

**USER MANUAL FOR**  
**CRAFTSMEN TRAINING SCHEME (CTS)**  
**SCHEME ADMISSION**  
**FOR**  
**COLLEGE**  
**ON**  
**SKILL INDIA DIGITAL (SID)**

**Draft Version**  
**(Dated-26 Sept 2023)**

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### 1. Acronyms

SID- Skill India Digital

ITI- Industrial Training Institute

CTS- Craftsmen Training Scheme

MSDE- Ministry of Skill Development and Entrepreneurship

## 2. Introduction

The Craftsmen Training Scheme (CTS) trainee lifecycle is currently managed on the NCVTMIS portal by DGT. This portal needs an upgrade to the latest technology and hosting platform. To address this, the Ministry of Skill Development and Entrepreneurship (MSDE) is in the process of designing, developing, and commissioning a new tech-driven platform, Skill India Digital (SID), to oversee the CTS trainee lifecycle.

The transition from NCVTMIS to SID will be carried out in a phased manner. The first task to be introduced on the SID platform will be the uploading of trainee admission data.

## 3. Intended Audience

All Colleges for the purpose of CTS Admission.

## 4. System Requirements

You can access Skill India Digital from Android and iOS mobile devices. Our system requirements for these follow below:

- a. Minimum system requirements
  - Browser: Google Chrome (latest version), Firefox, Safari, Edge, or Opera for desktop/laptop
  - A broadband/mobile internet connection with good speed
- b. PC specific requirements
  - iOS 14.0 and above
  - Android 8.0 and above

The Skill India Digital app is available on iOS and Android devices.

## 5. How to install Skill India Digital app?

- a. To install the application, please open the Play Store or the App Store in your device



- b. Search for the Skill India Digital

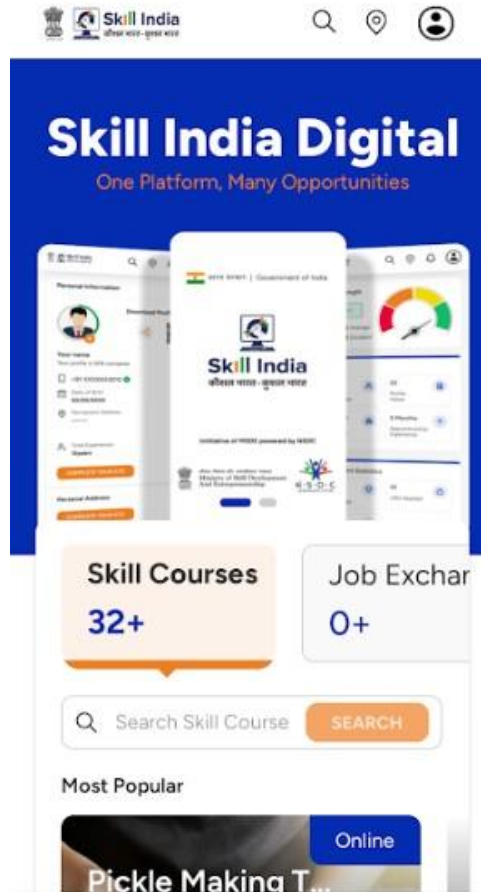
- c. Select the application with the name Skill India Digital (SID)
- d. Install the application on your device
- e. Open the application

Sr. No.	Title	Steps
1	How to install Skill India Digital app?	Open Play Store/App Store >> Search Skill India Digital >> Select the application "Skill India Digital" >> Install the Application >> Open the application

## 6. How to Login as ITI College in Skill India Digital ?

To Login as ITI College on Skill India Digital, follow these steps:-

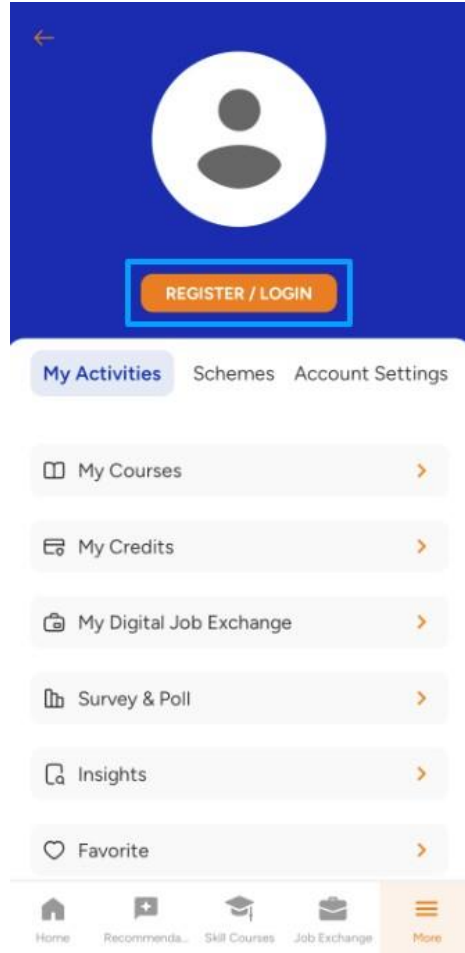
- a. Open the Mobile Application on your device



b. Tap on the top right corner profile icon



c. Tap on the Register / Login button



d. Select “Partner” option

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## Welcome to Skill India Digital

A platform to meet all your skilling needs digitally anytime anywhere



**Learner**  
Learn from several Skill Courses, find Skill Centres near you and explore the Job Exchange for career growth.




