

# College Administration Module

## How to Login College Administrator Module?

Visit N-LIST Website <https://nlist.inflibnet.ac.in/> and click on College Administrator Login.

The screenshot shows the N-LIST website homepage. The header includes the N-LIST logo and navigation links: College Admin Login, Licences and Fair Use, FAQs, Downloads, Awareness Programme, HOME, ABOUT, MEMBERS, REGISTER, E-RESOURCES, and SEARCH. The main content area features several sections: a banner for e-ShodhSindhu consortium, a 'Who are eligible?' section with a 'JOIN' button, and a 'REGISTERED MEMBER'S LOGIN' section with a 'LOGIN' button. Below these are three columns: 'FOR PAYMENT RELATED QUERIES' with an email address, a search bar for e-books and e-journals, and 'FOR ACCESS RELATED ISSUES' with an email address. The 'COLLEGE ADMINISTRATOR' section is highlighted with a blue circle around the 'Administrator Login' button. To its right are 'SUMMARY STATISTICS' (3425 Beneficiary Colleges, 370785 Total Active Users, 30758 Users Activated in Feb-2021) and 'TOP 10 COLLEGE USERS' based on Jan-2021 usages.

Enter the username and password which colleges get from the N-LIST Team via email and click on to Login button.

The screenshot shows the 'College Administrator Login' page. The header is identical to the homepage. The main heading is 'COLLEGE ADMINISTRATOR' with a sub-heading 'College Administrator Login'. The page contains a login form with the following fields: 'Login' (username), a password field, a CAPTCHA (8 + 4 = 12), and a 'Forgot Password?' link. A blue 'Login' button is at the bottom right of the form. To the right of the form are 'Instructions' for college administrators, including details on how to obtain login credentials and contact information for help.

If N-LIST College do not have Administrator login credentials then send authorisation letter to [college@inflibnet.ac.in](mailto:college@inflibnet.ac.in), N-LIST Team will create username and password and send through email to particular colleges.

After Login College Administrator Module, Dashboard will open which shows the details of the Colleges and their users i.e. active users, expired users and pending users. Colleges can edit the Principal, N-LIST College Admin and Technical Person's name and contact number only.

If Colleges wish to change Principal, N-LIST College Admin and Technical Person's email id then colleges need to send email regarding the same at [college@inflibnet.ac.in](mailto:college@inflibnet.ac.in)

### How to create individual login credentials for faculty members and students?

**Step 1:** Click on **Users Detail** option and after then click on **Add New User**.

(If colleges have already created username and password for their faculty members and students then colleges can click on the text boxes to check the status and details regarding how many number of users are active, expired and still activation pending.)

Name	Email	Designation	Department	Validity	Status	Action
	saroj@inflibnet.ac.in		INFLIBNET and OTHER Members	2021-02-28	Active	 
	ankur@inflibnet.ac.in		INFLIBNET and OTHER Members	2021-02-28	Active	 

**Step 2:** Add User's details like Name, Department, Designation, Email ID, Phone no. and set the validity as requirement of user (Students: 3 yrs or 5 yrs; Faculty: 10 yrs)

**Step 3:** Then click on **Save**.

**User Details**

\* Required fields

Note: Login details will be sent on e-mail address of user. Please ensure the e-mail address is correct and valid.

Name of User \* Department \* Designation \*

Roshni Inflibnet Sr. Project Associate

Email Address (Username) \* Mobile Validity \*

roshniyadav963@gmail.com 0 31-03-2022

Save

Showing 0 to 0 of 0 entries (filtered from 133 total entries) Previous Next

**Step: 4** System will send an email to particular user with OTP and activation link. User will need to click on that activation link and enter the **Username, OTP** and set the desired **Password**.

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HOME ABOUT MEMBERS REGISTER E-RESOURCES SEARCH

**Member User Activation / Reset Password**

**Activate User / Reset Password**

Email (Username) \* Current Password/One Time Password \*

Enter Username Enter Current Password / OTP

New Password \* Retype New Password \*

Enter New Password Enter Confirm Password

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Activate User / Reset Password

### **How to upload bulk users?**

College Administrator can create 50 username and password for the faculty members and students through Upload bulk users at a time.

**Step: 1** Click on **Upload Bulk Users** option and Copy Paste the user details created in excel file. **(The format of excel is available in Bulk Users Template)**

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**USERS BULK UPLOAD**

Note: Login details will be sent on e-mail address of user. Please ensure the e-mail address is correct and valid.

