

# KARMAYOGI PORTAL USER MANUAL

User Manual

Document Version: 1.1

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#### 1. Overview

The iGOT Karmayogi platform is accessible by the users authorized by the Department of Personnel and Training (DoPT) for the NIC environment. This document describes the features available on the iGOT Karmayogi platform for an official. An official can:

- 1. Self register to the platform and experience guided onboarding
- 2. View and learn courses/ program that are created by different MDO's/ CBP's
- 3. Post queries and ideas
- 4. Connect with different officials across departments
- 5. View career openings
- 6. View and join events that are happening
- 7. View and self attest the competency
- 8. View knowledge resources
- 9. View the FRAC dictionary

#### 2. Audience

This user manual has been created to enable an official to use the Karmayogi portal on the iGOT platform.

### 3. Key actors

The key actors and roles in managing the SPV portal are the following:

Actor	Description
Official	Officials are government serving people who can access the Karmayogi portal to consume learning content, discuss ideas ,connect with other users across MDOs, see the latest job opportunities and add competencies for it

## 4. Pre-requisites

In order to access the features of the MDO portal, MDO Admin user will need the following:

1. Access to Karmayogi portal: A link to the appropriate karmayogi portal is needed. For eg:

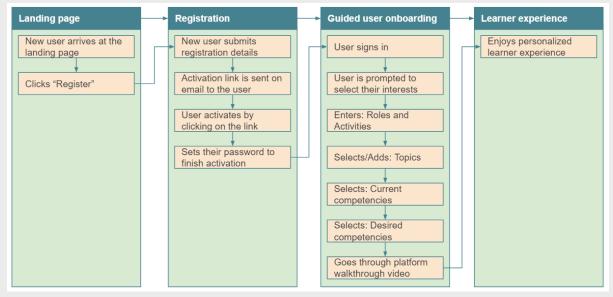
Karmayogi user portal link: <a href="https://igotkarmayogi.gov.in/">https://igotkarmayogi.gov.in/</a>

2. Login credentials with the required roles / officials should self register in the portal

## 5. Self registration

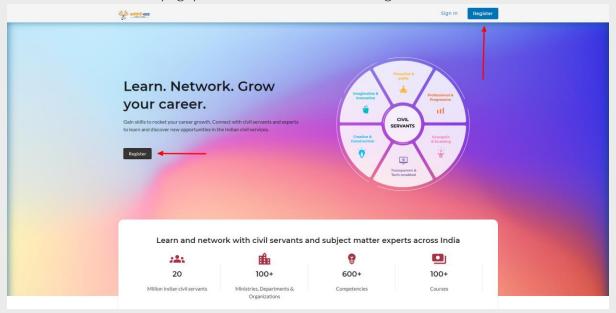
This provides a basis to personalize the user experience, enabling easier discovery of

more relevant content - enabling increased user engagement on the platform. The below image depicts the process flow of self registration and guided onboarding.

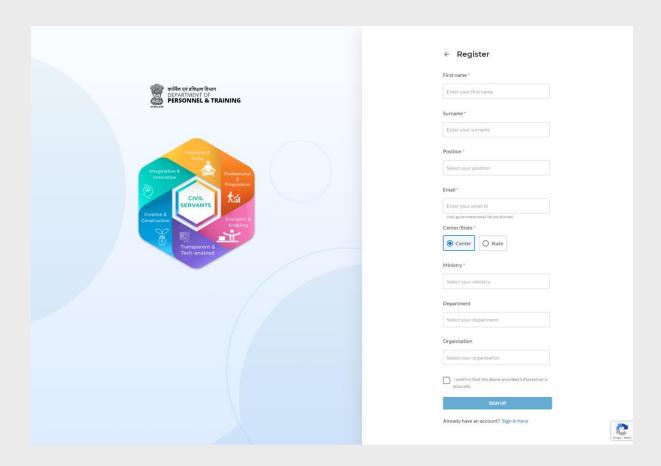


Users can self register to karmayogi portal by following the below steps

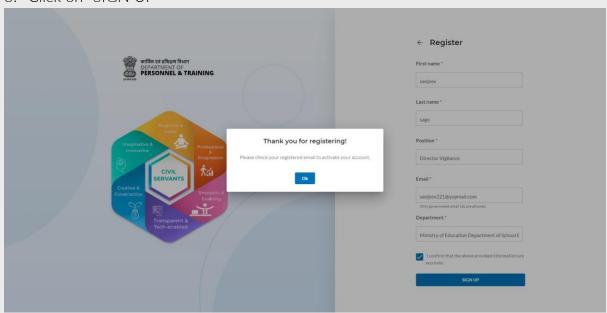
1. Launch the karmayogi portal URL and Click on "Register" button



2. Fill all mandatory fields - First name, Last name, Position, email id, MDO and check the self declaration



# 3. Click on "SIGN UP"



## 6. Login

## 6.1 Login after self registration

Once the iGOT user account gets created, they will receive an email to set the password.

Follow steps to set the password

1. Check the registered email and click on "here" to set the password

Namaste sidharth ji!

Congratulations for taking the first leap towards your transformational journey!

You are a Karmayogi and now you are registered as a learner on India's first competency based Online Learning Platform for public civil servants. You will be delighted to know what all you can achieve through iGOT Karmayogi platform. To take a guick tour, activate your account now by clicking **here**.

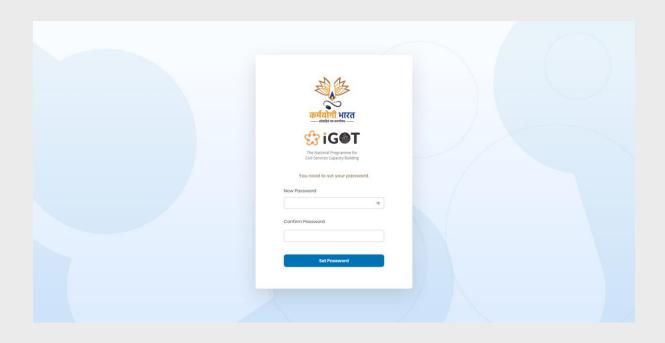
You can use the platform to:

- · Identify the competencies specifically required for your role
- · Determine the insights on your competency gaps
- · Access the learning material personalized for your competency development
- · Discover and connect with government officials
- · Collaborate and learn from peers through discussions

Wish you a great learning experience!

iGOT Team

2. Enter the password and click on "Set password" button



Once the password is set, users will be redirected to the landing page and using the new password they can login to the portal.

After login to the Karmayogi user portal and clicking on the profile image on top right, users can see the link and access the various portals like the SPV portal, MDO portal, CBP portal and the FRAC dictionary based on their roles. Learners can access the Karmayogi portal to consume learning content, discuss ideas ,connect with other users across MDOs, see the latest job opportunities and add competencies for . Karmayogi is a capacity building platform for government officials.

