

Guidance for Knowledge Professionals

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NSR Guidance for Knowledge Professional

(Kindly use Internet Explorer browser Version 5.5 or above to access NSR. Also kindly ensure that pop up blocker is disabled on your browser while accessing NSR site.)

You will need to enter your **ITPIN, Login Id** and **Login Password** to access your profile on NSR. Go to link “**Already Registered – Access your profile**” on NSR site

<https://nationalskillsregistry.com> to do the same.

In case you are facing any difficulties in logging to your profile follow the below steps:

Forgot Login Id ?

- Click “**Already registered>> Access your profile**” option on NSR site
<https://nationalskillsregistry.com>

Option 1: (Email to the registered email ID)

- Click ‘**Forgot Login ID**’
- You will then be required to enter your ITPIN and Date of Birth and click submit.
- If the details entered by you match with those registered with NSR, an email containing your Login ID will be sent to you on the email ID registered with NSR.

Option 2: (Email to alternate email ID:

- In case you don’t remember the email ID registered by you on NSR, you may enter your Mother’s maiden name and the alternate email ID along with above details

If the details match with those registered with NSR a mail will be sent to you on the alternate email ID provided by you

Retrieve your NSR Log-in ID

Access to your NSR profile is based on your NSR Registration number i.e. ITPIN and your NSR Log-in ID and Password. Your Log-in ID and Password are created by you as per your choice for accessing the profile. These are known to you only.

In case you have forgotten your Log-in ID, the following facility can be used to retrieve the same. You will need to provide the following details and if the details are correct, your Log-in ID will be sent to your Email ID registered with NSR system.

ITPIN*

Date Of Birth*

In case your NSR email ID has changed since the time you registered and is not accessible now, an additional facility of sending this mail to an alternate and currently used Email ID is provided. To avail the same select the check-box below and provide the required details. The email will be sent both on your registered as well as alternate email ID. Please note this will NOT update your Email ID with the system, that can be done by accessing your profile and correcting your Email ID by using the option "Correct Errors in Data".

E-mail on Alternate E-Mail ID Please check on the Box

Mother's Maiden Name*

E-mail ID*

Forgot Login Password or Transaction Password ?

Option1: (Answer to Hint Question)

- Click “**Already registered>> Access your profile**” option on NSR site <https://nationalskillsregistry.com>
- Click '**Forgot Login or Transaction Password**'
- After clicking “Forgot Login or Transaction Password”, enter your ITPIN & Login ID.
- On submitting the above details, you will be asked to answer the hint question. The hint answer was registered by you at the time of registering your NSR profile.
- If you answer the hint question correctly, a page for entering new password will be provided. You can set-up your new password. Please remember the same.

Option 2: (Reset Password – Email Validation)



The screenshot shows a web form with a yellow background. At the top, it says "Answer the following question". Below that, there is a "Question" field with the text "Which is your favourite Movie?". Underneath is an "Answer" field, which is an empty text box. To the right of the answer field is a blue "Submit" button. Below the form, there is a paragraph of text: "In case you cannot remember answer to the password hint question also (which was also registered by you) you can click on the following link to reset your password". At the bottom of the form area, there is a blue underlined link that says "Reset Password - Email validation", which is circled in red.

If the answer to the hint question is not entered correctly, please follow the below mentioned procedure

- Click on '**Reset Password – Email Validation**' which is displayed on the page asking to answer the hint question
- After clicking on '**Reset Password – Email Validation**' you are required to enter your ITPIN & Login ID
- Please select the password type Login Password or Transaction password and then enter the new password you want to set.
- You also need to select a new hint question and hint answer for your profile
- You may click on the option of alternate email address in case you have forgotten the email ID you registered on NSR profile or it is invalid and click on submit.
- A Password Change request (PCR) number will be mailed to you on your registered and alternate email address provided by you.
- Upon receipt of the email containing the PCR number click on the link provided in the email for "**Reactivation of password**"
- On submitting the ITPIN, PCR number and the new password correctly, your new password will be activated.
- You need to complete this procedure within 4 days of setting the request else your Password reset request ID will expire and you will need to repeat the procedure again.

Welcome to NASSCOM, National Skills Registry - Windows Internet Explorer

https://nationalskillsregistry.com/nasscom/pageflows/tp/tpTransactions/chedCorrectITPIN2.do

File Edit View Favorites Tools Help

Welcome to NASSCOM, National Skills Registry

NASSCOM NSDL Database Management Limited

National Skills Registry

Reset Password - Email validation

You can reset the password to access your profile using this module. Please enter the new password and confirm the same. You can also reset the answer to the hint question in this module. These changes will be registered but will active only after you complete the following process. An email containing a number 'Password Change Request' (PCR) will be sent to your email id registered with NSR. After receiving the PCR number, visit NSR site and submit your ITPIN and PCR number in the module named 'Reactivation of password' (available in forgot password link). On submitting these details your new password will become active and you can access your profile using the new password.

