



**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 Swayam Plus course

# Key Information

1) Website to login : [https://g25.tcsion.com/LX/home/home\\_page?c\\_id=commercial-contract-management-and-drafting-of-con-1500706-1677](https://g25.tcsion.com/LX/home/home_page?c_id=commercial-contract-management-and-drafting-of-con-1500706-1677)

Your login Id will be your Registration number(without slash Sign)[@icsi.edu](mailto:123456789022020@icsi.edu) for example if your registration number is 123456789/02/2020 then your Login Id is [123456789022020@icsi.edu](mailto:123456789022020@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 RESET PASSWORD PAGE where old password is Default Password . 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. Detailed on Slide 6.

4) If you use Mobile Phones/Tablets to take the exam then use the desktop view of the browser. However, we recommend Laptop/Desktop for taking any test on the e-learning platform.

5) Do Not Switch your screen while giving exam, this will lock your exam and you may not be able to take any further attempt.

# 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://g25.tcsion.com/LX/home/home\\_page?id=icsi-swayam-plus-course-on-commercial-contract-man-1499338-1677](https://g25.tcsion.com/LX/home/home_page?id=icsi-swayam-plus-course-on-commercial-contract-man-1499338-1677)

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 Alphanumerical 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



Welcome Dummy.

Admin Dashboard | 0 Credits

15  
COURSES  
ENROLLED

2  
COURSES  
COMPLETED

3  
CERTIFICATES  
ACHIEVED

0  
COMMUNITIES  
SUBSCRIBED

Looking for something that might interest you ?

Courses

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

Be an active part of this course batch



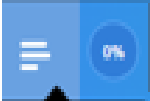
# Home Page/Landing Page

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 options: Dashboard, My Profile, Courses (highlighted in red), My Communities, My Actions, My Posts, and My Favourites. The main area displays four course cards. The top-left card is purple and titled 'Swayam Plus batch', showing 0 Hands-on (0 Pending), 0 Assessments (0 Pending), and 1 Assignment (1 Pending). The top-right card is pink and titled 'COURSE NAME', showing 0 Hands-on (0 Pending), 0 Assessments (0 Pending), and 0 Assignments (0 Pending). The bottom-left card is orange and titled 'COURSE NAME', showing 0 Hands-on (0 Pending), 1 Assessment (1 Pending), and 1 Assignment (1 Pending). The bottom-right card is blue and titled 'COURSE NAME', showing 0 Hands-on (0 Pending), 0 Assessments (0 Pending), and 0 Assignments (0 Pending). Each card includes a 'Self Paced' label and a date range. A yellow arrow points to the 'Courses' menu item, and red arrows point to the 'LAUNCH' buttons on each of the four course cards. At the top right of the main area are settings and power icons. The header includes a logo and the motto 'सत्यं वद। धर्मं चर।'.



