

ADDITIONAL  
SKILL ACQUISITION  
PROGRAMME



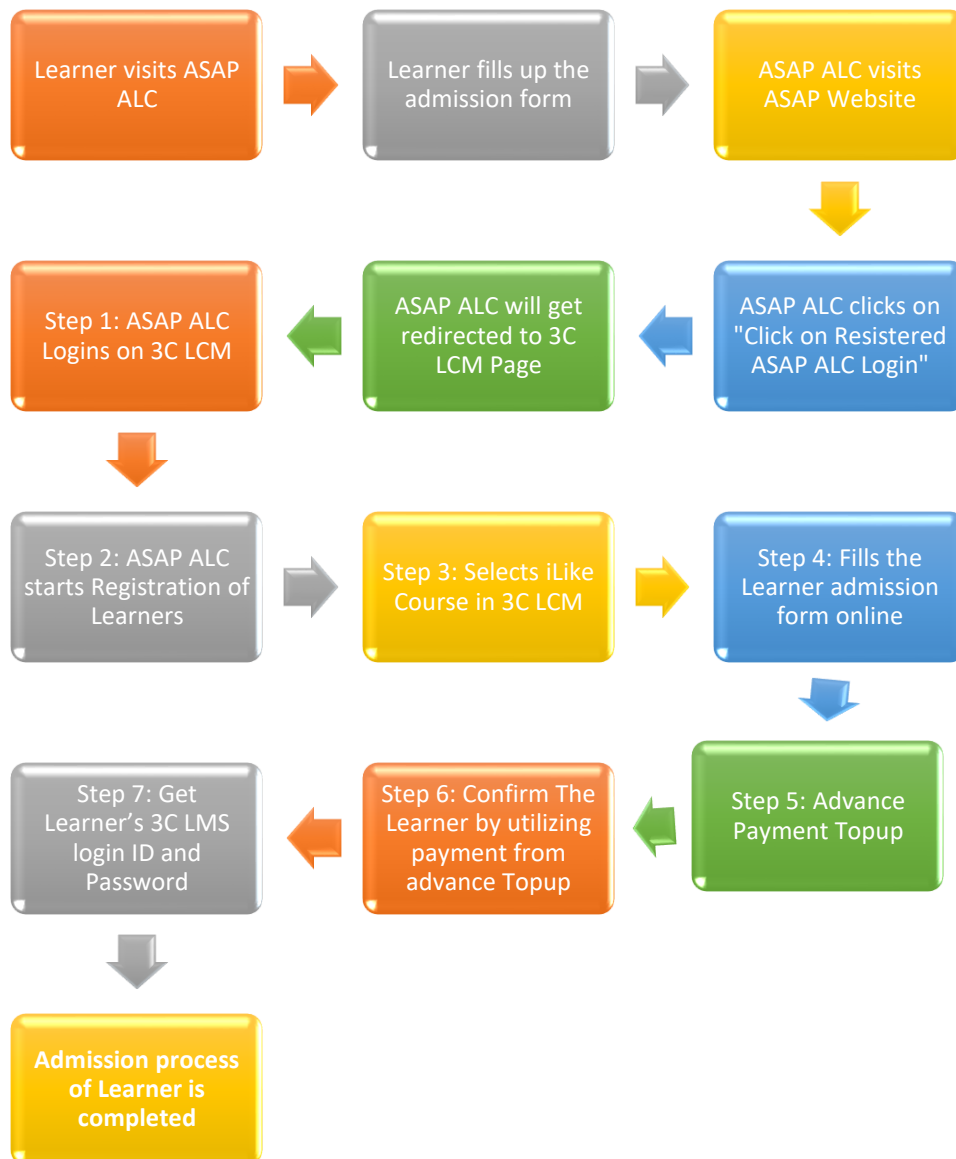
# iLike Courses - Admission Process- User Manual

Additional Skill Acquisition Programme  
Kerala

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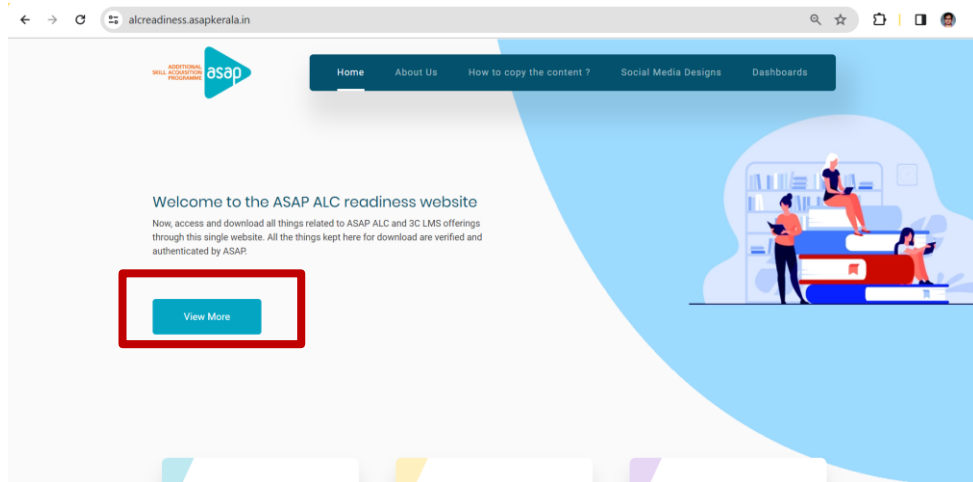
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## LEARNER ADMISSION PROCESS OVERVIEW:

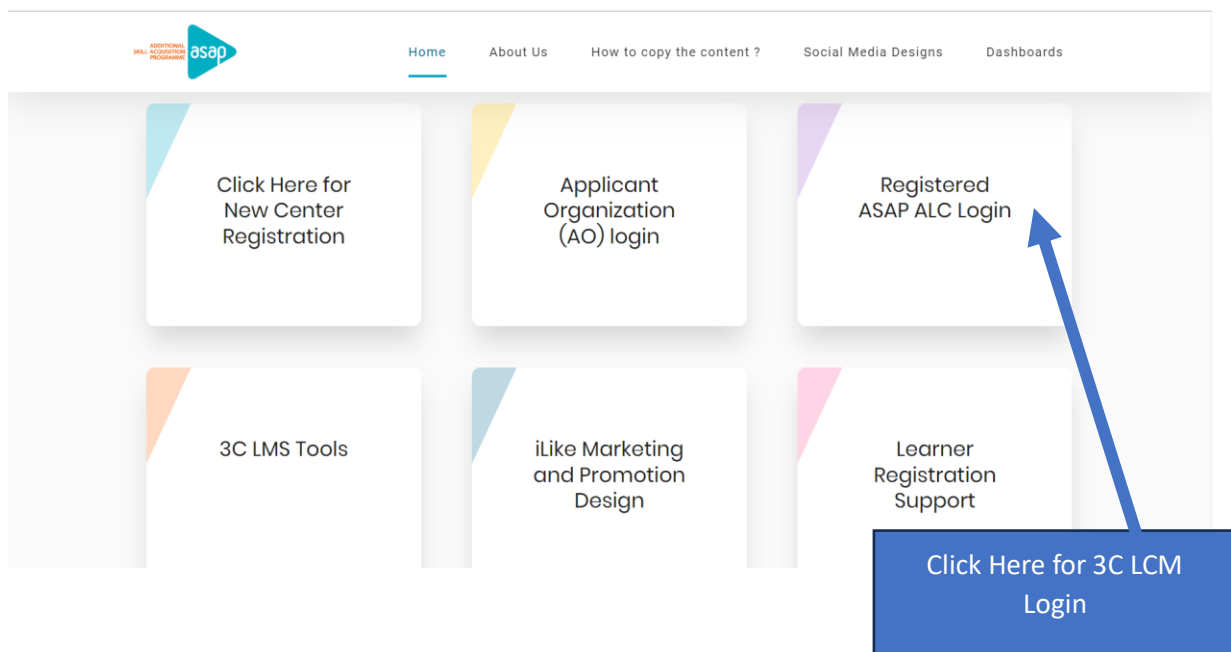


## HOW TO GO ON THE ASAP ALC 3C LCM LOGIN PAGE:

- Go to [alcreadiness.asapkerala.in](http://alcreadiness.asapkerala.in) on any of the web browsers: Latest Versions of Google Chrome/Mozilla Firefox.
- Click on “View More”



- Now you will be able to see different tiles.
- Click on “Registered ASAP ALC Login” Tab on the website for Login to 3C LCM.
- ASAP ALC will be redirected to 3C LCM Page.



