FUTURE READY SKILLS INITIATIVE

SKILLS FOR A BRIGHTER FUTURE

USER MANUAL

SkillEd India
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Contents:

1.0 Introduction

This user manual is designed to provide comprehensive guidance for candidates engaging with the Skill India Digital platform. It serves as a step-by-step reference for navigating the application process and utilizing the platforms features effectively.

The manual covers the following key areas:

1. Candidate Registration and Enrollment on Skill India Digital

This section details the procedures for registering and enrolling on the Skill India Digital platform. It includes instructions for creating an account, verifying details, and completing the registration process.

2. Login

This part outlines the steps required to log in to the Skill India Digital platform, including troubleshooting common login issues and managing login credentials.

3. Exploring the Platform

Instructions for navigating the platform, accessing various features, and utilizing available resources are provided in this section.

4. Finding Job Opportunities

Guidance on how to search for and apply to job opportunities through the platform is detailed here. It includes tips for filtering job listings and submitting applications.

5. Certification

Information on how candidates can earn and access their certifications upon successful completion of courses. This includes details on module completion, assessment requirements, and certificate issuance.

6. Help and Support

Resources for obtaining assistance and resolving issues are outlined in this section. It includes information on accessing the FAQ section and contacting support.

Candidates are encouraged to thoroughly review each section of this manual to ensure a complete understanding of the processes involved and to facilitate a smooth and successful experience on the Skill India Digital platform.

2.0 Candidate Registration and Enrollment on Skill India Digital
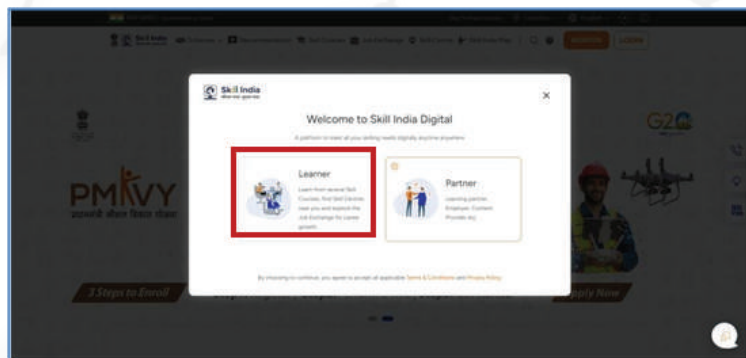
2.1 Candidate Registration

Step 1: The candidate will have to visit the Skill India Digital from **(https://www.skillindiadigital.gov.in)** their browser.
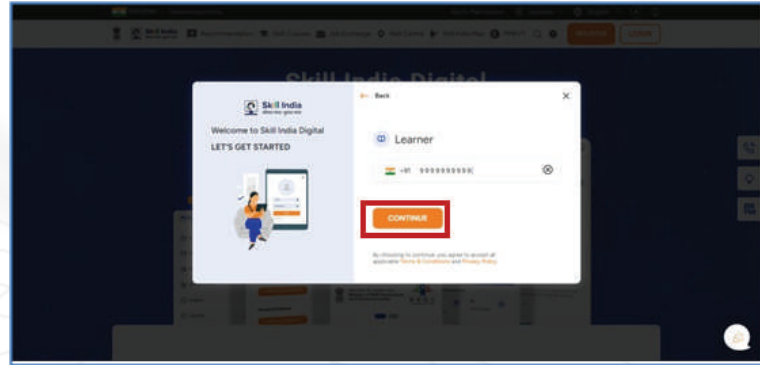

**Step 2 :** Then the user needs to click on the Register button in the top right corner.

**Step 3 :** The user needs to click on the Learner option as highlighted in the image below.

Step 4 : In the next screen the user needs to enter the 10-digit Mobile Number from which they want to register on Skill India Digital and click on CONTINUE button.

