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

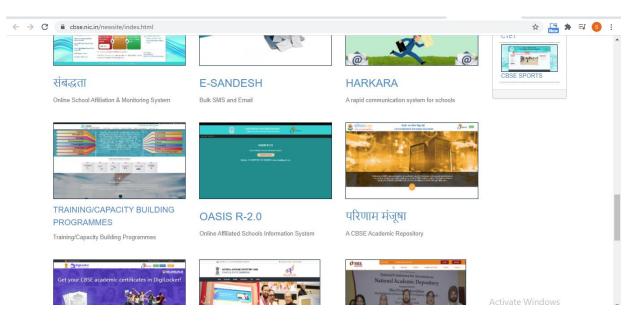
- 1. Schools are requested to **register its teaching staff as per their qualification**/ subject to be taught and training requirements, for effectiveness/ usefulness of online training session.
- 2. All CoEs across the nation are hosting their online training programmes through CBSE training portal. 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	SHBOARD REGISTER	MY ACCOUNT - SUBMI	T FEEDBACK -
	Sele	ect Participant/Add/U	pdate profiles		
Programme Details: 17/06/2	020-17/06/2020:Physical Arrange				
	serid and password of your choice hese login id and password details		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 Yea	rs)	
CBSE Academic IT Unit. All Rights R	leserved.				

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

aining/slogin.aspx?tsid=	=15190&pid=0p4denb5ysys54ra	ajvmy0rb5			⊶ Q
CBSE Central Board of	Secondary Education	REGISTER MAKE PA			g Wing Þ
	DASHBOARD	REGISTER MARE FA	ATMENT MT ACCOU	SUBMIT FEEL	BACK+ L00001
	Select	t Participant/Add/Upd	ate profiles		h
Programme Details: 31/10	/2020-31/10/2020:Ethics - My circle of	f concern, influence and control,	Venue:Online Session,		
	userid and password of your choice for e these login id and password details wi		r your LOC login id here.		
PERSONAL DETAILS	ADDRESS	CONTACT DETAILS	ACADEMIC DETAILS	LOGIN DETAILS	Edit/Delete
□ Name:Mr abc Gender: M DOB:13/05/1976 Category: GENERAL	Address:jjjjjjjjjjj , 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
	Address:jjjjjjjjjjjj , kkkkkkkkkk ,	Mobile:8802295383	Designation: Principal	Teacher ID: abcos123	Edit Delete
Name:Mr abcos Gender: M DOB:13/05/1976 Category: GENERAL	City:Delhi State:DELHI Pin:110023	Tel No: Email:renugcbse@gmail.com	Qualification:B.A./B.Ed. Experience(in Years): Sr. Sec. Level:2 Sec. Level:2 Below Sec. Level:9		
Gender: M DOB:13/05/1976	City:Delhi State:DELHI		Qualification:B.A./B.Ed. Experience(in Years): Sr. Sec. Level:2 Sec. Level:2	Teacher ID: osabc	Edit Delete

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		g Wi
Central Board of S	Secondary Education	DASH	IBOARD	REGISTER	МАК	E PAYMENT	MY ACC	COUNT- SU	UBMIT FE	EDBACK -
		Select	Particip	ant/Add/L	lpdate	e profiles				
Programme Details: 01/10/	/2020-01/10/2020: Health	Promoting S	chool, Venu	e:Online Sessio	n,					
	userid and password of yo these login id and passwo			oant and do not I. Total amount			here.			
PERSONAL DETAILS	ADDRESS		Confirm an	d Proceed for F	ayment		AILS	LOGIN DE	TAILS	Edit/Delet
Name:Mr abc Gender: M DOB:13/05/1976 Category: GENERAL	Address:jjjjjjjjjjjjj , k City:Delhi State:DELHI Pin:110023			Go Back			hcipal ./B.Ed. Years): I:9	Teacher ID	0: abc123	Edit Delete
Vame:Mr abcos Gender: M DOB:13/05/1976 Category: GENERAL	Address:jjjjjjjjjjjjj , ki City:Delhi State:DELHI Pin:110023	KKKKKKKKK ,	Tel No: Email:renu	gcbse@gmail.co	om E	Designation: Pr Qualification:B. Experience(in Sr. Sec. Level:2 Sec. Level:2 Below Sec. Leve	A./B.Ed. Years):	Teacher ID	: abcos123	Edit Delete
Name:Mr osabc Gender: M DOB:13/05/1976 Category: GENERAL	Address:jjjjjjjjjjjjj , kl City:Delhi State:DELHI Pin:110023	kkkkkkkk ,	Mobile:880 Tel No: Email:renu	12295383 gcbse@gmail.co	om E	Designation: Pr Qualification:B. Experience(in Gr. Sec. Level:2 Gec. Level:2	A./B.Ed. Years):	Teacher ID): osabc	Edit Delete

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

DASHBOARD REGISTER MAKE PAYMENT MY ACCOUNT - SUBMIT FEEDBACK - LOG

Prog	ramme detai	s									
Programme Title				Health Promoting School							
Centro	e of Excellence			Panchkula Regional Office, Panchkula, Sector- 5 , Panchkula Panchkula HARYANA 134152							
Venue				Online Session,							
Traini	ng Start date and 1	Гime		01/10/2020 11	:00						
Endin	g on			01/10/2020 12:00							
Fee (I	NR) per participan	t per session		Rs. 100/-							
Dort	cipant(s)										
	Name: DUMMY SO	CHOOL RO PKL									
	Name: DUMMY SC Ref.Id	CHOOL RO PKL Participant Name	Des	signation	Contact No(s)	Email	Status	School Code	Fee (INR)		
School				signation	Contact No(s) 8802295383	Email renugcbse@gmail.com	Status N	School Code 99997	Fee (INR) 100		
School	Ref.Id	Participant Name	Prir			renugcbse@gmail.com					

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 HDFC BANK	_options?mihpayid=431c73bc63b26ffc3ecab516cca238cd
Pay through EASY	EMI with HDFC Bank Credit Cards.
Billing Information Arriount Rs. 1200.00	PAY WITH
© Order No A0200014123229	HDFC BANK CREDIT CARD
公 Merchant cbse/2018/hqreg 低 Website www.cbse/2018/hqreg.in	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.

all and	ent Details							
i ransa	ction Status:							
Transaction No.:			F1506031364112831950					
Participant Name			AM SHANTI	VIDYA MAR	NDIR PANDH	URNA CHHIN	DWARA MP	
Fee Amount (INR)			00.00					
Fee Status			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	na					
Centre o	f Excellence	Bhopal Robit Nagi PRADESH		ard No.53,	BawadiaKala	in Bhopal MAI	OHYA	
Venue		Online Sea	sion,					
Training	Start date and Time	17/09/202	2020 11:00					
and the second s			/2028 12:00					
Fee (INR session	l) per participant per	Rn.100/-						
List of P	articipant(s)							
S.No.	Ref.Id Partic Name	ipant Designa	tionContact Nu(s)	Email	Status	School Code	Fee (INR)	
1	F150603136Rolhit Dhawa	TGT	8149699	184ohit dha	waN17⊜gm	uil 98157	100	
2	F1506031340Maru Gulati	Principa	7875748	34 thanukur	nar₩7@gmu	il.c 501 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 11/07/2 Training Schedule	2019-12/07/2019:Stress Management PRP- Two Da	ys,Ho No 546 Sec 19,GFDSFAG ▼]
Select Reference Id C09010	048 🔻		
	Click here to	download Receipt	
Receipt for Online Pay	ment		
	(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	ASDEREEWEDSARE	Transaction Id	ASDEREEWEDSARE

- 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*.