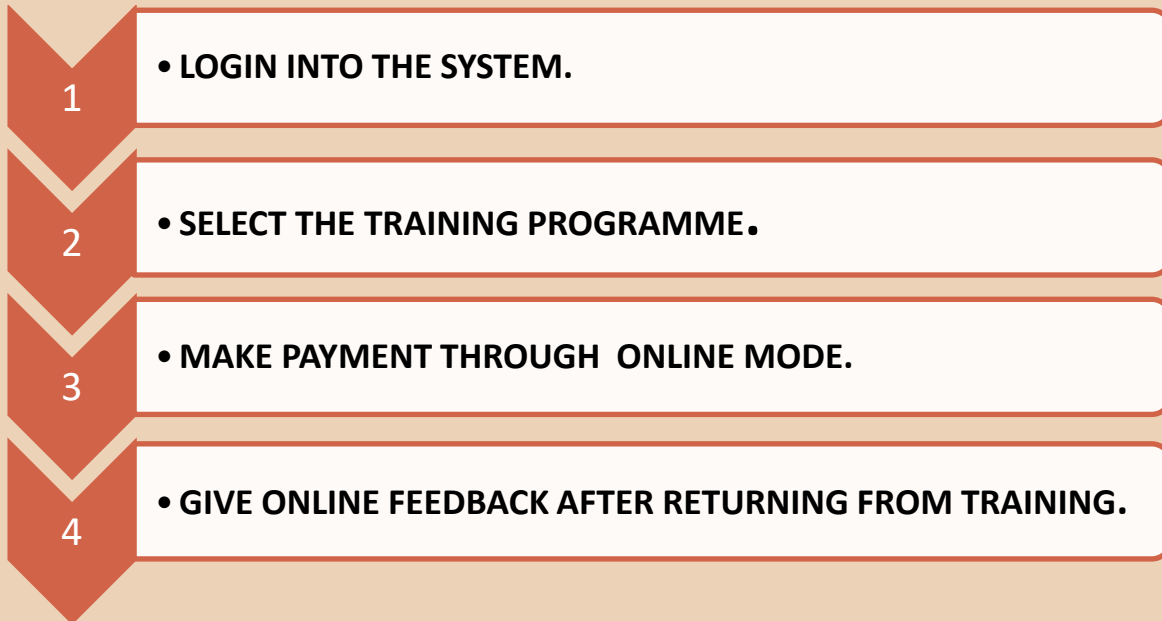


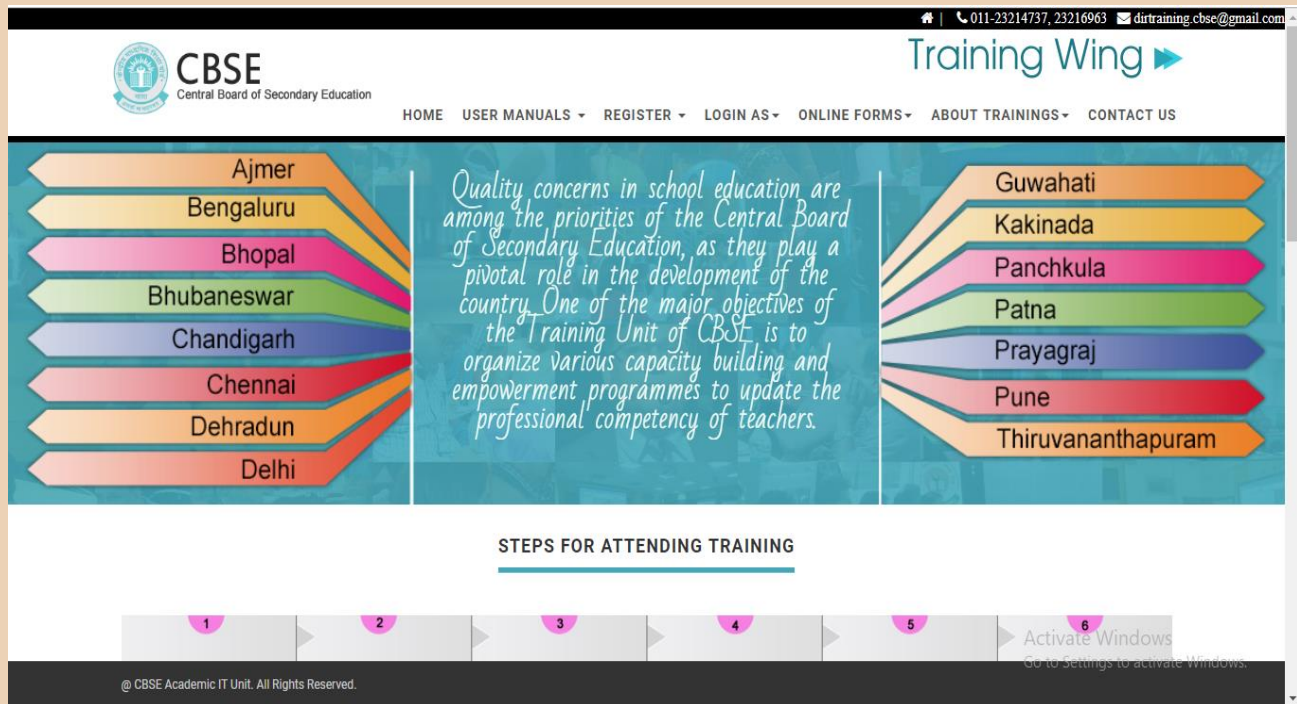
Training Management System User Manual for Individual Participants

