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

Forgot Login Password or Transaction Password ?

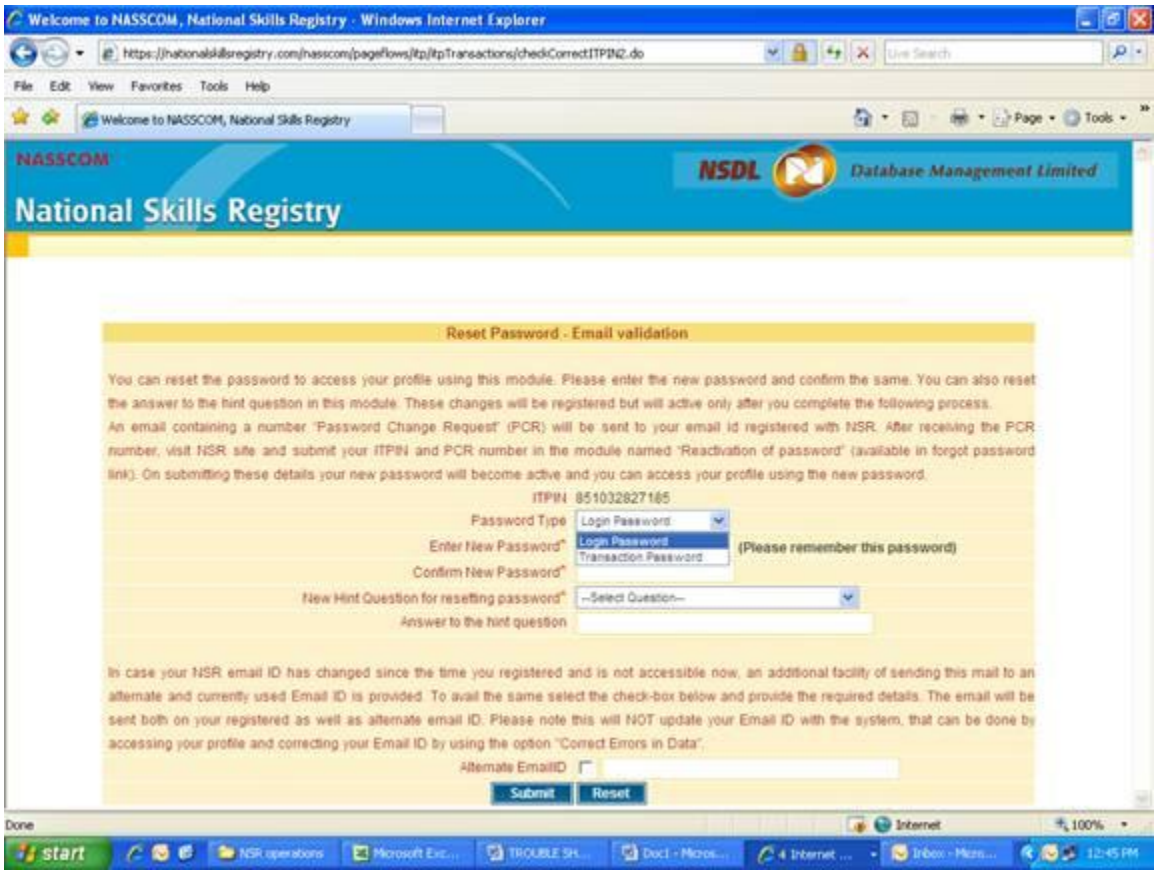
Option1: (Answer to Hint Question)

- 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)

