



**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 PCS orientation program

Key Information

1) Website to login

https://g25.tcsion.com/LX/home/home_page?c_id=orientation-program-for-cop-1825-1677

Login id is your Membership [No.@icsi.edu](#) . For example if your Membership No. is A123456 then your login id is A123456@icsi.edu. The first time password is Learn@1234

2) Upon first login you will be shown EXPIRED PASSWORD PAGE where old password is Learn@1234. Please set your password using capital letters, small letters, special character and numbers (for example Light@1234)

3) In case you forgot password use the "Forgot Password" option where Login Id is same as above (for example A123456@icsi.edu). Use email option. An email will be sent to your email id registered with ICSI where you can reset the password.

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 elearning 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.

STEPS TO LOGIN , RESET PASSWORD and USE
the FORGOT password option

Url to Login:

https://g25.tcsion.com/LX/home/home_page?c_id=orientation-program-for-cop-1825-1677

The first password shall be Learn@1234 and then follow the steps to reset password given in next slides

Sign in to your account

A123456@icsi.edu

Learn@1234

Remember Me

[Forgot Your Password?](#)

LOGIN

Login using 

 g+

 f

 in

ord

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**

Forgot Password

A123456@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

You will receive password reset link on the email as registered in ICSI .Use the same to reset password.

Submit

[Return to Login](#)

Login ID is your Membership no without any slash and suffixed by @icsi.edu. Example - ABCD45678012020@icsi.edu

Home Page/Landing Page for Content Access

The screenshot shows a user interface for 'My Courses'. At the top left is the logo and the motto 'सत्यं वद। धर्मं चर।'. The breadcrumb navigation shows 'Home » My Courses'. The user's last login is '09 Apr 2020 18:28 Type: LX'. There are links for 'Privacy Notice' and 'Help'. The main heading is 'My Courses'. Below it is a search bar and three tabs: 'CURRENT COURSES', 'UPCOMING COURSES', and 'COMPLETED COURSES'. The 'CURRENT COURSES' tab is active, showing a list of courses. Each course row includes a course name, a date, and statistics for 'Assessments', 'Assignments', and 'Hands-on' activities, along with a progress gauge and a 'Launch' button. A red arrow points to the 'My Courses' link in the left sidebar. A blue box highlights the course name, with the text 'Click on My Courses' and an arrow pointing to the course name. A blue circle contains the text: 'Sometimes due to poor connection with server this page may appear blank. Please refresh page in that case.' A purple arrow points to the 'Launch' button of the first course.

Dashboard

My Profile

My Courses

My Communities

My Actions

My Posts

My Favourites

Home » My Courses

Last Login: 09 Apr 2020 18:28 Type: LX Privacy Notice Help

My Courses

Search For Courses

CURRENT COURSES UPCOMING COURSES COMPLETED COURSES

COURSE NAME	Assessments	Assignments	Hands-on	Completed	Launch
12 Sep 2	18 18 Incomplete	0 0 Incomplete	0 0 Incomplete	8.97% Completed	Launch
Start 2	0 0 Incomplete	0 0 Incomplete	0 0 Incomplete	1.45% Completed	Launch
s Left	0 0 Incomplete	0 0 Incomplete	0 0 Incomplete	0.0% Completed	Launch
year Left	0 0 Incomplete	0 0 Incomplete	0 0 Incomplete	0.0% Completed	Launch