URL of the Training Website : <http://cbseacademic.nic.in/> -> Training/ Capacity Building Program

The Process flow for the individual participants:



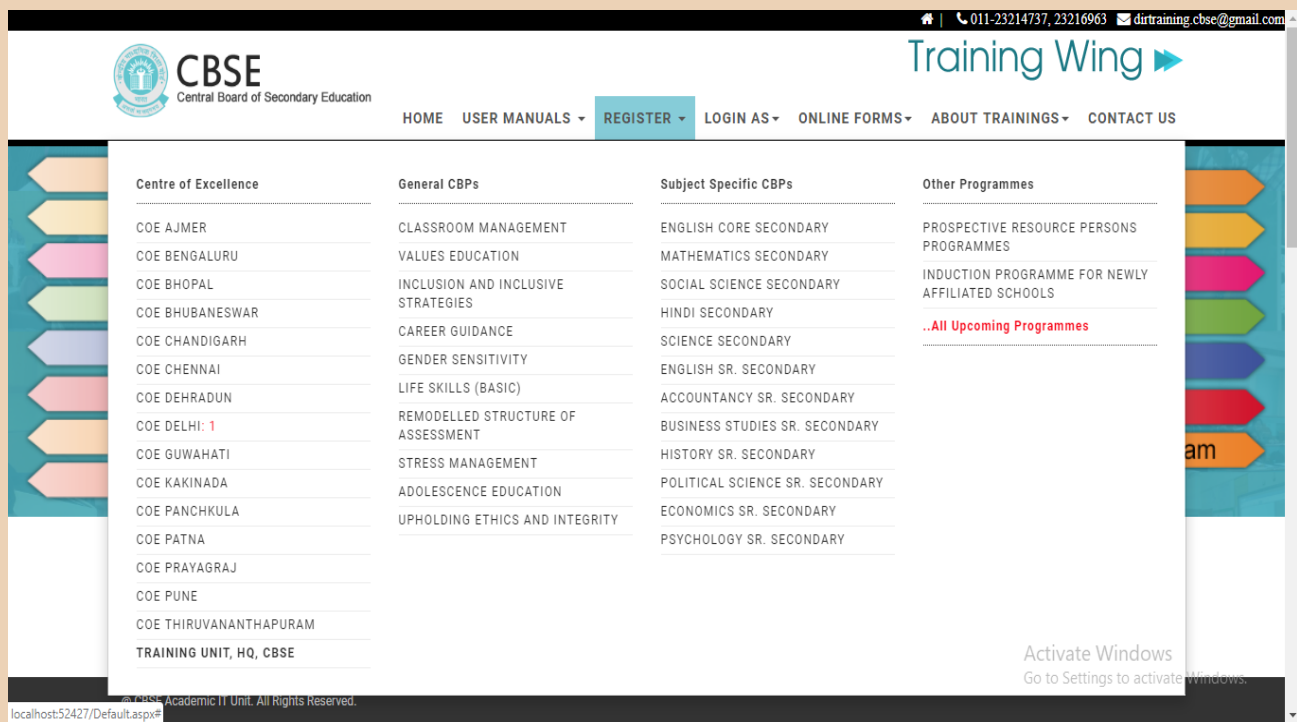
HOME PAGE:



The screenshot shows the home page of the CBSE Training Wing. At the top left is the CBSE logo and name. To the right is the 'Training Wing' logo. A navigation menu includes 'HOME', 'USER MANUALS', 'REGISTER', 'LOGIN AS', 'ONLINE FORMS', 'ABOUT TRAININGS', and 'CONTACT US'. Below the navigation is a banner with a central quote: "Quality concerns in school education are among the priorities of the Central Board of Secondary Education, as they play a pivotal role in the development of the country. One of the major objectives of the Training Unit of CBSE is to organize various capacity building and empowerment programmes to update the professional competency of teachers." The banner is flanked by two columns of colored arrows pointing towards the center, each containing the name of a city: Ajmer, Bengaluru, Bhopal, Bhubaneswar, Chandigarh, Chennai, Dehradun, Delhi, Guwahati, Kakinada, Panchkula, Patna, Prayagraj, Pune, and Thiruvananthapuram. Below the banner is a section titled 'STEPS FOR ATTENDING TRAINING' with a progress bar showing six steps, with the sixth step labeled 'Activate Windows'.

SELECT CENTRE OF EXCELLENCE OR PROGRAMME TO REGISTER FOR TRAINING:

➤ First click on **Registration Tab** provided at the portal. The screen given below will appear:



The screenshot shows the 'REGISTER' page on the CBSE Training Wing portal. The navigation menu is the same as the home page, but the 'REGISTER' tab is highlighted. The main content area is divided into four columns: 'Centre of Excellence', 'General CBPs', 'Subject Specific CBPs', and 'Other Programmes'. The 'Centre of Excellence' column lists 15 options, including 'COE DELHI: 1'. The 'General CBPs' column lists 10 topics like 'CLASSROOM MANAGEMENT' and 'VALUES EDUCATION'. The 'Subject Specific CBPs' column lists 10 subjects like 'ENGLISH CORE SECONDARY' and 'MATHEMATICS SECONDARY'. The 'Other Programmes' column lists 'PROSPECTIVE RESOURCE PERSONS PROGRAMMES' and 'INDUCTION PROGRAMME FOR NEWLY AFFILIATED SCHOOLS'. A red link for 'All Upcoming Programmes' is also visible. The page footer includes the CBSE logo and name, and a copyright notice for the Academic IT Unit.

➤ Clicking Register tab will show a dropdown menu containing the available Centre of Excellence and Programmes available for Teacher's Training. Select either Centre of Excellence or Programme from the drop down menu, the screen having the information about various training programme on different schedule/venues will appear:



Register for Training Programme

S.NO.	CENTRE OF EXCELLENCE	PROGRAMME-TITLE	PROGRAMME- VENUE	START & END DATE	REG START & END DATE	NO OF SEATS	FEE PER PARTICIPANT PER DAY FOR SCHOOLS IN INDIA (INR)	FEE PER PARTICIPANT PER DAY FOR SCHOOLS LOCATED IN ABROAD (INR)	Click to Register
1	Delhi	Test Programme- Two Days	Adarsh Nagar, hgghgfh	25/07/2019 08:00 - 26/07/2019 14:00	20/07/2019 08:00 - 25/07/2019 08:00	56	2	5	Register

Activate Windows
Go to Settings to activate Windows.

REGISTERING FOR A PARTICULAR TRAINING PROGRAMME:

- User can register for any training programme listed by clicking on “Register” link provided against each training schedule.
- On clicking on “Register” link, the user will be asked whether it’s a CBSE affiliated school or an already Registered Individual Participant or New Individual Participant.



