

User Guidelines for
DIKSHA



Central Institute of Educational Technology (CIET)
NCERT

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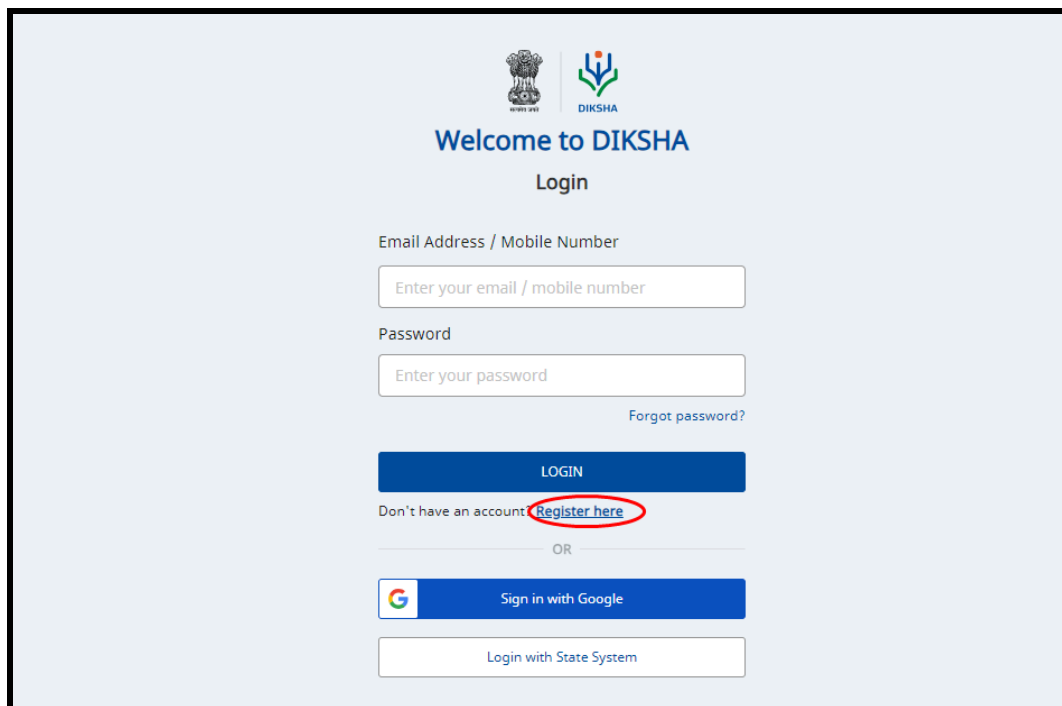
Note: *Click on the topic for navigation*

How to register and login in the DIKSHA portal?

Step 1: Go to DIKSHA (URL- diksha.gov.in). Click on the “login” button through Home to log in. This will take the user to another screen to Login

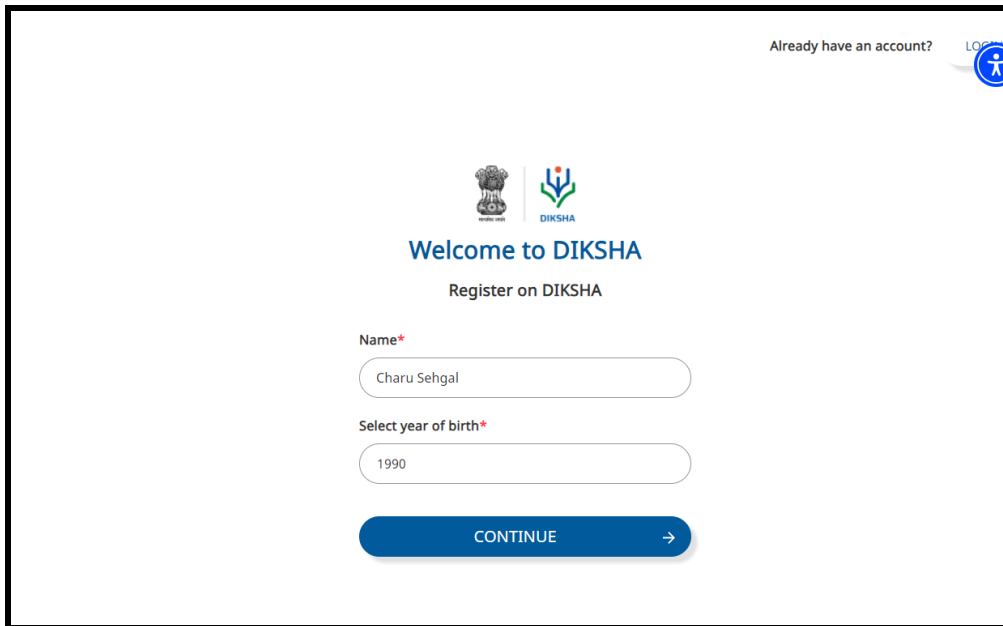


Step 2: Click upon “Register here” link for Registration



The image shows the login page of the DIKSHA portal. At the top, there are the logos of the Government of India and DIKSHA. Below the logos, it says 'Welcome to DIKSHA' and 'Login'. There are two input fields: 'Email Address / Mobile Number' with the placeholder text 'Enter your email / mobile number' and 'Password' with the placeholder text 'Enter your password'. Below the password field, there is a link for 'Forgot password?'. There is a blue button labeled 'LOGIN'. Below the 'LOGIN' button, there is a link for 'Don't have an account? Register here', which is circled in red. Below this link, there is an 'OR' separator. There are two more options for login: 'Sign in with Google' with the Google logo and 'Login with State System'.

Step 3: Registration Form will be displayed to seek the relevant and mandatory details

“Name” , “Select year of birth”. Click on Continue button.



Already have an account? [LOG IN](#)

Welcome to DIKSHA

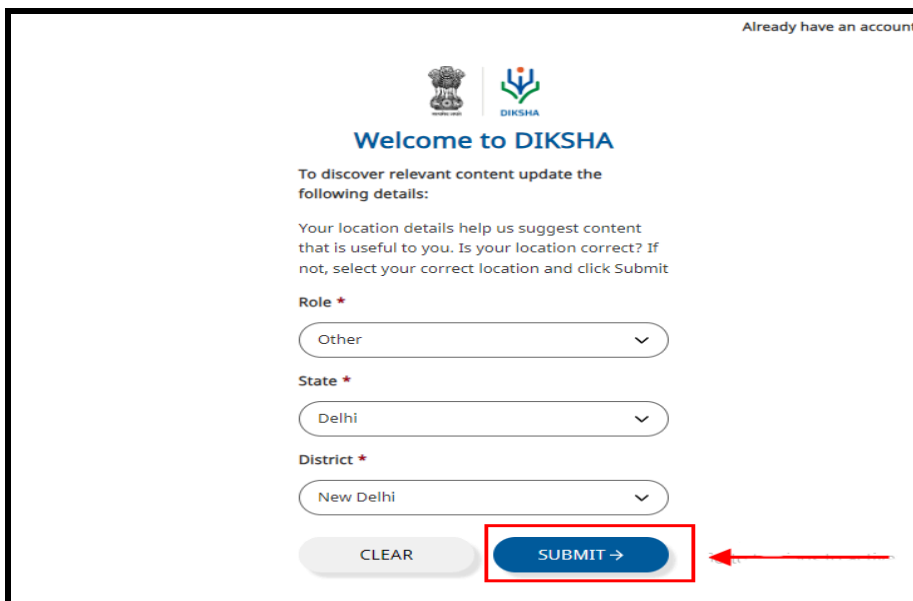
Register on DIKSHA

Name*
Charu Sehgal



Select year of birth*
1990

CONTINUE →

Step 4: Choose your Role (Teacher, Student, Head Teacher & Official, Parent, Other) , State & District from the available list. Click upon the “**SUBMIT**” button.



Already have an account? [LOG IN](#)

Welcome to DIKSHA

To discover relevant content update the following details:

Your location details help us suggest content that is useful to you. Is your location correct? If not, select your correct location and click Submit



Role*
Other

State*
Delhi

District*
New Delhi

CLEAR **SUBMIT** →

Step 5: Choose “**Mobile Number**” or “**Email Address**” option for OTP verification and enter the relevant details followed by Password and Confirm Password. Click upon the “**Continue**” button

 
Welcome to DIKSHA

Enter mobile number or email address *
(An OTP will be sent to verify mobile number or email address)

Mobile Number Email Address

charusehgal.ciet@gmail.com

Password*

Course@12345678

Your password must contain a minimum of 8 characters. It must include numerals, lower and upper case alphabets and special characters, without any spaces.

Confirm Password*

.....

CONTINUE

Step 6: Enter the One Time Password “OTP” received on your provided mobile number or email ID. Read, understand and accordingly accept the “Diksha Term of Use” by applying the tick on the checkbox. Click upon the “SUBMIT” button.

Note : - In case OTP is not received, you may click upon “Resend OTP”.

 
Welcome to DIKSHA

Name: **Charu** Year Of Birth: **1990**
State: **Delhi** District: **New Delhi**

OTP is sent to your email address:
charusehgal.ciet@gmail.com
OTP is valid for 30 minutes

One Time Password (OTP)

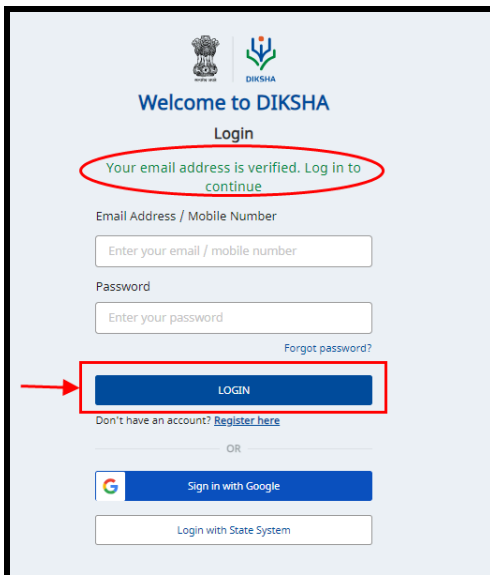
699594

I am 18+ years old and understand and [accept the DIKSHA Terms of Use](#)

Submit

Didn't Receive an OTP? Resend OTP

Step 7 : A confirmation screen will be displayed confirming the successful registration process and asking the user to enter the login details. Enter the Login details and Click on the LOGIN button.



DIKSHA

Welcome to DIKSHA

Login

Your email address is verified. Log in to continue

Email Address / Mobile Number

Enter your email / mobile number

Password

Enter your password

Forgot password?

LOGIN

Don't have an account? [Register here](#)

OR

Sign in with Google

Login with State System

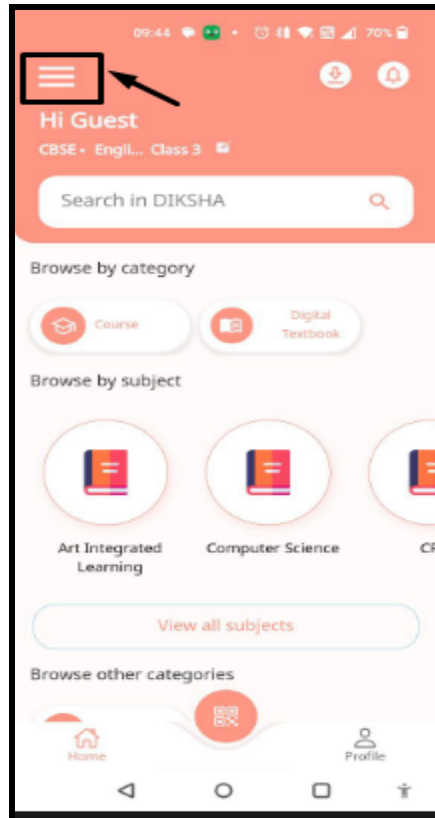
How to register and login in the DIKSHA App?

