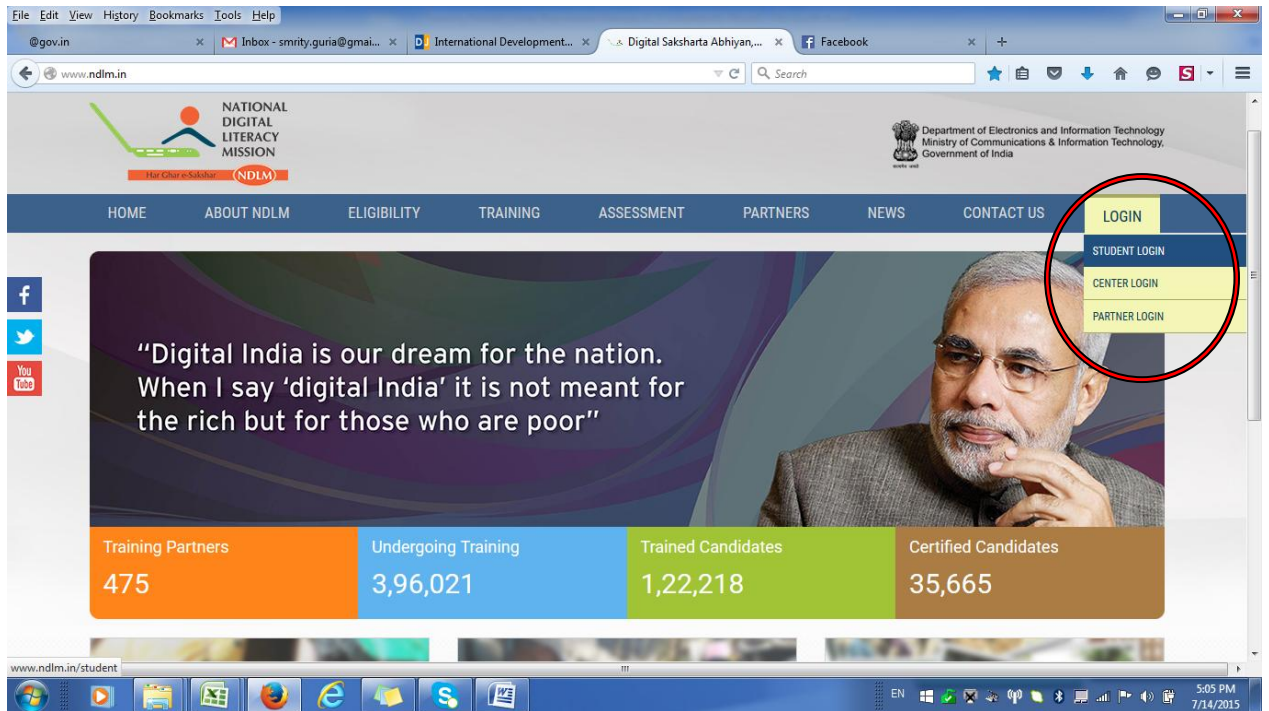




# **Digital Saksharta Abhiyan (DISHA)/ National Digital Literacy Mission (NDLM)**

## **Training Partner Module Manual**

**Step 1:** Training Partner can access their module by logging-in to <http://www.ndlm.in> and select **Partner Login**.



**Step 2:** Below page appears, enter **Username and Password** provided by PMU and click Login:



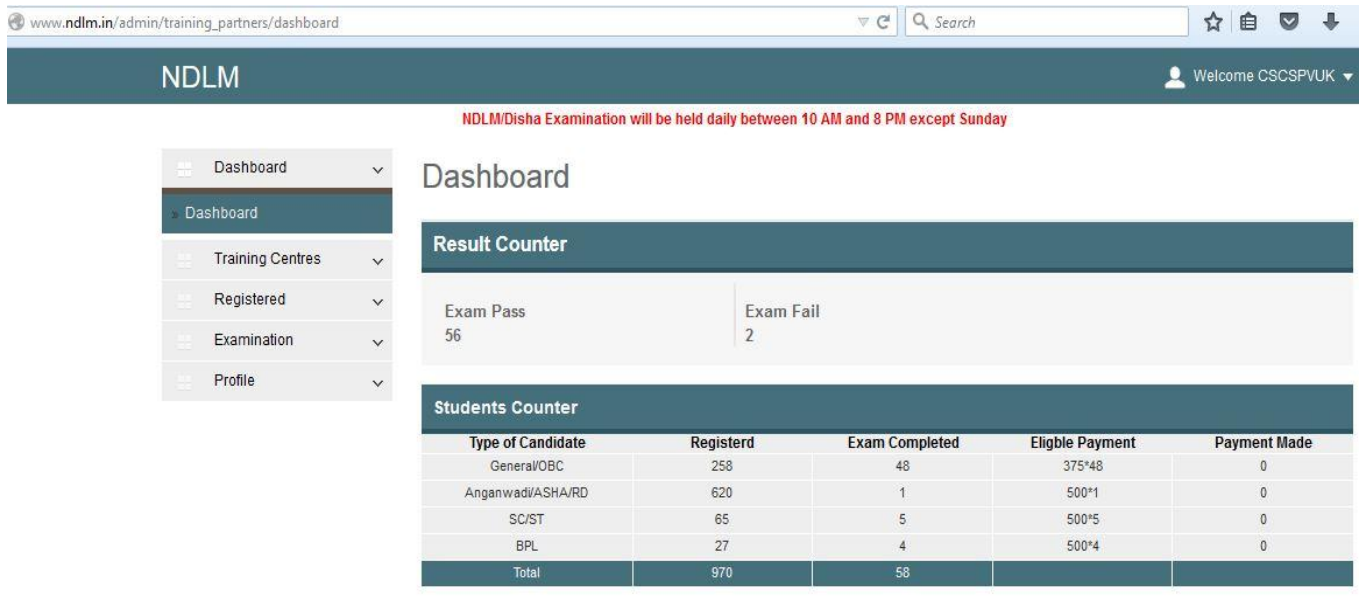
