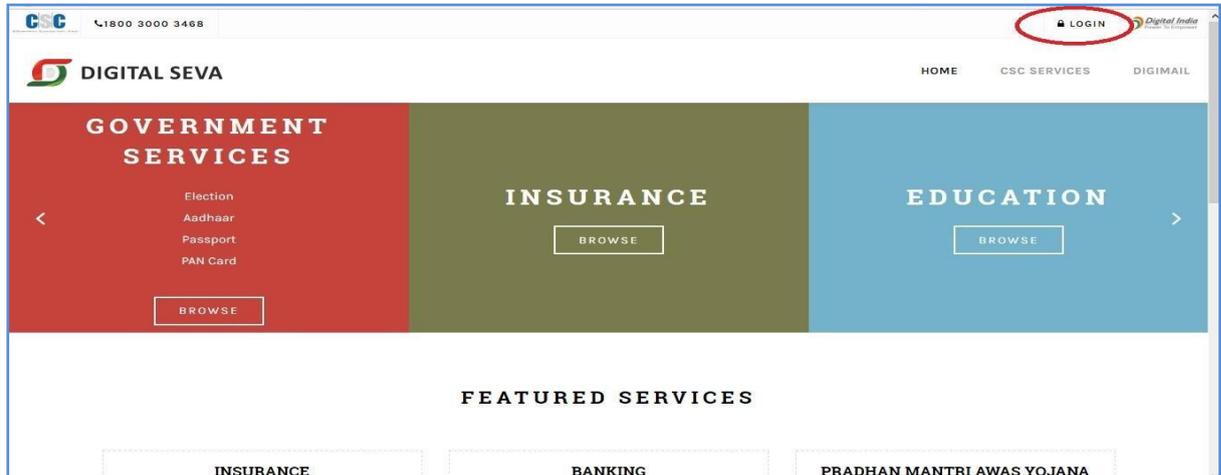
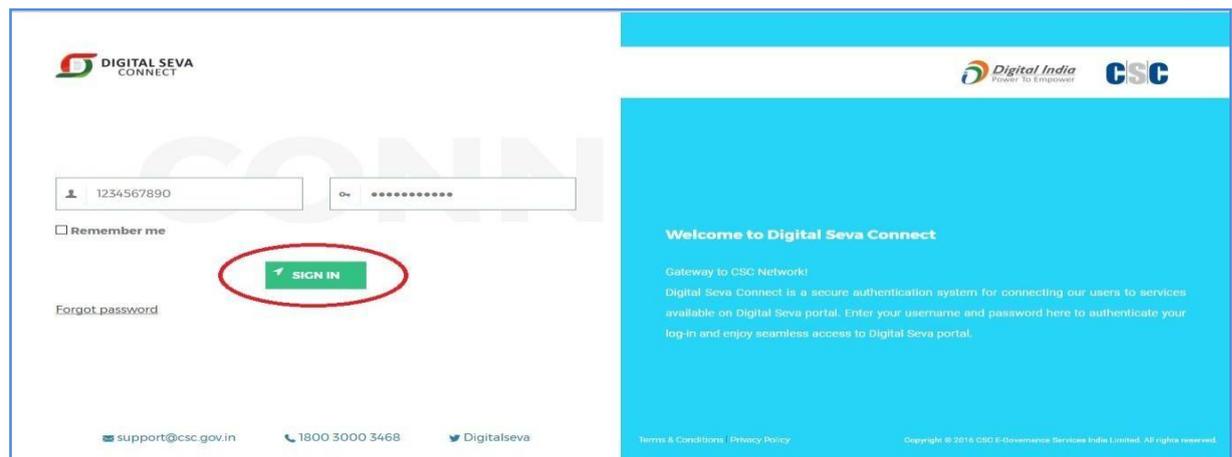


Course in Financial Accounting (Tally Certification Course)

