



**CAMPUS**<sup>SM</sup>  
MANAGEMENT



## **Smart Centre Managing Profiles User Manual**

**PMKVY2.0**

**28th September, 2016**

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## Table of Content

Introduction.....4  
Viewing Training Centre Profile.....4  
Viewing Target Progress .....5  
Changing Password .....7

## Introduction

PMKVY2.0 - SMART CENTRE user manual for Managing Profiles.

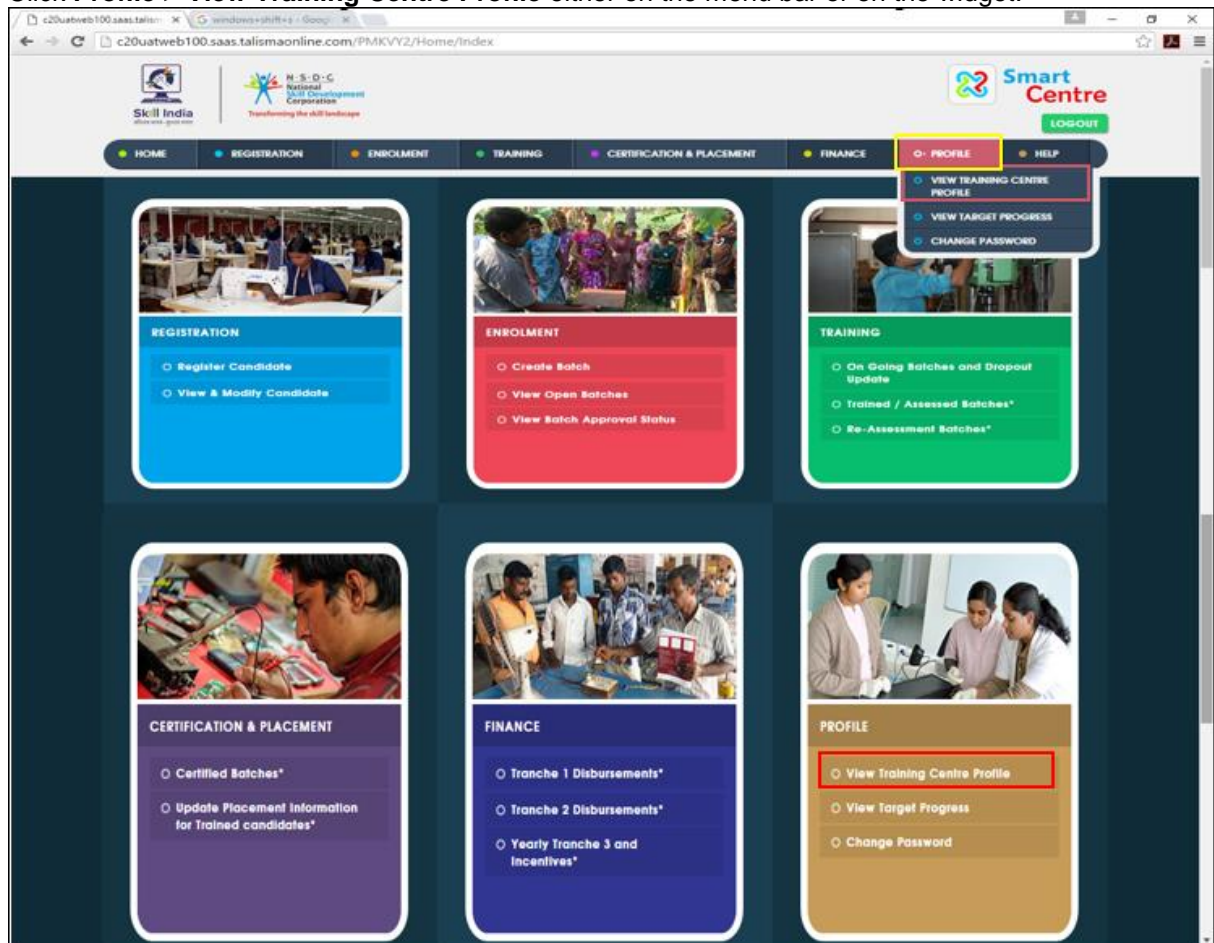
Topics covered in the manual:

- Viewing Training Centre Profile
- Viewing Target Progress
- Changing Password

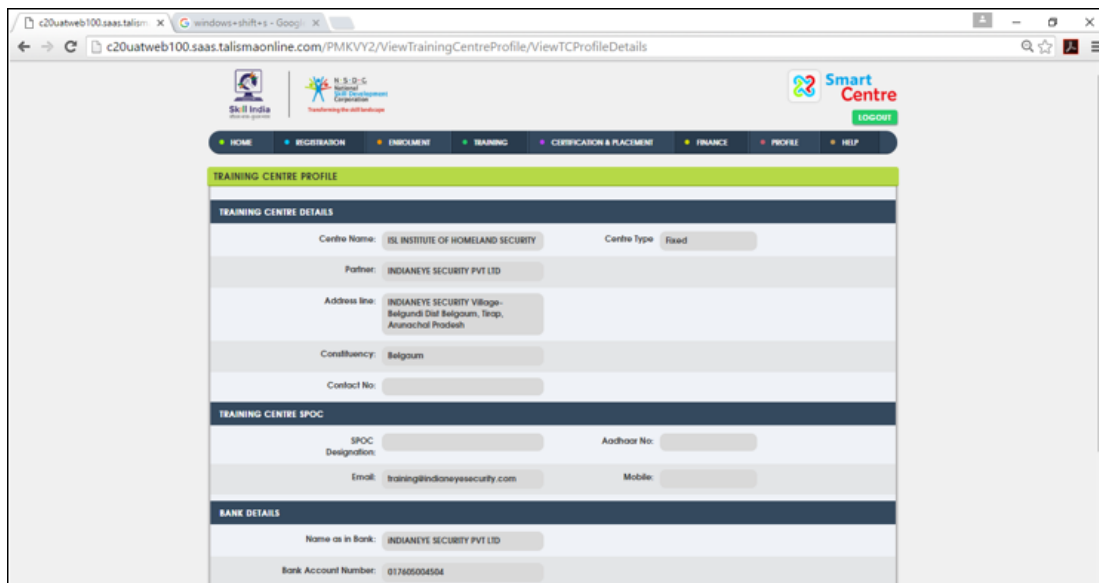
## Viewing Training Centre Profile

To view a training centre profile:

1. Click **Profile > View Training Centre Profile** either on the menu bar or on the widget.



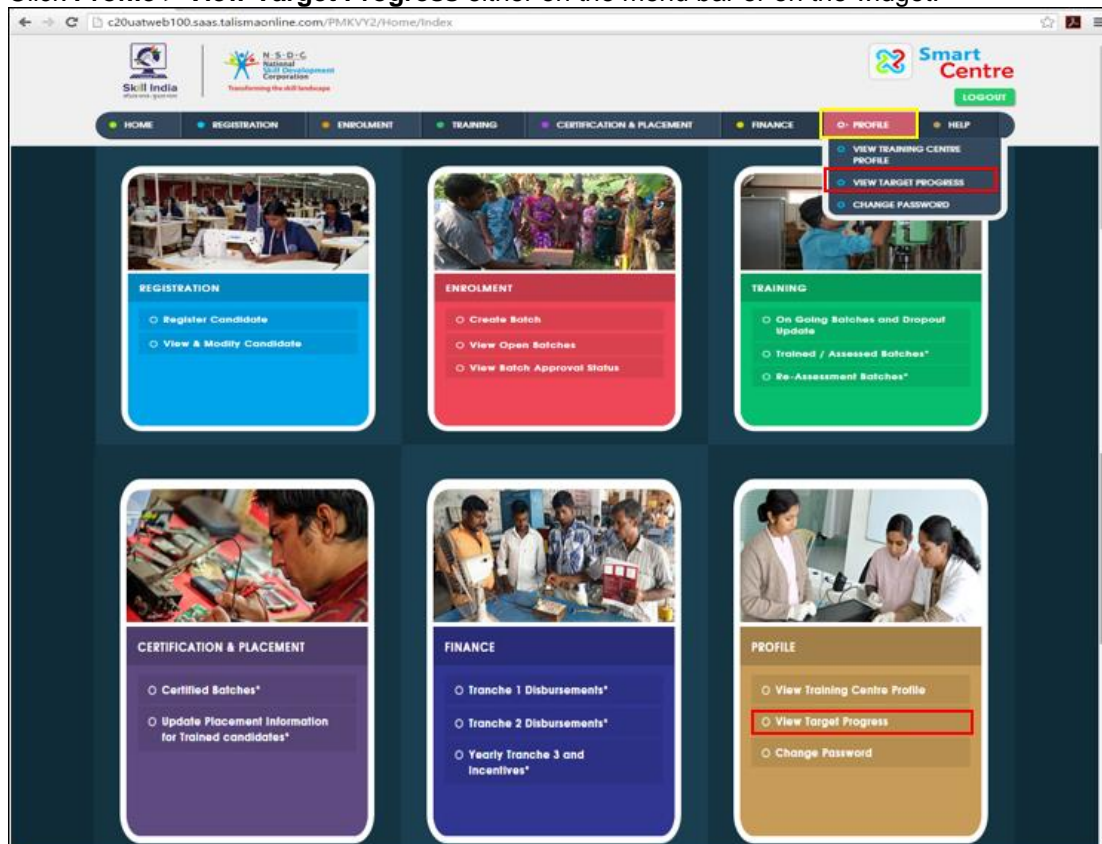
Training Centre Profile page is displayed.