Prepare your list of users in the [bulk users template \(.xlsx format\)](#) provided and copy & paste the details at a time in the box below:

Prepare your list of users in the excel template provided and copy and paste here the details of maximum 50 users at a time

**Prepare a user list in prescribed excel format, copy that list and paste in the box.**

	A	B	C	D	E	F
1	<b>Name</b>	<b>Email</b>	<b>Department</b>	<b>Designation</b>	<b>Contact No</b>	<b>Validity [mm/dd/yyyy]</b>
2	Dinesh	dinesh@inflibnet.ac	Library Science	Scientist	9898123405	3/31/2022
3	Hitesh	hitesh@inflibnet.ac	Computer Science	Scientist	9898120345	3/31/2022
4	Roshni	roshni@inflibnet.ac	Library Science	Project Staff	7892345432	3/31/2022
5	Priyesh	ess.spa1@inflibnet.	Computer Science	Project Staff	8987654312	3/31/2022
6	Shivani	shivani@inflibnet.a	Library Science	Project Staff	8787654321	3/31/2022
7	Roma	paymentinfo@inflib	Library Science	STO	9332222222	3/31/2022

**Step: 2** If valid records will be inserted then the message will be showing as 'Data Validation Completed'. Click on Ok button for the further process.

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**USERS BULK UPLOAD**

Note: Login details will be sent on e-mail address of user. Please ensure the e-mail address is correct and valid.

**Data Validation Completed**

6 valid users and 0 invalid users found. Please try again for invalid users.

OK

Name	Designation	Mobile	Validity
Dinesh	Scientist	9898123405	2022-03-31
Hitesh	Scientist	9898120345	2022-03-31
Priyesh	Staff	8987654312	2022-03-31
Roma	STO	9332222222	2022-03-31
Roshni	Staff	7892345432	2022-03-31
Shivani	Staff	8787654321	2022-03-31

Showing 1 to 6 of 6 entries

Save Bulk Users Details

**Step: 3** Click on save bulk User Details.

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**USERS BULK UPLOAD**

Note: Login details will be sent on e-mail address of user. Please ensure the e-mail address is correct and valid.

Export Search:

Name	Email	Department	Designation	Mobile	Validity
Dinesh	dinesh@inflibnet.ac.in	Library Science	Scientist	9898123405	2022-03-31
Hitesh	hitesh@inflibnet.ac.in	Computer Science	Scientist	9898120345	2022-03-31
Priyesh	ess.spa1@inflibnet.ac.in	Computer Science	Project Staff	8987654312	2022-03-31
Roma	paymentinfo@inflibnet.ac.in	Library Science	STO	9332222222	2022-03-31
Roshni	roshni@inflibnet.ac.in	Library Science	Project Staff	7892345432	2022-03-31
Shivani	shivani@inflibnet.ac.in	Library Science	Project Staff	8787654321	2022-03-31

Showing 1 to 6 of 6 entries

Previous 1 Next

Save Bulk Users Details

Click on it to save

**Step: 4** If invalid mail Id has been uploading in the file than it will show as an **Invalid Email ID**. Valid details of users will get saved and the records will be showing in the Activate Bulk users automatically.

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**USERS BULK UPLOAD**

Note: Login details will be sent on e-mail address of user. Please ensure the e-mail address is correct and valid.

Export Search:

Name	Email	Department	Designation	Mobile	Validity
Dinesh	dinesh@inflibnet.ac.in	Library Science	Scientist	9898123405	2022-03-31
Hitesh	hitesh@inflibnet.ac.in	Computer Science	Scientist	9898120345	2022-03-31
Priyesh	ess.spa1@inflibnet.ac.in	Computer Science	Project Staff	8987654312	2022-03-31
Roma	paymentinfo@inflibnet.ac.in	Library Science	STO	9332222222	2022-03-31
Roshni	roshni@inflibnet.ac.in	Library Science	Project Staff	7892345432	2022-03-31
Shivani	shivani@inflibnet.ac.in	Library Science	Project Staff	8787654321	2022-03-31

Showing 1 to 6 of 6 entries

Previous 1 Next

Save Bulk Users Details

**Saved**  
User(s) details saved successfully.  
Ok

**Step: 5** College Admin needs to send activation link via email to individual user by clicking on activate symbol  and also can delete the record by clicking on the delete symbol .

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**ACTIVATE BULK USERS**  
Note: Login details will be sent on e-mail address of user. Please ensure the e-mail address is correct and valid.

Export Search:

Name	Email	Designation	Department	Mobile	Validity	Activate	Delete
Dinesh	dinesh@inflibnet.ac.in	Scientist	Library Science	9898123405	2022-03-31		
Hitesh	hitesh@inflibnet.ac.in	Scientist	Computer Science	9898120345	2022-03-31		
Priyesh	ess.spa1@inflibnet.ac.in	Project Staff	Computer Science	8987654312	2022-03-31		
Roma	paymentinfo@inflibnet.ac.in	STO	Library Science	9332222222	2022-03-31		
Roshni	roshni@inflibnet.ac.in	Project Staff	Library Science	7892345432	2022-03-31		
Shivani	shivani@inflibnet.ac.in	Project Staff	Library Science	8787654321	2022-03-31		

Showing 1 to 6 of 6 entries Previous 1 Next

**Step:6** After clicking on activate button the system will send activation link to users . The message will be show as **Activation Email Sent** to the user.

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**ACTIVATE BULK USERS**  
Note: Login details will be sent on e-mail address of user. Please ensure the e-mail address is correct and valid.

Export Search:

**Activation Email Sent**

Activation email sent to user successfully.

