

User Information
on
eLearning Platform
for the
TVET Instructors

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Training Institute for Technical Instruction (TITI)
Bhaktapur, Nepal

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TITI eLearning: General Course Rules & Requirements

- **Authentic Registration Requirement:** All users must register using an authentic Personal **Permanent Account Number (PAN)** to ensure profile validation.
- **Course Structure:** The curriculum is structured as a **5-day course**, with exactly **2 core topics covered per day**.
- **Flexible Timeline:** The program is designed to be completely **self-paced**, but users must complete all course requirements **within a maximum timeframe of one month** from enrollment.
- **Strict Module Progression:** To move forward from one module to the next, you must achieve a score of **100% on each module's MCQ quiz**.
- **Certification Benchmarks:** An official digital certificate of completion will only unlock when the user passes the **final comprehensive test with a minimum score of 80%**.

1. System Overview

Welcome to the Training Institute for Technical Instruction (TITI) eLearning platform. This digital ecosystem is built to support your training journey from initial registration through to course mastery and official certification. This document provides step-by-step documentation to guide you through everyday use of the platform.

2. Account Creation & Onboarding

2.1 Initial System Registration

Navigate to the portal landing page and locate the 'Register' action link. You will be prompted to supply essential data attributes to establish your profile. Please ensure all fields are complete and accurate, as this data populates your permanent training records.

- Full Legal Name (used exactly as it should appear on your final certificates)
- Valid Personal Email Address
- Password Configuration

2.2 Mandatory Email Verification

Upon saving your registration form, the application dispatches an automated verification trigger to your specified email address. Open this email and activate the structured validation link to authorize your credentials. If the message does not appear in your inbox within a few minutes, inspect your spam and junk filters.

3. Account Creation & Onboarding

3.1 Securing Authentication

Return to the login page, insert your username along with your configured password, and select 'Login'. On success, you will be redirected to user dashboard.

3.2 Exploring Your Central Dashboard

Once the system validates your session, you are instantly routed to your primary Workspace Dashboard. This screen functions as your personalized control center, summarizing critical telemetry regarding your current academic status:

- Activity Metrics: Monitor your active hours, login frequency, and interaction rates.

- **Timeline Summaries:** View real-time logs tracking your latest actions and modules completed.
- **System Notifications:** Review broad administrative announcements or system-wide alerts

4. Profile Self-Service Management

Users retain control over their core data configurations. To modify your profile parameters, locate your account profile icon positioned in the upper right navigation zone and choose 'Profile Settings'. Within this console, you can dynamically modify basic profile fields, refresh contact avenues, or execute a secure password rotation protocol.

5. Learning Process

Users retain control over their core data configurations. To modify your profile parameters, locate your account profile icon positioned in the upper right navigation zone and choose 'Profile Settings'. Within this console, you can dynamically modify basic profile fields, refresh contact avenues, or execute a secure password rotation protocol.

5.1 Utilizing the Courses Menu

To explore academic pathways, engage the 'Courses' navigation item located on your primary menu header. Here you can filter through catalog listings, inspect comprehensive module syllabi, review prerequisites, and initiate a formal course enrollment workflow.

5.2: Receiving and Downloading Certificates

The platform automatically keeps tabs on your module completions, quiz submissions, and required lesson benchmarks. The instant you meet 100% of a course's completion architecture, an official digital certificate locks into place. You can immediately review, download, or print this verification artifact directly via your completed course screen or your main account dashboard.

TECHNICAL SUPPORT NOTE: Should you run into account blocks, email delivery problems, or verification link timeouts, please register a formal help ticket with the central TITI IT Desk by routing an email request directly to support@titi.edu.np.