ITPIN: 851032827165

Password Type: (Please remember this password)

Enter New Password*:

Confirm New Password*:

New Hint Question for resetting password*:

Answer to the hint question:

In case your NSR email ID has changed since the time you registered and is not accessible now, an additional facility of sending this mail to an alternate and currently used Email ID is provided. To avail the same select the check-box below and provide the required details. The email will be sent both on your registered as well as alternate email ID. Please note this will NOT update your Email ID with the system, that can be done by accessing your profile and correcting your Email ID by using the option "Correct Errors in Data".

Alternate EmailID

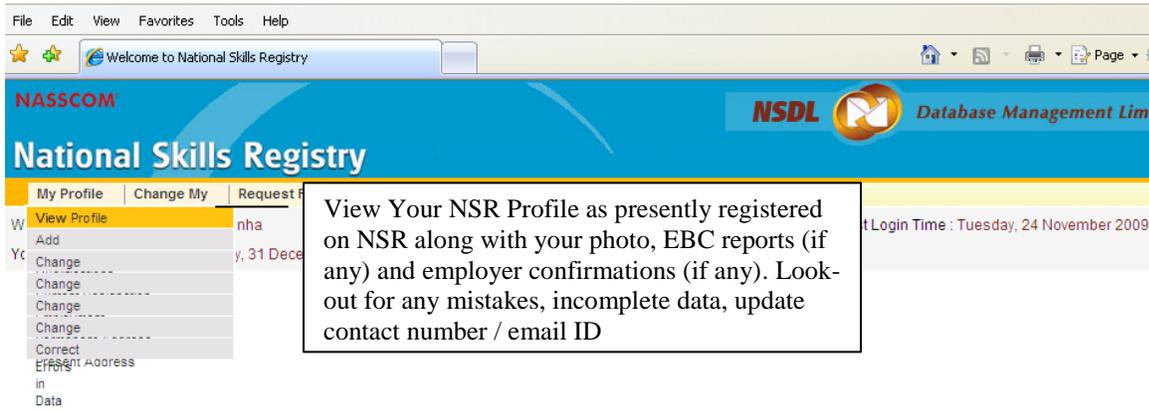
Done

start NSR operators Microsoft Exc... TROUBLE SH... DocL - Micro... 4 Internet ... InBox - Micro... 12:45 PM

Screen based guidance for Knowledge Professionals

Note: Login Password is for accessing and viewing your profile and **Transaction password** is for rectifying or updating the details of your profile.

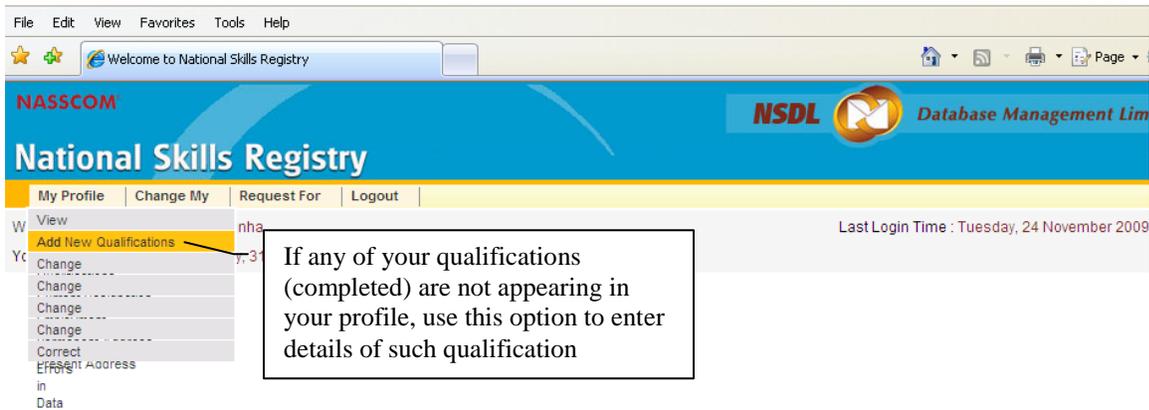
My Profile - View Profile



The screenshot shows the National Skills Registry website interface. The 'My Profile' menu is open, and the 'View Profile' option is highlighted. A text box explains that this option allows users to view their NSR profile, including photos, EBC reports, and employer confirmations, and to check for and correct any mistakes or incomplete data.

