User Manual for User Registration & Apply Online

For

Usttad Scheme

For

Ministry of Minority Affairs

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Version 1.0

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1. Objective

To preserve rich heritage of traditional arts/crafts of minorities and build capacity of traditional artisans/craftsmen

- 1. To build capacity of master craftsmen/artisans and training of young generation through the master craftsmen/ artisans for
- 2. traditional arts/crafts.
- 3. Set up standards of identified arts/ crafts and their documentation.
- 4. To establish link ages of traditional skills with the global market.
- 5. To improve employability of existing workers, school dropouts etc.
- 6. To generate means of better livelihood for marginalized minorities and
- 7. bring them in the mainstream.
- 8. To enable minorities to avail opportunities in the growing market.
- 9. To ensure dignity of labor.
- 10. Design development and Research in traditional arts/crafts.

2. Audiences

This manual is for website Administrators, Users and Visitors. The Usttad Web-Portal can be found at:

http://usttad.minorityaffairs.gov.in

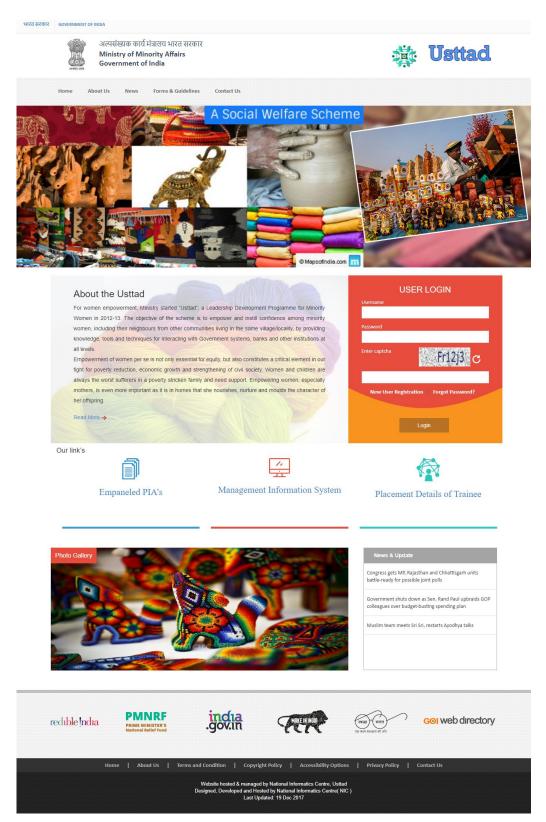


Figure 1 - Home Page

3. Process of Registration – New User Registration

3.1 Open any web browser and enter the URL:

http://usttad.minorityaffairs.gov.in

3.2 Click on "New User Registration" in case of 1st time of Registration

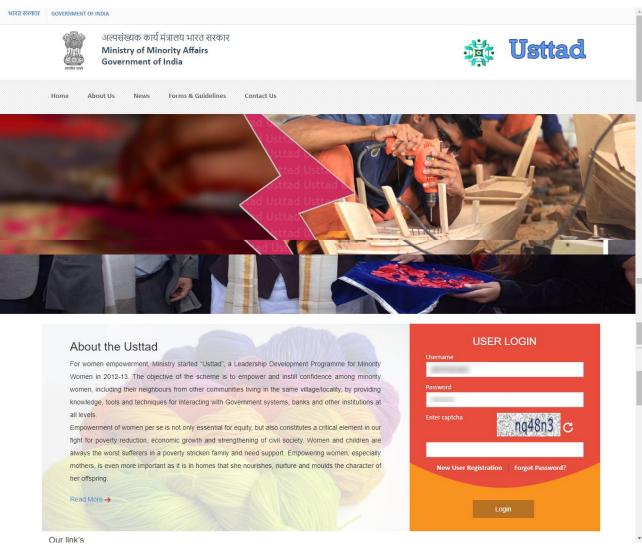
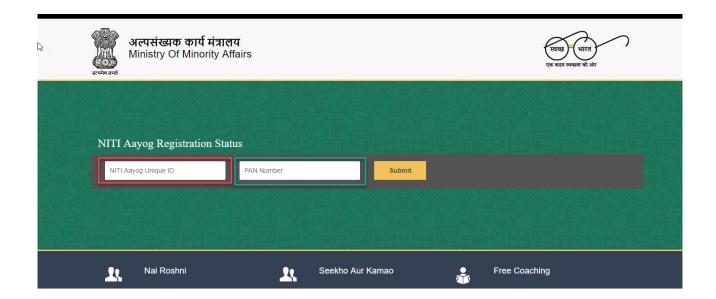


