



Resilient India - Disaster free India

**National Institute of Disaster Management (NIDM)**

(Ministry of Home Affairs, Government of India)

# **ONLINE TRAINING PORTAL**

## **USER MANUAL**

**(English Version)**

# TABLE OF CONTENT

**New Registration ..... 3**

**Login..... 5**

**Forgot Password..... 6**

**Enroll for a new course ..... 7**

**Start/Join an enrolled course..... 9**

**Download Certificate ..... 10**

**Update Profile ..... 12**

**Change Password ..... 14**

**Change Language..... 15**

## New Registration

1. Open the portal in your browser using this URL: <https://training.nidm.gov.in>



Welcome to NIDM Training Portal

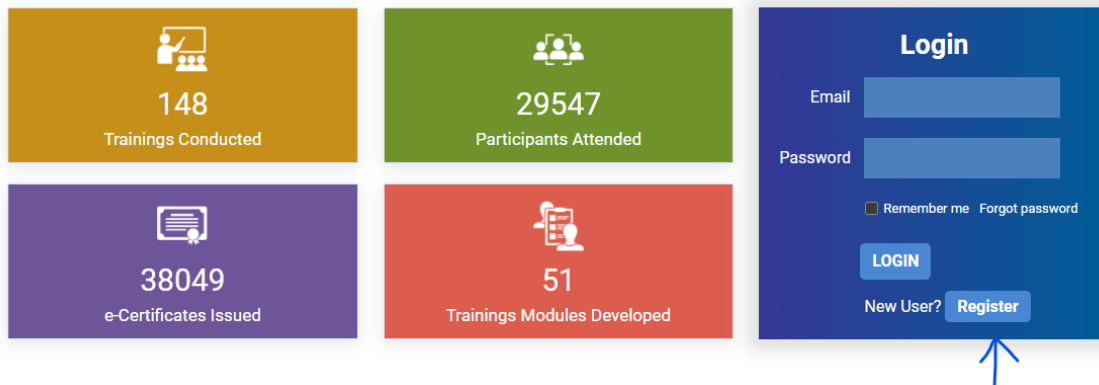
### Our Highlights



2. Scroll down and click on "Register" button

Welcome to NIDM Training Portal

### Our Highlights



3. Fill the registration form on the next screen and click on "Register" button. Please note:
  - a. You need to fill all required field marked as (\*)
  - b. You only need to register once on this portal. Please remember your email address and password which will be used to login into the portal to enroll into any future training and download the certificates.

<b>First Name *</b>	<b>Last Name *</b>
<input type="text" value="Enter your first name"/>	<input type="text" value="Enter your last name"/>
<b>Email *</b>	<b>Mobile *</b>
<input type="text" value="Enter your email address"/>	<input type="text" value="Enter your mobile number"/>
<b>Password *</b>	<b>Confirm Password *</b>
<input type="text" value="Enter password"/>	<input type="text" value="Enter same password again"/>
<b>Date of Birth *</b>	<b>Gender *</b>
<input type="text" value="01-01-0001"/>	<input type="text" value="Select Gender"/>
<b>Address</b>	<b>District</b>
<input type="text" value="Enter your address"/>	<input type="text" value="Enter your district"/>
<b>State *</b>	<b>Pincode</b>
<input type="text" value="Select State"/>	<input type="text" value="Enter your 6 digit pincode"/>
<b>Occupation *</b>	<b>Organization</b>
<input type="text" value="Select Occupation"/>	<input type="text" value="Enter your current organization"/>
<b>Designation</b>	
<input type="text" value="Enter your designation"/>	
<input type="button" value="Register"/>	

4. You will get the confirmation message after successfully registration.

## Login

1. Open the portal in your browser using this URL: <https://training.nidm.gov.in>
2. Scroll down to the login section and enter your registration email address and password


