TRAINEE
USER MANUAL
FOR
CRAFTSMEN TRAINING SCHEME (CTS)

ADMISSION FOR TRAINEE
DIRECTLY FROM
SKILL INDIA DIGITAL
WITHOUT LINK

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

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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
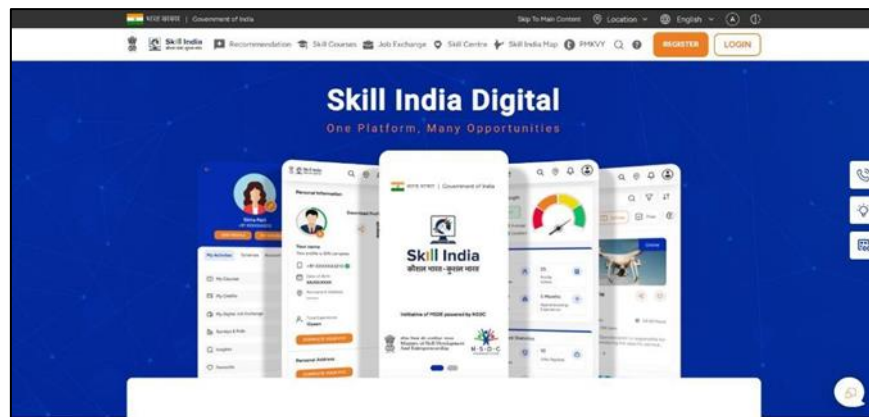- Video: Graphics output capability
- Sound: Sound output capability

ITI Trainees Admission flow
Directly from Skill India Digital
WITHOUT LINK

For trainees records submitted by States successfully on Skill India Digital without Aadhaar number
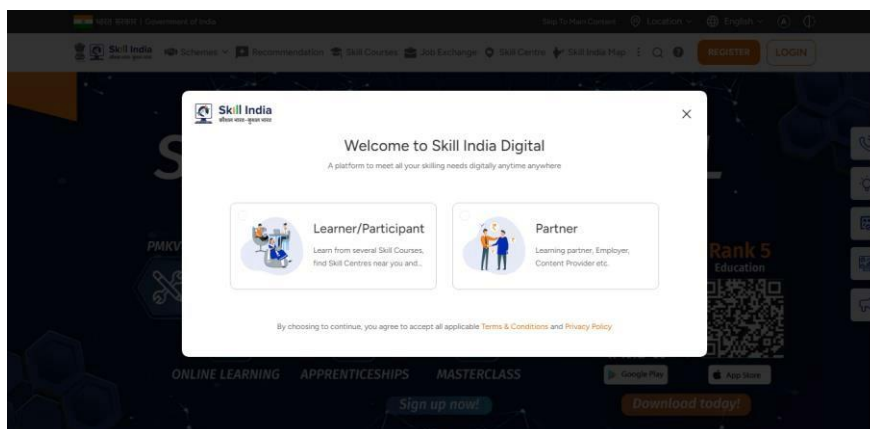
Process for Trainees coming on Skill India Digital for the first time

