

## **Centre Registration User Manual**

### **UPSDM 2.0**

# 20<sup>th</sup> February, 2020

#### Centre Registration

To register the centre visit <u>www.upsdm.gov.in</u> and login with UPSDM TP login credential provided by UPSDM

i.e. for eg TP Login ID:- TPXXXX & Password:- XXXXXXXX

After login through with the given credential a login page the dash board will display as below.



#### Add Centre

To register the new centre click on Centre Tab $\rightarrow$ Add Centre and fill the required details like centre type, centre name, address district, tehsil, pincode.

## Dasnboaro	⊠ Add	Center Go to dash	board							-		
Candidate	•											
Center	~	Center Detail										
Add Center	Center	Туре *	Center Name				A	Address				
≡ Center List	Mixed	5 <b>v</b>										
Batch	District	e <sup>*</sup>	Tehail *		Pincode *							
🛛 Trainer	-Sele	ct- *	-Select-	*								
Attendence	Landm	Landmark										
Additional Courses		Contact Person Detail										
				Name ' Adhear No ' Emeil Id			lobile	e No 1 <sup>*</sup>	Mobile No 2			
	Profile Photo <sup>1</sup> (Max Size 50KB)											
Choose file No file chosen												
		Offered Courses										
	Sr No.	Sec	tor			Cours	808					
	1	सेक्टर धुनें	*	कोर्स चुनें						+ Add More		
										🗘 Roset 🖌 🖌 Submit		

Here 3 major part has to mentioned in the centre creation centre address, SPOC (Single point of contact i.e. Centre manager details) details and allotted sector in which course has to be requested for approval and DPMU level. All details are mandatory.

#### Centre Status

After requesting the new centre from UPSDM portal with TP login the status of centre will be appeared from the Centre List from Centre Tab.

Skill Development		=				4	Sanjeev Kum	ar Singh (Rastriya Skast		
III Dashboard		Center	Details Go to dast	board						- 1
Z Candidate	>	- Center	Journa and Anna and A							
Center	~	-All-	From Date	To dd/MM	Q Search	Clear Search				
Add Center			dd/MM/y	5						
Center List										
Batch	>	Print Excel								
Trainer	>	S.No.	Center Name	Center Code	Center Address	Contact Person Details	District	TP Name	Status	#
<ul> <li>Attendance</li> <li>Additional Courses</li> </ul>	*	1	RSMIT Mirzapur Centre	21456202	Khatauni No.72,71, Ranno Patti	Pravin Mishra Mobile - 9838989310	Mirzapur	Rastriya Skasharta Mission IT Education	Approved Date : 2020-01- 28T18:38:19.14	
		2	RSMIT Gahmar Centre	21456035	Kahatauni No. 1686,Vill- Gahmar,P.OGahmar, Tehsil- Sevrai,Bhadaura	Surendra Singh Mobile - 7007206355	Ghazipur	Rastriya Skasharta Mission IT Education	Approved Date : 2020-01- 28T18:38:19.14	
		3	RSMIT GZP Nandganj Centre	21456034	Khasra No. 1012, Barahpur,Nandganj	Jitendra Vishwakarma Mobile - 9695833560	Ghazipur	Rastriya Skasharta Mission IT Education	Approved Date : 2020-01- 28T18:38:19.14	
		4	Rashtriya Saksharta Mission I.T Education	21456033	Suhwal Shiwala	Sukhnandan Singh Mobile - 8173024543	Ghazipur	Rastriya Skasharta Mission IT Education	Approved Date : 2020-01- 28T18:38:19.14	

The centre code will be the active after the approval from the concern officials of the DPMU (i.e. Counsellor Cum MIS Manager and District Coordinator)