

USER MANUAL FOR
CRAFTSMEN TRAINING SCHEME (CTS)
SCHEME ADMISSION
FOR
ITI
ON
SKILL INDIA DIGITAL (SID)

Draft Version
(Dated-26 Sept 2023)

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1. Acronyms

SID- Skill India Digital

ITI- Industrial Training Institute

CTS- Craftsmen Training Scheme

MSDE- Ministry of Skill Development and Entrepreneurship

2. Introduction

The Craftsmen Training Scheme (CTS) trainee lifecycle is currently managed on the NCVTMIS portal by DGT. This portal needs an upgrade to the latest technology and hosting platform. To address this, the Ministry of Skill Development and Entrepreneurship (MSDE) is in the process of designing, developing, and commissioning a new tech-driven platform, Skill India Digital (SID), to oversee the CTS trainee lifecycle.

The transition from NCVTMIS to SID will be carried out in a phased manner. The first task to be introduced on the SID platform will be the uploading of trainee admission data.

3. Intended Audience

All Colleges 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. Our system requirements for these follow below:

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

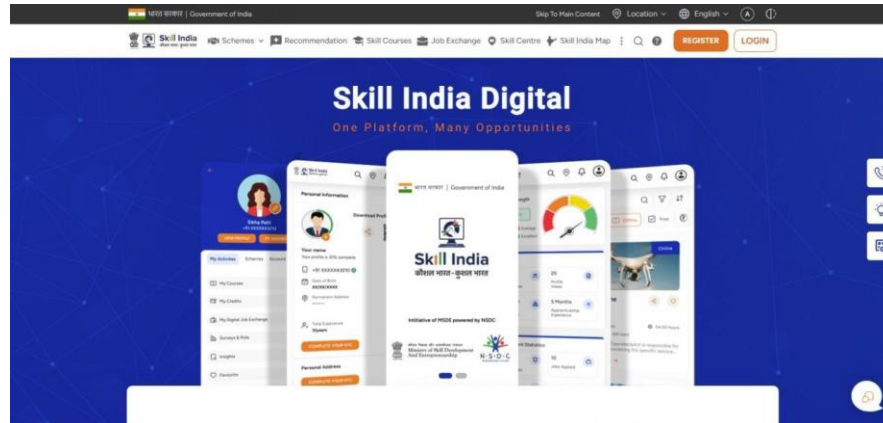
c. Mac specific requirements

- 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

5. How to visit the Skill India Digital ?

These are the steps to visit Skill India Digital:-

- a. To visit the Skill India Digital, Make sure you have a device with internet connection
- b. Open any browser in your device
- c. Enter the Skill India Digital URL in the address bar '<https://www.skillindiadigital.gov.in/home>' and then press enter or click on go

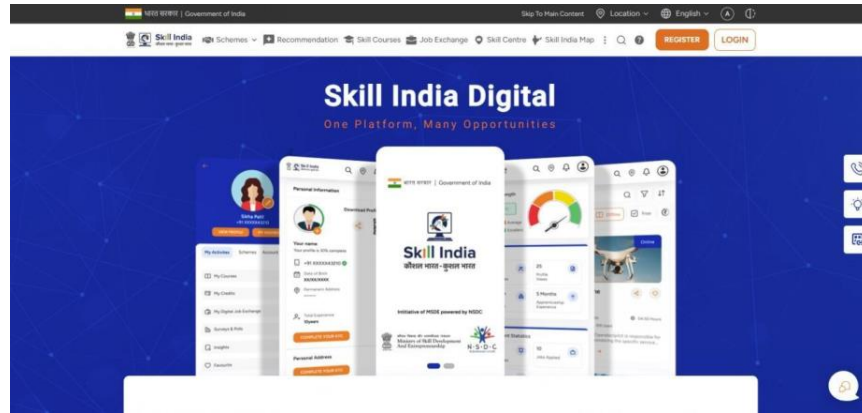


Sr. No.	Title	Steps
1	How to visit Skill India Digital?	Open browser >> Enter ' https://www.skillindiadigital.gov.in/home ' >> Press enter or click on go

6. How to Login as ITI College in Skill India Digital ?

To Login as ITI College on Skill India Digital, follow these steps:-

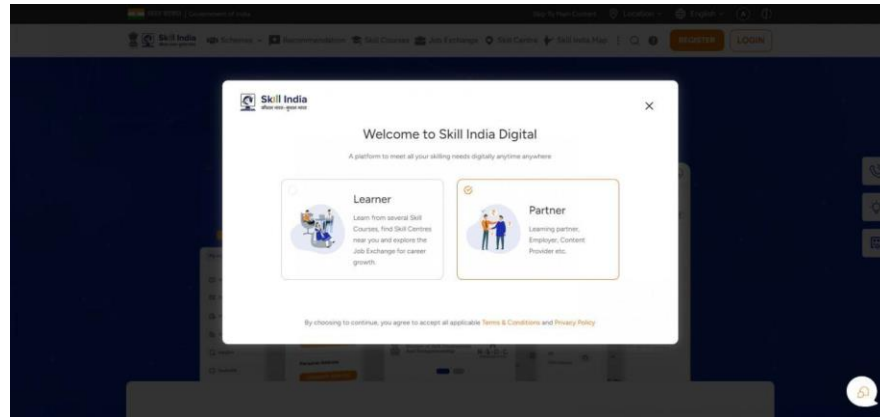
- a. Visit the Skill India Digital from your browser



