# Ladakh Skill Development Mission

## User Manual for Training Centre Module

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i) Change your default password

l) Logout

- # Introduction

  - Training Centre Portal allows TC of Ladakh to manage batches, create assignments and view or edit information regarding above mentioned.

- # Training Centre Portal

  ## a. Register Process

  - Here Training Partner can create a Training Centre for Ladakh Skill Development Mission.
  - Some Mandatory Fields:
    i. Training Centre Name
    ii. Building Ownership
    iii. Address: Pin code/District/Block
    iv. Owner/Point of Contact general information
    v. Some Documents to be uploaded:
        1. Fire Safety Certificate
        2. Project Proposal
  - After creating, your initial password would be mailed to your email address.

## b. Login Process

- Once registered, use the password mailed to registered email address to login.

- Select training centre from "Select User Type"

- You are also required to fill the captcha.



## c. Forgot Password

- You can change your password in case you forgot it.

- Enter your registered email address. A link would be mailed to you.

- Click on that link to further reset your password

# Training Centre After Login

## a. Training Centre Dashboard

- After login, you will be redirected to your dashboard.
- Here you can view the following details:
    i. Navigation Bar: For deep diving into the platform
    ii. Batches: Statistics on Batches with graphical representation
    iii. Candidates: Statistics on Candidates with graphical representation
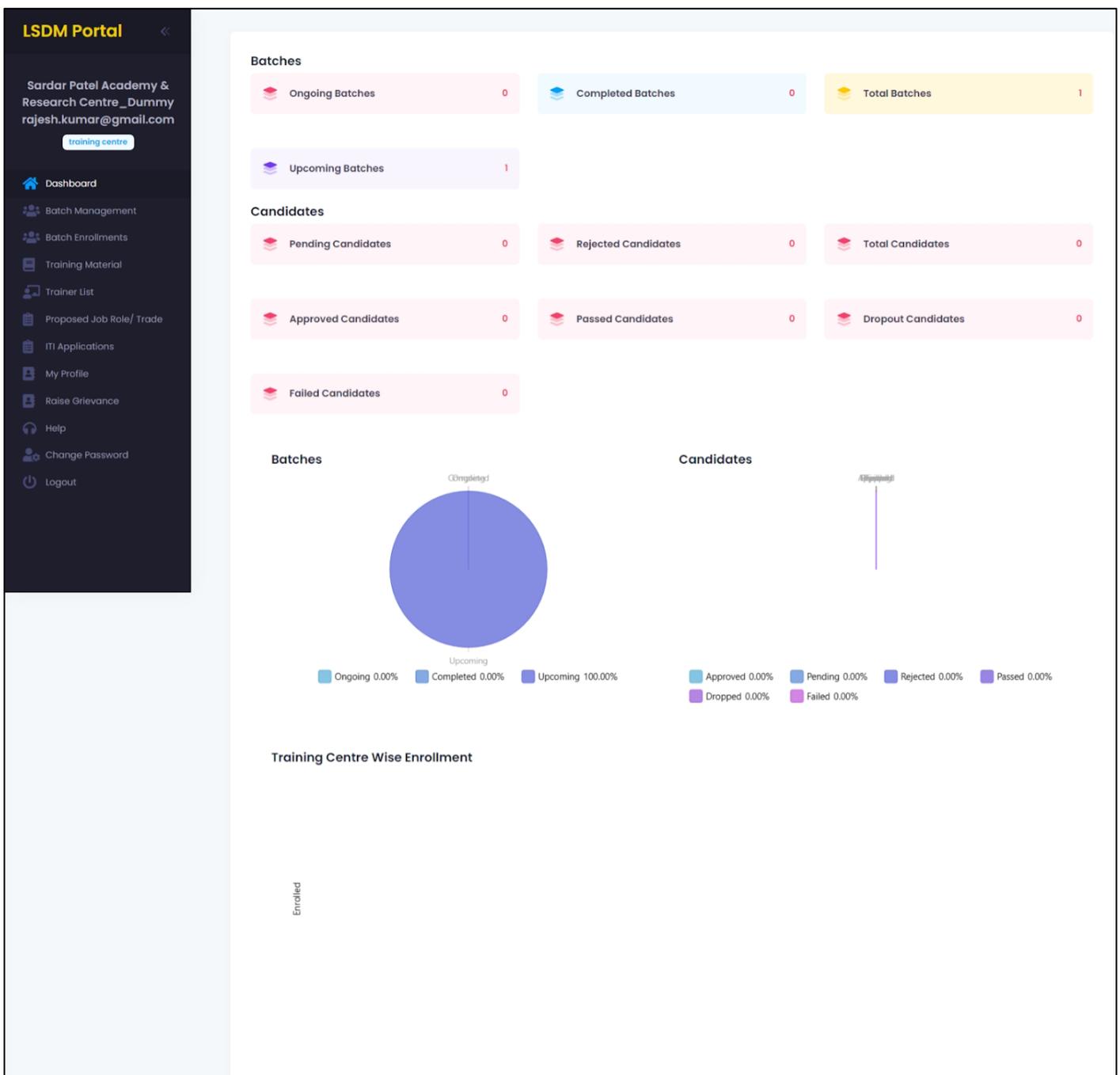
## b. Batch Management

