

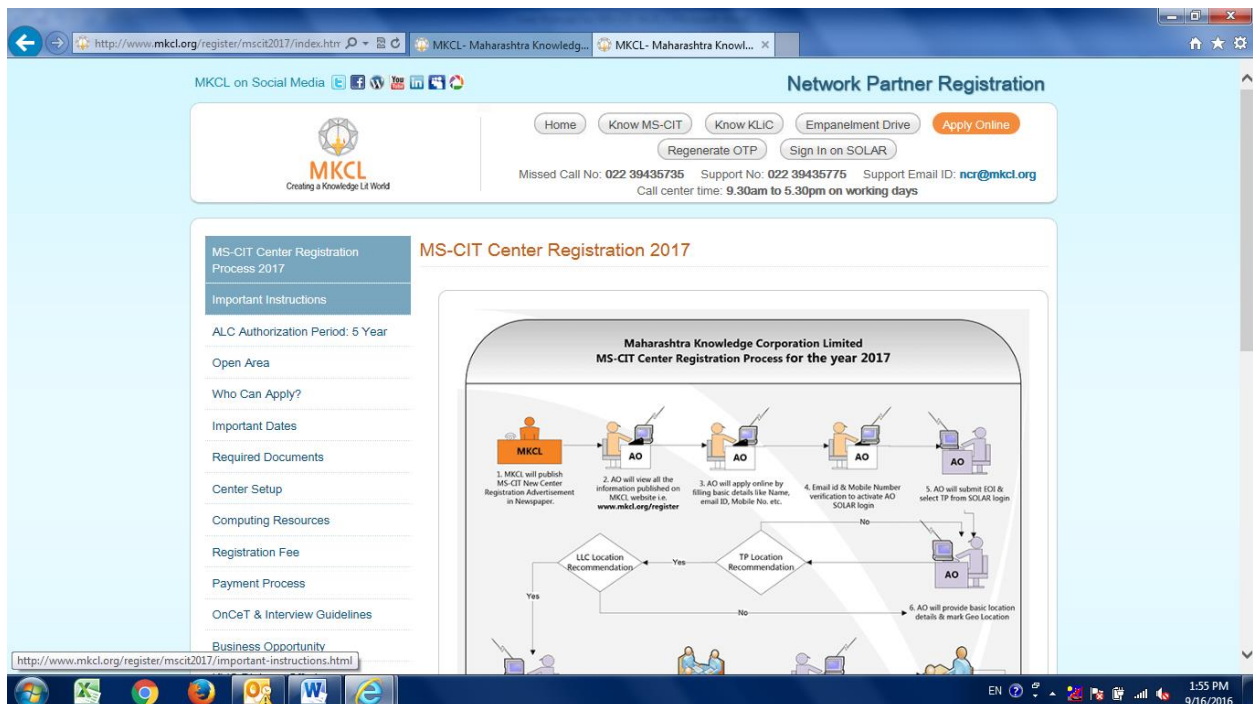
New MS-CIT Center Registration Process 2017