**Partner**  
Learning partner, Employer, Content Provider etc.

e. Select “ITI” option


← Back

## Register As


A platform to meet all your skilling needs digitally anytime anywhere



**State** ⓘ  
Assess and evaluate the performance & competency of learners.

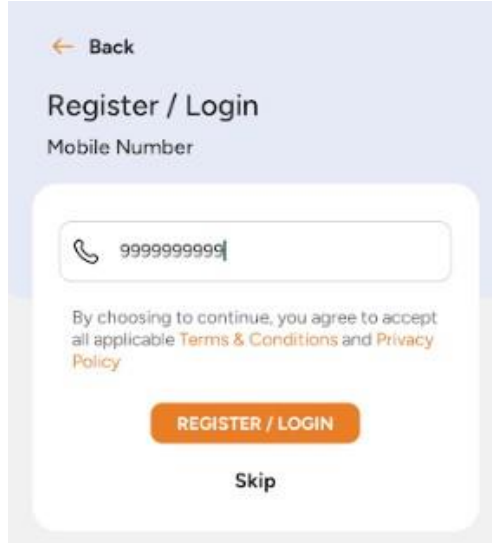


**DGT Admin** ⓘ  
Conduct assessments to ensure standardised evaluation of skills & competencies.

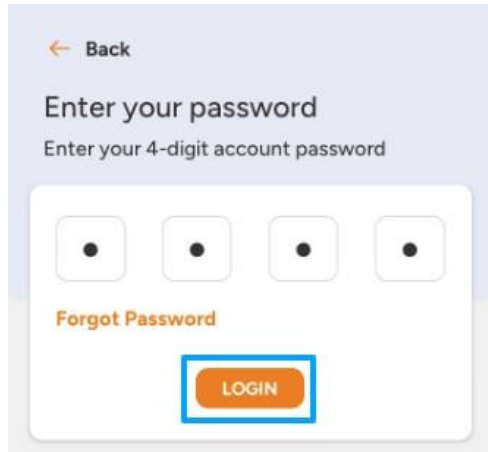


**ITI** ⓘ  
Accredit and certify individuals or institutions based on specific standards

f. Enter assigned Mobile Number and click on “REGISTER/LOGIN” button



g. Enter your four digit account password(Numbers), and then press LOGIN Button



h. You will be successfully logged in as ITI College in the Skill India Digital.

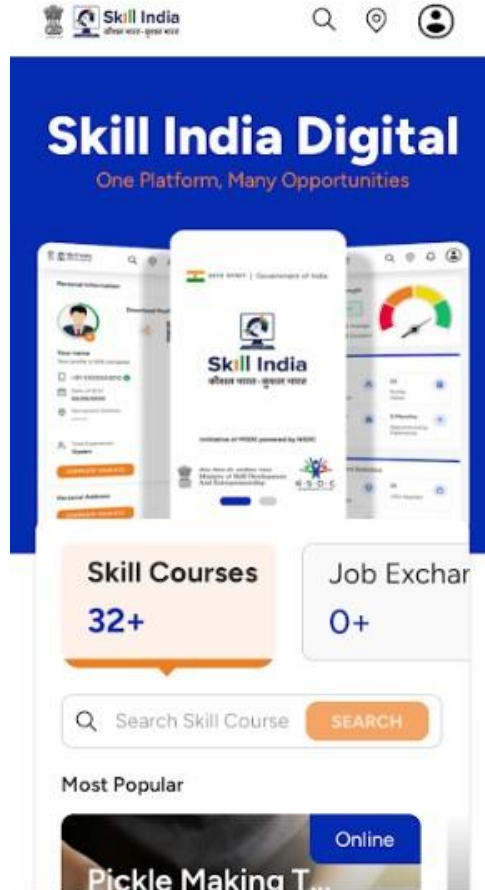
Sr. No.	Title	Steps
2	How to Login as ITI state in Skill India Digital?	Open SID application >> Select profile icon from top right corner >> Click on “Register/Login” button >> Select “Partner” option >> Click on “Login” button in ITI role >> Enter mobile number >> Enter password >> Login successful