Figure 2 - Login Page



3.3 NGO Darpan Validation

User Will redirect to NGO DARPAN Page where user will validate their NGO Data on the below screen:

Figure 3 – NGO DARPAN Page

1. User will enter "Niti Aayog ID"

- 2. User will enter "PAN Card" Number
- 3. On Submission, NGO Data will be fetched from NGO Darpan (as shown in Figure 3)
- 4. User will click on "Generate OTP" to receive OTP On Registered Mobile number as shown in the Details of NGO and Option will be generate to enter the OTP. (Shown in Figure 4)

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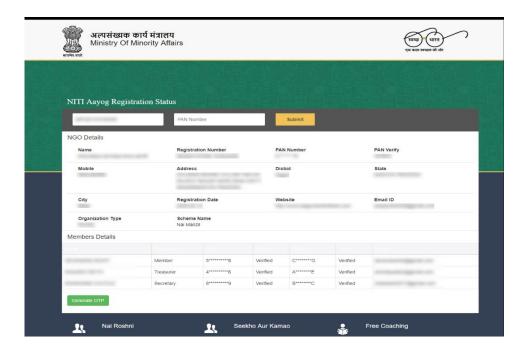
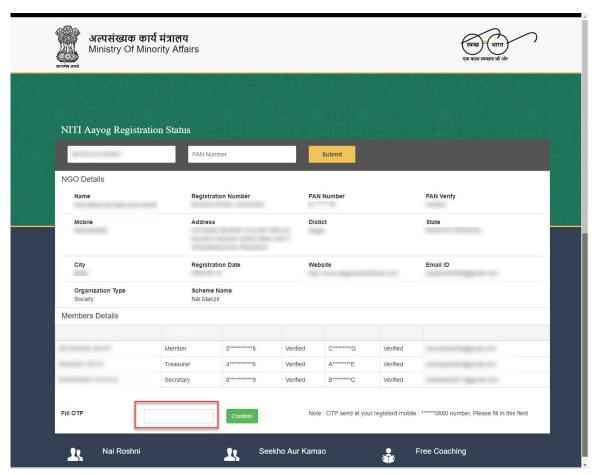


Figure 4 - NGO Validation Page

- 1. Organization need to click on Generate OTP in order to receive OTP
- 2. OTP Will be sent to Registered Mobile Number



