## IMPORTANT INSTRUCTIONS FOR SCHOOLS ON ONLINE TRAINING SESSIONS CONDUCTED BY CBSE CENTRE OF EXCELLENCE'S

- 1. Schools are requested to **register its teaching staff as per their qualification**/ subject to be taught and training requirements, for effectiveness/ usefulness of online training session.
- 2. 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.
- **3**. Schools will create Login ID and password for each participant (intend to attend online training session) (**no need to share school credentials to participants**). Please keep it in safe custody and share the same to participants. This Login and password shall be used for generating E-certificate on CBSE portal subsequently.
- **4**. 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.
- **5**. 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.

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CBSE	Training Wing ►
Central Board of Secondary Education	HOME USER MANUALS + LOGIN AS + ONLINE FORMS + ABOUT TRAININGS + CONTACT US
	CBSE SCHOOL LOGIN
	User ID: User ID
	Passowrd: Password
	Security Pin: 9DC7E
	Enter Security Pin:
	Login

7. Fill details of participants (teacher/Principal) of your school, intend to participate. Enter Login ID and password as per your choice for each participant. It is advised to record such Login and passwords. This Login and password to be shared with your teacher whose name is entered/ filled here. Using **ADD** button you can add another teacher from your school.

CBSE				Trainir	ng Wir
Central Board of Se	econdary Education	Di	ASHBOARD REGISTER M	IY ACCOUNT + SUBMI	T FEEDBACK →
	Sele	ect Participant/Add/U	pdate profiles		
Programme Details: 17/06/2	2020-17/06/2020:Physical Arrange	ements in classrooms, Venue:O	nline Session,		
<ul> <li>Please enter different u:</li> <li>Keep record and share t</li> </ul>	serid and password of your choice these login id and password details	for each participant and do not with your participants.	enter your LOC login id here.		
PERSONAL DETAILS	ADDRESS	CONTACT DETAILS	ACADEMIC DETAILS	LOGIN DETAILS	Edit/Delete
Name:Mrs nnnnnn Gender: M DOB:07/06/2000 Category: GENERAL	Address:hhhhh, hhhh, hh City:vvvv State:A & N ISLAND Pin:898999	Mobile:8802295383 Tel No: Email:abc@gmail.com	Designation: Principal Qualification:B.A./B.Ed. Experience(in Years): Sr. Sec. Level:2 Sec. Level:2 Below Sec. Level:2	Login ID: abc=2	Edit Delete
Title	Address	Mobile	Designation	Login ID	Add
Name		Tel No.	Qualification	Password	
DoB(DD/MM/YYYY)		Email	Experience(in Year	5)	
BSE Academic IT Unit. All Rights R	teserved.				

**8**. Multiple participants can be selected by clicking on the "Checkbox" provided against the name of Teachers. Any minor modification can be done in the profile of Teacher's, except name, DOB and Login ID by clicking on **"Edit"** link

····· · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·				
ning/slogin.aspx?tsid=	15190&pid=0p4denb5ysys54r	ajvmy0rb5			0
CBSE Central Board of Se	econdary Education DASHBOARD	REGISTER MAKE PA	YMENT MY ACCOUN		
	Select	t Participant/Add/Upd	ate profiles		
Programme Details: 31/10/2	2020-31/10/2020:Ethics - My circle o	f concern, influence and control,	Venue:Online Session,		
Please enter different u     Keep record and share 1 PERSONAL DETAILS	serid and password of your choice for these login id and password details wi ADDRESS	each participant and do not ente th your participants.	r your LOC login id here.	LOGIN DETAILS	Edit/Delete
Name:Mr abc Gender: M DOB:13/05/1976 Category: GENERAL	Address:jjjjjjjjjjjj , kkkkkkkkkk , City:Delhi State:DELHI Pin:110023	Mobile:8802295383 Tel No: Email:renugcbse@gmail.com	Designation: Principal Qualification:B.A./B.Ed. Experience(in Years): Sr. Sec. Level:2 Sec. Level:2 Below Sec. Level:9	Teacher ID: abc123	Edit Delete
Name:Mr abcos Gender: M DOB:13/05/1976 Category: GENERAL	Address:jjjjjjjjjj , kkkkkkkkk , City:Delhi State:DELHI Pin:110023	Mobile:8802295383 Tel No: Email:renugcbse@gmail.com	Designation: Principal Qualification:B.A./B.Ed. Experience(in Years): Sr. Sec. Level:2 Sec. Level:2 Below Sec. Level:9	Teacher ID: abcos123	Edit Delete
Name:Mr osabc     Gender: M     DOB:13/05/1976     Category: GENERAL	Address:jjjjjjjjjjj , kkkkkkkkk , City:Delhi State:DELHI Pin:110023	Mobile:8802295383 Tel No: Email:renugcbse@gmail.com	Designation: Principal Qualification:B.A./B.Ed. Experience(in Years): Sr. Sec. Level:2 Sec. Level:2 Below Sec. Level:9	Teacher ID: osabc	Edit Delete
Title	Address	Mobile	Designation	Teacher ID	Add

**9**. After addition no of participants please click 'Click here to proceed' button given at the bottom of the page. On Click it will display pop up screen as placed below:

CBSE								Tro	ainin	g Wi
Central Board of s	Secondary Education	DASH	BOARD REGIS	STER	MAKE F	PAYMENT	MY ACC	COUNT- S	SUBMIT FE	EDBACK-
		Select	Participant/A	\dd/Up	odate p	orofiles				
Programme Details: 01/10/	/2020-01/10/2020: Health	Promoting Sc	hool, Venue:Online	Session,						
<ul><li>Please enter different</li><li>Keep record and share</li></ul>	userid and password of yo e these login id and passwo	ur choice for e 2 participar	ach participant and Its selected. Total a	l do not er imount pa	nter vour ayable is	LOC login id Rs. 200/-	here.			
PERSONAL DETAILS	ADDRESS		Confirm and Proce	ed for Pa	yment		AILS	LOGIN D	DETAILS	Edit/Delet
Name:Mr abc Gender: M DOB:13/05/1976 Category: GENERAL	Address:jjjjjjjjjjjjj , k City:Delhi State:DELHI Pin:110023		Go Ba	ack	-		ncipal /B.Ed. <b>Years):</b> I:9	Teacher I	D: abc123	Edit Delete
Vame:Mr abcos Gender: M DOB:13/05/1976 Category: GENERAL	Address:jjjjjjjjjjjj , k City:Delhi State:DELHI Pin:110023	KKKKKKKKK ,	Mobile:880229538 Tel No: Email:renugcbse@	s gmail.com	Qua Qua Sr. Sec Bel	signation: Pri alification:B.A perience(in Sec. Level:2 c. Level:2 ow Sec. Leve	hcipal A./B.Ed. <b>Years):</b>	Teacher I	D: abcos123	Edit Delete
✓ Name:Mr osabc Gender: M DOB:13/05/1976 Category: GENERAL	Address:jjjjjjjjjjjjjj , kl City:Delhi State:DELHI Pin:110023	kkkkkkkk ,	Mobile:880229538 Tel No: Email:renugcbse@	3 gmail.com	n Exp Sr. Sec	signation: Pri alification:B.4 perience(in Sec. Level:2 c. Level:2	ncipal A./B.Ed. Years):	Teacher I	D: osabc	Edit Delete