Step 5 : Once the mobile number is entered, an OTP will be sent to the same number.
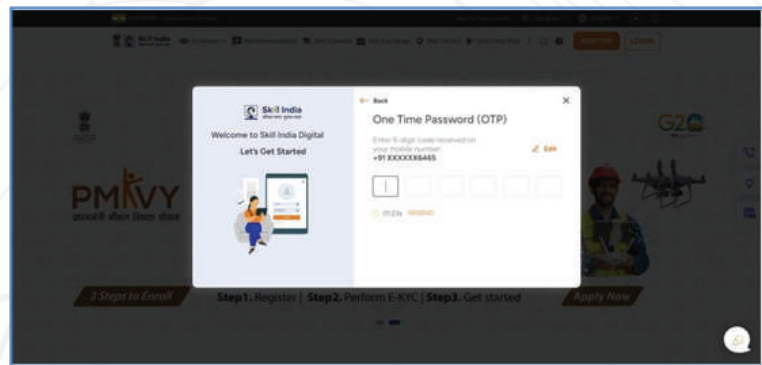
Step 6 : "The user will then be prompted to set an account password by entering a desired 4-digit password (numbers), confirming it in the next field, and clicking on the CREATE button."
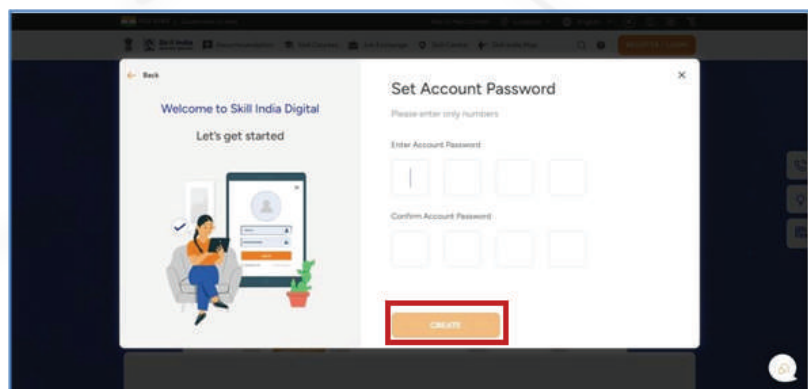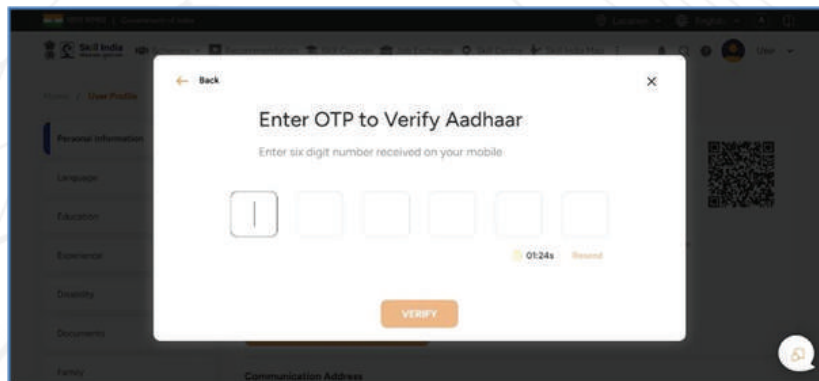
Step 7 : Once the user is registered, they will be asked to do the e-KYC. The user will have to enter their Aadhaar Card details for e-KYC.

Note: Mark the check box before submitting the details

Step 8 : OTP will be triggered to the Aadhaar linked mobile number. Enter the OTP sent to the Mobile Number.
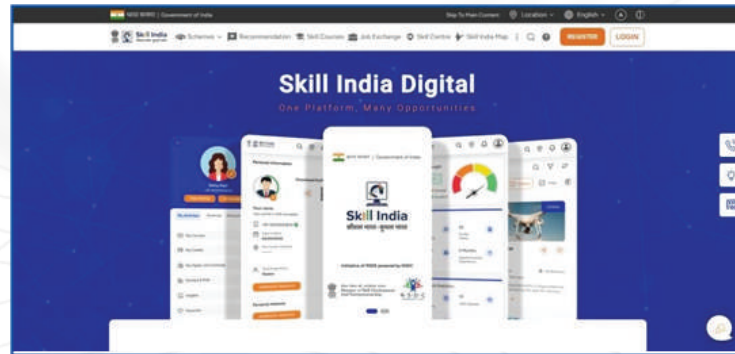

Note: After OTP verification, the user can begin exploring courses through their dashboard
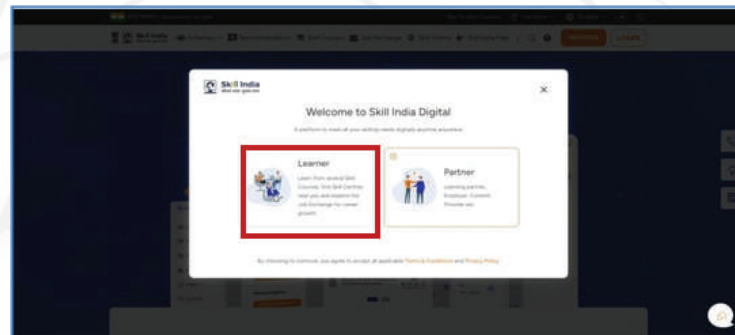
2.2 Candidate Login

