USER GUIDE: Employee Profile Update (Samarth Portal)

1. Login to Samarth Portal by visiting <u>https://mzu.samarth.ac.in</u> giving your username and password.

Additionally, you can access the portal from the link listed on the MZU website under the quick access.

2. After Logging in, go to employee services and profile as shown below:

• Employee Services	Dashboard			
• Finance 1	Employee		Leave	
• Governance	Profile →		Leave Applications \rightarrow	
• Academic	Education Details \rightarrow 2		Station Leave Applications $\ \rightarrow$	
Campus Services	Service Profile →		Apply Leave →	
Administration			My Leaves → History →	
Account Settings				
	Visit Employee	\rightarrow	Visit Leave	→

3. If you want to make any changes, click on request for update.

Additional Details		
		Request For Update
	Date of Birth	
	Guardian/Father Name	-
। सूरज सिंह	Marital Status	
	Category	

4. You can update any details related to you by selecting the left hand menu and corresponding tab as shown below:

REQUESTS UPDATE	Biographical Details Contact Details Family D	Details Additional Details		_		
• Drafts 0	Biographical Details					
Pending Requests				3		
History	Name		Date of Birth			
PROFILE	Mother Name		Guardian/Father Name			
• Personal Details	Name in Hindi		Marital Status			
Education & Qualification	Gender	Male	Category			
• My Public Profile	Blood Group	B+	PAN			
Documents	Nationality	Indian	Driving License			
EMPLOYMENT	Religion		Passport Number			
Research	Belong to PwBD Category	No	Passport Validity			

5. You can enable your own public profile by clicking on public profile and by clicking on custom profile so that you can control what you share in public.

REQUESTS UPDATE	Live Profile	 Default Custom Profile Profile
- Pending Requests 0	My Default Profile	Live View
- History		
 PROFILE Personal Details 		
Education & Qualification		
My Public Profile Documents		

6. Once you enable custom profile, it will ask for your confirmation. Click on "Change" to enable it.

		Change Page Font Size : A - A A	Lourembarn Suraj Sing
_	Alert!		×
,	Sure you want to change your live profile view ?		Ŷ
rofile		Close	Change

7. Click on "Add" under your bio note and you can write your details here.



8. It will open up a window where you can type or copy paste from any word file. Don't forget to set action to "Published" and "Save"

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Action	PUBLISHED
	Save

9. If you want to add extra tab, you can do so by clicking on "Add Extra Tab"

	Add I
Bio Note	
Add	

10. In order to view your profile and share it, click on LIVE view.

	Default Profile
Mr. Lourembam Surai Singh (लौरेमबम सरज सिंह).	
System Analyst	
ICT Centre	
	Add Extra
Bio Note	
Add	
—	

11. Now you can check yourself how your profile has been shared over the internet.

Click on share link and it will copy the link of your LIVE page automatically.

Paste the link to any word file or notepad for sharing to friends and over the internet.

SamartheGov		⊙ Download PDF
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		Designation ① System Analyst