

## Welcome to online TNA Exercise

The instructions for using the online TNA application are given below.

### General

1. Please login with your username and password to access the NBSC website ***www.nbsc.in*** and go to the **TNA Panel**.
2. Your username will be your UIN.
3. If you are logging in for the first time, your default password will be your date of attaining 60 years, in the format **dd/mm/yyyy**. Please *make sure to enter the date exactly in this format, including the slashes*.
4. In case you have forgotten your password or are not aware of your password, the same can be known on clicking the **'Forgot Password?/Know your Password'** link on login page.
5. In the TNA Panel, you can opt to login either as an 'officer' or a 'vetting officer'.

### Login Types

1. **Login as an 'officer'** – you can fill out your questionnaires.
2. **Login as a 'vetting officer'** – you can vet the competency levels of those officers who have indicated your name as their reporting/supervising officer.

### Officer Panel

1. When you login as an officer, you will be asked to select your *present* department/s. Multiple departments can be selected by pressing control and clicking on the different department names. *DDMs may select the department/s in which they need to upgrade their knowledge and skills.*
2. The officers are advised to update their centre and designation, if required.
3. Clicking on 'submit' button will lead you to the webpage with links to the department-wise Competencies Mapping Questionnaires (CMQs).
4. **You will NOT BE ALLOWED to change your answers once you click 'submit' button on these formats.**

### Vetting Officer Panel

1. If you are logging in as a vetting officer, please ensure that the CMQs of all officers who have indicated your name as supervising officer have been vetted. The same can be checked under 'vetting status' after clicking on each officer's name.

### Reports for RO

1. The staff section of the ROs and HRDD, HO, can login on the website with their username and password to monitor the submission and vetting of TNA options.

In case you need any support please email us at ***nbsc@nbsc.in*** and ***support@margsoftware.com***