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

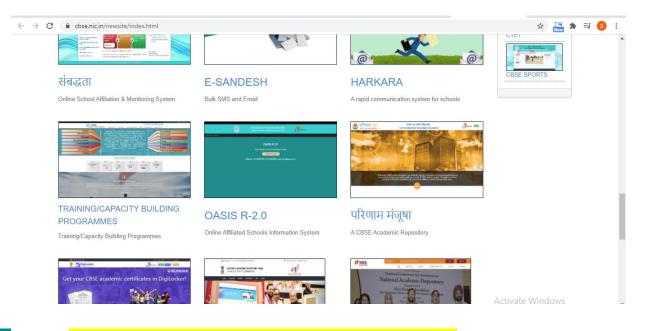
- All CoEs across the nation are hosting their online training programmes through CBSE training portal. Any participant can register for such online training sessions, through his/her school authorities only (using school credentials, same as LOC credentials) or as an individual participant, for any 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.

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Cer	ntral Board of Secondary Edu		HOME USER MANUALS -	OGIN AS - ONLINE	FORMS - ABOUT T	RAININGS-	CONTACT US
	Clic	k here to Register for 3	30-30 STEM by IIT Gandhin	agar for Teachers of	ther than CBSE Bo	ard	
			, 	Guwahati			
	Ajmer	Quali	ty concerns in school		Kakinada		
	Bengaluru		"the priorities of the	F	anchkul	a	
	Bhopal		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			Patna	
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(Chandigarh					Pune	
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31/10/2020: 15:00-16:00

31/10/2020: 14:00-15:00 29/10/2020: 15:00

31/10/2020: 10:00

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

Application of life skills in day to Smt. Lizarani Das day life

Subodh Kumar Singh

Empowering your team

Enhancing Life Skills - Effective

Bhopal

Dehradun

Rs. 100/-

Rs. 100/-

Register

Register

cbseit.ir	CBSE Central Board of Second	5		1	HOME USER MANUAI	LS∓ L	Tro		x iiii 7 iiiii 7 iiiiiiii 7 iiiiiiiiiii
Regist	ration open for Onl	ine Session	S	···· · · · · · · · · · · · · · · · · ·					
S.NO.	TRAINING DATE & TIME	REGISTR/ DATE & T	Login			51	CENTRE OF	FEE	Register
1	31/10/2020: 16:00- 17:00	31/10/202		New Registration for Individu		ra	dun	Rs. 100/-	Register
2	31/10/2020: 16:00- 17:00	30/10/202		Login for Existing Individual	l Participants	la		Rs. 100/-	Register
3	31/10/2020: 16:00- 17:00	30/10/202		Go Back		Ia		Rs. 100/-	Register
4	31/10/2020: 15:30- 16:30	30/10/2020	: 16:00	Stress management	Dr Sangeet Sharma	Bhuba	neswar	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	Bhopa	l	Rs. 100/-	Register
6	31/10/2020: 14:00- 15:00	31/10/2020	: 10:00	Empowering your team	Subodh Kumar Singh	Dehra	dun	Rs. 100/-	Register
7	21/10/2020: 14:00	20/10/2020	. 16.00	Enhancing Life Ckille Effective	Iblauk Dutta Dav	Dhuba	normar.	Do 100/	Desister

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.

CBSE Central Board of Secondary Education	Training Wing ►
Contra board of Octobras (Cadeator	HOME USER MANUALS + LOGIN AS + ONLINE FORMS + ABOUT TRAININGS + CONTACT US
	INDIVIDUAL PARTICIPANT LOGIN
	User ID:
	Password:
	Security Pin: 68E08
	Enter Security Pin
	Login
	New Registration! Forgot Password?
	Activate Windows

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

	of Secondary Education	
	n For Individual Participant	ONLINE FORMS ABOUT TRAININGS CONTAC
ndicates Mandatory	/ Fields.	
	Personal Details	School Details
*Participant's Name	- 🗸 Name	*School Affiliation No. Affiliation No.
*Present Address	Address Line 1	*School Name School Name
	Address Line 2	*School Email School Email Address
	Address Line 3	Contact No.(School) School Contact No
•City	City	* School is situated in
•State		Professional Experience(in years)
•Pin Code		Sr. Secondary Level
*Date of Birth	Pin Code	Secondary Level
(dd/mm/yyyy)	Date of Birth	Below Secondary Level
• Gender	- 🗸	
*Category	- 🗸	
*Email	Email Address	Login Details
Mobile No.	Mobile No.	Please choose participant's userid and password, this can be used for individual login at later stage.
Tel No.(R)	Telephone No.	*Userid Enter user id
*Designation	- 🗸	*Password At least 5 characters
*Highest Qualification	- 🗸	*Confirm Password Retype password
	SUBMIT	r detail s

