

Frequently asked Questions

Q1) What is the website or link to login?

A1: You may access EMSOP through the link

<https://www.icsi.edu/student/e-msop/>

Alternately you may use the link

https://g25.tcsion.com/LX/home/home_page?c_id=emsop-732-1677

Q2) What is my login id?

A2: 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: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:



Login

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

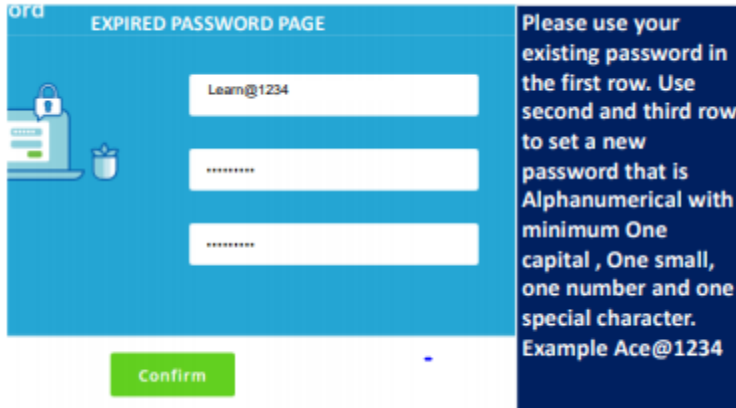
Default Password (for first Login): Learn@1234
(Please note that first letter of Password is in Capital letters)

Login

[Forgot Password?](#)

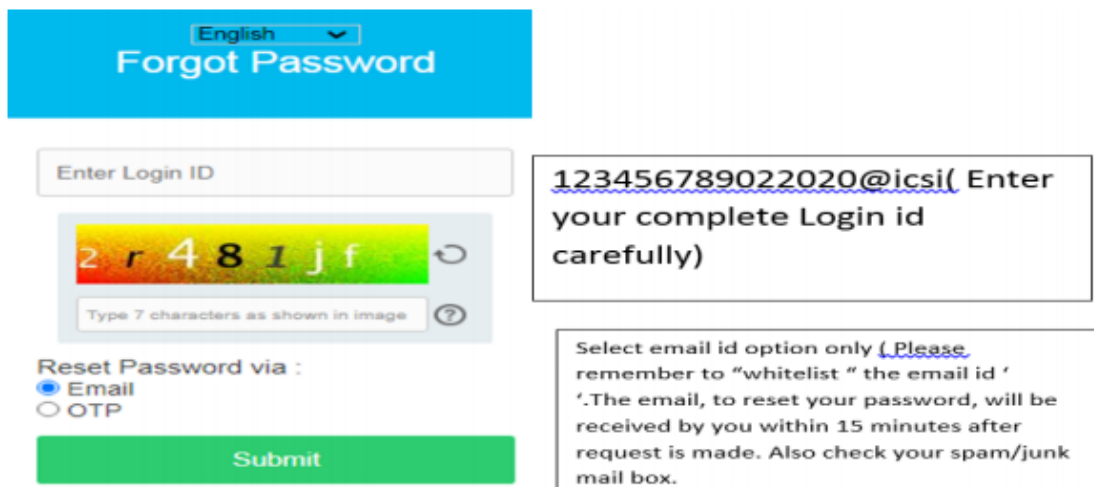
Q5) How to reset password upon first login?

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 .A link 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 EMSOP?

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 EMSOP 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?id=emsop-732-1677

