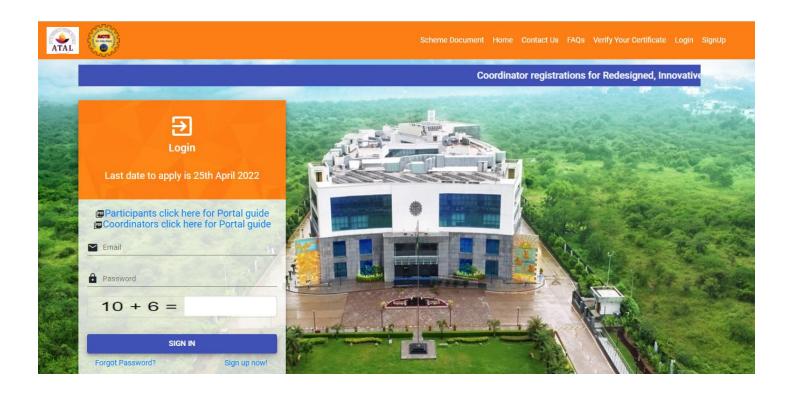**PARTICIPANT REGISTRATION**

Participants need to register with basic details and choose **Role** as **Participant.**

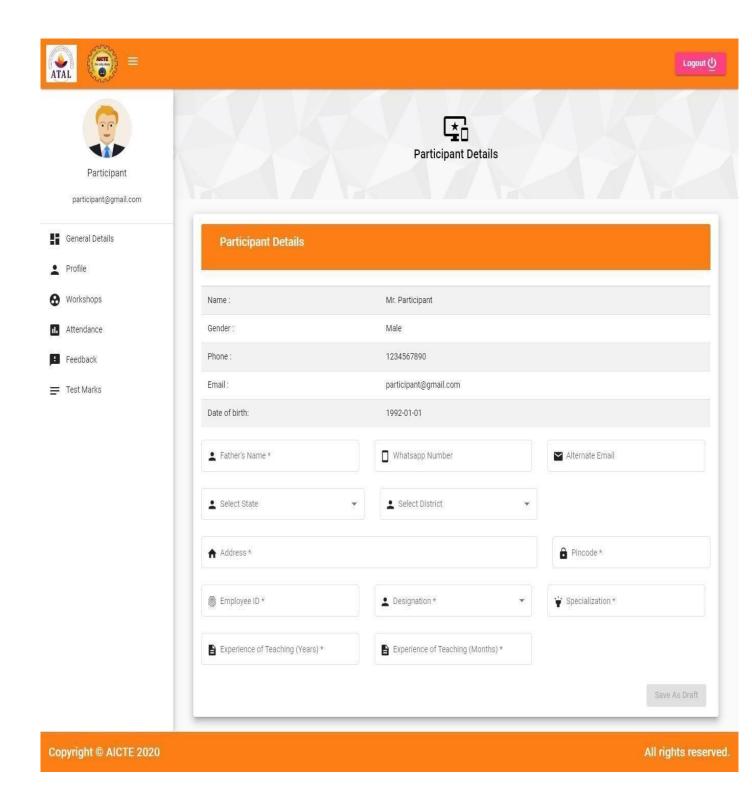
After successful registration, participant will get one **verification email and OTP**, on provided email and phone respectively.

PARTICIPANT LOGIN

Once participant verifies the email, he will be able to login to the portal, as shown below.

Coordinator registrations for Redesigned, Innovative

Login

Last date to apply is 25th April 2022

📄 Participants click here for Portal guide
📄 Coordinators click here for Portal guide

