# TRAINEE
# USER MANUAL
# FOR
# CRAFTSMEN TRAINING SCHEME (CTS)

# ADMISSION FOR TRAINEE
# ON
# SKILL INDIA DIGITAL

*(For the trainees having no Aadhaar number in their admission data submitted by State)*

# Table of Contents

## 1. Acronyms

ITI- Industrial Training Institute
CTS- Craftsmen Training Scheme
MSDE- Ministry of Skill Development and Entrepreneurship
DGT – Directorate General of Training
PRN- Permanent Registration Number

## 2. Introduction

The Craftsmen Training Scheme (CTS) trainee lifecycle is currently managed on the NCVTMIS portal by Directorate General of Training (DGT). This portal needs to be upgraded to the latest technology. Therefore, the Directorate General of Training (DGT), Ministry of Skill Development and Entrepreneurship (MSDE) is in the process of designing, developing, and commissioning a new tech-driven platform, Skill India Digital, to oversee the CTS trainee lifecycle.

## 3. Intended Audience

All stakeholders including Trainees for the purpose of CTS Admission.

## 4. System Requirements

You can access Skill India Digital from various devices and platforms, on both PC and Mac desktops/laptops.

a. Minimum system requirements

- Browser: Google Chrome (latest version), Firefox, Safari, Edge, or Opera for desktop/laptop
- A broadband/mobile internet connection with good speed

b. PC specific requirements

- Platform: Windows 8.1 or higher with the latest updates installed
- RAM: 4GB or more
- Video: Graphics output capability
- Sound: Sound output capability

c. Mac specific requirements

- Platform: Mac OS X 10.12 or higher with the latest updates installed

- RAM: 4GB or more
- Video: Graphics output capability
- Sound: Sound output capability

**To complete the process of registration on Skill India Digital and to further complete the admission process of ITI for permanent registration number generation please make sure to come through the link received on email and SMS.**

# ITI Trainees Admission flow

**For trainees records submitted by States successfully on Skill India Digital without Aadhaar number**

## Process for Trainees coming on Skill India Digital for the first time

**5. How to confirm your registration as ITI Trainee in Skill India Digital coming on it the for the first time?**

a. You will receive a link through text message (on the mobile number as provided with your admission data) and email (on the email ID as provided with your admission data) to confirm your registration on Skill India Digital. The above mobile number and email ID are referred as REGISTERED mobile number/email ID.
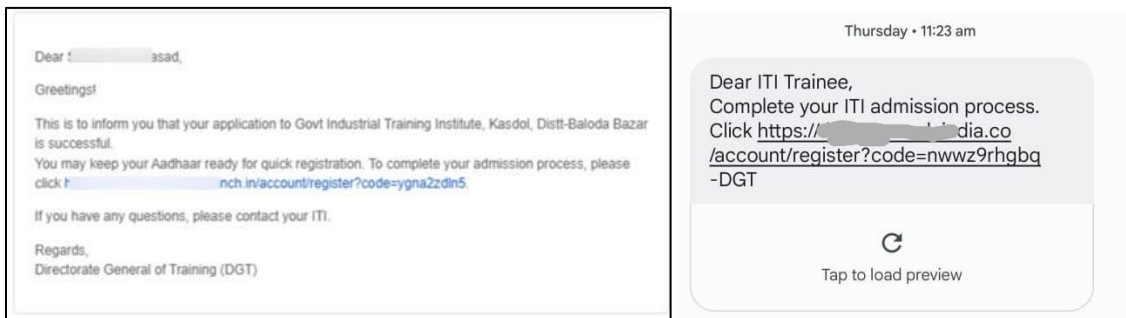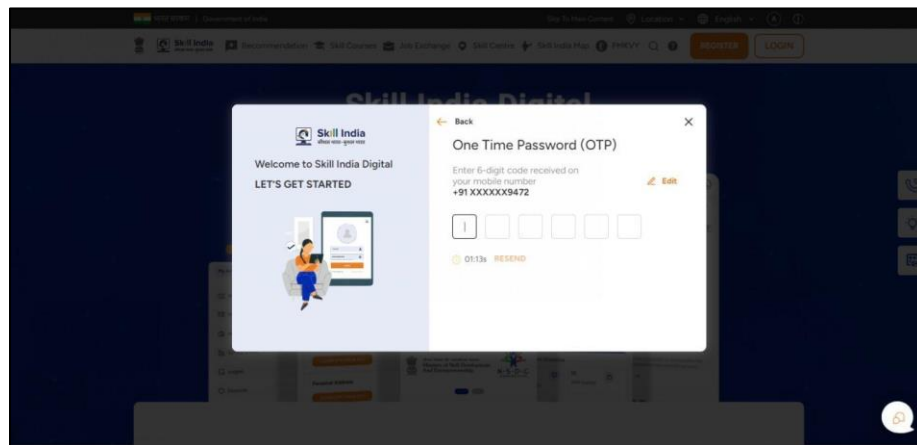


b. Click on the link provided either in email or SMS received. This will take you to Skill India Digital.
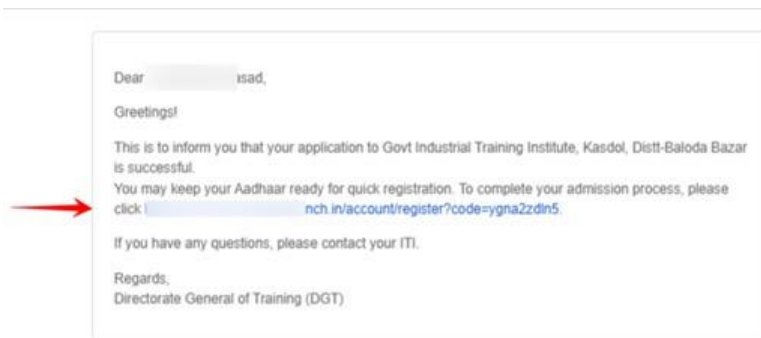


c. You will be able to view the pre-filled mobile number submitted with the admission data to complete the process. Click on the "CONTINUE" button
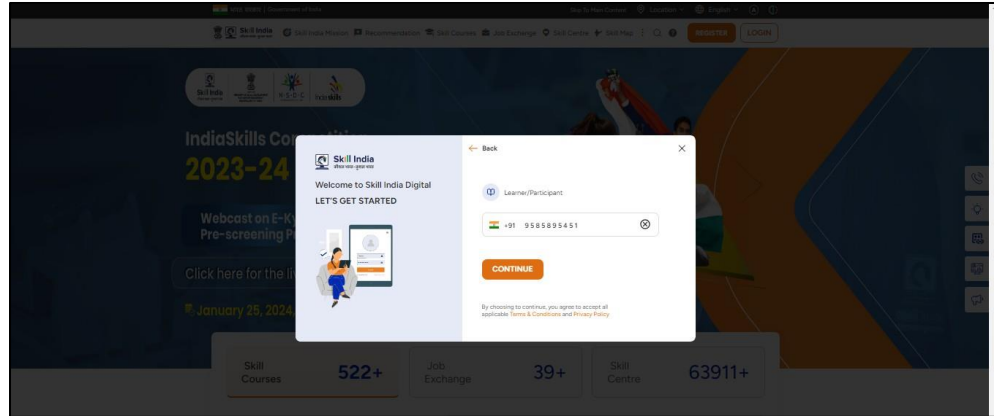
d. Enter the One Time Password (OTP) received on your registered mobile number submitted with the admission data.