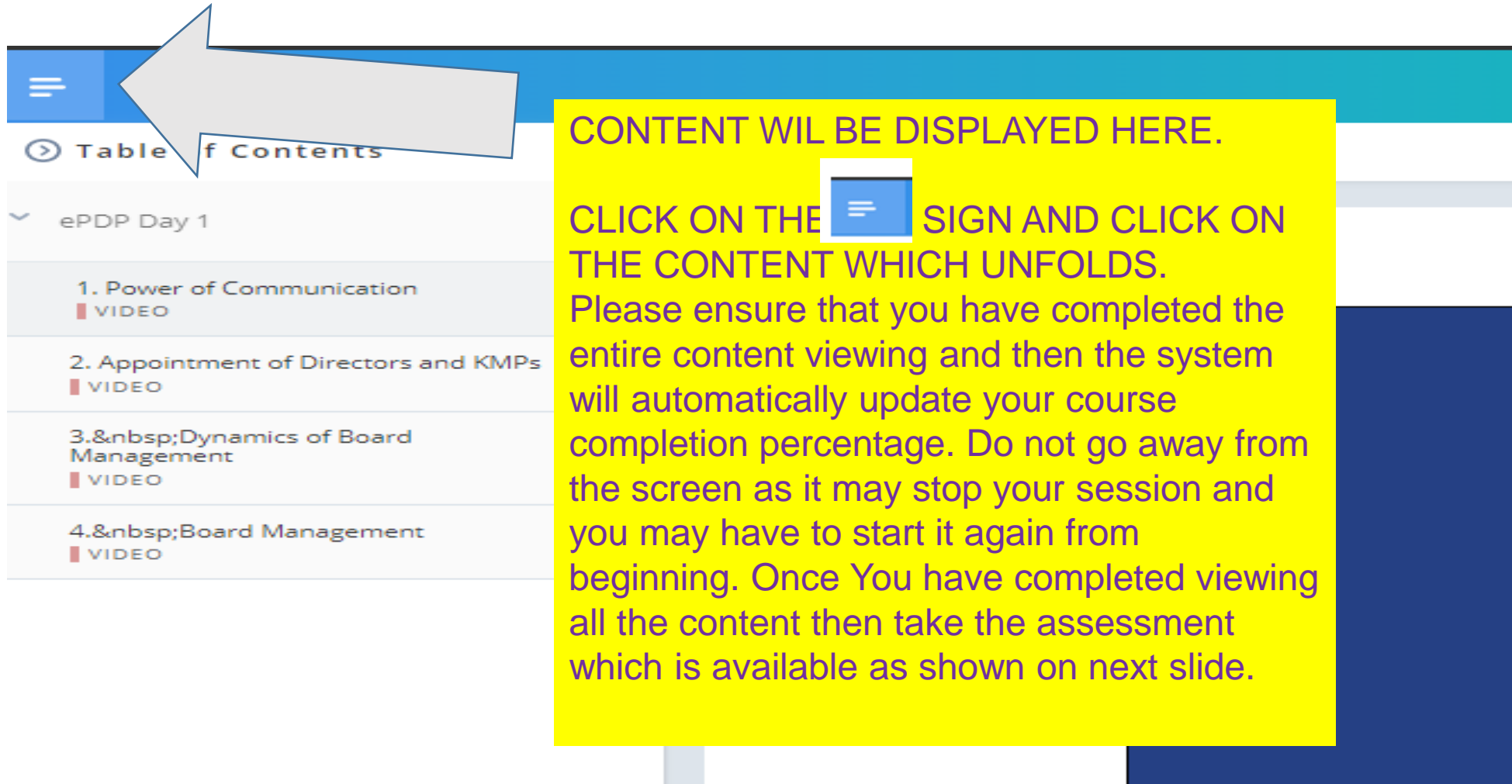
Click on My Courses

Sometimes due to poor connection with server this page may appear blank. Please refresh page in that case.

STEPS TO ACCESS THE TRAINING CONTENT/VIDEOS.


Please ensure that you have completed one video before moving to another. The system will not allow you to access next video till the time you have completed previous video.

Content Page. Click on all sign to explore



The screenshot shows a user interface for a content page. At the top left, there is a blue header bar containing a hamburger menu icon (three horizontal lines) and a grey arrow pointing left towards it. Below the header, the page title "Table of Contents" is visible. The main content area is a list of items under the heading "ePDP Day 1". Each item consists of a numbered title and a red square icon followed by the word "VIDEO".

CONTENT WILL BE DISPLAYED HERE.

CLICK ON THE  SIGN AND CLICK ON THE CONTENT WHICH UNFOLDS.

