KARMAYOGI PORTAL USER MANUAL

User Manual

Document Version: 1.1
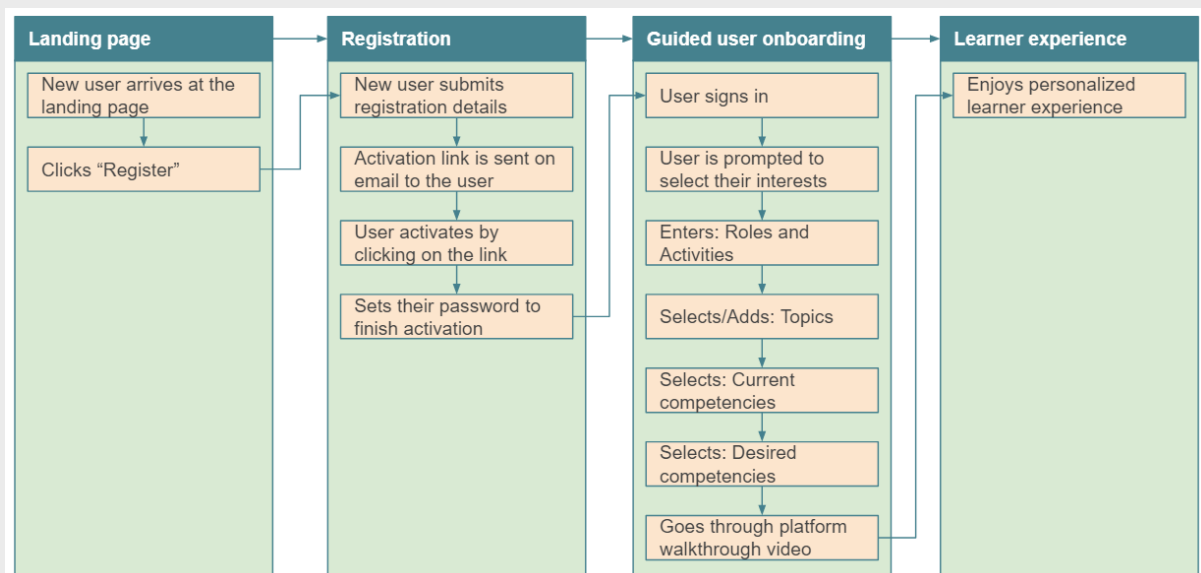
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Overview

This document describes the features available on the iGOT Karmayogi platform. The iGOT Karmayogi platform is accessible by the users authorized by the Department of Personnel and Training (DoPT) for the NIC environment. The different types of users on the platform are – Member/Officer/Officials

Link

Karmayogi user portal link stage: https://igot-stage.in/

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.

Landing page	Registration	Guided user onboarding	Learner experience
New user arrives at the landing page	New user submits registration details	User signs in	Enjoys personalized learner experience
Clicks "Register"	Activation link is sent on email to the user	User is prompted to select their interests	
	User activates by clicking on the link	Enters: Roles and Activities	
	Sets their password to finish activation	Selects/Adds: Topics	
		Selects: Current competencies	
		Selects: Desired competencies	
		Goes through platform walkthrough video	

Users can self register to karmayogi portal by following the below steps
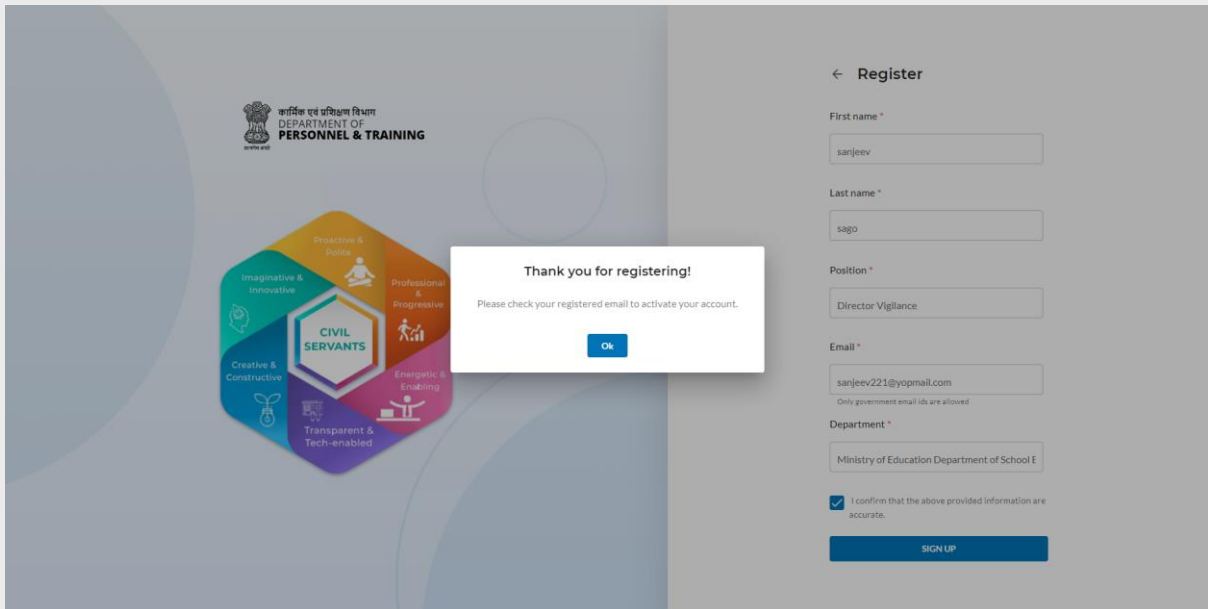1. Launch the karmayogi portal URL and Click on "Register" button
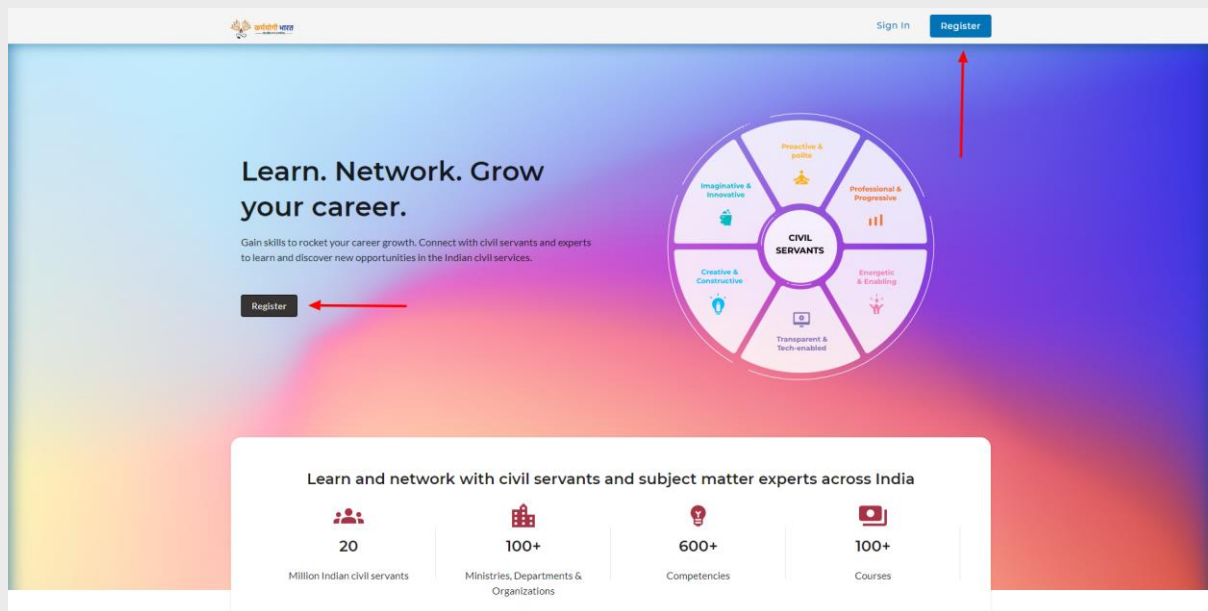
2. Fill all mandatory fields - First name, Last name, Position, email id, MDO and check the self declaration
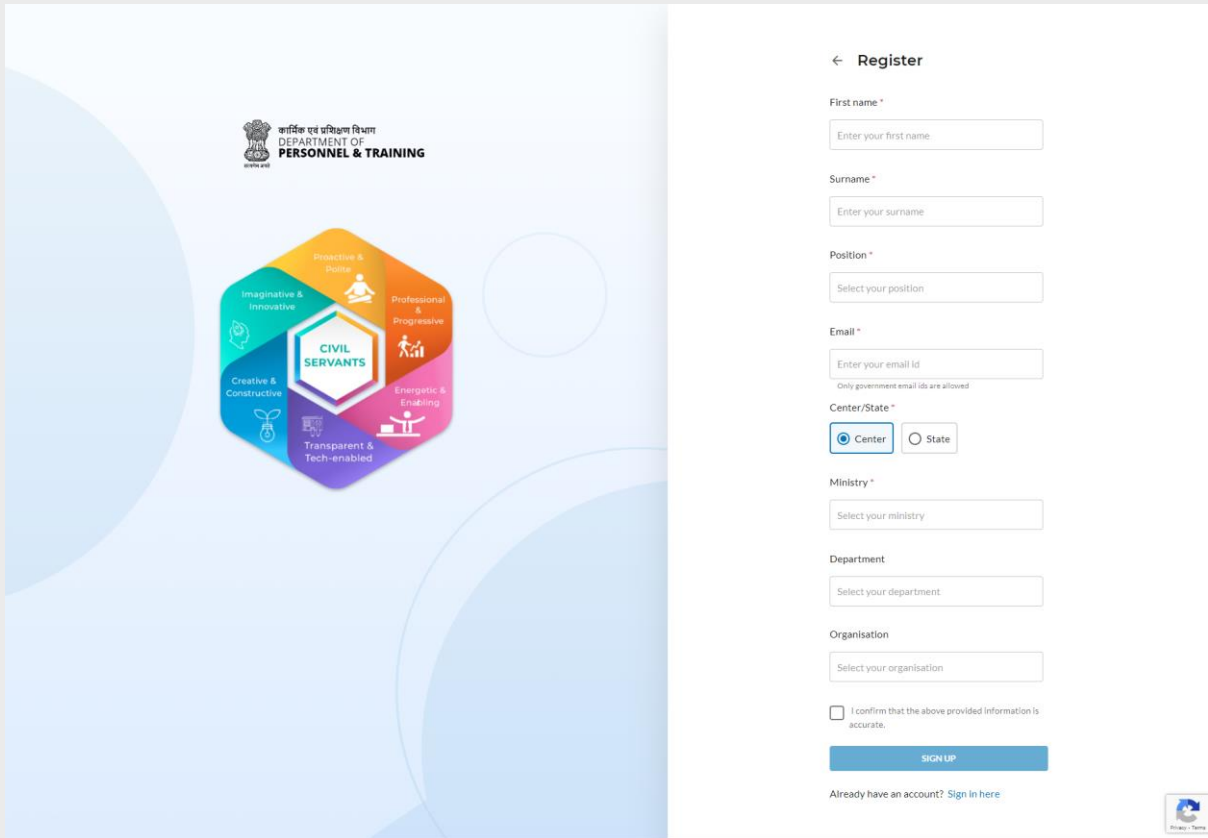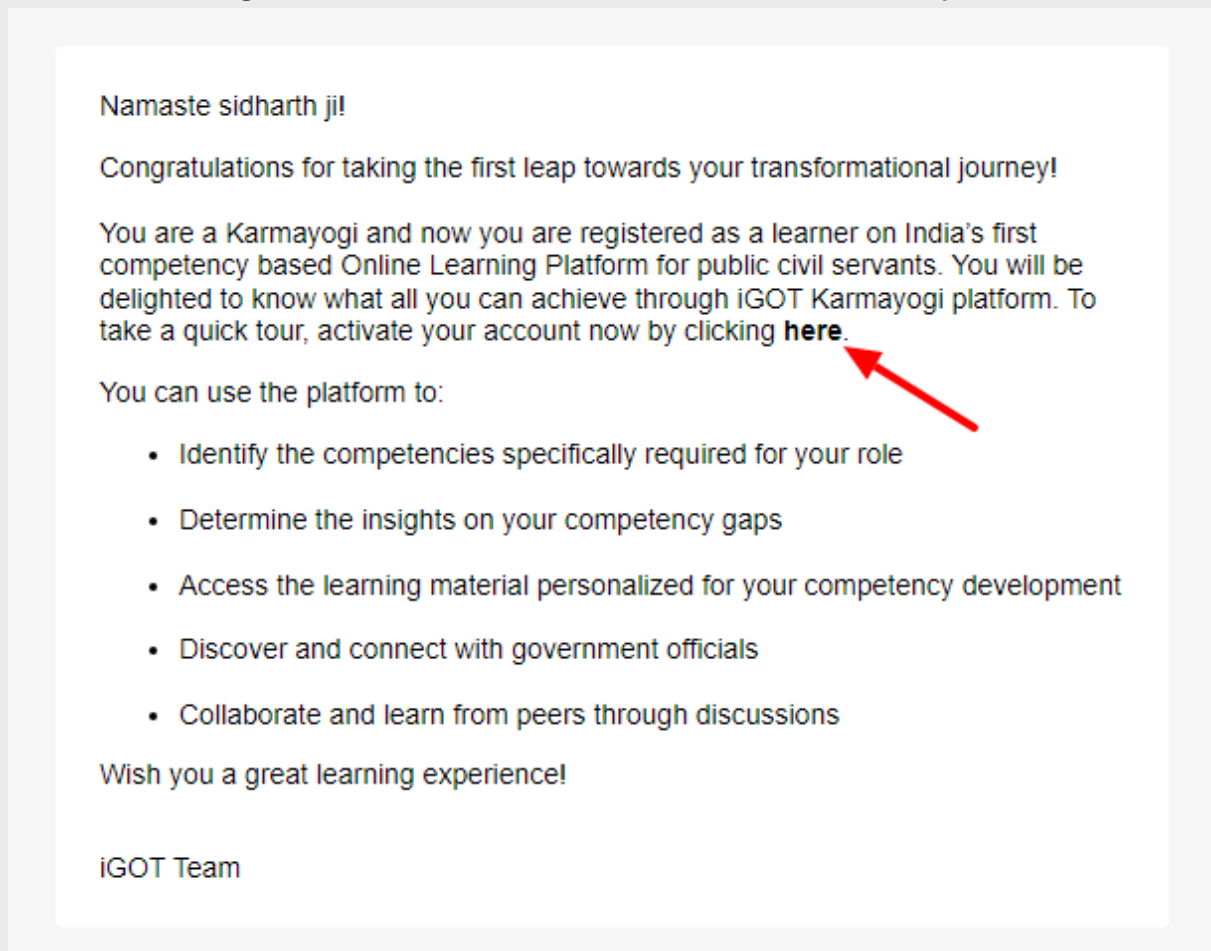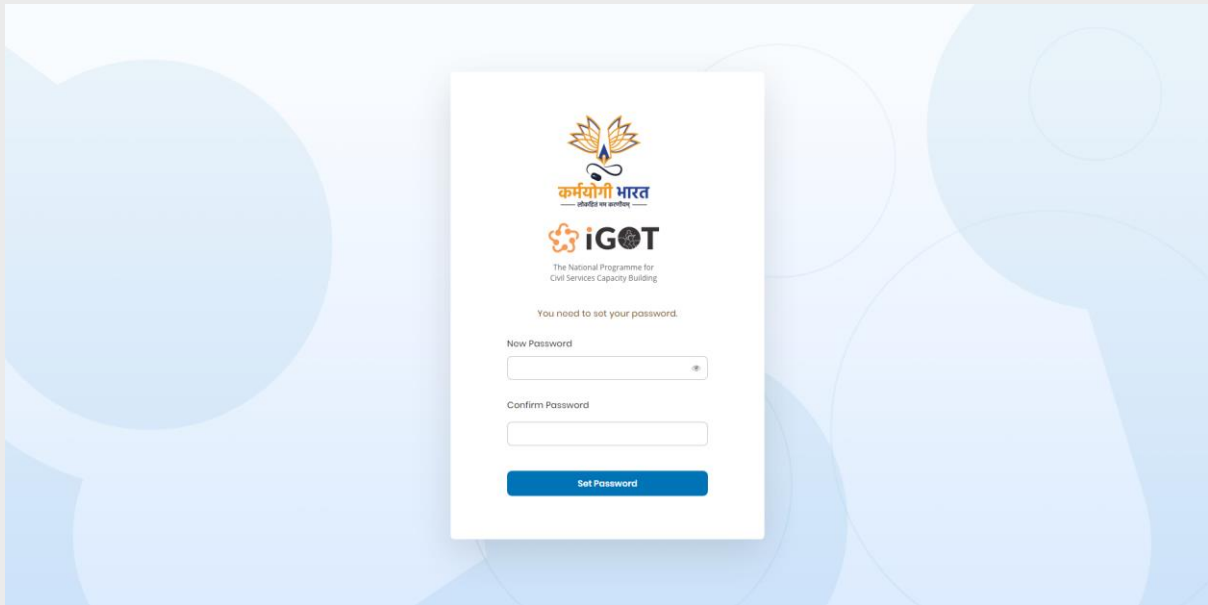
3. Click on "SIGN UP"