You can register on DIKSHA app using either of the following three methods:

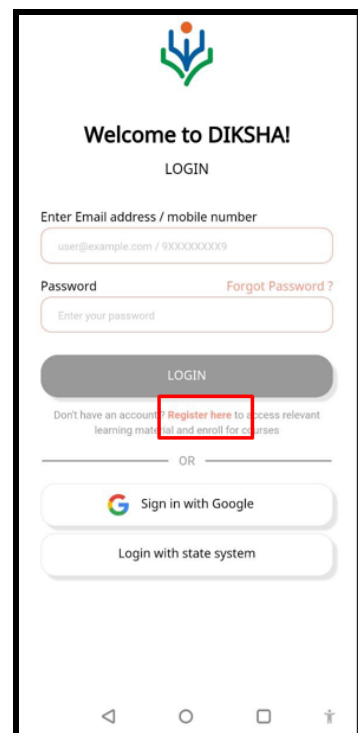
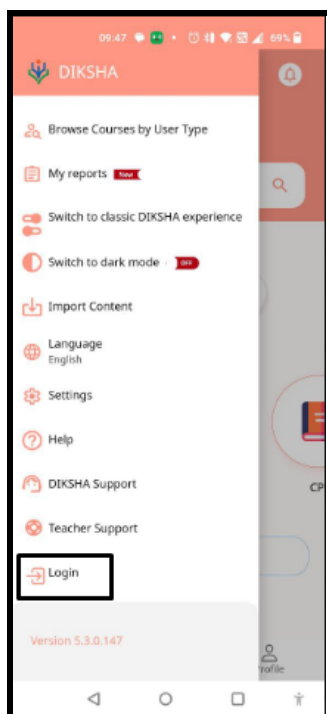
- **Google account:** Login with your google account. To know more refer [Login with Google account](#)
- **State ID:** Login with the user ID and password provided by the state. To know more refer [Login with State System](#)
- **Self Register:** Create your login credentials to access DIKSHA app

Self Registration Process

Step 1: Tap on the icon at the top left to access "Login."



Step 2: Tap on the “Login”. “Login to DIKSHA” page shall be displayed. Tap on “Register here”



Step 3: Once you click on “Register here”. “Register on DIKSHA” page is displayed, enter the details :

- a. Full Name
- b. Select Year of birth

Click on Continue button




https://diksha.gov.in/signup

Accessibility Corner | Site Map

A- A A+ |

Already have an account? [LOGIN](#)

Welcome to DIKSHA

Register on DIKSHA

Name*

Enter your full name

Select year of birth*

Select year

CONTINUE →



https://diksha.gov.in/signup

Accessibility Corner | Site Map

A- A A+ |

Already have an account? [LOGIN](#)

Welcome to DIKSHA

Register on DIKSHA

Name*

Charu

Select year of birth*

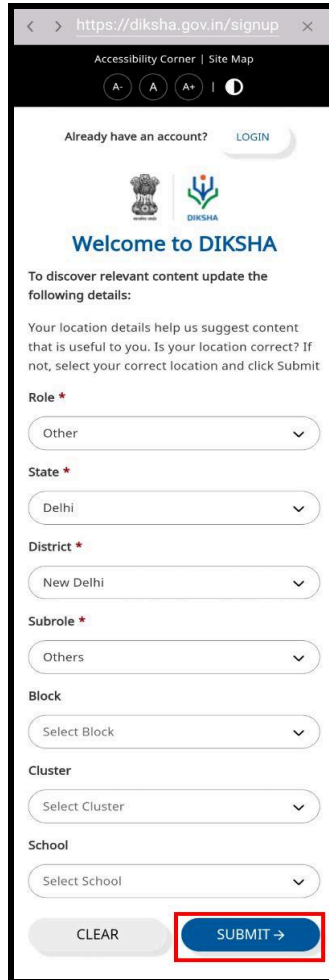
1990

CONTINUE →

Enter the following details on next page

- a. Role
- b. State
- c. District
- d. Block
- e. Cluster
- f. School

Click on Submit button



The screenshot shows the 'signup' page on the Diksha.gov.in website. At the top, there is a navigation bar with the URL 'https://diksha.gov.in/signup' and an 'Accessibility Corner | Site Map' link. Below this, there are accessibility icons (A, A+, and a moon icon) and a 'LOGIN' button. The main heading is 'Welcome to DIKSHA' with the Indian government and Diksha logos. The text asks users to update their location details for better content suggestions. The form includes several dropdown menus: 'Role' (set to 'Other'), 'State' (set to 'Delhi'), 'District' (set to 'New Delhi'), 'Subrole' (set to 'Others'), 'Block' (set to 'Select Block'), 'Cluster' (set to 'Select Cluster'), and 'School' (set to 'Select School'). At the bottom, there are 'CLEAR' and 'SUBMIT →' buttons, with the 'SUBMIT' button highlighted by a red rectangle.

Step 4: Enter the details on next page :

- a) Mobile Number or Email Address
- b) Password
- c) Confirm Password

Click on Continue button

Two screenshots of the Diksha.gov.in/signup page. The left screenshot shows the 'Mobile Number' radio button selected, and the right screenshot shows the 'Email Address' radio button selected. Both screenshots show the registration form with fields for mobile number/email, password, and confirm password, along with a 'CONTINUE' button.

On successfully registering, an OTP confirmation page is displayed. Enter the OTP that you have received.

OTP is sent to your email address:
charusehgal.ciet@gmail.com
OTP is valid for 30 minutes.

One Time Password (OTP)

793737

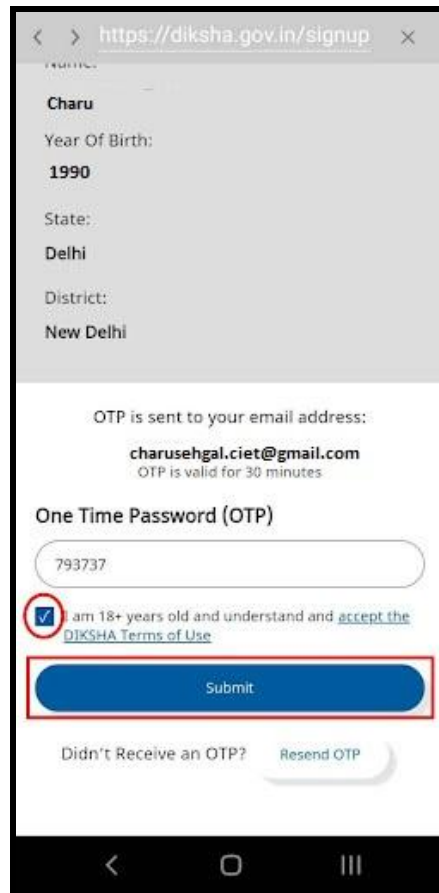
I am 18+ years old and understand and [accept the Diksha Terms of Use](#)

Submit

Didn't Receive an OTP? [Resend OTP](#)

*Note: The OTP is sent either to your phone or email based on your selection while registering. Tap **Resend OTP**, if you have trouble receiving the OTP*

Step 5: Tap **Submit** to verify your account and complete the registration



The screenshot shows a mobile browser interface for the Diksha.gov.in signup page. The URL bar displays "https://diksha.gov.in/signup". The user's name is "Charu", and their year of birth is "1990". The state is "Delhi" and the district is "New Delhi". Below this, it states "OTP is sent to your email address: charusehgal.ciet@gmail.com" and "OTP is valid for 30 minutes". The "One Time Password (OTP)" field contains "793737". A checkbox is checked, with the text "I am 18+ years old and understand and accept the DIKSHA Terms of Use". The "Submit" button is highlighted with a red box. At the bottom, there are links for "Didn't Receive an OTP?" and "Resend OTP".

Step 6: Now you can sign in with your login credentials to access the courses.

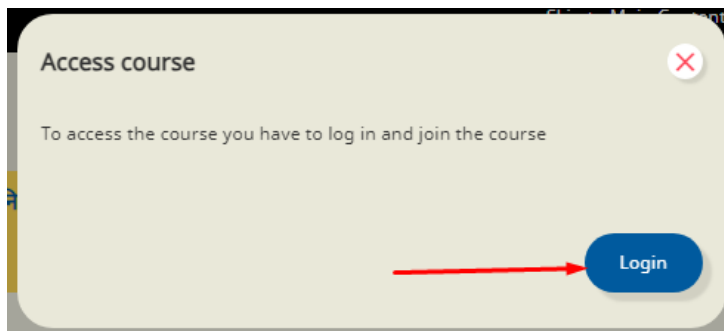
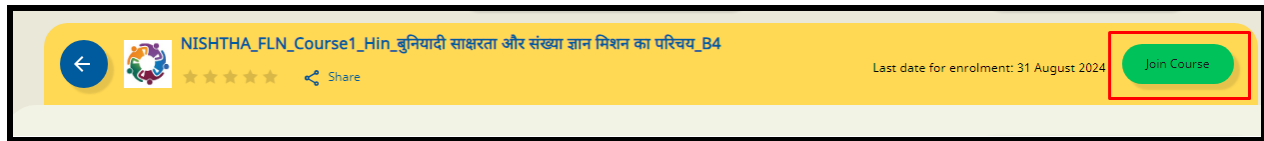
How to join the course using the course link?

Step 1: Click on the shared course link i.e., WhatsApp or Telegram or CIET webpage etc

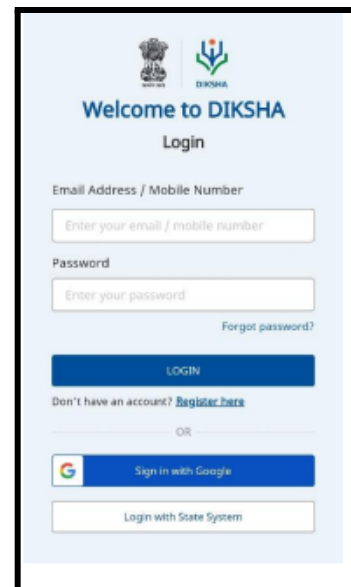
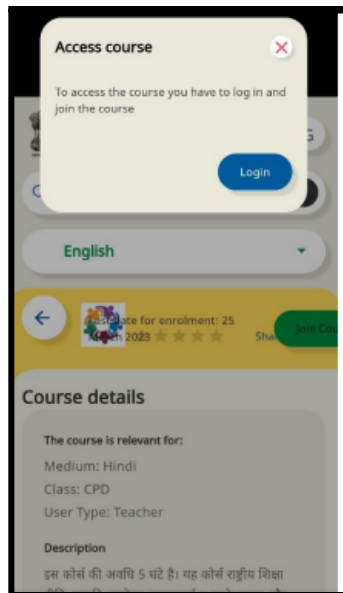
https://diksha.gov.in/explore-course/course/do_31394796787882393616961

https://diksha.gov.in/explore-course/course/do_31394796787882393616961

Once the course open, Click on “Join Course”.