e.  On the next screen you will be asked to **Set Account Password**. Enter a four-digit number of your choice as password, reenter the same password again under **Confirm Account Password**. Click on the "CREATE" button. (Note down /remember your password for future use)
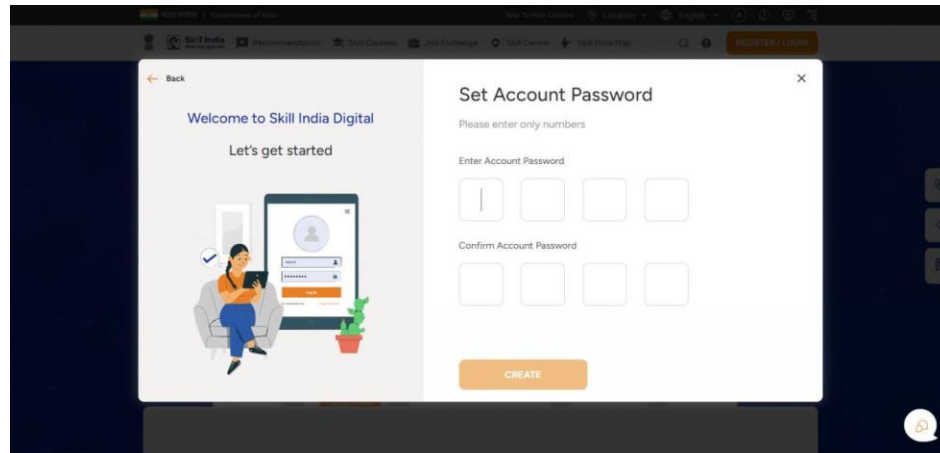


Once this login process on Skill India Digital is completed, you will be registered successfully on Skill India Digital. Next, please complete your admission process to receive the Permanent Registration Number on Skill India Digital.

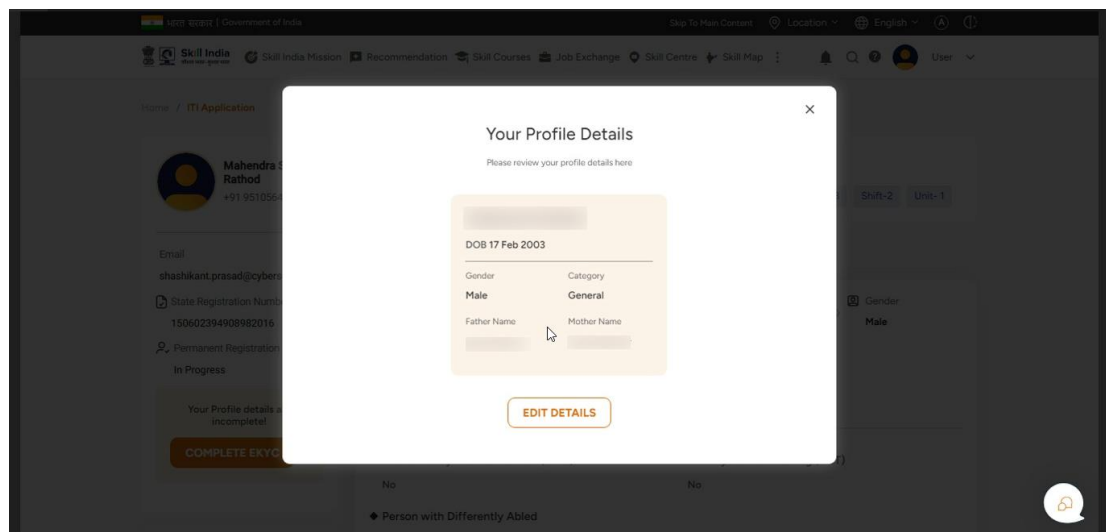f.  After successful login in Skill India Digital, you will be able to see Aadhaar Confirmation popup
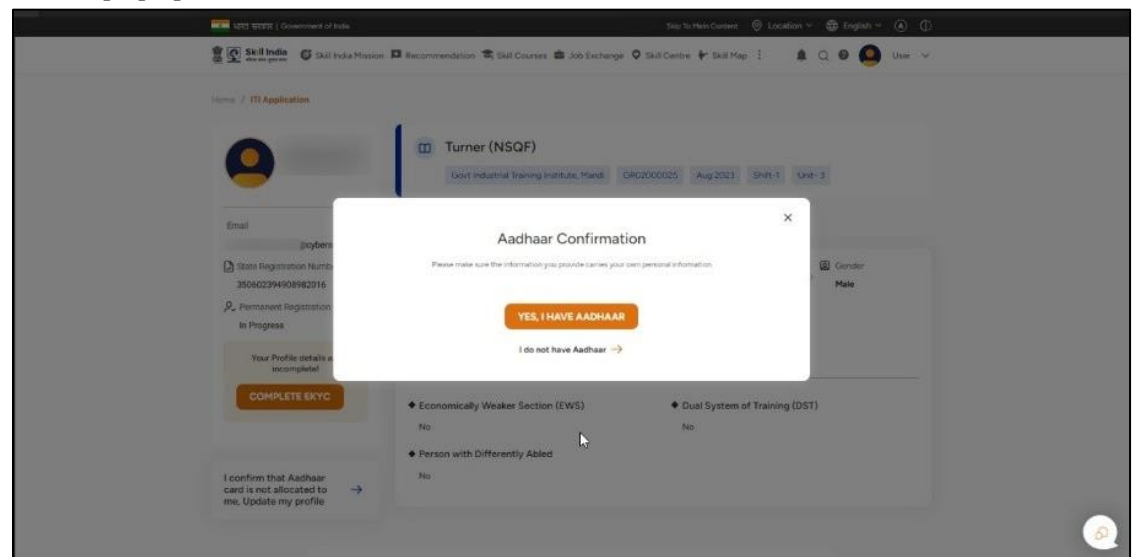
**6. CASE I (a): If you Click "Yes, I do not have Aadhaar" and sent for state approval for Permanent Registration Number generation**
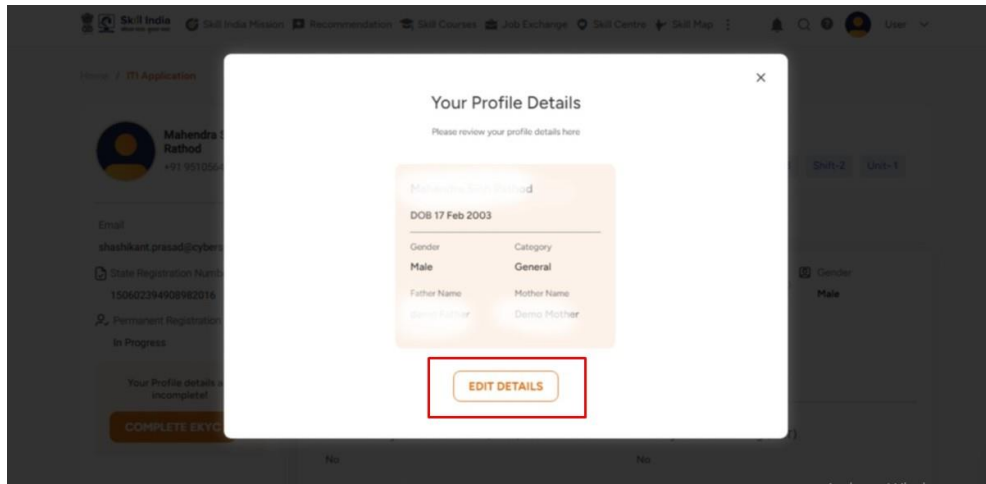
a. Click on "I do not have Aadhaar" button.
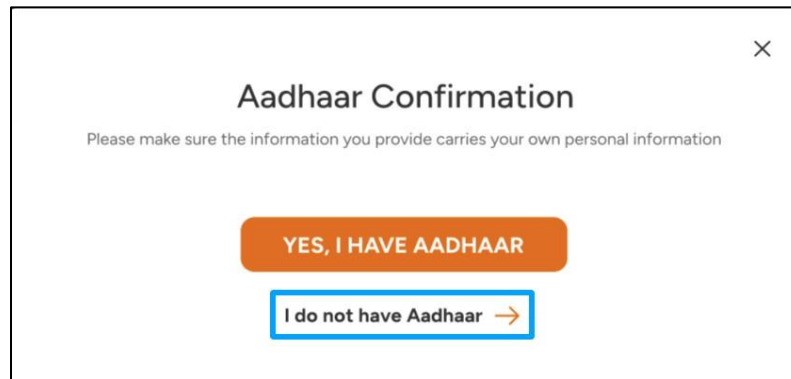


