



**Tamil Nadu
e-Governance Agency**



**Tamil Nadu Skill
Development Corporation**

User Manual for Green Channel Training Partner

Version No.1.0

This is the initial version of user manual. Based on the changes on the software, manual will be updated accordingly.



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User Manual – Green Channel Training Partner Module

1. Introduction

Green Channel Training Partner Portal allows GREEN CHANNEL TP of Tamil Nadu to register to offer training for the candidates of Tamil Nadu Skill Development Corporation.

- Post GREEN CHANNEL TP registration, they must complete the profile and submit to TNSDC.
- TNSDC will verify the GREEN CHANNEL TP profile and they will approve/ reject GREEN CHANNEL TP
- If GREEN CHANNEL TP is approved, GREEN CHANNEL TP can create Green Channel Training Centre
- Created Green Channel Training Centre should be submitted to TNSDC for verification
- TNSDC will verify the GREEN CHANNEL TC profile and they will assign to inspection officer, or they can reject the profile
- Post inspection, TNSDC will empanel the Green Channel Training Centre for the Job Roles requested.

Note: It is TNSDC's decision to empanel the GREEN CHANNEL TC/ reject the GREEN CHANNEL TC

2. Green Channel Training Partner Module

2.1 Tamil Nadu Skill Development Corporation Website

Green Channel Training Partner can access GREEN CHANNEL TP portal from Tamil Nadu Skill Development Corporation Website

Screen:

The screenshot displays the website for the Tamil Nadu Skill Development Corporation. At the top, there are logos for the organization and the 75th Azadi Ka Amrit Mahotsav. The main navigation menu includes Home, About Us, Schemes, Initiatives, Courses, Training Partners, Registry/Dashboard, Help/Notices, Gallery, Contact Us, Recruitment, and Service Desk. A 'Register / Login' button is visible in the top right corner. The central banner features a group of people in a workshop setting, with the text 'Are you a Candidate looking to join Skilling Courses?' and a prominent 'REGISTER' button. Below the banner, there are four data points: Training Partner (175), Sector (38), Job Role (1013), and Skilled Youth (168495). The footer contains recruitment notification details: 'Result - Recruitment notification No.SDCRNF-01/2023, dt:05.01.2023 | TNSDC - Interview Notice - Recruitment notification No.SDCRNF-01/2023, dt:05.01.2023 | TNSDC - In'.

1. Click on "Click Here to Register for Green Channel"

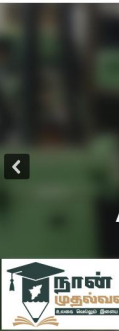


Screen:

User Manual – Green Channel Training Partner Module



Home About



2.2 Green Channel Training Partner Login

Here Green Channel Training Partner can login to GREEN CHANNEL TP Portal if they are already registered with Tamil Nadu Skill Development Corporation.

Screen:

The screenshot shows the homepage of the Tamil Nadu Skill Development Corporation. The header includes the organization's name in Tamil and English, along with the Azadi Ka Amrit Mahotsav logo. A navigation menu is located below the header, and a 'Register / Login' dropdown menu is open, showing various options. The 'STT/RPL Training Partners' option is highlighted with a red circle. Below the navigation menu, there is a banner image showing a group of people in a classroom setting. At the bottom of the banner, there are statistics for Training Partner (175), Sector (38), Job Role (1013), and Skill (16). A footer contains a news ticker with the date 2023 and recruitment notification details.

தமிழ்நாடு திறன் மேம்பாட்டுக் கழகம்
TAMIL NADU SKILL DEVELOPMENT CORPORATION

75 Azadi Ka Amrit Mahotsav

English

Click here to register for Green Channel

Home About Us Schemes Initiatives Courses Training Partners Registry/Dashboard Help/Notices Gallery Contact Us Recruitment Service Desk

Register / Login

- Candidates/Trainees
- STT/RPL Training Partners
- STT/RPL Training Centers
- SSC / SCVT
- Assessment Agency / Assessor
- Placement Officer
- Skill Registry
- Green Channel Login
- TNSDC Login
- Department Login
- Service Desk Login
- Finance Login

Training Partner 175 Sector 38 Job Role 1013 Skill 16

2023 | TNSDC -Interview Notice- Recruitment notification No.SDCRFN-01/2023, dt:05.01.2023 | TNSDC -Interview Notice-Program Manager(Districts)- Recruitment notifi



User Manual – Green Channel Training Partner Module

Green

Green Channel is the Government of Tamil Nadu and Universities. Green Channel is provided by TNSDC in providing

Green Channels are a new employ method b

If you are one of the following categories:

1. Leading Industries
2. Government Enterprises
3. Government Departments
4. Government Institutions

Eligibility Criteria

“Factory Skill Scheme”

1. Industries with turnover of Rs. 100 crore and above
2. MSME with turnover of Rs. 10 crore and above

Existing Green Channel




Language

Training Partner Login

Green Channel Login

User name

Forgot UserName?

Password

Forgot Password?



RETYPE THE ABOVE CAPTCHA CODE

Remember me

Do you want to register as a Training Partner?

It is easy to become training partner at TNSDC. Below are the simple steps:

STEP 01

Register as Training Partner

This is the first step of Training Partner Affiliation Process. Here you need to register with your organization details

STEP 02

Complete Training Partner Profile

Provide detailed information of your organization details like Organisation Registration Number, PAN, Single Point of Contact, Bank Details.

STEP 03

Approval by TNSDC

Your profile will be screened by TNSDC and will be approved/rejected.

STEP 04

Create Training Centre

You can create the training centre where actual training will happen and fill the infrastructure details, request target, trainer and staff details.

STEP 05

STEP 06

STEP 07

STEP 08

Details:

Field	Description
Username	Green Channel Training Partner's Username or Login ID



User Manual – Green Channel Training Partner Module

Password	Green Channel Training Partner’s Password
Forgot Username?	Green Channel Training Partner can click on “Forgot Username?” link, if GREEN CHANNEL TP Single Point of Contact (SPOC) wants to recover username
Forgot Password?	Green Channel Training Partner can click on “Forgot Password?” link if GREEN CHANNEL TP SPOC wants to receive temporary password
Green Channel GREEN CHANNEL TP Registration	Green Channel Training Partner can click on “Green Channel GREEN CHANNEL TP Registration” if GREEN CHANNEL TP is new to Tamil Nadu Skilling
Sign In	On “Sign In” click, system will check if Green Channel Training Partner’s credentials entered are valid or not, if valid, GREEN CHANNEL TP will be navigated to home screen of GREEN CHANNEL TP Portal.