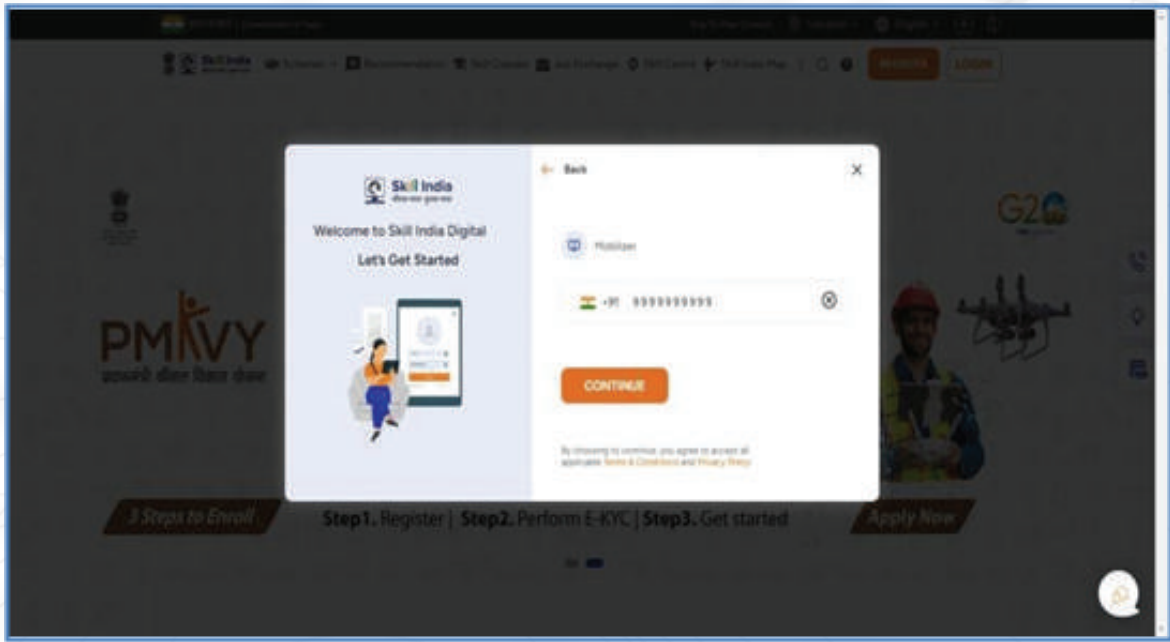**Step 1 :** To log in, the user must visit the Skill India Digital platform.

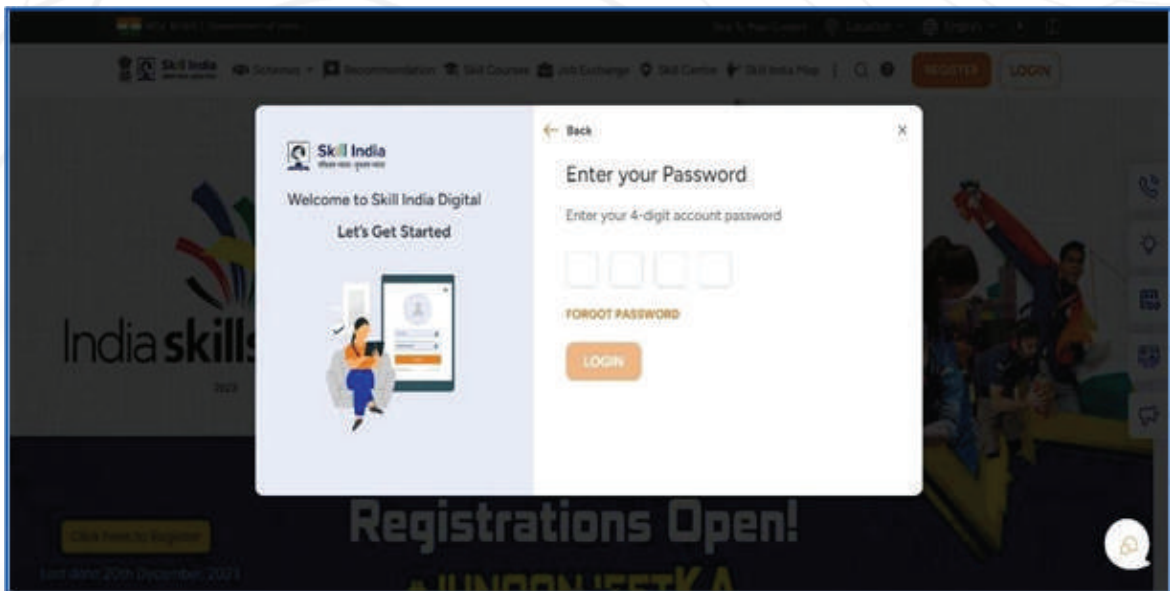**Step 2 :** They will have to click on the LOGIN button in the top right corner.

Step 3 : : Select **Learner** option as highlighted in the image below.

