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 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)

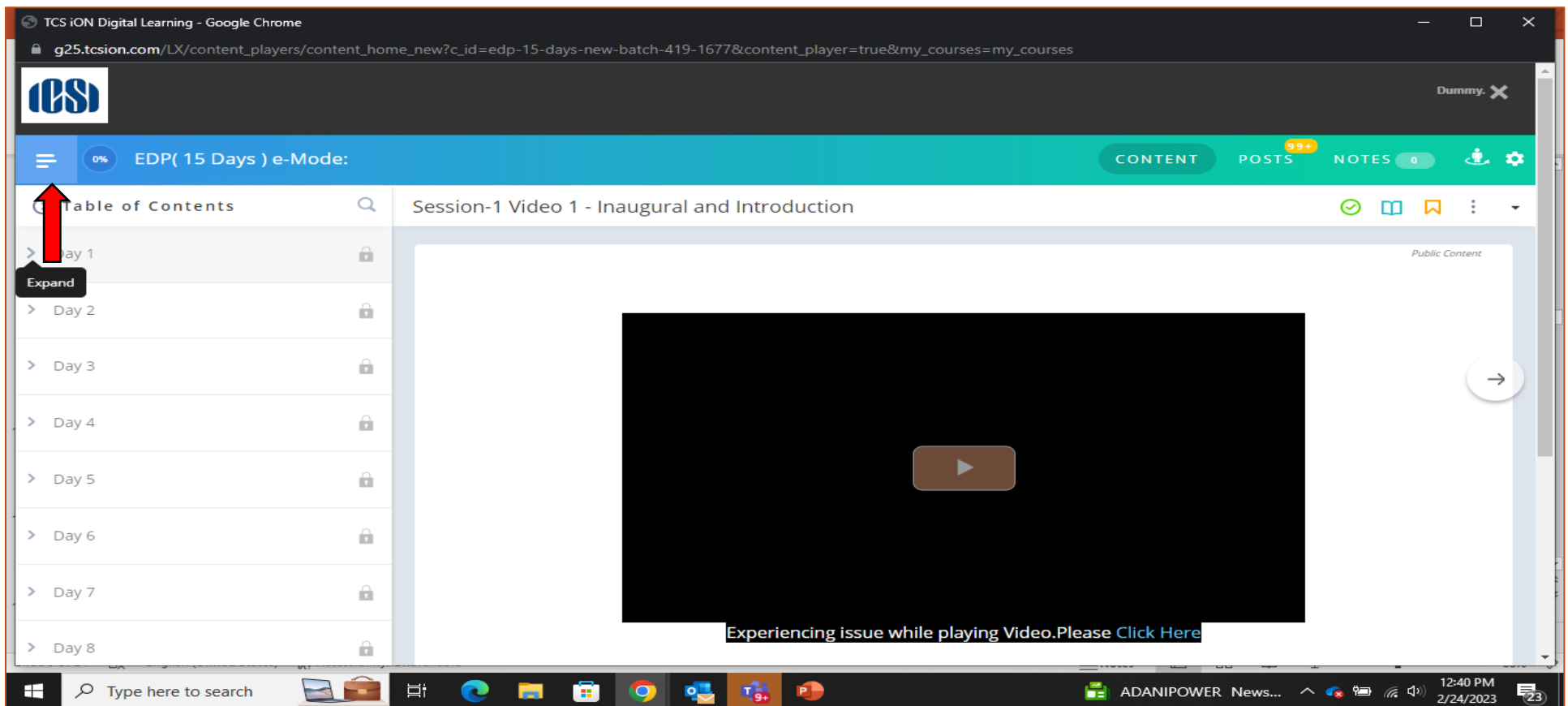# HOME PAGE/LANDING PAGE FOR CONTENT ACCESS

सत्यं वद। धर्मं चर।

Dashboard

My Profile

My Courses

My Communities

My Actions

My Posts

My Favourites

Home » My Courses

Last Login: 09 Apr 2020 18:28 Type: LX   Privacy Notice Help

My Courses

Search For Courses

CURRENT COURSES   UPCOMING COURSES   COMPLETED COURSES

Click on My Courses

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

STEPS TO DOWNLOAD THE CERTIFICATE (AFTER WATCHING THE VIDEOS)