---

Welcome to NIDM Training Portal

Our Highlights

  
148  
Trainings Conducted

  
29548  
Participants Attended

  
38049  
e-Certificates Issued

  
51  
Trainings Modules Developed

Login

Email

Password

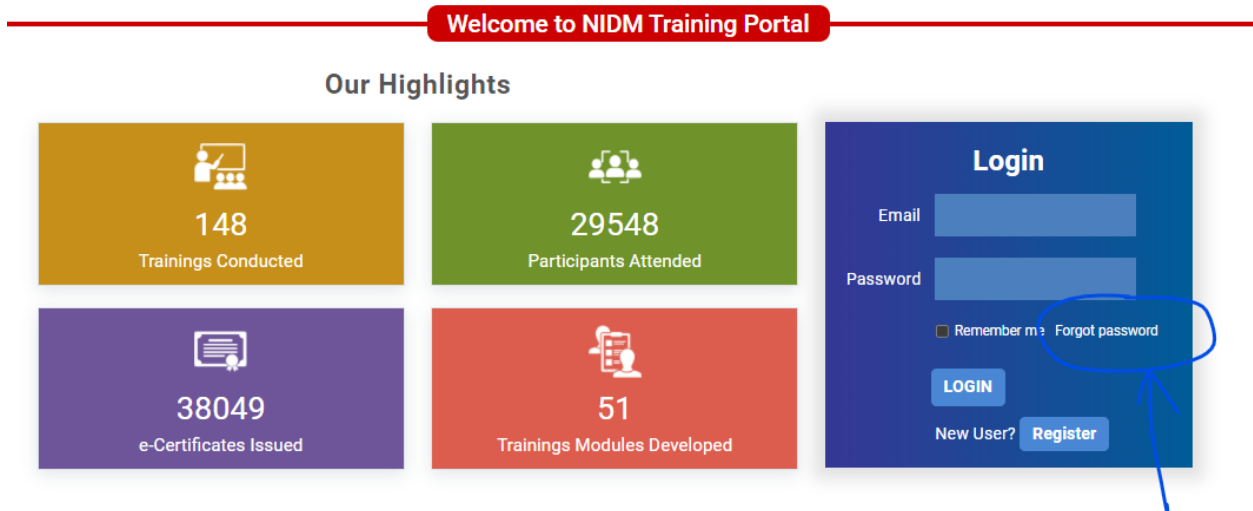
☐ Remember me [Forgot password](#)

New User?

3. Click on the Login button after entering your registered email address and password.

## Forgot Password

1. Open the portal in your browser using this URL: <https://training.nidm.gov.in>
2. Scroll down to the login section and click on “Forgot Password” link



3. Enter your registered email address on the next inside “Email” box and submit button.

test@test.com

Submit

Go Back

4. Please check your inbox. You will receive an email with reset password link.
5. Please click on that link and add new password on the next screen and click on the submit button.

## Enroll for a new course

1. Please login into the portal. Please note, it is mandatory to login into the portal to enroll to any course.
2. Find the course you want to enroll in the upcoming events list. Please click on the “Upcoming Events” if you are not on that page already.

---

**Welcome to NIDM Training Portal**

Upcoming Events

Enrolled Events

Completed Events

Profile

Change Password

Log Out

### Upcoming Events

Topic

Mode of Training

-Any-

Search

Reset

Show 

10

 entries 

Search:

S.No.	Topic	Date/Time/Brochure	State/UT	Collaborative Agency	Enroll
1	Online Training on Content Orientation Training Programme on Child Centric Disaster Risk Reduction	07-06-2021 - 09-06-2021 11:00am - 1:00pm	Delhi [DL]	Policy Perspectives Foundation	<div>Enroll Now</div>
2	Online Training on Five Days Online Training Programme on Disaster Management	07-06-2021 - 11-06-2021 11:00am - 4:00pm	Uttar Pradesh [UP]		Participants by Invitation Only
3	Online Training on Road Safety and Transport Infrastructure Resilience	08-06-2021 - 10-06-2021 2:00pm - 4:30pm <div>E-Brochure</div>	Delhi [DL]	FICCI	<div>Enroll Now</div>

3. Click on the “Enroll Now” button to enroll to the course.

## Upcoming Events

Topic

Mode of Training

-Any-

Search

Reset

Show 10 entries

Search:

S.No.	Topic	Date/Time/Brochure	State/UT	Collaborative Agency	Enroll
1	Online Training on Content Orientation Training Programme on Child Centric Disaster Risk Reduction	07-06-2021 - 09-06-2021 11:00am - 1:00pm	Delhi [DL]	Policy Perspectives Foundation	Enroll Now
2	Online Training on Five Days Online Training Programme on Disaster Management	07-06-2021 - 11-06-2021 11:00am - 4:00pm	Uttar Pradesh [UP]		Participants by Invitation Only
3	Online Training on Road Safety and Transport Infrastructure Resilience	08-06-2021 - 10-06-2021 2:00pm - 4:30pm E-Brochure	Delhi [DL]	FICCI	Enroll Now

