



Fwd: Registration of NSS functionaries & NSS Volunteers on YUVA portal for Experiential Learning Programme-reg

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Wed, Jun 7, 2023 at 5:44 PM

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For information and necessary compliance.

----- Forwarded message -----

From: **GGSIU NSS Cell** <nsscell@ipu.ac.in>

Date: Wed, Jun 7, 2023 at 5:22 PM

Subject: Fwd: Registration of NSS functionaries & NSS Volunteers on YUVA portal for Experiential Learning Programme-reg

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Dear All,

Please find enclosed and act accordingly.

With Warm Regards,

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Professor, USEM

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----- Forwarded message -----

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Sir/Madam,

Kindly find the attachment.

--

With best regards---

(जैंगजिलॉग / Jangjilong)

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2 attachments

 **Registration of NSS Functionaries.pdf**
1263K

 **User Manual - Registration and Login.docx**
8360K

F.No.P-39/NSS/RDD/2023 – 24/ 44
Government of India
Ministry of Youth Affairs & Sports
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Dated: 6th June, 2023.

To

The State NSS Officer,
Delhi/Haryana/Jammu & Kashmir

**Sub.: Registration of NSS functionaries & NSS Volunteers on YUVA portal
for Experiential Learning Programme .**

Sir/Madam,

This is to inform you that the Government of India has launched one Yuva Portal with its URL (<https://yuva.gov.in/>) in the web browser. It provides insight into the key information relevant to the YUVA platform. It also provides a quick overview of services and schemes run for youths.

The step wise process for onboarding of the NSS Volunteers, NSS Programme Officers/Programme Coordinator on the Yuva Portal and their enrollment in the opportunities posted by the businesses are as under:

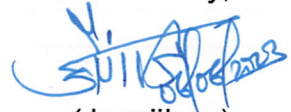
1. The NSS volunteer will fill all the details for registering himself as YUVA on the portal <https://yuva.gov.in/>.
2. His/Her application will be visible in the dashboard of the NSS Program Officer/Programme Coordinator of that college/University in which the youth is studying.
3. The NSS Program Officer/ Programme Coordinator will have the option to approve or reject the application of youth for onboarding onto the portal. He/ she will approve the application if he/ she can verify that the student studies in that particular college and that he has completed at least 1 year of an undergraduate course.
4. After successful onboarding, the NSS volunteer will be able to see the opportunities posted by businesses near the area Pincode filled by him at the time of registration.
5. The NSS volunteer will then apply for the opportunities as per his/her interest. He/she will be able to apply for maximum three opportunities.
6. The businesses/corporates will see the details of NSS volunteer who have applied in response to the opportunities posted by them in their organization.

7. They will then approve selected NSS volunteers as per their requirement and based on number of opportunities posted by them.
8. The NSS volunteer will get a notification about his/her enrollment in an opportunity. The same will also be visible in his/her dashboard after login to his/her account on YUVA portal and in his/her email as well.
9. The NSS volunteer will then visit the business/corporate at his own expenses as per start date and finish date of the opportunity posted by the business/corporate.

In this process, Government of India is keen to make the coordination between the youth and the corporate partners to supplement each other and to enhance the employability skills among the youth as per their information & requirement in the present situation. Extending the desired possibilities, the NSS must support the Government policy through maximum Registration of NSS volunteers in the Yuva Portal and to make the youth independent, confident and financially equipped through the **Experiential Learning Programme**. A copy of **Manual for Registration & Login** is enclosed for Experiential Learning & for more details about the process.

It is, therefore, requested you to kindly make maximum registration of NSS volunteers in the YUVA Portal and make this information a wide publicity, so that the maximum beneficiaries may register themselves on the YUVA Portal.

Yours faithfully,



(Jangjilong)

Regional Director

Encl.: As above.

Copy to: All NSS Programme Coordinators of Delhi, Haryana, Jammu & Kashmir for necessary action at their end.

