



**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 CLDP**

### **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)

### **ACCESS FLOW**

Step1 :Payment on Stimulate Portal

Step2: Approval on Stimulate Portal

Step3: Access on LMS within 24 hours

Step4: Complete the course using information given in this manual

Step5: Download the Certificate

Step6 : Upload the Certificate on Stimulate portal as soon as possible after obtaining completion certificate from LMS portal

## KEY INFORMATION

Link to access CLDP details and select particular specialization batch on LMS. You have to complete any one of the specialization i.e. Securities Laws or GST

CLDP Securities Laws batch link

[https://g25.tcsion.com/LX/login?c\\_id=cldp-securities-laws-236-1677#lx](https://g25.tcsion.com/LX/login?c_id=cldp-securities-laws-236-1677#lx)

CLDP GST batch link

[https://g25.tcsion.com/LX/login?c\\_id=cldp-gst-430-1677#lx](https://g25.tcsion.com/LX/login?c_id=cldp-gst-430-1677#lx)

### Login ID

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**

### Password

- **Existing Users** :- 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.
- **First Time Users** :- 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). Upon first login you will be shown EXPIRED PASSWORD PAGE where old password i.e. Learn@1234 will be the Default Password . Please set new password using Capital Letters, Small Letters, Special Character and Numbers (for example Light@1234)

# HOME PAGE/LANDING PAGE FOR CONTENT ACCESS

सत्यं वद। धर्मं चर।

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	Start	End	Time Left	Assessments	Assignments	Hands-on	Progress	Action
[Redacted]	12 Sep 2019	11 Sep 2023	3 years Left	18 18 Incomplete	0 0 Incomplete	0 0 Incomplete	8.97% Completed	Launch
[Redacted]	28 Mar 2019	27 Mar 2023	2 years Left	0 0 Incomplete	0 0 Incomplete	0 0 Incomplete	1.45% Completed	Launch
[Redacted]	17 Jul 2019	15 Jul 2020	2 months Left	0 0 Incomplete	0 0 Incomplete	0 0 Incomplete	0.0% Completed	Launch
[Redacted]	01 Feb 2019	27 Oct 2021	1 year Left	0 0 Incomplete	0 0 Incomplete	0 0 Incomplete	0.0% Completed	Launch

**Click on My Courses**

## STEPS TO ACCESS THE TRAINING CONTENT/VIDEOS.

- The course has to be completed in not less than 15 days.
- One video has to be completed on each day. However in case a video has been missed on a particular day, then that video can be watched on the next day(s) alongwith the video of the next day. For eg. a student has missed videos for the first 4 days, then the student can watch these videos alongwith the video of the 5<sup>th</sup> day and so on.
- Please watch the full video at a stretch to consider it to be completed.
- 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 the previous video.
- If your video is interrupted due to Screen saver/timeout then it will not be considered as completed.
- Complete all the nodes. After that your course completion percentage will become 100%.

Content Page. Click on > Sign to explore all the videos

The screenshot displays a user interface for a training course. At the top, a blue navigation bar contains a hamburger menu icon on the left and the text 'CLDP GST' in the center. Below the navigation bar, there is a search bar and a list of content items. A red arrow points from the search bar area to the 'CLDP GST Day 1' item. The main content area on the right shows the title '1.1 - 1. Power of Communication' and a large blue video player area.

CLDP GST

CLDP GST Day 1

1. Power of Communication VIDEO

2. Appointment of Directors and KMPs VIDEO

3. Dynamics of Board Management VIDEO

4. Board Management VIDEO

1.1 - 1. Power of Communication

## TAKING THE ASSESSMENT/EXAMINATION

Please ensure that you have completed viewing all the videos before attempting the Assessment/Examination.

