

LMS User Manual / Frequently asked Questions (FAQs)
for EDP (15 days) e- Mode

Q1) What is the website or link to login?

A1: You may access EDP (15 days) e mode through the link

https://g25.tcsion.com/LX/home/home_page?c_id=edp-15-days-e-mode-660-1677

Q2) What is my login id?

A2: Your login Id will be your Registration number (without SlashSign)@icsi.edu for example if your registration number is

123456789/02/2020 then your Login Id is 123456789022020@icsi.edu

Q3) What is my default password?

A3: The default password to access the portal is Learn@1234. This will have to be changed upon first login.

Q4) How does the login window look like?

A4:



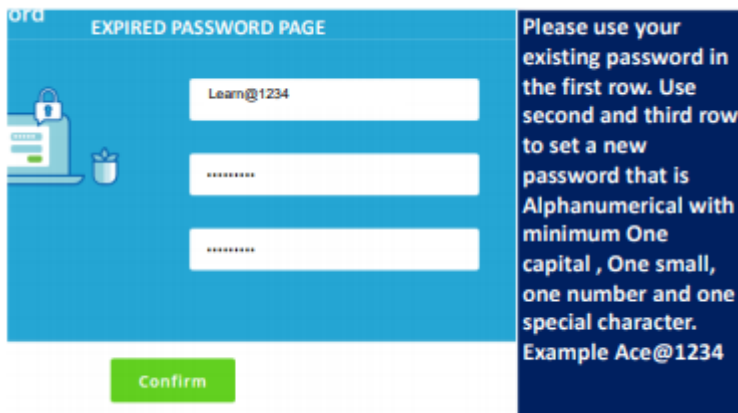
The screenshot shows a blue login form with the following content:

- Login** (title)
- User Name** (label)
- Instructions for User Name:
 - For Members:** Membership Number@icsi.edu
 - For Students:** Registration Number (without slash sign)@icsi.edu
 - For Others:** Your 10 digit Mobile Number (registered with ICSI)@icsi.edu
- Password** (label)
- Instructions for Password:
 - Default Password (for first Login):** Learn@1234
 - (Please note that first letter of Password is in Capital letters)
- Login** (button)
- Forgot Password?** (link)

Q5) How to reset password upon first login?

A5: Upon first login you will be shown EXPIRED PASSWORD PAGE

where old password is Default Password: Learn@1234. Please set your password using capital letters, small letters, special character and numbers (for example Abcd@1234)

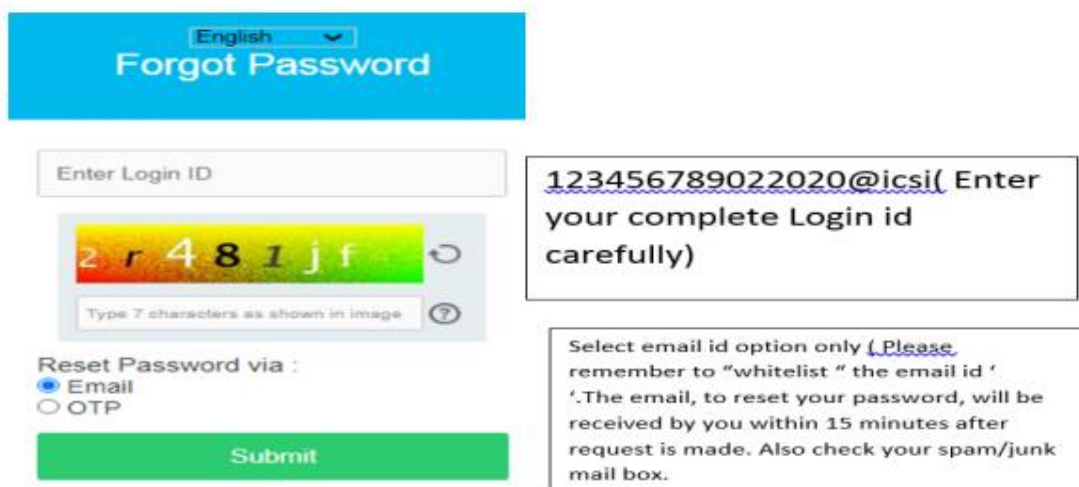


Q6) What to do if I forget password after setting it?

A6: In case you Forgot password use the "Forgot Password" option

Where Login Id is same as above. Use email option to reset password

.An email will be sent to your email id registered with ICSI where you can reset the password.



