

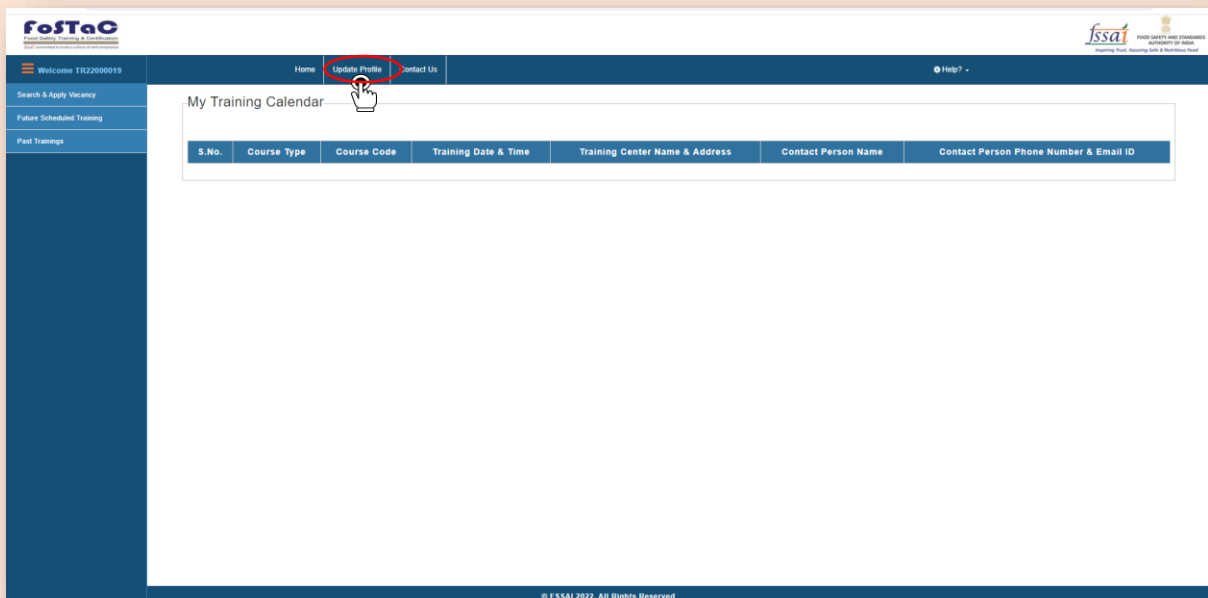
Standard Operating Procedure (SOP) for uploading of Trainer's Photo in Trainers' Profile

In order to upload the Trainer's Photo trainer has to follow below mentioned steps: -

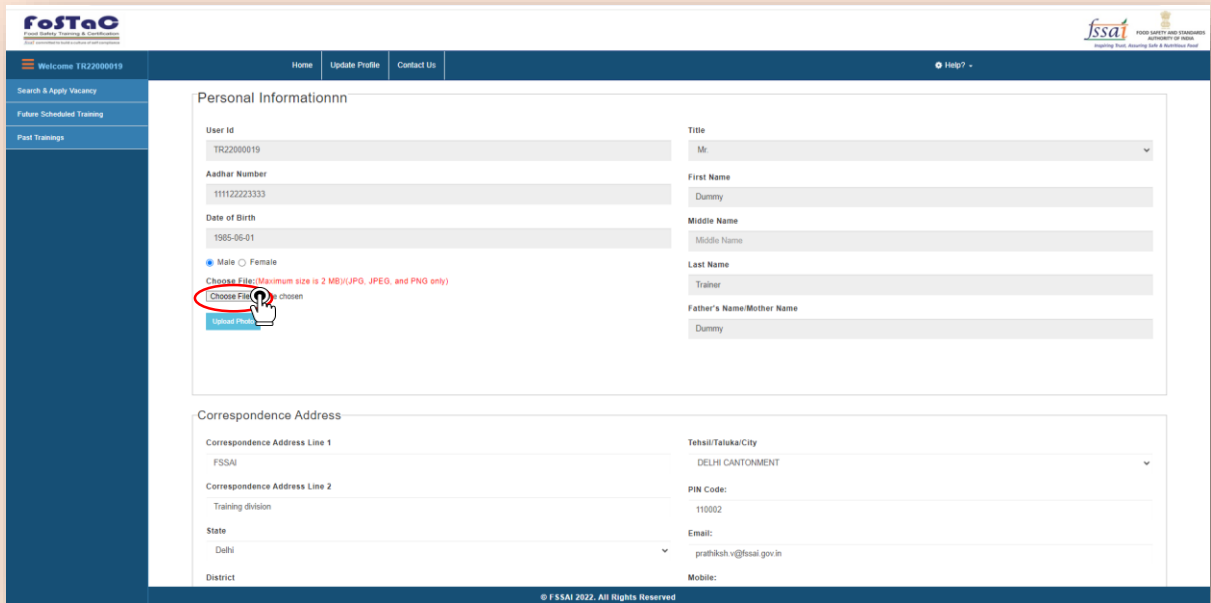
Step 1: Log in with Trainer User ID and Password.



