



Central Board of Indirect Taxes and Customs (CBIC)

**SSO ID and LMS account
creation**

Steps to access Samarth, the Learning Management System (LMS) of CBIC

Samarth is the Learning Management System of CBIC developed, for use of departmental officers, by Director General of Systems and Data Management in collaboration with NACIN, and inaugurated by Chairman, CBIC on 20.05.2019. It consists of E-learning modules on different subjects covering important areas of Customs, Central Excise and GST. All officers are encouraged to use Samarth for enhancing their knowledge and skills.

LMS may be accessed by selecting “Login” option under “LMS” tab available on NACIN’s website (nacin.gov.in). For login, an officer is required to register for LMS account, as explained in Step 2. Only those officers who have an SSO ID are eligible to register for LMS account. Those not having SSO ID should first get it created, as explained in Step 1 below.

Step 1

Nodal Officer shall initiate SSO ID creation request for an officer by filling Template for [SSO ID creation for Government Officers](#). The scanned copies of the officer’s Service book mentioning his/her Name, Date of Birth (DOB) and Date of Joining (DOJ) in CBIC are required via email. In exceptional cases and on a strictly case-to-case basis, a signed and sealed letter by an officer of the rank of Joint Commissioner/Joint Director and above at the location or a letter from the Establishment Section of the concerned office certifying the above details may also be accepted at the discretion of DG Systems.

CBIC Nodal Officer for the above purpose is defined below:

- System Manager (SM)/ Alternate System Manager (ASM) for customs location.
- Commissionerate Admin (Comm. Admin)/ACL Admin (Commissionerate or Zonal level) for Executive & Audit Commissionerate.
- Joint Director (JD)/ Additional Director (ADD)/Additional Director General (ADG), in case of Directorates.
- In exceptional cases, where request is received from any other officer, a copy of letter from Joint Commissioner/Joint Director and above nominating him/her as the nodal officer should also be forwarded with the email.
- Any request for officers on COIN postings or for officers posted outside INDIA must come from Joint Director (JD)/ Additional Director (ADD)/ Additional Director General (ADG) of DRI central headquarters.

The Nodal Officer shall forward the request from his/her @gov.in/nic.in email ID to SAKSHAM SEVA on the email ID Saksham.Seva@icegate.gov.in. Alternatively, the nodal officer can log into Saksham Seva web portal using <https://sakshamseva.cbic.gov.in/> and log an interaction for SSO Id creation.

NOTE:

- All mandatory columns in the template should be filled. (Columns marked in Red are mandatory).
- If request is being sent from Generic Email ID, it must contain Name, Designation, SSO Id, @gov.in/nic.in Email ID and Contact Number of the sender in signature.
- Name, DOB & DOJ in the template should match with Name, DOB & DOJ as mentioned in Service Book.
- In case, the request is for multiple users, the Mobile numbers and @gov.in/nic.in email IDs should be unique.
- Initials are not accepted in first/last Name (for ex- R K Kapoor is not accepted).