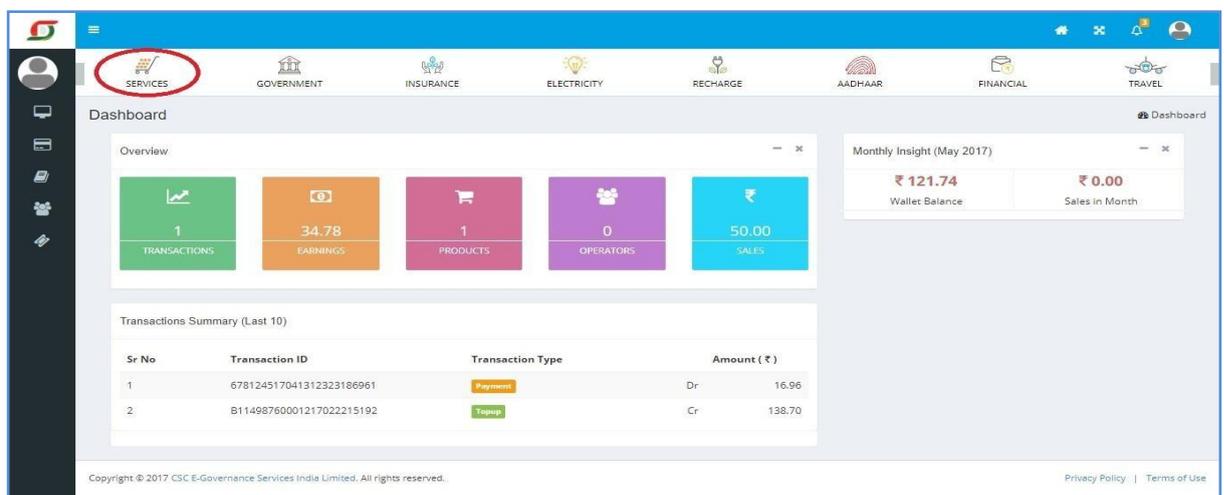
1. Visit CSC portal, <https://digitalseva.csc.gov.in/> and click on the login tab.



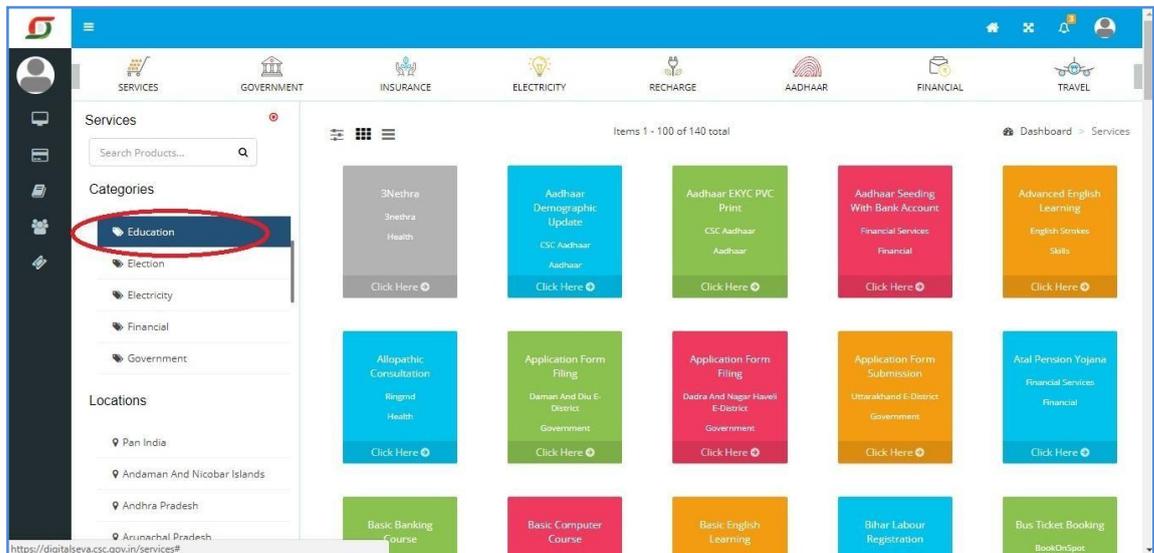
2. Login with your credentials. And click on **SIGN IN**.



