

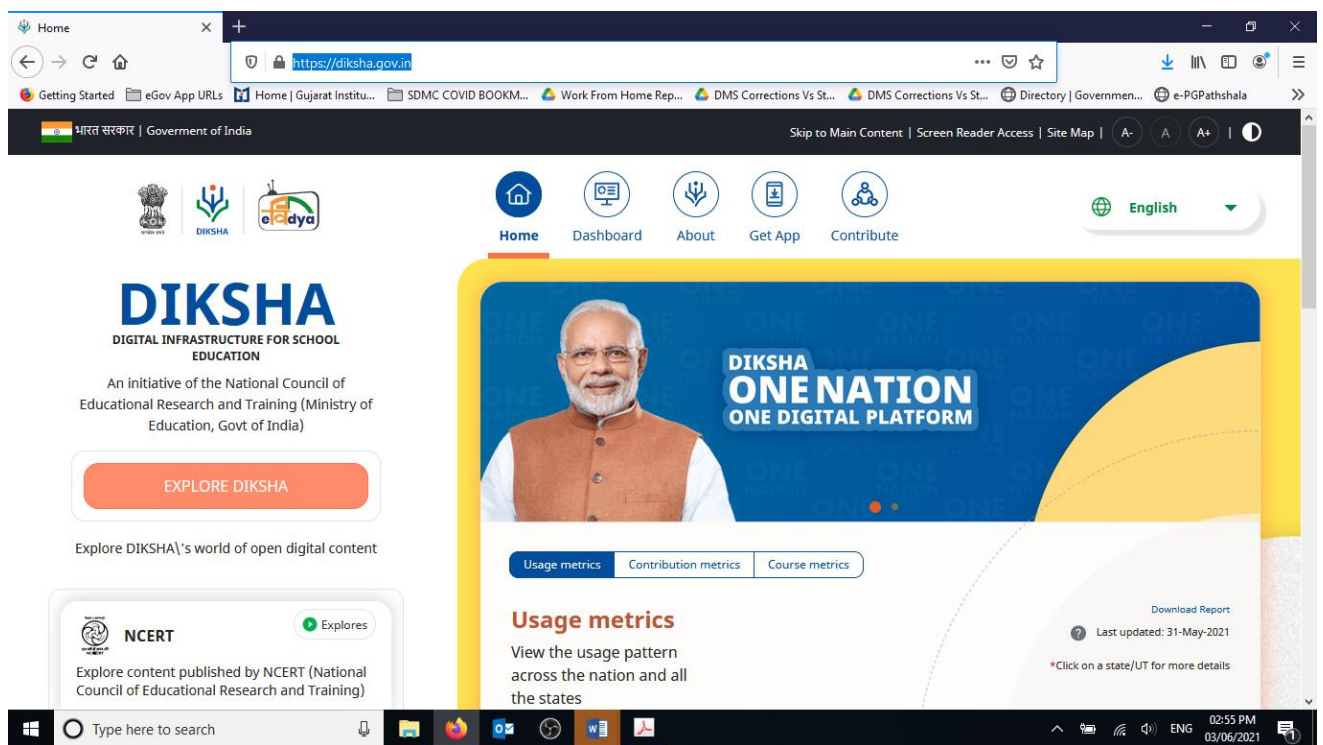
Standard Operating Procedure (SOP) for Online Certificate Course on Basics of Disaster Risk Management (DRM) developed by GIDM hosted on DIKSHA Portal


Prerequisites :

