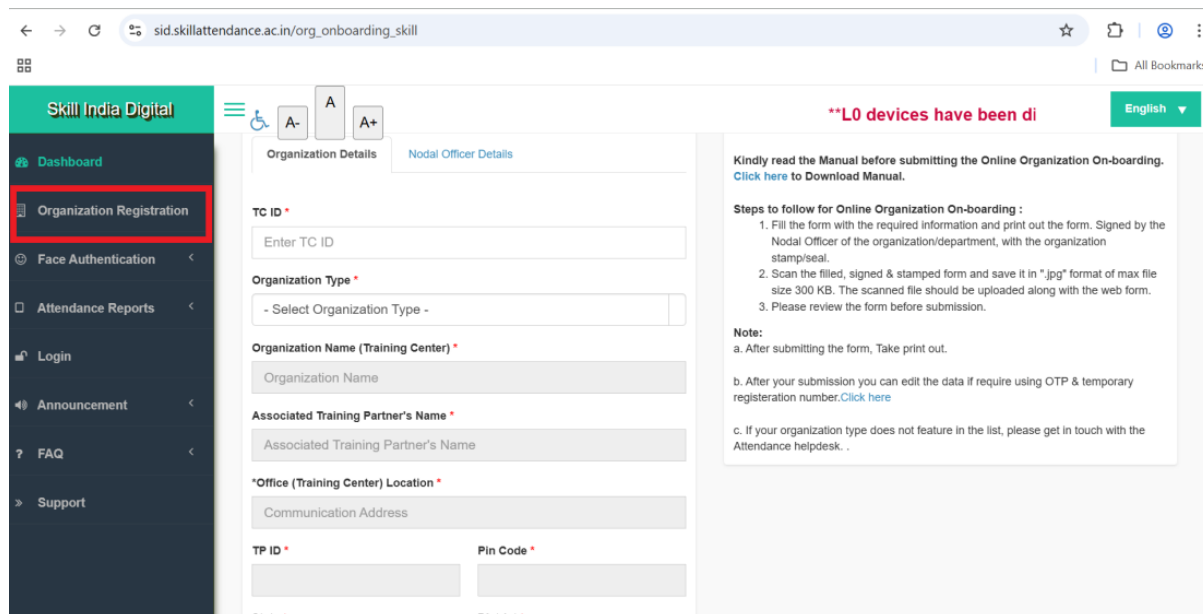


# AEBAS on-boarding process in details

**Step 1:** Go to <https://sankalp.skillattendance.ac.in/>

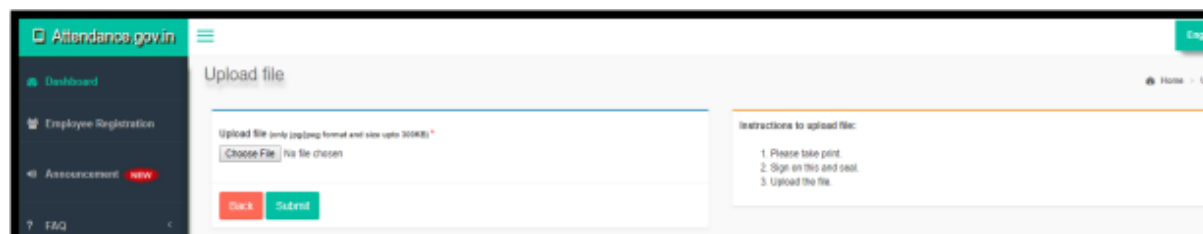
**Step 2:** Register the organization



The screenshot shows the 'Organization Registration' form on the Skill India Digital portal. The left sidebar contains navigation links: Dashboard, Organization Registration (highlighted with a red box), Face Authentication, Attendance Reports, Login, Announcement, FAQ, and Support. The main form area is titled 'Organization Details' and includes fields for TC ID, Organization Type, Organization Name (Training Center), Associated Training Partner's Name, Office (Training Center) Location, TP ID, and Pin Code. A red banner at the top right states '\*\*L0 devices have been di'. A note on the right side of the form reads: 'Kindly read the Manual before submitting the Online Organization On-boarding. Click here to Download Manual.' Below this, steps to follow for online organization on-boarding are listed: 1. Fill the form with the required information and print out the form. Signed by the Nodal Officer of the organization/department, with the organization stamp/seal. 2. Scan the filled, signed & stamped form and save it in \*.jpg\* format of max file size 300 KB. The scanned file should be uploaded along with the web form. 3. Please review the form before submission. A note below the steps states: 'Note: a. After submitting the form, Take print out. b. After your submission you can edit the data if require using OTP & temporary registration number. Click here c. If your organization type does not feature in the list, please get in touch with the Attendance helpdesk.'

