

Frequently asked Questions

Q1) What is the website or link to login?

A1: You may access EMSOP through the link

<https://www.icsi.edu/e-learning/>

Alternately you may use the link

https://g25.tcsion.com/LX/home/home_page?c_id=emsop-cool-off-testing-74-1677

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

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)

ORF EXPIRED PASSWORD PAGE

Learn@1234

.....

.....

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

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.

English

Forgot Password

Enter Login ID

2 r 4 8 1 j f

Type 7 characters as shown in image

Reset Password via :

Email

OTP

Submit

123456789022020@icsi(Enter your complete Login id carefully)

Select email id option only (Please remember to “whitelist “ the email id ‘.The email, to reset your password, will be received by you within 15 minutes after request is made. Also check your spam/junk mail box.

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:

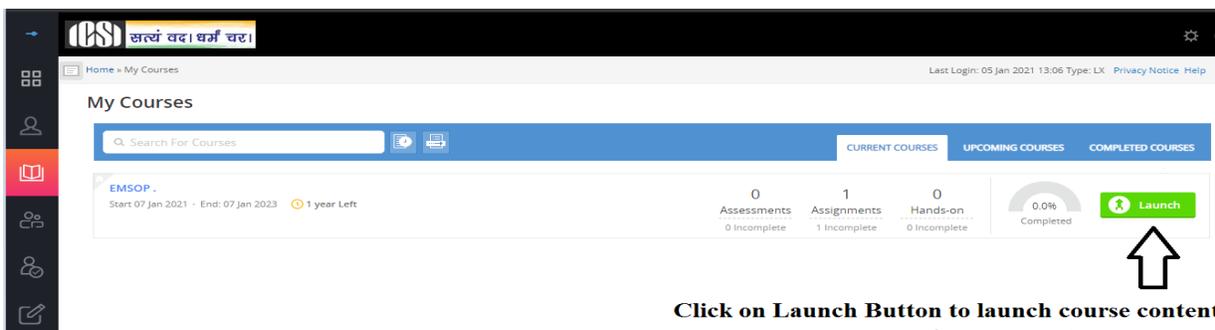
1. Good Speed internet connection (4MB/s)
2. Updated version of Google Chrome/Mozilla Firefox browsers. We do not recommend Internet Explorer
3. Preferred Screen resolution - 1366 x 768 / 1280 x 720.
4. Regular cleaning of browser cache memory
5. Pop up enabled from LMS website

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) and then click on the Launch button (green color) in the row of EMSOP:



The screenshot shows the 'My Courses' page in an LMS. The page has a header with the logo and text 'सत्यं वद। धर्मं चर।'. Below the header, there is a search bar and tabs for 'CURRENT COURSES', 'UPCOMING COURSES', and 'COMPLETED COURSES'. The 'CURRENT COURSES' tab is active. A course row for 'EMSOP' is visible, with details: 'Start 07 Jan 2021 - End: 07 Jan 2023' and '1 year Left'. The course progress is shown as: 0 Assessments (0 Incomplete), 1 Assignments (1 Incomplete), 0 Hands-on (0 Incomplete), and 0.0% Completed. A green 'Launch' button is present in the row, which is highlighted by a white arrow pointing upwards. Below the screenshot, the text 'Click on Launch Button to launch course content' is written.

Q10). How will I know which of the content has been completed and which are remaining?

A 10: As shown in image given below, the topics which you have completed will be marked with green tick. Ensure that all topics have a green tick in front of them in due course of time.

