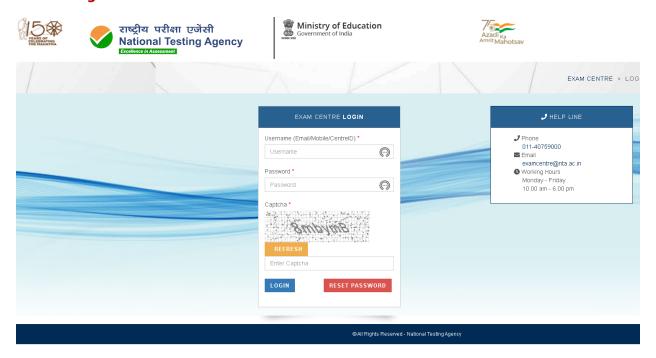# NATIONAL TESTING AGENCY
Excellence in Assessment

Exam Centre - Instruction Manual

National Testing Agency (NTA) has been established as a premier, specialist, autonomous, and self-sustained testing organization to conduct entrance examinations for admission/fellowship in higher educational institutions. Assess competence of candidates for admissions and recruitment has always been a challenge in terms of matching with research-based international standards, efficiency, transparency, and error-free delivery.
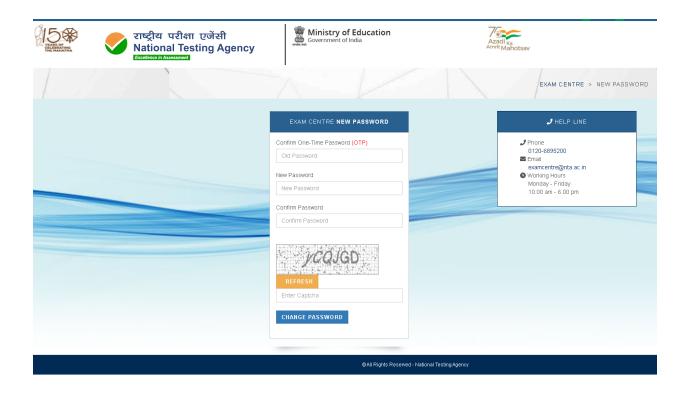
1. Login

How to Login?

One-time **User Name** and **Password** provided through Email are required to proceed with the Login process.

Users can log in through provided credentials and access their profile page.

Once the verification is complete, the user will proceed to the Change Password Page.
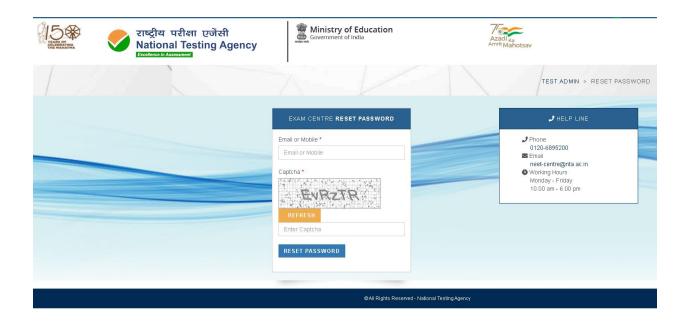
2. Password Change

On the Successful Login, Users will be redirected to the **Change Password** page to change their password with the new one.

- Users need to change the password to the new one as the default password provided is for one-time use only

- Users need to re-login with an updated password after a successful password change to access TPC – profile.

3. Forgot Password

In case the user has forgotten the password and is in need of restoring the access, he can reset using the Registered Email or Mobile through **Reset Password** and can change their password with a new one using One-Time-Password (OTP).

- Users need to log in with the One-Time-Password (**OTP)** provided in Email or Mobile to proceed with a password change to the new one.
- The user will be redirected to Step 2 to create the new password.
- One-Time-Password (**OTP)** will be the same in both steps.