গণপ্রজাতন্ত্রী বাংলাদেশ সরকার

'শিক্ষা নিয়ে গড়ব দেশ শেখ হাসিনার বাংলাদেশ' কারিগরি শিক্ষা অধিদপ্তর অ্যাকসেলারেটিং অ্যানড স্ট্রেনদেনিং স্কিলস ফর ইকনমিক ট্রান্সফরমেশন (ASSET) প্রকল্প আগারগাঁও প্রশাসনিক এলাকা, শেরে-বাংলা নগর, ঢাকা-১২০৭ www.asset-dte.gov.bd

'একটাই লক্ষ্য হতে হবে দক্ষ'

Institutional Development Grant (IDG)-এর Eligibility Application Form পুরণের নির্দেশনা

-Updated on 2/1/2023 3:03 PM

ASSET প্রকল্পের IDG এর Eligibility Application Form পূরণের দুইটি ধাপ।

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১। প্রথমে যেকোন ইন্টারনেট ব্রাউজার থেকে <u>https://apromis.online/</u> প্রবেশ করতে হবে। অথবা www.assetdte.gov.bd এর AProMIS লিংক থেকে প্রবেশ করতে হবে।



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| Choose a Trade/Technology | Choose a Shift | Choose a Section |
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| New User As Institute Head | | | |
| Full name [English]* | নাম [বাংলায়]* | Username* | |
| Full name in english | বাংলায় পুরো নাম | hodcmt.fpi@gmail.com | |
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2. Give all the information and press Submit button

| Institute Registration Informa | ation | |
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| Name [English]* | নাম [বাংলায়] | Code* |
| Institute Name in English | ইনস্টিটিউটের নাম বাংলায় | Institute Code |
| Mobile | Email | Website Ex. (www.asset-dte.gov.bd) |
| Institute Phone | Institute Email | Institute website |
| Division* | District* | Upazila* |
| Choose a division | Choose a District | Choose a Upazila |
| Institute Type* | Address | Image (Optional) |
| Training Provider | Full Address | Choose File No file chosen |
| Description (Optional) | | |
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3. If submission is completed successfully, a "Congratulation Message" would be shown at the top as below:

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| New User As I Full name (English)* | nstitute Head নাম (বংলায়) | Username" | |
| Full name in english | বাংলায় পুরো নাম | Username | |
| Email * | Mobile No * | Date of birth | |
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4. An email message would be received in your email Inbox/ Spam folder as below:

| AAP | AProMIS, ASSET Project info@apromis.online | 01-01-2023 | Date: 15:08:21 | | | | | |
|---------|--|------------|-------------------|--|--|--|--|--|
| Subject | : Registration Confirmation | | | | | | | |
| | | | | | | | | |
| | AProMIS, ASSET Project | | | | | | | |
| | Dear Mr./Ms. Mohshin Anwar, Your registration for Dhaka Poly2 - (11234) has been successfully completed. Thanks, AProMIS, ASSET Project | | | | | | | |

5. Now, visit <u>https://apromis.online/</u>

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6. From menu bar click on Login

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7. Give your Email address & Password and click in Login

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8. After giving the email and password, you can get the following screen:



- 9. Please call corresponding number from the list as shown to communicate with ASSET Project Team and request him/ her to activate your account.
- 10. After activation is made by ASSET Project, you would get the confirmation in your email, as follows:



11. Now, you have to login again (to get verification email), by using <u>https://apromis.online/</u> link with your email address and password.

12. Now you will get the following screen and you have to click on "Send Mail" button to get verification email link.



13. A confirmation link would be sent to your e-mail, as prompted below:



14. Please click on the "Verify Email Address" button, as shown:

| AAP | AProMIS, ASSET Project info@apromis.online | | Date: 01-01-2023 15:37:32 |
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| Subject: | Verify Email Address | | |
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| | Hello! Please click the butt If you did not create Regards, | on below to verify your email address. Verify Email Address e an account, no further action is required. | |
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15. Now you are ready to fill up information for IDG Eligibility.

২য় ধাপ: Eligibility Application Form পুরণ

1. Give your Email address & Password and click in Login again.



2. From left Menu of the page click on *EAF IDG* Button



3. Give all the correct information and upload relevant documents of your institute.

4. Upload all necessary files for necessary validation and as per requirements, using *File* <u>Upload</u> section as below.

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You can upload multiple files, as shown above and it should be done before the submission.

5. You can Save your information before final submission. For this purpose, click on *Update as Draft* button.

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6. For final submission click on *Submit* button. Remind that information can be sent only once. So be careful before click on *Submit* button.

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- Once you Submit, you would not be able to change any information or upload any document. Therefore, please revisit all the information and file names before pressing <u>Submit</u> button.
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