Login

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 quick 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..
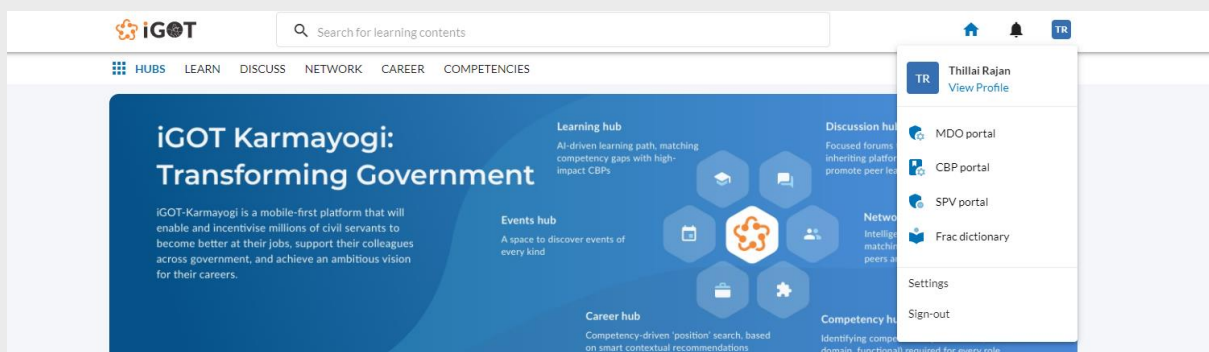
The access to the FRAC tool is only permitted to the users having FRAC related roles like:

1. FRAC admin (who will have access to create editor in future)
2. Volunteers/ paid professionals having access to creating competencies
3. IFU (Independent FRACing Unit) from each MDOs

4. FRAC review board including Scrubber, Technical check and Review
   & Accept board.

Overview of the FRAC tool is here.

KARMAYOGI PORTAL

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.

All user roles like the SPV admin, MDO admin, Content Creator,
Reviewer, Publisher, Officer and FRAC tool users can access the
Karmayogi portal.

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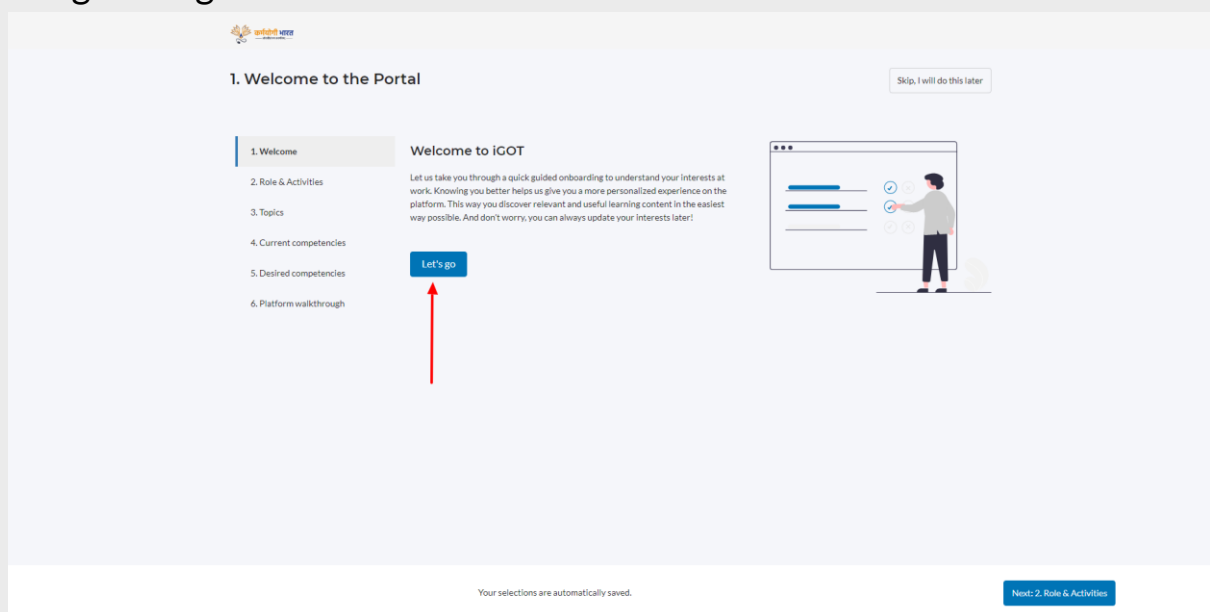
2. Enter the role and activities , and click on "Add"

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
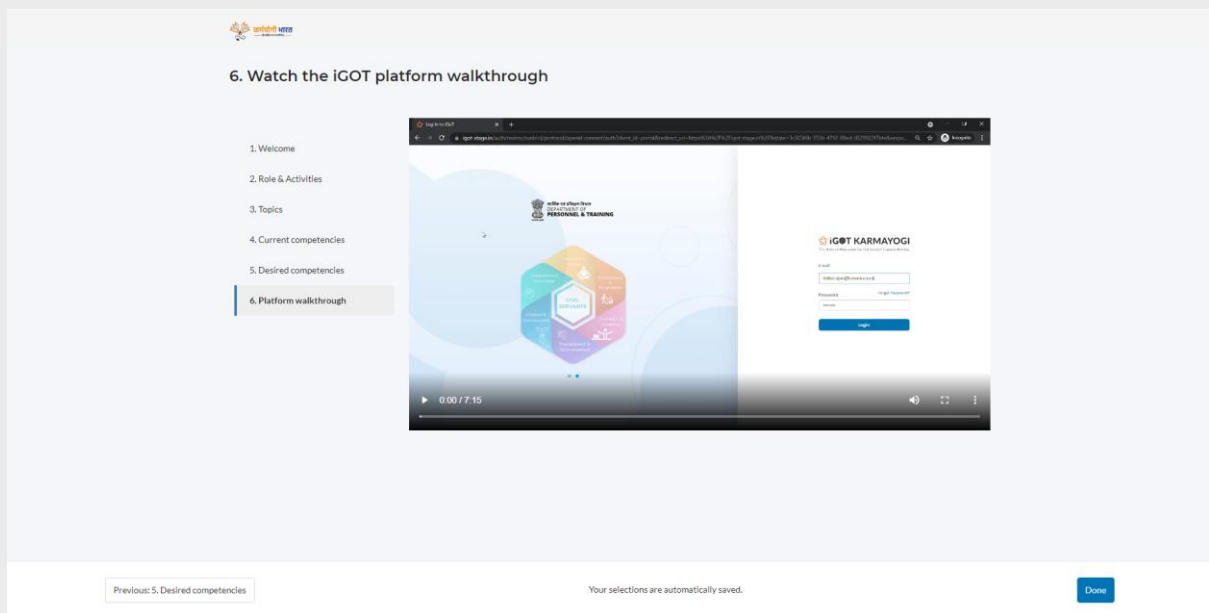
6. Select the current competency with level of proficiency