✉ Email

🔒 Password

10 + 6 =

SIGN IN
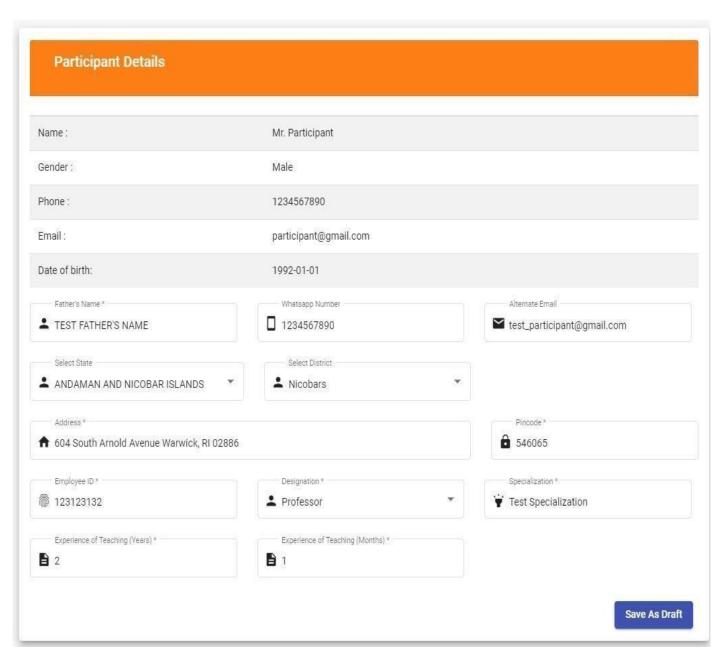
Forgot Password?   Sign up now!

After login Participants will see the "**General Details**" form. This form only contains basic details about the participant and details provided at the time of registration will be automatically displayed here, as shown below.
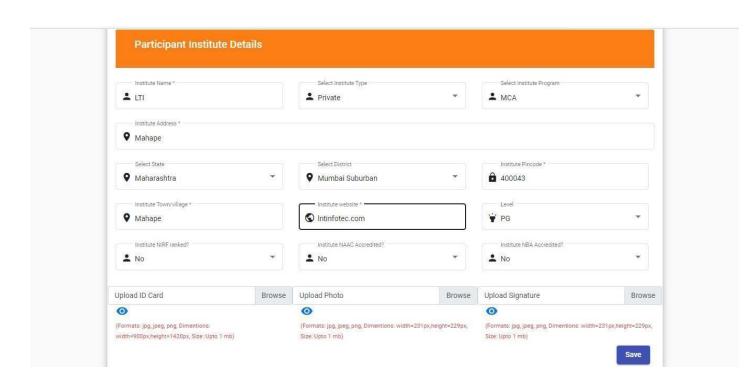
PARTICIPANT GENERAL DETAILS FORM

Participants need to fill the "General Details" form as shown below. Once submitted after filling details, they can see submitted details and edit if required. Filling this form is **mandatory** before applying for workshop.

Participant Details

Name :	Mr. Participant
Gender :	Male
Phone :	1234567890
Email :	participant@gmail.com
Date of birth:	1992-01-01

Father's Name *
👤 TEST FATHER'S NAME

Whatsapp Number
📱 1234567890

Alternate Email
✉ test_participant@gmail.com

Select State
👤 ANDAMAN AND NICOBAR ISLANDS ▾

Select District
👤 Nicobars ▾

Address *
🏠 604 South Arnold Avenue Warwick, RI 02886

Pincode *
🔒 546065

Employee ID *
@ 123123132

Designation *
👤 Professor ▾

Specialization *
💡 Test Specialization

Experience of Teaching (Years) *
📄 2

Experience of Teaching (Months) *
📄 1

Save As Draft

General Details Form

PDP(Professional Development Program) for Students of UG/PG

If you want to apply for PDP(Only for Students UG/PG), select designation as **Student.** After selecting student and submitting you have to fill one more form next to General Details i.e **Institute Details**. Filling this form is also mandatory for Applying to PDPs(Professional Development Programmes)

Participant Institute Details

Institute Name * 👤 LTI	**Select Institute Type** 👤 Private ▼	**Select Institute Program** 👤 MCA ▼

Institute Address *
📍 Mahape

Select State 📍 Maharashtra ▼	**Select District** 📍 Mumbai Suburban ▼	**Institute Pincode *** 🔒 400043
Institute Town/village * 📍 Mahape	**Institute website *** 🌐 lntinfotec.com	**Level** 🏆 PG ▼
Institute NIRF ranked? 👤 No ▼	**Institute NAAC Accredited?** 👤 No ▼	**Institute NBA Accredited?** 👤 No ▼