## STEPS OF ASAP ALC LEARNERS ADMISSION PROCESS:

### Step I: ASAP ALC Login on 3C LCM:

- “3C LCM” will open after clicking on “Registered ASAP ALC Login”.
- Enter ASAP ALC Id and Password to Login 3C LCM.
- ASAP Home Page will open as per below image.

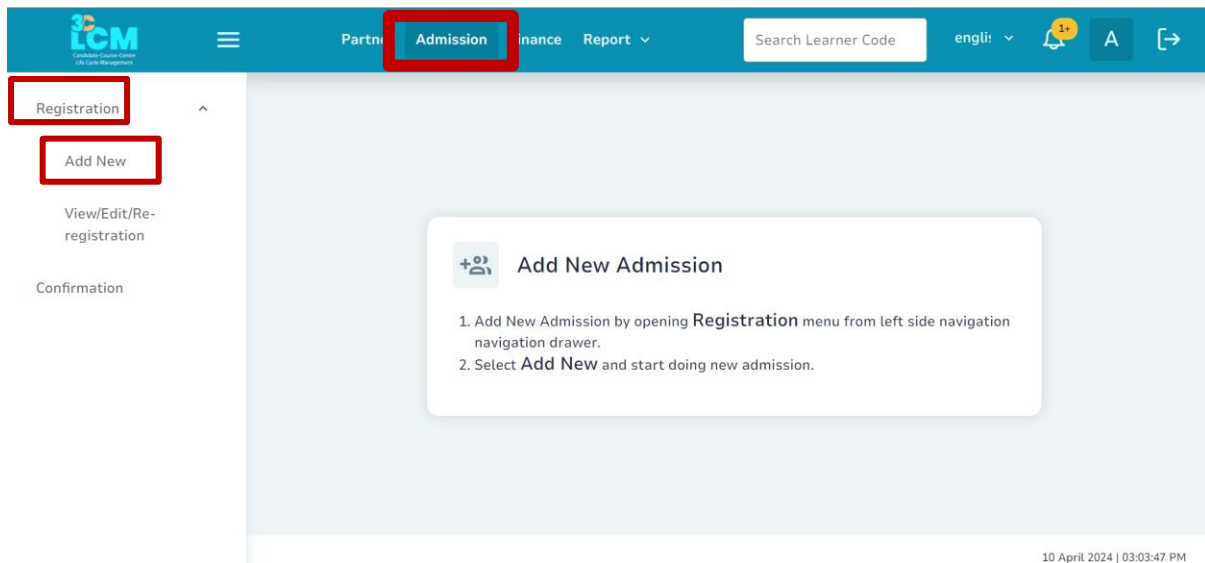
The image shows two screenshots of the ASAP ALC system interface. The top screenshot is the login page, and the bottom screenshot is the home page.

**ASAP ALC Login Page:** The page features the 3C LCM logo (Candidate-Course-Centre Life Cycle Management) and a "Welcome!" message. It prompts the user to "Please fill in the fields to log in." The login form includes a "Username" field with the value "21180002" and a "Password" field with masked characters. A "Login" button is positioned below the form. The background image shows a group of students with various educational icons overlaid.

**ASAP ALC Home Page:** The page has a navigation menu with "Partner", "Admission", "Finance", and "Report" options. A search bar for "Search Learner Code" is present. The main content area displays a "Add New Admission" button and a list of instructions: "1. Add New Admission by opening **Registration** menu from left side navigation navigation drawer." and "2. Select **Add New** and start doing new admission." The footer shows the date and time: "9 April 2024 | 02:58:43 PM".

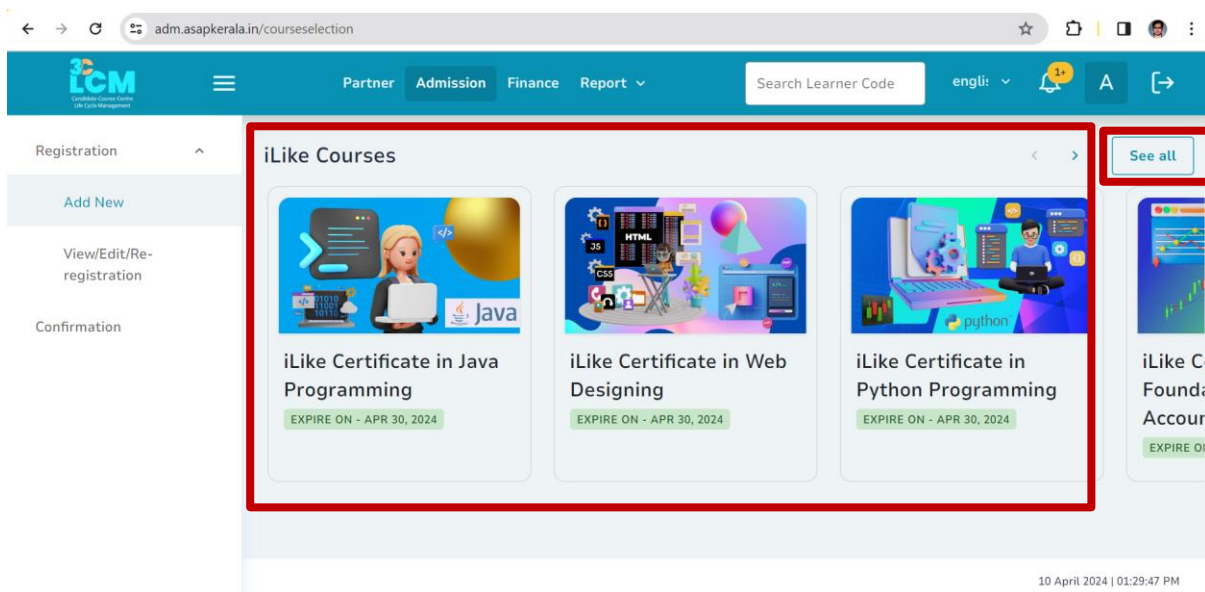
### Step 2: How to access the admission process in 3C LCM:

- Click on “Admission” tab which is on Home Page of ASAP ALC Login.
- Click on Registration Menu, add new button will open.



### Step 3: How to Select iLike Course in 3C LCM:

- Click on the "Add New" button located on the left side to view various iLike courses.
- Click on the “See All” to check all courses
- Select the iLike course that the learner wishes to enrol in.



## Step 4: How to Fill the Admission Form:

### Selection of Course Details:

- Please select the course details for the chosen "iLike" course, including Course Medium, Learning Mode, Course Content Type (Default), and Instalment Name (Regular with four Instalment).
- Verify the "Learner Payable Amount" and "Center Payable Amount".
- Then, click on "Save & Next" to save your progress and proceed to the next step.

Registration

Add New

View/Edit/Re-registration

Confirmation

1 Course Details

2 Basic Details

3 Present Address Details

4 Contact Details

5 Education Details

6 Document Details

7 Health Details

8 Profession Details

9 Identity Details

Selected course : iLike Certificate in Java Programming

Course Details

CourseMedium \*  
English

LearningMode \*  
Offline

CourseContentType \*  
DEFAULT

InstalmentName \*  
Regular with four in...

