

Tutorial Regarding “Assigning specific Aided institutions to particular verifier login via APPROVING AUTHORITY” in SPARK

This option is available for Establishment Administrators to create a user in the office who can verify various proposals from aided institutions under the jurisdiction of the office for approval / authentication.

⚠ Presently in the verifier login of the concerned AEO/DEO/RDD/DyDCE all the aided institutions under the jurisdiction of the office for approval / authentication will be listed for verification of various proposals from aided institutions. [Click here for tutorials](#)

⚠ Considering the work distribution of the concern section an update has been introduced

⚠ Through this option the Establishment Administrators/approving authority can assign particular institutions to a specific verifier thus in the verifier login only the assigned institutions will be listed for verification.

STEPS FOR ASSIGNING INSTITUTIONS IN VERIFIER LOGIN :

Step 1) **SPARK LOGIN (Establishment/ approval): Administration >> create verification user Ref fig: 1**

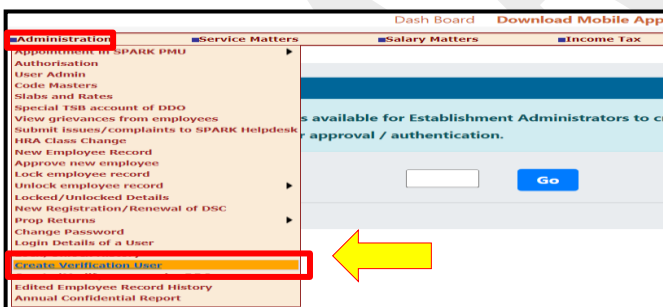


Fig: 1

Step 2) Enter the verifier PEN in the column and click on the GO button, Employee details will be listed. Ref fig: 2

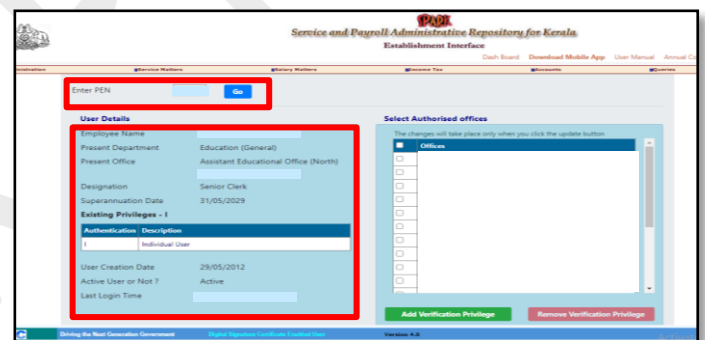


Fig: 2

Step 3) For the mentioned verifier, the approving authority can assign the desired aided institutions by selecting the particular offices (institutions) Ref fig: 3

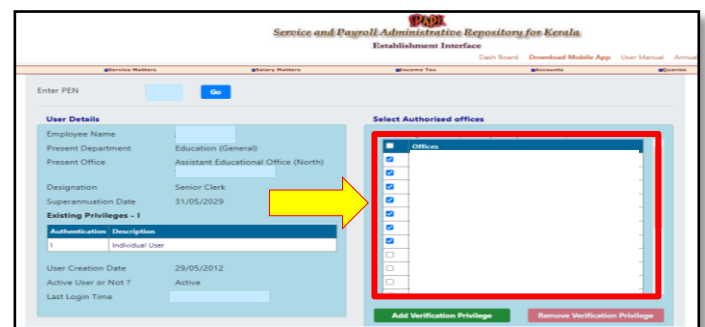


Fig: 3

Step 4) once the desired offices has been selected, click on the **ADD VERIFICATION PRIVILEGE** button, **SUCCESSFULLY UPDATED** message will be seen once the office has been updated. Ref fig: 4

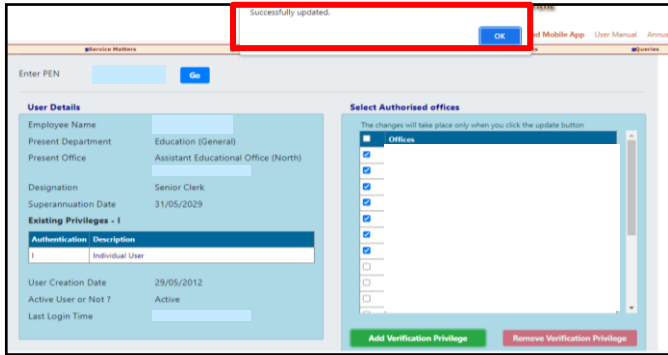


Fig: 4

! In the verifier login the assigned offices applications will only be listed for verification of various applications

Step 5) In case if the approving authority office is having more the one verifier, then in the column enter the PEN (of the verifier) and click on the GO button. Ref fig:5(a). (b)

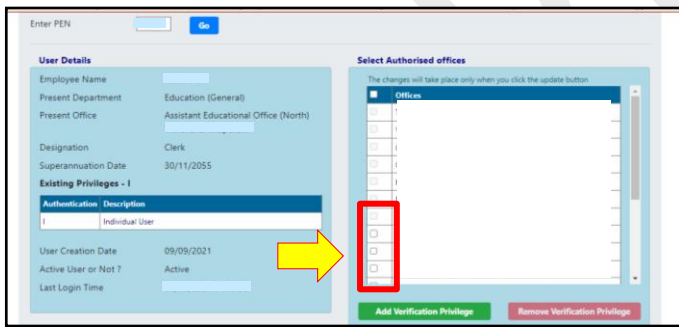


Fig: 5 (a)

! Already assigned institutions will be disabled for selecting i.e. a particular institution cannot be assigned to more than one verifier.

! In case if an institution has not been assigned to any verifier , then the institutions application will not be listed anywhere for verification



Fig: 5 (b)

Step 6) once the institution has been selected, click on the **ADD VERIFICATION PRIVILEGE** button, once the office has been updated **SUCCESSFULLY UPDATED** message will be seen. Ref fig: 6

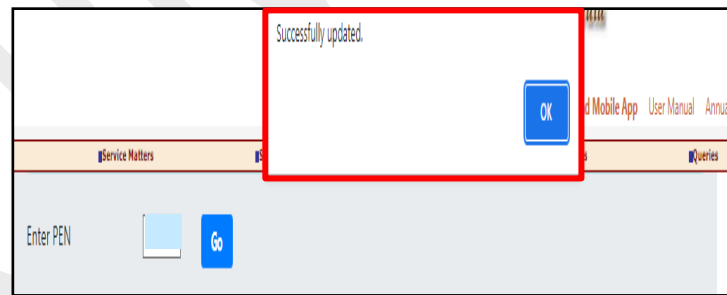


Fig: 6

! In case if an already assigned office is to be reassigned to another Verfier then:

Let's say an institution "X" has been already assigned to "PEN: 000001" and the institution is needed to be reassigned to another verifier with "PEN: 000002", then initially the office "X" is to be deselected from the "PEN : 000001" and assign the same to desired "PEN: 000002".

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