2.3 Green Channel Training Partner NEW Registration

Green Channel Training Partner can click on “Green Channel GREEN CHANNEL TP Registration” from Login Screen of portal if GREEN CHANNEL TP is new to Tamil Nadu Skilling. GREEN CHANNEL TP will be navigated to “Green Channel Training Partner Sign Up” page

Screen:

The screenshot displays the 'Green Channel - Training Partner Sign Up' page. The form includes the following fields and options:

- Training Partner Name** (text input)
- Training Partner Organization Type** (dropdown menu)
- Organization Registration Number** (text input)
- Industry Type** (dropdown menu with options: Select, Centre of Excellence, Factory School, PAIS)
- State** (dropdown menu)
- District** (dropdown menu)
- Pincode** (text input)

Additional information on the page includes a note: "Mobile Number and Email of Authorized SPOC. (Below user will get TP login credentials). Only unique Mobile Number and Email is allowed." On the right side, a 'Training Partner' section outlines the registration process steps:

- 01 Register as Training Partner**: This is the first step of Training Partner Affiliation Process. Here you need to register with your organization details.
- 02 Complete Training Partner Profile**: Provide detailed information of your organization details like Organisation Registration Number, PAN, Single Point of Contact, Bank Details.
- 03 Approval by TNSDC**: Your profile will be screened by TNSDC and will be approved/ rejected.
- 04 Create Training Centre**: You can create the training centre where actual training will happen and fill the infrastructure details.

**Details:**

<u>Field</u>	<u>Description</u>
Green Channel Training Partner Name	Green Channel Training Partner Name as per registration should be entered here
Green Channel Training Partner Organization Type	Green Channel Training Partner Organization Type should be selected
Organization Registration Number	Green Channel Training Partner Registration Number must be entered and it is not mandatory
PAN	Green Channel Training Partner must enter the organization PAN
Pincode	Green Channel Training Partner must enter valid 6-digit pincode
Industry Type	Green Channel Training Partner must enter the industry type like 1. Factory School 2. Centre of Excellence
District	All districts of Tamil Nadu will be displayed, and Green Channel Training Partner can select the district.
Email	Green Channel Training Partner must enter email id of Authorized SPOC Note: This user will get login credentials of GREEN CHANNEL TP portal and option to view all the baGreen Channel TCh/ disbursement status
Verify Button	This button will be enabled if email id is entered. On Verify click, onetime password (OGREEN CHANNEL TP) will be sent to email id entered, on keying in right OGREEN CHANNEL TP, GREEN CHANNEL TP SPOC email will be verified. Note: <ol style="list-style-type: none"> 1. After email verification, email id will not be allowed to modify. 2. Email ID verification is mandatory for GREEN CHANNEL TP to register. GREEN CHANNEL TP will not be allowed to register more than once using same mobile number.



<p>Mobile Number</p>	<p>Green Channel Training Partner must enter mobile number of Authorized SPOC Note: This user will get login credentials of GREEN CHANNEL TP portal and option to view all the baGreen Channel TCh/ disbursement status</p>
<p>Verify Button</p>	<p>This button will be enabled if mobile number entered. On Verify click, one-time password (OGREEN CHANNEL TP) will be sent to mobile number entered, on keying in right OGREEN CHANNEL TP, GREEN CHANNEL TP SPOC mobile will be verified. Note:</p> <ol style="list-style-type: none"> 1. After mobile verification, email id will not be allowed to modify. 2. Email ID verification is mandatory for GREEN CHANNEL TP to register. <p>GREEN CHANNEL TP will not be allowed to register more than once using same email id.</p>

- On “Register” click, GREEN CHANNEL TP will be registered successfully, and GREEN CHANNEL TP SPOC will receive username and temporary password through SMS and email to login to GREEN CHANNEL TP portal to complete the profile.
- GREEN CHANNEL TP will be forced to change the password when trying to login using temporary password.
- Only GREEN CHANNEL TP belonging to Tamil Nadu state can register.



2.3 Forgot Username GREEN CHANNEL TP SPOC can click on “Forgot Username” to retrieve his username.

Screen:

Details:

Field	Description
Username	GREEN CHANNEL TP SPOC should enter the username which he received during registration
Primary Mobile Number	GREEN CHANNEL TP SPOC must enter his Mobile Number entered during registration
Verify Button	<p>This button will be enabled if mobile number is entered. On Verify click, one-time password (OGREEN CHANNEL TP) will be sent to mobile number entered, on keying in right OGREEN CHANNEL TP, GREEN CHANNEL TP SPOC mobile number will be verified.</p> <p>Note:</p> <ol style="list-style-type: none"> 1. After mobile verification, mobile number will not be allowed to modify. 2. Mobile verification is mandatory for GREEN CHANNEL TP SPOC to receive temporary password.



- On Submit click, GREEN CHANNEL TP SPOC will receive his temporary password through SMS and email to his registered mobile number and email id.
- GREEN CHANNEL TP will be forced to change the password when trying to login using temporary password.

2.4 GREEN CHANNEL TP Home Screen/ Dashboard

Once GREEN CHANNEL TP SPOC enters valid login credentials, he/ she will be logged in successfully to GREEN CHANNEL TP portal and navigated to home screen and will be able to see his dashboard.

Screen:

The screenshot displays the dashboard for a Training Provider (TP) in the Tamil Nadu Skill Development Corporation (TNSDC) portal. The interface is in Tamil and includes a navigation menu with 'Dashboard', 'Training Provider', and 'Help / FAQ'. The user's name 'POOJA TP' and language 'HI' are visible in the top right corner. The dashboard is divided into two main sections: 'Training Provider Status' and 'Overall Status'.

Training Provider Status: This section shows a progress bar with seven steps, all currently marked as 'in progress':

- Step 1: Training Provider Details
- Step 2: Address Details
- Step 3: Authorized SPOC Details
- Step 4: Finance SPOC / CEO Details
- Step 5: Bank Details
- Step 6: GST Details
- Step 7: Declaration & Submit

Overall Status: This section shows a vertical timeline of the registration process:

- Jan 26, 2020 10:52PM: Register as Training Provider (Step 01) - Completed
- Approval by TNSDC (Step 02) - Pending
- Approval by TNSDC (Step 03) - Pending
- Create Training Centre (Step 04) - Pending
- Inspection (Step 05) - Pending
- Approval/Rejection of Training Centre (Step 06) - Pending

GREEN CHANNEL TP must first complete his/ her profile by clicking on Green Channel Training Partner menus.

2.5 Green Channel Training Partner Profile Update

2.5.1 Green Channel Training Partner Details

GREEN CHANNEL TP SPOC must fill all the details in “Step 1-Green Channel Training Partner Details”.

