HANDBOOK FOR HEADS OF SCHOOLS & TEACHERS

HOW TO REGISTER ON THE DIKSHA PLATFORM AND ACCESS THE NISHTHA COURSES
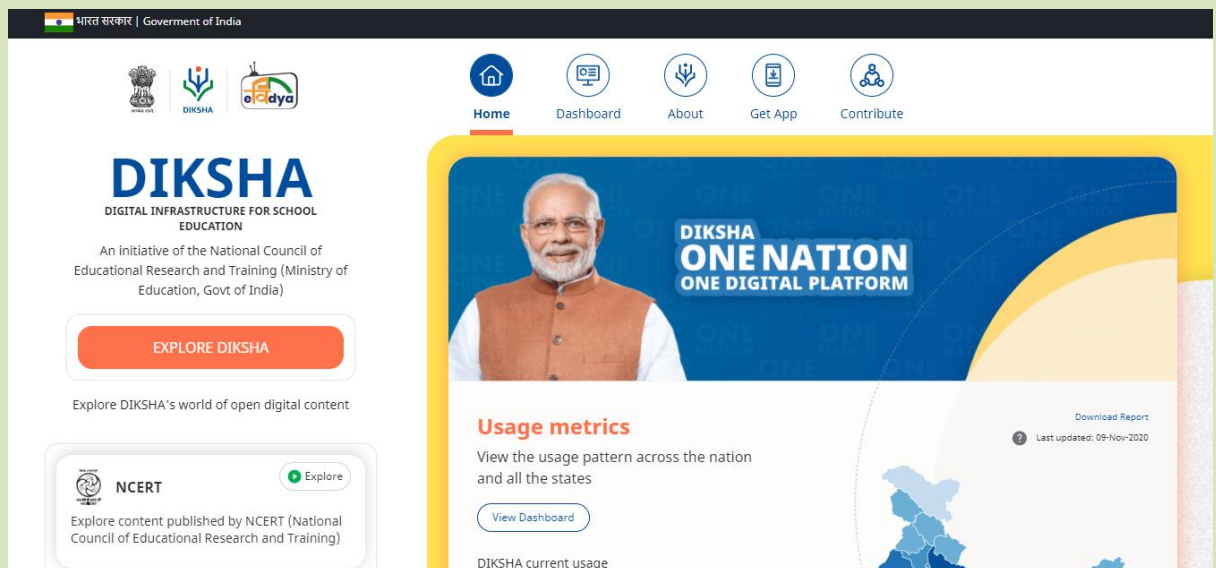

COUNCIL FOR THE INDIAN SCHOOL CERTIFICATE EXAMINATIONS
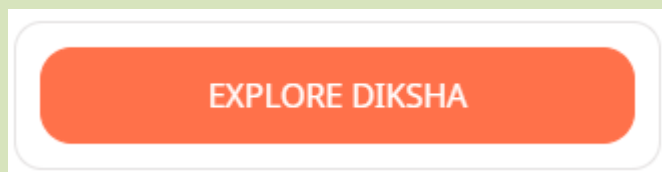# NEW DELHI

STEPWISE PROCEDURE ON HOW TO REGISTER ON THE DIKSHA PLATFORM AND ACCESS THE NISHTHA COURSES
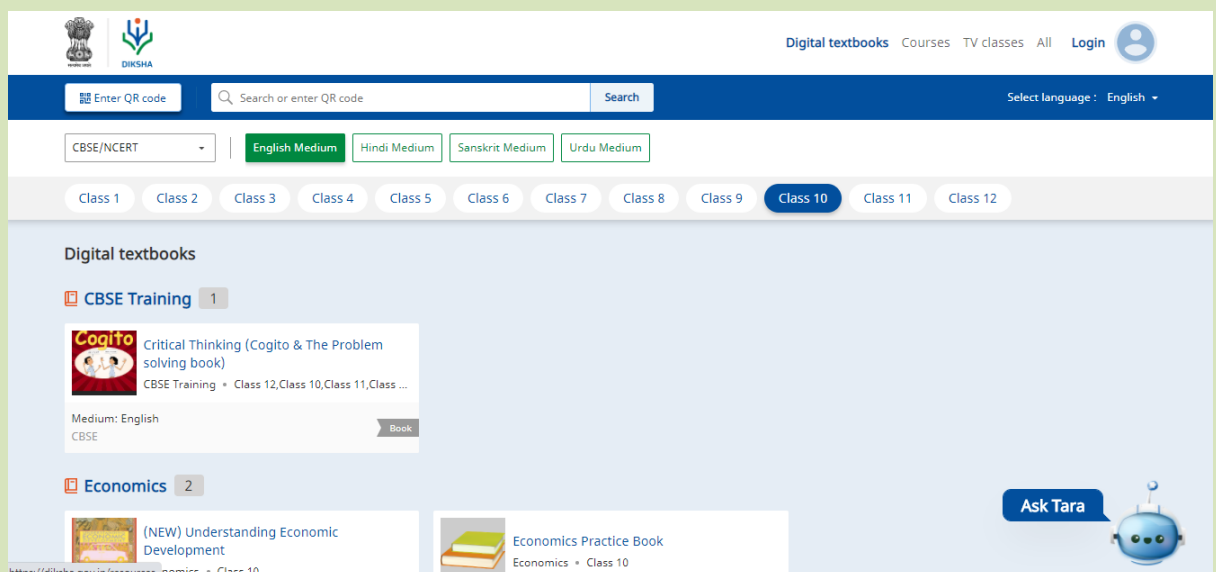
A. BY USING A LAPTOP OR COMPUTER

On your web browser type https://diksha.gov.in, the following screen opens
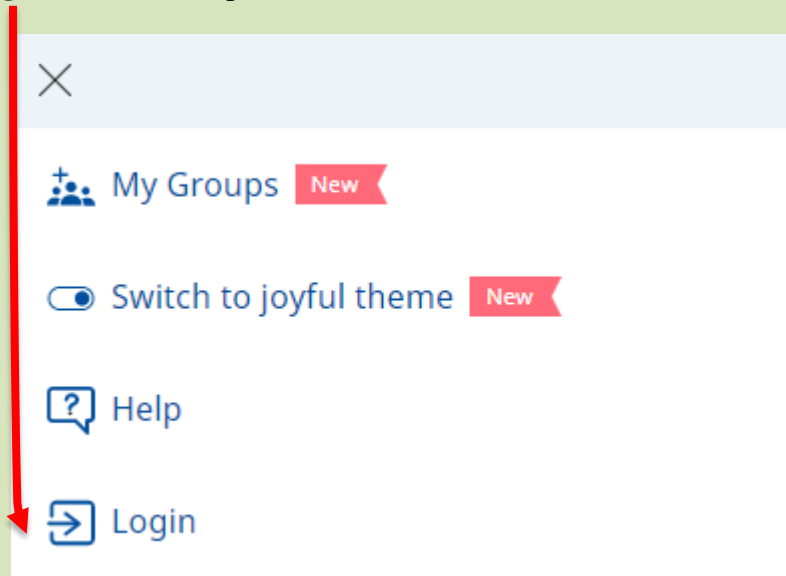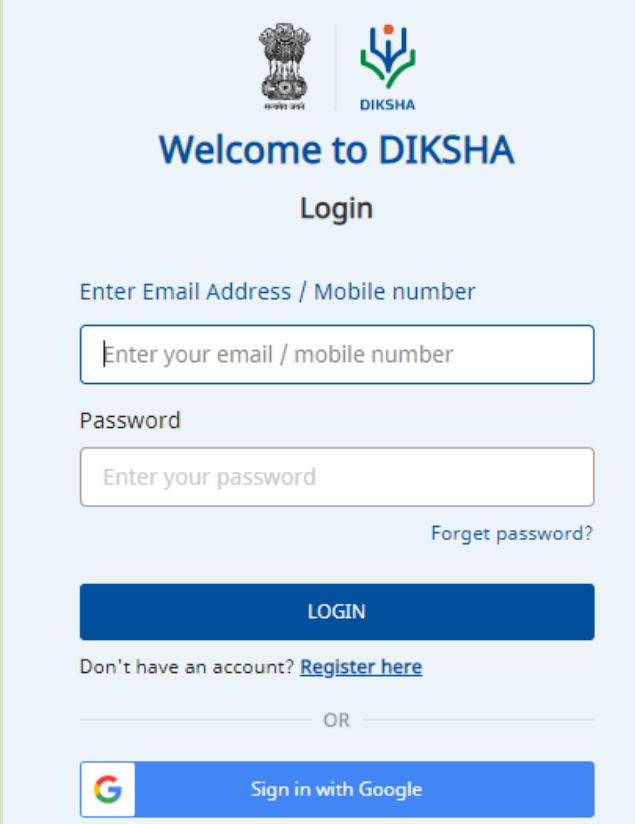