Please ensure that you have completed the entire content viewing and then the system will automatically update your course completion percentage. Do not go away from the screen as it may stop your session and you may have to start it again from beginning. Once You have completed viewing all the content then take the assessment which is available as shown on next slide.

- 1. Power of Communication VIDEO
- 2. Appointment of Directors and KMPs VIDEO
- 3. Dynamics of Board Management VIDEO
- 4. Board Management VIDEO

TAKING THE ASSESSMENT/EXAMINATION

Please ensure that you have completed viewing all the videos before attempting the assessment/examination.

Expand TOC

Name of the Assessment

PCS ORIENTATION PROGRAM ASSESSMENT

Duration 60 minutes

Note: Assessment analysis will be available at the End of Assessment.

START ASSESSMENT >

Once you have completed the test click on the + sign to see the details

Passing Marks
40.0 / 100.0

Start Date/Time
28 Jan 2019 | 06:40 PM

End Date/Time
01 Jan 2024 | 12:00 AM

+

Once you click on START ASSESSMENT on Previous page you will land on this page

Your name will be displayed here

General Instructions:

1. Total duration of examination is 60 minutes.
2. The clock will be set at the server. The countdown timer in the top right corner of screen will display the remaining time available for examination. When the timer reaches zero, the examination will end by itself. You will not be required to end or submit your examination.
3. The Question Palette displayed on the right side of screen will show the status of each question using one of the following symbols:

- 1 You have not visited the question yet.
- 2 You have not answered the question.
- 3 You have answered the question.
- 4 You have NOT answered the question, but have marked the question for review.
- 5 The question(s) "Marked for Review" will be considered for evaluation.
- 6 The question(s) "Marked for Review" will not be considered for evaluation. Hence, no marks will be allocated for the same.

Click on the check box and submit the agree button.

I have read and understand the instructions and agree to them.

I am ready to begin

In case you get page error shown as (X)

Online Assessment System prerequisite check

Change Language : English ▼

Status



Status



Please ensure green tick in front of all .Red Cross mean error

Please ensure that all are in green tick. Use ctrl+0 to get desired zoom level

System Configuration

Screen Resolution 1024 X 720 or Above

Browser IE8 or Above/FireFox/Chrome

Browser Configuration

Popup Allowed



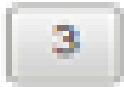


Cookie Enabled

Zoom Level(100%)

Try Again


Note: This system is not confirming to some of the prerequisites required to start Online Assessment. Please update your system and try again.

You can click on any question you wish to attempt. The color code on Assessment Page indicate information. Use Save and next after opting the answer of your choice on each question.

	Answered		Not Answered
	Not Visited		Marked for Review
	Answered & Marked for Review (will not be considered for evaluation)		

Practice

Question Paper Instructions

Practice 

Section





Time Left :8:15

Your name will be displayed here

Practice **Question No. 2**





The Central Vigilance Commission (CVC) is in news for appointing Sharad Kumar as new Vigilance Commissioner. As per which committee's recommendations, the CVC was set up?

- Nittoor Srinivasa Rau committee
- Tejendra Mohan Bhasin committee
- KV Chowdary committee
- K. Santhanam committee

 Answered	 Not Answered
 Not Visited	 Marked for Review
 Answered & Marked for Review (will not be considered for evaluation)	

Practice

Choose a Question

 1	 2	 3	 4
 5			

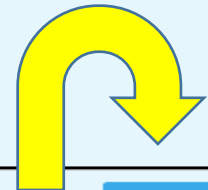
Mark for Review & Next

Clear Response

Save & Next

Submit

Use Save and next after opting the answer of your choice on each question. Once the Test is completed submit the test



Assessment Summary

Section Name	No. of Questions	Answered	Not Answered	Marked for Review	Answered & Marked for Review (will not be considered for evaluation)	Not Visited
SECTION	50	2	2	0	0	46

Are you sure you wish to submit this group of questions for marking?
You will not be able to revisit and edit your responses upon submission.

