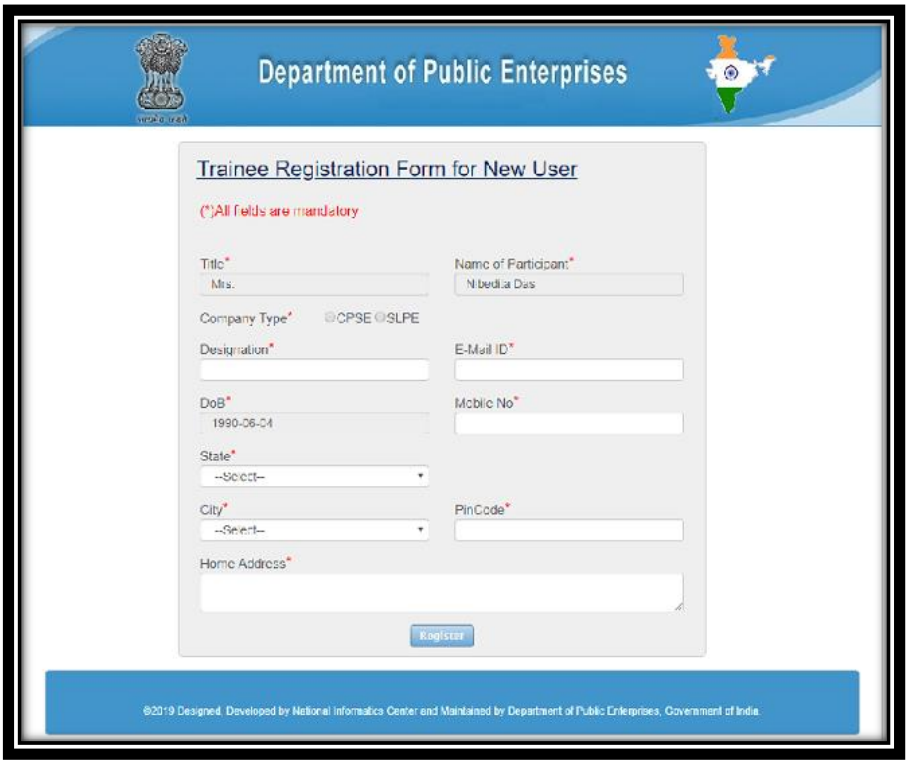
Registration

- For Registration, participant may access the following link: https://dpedbt.gov.in/otns/ and click on **Participant->Registration** tab.
- For new user registration, the participant has to get themself verified by submitting his/her details such as Gender, Date of Birth, Aadhaar number/Virtual ID as shown in **Fig.1** below. As per policy, the Aadhaar Number is not stored in the database in any form.
- On successful verification, a success message will be shown as in **Fig.2** otherwise failure message will be shown as in **Fig.3**.
- In case of success, click on Proceed button to proceed further.
- Participant may fill the basic details and submit the form as shown as in **Fig.4**
- It's a one-time activity.

(Fig.1)

(Fig.2)

(Fig.3)



Registration Form for New User (Fig.4)

Login

After successful registration, participant has to login into the system

- For Login, participant may access the following link: https://dpedbt.gov.in/otns/ click on **Participant->Login** tab. Following page will be shown as in **Fig.5**.

