





# TRAINEE USER MANUAL FOR CRAFTSMEN TRAINING SCHEME (CTS)

## ADMISSION FOR TRAINEE ON SKILL INDIA DIGITAL

(For the trainees having no Aadhaar number in their admission data submitted by State)

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#### 1. Acronyms

ITI- Industrial Training Institute CTS- Craftsmen Training Scheme MSDE- Ministry of Skill Development and Entrepreneurship DGT – Directorate General of Training PRN- Permanent Registration Number

#### 2. Introduction

The Craftsmen Training Scheme (CTS) trainee lifecycle is currently managed on the NCVTMIS portal by Directorate General of Training (DGT). This portal needs to be upgraded to the latest technology. Therefore, the Directorate General of Training (DGT), Ministry of Skill Development and Entrepreneurship (MSDE) is in the process of designing, developing, and commissioning a new tech-driven platform, Skill India Digital, to oversee the CTS trainee lifecycle.

#### 3. Intended Audience

All stakeholders including Trainees for the purpose of CTS Admission.

#### 4. System Requirements

You can access Skill India Digital from various devices and platforms, on both PC and Mac desktops/laptops.

- a. Minimum system requirements
  - Browser: Google Chrome (latest version), Firefox, Safari, Edge, or Opera for desktop/laptop
  - A broadband/mobile internet connection with good speed
- b. PC specific requirements
  - Platform: Windows 8.1 or higher with the latest updates installed
  - RAM: 4GB or more
  - Video: Graphics output capability
  - Sound: Sound output capability
- c. Mac specific requirements
  - Platform: Mac OS X 10.12 or higher with the latest updates installed

- RAM: 4GB or more
- Video: Graphics output capability
- Sound: Sound output capability

To complete the process of registration on Skill India Digital and to further complete the admission process of ITI for permanent registration number generation please make sure to come through the link received on email and SMS.

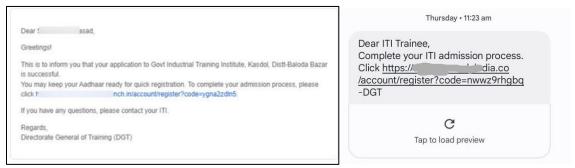
### **ITI Trainees Admission flow**

For trainees records submitted by States successfully on Skill India Digital without Aadhaar number

#### Process for Trainees coming on Skill India Digital for the first time

## 5. How to confirm your registration as ITI Trainee in Skill India Digital coming on it the for the first time?

a. You will receive a link through text message (on the mobile number as provided with your admission data) and email (on the email ID as provided with your admission data) to confirm your registration on Skill India Digital. The above mobile number and email ID are referred as REGISTERED mobile number/email ID.



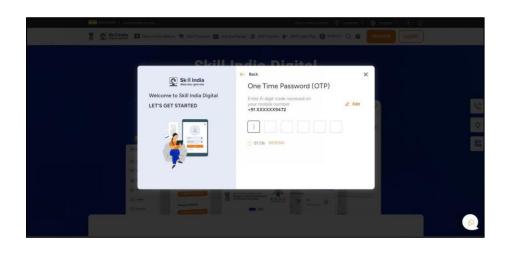
b. Click on the link provided either in email or SMS received. This will take you to Skill India Digital.

Dear	isad,
Greetingsl	
This is to int is successful	form you that your application to Govt Industrial Training Institute, Kasdol, Disti-Baloda Baza d.
	ep your Aadhaar ready for quick registration. To complete your admission process, please
> click	nch in/account/register?code=ygna2zdin5.
If you have	any questions, please contact your (T).
Regards,	
Disc starsho	General of Training (DGT)

c. You will be able to view the pre-filled mobile number submitted with the admission data to complete the process. Click on the "CONTINUE" button



d. Enter the One Time Password (OTP) received on your registered mobile number submitted with the admission data.