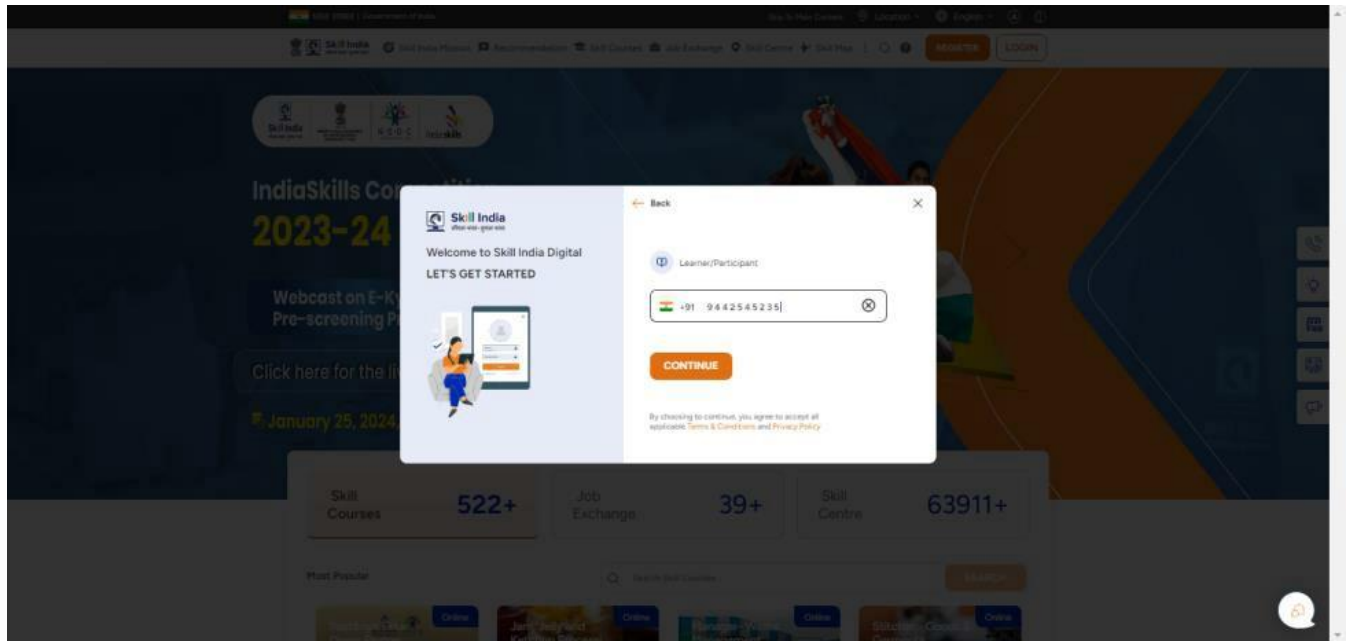**5. How to confirm your registration as ITI Trainee in Skill India Digital coming for the first time?**

a. Type in your browser https://www.skillindiadigital.gov.in/ and you will be able to visit Skill India Digital platform.
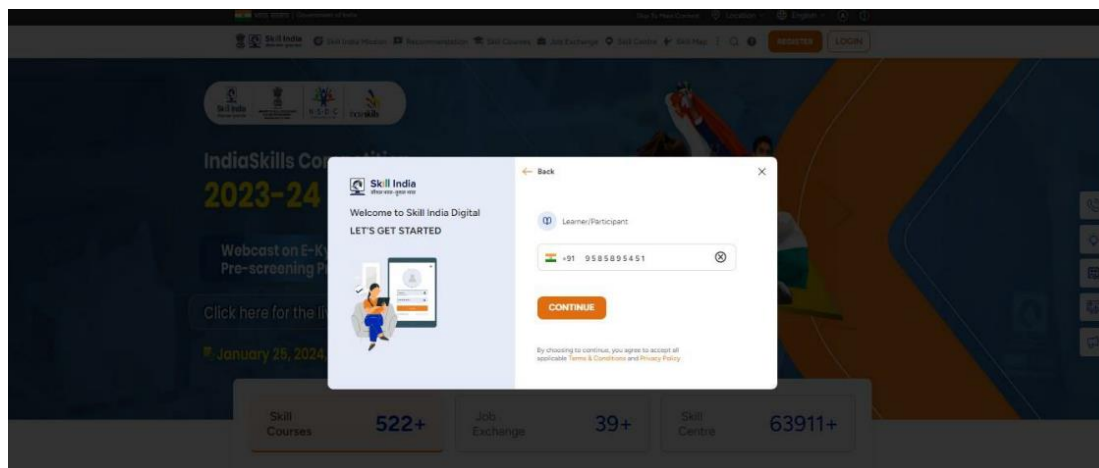

