



# MISSION SHAKTI- SHEW

Mission  
**shakti**

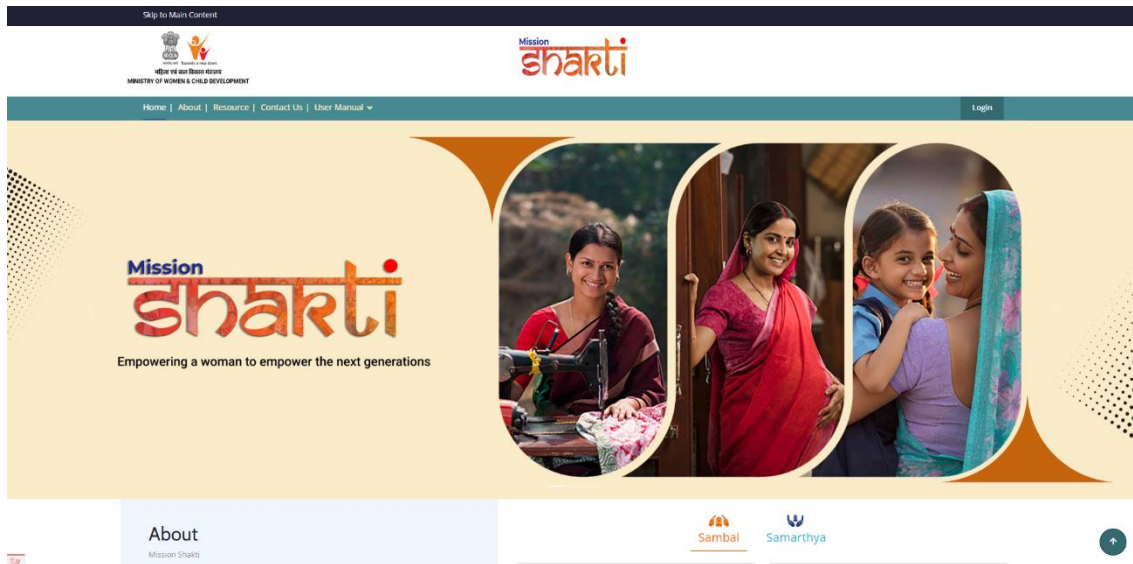
**National Informatics Centre  
Ministry of Electronics &  
Information Technology  
Government of India**

*SHEW- User Manual*  
**User Manual**

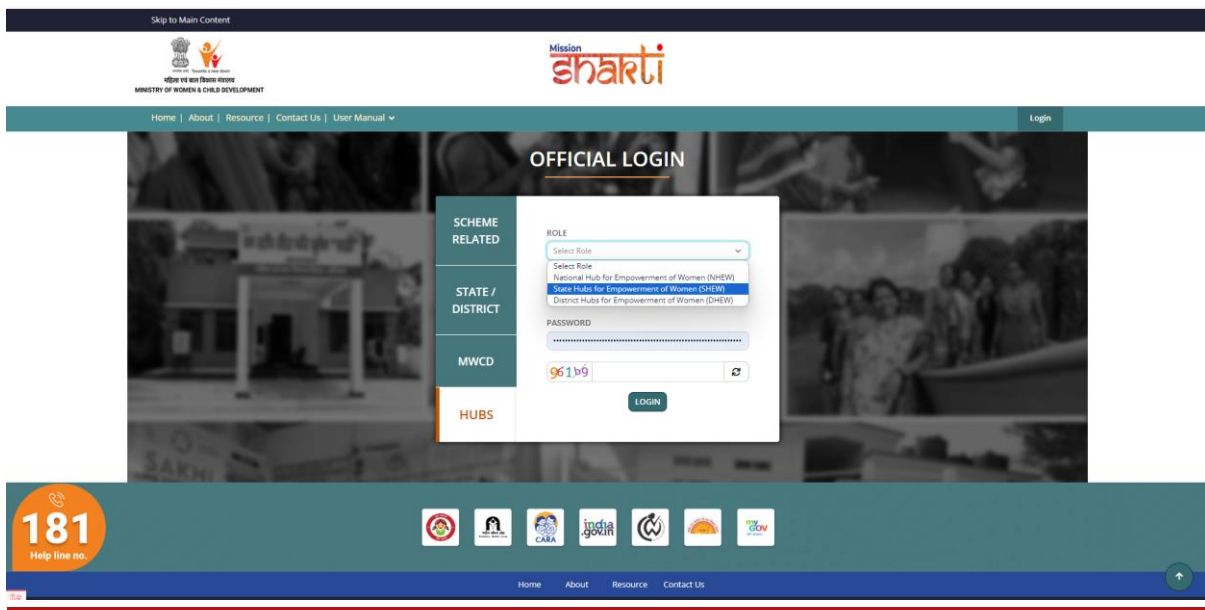
## 1. Login

To access the Mission Shakti Portal, follow these steps:

1. Open your web browser.
2. Type in the URL: <http://www.missionshakti.wcd.gov.in/>.
3. You will be directed to the homepage of the Mission Shakti Portal



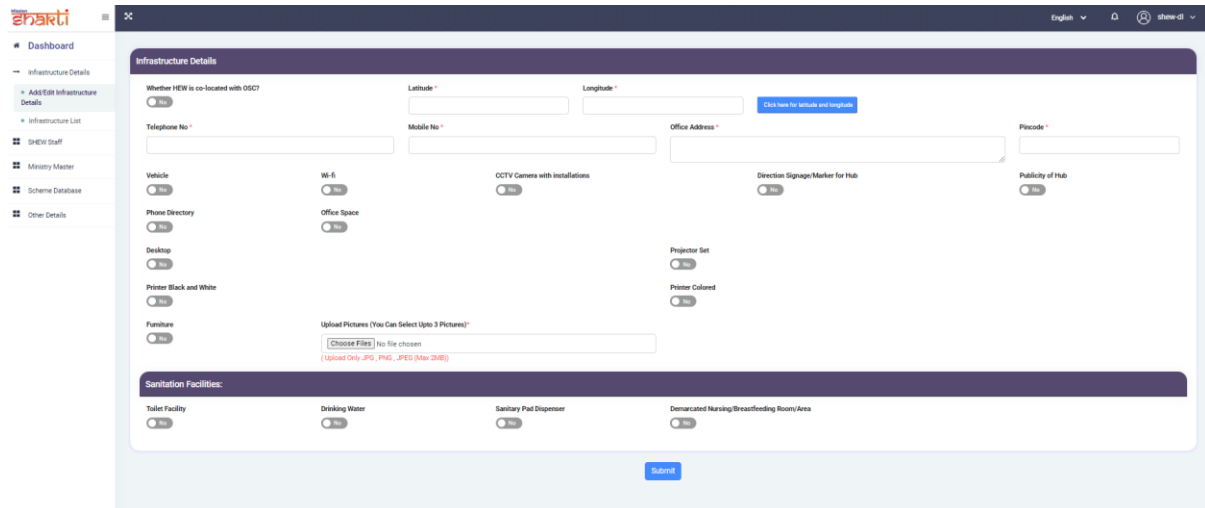
- To select the State Hubs for Empowerment of Women (SHEW) from the available options, follow these steps:
- Navigate to the "HUBS" section on the Mission Shakti Portal.
- Locate and click on the "SHEW" option from the list.
- To proceed with logging in, please follow these steps:
  - (i) Enter your ID, password, and captcha in the respective fields.
  - (ii) Click on the "Login" button to access your account.



## 2. Fill in the Infrastructure Details

To access the infrastructure details, follow these instructions:

- Navigate to the "Infrastructure Details" section.
- Click on the "Add/Edit Infrastructure Details" option.

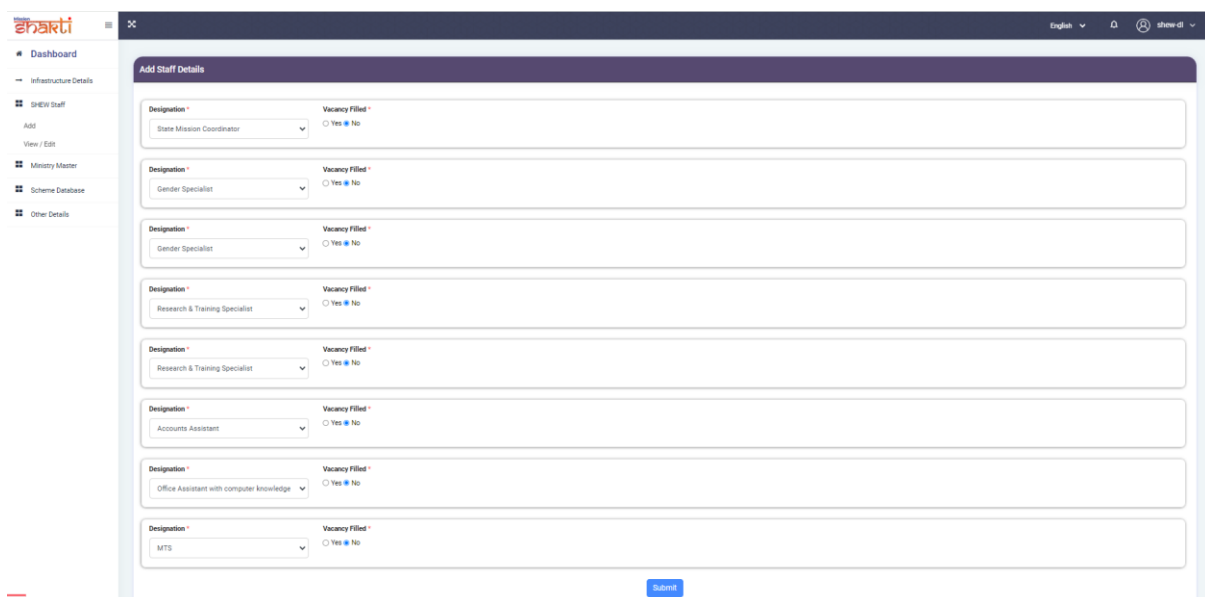


- Make sure you fill all the '\*' marked fields as they are mandatory
- Click on Submit after filling all the information

