

Training Management Information System (TMIS) User Manual

for

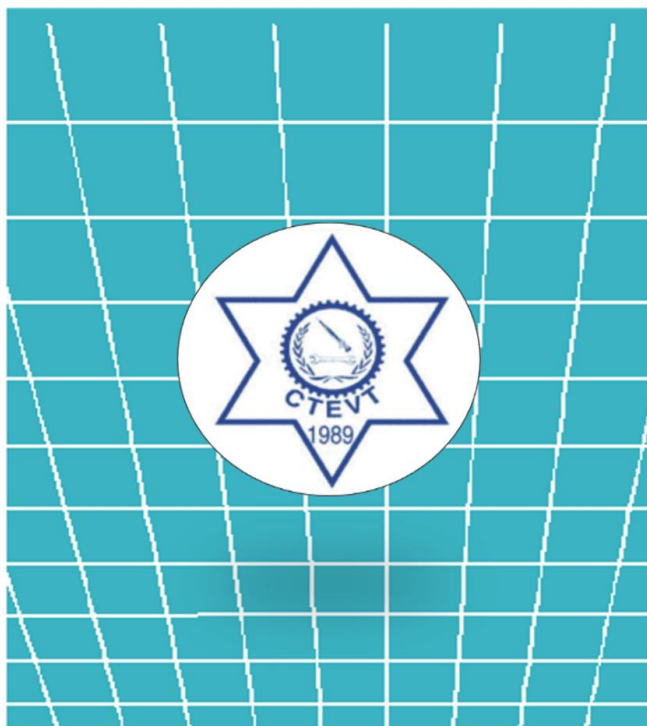
Participants

**Prepared by
TITI**

**TRAINING
INSTITUTE FOR
TECHNICAL
INSTRUCTION

(TITI)**

SANOTHIMI, BHAKTAPUR, NEPAL



15th July, 2026

Table of Contents

1. Introduction	1
1.1 Who Should Use This Manual	1
2. Getting Started	1
3. Creating Your Account (Registration)	2
3.1 Opening the Registration Page	2
3.2 Registration Form	2
3.3 Password Requirements	3
3.4 Registration Steps	3
4. Verifying Your Email Address	4
4.1 Verifying Your Email	4
4.2 Verification Link Expired	5
5. Logging In and Out	6
5.1 Logging In	6
5.2 Login Problems	6
5.3 Logging Out	7
6. Forgot / Reset Password	7
6.1 Requesting a Password Reset	7
6.2 Resetting Your Password	8
7. Completing Your Profile	9
7.1 Starting the Profile	9
7.2 Step 1 – Personal & Address Information	9
7.3 Step 2 – Identification Information	10
7.4 Step 3 – Other Information	11
8. Understanding the Participant Dashboard	12
8.1 Dashboard Sections	12
8.2 Opening a Training Program Notice	12
9. Applying for a Training Program	13

9.1 Before You Apply	13
9.2 Applying for a Program	13
9.3 Viewing Your Courses (My Courses)	14
9.4 Enrollment Statuses	14
10. Viewing and Downloading Your Certificates	15
10.1 Viewing Your Certificates	15
10.2 Downloading a Certificate	15
11. Evaluation & Feedback	16
11.1 When Can You Evaluate?	16
11.2 Completing the Evaluation Form	16
12. Account Settings	17
12.1 Updating Your Personal Information	17
12.2 Changing Your Email Address	17
12.3 Changing Your Password	17
13. Frequently Asked Questions (FAQ)	18
13.1 I did not receive the verification email.	18
13.2 I forgot my password	18
13.3 I cannot apply for a training program.	18
13.4 My account was deactivated.	18
13.5 The page is not loading / looks broken.	18
14. Support	18

1. Introduction

The Training Management Information System (TMIS) is a web-based application used by TITI to manage training programs, participants, attendance, marksheets, certificates, and evaluation feedback. As a participant, TMIS lets you create your own account, complete your profile, apply for training programs, track your progress, receive certificates, and share your feedback about the training you attended.