Register for Training Programme

S.NO.	CENTRE OF EXCELLENCE	PROGRAMME-TITLE	PRO VEN	NO OF SEATS	FEE PER PARTICIPANT PER DAY FOR SCHOOLS IN INDIA (INR)	FEE PER PARTICIPANT PER DAY FOR SCHOOLS LOCATED IN ABROAD (INR)	Click to Register
1	Delhi	Test Programme- Two Days	Adar hggh	56	2	5	Register

Login for School Affiliated with CBSE(Multiple Participants)

New Registration for Individual Participants

[Login for Existing Individual Participants](#)

[Close](#)

Activate Windows
Go to Settings to activate Windows.

Click on the appropriate option applicable.

FOR INDIVIDUAL PARTICIPANT

- Individual participant may also register themselves for any training programme.
- In case of an existing user, enter your User-id and Password and click on the “Login for Individual Participant” on the screen shown at d) above.

The screenshot shows the 'Individual Participant Login' page on the CBSE Training Wing website. The page features the CBSE logo and navigation menu at the top. The main content area includes a large circular profile icon placeholder on the left and a login form on the right. The login form has fields for 'User ID', 'Password', 'Security Pin' (with a red 'B74BE' security code displayed), and 'Enter Security Pin'. A 'Login' button is at the bottom of the form. Below the form are links for 'New Registration!' and 'Forgot Password?'. The footer contains copyright information and a Windows activation watermark.

- (g) If user click on New Registration for Individual Participant A new user can register by filling up the form :

The screenshot displays the 'Registration Form For Individual Participant'. The form is divided into three main sections: 'Personal Details', 'School Details', and 'Login Details'. Each section contains various input fields, many of which are marked with an asterisk to indicate they are mandatory. The 'Personal Details' section includes fields for Name, Address (three lines), City, State, Pin Code, Date of Birth, Gender, Category, Email, Mobile No., Tel No. (R), Designation, and Highest Qualification. The 'School Details' section includes School Affiliation No., School Name, School Email, Contact No. (School), School location, and Professional Experience (three levels). The 'Login Details' section includes instructions and fields for Userid, Password, and Confirm Password. A 'SUBMIT DETAILS' button is located at the bottom center of the form. The footer contains copyright information and a Windows activation watermark.

After filling up the relevant information click on “Submit Details”.

- (h) A confirmation and payment option will be asked on the next screen:

Programme Confirmation

Welcome : fgfd!

Programme Title	Test Programme- Two Days
Centre of Excellence	Delhi PS-1-2, Institutional Area, I.P.Extn. Patparganj, Delhi A & N ISLAND 110092
Venue	Adarsh Nagar, hggfhgfh
Training Start date and Time	25/07/2019 08:00
Ending on	26/07/2019 14:00
Contact Person(s)	gggg
Note	gg
Fee (INR) per participant per day	Rs. 2/-

[Proceed for Payment](#)

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Click on “**Proceed for Payment**” option.

Payments:

- (i) Confirm payment in next screen. Individual participant can make online payment as given in the screen be

Online Payment for Registered Programme

Programme details

Programme Title	Test Programme- Two Days
Centre of Excellence	Delhi PS-1-2, Institutional Area, I.P.Extn. Patparganj, Delhi A & N ISLAND 110092
Venue	Adarsh Nagar, hggfhgfh
Training Start date and Time	25/07/2019 08:00
Ending on	26/07/2019 14:00
Contact Person(s)	gggg
Note	gg
Fee (INR) per participant per day	Rs. 2/-

Participant(s)

S.No.	Ref.Id	Participant Name	Designation	Contact No(s)	Email	Status	School	Fee (INR)
1	B1301061	fgfd	Counsellor	6565654665	gg@kk.com	N	IND	4