Screen :

Financial Year	Annual Turnover (in Lacs)	Document Proof
2017-2018	11	
2018-2019	13	

Details:

Field	Description
-------	-------------



User Manual – Green Channel Training Partner Module

Green Channel Training Partner Name	Green Channel Training Partner Name as per registration should be entered here
Green Channel Training Partner Organization Type	Green Channel Training Partner Organization Type should be selected
Organization Registration Number	Green Channel Training Partner Registration Number must be entered but it'
Green Channel Training Partner Registration Certificate	Green Channel Training Partner must upload registration certificate
Date of Registration/ Incorporation	Green Channel Training Partner must enter date of registration or incorporation
PAN	Green Channel Training Partner must enter the organization PAN
TAN	Green Channel Training Partner must enter the organization TAN
Landline Number	Green Channel Training Partner can enter landline number
Website (if any)	Green Channel Training Partner can provide website link
Previous Year Turnover	Green Channel Training Partner must enter previous financial year (last 3 year) turnover details. It is mandatory only if Organization Type is selected as Leading Industry

- On “Save” click, step 1 details will be saved successfully.
- Once saved the particular steps TP could not be able to update the details until rejected with additional details given by TNSDC.
- On “Next” click, GREEN CHANNEL TP will be navigated to step 2.

2.5.2 Address Details

GREEN CHANNEL TP must fill all the details in “Step 2- Address Details”.



Screen:

Details:

Field	Description
Address	GREEN CHANNEL TP must enter his address line only
Pincode	GREEN CHANNEL TP pincode entered during registration will be displayed Note: Pincode can be modified after registration
State	GREEN CHANNEL TP State should be Tamil Nadu only and will be noneditable
District	GREEN CHANNEL TP District selected during registration will be displayed Note: GREEN CHANNEL TP District cannot be modified after registration.
Taluk	All Taluk belonging to the District selected will be displayed.
Local Body	Local Body will have dropdown values – Corporation, Municipality, Town Panchayat, Cantonment Board, Village Panchayat Union/ Block. GREEN CHANNEL TP can select appropriate name.
Village/ Town/ City	Village/ Town/ City should be selected only if “Local Body” selected is “Village Panchayat Union/ Block”
Parliamentary Constituency	GREEN CHANNEL TP must select his Parliamentary Constituency
Assembly Constituency	GREEN CHANNEL TP must select his Assembly Constituency

- On “Save” click, step 2 details will be saved successfully.
- On “Next” click, GREEN CHANNEL TP will be navigated to step 3.



User Manual – Green Channel Training Partner Module

previous” click, GREEN CHANNEL TP will be navigated to step 2.

2.5.3 Authorized SPOC Details

GREEN CHANNEL TP must fill all the details in “Step 3-Authoirsised SPOC Details”.

Screen:

Details:

Field	Description
Name as per Aadhaar	GREEN CHANNEL TP SPOC name should be entered here which is as per Aadhaar card
Designation	GREEN CHANNEL TP SPOC designation should be entered
Gender	GREEN CHANNEL TP SPOC Gender should be entered
Aadhaar Number	GREEN CHANNEL TP SPOC Aadhaar number must be entered



Verify Button	This button will be enabled only if GREEN CHANNEL TP SPOC Name, Gender and Aadhaar Number is entered. Only if all the details entered according to the Aadhaar, then only Aadhaar verification will be successful. Note: <ol style="list-style-type: none">1. After Aadhaar verification, these details will not be allowed to modify.2. Aadhaar verification is mandatory for GREEN CHANNEL TP to register.3. GREEN CHANNEL TP SPOC will not be allowed to register more than once using same Aadhaar number
Mobile Number	GREEN CHANNEL TP SPOC mobile number entered during registration will be displayed here and will be read only
Email	GREEN CHANNEL TP SPOC email entered during registration will be displayed here and will be read only

- On “Save” click, step 3 details will be saved successfully.
- On “Next” click, GREEN CHANNEL TP will be navigated to step 4.
- On “Previous” click, GREEN CHANNEL TP will be navigated to step 2.

2.5.4 Finance SPOC Details

GREEN CHANNEL TP must fill all the details in “Step 4-Finance SPOC Details”.

Screen:

The screenshot shows the 'Training Provider Details' form for 'Step 4 Finance SPOC / CEO Details'. The form is titled 'Finance SPOC / CEO Details' and includes a checkbox for 'Same as authorized Authorized Single Point of Contact Details'. The main form fields are: 'Name as per Aadhaar' (with a sub-field 'TP Name as per Aadhaar'), 'Designation', 'Gender' (a dropdown menu), and 'Aadhaar Number' (with a 'Verify' button). Below these are 'Mobile Number' (with a 'Verify' button) and 'Email' (with a 'Verify' button). A note states: 'Finance Single Point of Contact will receive finance portal logins'. At the bottom, there are 'PREVIOUS', 'NEXT', and 'SAVE' buttons. The left sidebar shows a progress indicator for steps 1 through 7, with Step 4 highlighted.



**Detail
Is:**

User Manual – Green Channel Training Partner Module

<u>Field</u>	<u>Description</u>
Checkbox	IF authorized and finance SPOC is same for a GREEN CHANNEL TP, then GREEN CHANNEL TP SPOC can check the checkbox – “Same as authorized Single Point of Contact Details”
Name as per Aadhaar	GREEN CHANNEL TP SPOC name should be entered here which is as per Aadhaar card
Designation	GREEN CHANNEL TP SPOC designation should be entered
Gender	GREEN CHANNEL TP SPOC Gender should be entered
Aadhaar Number	GREEN CHANNEL TP SPOC Aadhaar number must be entered
Verify Button	<p>This button will be enabled only if GREEN CHANNEL TP SPOC Name, Gender and Aadhaar Number is entered. Only if all the details entered according to the Aadhaar, then only Aadhaar verification will be successful.</p> <p>Note:</p> <ol style="list-style-type: none">1. After Aadhaar verification, these details will not be allowed to modify.2. Aadhaar verification is mandatory for GREEN CHANNEL TP to register.3. GREEN CHANNEL TP SPOC will not be allowed to register more than once using same Aadhaar number
Mobile Number	GREEN CHANNEL TP SPOC mobile number entered during registration will be displayed here and will be read only
Email	GREEN CHANNEL TP SPOC email entered during registration will be displayed here and will be read only

- On “Save” click, step 4 details will be saved successfully.
- On “Next” click, GREEN CHANNEL TP will be proceeded to Step 5
- On “Previous” click, GREEN CHANNEL TP will be navigated to step 3.

2.5.5 Bank Details

GREEN CHANNEL TP must fill all the details in “Step 5-Bank SPOC Details”.

Screen:



Field	Description
IFSC Code	GREEN CHANNEL TP must enter his IFSC code
Don't know IFSC Code?	GREEN CHANNEL TP can search IFSC code if he doesn't know
Bank Name	Based on valid IFSC code entered, automatically bank name will be displayed
Branch Name	Based on valid IFSC code entered, automatically branch name will be displayed
Bank Account Number	GREEN CHANNEL TP must enter his bank account number
Beneficiary Name as in Bank	<ul style="list-style-type: none"> GREEN CHANNEL TP must enter his beneficiary name as in bank
Cancelled Cheque upload	<ul style="list-style-type: none"> GREEN CHANNEL TP can upload the cancelled cheque in valid format

- On "Save" click, step 5 details will be saved successfully.
- On "Next" click, GREEN CHANNEL TP will be proceeded to Step 6
- On "Previous" click, GREEN CHANNEL TP will be navigated to step 4.