Click on →

The following page opens:

Click on → **Login** 👤 (located at the top righthand corner of the screen)
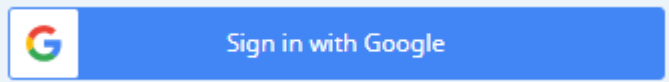
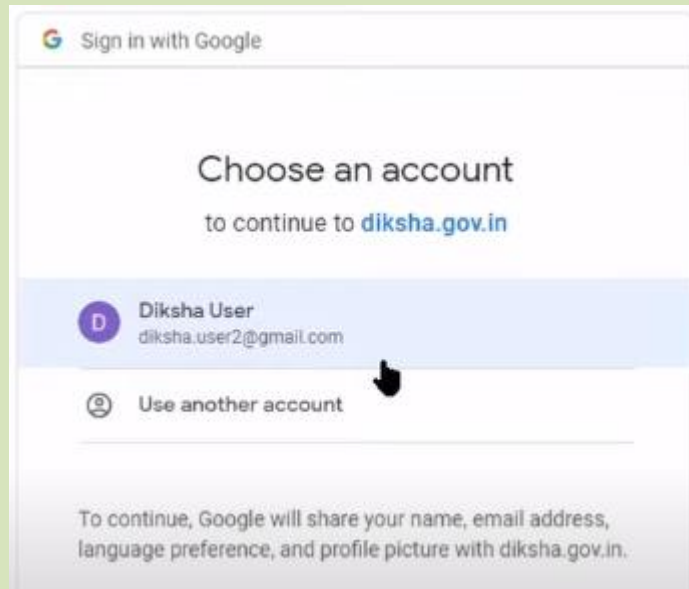Click on "**Login**" from the dropdown list

The following page will open:

There are **two** options of registering:

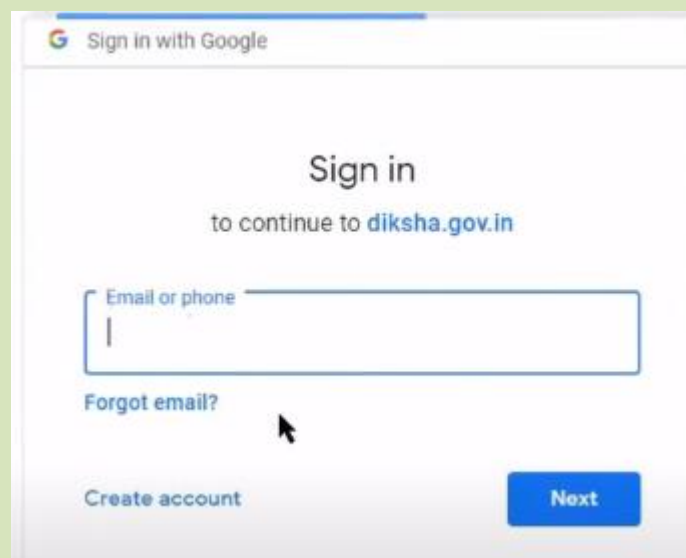**(i) Using** [G Sign in with Google] **option:**

Click on "**Sign in with Google**".

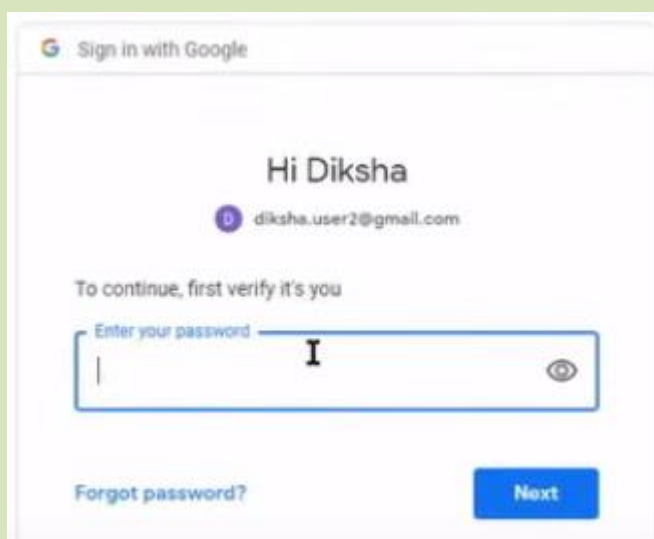Your **pre-existing** google email ID will be displayed

Click on the google email ID already displayed to **sign in** to the DIKSHA Portal.

If you wish to use another email ID, then click on "**Use another account**" and you will see the following page:

Enter the google email ID you wish to use and click on "**Next**"

Enter the password assigned by you for the used email ID and click on "**Next**" again.

You are now signed into the DIKSHA Portal.

(ii) Using Register here option

Use this option if you wish to use your mobile number/an email ID not from google.

Click on "**Register Here**", you will land on the following page:

Fill in all the details on this page, i.e.: year of birth, name, mobile number/email ID, password you wish to use for signing in.

