

Guidelines for Changing LOGIN ID/Email & PASSWORD

NOTE: Your email address given at the time of registration is your LOGIN ID.

I. To Change LOGIN ID/Registered Email

If you have forgotten or lost your LOGIN ID or if you have used other email address which has now become inactive, please follow these steps.

Step 1: Click [Reset Login Id](#) link on the website www.online-inspire.gov.in.

Step 2: Enter your First Name and Last Name as mentioned in the application form or at the time of registration. Enter correct Date of Birth (MM/DD/YYYY format). Enter your IVR No. if you remember the same. Otherwise, leave these fields blank.

Step 3: Enter the MOBILE No. as mentioned your application form or at the time of registration.

Step 4: Click **Send Request** button. If you have entered the correct information, a screen will appear indicating that your authentication has been successful. The matching LOGIN ID will be displayed.

Make note of your LOGIN ID. If you do not wish to change the LOGIN ID/Email, Click “**Back to LOGIN**” button.

Step 5: If you wish to change the existing LOGIN ID, please click “**Change LOGIN ID/Email**” button. The following message appears:

“Your change Login Id/Email request has been initiated. We have sent a One Time Password (OTP) to your registered mobile number. Please check the message in your mobile phone. If you do not get the message, please wait for a while.”

IMPORTANT! DO NOT Close the webpage/window at this stage.

Step 6: Enter the OTP as received on your Mobile and click **Submit** button.

Step 7: Enter the new Email address and confirm the same. Enter Verification Code (CAPTCHA) visible in the image. Click **Send Request** button. Your LOGIN ID/Email is now successfully updated and henceforth access the online portal only with this new LOGIN ID/Email.

II. To Change PASSWORD

If you have forgotten your password, follow these steps to reset the same.

Step 1: Click [Reset Password](#) link on the website www.online-inspire.gov.in.

Step 2: Upon clicking, a screen will appear where you have to enter your LOGIN ID. Enter Verification Code (CAPTCHA) visible in the image.

Step 3: Click **SUMBIT** Button. The following message appears. *“Your password has been successfully reset and the credentials have been mailed to your email id”*. Please open your registered email to obtain the new password and henceforth access the online portal only with the new password.

IMPORTANT NOTICE!

If you have forgotten or do not have access to both your registered Email and Mobile No., you are requested to send a Notarised Affidavit along with your Identity proof and Address proof to Head, INSPIRE Programme Division, DST, clearly informing your complete details. Please mention your new email address & new mobile No. in the affidavit. After the receipt of the affidavit, the DST-INSPIRE shall check the credentials of the online applicant and inform him/her about further process through email only.