b. Now, click on the "Register" button in the top right corner of the screen.
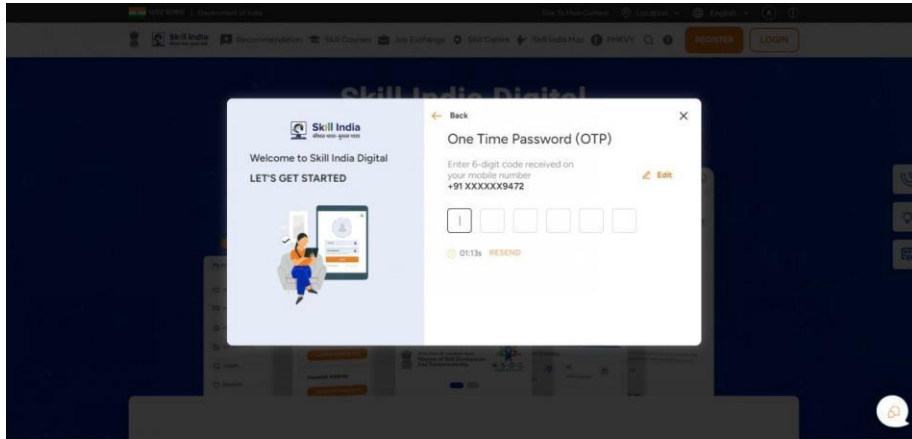
c. Select Learner/Participant tab from the option given.

d. Now, enter your **mobile number submitted in your ITI application only to ensure your PRN number generation.**
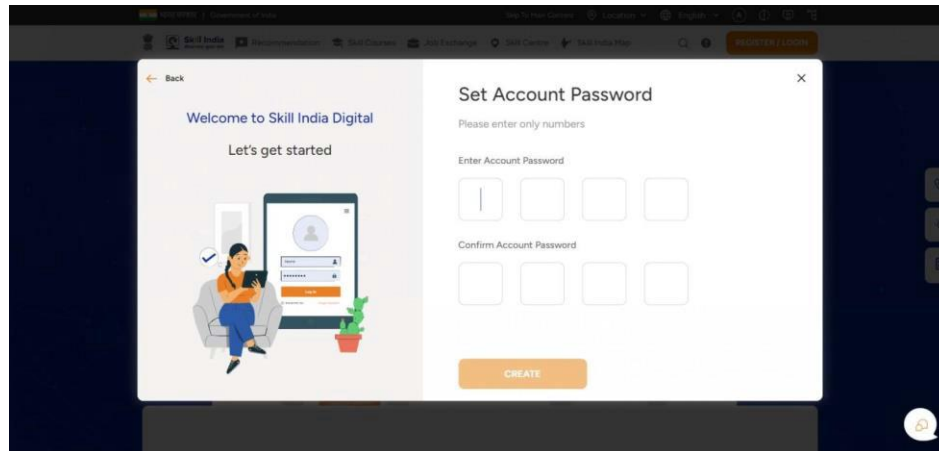

e. Click on the "CONTINUE" button

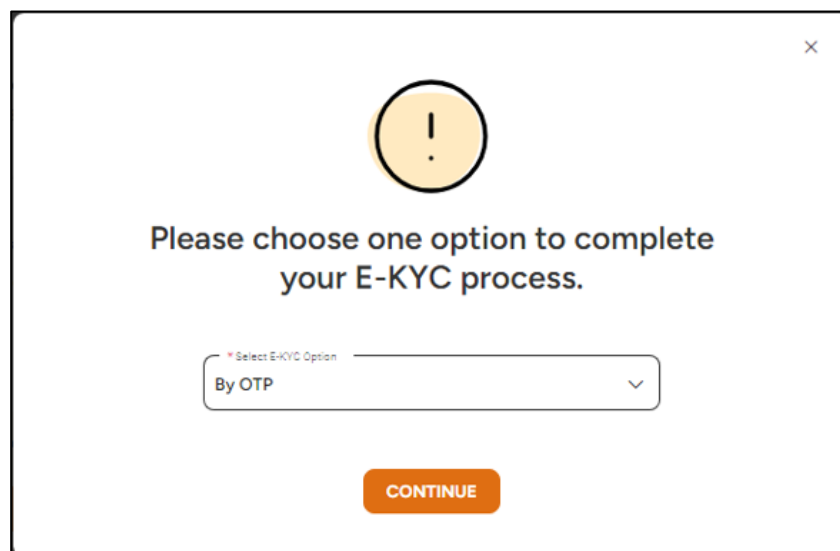d. Enter the One Time Password (OTP) received on your registered mobile number submitted with the admission data.