Step 4 : Enter the 10-digit Mobile Number and press CONTINUE Button.

**Step 5 :** Enter your 4-digit password to login.

**Step 6 :** Once the user is logged in they will land onto the dashboard.

Step 7 : Go to the Skill India Mission website: Select "View All Programs": From the main menu, click on "View All Programs" to see the available courses.

Step 8 : Search for "Reliance Foundation": Use the search bar to type "Reliance" and find relevant courses. A message will appear confirming that you've successfully applied for the course.
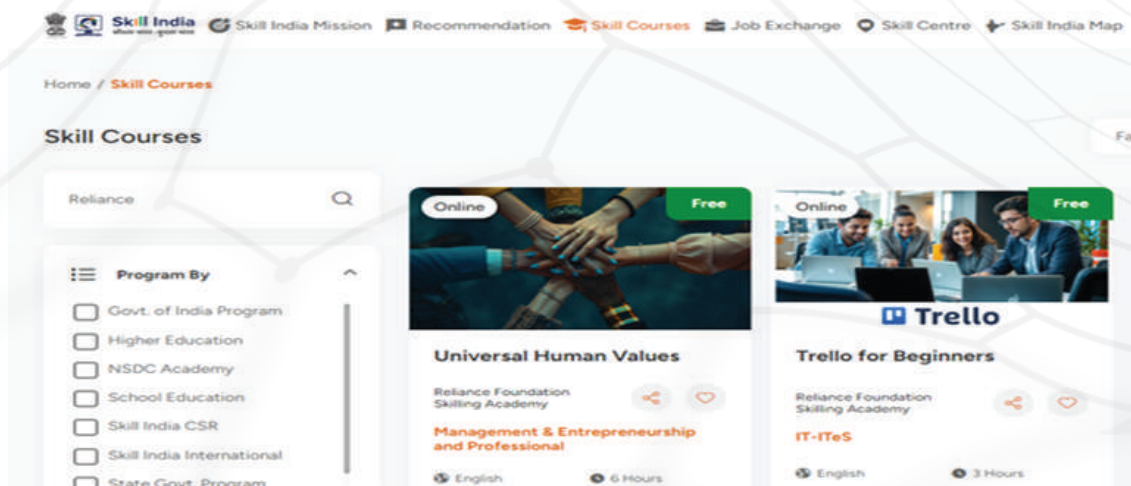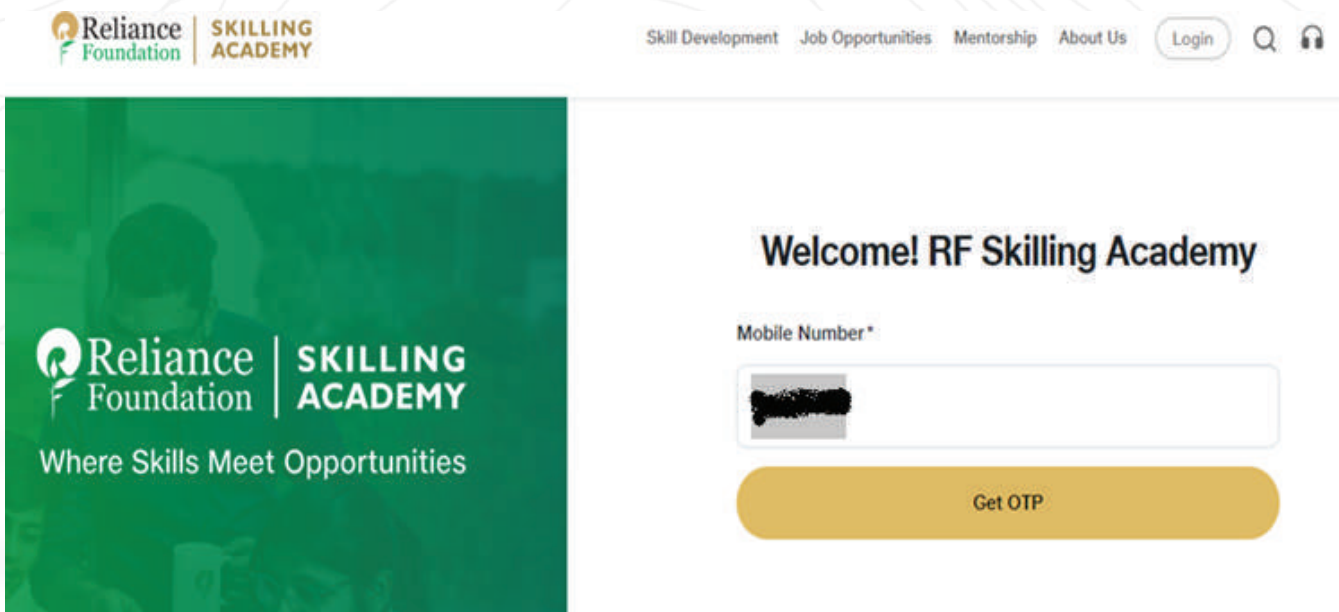
Step 9 : Course Application Confirmation: A message will confirm that you have successfully applied for the courses.
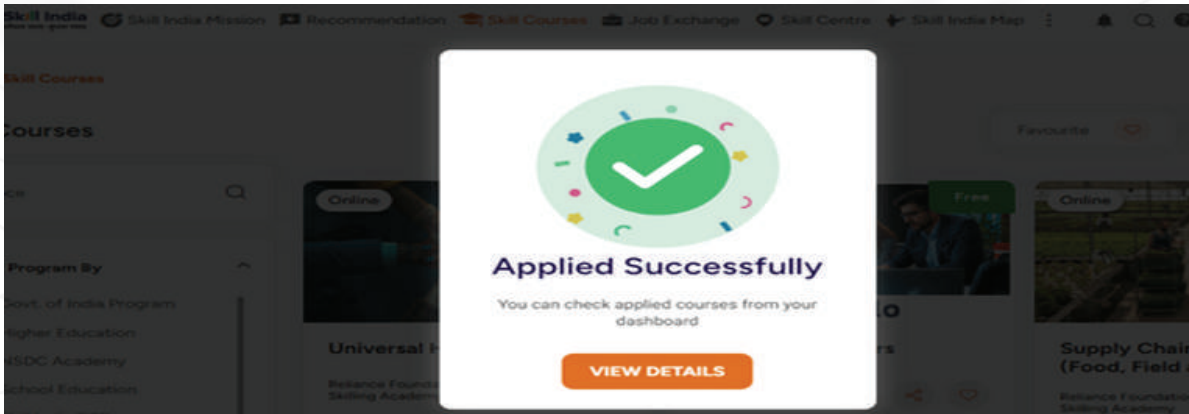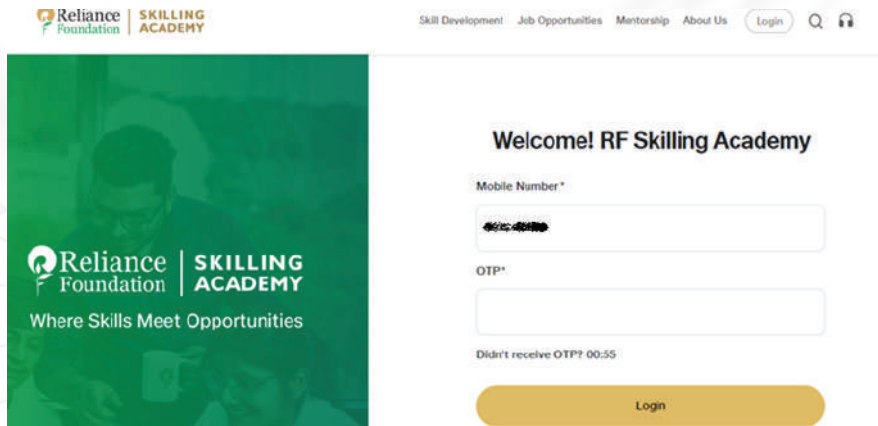