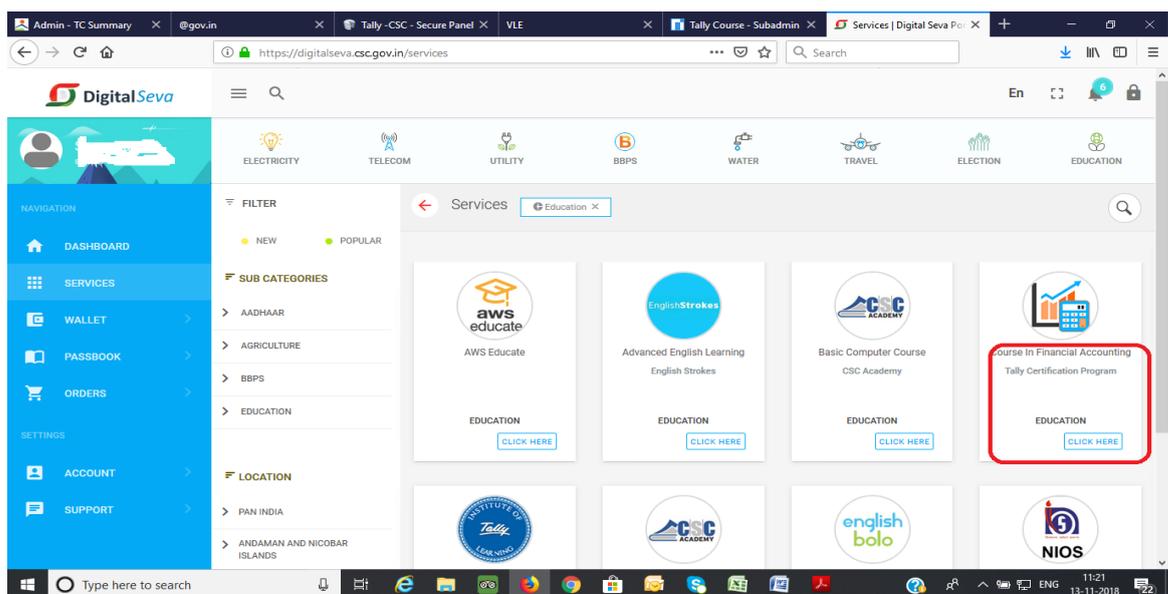
3. On VLEs dashboard, click on the tab **SERVICES**.



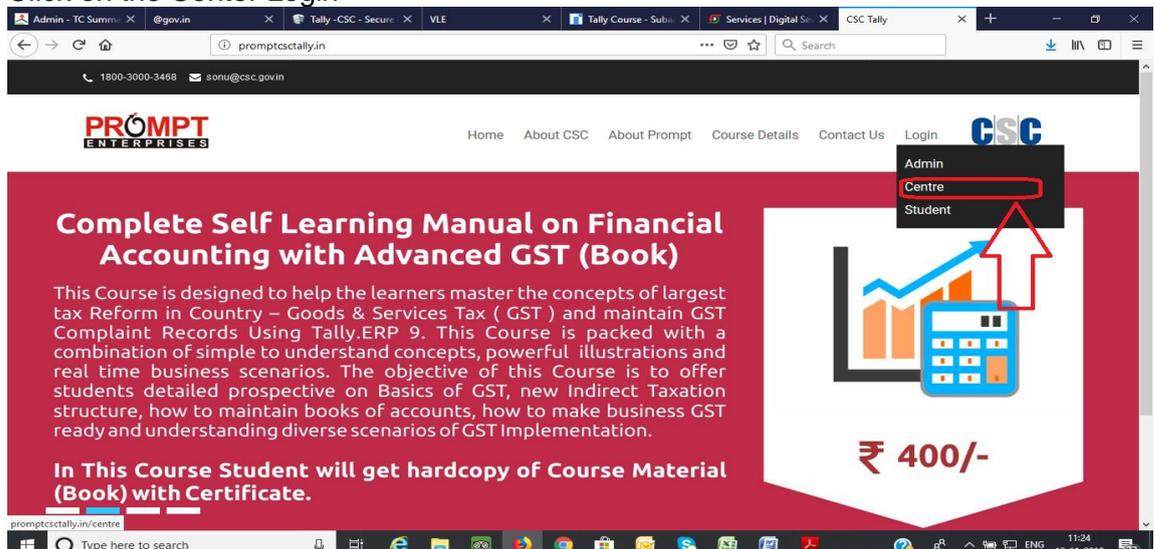
4. Now click on the tab Education. All the Education related services will appear on your screen.



