IMPORTANT INSTRUCTIONS FOR INDIVIDUAL PARTICIPNATS ON ONLINE TRAINING SESSIONS CONDUCTED BY CBSE CENTRE OF EXCELLENCE'S

1. All CoEs across the nation are hosting their online training programmes through CBSE training portal. Any participant can register for such online training sessions, **through his/her school authorities only (using school credentials, same as LOC credentials) or as an individual participant,** for any programme (from any CoEs) listed on CBSE training portal. No other mode of registration shall be entertained.

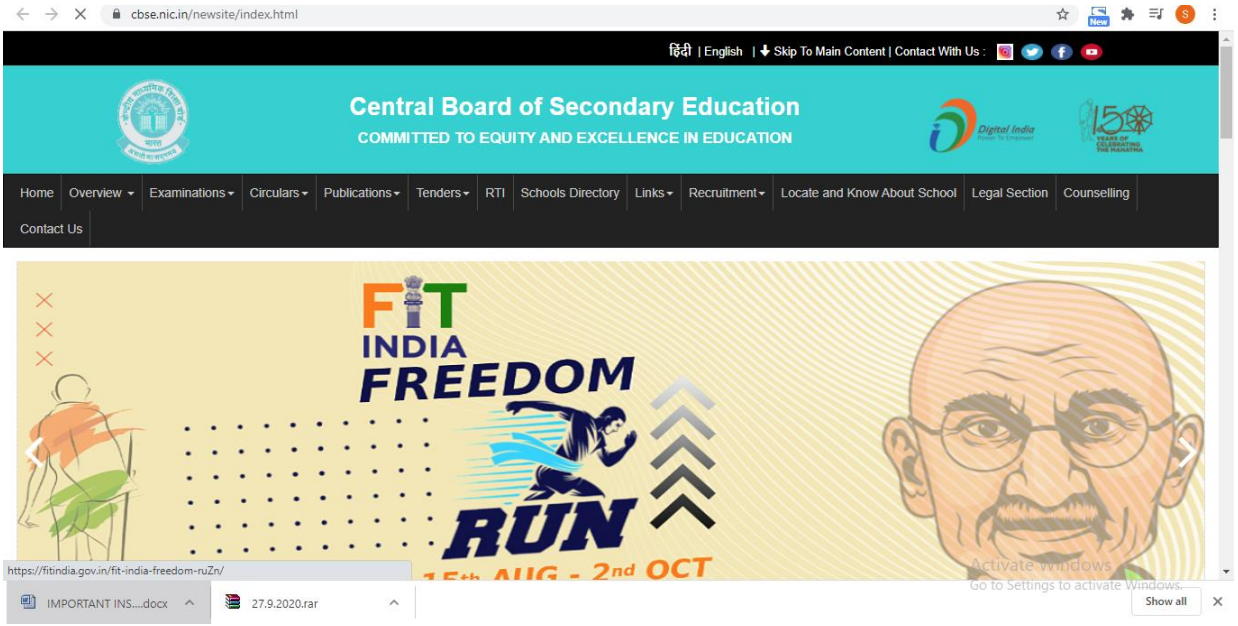
2. Individual participants can register themselves on the training portal by filling the form. User id and password filled during registration shall be used for generating E-certificate on CBSE portal subsequently.

3. After successful registration of participants on CBSE training portal, respective CoEs will host online training session and Invitation link shall be sent to the participants on their email ids.

