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| CERTIFICATE GENERATION |
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GENRAL INSTRUCTIONS

* PENTA ID CAN ALSO AVAILBAE IN **VIEW VOLUNTEER.**
* THE PERFOMA SHOULD BE SENT TO NSS TECH CELL OFFICE.
* THE CERTIFICATE ONLY AVAILABLE WHEN PERFOMA HAS BEEN APROVED FROM NSS TECH CELL OFFICE.

REVISION HISTORY

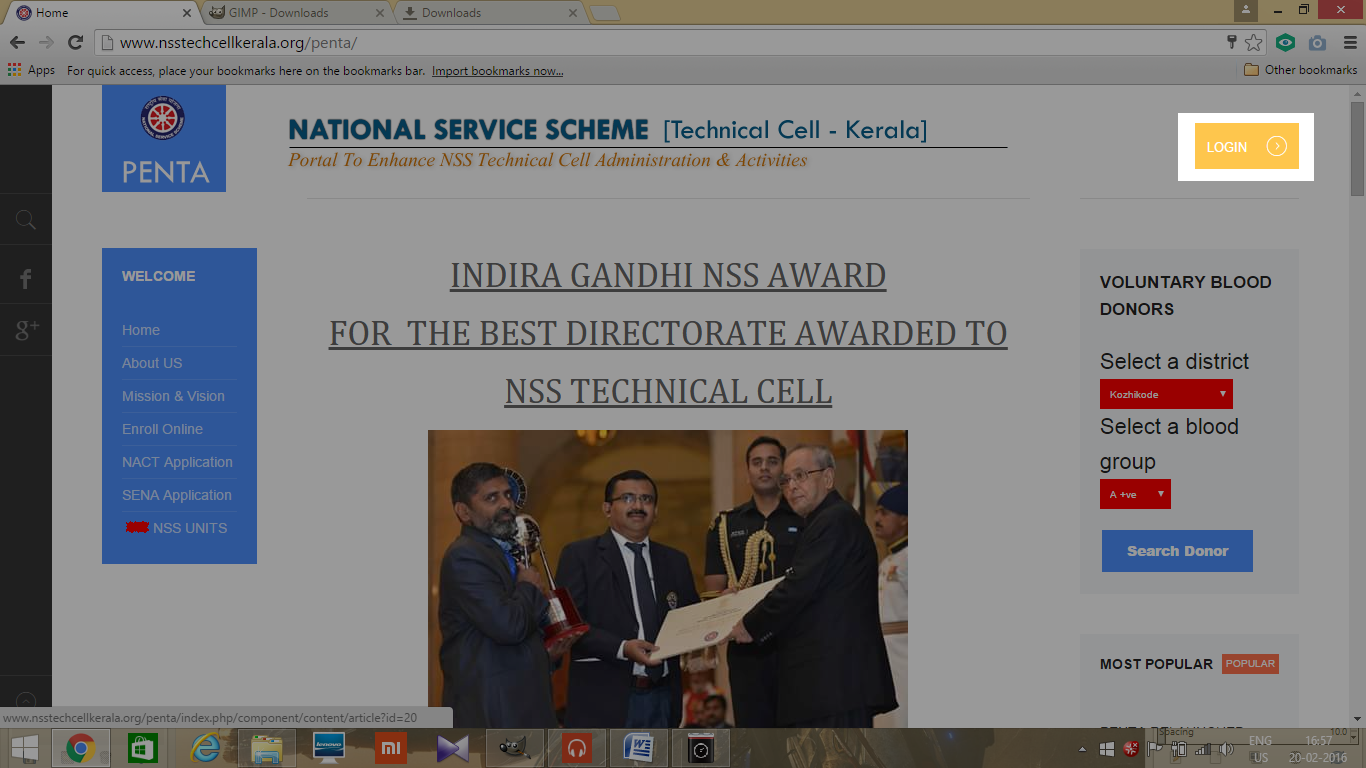
|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Description** | **Author** | **VERSION** |
| 21/02/16 | USER MANUAL FOR CERTIFICATE GENERATION | HASHIR AHAMED.P | 1.0 |