Q7) Is there any system specification required to access the online

EDP(15 Days) e-Mode?

A7: Desktop/Laptop is recommended with following:

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

Q8) Can Mobile phone/Tablet be used to access the content?

A8: Mobile app mTOP shall be downloaded for android and ios.

However, if you use Mobile Phones/Tablets, then use the desktop view on the mobile phone browser.

Q9) Where can I access the EDP(15 Days) e-Mode content after login?

A9: As shown in the image, given below, you need to go the my courses icon (highlighted)

Step – 1

Login into your e-learning account

URL - https://g25.tcsion.com/LX/home/home_page?c_id=edp-15-days-e-mode-660-1677

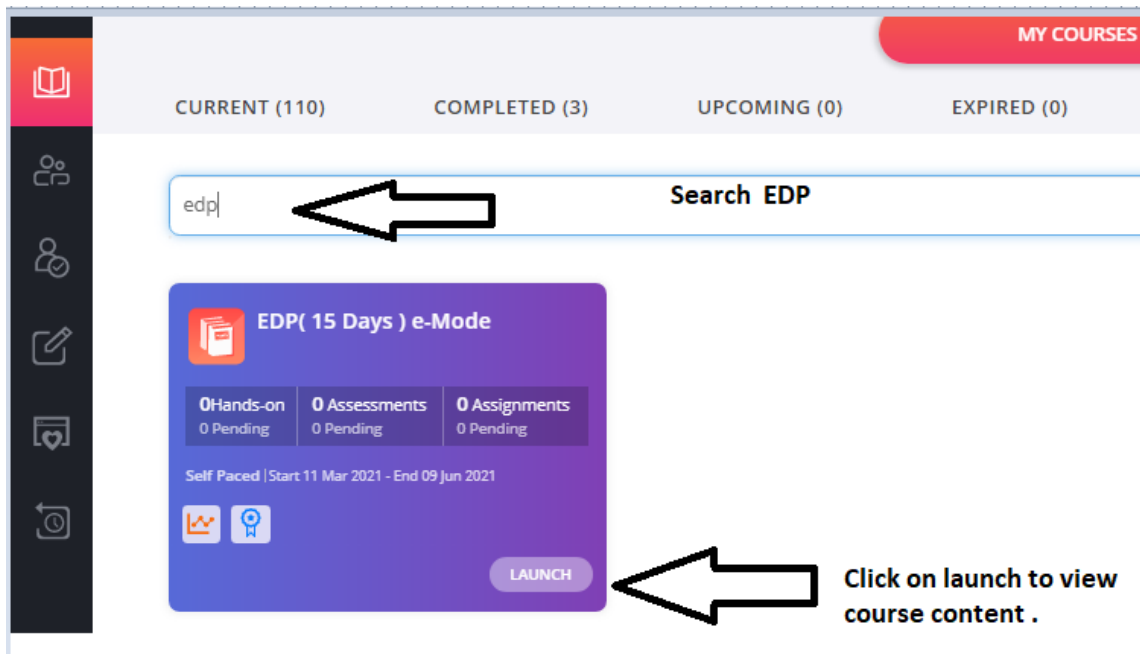
Step – 2

Click on Courses



Step – 3

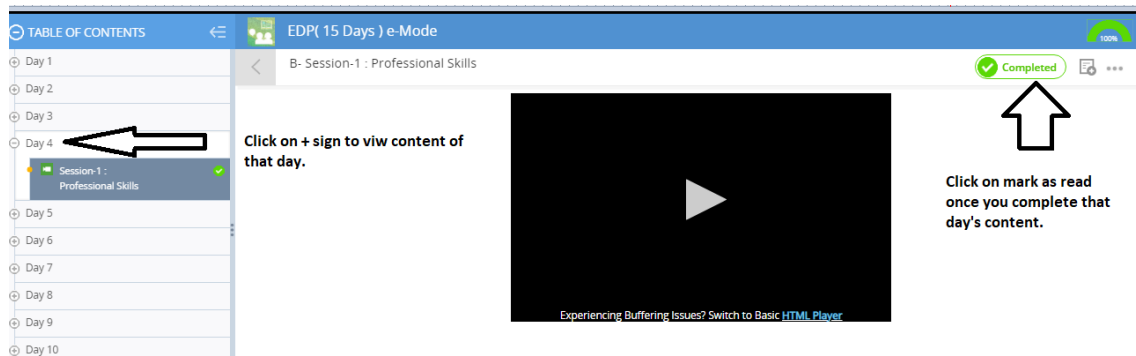
After clicking on courses, search EDP(15 Days) e-Mode if it is not visible in front screen. Click on launch button to view course content .