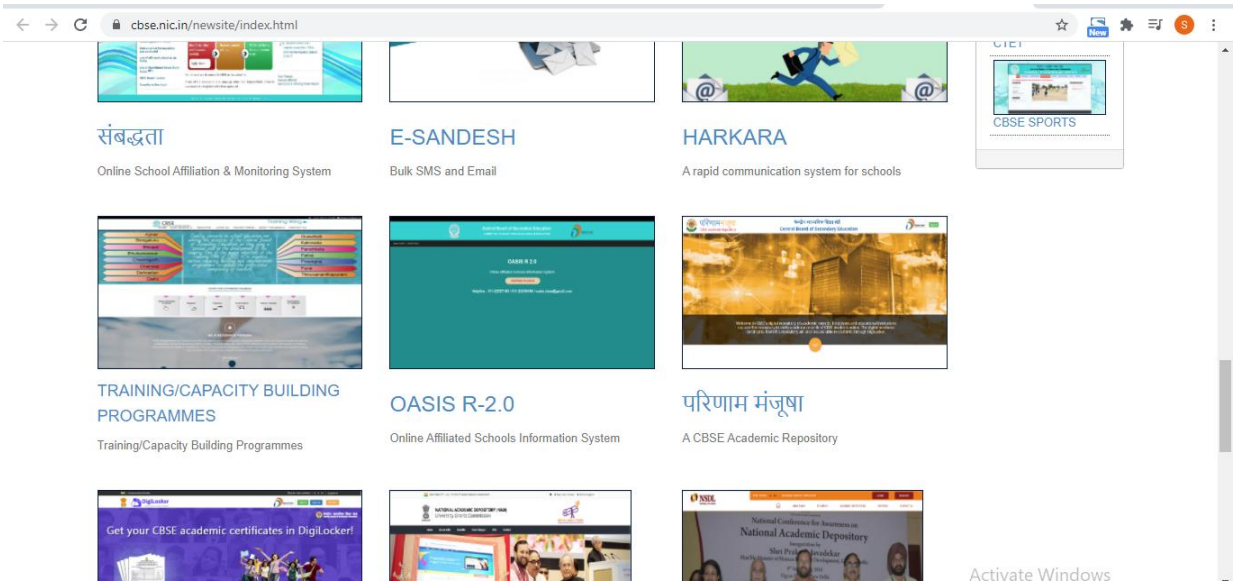
4. After successful conduct of online training session, E-certificate can be downloaded by the participant from CBSE training portal, after following the due procedure as explained hereinafter.

PLEASE FOLLOW THE FOLLOWING STEPS FOR REGISTRATION:-

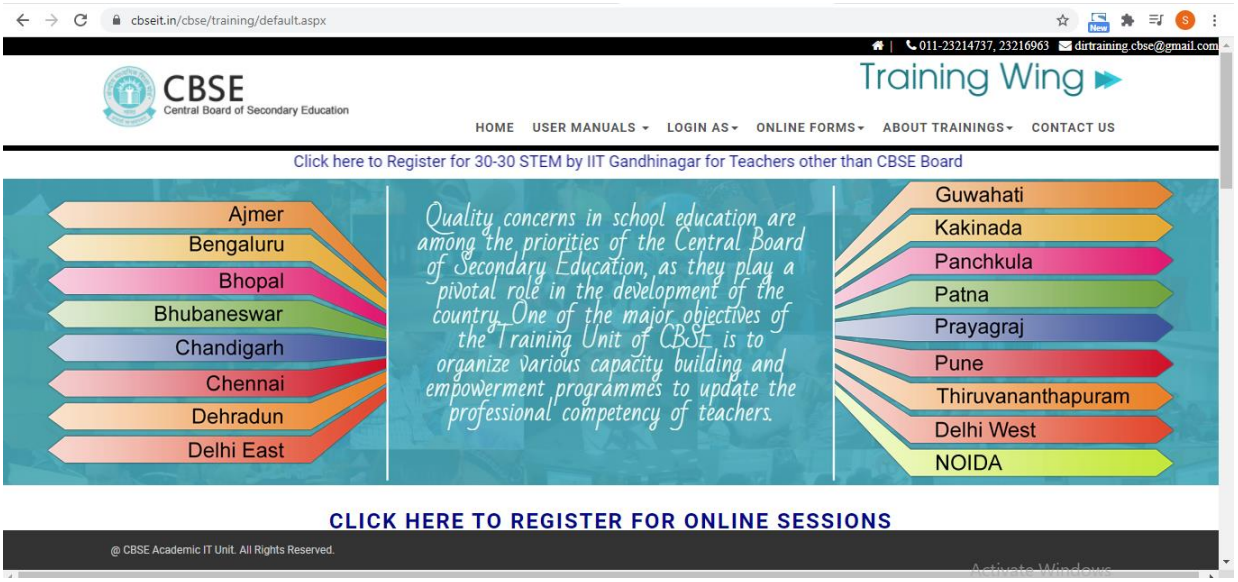
1. Search for www.cbse.nic.in website. Click for CBSE WEBSITE.