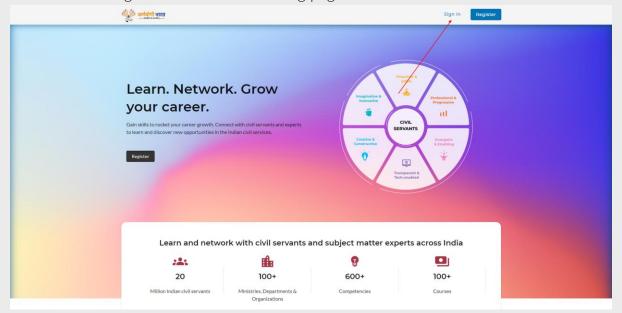


## 6.2 Login via parichay

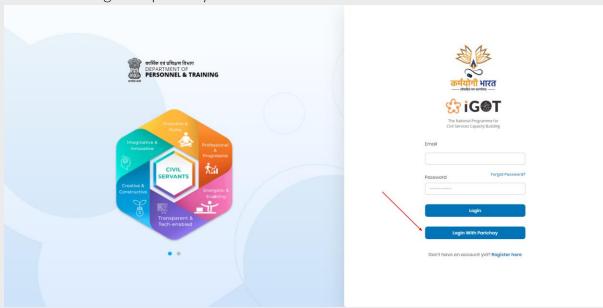
Once the iGOT user lands on the landing page, they have an option to either self register or sign in.

Follow the below steps to sign in to the iGOT Portal

1. Click on the sign in button in the landing page



2. Click on "Login via parichay" button



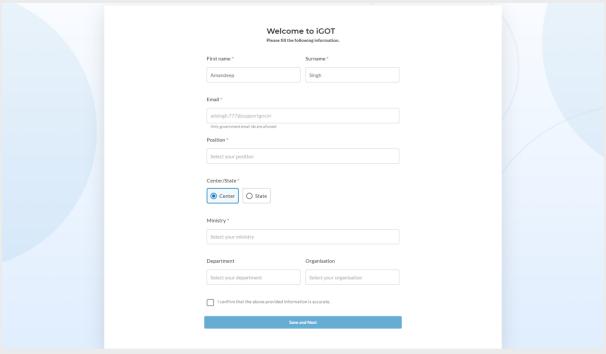
3. Enter the parichay credentials and click on "Next"



4. Enter the OTP received in registered mobile number



5. Once navigated back to the iGOT portal, provide the position, ministry/state information

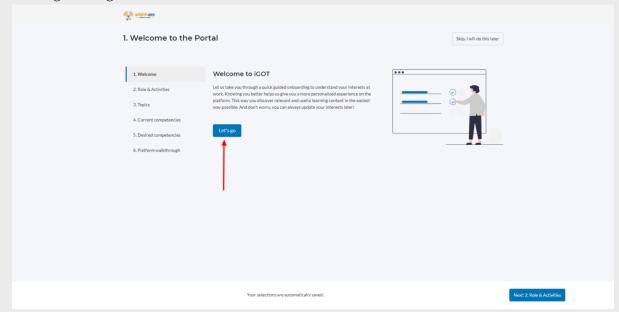


6. Check the self declaration and click on "Save and Next" button

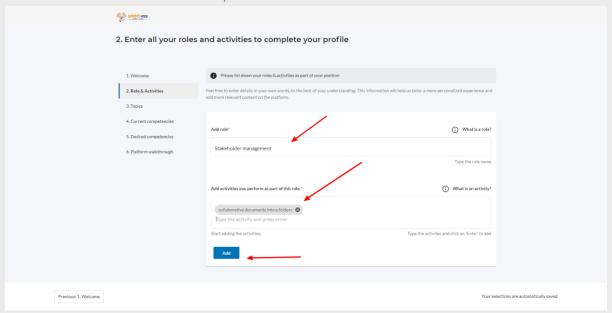
## 7. Home

Users log in to the Karmayogi portal and land on the below screen where they can experience the guided onboarding process.

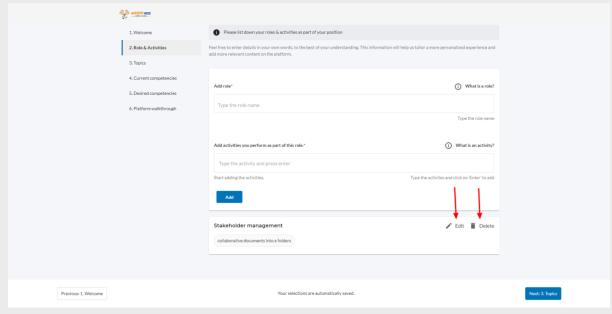
1. Login using valid credentials and click on "Let's Go"



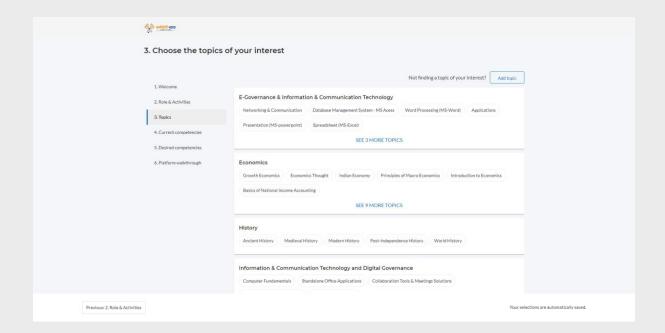
2. Enter the role and activities, and click on "Add"



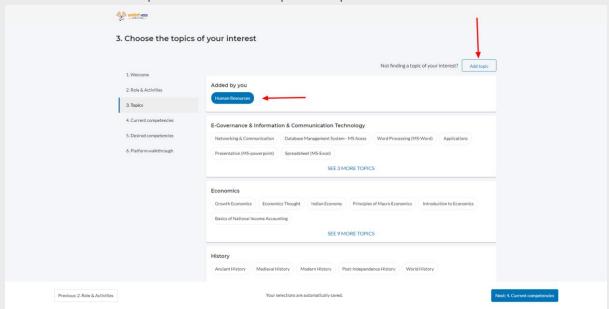
3. To edit or delete the added role & activity, click on "edit" or "delete" icon



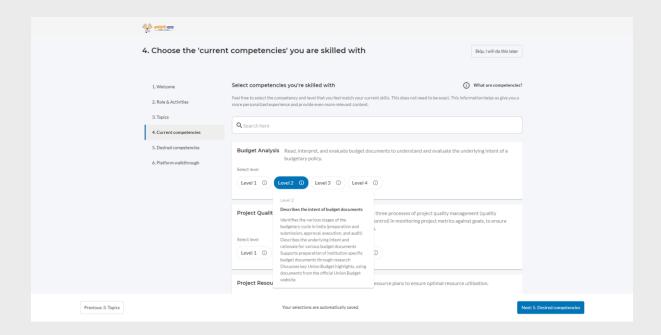
4. Select the topic of interest



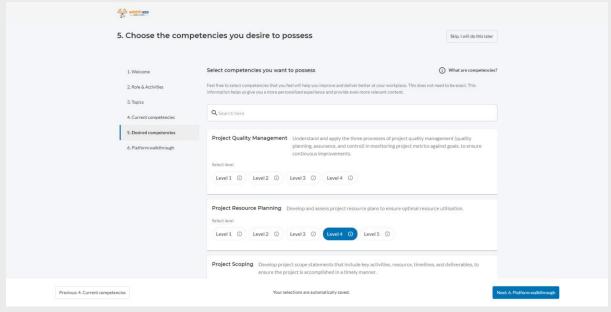
5. To add a new topic click on "Add topic" and provide the details