View Your NSR Profile as presently registered on NSR along with your photo, EBC reports (if any) and employer confirmations (if any). Look-out for any mistakes, incomplete data, update contact number / email ID

My Profile - Add new qualification:



The screenshot shows the National Skills Registry website interface. The 'My Profile' menu is open, and the 'Add New Qualifications' option is highlighted. A text box explains that this option is used to enter details of new qualifications that are not currently appearing in the user's profile.

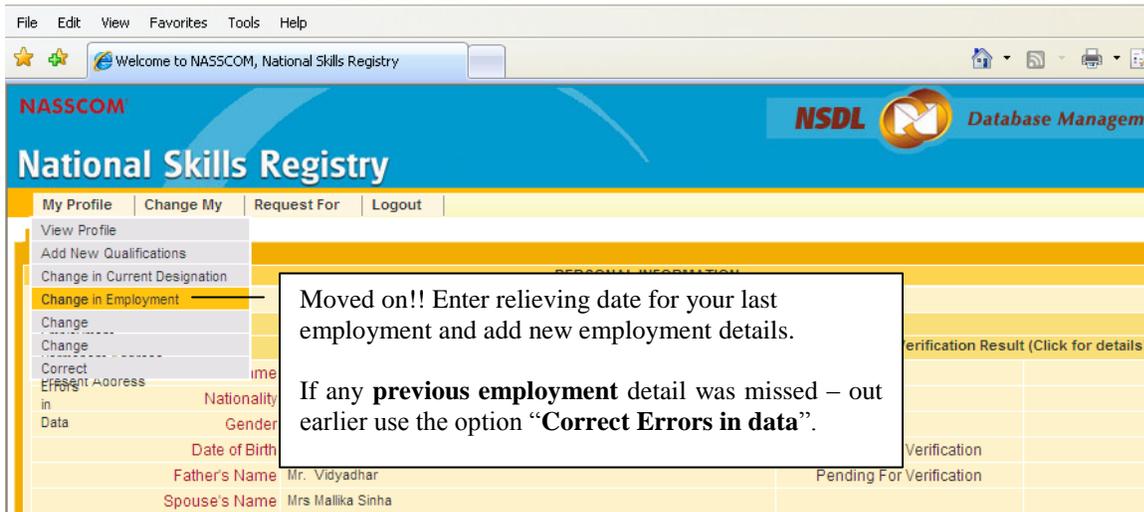
If any of your qualifications (completed) are not appearing in your profile, use this option to enter details of such qualification

TIPS:

- Before entering any qualification please check in “View Profile” that same qualification is not entered already. If it is already entered and requires some correction, use the option “Correct errors in data”.
- *If any of your qualification (completed) is not appearing in your profile – either newly acquired or missed out during registration, use this option to enter details of such qualification.*
- Once you enter new qualification information using this page, the same cannot be deleted from your profile.

- Enter correct and complete details of your qualification i.e. Qualification Name, Board/University name, roll number, year of passing etc. so that verification can be effectively done.
- **If name of your College / University is not appearing in the drop-down list, you can enter the details yourself. Select the option “Others” from the drop-down and enter the name. In case you do not see the option of entering the name after selecting others; just check and ensure that “Pop-Up Blocker” program is disabled on your browser.**
- Go to “My Profile – View Profile” to check the updations done.

My Profile - Change in Employment:



The screenshot shows the NASSCOM National Skills Registry website. The navigation menu includes 'My Profile', 'Change My', 'Request For', and 'Logout'. Under 'Change My', the 'Change in Employment' option is highlighted. A text box overlay contains the following instructions:

Moved on!! Enter relieving date for your last employment and add new employment details.

If any **previous employment** detail was missed – out earlier use the option “**Correct Errors in data**”.

The screenshot shows the NSDL National Skills Registry interface. At the top, there is a navigation menu with 'My Profile', 'Change My', 'Request For', and 'Logout'. Below this, the 'Enter Relieving Date' section contains a form for 'Relieving Date of Current Employment' with dropdown menus for month (mmm) and year (yyyy). The 'New Employment Details' section includes a 'Presently Employed' checkbox and various input fields for 'Employee Code', 'Present Employer Name', 'Address', 'City', 'State', 'Country', 'PIN Code', and 'Telephone' (with sub-fields for ISD, STD, Phone no, and Ext). A callout box with a pointer to the 'Relieving Date' field contains the following text:

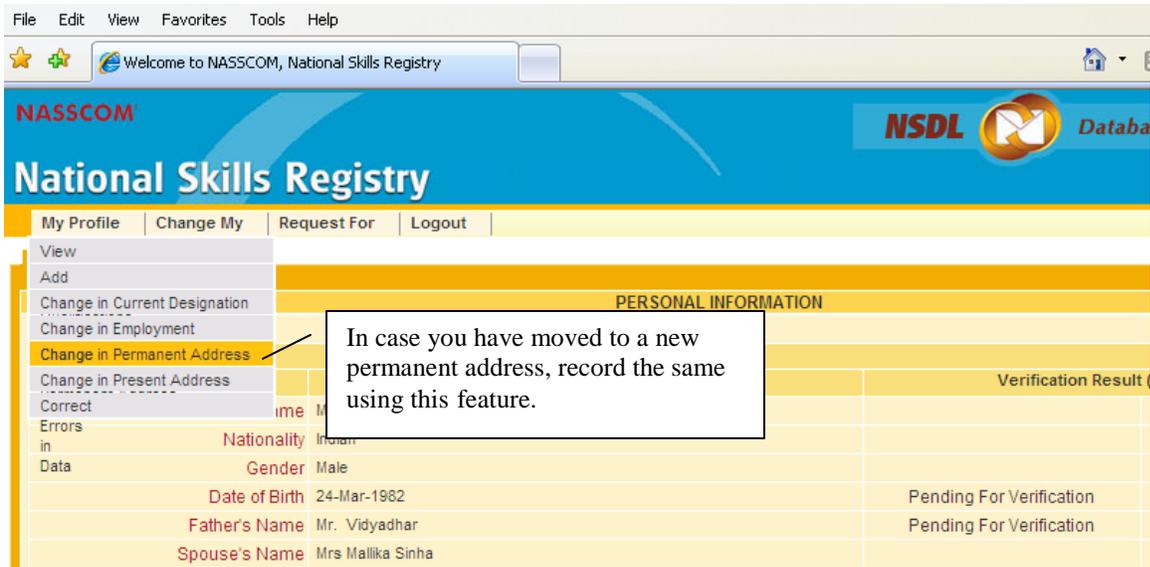
Enter relieving date for your last employment and add your new employment to your profile

If any previous employment is to be added use option My Profile - Correct Errors in data.

TIPS:

- Before entering the relieving date for your last employment, Please Go to “My Profile – View Profile” and check that your employment details such as Employer Name, Employee ID, Joining date, Designations served etc. are all correct and complete.
- If some information needs to be edited, use the option “Correct Errors in data”.
- *After updating your record, use this option to record your relieving date and / or record details of your new employment. You can find your relieving date on your relieving letter.*
- Once Relieving date is entered the employment becomes your previous employment. Your employer company if it is NSR member can confirm your relieving date. You or your prospective employer company can initiate a request for verification of your previous employment details.
- Enter correct Relieving Date so that verification can be effectively done.
- Go to “My Profile – View Profile” to check the updations done.

My Profile - Change in Permanent Address:



File Edit View Favorites Tools Help

Welcome to NASSCOM, National Skills Registry

NASSCOM NSDL Database

National Skills Registry

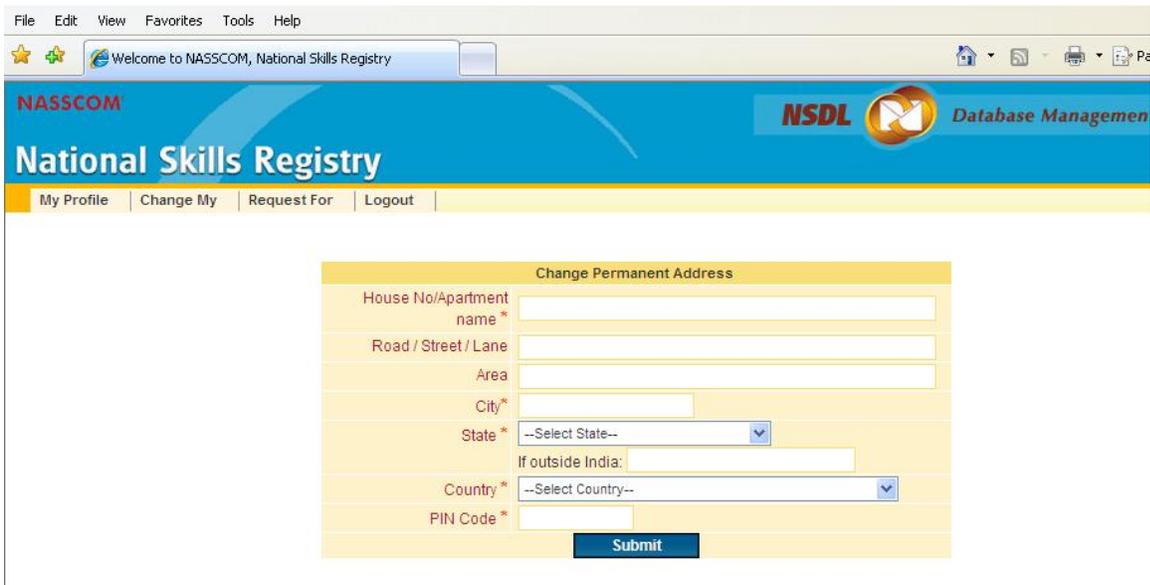
My Profile Change My Request For Logout

View
Add
Change in Current Designation
Change in Employment
Change in Permanent Address
Change in Present Address
Correct
Errors in Data

PERSONAL INFORMATION

Field	Value	Verification Result
Nationality	Indian	
Gender	Male	
Date of Birth	24-Mar-1982	Pending For Verification
Father's Name	Mr. Vidyadhar	Pending For Verification
Spouse's Name	Mrs Mallika Sinha	

In case you have moved to a new permanent address, record the same using this feature.



File Edit View Favorites Tools Help

Welcome to NASSCOM, National Skills Registry

NASSCOM NSDL Database Management

National Skills Registry

My Profile Change My Request For Logout

Change Permanent Address

House No/Apartment name *

Road / Street / Lane

Area

City *

State * --Select State--

If outside India:

Country * --Select Country--

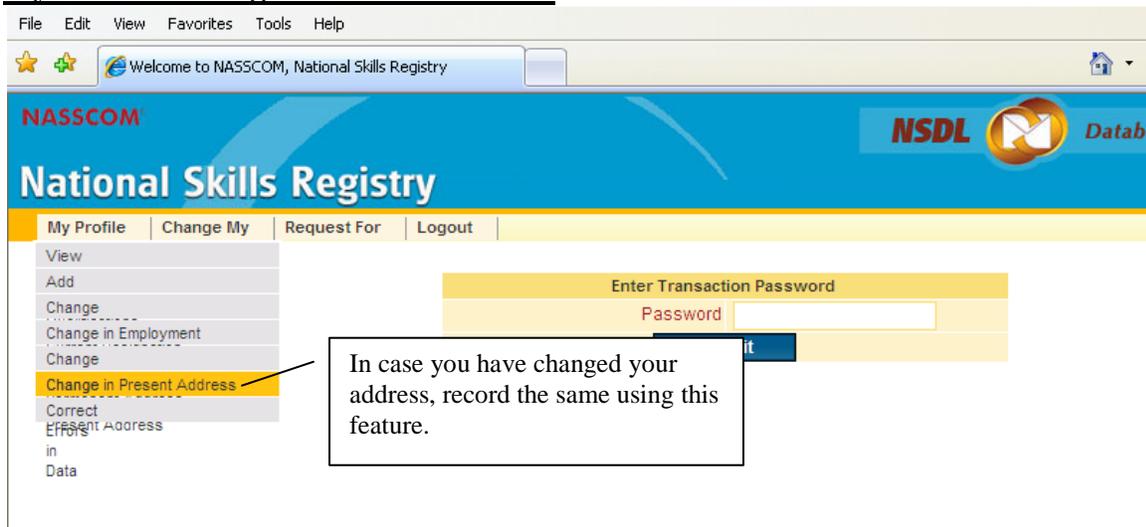
PIN Code *

Submit

TIPS:

- Before entering the new address, please check the permanent address details available in your profile using “View Profile” option. If address is already entered and requires some correction, use the option “Correct errors in data”.
- *Use this option to enter your new permanent address. Your old address will remain available in your profile but will be moved to “Address history”.*
- Ensure to enter correct and complete address details with proper PIN code etc. to facilitate successful verification.
- Go to “My Profile – View Profile” to check the updations done.

My Profile - Change in Present Address:



The screenshot shows the NASSCOM National Skills Registry website. The navigation menu includes 'My Profile', 'Change My', 'Request For', and 'Logout'. The 'Change My' menu is open, showing options like 'View', 'Add', 'Change', 'Change in Employment', 'Change', 'Change in Present Address', 'Correct Errors in Data', and 'Present Address in Data'. The 'Change in Present Address' option is highlighted. A callout box points to this option with the text: "In case you have changed your address, record the same using this feature." Below the menu, there is a form titled 'Enter Transaction Password' with a 'Password' input field.

