

Guidelines to participate in training programs online for CAFT, Summer/Winter School and Short Courses

A. Create account on CBP vortal, if your account is not created on CBP vortal:

1. Click on 'Create New Account' link on home page.
2. Fill the form.
3. Click on 'Create Account' button. User will get the message 'Successfully created account' after account is created on the CBP vortal.

B. Login on CBP Vortal:

1. Enter the 'User Id' and 'Password' in the candidate login window on the home page.
2. Click on 'Login' button.

C. Participate in training programme:

1. After login, click on 'Participate in Training' button/menu, list of trainings will be displayed.
2. Click on any 'Training Title' to view the details of training program.
3. To apply in training program, click on 'Apply' link.
4. A form will open with all your personal details filled in. In case, user want to change any of these information then click on 'Edit' button and do the desired changes.
5. Click on 'Save' button to save the information then click on 'Next' button.
6. Fill the 'Academic details' and 'Experience details' information. Click on 'Next' button.
7. Fill 'Draft/Postal' order details in case of Summer/Winter School and Short Course training program. This option is not applicable for CAFT training program. Click on 'Next' button.
8. Advance Application form will be generated in system. Take printout of this form by click on 'print' link. Submit this copy in your office for approval of competent authorities. Click on 'Submit' button, advance copy will be submitted to course director.
9. After approval from competent authorities, scan the performan upload scanned copy of approved application form. Click on 'Participate in Training' menu. List of training programs will be displayed. Click on 'upload' link and upload the scanned copy of the approved application form.

10. Click on 'Edit' button to update the personal details.
11. Click on 'Save' button to save your personal details and then click on 'Next' button
12. Click on 'Edit' button to fill all the 'Academic Details' and 'Experience Details' and click on 'Next' button.
13. Fill 'Draft/Postal order Details' in case of only summer/winter school and short course training proposals. Not applicable for CAFT training program.
14. Click on 'Next' button.
15. Take a print out of this Advanced Application form by click on "Print" button, and Upload duly signed copy of this Advanced Application form after approval from competent authority and click on 'Next' button.
16. Click on 'Upload Approved Application File' button to upload signed 'Advance Application form' (Approved Application Form) in pdf/doc/jpg/jpeg/docx.
17. Click on 'Submit' button for final submission.
18. 'Successfully applied in training program' message will be shown.