



**THE INSTITUTE OF
Company Secretaries of India**
भारतीय कम्पनी सचिव संस्थान
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament
(Under the jurisdiction of Ministry of Corporate Affairs)

USER MANUAL FOR EDP

SYSTEM REQUIREMENTS

For a better experience on using LMS please ensure the following:

1. Good Speed internet connection (4MB/s)
2. Updated version of Google Chrome/Mozilla Firefox browsers. We do not recommend Internet Explorer
3. Preferred Screen resolution - 1366 x 768 / 1280 x 720.
4. Regular cleaning of browser cache memory
5. Pop up enabled from LMS website
6. Zoom level should be 100%. (You can set it through Ctrl+0 Button)

ACCESS FLOW

Step1 :Payment on Stimulate Portal

Step2: Approval on Stimulate Portal

Step3: Access on LMS within 24 hours

Step4: Complete the course using information given in this manual

Step5: Download the Certificate

Step6 : Upload the Certificate on Stimulate portal as soon as possible after obtaining completion certificate from LMS portal

KEY INFORMATION

Link to access EDP details on LMS

https://g25.tcsion.com/LX/home/home_page?c_id=edp-15-days-new-batch-419-1677

Login ID

Your login Id will be your Registration number (without slash Sign)[@icsi.edu](mailto:icsi.edu) for example if your registration number is 123456789/02/2020 then your Login Id is **123456789022020@icsi.edu**

Password

- **Existing Users** :- Existing users may continue to use the password which has been used for other courses. In case, you have forgotten the password use Forget Password option. The password reset link will be sent to your Email ID registered in ICSI records.
- **First Time Users** :- New users (first time users of ICSI online course). The first-time password is Learn@1234 (Please note that first letter of Password is in Capital letters). Upon first login you will be shown EXPIRED PASSWORD PAGE where old password i.e. Learn@1234 will be the Default Password . Please set new password using Capital Letters, Small Letters, Special Character and Numbers (for example Light@1234)

HOME PAGE/LANDING PAGE FOR CONTENT ACCESS

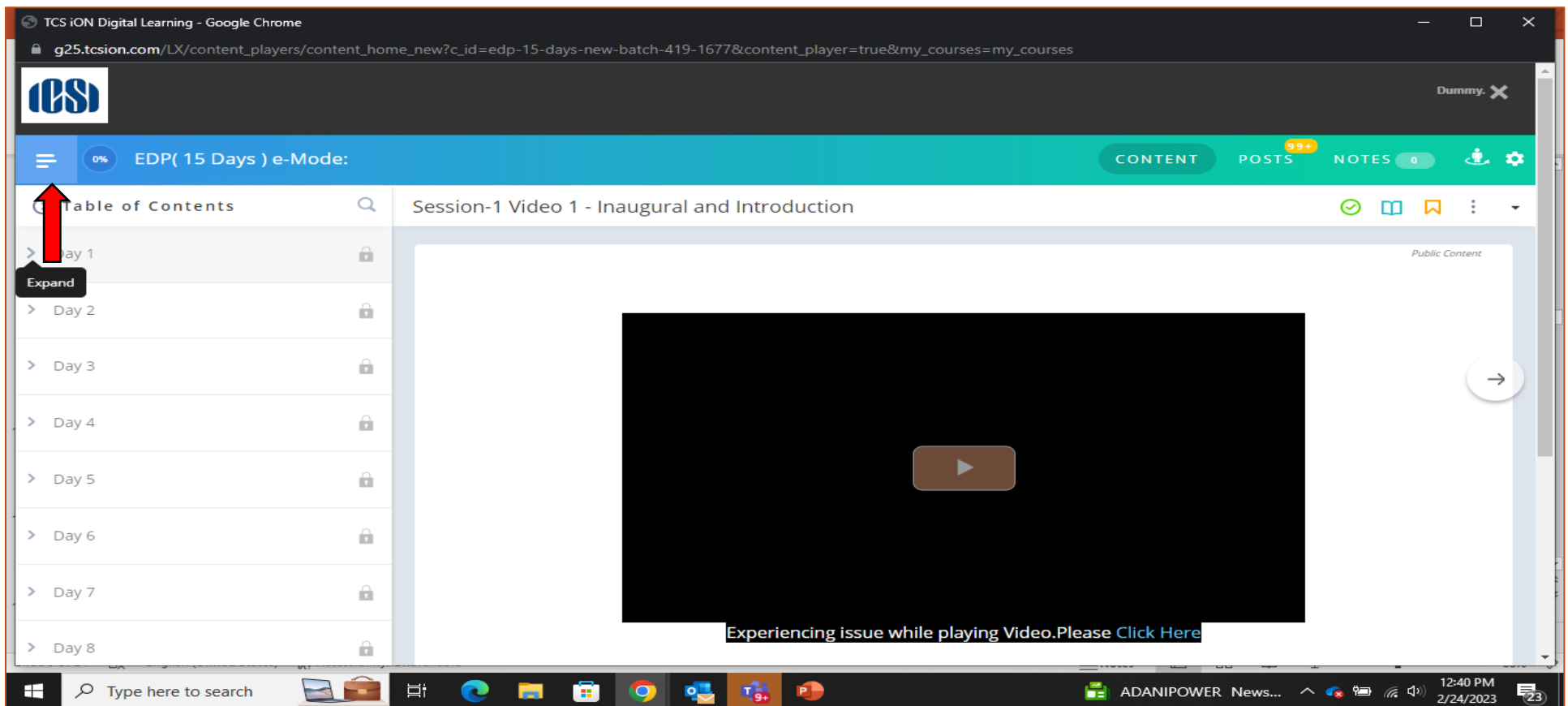
The screenshot displays the 'My Courses' page of a learning management system. The header includes the logo and the motto 'सत्यं वद। धर्मं चर।'. The breadcrumb trail shows 'Home » My Courses'. The page title is 'My Courses'. A search bar is present, and there are tabs for 'CURRENT COURSES', 'UPCOMING COURSES', and 'COMPLETED COURSES'. The main content area lists four courses with their respective progress and completion status. A red arrow points to the 'My Courses' menu item in the sidebar.