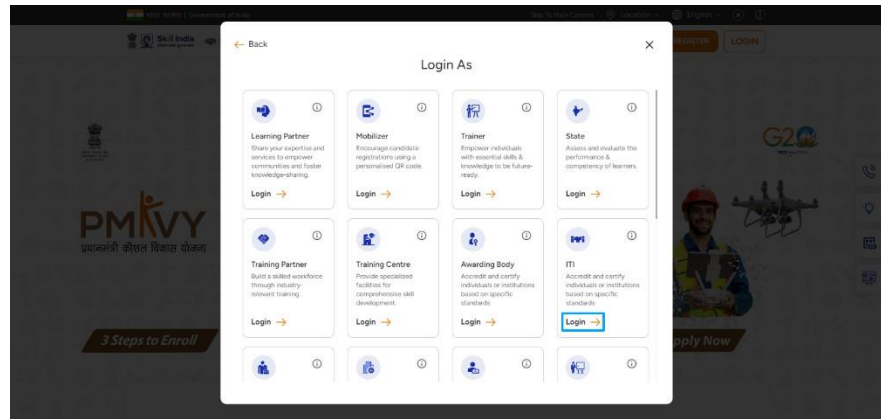
b. Click on the LOGIN button in the top right corner



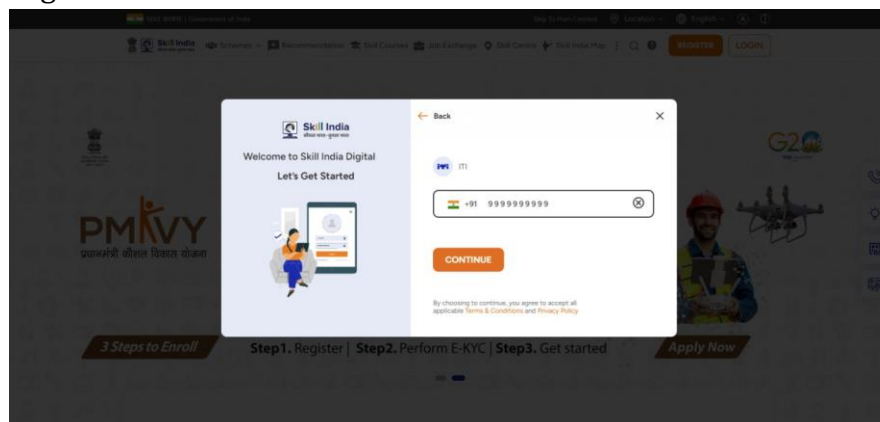
c. Select "Partner" option



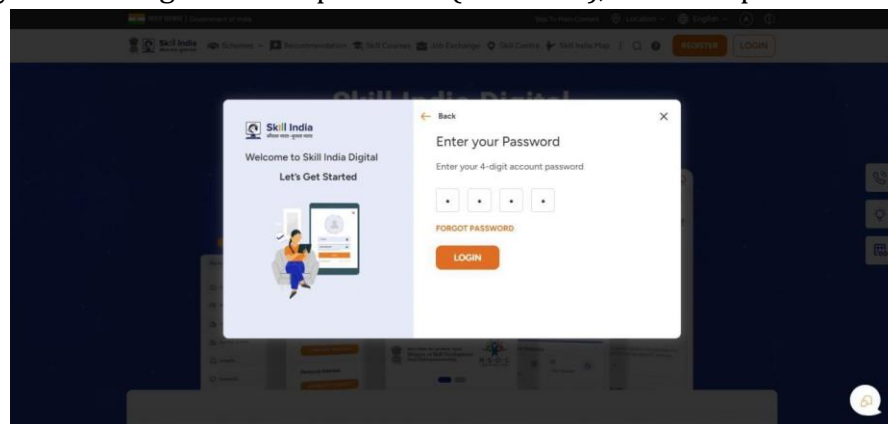
d. Click on "Login" button in ITI role card



e. Enter assigned Mobile Number and click on “CONTINUE” button



f. Enter your four digit account password(Numbers), and then press LOGIN Button



g. You will be successfully logged in as ITI State in the Skill India Digital.