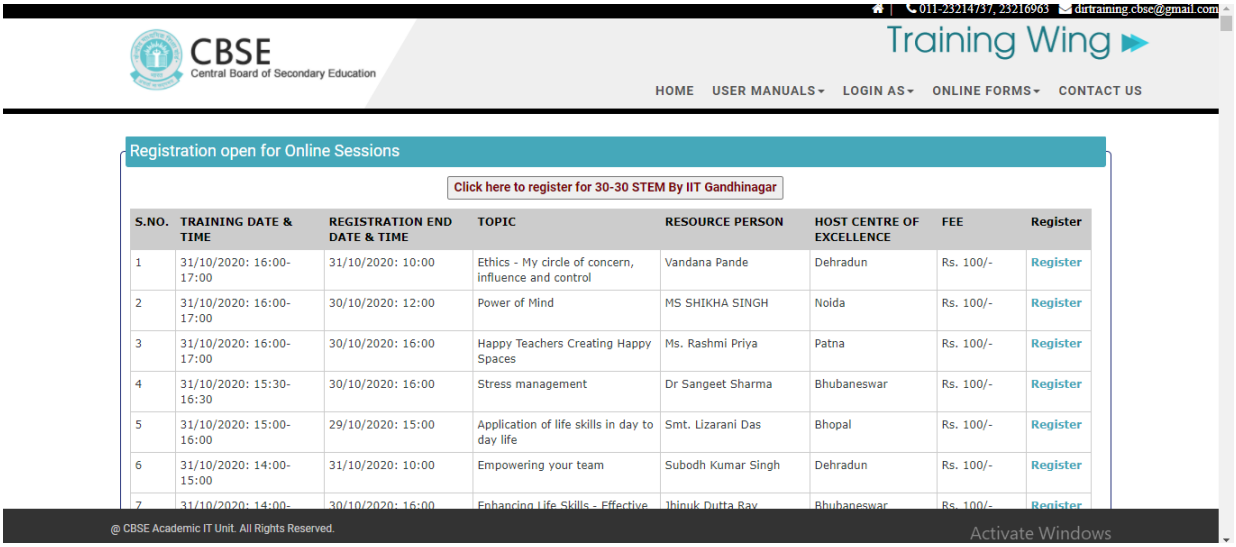
2. Scroll down and click on TRAINING CAPACITY BUILDING PROGRAMMES.