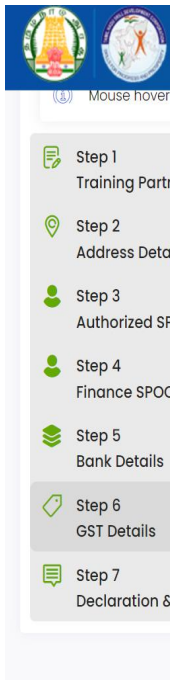
2.5.6 GST Details

Green channel TP can enter.- Step6 – GST details



User Manual – Green Channel Training Partner Module

Screen:



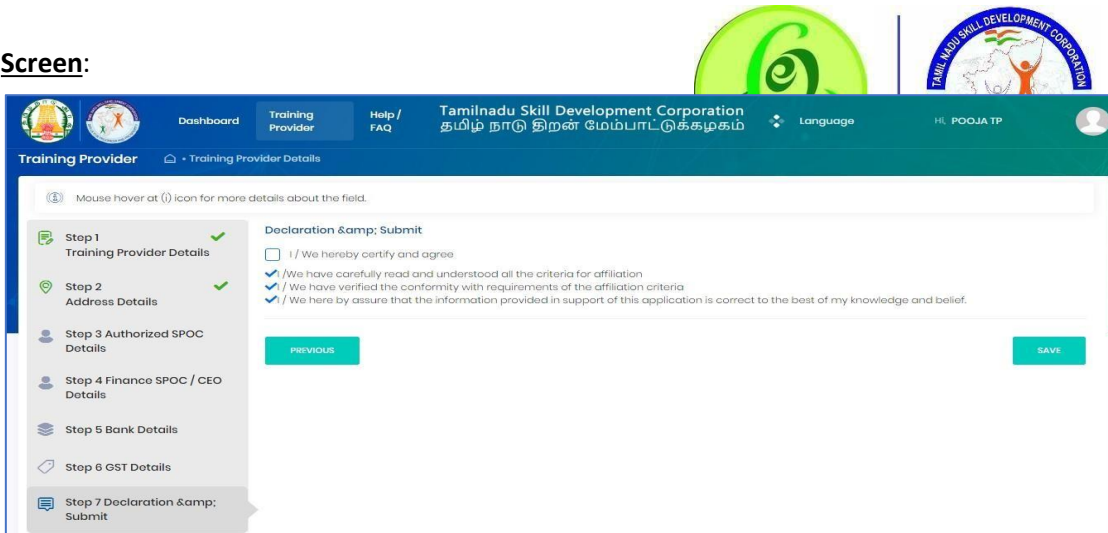
Details:

Field	Description
Goods & Services Tax No.?	Green Channel TP SPOC can select “Yes” if TP has GST TP don’t have Tax then TP can elect “NO”.
Goods and Services Tax No.	Green Channel TP SPOC must enter GST number
GST upload attachment	Green Channel TP SPOC needs to upload GST attachment.

- On “Save” click, step 6 details will be saved successfully.
- On “Next” click, Green Channel TP will be proceeded to Step 7
- On “Previous” click, Green Channel TP will be navigated to step 5.

2.5.7 Declaration GREEN CHANNEL TP can enter – Step 7 –Declaration

Screen:



GREEN CHANNEL TP must read all the points and then submit the profile. GREEN CHANNEL TP profile will be sent to TNSDC for verification, post their approval, Green Channel Training Centre can be created.

Note: TNSDC can permanently reject the GREEN CHANNEL TP details if the details entered are wrong or they might reject with remarks. If TNSDC rejects the GREEN CHANNEL TP with remarks, then GREEN CHANNEL TP can update the details based on rejection comments.

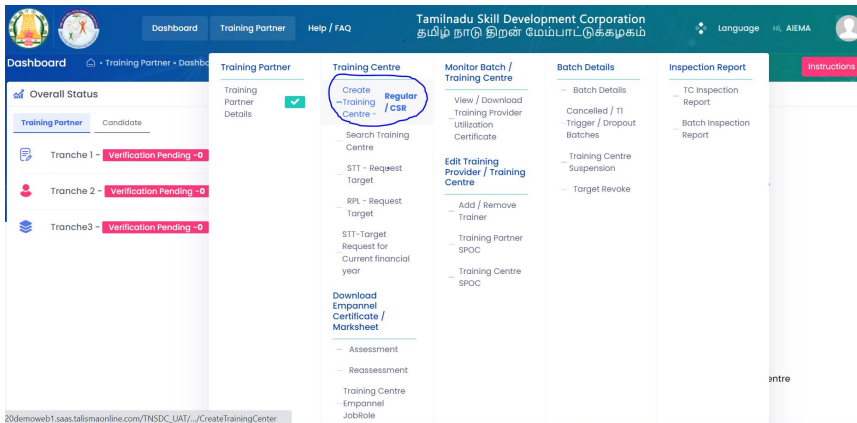
2.6 GREEN CHANNEL TC Creation

Post TP verification by TNSDC, GREEN CHANNEL TC can be created.

Note: Training Partner should complete the TC creation process without any discrepancies.

- In TC creation here two types of TC will display 1. Regular, 2. CSR.

Screen:





User Manual – Green Channel Training Partner Module

Channel Training Centre Details

TP must fill Step 1 – “Training Centre Details”.

- Do you want to Register this Training Centre as CSR – Training Centre?
- Select “Yes” if you want to register the Training Centre as CSR – Training Centre (Corporate Social Responsibility).

Select “No” if you want to register the Training Centre as Regular – Training

Screen:

The screenshot shows the 'Training Centre Details' form. The left sidebar lists steps: Step 1 (Training Centre Details), Step 2 (Proposed Job Role / Trade), Step 3 (Common Facility), Step 4 (Upload Document), Step 5 (Declaration Form), and Step 6 (Submit). The main form area contains the following fields:

- Training Centre Name: THE APPAREL TRAINING & DESIGN CI
- Training Centre Building Ownership: Select
- Do you want to Register This Training Centre as CSR - Training Centre?: Yes (selected) / No
- Address Details of Training Centre (Address of training location is required where actual training will happen):
 - Address: Address
 - Pincode: Pincode
 - State: Select
 - District: Select
 - Taluk: Select
 - Local Body: Select
 - Parliamentary Constituency: Select
 - Assembly Constituency: Select
 - Latitude: Latitude
 - Longitude: Longitude
- Search Address: Search Address

etails:

Field	Description
Green Channel Training Centre Name	Green Channel Training Centre Name is read only field. GREEN CHANNEL TC name should be same as TP name
Green Channel Training Centre Building Ownership	Green Channel Training Centre can select his building ownership type. If GREEN CHANNEL TC has leased building, then rented option should be selected.
Rent Agreement from Date	Green Channel Training Centre can select his rent agreement from date if his ownership type is “rented” Note: If leased building, “Lease Agreement from Date” should be selected
Rent Agreement to Date	Green Channel Training Centre can select his rent agreement to date if his ownership type is “rented” Note: If leased building, “Lease Agreement to Date” should be selected