Instalment Number	Learner Payable Amount	Center Payable Amount
1	₹ 1500	₹ 700
2	₹ 1500	₹ 700
3	₹ 1500	₹ 700
4	₹ 1500	₹ 700
Total	₹ 6000	₹ 2800

Save & Next

### Fill The Basic Details:

- Enter the Basic Profile details such as first name, middle name, last name, and full name (This name will be reflected on the certificate. ALCs are requested to enter and ensure this data carefully).
- Provide Father's name and Mother's name.
- Select Date of Birth, age, gender, marital status, mother tongue, and nationality.
- Then, click on "Save & Next" to save your progress and proceed to the next step.

The screenshot displays a web application interface for course admission. On the left, a sidebar menu lists the registration steps: 1. Course Details, 2. Basic Details (highlighted with a red box), 3. Present Address Details, 4. Contact Details, 5. Document Profile, 6. Education Details, 7. Health Details, and 8. Profession Details. The main content area shows the 'Basic Profile' form for the selected course 'iLike Certificate in SCRATCH Programming'. The form includes fields for Title, FirstName\*, MiddleName, LastName\*, and FullName\*. It also has fields for DateOfBirth\* (with a calendar icon), Age, Gender\* (with radio buttons for Male, Female, and Transgender), FatherName, MotherName, MaritalStatus\*, MotherTongue\*, and Nationality. A blue 'Save & Next' button with a checkmark is highlighted with a red box at the bottom right of the form.



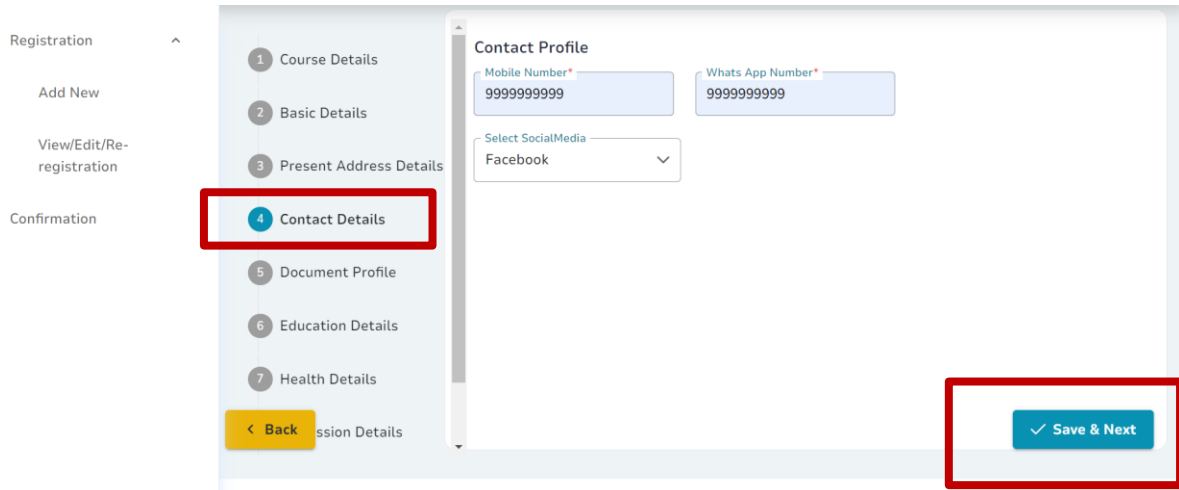
### Fill Address Details:

- Choose the Address Type and enter details such as Pin code, country, state, district, taluka, city, address, landmark, and suburb.
- Then, click on "Save & Next" to save your progress and proceed to the next step.

The screenshot shows a web interface for filling address details. On the left, a sidebar menu lists steps: 1 Course Details, 2 Basic Details, 3 Present Address Details (highlighted with a red box), 4 Contact Details, 5 Document Profile, 6 Education Details, and 7 Health Details. Below the menu is a yellow '< Back' button. The main content area is titled 'Address Profile' and includes a yellow warning box that says 'Fill Pin-Code first'. Under 'AddressType\*', there are radio buttons for 'Permanent' (selected) and 'Temporary'. Below this are several input fields: PinCode\*, Country\*, State, District\*, Taluka\*, City\*, Landmark, AddressLine1\*, AddressLine2, and Suburb. At the bottom right, a blue 'Save & Next' button is highlighted with a red box.

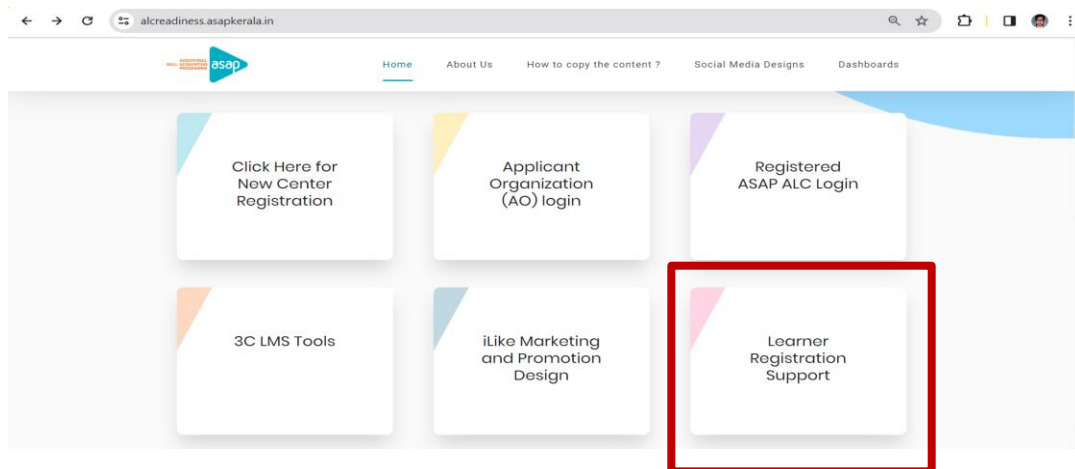
### Fill Contact Details:

- Add mobile number, and WhatsApp number.
- Also add social media profile if any.
- Then, click on "Save & Next" to save your progress and proceed to the next step.