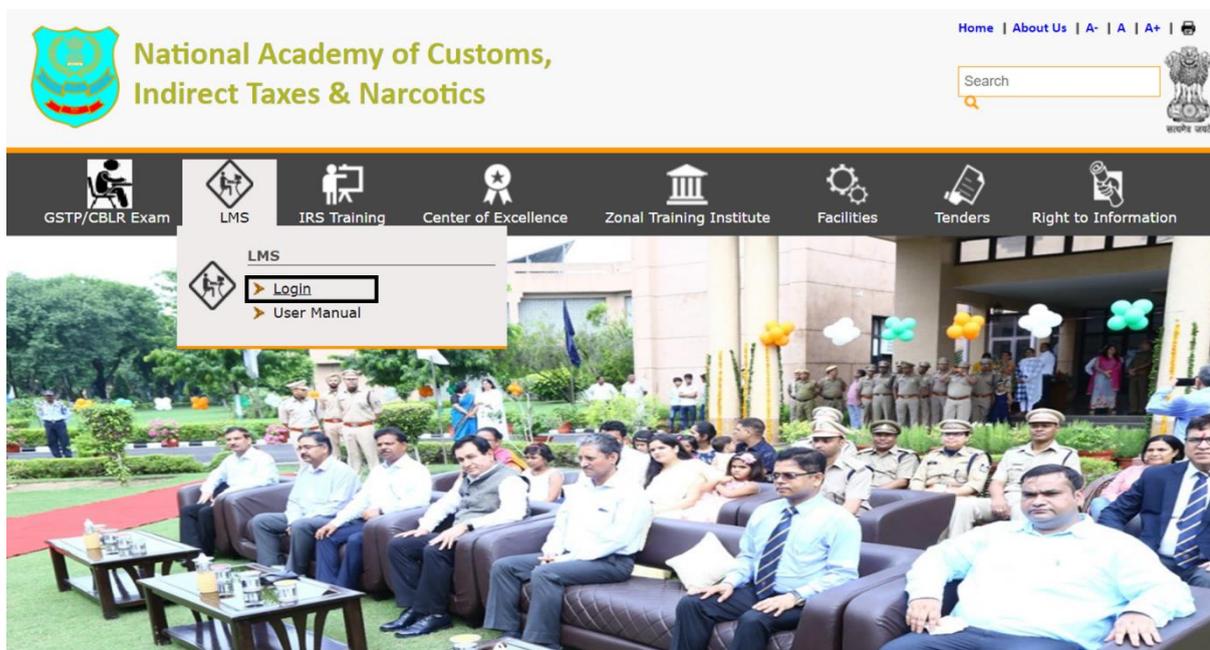
Officer doesn't remember his SSO Id

Please refer to page 16-17, Case 4: Forgot SSO Id, of the [Advisory SI/08/2020](#).