Dummy X



Swayam Plus batch

CONTENT

POSTS <sup>99+</sup>

NOTES <sup>0</sup>

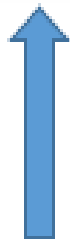


Expand TOC

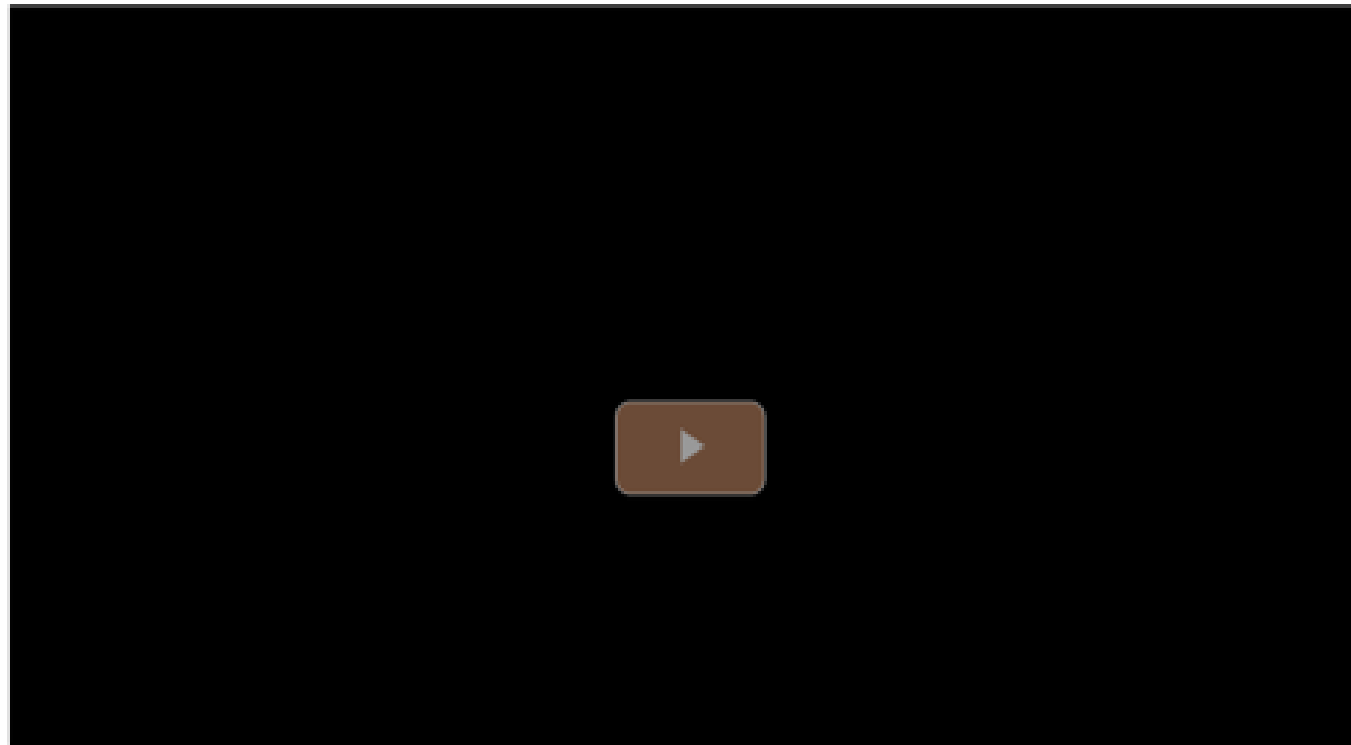
Video 1 - Inaugural and Introduction



Public Content



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





0%

CONTENT

POSTS <sup>99+</sup>

NOTES 0



Table of Contents



## Session-1 Video 1 - Inaugural and Introduction



Public Content

> Day 1



Expand

Please click at > sign to view nodes

> Day 2



> Day 3



> Day 4



> Day 5



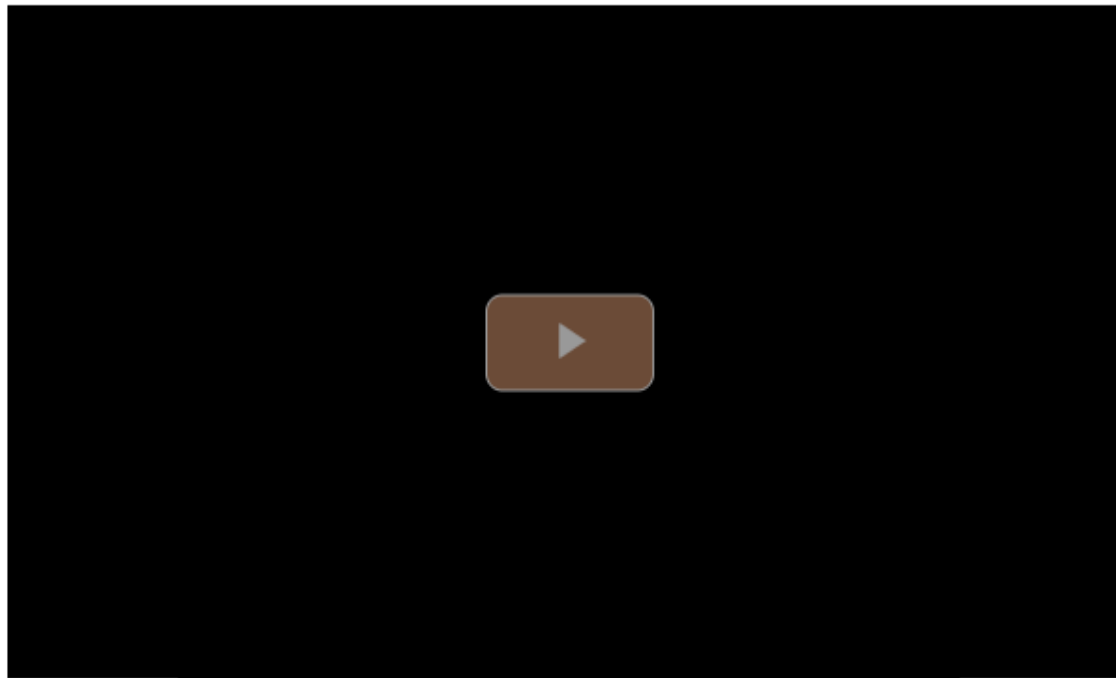
> Day 6



> Day 7



> Day 8



Experiencing issue while playing Video. Please [Click Here](#)



Type here to search



ADANIPOWER News...



12:40 PM  
2/24/2023



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

The screenshot displays a learning management system interface. At the top left, there is a logo and a navigation menu. The main header shows the course name "Swayam Plus batch Batch" and a completion percentage of 4%. The navigation bar includes tabs for "CONTENT", "POSTS" (with a 99+ notification), and "NOTES" (with a 0 notification). The main content area is titled "Session-1 Video 1 - Inaugural and Introduction" and features a video player. A blue arrow points to a green checkmark in the table of contents, with a yellow text box stating: "Green tick means, you have completed the video". The video player shows a black screen with a play button and a message: "Experiencing issue while playing Video. Please Click Here". The Windows taskbar at the bottom shows the time as 12:50 PM on 2/24/2023 and the YESBANK stock price at -1.52%.

# Contact Us

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

For assistance :

Email id for Academics department: [academics@icsi.edu](mailto:academics@icsi.edu)