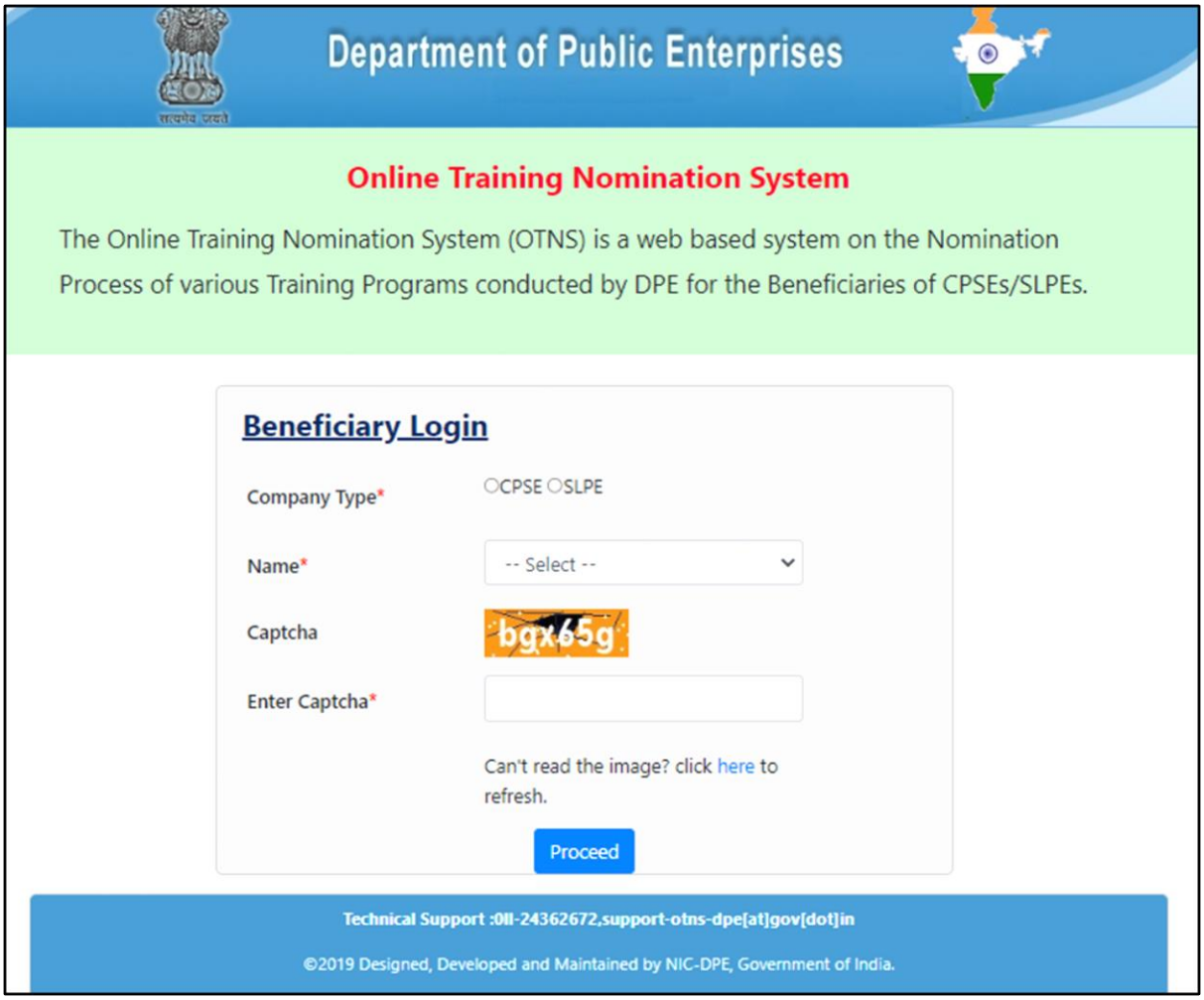


Fig.5

- Participant may select Company Type (CPSE/SLPE), select its name and click on **Proceed** button as shown as in **Fig.5**.
- An OTP will be sent to register mobile number, Participant has to enter the OTP to proceed further.
- On successful verification, it will be redirected to **Beneficiary Dashboard** Page as shown as in **Fig.6.**