TABLE OF CONTENTS EMSOP . 10.34%

Day 1 B- Critical aspects of Companies Act 2013 along with latest .. 0Days, 0Hrs, 0Mins Completed

Green Tick means you have completed this node

Click on + sign to expand node and watch content under this node

THE INSTITUTE OF Company Secretaries of India IN FRONT OF PROFESSIONAL QUALIFICATION

Critical Aspects Of Companies Act 2013 Recent Amendments May 2020

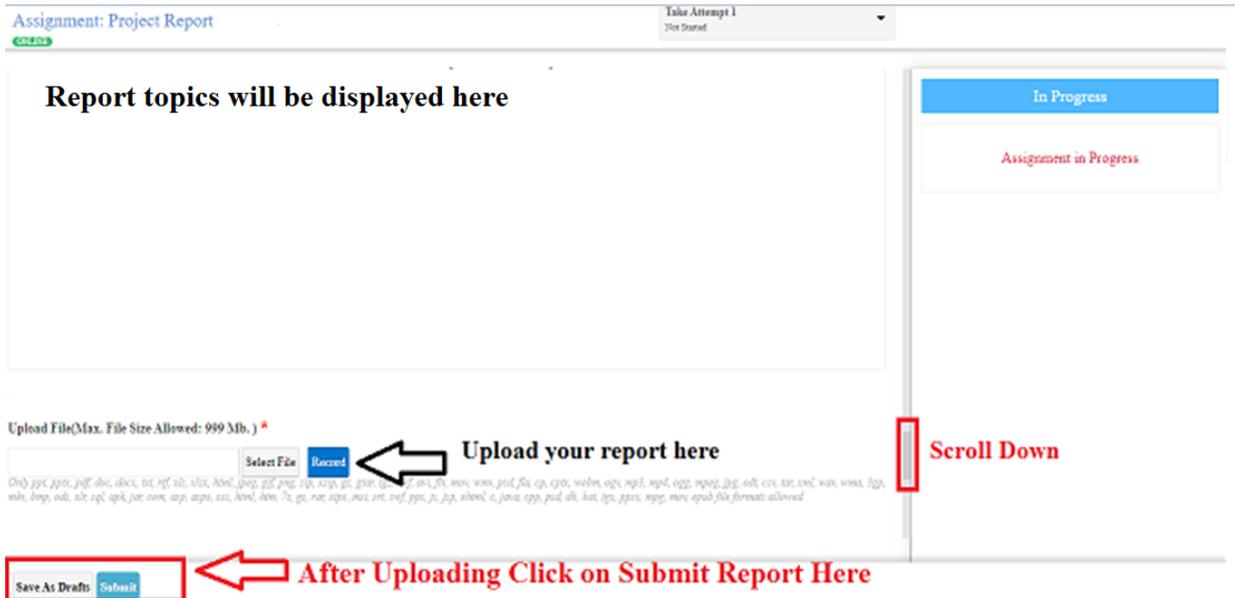
Welcome to the course on Critical Aspects Of Companies Act 2013 Recent Amendments May 2020

Q11) What to do once all topics have a green tick on them?

A11: The last topic in the list is your 'project report submission' which you need to complete.

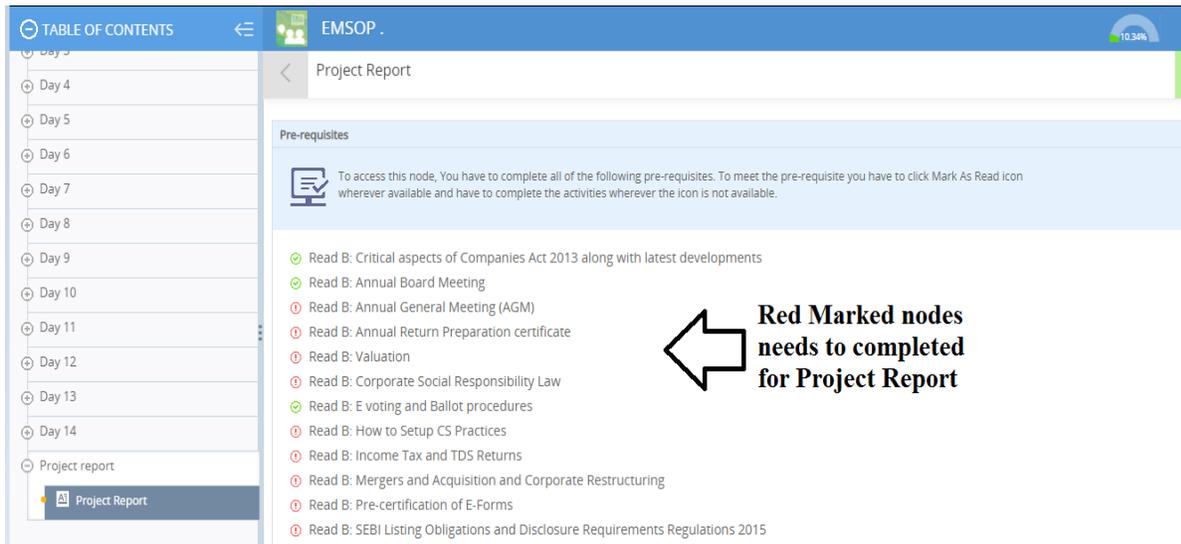
Q12) How to upload the project report?