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

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

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.
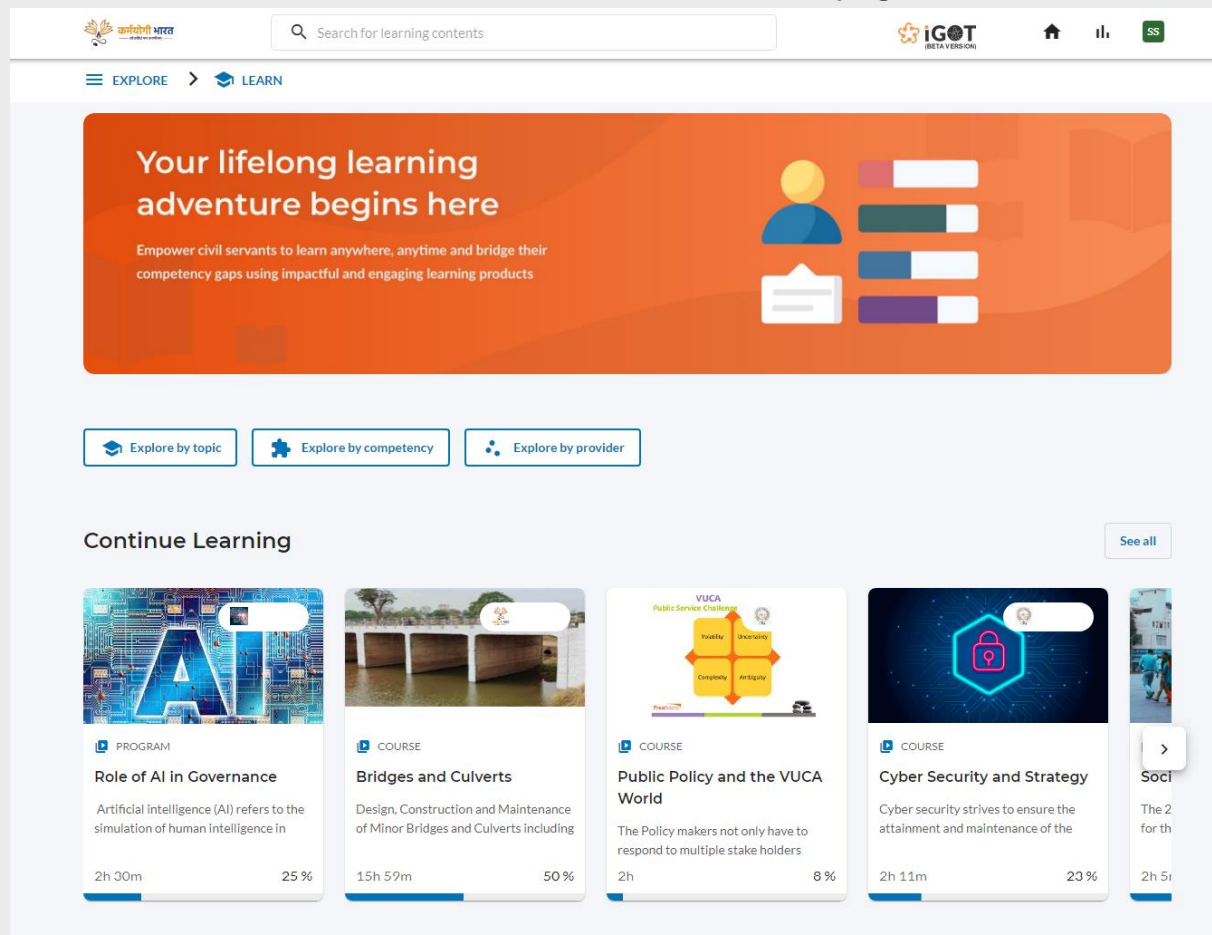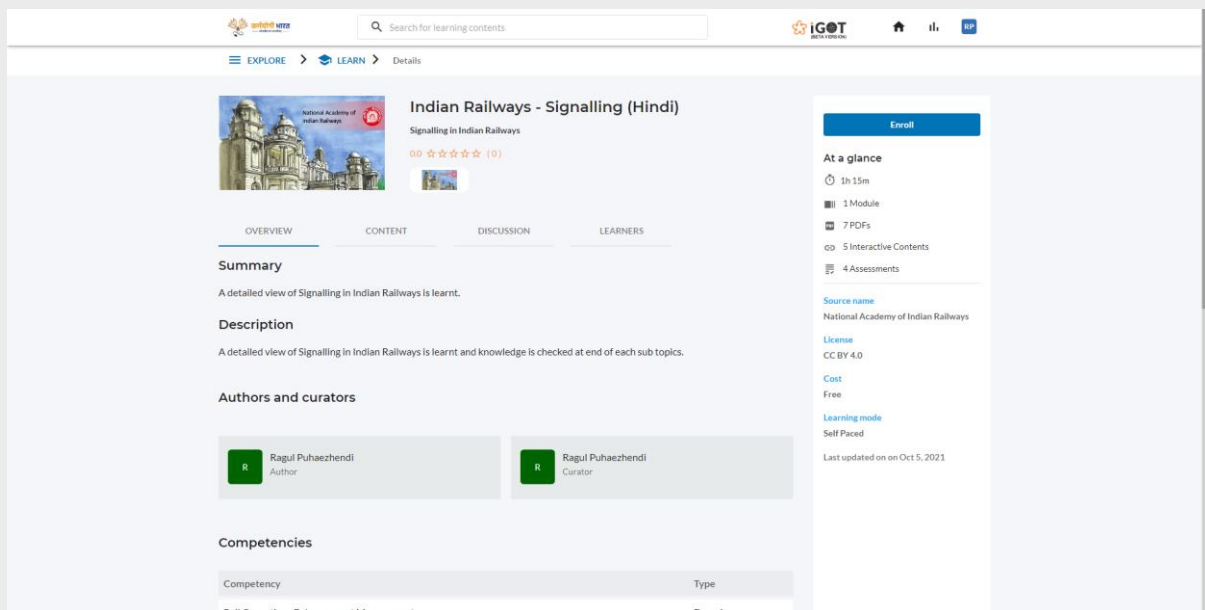
User lands on the below screen after clicking on 'Hubs ->Learn hub' or the "Learn" button under the learn section in the home page.
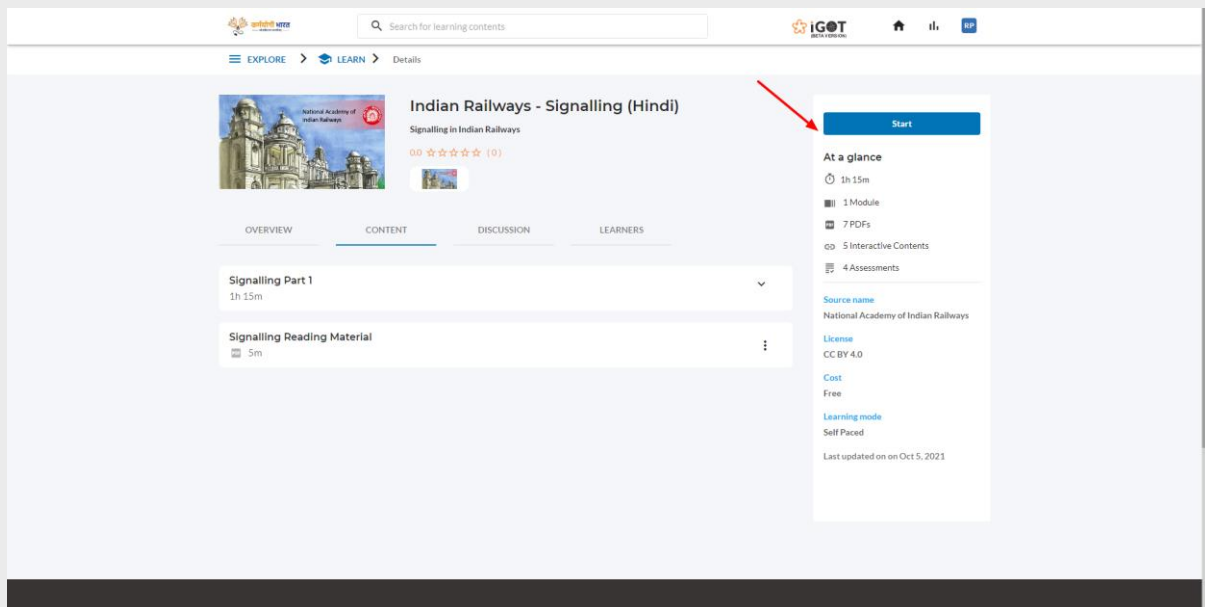

Content Consumption

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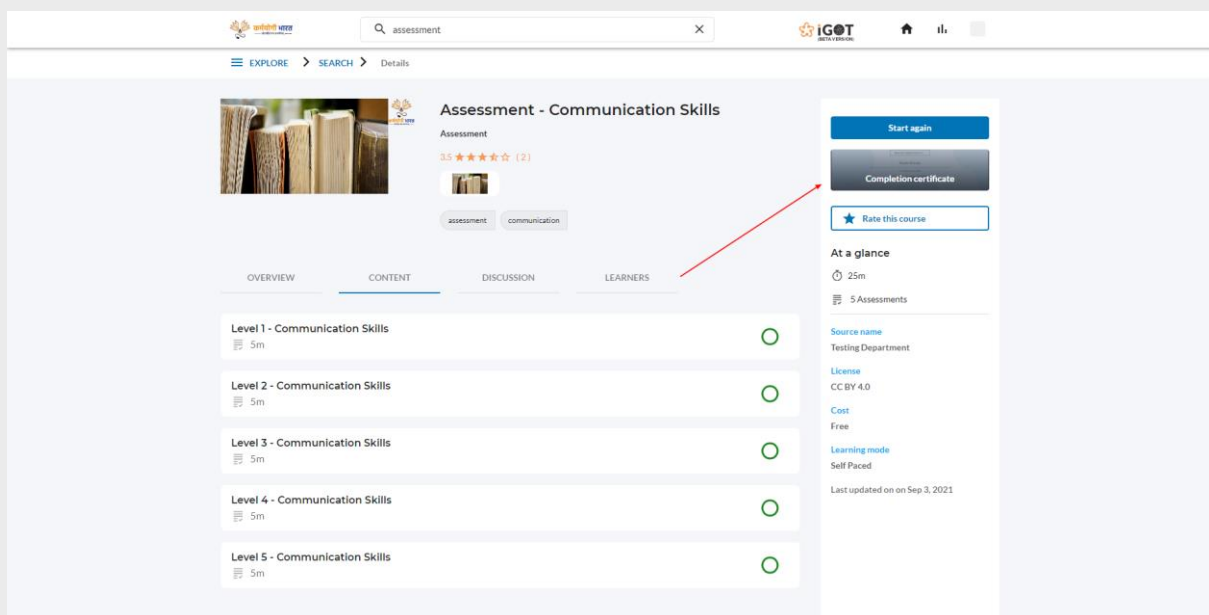

 User clicks on the "Enroll" button and then "Start" button to start consuming the course.

Once the start button is clicked the user will navigate to the content consumption screen as shown below.
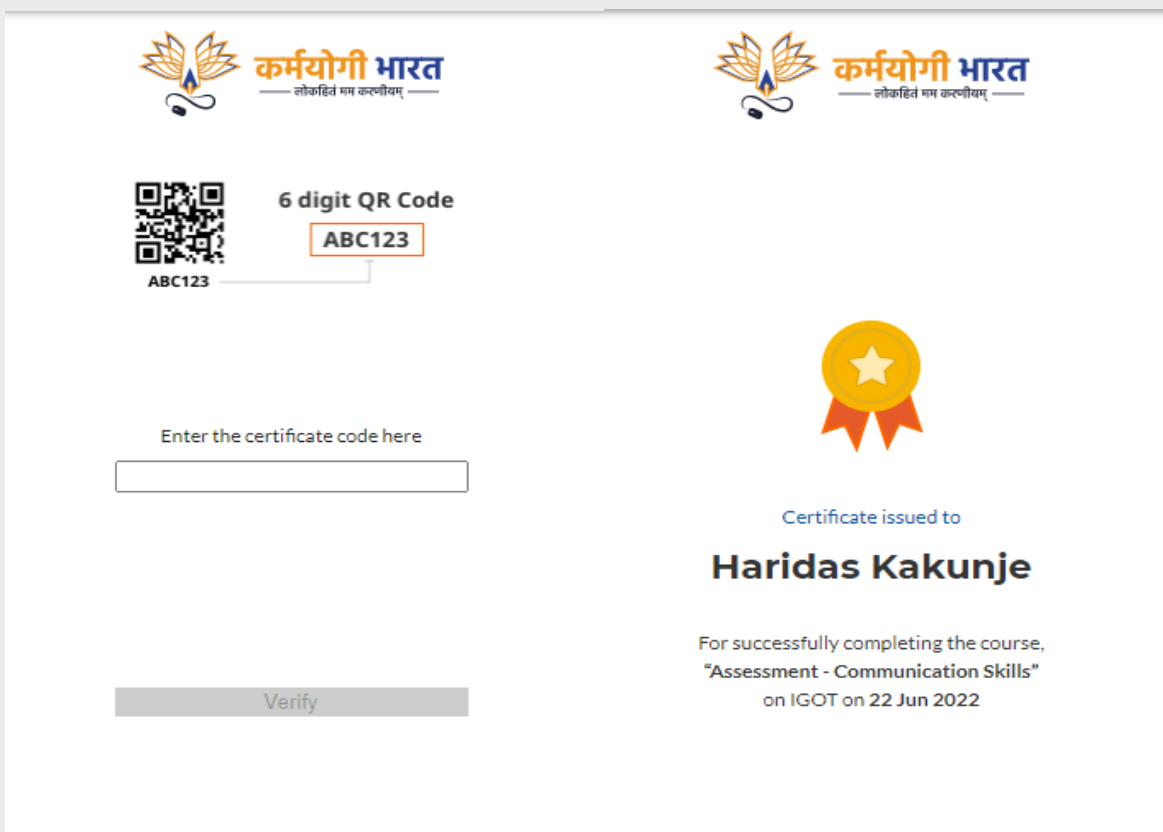
As soon as the user completes a course, a certificate will be displayed as shown below (Note: only if content creator has uploaded one)