3. Click on CLICK HERE TO REGISTER FOR FREE ONLINE SESSIONS.

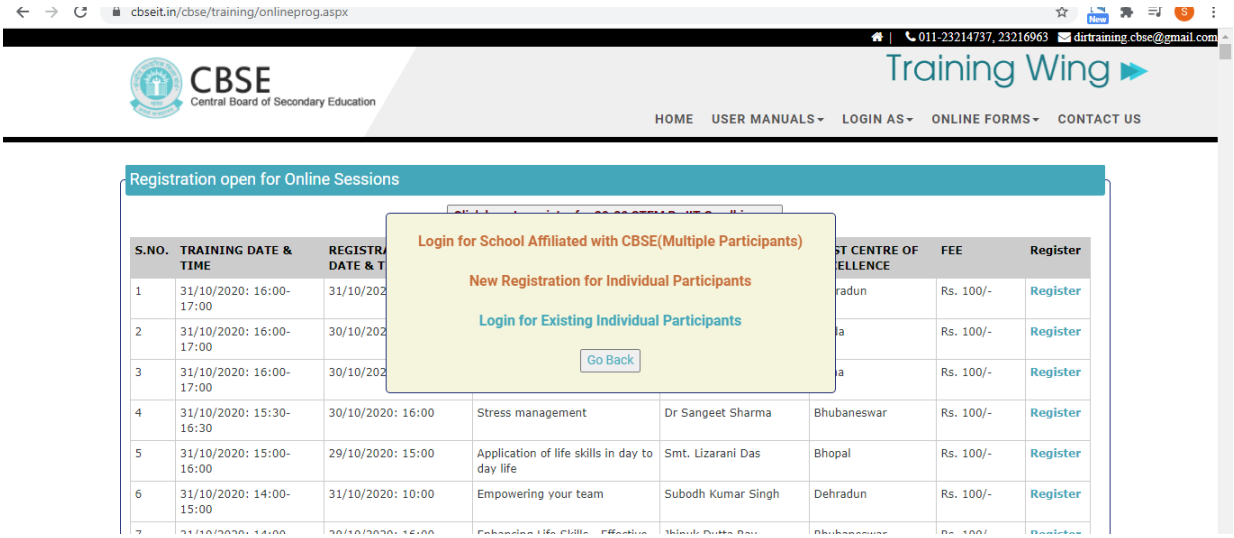


4. Click to REGISTER button, the programme of your choice (from all CoEs).



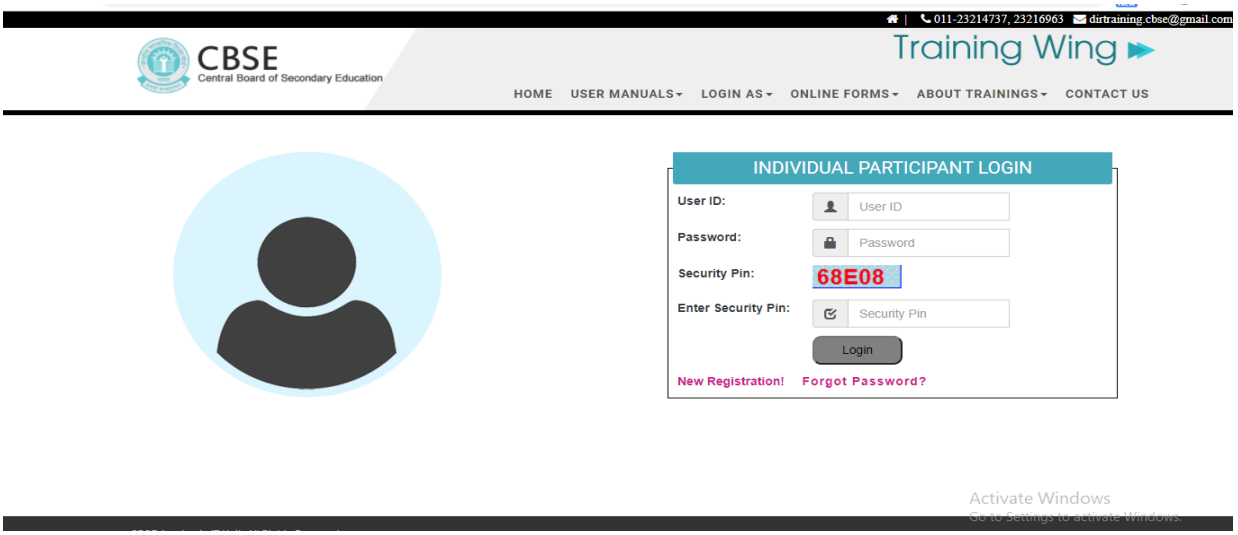
S.NO.	TRAINING DATE & TIME	REGISTRATION END DATE & TIME	TOPIC	RESOURCE PERSON	HOST CENTRE OF EXCELLENCE	FEE	Register
1	31/10/2020: 16:00-17:00	31/10/2020: 10:00	Ethics - My circle of concern, influence and control	Vandana Pande	Dehradun	Rs. 100/-	Register
2	31/10/2020: 16:00-17:00	30/10/2020: 12:00	Power of Mind	MS SHIKHA SINGH	Noida	Rs. 100/-	Register
3	31/10/2020: 16:00-17:00	30/10/2020: 16:00	Happy Teachers Creating Happy Spaces	Ms. Rashmi Priya	Patna	Rs. 100/-	Register
4	31/10/2020: 15:30-16:30	30/10/2020: 16:00	Stress management	Dr Sangeet Sharma	Bhubaneswar	Rs. 100/-	Register
5	31/10/2020: 15:00-16:00	29/10/2020: 15:00	Application of life skills in day to day life	Smt. Lizarani Das	Bhopal	Rs. 100/-	Register
6	31/10/2020: 14:00-15:00	31/10/2020: 10:00	Empowering your team	Subodh Kumar Singh	Dehradun	Rs. 100/-	Register
7	31/10/2020: 14:00-	30/10/2020: 16:00	Enhancing Life Skills - Effective	Jhinuk Dutta Ray	Bhubaneswar	Rs. 100/-	Register