Having submitted the form, the details such as Organization Name, Nodal Email, Nodal Mobile, Status and Creation date will reflect on the screen along with the Actions that can be taken- Edit, Print, Upload File, View and Exit. A temporary registration Number is sent on the mobile through SMS/E-mail. Keep the temporary registration number safe as it will be required to login for edit/upload/Print of organization details before approval from our Helpdesk Team.

**Step 3:** Take a Print out of the form and get it signed and stamped, so that it can be uploaded.



The screenshot shows the 'Upload file' page on the Attendance.gov.in portal. The left sidebar contains navigation links: Dashboard, Employee Registration, Announcement, and FAQ. The main form area is titled 'Upload file' and includes a text input field for the file name, a 'Choose File' button, and a 'No file chosen' message. Below the input field are 'Cancel' and 'Submit' buttons. A note on the right side of the form reads: 'Instructions to upload file: 1. Please take print. 2. Sign on this and seal. 3. Upload the file.'

After submitting the documents, your organization has been successfully onboarded.

**Step 4:** After the organization is onboarded, please wait **2–3 days** to receive the AEBAS login credentials on your **registered email ID**.

**Step 5:** After receiving the login credentials, follow these steps on the AEBAS portal:

1. Click on **Login**.
2. Select **Forgot Password**.
3. Enter your **User Name** (shared above).
4. Choose the mode to receive an **OTP** for password reset (e.g., email or SMS).
5. Enter the **OTP** and set a new password.

**Step 6:** After activating the sub-domain, you need to add the centre location (Latitude and Longitude). Please follow the steps below:

- Login with your user ID at: <https://sankalp.skillattendance.ac.in/>
- Navigate to **Manage Global Master**.

Manage Global Master Office Locations

Home > Manage Global Master > Office Locations

Office Locations

Search Office Locations

S. No	Office Locations ID	Office Locations	Status	Action
1	000040	*Tool Room, Plot No. 38, Phase-I, Tatisilwai, Ranchi Jharkhand	Active	<input type="button" value="Edit"/> <input type="button" value="Deactivate"/>
2	000830	# 46, 5/31, Bypass Road, near China Gandhi Bomma, Danaval Peta, Rajamahendravaram, Andhra Pradesh	Active	<input type="button" value="Edit"/> <input type="button" value="Deactivate"/>
3	000613	#13 Near District Collectorate Office, Kadapa bypass road, Rayachoty.	Active	<input type="button" value="Edit"/> <input type="button" value="Deactivate"/>
4	000559	#15/171 Opp Lalitha Kalaparishth Raju Road Anantapur	Active	<input type="button" value="Edit"/> <input type="button" value="Deactivate"/>
5	000561	#17-89/3, OPP: STATE BANK OF INDIA, MAIN ROAD, PENDURTHI, VISAKHAPATNAM-531173, ANDHRAPRADESH	Active	<input type="button" value="Edit"/> <input type="button" value="Deactivate"/>

- Select the **Device Location** option. Search for the TC ID, click on **Edit**, and enter the correct Latitude and Longitude.

Skill India Digital

Manage Master

Home > Manage Master > Device Location

List Device Location

--Select Organization--  Search Device Location

S.No.	Organization Name	Office Locations	Device Location Name	GPS Lat	GPS Long	Status	Action
1	IIE Skill Training Center, Hatixal VDVKC, Jorhat - TC241309	IIE Skill Training Center, Hatixal VDVKC, Jorhat - TC241309	0001	10.12345678	11.12345678	Active	<input type="button" value="Edit"/> <input type="button" value="Deactivate"/>
2	Super Computer College - TC299958	Building No 58 General Bus Stand Anantnag	000289			Active	<input type="button" value="Edit"/> <input type="button" value="Deactivate"/>
3	Super Computer Shopian - TC304897	Hamdard Complex Akbar Road Shopian	000328			Active	<input type="button" value="Edit"/> <input type="button" value="Deactivate"/>
4	IIE Training centre IEINTYLLI VDVKC - TC266719	IIE Training centre IEINTYLLI VDVKC - TC266719	001			Active	<input type="button" value="Edit"/> <input type="button" value="Deactivate"/>
5	IIE Skill Training	IIE Skill Training	001			Active	<input type="button" value="Edit"/> <input type="button" value="Deactivate"/>

- You will see an option to add Lat/Long — select **Yes** to enable it.

