



Odisha Skill Development Authority

Government of Odisha

Nua Portal

USER MANUAL

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1. OVERVIEW

The Odisha Skill Development Authority works on an overarching mission to bring transformative human development through skilling of youth and making Skilled-in-Odisha -a Global Brand. It aims to skill 6.7 Lakh youth in next 2 years. Towards this an 18-month roadmap was presented on 17th June, 2016 by the Hon'ble Chief Minister Shri Naveen Patnaik. The organization will be setting up 44 Government-run it is which will be overhauled for creating engagement, energy and accountability.

2. HOW TO GET STARTED

2.1 REGISTRATION PROCESS

In order to avail digital skilling program, candidates needs register themselves through digital skilling website figure 2-1.

2.1.1 DIGITAL SKILLING WELCOME PAGE



Figure 2-1 Welcome Screen

2.1.2 TRAINING PARTNER REGISTRATION

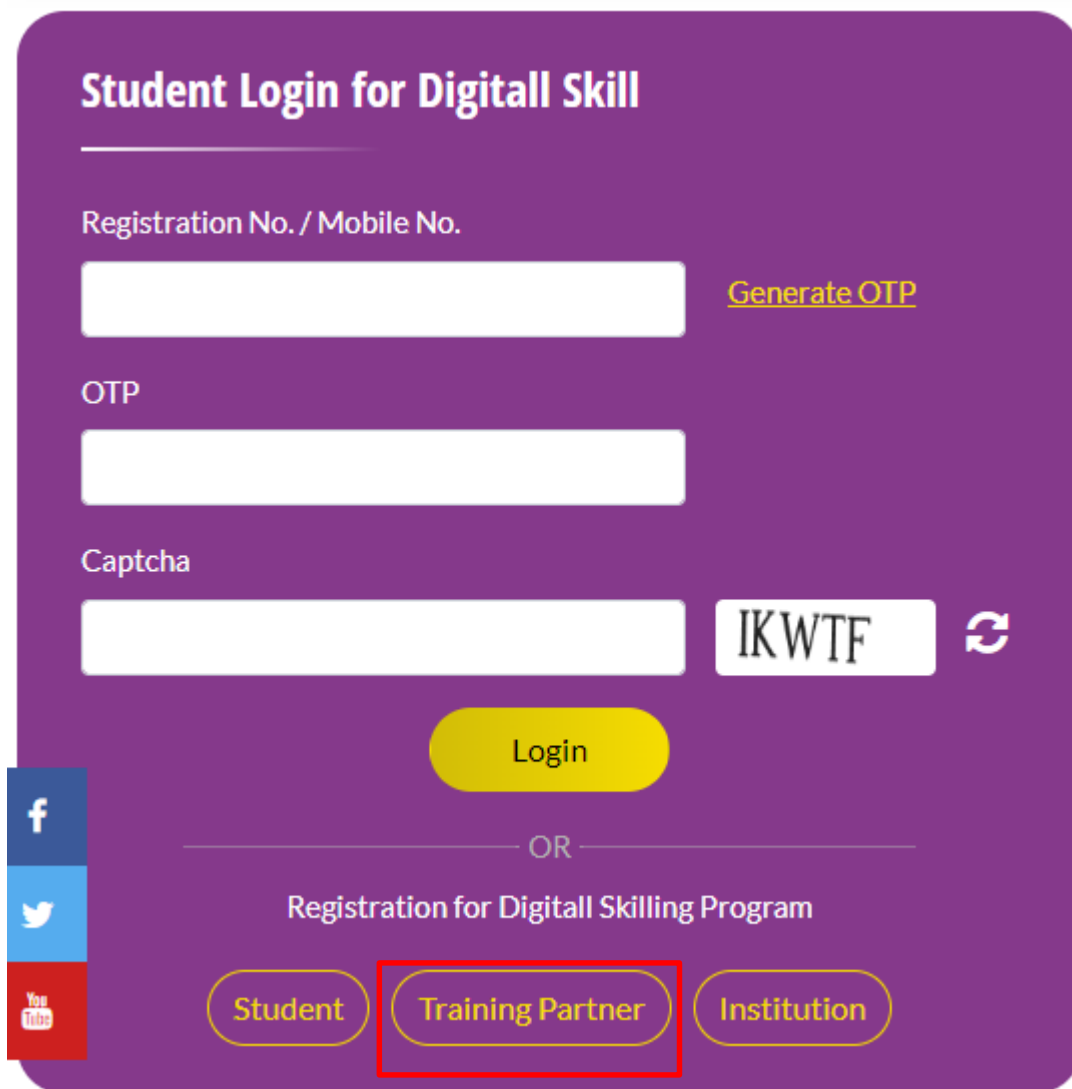
The image shows a registration and login interface for a digital skill program. The title is "Student Login for Digital Skill". Below the title, there are three input fields: "Registration No. / Mobile No.", "OTP", and "Captcha". To the right of the first input field is a "Generate OTP" link. Below the "Captcha" field is a CAPTCHA image showing the text "IKWTF" and a refresh icon. A yellow "Login" button is positioned below the input fields. To the left of the main form, there are three social media icons: Facebook, Twitter, and YouTube. Below the "Login" button, the text "OR" is centered. Below "OR" is the text "Registration for Digital Skill Program". At the bottom, there are three buttons: "Student", "Training Partner", and "Institution". The "Training Partner" button is highlighted with a red rectangular border. On the left side of the form, there are three social media icons: Facebook, Twitter, and YouTube.

Figure 2-2 Training Partner Registration Screen

With reference to the figure 2-2.

Student/Training Partner/Institution needs to register themselves in the digital skilling program.

Clicking on **Training Partner** Button to get re-directed to registration page refer fig 2-3.

2.1.2.1 TRAINING PARTNER REGISTRATION FORM

Odisha Skill Development Authority
Government of Odisha

Careers Skill Competition World Skill Centre Nano Unicorn A+ A A- ଓଡ଼ିଆ

OSDA COURSES DATA INSTITUTES EMPLOYER SPEAK RESOURCES SKILL MUSEUM CONTACT SUCCESS STORIES

Training Partner Registration

Home / Training Partner Registration

Training Partner Registration

Training Partner Details

Organisation Name: *
Enter here

Email Id: *
Enter here

Contact Number: *
Enter here

PAN Number: *
Enter here

Organisation Regd. Number: *
Enter here

Organisation Address: *
Enter here

Remark:
Enter here

Figure 2-3 Training Partner Registration Form Screen (Part-1)

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Government of Odisha

Careers Skill Competition World Skill Centre Nano Unicorn A+ A A- ଓଡ଼ିଆ

OSDA COURSES DATA INSTITUTES EMPLOYER SPEAK RESOURCES SKILL MUSEUM CONTACT SUCCESS STORIES

Bank Information

Account Holder Name: *
Enter here

Account Number: *
Enter here

IFSC Code: *
Enter here

Branch Name: *
Enter here

Contact Person Details

Name: *
Enter here

Email Id: *
Enter here

Mobile Number: *
Enter here

Captcha Code
HTYI6

Submit

Figure 2-4 Training Partner Registration Form Screen (Part-2)

Referring to **Fig. 2-3, 2-4**.

Registration Form Section:

In the Training Partner Details Section:

- Enter **Organization Name** in the given text box.
- Enter **Email ID** in the given text box.
- Enter **Contact Number** in the given text box.
- Enter **PAN Number** in the given text box.
- Enter **Organization Registration Number** in the given text box.

- Enter **Organization Address** in the given text Area.
- Enter **Remark** in the given text Area.

In the Bank Information Section:

- Enter **Account Holder Name** in the given text box.
- Enter **Account Number** in the given text box.
- Enter **IFSC Code** in the given text box.
- Enter **Branch Name** in the given text box.

In the Contact Person Details Section:

- Enter **Name** in the given text box.
- Enter **Email ID** in the given text box.
- Enter **Mobile Number** in the given text box.
- Enter **Captcha Code** in the given text box.

In-Order to Register, Training partner needs to fill out the form and Submit the application.

Upon successful submission, a confirmation notification will pop up on the screen refer fig 2-5.

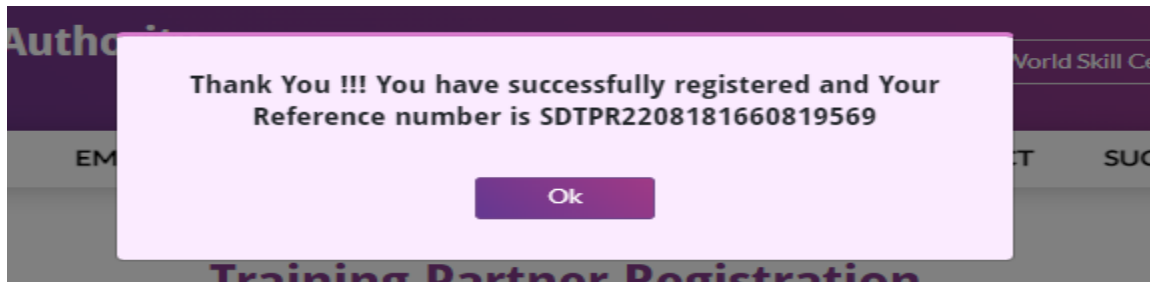


Figure 2-5 Successful Notification Screen

2.1.2.2 TAKE ACTION FOR TRAINING PARTNER REGISTRATION REQUEST BY OSDA AUTHORITY

In this process, OSDA Authority will approve all the received registration requests.

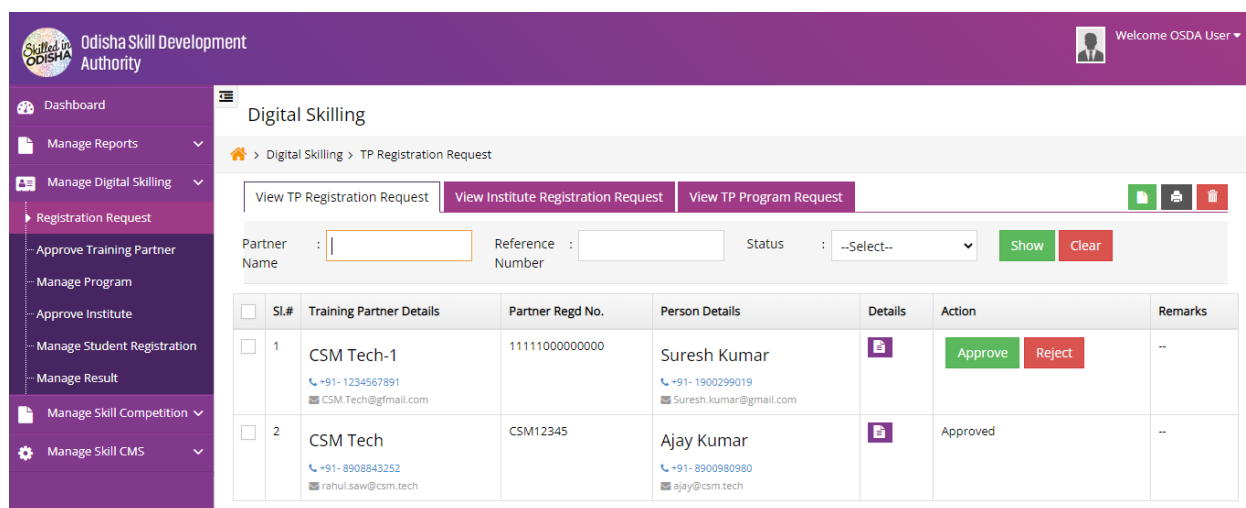


Figure 2-6 Registration Request Screen

Referring to **Fig. 2-6**:

Here the authorized user can view list of training partners requested for registration in a list view manner and the user can **approve/ reject/delete** any application by selecting the particular application.

The user can download/take printout of the whole record by clicking on download/printout button located in right top corner.

The user can make use of the search panel; the list displayed can be filtered.

After registration approval, process done applicant will get email notification consisting of login credentials.

2.1.2.3 TRAINING PARTNER LOGIN

In order to add different training programs in to the digital skilling portal, training partner needs to login to the portal and add various training programs.