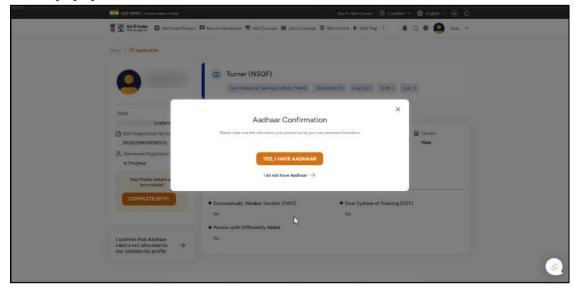


e. On the next screen you will be asked to **Set Account Password**. Enter a four-digit number of your choice as password, reenter the same password again under **Confirm Account Password**. Click on the "CREATE" button. (Note down /remember your password for future use)

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👔 💽 Skill India 🖽 Reconversioner	🕿 San Carrers 🚔 And Series 🔮 San Carrers 🐓 San Industries 🖸 🕢 🕢 🕢 🗰 San
← Back Welcome to Skill Indi Let's get starte	e rosso ancer only harmonia

Once this login process on Skill India Digital is completed, you will be registered successfully on Skill India Digital. Next, please complete your admission process to receive the Permanent Registration Number on Skill India Digital.

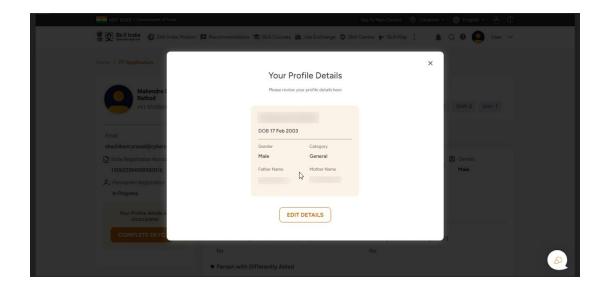
f. After successful login in Skill India Digital, you will be able to see Aadhaar Confirmation popup



- 6. CASE I (a): If you Click "Yes, I do not have Aadhaar" and sent for state approval for Permanent Registration Number generation
  - a. Click on "I do not have Aadhaar" button.



b. You will be able to see Your Profile Details



c. Click on "EDIT DETAILS" button to edit your profile details

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Henry / ITI Application Mahendra 1 Rathod	Your Profile Details Please review your profile details here	×
+91 9510564 Email shashikant prasadgicybers State Registration Numb 15060239400942016 P., Permanent Registration	Main many from Factored       DOB 17 Feb 2003       Gandar     Category       Male     General       Father Name     Mother Name       Gandar Father     Demod Mother	Shiny2 Unit-1
In Progress Your Profile details a incompletat COMPLETE EXYO	EDIT DETAILS No.	A stivato Windows

d. Once "EDIT DETAILS" button is clicked, the profile will open for editing.

Please note, you will get only one chance to edit your profile. Once submitted, you will not be able to make any changes. Uploading profile photo is mandatory and if you want to edit other profile details then only 2 fields are allowed.

1.1.1.1		tine 🔶 cocation		
india Mission 📼	Edit Profile Details Please check before submitting.	X dia Miss	Edit Profile Details	Ar CELIMAN 1
5 <b>inh</b> 450	<ol> <li>You can edit your profile only once. After submitting, you can not make any more changes.</li> <li>You can only edit any two fields out of - Trainee Name, Date of Birth, Gender and Father Name</li> </ol>	Aug 202	Gender* Male	Aug 20
	Upload Your Profile Phote * Choose File No file chosen Note: Please upload grag / gog / gog / gog hose file		/ Father / Guardian Name *	
urfindia.c:	Note: resease upoda (Jing) (jing) / jing ying nes	in	Uplead SSC / Class 10 Marksheet @	
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In case, any one or two fields profile details are edited, then you will have to mandatorily submit class 10<sup>th</sup> Class/SSC Certificate or School leaving Certificate. Further, click checkbox below for providing consent that all the information is as per the submitted certificate for approval of State.