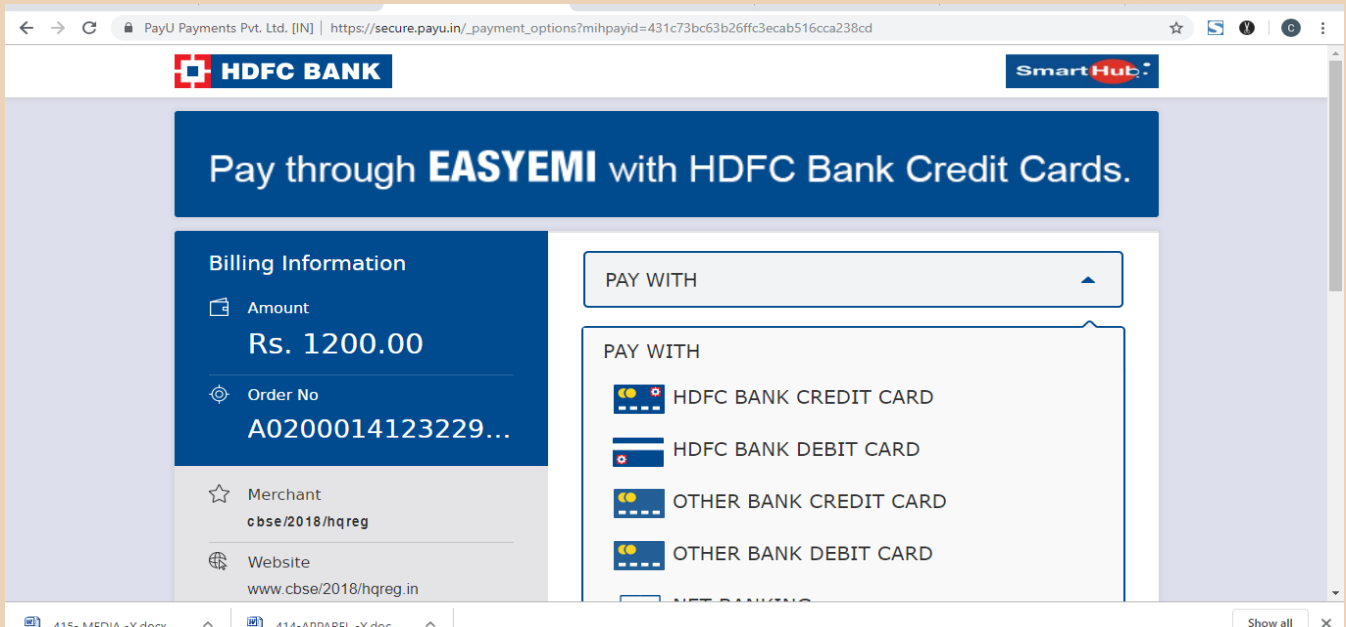
Total Fees= Rs. 4/-

[Click Here to Proceed for Online Payment](#)

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low.

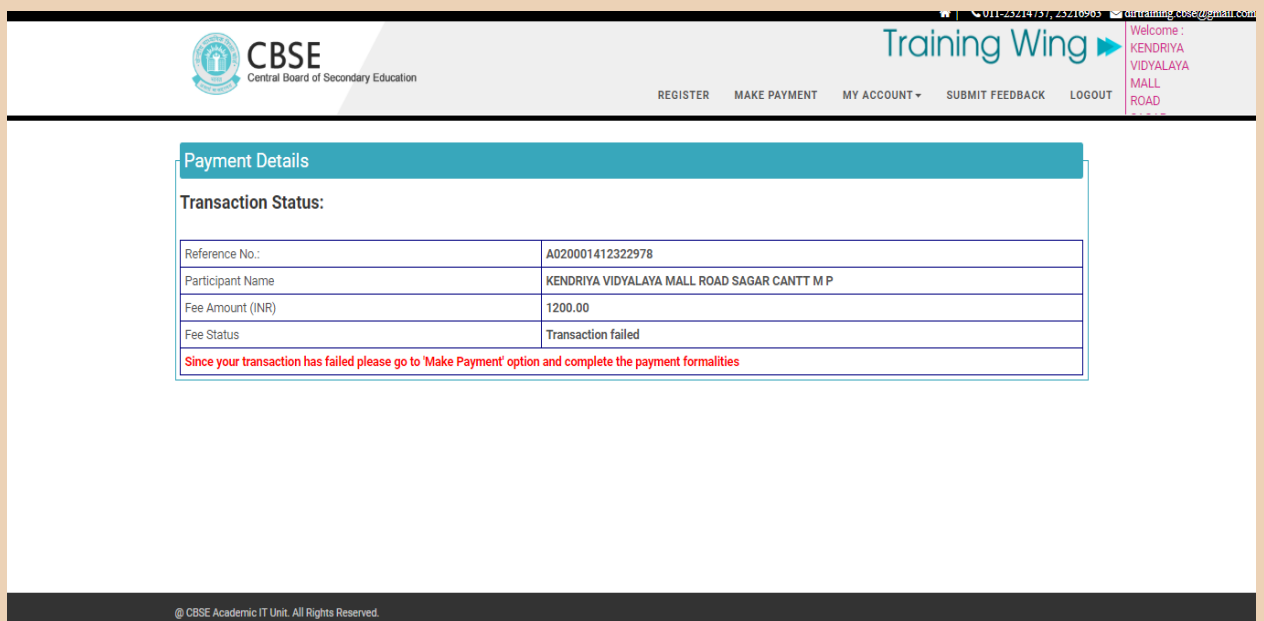
(j) Click on the “Click Here to Proceed for Online Payment” button; it takes you to the online Payment Gateway. User can do online payment using options Credit Card, Debit Card, Debit Card + ATM PIN and Internet Banking.