**OK**

Name	Email	Designation	Department	Mobile	Validity	Activate	Delete
Dinesh	dinesh@inflibnet.ac.in	Scientist	Library Science	8123405	2022-03-31		
Priyesh	ess			7654312	2022-03-31		
Hitesh	hit			8120345	2022-03-31		
roma	pa			2222222	2022-03-31		
Roshni	roshni@inflibnet.ac.in	Project Staff	Library Science	7892345432	2022-03-31		
Shivani	shivani@inflibnet.ac.in	Project Staff	Library Science	8787654321	2022-03-31		

**Step:7** Users have to activate the account by clicking on that activation link which they have received in respective mail IDs.

### How to resend the activation link ?

If College Administrator noticed that particular user has not activated the account and showing as activation pending then College Administrator have to resend the activation link to users.

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**INFLIBNET**  
Home | Users List

**USERS DETAILS**

262 Total Users | 259 Active Users | 0 | 2 | 1 Invalid Email

Total Users  
- Active Users; - Invalid Email ID;

Select all | Extend Validity | Send Activation Email | Add New User

Show 10 entries | Export | Search: paymentinfo

Name	Email	Designation	Department	Validity	Status	Action
Roma	paymentinfo@inlibnet.ac.in	STO	Library Science	2022-03-31		

Showing 1 to 1 of 1 entries (filtered from 262 total entries) | Previous 1 Next

Users' will get the username and OTP (one Time Password) along with activation link in their respective email id. Users' need to activate their password through activation link.

To  
Roma  
STO  
Library Science  
INFLIBNET  
Gandhinagar - Gujarat.

This is an auto-generated email. Please DO NOT REPLY.

Dear N-LIST Member

Please find below the Member Username and password for NLIST member login detail, which will allow you to access E-resources. The N-LIST Member login interface is available at <https://proxy.inlibnet.ac.in/2443/login>

**N-LIST Login Details for Member Login**

Username: [paymentinfo@inlibnet.ac.in](mailto:paymentinfo@inlibnet.ac.in)  
Password: 522496 (One Time Password)

You need to activate your username using the OTP and set your desired password using <https://nlist.inlibnet.ac.in/vactivate.php>.

**Systematic download of e-resources content is Strictly Prohibited.** Terms and Condition for access to e-resources is available at <https://nlist.inlibnet.ac.in/licence.php>

**Important Note:** Please do not share the username and password with any one. You will be responsible, if any violation is reported during the access period. Access to N-LIST e-resources will be stopped if found violating the access terms.

You may contact us on [college@inlibnet.ac.in](mailto:college@inlibnet.ac.in) for further any assistance.

Click on it to activate the password

After clicking on activation link, users' need to enter the username, OTP (one time password), New password (set the password), retype new password, calculate the captcha and click on activate user/reset password.

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**MEMBER USER ACTIVATION**  
Home | Member User Activation

**Member User Activation / Reset Password**

**Activate User / Reset Password**

Email (Username) \*  
paymentinfo@inlibnet.ac.in

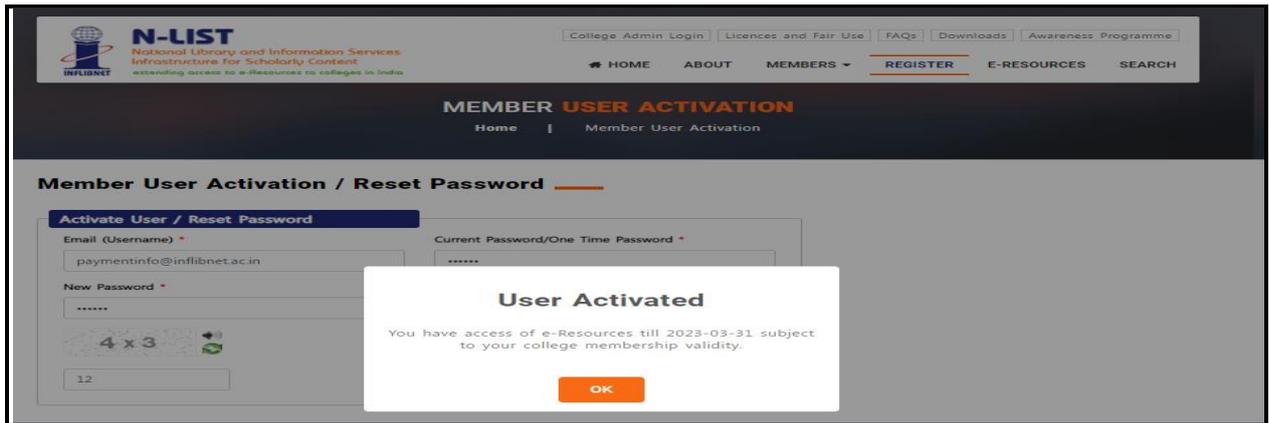
Current Password/One Time Password \*  
.....

New Password \*  
.....

Retype New Password \*  
.....