Upload ID Card	Browse	Upload Photo	Browse	Upload Signature	Browse
👁		👁		👁	
(Formats: jpg, jpeg, png, Dimentions: width=900px,height=1420px, Size: Upto 1 mb)		(Formats: jpg, jpeg, png, Dimentions: width=231px,height=229px, Size: Upto 1 mb)		(Formats: jpg, jpeg, png, Dimentions: width=231px,height=229px, Size: Upto 1 mb)	

Save

PARTICIPANT PROFILE

Details filled at the time of registration will be auto populated here. Participants can edit their **title/salutation, gender and Date of Birth** only.

APPLY FOR WORKSHOP

Participants can see all the workshops created by the coordinator, by clicking on the "**Workshops**" tab.

Participant can apply for the workshop, by clicking on the plus (+) button. Once he applied successfully, one popup will be displayed, mentioning "Applied Successfully".

For applying to the workshop, participant should meet following conditions:

- Participants cannot apply for multiple workshops having the same dates.
- One participant cannot apply to one workshop multiple times. □
- General details should be submitted.
- Institute Details(Only for Students) should be filled.

After successfully applying for workshop, it will go for approval to co-ordinators, once they approve the participants then only participants can attend that workshop.

APPLIED WORKSHOPS

In this tab, participants can see all the workshops they have applied for with their status as Approved or Applied.

PARTICIPANT ATTENDANCE FOR WORKSHOP

In this tab participants can see their attendance marked by coordinators for applied workshops by clicking on icon in red circle shown below.

ATAL | AICTE ☰

Logout ⏻

Participant
part@gmail.com

- General Details
- Profile
- Workshops
- Attendance
- Feedback
- Test Marks
- Certificate

📊
Attendance

STARTS	ENDS
May 4, 2020	May 8, 2020

Artificial Intelligence 📊

Thrust Areas

STARTS	ENDS
Jun 1, 2020	Jun 5, 2020

Artificial Intelligence 📊

Thrust Areas

STARTS	ENDS
May 11, 2020	May 15, 2020

Green Technology & Sustainability Engineering 📊

Engineering

Logout ⏻

Participant

part@gmail.com

▌▌ General Details

● Profile

⊕ Workshops

▬ Attendance

▣ Feedback

≡ Test Marks

◈ Certificate

📊
Attendance

Attendance Details	
Date	Status
May 7, 2020	Present
May 4, 2020	Present
May 5, 2020	Present
May 6, 2020	Present
May 8, 2020	Absent

Attendance when clicked on icon of first workshop.

Assessment

In **Assessment**, in side navigation menu, you can see all your workshops in which you have attendance of more than or equal to 80%. Link will be available only for those workshops for which your marks have been not submitted and coordinator has submitted Questionnaire like second one in image below.

On click of link icon you will see the **Assessment Guidelines,** read it carefully before starting the assessment. Here you can see the total number of questions, duration of test and start date and time.

After reading all the guidelines, check the checkbox, then only you can start the assessment. You cannot take the test before mentioned start date and time.

On click of **Start** button after the mentioned date and time, on next screen you can take full demo of the assessment portal, read all the steps carefully once, **don't skip the demo tour.**

On last step you will see **Start Assessment** button. On click of **Start Assessment,** assessment will be started and countdown timer will be started. Everything will be same as in demo. For **Mark for Review** and **Save & Next** selecting the option is mandatory, else it will be disabled.

Clicking Mark for Review or Save & Next after selecting your option is mandatory for saving the response, else it won't be saved.

Once you attempted all questions, a pop up will come on your screen mentioning the same and asking to submit by clicking on **Submit** button if you want.

After clicking **Submit** button you will be redirected to **Assessment Reviews** page where you can see number of questions **Saved & Next** in **Questions Attempted** card, number of questions **Marked for Review** in **Questions for Review** card, number of questions **Skipped & Next** in **Questions Skipped** card and number of questions **Not Attempted** in **Questions Not Attempted** card.