Address	TP must enter GREEN CHANNEL TC's address line only
Pincode	TP must enter valid 6-digit pincode
State	By default, state will have only "Tamil Nadu" option. GREEN CHANNEL TC must be from Tamil Nadu only.
Verify Button	<p>This button will be enabled only if GREEN CHANNEL TC SPOC Name, Gender and Aadhaar Number is entered. Only if all the details entered according to the Aadhaar, then only Aadhaar verification will be successful.</p> <p>Note:</p> <ol style="list-style-type: none"> 1. After Aadhaar verification, these details will not be allowed to modify. 2. Aadhaar verification is mandatory for GREEN CHANNEL TC to register. 3. After Aadhaar verification, these details will not be allowed to modify.
Mobile Number	<p>Training Partner must enter mobile number of GREEN CHANNEL TC Authorized SPOC</p> <p>Note:</p> <ol style="list-style-type: none"> 1. This user will get login credentials of GREEN CHANNEL TC portal and option to register candidates, create baGreen Channel TCh, enroll candidates, view baGreen Channel TCh, eGreen Channel TC. 2. GREEN CHANNEL TC will receive login credentials only after target approval by TNSDC.
Verify Button	<p>This button will be enabled if mobile number entered. On Verify click, onetime password (OTP) will be sent to GREEN CHANNEL TC SPOC's mobile number entered, on keying in right OTP, GREEN CHANNEL TC SPOC mobile will be verified.</p> <p>Note:</p> <ol style="list-style-type: none"> 1. After mobile verification, email id will not be allowed to modify. 2. Email ID verification is mandatory for GREEN CHANNEL TC creation. 3. GREEN CHANNEL TC will not be allowed to register more than once using same mobile number.



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Email	<p>Training Partner must enter email id of GREEN CHANNEL TC Authorized SPOC Note:</p> <ol style="list-style-type: none"> 1. This user will get login credentials of GREEN CHANNEL TC portal and option to register candidates, create Batches, enroll candidates, view Batches. <p>GREEN CHANNEL TC will receive login credentials only after target approval by TNSDC.</p>
Verify Button	<p>This button will be enabled if email id is entered. On Verify click, one-time password (OTP) will be sent to email id entered, on keying in right OTP, GREEN CHANNEL TC SPOC email will be verified.</p> <p>Note:</p> <ol style="list-style-type: none"> 1. After email verification, email id will not be allowed to modify. 2. Email ID verification is mandatory for GREEN CHANNEL TC creation. <p>GREEN CHANNEL TC will not be allowed to register more than once using same email id.</p>

○ On “Save” click, step 1 details will be saved successfully.

○ On “Next” click, TP will be proceeded to Step 2

2.6.2 Proposed Job Role/ Trade

TP must fill Step 2 – “Proposed Job Role/ Trade”

Screen:

The screenshot shows the 'Proposed Job Role / Trade' step in the Training Partner module. The interface includes a sidebar with steps 1-9, a main content area with a table of job roles, and navigation buttons like 'PREVIOUS' and 'SAVE & NEXT'.

Action	Sector	Job Role/Trade	Job Role/Trade Code	Job Role/Trade Duration	Job Role/Trade Type	Proposed Target per year
	Apparel	Assistant Designer - Home Furnishing	AMH/Q1220	500	Manufacturing	240
	Beauty and Wellness	Senior Beauty Therapist	BWS/Q0104	550	Service	240
	IT-ITes	Technical Support Engineer	SSC/Q5101	400		240

Training Partner can enter about Job Role details by clicking on “Add New Job Role/ Trade” if he needs target from TNSDC.

Note: TP can enter multiple job role details.



Screen:

Field	Description
Sector	All the sector for which TNSDC has allocated target to Green Channel Training Centre's District will be displayed
Job Role/ Trade	All the Job Role/ Trade for which TNSDC has allocated target to Green Channel Training Centre's District will be displayed
Job Role/ Trade Code	Based on Job Role/ Trade selection code will be displayed
Job Role/ Trade Duration	Based on Job Role/ Trade selection duration will be displayed
Job Role/ Trade Type	Based on Job Role/ Trade selection type will be displayed
Min/ Max Batches Size	Based on Job Role/ Trade selection minimum and maximum batches size will be displayed
Nature of Course	TP must select if GREEN CHANNEL TC is interested to run full time or part time course
Proposed Target per Year	TP must enter proposed target for year
No. of parallel batches that you can run	TP must enter parallel batches that can run at a time



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Screen:
n:

Add Proposed Job Role / Trade

Sector * Aerospace and Aviation Job Role/Trade* Aerospace CNC Machinist Job Role/Trade Code AAS/Q1001 Job Role/Trade Duration 40

Job Role/Trade Type Technical Min/Max Batch 1/25 Nature of Course * Full time Proposed Target per year* 22

Number of parallel batch that you can run * 1

Class Room Laboratory Equipment Details

Number of Class Room * Select

Do you have the following?

Class Room*	Carpet Area (in sq.feet) *	Number of Chair*	Number of Table*	Board*	Chairs with writing facility*	Secured Electricity Wires*	Projector*	Air Conditioner*	CCTV*	Exhaust Fan*	Class Room Photo

Submit Close

Add Proposed Job Role / Trade

Sector * Green Jobs Job Role/Trade* Portable Improved Cookstove Distrib Job Role/Trade Code SQJ/Q2105 Job Role/Trade Duration 200

Job Role/Trade Type Non-Technical Min/Max Batch 1/30 Nature of Course * Full time Proposed Target per year* 240

Number of parallel batch that you can run * 1

Class Room Laboratory **Equipment Details**

Search:

S.No.	Name of Item	Required per batch as per DGT Norms	Remark for Utilization	Required as	Total Required	Total Available
10	Handle	1		Mandatory	0	79
5	Catalogue, Brochure and pamphlet	1		Mandatory	0	879
2	Ceramic liner	1		Mandatory	0	8798
7	combustion Chamber	1		Mandatory	0	798

Add Proposed Job Role / Trade

Sector * Aerospace and Aviation Job Role/Trade* Aerospace CNC Machinist Job Role/Trade AAS/Q1001

Job Role/Trade Type Technical Min/Max Batch 1/25 Nature of Course Full time

Number of parallel batch that you can run *

Class Room Laboratory Equipment Details

Number of laboratory *

Select

Lab	Carpet Area (in sq.feet)*	Number of Chair*	Number of Table*	Board*	Chairs with writing facility*	Do you have Secured Electricity Wires*
4						



- TP can now enter classroom details, laboratory details and equipment details .
- As per Job role added the classroom, laboratory and equipment details will be shown in Add proposed job role\Trade tab.
- This Step is not mandatory, TP may choose the add or skip this step by directly clicking on 'Next'
- On "Save" click, step 2 details will be saved successfully.
- On "Next" click, TP will be proceeded to Step 3
- On "Previous" click, TP will be navigated to step 1.