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

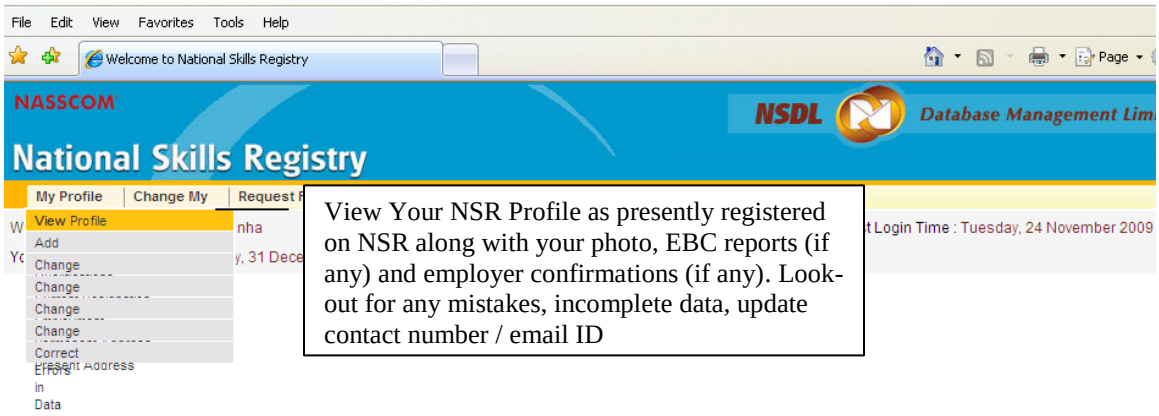
- Click on **'Reset Password – Email Validation'** which is displayed on the page asking to answer the hint question
- After clicking on **'Reset Password – Email Validation'** you are required to enter your ITPIN & Login ID
- Please select the password type Login Password or Transaction password and 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/itp/itpTransactions/checkCorrectITPIN2.do
File Edit View Favorites Tools Help
Welcome to NASSCOM, National Skills Registry
NASSCOM
National Skills Registry
NSDL Database Management Limited
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 Login Password
Login Password
Transaction Password
Enter New Password*
(Please remember this password)
Confirm New Password*
New Hint Question for resetting password* --Select Question--
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
Submit
Reset
Done
Internet
100%
start

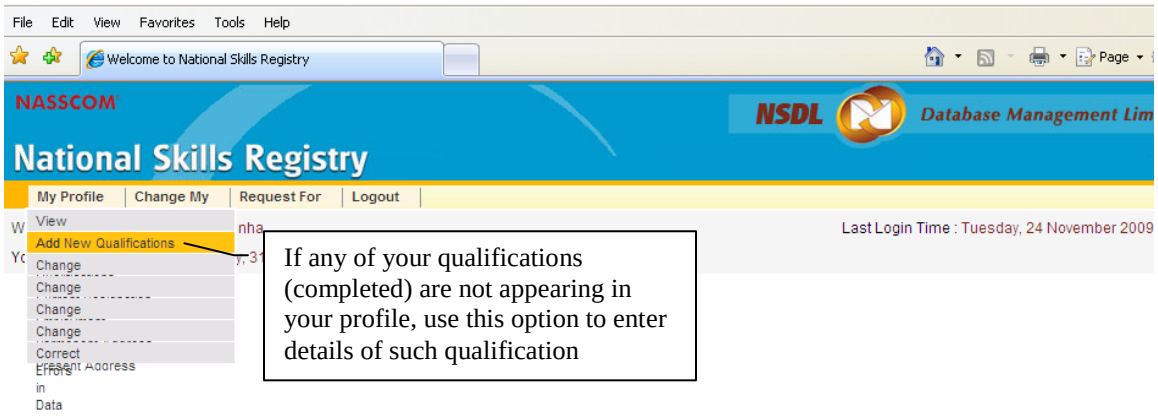
Screen based guidance for Knowledge Professionals

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



My Profile - Add new qualification:

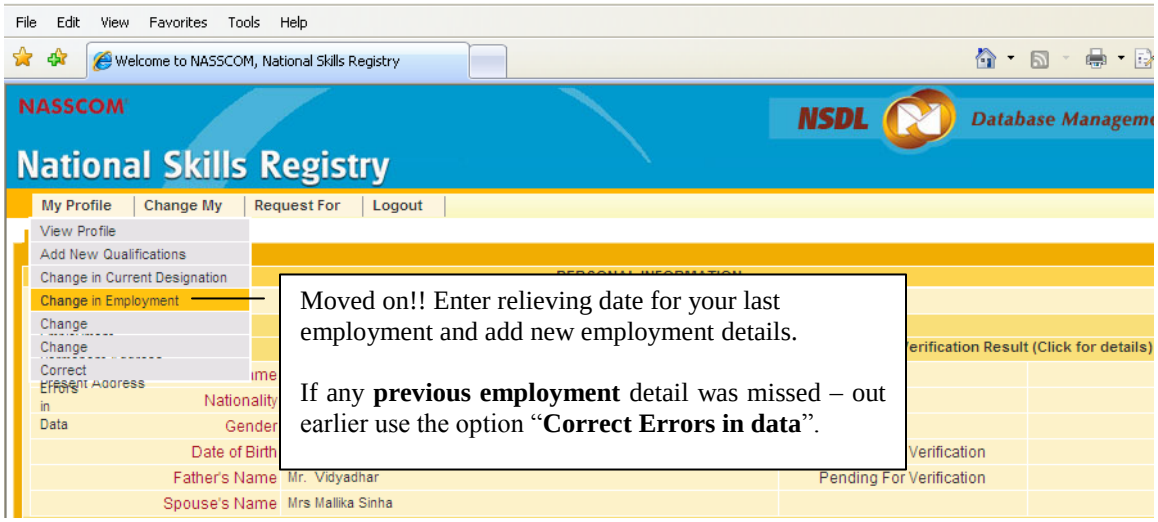


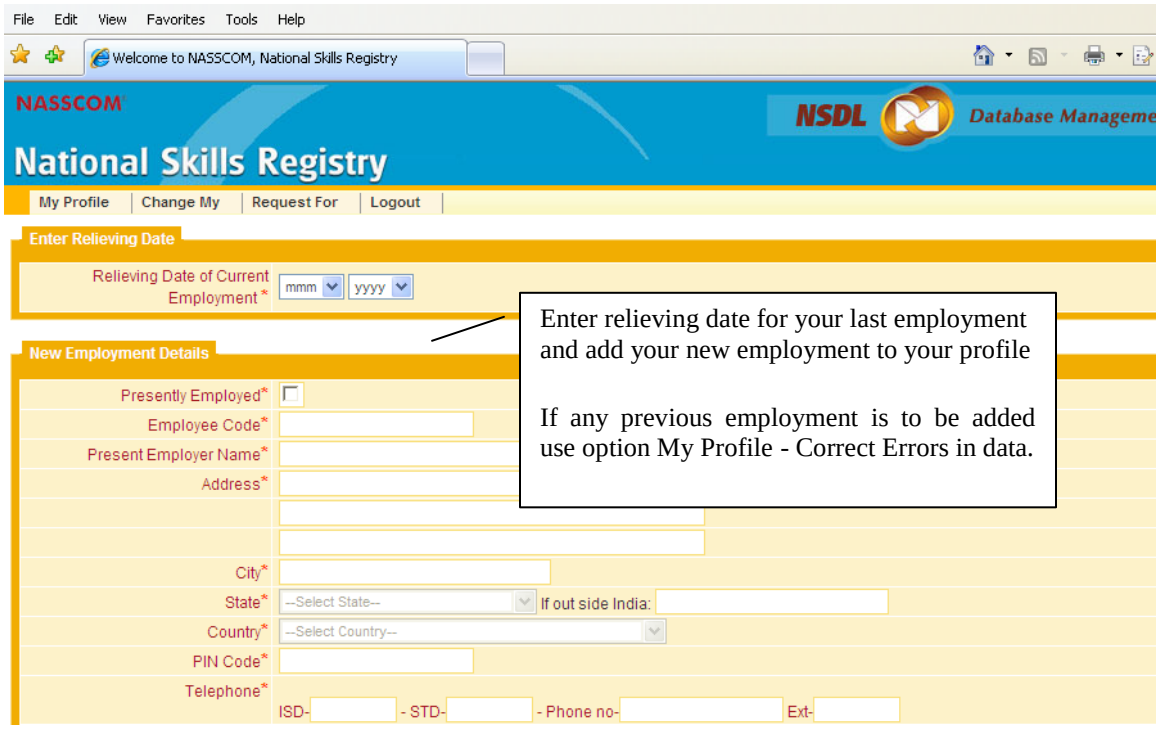
TIPS:

- 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:

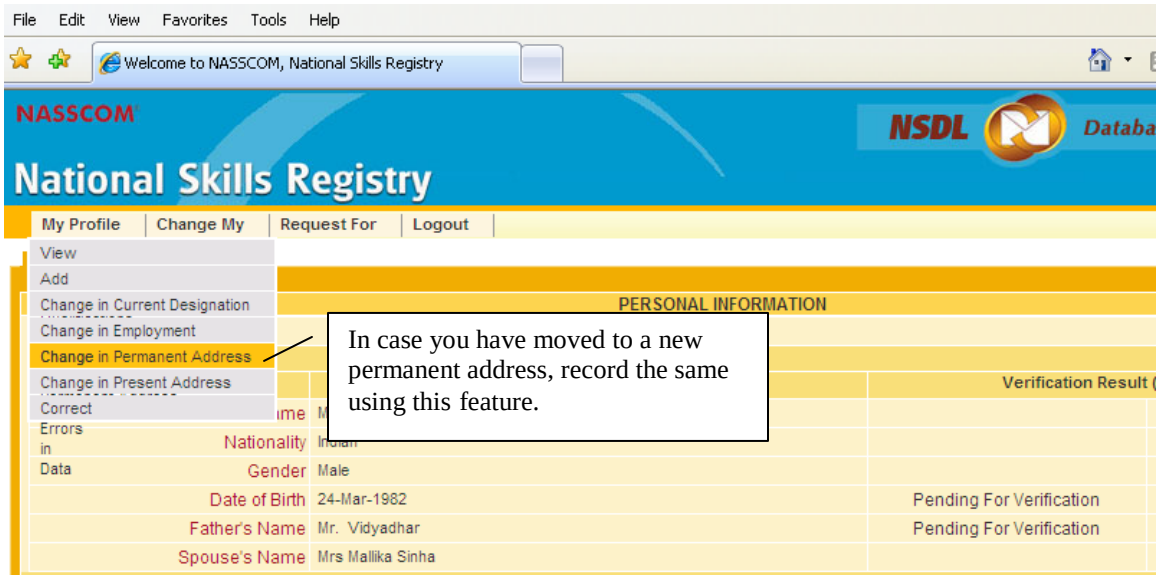


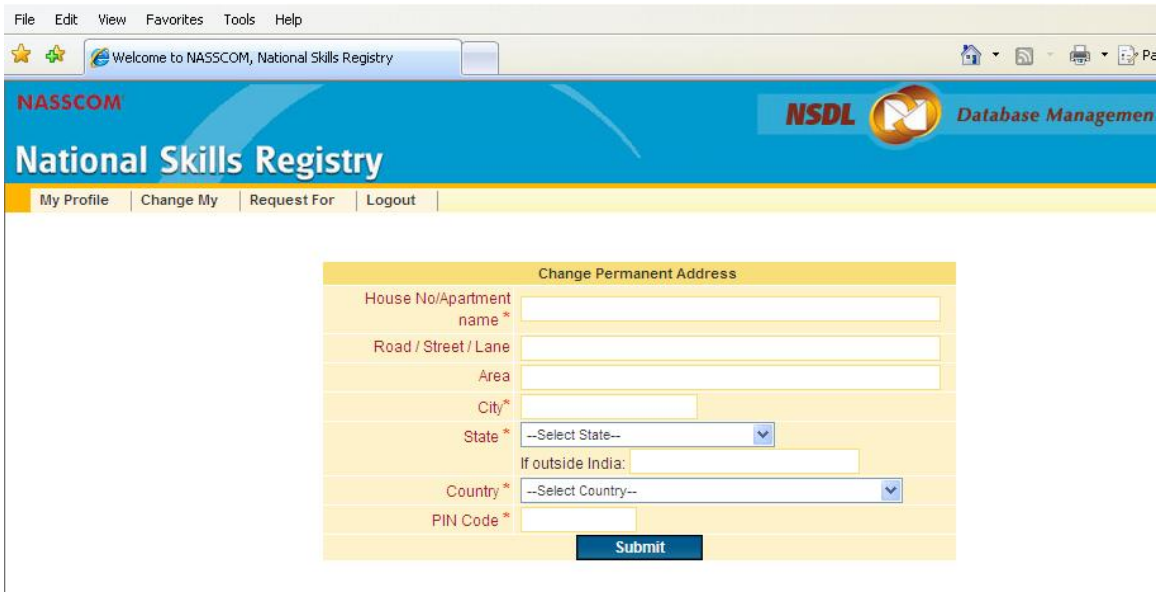


TIPS:

- 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:

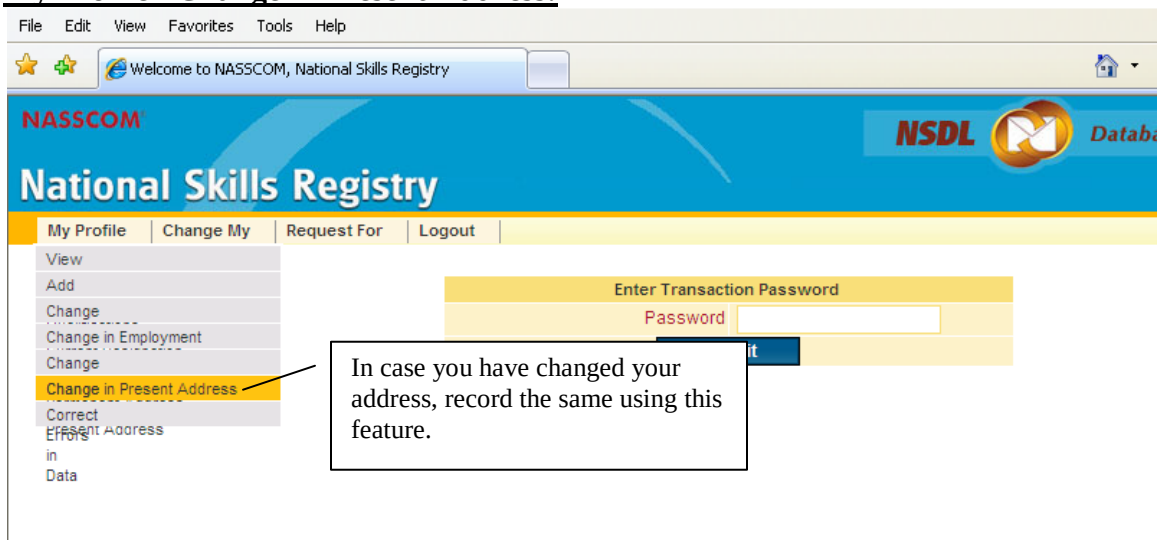


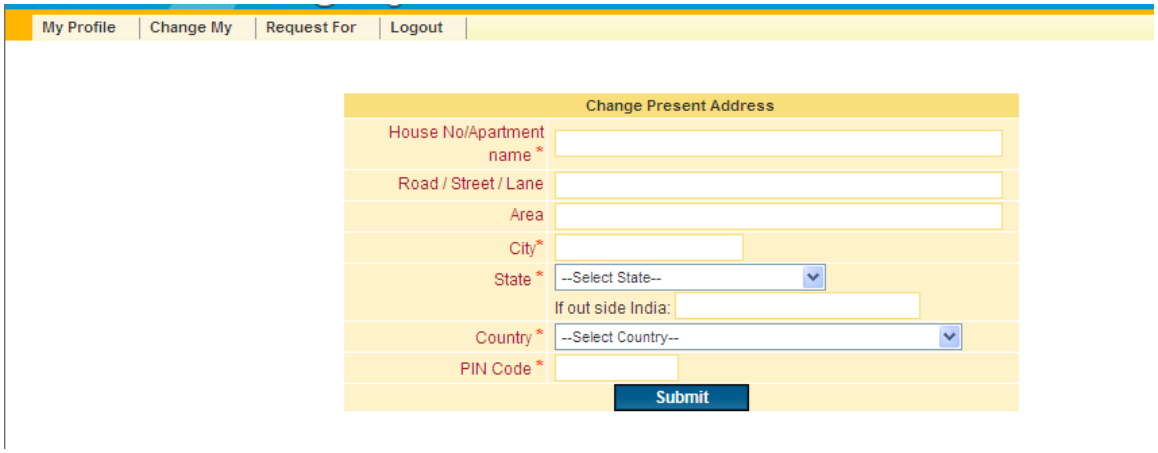


TIPS:

- 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:

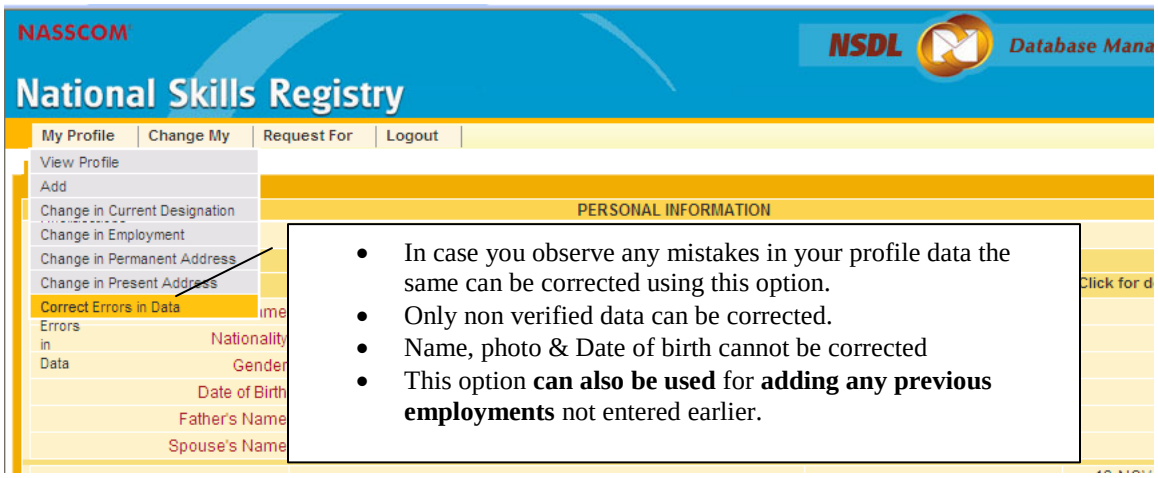




TIPS:

- 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:



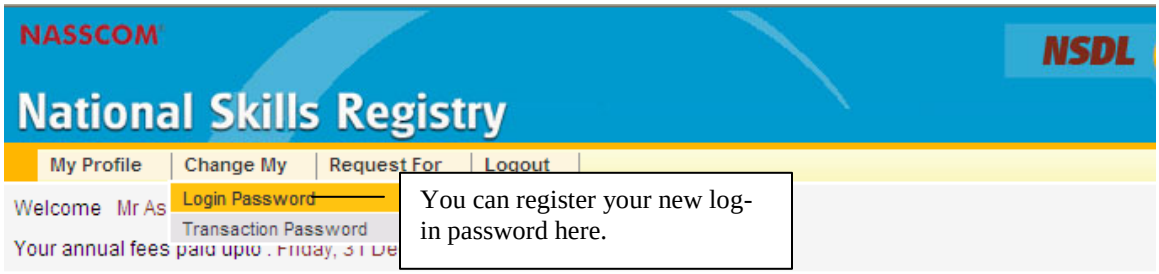
- In case you observe any mistakes in your profile data the same can be corrected using this option.
- Only non verified data can be corrected.
- Name, photo & Date of birth cannot be corrected
- This option **can also be used** for **adding any previous employments** not entered earlier.

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.

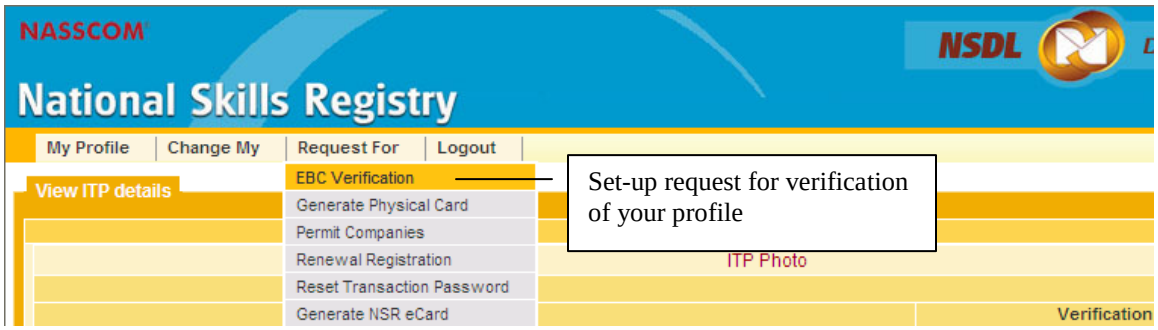
- Go to "My Profile – View Profile" to check the updations done.
- Write to us at nsr@nsdl.co.in if you face any problem.

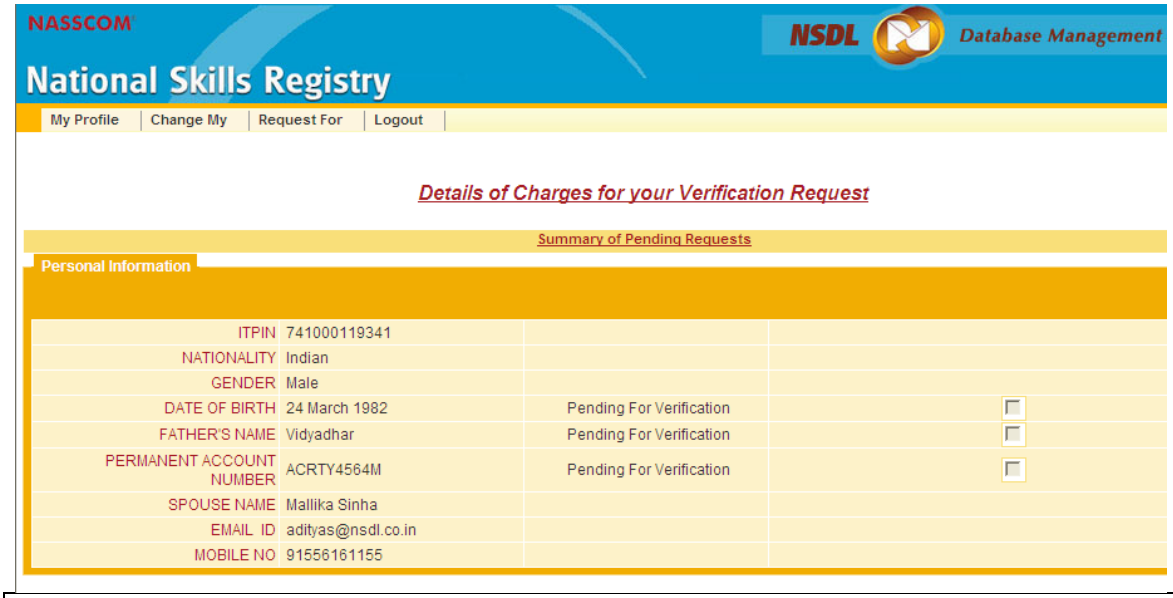
Change My - Login Password:



Change My - Transaction Password:

Request For - EBC Verification:

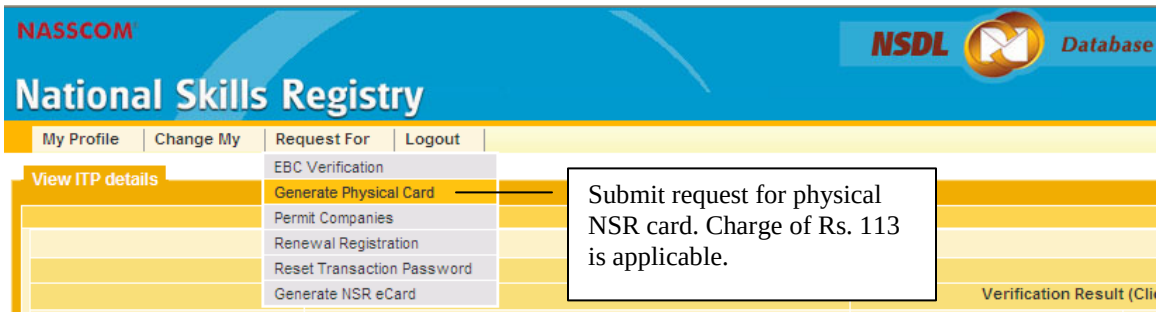




TIPS:

- 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.

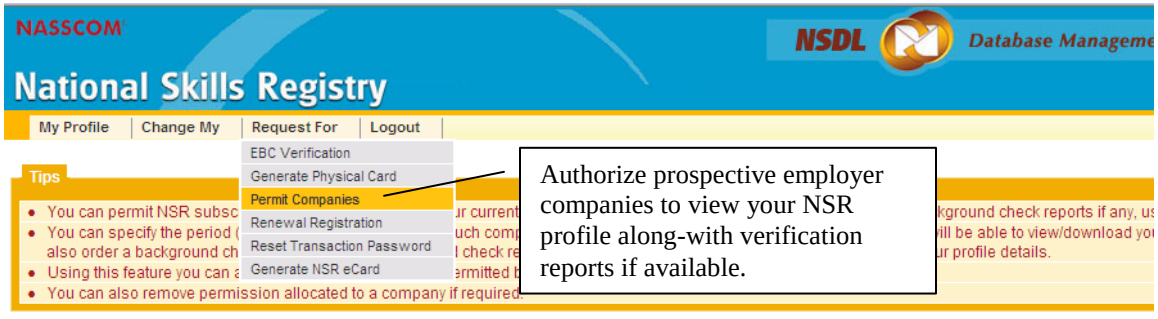
Request For - Generate Physical Card:

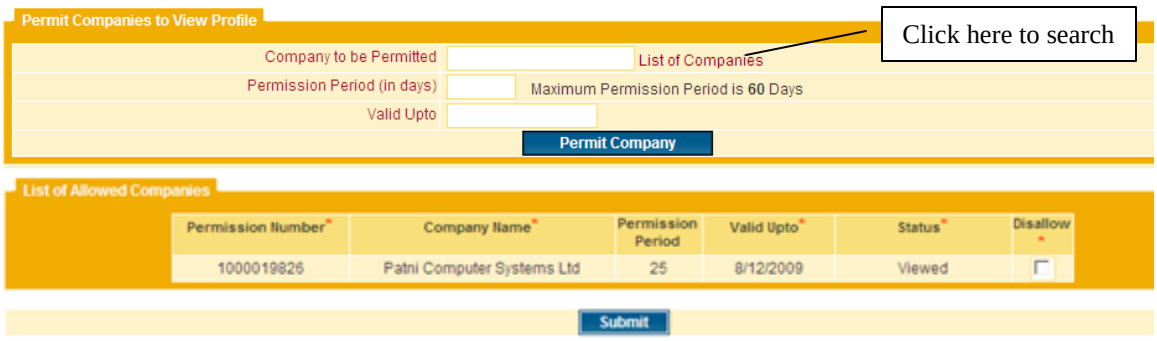


TIPS:

- 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:

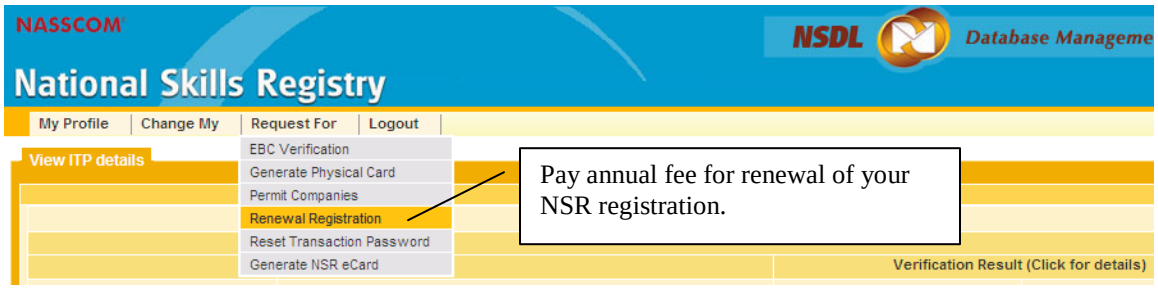




TIPS:

- 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:



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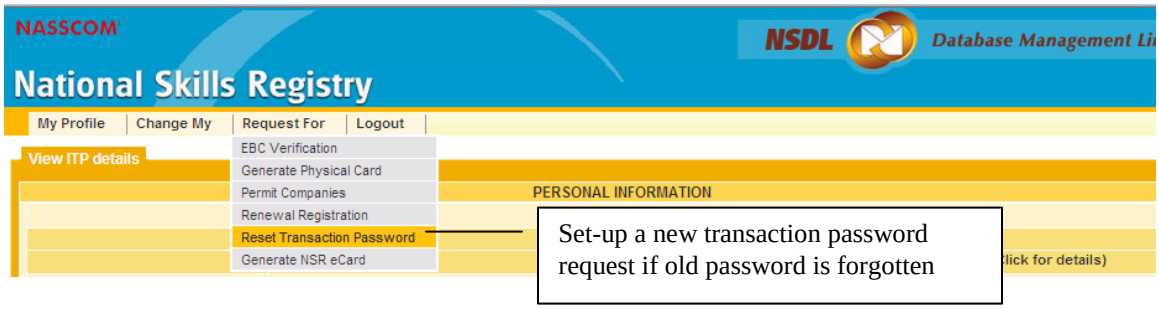
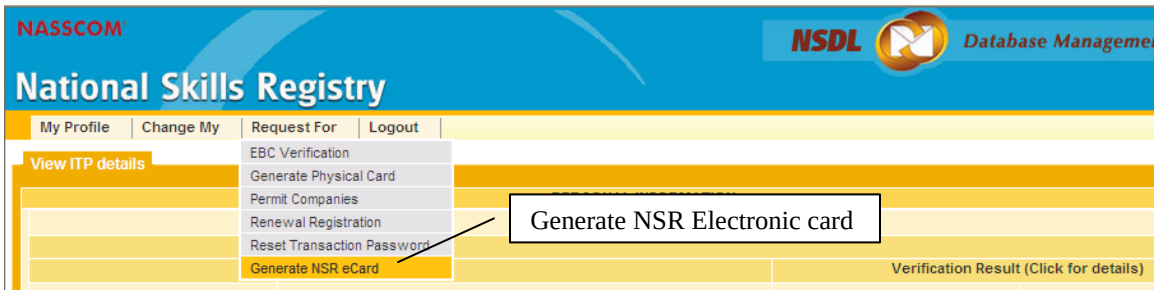
TIPS:

- 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:



Request for – Generate NSR eCard:



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.