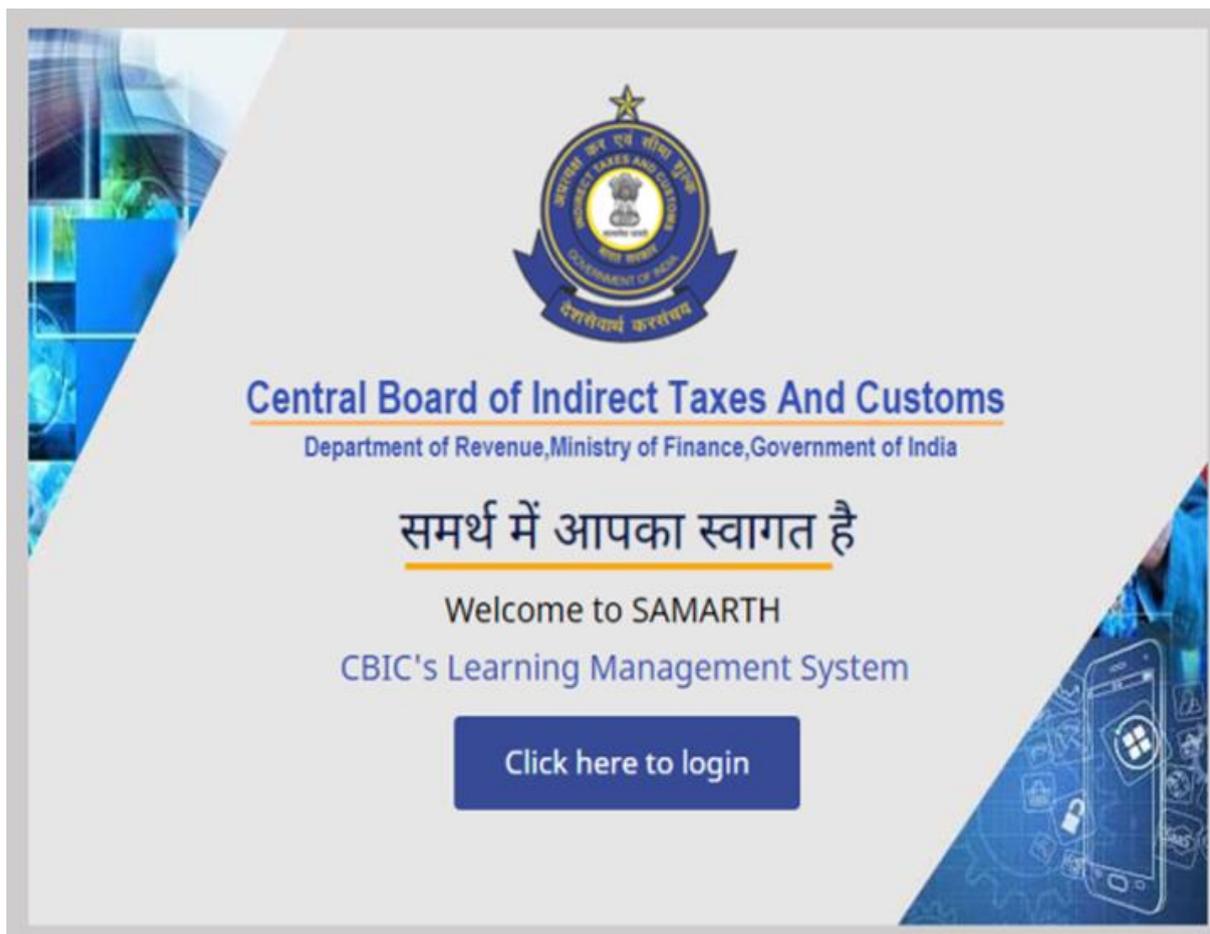
Step 2

LMS account can be created by following the below steps.

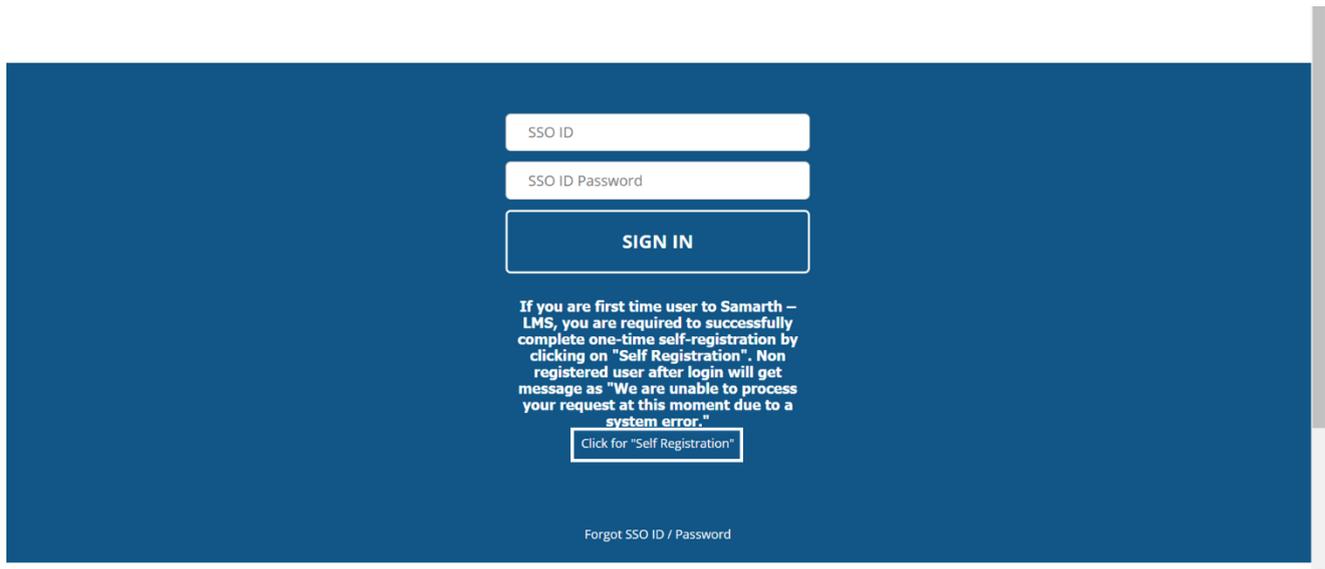
Step 1: Access “LMS login page” by selecting “Login” option under “LMS” tab available on NACIN’s website (nacin.gov.in).



Step 2: Click on “Click here to login” to go to LMS login page.



Step 3: On this page officer can initiate request for LMS account creation by clicking on "Self Registration"