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2.6.3 Common Facility

TP must fill Step 3 – “Common Facility”.

Screen:

- TP can fill common facility details against GREEN CHANNEL TC
- On “Save” click, step 3 details will be saved successfully.
- On “Next” click, TP will be proceeded to Step 4
- On “Previous” click, TP will be navigated to step 2.

2.6.4 Upload Document

TP must fill Step 4 – “Upload Document”.

Screen:

- TP can upload all the documents.
- Document Upload is not mandatory



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- On “Save” click, step 4 details will be saved successfully.
- On “Next” click, TP will be proceeded to Step 5
- On “Previous” click, TP will be navigated to step 3.

2.6.5 Declaration Form

TP must fill Step 5 – “Declaration Form” **Screen:**

The screenshot displays the 'Declaration Form' screen. The left sidebar shows a progress bar with steps 1 through 6. Step 5, 'Declaration Form', is highlighted. The main content area contains the following form elements:

- Step 1: Training Centre Details (Completed)
- Step 2: Proposed Job Role / Trade
- Step 3: Common Facility
- Step 4: Upload Document
- Step 5: Declaration Form (Current step)
- Step 6: Submit

The 'Declaration Form' section includes:

- Checkbox: Does This Training Centre Provide OJT (On-The-Job Training) to Candidates/trainees?
- Checkbox: I / We hereby certify and agree
- Statement 1: We have carefully read and understood all the criteria for affiliation.
- Statement 2: We have verified the conformity with requirements of the affiliation criteria
- Statement 3: We here by assure that the information provided in support of this application is correct to the best of my knowledge and belief

Buttons: 'PREVIOUS' and 'SAVE & NEXT'

- On “Save” click, step 5 details will be saved successfully.
- On “Next” click, TP will be proceeded to Step 6
- On “Previous” click, TP will be navigated to step 4.
- Please check the OJT checkbox if Training Centre would provide OJT (On Job Training) to Candidate.

2.6.6 Submit

TP must fill Step 6 – “Submit” **Screen:**

The screenshot displays the 'Submit' screen. The left sidebar shows a progress bar with steps 1 through 6. Step 6, 'Submit', is highlighted. The main content area contains the following form elements:

- Step 1: Training Centre Details (Completed)
- Step 2: Proposed Job Role / Trade (Completed)
- Step 3: Common Facility
- Step 4: Upload Document
- Step 5: Declaration Form
- Step 6: Submit (Current step)

The 'Submit Profile' section includes:

- Buttons: 'PREVIOUS' and 'SUBMIT'

- TP can finally submit the GREEN CHANNEL TC profile
- On “Save” click, step 6 details will be saved successfully.



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- On “Previous” click, TP will be navigated to step 5.
- On “Submit” click, GREEN CHANNEL TC will be submitted to TNSDC successfully and GREEN CHANNEL TC will not be allowed to modify the details.

Note: GREEN CHANNEL TC details will be sent to TNSDC for approval.

- TNSDC can permanently reject the GREEN CHANNEL TC details if the details entered are wrong or they might reject with remarks.
- If TNSDC rejects the TP with remarks, then GREEN CHANNEL TC can update the details based on rejection comments.

2.7 Search Green Channel Training Centre

TP can search Green Channel Training Centre in “Search Green Channel Training Centre” menu.

Screen:

The screenshot displays the TNSDC Training Partner Module interface. The top navigation bar includes 'Dashboard', 'Training Provider', and 'Help / FAQ'. The main content area shows the 'Training Provider' menu expanded, with options like 'Create Training Centre', 'Search Training Centre', 'Request Target', 'Download Certificate/Marksheet', 'Assessment', 'Reassessment', 'Disbursement', 'View & Verify Performa Invoice', and 'View / Download Utilization Certificate'. The 'Search Training Centre' option is highlighted. The dashboard also displays a progress bar for the 'Create Training Centre' process, with steps: 'Create Training Centre' (In progress), 'Inspection' (Pending), and 'Approval/Rejection of Training Centre' (Pending). The date and time shown are Jun 24, 2020, 10:49AM.

TP can search Green Channel Training Centre based on search criteria.



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Training Centre ID: Training Centre Name: District: Verification Type: Status:

Show entries

Action	Training Centre ID	Training Centre Name	SPOC Details			TCStatus
			Name	Mobile	Email	
		SCHWING STETTER INDIA PRIVATE LIMITED	Muthuselvi	5431315315	dgh@bfkj.com	Pending for submission

Showing 1 to 1 of 1 entries

TC Empanelment stages:

Empanelment TC stages	Description
Profile Submitted: Desk Verification - In Process	TC has submitted their profile to TNSDC successfully and profile details sent to TNSDC for verification
Rejected With Additional Details	If TP entered data was wrong the TNSDC rejects the TCs with remarks, after that TP can be able to edit the rejected filed only
Rejected Permanently	If TP entered data was wrong, the TNSDC has permanently rejected the TC.
Empanelled	TC was Empanelled

2.7.12.8 Download Certificate/ Marksheet - Assessment

TP can search all the batches which are certified using this menu. Based on search criteria, assessment certificates and marksheets can be downloaded.

Screen:

The screenshot shows the Training Provider dashboard with a dropdown menu open for 'Download Certificate/Marksheet'. The menu options are: Assessment, Reassessment, and View / Download Utilization Certificate. The dashboard also shows a progress bar for 'Create Training Centre' (In progress) and 'Approval/Rejection of Training Centre' (Pending).



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2.7.2 Download Certificate/ Marksheet - Reassessment

TP can search all the batches which are certified during reassessment using this menu. Based on search criteria, reassessment certificates and marksheets can be downloaded.

Screen:

The screenshot shows the 'Assessment Certificate/Marksheet' search interface. It includes a search bar with filters for Training Centre District, Training Centre ID - Name, Sector- Job Role / Trade, Batch Name, and Assessment Date Between. Below the search bar, there are instructions for downloading certificates and marksheets. A table displays the search results with columns for TC DETAILS, SECTOR-JOB ROLE/TRADE, BATCH NAME, ASSESSMENT DATE, DOWNLOADS COUNT, GENERATION DATE, ENROLLED, COUNT OF ASSESSED, COUNT OF NOT APPEARED, COUNT OF DROP OUT, and ACTION.

TC DETAILS	SECTOR-JOB ROLE/TRADE	BATCH NAME	ASSESSMENT DATE	DOWNLOADS COUNT	GENERATION DATE	ENROLLED	COUNT OF ASSESSED	COUNT OF NOT APPEARED	COUNT OF DROP OUT	ACTION
52 TEST TP NINE	Inline Checker	2002CO2020-TC000762JAMH/Q0102-00000034	25-May-2020	Certificate-0 Marks Sheet-0	Certificate-13-Apr-2020 Marks Sheet-13-Apr-2020	4	0	0	0	[Download] [Print] [Refresh]

The screenshot shows the Training Provider dashboard. The 'Download Certificate/Marksheet' menu is open, displaying options for Assessment, Reassessment, and Disbursement. The dashboard also shows the overall status of the Training Provider, including a list of franchises and a progress bar for various tasks.



