TAALIM Database
User Manual for Training Provider (TP)

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Introduction
TAALIM database is an online platform where data of applicants for vocational trainings are stored and those data are used for better delivery and tracking of vocational trainings in Afghanistan.

Access and Credentials
This database can be accessed through www.tvt.af with any browser – internet connection is needed.

After accessing the database TP must enter their credentials (username and password) - Every TP has its own credentials.

![Login Section](image)

**Forgot Your Password**
In case of forgetting your password, simply click on Forgot Your Password? and then you will be redirected to a page where you will be asked to enter your email. After clicking on the submit button an instruction will come to your email for changing your password.

**Dashboard**
After successfully login to the system you will be redirected to dashboard where all functionality is listed.

Dashboard is consisting of header, sidebar and main area.
In the **header** you will see the name of database logos, language selection and TP name.

In the **sidebar** you will see the functions which are assigned to TP by admin e.g. Dashboard, Profile (where you will be able to see the whole details of your account), Applicants List (where you will see the whole list of the applicants), E-Library (where you will see the documents and media which are uploaded to the database), VTC (list of your Vocation Training Center) and Setting (where you can change your password).

In the **main area** of first page in dashboard you will see a brief statistic of the system e.g. Total Applicants, Total Employers, Total TPs and Total Jobs.

**Profile**

In this page you will be able to see your training provider details, address details and contact person details.
Applicants List

In this page you will be able to see list of all applicants whom province of living is same as your VTCs province. For instance, if you have a VTC in Balkh then the list of applicant who lives in Balkh will be shown in applicants list.

Here you can search, verify, view and edit an applicant.

Verify

When you click on Verify button then you will be able to provide an applicant username and password to login. If an applicant is unverified then the applicant won’t be able to login to the system.
Username and password of the applicant after verification will be send to their email and phone number.

![Figure 5 Applicant Verification Page](image)

**View**

By clicking **View** button, you will be able to see the applicant profile.
Figure 6 Applicant Profile View

**Edit**

By clicking **Edit** button, you will be able to edit applicant details such as phone number and location.

**E-Library**

In E-library you will be able to view and upload NOSS and Curriculum, Resources, Videos and Links, TVET Updates.
**VTC**

In **VTC** section you will be able to add your VTC in province.
In VTC list you can see list of VTC which are added by you and here you can activate, deactivate and view or edit.

**Setting**

In this page you will be able to change your password for better security and performance.
Logout

By clicking on logout button on the header you will securely close your session till next login.

Figure 11 Logout Function