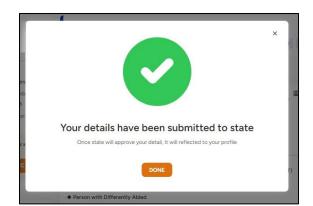
e. Check on "I confirm that these details are correct and as per my class 10th/SSC Certificate".

Edit Profile Details Please check before submitting.	
Upload Your Profile Photo *	- 1
Choose File No file chosen	
Note: Please upload png / (peg / )ng type files	
Trainee Name *	
Date Of Birth *	
17/02/2003	
/ Gander*	
Male	
Father / Guardian Name *	
demo Father	
/ Upload SSC / Class 10 Marksheet ()	
Choose File No file chosen	
Please upload correct document. As this is one time process. Allowed file	
types are .pdf, .jpg, .ong, .jpeg files only:	
I confirm that these details are correct and as per my class 10th/SSC Certificate.	
SUBMIT	

f. After Clicking on SUBMIT button you will get confirmation popup with message "Are you sure you want to change this information?" Please note, after submitting, you will not be able to make any changes.

	Edit Profile Details	×		
scybers Namb 1016 mation estails a estet	1 You can add your profile only once. After submitting you can not i. You can add you can not i. You can add you can not Are you sure you want to change this information? Are you sure you want to change this information? NO YES		×	
inaar ed to ofile →	Farter / Guardan Name - SUBMIT			

g. By clicking "YES" your details have been submitted to State for approval.



h. After this, you will be able to view your ITI application dashboard with the information submitted by your State. Once your profile edited details are approved by State same will be reflected in this ITI Application dashboard.

Skill India Mission 🗖 Home / 111 Application	🖬 Recommendation 🕏 Skill Courses 🛎 Job Exchange 🗢 Skill Centre 🔶 Skill Map : 🌲 Q 🛛 🚇 User 🗸	
9	Welder (NSQF)     Govt Industrial Training Institute, Kasdol, Distl-Baloda Bazer GR22000005 Aug 2023 Shift-2 Unit-1	
Email urfindia.com	Application Details	
State Registration Number 150602394906982016 , Permaner Registration Number In Progress	A. Father / Guardian A. Mother.      Date of Birth	
Your Profile details are incomplete!	P Highest Qualification     Admission     Stategory     Type       8th     10 Oct 2023     General	
COMPLETE EKYC Your updated information has been swit to state for approve it will reflict here	Economically Weaker Section (EWS)     No     No     Person with Differently Abled     No	
	Da	6

The information below shows that **"Your updated information has been sent to state for approval. Once state will approve it will reflect here"** when your profile will be under state approval stage.

i. The Permanent Registration Number will remain in progress until approval from state is not provided.

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Home / ITT Application	
9	Welder (NSGF)     Gost industrial Training Institute, Gasto, Dath-Banda Bazer GR22000005 Aug 2023 Shift-2 Linte 1
Email	Application Details
State Registration Number 150602394908982016	A. Father / Guerdian     X. Hother     Date of Birth     X. Premerent     Xunture     If Tree 2003     Hother     Hotherer     Hotherer     Hotherer     Hotherer     Hotherer
In Progress Your Profile details are incompletel	Hoyness Could Costors     Advension     State     S
COMPLETE EXYC	Economically Weaker Section (EVK3)     A Dual System of Training (DST) No No No
Your updated information has been sent to state for approval. Once state will approve it will reflect here	Person with Differently Abled     No

Title	Steps
How to confirm your admission as ITI Trainee on Skill India Digital?	Click on Link received on message and email >> Register with Mobile Number >> Select OTP button >> Select " I do not have Aadhaar" >> View profile details allowed to be edited>> Click edit details>> Upload profile photo mandatorily and other profile details of which only 2 fields can be edited >>SSC/10 <sup>th</sup> Class Certificate or school leaving certificate>> Consent box is clicket>> confirmation message is clicked and submitted>> sent for approval to State>>ITI application page on Skill India Digital shows the trainee details submitted by ITI and State>> PRN number is in progress and is awaiting State approval.