User Manul

1. Logon on MKCL New Center Registration Website: www.mkcl.org/register



2. Read all important instruction and guidelines from left side tabs



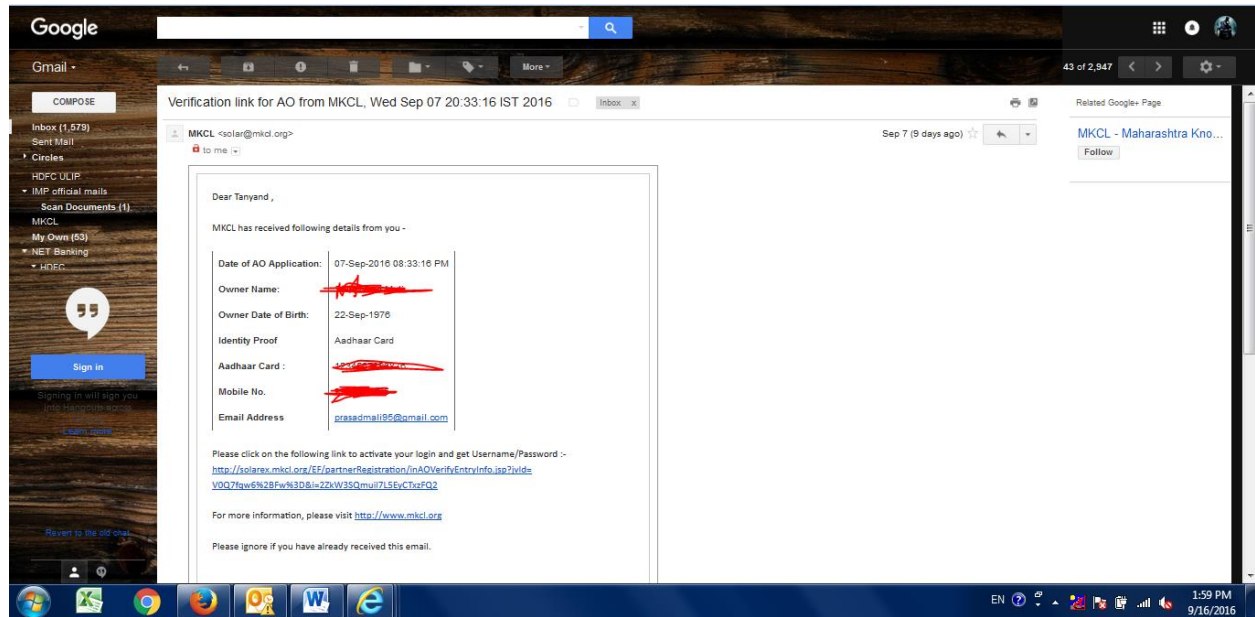
3. Click on “Apply Online”

The screenshot shows the MKCL website's 'MS-CIT Center Registration 2017' page. The top navigation bar includes links for Home, Know MS-CIT, Know KLIC, Empanelment Drive, and Apply Online. A sidebar on the left lists various registration steps and resources. The main content area features a flowchart titled 'Maharashtra Knowledge Corporation Limited MS-CIT Center Registration Process for the year 2017'. The process steps are: 1. MKCL publishes MS-CIT New Center Registration Advertisement in Newspapers. 2. AO views information on the MKCL website. 3. AO applies online with basic details. 4. AO provides ID and mobile number for verification. 5. AO submits FCI and selects TP from SOLAR login. 6. AO provides basic location details and marks Geo Location. The flowchart also includes decision points for 'LLC Location Recommendation' and 'TP Location Recommendation'.

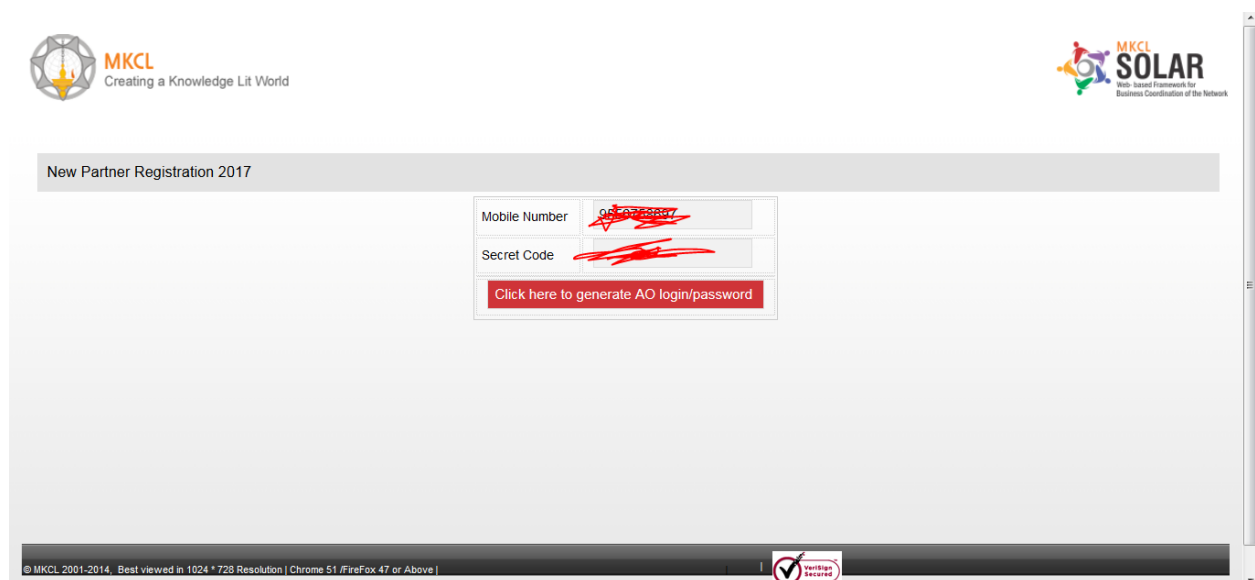
4. Fill all mandatory details on Declaration Form

