USER MANUAL

NCVT MIS ITI Trainee Verification
STEP – 1:- Open NCVT site using the URL, [https://ncvtmis.gov.in/pages/home.aspx](https://ncvtmis.gov.in/pages/home.aspx)

STEP – 2:- Click the Login Link on page

STEP – 3:- Login with ITI credentials.
STEP – 4:- Navigate to the below path:-

Menu→ ITI→ Academic→ Admitted Trainee Details→ Edit Trainee

STEP – 5:- On clicking ‘Edit Trainee’ link the below Page will open.
STEP – 6:- Click to ‘Search’ Button then you will find the trainees for Editing. Click on Edit. As shown to below.

STEP – 7:- After clicking on ‘Edit’ blow screen will be open. ITI can edit trainee’s details.
STEP – 8:- If Trainees have verify their self from ‘Public Portal’ then ITI will upload ‘Verify Trainees Photograph’ by navigating below Path.

Menu → ITI → Academic → Upload Trainee Photograph → Upload Trainee Photograph
STEP – 9: On clicking ‘Upload Trainee Photograph’ link the below Page will open.

STEP – 10: Upload the ‘Trainee Photo’ by Choose File from your desktop location.
After photo upload by ITI Creator, ITI Approval will approve the trainees as shown below.

STEP – 11: Login with ITI Approval credentials.

STEP – 12: Navigate to the below path:

Menu → ITI → Academic → Admitted Trainee Details → Approve Admitted Trainee
STEP –13:- On clicking ‘Approve Admitted Trainee’ link the below page will open.

STEP –14:- On clicking ‘Search Button’ Trainees will show to for approve.
STEP –15:- Select the Trainees with Status as ‘Approve’ and click on ‘Submit’ button as shown below.

STEP –16:- After click on ‘Submit’ Trainees will be verify successfully. The message will be show that ‘Details Uploaded Successfully’