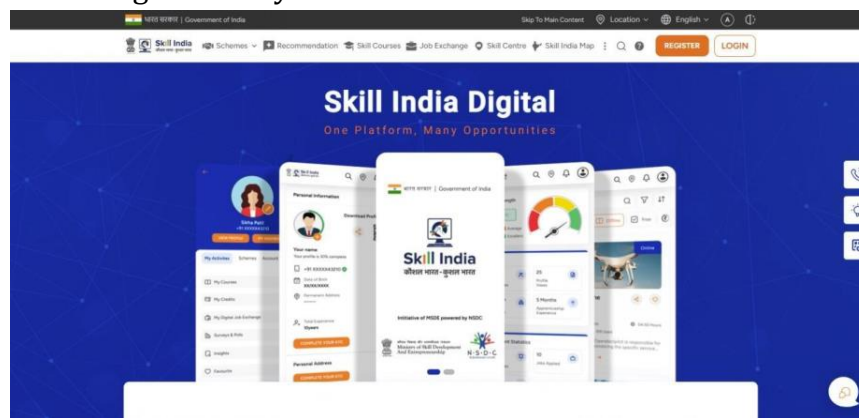
Sr.	Title	Steps
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No.		
2	How to Login as ITI state in Skill India Digital?	Open SID website >> Click on “LOGIN” button >> Select “Partner” option >> Click on “Login” button in State role >> Enter mobile number >> Enter password >> Login successful

7. How to Change Account Password?

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

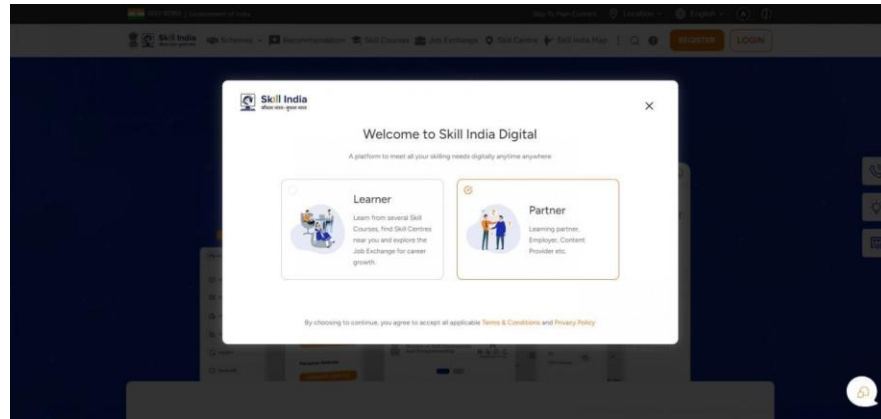
- a. Visit the Web Digital from your browser



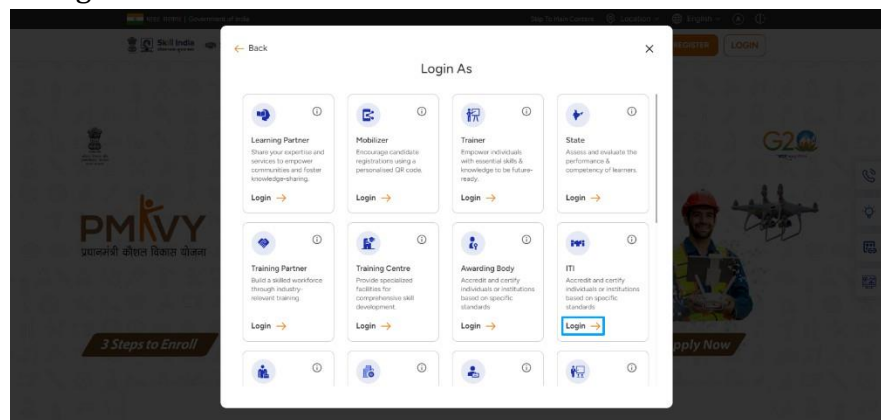
- b. Click on the LOGIN button in the top right corner