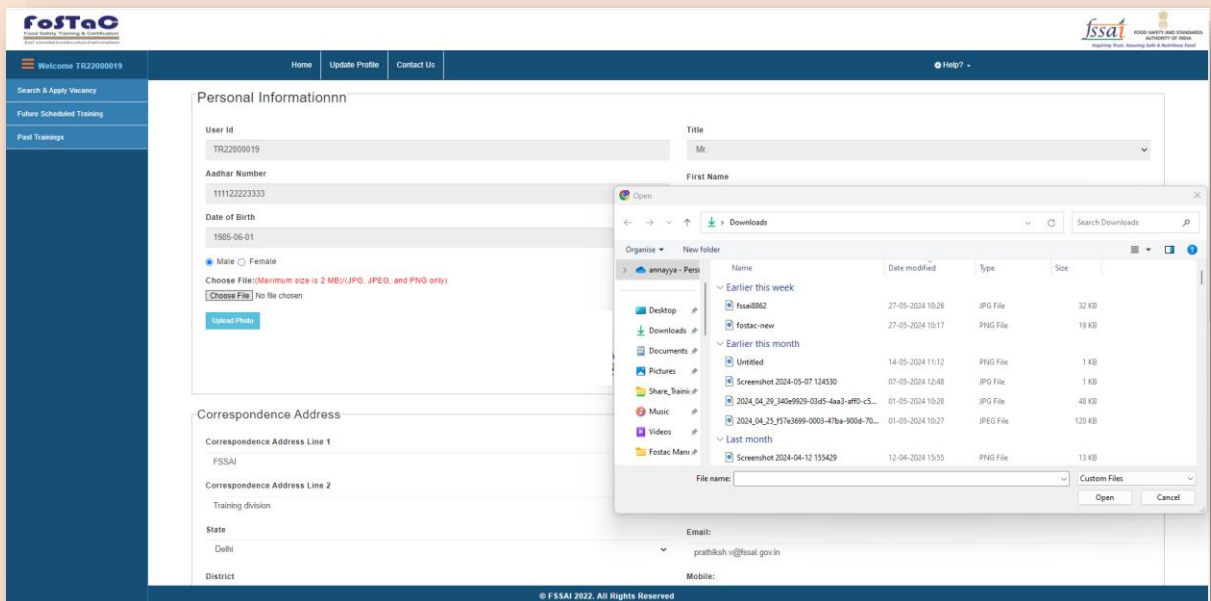
Step 2: Trainers profile dashboard will open. Now, Trainer should click on 'Update profile' tab.