## 7. How to Change Account Password?

To Change Account Password on Skill India Digital, follow these steps:-

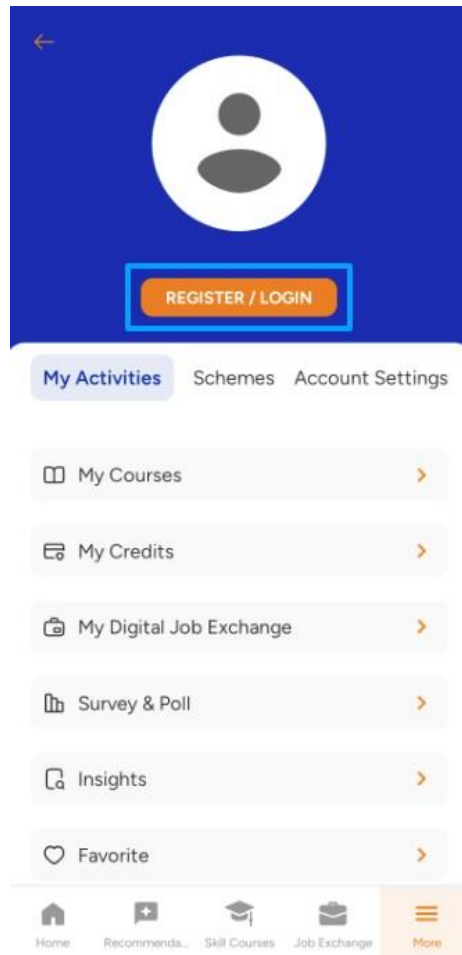
- a. Open the Mobile Application on your device



- b. Tap on the top right corner profile icon



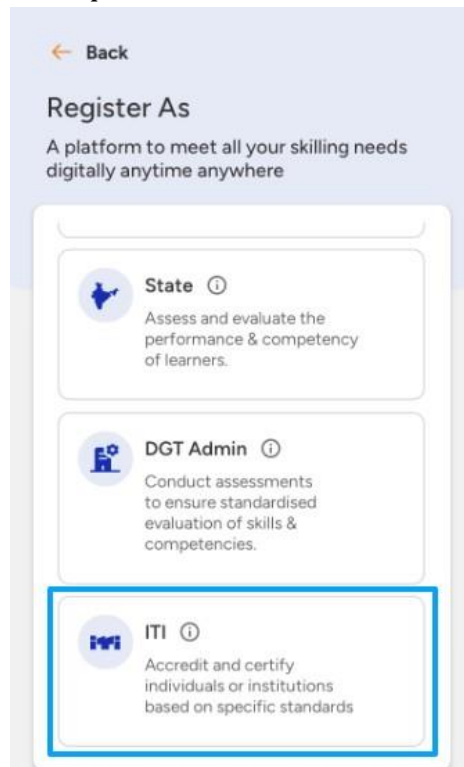
c. Tap on the Register / Login button



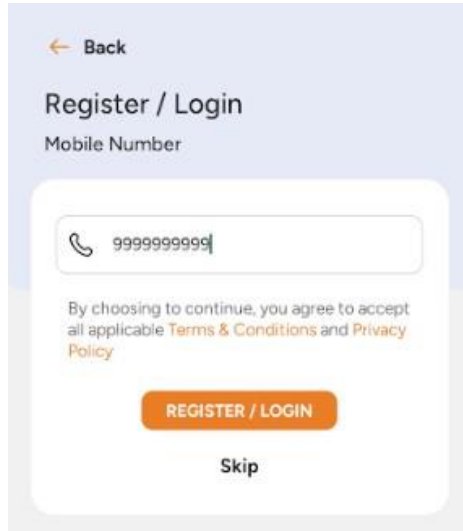
d. Select “Partner” option



e. Select “ITI” option



f. Enter assigned Mobile Number



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### Register / Login

Mobile Number

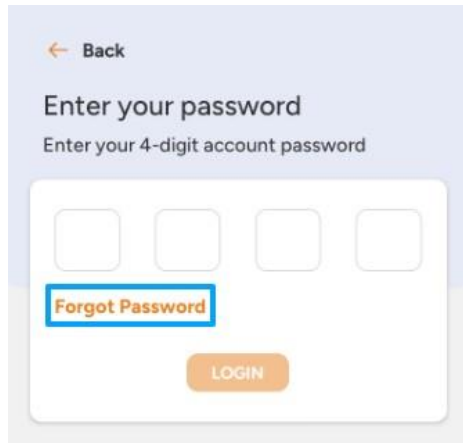
9999999999

By choosing to continue, you agree to accept all applicable [Terms & Conditions](#) and [Privacy Policy](#)

REGISTER / LOGIN

Skip

g. Click on the Forgot Password Option Above LOGIN Button



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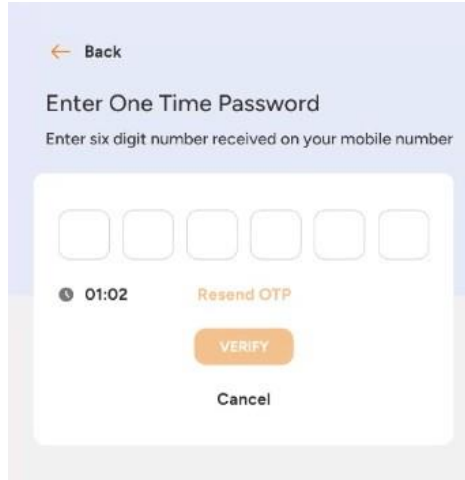
### Enter your password