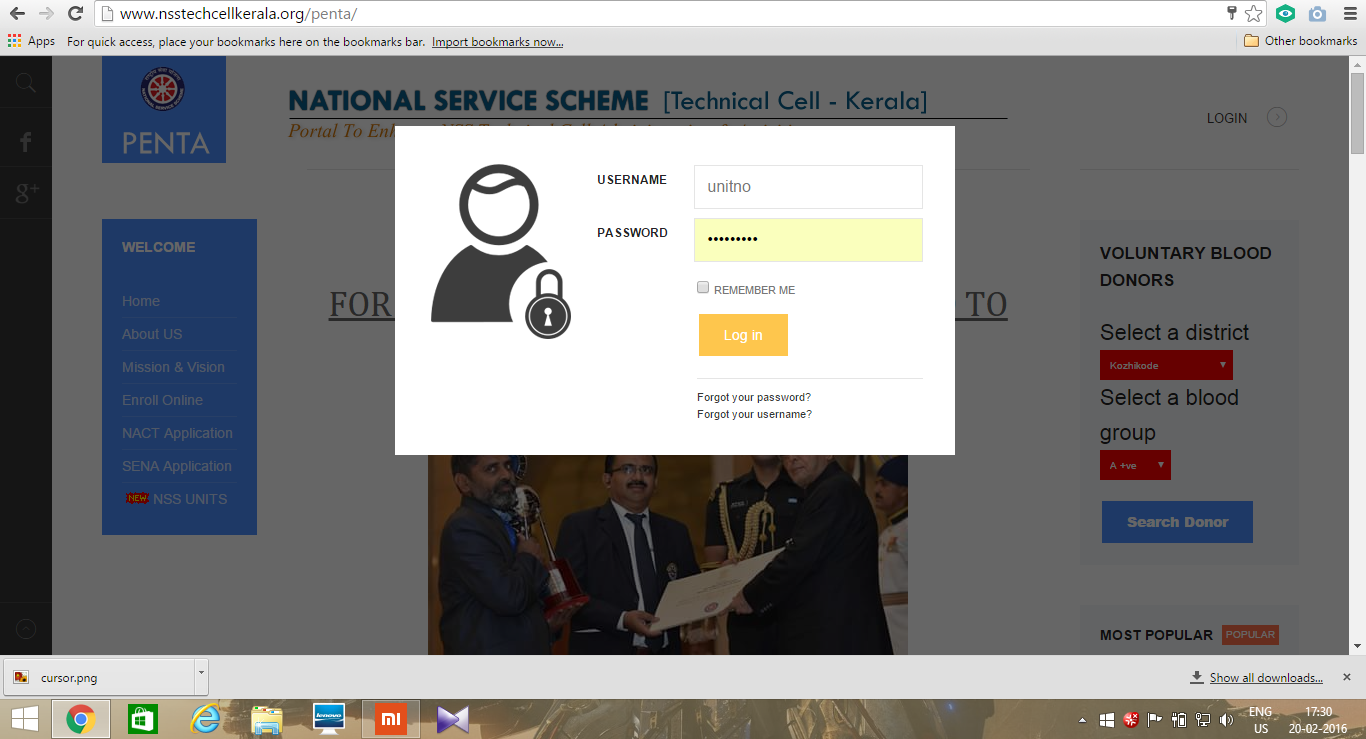
# PROGRESS FLOW OF CERTIFICATE GENARATION

