

User Manual

Registration and Login

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1. SUMMARY

This user manual explains the overall registration and Login process of Partners and Yuva. There are different types of Partners and Yuva.

1. Yuva

- NSS
- NCC
- NYKS
- Others (i.e. any youth who is NOT a member of NSS/ NCC/ NYKS)

2. Partners

- Businesses
- Youth Club
- NGO

Please go through the steps below for more details on registration and login flows.

2. YUVA – Registration and Login (NSS Volunteer /Student)

To Sign In/Sign up to Yuva Platform as a YUVA, perform the following steps:

1. Open the YUVA URL (<https://yuva.gov.in/>) in web browser.
2. Click the **Register** drop-down at the top right-corner of the Yuva home page and then choose the '**YUVA**' option from the list to directly register to the platform as a Yuva. The *Sign-Up* screen appears.
3. Enter your Aadhaar Number in the **Enter Aadhaar Number** field and then click the **Next** button. A pop-up appears where you need to enter OTP that has been sent to your Aadhaar registered Mobile number.
4. Enter OTP that you have received on your registered mobile number in the **Enter OTP** field and then click the **Continue** button.

Note: Click the [Resend OTP](#) link to get new OTP on your registered mobile number in case you don't receive OTP on time due network connectivity issues or other reasons.

5. On successful validation of OTP, the Yuva portal displays Register Page where we must provide the Yuva Details as below:

Register

Yuva Details

Yuva Type*
 NSS NCC NYKS Others

Name*
 AKSHYA PAL

Date of Birth*
 1 December 1996

Gender*
 Male Female Others

State*
 --- State ---

District*
 --- District ---

Email*
 Email address*

Area of Interest*
 --- Select Area of Interest ---

--- Select Sub Interest ---

Mobile*
 8826197703

Pincode*
 Pincode*

Pledge to be a YUVA, know more.

6. There are 4 different Yuva Types
 - a. NSS
 - b. NCC
 - c. NYKS
 - d. Others

7. If the user selects **Yuva Type** as **NSS**, then the below details will be displayed:
 - Select the **Yuva Type** as **NSS or NCC**.
 - Enter the **Name** in the Name field.
 - Select the **Date of Birth** in the Date Month and Year fields.
 - Select the **Gender**.
 - Enter the **State details** in the State field.
 - Enter the **District details** in the district field.
 - Enter the **Email address** in the Email Field.
 - Enter or Select the **Area of Interest**.
 - Select the **Highest Qualification** from the dropdown.
 - Enter the **Institution Type** “College” or “University”.
 - Enter the **College Name** in the Field.
 - Enter the **Mobile Number** in the Mobile Field.

- Enter the **Pin code**.
- After providing all details, select **I agree to T&C to be part of YUVA** check box and then click the **Submit** button.

Note: Fields marked with an asterisk (*) are mandatory and must be filled in to complete the Verifier registration process.

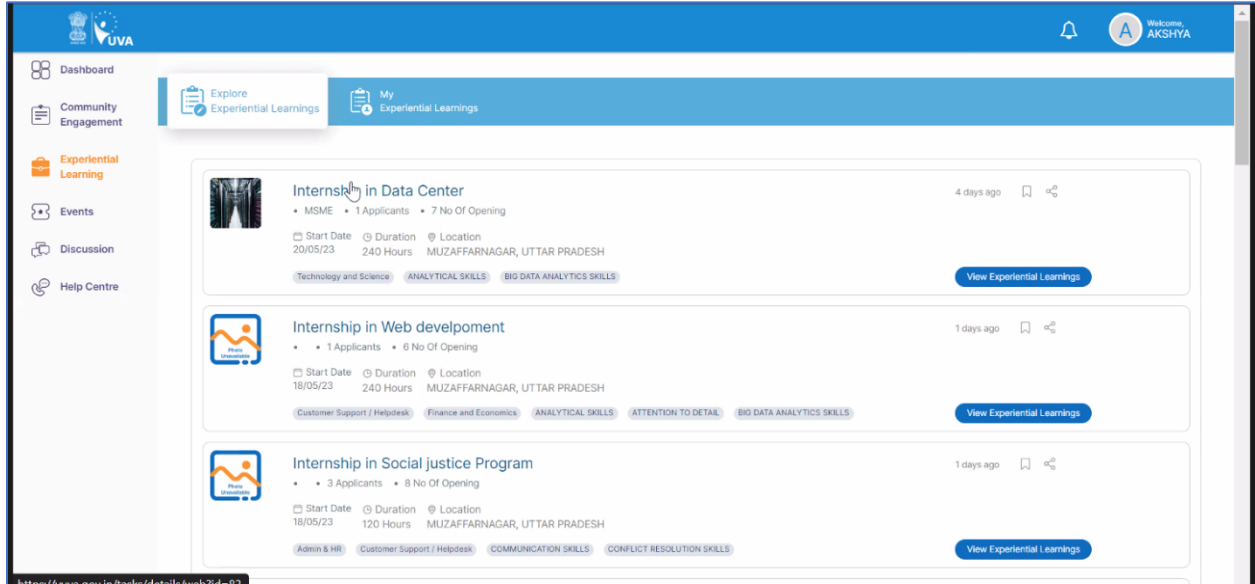
8. If the user selects **Yuva Type** as **NYKS/Others**, then the below details will be displayed

