



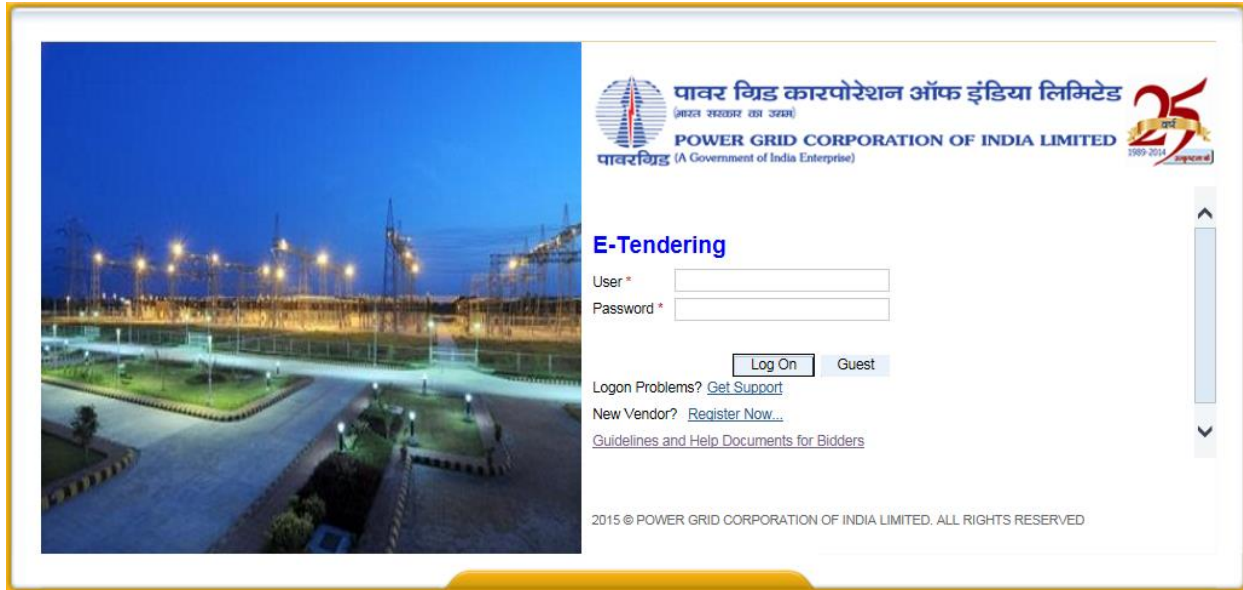
Project Rupantar Portal

(Portal Link – <https://vendor.powergrid.in>)