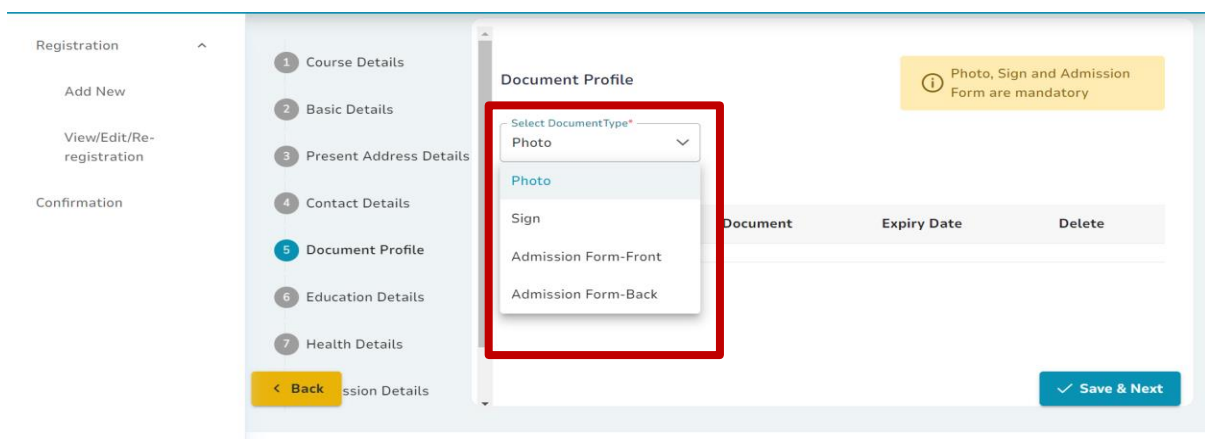


### Upload Document Details:

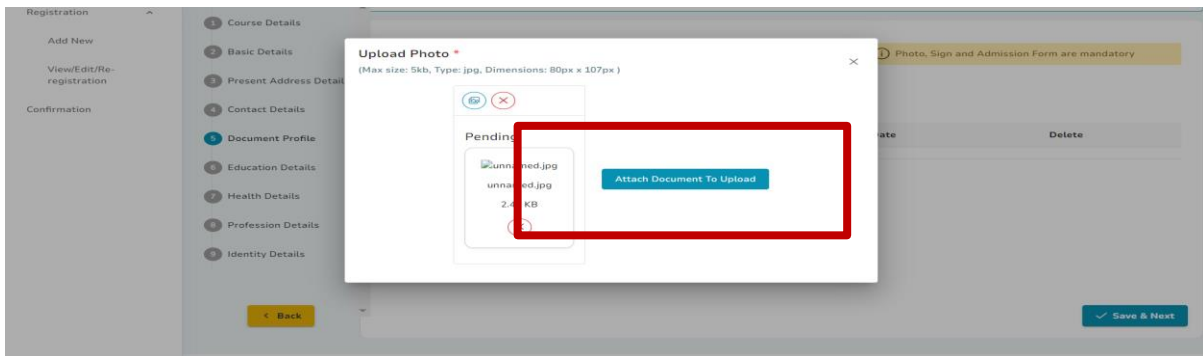
- Upload a photo, signature, and admission form (Front and Back) available on <https://alcreadiness.asapkerala.in/> under the "learner registration support" tile.



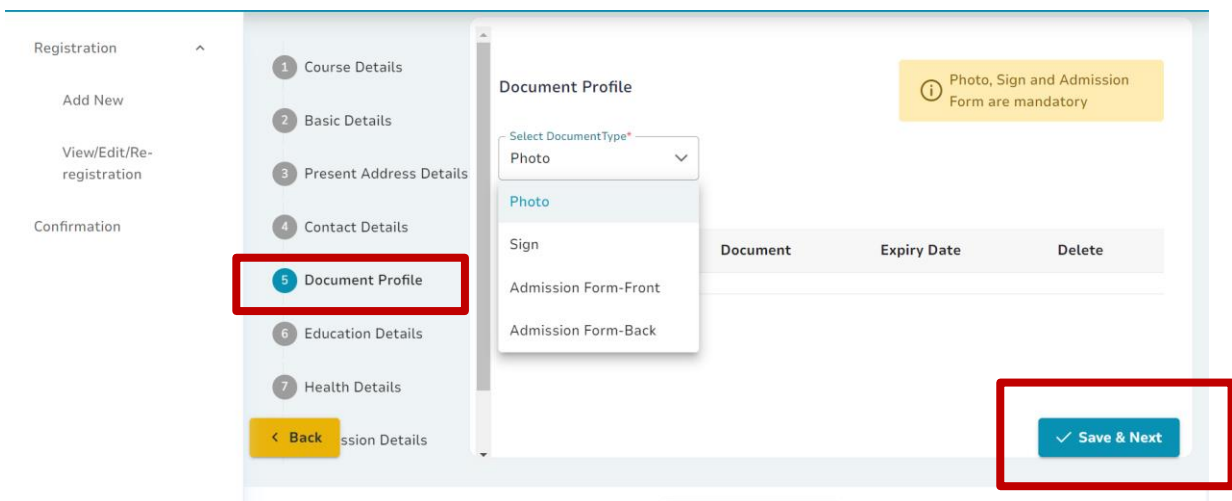
- Select documents one by one from the dropdown menu.



- Click on the "Attach document to upload" button for each document you wish to upload.



- Then, click on "Save & Next" to save your progress and proceed to the next step.



### Fill Education Profile Details:

- Select Qualification Status, Qualification Type, Qualification Level, and Qualification Grade. Then, provide details such as board, stream, percentage/Grade, Medium, Seat No./PNR No., and ABC ID.
- Then, click on "Save & Next" to save your progress and proceed to the next step.

The screenshot shows a registration form with a sidebar on the left containing steps 2 through 9. Step 6, 'Education Details', is highlighted with a red box. The main form area is titled 'Education Profile' and includes a yellow information box that says 'Enter your recent qualification'. Below this, there are radio buttons for 'Completed' and 'Pursuing'. Three dropdown menus are labeled 'QualificaionType\*', 'QualificaionLevel\*', and 'QualificaionGrade\*'. Below these are input fields for 'Board', 'Stream', 'Percentage/Grade', 'Medium', 'Seat No/PRN No', and 'ABCId'. A blue 'Save & Next' button is located at the bottom right, also highlighted with a red box.

### Add Health Profile:

- Include Health Profile details such as blood group, birthmark, physical disability type if applicable, and certificate of disability if applicable.
- Then, click on "Save & Next" to save your progress and proceed to the next step.

The screenshot shows the same registration form with the sidebar step 7, 'Health Details', highlighted with a red box. The main form area is titled 'Health Profile' and includes a text input field at the top with the value 'selected course : iLike Certificate in SCRATCH Programming'. Below this are input fields for 'BloodGroup\*' and 'BirthMark'. There are two sets of radio buttons: 'IsPhysicallyDisabled\*' with 'Yes' and 'No' options, and 'IsCertificateAvailable\*' with 'Yes' and 'No' options. A blue 'Save & Next' button is located at the bottom right, highlighted with a red box.

### Add Profession Profile:

- Include Profession Profile information by selecting the profession type and specifying the profession.
- Then, click on "Save & Next" to save your progress and proceed to the next step.

The screenshot shows a multi-step registration process. The sidebar on the left lists steps from 1 to 8. Step 8, 'Profession Details', is highlighted with a red box. The main content area shows the 'Profession Profile' section, which is also highlighted with a red box. It contains two dropdown menus: 'ProfessionType\*' and 'Profession\*'. At the bottom right, there is a blue button labeled 'Save & Next' with a checkmark icon, also highlighted with a red box. A yellow button labeled '< Back' is visible at the bottom left.

### Add Identity Profile:

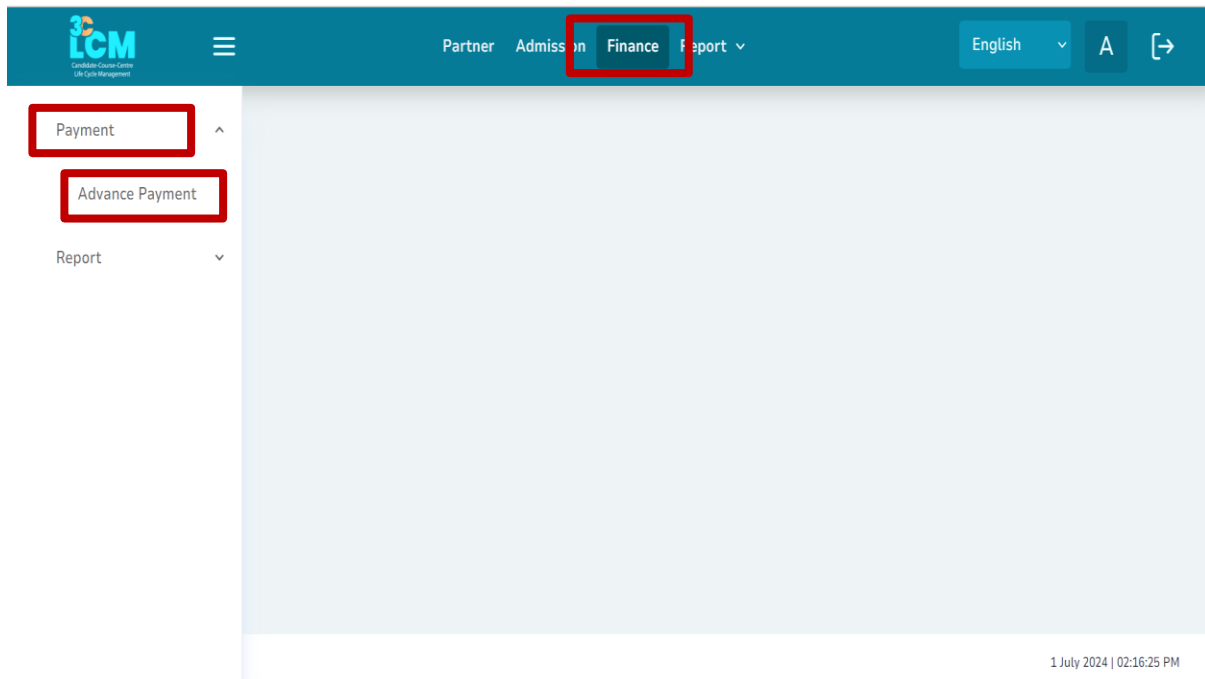
- Aadhaar card details are mandatory. Please provide the Aadhaar number and upload a copy of your Aadhaar card.
- Click on the "add button" after adding a copy of the Aadhaar card.
- Then, click on "Save & Next" to save your progress and proceed to the next step.