5. Click on LOGIN FOR EXISTING INDIVIDUAL PARTICIPANT OR NEW REGISTRATION FOR INDIVIDUAL PARTICIPANT

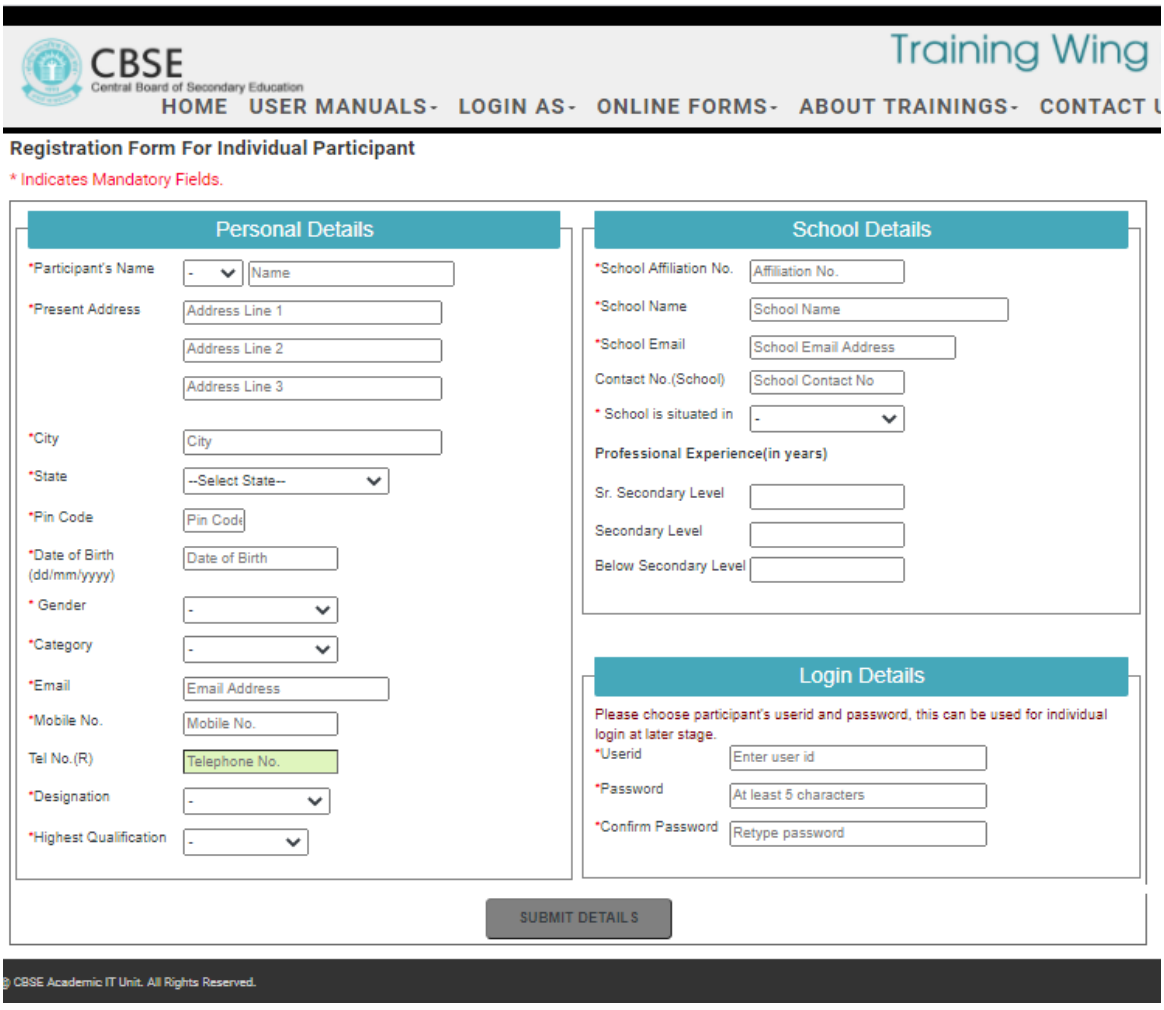


S.NO.	TRAINING DATE & TIME	REGISTRA DATE & T			ST CENTRE OF ELLENCE	FEE	Register
1	31/10/2020: 16:00-17:00	31/10/202			radun	Rs. 100/-	Register
2	31/10/2020: 16:00-17:00	30/10/202			la	Rs. 100/-	Register
3	31/10/2020: 16:00-17:00	30/10/202			a	Rs. 100/-	Register
4	31/10/2020: 15:30-16:30	30/10/2020: 16:00	Stress management	Dr Sangeet Sharma	Bhubaneswar	Rs. 100/-	Register
5	31/10/2020: 15:00-16:00	29/10/2020: 15:00	Application of life skills in day to day life	Smt. Lizarani Das	Bhopal	Rs. 100/-	Register
6	31/10/2020: 14:00-15:00	31/10/2020: 10:00	Empowering your team	Subodh Kumar Singh	Dehradun	Rs. 100/-	Register
7	31/10/2020: 14:00-	30/10/2020: 16:00	Enhancing Life Skills - Effective	Jhinuk Dutta Ray	Bhubaneswar	Rs. 100/-	Register

6. In case of an existing user, enter your User-id and Password and click on the "Login for Individual Participant" on the screen shown above.