4. You can view the E-Brochure related to that by clicking on the “E-Brochure” button.

Show 10 entries

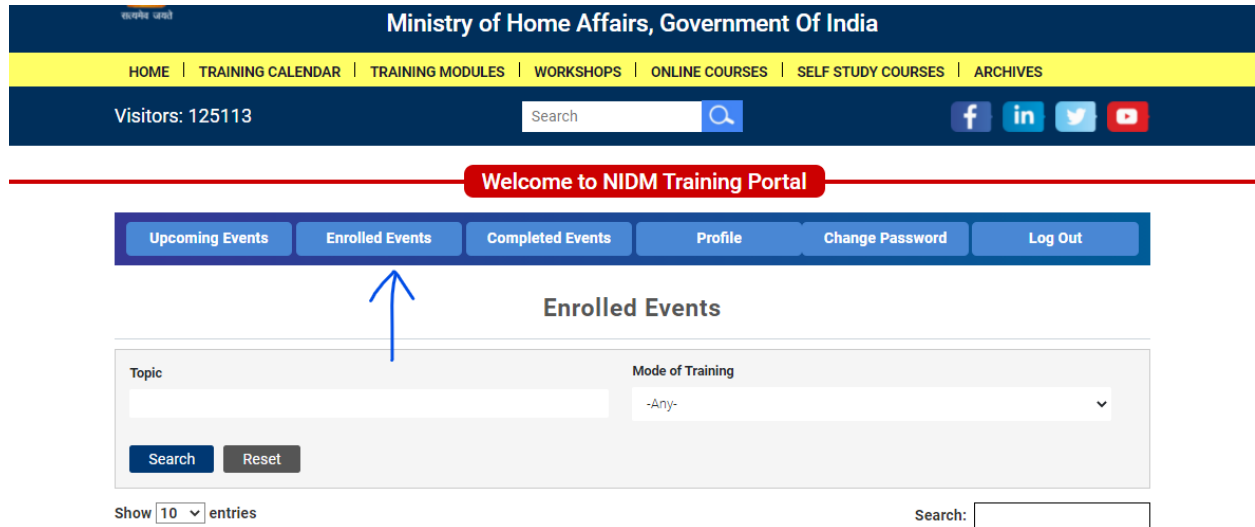
Search:

S.No.	Topic	Date/Time/Brochure	State/UT	Collaborative Agency	Enroll
1	Online Training on Content Orientation Training Programme on Child Centric Disaster Risk Reduction	07-06-2021 - 09-06-2021 11:00am - 1:00pm	Delhi [DL]	Policy Perspectives Foundation	Enroll Now
2	Online Training on Five Days Online Training Programme on Disaster Management	07-06-2021 - 11-06-2021 11:00am - 4:00pm	Uttar Pradesh [UP]		Participants by Invitation Only
3	Online Training on Road Safety and Transport Infrastructure Resilience	08-06-2021 - 10-06-2021 2:00pm - 4:30pm E-Brochure	Delhi [DL]	FICCI	Enroll Now
4	Online Training on Role of Industries in Covid-19 Mitigation and Management	09-06-2021 - 11-06-2021	Delhi [DL]	FICCI	Enroll Now



## Start/Join an enrolled course

1. Please login into the portal
2. Click on the “Enrolled Events” tab



Ministry of Home Affairs, Government Of India

HOME | TRAINING CALENDAR | TRAINING MODULES | WORKSHOPS | ONLINE COURSES | SELF STUDY COURSES | ARCHIVES

Visitors: 125113 Search

Welcome to NIDM Training Portal

Upcoming Events Enrolled Events Completed Events Profile Change Password Log Out

Enrolled Events

Topic Mode of Training

-Any-

Search Reset

Show 10 entries Search:

3. Find you enrolled course in the list and click on the “Start Course” button.

4	Online Training on Role of Industries in Covid-19 Mitigation and Management	09-06-2021 11-06-2021 2:00pm - 4:30pm E-Brochure	FICCI	Start Course
---	---	--	-------	--------------

4. Please note, this button will be active only if the course is about to start. You will see “Link Awaited” if the “Start Course” button is not active yet.
5. You will get invitation email in your inbox too if you have registered several days before the course date.

## Download Certificate

Please wait for 24 to 48 hours after completion for the course. It takes time to process your attendance and generate certificate based on the attendance percentage required to be eligible to receive the certificate.

1. Please login into the portal.
2. Click on the “Enrolled Events” tab
3. Find your attended course in the list and click on the “Feedback” button. Please note there might be some delay of 24 to 48 hours. So, please check later if you don’t see the “Feedback” button.

### Enrolled Events

Topic

Mode of Training




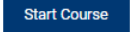
-Any-

Search

Reset

Show **10** entries

Search:

S.No.	Topic	Date/Time/Brochure	State/UT	Collaborative Agency	Action
1	Webinar on Risk to Resilience A dialogue with Prof Santosh Kumar	10-03-2021 11:00am - 12:30pm  E-Brochure			
2	Webinar on Comprehensive Disaster Management	27-03-2021 3:00pm - 5:00pm  E-Brochure			

4. Complete the feedback form on the next screen and click “Submit” button. Please note it’s required to complete feedback form to get the certificate.

## Feedback

Feel free to give us valuable feedback and suggest which will help NIDM to improve it further. Please select the appropriate option.