Tick the check box besides "**I understand and accept the DIKSHA Terms of Use**" and click on "**Register**"
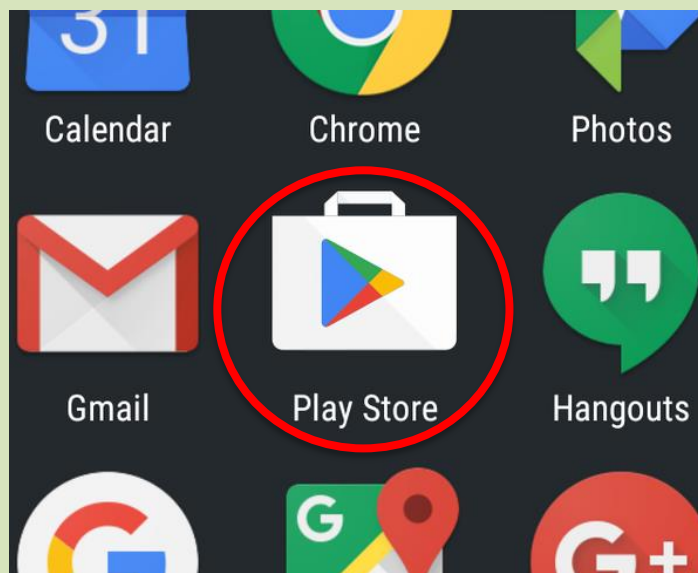
An OTP page will appear:
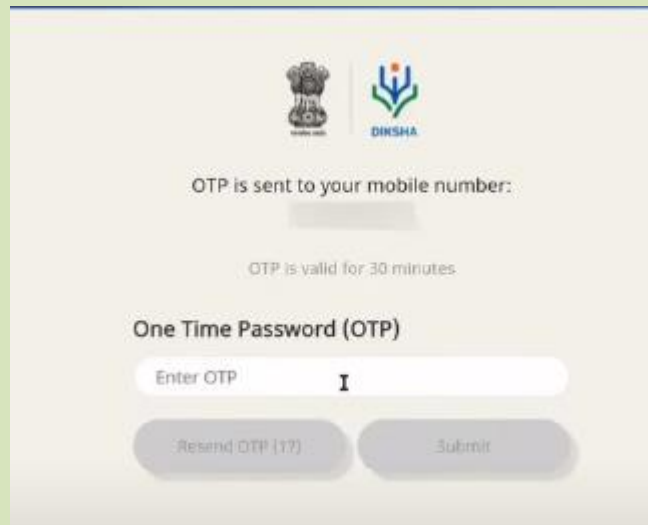
Enter the OTP received on your mobile /email account and click on "**Submit**".

You are now signed into the DIKSHA Portal.

B. BY USING AN ANDROID PHONE

(i) To Install the App on your mobile phone:
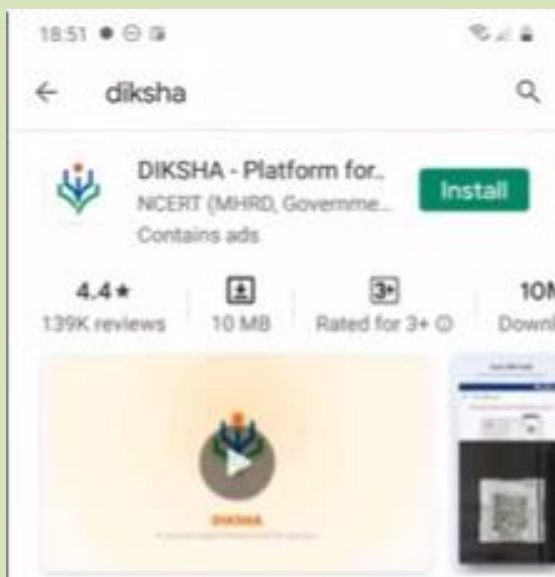
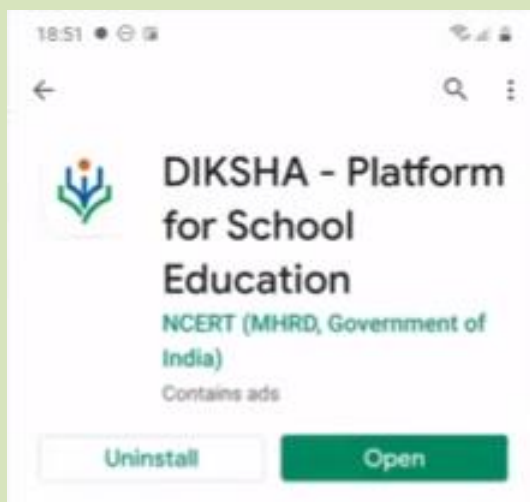Open the play store app on your Android mobile

In the search bar type the word **DIKSHA** and click on **search**:

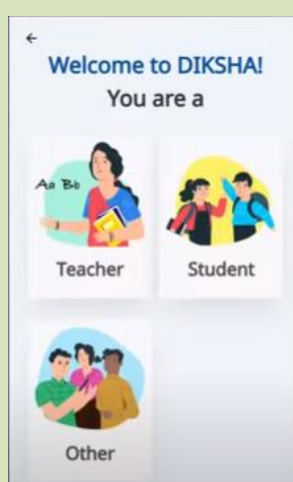The DIKSHA App will open, click on "**Install**":

Once the App has finished installing, click on the "**Open**" button:

Now follow the given steps:

Select your **preferred language** and click on continue

Select '**Teacher**'
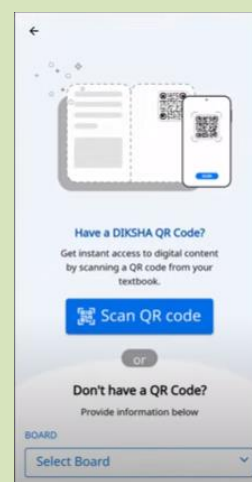
Click on '**Select Board**'
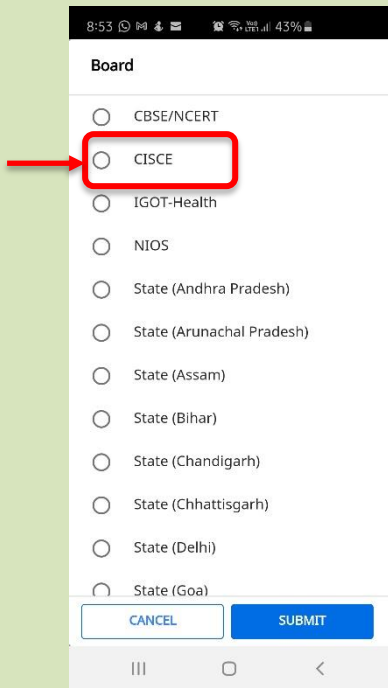
A list of Boards opens up, select "**CISCE**" and click on "**Submit**"	Fill in the required information and click on "**Continue**"	Fill in your State & District and click on "**Submit**"
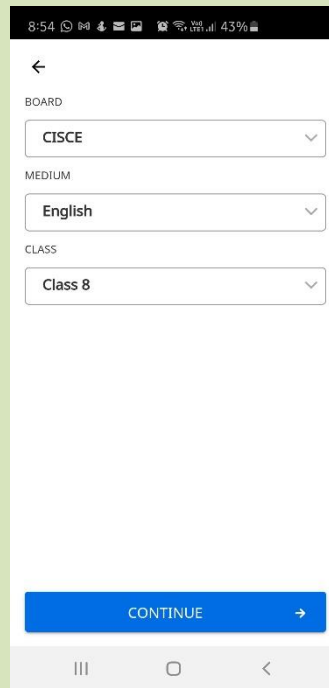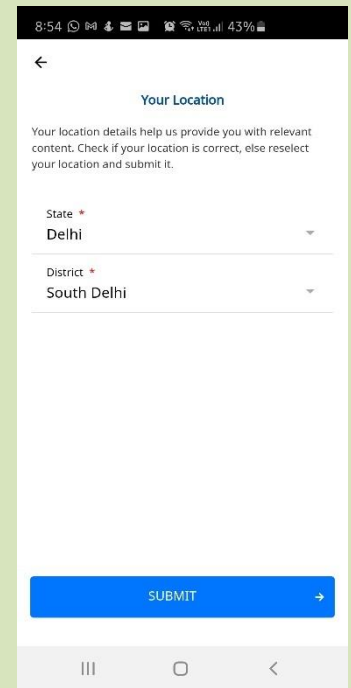
With this, the App has successfully installed on your mobile phone.