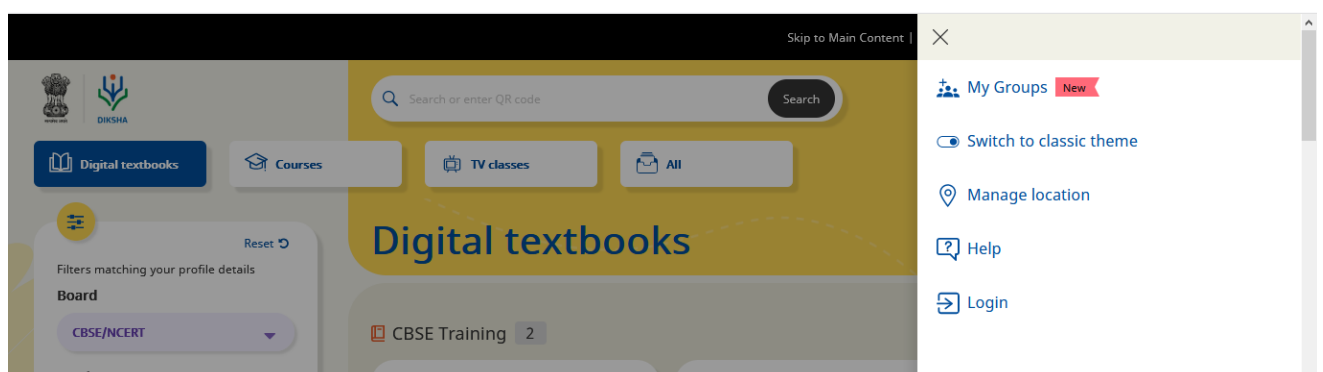
- Laptop / Desktop / Mobile / iPad with Microphone / Earphone for better Audio-Visual Experience.
- Adequate network connectivity (GSWAN/ LAN/ Broadband/ Wi-Fi/ 4G Mobile Network)
- Up-to-date browser in Laptop/ Desktop and Up-to-date “DIKSHA” Mobile App in case of Mobile/ iPad

SOP for sign-up / registration / on-boarding process on DIKSHA Portal (Web Application)

Step 1: Open browser and go to <https://diksha.gov.in/> and click on “Explore DIKSHA” (You will find the screen mentioned below)



Step 2: At the right side , find  this symbol and click on it. You will find the screen mentioned below:



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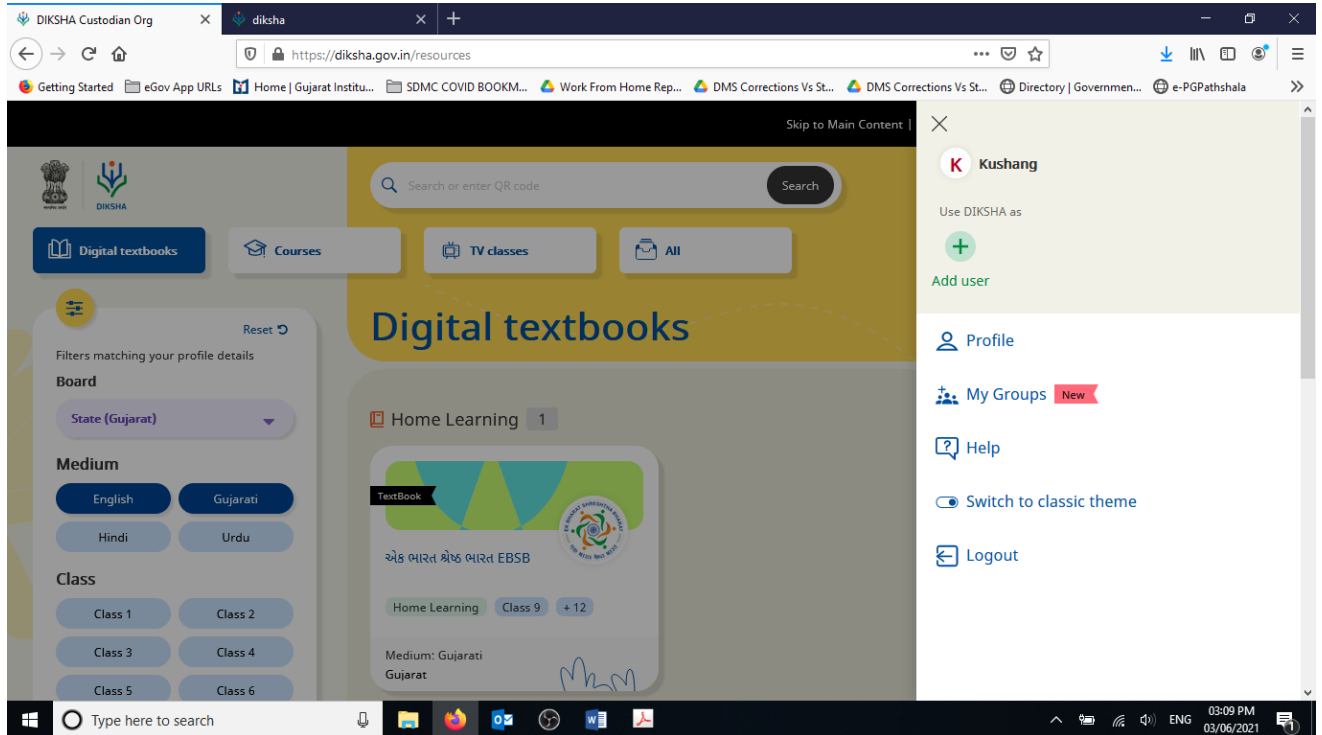
Step 3: Click on “Login” you will find the screen mentioned below. In case of First Time Registration one has to click compulsory on “Don't have an account? [Register here](#)” or Sign in with Google Account