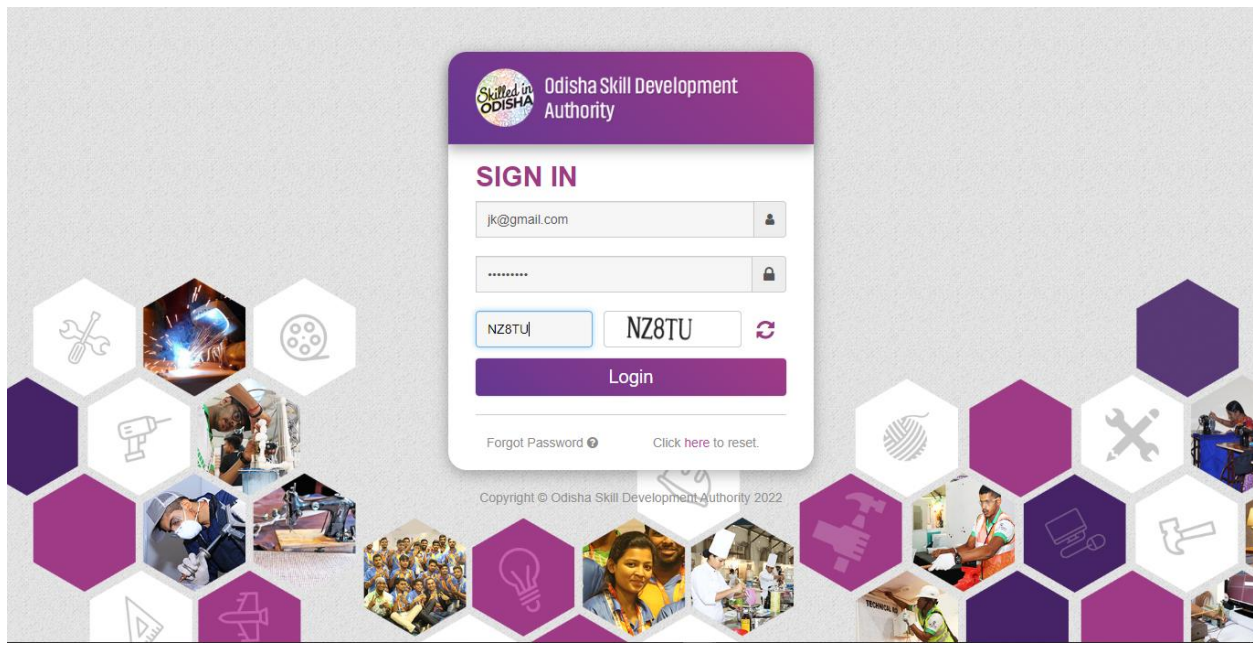


Figure 2-7 Training Partner Login Screen

Refer **Fig. 2-7**:

Here the authorized training partner will login to the portal by entering the received user credentials.

2.1.2.3.1 ADD TRAINING PROGRAM

In this section, training partner will add different training programs for the institution/Student.

Odisha Skill Development Authority

Welcome jcenterprise

Dashboard

Manage Digital Skilling

Manage Program

Manage Student Registration

Add Program

Manage Skill Development > Manage Program

Add Program View Program

(*) Indicates Mandatory Field

Training Partner Name : jcenterprise

Program Name : JAVA

Start Date : 24-08-2022

End Date : 31-08-2023

Program Open For All : ☐ Yes ☒ No

Program Fee Structure

Student Fee : ₹ 3000 300 ₹ 9,00,000

Train Of Trainers Fee : ₹ 1500 20 ₹ 30,000

Institute Fee : ₹ 50000 50 ₹ 25,00,000

Final Amount : ₹ 34,30,000

Submit Reset

Figure 2-8 Add Program Screen

Refer **Fig. 2-8**:

Add Program Section:

- Select Training Partner Name from dropdown field.
- Enter **Program Name** in the given text box.
- Select **start date** form the calendar field.
- Select **end date** form the calendar field.
- Choose **Yes or No for** Program open for all radio button, in case it was choose as yes then this program will available for all the candidate; if choose No then this program will only be available for particular institutes.

Program fee structure Section:

• Student fee:

Enter **amount** in amount per candidate text field, followed by the total **number of Candidates** enrolled with the program. On addition, the sum of the student fee populates on the right hand side.

• Train of Trainers fee:

Enter **amount** in amount per **ToT** text field, followed by the total **number of ToT** enrolled with the program. On addition, the sum of the student fee populates on the right hand side.

• Institute Fee:

Enter **amount** in amount per Institute text field, followed by the total **number of Institute** enrolled with the program. On addition, the sum of the student fee populates on the right hand side.

- **Final Amount:** the amount will auto populated.
- In order to add New **Training Program** click **Submit** Button.
- In order to clear data from the fields, click on **Reset** Button.

2.1.2.3.2 VIEW PROGRAM

Sl.#	Program Name	Program Date	Open For All	Program Fee Structure			Status	Edit
				Student Fee / Quantity	TOT Fee / Quantity	Institute Fee / Quantity		
1	JAVA	24-Aug-2022 To 31-Aug-2023	No	3000 / 300	1500 / 20	50000 / 50	Pending	

Showing 1 to 1 of 1 entries

Figure 2-9 View Program Screen

Referring to **Fig. 2-9:**

Here the authorized user can view list of training partners requested for registration in a list view manner.

The authorized user can edit the any particular record by clicking on edit button.

2.1.2.4 ACTION TAKEN FOR REGISTERED TRAINING PROGRAM BY OSDA AUTHORITY

Sl.#	Training Partner Name	Program Name	Program Date	Program Proposal	Action	Remark
1	jkenterprise	JAVA	24-Aug-2022 To 31-Aug-2023			--
2	CSM Tech	Java Full Stack	10-Aug-2022 To 25-Aug-2022		Approved	--
3	CSM Tech	Python	22-Jul-2022 To 28-Jul-2022			--
4	CSM Tech	CSS	23-Jun-2022 To 08-Jul-2022			--
5	CSM Tech	PHP	25-Jun-2022 To 30-Jun-2022		Approved	--

Figure 2-10 Requested New Training Program Screen

Referring to **Fig. 2-10**:

Here the authorized user can view list of training partners requested for registration in a list view manner.

The user can make use of the search panel; the list displayed can be filtered.

2.1.2.4.1 TRAINING PROGRAM VERIFY PROCESS

Program Fee Structure			
Training partner name	: CSM Tech	Program name	: Python
Student fee (₹)	: 500	Student quantity	: 5
Train of trainers fee (₹)	: 2,00,000	Train of trainers quantity	: 1
Institute fee (₹)	: 1,000	Institute quantity	: 1
Total Amount (₹)	: 2,03,500		

Student Fee	:	₹ 500	5	₹ 2,500
Train Of Trainers Fee	:	₹ 200000	1	₹ 2,00,000
Institute Fee	:	₹ 1000	1	₹ 1,000

Final Amount : ₹ 2,03,500

Figure 2-11 Fee Structure Edit screen

Referring Fig 2-11:

In this process, authorized user has the provision to edit the fee structure for **Train the trainers / Institution/ Student** for the training program.

After the verifying fee structure complete the process then need to click on action for approval to enter percentage screen refer fig 2-12.

2.1.2.4.2 ENTER PERCENTAGE VALUE

Program Fee Structure			
Training Partner Name : jkenterprise		Program name : JAVA	Program Fee : ₹ 11,433

Program Fee	:	<input type="checkbox"/> By Training Partner (%)	40	₹4573.3333333332
		<input type="checkbox"/> By OSDA (%)	30	₹3429.9999999998995
		<input type="checkbox"/> By Institute (%)	20	₹2286.6666666666
		<input type="checkbox"/> By Student (%)	10	₹1143.3333333332994

Figure 2-12 Percentage value entry screen

Referring to **Fig. 2-12**:

The user will **enter the percentage value** of any selected application.

2.1.2.4.3 APPROVE/REJECT REGISTERED PROGRAM

Odisha Skill Development Authority

Welcome OSDA User

Digital Skilling

Digital Skilling > TP Program Request

View TP Registration Request View Institute Registration Request View TP Program Request

Partner Name : --Select-- Status : --Select-- Show Clear

Sl.#	Training Partner Name	Program Name	Program Date	Program Proposal	Action	Remark
1	jkenterprise	JAVA	24-Aug-2022 To 31-Aug-2023	Verify	Approved	--
2	CSM Tech	Java Full Stack	10-Aug-2022 To 25-Aug-2022	Verify	Approved	--
3	CSM Tech	Python	22-Jul-2022 To 28-Jul-2022	Verify	Approve Reject	--
4	CSM Tech	CSS	23-Jun-2022 To 08-Jul-2022	Verify	Approve Reject	--
5	CSM Tech	PHP	25-Jun-2022 To 30-Jun-2022	Verify	Approved	--

Figure 2-13 Requested Program for Approval screen

Referring to **Fig. 2-13**:

Here the authorized user can view list of program proposal details along with the training partner details; the user can approve/ reject any particular application, which are selected.

After approval process done, the authorized user can view the final

The user can Export of the whole record by clicking on Export button located in right top corner.

After registration approval, process done applicant will get confirmation email.

2.1.3 INSTITUTION REGISTRATION

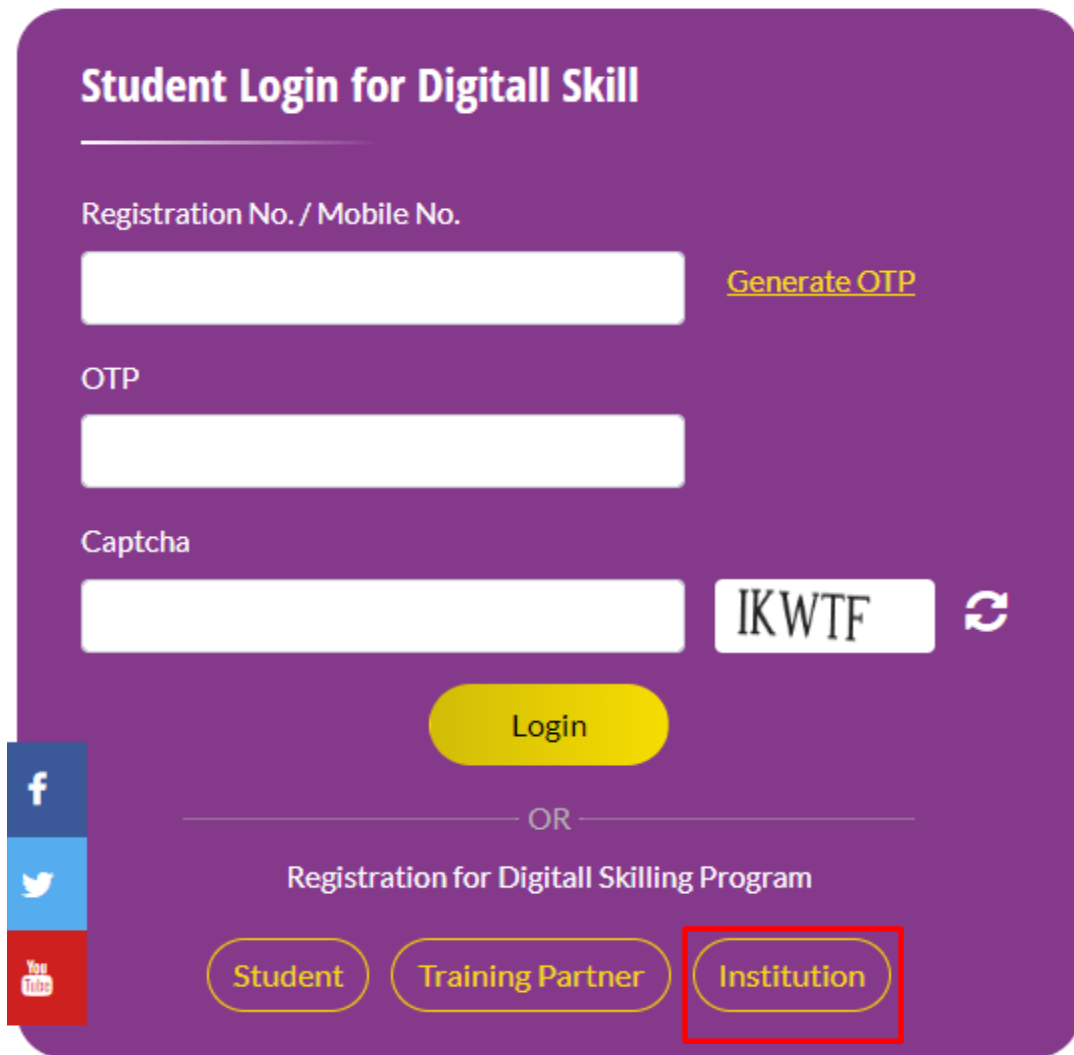
The image shows a registration form titled "Student Login for Digital Skill" on a purple background. The form includes three input fields: "Registration No. / Mobile No.", "OTP", and "Captcha". To the right of the first field is a yellow "Generate OTP" button. Below the "Captcha" field is a yellow "Login" button. To the right of the "Captcha" field is a box displaying "IKWTF" and a refresh icon. Below the "Login" button is a horizontal line with "OR" in the center. Below this line is the text "Registration for Digital Skill Program". At the bottom are three buttons: "Student", "Training Partner", and "Institution". The "Institution" button is highlighted with a red rectangular border. On the left side of the form, there are three social media icons: Facebook, Twitter, and YouTube.

Figure 2-14 Institution Registration Screen

With reference to the figure 2-14.