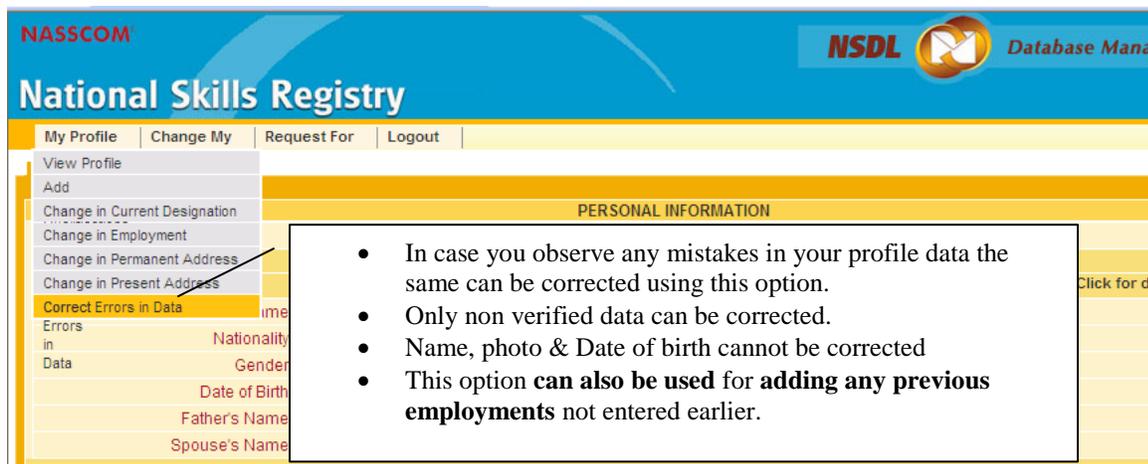


The screenshot shows the 'Change Present Address' form. The form fields are: 'House No/Apartment name *', 'Road / Street / Lane', 'Area', 'City*', 'State *' (with a dropdown menu showing '--Select State--'), 'If out side India:' (with an input field), 'Country *' (with a dropdown menu showing '--Select Country--'), and 'PIN Code *'. A 'Submit' button is located at the bottom of the form.

TIPS:

- Before entering the new address, please check the present address details available in your profile using “View Profile” option. If address is already entered and requires some correction, use the option “Correct errors in data”.
- *Use this option to enter your new present address. Your old address will remain available in your profile but will be moved to “Address history”.*
- Ensure to enter correct and complete address details with proper PIN code etc. to facilitate successful verification.
- Go to “My Profile – View Profile” to check the updations done.

My Profile - Correct errors in Data:



The screenshot shows the top navigation bar of the National Skills Registry website. The 'Correct Errors in Data' option is highlighted in the left-hand menu. A callout box on the right contains the following instructions:

- In case you observe any mistakes in your profile data the same can be corrected using this option.
- Only non verified data can be corrected.
- Name, photo & Date of birth cannot be corrected
- This option **can also be used** for **adding any previous employments** not entered earlier.



The screenshot displays the 'Personal Information' form in the National Skills Registry. The form includes the following fields and values:

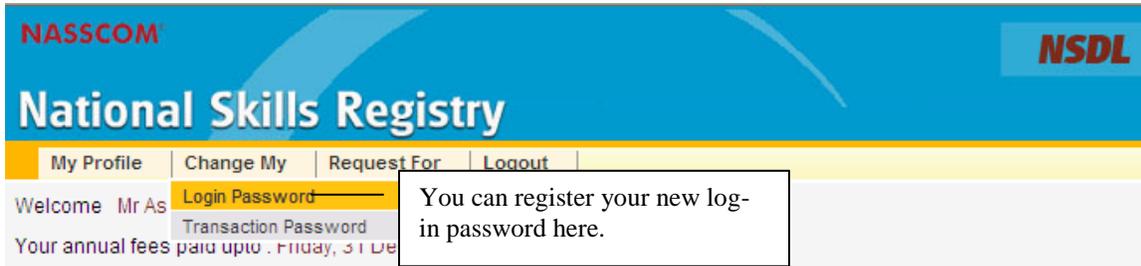
EBC Verification Status	Pending For Verification
Father's Full Name*	Mr Vidyadhar
Spouse's Full Name	Mrs. Mallika Sinha
EBC Verification Status	Verified
Present Address*	12, Satchidanand Cooperative Hsg. Society
	Mahatma Gandhi Marg
	Khar West
City*	Mumbai
State*	MAHARASHTRA
Country*	INDIA
PIN / ZIP Code*	451241
EBC Verification Status	Pending For Verification
Permanent Address*	7, Lok Everest
	Sevaram Lalwani Marg

TIPS:

- In case you observe any mistakes in your profile data the same can be corrected using this option.
- Only non verified data can be corrected.
- Name, photo and Date of birth cannot be corrected using this option. For this contact nsr@nsdl.co.in
- This option **can also be used** for adding any **previous employments** not entered earlier.
- Click on “Modify & Continue” button to save the changes done on each page.
- To enter details of any **previous employment**, not entered earlier, go to the employment details section by clicking on the Modify & Continue button at the bottom of demographic and education information page. Using “**Add Previous Company**” button **at the bottom of the employment details page**, you can enter details of any previous employment, not entered earlier.
- Enter correct and complete details to facilitate successful verification.