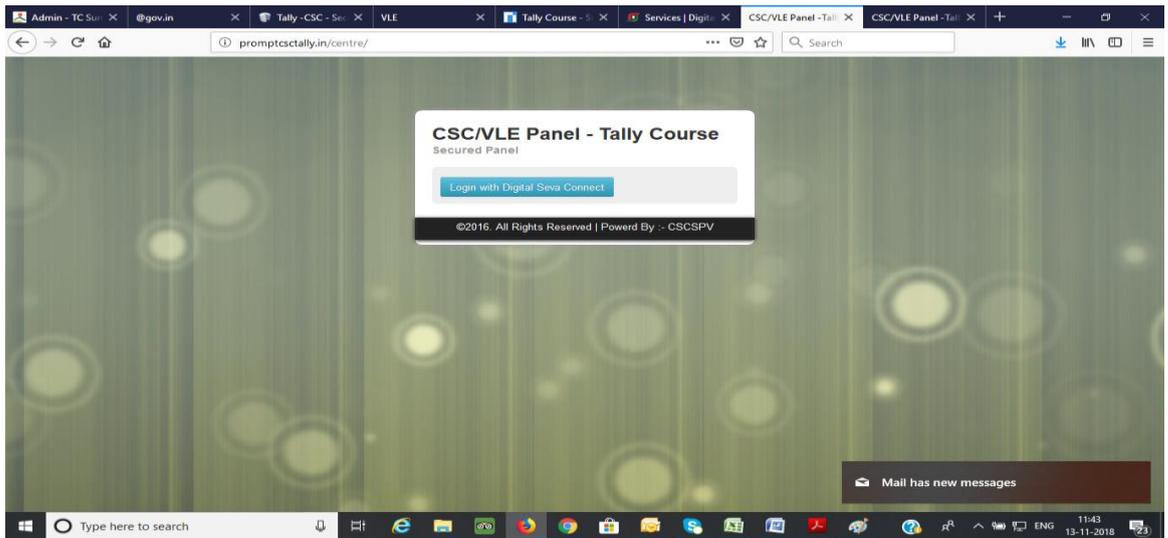
5. Click on the service “Course in Financial Accounting (Tally Certification Course).”



