Towards a new dawn

SHe-Box

- Sexual harassment complaints portal

A safe workplace is every woman's right

SHE-BOX

NIC एनआईसी
National Informatics Centre

National Informatics Centre Ministry of Electronics & Information Technology Government of India

She-Box –Central Nodal Officer: User Manual

User Manual

महिला एवं
बाल विकास मंत्रालय
MINISTRY OF
WOMEN AND CHILD DEVELOPMENT

सत्यमेव जयते

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1. She-Box portal

❖ **Accessing the SHe-Box Portal**

i. **Enter the URL: https://shebox.wcd.gov.in/**
In the address bar at the top of your browser, type in the following URL:
[https://shebox.wcd.gov.in/]

2. Click on Login

To proceed with login, please follow these steps:
- Click on "Login"
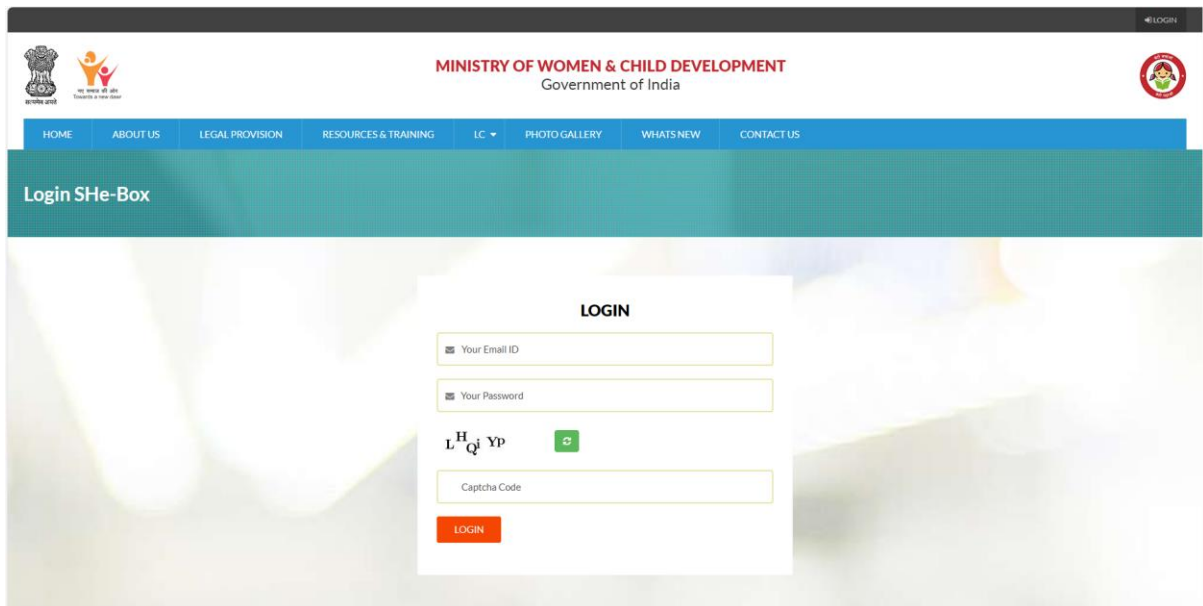- Locate and click the "Login" button at the top of the page.

To proceed with logging in, please follow these steps:
- Enter your credentials
  Input your ID, password, and the captcha code in their respective fields.
- Click on the "Login" button
  Once all information is entered correctly, click the "Login" button to access your account.

1. Central Nodal Officer Dashboard

After logging in successfully, the dashboard will open, providing you with access to all available features and options.
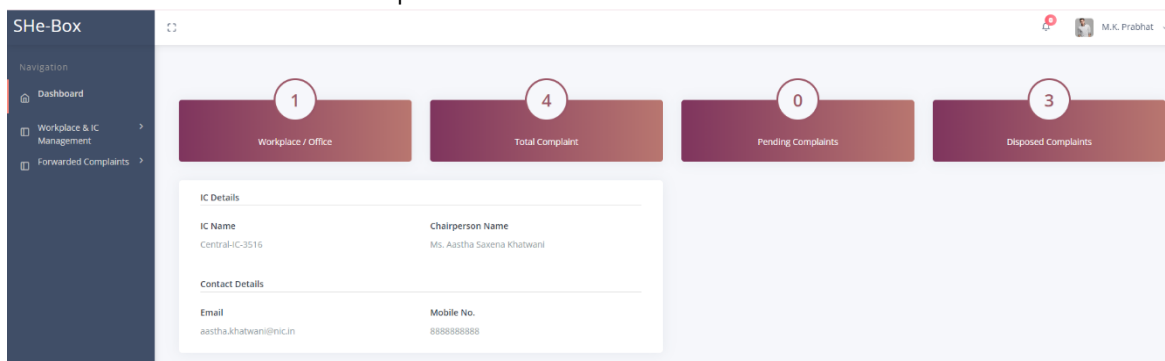
2. Add/View Attached Office/Autonomous Bodies IC

To add or view an Attached Office/Autonomous Body IC, follow these steps:

I.   **Navigate to Workplace & IC Management**
     Go to the "Workplace & IC Management" section from the main menu.

II. **Select Add/View Attached Office/Autonomous Bodies IC**
     Click on the "Add/View Attached Office/Autonomous Bodies IC" option. A form will then appear, allowing you to add or view details of the Internal Committee.

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3. Add/View Field Office

To add or view a Field Office, follow these steps:

1. **Navigate to Workplace & IC Management:**
   Go to the "Workplace & IC Management" section from the main menu.
2. **Select Add/View Field Office:**
   Click on the "Add/View Field Office" option. A form will appear for you to fill out.
3. **Complete the Form:**
   Fill in all the required details in the form.
4. **Submit the Form:**
   Once all information is entered, click the "Submit" button to add or view the Field Office.
5. **Create Multiple Field Offices:**
   You can create multiple Field Offices by repeating these steps for each new Field Office.