The screenshot shows the 'Add Identity Profile' form. The sidebar on the left lists steps from 1 to 9. Step 9, 'Identity Details', is highlighted with a red box. The main content area shows the 'Identity Profile' section. It includes a dropdown for 'IdentityProofType\*' with 'Aadhaar Card' selected, and a text input for 'IdentityCardNumber\*'. A callout bubble with a blue border and red text says 'Click here to upload Aadhar.' pointing to the 'Aadhaar Card' dropdown. Below this is a document upload area with the text 'Upload Document. It is Compulsory\*'. A document titled 'New Microsoft Word Document.pdf' (25.05 KB) is shown as 'Pending' with a yellow 'Pending' label and a red 'X' icon. At the bottom right, there is a blue button labeled 'Save & Next' with a checkmark icon, highlighted with a red box. A blue button labeled 'Add Data' is also highlighted with a red box at the bottom center. A yellow button labeled '< Back' is visible at the bottom left.

Learner is added in the system now.

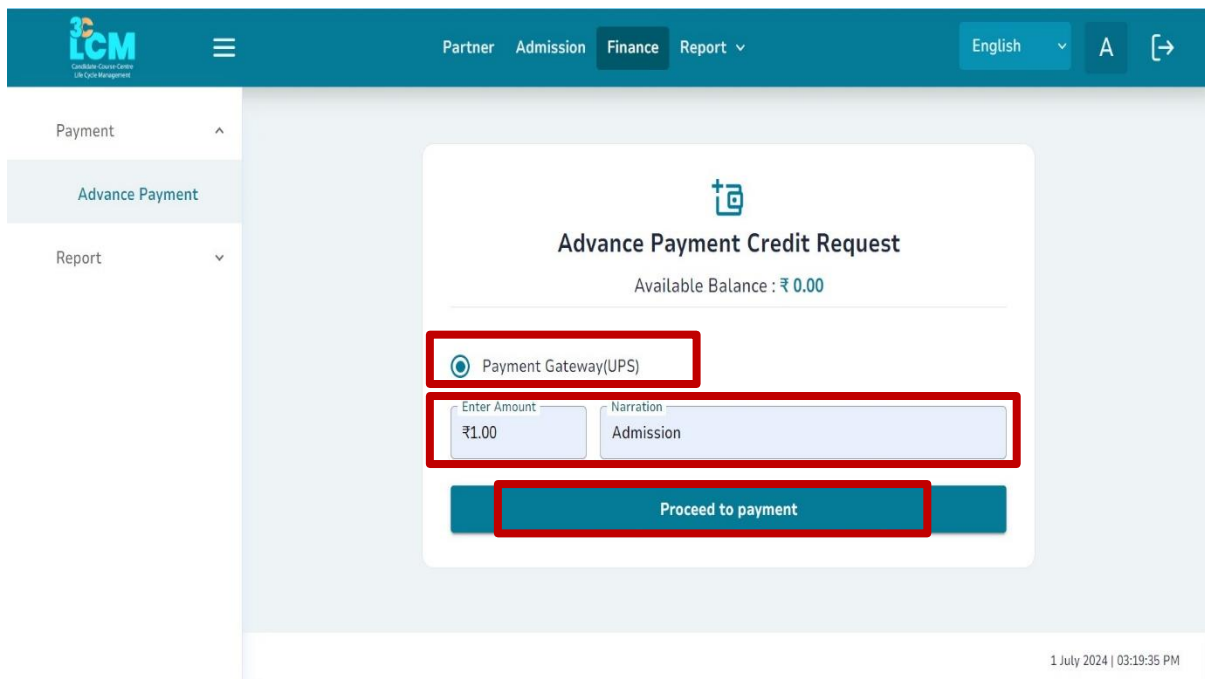
### Step 5: How to access advance payment process in 3C LCM:

- Click on “Finance” tab which is on Home Page of ASAP ALC Login
- Click on “Payment” Menu, Advance Payment tab will be open.



### Step 6: How to make advance payment in 3C LCM

- Click on “Advance Payment” tab which is under Payment tab on finance page
- Click Radio Button “Payment Getaway (UPS)”. And Enter required amount and Narration.
- Click on Proceed to Payment.



- Click on Proceed to Payment Gateway (UPS).

The screenshot shows the LCM portal interface. The top navigation bar includes 'Partner', 'Admission', 'Finance', and 'Report'. The main content area is titled 'Advance Payment Credit using Payment Gateway(UPS)'. It displays the following details:

ALC Name	Amount(₹)
11180001	₹1
Event Name	Narration
Payment Gateway(UPS)	Admission
Total Amount (₹)	Bank Charges(₹)
₹1	*Bank Charges will be displayed on next pages

At the bottom, there are two buttons: 'X | Decline' and 'Proceed to Payment Gateway(UPS)'. The 'Proceed to Payment Gateway(UPS)' button is highlighted with a red box.

- Click on “Submit” Button

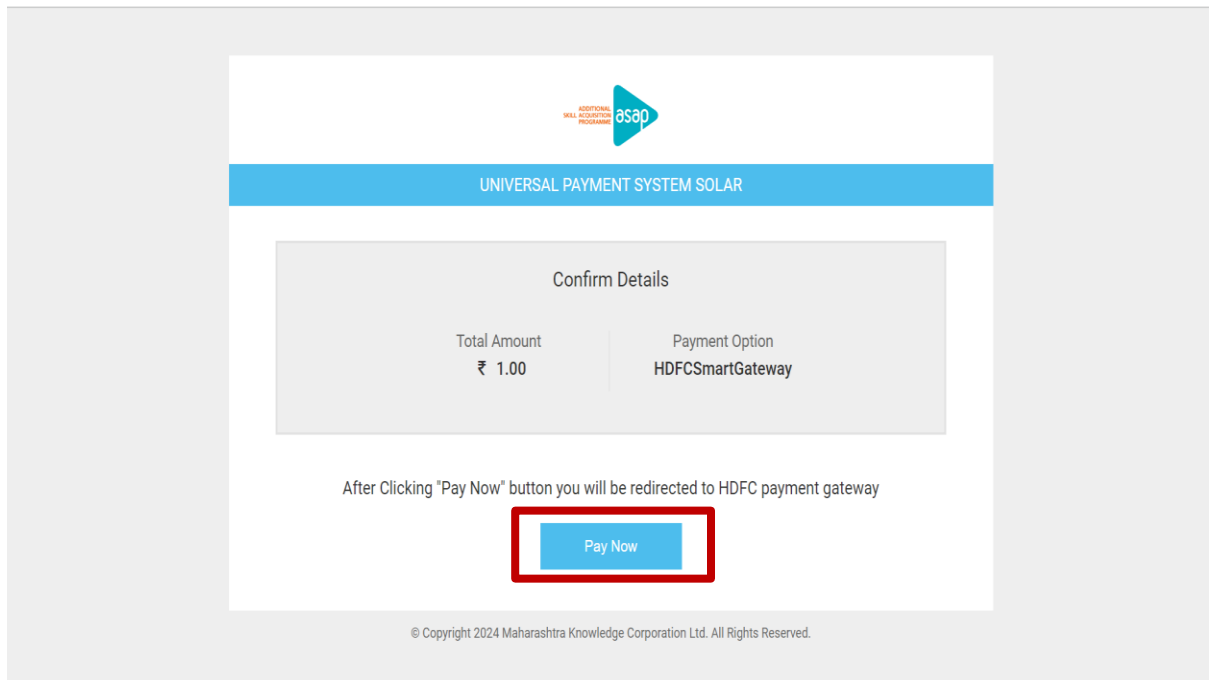
The screenshot shows the Universal Payment System Solar interface. It displays the following details:

Your Order	
Payment Order No	31
Application Name	ASAP 3C LCM
Purpose Name	Admission_ASAP 3C LCM
Total Amount	₹ 1.00

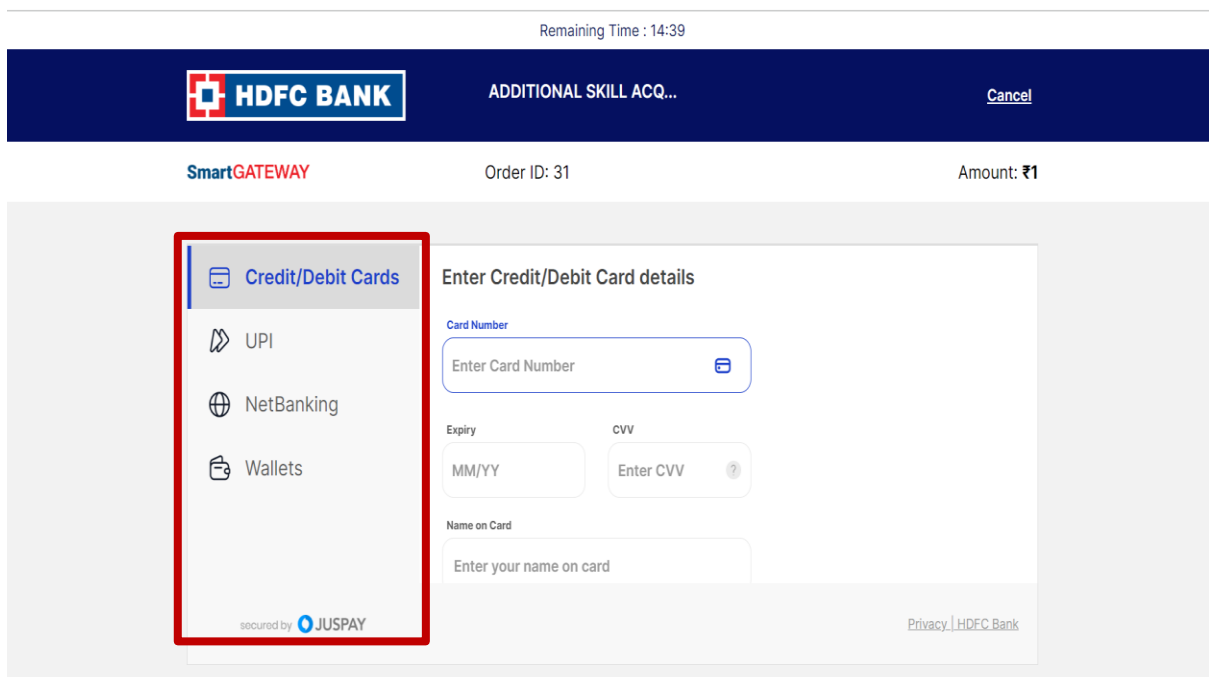
Below the order details, there is a 'Select Your Payment Option' section with a 'Payment Gateway' button. At the bottom, there is a confirmation prompt: 'Do You agree to pay an amount of ₹ 1.00'. Below this prompt are two buttons: 'Submit' and 'Cancel transaction'. The 'Submit' button is highlighted with a red box.

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- Click on “Pay Now” button.

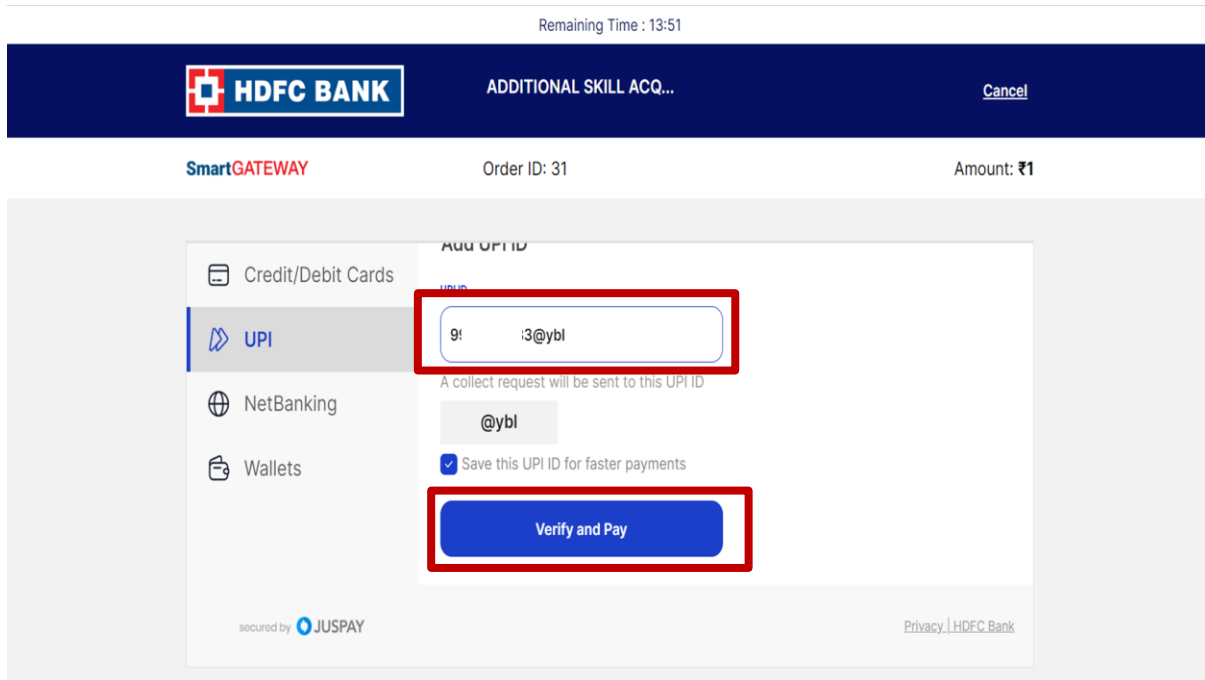


- Select the “Payment Methods” from the list.

