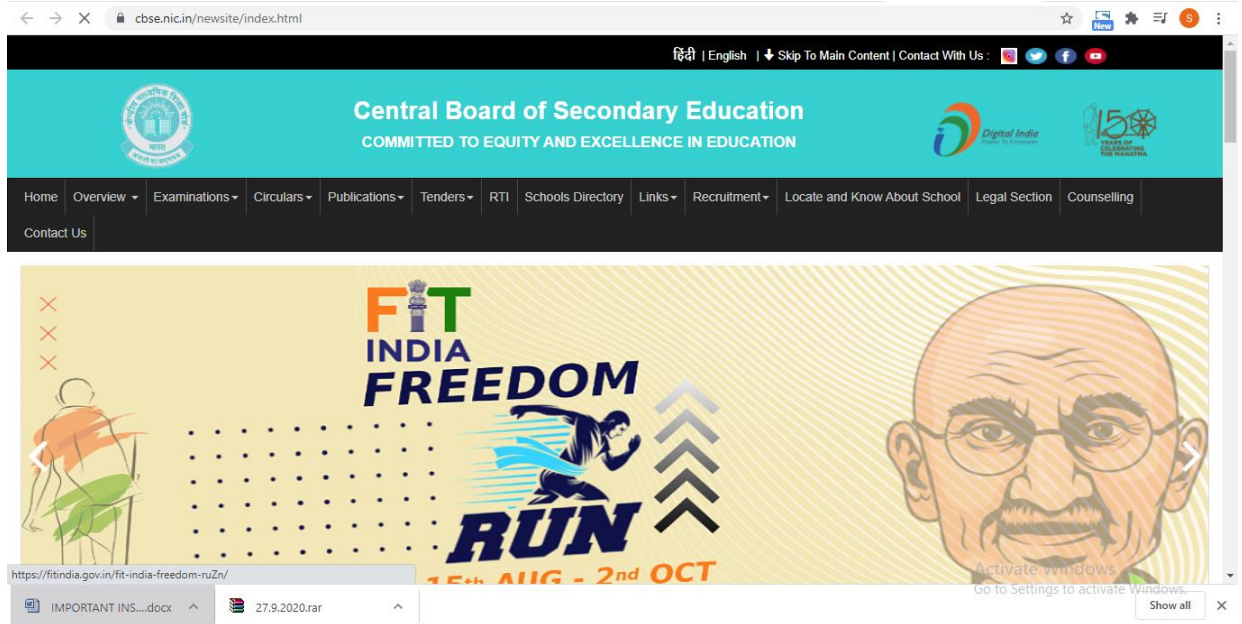


**IMPORTANT INSTRUCTIONS FOR SCHOOLS ON ONLINE TRAINING SESSIONS**  
**CONDUCTED BY CBSE CENTRE OF EXCELLENCE'S**

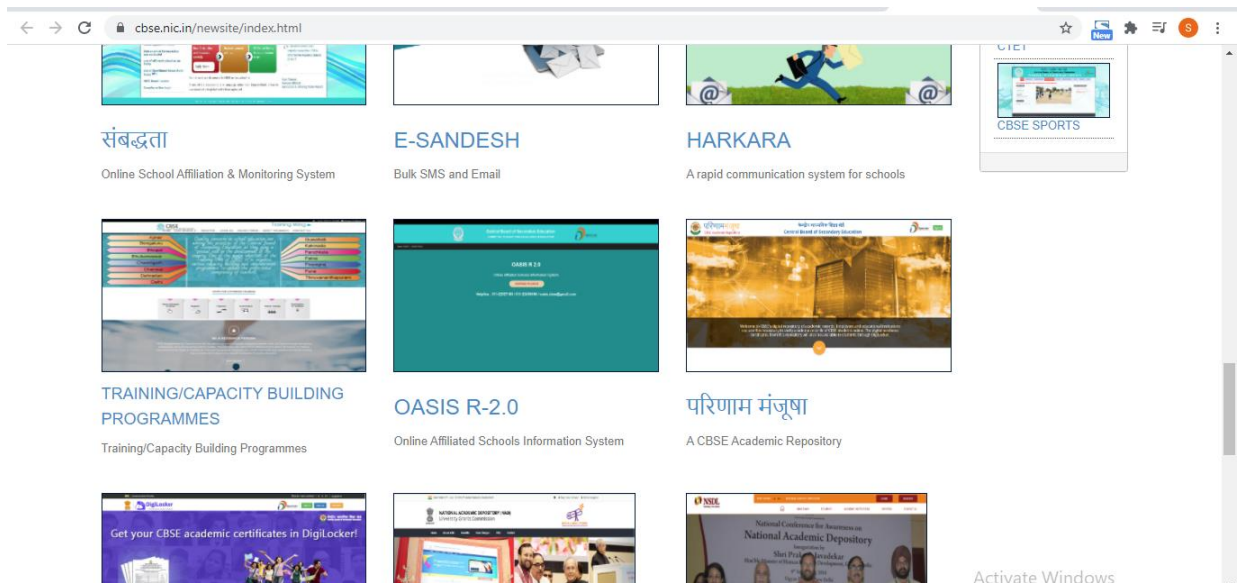
1. Schools are requested to **register its teaching staff as per their qualification/** subject to be taught and training requirements, for effectiveness/ usefulness of online training session.
2. All CoEs across the nation are hosting their online training programmes through CBSE training portal. Any participant can register for such online training sessions, **through his/her school authorities only (using school credentials, same as LOC credentials) or as an individual participant**, for any programme (from any CoEs) listed on CBSE training portal. No other mode of registration shall be entertained.
3. Schools will create Login ID and password for each participant (intend to attend online training session) (**no need to share school credentials to participants**). Please keep it in safe custody and share the same to participants. This Login and password shall be used for generating E-certificate on CBSE portal subsequently.
4. After successful registration of participants on CBSE training portal, respective CoEs will host online training session and Invitation link shall be sent to the participants on their email ids.
5. After successful conduct of online training session, E-certificate can be downloaded by the participant from CBSE training portal, after following the due procedure as explained hereinafter.