Student/Training Partner/Institution needs to register themselves in the digital skilling program.

Clicking on **Institution** Button to get re-directed to registration page refer 2-15, 2-16, 2-17.

2.1.3.1 INSTITUTION REGISTRATION FORM

Odisha Skill Development Authority
Government of Odisha

Careers Skill Competition World Skill Centre Nano Unicorn A+ A- ୨୦୨୧

OSDA COURSES INSTITUTES EMPLOYER SPEAK RESOURCES SKILL MUSEUM CONTACT SUCCESS STORIES

Institution Registration

Home / Institution Registration

Institute Details

Institute Type: *
-select-

Institute Category: *
-select-

Institute Name: *
Enter here

Email Id: *
Enter here

Contact Number: *
Enter here

PAN Number: *
Enter here

Institute Regd. Number: *
Enter here

Program Name: *
--Select--

(0 Seats are available out of 0)

548

Figure 2-15 Institution Registration Form Screen (Part-1)

Odisha Skill Development Authority
Government of Odisha

Careers Skill Competition World Skill Centre Nano Unicorn A+ A- ୨୦୨୧

OSDA COURSES INSTITUTES EMPLOYER SPEAK RESOURCES SKILL MUSEUM CONTACT SUCCESS STORIES

Seat Requirement: *
Enter here

Institute Address: *
Enter here

Remark:
Enter here

Bank Information

Account Holder Name: *
Enter here

Account Number: *
Enter here

IFSC Code: *
Enter here

Branch Name: *
Enter here

Placement Cell Contact Details

Name: *
Enter here

Email Id: *
Enter here

Mobile Number: *
Enter here

Figure 2-16 Institution Registration Form Screen (Part-2)

Odisha Skill Development Authority
Government of Odisha

OSDA COURSES INSTITUTES EMPLOYER SPEAK RESOURCES SKILL MUSEUM CONTACT SUCCESS STORIES

Principal / Dean Contact Details

Name: * Email Id: *

Mobile Number: *

Contact Person Details

Name: * Email Id: *

Mobile Number: * Captcha Code

Figure 2-17 Institution Registration Form Screen (Part-3)

Odisha Skill Development Authority
Government of Odisha

COURSES INSTITUTES EMPLOYER SPEAK RESOURCES SKILL MUSEUM CONTACT SUCCESS STORIES

Declaration :

- 1 I hereby agree to use the portal strictly for the skill development initiatives signed with Government of Odish.
- 2 I hereby declare that I will not use the personal student data for any other pruporse other than what is agreed between my organization and Government of Odisha
- 3 In case Government of Odisha finds any such misuse I will be liable for legal proceedings.

☐ Accept & Agree ?

Figure 2-18 Institution Registration Form Declaration Screen (Part-4)

Referring to **Fig. 2-15, 2-16, 2-17.**

Registration Form Section:

In the Institution Details Section:

- Enter **Institute Type** in the given text box.
- Enter **Institute Category** in the given text box.
- Enter **Institute Name** in the given text box.
- Enter **Email ID** in the given text box.
- Enter **Contact Number** in the given text box.
- Enter **PAN Number** in the given text box.
- Enter **Institution Registration Number** in the given text box.
- Enter **Institution Address** in the given text Area.
- Enter **Remark** in the given text Area.

In the Bank Information Section:

- Enter **Account Holder Name** in the given text box.
- Enter **Account Number** in the given text box.
- Enter **IFSC Code** in the given text box.
- Enter **Branch Name** in the given text box.

In the placement-cell, Contact Person Details Section:

- Enter **Name** in the given text box.
- Enter **Email ID** in the given text box.
- Enter **Mobile Number** in the given text box.

Principal /Dean Contact Details:

- Enter **Name** in the given text box.
- Enter **Email ID** in the given text box.
- Enter **Mobile Number** in the given text box.
- Enter **Captcha** in the given text box.
- In-Order to Register, Training partner needs to fill out the form and Submit the application.
- Upon successful submission, a confirmation notification will pop up on the screen refer fig 2-18.

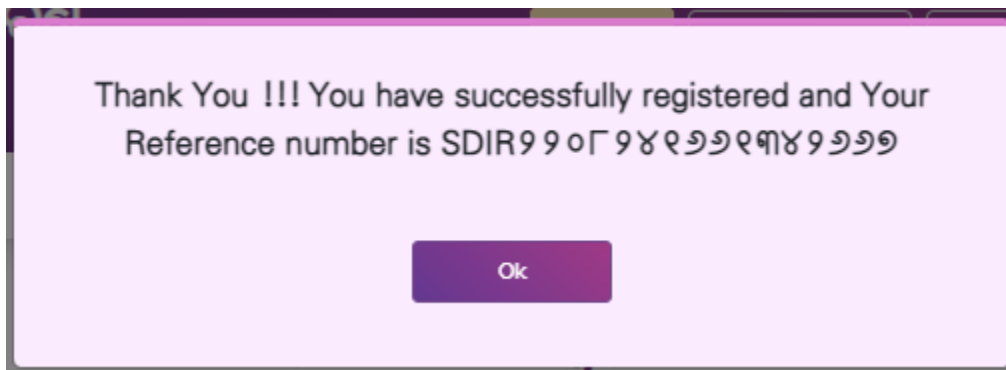


Figure 2-18 Successful Notification Screen

2.1.3.2 TAKE ACTION FOR INSTITUTION REGISTRATION REQUEST BY OSDA AUTHORITY

In this process, OSDA Authority will take action on all the received registration requests.

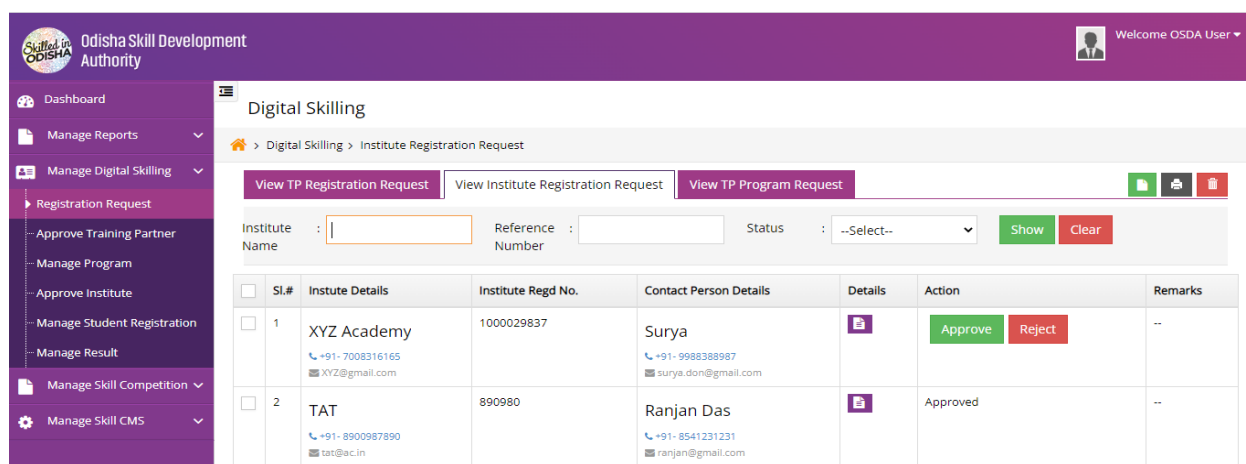


Figure 2-19 Registration Request Screen

Referring to **Fig. 2-19**:

Here the authorized user can view list of institution requested for registration in a list view manner and the user can **Approve/ Reject/Delete** any application by selecting the particular application.

The user can download/take printout of the whole record by clicking on download/printout button located in right top corner.

The user can make use of the search panel; the list displayed can be filtered.

After registration approval, process done applicant will get email notification consisting of login credentials.

2.1.3.3 INSTITUTE LOGIN

To access the application, enter the URL in the internet browser. You are navigated to the Welcome screen displaying the scheme details. Refer **Fig. 2-1-**



Figure 2-20 Welcome Screen

With reference to Fig. 2-20:

Click on the Login button as highlighted in the above figure, to navigate to the login page.

Doing so, you are redirected to the login screen. Refer **Fig. 2-21-**

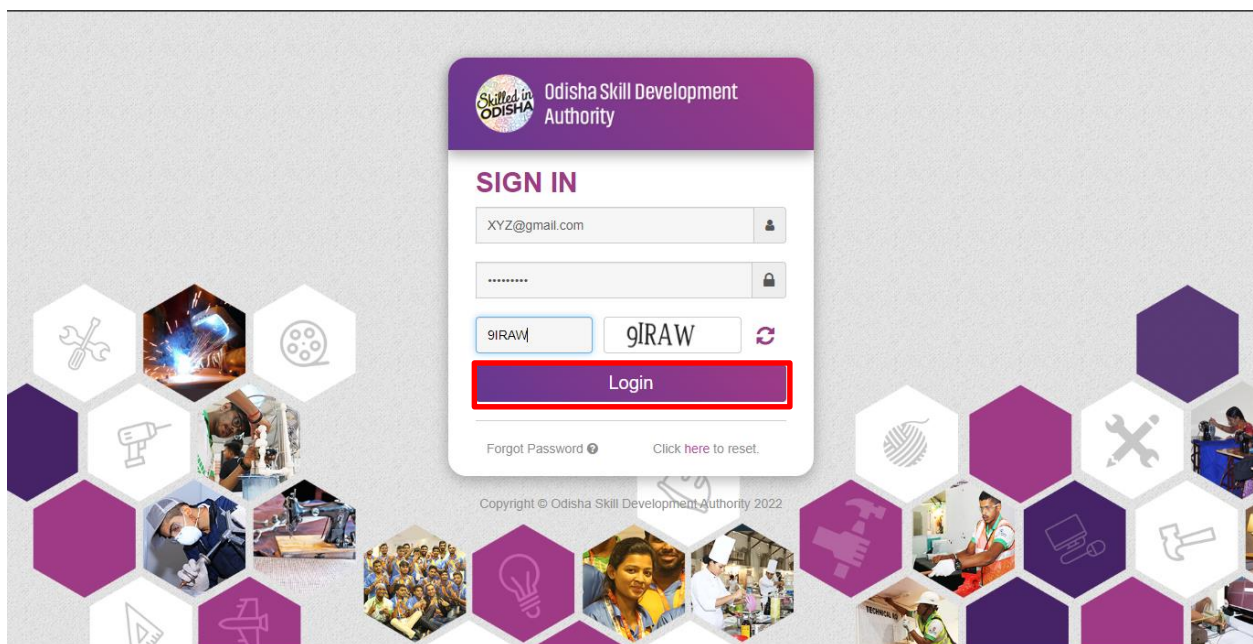


Figure 2-21 Login Screen

2.1.3.4 SIGN IN

To access the portal, you need to provide your username and password generated at the time of registration. These credentials are used for Sign In, i.e. gaining access into the system.

2.1.3.4.1 HOW TO SIGN IN

In the Welcome screen displayed, click the Login option as highlighted in Fig. 2-20, to get navigated to the Login screen. Refer **Fig. 2-21**:

- Enter the **Username** address and **Password** in the respective textbox given.
- Enter the Captcha displayed for security reasons.
- Click the **Log in** button.
- In case, you have forgotten the login password, then click the **Forgot Password?** link.

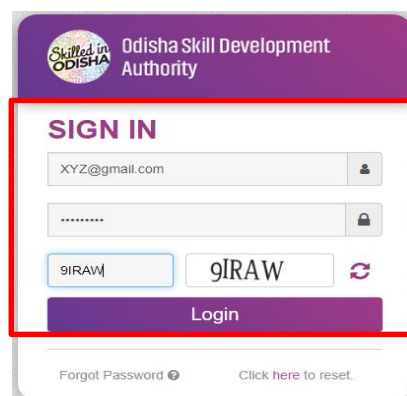
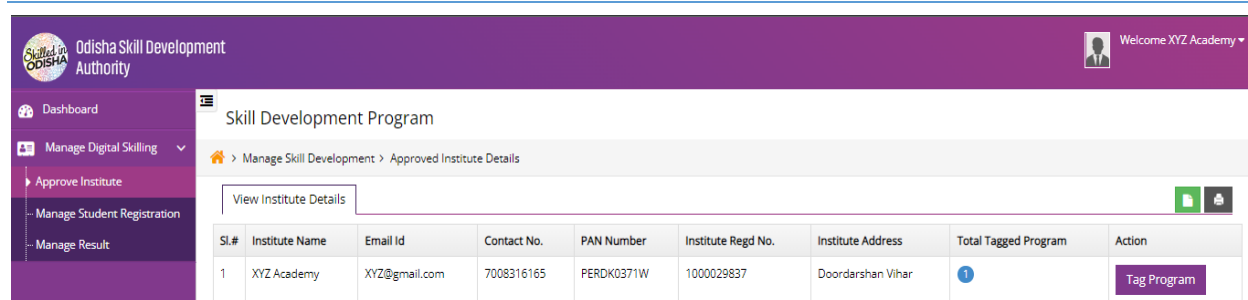


Figure 2-22 Login Screen

2.1.3.4.2 APPROVED INSTITUTION DETAILS



Sl.#	Institute Name	Email Id	Contact No.	PAN Number	Institute Regd No.	Institute Address	Total Tagged Program	Action
1	XYZ Academy	XYZ@gmail.com	7008316165	PERDK0371W	1000029837	Doordarshan Vihar	1	Tag Program

Figure 2-23 View Institution Screen

Referring to **Fig. 2-23**:

Here the authorized institution can view registration details and the user can **tag program**.