Course Name	Start Date	End Date	Time Left	Assessments	Assignments	Hands-on	Completion %	Launch
[Redacted]	12 Sep 2019	11 Sep 2023	3 years Left	18 Incomplete	0 Incomplete	0 Incomplete	8.97% Completed	Launch
[Redacted]	28 Mar 2019	27 Mar 2023	2 years Left	0 Incomplete	0 Incomplete	0 Incomplete	1.45% Completed	Launch
[Redacted]	17 Jul 2019	15 Jul 2020	2 months Left	0 Incomplete	0 Incomplete	0 Incomplete	0.0% Completed	Launch
[Redacted]	01 Feb 2019	27 Oct 2021	1 year Left	0 Incomplete	0 Incomplete	0 Incomplete	0.0% Completed	Launch

STEPS TO ACCESS THE TRAINING CONTENT/VIDEOS.

- The course has to be completed in not less than 15 days.
- One video has to be completed on each day. However in case a video has been missed on a particular day, then that video can be watched on the next day(s) alongwith the video of the next day. For eg. a student has missed videos for the first 4 days, then the student can watch these videos alongwith the video of the 5th day and so on.
- Please watch the full video at a stretch to consider it to be completed.
- Please ensure that you have completed one video before moving to another.
- The system will not allow you to access next video till the time you have completed the previous video.
- If your video is interrupted due to Screen saver/timeout then it will not be considered as completed.
- Complete all the nodes. After that your course completion percentage will become 100%.

Content Page. Click on > Sign to explore all the videos



The screenshot displays the TCS iON Digital Learning interface in Google Chrome. The browser address bar shows the URL: g25.tcsion.com/LX/content_players/content_home_new?c_id=edp-15-days-new-batch-419-1677&content_player=true&my_courses=my_courses. The page header includes the TCS logo, a user profile labeled "Dummy", and a navigation bar with "CONTENT", "POSTS 99+", and "NOTES 0". The main content area is titled "EDP(15 Days) e-Mode:" and features a "Table of Contents" sidebar on the left. A red arrow points to the "Expand" button next to "Day 1" in the sidebar. The main content area displays "Session-1 Video 1 - Inaugural and Introduction" with a video player. The video player is currently black with a play button in the center. Below the video player, a message reads: "Experiencing issue while playing Video.Please [Click Here](#)". The Windows taskbar at the bottom shows the time as 12:40 PM on 2/24/2023.

STEPS TO DOWNLOAD THE CERTIFICATE (AFTER WATCHING THE VIDEOS)

Step 1: Click on the Batch Name as shown in the image below.

The screenshot displays a user interface for course management. At the top left is the logo of the institution. Below it are navigation tabs: **CURRENT (10)**, **COMPLETED (0)**, **UPCOMING (0)**, and **EXPIRED (1)**. A search bar labeled "Search for a Course" is positioned below the tabs. The main area shows a grid of course cards. The first card, "E-EDP Batch", is highlighted with a yellow box and a red arrow. It shows 0 Hands-on, 0 Assessment(s), and 0 Assignments, all with 0 Pending. It is a Self Paced course starting from 15 Sep 2022 to 15 Oct 2022. Other visible cards include "Test PM test" (11 Assessment(s), 11 Pending) and "EAP Academic Program ...". A "100.0%" progress indicator is visible at the bottom of the "E-EDP Batch" card.

Step2. Click on the tab “Mark Course as Complete” as shown in the image below.