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

Step2. Click on the tab "Mark Course as Complete" as shown in the image below.
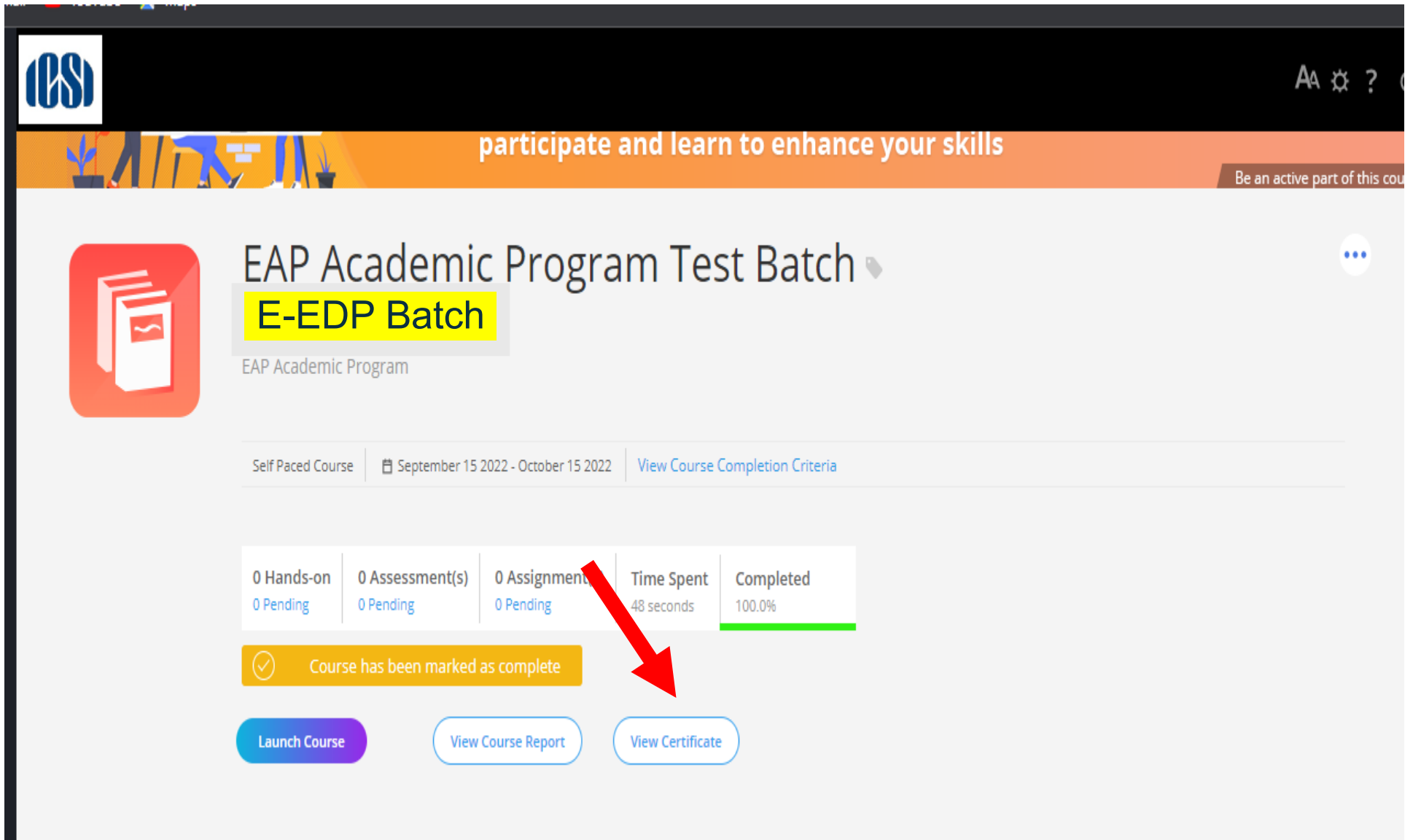