The user can download/take printout of the whole record by clicking on download/printout button located in right top corner.

2.1.3.4.3 TAG PROGRAM

Odisha Skill Development Authority

Welcome XYZ Academy

Dashboard

Manage Digital Skilling

Approve Institute

Manage Student Registration

Manage Result

Tag Program

Manage Application > Manage Program

Tag Program (*) Indicates Mandatory Field

Institute Details

Institute Name : XYZ Academy Email Id : XYZ@gmail.com
 Contact No. : 7008316165 PAN Number : PERDK0371W
 Registration No. : 1000029837 Institute Address : Doordarshan Vihar

Sl.#	Tag Program	Program Fee (in ₹)	Add More
1	JAVA	11433.333333333	
2	PHP	26320	

Submit Cancel

Figure 2-24 Tag Program Screen

Referring to **Fig. 2-24**:

Here the institution can add multiple programs.

2.1.3.5 MANAGE STUDENT REGISTRATION

Here the authorized institution can add candidates and tagged them with their desired program courses.

2.1.3.5.1.1 ADD STUDENT DETAILS

Odisha Skill Development Authority

Welcome XYZ Academy

Approve Institute

Manage Student Registration

Manage Result

Add Student

Type of courses sought for : jkenterprise

Name : Lalbahadur Lalit Kumar Jena

Email Address : lalbahadur.jena@gmail.com

Mobile Number : 8763724854

College / Institute Roll / Registration Number : 110001119

College / Institution Name : XYZ Academy

Courses : MITech

Branch / Discipline : IT

Semester : Semester-1

Interested For Courses : JAVA

Select Identity Document Type : PAN Card

Any Identity Document : sample-Profile Image.pdf

Enter Identity Document Number : 22009100

Enter Current Address : Address

Submit Reset

Figure 2-25 Add Student Screen

Referring to **Fig. 2-25**.

Registration Form Section:

- Select **Course Type** in the given dropdown field.
- Enter **Name** in the given text box.

- Enter **Email ID** in the given text box.
- Enter **Mobile Number** in the given text box.
- Enter **College/ Institution Roll/ Registration Number** in the given text box.
- Select **College/ Institution Name** in the given dropdown field.
- Select **Course** in the given dropdown field.
- Select **Branch/ Discipline** in the given dropdown field.
- Select **Semester** in the given dropdown field.
- Select **Interested for course** in the given dropdown field.
- Select **identity type** in the given dropdown field.
- Upload **ID Document** in the given upload field.
- Enter **Identity Document Number** in the given text Area.
- Enter **Current Address** in the given text Area.
- In order to add New **Student** click **Submit** Button.
- In order to clear data from the fields, click on **Reset** Button.
- Upon successful submission, a confirmation notification will pop up on the screen refer fig 2-26.

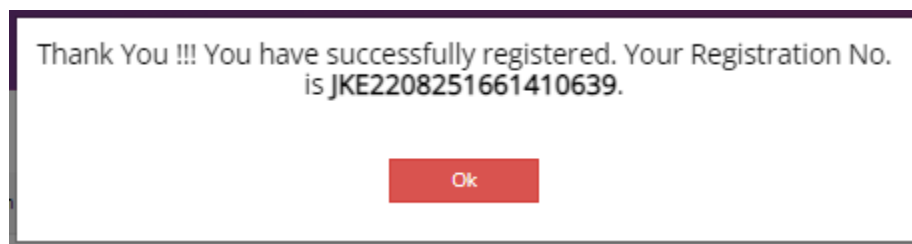


Figure 2-26 Successful Registration Notification pop-up

2.1.3.5.1.2 VIEW REGISTERED STUDENT DETAILS

SL#	Applicant Name	Registration Number	Courses sought for(TP)	College / Institution Name	Program	Program Fee	Registered On	Action
1	kumar kumar@gmail.com	JKE2208251661425652	jkenterprise	XYZ Academy	JAVA	11433.333333333	25-Aug-2022	Approved
2	Lalbahadur Lalit Kumar Jena lalbahadur.jena@gmail.com	JKE2208251661410639	jkenterprise	XYZ Academy	JAVA	11433.333333333	25-Aug-2022	View, Approve, Reject

Figure 2-27 View Registered Student Details Screen

Referring to **Fig. 2-27**:

Here the authorized user can view list of registered students in a list view manner and the user can **View/Approve/ Reject** any particular application.

The user can export/take printout of the whole record by clicking on export/printout button located in right top corner.

The user can make use of the search panel; the list displayed can be filtered.

2.1.4 STUDENT REGISTRATION

Here students can register themselves to avail courses facilitated by OSDA.

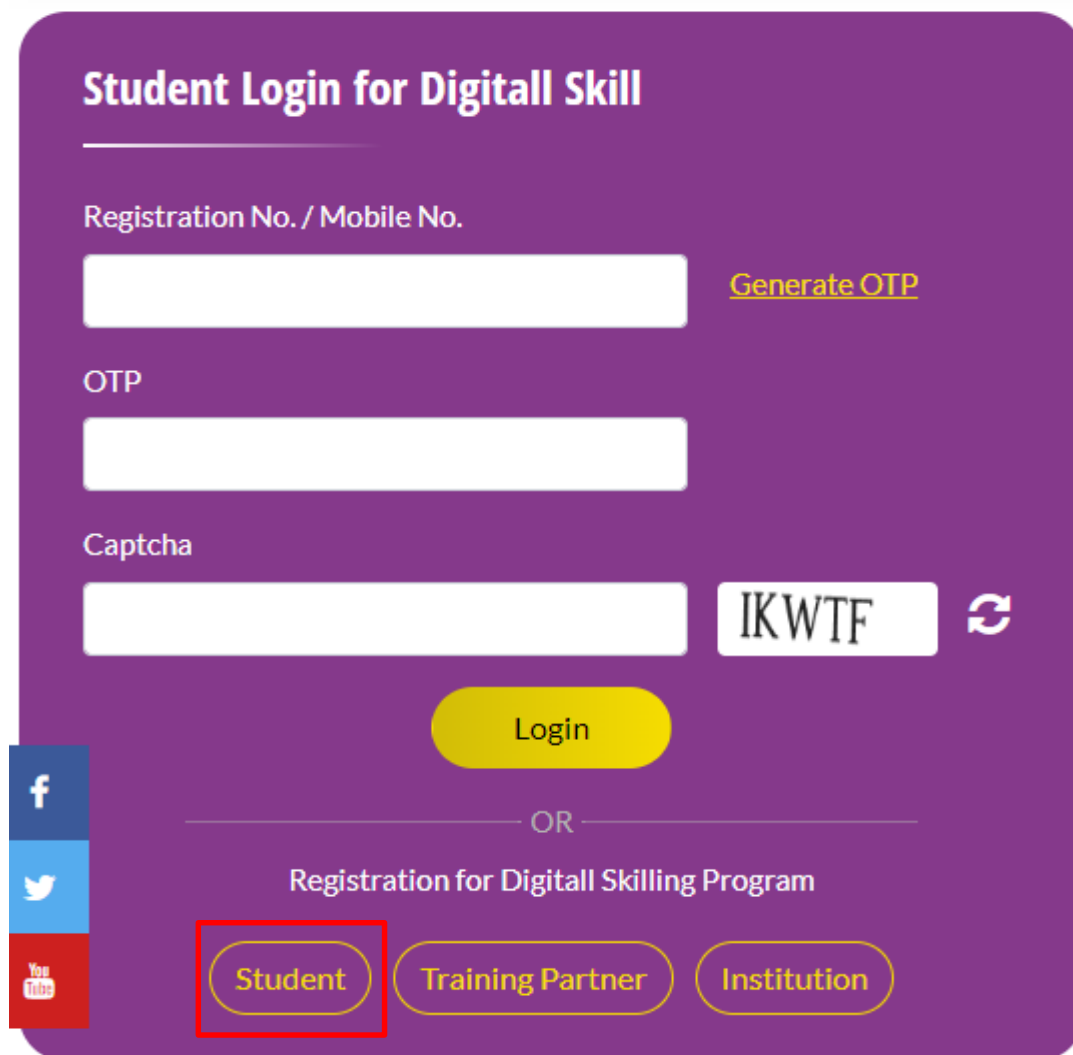
The image shows a purple-themed registration form titled "Student Login for Digital Skill". It includes input fields for "Registration No. / Mobile No.", "OTP", and "Captcha". A "Generate OTP" link is next to the first field. A "Login" button is below the fields. A captcha image shows "IKWTF" with a refresh icon. Below the login section, there is a horizontal line with "OR" in the center, followed by the text "Registration for Digital Skill Program". At the bottom, there are three buttons: "Student" (highlighted with a red box), "Training Partner", and "Institution". On the left side, there are social media icons for Facebook, Twitter, and YouTube.

Figure 2-28 Student Registration Screen

With reference to the figure 2-28.

To register in digital skilling student needs to click on **Student** Button and get re-directed to registration page refer 2-29, 2-30, 2-31.

2.1.4.1 STUDENT REGISTRATION FORM

2.1.4.1.1 COURSE RELATED INFORMATION

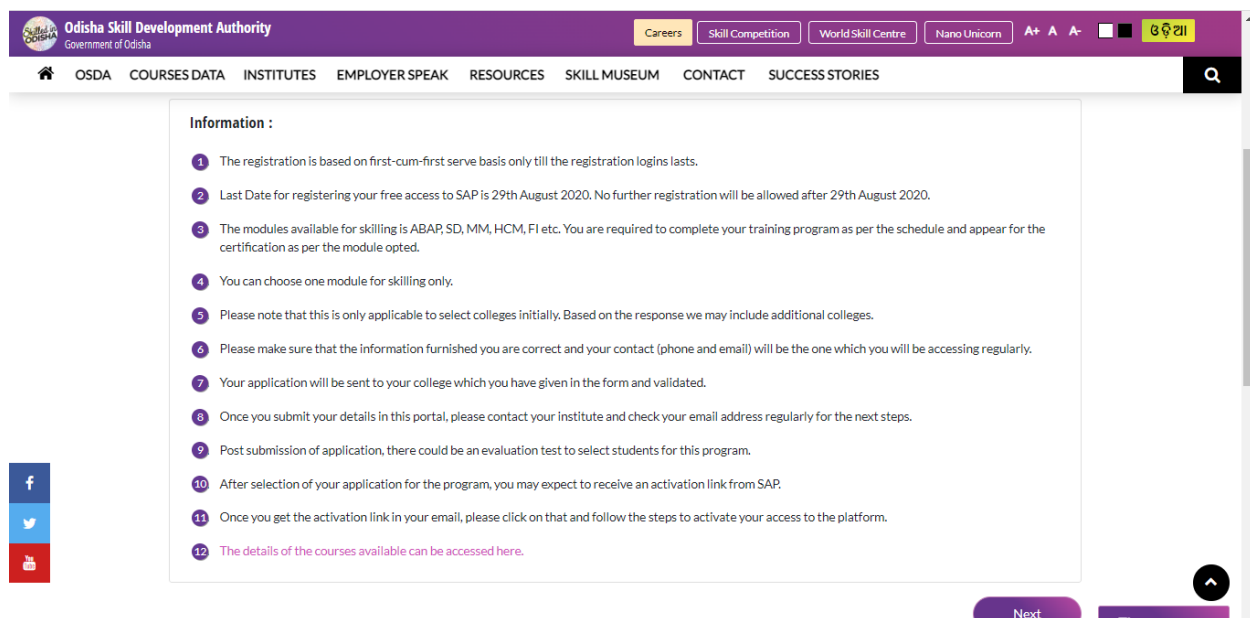
On clicking of student button student will re-directed to student registration page refer fig-2-29.

Here student has to choose type of courses sought, after selecting course type student needs to fill out the form, by clicking on next student will re-directed to registration page refer fig 2-31 .



