## User Manual for Process Flow of Training Program Nomination

DoIT has launched the training management system to automate the up-skilling of their staff members in various technology domains; this manual is explaining the process flow, how a user can nominate for upcoming training programs.

## Please follow the below steps to register for a training program

Step 1: Browse the <a href="https://training-doitc.rajasthan.gov.in/">https://training-doitc.rajasthan.gov.in/</a> in an internet browser



After above step execution, user will be getting webpage similar to below image, user can browse the various user manuals to access the services of portal. To continue for TMS Services usage user need to click on "Login with SSOID" button



Step 2: After the above step execution, the request will be redirected to <u>https://sso.rajasthan.gov.in</u> to authenticate your login credentials with SSO service, enter the login id, password, and captcha values and click on the "Login" button to proceed.

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Step 3: After the above step, the successful login page will be redirected to the application listing under the SSO service home page, if the list of applications is not visible, we need to click on the "Active Apps" button to see the complete list of active apps on SSO service portal.



Step 4: On the visibility of the above screen, type the "Training Management" text in Quick Search Text Box visible on the right top side of the webpage, on the successful search you will be getting below screen with "Training Management System" icon with the link, you need to click on icon visible.



Step 5: On click of the "Training Management System" Link, your request will be redirected to the web application site, with the below screen, the user needs to click on the "Click to Register" button against the training program he/she interested.

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Web Site Design & De	/elopment		Online	NA	25	10 Dec 2021	- Click To Register	
Web Application Devel	opment Using Microsoft .	Net	Online	NA	25	10 Dec 2021	- Click To Register	
Mobile Application Dev	eloper		Online	NA	25	10 Dec 2021	- Click To Register	
Cyber Security Expert			Online	NA	25	10 Dec 2021	- Click To Register	

Stage 6: On click of "Click To Register" link, a new page will be redirected and will show below-mentioned screen, with information of program selected and details of the user will be extracted from SSO service, and will be displayed to the user for confirmation. Users need to click on the "Register" button to register for the selected program.

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Stage 7: On successful registration, user will be getting below screen as confirmation of registration; along with email confirmation will be there on registered email id.

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Thanks for No	mination!	

Stage 8: The user can click on the "BACK TO SSO" button to redirect to the SSO service home page. The user can also click on the "LOGOUT" button to log out from the SSO service.

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