# **LOGIN FOR PO**

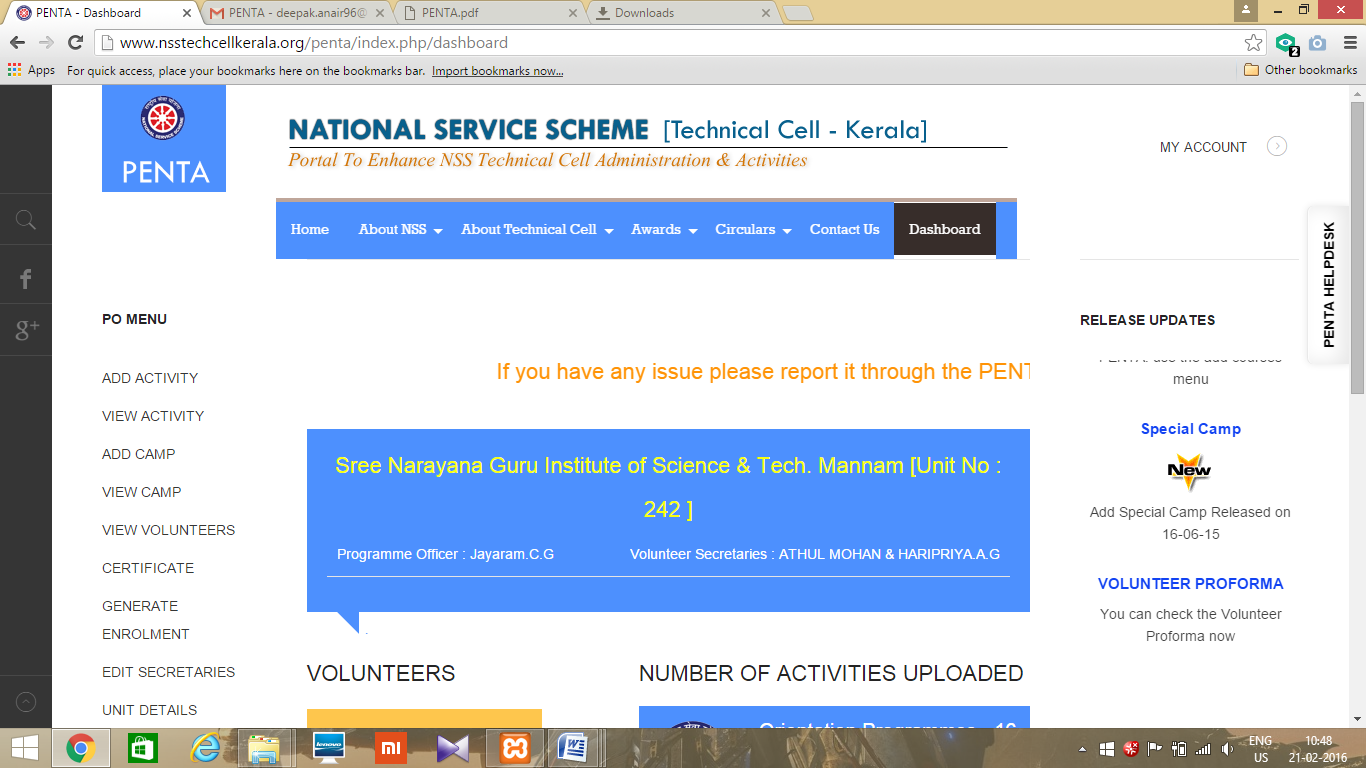
1. Open Mozilla firefox/Google Chrome and type the address http://www.nsstechcellkerala.org/penta/ and press enter the following page will load.



1. Click LOGIN
2. Then enter USERNAME and PASSWORDof PO and click login

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1. Then the following dashboard will open