1.1 Who Should Use This Manual

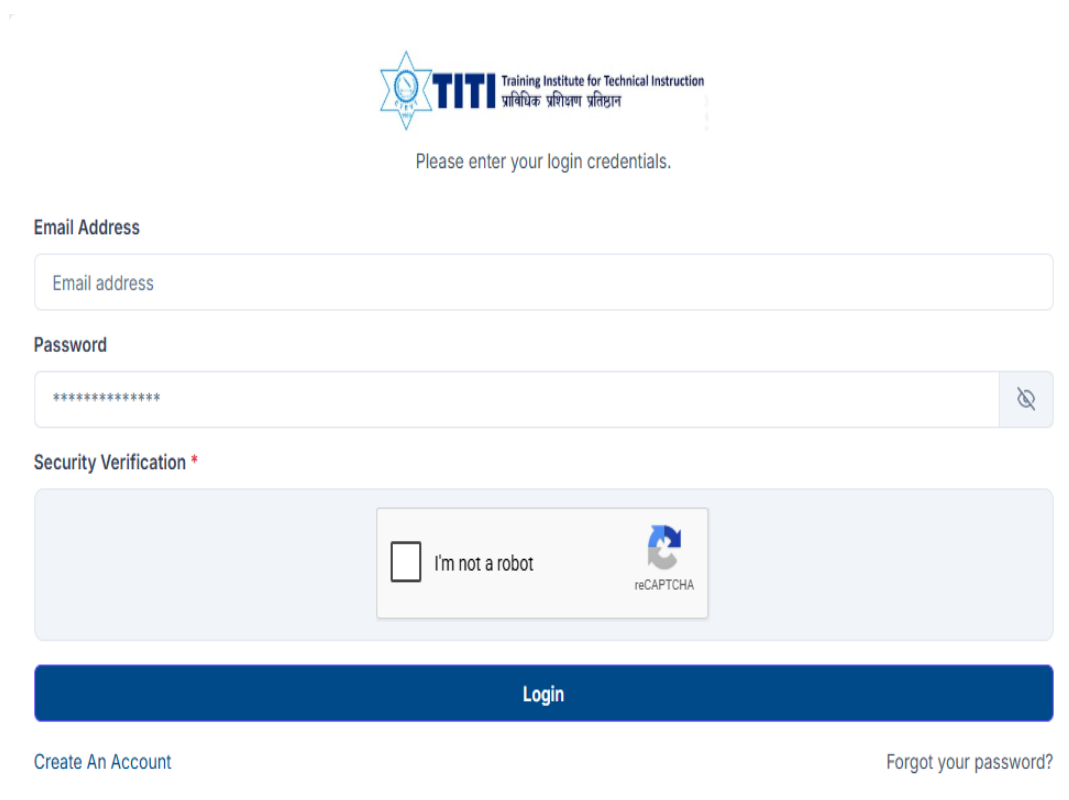
This manual is written for participants of TITI training programs. It explains, step by step, how to register, log in, complete your profile, apply for training, and use all participant features.

2. Getting Started

Step 1. Open any modern web browser (Google Chrome, Mozilla Firefox, or Safari).

Step 2. In the address bar, type the web address (URL) of the TMIS provided by TITI (<https://tmis.titi.org.np>).

Step 3. Press Enter. The TMIS login page will appear.



The screenshot shows the login page of the Training Institute for Technical Instruction (TITI) Training Management Information System (TMIS). At the top, the TITI logo is displayed, consisting of a blue star with a clock face and the text "TITI Training Institute for Technical Instruction" and "प्रविधिक प्रशिक्षण प्रतिष्ठान" in Nepali. Below the logo, the text "Please enter your login credentials." is shown. The login form includes three main sections: "Email Address" with a text input field labeled "Email address"; "Password" with a text input field containing eight asterisks and a toggle icon for password visibility; and "Security Verification" which includes a checkbox labeled "I'm not a robot" and a reCAPTCHA logo. A large blue "Login" button is positioned below these fields. At the bottom of the page, there are two links: "Create An Account" on the left and "Forgot your password?" on the right.

