INCREDIBLE NDLA TOURIST FACILITATOR

Learning Management System for Training and Accreditation of Tour Facilitators

User Guide

Open the link: <u>https://iitf.gov.in</u> in the browser window.



The user can change the language of the portal by clicking on the language option.



For registration on the portal , Click on "Log in" on the portal.



Click on "Create new account" to create a new account.

Incredible India Tourist Facilitator Certification IITFC	USER MANUAL FAQ English (en) -
Home > Log in to the site	
Log in Your session has timed out. Please log in again. Username	Incredible India Tourist Facilitator
Remember username Log in	Is this your first time here?
Forgotten your username or password? Cookies must be enabled in your browser ⑦	For full access to this site, you first need to create an account.
The Incredible India Tourist Facilitator Certification (IITFC) Programme is a digital initiative of Ministry o an online programme where one can learn about tourism at their own time, space, path and pac Facilitator of Ministr	f Tourism (MoT), Govt. of India for the citizens of India to become a part of the booming Tourism Industry. It is e. The successful completion of this programme would enable the learner to become a Certified Tourist r of Tourism, Govt. of India.

IITF Certification Program Registration Process

Read the instructions carefully before proceeding with the Registration process.



Continue Registration

You will be redirected to "New Account Details" page. Follow the on-screen instructions and fill in your details.

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Incredible India Tourist Facilitator	Certification IITFC English (en) -	Lo	og in		
Home > Log in > New account					
New account					
		*	Collap	se all	
 Choose your username a 	nd password				
Username 🛿 🔅					
	The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanum such as as *, -, or #	neric ch	aracte	er(s)	
Password 🛛 🕐					
 More details 					
First name 🕐					
Middle name 💿					
Surname 🛿 🕐					
Email address 🤑 🕐					

All the details in this form are mandatory. After filling in the details, click on "Create my new account" to create your account.

New account	× +			Ø	×
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	Email (again) 🕐	user1@mail.com			
	State 🛛 🕐	Punjab v			
	Country \rm 🕐	India •			
	Security question 🕐	Vim not a robot			
		Note: Kindly keep all the necessory document like photograph, 10th mark sheet, 12th mark sheet and a category certificate before sta registration.	rt		
		Create my new account Cancel			
		There are required fields in this form marked 9			

Once details are entered, you will receive an e-mail, with a link. Please click on this link to complete the registration process. After that you need to login to the portal to complete your user profile as per below fields.

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Dashboard > Preferences > User account	> Edit profile	
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- General		 My courses
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First name 🔮 🕤	student4	
Middle name ②		PROGRAMME ENROLMENT
		Enrol in Programme
Surname 🔮 🕐	student4	
Email address 🕐	student4@gmail.com	
Front Harden		
Email display	Allow everyone to see my email address	
Phone ③		
Mobile phone 🕐		
State 🛛 🕐	Assam 🔹	

Continue filling up the form. The next field is to upload the self-photo.

- User picture	
	Due to security reason you will see different uploaded file name.
Current picture	
Delete picture	
New picture ⑦	Maximum size for new files: 256MB, maximum attachments:
	Eles
	You can drag and drop files here to add them.
	You can drag and drop files here to add them.

Image files used on the web .gif .jpe .jpeg .jpg .png .svg .svgz

Select the age and upload the age proof document. If the participant is 40+ of age, then they can upload 10th class pass or equivalent certificate as education proof.

 Other Information 			
Gender () 🕐	Female v		
Father/Mother/Husband Name 0 🕐	fweffgr		
Date of Birth () ⑦	14 V September V 1952 V	m	
Your age is 67 , Since you are above 40 y	ears of age, the minimum educational	qualification for enrolment in the program is	10th pass.
Age proof document uploader:			Maximum size for new files: 10MB, maximum attachments: 1
Document showing age proof (copy of	€		
10th Class Board Certificate/ Passport			
issued by the authority) $m 0$	▶ 🚞 Files		
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Nationality 🜖 🕐	Indian 💌	
Permanent Address 9 🕐		
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Correspondence Address ⑦		
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This page allows the user to upload, 10+2 / 10th passing certificate and the user needs to select the age of passing the relevant exam.

10+2 Board / 10th Board () (?)	kifsdugvud	
Education Qualification proof: 10+2 or		Maximum size for new files: 10MB, maximum attachme
equivalent Certificate / 10 or equivalent for the candidate with 40+ years	*	
(issued by any recognised Board by	▶ 🚞 Files	
Government of India/State		
Government)		
	hifAAXSnFN.PNG	
	Accepted file types:	
	Image (GIF) .gif	
	Image (JPEG) .pg	
	Image (PNG).png	

Here the user can select the category and upload the relevant certificate. After that the user can enter the details of 'known languages'.

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Caste certificate document uploader:	67	Maximum size for new files: 10MB, maximum attachments: 1
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Languages Known 🕕	br-capture.png Accepted file types: Image (GIF) .gtf Image (JPEG) .jpeg .jpg Image (PNG) .png	

Along with this, the user needs to upload the verification document (Aadhar / Driving License / Election card etc.).



After this, the user is allowed to declare if he/she belongs to aspirational district and is given a list to select the relevant aspirational district.