3. User will enter the OTP and Validation process will be completed.

3.4 Fill the Organization Registration Page to complete the registration as shown in the figure

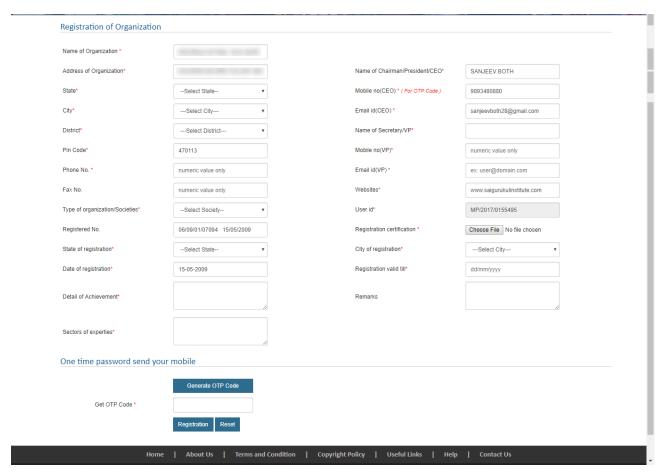


Figure 5 - Organization Registration Page

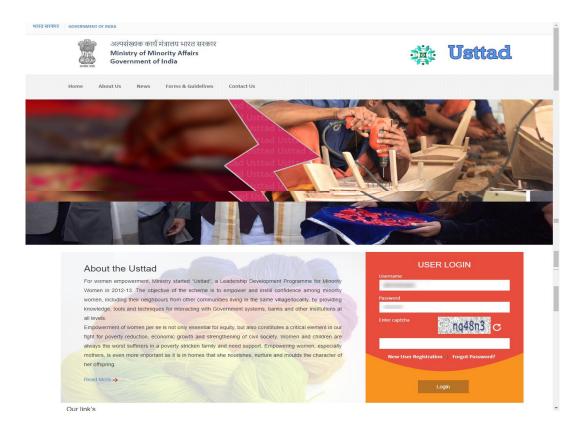
- 1. Fill the complete Organization Registration Page
- 2. Click on Generate OTP Button to Generate the OTP
- 3. OTP will be sent to CEO Mobile number to verify the information
- 4. Once OTP Received, Enter the OTP in the Box Provided
- 5. Click on Registration to Complete the Registration Process.

4. Process for Login

Enter the URL to Redirect to Home Page:-

http://usttad.minorityaffairs.gov.in

Once Registered, User will redirect to Home Page to Login with the **User Name and Password** to "Apply Online".

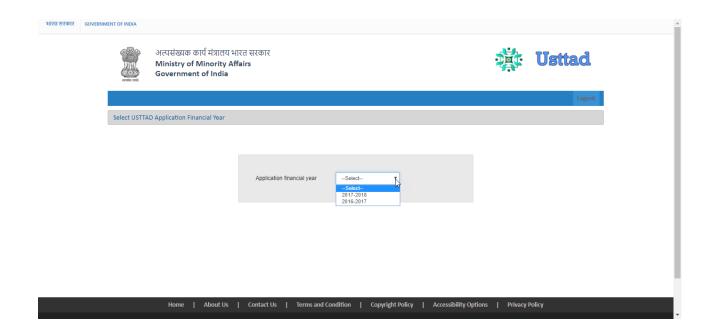


Steps followed in Figure-6:

- 1. Enter user name (user name is case sensitive)
- 2. Enter password (password created during registration)
- 3. Enter valid captcha details
- 4. Click on login button
- 5. User will get redirected to the Dashboard after clicking on the button.

5. Process of Apply Online

After login with the User Name and Password, the below screen as shown in figure 7 will appear which will ask to select financial year in order to apply online.



5.1 Screen 1 User Application Status

User Will be able to view their application status as shown in the below Figure 8

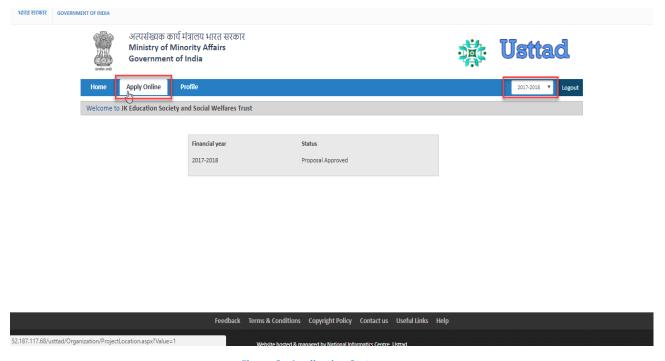
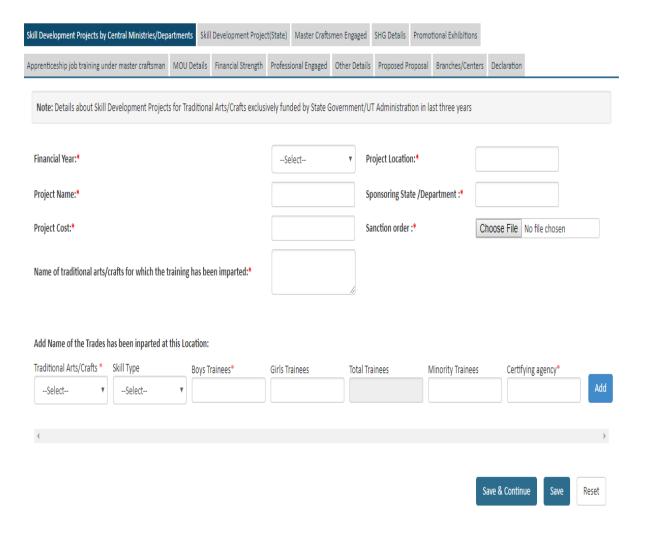


