Smart Centre Managing Profiles User Manual

PMKVY2.0

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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:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sector Name</td>
<td>Name of the sector</td>
</tr>
<tr>
<td>Job Role</td>
<td>Name of the Job Role</td>
</tr>
<tr>
<td>Enrolled So Far</td>
<td>Number of candidates enrolled</td>
</tr>
<tr>
<td>Target Allocated</td>
<td>Number of candidates allocated to the training centre</td>
</tr>
<tr>
<td>Approved Batches</td>
<td>Number of batches approved by Sector Skill Council (SSC)</td>
</tr>
</tbody>
</table>
Changing Password
To change password:

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

   ![Change Password page](image)

   **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.