Step 4: In case of New Registration, one has to fill the details mentioned in below screenshot

Step 5: User can now log in using his newly created profile through email ID/ Mobile Number and Password or Google Account

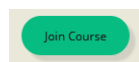
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Step 6: After successful log in you will be entered into your profile. Where you will be asked to select user category then please select “School Head or Officials” then, below mentioned screen will be displayed:



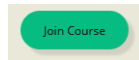
Step 7: To Join the 5 hours online certificate course on Basics of Disaster Risk Management in English [click here](https://diksha.gov.in/explore-course/course/do_31323947983294464015336) (link: https://diksha.gov.in/explore-course/course/do_31323947983294464015336)

Click on Join Course Button



To join the 5 hours online certificate course on Basics of Disaster Risk Management (આપણી જોખમ વ્યવસ્થાપનનો બેઝીક કોર્સ) in Gujarati [click here](https://diksha.gov.in/explore-course/course/do_313258811065532416131379) (link: https://diksha.gov.in/explore-course/course/do_313258811065532416131379)

Click on Join Course Button



Step 8: Enjoy module wise learning and examination. After successful completion of whole course , system will generate certificate which can be viewed / downloaded from your profile section > My Learning

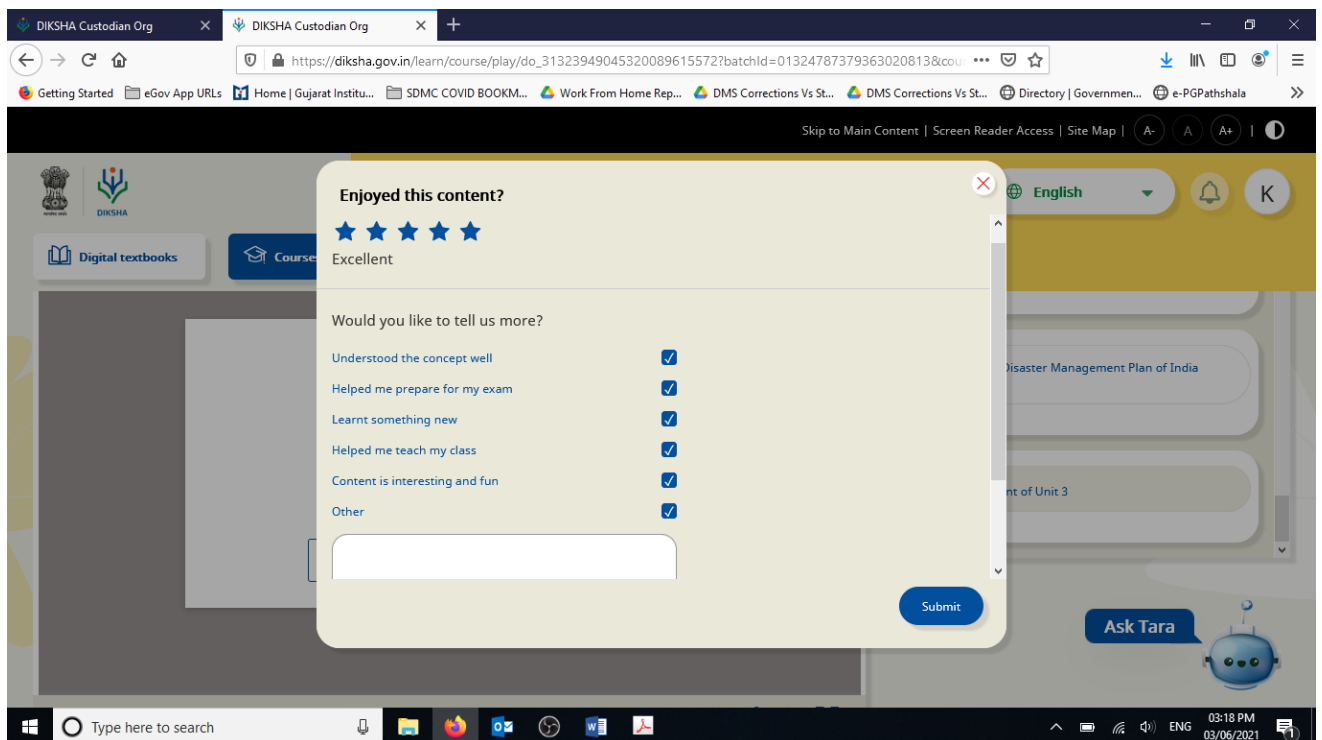
Certificate will look like (screenshot mentioned below)