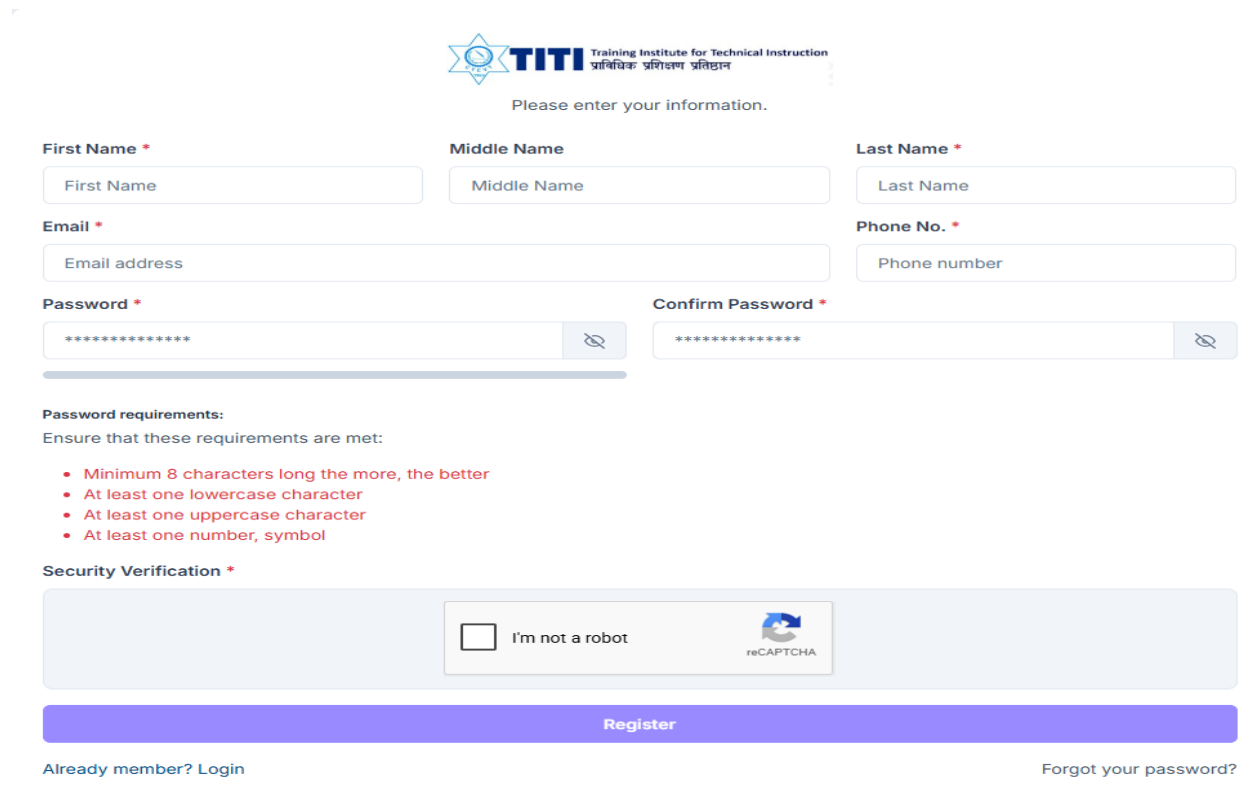
3. Creating Your Account (Registration)

3.1 Opening the Registration Page

Step 1. Go to the TMIS login page.

Step 2. Click the “Create An Account” link below the login form.

Step 3. The registration form will open.



The screenshot shows the registration form for TITI (Training Institute for Technical Instruction). At the top is the TITI logo and name in English and Hindi. Below the logo is the text "Please enter your information." The form consists of several input fields: "First Name", "Middle Name", "Last Name", "Email", "Phone No.", "Password", and "Confirm Password". Each field has a red asterisk indicating it is required. Below the password fields, there is a section for "Password requirements" which lists: Minimum 8 characters long the more, the better; At least one lowercase character; At least one uppercase character; and At least one number, symbol. Below this is a "Security Verification" section with a checkbox labeled "I'm not a robot" and a reCAPTCHA logo. At the bottom of the form is a large blue "Register" button. Below the button are two links: "Already member? Login" and "Forgot your password?"

3.2 Registration Form

Fill in the following information.

- First Name (required) – your first name using English letters only.
- Middle Name (optional) – your middle name, if you have one.
- Last Name (required) – your family/surname using English letters only.
- Email Address (required) – a valid email address that you can access.
- Phone Number (required) – a valid 10-digit mobile number.
- Password (required) – choose a strong password (see requirements below).
- Confirm Password – type the same password again.
- Security Verification – tick the reCAPTCHA box to prove you are not a robot.

3.3 Password Requirements

Your password must contain:

- Minimum 8 characters
- At least one uppercase letter (A-Z)
- At least one lowercase letter (a-z)
- At least one number (0-9)
- At least one special character (for example, @, #, \$, !)

A password strength indicator is displayed while typing.

3.4 Registration Steps

Step 1. Check that all fields are filled correctly.

Step 2. Complete the security check (reCAPTCHA).

Step 3. Click the “Register” button.

Step 4. You will see a success message telling you to check your email.

 **TITI** Training Institute for Technical Instruction
প্রাতিষ্ঠানিক প্রশিক্ষণ প্রতিষ্ঠান

Please enter your login credentials.

Registration successful. Please check your email to verify your account before logging in.

Email Address

Password

Security Verification *

☐ I'm not a robot


reCAPTCHA

Login

[Create An Account](#)[Forgot your password?](#)

Important: Newly registered accounts are NOT active until the email address is verified. You will not be able to log in until you verify your email.

4. Verifying Your Email Address

4.1 Verifying Your Email

Step 1. Open the email inbox of the address you used during registration.

Step 2. Look for an email from TMIS/TITI with the subject “Verify Email Address” (check the spam/junk folder if you do not see it).

Step 3. Open the email and click the verification link inside it.

Step 4. The system will confirm that your email has been verified and take you to the login page.



Please enter your login credentials.

Email verified successfully! Now enter your login credentials.

Email Address

Email address



Password



Security Verification *



I'm not a robot



Login

[Create An Account](#)

[Forgot your password?](#)

4.2 Verification Link Expired

The verification link is valid for 24 hours. If it has expired, you can request a new one.