- Go to “My Profile – View Profile” to check the updates done.
- Write to us at nsr@nsdl.co.in if you face any problem.

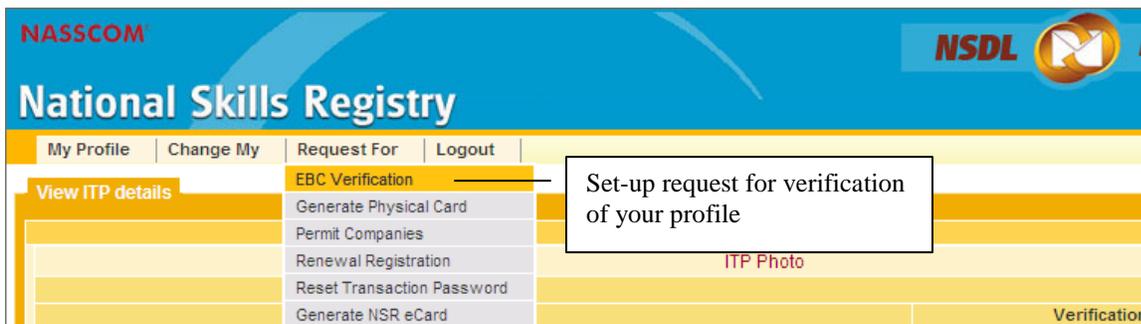
Change My - Login Password:



Change My - Transaction Password:



Request For - EBC Verification:



National Skills Registry

[My Profile](#) | [Change My](#) | [Request For](#) | [Logout](#)
[Details of Charges for your Verification Request](#)

Summary of Pending Requests

Personal Information

ITPIN	741000119341		
NATIONALITY	Indian		
GENDER	Male		
DATE OF BIRTH	24 March 1982	Pending For Verification	<input type="checkbox"/>
FATHER'S NAME	Vidyadhar	Pending For Verification	<input type="checkbox"/>
PERMANENT ACCOUNT NUMBER	ACRTY4564M	Pending For Verification	<input type="checkbox"/>
SPOUSE NAME	Mallika Sinha		
EMAIL ID	adityas@nsdl.co.in		
MOBILE NO	91556161155		

TIPS:

- Go through the “Details of Charges” link at the top of this page to know about the verification process and charge for baseline verification.
- Double Check to ensure that the data being submitted for verification is correct and complete.
- **Once a field is submitted for verification it cannot be edited and Verification comments will become Permanent.**
- Select all the fields to be verified as part of a single request so that it can be allocated to a single background checker. If multiple requests are submitted they may be allocated to different background checkers and you will be charged separately for the verification of each request.
- Select the fields in your profile to be verified. You can refer to Baseline Verification package; details available in top portion of this page.
- NSR will allocate an Empanelled Background Checker - EBC to handle your verification request. EBC will contact you and inform the charges to be paid for verification and documents to be submitted.
- You will receive message informing verification request id and name of the EBC to which request is allocated. Email will also be sent to your NSR profile mail id.
- **Verification charges will need to be paid** before the verification process is started.
- You can contact your system allocated EBC. Visit the link <https://nationalskillsregistry.com/background-verification.htm> to view the contact details.
- After verification is completed (email is sent to you for information) visit “My Profile – View Profile” option to view the verification results.
- The verification results will be permanently recorded against the relevant fields in your NSR profile. **Verification is highly recommended** since it will enhance the credibility of your profile information.
- Write to us at nsr@nsdl.co.in if you face any problem.

Request For - Generate Physical Card:

NASSCOM **NSDL Database**

National Skills Registry

My Profile | Change My | Request For | Logout

View ITP details

- EBC Verification
- Generate Physical Card**
- Permit Companies
- Renewal Registration
- Reset Transaction Password
- Generate NSR eCard

Submit request for physical NSR card. Charge of Rs. 113 is applicable.

Verification Result (Cli

TIPS:

- Option is to be used only if NSR card is required in physical form.
- You can specify the address at which the card should be sent.
- The fee for issuing physical card and sending the same can be paid either online using your credit card or can be paid in cash to a NSR Point of Service center along with the form.
- There is option to generate NSR Electronic card which is available online and free of cost. Use option “Request for – Generate NSR eCard” for accessing the same as explained in subsequent section.