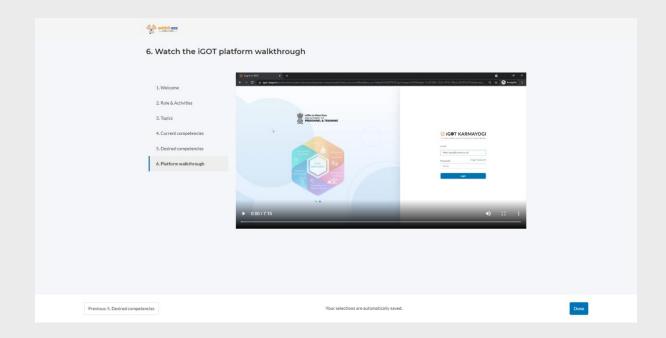
6. Select the current competency with level of proficiency



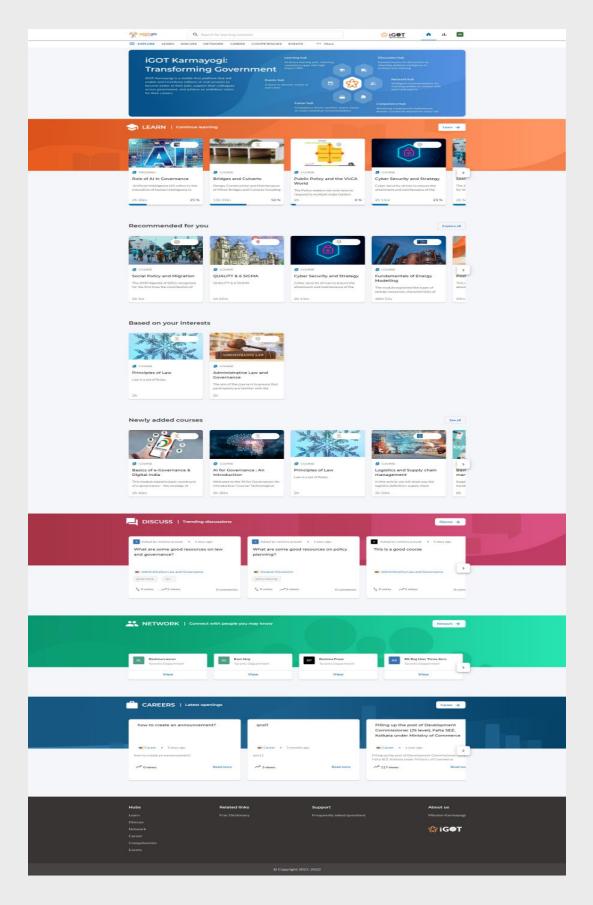
7. Select the desired competency with level of proficiency



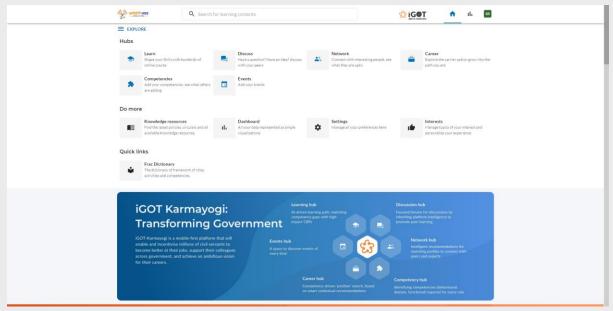
8. View the platform walkthrough and click on "Done"



User will land on the below home page on click of done



#### 8. Hubs

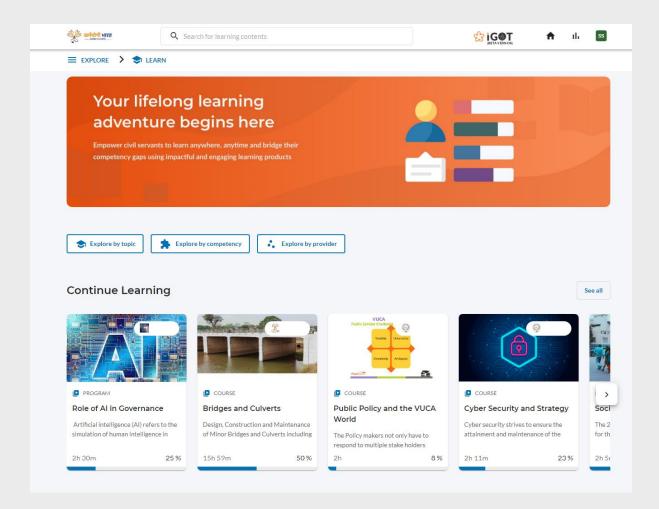


Currently, the Karmayogi portal supports 6 hubs:

- 1. Learn Hub
- 2. Discuss Hub
- 3. Network Hub
- 4. Career Hub
- 5. Competencies Hub
- 6. Events Hub

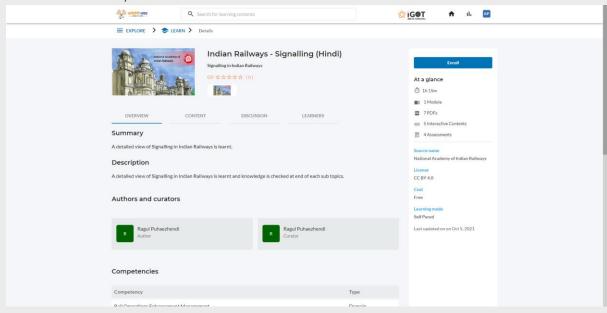
#### 8.1 Learn Hub

The platform offers a variety of content to learners under Learn hub. Learner views the content offered by multiple content providers. They can consume the available content on the platform. User lands on the below screen after clicking on 'Hubs ->Learn hub' or the "Learn" button under the learn section in the home page.

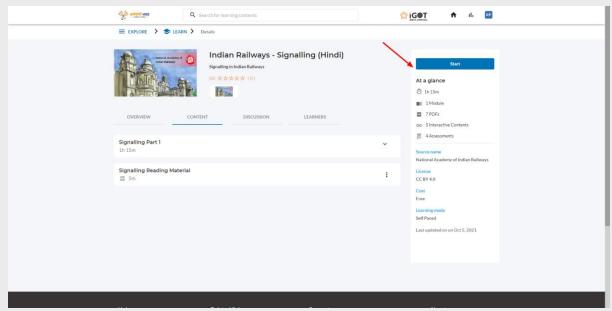


# **8.1.1 Content Consumption**

User clicks on any content under the "Learn hub" to land on the below screen.



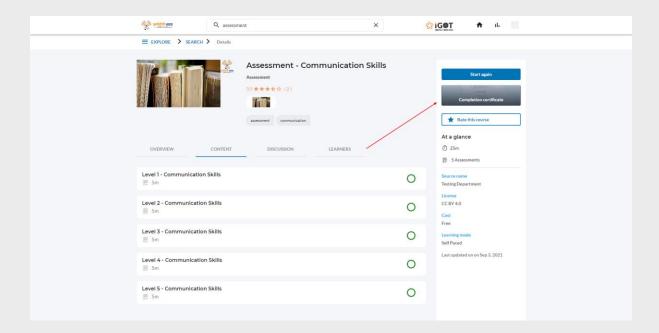
User clicks on the "Enroll" button and then "Start" button to start consuming the course.