The screenshot displays the 'MS-CIT New Center Registration' declaration form. The form is titled 'Declaration by NP: We wish to register our Centre as the ALC in the area as specified below.' It is divided into several sections: 'Basic Details' (Name of the Organization/Center, Type of Organization, State, District, Taluka, City), 'Owner Details' (Owner Name/Competent Authority, Gender, Birth Date, Role), 'Contact Details' (Email, Mobile Number), and 'Identity Proof' (Select your Identity Proof, Aadhaar Card, Aadhaar Card Number). The form includes red asterisks to indicate mandatory fields.

5. Check you inbox for verification email send by MKCL to you & activate your login and get Username/Password.



6. Provide your mobile number & secret code received on your mobile number.



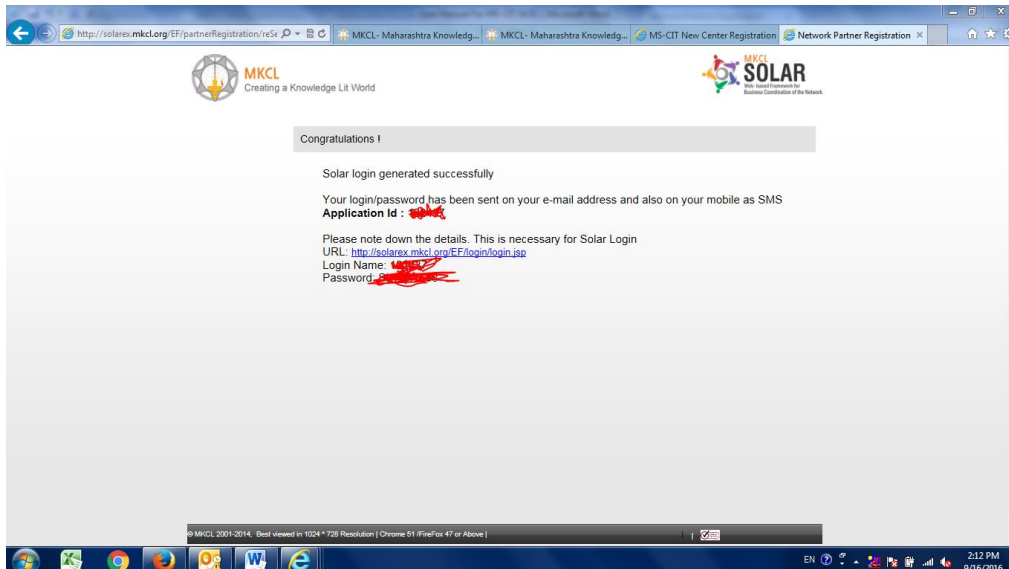
7. If you have not received Secret Code (OTP) on your mobile, then go to home page and click on “Regenerate OTP”