- You would be able to view ongoing batches made by Training Partner.
- We have also provided you with the flexibility to edit the batch information if needed.
- There is also an "Export Records" button to export the data into a much more readable format like excel document.

## c. Batch Enrollments

- You would be able to view candidates' information who have applied in the respective batches.
- We have also provided you with the flexibility to edit the candidate information if needed.
- There is also an "Export Records" button to export the data into a much more readable format like excel document.



## d. Training Material

### i. Management of Material

- You would be able to create and update some Training Centre material for the batches.
- We have also provided you with the flexibility to edit the assignment or material if needed.
- There is also an "Export Records" button to export the data into a much more readable format like excel document.

## LSDM Portal «

**Sardar Patel Academy & Research Centre_Dummy**
rajesh.kumar@gmail.com

training centre

- Dashboard
- Batch Management
- Batch Enrollments
- Training Material
- Trainer List
- Proposed Job Role/ Trade
- ITI Applications
- My Profile
- Raise Grievance
- Help
- Change Password
- Logout

**Training Centre Material**

[+ Add] [Export Records]

Select batch ⌄

Show 10 ⌄ entries                                    Search:

| S.No | Title | Description | Batch | Actions |
|------|-------|-------------|-------|---------|
| 1 | Introduction to Drones | This is an assignment related to the ongoing batch | Drone Technician-31/01/2023 | Edit |

Showing 1 to 1 of 1 entries                    Previous **1** Next

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**Add Training Centre Material**

Title *

Description *

Batch *

Attachment URL 1 * (.pdf .doc .docx)

– Select –

Choose File  No file chosen

Attachment URL 2 (.pdf .doc .docx)

Attachment URL 3 (.pdf .doc .docx)

Choose File  No file chosen

Choose File  No file chosen

[Submit]                                          [Cancel]

### e. Trainer List

- You would be able to view Trainer List made and approved by Training Partner.
- There is also an "Export Records" button to export the data into a much more readable format like excel document.

## f. Proposed Job Role/Trade

- You would be able to view proposed job role made by Training Partner.
- There is also an "Export Records" button to export the data into a much more readable format like excel document.



## g. ITI Application

- You would be able to view and take action on which candidate is to be approved or rejected for the batches or job/role.
- There is also an "Export Records" button to export the data into a much more readable format like excel document.

## h. My Profile

- Here you can view your personal details.



## i. Raise Grievances

### i. Raise any Query

- Any query related to the portal, or if there's any issue regarding application or dead functionality; would be cleared here.

- You can raise any query and also check the status of response from here.