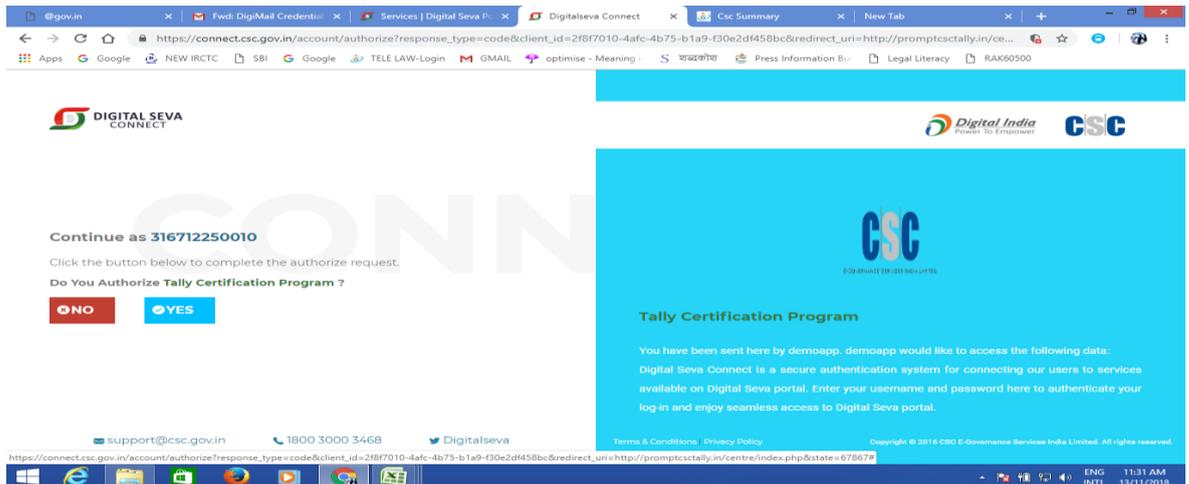
6. Click on the Center Login



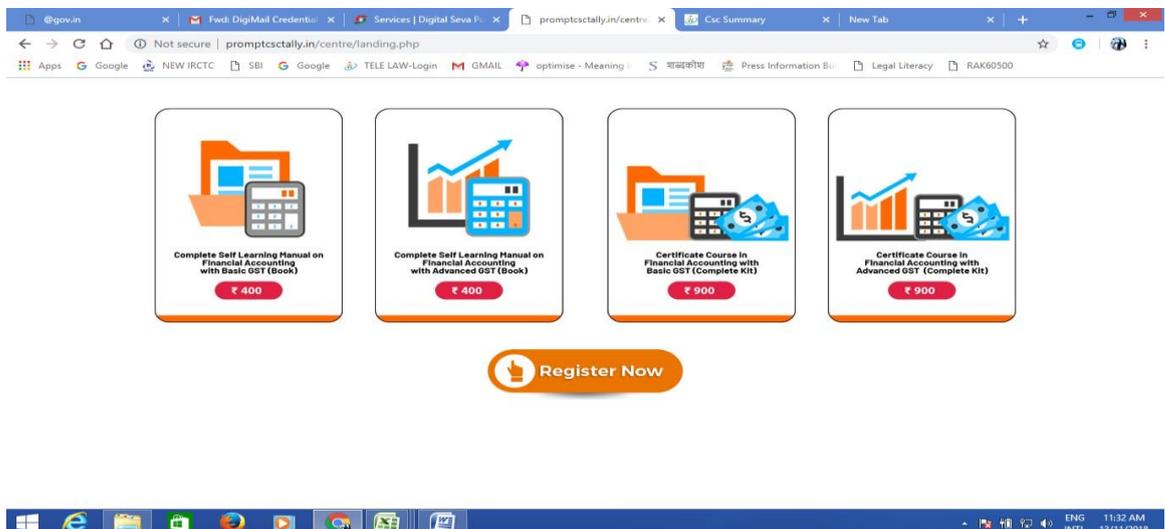
7. Click on “Login with digitalseva connect”