b. You will be able to see Your Profile Details



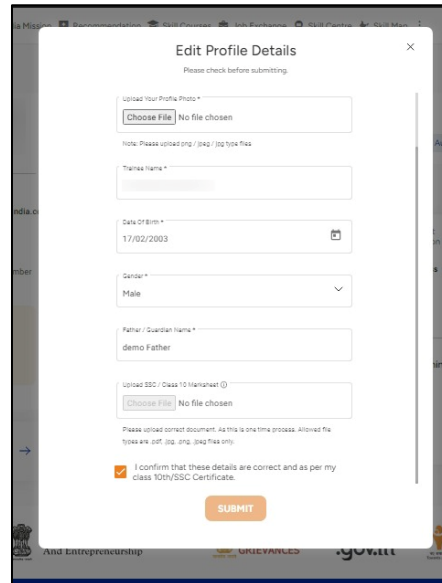c. Click on "EDIT DETAILS" button to edit your profile details

d.  Once "EDIT DETAILS" button is clicked, the profile will open for editing.

**Please note, you will get only one chance to edit your profile. Once submitted, you will not be able to make any changes. Uploading profile photo is mandatory and if you want to edit other profile details then only 2 fields are allowed.**
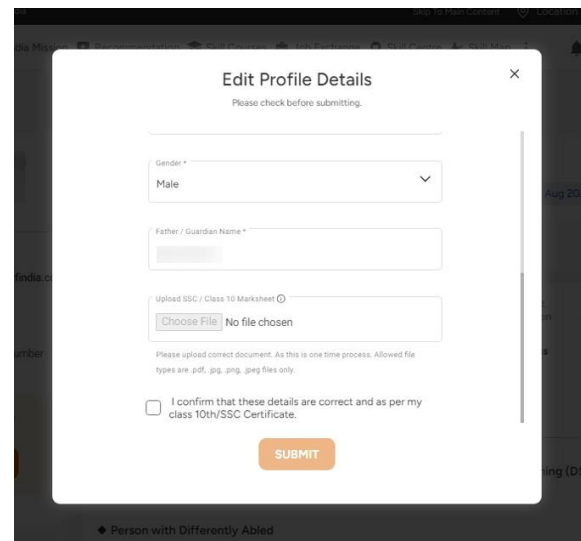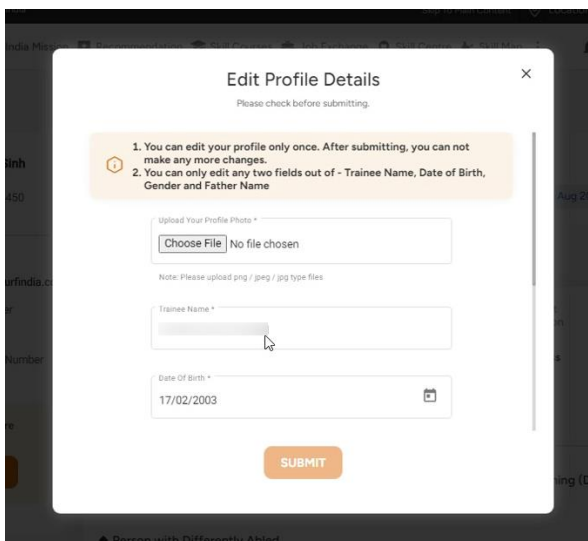


**In case, any one or two fields profile details are edited, then you will have to mandatorily submit class 10th Class/SSC Certificate or School leaving Certificate. Further, click checkbox below for providing consent that all the information is as per the submitted certificate for approval of State.**

e. Check on "I confirm that these details are correct and as per my class 10th/SSC Certificate".
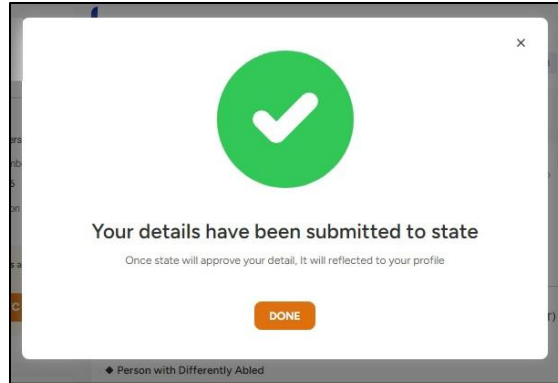


f. After Clicking on SUBMIT button you will get confirmation popup with message **"Are you sure you want to change this information?" Please note, after submitting, you will not be able to make any changes.**
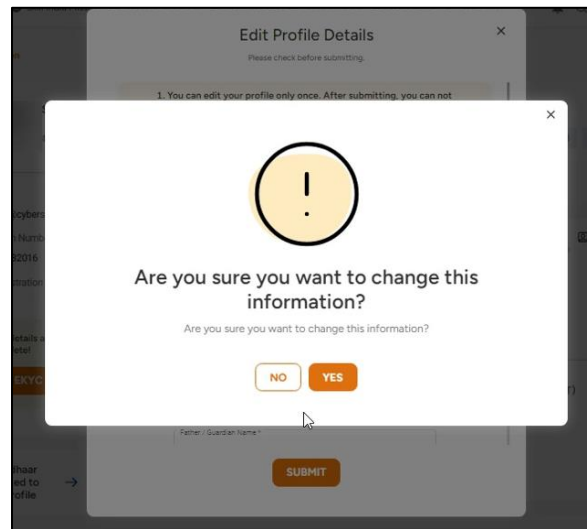


