

LOGGING INTO SAI TRAINING AND USER ROLES

1. User Roles in SAI Training application for User Offices and Training Institutes

Office Admin are staff of Administration who are responsible for maintenance and administration of employee database. They also nominate **Checkers** and **Makers**.

Makers are staff nominated from a wing who propose changes in employee data of their wing, whenever required. Makers also nominate employees from their wings for training.

Checkers are staff of Administration who are responsible for approving and sending nominations to training institutes for training programmes. They have the facility to choose from the list of nominations sent by different makers.

HoD Office has access to capacity building information related to his/her office.

Training Institute Admin(TI Admin) are staff of Training Institutes who are responsible for administration of training programmes. TI Admin can add/edit training programmes, create course schedules, administer faculty database, view nominations received from various user offices, create online absentee statement, generate online participation certificates etc.

TI Admin approve the list of Office Admin/Makers/Checkers nominated by the user offices linked to the Training Institute.

HoD TI has access to capacity building information related to his/her training institute.

Super Admin is responsible for maintenance of the SAI Training Application. He/She approves the Training Institute Admin nominated by various Training Institutes.

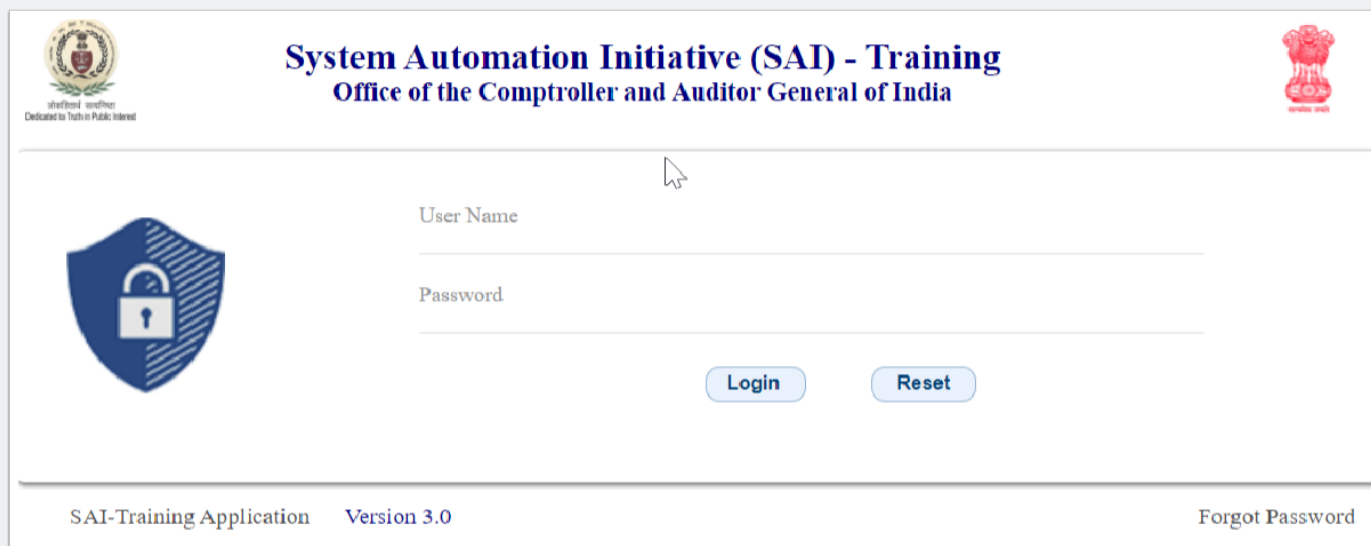
LOGING INTO SAI TRAINING AND USER ROLES



2. Log into SAI Training application


Enter the URL **training.cag.gov.in** in the address bar of your browser. The login screen is displayed.

For first time login, type your **name based official email id** (ending with @cag.gov.in) as User Name and your mobile number as password. **Do not use** designation based email id if you have one like saodp@cag.gov.in. You can change the password once logged into your application.

** It may please be noted that all email ids of employees in IAAD, including those created with @gov.in and @nic.in extensions now have the extension @cag.gov.in.



 **System Automation Initiative (SAI) - Training**
Office of the Comptroller and Auditor General of India 



User Name

Password

SAI-Training Application Version 3.0 [Forgot Password](#)

LOGING INTO SAI TRAINING AND USER ROLES

3. Log in with special role(All roles other than General user such as Checker, Maker, Training Institute Admin etc)

Type the OTP received in your mobile. Choose your role and click on Login.

System Automation Initiative (SAI) - Training
Office of the Comptroller and Auditor General of India

User Name
sca@cag.gov.in

OTP
....