Click on Yes to further proceed

Yes

No

Thank you, your Assessment is about to be submitted - click on Ok to proceed

**Now click on ok to
further proceed**

Ok

Cancel

Click on Exit Assessment

Dear Learner,
You have now successfully submitted the assessment. Click on "Exit Assessment" to close this window.



click on ok to Exit
Assessment



Exit Assessment

After Completing the Assessment

Steps to Download the Certificate

After completing the assessment you may download your certificate after certificate of completion is available under the completed course section

The screenshot displays a web interface for course management. At the top left is the logo for 'OSU'. Below it, a breadcrumb trail reads 'Home » Courses » My Courses'. In the top right corner, there are icons for 'AA', a gear, and a question mark. A 'What's New' notification is visible in the top right. The main heading is 'Courses'. On the left side, there is a vertical navigation menu with several icons. The 'Courses' icon, which is a book, is highlighted with a red arrow pointing to it. The main content area features a large banner with a blue and green background. The banner contains the text 'SCHEDULE CONTENT AND ASSESSMENT' on the left and 'TO STREAMLINE THE COURSE DELIVERY' on the right. In the center of the banner is an illustration of hands holding a clipboard with a checklist, a yellow highlighter, and a paper airplane. At the bottom right of the banner, it says 'Be an active part of this course template'.

Click on the Course

Orientation Program for PCS.

Please ensure that your course is **100 percent** complete shown in green color.

The screenshot displays a user interface for course management. At the top left is the ICSI logo. Below it, there are two tabs: 'CURRENT (10)' and 'COMPLETED (0)'. A search bar labeled 'Search for a Course' is positioned below the tabs. A red arrow points to a course card titled 'Orientation Program for PCS'. The card features a folder icon, a progress bar, and statistics: '0 Hands-on / 0 Pending', '0 Assessment(s) / 0 Pending', and '0 Assignments / 0 Pending'. It also indicates 'Self Paced | Start: 15-Sep-2022 - 15-Oct-2022' and includes a 'LAUNCH' button. A green bar at the bottom of the card is labeled '100.0%'.

Click at Mark Course as Complete

The screenshot shows a course page for 'Orientation Program for PCS'. At the top, there is a navigation bar with 'Home » Course »' and a 'What's New' notification. Below this is a banner with the text: 'Course content is now available at your convenience participate and learn to enhance your skills'. The course title 'Orientation Program for PCS' is displayed in a blue box. Below the title, it is identified as a 'Self Paced Course' running from 'September 15 2022 - October 15 2022'. A progress table shows 0 Hands-on (0 Pending), 0 Assessment(s) (0 Pending), 0 Assignment(s) (0 Pending), 48 seconds Time Spent, and 100.0% Completed. At the bottom, there are two buttons: 'Launch Course' and 'Mark Course as Complete'. A red arrow points to the 'Mark Course as Complete' button.

CS

Home » Course » Orientation Program for PCS

What's New

Course content is now available at your convenience participate and learn to enhance your skills