8. Submit your mobile number & email id again to generate AO user name & password.



9. Your Login name/ID & password will get generated & same details you will get on your email ID & mobile number.

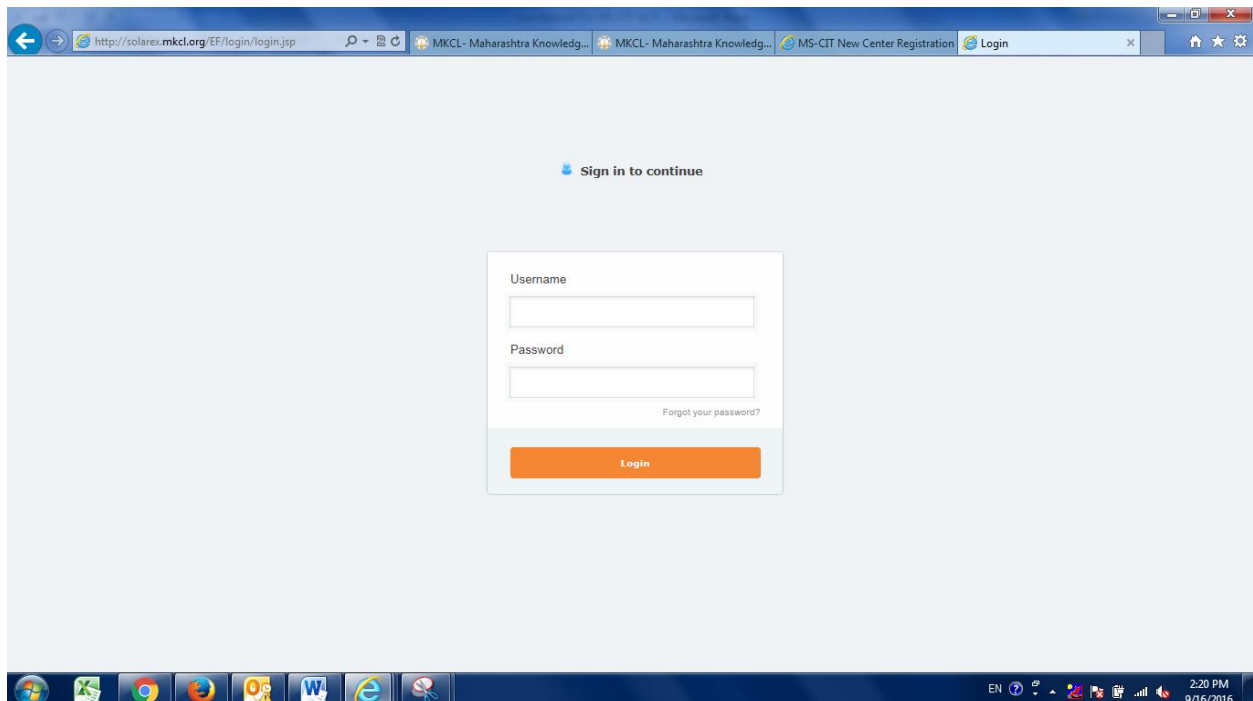


10. Click on the given link to redirect to actual (NCR) application page.

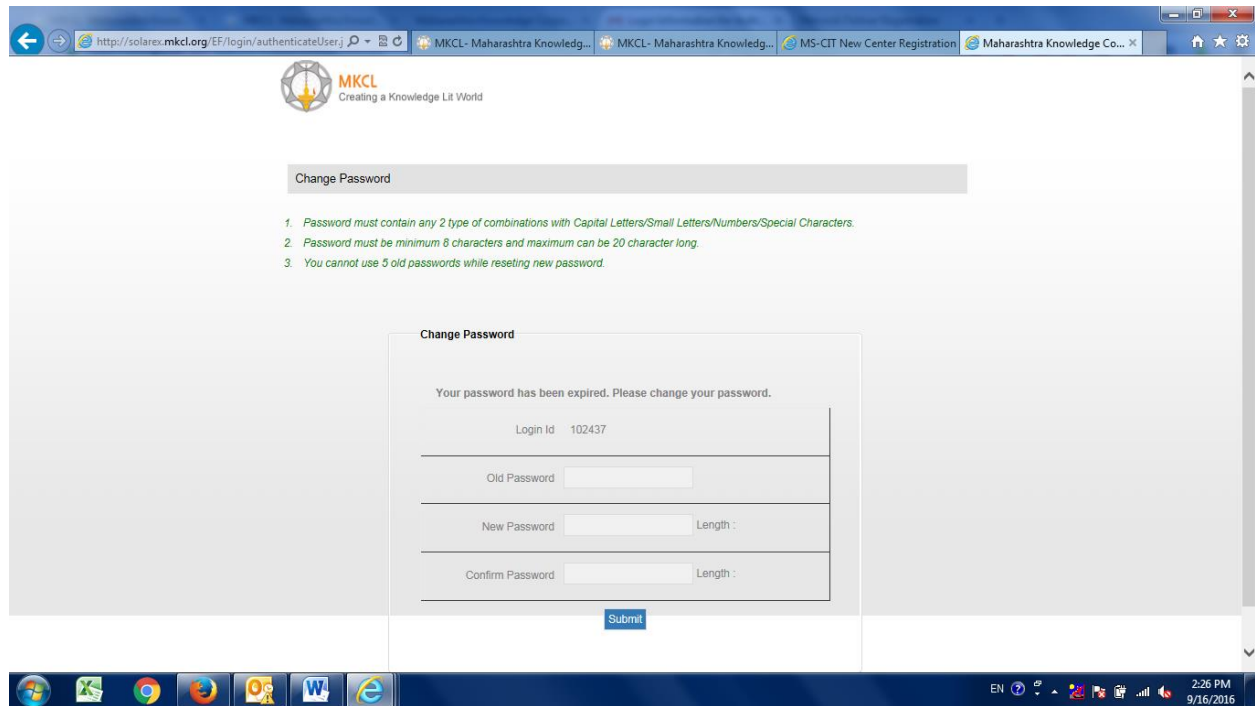
The online framework in which you will fill the details is called as SOLAR framework.