Figure 6 - Application Status

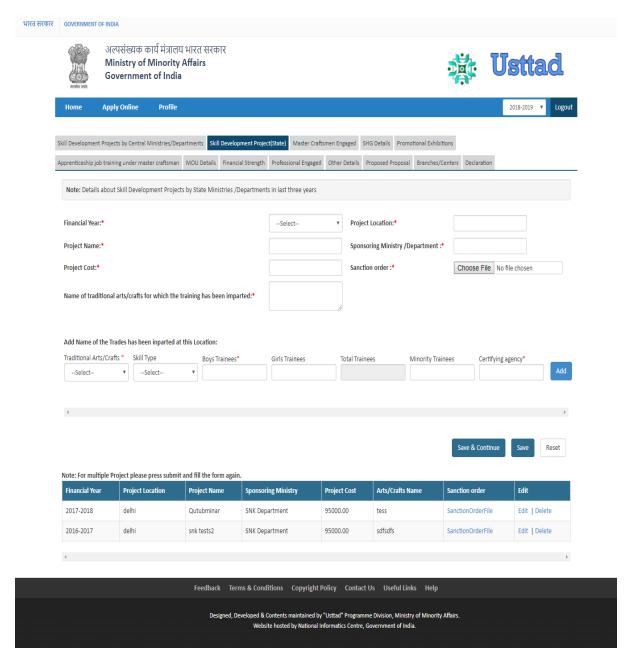
- 1. User can view the Status of their application
- 2. User can click on Apply Online in order to submit the application form

5.2 Screen 2 – Skill Development Project (Arts/Craft)



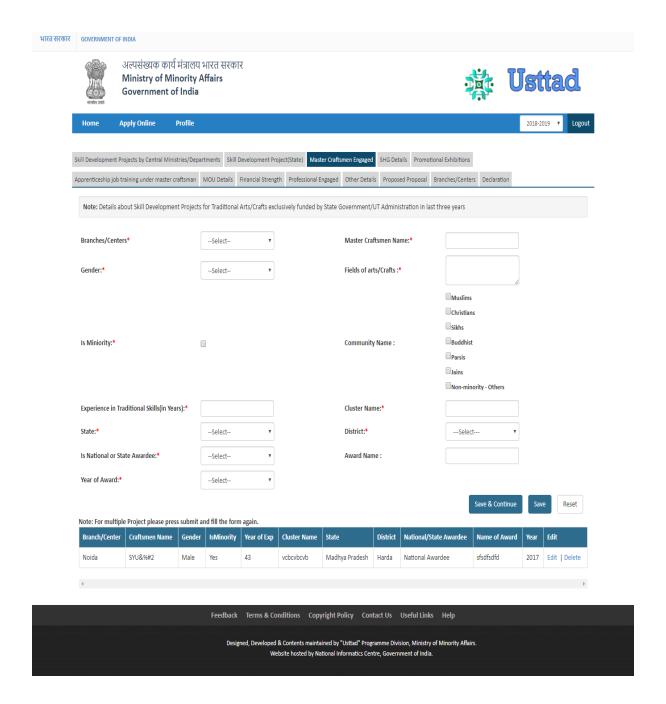
- 1. User will enter information and Experience details in skill development project in Arts/Crafts.
- 2. User will click on "Save" to save the data and click on save and continue button to next tab or click to next tab.