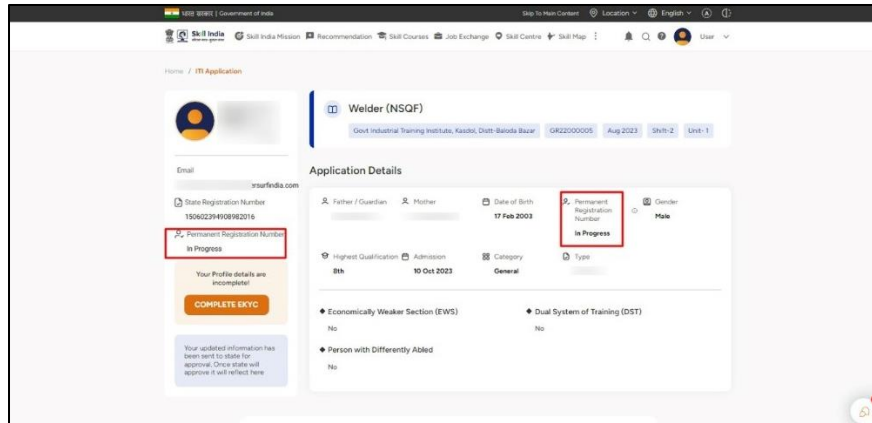g. By clicking "YES" your details have been submitted to State for approval.

h. After this, you will be able to view your ITI application dashboard with the information submitted by your State. Once your profile edited details are approved by State same will be reflected in this ITI Application dashboard.
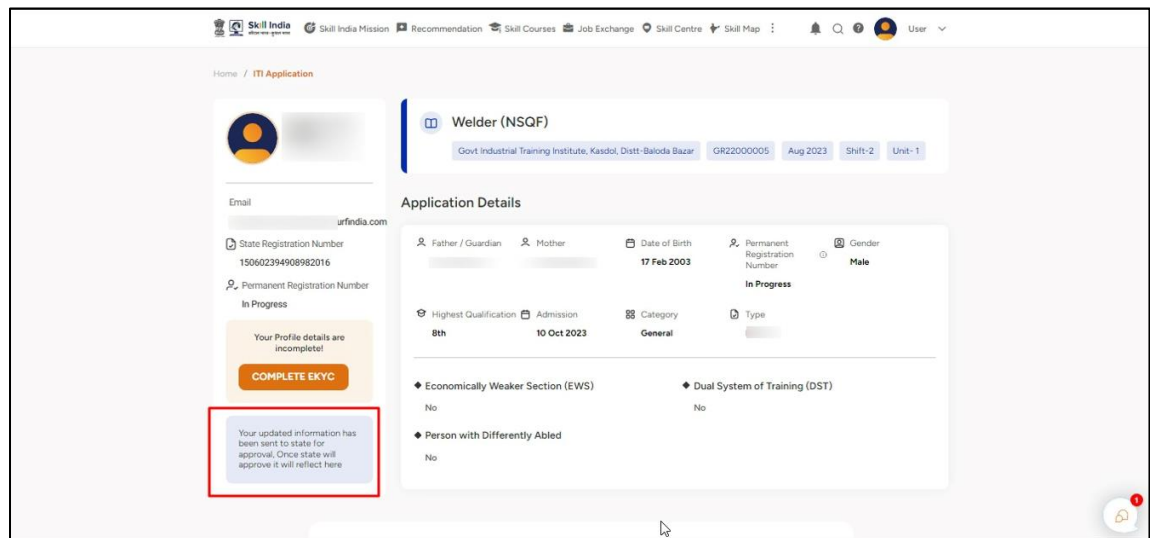


The information below shows that **"Your updated information has been sent to state for approval. Once state will approve it will reflect here"** when your profile will be under state approval stage.

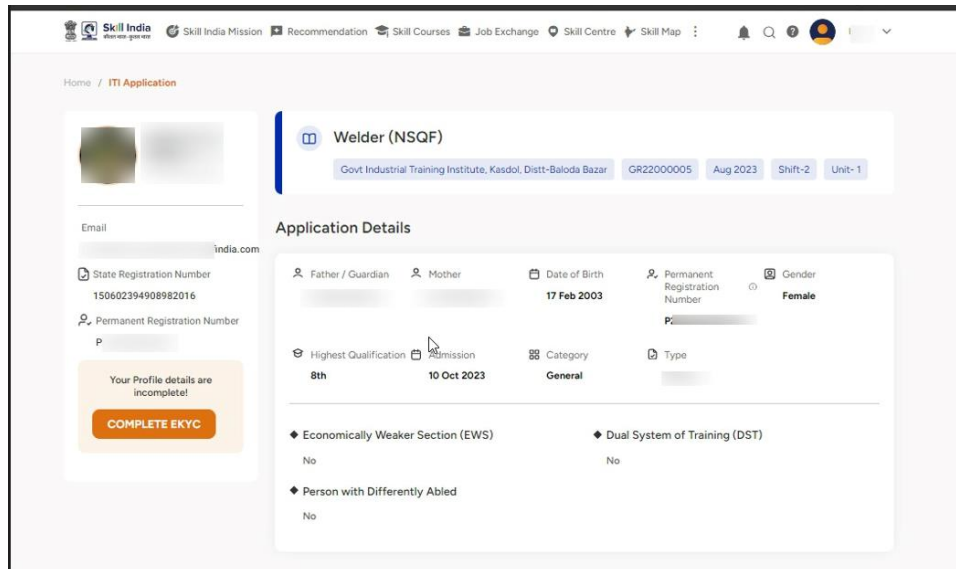i. The Permanent Registration Number will remain in progress until approval from state is not provided.

| Title | Steps |
|---|---|
| How to confirm your admission as ITI Trainee on Skill India Digital? | Click on Link received on message and email >> Register with Mobile Number >> Select OTP button >> Select " I do not have Aadhaar" >> View profile details allowed to be edited>> Click edit details>> Upload profile photo mandatorily and other profile details of which only 2 fields can be edited >>SSC/10th Class Certificate or school leaving certificate>> Consent box is clicket>> confirmation message is clicked and submitted>> sent for approval to State>>ITI application page on Skill India Digital shows the trainee details submitted by ITI and State>> PRN number is in progress and is awaiting State approval. |

**After state approval please see below case I (b)**

7. **CASE I (b): If you Click "Yes, I do not have Aadhaar" and after state approval Permanent Registration Number is generated**

   a. You will be able to view your ITI application dashboard with the information submitted by your State. Once your profile edited details are approved by State same it will be reflected in this ITI Application dashboard with Permanent Registration Number which was earlier showing as in progress.

b. An SMS and email will also be received by trainee regarding the PRN generation as given below.





| Title | Steps |
|---|---|
| How to confirm your admission as ITI Trainee on Skill India Digital? | Click on Link received on message and email >> Register with Mobile Number >> Select OTP button >> Select " I do not have Aadhaar" >> View profile details allowed to be edited>> Click edit details>> Upload profile photo mandatorily and other profile details of which only 2 fields can be edited >>SSC/10th Class Certificate or school leaving certificate>> Consent box is clicket>> confirmation message is clicked and submitted>> sent for approval to State>>After state approves>>ITI application page on Skill India Digital shows the trainee details along with PRN>> SMS and email regarding PRN is also received to in your registered mobile number and email. |

8. **CASE II (a): If you Click "Yes, I do not have Aadhaar" and while pending for state approval trainee completes Aadhaar eKYC and Permanent Registration Number is generated.**

   a. The Permanent Registration Number will remain in progress until approval from state is not provided.