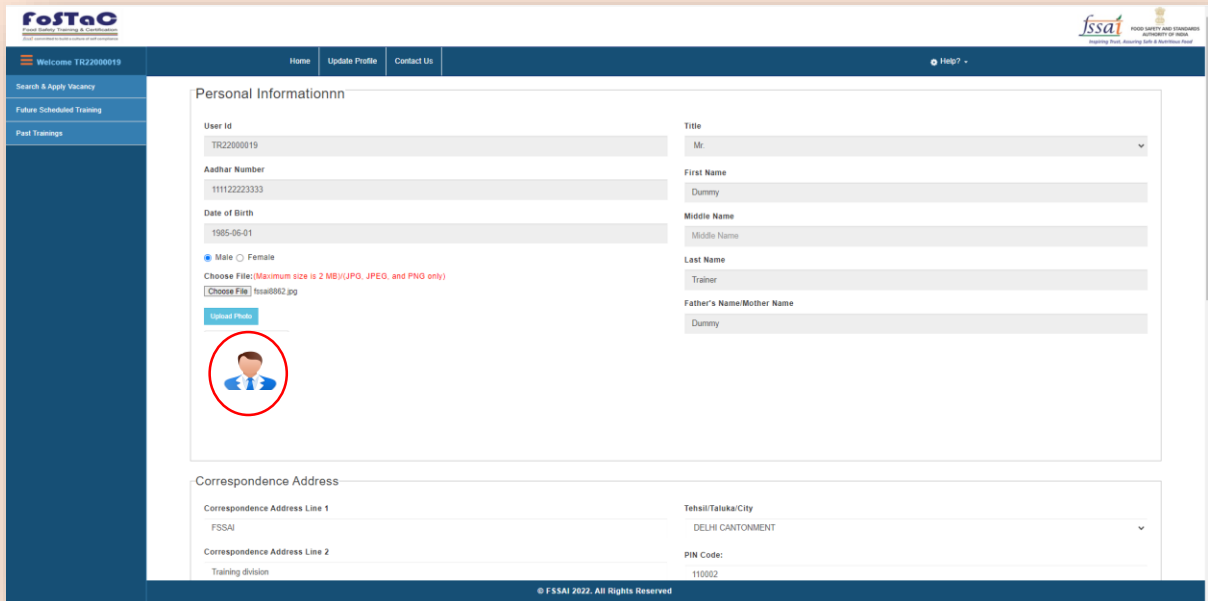
Step 3: Now, in the 'Personnel Information' section Trainer should click on 'Choose File' option.





Step 4: Trainer should select his/her recent photograph (Not older than 3 months).



Step 5: A preview of selected photograph will appear.