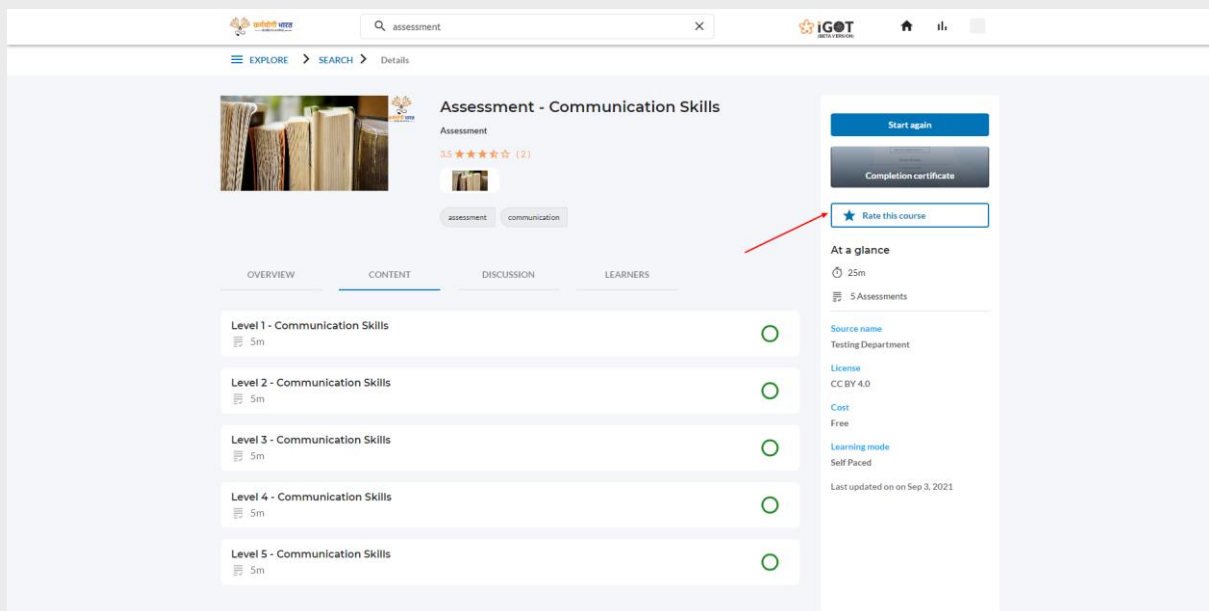To download the certificate, click on the certificate card
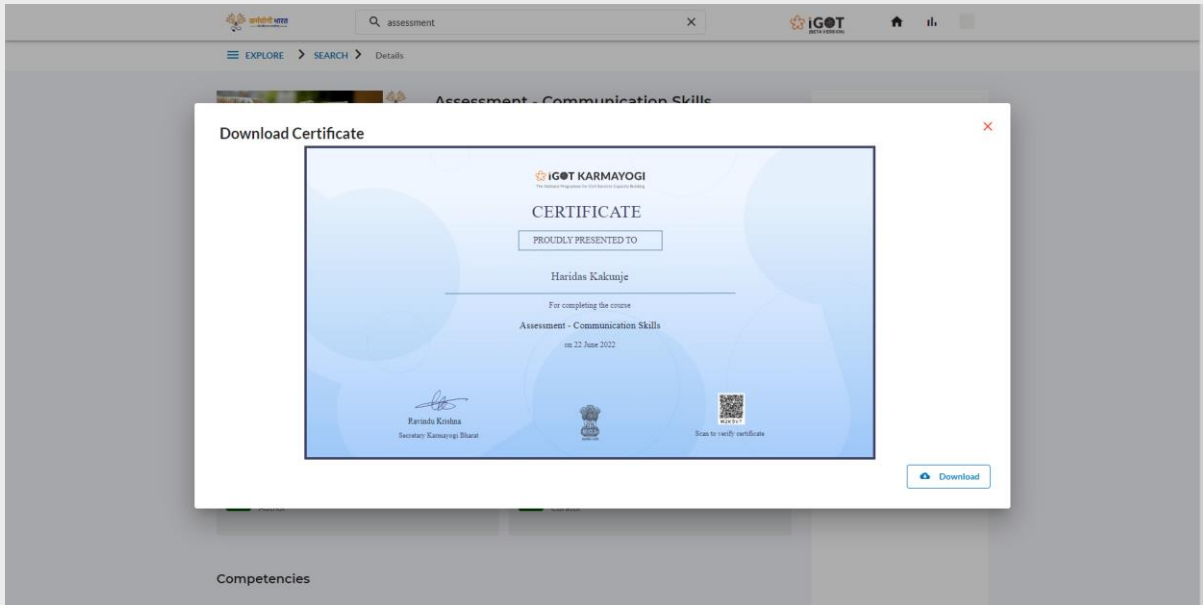
Completed courses will be displayed under user profile. To get a digital certificate user cna scan the QR code

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

Rate this course/program

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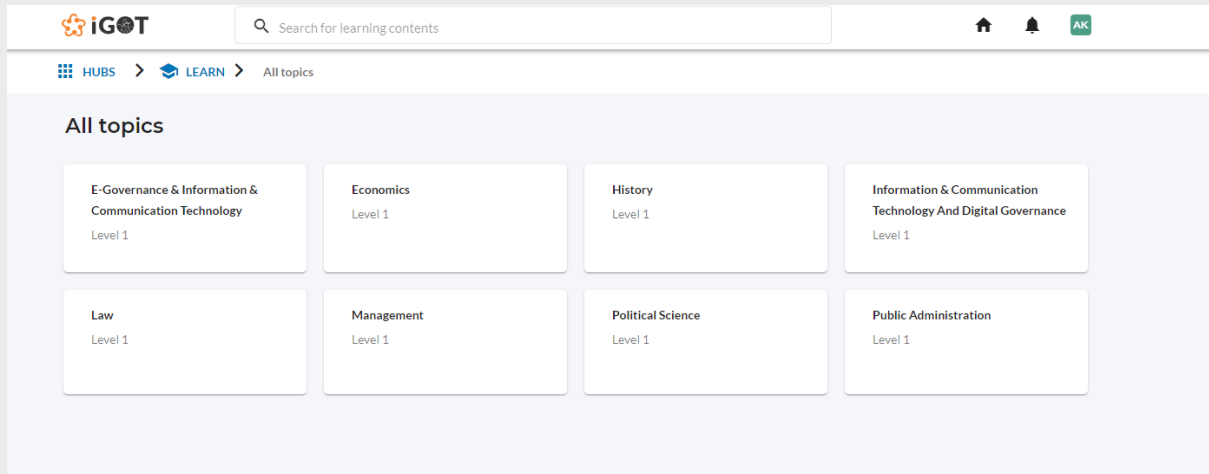

Choose the rating star and provide the review comment in the comment box which is optional and click on "Submit"
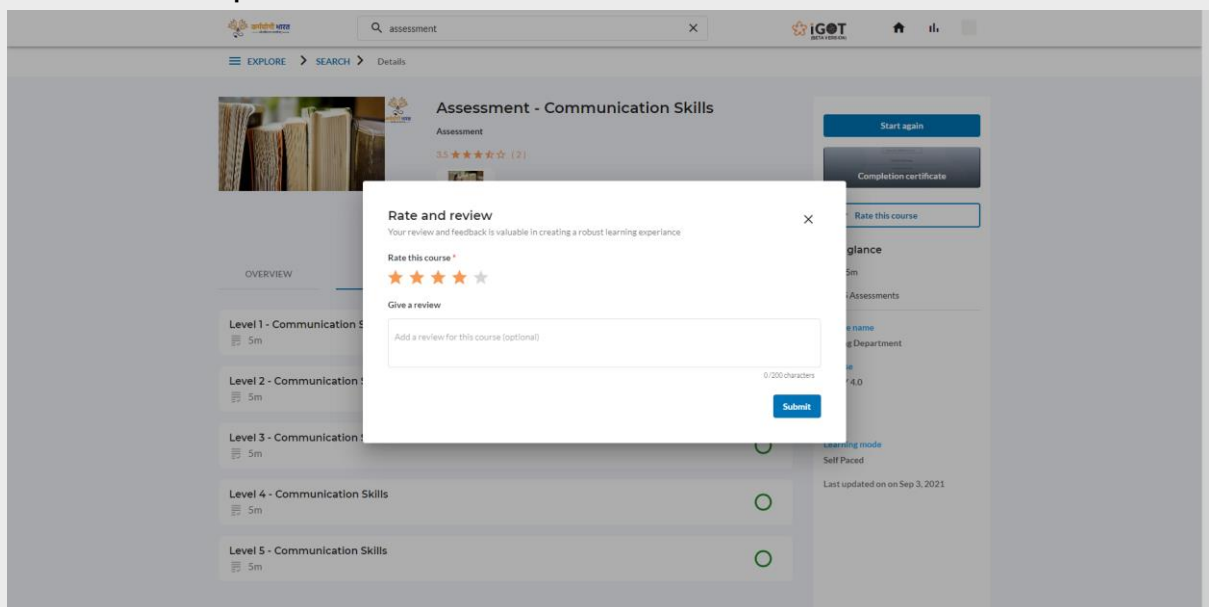
THe ratings and reviews will be displayed in the course overview page

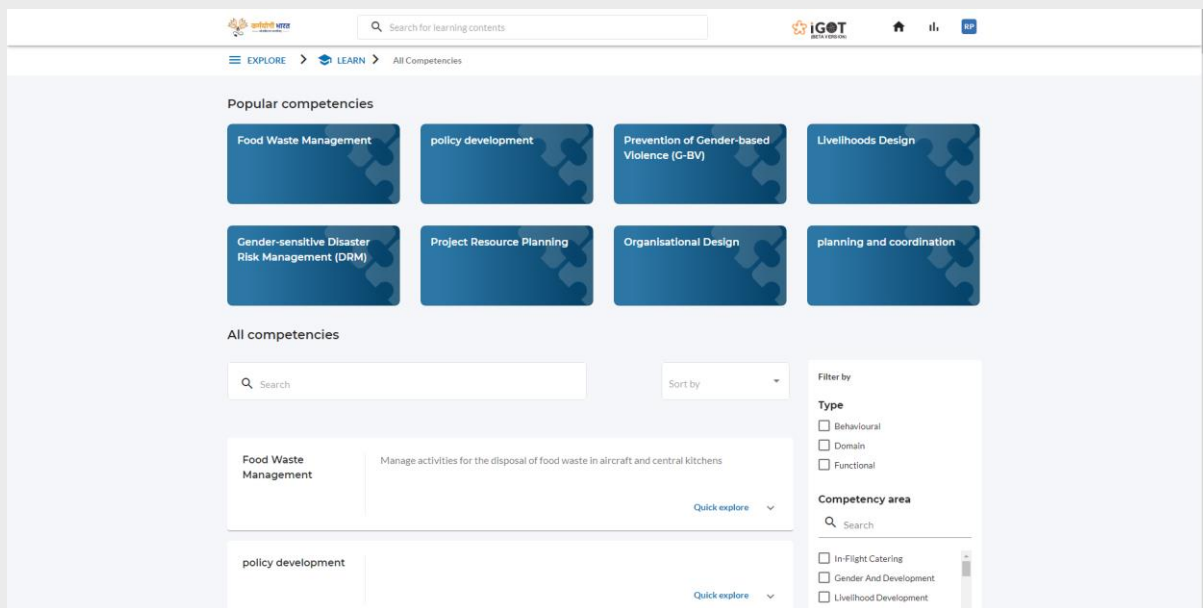## Explore by topic, competency and provider

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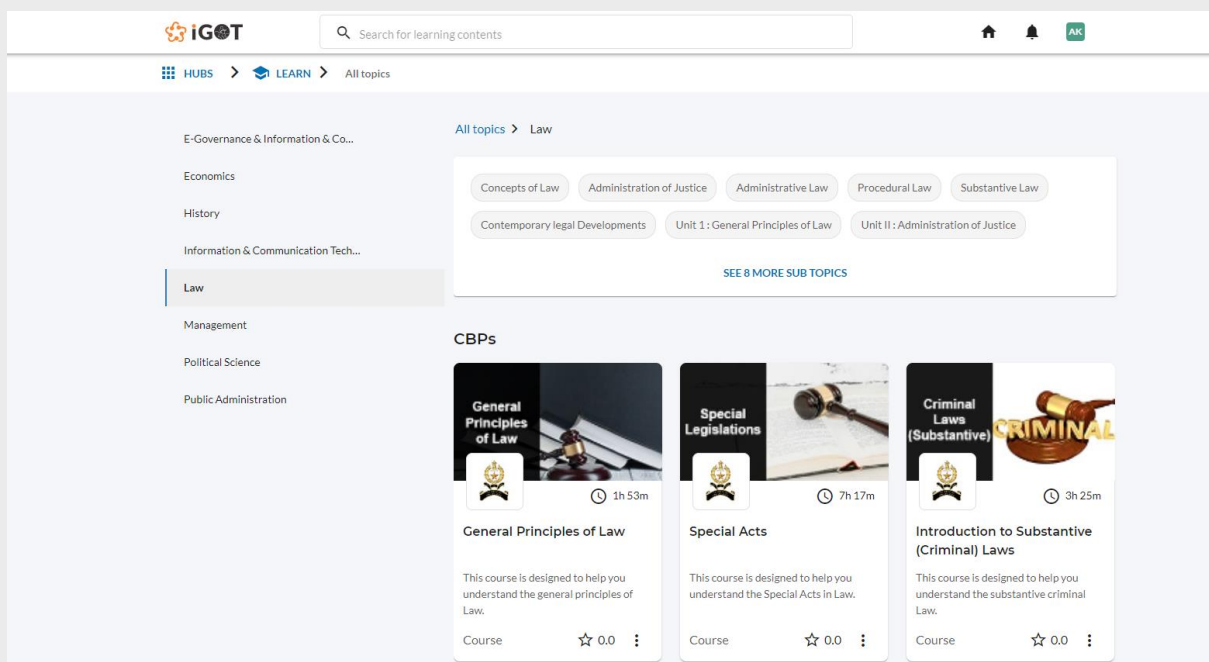
User clicks on the "Explore by competency" to land on the below screen where courses are classified into different categories.