## 3. Fill in the SHEW Staff

To add staff information, follow these steps:

1. Navigate to the "SHEW Staff" section.
2. Click on the "Add Staff" option.



Make sure you fill all the '\*' marked fields as they are mandatory

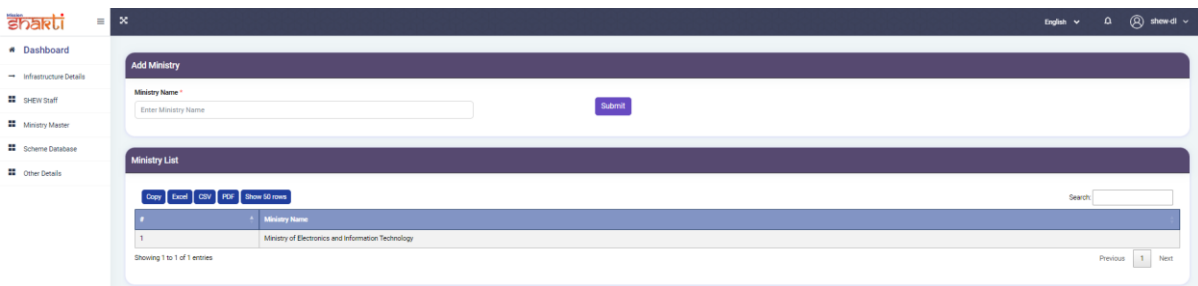
Once you click on 'Yes' in vacancy filed following form will open. Update all fields and click on submit

Designation * State Mission Coordinator	Vacancy Filled * <input checked="" type="radio"/> Yes <input type="radio"/> No	Name* <input type="text"/>	Gender* Select Gender	Mobile No. * <input type="text"/>	Email Id* <input type="text"/>
Recruitment * Select	Police Verification <input checked="" type="radio"/> No	Remarks (If any designation Please specify) <input type="text"/>			

## 4. Department Master

To add Department, follow these steps:

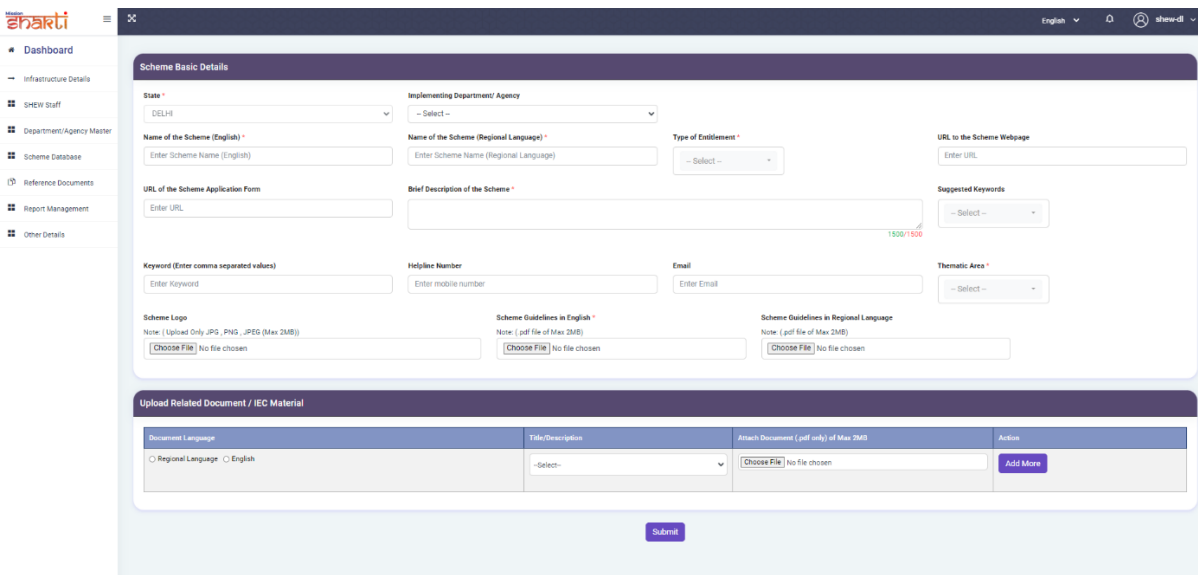
1. Navigate to Department name.
2. Add the name of the Department and click on submit.



## 4. Scheme Database

To add Scheme in the database, follow these steps:

1. Navigate to Scheme Basic Details.
2. Fill in all the details and click on Submit.



Make sure you fill all the '\*' marked fields as they are mandatory.