   c. You will be able to complete the eKYC once you select the option "COMPLETE eKYC"

d. Then, choose the Option "BY OTP" from the Popup to complete eKYC



*Note: System must have a Physical BioMetric Authentication reader device in order to complete eKYC using BioMetric Authentication.*

e. Enter your Aadhaar number in "Enter Aadhaar Number" field



f. Check on "I agree to validate my Aadhaar Details"

g. Click on "GENERATE OTP" button



h. Enter the One Time Password (OTP) received on the mobile number linked to your Aadhaar and then click on the "VERIFY" button.

i. Once eKYC authentication is successful in Skill India Digital. And the details fetched from your Aadhaar EKYC matches with the data uploaded by States on Skill India Digital as your ITI application data. You will be successfully admitted as a Traine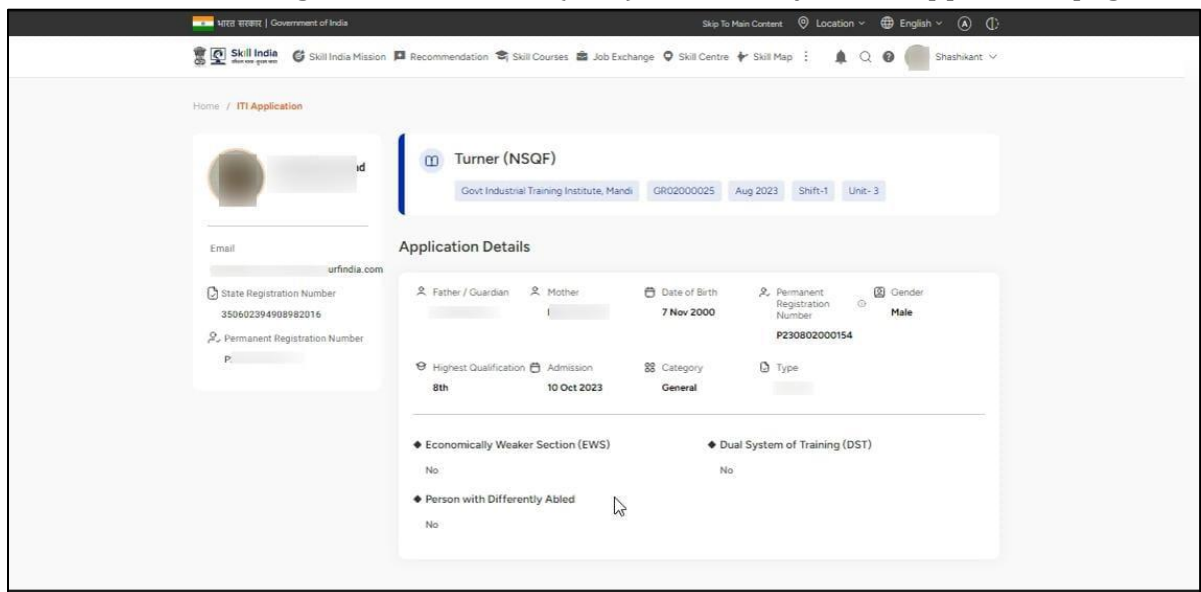e on the Skill India Digital and you can view your Permanent Registration Number (PRN) number in your ITI application page.



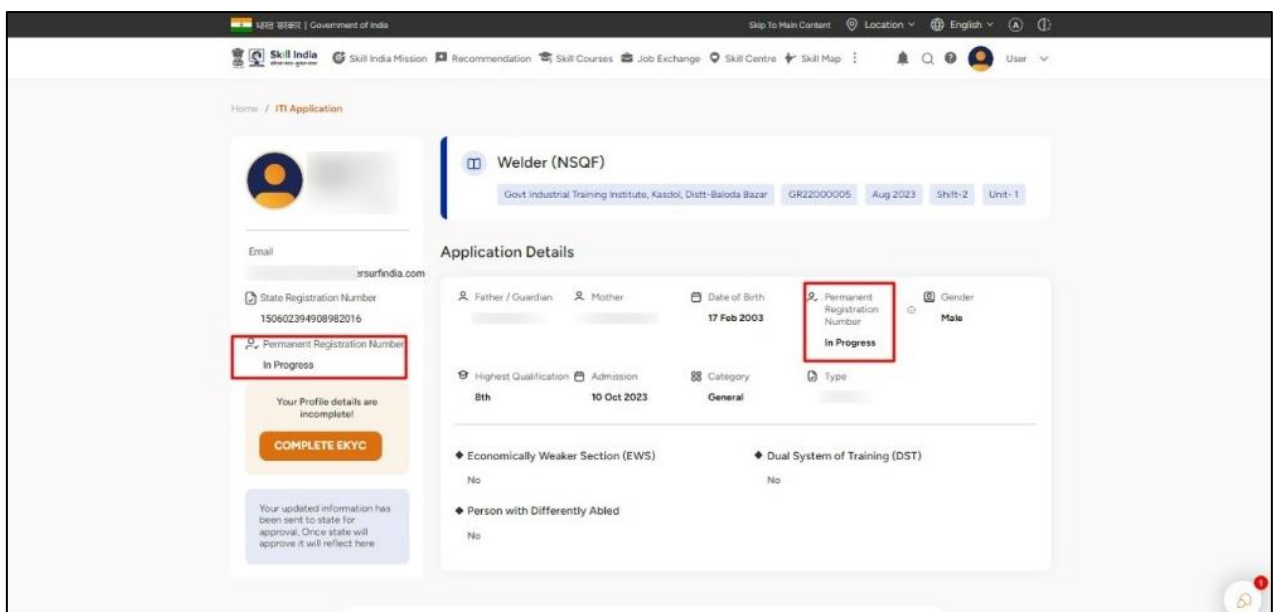a. An SMS and email will also be received by trainee regarding the PRN generation as given below.

| Title | Steps |
|---|---|
| How to confirm your admission as ITI Trainee on Skill India Digital? | Click on Link received on message and email >> Register with Mobile Number >> Select OTP button >> Select " I do not have Aadhaar" >> View profile details allowed to be edited>> Click edit details>> Upload profile photo mandatorily and other profile details of which only 2 fields can be edited >>SSC/10th Class Certificate or school leaving certificate>> Consent box is clicket>> confirmation message is clicked and submitted>> sent for approval to State>>ITI application page on Skill India Digital shows the trainee details submitted by ITI and State>> MEANWHILE, Trainee selects complete EKYC in the ITI Application>> Selects OTP>> inputs  Aadhaar number>> completes eKYC>> PRN is generated and visible in ITI Application page>> SMS and email regarding PRN is received by trainee |