#### After state approval please see below case I (b)

## 7. CASE I (b): If you Click "Yes, I do not have Aadhaar" and after state approval Permanent Registration Number is generated

a. You will be able to view your ITI application dashboard with the information submitted by your State. Once your profile edited details are approved by State same it will be reflected in this ITI Application dashboard with Permanent Registration Number which was earlier showing as in progress.

Home / ITI Application						
	C Welder Govt Indus	(NSQF) trial Training Institute, Kas	dol, Distt-Baloda Bazar	GR2200005 A	Aug 2023 Shift-2	Unit- 1
Email India.coi	Application Deta	ails				
State Registration Number 150602394908982016	R Father / Guardian	A Mother	Date of Birth 17 Feb 2003	Permanent Registration Number	Gende     Gende     Female	
2. Permanent Registration Number				P:		
Ρ	😌 Highest Qualificat	tion 🖨 🖓 mission	88 Category	🕑 Туре		
Your Profile details are incomplete!	8th	10 Oct 2023	General			
COMPLETE EKYC	Economically We	aker Section (EWS)	♦ Du	al System of Traini	ng (DST)	
	No		No			
	Person with Diffe	erently Abled				
	No					

b. An SMS and email will also be received by trainee regarding the PRN generation as given below.

Dear ITI Trainee, Congratulations on completing the admission process at Govt Industrial..nstitute, Mandi. Your Permanent Registration Number (PRN) is P2 Dear Congratulation on successfully completing your admission process at Govt Industrial. It-Baloda Bazar. Your Permanent Registration Number (PRN) is Pr If you have any questions, please contact your ITI. Regards, Directorate General of Training (DGT)

Title	Steps
How to confirm your admission as ITI Trainee on Skill India Digital?	Click on Link received on message and email >> Register with Mobile Number >> Select OTP button >> Select " I do not have Aadhaar" >> View profile details allowed to be edited>> Click edit details>> Upload profile photo mandatorily and other profile details of which only 2 fields can be edited >>SSC/10 <sup>th</sup> Class Certificate or school leaving certificate>> Consent box is clicket>> confirmation message is clicked and submitted>> sent for approval to State>>After state approves>>ITI application page on Skill India Digital shows the trainee details along with PRN>> SMS and email regarding PRN is also received to in your registered mobile number and email.

#### Trainee ITI Admission Flow by doing Aadhaar eKYC

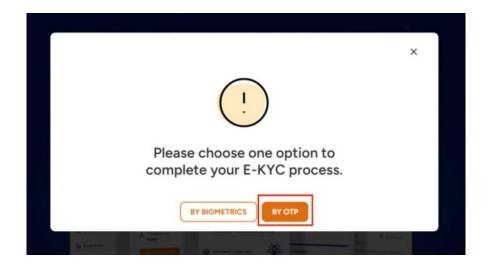
- 8. CASE II (a): If you Click "Yes, I do not have Aadhaar" and while pending for state approval trainee completes Aadhaar eKYC and Permanent Registration Number is generated.
  - a. The Permanent Registration Number will remain in progress until approval from state is not provided.