Step 1. Go to the login page and try to log in.

Step 2. The system will tell you that your email is not verified.

Step 3. Enter your email address and complete the security check.

Step 4. Click the button to resend the verification email.

Step 5. Open the new email and click the verification link.



Please enter your registered email address.

- Invalid or expired verification link.

Email Address

Email address



Security Verification *



I'm not a robot



reCAPTCHA

Resend Verification Link

Create An Account

Already member? Login

Note: If you still do not receive the verification email, check your spam folder, or contact TITI to confirm that your email address is written correctly.

5. Logging In and Out

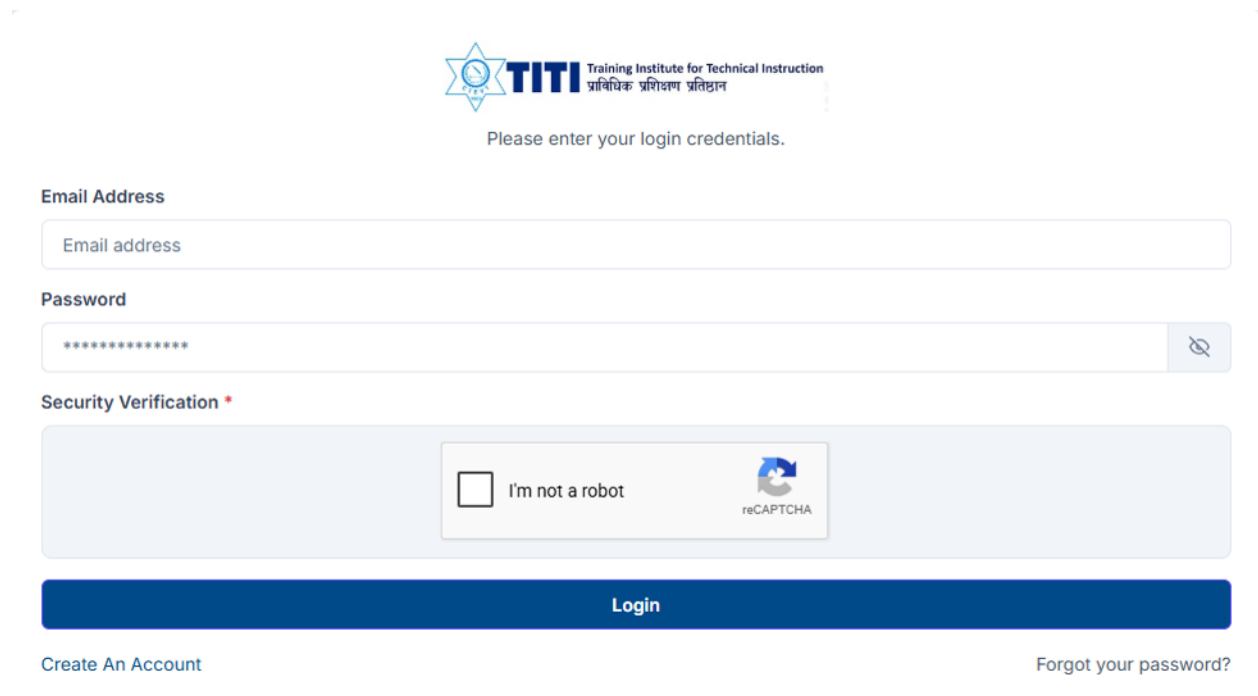
5.1 Logging In

Step 1. Go to the TMIS login page.

Step 2. Enter your registered Email Address and Password.

Step 3. Complete the security check (reCAPTCHA).

Step 4. Click the “Login” button.



If your details are correct, you will be taken to your participant dashboard.