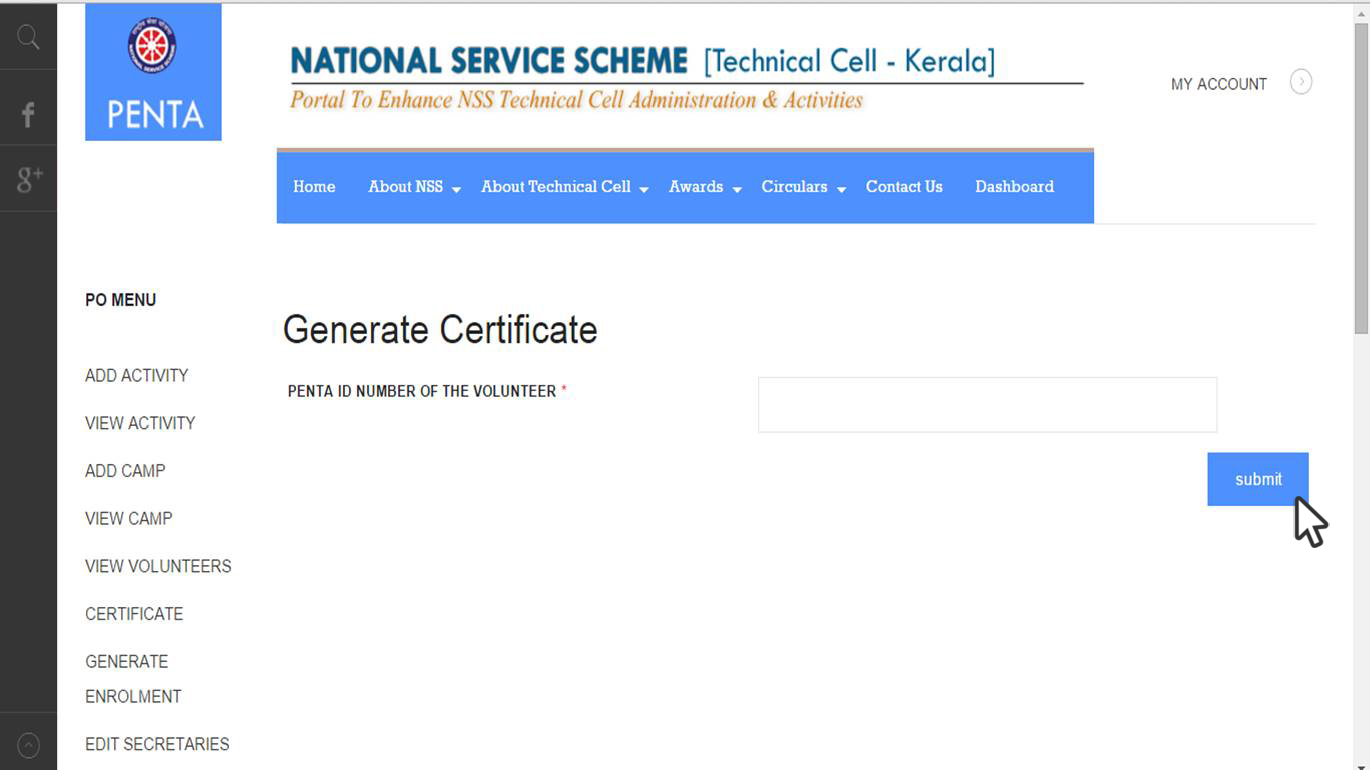


# GENERATE CERTIFICATE

1. CLICK ON **CERTIFICATE** ON LEFT CORNER



1. ENTER THE PENTA ID OF THE VOLUNTEER WHO YOU WISH TO GENERATE THE CERTIFICATE AND CLIK ON SUBMIT LINK

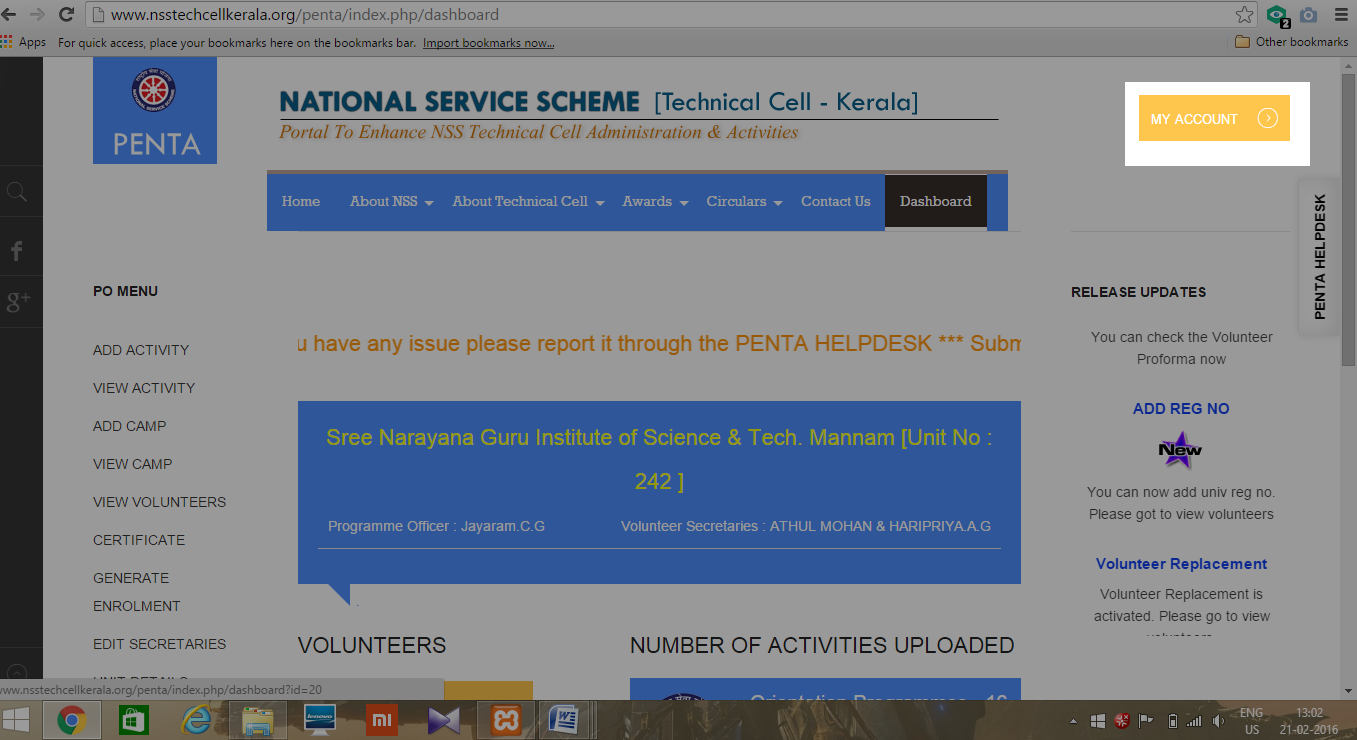


