National Informatics Centre

# Online Onboarding Procedure for Mini-Cloud, NIC, Goa

**Pre-requisite for Registration on NIC Mini-Cloud** : The intended Government Department/Personnel should have active NIC eMail account with valid mobile number associated with it for OTP authentication.

Procedure for obtaining cloud resources in Goa Mini Cloud are as under :

1. Go to Cloud portal https://gastatecloud.nic.in and click on "*Get Cloud Services*"
2. Landing page will ask for details of the Department for registration.
3. Upon registration on the portal, user will receive a email from support seeking details of project and infrastructure required for hosting on the NIC Goa Cloud.
4. Once the details are received, the Mini Cloud Committee will scrutinize the details for eligibility and accordingly approve/reject request.
5. Upon approval user will receive a signup link for providing details which are as follows
   - Owner of the cloud should be Head of Organization (<u>Director or above</u>) of requesting department .
   - Coordinator for Cloud has to be Official from DoIT, Goa
   - Technical Administrator 1 & 2 can be from Department / Agency looking after the website.
6. After Signup a PDF form will be generated with above details and mailed to the user. This form with due sign & seal of Office needs to be submitted to NIC Goa Office <u>within two days of signup</u> for further process.
7. Once the details are verified and formalities are completed, user will receive login credentials to login to the cloud portal.
8. User will also receive a VPN Digital Certificate on mail and its private key on mobile number related to that eMail ID.
9. User has to login to cloud portal https://gastatecloud.nic.in/service_request with provided credentials and submit service request for the required infrastructure resources.
10. Upon confirmation, the requested infrastructure resources will be allocated and notified to the user with Cloud Admin credentials.
11. Need to install & connect to VPN received as per point no 8. Instructions/ Procedure for installing VPN is available at https://vpn.nic.in
12. Go to Cloud portal https://gastatecloud.nic.in and click on "*My Cloud Dashboard*" link
13. Enter Cloud Unit Code as received on mail in point no 10 and further on the landing portal enter the credentials as received in point no 10
14. You will now be in the Cloud dashboard where in you can create VMs as mentioned in the point nos 3 and 9.
15. After creating the VMs they need to be initialized and during initialization administrator / root credential has to be set by the User. User should note that this credential is not known to anybody else including the NIC Cloud Management Team.
16. Necessary packages installation and configuration of the Servers has to be carried-out by the User as per their requirement.
17. Once the VM is ready, it needs to be hardened as per the report given by NIC and achieve a minimum score of 80.
18. Also all the websites hosted should be security audited before hosting and SSL on websites is a mandate.

\*       \*       \*