Enter your 4-digit account password

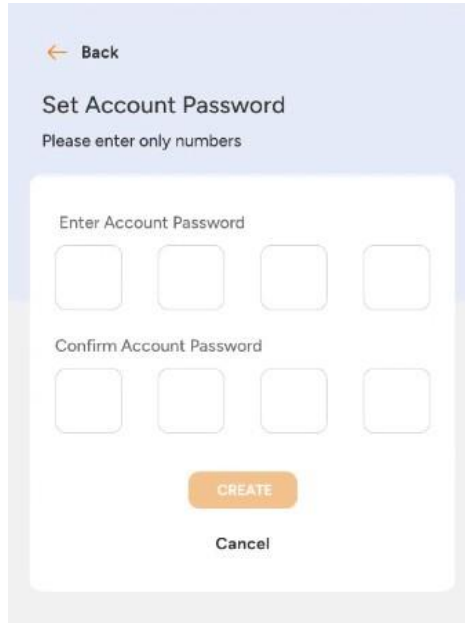
Forgot Password

LOGIN

- h. You will Receive an OTP(Numbers) through SMS, Enter the OTP and click on VERIFY button



- i. You will be prompted to Set New Account Password Screen, Enter your Desired Password(Numbers) and then click on the CREATE button.



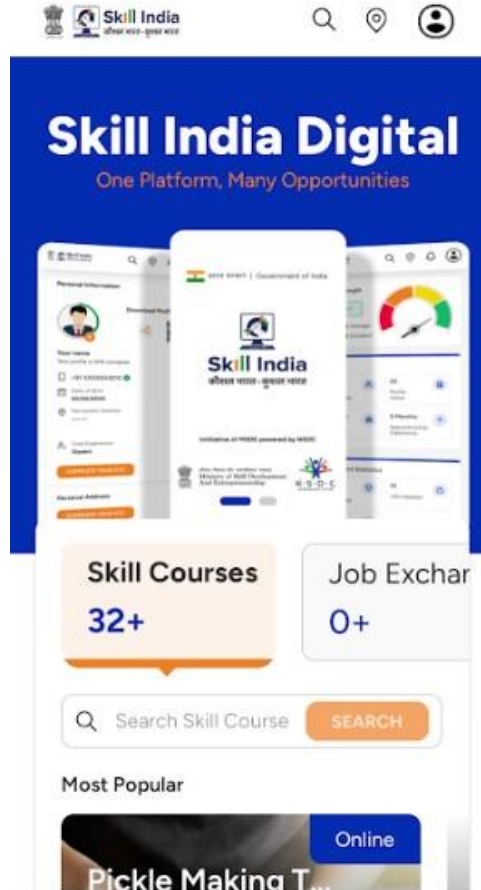
- j. You have successfully changed your Skill India Digital Password

Sr. No.	Title	Steps
3	How to Change Account Password?	Open SID application >> Select profile icon from top right corner >> Click on "Register/Login" button >> Select "Partner" option >> Select "ITI" role card >> Enter assigned mobile number >> Click on Forgot Password >> Enter OTP >> Set new account password >> Click on "Set" button

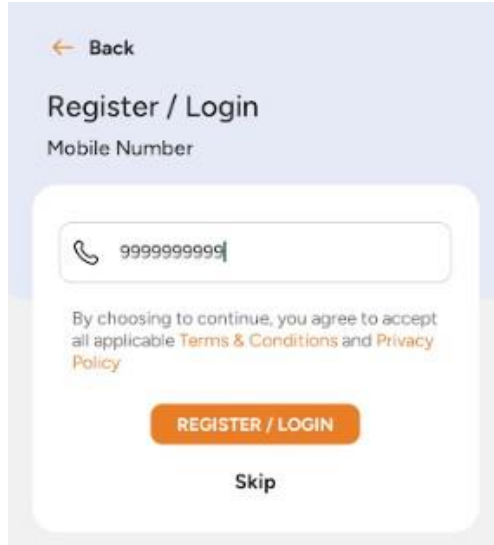
## 8. How to access ITI Trainee list in Skill India Digital ?

Users can access ITI Trainee list in Skill India Digital. In order to do so please follow the below steps:-

- a. Open the Mobile Application on your device



- b. Login on the Skill India Digital as ITI College using assigned Mobile Number(Numbers)



