Skill ERP
Login User Manual

Guide for signing in, creating an account, and requesting a new ITI

Who this guide is for

- **ITI users who need access to the Skill ERP workspace.**

What you will learn

- How to log in, register a workspace, request a new ITI, and solve common access issues.

Keep your account secure

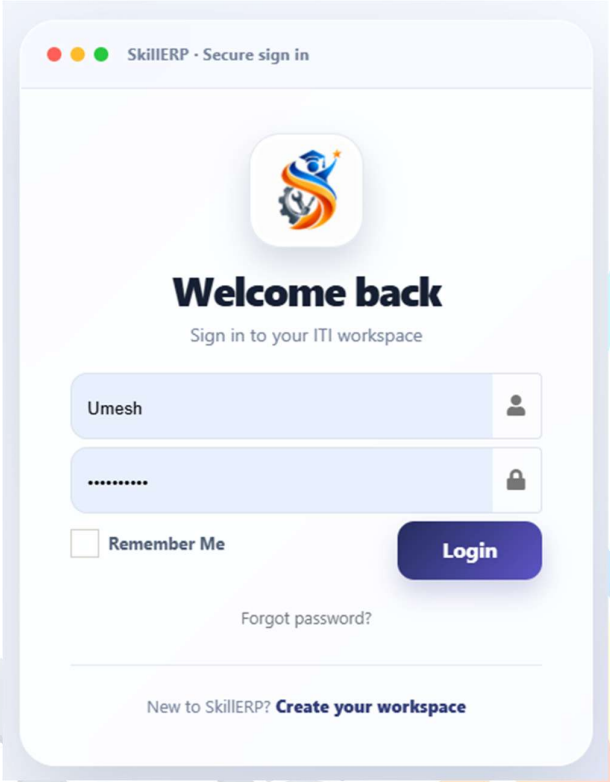
Do not share your password. Use a trusted device and sign out after use on shared computers.

SkillERP access guide

1 Login to SkillERP

Use the SkillERP sign-in screen when you already have a username and password.

1. Open the SkillERP login page.
2. Enter your User Name in the first field.
3. Enter your Password in the second field.
4. Select Remember Me only on your own secure device if you want the browser to remember the session.
5. Select Login to open your ITI workspace.



SkillERP secure sign-in screen

If you cannot sign in

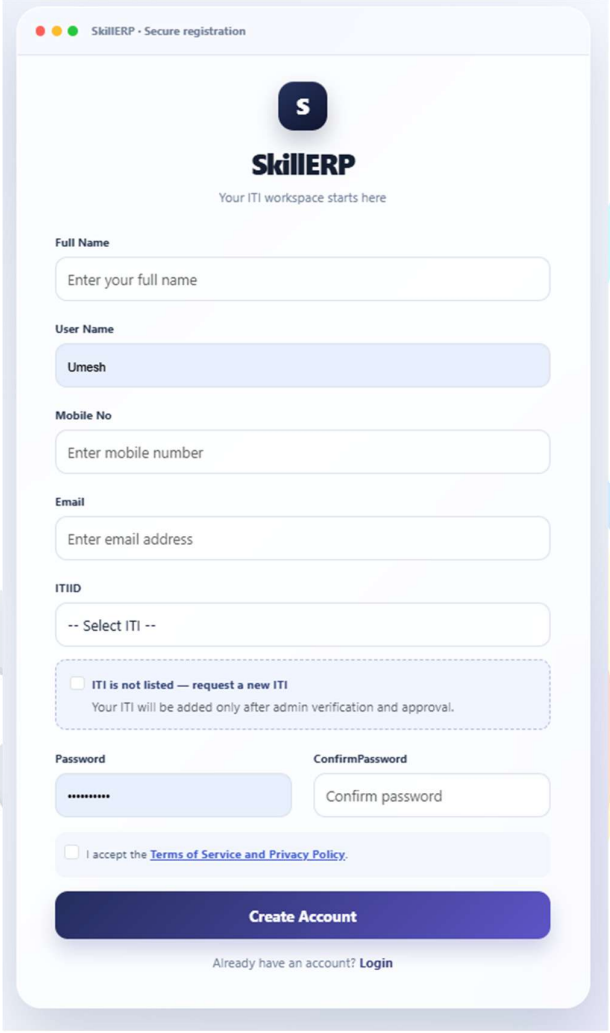
First check the spelling of your username and password. Passwords may be case-sensitive. If you still cannot access the account, select Forgot password? on the login screen and follow the available recovery instructions.

Important: If your account is new or your ITI request is still pending approval, login may not be available yet.

2 Create a SkillERP Account

If you are a new user, select Create your workspace from the login screen. Complete the registration form with correct contact details.