**PLEASE FOLLOW THE FOLLOWING STEPS FOR REGISTRATION:-**

1. Search for www.cbse.nic.in website. Click for **CBSE WEBSITE**.



2. Scroll down and click on **TRAINING CAPACITY BUILDING PROGRAMMES**.



3. Click on **CLICK HERE TO REGISTER FOR FREE ONLINE SESSIONS**.

cbseit.in/cbse/training/default.aspx

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**CBSE**  
Central Board of Secondary Education

**Training Wing**

HOME USER MANUALS LOGIN AS ONLINE FORMS ABOUT TRAININGS CONTACT US

Click here to Register for 30-30 STEM by IIT Gandhinagar for Teachers other than CBSE Board

Ajmer  
Bengaluru  
Bhopal  
Bhubaneswar  
Chandigarh  
Chennai  
Dehradun  
Delhi East

Quality concerns in school education are among the priorities of the Central Board of Secondary Education, as they play a pivotal role in the development of the country. One of the major objectives of the Training Unit of CBSE is to organize various capacity building and empowerment programmes to update the professional competency of teachers.

Guwahati  
Kakinada  
Panchkula  
Patna  
Prayagraj  
Pune  
Thiruvananthapuram  
Delhi West  
NOIDA

**CLICK HERE TO REGISTER FOR ONLINE SESSIONS**

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4. Click to **REGISTER** button, the programme of your choice (from all CoEs).

cbseit.in/cbse/training/onlineprog.aspx

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Central Board of Secondary Education