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### Register / Login

Mobile Number

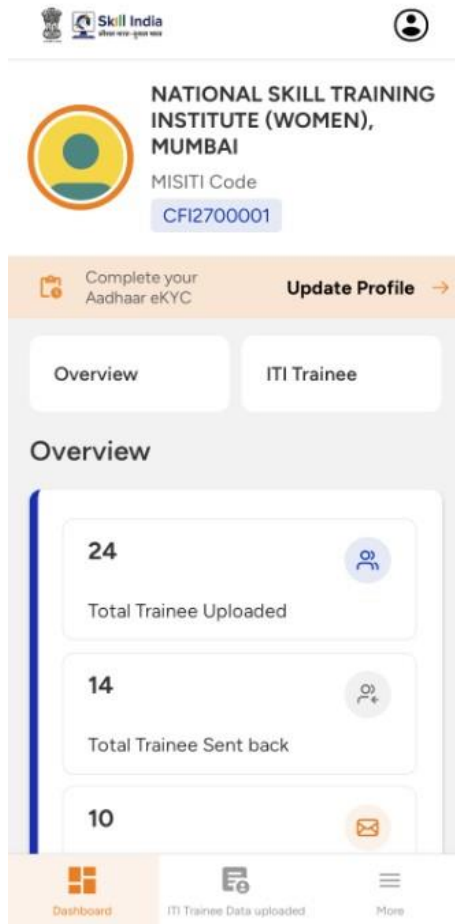
9999999999

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**REGISTER / LOGIN**

Skip

- c. After login you will be able to see ITI College dashboard



Skill India

NATIONAL SKILL TRAINING INSTITUTE (WOMEN), MUMBAI

MISITI Code  
CFI2700001

Complete your Aadhaar eKYC **Update Profile** →

Overview ITI Trainee

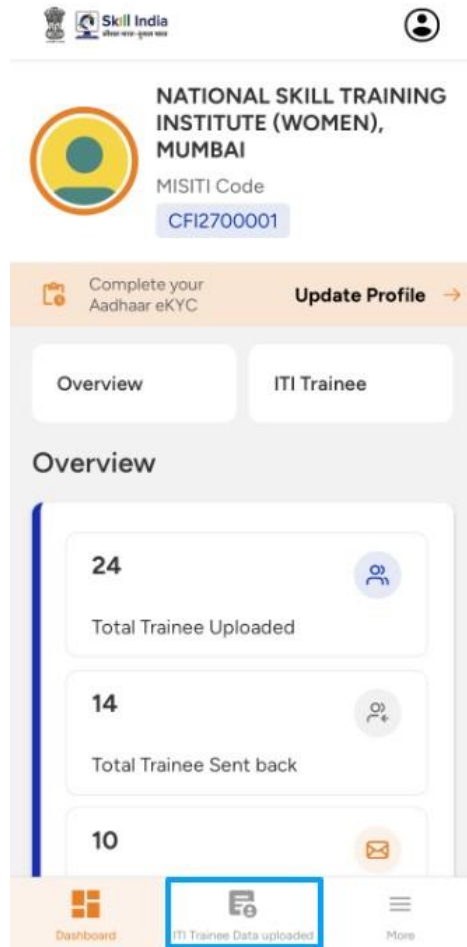
### Overview

24	👤
Total Trainee Uploaded	
14	👤
Total Trainee Sent back	
10	✉️

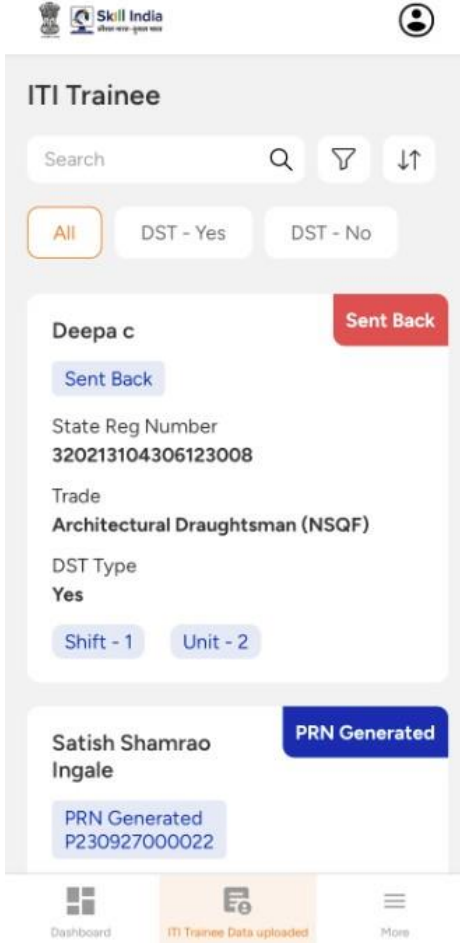
Dashboard ITI Trainee Data uploaded More