SSO ID

SSO ID Password

SIGN IN

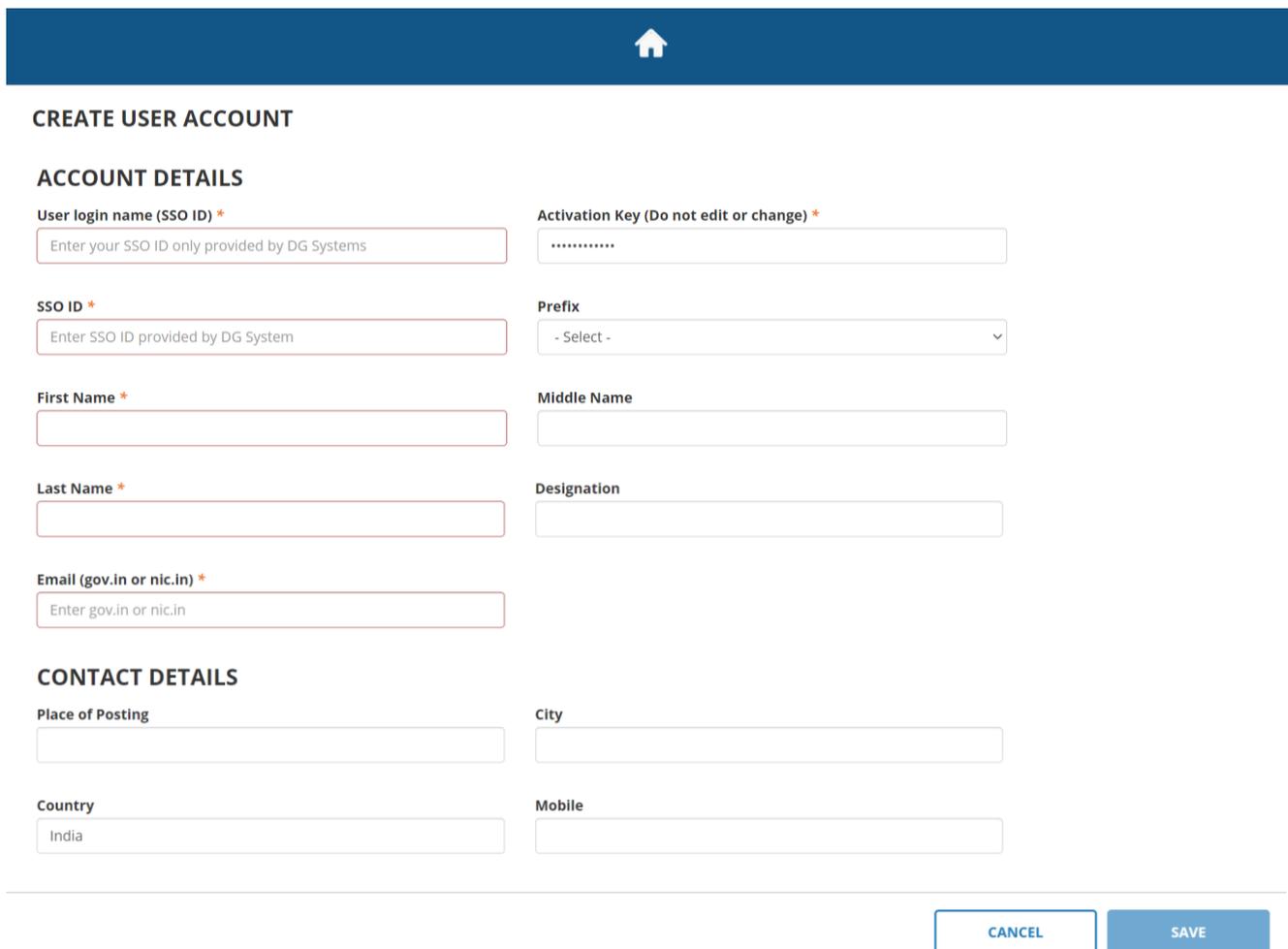
If you are first time user to Samarth – LMS, you are required to successfully complete one-time self-registration by clicking on "Self Registration". Non registered user after login will get message as "We are unable to process your request at this moment due to a system error."

[Click for "Self Registration"](#)

[Forgot SSO ID / Password](#)

Step 4: Enter required details for creating the LMS account and click on "Save".

Note: Please do not edit 'Activation Key'.





CREATE USER ACCOUNT

ACCOUNT DETAILS

User login name (SSO ID) *
Enter your SSO ID only provided by DG Systems

Activation Key (Do not edit or change) *
.....

SSO ID *
Enter SSO ID provided by DG System

Prefix
- Select -

First Name *

Middle Name

Last Name *

Designation

Email (gov.in or nic.in) *
Enter gov.in or nic.in

CONTACT DETAILS

Place of Posting

City

Country
India

Mobile

[CANCEL](#) [SAVE](#)

Step 4: Upon successful account creation officer will receive an email with confirmation link, click on the link and now login on LMS using your SSO ID and SSO ID Password.

YOU MUST HAVE RECEIVED AN EMAIL ON YOUR EMAIL ID MENTIONED DURING SELF-REGISTRATION PROCESS HAVING AN ACTIVATION URL. PLEASE CLICK ON THE ACTIVATION URL TO COMPLETE LOGIN IN ORDER TO ACTIVATE YOUR LMS ACCOUNT.

SIGN IN