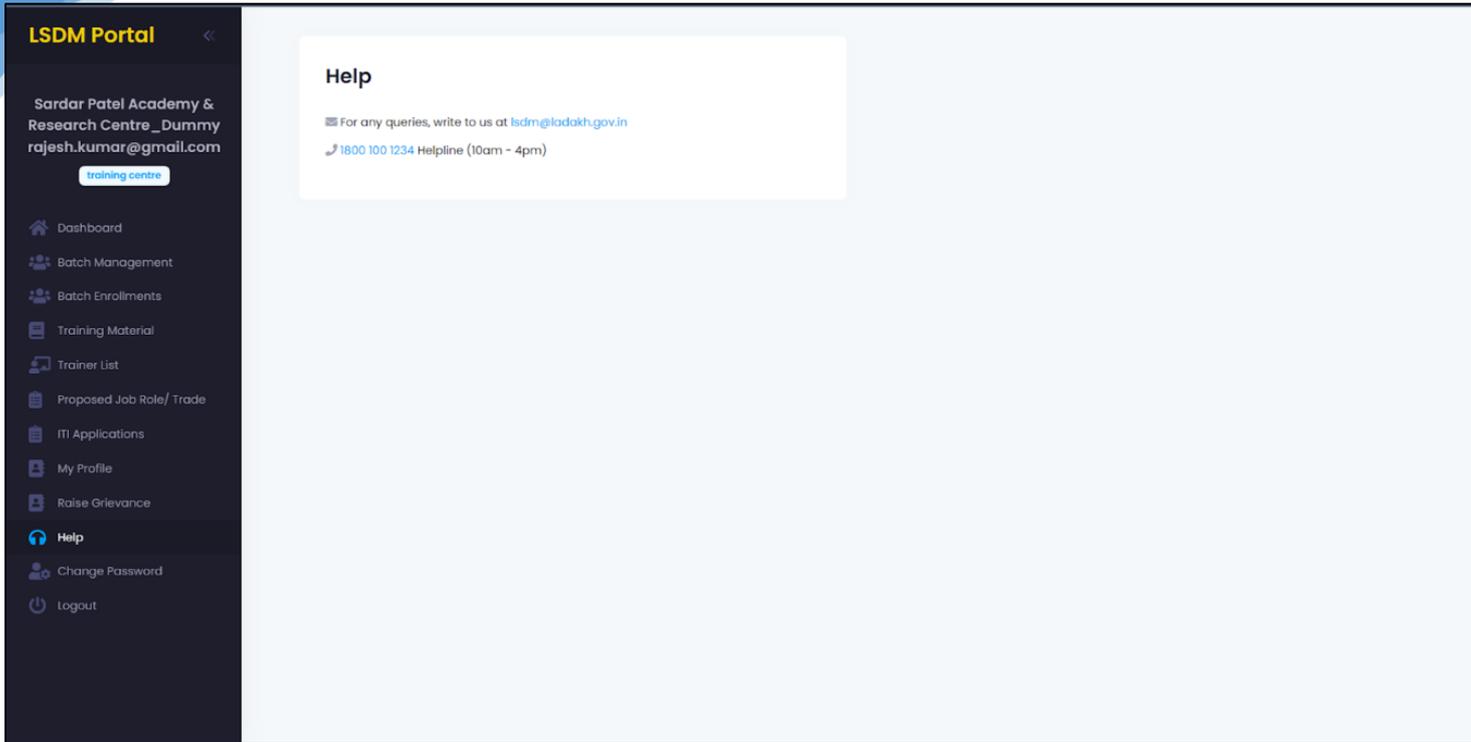- This tab is specially designed to make the platform more independent and easier to use.
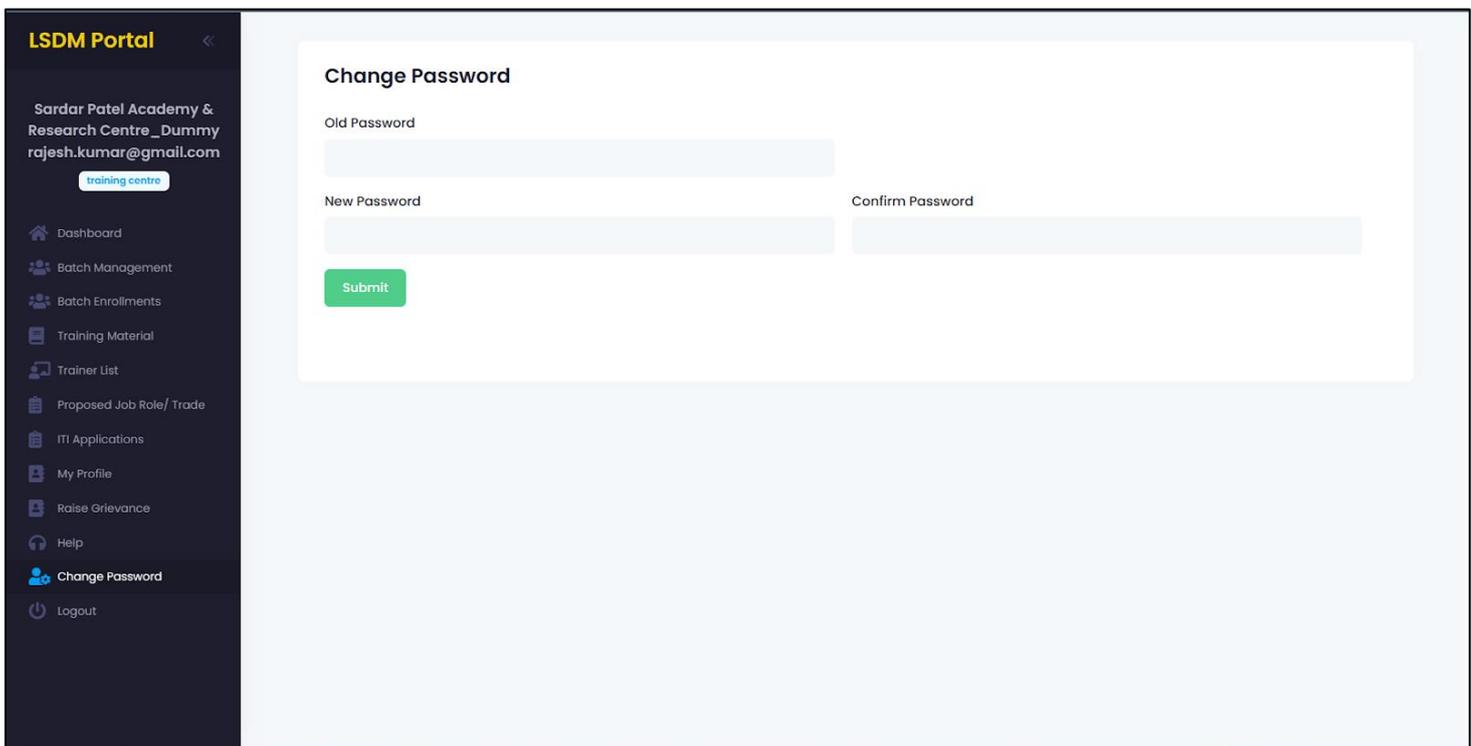
## j. Help

### i. Contact details in case of emergency

- If there is any problem related to the platform. You can contact the respected team from Ladakh Skill Development Mission to help solve your issue at earliest.
- Contact details of the people from the organisation is provided.

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- Logout

### Help

✉ For any queries, write to us at lsdm@ladakh.gov.in
📞 1800 100 1234 Helpline (10am - 4pm)

## k. Change Password

### i. Change your default password

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### Change Password

Old Password

New Password                          Confirm Password

Submit

## 1. Logout

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**Change Password**

Old Password

New Password

Confirm Password

Submit

**Are you sure ?**
You want to logout

Cancel    Yes