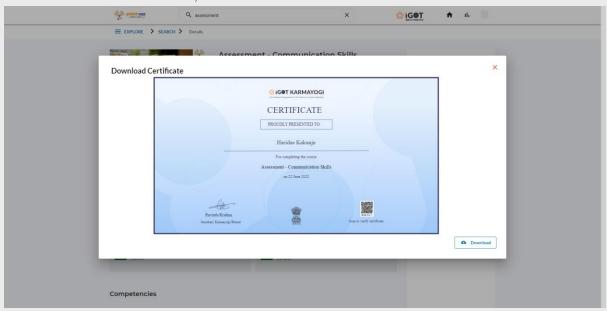
Once the start button is clicked the user will navigate to the content consumption screen as shown below.



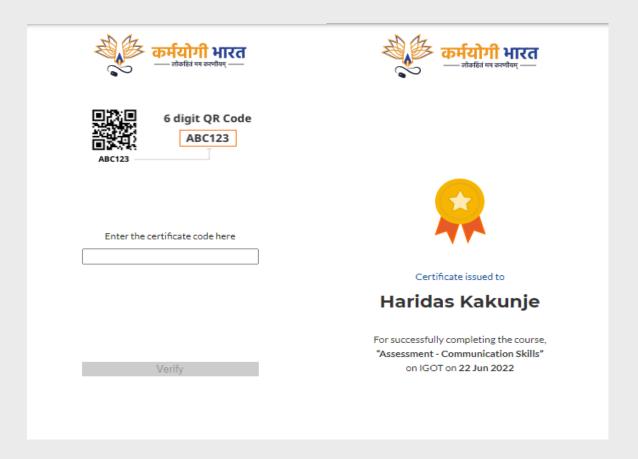
As soon as the user completes a course, a certificate will be displayed as shown below ( Note: only if content creator has uploaded one)



To download the certificate, click on the certificate card



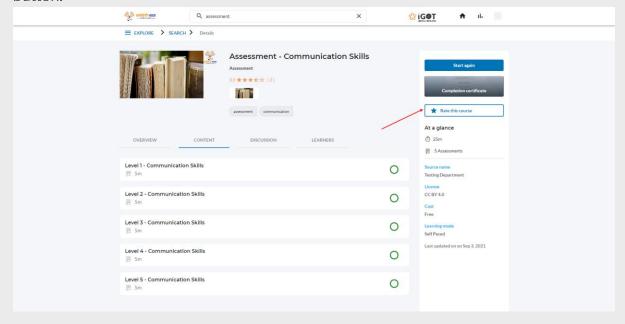
Completed courses will be displayed under user profile. To get a digital certificate user can scan the QR code.



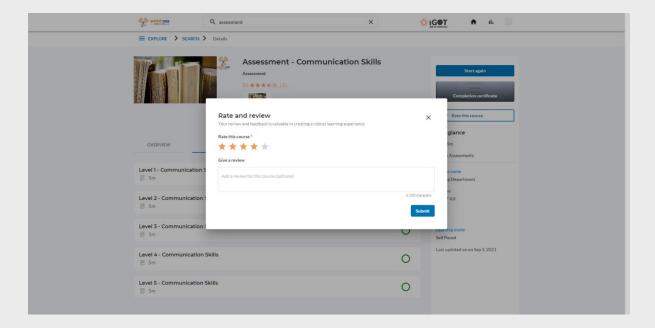
To consume the course again, user can click on the "Start again" button

# 8.1.2 Rate this course/program

Users can rate the course they have consumed by clicking on the "Rate this course" button.

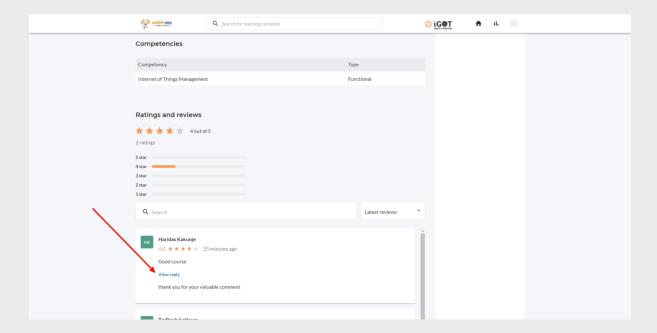


Choose the rating star and provide the review comment in the comment box which is optional and click on "Submit"



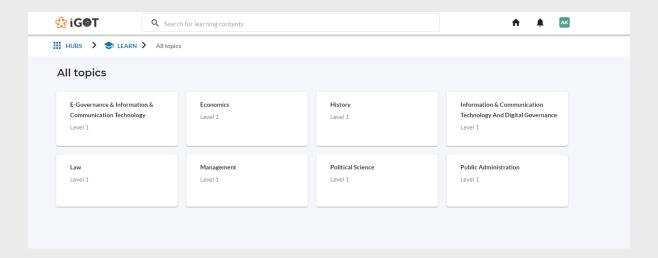
The ratings and reviews will be displayed in the course overview page

Learners can view the replies from the content creator in the course overview page. For that click on the overview tab and click of "view reply"

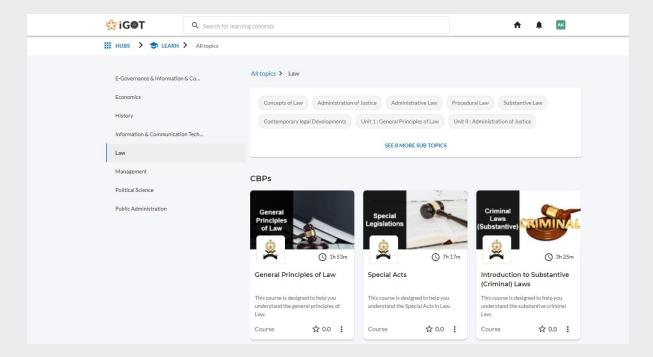


# 8.1.3 Explore by topic, competency and provider

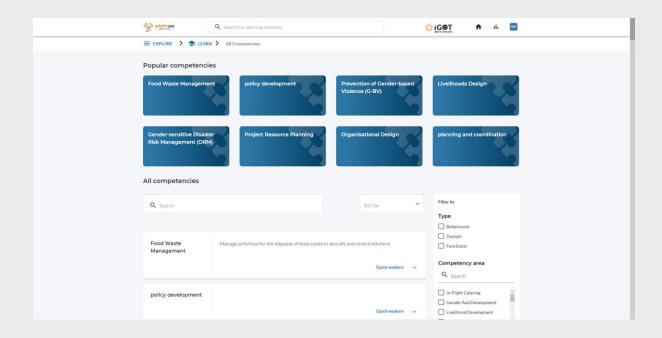
User clicks on the "Explore by topic" to land on the below screen where courses are classified into different categories.