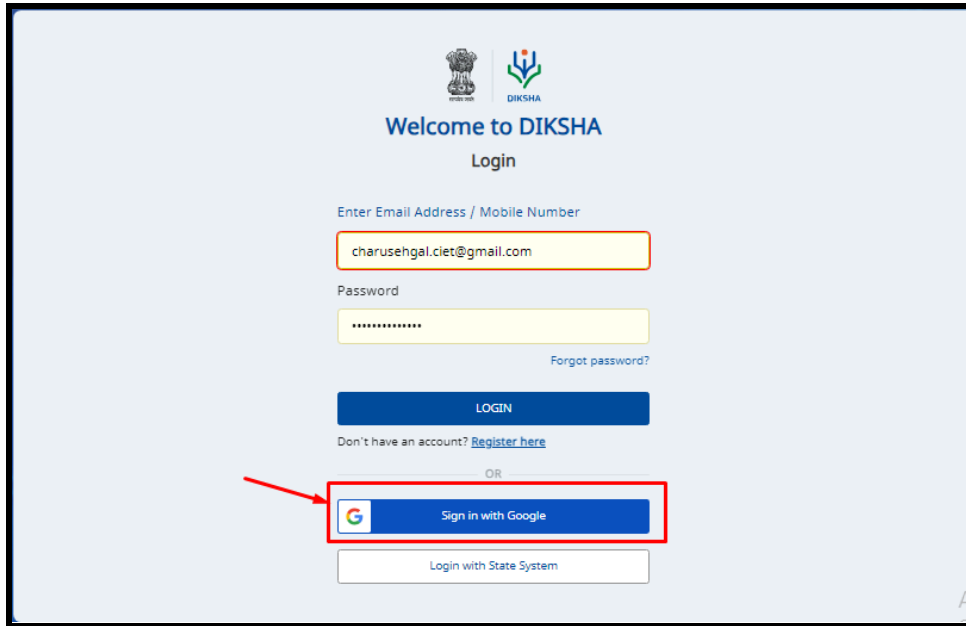


Step 2: This will take the user to the login page on the DIKSHA portal. Please fill in the login details. In case you haven't registered yet, click "Register Here" and refer to Point 1 registration guidelines to do the same. Fill in the details and log in to DIKSHA Portal

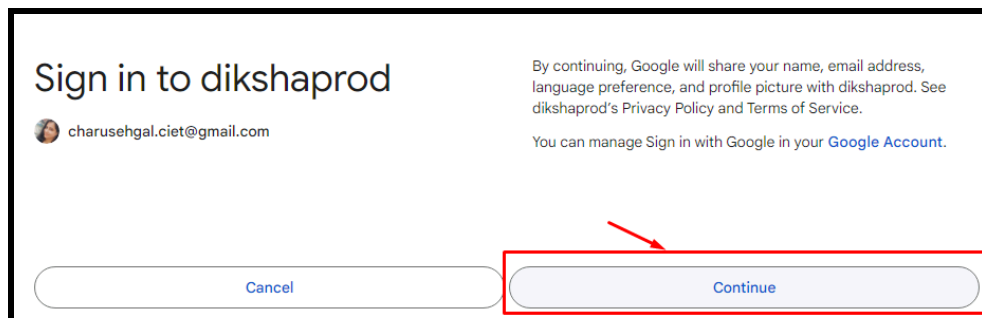
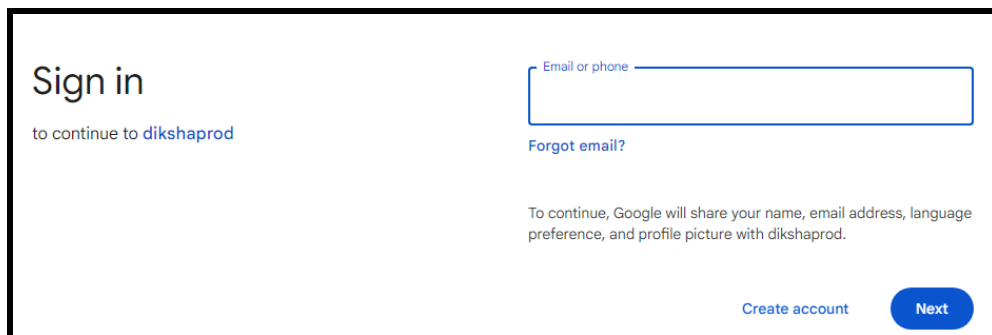


Or

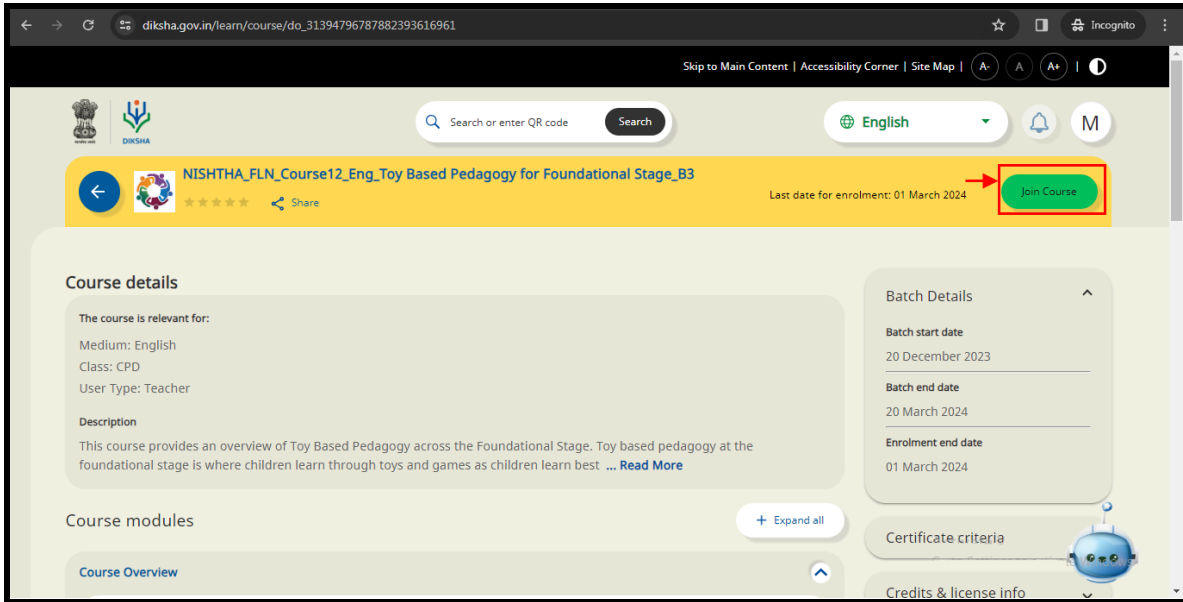
Sign in directly with your google account by clicking on the “**Sign in with Google**” button.



Please fill in your login details in the required space and click on **Continue**.



Step 3: Once you are logged in to the DIKSHA portal, it will take you directly to the course on which the link was clicked. Click on “Join Course.” A message confirming the successful enrollment will be displayed.



Step 4: A pop-up will also be displayed on the screen for the user's consent which will have details including the UUID of the user (as shown in the below figure). You may choose to tick the checkbox confirming to provide consent for sharing the details.

Note: Users are advised to check the details before joining the course. If something is missing, kindly update the profile details (Refer to Point 4)

Consent to share details

User Name : Mrs Charu Sehgal

State : Delhi

User ID : 7d7e49cb-782f-4b55-8149-88f5734d6832

External Id : -

District : West A

Block : Doe Zone-14

School ID : 07070110903

School or Org name : 1514019-Govt. Sarvodaya Kanya Vidyalaya,Block-B, Janakpuri, New Delhi

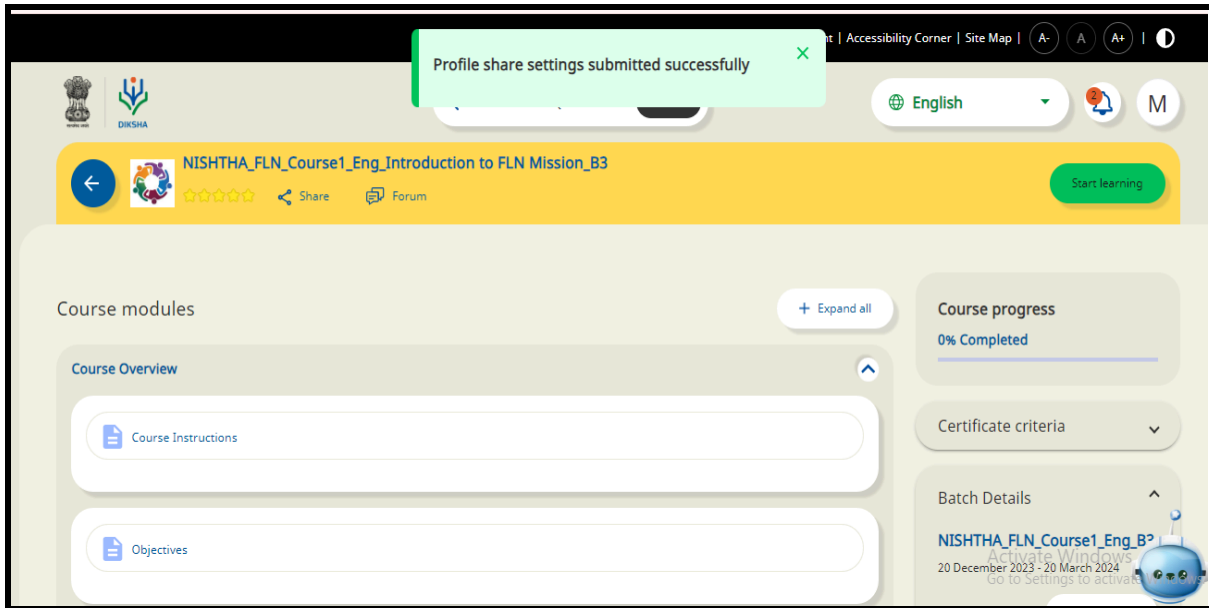
Mobile Number : -

Email address : charusehgal.ciet@gmail.com

i You can edit these details from your profile page

I consent to share my details with the administrators of this course. All course administrators are bound by the Privacy Policy and Course Terms in their use of my data. [DIKSHA Terms of Use](#)

Step 5: Click on the “Start Learning” button.

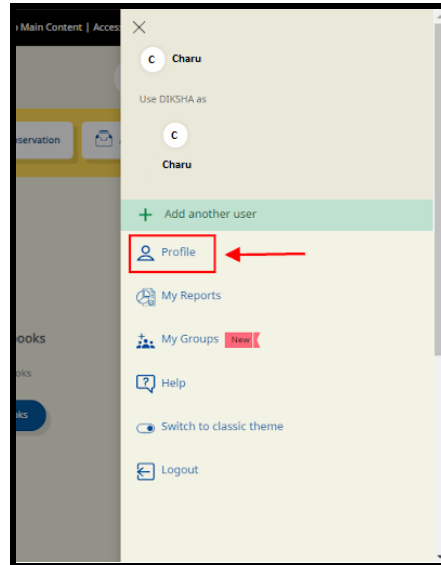


How to modify Profile in the DIKSHA portal?

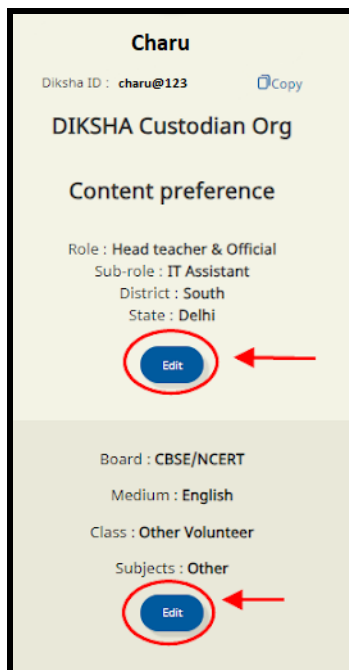
Step 1 : Fill in the credentials (Email/Mobile & password) or click on **Sign with Google** to log in using your Gmail ID.

