



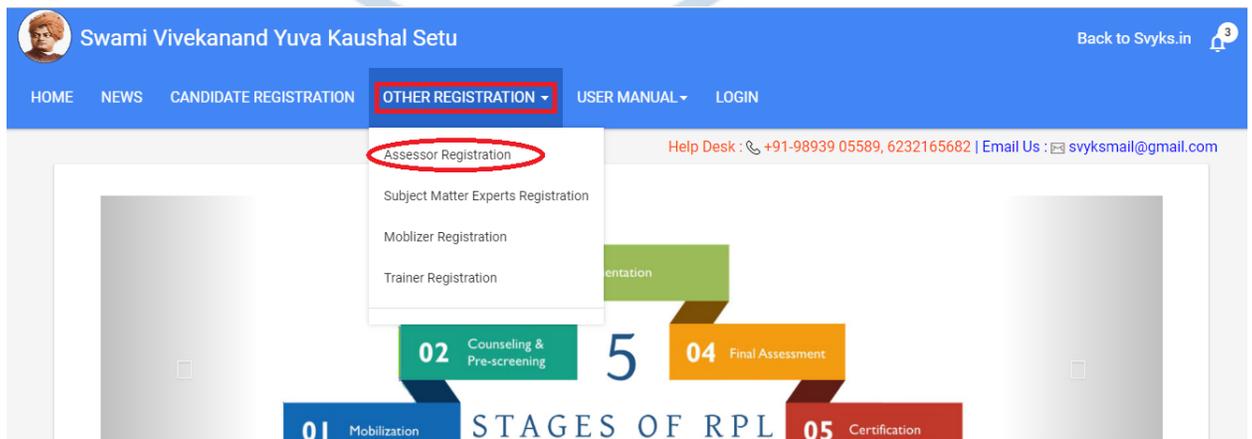
SWAMI VIVEKANAND YUVA KAUSHAL SETU

Trainer Registration – Online Registration Help Manual

1. Type <https://svyks.in/>, SVYKS website will open, Click on the Menu “SVYKS Portal”



2. SVYKS portal will be opened. To register Assessor, you need to click on the **OTHER REGISTRATION** Menu. After clicking on the Menu, a Sub menu will appear. Click on **Trainer Registration** from the submenu.





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3. After clicking on the **Trainer Registration** menu, **Trainer Registration Page** will be displayed, where you can input necessary primary information for Trainer to be registered.

Trainer Registration

Registering For * **Trainer**

First Name* Last Name *

Gender *
Select

Date Of Birth *

Contact No * Email Id *

Type of Registration * **Individual**

REGISTER **CANCEL**

Steps for the Trainer Registration

1. Register the Trainer using **Trainer Registration** menu
2. You will get an account activation mail from **“Swami Vivekananda Yuva Kaushal Setu”** on your email id provided at the time of registration. Activate the account.
3. After successfully activation, Trainer will get Login Credentials on their registered mail id. After which, they can log into the portal and complete their profile

NOTE: - There are 11 tabs on which Trainer need to fill information and upload necessary files. Out of those 11 tabs, Trainer must fill information four compulsory tabs. Those four tabs are:-

- a. Basic details
- b. Contact Details
- c. KYC Details
- d. Qualifications

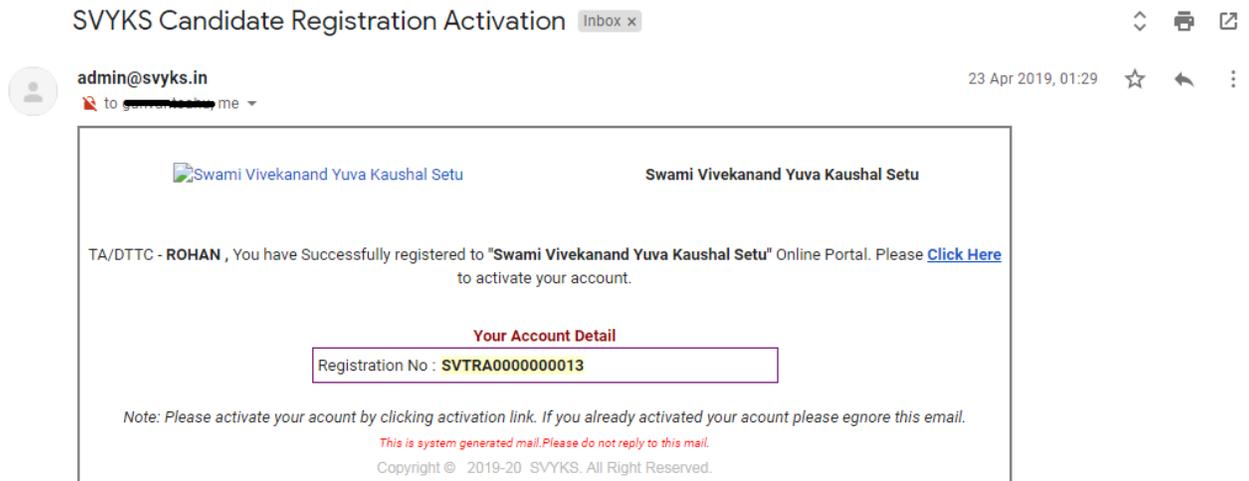
If any Trainer failed to fill information on those four tabs then their profile will not appear for Trainer Verification process and Trainer won't be eligible for any assessment because without their document verification, Trainer won't appear for association with assessment agency.



