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 Password	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 ③	For full access to this site, you first need to create an account.
an online programme where one can learn about tourism at their own time, space, path and	stry of Tourism (MoT), Govt. of India for the citizens of India to become a part of the booming Tourism Industry. It is pace. The successful completion of this programme would enable the learner to become a Certified Tourist nistry 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.

! New account X +		-	٥		×
← → C ☆ 🔒 iitf.gov.in/devImsiitfq	p/login/signup.php?	☆ (ป 🗆	s	:
Incredible India Tourist Facilitator Ce	ertification IITFC English (en) -	Log	in		
Home > Log in > New account					
New account					
		🖛 Co	ollapse	all	
 Choose your username and 	l password				
Username 9 🕐					
	ne 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-alphanun uch as as *, -, or #	eric char	acter(s	3)	
Password 🕐					
 More details 					
First name 9 🕐					
Middle name ①					
Surname 9 🕐					
Email address 9 🕐					

-

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	× +			đ	×
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	Surname 🕐	User surname			*
	Email address ?	user1@mail.com			
	Email (again) 🕐	user1@mail.com			
	State 🛛 🕐	Punjab v			
	Country \rm 🕐	India •			
	Security question 🕐	V I'm 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.

Incredible India Tourist Facilitator × +	-
← → C ☆ ⓐ iitf.gov.in/devImsiitfcp/user/edit.php	6 🛧 🗸 🗸
student4 student4 English (en) 🕶	● 🐣 student4 ►
Dashboard > Preferences > User account > Edit profile	
	NAVIGATION
student4 student4	Dashboard
✓ General	✓ My courses
First name () ③ student4	Basic Programme
Middle name ⑦	PROGRAMME ENROLMENT
Surname () (?) student4	Enrol in Programme
Sundine V () Sludeni4	
Email address () ③ student4@gmail.com	
Email display ③ Allow everyone to see my email address	
Phone ⑦	
Mobile phone 9 🛞	
State () ⑦ 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 ③	Maximum size for new files: 256MB, maximum attachments:
	▶ 🚞 Files
	Files
	Files
	Files
	You can drag and drop files here to add them.

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 () ?	14 V September V 1952 V	
Your age is 67 , Since you are above 40 ye	ars of age, the minimum educational qualification for enrolm	ent 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	
3		
	con_rem_png.png	
	Accepted file types:	
	Image (GIF) .gif	
	Image (JPEG) .jpeg .jpg	
	Image (PNG).png	

Nationality 9 💿	Indian 💌	
Permanent Address () (?)		
	ffgfdgregervfgrejkhfkufgrkufgru	
Correspondence Address ⑦		
		•

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 () ③	kļfsdugvud	
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	Here and a second se	
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'.

aste certificate document uploader:		Maximum size for new files: 10MB, maximum attachments: 1
Caste certificate (in case of SC/ST candidate) issued by the competent	*	
authority. ()	▶ 🔛 Files	
	br-capture.png	
	Accepted file types:	
	Image (GIF).gtf	
	Image (JPEG) .peg .pg Image (PNG) .png	
Languages Known 🕕	1 v	

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 ⑦	
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.

	rv53gycKoD.jpg Accepted file types: Image (GIF).gif Image (JPEG).jpg.jpg Image (PNG).png	
I belong to the Aspirational District notified by Niti Aayog ?		
Aspiration District as per NITI Aayog	Bihar - Sitamarhi 🔹	
· ⑦		
Aspiration District document uploader :	Maximum size for new files: 256MB, maximum attachments: 1	
Address proof	Files	
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	Accepted file types:	(D)
	Image (GIF).gif	
	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)	2	
?	Files	
	br-capture.png	
	Accepted file types:	
	Image (JPEG) .jpeg .jpg Image (PNG) .png	
 Declaration 		
I declare that the information mentioned is correct to my knowledge	2	
mentioned is correct to my knowledge	le delhi	
mentioned is correct to my knowledge		

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

0	
Aspiration District as per NITI Aayog	Choose your aspirational district
0	
Programm Type 9	Basic Programme
Programmi type	
 Declaration 	
I declare that the information	
mentioned is correct to my knowledge	
(?)	
Place 🕐	Noida
 OTP Verification 	
OTP Verification () ⑦	•••••
	Update profile
	\odot
	There are required fields in this form marked 9
The Ineredible India Tourist Easilitator Co	fication (ITEC) Programme is a digital initiative of Ministry of Tourism (MoT). Govt of India for the citizens of India to become a part of the booming Tourism 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.