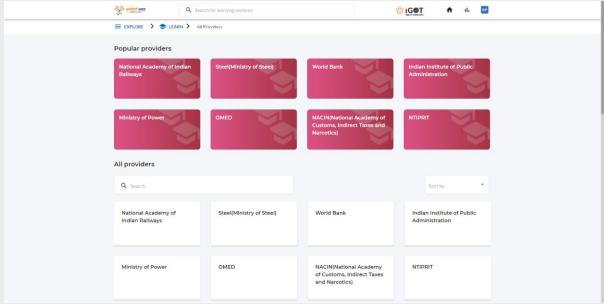
Clicking on any topics from the above page, the user will land on the below screen where the list of courses based on the selected topic can be viewed.



User clicks on the "Explore by competency" to land on the below screen where courses are classified into different categories.



User clicks on the "Explore by provider" to land on the below screen where courses are classified into different categories.

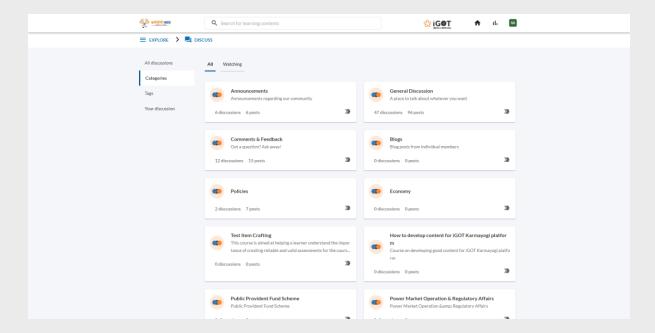


#### 8.2 Discuss Hub

User navigates to the below screen by clicking on 'Hubs-> Discuss' or clicking on the "Discuss" button under the Discuss section in the home screen.

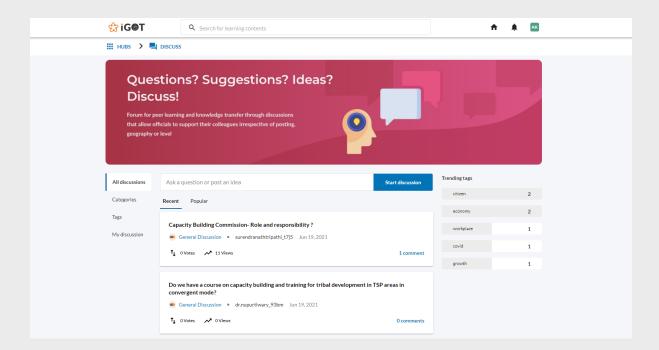
## 8.2.1 Categories

Users after clicking on the "Discuss hub" will be redirected to the page displayed below, where the discussion/topics/posts are categorized as Announcements, General discussion, Comments & feedback and Blogs.

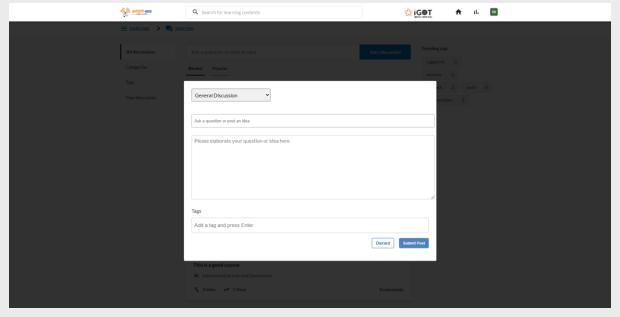


#### 8.2.2 All Discussions

Users will be able to see all discussions which are made by other users in the "All discussions" tab under the Discuss Hub.



Users can start a discussion by clicking on the "Start discussion" button. A popup will open where they can post their ideas, also they will have the option to categorize and add tags to their post.

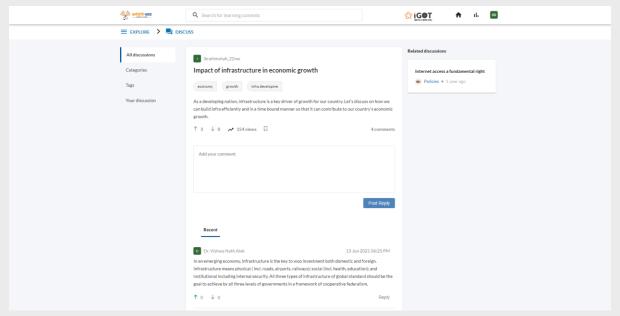


Note: Once submitted, the post will be displayed in both 'All discussion 'and 'Categories' section .

By clicking on any post/topic, the user will be directed to the details of the post.

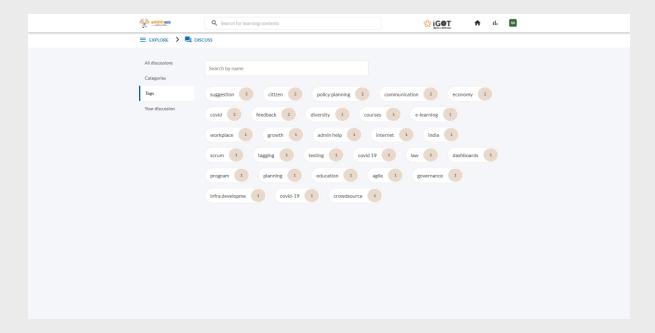
- On clicking the bookmark icon , the user can bookmark any post. Clicking on the same bookmark icon again will remove it.
- User can upvote or downvote other's posts by clicking on the up and down arrow below the post

- Users can post comments on other's posts by clicking on the "Reply" button.
- User can provide reply to any posted comment by clicking on "Reply" under each comment

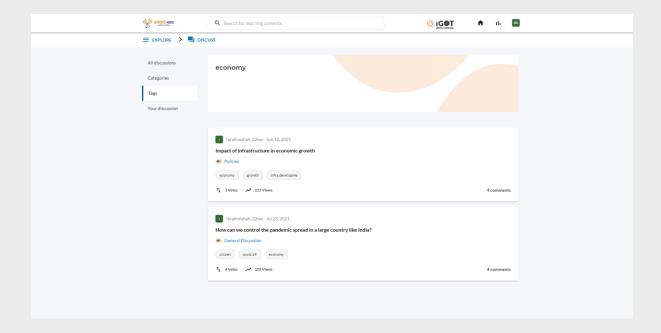


# 8.2.3 Tags

Users click on the "Tags" option to land on the below screen where they will be able to view the post based on the tags used.



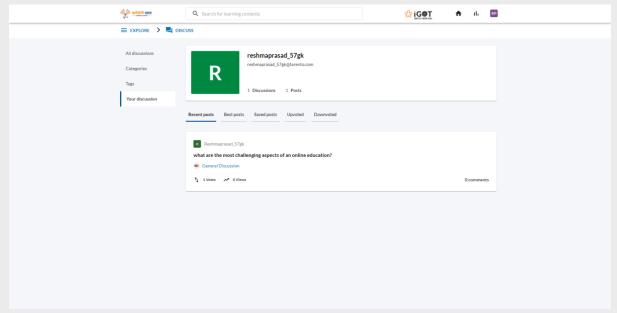
As the user clicks on any tags, a list of discussions with the selected tag will be displayed as below.