**Training Wing**

HOME USER MANUALS LOGIN AS ONLINE FORMS CONTACT US

Registration open for Online Sessions

Click here to register for 30-30 STEM By IIT Gandhinagar

S.NO.	TRAINING DATE & TIME	REGISTRATION END DATE & TIME	TOPIC	RESOURCE PERSON	HOST CENTRE OF EXCELLENCE	FEE	Register
1	31/10/2020: 16:00-17:00	31/10/2020: 10:00	Ethics - My circle of concern, influence and control	Vandana Pande	Dehradun	Rs. 100/-	<a href="#">Register</a>
2	31/10/2020: 16:00-17:00	30/10/2020: 12:00	Power of Mind	MS SHIKHA SINGH	Noida	Rs. 100/-	<a href="#">Register</a>
3	31/10/2020: 16:00-17:00	30/10/2020: 16:00	Happy Teachers Creating Happy Spaces	Ms. Rashmi Priya	Patna	Rs. 100/-	<a href="#">Register</a>
4	31/10/2020: 15:30-16:30	30/10/2020: 16:00	Stress management	Dr Sangeet Sharma	Bhubaneswar	Rs. 100/-	<a href="#">Register</a>
5	31/10/2020: 15:00-16:00	29/10/2020: 15:00	Application of life skills in day to day life	Smt. Lizarani Das	Bhopal	Rs. 100/-	<a href="#">Register</a>
6	31/10/2020: 14:00-15:00	31/10/2020: 10:00	Empowering your team	Subodh Kumar Singh	Dehradun	Rs. 100/-	<a href="#">Register</a>
7	31/10/2020: 14:00-	30/10/2020: 16:00	Enhancing Life Skills - Effective	Jibnik Dutta Ray	Bhubaneswar	Rs. 100/-	<a href="#">Register</a>

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5. Click on **CLICK HERE TO LOGIN FOR SCHOOL AFFILIATED WITH CBSE.**

cbseit.in/cbse/training/onlineprog.aspx

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**CBSE**  
Central Board of Secondary Education

**Training Wing**

HOME USER MANUALS LOGIN AS ONLINE FORMS CONTACT US

Registration open for Online Sessions

Click here to register for 30-30 STEM By IIT Gandhinagar

[Login for School Affiliated with CBSE\(Multiple Participants\)](#)  
[New Registration for Individual Participants](#)  
[Login for Existing Individual Participants](#)  
[Go Back](#)

S.NO.	TRAINING DATE & TIME	REGISTRATION END DATE & TIME	TOPIC	RESOURCE PERSON	HOST CENTRE OF EXCELLENCE	FEE	Register
1	31/10/2020: 16:00-17:00	31/10/2020: 10:00	Ethics - My circle of concern, influence and control	Vandana Pande	Dehradun	Rs. 100/-	<a href="#">Register</a>
2	31/10/2020: 16:00-17:00	30/10/2020: 12:00	Power of Mind	MS SHIKHA SINGH	Noida	Rs. 100/-	<a href="#">Register</a>
3	31/10/2020: 16:00-17:00	30/10/2020: 16:00	Happy Teachers Creating Happy Spaces	Ms. Rashmi Priya	Patna	Rs. 100/-	<a href="#">Register</a>
4	31/10/2020: 15:30-16:30	30/10/2020: 16:00	Stress management	Dr Sangeet Sharma	Bhubaneswar	Rs. 100/-	<a href="#">Register</a>
5	31/10/2020: 15:00-16:00	29/10/2020: 15:00	Application of life skills in day to day life	Smt. Lizarani Das	Bhopal	Rs. 100/-	<a href="#">Register</a>
6	31/10/2020: 14:00-15:00	31/10/2020: 10:00	Empowering your team	Subodh Kumar Singh	Dehradun	Rs. 100/-	<a href="#">Register</a>
7	31/10/2020: 14:00-	30/10/2020: 16:00	Enhancing Life Skills - Effective	Jibnik Dutta Ray	Bhubaneswar	Rs. 100/-	<a href="#">Register</a>

6. Fill **SCHOOL CREDENTIALS** (using LOC User ID and password of School)

7. Fill details of participants (teacher/Principal) of your school, intend to participate. Enter Login ID and password as per your choice for each participant. It is advised to record such Login and passwords. This Login and password to be shared with your teacher whose name is entered/ filled here. Using **ADD** button you can add another teacher from your school.

