**HRD MANUAL**

**Case 1 : If employee has employee id and password, then he/she may login from login form as shown below**

**Case 2 : If Employee has Employee ID but don’t have password or employee forget password, then he/she can get his password. Employee must have registered his/her official email id in HR system then only he will receive password on his email account. User has to login HR system :** [**http://sgtuhrd.org**](http://sgtuhrd.org) **-> Click on Don’t have password link -> Fill Your employee id and email id and click on Get Password.**

**Case 3 : If employee did not register his official email ID, he/she can register his/her email by**

**following steps –**

1. <http://sgtuhrd.org>
2. Click on Register your email id link
3. Fill details in below screen

**Case 4 : If employee don’t have official email id, he/she may send request for official email id.**

1. <http://sgtuhrd.org>
2. Click on Don’t have Official Emial Id - Click here link
3. Fill details in below screen