6. Enter your Full Name.
7. Choose a User Name. This will be used to sign in later.
8. Enter your Mobile No and Email address.
9. Select your ITI ID from the list when your ITI is already available.
10. Create a Password and enter the same password in Confirm Password.
11. Read and accept the Terms of Service and Privacy Policy.
12. Select Create Account.



SkillERP secure registration screen

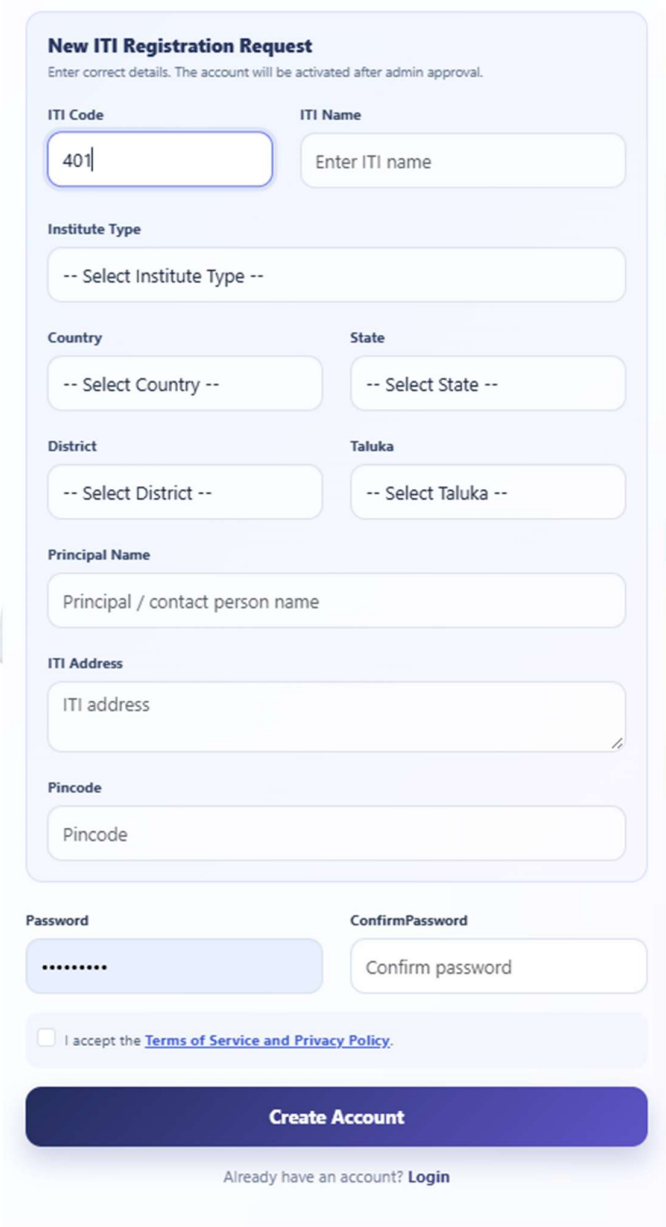
Choose a strong password

Use a password that is difficult to guess. Avoid your name, mobile number, or ITI name. Keep it private and do not share it through chat, email, or phone calls.

3 Request a New ITI

If your institute does not appear in the ITI ID list, select ITI is not listed - request a new ITI on the registration form. A new page or section will ask for institute details.

13. Enter the ITI Code and ITI Name.
14. Select the Institute Type.
15. Select Country, State, District, and Taluka from the available lists.
16. Enter the Principal Name or contact person name.
17. Enter the complete ITI Address and Pincode.
18. Enter and confirm your password, accept the Terms of Service and Privacy Policy, then select Create Account.



New ITI registration request details

Approval note: The request is activated only after administrator verification and approval. Enter accurate institute details so the approval team can identify the correct ITI.

4 Quick Checklist and Support

Before selecting Login

Check	What to do
Username	Use the same username entered during account registration.
Password	Check caps lock and spelling. Do not paste extra spaces.
ITI selection	Choose an existing ITI, or submit a new ITI request if it is not listed.
Approval	Wait for administrator approval when a new ITI request has been submitted.
Terms	Accept the Terms of Service and Privacy Policy before creating an account.

Common issues

Login button does not work: Confirm both username and password are entered. Refresh the page and try again.

ITI is not shown: Use the new ITI request option and submit complete institute details.

Registration is pending: The ITI/account may need administrator verification before it can be activated.

Forgot password: Select Forgot password? on the login screen and follow the recovery process shown there.

Safe use

Use only the official SkillERP page. Never provide your password to another person. On a shared computer, do not select Remember Me and sign out when you finish your work.