- Select the **Yuva Type** as **NYKS/Others**.
- Enter the **Name** in the Name field.
- Select the **Date of Birth** in the Date Month and Year fields.
- Select the **Gender**.
- Enter the **State details** in the State field.
- Enter the **District details** in the District field.
- Enter the **Email address** in the Email Field.
- Enter or Select the **Area of Interest**.
- Enter the **Mobile Number** in the Mobile Field.
- Enter the **Pincode**.
- After providing all details, select **I agree to T&C to be part of YUVA** check box and then click the **Submit** button.

Note: Fields marked with an asterisk (*) are mandatory and must be filled in to complete the Verifier registration process.

8. Once the User clicks on Submit then, You are taken to the Yuva Dashboard screen that provides an option to complete your profile and the list of menus on which you have access and in the left side of the screen.
9. The Logged in Yuva is also displayed with the available Events on the right side of the screen and is also displayed with the Rewards earned, Ratings and Certificates received count.

10. The logged in Yuva clicks on Experiential Learning section he is displayed with 2 sections there “Explore - Experiential Learnings” and My – Experiential Learnings”.



11. When the User clicks on “Explore” then the list of experiential learnings available will be displayed. If the user clicks on “My” then the list of experiential learnings which the Yuva has enrolled in or shown interest in will be Displayed.

4. VERIFIER – Registration and Login (NSS Program Officer)

To Sign In/Sign up to Yuva Platform as a Verifier, perform the following steps:

1. Click the **Register** drop-down at the top right-corner of the *Yuva* home page and then choose the **'Verifier'** option from the list to directly register to the platform as a Verifier. The *Sign Up* screen appears.
2. Now click the **National Single Sign On** button. The *Yuva Login* screen appears where you need to enter your Aadhaar Number.
3. Enter your Aadhaar Number in the **Enter Aadhaar Number** field and then click the **Next** button. A pop-up appears where you need to enter OTP that has been sent to your mobile number registered with Aadhaar Number.
4. Enter OTP that you have received on your registered mobile number in the **Enter OTP** field and then click the **Continue** button. **Tip:** Click the [Resend OTP](#) link to get new OTP on your registered mobile number in case you don't receive OTP on time due network connectivity issues or other reasons.
5. On successful validation of OTP, the *Yuva* portal displays *Organization Details* tab where you need to provide your organization related details and complete first step of the registration.
6. Enter organization (Verifier) related information in the *Organization Details* tab.
 - Select type of verifier in the **Verifier Type** drop-down.
 - Select name of the college in the College Name field.
 - Select the state name of the college in the **State** drop-down.
 - Select name of district in the **District** drop-down.
 - Enter correct PIN code of location of the college in the **Pin code** field.
 - Enter landline number in the **Landline No.** field. (It's non-mandatory field)

Tips: Fields marked with an asterisk are mandatory and must be filled in to complete the Verifier registration process.

The screenshot shows the 'Organization Details' registration form on the Yuva platform. The form is titled 'REGISTRATION STEP 1 Provide Organization Details' and includes the following fields:

- Verifier Type***: A dropdown menu with the text '--- Please select Organization Type ---'.
- State***: A dropdown menu with the text '--- Select State ---'.
- District***: A dropdown menu with the text '--- Select District ---'.
- Pincode***: A text input field.
- Landline No.**: A text input field with the placeholder 'Landline No. (011-XXXXXXX)'.

A 'Next' button is located at the bottom right of the form. To the right of the form, there are instructions:

- Partner can select the type of organization and corresponding department.
- Here, the postal address and contact number of the organization shall be entered.
- Avoid multiple account creation.
- If organization name is not in the list, contact Yuva support.

7. After filling in all details, click the **Next** button. You are now taken to *Contact Information* tab where you need to enter your contact details.
8. Enter your contact details in the *Contact Information* tab.
 - The **Name, Date of Birth, Gender, Mobile Number, and Email Address** fields auto-populate with details available in Aadhaar Number that has been for registration for the Verifier.
 - After verifying details, click the **Next** button. You are taken to the *Competent Authority* tab where you need to provide name of the competent authority and other details.