If you want to go back to assessment you can go back by clicking on **Back to Assessment** button.

On click of **Back to Assessment,** you will be redirected to **Assessment** page where a pop up will come with 2 buttons **Terminate Assessment** & **Resume Assessment.** For starting assessment again click on **Resume Assessment** button and for submitting click on **Terminate Assessment,** your all saved responses will be submitted and you will be redirected to https://atalacademy.aicte-india.org/participant/test-marks where you can see your marks for the test.

On click of **Submit Assessment,** you will be redirected to **Congratulations** page with 2 buttons **Back to Home** & **View Marks.**
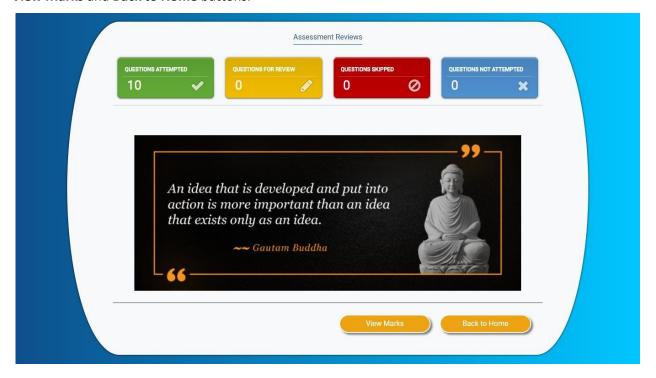
IT DOESN'T MEAN YOU HAVE CLEARED THE TEST.

On click of **Back to Home,** you will be redirected to **General Details** page and on click of **View Marks** you will be redirected to https://atalacademy.aicte-india.org/participant/test-marks where you can see your marks for the test.
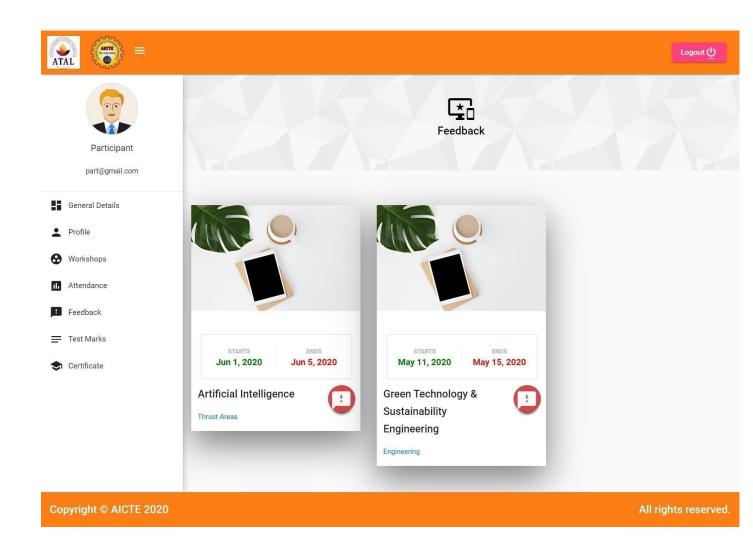
Test will be submitted automatically after time completed and you will be redirected to **Assessment Reviews** page with **View Marks** and **Back to Home** buttons.
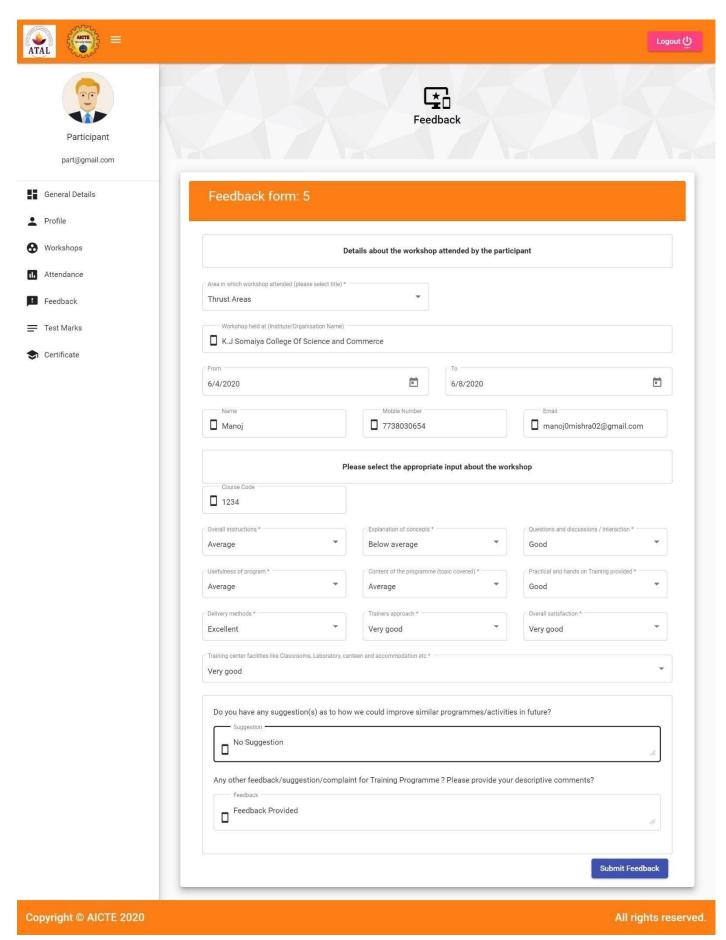