Link: <http://solarex.mkcl.org/EF/login/login.jsp>

Provide the username & password received to you and get ahead.



11. Change your password on first login



The screenshot shows a web browser window with the URL <http://solarex.mkcl.org/EF/login/authenticateUser.js>. The page header includes the MKCL logo and the tagline "Creating a Knowledge Lit World". The main content area is titled "Change Password" and contains three instructions:

1. Password must contain any 2 type of combinations with Capital Letters/Small Letters/Numbers/Special Characters.
2. Password must be minimum 8 characters and maximum can be 20 character long.
3. You cannot use 5 old passwords while resetting new password.

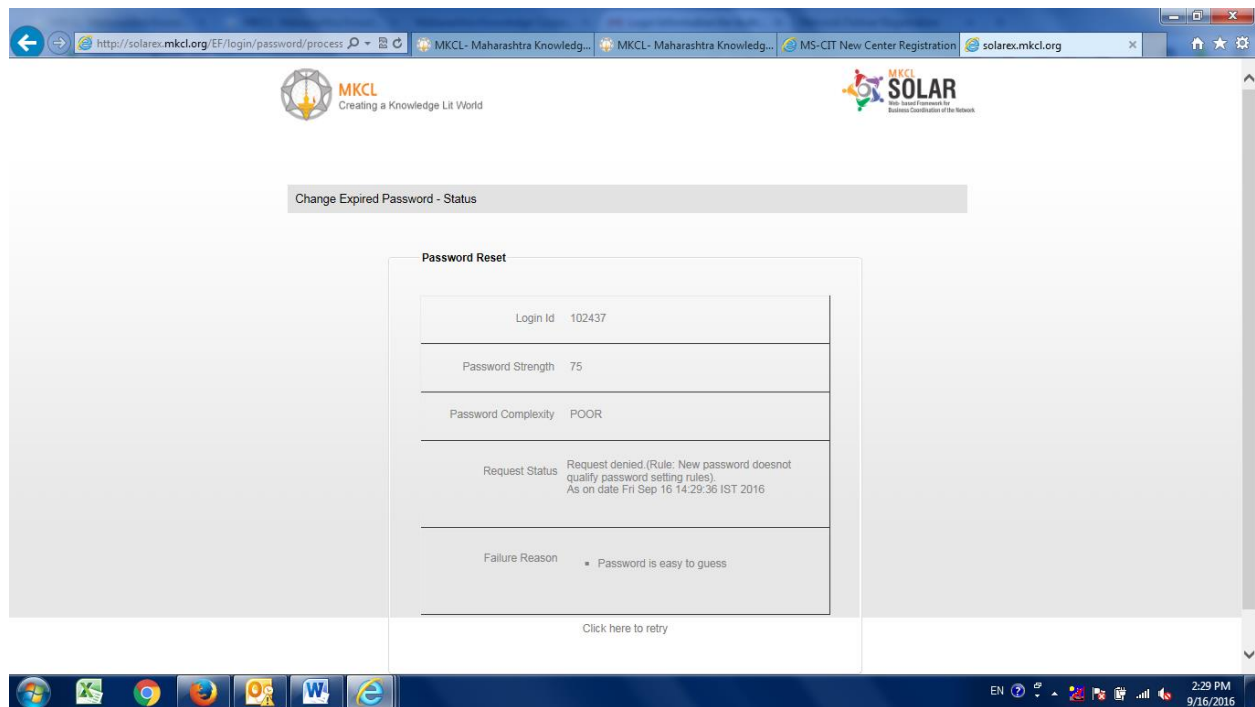
Below the instructions is a "Change Password" form. The form displays the message "Your password has been expired. Please change your password." and includes the following fields:

Login Id	102437
Old Password	<input type="password"/>
New Password	<input type="password"/> Length :
Confirm Password	<input type="password"/> Length :

A "Submit" button is located at the bottom of the form.

12. If your password strength is POOR then you need to reset your password.

- Click on "click here to retry"



The screenshot shows a web browser window with the URL <http://solarex.mkcl.org/EF/login/password/process.js>. The page header includes the MKCL logo and the tagline "Creating a Knowledge Lit World". The main content area is titled "Change Expired Password - Status" and contains a "Password Reset" form. The form displays the following information:

Login Id	102437
Password Strength	75
Password Complexity	POOR
Request Status	Request denied. (Rule: New password doesnot qualify password setting rules). As on date Fri Sep 16 14:29:36 IST 2016
Failure Reason	• Password is easy to guess

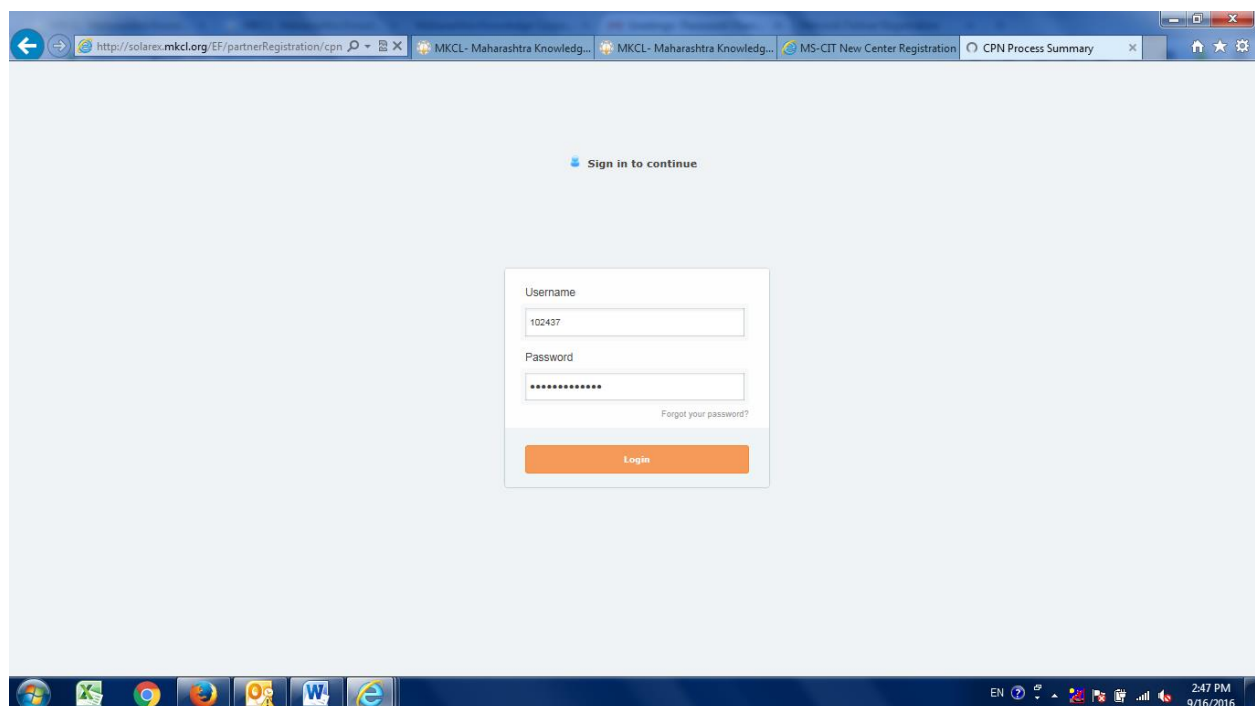
A "Click here to retry" link is located at the bottom of the form.