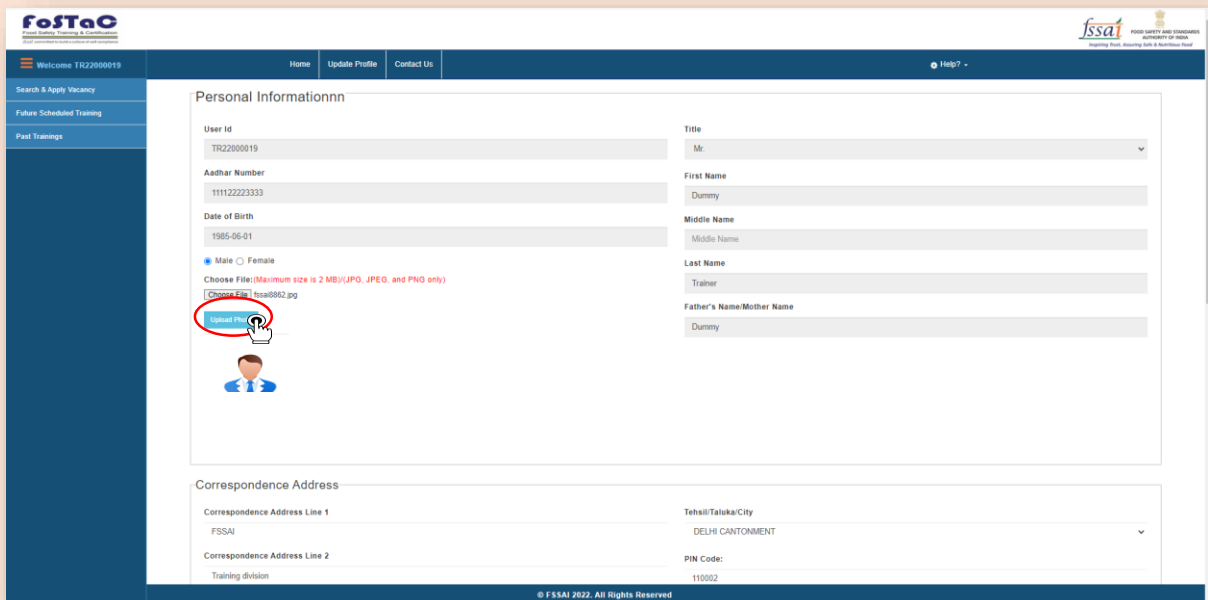


The screenshot shows the 'Personal Information' section of the foSTaC user profile. The 'User Id' is TR22000019, 'Aadhar Number' is 11112223333, and 'Date of Birth' is 1985-06-01. The gender is set to 'Male'. A file named 'fssai8982.jpg' has been selected for the profile picture. A red circle highlights the 'Upload Photo' button, and a preview of the selected photo is shown below it. The 'Correspondence Address' section shows 'FSSAI' as the address line 1, 'Training division' as the address line 2, and 'DELHI CANTONMENT' as the Tehsil/Taluka/City. The PIN Code is 110002.

Personal Information	
User Id	TR22000019
Aadhar Number	11112223333
Date of Birth	1985-06-01
Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female
Choose File	fssai8982.jpg
Upload Photo	
Preview	
Title	Mr.
First Name	Dummy
Middle Name	
Last Name	
Trainer	
Father's Name/Mother Name	Dummy

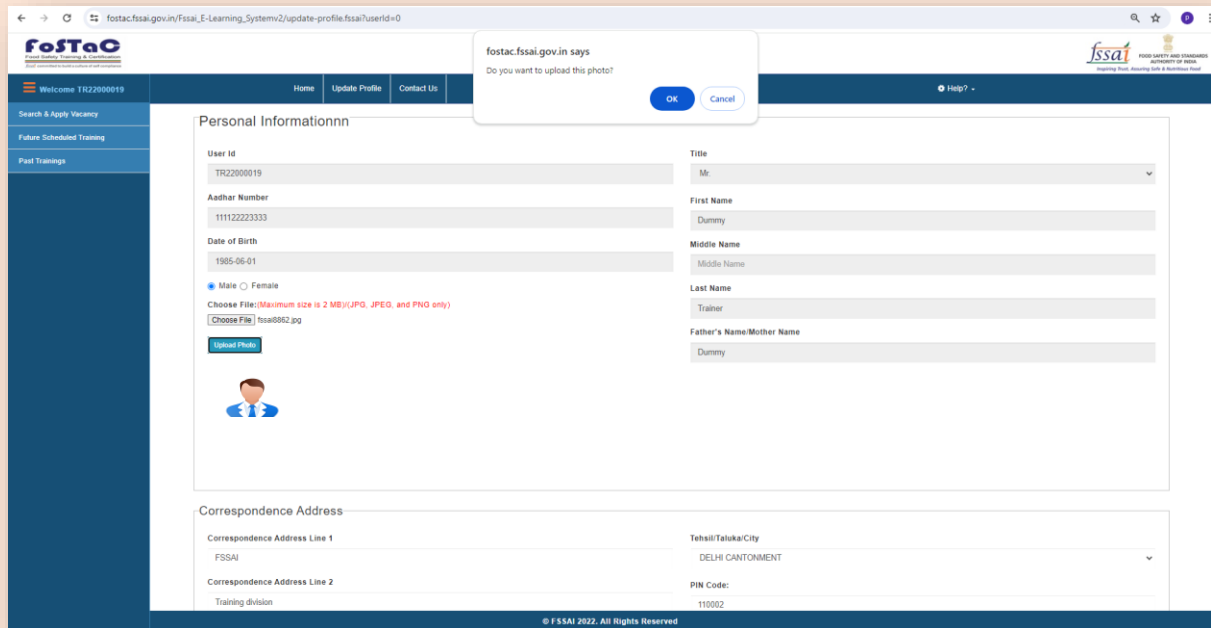
Correspondence Address	
Correspondence Address Line 1	FSSAI
Correspondence Address Line 2	Training division
Tehsil/Taluka/City	DELHI CANTONMENT
PIN Code	110002