PERSONAL DETAILS	ADDRESS	CONTACT DETAILS	ACADEMIC DETAILS	LOGIN DETAILS	Edit/Delete
<input type="checkbox"/> Name:Mrs nnnnnn Gender: M DOB:07/06/2000 Category: GENERAL	Address:h h h h h, h h h h, h h City:vvvv State:A & N ISLAND Pin:898999	Mobile:8802295383 Tel No: Email:abc@gmail.com	Designation: Principal Qualification:B.A./B.Ed. Experience(in Years): Sr. Sec. Level:2 Sec. Level:2 Below Sec. Level:2	Login ID: abc=2	<a href="#">Edit</a> <a href="#">Delete</a>
Title -	Address	Mobile	Designation -	Login ID	<input type="button" value="Add"/>
Name	Address	Tel No.	Qualification -	Password	
DoB(DD/MM/YYYY)	Address	Email	Experience(in Years)		

8. Multiple participants can be selected by clicking on the “Checkbox” provided against the name of Teachers. Any minor modification can be done in the profile of Teacher’s, except name, DOB and Login ID by clicking on “**Edit**” link

tin/cbse/training/slogin.aspx?tsid=15190&pid=0p4denb5sys54rajvmo0rb5

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**CBSE**  
Central Board of Secondary Education

**Training Wing**

DASHBOARD REGISTER **MAKE PAYMENT** MY ACCOUNT- SUBMIT FEEDBACK- LOGOUT

Select Participant/Add/Update profiles

Programme Details: 31/10/2020-31/10/2020:Ethics - My circle of concern, influence and control, Venue:Online Session,

- Please enter different user id and password of your choice for each participant and do not enter your LOC login id here.
- Keep record and share these login id and password details with your participants.

PERSONAL DETAILS	ADDRESS	CONTACT DETAILS	ACADEMIC DETAILS	LOGIN DETAILS	Edit/Delete
<input type="checkbox"/> Name:Mr abc Gender: M DOB:13/05/1976 Category: GENERAL	Address:jjjjjjjjjjjjj , kkkkkkkkkk , City:Delhi State:DELHI Pin:110023	Mobile:8802295383 Tel No: Email:renugcbse@gmail.com	Designation: Principal Qualification:B.A./B.Ed. <b>Experience(in Years):</b> Sr. Sec. Level:2 Sec. Level:2 Below Sec. Level:9	Teacher ID: abc123	Edit Delete
<input type="checkbox"/> Name:Mr abc Gender: M DOB:13/05/1976 Category: GENERAL	Address:jjjjjjjjjjjjj , kkkkkkkkkk , City:Delhi State:DELHI Pin:110023	Mobile:8802295383 Tel No: Email:renugcbse@gmail.com	Designation: Principal Qualification:B.A./B.Ed. <b>Experience(in Years):</b> Sr. Sec. Level:2 Sec. Level:2 Below Sec. Level:9	Teacher ID: abcos123	Edit Delete
<input type="checkbox"/> Name:Mr osabc Gender: M DOB:13/05/1976 Category: GENERAL	Address:jjjjjjjjjjjjj , kkkkkkkkkk , City:Delhi State:DELHI Pin:110023	Mobile:8802295383 Tel No: Email:renugcbse@gmail.com	Designation: Principal Qualification:B.A./B.Ed. <b>Experience(in Years):</b> Sr. Sec. Level:2 Sec. Level:2 Below Sec. Level:9	Teacher ID: osabc	Edit Delete
Title -	Address	Mobile	Designation -	Teacher ID	Add
Name		Tel No	Qualification	Teacher	

9. After addition no of participants please click **Click here to proceed** button given at the bottom of the page. On Click it will display pop up screen as placed below:

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**CBSE**  
Central Board of Secondary Education

**Training Wing**

DASHBOARD REGISTER **MAKE PAYMENT** MY ACCOUNT- SUBMIT FEEDBACK- LOG

Select Participant/Add/Update profiles

Programme Details: 01/10/2020-01/10/2020: Health Promoting School, Venue:Online Session,

- Please enter different user id and password of your choice for each participant and do not enter your LOC login id here.
- Keep record and share these login id and password details with your participants.