Step – 4

Click on + sign to view content of that day, once you read content click on Mark

As read on top left-hand side.



The screenshot shows an e-learning interface. On the left is a 'TABLE OF CONTENTS' sidebar with a list of days from Day 1 to Day 10. Day 4 is selected, and a plus sign next to it is highlighted with a black arrow. The main content area shows 'B- Session-1 : Professional Skills' with a video player. A green checkmark and the word 'Completed' are visible in the top right corner of the content area, with a white arrow pointing to it. A text box on the right says 'Click on mark as read once you complete that day's content.' Another text box on the left says 'Click on + sign to view content of that day.'

Your course completion percentage will increase only after clicking on Mark As

Read.

Q 10) Where can I download the certificate?

A 10) Click on the **View Certificate** icon after you have completed the course as **100%** and **Mark as Complete** option has been clicked. The steps are given below:

Step – 1

Login into your e-learning account

URL - https://g25.tcsion.com/LX/home/home_page?c_id=edp-15-days-e-mode-660-1677

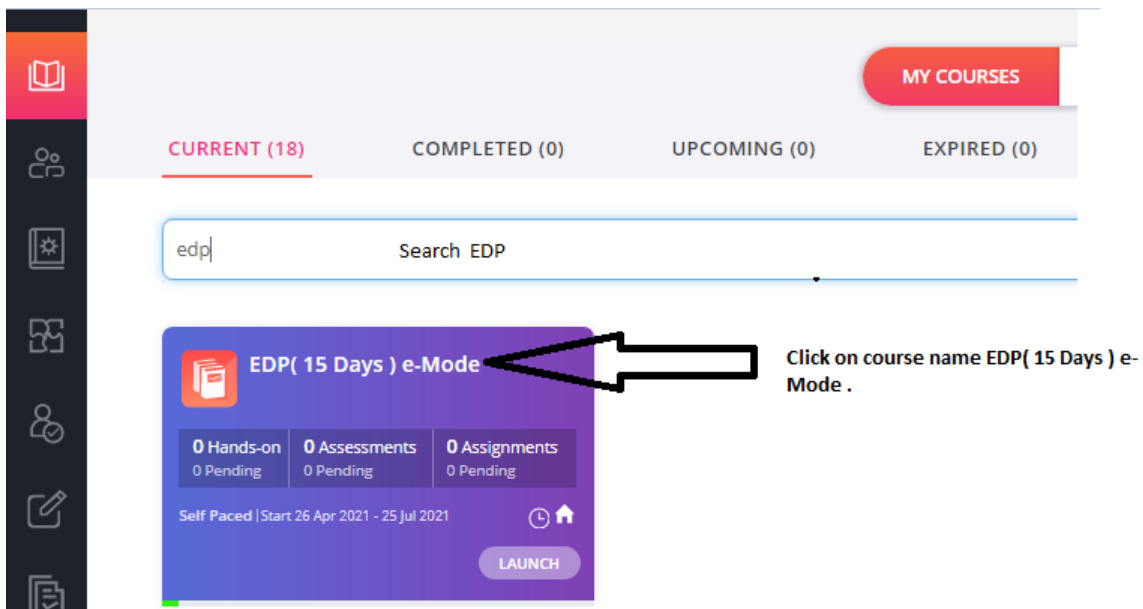
Step – 2

Click on
Course



Step – 3

After clicking on courses, search EDP(15 Days) e-Mode if it is not visible in front screen. Click on course name EDP(15 Days) e-Mode .



Step – 4

You are now on course home page. Please check your course completion percentage, it must be 100 to generate certificate. If it is 100% click on Mark as

Complete



EDP(15 Days) e-Mode

Course Batch

Course completion % must be 100 to generate certificate.

