



**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 ICSI IFSCA Courses



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# Registration URL for GIFT IFSCA

<https://g25.tcsion.com/EForms/configuredHtml/1677/62804/application.html?id=IFSC>

Step 1 :

- Please open the link ([https://www.icsi.edu/student\\_rpn/courses-offered/gift\\_ifsc/](https://www.icsi.edu/student_rpn/courses-offered/gift_ifsc/)) in updated browser
- Alternately you may click the tile named “ specialized and advanced courses”

The screenshot shows the ICSI website home page with a grid of service tiles. The browser address bar displays 'icsi.edu/home/'. The tiles include:

- E-Cart
- PCS Portal
- Chartered Secretary
- International Perspective
- Knowledge on Demand
- EEE : Master Knowledge Series
- Specialised and Advanced Courses** (highlighted with a red box and a red arrow pointing to it from the EEE tile)
- MSME & Startup Catalyst
- UDIN
- ECSIN
- ICSI Standards
- Boards
- Student Outreach initiatives
- Training
- ICSI ESG CONNECT

On the left side, there are social media icons for WhatsApp, Telegram, Facebook, YouTube, LinkedIn, and Instagram. On the right side, there are icons for email, phone, and location. The top right corner shows a 'Work' button and a menu icon.

Step 2. Click on the “**Certificate Courses for GIFT IFSC**”

Courses Offered by ICSI



[PMQ Courses](#)



[Certificate Courses](#)



[Crash Courses](#)



[Certificate Courses for GIFT  
IFSC](#)

# Steps to Fill the Registration Form

- Select any of the desired course
- Select your Category as Student/Member of ICSI or Other if you are not in Student/Member of ICSI
- Enter your Date of Birth
- Please enter your PAN Number and other Details
- Please upload your photograph, Student/Member/PAN CARD, and Educational Qualification details
- Accept the terms and conditions and then proceed to pay
- Once the payment is successful the screen will POP-UP with a message. Please keep screen shot of the message for future reference.
- Follow the steps in following slides to continue the content access on LMS



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# Steps to Login on LMS

# Key Information

1) Website to login : <https://www.tcsion.com/LX/login#lx>

If you are ICSI Student 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](mailto:123456789022020@icsi.edu)

If you are ICSI member your login ID will be your (Membership no.[@icsi.edu](mailto:icsi.edu)) for Example if your membership no. is A12345 then your login id will be [A12345@icsi.edu](mailto:A12345@icsi.edu)

If you are in Other category your login ID will be your (Mobile no.[@icsi.edu](mailto:icsi.edu)) for Example if your mobile no. is 9922334455 then your login id will be [9922334455@icsi.edu](mailto:9922334455@icsi.edu)

- Password:

- 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.

- Password reset link: [https://www.tcsion.com/dotcom/PasswordPolicy/forget\\_pwd.jsp?orgFolder=TCSSMB&loginType=12NaN1](https://www.tcsion.com/dotcom/PasswordPolicy/forget_pwd.jsp?orgFolder=TCSSMB&loginType=12NaN1)

- 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)

2) Upon first login you will be shown CHANGE PASSWORD PAGE where old password is Default Password Learn@1234 . Please set you password using capital letters, small letters, special character and numbers (for example Light@1234). Detailed on Slide 5.

3) 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.

4) We recommend Laptop/Desktop for using on the e-learning platform.

# 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)
7. While watching videos make sure your session is not idle/not expired. In case of buffering, please make sure you have recommended internet bandwidth, if so, please try to login again on your current session.

Url to Login: <https://www.tcsion.com/LX/login#lx>

Login with the default password and then follow the steps to reset password given in next slides

## Login

Keep me signed in

Login

[Forgot Login ID?](#)

[Forgot Password?](#)

## Change Password



Your password has been reset by the administrator. Please change your password



Confirm

Please use your existing password in the first row. Use second and third row to set a new password that is Alphanumeric with minimum One capital , One small, one number and one special character. Example Ace@1234

## Forgot Password

123456789012345@icsi.edu



 Get New Image

Type the text shown in the image above.  
Enter 7 characters. No spaces.  
No special characters.

 Help

Reset Password via:

- Email
- OTP

Submit

[Return to Login](#)

# Login id :

For Students:

Registration Number  
(without slash  
sign)@icsi.edu

## **Steps to view the Video content on LMS**



Name Display

15 COURSES ENROLLED

2 COURSES COMPLETED

3 CERTIFICATES ACHIEVED

0 COMMUNITIES SUBSCRIBED

Courses

Looking for something that might interest you?



COURSE CONTENT IS NOW AVAILABLE AT YOUR CONVENIENCE PARTICIPATE AND LEARN TO ENHANCE YOUR SKILLS

Be an active part of this course batch



# Home Page/Landing Page

CLICK ON THE LAUNCH BUTTON TO  
ACCESS THE DESIRED COURSE

The screenshot shows a user interface for a learning management system. On the left is a dark sidebar with navigation icons and labels: Dashboard, My Profile, Courses (highlighted in red), My Communities, My Actions, My Posts, and My Favourites. The main area features a header with the logo and the motto 'सत्यं वद। धर्मं चर।'. Below the header are four course cards arranged in a 2x2 grid. Each card displays course details and a 'LAUNCH' button. Red arrows point to the 'LAUNCH' buttons on each card. A yellow arrow points to the 'Courses' menu item in the sidebar.