The screenshot displays the 'Contact Information' registration step. The form includes the following fields and values:

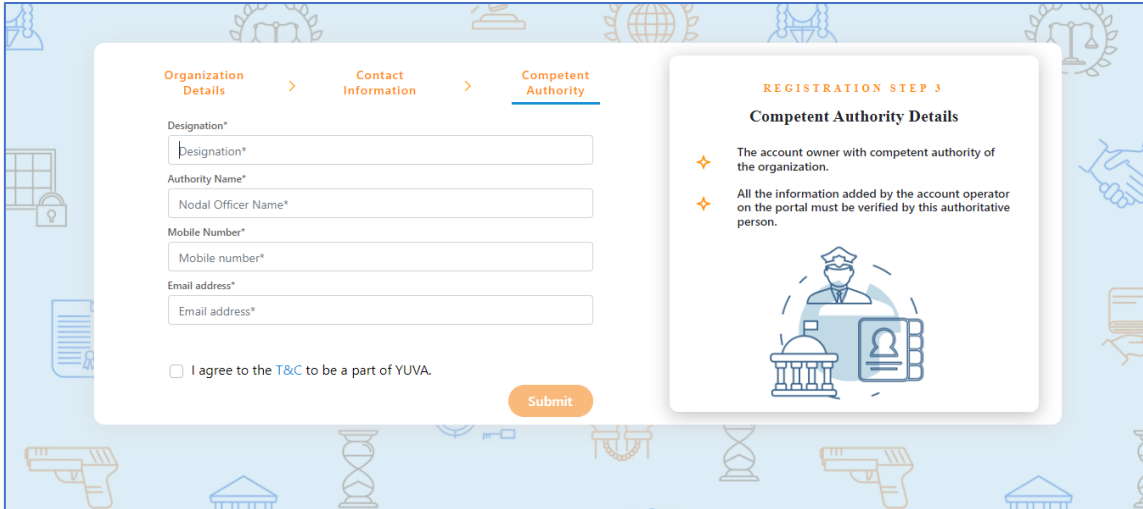
- Name***: Indu jolly
- Date of Birth***: 11 July 1996
- Gender***: Male (radio), Female (radio checked), Others (radio)
- Mobile Number***: 9599432563
- Email Address***: indujolly171@gmail.com

An orange 'Next' button is located at the bottom center of the form. To the right, a white overlay box titled 'REGISTRATION STEP 2 Add Communication Details' contains the following text:

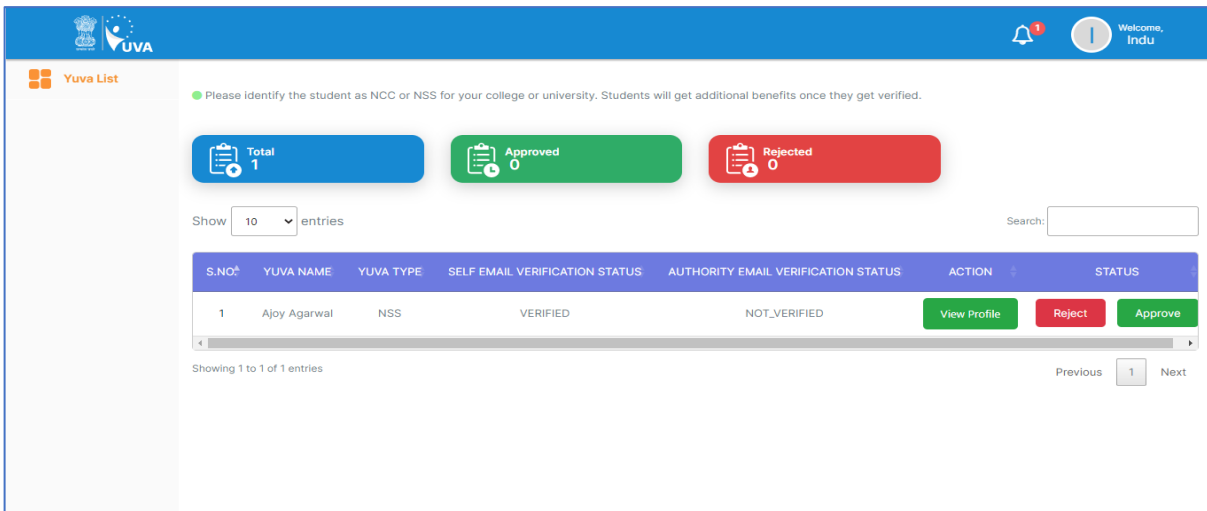
- Details of the account operator on behalf of the organization for communication.
- These details can be modified later after registration of the organization.

The overlay box also features an icon depicting a group of people at a table with a document and a lightbulb.

9. Enter name and designation, and other details of Competent Authority.
 - Enter designation of the Competent Authority in the **Designation** field- Regional Director NSS Pune
 - Enter name of authority in the **Authority Name** field.- Ajay B Shinde
 - Enter mobile number of the Authority in the **Mobile -9834963260**
 - Enter email of the Authority in the **Email** field-nssrcpune@gmail.com
10. After providing all details, select **I agree to T&C to be part of YUVA** check box and then click the **Submit** button. You are taken to the Verifier's Dashboard screen that provides an option to complete your profile and the list of menus on which you have access and in the left side of the screen.



11. Once a user logs in to the profile, they can view a list of YUVA who are registered under the NSS (National Service Scheme) or NCC (National Cadet Corps) or NYKS (Nehru Yuva Kendra Sangathan) or any other College Going student allotted to the college of which the concerned person is a registered user. The Coordinator can view the individual profile of the YUVA and they can then approve or reject the Yuva or Youth.



Note: Please refer to the User Manual – Experiential Learning for more details about the process.