d. Click on “ITI Trainee Data Uploaded” from bottom navigation

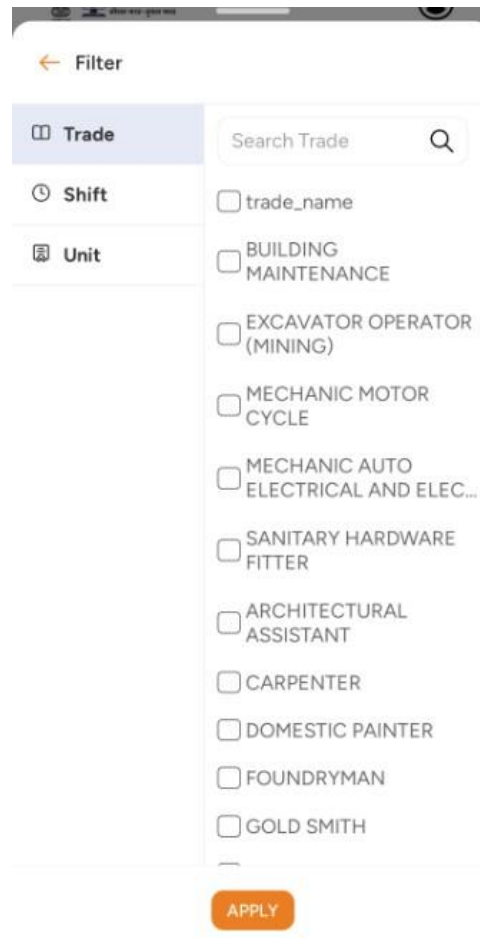
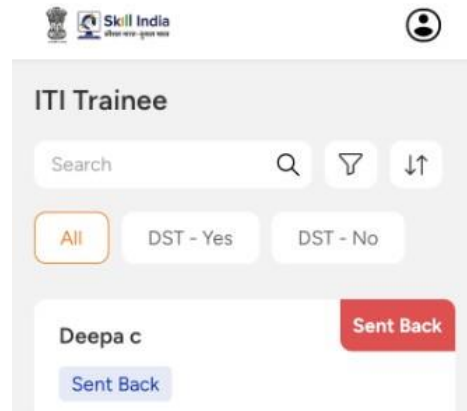


e. You will be able to see list of ITI Trainee





The screenshot shows a mobile application interface for managing ITI Trainees. At the top, there are logos for Skill India and the Directorate General of Training. The main heading is "ITI Trainee". Below this is a search bar with a magnifying glass icon, a filter icon, and a refresh icon. There are three filter buttons: "All" (highlighted in orange), "DST - Yes", and "DST - No". The interface displays two trainee entries. The first entry is for "Deepa c" with a red "Sent Back" button. Below the name are buttons for "Sent Back", "State Reg Number 320213104306123008", "Trade Architectural Draughtsman (NSQF)", "DST Type Yes", and buttons for "Shift - 1" and "Unit - 2". The second entry is for "Satish Shamrao Ingale" with a blue "PRN Generated" button. Below the name are buttons for "PRN Generated" and "P230927000022". At the bottom, there is a navigation bar with three items: "Dashboard", "ITI Trainee Data uploaded" (highlighted in orange), and "More".




- f. Use filters such as ‘Trade’, ‘Shift’, ‘Unit’, ‘DST - YES’, ‘DST - NO’ and ‘Sort’ to sort trainee list for a personalized experience