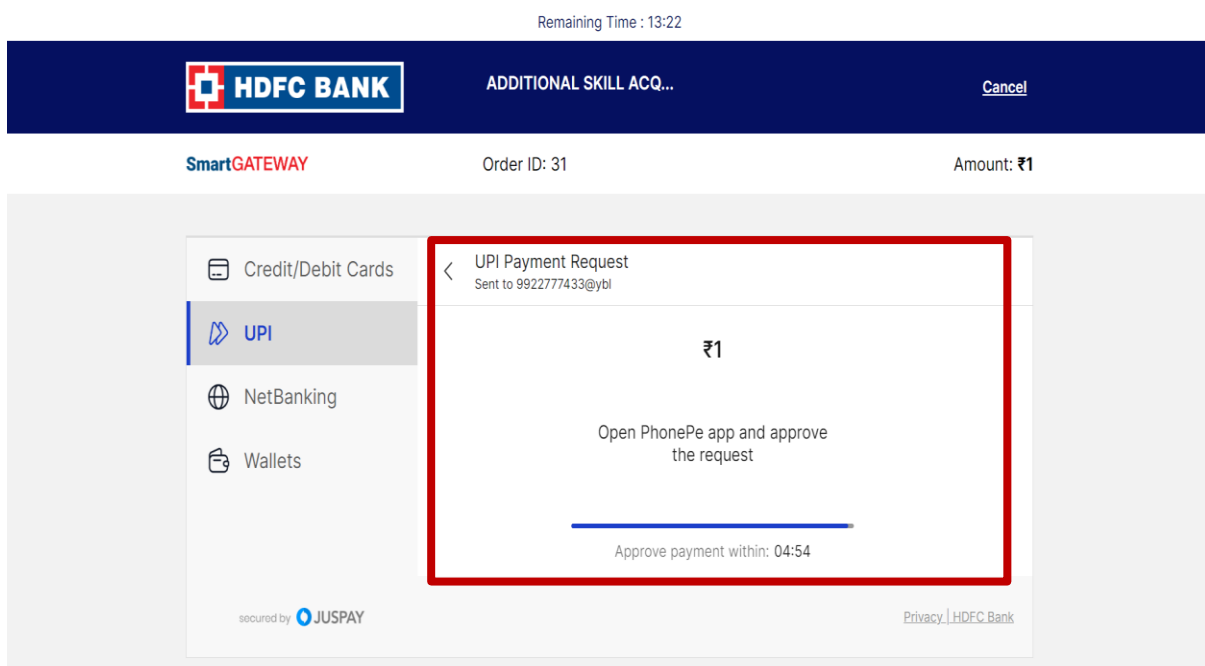




- If UPI Selected, Enter UPI id and Click on Verify and Pay.



- Open you respective UPI app in the mobile and approve the payment



- Successful Status Showing in 3C LCM.

The screenshot shows the 3C LCM interface with a teal header. The header contains the logo, a menu icon, navigation links for Partner, Admission, Finance, and Report, a language dropdown set to English, and a user profile icon labeled 'A'. On the left, a sidebar menu has 'Payment' and 'Report' expanded. The main content area features a green success message: 'Your Transaction of ₹1 is Successful.' Below this is a warning icon and text: 'Please wait for some time for the amount to be reflected.' A table displays transaction details:

ALC Code	11180001
ALC name	ASAP Digital Skill Development Centre
Transaction ID	31
Gateway Transaction ID	21
Transaction Date	01/07/2024 2:35:26 PM
Transaction Amount (₹)	1
Narration	Admission

A '< Go Back' button is located at the bottom right of the transaction details.

- Click on Advance Payment Transfer Report to check the transactions

The screenshot shows the 3C LCM interface with the same teal header as the previous image. The 'Report' menu item in the sidebar is expanded, showing two options: 'Advance Payment Transfer Report' and 'Advance Payment Statement'. The 'Advance Payment Statement' option is highlighted with a red rectangular box. The main content area is currently blank. The footer of the page displays the date and time: '2 July 2024 | 05:31:06 PM'.

- In Credit You Can Check Amount is Credited (advance payment made)
- In Debit you can check utilized amount (Learner confirmation)

The screenshot displays the 'Advance Payment Statement' interface. At the top, there are navigation tabs for 'Partner', 'Admission', 'Finance', and 'Report'. The 'Report' dropdown is open, showing 'All Transactions', 'Debit', and 'Credit', with 'Credit' selected. Below this is a search bar and buttons for 'Excel' and 'CSV'. A table lists the transactions:

Sr No.	Description	Transaction	Balance
1	Admission July 2th 2024, 4:49:26 Pm	+ ₹1	₹1

At the bottom right, the date and time are shown as '2 July 2024 | 05:39:05 PM'.

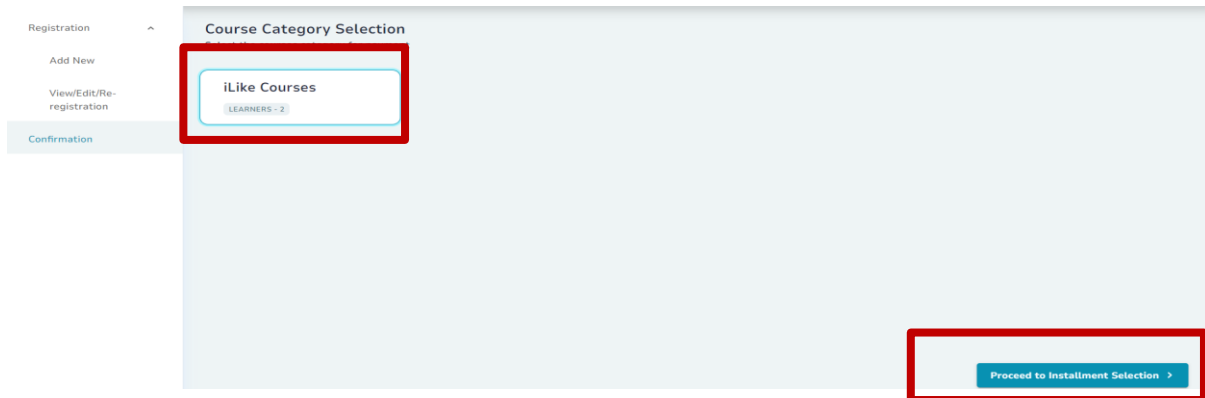
### Step 7: How to Confirm the Learner by making Payment:

- Navigate to the "Admission" tab and click on "Confirmation", which is located on the left side of the home page.

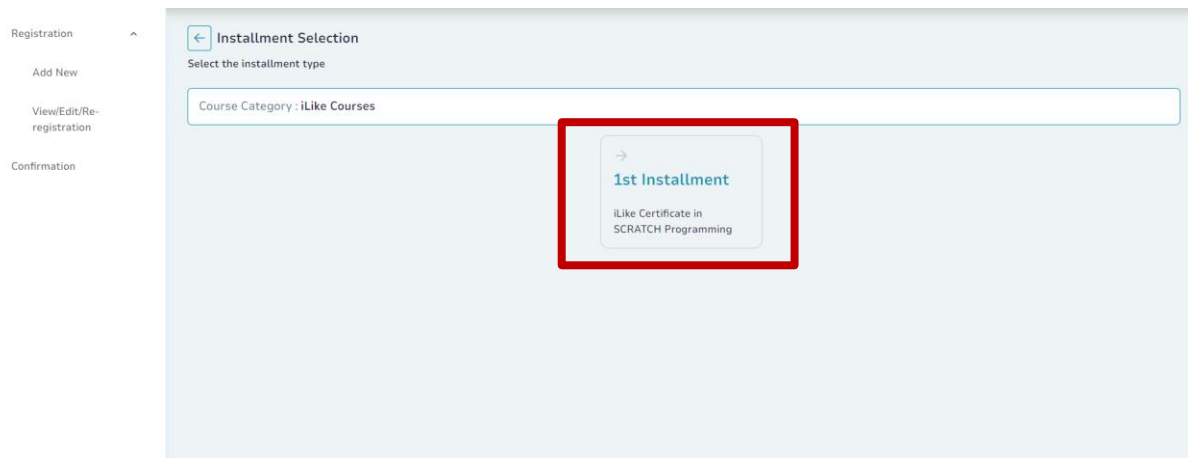
The screenshot shows the 'Admission' tab selected in the top navigation bar. In the left navigation menu, the 'Confirmation' option under the 'Registration' dropdown is highlighted. The main content area features a card titled 'Add New Admission' with the following instructions:

1. Add New Admission by opening **Registration** menu from left side navigation navigation drawer.
2. Select **Add New** and start doing new admission.