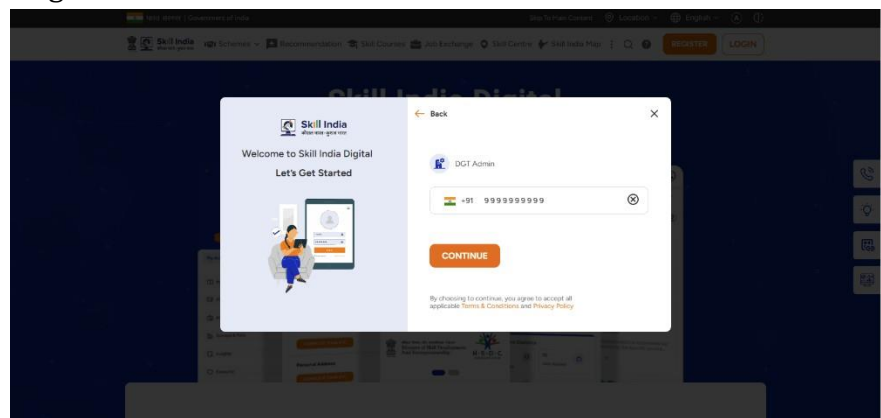
- c. Select “Partner” option



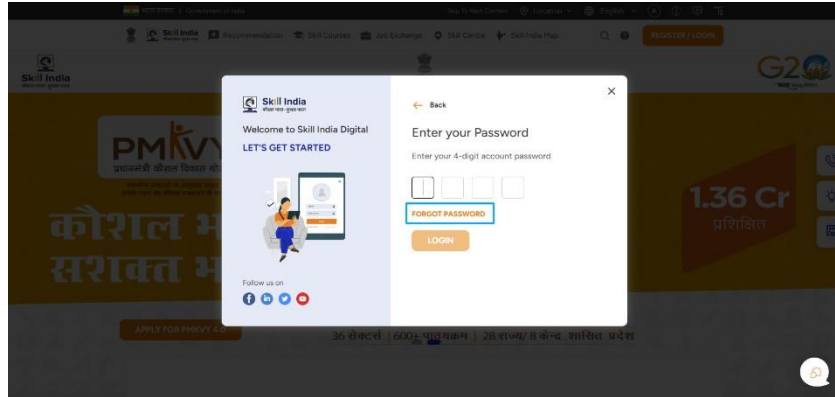
d. Click on “Login” button in ITI role card



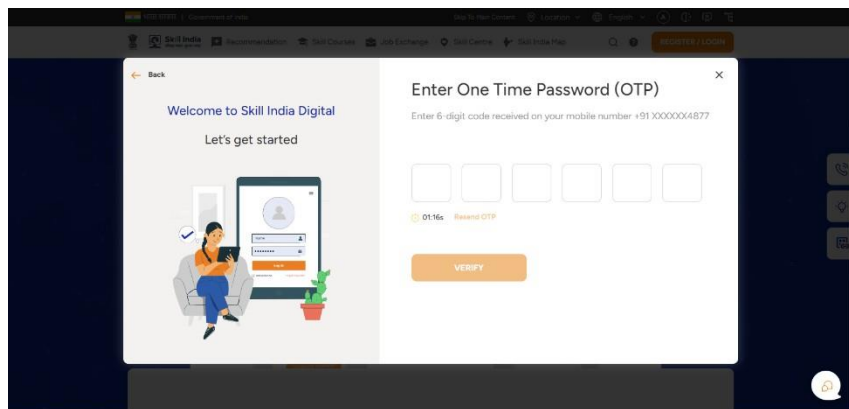
e. Enter assigned Mobile Number and click on “CONTINUE” button



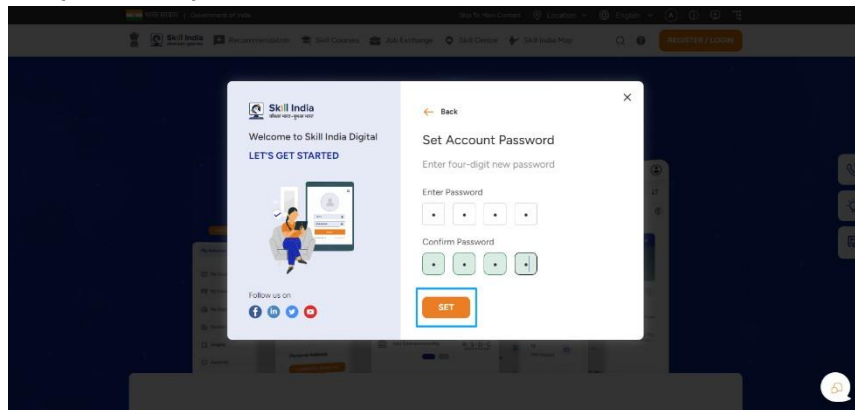
f. Click on Forgot Password Option above the Login button



- g. You will Receive an OTP(Numbers) through SMS, Enter the OTP on Enter and click on VERIFY button



- h. You will be prompted to Set New Account Password Screen, Enter your Desired Password (Numbers) and then click on the SET button