The screenshot shows the Odisha Skill Development Authority website. The header includes the logo, name, and government affiliation, along with navigation links like Careers, Skill Competition, World Skill Centre, and Nano Unicorn. A search bar is present. The main navigation bar lists various sections: Vision, Journey so far, OSDA Structure, Schemes, Annual Report, Skill Competition, Careers, Tender, and Login. The page title is 'Digital Skill Program'. The main heading is 'Registration for Digital Skill Program'. Below it, there is a form with a label 'Type of courses sought for : *' and a dropdown menu showing 'jkenenterprise'.

Figure 2-29 Course Information Screen (part-1)



The screenshot shows the same website as Figure 2-29, but with the 'Information' section expanded. The section contains 12 numbered points providing details about the registration process. The points are as follows:

1. The registration is based on first-cum-first serve basis only till the registration logins lasts.
2. Last Date for registering your free access to SAP is 29th August 2020. No further registration will be allowed after 29th August 2020.
3. The modules available for skilling is ABAP, SD, MM, HCM, FI etc. You are required to complete your training program as per the schedule and appear for the certification as per the module opted.
4. You can choose one module for skilling only.
5. Please note that this is only applicable to select colleges initially. Based on the response we may include additional colleges.
6. Please make sure that the information furnished you are correct and your contact (phone and email) will be the one which you will be accessing regularly.
7. Your application will be sent to your college which you have given in the form and validated.
8. Once you submit your details in this portal, please contact your Institute and check your email address regularly for the next steps.
9. Post submission of application, there could be an evaluation test to select students for this program.
10. After selection of your application for the program, you may expect to receive an activation link from SAP.
11. Once you get the activation link in your email, please click on that and follow the steps to activate your access to the platform.
12. The details of the courses available can be accessed [here](#).

At the bottom of the form, there is a 'Next' button and a 'Previous' button.

Figure 2-30 Course Information Screen (part-2)

2.1.4.2 STUDENT REGISTRATION FORM

The screenshot shows the 'Registration for Digital Skill Program' form on the Odisha Skill Development Authority website. The header includes the logo, navigation menu, and utility links. The form fields are as follows:

Field Label	Field Type / Value
Training Partner Name :	EDCREATE SOCIAL FOUNDATION
Name: *	Enter here
Email Address: *	Enter here
Mobile Number: *	Enter here
Present District: *	--Select--
Present Block: *	--Select Block--
Gender: *	--Select Gender--
School / College / Institution Name: *	--Select--

Figure 2-31 Student Registration Screen (part-1)

The screenshot shows the continuation of the 'Registration for Digital Skill Program' form. The fields are as follows:

Field Label	Field Type / Value
School / College / Institute Roll / Registration Number:	Enter here
Highest Qualification: *	--Select--
Branch / Discipline: *	--Select--
Semester:	--Select--
Available Courses: *	--Select--
Select Identity Document Type: *	--Select--
Any Identity Document: *	Choose File No file chosen
Enter Identity Document Number: *	Enter here
Enter Current Address: *	Enter here
Captcha Code	NPU03
Are you from Odisha? *	<input type="radio"/> Yes <input type="radio"/> No

Figure 2-32 Student Registration Screen (part-2)

Odisha Skill Development Authority
Government of Odisha

Careers Skill Competition World Skill Centre Nano Unicorn A+ A A- ଓଡ଼ିଆ

OSDA COURSES DATA INSTITUTES EMPLOYER SPEAK RESOURCES SKILL MUSEUM CONTACT SUCCESS STORIES

Declaration :

- 1 I hereby confirm that all the above information furnished by me is correct
- 2 I hereby declare that I am willing to undertake this upskilling program to improve the employability.
- 3 I am giving my consent to evaluate my application for selection process if any.
- 4 I agree to pay a subsidized fee towards the course applied in case my application is approved for upskilling program. The details of the fee collection will be intimated by respective colleges.
- 5 I hereby agree that my access to the SAP ERP course will start only after activating the access as indicated next steps. The activation link to the platform will be available to me in my email.
- 6 I am responsible to activate my access once I get the activation link.
- 7 I understand that my access to the platform within 6 months of activation or date specified by my institute or OSDA whichever is earlier. I am responsible to complete the course within that timeline.
- 8 I agree to complete the course and related certification (if any) within the activation period after that period I will not claim for access to the platform or course.
- 9 I hereby declare that I am studying in Odisha in the proposed Technical / Professional Institutes as mentioned in the registration page. I understand if I choose Others in the Institution name, then I may not be considered for the program.

☐ Accept & Agree ?

Submit

Enquire Now

Waiting for syndication.twitter.co...

Figure 2-33 Student Registration Screen (part-2)

With reference to the figure 2-31, 2-32, 2-33.

To register in digital skilling student needs fill out all the asked information and on clicking of submit button registration process will be completed, then successful notification pop-up on the screen refer fig 2-34.

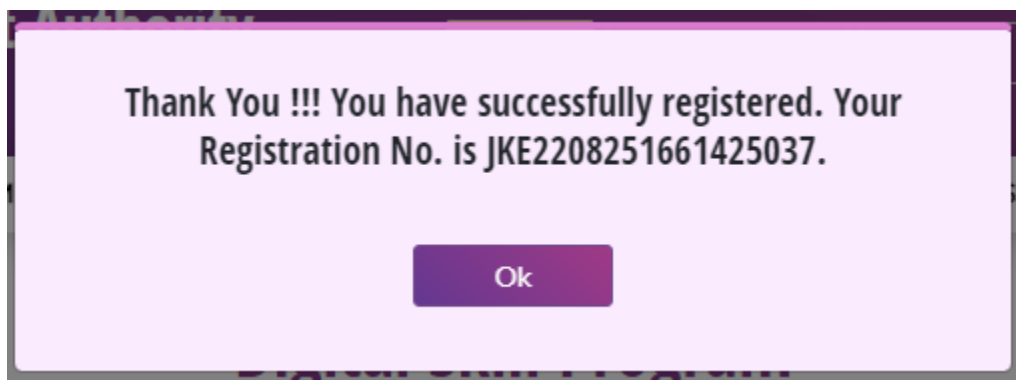


Figure 2-34 Successfully Registered Screen

2.1.4.2.1 STUDENT REGISTRATION REQUEST APPROVE BY INSTITUTION

Odisha Skill Development Authority

Welcome XYZ Academy

Dashboard

Manage Digital Skilling

Approve Institute

Manage Student Registration

Manage Result

Skill Development Program Report

Manage Skill Development Program > View Registered Student Details

View Student Details

Add Student

Date To :
Date From :
Registration Number :

Payment Status By Student : All
Payment Status By Institute : All
Eligibility : All

Institute/College : XYZ Academy
Program : --Select--
Registration Status : All

Show
Clear

Sl.#	Applicant Name	Registration Number	Courses sought for(TP)	College / Institution Name	Program	Program Fee	Registered On	Action
1	kumar kumar@gmail.com	JKE2208251661425652	jkenterprise	XYZ Academy	JAVA	11433.333333333	25-Aug-2022	Approved
2	Lalbahadur Lalit Kumar Jena lalbahadur.jena@gmail.com	JKE2208251661410639	jkenterprise	XYZ Academy	JAVA	11433.333333333	25-Aug-2022	

Figure 2-35 Request Registration Approval Screen

Referring to **Fig. 2-35**:

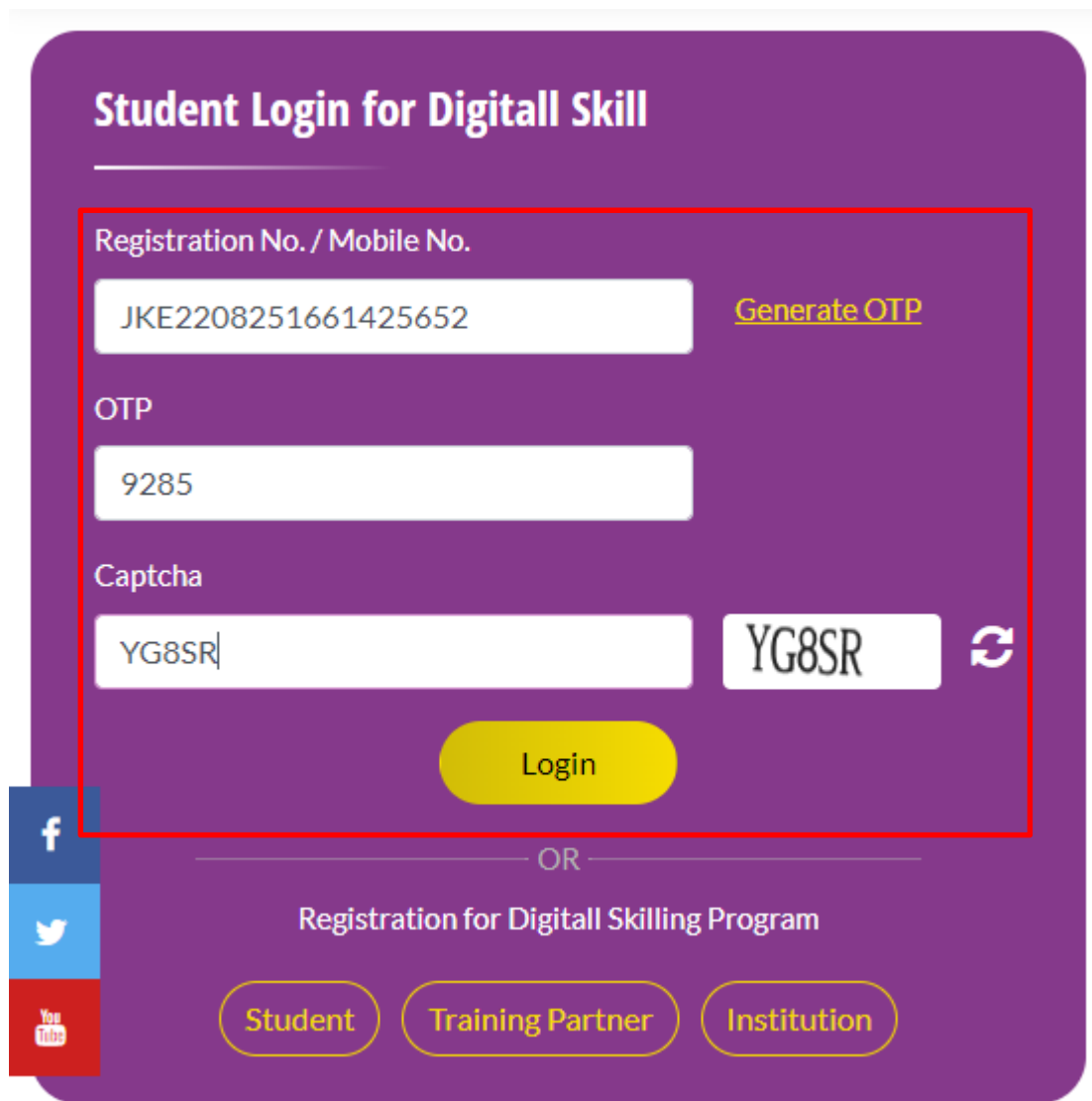
Here the authorized user can view list of student requested for registration in a list view manner and the user can **View/Approve/ Reject** any application by selecting the particular application.

The user can export/take printout of the whole record by clicking on export/printout button located in right top corner.

The user can make use of the search panel; the list displayed can be filtered.

After registration done applicant will login by providing registration number or mobile number.

2.1.4.3 STUDENT LOGIN



The image shows a purple login interface titled "Student Login for Digital Skill". A red rectangular box highlights the main login area, which includes three input fields: "Registration No. / Mobile No." with the value "JKE2208251661425652", "OTP" with the value "9285", and "Captcha" with the value "YG8SR". To the right of the first field is a yellow "Generate OTP" link. To the right of the captcha field is a refresh icon. Below these fields is a yellow "Login" button. Below the login area, there is a horizontal line with "OR" in the center, followed by the text "Registration for Digital Skilling Program". At the bottom, there are three yellow buttons: "Student", "Training Partner", and "Institution". On the left side of the screen, there are three social media icons: Facebook, Twitter, and YouTube.

Student Login for Digital Skill

Registration No. / Mobile No.

JKE2208251661425652 [Generate OTP](#)

OTP

9285

Captcha

YG8SR YG8SR ↺

Login

OR

Registration for Digital Skilling Program

Student Training Partner Institution

Figure 2-36 Student Login Screen

Referring to **Fig. 2-36**:

In order to login to the portal student has to put the received credential and click on login.

After login student will redirected to their respective dashboard, where student can view application status, own profile information and course information.

