AEBAS on-boarding process in details

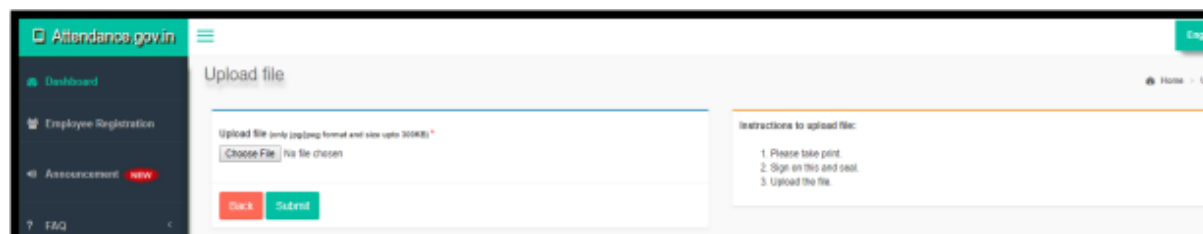**Step 1**: Go to https://sankalp.skillattendance.ac.in/

Step 2: Register the organization

Having submitted the form, the details such as Organization Name, Nodal Email, Nodal Mobile, Status and Creation date will reflect on the screen along with the Actions that can be taken- Edit, Print, Upload File, View and Exit. A temporary registration Number is sent on the mobile through SMS/E-mail. Keep the temporary registration number safe as it will be required to login for edit/upload/Print of organization details before approval from our Helpdesk Team.

Step 3: Take a Print out of the form and get it signed and stamped, so that it can be uploaded.

After submitting the documents, your organization has been successfully onboarded.

Step 4: After the organization is onboarded, please wait **2–3 days** to receive the AEBAS login credentials on your **registered email ID**.

Step 5: After receiving the login credentials, follow these steps on the AEBAS portal:

1. Click on **Login**.
2. Select **Forgot Password**.
3. Enter your **User Name** (shared above).
4. Choose the mode to receive an **OTP** for password reset (e.g., email or SMS).
5. Enter the **OTP** and set a new password.

Step 6: After activating the sub-domain, you need to add the centre location (Latitude and Longitude). Please follow the steps below:

- Login with your user ID at: https://sankalp.skillattendance.ac.in/

- Navigate to **Manage Global Master**.

- Select the **Device Location** option. Search for the TC ID, click on **Edit**, and enter the correct Latitude and Longitude.

- You will see an option to add Lat/Long — select **Yes** to enable it.

Candidate registration on AEBAS portal

Step 7: Please go to the URL you received and log in using your credentials.

Step 8: In order to Login and Register, the user will visit the organizations attendance portal. The Employee will register as explained below-

- Click on Employee Registration and the following form registration form will be displayed as shown in figure below.

- The employee will enter the personal details like Name, Date of Birth, gender, Aadhaar Number, Email address and Mobile Number. All the fields are mandatory.
- Next the user will click on the Organization Details tab and enter Organizations Name, Employee type, Division/Unit within the Organization, Designation, Office Location, Organization Code, will upload a photo of himself (in .jpg format and size up to 150 KB).
- He will then the Confirmation Code, select the consent box and click on Submit button.

- Once the user submits the form, an Attendance Id will be sent to him through SMS and mail. The same Id will be displayed on the screen as well.
- Using the attendance id sent, the employee will then login to BAS by clicking on the Login option from the menu.
- If the user is logging in for the first time, the user will click on the Don't have an account option.
- Fill in the Attendance Id and generate an OTP, that is sent on the mobile and login with that OTP code.
- Employee can reset the password Click on the mode by which he wants the OTP has to be sent- SMS or Mail. An OTP is sent; using which the user can reset the password and login.

The Nodal officer verifies the details provided by the employee, including the Aadhaar number entered by the employee. After all details are verified, the employee is informed by SMS /Email about his registration being complete on the attendance portal.

Step 9: The training centre should guide candidates to download the attendance application on their personal mobile devices. This app is used to mark face recognition attendance through the AEBAS portal. Candidates need to access the provided URL to download and set up the application on their mobile phones.

Link :-
https://attendance.gov.in/assets/doc/AEBAS_FaceAuth_InstallationGuide_PersonalDevice.pdf