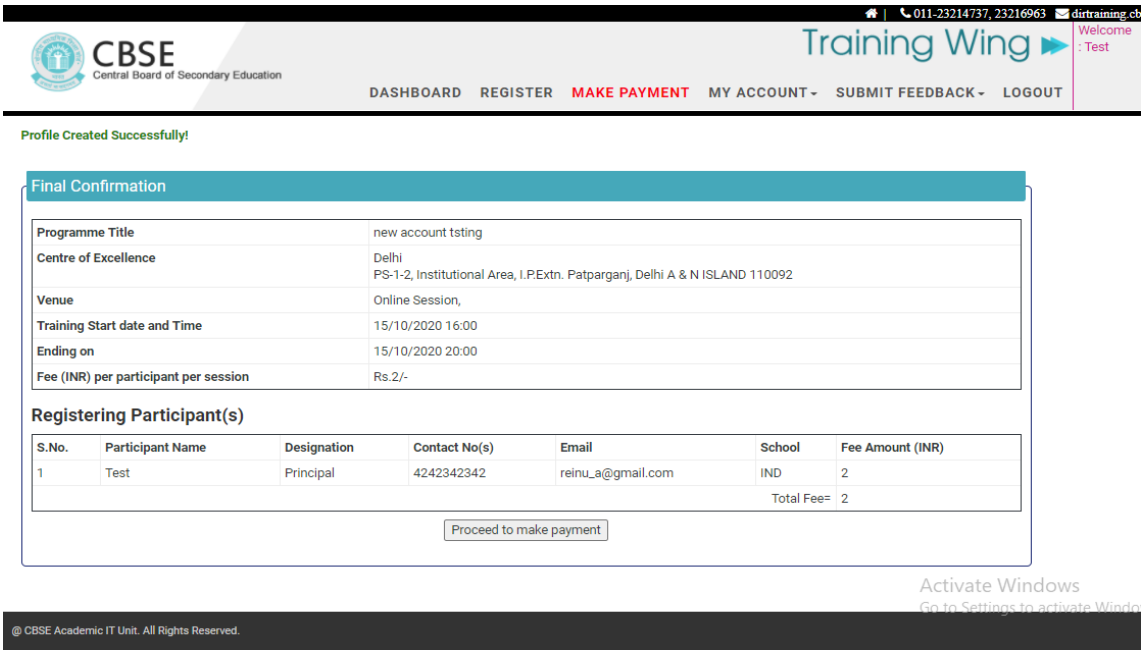


7. If user click on New Registration for Individual Participant then new user can register by filling up the form:



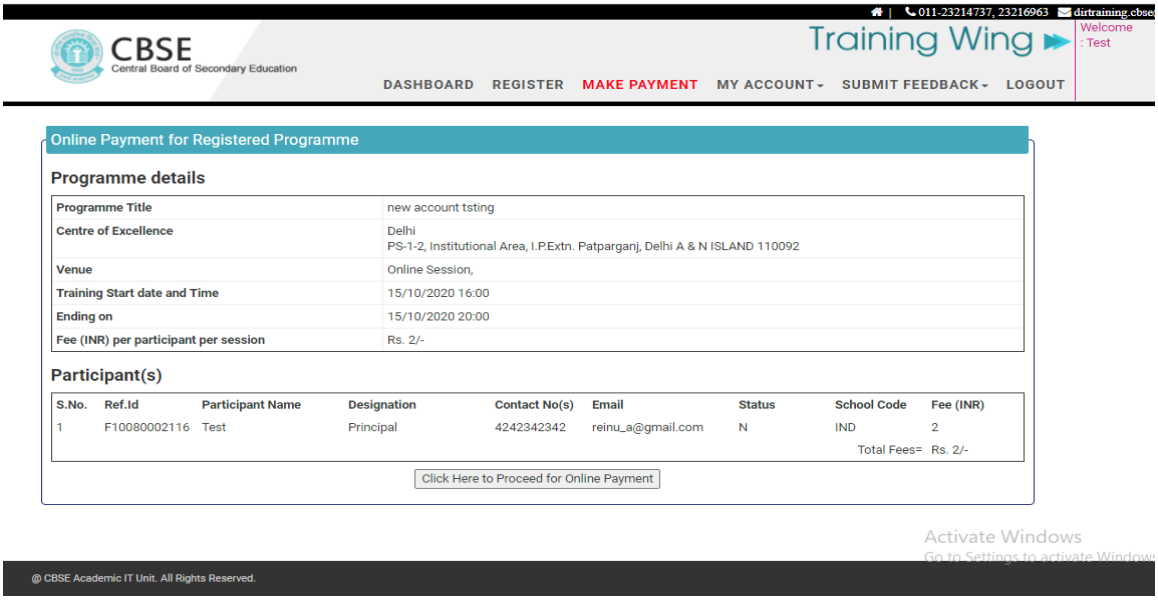