The screenshot shows the login page of the DIKSHA portal. It features the DIKSHA logo and the text 'Welcome to DIKSHA Login'. There are two input fields: 'Email Address / Mobile Number' and 'Password'. Red boxes and arrows point to these fields, indicating where the user should enter their credentials. Below the input fields is a 'Forgot password?' link, a blue 'LOGIN' button, a link to 'Register here' for users without an account, and an 'OR' separator. At the bottom, there are two more login options: 'Sign in with Google' and 'Login with State System'.

Step 2: Once the user is logged in on the DIKSHA portal, click on “Profile”. This will take the user to the User profile details.



Step 3: Click on the **Edit** button under “**Content Preference**” as shown in below screenshot.



Step 4: Post clicking on the edit button, a new screen will pop up with the user details to edit. Select “**Role**” as Others and then the correct “**Sub Role**”. Also check the other details i.e., State, District, board, medium, classes, subject etc. Once all details are correctly selected, click on the submit button.

Edit Personal Details

Your location details help us suggest content that is useful to you. Is your location correct? If not, select your correct location and click Submit

Name *
Charu

Role *
Head Teacher & Official

State *
Delhi

District *
South

Subrole *
IT Assistant

Block
Select Block

Cluster
Select Cluster

School
Select School

CLEAR SUBMIT ->

To discover relevant content update the following details:

Board *
CBSE

Medium *
English

Class *
Other Volunteer

Subject
Other

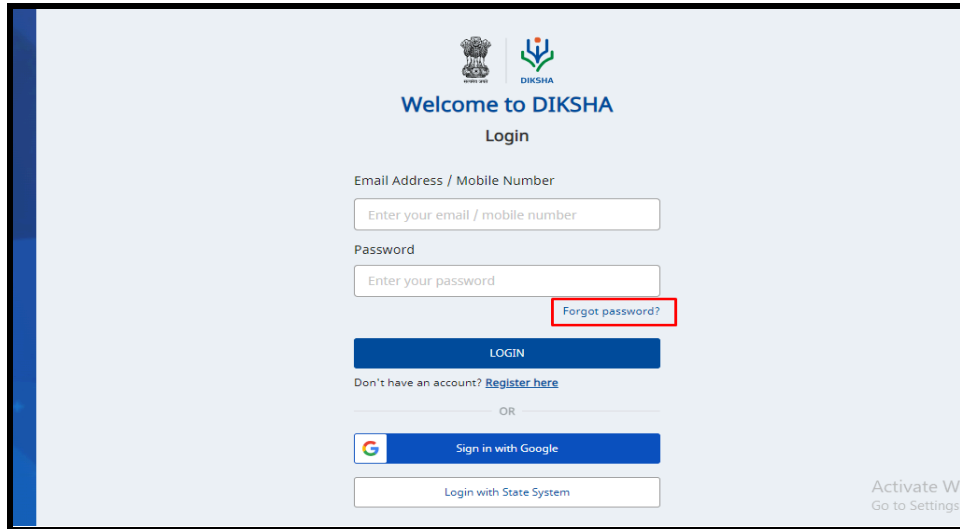
Submit

Edit

Hence the profile is updated with all the correct details.

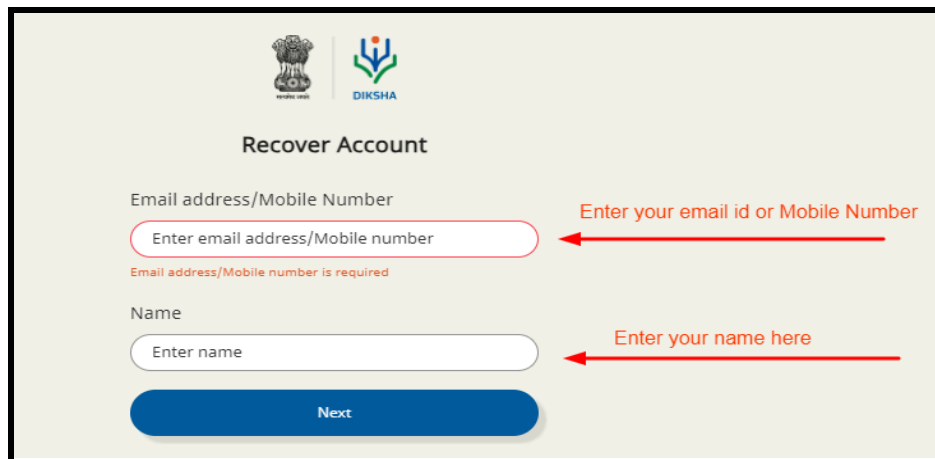
How to reset the forgotten password

Step 1: Click on Forgot password?




The screenshot shows the DIKSHA Login page. At the top, there are the logos of the Government of India and DIKSHA. Below them, the text reads "Welcome to DIKSHA" and "Login". There are two input fields: "Email Address / Mobile Number" and "Password". A red box highlights the "Forgot password?" link located below the password field. Below the input fields is a blue "LOGIN" button. At the bottom, there are links for "Don't have an account? Register here", "OR", "Sign in with Google", and "Login with State System".

Step 2: Enter email ID or Mobile number and Name



The screenshot shows the DIKSHA Recover Account page. At the top, there are the logos of the Government of India and DIKSHA. Below them, the text reads "Recover Account". There are two input fields: "Email address/Mobile Number" and "Name". Red arrows point to these fields with the text "Enter your email id or Mobile Number" and "Enter your name here" respectively. Below the input fields is a blue "Next" button. A red error message "Email address/Mobile number is required" is visible below the first input field.

Step 3: Check into the radio button where you want to receive an OTP



Recover Account

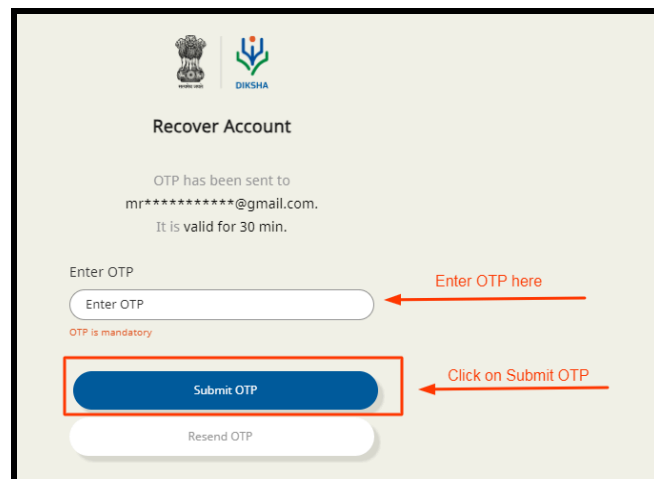
You will receive an OTP. After you validate it, you can recover your account
Where would you like to receive the OTP?

*****6744

mr*****@gmail.com

Get OTP

Step 4: Enter the OTP then click on Submit OTP button



Recover Account

OTP has been sent to
mr*****@gmail.com.
It is valid for 30 min.

Enter OTP

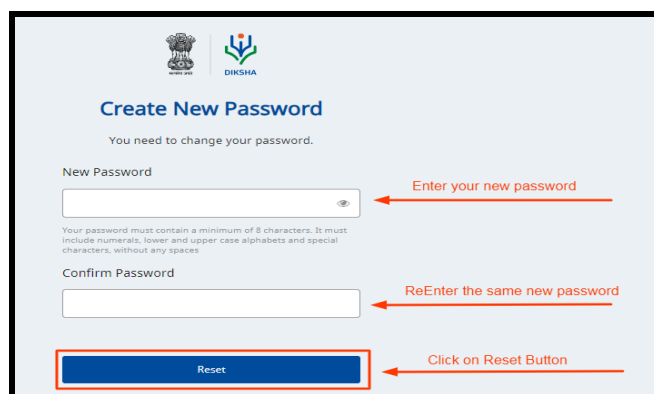
Enter OTP

OTP is mandatory

Submit OTP

Resend OTP

Step 5: Enter your new password and click the Reset Button.



Create New Password

You need to change your password.

New Password

Enter your new password

Your password must contain a minimum of 8 characters. It must include numerals, lower and upper case alphabets and special characters, without any spaces

Confirm Password

ReEnter the same new password

Reset

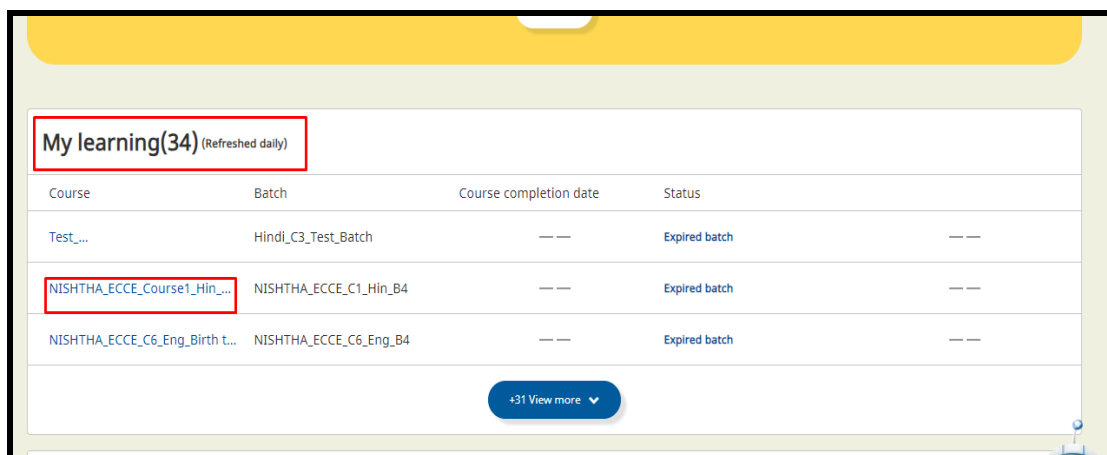
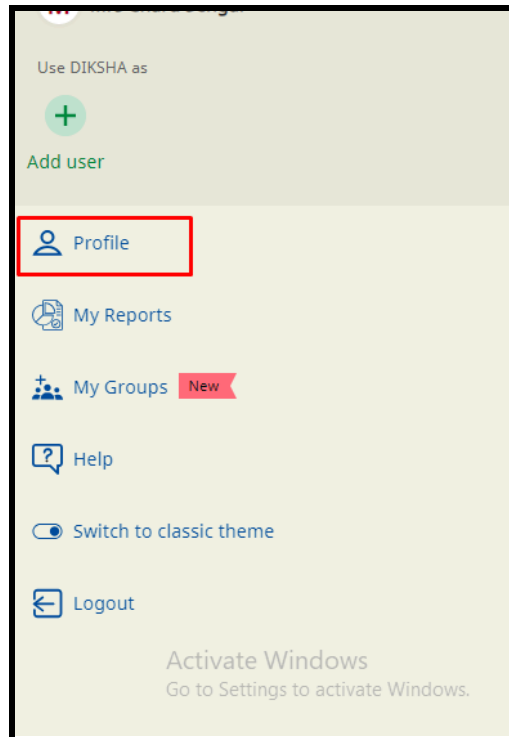
Click on Reset Button

Your password is successfully changed.

How to find your UUID?

