



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



सत्यमेव जयते

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



## 1. She-Box portal

### ❖ Accessing the SHE-Box Portal

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**SHe-Box**  
Online Complaint Management System

IF YOU ARE FACING SEXUAL HARASSMENT AT WORKPLACE

Register your Complaint

Workplace / Nodal Officer Registration

Statistics

75	136	75	2	0	3
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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.



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## SHe-Box Online Complaint Management System

IF YOU ARE FACING SEXUAL HARASSMENT AT WORKPLACE

Sexual Harassment electronic Box (SHe-Box) is an effort of Govt to provide a single window access to every woman, irrespective of her work status, whether working in organised or unorganised, private or public sector, to facilitate the registration of complaint related to sexual harassment. Any woman facing sexual harassment at workplace can register their complaint through this portal. Once a complaint is submitted to the 'SHe-Box', it will be directly sent to the concerned authority having jurisdiction to take action into the matter.

Register your Complaint

Workplace / Nodal Officer Registration

### Statistics

75	136	75	2	0	3
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### 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.

Workplace / Nodal Officer Registration

<b>C</b> Nodal Officer of Central Government	<b>S</b> State / UT Nodal Officer (SNO)	<b>D</b> District Nodal Officer (DNO)
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Close



## 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.

The screenshot shows the 'Join as DNO' registration form. It has a header with the Ministry of Women & Child Development logo and navigation links. The form is titled 'Join as DNO' and is divided into three sections: 'Basic Details', 'Office Details', and 'Verification Details'. 'Basic Details' includes fields for Name, Designation, E-mail, and Mobile. 'Office Details' includes dropdowns for State, District, and Pincode, and a text field for Address. 'Verification Details' includes fields for Aadhaar Number, Official ID Card No, and a file upload button for the Official ID Card. At the bottom, there is a checkbox for terms and conditions, a captcha field, and Register and Reset buttons.

- **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.