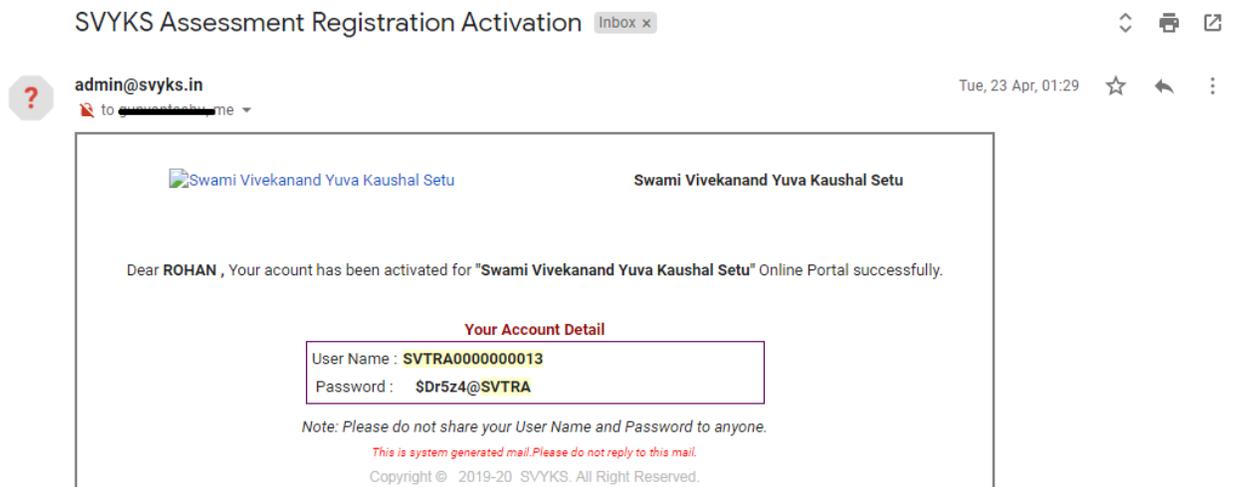
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User Manual for Complete Trainer Registration Process

1. After filling the necessary information on “**Trainer Registration**”, Trainer will get an activation mail on their registered email id.



2. Trainer need to click on the “**Click Here**” to activate the account. Login credentials will be send to their email id after successfully activation.



3. Trainer will use their login credentials and log into the portal. Where they fill four compulsory tabs and other tabs.

4. **Tab 1 – Basic Details (Compulsory) ->**

This is the very first tab. Here Trainer input their personal information



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5. Tab 2 – Contact Details (Compulsory) ->

Contact details like mobile no, what's app, address social networking account etc information

6. Tab 3 – KYC Details (Compulsory) ->

Identification details like aadhar no, PAN, Passport etc.

7. Tab 4 – Qualifications (Compulsory) ->

Qualification details of assessor. Trainer need to be very careful while filling information on this tab because on the basis of this information, they will be allowed for assessment for particular sector/module.

(NOTE- TOT information will also be a factor while assigning sector/module for assessment)

8. Tab 5 – Vocational Training ->

Information about vocation training done

9. Tab 6 – Experience ->

Information about work experience

10. Tab 7 – Award/ Recognition->

If Trainer has got any award/Recognition at national/international/state level for their work, they can mention here.

11. Tab 8 – Membership ->

If Trainer is member of any society/ organization then they can mention it here.

12. Tab 9 – Book/Journal/Article ->

If Trainer has written any book/ journal/article either solely or co-author then they can mention this achievement over here

13. Tab 10 – Workshop /Seminar ->

Trainer who has participated on any seminar or workshop or orientation program, then they can mention those achievement here

14. Tab 11 – TOT Details ->

If Trainer has done **Training of Trainer (TOT)** then they can mention here. This is also a key tab as their assessment sector/module will also be decided on the basis of information filled here.