Skill India Digital

Manage Masters Employee Designations

Home > Manage Masters > Employee Designation

### Edit Device Location

Device Location Name \*

000289

Do you want to associate GPS lat, long to existing location? Yes ☒ No ☐

Latitude

Enter latitude

Longitude

Enter longitude

Submit

## Candidate registration on AEBAS portal

**Step 7:** Please go to the URL you received and log in using your credentials.

**Step 8:** In order to Login and Register, the user will visit the organizations attendance portal. The Employee will register as explained below-

- Click on Employee Registration and the following form registration form will be displayed as shown in figure below.

User Registration

Home > User Registration

Candidate Registration

Personal Details Organization Details

SIDH Candidate ID \*

SIDH Candidate Id

Candidate \*

Enter Candidate

Date of Birth \*

dd-mm-yyyy

Gender \*

Gender

Enter Aadhaar Number \*

Enter Aadhaar Number

E-Mail \*

E-Mail

Mobile No. \*

eg: 9876543210

Next

Instructions for filling the Candidate On-boarding request form:

1. Enter your Candidate ID.
2. Kindly only enter DOB in DD-MM-YY format. In case of only year of birth on Aadhar Card only update Aadhar for DOB and no other field.
3. Select your Gender.
4. Please provide your 12 digit Aadhaar number.
5. Enter your email.
6. Enter your 10 digit mobile number.
7. Hit the "Next" button or click on Organization details tab to complete the second part of the form.
8. Select Candidate Type.
9. Select the name of your Division/Unit within the Organization.
10. Select your Designation (only when Candidate Type is Government).
11. Select your office location (e.g. your office building name).
12. Upload your recent passport-sized photo in .jpg format of max file size 100 KB.
13. Please enter the captcha code.
14. Please review the form before submission.

Note:

a. If any of the pre-reqs information is not available in the form (select options only), please get in touch with the concerned officer in your department to get the details updated.

b. Please ensure that you have filled the form with correct information and have uploaded a recent photograph, as the information submitted will be checked for correctness and quality. Incorrect data will be rejected and will require re-registration.

c. For any other assistance please get in touch with the Attendance Helpdesk or write to us at [aebas@skillindia.gov.in](mailto:aebas@skillindia.gov.in)

- The employee will enter the personal details like Name, Date of Birth, gender, Aadhaar Number, Email address and Mobile Number. All the fields are mandatory.
- Next the user will click on the Organization Details tab and enter Organizations Name, Employee type, Division/Unit within the Organization, Designation, Office Location, Organization Code, will upload a photo of himself (in .jpg format and size up to 150 KB).
- He will then the Confirmation Code, select the consent box and click on Submit button.

- Once the user submits the form, an Attendance Id will be sent to him through SMS and mail. The same Id will be displayed on the screen as well.
- Using the attendance id sent, the employee will then login to BAS by clicking on the Login option from the menu.
- If the user is logging in for the first time, the user will click on the Don't have an account option.
- Fill in the Attendance Id and generate an OTP, that is sent on the mobile and login with that OTP code.
- Employee can reset the password Click on the mode by which he wants the OTP has to be sent- SMS or Mail. An OTP is sent; using which the user can reset the password and login.

The Nodal officer verifies the details provided by the employee, including the Aadhaar number entered by the employee. After all details are verified, the employee is informed by SMS /Email about his registration being complete on the attendance portal.

**Step 9: The training centre should guide candidates to download the attendance application on their personal mobile devices. This app is used to mark face recognition attendance through the AEBAS portal. Candidates need to access the provided URL to download and set up the application on their mobile phones.**

**Link :-**

**[https://attendance.gov.in/assets/doc/AEBAS\\_FaceAuth\\_InstallationGuide\\_PersonalDevice.pdf](https://attendance.gov.in/assets/doc/AEBAS_FaceAuth_InstallationGuide_PersonalDevice.pdf)**