4 x 3  
12

Activate User / Reset Password

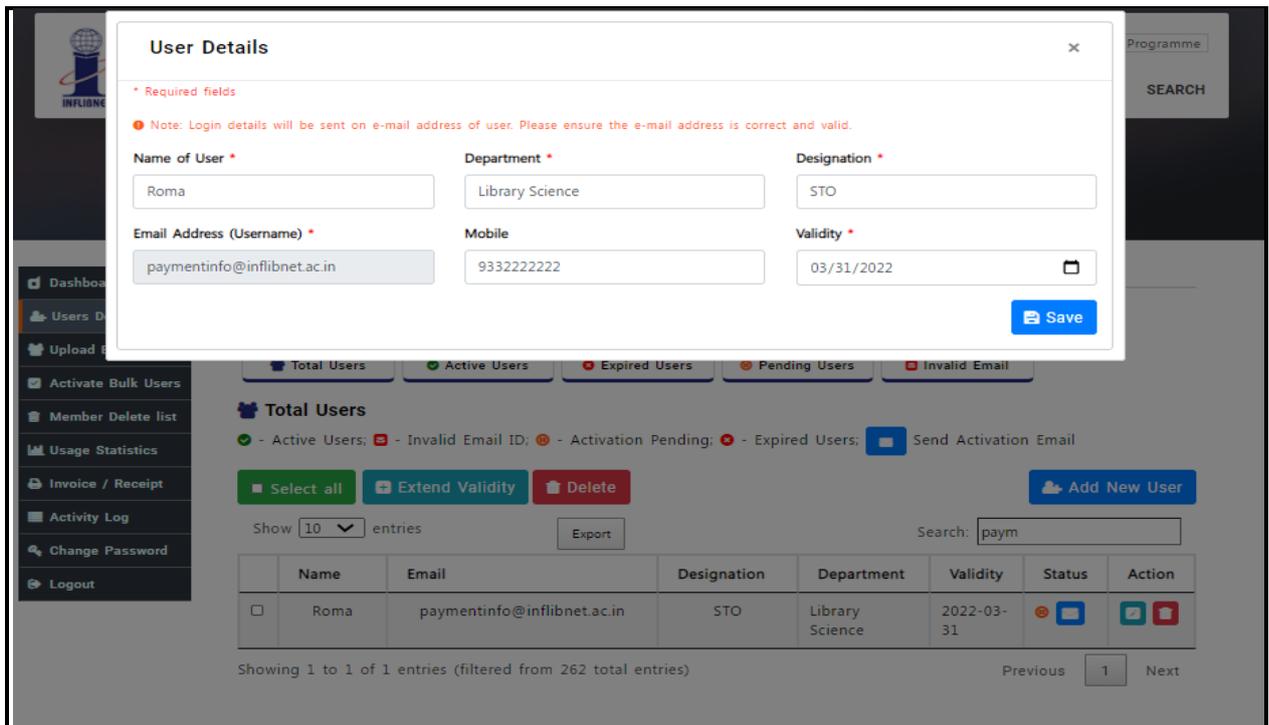


### How to edit the details and extend the validity?

**Step:1** After login in College Administration Module, click on users details and search the name or username i.e. email id, click on the edit button.

**Step:2** User details can be editable in the field of Name, Department, Designation, Mobile and extend the validity as per require **but email id is not editable**. Then click on Save button.

(If there is spelling mistake in email id then College Administrator needs to delete that record and create/add the new user again.)



**For extending the validity**, College Administrator needs to select particular user or select all for listed users then click on extend validity.

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**INFLIBNET**  
Home | Users List

**USERS DETAILS**

262 Total Users | 259 Active Users | 0 Expired Users | 2 Pending Users | 1 Invalid Email

**Total Users**  
Active Users: Invalid Email ID: Activation Pending: Expired Users: Send Activation Email

Select all | **Extend Validity** | Delete | Add New User

Show 10 entries | Export | Search: paym

	Name	Email	Designation	Department	Validity	Status	Action
<input checked="" type="checkbox"/>	Roma	paymentinfo@inflibnet.ac.in	STO	Library Science	2022-03-31		

Showing 1 to 1 of 1 entries (filtered from 262 total entries) | Previous | 1 | Next

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Home | Users List

**USERS DETAILS**

262 Total Users | 259 Active Users | 0 Expired Users | 2 Pending Users | 1 Invalid Email

**Total Users**  
Active Users: Invalid Email ID: Activation Pending: Expired Users: Send Activation Email

Select all | **Extend Validity** | Delete | Add New User

Show 10 entries | Export | Search: paym

**Validity Extension**

Do you want to extend validity of selected users?

Cancel | **Yes, Extend it!**

	Name	Email	Designation	Department	Validity	Status	Action
<input checked="" type="checkbox"/>	Roma	paymentinfo@inflibnet.ac.in	STO	Library Science	2022-03-31		

Showing 1 to 1 of 1 entries (filtered from 262 total entries) | Previous | 1 | Next

After clicking on **Yes, Extend it!**, College Administrator needs to set the validity through Calendar or can enter the validity manually.