f. 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)
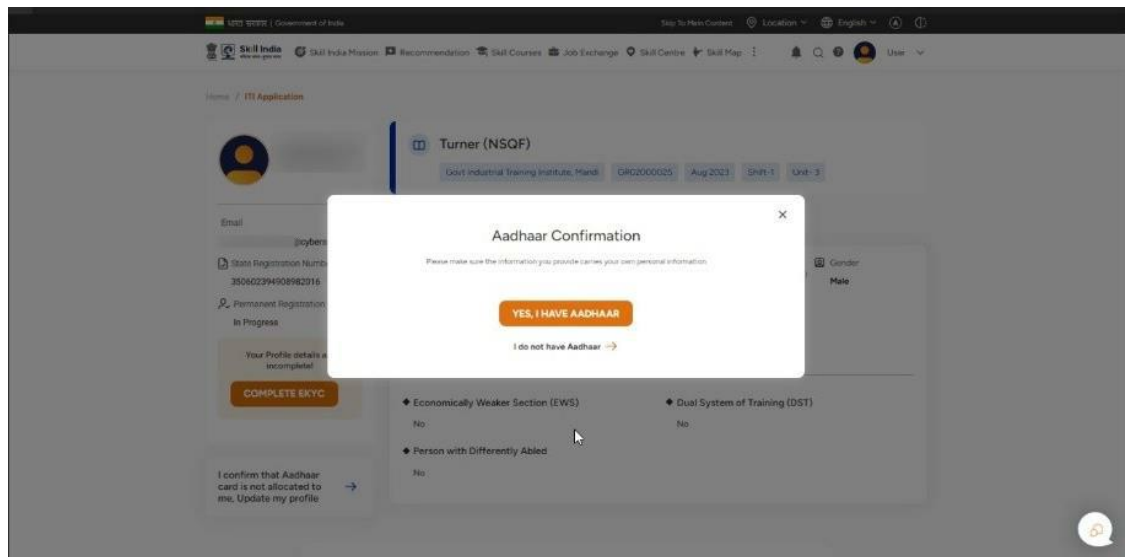

Once this login process on Skill India Digital is completed, you will be registered successfully on Skill India Digital. Next, please complete your admission process to receive the Permanent Registration Number on Skill India Digital.