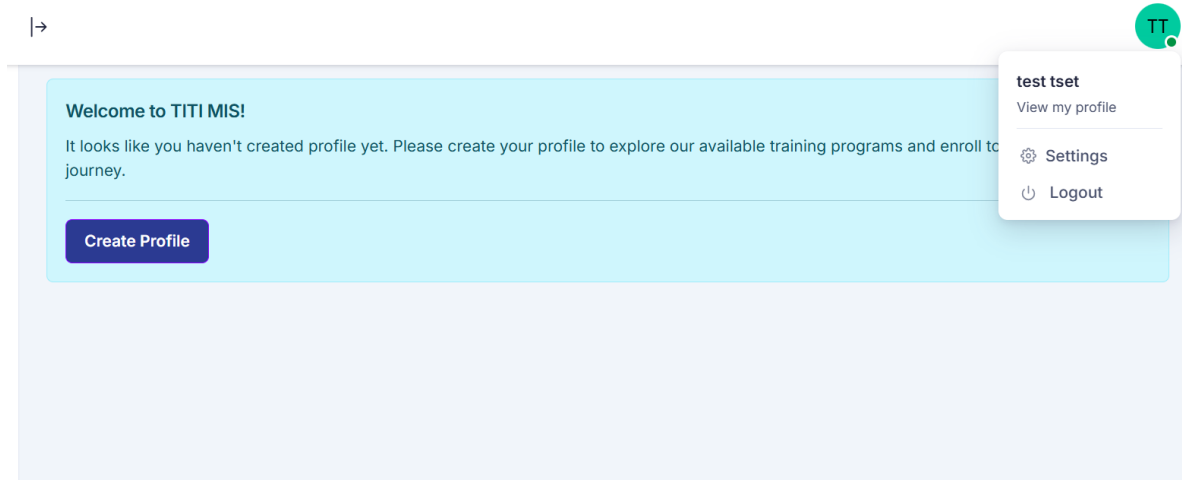
5.2 Login Problems

Problem	Solution
“Your email is not verified”	Verify your email first (Section 4). If you already verified it, wait a few minutes or contact TITI.
“Credentials do not match”	Check that you typed the correct email and password. Use the “Forgot your password?” link to reset it.
Too many attempts	Wait a few minutes before trying again. The system limits repeated login attempts for security.
“Account has been deactivated”	Contact the TITI administrator. Your account may have been deactivated.

5.3 Logging Out

Step 1. Click your profile picture or name in the top-right corner of the screen.

Step 2. From the dropdown menu, click “Logout”.



6. Forgot / Reset Password

6.1 Requesting a Password Reset

Step 1. On the login page, click “Forgot your password?”.

Step 2. Enter the email address you used to register.

Step 3. Complete the security check (reCAPTCHA).

Step 4. Click “Send Reset Link”.

A screenshot of the TITI password reset form. At the top, there is the TITI logo (a blue star with a clock face) and the text 'TITI Training Institute for Technical Instruction' and 'प्राविधिक प्रशिक्षण प्रतिष्ठान'. Below this, it says 'Please enter your registered email address.' The form has two main sections: 'Email Address *' and 'Security Verification *'. The 'Email Address *' section has a text input field with the placeholder 'Email address' and a green envelope icon on the right. The 'Security Verification *' section has a light blue background and contains a checkbox labeled 'I'm not a robot' and a reCAPTCHA logo. At the bottom of the form is a dark blue button labeled 'Send Reset Link'. Below the button, there are two links: 'Create An Account' on the left and 'Already member? Login' on the right.

6.2 Resetting Your Password

Step 1. Open the password reset email from TMIS.

Step 2. Click the password reset link in the email.

Step 3. Enter your new password and confirm it.

Step 4. Complete the security check (reCAPTCHA).

Step 5. Click the button to reset your password.

Step 6. Return to the login page and log in with your new password.

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Please enter your registered email address.

Email Address



Password



Confirm Password



Password requirements:
Ensure that these requirements are met:

- Minimum 8 characters long the more, the better
- At least one lowercase character
- At least one uppercase character
- At least one number, symbol

Security Verification *

☐ I'm not a robot


reCAPTCHA

Reset Password

[Create An Account](#) [Already member? Login](#)

7. Completing Your Profile

To apply for a training program, you must first complete your participant profile. The profile is filled in three steps and must be completed once.

7.1 Starting the Profile

Step 1. Log in to TMIS.

Step 2. Follow the on-screen prompt to complete your profile.

Step 3. The three-step profile form will open.

The screenshot shows the TITI TMIS Profile form. The header includes the TITI logo and navigation links for Dashboard and Profile. The Profile section has three steps: Personal & Address Info (active), Identification, and Final Details. The form is titled 'Personal & Address Info' and asks the user to fill in all information below. It includes an Avatar section with a circular profile picture placeholder and an 'Upload Photo' button. The form fields are organized into rows: Title (dropdown), First Name (text), Middle Name (text), and Last Name (text); Gender (radio buttons for Male, Female, Other) and Ethnicity (dropdown); Date of Birth (B.S.) (text) and Date of Birth (A.D.) (text); Country (dropdown), Province (dropdown), and District (dropdown); Municipality (dropdown), Ward No. (dropdown), and Tole (text). A 'Save & Next' button is located at the bottom right of the form.

7.2 Step 1 – Personal & Address Information

- Upload your photo (JPG or PNG, maximum 2 MB).
- Select your Title (Mr., Ms., Mrs., Dr., Prof., Er., CA).
- Select your Gender.
- Enter your Date of Birth in AD and in BS (you must be at least 16 years old).
- Select your Ethnicity.
- Select your Country. If you select Nepal, you must also select Province, District, Municipality and Ward.
- Enter your Tole (street/area), if applicable.
- Click “Save & Continue” to go to Step 2.