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**INFLIBNET**  
Home | Users List

**USERS DETAILS**

262 Total Users | 259 Active Users | 0 Expired Users | 2 Pending Users | 1 Invalid Email

**Total Users**  
Active Users: Invalid Email ID: Activation Pending: Expired Users: Send Activation Email

Select all | **Extend Validity** | Delete | Add New User

Show 10 entries | Export | Search: paym

**Extend Validity for Selected Users**

Required fields

Select Date\*

03/31/2023

March 2023

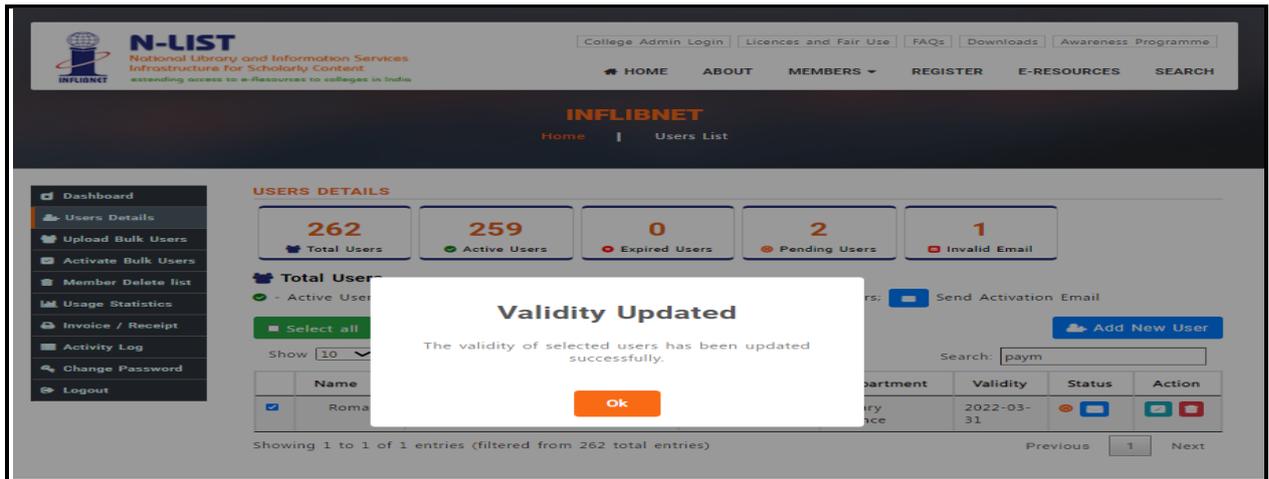
Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Today

Save

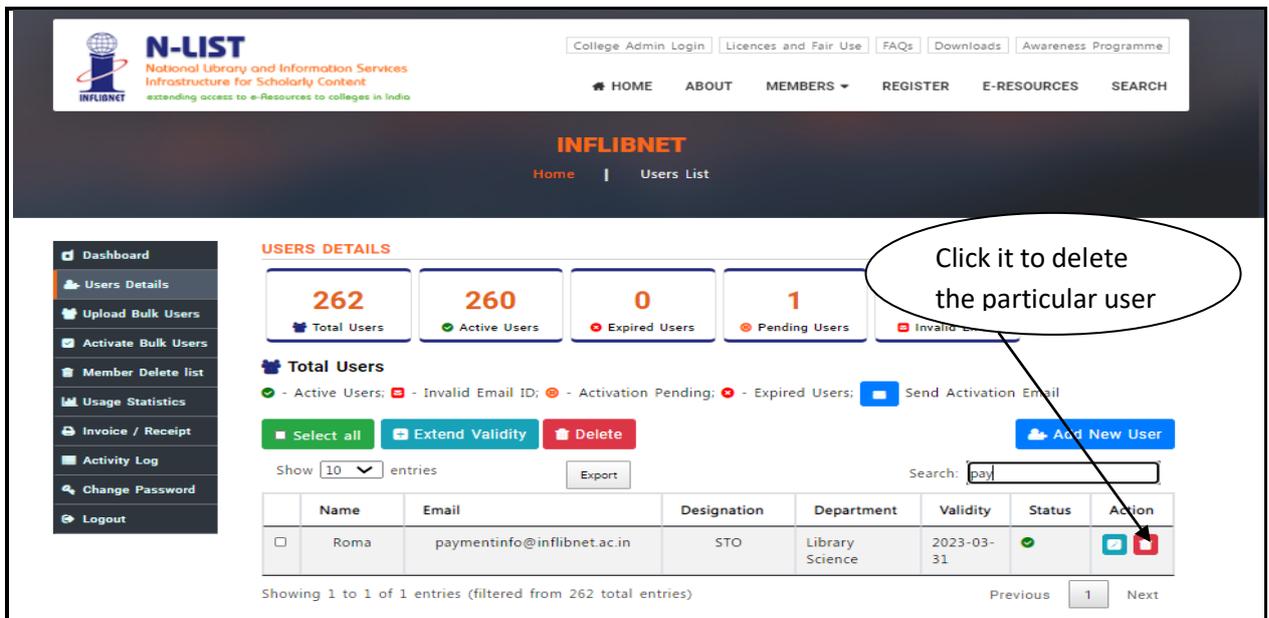
	Name	Email	Designation	Department	Validity	Status	Action
<input checked="" type="checkbox"/>	Roma	paymentinfo@inflibnet.ac.in	STO	Library Science	2022-03-31		

