



## SHe-Box

- Sexual harassment complaints portal



# SHE-BOX



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

She-Box Registration of District Nodal Officer (DNO): User Manual

# **User Manual**



महिला एवं बाल विकास मंत्रालय **MINISTRY OF** WOMEN AND **CHILD DEVELOPMENT** 

सत्यमेव जयते





#### 1. She-Box portal

\* Accessing the SHe-Box Portal

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HOME ABOUT US	LEGAL PROVISION	RESOURCES & TRAINING	LC +	PHOTO GALLERY	WHATSNEW	CONTACT US					
SHe-Box							0	Register your Com	ptaint		
Online Compla										-4	
IF YOU ARE FACING SE Sexual Harassment electronic Box [Si				mechaethia of her work sta			and the second se	Workplace / Noda	Officer Registration		
private or public sector, to facilitate portal. Once a complaint is submitted	the registration of complaint	related to sexual harassment. Av	ny woman facin	g sexual harassment at wo	rkplace can register th						
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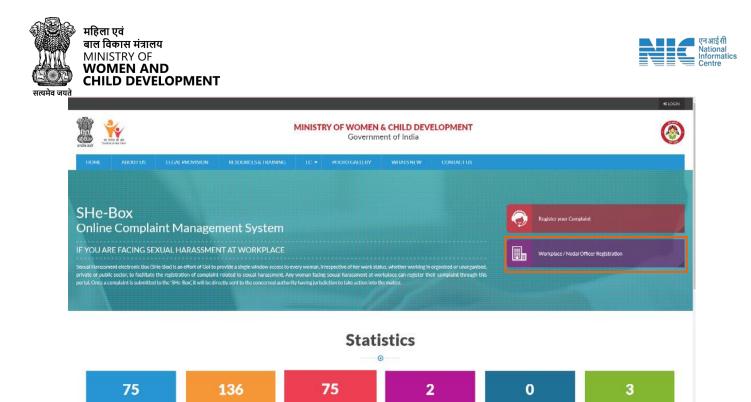
#### i. Enter the URL: https://shebox.wcd.gov.in/

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

### 2. Click on Workplace/Nodal Officer Registration

#### To proceed with registration, follow these steps:

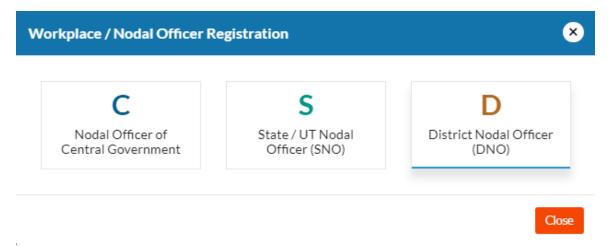
1. Click on "Workplace/Nodal Officer Registration" Locate the "Workplace/Nodal Officer Registration" option on the homepage or in the menu, and click on it to initiate the registration process.



## 3. Select District Nodal Officer (DNO)

To register the District Nodal Officer (DNO), follow these instructions:

• Click on "District Nodal Officer (DNO)" Locate and click on the "District Nodal Officer (DNO)" option to begin the registration process for the District Nodal Officer.







### 4. Join as District Nodal Officer (DNO)

#### Complete the Registration Form

Enter all required details in the form provided below. Ensure that all information is accurate and complete to facilitate your registration as a District Nodal Officer.

		MINISTRY OF WOMEN & CHILD DEVELOPMENT Government of India						
HOME ABOUT US LAWS AND REGULATIONS RESOURCES & TRAI	NING USER MANUAL	CONTACT US						
oin as DNO								
Basic Details								
*Name 📾 *Designation			a *E-mail	C *Mobile				
Office Details								
♀ *State	~	• District	~	♥ *Pincode				
# "Address								
Verification Details								
🖾 Aadhaar Number		C Official ID Card No		E Choose File No file chosen				
I have read and agree to the terms and conditions.				Upload Official ID Card ( png or (pg only Max Size is 2MB)				
				Register	Reset			

#### After Clicking "Register":

All submitted details will be displayed on the Admin Panel for review.

#### • Admin Review:

The Admin will review the information and take the appropriate action.

#### • Approval and Credentials:

Once approved, your username and password will be sent to your registered email address.