Welcome to the Login Page

Username

Password

Login

**Step 3:** On clicking Login, Dashboard of Training Partner appears:



www.ndlm.in/admin/training\_partners/dashboard

NDLM Welcome CSCSPVUK

NDLMDisha Examination will be held daily between 10 AM and 8 PM except Sunday

**Dashboard**

**Result Counter**

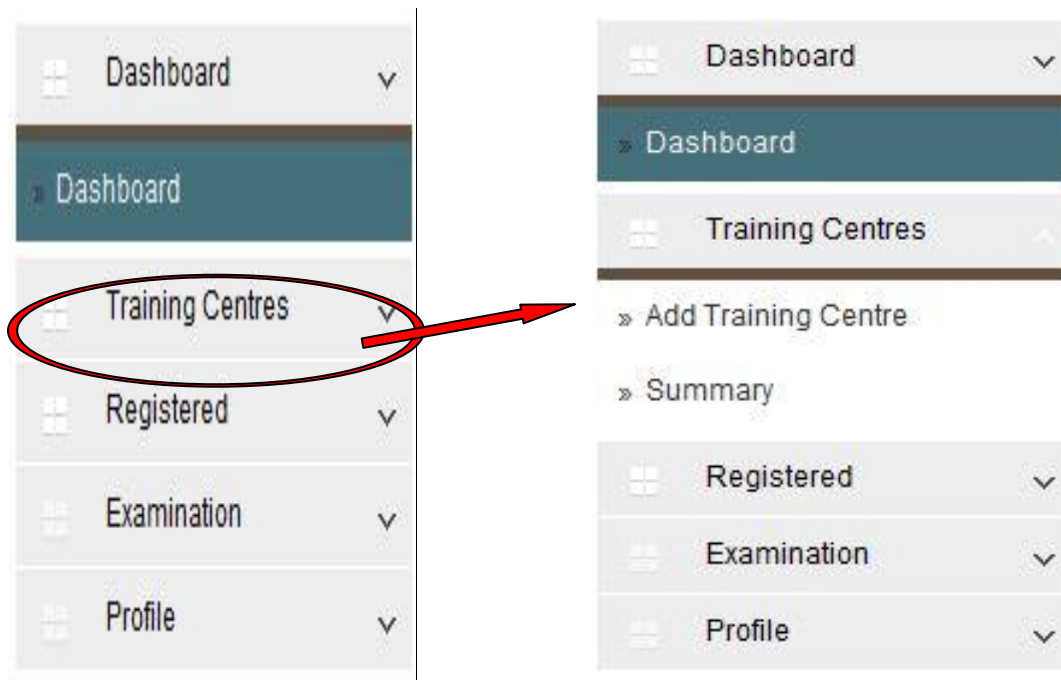
Exam Pass 56	Exam Fail 2
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**Students Counter**