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

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:

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

7. If the user selects **Yuva Type** as **NSS/NCC**, 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.

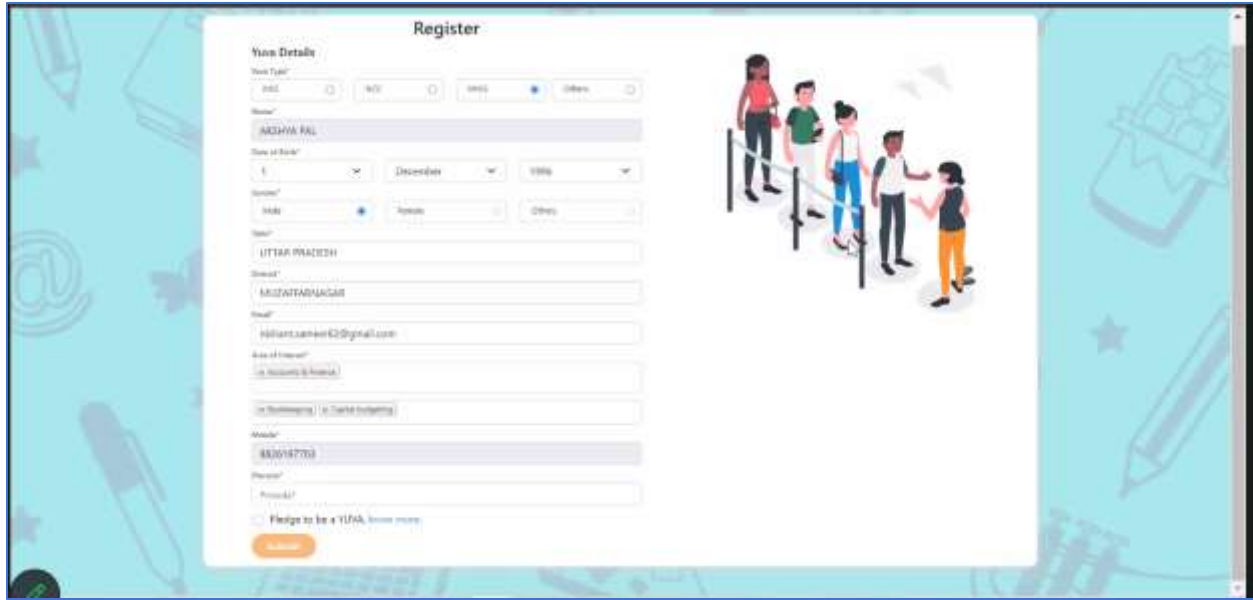
- Enter the **Pin code**.
- After providing all details, select **I agree to T&C to be part of YUVA** check box and then click the **Submit** button.

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

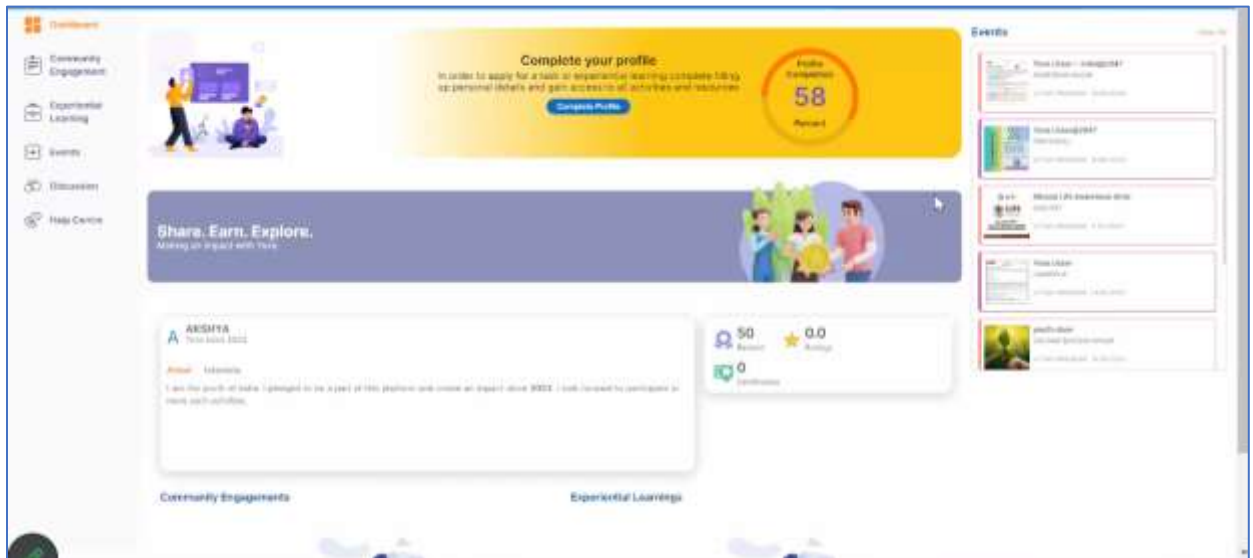
8. If the user selects **Yuva Type** as **NYKS/Others**, then the below details will be displayed

- 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.