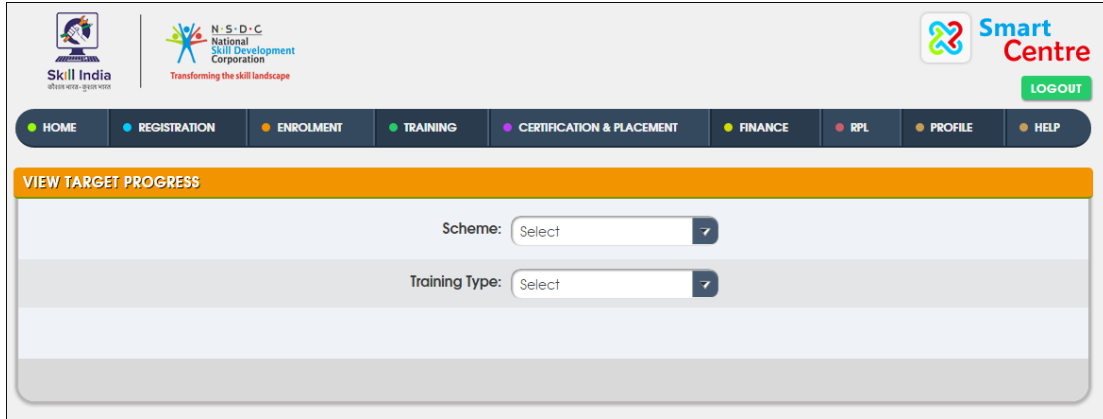
## Viewing Target Progress

To view target progress:

1. Click **Profile > View Target Progress** either on the menu bar or on the widget.



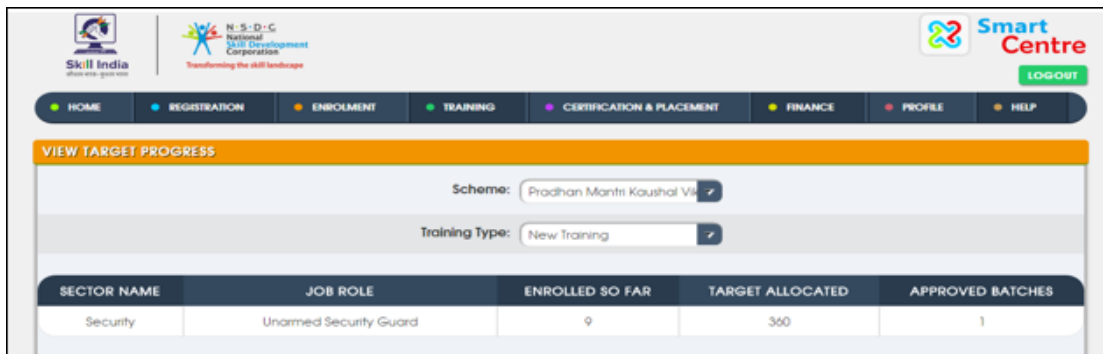
View Target Progress page is displayed.