Step 1: Click on the button “Expand TOC”

Step 2. Find the assessment at last node of the TOC

Step3: Click on Start Assessment

Step4: Once you have completed the test click on the + sign to see the score

The screenshot displays a course page with a teal header. On the left, a menu icon is followed by a search bar containing "0% Online P...". A red arrow points to the "Expand TOC" button. The course title "Name of the Course | Mod..." is highlighted in yellow. On the right, there are buttons for "CONTENT", "POSTS" (with a notification badge of 11), and "NOTES" (with a badge of 0). Below the header, a search bar is visible. The main content area features a large yellow box with the text "Name of the Assessment & duration". Below this, it shows "Duration: 90 Minutes" and a note: "Note: Assessment analysis will be available at the End of Assessment." A red arrow points to the "START ASSESSMENT >" button. At the bottom, there are three summary cards: "Passing Marks 40.0 / 100.0", "Start Date/Time 28 Jan 2019 | 06:40 PM", and "End Date/Time 01 Jan 2024 | 12:00". A red arrow points to the "Attempts Taken 4 / 99" card, which also has a blue "+" button in the bottom right corner.

0% Online P... **Name of the Course** | Mod... CONTENT POSTS 11 NOTES 0

Expand TOC

**Name of the Assessment & duration**

Duration: 90 Minutes

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

**START ASSESSMENT >**

Passing Marks 40.0 / 100.0	Start Date/Time 28 Jan 2019   06:40 PM	End Date/Time 01 Jan 2024   12:00	Attempts Taken 4 / 99
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Step 5 : Read instructions and click on the check box to agree and submit

## Instructions

Your name will be displayed here

Please read the instructions carefully

### 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 you to complete 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 be not be considered for evaluation. Hence, no marks will be allocated for the same.

The Marked for Review status for a question simply indicates that you would like to look at that question again.

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

I am ready to begin

Step 6 : Please ensure that all Status are in green tick.

In case you get page error shown as (X) it shows that zoom level is not proper. Use Ctrl+0 to get desired zoom level

**Online Assessment System prerequisite check**

Change Language :

Status	System Configuration
	Screen Resolution 1024 X 720 or Above
	Browser IE8 or Above/FireFox/Chrome
Status	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.

Step 7: You can click on any question you wish to attempt. The color code on Assessment Page indicates information. Use Save and next after opting the answer of your choice on each question. After answering all questions Click on Submit Button to submit your responses

The screenshot displays an online assessment interface in a Google Chrome browser. The address bar shows the URL `elearning.icsi.in/OnlineAssessment/quiz.html`. The page title is "Assessment Center - Google Chrome".

The interface is divided into several sections:

- Header:** Includes "Practice" and "Question Paper" (with a green icon) and "Instructions" (with a blue icon).
- User Information:** The name "Hema Babbar" is displayed.
- Section:** Labeled "Section" with a "Practice" button and an information icon. The "Time Left" is shown as ":8:15".
- Question No. 2:** The question text is: "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?". The options are:
  - Nittoor Srinivasa Rau committee
  - Tejendra Mohan Bhasin committee
  - KV Chowdary committee
  - K. Santhanam committee
- Progress Sidebar (Right):** Shows a summary of question status:
  - 1 Answered (green house icon)
  - 1 Not Answered (red house icon)
  - 3 Not Visited (grey house icon)
  - 0 Marked for Review (purple house icon)
  - 0 Answered & Marked for Review (will not be considered for evaluation) (purple house icon with a checkmark)
- Practice Section (Right):** Titled "Practice" with "Choose a Question" below it. It shows a row of question number buttons: 1 (green), 2 (red), 3 (grey), 4 (grey), and 5 (grey). A red arrow points from the question area towards the "Save & Next" button.
- Navigation Buttons (Bottom):** "Mark for Review & Next", "Clear Response", "Save & Next", and "Submit".
- Footer:** "Version : 17.03.00"



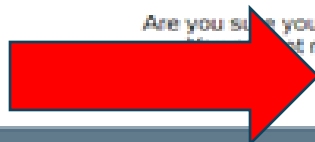
Step 8 : Click on Yes to further proceed

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### Assessment Summary

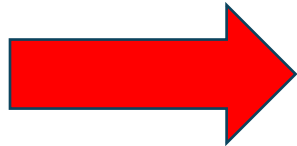
Section Name	No. of Questions	Answered	Not Answered	Marked for Review	Answered & Marked for Review (will not be considered for evaluation)	Not Visited
SECTION	50	2	2	0	0	46

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.