- i. You have successfully changed your Skill India Digital Password

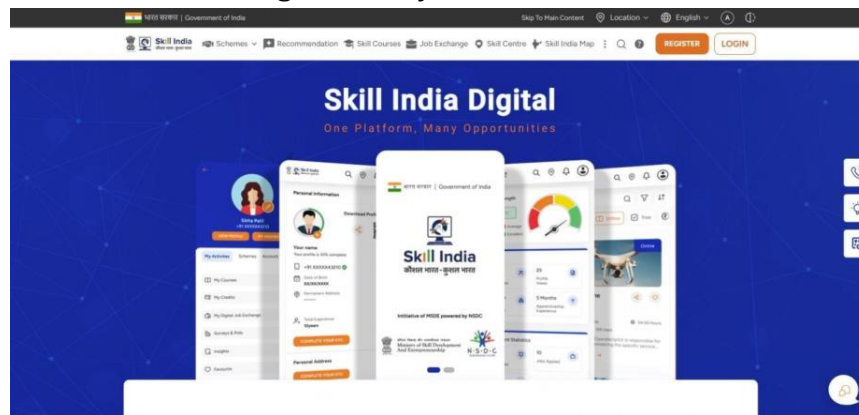
Sr.	Title	Steps
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No.		
3	How to Change Account Password?	Open SID website >> Click on "Login" button >> Select "Partner" option >> Click on Login button in ITI role card >> Enter Mobile number >> Click on "Forgot password" option >> Enter OTP >> Set new Account password >> Click on "Set" button

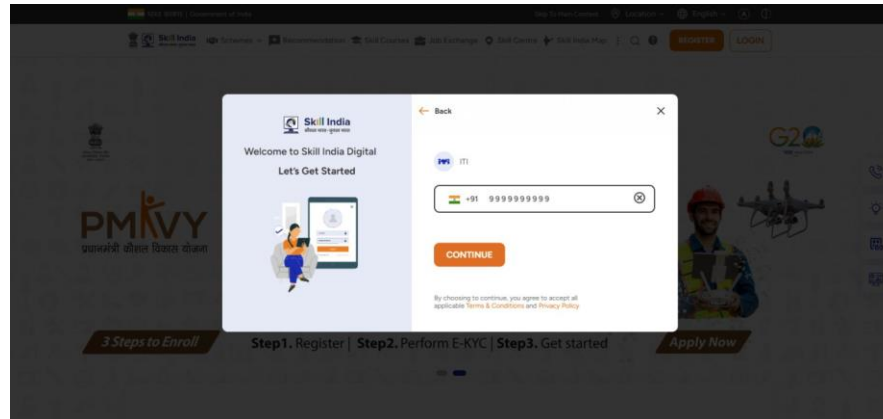
8. How to access ITI Trainee list in Skill India Digital ?

Users can access ITI Trainee list in Skill India Digital. In order to do so please follow the below steps:-

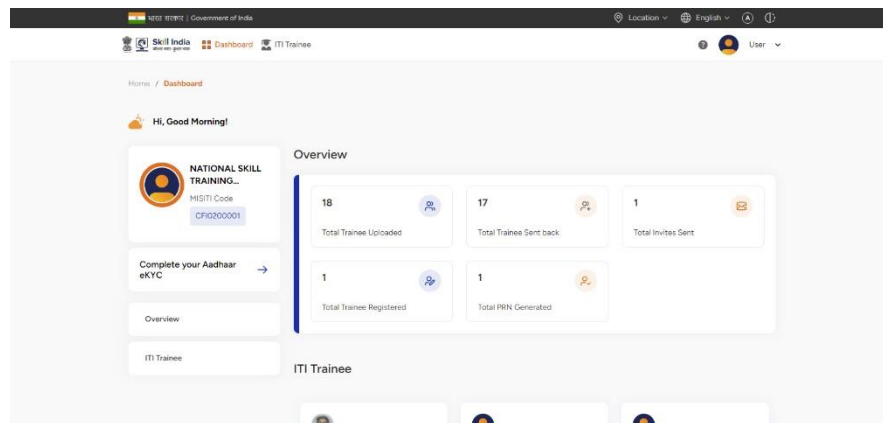
- a. Visit the Web Skill India Digital from your browser



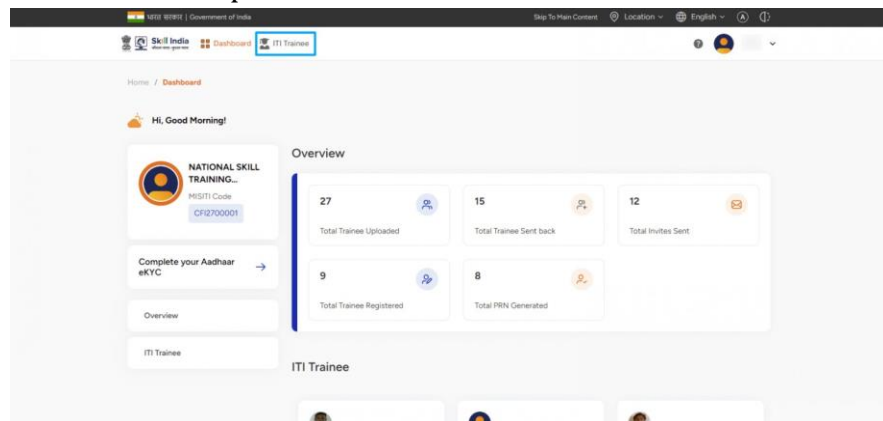
- b. Login as ITI using assigned Mobile Number(Numbers)