EDP

Self Paced Course | March 11 2021 - June 09 2021 | [View Course Completion Criteria](#)

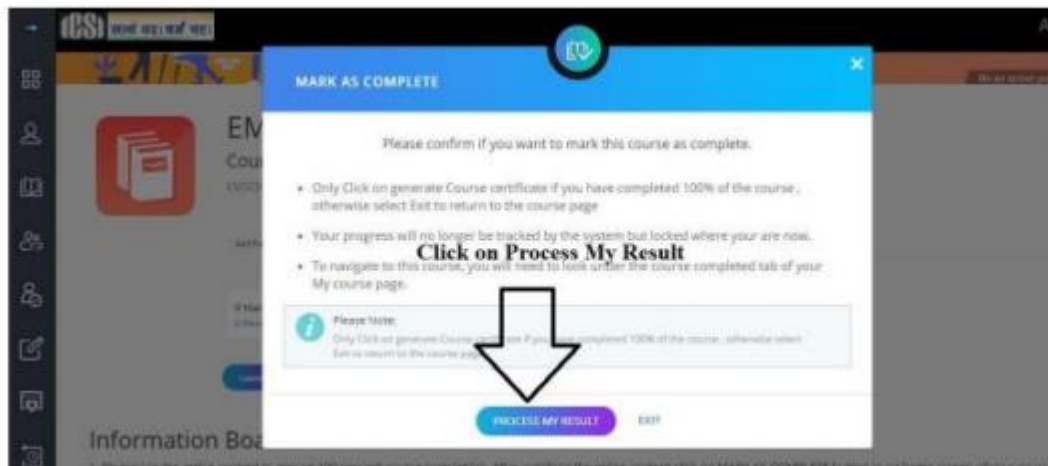
0 Hands Ons 0 Pending	0 Assessments 0 Pending	0 Assignments 0 Pending	Time Spent 459 mins 37 seconds	Completed 100.0%
--------------------------	----------------------------	----------------------------	-----------------------------------	---------------------

✓ Course has been marked as complete

[Launch](#) [view report](#) [VIEW CERTIFICATE](#)

Step – 5

After click on Mark as Complete, a pop up will appear. Please click on Process My Result.



MARK AS COMPLETE

Please confirm if you want to mark this course as complete.

- Only Click on generate Course certificate if you have completed 100% of the course , otherwise select Exit to return to the course page
- Your progress will no longer be tracked by the system but locked where your are now.

Click on Process My Result

- To navigate to this course, you will need to look under the course completed tab of your My course page.

Please Note:
Only Click on generate Course certificate if you have completed 100% of the course , otherwise select Exit to return to the course page.

[PROCESS MY RESULT](#) [EXIT](#)

Step – 6

Click on View Certificate option on Home page of course screen. Your certificate will be downloaded automatically.

EDP(15 Days) e-Mode
Course Batch
EDP **Click on certificate to download certificate**

Self Paced Course | March 11 2021 - June 09 2021 | [View Course Completion Criteria](#)

0 Hands Ons 0 Pending	0 Assessments 0 Pending	0 Assignments 0 Pending	Time Spent 459 mins 37 seconds	Completed 100.0%
--------------------------	----------------------------	----------------------------	-----------------------------------	---------------------

✓ Course has been marked as complete

[Launch](#) [view report](#) [VIEW CERTIFICATE](#)

Q11) What is the Process to redownload certificate:

A11) Step – 1

Click on completed courses section and click on EDP (15 days) e mode

Click on completed MY COURSES

CURRENT (110) **COMPLETED (3)** UPCOMING (0) EXPIRED (0)

EDP

EDP(15 Days) e-Mode **Click on Course name EDP**

0 Hands-on 0 Pending	0 Assessments 0 Pending	0 Assignments 0 Pending
-------------------------	----------------------------	----------------------------

Self Paced | Start 11 Mar 2021 - End 09 Jun 2021

[LAUNCH](#)

Step – 2

Click on view certificate button.

EDP(15 Days) e-Mode
Course Batch

EDP **Click on view certificate to download certificate.**

Self Paced Course | March 02 2021 - May 31 2021 | [View Course Completion Criteria](#)

0 Hands Ons	0 Assessments	0 Assignments	Time Spent	Completed
0 Pending	0 Pending	0 Pending	152 mins 14 seconds	100.0%

✓ Course has been marked as complete

[LAUNCH](#) [VIEW REPORT](#) [VIEW CERTIFICATE](#)

Q12) Whom to contact in case I am facing difficulty after going through the course?

A12) You may write to us at training@icsi.edu or call us at 0120 4522000 and ask for help from Dte. of Training.