5.3 Screen 3 Skill Development Project (State)



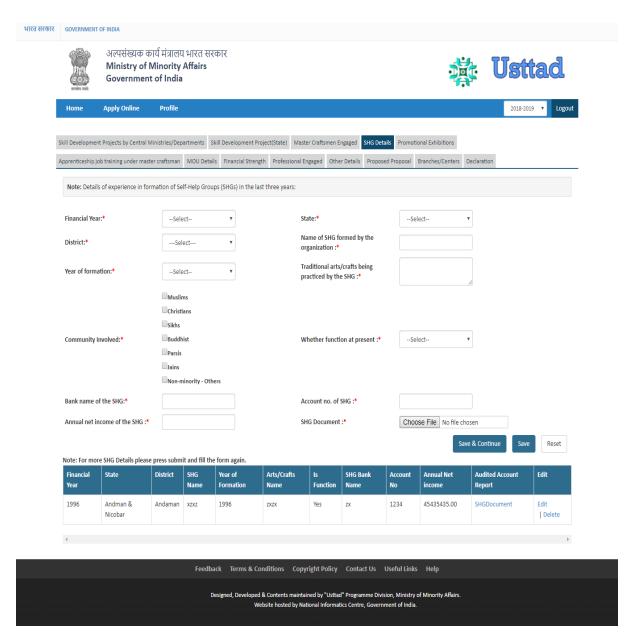
- 1. User will enter information and Experience details in skill development project.
- 2. User will click on "Save" to save the data and click on save and continue button to next tab or click to next tab.

5.4 Screen 4 Master Craftsman Engaged



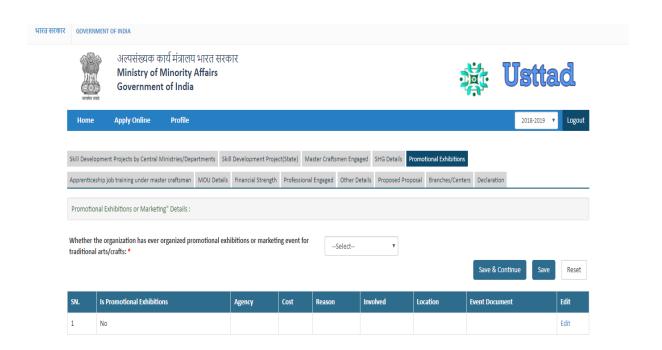
- 1. User will enter information of master craftsman involved in the scheme.
- 2. User will click on "Save" to save the data and click on save and continue button to next tab or click to next tab.

5.5 Screen 5 - SHG Details



- 1. User will enter information related to SHG.
- 2. User will click on "Save" to save the data and click on save and continue button to next tab or click to next tab.

5.6 Screen 6 - Promotional Exhibitions



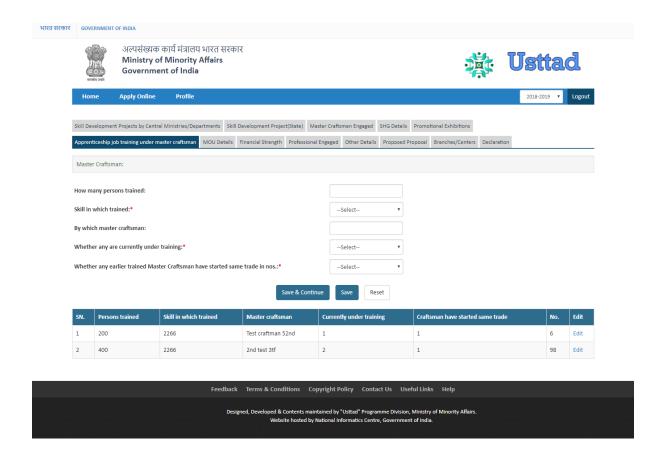
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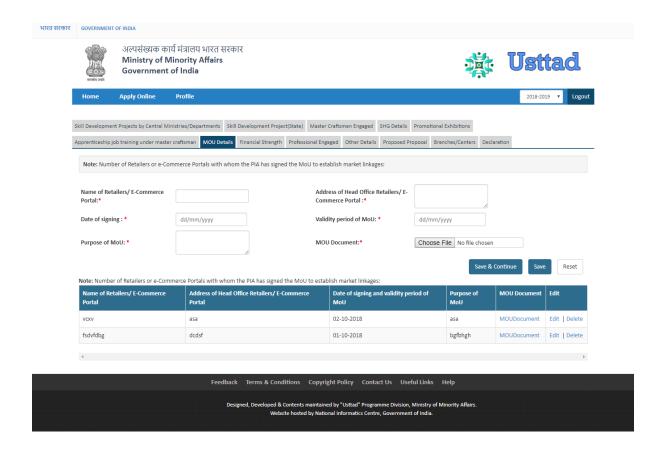
- 1. User will enter information as mentioned in the form.
- 2. User will click on "Save" to save the data and click on save and continue button to next tab or click to next tab.