A12: 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.



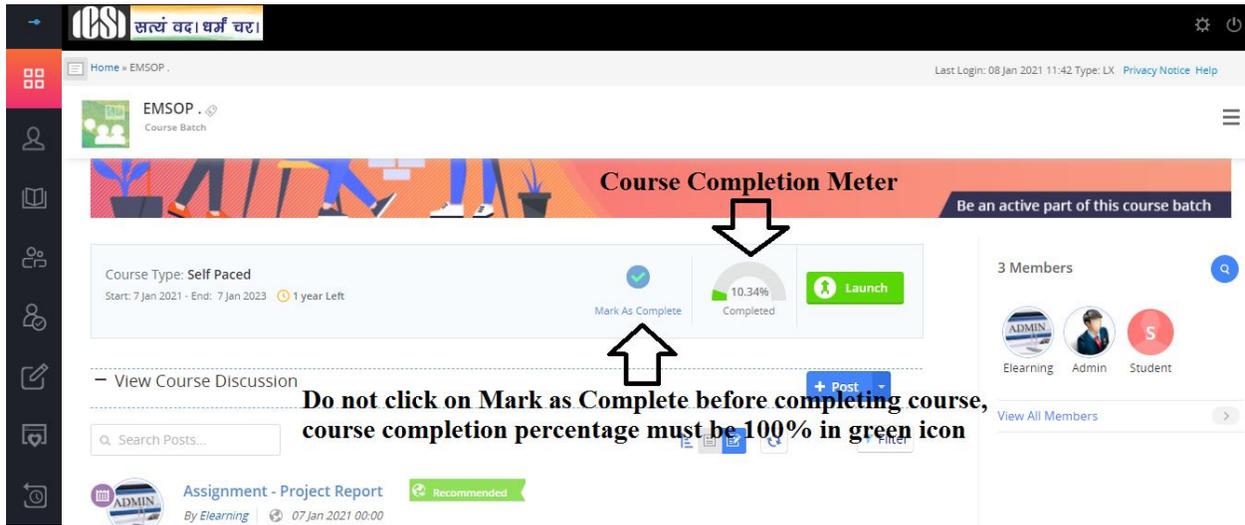
Q13) Why I am not able to get the project report submission page?

A13) 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.



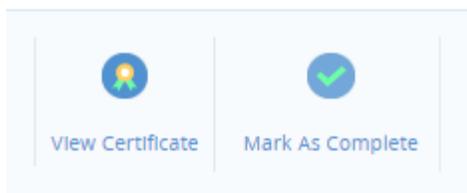
Q14) What shall I do once I have completed the 'Project Submission'?

A14) Once you have completed the Project Submission use the Mark as complete option as shown in the image given below.



Q 15) When can I download the certificate?

A15) After submission of the project report your project will be evaluated in stipulated time. Once your project is evaluated you can down the cerficate form the cerficate icon which will show on the left of 'Mark as complete' icon as shown in A14 above. The icon will appear as shown in the image given below.



Q16) Whom to contact in case I am facing difficulty after going through the course?

A16) You may write to us at training@icsi.edu or call us at 0120 4522000 and ask for help from Dte. of Training.

