Creating an account on the Government Portal

- Click on the Sign in link at the top left hand corner besides the Home icon
• The Sign in page will appear as follows:

![Sign in page](image1)

• Click on Register (new user) as per screen below:

![Register screen](image2)
The following page will be displayed:

![Image of the page](image-url)
Note: Entries are compulsory where a red asterisk * is found.

**Login Information (User should remember Username and Password created)**

- Enter a Username as per screenshot below:

  ![Username screenshot]

  **Note:** User name must contain minimum 7 alphanumeric characters.

- Enter a Password as per screenshot below:

  ![Password screenshot]

  **Note:** Put cursor on icon for password creation

- Create a strong password as per screenshot below:

  ![Password strength]

  **Note:** The password must have:
  1. A minimum length of 8 characters.
  2. Doesn’t contain the username minimum 3 of the below.
  3. Include upper case alpha characters
  4. Include lower case alpha characters
  5. Include numeric characters (0-9)
  6. Include Special Chairs
• The newly created password should be entered again in the field “Confirm Password”.

• Select a Hint Question by clicking on the arrow as per screenshot below and the following list will be displayed:

• List of Hint Questions:

• Enter an answer for selected Hint Question in the screenshot below:
**Personal Information**

- Enter the First Name as per screenshot below:

  Note: If user’s name is Rajiv Kumar Trompeuse, user will have to enter Rajiv Kumar in the First Name field.

![First Name field]

**Note: No entries should be made in the Middle Name field**

- Enter the Family Name of user, e.g. Trompeuse

![Family Name field]

- Select Gender by clicking as per screenshot below:

![Gender selection]

![Date of Birth selection]
• Select Date of Birth by clicking on the calendar as per screenshot below:

Note: Select the Year, Month and then the date from the Calendar

• Select Marital Status as per screenshot below:

Note: Married Women are required to enter their maiden Name
Option 1: For Mauritians who wish to enter their NIC Number

- The field “Are You a Citizen of Mauritius?”* should be on Yes
- The field Provide NIC or Passport* should be on NIC
- Enter NIC Number as per screenshot below:

![NIC Number screenshot]

Option 2: For Mauritians who wish to enter their Passport Number

- The field “Are You a Citizen of Mauritius?”* should be on Yes
- The field Provide NIC or Passport* should be on Passport
- Enter Passport Number as per screenshot below:

![Passport Number screenshot]

Option 2: For Non-Citizen of Mauritius

- The field “Are You a Citizen of Mauritius?”* should be on No
- Select the Nationality as per screenshot below:
- Enter Passport Number

![Nationality screenshot]
Contact Information

- Enter a valid email address as per screenshot below:

   Email Address

- Enter address (address found in utility bill) as per screenshot below:

   Address

- Select Country as per screenshot below:

- Enter the CAPTCHA as per screenshot below:
Click on the Submit button and the following screen will be displayed:

Log in on your email account (email account entered upon registration) and you will see a mail from sender portaladmin@mail.govmu.org. Click as per screenshot below:
• The new screen will appear as follows:

• Click only **ONCE** on the Click Here link to activate the Government Portal’s account
• The following screen will be displayed once account has been activated successfully:

![Activated Account Screen]

• Click on the Back to Home Page link to go back to the home page of the Government Portal and the following screen will be displayed:

![Government Portal Home Page]
Signing on the Government Portal with the newly created Username and Password

- Click on the Sign in link at the top left hand corner besides the Home icon
- The Sign in page will appear as follows:
Enter the Username and Password created for the Government Portal account as well as the CAPTCHA as follows:
- Click on the Sign In button. Once signed in, the home page will be displayed as below, with the first name of the user in the upper left hand corner.
Signing out the Government Portal

- To log out on the Government Portal, click on the drop down arrow near Hello (your First Name) found on the upper left hand corner.

- Click on Logout and the following screenshot will appear: