

Government of India  
Ministry of Skill Development & Entrepreneurship  
Directorate General of Training

7th Floor, DGT,  
Kaushal Bhawan, New Moti Bagh,  
New Delhi 110023  
Date: 10.06.2024

To,

- i) The Director/Commissioners of Directorate of Technical Education and Training, of the States/UTs (Dealing with Craftsman Training Scheme)
- ii) All the Principals, NSTIs

**Subject: Testing of Logins for ITI and State Users on SIDH Portal-reg**

Dear Sir/Madam,

The Directorate General of Training (DGT) is glad to announce that the Craftsman Training Scheme examinations for the year 2024 will be held through SIDH Portal. To enable smooth conduct of the examinations, DGT is planning to conduct a test check of logins (creators and approvers) for all Industrial Training Institutes (ITIs) and State users on the SIDH Portal. The test will take place on Tuesday, 11 June 2024, and Wednesday, 12 June 2024 in the User Acceptance Testing (UAT) environment.

**Details of the Testing:**

- **Date:** 11 June 2024 & 12 June 2024
- **Link to UAT Environment:** <https://uat-iti.betalaunch.in/>
- **User Manual:** A user manual detailing the login process is attached as **Annexure I** with this letter.

We request all State Directorates of Technical Education to reach out to each ITI in their jurisdiction and ensure they participate in this testing.

The purpose of this testing is to ensure that all users can successfully log into the SIDH Portal and to identify and resolve any issues before the system goes live. Your cooperation is essential for the smooth implementation of this initiative.

If a user is unable to log in due to a change of user (creator or approver) resulting from transfers, retirements, or other reasons, the user must raise a ticket on the NCVT MIS Portal using the **HPSM ticketing tool** using his/her institute's login credentials. The SoP for the same is provided as **Annexure II**. Please note any request for change of users will not be entertained beyond 22 June 2024.

This issues with the approval of the competent authority.

Yours faithfully,

*Vidit Singh*  
10/06/2024  
(Vidit Singh)

Assistant Director, TT Cell, DGT

**Copy To:**

1. The PSO to the DG(T)
2. Director, NIMI
3. Director, TC, DGT
4. SIDH Team

## User Login Guide (ITI Examination Module)

### Introduction

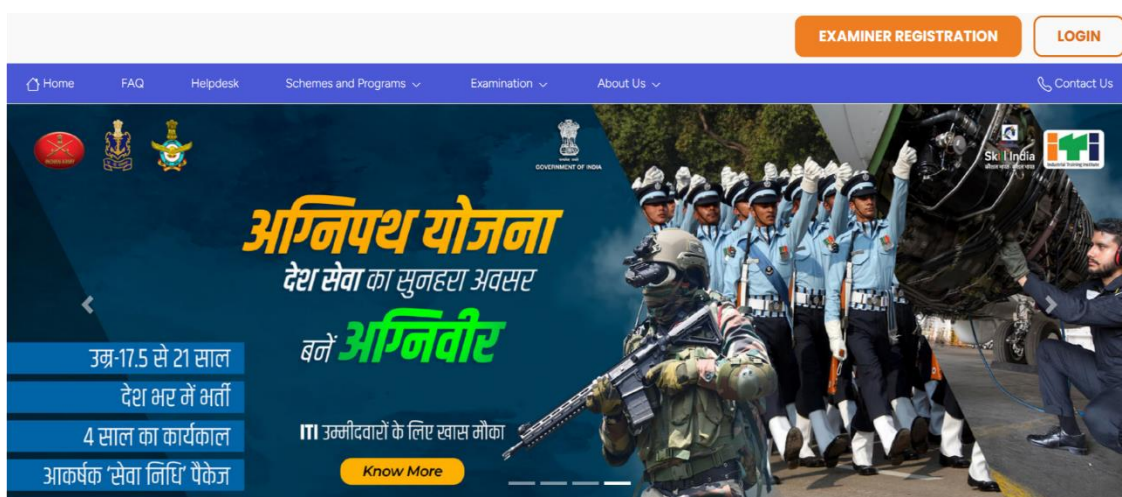
This User Login instructional guide will help the DGT, ITI's, NSTI's, Nodal ITI, State, Trainee and NIMI users to login to their profile.

Screenshots post Login are wrt ITI Users.