Be an active part of this course

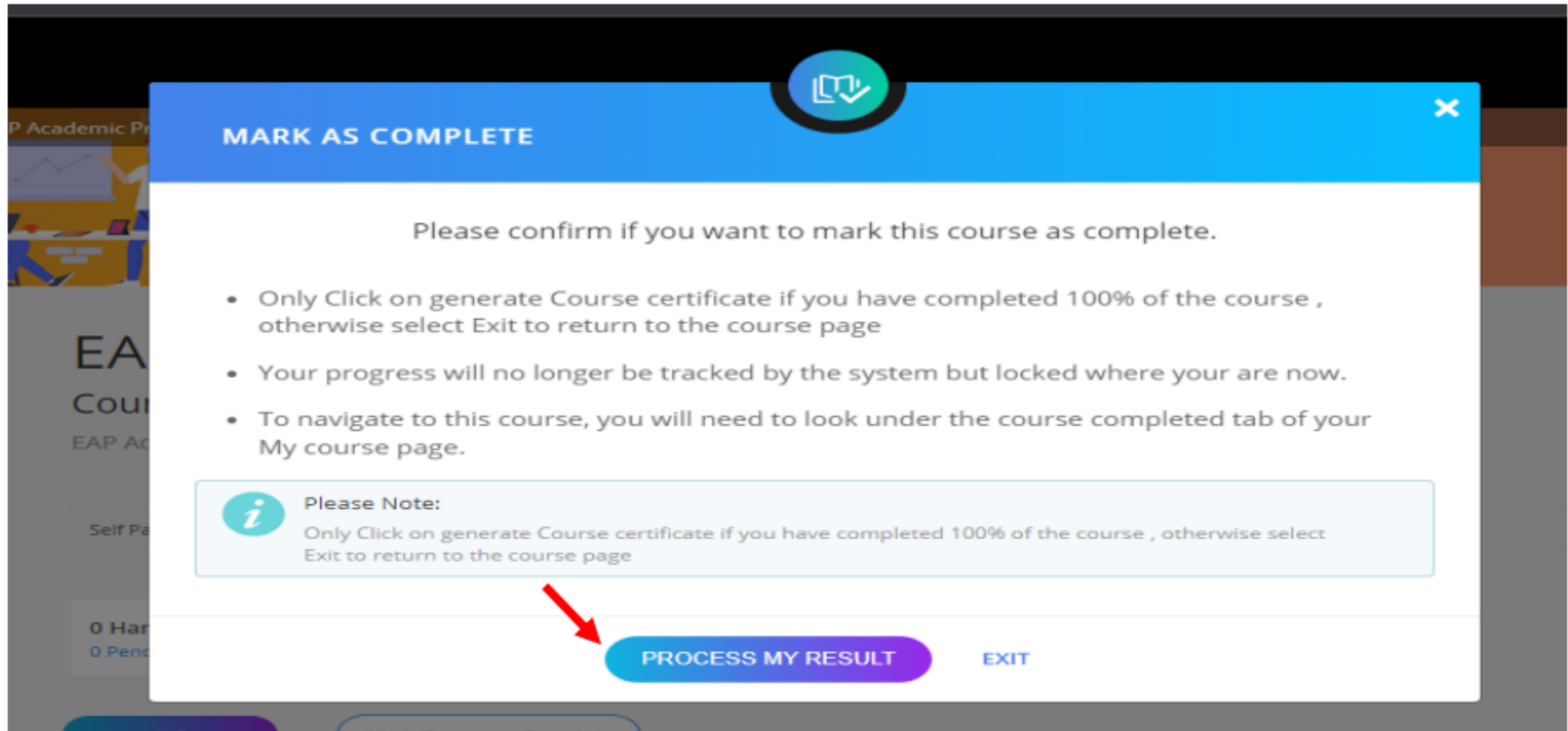
Orientation Program for PCS

Self Paced Course | September 15 2022 - October 15 2022 | [View Course Completion Criteria](#)

0 Hands-on	0 Assessment(s)	0 Assignment(s)	Time Spent	Completed
0 Pending	0 Pending	0 Pending	48 seconds	100.0%

Launch Course | Mark Course as Complete

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

i 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

Click on view certificate shown as below picture



Orientation Program for PCS

Regular Course |  September 01 2020 - August 30 2024 | [View Course Completion Criteria](#)

0 Hands-on 0 Pending	7 Assessment(s) 6 Pending	0 Assignment(s) 0 Pending	Time Spent NA	Completed 42.86%
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 Course has been marked as complete