5.7 Screen 7 Apprenticeship training under master craftsman



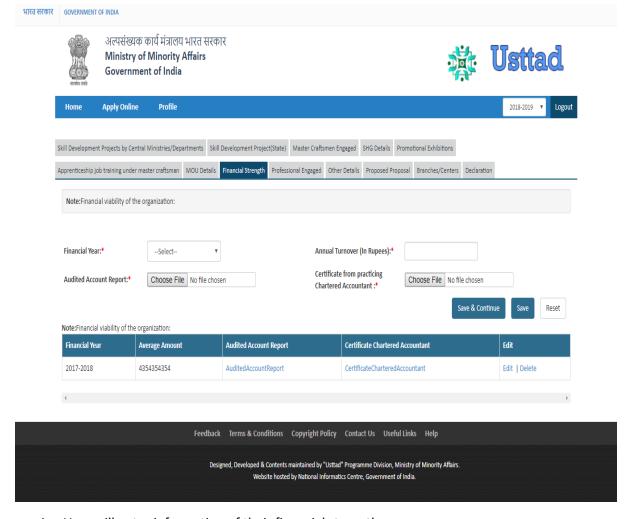
- 1. User will enter information as mentioned in the form.
- 2. User will click on "Save" to save the data and click on save and continue button to next tab or click to next tab.

5.8 Screen 8- MOU Details



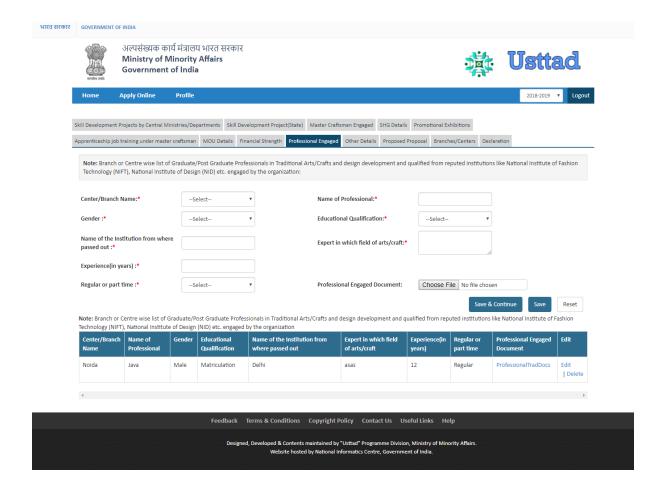
- 1. User will enter information of MOU signed with other organization.
- 2. User will click on "Save" to save the data and click on save and continue button to next tab or click to next tab.

5.9 Screen 9 - Financial Strength



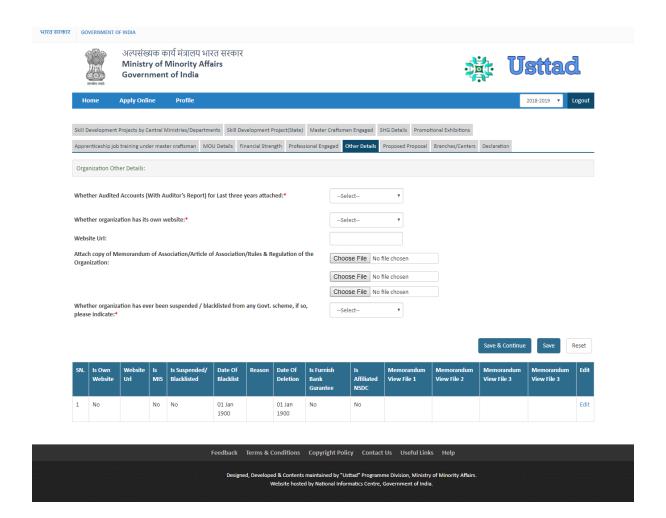
- 1. User will enter information of their financial strength.
- 2. User will click on "Save" to save the data and click on save and continue button to next tab or click to next tab.