c. After login you will be able to see ITI College dashboard



d. Click on “ITI Trainee” option



e. You will be able to see list of ITI Trainee

State Registration Number	Trainee Name	Trade	Shift	Unit	Status	DST Type
12341789012344992	Sapna c	Architectural Draughtman (NSQF)	Shift-1	Unit-1	PRN Generated P23096200006	Yes
32021310430698992	Adarsh Anant Patil	Architectural Draughtman (NSQF)	Shift-1	Unit-1	Sent Back	Yes
351102362304787956	MUHAMMAD SHAJIR P	Architectural Draughtman (NSQF)	Shift-1	Unit-1	Sent Back	No
341102382304787968	BABU MON T D	Architectural Draughtman (NSQF)	Shift-1	Unit-1	Sent Back	No

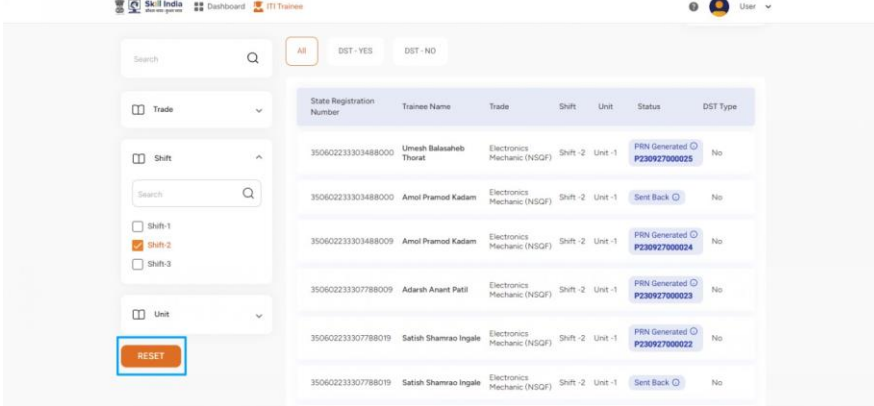
f. Use filters such as 'Trade', 'Shift', 'Unit', 'DST - YES', 'DST - NO' and 'Sort' to sort trainee list for a personalized experience

State Registration Number	Trainee Name	Trade	Shift	Unit	Status	DST Type
350602233303488000	Umesh Balasaheb Thorat	Electronics Mechanic (NSQF)	Shift-2	Unit-1	PRN Generated P23092700025	No
350602233303488000	Amol Pramod Kadam	Electronics Mechanic (NSQF)	Shift-2	Unit-1	Sent Back	No
350602233303488009	Amol Pramod Kadam	Electronics Mechanic (NSQF)	Shift-2	Unit-1	PRN Generated P23092700024	No
320213104306123008	Deepa c	Architectural Draughtman (NSQF)	Shift-1	Unit-2	Sent Back	Yes
350602233307888009	Adarsh Anant Patil	Electronics Mechanic (NSQF)	Shift-2	Unit-1	PRN Generated P23092700023	No

g. Use search filter to search any specific trainee

State Registration Number	Trainee Name	Trade	Shift	Unit	Status	DST Type
350602233303488000	Umesh Balasaheb Thorat	Electronics Mechanic (NSQF)	Shift-2	Unit-1	PRN Generated P23092700025	No
350602233303488000	Amol Pramod Kadam	Electronics Mechanic (NSQF)	Shift-2	Unit-1	Sent Back	No
350602233303488009	Amol Pramod Kadam	Electronics Mechanic (NSQF)	Shift-2	Unit-1	PRN Generated P23092700024	No
320213104306123008	Deepa c	Architectural Draughtman (NSQF)	Shift-1	Unit-2	Sent Back	Yes
350602233307888009	Adarsh Anant Patil	Electronics Mechanic (NSQF)	Shift-2	Unit-1	PRN Generated P23092700023	No