To check the UUID in a DIKSHA, you can follow these steps:

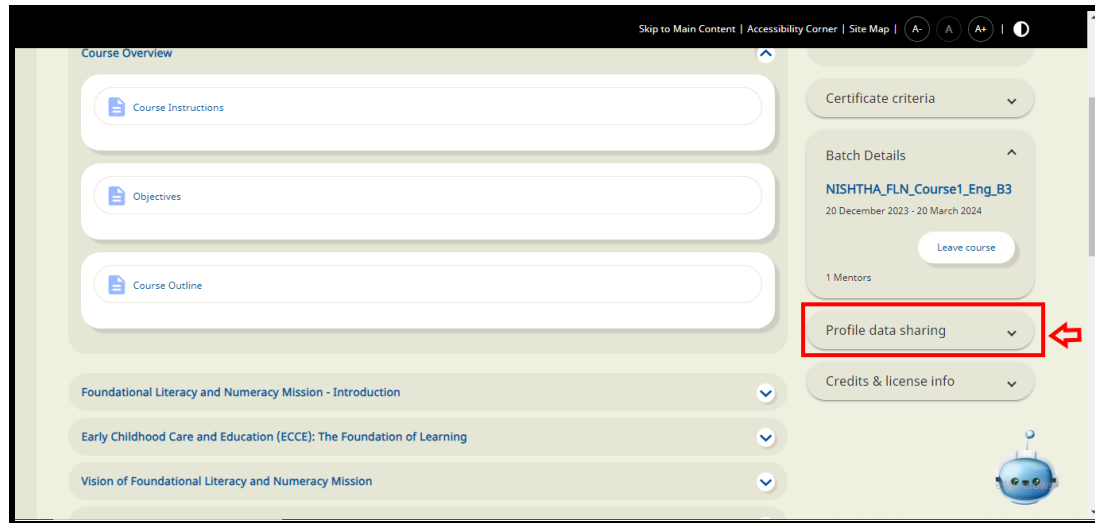
Step 1: Log in to the DIKSHA Portal using your credentials and open the course by navigating to the "My learning" area of your profile and selecting it there.



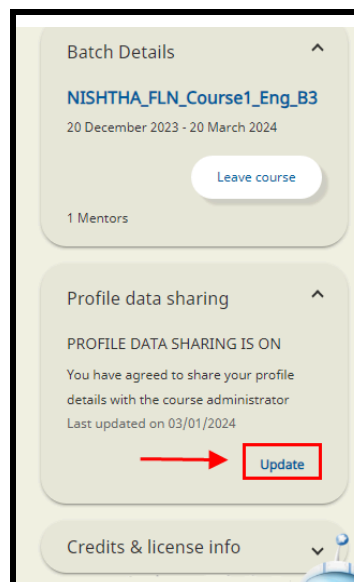
A screenshot of the "My learning" section in the DIKSHA portal. The section title "My learning(34) (Refreshed daily)" is highlighted with a red rectangular box. Below the title is a table with four columns: "Course", "Batch", "Course completion date", and "Status". The table contains three rows of data, all with "Expired batch" status. The first row is partially obscured. The second row has "NISHTHA_ECCE_Course1_Hin..." in the "Course" column, which is highlighted with a red rectangular box. The third row has "NISHTHA_ECCE_C6_Eng_Birth t..." in the "Course" column. At the bottom of the table, there is a button that says "+31 View more" with a downward arrow.

Course	Batch	Course completion date	Status
Test...	Hindi_C3_Test_Batch	--	Expired batch
NISHTHA_ECCE_Course1_Hin...	NISHTHA_ECCE_C1_Hin_B4	--	Expired batch
NISHTHA_ECCE_C6_Eng_Birth t...	NISHTHA_ECCE_C6_Eng_B4	--	Expired batch

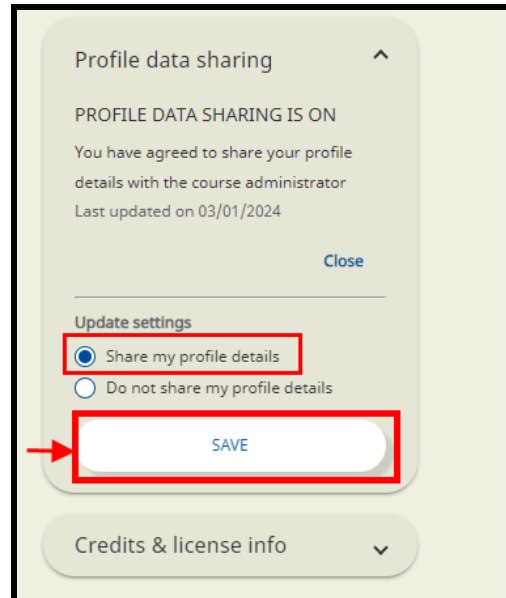
Step 2: Navigate to the course details, find the "Profile Data Sharing" option, and select "Edit settings."



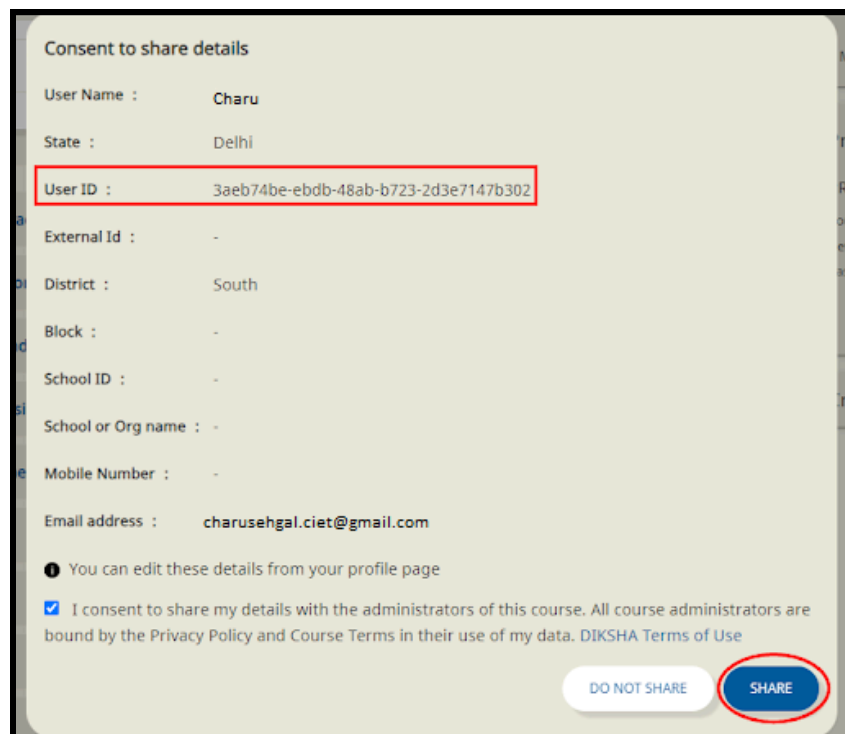
Step 3: A dialog box will pop up and click on the option “ Update” as shown in the below screenshot.



Step 4: Check the “share my profile details” radio button and click on the “save” button.



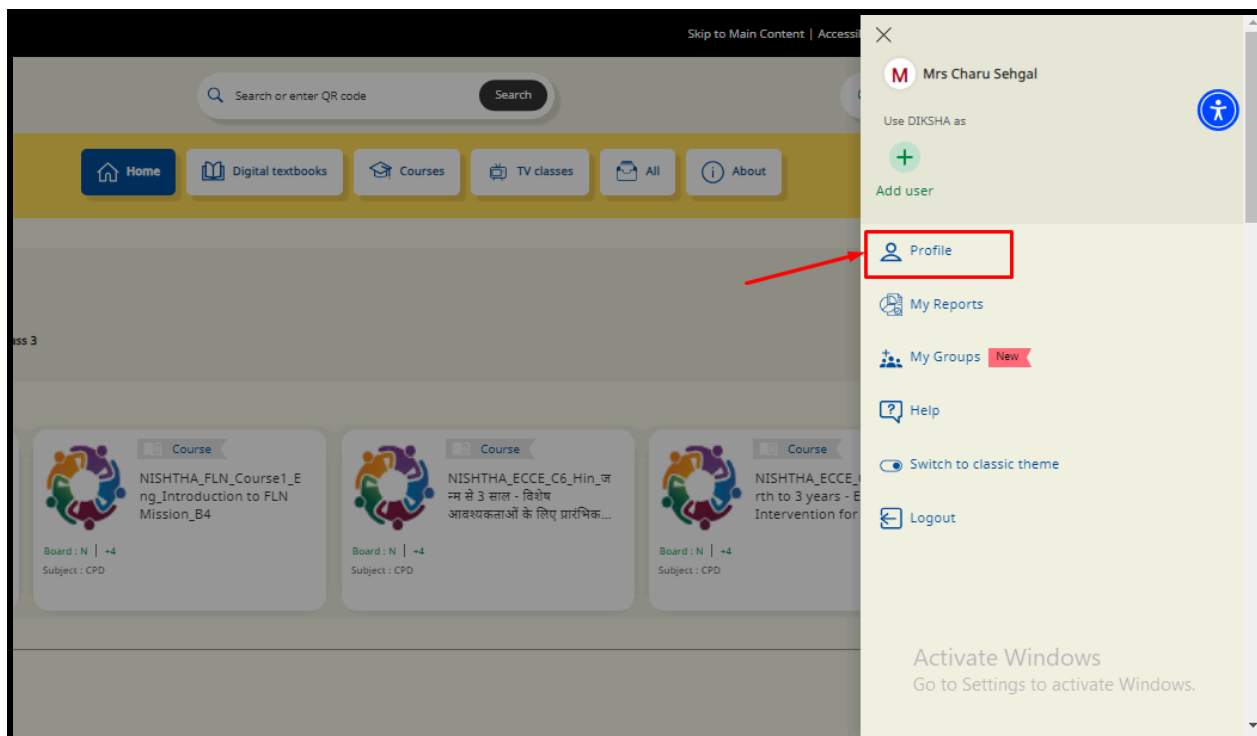
Step 5: In this section, you will find the UUID(Universal Unique Identifier) named as User ID, which is usually a string of alphanumeric characters, such as "c4ca4238-a0b9-3382-8dcc-509a6f75849b".



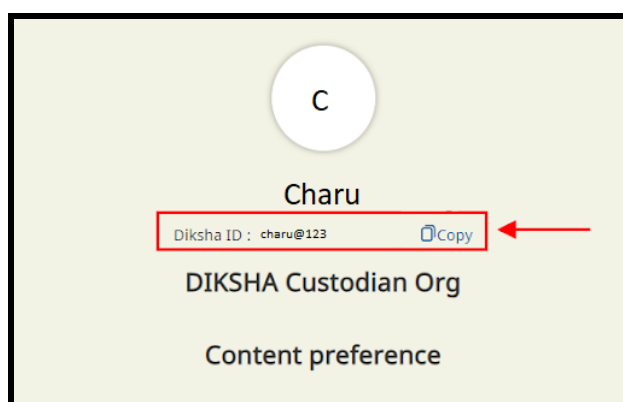
Step 6: You can note down the UUID for reference or for troubleshooting purposes.

How to find your DIKSHA ID?

Step 1: Log in to the DIKSHA Portal using your credentials and Go to the profile option.