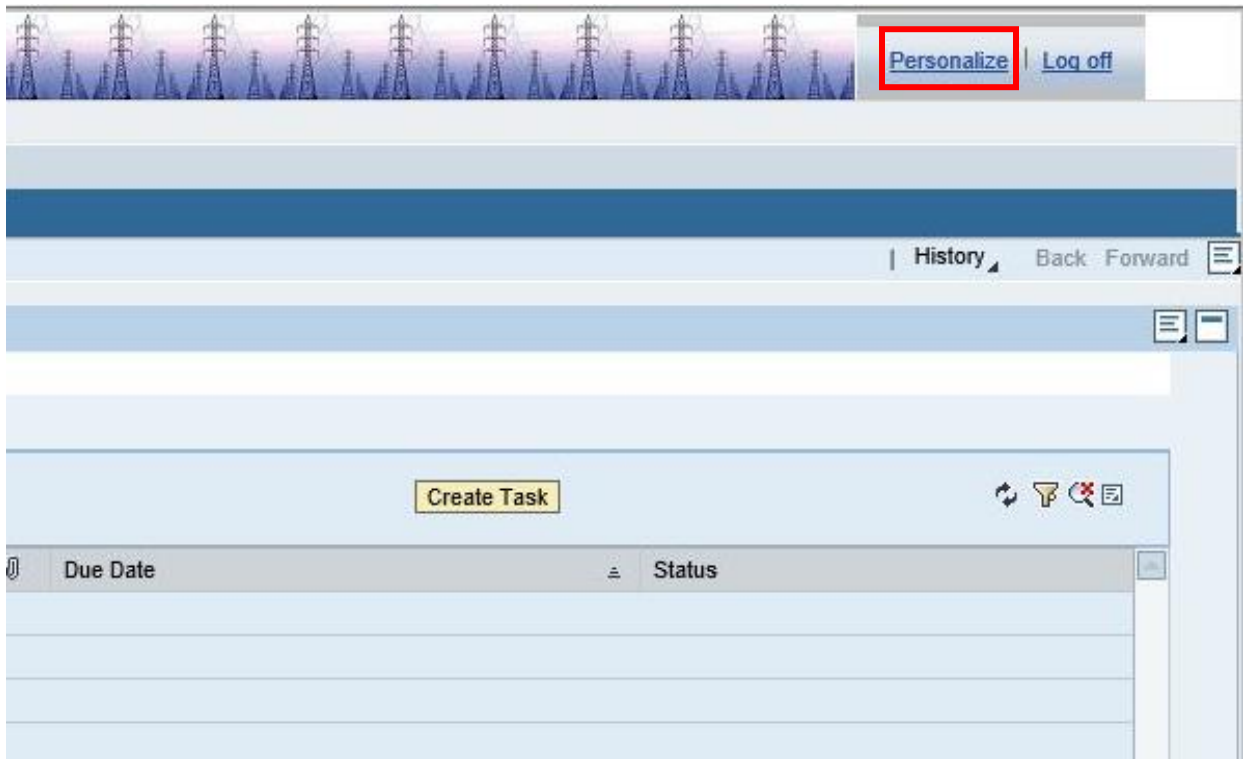
User Manual

Update Security Question in User Profile

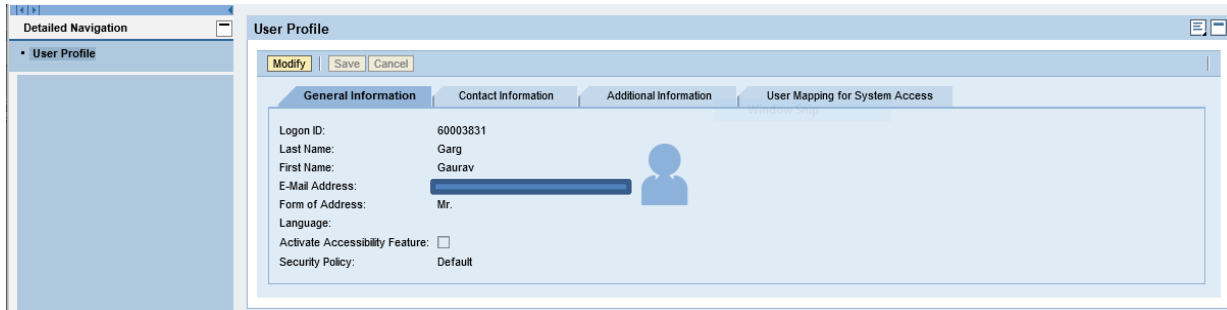
- 1) Login to the Portal <https://vendor.powergrid.in/> with your credentials.



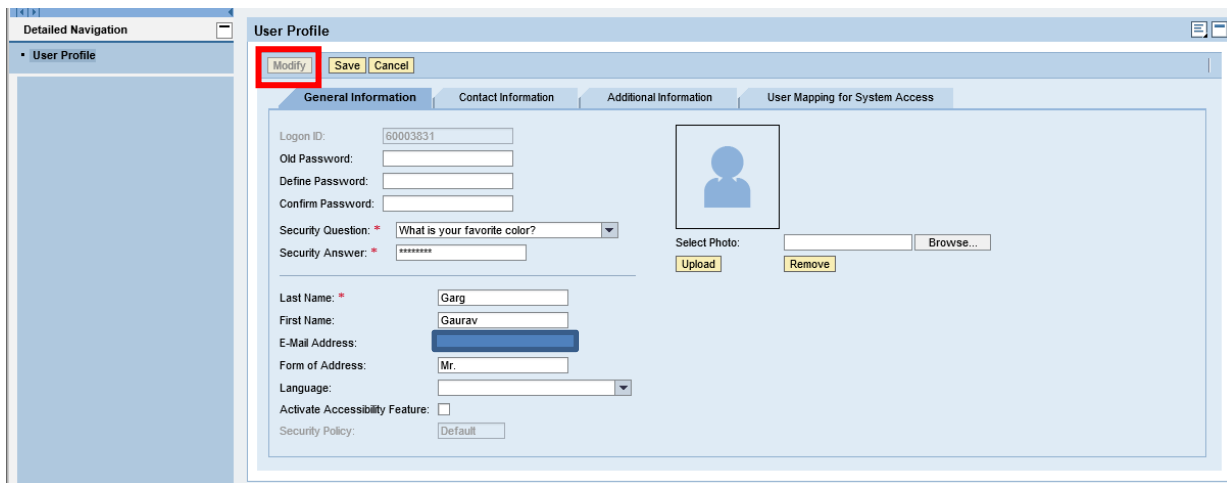
- 2) Click on Personalize Link (highlighted in image below) on main screen displayed after Logging In.