Personal & Address Info

Please fill all information below

Avatar

TT

Upload Photo

Title *

Select ▼

First Name *

test

Middle Name

Last Name *

tset

Gender *

☐ Male ☐ Female ☐ Other

Ethnicity *

Select ▼

Date of Birth (B.S.) *

Date of Birth (A.D.) *

Country *

Nepal ▼

Province *

Select Province ▼

District*

Municipality*

Ward No.*

Select Ward No. ▼

Tole

Save & Next

7.3 Step 2 – Identification Information

- NID No. (National ID) – in the format 000-000-000-0.
- Identity Type – optional, select PAN Card, Citizenship, Passport, or Aadhar Card.
- Identity No. – optional, the number of the identity document selected.
- Citizenship Issued District and Date (if you have citizenship).
- Employment Status – whether you are currently employed.
- DAG Status – whether you belong to a disadvantaged group (Yes/No).
- Qualification – your educational qualification.
- Expertise / Subject Area – your area of specialization.
- Years of Experience – your number of years of work experience.
- Click “Save & Continue” to go to Step 3.

Identification Information

Fill the form below

NID No. *

336-592-786-5

Identity Type

Select

Identity No.

Citizenship Issued District

Select Issued District

Citizenship Issued Date



Qualification

Select

Is DAG? *

☐ Yes ☐ No

Employed? *

☐ Yes ☐ No

Expertise

Years of Experience

Back

Save & Next

7.4 Step 3 – Other Information

- Attach supporting documents (PDF files, maximum 2 MB each). Use “+ Add Files” to add more than one document.
- Click “Submit” to finish your profile.

Other Information

Please fill in the following information if any.

Attached Files * (5 MB Max)

+ Add Files

File Type (.pdf,.jpg,.jpeg,.png only)

File

Action

Citizenship

Current File: 1786445437_Citizenship.pdf

Delete

Choose File

No file chosen

Back

Submit

Important: After you submit Step 3, your profile is marked as complete and you will be returned to the dashboard. Only then can you apply for training programs.

8. Understanding the Participant Dashboard

8.1 Dashboard Sections

- Training Program Notices – a scrolling notice bar showing upcoming training programs.
- Statistics cards – number of trainings you have enrolled in, trainings completed, and certificates earned.
- Upcoming Events – a table listing upcoming training programs with course title, venue, dates, and seats.
- Active Training Programs – trainings you are currently enrolled in.
- Sidebar menu – quick links to Dashboard, My Profile, My Courses, My Certificates, and other pages you are allowed to use.

8.2 Opening a Training Program Notice

Step 1. On the dashboard, click a program title in the notices bar or in the Upcoming Events table.

Step 2. A pop-up window will show the program details.

Step 3. Click the “Apply” / “Enroll” button inside the pop-up to apply for that training program.

The screenshot displays the Participant Dashboard with a pop-up window for the 'Training of Trainers' program. The dashboard includes sections for 'Training Program Notices', 'Trainings Enrolled' (0), 'Upcoming Events', 'My Active Programs', and 'Certificates Earned' (0). The pop-up window, titled 'Training of Trainers - TOT: 2WK-2026-001', provides program details and an application form.

Training of Trainers
PROGRAM DETAILS

This is a 10-days training course. The training requires full time attendance and active participation of all the participants. The course will be conducted in Nepali and/or English. Instructional materials provided are primarily in English.

Course Code: 035-Tot: 2WK
Duration: 2 week(s)
Coordinator: Uttam Sharma Luitel
Co-Coordinator: Anil Muni Bajracharya
Start Date: 13 Aug, 2026
End Date: 21 Aug, 2026
Venue: Training Institute for Technical Instruction (TITI)
Available Seats: 6 / 20

Minimum Criteria:
Existing eye health professionals who have not received any formal Tot training from TITI.

Apply for this Program
Fill in the details below to enroll.

Organization Name *
Select Organization

Designation *
Enter your designation

Nomination Letter *
Choose File No file chosen
PDF, JPG or PNG. Max 2 MB.

Enroll Now

9. Applying for a Training Program

9.1 Before You Apply

- Your participant profile must be complete (Section 7).
- You must have a nomination letter from your organization or authority (PDF, JPG, or PNG, maximum 2 MB) ready to upload.
- You can apply to a program only once for the same course.

9.2 Applying for a Program

Step 1. On the dashboard, find the training program you want to join (in the notices bar or Upcoming Events).

Step 2. Click the program title to open the details pop-up.

Step 3. Click the “Apply” / “Enroll” button.

Step 4. Upload your nomination letter (PDF/JPG/PNG, maximum 2 MB).

Step 5. If required, select your organization and enter your designation.

Step 6. Confirm your application.