2. Select the **Scheme** and **Training Type**.

The following details are displayed:

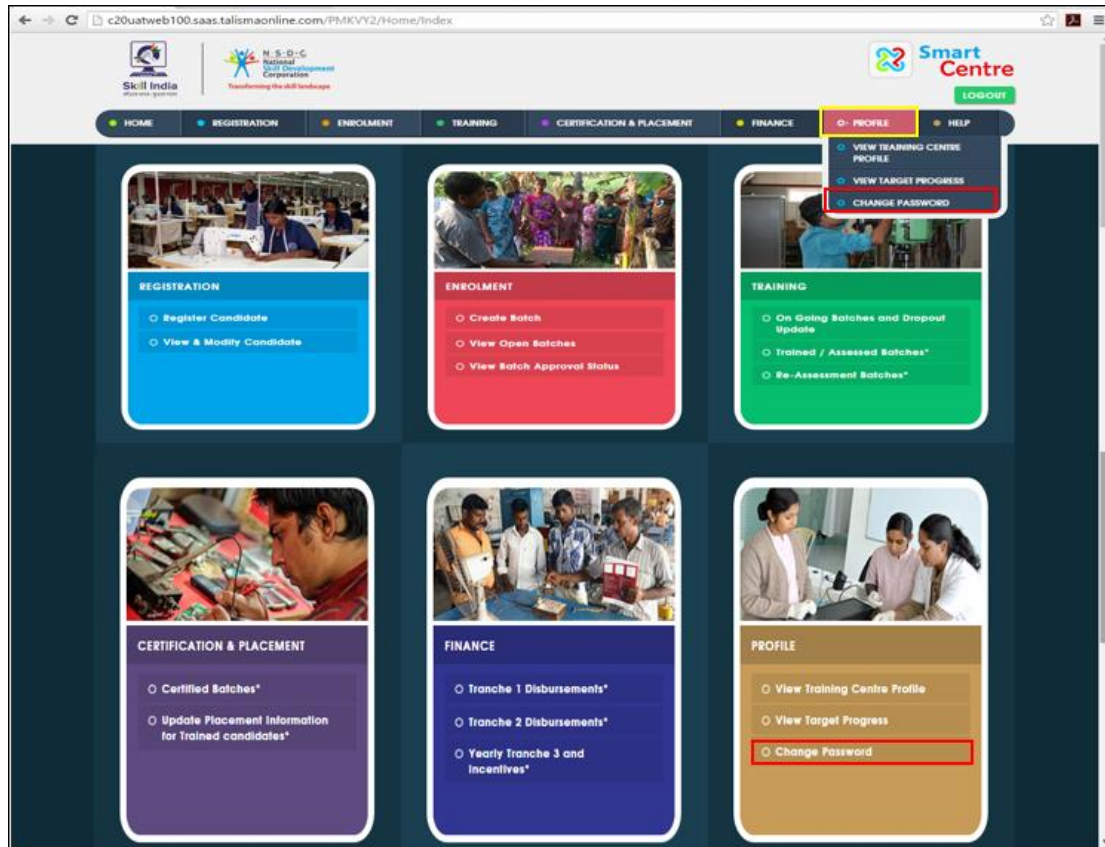
Field	Description
<b>Sector Name</b>	Name of the sector
<b>Job Role</b>	Name of the Job Role
<b>Enrolled So Far</b>	Number of candidates enrolled
<b>Target Allocated</b>	Number of candidates allocated to the training centre
<b>Approved Batches</b>	Number of batches approved by Sector Skill Council (SSC)



## Changing Password

To change password:

1. Click **Profile > Change Password** either on the menu bar or on the widget.



**Change Password** page is displayed.

2. Enter old and new password details.

**Note:** New password must meet the required password complexity.

3. Click **Save** to reset the password.  
**Note:** Training Centre (TC) user is forced to change password if the password has not been changed for 45 days.

The screenshot displays the user interface for the National Skill Development Corporation (N.S.D.C.) Smart Centre. At the top left is the N.S.D.C. logo with the tagline 'Transforming the skill landscape'. At the top right is the 'Smart Centre' logo and a 'LOGOUT' button. A navigation bar below the logos contains links for HOME, REGISTRATION, ENROLMENT, TRAINING, CERTIFICATION & PLACEMENT, PROFILE, and HELP. The main content area is titled 'CHANGE PASSWORD' and includes a password strength instruction: 'Password field should contain Minimum 8 Characters with at least one Lowercase, one Uppercase and one Number.' Below this instruction are three input fields: 'Old Password\*' (highlighted in yellow), 'New Password\*', and 'Confirm New Password\*'. At the bottom of the form are 'SAVE' and 'CLEAR' buttons.