**Course 1 (Top Left):** IFSC Batch. 0 Hands-on (0 Pending), 0 Assessments (0 Pending), 1 Assignments (1 Pending). Self Paced | Start 08 Jan 2021 - 08 Jan 2023.

**Course 2 (Top Right):** Course name. 0 Hands-on (0 Pending), 0 Assessments (0 Pending), 0 Assignments (0 Pending). Self Paced | Start 23 Oct 2018 - 22 Oct 2022.

**Course 3 (Bottom Left):** COURSE NAME. 0 Hands-on (0 Pending), 1 Assessments (1 Pending), 1 Assignments (1 Pending). Self Paced | Start 04 Aug 2020 - 04 Aug 2021.

**Course 4 (Bottom Right):** COURSE NAME. 0 Hands-on (0 Pending), 0 Assessments (0 Pending), 0 Assignments (0 Pending). Self Paced | Start 14 Sep 2018 - 13 Sep 2022.



Dummy X



IFSC batch

CONTENT

POSTS

99+

NOTES

0



Expand TOC

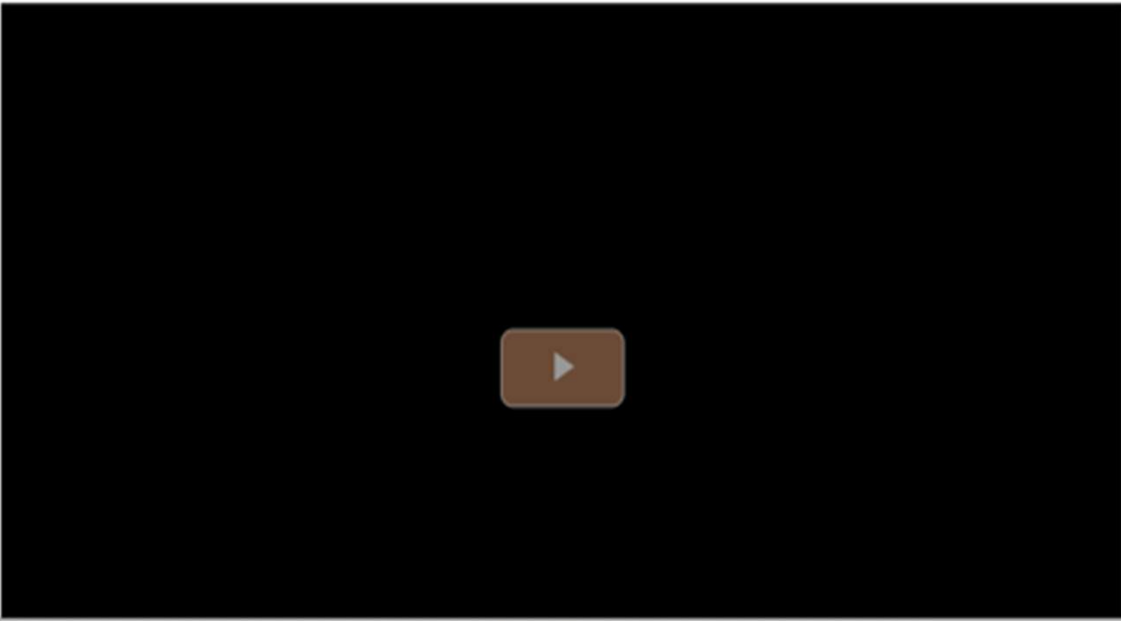
Video 1 - Inaugural and Introduction



Public Content



Click on three lines to access table of content(TOC)

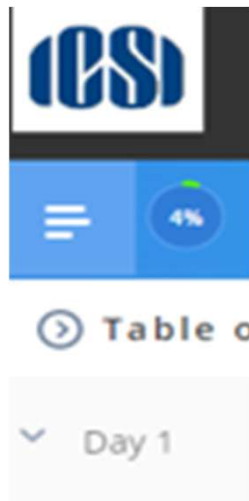


Complete all the nodes after that your course completion percentage will become 100%.

The screenshot shows a Learning Management System (LMS) interface. At the top left is the logo for 'OS'. The course title is 'IFSC batch' with a completion percentage of '0%'. The navigation bar includes 'CONTENT', 'POSTS' (with a '99+' notification), and 'NOTES' (with a '0' notification). The 'Table of Contents' on the left lists 'Day 1' through 'Day 8', each with a lock icon. A tooltip 'Expand' is visible over 'Day 1'. The main content area is titled 'Session-1 Video 1 - Inaugural and Introduction' and shows a video player that is broken, displaying a black screen with a play button and the text '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.

# Progress Monitoring

You will be able to see the Course Completion Percentage meter in green color on the screen from time to time.



# Contact Us

In case you still face some difficulty please write to us and mention your login ID

For assistance :

Email id for Certificate courses Department: [Certificatecourses@icsi.edu](mailto:Certificatecourses@icsi.edu)