Timer will be ticking continuously even if you close the browser or you are on Assessment Reviews page after clicking on Submit button.

FEEDBACK ON WORKSHOPS COMPLETED

In Feedback, participants can see workshops which they have completed and they can provide anonymous feedback on workshops by clicking on icon in red circle. Only admin can see feedback was submitted by which participant but coordinators cannot see.
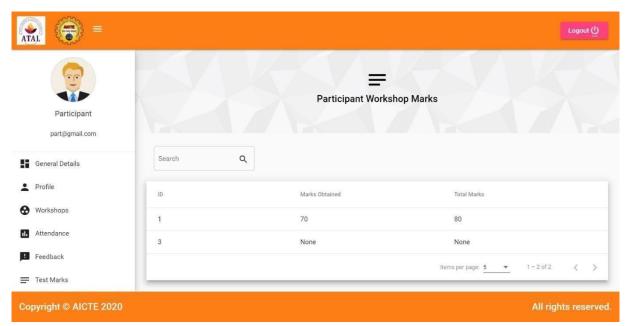
After clicking on icon, a feedback form will appear which participants have to fill and submit.

After submitting, participants cannot give feedback again for that workshop.

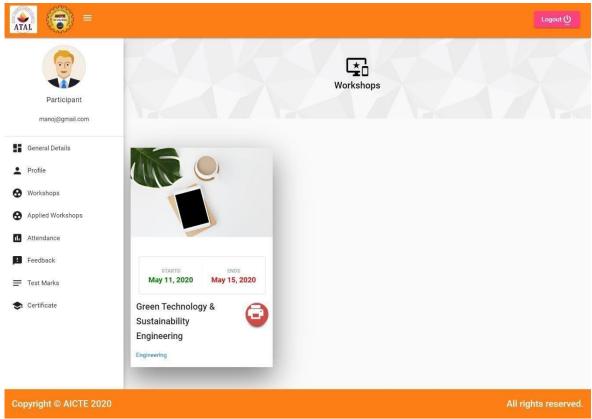### PARTICIPANT WORKSHOP MARKS

Here participants can see marks given to them in eligible workshops by coordinators or auto submitted after assessment.

CERTIFICATE

In this tab, participants can see all the workshops that are eligible(Attendance should be more than 80% and marks should be more than 60%) for certificate. By clicking on icon in red, Participants can download their certificates.

Participants can download certificate only after certificate approval by admin and overall attendance should have submitted by co-ordinator for that workshop. Mandate for should also be submitted by co-ordinator for certificate generation.

THANK YOU !