#### 8.2.4 Your Discussion

User clicks on the "Your discussions" option from the left menu to view the discussions posted by themselves. As the user clicks on "Your discussion" there will be five tabs under that screen as:

- 1. Recent posts: Posts that are recently created by the user will be displayed in this tab
- 2. Best posts: User can view all the post based on the ascending order of the number of votes
- 3. Saved posts: User can view all the saved/bookmarked posts
- 4. Upvoted: Any posts that is upvoted by the user will be displayed under this section
- 5. Downvoted: Any post that is downvoted by the user will be displayed under this section

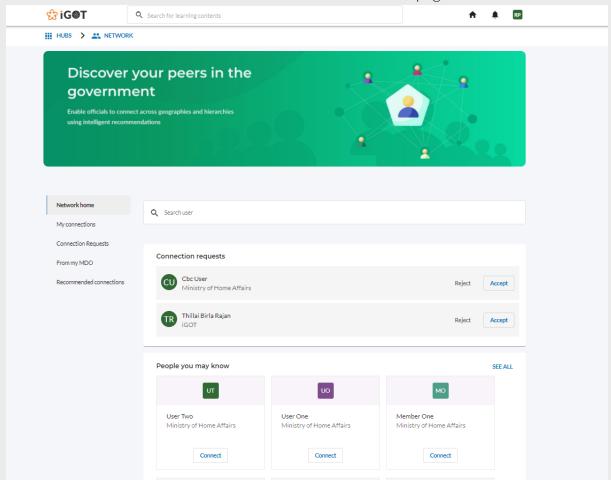


#### 8.3 Network Hub

Users are able to connect with other users from the same or other MDOs under Network Hub.

#### 8.3.1 Network Home

The user navigates to the below screen by clicking on 'Hubs-> Network' or clicking on the "Network" button under Network sections in the home page.

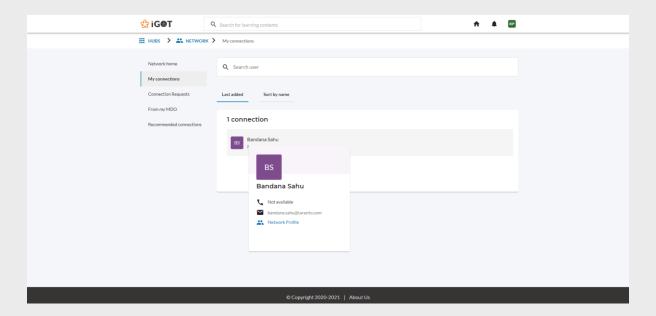


- To accept a connection request, user needs to click on the "Accept" button in the above image
- To reject a connection request, user needs to click on the "Reject" button in the above image

#### 8.3.2 Your Connections

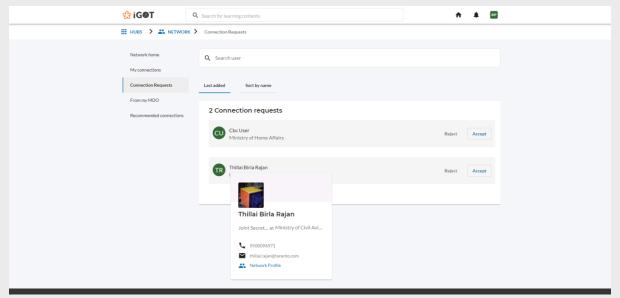
Users can see the list of connected users under "My connections".

On hover under my connections, the user can see a card with the basic details of the connected user.



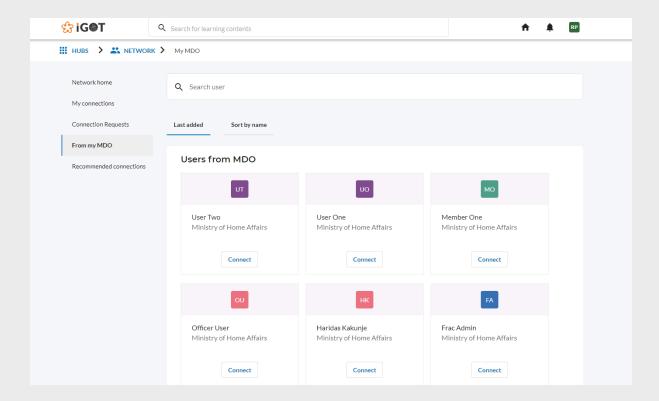
# **8.3.3 Connection Requests**

Users can see the connection request sent by other users under the "Connection requests" tab .Hovering on the name, the user can view the details of the requested user.



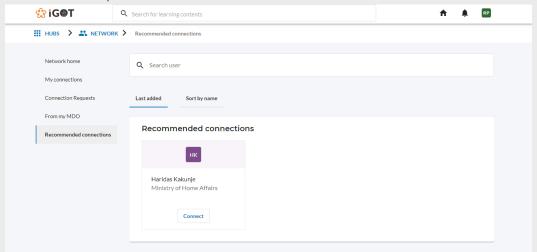
## 8.3.4 From your MDO

Users from the same MDO will be displayed here. To connect with other members in the MDO, they can click on the "Connect" button.



#### 8.3.5 Recommended Connections

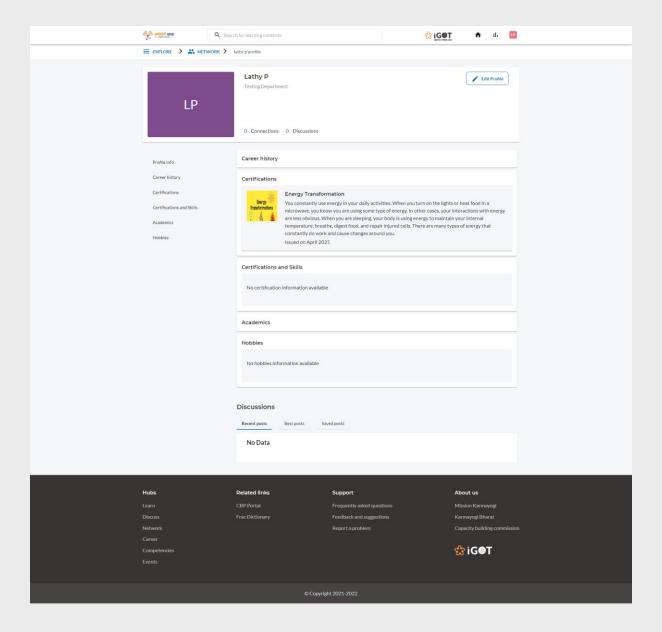
Users clicking on "Recommended connections" can see all recommended users based on their already connected users.