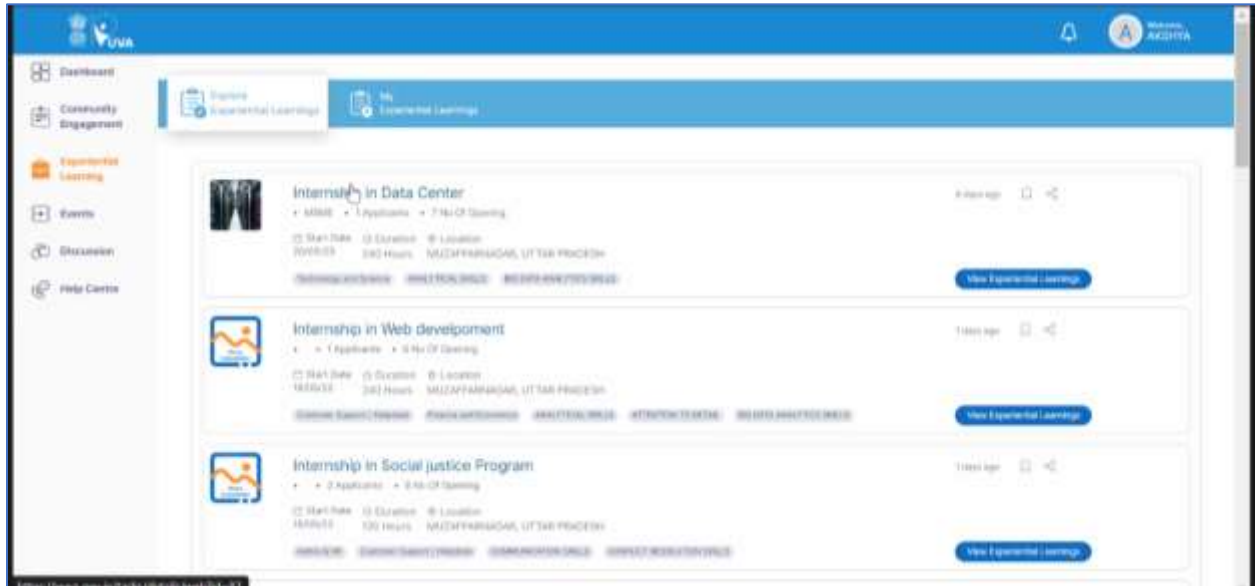
Note: Fields marked with an asterisk (*) are mandatory and must be filled in to complete the Verifier registration process.



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”.



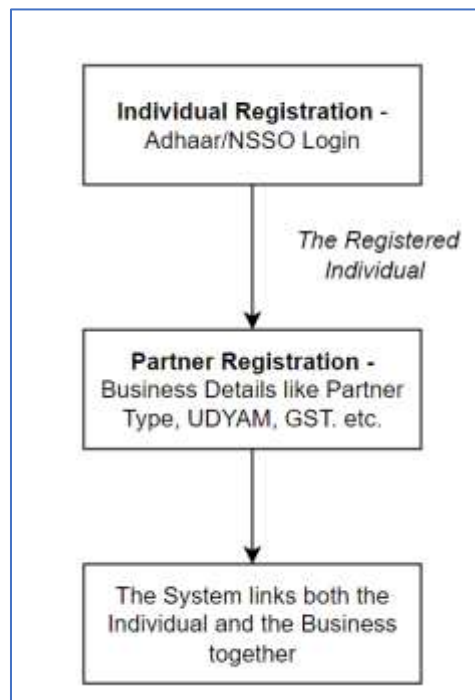
11. When the User clicks on “Explore” then the list of experiential learnings available will be displayed. If the user clicks on “My” then the list of experiential learnings which the Yuva has enrolled in or shown interest in will be Displayed.