g. You will get an option to complete your eKYC from the below option. **Please cancel this pop up and proceed.**
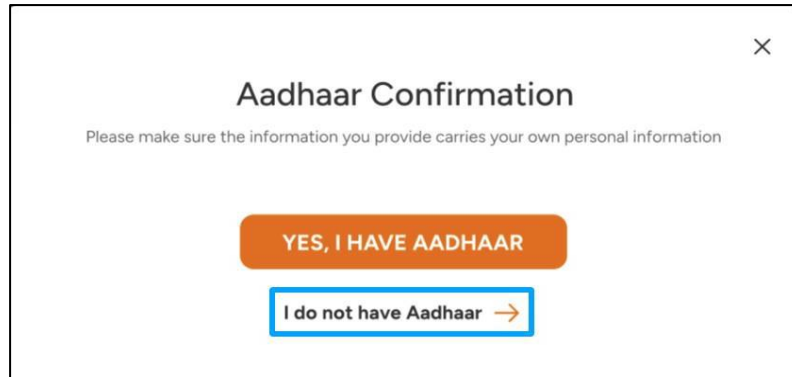
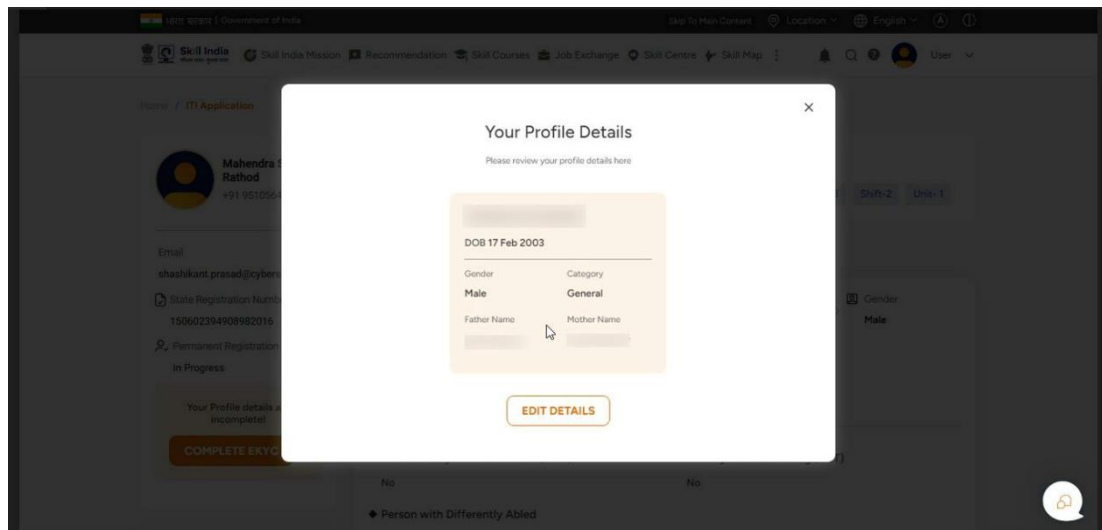h. Next, you will be able to view Aadhaar Confirmation popup

❖ In case, you are not able to access, please visit the ITI application page from learner profile and complete the process.

6. CASE I (a): If you Click "Yes, I do not have Aadhaar" and sent for state approval for Permanent Registration Number generation
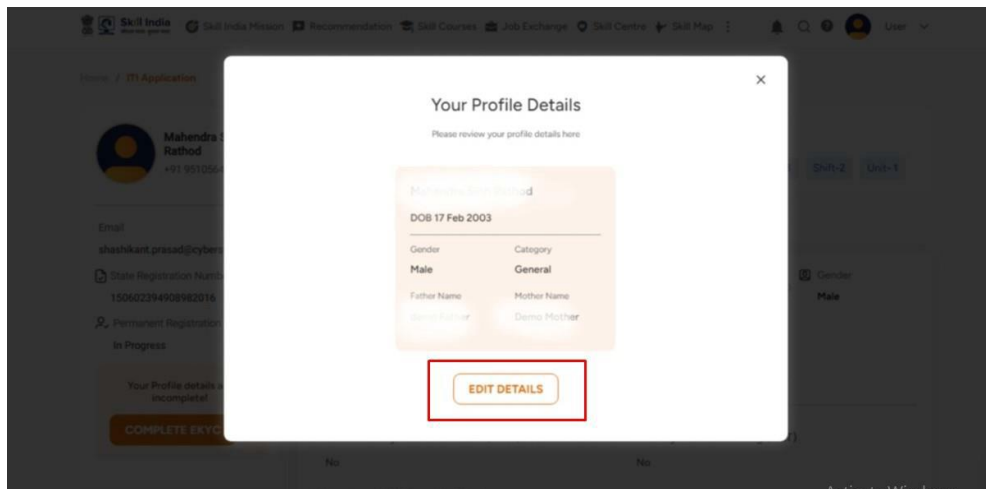
a. Click on "I do not have Aadhaar" button.