(ii) Registering on the DIKSHA portal using the DIKSHA App:

Open the "DIKSHA App" on your mobile phone

(DIKSHA App Icon)

At the bottom right-side of the screen, click on "**Profile**":

Click on the "**Login**" tab
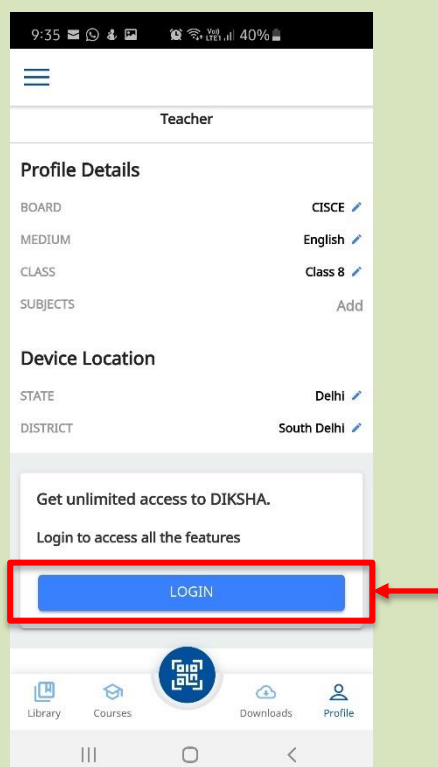
Now follow the same instructions as given from page 2-5 for successfully registering on the DIKSHA Portal.

C. SELF DECLARATION

(i) Completing and Submitting Self Declaration using a Computer/Laptop:

Open the DIKSHA Portal by typing in https://diksha.gov.in

Click on

EXPLORE DIKSHA

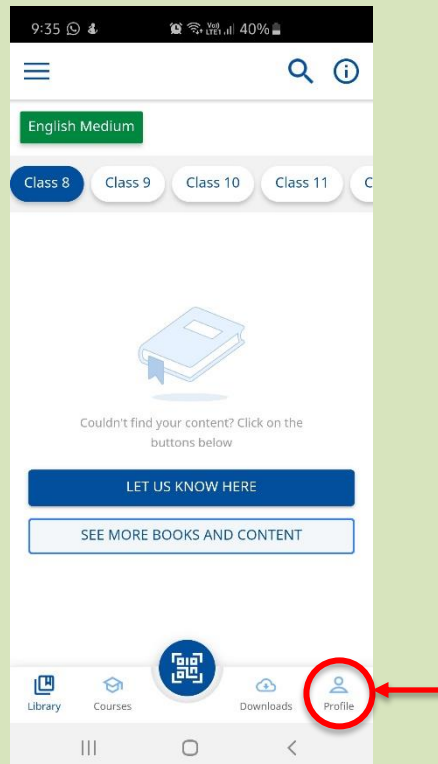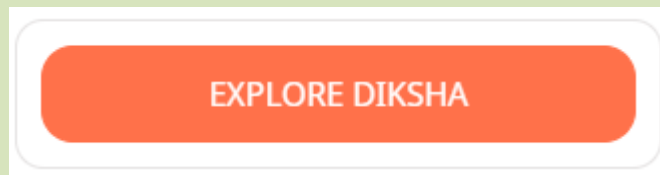**Login** to the DIKSHA Portal using the email and password used by you while registering on the DIKSHA Portal

Once you have logged in, on the top right-hand corner of the screen **click on the button** as shown below:
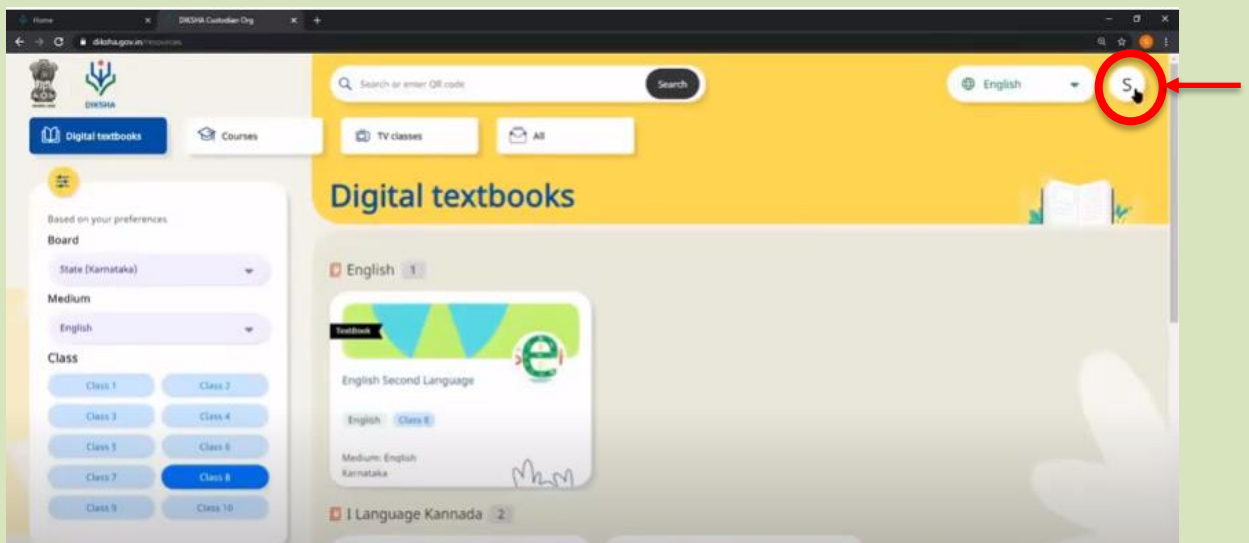
Click on "**Profile**" from the dropdown list