Showing 1 to 1 of 1 entries (filtered from 262 total entries) | Previous | 1 | Next

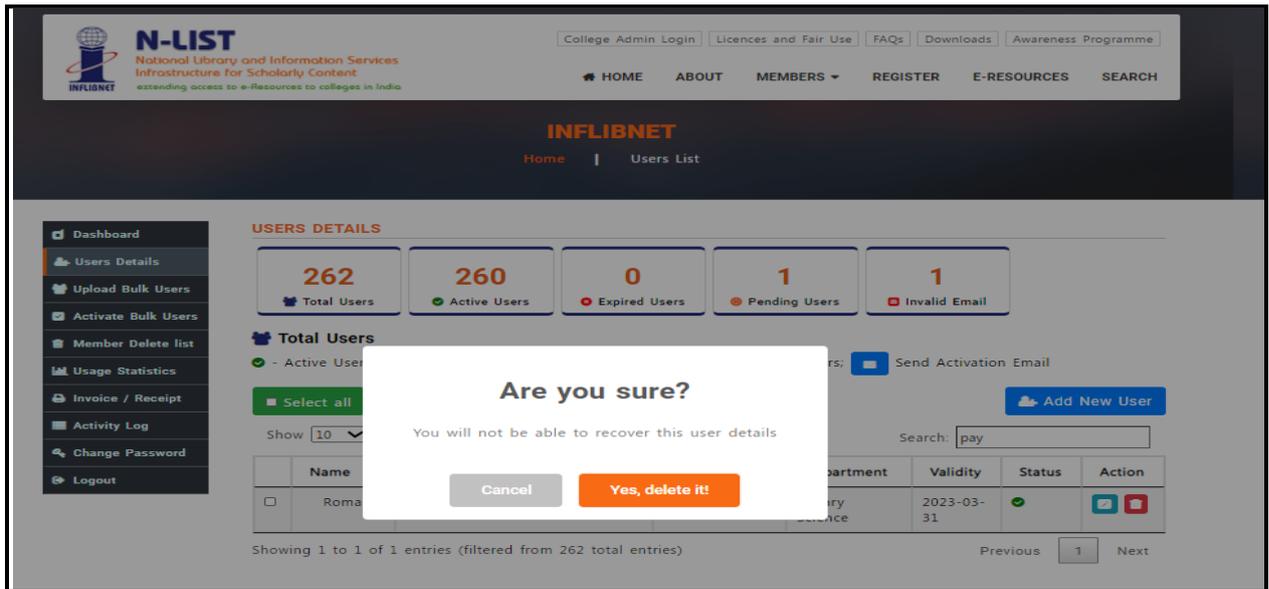


### 🔗 How to delete the User?

**Step:1** After login College Administration Module, click on users details and search the name or username i.e. email id, click on the Delete button.



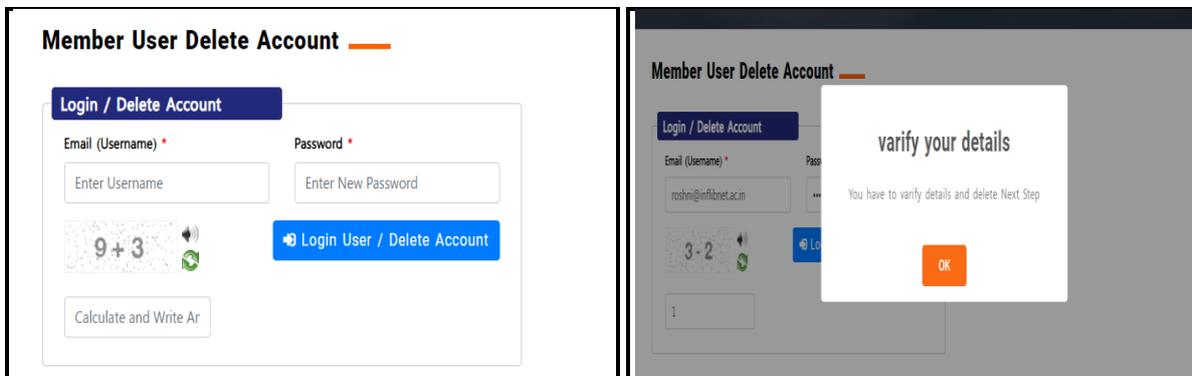
**Step:2** System will ask for confirmation.