9. **CASE II (a): If you Click "Yes, I do not have Aadhaar" and then completes EkYC and because of mismatch in eKYC fetched details sent to State for approval for Permanent Registration Number generation.**
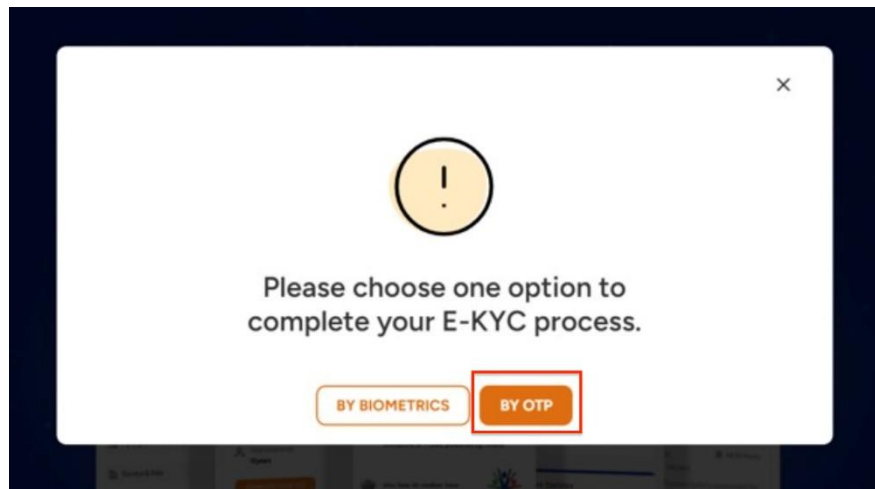
   a. The Permanent Registration Number will remain in progress until approval from state is not provided.

j.  You will be able to complete the EKYC once you select the option "COMPLETE EKYC"



k.  Choose the Option "BY OTP" from the Popup to complete eKYC



*Note: System must have a Physical BioMetric Authentication reader device in order to complete eKYC using BioMetric Authentication.*

l.  Enter your Aadhaar number in "Enter Aadhaar Number" field

m. Check on "I agree to validate my Aadhaar Details"



n. Click on "GENERATE OTP" button

o. Enter the One Time Password (OTP) received on the mobile number linked to your Aadhaar and then click on the "VERIFY" button.



a. Once ekYC authentication is successful in Skill India Digital. And the details fetched from your Aadhaar ekyc mismatches with the data uploaded by States on Skill India Digital as your ITI application data. Then, you will be able to view the mismatch detail. Click "OK" and request will be submitted to State for its approval.
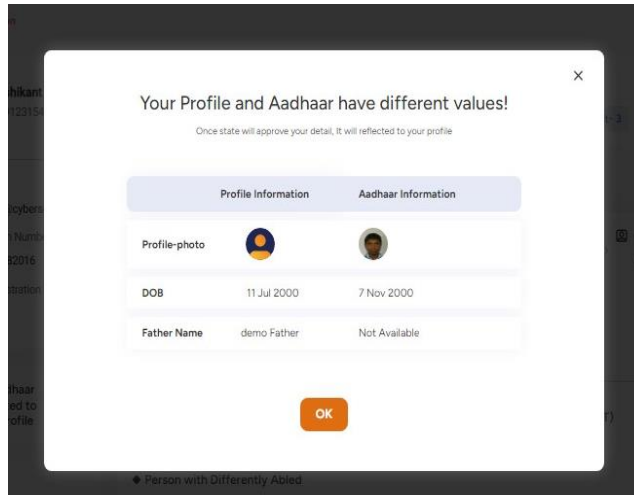
b. Once approved by State you will be successfully admitted as a Trainee on the Skill India Digital and on the screen, you will be able view a successful Permanent Registration Number (PRN) in the ITI application page.
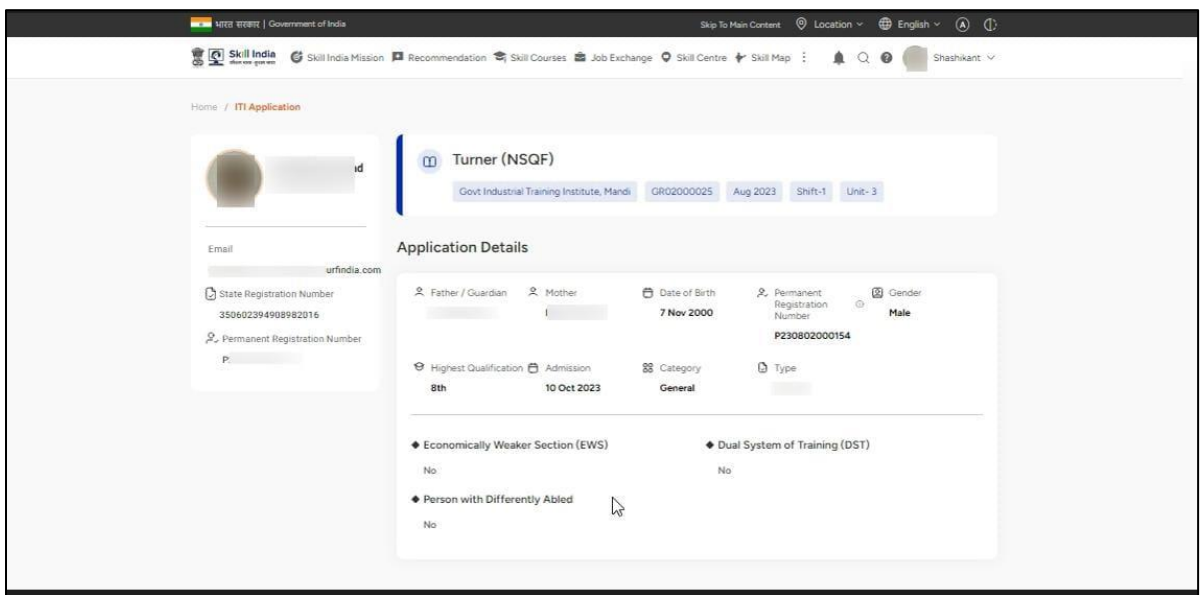


c. An SMS and email will also be received by trainee regarding the PRN generation as given below.



Dear ITI Trainee, Congratulations on completing the admission process at Govt Industrial..nstitute, Mandi. Your Permanent Registration Number (PRN) is P2 ▪▪_▪▪▪9. –DGT



Dear ▨▨,

Congratulation on successfully completing your admission process at Govt Industrial..tt-Baloda Bazar. Your Permanent Registration Number (PRN) is P▨

If you have any questions, please contact your ITI.

Regards,
Directorate General of Training (DGT)

| Title | Steps |
|---|---|
| How to confirm your admission as ITI Trainee on Skill India Digital? | Click on Link received on message and email >>Register with Mobile Number >>>> ITI Application page>> click complete eKYC>> Select OTP >>Enter Aadhaar Number >> Verify Aadhaar>> eKYC fetched details mismatches with ITI application data of trainee uploaded by State>> Request goes for approval from State>> Once approved PRN is generated>> ITI application page on Skill India Digital shows the trainee details submitted by ITI and State. |

**To complete the process of registration on Skill India Digital and to further complete the admission process of ITI for permanent registration number generation please make sure to come through the link received on email and SMS.**