After filling up the relevant information click on "Submit Details" button.

8. A confirmation and payment option will be asked on the next screen:

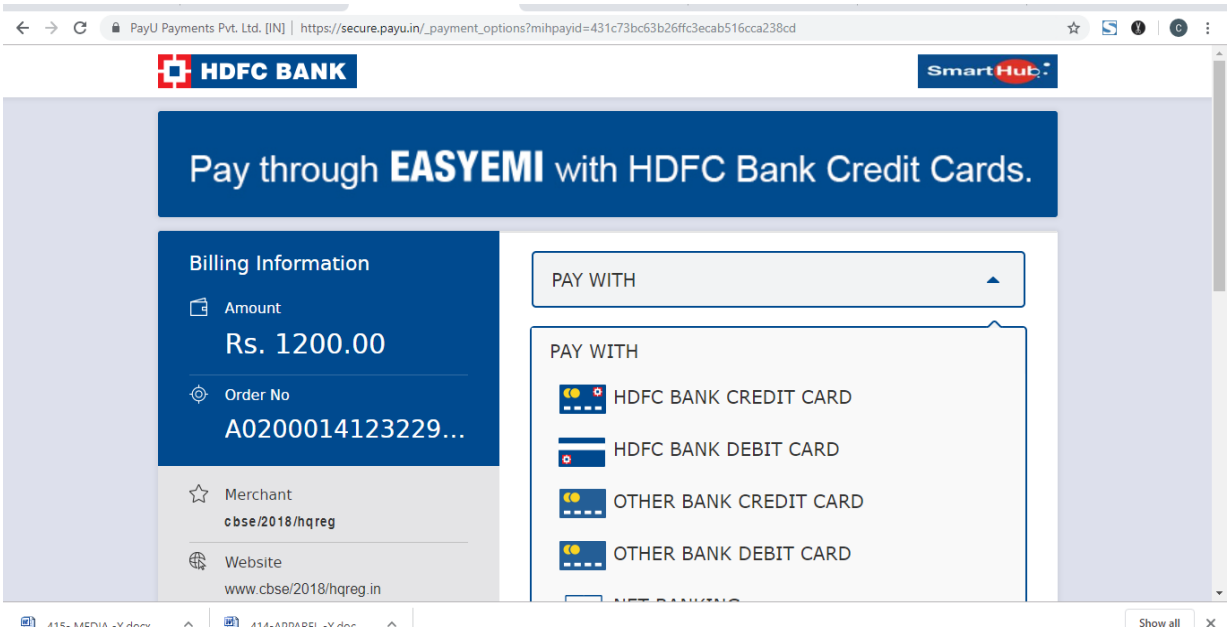


Click on "Proceed to make Payment" button.