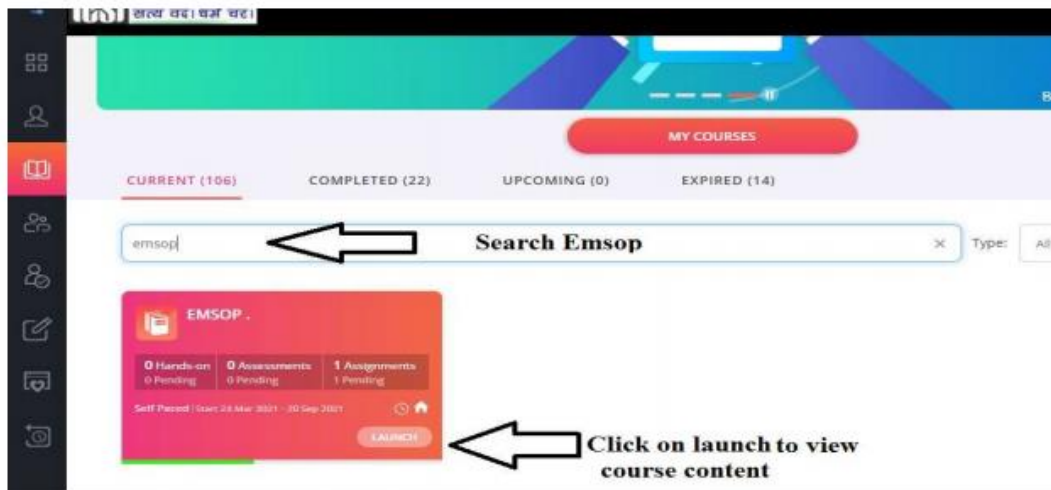
Step – 2

Click on Courses



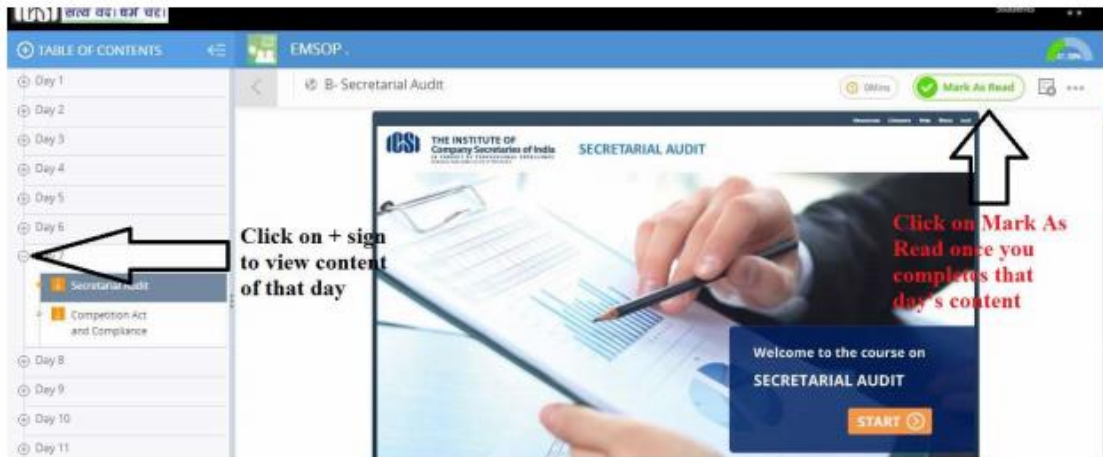
Step – 3

After clicking on courses, search EMSOP , 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 right-and side.



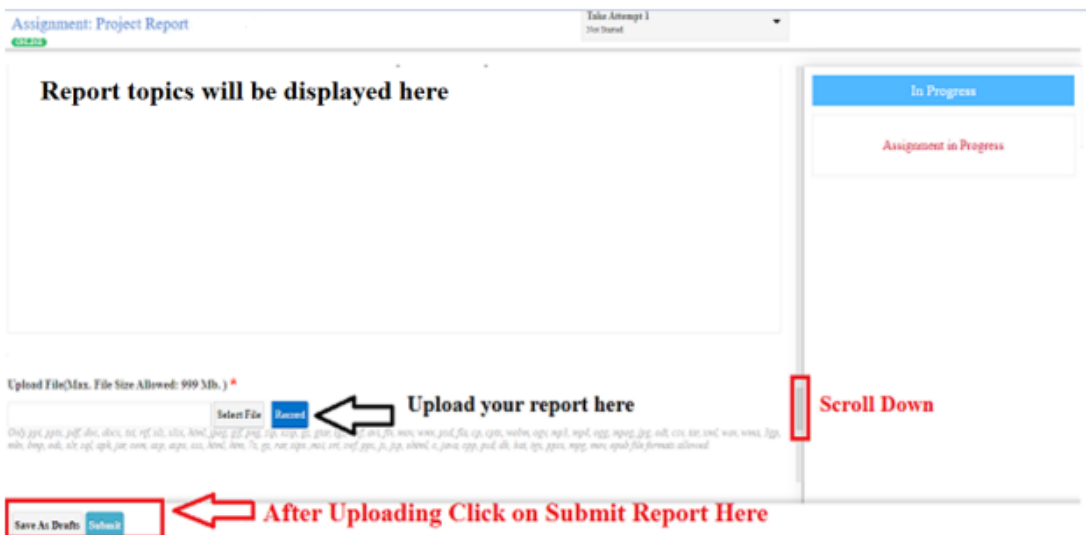
Your course completion percentage will increase after clicking on **Mark As Read**

Q10) What to do once all topics have a green tick on them?