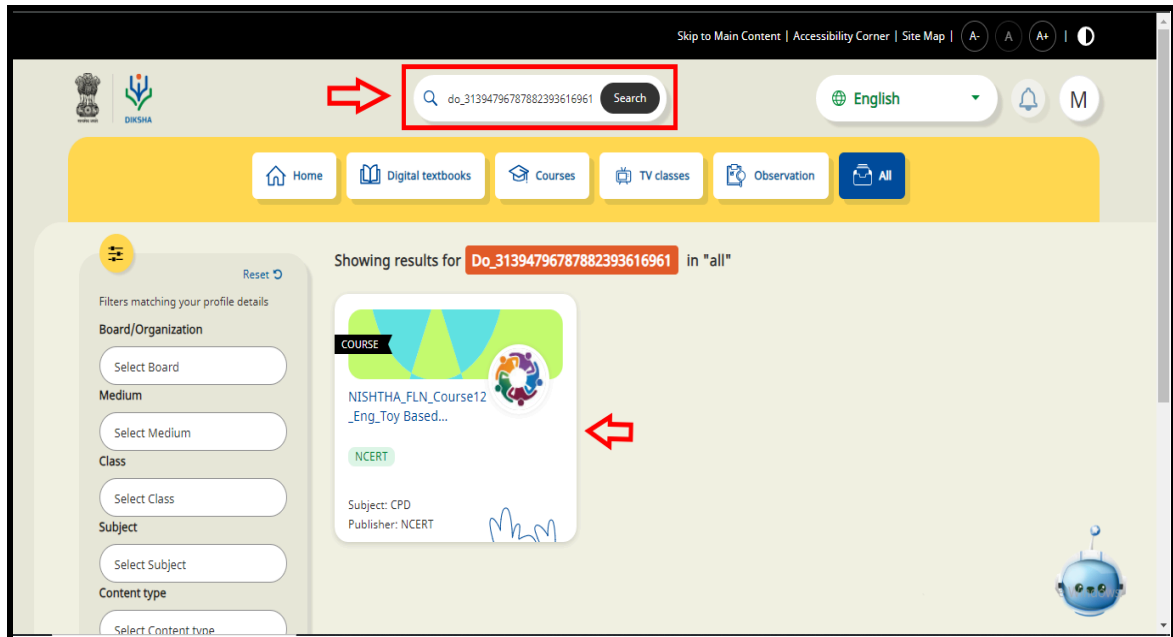


Step 2: Your DIKSHA ID is provided under your name.

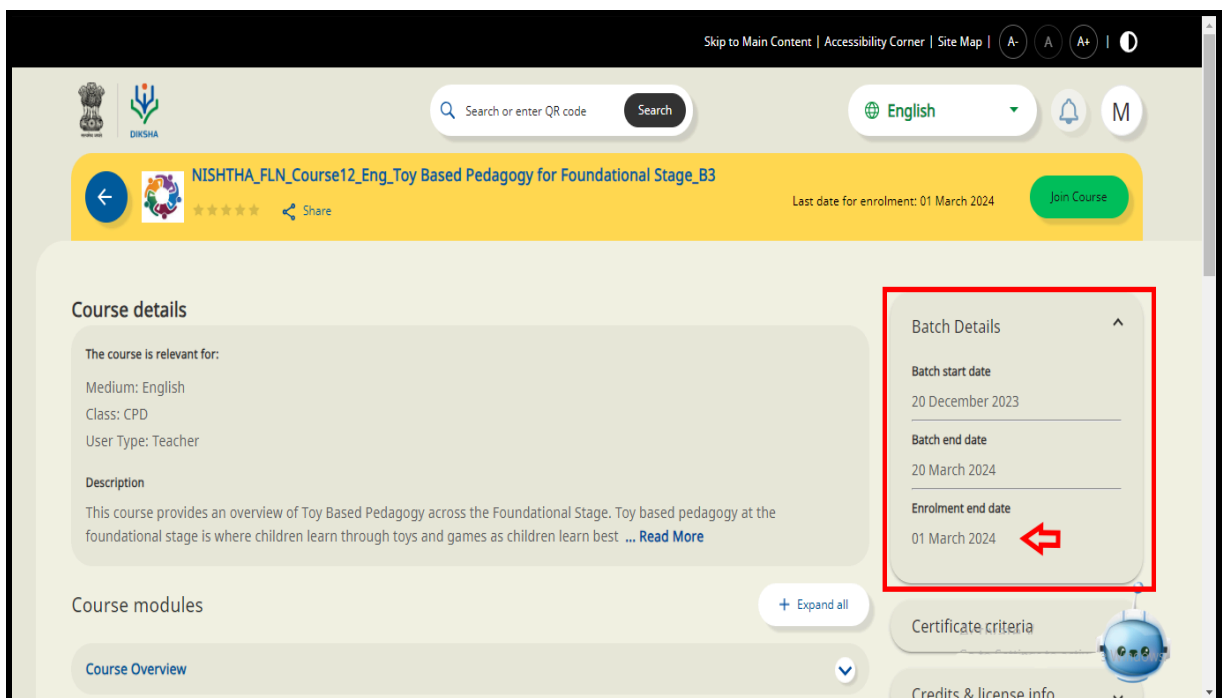


How to check the last date of enrollment for the course?

Step 1: Login to your account on DIKSHA Portal and type the course Do_Id in the search box. Click on the course displayed after search.



Step 2: In the Batch Details section at the extreme right side of the page, “Batch Start Date”, “Batch End Date” and “Enrollment End Date” will be provided.



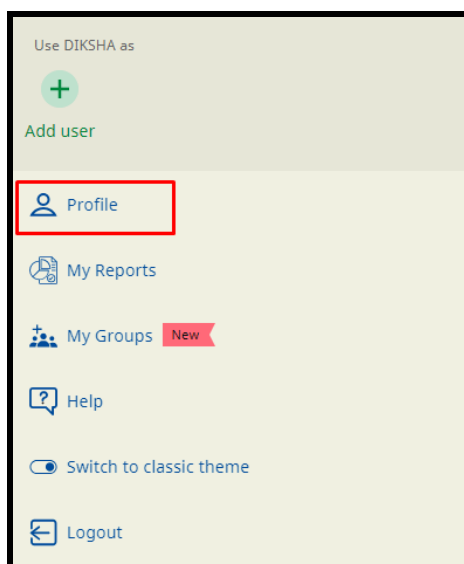
Criteria for Video Based Courses in DIKSHA

- Certificate will be issued to users subject to meeting two criteria as given below -
 - 100% completion of the course (consuming all 5 videos), which will be measured on their course progress
 - Getting minimum 70% marks in the final course assessment post completion of the course.
 - Teachers need to complete the course in the given timeline (before the batch end date)
 - The timeline for generation and issuance of certificates will be between 7 to 15 working days from the date of course completion

In case of delay in receiving certificates, kindly raise query through **Teacher Support Center(Refer to point 12)**

How to download the certificate?

Step 1: Log in to the Diksha portal with your login credentials and Click on your profile.



Step 2: Scroll down and check under the Learner passbook section, and click on download certificates

TEST... Hindi_Co_Test_batch1 Expired batch

NISHTHA_FLN_Course1_Eng_Introd... NISHTHA_FLN_Course1_Eng_B3 Ongoing

+16 View more

Learner passbook

Course	Certificate given by	Certificate Issued date	
Dummy Course Batch 7	ncert	09 NOVEMBER 2022	Download certificate
Dummy Course Batch 8	ncert	11 NOVEMBER 2022	Download certificate

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DIKSHA

Step 3: All generated certificates will reflect here and you can download the same.

Save As

This PC > Downloads > Certificate Download

Search Certificate Download

Organize New folder

Name Date modified Type Size

No items match your search.

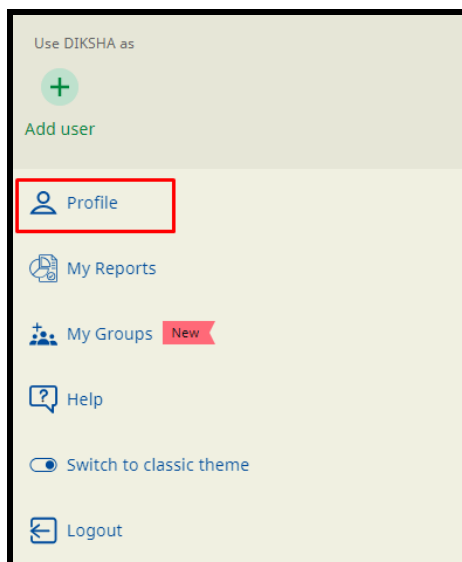
File name: Dummy Course Batch 7.pdf

Save as type: Adobe Acrobat Document (*.pdf)

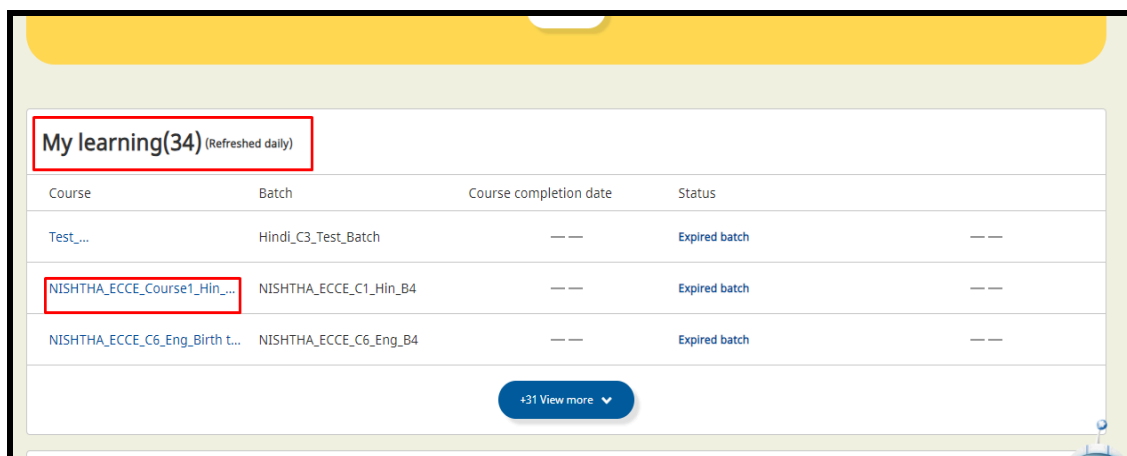
Save Cancel

How to use the sync button?

Step 1: Log in to Diksha with your login credentials and click on your profile icon.



Step 2: Open the completed course by navigating to the "My learning" area of your profile and selecting it there.



Step 3: Open the completed course whose certificate is not yet generated.

Course Name	Batch Name	Batch Date	Status	Actions
NISHTHA_ECCE_Course1_Eng_S...	NISHTHA_ECCE_C1_Eng_B4	---	Expired batch	---
Test_NISHTHA_FLN_Course1_E...	NISHTHA_FLN_Course1_Eng_Te...	---	Expired batch	---
NISHTHA_ECCE_Course...	NISHTHA_ECCE_C1_Hin_B3	NOVEMBER 2023	Completed	---
NISHTHA_ECCE_Course1_Eng_S...	NISHTHA_ECCE_C1_Eng_B3	NOVEMBER 2023	Completed	Download certificate
NISHTHA_ECCE_Course4_Hin_...	NISHTHA_ECCE_C4_Hin_B3	NOVEMBER 2023	Completed	Download certificate
Test...	Eng_C3_Test_Batch	OCTOBER 2023	Completed	---
NISHTHA_ECCE_Course5_Eng_S...	NISHTHA_ECCE_Course5_Eng_...	FEBRUARY 2023	Completed	Download certificate

[View less](#)

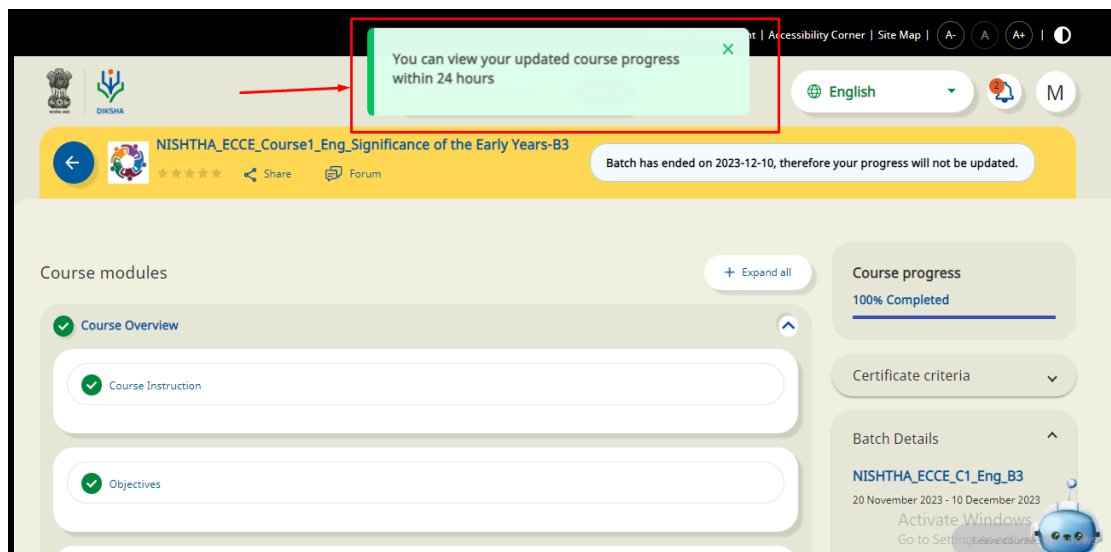
Step 4: Click on the three dots over the course progress bar of the completed course.