2.1.4.3.1 STUDENT DASHBOARD

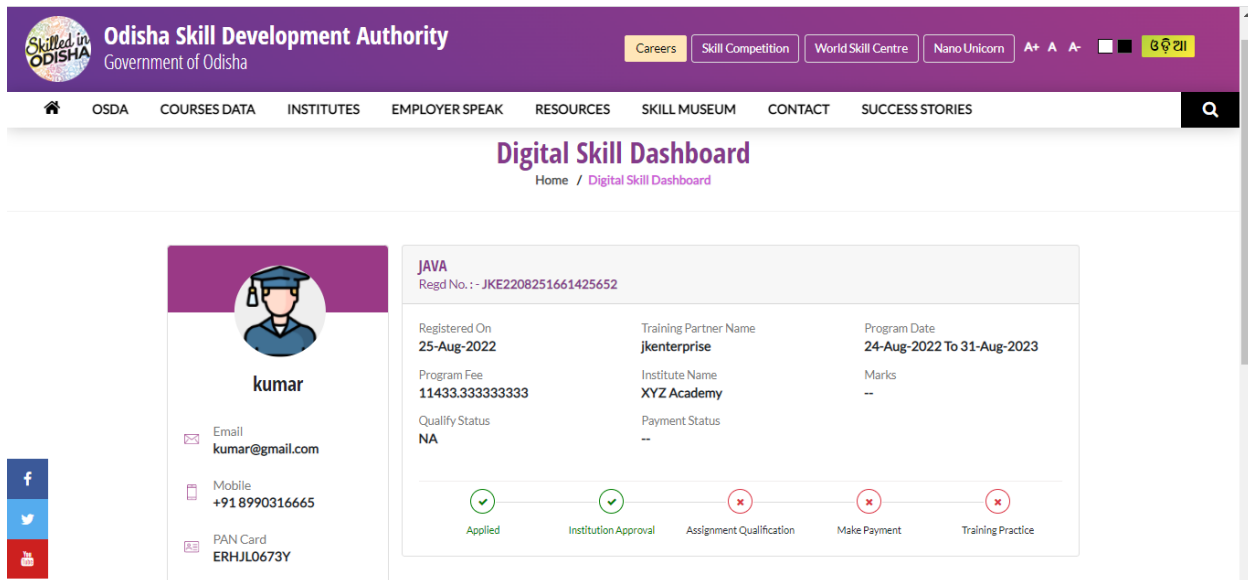


Figure 2-37 Student Dashboard Screen

Referring to **Fig. 2-37**:

Here the user can access course related information along with application status and their own profile information.

Once approved by the institution student will appear for offline exam conducted by Training Partner.

2.1.5 MANAGE RESULT

2.1.5.1 UPDATE MARK

Here the authorized user will update mark that the student acquired in offline exam.

Odisha Skill Development Authority

Welcome Digital Skilling

View Skill Marks

Manage Skill Development > Enter Skill Marks

Update Mark | **Qualify Skill Result** | Update Bulk Marks

Type of courses sought for: --Select-- College / Institution Name: --Select-- **Show**

Update Marks

Sl.#	Applicant Details	Registration Number	Courses sought for	College / Institution Name	Marks
1	kumar +91- 8990316665 kumar@gmail.com	JKE2208251661425652	jkenterprise	XYZ Academy	60 Updated By :- Digital Skilling
2	Kumar +91- 7008316165 kumar@gmail.com	JKE2208251661425037	jkenterprise	C V Raman	70 Updated By :- Digital Skilling
3	Lalbahadur Lalit Kumar Jena +91- 8763724854 lalbahadur.jena@gmail.com	JKE2208251661410639	jkenterprise	XYZ Academy	60 Updated By :- XYZ Academy
4	Test By Rahul	CSM2206211655790376	CSM Tech	CTTC	40

Figure 2-38 Update mark Screen

Referring to **Fig. 2-38**:

Here the authorized user can view list of registered students in a list view manner and the user can **give marks to respective** applicants and update marks by clicking on **update mark** button.

The user can export/take printout of the whole record by clicking on export/printout button located in right top corner.

The user can make use of the search panel; the list displayed can be filtered.

2.1.5.2 QUALIFY SKILL RESULT

Here the authorized user will select the qualifiers.

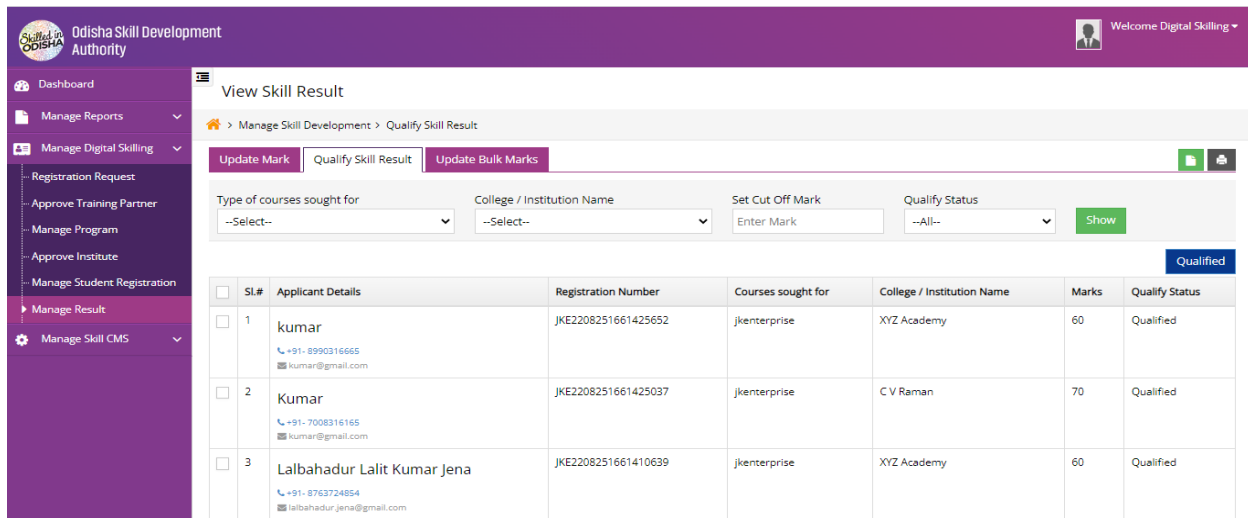


Figure 2-39 Qualify Screen

Referring to **Fig. 2-39**:

Here the authorized user can view list of registered students in a list view manner and the user can select the candidate and **qualify** them by clicking on **qualified** button.

The user can export/take printout of the whole record by clicking on export/printout button located in right top corner.

The user can make use of the search panel; the list displayed can be filtered.

2.1.5.3 UPDATE MARKS IN BULK MANNER

Here the authorized user can update marks in bulk manner.

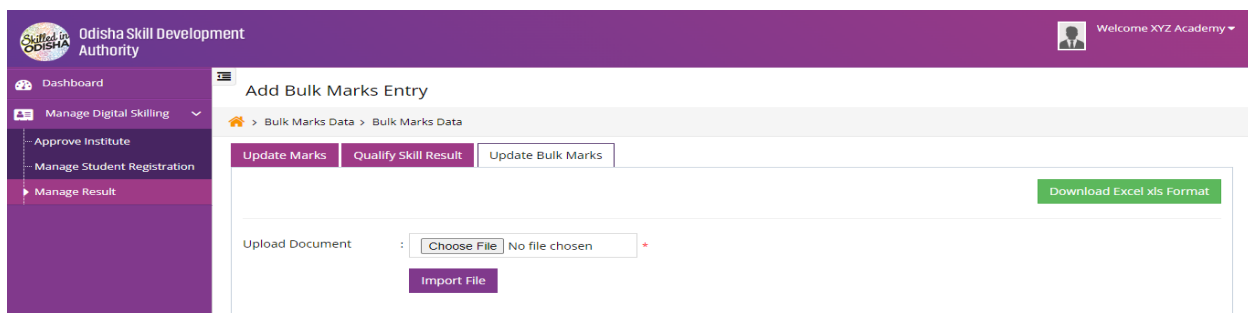


Figure 2-40 Update mark in bulk Screen

Referring to **Fig. 2-40**: Here the authorized user will download given excel format and update the marks of all the candidates then upload that sheet in the given upload field.

2.1.6 COURSES PAYMENT

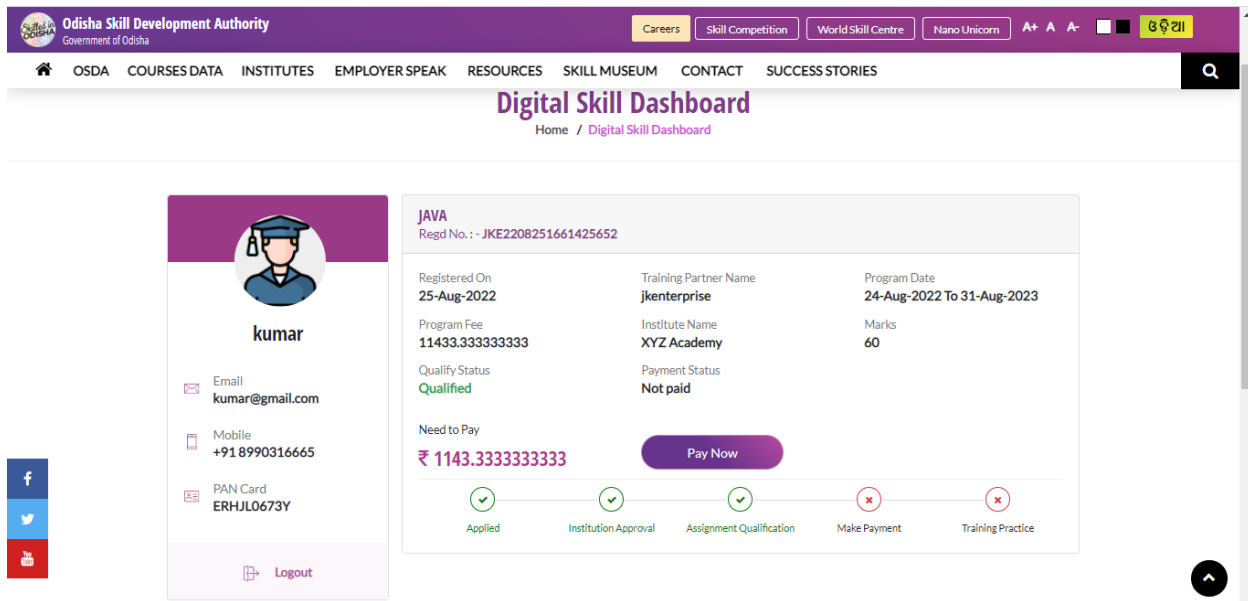
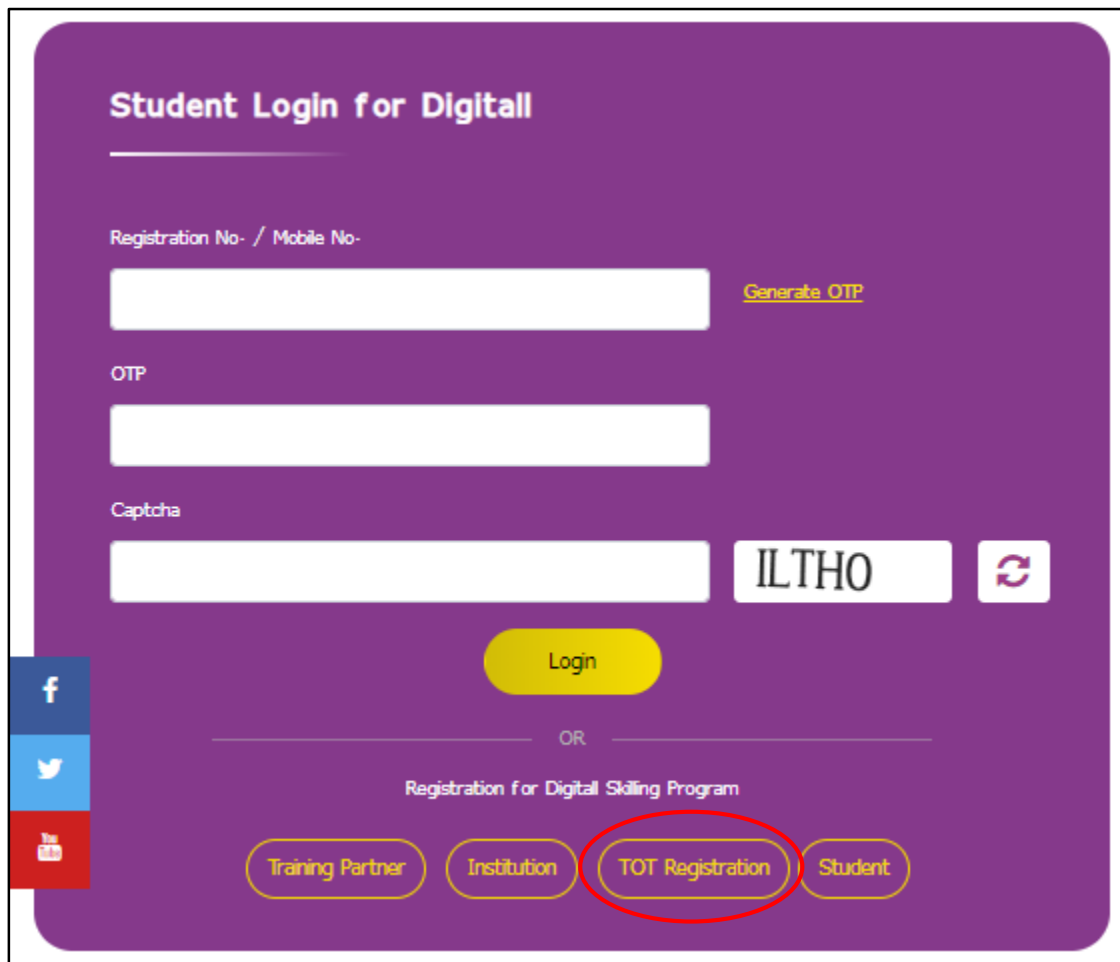


Figure 2-41 Availing Course by Payment Screen

Referring to **Fig. 2-41**:

After qualifying the exam student then eligible for availing courses by making payment refer fig 2-42.