A10: The last topic in the list is your 'project report submission' which you need to complete.

Q11) How to upload the project report?

A11: You need to click on the project report . Then select the 'Launch button'. The image given below shows the window in which you need to upload the project.



Q12) Why I am not able to get the project report submission page?

A12) Please ensure that all other content has been viewed. When you click on the Project Report in the 'Table of Content' you can see the status of you completed content. The image given below shows the same.

The screenshot shows the 'Project Report' page in the EMSOP system. On the left is a 'TABLE OF CONTENTS' sidebar with a tree view including 'Day 4' through 'Day 14' and 'Project report'. The main content area is titled 'Project Report' and contains a 'Pre-requisites' section. A blue box at the top of this section explains that users must complete all pre-requisites and click 'Mark As Read' where available. Below this, a list of 14 pre-requisites is shown, each with a green checkmark icon indicating completion status. A red arrow points to the list with the text: 'Red Marked nodes needs to completed for Project Report'.

- Read B: Critical aspects of Companies Act 2013 along with latest developments
- Read B: Annual Board Meeting
- Read B: Annual General Meeting (AGM)
- Read B: Annual Return Preparation certificate
- Read B: Valuation
- Read B: Corporate Social Responsibility Law
- Read B: E voting and Ballot procedures
- Read B: How to Setup CS Practices
- Read B: Income Tax and TDS Returns
- Read B: Mergers and Acquisition and Corporate Restructuring
- Read B: Pre-certification of E-Forms
- Read B: SEBI Listing Obligations and Disclosure Requirements Regulations 2015

Q13) What shall I do once I have completed the 'Project Submission'?

A13) After submission of the project report your project will be evaluated in stipulated time. Once your project evaluated click on Marks as Complete Option and proceed to generate certificate . The steps are given below:

Step – 1

Login into your e-learning account

URL - https://g25.tcsion.com/LX/home/home_page?id=emsop-732-1677

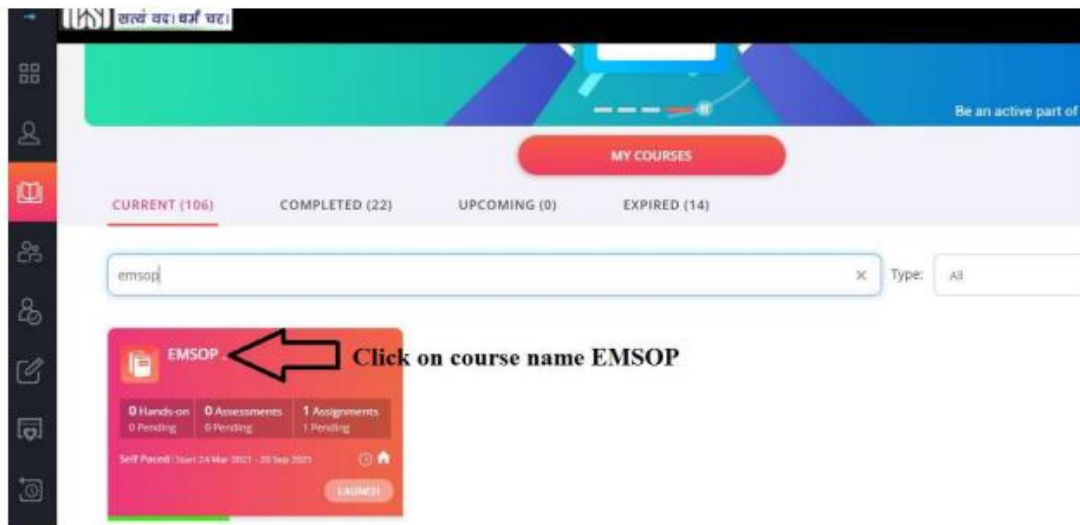
Step – 2

Click on Courses



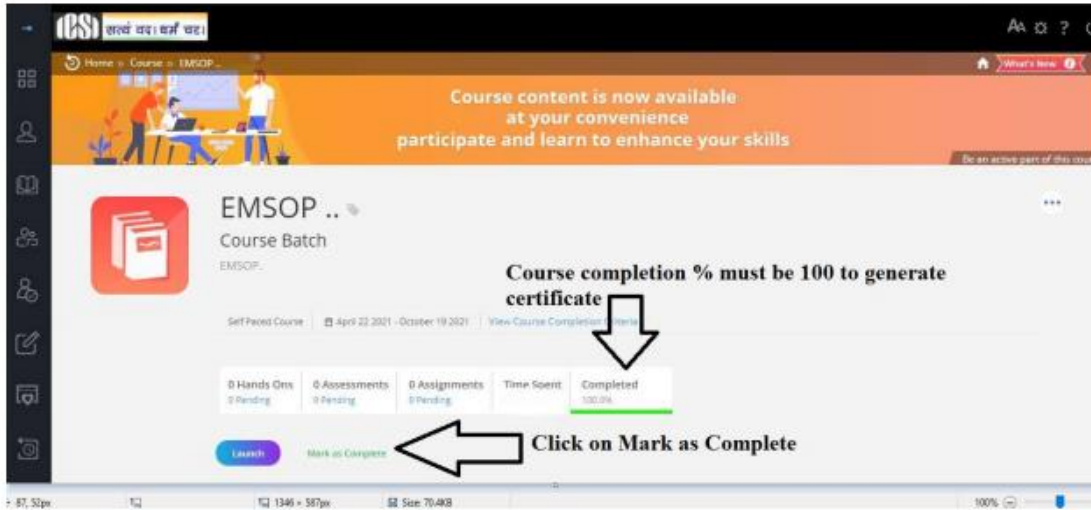
Step – 3

After clicking on courses, search EMSOP if it is not visible in front screen. Click on course name EMSOP.