**In case of difficulty at any stage, please contact your ITI**

# Process for Trainees registered on Skill India Digital

**10.How to confirm your registration as ITI Trainee in Skill India Digital who are already registered?**

b.  You will receive a link through text message (on the mobile number as provided with **your admission data) and email (on the email ID as provided with your admission** data) to confirm your registration on Skill India Digital. The above mobile number and email ID are referred as REGISTERED mobile number/email ID.
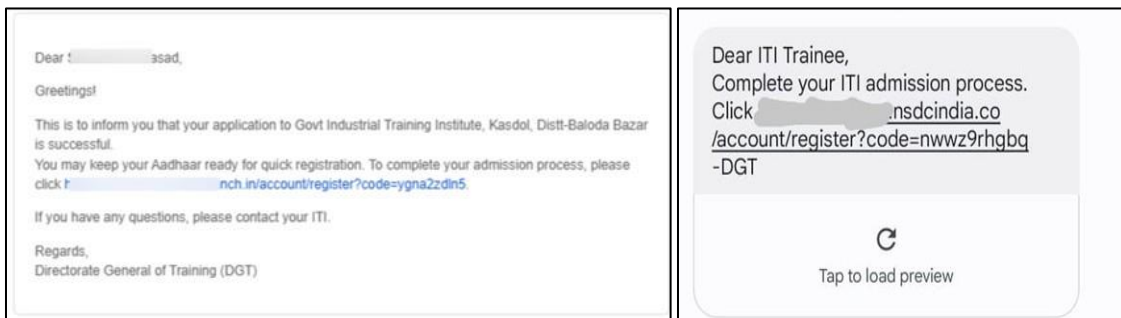


c.  Click on the link provided either in email or SMS received. This will take you to Skill India Digital.
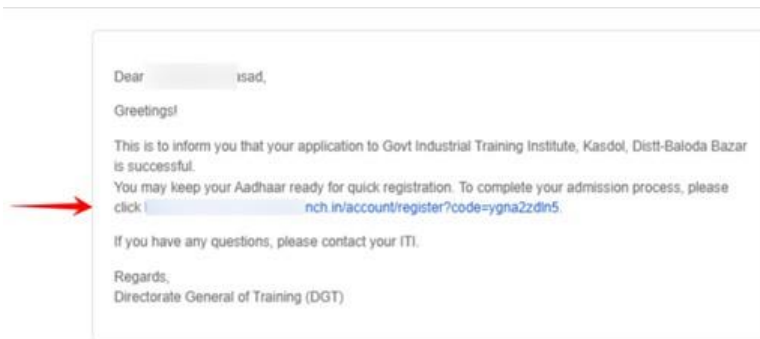


d.  You will be able to view the pre-filled mobile number submitted with the admission data to complete the process. Click on the "CONTINUE" button
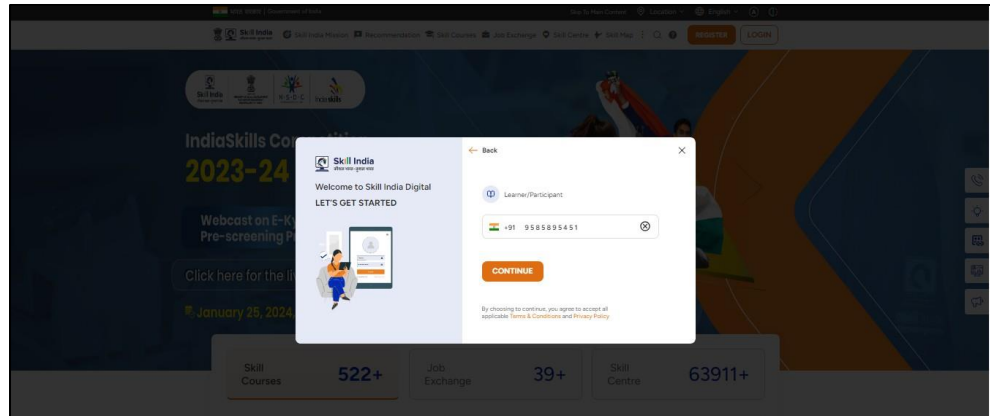
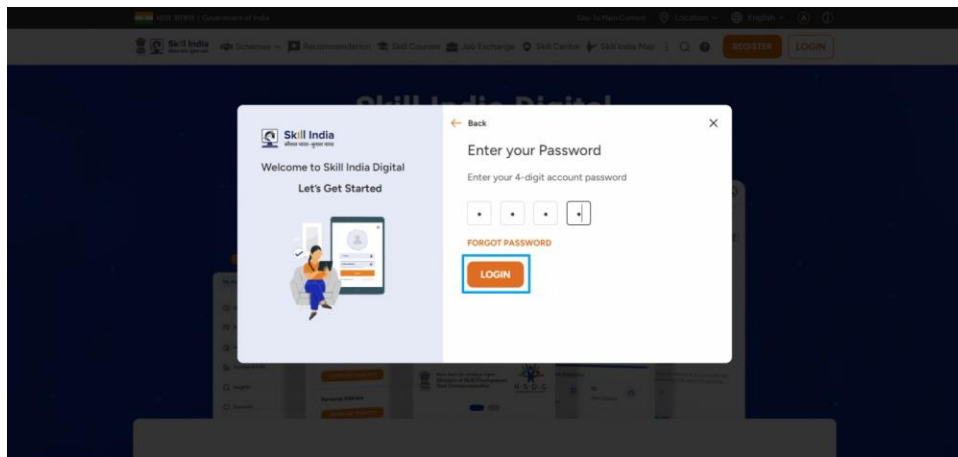e. Enter your four digit account password(numbers), and then click on the LOGIN Button



f. You will be successfully logged in to Skill India Digital.

Next, please complete your admission process to receive the Permanent Registration Number on Skill India Digital.

To complete the process of trainee admission process for generation of Permanent Registration Number follow the process mentioned in point from 6 to 9 based on the selection of options by trainee.

> **To complete the process of registration on Skill India Digital and to further complete the admission process of ITI for permanent registration number generation please make sure to come through the link received on email and SMS.**
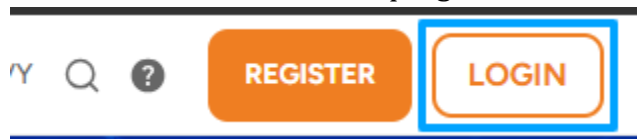
**11. Forget Password or Reset Password**

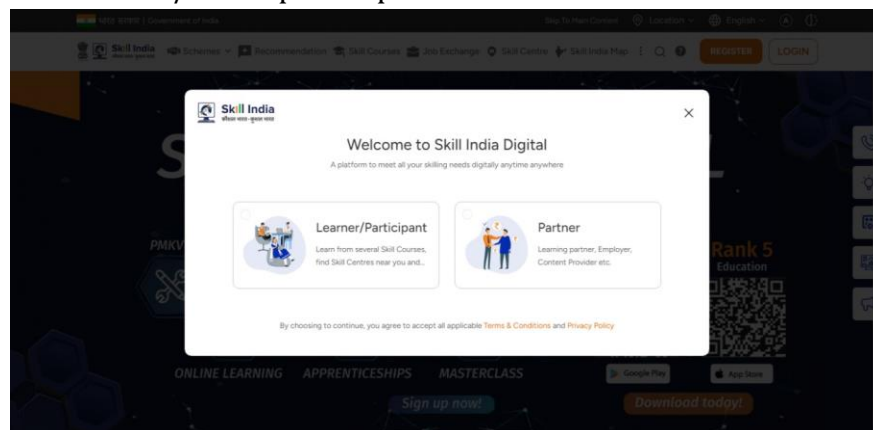To Change Account Password on Skill India Digital, follow these steps :