Click on "**Submit details**" as Shown below:
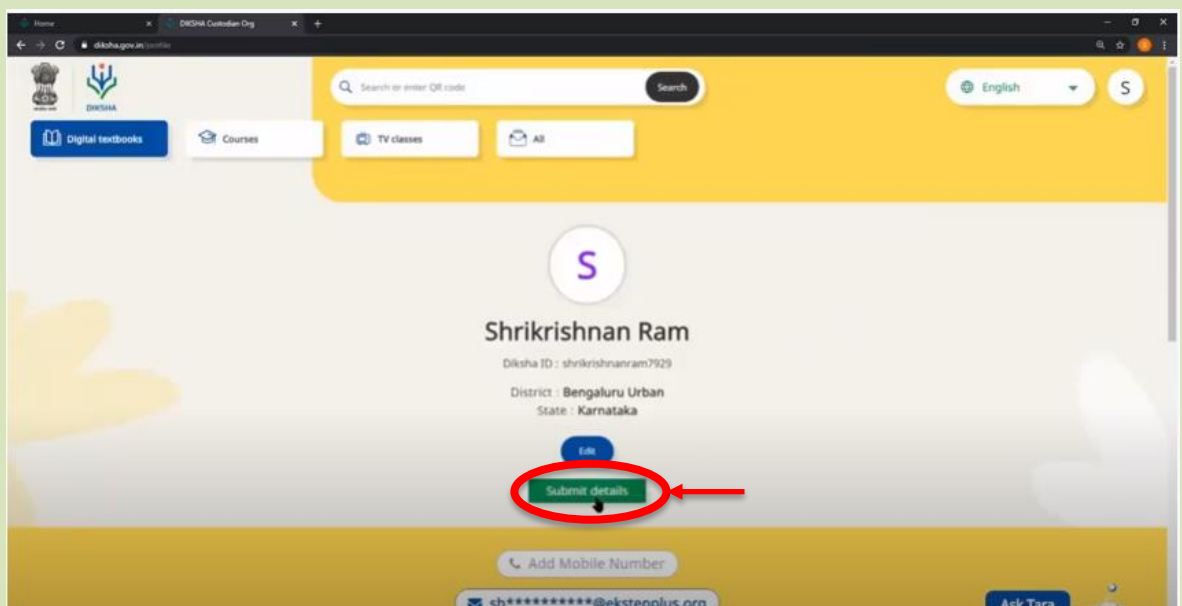
The following page will open up:
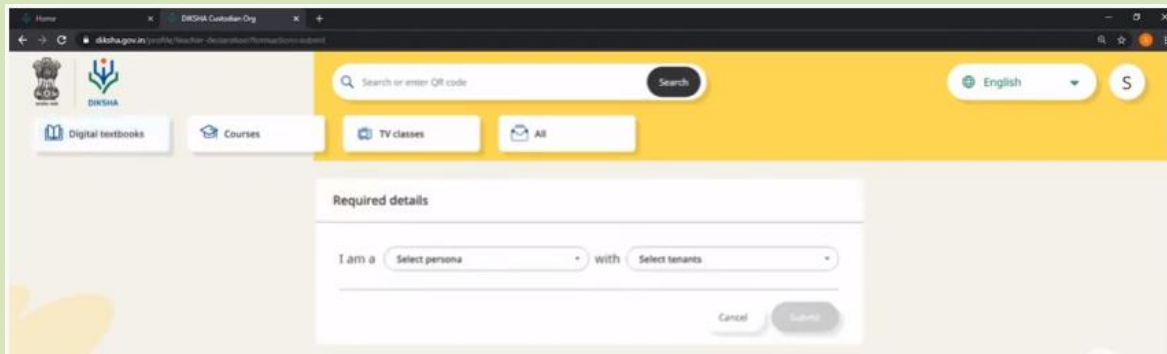
The first steps are for you to select '**Teacher**' & '**CISCE**' from the dropdown list.

The following details will be displayed:

If you have logged using an email ID, then you would need to validate your mobile number.

Enter your mobile number and click on
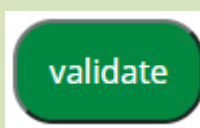
You will receive an OTP on your mobile, enter the same in the box as shown below and click on Submit OTP:

The same would be for your email ID, if you have logged in using your mobile number, then you would need to validate your email ID. Enter your email ID and click on validate, you will receive an OTP on your given email ID. The same page displayed above opens, enter the OTP and click on Submit OTP to validate your email ID.

Fill in the name of your School. For the balance two fields, i.e.: School UDISE ID/Org ID, Enter ID as requested by your State/Board/Org* follow the instructions as given below:

School UDISE ID/Org ID: Teachers must fill in the School Affiliation Code provided by CISCE, e.g. AP500

Enter ID as requested by your State/Board/Org*: The ID should be in the form of: The first 3 letters of your NAME followed by the DATE OF BIRTH in the format DDMMYYYY. For example: If your first name is Rajender and your date of birth is 2nd September 1980, then your ID will be: RAJ02091980.

In case, you have already completed the registration process/ already registered on DIKSH, you are requested to update the above details on the DIKSHA Platform, as per the instructions given above.

Kindly ensure you fill in all the details carefully and correctly before submitting.

Tick the box as shown below and click on "**Submit**":

☑ I agree to share these details with the Administrators of DIKSHA as per the, Privacy Policy
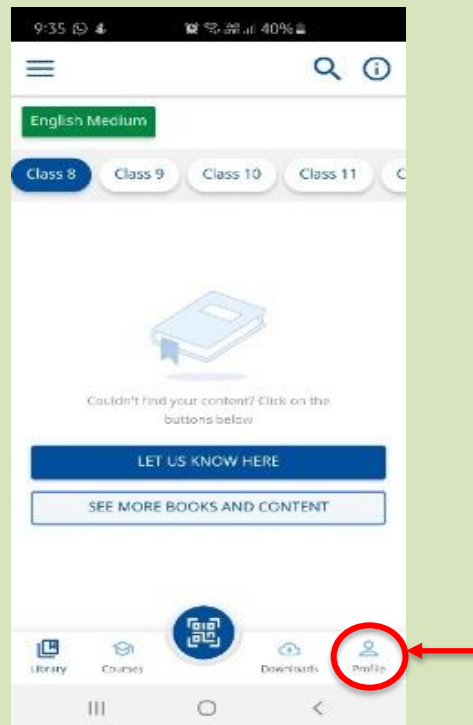
You have successfully self-declared all your information and the same has been submitted to DIKSHA.

(ii) Completing and Submitting Self Declaration using the DIKSHA App on your Android Mobile Phone:
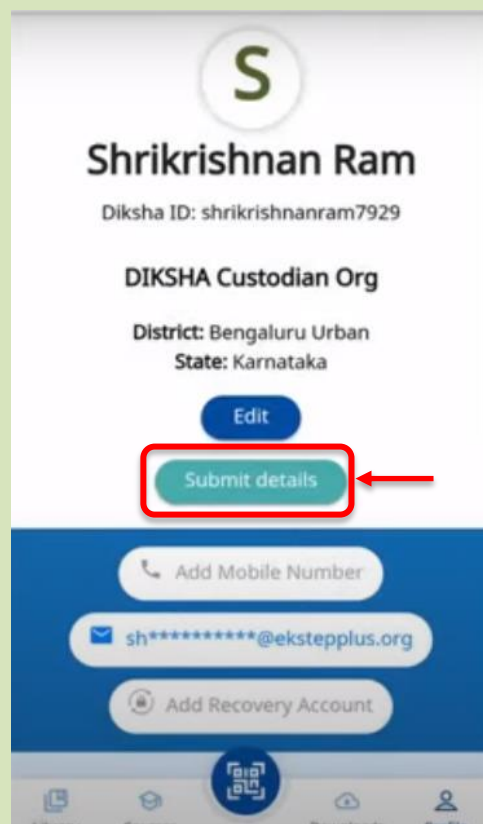
Open the "DIKSHA App" on your mobile phone

At the bottom right-side of the screen, click on "**Profile**":

The following page opens:

Click on "**Submit details**"