Step 6: After confirmation of the selected photo, trainer has to click on 'Upload photo' option.



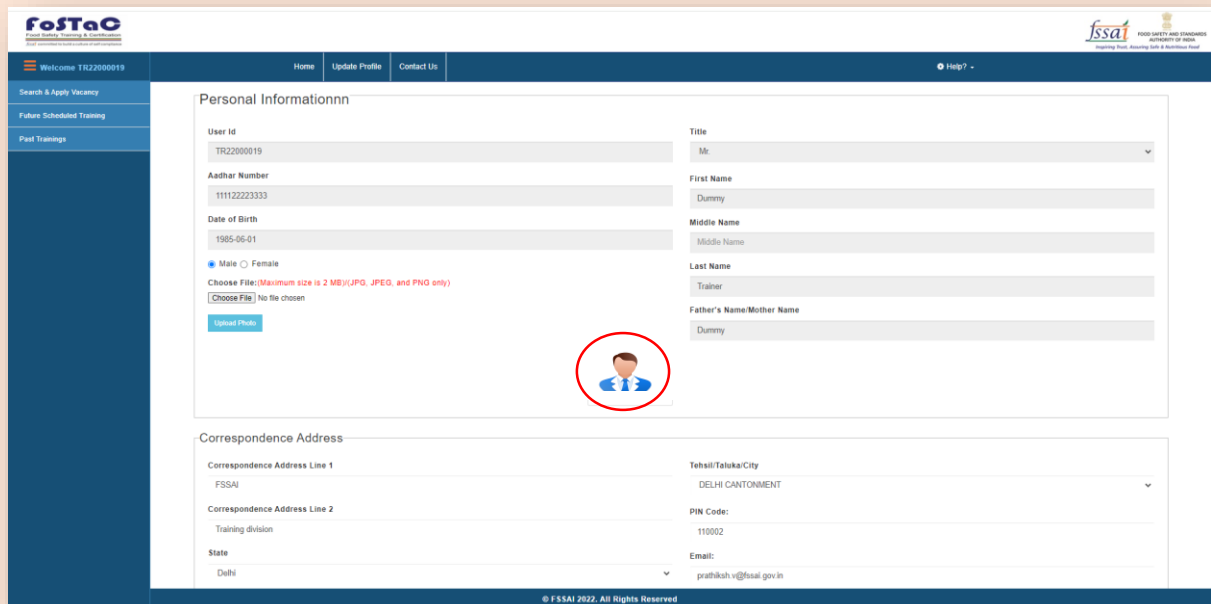
This screenshot is identical to the previous one, but with a mouse cursor clicking on the 'Upload Photo' button, which is now highlighted with a red circle. The preview of the selected photo is still visible below the button.

Step 7: A popup will appear asking for confirmation. If the photo selected is correct, then trainer has to click on 'OK' option.



Step 8: The selected photo will appear in trainer's profile below 'Upload Photo' option.

Now, the process of uploading Trainer's photo is completed.



Note: Trainers can upload their profile photo **only once**. Hence, Trainers should make sure that they upload correct and recent photo of them.