Step 9 : Click on OK to further proceed

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



Ok

Cancel

Step 10 : Click on Exit Assessment

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



Exit Assessment

## STEPS TO DOWNLOAD THE CERTIFICATE (AFTER WATCHING THE VIDEOS)

Step 1: Click on the Batch Name as shown in the image below.

The screenshot displays a user interface for course management. At the top left is the logo of the organization. Below it, there are four tabs: 'CURRENT (10)', 'COMPLETED (0)', 'UPCOMING (0)', and 'EXPIRED (1)'. A search bar labeled 'Search for a Course' is positioned below the tabs. A red arrow points from the search bar to the 'E-CLDP Batch' course card. The 'E-CLDP Batch' card is purple and features a document icon, the title 'E-CLDP Batch', and statistics: 0 Hands-on (0 Pending), 0 Assessment(s) (0 Pending), and 0 Assignments (0 Pending). It is labeled as 'Self Paced' with a start date of '15 Sep 2022 - 15 Oct 2022' and a 'LAUNCH' button. A '100.0%' progress indicator is visible at the bottom of this card. Other course cards include 'Test PM test' (11 Assessment(s), 11 Pending), 'EAP Academic Program ...' (0 Hands-on, 0 Pending), and 'EAP PM test' (0 Hands-on, 0 Pending).

Step2. Click on the tab “Mark Course as Complete” as shown in the image below.

The screenshot shows a course page for 'E-CLDP Batch' under the 'EAP Academic Program Test Batch'. The page features a header with the course title and a 'What's New' notification. Below the header is a banner with the text: 'Course content is now available at your convenience participate and learn to enhance your skills'. The main content area includes a course icon, the title 'E-CLDP Batch', and the subtitle 'Course Batch' and 'EAP Academic Program'. A progress bar shows 'Completed 100.0%'. Below the progress bar are two buttons: 'Launch Course' and 'Mark Course as Complete'. A red arrow points to the 'Mark Course as Complete' button.

Home » Course » EAP Academic Program Test Batch

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

**E-CLDP Batch**

Course Batch  
EAP Academic Program

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**

Step3. Click on “Process My Result” as shown in image given Below.

**MARK AS COMPLETE**

Please confirm if you want to mark this course as complete.