Request for - Permit Companies:

NASSCOM **NSDL Database Management**

National Skills Registry

My Profile | Change My | Request For | Logout

Tips

- You can permit NSR subsc
- You can specify the period (also order a background ch
- Using this feature you can
- You can also remove permission allocated to a company if required

- EBC Verification
- Generate Physical Card
- Permit Companies**
- Renewal Registration
- Reset Transaction Password
- Generate NSR eCard

Authorize prospective employer companies to view your NSR profile along-with verification reports if available.

Background check reports if any, us
will be able to view/download yo
your profile details.

Permit Companies to View Profile

Company to be Permitted [List of Companies](#) Click here to search

Permission Period (in days) Maximum Permission Period is 60 Days

Valid Upto

Permit Company

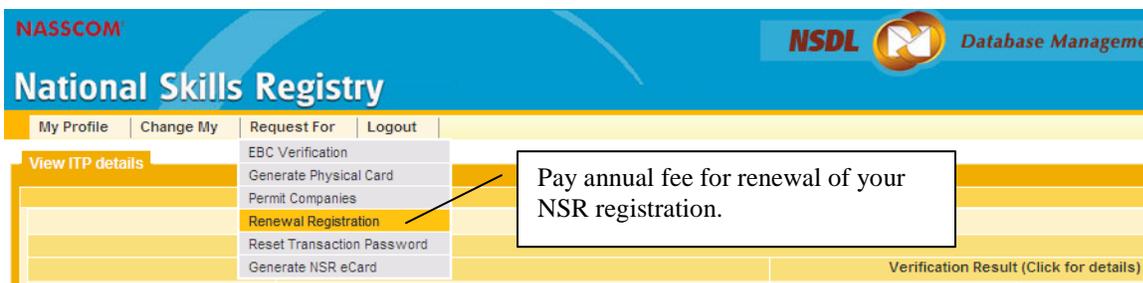
List of Allowed Companies

Permission Number*	Company Name*	Permission Period	Valid Upto*	Status*	Disallow*
1000019826	Patri Computer Systems Ltd	25	8/12/2009	Viewed	<input type="checkbox"/>

Submit

TIPS:

- You can permit NSR subscriber companies (**other than your current employer company**) to view your NSR profile along-with background check reports if any, using this option.
- You can specify the period (maximum 60 days) for which such company can access your profile. During such period company will be able to view/download your profile and also order a background check on your profile. Background check report will be uploaded by the background checker against your profile details.
- Using this feature you can also ascertain if the company permitted by you has viewed your profile or not.
- You can also remove permission allocated to a company if required.

Request for - Renewal Registration:**TIPS:**

- Your NSR profile requires payment of annual fee of Rs. 50 plus service tax. In case of non payment of the fee you may not be able to use NSR facilities such as viewing and updating your profile, authorizing companies to view your profile etc.
- Date upto which your annual fee is paid is shown on the welcome screen when you log-in.
- If fee paid upto date has already crossed or is near-by please pay the annual fee using this option.
- You have option of paying the fee in advance for multiple years so that you do not have to pay the fee every year.
- The fee can be paid online using your credit card or can be paid in cash to a Point of Service (POS) centre.
- If online payment is made successfully, validity of your profile is extended immediately and you can start using NSR facilities.
- In case you choose to make payment to POS, system will generate a bill indicating the amount to be paid. You can take a print of the bill and send it to the POS office along-with your cheque/DD (to be drawn in favour of the POS entity chosen by you) or pay the bill to POS in cash. POS will process the bill and the validity period will get updated on the system. POS contact details are available on link <https://nationalskillsregistry.com/pos-details-register.htm>
- Write to us at nsr@nsdl.co.in if you face any problem.

Request for – Reset Transaction password:

The screenshot shows the NASSCOM National Skills Registry interface. At the top, there are logos for NASSCOM and NSDL Database Management Limited. Below the header, there are navigation tabs: My Profile, Change My, Request For, and Logout. A dropdown menu is open under 'Request For', listing several options: EBC Verification, Generate Physical Card, Permit Companies, Renewal Registration, Reset Transaction Password (highlighted), and Generate NSR eCard. A callout box with a black border and white background points to the 'Reset Transaction Password' option, containing the text: "Set-up a new transaction password request if old password is forgotten".

Request for – Generate NSR eCard:

The screenshot shows the NASSCOM National Skills Registry interface, similar to the previous one. The 'Request For' dropdown menu is open, and 'Generate NSR eCard' is highlighted. A callout box with a black border and white background points to this option, containing the text: "Generate NSR Electronic card".

TIPS:

- You can view your online NSR card using this option.
- This is available free of cost.
- You can take print of the card if required.
- Write to us at nsr@nsdl.co.in if you face any problem.