5.10 Screen 10- Professional Engaged



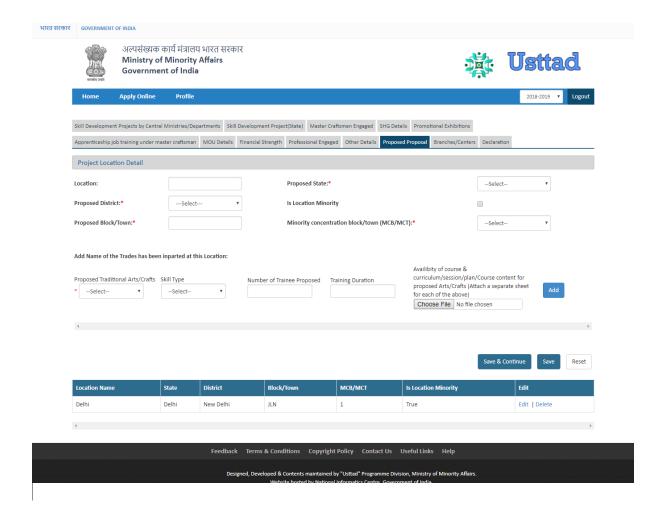
- 1. User will enter information of Professional Engaged.
- 2. User will click on "Save" to save the data and click on save and continue button to next tab or click to next tab.

5.11 Screen 11 - Other Details



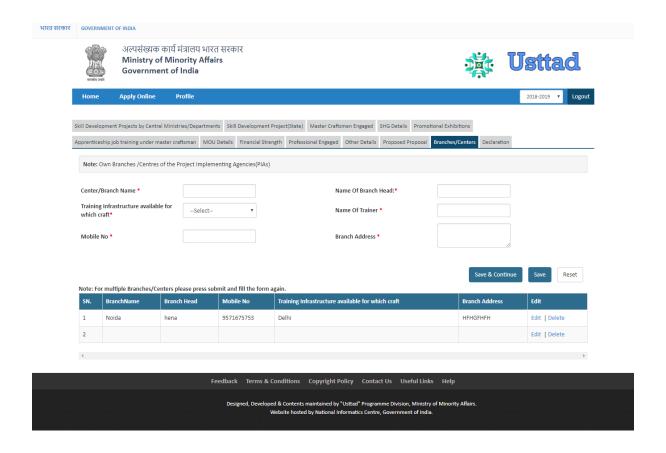
- 1. User will enter information as mentioned in the form.
- 2. User will click on "Save" to save the data and click on save and continue button to next tab or click to next tab.

5.12 Screen 12 - Proposed Proposal



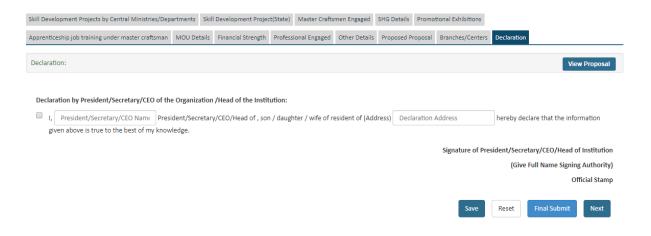
- 1. User will Upload all the relevant details about their location
- 2. User will click on "Save" to save the data and click on save and continue button to next tab or click to next tab.

5.13 Screen 13 - Branch & Center



- 1. User will enter the Branch and Center information
- 2. User will click on "Save" to save the data and click on save and continue button to next tab or click to next tab.

5.14 Screen 14 - Declaration



- 1. User will enter information as mentioned in the form.
- 2. User will click on "Save" to save the data and click on "Final Submit to Submit the form.
- 3. Once the form submitted, user will not be able to edit the form.