**10**. After that click on **'Confirm and Proceed for Payment'** button on pop up screen. Following screen will come.

DASHBOARD REGISTER <mark>MAKE PAYMENT</mark> MY ACCOUNT <del>,</del> SUBMIT FEEDBACK <del>,</del> LOG
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Prog	ramme detai	s																					
Progra	amme Title			Health Promot	ing School																		
Centre of Excellence				Panchkula Regional Office, Panchkula, Sector- 5 , Panchkula Panchkula HARYANA 134152																			
Venue Training Start date and Time Ending on				Online Session, 01/10/2020 11:00 01/10/2020 12:00																			
												Fee (I	NR) per participan	t per session		Rs. 100/-							
													ain ant(a)										
Parti <sub>School</sub>	Name: DUMMY S	CHOOL RO PKL																					
Parti School S.No.	Name: DUMMY SO Ref.Id	CHOOL RO PKL Participant Name	Des	ignation	Contact No(s)	Email	Status	School Code	Fee (INR)														
Parti School S.No. 1	Name: DUMMY S( Ref.Id F90800389191	CHOOL RO PKL Participant Name osabc	Des	<b>signation</b>	Contact No(s) 8802295383	Email renugcbse@gmail.com	Status N	School Code 99997	Fee (INR) 100														
Parti School S.No. 1 2	Name: DUMMY S( Ref.Id F90800389191 F90800389191	CHOOL RO PKL Participant Name osabc abcos	Des Prir Prir	<b>ignation</b> ncipal ncipal	Contact No(s) 8802295383 8802295383	Email renugcbse@gmail.com renugcbse@gmail.com	Status N N	<b>School Code</b> 99997 99997	Fee (INR) 100 100														

**11**. 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.

C     PayU Payments Pvt. Ltd. [IN]   https://secure.payu.in/_payment_o     HDFC BANK	iptions?mihpayid=431c/3bc63b2bftc3ecab516cca238cd            ☆         ▶         ♥         ♥         ♥         ♥           Smart Hub:         ●
Pay through <b>EASY</b>	EMI with HDFC Bank Credit Cards.
Billing Information <a>Amount</a> <a>Rs. 1200.00</a>	PAY WITH
© Order No A0200014123229	HDFC BANK CREDIT CARD
상 Merchant cbse/2018/hqreg 《 Website	OTHER BANK CREDIT CARD

12. 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.

and the second	ent Details							
fransa	ction Status:							
Fransacti	ion No.:	1	1506031364	112831950	0			
Participa	nt Name	1	AM SHANTI	VIDYA MAR	NDIR PANDH	URNA CHHIN	DWARA MF	
ee Amo	unt (INR)	3	00.00					
ee Statu	rs -		Updation failedS2					
Go to My	Account menu after i	ogin and get i	Receipt for O	nline Payme	ent			
Progra	mme details							
Program	ume Title	Self Auditi	ng					
Centre o	f Excellence	Bhopal Robit Nagi PRADESH	ir, Phase-II, W 462039	ard No.53,	BawadiaKala	in Bhopal MAI	OHYA	
Venue		Online Sea	sion,					
Training Start date and Time 17/0			0 11:00					
Ending o	m	17/09/202	0 12:00					
Fee (INR session	l) per participant per	Rs.100/-						
List of P	articipant(s)							
S.No.	Ref.Id Partici Name	pant Designa	tionContact Nu(s)	Email	Status	School Code	Fee (INR)	
1	F150603136Ronhit Dhawa	TGT	8149699	184ohit dha	waN17⊜gm	uil 98157	100	
2	F1506031340Maru Gulati	Principa	7875748	34 thanukur	nar <b>k</b> 7@gmu	il.c <b>661</b> 57	100	
						Total Feesa	Rs. 200/-	

Contraction Contractica Con

**13**. Schools can download receipt generated for online transaction after clicking "**Receipt for Online Payment** "sub menu under "My Account" Menu. This receipt is for reference of schools.

Select Registered 11/07/3 Training Schedule	2019-12/07/2019:Stress Management PRP- Two Da	ays,Ho No 546 Sec 19,GFDSFAG 🛛 ▼	]
Select Reference Id C09010	048 🔻		
	Click here to	o download Receipt	
Possint for Online Bay	nont		
leceipt for online ray	(Applicant Copy)		(CBSE Copy)
0	RECEIPT	0	RECEIPT
CBSE Cap	pacity Building Programme	CBSE Cap	acity 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

- 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 school authorities while registering the participants 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*.