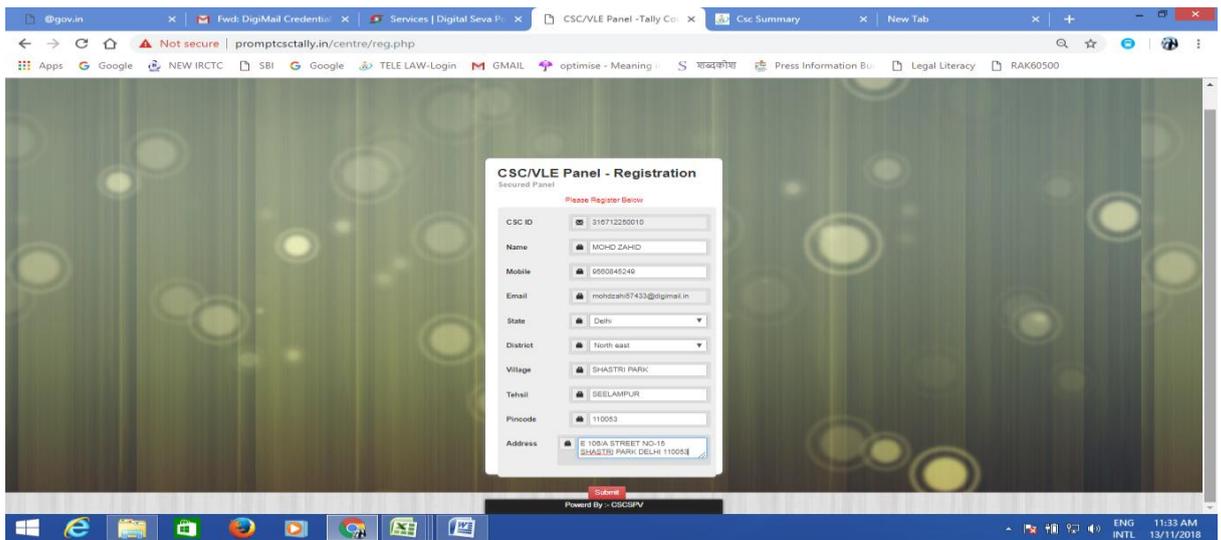
8. Click on “YES” option



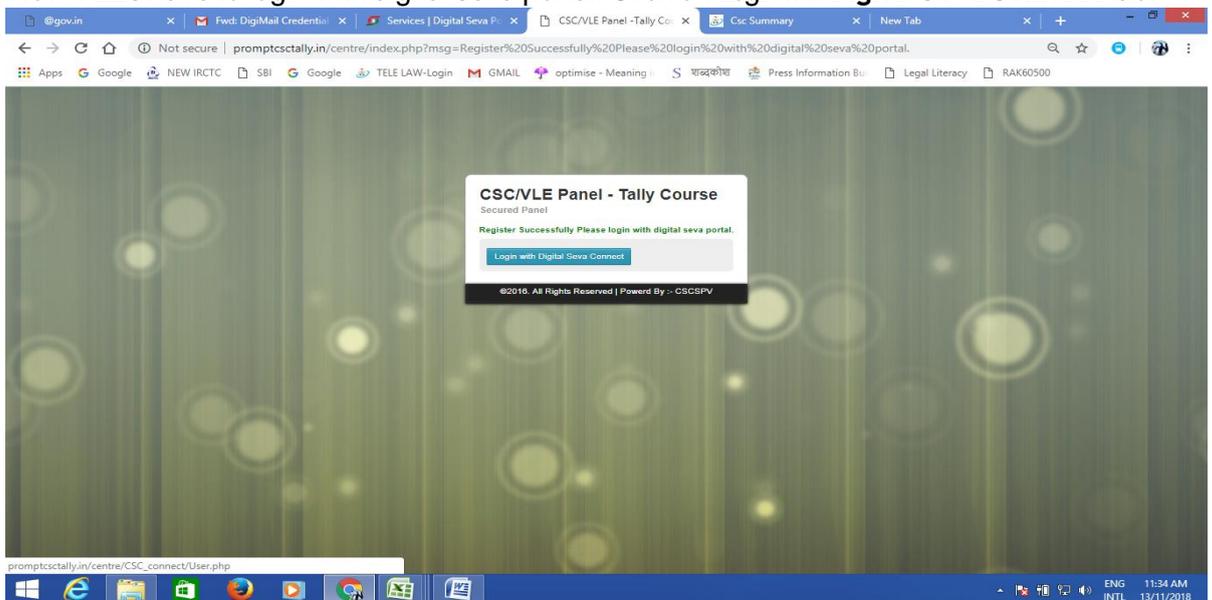
9. For candidate buy Courses (GST Basic, GST Advance, GST Basic Complete Kit and GST GST Advance Complete Kit), click on register now option



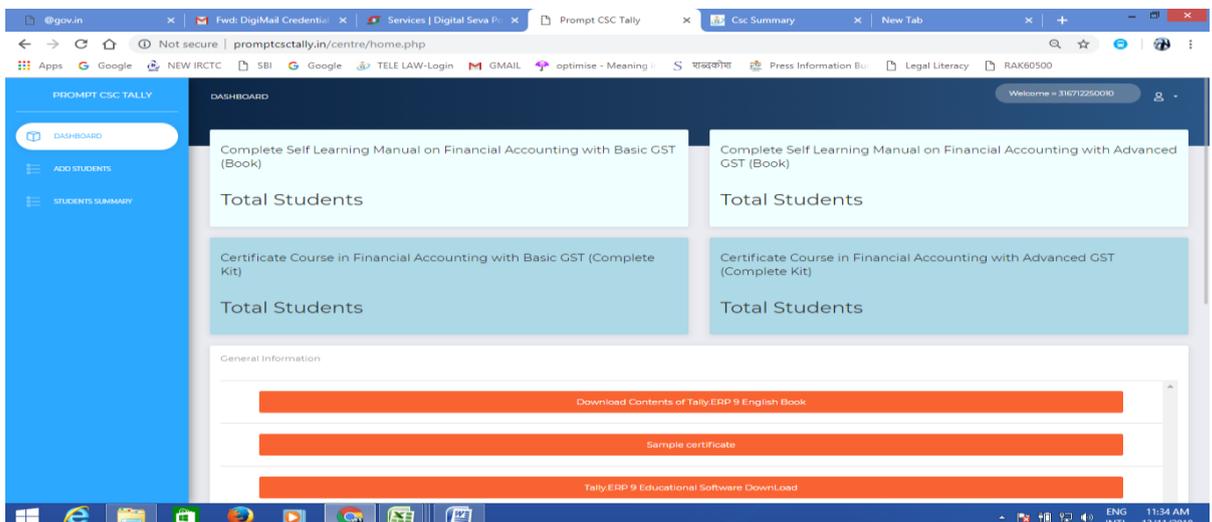
10. VLE will be asked to fill their registration form. After filling the form click on the Submit tab.



11. Now VLEs have to login with digital seva portal. Click on Login with Digital Seva Connect tab.



12. After successful login VLE can add students from his/her dashboard.



13. On clicking Add Beneficiary tab, student registration form will open. Fill the correct details and submit (Save) the form.

The screenshot shows the 'Add Student' form in the Prompt CSC Tally system. The form includes the following fields:

- Student Name (The same name will appear on the certificate)
- Father Name
- Mother Name
- Language (Dropdown menu)
- Date of Birth (Date picker)
- Gender (Dropdown menu)
- State (Dropdown menu)
- District (Dropdown menu)
- Address
- Pin Code
- Mobile
- Email
- Alternate Email
- Photo Code
- Upload Photo (The same photo will appear on the certificate)

A 'Save' button is located at the bottom of the form. A message 'Please select an item in the list.' is displayed next to the State dropdown menu.