Type of Candidate	Registered	Exam Completed	Eligible Payment	Payment Made
General/OBC	258	48	375*48	0
Anganwadi/ASHA/RD	620	1	500*1	0
SC/ST	65	5	500*5	0
BPL	27	4	500*4	0
<b>Total</b>	<b>970</b>	<b>58</b>		

**Step 4:** On the left hand side of the dashboard “Training Centre” appears. On clicking “Training Centre” a drop-down appears, shown through arrow mark.

- To add training Centre click on “Add Training Centre”.



The diagram illustrates the process of accessing the 'Add Training Centre' option. On the left, the 'Training Centres' menu item in the sidebar is circled in red, with a red arrow pointing to the right. On the right, the expanded dropdown menu is shown, with the 'Add Training Centre' option highlighted in a dark blue bar.

**Step 5:** On clicking “**Add Training Centre**”, a new page appears asking details i.e. General Details, User Details and Bank Details.

**a. General Details of Centre**

Add Training Center

General Details

State*:	Himachal Pradesh	▼
State Agency*:	Himachal Pradesh	▼
Partner Type*:	CSCHP	▼
District*:	SHIMLA	▼
Block*:	Mashobra	▼
Panchayat*:	BATHMANA JABRI	▼
Village*:	JABRI	▼

## b. User Detail

a. In Centre Type select **Others** from drop down. **Username** appears by default, fill other details as desired.

b. To get the details of **Latitude and Longitude** login to: <http://www.gps-coordinates.net/>

User Details

Centre Type*:	Others
Username*:	PAEKDE58399
Password*:	●●●●●●
Training Centre Name*:	Prakesh
Email*:	demo@gmail.com
Mobile*:	1234567890
Address*:	Block -A, Village-ADE 3, State- Himachal Pradesh
Latitude:	31.1300° N
Longitude:	77.2300° E
No. of Computers*:	5
Connectivity*:	Broadband
Power Backup*:	Yes

**c. Bank Details :**

It is **not mandatory** to fill the Bank details.

**Step 6:** After providing all the information asked, click on **Save** option.



Bank Details

Bank Name:

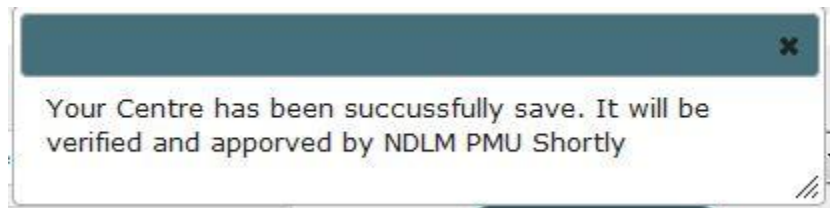
Bank A/C :

Branch Name:

IFSC Code:

**Save** **Cancel**

**Step 7:** On successfully registering the Training Centre a pop-up appears.



**Step 8:** To check the details of all the Training Centre registered click Training Centre, and select “Summary” from drop-down menu

- Dashboard
- Training Centres
- » Add Training Centre
- » Summary**
- Registered
- Examination
- Profile

### Training Centre Manager

**Search**

By District:  By Block:

By Username:

Page 1 of 19, showing 10 records out of 184 total, starting on record 1, ending on 10

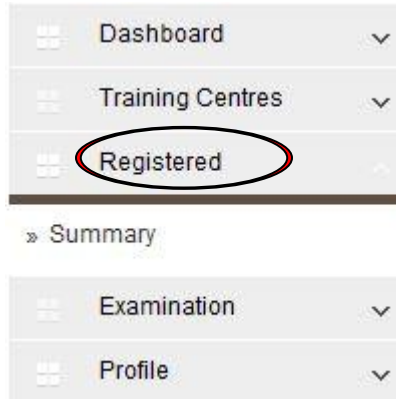
ID	District	Block	Partner Name	Name	Centre ID	Actions
25883	Nainital	Nainital	CSCSPVUK	Prakesh	PAEKDE58399	
25428	Nainital	Haldwani	CSCSPVUK	Uphill ACS	UA092300902	
25293	Nainital	Haldwani	CSCSPVUK	E UTTRA JAN SEWA KENDRA	UA092300901	
25239	Udham singh nagar	Bazpur	CSCSPVUK	Vision Computer Centre	UA041800101	
25123	Udham singh nagar	Bazpur	CSCSPVUK	Treveni Centar	UP188805630	
24890	Dehradun	Dehradun	CSCSPVUK	E-UTRA KANDRA	UA010400509	
24788	Hardwar	Bhagwanpur	CSCSPVUK	devbhoomi jan sewa kendra	UA092300220	
24360	Nainital	Dhari	CSCSPVUK	kunwar informatoon and technology centre	UA031000812	
23860	Nainital	Bhimtal	CSCSPVUK	Tulsi Computer Center	ua092300911	
23408	Udham singh nagar	Rudrapur	CSCSPVUK	Jindal Computers	UA031100505	