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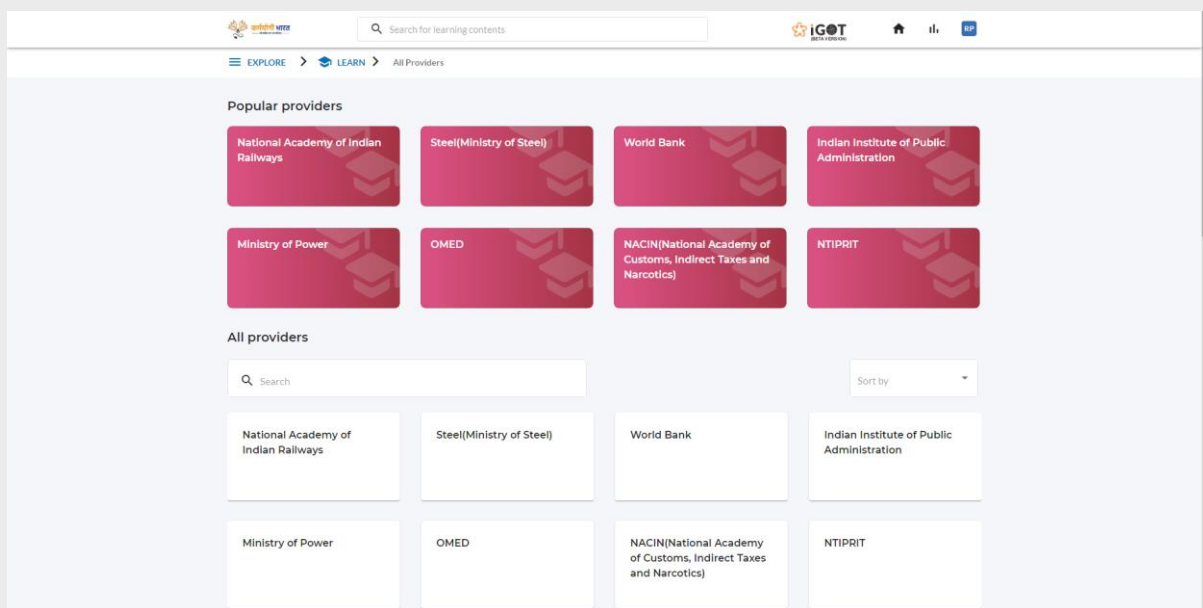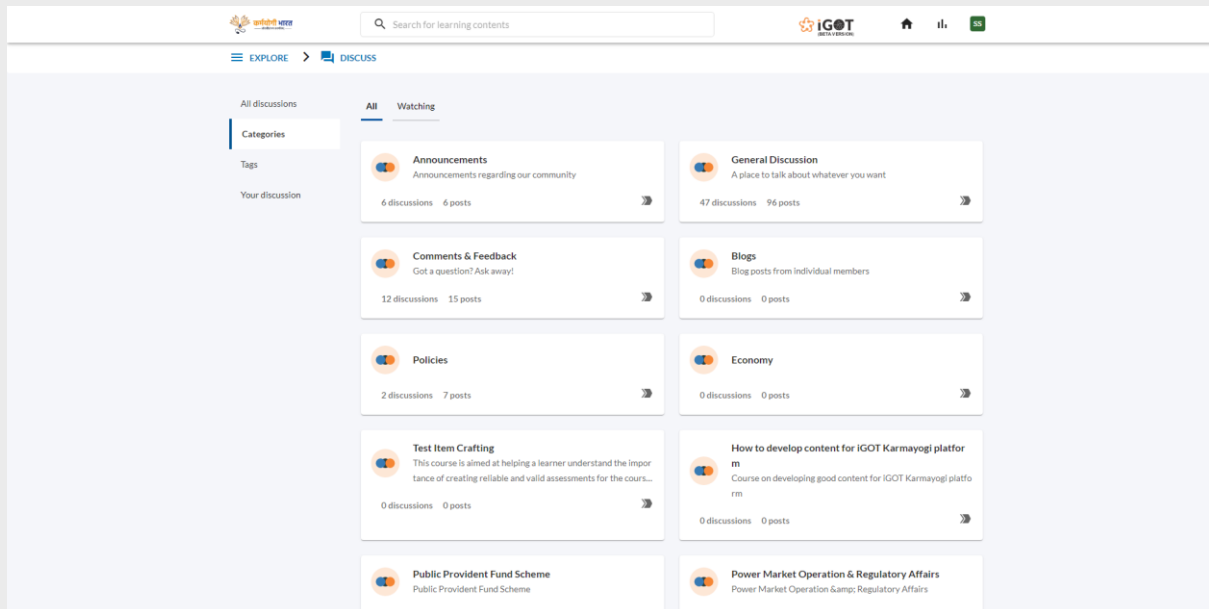

Discuss Hub

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.
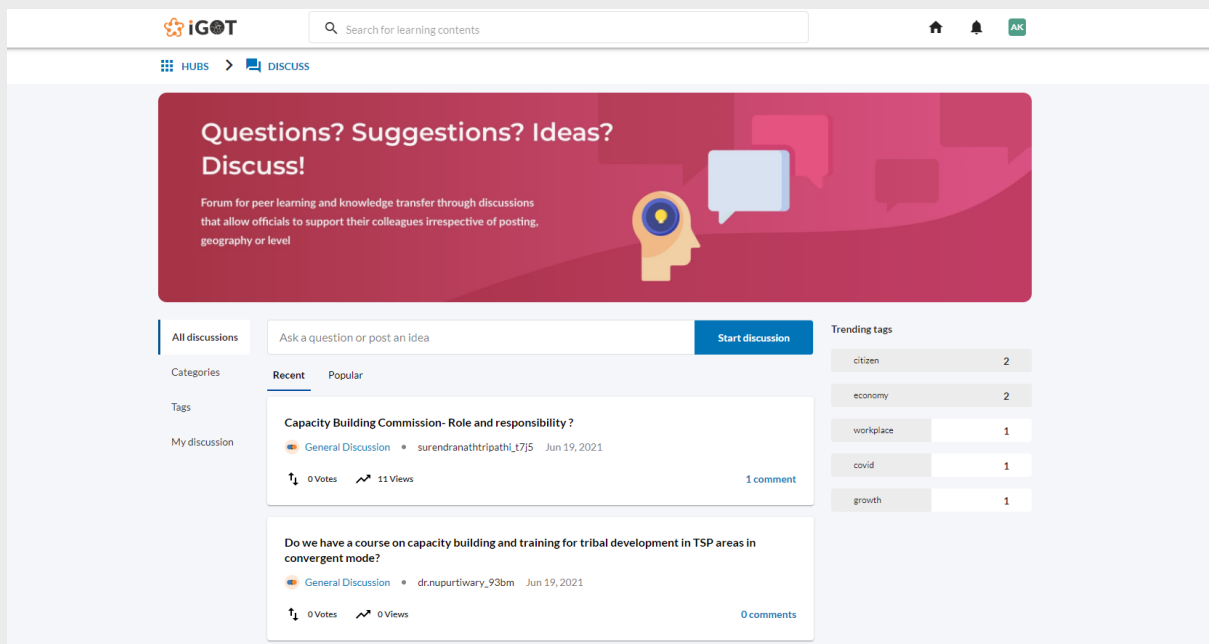
Categories

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.
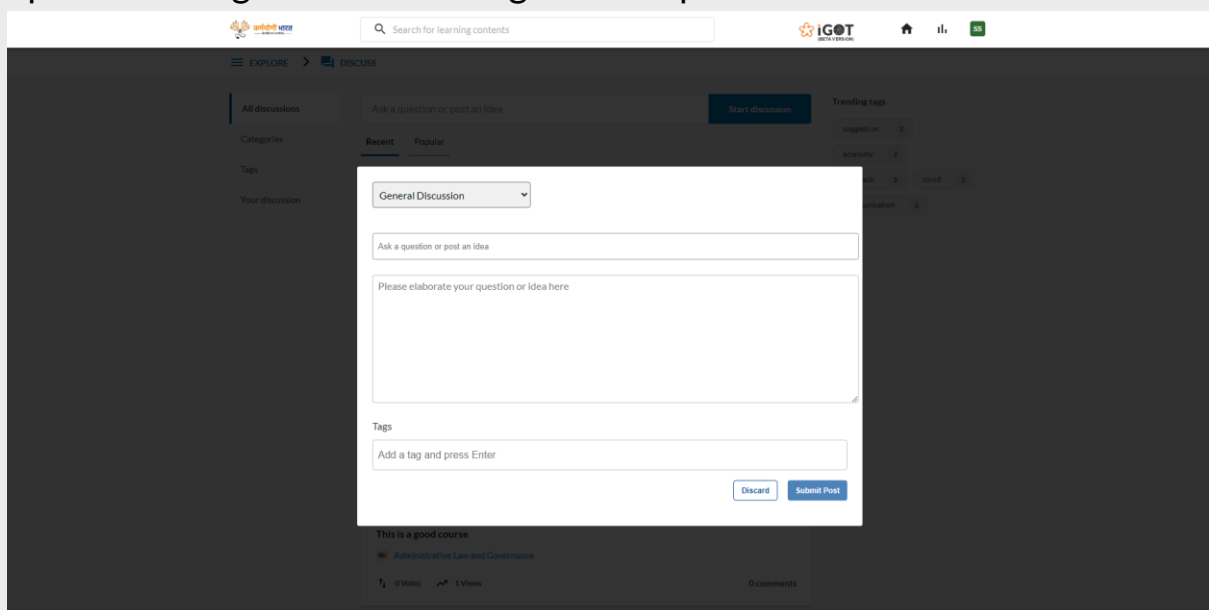

All Discussions

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
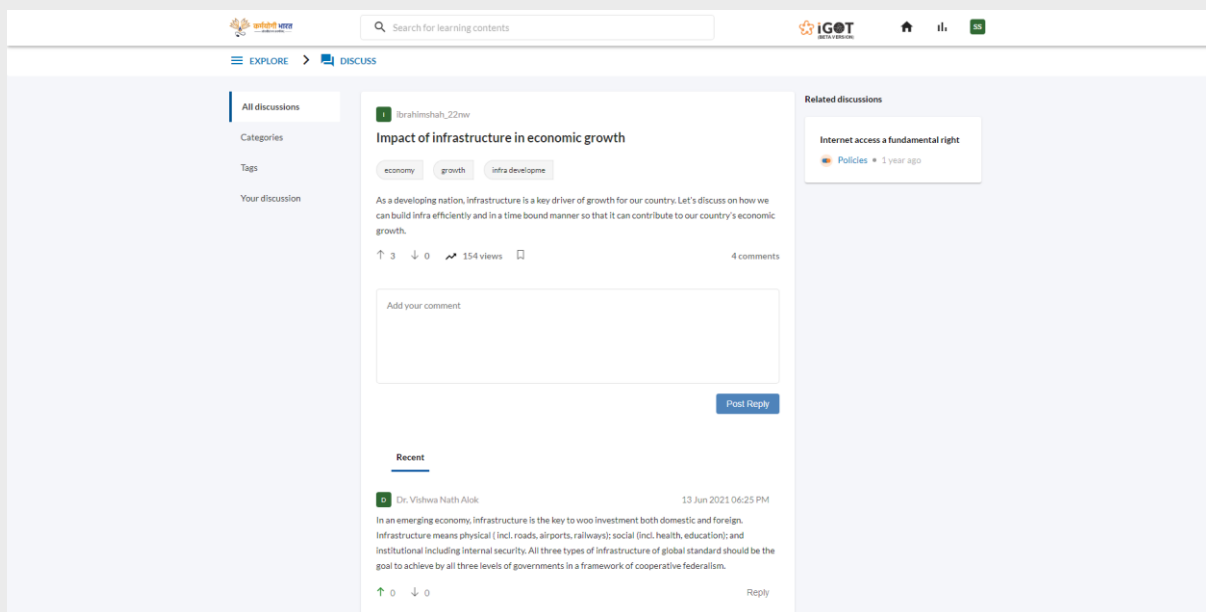
Tags