14. Click on Student Summary Option to Complete the Payment process of each Student enrolled. For payment of Flash content click on Option Pay Now under the Courses (GST Basic, GST Advance, GST Basic Complete Kit and GST Advance Complete Kit) option.

The screenshot shows the 'Student Summary' page in the Prompt CSC Tally system. The page displays a table of student records with the following columns:

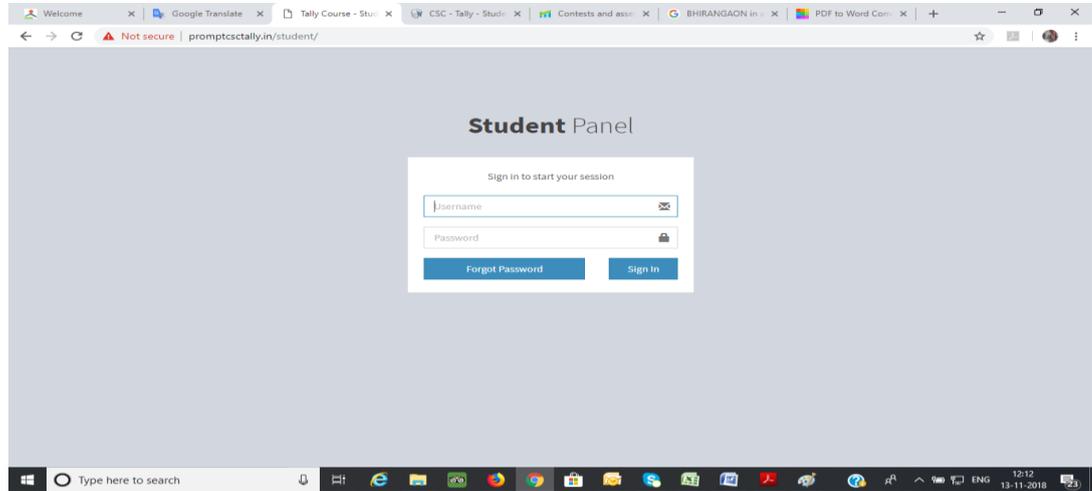
OMT ID	Student Name	State	District	Mobile	Email	Student Photo	GST Basic	GST Advance	GST Basic (Kit)	GST Advanced (Kit)
123XXXXXXXXX	ABC	Uttar Pradesh	XYZ	1234567890	abc@gmail.com		Pay Now	Pay Now	Pay Now	Pay Now

The table shows 1 of 1 records. The 'Pay Now' buttons are located under the 'GST Basic', 'GST Advance', 'GST Basic (Kit)', and 'GST Advanced (Kit)' columns.

To buy Courses (GST Basic, GST Advance, GST Basic Complete Kit and GST Advance Complete Kit), click on pay now option, which student want to for study.

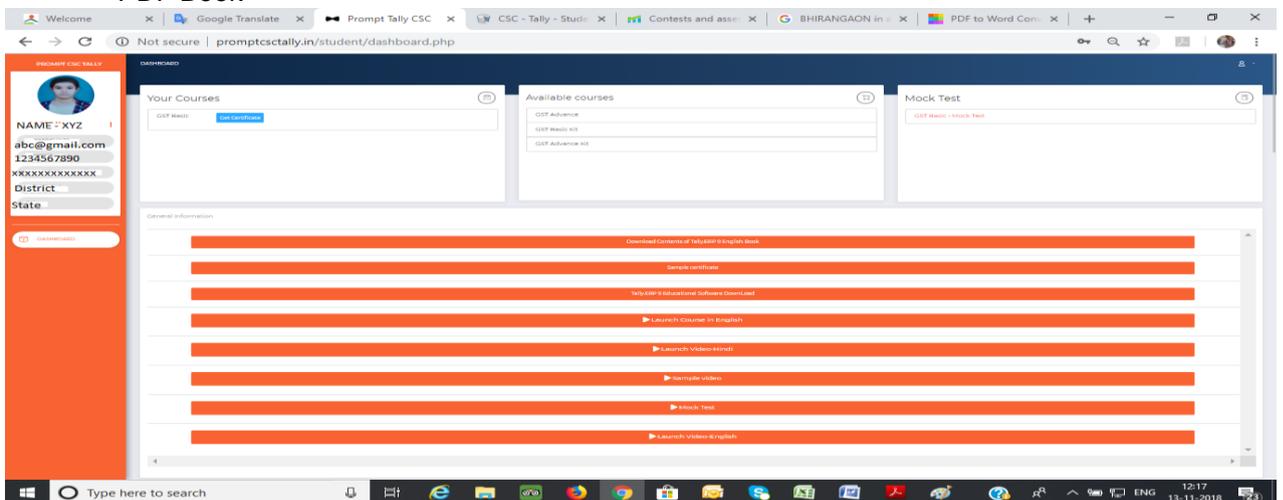
(Please Note:After ordering the hard copy of book & Kit you'll get the delivery of tally books by Post parcel service within 30 working days)