The screenshot shows a course page for 'E-EDP Batch' under the 'EAP Academic Program Test Batch'. The page features a header with navigation links, a main banner with a motivational message, and a course card. The course card includes a title, description, and a progress table. At the bottom of the course card, there are two buttons: 'Launch Course' and 'Mark Course as Complete'. A large red arrow points to the 'Mark Course as Complete' button.

Home » Course » EAP Academic Program Test Batch

What's New

Course content is now available at your convenience participate and learn to enhance your skills

Be an active part of this course

E-EDP Batch

Course Batch

EAP Academic Program

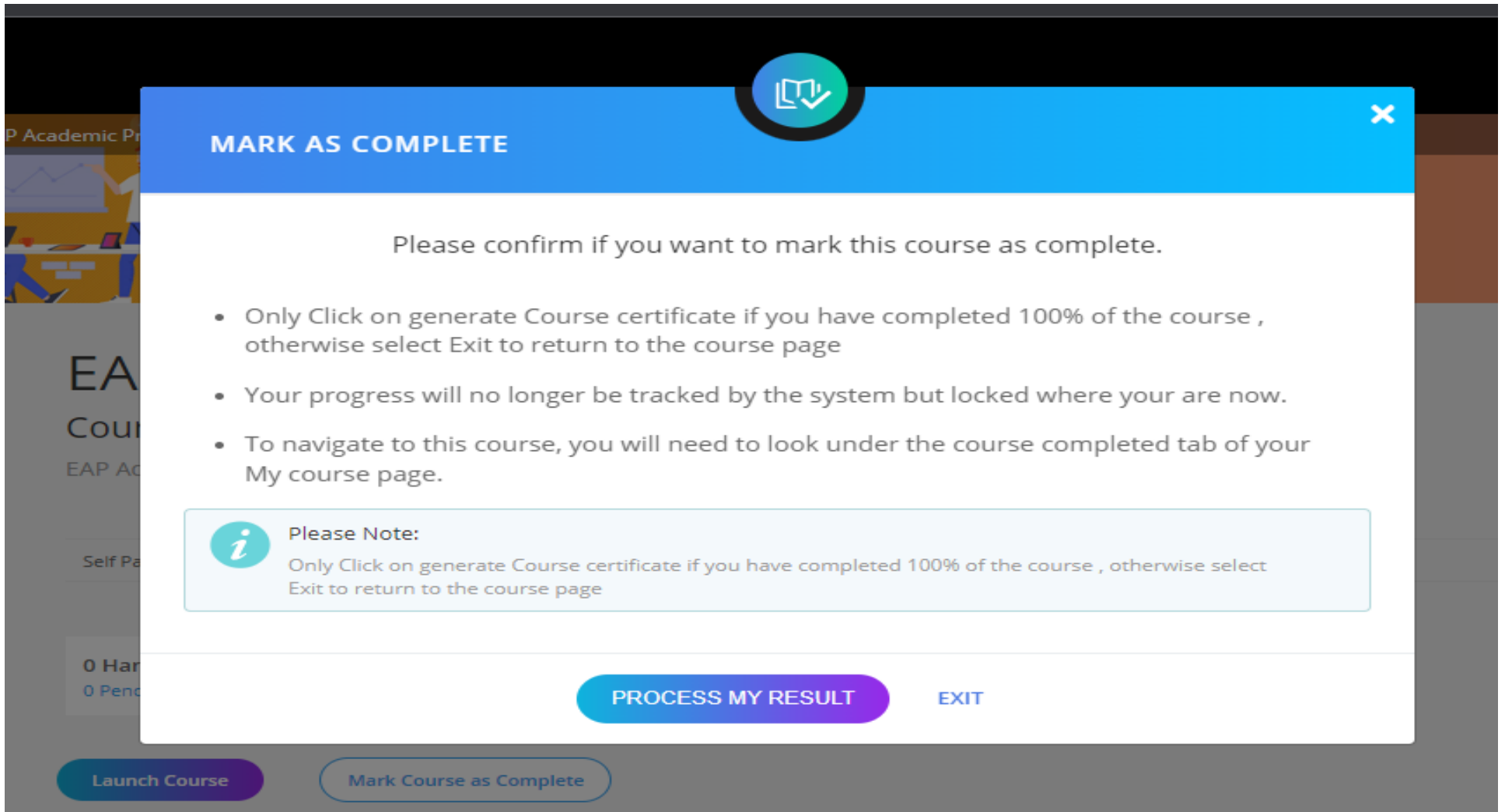
Self Paced Course | September 15 2022 - October 15 2022 | [View Course Completion Criteria](#)