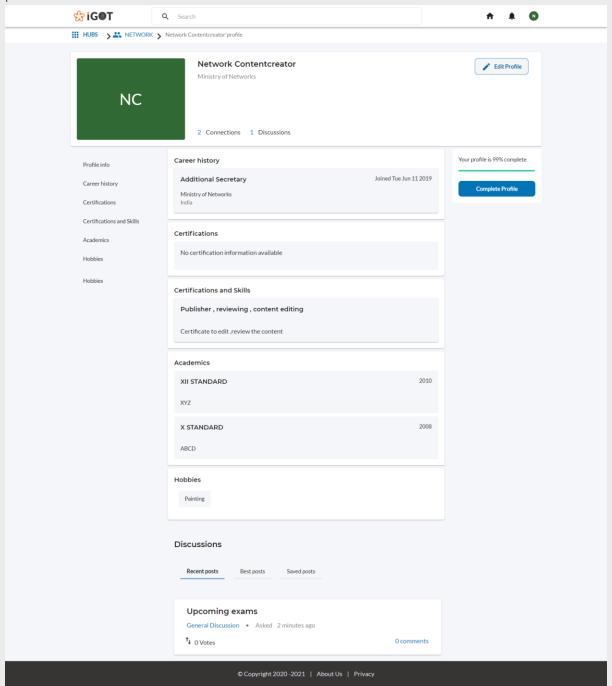
# 8.3.6 User profile

By clicking on any of the user's profile in the "Network hub", the user will be navigated to the profile page of that user.

Details below have to be updated in the user "Update Profile" under "Explore all features".



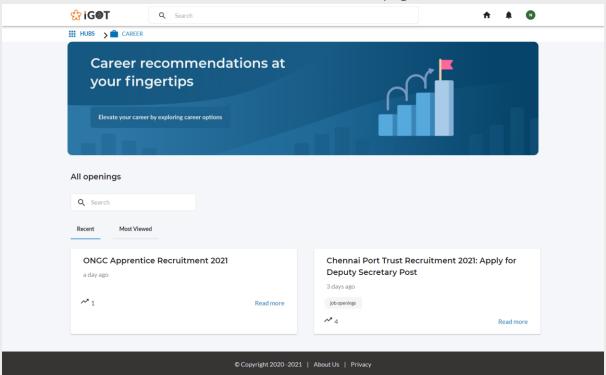
The user lands on the below user profile screen when the user clicks on his own profile.



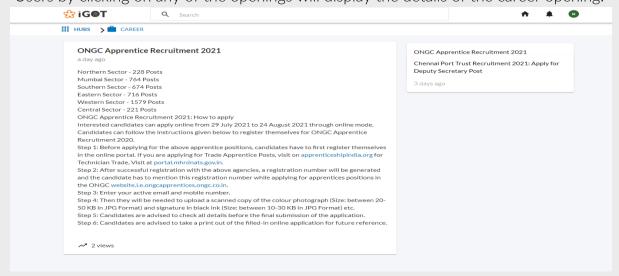
#### 8.4 Career Hub

Users are able to see All Openings which are created by Admin.

The user navigates to the below screen by clicking on 'Hubs-> Career' or clicks on the "Career" button under the Career section on the home page.

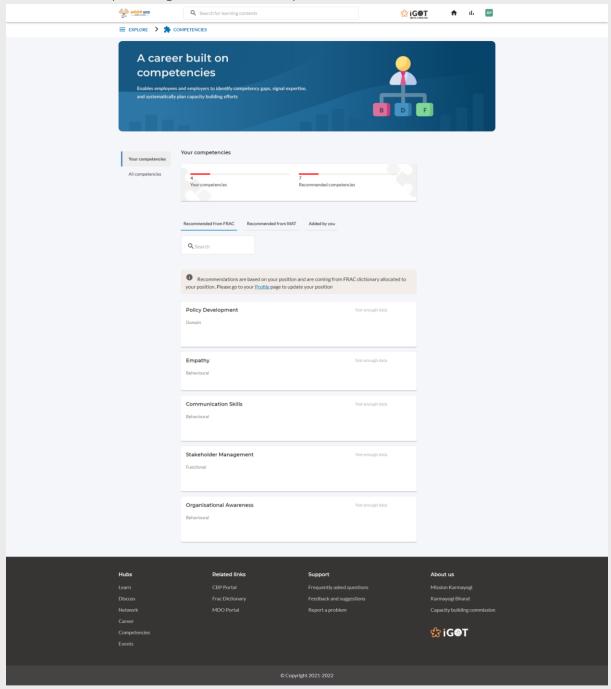


Users by clicking on any of the openings will display the details of the career opening.



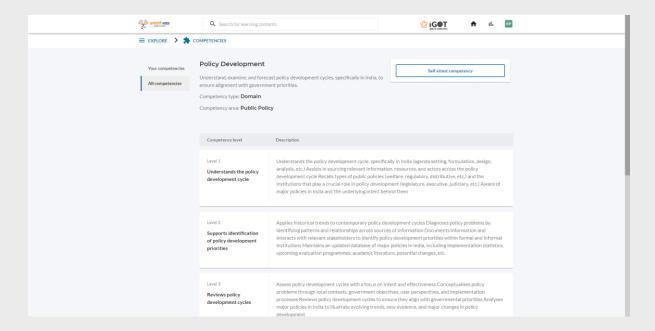
# 8.5 Competencies Hub

Users can add competencies under "Competencies Hub". The user navigates to the below screen by clicking on 'Hubs-> Competencies'.

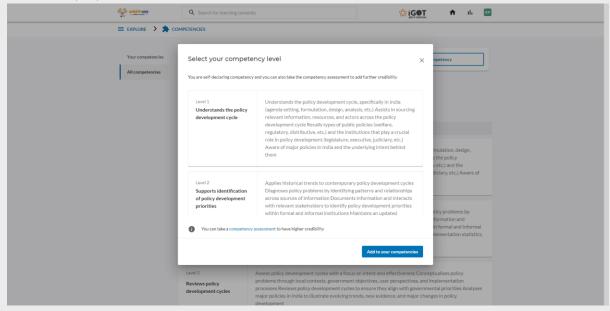


# 8.5.1 Self attest competency

As the user clicks on any competency from the recommended list



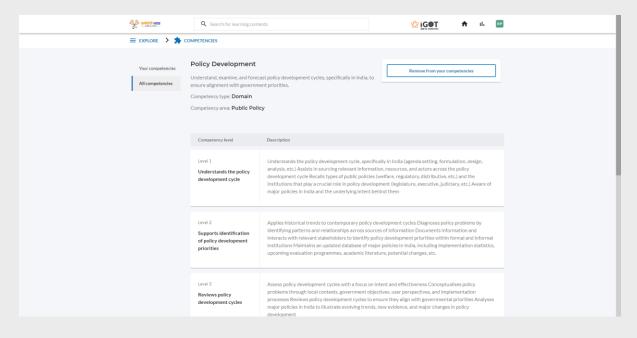
User clicks on "Self attest competency" , then a popup to choose the proficiency level will be displayed