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9	Welder (NSQF)     Govt Industrial Training Institute, Kasolo, Distt-Baloda Bazar GR22000005 Aug 2023 Shift-2 Unit-1
Email visurfindia.com	Application Details
State Registration Number 15060234908982016 & Permanent Registration Number	R. Pather / Guardian     R. Mother     Date of Birth     Permanent     Image: Conder Statistics       17 Feb 2003     17 Feb 2003     Image: Conder Statistics     Male       In Progress     Image: Conder Statistics     Male
In Progress Your Profile details are incompletel	Image: State Construction     Image: State Construction     Image: State Construction     Image: State Construction       Sth     10 Oct 2023     General
COMPLETE EXYC	Economically Weaker Section (EWS)     Oual System of Training (DST)     No     No
Your updated information has been sent to state for approval. One state will approve it will reflect here	Person with Differently Abled No
	B

c. You will be able to complete the eKYC once you select the option "COMPLETE eKYC"

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		Home / ITT Application	
		Cont Industrial Training Institute: Maints CAR02000025 Aug 2023 Shift-1 Unit-3	
		Email Application Details	
		C State Registration Namber & Father / Guardian & Hother Date el Birth / A hemaniet Biggistration State Stat	
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		Your Perfor destains are Bith 10 Oct 2023 General COMPLETE EXYC	-
		Economically Weaker Section (EWS)     A Dual System of Training (DST)     No     No	
		Person with Differently Abled I confirm that Aadhaar No	
		card is not allocated to → me, Update my profile	۵
			99% Q Q 🗔 🔟 🖉

d. Then, choose the Option "BY OTP" from the Popup to complete eKYC

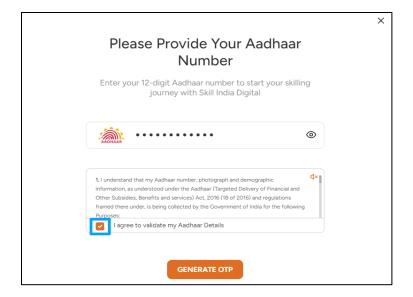


Note: System must have a Physical BioMetric Authentication reader device in order to complete eKYC using BioMetric Authentication.

e. Enter your Aadhaar number in "Enter Aadhaar Number" field



f. Check on "I agree to validate my Aadhaar Details"



g. Click on "GENERATE OTP" button

Number	
Enter your 12-digit Aadhaar number to start your skil journey with Skill India Digital	ing
	۲
<ol> <li>I understand that my Aadhaar number, photograph and demographic information, as understood under the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and services) Act, 2016 (18 of 2016) and regulations framed there under, is being collected by the Government of India for the followi Purposes:</li> <li>I agree to validate my Aadhaar Details</li> </ol>	

h. Enter the One Time Password (OTP) received on the mobile number linked to your Aadhaar and then click on the "VERIFY" button.

← Back		×
	Enter OTP to Verify Aadhaar	
	Enter six digit number received on your mobile	
	STILL DIDN'T GET THE OTP? O 00:59 RESEND	

i. Once eKYC authentication is successful in Skill India Digital. And the details fetched from your Aadhaar EKYC matches with the data uploaded by States on Skill India Digital as your ITI application data. You will be successfully admitted as a Trainee on the Skill India Digital and you can view your Permanent Registration Number (PRN) number in your ITI application page.

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Skill India Mission	🛱 Recommendation 🕏 Skill Courses 🚔 Job Exchange 🗘 Skill Centre 👉 Skill Map 🗄 🌲 Q. 🕢 🎆 Shashikant 🗸
Home / ITI Application	
	Cove Industrial Training Institute, Mandi GR02000025 Aug 2023 Shift-1 Unit-3
Email urfindia.com	Application Details
C State Registration Number 350602394908982016 & Permanent Registration Number	A Father / Guardian     A Mother     Bate of Birth     A Permanent     Begistration     Multe     P230802000154
Ρ.	• Highest Qualification       • Admission       *******************************
	Economically Weaker Section (EWS)     Oual System of Training (DST)     No     No     Person with Differently Abled
	Person with Differently Abled     No