13. Once your new password get accepted by SOLAR you will see following screen:

- Click on “Click here to login” to proceed further.
- You will get your new password on your email id as well.



14. Login on SOLAR with your new username & password:



15.After SOLAR login you have to submit Expression Of Interest(EOI)

- Select TP
- Mark on EOI button
- Understand the terms & condition & mark in "I agree" check box.
- Click on submit button

The screenshot displays the 'Applicant Organization' section of the SOLAR portal. Under the 'Expression Of Interest (EOI) Status' tab, there are two sub-tabs: 'Eligible EOIs' and 'Not Eligible EOIs'. The 'Eligible EOIs' tab is active, showing a table with columns for S.No., EOI Process, TP, Time Remaining, and Select EOI. A table with one row is visible, showing a 'NEW' EOI process for 'MS-CIT' with a 'PAID' status. The 'TP' dropdown is set to 'Maharashtra Knowledge Corporation Ltd. (MKCL)'. The 'Time Remaining' is 3 Days. Below the table, there is a section for 'Click Here to New Center Registration Process 2017' and a list of terms and conditions. At the bottom, there is an 'I Agree' checkbox and a 'Submit' button.

S.No.	EOI Process	TP	Time Remaining	Select EOI
1	NEW	PAID	3 Days	<input type="radio"/>

Click Here to New Center Registration Process 2017

☒ We, Applicant Organization (AO) understand and agree that

- The location of the proposed Center shall be fixed only in the specific Ward as selected by us and the selected location shall not be changed by us anytime during, and subsequent to the 'Network Partner Registration Process'
- MKCL reserves the right
- To modify the terms and conditions of the Network Partner Registration Process without any prior notice and MKCL shall not be liable to anyone for any such modification/s
- To discontinue/postpone the Network Partner Registration Process (or any part thereof) with/without prior notice and MKCL shall not be liable to anyone for any such discontinuation/postponement
- Of granting and/or rejecting authorization to any applicant/s, without assigning any reason/s whatsoever to anyone
- In case we are granted authorization
- We are responsible for maintaining the confidentiality of the password and login account given by MKCL and fully responsible for all activities that occur there under
- We shall abide by the various Rules, Regulations, Code of Conduct, Guidelines, Communications, Norms issued and specified by MKCL from time to time
- All the disputes or differences, if any, prior and/or subsequent to authorization (if granted) shall be referred to the courts in Pune, which shall be the courts having the jurisdiction to entertain and try the same

☐ I Agree

Submit

16.You will get EOI submission message on main screen.

The screenshot displays the 'Applicant Organization' section of the SOLAR portal, similar to the previous one. However, a 'Message from webpage' dialog box is overlaid on the screen, displaying a yellow warning icon and the text 'EOI successfully applied'. The dialog box has an 'OK' button. The background interface shows the 'Eligible EOIs' tab with the same table and terms and conditions as before. The 'I Agree' checkbox is now checked.

Message from webpage

EOI successfully applied

OK

17. Click on Application Process Link:

The screenshot shows the solarx.mkcl.org website. The browser address bar displays the URL. The page header includes the MKCL logo and text: "bsi certified ISO 9001:2008 company". A red bar at the top contains the text "Applicant Organization". Below this, a section titled "Expression Of Interest(EOI) Status" contains two tabs: "Running/Incomplete EOIs" (active) and "Not Eligible EOIs". A table with three columns (S.No., EOI Process, State) lists the "MS-CIT New Center Registration Process 2017". The "State" column includes a link to "Review Terms & Conditions" with start and end dates. On the right, there are "Support" and "Confirm Transaction" buttons. The Windows taskbar at the bottom shows the time as 2:58 PM on 9/16/2016.