2 participants selected. Total amount payable is Rs. 200/-

**Confirm and Proceed for Payment**

Go Back

PERSONAL DETAILS	ADDRESS	CONTACT DETAILS	ACADEMIC DETAILS	LOGIN DETAILS	Edit/Delete
<input type="checkbox"/> Name:Mr abc Gender: M DOB:13/05/1976 Category: GENERAL	Address:jjjjjjjjjjjjj , kkkkkkkkkk , City:Delhi State:DELHI Pin:110023	Mobile:8802295383 Tel No: Email:renugcbse@gmail.com	Designation: Principal Qualification:B.A./B.Ed. <b>Experience(in Years):</b> Sr. Sec. Level:2 Sec. Level:2 Below Sec. Level:9	Teacher ID: abc123	Edit Delete
<input checked="" type="checkbox"/> Name:Mr abc Gender: M DOB:13/05/1976 Category: GENERAL	Address:jjjjjjjjjjjjj , kkkkkkkkkk , City:Delhi State:DELHI Pin:110023	Mobile:8802295383 Tel No: Email:renugcbse@gmail.com	Designation: Principal Qualification:B.A./B.Ed. <b>Experience(in Years):</b> Sr. Sec. Level:2 Sec. Level:2 Below Sec. Level:9	Teacher ID: abcos123	Edit Delete
<input checked="" type="checkbox"/> Name:Mr osabc Gender: M DOB:13/05/1976 Category: GENERAL	Address:jjjjjjjjjjjjj , kkkkkkkkkk , City:Delhi State:DELHI Pin:110023	Mobile:8802295383 Tel No: Email:renugcbse@gmail.com	Designation: Principal Qualification:B.A./B.Ed. <b>Experience(in Years):</b> Sr. Sec. Level:2 Sec. Level:2	Teacher ID: osabc	Edit Delete

10. After that click on **Confirm and Proceed for Payment** button on pop up screen. Following screen will come.

DASHBOARD REGISTER **MAKE PAYMENT** MY ACCOUNT - SUBMIT FEEDBACK - LOGOUT

### Online Payment for Registered Programme

#### Programme details

Programme Title	Health Promoting School
Centre of Excellence	Panchkula Regional Office, Panchkula, Sector- 5 , Panchkula Panchkula HARYANA 134152
Venue	Online Session,
Training Start date and Time	01/10/2020 11:00
Ending on	01/10/2020 12:00
Fee (INR) per participant per session	Rs. 100/-

#### Participant(s)

School Name: DUMMY SCHOOL RO PKL

S.No.	Ref.Id	Participant Name	Designation	Contact No(s)	Email	Status	School Code	Fee (INR)
1	F90800389191	osabc	Principal	8802295383	renugcbse@gmail.com	N	99997	100
2	F90800389191	abcos	Principal	8802295383	renugcbse@gmail.com	N	99997	100
Total Fees=								Rs. 200/-

[Click Here to Proceed for Online Payment](#)

11. Click on the “**Click Here to Proceed for Online Payment**” button; It takes you to the online Payment Gateway. User can do online payment using options Credit Card, Debit Card, Debit Card + ATM PIN and Internet Banking.

The screenshot displays the HDFC Bank online payment interface. At the top, it says 'Pay through EASYEMI with HDFC Bank Credit Cards.' Below this, there is a 'Billing Information' section with the following details: Amount: Rs. 1200.00, Order No: A0200014123229..., Merchant: cbse/2018/hqreg, and Website: www.cbse/2018/hqreg.in. To the right, there is a 'PAY WITH' dropdown menu that is currently open, showing four payment options: HDFC BANK CREDIT CARD, HDFC BANK DEBIT CARD, OTHER BANK CREDIT CARD, and OTHER BANK DEBIT CARD.