### User Login Instructions

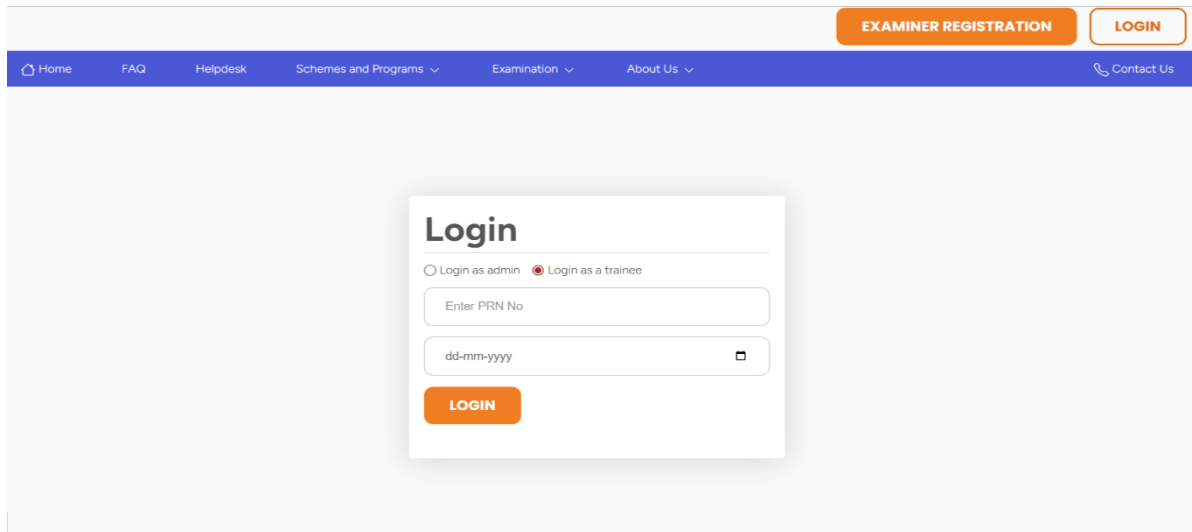
Please follow the instructions carefully to login to your profile

1. Click on URL: - <https://uat-iti.betalaunch.in/>
2. Click on **Login Menu** from the ITI Examination Home Page.



3. Select login type as **Admin**. In case, if you are trainee, please select **Login as a Trainee** from the radio button.

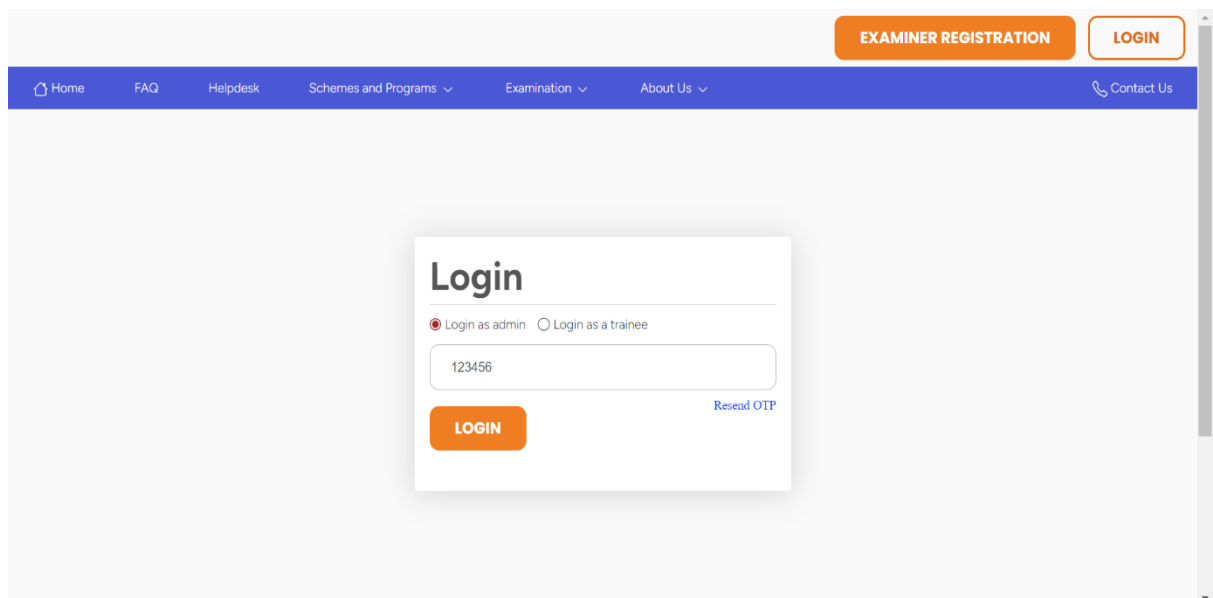
4. Please enter your **10-digit registered mobile number** with your user profile to login.
5. Trainees may need to enter their **PRN No** and **Date of Birth**.