Follow the same steps as given for submitting details using a computer/laptop
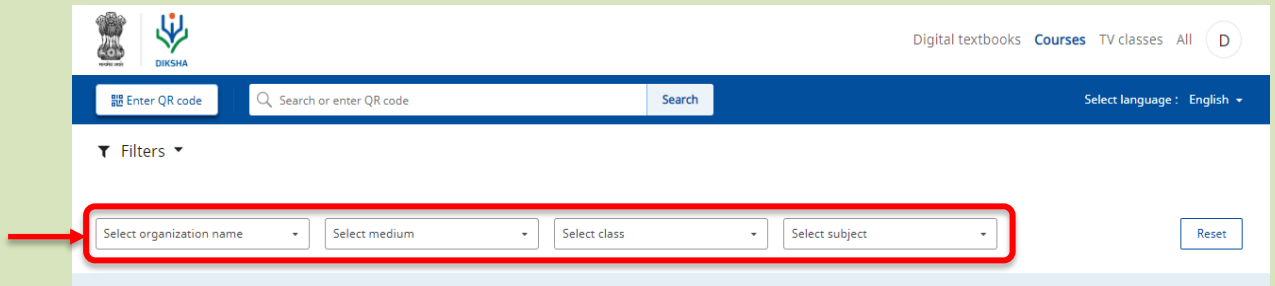
D. How to access NISHTHA Courses:

The name and links for the courses shall be shared with all Heads of Schools, who will then in turn share them with their respective teachers.

(i) Using a Computer/Laptop:

Open the DIKSHA Portal and login

Click on "**Courses**"

There are multiple ways to select the course you wish to join, i.e.:

1. Fill in the details shown to display the courses made available teachers of respective Boards. From the multiple courses displayed, click on the course you wish to join.

2. Type in the name of the course in the search box and click on search, the course you wish to join gets displayed, click on the same.

3. Copy and paste /type the link shared into the browser and click on search, the course you wish to join gets displayed, click on the same.

4. Scan the QR code (if available), the course you wish to join gets displayed, click on the same. *(At present, this option has not been made available.)*
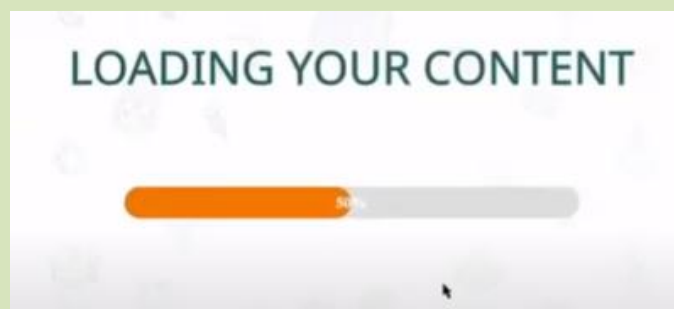
After you have selected the course you wish to join → click on "**Join Course**"
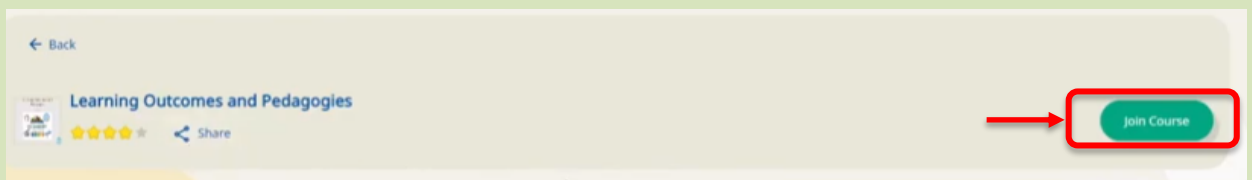
The Course opens up → click on "**Start Learning**"
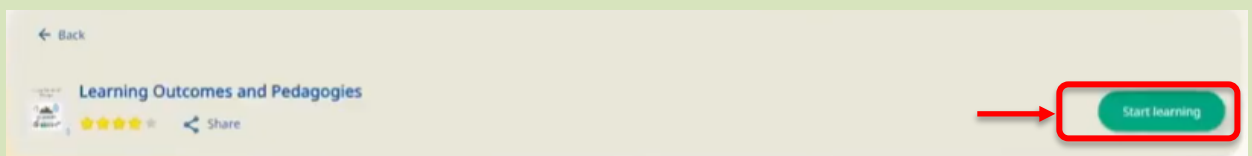
Once you click on "Start Learning", the first content opens up automatically:

Once you start to consume the various units of the course, you will be able to see that your progress is being tracked:

After you consume all the units of a particular course and your progress reaches 100%, it means you have completed the course. You will then receive a '**Course Completion Certificate**' within about **7 to 15 days** after the completion of the course.
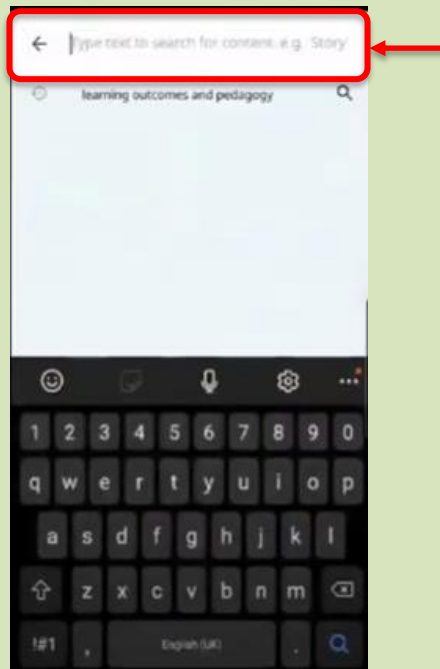
(ii) Using your Android Mobile Phone:

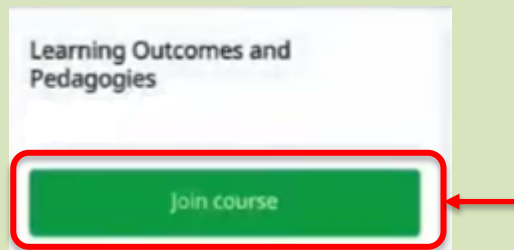Open the DIKSHA App on your mobile phone → Click on "**Courses**"
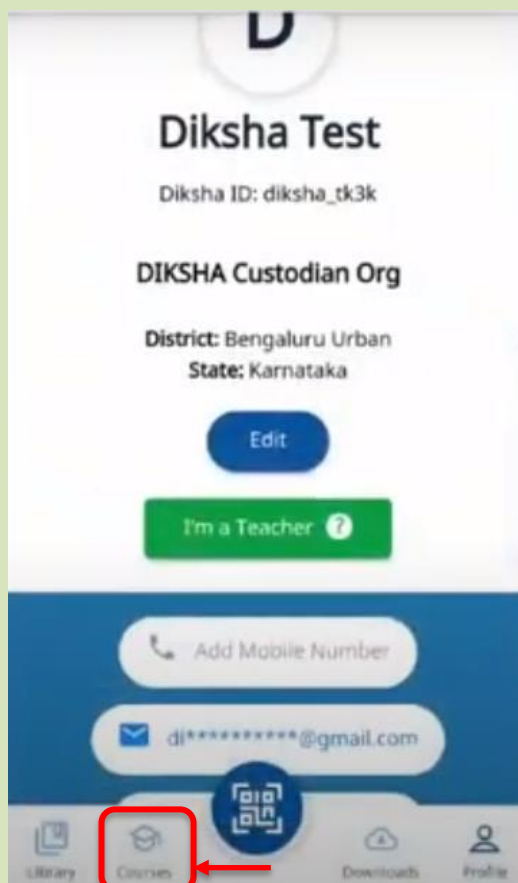
There are multiple ways to join the courses, such as:

1. Type in the **name of the course** in the search box and click on **search**
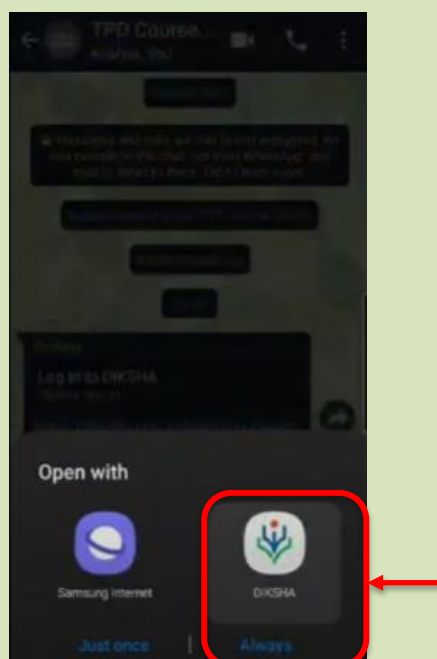

The Course you wish to join will be displayed, click on the "**Join Course**" tab
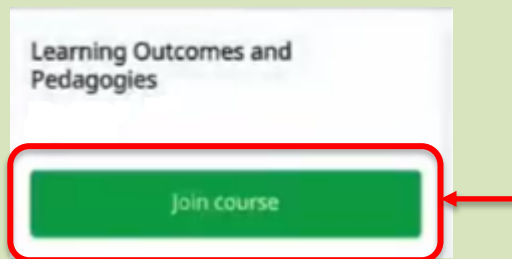

2. To join a course via a **link received**

    Click on the **link** received, select open with '**DIKSHA**' **always**:

The Course you wish to join will be displayed, click on the "**Join Course**" tab
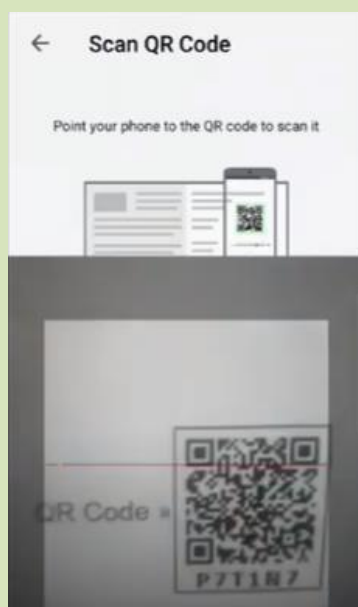

3. To join a course using a QR code received *(At present, this option has not been made available)*
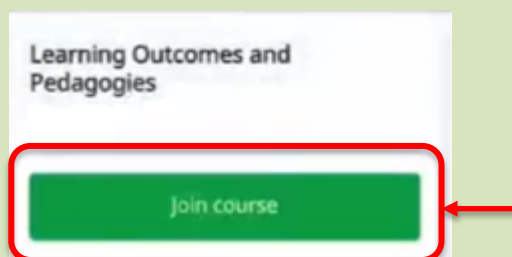
   Click on the **QR code icon** available at the bottom centre of the DIKSHA mobile App:
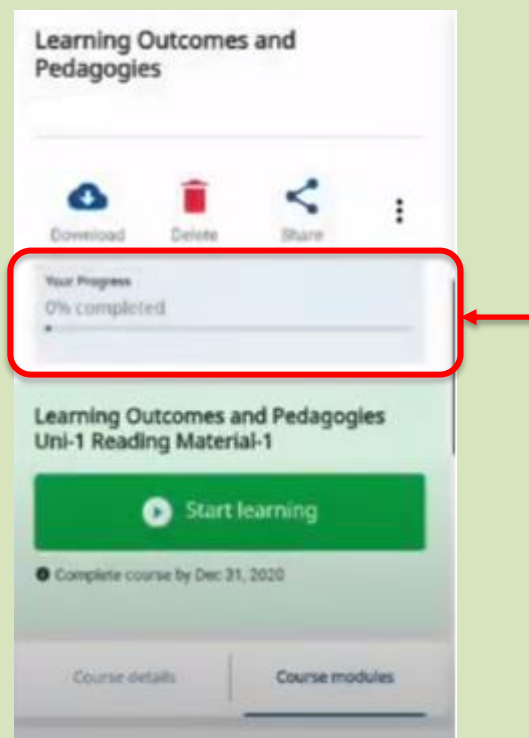

   Scan the **QR Code** received by placing the same under the lens of your mobile camera:
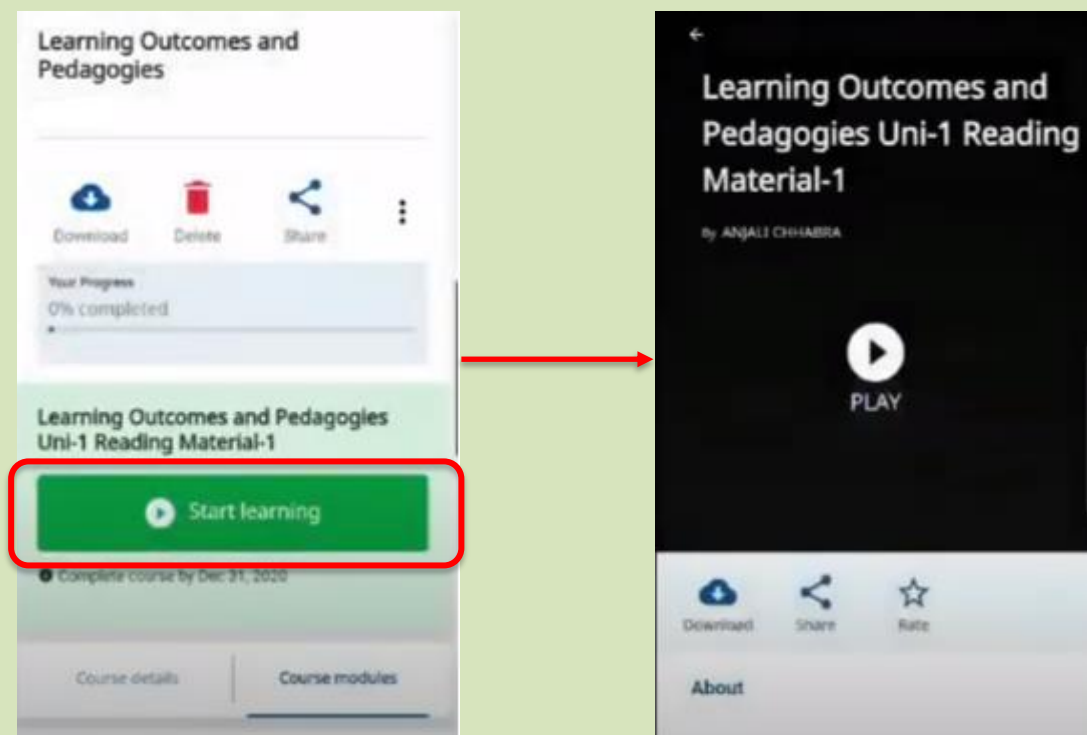