The screenshot shows the course page for "NISHTHA_ECCE_Course 1_Hin प्रारंभिक वर्षों का महत्व_B3". The course progress is shown as "100% Completed". A red box highlights the three-dot menu icon on the right side of the progress bar, with a red arrow pointing to it. The page also displays course modules and batch details.

Step 5: A button showing “**Sync Progress now**” will appear. Click on the button.

This close-up screenshot shows the "Sync progress now" button highlighted with a red box. The button is located below the "100% Completed" progress bar. The page also shows the "Certificate criteria" and "Batch Details" sections.

Step 6: You'll receive a notification saying that the status will be updated within 24 hours.



Your course data will be synchronized.

How to Merge Accounts in DIKSHA

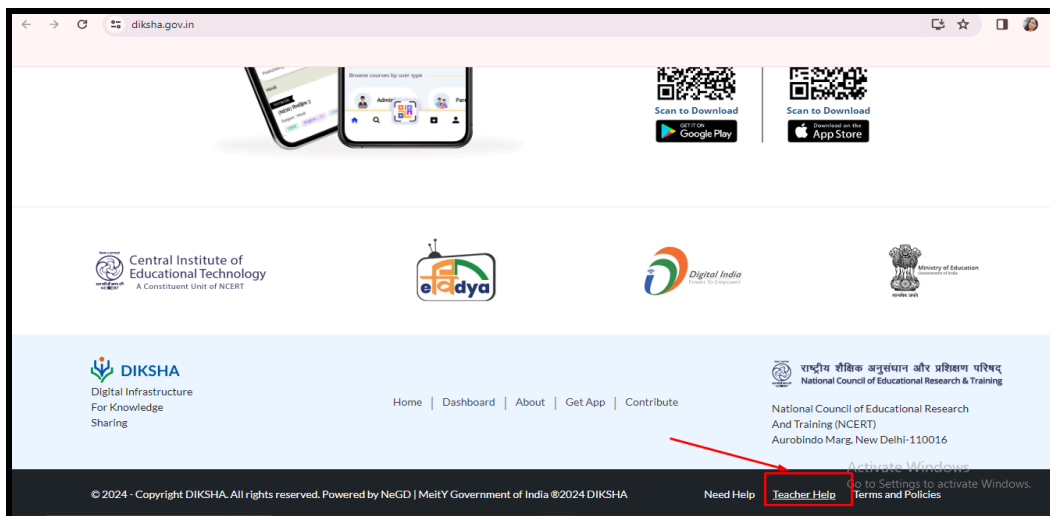
The Merge Account feature enables users to:

- combine the usage details of both the accounts and
- delete the other account from DIKSHA records

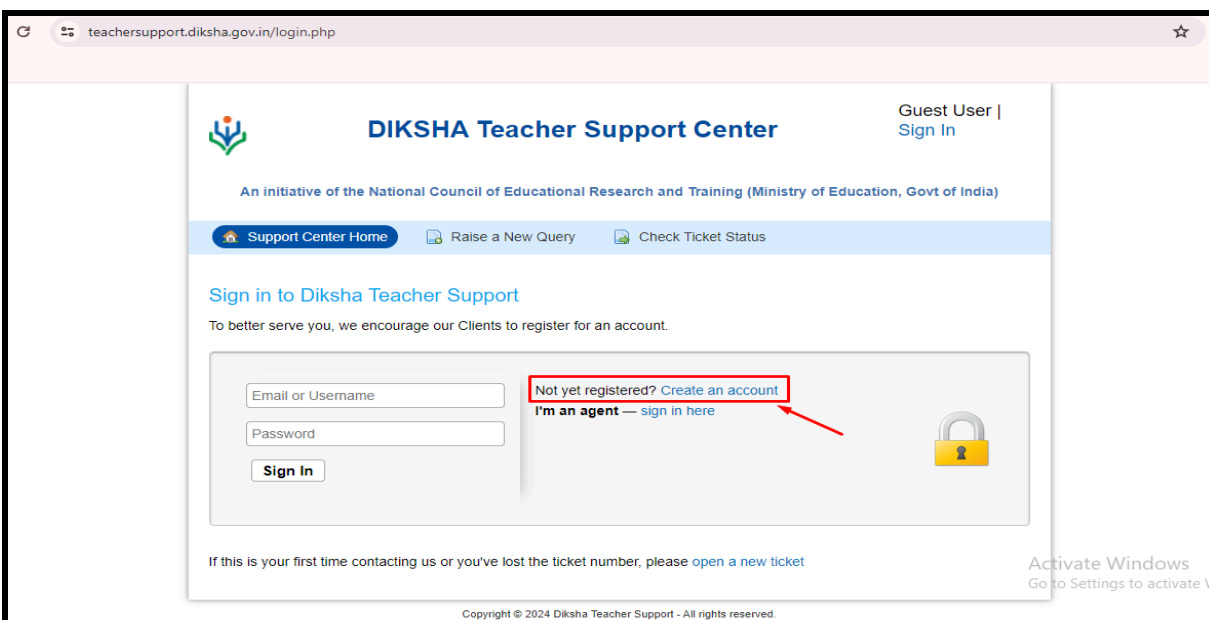
Note: Account merge can be initiated only from a valid active account registered in the State system. To know more, refer to the [Merge Accounts](#) section on DIKSHA Help Centre

How to raise query through Teacher Support Center

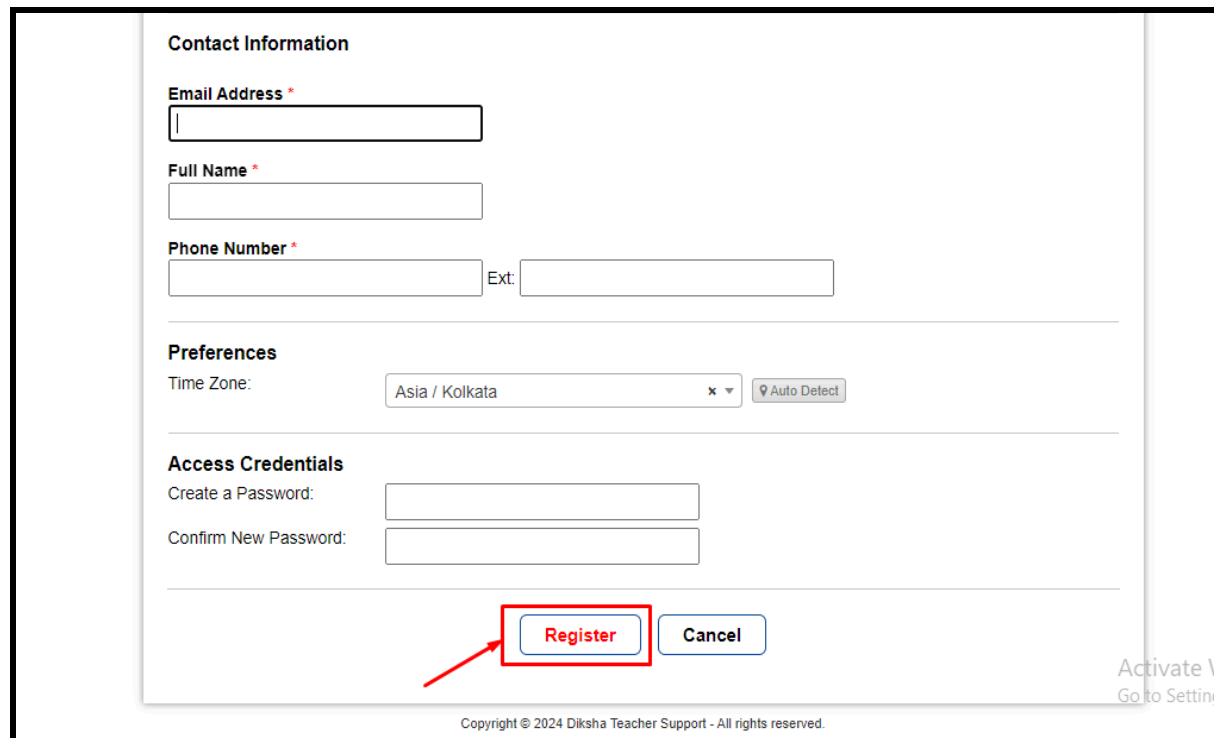
Step 1: Open the DIKSHA Portal and scroll down to the bottom of the page. At the right side corner, Click on the Teacher's Help Option



Step 2: A new window will open. Click on the **Create an account** option to create a new account.



Step 3: Enter the required details and click on register.



The registration form is divided into three main sections: Contact Information, Preferences, and Access Credentials. The Contact Information section includes fields for Email Address, Full Name, and Phone Number (with an Ext. field). The Preferences section includes a Time Zone dropdown menu (set to Asia / Kolkata) and an Auto Detect button. The Access Credentials section includes fields for Create a Password and Confirm New Password. At the bottom, there are two buttons: Register (highlighted with a red box and a red arrow) and Cancel. The footer contains the copyright notice: Copyright © 2024 Diksha Teacher Support - All rights reserved.

Contact Information

Email Address *

Full Name *

Phone Number * Ext:

Preferences

Time Zone: Asia / Kolkata x Auto Detect

Access Credentials

Create a Password:

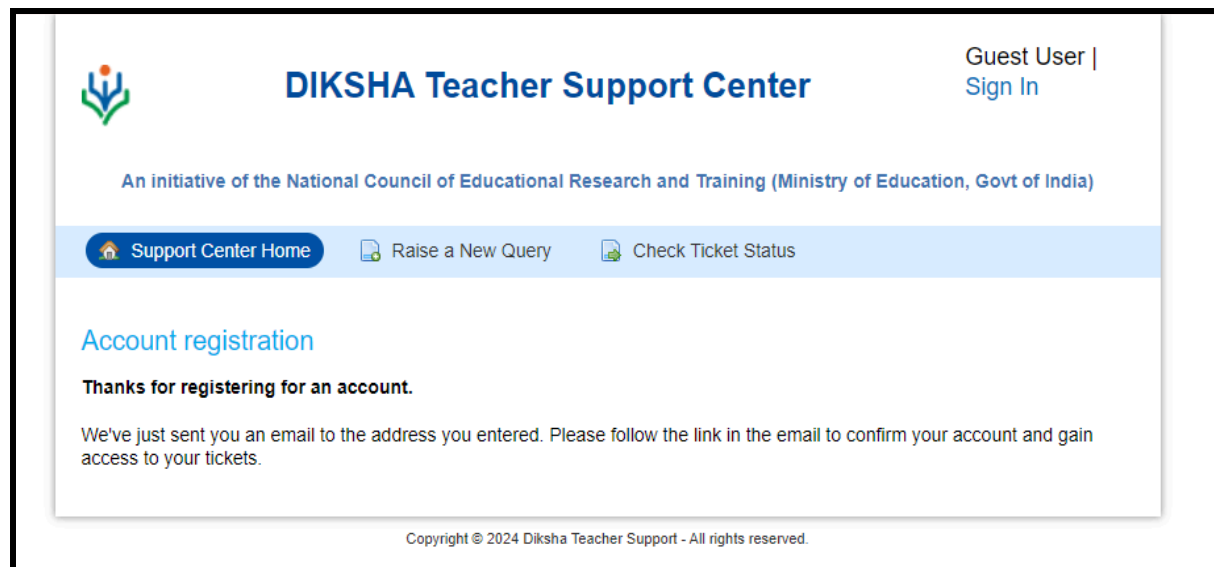
Confirm New Password:

[Register](#) [Cancel](#)


Activate V
Go to Setting

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A message will be displayed for confirmation.