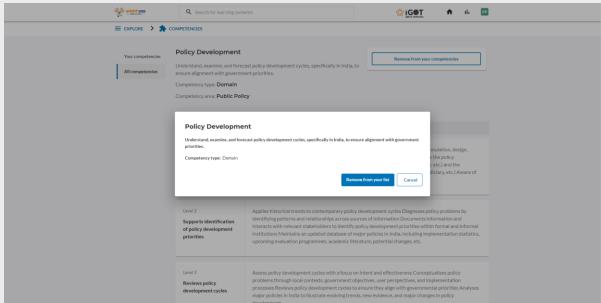


User needs to click on the add competency button to add the competency

## 8.5.2 Remove competency

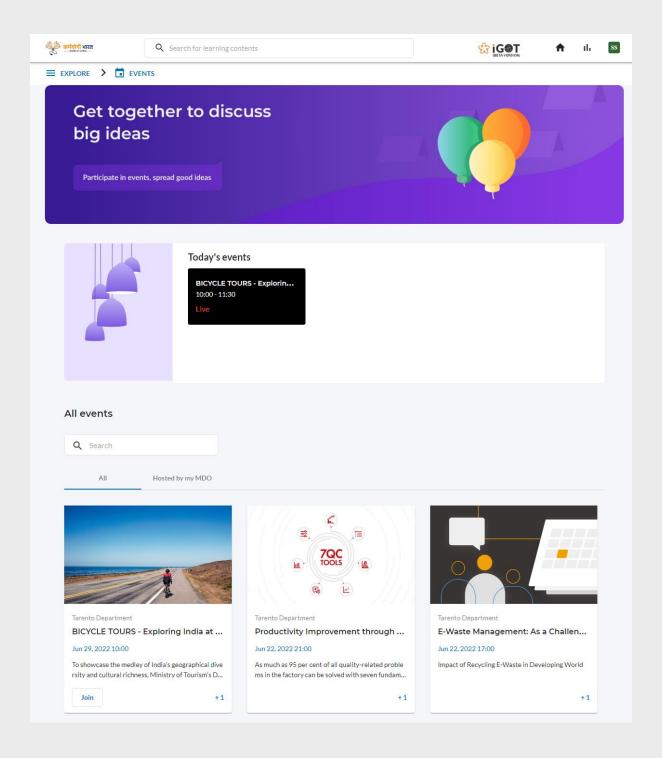
User removes the added competency by selecting the competency and then clicking on the "Remove from my list" button.





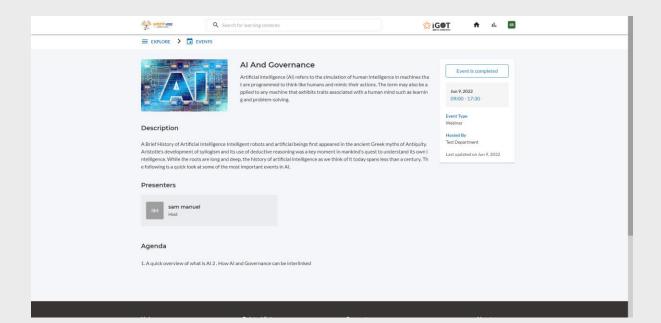
#### 8.6 Events Hub

The user navigates to the below screen by clicking on 'Hubs-> Events' where officers can view all the events under "All" tab and events hosted by there MDO under "Hosted by my MDO" tab

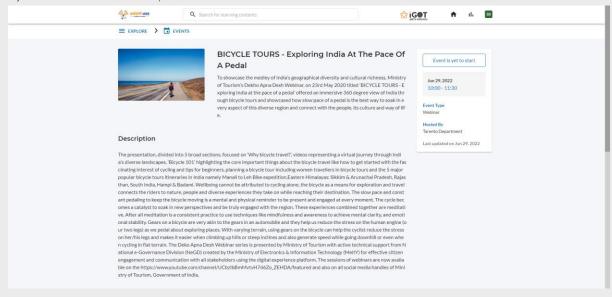


Officers can click on any event and based on the time of event they can view the details of that event

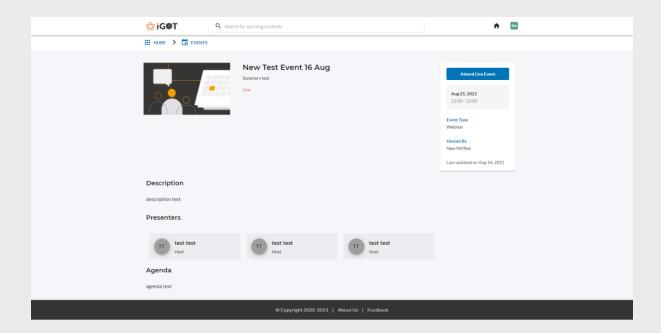
a) For a past event, the screen will look like below



b) For a future event, the screen will look like below



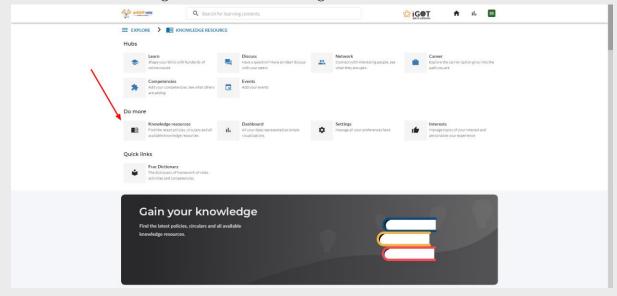
c) For a present day event, the screen will look like below



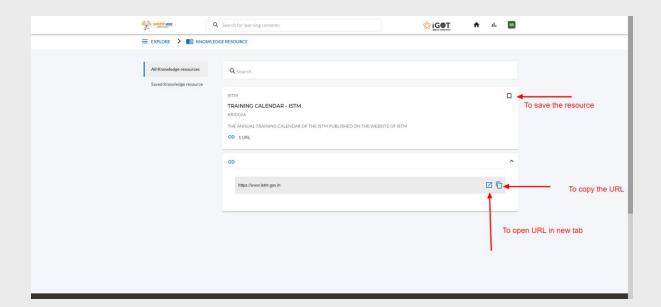
# 9. Knowledge Resources

Officers can find the latest policies , circulars and all knowledge resources under the knowledge resource section. To access that follow the below steps

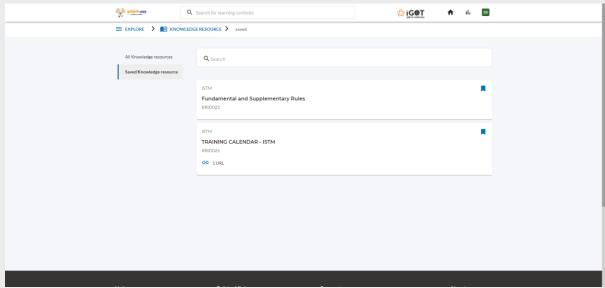
1. Click on "Knowledge resources "from mega menu



- 2. Choose any resources, click on save icon to save the resources
- 3. Click on copy url to copy the URL



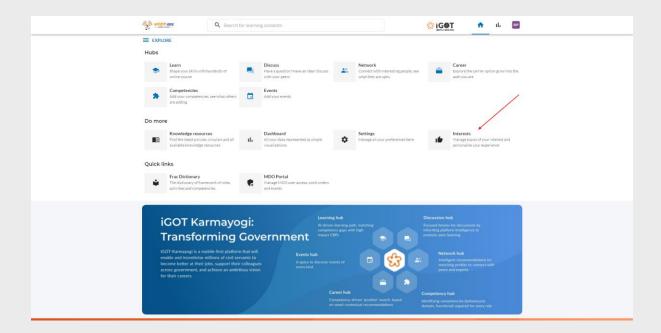
4. Click on saved resources



# 10. Interests

Officers can manage topics of your interest and personalize their experience by accessing the interest section. To access that follow the below steps

1. Click on the "Interest" section



2. Choose the section and make the changes