S.No.	EOI Process	State
1	MS-CIT MS-CIT New Center Registration Process 2017	Review Terms & Conditions Start Date: 7 Sep, 2016 07:35 PM End Date: 19 Sep, 2016 11:59 PM

Agree and Save

18. Click on first step: Review terms & condition:

a. After understanding the terms & condition click on

The screenshot shows the solarx.mkcl.org website. The browser address bar displays the URL. The page header includes the MKCL logo and text: "bsi certified ISO 9001:2008 company". A red bar at the top contains the text "Applicant Organization". Below this, a section titled "Expression Of Interest(EOI) Status" contains a link to "MS-CIT New Center Registration Process 2017". A list of steps is shown, including "Start", "Review Terms & Conditions", "Declare AO address", "Mark Center Location on Google Map", "Submit Bank Account Details", "Recommendation by TP", "Recommendation by TP (rej)", "Re-select another TP", "Verification of AO address by TP", "Verification of AO address by TP (rej)", "Declare AO address", "Verification of Marked Center Location on Google Map by TP", and "Verification of Marked Center Location on Google Map by TP (rej)". The "Review Terms & Conditions" step is highlighted. On the right, there are "Support" and "Confirm Transaction" buttons. The Windows taskbar at the bottom shows the time as 2:58 PM on 9/16/2016.

Step	Time
Start	Sep 19, 2016 11:59:00 PM
Review Terms & Conditions	Sep 19, 2016 11:59:00 PM
Declare AO address	Sep 19, 2016 11:59:00 PM
Mark Center Location on Google Map	Sep 19, 2016 11:59:00 PM
Submit Bank Account Details	Sep 19, 2016 11:59:00 PM
Recommendation by TP	Sep 19, 2016 11:59:00 PM
Recommendation by TP (rej)	Sep 19, 2016 11:59:00 PM
Re-select another TP	Sep 19, 2016 11:59:00 PM
Verification of AO address by TP	Sep 19, 2016 11:59:00 PM
Verification of AO address by TP (rej)	Sep 19, 2016 11:59:00 PM
Declare AO address	Sep 19, 2016 11:59:00 PM
Verification of Marked Center Location on Google Map by TP	Sep 19, 2016 11:59:00 PM
Verification of Marked Center Location on Google Map by TP (rej)	Sep 19, 2016 11:59:00 PM

19. Submit Applicant Organization Details:

- Choose all field correctly based on:
 - Type of organization
 - Area Type

Details of the Organization :

Name of the Organization/Center: Tanyand

Type of Organization: **Proprietorship** *

Registration No:

Registered under which Act:

Date of Establishment:

Location Details (Postal Address):

Address (Flat/Door/Block No/Plot No/Sr.No/P.O. Box No.), (Name of Premises/Building/Extension), (Road/Street/Post Office):

Suburb:

Distance from Post Office (in meters):

State: Maharashtra

Taluka: Miraj

Telephone: (STD)

Fax: (STD)

City: Vasantnagar, Sangli

Nearest Landmark:

Country: India

District: Sangli

Postal Code:

Website:

Details of the Organization :

Name of the Organization/Center: Tanyand

Type of Organization: **Proprietorship** *

Registration No:

Registered under which Act: **Societies Registration Act**

Date of Establishment:

Location Details (Postal Address):

Address (Flat/Door/Block No/Plot No/Sr.No/P.O. Box No.), (Name of Premises/Building/Extension), (Road/Street/Post Office):

Suburb:

Distance from Post Office (in meters):

State: Maharashtra

Taluka: Miraj

Telephone: (STD)

Fax: (STD)

City: Vasantnagar, Sangli

Nearest Landmark:

Country: India

District: Sangli

Postal Code:

Website:

Area Type

☐ Rural ☒ Urban *

Note : Fields marked with * are mandatory

Save

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20. AO Organization Details will get saved successfully.

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Applicant Organization ▾

Following Details submitted successfully by ~~MS-CIT New Center~~ on Fri Sep 16 15:29:29 IST 2016 , as a part of EOI process MS-CIT New Center Registration Process 2017.

Declare AO address

[Click here to goto next step !!!](#)






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21. AO's need to map Location Details on Google map & click on submit:

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Applicant Organization ▾

Mark Center Location On Google Map

1. The map below is showing your center location with the  icon.
2. Other centers in your taluka are shown with small  icon.
3. Clicking on your center icon  you can see information about your position.
4. Drag your center icon  to mark your location & click on Submit button.
5. Use search box to find any location(s) on google map & drag your center icon  to the search location to mark your center.