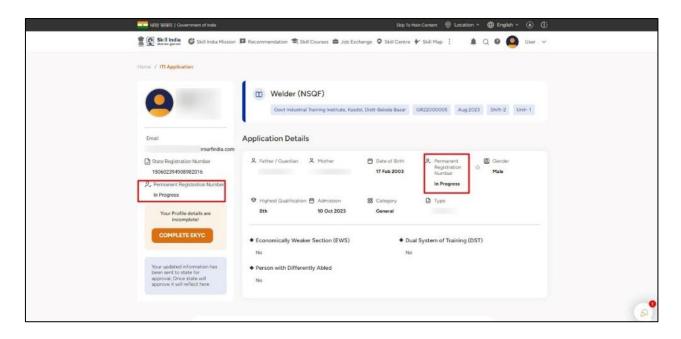
a. An SMS and email will also be received by trainee regarding the PRN generation as given below.

Dear ITI Trainee, Congratulations on completing the admission process at Govt Industrial..nstitute, Mandi. Your Permanent Registration Number (PRN) is P2



Title	Steps
How to confirm your admission as ITI Trainee on Skill India Digital?	Click on Link received on message and email >> Register with Mobile Number >> Select OTP button >> Select " I do not have Aadhaar" >> View profile details allowed to be edited>> Click edit details>> Upload profile photo mandatorily and other profile details of which only 2 fields can be edited >>SSC/10 <sup>th</sup> Class Certificate or school leaving certificate>> Consent box is clicket>> confirmation message is clicked and submitted>> sent for approval to State>>ITI application page on Skill India Digital shows the trainee details submitted by ITI and State>> MEANWHILE, Trainee selects complete EKYC in the ITI Application>> Selects OTP>> inputs Aadhaar number>> completes eKYC>> PRN is generated and visible in ITI Application page>> SMS and email regarding PRN is received by trainee

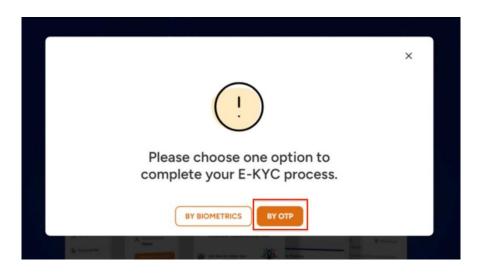
- **9.** CASE II (a): If you Click "Yes, I do not have Aadhaar" and then completes EkYC and because of mismatch in eKYC fetched details sent to State for approval for Permanent Registration Number generation.
  - a. The Permanent Registration Number will remain in progress until approval from state is not provided.



j. You will be able to complete the EKYC once you select the option "COMPLETE EKYC"

Skill India 🍪 Skill India Miss	ion 🖪 Recommendation 🛸 Skill Courses 當 Job Ex	change 🗣 Skill Centre 🕈 Skill Map 🗄 🌲 🔍 🚳 🤐	
Home / ITI Application			
-	Welder (NSQF)		
	Govt Industrial Training Institute, Kas	dol, Distt-Baloda Bazar GR22000005 Aug 2023 Shift-2 U	Jnit-1
Email	Application Details		
india.co			
State Registration Number 150602394908982016	A Father / Guardian A Mother	Date of Birth & Permanent B Gender     Registration      Number Female	
2. Permanent Registration Number		P:	
P	😌 Highest Qualification 🖨 🖓 mission	88 Category D Type	
Your Profile details are incomplete!	8th 10 Oct 2023	General	
COMPLETE EKYC	<ul> <li>Economically Weaker Section (EWS)</li> </ul>	<ul> <li>Dual System of Training (DST)</li> </ul>	
	No	No	
	Person with Differently Abled		

k. Choose the Option "BY OTP" from the Popup to complete eKYC



Note: System must have a Physical BioMetric Authentication reader device in order to complete eKYC using BioMetric Authentication.