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

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

AND A STORE	CBSE Central Board of Secondary Ed		ASHBOARD REG	ISTER MAKE PAYMENT	MY ACCOUNT -	SUBMIT FEEDBACK -	LOGOUT	
file Crea	ated Successfully!							
^r inal Co	onfirmation						E	
Program	me Title		new account tsting					
Centre o	f Excellence		Delhi PS-1-2, Institutional Area, I.P.Extn. Patparganj, Delhi A & N ISLAND 110092					
Venue			Online Session,					
Training	Start date and Time		15/10/2020 16:00					
Ending o	'n		15/10/2020 20:00					
Fee (INR) per participant per sessior	1	Rs.2/-					
-	ering Participant(s)							
S.No.	Participant Name	Designation	Contact No(s)	Email	School	Fee Amount (INR)		
1	Test	Principal	4242342342	reinu_a@gmail.com	IND	2		
					Total Fee=	: 2		
			Proceed to	make payment				
						Activate		

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;

	DASHBOARD	REGISTER					
		ALC: CIER	MAKE PAYMENT	MY ACCOUNT -	SUBMIT FEI	EDBACK -	LOGOU
line Payment for Registered Programme							1
ogramme details							
ogramme Title	new account tsting	9					
ntre of Excellence	Delhi PS-1-2, Institutiona	al Area, I.P.Extn. F	Patparganj, Delhi A & N	ISLAND 110092			
nue	Online Session,						
aining Start date and Time	15/10/2020 16:00						
ding on	15/10/2020 20:00						
e (INR) per participant per session	Rs. 2/-						
rticipant(s) No. Ref.Id Participant Name Des		Or and the day	Email	Status	School Code	5 (IND)	_
	signation ncipal	Contact No(s) 4242342342	reinu_a@gmail.com	N	IND	Fee (INR)	
	licipal	4242342342	reind_a@gman.com	14	Total Fees=		
					Total Toto	110. 27	
	Click Here to	Proceed for Onl	ine Payment				
	Click Here to	Proceed for Onl	ine Payment			113. 2/	

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.

 J Payments Pvt. Ltd. [IN] https://secure.payu.in/_payment_opt		x 🖸 🔮 😨
Pay through EASYE	MI with HDFC Bank Credit	Cards.
Billing Information Amount Rs. 1200.00	PAY WITH	
© Order No A0200014123229	HDFC BANK CREDIT CARD	
公 Merchant cbse/2018/hgreg	OTHER BANK CREDIT CARD	

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.

Fee Amount (INR) 200.00 Fee Status Updation failed52 Go to My Account menu after login and get Receipt for Online Payment Programme details Programme Title Self Auditing Centre of Excellence Bhopal Rohn Nagar, Phase-II, Ward No.53, BawadiaKalan Bhopal MADHYA PRADESH 462039 Venue Online Session, Training Start date and Time 17/09/2020 11:00 Ending on 17/09/2020 12:00 Fee (INR) per participant per session Rs.100/-	Transaction No.: Participant Name Fee Amount (INR) Fee Status Go to My Account menu after log	RAM SHANTI VIDYA MANDIR PANDHURNA CHHINDWARA M 200.00 Updation failedS2		
Participant Name RAM SHANTI VIDYA MANDIR PANDHURNA CHHINDWARA M Fee Amount (INR) 200.00 Fee Status Updation failedS2 Go to My Account menu after login and get Receipt for Online Payment Programme details Programme Title Self Auditing Centre of Excellence Bhopal Rohin Nagar, Phase-II, Ward No.53, BawadiaKalan Bhopal MADHYA PRADESH 462039 Venue Online Session, Training Start date and Time 17/09/2020 11:00 Ending on 17/09/2020 12:00 Fee (INR) per participant per session Rn 100/-	Participant Name Fee Amount (INR) Fee Status Go to My Account menu after logi	RAM SHANTI VIDYA MANDIR PANDHURNA CHHINDWARA M 200.00 Updation failedS2		
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Programme details Programme Title Self Auditing Centre of Excellence Bhopal Rohit Nagar, Phase-II, Ward No.53, BawadiaKalan Bhopal MADHYA PRADESH 462039 Venue Online Session, Training Start date and Time 17/09/2020 11:00 Ending on 17/09/2020 12:00 Fee (INR) per participant per session 8n 100/-		in and get Receipt for Online Payment		
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Rohit Nagar, Phase-II, Ward No.53, BawadiaKalan Bhopal MADHYA PRADESH 462039 Venue Online Session, Training Start date and Time 12/09/2020 11:00 Ending on 17/09/2020 12:00 Fee (INR) per participant per session Rs. 100/-	Programme Title	Self Auditing		
Training Start date and Time 17/09/2020 11:00 Ending on 17/09/2020 12:00 Fee (INR) per participant per session Rs 100/-		Rohit Nagar, Phase-II, Ward No. 53, BawadiaKalan Bhopal MADHYA		
Ending on 17/09/2020 12:00 Fee (INR) per participant per 8n 100/- session	Venue	Online Session,		
Fee (INR) per participant per Rn 100/- session	Training Start date and Time	17/09/2020 11:00		
session	Ending on	17/09/2020 12:00		
		Rn 100/-		
List of Participant(s)	List of Participant(s)			

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

Select Registered 11/07/2019-12/07/2019:Stress Management PRP- Two Days,Ho No 546 Sec 19,GFDSFAG ▼ raining Schedule Select Reference Id C0901048 ▼						
Receipt for Online Pay	ment					
	(Applicant Copy)		(CBSE Copy)			
0	RECEIPT	0	RECEIPT			
CBSE Ca	pacity 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			

- 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*.