Step3. Click on "Process My Result" as shown in image given Below.
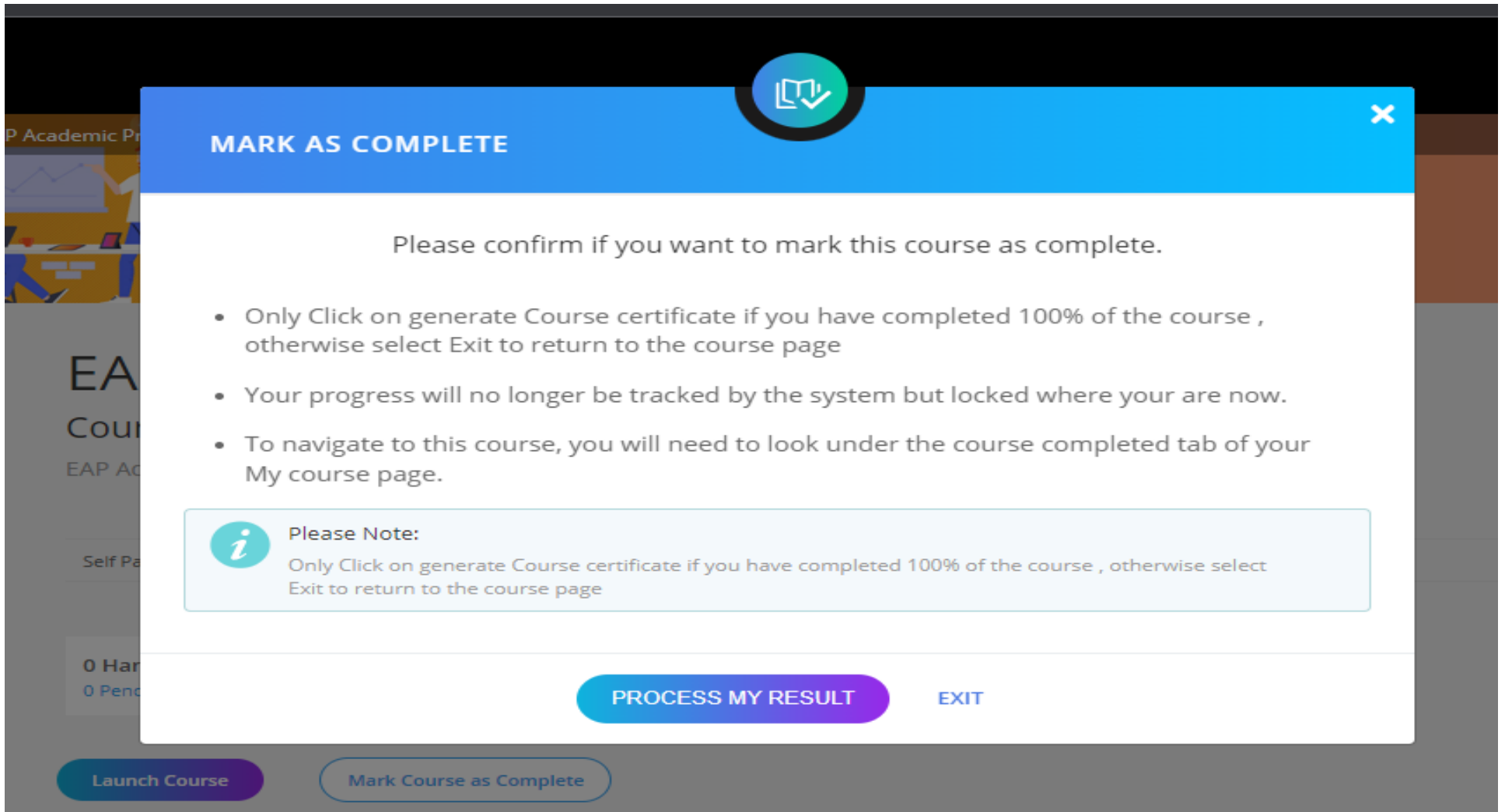
Step 4. Click on View Certificate

Step 5. Download the Certificate