- g. Use search filter to search any specific trainee



### ITI Trainee

Search    

**All** DST - Yes DST - No

**Deepa c** Sent Back

Sent Back

State Reg Number  
**320213104306123008**




Trade  
**Architectural Draughtsman (NSQF)**

DST Type  
**Yes**

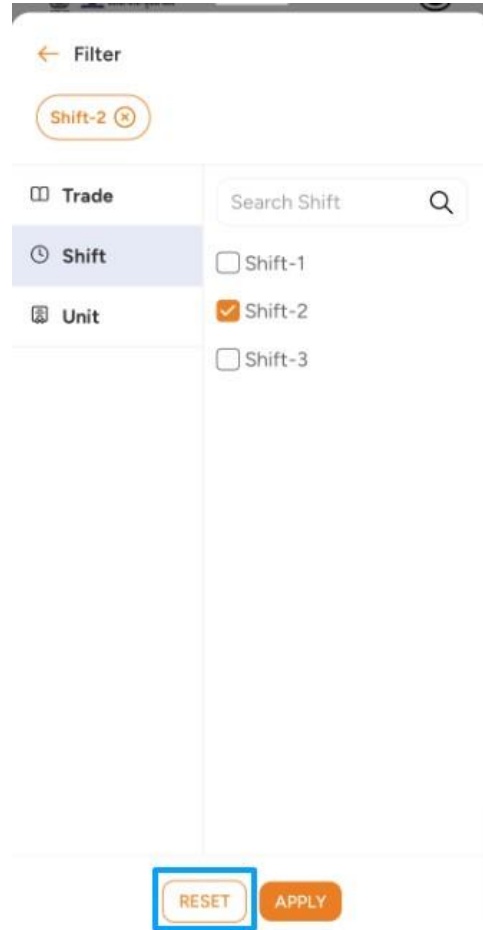
Shift - 1 Unit - 2

**Satish Shamrao Ingale** PRN Generated

PRN Generated  
**P230927000022**

 Dashboard  **ITI Trainee Data uploaded**  More

h. Click on the reset button for removing all the filters

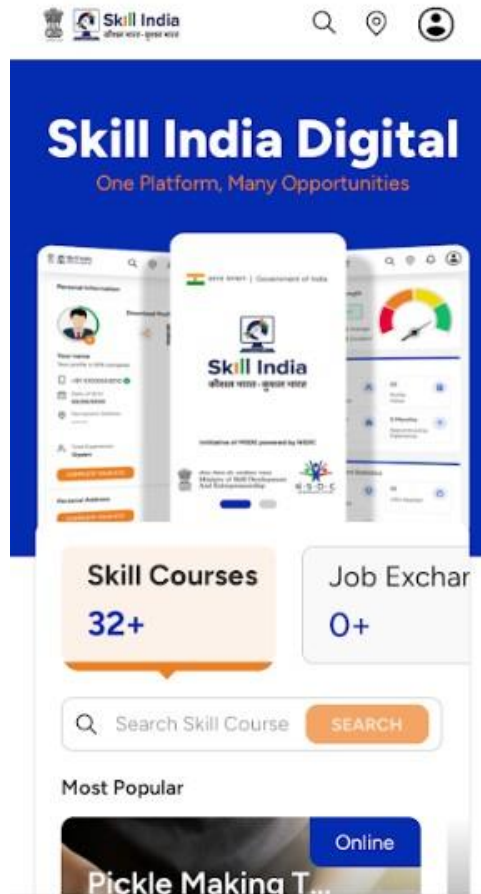


Sr. No.	Title	Steps
4	How to access ITI Trainee list in Skill India Digital?	Open SID application >> Login as ITI college >> you will be able to see ITI College dashboard >> Click on “ITI Trainee Data Uploaded” from bottom navigation>> You will be able to see list of ITI Trainee User filter to sort trainee list or search >> Click on “RESET” button to remove filters

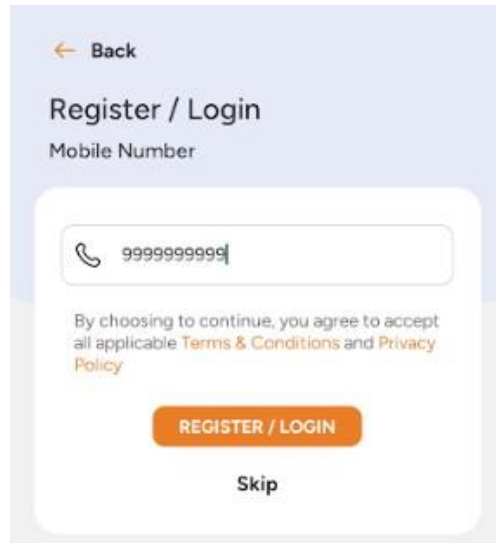
## 9. How to access ITI Trainee details in Skill India Digital?

Users can access ITI Trainee details in Skill India Digital. In order to do so please follow the below steps:-

a. Open the Mobile Application on your device



b. Login on the Skill India Digital as ITI College using assigned Mobile Number(Numbers)