Previous **1** 2 3 4 5 6 7 8 9 Next

**Note: Kindly save the Username and Password while registering the Training Centre.**

**Step 9:** To check the number of candidates enrolled by all your centres, click **“Registered”** option.

a.



b. On clicking **Summary** from Registered option list of candidate registered appears.

Student Manager

Search

By State:  By District:

By Block:  By Panchayat:

By Village:  By Username:

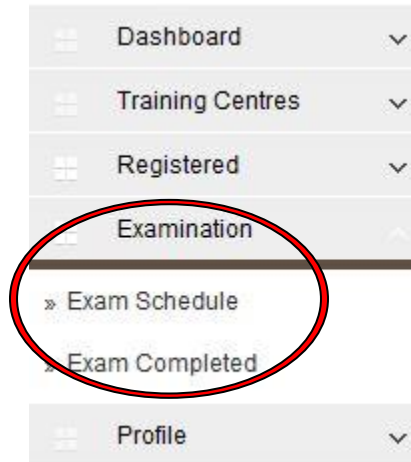
Page 1 of 99, showing 10 records out of 990 total, starting on record 1, ending on 10

ID	Name	Photo	Username	EKYC	Registration Date
448115	Shankar Nath		583780032847	Yes	2015-07-15 03:44:00
447976	Shyam Singh		499577363741	Yes	2015-07-15 03:29:00
446163	KIRAN BORA		018147680011	No	2015-07-14 15:12:00
446063	MOHAN CHANDRA PANDEY		373812970046	Yes	2015-07-14 14:50:00
445786	ABHISHEK .		434215765422	Yes	2015-07-14 14:11:00



**Step 10:** To check the number of Candidates who are scheduled for examination and Candidate who have completed examination click **Examination** Option.

- a. On clicking **Examination**, drop-down appears click on the options as required.



- b. On clicking Exam Scheduled, the number of Candidates whose Exams are scheduled appears.

Student Manager - Exam Schedule

Search

By State:  By District:

By Block:  By Panchayat:

By Village:

By Worker Type:

By From Date:  By To Date:

Page 1 of 48, showing 10 records out of 479 total, starting on record 1, ending on 10

ID	Name	Photo	Username	Registration Date
495195	MOHAN CHANDRA PANDEY		373812970046	2015-07-14 14:50:00
494889	ABHISHEK .		434215765422	2015-07-14 14:11:00
494713	VISHVJEET MISTRI		670954020145	2015-07-14 14:14:00

- c. On clicking Exam Completed, the number of Candidates whose Exams are completed appears.

Student Manager - Exam Completed

Search

By State:  By District:

By Block:  By Panchayat:

By Village:

By Worker Type:

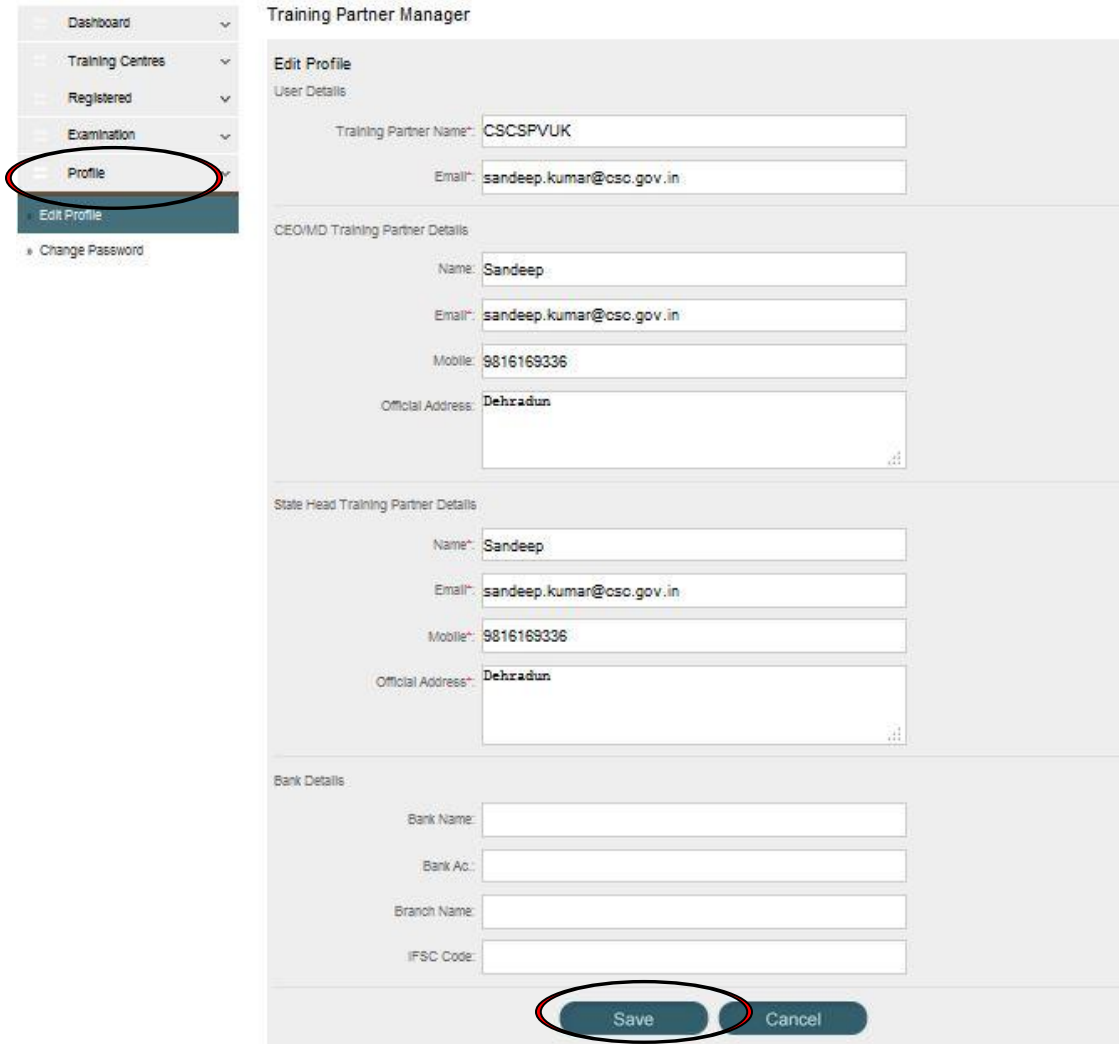
By From Date:  By To Date:

Page 1 of 8, showing 10 records out of 71 total, starting on record 1, ending on 10

ID	Name	Photo	Username	Exam Result	Registration Date
429851	Mohit Kumar		278635030122	Pass	2015-07-09 05:46:00
428015	Nikita Bisht		778239646177	Pass	2015-07-09 03:38:00
427985	Disha Negi		913091391427	Pass	2015-07-09 03:34:00

**Step 11:** To make changes in Profile or Password click **Profile** option.

- a. On clicking **Profile** option below page appears, you can change the details as required and click **Save** option.



**Training Partner Manager**

**Edit Profile**

User Details

Training Partner Name: CSCSPVUK

Email: sandeep.kumar@osco.gov.in

CEO/MD Training Partner Details

Name: Sandeep

Email: sandeep.kumar@osco.gov.in

Mobile: 9816169336

Official Address: Dehradun

State Head Training Partner Details

Name: Sandeep

Email: sandeep.kumar@osco.gov.in

Mobile: 9816169336

Official Address: Dehradun

Bank Details

Bank Name:

Bank Ac.:

Branch Name:

IFSC Code:

Save Cancel

- b. On clicking **Password** option below page appears, you can change the details as required and click Save option.

## Change Password

Change Password

Password Details

Old Password \*:

New Password \*:

Confirm Password \*:

[Save](#) [Cancel](#)