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The screenshot shows the 'Reassessment Batch' page. At the top, there are navigation links for 'Dashboard', 'Training Provider', and 'Help / FAQ'. The page title is 'Tamilnadu Skill Development Corporation' with the Tamil text 'தமிழ் நாடு திறன் மேம்பாட்டுக்கழகம்'. There are also language options and a user profile icon.

The main content area has a search filter for 'Reassessment Batch' with dropdowns for 'Training Centre District', 'Training Centre ID - Name', 'Sector- Job Role / Trade', and 'Batch Name', along with an 'Assessment Date Between' range (06/26/2020 - 06/26/2020) and a 'Search' button.

Below the search filters, there are five numbered instructions:

1. The Certificate has to be printed using a color printer on an A4 size 330 GSM paper/A4
2. Only batches for which result is approved by SSC and certificates are available will be displayed here. Certificate download for a batch will be enabled after 24 hours of SSC approving the batch.
3. The batch that is last approved by the SSC will appear first in the below table
4. Certificates are generated at night and can be downloaded the next day.
5. Time taken for download will depend on the speed of your internet network.

There is also a note: 'If Batch wise Marksheet or Certificate is downloaded, then the batch will be visible in Downloaded Option'.

Below the instructions, there are two tabs: 'Yet to Download' (4) and 'Downloaded' (0). A 'Show 5 entries' dropdown and a search box are also present.

BATCH NAME	SECTOR	JOB ROLE	ASSESSMENT DATE	DOWNLOADS COUNT	GENERATION DATE	TOTAL CANDIDATES	COUNT OF ASSESSED	COUNT OF NOT APPEARED	COUNT DROP OUT	ACTION
36 2002SI/2020-TC0007IDJAMH/Q0102-	Apparel	Inline Checker	18-Mar-2020	Certificate-0 Marks Sheet-	Certificate-13-Apr-2020 Marks Sheet-	1	1	0		

2.7.3 2.10 Disbursement – View and Verify Performa Invoice

TP can view and verify all the Performa invoices generated (i.e. Tranche 1, Tranche 2, Tranche 3, and Boarding & Lodging). Only if invoice is verified by Training Partner, then only TNSDC will be able to process the payment.

Screen:

The screenshot shows the 'Training Provider' dashboard. The main navigation includes 'Dashboard', 'Training Provider', and 'Help / FAQ'. The page title is 'Tamilnadu Skill Development Corporation' with the Tamil text 'தமிழ் நாடு திறன் மேம்பாட்டுக்கழகம்'. There are also language options and a user profile icon.

The dashboard has a sidebar with 'Overall Status' and 'Training Provider' tabs. The 'Training Provider' tab is active, showing 'Training Provider Details' with a green checkmark.

The main content area has a 'Training Centre' dropdown menu with the following options:

- Create Training Centre
- Search Training Centre
- Request Target
- Download Certificate/Marksheet
 - Assessment
 - Reassessment
- Disbursement
 - View & Verify Performa Invoice
 - View / Download Utilization Certificate

On the right side, there is a 'Instructions' panel with the following items:

- Register as Training Provider (Completed)
- Complete Training Provider Profile (Completed)
- Approval by TNSDC (Completed)
- Create Training Centre (In progress) - Jun 24, 2020 10:49AM
- Inspection (Pending)
- Approval/Rejection of Training Centre (Pending)

At the bottom left, there is a URL: 'c20uatweb100.saas.talismaonline.com/TNSDC UAT/.../VerifyPerformaInvoice'.



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Financial Year: Select
Training Centre District: Select
Training Centre ID - Name: Select
Training Provider ID - Name: Select
Sector- Job Role / Trade: Select
Batch Name: Select
Invoice Type: Tranche 1
Search

Pending Verification 0 | Verified 0 | Payment Successful 0

Show 5 entries

Action	Financial Year	Training Centre Details	Invoice Type	Invoice Generated Date	Batch Name	Batch Start Date	Batch End Date	Enrolled	DroppedOut
No data available in table									

Showing 0 to 0 of 0 entries

2.7.4.2.11 Disbursement - View/ Download Utilization Certificate

Half yearly TP utilization certificate will be generated in the system, TP should verify the certificate, get verified by CA with seal and signature, post that same should be attached and submitted to TNSDC. If TNSDC rejects, TP should re-upload the document based on rejection remarks

Screen:

Training Provider Details [checked]

Training Centre

- Create Training Centre
- Search Training Centre
- Request Target
- Download Certificate/Marksheet
 - Assessment
 - Reassessment
- Disbursement
 - View & Verify Performa Invoice
 - View / Download Utilization Certificate

Jun 24, 2020 10:49AM

04 Create Training Centre In progress

05 Inspection Pending

06 Approval/Rejection of Training Centre Pending



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The screenshot shows the 'View / Download Utilization Certificate' page. It includes filters for Financial Year and Cycle, a search button, and status counts: Pending Verification (5), Submitted (3), Verified (3), and Rejected (3). A table lists the available certificates with columns for Action, Financial Year, Training Provider ID-Name, and Cycle. The table shows one entry for the financial year 'Mar19-Apr20' and cycle '01 Apr - 30 Sep'. Navigation buttons for 'Previous' and 'Next' are present at the bottom of the table.

2.7.1. Edit TP\TC Details.

TP can update the TP, TC Spoc and bank details to use below option, after updating its come to TNSDC end and its updated.

The screenshot shows the 'Training Partner' dashboard. A menu is open, highlighting the 'Edit TP\TC Details' option. The menu items are: Update TP SPOC Details, Update TC SPOC Details, and Update Bank Details. The dashboard also shows a sidebar with 'Training Partner Details' and a main content area with a progress bar showing completed steps: 'Create Training Centre' (Feb 2, 2022, 11:41AM), 'Inspection' (Feb 25, 2022, 4:47PM), and 'Approval/Rejection of Training Centre' (Feb 25, 2022, 4:47PM).



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2.7.2 Batch Details

TP can view the batch details and Training centre details in batch details option.

The screenshot displays the 'Training Partner' dashboard. The 'Batch Details' menu item is circled in red. The dashboard includes a navigation bar with 'Dashboard', 'Training Partner', and 'Help / FAQ'. The main content area is divided into several sections: 'Training Partner' (with a green checkmark), 'Training Centre' (with options like 'Search Training Centre', 'STT-Target Request for Current financial year', 'Download Certificate/Marksheet', and 'Disbursement'), 'Edit TP/TC Details' (with options like 'Update TP SPOC Details', 'Update TC SPOC Details', and 'Update Bank Details'), 'Batch Details' (with options like 'Batch Details', 'Cancelled / TI Trigger / Dropout Batches', and 'Training Centre Suspension'), and 'Inspection Report' (with options like 'TC Inspection Report' and 'Batch Inspection Report'). A timeline on the right shows three completed events: 'Create Training Centre' on Feb 2, 2022, 'Inspection' on Feb 25, 2022, and 'Approval/Rejection of Training Centre' on Feb 25, 2022.