← Back

## Register / Login

Mobile Number

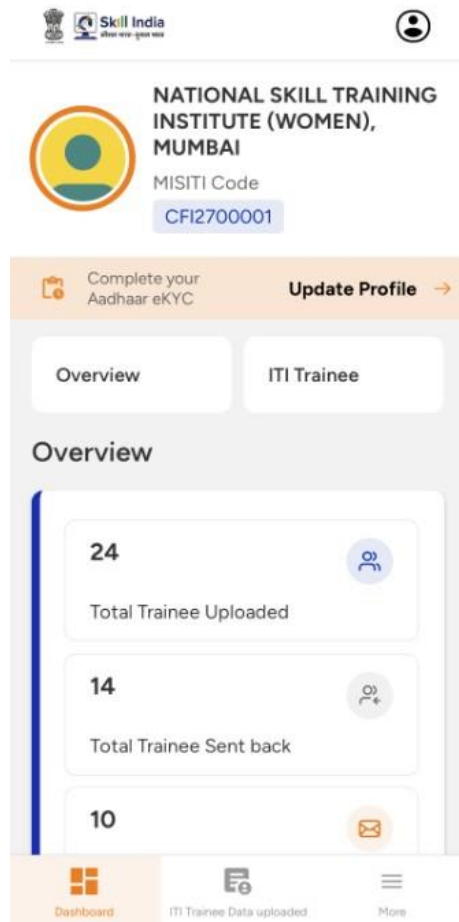
9999999999

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**REGISTER / LOGIN**

Skip

c. After login you will be able to see ITI College dashboard



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MISITI Code  
CFI2700001

Complete your Aadhaar eKYC **Update Profile** →



Overview ITI Trainee

### Overview

24	🔍
Total Trainee Uploaded	
14	🔍
Total Trainee Sent back	
10	📧

Dashboard ITI Trainee Data uploaded More

d. Click on “ITI Trainee Data Uploaded” from bottom navigation



**NATIONAL SKILL TRAINING INSTITUTE (WOMEN), MUMBAI**  
MISITI Code  
CFI2700001

Complete your Aadhaar eKYC **Update Profile** →

Overview ITI Trainee

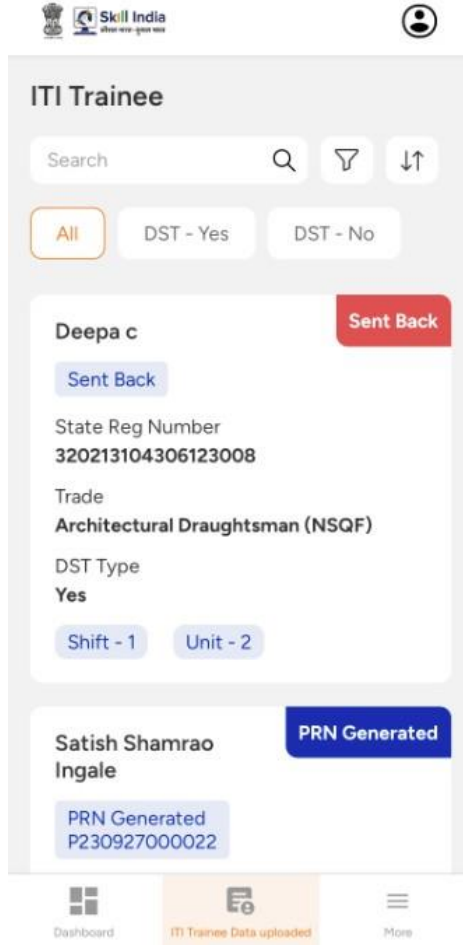
**Overview**

24	🔄
Total Trainee Uploaded	
14	🔄
Total Trainee Sent back	
10	✉️

Dashboard **ITI Trainee Data uploaded** More

e. You will be able to see list of ITI Trainee

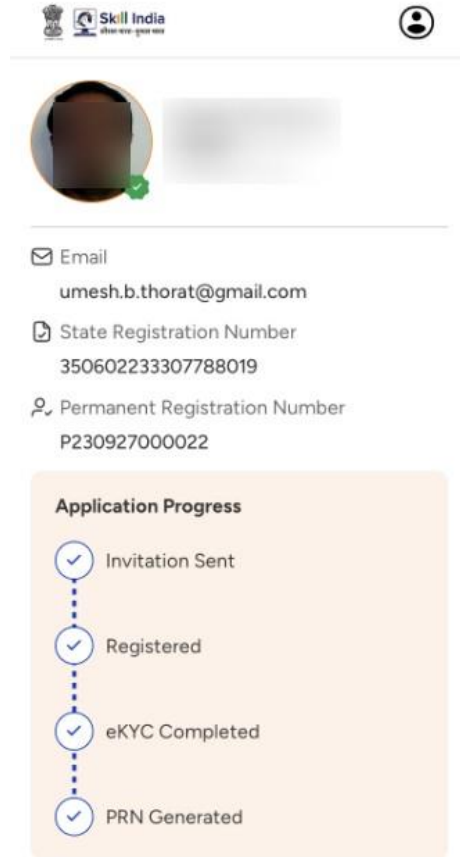




The screenshot shows a mobile application interface for ITI Trainee management. At the top, there are logos for Skill India and the Ministry of Skill Development and Entrepreneurship. Below the logos is a search bar with a magnifying glass icon, a filter icon, and a refresh icon. There are three filter buttons: "All" (highlighted in orange), "DST - Yes", and "DST - No". The main content area displays two trainee cards. The first card is for "Deepa c" and has a red "Sent Back" button in the top right corner. Below the name is a blue "Sent Back" button. The card lists "State Reg Number 320213104306123008", "Trade Architectural Draughtsman (NSQF)", and "DST Type Yes". At the bottom of the card are two blue buttons: "Shift - 1" and "Unit - 2". The second card is for "Satish Shamrao Ingale" and has a blue "PRN Generated" button in the top right corner. Below the name is a blue "PRN Generated" button. The card lists "PRN Generated P230927000022". At the bottom of the screen is a navigation bar with three items: "Dashboard" (with a grid icon), "ITI Trainee Data uploaded" (with a document icon and highlighted in orange), and "More" (with a hamburger menu icon).

f. Click on the trainee card and you will be able to see trainee details

## Prerequisite- Trainee must have PRN generated



The screenshot shows a user profile on the Skill India platform. The profile includes a profile picture, a name (blurred), and contact information. Below the profile, the following details are listed:

- Email:** umesh.b.thorat@gmail.com
- State Registration Number:** 350602233307788019
- Permanent Registration Number:** P230927000022

An **Application Progress** section shows a vertical flow of four steps, all of which are completed (indicated by checkmarks in circles):

- Invitation Sent
- Registered
- eKYC Completed
- PRN Generated

Sr. No.	Title	Steps
5	How to access ITI Trainee details in Skill India Digital?	Open SID application >> Login as ITI college >> you will be able to see ITI College dashboard >> Click on "ITI Trainee Data Uploaded" from bottom navigation >> You will be able to see list of ITI Trainee >> Click on the trainee card