2.1.7 TOT REGISTRATION




Student Login for Digitall

Registration No- / Mobile No-

[Generate OTP](#)

OTP

Captcha

ILTHO 

[Login](#)

OR

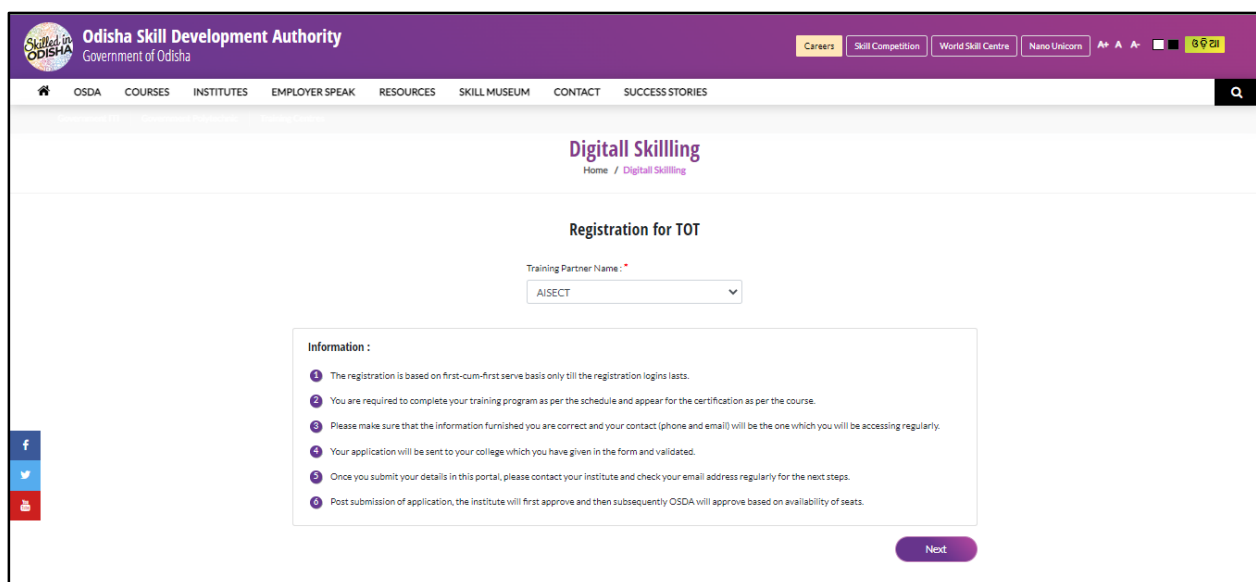
Registration for Digital Skilling Program

[Training Partner](#)
[Institution](#)
[TOT Registration](#)
[Student](#)

Figure 2- 42 TOT Registration Page

With reference to the figure 2-42

User have to register by clicking on **TOT Registration** Button under **Courses → Skill Development**.



Odisha Skill Development Authority
Government of Odisha

Careers Skill Competition World Skill Centre Nano Unicorn

OSDA COURSES INSTITUTES EMPLOYER SPEAK RESOURCES SKILL MUSEUM CONTACT SUCCESS STORIES

Digital Skilling
Home / Digital Skilling

Registration for TOT

Training Partner Name : *

Information :

- 1 The registration is based on first-cum-first serve basis only till the registration logins lasts.
- 2 You are required to complete your training program as per the schedule and appear for the certification as per the course.
- 3 Please make sure that the information furnished you are correct and your contact (phone and email) will be the one which you will be accessing regularly.
- 4 Your application will be sent to your college which you have given in the form and validated.
- 5 Once you submit your details in this portal, please contact your institute and check your email address regularly for the next steps.
- 6 Post submission of application, the institute will first approve and then subsequently OSDA will approve based on availability of seats.

[Next](#)

Figure 2- 43 Enter Training Partner Name

Here User has to select the Training Partner Name mention in the drop-down as shown in the **Fig. 2- 43** and have to click next.

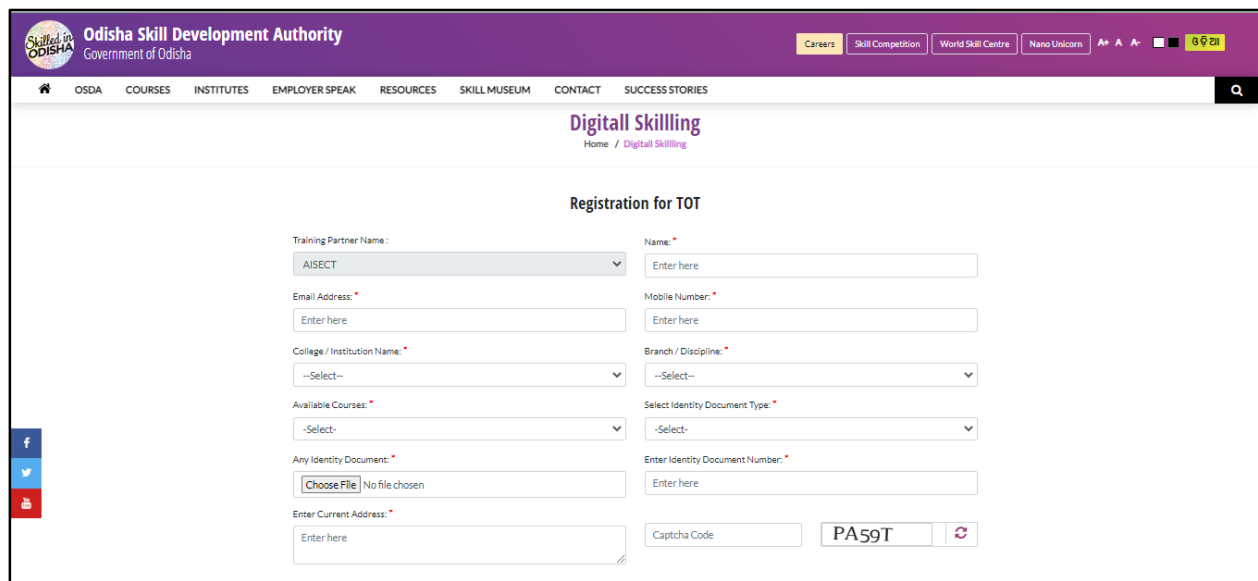


Figure 2- 44 TOT Registration Page (Part – 1)

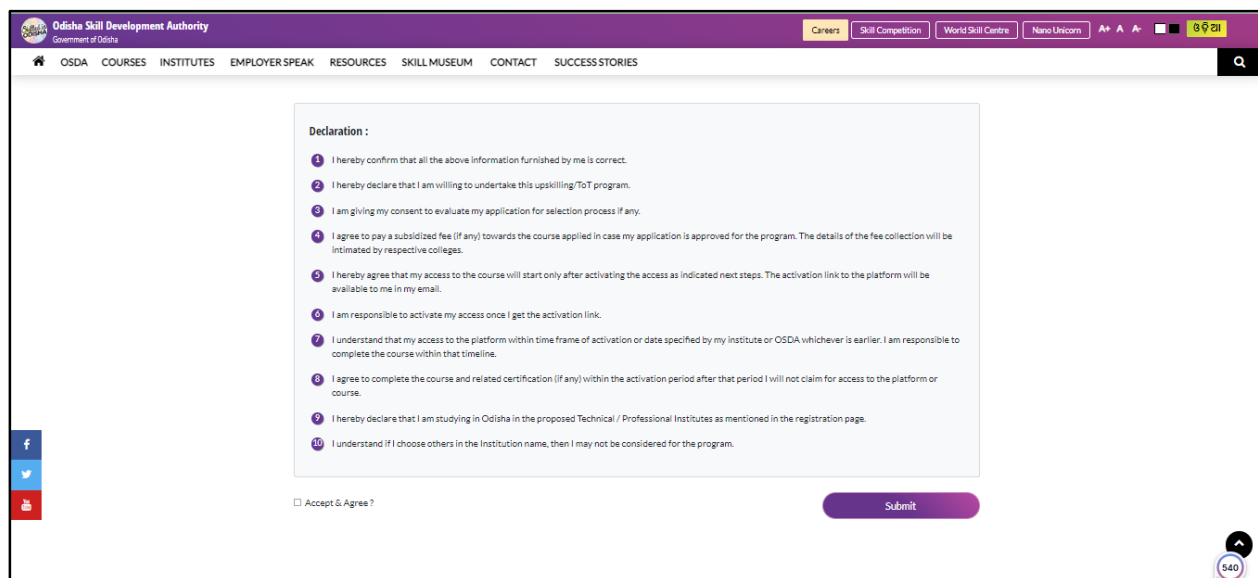


Figure 2- 45 TOT Registration Page (Part – 2)

Referring to **Fig. 2-44, 2-45**.

In the TOT Registration Form Section:

- Enter **Name** in the given text box.
- Enter **Email Address** in the given text box.
- Enter **Mobile Number** in the given text box.
- Enter **College /Institution Name** in the given text box.
- Enter the **Branch/Discipline** in the given text box.

- Enter the **Available Courses** in the given text box.
- Enter the **Select Identity Document Type** in the given text box.
- Enter the **Any Identity Document Type** in the given text box.
- Enter the **Identity Document Number** in the given text box.
- Enter the **Current Address** in the given text box.
- Enter the Captcha Code in the given text box.

After entering all the necessary field accept and agree the Declaration points and submit the page using the **Submit button**.

3. HELP DESK

3.1 HOW TO GET STARTED

In order to get started with the help desk module user has to create the User profile

Figure3- 46 Login Page

3.1.1 ADD USER PROFILE

User has to Add User profile through **the Super Admin → Manage User → User Profile → Add User**. As mention in the below **fig. 3- 47** and **fig. 3- 48**.

Odisha Skill Development Authority

Welcome Super Administrator

Dashboard

Manage User

Location

Department

Designation

User Profile

Set Permission

Manage Master

Manage Link

Manage Application

Manage Institutions

Manage Events

Add User

Manage User > User Profile

Add View

Personal Details

Full Name : *

Gender : ☒ Male ☐ Female

Qualification : *

User Photo : No file chosen

(jpeg,jpg,png file only and Max size file Size 1 MB)

Service Details

Select Location : --Select-- *

Figure3- 47 Add User Page

Odisha Skill Development Authority

Welcome Super Administrator

Manage Master

Manage Events

Manage Reports

Manage Digital Skilling

Manage Skill Competition

Manage Skill CMS

Manage Helpdesk

Service Details

Select Location : --Select-- *

Select Department : -- Select -- *

Select Designation : -- Select -- *

Contact Details

Office Phone/Ext No. : *

Mobile No. : *

Email : *

☐ Login Details

Figure3- 48 Add User Page

Under Personal Details form section:

- Enter the **Name** given in the text box.
- Select the **Gender** given in the radio button.
- Enter the **Qualification** given in the text box.
- Upload **Photo** using the upload button.

Under Service Details:

- Select the **Location** from the dropdown.
- Select **Department** from the dropdown.
- Select **Designation** from the dropdown.

Under the Contact Details:

- Enter **Office Phone/Ext. No.** given in the text box.
- Enter the **Mobile No.** given in the text box.
- Enter the **Email Id.** given in the text box.

3.1.2 MANAGE HELP DESK

Under Manage Helpdesk user could Manage Holiday, Create the Complaint Category, Create the Complaint Sub Category, SLA Configuration, Escalation Configuration, Registered Complaint.