12. After Successful online payment user will be returned back to the training portal. If online transaction is successful then **Online Payment successful** message will appear in Fee Status with transaction id. If online transaction is failed then **transaction failed** message will appear in fee Status with transaction id. User can go to **'Make Payment'** option to complete the payment formalities after login in the portal.

**Payment Details**
**Transaction Status:**

Transaction No.:	F1506031364112831950
Participant Name	RAM SHANTI VIDYA MANDIR PANDHURNA CHHINDWARA MP
Fee Amount (INR)	200.00
Fee Status	Updation failed52

**Go to My Account menu after login and get Receipt for Online Payment**

**Programme details**

Programme Title	Self Auditing
Centre of Excellence	Bhopal Rohit Nagar, Phase-II, Ward No.53, BawadiaKalan Bhopal MADHYA PRADESH 462039
Venue	Online Session,
Training Start date and Time	17/09/2020 11:00
Ending on	17/09/2020 12:00
Fee (INR) per participant per session	Rs.100/-

**List of Participant(s)**

S.No.	Ref.Id	Participant Name	Designation	Contact No(s)	Email	Status	School Code	Fee (INR)
1	F1506031364112831950	Rohit Dhawale	TGT	8149699184	rohit.dhawale17@gmail.com	50157	100	
2	F1506031364112831950	Charu Gulati	Principal	787574834	charukumar7@gmail.com	50157	100	

Total Fees= Rs. 200/-

13. Schools can download receipt generated for online transaction after clicking “**Receipt for Online Payment**” sub menu under “My Account” Menu. This receipt is for reference of schools.

**Online Payment Registration Slip : Select training programme**

Select Registered Training Schedule:    
 Select Reference Id:

[Click here to download Receipt](#)

**Receipt for Online Payment**

(Applicant Copy)		(CBSE Copy)	
RECEIPT		RECEIPT	
CBSE Capacity Building Programme		CBSE Capacity Building Programme	
Reference No.:	C0901048	Reference No.:	C0901048
Centre of Excellence:	Delhi	Centre of Excellence:	Delhi
Applicant Name:	KENDRIYA VIDYALAYA	Applicant Name:	KENDRIYA VIDYALAYA
Programme Name:	Stress Management PRP- Two Days	Programme Name:	Stress Management PRP- Two Days
Contact No.:	9992641080	Contact No.:	9992641080
Fee per Participant per day:	Rs. 1500/- Only	Fee per Participant per day:	Rs. 1500/- Only
No of Participants:	4	No of Participants:	4
Amount Paid:	Rs.12000/- Only	Amount Paid:	Rs.12000/- Only
Transaction Id	ASDFREEWFDSARE	Transaction Id	ASDFREEWFDSARE

- ❖ **Link** to attend workshop will be sent at participant email id by the **respective CoE**. In **non-receiving of link of workshop contact concerned CoE**. Contact details of all CoE's are given at contact us page.
- ❖ **During the online session, CoE will post Attendance Link in the Chat Box**. Participants must be attentive during the session and fill the same in order to get their attendance marked. This attendance link shall be deactivated as soon as online session is over.
- ❖ **After analyzing attendance of participants, the attendance shall be marked on CBSE portal by respective CoE** so that feedback link is activated for participants on CBSE training portal.
- ❖ Participants can now **submit their feedback about the session on CBSE training portal, using the same Login ID and password credential** created by the school authorities while registering the participants on CBSE training portal.
- ❖ **Subsequently, E-certificate shall be generated on CBSE Training portal** and after login participant can download the same for records and reference.
- ❖ In case of any issue pertaining to online training session in which you have registered, please contact to concerned CoE for quicker resolution of your queries.
  
- **Always logout after you are done with online software.**
- For any queries please send an email at ***trainingportal.itunit@gmail.com***.