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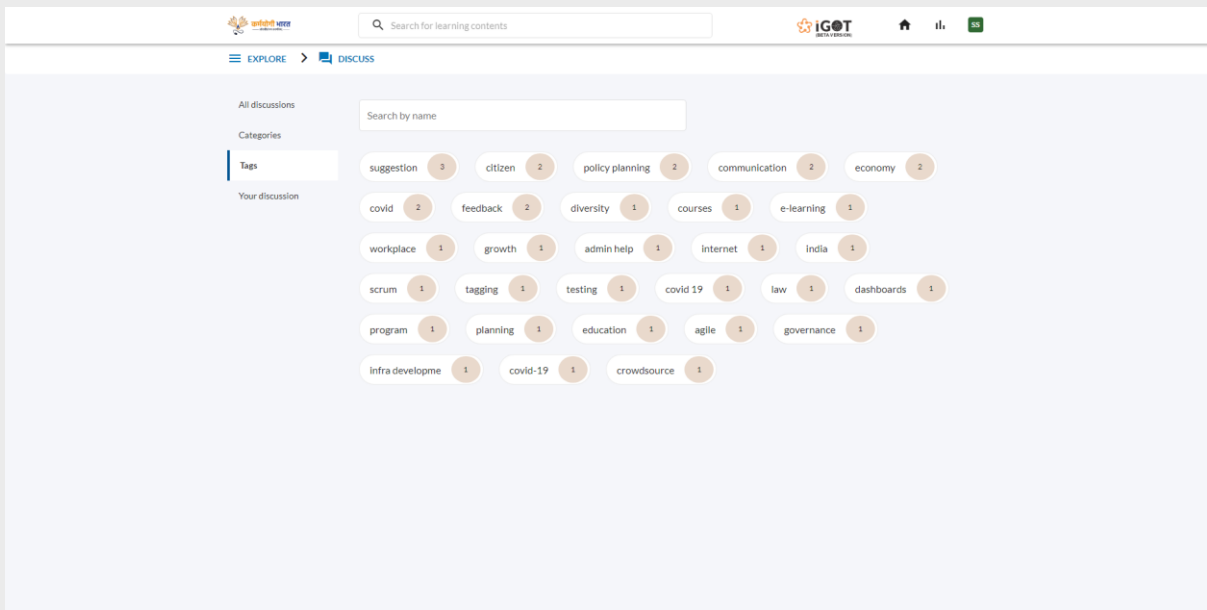
As the user clicks on any tags, a list of discussions with the selected tag will be displayed as below.
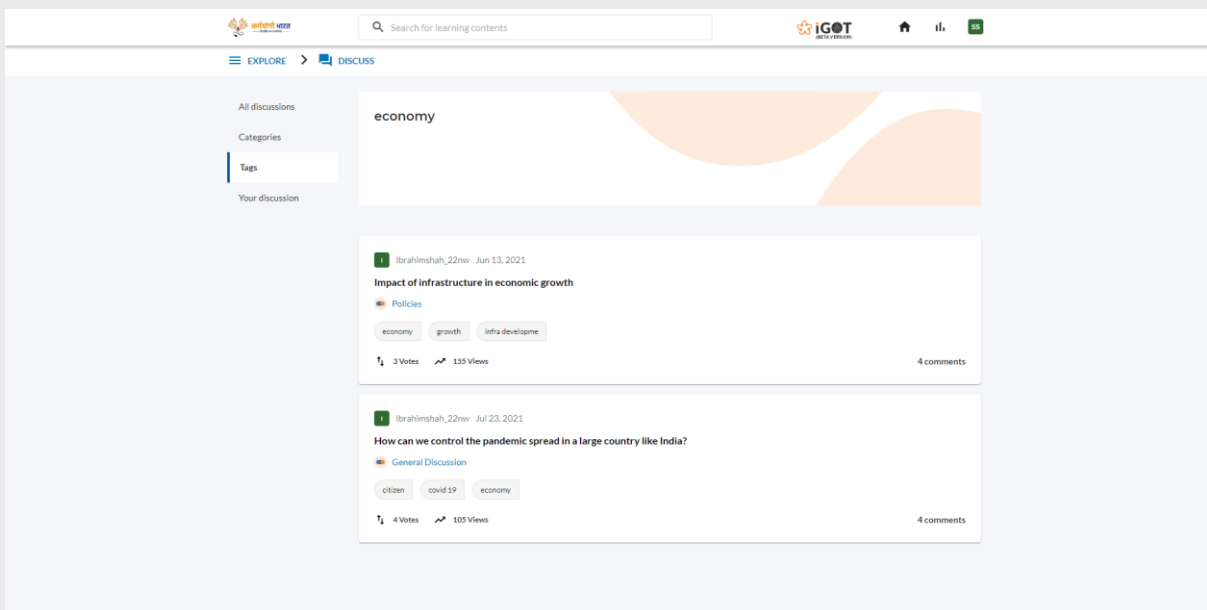
Your Discussion

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
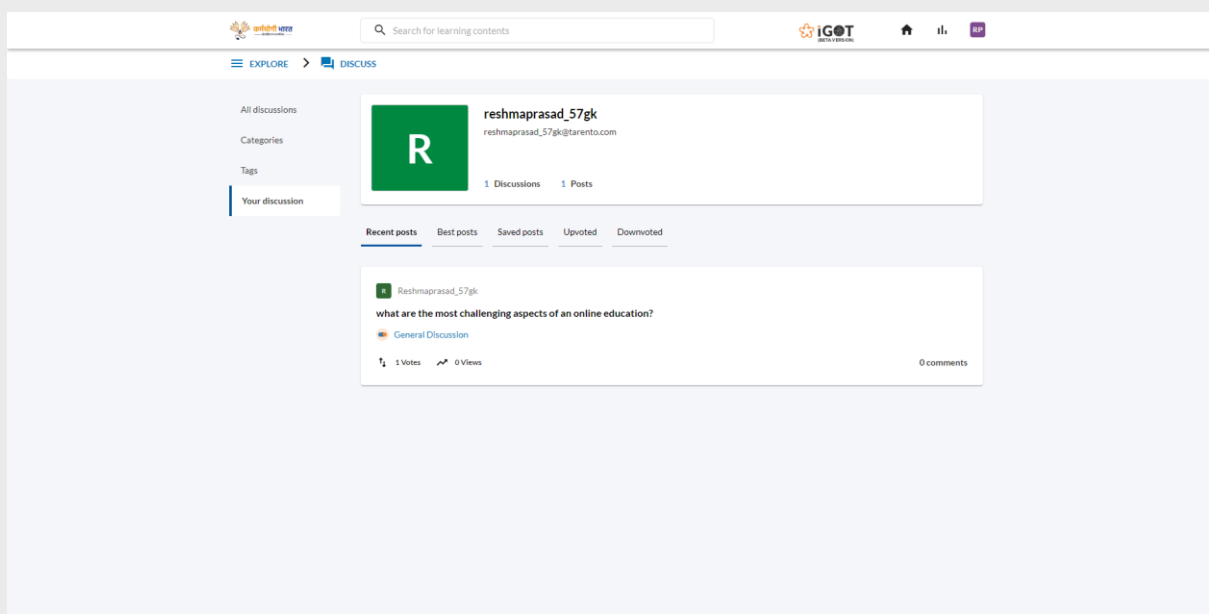
Network Hub

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

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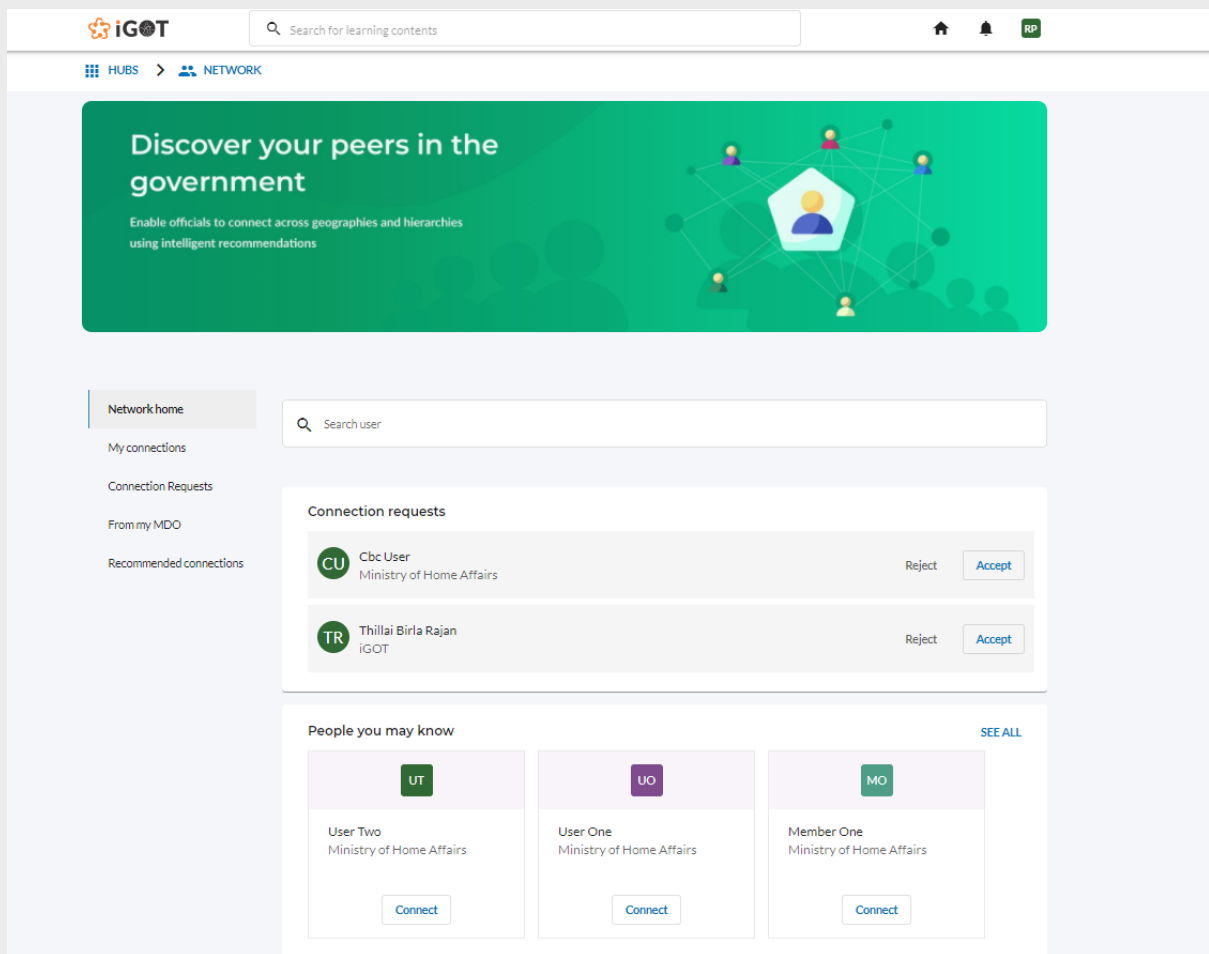
- To accept a connection request, user needs to click on the "Accept" button in the above image
- To reject a connection request, user needs to click on the "Reject" button in the above image