Instruction Program Customized # TOT: 2WK-2026-001

Training of Trainers

PROGRAM DETAILS

This is a 10-days training course. The training requires full time attendance and active participation of all the participants. The course will be conducted in Nepali and/or English. Instructional materials provided are primarily in English.

Course Code	035-ToT: 2WK
Duration	2 week(s)
Coordinator	Uttam Sharma Luitel
Co-Coordinator	Anil Muni Bajracharya
Start Date	13 Aug, 2026
End Date	21 Aug, 2026
Venue	Training Institute for Technical Instruction (TITI)
Available Seats	6 / 20
Minimum Criteria	Existing eye health professionals who have not received any formal ToT training from TITI.

Apply for this Program

Fill in the details below to enroll.

Organization Name *

Select Organization

Designation *

Enter your designation

Nomination Letter *

Choose File

No file chosen

PDF, JPG or PNG. Max 2 MB.

Enroll Now

9.3 Viewing Your Courses (My Courses)

Step 1. From the sidebar, click “My Courses”.

Step 2. You will see all the programs you have applied for, with their current status (Applied, Ongoing, Completed, etc.).

TITI Training Institute for Technical Instruction
प्रविधिक प्रशिक्षण प्रतिष्ठान

→

My Courses

Search by course title or code

035-ToT: 2WK - Training of Trainers
TOT: 2WK-2026-001

Venue: Training Institute for Technical Instruction (TITI)

Published

Applied 0%

Start Date: 13 Aug, 2026 End Date: 21 Aug, 2026

9.4 Enrollment Statuses

Status	Meaning
Applied	Your application has been received and is waiting for approval.
Approved	You have been accepted into the training program.
Waitlisted	You are on the waiting list because seats are full.
Rejected	Your application was not accepted. The reason is shown if provided.
Withdrawn	The application was withdrawn/cancelled.

Tip: After your application is approved, an email notification will be sent to your registered email address.

10. Viewing and Downloading Your Certificates

10.1 Viewing Your Certificates

Step 1. From the sidebar, click “My Certificates”.

Step 2. A list of certificates you have earned will appear.

My Certificates

033 AITP:1WK - Artificial Intelligence for TVET Professionals AITP:1W-2026-001 Venue: Sanothimi, Bhaktapur, Nepal Certificate No: TITI-26-1-10 Issue Date: 31 Jul, 2026	 
035-ToT: 2WK - Training of Trainers 035-ToT: 2WK Venue: Sanothimi, Bhaktapur, Nepal Certificate No: TITI-26-1-10 Issue Date: 5 Aug, 2026	 
025-ECT:2WK - Educational Counselor Training 025-ECT:2WK-2026-001 Venue: Sanothimi, Bhaktapur, Nepal Certificate No: TITI-26-1-10 Issue Date: 14 Aug, 2026	 

10.2 Downloading a Certificate

Step 1. On the My Certificates page, click the certificate you want.

Step 2. Click “Download” to save the certificate PDF to your device.

Step 3. You can also open/print the certificate from this page.



 Dashboard

 My Profile

 My Courses

 **My Certificates**

My Certificates

033 AITP:1WK - Artificial Intelligence for TVET Professionals
AITP:1W-2026-001
Venue: Sanothimi, Bhaktapur, Nepal

Certificate No: TITI-26-1-10

Issue Date:
31 Jul, 2026



11. Evaluation & Feedback

11.1 When Can You Evaluate?

After a training program you attended is completed, you will be asked to complete an evaluation form. You can evaluate each completed program only once.

11.2 Completing the Evaluation Form

Step 1. From your dashboard or My Courses page, open the completed program.

Step 2. Click the link/button to start the evaluation.

Step 3. Optionally rate each trainer and leave suggestions.

Step 4. Select your overall impression of the training.

Step 5. Enter any suggestions for improvement.

Step 6. Click “Submit” to send your feedback.

Course Evaluation Form

AITP:TW-2026-001 — Artificial Intelligence for TVET Professionals

Course Coordinator: Karma Sherpa
Date: Jul 27, 2026 to Jul 31, 2026

Council for Technical Education and Vocational Training (CTEVT)
Training Institute for Technical Instruction (TITI)

Participant's Information (from your profile)

Sex

Female

Age Group

30 – 40

Work Experience

—

Subject Area / Expertise

—

Province

Bagmati

Scale: 1: Strongly Disagree | 2: Disagree | 3: Neutral | 4: Agree | 5: Strongly Agree

Direction: Read the statement and put the tick mark (✓) on the scale below.