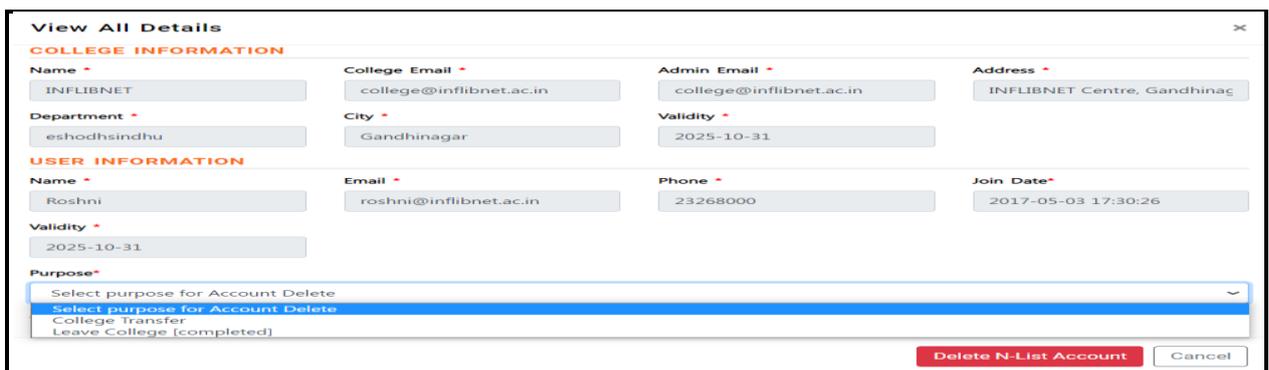
(College Administrator can delete the users in bulk also. College Administrator needs to select the users or click on Select All for all listed users then click on Delete Button. )

### **How to delete users which are linked with another college?**

College Administrator need to contact the NLIST Team at college@inflibnet.ac.in for deleting the users which are belonged with another college earlier. NLIST Team will provide a link for deleting the users and users need to filled up the below form.



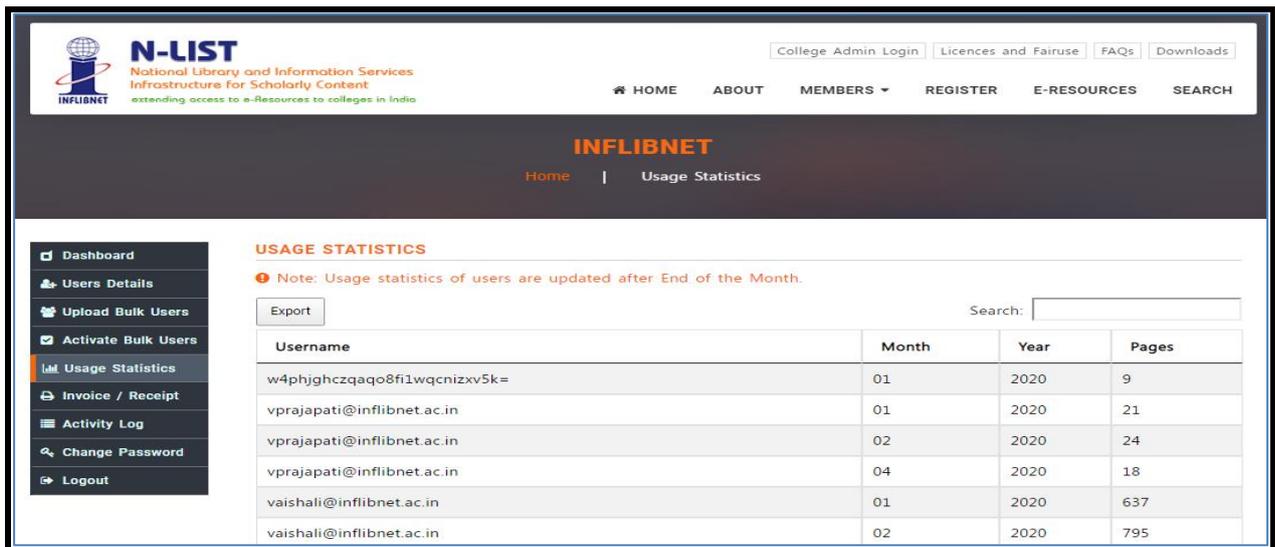
College Administrator needs to select the reason for deleting the username then click on the Delete NLIST Account.



College Administrator of other college will get the request to delete the user's detail in Member's Delete list. Once the College Administrator approve for the request then user's detail will delete from the college.

### How to check Usage Statistics?

College Administrator can download the usage statistics month-wise, year-wise and visited pages by the clicking on the header (column name) of the table. He/she needs to click on export the usage report and it will be downloaded in excel format. He/she can sort out the usage statistics through year-wise, month-wise and visited pages.