I belong to the Aspirational District notified by Niti Aayog	
Aspiration District as per NITI Aayog	Blhar - Sitamarhi 🔻
Aspiration District document uploader :	Maximum size for new files: 256MB, maximum attachments: 1
Address proof	Files
	You can drag and drop files here to add them.
	Accepted file types:
	Image (GIF) .gtf Image (JPEG) .jpeg .jpg Image (PNG) .png

Aspirational District Document proof uploader.

	nv53gycKoD.jpg Accepted file types: Image (GIF).gif Image (JPEG).jpeg.jpg Image (PNG).png	
I belong to the Aspirational District notified by Niti Aayog ?		
Aspiration District as per NITI Aavog	Bihar - Sitamarhi 🔹	
(?)		
	Maximum size for new files: 256MB maximum attachments: 1	
Aspiration District document uploader : Address proof	Files	
	You can drag and drop files here to add them.	
	Accepted file types:	
	Image (GIF), atf	
	Image (JPEG) Jpeg Jpg	
	Image (PNG).png	

If the participant has existing RLGP License, they get enrolled directly to both the Basic and Refresher Program. The participant can select from the below drop down list and upload the copy of existing RLGP license.

Do you have existing RLGP license 🕕	Yes v
Copy of existing RLGP License (for	Maximum size for new files: 256MB, maximum attachments: 1
enrolment into Basic/Refresher Course)	
0	▶ 🔛 Files
	br-capture.png
	Accepted file types:
	Image (PNG) .prg Image (PNG) .prg
 Declaration 	
I declare that the information mentioned is correct to my knowledge	
Place 1	delhi
 OTP Verification 	

Once the user uploads all required documents, he / she has to declare that the information mentioned is correct by clicking on the checkbox.

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Aspiration District as per NITI Aayog	Choose your aspirational district
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Programm Type 🜗	Basic Programme V
 Declaration 	
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mentioned is correct to my knowledge	
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OTP Verification 🕐	•••••
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The Incredible India Tourist Eacilitator Co	figation (ITEC) Dragramme is a digital initiative of Ministry of Tauriem (MaD) Cast of India for the editions of India to become a part of the becoming Tauriem Industry. It is

To get OTP on mobile number click on the "Get OTP" Button.



To verify OTP, please enter the received OTP into the input field and click on the Verify OTP button.



User needs to click on "Update Profile" to save the profile.

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Aspiration District as per NITI Aayog	Choose your aspirational district						
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	Update profile						
	There are required fields in this form marked 9						

If the user has selected Basic program, only Module 0 which is an introductory module will be visible to the user. For the rest of the modules, the user needs to enroll for the program to complete the fee transition. Once done, rest of the modules will be available to the user (as released). If the user has existing RLGP License, they will automatically get enrolled in both Basic and Refresher Program.

skbboard COURSE OVERVIEW Timeline Courses Inprogress Future Module 0 - Introduction to the IITFC Programme_Basic PROGRAMME ENROLMENT Enrol In Programme Image:	arvinder Singh	USER MANUAL	FAQ	English (en)	- 1	Δ ρ		Harving	der 🕨
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To make the required payment, the user can select either Axis Bank of Bank of Baroda payment gateway.



Bank of Baroda Payment Gateway

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illing Information				ORDER DETAILS	
Diana Diana				Order #:	949481236
				Order Amount	10.00
)L				Convenience Fee	0.00
123456		DL		Tax(18.00%)	0.00
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3130517408		dina@gmail.com			
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Bank of Baroda Payment Gateway continued.



Important -To activate your SBI debit card for online transactions (if you are a new SBI customer or haven't transacted online after June 01, 2015), please send an sms SWON<space>ECOM<space>XXXX to 09223966666 (where XXXX is the last 4 digits of your SBI Debit Card) from your registered mobile number.

Axis bank payment gateway

JusPay Complete your payment 🗙 🕂		- 0
← → C ☆ 🏻 axisbank.juspay.in/merchant/pa	y/ordeu_179fa6e8f8a74e688bb59e54a551b51c	☆ ♥ 5
	Indian Institute of Tourism and Travel Management, Noida	
	Complete your payment	
	♥ Your transaction details	
	Merchant Indian Institute of Tourism and Travel Management, Noida	
	Order Id 851604763	
	Amount ₹ 2,000.00	
	Payment options Secured by JusPay Locker TM . Learn more.	
	Credit/Debit Card Net Banking Wallets UPI	
	Card Number Card Number	
	Name on card Name	
	Expiry (mm/yy) MM / YY CVV CVV ③	
	Make Payment ₹ 2,000	
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IITF Certification Program Registration Process Ends

User can log in to view the courses that he / she has registered for.

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Dashboard	
COURSE OVERVIEW	NAVIGATION
Timetine	Dashboard
Timeline Courses	> Site home
	Site pages
In progress Future Past	My courses
Introduction to the IITEC Programme	
	PROGRAMME ENROLMENT
	Enrol in Programme
Let's Explore the World of Tourism	CALENDAR
0%	 September 2019
	Mon Tue Wed Thu Fri S
Let's Know the Glory of India	16 17 18 19 20
0%	23 24 25 26 27
	20

User has the option to launch the course in English / Hindi.



Once the desired language is selected, user can click on the start button to launch the course.



The Course launches in the new window.



