWORD to change the password.

Reset Password

Enter your email address to reset your password.

email

password

confirm password

38824 Enter Captcha

RESET PASSWORD

Back to Login

For any technical issues, contact the helpdesk using the given link below;-

Helpdesk: <https://nbocw.nagaland.gov.in/HELPDESK/>