The screenshot shows a web application interface with a navigation bar at the top. The navigation bar includes links for Home, FAQ, Helpdesk, Schemes and Programs, Examination, and About Us, along with a Contact Us link. On the right side of the navigation bar, there are two buttons: 'EXAMINER REGISTRATION' and 'LOGIN'. The main content area features a 'Login' form with the following elements:

- Radio buttons for 'Login as admin' and 'Login as a trainee' (selected).
- A text input field labeled 'Enter PRN No'.
- A date input field labeled 'dd-mm-yyyy' with a calendar icon.
- An orange 'LOGIN' button.

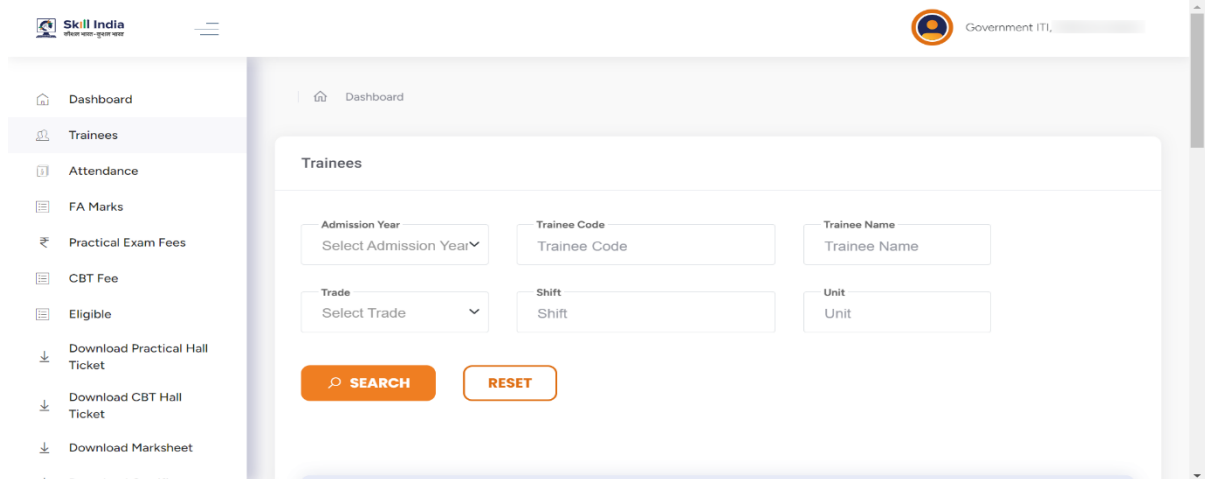
6. Once entered, click on **Login** button.
7. Please enter **123456** as default OTP. Once system is live, the User will get OTP on their 10-digit registered mobile number with their profile.



The screenshot shows the same web application interface as the previous one. The 'Login' form is now populated with the following information:

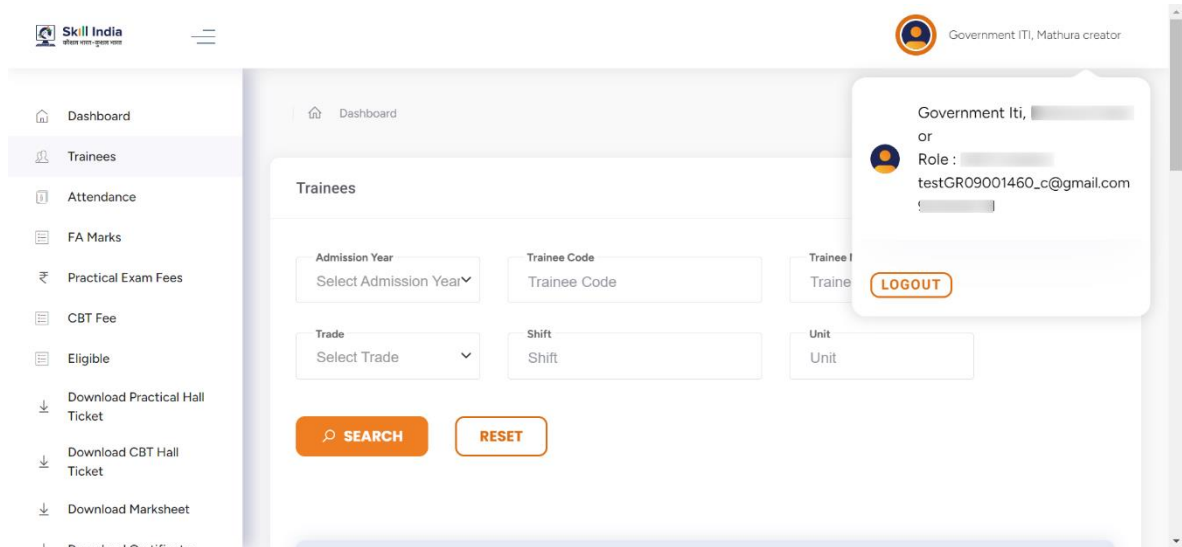
- Radio buttons for 'Login as admin' (selected) and 'Login as a trainee'.
- A text input field containing the value '123456'.
- A blue link labeled 'Resend OTP'.
- An orange 'LOGIN' button.