h. Click on the reset button for removing all the filters



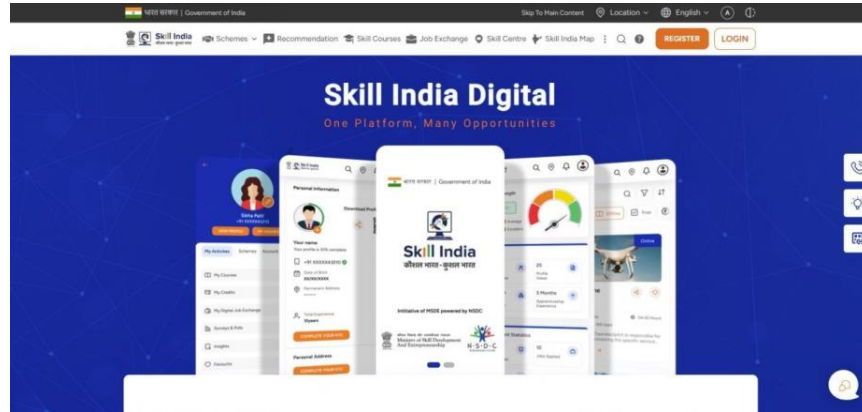
State Registration Number	Trainee Name	Trade	Shift	Unit	Status	DST Type
350602233303488000	Umesh Balasaheb Thorat	Electronics Mechanic (NSGF)	Shift -2	Unit -1	PRN Generated P230927000025	No
350602233303488000	Amol Pramod Kadam	Electronics Mechanic (NSGF)	Shift -2	Unit -1	Sent Back	No
350602233303488009	Amol Pramod Kadam	Electronics Mechanic (NSGF)	Shift -2	Unit -1	PRN Generated P230927000024	No
35060223330788009	Adesh Anant Patil	Electronics Mechanic (NSGF)	Shift -2	Unit -1	PRN Generated P230927000023	No
35060223330788019	Satish Shamrao Ingale	Electronics Mechanic (NSGF)	Shift -2	Unit -1	PRN Generated P230927000022	No
35060223330788019	Satish Shamrao Ingale	Electronics Mechanic (NSGF)	Shift -2	Unit -1	Sent Back	No

Sr. No.	Title	Steps
4	How to access ITI Trainee list in Skill India Digital?	Open SID website >> Login as ITI college >> you will be able to see ITI College dashboard >> Click on “ ITI Trainee” option >> You will be able to see list of ITI Trainee >> User filter to sort trainee list or search >> Click on “RESET” button to remove filters

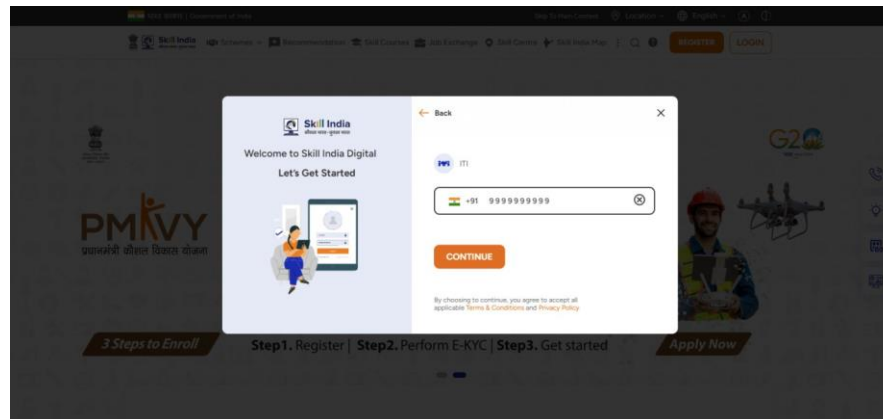
9. How to access ITI Trainee details in Skill India Digital?

Users can access ITI Trainee details in Skill India Digital. In order to do so please follow the below steps:-

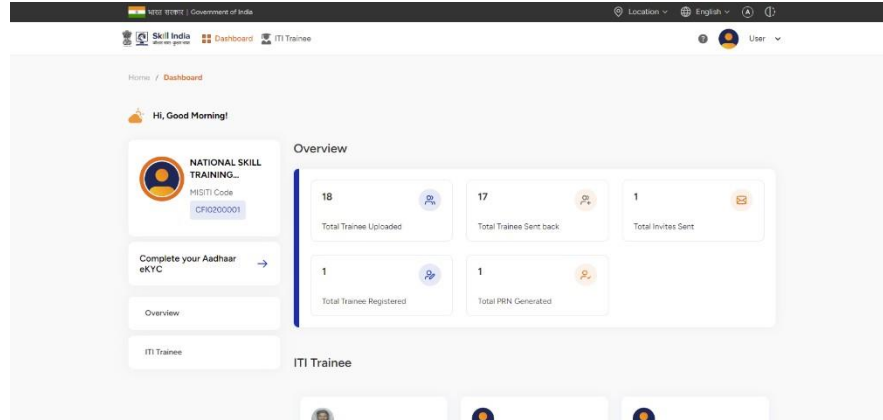
- a. Visit the Skill India Digital from your browser