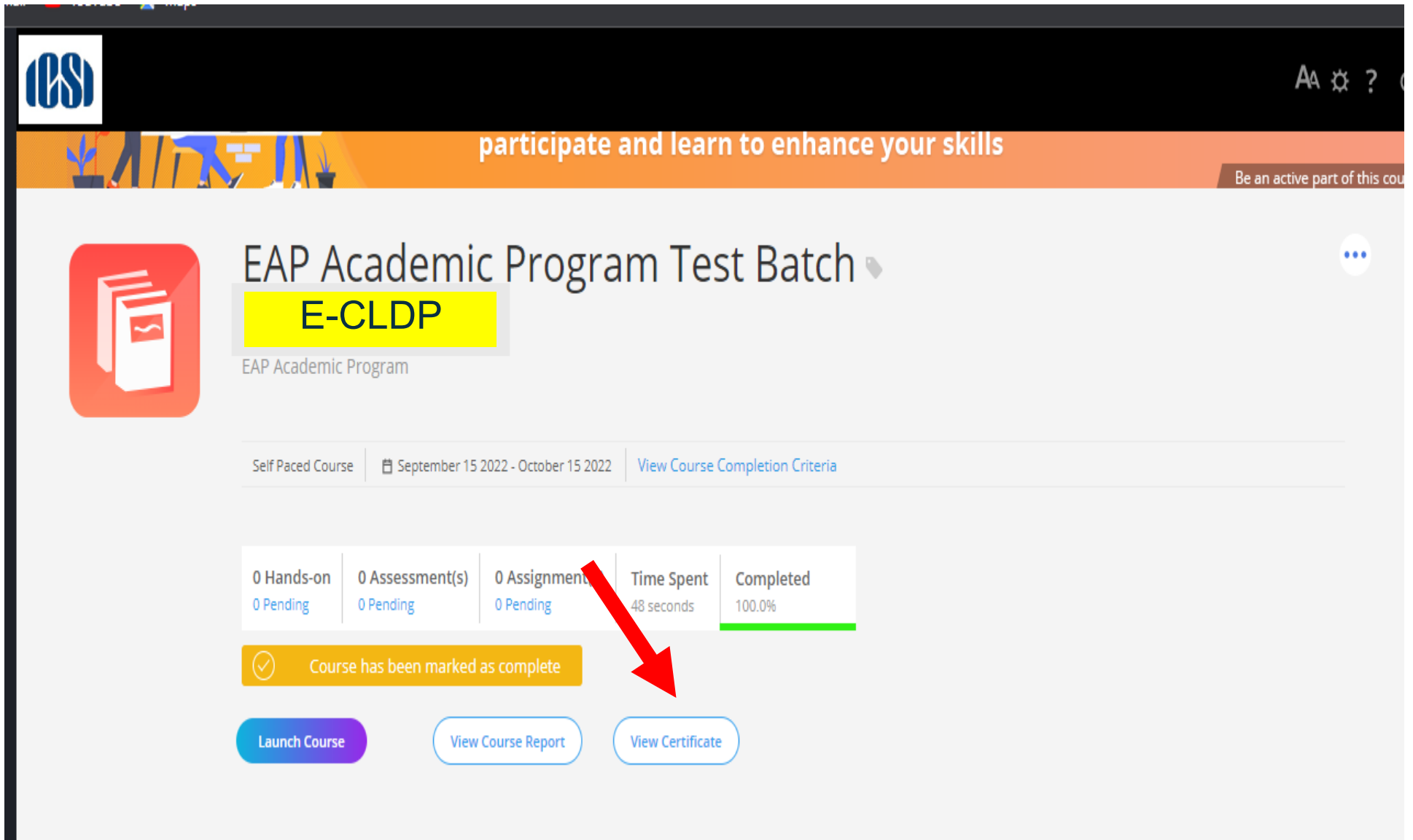
- Only Click on generate Course certificate if you have completed 100% of the course , otherwise select Exit to return to the course page
- Your progress will no longer be tracked by the system but locked where your are now.
- To navigate to this course, you will need to look under the course completed tab of your My course page.

**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**

Launch Course    Mark Course as Complete

Step 4. Click on View Certificate



The screenshot shows a course completion page for 'EAP Academic Program Test Batch'. The page features a header with the logo and navigation icons, a banner with the text 'participate and learn to enhance your skills', and a main content area. The course title is 'EAP Academic Program Test Batch' with a sub-label 'E-CLDP'. Below the title, it indicates 'Self Paced Course' and the dates 'September 15 2022 - October 15 2022'. A progress table shows '0 Hands-on', '0 Assessment(s)', '0 Assignment(s)', '48 seconds' Time Spent, and '100.0%' Completed. A yellow notification bar states 'Course has been marked as complete'. At the bottom, there are three buttons: 'Launch Course', 'View Course Report', and 'View Certificate'. A red arrow points to the 'View Certificate' button.

OSU

participate and learn to enhance your skills

Be an active part of this course

## EAP Academic Program Test Batch

**E-CLDP**

EAP Academic Program

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%

✓ Course has been marked as complete

[Launch Course](#) [View Course Report](#) [View Certificate](#)

Step 5. Download the Certificate