3.1.1.1 MANAGE HOLIDAY

Odisha Skill Development Authority

Welcome Super Administrator

Manage Master

Manage Link

Manage Application

Manage Institutions

Manage Events

Manage Reports

Manage Digital Skilling

Manage Skill Competition

Manage Skill CMS

Manage Helpdesk

Manage Holiday

Add View

Select Vendor *

- Select -

Fixed Holiday Optional Holiday

* Click on date for add holiday | * Right click on date for update or delete holiday

Holiday

☒ Sunday ☐ Monday ☐ Tuesday

☐ Wednesday ☐ Thursday ☐ Friday

☐ Saturday

Working Time *

Submit

2021 2022 2023 2024 2025

January February March

Su Mo Tu We Th Fr Sa

1 2 3 4 5 6 7

8 9 10 11 12 13 14

15 16 17 18 19 20 21

22 23 24 25 26 27 28

29 30 31

April May June

Su Mo Tu We Th Fr Sa

Su Mo Tu We Th Fr Sa

Su Mo Tu We Th Fr Sa

Figure 3- 49 Manage Holiday

Refer to the Fig. 3 -49 image above user could manage the No. of working days and could add the National and Regional holiday using the Manage holiday tab.

3.1.1.2 COMPLAINT CATEGORY

Odisha Skill Development Authority

Welcome Super Administrator

Dashboard

Manage User

Manage Master

Manage Link

Manage Application

Manage Institutions

Manage Events

Manage Reports

Manage Digital Skilling

Manage Skill Competition

Manage Skill CMS

Manage Helpdesk

Manage Holiday

Complaint Category

Complaint Category

Manage Grievance > Complaint Category

Add View

Category Name (In English) :

Category Name (In Odia) :

Description (In English) :

Description (In Odia) :

Submit Reset

(*) Indicates Mandatory Field

Figure 3- 50 Complaint Category

Refer to the Fig. 3 -50 image above user could add the Category of Complaint under the Complaint Category tab.

3.1.1.3 COMPLAINT SUB CATEGORY

Odisha Skill Development Authority

Welcome Super Administrator

Dashboard

Manage User

Manage Master

Manage Link

Manage Application

Manage Institutions

Manage Events

Manage Reports

Manage Digital Skilling

Manage Skill Competition

Manage Skill CMS

Manage Helpdesk

Manage Holiday

Complaint Category

Complaint Sub Category

Manage Grievance > Complaint Sub Category

Add View

Select Category : --Select--

Sub Category (In English) :

Sub Category (In Odia) :

Description (In English) :

Description (In Odia) :

Submit Reset

(*) Indicates Mandatory Field

Figure 3- 51 Complaint Sub Category

Refer to the Fig. 3 -51 image above user could add Sub Category of Complaint which are coming under the Complaint Category tab.

3.1.1.4 SLA CONFIGURATION

Odisha Skill Development Authority

Welcome Super Administrator

Dashboard

Manage User

Manage Master

Manage Link

Manage Application

Manage Institutions

Manage Events

Manage Reports

Manage Digital Skilling

Manage Skill Competition

Manage Skill CMS

Manage Helpdesk

Manage Holiday

Complaint Category

SLA Configuration

Manage Grievance > SLA Configuration

Add View

Select Category : --Select-- *

SLA Period Unit : --Select-- *

SLA Period : *

Submit Reset

(*) Indicates Mandatory Field

Figure 3- 52 SLA Configuration

Referring to the Fig. 3 -52 image above user could do the SLA configuration and could set the period to solve the issue.

3.1.1.5 ESCALATION CONFIGURATION

Odisha Skill Development Authority

Welcome Super Administrator

Dashboard

Manage User

Manage Master

Manage Link

Manage Application

Manage Institutions

Manage Events

Manage Reports

Manage Digital Skilling

Manage Skill Competition

Manage Skill CMS

Manage Helpdesk

Manage Holiday

Complaint Category

Escalation Configuration

Manage Grievance > Escalation Configuration

Add View

Select Category : IT *

Select Sub Category : Network Problem *

Priority : High *

HOD : CTO OSDA

Approval Level : 2 *

SLA Duration : 4 hours *

SL #	Working Calender*	Vendor Name*	Designation (Authority)*	Standard action taking duration (in hours)
1	--Select--	--Select--	--Select--	
2	--Select--	--Select--	--Select--	

Submit Reset

(*) Indicates Mandatory Field

Figure 3- 53 Escalation Configuration

Referring to the Fig. 3 -53 image above, User could do the Escalation Configuration and could set the severity of the issues and set the no. of approval levels.

3.1.1.6 REGISTERED COMPLAINT

Registered Complaint

Manage Grievance > Registered Complaint

New Complaints

Category : --Select-- Complain Priority : --Select-- Show Clear

Sl.#	Full Name	Token No.	E-mail Id	Mobile No.	Category Name	Priority	Registered Date & Time	Status	View History	Take Action
1	Rest	OS2305311685514835	rest@gmail.com	8977898798	IT	Low	31-May-2023 12:03 PM	Pending	View	Take Action
2	Team	OS2305311685514286	team@gmail.com	7877897997	IT	Low	31-May-2023 11:54 AM	Pending	View	Take Action
3	Test	OS2305301685454266	Test@gmail.com	7878787777	IT	Low	30-May-2023 19:14 PM	Pending	View	Take Action
4	Himadri	OS2305251685020484	rahul.saw@csn.tech	8908843252	IT Help	Low	25-May-2023 18:44 PM	Pending	View	Take Action
5	Rahul Kumar Saw	OS2305081683532748	rahul.saw@csn.tech	8908843252	IT Help	High	08-May-2023 13:29 PM	Forwarded	View	Take Action

Showing 1 to 5 of 5 entries

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Figure 3- 54 Registered Complaint (Part-1)

Complaint Details

Full Name : Rest Token No. : OS2305311685514835

Mobile No. : 8977898798 Email Id : rest@gmail.com

Category : IT Sub Category : Network Problem

Applied On : 31-May-2023 12:03 PM Message : jkgjhjgjh

Status* : Forward Priority* : --Select--

Assign To* : IT Executive (Deepak Iv) Remarks* : Enter here

Submit

Figure 3- 55 Registered Complaint (Part-2)

Referring to the Fig. 3 -54 image above, User could view the no. of registered complaint and could give the status whether it is Hold, Discard, Resolved or Forwarded to the assigned executive as given in the reference fig 3-55.

3.1.1.7 MANAGE DASHBOARD

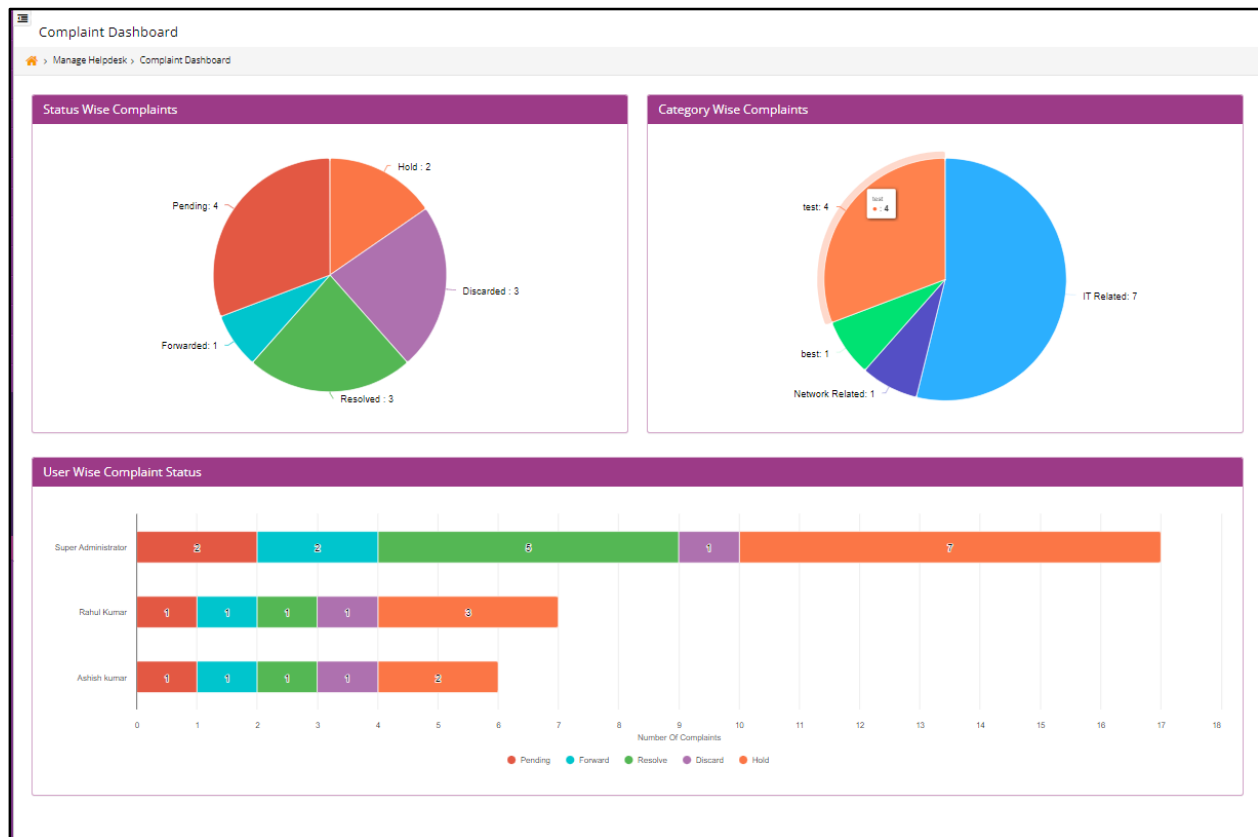


Figure 3- 56 Manage Dashboard

Odisha Skill Development Authority
Government of Odisha

Home / Other links / Helpdesk

Helpdesk

Name: *

Email Id: *

Mobile No: *

Category: *

Sub Category: *

Subject: *

Message: *

Attachment:

Captcha Code

[Enquire Now](#)

Figure 3- 57 End User Screen

Referring to **Fig. 3-57**

In the End User Screen Form Section:

- Enter **Name** in the given field.
- Enter **Email Id** in the given field.
- Enter **Mobile No.** in the given field.
- Select **Category** in the given drop down.
- Select **Sub Category** in the given drop down.
- Enter **Subject** in the given field.
- Enter **Message** in the given field.
- Upload **Attachment** using the upload button.
- Enter the **Captcha Code** in the given field.

3.3 EXECUTIVE LOGIN

Executives are the first respond team who will be receiving the complaint from the **End User** and take the necessary action.

Registered Complaint										
Home > Manage Grievance > Registered Complaint										
<div> <div>New Complaints</div> <div> <div>Category : --Select--</div> <div>Complain Priority : --Select--</div> <div>Show</div> <div>Clear</div> </div> </div>										
Sl.#	Full Name	Token No.	E-mail Id	Mobile No.	Category Name	Priority	Registered Date & Time	Status	View History	Take Action
1	Rest	OS2305311685514835	rest@gmail.com	8977898798	IT	Low	31-May-2023 12:03 PM	Pending	View	Take Action
2	Team	OS2305311685514286	team@gmail.com	7877897997	IT	Low	31-May-2023 11:54 AM	Pending	View	Take Action
3	Test	OS2305301685454266	Test@gmail.com	7878787777	IT	Low	30-May-2023 19:14 PM	Pending	View	Take Action
4	Himadri	OS2305251685020484	rahul.saw@csm.tech	8908843252	IT Help	Low	25-May-2023 18:44 PM	Pending	View	Take Action
5	Rahul Kumar Saw	OS2305081683532748	rahul.saw@csm.tech	8908843252	IT Help	High	08-May-2023 13:29 PM	Forwarded	View	Take Action
Showing 1 to 5 of 5 entries										

Figure 3- 58 Executive Login (Part-1)

Complaint Details					
Full Name	:	Rest	Token No.	:	OS2305311685514835
Mobile No.	:	8977898798	Email Id	:	rest@gmail.com
Category	:	IT	Sub Category	:	Network Problem
Applied On	:	31-May-2023 12:03 PM	Message	:	jkgjhjgjh
Status*	:	Forward	Priority*	:	--Select--
Assign To*	:	IT Executive (Deepak Iv	Remarks*	:	Enter here
<div>Submit</div>					

Figure 3- 59 Executive Login (Part-2)

Referring to the Fig. 3 -58 and Fig.1-59 image above, Executive could view the complaint using the View button.

Using the Take action Button user could give the status whether it is on Hold, Discard, Resolved or Forwarded to the assigned executive as given in the reference fig 3- 59.

Odisha Skill Development Authority OSDA

XYZ Academy

English

Payment Information

Net Banking

All Other Banks

Select Bank

Note: We will redirect you to the bank you have chosen above. Once the bank verifies your net banking credentials, we will proceed with your payment.

I agree with the [Privacy Policy](#) by proceeding with this payment.

INR 1143.00 (Total Amount Payable)

Make Payment

Cancel

ORDER DETAILS

Order #: JKE2208251661425652_040820

Order Amount 1143.00

Total Amount **INR 1143.00**

Figure 3-60 Payment Getaway Screen

4

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