15. To login into their dashboard candidates have to visit: <http://promptcsctally.in/student/> and login with their credentials. Student should enter their registered E-mail ID as their user ID, and registered Mobile No. as their user password.



16. Candidates can now learn Tally course from their dashboard. Candidate can access to

- Video Content (English/Hindi)
- Sample Video
- Mock Test
- PDF Book



17. To access Flash book, click on the tab Launch Course. A Flash book will open.



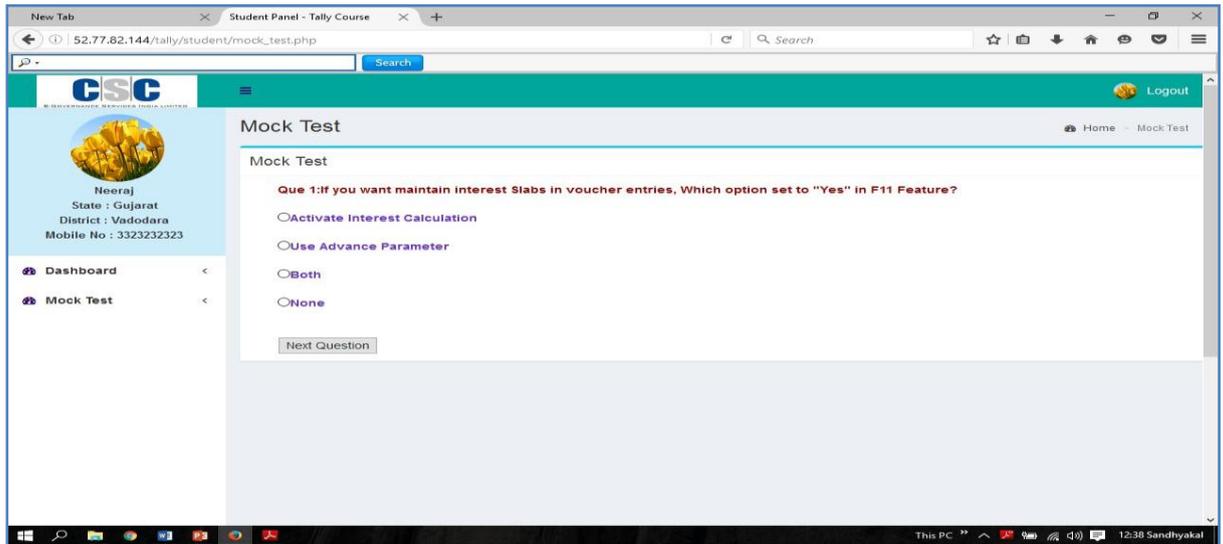
18. For Tally Video, click on the Launch Video. List of topics will open. Candidate can choose the desired Module.



19. Video content will open on the screen.



20. Before appearing for the final test, candidate can give Mock Test.



21. On passing the examination, candidate's digital certificate will get displayed at their dashboard.

22. Each Student will be given grades according to the scores they have obtained.

Marks Obtained	Grade
20-16	"C" Grade
21-30	"B" Grade
31-40	"A" Grade
41-50	" A+" Grade

B. Examination Process:

- 1) Student can appear for the examination after one month of registration.
- 2) Students will be given two attempts to Pass the test.
- 3) Second Attempt of Take Exam Option will be available after 15 days from the first attempt.
- 4) Online examination will appear in English Language.
- 5) There will be total 50 questions, each carrying one mark
- 6) Students have to score minimum 16 marks or more to pass the examination
- 7) Questions will be available in Multiple Choice Question format.
- 8) Examination time will be of 1 hour.
- 9) VLE can conduct exam at their CSC centre.
- 10) Student can check their result on their dashboard.
- 11) For Examination No Biometric Device and Camera is required.