(k) After Successful online payment user will be returned back to the training portal.

(l) If online transaction is successful then **Online Payment successful message** will appear in Fee Status with transaction id.

(m) 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



- (n) User can download receipt generated for online transaction after clicking “**Receipt for Online Payment**” sub menu under “**My Account**” Menu. This receipt is to be carried by the participant at the training programme venue in order to have a proof of a valid participant.

Online Payment Registration Slip : Select training programme

Select Registered Training Schedule: 11/07/2019-12/07/2019:Stress Management PRP- Two Days.Ho No 546 Sec 19,GFDSFAG

Select Reference Id: C0901048

Click here to download Receipt

Receipt for Online Payment

(Applicant Copy)		(CBSE Copy)	
	RECEIPT		RECEIPT
CBSE Capacity Building Programme		CBSE Capacity Building Programme	
Reference No.:	C0901048	Reference No.:	C0901048
Centre of Excellence:	Delhi	Centre of Excellence:	Delhi
Applicant Name:	KENDRIYA VIDYALAYA	Applicant Name:	KENDRIYA VIDYALAYA
Programme Name:	Stress Management PRP- Two Days	Programme Name:	Stress Management PRP- Two Days
Contact No.:	9992641080	Contact No.:	9992641080
Fee per Participant per day:	Rs. 1500/- Only	Fee per Participant per day:	Rs. 1500/- Only
No of Participants:	4	No of Participants:	4
Amount Paid:	Rs.12000/- Only	Amount Paid:	Rs.12000/- Only
Transaction Id	ASDFREEWFDSARE	Transaction Id	ASDFREEWFDSARE
Signature of Authorised Representative with stamp Name & Address of the Centre of Excellence		Signature of Authorised Representative with stamp Name & Address of the Centre of Excellence	
Date:..... Place:.....		Date:..... Place:.....	
INSTRUCTIONS FOR THE CENTRE OF EXCELLENCE:Centre of Excellence shall issue this receipt after ensuring that the applicant has paid fees to the CBSE.A copy of 'Receipt for online payment' giving the details of this transaction should be received from the applicant by the Centre of Excellence before allowing the participant to attend the training.		INSTRUCTIONS FOR THE CENTRE OF EXCELLENCE:Centre of Excellence shall issue this receipt after ensuring that the applicant has paid fees to the CBSE.A copy of 'Receipt for online payment' giving the details of this transaction should be received from the applicant by the Centre of Excellence before allowing the participant to attend the training.	

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- **Submit Feedback:** Participant must share their experience about the training programme and the trainer by submitting the feedback after attending the training programme.
- **Participation Certificate:** Participation Certificate is available for download after submission of feedback.
- **Change Password:** An individual participant can change their password using this option.

Always logout after you are done with online software.

❖ **The individual participant must ensure that they have paid the training fee through online mode in each and every case before proceeding to the venue of the training otherwise the participants will not be allowed to join the training programme. They must hand over the copy of receipt of online payment as a proof of payment at the training venue.**