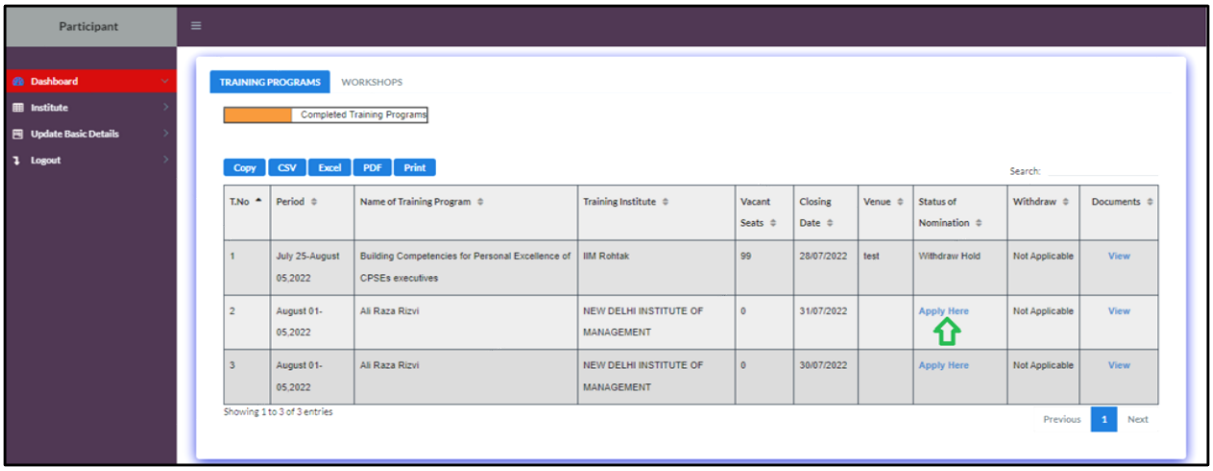


Fig.6

Here the Participant can see 4 Tabs i.e. **Dashboard, Institute, Update Basic Details and Logout** in the left side panel.

Dashboard

Dashboard represents the default starting page of OTNS application. It primarily shows the details of scheduled training programs and workshops. It shows the **topic name, schedule date, institute name, vacant seats, venue, status of nomination, withdraw and documents uploaded related to that particular program as** shown in below **Fig.6**. Completed Programs are displayed in orange colour.

Status of Nomination – If the participant is not applied for the training program, he/she can be applied by clicking the link as shown in **Fig.6.** It will be redirect to a different page as shown in **Fig.7**.

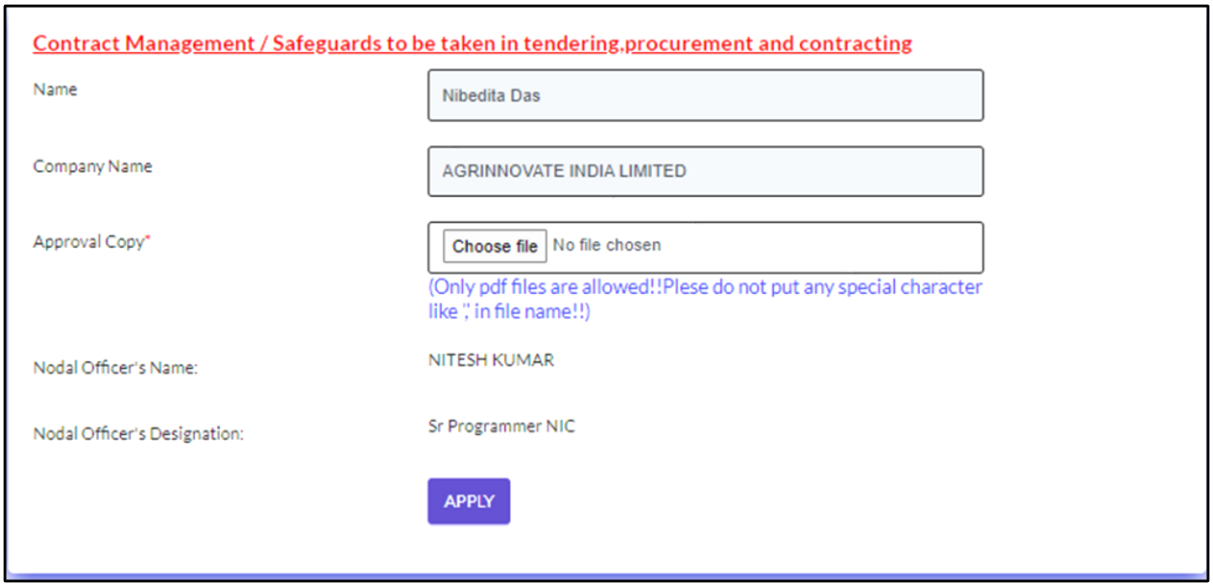


Fig.7

- Here Participant has to upload the approval copy in pdf format then click on **Apply** button**.**
- After Applying for the program, nomination status will be changed as **Applied.**
- Nomination Status will again change as **Nominated** after confirmation by nodal officer.
- If Participant wants to withdraw the nomination, then participant may use withdraw tab, where participant may give withdraw reason and apply for withdrawal as shown in **Fig.8**. Program Coordinator will approve the withdrawal request.

Fig.8

Institute

Institute menu contains the details of Institute Coordinator and Program Coordinator.

Update Basic Details

By using this menu, participant may update his/her basic details like designation, mobile number and email id etc.

Logout

By clicking this, Partcipant will be logged out from the OTNS application.