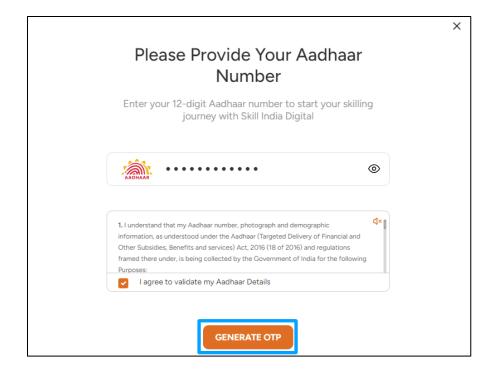
l. Enter your Aadhaar number in "Enter Aadhaar Number" field



m. Check on "I agree to validate my Aadhaar Details"

Please Provide Your Aadł Number	
Enter your 12-digit Aadhaar number to start yo journey with Skill India Digital	ur skilling
	۲
<ol> <li>I understand that my Aadhaar number, photograph and demographic information, as understood under the Aadhaar (Targeted Delivery of Fin Other Subsidies, Benefits and services) Act, 2016 (18 of 2016) and regul framed there under, is being collected by the Government of India for th Purposes:</li> <li>I argree to validate my Aadhaar Details</li> </ol>	lations

n. Click on "GENERATE OTP" button



**O.** Enter the One Time Password (OTP) received on the mobile number linked to your Aadhaar and then click on the "VERIFY" button.

- Back	×
Enter OTP to Verify Aadhaar	
Enter six digit number received on your mobile	
STILL DIDN'T GET THE OTP? (0 00:59 RESEND	
VERIFY	

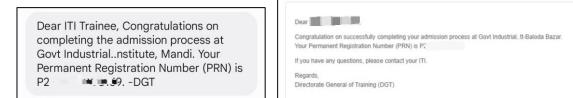
a. Once ekYC authentication is successful in Skill India Digital. And the details fetched from your Aadhaar ekyc mismatches with the data uploaded by States on Skill India Digital as your ITI application data. Then, you will be able to view the mismatch detail. Click "OK" and request will be submitted to State for its approval.

0.0000000000		have different va
	Profile Information	Aadhaar Information
Profile-photo	9	۲
DOB	11 Jul 2000	7 Nov 2000
Father Name	demo Father	Not Available

b. Once approved by State you will be successfully admitted as a Trainee on the Skill India Digital and on the screen, you will be able view a successful Permanent Registration Number (PRN) in the ITI application page.

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Home / ITI Application	
	Id Covt Industrial Training Institute, Manda GR02000025 Aug 2023 Shift-1 Unit-3
Email	Application Details
C State Registration Number 350602394908982016 2, Permanent Registration Num	Mother      Date of Birth       Permanent       B Gender       I     7 Nov 2000     Number     Male       ber     P230802000154
P	Inights: Qualification     Admission     SS Category     Type       8th     10 Oct 2023     General
	Economically Weaker Section (EWS)     Oual System of Training (DST)     No     No     Person with Differently Abled
	Person with Differently Abled     No

c. An SMS and email will also be received by trainee regarding the PRN generation as given below.



Title	Steps
How to confirm your admission as ITI Trainee on Skill India Digital?	8 8

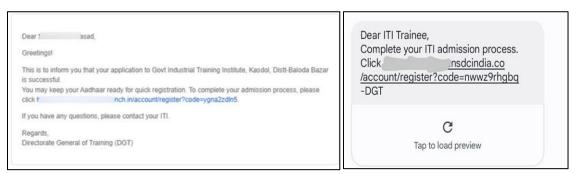
To complete the process of registration on Skill India Digital and to further complete the admission process of ITI for permanent registration number generation please make sure to come through the link received on email and SMS.

In case of difficulty at any stage, please contact your ITI

#### **Process for Trainees registered on Skill India Digital**

### 10. How to confirm your registration as ITI Trainee in Skill India Digital who are already registered?

b. You will receive a link through text message (on the mobile number as provided with **your admission data) and email (on the email ID as provided with your admission** data) to confirm your registration on Skill India Digital. The above mobile number and email ID are referred as REGISTERED mobile number/email ID.