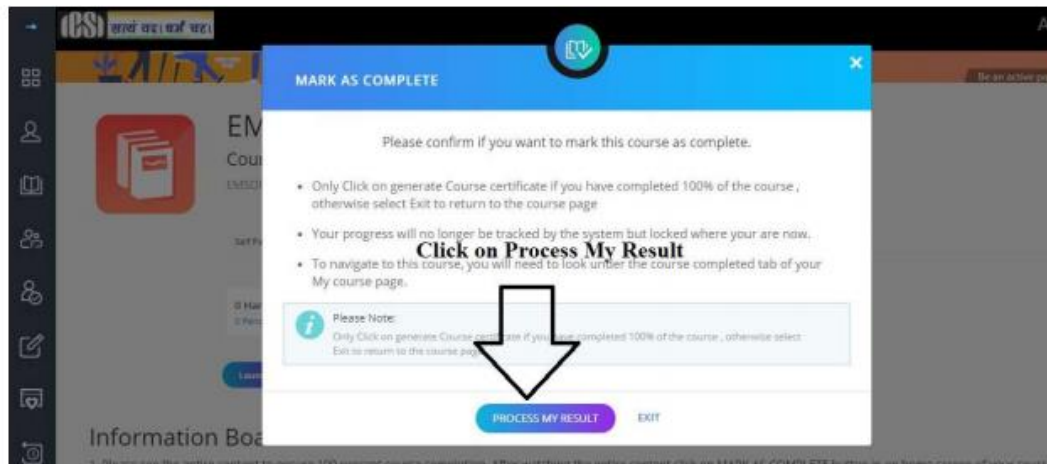
Step – 4

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



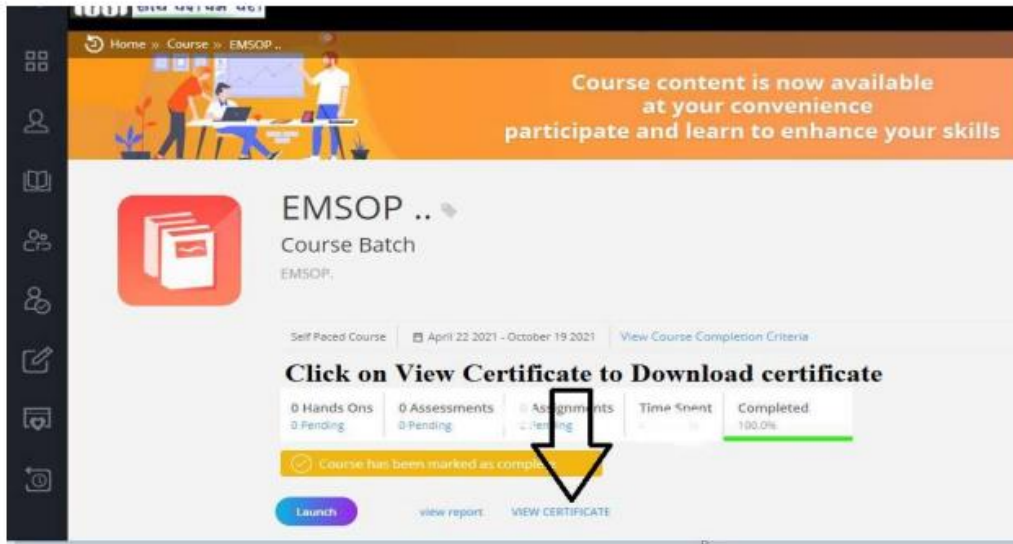
Step – 5

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



Step – 6

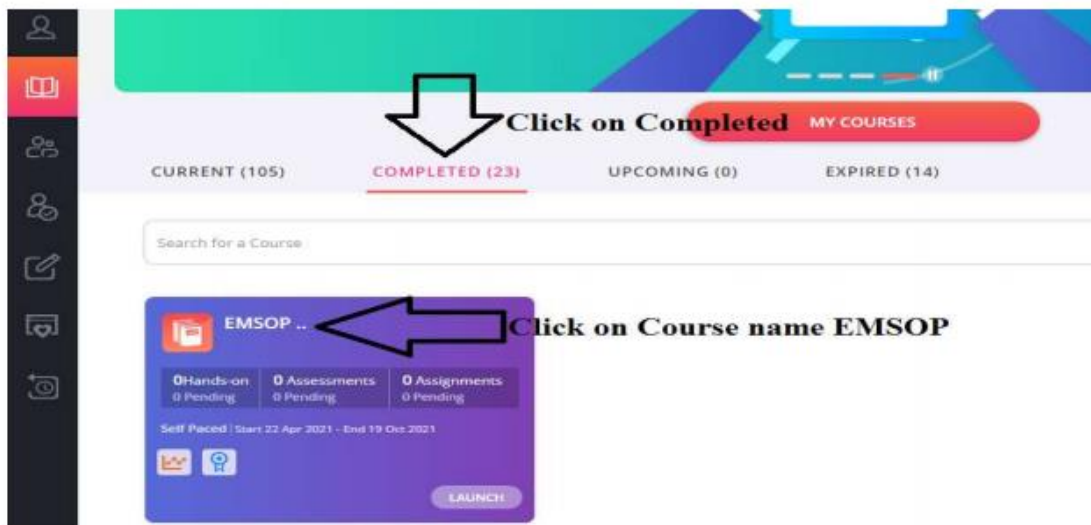
Click on View Certificate option on Home page of course screen. Your certificate will be downloaded automatically.



Q14) What is the Process to re-download certificate:

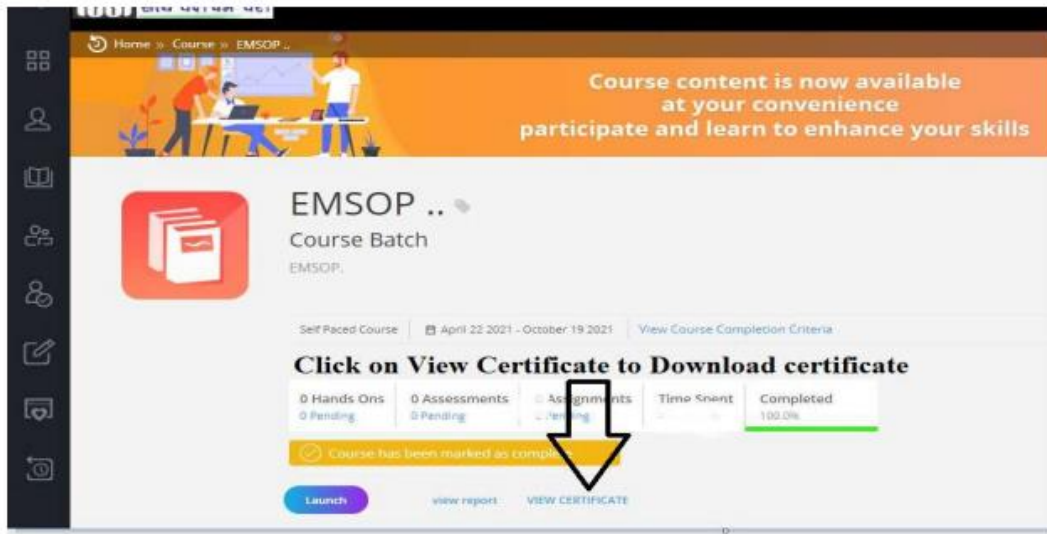
A14) Step – 1

Click on completed courses section and click on EMSOP



Step – 2

Click on view certificate button.



Q15) Whom to contact in case I am facing difficulty after going through the course?

A15) You may write to us at training@icsi.edu or call us at 0120 4522000 and ask for help from Dte. of Training.