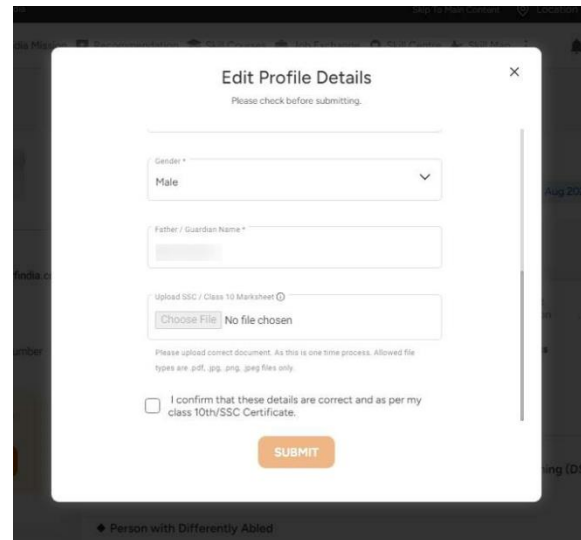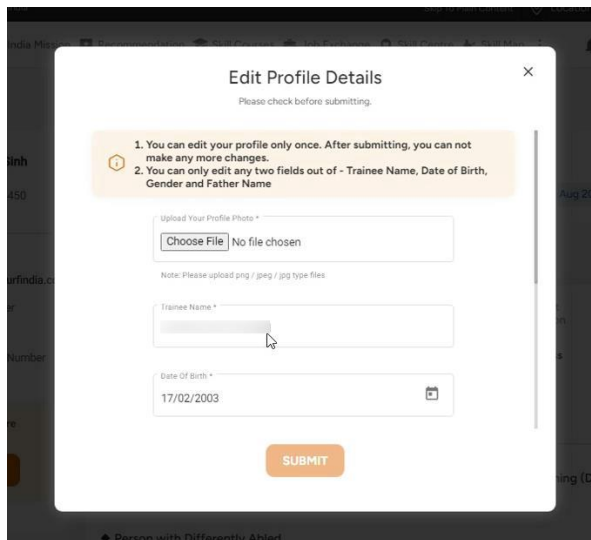b. You will be able to see Your Profile Details

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.
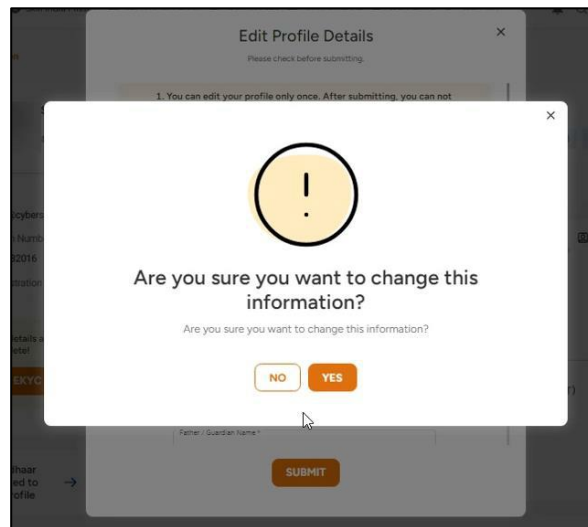