# 3.0 Exploring the Platform

Step 1 : Reliance Foundation Portal Opens: The reliance foundation portal will automatically open, showing your mobile number   registered with SIDH portal.

Step 2 : OTP Received: An OTP will be sent to your registered mobile number, Input the OTP, and the course screen will open.


Step 3 : Fill in the required information, including your full name, email address, phone number, and other details.
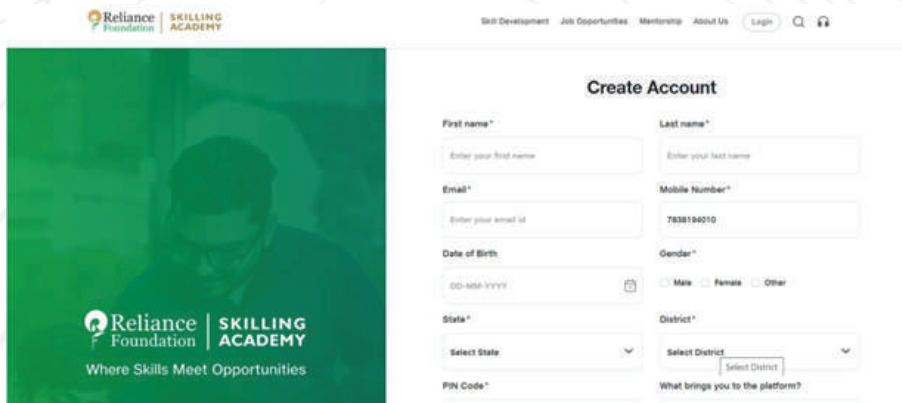
Step 4 : After logging in, click on Profile on the top panel. Here, you can:
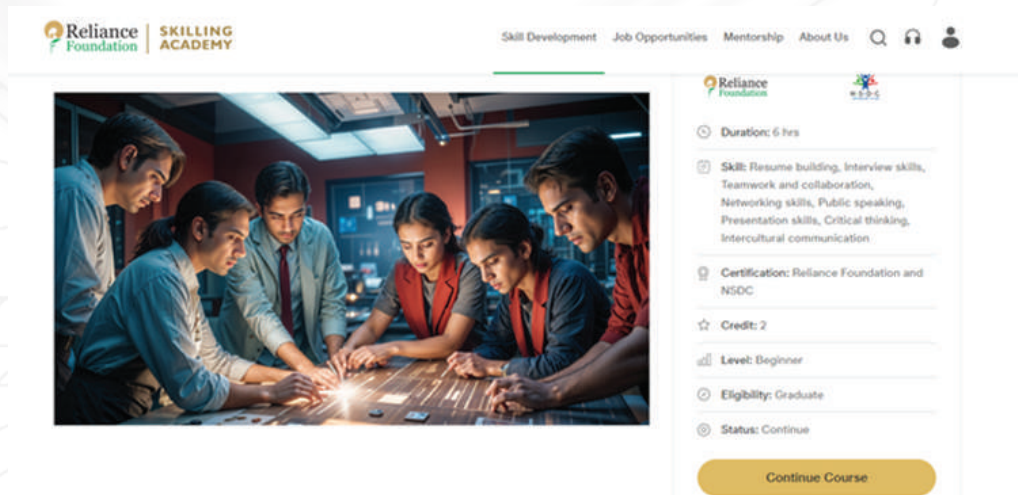
• View and Edit Profile: Update your personal information, add a profile picture, and complete your educational background, HEI name and work experience.

*The Education field is mandatory to complete.
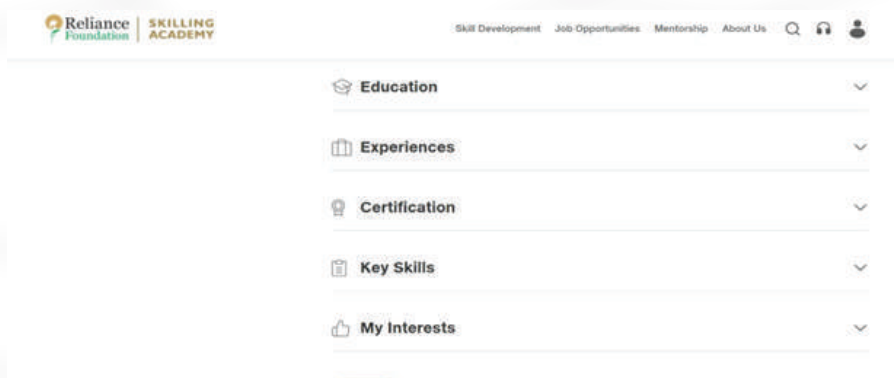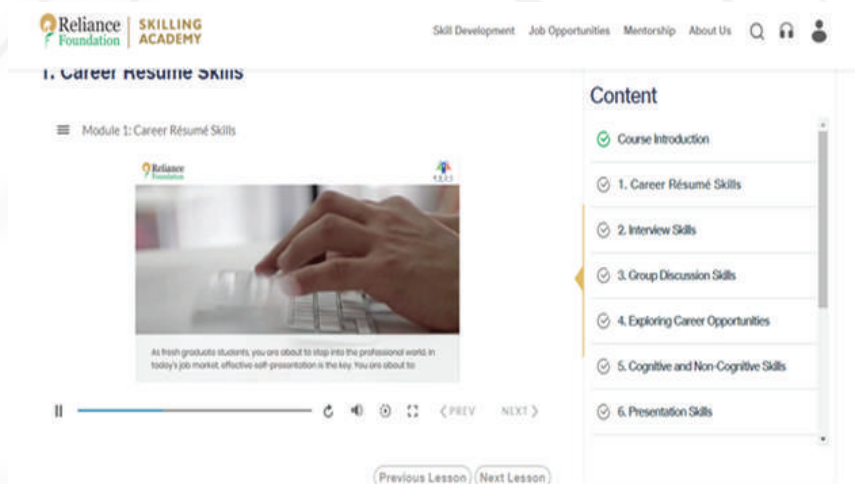
Step 5 : Start Learning