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.
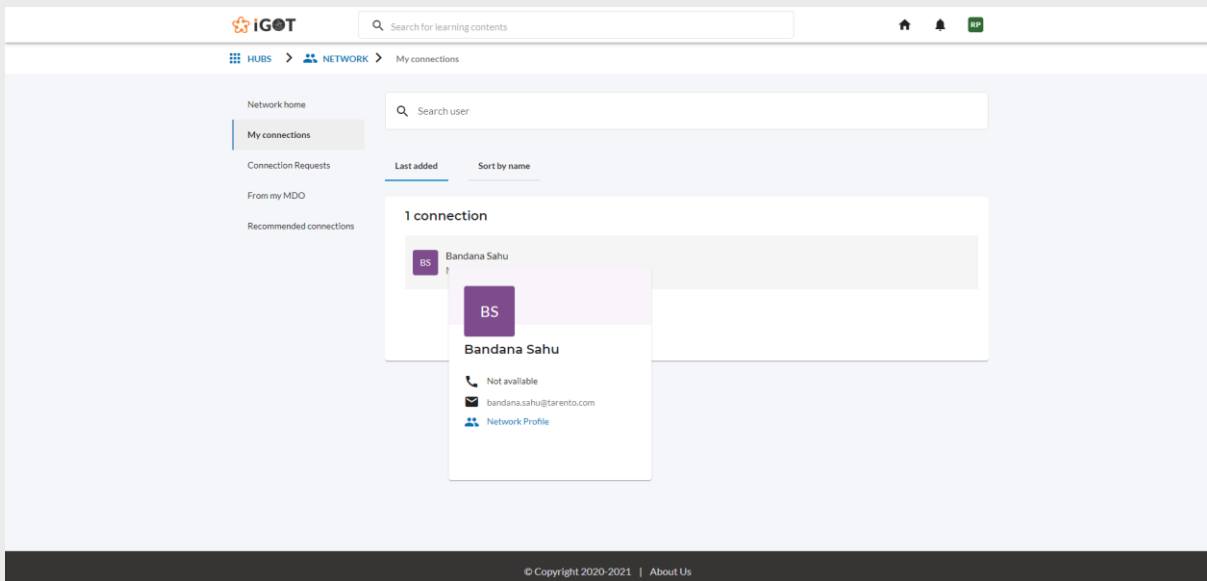
Connection Requests

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.
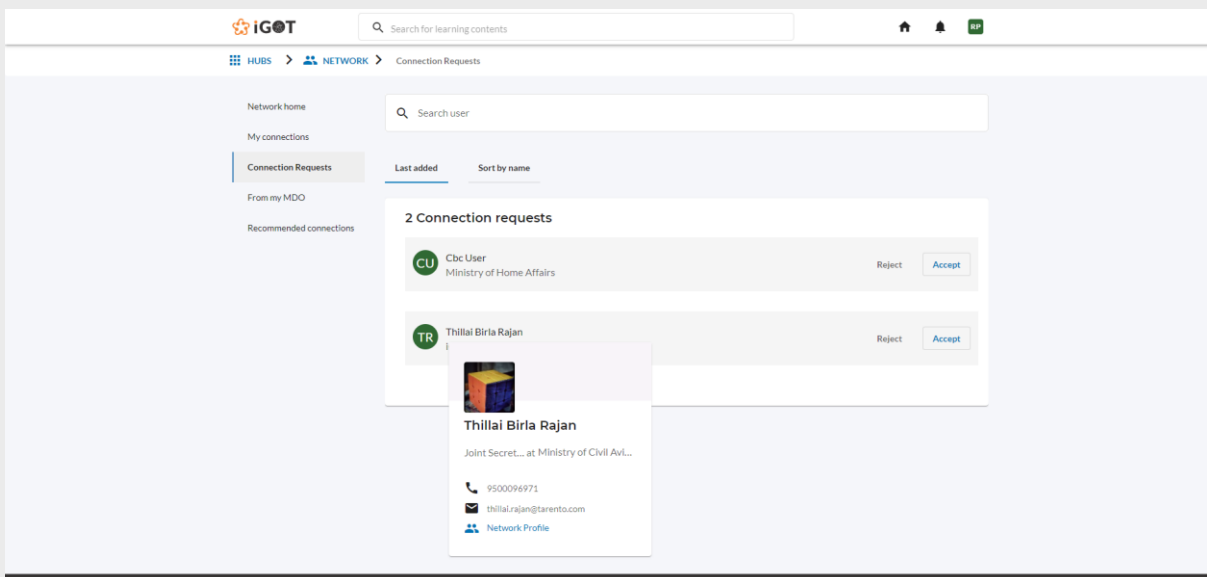
From your MDO:

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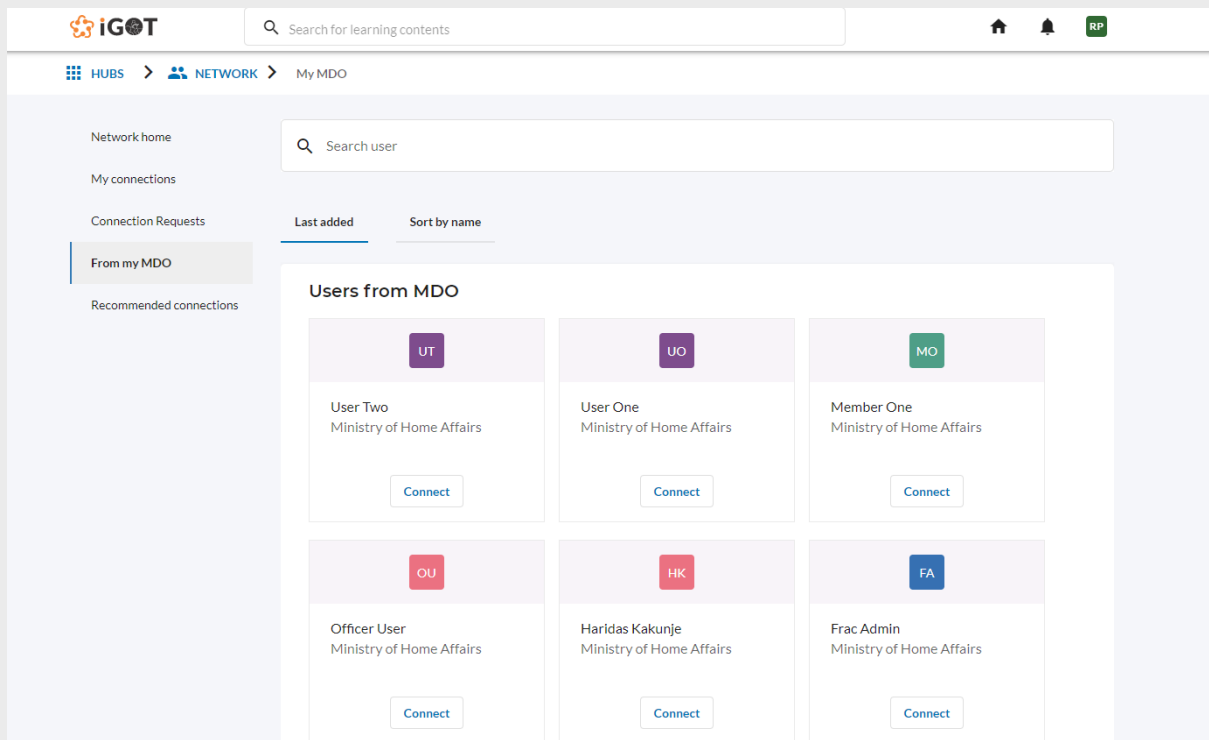
Recommended Connections

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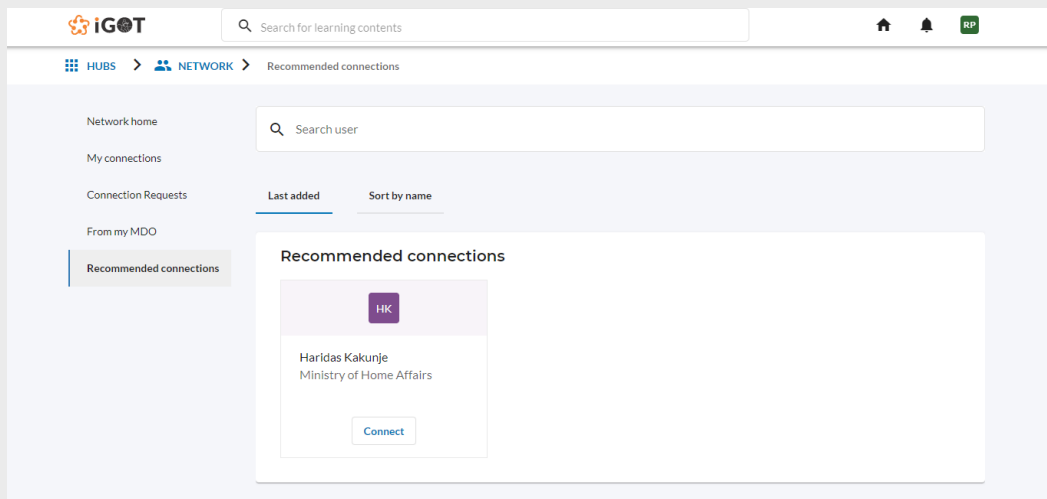
User profile

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.

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.
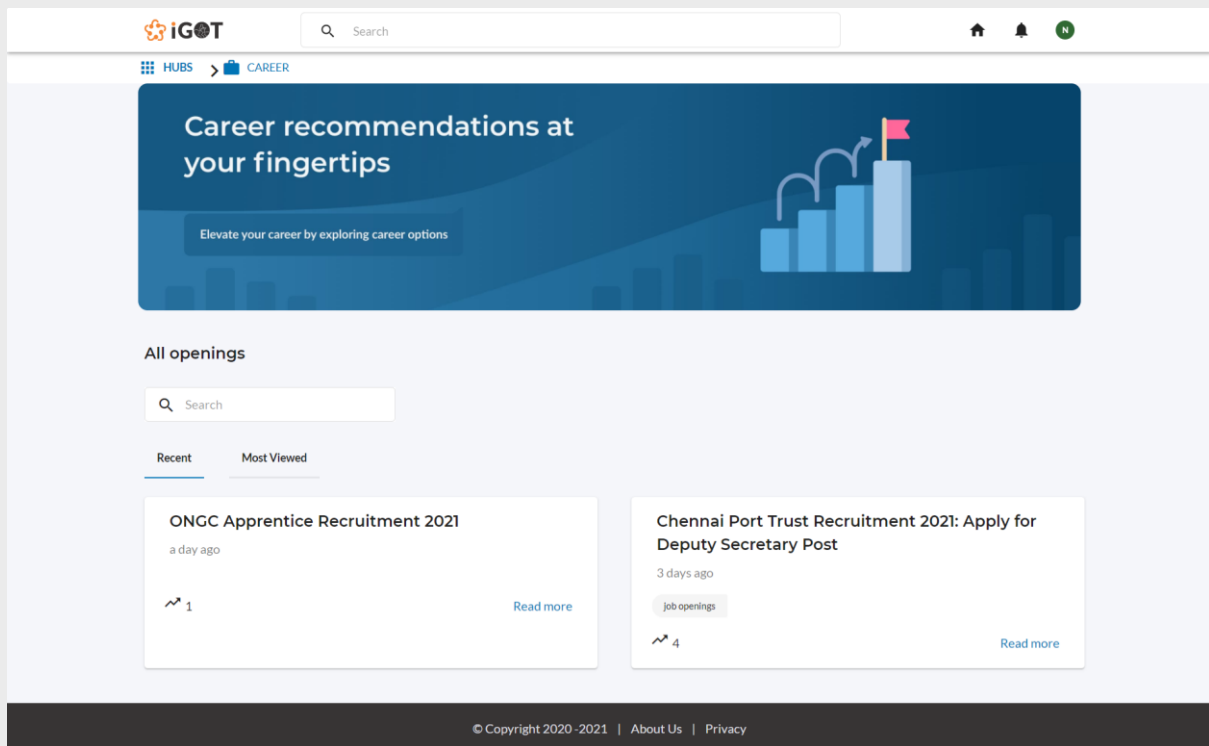
User by clicking on any of the openings will display the details of the career opening.
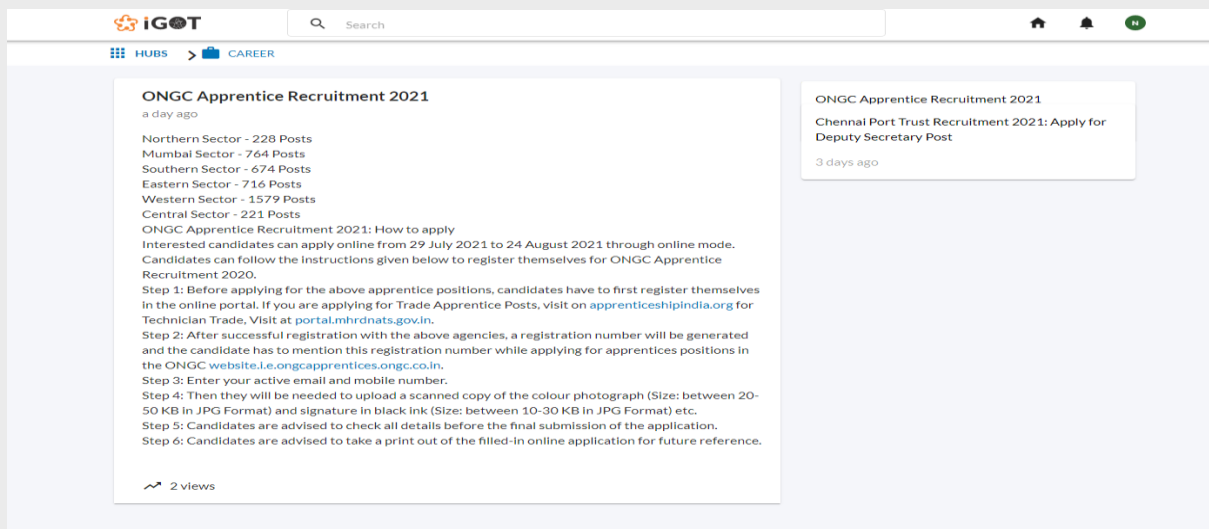
Competencies Hub

Users can add competencies under "Competencies Hub".