The confirmation message is displayed on the DIKSHA Teacher Support Center website. It features the logo on the left, the site name in the center, and user options on the right. Below the header is a navigation bar with links for Support Center Home, Raise a New Query, and Check Ticket Status. The main content area has a heading for Account registration and a message thanking the user for registration, along with instructions to check their email for a verification link. The footer contains the copyright notice: Copyright © 2024 Diksha Teacher Support - All rights reserved.

 **DIKSHA Teacher Support Center** Guest User | Sign In

An initiative of the National Council of Educational Research and Training (Ministry of Education, Govt of India)

[Support Center Home](#) [Raise a New Query](#) [Check Ticket Status](#)

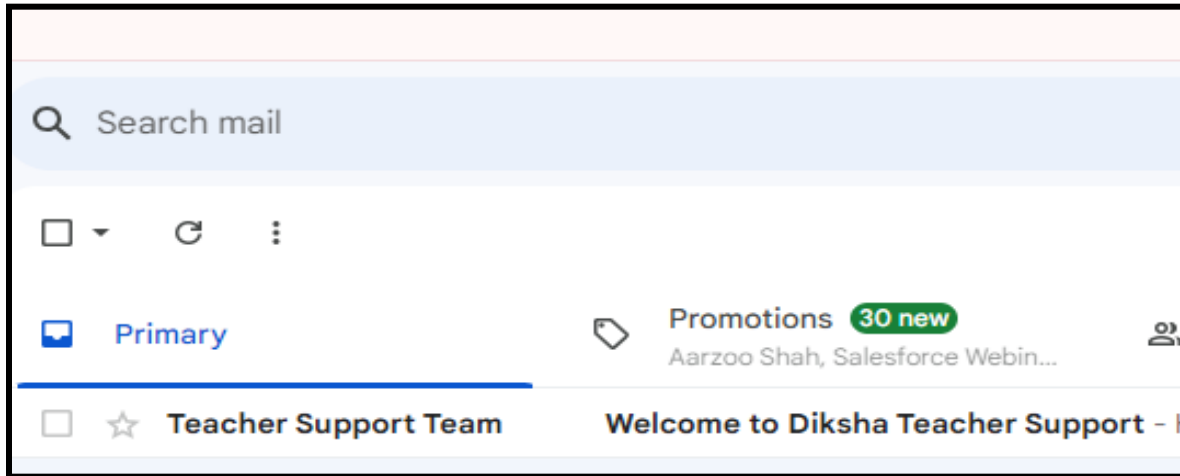
Account registration

Thanks for registering for an account.

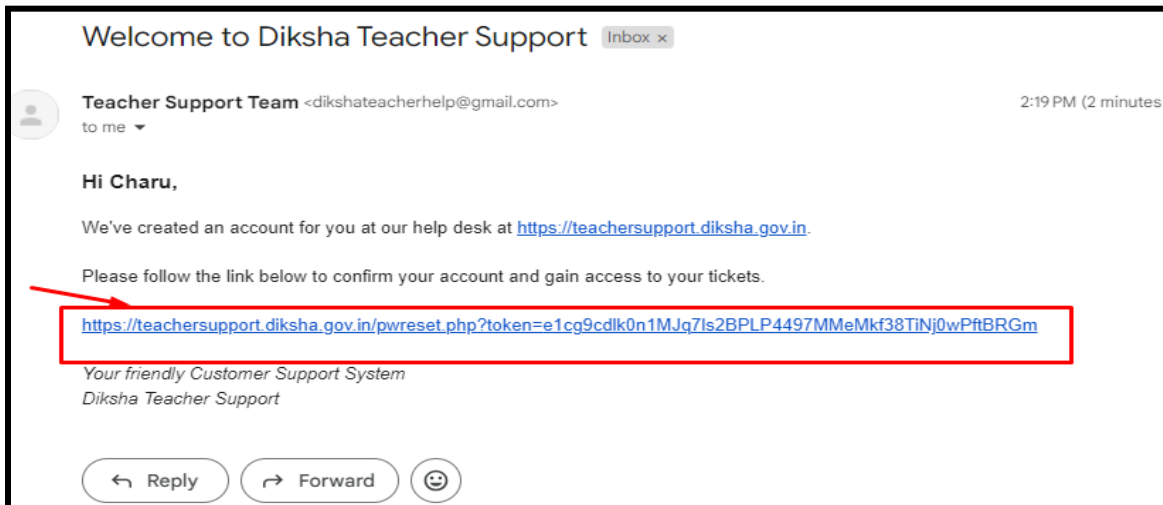
We've just sent you an email to the address you entered. Please follow the link in the email to confirm your account and gain access to your tickets.

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You will receive an email in your inbox to verify your account



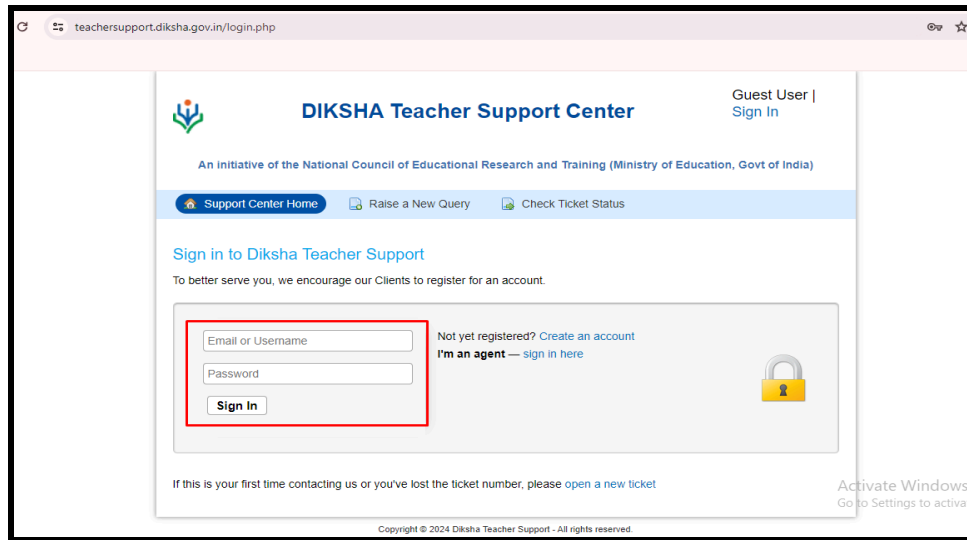
Please verify your account by clicking on the provided link



Once verified, a message will be displayed

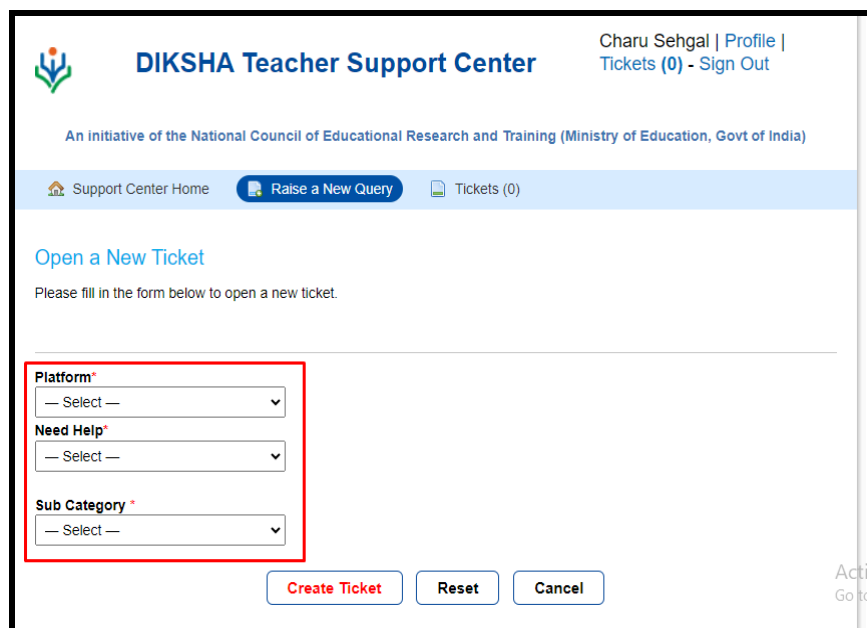


Step 4: Now sign out and **Sign In** again using your credentials.



The screenshot shows the login page of the DIKSHA Teacher Support Center. The page title is "DIKSHA Teacher Support Center" and it is an initiative of the National Council of Educational Research and Training (Ministry of Education, Govt of India). The user is currently logged in as a "Guest User" and can click "Sign In". The page has navigation links for "Support Center Home", "Raise a New Query", and "Check Ticket Status". The main heading is "Sign in to Diksha Teacher Support" with a note encouraging registration. The login form includes fields for "Email or Username" and "Password", a "Sign In" button, and links for "Not yet registered? Create an account" and "I'm an agent — sign in here". A lock icon is present on the right side of the form. At the bottom, there is a footer with copyright information and a Windows activation watermark.

Step 5: Now you can raise a new ticket by providing the following details:



The screenshot shows the "Open a New Ticket" form in the DIKSHA Teacher Support Center. The user is logged in as "Charu Sehgal" and has "0" tickets. The page has navigation links for "Support Center Home", "Raise a New Query", and "Tickets (0)". The main heading is "Open a New Ticket" with a note to fill in the form. The form includes three dropdown menus: "Platform*", "Need Help*", and "Sub Category*", each with a "— Select —" option. Below the form are buttons for "Create Ticket", "Reset", and "Cancel". A Windows activation watermark is visible in the bottom right corner.

Platform: Choose the relevant interface(Portal/Web) at which the issue is reflected

Open a New Ticket

Please fill in the form below to open a new ticket.

Platform*

- Web Application
- Select —
- Mobile Application
- Web Application

Sub Category *

- Select —

[Create Ticket](#) [Reset](#) [Cancel](#)

Need Help: Select the type of issue from the options provided.

Open a New Ticket

Please fill in the form below to open a new ticket.

Platform*

- Web Application

Need Help*

- Select —
- Select —
- Login / Registration
- Content
- Assessment
- Certificate
- Reports
- Academic
- Course Creator
- Reviewer
- Admin

[Create Ticket](#) [Reset](#) [Cancel](#)

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Sub-category: Select the sub category to resolve the issue.

Open a New Ticket

Please fill in the form below to open a new ticket.

Platform*

- Web Application

Need Help*

- Login / Registration

Sub Category *

- Select —
- Select —
- Unable to Register
- Not able to Login
- Unable to get OTP
- Unable to Reset the Password
- Validate the OTP

[Create Ticket](#) [Reset](#) [Cancel](#)

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Note: In order to prevent blank entries while creating tickets, users are urged to specify the question or issue in the description section with relevant details and screenshots as attachments.

Once relevant details are selected, click on **Create ticket**. Your issue will be raised.