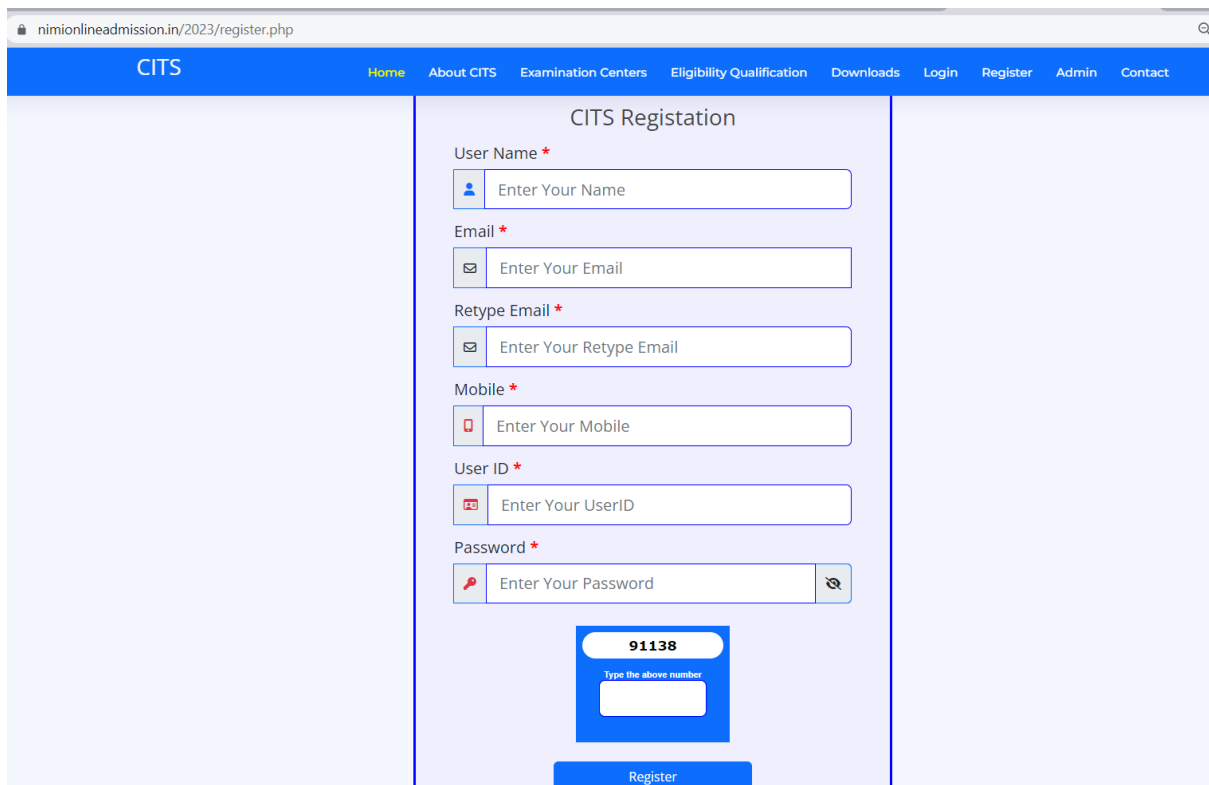# *CITS-2023 Registration – Help Document*

Step 1: Select **'Register'** Link as shown in the below screen

Step 2: Registration Form - Fill your User details in the below Registration form and select **'Register'** Button.

Step 3:Login Page - Enter your UserID,Password details in the below Login form and select **'Login'** Button

Step 4: OTP Verification - Enter OTP's received in Email Id and Mobile Number in Appropriate fields as in the Below Screen and Select **'Submit'**Button.

Step 5: Registration Form - Fill your Personal details in the below Registration form and select **'Submit'** Button.

Step 6: Qualification Details - Enter Academic and Technical Qualification details in the Below Screen and Select **'Submit'** Button

Step 7: Upload Document s- Upload Photo with Signature, CommunityCertificate, 8th / 10th Certificate, NCVT / Diploma / Degree Certificate, Ex-Ser / PH / EWS Certificate by selecting **'Browse'** Button and After Browsing all the Documents Select **'Upload'**Button.

Step 8: Trade Details - Select the Trade that you are going to studyfrom the Dropdown and Select **'Select Course'** Button.

Step 9: Edit - To Edit / Change the Entered and Uploaded details, Select

'Edit Icon' on the left menus as highlighted in the below screen.

Once the fees has been paid the form cannot be edited, so kindlycheck and confirm the form before submitting

Step 10: Verify Billing Details and Select **'Click here'** Button to pay theRegistration fees.

Step 11: Payment - Pay the Registration fees in the **List of Paymentmodes** as shown in the below screen.

Your Application is submitted successfully and will be contactedshortly through Email / Mobile.

Thank

You

NIMI

Team