3. PARTNER – Registration and Login

The section explains the overall process of registration as a Partner on the Portal. An Important point to note here is that both the Individual (i.e. authorized personnel from the business) and the Business (as entity) are registered and linked together in the same step as detailed below:

- An Individual identifies himself/herself using NSSO.
- The Individual provides details of the Business, s/he wants to onboard.
- On completion of the process, both the Individual and the Business are successfully registered and linked together.

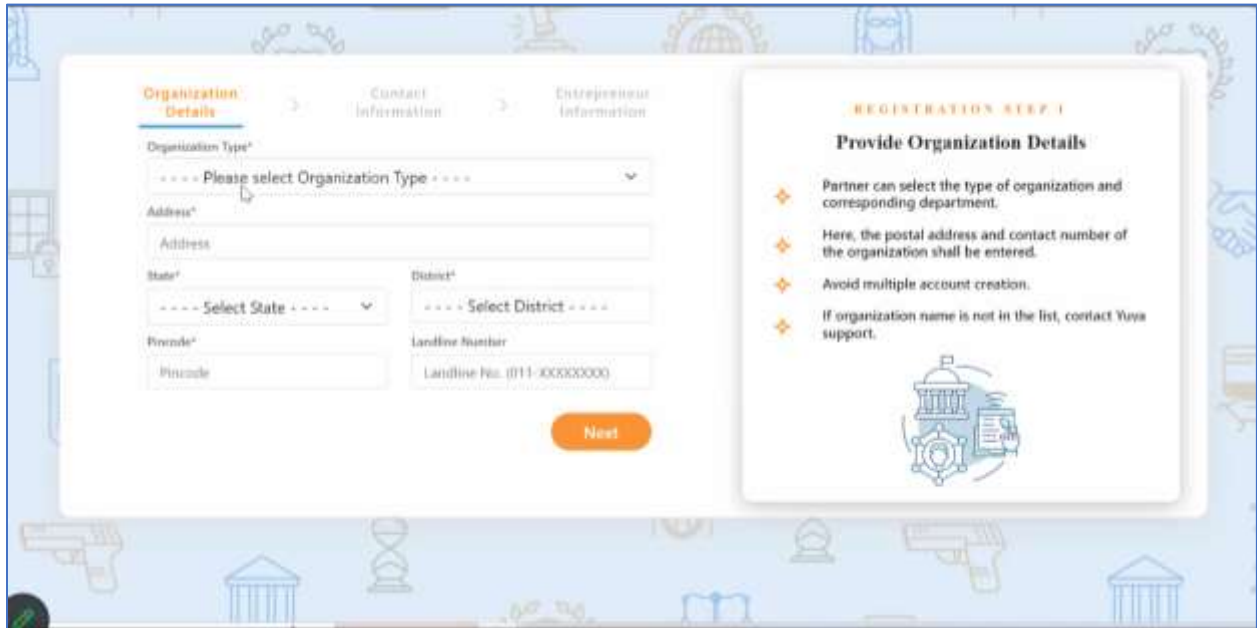
The process flow below provides a little more clarity:



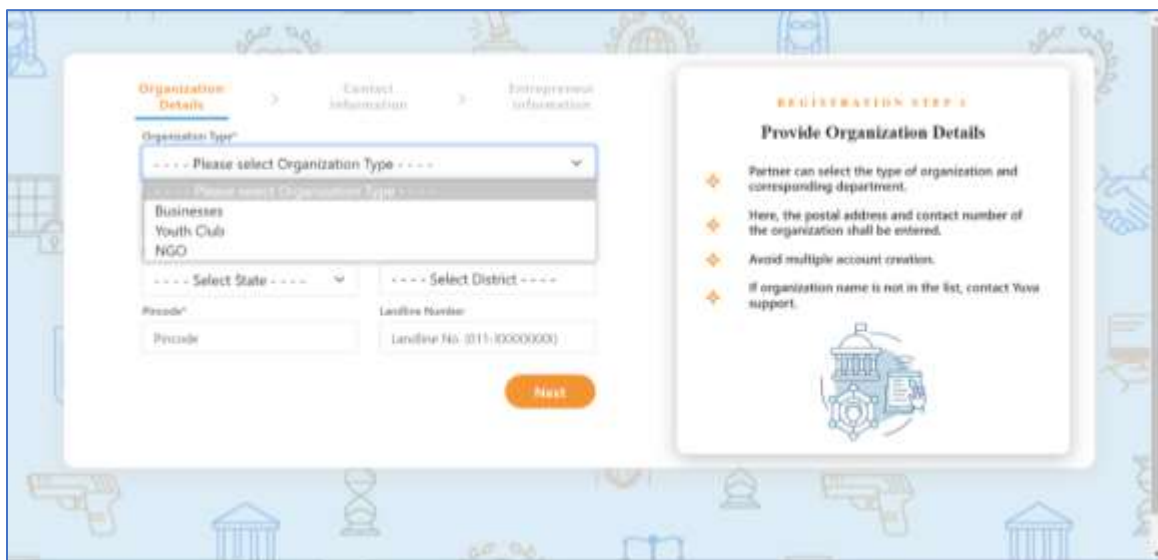
Perform the below steps to register as partner in the YUVA Platform

1. Open the YUVA URL (<https://yuva.gov.in/>) in web browser. The YUVA home page displays. It provides insight into the key information relevant to the YUVA platform. It also provides a quick overview of services and schemes run for youths.
2. Click the **Register** drop-down at the top right-corner of the YUVA home page and then choose the '**Partner**' option from the list to directly register to the platform as a Partner. Click on "National Single Sign on" then user is taken to the Sign-up Screen.
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 *Organization Details* tab where you need to provide your organization related details and complete the first step of the registration.



6. Currently, there are 3 types of Partners: Businesses / Youth Club / NGOs



7. Enter organization (Partner) related information in the *Organization Details* tab.
- a. If the organization type is selected as **Businesses**, then the user must select the below fields:

- Select the Partner in the **Organization Type** dropdown (**Businesses**)
- Enter the **Udyam Registration Number**
- Enter the **Name of Organization**
- Enter the **address** of the organization.
- Select the **State** and **District** from the Dropdown
- Enter the **Pin code**
- Enter the **Landline Number** (It is non- mandatory field)

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

- b. If the organization type is selected as **Youth Club**, then the user must select the below fields.

- Select the Partner in the **Organization Type** dropdown as **Youth Club**
- Enter the **Name of Youth Club**.
- Enter the **Name of Organization**
- Enter the **Address** of the organization.
- Select the **State** and **District** from the Dropdown
- Enter the **Pin Code**

- Enter the **Landline Number** (It is non-mandatory field)

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

The screenshot shows the 'Organization Details' registration form. The 'Organization Type*' dropdown is set to 'Youth Club'. Other fields include 'Name of Youth Club*', 'Name of Organization*', 'Address*', 'State*' (dropdown), 'District*' (dropdown), 'Pincode*', and 'Landline Number' (with a placeholder '(011-XXXXXXX)'). A 'Next' button is at the bottom. To the right, a 'REGISTRATION STEP 1' box titled 'Provide Organization Details' contains 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.', and 'If organization name is not in the list, contact Yuva support.' with a logo below.

c. If the organization type is selected as **NGO**, then the user must select the below fields

- Select the Partner in the **Organization Type** dropdown as **NGO**
- Enter the **Name of Organization**
- Enter the **Address** of the organization.
- Select the **State** and **District** from the Dropdown
- Enter the **Pin code**
- Enter the **Landline Number** (It is not a mandatory field)

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

This screenshot is identical to the previous one, but the 'Organization Type*' dropdown is now set to 'NGO'. The rest of the form fields and the 'REGISTRATION STEP 1' instructions remain the same.

8. After filling in all the details, click the **Next** button. You are now taken to the **Contact Information** tab where you need to enter your contact details.
9. 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 used for the registration.
 - After verifying details, click the **Next** button. You are taken to the **Entrepreneur Information** tab where you need to provide the name of the Entrepreneur and other details.