8. Once entered, you will be successfully logged in to your profile.



The screenshot shows the Skill India dashboard. On the left is a navigation menu with options: Dashboard, Trainees, Attendance, FA Marks, Practical Exam Fees, CBT Fee, Eligible, Download Practical Hall Ticket, Download CBT Hall Ticket, Download Marksheet, and Download Certificate. The main content area is titled 'Trainees' and contains a search form with the following fields: Admission Year (dropdown menu with 'Select Admission Year'), Trade (dropdown menu with 'Select Trade'), Trainees Code (text input with 'Trainees Code'), Shift (text input with 'Shift'), Trainees Name (text input with 'Trainees Name'), and Unit (text input with 'Unit'). Below the form are two orange buttons: 'SEARCH' and 'RESET'. In the top right corner, there is a user profile icon and the text 'Government ITI'.

9. Once logged in, please cross check the profile details on the top of the right corner.



This screenshot is similar to the previous one, but it shows the user profile dropdown menu open in the top right corner. The menu displays the following information: 'Government Iti, [redacted]', 'or', 'Role : [redacted]', and 'testGR09001460\_c@gmail.com'. There is a 'LOGOUT' button next to the profile information. The rest of the dashboard interface, including the navigation menu and the Trainees search form, remains the same as in the previous screenshot.

10. You may browse the different menus from the left side of the page.

**END OF THE DOCUMENT**

**Process for Update of ITI/ State Credentials on the SIDH Portal**

**I. Private ITI:**

Following documents are required for updating email id/mobile number of creator and approver login:

1. Affidavit from trust **chairperson/secretary** on Rs.100 stamp paper for principal name/email/mobile no update.
2. Signed NOC (from trust **chairperson/secretary**) from Trust/Society on letter head of Trust/Society.
3. Registered Trust/society deed document.
4. Signed letter from Principal of the ITI on letter head.
5. Details in below mentioned excel format.

The Private ITI has to raise a ticket in DGT HPSM complaint tool (<https://help.ncvtmis.gov.in/sm/ess.do>) from ITI login with the above documents.

Table 1:

Requests for updation in Creator and Approver IDs on NCVT MIS portal												
#	ITI Details				Role to be updated(Creator/Approver)	ID to be Updated (Creator ID/ Approver ID)	Details of the Officer nominated as Creator/Approver					
	Institute Name	MIS Code	State	District			FirstName	MiddleName	LastName	DateOfBirth	Designation	MobileNo
1												
2												
3												
<b>Note:</b>	Please provide only those Email ID and mobile number which are accessible for OTP, preferably provide Gov/NIC email IDs				Also, two distinct persons have to be nominated for role of Creator and Approver, both cannot be assigned to one person.		You are requested to provide unique email IDs. Please make sure that the email IDs and mobile numbers that you provide should not be already registered at all on MIS portal, not even					

- II. **Government ITI/ State Login:** The Government ITI/ State user has to raise a ticket in DGT HPSM complaint tool (<https://help.ncvtmis.gov.in/sm/ess.do>) from their login, providing detail filled in Table 1 above and attaching with it a **letter signed by State Director/Commissioner** requesting updation of creator/ approver profile.
- III. The **subject of the Ticket** should be as below

*“Request for updating ITI/ State creator/ approver details-reg”*