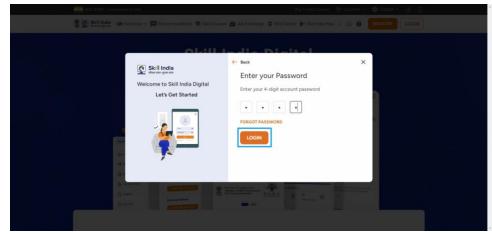
c. Click on the link provided either in email or SMS received. This will take you to Skill India Digital.

	Dear	isad,	
	Greetingsl		
<b>→</b>	This is to inform you that your application to Govt Industrial Training Institute, Kasdol, Distt-Baloda Bazar is successful.		
	You may keep click	your Aadhaar ready for quick registration. To complete your admission process, please nch.in/account/register?code=ygna2zdin5.	
	If you have an	y questions, please contact your ITI.	
	Regards, Directorate Ge	eneral of Training (DGT)	

d. You will be able to view the pre-filled mobile number submitted with the admission data to complete the process. Click on the "CONTINUE" button



e. Enter your four digit account password(numbers), and then click on the LOGIN Button



f. You will be successfully logged in to Skill India Digital.

Next, please complete your admission process to receive the Permanent Registration Number on Skill India Digital.

To complete the process of trainee admission process for generation of Permanent Registration Number follow the process mentioned in point from 6 to 9 based on the selection of options by trainee.

To complete the process of registration on Skill India Digital and to further complete the admission process of ITI for permanent registration number generation please make sure to come through the link received on email and SMS.

#### **11.**Forget Password or Reset Password

To Change Account Password on Skill India Digital, follow these steps :

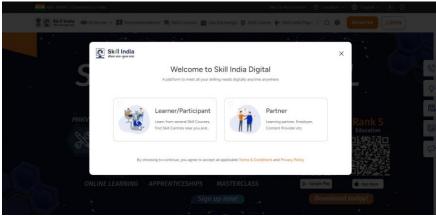
a. Visit Skill India Digital from your browser



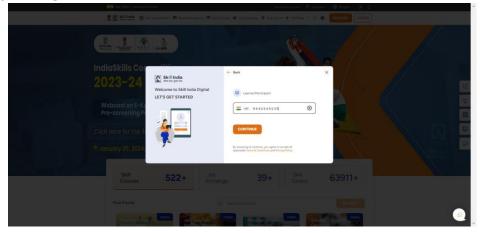
b. Click on the LOGIN button in the top right corner of the Homepage



c. Select the "Learner/Participant" option



d. Enter your registered mobile number and click on CONTINUE



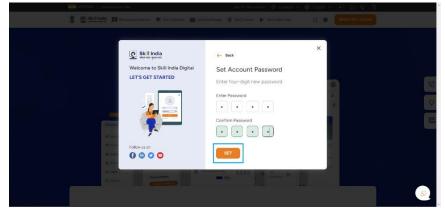
e. Click on Forgot Password above the Login button

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f. You will Receive an One Time Password (OTP) through SMS on your registered mobile number. Enter the OTP and click on VERIFY button.

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← Back Welcome to Skill India Let's get started		Enter One Time Pass		<b>×</b> 7	
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g. You will be asked to **Set New Account Password**. Enter a Password of your choice (only numbers) and then click the SET button.



h. You have successfully changed your Skill India Digital Password

Title	Steps
How to Change Account Password?	Open Skill India Digital website >> Click on "Login" button >> Select "Learner/Participant" option >> Enter Mobile number >> Click on "Forgot password" option >> Enter OTP received on the mobile number >> Set new Account password >> Click on "Set" button

To complete the process of registration on Skill India Digital and to further complete the admission process of ITI for permanent registration number generation please make sure to come through the link received on email and SMS.

In case of difficulty at any stage please contact your ITI.