The screenshot shows a registration form with the following fields and values:

- Name:** Anusha N
- Date of Birth:** 18 April 1988
- Gender:** Male
- Mobile Number:** [Redacted]
- Email Address:** [Redacted]

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

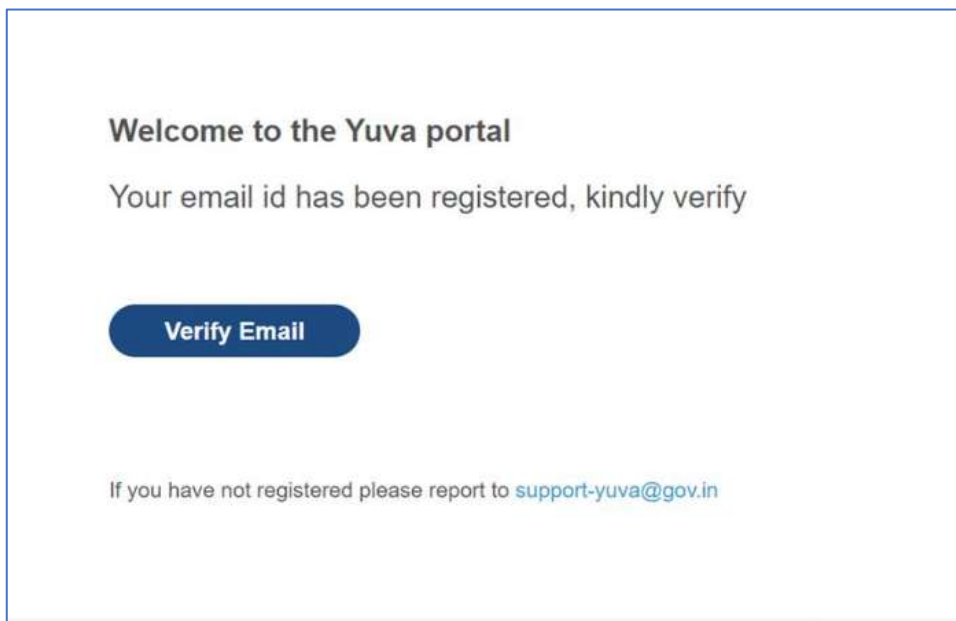
- Details of the account operator on behalf of the organization for communication.
- These details can be modified later after registration of the organization.

10. Enter name and designation, and other details of **Entrepreneur Information**.
 - Enter designation of the Entrepreneur in the **Designation** field.
 - Enter the mobile number of the Entrepreneur in the **Mobile Number** field.
 - Enter email of the Entrepreneur in the **Email Address** field.
11. 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 Partners Dashboard screen that provides an option to complete your profile and the list of menus on which you have access to on the left side of the screen.

The screenshot shows a registration form with the following fields and content:

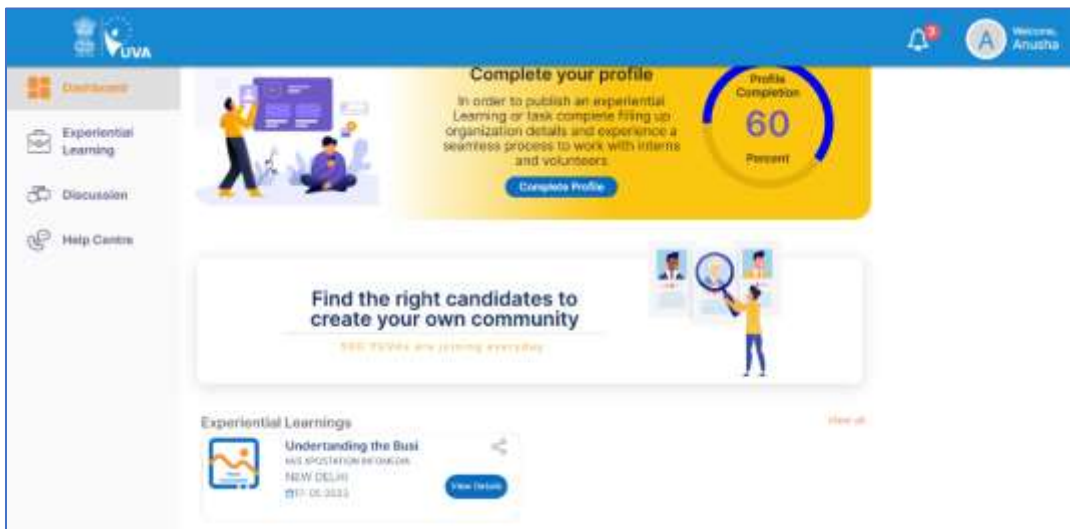
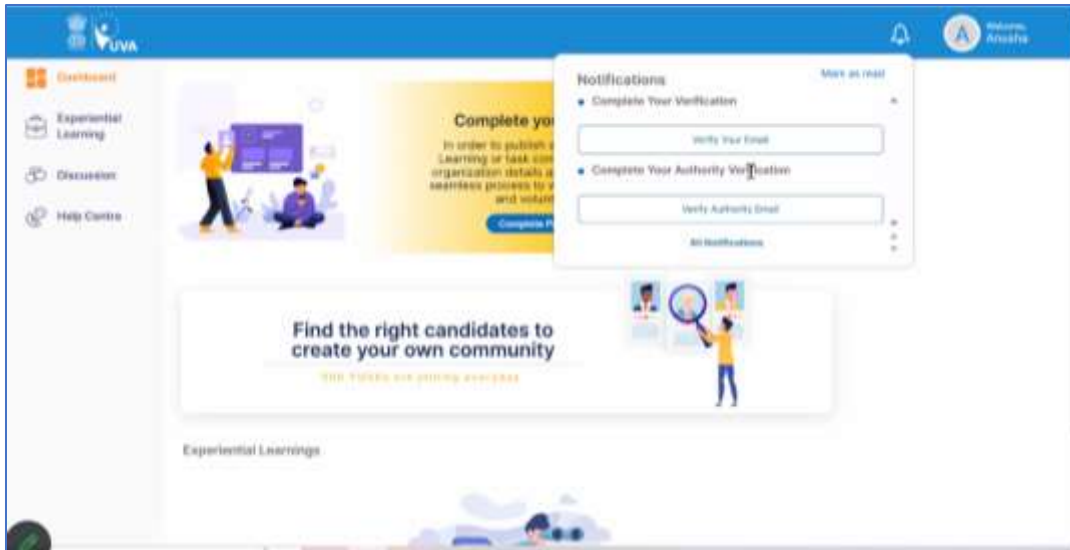
- Organization Details:**
 - Name of organization: Nishant
 - Designation: Founder
 - Mobile number: [Redacted]
 - Email Address: [Redacted]
- Entrepreneur Information:**
 - Competent Authority Details
 - The account owner with competent authority of the organization.
 - All the information added by the account operator on the portal must be verified by this authoritative person.
- Agreement:** I agree to the T&C to be a part of YUVA.
- Submit** button.

12. The Partner will receive an email for verification after registration. He must go to the email address which he has provided and have to verify.



13. Once Partner Logs in to the Profile he will be taken to the Dashboard. Which will display the experiential learnings available.

Note: On How to Create Experiential Learning please refer to the User Manual – Experiential Learning.



14. If the Partner navigates to My Account, there all the details submitted during registration will be displayed.



4. VERIFIER – Registration and Login

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 divided into two main sections: the registration form itself and a 'REGISTRATION TIPS' box. The registration form includes the following fields:

- Verifier Type***: A dropdown menu with the text 'Please select Organization Type'.
- Name***: A text input field with the text 'Select State'.
- 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. The 'REGISTRATION TIPS' box on the right contains the following information:

- REGISTRATION TIPS**
- Provide Organization Details**
- 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.