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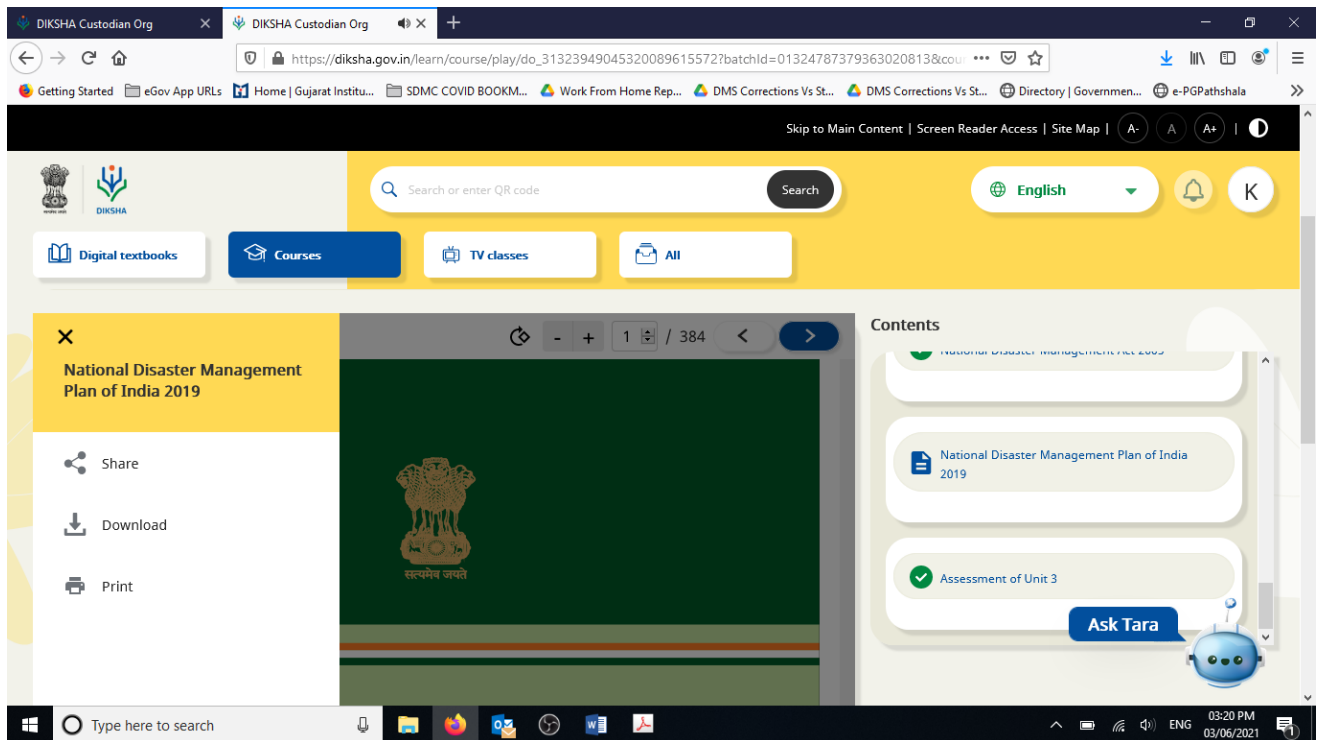
Salient features of DIKSHA Portal:

1. Rate and review individual content



2. Sharing / downloading / printing of individual content (especially PDF)

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3. Ask Tara (dedicated chat-bot)
4. Wide range of online user guidance and FAQs

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