- Once enrolled, you can start learning immediately. Course materials: videos, reading resources, quizzes and an overall assessment.
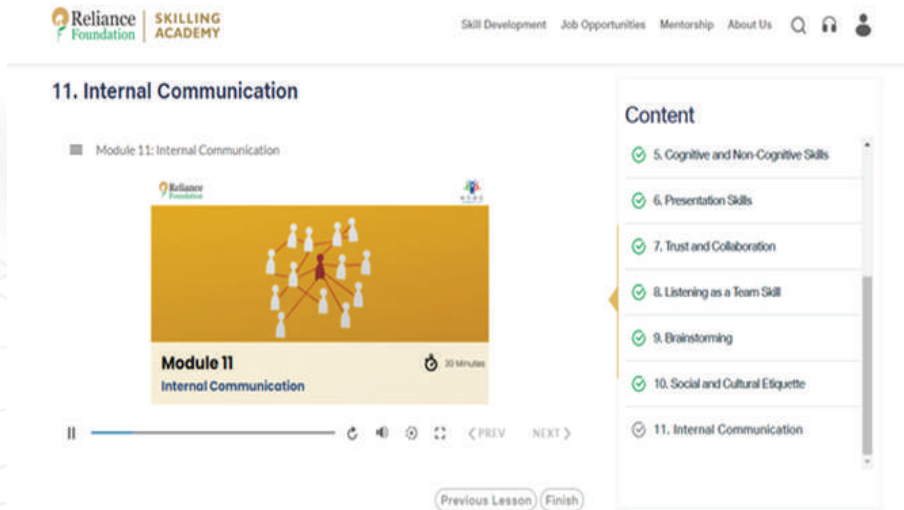

Step 6 : Complete Each Module: Work through each module, one by one.

- All modules in a course are mandatory to complete. Once you complete a module, only then the next module will be unlocked.
- Passing percentage for all course assessments is 70%. Certificate will only be generated if your score is 70 % or above.
- You will be able to retake the assessment if the score is below 70%.

Step 7 : Finish the Course : After completing all modules, click the "Finish" button.

**Step 8 : Certifications**

After successfully completing a course:

• Your certificate will be automatically generated once your course is completed and your assessment score is 70% or above.

• To download the National Skills Development Corporation (NSDC) certificate, click on "Download NSDC Certificate." You will be redirected to the Skill India Digital Portal. If you are already a registered user, you can download the certificate immediately. If not, you will need to register on the portal before downloading your certificate.
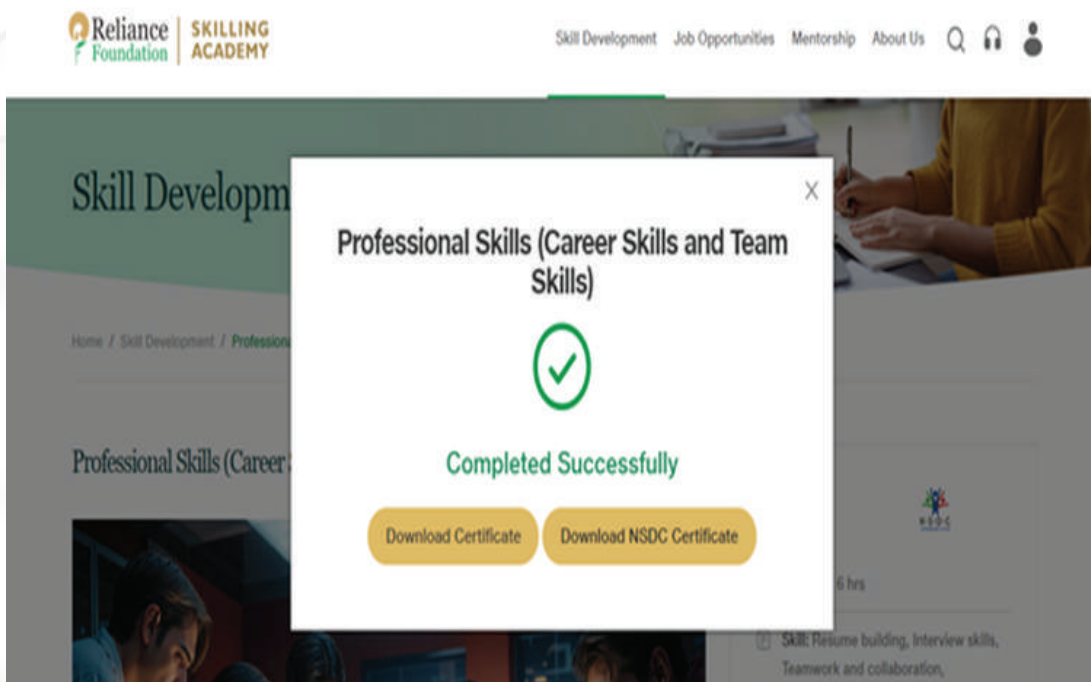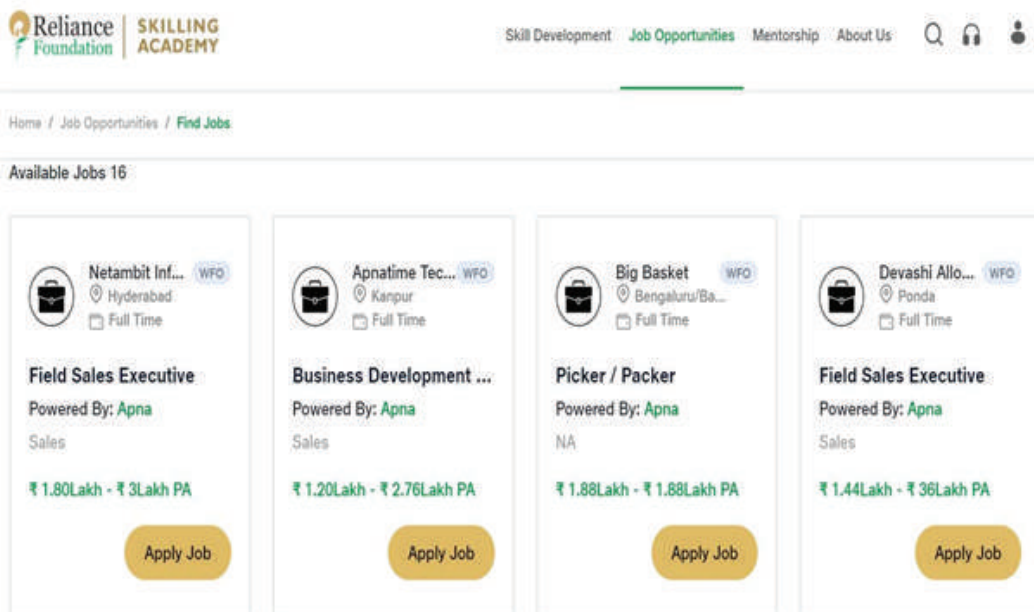
4.0 Finding Job Opportunities.