1. I think the structure and organization of the course fulfilled the objectives of the Training programme.

- ☐ Very Well
- ☐ Well
- ☐ Moderate
- ☐ Average
- ☐ Unstructured

2. I feel this programme would be useful to me immediately in my job.

- ☐ Very Much
- ☐ Much
- ☐ Moderate
- ☐ Limited Use
- ☐ Not at all

3. I believe this will help me in my future job related to Disaster management.

- ☐ Strongly Agree
- ☐ Agree
- ☐ Neither agree nor disagree

8. Your overall impression of the training programme.

- ☐ Excellent
- ☐ Very Good
- ☐ Good
- ☐ Fair
- ☐ Poor

9. As per the objectives of the training programme, any element that is left out of the training course in your view.

if any

Submit

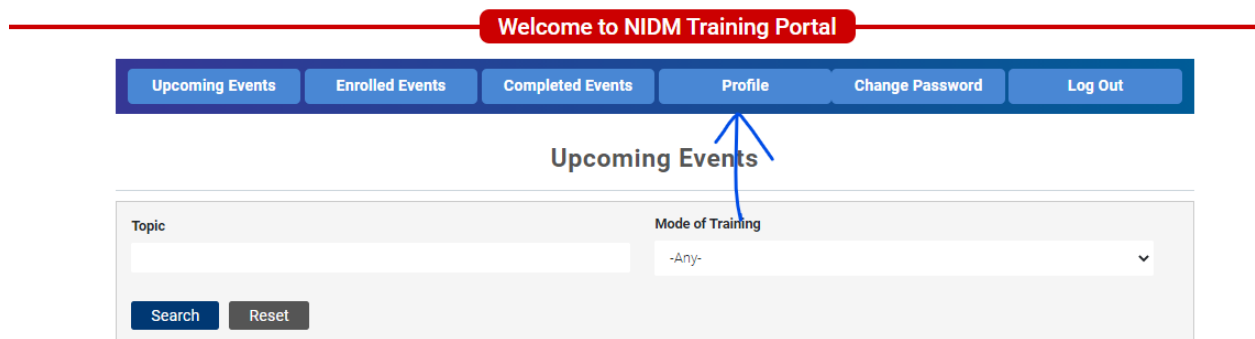
5. After completion of the feedback, you will be redirected to the completed events tab.
6. Please click on the "Certificate" button to download the certificate.

3	Webinar on Nidm new training	25-02-2021 3:00pm - 4:00pm E-Brochure	Delhi University	Certificate
4	Webinar on NIDM training	24-02-2021 4:30pm - 5:30pm E-Brochure	Delhi University	Certificate

7. Please note, if you won't see the "Certificate" if you are not eligible to get the certificate. Please contact to the concerned person in case of any discrepancy.
8. You can also the certificate at later stage after login into the portal and visiting the "Completed Events" tab.

## Update Profile

1. Please login into the portal.
2. Click on the “Profile” tab.



3. Please change the information in the form and click on the “Update” button. Please note you cannot change your registered email address.

## Update Profile

All fields marked as ( \* ) are mandatory

First Name \*

Sujeet

Last Name \*

Singh

Email \*

sujeet.mx@gmail.com

Mobile \*

9953078939

Date of Birth \*

02-01-2001

Gender \*

Male

Address

Enter your address

District

Enter your district

State \*

Delhi [DL]

Pincode

110001

Occupation \*

Private Sector

Organization

Enter your current organization

Designation

Enter your designation

Update


## Change Password


1. Please login into the portal.
2. Click on the “Change Password” tab.
3. Enter new password in the “New Password” field and the same password again in the “Confirm Password” field and click on “Change Password” button.


---

Welcome to NIDM Training Portal

[Upcoming Events](#) [Enrolled Events](#) [Completed Events](#) [Profile](#) [Change Password](#) [Log Out](#)



**NewPassword**  
 

**ConfirmPassword**  
 

[Change Password](#)

[Go Back](#)

## Change Language

1. You can view the portal in your language.
2. Please select your preferred language from the “Select Language” dropdown.

The screenshot displays the top section of the NIDM Disaster Management Training Portal. At the top, there is a navigation bar with links for "Skip to main content", "Screen reader access", and font size controls (A-, A, A+). A "Select Language" dropdown menu is open, showing a list of languages: Bengali, Gujarati, Hindi, Kannada, Malayalam, Marathi, Odia (Oriya), Punjabi, Sindhi, Tamil, Telugu, and Urdu. The portal's header includes the text "न संस्थान", "रकार", "ASTER MANAGEMENT", and "overnment Of India". The NIDM logo, "Resilient India - Disaster Free India", is also visible. Below the header, there is a yellow navigation bar with links for "LINE COURSES", "SELF STUDY COURSES", and "ARCHIVES". A search icon and social media links for Facebook, LinkedIn, Twitter, and YouTube are present. A red banner with the text "Training Portal" is located below the navigation bar. At the bottom, there is a blue bar with buttons for "Profile", "Change Password", and "Log Out". The word "ents" is partially visible at the bottom of the page.