First Way: **The College Institute has to follow the below process to reset the password, If getting any issue/problem with resetting password then you can send the below format to us. We will reset the college/institute password from our state login.**

Question: If an INO forgot the login credentials, whether they have to submit KYC to SNO {OR} they can reset their login credentials through forget password module under INO login.
Ans. INO can re-set it's password using " School / Institute Forgot Password ?
Answer: Option available on Institute login page. The password can also be reset by the DNO/SNO but in this situation, INOs will have to provide their AADHAAR related information (AADHAAR Number, Name, gender, DoB& Mobile number registered with Aadhaar) to DNO/SNO for Aadhaar demo auth. After successful Demo Auth of INO from SNO/DNO login, password reset will be done and new password will be sent in INO's mobile number verified from UIDAI during DEMOAuth.

Sencond way as below :

Password Reset & Institute Nodal Officer's Details Updation Format on NSP Portal

College/Institute Name	College Institute Nature Govt/Govt Aided/Pvt	College Institute AISHE/UDISE/NCVT Code	Name Of the University/Board	Course Level HSC/UG/PG/Diploma/Degree/I.T.I/Polytech	College/Institute Address	College/Institute State	College/Institute District	College/Institute Taluka/Block	College/Institute Pincode
1	2	3	4	5	6	7	8	9	10

Institute Nodal Officer Details (Below details must be registered with Adhaar)					Email Id
Full Name (As in Adhaar)	Adhaar No	Mobile No (Registered in Adhaar)	Date Of Birth D/M/Y	Gender	Email Id
11	12	13	14	15	16

College/Institute must have to fill above 1 to 16 column complete information for resetting password and for the INO's details Updation.
Send us a format on schol.dhepune@gov.in along with the following documents.
1. Request Letter on College Covering
2. Scan copy of 16 column Format with principal sign and stamp.
3. AISHE/UDISE/NCVT Certificate.
4. Institute Nodal Officer's Adhaar Copy
5. Institute Nodal Officer's College Id Card