9. Individual participant can make online payment as given in the screen below. Click on the "Click Here to Proceed for Online Payment" button;

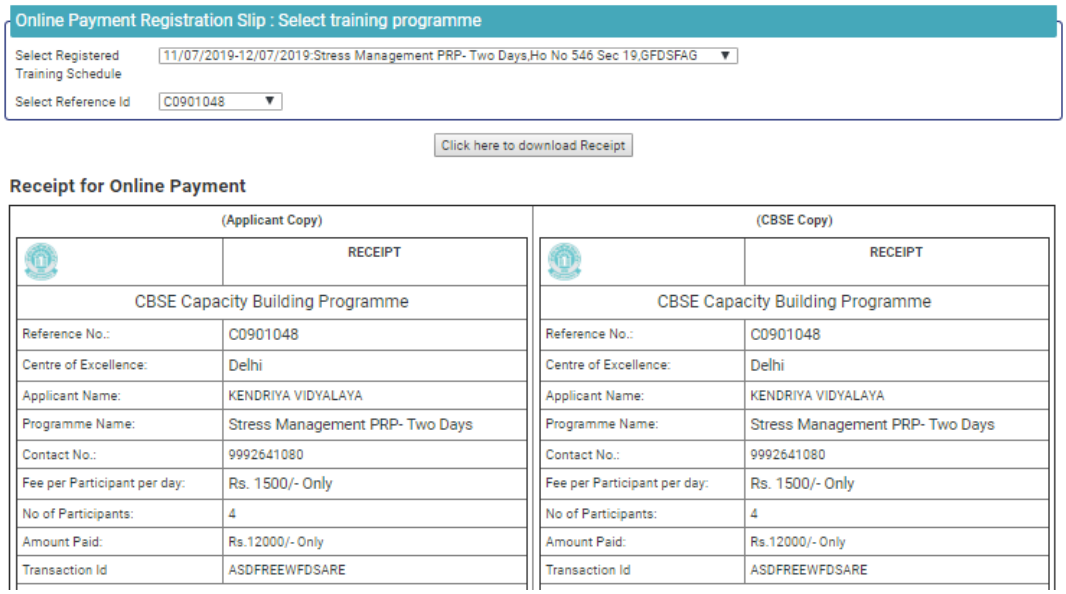


10. It takes you to the online Payment Gateway. User can do online payment using options Credit Card, Debit Card, Debit Card + ATM PIN and Internet Banking.



11. After Successful online payment user will be returned back to the training portal. If online transaction is successful then **Online Payment successful** message will appear in Fee Status with transaction id. If online transaction is failed then **transaction failed** message will appear in fee Status with transaction id. User can go to 'Make Payment' option to complete the payment formalities after login in the portal.

12. Participants can download receipt generated for online transaction after clicking "Receipt for Online Payment "sub menu under "My Account" Menu.



- **Link** to attend workshop will be sent at participant email id by the **respective CoE. In non-receiving of link of workshop contact concerned CoE.** Contact details of all CoE's are given at contact us page.
- **During the online session, CoE will post Attendance Link in the Chat Box.** Participants must be attentive during the session and fill the same in order to get their attendance marked. This attendance link shall be deactivated as soon as online session is over.
- **After analyzing attendance of participants, the attendance shall be marked on CBSE portal by respective CoE** so that feedback link is activated for participants on CBSE training portal.
- **Participants can now submit their feedback about the session on CBSE training portal, using the same Login ID and password credential** created by the individual participant on CBSE training portal.
- **Subsequently, E-certificate shall be generated on CBSE Training portal** and after login participant can download the same for records and reference.
- In case of any issue pertaining to online training session in which you have registered, please contact to concerned CoE for quicker resolution of your queries.

- **Always logout after you are done with online software.**
- For any queries please send an email at ***trainingportal.itunit@gmail.com***.