Role
Training Institute Admin
General User
Training Institute Admin

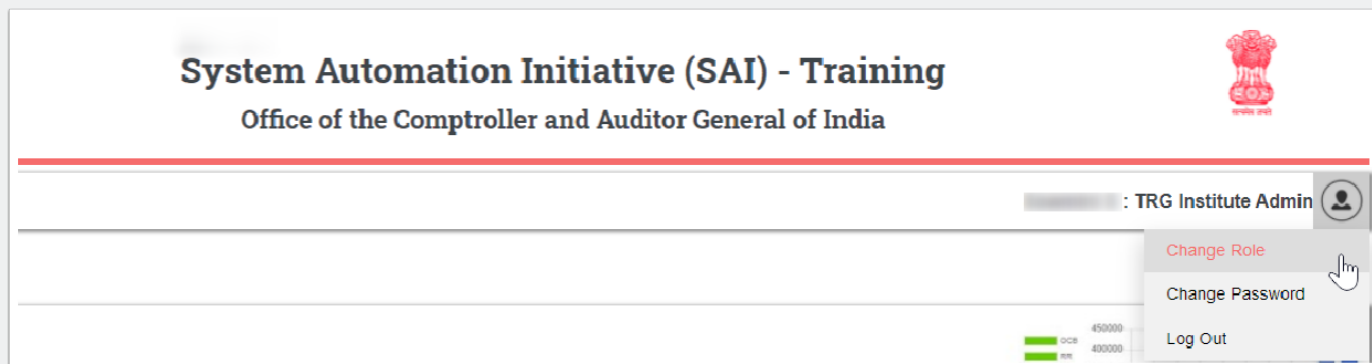
Login Reset

SAI-Training Application Version 3.0 [Forgot Password](#)

LOGING INTO SAI TRAINING AND USER ROLES

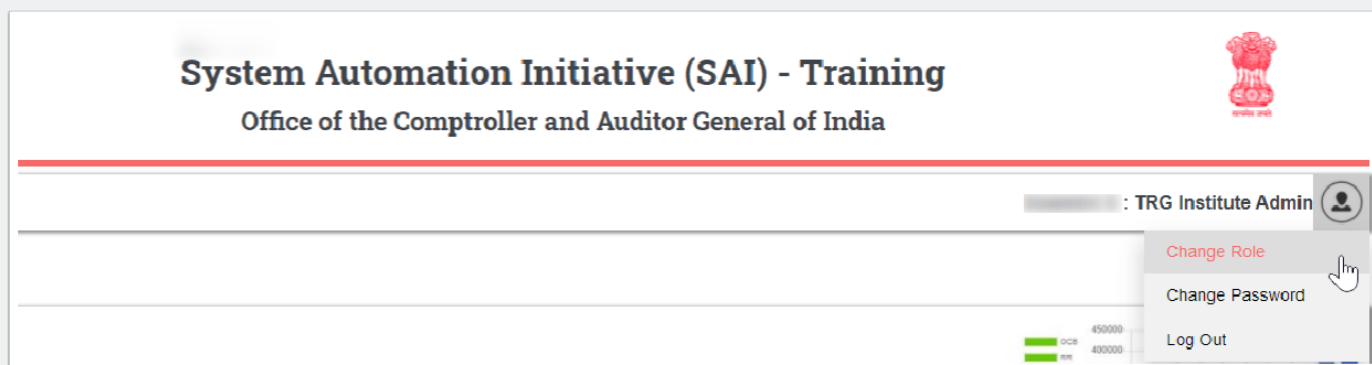
4. Switch to another Role

Click on Change Role below User name. Choose the role you wish to switch to.



5. Change Password

Click on Change Password below User name.