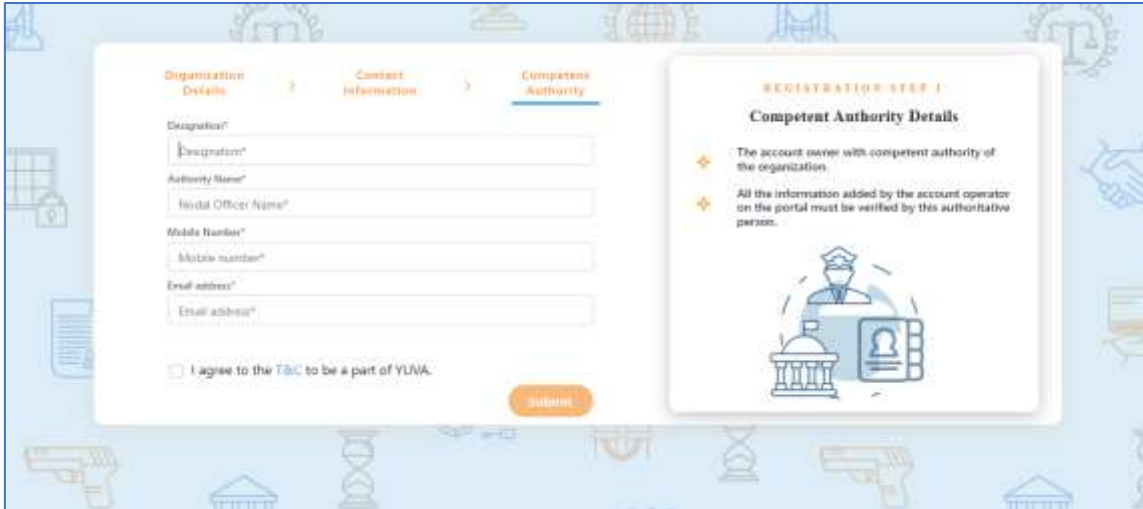
The screenshot shows a registration form with the following fields and values:

- Name***: Indu Jolly
- Date of Birth***: 11 July 1996
- Gender***: Female
- Mobile Number***: 9999432563
- Email Address***: indujolly171@gmail.com

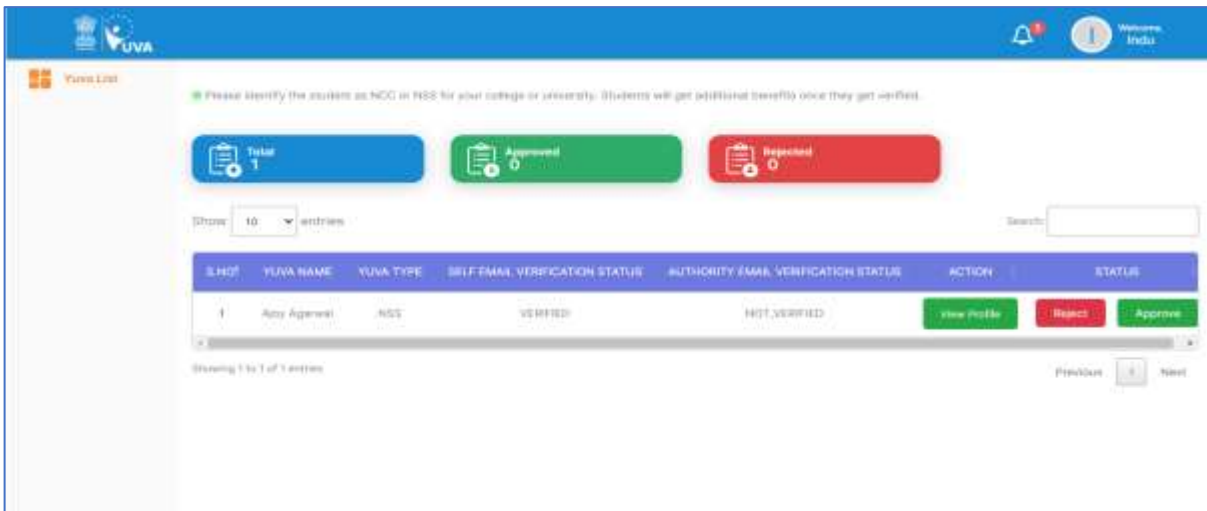
A 'Next' button is located at the bottom center of the form. To the right of the form, a box titled 'REGISTRATION STEP 1: Add Communication Details' contains the following text:

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

9. Enter name and designation, and other details of Competent Authority.
 - Enter designation of the Competent Authority in the **Designation** field.
 - Enter name of authority in the **Authority Name** field.
 - Enter mobile number of the Authority in the **Mobile Number** field.
 - Enter email of the Authority in the **Email Address** field.
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.