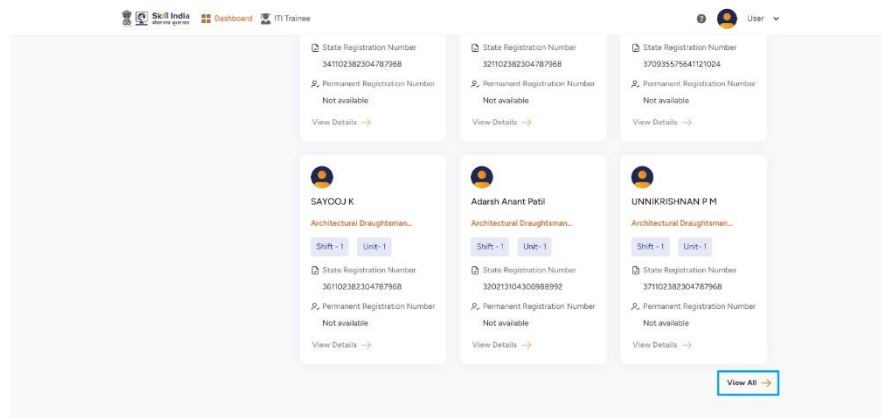
- b. Login as ITI using assigned Mobile Number(Numbers)



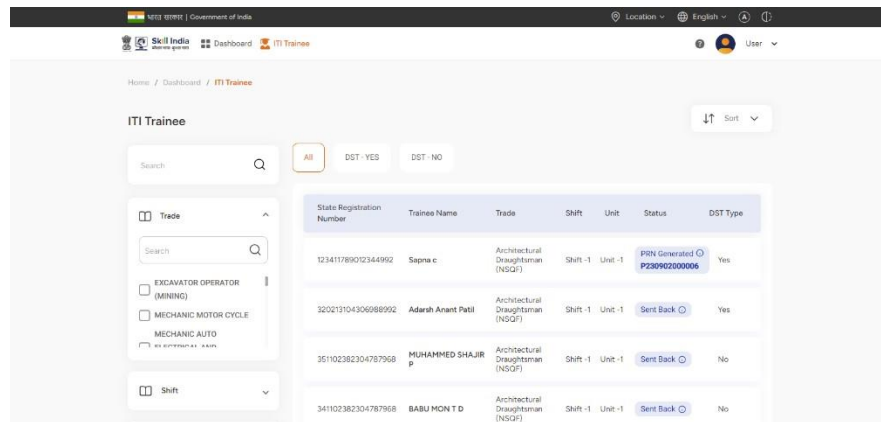
- c. After login you will be able to see ITI College dashboard



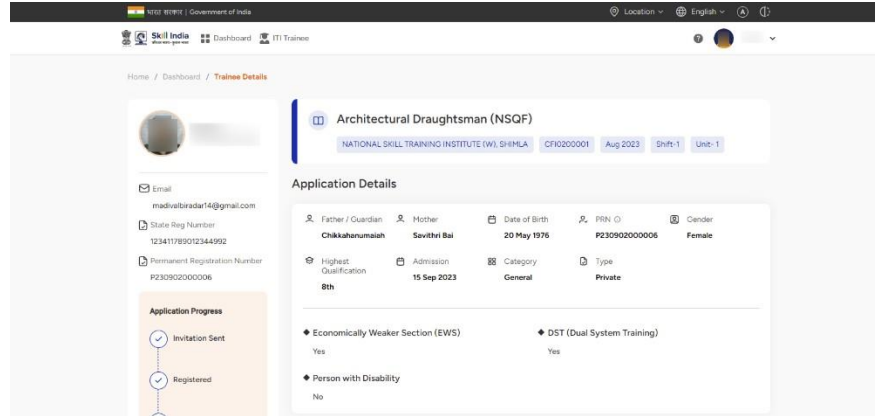
d. Click on “View All” button in ITI Trainee section



e. You will be able to see list of ITI Trainee



f. Click on the trainee card and you will be able to see trainee details
Prerequisite- Trainee must have PRN generated



The screenshot shows the 'Trainee Details' page for an Architectural Draughtsman (NSQF) trainee. The page includes a profile card with contact information, an 'Application Progress' section showing 'Invitation Sent' and 'Registered' steps, and an 'Application Details' section with personal and educational information.

Application Details	
Father / Guardian	Chikkaharumiah
Mother	Savitri Bai
Date of Birth	20 May 1976
PRN ID	P230902000006
Gender	Female
Highest Qualification	8th
Admission	15 Sep 2023
Category	General
Type	Private
Economically Weaker Section (EWS)	Yes
DST (Dual System Training)	Yes
Person with Disability	No

Sr. No.	Title	Steps
5	How to access ITI Trainee details in Skill India Digital?	Open SID website >> Login as ITI college >> you will be able to see ITI College dashboard >> Click on "View All" button in ITI Trainee section >> You will be able to see list of ITI Trainee >> Click on the trainee card