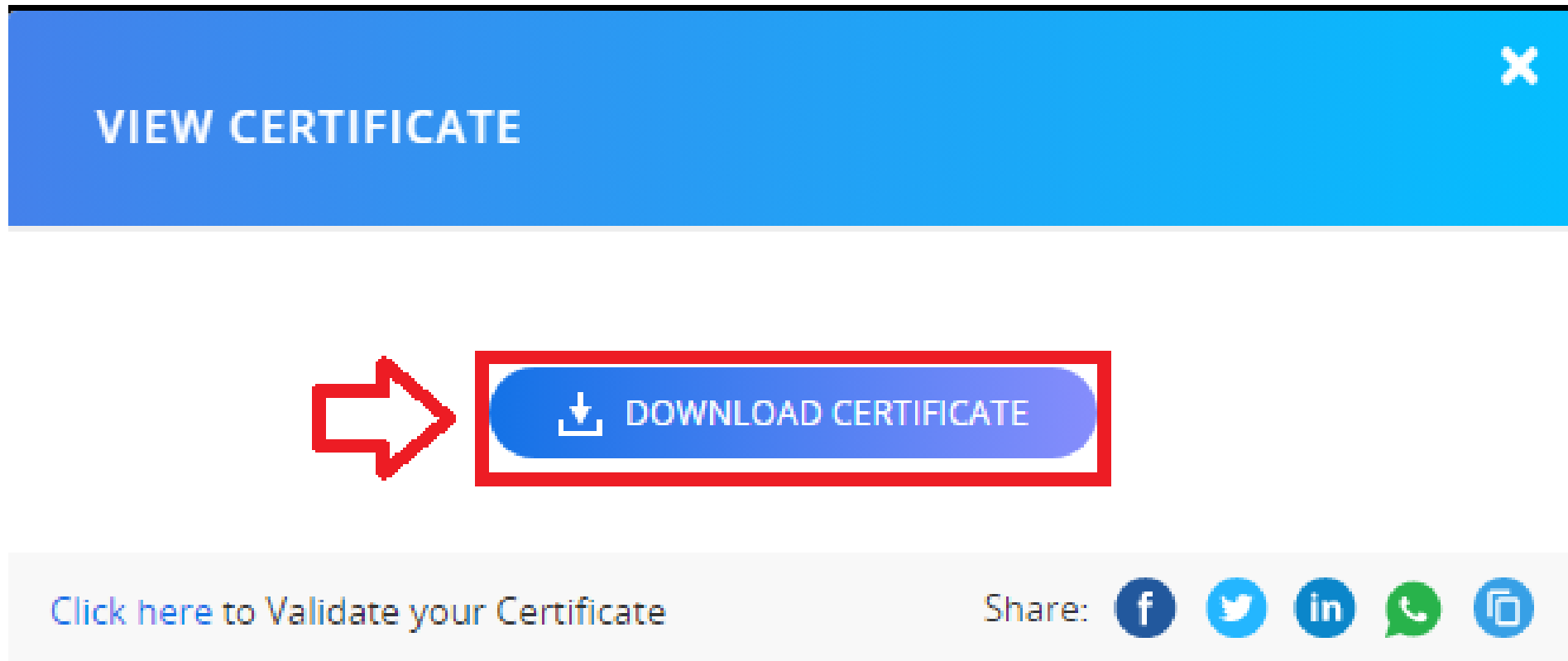
Launch Course

View Course Report

View Certificate



Now you can download your completion certificate by Clicking on download certificate.



The image shows a user interface for downloading a certificate. At the top, there is a blue header bar with the text "VIEW CERTIFICATE" and a white "X" icon in the top right corner. Below this, a large red arrow points to a blue button with a white download icon and the text "DOWNLOAD CERTIFICATE". The button is highlighted with a red rectangular border. At the bottom of the interface, there is a light gray footer bar containing the text "Click here to Validate your Certificate" on the left and "Share:" followed by social media icons for Facebook, Twitter, LinkedIn, WhatsApp, and Print on the right.

Process Ahead for Applying COP

Once You have got the Certificate you can proceed to register for COP **after two hours.**

In case any message shows that you have not completed Orientation Program please email to

profdevelopment.dept@icsi.edu to raise the concern.

We shall be able to process your request within 2 hours of your email during 9 am to 6.30 p.m.

In case you complete the course after 6.30 pm, please wait till 10.30 am of next day for your records to be processed for COP registration.

Contact Us

In case you still face some difficulty please write to us and mention your Membership no.

profdevelopment.dept@icsi.edu