1. CERTIFICATE WILL BE GENERATED

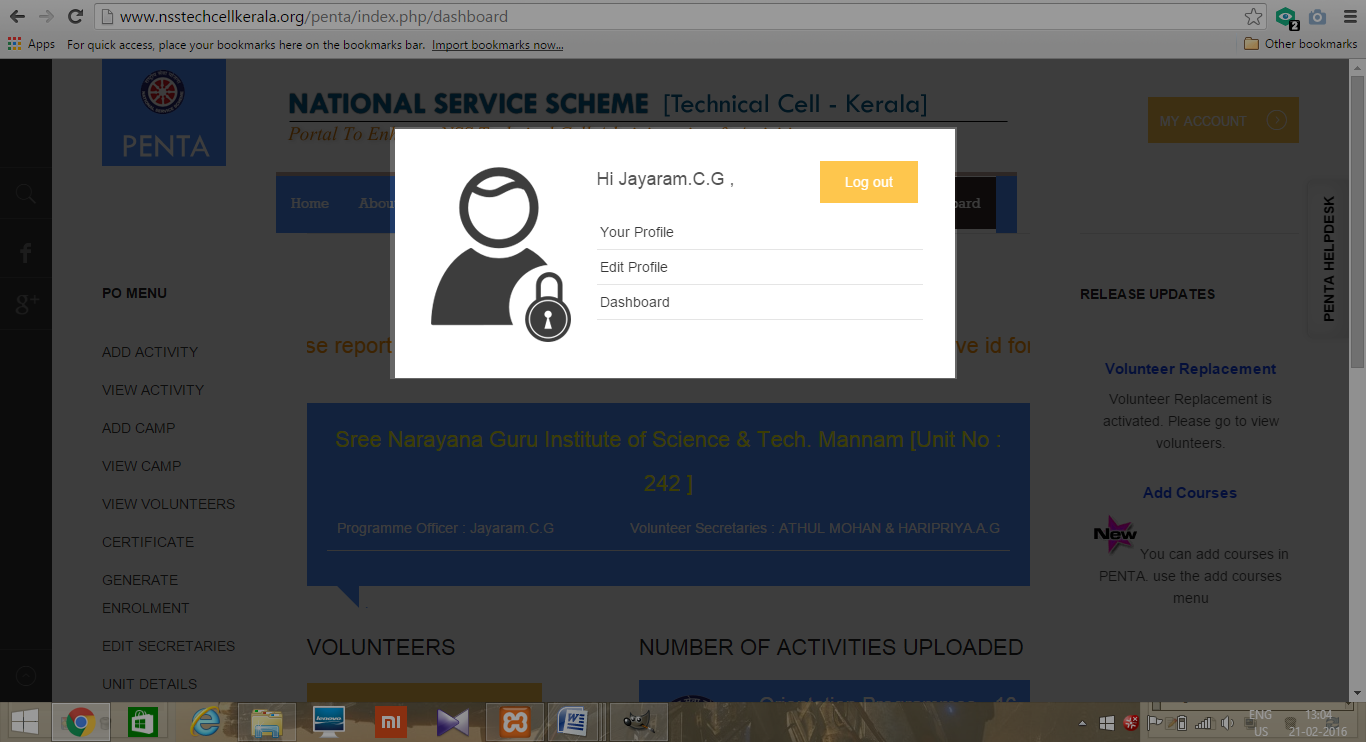


# **LOGOUT**

1. **Click MY ACCOUNT on the top right corner.**

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1. **Click LOGOUT**

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