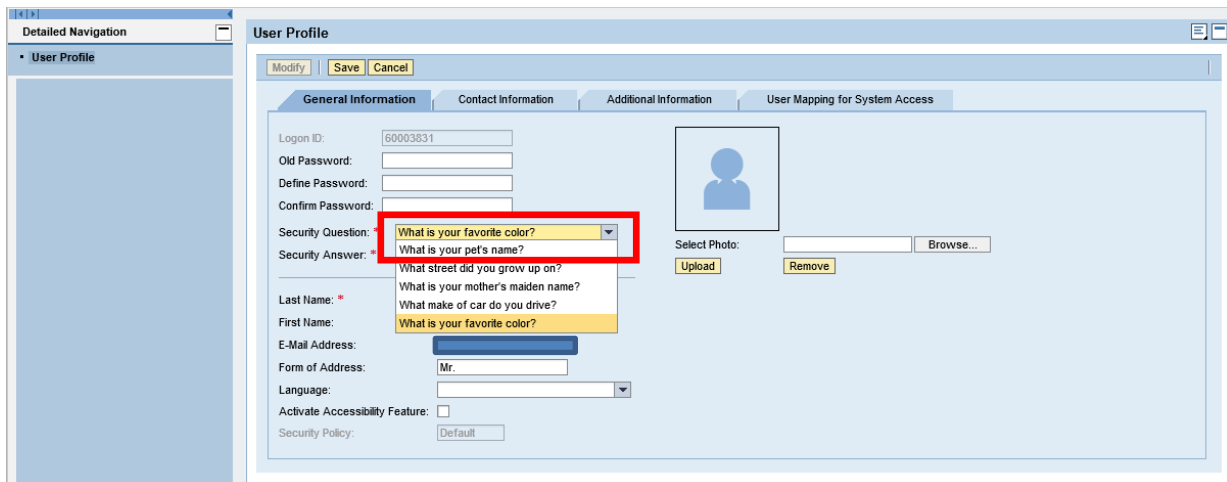
3) New Screen “User Profile” will pop-up containing all your credentials.



4) Click on “Modify” Button. After clicking on Modify Button, user profile will turn into an Editable Mode.



5) From Drop down List, select desired Security Question.



6) Enter answer as per the question selected at your end.

The screenshot shows the 'User Profile' form with the following details:

- Logon ID: 60003831
- Old Password: [Empty]
- Define Password: [Empty]
- Confirm Password: [Empty]
- Security Question: * What is your favorite color?
- Security Answer: * black
- Last Name: * Garg
- First Name: Gaurav
- E-Mail Address: [Redacted]
- Form of Address: Mr.
- Language: [Empty]
- Activate Accessibility Feature:
- Security Policy: Default

7) Click on Save Button after providing answer to your Security Question.

This screenshot is identical to the previous one, but the 'Save' button in the top toolbar is highlighted with a red box.

8) After Clicking on Save Button, Message "User attributes modified" will be displayed.

The screenshot shows the 'User Profile' form after the save action. A message box at the top left of the form area displays: User attributes modified. The form fields are now populated with the user's details:

- Logon ID: 60003831
- Last Name: Garg
- First Name: Gaurav
- E-Mail Address: gaurav.garg@powergridindia.com
- Form of Address: Mr.
- Language: [Redacted]
- Activate Accessibility Feature:
- Security Policy: Default

Note: Please do keep note of Security Question and Answer set, as the same shall be required for Password Reset.