Statement	1 Strongly Disagree	2 Disagree	3 Neutral	4 Agree	5 Strongly Agree
1. Objective: The training covers the program objectives. *	☐	☐	☐	☐	☐
2. Content: I feel that I will be able to use what I have learned. *	☐	☐	☐	☐	☐
3. Instructional Resources: The visuals and resources were adequate and helpful. *	☐	☐	☐	☐	☐
4. Environment: The training environment and facilities were adequate. *	☐	☐	☐	☐	☐
5. Duration: I was comfortable with the duration of the session. *	☐	☐	☐	☐	☐
6. Engagement: I was regular, attentive and active. *	☐	☐	☐	☐	☐

Overall Impression of the Training

☐ Weak ☐ Fair ☐ Good ☐ Very Good ☐ Excellent

Additional Feedback

Can you suggest any improvements which would make this training more effective in future?

Share your thoughts...

Please give specific suggestion/s to the trainers. Consider voice, visuals, training methods, etc.

Share your thoughts...

☐ Your responses are anonymous and confidential.

Submit Evaluation

Tip: Your feedback is very valuable to TITI. Please be honest – it helps improve future training programs.

12. Account Settings

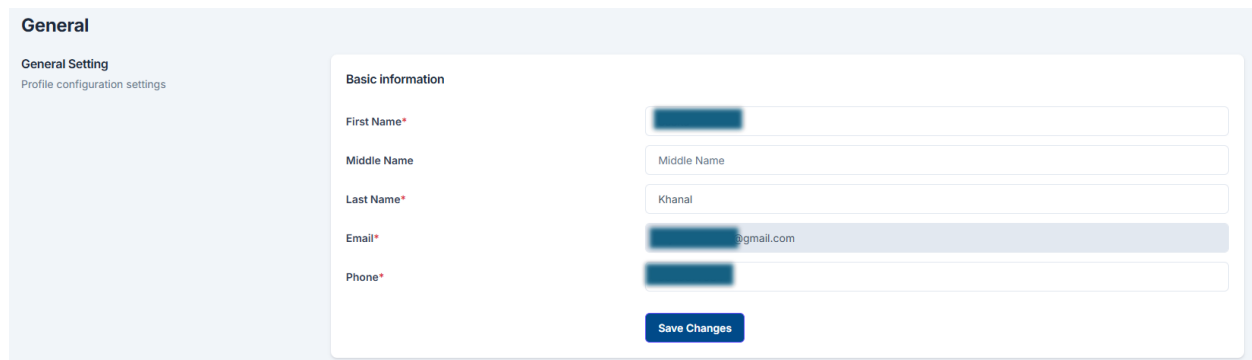
12.1 Updating Your Personal Information

Step 1. Click your profile picture in the top-right corner.

Step 2. Click “Settings”.

Step 3. Update your First/Middle/Last name and Phone number.

Step 4. Click “Save Changes”.



The screenshot shows the 'General' settings page. On the left, there's a sidebar with 'General Setting' and 'Profile configuration settings'. The main content area is titled 'Basic information' and contains five input fields: 'First Name*', 'Middle Name', 'Last Name*', 'Email*', and 'Phone*'. The 'Email' field is pre-filled with a value ending in '@gmail.com'. A 'Save Changes' button is located at the bottom right of the form.

12.2 Changing Your Email Address

Step 1. Go to Settings → Email section.

Step 2. Enter your new email address.

Step 3. Save the change. You will be logged out.

Step 4. Check your new email inbox and verify your new email address (Section 4).

Step 5. Log in again with your new email address.

Warning: After changing your email, your account will not work until the new email address is verified.

12.3 Changing Your Password

Step 1. Go to Settings → Password section.

Step 2. Enter your current password.

Step 3. Enter a new password and confirm it (see Section 3.3 for requirements).

Step 4. Save the change. You will be logged out.

Step 5. Log in again with your new password.

13. Frequently Asked Questions (FAQ)

13.1 I did not receive the verification email.

Check your spam/junk folder. Confirm you entered the correct email address. If the problem continues, contact TITI.

13.2 I forgot my password.

Use the “Forgot your password?” link on the login page (Section 6) to reset it.

13.3 I cannot apply for a training program.

Make sure your profile is complete (Section 7). The program must be open for applications (status “Published”) and have seats available. You cannot apply twice for the same course.

13.4 My account was deactivated.

Contact the TITI administrator. Deactivated accounts cannot log in until they are reactivated.

13.5 The page is not loading / looks broken.

Refresh the page, clear your browser cache, or try a different browser. Contact TITI if the problem continues.

14. Support

If you experience any issues while using the Training Management Information System (TMIS), such as account registration problems, login failures, password recovery issues, or technical errors, please contact the TITI administrative office or the training coordinator responsible for your program.

Support Service	Details
Email	support@titi.org.np
Phone	+977-1-6630187, +977-1-6630409
Office Hours	Monday to Friday, 9:00 AM to 5:00 PM
Office Address	Madhyapur Thimi-2, Sanothimi Bhaktapur, Nepal