Step 1 : Visit the Job Portal

• From your top panel, navigate to the "Job Opportunities" section.
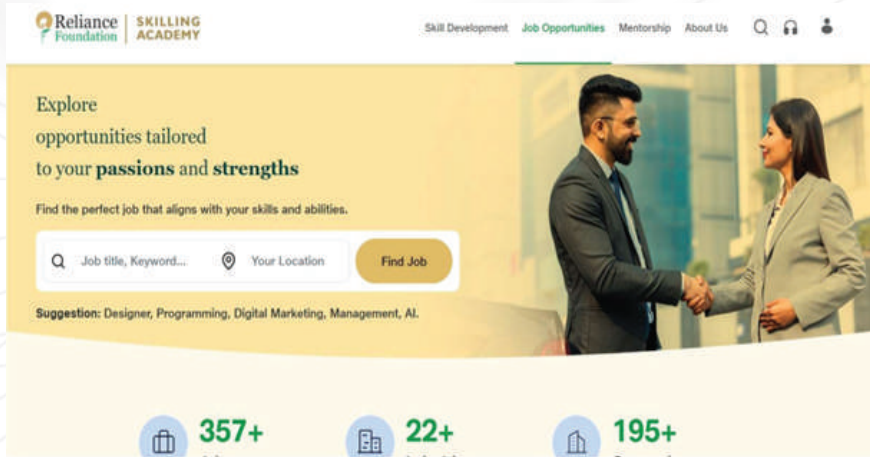
Step 2 : Browse Job Listings

• Search for job opportunities based on your qualifications, skills, and location. Filter jobs by industry, job type or experience level.

Step 3 : Apply for Jobs

• Click on a job listing to view details and requirements. If you meet the criteria, click the "Apply Now" button to submit your application directly through the platform.

2. Mentorship Program

Step 1 : Visit the Mentorship Section

• On the top panel, click on the "Mentorship" tab or visit the dedicated section and register as a mentee. Stay tuned to choose and connect with experts from industries.

Help and Support

If you encounter any issues or have questions, you can:

• Visit the FAQ section under the Help tab for common queries.

• Contact us by emailing us at rfskilling.academy@reliancefoundation.org

Best Practices for Candidates

• Keep Your Profile Updated: Regularly update your skills, resume, and certifications to increase your chances of being noticed by employers.

• Complete Courses: Make sure to finish the courses you enroll in and collect certificates to demonstrate your proficiency in various skills.

• Be Active: Regularly check the job portal for new opportunities and engage in networking events to enhance your employment prospects.