0 Hands-on	0 Assessment(s)	0 Assignment(s)	Time Spent	Completed
0 Pending	0 Pending	0 Pending	48 seconds	100.0%

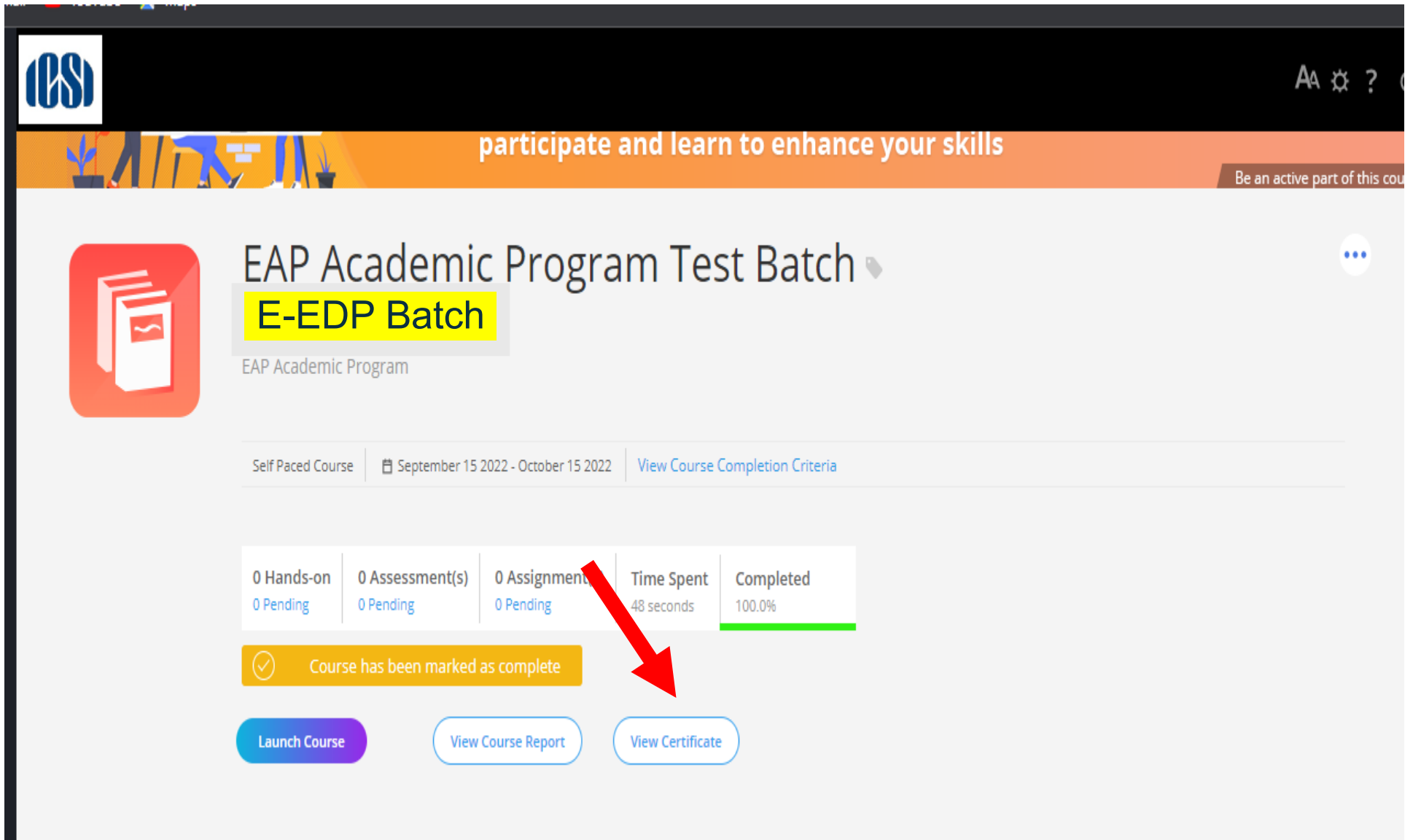
Launch Course

Mark Course as Complete

Step3. Click on “Process My Result” as shown in image given Below.



Step 4. Click on View Certificate



The screenshot shows a course completion page for 'EAP Academic Program Test Batch'. The page features a header with the logo and navigation icons, a banner with the text 'participate and learn to enhance your skills', and a main section with the course title and a yellow highlight on 'E-EDP Batch'. Below the title, there is a progress table and a notification bar. A red arrow points to the 'View Certificate' button.

participate and learn to enhance your skills

Be an active part of this course

EAP Academic Program Test Batch

E-EDP Batch

EAP Academic Program

Self Paced Course | September 15 2022 - October 15 2022 | [View Course Completion Criteria](#)

0 Hands-on	0 Assessment(s)	0 Assignment(s)	Time Spent	Completed
0 Pending	0 Pending	0 Pending	48 seconds	100.0%

✓ Course has been marked as complete

[Launch Course](#) [View Course Report](#) [View Certificate](#)

Step 5. Download the Certificate