LOGING INTO SAI TRAINING AND USER ROLES

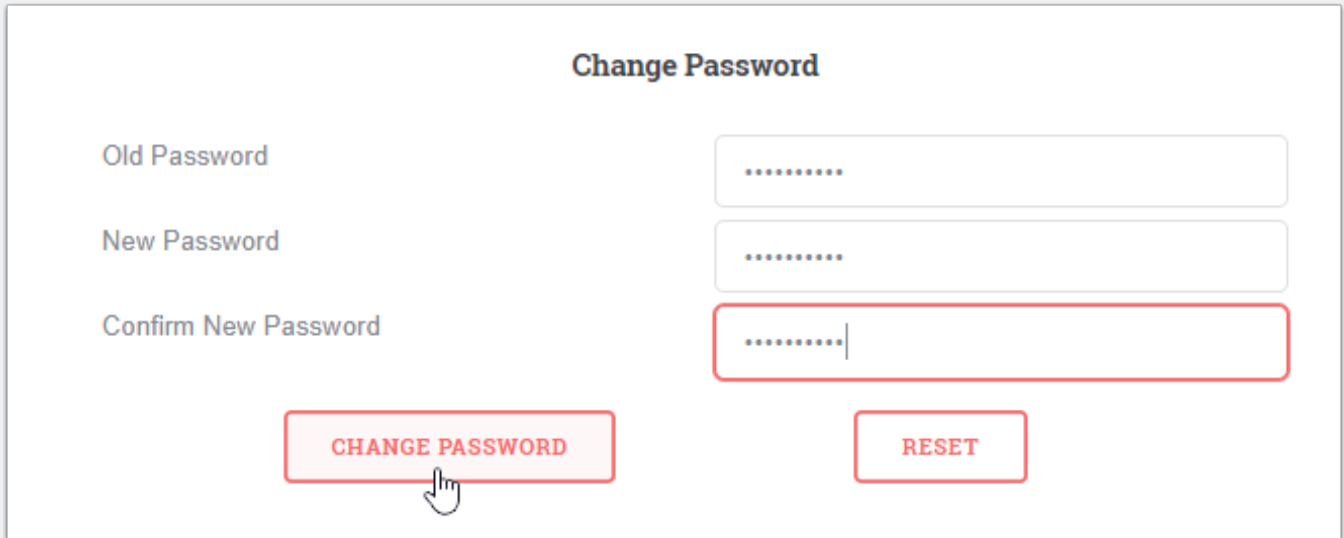
6. Type the old and new password and click on Change Password

Change Password

Old Password

New Password

Confirm New Password

A screenshot of a web form titled "Change Password". The form contains three input fields: "Old Password", "New Password", and "Confirm New Password", each containing seven dots. Below the fields are two buttons: "CHANGE PASSWORD" and "RESET". A hand cursor is positioned over the "CHANGE PASSWORD" button. The "Confirm New Password" field and the "CHANGE PASSWORD" button are highlighted with a red border.

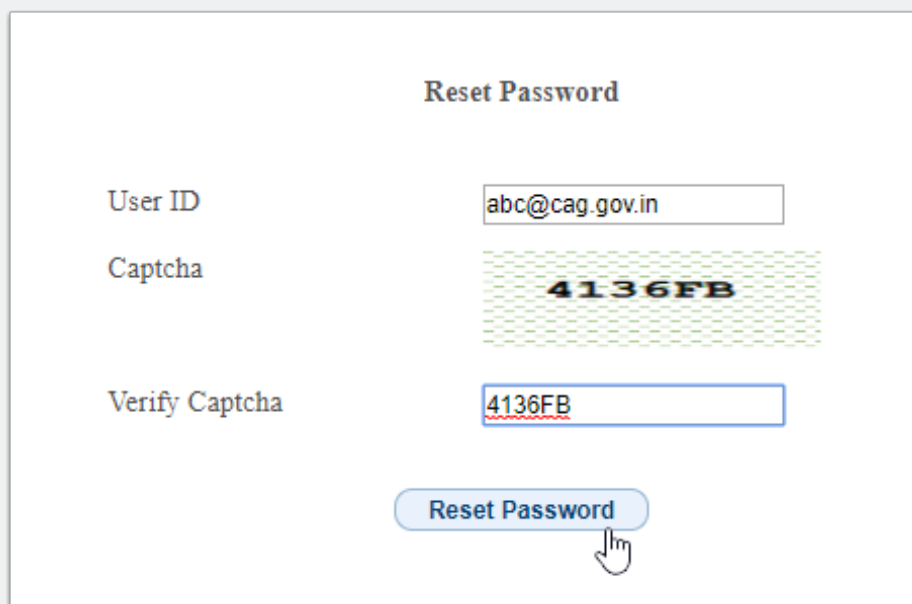
LOGING INTO SAI TRAINING AND USER ROLES

7. Forgot password

Type your User ID(Name based official email id ending with @cag.gov.in). Type the Captcha and click on Reset Password.

You will receive the new auto-generated password in your mobile and your e-mail account. A message communicating this will pop-up on your screen. Once the message pops up on the screen, close the Reset password box.

Use the new password to log into the application and change the password immediately.



The screenshot shows a 'Reset Password' form with the following fields and elements:

- User ID:** A text input field containing 'abc@cag.gov.in'.
- Captcha:** A green grid background with the text '4136FB' overlaid.
- Verify Captcha:** A text input field containing '4136FB'.
- Reset Password:** A blue button with a hand cursor pointing to it.

8. Help line

Help files for users based on their roles are available within the SAI TRG application. Queries,if any, may be sent to saitrghelpdesk@cag.gov.in.