The user navigates to the below screen by clicking on 'Hubs->
Competencies'.

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

Remove competency

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

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

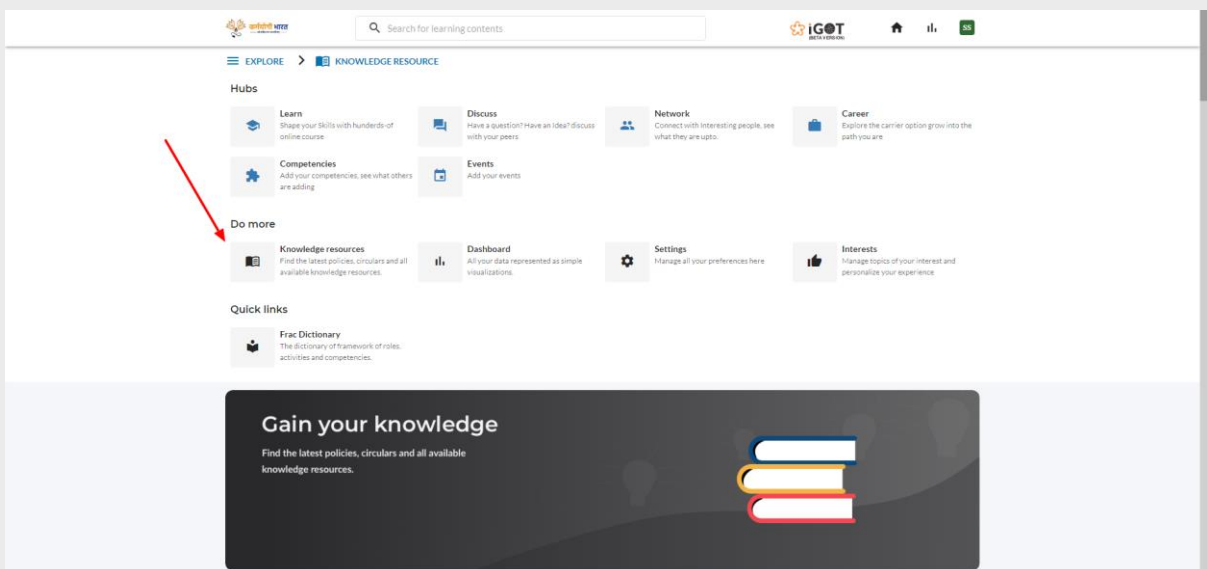b) For a future event, the screen will look like below

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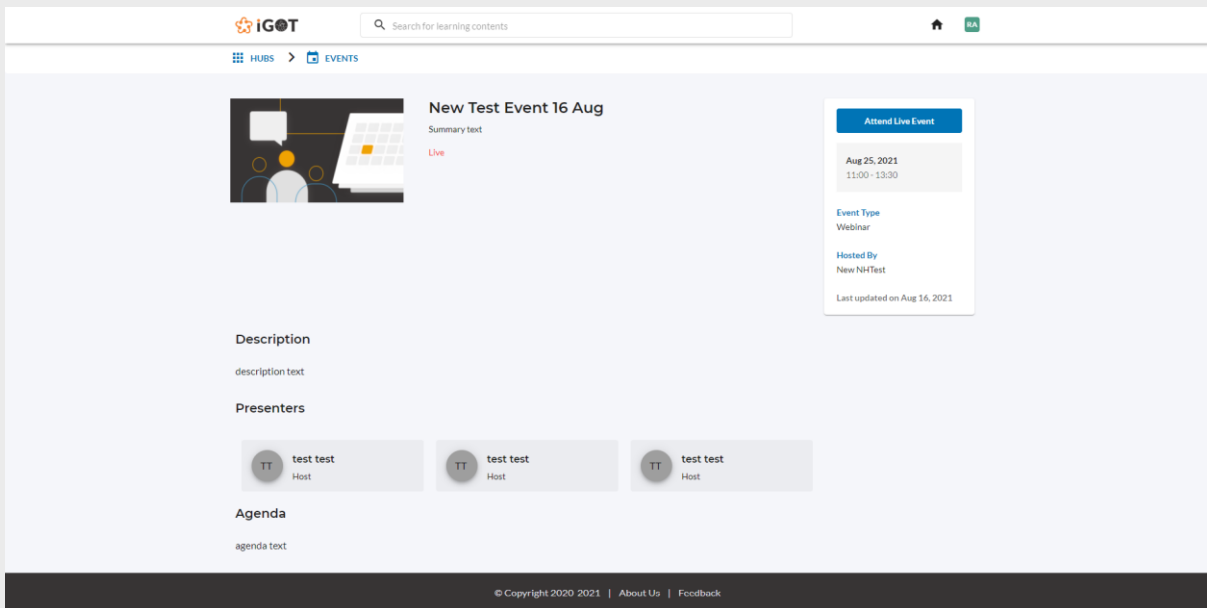
Knowledge Resources

Officers can find the latest policies , circulars and all knowledge resources under the knowledge resource section. To access that follow the below steps
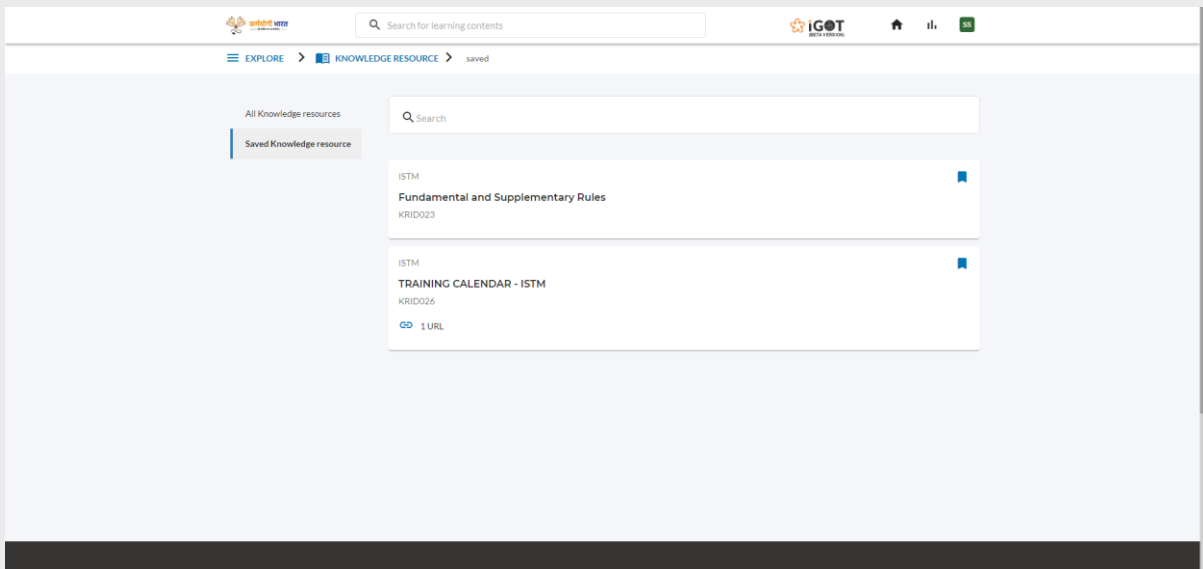
1. Click on "Knowledge resources "from mega menu

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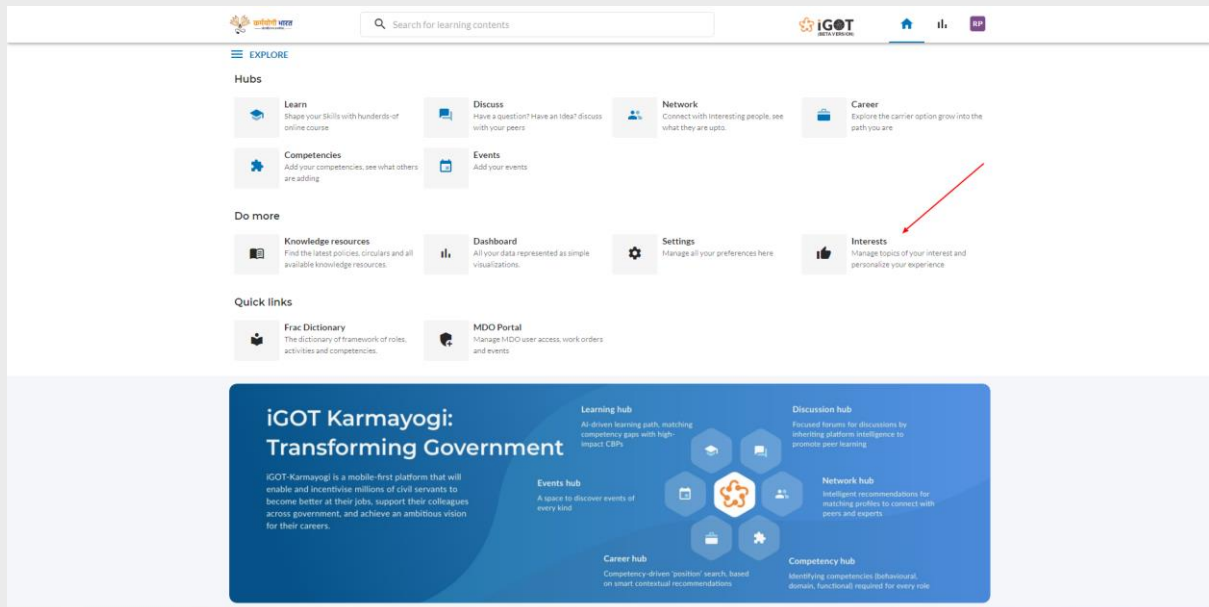3. Click on copy url to copy the URL
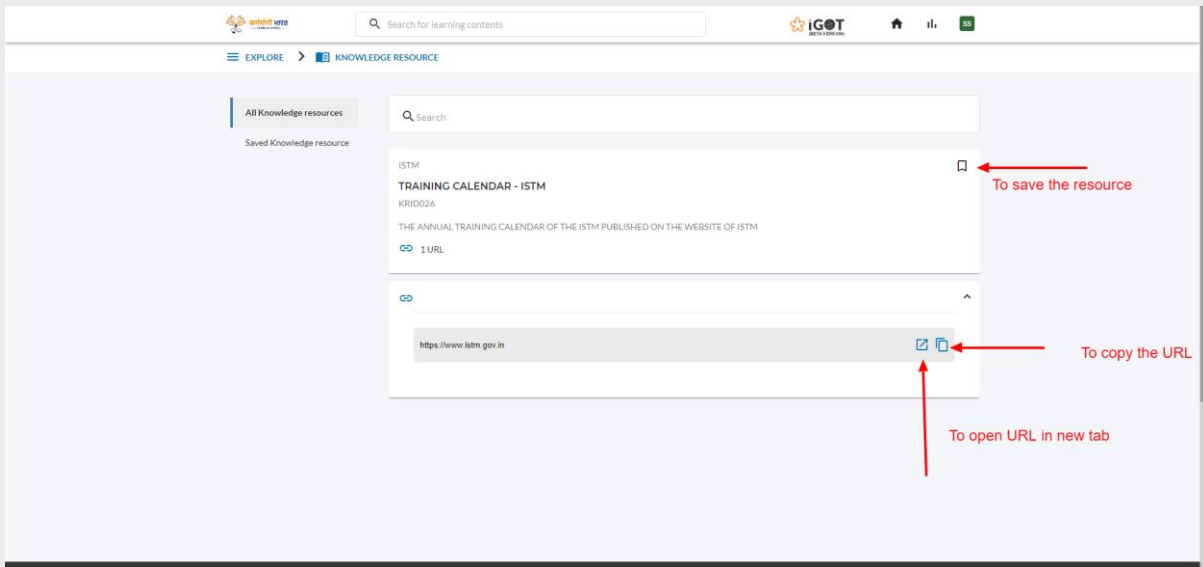
4. Click on saved resources

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