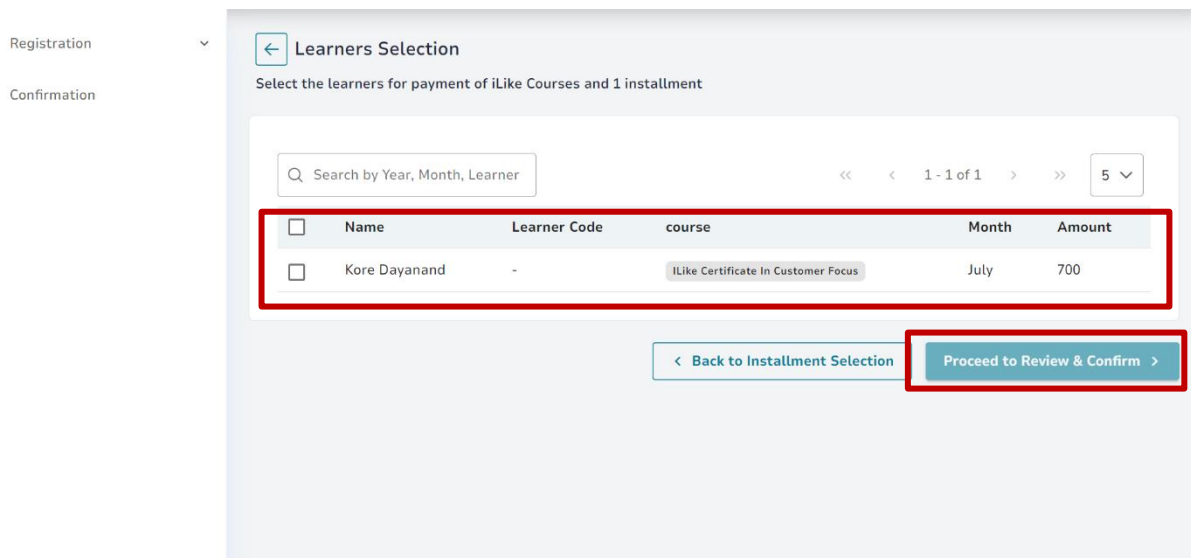
- Select the iLike Course Category and click "Proceed to Instalment Selection".



- Select instalments.



- Select the learner for whom you want to make a payment and click on "Proceed to Review and Confirm".



- Check the learner's Name, Course, and payment details, then click on "Proceed to Payment".

Registration ^

Add New

View/Edit/Re-registration

Confirmation

Confirmation

Review your selections before making the payment

No.	Learner	Course
1	Kore Dayanand	iLike Certificate in Customer Focus

Selected courses category  
iLike Courses

Selected Installment  
1 ST INSTALLMENT

Total learners - 1

Total Amount to Pay  
**₹ 700**

< Back to Learners Selection    **Proceed to Payment >**

- Click on "Make Payment" button for final confirmation.

Payment v

Report v

Available  
Advance Payment Balance **₹2000.00**

Applicable Rewards

No Awards available for utilization.

Fee details for selected learners

Sr No.	Course Category	Learners	Fees
1	iLike Courses FOUR INSTALLMENT	1	700

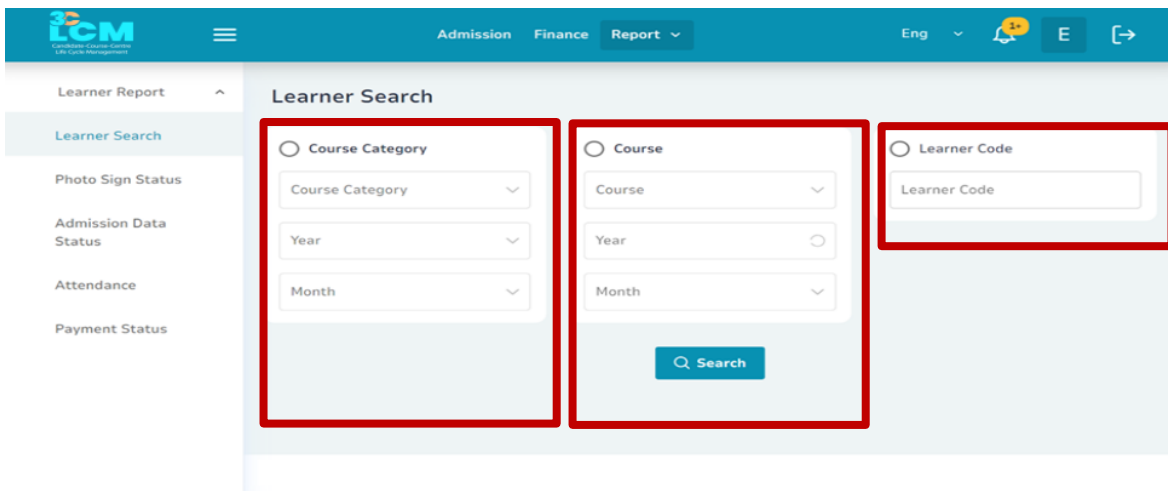
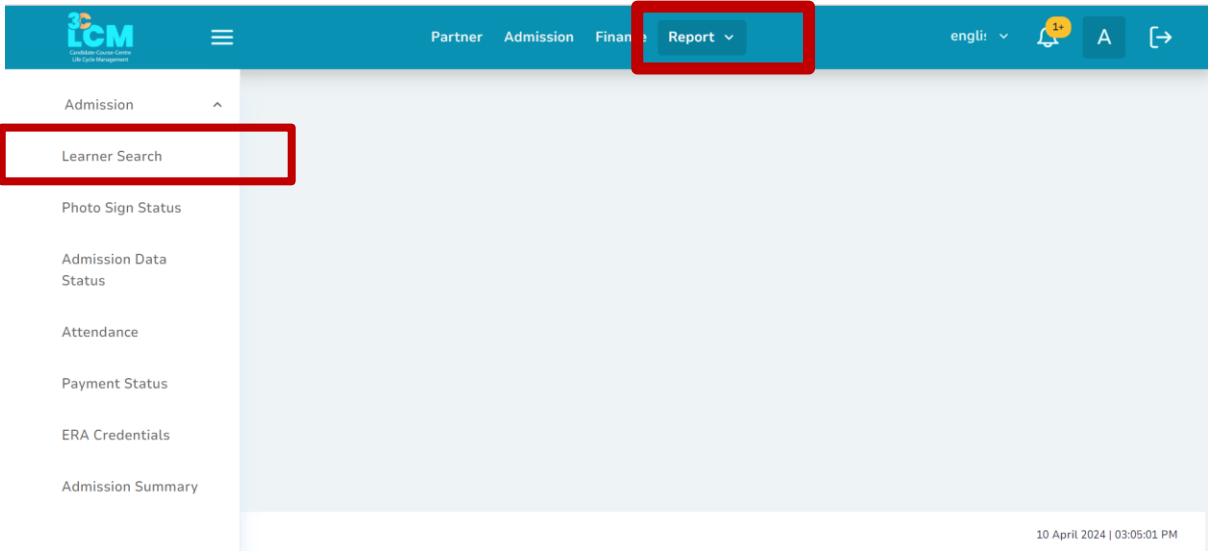
Advance Payment Amount Utilized 700  
- Reward Amount Utilized 0

Total Payable Amount **₹ 700**

**Make Payment →**

#### Step 8: Learner's 3C LMS login ID and Password:

- Navigate to the "Report" tab, and under the admission section on left side, click on "Search Learner".
- Utilize the "Learner Search" function to find the Learner ID and Password of 3C LMS. Provide or select the required information to conduct the learner search.



- You will receive the Learner report as shown below.
- The “Learner code” corresponds to the Learner's 3C LMS Username and Password. For the first login your Learner code is the login as well as password. Learner will change the password after first login.

The screenshot shows the LCM (Learner Course Management) system interface. The top navigation bar includes 'Admission', 'Finance', and 'Report' menus. The left sidebar lists various report categories: 'Learner Report', 'Learner Search', 'Photo Sign Status', 'Admission Data Status', 'Attendance', and 'Payment Status'. The main content area displays a table with the following data:

Sr No.	Learner Code	Learner Name	Learner Code	Course Name	Action
1	2401000015	Ohol Koshal Bhaskar	2401000015		
2	2401000014	Urkude Siddhant Vijay	2401000014		