In case, any one or two fields profile details are edited, then you will have to mandatorily submit class 10th Class/SSC Certificate or School leaving Certificate. Further, click checkbox below for providing consent that all the information is as per the submitted certificate for approval of State.
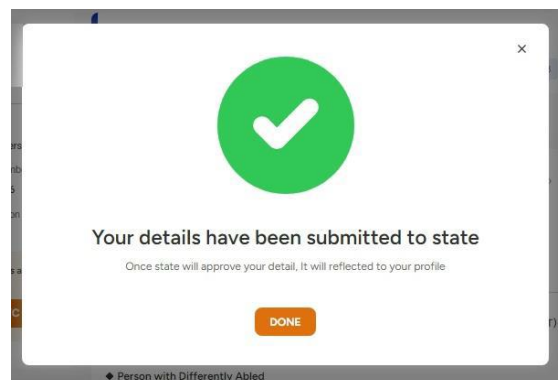
e. Check on "I confirm that these details are correct and as per my class 10th/SSC Certificate".
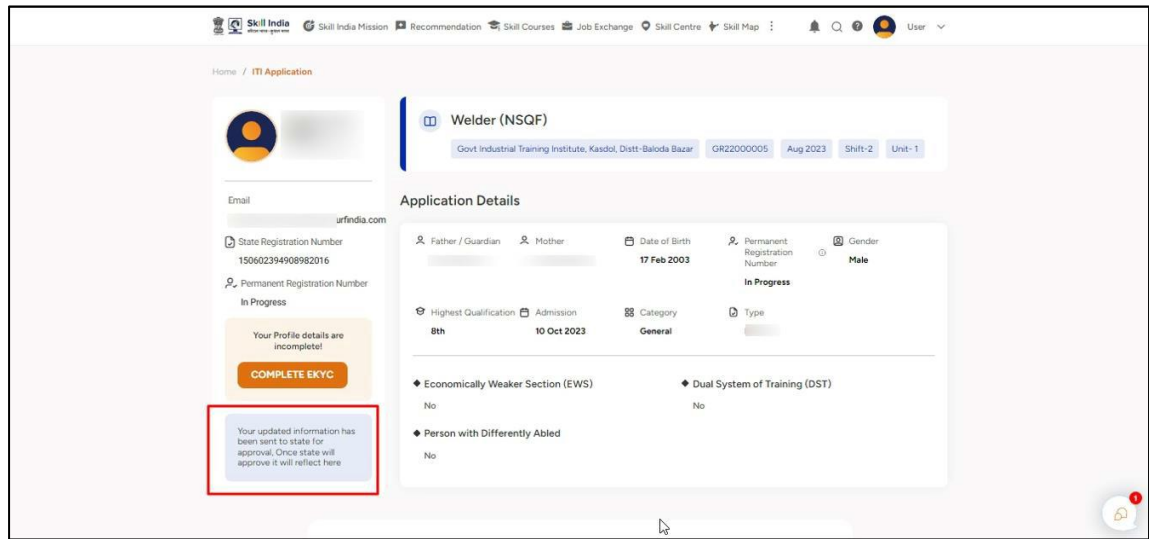

f. After Clicking on SUBMIT button you will get confirmation popup with message **"Are you sure you want to change this information?" Please note, after submitting, you will not be able to make any changes.**

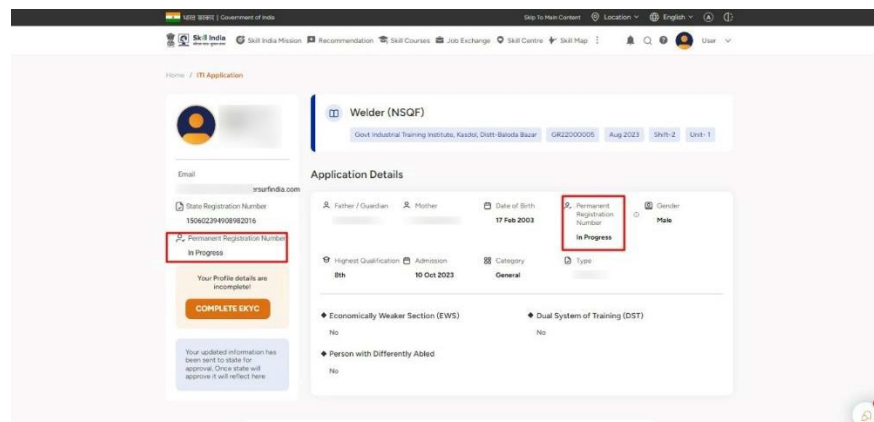g. By clicking "YES" your details have been submitted to State for approval.