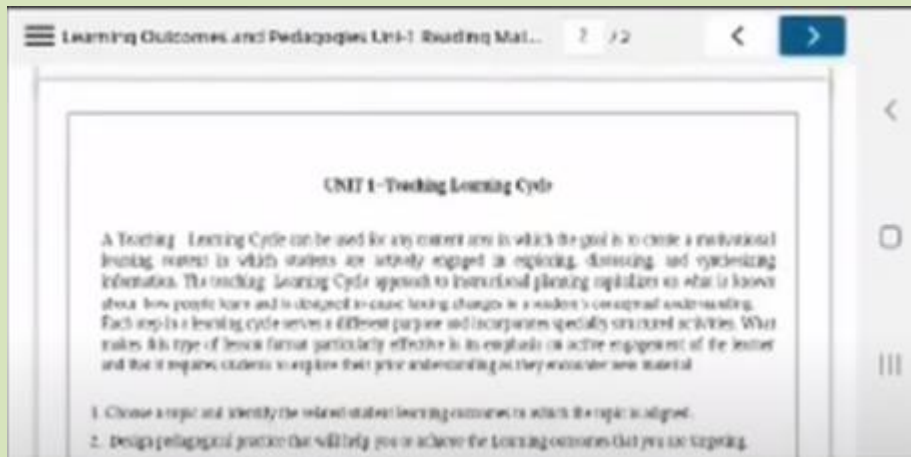   The Course you wish to join will be displayed, click on the "**Join Course**" tab

After clicking on "**Join Course**" (by using any of the above given 3 methods), you will see that your progress is listed at 0%
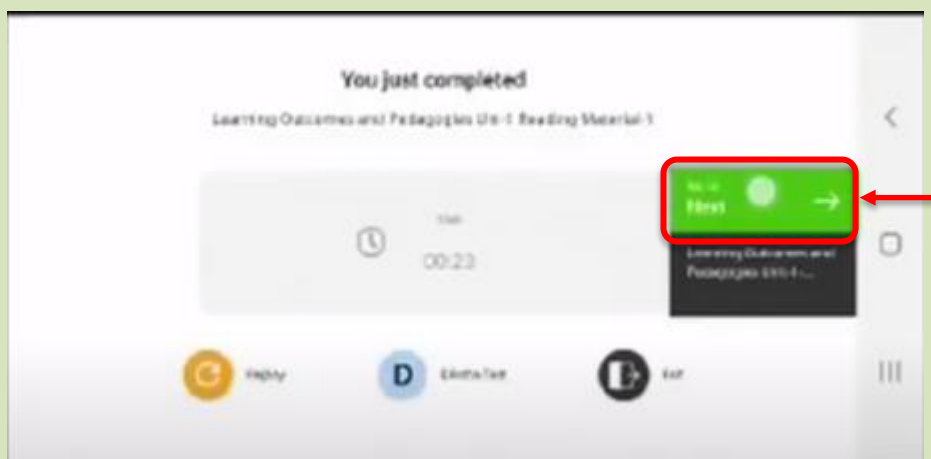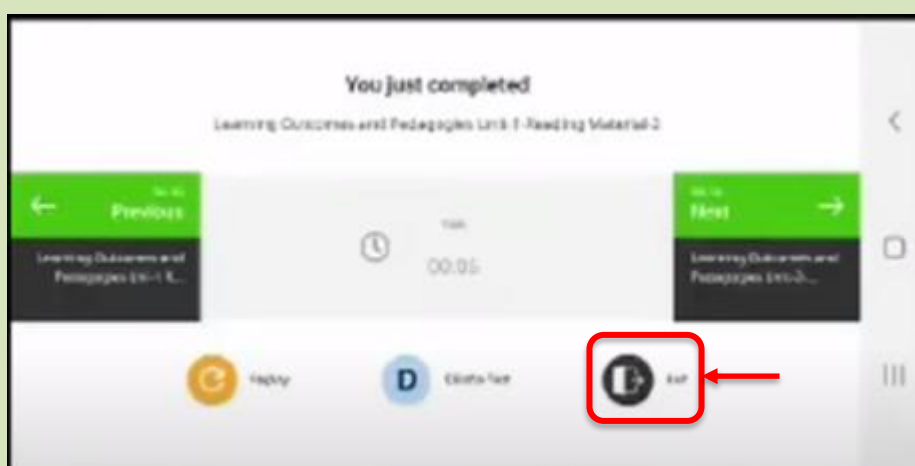

Click on "**Start Learning**"

You will get to see the content of the first Unit:

As you finish consuming the first unit, click on "**Next**" to go to the next unit

As you successfully complete Unit/Modules of the selected Course your progress shall increase accordingly. You can track your progress by clicking "Exit"

You will be able to see your progress in the Course.
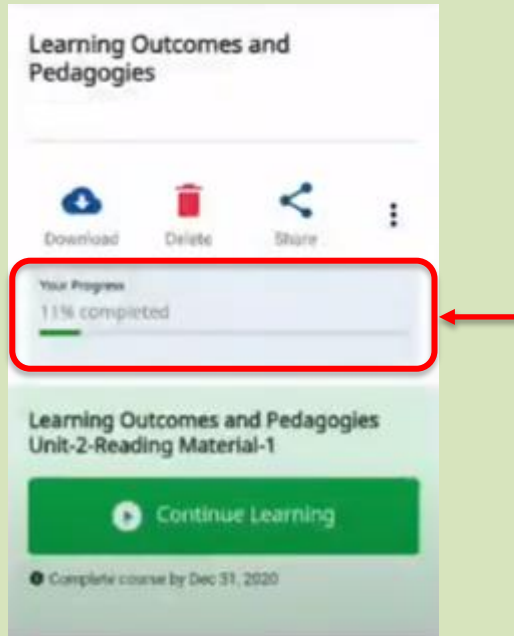
After you consume all the units of a particular course and your progress reaches 100%, it means you have completed the course. You will then receive a '**Course Completion Certificate**'.

LINKS TO YOUTUBE VIDEOS

BY USING A COMPUTER/LAPTOP:

1. **How to Sign in /Register on Diksha Portal using a laptop/computer:**
   https://www.youtube.com/watch?v=tL25_m8Ooww&authuser=0

2. **How to self-declare on Diksha using a computer:**
   https://www.youtube.com/watch?v=8eJYVEzagQs&authuser=0

3. **How to login and consume DIKSHA courses on a Laptop or Computer:**
   https://youtu.be/fhNgG6I52aI

BY USING ANDROID MOBILE PHONE:

1. **How to Install Diksha App:**
   https://www.youtube.com/watch?v=ceZD5VET7vk&authuser=0

2. **How to Sign in /Register on Diksha Portal using an Android Phone:**
   https://www.youtube.com/watch?v=JsezA9ysA_I&authuser=0

3. **How to self-declare on Diksha using an android phone:**
   https://www.youtube.com/watch?v=jM2vq5EWBXI&authuser=0

4. **How to login and consume DIKSHA courses on an Android Phone:**
   https://youtu.be/Bse2HRGkSxw