PORTAL UPDATES

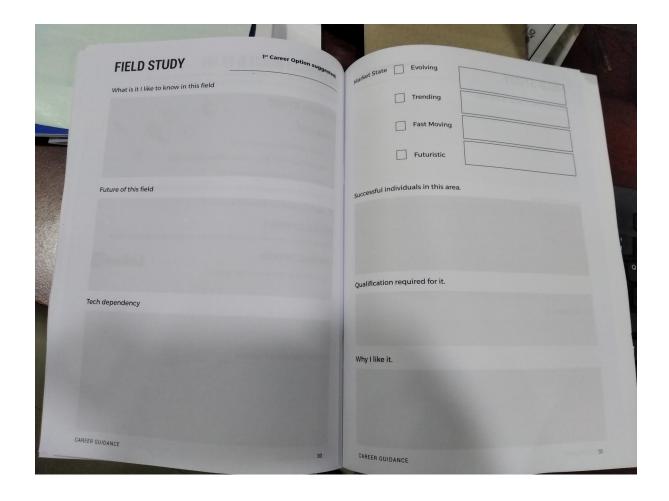
Note: Please update all details in your profile such as contact no, city,address,pin code etc. for smooth & effective communication.

<u>Scheduling System:</u> A new scheduling system has been introduced in order to enable scheduling of sessions and monitoring and tracking all sessions. Please find below a "Standard Operating Procedure" for the same:-

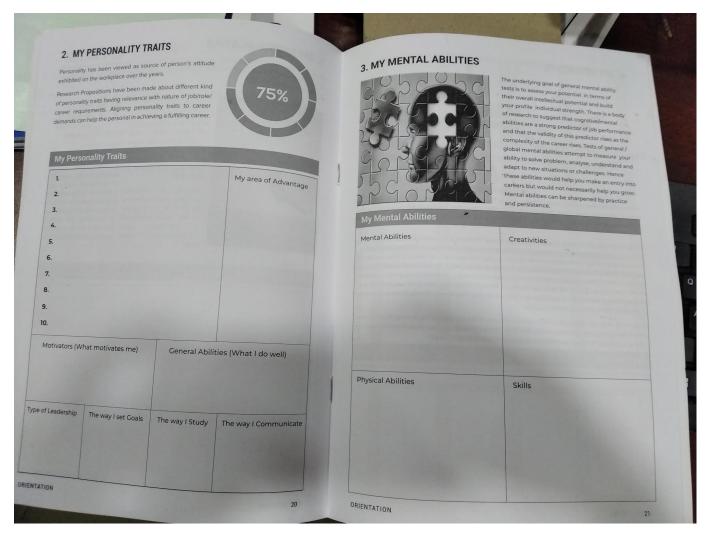
- Once the session date & time is confirmed after our discussion, you will get an SMS on your registered mobile number.
- Log in to your portal and you will find an "Upcoming Sessions" card.
- You will have to click on accept the session on the CDF Portal.
- Once the session accepted, CDF, Shadow CDF & student will receive SMS about the upcoming session.
- Once the session is accepted, the graph & report will be available to the CDF on the Portal for their analysis.
- Your session details will be available in "My Sessions" Menu option.
- Reminder will be sent to CDF, Shadow CDF & Students a day before the session.
- Once the session is completed you will need to go into "My Sessions" and click on OTP
- OTP will be messaged to the student/parent, they will share it with you, please enter the OTP shared with you on the CDF Portal.
 (OTP will take 2-3 minutes please don't keep clicking)
- This process is important to ensure that the session is marked as completed so that pay-out can be released. Hence please ensure that this step is done immediately after the session.
- Please inform parents or student that they can view the report on their Portal only when they fill up the feedback form.
- Bank details are made mandatory, request you to update the same.

Please be noted of changes in our new workbook.





Ask the student to research according to this page.



Please identify all the given traits through the graph and report according to this page.