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 Knowledge on Demand

Registration for Knowledge on Demand

Step 1 :

- Please go to ICSI website (<u>https://www.icsi.edu/home/</u>)
- Click on knowledge on Demand as per screenshot attached



On the next page you will have separate tile for each broad topic of knowledge on demand. Click on any of them as per your choice





Corporate Restructuring

IBC

IPR

Step 3 : Select any course from drop down option and proceed for registration.



Total Amount

Rs. 0/-

Base Amount	GST @
Rs. 0/-	0

Step 4 : Once registration is complete a popup message will be there.



Dear Candidate,

Your registration is successful for the Fundamentals of Corporate Restructuring Mergers and Acquisitions-CS Ravi Verma.

Login Id: Your Login Id is your membership number@icsi.edu for example if your membership number is F1234 then your Login Id is f1234@icsi.edu .

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

Note: Existing users (already registered/pursuing any other course on ICSI LMS) may continue to use the password which they are using to access other courses on LMS.

Your login credentials will be active subject to the successful realization of payment For any further details you may write to us at

With Best Wishes, E-Academic Cell, ICSI kod@icsi.edu

lose

Upon successful Fee submission

- After this you shall check your email id where you must have receive an email confirming your registration.
- On the top right hand side of invitation letter "App sequence no" is mentioned in the form of EF123456.
- With the help of this App sequence no you can generate your invoice for the payment made.

Generation of invoice

To download invoice, please click on the link given below where you will have to enter App Sequence no.

<u>https://g25.tcsion.com//EForms/configuredHtml/1677/62804/login.h</u>
<u>tml</u>

App Sequence No.	
Enter App Seque	ence No.
Mentioned on top successfully regis	o of email, received on registered email id during tration of course
Re-enter App Sequ	ence No.
	Login

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)

How to login on LMS

Key Information

1) Website to login : <u>https://www.tcsion.com/LX/login#lx</u>

For Members : Your login Id will be your membership number@icsi.edu for example if your membership number is F1234 then your Login Id is F1234@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.
- 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 EXPIRED 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).

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.

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+0button

Url to Login: <u>https://www.tcsion.com/LX/login#lx</u> Login with the default password and then follow the steps to reset password given in next slides



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





Reset Password via:

- Email
- OTP

Submit

Return to Login

Login id : For Members: Membership Number@icsi.edu

Steps to view the Video on LMS

Home Page/Landing Page for Content Access



Content Page. Click on all + sign to explore





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

For assistance : Email id : kod@icsi.edu