! Incredible India Tourist Facilitator × +					٥	×	
← → C ☆ 🔒 iitf.gov.in/devImsii	tfcp/user/edit.php	6	\Rightarrow	U	s) :	
notified by Niti Aayog							•
0							
Aspiration District as per NITI Aayog	Choose your aspirational district 🔹						
- Declaration							
mentioned is correct to my knowledge							
0							
Place 🔒 🕐							
	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.

	arvinder Singh	USER MANUAL	FAQ	English (en)	- 1	4 p		Harving	der 🕨
Double OVENVEW Timeline Courses In progress Future Past Module 0 - Introduction to the IITFC Programme_Basic PROGRAMME ENROLMENT Enrol in Programme MYCOURSE STATUS Course Situtus Ourse Situtus Module 0 - Introduction to the IITFC Programme_Basic MYCOURSE STATUS Course Situtus Course Situtus MYCOURSE Status MYCOURSE Status Image: Status Image: Status Course Situtus Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status </td <td>shboard</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>	shboard								
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Module 0 - Introduction to the IITFC Programme_Basic PROGRAMME ENROLMENT Enrol in Programme Enrol in Programme (1) MYCOURSE STATUS Course Status Course Status 1 November 2019 1 1 1 <td>Timeline Courses</td> <td></td> <td></td> <td>> Site</td> <td>nome pages</td> <td></td> <td></td> <td></td> <td></td>	Timeline Courses			> Site	nome pages				
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4 5 6 7 8 9 10 11 12 13 14 15 16 17				Mon	Tue	Wed			
11 12 13 14 15 16 17					-	C			
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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			c	RDER DETAILS	
Diana Diana				rder #:	949481236
			0	rder Amount	10.00
DL				onvenience Fee	0.00
123456		DL	Ta	ax(18.00%)	0.00
DL		India	~ Te	otal Amount	INR 10.00
3130517408		dina@gmail.com			
ayment Information	ng address are different Card Number	🐑 вира	> VISA		
ayment Information	Card Number Expiry Date Month v Year Lagree with the Privacy INR 10.00 (Total Am	CVV 576 Policy by proceeding with this payment.	> VISA		

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
\leftrightarrow \rightarrow C \triangle $axisbank.juspay.in/merchant/pa$	y/ordeu_179fa6e8f8a74e688bb59e54a551b51c	☆ ♥ ⑤
	Indian Institute of Tourism and Travel Management, Noida	
	Complete your payment	
	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	
	Beward by	

IITF Certification Program Registration Process Ends

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

- → C ☆ 🔒 iitf.gov.in/devImsiitfcp/my/?myoverviewtab=courses	\$
student4 student4 English (en) 🗸	A 🖓 📄stud
Dashboard	
COURSE OVERVIEW	NAVIGATION
	Dashboard
Timeline Courses	> Site home
	Site pages
In progress Future Past	▼ My courses
Interchantion to the UTEO Decomposition	Basic Programme
Introduction to the IITFC Programme	
	PROGRAMME ENROLMENT
	Enrol in Programme
Latis Evalues the Merid of Tourism	CALENDAR
Let's Explore the World of Tourism	September 2019
	Mon Jue Wed Thu Eri S
	2 3 4 5 6
Late Versustes Oleman of India	9 10 11 12 13 1
Let's Know the Glory of India	16 17 18 19 20 2 20 01 05 00 07 0
0%	23 24 25 26 27 2 30
	30

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.

! https://iitf.gov.in/devImsiitfcp/mod/scorm/player.php?scoid= .in × Course: Introduction to the IITFC Programme	=118&cm=1643&display=popup	✓		
Incredible <mark>I</mark> ndia		Indian Institu Tourism & Tr Managemen	wel Costiliantion	tor
	Click on the START button to	a launch the course.		
Incredible India Tourist	Introduction to the Facilitator Certificat	tion (IITFC) Programn	1e	