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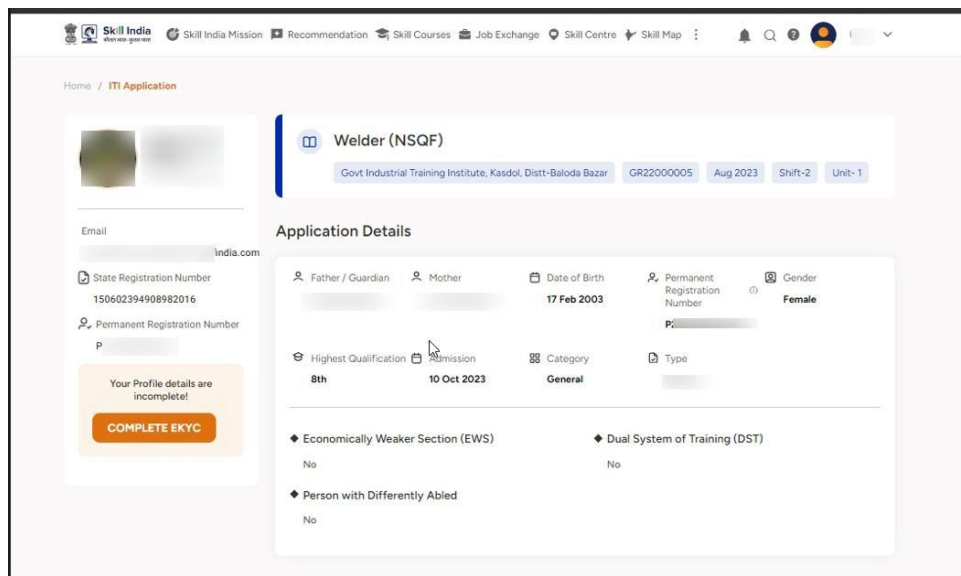
i. The Permanent Registration Number will remain in progress until approval from state is not provided.

7. **CASE I (b): If you Click "Yes, I do not have Aadhaar" and after state approval Permanent Registration Number is generated.**
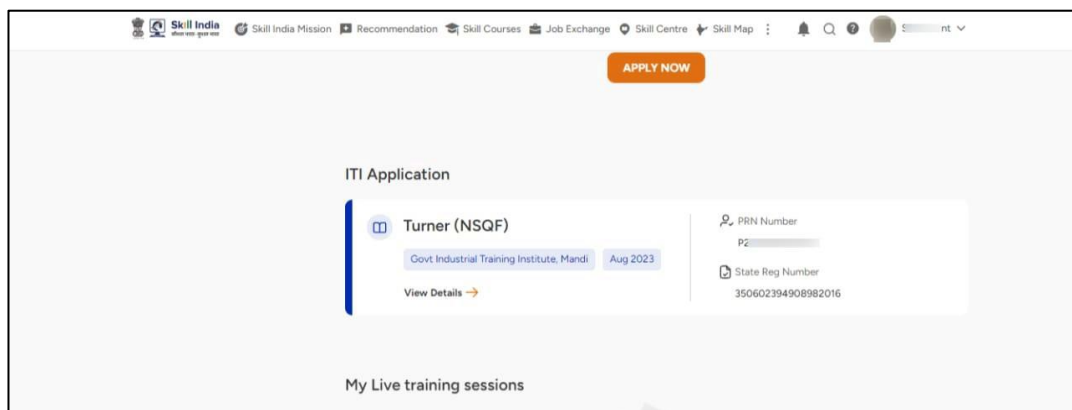
   a. You will be able to view your ITI application dashboard with the information. submitted by your State. Once your profile edited details are approved by State same it will be reflected in this ITI Application dashboard with Permanent Registration Number which was earlier showing as in progress.

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

8. In case, trainee is facing any issues, please visit ITI Application page to complete the process

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

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