2.7.3. Inspection Report

TP can view and download the batch and Training centre Inspection report to get below option in portal

The screenshot displays the 'Training Partner' dashboard. The 'Inspection Report' menu item is circled in red. The dashboard includes a navigation bar with 'Dashboard', 'Training Partner', and 'Help / FAQ'. The main content area is divided into several sections: 'Training Partner' (with a green checkmark), 'Training Centre' (with options like 'Search Training Centre', 'STT-Target Request for Current financial year', 'Download Certificate/Marksheet', and 'Disbursement'), 'Edit TP/TC Details' (with options like 'Update TP SPOC Details', 'Update TC SPOC Details', and 'Update Bank Details'), 'Batch Details' (with options like 'Batch Details', 'Cancelled / TI Trigger / Dropout Batches', and 'Training Centre Suspension'), and 'Inspection Report' (with options like 'TC Inspection Report' and 'Batch Inspection Report'). A timeline on the right shows three completed events: 'Create Training Centre' on Feb 2, 2022, 'Inspection' on Feb 25, 2022, and 'Approval/Rejection of Training Centre' on Feb 25, 2022.



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2.7.5 TP Dashboard.

- In this Training Partner dashboard TP can able to see the Invoice and payment details.

The screenshot shows the Training Partner Dashboard for Benson Gourmet Pvt Ltd. The top navigation bar includes 'Dashboard', 'Training Partner', 'Help / FAQ', and the organization name in Tamil. The main content area is divided into two sections. The left section, titled 'Overall Status', shows a table of training tranches. The 'Training Partner' tab is selected and circled in red. The table lists three tranches with their respective verification and payment statuses. The right section, also titled 'Overall Status', displays a vertical timeline of five completed steps: 'Register as Training Partner' (Aug 7, 2021), 'Complete Training Partner Profile' (Nov 2, 2021), 'Approval by TNSDC' (Nov 2, 2021), 'Create Training Centre' (Apr 7, 2022), and 'Inspection' (May 12, 2022).

Tranche	Verification Pending	Verified	Payment Successful
Tranche 1	-0	-7	-0
Tranche 2	-0	-3	-0
Tranche 3	-0	-0	-0

- While click the candidate filed it will show batch details.

This screenshot shows the 'Candidate' view of the Training Partner Dashboard. The 'Candidate' tab is selected and circled in red. The left section, titled 'Overall Status', shows a table with two rows: 'Conveyance' and 'Transportation', both with a 'Pending' status. The right section, titled 'Overall Status', displays the same vertical timeline of five completed steps as seen in the previous screenshot.

Item	Status
Conveyance	Pending
Transportation	Pending



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The screenshot shows the Training Partner dashboard. The top navigation bar includes 'Dashboard', 'Training Partner', 'Help / FAQ', and the organization name in English and Tamil. The user profile 'BENSON HI, GOURMET PVT LTD' is visible. The main content area is divided into two sections:

- Overall Status:** A table showing the status of training partners. The 'Batch' column is circled in red.
- Overall Status Timeline:** A vertical timeline showing the completion of six steps from August 2021 to May 2022.

Status	Count
Open	0
Approved & Not Started	0
Rejected	0
On-Going	3
Trained	1
Assessed	0
Certified	4

Overall Status Timeline:

- Aug 7, 2021 2:37PM: Register as Training Partner (Step 01) - Completed
- Nov 2, 2021 4:18PM: Complete Training Partner Profile (Step 02) - Completed
- Nov 2, 2021 4:24PM: Approval by TNSDC (Step 03) - Completed
- Apr 7, 2022 11:05AM: Create Training Centre (Step 04) - Completed
- May 12, 2022 5:26PM: Inspection (Step 05) - Completed
- May 12, 2022 5:26PM: Approval/Rejection of Training Centre (Step 06) - Completed

- And TP can view the Overall TP status in “Overall status filed”.

This screenshot is similar to the one above, but the 'Overall Status' tab in the top right of the main content area is circled in red, indicating that the user can view their overall status in this section.



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2.8 Language Change

GREEN CHANNEL TP can change language preference to English or Tamil. By default, English is displayed.

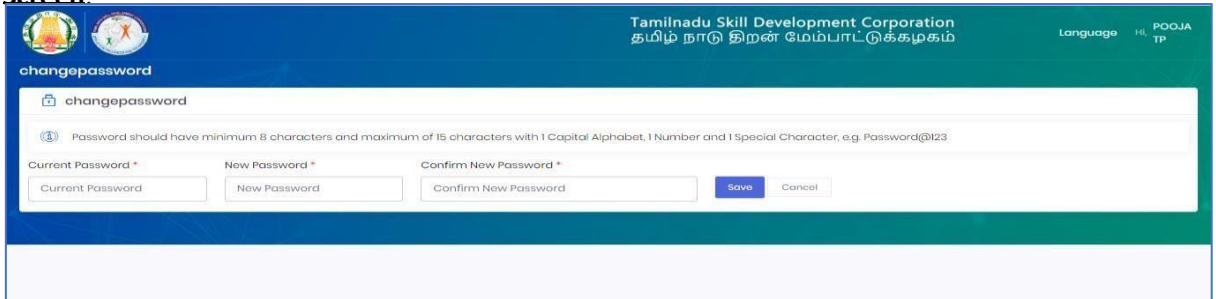
Screen:



2.9 Change Password

GREEN CHANNEL TP can change password.

Screen:



Details:

Field	Description
Current Password	GREEN CHANNEL TP must enter current password
New Password	GREEN CHANNEL TP new password should have minimum 8 characters and maximum of 15 characters with 1 Capital Alphabet, 1 Small Alphabet, 1 Number and 1 Special Character, e.g. Password@123
Confirm Password	Confirm password should be same as that of New Password.



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2.10 Help/ FAQ

GREEN CHANNEL TP can click on Help/ FAQ to access user manual, training video and frequently asked questions.

- User Manual: Latest user manual can be downloaded from here.
- Training Video: Latest training video can be viewed by GREEN CHANNEL TP.
- FAQ: Frequently asked questions can be viewed by GREEN CHANNEL TP. **Screen:**



2.11 Logout

GREEN CHANNEL TP can click on logout. He/ she will be logged out and navigated to TNSDC website.





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2.12 Support

Please feel free to contact us:

Email id : support@tnsdc.in

Contact number: 044-22500107

Monday to Friday exclude Government holidays

(Timing 10.00 AM to 5.45 PM)