    a.  Visit Skill India Digital from your browser
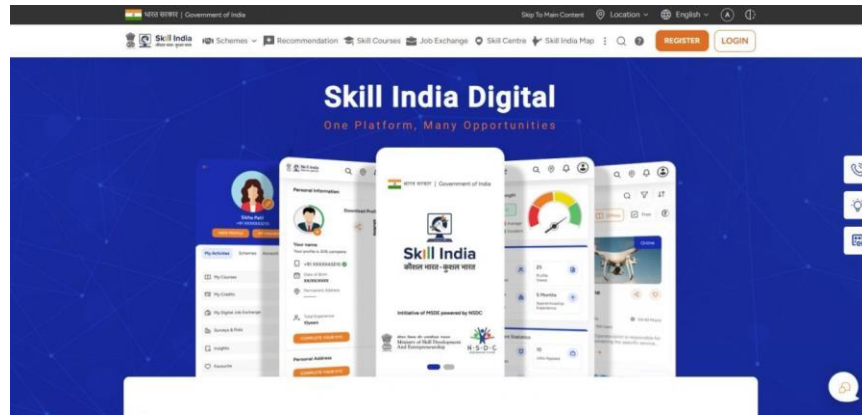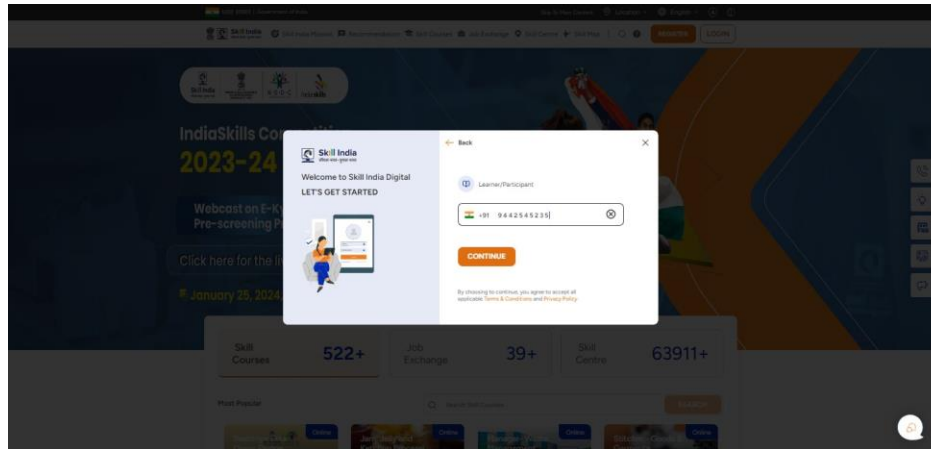


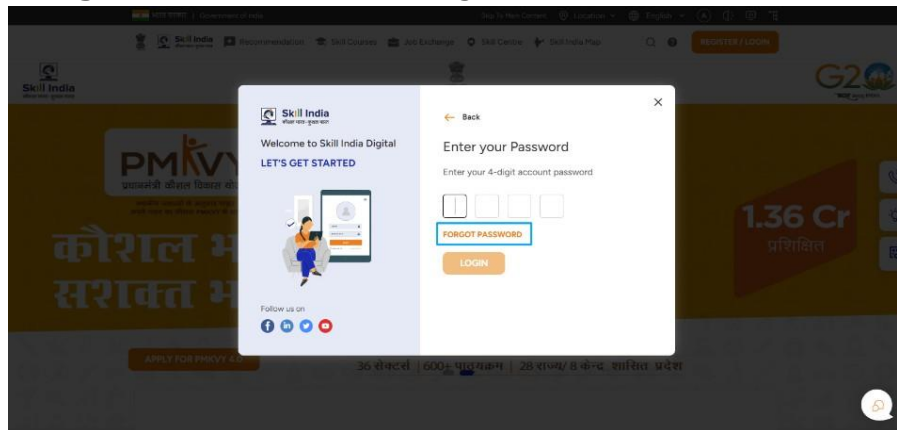    b.  Click on the LOGIN button in the top right corner of the Homepage



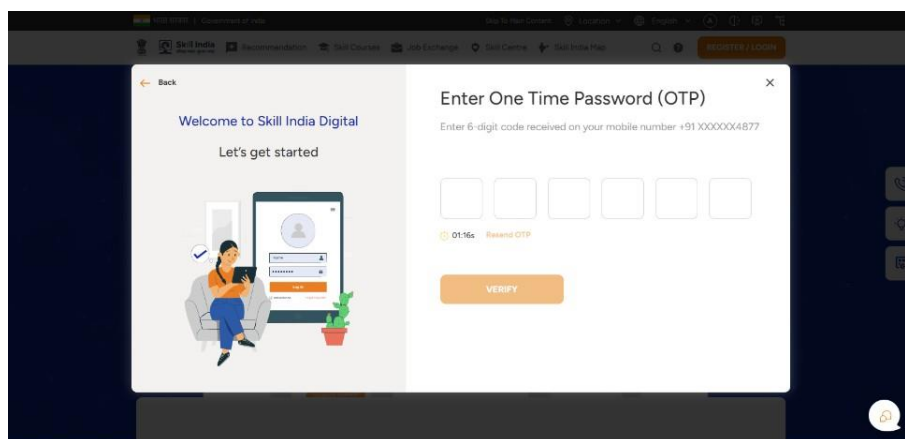    c.  Select the "Learner/Participant" option

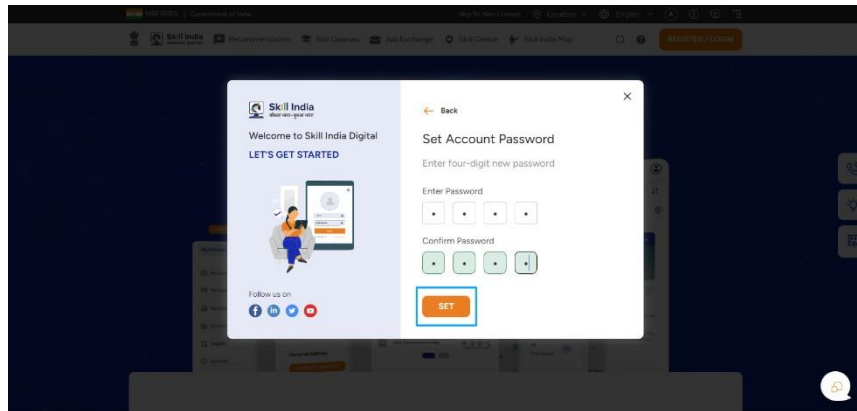d.  Enter your registered mobile number and click on CONTINUE



e.  Click on **Forgot Password** above the Login button



f.  You will Receive an One Time Password (OTP) through SMS on your registered mobile number. Enter the OTP and click on VERIFY button.

g. You will be asked to **Set New Account Password**. Enter a Password of your choice (only numbers) and then click the SET button.



h. You have successfully changed your Skill India Digital Password

| Title | Steps |
|-------|-------|
| How to Change Account Password? | Open Skill India Digital website >> Click on "Login" button >> Select "Learner/Participant" option >> Enter Mobile number >> Click on "Forgot password" option >> Enter OTP received on the mobile number >> Set new Account password >> Click on "Set" button |

> **To complete the process of registration on Skill India Digital and to further complete the admission process of ITI for permanent registration number generation please make sure to come through the link received on email and SMS.**

In case of difficulty at any stage please contact your ITI.

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