**USAGE STATISTICS**

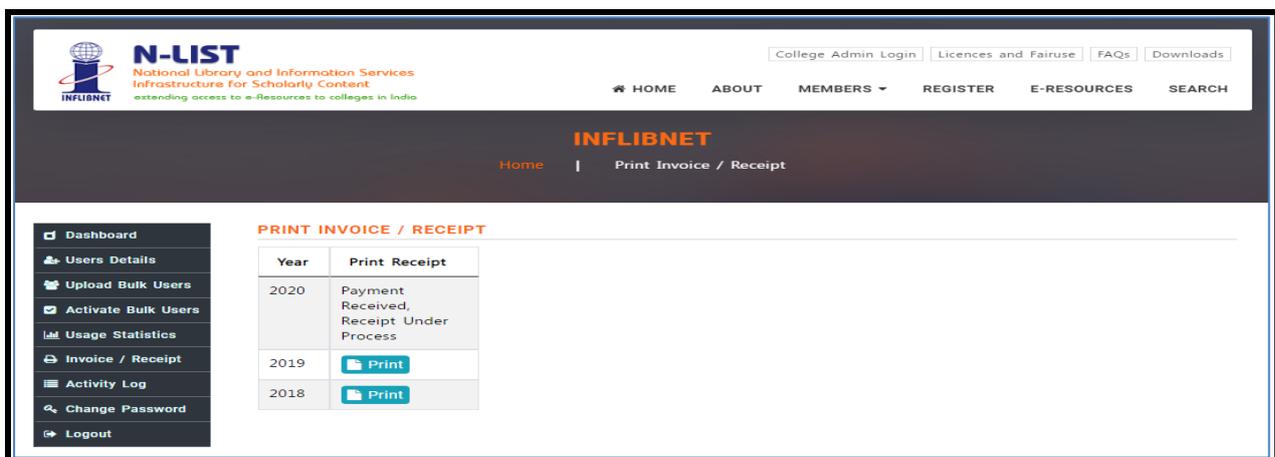
Note: Usage statistics of users are updated after End of the Month.

Export Search:

Username	Month	Year	Pages
w4phjghczqaqo8fi1wqcnizxv5k=	01	2020	9
vprajapati@inflibnet.ac.in	01	2020	21
vprajapati@inflibnet.ac.in	02	2020	24
vprajapati@inflibnet.ac.in	04	2020	18
vaishali@inflibnet.ac.in	01	2020	637
vaishali@inflibnet.ac.in	02	2020	795

### How to generate the Receipt and Invoice?

College Administrator can get the receipt from the module and it can be downloaded once the confirmation mail will received to the Admin regarding receipt. Click on Print and it will be generated in pdf format. College Administrator can also check the status of the Receipt, if receipt is not generated then the status will be showing as **payment has been received and receipt is under process**.



**PRINT INVOICE / RECEIPT**

Year	Print Receipt
2020	Payment Received, Receipt Under Process
2019	<a href="#">Print</a>
2018	<a href="#">Print</a>

### How to check daily activity of College Administrator?

An activity log is a report in which all the daily activities are sequentially ordered and displayed. College Administrator can add, edit and delete the users.

This function can help to College Administrator to check when he/she login and logout the college administrator, he/she also see the records which add, edit and delete on particular date along with the detail of the IP Address.

**ACTIVITY LOG DETAILS**

Activity	User	Login	Logout	IP Address
Login Only	admin-logout	2020-05-08 13:07:30	0000-00-00 00:00:00	47.29.188.150
Delete	null	2020-05-08 10:42:56	0000-00-00 00:00:00	106.213.178.207
Login Only	login-admin-user	2020-05-08 10:41:50	0000-00-00 00:00:00	106.213.178.207
Login Only	login-admin-user	2020-05-07 10:46:12	0000-00-00 00:00:00	219.91.213.244
Login Only	admin-logout	2020-05-06 14:29:50	0000-00-00 00:00:00	103.96.51.164
Login Only	admin-logout	2020-05-06 11:14:46	0000-00-00 00:00:00	139.167.72.218
Login Only	admin-logout	2020-05-05 22:13:57	0000-00-00 00:00:00	223.233.34.224

### How to change Password?

After login College Administrator Module, if College Administrator wants to change the password then click on **change password**, enter the **new password & Retype new password** and click on Change Password.

**CHANGE PASSWORD**

.....

.....

[Change Password](#)

### How to reset the password?

**Step: 1** If College Admin forgets the password OR unable to login in College Administrator Module, then Go to College Administrator page and click on **Forgot Password**; enter the username and click on send OTP to Email.

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### Forgot Password

**Forgot Password**

Email (Username) \*

Enter Username

5 x 4

Send OTP to Email

Calculate and Give Answer

**Step:2** New OTP will receive in the email along with the link. College Admin have to click on that link, enter the username, OTP and set the new password.

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### Member User Activation / Reset Password

**Activate User / Reset Password**

Email (Username) \*

Enter Username

Current Password/One Time Password \*

Enter Current Password / OTP

New Password \*

Enter New Password

Retype New Password \*

Enter Confirm Password

1 x 4

Activate User / Reset Password

Calculate and Give Answer

For any queries related to access mail us at [college@inflibnet.ac.in](mailto:college@inflibnet.ac.in) & related to payment mail us on [paymentinfo@inflibnet.ac.in](mailto:paymentinfo@inflibnet.ac.in) OR Please contact us on +91 79-2326 8243/8244.